



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: March 25, 2013
Re: Monthly Report – February 2013

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 co-presented the annual State of the Town address with Mayor Woods on February 7.
- Mr. Salomone activated and oversaw operations of the Town's Emergency Operations Center in preparation for and in the aftermath of the February 8 blizzard.
- Mr. Salomone met with CL&P liaisons to discuss emergency preparedness
- Mr. Salomone met with Facilities Director Bob Korpak and various department heads to discuss Town Hall space needs as they would relate to a potential Town Hall renovation.

Paid overtime during the month of February 2013 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	9.5	\$ 440.21
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 744.00
ROAD MAINTENANCE	10.5	\$ 454.65
TRAFFIC DIVISION		
SNOW	1455.7	\$ 61,869.06
TOTALS	1491.7	\$ 63,507.92
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	14.0	\$ 540.00
Snow/Ice	938.0	\$ 33,012.00
TOTALS	952.0	\$ 33,552.00

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	\$ 2,938.07	\$ 6,998.00	\$ 3,755.71
Patrol	592,745.00	479,962.00	563,361.00	434,112.84
Investigation	77,582.00	25,050.15	73,567.00	47,121.25
Communication	117,787.00	104,856.57	107,966.00	123,668.62
Education/Training	107,795.00	39,941.68	100,698.00	55,094.32
Support Services	40,751.00	4,085.75	40,452.00	21,437.72
Animal Control	<u>7,548.00</u>	<u>1,090.12</u>	<u>9,567.00</u>	<u>2,908.97</u>
Total	\$873,360.00	\$657,924.34	\$ 900,609.00	\$ 688,099.43
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 21,012.83	\$ 29,225.00	\$ 69,451.45
Snow and Ice Control	137,119.00	126,473.08	137,119.00	47,263.08
Traffic	8,684.00	2,814.45	8,684.00	4,592.49
Vehicles and Equipment	28,981.00	14,280.67	29,981.00	36,588.38
Leaf Collection	<u>55,937.00</u>	<u>38,401.53</u>	<u>55,937.00</u>	<u>36,990.88</u>
Total	\$259,946.00	\$ 202,982.56	259,946.00	\$ 194,886.28
PARKS AND GROUNDS				
Parks and Grounds	\$142,799.00	\$ 91,526.39	\$ 142,799.00	\$ 121,397.80
Cemeteries	<u>15,635.00</u>	<u>9,944.89</u>	<u>15,635.00</u>	<u>7,487.27</u>
Total	\$158,434.00	\$ 101,471.28	\$ 158,434.00	\$ 128,885.07

PERSONNEL

- An internal posting for the Equipment Operator II position was posted on January 30 with a closing date of February 6. The testing and interview process will continue in February.
- The testing and interview process for the Library Technician position continued in February, with a hiring decision expected in March.
- The final candidates for the entry-level Police Officer are undergoing background checks.
- Officer Katie Kelliher was promoted to the rank of Detective effective Sunday, February 3, 2013.

RISK MANAGEMENT

2012-13 Blue Cross/Blue Shield Plan Year

The seventh month of the 2012-13 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2012-13 plan year were estimated at \$796,028. The total paid claims from the Health Benefits Fund for January 2013 were \$756,338. 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:

Cumulative Claims through January 2013

	<u>Town</u>	<u>Board of Education</u>	<u>Total</u>
Estimated Claims	1,176,602	4,395,594	5,572,196
Actual Claims	1,187,573	3,920,150	5,107,723

FACILITIES MANAGEMENT

- The Facilities Manager attended several Town Hall Building Committee meetings during the month.
- The Facilities Manager also attended space needs assessment meetings with the Town Manager and key department managers during February to verify requirements for the Town Hall renovations.
- The Facilities Manager was also in attendance at the Public Works Team meeting during the month and attended the Town Manager's staff meetings.
- The Facilities Group completed 47 formal work orders during the month of February at the various Town Buildings.

- **Library:** All interior repairs associated with the skylight repair were completed during March. The Facility Manager also investigated methods of reducing the drafts into the lobby of the building when the automatic doors are opening during extreme cold conditions. An approach was determined and a design completed with associated costs and presented to the Library Director for a presentation to the Library Board.
- **Security Upgrades:** 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).
- **Senior Center:** Preliminary designs were reviewed with the Senior Center staff for a minimal remodel in their cafeteria to accommodate a "bistro" type setting in an effort to make the center more inviting to the public.

INFORMATION SYSTEMS AND TECHNOLOGY

- Processed 27 citizen requests via the town's website.
- The Town's website had approximately 16,210 visits during the month, 68,417 page views with an average of 2.60 pages viewed per visit. The Town, Library, Assessor's Office and Town Employment Opportunities Homepages were the most frequently visited pages.
- Mr. Paul G. Boutot, Director of Information Technology and GIS Services assisted the Town Manager's Office with "State of the Town" presentation.
- Mr. Boutot, Mr. John Salomone, Town Manager, Mrs. Ann Harter, Director of Finance and Mrs. Lisa Rydecki, Deputy Director of Finance, met several times to discuss Information Technology's 2013-2014 Operating and Capitol Improvement Program (CIP) budgets.
- Mr. Boutot attended a Capitol Region Council of Governments (CRCOG) meeting regarding the Captain Fire system program. Committee members provided updates on the various regional technology projects involving local and regional fire services.
- Mr. Boutot and Mr. John Bolduc, Network Administrator/Project Leader, visited Sacred Heart University in Fairfield to review Tegile Storage Area Networking (SAN) and Cisco Unified Computing Systems equipment.
- Mr. Boutot participated in a Special Conference Call on the Presidential Executive Order and Presidential Policy Directive.
- Mr. Boutot participated in a monthly conference call hosted by the Multi-State Information Sharing and Analysis Center.
- Mr. Bolduc redeployed and updated the town's anti-virus software application.
- Work continued on the town's Microsoft Exchange 2010 migration. Information Technology staff expect to have the old email server completely removed from the network by the end of March 2013.
- Mr. Bolduc continued efforts to complete the migration of department data and user data folders to updated file and print servers.
- Installed and configured an additional line of business application (Marriage Marshal) for use in the Town Clerk's Office.
- Mr. Scott Hoagland, Application/Network Specialist updated the Zoning Regulation report and provided clerical staff with refresher training.
- Mr. Hoagland, Mr. Bolduc and Mr. Thad Dymkowski, GIS Technician, updated the library management system.
- Mr. Hoagland deployed new touch screen self checkout workstation at the library.
- Mr. Hoagland replaced two (2) self service kiosks at the Senior and Disabled Center. The kiosks help SDC staff manage membership services.
- Emergency Operations Center (EOC) was setup in preparation for Winter Storm Blizzard.
- Mr. Dymkowski provided GIS Mapping data to the town's Tree Warden.
- Mr. Dymkowski provided GIS Mapping data to the Board of Education so they could examine walking distances from bus stops to schools.

