



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: December , 2012
Re: Monthly Report – November 2012

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, MidState and CTCMA meetings.
- Mr. Salomone continued work related to the AFSCME union contract negotiations.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.
- Mr. Salomone participated in interviews with final candidates for the Police Officer position.
- Mr. Salomone continued to meet with police officials to oversee security detail and address resident issues related to the nursing home strike on Church Street. Mr. Salomone has also been in contact with area residents affected by the strike and has met with various residents to address their concerns.

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	80.8	\$ 3,489.19
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 658.58
ROAD MAINTENANCE	4.0	\$ 166.68
TRAFFIC DIVISION	8.0	\$ 318.24
STORM SANDY	160.9	\$ 6,640.98
GRINDING	16.7	\$ 602.08
FENN ROAD - MILL/PAVING	7.5	\$ 309.28
TOTALS	293.9	\$12,185.03
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Football Game	8.0	400.00
Graves	28.0	1,000.51
Leaves	287.0	11,879.00
TOTALS	323.0	\$ 13,279.51

POLICE DEPARTMENT	12-13 Budget Overtime Appr.	Overtime Expended 12-13 YTD	11-12 Budget Overtime Appr.	Overtime Expended 11-12 YTD
Administration	\$ 6,734.00	\$ 1,904.01	\$ 6,998.00	298.17
Patrol	592,745.00	326,435.54	563,361.00	90,913.50
Investigation	77,582.00	19,063.05	73,567.00	8,146.00
Communication	117,787.00	78,403.02	107,966.00	29,224.40
Education/Training	107,795.00	29,292.64	100,698.00	17,854.15
Support Services	40,751.00	10,416.09	40,452.00	3,167.40
Animal Control	<u>7,548.00</u>	<u>1,090.12</u>	<u>9,567.00</u>	<u>599.76</u>
Total	\$873,360.00	\$466,604.47	\$ 900,609.00	\$ 150,203.38
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 17,435.23	\$ 29,225.00	\$ 2,532.65
Snow and Ice Control	137,119.00	21,333.07	137,119.00	0
Traffic	8,684.00	2,559.86	8,684.00	1,121.80
Vehicles and Equipment	28,981.00	12,098.18	29,981.00	1,762.99
Leaf Collection	<u>55,937.00</u>	<u>38,401.53</u>	<u>55,937.00</u>	<u>0.00</u>
Total	\$259,946.00	\$ 91,827.87	259,946.00	5,417.44
PARKS AND GROUNDS				
Parks and Grounds	\$142,799.00	\$ 46,447.19	\$ 142,799.00	\$21,956.44
Cemeteries	<u>15,635.00</u>	<u>5,945.87</u>	<u>15,635.00</u>	<u>937.667</u>
Total	158,434.00	\$ 52,393.06	\$ 158,434.00	\$22,894.11

PERSONNEL

- An internal posting for the Equipment Operator III position was posted on October 24 with a closing date of October 31, 2012. Four internal applications were received. The testing process will commence in November.
- Katrina Beaudoin was appointed to the Revenue Clerk (C6) position effective November 13, 2012.
- Richard Petowski was appointed to the Police Officer position, effective December 3, 2012.
- Brendon LaChance was appointed to the Police Officer position, effective December 19, 2012.
- Deborah Monde and Ryan Sheehan were appointed to the part-time Animal Control Officer positions, effective November 19, 2012.

RISK MANAGEMENT

2012-13 Blue Cross/Blue Shield Plan Year

The fourth month of the 2012-13 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2012-13 plan year were estimated at \$666,755. The total paid claims for October 2012 were \$710,807. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through October 2012</u>		
	<u>Town</u>	<u>Board of Education</u>	<u>Total</u>
Estimated Claims	672,344	1,994,676	2,667,020
Actual Claims	655,559	2,310,122	2,965,681

FACILITIES MANAGEMENT

- The Facilities Manager attended the Town Hall Building Committee meetings during November and also attended an energy seminar to evaluate the potential for energy savings at Town facilities.
- The facilities group completed 38 formal work orders during the month of November at the various Town Buildings.
- The skylight repairs in the library were completed as scheduled during November and the interior work to repair the water damages will be started after the December holidays.
- Preliminary designs for security upgrades began in July for the Library and Senior Center. Items reviewed included new security cameras and keying systems for the buildings. New cameras were to

be installed during October after the IT group had verified the necessary hardware needed for their connection to the Police department system but this has been delayed due to work load within the IT group. (No change).

- Transition Academy Roof Replacement: Designs were completed by the facilities director for this roof replacement and bid proposals were received and reviewed but the project cannot begin until the BOE has determined the status of state funding that may be allowed. As a result, this project may not be undertaken until spring due to the weather. (No change).
- Fire Company #1: The Facility Manager negotiated a contract to repair the roof and gutter problems at Company #1 and also awarded a contract for the replacement of the windows in the fire station. This work began in November and is scheduled to be completed during December and early January.
- CIP Projects: The Facility Manager worked on compiling a list of capital projects with estimates for the Town Buildings to submit to the Town Manager during the month.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 37 requests for service via the Internet, blocked 112 spyware applications, blocked approx 23,618 unsolicited SPAM email messages from being delivered and stopped 1,665 viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 72 formal work orders.
- The Town's website had approximately 24,440 visits during the month, 61,471 page views with an average of 2.52 pages viewed per visit. The Town, Library, and Site Search and Assessor's Office were the most frequently visited pages.
- Provided support to Registrar of Voters for 2012 Elections.
- Mr. Paul G. Boutot, Director of Information Technology and Mr. Thad Dymkowski, GIS Technician attended a software demonstration hosted by the Town of South Windsor. Town staff demonstrated an in-house/ third party developed application that helped the town manage Leaf Collection, Service Reporting and Emergency Operations Center events.
- Mr. Dymkowski met with the Town of Wethersfield to review and discuss their Geographical Information System needs. The Town of Wethersfield is weighing available options with regards to outsourcing its GIS needs. Information Technology will be providing the Town of Wethersfield with a report on various costs associated with keeping their GIS program in-house, maintaining it on third party cloud computing resources and/ or working with another community to off-set costs.
- Information Technology staff worked Capitol Improvement Program and Operating Budgets for the upcoming fiscal year.

