



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: January 2, 2015
Re: Monthly Report – November 2014

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 Town Hall renovations, demolition of the former National Welding building and social media.
- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone met with various organizations such as the MDC and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Mr. Salomone met with various departments regarding CIP requests for the upcoming fiscal year.
- Mr. Salomone met with residents & area business owners to address issues & concerns as needed.
- Mr. Salomone met with staff, union and legal representatives regarding personnel issues.

Legal Services

The legal amounts for the November monthly report are as follows:

Rome (Modern Tire/Firestone) - \$53,825.16

Murtha (Toll Bros) \$14,547.95

Overtime

Paid overtime during the month of November 2014 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	17.6	\$ 3,684.28
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 712.04
ROAD MAINTENANCE		
TRAFFIC DIVISION		
LEAF COLLECTION (INCLUDES SEASONAL)	887.7	\$ 35,875.28
SNOW	135.3	\$ 6,018.54
TOTALS	1,056.6	\$ 46,290.14

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Football Games	8.0	\$ 400.00
Graves	36.0	\$ 1,630.51
Leaves	283.0	\$ 12,279.00
TOTALS	327.0	\$ 14,309.51

POLICE DEPARTMENT	14-15 Budget Overtime Appr.	Overtime Expended 14-15-YTD	13-14 Budget Overtime Appr.	Overtime Expended 13-14 YTD
Administration	\$ 7,059.00	\$ 1,808.02	\$ 6,734.00	\$ 775.55
Patrol	607,287.00	263,768.94	641,951.00	264,360.31
Investigation	79,169.00	27,293.99	77,883.00	19,327.10
Communication	161,160.00	80,574.18	118,117.00	33,176.38
Education/Training	117,276.00	43,204.17	121,801.00	16,716.73
Support Services	34,189.00	17,518.37	39,878.00	11,963.70
Animal Control	5,546.00	0.00	5,546.00	0.00
Total	\$ 1,011,686.00	\$ 434,167.67	\$ 1,011,910.00	\$ 346,319.77
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,622.00	\$ 12,813.45	\$ 29,225.00	\$ 12,137.37
Snow and Ice Control	145,534.00	0.00	137,119.00	12,928.64
Traffic	4,665.00	1,051.19	5,684.00	1,398.00
Vehicles and Equipment	29,363.00	17,168.13	28,981.00	12,701.83
Leaf Collection	50,000.00	33,189.11	55,937.00	37,672.13
Total	\$ 259,184.00	\$ 64,221.88	\$ 256,946.00	\$ 76,837.97
PARKS AND GROUNDS				
Parks and Grounds	\$ 75,588.00	\$ 35,480.80	\$ 91,968.00	\$ 43,661.85
Cemeteries	18,007.00	5,623.82	16,971.00	6,134.26
Total	\$ 93,595.00	\$ 41,104.62	\$ 108,939.00	\$ 49,796.11

PERSONNEL

- Michael D'Amato was appointed to the full-time Zoning Officer position, effective November 3, 2014.
- Seasonal leaf collection positions were filled, with an expected start date of November 3. The collection program is expected to run for approximately 6 weeks.

RISK MANAGEMENT

2014-15 Blue Cross/Blue Shield Plan Year

The fourth month of the 2014-15 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2014-15 plan year were estimated at \$848,980. The total paid claims from the Health Benefits Fund for October 2014 were \$746,944. 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 October, 2014</u>		
	Town	Board of Education	Total
Estimated Claims	674,172	2,721,748	3,395,920
Actual Claims	638,669	2,446,831	3,085,500

FACILITIES MANAGEMENT

- The Facilities Director attended the Town Hall Building Committee meetings and the Public Works Team meeting during the month of November.

- The Facilities Director has begun meeting with Energy Consultant Company's on finding ways to improve the energy efficiencies of all town owned buildings which would lead to greater cost savings, and enhance our bottom line.

Work Order Completions

- The Facilities Department has completed 414 formal work orders during the months of April through November at the various Town Buildings.

Library

- The Dormers on the back side of the building were rebuilt by the Maintenance Department who did an outstanding job, that lead to a cost savings of over \$8000.00. A new shingled roof was installed on the dormer side by A. Secondino & Son, Inc which carries a life time warranty.

Kellogg Eddy House

- The exterior of the house has been painted and all the windows have been re-glazed and broken panes replaced. All the missing wood trim has been replaced and the new shutters are on order and will be painted and installed by the Maintenance Department next spring.

Volunteer Ambulance Building

- The Facilities Director met with Tremco Inc. (Roofing Consultant) and determined that the roof does not need to be replaced and has begun a repairing process that will correct all the issues associated with the sky lights over the garage bays and the metal roof over the training room that are the main source of the leaks in the building.

Fire Company #1

- Work has started on the interior & exterior lighting upgrade by WorldEnergy in conjunction with CL&P that will produce an estimated yearly electricity cost savings of \$6400.00. This project will continue to provide savings long after the 5 year payback period has passed. WorldEnergy is also looking to incorporate the replacement of the boiler for additional energy savings.

Chapel Addition

- The Facilities Director has met with various contractors to bring the cost of the new addition into budget. Construction will start the first week of December.

CIP Projects

- The Facility Director is currently working on a list of projects to the Town Manager for consideration by the CIP committee during the budget process.

INFORMATION TECHNOLOGY

- The Town's Information Technology team consists of Mr. Paul G. Boutot, Chief Information Officer, Mr. John Bolduc, Network Administrator/ Project Leader, Mr. Scott Hoagland and Mr. Steve Pollock, Network/ Application Specialists, and Mr. Thad Dymkowski, GIS Technician. During the course of the month they participated, assisted and/or were directly involved in one or more of the following:
 - Completing 119 help desk work orders.
 - Internal and external Domain Name System (DNS) changes.
 - Trouble shooting DNS issues related to Town's Internet Service Provider (ISP).
 - Replacing network switch chassis at the Senior and Disabled Center due to a bad fan.
 - Working with Town's server/storage vendor to identify Input/Output (IO) issue which has been causing intermittent problems with virtualized server backups.
 - Coordinating network firewall changes for Wethersfield Police Department Computer Aided Dispatch (CAD) and Records Management System (RMS) access.
 - Replacing a failed disk on the Town's Video Management System.
 - Monitoring Town data closets during a scheduled power outage. During the maintenance window all Uninterruptable Power Supplies (UPS's) and emergency generators operated properly.
 - Providing Town Manager with Geographical Information Systems (GIS) and Google Maps analysis for CT Fastrak development.
 - Providing GIS mapping analysis data for Engineering Department (Pavement Management), Facilities Management (Street Light Maintenance & Parks and Grounds Facilities).
 - Computer workstation deployments at Lucy Robbins Welles Library and Police Department.
 - Updating Town GIS data to show Shady Hill Lane subdivision.
 - Troubleshooting issues with Vision Software's data transfer of internal Assessor data to external website. Vendor to issue patch to address bug identified by Town IT staff.
 - Troubleshooting vendor issues with Police Departments Computer Aided Dispatch (CAD) systems and file transfers from CAD into the Fire Department's Record Management System (Firehouse).

