



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: November 21, 2012  
Re: Monthly Report – October 2012

#### GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, MidState and CTCMA meetings.
- Mr. Salomone continued work related to the AFSCME union contract negotiations.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.
- Mr. Salomone met with the Emergency Operations staff team to prepare for and respond to Hurricane Sandy, which affected the east coast on October 26. Although Newington was largely spared major damage and widespread power outages, approximately 5 trees were damaged during the storm and about 1100 households lost power at the height of the storm. There was also moderate damage to the Human Services ROPES course. The Town's emergency shelter opened at the Senior and Disabled Center and served approximately 20 residents overnight on October 26. Residents were kept informed of shelter and cleanup information through an Everbridge reverse 911-call and multiple press releases. The Town Hall closed at 12:30 p.m. on October 26 in response to Governor Malloy's order to close state highways but was open for business on October 27. EOC staff (necessary department heads and Town Manager's office staff) worked throughout the storm and all police personnel went on mandatory 12-hour shifts throughout the storm.
- Mr. Salomone continued to meet with police officials to oversee security detail and address resident issues related to the nursing home strike on Church Street. Mr. Salomone has also been in contact with area residents affected by the strike and has met with various residents to address their concerns.
- Mr. Salomone attended a promotional ceremony for the newly promoted Police Sergeant and Lieutenant.

Paid overtime during the month of October 2012 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	80.8	\$ 3,489.19
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 658.58
ROAD MAINTENANCE	4.0	\$ 166.68
TRAFFIC DIVISION	8.0	\$ 318.24
STORM SANDY	160.9	\$ 6,640.98
GRINDING	16.7	\$ 602.08
FENN ROAD - MILL/PAVING	7.5	\$ 309.28
<b>TOTALS</b>	<b>293.9</b>	<b>\$12,185.03</b>

Phone: (860) 665-8510 Fax: (860) 665-8507  
townmanager@newingtonct.gov  
www.newingtonct.gov

<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Weekend Duty	20.0	1,450.00
Football Game	18.0	724.50
Graves	27.0	1,100.00
Gym Floor	15.0	1,074.00
Church Street Cemetery	27.0	1,240.00
NHS Football Fence	14.0	615.00
Herbicide	16.0	720.00
<b>Total</b>	<b>137.0</b>	<b>\$ 6,923.50</b>

<b>POLICE DEPARTMENT</b>	<b>12-13 Budget Overtime Appr.</b>	<b>Overtime Expended 12-13 YTD</b>	<b>11-12 Budget Overtime Appr.</b>	<b>Overtime Expended 11-12 YTD</b>
Administration	\$ 6,734.00	\$ 1,645.50	\$ 6,998.00	298.17
Patrol	592,745.00	222,243.43	563,361.00	90,913.50
Investigation	77,582.00	16,365.43	73,567.00	8,146.00
Communication	117,787.00	54,791.11	107,966.00	29,224.40
Education/Training	107,795.00	16,772.48	100,698.00	17,854.15
Support Services	40,751.00	9,226.00	40,452.00	3,167.40
Animal Control	7,548.00	931.00	9,567.00	599.76
<b>Total</b>	<b>\$873,360.00</b>	<b>\$321,974.95</b>	<b>\$ 900,609.00</b>	<b>\$ 150,203.38</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,225.00	\$ 10,507.64	\$ 29,225.00	\$ 2,532.65
Snow and Ice Control	137,119.00	0.00	137,119.00	0
Traffic	8,684.00	2,022.83	8,684.00	1,121.80
Vehicles and Equipment	28,981.00	7,158.78	29,981.00	1,762.99
Leaf Collection	55,937.00	0.00	55,937.00	0.00
<b>Total</b>	<b>\$259,946.00</b>	<b>\$19,689.25</b>	<b>259,946.00</b>	<b>5,417.44</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$142,799.00	\$31,604.99	\$ 142,799.00	\$21,956.44
Cemeteries	15,635.00	4,844.96	15,635.00	937.667
<b>Total</b>	<b>158,434.00</b>	<b>\$36,449.95</b>	<b>\$ 158,434.00</b>	<b>\$22,894.11</b>

### **PERSONNEL**

- Jim Wells (Equipment Operator III) was promoted to the position of Highway Foreperson, effective October 29, 2012.
- An internal posting for the Equipment Operator III position was posted on October 24 with a closing date of October 31, 2012. Four internal applications were received. The testing process will commence in November.
- Interviews for three finalists for the Revenue Clerk position were held with a hiring decision expected in early November.
- As a result of the oral and written promotional process, (Sergeant) William Jameson was promoted to the position of Police Lieutenant and (Officer) William Jordan was promoted to the position of Police Sergeant, effective October 15, 2012.
- The recruiting and testing process for the part-time Animal Control Officer positions continued in September, with interviews expected in October.

### **RISK MANAGEMENT**

#### 2012-13 Blue Cross/Blue Shield Plan Year

The third month of the 2012-13 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2012-13 plan year were estimated at \$666,755. The total paid claims for September 2012 were \$714,365. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through September 2012

	<u>Town</u>	<u>Board of Education</u>	<u>Total</u>
Estimated Claims	504,258	1,496,007	2,000,265
Actual Claims	485,614	1,769,260	2,254,874

**FACILITIES MANAGEMENT**

- The Facilities Manager met with Mr. Lee Olsen of Olsen Design Group during October and reviewed the Town Hall renovation schedules as well as a proposal from the Olsen Group to continue with providing assistance to the Town Hall Building Committee which was submitted for that groups review and recommendation to council. The council formally approved the Olsen proposal and a contract was issued for their services.
- The facilities group completed 49 formal work orders during the month of October at the various Town Buildings.
- Installation of the new boiler was completed during October as scheduled for the Kellogg Eddy house as well as a new hi efficiency hot water heater. Additional work to the front entrance roof and entryway was also completed during October as scheduled.
- The skylight repairs in the library began as scheduled during October and is expected to be completed during the first weeks of November. Once the skylight has been completed, the interior work to repair the water damages will be started.
- Preliminary designs for security upgrades began in July for the Library and Senior Center. Items reviewed included new security cameras and keying systems for the buildings. New cameras were to be installed during October after the IT group had verified the necessary hardware needed for their connection to the Police department system but this has been delayed due to work load within the IT group.
- Transition Academy Roof Replacement: Designs were completed by the facilities director for this roof replacement and bid proposals were received and reviewed but the project cannot begin until the BOE has determined the status of state funding that may be allowed. As a result, this project may not be undertaken until spring due to the weather.

