



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: May 23, 2014
Re: Monthly Report – April 2014

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, MidState and CCM meetings.
- Mr. Salomone attended meetings for various projects related to the Town of Newington, including Town Hall renovations and the busway.
- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone met with Newington Housing Authority representatives to discuss various issues.
- Mr. Salomone met with residents and area business owners to address issues and concerns as needed.
- Mr. Salomone met with staff and union representatives regarding personnel issues.
- Mr. Salomone met with department heads to review departmental and Town Council goals.
- Mr. Salomone acted as staff liaison for the Board of Ethics organizational meetings.

Legal Services

The legal amounts for the monthly report are as follows: Rome (Modern Tire/Firestone) - \$47,813.70, Murtha (Toll Bros) \$10,608.20.

Overtime

Paid overtime during the month of April 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	78.1	\$ 3,755.82
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 660.36
ROAD MAINTENANCE - SWEEPING	40.0	\$ 1,688.16
TRAFFIC DIVISION	12.0	\$ 496.68
SNOW/ICE	49.1	\$ 2,137.46
CRACK SEALING	17.0	\$ 861.30
TOTALS	212.2	\$ 9,599.78
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	18.0	\$ 640.00
Snow/Ice	38.0	\$ 1,475.00
TOTALS	56.0	\$ 2,115.00

POLICE DEPARTMENT	13-14 Budget Overtime Appr.	Overtime Expended 13-14 YTD	12-13 Budget Overtime Appr.	Overtime Expended 12-13 YTD
Administration	\$ 6,734.00	\$ 2,218.06	\$ 6,734.00	\$ 3,713.61
Patrol	641,951.00	501,021.50	592,745.00	605,353.28
Investigation	77,883.00	50,318.97	77,582.00	32,226.64
Communication	118,117.00	69,882.66	117,787.00	122,738.51
Education/Training	121,801.00	58,907.32	107,795.00	48,363.65
Support Services	39,878.00	17,069.13	40,751.00	14,422.50
Animal Control	5,546.00	0.00	7,548.00	1,807.14
Total	\$ 1,011,910.00	\$ 699,417.64	\$ 950,942.00	\$ 828,625.33
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 17,738.05	\$ 29,225.00	\$ 17,438.21
Snow and Ice Control	137,119.00	175,551.78	137,119.00	150,128.44
Traffic	5,684.00	2,388.48	8,684.00	2,436.54
Vehicles and Equipment	28,981.00	16,053.53	28,981.00	12,938.95
Leaf Collection	55,937.00	37,720.33	55,937.00	38,401.53
Total	\$ 256,946.00	\$ 249,452.17	\$ 259,946.00	\$ 221,343.67
PARKS AND GROUNDS				
Parks and Grounds	\$ 91,968.00	\$ 116,382.98	\$ 142,799.00	\$ 106,600.34
Cemeteries	16,971.00	11,497.40	15,635.00	11,680.14
Total	\$ 108,939.00	\$ 127,880.38	\$ 158,434.00	\$ 118,280.48

PERSONNEL

- The testing and interview process continued in April for both part-time Librarian positions.
- Seasonal Parks and Grounds positions were posted from March 13 – April 4. Seasonal positions are expected to begin in April.

RISK MANAGEMENT

2013-14 Blue Cross/Blue Shield Plan Year

The eighth month of the 2013-14 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2013-14 plan year were estimated at \$801,556. The total paid claims from the Health Benefits Fund for February 2014 were \$722,276. 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 March, 2014</u>		
	Town	Board of Education	Total
Estimated Claims	1,303,648	5,108,800	6,412,448
Actual Claims	1,242,002	4,763,423	6,005,425

FACILITIES MANAGEMENT

- Data is unavailable at this time.

INFORMATION TECHNOLOGY

- Information Technology staff processed 138 internal work-orders and town staff processed 50 via the town's web site.
- The Town's Information Technology Team: 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, participated, assisted and/ or were directly involved in one or more of the following:

- Providing Geographic Information Systems (GIS) mapping support to:
 - Library – Community Information Book
 - IT – Building layouts for Wi-Fi coverage maps
 - Police – Computer Aided Dispatch Mapping Layers
- Launching new GIS web application for use by internal town staff.
- Completing the supervision of CCSU intern.
- Installation of ArcGIS 10.1 on an Engineering Department workstation.
- Installation, configuration of new Police Department Computer Aided Dispatch and Records Management workstations.
- Creating custom .msi files for various software packages for use in deploying applications via group policies.
- Automating the backup of Enterprise Door Access controller to remote location on town network.
- Inventorying thin client computers.
- Updating the Fire Department’s Record Management System (RMS) to the latest version.
- Upgrading Vision Computer Aided Mass Appraisal (CAMA) system for use by Assessor’s Office.
- Setup, configuration and testing of new Sierra Services Platform for library staff.
- Upgrading Adobe Flash versions on all town workstations.
- Creating new a new file server, print server and public web server for new internal domain.
- Decommissioning numerous virtual machines that were no longer needed.
- Obtaining quotes for replacing aging uninterruptible power supply (UPS) equipment.
- Assisting the Town of Wethersfield with an Interview Panel.
- Mr. Boutot served as Temporary Acting Town Manager while the Town Manager, Mr. John Salomone was on vacation.

FINANCE

Accounting and Administration

- 2014-15 Town Council budget meetings were completed during the month.
- On April 8th, the Town’s 2014-15 budget of \$110 million was adopted with a mill rate of 34.77.
- Changes to the 2014-15 Town Council Adopted Annual Budget and Long-Range Capital Improvement Plan documents got underway during the month.
- The Town’s financial system was updated with the 2014-15 budget.
- On April 9th, the Town was pleased to learn the Government Finance Officers Association of the United States and Canada had awarded it with the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2012-2013. This is the twenty-fourth consecutive year the Town has received this national recognition for its financial report.

