



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: January 24, 2014
Re: Monthly Report – December 2013

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, MidState and CCM meetings.
- Mr. Salomone attended meetings for various projects related to the Town of Newington, including the MDC Church Street construction project, Town Hall renovations and the busway.
- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone and staff continued with the collective bargaining process for the IPBO (Police) union contract, which expired on June 30, 2013.
- Mr. Salomone held Capital Improvement Project (CIP) request hearings with Finance staff and the various Town departments.
- Mr. Salomone met with residents and area business owners to address issues and concerns as needed.
- Mr. Salomone met with staff and union representatives regarding personnel issues.
- Mr. Salomone attended the Victory Gardens grand opening ceremony on December 6, 2013.

Legal Services

As of Dec 30, we have spent a total of \$ 39,623.70 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 NOVEMBER 2013 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	9.8	\$ 523.18
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 774.08
ROAD MAINTENANCE	0.1	\$ 2.76
SNOW	900.6	\$ 38,376.87
TOTALS	926.5	\$ 39,676.89
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	36.0	\$ 1,445.61
Snow/Ice	453.25	\$ 22,951.33
TOTALS	489.25	\$ 24,396.94

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	309,657.79	592,745.00	375,791.36
Investigation	77,883.00	22,295.04	77,582.00	20,466.96
Communication	118,117.00	39,167.75	117,787.00	85,100.11
Education/Training	121,801.00	22,056.80	107,795.00	31,648.37
Support Services	39,878.00	13,106.95	40,751.00	13,703.19
Animal Control	5,546.00	0.00	7,548.00	1,090.12
Total	\$ 1,011,910.00	\$ 407,059.88	\$ 950,942.00	\$ 530,221.15
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 13,143.37	\$ 29,225.00	\$ 18,464.13
Snow and Ice Control	137,119.00	65,329.75	137,119.00	21,789.78
Traffic	5,684.00	1,398.00	8,684.00	2,559.86
Vehicles and Equipment	28,981.00	13,260.58	28,981.00	12,676.79
Leaf Collection	55,937.00	37,720.33	55,937.00	38,401.53
Total	\$ 256,946.00	\$ 130,852.03	\$ 259,946.00	\$ 93,892.09
PARKS AND GROUNDS				
Parks and Grounds	\$ 91,968.00	\$ 66,088.46	\$ 142,799.00	\$ 48,031.61
Cemeteries	16,971.00	7,862.59	15,635.00	6,960.46
Total	\$ 108,939.00	\$ 73,951.05	\$ 158,434.00	\$ 54,992.07

PERSONNEL

- A public posting for a part-time zoning officer was posted on November 6 with a closing date of November 27. Fourteen applications were received, of which six candidates were selected to proceed through the interview process. A hiring decision is expected in January.
- Paul Murphy was appointed to the part-time Custodian position at Town Hall, effective December 16, 2013.
- 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.

RISK MANAGEMENT

2013-14 Blue Cross/Blue Shield Plan Year

The fifth month of the 2013-14 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2013-14 plan year were estimated at \$801,556. The total paid claims from the Health Benefits Fund for November 2013 were \$716,422. 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 November, 2013</u>		
	Town	Board of Education	Total
Estimated Claims	814,780	3,193,000	4,007,780
Actual Claims	733,549	2,862,265	3,595,814

FACILITIES MANAGEMENT

- Facilities Director was in attendance at the Public Works Team meeting during the month and attended the Town Manager's staff meeting.
- The Facilities Director also attended Town Hall building meetings during the month with the Town Manager and Parks Director with the Architect and Construction Manager.

- The Facilities Director also submitted the department CIP requests to the Town Manager for consideration.
- The department is currently working to complete safety inspections at all Town buildings.
- The Facilities Department completed 43 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. Planning was completed for the renovations to the main office area of the building with a construction start in January.
- **Painting Projects:** Various interior and exterior painting projects were undertaken during the month at the Library, Police Building and several outbuildings in an effort to “spruce up” and maintain the buildings in a state of repair. Added to the list was painting at the Highway garage for November. These projects will be substantially completed during December as scheduled.

INFORMATION SYSTEMS AND TECHNOLOGY

- The Town’s website saw 21,865 visitors, 14,078 unique visitors, 53,488 page views with users averaging 2.45 pages per visit. The Town, Library and Assessor’s pages were the most frequented.
- Processed 80 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:
 - Adjusting backups on existing servers to use new backup appliance.
 - Configuring new print server.
 - Updating anti-virus and anti-malware products on town’s remote access servers and various workstations.
 - Finalizing workstation and switching quotes.
 - Arranging for testing the HP PC Management deployment software.
 - Updating firmware on all network switches.
 - Arranging for purchase of ladder rack components needed in one of the Town’s distribution rooms.
 - Troubleshooting issue with the creation of Windows 2012 R2 servers on VMWare ESXi hosts.
 - Assisting with establishing a new virtual private networking connection between Fire Company 5 and Town Hall.
 - Labeling of all fiber optic connections points in the town’s data rooms.
 - Running quarterly updates on the town’s servers.
 - Assisting in the setup and configuration of network equipment and printer in the Police Department’s Regional Major Crime Vehicle.
 - Configuring Windows Deployment Server to allow for capturing and unattended installation of system images.
 - Creating and deploying system images for all laptops to be used in Police Department’s Regional Major Crime Vehicle.
 - Participating in Hewlett Packard’s SoftPaq and System Software Manager(SSM) training.
 - Performing testing of driver and BIOS deployment via HP SSM.
 - Completing anti-virus client scans.
 - Completing rack installation and initial configuration of the town’s door access controller.
 - Configuring all door access nodes at Fire Companies 1,2,3,4,5 and Headquarters.
 - Providing resolution for display issues observed the Finance Department’s CIP pages on town website.
 - Performing general printer and copier maintenance.
 - Providing telephony maintenance.
 - Assisting various departments with web page maintenance.
 - Updating all website calendar and agenda pages for year 2014.