FINANCE

Accounting and Administration

- The 2013-14 budget module was activated during the month for entry by Town departments.
- Public safety volunteer stipends were processed during the month.
- Financial statements for the 2011-12 audit were finalized and forwarded to the Town's auditors.
- On November 19th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program and Mark Shegoski and Ashley Martella of UBS reviewed the third quarter results of the Town's OPEB Trust and pension funds.
- Contract negotiations continued during the month with AFSCME.

The Town received the following major grants during the month: first installment (25%) of Municipal Revenue Sharing in the amount of \$182,106 and a large portion of the FEMA reimbursement for the October 2011 Snowstorm in the amount of \$1,351,994. Per the auditor's, this reimbursement was recorded as revenue in the 2011-12 fiscal year. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

11/30/2012

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2012-13</u>	<u>Year to Date</u>	
General Fund	\$100,000	\$13,590	\$14,936,899
Special Revenue Funds	1,357	1,818	2,294,170
Capital Projects Funds	400	502	608,053
Internal Service Fund	3,004	1,781	3,503,599
Trust and Agency Funds	632	650	1,051,067
TOTAL, ESTIMATED BY FUND			\$22,393,788

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

11/30/2012

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.23	0.18	2,819	2,819	\$13,132,813
CLASS PLUS	0.02	0.02	48	48	2,790,634
Bank North	0.20	0.20	1,393	1,393	4,224,932
People's Bank	0.05	0.05	85	85	2,010,801
Sovereign	0.30	0	38	0	234,608
Total Outstanding Investments					\$22,393,788

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of November.
- Major work on the October 1, 2012 grand list continued. The office will be involved in this process right up until January 31, 2013. The process included the item listed below:
- Approximately 1,100 personal property declarations were received. The Assessor's office processed over 900 of those personal property declarations during the month.
- All Inspections of properties with building permits were completed. Approximately 50% of those properties were entered into the CAMA system. The pricing of the remaining properties will be done in the next two months.
- The supplemental motor vehicle list was received from the Department of Motor Vehicles. Most of the vehicles were priced by staff. This list was worked on for the entire month. The DMV issued several updates and changes to the data base which made this process much more timely than in past years. The regular October 1, 2012 motor vehicle list will be received from DMV by mid December.
- The Assessor and Town Attorney were in court with the appeal of four significant commercial properties during November. The court cases involved Stew Leonard's, CVS, Stop & Shop on Fenn Rd., and the tennis facility on Prospect Street. These court cases are from the October 1, 2011 revaluation.

Revenue Collector

- Collections for November on the 2011 Grand List amounted to \$333,854 and back tax collections were \$41,064.
- The collection rate through November was 54.5% which was 1% ahead of last year.
- Some delinquent Motor Vehicle accounts went handed over to the Town Constables and a State Marshall for collections.
- Tax Sale properties are moving forward with a sale date for February 6, 2013.

TOWN CLERK

- 593 documents were filed on the land records during November. \$88,062 was collected in State conveyance tax and \$24,484 was collected in Town conveyance tax.
- There were 65 property transfers totaling \$9,715,390.
- There were four residential sales each over \$300,000.
- Property at 3260-3280 Berlin Turnpike sold for \$3.35 million dollars from 3260 Berlin Turnpike LLC to Kleban Newington LLC.
- Land record volume has increased 25% over last November and revenue is up 16% from a year ago.
- There were sixteen Foreclosure Registrations filed during the month. For clarification, it is important to know that a foreclosure registration is not the same thing as an actual foreclosure. The registration document is filed pursuant to legislation enacted on 10/1/11 which indicates a *commencement to begin foreclosure action*. There is not a clear and easy way to determine how many of these registrations actually result in foreclosure.
- The staff certified 81 copies of vital records during the month. Thirteen burial permits and six cremation permits were issued.
- Six Notary commissions, four Trade Names and five Liquor Permits were catalogued.
- 185 mortgages, 12 liens and 257 releases were recorded.
- October into November was a challenging time for the department. The 2012 Presidential Election presented many challenges culminating on Election Day. In hindsight there was not enough office coverage to issue Presidential ballots. The two volunteers who assisted were very helpful and efficient once they were trained by the Registrars of Voters and they became familiar with the State-wide voter registration system. Establishing a smooth process for voters took more time than anticipated creating some confusion at the start of the day. As a positive, the Town Hall staff that assisted was very helpful and upbeat.
- Following the election, State statute mandates that the Town Clerk must file with the Secretary of the State a consolidated listing, in tabular format, of the official returns of each voting district for all offices voted on, including the total number of votes cast for each candidate and the total number of names checked as having voted in each district. The Town Clerk must certify that she has examined the lists transmitted by the Registrars and Head Moderator to determine if there are any discrepancies.
- This task was extremely difficult and time-consuming. The Town Clerk is no longer required to accept district returns on Election night and therefore has no first-hand knowledge of how the election returns were calculated and reported. The eight Moderators' Returns are submitted by eight voting districts to a Head Moderator; they are also individually reviewed on Election night by the Registrars of Voters. A process conducted by eleven different people must ultimately be reviewed by one Town Clerk who has no stake in the process. This is an overwhelming task and a tremendous concern amongst all the Connecticut clerks.
- Further adding to the confusion was the fact that Election officials were not given adequate training in calculating the category of "Unknown" votes. This oversight resulted in the Town Clerk having to recalculate all of the return votes a second time and then issuing an amended report to the Secretary of the State. As all of the Connecticut Registrars and Town Clerks review their individual duties, it is hoped that some of these issues can be resolved collaboratively.
- The Town Clerk conducted a Public Lottery on November 15th to determine appointments for justices of the peace for those electors who are not members of a major political party and who submitted a proper application to the Town Clerk in a timely manner.