During the month the Town received the final payment of the ECS grant in the amount of \$6,429,940. 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)

4/30/2014

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2013-14</u>	<u>Year to Date</u>	
General Fund	\$30,000	\$51,590	\$25,315,652
Special Revenue Funds	2,057	4,978	3,268,101
Capital Projects Funds	600	1,026	1,028,187
Internal Service Fund	2,400	2,274	3,197,584
Trust and Agency Funds	450	2,144	771,881
TOTAL, ESTIMATED BY FUND			\$33,581,405

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

4/30/2014

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	0.16	0.16	1,373	1,177	16,352,490
CLASS PLUS	0.01	0.01	7	6	1,075,942
Bank North	0.20	0.20	91	82	533,309
People's Bank	0.32	0.32	2,183	2,462	10,035,984
Sovereign Bank	0.30	0.30	2,818	1,634	4,575,085
Farmington Bank	0.25	0.25	1,488	864	1,008,595
Total Outstanding Investments					\$33,581,405

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the middle of April. These updates were stopped for two weeks due to unavailability of the Computer Assisted Mass Appraisal (CAMA) system.
- The Assessors office went through a conversion of the CAMA database from Vision 6.5 to Vision 7.0 during the month. This will be ongoing during May 2014 as well.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This will be an on going program as applications will be taken through May 15, 2014.
- Income and Expense forms were prepared and mailed out to all owners of commercial real estate. These forms have been placed on the Assessor website. Other updates were made to that site as well.
- Required reports of the 2013 grand list were submitted to the State of Connecticut.

Revenue Collector

- Tax Collections for April for Real Estate, Personal Property & Motor Vehicles amounted to \$196,284. The Supplemental Motor Vehicle taxes collected were \$12,745 and \$36,869 was collected for prior year taxes.
- The collection rate for April 2014 is 98.8% compared with 99% for April of 2013.
- The constables and sheriff are still collecting on Alias Tax Warrants through the end of May.
- The staff in the tax office is verifying tax accounts and making daily changes in order to update the new 2013 Grand List with the most current information.
- Per Connecticut State Statutes, liens were recorded on the land records for 224 real estate tax accounts which were still outstanding for the 2012 Grand List.

TOWN CLERK

- There were 485 documents filed on the land records during April – compared to 731 documents filed in April 2013.
- Property sales conveyed for a total of \$7,114,074. State conveyance tax collected was \$53,355; and \$17,785 was collected in Town conveyance tax. There were six residential sales each over \$300,000.
- Eleven Foreclosure Registrations were filed during the month.
- Staff issued 140 certified copies of vital records & catalogued 18 burial permits & 5 cremation permits.
- Four liquor permits, ten Notary Public commissions and ten Trade Name certificates were catalogued.
- The office generated \$2,157 in copy revenue.
- There were fifteen Notary Public commissions filed; two survey maps and five Trade Name certificates were catalogued.
- The office recorded 60 mortgages, 106 releases, 32 liens and 17 probate documents.
- In compliance with "Department Head Goals" established by the Town Clerk, approved by the Town Manager and sanctioned by the Highway Superintendent, the Town Clerk's office began issuing

permits to the Newington Landfill/Recycling Center on April 21st. The Town Clerk's objective was to make it easier for Newington residents to obtain the permit at Town Hall, thereby avoiding a trip to the Highway Garage.

- Town Clerk, Tanya Lane, attended the annual Connecticut Town Clerks Association Spring Conference sponsored by the Office of the Secretary of the State. Mrs. Lane was recognized for her six years of service as a member of the Technology Committee.

DATA SUMMARY APRIL 2014				
	<u>April - 14</u>	<u>April - 13</u>	<u>FY 13/14 to Date</u>	<u>FY 12/13 to Date</u>
Land Record Documents	485	731	4424	5642
Dog Licenses Sold	14	9	544	492
Game Licenses Sold	197	203	510	612
Vital Statistics				
Marriages	6	9	143	166
Death Certificates	39	23	270	274
Birth Certificates	33	22	210	234
Total General Fund Revenue	\$ 35,382.19	\$ 38,180.29	\$ 375,609.28	\$395,504.12
Town Document Preservation	\$ 1,114.00	\$ 1,254.00	\$ 10,171.00	\$ 10,408.00
State Document Preservation	\$ 694.00	\$ 1,254.00	\$ 6,326.00	\$ 10,420.00
State Treasurer (\$36 fee)	\$ 12,492.00	\$ 22,572.00	\$ 114,805.00	\$187,046.00
State Treasurer (\$127 fee)	\$ 5,207.00	\$ -	\$ 44,704.00	\$ -
State Treasurer (\$110 fee)	\$ 4,620.00	\$ -	\$ 41,360.00	\$ -
Locip	\$ 1,041.00	\$ 1,881.00	\$ 9,474.00	\$ 15,588.00
State Game Licenses	\$ 1,790.00	\$ 2,280.00	\$ 5,479.00	\$ 12,858.00
State Dog Licenses	\$ 159.00	\$ 59.00	\$ 3,814.00	\$ 3,201.00
Dog Licenses Surcharge	\$ 38.00	\$ 26.00	\$ 1,324.00	\$ 1,139.00
Marriage Surcharge	\$ 114.00	\$ 133.00	\$ 1,216.00	\$ 1,216.00
Grand Total	\$ 62,651.19	\$ 67,639.29	\$ 614,282.28	\$637,380.12

POLICE DEPARTMENT

- The Police Department has begun a new recruitment drive as we have one opening. A written exam for certified police officers was conducted on April 25th and for entry level police officers April 26th. Both exams were conducted by the CPCA (Connecticut Chief's of Police Association) at their Headquarters. Results of the written exam have been received. The department will set a cut off score and will be scheduling appointments for oral examinations for the top scoring candidates.
- On April 4th the Police Department again sponsored the 9th annual Ciara McDermott scholarship basketball game between the students, teachers and police officers. The event was very successful and the proceeds will assist in scholarship awards to local students.
- On April 16th Chief Mulhall, representing the Connecticut Police Chiefs Association (CPCA), met with the new State Police Commissioner, Dora Schriro, and the Criminal Justice Information System (CJIS) Director, Sean Thakkar, to discuss and explain the CPCA's position on the project and add some of the history of the project.
- On April 24 Chief Mulhall met with Avon, East Hartford, Plainville, and Vernon Chiefs of Police and their command staffs to discuss the regional Records Management System that is under development in

Capitol Region under a CRCOG grant. A full demonstration of the project was conducted for the Chiefs with very positive feed back.