- Updating all police department mobile data terminals.
- Preparing Town's Citrix environment for upgrade to XenApp 7.6.
- Installation of new camera hardware for Police Department RMS and Booking System.
- Updating the Assessor's Office application to accommodate Department of Motor Vehicle Supplemental data.
- Imaging new computer workstations for Police and Library staff.
- Creating scripts for facilitate migration of users from old network domain to new network domain.
- Continuing efforts of migrating users from old domain to new domain.
- Implementing firewall changes to improve redundancy of primary and secondary Internet circuits.
- Re-imaging thin client devices to correct logon timing issue.
- Configuring firewall to work with Verizon Private APN.
- Upgrading firmware on all firewalls and firewall management systems.

FINANCE

Accounting and Administration

- The MUNIS budget module was activated during the month for Town departments to begin entering their requests for the General Fund FY 2015-16 Operating budget.
- Stipends were paid to public safety volunteers during the month.
- Financial statements for the 2013-14 audit were finalized and forwarded to the Town's auditors.
- Ann Harter, Director of Finance, attended two budget presentations at the Metropolitan District Commission (MDC) to discuss the 2015 tax levy. Preliminary numbers indicated an increase of 4.95% in the 2015 Proposed Ad Valorem Tax. This equates to an increase of \$239,650 or 7.51% for the FY 2015-16 for the Town's sewer services.
- On November 17th, the Employee Insurance and Pension Benefits Committee met. Mark Shegoski and Ashley Martella of UBS reviewed the third quarter results of the Town's OPEB Trust and pension funds.
- Newly approved rates and retroactive payments were processed for Administrative employees.

There were no major grants received from the State of Connecticut during the month of November. 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)

11/30/2014

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2014-15</u>	<u>Year to Date</u>	
General Fund	\$46,350	30,482	\$18,154,943
Special Revenue Funds	5,000	2,718	3,992,984
Capital Projects Funds	800	634	1,029,117
Internal Service Fund	2,400	1,108	2,780,099
Trust and Agency Funds	2,400	1,216	978,010
TOTAL, ESTIMATED BY FUND			\$26,935,153

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

11/30/2014

	<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	0.14	0.14	1,056	720	\$8,878,085
CLASS PLUS	0.01	0.01	7	7	663,039
Bank North	0.20	0.20	88	91	533,935

People's Bank	0.32	0.32	1,986	2,051	7,550,576
Sovereign Bank	0.30	0.30	228	803	1,543,035
Farmington Bank	0.40	0.40	2,382	4,006	7,766,483
Total Outstanding Investments					\$26,935,153

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 November.
- All work on the October 1, 2014 grand list continued. The office will be involved in this process until January 31, 2015. The process included the items listed below:
 - Approximately 1,430 personal property declarations were mailed out. The Assessor's office processed over 900 of those personal property declarations during the month, or about two thirds of the total.
 - Inspections of properties with building permits were substantially completed. Approximately 90% of those properties were entered into the CAMA system. The pricing of the remaining properties will be done in the next month.
- The supplemental motor vehicle list was received from the Department of Motor Vehicles. All vehicles were priced by staff. This database was worked on for the entire month to assure that credits were applied correctly. The regular motor vehicle list will be received in December.
- Request for proposals for the 2015 town wide revaluation were sent out and responses were received from four companies. Individual meetings with the company representatives were held to provide a better understanding of the scope of the assignment. The prices for this service ranged from \$209,900 to \$362,000.

Revenue Collector

- Collections for November on the 2013 Grand List amounted to \$266,218.58 and back taxes collections were \$85,170.59.
- This year's total collections through November were 55.1% which is exactly the same percentage for November 2013.
- The Tax Collector has been contacting the private mortgage holders, who do not escrow for taxes directly, when a property is more than one year delinquent and informing them their customer's property is on the current tax sale list. This has brought several properties up to date.
- Constables and Sheriff are collecting overdue taxes.
- Preparation is under way for the second installment mailing of the Real Estate, Personal Property and Supplemental Motor Vehicle bills.

TOWN CLERK

- There were 347 documents filed on the land records during November.
- There were 32 transfers for a total of \$375,700.00. State conveyance tax collected was \$32,882.75 and \$14,356.25 was collected in Town conveyance tax.
- There was one large commercial property sale at 2499 Berlin Turnpike that sold for \$940,000 from Merit Oil of Connecticut, Inc. to Marathon Petroleum Co., Inc.
- Nine Foreclosure Registrations were filed during the month.
- The office recorded 82 mortgages, 22 liens, 127 releases and 23 probate documents.
- Staff issued 97 certified copies of vital records & catalogued 44 burial permits & eight cremation permits.
- The office catalogued seven liquor permits, six Trade Name certificates and five Notary Public commissions. Staff notarized twenty-six signatures for residents and patrons.
- The office processed 16 electronically recorded documents and filed during November for a total of \$2,092 in revenue.
- Copy revenue brought in \$2,068 for the month. Public access to the Connecticut Clerks' Portal for online images continues to generate notable copy revenue for the Town.

- The Town Clerk's office was open from 9 AM until Noon on November 1st (the Saturday before Election Day) to issue absentee ballots to qualified residents. Several voters took advantage of the extended office hours.
- Following the election, State law mandates that the Town Clerk must file with the Secretary of the State a consolidated listing, in tabular format, of the official returns of each voting district for all offices voted on, including the total number of votes cast for each candidate and the total number of names checked as having voted in each district. Additionally the number of votes cast by machine, by absentee and any votes cast as a result of Election Day Registration must all be tabulated by district and reported to the State legislature. The Town Clerk must certify that she has examined the lists transmitted by the Registrars and Head Moderator to determine if there are any discrepancies. This is a very detailed and time-consuming report to prepare.