<u>DATA SUMMARY NOVEMBER 2012</u>				
	<u>Nov. - 12</u>	<u>Nov. - 11</u>	<u>FY 12/13 to Date</u>	<u>FY 11/12 to Date</u>
Land Record Documents	593	427	2825	2164
Dog Licenses Sold	23	15	434	369
Game Licenses Sold	17	18	135	107
Vital Statistics				
Marriages	22	21	108	109
Death Certificates	21	38	121	148

Birth Certificates	22	32	104	144
Total General Fund Revenue	\$ 43,464.12	\$ 31,067.75	\$201,154.24	\$174,576.39
Town Document Preservation	\$ 1,104.00	\$ 842.00	\$ 5,342.00	\$ 4,050.00
State Document Preservation	\$ 1,106.00	\$ 842.00	\$ 5,356.00	\$ 4,052.00
State Treasurer (\$26 fee)	\$ 19,836.00	\$ 15,156.00	\$ 95,904.00	\$ 72,864.00
Locip	\$ 1,653.00	\$ 1,263.00	\$ 7,992.00	\$ 6,072.00
State Game Licenses	\$ 241.00	\$ 283.00	\$ 1,798.00	\$ 1,490.00
State Dog Licenses	\$ 155.00	\$ 113.00	\$ 2,748.00	\$ 3,915.50
Dog Licenses Surcharge	\$ 50.00	\$ 36.00	\$ 958.00	\$ 840.00
Marriage Surcharge	\$ 76.00	\$ 152.00	\$ 646.00	\$ 798.00
Grand Total	\$ 67,685.12	\$ 49,754.75	\$321,898.24	\$268,657.89

POLICE DEPARTMENT

- The Entry Level Police Officer hiring process is continuing. Of the three candidates who received Conditional Offers of employment, two have been hired, Richard Petoskey will begin employment on December 3rd and Brendon LaChance will begin on December 19th. They will be entering the Police Academy in early January. The third candidate may be hired for the April Academy if we have another opening. Three additional candidates are continuing in the background phase of the process.
- The police department has hired two part-time Animal Control Officers. Deborah Monde and Ryan Sheehan started their ACO training on November 26th.
- The Police Department received a grant from the Department of Transportation for \$2,400 for Holiday Click it or Ticket enforcement.
- Patrol Calls for November are as follows:

ALARMBURG	131	F/OTHER	11	NOISE	19
ALARMHOLD	5	F/STRUC	6	OPENDOOR/WIN	5
Animal	36	FINGERPRINT	24	PARKINGVIOL	60
ASSAULTIP	4	FIREWORKS	2	PistolPermTemp	17
ASSAULTREP	2	Follow-Up	64	PROPFOUND	5
ASSIST	30	GUN	2	PROPLOST	1
BADCHECKNSF	2	HARASSMENT	15	RECOVEREDMV	1
BreachIP	9	HAZARD	48	SERVSUBPOEN	2
BREACHREP	3	ILLEGALDUMPING	2	SERVWARRANT	35
BURGREP	6	INTOXICATED	8	SEXASSAULTRE	1
CARSEAT	5	JUVCOMP	14	SHOTS	1
CHECK	83	K9	28	SpecDetail	54
CLEARLOT	1	K9OTHER	5	STOLENMV	10
COURT	21	LAND/TENANT	1	SUICIDEATT	1
CRIMMISGRAF	4	LarcFromMV	15	SuspiciousIP	108
CRIMMISREP	8	LARCIP	12	SuspiciousRep	29
CSO	8	LARCREP	40	TESTPOLICE	1
CUSTOMERIP	4	Location	320	THREATIP	2
CUSTOMERREP	3	LOCKOUTMV	1	THREATREP	1
DOG	31	LOCKOUTRESID	4	Tow	13
DOMESTICIP	26	M	190	TOWNORD	1

DOMESTICREP	7	MISSING	6	TRAFFIC STOP	419
DRUG	8	MVABAND	1	TRESPASSIP	4
DUI	6	MVAEvading	12		
EDP	8	MVAINJURY	19		
ESCORT	28	MVAProp	134		
F/Alarm	15	MVASSIST	65		
F/EXTRICATION	1	MVComplaint	45		
F/HAZMAT	3	NEIGHBOR	14		
				TOTAL FOR NPD	2,284

Patrol Investigations

- Investigations and calls by Patrol Officers in November included:
 - Patrol Officers were dispatched to a north-end business on the report of a past tense burglary. Upon arrival they spoke with employees of the business. The employees stated that they met with CL&P personnel at the property to turn the power on since the power had been down to the area due to the recent storms. CL&P told the employee that it was odd the breakers were taken off of SNET pole # 3858. The CL&P worker told the complainant that usually the breakers are just left opened and the workers don't actually remove them from the wires. While in the process of turning the power on to 90 Day Street, the CL&P worker told him to go inside and check the main panel to make sure everything was on. When he did this he observed that someone had dismantled the main power panel and cut all of the main electrical wires that feed in from the transformer on the outside of the building to the power panel. After they further assessed the damage, they determined that over 2000 feet of #1 wire that had been recently strung from the main power panel across the ceiling to various sets of lights had been stolen. Approximately 100 feet of 600,000 mcm wire had also been taken. It appears that the suspect(s) entered and exited the business through a window. The wire was then removed throughout the building while the power was shut off. The complainant estimated that the damage to the main power panel would be in the area of \$40,000, and the value of the wire itself would be in the area of \$10,000. The case is still under investigation. The Detective Division was called to the scene to process evidence.
 - Officers were sent to a possible burglary. This was being called in by a neighbor who was watching the suspect and the vehicle. Officers were given a description of a vehicle parked on Revere Drive as being involved and a suspect description of a male wearing a black hooded jacket and black pants behind a house on Richard Street. When officers arrived they found a grey four door as described by the complainant, parked on Revere Drive occupied by a female. She was very nervous and when asked who she was with and where he was she replied that she was with a juvenile and he had gone across the street. The officer then saw a figure wearing a black hooded jacket and black pants walking between houses on Richard Street. This person walked behind the houses and emerged at Richard Streets' intersection with Coronado Drive. The officer directed other responding units to that area and an officer located this individual walking towards the rear of the condos located on Coronado Drive. The juvenile was then detained. Officers then spoke to the complainant directly who indicated that he observed the juvenile walking behind a house empty handed. When he walked back around the house the juvenile had a red one gallon gas can in his hands. The complainant lost sight of the juvenile as he was contacting police. The complainant then observed the juvenile again and the juvenile was not carrying the gas can. The complainant felt the juvenile may have seen the officer talking with the female and left the gas can behind. In a statement later provided by the juvenile, the juvenile stated that he broke into a garage on Richard Street to find gas. The gas was going to be put into the car he was riding in because neither he nor the female operator had any money for gas. The juvenile was later arrested for 53a-102 Burglary in the third degree and 53a-125b larceny in the sixth degree.
- In November, Detective Division personnel:
 - Handled 89 investigations, 63 remain ongoing and 26 were closed by investigative methods.
 - Served 34 arrest warrants, 28 by Patrol Officers and 6 by Detective Division personnel
 - The Detective Division conducted an undercover operation at a local hotel. The operation consisted of undercover detectives contacting prostitutes advertised on an internet website and arranging to meet them at the Holiday Inn. This operation resulted in the arrest of two individuals

