



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: March 23, 2012  
Re: Monthly Report – February

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#### **GENERAL ADMINISTRATION**

- Town Manager John Salomone attended various CRCOG, CIRMA and CTCMA meetings.
- Mr. Salomone met with Finance staff, department heads and the CIP Committee to discuss various aspects of the budget and to finalize the proposed 2012-13 budget.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall renovations, Market Square Improvements and Cedar Mountain.
- Mr. Salomone attended the organizational meeting for the AFSCME union contract negotiations.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.

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

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Weekend Stand-By And Call-In	16.0	744.00
Vehicles and Equipment	9.6	446.4
Landfill – Grinding	3.0	119.34
Snow and Ice	140.4	5,298.12
<b>Total</b>	<b>169.0</b>	<b>6,607.86</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Cemetery	36.0	\$3,945.34
Snow and Ice	64.0	1,324
<b>Total</b>	<b>100.0</b>	<b>\$5,269.34</b>

<b>POLICE DEPARTMENT</b>	<b>11-12 Budget Overtime Appr.</b>	<b>Overtime Expended 11-12 YTD</b>	<b>10-11 Budget Overtime Appr.</b>	<b>Overtime Expended 10-11 YTD</b>	<b>Overtime Expended - Oct 2011 Storm</b>
Administration	\$ 6,998.00	\$ 3,755.71	\$ 6,461.00	\$ 3,509.71	\$ 248.48
Patrol	563,361.00	434,112.84	554,004.00	400,444.45	20,705.07
Investigation	73,567.00	47,121.25	74,110.00	40,557.11	0
Communication	107,966.00	123,668.62	111,426.00	105,657.74	7,630.67
Education/Training	100,698.00	55,094.32	103,603.00	67,012.98	3,612.23
Support Services	40,452.00	21,437.72	37,985.00	20,278.95	3006.49
Animal Control	9,567.00	2,908.97	12,144.00	3,373.61	0
<b>Total</b>	<b>\$ 900,609.00</b>	<b>\$ 688,099.49</b>	<b>\$ 899,733.00</b>	<b>\$ 640,834.55</b>	<b>\$ 35,202.94</b>
<b>HIGHWAY DEPARTMENT</b>					
Highway Operations	\$ 29,225.00	\$69,451.45	\$ 28,109.00	\$ 13,258.97	\$ 48,951.93
Snow and Ice Control	137,119.00	47,263.08	132,349.00	124,636.31	21,209.52
Traffic	8,684.00	4,592.49	8,345.00	3,258.45	1,991.65
Vehicles and Equipment	29,981.00	36,588.38	28,185.00	15,897.01	20,456.55
Leaf Collection	55,937.00	36,990.88	54,997.00	43,908.39	0
<b>Total</b>	<b>259,946.00</b>	<b>\$ 194,886.28</b>	<b>\$ 251,985.00</b>	<b>\$ 200,959.13</b>	<b>\$ 92,609.25</b>
<b>PARKS AND GROUNDS</b>					
Parks and Grounds	\$ 142,799.00	\$ 121,397.80	\$ 130,547.00	\$ 75,573.16	\$ 57,153.46
Cemeteries	15,635.00	7,487.27	14,893.00	7,306.03	1,113.59
<b>Total</b>	<b>\$ 158,434.00</b>	<b>\$ 128,885.07</b>	<b>\$ 145,440.00</b>	<b>\$ 82,879.19</b>	<b>\$ 58,267.05</b>

- **NOTE:** Overtime expenditures related to the October 2011 storm are also included in the total "Overtime Expended 2011-2012 YTD" column.
- In addition to the above table, overtime costs related to the October 2011 storm are as follows:
  - o Engineering: \$5,301.45
  - o Dial-A-Ride: \$2,330.07
  - o Facilities Management: \$1,605.63

**PERSONNEL**

- The Social Worker II was advertised in February, with over 125 applicants responding. Interviews will be held in March.
- A job posting was published for the Town Planner position vacancy with a closing date of February 3, 2012. 25 applicants responded. The Town Council will continue with the interview and hiring process through the month of February.
- Charisse Hamilton was appointed to the position of Public Safety Dispatcher, effective February 27, 2012.

**RISK MANAGEMENT**

2011-12 Blue Cross/Blue Shield Plan Year

The seventh month of the 2011-12 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2011-12 plan year were estimated at \$835,226. The total paid claims for January 2012 were \$751,403. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through January 2012</u>		
	Town	Board of Education	Total
Estimated Claims	1,078,312	4,768,273	5,846,585
Actual Claims	1,083,435	3,994,524	5,077,959

**FACILITIES MANAGEMENT**

- A review of the CRCOG procurement process that was undertaken in January to discuss shortcomings within the program has resulted in a positive solution to the issues and two new projects were started

through this process. One of the projects will be the replacement of two roof areas at firehouse #1 to begin in March.

- The Facilities Director met with the various building suppliers and contractors during the month in order to forecast budget requests to the Town Manager.
- The facilities group completed 61 formal work orders during the month of February at the various Town Buildings.
- An initial meeting of the Town Hall Building committee was held to discuss roof design and repair proposals as submitted to the group by the architectural firm of Kaestle Boos for the Town Hall. As a result of this meeting the architect was instructed to develop conceptual replacement strategies and furnish cost analysis details to the committee in February in order for the committee to make a recommendation to the Town Manager and the CIP committee for a roof replacement plan. (This was completed and submitted to the Town Manager) There was no further progress of these items during February since the CIP committee has yet to make their recommendations to the Town Council for approval.
- Failures of the Police building cell cots which are built into the actual cell walls have occurred and are being addressed during March as additional repairs in the Police building.
- A proposal for a "Municipal Campus Site Evaluation" (Town Hall) was approved by the Town Hall Building committee and will allow the architectural firm of Kaestle Boos to focus on an evaluation of the overall needs of the Library, Town Hall and Mortensen Center and their relationship to one another in the coming years. This is the first phase of a renovation / replacement strategy for these buildings and their locations in the Town. (No Change) The building committee will not address these preliminary proposals until given the authorization by the CIP committee and the Town council after the budget has been approved.
- Additional lighting was designed for the Library reception area and will be installed during March.
- A water treatment program for the heating systems was successfully implemented during February at the Town Hall, Police building and Senior Center. This will help to lengthen the life of these systems and lessen corrosion overall.
- An audio and video system was designed for the lower level conference room L-101 in the Town Hall which will eventually allow direct broadcast of meetings held in this room through the channel 14 studio. The first phase of this installation will begin in March and will provide for a sound system and video displays within the room. Additional work and equipment will be added as budget allows in this workspace.