DATA SUMMARY NOVEMBER 2014				
	Nov. - 14	Nov. - 13	FY 14/15 to Date	FY 13/14 to Date
Land Record Documents	347	387	2089	2432
Dog Licenses Sold	21	24	379	456
Game Licenses Sold	16	26	152	132
Vital Statistics				
Marriages	11	18	131	104
Death Certificates	30	20	129	108
Birth Certificates	18	11	138	95
Total General Fund Revenue	\$ 26,618.75	\$ 52,709.03	\$ 198,444.13	\$ 213,306.97
Town Document Preservation	\$ 816.00	\$ 866.00	\$ 4,933.00	\$ 5,626.00
State Document Preservation	\$ 466.00	\$ 586.00	\$ 1,896.00	\$ 3,550.00
State Treasurer (\$36 fee)	\$ 8,388.00	\$ 10,548.00	\$ 54,504.00	\$ 64,873.00
State Treasurer (\$127 fee)	\$ 2,921.00	\$ 3,810.00	\$ 16,002.00	\$ 26,670.00
State Treasurer (\$110 fee)	\$ 3,850.00	\$ 3,080.00	\$ 20,570.00	\$ 21,890.00
Locip	\$ 699.00	\$ 879.00	\$ 4,542.00	\$ 5,313.00
State Game Licenses	\$ 166.00	\$ 391.00	\$ 1,429.00	\$ 1,777.00
State Dog Licenses	\$ 121.00	\$ 152.00	\$ 2,432.00	\$ 3,030.00
Dog Licenses Surcharge	\$ 38.00	\$ 60.00	\$ 854.00	\$ 1,094.00
Marriage Surcharge	\$ 76.00	\$ 57.00	\$ 836.00	\$ 703.00
Grand Total	\$ 44,159.75	\$ 73,138.03	\$ 306,442.13	\$347,832.97

POLICE DEPARTMENT

- Patrol Calls for November are as follows:

Alarm Hold Up Alarm	8	Customer Dispute In Progress	5
Breach In Progress	6	Domestic In Progress	25
Burglary In Progress	7	EDP In Progress	7

Fire Alarm	22	Dog Complaint	35
Fire CO Detector no symptoms	1	Domestic Report	7
Fire Extrication	1	Drug or Para found	1
Fire Hazmat	3	DUI	1
Fire Other	4	EDP Report	1
Fire Structure Fire	9	Escort Funeral	4
Fire Vehicle Fire	2	Escort Other	4
Harassment In Progress	2	Escort Tax	5
K9 Assist for Other Agency	3	Fingerprint	26
Landlord Tenant Dispute In Progress	1	Fire CO Detector no symptoms	4
Larceny from MV In Progress	2	Fire Trouble Alarm	7
Larceny In Progress	12	Fire Water Problem	2
Larceny Report	1	Follow Up	69
Medical Alarm	16	Harassment Report	12
Medical Cardiac	10	Hazard	41
Medical Diabetic	2	Intoxicated	6
Medical Fall	48	Juvenile Complaint	9
Medical Mutual	1	Landlord Tenant Dispute Report	4
Medical Other	107	Larceny from MV Report	11
Medical Respiratory	21	Larceny Report	46
Medical Trauma	7	Liquor	1
Medical Unresponsive	5	Location General	185
MV Assist	1	Location School	2
MVA Injury	12	Lockout MV special circ	2
Open Door / Window	10	LTA	1
Robbery In Progress	1	Medical Other	1
Specific Detail CAD number	2	Medical Stand By	5
Suicide Attempt	1	Missing	4
Suspicious In Progress	102	MV Assist	53
		MV Complaint In Progress	29
Alarm Commercial Burg Alarm	80	MV Complaint Report	15
Alarm Residential Burg Alarm	46	MVA Evading	15
Animal	18	MVA Property Only	106
Assault Report	1	Neighbor In Progress	1
Assist Notification	1	Neighbor Report	5
Assist Other Agency	29	Noise	12
Breach Report	2	Parking Violation	4
Burglary Report	10	Pistol Permit Temp Permit Issued	22
Car Seat	3	Property Found	7
Check Welfare 911 hang up	31	Property Lost	8
Check Welfare Other	34	Recovered Stolen MV	3
Clear Lot	2	Serve Warrant	25
Court Pris / Paperwork to Court	18	Sexual Assault Report	2
Criminal Mischief Graffiti	1	Specific Detail CAD number	82
Criminal Mischief Report	17	Stolen MV	8
CSO	1	Sudden Death	2
Customer Dispute Report	2	Suspicious Report	34

Test Police	5	Trespass In Progress	3
Threatening Report	3	Trespass Report	1
Tow	12	Total	2383
Traffic Stop	667		

Patrol Investigations

- o **Domestic Violence** - On 11/7/14, officers were dispatched to the area of the CITGO gas station on Garfield Street for a report of a female asking for help. The female told a passerby that she was being held hostage in a silver vehicle. Within moments of the dispatch, several police units responded to the area to search for a small silver vehicle. The area was searched by several police units but the suspect vehicle was not located.

Officers spoke to the witness who stated the female told him they were headed to McDonalds and then told him to walk away from the car before she was seen talking to anyone. The witness stated he went back to his car to call 911 and saw a male get into the passenger side of the car. The witness stated the car drove away westbound on Garfield Street before he could see the license plate.

While speaking with the witness, Newington dispatchers stated that the New Britain Police responded to McDonalds near the West Farms Mall and were investigating a domestic dispute that appeared to be connected to this incident.

Upon arrival of Newington officers, New Britain Police Department advised him that workers from McDonalds reported that a female ran into the restaurant and told them that she was being held hostage and to call 911. McDonald's employees had hidden the female in a conference room until New Britain Police officers arrived and detained the suspect as he was walking out of the restaurant. During the course of NBPD's investigation, it was learned that these individuals were the ones that the Newington Police Department was looking for from Garfield Street.

Officers then spoke with the female who provided the following account. She stated that her ex-husband was at her house visiting and things were fine. He then changed his behavior. He started gathering his things to leave and began looking for his phone. His anger increased as he continued looking for his phone. He then took out his knife from his pocket and pointed it at her throat. He told her to drive him around to look for his phone. Her ex-husband continued to point the knife at her and threatened to stab her multiple times as the incident continued. During this incident, the female stated that she truly believed that at some point she was going to die.

The female then drove her ex-husband to several different locations so he could look for his phone. He continued to threaten to stab her and slice her throat. As he exited the car at the gas station and at McDonalds, the female attempted to obtain help.

The ex-husband was charged with 53a-92 Kidnapping in the 1st Degree, 53a-62 Threatening in the 2nd degree, 2 counts of 53a-63 Reckless Endangerment in the 1st Degree, 53a-182 Disorderly Conduct, 53a-183b Interfering with a 911 Call, and 53a-64aa Strangulation in the 1st Degree. He was detained on a \$150,000 bond.

