



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: July 18, 2012
Re: Monthly Report – June 2012

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, MidState and CTCMA meetings.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including the Market Square Improvements project.
- Mr. Salomone continued work related to the AFSCME union contract negotiations.
- Mr. Salomone worked with various Department Heads regarding recommendations for the Charter Revision Commission.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles And Equipment	44.3	\$1,994.91
Weekend Stand-By And Call-In	20.0	818.28
Road Maintenance	20.0	873.95
Landfill	18.8	912.58
Landfill – Grinding & Hauling	20.0	795.59
Traffic Division	19.2	796.79
Total	142.30	\$6,159.13
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Tennis Prep	20.0	\$780.56
Graves	30.5	1,262.98
Herbicide	156.0	6,268.16
Pool	20.0	838.10
Weekend Duty	40.0	1,212.50
Mowing	178.0	8,032.19
Total	444.5	\$ 18,394.391

POLICE DEPARTMENT	11-12 Budget Overtime Appr.	Overtime Expended 11-12 YTD	10-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD	Overtime Expended - Oct 2011 Storm
Administration	\$ 6,998.00	\$ 7,182.29	\$ 6,461.00	\$ 6,429.29	\$ 248.48
Patrol	563,361.00	680,596.61	554,004.00	621,484.75	20,705.07
Investigation	73,567.00	69,817.99	74,110.00	60,015.78	0
Communication	107,966.00	185,156.24	111,426.00	148,051.93	7,630.67
Education/Training	100,698.00	82,798.92	103,603.00	103,544.92	3,612.23
Support Services	40,452.00	38,065.22	37,985.00	36,978.10	3006.49
Animal Control	9,567.00	3,913.19	12,144.00	5,073.26	0
Total	\$ 900,609.00	\$1,067,530.46	\$ 899,733.00	\$ 981,578.03	\$ 35,202.94
HIGHWAY DEPARTMENT					
Highway Operations	\$ 29,225.00	\$ 79,266.28	\$ 28,109.00	\$ 20,143.44	\$ 48,951.93
Snow and Ice Control	137,119.00	54,943.96	132,349.00	142,809.37	21,209.52
Traffic	8,684.00	6,641.08	8,345.00	4,852.25	1,991.65
Vehicles and Equipment	29,981.00	45,033.08	28,185.00	26,316.80	20,456.55
Leaf Collection	55,937.00	36,990.88	54,997.00	43,908.39	0
Total	\$ 259,946.00	\$222,876.02	\$ 251,985.00	\$ 238,030.25	\$ 92,609.25
PARKS AND GROUNDS					
Parks and Grounds	\$ 142,799.00	\$ 190,126.68	\$ 130,547.00	\$ 125,608.72	\$ 57,153.46
Cemeteries	15,635.00	10,610.05	14,893.00	10,455.28	1,113.59
Total	\$ 158,434.00	\$ 201,259.20	\$ 145,440.00	\$ 136,064.00	\$ 58,267.05

PERSONNEL

- Clinical Services Coordinator Chris Salvio resigned effective June 15, 2012. A job posting to fill the vacancy will be posted in July.
- Librarian Ruth Block retired effective June 4, 2012. Several current part-time Librarians subsequently applied and are in the process of being considered for the position. A hiring decision is expected to be made in July.
- The top three certified Police officer candidates have proceeded on to pre-offer polygraphs and background checks.
- 153 candidates took the written exam for the general Police Recruit process on June 16. Oral interviews with the top 40 candidates will be conducted in July.

RISK MANAGEMENT

2011-12 Blue Cross/Blue Shield Plan Year

The eleventh month of the 2011-12 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2011-12 plan year were estimated at \$835,226. The total paid claims for May 2012 were \$763,041. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through May 2012</u>		
	Town	Board of Education	Total
Estimated Claims	1,694,495	7,493,002	9,187,497
Actual Claims	1,626,080	6,467,220	8,093,300

FACILITIES MANAGEMENT

- Bob Korpak, Facilities Director, has been working with the Architectural firm of Olsen Design Group in an effort to present a feasibility study and design approach recommendation to the building committee

during the month of July. It is expected that the information presented at that meeting will enable an open discussion among the committee members and lead toward a recommendation to the Town Council for the Town Hall renovations.

- Mr. Korpak also met again with CRCOG representatives to discuss the future plans of the town utilizing the EZIQC process for upcoming construction projects. Several past projects utilizing this program were very successful and enabled the Town to take advantage of the program saving considerable time in construction schedules but there were recent changes to the participants in the program which had slowed the award of construction projects that needed to be addressed before the Town would commit to any additional work conducted through this program.
- The facilities group completed 38 formal work orders during the month of June at the various Town Buildings.
- Mr. Korpak began the annual review of all blanket service contracts in June to enable issuing purchase orders with the new Town budgets in place during July.
- Currently the Town is awaiting the result of a grant submitted by channel 14 to enable the installation of video equipment in conference room L-101
- New directional signage within the Town Hall was undertaken during June to help alleviate the confusion to visitors searching for town services within the building.
- An exterior painting and repair project for the Kellogg Eddy carriage house was awarded in June with work to begin during July.
- Partial replacement of the Senior and Disabled Center fire alarm system for the building was completed during June in an effort to stem the amount of false alarms at the Senior Center over the last several months. The age of the existing system was a likely cause of many of the failures.
- Mr. Korpak assisted the fire department with construction awards for the roofing repairs at several buildings during June.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 38 requests for service via the Internet, blocked 67 spyware applications, blocked 34,017 unsolicited SPAM email messages from being delivered and stopped 509 viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 109 formal work orders.
- The Town's website had approximately 28,330 visits during the month, 78,064 page views with an average of 2.76 pages viewed per visit. The Town, Library, and Parks and Recreations Homepages were the most frequently visited pages.
- The top three browsers used by our website visitors included: Microsoft's Internet Explorer (48.68%), Apple's Safari (20.53% and Mozilla Firefox (13.61%).
- Mr. Paul G. Boutot, Director of Information Technology/ GIS Services, Mr. Neil David, Network Administrator/ Project Leader and Mr. Scott Hoagland, Application/ Network Specialist, held an online meeting with several Microsoft staff members to discuss Microsoft's Office 365 Cloud based solution.
- Supervised the installation of fiber optic cable and a network equipment rack at Newington Volunteer Fire Department Headquarters. The new equipment is part of a state wide BTOP grant and Public Safety Services Data Network project.
- Mr. Richard Mulhall, Chief of Police and Mr. Boutot attended a Criminal Justice Information Systems meeting held in East Hartford to discuss the development and installation of a regional system that would allow local and state law enforcement agencies the ability to query each others computer aided dispatch and records management systems databases. A pilot is expected become operational by 2012/ 2013.
- Mr. Boutot worked with Mrs. Tanya Lane, Town Clerk, on preparing the final draft Town Charter for review by Town Charter Committee members and Town Council members.
- Mr. Thad Dymkowski, GIS Technician, provided GIS mapping support for the State of Connecticut bus way presentation for Town Planner.
- Mr. Dymkowski provided GIS mapping support for the Town Engineer (citizen request), Highway Department (condominium refuse collection), Registrar of Voters and Tree Warden.
- Mr. Dymkowski presented at the New York City Arc Users GIS Symposium.
- Mr. David installed and configured new top of the rack switches in one of the data centers.
- Mr. David migrated Active Directory and DNS/DHCP roles to new domain controllers.
- Migrated all network equipment to new RADIUS authentication hosts.
- Begun preliminary Virtual Desktop Infrastructure (VDI) proof of concept for Library workstations.

