



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: February 21, 2014
Re: Monthly Report – January 2014

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, MidState and CCM meetings.
- Mr. Salomone attended meetings for various projects related to the Town of Newington, including Town Hall renovations and the busway.
- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone held Capital Improvement Project (CIP) and budget request hearings with Finance staff and the various Town departments.
- Mr. Salomone and staff continued with the collective bargaining process for the IPBO (Police) union contract, which expired on June 30, 2013. The contract was ratified by the union on January 21, 2014.
- Mr. Salomone met with NVA representatives regarding the contract between NVA and the Town.
- Mr. Salomone met with residents and area business owners to address issues and concerns as needed.
- Mr. Salomone met with staff and union representatives regarding personnel issues.

Legal Services

As of Jan 31, we have spent a total of \$ 43,603.20 for legal services to the firm of ROME MCGUIGAN, P.C. (Firestone) and \$10,608.20 for legal services to the firm of Murtha Cullina, LLP (Toll Brothers).

Overtime

Paid overtime during the month of January 2014 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	14.2	\$ 687.01
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 967.60
ROAD MAINTENANCE	1.2	\$ 56.57
SNOW	1,091.6	\$ 48,300.24
TOTALS	1,127.0	\$ 50,011.42
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	11.0	\$ 772.00
Snow/Ice	268.5	\$ 10,425.00
TOTALS	279.5	\$ 11,197.00

POLICE DEPARTMENT	13-14 Budget Overtime Appr.	Overtime Expended 13-14 YTD	12-13 Budget Overtime Appr.	Overtime Expended 12-13 YTD
Administration	\$ 6,734.00	\$ 775.55	\$ 6,734.00	\$ 2,421.04
Patrol	641,951.00	358,480.52	592,745.00	432,637.47
Investigation	77,883.00	24,758.93	77,582.00	20,957.34
Communication	118,117.00	46,668.06	117,787.00	95,022.03
Education/Training	121,801.00	26,989.41	107,795.00	33,107.22
Support Services	39,878.00	-1,353.63	40,751.00	-804.63
Animal Control	5,546.00	0.00	7,548.00	1,090.12
Total	\$ 1,011,910.00	\$ 456,318.84	\$ 950,942.00	\$ 584,430.59
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 13,973.92	\$ 29,225.00	\$ 19,522.49
Snow and Ice Control	137,119.00	94,520.79	137,119.00	60,397.57
Traffic	5,684.00	1,398.00	8,684.00	2,718.98
Vehicles and Equipment	28,981.00	13,874.95	28,981.00	13,114.89
Leaf Collection	55,937.00	37,720.33	55,937.00	38,401.53
Total	\$ 256,946.00	\$ 161,487.99	\$ 259,946.00	\$ 134,155.46
PARKS AND GROUNDS				
Parks and Grounds	\$ 91,968.00	\$ 77,894.81	\$ 142,799.00	\$ 61,820.49
Cemeteries	16,971.00	9,074.65	15,635.00	9,476.62
Total	\$ 108,939.00	\$ 86,969.46	\$ 158,434.00	\$ 71,297.11

PERSONNEL

- The interview process for the part-time zoning officer continued, with three candidates selected to proceed to a final round of interviews.
- No hiring decision was made regarding the part-time Librarian position. The job was re-posted on December 27 with a closing date of January 23, 2014. The testing and interview process will continue in February.
- Part-time Assistant Town Clerk Corinne Schroll submitted her resignation effective February 4. A public job posting for the position was advertised from January 27 – February 7, 2014.
- Seasonal Parks and Grounds positions were posted from January 22 – February 28, 2014.

RISK MANAGEMENT

2013-14 Blue Cross/Blue Shield Plan Year

The sixth month of the 2013-14 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2013-14 plan year were estimated at \$801,556. The total paid claims from the Health Benefits Fund for December 2013 were \$873,052. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

	<u>Cumulative Claims through December, 2013</u>		
	Town	Board of Education	Total
Estimated Claims	977,736	3,831,600	4,809,336
Actual Claims	905,215	3,563,651	4,468,866

FACILITIES MANAGEMENT

- The Facilities Manager attended Town Hall building meetings during the month with the Acting Town Manager and Parks Director along with the Architect and Construction Manager.
- The department has completed safety inspections at most Town buildings and is in the process of addressing any deficiencies found to date with a focus on electrical issues.
- **Work Order Completions:** The facilities group completed 61 formal work orders during the month at the various Town Buildings.
- **Transition Academy Roof Replacement:** The major portion of this project has been completed with the soffit and eave trim yet to be completed due to material delay and weather conditions. This delay will not affect the integrity of the new roofing system which has made the area completely weather tight. (No change, this project completion is waiting for better weather).
- **Senior Center:** The roofing work has been completed and the canopy construction was nearing completion in December. Unforeseen problems with the existing concrete floor at the building entrance delayed the re-opening of the entrance until January. This new entrance is now open and the project is complete. Renovations to the main office area of the building began in January as planned and will continue through February.
- **Kelsey House:** A furnace replacement for the apartment in the Kelsey house was planned due to the age of the existing furnace and repeated failures of the unit. This project was completed as planned.
- **Parks Garage & Highway Garage:** Quotes for replacement of gutters at both locations were reviewed during January with installation scheduled during February weather permitting.
- **Painting Projects:** Painting projects continued during January with a focus on boiler rooms and electrical closets in the Town Hall during the month.
- **Electrical Inspections:** Infrared inspections of electrical panels and service locations began during the month as part of a routine maintenance schedule for these items. To date, several panels have been scheduled for replacement due to age and problems found during the inspections.

INFORMATION TECHNOLOGY

- The town's website saw 27,156 visitors, 17,383 unique visitors, 72,150 page views with users averaging 2.66 pages per visit. The Town, Library and Town Employment Opportunities pages were the most frequented.
- Processed 93 internal work-orders and 22 via web site.
- The Town's Information Technology Team: Mr. Paul G. Boutot, Chief Information Officer, Mr. John Bolduc, Network Administrator/ Project Leader, Mr. Scott Hoagland and Mr. Steve Pollock, Network/ Application Specialists, and Mr. Thad Dymkowski, GIS Technician, participated, assisted and/ or were directly involved in one or more of the following:
- Mr. Boutot served as Temporary Acting Town Manager while Mr. John Salomone, Town Manager, was out on medical leave.
- Upgraded core network switches to support 10gb connectivity.
- Finished troubleshooting high network utilization rates across several switches.
- Upgraded firmware on primary network switches.
- Converted four Citrix Servers running on XenServer HyperVisor to run on VMWare Hypervisor.
- Upgraded VMWare hosts to version 5.1 update 2.
- Setup and configured new virtual hosts and storage.
- Placed orders for new computer workstations.
- Setup and configured new copier in main town hall copier room.
- Updated town and police department video recording system software and firmware.
- Completed customization of Geocortex web based GIS data viewer.
- Completed inventory of town hall network printers.
- Provided GIS mapping for Town Planner medical marijuana project.
- Provided data to CRCOG for regional GIS project.
- Provided GIS data for public data requests.
- Provided scanning support for various departments.
- Provided graphics support for Human Services Department.