- o **Narcotics Violation** - On 11/14/2014, an officer was conducting traffic enforcement at the intersection of Griswoldville Avenue at Waverly Drive for passing school bus violations. At that time, he observed a Newington school bus arrive at that intersection to pick up students. The school bus stopped to let the children on and the school bus driver had activated all of the stop signal lights, and deployed the school bus's mounted stop sign, to notify all surrounding traffic to stop. As the children were boarding the bus, the officer observed a Honda Accord disobey the activated stop signal lights of the school bus and pass the bus, continuing eastbound on Griswoldville Avenue. The officer immediately activated his vehicle's emergency lights and initiated a motor vehicle stop on the vehicle.

The officer approached the vehicle to speak with the operator and explained the reason for the traffic stop. While speaking with the operator, the officer detected the odor of burnt and fresh marijuana coming from inside the vehicle.

The officer asked the operator if he had any illegal contraband in his vehicle or on his person and he stated "yes", that he had a small amount of marijuana in his driver's side door. The operator was searched and the officer found approximately \$500.00 in cash on his person.

The officer then searched the front compartment of the vehicle and located 2 clear glass jars in the driver's side door compartment. Both of these jars contained marijuana. The officer also found \$500.00 in US currency in the glove box.

- OT October \$126,131
 - OT November \$101,826
 - Total decrease \$ 24,305
- There was one officer in the Academy for training and one Sergeant vacancy in November. These vacancies in Patrol have an impact on the overtime for a total of 2 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum.
 - Administration overtime of \$949 was an increase of \$407, due to replacements for Sergeant time-off.
 - Patrol overtime \$52,853 was a decrease of \$18,714. Calls included domestic calls, motor vehicle investigations, robbery, fatal car accident, Mid State Accident call outs, domestic, DWI arrest, funeral coverage, court appearances, warrants, holdovers, booking process, \$12,000 for holiday overtime, and overtime for time off/vacancies.
 - Detective Division Overtime of \$5,954 was a decrease of \$4,520. Overtime included serving warrants, robbery investigation, burglary, fatal accident, sudden death investigation, juvenile case investigation, funeral coverage and scene processing.
 - Communications overtime of \$14,998 was a decrease of \$1,478. Overtime included several time off leaves, staffing for weekends to allow for 2 dispatchers on for all shifts, holiday OT \$2,600, and staffing for special assignment for CAD data.
 - Education overtime of \$21,833 was an increase of \$16,048 for training classes. Training included ERT firearms, Honor Guard training, CDL license training, continued firearms training, and practical skills training.
 - Support Services overtime of \$5,239 was an increase of \$2,148. Overtime included coverage for time off, Youth Council meeting, and holiday overtime.
 - ACO overtime was \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of November, 2014. During this period fire department members responded to 45 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	November 2014	5 Months Activity
Residential	5	22
Commercial, Industrial, Office	2	7
Hospital, School	1	7
Vehicle	0	2
Rescue, Police Assistance	2	24
Dumpster, Rubbish, Grass, Brush, Leaves	3	33
Hazardous Materials/Clean up	1	17
Investigative Alarm	14	71
False Alarm	10	46
Mutual Aid/Standby	0	3
Carbon Monoxide Investigation	4	17
Water Related Incidents/Pump-Outs	3	7
Total	45	256

Training Summary

Multi/Company Training	Co. #1&4 Firefighter Safety/Survival	81 hours
	Co. #2&3 Firefighter Safety/Survival	63 hours
Capitol Region Training		4 hours
Company #2 Training	CO Emergencies & Metering	18 hours
Company #1 Training	Pump Operations/Water Flow	18 hours
Company #3 Training	Pump Recertification	22 hours
Officer Training	Firefighter Safety/Survival	27 hours
Company #4	Forcible Entry	12 hours
	Personal Protective Gear	27 hours
Total Hours		262 hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of November, 2014.

INSPECTIONS	9
INSPECTION FOLLOW-UPS	24
PLAN REVIEW	7
JOB SITE INSPECTIONS	3
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	6
COMPLAINTS	0
HAZ/MAT	0
BLASTINGS	0

Incidents:

- There were no significant fire incidents or injuries reported in November. Responded to 36 fire calls during November.

Fire Marshal's Activities:

- Attended the monthly Cedar Mountain Commons Men's Club Breakfast and reviewed various fire prevention topics with the group.
- Attended the monthly meeting at Company #2 on Richard Street.
- Met with the Town Manager, Finance Director and Town Engineer to review the MDC Hydrant Maintenance Program.
- Attended the Annual American Legion Veterans Day Ceremony at Town Hall.
- Attended a Special Meeting of the Board of Fire Commissioners.
- Attended the Annual Cadet Division Pancake Breakfast at Company #1.
- Attended the Annual International Association of Arson Investigators Conference and Meeting Topics included:
 - Investigation and Prosecution of Serial/Spree Arsonists.
 - NFPA-1033 Professional Qualifications for Fire Investigators.
 - NFPA-921 Fire & Explosion Investigations.
- Attended the monthly staff meeting at Town Hall.
- Attended the monthly Company Drill: Flow Paths, Fuels & Ventilation.
- Conducted fire extinguisher training for the employees at Advanced Torque Products located at 56 Budney Road.
- Conducted the monthly Command Staff meeting at fire headquarters.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Attended project coordination meetings with Engineering Department throughout the month.
- Attended Department Head and Public Works team meetings.
- Attended Sidewalk Planning Committee meeting.
- Scheduled annual beaver trapping at various town properties.
- Continued with contract extension negotiations with MSW and recycling haulers.
- Continued with contract extension negotiations with Covanta Energy for MSW disposal.
- Continued with landfill closure project tasks.
- Coordinated annual hearing test for all personnel.
- Attended CASHO Annual truck Fleet Seminar with Mechanic Foreman.
- Implemented new textile recycling pilot program at Senior and Disabled Center.

Roadway Maintenance

- Highway crews began annual leaf collection with the assistance of parks and seasonal employees.
- Crews called out one time during the month for the first snow event of the season. Total snow accumulation was 2.7 inches.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted with Food Share and Farmers Market setup.

- Assisted Police Department in relocation/removal of speed detection boxes.
- Assisted Registrar of Voters office transporting voting machines.
- Assisted Highway crews with leaf removal.
- Assisted Highway crews with snow plowing operations.