- On April 30th the Chief represented the Capitol Region and the CPCA in a meeting with Homeland Security (HLS), the State Police and a number of other state agencies to discuss and decide on the use of the 2014 HLS grant. The final decision will see the Capitol Region receiving over \$300,000 and the CPCA 5 regions receiving \$1.5 million dollars to be used for current and new homeland security programs.
- The Police Department continues to work with Youth Services on the Police/Youth grant that interacts students with the Police Department.
- Patrol has continued on the Berlin Tpke. under the Dept. Of Transportation's, DUI Enforcement Grant.
- Patrol Calls for April are as follows:

ALARMBURG	101	CRIMMISGRAF	1	F/ALARM	16
ALARMHOLD	6	CRIMMISIP	1	F/COSYMP	1
ANIMAL	23	CRIMMISREP	4	F/EXTRICATION	1
ASSAULTREP	1	CSO	6	F/HAZMAT	4
ASSIST	27	CUSTOMERIP	9	F/OTHER	10
BREACHIP	10	CUSTOMERREP	4	F/STRUC	4
BREACHREP	3	DOG	62	F/VEH	3
BURGIP	4	DOMESTICIP	31	F/WATER	2
BURGREP	7	DOMESTICREP	8	FINGERPRINT	25
CARSEAT	3	DRUG	14	FOLLOWUP	65
CHECK	73	DUI	1	GUN	2
CLEARLOT	10	EDP	22	HARASSMENT	22
COURT	20	ESCORT	20	HAZARD	31
ILLEGALDUMPING	2	MVAINJURY	11	SHOTS	2
INTOXICATED	7	MVAPROP	85	SPECDETAIL	78
JUVCOMP	16	MVASSIST	45	STOLENMV	4
K9	10	MVCOMPLAINT	39	SUDDENDEATH	1
LAND/TENANT	1	NEIGHBOR	11	SUICIDE	1
LARCFROMMV	11	NOISE	10	SUICIDEATT	1
LARCIP	6	NOTIFICATION	2	SUSPICIOUSIP	77
LarcRep	47	OPENDOOR/WIN	6	SUSPICIOUSREP	38
LOCATION	111	ParkingViol	10	THREATIP	2
LOCKOUTMV	2	PISTOLPERMTEMP	33	THREATREP	2
LOCKOUTRESID	1	PROPFOUND	9	TOW	19
M	219	PropLost	5	TRAFFIC STOP	635
MISSING	9	RECOVEREDMV	1	TRESPASSIP	3
MVABAND	4	SERVWARRANT	37	TOTAL FOR NPD	2,169
MVAEVADING	9	SEXASSAULTRE	1		

Patrol Investigations

- **Domestic Dispute** - Officers responded to a local motel on a report of an active fight between a man and woman in the parking lot. As officers arrived, they located the couple in the parking lot. One officer observed the female had an abrasion on her right foot, and that the area around the foot was red. They also observed that female was not wearing her shoes, which were on the ground next to her. Officers interviewed a witness who stated that she was staying at the motel when she heard shouting coming from outside. She opened her door and saw her neighbors arguing about a missing debit card. The witness stated that she heard the female say "don't hit me." The male then went into a room grabbed something and went back outside to his car. The male entered the car as the female approached the driver's door. The male started the car and started to back the car up. The female then screamed "you're on my foot." The witness stated that she noticed the females foot position had changed and that the tire was on her ankle. The witness stated that the female was banging on the roof of the car and screaming repeatedly "Get off my foot." The witness said that she estimates that a minute had

elapsed before the male would actually move the car and release her foot. The witness stated that after the car was moved, the female collapsed to the ground screaming. The male then parked the car and went inside his room. The witness reported that the male never checked on the female victim or called for medical services.

The male was then arrested for violation of a C.G.S. 53a-60 Assault in the second degree, for recklessly causing serious physical injury by means of a dangerous instrument, in this case being a motor vehicle and 53a-181 Breach of Peace.

- **Domestic Dispute** - A male contacted the Newington Police Department by telephone and stated that he believed a domestic dispute was occurring at a local motel in town. The caller was not involved or in town at the time of the incident.

When officers arrived at the motel, they saw a female standing in front of the Motel Office with 2 small children. Officers learned that there was a domestic dispute that had taken place and the male involved in the incident was still in his motel room.

Officers made contact with the male at his room at the motel. When officers knocked on the door, the male answered the door and appeared to be very angry. The male's face was red and he was aggressively inhaling through his nose and exhaling through his mouth. He kept putting his hands into his pockets and opening and closing his fists. Based upon these observations, officers felt that the male may become combative with them. They placed him in handcuffs while the investigated the incident.

Officers learned that the male and female involved in the incident are dating and engaged to be married. This evening, the female told the male that she wanted to go back to her out of town apartment and the male didn't want to leave. When the male fell asleep, the female contacted a friend to come and get her and bring her home to her apartment. The male woke up and became very angry and aggressive. The male took the female's phone from her and smashed it. The female was concerned for her safety and the safety of her children which were present.

The female used the male's phone to contact a friend who then contacted the police. During this time, the male was attempting to grab the phone from the female and was holding the female down. The female was able to break free and to get out of the room with her children. The female said that she believed that she was being held against her will and was not free to leave during the incident.

Officers observed the phone in the room had been smashed as the female had indicated. Officers then asked the male what had happened and the male stated that nothing had happened and he did not want to talk to the officers.

Officers placed the male under arrest and charged him with Unlawful Restraint 1st (53a-95), Disorderly Conduct (53a-182), Two Counts of Injury/risk of Injury to a Minor (53-21(1) (3)), and Criminal Mischief 2nd (53a-116). He was held on a \$25,000.00 bond.

- The Detective Division Personnel:

- Handled 91 investigations, 72 remain ongoing and 19 were closed by investigative methods.
- Served 35 arrest warrants, 28 by Patrol Officers and 7 by Detective Division personnel
- On April 2nd, the Newington Police Department Detective Division conducted an undercover operation at a local hotel. The operation consisted of undercover detectives contacting prostitutes advertised on internet websites and arranging to meet them at the hotel. This operation resulted in the arrest of two individuals. A 28 year old from Manchester was arrested and charged with prostitution after offering to engage in sexual conduct in exchange for a fee. In a second incident during the same operation, detectives arrested a 24 year old from Hartford for prostitution. During this investigation, it was discovered that the individual identifying herself as a 24 year old from Hartford was actually a 25 year old from Enfield. An arrest warrant was executed charging her with Prostitution, Interfering with Police, Forgery, and Criminal Impersonation.
- On April 24th, detectives assisted patrol officers in the investigation and arrest of a 28 year old male from New Jersey who met a 15 year old female Newington resident on Facebook. The male traveled to Connecticut, picked up the female at her home in Newington, and proceeded to have sexual contact with her. The suspect was interviewed by patrol officers and detectives and confessed to his involvement with the juvenile female. The suspect was arrested and held on a \$50,000.00 bond. During the course of this investigation it was discovered that the male suspect had traveled from New Jersey to Connecticut on a previous occasion to meet with the same juvenile female. This incident is believed to have occurred during October of 2013 and also involved sexual contact. A separate investigation into the October 2013 incident was initiated by the detective division and is currently ongoing.

