



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 22, 2013
Re: Monthly Report – October 2013

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, MidState and CCM meetings.
- Mr. Salomone attended meetings for various projects related to the Town of Newington, including the MDC Church Street construction project, Town Hall renovations and the busway.
- Mr. Salomone attended the 2014 MDC budget workshop on October 10.
- Mr. Salomone met with various staff committees to discuss and receive updates on various matters.
- Mr. Salomone and staff continued with the collective bargaining process for the IPBO (Police) union contract, which expired on June 30, 2013.
- Mr. Salomone interviewed finalists for positions in the IT Department and Library.
- Mr. Salomone met with staff to discuss enforcement of various blighted properties and met with neighbors to plan remediation of one of the properties on the Town's blight list.
- Mr. Salomone met with residents and area business owners to address issues and concerns as needed.
- Mr. Salomone met with department heads and administrative staff members to discuss staff goals and the new employee evaluations process.
- Mr. Salomone met with staff and union representatives regarding personnel issues.
- Mr. Salomone attended the grand opening ceremony of Best Market on October 25.

Legal Services

As of October 31, the Town has spent a total of \$ 31,099.70 for legal services to the firm of ROME MCGUIGAN, P.C. (Firestone) and \$8,673 for legal services to the firm of Murtha Cullina, LLP (Toll Brothers).

Overtime

Paid overtime during the month of OCTOBER 2013 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	89.1	\$ 3,964.77
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 670.16
ROAD MAINTENANCE	4.4	\$ 168.89
CLEM LEMIRE	1.5	\$ 65.74
GRINDING @ LANDFILL	15.8	\$ 656.22

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TRAFFIC	4.0	165.56
TOTALS	130.8	\$ 5,691.34
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Weekend Duty	20.0	\$ 1,450.00
Football Game	16.0	\$ 1,024.00
Graves	35.0	\$ 1,692.00
TOTALS	71.0	\$ 4,166.00

POLICE DEPARTMENT	13-14 Budget Overtime Appr.	Overtime Expended 13-14 YTD	12-13 Budget Overtime Appr.	Overtime Expended 12-13 YTD
Administration	\$ 6,734.00	\$ 775.55	\$ 6,734.00	\$ 1,645.50
Patrol	641,951.00	211,482.10	592,745.00	222,243.43
Investigation	77,883.00	11,381.54	77,582.00	16,365.43
Communication	118,117.00	26,573.39	117,787.00	54,791.11
Education/Training	121,801.00	13,103.91	107,795.00	16,772.48
Support Services	39,878.00	8,948.51	40,751.00	9,226.00
Animal Control	5,546.00	0.00	7,548.00	1,090.12
Total	\$ 1,011,910.00	\$ 272,265.00	\$ 950,942.00	\$ 322,134.07
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 10,801.55	\$ 29,225.00	\$ 10,507.64
Snow and Ice Control	137,119.00	0.00	137,119.00	0.00
Traffic	5,684.00	1,177.28	8,684.00	2,022.83
Vehicles and Equipment	28,981.00	12,345.89	28,981.00	7,158.78
Leaf Collection	55,937.00	0.00	55,937.00	0.00
Total	\$ 256,946.00	\$ 24,324.72	\$ 259,946.00	\$ 19,689.25
PARKS AND GROUNDS				
Parks and Grounds	\$ 91,968.00	\$ 34,938.17	\$ 142,799.00	\$ 31,604.99
Cemeteries	16,971.00	4,711.52	15,635.00	4,844.96
Total	\$ 108,939.00	\$ 39,649.69	\$ 158,434.00	\$ 36,449.95

PERSONNEL

- Final candidates were interviewed for the Network/Application Specialist position in the IT Department.
- Final candidates were interviewed for the full-time Librarian I position at the Lucy Robbins Welles Library.
- Several seasonal leaf rakers were hired for an approximately 6-week period beginning at the end of October to assist with the Town's leaf removal program.

RISK MANAGEMENT

2013-14 Blue Cross/Blue Shield Plan Year

The third month of the 2013-14 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2013-14 plan year were estimated at \$801,556. The total paid claims from the Health Benefits Fund for September 2013 were \$518,480. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

	<u>Cumulative Claims through September, 2013</u>		
	Town	Board of Education	Total
Estimated Claims	488,868	1,915,800	2,404,668
Actual Claims	399,508	1,768,096	2,167,604

FACILITIES MANAGEMENT

- Facilities Director was in attendance at the Public Works Team meeting during the month and attended the Town Manager's staff meeting.
- The Facilities Director also attended Town Hall building meetings during the month with the Town Manager and Parks Director with the Architect and Construction Manager.
- The Facilities Group completed 27 formal work orders during the month of October at the various Town Buildings.
- The Facilities Department also completed the inspections of the backflow prevention equipment and sprinkler inspections at the various buildings.
- **Transition Academy Roof Replacement:** Designs were completed for the Transition Academy roof replacement by the Facilities Manager and a contractor was selected to begin the work in November with completion expected by mid month.
- **Senior Center:** The contract for a new roof and entrance portico was awarded and work has begun with the majority of the roofing completed in October. The remainder of the work for the portico is on schedule for an early December completion.
Designs for renovations to the office areas and a new "Bistro" began in October & the Facilities Director expects to review costs for the proposed work in November for possible work start in December.
- **Kellogg Eddy House:** Replacement of the cedar roof was completed during October and attic insulation will be installed during November completing this project.
- **Painting Projects:** Various interior and exterior painting projects were undertaken during the month at the Library, Police Building and several outbuildings in an effort to "spruce up" and maintain the buildings in a state of repair. Added to the list was painting at the Highway garage for November.