- o Providing Geographical Information Systems (GIS) mapping for the Town Tree Warden, Engineering Department (Rockledge Drive), Assessor (Harvest Court), Highway Garage (Road Maintenance) and GIS mapping support for the Sanitation Recycling program.
- o Continuing work on the Geocortex web-based GIS Data viewer application.
- o Completing selection based buffer tool functionality within Geocortex application.
- o Coordinating and acquiring replacement modems and antennas for the Police mobile data terminal units from Capitol Region Council of Governments (CRCOG).
- o Participating in planning meeting for the CRCOG GIS web tool.
- o Meeting with Tax Wise group to plan for upcoming 2014 tax season at the Senior and Disabled Center.
- o Assisting the Town's Revenue Collector and Quality Data System to prepare January tax bills.
- o Making required networking configuration changes for new police department data sharing project.
- o Updating Human Services Food Bank database to handle 2013 Holiday Basket program.

FINANCE

Accounting and Administration

- The 2012-13 audit was completed and filed within the December 31st deadline.
- Department Capital Improvement Project requests were analyzed and reviewed with department heads and the Town Manager during the month.

Major grants received during the month include the first installment of the Pequot Grant in the amount of \$91,683 and the Elderly Circuit Breaker in the amount of \$273,333. 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)

12/31/2013

	<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	\$31,019	\$9,670,982
Special Revenue Funds	2,057	3,189	3,317,817
Capital Projects Funds	600	599	1,027,761
Internal Service Fund	2,400	1,339	2,933,952
Trust and Agency Funds	450	1,642	409,789
TOTAL, ESTIMATED BY FUND			\$17,360,301

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

12/31/2013

	<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	0.15	0.13	817	683	\$6,691,385
CLASS PLUS	0.01	0.01	7	13	894,910
Bank North	0.20	0.20	91	87	532,959
People's Bank	0.32	0.32	2,181	2,110	8,028,331
Sovereign Bank	0.30	0.30	1,174	2,233	1,206,928
Farmington Bank	0.25	0.25	138	559	5,788
Total Outstanding Investments					\$17,360,301

Rates reflect avg. monthly yield, annualized

Assessor

- The office will be involved in this process of compiling the October 1, 2013 grand list right up to January 31, 2014. The process included the items listed below:
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the middle of December. The real estate portion of the grand list was substantially completed.
- There are 1,402 personal property accounts and approximately 1,139 filed a declaration as required by Connecticut state law. The Assessor's office processed those during the month. There were 263 accounts that failed to file as required by law and we processed 132 of those files. The remaining 131 files left will be assessed in January.
- The October 1, 2012 supplemental motor vehicle list was completed and delivered to the Tax Collector.
- The regular October 1, 2013 motor vehicle list was received from the CT Motor Vehicle Department in December. Vehicles were priced and entered into the data base. Exemptions will be applied and transfers to other towns of vehicles that were incorrectly sent to Newington will occur in January.

Revenue Collector

- Revenue Collections for December for Real Estate, Personal Property & Motor Vehicles amounted to \$7,204,012. The Supplemental Motor Vehicles collected were \$90,780, and \$32,848 was collected for back taxes.
- December's collections for the 2012 Grand List were 2% higher overall for the same time last year.
- Legal Notices were published for the Supplemental Motor Vehicles, real estate and personal property tax bills.
- All payments are being processed in the Tax Office for the second installments and supplemental motor vehicle bills.

TOWN CLERK

- There were 429 documents filed on the land records during December.
- Property sales conveyed for a total of \$8,794,325. State conveyance tax collected was \$62,207; and \$19,486 was collected in Town conveyance tax.
- Noteworthy sales during December:
 - Deming Estates sold for \$1 million from Deming Street Associates, LLC to Griswold Farms, LLC.
 - Raymond Forgione sold property at 187 Stamm Road for \$550,000 to 187 Stamm Road, LLC
 - Two significant residential sales conveyed: 42 Deer Path for \$525,000, and 145 Barn Hill Lane for \$503,000.
- Eight Foreclosure Registrations were filed during the month.
- With firearm and ammunition laws changing in the New Year, December was a busy month for notarizing applications for assault weapons and high-capacity magazines.
- Staff catalogued 19 burial and one cremation permit; 122 certified copies of vital records were issued representing \$2,500 in revenue.
- Ten Notary Public commissions, nine Liquor Permits and eight Trade Name certificates were recorded.
- The office filed 56 liens, 112 mortgages, 135 releases and twenty probate certificates.
- As part of the Connecticut Town Clerks Association's certification program, on December 9th the Town Clerk assisted in teaching a class to newly elected/appointed Town Clerks. The class was taught at the CCSU campus in New Britain.
- On December 18th, the Town Clerk attended a Records Management workshop sponsored by the Connecticut Conference of Municipalities (CCM).

DATA SUMMARY December 2013				
	<u>Dec. - 13</u>	<u>Dec. - 12</u>	<u>FY 13/14 to Date</u>	<u>FY 12/13 to Date</u>
Land Record Documents	429	537	2861	3362
Dog Licenses Sold	21	13	477	447
Game Licenses Sold	35	33	167	178
Vital Statistics				
Marriages	13	17	117	121
Death Certificates	45	31	153	162