### **INFORMATION SYSTEMS AND TECHNOLOGY**

- Logged 32 requests for service via the Internet, blocked 28,551 unsolicited SPAM email messages from being delivered and did not see many viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 222 formal work orders.
- The Town's website had approximately 23,547 visits during the month, 63,563 page views with an average of 2.70 pages viewed per visit. The Town Homepage, Library Homepage and Town Employment Opportunities were the most frequently visited pages.
- Mr. Scott Hoagland, Application / Network Specialist, used the town's backup system to recover deleted files for the Library, Assessor's Office and Town Manager's Office.
- Mr. Hoagland and Mr. Neil David, Network Administrator/ Project Leader installed and configured a new time management and pay for print solution for the Library. The system is currently being tested and expected to go live in April 2012.
- Mr. Hoagland installed and tested line of business applications for use by the Revenue Collector and Assessor's Office on the town's thin client/ remote desktop environment.
- Resolved issues with Library connecting to specific web applications.
- Introduced new method of changing screen resolution on HP thin clients.
- Introduced new Windows 2008 domain controllers in the Library patron network.
- Replaced all Parks and Recreation staff computers with new thin client solution.
- Mr. Paul G. Boutot, Director of Information Technology met with Mrs. Tanya Lane, Town Clerk to discuss using Laserfiche's document management solution to store and index certain records.
- Provided assistance with the Mayor and Town Manager's State of the Town address.
- Mr. Boutot researched various mobile device management (MDM) solutions to determine which products would best serve the town in managing mobile devices like smartphones and tablets.

- Mr. Boutot researched numerous mobile applications to be used on tablet devices.

**FINANCE**

**Accounting and Administration**

- On February 23 Ms. Harter, Director of Finance, attended the CIP Committee meeting.
- The 2011-12 mid-year financial update and budget transfers were prepared for the Town Council.
- The budget transfers including Special Appropriation of \$1.7 million for the October Storm were approved by the Town Council and were recorded onto the Town's accounting system
- Ann Harter assisted with compilation of information for the State of the Town held on February 9th.
- Final efforts were made on the FY 2012-13 budget including meeting with select Town departments, producing budget pages as well as composing budget narratives.

Major grants received during the month include the second installment (25%) of Municipal Revenue Sharing in the amount of \$159,331. 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)  
2/29/2012

	Interest Earnings		\$ Invested
	Budget FY2011-12	Actual Year to Date	
General Fund	\$175,000	54,937	\$33,953,992
Special Revenue Funds	1,357	1,249	1,377,687
Capital Projects Funds	388	430	446,679
Internal Service Fund	10,000	1,737	3,649,322
Trust and Agency Funds	2,700	1,079	1,573,604
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$41,001,284</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
2/29/2012

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.12	0.12	1,331	769	\$15,985,341
CLASS PLUS	0.01	0.01	30	31	4,117,527
Bank North	0.20	0.20	217	36	6,214,533
People's Bank	0.05	0.05	80	85	2,010,044
Sovereign Bank	0.30	0.45	2,356	3,909	12,673,839
<b>Total Outstanding Investments</b>					<b>\$41,001,284</b>

*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 February.
- Appointments for 128 appeals to the Board of Assessment Appeals held in March were made by the Assessor's office. All properties under appeal were sent individual notices. More than half of the appeals were taken by owners of commercial properties.
- A presentation to the town council was made to offer various choices for increased exemptions or benefits for elderly and veterans. Additional analysis was prepared as a follow up to the presentation which provided costs associated with various scenarios.

- Applications for the elderly tax relief benefits program offered by the State of Connecticut commenced during the month. This will be an on going program as applications will be taken through May 15, 2012.

**Revenue Collector**

- Revenue Collections for February on the Current Grant List were \$2,310,298 which includes \$107,829 on the new Supplemental Motor Vehicles. Prior year tax levies collected were \$72,235; this includes payments on Suspense Accounts totaling \$2,790.
- The percentage of collections for February is in line with last year at this time.

**TOWN CLERK**

- There were 442 documents filed on the land records during the month of February.
- 19 Foreclosure Registrations were recorded. This brings the total to 52 since the inception of Public Act 11-201 in October 2011.
- 45 property sales conveyed for a total of \$4,839,800. The largest transfer was for property located at 2516 Berlin Turnpike selling for \$455,000 from Milano Realty LLC to 2516 Berlin Turnpike LLC.
- State conveyance tax collected during February was \$38,573; revenue from town conveyance tax was \$12,097.
- 146 mortgages and 147 releases were filed.
- The office certified 10 burial permits and 7 cremation certificates; 134 certified vital records were issued.
- There were eleven Notary Public commissions and nine Trade Name Certificates catalogued during the month.
- The remote portal for online land record indexing and images continues to bring in revenue increasing to \$405 for the month of February.
- The Town Clerk completed the application for the annual Historic Preservation Grant. This year the office has targeted Organization and Indexing as the grant category. The \$6,500 funding will be used to offset the cost of purchasing and implementing Laserfiche software in the department.
- The annual billing for certified copies of birth certificates, marriage licenses and death certificates was completed. Each year, the Town Clerk, acting in the capacity of Registrar of Vital Statistics, must invoice every town that was issued a certified copy of a vital record from the Town of Newington throughout the year. Certified copies of these vital statistics are also forwarded to the Department of Public Health on a monthly basis.
- On February 9<sup>th</sup> the Town Clerk attended the State of the Town presentation sponsored by the Chamber of Commerce.