INFORMATION SYSTEMS AND TECHNOLOGY

- The town's website saw 24,740 visitors, 15,723 unique visitors, 63,133 page views with users averaging 2.55 pages per visit. The Town, Library and Assessor's pages were the most frequented.
- Processed 110 internal work-orders.
- The Town's Information Technology Team: Mr. Paul G. Boutot, Chief Information Officer, Mr. John Bolduc, Network Administrator/ Project Leader, Mr. Scott Hoagland, Network/ Application Specialist and Mr. Thad Dymkowski, GIS Technician, participated, assisted and/ or were directly involved in one or more of the following:
 - Copier installation for Town Clerk's Office
 - NICE audio recorder configuration for Police Department
 - Obtaining updated quotes for new replacement computers and servers
 - Installation of a new Windows 2012 server for Police Department project
 - Installation of four (4) virtual computers for Police Department Computer Aided Dispatch and Record Management System testing
 - Meeting with various vendors to review new product offerings and services
 - Replacing faulty switch module in one of the town's wiring/ data
 - Mr. Hoagland attended a two (2) day course "Microsoft SQL in Depth"
 - Installation of new Point of Sale system for Senior and Disabled Center Gift shop.
 - Upgrading firmware on the Police Department's electronic Tasers
 - Installation of a new copier/scanner for Police Department - Detective Division.
 - Installation and configuration of a new Print Release Software and Payment system for Town Clerk's Office
 - Assisted Registrar of Voter's staff as needed with November 2013 election
 - Update the Town Clerk's Office primary Line of Business Application
 - Configured conference call capabilities in Library Conference Room for a specific function
 - Implemented a new slideshow feature for the Parks and Recreation Department web page
 - Provided Geographical Information Systems (GIS) mapping for Registrar of Voters
 - Provided GIS analysis and mapping for the Town Planner for implementation of Planning and Zoning regulations related to medical marijuana
 - Provided GIS data in AutoCAD format for the Department of Engineering
 - Provided GIS mapping for the Town Manager with regards to CL&P tree trimming program for distribution and posting on the Town's Website
 - Performed fax machine, printer and computer inventory at Town Hall and all remote sites

- Mr. Dymkowski attended ESRI product launch event in Hartford, CT
- Met with Board of Education Information Technology staff to discuss our Help Desk system and voice mail call processor message
- Created two (2) GIS posters of Newington for GIS Day event at the Legislative Office Building in Hartford, CT
- Provided GIS mapping for the Town Tree Warden
- Provided GIS Data for public request(s)
- Met with representative from Hewlett Packard to review Storage Area Network (SAN) products
- Participated in an online review/ demo of Hewlett Packard's Intelligent Management Center software solution
- Reviewed Next Generation Firewalls from Palo Alto Networks and Fortinet
- Participated in Multi-State Information Sharing and Analysis Center conference calls
- Mr. Boutot attended CT-GMIS meeting/ presentation on CT Nutmeg Network
- Mr. Boutot attended and participated in door access control kick-off meeting for Newington Volunteer Fire Department. Phase 1 of the project involves replacing most of the old door access control locks at each of the fire department facilities.

FINANCE

Accounting and Administration

- Contract negotiations continued during the month with IBPO.
- With the AFSCME contract approved by the Town Council, extensive effort went into calculating retroactive payments for this group which were issued on October 17th. The staff assisted with preparing various schedules and reviewing other items to prepare the contract document to be finalized.
- Newly approved rates and retroactive payments were processed for Administrative employees.
- FY 2014-15 General Fund Operating Budget instructions were prepared and distributed to the departments. Additionally, instructions for the Capital Improvement Plan FY 2014-2015 through FY 2018-2019 were prepared and distributed to departments.
- On October 8th, Ann Harter attended a budget presentation at the Metropolitan District Commission (MDC) to discuss the 2014 tax levy. Preliminary numbers indicated an increase of 5% or approximately \$155,000 for the Town's sewer services.
- With the deadline for the December 31 filing of the 2012-13 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.
- On October 22nd, Ms. Harter attended a GFOA work session which Ben Barnes, Secretary of the Office of Policy and Management addressed the group on the implementation of the State of Connecticut's Uniform Chart of Accounts (UCOA) project. This project is the result of Public Acts 11-57 and 12-116 which authorizes the design and development of a benchmarking system for Connecticut municipal governments and boards of education. This will provide a reporting system that would allow users to uniformly identify and measure costs.
- Ms. Harter and Lisa Rydecki, Deputy Finance Director met with several department heads to review the Town's various capital projects. A Status of Capital Projects report was presented to the Town Council at the October 22nd meeting.
- On October 31st, Ms. Harter attended the Connecticut Public Pension Forum.

The Town received the following major grants during the month: the first installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,242,370, reimbursement from Federal Emergency Management Agency in the amount of \$183,755 for the February 2013 blizzard and reimbursement from the Federal Highway Administration in the amount of \$114,272 for the October 2011 snowstorm. 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)
10/31/2013

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2013-14</u>	<u>Year to Date</u>	
General Fund	\$30,000	\$23,404	\$24,914,612
Special Revenue Funds	2,057	1,378	3,325,621
Capital Projects Funds	600	367	1,027,529
Internal Service Fund	2,400	836	3,829,353
Trust and Agency Funds	450	1,408	409,555
TOTAL, ESTIMATED BY FUND			\$33,506,670

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
10/31/2013

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.15	0.07	789	368	\$9,848,202
CLASS PLUS	0.01	0.01	13	8	1,895,216
Bank North	0.20	0.20	603	1,005	532,780
People's Bank	0.32	0.32	2,179	2,109	8,021,859
Sovereign Bank	0.30	0.30	2,639	2,227	9,703,522
Farmington Bank	0.25	0.25	1,104	1,891	3,505,091
Total Outstanding Investments					\$33,506,670

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of October.
- 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 three commercial properties during October. These court cases are from the October 1, 2011 revaluation. Two were resolved, Berlin Newington Associates at 3025-3095 Berlin Turnpike, and Ceres Newington Associates at 3103-3123 Berlin Turnpike. The third, Target at 3265 Berlin Turnpike, was not resolved and was rescheduled for March 2014.

Revenue Collector

- Collections for October on the 2012 Grand List amounted to \$543,047.68, and back taxes collections were \$104,841.48.
- This year's total collections through October were 54.3% which is slightly higher than the same period last year of 53.8%.
- Unpaid Personal Property accounts were sent to a State Marshall for collections.
- The staff is daily updating addresses and correcting accounts for future billings.

TOWN CLERK

- There were 610 documents filed on the land records during October.
- Property sales conveyed for a total of \$6,174,480. State conveyance tax collected was \$48,308.60; and \$15,436.20 was collected in Town conveyance tax.
- There were five residential sales each sold for over \$300,000.
- Fourteen Foreclosure Registrations were filed during the month.
- The staff certified 131 copies of vital records for our patrons, and issued 15 burial and 9 cremation permits.
- Four Trade Name certificates, three survey maps, six liquor permits and four Notary Public commissions were catalogued.
- The office filed 132 mortgages, 76 liens and 183 releases.
- Absentee ballots became available on October 4th. As of October 31st, 278 had been issued and 233 had been returned.
- On October 8th & 9th, the Town Clerk attended a program sponsored by Wheeler Clinic in conjunction with our Human Services Department entitled Mental Health First Aid. Mrs. Lane earned a three-year certification for training to provide initial help to people experiencing mental health problems such as depression, anxiety disorders, psychosis and substance use disorders.
- As a board member of the New England Municipal Clerks Institute, the Town Clerk attended a board meeting on October 18th.
- On October 30th the Town Clerk attended a Hartford County Town Clerks meeting.