for prostitution and narcotics related charges. Twenty-eight year old Kevin Huckaby of Hamden 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 24 year old Shannon O'Brien of Middletown for prostitution, possession of narcotics, and possession of drug paraphernalia.

- In November, the Community Service Officer (CSO):
 - Completed the STEP UP Program with Newington 5th Grade students
 - Provided a presence at voting locations on Election Day.
 - Worked on details for Stuff A Cruiser, to include distribution of flyers throughout town.
 - Sat on an Oral Board Interview for prospective new hires.
 - Attended the Chamber of Commerce Silent Auction at Hawthorne Inn.
 - Attended a Chamber of Commerce Women's Networking Meeting at Raymour and Flanigan.
 - Spoke at a Woods Edge Condominium Complex Meeting to discuss safety, parking/driving, and police response issues in addition to providing security tips and various programs that the police department was looking to get developed in the near future.
 - Attended a Safety Committee Meeting.
 - Initiated a second Stuff-A-Cruiser set for mid-December at Stop and Shop on Fenn Road. This will allow the police department, fire department, and ambulance service to work together this holiday season for less fortunate Newington residents.

UCR/NIBRS Selected Crimes

Type of Crime	<u>October 2012</u>		<u>October 2011</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	0	0	0	0
Robbery	2	\$1,556	2	\$207
Assault	10	0	7	0
Burglary	8	\$15,120	10	\$58,034
Larceny Theft	63	\$36,813	61	\$25,658
Auto Theft	5	\$97,200	5	\$48,000
Totals	88	\$150,689	84	\$131,899

- In October 2012, the Police Department arrested 73 adults: 12 for assaults, 4 for burglary, 1 for arson, 1 for forgery, 1 for vandalism, 12 for narcotic violations, 1 for offenses against family and children, 6 for DUI, 6 for larcenies, and 18 for other miscellaneous offenses. The Department also referred 2 persons under the age of 18: for criminal acts; 1 for assault, and 1 for burglary.

Police Department Overtime

- Comparison
 - OT October \$ 99,267 (2 paychecks)
 - OT November \$ 131,847 (3 paychecks)
 - Total increase \$ 32,580
 - There were 2 recruits at the Police Academy in November, one officer on light duty, and one officer on Active Military Leave. These vacancies in Patrol have an impact on the overtime. November had 3 pay periods instead of the normal 2, averaging the pay period in overtime at \$43,949, lower than October's average pay period.
 - Administrative overtime of \$258 is a decrease of \$259.
 - Patrol overtime of \$91,342 is an increase of \$26,683. Overtime included coverage for two vacant shifts due to retirement, two officers on various leaves, two holidays (\$21,500), and 3 payperiods.
 - Detective Division Overtime of \$2,030, is a decrease of \$4,877, this includes \$1,000 for holiday overtime. Overtime included evidence processing and investigations.
 - Communications overtime of \$11,959 is a decrease of \$4,206. Overtime costs include coverage for a dispatcher vacancy while new dispatcher is being trained, and two holiday pays (\$4,100).

- Education overtime of \$13,917 is an increase of \$6,106 for training classes. Training included overtime for training a new dispatcher and training for officers.
- Support Services overtime of \$2,947 is a decrease of \$102. Overtime included a Youth Adult Council meeting, and holiday pay.
- ACO overtime of \$159 is a decrease of \$53. Overtime was for one call out.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of November, 2012. During this period fire department members responded to 53 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	November 2012	5 Months Activity
Residential	11	59
Commercial, Industrial, Office	2	14
Hospital, School	2	6
Vehicle	0	8
Rescue, Police Assistance	7	19
Dumpster, Rubbish, Grass, Brush, Leaves	4	13
Hazardous Materials/Clean up	4	13
Investigative Alarm	9	88
False Alarm	7	12
Mutual Aid/Standby	0	6
Carbon Monoxide Investigation	7	27
Water Related Incidents/Pump-Outs	0	13
Total	53	278

Training Summary

Multi-Company Training	#2 & #4 Scott Packs	54 hours
	#1 & #3 Scott Packs	67.5 hours
Officer Training	Size-ups & Fire Simulator	54 hours
Driver Training	Road Time	20 hours
Company Training	Cross Training – Engine #3	16 hours
	Hydrants	2 hours
	Engine Equipment Placement	16 hours
Capitol Region Training		15 hours
Company Training	Ladders, Ropes & Knots	12 hours
Fire Instructor Course CFA	2@ 56 hours each	112 hours
Fire Officer Course CFA	2@ 96 hours each	192 hours
Task Force Training		7 hours
Total		568 hours

FIRE MARSHAL

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

INSPECTIONS	12
INSPECTION FOLLOW-UPS	20
PLAN REVIEW	4
JOB SITE INSPECTIONS	2
FIRE INVESTIGATIONS	2

FIRE ALARM TROUBLE	2
COMPLAINTS	2
HAZ/MAT	0
BLASTINGS	0

Incidents:

- An electrical fire at a Berlin Turnpike Motel caused extensive damage to the room of origin; no injuries were reported.

Fire Marshals Activities:

- Responded to 22 fire calls during the month.
- Conducted a cause and origin investigation at 2152 Berlin Turnpike.
- Met with the Safety Officer for Middlesex Corporation to tour the Hartford/New Britain Busway construction site and review emergency plans.
- Attended the monthly meeting of the Newington Board of Fire Commissioners at Station #2 Richard Street.
- Accepted an invitation to attend the monthly Men's Club Luncheon at Cedar Mountain Commons.
- Attended the monthly town hall staff meeting.
- Attended the quarterly Employee Health and Safety Committee meeting at town hall.