<b>DATA SUMMARY FEBRUARY 2012</b>				
	<u>February-12</u>	<u>February-11</u>	<u>FY 11/12 to Date</u>	<u>FY 10/11 to Date</u>
Land Record Documents	442	430	3855	3298
Dog Licenses Sold	16	8	442	420
Game Licenses Sold	84	42	396	360
Vital Statistics				
Marriages	7	7	137	125
Death Certificates	24	36	228	239
Birth Certificates	4	18	189	159
Total General Fund Revenue	\$ 27,828.00	\$ 24,098.89	\$249,832.86	\$262,174.15
Town Document Preservation	\$ 881.00	\$ 826.00	\$ 5,875.00	\$ 7,239.00
State Document Preservation	\$ 866.00	\$ 832.00	\$ 6,676.00	\$ 7,308.00
State Treasurer (\$26 fee)	\$ 15,618.00	\$ 14,760.00	\$104,970.00	\$126,972.00
Locip	\$ 1,299.00	\$ 1,230.00	\$ 10,008.00	\$ 10,740.00
State Game Licenses	\$ 537.00	\$ 194.00	\$ 3,068.00	\$ 3,937.00

State Dog Licenses	\$ 94.00	\$ 40.50	\$ 2,501.00	\$ 2,777.50
Dog Licenses Surcharge	\$ 40.00	\$ 16.00	\$ 986.00	\$ 976.00
Marriage Surcharge	\$ 76.00	\$ -	\$ 1,026.00	\$ 931.00
<b>Grand Total</b>	<b>\$ 47,239.00</b>	<b>\$ 41,997.39</b>	<b>\$384,942.86</b>	<b>\$423,054.65</b>

## **POLICE DEPARTMENT**

- The Public Safety Dispatch Hiring Process completed with final interviews in February. Charisse Hamilton was offered the position and started training as a Public Safety Dispatcher on February 27<sup>th</sup>.
- The Department of Transportation approved a grant for DUI enforcement for 2012 in the amount of \$38,175. Enforcement began on February 5. Officers arrested one person for seat belt violation; two arrests for drugs/alcohol; seventeen miscellaneous arrests; and 44 warnings.
- Patrol calls for February are as follows:

AlarmBurg	95	F/COSYMP	1	MVAPROP	94
ALARMHOLD	5	F/HAZMAT	3	MVASSIST	41
ANIMAL	7	F/OTHER	7	MVCOMPLAINT	21
ASSAULTIP	2	F/STRUC	7	NEIGHBOR	2
ASSAULTREP	2	F/VEH	3	NOISE	11
ASSIST	25	FINGERPRINT	24	OPENDOOR/WIN	4
BADCHECKNSF	4	FIREWORKS	2	PARKINGVIOL	8
BREACHIP	9	FOLLOWUP	67	PISTOLPERMISSUED	4
BREACHREP	2	GUN	1	PISTOLPERMTEMP	21
BURGIP	3	HARASSMENT	15	PropFound	5
BURGREP	6	HAZARD	13	PROPLOST	9
CHECK	61	ILLEGALDUMPING	1	ROBBERYIP	1
COURT	20	INTOXICATED	6	SERVSUBPOEN	2
CRIMMISIP	5	JUVCOMP	17	ServWarrant	21
CrimMisRep	31	K9	4	SEXASSAULTRE	1
CSO	8	LAND/TENANT	2	SHOTS	1
CustomerIP	4	LarcFromMV	5	SpecDetail	45
CUSTOMERREP	1	LARCIP	18	STOLENMV	6
Dog	23	LARCREP	35	SuspiciousIP	97
DOMESTICIP	33	LOCATION	79	SuspiciousRep	37
DomesticRep	14	LOCKOUTMV	3	THREATREP	4
Drug	12	M	203	TOBACCO	1
DUI	13	MISSING	1	Tow	19
EDP	8	MVABAND	2	TRAFFIC STOP	766
ESCORT	27	MVAEVADING	15	TrespassIP	4
F/ALARM	19	MVAInjury	10	TRESPASSREP	4

**Total: 2212**

### Patrol Division:

- When a patrol officer stopped a vehicle on the Berlin Turnpike for a traffic violation, the officer noticed the front right seat passenger making furtive movements towards his right side as if he was trying to conceal something. The officer made contact with the male operator and his passenger and upon doing so, immediately detected a strong odor of fresh marijuana emanating from within the vehicle. A subsequent search of the vehicle resulted in the discovery of a large quantity of marijuana (7.5 ounces), \$842.00 in cash, numerous zip lock bags, and a digital scale. The operator was charged with Possession of More Than 4 Ounces of Marijuana, Possession of Marijuana with intent to Sell, Possession of Drug Paraphernalia, and Improper Number of Headlamps. The passenger, a juvenile, was charged with Possession of More Than 4 Ounces of Marijuana, Possession of Marijuana with Intent to Sell, and Possession of Drug Paraphernalia.
- Patrol officers responded to a commercial burglary at a local establishment. Upon arrival officers observed that the glass front door of the business had been damaged and appeared to be the point of

entry. Officers searched the building for suspects, however none were located. The business owner reported that a small black metal safe weighing approximately 50 lbs containing approximately \$3,000.00 in cash, and approximately twenty lottery tickets were stolen from the interior of the store. Although the store is equipped with video surveillance, the system was not working at the time of this incident and the burglar alarm was not activated. The crime scene was processed for physical evidence and this case is currently under investigation.

- Patrol officers were dispatched to New Britain Avenue convenience store for a report of a robbery. The suspect was described as a tall male wearing a black ski mask and dark pants. Responding officers checked the area but were unable to locate anyone matching that description. Officers made contact with the complainant, who was working as a cashier at the time of the robbery. The cashier was not injured. According to the complainant, the suspect entered the store armed with a knife and demanded the money from the cash register. After receiving a small amount of cash, the suspect fled on foot. The video surveillance system in the store was not operational at the time of this incident. The crime scene was processed for physical evidence and this case is currently under investigation.