- Mr. Dymkowski and Mr. Boutot participated in a webinar to review a GIS application that the town is considering purchasing.
- Mr. Dymkowski technical support for the "State of the Town" presentation.
- Mr. Dymkowski met with Police Department staff to discuss GIS tools and options.

FINANCE

Accounting and Administration

- On February 5th, a credit rating presentation was conducted by way of teleconference with Standard & Poor's. Participating in the meeting was Town Manager John Salomone, Economic Development Director, Andrew Brecher, and Director of Finance Ann Harter. As a result of the review, the Town's high rating was re-affirmed at AA. Financial Advisory services were provided to the Town by Matthew Spoerndle of Phoenix Advisors.
- Ann Harter and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meetings which they attended on February 8th.
- On February 14th, the final pricing of the negotiated sale with Roosevelt & Cross as underwriters took place. The amount of bonds refunded for the 2003, 2004, 2005 issues amounted to \$9,810,000 with a true interest cost for the twelve year term of 1.58%. This resulted in overall savings in interest payments of \$761,007 with budgetary savings for FY 2013-14 of \$688,840.
- On February 20th, a meeting was held with the Town's agent of record, Lockton Benefits in order to review the 2013-14 health benefits renewal.
- On February 28th, Ann Harter met with representatives of Blum Shapiro to discuss their role with the implementation of the State of Connecticut's Uniform Chart of Accounts (UCOA) project. This project is the results of Public Acts 11-57 and 12-116 which authorizes the design and development of a benchmarking system for Connecticut municipal governments and boards of education. This will provide a reporting system that would allow users to uniformly identify and measure costs.
- Several tasks associated with the 2013-14 budget were undertaken by Lisa Rydecki and Ann Harter during the month in order to meet the March 1, submission deadline to Council. With the support of the Information Technology Department, the Town Manager's Proposed Budget document was prepared using a new report writing system in conjunction with the recent upgrade to the MUNIS financial software.

Major grants received during the month include the second installment (25%) of Municipal Revenue Sharing in the amount of \$182,106. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

2/28/2013

	<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	\$22,329	\$29,611,356
Special Revenue Funds	1,357	2,598	2,294,051
Capital Projects Funds	400	718	608,268
Internal Service Fund	3,004	2,701	3,748,981
Trust and Agency Funds	632	833	1,146,795
TOTAL, ESTIMATED BY FUND			\$37,409,451

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

2/28/2013

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	<u>Current</u> <u>Month</u>	<u>Last</u> <u>Month</u>	
STIF	0.16	0.16	1,536	1,720	\$17,163,931
CLASS PLUS	0.02	0.02	41	43	2,965,655
Bank North	0.20	0.20	648	718	4,227,014
People's Bank	0.35	0.35	540	598	2,012,455
Sovereign	0.30	0.30	1,390	163	11,040,396
Total Outstanding Investments					\$37,409,451
<i>Rates reflect avg. monthly yield, annualized</i>					

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of February.
- Appointments for 30 appeals to the Board of Assessment Appeals held in March were made by the Assessor's office. All properties under appeal were sent individual notices. More than half of the appeals were taken by owners of commercial properties.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut commenced during the month. This will be an on going program as applications will be taken through May 15, 2013. Approximately 400 letters were sent out to current and future applicants to inform them of the need to submit income information.
- The Assessor analyzed various new legislation proposals regarding motor vehicle taxation to determine the fiscal impact.

Revenue Collector

- Revenue Collections for February for Real Estate, Personal Property & Motor Vehicles amounted to \$2,614,114.30. The Supplemental Motor Vehicle taxes collected were \$114,286.16 and \$193,684.72 was collected for prior year taxes. Back taxes were high again this month, due to the results of the tax sale.
- The real estate Tax Sale was held on February 6 and five parcels were sold.
- Even with 26 taxpayers paying off their delinquent taxes to be removed from the sale, the collection rate as of February is still .23% lower than last year's rate for the same period.

TOWN CLERK

- There were 522 documents filed on the land records during the month of February- nearly a 24% increase over February 2012. However, overall revenue is slightly down from February 2012 due in part to fewer property sales creating a decrease in the amount of conveyance tax collected.
- 39 property sales conveyed for a total of \$3,582,448. State conveyance tax collected was \$27,558; \$6,754 was collected in Town conveyance tax.
- There was one residential sale that conveyed for over \$300,000.
- 6 Foreclosure Registrations were filed—a 50% decrease from last month.
- The office filed 143 mortgages, 235 releases, 30 probate documents and 24 liens.
- Staff certified 110 copies of vital records and issued 15 burial and four cremation certificates.
- Five Notary Public commissions and one Trade Name certificate were recorded.
- In accordance with Connecticut General Statutes (CGS) §9-174a the Town Clerk and Registrars of Voters met in consultation to finalize the Emergency Contingency Plan for Elections for the Town of Newington. The document was submitted to Town Council for approval and will be filed with the Secretary of the State.
- The Town Clerk worked with the IT staff and the vendor to install updated software to issue marriage licenses. A webinar on February 28th assisted staff in the Town Clerk's office to become familiar with the nuances of the application.
- On February 7th, the Town Clerk attended the State of the Town Breakfast sponsored by the Chamber of Commerce.
- The annual billing for certified copies of birth certificates, marriage licenses and death certificates was completed. Each year, the Town Clerk, acting in the capacity of Registrar of Vital Statistics, must

invoice every town that was issued a certified copy of a vital record from the Town of Newington throughout the year. Certified copies of these vital statistics are also forwarded to the Department of Public Health on a monthly basis.

- Town Clerks throughout Connecticut are constantly wrestling with the issue of charging the public to notarize signatures. Historically many of us have provided this benefit to our residents as a public service. However, times are changing and we are seeing numerous documents come across our counter. Many documents are complicated needing several signatures notarized making some transactions very time consuming to finalize. In January, pursuant to CGS §3-95, the office started charging the statutory fee of \$5 per signature—revenue for this service during February was \$150 (up from \$90 in January).

