



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: December 20, 2013  
Re: Monthly Report – November 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 various staff committees to discuss and receive updates on 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 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 a groundbreaking ceremony for the Senior and Disabled Center Roof Replacement project on November 8.

#### Legal Services

As of Nov. 30, we have spent a total of \$ 31,099.70 for legal services to the firm of ROME MCGUIGAN, P.C. (Firestone) and \$9,549.80 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).

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
VEHICLES AND EQUIPMENT	17.0	\$ 800.16
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 834.28
ROAD MAINTENANCE	4.0	\$ 207.68
LEAVES	1,327.9	\$ 40,081.11
SNOW (EQUIPMENT PREPARATION)	276.7	\$ 15,442.39
TRAFFIC	4.0	220.72
<b>TOTALS</b>	<b>1,649.6</b>	<b>\$ 57,586.34</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Football Game	8.0	\$ 400.00
Graves	36.0	\$ 1,400.51
Leaves	267.0	\$ 10,879.00
<b>TOTALS</b>	<b>311.0</b>	<b>\$ 12,679.51</b>

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<b>POLICE DEPARTMENT</b>	<b>13-14 Budget Overtime Appr.</b>	<b>Overtime Expended 13-14 YTD</b>	<b>12-13 Budget Overtime Appr.</b>	<b>Overtime Expended 12-13 YTD</b>
Administration	\$ 6,734.00	\$ 775.55	\$ 6,734.00	\$ 1,904.01
Patrol	641,951.00	264,360.31	592,745.00	326,435.54
Investigation	77,883.00	19,327.10	77,582.00	19,063.05
Communication	118,117.00	33,176.38	117,787.00	78,403.02
Education/Training	121,801.00	16,716.73	107,795.00	29,292.64
Support Services	39,878.00	11,963.70	40,751.00	10,416.09
Animal Control	5,546.00	0.00	7,548.00	1,090.12
<b>Total</b>	<b>\$ 1,011,910.00</b>	<b>\$ 346,319.77</b>	<b>\$ 950,942.00</b>	<b>\$ 466,604.47</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,225.00	\$ 12,137.37	\$ 29,225.00	\$ 17,435.23
Snow and Ice Control	137,119.00	12,928.64	137,119.00	21,333.07
Traffic	5,684.00	1,398.00	8,684.00	2,559.86
Vehicles and Equipment	28,981.00	12,701.83	28,981.00	12,098.18
Leaf Collection	55,937.00	37,672.13	55,937.00	38,401.53
<b>Total</b>	<b>\$ 256,946.00</b>	<b>\$ 76,837.97</b>	<b>\$ 259,946.00</b>	<b>\$ 91,827.87</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 91,968.00	\$ 43,661.85	\$ 142,799.00	\$ 46,447.19
Cemeteries	16,971.00	6,134.26	15,635.00	5,945.87
<b>Total</b>	<b>\$ 108,939.00</b>	<b>\$ 49,796.11</b>	<b>\$ 158,434.00</b>	<b>\$ 52,393.06</b>

## **PERSONNEL**

- Final candidates were interviewed for the Network/Application Specialist position in the IT Department.
- Steven Pollock was appointed to the full-time Librarian I position at the Lucy Robbins Welles Library.
- The hiring process for the part-time Librarian position continued in November, with several candidates being interviewed.
- A public posting for a part-time zoning officer was posted on November 6 with a closing date of November 27.
- A public posting for a part-time custodian position was posted on November 15 with a closing date of December 2.

## **RISK MANAGEMENT**

### 2013-14 Blue Cross/Blue Shield Plan Year

The fourth 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 October 2013 were \$711,788. 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 October, 2013</u>		
	Town	Board of Education	Total
Estimated Claims	651,824	2,554,400	3,206,224
Actual Claims	548,672	2,330,719	2,879,391