#### Detective Division:

- Handled 80 investigations, 58 remain ongoing and 22 were closed by investigative methods.
- Served 22 arrest warrants, 15 by Patrol Officers and 7 by Detective Division personnel
- Detectives are investigating a credit card larceny scheme in which card holder accounts have been illegally accessed. Once accessed the card holder's bonus points are redeemed for gift cards and checks which have been sent to a location in town. In addition, various credit card numbers have been illegally utilized to purchase merchandise online.
- Detectives made five narcotics arrests in February. One arrest was for Sale and Possession of Heroin, one was for Sale and Possession of Cocaine, one was for Illegal Sale of Prescription Drugs, and two were for Possession of Marijuana.
- Detectives obtained and executed two search warrants resulting from narcotics sales investigations. Marijuana, cash, paraphernalia, and a vehicle were seized.

#### Community Service Officer (CSO):

- Worked with residents of Francis Avenue with regards to speed by Mirabelli truck drivers. Pete from Mirabelli spoke with his drivers and requested they watch their speed or face enforcement action. A follow up with Francis Avenue residents 4 weeks later revealed compliance by Mirabelli employees.
- Based on a complaint from a resident, looked into the Connecticut General Statutes regarding traffic on Rte 5/15 at East Robbins, specifically the 2 left turn lanes. Worked in conjunction with James Jurczyk from DOT to improve signage and markings that would better assist motorists in being in the correct lane. This issue will have to be brought to the attention of the Town Traffic Controller at a later date for further consideration for changes.
- Conducted an interview with several parties regarding a career in Law Enforcement.
- Attended State of the Town at Newington High School. Attended a breakfast seminar for Special Olympics at Maneeleys in South Windsor. This allowed the police department to hear what other departments are doing in an effort to support Special Olympics and bring back good ideas to improve our fundraising efforts.
- Spoke at a 6<sup>th</sup> grade assembly at Martin Kellogg regarding Bullying. It was reiterated that law enforcement action could be taken should bullying continue, not only at school, but off property and through electronic devices.
- Set up a Petfinder account and listed dogs for adoption as needed.
- Attended a Chamber of Commerce meeting, promoted the Lavery/McDermott 5k along with the McDermott Basketball Classic. Also secured donations for The Ciara McDermott Basketball Classic.
- Worked with Channel 3 in an effort for them to do a story on License Plate Readers. Also met with the News Director at Channel 3 in an effort for them to provide media coverage for the Lavery/McDermott 5k.
- Met with members from Human Services in an effort to move forward with a joint venture regarding our youth later in the year.
- Registered the police department for the DEA National Drug Take Back Initiative, scheduled for Saturday, April 28.
- Continued to work on the 1<sup>st</sup> Annual Race to end Domestic Violence.

**UCR/NIBRS Selected Crimes**  
**Preliminary January 2012**                      **January 2011**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	1	0	-0-	-0-
Forcible Rape	0	0	0	-0-
Robbery	1	\$285	0	0
Assault	5	0	8	-0-
Burglary	19	\$23,142	4	\$2,415
Larceny Theft	36	\$11,467	39	\$13,267
Auto Theft	2	\$8,790	3	\$18,000
<b>Totals</b>	<b>64</b>	<b>\$43,684</b>	<b>54</b>	<b>\$33,682</b>

- In January 2012, the police department arrested 98 adults: 1 for murder, 6 for assaults, 6 for burglary, 4 for fraud, 3 for vandalism, 21 for narcotic violations, 5 for offenses against family, 16 for DUI, 2 for liquor law violations, 5 disorderly, 14 for larceny thefts, and 15 for other miscellaneous offenses. The department also arrested or referred 4 persons under the age of 18 for criminal acts: 1 for rape, 1 for assaults, 1 for larceny, 1 for vandalism, and 1 for other offenses.

Police Department Overtime:

- Comparison – February to January
  - OT January \$ 103,246 (2 payperiods/2 holidays)
  - OT February \$ 55,571 (2 payperiods no holiday)
  - Total decrease \$ 47,675
- There was one dispatcher vacancy and two officers out on injury leave in February. Overtime reflects a period of 28 days. The ERT team had one call out, one K-9 search, and one Traffic Team call out.
- Administration overtime of \$0 is a decrease of \$508.
- Patrol overtime of \$34,119 is a decrease of \$31,184. Overtime included a K-9 search, one ERT call out, court appearances, and 21 sick days.
- Detective Division Overtime of \$2,512 is a decrease of \$12,706.
- Communications overtime of \$12,021 is a decrease of \$2,979. There is a dispatcher vacancy that has created overtime. This vacancy was filled on February 27. Training will take approximately three months.
- Education overtime of \$5,678 is an increase of \$5,243. January did not have any training, but training resumed in February.
- Support Services overtime of \$907 is a decrease of \$5,084. Overtime included overtime for ERT members assigned to this division for a call out and a Youth Council meeting.
- ACO overtime of \$334 is a decrease of \$466 for a total of two call outs for animal control.

**FIRE DEPARTMENT**

The following is a report of the activities of the Newington Fire Department for the month of February, 2012. During this period fire department members responded to 56 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	February 2012	8 Month Total
Residential	12	245
Commercial, Industrial, Office	0	48
Hospital, School	0	6
Vehicle	3	19
Rescue, Police Assistance	2	17
Dumpster, Rubbish, Grass, Brush, Leaves	4	19
Hazardous Materials/Clean up	4	35
Investigative Alarm	12	191
False Alarm	0	0
Mutual Aid/Standby	1	28
Carbon Monoxide Investigation	18	74
Water Related Incidents/Pump-Outs	0	38
Total	56	720



### Training Summary

Multi-Company Training	Cos. 2 and 4 Cos. 1 and 3	56.0 hours 99.0 hours
Officer Training	Pre-plans Pre-plan Vitamin Shoppe Management Series	6.0 hours 7.5 hours 16.0 hours
Driver Training	Road time Road time – Co. 2	2.0 hours 2.0 hours
Company Training	SCBA Inspection Handline Operations Chimney Fires	45.0 hours 15.0 hours 22.5 hours
Capital Region Training		10.0 hours
Figherfighter I & II Training		352.0 hours
<b>Total</b>		<b>633.5 hours</b>

### **FIRE MARSHAL**

The Fire Marshal's Office completed the following activities during the month of February 2012.