**INFORMATION SYSTEMS AND TECHNOLOGY**

- Logged 36 requests for service via the Internet, blocked 29 spyware applications, blocked approx 36,445 unsolicited SPAM email messages from being delivered and stopped 1,769 viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 65 formal work orders.
- The Town's website had approximately 27,982 visits during the month, 69,340 page views with an average of 2.48 pages viewed per visit. The Town, Library, and Town Employment Homepages were the most frequently visited pages.
- Mr. Paul G. Boutot, Director of Information Technology, met with Town Department Heads to discuss technology needs, project updates and future direction.
- Mr. Boutot met with Mr. John Salomone, Town Manager, Fire Chief Chris Schroeder, Deputy Fire Chief Robert Regina and Mr. Jeff Baron, Director of Administrative Services, to review and discuss the Request for Proposal for a Door Access Control system that would be going out to bid in the future.
- Mr. Boutot attended a Capitol Region Council of Government's CREGI (Connecticut Region E-Government Initiative) meeting. The meeting focused on regional grant opportunities, broadband initiatives and the regional building permit application (ViewPermit).

**FINANCE**

**Accounting and Administration**

- During the month effort was directed towards the recruitment of the Revenue Clerk in the Revenue Collector's Office. An interview panel was convened which comprised of the Director of Finance, Town Clerk, and a tax collector from an area town. Follow up interviews were conducted with the Town Manager and Revenue Collector.

- Debt financing plans were reviewed with the Town's bond counsel and financial advisor for a possible refunding of bonds that were originally issued in 2003, 2004 and 2005 for E. Green and R. Chaffee School Renovations of \$9.9 million and the Police Station for \$7.45 million.
- A 2013-14 budget development meeting was held with the Town Manager. As a result, General Fund Operating Budget instructions and schedules were prepared and distributed to the departments. Additionally, instructions for the Capital Improvement Plan FY 2013-2014 through FY 2017-2018 were prepared and distributed to departments.
- Ann Harter attended a budget presentation at the Metropolitan District Commission (MDC) to discuss the 2013 tax levy. Preliminary numbers indicated an increase of 4.4% or approximately \$145,000 for the Town's sewer services.
- With the deadline for the December 31 filing of the 2011-12 audit near, auditors from Blum Shapiro were on-site for most of the month and numerous hours of staff time were dedicated to completing this requirement.

The Town received the following major grants during the month: Payment-in-lieu-of-tax (PILOT) program for State owned property of \$639,584, the first installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,223,982. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)  
10/31/2012

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> FY2012-13	<u>Actual</u> Year to Date	
General Fund	\$100,000	\$10,894	\$26,629,362
Special Revenue Funds	1,357	1,328	2,293,681
Capital Projects Funds	400	367	607,918
Internal Service Fund	3,004	1,250	3,451,776
Trust and Agency Funds	632	546	1,050,963
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$34,033,700</b>

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)  
10/31/2012

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u> Month	<u>Last</u> Month	<u>Current</u> Month	<u>Last</u> Month	
STIF	0.18	0.23	2,819	3,387	\$21,129,893
CLASS PLUS	0.02	0.02	48	46	2,669,023
Bank North	0.20	0.20	1,393	1,348	8,224,065
People's Bank	0.05	0.05	85	83	2,010,719
<b>Total Outstanding Investments</b>					<b>\$34,033,700</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Over 900 personal property declarations were received. Data entry on these returns started and will continue for the next few months.
- Inspections of properties with building permits took place. Nearly 500 properties were viewed and most of those had relatively minor changes. This process will continue through November and December.
- The supplemental motor vehicle list was received from the Department of Motor Vehicles. Most of the vehicles were priced by staff. This list will be completed in early December.

- The Assessor and Town Attorney were in court for one commercial property during October. This court cases is from the October 1, 2011 revaluation.

**Revenue Collector**

- Collections for October on the 2011 Grand List amounted to \$293,380, and back tax collections were \$64,728.
- This year's total collections through October were 54% which was 1/2% greater than the last year at this time.
- All unpaid Personal Property accounts were assigned to a State Marshal for collections.
- Title searches are being completed for the upcoming Tax Sale to be held in February.

**TOWN CLERK**

- 595 documents were filed on the land records during October. \$50, 363 was collected in State conveyance tax and \$16,788 was collected in Town conveyance tax.
- There were 61 property transfers totaling \$6,715,150.
- There were three residential sales each over \$300,000.
- Four Foreclosure Registrations were recorded.
- Staff certified 117 copies of vital records, and issued ten burial and three cremation permits.
- Eleven Notary Public commissions and twenty-for Trade Name Certificates were catalogued.
- The office filed 200 mortgages, 212 releases and 28 liens.
- Absentee ballots became available on October 5<sup>th</sup>. A total of 1,022 were issued and 939 were returned. Pursuant to the MOVE Act (Military and Overseas Voter Empowerment), applications for absentee ballots, as well as the absentee ballot itself (within certain parameters) could be emailed to voters; however, legislation mandates that the ballot must be returned to the Town Clerk's office through the U.S. Postal system. During this election, approximately twenty-five ballots were issued electronically. On Election Day 250 Presidential Ballots (available to Newington residents who are not registered voters) were issued.
- The month of October was consumed with ballots: creating the ballot layout, keeping track of how a ballot was issued, maintaining lists of applications issued, creating many different lists of candidates to be issued to various classes of voters (overseas, Newington electors, former residents, military personnel and their families, residents traveling outside the United States either permanently or temporarily), keeping numerous lists indicating how a request was received, when and how the ballot was sent to the voter and documenting when it was returned.
- During October the staff devoted a tremendous amount of time to customer service—issuing absentee ballots as well as assisting residents on the phone and those who came into the office. Throughout this busy time, the staff was phenomenal in assisting customers and problem solving. They were consistently pleasant to the public--maintaining patience and a sense of humor.
- On October 10<sup>th</sup> the Town Clerk participated in a Review Panel to fill the vacant position in the Tax Collector's office.
- As a member of the Technology Committee for the Connecticut Town Clerks Association, the Town Clerk attended a meeting at the Branford Town Hall on October 12<sup>th</sup>.

<b>DATA SUMMARY OCTOBER 2012</b>				
	<u>Oct. - 12</u>	<u>Oct. - 11</u>	<u>FY 12/13 to Date</u>	<u>FY 11/12 to Date</u>
Land Record Documents	595	445	2232	1737
Dog Licenses Sold	32	24	411	354
Game Licenses Sold	54	34	118	89
Vital Statistics				
Marriages	27	24	86	88
Death Certificates	13	31	100	110
Birth Certificates	13	30	82	112
Total General	\$ 38,449.23	\$ 38,480.25	\$157,690.12	\$143,508.64

Fund Revenue				
Town Document Preservation	\$ 1,122.00	\$ 843.00	\$ 4,238.00	\$ 3,208.00
State Document Preservation	\$ 1,122.00	\$ 844.00	\$ 4,250.00	\$ 3,210.00
State Treasurer (\$26 fee)	\$ 20,196.00	\$ 15,156.00	\$ 76,068.00	\$ 57,708.00
Locip	\$ 1,683.00	\$ 1,263.00	\$ 6,339.00	\$ 4,809.00
State Game Licenses	\$ 779.00	\$ 433.00	\$ 1,557.00	\$ 1,207.00
State Dog Licenses	\$ 261.00	\$ 201.00	\$ 2,593.00	\$ 2,312.50
Dog Licenses Surcharge	\$ 90.00	\$ 72.00	\$ 908.00	\$ 804.00
Marriage Surcharge	\$ 114.00	\$ 190.00	\$ 570.00	\$ 646.00
<b>Grand Total</b>	<b>\$ 63,816.23</b>	<b>\$ 57,482.25</b>	<b>\$254,213.12</b>	<b>\$217,413.14</b>