## **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 Facilities Department completed 38 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.
- **Senior Center:** The main portions of the roof were completed during November and the remainder of the canopy entrance was on schedule for completion in December. Designs for renovations to the interior of the building at the main entrance, cafeteria and exercise rooms were completed during the month and were given to the contractors for pricing of this work. It is hoped that this work will begin shortly after the completion of the canopy project.
- **Kellogg Eddy House:** Replacement of the cedar roof was completed during October and attic insulation will be installed during November completing this project. This project has been completed as scheduled.
- **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.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- The Town's website saw 26,409 visitors, 16,723 unique visitors, 66,312 page views with users averaging 2.51 pages per visit. The Town, Library and Assessor's pages were the most frequented.
- Processed 74 internal work-orders and 26 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, Network/ Application Specialist and Mr. Thad Dymkowski, GIS Technician, participated, assisted and/ or were directly involved in one or more of the following:
- Backups on existing servers adjusted to use new backup appliance.
  - Created and configured new print server.
  - Completed workstation and laptop inventory.
  - Network server workloads adjusted to accommodate upcoming projects.
  - Welcomed Mr. Steve Pollock on-board as the Town's new Network/ Application Specialist. Mr. Pollock is a graduate of Central Connecticut State University and has worked in Information Technology for over 12 years.
  - Town's virtual server infrastructure antivirus and security solution upgraded to the latest version.
  - Town's physical desktop and server antivirus and security solution upgraded to the latest version.
  - Finalized workstation and laptop specifications for pending order.
  - Processed various software renewals.
  - Provided graphic design assistance to Human Services.
  - Assisted Senior and Disabled Center staff with video equipment.
  - Tested Help America Vote Act (HAVA) telephone lines and coordinated new telephone line activations at town voting locations.
  - Provided GIS mapping to the Town Planner regarding the medical marijuana zoning regulation.
  - Provided graphics design assistance to Parks and Recreation department.
  - Provided technical assistance with an Microsoft Excel project for the Assistant Town Clerk.
  - Provided training and instruction to the Fire Marshals office on web page edits and modifications.
  - Mr. Dymkowski, attended and participated in the Connecticut State GIS Day event at the Legislative Office Building in Hartford, CT.
  - Created network and application documentation for Police Department Mobile Data Terminals.

- o Completed creation of the custom parcel search tool for the new GIS web viewer.
- o Completed creation of the custom parcel report for the new GIS web viewer.
- o Completed creation of the mailing label report for the new GIS web viewer.
- o Provided GIS analysis to Engineering for pavement management application.

**FINANCE**

**Accounting and Administration**

- The 2014-15 budget module was activated during the month for entry by Town departments.
- Public safety volunteer stipends were processed during the month.
- Financial statements for the 2012-13 audit were finalized and forwarded to the Town’s auditors.

There were no major grants received from the State of Connecticut during the month of November. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

**INVESTMENTS, BY ACCOUNTING TYPE**

(Unaudited)  
11/30/2013

	<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	\$28,259	\$19,074,850
Special Revenue Funds	2,057	2,114	3,316,742
Capital Projects Funds	600	473	1,027,635
Internal Service Fund	2,400	1,064	3,339,148
Trust and Agency Funds	450	1,468	409,616
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$27,167,991</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
11/30/2013

	<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	0.13	0.15	683	789	\$6,598,885
CLASS PLUS	0.01	0.01	13	13	1,300,864
Bank North	0.20	0.20	87	603	532,868
People’s Bank	0.32	0.32	2,110	2,179	8,023,969
Sovereign Bank	0.30	0.30	2,233	2,639	9,705,755
Farmington Bank	0.25	0.25	559	1,104	1,005,650
<b>Total Outstanding Investments</b>					<b>\$27,167,991</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of November.
- The Vision database migrated to daily updates rather than once a month.
- All work on the October 1, 2013 grand list continued. The office will be involved in this process right up until January 31, 2014. The process included the items listed below:
- Approximately 1,420 personal property declarations were mailed out. The Assessor’s office processed over 900 of those personal property declarations during the month, or about two thirds of the total.
- Inspections of properties with building permits were substantially completed. Approximately 90% of those properties were entered into the CAMA system. The pricing of the remaining properties will be done in the next month.

- The supplemental motor vehicle list was received from the Department of Motor Vehicles. Most of the vehicles were priced by staff. This list was worked on for the entire month to assure that credits were applied correctly. The regular October 1, 2013 motor vehicle list was received from DMV at the very end of the month. This will be worked on in December and January.

**Revenue Collector**

- Collections for November on the 2012 Grand List amounted to \$255,554.52, and back taxes collections were \$31,546.54.
- This year's total collections through November were 55.1% which is slightly higher than the same period last year of 54.8%.
- Notices were sent to delinquent tax payers.
- Preparation is underway for the second installment of the real estate, personal property and supplemental motor vehicle bills.