DATA SUMMARY October 2013				
	<u>Oct. - 13</u>	<u>Oct. - 12</u>	<u>FY 13/14 to Date</u>	<u>FY 12/13 to Date</u>
Land Record Documents	610	595	2045	2232
Dog Licenses Sold	33	32	432	411
Game Licenses Sold	30	54	106	128
Vital Statistics				
Marriages	23	27	86	86
Death Certificates	24	13	88	110
Birth Certificates	19	13	86	82
Total General Fund Revenue	\$ 33,417.50	\$ 38,449.23	\$ 160,597.93	\$ 157,643.12
Town Document Preservation	\$ 1,032.00	\$ 1,122.00	\$ 4,760.00	\$ 4,238.00
State Document Preservation	\$ 682.00	\$ 1,122.00	\$ 2,964.00	\$ 4,250.00
State Treasurer (\$36 fee)	\$ 12,276.00	\$ 20,196.00	\$ 54,325.00	\$ 76,068.00
State Treasurer (\$127 fee)	\$ 6,223.00	\$ -	\$ 22,860.00	\$ -
State Treasurer (\$110 fee)	\$ 3,850.00	\$ -	\$ 18,810.00	\$ -
Locip	\$ 1,023.00	\$ 1,683.00	\$ 4,434.00	\$ 6,339.00
State Game Licenses	\$ 361.00	\$ 779.00	\$ 1,386.00	\$ 8,557.00
State Dog Licenses	\$ 269.00	\$ 261.00	\$ 2,878.00	\$ 2,593.00
Dog Licenses Surcharge	\$ 92.00	\$ 90.00	\$ 1,014.00	\$ 908.00
Marriage	\$ 171.00	\$ 114.00	\$ 646.00	\$ 570.00

Surcharge				
Grand Total	\$ 59,396.50	\$ 63,816.23	\$ 274,674.93	\$ 261,166.12

POLICE DEPARTMENT

- Police Recruit Austin Apanovitch began training at the Connecticut Police Academy (POST) on Oct 4th.
- Master Police Officer Paul Camara appointed Youth Officer effective October 28th.
- The Police Department started a new Citizen's Police Academy Class through the Support Services Unit. Officer DeSimone is coordinating the 10 week course and 15 citizens are taking part. They will be exposed to many aspects of police work such as patrol, motor vehicle stops, police procedures, demonstrations of police equipment, and other subjects.
- Newington Police received a grant award from the Department of Justice for Bulletproof vests. This is a 50/50 match. The grant allows for \$3,062 towards vests thru August 2015. One vest costs approx. \$750. This grant will help with the purchase of 8 vests.
- Patrol Calls for October are as follows:

ALARMBURG	101	F/OTHER	10	NEIGHBOR	5
ALARMHOLD	10	F/STRUC	8	NOISE	17
ANIMAL	24	FINGERPRINT	31	NOTIFICATION	3
ASSAULTIP	1	FOLLOWUP	79	OPENDOOR/WIN	8
ASSAULTREP	2	HARASSMENT	33	PARKINGVIOL	11
ASSIST	28	HAZARD	38	PistolPermlssued	1
BREACHIP	8	ILLEGALDUMPING	2	PISTOLPERMTEMP	7
BREACHREP	2	INDECENTEXP	1	PropFound	8
BURGIP	2	INTOXICATED	7	PROPLOST	7
BURGREP	4	JUVCOMP	12	SERVSUBPOEN	1
CARSEAT	3	K9	3	SERVWARRANT	23
CHECK	69	K9OTHER	1	SEXASSAULTRE	1
CLEARLOT	4	LAND/TENANT	4	SPECDETAIL	88
COURT	25	LARCFROMMV	20	STOLENMV	4
CRIMMISGRAF	3	LARCIP	12	SUDDENDEATH	3
CRIMMISREP	13	LARCREP	43	SUSPICIOUSIP	121
CSO	3	LOCATION	195	SUSPICIOUSREP	66
CUSTOMERIP	5	LOCKOUTMV	2	THREATIP	3
CUSTOMERREP	4	LOCKOUTRESID	4	THREATREP	4
DOG	48	M	217	TOW	15
DOMESTICIP	24	MISSING	7	TOWNORD	2
DOMESTICREP	12	MVABAND	3	TRAFFIC STOP	511
DUI	2	MVAEVADING	19	TRESPASSIP	8
EDP	9	MVAINJURY	19	TRESPASSREP	7
ESCORT	27	MVAPROP	125		
F/ALARM	26	MVASSIST	42		
F/HAZMAT	1	MVCOMPLAINT	52	TOTAL FOR NPD	2,264

Patrol Investigations

- Investigations and calls by Patrol Officers in October included:
 - **Domestic Violence** - Officers were dispatched to a business on the Berlin Turnpike. The complainant advised the dispatcher that his ex-girlfriend had rammed her vehicle into the garage doors of the business and then fled. During the time she was hitting the garage, a small child was in the vehicle. The complainant stated that he did not want her arrested for damaging the property, but wanted to make sure the child was not injured. Officers responded and were unable to locate the ex-girlfriend and the vehicle. A short time later, the girlfriend was located out of town and arrested. She is charged with Risk of Injury to a Minor, 53-21a and Breach of Peace 2nd, 53a-181.