- Configured scanning capability on all town hall multi-function machines.
- Assisted with installation of new label printer in Town Clerk's office.
- Participated in two practice sessions with Tax Wise Group in preparation of upcoming tax season at the Senior and Disabled Center.
- Finalized ShopKeep configuration for Senior and Disabled Center staff. System went on line January 6, 2014.
- At the request of Police Department staff extracted data from existing Computer Aided Dispatch and Records Management Systems to be used in preparation and configuration of new CAD/RMS system.
- Mr. Hoagland and Mr. Boutot attend an RFID demonstration at the Lucy Robbins Welles Library.
- Configured switch to replace old hub in Collection Office at Lucy Robbins Welles Library Collection office.
- Migrated 25 plus devices from legacy backup solution to new Unitrends solution.
- Installed and setup latest version of Hewlett Packard Device Manager for thin client management.
- Assisted with installation of Firefox and Chrome browsers along with Windows and application updates on library training laptops.
- Labeled new cabling to be used with new server and storage solution.
- Deployed new laptops to Major Crime Processing Command Vehicle and configured printing.
- Troubleshoot issue and discovered bug with creating links on library webpage using third-party provided toolset, reported bug to vendor and provided workaround to user(s).

FINANCE

Accounting and Administration

- Department budget hearings were conducted through out the month as part of the 2014-15 budget process.
- Ms. Harter, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meeting which they attended on January 9th.
- Several year-end 2013 tax reporting tasks were completed during the month of January including the generation of 1099's and W-2's.
- Ms. Harter assisted the Town Manager and Attorney Plumb with changes to the IBPO union contract.

Major grants received during the month include the second installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,242,370. 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)

1/31/2014

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2013-14</u>	<u>Year to Date</u>	
General Fund	\$30,000	\$33,682	\$12,797,662
Special Revenue Funds	2,057	3,541	3,318,170
Capital Projects Funds	600	690	1,027,851
Internal Service Fund	2,400	1,549	2,906,778
Trust and Agency Funds	450	1,721	590,551
TOTAL, ESTIMATED BY FUND			\$20,641,012

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

1/31/2014

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.12	0.15	882	817	\$9,934,637
CLASS PLUS	0.01	0.01	6	7	751,358

Bank North	0.20	0.20	91	91	533,049
People's Bank	0.32	0.32	2,182	2,181	8,028,332
Sovereign Bank	0.30	0.30	236	1,174	1,387,847
Farmington Bank	0.25	0.25	1	138	5,789
Total Outstanding Investments					\$20,641,012

Rates reflect avg. monthly yield, annualized

Assessor

- The October 1, 2013 grand list for Newington increased by 0.5% from the prior year. This increase is primarily attributable to new real estate construction. The 2013 grand list is subject to further adjustments by the Board of Assessment Appeals, and pending and future court cases. At the current mill rate of 33.63 and a collection rate of 98% the grand list increase will provide approximately \$388,000 in additional funds. The completed grand list is below:

TOWN OF NEWINGTON 2013 NET GRAND LIST				
CATEGORY	2012 Grand List	2013 Grand List	PERCENT CHANGE	DOLLAR CHANGE
REAL ESTATE	\$2,188,702,373	\$2,197,055,035	0.4%	\$8,352,662
PERSONAL PROPERTY	\$134,889,100	\$136,146,200	0.9%	\$1,257,100
MOTOR VEHICLE	<u>\$213,855,277</u>	<u>\$216,032,070</u>	1.0%	<u>\$2,176,793</u>
TOTAL	\$2,537,446,750	\$2,549,233,305	0.5%	\$11,786,555

MANUFACTURING EQUIPMENT EXEMPTION				
	2012 Grand List	2013 Grand List	PERCENT CHANGE	DOLLAR CHANGE
GROSS PP	\$203,070,880	\$205,421,100	1.2%	\$2,350,220
MFG & OTHER	<u>\$68,181,780</u>	<u>\$69,274,900</u>	1.6%	<u>\$1,093,120</u>
NET PP	\$134,889,100	\$136,146,200	0.9%	\$1,257,100

Revenue Collector

- January Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$27,287,205. The Supplemental Motor Vehicles collected were \$543,480 and \$27,804.32 was collected for back taxes.
- This year's January collections current Grand List were 1% higher than they were last year.

TOWN CLERK

- There were 421 documents filed on the land records during January.
- Property sales conveyed for a total of \$8,527,418. State conveyance tax collected was \$76,237; and \$20,636.00 was collected in Town conveyance tax.
- Noteworthy sales during January:
 - 1581 Southeast Road was sold for \$1,606,280.48 from BN (CT) QRS 11-57, Inc. to Farmington South East Road, LLC
 - 56 Budney Road sold for \$850,000 from TJ Real Estate, LLC to ELTSAC, LLC
 - Five residential sales transferred—each over \$300,000.
- Fifteen Foreclosure Registrations were filed during the month.
- Staff issued 108 certified copies of vital records and catalogued 14 burial permits and six cremation permits.

- The office catalogued five Liquor Permits, nine Trade Name certificates and nine Notary Public commissions.
- Employees recorded 108 mortgages, 129 releases and 44 liens.
- In accordance with §9-382 to §9-45, inclusive, Republican and Democratic party- endorsed candidates for Town Committees were filed in the Town Clerk's office.
- On January 15th the Town Clerk's office hosted a site visit from the New Britain Town Clerk's office. Visitors were interested in the land record indexing system, the dog license and marriage license software, layout and functionality of the vault and the overall workflow and efficiency of the office.
- On January 23rd the Town Clerk planned and implemented an Orientation Workshop for all newly elected/appointed Connecticut Town Clerks at the State Capitol. Staff and Commissioners from several State Departments were on hand throughout the day to present an overview of their offices and how they interact with Town Clerks, as well as joining all the clerks for lunch at the Officers' Club.
- The Town Clerk and the Town Planner met with a Records Management consultant from King Information Services, and then followed-up with a site visit to the Southington Town Clerk's office to see how the proposed system works.