**TOWN CLERK**

- There were 387 documents filed on the land records during November.
- Property sales conveyed for a total of \$15,097,935.25. State conveyance tax collected was \$158,434.51; and \$37,744.83 was collected in Town conveyance tax.
- Two large commercial sales occurred during the month: 1) 2903-2909 Berlin Turnpike transferred for \$4.6 million from Wex-Tuck Realty II, LLC to GLM1867Realty LLC and Newington Realty LLC, and 2) 184 Fenn Road sold for \$4.44 million from Storage I (CT), LLC to Extra Space Properties Two, LLC.
- There were two residential sales each sold for over \$300,000.
- Eight Foreclosure Registrations were filed during the month.
- The staff certified 106 copies of vital records for our patrons (representing revenue of \$2,120) and issued 15 burial permits and seven cremation permits.
- Seven Notary Public commissions, three Liquor Permits and nine Trade Names were recorded.
- The office recorded 79 liens, 88 mortgages, 127 releases and 17 probate certificates.
- Copy proceeds increased considerably for November with a total of \$3,241 in revenue. The most significant factor was the elimination of the public vendor-copier which reimbursed the Town at \$.65 per copy. The office has purchased and installed an upgraded system and now retains \$.93 per copy. The office anticipates an increase in annual revenue of approximately \$5,000.
- As part of the Governor's Implementer Bill, Public Act 13-247 became effective on July 15, 2013 changing the remittance rules for the recording of a particular category of documents on the land records. While the submitter now pays a higher fee, the Town also realizes an increase to the General Fund of \$32 or \$39 (depending on the type of document) per document. To date, as a result of this legislation, the Town Clerk's office has collected just over \$26,000.
- On November 12<sup>th</sup>, in accordance with §403 of the Newington Charter, the Town Clerk administered the oath of office to Town officials duly elected at the November 5<sup>th</sup> Municipal Election.

<b><u>DATA SUMMARY November 2013</u></b>				
	<u>Nov. - 13</u>	<u>Nov. - 12</u>	<u>FY 13/14 to Date</u>	<u>FY 12/13 to Date</u>
Land Record Documents	387	593	2432	2825
Dog Licenses Sold	24	23	456	434
Game Licenses Sold	26	17	132	145
Vital Statistics				
Marriages	18	22	104	108
Death Certificates	20	21	108	
Birth Certificates	11	22	97	104
Total General Fund Revenue	\$ 52,709.03	\$43,464.12	\$ 213,306.96	\$201,107.24
Town Document Preservation	\$ 866.00	\$1,104.00	\$ 5,626.00	\$ 5,342.00

State Document Preservation	\$ 586.00	\$ 1,106.00	\$ 3,550.00	\$ 5,356.00
State Treasurer (\$36 fee)	\$ 10,548.00	\$1 9,836.00	\$ 64,873.00	\$ 95,904.00
State Treasurer (\$127 fee)	\$ 3,810.00	\$ -	\$ 26,670.00	\$ -
State Treasurer (\$110 fee)	\$ 3,080.00	\$ -	\$ 21,890.00	\$ -
Locip	\$ 879.00	\$ 1,653.00	\$ 5,313.00	\$ 7,992.00
State Game Licenses	\$ 391.00	\$ 241.00	\$ 1,777.00	\$ 8,798.00
State Dog Licenses	\$ 152.00	\$ 155.00	\$ 3,030.00	\$ 2,748.00
Dog Licenses Surcharge	\$ 60.00	\$ 50.00	\$ 1,074.00	\$ 958.00
Marriage Surcharge	\$ 57.00	\$ 76.00	\$ 703.00	\$ 646.00
<b>Grand Total</b>	<b>\$ 73,138.03</b>	<b>\$ 67,685.12</b>	<b>\$ 347,812.96</b>	<b>\$328,851.24</b>