- The child in the vehicle during the incident was identified and found to be unharmed. The Department of Social Services was notified and will conduct an investigation.
- **Domestic Violence** - Officers were dispatched to a residence regarding a threatening complaint. Officers made contact with the complainant. The complainant provided the officers with a sworn written statement indicating that she lives with her adult son and her mother. Her son has an ongoing problem with drug abuse and is currently on methadone but she believes he has been abusing illegal drugs also. She has noticed a change in his personality over the last two weeks. He has had periods of what she can only explain as rage where he can't control his anger and yells at her and threatens her. His anger is usually due to his desire to get money to use for drugs. He is also angry that his grandmother has been living with them and he has expressed a desire to have her removed from the house. Two weeks ago, he threatened his mother and grandmother. This morning the complainant was in her room getting ready. She has a dead bolt lock on the bedroom door and locks herself in the room because she is afraid of her son. While she was in her room her son kicked the door in, forcing it open, and yelled at her to hurry up to drive him to the methadone clinic. While they were driving to the clinic he threatened her again. The complainant is afraid that her son is going to seriously hurt her or her mother. A short time later, officers made contact with the son at another location. Based on the statements by his mother, the son was charged with C.G.S.'s: 53a-62 Threatening in the Second Degree, 53a-182 Disorderly Conduct, and 53a-116 Criminal Mischief in the Second Degree.
 - In October, Detective Division personnel:
 - Handled 75 investigations, 58 remain ongoing and 17 were closed by investigative methods.
 - Served 31 arrest warrants, 23 by Patrol Officers and 8 by Detective Division personnel
 - Responded to Berlin Turnpike motel for an untimely death of a 44 year old male. The deceased, who was temporarily staying at the motel, was discovered in the room he had rented by motel staff. He was discovered after he failed to check out of his room after his rental expired. At this time, the cause of death is unknown and this case remains under investigation.
 - Completed an investigation of a counterfeit check cashing ring in which Walmart was the victim. Walmart Loss Prevention reported that a total of 16 counterfeit checks in amounts ranging from \$1,850.00 to \$2,381.09 were cashed at the store between 04/21/13 and 05/28/13 for a total loss of \$31,970.88. Loss Prevention provided detectives with copies of the counterfeit checks and surveillance video of each suspect cashing the counterfeit check. The businesses listed on the counterfeit checks were fraudulent but the payees listed on the checks existed. The suspect(s) were able to use an active bank account number that "fooled" the register at the customer service desk and authorized the transactions. Detectives obtained DMV blowback or DOC photos of the payees that were depicted on each check and then compared the photos to the suspect pictured in the surveillance video. Detectives were eventually able to positively identify and obtain arrest warrants for all 16 suspects for forgery and larceny related charges.
 - Members of the detective division attended a week long Advanced Crime Scene Processing course presented by BowMac and the Mobile Crime Scene Academy, both private law enforcement training companies. This course was offered as part of the Mid-State Major Crime Squad project and was attended by officers from the Newington, Wethersfield, Berlin, Rocky Hill, and Cromwell Police Departments. During this course detectives were trained in advanced crime scene processing techniques including Medico-Legal investigation of death, Photography, Bloodstain Evidence, Chemical Enhancement of Fingerprints, and Trajectory/Range of Fire Determination. The course culminated with a day long practical exercise where detectives were required to process mock crime scenes that were set up to test the skills that were taught throughout the training.
 - In October, the Community Service Officer (CSO):
 - Assisted Chamber of Commerce members with a fundraiser at Newington High School Football game on October 18.
 - Gave a tour of the police department to a Girl Scout Troop.
 - Presented Stranger Danger, 911 Safety, and Halloween Safety to 4 Ruth Chaffee classes.
 - Met with a student at CCSU for an interview on A Day in the Life of a Police Officer
 - Provided St. Mary School students with Halloween Safety material.
 - Prepared for and facilitated three Citizen's Police Academy Programs. Topics discussed included Juvenile, criminal law and patrol operations.

UCR/NIBRS Selected Crimes

Type of Crime	<u>September 2013</u>		<u>September 2012</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	3	0	0	0
Robbery	3	\$5,320	0	0
Assault	8	0	6	0
Burglary	18	\$9,991	14	\$25,449
Larceny Theft	46	\$71,844	54	\$64,865
Auto Theft	2	\$9,750	11	\$43,847
Arson	0	0	1	\$7,400
Totals	80	\$96,905	86	\$141,561
1st Qtr Totals	179	\$318,483	196	\$158,755
2nd Qtr Totals	216	\$146,310	245	\$191,465
3rd Qtr Totals	227*	\$257,767*	236	\$264,164

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- In September 2013 the police department arrested 69 adults: 2 for rape, 1 for robbery, 6 for assaults, 3 for burglary, 11 for narcotic violations, 1 for offenses against family & children, 6 for DUI, 4 for disorderly conduct, 9 for larceny, and 26 for other miscellaneous offenses. We also arrested or referred 4 persons under the age of 18 for criminal acts: 1 for assaults, 1 for burglary, and 2 for larceny.
- Police Department Overtime
- Comparison
 - OT September \$ 70,096 2 pay periods with one holiday
 - OT October \$ 97,237 3 pay periods with one holiday
 - Total decrease \$ 27,141
- In October, there were two officers in Field Training, two officers at the Academy, and one officer out due to a work related injury. These vacancies in Patrol have an impact on the overtime for a total of 4 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum during this substantial loss of staffing due to retirements and medical restrictions.
- Administration overtime of \$517 was for holiday pay.
- Patrol overtime of \$68,047 is an increase of \$11,719. Overtime included several domestic violence investigations/arrests, warrants, robbery arrest/investigation, hospital watch, holdovers, holiday coverage (\$10,000) and coverage for time off including a work related injury.
- Detective Division Overtime of \$7,466 is an increase of \$5,896. Overtime included autopsy review, property room inventory, burglary investigation, statements, and interviews.
- Communications overtime of \$9,361 is an increase of \$1,252. Holiday overtime of \$1,000 and overtime for time off coverage.
- Education overtime of \$6,587 is an increase of \$3,285 for training classes. Training included firearms training, ERT training, and Advanced Crime Scene Investigation training.
- Support Services overtime of \$5,259 is an increase of \$4,472. Overtime included Holiday pay of \$2,000, and coverage for time off.
- ACO overtime was \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of October, 2013. During this period fire department members responded to 41 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	Octor 2013	4 Months Activity
Residential	8	23
Commercial, Industrial, Office	3	6
Hospital, School	1	3
Vehicle	0	4

Rescue, Police Assistance	4	20
Dumpster, Rubbish, Grass, Brush, Leaves	5	17
Hazardous Materials/Clean up	2	9
Investigative Alarm	10	39
False Alarm	14	49
Mutual Aid/Standby	0	1
Carbon Monoxide Investigation	1	15
Water Related Incidents/Pump-Outs	2	6
Total	50	192

Training Summary

Multi-Company Training	Fire Control-Live Burn	87.5 hours
Driver Training	Cone Course	3.5 hours
	Driver Training - Pre-Trip	3.5 hours
Company Training	Co.#4 – Hose Packs	8 hours
	Co.#1 – Hose Packs & Social Media Policy	14 hours
	Co.#2 – Social Media & Fit Testing Policy	24 hours
Officer Training	Themes to Success	28.5 hours
Task Force Training		18 hours
2 Q Driving Exam		42 hours
Cert Training		8 hours
Capitol Region Chiefs Training		2.5 hours
Total Hours		239.5 hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of October, 2013.

INSPECTIONS	31
INSPECTION FOLLOW-UPS	20
PLAN REVIEW	8
JOB SITE INSPECTIONS	10
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	0
COMPLAINTS	3
HAZ/MAT	1
BLASTINGS	6

Incidents:

- There were no significant fire incidents or injuries reported in October.