INSPECTIONS	16
INSPECTION FOLLOW-UPS	23
PLAN REVIEW	7
JOB SITE INSPECTIONS	2
UNDERGROUND TANK REMOVAL	00
FIRE INVESTIGATIONS	03
FIRE ALARM TROUBLE	01
COMPLAINTS	06
HAZ/MAT	00
BOMB THREATS	00
BLASTINGS	00

#### Incidents:

- A fire of undetermined origin caused significant damage to a single family home on Maple Hill Avenue. No injuries were reported.

#### **Fire Marshals Activities:**

- Responded to 29 fire calls during the month of February.
- Attended the monthly meeting of the Capital Region Fire Marshals Association at the Wilson Firehouse.
- Attended the monthly meeting of the Connecticut Fire Marshals Association in Southington.
- Attended the Annual Chamber of Commerce "State of the Town" Breakfast at the High School.
- Attended a retirement party for the Town Planner Ed Meehan at Indian Hill Country Club.
- Attended the bi-monthly meeting of the Newington Volunteer Ambulance Corps Board of Directors.
- Attended a Town Council meeting recognizing Co. #2 Firefighter Richard Brown as the "Volunteer of the Year".
- Attended the monthly meeting of the Capital Region Fire Chiefs Association in Cromwell.
- Conducted a training session for the employees at the new Holiday Inn Express to review their emergency action plans and provide fire extinguisher training.
- Attended the monthly meeting of the Connecticut Fire Chiefs Association in Wethersfield.
- Attended the monthly town hall staff meeting.

## **HIGHWAY DEPARTMENT**

### Administration

- Attended various staff and committee meetings
- Met with Town Manager to discuss upcoming hauler contracts
- Met with residents to discuss various issues and concerns
- Attended AFSCME contract negotiation meeting
- Assisted Town of Bloomfield Human Resources on panel for hiring of Public Works Director
- Attended Environmental Quality Control meeting
- Attended Solid Waste Management Advisory Committee meeting

### Roadway Maintenance

- Highway crews removed CNG concrete pad and bollards from Bus Garage natural gas fueling site
- Crews began Town Wide street sweeping
- Crews were called two (2) times in February for snow and ice
- Began drainage improvements on Lawton Avenue in preparation of road reconstruction
- Highway operators continued with Landfill material processing
- Cleared several waterways throughout Town of vegetative debris
- Continued with Town wide pot hole patching and curb pick up
- Highway personnel continued with on-line Target Safety training
- Crews completed drainage repairs on Liberty Street, Coles Avenue and Barnard Drive
- Crews completed Town wide litter collection where needed
- Equipment Operators assisted bid awarded contractor with wood chip removal from the Landfill as a result of Storm Alfred

### Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Highway crews in snow plowing operations
- Relocated several street name signs onto traffic light poles at major intersections

### Fleet Maintenance

- Mechanic staff performed scheduled maintenance and emergency repairs to all Town vehicles
- Continued with the maintenance of snow fighting equipment
- Outfitted one leaf box to accommodate rental chipper to assist in branch and tree limb collection
- Mechanics continued with new vehicle set ups of police vehicles
- Serviced both sweepers for the early sweeping season
- Began spring services and cleaning of highway road equipment

### Sanitation/Recycling/Landfill

- Scheduled 467 residential bulk items for collection
- Scheduled 68 condominium bulk items for collection
- Scheduled 122 condo/residential scrap metal items for collection
- 4,936 tons of cumulative Municipal Solid Waste were collected from July 1, 2011 through January 31, 2012
- 1,651 tons of cumulative recyclables were collected from July 1, 2011 through January 31, 2012
- 845 mattresses collected from July 1, 2011 through January 31, 2012
- Issued 24 permanent landfill permits and 2 temporary permits  
feb-12

## **TOWN PLANNER – no report**

## **BUILDING DEPARTMENT**

- There was one Electrical Permit taken out for for the installation of 100 kw grid-connected photovoltaic system. All panels to be installed on roof-top with listed Cooper B-line self ballasted racking system.
- Seminars attended by our Inspectors for their continuing education credit were:

R. Smith - Generators - Tuesday, February 7, 2012

- Developing Plan Review Record, Tuesday, February 23, 2012
- A. Hanke - Generators - Tuesday, February 7, 2012
- D. Zwick - Generators - Tuesday, February 7, 2012
- Developing Plan Review Record, Tuesday, February 14, 2012
- Wall Bracing as per the 2009 IRC, Thursday, February 16, 2012
- D. Jourdan - Wall Bracing as per the 2009 IRC, Thursday, February 16, 2012

- Building Department activity for the month of February was as follows: The Inspectors completed a total of 130 Inspections. They were: Apartment (5), Boiler (1), CO (1), Decks (2), Electrical (34), Final (23), Footing (2), Framing (1), Gas Line (14), Incident Report (2), Insulation (11), Mechanical (2), Plumbing (2), Roofing (1), Rough (22), Site Visit (5), Wood / Pellet Stove (2).
- There was 1 Temporary Certificate of Occupancy issued in February. It was for the Holiday Inn Express located at 2553 Berlin Turnpike.
- The total number of Building/Renovation Permits issued for the month of February was **101** producing a total permit value of **\$902,828.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	13	165,212.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	34	483,833.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	3,644.00
GARAGE / SHED	0	0.00
MECHANICAL	23	130,264.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	16	13,710.00
POOL	0	0.00
ROOFING / SIDING	9	97,280.00
SIGN	3	8,885.00
TENT	0	0.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>101</b>	<b>\$902,828.00</b>

- The total Building income fees received in the month of February was **\$7,385.00**
- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$150.00, Environmental \$300.00, Conservation \$2540.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$35.00, Driveway / Excavation \$0.00, Engineering copies \$110.50. The other total income is \$3135.50
- Below is a comparison of the Permit Values for February 2012 and February 2011

	<u>2012</u>	<u>2011</u>
Value of Permits issued for February:	\$902,828.00	\$349,484.00
Fees for Permits issued for February	\$7,385.00	\$4,835.00
Other income Fees for February	\$3135.50	\$638.50
Building Permits Issued for February:	101	59