- On April 26th, detectives initiated an investigation into the death of a 55 year old male that occurred in a room of a local motel. The deceased was discovered by motel staff after he failed to check out of his room when his rental expired. Personnel from the detective division and Office of the Chief Medical Examiner responded. Detectives processed the scene for physical evidence and the deceased was transported to the medical examiner's office for autopsy. The cause of death is currently unknown and this case remains under investigation.
- The Community Service Officer (CSO):
 - Was recertified in car seat checks and installations
 - Met with a representative from C.A.B.L.E (Connecticut Alliance to Benefit Law Enforcement) in an effort to learn about their training programs for Peer Support Groups. Continued to design a proposal for a Peer Support Group
 - Attended the Tunxis Community College Criminal Justice Career Fair, along with Officers LaChance and Apanovitch.
 - Participated in Adventures Build Bridges between Youth and Police White Water Rafting trip. Also participated in Adventure Builds Bridges Kayaking/Ice Cream trip and in the Adventure Builds Bridges between Youth and Police Challenge Course
 - Taught a 4 day class of STEP UP to St. Mary 5th graders.
 - Attended an Internet Safety presentation put on by Scott Driscoll and a 3 day Advanced Crime Prevention Course at POST
 - Presented 2 Bullying classes to 3-6 and 7-12 graders at Emmanuel Christian Academy
 - Attended a 2 day training course on Youth with Mental Illness.
 - Worked with Special Olympics Connecticut to coordinate efforts for Tip A Cop and Torch Run.
 - Organized a tour of the police department for a local Cub Scout group.
 - Deployed the speed trailer in an effort to reduce speed in problem areas of town.

CR/NIBRS Selected Crimes

Type of Crime	<u>March 2014</u>		<u>March 2013</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	1	0	1	0
Robbery	1	\$	1	\$400
Assault	17	0	5	0
Burglary	1	\$341	2	\$500
Larceny Theft	35	\$36,686	47	\$19,159
Auto Theft	1	\$10,744	5	\$30,500
Totals	56	\$47,771	61	\$50,559

- In March 2014 the police department arrested 77 adults: 1 for robbery, 13 for assaults, 1 for burglary, 5 for fraud, 1 for prostitution, 12 for narcotic violations, 1 for offenses against family and children, 7 for DUI, 2 for liquor law violation, 4 for disorderly conduct, 13 for larceny, and 22 for other miscellaneous offenses. The Department also arrested or referred 10 persons under the age of 18: 2 for assault, 4 for disorderly conduct and 4 for other offenses.
- Police Department Overtime
- Comparison
 - OT March \$ 76,038 2 pay periods, 1 holiday
 - OT April \$ 72,387 0 holidays
 - Total increase \$ 3,651
- In April, there was one officer in Field Training and one officer vacancy. In addition, there was one officer out on workers compensation and one officer on light duty. These vacancies in Patrol have an impact on the overtime for a total of four positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum. No holiday overtime.
- Administration overtime of \$0 is a decrease of \$527.
- Patrol overtime of \$35,699 is a decrease of \$13,348. Calls included domestic calls, motor vehicle investigations, larceny investigations, DWI arrest, several domestics, snow storm coverage, court appearances, warrants, holdovers, hospital arrest coverage, and overtime for time off.
- Detective Division Overtime of \$7,778 is an increase of \$1,773. Overtime included serving warrants, prostitution sting, and scene processing for a burglary.

- Communications overtime of \$10,142 is an increase of \$4,334. Overtime included several time off leaves and staffing for weekends to allow for 2 dispatchers on for all shifts.
- Education overtime of \$12,125 is an increase of \$2,933 for training classes. Training included Spring firearms training, ERT training, EBT training, hostage negotiations, report writing, forensic mapping, and advanced crash investigations.
- Support Services overtime of \$6,643 is an increase of \$1,184. Overtime included school detail, Youth Council meetings, leave coverage, and school security.
- ACO overtime was \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of April, 2014. During this period fire department members responded to 44 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	April 2014	10 Months Activity
Residential	4	90
Commercial, Industrial, Office	1	20
Hospital, School	0	9
Vehicle	2	19
Rescue, Police Assistance	2	39
Dumpster, Rubbish, Grass, Brush, Leaves	9	28
Hazardous Materials/Clean up	3	38
Investigative Alarm	7	121
False Alarm	10	62
Mutual Aid/Standby	1	10
Carbon Monoxide Investigation	3	56
Water Related Incidents/Pump-Outs	2	28
Total	44	520

Training Summary

Multi-Company Training	Co. # 1&4 Pump Operations	49 hours
	Co. # 2&3 Pump Operations	62 hours
Officer Training	Building Survey SPX	35 hours
Company Training	Co. #2 Haz/Mat Decon	28 hours
	Co. #4 SOP/SOG Review	14 hours
	Co. #1 Appliance/Pump Hardware	18 hours
	Co. #3 Hydraulic Rescue Tools	8 hours
Capitol Region Training		8 hours
Department Training	Photovoltaic Cells	95 hours
Fire Service Instructor	Certification	56 hours
Live Fire Training		12 hours
Driver Training	Road Time	2 hours
Total Hours		379 hours

FIRE MARSHAL

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

INSPECTIONS	18
INSPECTION FOLLOW-UPS	42
PLAN REVIEW	5
JOB SITE INSPECTIONS	8
FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	1
COMPLAINTS	1
HAZ/MAT	0
BLASTINGS	2

Incidents:

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

Fire Marshal's Activities:

- Responded to 27 fire calls during the month.
- Celebrated Fire Marshal's 40th Anniversary with the Newington Volunteer Fire Department.
- Attended the monthly Capital Region Fire Marshals Association meeting in Hartford.
- Attended the monthly meetings at Company's two and four.
- Attended the wake and funeral for Mary Wartschow widow of former Co. #3 Veteran Member Walter Wartschow.
- Attended the monthly Board of Fire Commissioners meeting at Company #4.
- Met with the High School Graduation Party Committee to review plans for this year's all night party.
- Met with Car-11 and a K-9 Search and Rescue group to review plans for possible use in missing person's searches.
- Attended the Annual Company #1 Easter Party and Family Breakfast in the Kalasky Room.
- Attended a "Pancakes and Politics" breakfast meeting with U.S. Senator Christopher Murphy.
- Met with town staff and representatives from the Church 26 Church Street to review plans for a large religious gathering.
- Attended several meetings with town staff and the Memorial Day Parade Committee to review use of the CERT Teams to help coordinate this year's parade and to establish an Emergency Action Plan for the day.
- Attended the Annual Educational Conference sponsored by the Connecticut Fire Marshals Association in Cromwell; topics: NFPA-1 Code Updates, NFPA Fire Service Professional Qualification Standards and NFPA Educational Life Safety Message Advisory Committee Development Process.
- Attended the quarterly Capital Region Emergency Planning Council meeting in Hartford.
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Attended the monthly meeting of the Capital Region Fire Chiefs Association in East Hartford.
- Met with the chief's staff to review end of year budget transfers for additional building improvements.
- Attended the quarterly department drill at the high school; topic: Solar Panels.
- Attended the wake and funeral for Lorena Carlone mother of Company #2 Firefighter Nicolas Carlone.
- Attended Plainville Fire Departments Annual Pasta Dinner along with the members of Company #3 and their families.
- Attended a special meeting at town hall with department heads to review the recent Town Councils Goal Setting Session.
- Conducted the monthly Command Staff meeting at fire headquarters.