HIGHWAY DEPARTMENT

Administration

- Attended various staff meetings
- Managed the transition of new contracts/vendors for refuse recycling/collection
- Met with residents to discuss various issues and concerns
- Continued meetings regarding AFSCME contract negotiations
- Conducted annual employee hearing tests
- Attended UConn sponsored class on the Liability of Public Works, Pavement Preservation and Commercial Vehicle Regulations

Roadway Maintenance

- Crews continued with the Town wide leaf collection
- Highway operators continued with Landfill material processing
- Continued with branch and curb pick up
- Repaired and cleaned several storm water catch basins
- Continued with Town wide litter and graffiti control
- Operator assisted bid awarded outside contractor loading leaves at landfill for removal
- Highway personnel dispatched for two snow events for a total accumulation of 3.9 inches for the month

Traffic Division

- Assisted Highway crews with annual Leaf Collection Program
- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Police Department installing speed boxes
- Relocated voting machines for Election Day November 6th

Fleet Maintenance

- Mechanics assisted with the Annual Leaf Collection Program in maintaining equipment and assisting leaf collection crews in driving and raking as needed
- Plows/trucks serviced and sanders installed (8 trucks prepared and available for snow plowing operations for the two snow events during the month)
- Began Fire Department apparatus services
- Continued the outfitting of one (1) new police vehicle along with services and repairs
- Performed routine preventative maintenance along with emergency repairs on all Town vehicles and equipment

Sanitation/Recycling/Landfill

- Scheduled 416 residential bulk items for collection

- Scheduled 34 condominium bulk items for collection
- Scheduled 23 condo/residential scrap metal items for collection
- 2,986 tons of cumulative Municipal Solid Waste were collected from July 1 through October 31, 2012
- 928 tons of cumulative recyclables were collected from July 1 through October 31, 2012
- 538 mattresses collected from July 1 through October 31, 2012
- Issued 27 permanent landfill permits and 7 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission Actions

Regular TPZ Meeting on November 14, 2012:

- Approved request for Site Plan Approval for new walk-in clinic at 49 Fenn Road. A Walk-In Medical Center LLC, owner/applicant.
- Approved, with conditions, request for Modification to Approved Grading Plan at 712 Cedar Street, to encroach onto National Welding property. Fenn Road Associates LLC, owner/applicant.

Regular TPZ Meeting on November 28, 2012:

- Approved request for Special Exception (Section 3.11.6: Restaurant) for “Mooyah’s” at 28 Fenn Road. Mooyah Fenn LLC, applicant.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- November 2: attended preconstruction staff meeting with developers of “Morningside Condominiums”.
- November 7: met with Packard’s Way developer to discuss driveway grades.
- November 9: met with Town Attorney regarding Toll Bros project.
- November 28: met with party looking to lease space in Newington for religious congregation.

CTfastrak/Amtrak Corridor Planning:

- November 1: visited site of every proposed CTfastrak station with ED Director to document amount of parking.
- November 15: participated in meeting between chairman of Newington Disabilities Commission and DOT staff to discuss shuttle bus access to CTfastrak stations.
- November 20: prepared suggested invitee list for DECD “Challenge Grant” event.

Grant-Writing Activities:

- National Welding Property:
 - November 1-30: worked on brownfield funding application.
 - November 26: met with GIS staff to prepare mapping for brownfield funding application.
- 2013 Small Cities Grant Application:
 - November 26: met with Town Manager and grant consultant to plan upcoming grant application.

Miscellaneous:

- November 13: spoke at Cedar Mountain men’s club luncheon.
- November 13: met with ACHIEVE committee.
- November 20: met with Tax Assessor staff to discuss citizen’s request to merge abutting parcels.
- Received and replied to approximately 33 phone calls from citizens and applicants seeking information on zoning and other land use issues.
- Received and replied to approximately 64 emails from citizens and applicants seeking information on zoning and other land use issues.

TOWN ENGINEER

- During the month of November there were 19 excavation permits issued as follows:
 - 2 Driveways
 - 14 Gas Service
 - 1 Gas Main Extension
 - 2 MDC (water/sewer) laterals
- Engineering staff assisted multiple applicants in the preparation of Inland Wetland applications. The Town Planner continued to assist with the administration efforts for Agent Approval applications.

- The Town Engineer attended a D.E.E.P. Municipal Inland Wetland seminar. Completion of this seminar (Segment III) was the final in a series of seminars for the “Municipal Inland Wetland Commissioners Training Program”.
- The Town Engineer participated and provided technical support at (2) Inland Wetland meetings this month. The Toll Brothers development for the Russell Road parcel continued the public hearing phase of the application process. The Town Engineer and staff coordinated three (3) additional meetings including site walks for the respective experts (geological/blasting, ecological and “ERT” (ecological review team.)
- 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. A semi-final inspection was conducted for the Mill Street Extension project.
- Engineering staff continues to meet with a number of residents (monthly), discuss and perform site analysis as it relates to future Inland Wetland applications.
- Engineering staff continues to monitor the Victory Gardens (Veterans Drive) construction project. The project currently involves the installation of utility lines (sanitary) and building foundations.
- Engineering provides support to Public Works for inquiries as they pertain to drainage (easements), street line, record (plot) plans, etc. Additionally, some inquiries have resulted in field reconnaissance and survey as needed.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer attended a seminar on “Paving Techniques” offered by UConn T2.
- Town Engineer participated in the monthly public works meeting.
- Engineering staff participated in a busway project meeting.
- Engineering staff participated in a pre-construction meeting for the “Morningside Development” located on Deming Road.

BUILDING DEPARTMENT

- Mechanical Permits were issued for 8 buildings on Victory Way. This is for the housing for homeless and disabled veterans.
- Plumbing Permits were issued for 25 Victory Way, 15 Victory Way and 50 Victory Way.
- An Electrical Permit was issued for 25 Victory Way for complete wiring for a fire alarm, smoke detection and meter mods.
- A Building Permit was issued for a building shell for Dibella’s Restaurant to be located at 3583 Berlin Turnpike.