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

2011-2012		2010-2011	
Value	Permit Fee	Value	Permit Fee
\$10,594,800.00	\$112,524.00	\$12,554,086.00	\$152,077.00

**ENGINEERING DEPARTMENT**

- During the month of February, no excavation permits were issued.
- Engineering staff investigated, researched and ultimately assisted residents in the preparation of three (3) new Inland Wetland applications. The Town Engineer participated and assisted with the presentation of these applications at the monthly Inland Wetlands meeting.
- The Town Engineer and Zoning Enforcement Officer coordinated and attended meetings for the Planning Department. The Town Engineer and Zoning Enforcement Officer have participated in the receipt of all site plan inquiries, researched and prepared documents and/or applications with the assistance of a consultant.
- The Town Engineer attended the Town Plan and Zoning Commission monthly meeting in an effort to provide a smooth transition until a new Town Planner is hired.
- The Engineering and Zoning staff (Arthur Hanke) conducted the appropriate coordination, inspections, document preparations (bond – items, agreement) in preparation of Certificate of Occupancy for two (2) sites.
- The Town Engineer attended meetings required for discussion of both C.I.P. and Departmental budgets.
- The Town Engineer attended monthly meeting and provides technical support for the Downtown Revitalization Committee.
- Engineering staff continues to receive all inquiries for Planning and Engineering including research (plans, documents, easements, etc.), coordination of meetings and field reconnaissance if required.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer continues to monitor and provide administrative support to the Market Square and Mill Street Extension projects. These responsibilities include, but are not limited to: liaison between consultant, contractor, Town, verification of quantities, change orders, payments and all correspondence related there to.

**HUMAN SERVICES**

- 135 applications were received/reviewed for the vacant Social Worker II position. Interviews will take place March, 2012.
- The Food Bank assisted 140 households. The Clothing Closet assisted 30 households.
- The Outdoor Market served 130 households on two days this month.
- The Special Needs Fund assisted 8 households with primarily medical and utility bills. All were elderly residents.
- The Social Casework Program had an active caseload of 92 with 32 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, social security, and domestic conflict. Staff followed up on several police referrals related to suicide, medical and mental health needs.
- The Youth and Family Counseling Program handled a caseload of 41 with 7 new referrals and 4 inactive cases. Coordinator, Christina Salvio and contractors provided 72 clinical therapy sessions and made 103 contacts with families and other agencies.
- There were 5 Juvenile Review Board cases during the month.
- Spring SCORE started up February 13<sup>th</sup>. 53 youth have registered for programs.
- ROPE went well and we were able to take advantage of good weather and ran activities outside. 41 students are part of this cycle. We hope to return to the outdoor challenge course by the end of March.
- The ABC 8<sup>th</sup> grade program met and planned their spring activities and brainstormed a community service project.
- Director Futoma attended town and agency meetings and continues to introduce herself to the community at large.
- The High School Self-Awareness student group resumed activities with 9<sup>th</sup> & 10<sup>th</sup> graders, meeting twice monthly through May, also planning activities and a community service project.

- Director Futoma and Carol LaBrecque co-facilitated a monthly single mom's support group.
- Four CCSU student interns continue to learn and assist in different areas of department programs and services, two will assist with Super Hoopla on March 2<sup>nd</sup>.
- Preparations continue for our annual Volunteer Recognition to be held in April.
- Staff met with ICAN to assist them in enhancing/marketing the program to reach more volunteers and potentially eligible participants.
- The Human Services Department met with the Police Department to partner in the application for a grant that would allow us to provide another Police/Youth program, that if awarded would run through the 2012-2013 school year.
- The Single Moms group met at the library and in keeping with a Valentine's theme, devoted the session to loving themselves with some pampering donated by two area businesses. Next month's theme will focus on strong women and empowerment.
- Staff and a CCSU co-facilitated and participated in the Truth About Hate program held at Newington High School.
- The Human Rights Commission is revisiting their mission and planning for events that will promote diversity, address bullying issues, etc looking at things holistically as a community.

FEBRUARY 2012 Statistics

	<b>FY 11-12 Undp. Total This Month</b>	<b>FY 11-12 Undp. Total Last Month</b>	<b>FY 11-12 Cum. Undp. Total YTD</b>	<b>FY 10-11 Cum. Undp. Total YTD</b>
<b>Selected Programs</b>				
<b>Youth and Family Counseling</b>	<b>41</b>	<b>42</b>	<b>134</b>	<b>140</b>
<b>Positive Youth Development</b>	<b>134</b>	<b>59</b>	<b>1783</b>	<b>1898</b>
	<b>294</b>	<b>449</b>	<b>4316</b>	<b>4410</b>
<b>Information and Referral</b>				
<b>Social Casework Cases</b>	<b>92</b>	<b>100</b>	<b>335</b>	<b>344</b>
<b>Under 55 = 55</b>				
<b>Over 55 = 37</b>				
<b>Food Bank Households</b>	<b>140</b>	<b>137</b>	<b>1317</b>	<b>1108</b>
	<b>8</b>	<b>11</b>	<b>104</b>	<b>121</b>
<b>Special Needs</b>				

**SENIOR AND DISABLED CENTER**

- In recognition of National Wear Red for Women's Heart Health on February 3<sup>rd</sup> Center Nurse Practitioner Stacie Zibel presented a program on heart health for both women and men to a large group of red clad participants.
- A new 7 week session of Brain.e.ology, a brain fitness program started on February 7<sup>th</sup> with a full house.
- On February 17<sup>th</sup> the Center hosted a Movie on the BIG Screen. In celebration of Presidents Day the feature was The American President Friday, Feb. 17. With the technical skills of volunteer Bob Pingree and a sound system donated by the National Council on Aging, the quality of the movie was outstanding.
- The ever popular Dr. Vincent, a retired microbiologist, returned with another dynamic presentation, this time one osteoporosis. Audience comments were all very positive. This program, a Lunch and Learn, was sponsored by Monsignor Bojnowski Manor and Euro American Connections Home Care Company.
- Center Director Dianne Stone, Program Coordinator Eleanor Eichner, leadership staff from Human Services and leadership of the ICAN program met to brainstorm ideas to re-energize that program. A planning process that includes key stakeholders will be developed.
- Center staff continued to work with the volunteer team from the Coffee Shop to develop plans for a re-launch. The Shop will begin offering lunch items that will be delivered pre-wrapped from the catering arm of the Community Renewal Team. A re-opening is expected to be in May.