HIGHWAY DEPARTMENT

Administration

- Attended Department Head and Public Works team meetings.
- Attended quarterly LEPC meeting.
- Met with residents to discuss various issues and concerns.
- Continued with project construction coordination meetings throughout the month.
- Coordinated outside contractor with town wide roadway crack sealing program.
- Attended Hazardous Household Waste Coordination Meeting.
- Assisted in the preparation of Earth Day activities.
- Attended CT Technology Transfer Center Managing Multi-Generational Workforce seminar.

Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Assisted in the replacement of waste oil tank at Landfill.
- Miscellaneous roadway pot hole patching continued.
- Miscellaneous roadside litter removal.
- Crews excavated trench for water line at the High School Field House.
- Repaired catch basins at Marking Kellogg School.
- Major patch repairs completed on Kitts Lane, West Hartford Road, Mountain Road, Francis Avenue, Pane Road and the entrance to the High School.
- Crews continued with the pick up of damaged/broken curbing due to snow plowing operations.
- Equipment Operator I attended Flagger Class.

- Assisted bid awarded contractor in crack sealing of various roads.
- Began annual Town-wide street sweeping.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted Human Services with food share setup.
- Assisted bid awarded contractor in crack sealing of various roads.
- Install new roadway/parking signage at various Town buildings as requested.

Fleet Maintenance

- Mechanics completed spring services of Fire Department apparatus.
- Completed services for vehicles and equipment for the Parks and Highway Departments.
- Set up of Fire Marshal's new vehicle completed.
- Completed emergency and unscheduled repairs on all Town vehicles and equipment as needed.

Sanitation/Recycling/Landfill

- Scheduled 739 residential bulk items for collection.
- Scheduled 134 condominium bulk items for collection.
- Scheduled 31 condo/residential scrap metal items for collection.
- 6,057 tons of cumulative Municipal Solid Waste was collected from July 1 through March 31, 2014.
- 2,069 tons of cumulative recyclables were collected from July 1 through March 31, 2014.
- 721 mattresses collected from July 1 through March 31, 2014.
- Issued 75 permanent landfill permits and 13 temporary permits.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on April 9, 2014:

- Approved Petition #16-14: Special Exception (Section 3.15.3: Temporary Outdoor Seating) for "Cinco de Mayo" event at 3260 Berlin Turnpike ("Plaza Azteca").

Regular TPZ Meeting on April 23, 2014:

- Approved Petition #47-13: Zoning Text Amendment (New Section 6.16: Medical Marijuana). Town Plan and Zoning Commission, applicant.
- Approved the Restrictive Covenant for "Harvest Ridge" (Shady Hill Lane).
- Approved the Modification to the Conservation Easement at 29 Packard's Way.
- Approved Petition #14-14: TPZ Approval (Section 3.23.1: Accessory Outside Use) for Fireworks Tent Sale at 56 Costello Road (T-Bowl Lanes).
- Approved Petition #19-14: Site Plan Modification (Tent Sale) at 3440 Berlin Turnpike (P. C. Richard & Son).

- **Town Planner Activities:**

Approved, Pending, and Future TPZ Applications

- April 14: Met with V.A. engineer re site work at V.A. Hospital.
- April 15: Met with Vallabhdham temple official and town staff re upcoming event.
- April 21: Met with applicant's engineer re proposed Panera drive-thru.
- April: Continued working on amendment to sign zoning regulations.

CT fastrak/Amtrak Corridor Planning:

- April 1: Met with Town Manager and DOT re future Amtrak Station.

Grant-Funded Project Activities

- April: Continued working on "Main Street" grant application.
- April: Worked with consultant to finish "Small Cities" grant application.

Other Boards and Committees:

- April 30: Prepared May 7, 2014 EDC meeting agenda

Miscellaneous:

- April 17: Attended event at Lyceum re closing the school achievement gap.
- April 22: Attended ACHIEVE breakfast presentation.
- April 24: Attended ICMA management training webinar.
- April 24: Attended event at Lyceum re "Placemaking" activities.
- April: Responded to approximately 39 phone messages from citizens, applicants and elected/appointed officials.

- April: Received and responded to or initiated approximately 623 emails from and to citizens, applicants and elected/appointed officials.

TOWN ENGINEER

- During the month of April, thirty excavation permits were issued:
 - 12 gas lateral permits
 - 1 gas main permits
 - 1 sidewalk permits
 - 1 general excavation permit
 - 15 Driveway permits
- Engineering staff is preparing drainage design analysis and estimates for Town infrastructure that experience periodic flooding or are in need of maintenance. Highway forces will attempt to incorporate drainage operations within the roadway construction schedule.
- 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 MDC has resumed operations on the Church Street Sanitary Reconstruction project. Operations entail the installation of sanitary laterals both on Church Street and Windmill Lane.
- Site plan and application reviews continue for Inland Wetlands. One Agent Approval Application was administered by the Engineering Department Staff and Agent.
- The Town Engineer attended two (2) monthly CRCOG Transportation meetings.
- The Town Engineer attended the monthly Department Head meeting.
- The Town Engineer attended the monthly Inland Wetland meeting as staff Agent.
- Engineering staff is actively engaged in the final design phase (field survey) for anticipated road and infrastructure projects. Design and estimating phases will continue during the upcoming summer months.
- Engineering staff received software training (update to new platform) specific to the design software utilized for Civil Engineering design of the C.I.P. (roads, parking lots, drainage, etc.)
- The Engineering staff continues to review and prepare the necessary legislative updates for the Inland Wetland regulations. Additionally, the regulations, related forms, and the Official Town Map will be updated, prepared for review (includes TPZ, Town Council & DEEP) and scheduled for public hearing in preparation for approval.
- Engineering continues to prepare and modify estimates for C.I.P. submittal fiscal year 2014-15.
- Engineering Staff continues to prepare the documentation necessary for the annual stormwater testing as required by the D.E.E.P. MS4 permit.
- Engineering staff reviewed (catalogued) the locations of MDC hydrants and provided an accounting to Finance. This information was necessary to facilitate the maintenance agreement with the M.D.C.
- The Town Engineer attended pre-development meetings (with Town planner) to assist applicants with the interpretation of Land Use Commissions regulations, review process, timeline, etc.