### **POLICE DEPARTMENT**

- The Entry Level Police Officer hiring process is continuing. Three candidates received Conditional Offers of employment and are continuing with the final testing exams and interviews with the Town Manager and Chief. A final decision will be made in November. Two additional candidates have moved into the polygraph and background phase of the process.
- The Part Time Animal Control Officer Hiring Process is continuing. Twelve candidates were invited to oral interviews in October. Of those twelve, six have moved on to backgrounds.
- Sgt. William Jameson was promoted to Lieutenant and Officer William Jordan was promoted to Sergeant effective October 15<sup>th</sup>. A Promotional Ceremony was held on October 12<sup>th</sup>.
- Patrol Calls for August are as follows:

ALARMBURG	109	FIREWORKS	2	NOISE	22
ALARMHOLD	4	FOLLOWUP	85	NOTIFICATION	3
ANIMAL	22	Gun	1	OPENDOOR/WIN	9
ASSAULTREP	3	HARASSMENT	21	OTHER	1
ASSIST	34	HAZARD	40	ParkingViol	20
BREACHIP	13	ILLEGALDUMPING	2	PISTOLPERMTEMP	21
BURGIP	2	INDECENTEXP	1	PROPFOUND	11
BURGREP	6	INTOXICATED	4	PROPLOST	4
CARSEAT	1	JUVCOMP	11	RECOVEREDMV	1
CHECK	82	K9	1	ROBBERYIP	1
CLEARLOT	5	KIDNAPPING	1	ROBBERYREP	1
COURT	20	LarcFromMV	13	SERVWARRANT	24
CRIMMISIP	1	LARCIP	16	SEXASSAULTRE	1
CRIMMISREP	19	LARCREP	49	SPECDETAIL	69
CSO	24	LOCATION	335	STOLENMV	8
CUSTOMERIP	5	LOCKOUTMV	2	SUDDENDEATH	1
DOG	32	LOCKOUTRESID	2	SUICIDE	1
DOMESTICIP	21	LOCSCHOOL	1	SUSPICIOUSIP	125
DOMESTICREP	11	LTA	1	SUSPICIOUSREP	37
DRUG	6	M	241	TESTPOLICE	4
DUI	7	MISSING	3	THREATREP	4
EDP	11	MVABAND	2	TOW	20
ESCORT	18	MVAEVADING	17	TRAFFIC STOP	515
F/ALARM	14	MVAINJURY	5	TRESPASSIP	3

F/HAZMAT	2	MVAPROP	85	TRESPASSREP	4
F/OTHER	2	MVASSIST	73		
F/STRUC	4	MVCOMPLAINT	64	<b>TOTAL FOR NPD</b>	<b>2,427</b>
FINGERPRINT	34	NEIGHBOR	9		

Patrol Investigations

- Investigations and calls by Patrol Officers in October included:
  - Officers were dispatched to a residence on a home invasion. As they responded to the home, Dispatch reported two suspects left in a van. Officers responded to the area to search for the van which was never located. The elderly victims stated two males who said they were contractors for the water company had to check their water because they had damaged a water pipe up the road. The female victim stated the males pushed by her into their home. The victims stated the males walked throughout their home and turned on the bathroom water. They stated that at one point one of the males had his hand on the kitchen table where there was some jewelry. It was later determined that these items were stolen from the home. The female victim stated she was going to call her son and one male grabbed the phone from her hand. She stated the males left in a grey or green van. Detective Division personnel responded and processed the scene. MDC was called and reported no workers or contractors were in the area. It was later learned that there have been similar incidents reported in the Greater Hartford area. The investigation has been turned over to the Detective Division and no arrests have been made.
  - The police department received information that a possible larceny may occur that evening at the Sears Warehouse in Newington. Sears loss prevention employees were conducting surveillance on a company trailer that contained old appliances to be recycled. On this day, employees discovered several new appliances had been placed inside the trailer. Loss prevention employees suspected someone may return after hours to take the merchandise. Newington officers set up surveillance on the Warehouse. A U-Haul truck entered the parking lot and merchandise was being removed from the trailer into the U-Haul by two suspects. Officers stopped the vehicle as it was exiting the parking lot. They detained the driver and the passenger. The rear of the U-Haul contained three new Whirlpool ovens, a new Kenmore Elite refrigerator, and a Sealy mattress with a total value of \$8,006.00. Officers spoke with store manager, who witnessed the theft along with Sears Loss prevention manager. The store manager identified the driver as a Sears employee. According to the store manager, the employee had no business being on the property at this time of day. The two suspects were charged with Burglary 3rd degree 53a-103, Conspiracy to commit Burglary 3rd degree 53a-48/53a-103, Larceny 3rd degree 53a-124, and conspiracy to commit Larceny 3rd degree 53a-48/53a-124. Both were held on a \$50,000.00 bond. It was later determined that the store employee and others, may be responsible for internal thefts at Sears estimated at \$375,000. This case has been forwarded to the Detective Division.
  - Officers were dispatched to Sam's Club on a report of a robbery in progress. As officers arrived on scene to speak with the complainant, other police units were checking the area for the suspect vehicle. The victim stated he had just finished shopping at Sam's Club and was loading the groceries into his vehicle. He then observed a tan van driving past him. He stated he noticed the van stopped in the middle of the parking aisle as two males exited and walked towards him. The victim stated one male said to him "give me all your money" and the other suspect stated "Give me your stuff or I'll shoot you". The victim stated one male had his hand in his pocket indicating he had a gun. The victim stated he did not believe there was a gun in the males' jacket so he told the male to show the gun to him. The victim stated he was then punched in the face under his left eye by one of the males. The two males ran back to the tan Honda sped out of the parking lot towards the back of the building. The victim added he was able to read the license plate of the vehicle. The registration was checked through the Department of Motor Vehicles and found that it belonged on a 2007 tan Honda Odyssey. The registered owner had reported the vehicle stolen. At this time, the investigation has been turned over to the Detective Division and no arrests have been made. The vehicle has also not been located.
- In October, Detective Division personnel:
  - Handled 93 investigations, 65 remain ongoing and 28 were closed by investigative methods.