- Mr. Hoagland migrated the Assessor's Office to thin client computers and Citrix XenApp workstations.
- Mr. Hoagland configured the Assessor's Office public workstations to use a new Vision application to view and print property card data.
- Mr. Hoagland updated the Renters Rebate application for the Revenue Collector and Assessor's Offices.

FINANCE

Accounting and Administration

- The year-end closing process for the 2011-12 General Fund began with the issuance of closeout instructions and deadlines to Town departments. Expenditures were closely monitored in order to ensure that there were no over budget occurrences.
- On June 7th, Ann Harter was nominated as President of the Connecticut Government Finance Officers Association.
- On June 19th, Ms. Harter participated on an interview panel for the Town of Wallingford.
- On June 21st, Ms. Harter attended State of Connecticut Department of Banking's Public Deposit Working Group meeting to discuss changes to public deposit laws.
- With the assistance of Dave McCluskey of Lockton, the Town selected Chard-Snyder as a new third party administrator of the Flexible Spending Benefit Plan after being notified by EBS/Atlanta that it planned to cease its operations effective June 1, 2012. Informational sessions were attended by employees with the new provider. An expeditious transition was successfully completed by the opening of the new plan year of the July 1.
- Contract negotiations continued during the month with AFSCME.

Major grants received during the month included the final payment for the Pequot Grant in the amount of \$81,165. 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)
6/30/2012

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2011-12</u>	<u>Year to Date</u>	
General Fund	\$175,000	67,453	\$8,490,830
Special Revenue Funds	1,357	1,801	1,368,189
Capital Projects Funds	388	607	446,855
Internal Service Fund	10,000	2,410	3,837,163
Trust and Agency Funds	2,700	1,514	1,624,819
TOTAL, ESTIMATED BY FUND			\$15,767,856

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
6/30/2012

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.12	0.10	1,121	1,205	\$9,895,890
CLASS PLUS	0.02	0.02	61	60	3,641,422
Bank North	0.20	0.20	36	1,022	220,244
People's Bank	0.05	0.05	83	85	2,010,300
Total Outstanding Investments					\$15,767,856

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of June.
- The last two weeks of the month were exclusively devoted to answering questions on the 2011 revaluation and adjusting motor vehicle bills. There were 335 corrections made to the October 1, 2011 grand list as a result of tax bills mailed out in the middle of June. The motor vehicle portion of the grand list had 306 corrections with a total assessment change of \$1,393,934. There were 3 personal property accounts adjusted, and 3 real estate accounts adjusted that totaled \$163,735.
- The elderly tax relief benefit was completed with 510 property owners receiving tax reductions. The State of Connecticut provided \$299,757 and The Town of Newington provided an additional \$228,009. The average benefit from both programs combined equated to an average tax reduction of \$1,034 per owner.

Revenue Collector

- The Tax Office personnel put much of its efforts into keeping accurate and timely records for information to coordinate with the Assessor's Office and Quality Data, the vendor who prepares, prints, and mails the tax bills, along with banks, escrow companies, and individual taxpayers.
- The Tax Office successfully completed the tax information early enabling tax bills to be mailed on June 15th. As a result, prepayments received on the 2011 Grand List were \$6,333,577; an increase from last year which was \$5,128,654.40
- Collections for June on the 2010 Grand List amounted to \$55,997, and back taxes collected amounted to \$11,923. The final (unaudited) collection rate for the 2011-12 fiscal year of 98.9% is improved from the prior year.

TOWN CLERK

- There were 495 documents filed on the land records during June. Property transfers totaled 49 for the month representing \$4,741,901 in property sales. State conveyance collected on these sales was \$37,364; Town conveyance tax collected was \$16,352.
- There was one residential sale for \$447,000 at 89 Barn Hill Lane. One commercial sale at 59 East Cedar Street transferred for \$350,000.
- Six foreclosure registration forms were filed.
- Nine burial permits were issued and the staff certified 119 vital records.
- Seven Liquor Permits, nine Trade Name Certificates and 16 Notary Public commissions were catalogued.
- Other monthly activity included the filing of: 44 liens, 22 assignments, 148 mortgages, 182 releases for a total of 1,647 cash transactions.
- As staff liaison for the Charter Revision Commission as well as acting in her professional capacity, the Town Clerk transmitted the Draft Report and Draft Charter to the Town Council on June 25th in conformance with § 7-191 (b) of the Connecticut General Statutes.
- On June 28th the Town Clerk participated in the official swear-in ceremony for the 2012 – 2015 Company Officer promotions of the Newington Volunteer Fire Department.
- On June 22nd the Secretary of the State officially notified the Town Clerk that there would be a Primary for both major political parties on August 14, 2012 to elect candidates to appear on the November ballot for the United States Senate. The legal notices were placed in the newspaper on June 27th.
- The office prepared the Primary ballot configuration for each political party and forwarded it to the printer. Absentee ballots will be distributed beginning July 24th.