### **POLICE DEPARTMENT**

- On November 6<sup>th</sup>, the police department had their first meeting with the Fire Department to discuss their needs with the new CAD (Computer Aided Dispatch). A discussion took place explaining the plans for the next six months and the need for Fire Department input when the Computer Aided Dispatching (CAD) was being configured. More meetings will take place after January 1.
- On November 19<sup>th</sup>, the police department met with the Department Of Transportation, Town Engineering, Town Planner and the Economic Development departments to discuss designs options for the area around Rt. 175 and Alumni Road. A number of options were discussed and additional meetings will be held over the next few months.
- On November 21<sup>st</sup>, members of the department attended the Statewide LINX data sharing project quarterly meeting at Clinton Police Department. They were updated on the Navel NCIS plans for the system over the next few years. The system is up and running in selected police departments in Connecticut and is part of a national effort to share data.
- The police department also had several meetings with IT, Wethersfield PD, and the CAD/RMS vendor to continue work on the RMS system. There are work teams assisting with its completion using experts from Cromwell, Enfield, Hartford, New Britain, Newington, Plainville, South Windsor and Wethersfield police departments. Work is progressing at a rapid pace and there is a target date of late February or early March to complete the work and testing of the new RMS system.
- The State of Connecticut, Department of Transportation has awarded the Police Department a grant entitled FY 2014 Comprehensive DUI Enforcement Program for Municipal Police Departments good through September 14, 2014 in the amount of \$31,800 with a town match of \$10,000. Added patrol and sobriety check points will take place during the next 10 months to help detect drunk drivers.
- Patrol Calls for November are as follows:

ALARMBURG	133	CUSTOMERIP	11	FOLLOWUP	92
ALARMHOLD	5	CUSTOMERREP	3	HARASSMENT	21
ANIMAL	18	DOG	30	HAZARD	32
ASSAULTIP	4	DOMESTICIP	23	Intoxicated	9
ASSAULTREP	2	DOMESTICREP	9	JUVCOMP	10
ASSIST	39	DRUG	1	K9	4
BADCHECKNSF	1	DUI	4	LAND/TENANT	4
BREACHIP	9	EDP	10	LARCFROMMV	11
BREACHREP	5	ESCORT	23	LARCIP	10
BURGIP	2	F/ALARM	23	LARCREP	47
BURGREP	5	F/CONO	1	LOCATION	232
CARSEAT	3	F/HAZMAT	3	LOCKOUTMV	1

CHECK	65	F/OTHER	10	LTA	3
CLEARLOT	1	F/STRUC	12	M	199
COURT	21	F/VEH	1	MISSING	6
CRIMMISGRAF	1	F/WATER	1	MVABAND	4
CRIMMISREP	16	FINGERPRINT	22	MVAEVADING	19
CSO	2	FIREWORKS	1	MVAINJURY	18
MVAPROP	113	PROPLOST	3	SUSPICIOUSIP	111
MVASSIST	41	PROSTITUTION	2	SUSPICIOUSREP	44
MVCOMPLAINT	49	ROBBERYREP	1	THREATREP	1
NEIGHBOR	8	SERVWARRANT	52	TOW	4
NOISE	15	SEXASSAULTIP	2	TOWNORD	1
NOTIFICATION	1	SEXASSAULTRE	3	TRAFFIC STOP	506
OPENDOOR/WIN	9	SHOTS	1	TRESPASSIP	3
PARKINGVIOL	11	SPECDETAIL	77	TRESPASSREP	4
PISTOLPERMTEMP	14	STOLENMV	5	<b>TOTAL FOR NPD</b>	<b>2,243</b>
PROPFFOUND	3	SUDDEN DEATH	3		