DATA SUMMARY FEBRUARY 2013				
	Feb. - 13	Feb. - 12	FY 12/13 to Date	FY 11/12 to Date
Land Record Documents	522	442	4411	3583
Dog Licenses Sold	11	16	479	423
Game Licenses Sold	42	84	338	309
Vital Statistics				
Marriages	9	7	154	137
Death Certificates	24	24	197	233
Birth Certificates	12	4	181	189
Total General Fund Revenue	\$ 24,407.37	\$27,828.00	\$ 331,997.41	\$249,629.06
Town Document Preservation	\$ 897.00	\$881.00	\$ 8,203.00	\$ 6,675.00
State Document Preservation	\$ 896.00	\$866.00	\$ 8,216.00	\$ 6,676.00
State Treasurer (\$26 fee)	\$ 16,128.00	\$15,618.00	\$ 147,384.00	\$120,126.00
Locip	\$ 1,344.00	\$1,299.00	\$ 12,282.00	\$ 10,008.00
State Game Licenses	\$ 184.00	\$537.00	\$ 3,018.00	\$ 3,098.00
State Dog Licenses	\$ 76.00	\$94.00	\$ 2,971.00	\$ 4,292.00
Dog Licenses Surcharge	\$ 24.00	\$40.00	\$ 1,069.00	\$ 986.00
Marriage Surcharge	\$ 38.00	\$76.00	\$ 931.00	\$ 1,026.00
Grand Total	\$ 43,994.37	\$ 47,239.00	\$ 516,071.41	\$402,516.06

POLICE DEPARTMENT

- Two candidates are continuing in the background phase of the Police Officer Entry Level Hiring Process. The Police Department currently has one opening.
- Officer Katie Kelliher was promoted to the rank of Detective effective Sunday, February 3, 2013. A Promotional Reception was held for her on February 5th.
- The Police Department received partial funding from the Department of Transportation for the purchase of a new Draeger Alcohol testing unit for the OUI (Operating Under the Influence) vehicle. The DOT funded \$3,000, and the balance of \$4,075 was funded under an OPM (Office of Policy and Management) grant for equipment to be installed into the vehicle.
- Notification was received that the Police Department will be able to seek reimbursement for \$3,059.90 for training of dispatchers from the State of Connecticut, Office of Statewide Emergency Telecommunications, for training in 911 calls.

- The PVET (Police Video Equipment Technology) grant application submitted in December was approved by the Office of Policy and Management for \$38,840.65, for the purchase of Police Video equipment and technology.
- A grant from the Department of Transportation was approved for 75% of funds for overtime for DUI Enforcement from Feb. thru Sept. 14, 2013. The DOT will reimburse up to \$28,425 in overtime costs for weekend and holiday DUI patrol.
- Patrol Calls for February are as follows:

ALARMBURG	98	F/OTHER	6	NOISE	3
ALARMHOLD	4	F/STRUC	9	OPENDOOR/WIN	3
ANIMAL	5	F/VEH	1	PARKINGVIOL	20
ASSAULTIP	3	F/WATER	1	PISTOLPERMTEMP	13
ASSAULTREP	8	FINGERPRINT	36	PROPFOUND	9
ASSIST	23	FOLLOWUP	61	PROPLOST	7
BREACHIP	6	GUN	1	RECOVEREDMV	1
BREACHREP	3	HARASSMENT	15	SERVSUBPOEN	1
BURGIP	1	HAZARD	36	SERVWARRANT	14
BURGREP	2	INTOXICATED	6	SexAssaultRe	1
CARSEAT	4	JUVCOMP	12	SPECDETAIL	75
CHECK	86	K9	6	STOLENMV	2
COURT	15	LAND/TENANT	1	SUICIDE	2
CRIMMISGRAF	1	LARCFROMMV	3	SUICIDEATT	3
CRIMMISREP	7	LARCIP	9	SUSPICIOUSIP	58
CUSTOMERIP	13	LARCREP	30	SUSPICIOUSREP	24
CUSTOMERREP	7	LOCATION	122	TESTPOLICE	1
DOG	19	LOCKOUTRESID	2	THREATIP	3
DOMESTICIP	20	LTA	1	THREATREP	6
DOMESTICREP	5	M	183	TOBACCO	1
DRUG	3	MISSING	3	TOW	22
DUI	10	MVABAND	8	TOWNORD	9
EDP	7	MVAEVADING	18	TRAFFIC STOP	513
ESCORT	20	MVAINJURY	11	TRESPASSIP	3
F/ALARM	20	MVAPROP	125	TRESPASSREP	1
F/CONO	3	MVASSIST	103		
F/COSYMP	1	MVCOMPLAINT	31		
F/HAZMAT	17	NEIGHBOR	4		
				TOTAL FOR NPD	1,962

Patrol Investigations

- Investigations and calls by Patrol Officers in February included:
 - A Newington resident contacted the Newington Police Department by telephone to report a domestic dispute between herself and her husband. During this initial call to the police department, the wife reported that her husband had been arguing and he may be under the influence of some type of substance and/or alcohol. In the course of this call, Dispatch learned that there were weapons in the home. When officers arrived, they spoke to the wife who met the officers outside. She said that in the course of this argument, her husband had grabbed her on the left arm and wrist causing her pain. She also stated that there were children in the house sleeping. Officers made contact with the husband inside the residence. He was very uncooperative with the officers and they believed he may have been under the influence of an unknown substance. Based on the wife's statements, officers instructed the husband to put his hands behind his back in order to handcuff him. He refused the officers commands and advanced towards them. Officers ordered him to stop several times, but he continued to advance. He then swung his right closed clenched fist and struck one of the officers on the left side of the nose causing his nose to bleed. Officers were eventually able to handcuff the husband and take him into custody. While the officers were at