DATA SUMMARY JUNE 2012				
	<u>June-12</u>	<u>June-11</u>	<u>FY 11/12 to Date</u>	<u>FY 10/11 to Date</u>
Land Record Documents	495	495	5854	5135
Dog Licenses Sold	1398	1473	1858	1921
Game Licenses Sold	48	42	742	727

Vital Statistics				
Marriages	20	20	193	180
Death Certificates	24	15	344	369
Birth Certificates	12	11	259	242
Total General Fund Revenue	\$ 37,466.00	\$ 36,857.36	\$370,901.77	\$389,456.23
Town Document Preservation	\$ 914.00	\$ 870.00	\$ 10,479.00	\$ 10,437.00
State Document Preservation	\$ 914.00	\$ 882.00	\$ 10,246.00	\$ 10,492.00
State Treasurer (\$26 fee)	\$ 16,452.00	\$ 15,444.00	\$169,230.00	\$183,852.00
Locip	\$ 1,371.00	\$ 1,287.00	\$ 15,363.00	\$ 15,480.00
State Game Licenses	\$ 410.00	\$ 440.00	\$ 7,332.00	\$ 8,204.00
State Dog Licenses	\$ 7,511.00	\$ 7,893.00	\$ 10,183.00	\$ 10,854.00
Dog Licenses Surcharge	\$ 3,078.00	\$ 3,226.00	\$ 4,124.00	\$ 4,260.00
Marriage Surcharge	\$ 190.00	\$ 171.00	\$ 1,577.00	\$ 1,577.00
Grand Total	\$ 68,306.00	\$ 67,070.36	\$599,435.77	\$634,612.23

POLICE DEPARTMENT

- The Entry Level Police Officer Hiring Process is continuing. Two hundred and sixteen applications were received. One hundred and fifty-three candidates took the written exam conducted on June 16th. Oral interviews with the top 40 candidates will be conducted in July.
- Under a "Driving Under the Influence" grant funded by the Department of Transportation, Newington conducted 1 DUI checkpoint, and one roving patrol in town. Arrests made were: one dui, five speeding, and twenty-seven other motor vehicle arrests.
- Patrol Calls for June are as follows:

ALARMBURG	100	F/HAZMAT	3	NOTIFICATION	2
ALARMHOLD	3	F/OTHER	8	OPENDOOR/WIN	10
ANIMAL	27	F/STRUC	9	Other	1
ASSAULTIP	1	F/WATER	1	PARKINGVIOL	21
ASSAULTREP	1	FINGERPRINT	27	PISTOLPERMTEMP	38
ASSIST	36	FIREWORKS	4	PROPFOUND	5
BREACHIP	16	FOLLOWUP	72	PROPLOST	7
BREACHREP	3	GUN	1	RECOVEREDMV	1
BURGREP	5	HARASSMENT	27	ROBBERYIP	1
CARSEAT	6	HAZARD	38	ROBBERYREP	1
CHECK	79	INTOXICATED	10	SERVWARRANT	24
CLEARLOT	22	JUVCOMP	30	SEXASSAULTRE	1
COURT	24	LAND/TENANT	6	SHOTS	2
CRIMMISGRAF	2	LARCFROMMV	9	SPECDETAIL	72
CRIMMISIP	1	LARCIP	16	STOLENMV	6
CRIMMISREP	14	LARCREP	48	SUICIDEATT	2
CSO	18	LOCATION	100	SUSPICIOUSIP	121
CUSTOMERIP	4	LOCKOUTMV	2	SUSPICIOUSREP	41
CUSTOMERREP	2	M	222	THREATREP	3
DOG	41	MISSING	9	TOW	15
DOMESTICIP	19	MVAEVADING	18	TOWNORD	1

DOMESTICREP	8	MVA INJURY	12	TRAFFIC STOP	775
DRUG	6	MVAPROP	82	TRESPASSIP	3
DUI	10	MVASSIST	50		
EDP	16	MVCOMPLAINT	50	TOTAL FOR NPD	
ESCORT	39	NEIGHBOR	13		2,468
F/ALARM	22	NOISE	19		

Patrol Investigations

- Patrol officers responded to a Berlin Turnpike Grocery store, for an assault complaint. Upon arrival officers learned that a cab driver had picked up two individuals at a local motel. Those individuals requested a ride to the store. While enroute, the cab driver noticed that his passengers, a male and a female, appeared to be intoxicated. The passengers were also arguing with one another. Upon arrival at the store, the male passenger became aggressive with the cab driver. This led to a confrontation and ultimately to the male passenger assaulting the cab driver. The cab driver explained that he was punched in the face by the male passenger with enough force to knock his glasses off and cause physical pain to his head and face. The male suspect was located by the officers. The cab driver's description of the incident was confirmed by an independent witness who was located at the scene. The male suspect was arrested and transported to the Newington Police Department where he was charged with Assault in the Third Degree and Breach of Peace.
- Officers were dispatched to the parking lot at another Berlin Turnpike grocery store, for a report of a man with a gun. Initial information received was that an altercation occurred over a parking space and a male driving a white Toyota Tacoma truck pulled out a gun. When they arrived, officers observed a white Toyota Tacoma parked in front of the store. A male who was nearby pointed to the truck and indicated that the man with the gun was in the truck. The male pointing to the truck was later identified as the victim. For officer safety a felony type stop was conducted. The male was ordered from the vehicle and detained. The gun was located in the vehicle and was found to be a black Crossman C11 .177 cal. BB gun. This type of firearm closely resembles an actual handgun. The gun was seized as evidence and later found to be loaded with BB's and charged with a CO2 canister. Officers spoke to the victim and confirmed the fact that an argument over a parking space had occurred and that this had resulted in the suspect pointing the gun at the victim. Officers also spoke with the suspect who acknowledged the argument and admitted to showing the suspect the gun, but denied pointing it at him. The suspect was arrested and transported to the police department for processing. He was charged with Breach of Peace, Threatening, and Carrying a Dangerous Weapon.
- Officers were dispatched to a Berlin Turnpike motel, on a medical call initially reported as a male party with a laceration to his hand. Upon arrival, the first responding officer observed a large male walking toward him. The male had a large laceration from the left side of his neck to the right side of his neck and was covered in blood from his neck to his ankles. When the male observed the officer, he turned around and walked towards room 120. The officer instructed the male to stop, but his requests appeared to have been ignored. The officer called for additional back up and proceeded to room 120 where he was able to make contact with the injured person. The male suddenly grabbed a broken beer bottle off a small table in the room. The bottle had jagged edges and clearly presented a threat to the individual and the officer. The officer noticed that there was a large amount of blood on the carpet just inside the doorway. He then observed the injured male slash his left wrist at least two times with the broken bottle. He then held the broken glass up to his neck and appeared to slash himself across the throat. It was apparent that this individual was attempting to kill himself, and was not going to cooperate with police. Additional officers arrived on scene and were forced to physically restrain this individual to keep him from harming himself any further. For the protection of the officers, Tasers needed to be used in the process of subduing this violent and suicidal person. Once the individual was physically restrained, it was determined that the male's self-inflicted wounds were life-threatening and that substantial medical treatment was needed.
- Officers were able to assist medical personnel with transporting him to Hartford Hospital. None of the responding officers were injured; however several of them were subjected to significant blood exposure from the wounded person.