DATA SUMMARY January 2014				
	<u>Jan. - 14</u>	<u>Jan. - 13</u>	<u>FY 13/14 to Date</u>	<u>FY 12/13 to Date</u>
Land Record Documents	421	527	3282	3889
Dog Licenses Sold	16	21	493	468
Game Licenses Sold	130	128	197	306
Vital Statistics				
Marriages	1	20	118	141
Death Certificates	19	21	172	183
Birth Certificates	3	19	127	169
Total General Fund Revenue	\$ 35,597.05	\$ 30,640.80	\$ 284,561.32	\$307,543.04
Town Document Preservation	\$ 897.00	\$ 980.00	\$ 7,521.00	\$ 7,306.00
State Document Preservation	\$ 608.00	\$ 980.00	\$ 4,756.00	\$ 7,320.00
State Treasurer (\$36 fee)	\$ 10,908.00	\$ 17,640.00	\$ 86,545.00	\$131,256.00
State Treasurer (\$127 fee)	\$ 4,318.00	\$ -	\$ 30,988.00	\$ -
State Treasurer (\$110 fee)	\$ 3,190.00	\$ -	\$ 29,480.00	\$ -
Locip	\$ 909.00	\$ 1,470.00	\$ 7,119.00	\$ 10,938.00
State Game Licenses	\$ 695.00	\$ 855.00	\$ 2,897.00	\$ 9,834.00
State Dog Licenses	\$ 106.00	\$ 143.00	\$ 3,321.00	\$ 2,968.00
Dog Licenses Surcharge	\$ 42.00	\$ 48.00	\$ 1,178.00	\$ 1,045.00
Marriage Surcharge	\$ 76.00	\$ 114.00	\$ 874.00	\$ 893.00
Grand Total	\$ 57,346.05	\$ 52,870.80	\$ 459,240.32	\$479,103.04

POLICE DEPARTMENT

- Work continues on the regional Computer Assisted Dispatch and Records Management Systems. We have been meeting with our Fire Department, CROG, Wethersfield PD, Cromwell PD, Connecticut's Criminal Justice Information System (CJIS), OSET and the public safety data network (PSDN), State

Police and others. These meetings are to ensure that the project can make use of the new fiber optic system serving public safety agencies in Connecticut.

- Newington is coordinating the regional license plate reader system for the Capitol Region as the license holder for the Federal, DMV, and Vendor agreements. The Fairfield Region (14 police departments) has requested to join our project to facilitate data sharing. After numerous months of planning both Chief of Police organizations have agreed to a joint project. The Capitol Region Chiefs have authorized just under \$70,000 for the purchase of a new server that would be housed in Newington's IT system. The Police and IT Departments are coordinating the purchase, installation and set up of the system. We are also working with the State of Connecticut OSET department to make use of the new PSDN. The hopes are that the systems will be operational within 90 -120 days.
- Patrol Calls for January are as follows:

ALARMBURG	126	F/HAZMAT	3	NOISE	12
ALARMHOLD	2	F/OTHER	4	NOTIFICATION	3
ANIMAL	6	F/RESCUE	1	OpenDoor/Win	8
ASSAULTIP	1	F/STRUC	10	PARKINGVIOL	13
ASSAULTREP	2	F/WATER	11	PISTOLPERMTEMP	5
ASSIST	24	FINGERPRINT	43	PROPFOUND	7
BOLO	1	FIREWORKS	1	PROPLOST	6
BREACHIP	7	FOLLOWUP	67	ROBBERYIP	1
BREACHREP	2	HARASSMENT	14	SERVSUBPOEN	1
BurgIP	1	HAZARD	34	ServWarrant	34
BURGREP	5	INTOXICATED	12	SEXASSAULTRE	1
CARSEAT	2	JUVCOMP	15	SPECDETAIL	57
CHECK	52	LAND/TENANT	1	STOLENMV	4
CLEARLOT	2	LARCFROMMV	8	SUDDENDEATH	2
COURT	21	LARCIP	13	SUICIDEATT	2
CRIMMISGRAF	1	LARCREP	42	SUSPICIOUSIP	69
CRIMMISIP	1	LIQUOR	1	SUSPICIOUSREP	34
CRIMMISREP	8	LOCATION	20	TESTEVENT	2
CSO	13	LOCKOUTMV	1	TESTPOLICE	2
CUSTOMERIP	6	LOCKOUTRESID	3	THREATREP	2
CUSTOMERREP	2	LTA	3	TOBACCO	1
DOG	33	M	211	TOW	29
DOMESTICIP	21	MISSING	1	TRAFFIC STOP	507
DOMESTICREP	10	MVABAND	3	TRESPASSIP	4
DRUG	1	MVAEVADING	16	TRESPASSREP	3
DUI	3	MVAINJURY	17		
EDP	11	MVAPROP	90	TOTAL FOR NPD	1,882
ESCORT	19	MVASSIST	67		
F/ALARM	26	MVCOMPLAINT	35		
F/COSYMP	1	NEIGHBOR	9		

Patrol Investigations

- Investigations and calls by Patrol Officers in January included:
 - Home Invasion** - On 1/23/14 at approximately 1930 hours, Newington Police received a 911 call from a resident stating that a male was breaking into her apartment and that he had a knife. In the background, a male and a female could be heard screaming. Officers were dispatched and responded to the scene. As officers arrived, the caller stated the male was fleeing the scene. The first officer on the scene was able to locate the male attempting to flee and detain him. The female was contacted and stated that she was at her apartment with her son and a male friend. Later in the evening, she heard a car skidding to a stop outside her apartment, she looked out the window and saw a co-worker standing next to his car. She stated that the co-worker was yelling for her male guest to come outside and that he was holding a kitchen knife in

his left hand. After this went on for a period of time, someone began knocking at the door. She went to the door and as she did she heard her co-worker yelling for her guest. She opened the door and the co-worker pushed her back into her apartment and into her son. She then pushed the co-worker out of the apartment and closed the door on him. As he was outside the door he kept yelling for the male guest and started to kick the door. The female opened the door again and the co-worker was then able to get into the apartment. During this time the co-worker threatened to stab the female and the male guest. At this time her neighbor came into the hallway from outside. The female was able to call the police and the co-worker fled outside as officers arrived.

The co-worker was placed under arrest and charged with: Home Invasion CGS 53a-100aa, Assault 3rd Degree CGS 53a-61, Threatening 2nd Degree CGS 53a-62, Risk of Injury to a Minor CGS 53-21, Reckless Endangerment 2nd CGS 53a-64, and Breach of Peace 2nd Degree CGS 53a-181. He was held on a bond and went to court the next day.