Fleet Maintenance

- Mechanics maintained/repaired annual leaf collection equipment.
- Mechanics assisted in leaf collection filling in for drivers and rakers as needed.
- Mechanics continued preparing all snow fighting equipment.
- Mechanics assisted with snow plowing.
- Continued with preventative maintenance and emergency repairs to all Town vehicles and equipment.
- Mechanic Foreman attended CASHO Annual Truck Fleet Seminar.
- Mechanic Foreman attended NAFA Fleet Management meeting on Distracted Driving and Magnesium Chloride Corrosion.
- Assisted Town of Wethersfield with oral panel for new hire.

Sanitation/Recycling/Landfill

- Scheduled 606 residential bulk items for collection.
- Scheduled 120 condominium bulk items for collection.
- Scheduled 22 condo/residential scrap metal items for collection.
- 2923 tons of cumulative Municipal Solid Waste were collected from July through October 2014.
- 957 tons of cumulative recyclables were collected from July through October 2014.
- 363 mattresses and 205 box springs collected for the month from July through October 2014.
- Issued 27 permanent landfill permits and 2 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on November 12, 2014:

- No actions taken.

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on November 24, 2014:

- No actions taken.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- November 19: Met with staff re possible use of property at 719 Cedar Street.
- November 21: Met with staff re development of site at 751 Russell Road (East Cedar Street).

CTfastrak/Amtrak Corridor Planning:

- November 3: Met with staff at DOT re possible grant for art on multi-purpose path.

Grant-Funded Project Activities

- November 6: Met with Housing Authority staff and grant consultant Larry Wagner re bid documents for Cedar Village renovation project.

Boards and Committees

- November 12: Attended TPZ meeting.
- November 24: Attended TPZ meeting.
- November 18: Attended CCHD ACHIEVE meeting in Berlin.
- November 21: Met with EDC Chairman to finalize plans for EDC event.

Miscellaneous:

- November 5: Met with Public Works staff re planning for new sidewalks.
- November 12: Attended regular monthly Public Works staff meeting.
- November 17: Participated in Town Engineer meeting with DEEP staff re Piper Brook dredging project.
- November 17: Participated in Senior Center re-accreditation meeting.
- November: received and responded to or initiated approximately 357 emails to and from to citizens, applicants, staff and elected/appointed officials.
- November: Received and responded to approximately 41 phone calls from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of November, twenty-nine excavation permits were issued:
 - 22 gas lateral permits
 - 2 driveway permits
 - 3 gas main permits
 - 1 CNG trench
 - 1 Electric conduit
- 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 Wetlands applications. Engineering continues to serve the public with requests for mapping and other engineering resources, information, etc.
- The Town Engineer attended the monthly Inland Wetland meeting as staff Agent.
- The Town Engineer attended the monthly CROCOG Transportation meeting.
- The Town Engineer attended the monthly Department Head Staff meeting.
- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer and other Department Staff met with the DEEP with regard to future maintenance work scheduled for Piper and Mill Brooks. The DEEP is developing plans for these brooks and others tying into the south branch of the Park River. Maintenance activities will include the removal of sediment, animal burrows, woody vegetation within the Flood Control embankments and floodway areas. The flood control project limits in Newington are located on Piper Brook from the West Hartford town line west to Main Street (approx. 500' west of Main). Maintenance on Mill Brook will extend from the confluence of Piper Brook south to the bridge at Dowd & Main Street (Approx. 500' south of the bridge). Maintenance activities will be conducted within the areas of the project limits as determined by the DEEP. The project is expected to be bid in early spring with construction activities commencing in the summer months. Proper documentation including mapping, maintenance and operation agreements is currently being generated by the DEEP.
- Engineering has completed the field survey necessary to facilitate creation of the construction plans for Olympia and Oregon Streets. The traditional field survey is the preliminary activity in preparation for drafting and design scheduled for the later winter months. Design will include; an estimated cost, drainage analysis (edge drain as needed), improved horizontal and vertical geometry as necessary.
- Engineering staff continues to assist consultants with the LID aspects (requirements) for recent TPZ applications. Sites are now required to incorporate L.I.D. techniques and methods to manage stormwater runoff. Engineering continues to educate and develop the necessary resources to assist design professionals with this new town regulation, stormwater requirement. Engineering has additionally assisted Zoning with the plan review, education and design support (with applicants) in the development of residential site plans required to incorporate LID methods and techniques.
- The Engineering staff has been monitoring (spot observations) the progress and improvement associated with the Harvest Ridge Subdivision. The Subdivision is located between Shady Hill Lane and Rockledge Drive. Currently, the remaining four (4) parcels have been prepared (blasted) for foundation installation. The roadway base has been installed including all drainage and utilities in preparation for the sites. The binder course of pavement was installed in the month of November. The road will serve as private access only to construction vehicles associated with continued winter operations (house building).
- Engineering staff is currently preparing estimates for the C.I.P. (FY 2015-16). These estimates are both for engineering related infrastructure and other projects for various departments. The preparation of these estimates will require research, field reconnaissance (or survey), conceptual design and calculation efforts.
- Engineering has been providing administrative support as it relates to the environmental consultant hired to provide wetland delineation at the Landfill (closure per DEEP Stewardship Permit) and restoration design services as it relates to the Mill Pond Tennis court fill areas.

BUILDING DEPARTMENT

- Two Building Applications were received and under review for new single family houses to be built at 24 Packards Way and 60 Shady Hill Lane.
- A Building Application was received for 679 Willard Avenue for the excavation and concrete foundation of the addition to the chapel.
- An Electrical Permit was issued to replace the main breaker at the Town Hall.

- An Electrical Permit was issued for 2897 Berlin Turnpike – the Firestone facility for temporary electrical service.
- There were two Certificates of Occupancy issued in November. One for 723 New Britain Avenue - an appliance store and one for 30A Fenn Road – California Sushi.
- Seminars attended by our Inspectors for their continuing education credit were:
 - D. Jourdan - Overview of Changes to the 2014 NEC – November 5, 2014
 - Meeting at CRCOG – View Permit user group meeting – November 6, 2014
 - R. Smith - Overview of Changes to the 2014 NEC – November 5, 2014
 - Venting of High Efficiency Heating Appliances – November 20, 2014
 - A. Hanke - Overview of Changes to the 2014 NEC – November 5, 2014
 - Venting of High Efficiency Heating Appliances – November 20, 2014

Building Department activity for the month of November was as follows: The Inspectors completed a total of 183 inspections. They were: Apartment Inspection (3), A/C Installations (1), Boiler (9), CO (4), Damp Proofing (1), Decks (8), Electrical (12), Final (55), Footing (9), Foundation (3), Framing (1), Gas Fireplace (2), Gas Line (38), Hot Water Heater (2), Insulation (7); Mechanical (3), Plumbing (1), Pools (1), Roofing (2), Rough (14), Sheetrock (2), Siding (2), Slab (1), Site Visit (2).