Patrol Investigations

- Investigations and calls by Patrol Officers in November included:
  - **Domestic Violence** - On 11/6/13, officers were dispatched to a residence in Newington for a reported domestic assault. A male had contacted the police department to report that he had been tied down to a chair by his godson. When they arrived, officers spoke with the complainant. The complainant stated that his godson had tied him to a chair in order to then go out and buy drugs. The complainant stated that he arrived home at approximately 1:00pm and met his godson in the kitchen. The two had an argument and a struggle then ensued. The godson was then able to take rope and duct tape and tie his godfather to a chair in the basement. The godson then stole the victim's car and went out to buy drugs. The victim was able to free himself a short time later and did not call the police. The godson came home later that night and went to bed. After the godson fell asleep, the victim contacted police. The godson was placed under arrest and transported to NPD without incident. He was charged with violation of C.G.S. 53a-125b, Larceny in the Sixth Degree; 53a-95, Unlawful Restraint, First Degree; 53a-182, Disorderly Conduct; 53a-62, Threatening; 53a-a-119b(a), Use of MV without Owner's Permission; 53a-64, Reckless Endangerment in the Second Degree; and 53a-61a, Assault of the Elderly in the Third Degree. He was held on \$25,000 bond.
  - **Interfering Arrest** - On 11/25/13 at approximately 1614 hrs, officers were working a construction detail at Church Street and Edward Street. The construction on Church Street has been an ongoing MDC project since July 2013. This project consists of approximately a 20 feet long by approximately 20 feet deep hole in the middle of the road way. As the result of the construction, the street has been clearly marked with signs advising drivers of the traffic situation. At the intersection of Church Street and Edward Street the following clearly marked reflective signs are on the Street blocking the northbound traffic on Church Street: "Detour", "Do Not Enter", and "Local Traffic Only". As an officer was standing next to his marked police vehicle, wearing a reflective uniform, he observed a black vehicle traveling northbound on Church Street at a high rate of speed towards him. He put up his arm in an attempt to get the operators attention, but the vehicle continued traveling northbound in the southbound lane at a high rate of speed past his marked cruiser with its flashing lights activated. As the vehicle was driving past him, the officer sounded the sirens, but the vehicle continued northbound. As the officer ran around his cruiser, he observed the vehicle drive to the rear of a residence at a high rate of speed. The vehicle stopped in a driveway and the officer approached the operator. The officer asked the operator for his license and vehicle registration. The operator refused to provide the items and told the officer to leave. The officer asked the operator several more times for the items and the operator refused. The operator then began to walk away from the officer at which time the officer told the operator to put his hands behind his back. The operator refused and attempted to charge at the officer. At that time, the officer began to struggle with the operator. The operator attempted to grab the officer's hands and release his grip. The officer was then able to gain control of the operator and take him into custody. The operator was escorted to police headquarters where he was processed without incident for the charges of Traveling Fast in a Construction Zone in violation of C.G.S. 14-218a(a)z,

Disobeying Officer's Signal in violation of C.G.S. 14-223(a), and Interfering with an Officer in violation of C.G.S. 53a-167a. He was released on a \$1500.00 surety bond to appear at G.A. 15 in New Britain.

- In November, Detective Division personnel:
  - Handled 89 investigations, remain ongoing and 48 were closed by investigative methods.
  - Served 34 arrest warrants, 28 by Patrol Officers and 6 by Detective Division personnel
  - Provided forensic science students at Newington High School with a demonstration and tour of the Mid-State Major Crime processing vehicle. Students had the opportunity to speak with detectives about crime scene processing procedures and equipment.
  - Conducted an undercover operation at a Berlin Turnpike Hotel. The operation consisted of undercover detectives contacting prostitutes advertised on internet websites and arranging to meet them at the Holiday Inn. This operation resulted in the arrest of two individuals for prostitution.
  - Provided forensic science students at Martin Kellogg and John Wallace Middle Schools with a class on basic crime scene processing. All students had the opportunity to dust and develop latent fingerprints off a Styrofoam cup, learn how prints are photographed and lifted, and were provided with a demonstration on fingerprint development by superglue fuming. After the classroom portion of the program students were provided with a tour of the Mid-State Major Crime processing vehicle.
  - Initiated an investigation into the death of a 47 year old male, which occurred at a Berlin Turnpike Motel. The cause of death is currently unknown and this case remains under investigation.
  - Initiated an investigation into three separate burglaries of local food establishments. The burglaries occurred on November 20<sup>th</sup>, November 22<sup>nd</sup>, and November 24<sup>th</sup>. These burglaries appear to be similar to a number of restaurant burglaries that have occurred throughout Connecticut and Massachusetts. Newington detectives are currently involved in a multi-jurisdictional taskforce that has been created for the purpose of jointly investigating these crimes.
- In November, the Community Service Officer (CSO):
  - Prepared for and facilitated three Citizen's Police Academy Programs. Topics discussed included Criminal Investigations, Evidence Collection, Use of Force and Patrol Operations and Tactics, and Narcotics Operations. Also, Officer Petlik and his K9 partner Argos demonstrate narcotics searches along with building searches.
  - Prepared and organized three Stuff A Cruiser Programs to be conducted in December.
  - Worked in conjunction with Target and The Reach Foundation for the First Shop with a Cop fundraiser to take place on December 18<sup>th</sup>.
  - Was the guest speaker at Central Connecticut State University's Criminal Justice Club.