BUILDING DEPARTMENT

- There were two permits issued for new residential houses. They are duplexes and the addresses are 2 Harvest Court and 4 Harvest Court.
- Work is continuing at 353 Alumni Road for Jade Jeans.
- Seminars attended by our Inspectors for their continuing education credit were:

D. Jourdan	-	Boilers and the IMC -	April 4, 2014.
		Two Part Training:	1. Engineered Framing Lumber.
			2. Lateral Bracing Garage Door Walls – April 17, 2014.
		Wall-Bracing Solutions	– April 22, 2014.
R. Smith	-	Boilers and the IMC -	April 4, 2014.
		Two Part Training:	1. Engineered Framing Lumber.
			2. Lateral Bracing Garage Door Walls – April 17, 2014.
		Wall-Bracing Solutions	– April 22, 2014.
D. Zwick	-	Boilers and the IMC -	April 4, 2014.
A. Hanke	-	Boilers and the IMC -	April 4, 2014

There were three Certificates of Occupancy issued in April. One residential – 74 Harvest Court. Two were commercial. One for Moe’s Southwest Grill located at 3145 Berlin Turnpike and Mortensen’s Ice Cream at 3145 Berlin Turnpike.

Building Department activity for the month of April was as follows: The Inspectors completed a total of 146 Inspections. They were: Above Ceiling (3), Air Condition (3), Alarm (2), Apartment Inspection (2), Boiler (1), CO (5), Decks (3), Electrical (25), Final (47), Footing (9), Framing (1), Gas Line (10), Hot Water Heater (2), Insulation (3), Mechanical (1), Plumbing (3), Pools (1), Roofing (2), Rough (22), Siding (1), Sign (3).

The total number of Building/Renovation Permits issued for the month of April was **194** producing a total permit value of **\$3,076,202.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	28	1,387,694.00
DECK	3	8,500.00
DEMOLITION	1	5,000.00
ELECTRICAL	42	320,206.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	1,550.00
GARAGE / SHED	7	42,601.00
MECHANICAL	30	195,095.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	1	20,000.00
PLUMBING	2	403,560.00
POOL	33	163,625.00
ROOFING / SIDING	6	24,271.00
SIGN	28	470,100.00
TENT	9	23,000.00
TRAILER	2	11,000.00
TOTAL	194	\$3,076,202.00

The total Building income fees received in the month of April was **\$37,071.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$750.00, Environmental \$120.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$92.50, Driveway / Excavation \$1025.00, Engineering copies \$82.75. The other total income is \$2060.25

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

	<u>2014</u>	<u>2013</u>
Value of Permits issued for April:	\$3,076,202.00	\$3,072,450.00
Fees for Permits issued for April:	\$37,071.00	\$20,846.00
Other income Fees for April:	\$2,060.25	\$4,933.00

Building Permits Issued for April: 194 191

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

<u>2013-2014</u>		<u>2012-2013</u>	
Value	Permit Fee	Value	Permit Fee
\$22,094,144.00	\$285,272.00	\$33,755,461.00	\$370,587.50

HUMAN SERVICES

- The Food Bank assisted 160 households, with 768 bags of groceries distributed.
- Open Air Market served 200 households during 3 bi-weekly distributions this month.
- The Clothing Closet served 22 households, providing 26 bags of clothes.
- The Special Needs Fund assisted 7 households with 7 bills, 6-utility, 1 housing. 6 bills were for senior residents.
- The Social Casework Program had an active caseload of 87 with 30 new referrals.
- The initial enrollment period for Access Health ended March 31st. Human Services was contracted to enroll 100 individuals. We successfully enrolled 159 people between January and the end of March. We were also contracted to make 300 engagements (contacts to promote the program) and finished up with 547. The response from the public was very positive despite media emphasis on computer enrollment glitches.
- \$18,718 of the \$20,000 Operation Fuel Allocation has already assisted 40 Newington households this season. We anticipate the remainder being used in May.
- The Youth and Family Counseling Program had a caseload of 18. Clinicians provided 53 clinical therapy sessions with a total of 60 clinical service hours.
- Spring SCORE finished up this month. 102 youth participated.
- April's ROPE cycle wrapped up JWMS for the year, while MKMS finishes up in May.
- The Outdoor Challenge Course reopened and was well utilized during the month.
- The Spring NHS Self Awareness group went kayaking while learning about the natural history of area as well as some of the history of the Farmington River Valley.
- The OPM grant program, Adventure Builds Bridges started the month off with a whitewater rafting trip. Other activities included the Challenge Course and kayaking.
- The Summer Youth Adventure brochure and Summer Mentor packets were distributed, with lots of registrations coming in during the month.
- On April 15th, Scott Driscoll of Internet Safety Concepts, LLC. gave a presentation on internet safety and its connection to teen mental health issues and suicide. This was sponsored through funding received from CASAC and the CT Department of Mental Health & Addiction Services as part of the Garrett Lee Smith Suicide Prevention Initiative grant. Additionally, we were able to purchase the "Life Lines" suicide prevention curriculum by the Hazelton Company that will further our knowledge and prevention strategies for working with youth.
- At the monthly CERT meeting, there was discussion for requested CERT support at the Memorial Day Parade and shelter cot set up practice.
- Youth Mental Health First Aid Training was provided to several town/school dept. staff, along with some CERT members. Participants completing the 8 hour training receive a certificate.
- 3 people provided community service, completing 75 hours.
- There were 4 JRB referrals this month.
- Several staff attending workshops, trainings and meetings throughout the month.
- The annual Volunteer Recognition Dinner was well attended by 80 of our volunteers. Student intern, Stephanie Soto created a beautiful testimonial video thanking our volunteers from all of us.
- As May is Mental Health Awareness Month, the department will be hosting a series of community presentations. One on Hoarding on May 8th and a panel presentation on "Understanding Mental Health" on May 15th.