- Served 24 arrest warrants, 21 by Patrol Officers and 3 by Detective Division personnel
- Detectives completed the investigation of a complex case involving the theft and fraudulent use of American Express credit card points and travelers checks. This case involved multiple victims and a total larceny of over \$6,000.00. This extensive investigation has resulted in the application of an arrest warrant for the suspect.
- Detectives completed a fraud investigation that involved unauthorized access to an individual's email account. This resulted in the creation of a fictitious email that appeared to be sent by the victim to a Charles Schwab branch. The victim is a Charles Schwab customer. The email requested that the Charles Schwab branch transfer \$43,200.00 to a Bank of America account. An inquiry by employees of Charles Schwab revealed that the customer's email account had been compromised and that the customer was not the one who had requested the transfer of funds. Based on that information, the transfer was not completed. Our detectives were able to determine that a Newington resident was involved in this fraudulent activity. A warrant for his arrest has been completed.
- In October, the Community Service Officer (CSO):
  - Spent the month of October teaching STEP UP to Newington students. STEP UP is a 4 week program with an emphasis on Respect, Accountability, and Responsibility, with an Introduction to Tobacco, Internet Safety and Bullying. In total 60 classes were taught to 5<sup>th</sup> graders at Martin Kellogg and John Wallace. Also presented a Halloween Safety program to parents of Ruth Chaffee School and spoke to kindergartners about Stranger Danger, Safety Tips, and Halloween Safety.
  - Participated in the Lockdown Drill at Anna Reynolds.
  - Attended a Disaster Planning Meeting put on by Human Services. The meeting allowed the Assisted Living and Long Term Care facilities to share how they fared during Hurricane Irene and/or what changes have been made at the respective locations to improve for the next disaster.
  - A Chamber of Commerce Women's Meeting was held at Newington Police Department on October 25<sup>th</sup>. This allowed business owners and employees the opportunity to network and view the facility as well.
  - Participated in the Downtown Halloween on Main Street and Market Square. The police department was visible in the Gator and was able to hand out 'safety treats'.

#### **UCR/NIBRS Selected Crimes**

<b>Type of Crime</b>	<b><u>September 2012</u></b>		<b><u>September 2011</u></b>	
	<b>Preliminary # of Offenses</b>	<b>Value of Theft</b>	<b># of Offenses</b>	<b>Value of Theft</b>
<b>Murder</b>	0	0	0	0
<b>Forcible Rape</b>	0	0	0	0
<b>Robbery</b>	0	0	0	0
<b>Assault</b>	6	0	6	0
<b>Burglary</b>	14	\$25,449	15	\$20,868
<b>Larceny Theft</b>	54	\$64,865	53	\$80,892
<b>Auto Theft</b>	11	\$43,847	11	\$30,719
<b>Totals</b>	<b>85</b>	<b>\$134,161</b>	<b>85</b>	<b>\$132,479</b>

- During the month of September 2012 we arrested 85 adults: 15 for assaults, 4 for burglary, 2 for forgery and fraud, 1 for weapons violation, 15 for narcotic violations, 2 for offenses against family & children, 6 for DUI, 5 for disorderly conduct, 17 for larceny, and 14 for other miscellaneous offenses. We also arrested or referred 9 persons under the age of 18 for criminal acts: 3 for assaults, 1 for vandalism, 1 for narcotic violations, 1 for DUI, and 3 for all other offenses.

#### Police Department Overtime

- Comparison
  - OT September     \$ 80,034
  - OT October        \$ 99,267
  - Total increase    \$ 19,233

- Two new recruits were sent to the Police Academy in October, two officers were on light duty, and one officer was on Active Military Leave. These vacancies in Patrol have an impact on the overtime usage.
- Administration overtime of \$517 was for holiday pay.
- Patrol overtime of \$64,659 is an increase of \$6,275. Overtime included coverage for 2 vacant shifts due to retirement, 3 officers on various leaves, and one holiday (\$8,300).
- Detective Division Overtime of \$6,907 is an increase of \$4,900, which includes \$4,000 for holiday overtime. Overtime included evidence processing and investigations.
- Communications overtime of \$16,165 an increase of \$4,374. Overtime costs include coverage for a dispatcher vacancy while new dispatcher is being trained, and holiday pay (\$1,500).
- Education overtime of \$7,811 is an increase of \$3,240 for training classes. Training included overtime for training new dispatcher and training for officers.
- Support Services overtime of \$3,049 is a decrease of \$20. Overtime included a Youth Adult Council meeting, Midstate Accident Investigation overtime, and holiday pay.
- ACO overtime of \$159 is a decrease of \$53. Overtime was for 1 call out.

### **FIRE DEPARTMENT**

- The following is a report of the activities of the Newington Fire Department for the month of October, 2012. During this period fire department members responded to 34 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<b>October 2012</b>	<b>4 Months Activity</b>
Residential	0	48
Commercial, Industrial, Office	3	12
Hospital, School	3	4
Vehicle	0	8
Rescue, Police Assistance	2	12
Dumpster, Rubbish, Grass, Brush, Leaves	1	9
Hazardous Materials/Clean up	2	9
Investigative Alarm	12	79
False Alarm	5	5
Mutual Aid/Standby	0	6
Carbon Monoxide Investigation	6	20
Water Related Incidents/Pump-Outs	0	13
<b>Total</b>	<b>34</b>	<b>212</b>

#### Training Summary

Multi-Company Training	Training Disaster Preparedness	68 hours
Officer Training	Size-ups & Fire Simulator	54 hours
Driver Training	Road Time	4 hours
Live Wire Training		72 hours
Capitol Region Training		3 hours
Company Training	Ladder Operation/Use Radiation Meters	22 hours
Fire Prevention Open House	Demonstrations Training/School Visits	181 hours
Advanced Death Investigation		16 hours
Building Pre-Plan		4 hours
Command Post Training		4 hours
Firefighter Safety & Survival		8 hours
<b>Total</b>		<b>435.50 hours</b>

### **FIRE MARSHAL**

- The Fire Marshal's Office completed the following activities during the month of October, 2012.

INSPECTIONS

13

INSPECTION FOLLOW-UPS	27
PLAN REVIEW	1
JOB SITE INSPECTIONS	0
FIRE INVESTIGATIONS	3
FIRE ALARM TROUBLE	1
COMPLAINTS	1
HAZ/MAT	0
BLASTINGS	0

Incidents:

- There were no significant fire calls or injuries reported during the month of October.

Fire Marshals Activities:

- Responded to 18 fire calls during the month.
- Attended the Division of Emergency Management & Homeland Security Area-3 Directors meeting in East Hartford.
- Attended an Advanced Death Investigation training session at the University of New Haven. The two day program was presented by the Henry Lee Forensics Science Institute.
- Participated in the Annual Fire Prevention "Open house" at fire headquarters.
- Conducted the Annual Balf-Town Committee meeting at Town Hall.
- Attended the quarterly Connecticut Emergency Managers Association meeting in East Hartford.
- Attended a meeting with town staff and a representative from the Capital Region Emergency Planning Committee to review plans to establish a Community Emergency Response Team to assist the human services department with emergency planning and shelters staffing.
- Attended a meeting with town staff and representative from the area Health Care and Assisted Living facilities to review emergency disaster planning.
- Conducted the quarterly meeting of the Local Emergency Planning Committee at police headquarters.
- Attended the monthly staff meeting at town hall.
- Attended numerous meetings with town staff in the Emergency Operations Center to plan for possible impact from Hurricane Sandy.
- Relocated all shelter supplies from the storage building on Chapman Street to the High School and Senior Center.
- Participated in numerous Division of Emergency Management and Homeland Security conference calls to review planning for Hurricane Sandy.
- Attended the monthly Board of Fire Commissioners meeting at Company #1 firehouse on Main Street.