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

- R. Smith - 2009 IECC Residential Training – November 29, 2012
- D. Zwick - Means of Egress – November 6, 2012
- Retaining Walls – November 15, 2012
- Handling Media – November 20, 2012
- Fire Investigation – Documentation of Electrical Systems – November 21, 2012
- A. Hanke - Retaining Walls – November 15, 2012
- Fire Investigation – Documentation of Electrical Systems – November 21, 2012

Building Department activity for the month of November was as follows: The Inspectors completed a total of 174 Inspections. They were: Above Ceiling (1), Apartment Inspection (7), Boiler (6), Complaint (3), Decks (4), Electrical (15), Final (33), Footing (6), Foundation (4), Framing (2), Gas Line (32), Hot Water Heater (1), Housing Code (1), Incident Report (2), Insulation (8), Pools (2), Roofing (7), Rough (31), Siding (1), Site Visit (1), Sill (1), Slab (4), Tank (2).

The total number of Building/Renovation Permits issued for the month of November was **153** producing a total permit value of **\$1,998,074.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	15	225,454.00
DECK	1	6,500.00
DEMOLITION	0	0.00
ELECTRICAL	39	226,310.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	7	10,450.00
GARAGE / SHED	3	5,195.00
MECHANICAL	40	1,078,528.00
NEW COMMERCIAL	1	179,760.00
NEW RESIDENTIAL	0	0.00
PLUMBING	24	141,352.00
POOL	0	0.00
ROOFING / SIDING	15	101,445.00
SIGN	8	23,080.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	153	\$1,998,074.00

The total Building income fees received in the month of November was **\$24,738.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$850.00, Environmental \$300.00, Conservation \$550.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$46.00, Driveway / Excavation \$900.00, Engineering copies \$42.00. The other total income is \$2688.00

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

	<u>2012</u>	<u>2011</u>
Value of Permits issued for November:	\$1,998,074.00	\$1,673,776.00
Fees for Permits issued for November:	\$24,738.00	\$18,509.00
Other income Fees for November:	\$2,688.00	\$1,102.00
Building Permits Issued for November:	153	123

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

<u>2011-2012</u>		<u>2010-2011</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$17,467,909.00	\$194,287.50	\$7,582,369.00	\$77,280.00

HUMAN SERVICES

- November was filled with holiday activities, both with our annual Thanksgiving food basket distribution and continued preparations for the December gift distribution.
- Close to 400 households received Thanksgiving baskets.
- The Food Bank assisted 153 households, with 723 bags of groceries distributed. More than 150 households benefited from clothing offered during the Thanksgiving distribution, as many families only come for assistance during the holidays.
- The Outdoor Market served 150 households on 2 days this month.
- The Special Needs Fund assisted 13 households with 13 bills, 5-medical, 5-utility and 3- housing related bills. 8 were for senior residents.
- The Social Casework Program had an active caseload of 92 with 22 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, health insurance, and

domestic conflict. Staff followed up on several police referrals related to emergency medical and mental health needs.

- The Youth and Family Counseling Program handled a caseload of 26, with 9 new cases. Contractors provided 61 clinical therapy sessions and made 26 contacts with families and other agencies.
- Fall SCORE programs continued this month with a full schedule. Good attendance was consistent and weather cooperated.
- November ROPE went very well, with discernable progression for both schools as they transitioned through in-class days to the final day at the challenge course.
- The 8th Grade ABC program went rock climbing at Wolf Rock, learning difficult skills for top-rope climbing and belaying (with adult back-up). Consistent participation continues.
- The Newington Challenge Course wrapped up for the season and we continue to book for 2013.
- The high school Self-Awareness group continues to have the misfortune of bad weather for scheduled field trips and community service projects. An in-class session was held.
- 2 people provided community service hours, totaling 30 hours. One person will continue for another 25 hours in December.
- Kelly Urbanowicz, Clinical Services Coordinator, has streamlined the clinical case files by providing more universal documentation format and forms. Kelly met with SEAN parents to introduce herself and offer assistance for families/children with special needs. She continues to get involved and oriented in different programs, various community providers and is building her clinical caseload. Kelly attended several trainings & workshops.
- Some of our college student interns are wrapping up their semester with us. One will continue through May, while other interns join us for the spring semester.
- There were no youth brought before the Juvenile Review Board this month.

NOVEMBER 2012 Statistics

	FY 12-13 Undp. Total This Month	FY 12-13 Undp. Total Last Month	FY 12-13 Cum. Undp. Total YTD	FY 11-12 Cum. Undp. Total YTD
Selected Programs				
Youth and Family Counseling	25	19	90	84
Positive Youth Development	197	278	1370	1468
Information and Referral	201	198	834	2969
Social Casework Cases				
Under 55 = 31				
Over 55 = 61	92	95	459	189
Food Bank Households	153	151	743	708
Special Needs	13	12	50	73

SENIOR AND DISABLED CENTER

- The Senior and Disabled Center was selected as one of five Centers in the nation to participate in a project with the National Council on Aging to co-develop and pilot an Aging Mastery Program. The project, funded by the MetLife Foundation, will educate, encourage, and support older adults to improve their health. The Center was selected because of a demonstrated commitment to and track record of healthy aging programs.
- The Center's premiere event of the year, EXPO, was held on November 9th. With 53 vendors offering exhibits, demonstrations and screenings to approximately 300 attendees, the event was a resounding success.
- On November 29th, UConn PharmD students gave a presentation about hypertension prevention and treatment. The presentation was very informative and attendees had opportunity to ask lots of questions. The students will return with a presentation about food/drug interactions.