Detective Division

- Handled 47 investigations, 31 remain ongoing and 16 were closed by investigative methods.
- Served 21 arrest warrants, 19 by Patrol Officers and 2 by Detective Division personnel

- Arrested a local man for Sexual Assault 4th degree and Risk of Injury to a Minor after a lengthy investigation. The man is alleged to have inappropriately touched a 2 ½ year old female who is related to him. He was held on a \$100,000.00 bond before his appearance in Superior Court in New Britain.
- Assigned to local drug enforcement made seven (7) arrests in June. Three (3) arrests were for Criminal Attempt to sell Cocaine, two (2) were for Possession of Marijuana, and two (2) were for Possession of Alcohol by a Minor. Detectives seized cocaine, marijuana, drug paraphernalia, one motor vehicle and cash.

Community Service Officer (CSO)

- Met with Parks and Recreation regarding Summer 2012 police assistance, traffic complaints, programs, and events. Was also present for the 1st 2 weeks of camp drop off to discourage illegal parking which has caused safety concerns in the past. This was a joint effort with the traffic squad. Also conducted a Parks and Recreation beginning of summer presentation. The presentation covers 'lost child', emergency vs. non-emergency calls, Stranger Danger, suspicious parties activities and vehicles, and Child ID kits.
- Held the 5k to benefit MPO Lavery and Ofc McDermott on June 9th. Over \$12,000 was raised to benefit both officers' scholarships along with a donation to The Interval House.
- With the assistance of Manchester Police Department, conducted a Security Survey for Dr. Michael Crouchley of Crouchley Chiropractic. The purpose of this survey is to provide a guideline to insure a safe business environment. This is a service that the police department will be offering to both business owners and residents in town. The CSO hopes to deploy this free consultation later in the summer or early fall.
- Continued to work with Greg Polk of Polk Realty regarding downtown issues.
- Attended a Woodlands of Newington meeting at the Senior Center. Stealth Stats revealed that speeding was not an issue but more of isolated incidents. Other complaints were regarding parking issues and other neighborhood concerns. Both the CSO and Traffic Unit have followed up on these concerns and have been in constant contact with a Woodlands Board of Directors member. Problems have decreased.
- Assisted in the search for a missing child.
- Participated in Touch a Truck on Mazzoccoli Way.
- Completed the duties of the Animal Control Officer to include adoptions, transport, paperwork, and fielding phone calls. Also worked in conjunction with the Health Department and Zoning regarding town ordinances and violations of those ordinances.
- Worked on proposal for RUOKAY? A free service provided to the elderly, handicap, and those residents that may be home bound.

Type of Crime	<u>May 2012</u>		<u>May 2011</u>	
	Preliminary # of Offenses	Value of Theft	# of Offenses	Value of Theft
Murder	0	0	0	0
Forcible Rape	0	0	0	0
Robbery	0	\$0	2	\$575
Assault	9	0	11	0
Burglary	4	\$6,729	4	\$3,945
Larceny Theft	75	\$41,106	44	\$41,828
Auto Theft	4	\$6,278	6	\$14,325
Totals	92	\$54,113	68	\$60,673

During the month of May 2012 we arrested 113 adults: 16 for assaults, 4 for burglaries, 2 for fraud, 2 for vandalism, 18 for narcotic violations, 12 for DUI, 28 for larcenies, 4 for offenses against family and children, 2 for disorderly conduct, and 25 for miscellaneous offenses. We also arrested or referred 10 persons under the age of 18: 3 for assaults, 1 for larceny theft, 1 for sex offense, 2 for disorderly conduct and 3 for all other offenses.

Police Department Overtime

- Comparison
 - OT May \$ 100,307 (3 payperiods, 0 holidays-payperiod avg \$33,435)
 - OT June \$ 86,995 (2.5 payperiods 1 holiday)

- Total decrease \$ 13,312
- There was one vacancy in patrol and the retirement of a Lieutenant in Support Services in June. Overtime reflects a period of 35 days – 2.5 pay-periods with 1 holiday.
- Administration overtime was \$892.
- Patrol overtime of \$58,215 is a decrease of \$14,267. Overtime included coverage for one vacant (retirement) shift, \$15,000 for holiday coverage, and leave time..
- Detective Division Overtime of \$9,297, is an increase of \$6,624. Overtime included a narcotics investigation and arrest, serving of warrants, employment background interviews, and a suspicious death investigation.
- Communications overtime of \$14,406 is an increase of \$1,230. Overtime costs include coverage for shift in training, holiday pay, and vacation coverage.
- Education overtime of \$934 is a decrease of \$6,449. Training in May was reduced to reduce overtime.
- Support Services overtime of \$3,251 is a decrease of \$1,022. Overtime included a Youth Council Meeting, Graduation coverage, and a Touch a Truck program..
- ACO overtime \$0 is a decrease of \$318. There were no animal call outs in June.

FIRE DEPARTMENT

	June 2012	12 Month Total
Residential	10	281
Commercial, Industrial, Office	2	61
Hospital, School	4	11
Vehicle	2	25
Rescue, Police Assistance	2	25
Dumpster, Rubbish, Grass, Brush, Leaves	4	37
Hazardous Materials/Clean up	6	47
Investigative Alarm	25	244
False Alarm	0	0
Mutual Aid/Standby	4	36
Carbon Monoxide Investigation	1	84
Water Related Incidents/Pump-Outs	2	45
Total	622	896

Training Summary

Multi-Company Training	Confined Space: Cos. 1 – 4	132.0 hours
Officer Training	Confined Space Equipment	60.0 hours
Driver Training	Road Time	4.0 hours
	Cone Time	4.0 hours
Company Training	Building Construction	3.0 hours
	Firefighter Safety/Survival	3.0 hours
	Strategies & Tactics	3.0 hours
	Electrical Safety	3.0 hours
Department Drill	Haz/Mat Refresher	10.0 hours
CT Fire Academy	Hydrogen Emergencies	4.0 hours
CRCOG Training	Firefighter I & II (1 member)	N/A
	Firefighter II (6 members)	
	FSI Training (3 members)	
Total		326.0 hours

FIRE MARSHAL

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

INSPECTIONS	15
INSPECTION FOLLOW-UPS	34
PLAN REVIEW	12
JOB SITE INSPECTIONS	1
UNDERGROUND TANK REMOVAL	0
FIRE INVESTIGATIONS	4
FIRE ALARM TROUBLE	25
COMPLAINTS	7
HAZ/MAT	6
BOMB THREATS	0
BLASTINGS	2

Incidents:

- There were two significant fires reported during the month:
 - A fire in a second floor bedroom in a home on Cambria Avenue caused extensive fire damage to the second floor.
 - A fire in a second floor bathroom in a home on Coolidge Avenue also resulted in extensive damage to the second floor and attic.