**HIGHWAY DEPARTMENT**

Administration

- Attended various staff meetings
- Coordinated the milling and paving of Fenn Road
- Completed review and hiring of leaf seasonal employees for Annual Leaf Collection Program
- Met with residents to discuss various issues and concerns
- Administered testing and interviews for the hiring of Highway Crew Foreman position
- Attended Emergency Operations Center meetings in preparation for Hurricane Sandy
- Attended meeting at Murphy Road Recycling to discuss new recycling contract
- Met with DEEP representatives regarding Piper Brook maintenance
- Coordinated crack sealing of the Senior Center parking lot

Roadway Maintenance

- Milling/overlay project of Fenn Road completed
- Cleared debris as a result of Storm Sandy
- Crews paved Field House on Alumni Road
- Repaired drainage pipe on Taft Avenue

- Highway Personnel worked with outside contractor grinding debris at landfill
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Repaired and cleaned several storm water catch basins Town wide
- Continued with Town wide litter and graffiti control
- Crews installed under drain in preparation of reconstruction of Great Oak Lane scheduled for the spring
- Cleared Piper Brook waterway of trees/branches etc.

#### Traffic Division

- Assisted Highway crews with signage and traffic control during the completion of Fenn Road
- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Police Department installing speed boxes
- Painted curbs at Senior & Disabled Center
- Painted parking lot at Clem Lemire Park

#### Fleet Maintenance

- Completed annual maintenance of leaf collection equipment which included the installation and testing of leaf machines and boxes
- Began the outfitting of one (1) new police vehicle
- Mechanics assisted leaf collection crews as needed
- Performed routine preventative maintenance along with emergency repairs on all Town vehicles and equipment

#### Sanitation/Recycling/Landfill

- Scheduled 647 residential bulk items for collection
- Scheduled 119 condominium bulk items for collection
- Scheduled 29 condo/residential scrap metal items for collection
- 2,238 tons of cumulative Municipal Solid Waste were collected from July 1 through September 30, 2012
- 690 tons of cumulative recyclables were collected from July 1 through September 30, 2012
- 445 mattresses collected from July 1 through September 30, 2012
- Issued 38 permanent landfill permits and 8 temporary permits

### **TOWN PLANNER**

#### Town Plan and Zoning Commission Actions

##### Regular TPZ Meeting on October 10, 2012:

- Approved Petition #29-12: Transfer of Special Exception for “Morningside Condominium” at 191 Deming Street from Landworks Development LLC to By Carrier Inc.
- Approved Petition #29-12: Site Plan Modification at 191 Deming Street (“Morningside Condominium”); JFC Endeavors Inc., applicant; Morningside Newington LLC, owner; Johnny Carrier P.E., 68A S. Canal Street, Plainville, CT contact.
- Approved Petition #32-12: Site Plan Approval (Section 3.18.2.A) at 2909 Berlin Turnpike. Premier Healthcare Services of Connecticut LLC, applicant; Wex-Tuck Realty II LLC, owner; Jomarie Andrews, Levy & Droney PC, 74 Batterson Park, Farmington, CT, contact.

##### Approved, Pending, and Future TPZ Applications

- Met with owner of the “Hunter” commercial development on Cedar Street to discuss cleaning up the site.
- Met with the attorney for the “Deming Farms” developer to discuss outstanding items and the sale of the project to a new developer.
- Met with the “Deming Farms” developer onsite to inspect outstanding items and meet prospective new developer.
- Attended Victory Gardens groundbreaking.
- Met with Toll Bros. to review changes to “Newington Walk” subdivision plans.
- Met with engineer for former Volvo site on Louis Street to discuss changes to parking lot.

National Welding Property:

- Phone meeting with Fuss & O'Neill to review updated cost estimate.
- Began working on OBRD Brownfield grant application.

CTfastrak/Amtrak Corridor Planning:

- Met with Partnership for Sustainable Communities staff to discuss their upcoming two-day workshop for all towns in the corridor.
- Drafted scope of services for CRCOG's "On-Call" planning services for the Newington Junction area.

LID Regulation Revision Project:

- October 3: met with MaryAnn Nusom of DEEP to review status of project.
- October 22: began drafting scope of services and RFQ legal notice.

Miscellaneous:

- Spoke at Chamber of Commerce lunch meeting.
- Received and replied to approximately 35 phone calls from citizens and applicants seeking information on zoning and other land use matters.
- Received and replied to approximately 67 emails from citizens and applicants seeking information on zoning and other land use matters.

**TOWN ENGINEER**

- During the month of October there were 23 excavation permits issued as follows:
  - 13 Driveways
  - 8 Gas Service
  - 1 drainage connection
  - 1 Permanent pavement restoration (various locations)
- Engineering staff assisted multiple applicants in the preparation of Inland Wetland applications. The Town Planner continued to assist with the administration efforts for Agent Approval applications.
- Engineering staff continued to provide field survey and design work for continuing projects: Clem Lemire Field parking lot and Elizabeth Green School.
- Engineering staff continued to provide administrative review and coordination of concrete installation throughout town.
- The Town Engineer participated and provided technical support at (2) Inland Wetland meetings this month. The Toll Brothers application for the Russell Road parcel began the public hearing phase.
- The Town Engineer continues to monitor and provide administrative support to the Market Square and Mill Street Extension projects. These responsibilities include, but are not limited to: liaison between consultant, contractor, Town, verification of quantities, change orders, payments and all correspondence related there to.
- Engineering staff continues to monitor the Victory Gardens (Veterans Drive) construction project. The project currently involves the installation of utility lines (sanitary) and building foundations.
- Engineering staff continues to meet with a number of residents to discuss wetlands and future wetland application.
- Engineering provides support to Public Works for inquiries as they pertain to drainage (easements), street line, record (plot) plans, etc. Additionally, some inquiries have resulted in field reconnaissance and survey as needed.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer and Highway Superintendent met with DEEP representative for the annual review of the Piper Brook upper reaches in the vicinity of the town line.
- Town Engineer participated in monthly CRCOG meeting.
- Town Engineer participated in the monthly public works meeting.
- Engineering staff participated in a busway project meeting.

**BUILDING DEPARTMENT**

- A Permit was issued to the Eddy Farm Preservation LLC for three greenhouses poly-covered and moveable at 277 Cedar Street.

- Brown Realty LLC was issued a Demolition Permit to demolish the building at 3575 Berlin Turnpike. There will be four businesses going in on that property: Chipolte Restaurant and Starbucks at 3575 Berlin Turnpike, Chase Bank at 3579 Berlin Turnpike and Bassett Furniture at 3583 Berlin Turnpike.
- A Permit was issued for a solar pv system to be installed at Shuco USA LLP located at 240 Pane Rd.
- There was a Permit issued for a concrete slab for a residential single family raised ranch to be built at 163 Reservoir Road.
- There was one Certificate of Occupancy issued in October for Floors Now located at 2516 Berlin Turnpike.