- The regular Friday at the movies went big time on November 30th with a special feature of Chevy Chase's Christmas Vacation on the big screen and fresh popped popcorn.
- CHOICES volunteers Bob Frietag and Dennis Doyle along with certified staff continued to provide assistance with Medicare Part D and will do so until December 7th, the end of open enrollment.
- The Energy Assistance Program is in full swing with Coordinator Karen Halpert taking applications on a full time basis. She is assisted by a student intern and by Center administrative staff.
- Center Director Dianne Stone attended meetings of the Aging in Place Task Force at the Capitol this month. The Task Force was created by the Legislature to identify and prioritize issues that impact aging in place in Connecticut and will wrap up in January. Ms. Stone also attended a meeting of the Americans with Disabilities Act Coalition of Connecticut (ADACC) as a newly appointed Board member. Ms. Stone was nominated by Commission on Aging and Disability Chair Bill DeMaio. Ms. Stone represented ADACC at the exhibit hall of the Connecticut Rec and Parks Conference on the evening of November 19th and presented a workshop that morning about aging in Connecticut.
- The Coffee Shop continues to offer pre-wrapped fresh sandwiches and will soon add hot soups. Center staff met with the Vice President of CRT to discuss the progress of the partnership with their nutrition department and the Center. Renovations to the shop area will improve visibility and efficiency.
- The Center roof continues to present problems on rainy days, especially in the vestibule of the doors facing Cedar Street. It is likely that those doors will be closed as an entrance in the spring until the roof is replaced in the next fiscal year.
- The Center currently has 1,984 paid members with an additional 636 residents registered for Dial-A-Ride.
- More than 130 participants have enrolled in the Membership Plus Fitness with 2/3 of them using the room in the month.
- There were 200+ opportunities to participate in programs at the Center in the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 2,873 by 540 people. Dial-a-Ride provided 1,265 trips covering 3,447 miles during regular hours.
- Center staffing was complemented by 766 hours of unpaid service in 276 instances by 66 volunteers.

PARKS AND RECREATION

Administration

- Superintendent met with residents and area business owners to address various issues and concerns as needed.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with the members of the Public Works Committee.
- Superintendent met with other Department Heads on various projects in Town.
- Superintendent attended meetings held by the Building Committee.
- Superintendent submitted 2013-2014 Capital Budget and is working on the Operating Budget.
- Superintendent met with staff and union representatives regarding various personnel issues.
- Superintendent met with the Town Manager's Team related to the AFSCME Union contract negotiations.

Recreation Division

- Parks and Recreation Department staff assisted with preparations to assist with shelter operations during Hurricane Sandy, however due to mild weather the shelter was closed after less than 24 hours of operation.
- Our Winter 2013 Program Guide was distributed to all Newington residents as an insert in the December issue of the Newington Life. New programs include a bus trip to Mohegan Sun Casino (proceeds will support Extravaganza fireworks display), a bus trip to the Bronx Zoo, Let's Gogh Art creativity workshops, new art classes, a new Polar Splash Party special event for students in grades 4-6 and Bar Physique, a new adult fitness class.
- Registration for Winter programs began on Friday, November 30th for Newington residents. Registration for non-residents will begin on December 14th.
- M. Lach met with Gail Whitney from the Newington Chamber of Commerce regarding this year's upcoming 'Night of Lights' scheduled for December 1st.
- S. Glasson and M. Lach attended the Connecticut Recreation and Parks Association's Annual Conference on November 19th and 20th.

- The 4th Annual 'Fat Friday' Zumba Fundraiser was held on Friday, November 22nd. Three instructors and over 30 participants attended. Nearly \$160 was raised to provide holiday gifts for two resident families, and about a hundred non-perishable food items were collected.
- New eligibility requirements were enforced for the Men's Basketball League – the league began 11/29 with 17 teams (compared to 20 last season).
- The Women's Volleyball League began (7 teams – same number of teams as last season)
- A special Youth Basketball Registration Day was held at Dick's Sporting Goods on the Berlin Turnpike on Saturday, November 10. Over 125 youths signed up for our Youth Basketball program during this special registration.
- The Men's Softball Advisory Committee meeting scheduled for Monday, November 19 was postponed until early January.

Parks and Grounds

- Joe Cirigliano (GKII) and Louis Tine (GKII), continued with tree work and have begun to grind some of the stumps we have on our list.
- Four members of the division were sent to the Highway Dept. to aid in town wide leaf pick-up.
- Lester Daigle completed the winterization of town buildings, irrigation lines and also removed the fountains at Mill Pond Park and Churchill Park.
- As time permitted the Parks crew picked up leaves at the parks and buildings around town.
- Parks members decorated the Center, Mill Pond Falls and the Town Hall with wreaths, garland and lights for the annual tree lighting on December 1st.
- There were 6 interments in town cemeteries this month.
- Division personnel were offline a total of 21 days this month.

LIBRARY

- Thirteen Transition Academy students walked over to the library for a tour on 11/30. Donna Miller showed them areas of interest and gave them all a book bag. They enjoyed the tour. Some students use the library regularly.
- The Friends of the Library held a successful book sale at the Senior & Disabled Center on 11/16, 11/17 & 11/18. Donna Miller and Lisa Masten both worked 2 days at the sale. Many dedicated Friends volunteers work very hard each year to make the sales a success.
- Sunday hours (1-5 p.m.) at the library began on November 18th, the same day as the book sale, which helped to increase foot traffic in the library.
- Sue Bethune, Diane Durette, Lisa Masten and Joanne Cocola represented the library at this year's annual Senior Expo at the Senior and Disabled Center.
- Personnel: Karen Benner started her new Reference/Teen position by getting involved with eReaders and iPad classes. Jennifer Bassett, who currently works in the Children's Department, was hired for the Reference/Teen position and will start in mid-January. Children's will be advertising to fill Jennifer's position. Karen Caplik and Michele Rousseau were hired as Reference Substitutes and Kevin Ouelette was hired as a Circulation Substitute.
- Budget: All town departments have been asked to come in with a 0% increase for the 2013-14 budgets, the same as last year. This will be a challenge, as costs continue to increase, plus our assessment fee for the library consortium has increased by \$1,078. Donna, Lynn and Lisa met to look for areas to cut or redistribute funds based on changing needs. Our capital improvement request for a new RFID collection management, inventory and security system was submitted on 11/21.
- Technology: the library subscribed to a new ebook service called Freading. Many staff members attended a Freading training webinar for this new ebook platform.
- Our library consortium is considering a new integrated library system for all of its 27 libraries, and staff is helping to read the RFPs from 7 vendors to evaluate the systems.
- Lisa Masten and Diane Durette coordinated training and instructions for the new scanning capabilities on the public copiers. Patrons can now scan documents to a flash drive or photos to an SD digital camera card. They can also print out documents from a flash drive on the public copiers in the adult and children's areas. Scanning is free, but printing has a cost.
- A new monitor has been ordered for the self-checkout computer.
- The Community Room's DVD player has been replaced with a Blu-Ray/DVD player.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce Board meeting.