#### UCR/NIBRS Selected Crimes

Type of Crime	<u>October 2013</u>		<u>October 2012</u>	
	<u>Preliminary</u> # of Offenses	Value of Crime	# of Offenses	Value of Crime
<b>Murder</b>	0	0	0	0
<b>Forcible Rape</b>	0	0	0	0
<b>Robbery</b>	1	\$99	2	\$1,556
<b>Assault</b>	6	0	10	0
<b>Burglary</b>	8	\$17,848	8	\$15,120
<b>Larceny Theft</b>	54	\$42,258	63	\$36,813
<b>Auto Theft</b>	3	\$24,055	5	\$97,200
<b>Totals</b>	<b>72</b>	<b>\$84,260</b>	<b>88</b>	<b>\$150,689</b>

- During the month of October 2013, the Police Department arrested 81 adults; 1 for robbery, 13 for assaults, 2 for burglary, 2 for fraud, 2 for vandalism, 2 for sex offenses, 6 for narcotic violations, 8 for offenses against family and children, 6 for DUI, 1 disorderly conduct, 13 for larcenies, and 25 for other miscellaneous offenses. The Department also referred one person under the age of 18 for criminal acts; 1 for disorderly conduct.
- Police Department Overtime
- Comparison
  - OT October \$ 97,237 3 pay periods with one holiday
  - OT November \$ 74,050 2 pay periods with one holiday
  - Total decrease \$ 23,187



- There were 2 officers in Field Training and 2 officers at the Academy in November. In addition, there were officers out on extended sick leave due to illness. These vacancies in Patrol have an impact on the overtime for a total of 4 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum during this substantial loss of staffing due to retirements and medical restrictions. An incident at Central Connecticut State University required the call out of our ERT team resulting in overtime costs by members of the team.
- Administration overtime was \$0.
- Patrol overtime of \$52,877 is a decrease of \$15,170. Several domestic violence investigations/arrests, warrants, missing person search, robbery arrest/investigation, prisoner transport, ERT call out to CCSU, holdovers, holiday coverage (\$10,000) and coverage for time off during illness's.
- Detective Division Overtime of \$7,944 is an increase of \$478. Overtime included, a missing person investigation, a burglary investigation, narcotics detail, funeral detail, special detail on the Berlin Turnpike, statements, and interviews.
- Communications overtime of \$6,602 is a decrease of \$2,759. Holiday overtime of \$2,000 and overtime for time off coverage.
- Education overtime of \$3,612 is a decrease of \$2,975 for training classes. Training included firearms training, ERT training, specialty classes including basic Spanish for officers and Mental Illness calls.
- Support Services overtime of \$3,015 is a decrease of \$2,244. Overtime included Holiday pay (\$1,100), 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:

	<b>November 2013</b>	<b>5 Months Activity</b>
Residential	10	33
Commercial, Industrial, Office	2	8
Hospital, School	3	6
Vehicle	3	7
Rescue, Police Assistance	6	26
Dumpster, Rubbish, Grass, Brush, Leaves	7	24
Hazardous Materials/Clean up	2	11
Investigative Alarm	13	52
False Alarm	7	56
Mutual Aid/Standby	0	1
Carbon Monoxide Investigation	7	22
Water Related Incidents/Pump-Outs	1	7
<b>Total</b>	<b>61</b>	<b>253</b>

### Training Summary

Multi-Company Training	R.I.T. Co. #2 & 4 R.I.T. CO. #1 & 3	50 hours 83.5 hours
Driver Training	Road Time	14 hours
Company Training	Search & Rescue Building Construction	14 hours 8 hours
Fire Service Instructor		48 hours
Fire Officer I		96 hours
Officer Training	Action Review of Skating Center	130 hours
Haz-Mat	Operational & Awareness	48 hours
<b>Total Hours</b>		<b>515 hours</b>

## **FIRE MARSHAL**

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

INSPECTIONS	11
INSPECTION FOLLOW-UPS	16
PLAN REVIEW	9
JOB SITE INSPECTIONS	9
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	0
COMPLAINTS	0
HAZ/MAT	1
BLASTINGS	0