- In January, Detective Division personnel:
 - Handled 76 investigations, 49 remain ongoing and 27 were closed by investigative methods.
 - Served 33 arrest warrants, 30 by Patrol Officers and 3 by Detective Division personnel.
 - In the later months of 2013 Newington Police began responding to a series of burglaries that were occurring at local restaurants. The businesses that were burglarized were Cavo's, Newington Pizza, Empire Pizza, the Sloppy Waffle, and Yanni's. The burglary at the Sloppy Waffle also involved a burglary into the adjacent business, J.E. McLaughlin, during which it appeared that the suspects tunneled through a wall to gain access from one establishment to the other. The burglary scenes were processed by personnel from the detective division. Processing efforts included the discovery and photographing of distinctive boot impressions as well as swabbing for the presence of DNA.
- Based on the common factors among the aforementioned cases, Detective Kelliher was assigned to investigate. On January 8th 2014, the Department of Emergency Services and Public Protection Forensic Science Laboratory contacted this agency advising that they had a CODIS (Combined DNA Index System, a national database) hit for a known suspect from DNA swabs we collected at the burglary scene of Empire Pizza. Upon obtaining the name of the suspect, additional investigation was conducted and it was discovered that the suspect has a history of committing burglaries including a burglary in Newington. Detectives also discovered that the suspect was currently in custody at the Hartford Correctional Center after being caught in the act of committing a burglary in Berlin where he tunneled through a wall into a second business. Our detectives contacted the Department of Corrections and requested photographs of the suspect's boot soles. The sole's of the suspect's boots appear to match the footwear impressions that were photographed by detectives at the previously mentioned burglary scenes. A search warrant was obtained which allowed our detectives to seize the boots. The boots and the photographs were sent to the forensic lab for further testing.
- Area towns were advised of this development as they were also subject to both commercial and residential burglaries within the same time frame and it appears possible that this suspect could be responsible for those crimes as well.
- In January, the Community Service Officer (CSO):
 - Taught the STEP UP program to all 5th grade students for the entire month of January. There were approximately 400 students, 16 fifth grade classes, and 64 class room sessions during this time. Topics include Respect, Accountability and Responsibility, an Introduction to Tobacco Products, Internet Safety/Sexting, and Bullying. All participating students will receive Hartford Hawks (University of Hartford) Basketball tickets for D.A.R.E night, Saturday, February 8th.
 - Participated in the first Adventure Builds Bridges With Youth and Police Activity.

CR/NIBRS Selected Crimes

Type of Crime	<u>December 2013</u>		<u>December 2012</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	1	0	1	0
Robbery	0	\$	1	26
Assault	9	0	6	0
Burglary	11	\$12,018	6	\$4,587

Larceny Theft	46	\$620,348	44	\$28,380
Auto Theft	4	\$19,588	1	\$3,090
Totals	71	\$651,954	59	\$36,083
1st Qtr Totals	179	\$318,483	196	\$158,755
2nd Qtr Totals	216	\$146,310	245	\$191,465
3rd Qtr Totals	231	\$242,715	236	\$256,764
4th Qtr Totals	204	\$833,173	217	\$264,164
Yearly Totals	830	\$1,540,681	894	\$866,690

- During the month of December 2013, the Police Department arrested 85 adults; 2 for robbery, 10 for assaults, 1 for burglary, 2 for fraud, 1 for weapons, 1 for sex offense, 10 for narcotic violations, 3 offenses against family and children, 2 for DUI, 2 for disorderly conduct, 20 for larcenies, and 30 for other miscellaneous offenses. The Department also referred 10 persons under the age of 18 for criminal acts: 1 for robbery, 3 for assaults, 1 for larceny, 1 for vandalism, 1 for disorderly conduct, and 3 for other miscellaneous offenses.
- Police Department Overtime
- Comparison
 - OT December \$ 60,734 2 pay periods with one holiday
 - OT January \$ 66,873 2 pay periods with two holidays
 - Total decrease \$ 6,139
- In January, there was one officer in Field Training and one officer at the Police Academy. In addition, there were two officers out on workers compensation injuries and one on light duty assigned to dispatch. These vacancies in Patrol have an impact on the overtime for a total of 5 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum.
- Administration overtime was \$0.
- Patrol overtime of \$48,821 is an increase of \$3,525. Calls included one Mid State traffic investigation, accident investigations, several domestics, a Sergeants meeting, sudden death, prisoner watch at hospital, court appearances, holdovers, and two holiday coverages (\$20,000).
- Detective Division Overtime of \$2,463, is a decrease of \$504. Overtime included one Mid State accident investigation, evidence processing, drug violation, scene processing for burglaries, and a drug burn.
- Communications overtime of \$7,499 is an increase of \$1,509. Holiday overtime of \$3,500, shift coverage, and overtime for time off.
- Education overtime of \$4,932 is a decrease of \$407 for training classes. Training included IA investigations, Sniper school, School Violence, Defensive tactics, Taser and Baton, and specialty classes.
- Support Services overtime of \$3,158 is an increase of \$2,016. Overtime included Holiday pay and Youth Council meetings. Reimbursement was received the Board of Education in the amount of \$17,620 for the School Resource Officer.
- ACO overtime was \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of January, 2014. During this period fire department members responded to 71 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	January 2014	7 Months Activity
Residential	10	76
Commercial, Industrial, Office	0	18
Hospital, School	1	7
Vehicle	1	9
Rescue, Police Assistance	2	29
Dumpster, Rubbish, Grass, Brush, Leaves	0	17
Hazardous Materials/Clean up	7	24
Investigative Alarm	10	105
False Alarm	9	33
Mutual Aid/Standby	2	8
Carbon Monoxide Investigation	9	43

Water Related Incidents/Pump-Outs	<u>5</u>	<u>20</u>
Total	56	389

Training Summary

Multi-Company Training	Health/Wellness – Co. #1 & #4 Co. #2 & #3	51 hours 100 hours
Officer Training	Post Incident Review/Willard Avenue	83 hours
Driver Training	Road Time 2Q Exam Prep	7 hours 6 hours
Company Training	CO.#1 Hose Packs/Deployment CO.#4 Pre-Plans CO.#4 Hydrant Operations	17 hours 8 hours 7 hours
Department Drill	Sexual Harassment Training	178 hours 26 hours
Total Hours		450 hours

FIRE MARSHAL

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

INSPECTIONS	21
INSPECTION FOLLOW-UPS	22
PLAN REVIEW	7
JOB SITE INSPECTIONS	3
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	2
COMPLAINTS	2
HAZ/MAT	0
BLASTINGS	0

Incidents:

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

Fire Marshal's Activities:

- Responded to 43 fire calls during the month.
- Attended a CRCOG Capital Region Coalition meeting in Hartford to review opportunities to promote community emergency preparedness across the region.
- Attended the quarterly Department Drill at the high school. Topic: Sexual Harassment Prevention.
- Attended a Special Meeting of the Capital Improvements Projects Committee meeting at town hall.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Rocky Hill.
- Conducted the quarterly Task Force - 51 meeting in Wethersfield.
- Responded to a Task Force activation in Berlin along with a crew from Engine - 2 to provide station coverage so the Berlin departments could participate in a special "Make a Wish" event.
- Attended the wake for the Grandfather of a Company #2 Firefighter in Wethersfield.
- Attended a meeting with the Town Manager, Finance Director and Command Staff to review the Departments 2014-2015 budget requests.
- Met with the Chief Officers to review the CIP and FEMA Grant projects.
- Attended a meeting of the Departments 100th Anniversary Committee at fire headquarters.
- Attended the monthly meeting of the Capital Region Fire Chiefs Association in Avon.
- Attended the quarterly meeting of the Capital Region Emergency Planning Committee in Hartford.
- Conducted the quarterly Local Emergency Planning Committee at town hall.
- Attended a meeting of the Departments 9-11 Memorial Committee at fire headquarters.
- Attended a meeting with town staff to establish standard operating procedures for the activation of the new CERT Team during emergencies or for special events.
- Attended a meeting at the American Radio Relay League on Main Street to review plans for their upcoming 100th Anniversary Celebration July 17th through July 20, 2014.
- Attended the monthly Company Drill at fire headquarters. Topic: Firefighter Health and Safety.

- Attended the quarterly Employee Health and Safety Committee meeting at town hall. Elected Chairperson for 2014.
- Attended the quarterly Connecticut Emergency Managers Association meeting in Wallingford.
- Attended a Kiwanis "Celebration of Life Ceremony" for Fire Commissioner Robert Seiler at the Paradise Restaurant in New Britain.
- Attended the Retirement Party for Central Connecticut Health Director Paul Hutcheon in Glastonbury.
- Conducted the monthly Command Staff meeting at fire headquarters.
- Attended several meetings with town staff and BOE personnel to review plans for an addition to the music wing at the High School and renovations at Martin Kellogg Middle School.

HIGHWAY DEPARTMENT

Administration

- Attended Department Head and Public Works team meetings.
- Attended quarterly Safety Committee meeting.
- Attended quarterly LEPC meeting.
- Met with residents to discuss various issues and concerns.
- Met with Town Manager and Finance for first budget meeting FY 2014-2015.
- Coordinated On Target Solution on line work safety courses for Highway and Park's Department employees.
- Attended Town Council meeting to discuss ordinance changes.
- Participated in conference call meeting with the Solid Waste Advisory Committee.
- Met with Town Engineer regarding various construction project coordination.
- Met with residents and staff to coordinate blight remediation efforts.

Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Crews completed annual Christmas tree removal.
- Highway employees continued with on-line Target Safety classes and tests.
- Cleaned and/or repaired catch basins.
- Miscellaneous roadway pot hole patching continued.
- Miscellaneous roadside litter removal.
- Cleared waterway at the intersection of Main and Dowd Streets.
- Repaired mailboxes damaged due to snow plowing operations.
- Assisted Parks Department with tree removal on Brook Street.
- Crews continued working with Engineering in the excavation of test pits for High School drainage project.
- Completed roadside tree trimming and branch removal.
- Crews called out 13 times during the month for snow/ice events. Total snow accumulation for the month 28 inches.
- Crews completed Town Center snow removal.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted Human Services with food share setup.
- Assisted Highway Department in snow plowing/removal operations.
- Repaired bus shelters throughout Town.

Fleet Maintenance

- Mechanics performed routine preventative maintenance along with emergency repairs to all Town vehicles and equipment.
- Provided snow plow route drivers as needed.
- Mechanics continued with seasonal maintenance on all snow fighting vehicles and equipment.
- Continued setup of new Police vehicles.

Sanitation/Recycling/Landfill

- Scheduled 351 residential bulk items for collection.
- Scheduled 95 condominium bulk items for collection.
- Scheduled 18 condo/residential scrap metal items for collection.
- 4,352 tons of cumulative Municipal Solid Waste were collected from July 1 through Dec. 31, 2013.
- 1,437 tons of cumulative recyclables were collected from July 1 through December 31, 2013.

- 568 mattresses collected from July 1 through December 31, 2013.
- Issued 5 permanent landfill permits and 0 temporary permits.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on January 8, 2014:

- Issued a Favorable Recommendation to the Newington Town Council on the proposed easement on East Cedar Street.
- Reduced the Performance Bond for Gateway Plaza to \$22,000.

Regular TPZ Meeting on January 22, 2014:

- Approved, with conditions, Petition #60-13: Accessory Apartment at 18 Homecrest Street. Miguel Braga, owner/applicant.
- Set the Performance Bond for "Harvest Village" at 197 Deming Street at \$76,000.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- January 8: met with developer of "Harvest Village" re bonding process.
- January 23: site visit to Middlewoods.

CT fastrak/Amtrak Corridor Planning:

- January 9: attended meeting of TOD/Newington Junction Committee.
- January 21: attended "TOD Knowledge-Sharing Forum" at Lyceum.

Grant-Funded Project Activities

- January 29: attended HUD "Small Cities" training in Hartford.
- January 29: interviewed grant consultant candidates.

Other Boards and Committees:

- January 15: attended Signage Regulations Committee meeting.

Miscellaneous:

- January 15 and 16: interviewed Part-time Assistant ZEO candidates.
- January 16: met with Architect and town staff re proposed Town Hall renovations.
- January 16: met with Finance Department re proposed budget for FY 14-15.
- January 21: attended "Green Main Street" program at Lyceum.
- January 22: second interviews for Part-time Assistant ZEO candidates.
- January 27: met with Town Clerk and King Information Systems salesperson re document management program.
- Responded to approximately 32 phone messages from citizens, applicants and elected/appointed officials regarding zoning or other land use issues.
- Received and responded to or initiated approximately 335 emails from and to citizens, applicants and elected/appointed officials regarding zoning or other land use issues.

TOWN ENGINEER

- During the month of January, zero excavation permits were issued:
 - 0 gas lateral permits
 - 0 gas main permits
 - 0 water lateral permit
- Engineering staff is preparing drainage design analysis and estimates for Town infrastructure that experience periodic flooding or are in need of maintenance. Weather permitting; highway forces may reconstruct portions of the drainage system over the winter months.
- Engineering continues to review the roadway surface analysis path provided by the Town's consultant. Pursuant to verification, the consultant will fully update the Town's software. This road surface rating software is an integral part of the development of the C.I.P. with regard to the (5) five year roadway plan.
- Engineering staff continues to meet with a number of residents and/or applicants (monthly) and discuss and perform site analysis as it relates to future Inland Wetlands applications. Engineering continues to serve the public with requests for mapping and other engineering resources, information, etc.
- The Town Engineer continues attended the C.I.P. committee meeting to discuss and provide technical background information as it pertained to numerous line item topics.