Birth Certificates	27	46	124	150
Total General Fund Revenue	\$ 35,657.31	\$ 75,795.00	\$ 248,964.27	\$276,902.24
Town Document Preservation	\$ 998.00	\$ 984.00	\$ 6,624.00	\$ 6,326.00
State Document Preservation	\$ 598.00	\$ 984.00	\$ 4,148.00	\$ 6,340.00
State Treasurer (\$36 fee)	\$ 10,764.00	\$ 17,712.00	\$ 75,637.00	\$113,616.00
State Treasurer (\$127 fee)	\$ 5,461.00	\$ -	\$ -	\$ -
State Treasurer (\$110 fee)	\$ 4,400.00	\$ -	\$ -	\$ -
Locip	\$ 897.00	\$ 1,476.00	\$ 6,210.00	\$ 9,468.00
State Game Licenses	\$ 425.00	\$ 181.00	\$ 2,202.00	\$ 8,979.00
State Dog Licenses	\$ 185.00	\$ 77.00	\$ 3,215.00	\$ 2,825.00
Dog Licenses Surcharge	\$ 62.00	\$ 39.00	\$ 1,136.00	\$ 997.00
Marriage Surcharge	\$ 95.00	\$ 133.00	\$ 798.00	\$ 779.00
Grand Total	\$ 59,542.31	\$ 97,381.00	\$ 348,934.27	\$426,232.24

POLICE DEPARTMENT

- Recruit Kevin Cabelus graduated from the Police Academy on December 18th. He will now enter the 14-week Field Training Officer (FTO) Phase of his training.
- Patrol Calls for December are as follows:

AlarmBurg	85	F/OTHER	5	NOISE	5
ALARMHOLD	4	F/STRUC	10	NOTIFICATION	1
Animal	9	F/VEH	1	OpenDoor/Win	11
ASSAULTIP	2	F/WATER	4	OTHER	1
AssaultRep	4	FINGERPRINT	33	PARKINGVIOL	22
Assist	34	FollowUp	88	PISTOLPERMTEMP	17
BreachIP	12	Harassment	22	PROPFOUND	11
BREACHREP	2	HAZARD	25	PropLost	4
BURGIP	1	ILLEGALDUMPING	3	PROSTITUTION	1
BURGREP	11	INTOXICATED	6	RECOVEREDMV	1
CARSEAT	2	JUVCOMP	7	SERVWARRANT	25
Check	52	LAND/TENANT	1	SEXASSAULTRE	2
CLEARLOT	2	LarcFromMV	5	SpecDetail	64
COURT	22	LARCIP	15	STOLENMV	4
CRIMMISIP	1	LARCREP	36	SUDDENDEATH	5
CRIMMISREP	12	Location	96	SUICIDEATT	1
CSO	2	LOCKOUTMV	1	SuspiciousIP	92
CUSTOMERIP	4	LOCKOUTRESID	2	SuspiciousRep	30
CUSTOMERREP	1	LTA	2	TESTALARMBURG	1
Dog	30	M	212	THREATIP	2
DomesticIP	28	Missing	4	THREATREP	2
DOMESTICREP	6	MVABAND	2	TOW	15
DRUG	2	MVAEvading	20	TRAFFIC STOP	438
DUI	2	MVAInjury	15	TRESPASSIP	3
EDP	12	MVAProp	136	TRESPASSREP	2

ESCORT	15	MVAssist	83		
F/ALARM	21	MVComplaint	32	TOTAL FOR NPD	1,933
F/HAZMAT	3	NEIGHBOR	8		

Patrol Investigations

- Investigations and calls by Patrol Officers in December included:
 - **Assault** - On 12/19/2013 at 0145 hours, officers responded to a local business for an employee who had been struck with a bottle while at a company Christmas Party. When officers arrived at the scene, they found that the victim of the assault had left the scene to be taken to a local hospital by another employee. However, they were returning to the scene. Officers then attempted to locate the suspect in the assault. As officers searched for the suspect a car drove up with the victim in the passenger seat. The victim had a blood soaked towel held against the side of his face. Officers examined his injury and saw that the victim had a serious facial laceration in the shape of an upside down “V” approximately four inches long. Officers then located the suspect in a vehicle parked in the business parking lot. As officers spoke to the suspect, they learned that the victim and the suspect were co-workers at the business. They had both been to the business Christmas party when a verbal disagreement developed between them. The suspect then struck the victim in the face with a beer bottle causing the severe laceration. After being struck in the face with the bottle, the victim fell to the ground, but struck the suspect several times in self defense. The fight was then stopped by other co-workers and witnesses. As a result, officers placed the suspect under arrest for the charges of Breach of Peace 2nd (53a-181) and Assault 1st (53a-59). He was held on a \$100,000.00 bond.
 - **Domestic Violence** - On 12/06/2013 at 0048 hours, officers were dispatched to the report of an active domestic altercation taking place in town. While responding to the scene police dispatch advised responding officers that the department has responded to domestic incidences at this location in the past. Upon arrival, the residence was dark and there was no initial sign of domestic disturbance. After knocking numerous times on the front door, officers were met by the homeowner. The homeowner stated that there was no domestic altercation taking place in the residence and stated that everyone in the household was sleeping. The homeowner was adamant that no incident was taking place inside the residence before finally stepping outside. As she did, a female walked passed her from within the residence out to the officers with visible bruising on her face as well as what appeared to be a fresh abrasion to her forehead. The female was hysterically crying. All occupants of the home were ordered to exit the residence. Each complied except for the male suspect who was located in the basement. Officers entered the residence and ordered the male suspect from the basement. The suspect then complied and he was detained without incident. Officers exited the residence and they began to speak with the female victim. She stated she was talking to her boyfriend and noticed an immediate change in his mood. The boyfriend then grabbed the victim, threw her down and started to hit her. At one point the boyfriend began to choke her and threatened to kill her after she called 911. Based on this information, the boyfriend was charged with Strangulation in the Second Degree in violation of C.G.S. 53a-64bb, Assault in the 3rd Degree in violation of C.G.S. 53a-61, Interference with an Emergency Call in violation of C.G.S. 53a-183b, Disorderly Conduct in violation of C.G.S. 53a-182, and Threatening in the Second Degree in violation of C.G.S. 53a-62. He was held on a \$10,000 bond.
- In December, Detective Division personnel:
 - Handled 73 investigations, 42 remain ongoing and 31 were closed by investigative methods.
 - Served 39 arrest warrants, 31 by Patrol Officers and 8 by Detective Division personnel
 - On December 2nd 2013 detectives began an investigation of a larceny complaint involving an elderly victim who was swindled out of \$511,000.00 in an apparent Publishing Clearing House scam. According to the victim, he received a letter from Publisher’s Clearing House some time in the summer of 2013. The letter explained that he won one million six hundred thousand dollars as part of a Super Cash Giveaway promotion. Included with the letter was a cashier’s check issued by Publishers Clearing House in the amount of \$1,600,000.00. The letter explained that the victim was selected through a ballot system and “declared an official winner” in their super cash giveaway promotion. The letter explained that they “highly recommend a response in 72 hours” and encouraged the victim to contact his agent for which a name and telephone number was provided. The letter explained that the victim’s cash prize would be sent to him promptly