Fire Marshals Activities:

- Responded to 29 fire incidents during the month.
- Met with town staff and organizers of the Annual Chamber of Commerce Classic Car Show on Market Square to review site safety and to establish an emergency action plan for the event.
- Attended a meeting with town staff and a representative from Northeast Utilities in our Emergency Operations Center to review the power company's new Emergency Response and Restoration Plans.
- Participated in a Department of Public Health Region-3 Long Term Care Facility Evacuation and Patient Transfer Drill at Jefferson House and Brittany Farms Health Care Facilities.
- Attended a second meeting with town staff to review and develop a plan to deal with residential hoarding issues.
- Attended the Annual Haz/Mat Recertification Drill at fire headquarters.
- Met with the staff at Volvo Aero on Louis Street to review their Emergency Action Plan and participate in an emergency evacuation drill.
- Attended the Northeast Utilities and American Red Cross Emergency Summit to review emergency preparedness plans and tour the Emergency Operation Center at Northeast Utilities Headquarters in Berlin.
- Conducted fire extinguisher training for the employees at TECH Corp. on Cedar Street.
- Attended the monthly meeting of the Connecticut Fire Marshals Association in Southington.
- Attended the bi-monthly meeting of the Connecticut Emergency Managers Association in Middletown.
- Attended the monthly staff meeting at town hall.
- Attended a pre-construction meeting at town hall to review plans for a new residential development off Maple Hill Avenue.
- Attended a DESPP Briefing to review the objectives for the upcoming Statewide Hurricane Exercise Drill in July.

HIGHWAY DEPARTMENT

Administration

- Attended various staff and committee meetings
- Completed competitive bidding process for trash and recycling collection and conducted bid openings on June 6th

- Attended several meetings to coordinate with new bid awarded sanitation collection contractors
- Met with residents to discuss various issues and concerns
- Attended AFSCME contract negotiation meetings
- Attended "Roadmaster" training class
- Coordinated upcoming road and other construction projects

Roadway Maintenance

- Highway operators continued with Landfill material processing
- Crews assisted bid awarded contractor with grinding and hauling of wood chips at landfill
- Continued with Town wide pot hole patching
- Repaired catch basins where needed
- Continued with Town wide litter and graffiti control
- Crews began reconstruction of rear parking lot of Company #1 Firehouse
- Highway crews trimmed roadside of overgrown brush/branches
- Began preparation of roads (saw cutting, adding drainage) in preparation of milling and overlay
- Assisted in Annual Touch a Truck Event

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted with the set up for Car Show in Market Square
- Assisted Police Department in relocating speed boxes
- Assisted Police Department in several animal control calls
- Continued with line painting and stripping

Fleet Maintenance

- Mechanics continued outfitting one new police vehicle
- Completed all spring services
- Performed routine preventative maintenance along with emergency repairs on all Town vehicles and equipment
- Mechanic Helper attended Air Brake Certification Clinic
- Mechanics attended Scan Tool Diagnostic Class

Sanitation/Recycling/Landfill

- Scheduled 809 residential bulk items for collection
- Scheduled 81 condominium bulk items for collection
- Scheduled 14 condo/residential scrap metal items for collection
- 7521 tons of cumulative Municipal Solid Waste were collected from July 1, 2011 through May 31, 2012
- 2,573 tons of cumulative recyclables were collected from July 1, 2011 through May 31, 2012
- 1,396 mattresses collected from July 1, 2011 through April 30, 2012
- Issued 47 permanent landfill permits and 14 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission Actions

- Approved Petition #10-12: Site Plan Modification for Tent Sale of Fireworks at 2909 Berlin Turnpike. Phantom Fireworks, applicant; Wex-Tuck Realty II LLC, owner; Kathy Kaminski, 128 Conestoga Way, Glastonbury CT 06033, contact.
- Approved Petition #07-12: Site Plan Approval and Special Exception (Section 3.2.2: Public Utility Installation) for a Pump Station at 70 Eighth Street. Metropolitan District Commission, owner/applicant; Steve Hallowell, Wright-Pierce, 169 Main Street, Middletown, CT 06457, contact.
- Voted to Continue the Public Hearing on Petition #08-12: Zoning Regulations Amendment for Auto-Related Uses in the B-BT and PD Zones. Newington Town Plan and Zoning Commission, applicant.
- Voted to Continue the Public Hearing on Petition #11-12: Re-Subdivision at 181 Robbins Avenue. Normand Rainville, owner/applicant; Alan Bongiovanni of BGI Inc., contact.

Town Planner Activities

- Busway ("CTfastrak"): No activities to report this month.

- National Welding Site:
 - June 5: inspected site with Economic Development Director Andy Brecher.
 - June 12: with Economic Development Director Andy Brecher, met with CT Development Authority staff in Rocky Hill to discuss funding for brownfield cleanup and development
 - June 21 and 29: met with Town Attorney and Town Manager to discuss grading on adjacent property.

Approved, Pending, and Future TPZ Applications

- June 14: met with TPZ applicant seeking approval to conduct religious services in residential building.
- June 14: met with local architect to discuss his pending projects.
- June 14: participated in pre-construction meeting with MDC staff and Town staff for project on Eighth Street.
- June 20: met with local solar panel manufacturer to discuss approval process for installing solar panels on the site.
- June 27: participated in pre-construction meeting with developer's staff and Town staff for eight-lot residential subdivision.