Seminars attended by our Inspectors for their continuing education credit were:

- D. Jourdan - New England Municipal Building Official Seminar – Oct. 1-3, 2012
- R. Smith - Practical Applications of the Residential Energy Code – Oct. 5, 2012  
- CBOA meeting on CONSPA – Sept. 20, 2012
- D. Zwick - Practical Applications of the Residential Energy Code – Oct. 5, 2012  
CBOA – Electrical Services – Oct. 18, 2012
- A. Hanke - Practical Applications of the Residential Energy Code – Oct. 5, 2012

Building Department activity for the month of October was as follows: The Inspectors completed a total of 230 Inspections. They were: Air Condition (3), Apartment Inspection (5), Boiler (9), CO (10), Complaint (1), Damp proofing (1), Decks (5), Electrical (24), Final (54), Footing (14), Foundation (11), Framing (4), Gas Fireplace (1), Gas Line (32), Hot Water Heater (1), Housing Code (1), Insulation (12), Mechanical (1), Plumbing (1), Pools (1), Roofing (3), Rough (23), Siding (1), Site Visit (6), Slab (2), Wood/Pellet Stove (2), Work without Permits (2).

The total number of Building/Renovation Permits issued for the month of October was **183** producing a total permit value of **\$3,652,041.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	23	728,767.00
DECK	2	11,500.00
DEMOLITION	1	10,000.00
ELECTRICAL	31	1,571,095.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	6	11,239.00
GARAGE / SHED	5	75,000.00
MECHANICAL	45	611,080.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	2	100,000.00
PLUMBING	36	82,738.00
POOL	1	1,400.00
ROOFING / SIDING	25	436,086.00
SIGN	6	13,140.00
TENT	0	0.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>183</b>	<b>\$3,652,045.00</b>

The total Building income fees received in the month of October was **\$42,209.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$700.00, Environmental \$180.00, Conservation \$550.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$101.50, Driveway / Excavation \$1,375.00, Engineering copies \$89.00 The other total income is \$2,995.50.

Below is a comparison of the Permit Values for October 2012 and October 2011

	<u>2012</u>	<u>2011</u>
Value of Permits issued for October:	\$3,652,045.00	\$1,761,643.00
Fees for Permits issued for October:	\$42,209.00	\$21,024.00
Other income Fees for October:	\$2,995.50	\$2,894.50
Building Permits Issued for October:	183	127

Total Value of Permits and Permit Fees for the Fiscal Year:

2011-2012		2010-2011	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$15,469,835.00	\$169,549.50	\$5,908,539.00	\$58,771.00

## **HUMAN SERVICES**

- In response to Storm Sandy, Human Services opened an overnight shelter at the Senior & Disabled Center, providing dinner, snacks and breakfast October 29-30<sup>th</sup>. Director Futoma and her staff coordinated support and assistance with staff from Senior & Disabled Center, Board of Education, Fire, Health and Police. Staff from other departments were on standby to provide shelter coverage had it been necessary. Teri Snyder from the Senior Center did stay overnight with us, as she was most familiar with the building.
- The Food Bank assisted 151 households, with 717 bags of groceries distributed. The Clothing Closet assisted 20 households, with 25 bags of clothing distributed. Foodbank closed 10/30/12 due to Storm Sandy, so numbers would have been higher.
- The Outdoor Market served 224 households on 3 days this month.
- The Special Needs Fund assisted 12 households with 12 bills, 3-medical, 8-utility and 1-housing related bills. 7 were for senior residents.
- The Social Casework Program had an active caseload of 95 with 38 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, health insurance, and domestic conflict. Staff followed up on several police referrals related to emergency medical and mental health needs.
- The Youth and Family Counseling Program handled a caseload of 19, with 6 new cases. Contractors provided 44 clinical therapy sessions and made 13 contacts with families and other agencies.
- Fall SCORE programs are seeing great participation, along with a compliment of high school mentors. Challenging weather for outdoor programs was higher and we did our best to reschedule or make alternate plans.
- The October ROPE program went well, with an interruption from Storm Sandy. Final challenges were rescheduled for early November.
- The 8<sup>th</sup> Grade ABC program began this month with a canoeing trip on Mashapaug Lake.
- The Newington Challenge Course sustained damage from Storm Sandy, resulting in the cancellation of 2 large programs. A large tree uprooted and fell, damaging some elements. We are rescheduling booked programs and have begun booking for 2013.
- The high school Self-Awareness group met with Rik Huggard for self-esteem/leadership building activities and planned to rake for Newington Senior Citizens as a community service project in November.
- 4 people provided community service hours, totaling 75 hours.
- Kelly Urbanowicz, Clinical Services Coordinator, joined the department on October 2<sup>nd</sup> and spent the month getting oriented, meeting contractual therapists and school personnel. She also met other community members and attended multiple meetings and workshops. She also began providing counseling services and reviewing our current Youth & Family Counseling program. She will look for ways to enhance the program as we go forward.
- Staff attended several trainings and workshops, along with numerous collaborative roundtable meetings to enhance services and disaster response.
- Pam Wassik, Carol LaBrecque and interns continued preparations for the annual Holiday Food & Gift program with Thanksgiving distribution set for 11/15/12.
- There were no youth brought before the Juvenile Review Board this month.

OCTOBER 2012 Statistics

<b>Selected Programs</b>	<b>FY 12-13 Undp. Total This Month</b>	<b>FY 12-13 Undp. Total Last Month</b>	<b>FY 12-13 Cum. Undp. Total YTD</b>	<b>FY 11-12 Cum. Undp. Total YTD</b>
<b>Youth and Family Counseling</b>	<b>19</b>	<b>13</b>	<b>65</b>	<b>77</b>
<b>Positive Youth Development</b>	<b>278</b>	<b>197</b>	<b>1173</b>	<b>1288</b>
<b>Information and Referral</b>	<b>198</b>	<b>157</b>	<b>633</b>	<b>2350</b>
<b>Social Casework Cases</b>				
<b>Under 55 = 50</b>				
<b>Over 55 = 45</b>	<b>95</b>	<b>86</b>	<b>367</b>	<b>169</b>
<b>Food Bank Households</b>	<b>151</b>	<b>155</b>	<b>590</b>	<b>619</b>
<b>Special Needs</b>	<b>12</b>	<b>10</b>	<b>37</b>	<b>60</b>