after he contacts his agent to “validate” the cash prize. In the closing of the letter the victim was advised that he “must keep this award confidential” until the claim is processed.

The victim explained that he contacted his “agent” at the number provided and stated that the agent answered the phone and proceeded to explain how to activate the cashier’s check. The agent asked the victim some questions regarding his finances and the victim told the agent that he had approximately \$500,000.00 in an investment portfolio. According to the victim, the agent instructed him to write a check in the amount of \$75,000.00 to cover attorney fees to activate the cashier’s check. The victim stated that he mailed a check from his TD Bank account in the amount of \$75,000.00 to the name and address provided by the agent.

Two weeks later the victim received another letter informing him that the taxes associated with his prize would be \$360,000.00 and that the taxes needed to be pre-paid. The victim wrote a check from his TD Bank account for \$360,000.00 and mailed it to the name and address provided in the letter. Three months after he mailed the \$360,000.00 check the victim received another letter explaining that he was almost at the end of the transaction and that his agent was waiting for a quote from the financial institution to release the funds. The letter reiterated that the victim was responsible for any costs incurred from the financial institution to process the \$1.6 million check. This resulted in the victim being asked to wire an additional \$76,000.00 to an account to cover the fee from the financial institution. He was told that once that money was received, his \$1.6 million check would be activated.

On 11/25/13, the victim was contacted by an employee from TD Bank explaining that Bank of America had flagged the account he wired the \$76,000.00 to and the victim was advised to contact the police. This case is currently under investigation.

- In December, the Community Service Officer (CSO):
 - Prepared for and facilitated two Citizen’s Police Academy Programs. Topics discussed included the Emergency Response Team (ERT) and Community Relations. On December 16th, a graduation was held for the participants of the Citizen’s Police Academy Fall 2013 Session.
 - Organized and participated in several Stuff A Cruiser Events at Walmart, Stop & Shop, and Southfield Children’s Center.
 - Conducted a tour of the police department for a local Boy Scout Troop.
 - Organized and attended Shop with a Cop at Target on December 18th.
 - Presented a session on Scams to Cedar Mountain Commons residents.

UCR/NIBRS Selected Crimes

Type of Crime	<u>November 2013</u>		<u>November 2012</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	0	0	0	0
Robbery	1	\$	0	0
Assault	6	0	10	0
Burglary	7	\$	6	\$16,525
Larceny Theft	45	\$	46	\$16,446
Auto Theft	3	\$	8	\$37,563
Totals	62	\$	70	\$70,534

- In November 2013, the Police Department arrested 70 adults: 13 for assaults, 2 for burglary, 3 for forgery, 1 weapons, 2 prostitution, 4 for narcotic violations, 7 for DUI, 2 for disorderly conduct, 7 for larcenies, and 28 for other miscellaneous offenses. The Department also referred 1 person under the age of 18 for criminal acts; 1 for larceny.
- Police Department Overtime
- Comparison
 - OT December \$ 60,734 2 pay periods with one holiday
 - OT November \$ 74,050 2 pay periods with one holiday
 - Total decrease \$ 13,316
- In December, there was one officer in Field Training and one officer at the Academy. In addition, there was one officer out on a workers compensation injury. These vacancies in Patrol have an impact on the overtime for a total of three positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum.
- Administrative overtime was \$0.

- Patrol overtime of \$45,296 is a decrease of \$7,581. Calls included EMS committee meeting, suicide watch, 3 Mid State traffic investigations, accident investigations, holdovers, holiday coverage (\$10,000) and coverage for time off during illnesses.
- Detective Division Overtime of \$2,967 is a decrease of \$4,997. Overtime included two suspicious deaths, three Mid State traffic investigations, and scene processing.
- Communications overtime of \$5,990 is a decrease of \$612 including holiday overtime of \$1,000, shift coverage, and overtime for time off.
- Education overtime of \$5,339 is an increase of \$1,727 for training classes. Training included firearms training, ERT training, specialty classes including crash scene investigation, shotgun school, Child Abuse training, and School Violence training.
- Support Services overtime of \$1,142 is a decrease of \$1,873. Overtime included Holiday pay (\$565), Youth Council meetings, and community service overtime.
- ACO overtime was \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of November, 2013. During this period fire department members responded to 61 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	December 2013	6 Months Activity
Residential	8	41
Commercial, Industrial, Office	1	9
Hospital, School	2	8
Vehicle	1	8
Rescue, Police Assistance	1	27
Dumpster, Rubbish, Grass, Brush, Leaves	2	26
Hazardous Materials/Clean up	2	13
Investigative Alarm	11	63
False Alarm	6	62
Mutual Aid/Standby	2	3
Carbon Monoxide Investigation	3	25
Water Related Incidents/Pump-Outs	8	15
Total	47	300

Training Summary

Multi-Company Training	NIO SH LODD Review Smart Triage	56 hours 50 hours
Company Training	Co.#4 Building Construction Co.#3 Pet Oxygen Kit Co.#1 Truck Cross Training	12 hours 24 hours 36 hours
Fire Service Instructor	Certification – 3 Members	168 hours
Fire Fighter I	Certification – 1 Member	106 hours
Fire Officer II	Certification – 2 Members	192 hours
Officer Training	Officer Development	15 hours
Capitol Region Chief's Training		27 hours
Total Hours		686 hours