- The Center's Computer Learning Center is also in desperate need of a re-vamp. The technology has not kept pace with the needs and interests of the population. Center Director Dianne Stone and Administrative Coordinator Denise Haas visited with the IT coordinator from Martin Kellogg and were quite amazed at the technology available and just how far behind the Center's Learning Center is.
- In response to several complaints from participants and groups regarding the sound in the Center's Auditorium, a representative from CMI Sound Systems reviewed the sound system and deemed it in need of replacement. The sound system is original to, or may even predate, the Center's opening.
- The Center currently has 2,027 paid members with an additional 612 residents registered for Dial-A-Ride.
- There were 50+ programs offered by the Center in the month with some one time programs and others ongoing with a total recorded attendance of 2435 by 564 people. Actual attendance is higher as many participants still do not sign in and there have been periodic problems with the scanning system.
- Dial-a-Ride provided 1,263 trips covering 3,790 miles during regular hours. An additional 9 trips were provided for the monthly meeting of the Commission on Aging and Disability. This transportation is required by the members of the Commission to attend meetings.
- Center staffing was complemented by 902 hours of unpaid service by 77 volunteers.

## **PARKS AND RECREATION**

### Administration

- Superintendent attended weekly construction meetings involving the Newington High School and Mill Pond projects.
- Superintendent met with staff on weekly basis regarding various work assignments and issues.
- Superintendent met with residents to address various issues and concerns.
- Superintendent met with architects regarding proposed CIP community center projects.
- Superintendent had several meetings regarding the proposed Parks and Recreation 2012-2013 CIP and operating budget.
- Superintendent met with the Extravaganza Committee.
- Superintendent met with Town Manager and his negotiation team regarding the AFSCME contract.

### Recreation Division

- Creative Playtime Preschool Program hosted its annual Open House on Wednesday, February 8.
- The Spring 2012 Program Guide was distributed to all Newington residents as an insert inside the February issue of Newington Life. New programs include Lego Engineering camps, CT Safe Boating and Personal Watercraft courses and youth golf lessons through the first tee of Connecticut.
- Registration began on Thursday, February 16 for Spring programs for residents.
- Registration for the 2012-2013 school years at Creative Playtime Preschool began in the Parks and Recreation office on Tuesday, February 14.
- Planning for the summer playground program is underway. Tentative program dates for the playground program for children in Kindergarten through Grade 7 are Monday, June 25 through Friday, August 10. The start date of the program may need to be revised in the event that there are additional days to make up at the end of the school year.
- B. Till & S. Boulay attended the first Extravaganza Committee meeting on February 21.
- The sponsorship & golfers mailing for the 14 Annual Golf Tournament which will be held on May 14 was sent to local businesses and residents during the week of February 20.
- The Extravaganza vendor fees were approved and applications were sent out to previous vendors during the week of February 27.

### Parks & Grounds

- Mike Newton (GKIV), with help from crew members, spent a couple weeks clearing the pathways in the Bob Stanley Nature Trail. The area is now much more user friendly.
- Ben Breitreutz (GKIII) and Eric O'Neil (GKI) installed a chain link fence at the Clem Lemire skate park to serve as a barrier from incoming traffic and the children using the skate park.
- Brendan Volz (GKI) spent most of the month cleaning up the Parks and Grounds facility of years of clutter. The effort has given us some much needed space and organization in our yard.
- The four man tree crew continues its efforts to clean up the storm damage from October's snowstorm.

- Division members cleared all the brush that had built up on the fence line of Clem Lemire Sports Complex.
- Steve Tofeldt (GKIII) installed a drainage system into the new section of West Meadow Cemetery to try and correct some water issues in the planting beds.
- Division personnel were called upon to clear the outdoor classroom at Ruth Chaffee School. It was damaged from October's snow storm.
- The department responded to four incidents of ice/snow.
- There were 17 interments in Town Cemeteries this month.
- Division personnel were offline a total of 19 days in February.

## **LIBRARY**

- The first national *Take Your Child to the Library Day* was Saturday, Feb. 4. 119 libraries across 12 states and 1 Canadian province participated in this celebration of families in libraries. The Rain Forest Café sent over their giant Frog (costume) to welcome everyone to the library for a variety of children's programs, including a special needs playgroup, a visit from the R.E.A.D. therapy dogs, the movie *Hotel for Dogs*, and a fun craft.
- The Newington Amateur Radio League generously presented an 11 volume series of ARRL technical publications on Ham radio and electronics to the library at a ceremony on Saturday, Feb. 4. These up-to-date handbooks are available for patrons to check out. A photo and article on the presentation was featured in the Feb. 19<sup>th</sup> "My Towns" section of the Hartford Courant. NARL also recently gave the library a certificate of appreciation for partnering with their organization.
- The library hosted a Business Breakfast on Feb. 14 to encourage businesses to partner with the library. Board members Anna Eddy and Eric Rothauser and staff gave a presentation and a "behind the scenes" tour of the library.
- Donna Miller and Shirlee-Ann Kober attended Newington's "State of the Town" Chamber of Commerce sponsored breakfast at the High School on Feb. 9.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce meeting.
- The Adult Winter Reading program "There's Snow Better Time to Read" had 402 people participating, a 31% increase over last year. 2,740 books were read during the 6 week program, a 15% increase from last year. Teresa Blank won the grand prize Keurig coffee machine and a goody basket.
- The Children's Winter Reading program had a total enrollment of 208 children. The finale parties were a huge hit. We had a preschool age party with stories, crafts and songs. The school age party included bingo games, ice cream Sundays, and D.J. Bob, who kept the kids moving and dancing!
- Technology: The digital sign (electronic bulletin board) in the main entrance lobby is up and running. Lisa Masten and Sue Schneider developed a PowerPoint presentation format that will be modified frequently to reflect current library programs and events.
- The library is in the process of replacing all of our leased photocopiers and public printers with purchased up-to-date equipment, plus installing a new CASSIE print management and PC reservation system and SPOT wireless printing system with the help of the Town IT staff. The new equipment was delivered on Feb. 28<sup>th</sup>, and Lisa and IT staff are busy configuring settings and getting the software ready for staff training, then rollout to the public.
- All final paperwork for our Hartford Foundation for Public Giving Technology Grant was sent in. This grant enabled us to upgrade the library's wireless network, buy computer equipment and accessories for public computer classes, pay for class instructors and help us move forward with library technology. Thank you to Lisa for administering the grant!
- "Are You Puzzled by Your New e-Reader?" classes were offered for both Kindle and Nook users. Attendance was good, and it was evident that many people received e-Readers over the holidays. Everyone appreciated the training and tips on how to use their devices and how to download e-books from the library's website.
- *e-Readers Tech Night* on Feb. 28 brought in 64 people to hear staff explain downloadable e-books, see representatives from Barnes & Noble and Best Buy demo several types of e-readers and review them, and ask questions and have hands-on time with various e-readers.
- Four computer classes were held this month: Intermediate PowerPoint, Intermediate Excel, Beginning Word and Basic Computers.