- The MDC has ceased operations on the Church Street Sanitary Reconstruction project. Operations will resume in the spring after the winter shutdown.
- Site plan and application reviews continue for Inland Wetlands.
- The Town Engineer attended the monthly CRCOG Transportation meeting.
- Engineering staff is actively engaged in the preliminary design phase (field survey) for anticipated road & infrastructure projects. Design & estimating phases will continue during the upcoming winter months.
- The Town Engineer and Town Planner continue to meet with regard to DEEP grant for L.I.D. (Low Impact Development). The Town via the Commissions (Wetland, Planning) is preparing to review regulation with the assistance of a consultant engineer (Fuss & O'Neil) and planning consultant (Planimetrics). Pursuant to a review of L.I.D. techniques and methods, the Commission may recommend incorporating these "green initiatives" to the regulations. Future construction projects incorporating "green initiatives" will utilize techniques to improve stormwater quality, groundwater recharge and attenuate stormwater run-off.
- The Engineering staff continues to review and prepare the necessary legislative updates for the Inland Wetland regulations. Additionally, the regulations, related forms, and the Official Town Map will be updated, prepared for review (includes TPZ, Town Council & DEEP) and scheduled for public hearing in preparation for approval.
- Engineering continues to prepare and modify estimates for C.I.P. submittal fiscal year 2014-15.
- Engineering staff continue to review and prepare site plan comments for recommendation of the TPZ Commission via coordination from the Town Planner.

BUILDING DEPARTMENT

- Numerous applications were submitted for DSW Shoes to be located at 1595 Southeast Road.
- Work is continuing at Middlewoods for the new addition. Middlewoods is located at 2125 Main Street.
- Applications were submitted for Moe's Restaurant to be located at 3145 Berlin Turnpike. Plans are under review.
- Applications were submitted for the Newington Senior Center for alterations to existing walls, new coiling fire door, new wall mounted HVAC unit and new cabinets / countertops.
- Seminars attended by our Inspectors for their continuing education credit were:

D. Jourdan	-	Building Officials Lawful Duties – January 16, 2014.
R. Smith	-	Building Official Enforcement Review – January 7, 2014.
D. Zwick	-	Getting Ready for the 2012 IMC – January 17, 2014.
	-	Chapter 6 of the 2009 IRC – Wall Bracing – January 24, 2014.
A. Hanke	-	Building Official Enforcement Review – January 7, 2014.
	-	Chapter 6 of the 2009 IRC – Wall Bracing – January 29, 2014.

Building Department activity for the month of January was as follows: The Inspectors completed a total of 126 Inspections. They were: Apartment Inspection (2), Boiler (3), Chimney (1), CO (1), Decks (2), Electrical (18), Final (41), Footing (5), Foundation (2), Framing (1), Gas Line (12), Hot Water Heater (2), Insulation (7), Roofing (3), Rough (21), Siding (1), Site Visit (1), Tank (1), Waterproofing (2).

- The total number of Building/Renovation Permits issued for the month of January was **99** producing a total permit value of **\$2,838,950.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	21	2,355,795.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	24	60,329.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	1	0.00
MECHANICAL	15	156,721.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	1	150,000.00
PLUMBING	23	70,175.00
POOL	0	0.00
ROOFING / SIDING	4	28,550.00
SIGN	10	14,380.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	99	\$2,835,950.00

The total Building income fees received in the month of January was **\$31,895.00.**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$130.00, Environmental \$100.00, Conservation \$100.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$32.50, Driveway / Excavation \$0.00, Engineering copies \$183.50. The other total income is \$507.00.

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

	<u>2014</u>	<u>2013</u>
Value of Permits issued for January:	\$2,835,950.00	\$2,389,944.00
Fees for Permits issued for January:	\$31,895.00	\$28,720.00
Other income Fees for January:	\$507.00	\$1,689.50

Building Permits Issued for January:	99	154
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Total Value of Permits and Permit Fees for the Fiscal Year:

<u>2013-2014</u>		<u>2012-2013</u>	
Value	Permit Fee	Value	Permit Fee
\$14,690,771.50	\$192,762.00	\$28,640,599.00	\$323,171.50

HUMAN SERVICES

- At the monthly CERT meeting, Therese Nadeau, one of our members, provided a very informative presentation on function and access needs for individual with disabilities during a disaster/shelter event.
- The Food Bank assisted 157 households, with 768 bags of groceries distributed.
- Open Air Market served 99 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 37 households, providing 42 bags of clothes. Usage and amount nearly doubled in January.
- The Special Needs Fund assisted 10 households with 11 bills, 8-utility, 2 medical, 1 housing. 6 bills were for senior residents.

- The Social Casework Program had an active caseload of 114 with an extremely high number of new referrals, totaling 70. We attribute the increase to several factors: the end of extended unemployment benefits for many residents, effective 12-31-2013, a high volume of heating assistance requests, including those who had exhausted their CRT benefits earlier than usual due to the frigid temperatures and high energy usage early in the season, Access Health inquiries/sign ups and ongoing delay issues with DSS processing of benefit applications.
- Newington's Operation Fuel allotment of \$10,000 was quickly exhausted by the end of January, due to the frigid temperatures.
- The Youth and Family Counseling Program had a caseload of 22. Clinicians provided 56 clinical therapy sessions with a total of 68 clinical service hours.
- The Winter/Spring registrations for SCORE came in, with 45 youth participating in a variety of activities from February through the end of April.
- January ROPE went well. Adjustment to the new class schedules has settled. We have modified and expanded our activities to best suit the shortened classroom times and maintain the quality and content that we are committed to delivering.
- NHS Self-Awareness class planning for the spring took place with Angie Magnano, NHS School Psychologist. This session our Youth staff will work with 9th & 10th grade students. The group meets twice monthly, planning activities/outings and a community service project. The group runs through May.
- The CT Office of Policy Management (OPM) grant program, Adventure Builds Bridges with Youth & Police, began this month and will continue through June 7, 2014. Six Newington Police Officers attended with 12 youth for our start up day. Additional registrations and inquiries are being received.
- 2 people provided community service, completing 20 hours, carrying over to February.
- There were 4 JRB referrals this month.
- A 4th student intern (our first from Goodwin College) joined us for the semester.
- Staff participated in a day long strategic planning meeting.
- Several staff attended a Kiwanis tribute in memory of Bob Seiler and a retirement farewell for CCHD Director Paul Hutcheons.
- Director Futoma and staff reviewed proposed blue prints for the Town Hall renovation project and Director Futoma met with the Facilities Manager and Architect to review department plans, and to offer revised modifications.