**SENIOR AND DISABLED CENTER**

- In what is an annual autumn tradition at the Center, there were flu shot clinics held on October 3<sup>rd</sup> and 19<sup>th</sup>. The Central Connecticut Health District provides this service in an incredibly efficient manner.
- Center Director Dianne Stone met with a representative of the Jefferson House Institute, a new foundation of sorts, to talk about transportation needs. The Institute is interested in working with the Town at options to improve transportation coordination for older adults and people with disabilities.
- The ever popular Dr. Vincent talked about foodborne illness at a lunch and learn sponsored by Monsignor Bojnowski Manor and Advanced Home Health Care on October 12<sup>th</sup>.
- On October 15<sup>th</sup>, volunteer Rose Bolton taught a new technique in the greeting card workshop.
- Tina from Newington Health Care Center led a free fall flower craft workshop on October 18<sup>th</sup>.
- CHOICES volunteers Bob Frietag and Dennis Doyle along with certified staff provided assistance with Medicare Part D since it is open enrollment.
- The Energy Assistance Program is in full swing with Coordinator Karen Halpert taking applications on a full time basis. She is assisted by a student intern and by Center administrative staff.
- Planning and preparation for the Center's Annual Expo dominated Program Coordinator Eleanor Eichner's time. The Expo was a victim of last year's storm.
- Center staff met with the Director of Facilities Management to discuss options to renovate the Coffee Shop and Main Office areas.
- Roof leaks continue to be a problem at the Center. This was especially true during the storm when the Center was used as an overnight shelter.
- The Center currently has 1,961 paid members with an additional 621 residents registered for Dial-A-Ride.
- More than 130 participants have enrolled in the Membership Plus Fitness. The funds raised in that program will be used to enhance fitness experiences.
- There were 200+ opportunities to participate in programs at the Center in the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 2,489 by 572 people. The fitness room, the daily lunch and leisure activities like Setback and bingo remain the most utilized areas. Actual attendance is higher as many participants still do not sign in. Also, this does not reflect the people who come to the Center for appointments, Parks and Recreation programs and drop in activities.
- Dial-a-Ride provided 1,432 trips covering 3,842 miles during regular hours.
- Center staffing was complemented by 870 hours of unpaid service in 275 instances by 66 volunteers.

## **PARKS AND RECREATION**

### **Administration**

- Superintendent met with residents and area business owners to address various issues and concerns as needed.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent and staff worked with Mr. Lou Jachimowicz in writing and receiving a \$20,000 grant from the VSTA for the tennis court project at Newington High School.
- Superintendent met with the members of the Public Works Committee.
- Superintendent worked with other Department Heads on various projects in Town.
- Superintendent attended meetings held by the Building Committee.

### **Recreation Division**

- Most Fall Programs have already begun and have been ongoing throughout the month of October.
- The Newington High School Indoor Pool opened for recreational swimming on Monday, October 1<sup>st</sup>, and will be open for residents to swim on most Monday, Wednesday and Friday evenings throughout the school year.
- The Winter 2013 Program Guide was compiled and sent to print; it will be distributed to Newington residents as an insert in the November issue of Newington Life.
- Teen Center and Mortensen Community Center staff training was held.
- K. Gallicchio met with team representatives from the Women's Volleyball League and Men's Basketball League.
- Travel Basketball tryouts were held for boys in grades 5 through 8. There are 4 teams in the Boys' Travel Basketball program (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>).
- The Girls Travel Basketball program started a 5<sup>th</sup> grade team this season, so there are now 4 teams in the Girls Travel Basketball program (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>). In the past, the league had 3 teams, with the 5<sup>th</sup> & 6<sup>th</sup> graders being combined on one team. Tryouts were held in September.
- Approximately 230 students from Martin Kellogg and John Wallace attended our 7<sup>th</sup> & 8<sup>th</sup> grade dance on Friday, November 2<sup>nd</sup>. Non-perishable food items were collected for the town's food pantry as part of admission to the dance.
- A bus trip was offered to Salem's Haunted Happenings on Saturday, October 27<sup>th</sup>. There were 5 registrants for the trip.
- The Annual Children's Halloween Party was held on October 27 in the Community Center. Over 140 children attended with their parents. The Newington High School Girls Swimming and Diving Team volunteered at the event.
- Sharon Glasson and Karen Gallicchio attended the fall quarterly CRPA meeting on ADA Regulations on October 2.

### **Upcoming – Recreation Division**

- The Winter 2013 Program Guide will be distributed to Newington residents as an insert in the December issue of Newington Life, which is scheduled for distribution during the week of November 23<sup>rd</sup>. Most winter programs will begin the first week of January.
- S. Glasson and B. Till will be attending the Connecticut Recreation & Parks Association Annual Conference on November 19 & 20. M. Lach will be attending on November 19<sup>th</sup>.
- The 4<sup>th</sup> Annual 'Fat Friday' Zumba fundraiser will be held on Friday, November 23<sup>rd</sup> from 9-10 a.m.
- A special Youth Basketball Registration Day will be held at Dick's Sporting Goods on the Berlin Turnpike on Saturday, November 10.
- The Men's Softball Advisory Committee will be meeting on Monday, November 19.

### **Parks and Grounds**

- Three crew members refinished the gym floor at the Mortenson Community Center.
- Ben Breitreutz (GKIII) and Rick Castellani (GKI) renovated Legends Field at the Clem Lemire Sports Complex.
- Division personnel were called on by the BOE to secure the perimeter fencing on the visitors' side of the Varsity Football Field.
- Joe Cirigliano (GKII), in conjunction with the Eagle Scouts, completed a new fence installation at Church Street Cemetery.
- Steve Tofeldt (GKIII) planted perennials and trees at Mill Pond Park and the Clem Lemire Complex.

- There were eight interments in town cemeteries this month.
- Division personnel were offline a total of 11.5 days this month.