Fire Marshal's Activities:

- Responded to 38 fire calls during the month.
- Monitored blasting activities for the MDC Church Street Sewer Project. No complaints were received.
- Activated the CERT Team to assist the CCHD with their annual Flu-Clinics.
- Attended the Division of Emergency Management & Homeland Security Area-3 Directors meeting with the Deputy Commissioner at the new Public Safety Complex in Hartford.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Avon.
- Attended a meeting of the Busway Fire and Life Safety Committee at DOT Headquarters.
- Participated in the Annual Fire Prevention "Open house" at fire headquarters.
- Attended the Board of Fire Commissioners monthly meeting at Company #5 on Maple Hill Avenue.
- Conducted the Annual Balf-Town Committee meeting at Town Hall.
- Attended the quarterly Capital Region Emergency Planning Committee in Hartford.
- Attended the quarterly Employee Health and Safety Committee meeting at Town Hall.
- Conducted the quarterly meeting of the Local Emergency Planning Committee at town hall.
- Attended the monthly staff meeting at Town Hall.

HIGHWAY DEPARTMENT

Administration

- Attended Department Head and Public Works team meetings.
- Met with residents to discuss various issues and concerns.
- Met with Engineering Department to review various construction projects.
- Attended blight remediation meeting.
- Attended Safety committee meeting.
- Attended Local Emergency Planning Committee (LEPC) meeting.
- Attended Environmental Quality Commission meeting.
- Assisted Town of West Hartford with oral board for promotional process.
- Met with representatives from Harvest Village development to discuss trash and recycling collection.
- Interviewed and hired seasonal employees for annual leaf collection program.

Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Continued with Town wide litter and graffiti control.
- Continued with Town wide pothole patching.
- Continued with Town wide topsoil repairs.
- Crews completed construction of a Low Impact Development parking lot project at Clem Lemire Complex.
- Assisted bid awarded contractor with vegetation grinding and wood chip disposal at the landfill.
- Crews cleaned catch basins in various locations throughout Town.
- Crews repaired several catch basin structures.
- Crews continued with roadside mowing and brush/tree trimming.
- Crews completed blight remediation at two residences, one involving the removal of a dilapidated barn, another involved filling an abandoned in ground pool along with tall grass and vegetation mowing and trimming.
- Crews made improvements to the police shooting range including the placement of new wood chips.
- Crews began the annual leaf collection program October 29.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted Highway Department with the paving of Clem Lemire Sports Complex.
- Assisted Human Services with food share setup.
- Assisted Police Department with various requests and relocation of speed boxes
- Painted crosswalk at Senior Center.
- Installed new poles and signs at Anna Reynolds Elementary School, Eagle Park and Company #3 Firehouse.
- Assist Police Department in constructing targets.
- Assisted outside contractor with the replacement of traffic control box at Maple Hill and Robbins Avenue.
- Assisted Highway Department with leaf collection.

Fleet Maintenance

- Mechanics performed routine preventative maintenance along with emergency repairs to all Town vehicles and equipment.
- Mechanics completed the annual maintenance of all leaf collection equipment.
- Mechanics began fall services to all Fire Department apparatus and equipment.
- Mechanics began season maintenance on all snow fighting vehicles and equipment.
- Completed the setup of one new police vehicle.

Sanitation/Recycling/Landfill

- Scheduled 888 residential bulk items for collection.
- Scheduled 105 condominium bulk items for collection.
- Scheduled 13 condo/residential scrap metal items for collection.
- 2,272 tons of cumulative Municipal Solid Waste were collected from July 1 through Sept. 30, 2013.
- 681 tons of cumulative recyclables were collected from July 1 through September 30, 2013.
- 327 mattresses collected from July 1 through September 30, 2013.

- Issued 41 permanent landfill permits and 13 temporary permits.

TOWN PLANNER

Town Plan and Zoning Commission Actions

Regular TPZ Meeting on October 9, 2013:

- Approved Petition #52-13: Free Standing Sign at 3237 Berlin Turnpike. Rockledge Properties, owner.
- Approved, with conditions, Petition #51-13: Child Care at 82 Candlewyck Drive. Agnieszka Kaim, owner/applicant/contact.
- Approved Performance Bond Reduction Request #1 in the amount of \$14,000 for Farmington Bank at 1095 Main Street.
- Reaffirmed the correct name of the new residential street known as "Packard's Way".

Regular TPZ Meeting on Octob 23, 2013:

- Approved Petition #55-13: Liquor Permit at 32A Fenn Road ("Tango Pizza"). Hayes-Kaufman Newington Associates LLC, owner.
- Denied, without prejudice, Petition #36-13: Site Plan Approval at 17-23 East Cedar Street. Marissa Gaultieri, owner.
- Approved Petition #57-13: Principal Building Within 50' of a Wetland at 129 Main Street. Adrienne Brown, owner.
- Approved, with conditions, Petition #44-13: Convalescent or Nursing Home at 2125 Main Street. Middlewoods of Newington, owner/applicant.
- Approved, with conditions, Petition #43-13: Site Plan Modification (Assisted Living) at 2125 Main Street. Middlewoods of Newington, owner/applicant.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- October 1: met with representative of Salvation Army re possible use of building on Berlin Turnpike.
- October 8: met with owners of property on Berlin Turnpike re possible car rental business.
- October 10: met with owner and attorney of building on Pane Road re parking requirements and parking lot lighting requirements.
- October 22: met with owner of contaminated property re abatement procedures.
- October 24: met with owner of property on Day Street re building expansion.
- October 25: met with owner of property substantially in Wethersfield re: Newington TPZ approval process.

CTfastrak/Amtrak Corridor Planning:

- October 8: attended CRCOG evening presentation on "Knowledge Corridor" sustainable development planning.

Grant-Funded Project Activities

- October 24 and 31: met with grant consultant re possible Small Cities grant application in 2014.

Other Boards and Committees: No Report

Miscellaneous:

- October 2: attended CCM conference in Hartford.
- October 17 and 18: attended regional planning conference in Worcester, MA.
- October 25: attended opening of "Best Market".
- October 30: attended CC Health District "Community Health Improvement Initiative" kickoff meeting.
- Received and responded to approximately 36 phone calls from citizens, applicants and elected/appointed officials regarding zoning or other land use issues.
- Received and responded to or initiated approximately 190 emails from/to citizens, applicants and elected/appointed officials regarding zoning or other land use issues.