Miscellaneous:

- June 5: met with DEEP staff to discuss "Low Impact Development" grant.
- June 6: attended evening public hearing on the New Haven-Hartford-Springfield high speed AMTRAK rail line at CCSU.
- June 8: helped present Economic Development Commission annual breakfast for local businesses
- June 8: attended annual meeting of Connecticut city managers' association on behalf of the Town Manager.
- June 14: attended workshop on the Connecticut "Plan of Conservation and Development" update process sponsored by CRCOG.
- June 15: attended presentation on economic development opportunities and transit oriented development sponsored by the Partnership for Strong Communities
- June 21: met with Town Manager and downtown property owner to discuss problems with adjacent business.
- June 22: attended mandatory continuing professional education sponsored by CT Chapter American Planning Association.
- June 26: met with Town Manager and Town Attorney to discuss draft Memorandum of Understanding between Town and New Samaritan on Mill Street Extension.
- June 1- 30: received and returned 61 phone calls requesting information on pending and prospective TPZ applications and related land use issues.

BUILDING DEPARTMENT

- There were 10 blight complaints in June.
- Seminars attended by our Inspectors for their continuing education credit were:
 - A. Hanke - Information Required on Construction Documents – June 21, 2012
 - D. Zwick - Information Required on Construction Documents – June 21, 2012
 - R. Smith - Innovative Solution for Code Enforcement to Addressing Abandoned Properties: the Benefits of partnerships and Communication – June 22, 2012
- There were three Certificates of Occupancy issued in June, two were for residential single family homes: 339 Main Street and 61 Maple Hill Drive. One commercial Temporary Certificate of Occupancy was issued for a fit out for a food distributor located at 367 Alumni Road.
- Building Department activity for the month of June was as follows: The Inspectors completed a total of 171 Inspections. They were: Air Condition (3), Apartment (1), Blight (1), Boiler (1), CO (10), Damp proofing (1), Decks (13), Electrical (19), Final (44), Footing (4), Framing (2), Gas Line (14), Incident Report (10), Insulation (4), Pools (11), Roofing (1), Rough (23), Siding (2), Site Visit (5), Slab (2).
- The total number of Building/Renovation Permits issued for the month of June was **160** producing a total permit value of **\$1,473,501.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	16	163,459.00
DECK	9	99,525.00
DEMOLITION	0	0.00
ELECTRICAL	38	366,450.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	3,300.00
GARAGE / SHED	4	9,500.00
MECHANICAL	35	472,483.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	21	41,165.00
POOL	10	22,689.00
ROOFING / SIDING	17	289,561.00
SIGN	7	4,169.00
TENT	1	1,200.00
TRAILER	0	0.00
TOTAL	160	\$1,473,501.00

The total Building income fees received in the month of June was **\$19,586.50**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1325.00, Environmental \$540.00, Conservation \$2840.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$118.00, Driveway / Excavation \$1025.00, Engineering copies \$139.25 The other total income is \$5987.25

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

	<u>2012</u>	<u>2011</u>
Value of Permits issued for June:	\$1,473,501.00	\$2,026,563.00
Fees for Permits issued for June	\$19,586.50	\$23,063.00
Other income Fees for June	\$5987.25	\$2668.50
Building Permits Issued for June:	160	186

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

<u>2011-2012</u>		<u>2010-2011</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$14,169,320.00	\$175,731.50	\$22,055,645.00	\$247,774.00

HUMAN SERVICES

- The Food Bank assisted 139 households. The Clothing Closet assisted 10 households.
- The Outdoor Market served 143 households on two days this month.
- The Special Needs Fund assisted 13 households with primarily medical and utility bills. Eight were elderly residents.
- The Social Casework Program had an active caseload of 111 with 38 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, social security, and domestic conflict. Staff followed up on several police referrals related to emergency medical and mental health needs.

- The Youth and Family Counseling Program handled a caseload of 32 with 3 new referrals and 8 inactive cases. Coordinator, Christina Salvio and contractors provided 65 clinical therapy sessions and made 72 contacts with families and other agencies.
- There was 5 Juvenile Review Board case during the month.
- Summer Youth adventure is off to a great start with all programs filled. More than 100 youth have registered for summer programs.
- The final ROPE cycle finished up with its final challenges held in June with 42 students.
- Adventure Bound Challenge 8th grade students finished out the year at the Newington Challenge Course with 13 students participating.
- The High School Self-Awareness student ended with a planning meeting for fall. 13 students attended.
- 3 people provided community service hours, totaling 45 hours with more to be completed in July.
- Clinical Coordinator, Christina Salvio departed mid-June. The position will be re-advertised in July with interviews in August.
- Staff have participated in numerous trainings and collaborative roundtable meetings to enhance how we identify, approach and meet community needs.
- Director Futoma and Coordinator LaBrecque attended the annual “Newington’s Open for Business” meeting. The business community plays a critical support role for the program and services we provide through volunteering and donations.
- Youth Adult Council met and would like to see more youth actively participate in program planning and meetings. YAC would also like to see more publicity around the positive things Newington Youth are engaged in.
- Human Rights Commission is regrouping and planning some programs focused on diversity and community issues of concern.
- Another ICAN meeting roundtable took place as we move forward to enhance the program. A grant is being explored that may give ICAN additional support and a community framework.

June 2012 Statistics

	FY 11-12 Undp. Total This Month	FY 11-12 Undp. Total Last Month	FY 11-12 Cum. Undp. Total YTD	FY 10-11 Cum. Undp. Total YTD
Selected Programs				
Youth and Family Counseling	32	38	294	187
Positive Youth Development	231	139	2550	3205
Information and Referral	169	121	5026	6114
Social Casework Cases				
Under 55 = 59				
Over 55 = 52	111	127	765	496
Food Bank Households	139	129	1861	1767
Special Needs	13	10	150	202

SENIOR AND DISABLED CENTER

- The Senior and Disabled Center Annual Membership meeting was held on June 29th and featured a “State of the Center” presentation followed by hot and cold hors d’oeuvres catered by Jefferson House.
- Center Director Dianne Stone attended a meeting of key leaders in Connecticut’s aging services network with the Connecticut Council on Philanthropy. The Council is in the second year of an EngAGEment Initiative designed to provide information to their membership to guide potential funding for aging related issues.
- The Center’s quarterly birthday party was interrupted by the fire alarm system on June 13. The Center was evacuated quickly and safely and most participants elected to leave rather than wait outside. There were two more false alarms within a 24 hour period. The Fire Marshall placed the system out of

service because of the repeated false alarms and the Facilities Department promptly arranged to have the system replaced. This was a long standing problem that, hopefully, has been resolved. There is speculation that the roof, scheduled to be replaced in FY 2014, contributed to the problem.