January 2014 Statistics

Selected Programs	FY 13-14 Undp. Total This Month	FY 13-14 Undp. Total Last Month	FY 13-14 Cum. Undp. Total YTD	FY 12-13 Cum. Undp. Total YTD
Youth and Family Counseling	21	19	64	104
Positive Youth Development	55	106	1522	1545
Information and Referral	865	909	4443	1120
Social Casework Cases				
Under 55 = 43				
Over 55 = 47	114	85	392	285
Food Bank Households	157	131	1028	1063
Special Needs	10	5	67	60

SENIOR AND DISABLED CENTER

- With the replacement of the entranceway carpet, the canopy project was completed at the end of the month and the doors re-opened. A grand opening celebration is being planned for the Spring.

- A pre-construction meeting was held for the office renovation/HVAC project on January 14th and the work began shortly after. The project will improve accessibility and function of the main office of the Center as well as address HVAC issues.
- The second round of the Aging Mastery Program finished up this month with almost all participants earning the maximum reward for their efforts at making small but meaningful changes that will positively impact their wellness. The reward, funded through a grant from NCOA and MetLife was a \$25 Gift Card to Stop and Shop or a membership to our fitness center.
- Susan Salters, Community Inclusion Specialist from the Center for Independent Living, presented "Does Your House Fit?" – A Home for Aging in Place on January 13th. As more people age with the expectation of remaining in their homes, modifications are increasingly important.
- On January 23 Erin Hall, Director of Community Relations at The Atrium of Rocky Hill, spoke about the warning signs of dementia: when to worry and what is normal. Lunch was provided.
- Tina Bradbury from Newington Health Care Center returned for another free manicure session on January 29th.
- The Congregate Meal program continued with per diem site managers this month with staff and volunteers providing extra support. A new manager was hired by the Community Renewal Team and started on January 27th.
- The Center currently has 1,641 paid members. There are 713 residents registered for Dial-A-Ride.
- There were 200+ opportunities to participate in programs at the Center in the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 2615 by 472 people. There is a slight dip in recorded participation that is likely caused by weather and the door near the scanning station being closed during construction.
- Dial-a-Ride provided 1,388 trips covering 3613 miles during regular hours. The total number of riders was 120.
- Center staffing was complemented by 683 hours of unpaid service in 250 instances by 54 volunteers with the lunch program, gift shop and home delivered meals the most volunteer intensive areas.

PARKS AND RECREATION

Administrative

- Superintendent met with Town Manager, Facilities Manager and Architect on proposed Town Hall/Community Center proposal.
- Superintendent met with Lou Jachimowicz involving school projects.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with members of the Public Works Committee.
- Superintendent met with Town Engineer on various projects.

Recreation Division

- Most winter programs began in early January, and registration is ongoing. New programs for the winter include Power-Up Pilates, and Impressionism Oil Painting class for adults , and a new art workshop for children.
- We are currently accepting applications for seasonal summer employment.
- Staff has been communicating with facilitators to secure camp programs for the summer.
- Registration for Creative Playtime Preschool Program for the 2014-2015 school years began on January 28th for current families and siblings.
- A 7th & 8th grade dance was held on January 17th with 260 youths in attendance. Two full shopping carts of food were donated to Human Services.
- Preliminary planning has begun for the 2014 Summer Playground program.

Parks and Grounds

- Brendan Volz (GKI) began building a new dock for Mill Pond.
- Crew members began a widening of trails and spreading of wood chips at the Bob Stanley Nature Trail.
- Crew members took down the Christmas decorations early in the month and put them in storage.
- Division personnel responded to four incidents of snow/ice.
- There were 11 interments in Town Cemeteries this month.
- Division personnel were offline a total of 21days this month.

LIBRARY

- The 2014-2015 library budget was submitted to the Finance Department on January 3rd with a 0% increase per the Town Manager's request.
- The Friends of the Library had its *Annual Beer, Wine & Cheese* event on Friday, January 24th. This popular annual fundraiser offered beer and wine tasting courtesy of Connecticut Beverage Mart, entertainment by the Newington High School Chamber Choir, cheese, crudites and refreshments and a teacup auction. 137 people attended.
- Tax forms finally arrived towards the end of the month. The delay in the shipment of these forms and instruction booklets made some people very anxious. The library is the only place in town that has the paper copies of both the state and federal tax forms.
- The *Dr. Seuss* winter reading programs "*Reading is Our Things*" kicked-off for both the children and adults. 182 adults braved a winter storm on January 21st to attend the adult winter reading kick-off and registration program. Adults who came received a free gift, a paperback, were eligible to enter the prize giveaway drawing and were able to enjoy the many reading suggestions and delicious snacks. 300 adults had registered by the end of the month. The children's kick-off was held on Saturday, January 25 with fun *Dr. Seuss* activities, two magic shows and a movie. By the end of the month, 214 children had registered online.
- In conjunction with the winter reading programs, Circulation Supervisor Susan Schneider spearheaded a fun project called "*Oh...What Things You'll Read?*" Hundreds of books and audio books recommended by staff were wrapped and labeled with genre information such as Romantic Suspense, Military Fiction or Biography and then put out on display. Patrons checked out these books not knowing exactly what they were getting other than the genre of the book. When they got home, they unwrapped the book, hopefully read it and then rated it. If they returned the rating card, they were entered in a special drawing for this promotion. The idea of this project was to introduce patrons to authors or books they may otherwise not have selected themselves. The books were displayed on January 21 and by the end of the month 193 books were checked. This has been a great collaborative project with staff from all of the departments pitching in to help make this happen.
- December was a very busy month for children's services. 65 programs with a combined audience of 1,837 were offered. In addition to the winter reading kick-off that featured *Magic by Marissa*, a makerspace *Seuss* program and the movie *Green Eggs and Ham*, other programs included *Play with Us*, a program geared towards children with special needs, *Pajama Yoga*, *Construction Club*, *Read Rattle and Roll* and visits from 157 first graders from Anna Reynolds and John Paterson schools. The many storytimes and outreach programs to pre-schools and daycares rounded out the month.
- Programs for teens and adults numbered 16 to a combined audience of 635. A lunchtime documentary series held on Thursdays in January, called "Dance Away the Winter Blues" was extremely popular with our patrons. The series features 4 uplifting documentaries that celebrated the art of dance including, *First Position*, *Jig*, *Hollywood Singing and Dancing* and *Mad, Hot Ballroom*. Other adult programs included *Weight Loss with Dr. Christine Loudon*, *Intro to Zentangle for Adults* and *Thriving in the Midst of Change*. Technology programs for the public were *Free eBooks, eMagazines & Music*, and 2 digital photography computer classes- *Photo Editing Sites* and *iPad and iPhone: Photos and Photography*. Teen programs offered were *Tech Troubleshooting with Teens* and *Teen Jewelry Workshop*.
- In technology news, the public wireless network went down at the beginning of the month. IT was able to troubleshoot it but there are still some residual problems that are trying to be resolved. The two laptops and the AWE Literacy stations located in the children's department continued to be very popular. Designated library staff are meeting on an as needed basis to make decisions about the initial set up of the new ILS *Sierra of Innovative Interfaces*, Inc. that the library will be migrating to in May. Additional staff is being trained by Head of Community Services Shirlee-Ann Kober on how to edit the library website. This will allow for more creativity and flexibility with maintenance of the site.
- Library staff continued to take advantage of free webinars and classes offered by the State Library in an effort to learn and keep current with many of the resources we are offering to the public. They also attended meetings throughout the state that promoted collaboration and information sharing such as presenting a music workshop to the Newington Child Care Association, attending the Children's Program Showcase or co-hosting a Young Adult roundtable meeting at the Westport Public Library to learn about Minecraft server and makerspace.
- Assistant Library Director Karen Benner attended a collaborative breakfast meeting the *Wadsworth Athenaeum* on January 30th along with librarians from 11 other local libraries. The invitation to this breakfast was extended to the top 12 libraries in the area that had the highest museum pass usage for the *Wadsworth* pass. The purpose of the breakfast was to brainstorm about possible collaboration