- The total number of Building/Renovation Permits issued for the month of November was 205 producing a total permit value of \$2,068,536.00.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	41	521,636.00
DECK	3	30,000.00
DEMOLITION	1	1,800.00
ELECTRICAL	37	142,954.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	1	16,500.00
FUEL TANK	2	4,939.00
GARAGE / SHED	1	0.00
MECHANICAL	44	396,967.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	525,000.00
PLUMBING	21	19,900.00
POOL	0	0.00
ROOFING/SIDING	47	393,190.00
SIGN	5	15,650.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	205	\$2,068,536.00

The total Building income fees received in the month of November was **\$25,001.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$315.00, Environmental \$120.00, Conservation \$950.00, Zoning Board of Appeals \$20.00, Copies, Books and Maps \$50.50, Driveway / Excavation \$2100.00 Engineering copies \$115.50. The other total income is \$3671.00.

Below is a comparison of the Permit Values for November 2014 and November 2013

	<u>2014</u>	<u>2013</u>
Value of Permits issued for November:	\$2,068,536.00	\$1,671,820.00
Fees for Permits issued for November:	\$25,001.00	\$20,274.00
Other income Fees for November:	\$3,671.00	\$4,070.00
Building Permits Issued for November:	205	188

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

<u>2014-2015</u>		<u>2013-2014</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$10,566,214.00	\$127,416.00	\$10,786,711.50	\$147,003.00

HUMAN SERVICES

- The Food Bank assisted 132 households, with 574 bags of groceries distributed. The lower numbers are reflected food bank was closed three days due to holidays and distribution days.
- The Thanksgiving distribution went very smoothly with 400 households assisted; an increase from last year's 385. Food and monetary donations came in from all parts of the community, with turkeys to spare! The generosity of our community members is too be applauded as we couldn't do so much for so many without our residents, businesses, civic groups, Houses of Worship, schools and fellow town employees. Our volunteers put in tremendous heart and hours of their time to keep the food bank and clothing closet sorted and stocked continually all year long. Our holiday volunteers make our Thanksgiving and holiday gift distribution possible, without them, we could not do it all.
- Open Air Market served 95 households during 2 bi-weekly distributions this month.
- The Clothing Closet served more than 250 households, providing more than 250 bags of clothes during our Thanksgiving distribution.
- The Special Needs Fund assisted 6 households with 6 bills, 2-utility, 2-housing and 2-medical.
- The Social Casework Program continues to be busy with 117 cases. 52 were new referrals.
- The Youth and Family Counseling Program had a caseload of 13, one was new. Clinicians provided 26 clinical therapy sessions with a total of 33 clinical service hours.
- Staff is busy preparing for the December gift distribution and expect our numbers to go up further by then.
- Youth Mental Health First Aid training was offered Saturday, November 18th. 7 people participated and found the class to be very helpful.
- Several staff attended evening community presentations offered in other communities related to mental health.
- The Department has a new colored brochure available now.
- Meetings continue to form a state wide task force on Hoarding with 5 subcommittees formed. In addition, A May conference on Hoarding is being planned and will be hosted by CCSU.
- The Challenge Course wrapped up its outdoor season and is already booking for the spring.
- Fall SCORE programs continued this month with a full schedule. Good attendance was consistent and weather cooperated.
- The NHS Self-Awareness class was on the Challenge Course and participated in a community project assisting with set-up for the Thanksgiving distribution. Planning has started for the spring 2015 semester with 9th and 10th graders.
- The Police-Youth Adventure Builds Bridges program is running strong this year with two meetings this month. 22 students are participating. The group rock-climbed one day and bowled another day.
- November SUCCESS went well with students experiencing the full value of the program. A very discernable progression wit JWMS during their transition through the in-class days to the final challenges on the challenge course.
- There was 1 request for community service.30 hours were completed.
- There were no JRB referrals this month.
- Several staff attended workshops, trainings and meetings throughout the month.
- Karen Futoma and carol LaBrecque attended the UNICO Harvest dinner and received food donations for Thanksgiving.
- Human Services participated in the annual Senior Expo.

November 2014 Statistics

Selected Programs	FY 14-15 Undp. Total This Month	FY 14-15 Undp. Total Last Month	FY 14-15 Cum. Undp. Total YTD	FY 13-14 Cum. Undp. Total YTD
Youth and Family Counseling	13	11	17	63
Positive Youth Development	205	380	1654	1361
Information and Referral	1832	928	4672	2669
Social Casework Cases				
Under 55 = 58				
Over 55 = 59	117	113	277	295
Food Bank Households	132	163	826	740
Special Needs	6	5	43	52

SENIOR AND DISABLED CENTER

- The Center held the 20th Annual Senior Living Expo on November 7th. This year featured 54 vendors including 8 Gold level sponsors. Free health screenings included blood glucose, blood pressure (provided by 2 vendors), balance and a stroke screening. The event was well attended with 250-300 estimated.
- With the registration renewals in July, members were asked to indicate if they were a veteran. A card of thanks was sent to 115 members for Veterans Day.
- A class from CCSU visited the Center on November 5th for a tour. This is the second year that Dr. Andrea June has made the visit part of the curriculum.
- Arden Courts of Farmington sponsored a Pie Social on November 14th. Along with the homemade pies, participants engaged in a trivia contest.
- On November 21st Jill Levin, Bereavement Coordinator, from Masonicare Home Health and Hospice will facilitated a program on grief and the holidays.
- The Center's Self-Assessment and Accreditation efforts are in full swing with committees comprised of staff, Town staff, Commission on Aging and Disability members and community professionals meeting.
- Center Director Dianne Stone continued to participate on a legislative Task Force looking at 'Senior Safety Zones', a concept from Montville intended to mitigate the risks posed by people on the sex offender registry to older adults in senior centers and other places seniors congregate. As the risk is apparently very small it is unlikely that 'Senior Safety Zones' will be recommended but several other recommendations that will impact senior centers will be introduced.
- The Aging Mastery Program wrapped up its 8 week formal program this month. The participants will continue to track their progress and earn points for 8 more weeks. Additional programs including a field trip to Middlewoods of Newington and a program on after death care are planned.
- The Center currently has 1577 paid members. There are 797 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 2812 by 524 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs.
- Dial-a-Ride provided 1517 trips covering 3913 miles during regular hours. The total number of riders was 125.
- Center staffing was complemented by 524 hours of unpaid service in 194 instances by 50 volunteers.