- In an exciting new initiative, a follow up meeting to the Community Brainstorming session was held on June 21. With the work of the ICAN program as a starting point, the group of community representatives working with Town staff is developing a proposal for a new structure for volunteer based community support.
- Ms. Stone and Program Coordinator Eleanor Eichner attended the Annual Meeting of the Connecticut Association of Senior Center Personnel on June 1. Ms. Stone was elected 1st Vice President of the Association (having served as President).
- Ms. Stone stepped down as the Chair of the National Institute of Senior Center (NISC) Accreditation Board to assume the Chair of the NISC Standards and Accreditation workgroup in a restructuring of the organization.
- At a brunch and learn program on Friday, June 8 Jennifer Catalano, Dietician at Brittany Farms Health Center spoke about Foods For a Healthy Heart
- Staff from Newington Health Care Center provided manicures at the Senior and Disabled Center. This has become a regular monthly service and is well utilized.
- In a pilot program, Holly Spencer, Licensed Massage Therapist, is offering massage at the Center for a reasonable fee (\$15 for 30 minutes and \$30 for 60 minutes). The massages are so popular that extra days have been added.
- James Roberson from Panda Home Care emceed a Name that TV Show, FREE fun event on June 22nd. The audience loved it and has asked for him to return.
- The Center currently has 2,061 paid members with an additional 626 residents registered for Dial-A-Ride.
- There were 50+ programs offered by the Center in the month with some one time programs and others ongoing with a total recorded attendance of 3106 by 611 people. Actual attendance is higher as many participants still do not sign in and there have been periodic problems with the scanning system.
- Dial-a-Ride provided 1,190 trips covering 3,700 miles during regular hours. An additional 9 trips were provided for the monthly meeting of the Commission on Aging and Disability. This transportation is required by the members of the Commission to attend meetings.
- Center staffing was complemented by 721 hours of unpaid service by 71 volunteers.

PARKS AND RECREATION

Administration

- Superintendent met with staff and union representatives regarding various personal issues.
- Superintendent met with department heads and staff in preparation for the Extravaganza.
- Superintendent attended a meeting concerning the proposed AFSCME union contract.
- Superintendent met with Facilities Manager and Architect on proposed Town Hall / Community Center plans.
- Superintendent met with the Safety Committee.
- Superintendent met with the members of the Public Works Committee.
- Superintendent met with the Extravaganza Committee.

Recreation Division

- Final plans are underway for the Mill Pond Park Extravaganza Week, Monday July 16th through July 21st.
- All aquatics staff members were recertified in Lifeguarding, First Aid, CPR and AED at trainings held throughout the month.
- Comprehensive staff training was held throughout the month for seasonal employees.
- Graduation ceremonies for children at our Creative Playtime Preschool Program were held on Wednesday, June 6th in the Council Chambers. Registration for the 2012-2013 school years is ongoing.
- Our Creative Playtime Preschool Program staff organized and planned the 3rd Annual end-of-the-year "Fun-Day" at Mill Pond Park, which was held on Tuesday, June 12th. Preschool families who attended our program were invited to meet at the park to celebrate the end of the year and socialize with the other preschool families.
- Most Parks and Recreation Department summer programs began on Monday, June 25th.

- Mill Pond Pool and Churchill Pool opened for the season on Monday, June 25th.
- All Playground Directing staff was certified / recertified in First Aid, Adult CPR and injectable medication administration.
- Touch-A-Truck was held on Saturday, June 16th. There were upwards of 200-300 residents throughout the morning and Life star even attended the event!
- Our first of 5 summer concerts, sponsored by Data-Mail, Inc., was held on Thursday, June 28th there were about 200 people in attendance at the gazebo to see the band Undercover.
- Summer Playgrounds for children in Kindergarten through grade 7 opened on Monday, June 25th.
- Camp Sunrise (a camp held in Glastonbury for children with disabilities) began on Monday, June 25th. The Department subsidized camp for 11 Newington campers to attend.

Parks And Grounds

- The Mill Pond Tennis Courts were completed early in June for summer play.
- Two weeks of the month were spent on roadside tractor mowing.
- Eric O'Neil (Groundskeeper I) painted a large area of small boxes and installed fencing at Mill Pond Park for the annual Cow Chip fund raiser.
- Eric O'Neil, Tom Lapierre and Steve Winiarski prepared several pieces of equipment to be publicly viewed and demonstrated at the annual Touch-A-Truck event at the Town Hall.
- Crew members helped to beautify the Towns Firehouses in advance of the parade for the 95th anniversary of the NVFD.
- Parks members installed telephone poles for the power supplied for the annual Extravaganza in Mill Pond Park.
- Parks crews prepared a dozen fields, including painting, mowing and the moving and set up of Soccer goals from various sites in town, to accommodate the Newington Soccer Clubs Annual Wrap-Up Tournament.
- Division personnel were offline a total of 36 days this month.
- There were fourteen interments in town cemeteries in June.

LIBRARY

- Circulation Supervisor, Ruth Block, retired on June 4th after 30 years at the library. A public reception was held June 1st with many of Ruth's longtime patrons stopping by to say good-bye, and the Town Manager presented her with a retirement clock. That evening more than 70 guests attended her retirement party. Ruth will stay on as a circulation substitute.
- Interviews for the Librarian I position for Circulation Supervisor were held on June 8th and 18th. The position was filled by Sue Schneider, who has worked part time in the reference department for several years. Sue will begin her full time duties on July 23rd. We will be posting Sue's 19 hr./wk. reference position, plus advertising to replace 2 reference substitutes.
- The library purchased a core collection of 200 Blu-ray DVDs that will soon be ready for loan.
- This year's adult summer reading program "Between the Covers" got off to a great start at the kick-off on June 6th. By the end of June 728 people had registered for the adult summer reading program, a 4 % increase from the same time last year. The registration to date is already more than the total registration for last year.
- The all-ages Summer Reading Kick-off and the Recreation Department's Touch-a-Truck Day was Saturday, June 16th. Hundreds of parents and their children enjoyed the activities!
- The children's summer reading program "Dream Big, Read!" has 702 children signed up as of the end of June, as opposed to 593 signups last year at this time. About 118 teens are signed up for their summer reading program "Own the Night."
- The Friends of the Library's 50th Anniversary Committee received a Special Achievement Award at the Friends of CT. Libraries annual awards meeting held at Hamden Public Library on June 9th. They are so deserving of this award, for all their fundraising efforts this past year, with many special events to celebrate their 50th anniversary as an organization.
- The Friends of the Library Annual Meeting was June 13th. Several awards were given for members' service, and speaker Nicholas Bellantoni gave a talk on Forensic Archaeology. The Friends of the Library sponsored a bus trip to NY City.
- Donna Miller received an invitation from Mary and David Goodale of the Deming-Young Farm Foundation to tour the farmhouse, which she did on June 26th.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce Board meeting on 6/19.