TOWN ENGINEER

- During the month of October, thirty-one excavation permits were issued as follows:
 - 23 gas lateral permits
 - 3 driveway permits
 - 3 gas main permits
 - 2 MDC permits repairs

- Engineering staff continues to review and expedite the processing of utility and driveway excavation permits.
- Engineering staff continues to meet with a number of residents and/or applicants (monthly) and discuss and perform site analysis as it relates to future Inland Wetland applications.
- The Town Engineer (as Staff Agent) continues to attend and provide administrative support for the Inland Wetlands monthly meetings.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer attended the monthly Public Works Team meeting.
- The Town Engineer (as staff agent) attended and provided administrative support for an Inland Wetlands Special Meeting.
- Engineering staff is actively engaged in the preliminary design phase (field survey) for anticipated road and infrastructure projects. Design and estimating phases will commence during the upcoming winter months.
- The Town Engineer and Town Planner continue to meet with the developers on prospective and ongoing projects, involving coordination of other departments as needed.
- Engineering staff continues to observe the construction progress and re-calculate bond releases for the Victory Gardens project.
- The Town Engineer and Town Planner continue to meet with regard to the D.E.E.P. - L.I.D. (low impact development) project. The Town is preparing to review regulations with the assistance of a consultant engineer (Fuss & O'Neil) and planning consultant Glenn Chalder. The L.I.D. Demonstration project – now 95% complete and located at the Clem Lemire fields, is an overflow parking lot designed to demonstrate L.I.D. techniques. D.P.W. forces have embraced the opportunity to construct a pervious parking lot utilizing new or non-traditional materials and methods. Engineering oversight has coordinated the efforts (design, estimate, survey, specialized sub-contractors, etc.) to deliver a project incorporating “Green Initiatives.” Construction projects incorporating “Green Initiatives” utilize techniques to improve stormwater quality, recharge the groundwater and reduce run-off.

BUILDING DEPARTMENT

- An Application was applied for to build a roughly 6000 sf addition within existing building courtyard at Middlewoods of Newington Inc, 2125 Main Street.
- An Application was applied for to do alterations of an existing commercial tenant space at 1595 Southeast Road.
- Best Market was issued a Certificate of Occupancy on October 25, 2013.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - New Eng. Municipal Building Officials Seminar – October 7-9, 2013.
 - View Permit Class – October 16, 2012.
 - R. Smith - Accessibility, Accessibility and more Accessibly – October 17, 2013.
 - D. Zwick - Accessibility, Accessibility and more Accessibly – October 17, 2013.
 - 2003-2009 IRC Significant Changes – October 22, 2013.
 - A. Hanke - 2003-2009 IRC Significant Changes – October 22, 2013.

There were three Certificates of Occupancy issued in October. Two were for residential. They were 35 Victory Way & 45 Victory Way. One was commercial. It was for Best Market, located at 175 Lowrey Place.

- Building Department activity for the month of October was as follows: The Inspectors completed a total of 240 Inspections. They were: A/C Installation (2), Above Ceiling (2), Alarm (1), Apartment Inspection (6), Boiler (1), Decks (5), Electrical (23), Final (90), Footings (8), Foundation (3), Framing (4), Gas Fireplace (1), Gas Line (42), Insulation (8), Plumbing (1), Pools (2), Roofing (4), Rough (29), Sheds (1), Sheetrock (1), Siding (2), Site Visit (1), Wood / Pellet Stove (1), Work Without Permits (2).
- The total number of Building/Renovation Permits issued for the month of October was **277** producing a total permit value of **\$3,717,256.50**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	39	1,649,897.00
DECK	5	104,983.00
DEMOLITION	1	0.00
ELECTRICAL	60	372,912.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	5	12,695.00
GARAGE / SHED	4	15,395.00
MECHANICAL	71	305,134.50
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	7	720,500.00
PLUMBING	46	67,063.00
POOL	1	21,000.00
ROOFING / SIDING	33	432,377.00
SIGN	5	15,300.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	277	\$3,717,256.50

The total Building income fees received in the month of October was **\$57,528.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1290.00, Environmental \$360.00 Conservation \$300.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$74.50, Driveway / Excavation \$1700.00, Engineering copies \$71.00 The other total income is \$3795.50

Below is a comparison of the Permit Values for October 2013 and October 2012

	<u>2013</u>	<u>2012</u>
Value of Permits issued for October:	\$3,717,256.50	\$3,652,045.00
Fees for Permits issued for October:	\$57,528.00	\$42,209.00
Other income Fees for October:	\$3795.50	\$2,995.50

Building Permits Issued for October: 277 183

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

<u>2013-2014</u>		<u>2012-2013</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$9,114,891.50	\$126,729.00	\$15,469,835.00	\$169,549.50

HUMAN SERVICES

- Rik Huggard was honored and named Youth Worker of the Year at the annual Connecticut Youth Services Association Conference held on October 4, 2013. We are thrilled for the well-deserved recognition of his hard work and great rapport with Newington youth.
- Sandy Pilz, Physical Education teacher at Martin Kellogg Middle School was nominated by Youth Adult Council and honored by CASAC on October 22, 2013, for his 10 years of voluntary service to Newington youth in the area of prevention. Through his leadership and involvement with the Youth Adult Council annual Hoopla event the program has grown tremendously providing a fun-filled evening of friendly basketball competition for elementary and middle school students, family and friends while proceeds raised provide annual scholarships for graduating Newington high school seniors who provide extensive community service.

- Thirteen additional individuals joined the Newington CERT Team, two were already certified elsewhere and 11 completed the class. Included in the class were Mayor Woods, Councilor Terry Borjeson, town employees Jaime Trevathan and Pat Meskill.
- By the end of October, 350 households have registered for the Holiday Food & Gift program with that number expected to rise as the holidays draw near.
- The Food Bank assisted 155 households, with 630 bags of groceries distributed.
- Open Air Market served 250 households on 3 bi-weekly days of distribution this month.
- The Clothing Closet served 30 households, providing 46 bags of clothes. This was a 10 household increase from September and the number of bags doubled. With colder weather and the start of the school year, use increased.
- The Special Needs Fund assisted 10 households with 12 bills, 5-utility, 4-housing, and 3 medical-related bills. 5 bills were for senior residents.
- The Social Casework Program had an increased and active caseload of 102 with 45 new referrals. Residents continue to struggle with utility expenses, and other financial difficulties, including housing, medical related expenses, substance abuse, health, mental health, health insurance, and domestic conflict. We continue to receive police referrals related to emergency medical and mental health concerns, delinquent tax referrals and Obamacare insurance registration assistance.
- The Youth and Family Counseling Program had a caseload of 21. There were 4 new cases. Clinicians provided 72 clinical therapy sessions and made 8.5 additional contact hours with families and other agencies.
- SCORE programs were filled to capacity and the weather was great during the month. Youth enjoyed several adventure based activities and a trip to the Haunted Graveyard at Lake Compounce.
- The October ROPE session was a bit more challenging as schools have modified their schedules. Staff is now working with two classes at a time from one school each month.
- A two day Mental Health First Aid Training was attended by 25 town employees representing several departments and very well received and appreciated. Further training in this area will be offered in the future.
- The Newington Challenge Course had a great month with 12 groups and more scheduled in November, before closing up for the winter.
- Planning continues for the implementation of the Police/Youth Challenge program covered by the \$10,000 OPM grant.
- 6 people provided community service, completing 45 hours, with hours carrying over into December.
- Juvenile Review Board had one referral in October.