### **Incidents:**

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

### **Fire Marshal's Activities:**

- Responded to 28 fire calls during the month.
- Attended a fundraiser for the family of Rocky Hill Fire Lieutenant and former Newington Co. #4 volunteer Yves Poulin.
- Met with representatives from CL&P and World Energy to review the possibility of replacing all existing firehouse light fixtures in an effort to improve efficiency and reduce energy costs.
- Attended the Annual International Association of Fire Chiefs Volunteer and Combination Officers Conference; topics included:
  - Recruiting Motivating and Maintaining the Younger Generation.
  - Fire Science Dynamics: What's the Fire Saying?
  - When it Happens to Our Own: Mayday for Mental Health.
  - Moving from Good to Great.
  - Active Shooter Incidents.
  - Ten Commandments for Effective Leadership.
  - Understanding Risk Management.
- Attended the Annual International Association of Arson Investigators Conference; topics included:
  - A Review of Recent Firefighter Line of Duty Deaths.
  - Dryer Fires: It's Not Just a Lint Fire.
  - Fluorescent Light Fixture Fire Investigations.
  - Evidence Collection and Preservation.
  - Firefighter Cancer and Personal Protective Clothing.
- Attended the quarterly Local Fire Marshals meeting with MDC at their facility on Maxim Road in Hartford.
- Met with the Chief Officers to finalize the 2014-2015 Fire Department Capital Improvement Project requests.
- Completed the 2012-2013 Annual Reports for the Fire Department and Fire Marshals Office.
- Attended the monthly Officers Training session at fire headquarters: Alumni Road Ammonia leak incident review.
- Met with the Consultant conducting a review of the Newington Volunteer Ambulance Corps.
- Attended the Annual Connecticut Building Officials and Fire Marshals Association Joint Conference; topic:
  - Life Safety and Security in Educational Occupancies.
- Attended the wake and funeral for Chairman of the Board of Fire Commissioners Robert Seiler.
- Toured the new Busway from the New Britain Station through to Newington Junction with the New Britain Fire Chief and DOT representative to review access, response and safety concerns.
- Attended the Annual Cadet Division Pancake Breakfast at Company #1.
- Conducted the Quarterly Chiefs and Officers meeting at fire headquarters.

## **HIGHWAY DEPARTMENT**

### **Administration**

- Attended Department Head and Public Works team meetings.
- Met with residents to discuss various issues and concerns.
- Met with Engineering Department to review various construction projects.
- Coordinated annual hearing test for Highway and Parks and Grounds employees.
- Attended Hazard Communications Seminar.
- Completed annual report for FY 2012-2013.
- Attended Annual CASHO Fleet Maintenance Seminar.
- Attended Intertown Capitol Equipment (ICE) coordination meeting in Wethersfield.
- Attended Organic Waste meeting sponsored by Covanta Energy.

### **Roadway Maintenance**

- Crews continued with the annual leaf collection program making several collections throughout the Town.
- Assisted bid awarded contractor with leaf removal at the landfill.
- Highway operators continued with Landfill material processing.

### **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.
- Assisted Highway Department with leaf collection.
- 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.
- Mechanics assisted (providing rakers and drivers when needed) and maintained equipment for the annual leaf collection.
- Mechanics completed fall services to all Fire Department apparatus and equipment.
- Mechanics continued with seasonal maintenance on all snow fighting vehicles and equipment (by servicing plow trucks and sanders).
- Completed the setup of one new police vehicle .

### **Sanitation/Recycling/Landfill**

- Scheduled 678 residential bulk items for collection.
- Scheduled 39 condominium bulk items for collection.
- Scheduled 39 condo/residential scrap metal items for collection.
- 3,022 tons of cumulative Municipal Solid Waste were collected from July 1 through October 31, 2013.
- 935 tons of cumulative recyclables were collected from July 1 through October 31, 2013.
- 436 mattresses collected from July 1 through October 31, 2013.
- Issued 18 permanent landfill permits and 3 temporary permits.

## **TOWN PLANNER**

### **Town Plan and Zoning Commission Actions:**

#### **Regular TPZ Meeting on November 13, 2013:**

- Approved Petition #58-13: Health Club at 150-206 Kitts Lane ("Planet Fitness"). TLG Newington LLC, owner/applicant.

#### **Regular TPZ Meeting on November 26, 2013:**

- Approved Petition #59-13: Free Standing Business Sign at 665 New Britain Avenue ("C&C Janitorial Supplies"). 665 CC Associates LLC, owner.
- Approved Petition #61-13: Liquor Store at 256 Hartford Avenue ("Country Store Liquor"). Wethersfield Colonial LLC, owner.