PARKS AND RECREATION

Administration

- Superintendent met with members of the Public Works Committee.
- Superintendent submitted 2015-2016 capital budgets
- Superintendent met with union representatives regarding various personnel issues.
- Superintendent met with Lou Jachimowicz involving school projects.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with Town Engineer, Chris Greenlaw, on various projects.
- Superintendent met with Asst. Bldg. Inspector, Richard Smith.

Recreation Division

- Our Winter 2015 Program Guide was distributed to all Newington residents as an insert in the December issue of the Newington Life. New programs include a bus trip to Fenway Park for the Boston Red Sox Opening Day, Children's Sculpture Workshop, The Wizard's School of Magic (magic classes for children), a Youth Employment Education program, a Gentle Yoga class for seniors and adults, and Winter Break Fun, a program for children during the winter school vacation.
- M. Lach is working in coordination with Gail Whitney from the Newington Chamber of Commerce regarding this year's upcoming 'Night of Lights' scheduled for December 6th
- S. Glasson attended the Connecticut Recreation and Parks Association's Annual Conference on November 24th and 25th.
- The 6th Annual 'Fat Friday' Zumba Fundraiser was held on Friday, November 28th. Three instructors and about 25 participants attended. Over \$120 was raised to provide holiday gifts for a resident family, and a few hundred non-perishable food items were collected.
- A special Youth Basketball Registration Day was held at Dick's Sporting Goods on the Berlin Turnpike on Saturday, November 8. Over 120 youths (Kindergarten through Grade 8) signed up for our Youth Basketball program during this special registration.
- Customer Appreciation Day was held at Dick's Sporting Goods on November 16 as part of our continued partnership with Dick's.
- Men's Basketball League began on November 30th with 18 teams.
- First Aid / CPR training was held on November 23rd for all Community Center and Youth Basketball supervising staff.

Upcoming – Recreation Division

- Registration for Winter programs will begin on Wednesday, December 3rd for Newington residents. Registration for non-residents will begin on Monday, December 17th.
- Our annual holiday events will be held on Friday, December 5th and Saturday, December 6th. This includes visits and photo opportunities with Santa on Friday and Saturday, Sleigh Rides on Saturday and Night of Lights on Saturday evening.
- Opportunities for recreational swimming will be available during Winter School Vacation on December 26th, 29th, 30th, 31st and 2nd at Newington High School Indoor Pool.
- Youth Basketball program (grades 2 through 12) will begin December 13th; Grade 1 and new Kindergarten program will begin January 3rd.
- Boys in grade 2 and Girls in Grades 2 & 3 will meet on December 13th with their coaches and facilitator Jim Bazzano for a pre-season clinic designed to assist coaches in teaching drills and fundamentals to players.
- Youth Basketball staff training will be held on December 20th.
- Youth Basketball coach orientation and training will be held on December 11th & 13th.

Parks and Grounds

- Four members of the division were sent to the Highway Dept. to aid in town wide leaf pick-up.
- Crew members renovated town baseball fields as permitted. This included the adding of infield material and cutting off dangerous lip conditions.
- Crew members cleared snow from the Newington Varsity Football Field for a game Friday.
- Lester Daigle completed the winterization of town buildings, irrigation lines and also removed the fountains at Mill Pond Park and Churchill Park.
- As time permitted the Parks crew picked up leaves at the parks and buildings around town.
- Parks members decorated the Center, Mill Pond Falls and the Town Hall with wreaths, garland and lights for the annual tree lighting on December 7th.
- There were 10 interments in town cemeteries this month.
- Division personnel were offline a total of 41 days this month.

LIBRARY

- The library is now open on Sundays. Sunday hours resumed on November 16th. Many students, families, and others who cannot come by during the week were happy to see the library doors open from 1PM to 5PM on Sundays. Sunday hours will continue through May.
- Shirlee-Ann Kober, Head of Community Services for the library will be retiring at the end of December. She has been a valued employee of the library for the past 24 years. As the Community Services Librarian she has been integral in developing a strong relationship between the library and the Newington business community and has helped improve and expand library programming. She will be missed.
- The library was one of 15 libraries in the state to receive a *MakerSpace Junior Lego* kit from the State Library. The kit contain over 10,000 *Lego* pieces. The American Library Services to Children, a section of the American Library Association and the *Lego Corporation* joined forces to make and create at the library. The library does have a regular Construction Club that uses some *Lego* bricks but this new kit allows children to make and create so much more. In addition to building the children are asked to tell a story about why they made what they did.
- November services for children include 59 programs to a combined audience of 3,506. *New York Times* Best Selling children's author Chris Grabenstein was the featured speaker at the annual Sliva Young People's event. All 3rd and 4th graders converged on the high school auditorium to meet him and hear him speak about his book *Escape from Mr. Lemocello's Library*. Mr. Grabenstein then visited all the 5th and 6th graders at the two middle schools and rounded out his morning having lunch with the students in the Nutmeg Book Club at the Ruth L. Chaffee elementary school. He finished his visit in the afternoon at the library signing copies of his books and talking with children and adults in a more intimate setting. More than 2,200 people were in collective attendance to hear Mr. Grabenstein on that day. Mr. Grabenstein waived his speaking fee because the library agreed to purchase 150 copies of his book that would be donated to the schools and the library collection. Head of Children's Services Patricia Pierce donated a copy of *Escape from Mr. Lemocello's Library* to all 3rd and 4th teachers and the school libraries. She also donated a copy of this book and Mr. Grabenstein's other book *Crossroads* to all 5th and 6th grade teachers as well as the school libraries. Additional copies were also added to the library's collection. A week later 135 children visited the Library after hours in order to attend the *Escape from Miss Lucy's Library Party*, at which they participated in activities related to the book. Other programs offered during the month included *Ready for Kindergarten*, a new program for children and their caregivers that helps them develop skills needed for a successful start to kindergarten, *Half-Day FUN- Nutmeg Mania*, *Cozytime Stories*, *Let's Make Music Together*, school visits and many storytimes and outreach programs to the pre-schools and daycares.
- Programs for teens and adults numbered 18 to a combined audience of 332. Programs for teens included *Summer Reading Grand Prize Party*, *Teen Advisory Board*, *Dungeon and Dragons Club* and *Teen Crafternoon*. Adults had a variety of programs offered during the month of November. Former library director Marian Amodeo had a standing room only travel program about her recent trip titled *Mongolia: Nomads, the Gobi and Genghis Kahn*. Other highlights included *Ayurveda for Your Health*, *Panic in Connecticut: Accused Witches Have Their Say and They Called Her Reckless*, with author Janet Barrett who spoke about a war horse from the Korean War named Reckless.
- Mary Wood, president of the Friends of the Lucy Robbins Welles Library, hosted a Sunday film series at the library titles *Shakespeare Sundays*. In honor of the 450 anniversary of William Shakespeare's birth, four film adaptations of Shakespeare's plays were shown on successive Sundays beginning on the library's first Sunday opening, November 16. Titles included *Much Ado About Nothing*, *Romeo & Juliet* and *Taming of the Shrew* and *Henry V*. Mary has a lot of knowledge about this time era and was able to entertain the audience with all sorts of information about food, courtship and way of life during this time.
- The Friends outdid themselves with a three-day fall booksale, held at the Senior and Disabled Center. The sale is a major fundraiser for the Friends. Hundreds of people found thousands of books at bargain prices. The next sale will be in May, and will run for the entire weekend. Also, they had a contingent of volunteers at three of the local polling places on Election Day. New library card sign-ups, Friends' membership drive, and promotion of Library programs are the focus of this outreach effort.
- In technology news:
 - Many of the connectivity issues that the library was experiencing with our new ILS are better. Not all of the issues have been resolved but the freezing and incredible slow down were sporadic. The library's consortium has been working with Innovative Interfaces to try to permanently resolve all of the problems.