- Jeanette Howes attended the Circulation Discussion Group at Simsbury Library and toured their RFID (Radio Frequency Identification) book security and inventory system. She also attended Book Expo America in NY City.
- Technology: We continue to send out e-mail blasts to inform patrons about important library news and events. To date 401 people are registered to receive e-mail blasts.
- Patrons with AOL e-mail accounts are having problems opening their inboxes on the public Internet workstations, due to a problem with AOL and Internet Explorer. Town IT staff has installed Google Chrome and Mozilla Firefox browsers on PCs as a workaround.
- Six computer classes were held this month: Excel Charts and Graphs, Picasa Part II, Intermediate PowerPoint, and Google Search Strategies. Lisa Masten and Sue Schneider held two Downloadable Books for iDevices classes focused on iPads, iPods and iPhones. People were very excited about learning how to get free library eBooks on their iDevices. Sue Schneider spent time with 2 students who wanted to learn how to use their Kindles.
- Other adult programs included *Job Hunting Over 40*, an evening book discussion group, a book discussion at Cedar Mountain Commons, and a Civil War music program. Books were delivered to homebound patrons.
- In addition to story times, children's programs this month included: Tales 2 Tails (the R.E.A.D. therapy dog), *Just a Story & a Song*, *Read, Rattle & Roll*, *Cookbook Club*, and *Play with Us*. Librarians visited the two middle schools for *Battle of the Books*, all four elementary schools and the two middle schools for *Summer Reading* programs, plus an elementary school to present a library databases workshop.
- 217 children and their parents attended the children's library sleepover "Locked in the Library!" on Saturday, June 23rd. Activities had a "Halloween in June" theme, with a costume contest, scary stories, a glow-in-the-dark show and a "Haunted House" in the basement. Dunkin Donuts donated donuts, coffee and hot chocolate for Sunday morning breakfast.
- 99 children attended the Mystery Dinner Theatre on June 25th, and helped the Marshmallow Masquers solve a mystery. A pizza and pasta dinner + dessert were served for all. This and other children's programs were sponsored by the Friends of the Library.
- Teen programs included a Korean Spirit & Culture program, Teen Resume & Interview Workshops, Teen Gaming, Teen Advisory Board, auditions for the Kids & Teens Talent Show and the Teen Summer Reading Kickoff. Teen librarians, Karen Benner and Bailey Ortiz, attended Book Expo America in NY City and brought back free books for summer reading prizes. They did summer reading book talks for 320 students in the 6th & 7th grades. Teen Volunteers helped out with summer programs and events for 171.25 hours this month.
- Building: New window valences have been installed in the children's program room. The carpets were cleaned on June 2nd. The HVAC system is not working properly, and staff has to manually switch the A/C on and off several times a day, depending on temperature and humidity. Tom and Sean from Facilities are very responsive to our work orders, but Johnson Controls still hasn't figured out why the new system isn't working properly with the old system. The skylight continues to leak, and we are looking forward to getting it repaired.
- Donna Miller attended the Library Board meeting, Friends' Annual Meeting, town department heads meeting, an AFSCME Union meeting, and a Member Council meeting.
- Donna held 2 monthly staff meetings, 2 library department heads meetings and individual meetings with department heads. She attended children's, circulation, and reference department meetings; a page meeting and a book selection meeting.

MONTHLY STATISTICAL REPORT, LIBRARY, JUNE 2012				
	2012	2011	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	22,444	22,266	178	0.80%
CHILDREN	12,075	10,948	1,127	10.29%
YOUNG ADULT	1,522	1,441	81	5.62%
DVD'S	8,332	7,990	342	4.28%
DOWNLOADABLE BOOKS	446	209	237	113.40%
E-READERS	18	7	11	157.14%

MUSEUM PASSES	100	85	15	17.65%
TOTAL CIRCULATION	36,041	34,655	1,386	4.00%
CUMULATIVE CIRCULATION YTD	339,955	345,290	-5,335	-1.55%
DAYS OPEN/MONTH	26	26	0	0.00%
AVERAGE DAILY CIRCULATION	1,386	1,333	53	4.00%
PATRON COUNT	21,480	23,382	-1,902	-8.13%
AVG. PATRON COUNT PER DAY	826	899	-73	-8.13%
SELF CHECKOUT CIRCULATION	963	864	99	11.46%
TOTAL # CARDHOLDERS	12,408	12,581	-173	-1.38%
SUNDAY CIRCULATION	0	0	0	*Not open
SUNDAY PATRON COUNT	0	0	0	*Not open
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	6,233	6,065	168	2.77%
TOTAL COMPUTER USE*	4,676	2,916	1,760	60.36%
TOTAL DATABASE SEARCHES	29,882	8,824	21,058	238.64%
WEBSITE VISITS	8,716	7,578	1,138	15.02%
INTERLIBRARY LOAN--LOANS	924	836	88	10.53%
INTERLIBRARY LOAN--BORROWS	833	583	250	42.88%
PROGRAMS CHILDRENS	104	111	-7	-6.31%
PROGRAMS CHILDRENS ATTENDANCE	4,327	4,185	142	3.39%
PROGRAMS TEEN	7	5	2	40.00%
PROGRAMS TEEN ATTENDANCE	134	131	3	2.29%
PROGRAMS ADULT	14	14	0	0.00%
PROGRAMS ADULT ATTENDANCE	735	678	57	8.41%
NOTARY TRANSACTIONS	17	20	-3	-15.00%
VOLUNTEER HOURS (Adults & Teens)	114	126	-12	-9.52%
MEETING ROOM USAGE-OUTSIDE GROUPS	16	12	4	33.33%
MEETING ROOM USAGE-LIB. PROGRAMS	40	43	-3	-6.98%
STUDY ROOM USAGE	212	202	10	4.96%
TOTAL LIBRARY HOLDINGS (ITEMS)	169,554	164,721	4,833	2.93%

* More detailed stats available from CASSIE beginning 4/12