## LIBRARY

- Sunday hours (1-5 p.m.) at the library will begin on November 18<sup>th</sup>.
- The Friends of the Lucy Robbins Welles Library were recognized at the Oct. 23<sup>rd</sup> Town Council meeting when Mayor Woods read a proclamation acknowledging the 50 year anniversary of the Friends organization and their model of community volunteerism.
- Due to Hurricane Sandy on Monday, Oct. 29<sup>th</sup>, the library closed at 12:30 p.m., along with Town Hall offices. We never lost power, so the library opened for business as usual on Tuesday morning. The only damage at the library from the hurricane was some skylight leaks into the Children's Room.
- Personnel: Karen Benner started her new Reference position on 10/30, with more of her focus on technology responsibilities. Three internal candidates interviewed for the PT Reference/Teen position on 10/30. A decision should be made in early November.
- Budget: All town departments have been asked to come in with a 0% increase for the 2013-14 budget, the same as last year. This will be a challenge, as costs continue to increase, plus our assessment fee for the library consortium has increased by \$1,078. Donna, Lynn and Lisa met to look for areas to cut or redistribute funds based on changing needs for programs and services. We plan to resubmit our CIP request for a new RFID security system.
- Technology: the library subscribed to a new ebook service called Freading. Staff is being trained on the module & it will go live to the public in mid-November. Lisa, Donna and several other town department heads met with IT Director, Paul Boutot, to discuss technology and the role of the town's IT staff. With help from LCI's Max Rowe, Lisa was able to get the new barcode scanner for Smart Phones working, so now patrons can check out items with their phone if their library card barcode is loaded on it.
- Banned Books Week was Sept. 30-Oct. 7<sup>th</sup>. Lisa Masten created a great eye-catching display of books that have been banned in the past and are currently controversial.
- The Library Director gave a tour on 10/20 for the Newington High School Class of 1962 reunion attendees. They were impressed with how the library has grown and how much technology is now used, but they were also able to reminisce about the "old" library.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce Board meeting.
- Nicole Nichols attended a CLA CLASS Professional Development 2012 Workshop and Networking Opportunity for Library Paraprofessionals on 10/26.
- Adult programs included *Movies & More @ the Library*, a Thursday evening book discussion and *Connecticut Ghostbusters* brought in 55 people. Job programs included *Services of the Goodwill Career Center: Resumes & Cover Letters* and an interview skills workshop. Computer classes included *What is Skype?*; *LinkedIn: Beyond the Basics*; *Intermediate Word*; and *Amazing Apps for iPhone, iPad, Androids*. Terri Planco facilitated a book discussion at Cedar Mountain Commons and books were delivered to homebound patrons.
- The new children's chess classes are so popular that a second set of classes is scheduled to start in February. Roxy, the adopted dog, made many friends on her visit to the library with her author/owner, and kids read to READ dog, Jessie, in the Tales to Tails programs. The annual pumpkin decorating party was a big hit. In addition to story times, children's activities included programs sponsored by the Friends of the Library: *Read, Rattle & Roll*, *Explore Together*, *the Lunch Bunch*, *Cookbook Clubs*, *Play with Us*, *Play for All* and *Construction Club*. Children's librarians continue outreach to the schools.
- Patricia Pierce, Children's Librarian, presented at the Southfield Early Learning Center Open House. Pat also met with local artist, Heather Sawtelle, who is painting a mural in the children's room at the library.
- Teen programs included a scary *Halloween Movie Marathon* with "creepcakes"; Paranormal, Manga and Newington High School Book Clubs; *Anime Club*; and the Teen Advisory Board met. Teen volunteers helped out with programs and events for 43 hours this month.
- Teen Librarian, Bailey Ortiz, is rearranging the teen collection by genre and we will be adding another small section of shelving to accommodate the growing teen collection.
- Donna Miller held 2 monthly staff meetings, two library department heads meetings and individual meetings with department heads and other staff. She also attended a Circulation meeting, met with Bob Korpak in Facilities about the library building plans, a Library Board meeting, a Friends of the Library meeting, a town department heads meeting, an RFID Users Group meeting at Cheshire Library and a consortium Member Council meeting at Windsor Library.

- Donna and Library Board member, Paul Crosswaith, attended the Association of CT Library Boards Leadership Conference at University of Hartford on 10/25.
- Building: On 10/27 Business Manager, Lynn Caley, lead several members of the Library Board House Committee and Lisa and Donna in the annual building & grounds walk-through to look at the condition of the building and see what repairs might be needed. Lynn compiled a list and will work with Town staff and outside contractors as needed to get projects done.
- The skylight continued to leak into the Children's Room. The skylight contractor began repair work on 10/25, but they were unable to work for several days due to Hurricane Sandy on 10/29. Work will continue in November.
- We continue having some problems with the night time cleaning crew: water and lights left on all night, dispensers not filled, interior glass and areas not cleaned. Lynn and Bob Korpak have been working with Rob White from CW Resources to resolve the issues.
- Security issues: Bob Korpak from Facilities reported that he has all the needed equipment information on installing security cameras at the library. He is waiting to hear back from the IT Department and the Police Department, who authorizes the cameras to be integrated with their security system.
- Patron comment to the children's librarians: "We live in Rocky Hill and are not far from the Wethersfield Library, but we will drive by them both to come to the Lucy Robbins Welles Library!"
- An 8 year old boy in the children's room asked library staff how old you have to be to work in the library.

<b>MONTHLY STATISTICAL REPORT, LIBRARY, OCTOBER 2012</b>				
	<b>2012</b>	<b>2011</b>	<b>Gain/Loss</b>	<b>%Gain/Loss</b>
<b>CIRCULATION</b>				
ADULT	20,268	19,244	1,024	5.32%
CHILDREN	9,898	9,138	760	8.32%
YOUNG ADULT	964	968	-4	-0.41%
DVD'S	7,525	7,225	300	4.15%
DOWNLOADABLE BOOKS	384	301	83	27.57%
E-READERS	16	14	2	
MUSEUM PASSES	55	55	0	0.00%
<b>TOTAL CIRCULATION</b>	<b>31,130</b>	<b>29,350</b>	<b>1,780</b>	<b>6.06%</b>
<b>CUMULATIVE CIRCULATION YTD</b>	<b>138,779</b>	<b>141,856</b>	<b>-3,077</b>	<b>-2.17%</b>
DAYS OPEN/MONTH	26	24	2	8.33%
AVERAGE DAILY CIRCULATION	1,197	1,223	-26	-2.09%
PATRON COUNT	17,553	19,117	-1,544	-8.08%
AVG. PATRON COUNT PER DAY	676	797	-121	-15.15%
SELF CHECKOUT CIRCULATION	630	904	-274	-30.31%
TOTAL # CARDHOLDERS	12,313	12,576	-263	-2.09%
SUNDAY CIRCULATION	0	0	0	
SUNDAY PATRON COUNT	0	0	0	
<b>PUBLIC SERVICES</b>				
TOTAL REFERENCE QUESTIONS	4,961	4,761	200	4.20%
TOTAL COMPUTER USE*	4,414	2,889	1,525	52.79%
TOTAL DATABASE SEARCHES	27,409	11,131	16,278	146.24%
WEBSITE VISITS	9,131	6,610	2,521	38.14%
INTERLIBRARY LOAN--LOANS	982	905	77	8.51%
INTERLIBRARY LOAN--BORROWS	665	502	163	32.47%
PROGRAMS CHILDRENS	68	68	0	0.00%
PROGRAMS CHILDRENS ATTENDANCE	1,791	1,756	35	1.99%
PROGRAMS TEEN	6	7	-1	-14.29%
PROGRAMS TEEN ATTENDANCE	76	66	10	15.15%
PROGRAMS ADULT	11	12	-1	-8.33%

PROGRAMS ADULT ATTENDANCE	155	428	-273	-63.79%
NOTARY TRANSACTIONS	12	9	3	33.33%
VOLUNTEER HOURS	122	125	-3	-2.40%
MEETING ROOM USAGE-OUTSIDE GROUPS	22	22	0	0.00%
MEETING ROOM USAGE-LIB. PROGRAMS	58	61	-3	-4.92%
STUDY ROOM USAGE	233	221	12	5.44%
TOTAL LIBRARY HOLDINGS (ITEMS)	172,015	165,827	6,188	3.73%

*\*2012 figures include all computer use due to CASSIE upgrade*

\* Adult programming is down from last year because last October was the Friends' "I Love Lucy" Open House, which attracted 200 people. Most of the decrease is from that.