- Several technology programs were offered during the month. A new program "Getting to Know Your iPhone" was very popular. Other programs included *Tech Troubleshooting with Teens*, *Tech 4 U* and *How to Use Encore*, the library's new online catalog.
- Assistant Director Karen Benner worked with the Town IT department to complete the installation of the new staff computers. Staff are really happy with them. Next will be new computers for the public.
- Use of the library continued to be steady. 29,385 items circulated during the month of November. Circulation for the first 3 Sundays the library was open was up nearly 80%. 14,128 entered the building and 5,052 reference questions were answered by the adult and children's reference staff. Use of downloadable media was up 15%. 2,987 ebooks including children's *Tumblebooks* and audio books were downloaded. 373 songs were downloaded or streamed from *Freegal* and 107 digital magazines were downloaded. The children's department added a new online reading database called *StarWalk*. It has a good selection of non-fiction titles that the other online databases do not have. Popular online resources included *PebbleGo: Biography* database, *Street.com*, *Morningstar*, *Reference USA* and *Novelist* and *Kids Novelist*.
- In facility related issues, the exterior roof repair of the dormers in the children's department was completed. The interior of the dormers will be repaired soon to clean up the damage done by the water leaks. Business Manager attended a meeting with Facilities Director Dave Langdon and CW Resources, the company that cleans for the library the police department and the Senior Center to address ongoing issues with the cleaning. Parking continues to be very problematic.
- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley met several times to begin working on the 2015-2016 library budget.
- The library was represented at the Senior Expo at the Senior and Disabled Center. It was very busy and they had fun promoting the library and its services.
- Topics of Interest:
 1. Fire safety week books.
 2. Explain the death of their cat to a 3-year old child.
 3. What are the symptoms and cure for H. Pylori.
 4. Yin and Yang- where do the symbols come from?
 5. How to make kombucha.

MONTHLY CIRCULATION REPORT				
NOVEMBER 2014				
	2014	2013	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	18,468	17,834	634	3.56%
CHILDREN	10,282	9,526	756	7.94%
YOUNG ADULT	635	614	21	3.42%
DVD'S	3,927	6,668	-2,741	-41.11%
Digital Services				
DOWNLOADABLE BOOKS	2,987	2,376	611	25.72%
DOWNLOADABLE MAGAZINES	107	195	-88	-45.13%
DOWNLOADABLE MUSIC	378	135	243	180.00%
DOWNLOADABLE MOVIES	13	0	13	
E-READERS	15	4	11	275.00%
Other				
MUSEUM PASSES	52	46	6	13.04%
TOTAL CIRCULATION	29,385	27,974	1,411	5.04%
CUMULATIVE CIRCULATION YTD	164,347	156,899	7,448	4.75%
DAYS OPEN/MONTH	26	26	0	0.00%
AVG. DAILY CIRC./MONTH	1,130	1,076	54	5.04%
PATRON COUNT	14,128	15,121	-993	-6.57%
AVG. PATRON COUNT	543	582	-38	-6.57%

SELF CHECKOUT CIRC#	0	409	-409	
REGISTRATIONS-ADULT	72	88	-16	-18.18%
REGISTRATIONS-JUVENILE	9	15	-6	-40.00%
TOTAL # CARDHOLDERS	11,417	11,788	-371	-3.15%
CONNECTICARD	7,476	7,003	473	6.75%
RETURNS	19,902	19,832	70	0.35%
SUNDAY CIRCULATION	1,248	696	552	79.31%
SUNDAY PATRON COUNT	718	537	181	33.71%
PUBLIC SERVICES				
REFERENCE QUESTIONS - ADULT	3,276	3,054	222	7.27%
REFERENCE QUESTIONS - CHILD	1,776	1,521	255	16.77%
TOTAL REFERENCE QUESTIONS	5,052	4,575	477	10.43%
COMPUTER USE ADULT & TEENS	2721	3205	-484	-15.10%
COMPUTER USE CHILDREN	420	333	87	26.13%
TOTAL COMPUTER USE	3,141	3,538	-397	-11.22%
IN-HOUSE DATABASE SEARCHES	11,326	22,141	-10,815	-48.85%
REMOTE DATABASE SEARCHES	2,604	349	2,255	646.13%
WEBSITE VISITS	8,200	6,724	1,476	21.95%
HOLDS ON SHELF PULLED	1,440	828	612	73.91%
ILL--LOANS	2,331	733	1,598	218.01%
ILL--BORROWS	1,482	468	1,014	216.67%
PROGRAMS CHILDRENS	59	65	-6	-9.23%
PROGRAMS CHILDRENS ATTENDANCE	3,506	2,930	576	19.66%
PROGRAMS TEEN	8	3	5	166.67%
PROGRAMS TEEN ATTENDANCE	45	8	37	462.50%
PROGRAMS ADULT	11	8	3	37.50%
PROGRAMS ADULT ATTENDANCE	287	149	138	92.62%
NOTARY	11	19	-8	-42.11%
VOLUNTEER HOURS	174	154	20	12.99%
MEETING ROOM USAGE-OUTSIDE GOUPS	17	17	0	0.00%
MEETING ROOM USAGE-INHOUSE	58	57	1	1.75%
STUDY ROOM USAGE	250	214	36	16.86%
COLLECTION INVENTORY				
ITEMS ADDED	956	1,308	-352	-26.91%
ITEMS DELETED	1,239	1,012	227	22.43%
TOTAL LIBRARY HOLDINGS	184,704	180,539	4,165	2.31%

#Out of service for the month