- the residence, they observed that a firearms safe in the residence was open. In the safe the officers found a rifle and adjacent to the safe was another rifle. These weapons were within arms reach of the husband when the officers initially made contact with him. Officers also found bullets fitting a separate rifle not located in the residence. After further investigation, that rifle was found in the husbands' vehicle located in the driveway of the residence. Based upon the incident, the husband was charged with Disorderly Conduct (53a-182), Assault 3rd (53a-61) Assault on Police (53a-167c) and Interfering with Police (53a-167c). He was held on a \$50,000.00 bond. The officer was treated for his injuries and released from the hospital.
- Officers were dispatched to the Chuck 'E' Cheese restaurant for a report of a female who brandished a firearm and used it in a threatening manner to another patron at the restaurant. Upon arrival, officers spoke with the manager who identified the patrons involved in the incident. Officers approached the female the manager identified as having the firearm and asked her if she had a firearm in her possession. The female said she did and described where it was on her person. Officers retrieved the firearm for their protection and spoke with the female. The female stated that she had a verbal argument with another patron of Chuck 'E' Cheese who she has never seen before. The argument became very heated and the female felt the other patron was becoming aggressive and threatening in her tone. The female then pulled out her firearm, chambered a round and stated, "I have a permit to carry a gun and I'm not afraid to use it." The female then walked away from the other patron. The other person involved was identified and spoken to by officers. This patron also stated that she and the woman with the gun had engaged in a verbal argument. During that argument, she observed the female pull a gun from her right front pocket of her coat and loaded the gun. Chuck 'E' Cheese staff then notified the police. The patron said at the time of the incident she was in fear for her life and the life of her daughter because she truly believed the female with the gun was going to shoot her. The firearm was seized as evidence including the magazine and six bullets, and secured in an evidence locker. The suspect also had a valid pistol permit which was seized to be forwarded to the Connecticut State Police Firearms unit. Department of Children and Families was notified of the incident involving the females' actions with her children and other children present. She was placed under arrest and was transported to Newington Police headquarters and was processed without incident. She was charged with Breach of Peace (53a-181), three counts of Risk of Injury to a Minor (53-21(a)), Threatening in the Second Degree (53a-62), and Reckless Endangerment in the First Degree (53a-63). She was later released on a \$50,000 surety bond.
 - In February, Detective Division personnel:
 - Handled 75 investigations, 55 remain ongoing and 20 were closed by investigative methods.
 - Served 16 arrest warrants, 12 by Patrol Officers and 4 by Detective Division personnel.
 - Completed arrest warrants for three additional suspects who were involved in a larceny of over \$80,000.00 worth of merchandise from the Sears Outlet store on Holmes Road. This case remains under investigation.
 - Served two arrest warrants for an employee of Quick Stop, 1125 Willard Avenue, for Sale of Alcohol to a Minor. The arrests were the result of an undercover operation during which the suspect sold alcoholic beverages to an underage confidential informant on two separate occasions. Information pertaining to this investigation was forwarded to the state liquor commission.
 - Detectives responded to a local residence in response to the sudden death of a 53 year old male. This case is currently under investigation.
 - Detectives served an arrest warrant for a suspect who sold marijuana to a confidential informant. The suspect was taken into custody and transported to the Newington Police Department where he was charged with Sale of Marijuana and Possession of Less Than ½ Ounce of Marijuana. The suspect was detained on a \$50,000.00 court set bond.
 - On February 28th 2013 a former Newington Board of Education employee was arrested by warrant and charged with Sexual Assault in the 4th Degree, 53a-73a and Disorderly Conduct, 53a-182. The former employee was processed and released after posting a \$20,000.00 court set bond. He is scheduled to appear in GA 15, New Britain Superior Court, on 3/14/13 to answer to the above mentioned charges. He was also trespassed from all Town of Newington Board of Education properties. This investigation began in January 2013 when detectives were notified of an alleged sexual assault that involved two Town of Newington employees. The female victim reported that on 1/15/13 another Town of Newington employee, hired as a tutor and bus monitor, had inappropriately fondled her breast and also sent her multiple inappropriate text messages

that were sexual in nature. An investigation was initiated and resulted in the issuance of the arrest warrant for the suspect.

- In February, the Community Service Officer (CSO):
 - Participated in a presentation given to St. Mary parents on The Dangers of the Internet and Social Media.
 - I will be attending The Law Enforcement Career Fair at Tunxis Community College to promote the department.
 - Will be participating in a Car Seat Clinic in conjunction with Farmington Bank during Child Safety Week (beginning of April).
 - Is currently working as the Liaison between BAPS Temple and the police department on a Child Safety Day in May.

UCR/NIBRS Selected Crimes

Type of Crime	<u>January 2013</u>		<u>January 2012</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	1	-0-
Forcible Rape	0	0	0	-0-
Robbery	0	0	1	285
Assault	5	0	5	-0-
Burglary	4	0	19	\$23,142
Larceny Theft	60	\$147,448	37	\$11,877
Auto Theft	1	\$13,000	2	\$8,500
Totals	70	\$160,448	65	\$43,804

- In January 2013, the Police Department arrested 69 adults; 12 for assaults, 3 for vandalism, 12 for narcotic violations, 2 for DUI, 3 for disorderly conduct, 16 for larcenies, 1 for Forgery, 2 for Fraud, 1 for weapons possession, and 17 for other miscellaneous offenses. The Department also arrested or referred 3 persons under the age of 18 for criminal acts; 1 for larceny, and 2 for other miscellaneous offenses.
- Police Department Overtime
 - Comparison
 - OT January \$ 70,269 (2 holidays)
 - OT February \$ 68,704 (1 holiday)
 - Total decrease \$ 1,565
 - There were four recruits at the Police Academy in January, one certified new hire in training, one officer vacancy, and one officer on Active Military Leave. These vacancies in Patrol have an impact on the overtime for a total of 7 positions not filled in the police department. The department has worked diligently to keep overtime to a minimum during this substantial loss of staffing due to retirements.
 - Administration overtime of \$517 is an increase of \$517 due to holiday pay.
 - Patrol overtime of \$43,897 is a decrease of \$12,948. Overtime included one holiday instead of two that was reflected in February's overtime.
 - Detective Division Overtime of \$4,092 is an increase of \$3,602. Overtime included evidence processing, and investigations.
 - Communications overtime of \$8,919 is a decrease of \$1,002. Overtime costs included coverage for leave time and one holiday.
 - Education overtime of \$6,834 is an increase of \$5,376 for training classes. Training overtime for officers recertification, MRT training.
 - Support Services overtime of \$4,445 is an increase of \$2,890. Overtime included a Youth Adult Council meeting and holiday pay.
 - ACO overtime \$0, no change over last month.
 - In addition to the above, additional overtime for the February 9th snow storm cost \$4,785 in overtime for coverage.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of February, 2013. During this period fire department members responded to 76 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	February 2013	7 Months Activity
Residential	8	84
Commercial, Industrial, Office	3	21
Hospital, School	0	7
Vehicle	1	10
Rescue, Police Assistance	5	34
Dumpster, Rubbish, Grass, Brush, Leaves	1	18
Hazardous Materials/Clean up	22	46
Investigative Alarm	5	110
False Alarm	14	47
Mutual Aid/Standby	0	8
Carbon Monoxide Investigation	14	57
Water Related Incidents/Pump-Outs	<u>3</u>	<u>23</u>
Total	76	465

Training Summary

Multi-Company Training	Incident Management Team Incident Safety Officer Homeland Security Leadership/Decision Making Building Construction Co. #3&4 Building Construction Co. #1&2	50 hours 64 hours 24 hours 8 hours 65 hours 119 hours
Officer Training		34 hours
Driver Training	Road Time Cone Course Driver Recertification	25 hours 4 hours 6 hours
Company Training	Size-ups Knots Large Area Search Firefighting Basics CPR Recertification	15 hours 5 hours 33 hours 6 hours 27 hours
Capitol Region Training		8 hours
Firefighter Safety Training		16 hours
Total		508 hours

FIRE MARSHAL

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

INSPECTIONS	11
INSPECTION FOLLOW-UPS	28
PLAN REVIEW	0
JOB SITE INSPECTIONS	2
FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	5
COMPLAINTS	6
HAZ/MAT	1
BLASTINGS	0

Incidents:

- A fire of undetermined origin damaged several commercial tenant spaces at Twin City Plaza on New Britain Avenue. No injuries were reported.