FIRE MARSHAL

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

INSPECTIONS	8
INSPECTION FOLLOW-UPS	22
PLAN REVIEW	3
JOB SITE INSPECTIONS	3
FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	5

COMPLAINTS	4
HAZ/MAT	1
BLASTINGS	0

Incidents:

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

Fire Marshal's Activities:

- Responded to 30 fire calls during the month.
- Responded to a mutual aid request in Wethersfield along with the Crew from Engine #1 to provide station coverage.
- Met with the members of Company #3 for a Holiday Dinner prior to their monthly Company meeting.
- Attended the bi-monthly meeting of the Employee Health and Safety Committee at town hall.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Wethersfield.
- Attended the Annual Fire Truck Parade and Night of Lights Ceremony in the town center.
- Conducted a cause and origin investigation for an incendiary fire that damaged playground equipment at Seymour Park.
- Attended a Public Works Team meeting at town hall to review exterior egress requirements concerning the rear second floor exit at the Volunteer Ambulance building on John Stewart Drive.
- Assisted in the cause and origin investigation for a machine oil fire in a business on Rockwell Road.
- Attended the Annual Family Holiday Party's at all four Fire Companies.
- Attended a meeting with the Town Manager, Finance Director and Command Staff to review the Departments 2014-2015 CIP requests.
- Attended the wake for a family member of Deputy Fire Marshal Tim Muisener in New Britain.
- Attended the Cedar Mountain Commons Men's Club monthly luncheon and spoke about our volunteer fire department other fire safety issues.
- Conducted a cause and origin investigation for a dryer fire in the basement of a condominium unit on Coronado Drive.
- Hosted the monthly meeting of the Capital Region Fire Chiefs Association in the Kalasky Room at fire headquarters.
- Met with the Chief Officers to finalize the 2014-2015 Fire Department Budget.
- Attended the Annual Memorial Ceremony For Master Police Officer Peter Lavery at Police Headquarters.

HIGHWAY DEPARTMENT

Administration

- Attended Department Head and Public Works team meetings.
- Met with residents to discuss various issues and concerns.
- Completed annual budget requests for FY 2014-2015.
- Coordinated On Target Solution on line classes for Highway and Park's Department employees.
- Continued working to finalize landfill closure grant funding.
- Attended CIP meeting.
- Continued with sidewalk ordinance amendments.
- Attended quarterly Safety Committee meeting.

Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Crews continued with miscellaneous leaf collection where needed.
- Cleaned and/or repaired catch basins.
- Assisted Repair Garage technicians with the removal of leaf boxes and installation of plows and jet sanders for snow and ice operations.
- Miscellaneous roadway pot hole patching continued.
- Crews excavated test pits for High School and Veterans drive drainage project.
- Crews saw cut pavement for future water line excavation at High School Field House.
- Cleared debris and branches from roadside.
- Crews called out 12 times during the month for snow/ice events. Total snow accumulation for the month 16.5 inches.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted Human Services with food share setup.
- Assisted Police Department with various requests and relocation of speed boxes and “stuff a cruiser” program.
- Assisted Highway Department in snow plowing/removal operations.
- Installed several traffic control signs at Patterson / Wallace Schools.

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 437 residential bulk items for collection.
- Scheduled 81 condominium bulk items for collection.
- Scheduled 19 condo/residential scrap metal items for collection.
- 3,677 tons of cumulative Municipal Solid Waste were collected from July 1 through Nov. 30, 2013.
- 1,167 tons of cumulative recyclables were collected from July 1 through November 30, 2013.
- 500 mattresses collected from July 1 through November 30, 2013.
- Issued 8 permanent landfill permits and 1 temporary permits.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on December 11, 2013:

- Continued the Public Hearing on Petition #47-13: Zoning Text Amendment (New Section 6.15: Medical Marijuana). Town Plan and Zoning Commission, applicant.
- Approved the Performance Bond for “Packard’s Way” residential subdivision on Maple Hill Avenue in the amount of \$57,000.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- December 6: met with staff re: proposed project in Wethersfield with access from Berlin Turnpike only.
- December 11: met with developer of Packard’s Way subdivision to review performance bond amounts.
- December 17: met with potential buyer of “Deming Farm” PUD to review site plan and performance bond amounts.
- December 23: met with buyer of “Harvest Ridge” subdivision to review subdivision plans.
- December 31: met with “Fountain Pointe” developer on site to discuss outstanding items.

CT fastrak/Amtrak Corridor Planning:

- None

Grant-Funded Project Activities

- None

Other Boards and Committees:

- None

Miscellaneous:

- December 4: met with Town Manager re: part-time ZEO position.
- December 19: met with staff re: crosswalk requested for West Hill Road.
- December 23: met with vendor to discuss document storage services.
- Responded to approximately 28 phone messages from citizens, applicants and elected/appointed officials regarding zoning or other land use issues.
- Received and responded to or initiated approximately 175 emails from/to citizens, applicants and elected/appointed officials regarding zoning or other land use issues.

TOWN ENGINEER

- During the month of December, six excavation permits were issued as follows:
 - 3 gas lateral permits
 - 2 gas main permits
 - 1 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.
- The Town Engineer continues to attend and provide administrative support for the Inland Wetlands monthly meetings.
- 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 project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer attended the monthly Public Works Team meeting.
- Engineering staff is actively engaged in the preliminary design phase (field survey) for anticipated road and infrastructure projects. Design and 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 Town Engineer attended both the CRCOG Transportation Committee meeting and the CRCOG Cost Review subcommittee.
- The Town Engineer continues to prepare and modify estimates for C.I.P. submittal fiscal year 2014-15.
- Engineering staff continue to verify and prepare site bond estimates for recommendation of the TPZ Commission via coordination from the Town Planner.