between the museum and libraries. Museum pass usage in general at the library was up 7.5%. This program is funded by the Friends of the Library.

- Library Director Lisa Masten and Head of Collection Management Jeanette Francini were able to demo another RFID system as part of the Automated Collection Inventory System project from *mk Sorting Systems*. The technology was very intuitive and very easy to use. Lisa Masten and Karen Benner met with Jeff Baron as well as Paul Boutot later in the month to move the RFP process for this project forward.
- Use of downloadable media continued to be every popular. 250 digital magazines were downloaded in December. *Consumer Reports*, *Us Weekly* and *Popular Mechanics* were the top downloads. 3,450 ebooks including children's *Tumblebooks* and audio books were downloaded. 235 songs were downloaded from *Freegal*. Popular online resources being used by our patrons included *Atomic Learning*, *Learn Express*, *Consumer Report*, *Morningstar* and *PebbleGo databases*. Head of Children's Pat Pierce reported that teachers and the school librarian at the Anna Reynolds Elementary School are use the library website to access the online database *PebbleGo Animals* for their animals in winter assignment.
- In facility related issues, Shawn and Tom from the Town Facilities department replaced several major parts in the air curtain between the two entryway doors to generate more warm air and offset the cold air entering the building. It does help some but can not keep up when the temperatures outside are extremely cold. Problems with the cleaning service continued. Director of Facilities Management Bob Korpak met with *CW Resources* and a decision was made to have a supervisor come in several days a week to check the quality of the work and make sure all of the cleaning jobs are getting done. The new supervisor started on January 22nd and there has been an improvement.
- Finally, theft continues to be a problem. Staff has found many ripped out pages of children's books that were stolen hidden throughout the library. The pages ripped out contain the barcode information about the book. The teen area has also been finding a lot of ripped pages of certain collections.
- Topics of note that were researched this month included:
 1. Where are your gory books?
 2. How do you hold and carry a new baby?
 3. What used to be located at 75 Victory Way in Newington?
 4. Do-it-yourself divorce.
 5. Real estate agent with the greatest amount of sales in Windsor and Colchester.

MONTHLY STATISTICAL REPORT, LIBRARY, JANUARY 2014				
	2014	2013	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	21,150	21,555	-405	-1.88%
CHILDREN	10,679	8,934	1,745	19.53%
YOUNG ADULT	696	762	-66	-8.66%
DVD'S	7,459	7,906	-447	-5.65%
Digital Services				
DOWNLOADABLE BOOKS	3,450	563	2,887	512.79%
DOWNLOADABLE MAGAZINES#	250	0	250	
DOWNLOADABLE MUSIC#	196	0	196	
DOWNLOADABLE MOVIES#	0	0	0	
E-READERS	23	18	5	27.78%
Other				
MUSEUM PASSES	45	39	6	15.38%
TOTAL CIRCULATION	32,525	31,251	1,274	4.08%
CUMULATIVE CIRCULATION YTD	225,019	227,080	-2,061	-0.91%
DAYS OPEN/MONTH	29	29	0	0.00%
AVERAGE DAILY CIRCULATION	1,122	1,078	44	4.08%
PATRON COUNT	16,331	17,308	-977	-5.64%
AVG. PATRON COUNT PER DAY	563	597	-34	-5.64%
SELF CHECKOUT CIRCULATION	391	0	391	
TOTAL # CARDHOLDERS	11,711	12,080	-369	-3.05%
SUNDAY CIRCULATION	2,259	2,670	-411	-15.39%
SUNDAY PATRON COUNT	1,441	1,299	142	10.93%
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	5,474	5,036	438	8.70%
TOTAL COMPUTER USE^	3,942	4,398	-456	-10.37%
TOTAL DATABASE SEARCHES*	22,940	8,827	14,113	159.88%
WEBSITE VISITS	8,336	10,172	-1,836	-18.05%
INTERLIBRARY LOAN--LOANS	968	947	21	2.22%
INTERLIBRARY LOAN--BORROWS	658	739	-81	-10.96%
PROGRAMS CHILDRENS	65	56	9	16.07%
PROGRAMS CHILDRENS ATTENDANCE	1,837	1,277	560	43.85%
PROGRAMS TEEN	5	6	-1	-16.67%
PROGRAMS TEEN ATTENDANCE	44	69	-25	-36.23%
PROGRAMS ADULT	15	11	4	36.36%
PROGRAMS ADULT ATTENDANCE	591	524	67	12.79%
NOTARY TRANSACTIONS	17	5	12	240.00%
VOLUNTEER HOURS	106	111	-5	-4.51%
MEETING ROOM USAGE-OUTSIDE GROUPS	23	16	7	43.75%
MEETING ROOM USAGE-LIB. PROGRAMS	57	51	6	11.76%
STUDY ROOM USAGE	218	238	-20	-8.40%
TOTAL LIBRARY HOLDINGS (ITEMS)	179,662	176,711	2,951	1.67%
#These services are new this year				
*These figures are being investigated				
^includes iPads added in 11/13				