April 2014 Statistics

Selected Programs	FY 13-14 Undp. Total This Month	FY 13-14 Undp. Total Last Month	FY 13-14 Cum. Undp. Total YTD	FY 12-13 Cum. Undp. Total YTD
Youth and Family Counseling	18	18	89	147
Positive Youth Development	304	115	2084	2051

Information and Referral	578	612	6175	2005
Social Casework Cases				
Under 55 = 44				
Over 55 = 33	87	106	515	440
Food Bank Households	160	128	1439	1499
Special Needs	7	16	104	84

SENIOR AND DISABLED CENTER

- The Main Office renovations were completed mid month. The project has immediate impact with improved access and function. Planning is underway for the next stage of renovations: relocating the fitness center to the space currently used as a billiard and card room, renovating space for the card room and moving the billiard tables to the space currently used as the fitness room and; renovating the coffee shop area including opening up the wall to the foyer. These renovations are being funded largely from the Center's donations, membership and gift shop revenues. This includes a \$10,000 bequest from a long time member, Priscilla Senna.
- On April 4th
- Rebekah Wilson from Arden Courts of Farmington spoke about the importance of sensory stimulation for people with dementia and effective ways of communicating at a brunch and learn.
- Lauren McCarthy, a student intern from CCSU spoke about the different types of stress and the effects of stress on your body on April 8th. Lauren completed her internship this month.
- The garden team continued its plans for raised garden beds in the Center's back yard. The beds will be constructed in early May.
- On April 11 Chef Mike Webster from Emeritus at Rocky Hill returned with a "spring surprise" Chef Demo. He demonstrated how to prepare 2 types of quiche. Tastes were available
- Monsignor Bojnowski Manor and Euro-American Connections Home Care sponsored a cupcake social on April 1st.
- Tina Bradbury from Newington Health Care Center provided free manicures on April 30th.
- The AARP Tax Aid program wrapped up another successful tax season. This group of dedicated volunteers work nonstop each week to assist older adults and other residents with e-filing returns.
- The Center currently has 1,713 paid members. There are 740 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 3108 by 516 people.
- "People counters" were installed at each of the three entrances of the Center this month. While the MySeniorCenter scanning system records participation, it relies on people using it and is only used in the daytime. The counters were only active 17 of the 21 days the Center was open in May but recorded 6,720 people in and out of the facility in the daytime and 1,484 in the evening.
- Dial-a-Ride provided 1576 trips covering 4030 miles during regular hours. The total number of riders was 122.
- Center staffing was complemented by 922 hours of unpaid service in 295 instances by 58 volunteers with the lunch program, gift shop and home delivered meals the most volunteer intensive areas.

PARKS AND RECREATION

Administrative

- Superintendent met with the Town Manager, Facilities Manager and Architect on proposed Town Hall/Community Center proposal.
- Superintendent met with Lou Jachimowicz involving school projects.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with Town Engineer on various projects.
- Superintendent met with Town Manager, Finance Director, Assessor, and Town Attorney in regards to Indian Hill contract.
- Superintendent met with Wayne Smyth, PGA Professional from Indian Hill Country Club.

Recreation Division

- Most spring programs began the first week of April.

- Swim lessons are being offered on Monday and Wednesday nights during the spring to accommodate those looking for lessons before the summer season.
- Interviews for seasonal staff positions are ongoing.
- Registration for the 2014-2015 school years at our Creative Playtime Preschool Program is ongoing.
- The Summer Program Guide was completed and distributed to all Newington residents during the week of April 26th. New programs include Oopsy Goopsy Messy Art Fun and an Intro to Canoe program.
- M. Lach ran a rainy Family Fishing Derby which was held on Saturday, April 27th, with about 15 children in attendance. This event was made possible with help from organizations including Trout Unlimited, Connecticut Outfitters and the MDC.
- An American Red Cross Lifeguard Training course is being offered. The course began on Wednesday, April 23rd.
- Department staff attended the Extravaganza meeting on April 15th.
- Residents may now purchase summer pool passes at a discounted rate through May 21st.
- Summer program registration for residents will begin on Wednesday, April 30th.
- Summer Playground Program information was distributed to students in grades 1 through 7.
- The Summer Program Guide will be distributed to Newington residents at the end of April.
- Meetings with representatives from Men's & Women's softball leagues were held.
- S. Glasson and K. Gallicchio met with Human Services staff to develop new financial assistance guidelines for individuals and families interested in participating in Parks & Recreation programs

Upcoming Recreation Division

- The 16th Annual Golf Tournament will be held on Monday, May 12th.
- Summer program registration for non-residents will begin on May 14th. Not all programs are available for non-resident registration.
- Men's and Women's Softball Leagues will begin in early May (14 Men's teams and 4 Women's teams).
- Interviews for summer staff will be ongoing throughout the month.
- Comprehensive training for summer staff will begin in mid May.

Parks and Grounds

- Division members cleaned of the flower beds town wide and spread mulch.
- Lester Daigle (Pool Mechanic) spent time repairing a broken water line at Newington High Schools soccer fields.
- Crew members picked up damaged curbing and repaired lawn areas from the winters plowing damage.
- Preparation of ball fields and field painting for Spring Sports were our primary focus this month.
- There were 14 interments in town cemeteries this month.
- Division personnel were offline a total of 44 days.

LIBRARY

- The library staff held its annual volunteer breakfast on April 25. Staff bakes and cooks for this breakfast that honors our regular volunteers who do so much for the library. More than 30 volunteers attended.
- The library budget for 2014-2015 was passed with no reductions. In addition, the CIP money requested by the library for Phase Two of the Library Collection Inventory System was approved. We now have the full amount of funds need to add RFID, inventory control and self-checkout.
- The RFP for the Library Collection Inventory System was completed. It was reviewed by Paul Boutot, Director of Information Services and Jeff Baron, Director of Administrative Services. The bid will go out at the beginning of May.
- Library Director Lisa Masten was on the interview panel for the Library Director position for the Wethersfield Library. The Current Library director retires in June.
- In technology-related news, training began for the new library ILS software. Staff who attended "Train the trainer" classes last month worked with department heads to set-up training sessions throughout April. Jeanette Francini, Head of Collection Management, Sue Schneider, Circulation Supervisor and Diane Durette, Head of Reference have done a great job training staff. The software was loaded on all staff computers as well as several laptops, so staff could practice when needed. The go live date is June 2. Technology programs for the public included *Free eBooks, eMagazines and digital music, Twitter and Instagram and Tech Troubleshooting with Teens*.
- During the month of April, the library celebrated *Money Week @ Your Library* (April 5 – 12). During this week the library offered several programs and displays of materials that focused on financial literacy. Programs included Retirement Has Changed and Protecting Your Identity. The following week the

library celebrated *National Library Week*. Special programs were offered and there were displays throughout the library highlighting the free services available from the library.