BUILDING DEPARTMENT

- A Permit was applied for a tenant improvement for Planet Fitness at 182 Kitts Lane. Plans are still under review.
- Permits were issued to replace the gasoline dispensers at the Hess Station at 2499 Berlin Turnpike.
- Seminars attended by our Inspectors for their continuing education credit were:
 - R. Smith - Getting Ready for the 2012 IMC – December 3, 2013
 - A. Hanke - Getting Ready for the 2012 IMC – December 3, 2013

There was one Certificate of Occupancy issued in December. It was for a two family residence located at 46-48 Greenlawn Avenue.

Building Department activity for the month of December was as follows: The Inspectors completed a total of 160 Inspections. They were: Above Ceiling (1), Apartment Inspection (2), Boiler (2), CO (1), Decks (2), Electrical (17), Final (54), Footings (2), Framing (1), Gas Line (46), Hot Water Heater (1), Insulation (7), Mechanical (1), Plumbing (2), Rough (18), Site Visit (2), Work without Permits (1).

- The total number of Building/Renovation Permits issued for the month of December was **110** producing a total permit value of **\$1,068,109.00**.

- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	13	525,080.00
DECK	1	5,000.00
DEMOLITION	0	0.00
ELECTRICAL	34	156,284.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	0	0.00
MECHANICAL	33	219,441.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	18	112,970.00
POOL	0	0.00
ROOFING / SIDING	4	39,559.00
SIGN	7	9,775.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	110	\$1,068,109.00

The total Building income fees received in the month of December was **\$13,864.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$240.00, Environmental \$0.00 Conservation \$100.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$58.50, Driveway / Excavation \$550.00, Engineering copies \$130.50. The other total income is \$1079.00.

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

	<u>2013</u>	<u>2012</u>
Value of Permits issued for December:	\$1,068,109.00	\$8,782,746.00
Fees for Permits issued for December:	\$13,864.00	\$100,164.00
Other income Fees for December:	\$1,079.00	\$1,412.50

Building Permits Issued for December: 110 138

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

<u>2013-2014</u>		<u>2012-2013</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$11,854,820.50	\$160,867.00	\$26,250,655.00	\$294,451.50

HUMAN SERVICES

- A huge thank you to the many volunteers, community donors and sponsors that supported our Holiday programs. Thank you to the many town employees who also lent support and/or donated. In December, we assisted 434 households, up from 412 last year, our highest number. Close to 900 individuals received gifts through the generous monetary, gift card and gift donations. 281 children, 348 adults and 268 seniors participated. The Police Department did another fabulous job with 2 Stuff-A-Cruisers, one held in bitterly cold weather. Residents, schools, civic groups, businesses, and Houses of Worship all supported the program through volunteerism and/or donations.

- A malfunctioning sprinkler system caused flooding at Meadow View housing late pm/early am hours of Saturday, December 28th. Karen Futoma, Director, opened a temporary warming center at 2:00am at the Senior & Disabled Center, with a test exercise involving several CERT members. 5 residents made use of the center. Residents were able to return to their apartments by 5:30am and the warming center was closed.
- The Food Bank assisted 131 households, with 624 bags of groceries distributed (note the food bank was closed 2 days this month due to gift distribution).
- Open Air Market served 155 households on 1bi-weekly day of distribution this month due to holiday closings.
- The Clothing Closet served 16 households, providing 23 bags of clothes. Overflowing winter clothing donations were received during the month.
- The Special Needs Fund assisted 5households with 6 bills, 4-utility and 2 medical-related bills. 5 bills were for senior residents.
- The Social Casework Program had an active caseload of 85 with 27 new referrals. Staff spent considerable time preparing and distributing gifts during the month.
- The Youth and Family Counseling Program had a caseload of 19. Clinicians provided 39 clinical therapy sessions with a total of 47 clinical service hours. Numbers were lower due to holiday time off, December gift distribution, and client illnesses.
- Fall SCORE programs finished up and the Winter/Spring brochures were delivered to the middle schools. The brochure was also emailed to 275 homes. Registrations have started to come in.
- There was no ROPE session during December.
- The Newington Challenge Course suffered a collapsed overhang structure, most likely from severe wind. No one was present/injured.
- The 9th-10th grade High School Awareness group wraps up in January. We have started to schedule the spring 2014 semester with 11th & 12 grade students starting February.
- 3 people provided community service, completing 50 hours, including carryover hours from 2 people.
- There was one JRB referral this month.

December 2013 Statistics

Selected Programs	FY 13-14 Undp. Total This Month	FY 12-13 Undp. Total Last Month	FY 13-14 Cum. Undp. Total YTD	FY 12-13 Cum. Undp. Total YTD
Youth and Family Counseling	*19	19	63	99
Positive Youth Development	106	169	1467	1476
Information and Referral	909	792	3578	913
Social Casework Cases Under 55 = 43 Over 55 = 47	85	90	322	246
Food Bank Households	131	115	871	905
Special Needs	5	13	57	54

*No new cases this month

SENIOR AND DISABLED CENTER

- Work on the new portico continued throughout the month and, as the project took shape, the feedback from participants was quite positive.
- The Information and Referral Center was extremely busy this month with Energy Assistance applications, Medicare Part D open enrollment and regular casework. In addition, the Center was selected to participate in a testing of the National Council on Aging's Economic Check Up, an online screening tool for economic security. Eligibility Program Coordinator Karen Halpert is the lead staff on

this project and is assisted by volunteer Melissa Haseley. Both Social Worker Teri Snyder and Gwen King completed their certification as Assistants with AccessHealth (Connecticut's Exchange under the Affordable Care Act) and will begin enrolling clients soon. The work of volunteers in this area, including Maureen Lynch, is invaluable.