- Adult programs included *Movies & More @ the Library*, a Thursday evening book discussion and *Organic Lawn Care*. Job programs included *Employment strategies for Those over 50*. Computer classes included *Intermediate Excel*; *Basic PowerPoint* and *Amazing Apps for iPhone, iPad, Androids*. Terri Planco facilitated a book discussion at Cedar Mountain Commons and books were delivered to 3 homebound patrons. Joan Quasnitschka and Terri Planco presented a recommended books and authors program at a sorority meeting of educators.
- Pat Pierce and children's staff coordinated a terrific SLIVA Foundation children's program this year with guest author, David Biedrzycki. He did a morning presentation at Newington High School for over 700 3rd and 4th graders from the elementary schools and St. Mary's School. He did a second presentation for 5th and 6th graders at John Wallace Middle School, and then came over to the library to sign books and answer questions. Thanks to the Sliva family we are able to host a well known author and event of this size.
- The new children's chess classes are very popular, and kids read to READ dog, Jessie, in the Tales to Tails programs. In addition to regular weekly story times, children's activities included programs sponsored by the Friends of the Library: *Read, Rattle & Roll*, *Explore Together*, *Cookbook Clubs*, *Play with Us*, *Play for All*, *Just a Story and a Song*, and *Construction Club*, and *Parent/Child Workshop*. A tour was given for a Boy Scout Troup. Children's librarians continue to do lunch book discussions at the middle school and other outreach to the schools.
- Murals painted in the Children's Room by local artist, Heather Sawtelle, are completed. Many patrons have commented on how much they enjoy them. Thanks to Heather Sawtelle for her beautiful work and to the Friends of the Library for their support for this wonderful addition to the Children's Department.
- Teen programs included *Teen Gaming Night*, Newington High School Book Clubs; *The Paranormal Book Club*; and the Teen Advisory Board met. Teen volunteers helped out with programs and events for 6 hours this month. Teen Librarian, Bailey Ortiz, attended a YA Roundtable meeting at Hartford Public Library and a YA Conference at Wallingford Public Library.
- Donna Miller held 2 monthly staff meetings, 3 library department heads meetings and individual meetings with department heads and other staff. She also attended a Circulation meeting, a Library Board meeting, a Board Fund Development Committee meeting, a Friends of the Library meeting, a Freeding Webinar, a town department heads meeting, and a consortium task force meeting.
- Building: Clean, new carpeting was installed in the Community Room and the Children's Program Room.
- The skylight contractor began repair work on 10/25, but they were unable to work for several days due to Hurricane Sandy on 10/29. Work resumed in November off and on all month, with work on the flashing that needs to be completed.
- 20 new chairs arrived for the Children's Program Room and the Lienhard Room upstairs, thanks to the generosity of the Friends of the Library.
- Three new plaques were installed: one in the Community Room acknowledging the Friends for their furniture donations; one in the Children's Program Room recognizing the Friends for the new chairs; one in the Community Room recognizing the Stamm family for their donations.
- Security issues: We continue to find evidence of stolen items in the stacks. Staff found pages ripped out of books containing the barcode and date due pocket and the book is gone, as well as empty book on CD cases. Bob Korpak from Facilities reported that he has all the needed equipment information on installing security cameras at the library. He is waiting to hear back from the IT Department and the Police Department, who authorizes the cameras to be integrated with their security system.

MONTHLY STATISTICAL REPORT, LIBRARY, NOVEMBER 2012				
	2012	2011	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	19,164	19,778	-614	-3.10%
CHILDREN	9,196	9,140	56	0.61%
YOUNG ADULT	867	1,016	-149	-14.67%
DVD'S	7,193	7,549	-356	-4.72%
DOWNLOADABLE BOOKS	312	315	-3	-0.95%
E-READERS	11	12	-1	
MUSEUM PASSES	44	51	-7	-13.73%
TOTAL CIRCULATION	29,227	29,934	-707	-2.36%

CUMULATIVE CIRCULATION YTD	168,006	171,790	-3,784	-2.20%
DAYS OPEN/MONTH	26	26	0	0.00%
AVERAGE DAILY CIRCULATION	1,124	1,151	-27	-2.36%
PATRON COUNT	16,073	17,081	-1,008	-5.90%
AVG. PATRON COUNT PER DAY	618	657	-39	-5.90%
SELF CHECKOUT CIRCULATION	77	759	-682	-89.86%
TOTAL # CARDHOLDERS	12,236	12,396	-160	-1.29%
SUNDAY CIRCULATION	985	2,103	-1,118	-53.16%
SUNDAY PATRON COUNT	634	3,150	-2,516	-79.87%
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	4,548	5,080	-532	-10.47%
TOTAL COMPUTER USE*	4,064	2,667	1,397	52.38%
TOTAL DATABASE SEARCHES	21,562	4,702	16,860	358.57%
WEBSITE VISITS	#	6,435		
INTERLIBRARY LOAN--LOANS	#	817		
INTERLIBRARY LOAN--BORROWS	#	522		
PROGRAMS CHILDRENS	61	50	11	22.00%
PROGRAMS CHILDRENS ATTENDANCE	2,520	2,628	-108	-4.11%
PROGRAMS TEEN	4	3	1	33.33%
PROGRAMS TEEN ATTENDANCE	38	21	17	80.95%
PROGRAMS ADULT	9	15	-6	-40.00%
PROGRAMS ADULT ATTENDANCE	128	182	-54	-29.67%
NOTARY TRANSACTIONS	7	5	2	40.00%
VOLUNTEER HOURS	114	105	9	8.10%
MEETING ROOM USAGE-OUTSIDE GROUPS	15	15	0	0.00%
MEETING ROOM USAGE-LIB. PROGRAMS	48	59	-11	-18.64%
STUDY ROOM USAGE	258	183	76	41.37%
TOTAL LIBRARY HOLDINGS (ITEMS)	172,598	166,323	6,275	3.77%

*2012 figures include all computer use due to CASSIE upgrade

These figures were not available yet

^ The self check-out terminal was out of service for most of November