- The Library Board of Trustees presented several programs as part of the Library's 75th Anniversary celebration. A representative of Johnson Brunetti offered retirement and estate planning information during Money Week. A concert sponsored by *Farmington Bank* featuring the band *Simply Swing* was held at the end of the month with over 175 people attending. The board is continuing to plan more events throughout the summer. An anniversary celebration will be held on September 14 with NYT best selling author William Landay as the guest speaker. The Board is also busy planning for its annual fundraiser the 18th *Annual Newington Library 5K Challenge* road race to be held on Sunday, May 18.
- The Friends of the Library were very busy preparing for the spring book sale that will be held at the Senior and Disabled Center on May 2, 3, and 4.
- In April, 67 programs were offered to 1,818 children. In addition to the many regularly scheduled story times, class visits and outreach visits that always keep the staff very busy, special programs were offered especially during vacation week. Gary Pozzato's *Go for the Stars* program with his NASA designed robot drew a big crowd. A *Dance Party* with a bubble machine and revolving ball was a big hit with the younger kids and vacation week ended with showing of the very popular movie *Frozen*.
- Programs for teens & adults numbered 17 to a combined audience of 485. Highlights of adult programs included, *Care & Pruning of Trees and Shrubs*, *Total Healing with Dr. Raider*, and *Networking Made Easy with Carol Mon*. Two showings of the movie *Saving Mr. Banks* were filled to capacity.
- During April vacation week, the library is seeing a slight change in circulation, building usage and program attendance. One factor may be that more people are planning vacations out of town in April rather than February because the February vacation has been shortened to a few days.
- The Connecticut Library Association annual conference was held on April 28 & 29 with several staff attending. Bailey Ortiz, the co-chair of the Young Adult section of the Connecticut Library Association organized two programs for the conference.
- The Newington Chamber of Commerce Women's Networking Group held their monthly meeting at the library. It was a very fun and informative way to start the work day.
- Use of downloadable media continued to be every popular. 201 digital magazines were downloaded in April. *Us Weekly*, *Weight Watchers*, *O*, *Oprah Magazine* and *iPhone Life* were the top downloads. 2,968 ebooks including children's *Tumblebooks* and audio books were downloaded. 101 songs were downloaded from *Freegal*. *Freegal* also offers free streaming as part of the service. 409 songs were streamed during the month. Popular online resources being used by our patrons included *Consumer Reports*, *Morningstar*, *Atomic Training*, *Mango Languages* and *PebbleGo Animal and Earth and Science databases*.
- In facility related issues, there were several leaks near the windows in the Children's Department during the unusually heavy rainstorm in April. The Facilities department is looking for a solution to prevent future leaks. There are still ongoing issues with the cleaning service. Tasks outlined in the contract are not always being done.
- Alyssa LaCross was hired as the new part-time teen library technician. She began at the end of April. Alyssa is currently a student in Simmons College Library and Information Science graduate program. Testing was held for the part-time reference/technology position. Six people will be interviewed in May.
- Finally, the public is beginning to find the donation bin for Human Service's Food Bank. A volunteer from the Food Bank has stopped over several times to collect the donations.
- Topics of note that were researched this month included:
 1. The cause of blocked arteries.
 2. What to eat when you are being treated for cancer.
 3. DVDs in Passover.
 4. Author Debra Fraser books as she is visiting the schools.
 5. "That books that the President read on Easter"- *Where the Wild Things Are*

MONTHLY CIRCULATION REPORT				
APRIL 2014				
	2014	2013	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	20,191	20,721	-530	-2.56%
CHILDREN	10,753	10,164	589	5.79%
YOUNG ADULT	868	1,000	-132	-13.20%
DVD'S	6,649	7,232	-583	-8.06%
Digital Services				
DOWNLOADABLE BOOKS	2,357	690	1,667	241.59%
DOWNLOADABLE MAGAZINES	201	305	-104	-34.10%
DOWNLOADABLE MUSIC#	510	0	510	
DOWNLOADABLE MOVIES#	2	0	2	
E-READERS	14	7	7	100.00%
Other				
MUSEUM PASSES	79	95	-16	-16.84%
TOTAL CIRCULATION	31,812	31,885	-73	-0.23%
CUMULATIVE CIRCULATION YTD	322,398	321,348	1,050	0.33%
DAYS OPEN/MONTH	28	30	-2	-6.67%
AVERAGE DAILY CIRCULATION	1,136	1,063	73	6.90%
PATRON COUNT	17,312	19,709	-2,397	-12.16%
AVG. PATRON COUNT PER DAY	618	657	-39	-5.89%
SELF CHECKOUT CIRCULATION	443	185	258	139.46%
TOTAL # CARDHOLDERS	11,604	11,977	-373	-3.11%
SUNDAY CIRCULATION	1,491	2,208	-717	-32.47%
SUNDAY PATRON COUNT	828	1,398	-570	-40.77%
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	5,174	5,807	-633	-10.90%
TOTAL COMPUTER USE^	4,320	4,848	-528	-10.89%
TOTAL DATABASE SEARCHES*	40,616	21,539	19,077	88.57%
WEBSITE VISITS	7,050	7,354	-304	-4.13%
INTERLIBRARY LOAN—LOANS				
	897	887	10	1.13%
INTERLIBRARY LOAN--BORROWS	687	751	-64	-8.52%
PROGRAMS CHILDRENS	67	69	-2	-2.90%
PROGRAMS CHILDRENS ATTENDANCE	1,818	1,955	-137	-7.01%
PROGRAMS TEEN	4	7	-3	-42.86%
PROGRAMS TEEN ATTENDANCE	8	44	-36	-81.82%
PROGRAMS ADULT	13	14	-1	-7.14%
PROGRAMS ADULT ATTENDANCE	477	452	25	5.53%
NOTARY TRANSACTIONS	15	19	-4	-21.05%
VOLUNTEER HOURS	128	144	-16	-10.80%
MEETING ROOM USAGE-OUTSIDE GROUPS	19	22	-3	-13.64%
MEETING ROOM USAGE-LIB. PROGRAMS	66	64	2	3.13%
STUDY ROOM USAGE	207	254	-47	-18.54%
TOTAL LIBRARY HOLDINGS (ITEMS)	181,493	177,890	3,603	2.03%
#These services are new this year				
*These figures are being investigated				
^includes iPads added in 11/13				