Fire Marshal's Activities:

- Responded to 29 fire calls during the month of February.
- Attended the monthly meeting of the Capitol Region Fire Marshals Association at the Wilson Firehouse.
- Attended a Police Promotional Ceremony for Detective Katie Kelleher at Town Hall.
- Served on an Oral Board panel to review candidates for a Deputy Fire Chief's position in Wethersfield.
- Attended the Annual Chamber of Commerce "State of the Town" Breakfast at the High School.
- Attended several staff meetings in the Emergency Operations Center to review storm operations and plan for possible shelter activation.
- Attended a special training session at police headquarters to review an Active Shooter Awareness training program for town hall employees.
- Attended the Annual Cub Scout Blue and Gold Banquet at St. Mary's School as a special guest.
- Met with town staff and FEMA representatives to review cost estimates for possible blizzard reimbursement.
- Attended an organizational meeting of a new Emergency Management CERT Team to trained and certified to assist town staff during emergencies.
- Attended an all day training session at the fire academy; Survivability Profiling.
- Attended a meeting with town staff and CRCOG representatives to review and update our Natural Hazard Mitigation Plan.

HIGHWAY DEPARTMENT

Administration

- Attended various staff meetings
- Met with residents to discuss various issues and concerns
- Administered Operator II written exam
- All Highway personnel attended "Town Hall Security - Active Shooter" presentation sponsored by the Police Department
- Attended EOC meetings in preparation for Blizzard Charlotte
- Coordinated snow plowing operations and snow removal for Blizzard Charlotte
- Completed preliminary FEMA documentation regarding reimbursement funding for Blizzard Charlotte
- Attended meetings to discuss new companies for electronic waste management
- Continued with Target Solution safety training

Roadway Maintenance

- Highway operators continued with Landfill material processing
- Continued with Town-wide curb pick up
- Cleaned catch basins in various locations
- Prospective candidates completed written Equipment Operator II exam
- Continued with Town wide litter and graffiti control
- Continued with Town wide pothole patching
- Highway employees continued with Target Solution safety training
- Highway personnel dispatched for 2 snow events including Blizzard Charlotte
- Crews completed snow removal in Town Center and Town roads and sidewalks after Blizzard
- Continued roadside cutting with sidebar mower borrowed from the Town of Prospect
- Highway personnel assisted Traffic Division with regulatory and warning sign replacement

Traffic Division

- Assisted Highway crews with snow plowing and snow removal operations
- Installed and/or repaired missing/damaged street name and regulatory signs
- Began the blanket replacement of worn out regulatory and warning signs in designated areas

Fleet Maintenance

- Continued with service and repairs to all snow fighting equipment
- Completed the outfitting of one (1) new police vehicle
- Performed routine preventative maintenance along with emergency repairs on all Town vehicles and equipment

- Assisted Highway crews in snow plowing operations and snow removal
- Sanitation/Recycling/Landfill
- Scheduled 261 residential bulk items for collection
- Scheduled 19 condominium bulk items for collection
- Scheduled 7 condo/residential scrap metal items for collection
- 5,296 tons of cumulative Municipal Solid Waste were collected from July 1 through January 31, 2013
- 1,679 tons of cumulative recyclables were collected from July 1 through January 31, 2013
- 43 mattresses collected from July 1 through January 31, 2013
- Issued 16 permanent landfill permits and 2 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission Actions

Regular TPZ Meeting on February 13, 2013:

- Approved Petition #02-13: Health Club at 3153 Berlin Turnpike.
- Approved Petition #03-13: Health Club at 193 Pascone Place.

Regular TPZ Meeting on February 27, 2013:

- No actions taken.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- February 1: met with staff and TPZ chair to review Firestone Auto Care site plan.
- February 4: met with prospective buyer of property at 72-82 Pane Road.
- February 4: met with prospective tenant at 2543 Berlin Turnpike.
- February 5: met with homeowner at 136 Dowd Street re possible accessory apartment.
- February 21: met with applicant's consulting engineer to discuss possible new construction at 2272 Berlin Turnpike.
- February 26: met with owner to discuss possible restaurant use at 337 Willard Avenue.

CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Writing Activities:

- February 7: met with Town Manager and grant consultant regarding possible Small Cities grant application.

Other Boards and Committees:

- February 4: attended ACHIEVE Committee meeting.
- February 27: attended TPZ Signage Subcommittee meeting.

Miscellaneous:

- February 4: attended presentation by Veterans Landing developers.
- February 7: attended State of the Town presentation.
- February 11-15: vacation.
- February 22: attended Active Shooter presentation by Newington Police.
- February 25: met with Town Manager to discuss space needs re Town Hall renovation.
- February 27: attended monthly Town Manager department head meeting.
- February 28: attended Natural Hazard Mitigation Plan meeting.
- Received and replied to approximately 27 phone calls from citizens and applicants seeking information on zoning and other land use issues.
- Received and replied to approximately 41 emails from citizens and applicants seeking information on zoning and other land use issues.

TOWN ENGINEER

- During the month of February, no excavation permits were issued.
- Engineering staff assisted 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 participated and provided technical support at (6) Inland Wetland meetings this month. The Toll Brothers development for the Russell Road parcel continued with the commissioner discussion and decision making phase of the application process. The Town Engineer and staff

continued to coordinate additional meetings, craft conditions of approval, data preparation, etc. The six (6) month long process culminated with a vote of "Non-Approval" by the commission at the February 28th, 2013 special meeting.