October 2013 Statistics

Selected Programs	FY 13-14 Undp. Total This Month	FY 12-13 Undp. Total Last Month	FY 13-14 Cum. Undp. Total YTD	FY 12-13 Cum. Undp. Total YTD
Youth and Family Counseling	21	32	44	65
Positive Youth Development	362	155	1192	1173
Information and Referral	589	344	1877	633
Social Casework Cases				
Under 55 = 56				
Over 55 = 46	102	87	205	367
Food Bank Households	155	159	625	590
Special Needs	10	9	39	37

SENIOR AND DISABLED CENTER

- The Senior and Disabled Center received a much needed roof replacement in the month of October. The project went very smoothly and with no interruptions to operations. The canopy project is on schedule with an estimated completion of early December. While this project requires the east entrance to be closed, there has been minimal disruption.
- The Matter of Balance program, coordinated regionally by the Adult Injury Prevention Program of Hartford Hospital/CCMC with funding from the Jefferson House Institute was given a reprieve as the Institute elected to continue the funding. They selected the Senior and Disabled Center as the coordinating agency. Anette Urban, a part time employee with experience leading the class, will assume the project coordination role.
- Jefferson House also approved funding of \$3,000 for the purchase of special cots for older adults and people of larger size as well as other equipment for the Town's emergency shelter needs.
- The Center acquired 45 high quality used chairs from Cedar Mountain Commons as they redecorated their club room. The chairs are padded, stackable arm chairs and look great.
- Center Director Dianne Stone attended the National Institute of Senior Centers/Massachusetts Councils on Aging conference in Sturbridge, MA on October 2nd and 3rd, presenting workshops on the Aging Mastery Program and national Standards and Accreditation. Ms. Stone was also an invited participant in a day long focus group with the President of the National Council on Aging.
- CCHD held two flu shot clinics at the Center this month with a steady stream of people attending. With the wide availability of flu vaccine today, the clinics are much different than those of the past.
- Advocacy Unlimited, a not for profit organization that provided education and advocacy for people in recovery from mental health and co-occurring disorders, provided a workshop entitled "Key Ingredients to Living Emotionally Healthy" on October 10th.
- On October 17th Primary Eye Care Center sponsored a presentation about cataracts, glaucoma, dry eyes and other vision related topics that also included a bingo game, prizes, giveaways and snacks.
- Chef Mike from Emeritus at Rocky Hill returned for another entertaining and informative meal demo which featuring a seasonal pumpkin soup on October 18th.
- The Pharmacist from Price Chopper spoke about shingles and the shingles vaccine on October 24th.
- Gift Shop volunteer Rose Bolton and Center Administrative Coordinator Denise Haas, assisted by Scott Hoagland, spent considerable time this month configuring and testing a new point of sale system for the Shop.
- The Center currently has 1,967 paid members. There are 694 residents registered for Dial-A-Ride.
- 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 3,764 by 603 people.
- Dial-a-Ride provided 1,669 trips covering 4, 165 miles during regular hours. Staff is reviewing the schedule to begin regular trips to Best Market.
- Center staffing was complemented by 711 hours of unpaid service in 302 instances by 61 volunteers with the lunch program, gift shop and home delivered meals the most volunteer intensive areas.

PARKS AND RECREATION

Administrative

- Superintendent met with Town Manager, Facilities Manager and Architect on proposed Town Hall/Community Center proposal.
- Superintendent met with Lou Jachimowicz involving school projects.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with residents to address various issues and concerns.
- Superintendent met with members of the Public Works Committee.
- Superintendent met with the Town Manager and staff regarding "Blighted Properties."
- Superintendent met with the Safety 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, September 30th, and will be open for residents to swim on most Monday, Wednesday and Friday evenings throughout the school year.
- K. Gallicchio met with team representatives from the Men's Basketball League on October 10.

- The Women's Volleyball 7-team league started on October 22.
- Travel Basketball has now merged and is one league—4 Boys' teams and 4 Girls' teams. Girls held tryouts in September and will begin games on November 16. Boys' tryouts were held in October and games will begin in early December.
- Planning has begun for the upcoming Youth Basketball program for students in Grades 1 through 12 that will begin in December.
- The Annual Children's Halloween Party was held on October 26 in the Community Center. Over 160 children attended with their parents. The Newington High School Girls Swimming and Diving Team volunteered at the event.

Parks and Grounds

- Ben Breitzkreutz(GKIII) completed the renovation of Candlewyck Park which included the removal of outdated playground equipment and installation of new pieces.
- Ben Breitzkreutz(GKIII) also is still working on the repair of Mill Ponds "poured-in place" surfacing.
- Steve Tofeldt (GKIV) planted perennials, moved the sign and added topsoil at the Clem LeMire Complex for the new parking lot.
- Crew members have begun the repair of several baseball fields in town. This includes the adding of silt to the infields and the cutting out of dangerous lips on the infields.
- There were ten interments in town cemeteries this month.
- Division personnel were offline a total of 30 days this month.