- Center Director Dianne Stone was an invited presenter at the National Association of Social Workers (NASW) CT annual specialty conference in Aging on November 15th, co-presenting sessions on Senior Centers and Livable Communities.
- A new session of the chronic disease self-management program (LiveWell) started this month with Ms. Stone and CCHD Community Health Coordinator Hilary Norcia co-leading.
- An orientation to a new Point of Sale system was held for the volunteers in the Center's Gift Shoppe on November 22. This is a major change in operations for the volunteers and a training program is in development.
- The Matter of Balance program is in full swing at the Center with two classes beginning this month, one for hearing participants and one in American Sign Language. This program is funded by Jefferson House Institute.
- On November 8th Marie Roman and Jill Levin from Masonicare presented a program on hospice which included an interactive discussion about end of life choices.
- On November 19th Center participants were treated to a fall pie social courtesy of Arden Courts.
- The Center currently has 1,691 paid members. There are 694 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 2,990 by 547 people. There is a slight dip in recorded participation that is likely caused by the door near the scanning station being closed during construction.
- Dial-a-Ride provided 1,360 trips covering 3464 miles during regular hours.
- Center staffing was complemented by 538 hours of unpaid service in 218 instances by 58 volunteers with the lunch program, gift shop and home delivered meals the most volunteer intensive areas.

PARKS AND RECREATION

Administrative

- Superintendent met with 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 union representatives regarding various personnel issues.
- Superintendent submitted 2014-2015 operating budget.

Recreation Division

- Registration for Winter 2014 programs has been ongoing throughout the month. Most Winter programs will begin the first week of January
- Program information is currently being compiled for the Spring 2014 Program Guide.
- A total of 20 children attended Gingerbread House Workshops on December 9th and December 11th.
- Recreational swimming was offered during Winter Vacation week on December 23rd, 26th, 27th and 30th.
- Basketball Coaches Orientation was held with over 70 volunteer coaches on Saturday, December 7th.
- Training was held for Youth Basketball staff on December 14.
- Principles of Coaching training sessions were held for Youth Basketball coaches.
- Background checks have been completed for all Youth Basketball (volunteer) coaches.
- The Youth Basketball program began with over 600 children in grades 2 through 12 (1st grade program to start on January 4).
- The Parks & Recreation and Newington Chamber of Commerce annual "Night of Lights" was held on Saturday, December 7th in the center of town with approximately 500 – 600 people in attendance. The event combined the Tree Lighting on the Town Green and the Holiday Carol Sing. A special thanks to all those who helped, including our Parks & Grounds Division, Mayor Stephen Woods, our Volunteer Fire Departments, the Police Department, "Kellapella" from Martin Kellogg, "Show Choir" from John Wallace and the Newington High School Chamber Choir.
- The Pictures with Santa event was held on the weekend of December 6th and December 7th. Approximately 300 children participated at the Mortensen Community Center. Arts & crafts were

available as well as a Santa Letter station and some one-on-one time with Santa. This event was free and enjoyed by all. Canned goods were also collected and donated to the Newington Food Bank.

- The 5th Annual Family Sleigh Rides were held in Mill Pond Park on Saturday, December 7th. Over 300 people enjoyed a free horse drawn sleigh ride around Mill Pond Park. Canned goods were also collected and donated to the Newington Food Bank.

Upcoming – Recreation Division

- Most Winter programs will begin in early to mid January.
- The Spring Program Guide will be created during the month of January and sent to print when completed. The Spring Program Guide is slated for delivery to Newington residents in the March issue of the Newington Life.

Parks and Grounds

- Due to the favorable weather conditions, we were able to accomplish a considerable amount of leaf clean-up that would usually be done in the spring.
- Crew members went to Elizabeth Green School and removed grass inside a play area where a fence was moved and reinstalled safety fiber.
- Crew members rewired the tree at the Town Green with LED Christmas lights in preparation for the annual tree lighting on December 7th.
- Crew members wired and lit center sitting area of the municipal parking lot for the first time.
- Joe Cirigliano (GKII) and John DiBiase (GKI) attended the tree lighting and carol sing and constructed riser platforms for the Carolers as well as making sure all the lights, etc., functioned properly.
- The West Meadow Chapel was opened and set up for the Wreaths Across America Ceremony on December 14th. This ceremony is conducted by local veterans in conjunction with the nationwide Wreaths Across America effort.
- Division personnel responded to incidents of snow and ice removal.
- Parks employees responded to a vandalism incident at Seymour Park and made temporary safety measures until pieces can be replaced.
- There were 9 interments in Town Cemeteries during December.
- Division personnel were offline a total of 24 days this month.

LIBRARY

- Preparations began during the month for the onset of tax season. Since public libraries are now the sole distributors of the much sought after tax forms, every attempt is made to have as complete an inventory as possible.
- Personnel: Dorothy Russell the newly hired Librarian I in Collection Management began her new position on December 2. She is working hard and fitting in nicely. Part-time teen librarian Jennifer Bassett, gave her notice with her last day on December 30. Jennifer's position will be posted in January with interviews to follow.
- December services for children included 50 programs to a combined audience of 1,308. Several special programs were held to make the holidays even more special including a Gingerbread House Making program with 250 adults and children making 140 creative gingerbread houses, the annual Cookie Bake-Off and a musical concert with the Sam Pascoe Orchestra. Other activities included the Parent/Child Workshop, *Just a Story and a Song*, *Tales to Tails*, and the many storytimes and outreach programs to pre-schools and daycares.
- Programs for teens and adults numbered 14 to a combined audience of 211. Author Diane Smith spoke to a full house about her new book *Obsessed* that she co-wrote with Mika Brzezinski. Other adult programs included "Beyond Stress Management" and a viewing of the movie *The Sapphires*. Technology programs for the public were *Skype* and *Facetime*, *Learn Yahoo Email* and *Google Email*. Teen programs offered were *Jewelry Workshop: Making Cuffs*, *Winter Nail Art* and *Spa Night*.
- Staff is gearing up for the winter reading programs for children and adults. From early January through February, residents can mark their reading progress, earn prizes, and attend special programs. Hundreds of people are expected to participate in this popular seasonal event.
- In technology news, the two Ipads located in the children's room are very popular and being used on a regular basis, 110 hours of use during the month. The annual eMagazine subscriptions acquired

through *Zinio*, a digital magazine service are coming due. The library currently subscribes to 100 eMagazines but will reduce the numbers to 60 beginning in April. The decrease is due to the cost of most of the magazines tripling in price. Staff evaluated usage and chose the top 60 eMagazines based on circulation.

- Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley met several more times to finalize the 2014-2015 library budget. The budget is due on January 3.
- Lisa Masten and Karen Benner have been meeting with several RFID vendors and the Town's IT staff to help with the decision of which vendor to use for the Automated Collection Inventory System, a capital improvement project. The process was delayed until the library's consortium decided on a new ILS vendor. This project should begin to move forward soon.
- Staff attended several professional development opportunities throughout the state. Teen Librarian Bailey Ortiz hosted the *Connecticut Library Association* Monthly Young Adult Roundtable at the New Britain Public Library. Lisa Masten attended the Governance Committee meeting for Library Connection, Inc. Head of Community Services Shirlee-Ann Kober attended the Chamber of Commerce monthly meeting. And, Lynn Caley attended the Town's monthly Employee Health and Safety Committee.
- The library staff is preparing for a migration from the current ILS- Integrated Library System, *Symphony of SIRSI-DYNIX* to *Sierra of Innovative Interfaces*, Inc. Several staff are acting as testers for the new system to learn how it works and work out any bugs in the software while our library consortium works on converting the data to the new system. The migration should be completed by May.
- Use of downloadable media continued to be every popular. 290 digital magazines were downloaded in December. *Consumer Reports*, *Us Weekly* and *Taste of Country* were the top downloads. 2477 ebooks including children's *Tumblebooks* and audio books were downloaded. There was a significant rise in the use of digital music with 235 songs downloaded from *Freegal*. The library was also pleased to be able to offer additional service from *Freegal* that allows 3 hours a day of free streaming from Sony's vast music catalog. Popular online resources being used by our patrons included *Atomic Learning*, an online video tutorial site, *Consumer Reports* and *Mango Languages*.
- In facility related issues, the boiler that heats most of the main floor of the library, shut off several more times during the month. HVAC techs came several times to try to fix the problem and it would work temporarily then shut down again. The Town Facilities' department replaced the boiler's transformer and the problem seems to be solved. The ongoing issues with the cleaning service continued. The cleaning supervisors as well as Bob Korpak have been notified of the problems.

- Topics of note that were researched this month included:
 1. What is plainchart?
 2. Restaurants that will be open on Christmas Day?
 3. DVDs in French.
 4. Does the library have classes to learn how to use eReaders?
 5. How to speak Brazilian Portuguese.

MONTHLY STATISTICAL REPORT, LIBRARY, DECEMBER 2013

	2013	2012	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	19,616	18,814	802	4.26%
CHILDREN	8,854	8,217	637	7.75%
YOUNG ADULT	674	783	-109	-13.92%
DVD'S	7,162	7,246	-84	-1.16%
Digital Services				
DOWNLOADABLE BOOKS	2,477	383	2,094	546.74%
DOWNLOADABLE MAGAZINES#	290	0	290	
DOWNLOADABLE MUSIC#	265	0	265	
DOWNLOADABLE MOVIES#	0	0	0	
E-READERS	12	13	-1	-7.69%
Other				
MUSEUM PASSES	54	70	-16	-22.86%
TOTAL CIRCULATION	29,144	27,814	1,330	4.78%
CUMULATIVE CIRCULATION YTD	192,494	195,829	-3,335	-1.70%
DAYS OPEN/MONTH	29	29	0	0.00%
AVERAGE DAILY CIRCULATION	1,005	959	46	4.78%
PATRON COUNT	13,916	15,199	-1,283	-8.44%
AVG. PATRON COUNT PER DAY	480	524	-44	-8.44%
SELF CHECKOUT CIRCULATION	303	0	303	
TOTAL # CARDHOLDERS	11,749	12,190	-441	-3.62%
SUNDAY CIRCULATION	7,615	7,890	-275	-3.49%
SUNDAY PATRON COUNT	1,069	1,158	-89	-7.69%
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	4,732	4,316	416	9.64%
TOTAL COMPUTER USE^	3,310	4,203	-893	-21.25%
TOTAL DATABASE SEARCHES*	22,482	14,555	7,927	54.46%
WEBSITE VISITS	6,474	7,451	-977	-13.11%
INTERLIBRARY LOAN--LOANS	768	826	-58	-7.02%
INTERLIBRARY LOAN--BORROWS	500	501	-1	-0.20%
PROGRAMS CHILDRENS	50	50	0	0.00%
PROGRAMS CHILDRENS ATTENDANCE	1,308	1,182	126	10.66%
PROGRAMS TEEN	7	7	0	0.00%
PROGRAMS TEEN ATTENDANCE	42	66	-24	-36.36%
PROGRAMS ADULT	7	9	-2	-22.22%
PROGRAMS ADULT ATTENDANCE	169	142	27	19.01%
NOTARY TRANSACTIONS	9	6	3	50.00%
VOLUNTEER HOURS	108	103	5	4.37%
MEETING ROOM USAGE-OUTSIDE GROUPS	12	14	-2	-14.29%
MEETING ROOM USAGE-LIB. PROGRAMS	45	50	-5	-10.00%
STUDY ROOM USAGE	192	208	-16	-7.71%
TOTAL LIBRARY HOLDINGS (ITEMS)	179,649	176,176	3,473	1.97%
<i>#These services are new this year</i>				
<i>*These figures are being investigated</i>				
<i>^includes iPads added in 11/13</i>				