- Engineering staff attended a CT Fastrak public informational meeting held in the Town Hall.
- The Town Engineer participated in the monthly CRCOG Transportation Committee meeting.
- The Town Engineer provided staff coverage (Planner vacation) and attended the February 13th, 2013 TP&Z meeting.
- Engineering staff continues to meet with a number of residents and/or applicants (monthly), discuss and perform site analysis as it relates to future Inland Wetland applications.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer participated in the Hazard Mitigation Development Plan presented by CRCOG.
- Engineering staff continues to research drainage easements and roadway deeds as necessary to determine ownership and maintenance responsibilities.
- The Town Engineer attended a Town Hall "Space Needs" assessment with the Town Manager and neighboring department heads.
- The Town Engineer and staff attended a seminar with regard to public safety presented by the Newington Police Department.
- The Town Engineer attended the monthly public works team meeting.
- Engineering staff attended a meeting with D.E.E.P. outlining framework and the importance of (L.I.D.) low impact development techniques. Staff has initiated a search for both a project site and materials to facilitate the program requirements.

BUILDING DEPARTMENT

An application was submitted for a new build out for retail space for eye doctor services.

A Permit was issued to install a new stand alone electrical source on each side of the soccer field just left corner of student lot at the Newington High School, 605 Willard Avenue.

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

- | | | |
|------------|---|---|
| D. Jourdan | - | Understanding the International Building Codes – February 13, 2013 |
| R. Smith | - | Solving Means of Egress Challenges in Specific Occupancies – February 5, 2013 |
| | | Code Case Studies – February 21, 2013 |
| | | Public Health Regulations for Local Building Officials – February 22, 2013 |
| D. Zwick | - | Solving Means of Egress Challenges in Specific Occupancies – Feb. 14, 2013 |
| A. Hanke | - | Solving Means of Egress Challenges in Specific Occupancies – February 5, 2013 |
| | - | Understanding the International Building Codes – February 13, 2013 |
| | - | Public Health Regulations for Local Building Officials – February 22, 2013 |

There were three Certificates of Occupancy issued in February. A temporary CO was issued for Farmington Bank located at 1095 Main Street. CO's were issued for The Sloppy Waffle located at 2551 Berlin Turnpike and Oasis Health Spa located at 127 Fenn Road.

Building Department activity for the month of February was as follows: The Inspectors completed a total of 122 Inspections. They were: Above Ceiling (2), Apartment Inspection (4), CO (4), Electrical (19), Final (34), Framing (3), Gas Fireplace (3), Gas Line (7), Handicap (4), Hot Water Heater (1), Incident Report (3), Insulation (5), Plumbing (1), Rough (29), Site Visit (1), Work without Permits (2).

The total number of Building/Renovation Permits issued for the month of February was **98** producing a total permit value of **\$809,238.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	16	419,559.00
DECK	1	3,500.00
DEMOLITION	0	0.00
ELECTRICAL	37	145,803.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00

FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	5,539.00
GARAGE / SHED	0	0.00
MECHANICAL	9	35,986.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	24	172,970.00
POOL	0	0.00
ROOFING / SIDING	2	14,196.00
SIGN	5	11,685.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	98	\$809,238.00

The total Building income fees received in the month of February was **\$11,143.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$925.00, Environmental \$420.00, Conservation \$1,050.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$64.00, Driveway / Excavation \$0.00, Engineering copies \$115.50. The other total income is \$2,649.50.

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

	<u>2013</u>	<u>2012</u>
Value of Permits issued for February:	\$809,238.00	\$902,828.00
Fees for Permits issued for February:	\$11,143.00	\$7,385.00
Other income Fees for February:	\$2,649.50	\$3,135.50
Building Permits Issued for February:	98	101

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

2012-2013		2011-2012	
Value	Permit Fee	Value	Permit Fee
\$29,449,837.00	\$334,314.50	\$10,594,800.00	\$112,524.00

HUMAN SERVICES

- The Food Bank assisted 148 households, with 759 bags of groceries distributed.
- Open Air Market served 169 households on 2 bi-weekly days of distribution this month. This was a significant increase over last month by about 30 households.
- The Clothing Closet served 24 households, providing 28 bags of clothes.
- The Special Needs Fund assisted 11 households with 11 bills, 6-utility, 2-housing and 3 medical-related bills. Five were for senior residents.
- 19 Operation Fuel applications were completed as residents eligible for CRT heating assistance quickly exhausted limited benefits.
- The Social Casework Program had an active caseload of 93 with 34 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, health insurance, and domestic conflict. Staff continues to follow up on several police referrals related to emergency medical and mental health needs.
- The Youth and Family Counseling Program handled a caseload of 34, with 5 new cases. Contractors provided 72 clinical therapy sessions and made 55 contacts with families and other agencies.
- The Clinical Services Coordinator and contract therapists met with our Clinical consultant to review therapy techniques and ongoing best practice.
- The Clinical Services Coordinator and part time Youth Worker co-facilitated the "Truth About Hate" program held at the high school.
- Winter/Spring SCORE kicked off on February 1st with a hike at Penwood Forest. 60 youth are registered to participate in a variety of adventure-based activities. The outdoor Challenge Course should be reopening in March to expand program offerings.
- February ROPE went well, with the ability to do some activities outside.

- The 8th Grade ABC program met twice with a teambuilding and cooperation activity the first meeting and discussion at the second meeting revolving around transition preparedness/anxiety/concerns as they prepare to move on to high school. A Yurt camping trip is scheduled for the first weekend in March in Vermont.
- The ABC program received a generous donation from the General Federation of Women's Club to support this very positive youth development program.
- The Self-Awareness group has 12 members and has planned spring field trips and a community service project.
- Four people provided community service, averaging a need to complete 25 hours. 40 hours were completed.
- Staff attended several trainings & workshops and meetings.
- Rik Huggard, Youth Program Coordinator continued to meet with several other youth bureaus, to plan a youth leadership conference the end of April.
- Two youths came before the Juvenile Review Board this month.
- A public informational meeting for CERT (Community Emergency Response Team) was held on February 25th, with a very positive response from the community. We are hoping we will be able to start the first class of volunteers sometime in April, with future training opportunities to follow on an ongoing basis, as we grow the program.