LIBRARY

- The library will be open on Sundays beginning November 17. Sunday staff are attending refresher training to go over building and computer procedures for the weekend.
- Personnel: The second round of interviews for the full-time Librarian I Collection Management position was held in late October. The final decision will be made in early November. The testing for the part-time Reference position was held in October. Interviews will be held in November. Melissa Miller, a new Children's part-time substitute library technician began training in October. Karen Bissoni was hired as a Children's part-time substitute library technician was hired and will begin training in November.
- The children's department had a busy month with 73 programs for 1,688 children and their caregivers. Highlights included *Hooked on Llamas*, *Pumpkin Decorating*, *Potions – A Spooky Adventure with the Sciencetellers* and *Tales to Tails* as well with the many regular story times and outreach to daycares.
- Programs for teens and adults numbered 21 to a combined audience of 383. Highlights included *Witness to the Holocaust* with guest speakers Ben Cooper a WWII combat medic sent to witness the official liberation of the Dachau Concentration Camp and Henny Simon, a Holocaust survivor from this camp, *The Affordable Health Care Act*, *The Long Journey Home for Albert Afraid of Hawk* with guest speaker State Archeologist Nick Bellantoni, a program about how to make lace and a teen horror movie marathon.
- In technology news, staff had several technology programs for the public. One of the programs was *Free eBooks, eMagazines and Music @ the library*. Staff demonstrated the online services the library subscribes to that offer downloadable eBooks, audiobooks, eMagazines and downloadable music for free. A drop-in technology program *Tech Troubleshooting with Teens* was also offered to give people a chance to drop in for one-on-one help with technology devices. Children's staff is also preparing two iPads to be used in-house by children for learning and fun. Each iPad will be loaded with educational and game apps for children from pre-school through age 12.
- Staff attended several professional development opportunities throughout the state. Library Director Lisa Masten, Assistant Library Director Karen Benner and Circulation Supervisor Susan Schneider attended the *Connecticut Library Consortium's annual Trendspotting Conference* at the Westport Library. The theme of the conference was "Makerspaces in Libraries." Libraries around the world are allocating space and offering programs for people to learn new skills, be creative and collaborate to make things together. Head of Community Services Shirlee-Ann Kober and Karen Benner attended the *Association of Connecticut Library Boards Leadership Conference* at the University of Hartford. The focus of the conference was "Exploring the Role of Technology in Libraries." Karen Benner and Susan Schneider were part of a two day "Mental Health First Aid" program sponsored by Human Services. Several staff from many of the town departments attended this program to learn more about mental health and how to handle many of the mental health issues they are confronted with in their jobs. Susan Schneider also attended a webinar titled "Staff Technology Skill."

- Lisa Masten met with new Library Board Trustee Ellen Vessella to talk about the library and its services and gave her a tour of the library.
- Use of downloadable media continued to be popular. 256 digital magazines circulated in October. *Consumer Reports*, *Taste of Home* and *Knitter's Magazine* were the top downloads. 3350 ebooks including children's Tumblebooks were downloaded with an overall increase of 772% from the previous year. 151 songs were downloaded using *Freegal* from the library's website. Popular online resources being used by our patrons included *Chilton's Auto Repair*, *Morningstar* and *Universal Class*.
- In facility related issues, there was roof leak near the adult internet stations. The leak was a result of the piping put in for the new HVAC unit. The leak was repaired. The lack of parking continues to be a real challenge for library patrons. With the roof being repaired at the Transition Academy, there are at least 15 fewer parking spot in the upper Town Hall parking lot. Between the meetings being held at the Town Hall and Board of Education and the employees who are still parking in the upper lot there are days when there are no parking spots available when the library opens at 10:00 a.m. Usage of the library and its services has been impacted by the lack of parking. Patrons complain daily and have told us they just leave if they can't find any parking.

Topics of interest that were researched this month included:

1. What is trigeminal neuralgia?
2. DVDs on how to paint with acrylics.
3. Reviews of men's electric shavers.
4. How to explain prosthesis to a child.
5. How to play the organ.

MONTHLY STATISTICAL REPORT, LIBRARY, OCTOBER 2013				
	2013	2012	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	18,786	20,268	-1,482	-7.31%
CHILDREN	10,026	9,898	128	1.29%
YOUNG ADULT	679	964	-285	-29.56%
VIDEOS	23	95	-72	-75.79%
DVD'S	7,081	7,525	-444	-5.90%
Digital Services				
DOWNLOADABLE BOOKS	3,350	384	2,966	772.40%
DOWNLOADABLE MAGAZINES#	256		256	
DOWNLOADABLE MUSIC#	151		151	
DOWNLOADABLE MOVIES#	3		3	
E-READERS	10	16	-6	-37.50%
Other				
MUSEUM PASSES	38	55	-17	-30.91%
TOTAL CIRCULATION	29,491	31,130	-1,639	-5.27%
CUMULATIVE CIRCULATION YTD	135,376	138,788	-3,412	-2.46%
DAYS OPEN/MONTH	26	26	0	0.00%
AVG. DAILY CIRC./MONTH	1,134	1,197	-63	-5.27%
PATRON COUNT	16,921	17,573	-652	-3.71%
AVG. PATRON COUNT	651	676	-25	-3.71%
SELF CHECKOUT CIRC	329	630	-301	-47.78%
REGISTRATIONS-ADULT	84	89	-5	-5.62%
REGISTRATIONS-JUVENILE	13	22	-9	-40.91%
TOTAL # CARDHOLDERS	11,919	12,313	-394	-3.20%
CONNECTICARD	7,173	8,931	-1,758	-19.68%
RETURNS	21,310	25,429	-4,119	-16.20%
SUNDAY CIRCULATION	0	0	0	
SUNDAY PATRON COUNT	0	0	0	
PUBLIC SERVICES				
REFERENCE QUESTIONS - ADULT	3,036	2,981	55	1.85%
REFERENCE QUESTIONS - CHILD	1,450	1,980	-530	-26.77%
TOTAL REFERENCE QUESTIONS	4,486	4,961	-475	-9.57%
COMPUTER USE ADULT & TEENS	3698	4071	-373	-9.16%
COMPUTER USE CHILDREN	236	338	-102	-30.18%
TOTAL COMPUTER USE	3,934	4,409	-475	-10.77%
IN-HOUSE DATABASE SEARCHES*	29,647	11,655	17,992	154.37%
REMOTE DATABASE SEARCHES*	349	9,879	-9,530	-96.47%
WEBSITE VISITS	6,749	9,131	-2,382	-26.09%
HOLDS ON SHELF PULLED	739	799	-60	-7.51%
ILL--LOANS	930	982	-52	-5.30%
ILL--BORROWS	606	665	-59	-8.87%
PROGRAMS CHILDRENS	73	68	5	7.35%
PROGRAMS CHILDRENS ATTENDANCE	1,688	1,791	-103	-5.75%
PROGRAMS TEEN	4	6	-2	-33.33%

PROGRAMS TEEN ATTENDANCE	33	76	6	54.55%
PROGRAMS ADULT	17	11	195	125.81%
PROGRAMS ADULT ATTENDANCE	350	155	7	58.33%
NOTARY	19	12	7	58.33%
VOLUNTEER HOURS	181	165	16	9.70%
MEETING ROOM USAGE-OUTSIDE GOUPS	19	22	-3	-13.64%
MEETING ROOM USAGE-INHOUSE	62	58	4	6.90%
STUDY ROOM USAGE	213	233	-20	-8.58%
COLLECTION INVENTORY				
ITEMS ADDED	1,208	1,887	-679	-35.98%
ITEMS DELETED	529	689	-160	-23.22%
TOTAL LIBRARY HOLDINGS	179,159	175,428	3,731	2.13%
<i>#These services are new this year</i>				
<i>*Staff is investigating these figures</i>				