- A job program on telephone interviewing by Paul Bailo, founder and CEO of Phone Interview Pro, received a full page article in the Town Crier! Mr. Bailo wrote a program and book designed to help job seekers interview successfully over the phone. 30 people attended.
- Other adult programs included *Naturescape Your Yard*, with garden photographer, Karen Bussolini, book discussion groups at the library and at Cedar Mountain Commons, two film screenings and *10 Top Chinese Herbs For Health*. Books were delivered to 3 homebound patrons.
- We had a 97% increase in program attendance over last February. Part of it may be attributed to the unusually mild weather, but also to the diversity of programs offered. We had something for everyone!
- Patricia Pierce attended the Capitol Region Children's Roundtable meeting in Berlin.
- In addition to the weekly story times, children's programs this month included: Tales 2 Tails (the R.E.A.D. therapy dogs), Trash to tunes (making trash into musical instruments), Pajama Yoga, SMILE (Single Moms group), Math Fun, Cookbook Clubs, Construction (Lego) Club, a special education workshop and much more. Librarians regularly do outreach programs and class visits at daycare centers and schools that include story times and book discussions.
- Teen Librarians, Bailey Ortiz and Karen Benner, hosted the Young Adult Librarians' Roundtable on Feb. 8 in Rocky Hill to share popular non-fiction titles and program ideas.
- Teen programs included Anime Jeopardy, Graphic Novel and Horror Book Clubs, and a Chocolate taste-testing program with chocolate fondue. Many boys attended this program!
- Business Manager, Lynn Caley, notarized 19 documents for library patrons this month.
- Building: The HVAC system is still not working properly. Staff has to manually turn the heat on and off in the staff work area depending on the temperature. Luckily, we've had a dry winter, so roof and skylight leaks have been minimal. Photo luminescent exit signs were placed in the public restrooms so people can see to exit if the power goes out. We are getting quotes for other building work, and several minor repairs have been done.

<b>MONTHLY STATISTICAL REPORT, LIBRARY, FEBRUARY 2012</b>				
	<b>2012</b>	<b>2011</b>	<b>Gain/Loss</b>	<b>%Gain/Loss</b>
<b>CIRCULATION</b>				
ADULT	22,642	20,813	1,829	8.79%
CHILDREN	10,889	10,780	109	1.01%
YOUNG ADULT	1,015	1,068	-53	-4.96%
DVD'S	8,472	7,633	839	10.99%
DOWNLOADABLE BOOKS	475	217	258	118.89%
E-READERS	19	5	14	280.00%
MUSEUM PASSES	55	63	-8	-12.70%
TOTAL CIRCULATION	<b>34,546</b>	<b>32,661</b>	<b>1,885</b>	<b>5.77%</b>
CUMULATIVE CIRCULATION YTD	<b>235,990</b>	<b>240,883</b>	<b>-4,893</b>	<b>-2.03%</b>
DAYS OPEN/MONTH	28	27	1	3.70%
AVERAGE DAILY CIRCULATION	1,234	1,210	24	1.99%
PATRON COUNT	19,598	16,777	2,821	16.81%
AVG. PATRON COUNT PER DAY	700	621	79	12.64%
SELF CHECKOUT CIRCULATION	796	1,012	-216	-21.34%
TOTAL # CARDHOLDERS	12,408	12,640	-232	-1.84%
SUNDAY CIRCULATION	2,724	3,197	-473	-14.80%
SUNDAY PATRON COUNT	1,425	1,409	16	1.14%
<b>PUBLIC SERVICES</b>				
TOTAL REFERENCE QUESTIONS	5,663	5,797	-134	-2.31%
TOTAL INTERNET USE	2,722	2,253	469	20.82%
TOTAL DATABASE SEARCHES	9,727	15,107	-5,380	-35.61%
WEBSITE VISITS	7,607	6,885	722	10.49%
INTERLIBRARY LOAN--LOANS	967	769	198	25.75%
INTERLIBRARY LOAN--BORROWS	746	439	307	69.93%



PROGRAMS CHILDRENS	73	61	12	19.67%
PROGRAMS CHILDRENS ATTENDANCE	2,014	1,704	310	18.19%
PROGRAMS TEEN	4	3	1	33.33%
PROGRAMS TEEN ATTENDANCE	57	55	2	3.64%
PROGRAMS ADULT	18	14	4	28.57%
PROGRAMS ADULT ATTENDANCE	864	438	426	97.26%
NOTARY TRANSACTIONS	19	6	13	216.67%
VOLUNTEER HOURS (Adults & Teens)	125	82	43	52.44%
MEETING ROOM USAGE-OUTSIDE GROUPS	17	14	3	21.43%
MEETING ROOM USAGE-LIB. PROGRAMS	65	55	10	18.18%
STUDY ROOM USAGE	187	116	71	61.47%
TOTAL LIBRARY HOLDINGS (ITEMS)	166,085	161,252	4,833	3.00%