February 2013 Statistics

Selected Programs	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
Youth and Family Counseling	34	32	138	134
Positive Youth Development	128	69	1673	1783
Information and Referral	198	207	1318	4316
Social Casework Cases				
Under 55 = 60				
Over 55 = 33	93	105	378	335
Food Bank Households	148	158	1211	1317
Special Needs	11	6	71	104

SENIOR AND DISABLED CENTER

- The Matter of Balance program began a new eight week session this month. This eight week, evidence based program is designed to help participants manage fall risk and is coordinated locally by the Hartford Health Care Injury Prevention program, funded by Jefferson House Institute. The Center is working with the Coordinator to provide the program to deaf seniors using an ASL fluent leader.
- After several months' absence, Tina Bradbury from Newington Health Care returned for the always popular manicure day. Unfortunately, she is not able to commit to the service moving forward.
- On February 22nd, Chef Mike Webster from Emeritus at Rocky Hill, demonstrated a "Chef's Choice" risotto and discussed nutritional and responsible meal choices. The meal demo's are always very popular.
- On February 28th, the Atrium at Rocky Hill presented a Lunch and Learn with Erin Hall providing a presentation about what we can eat do to keep our brains healthy and in great working order. The Atrium provided a sumptuous meal.
- The Center will host its first Craft Fair on May 5th, organized by a small committee of staff and volunteers. The response by potential craft vendors has been strong.

- Center Director Dianne Stone was invited to participate in a conference call with other leaders in aging and the National Council on Aging to provide input into a program concept to build capacity among senior centers to be partners of choice with public health. Newington already has a well developed relationship with the Central Connecticut Health District that is a model for other areas.
- Ms. Stone was also an invited panelist, representing the impact of the State Budget on local aging services, at a legislative breakfast hosted by the North Central Area Agency on Aging.
- Planning continues for the Aging Mastery Program, a six week program that the Center is co-developing with the National Council on Aging and four other Centers across the country. Speakers have been lined up and enrollment is open for the program which will begin in March.
- Center staff attended CRT's community meeting about the proposed Veteran's Landing assisted living facility to be built on the VA property. This, and the larger Victory Gardens, may have an impact on community services including the Senior and Disabled Center and staff will stay engaged with the developers.
- The Center currently has 1,757 paid members with an additional 644 residents registered for Dial-A-Ride.
- Close to 150 participants have enrolled in the Membership Plus Fitness. There is a decrease in the actual use of the room over the winter months.
- 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 2,163 by 440 people (with only one scanning station available). New hardware has been ordered to replace the failing equipment.
- Dial-a-Ride provided 1,275 trips covering 3,317 miles during regular hours.
- Center staffing was complemented by 680 hours of unpaid service in 223 instances by 54 volunteers.

PARKS AND RECREATION

Administration

- Superintendent met with the Town Manager.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with staff and union representatives regarding various personnel issues.
- Superintendent met with the members of the Public Works Committee.
- Superintendent met with representatives from Weston & Sampson in regards to the "Pool Study".
- Superintendent met with the Town Manager and Mr. Lee Olsen to discuss square footage and space needs for the proposed Community Center.
- Superintendent met with the NHS Athletic Director.
- Superintendent met with the Superintendent of Schools and the Finance Operations Officer.
- Superintendent met with the Facilities Director.

Recreation Division

- Creative Playtime Preschool Program hosted its annual Open House on Wednesday, February 6th. A total of 14 families attended.
- The Spring 2013 Program Guide was distributed to all Newington residents at the end of February as an insert inside the March issue of Newington Life. New programs include a Beginner Ladies Golf Clinic, Intro to Stand Up Paddle Boarding and an 8 week 'Art-Ventures in the Rainforest' program with Let's Gogh Art. We also offered a small prize for the first resident to find our 'April Fools' program in the brochure. Many residents enjoyed participating.
- Registration for the 2013-2014 school years at Creative Playtime Preschool began in the Parks and Recreation office on Tuesday, February 12th.
- Planning for the summer playground program is underway. Tentative program dates for the playground program for children in Kindergarten through Grade 7 are Monday, June 24 through Friday, August 9. The start date of the program may need to be revised in the event that there are additional days to make up at the end of the school year.
- S. Glasson, K. Gallicchio and M. Lach attended the first Extravaganza Committee meeting on Tuesday, February 19th.
- S. Glasson and M. Lach met with NHS Head Swim Coach John Dipaola-Tromba on Wednesday, February 20th regarding possible future collaboration on aquatics programming.

- A total of 49 participants enjoyed a bus trip to Mohegan Sun Casino which was offered on Saturday, February 23rd as a fundraiser for the fireworks at this year's Extravaganza. Many local businesses donated raffle prizes, and a total of \$1,470 was raised for the 2013 Extravaganza.
- Forms for the 15th Annual Golf Tournament were revised and prepared for a mailing to go out the week of March 4th.
- All Extravaganza vendor forms are currently being revised, and are expected to be mailed to local businesses, crafters and returning vendors by mid-March.

Parks and Grounds

- On Friday February 8th crew members began snow removal from winter storm Charlotte. That process continued for seven days.
- Two crew members were called upon to run the Bobcat Loader and Toro Snow blower in tandem with Highway members to clear private sidewalks in Town.
- Two crew members made repairs to the men's restroom at the Parks and Grounds Garage. This included fixing stall dividers and a new door opener.
- Division personnel continued to prune Town owned crabapple trees as time permitted.
- Ben Breitreutz (GKIII) and Lester Daigle (Pool Mechanic) cut open some deck area of Churchill Pool to attempt to locate a leak in the system.
- The department responded to four incidents of ice/snow.
- There were 5 interments in Town Cemeteries this month.
- Division personnel were offline a total of 23 days in February.

LIBRARY

- On Thursday 2/7, the Library checked out 2,389 items. It seemed like everyone in town (and surrounding towns) checked out items to keep themselves entertained during the coming blizzard. The library closed at noon on Friday and remained closed Sat. and Sun., reopening on Monday, causing some program cancellations.
- Judy Igielski, a Library Board member since 1999, was honored by the Town Council with the Town's 2012 Volunteer of the Year Award.
- Shirlee-Ann Kober and Donna attended the Chamber's State of the Town breakfast at Newington High School on 2/7. Library Board President, Anna Eddy, also attended. Shirlee-Ann also attended the monthly Chamber of Commerce meeting.
- Since the Newtown School shootings, we have been asked if the library has a lockdown policy. On 2/20, Lt. Miano and Sgt. Perry from the Police Department presented at our staff meetings on "What to do if there is an active shooter in the building." They showed 2 videos and discussed options for staff to deal with a situation in the library.
- We received 88 applications for the children's part time position. Interviews will be held on 3/4 and 3/7.
- Sue Bethune retired on 2/22. She has worked in Reference and Collection Management for over 30 years. Sue has agreed to stay on as a Substitute.
- All staff filled out a goals worksheet for Jan. 1, 2013 to Dec. 31, 2013. Department heads are summarizing their department's goals and a final goals document will be compiled in March. Staff will be evaluated at the end of the year based on their accomplishments.
- The operating budget was submitted to the Town on 1/4/13. The CIP committee has reviewed our request, and next will be the March budget hearings.
- Zinio, a new e-magazine service made its debut on 2/11. 41 e-magazines are available to Newington residents through the library's website. Statistics for the month of February were 43 new users and 293 magazines downloaded. Consumer Reports was the most popular with 21 downloads.
- John Bolduc, the Town's new Network Administrator, received a tour of the library facility. During the tour he asked that we protect the patch panel/wiring area for our network. We ordered 3 stanchions that block off the area.
- Our library consortium is considering a new system for all 27 libraries, and several staff attended presentations to evaluate the top 2 vendors at the Rocky Hill Town Hall.
- 32 people attended two classes held on the Freading e-book platform and the Zinio e-magazine platform we just subscribed to.
- Reference staff has been inundated with requests for e-Reader help and staff is doing more "Book-a-Librarian" appointments with patrons who want to learn how to use the Overdrive, Freading and Zinio

e-book and e-magazine platforms on their iPads, Kindles and Nooks. Another wanted to set up an e-mail account.

- The Adult Winter Reading program "*Pop Open a Good Book*" had 427 participants, a 7% increase from the previous year. They read 2,555 books over a 5 week period.
- Adult programs included an evening book discussion; *The Job Search: Age 40 and Beyond*; *Lunch & Learn: Universal Class and Learning Express*. Computer classes included *Basic Excel* and *Basic Computers*. Terri Planco facilitated a book discussion at Cedar Mountain Commons and books were delivered to 4 homebound patrons.
- Terri Planco and Donna spoke to the Cedar Mt. Women's Club about library services on 2/22. Terri's book discussion and Homebound Services were promoted. After the talk, two residents signed up to receive Homebound Service from the library.
- Volunteers put in 83 hours this month, 23 of those hours from Teens.
- The Children's Winter Reading program "*Pop Open a Good Book*" had 211 participants.
- In addition to regular story times, children's activities included programs sponsored by the Friends of the Library: *Parent-Child Workshops*; *Tales to Tails*; *Read, Rattle & Roll*; *Explore Together*; *Cookbook Club*; *Play with Us*; *Just a Story and a Song*; *Construction Club*; and *Chess Club*. Children's staff continues to do book discussions at the middle school and other outreach at schools.
- "Take Your Child to the Library Day" was celebrated on Sat. 2/2 with 70 people attending a movie, arts & crafts and a rainforest animals program in the Children's Room,
- Teen programs included a *Teen Movie Night*; Newington High School Book Clubs; *The Paranormal Book Club*; *The Manga Book Club*; and an *Anime Afternoon Movie*. Teen Librarians, Bailey Ortiz and Jennifer Bassett, attended a YA Roundtable in Marlborough.
- Worked on an inventory to investigate which windows in the library won't open (painted shut) in case of an emergency, the goal being to be able to open all windows if an escape is needed.
- Three interior designers came in to look at the Lienhard Room for renovation proposals. Admin staff will meet with Diane Stamm, Chair of the Board's House Committee, to go over the proposals in March.
- Staff continues to find evidence of stolen items in the library, such as pages ripped out of books containing the barcode and security tag. Books on CD cases have been found empty on the shelves. The total loss since September is 34 items (the ones that we know about) valued at \$830. Facilities is still waiting to hear back from IT and the Police department regarding installation of much needed security cameras at the library.
- The Director held monthly staff meetings, department heads meetings and individual meetings with department heads and other staff. She attended meetings for Circulation, Library Board, Friends of the Library, Town department heads, Town Council, and the budget.

MONTHLY STATISTICAL REPORT, LIBRARY, FEBRUARY 2013				
	2013	2012	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	20,163	22,642	-2,479	-10.95%
CHILDREN	9,602	10,889	-1,287	-11.82%
YOUNG ADULT	972	1,015	-43	-4.24%
DVD'S	8,052	8,472	-420	-4.96%
Digital Services				
DOWNLOADABLE BOOKS	664	481	183	38.05%
DOWNLOADABLE MAGAZINES	293	0	293	
E-READERS	10	19	-9	-47.37%
Other				
MUSEUM PASSES	53	55	-2	-3.64%
TOTAL CIRCULATION	30,737	34,546	-3,809	-11.03%
CUMULATIVE CIRCULATION YTD	257,808	269,191	-11,383	-4.23%
DAYS OPEN/MONTH	25	28	-3	-10.71%
AVERAGE DAILY CIRCULATION	1,229	1,234	-4	-0.35%
PATRON COUNT	15,789	19,598	-3,809	-19.44%
AVG. PATRON COUNT PER DAY	632	700	-68	-9.77%
SELF CHECKOUT CIRCULATION^	26	796	-770	-96.73%
TOTAL # CARDHOLDERS	12,015	12,408	-393	-3.17%
SUNDAY CIRCULATION	1,988	2,724	-736	-27.02%
SUNDAY PATRON COUNT	982	1,425	-443	-31.09%
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	5,644	5,663	-19	-0.34%
TOTAL COMPUTER USE*	3,904	2,930	974	33.24%
TOTAL DATABASE SEARCHES	24,684	12,709	11,975	94.22%
WEBSITE VISITS	7,655	7,607	48	0.63%
INTERLIBRARY LOAN--LOANS	866	967	-101	-10.44%
INTERLIBRARY LOAN--BORROWS	632	746	-114	-15.28%
PROGRAMS CHILDRENS	47	73	-26	-35.62%
PROGRAMS CHILDRENS ATTENDANCE	1,284	2,014	-730	-36.25%
PROGRAMS TEEN	6	4	2	50.00%
PROGRAMS TEEN ATTENDANCE	37	57	-20	-35.09%
PROGRAMS ADULT	9	18	-9	-50.00%
PROGRAMS ADULT ATTENDANCE	520	864	-344	-39.81%
NOTARY TRANSACTIONS	13	19	-6	-31.58%
VOLUNTEER HOURS	83	125	-42	-33.60%
MEETING ROOM USAGE-OUTSIDE GROUPS	22	17	5	29.41%
MEETING ROOM USAGE-LIB. PROGRAMS	55	65	-10	-15.38%
STUDY ROOM USAGE	180	187	-7	-3.49%
TOTAL LIBRARY HOLDINGS (ITEMS)	174,151	168,686	5,465	3.24%

The Library was closed for 2.75 days due to a blizzard in February

*2013 figures include all computer use due to CASSIE upgrade

^ the self check out terminal was out of service for most of February