### **Town Planner Activities:**

#### **Approved, Pending, and Future TPZ Applications**

- November 1: Met with owner of 180 Day Street re possible expansion.
- November 1: Met with owner of 52 Holmes Road re temporary storage containers.
- November 6: Met with Town Engineer re "Packard's Way" subdivision.
- November 6: Met with Town Engineer re 52 Holmes Road.
- November 15: Met with applicant re amendment to zoning regs for fueling stations.
- November 22: Met with prospective buyer of "Deming Farm" subdivision.

CTfastrak/Amtrak Corridor Planning:

- November 13: Attended DOT status report on CT fastrak.
- November 21: Attended CRCOG presentation on "Knowledge Corridor" planning.

Grant-Funded Project Activities

- November 26: Attended LID presentation to Town Council and land use board members.

Other Boards and Committees:

- November 12: Attended Affordable Housing Monitoring Agency meeting.

Miscellaneous:

- November 12: Attended ACHIEVE Committee meeting in Newington.
- November 19: Attended meeting at DOT re Alumni Drive.
- Responded to approximately 22 phone messages from citizens, applicants and elected/appointed officials regarding zoning or other land use issues.
- Received and responded to or initiated approximately 224 emails from/to citizens, applicants and elected/appointed officials regarding zoning or other land use issues.

**TOWN ENGINEER**

- During the month of November, thirty-one excavation permits were issued as follows:
  - 13 gas lateral permits
  - 2 driveway permits
  - 3 gas main permits
  - 2 MDC permits
  - 1 catch basin tie-in
- Engineering staff continues to review and expedite the processing of utility and driveway excavation permits.
- 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 Wetland applications.
- The Town Engineer continues to attend and provide administrative support for the Inland Wetlands monthly meetings.
- 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.
- The Town Engineer attended and provided administrative support for an Inland Wetlands Special Meeting.
- Engineering staff is actively engaged in the preliminary design phase (field survey) for anticipated road and infrastructure projects. Design and estimating phases will commence during the upcoming winter months.
- The Town Engineer and Town Planner continue to meet with the developers on prospective and ongoing projects, involving coordination of other departments as needed.
- 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 continues to observe and communicate with the MDC with regard to progress on the Church Street project.
- The Engineering Department continues to observe, communicate and monitor the progress of the Packard's Way subdivision.
- The Town Engineer attended the Town Council meeting of November 26, 2013.

- The Engineering Department continues to observe, communicate and monitor the progress of the Victory Gardens project.
- The Town Engineer prepared estimates for C.I.P. submittal fiscal year 2014-15.

**BUILDING DEPARTMENT**

- A Permit was issued to construct an open 10'x 10 " shed roof for the Town of Newington Housing Authority to be located at 312-318 Cedar Street.
- A Permit was applied for a tent for the grand opening of Victory Gardens, the residences for our disabled and homeless veterans.
- Seminars attended by our Inspectors for their continuing education credit were:
  - D. Jourdan - Solar Panel Array Systems – November 21, 2013.
  - Life Safety and Security in Educational Occupancies – November 26, 2013.
  - R. Smith - The Smorgasbord – November 4, 2013.
  - Residential Plan Review – November 5, 2013.
  - D. Zwick - Residential Plan Review – November 14, 2013.
  - The Smorgasbord – November 21, 2013.
  - Life Safety and Security in Educational Occupancies – November 26, 2013.
  - A. Hanke - The Smorgasbord – November 13, 2013.
  - Residential Plan Review – November 22, 2013.

There were two Certificates of Occupancy issued in November. One was for a Cold Storage Building, located at 308 Alumni Road and a multi family residence for our Veterans located at 75 Victory Way.

Building Department activity for the month of November was as follows: The Inspectors completed a total of 235 Inspections. They were: Above Ceiling (1), Apartment Inspection (3), Boiler (1), CO (2), Complaints (1), Damp proofing (1), Decks (7), Electrical (23), Final (59), Footings (14), Foundation (6), Framing (3), Gas Line (57), Hood (1), Incident Report (1), Insulation (7), Pools (3), Roofing (4), Rough (35), Siding (1), Site Visit (3), Slab (1), Waterproofing (1).

- The total number of Building/Renovation Permits issued for the month of November was **188** producing a total permit value of **\$1,671,820.00**. They are categorized as follows:

<b><u>TYPE OF PERMIT</u></b>	<b><u># OF PERMITS</u></b>	<b><u>VALUE OF PERMITS</u></b>
ADDITIONS / ALTERATIONS	19	178,102.00
DECK	3	24,000.00
DEMOLITION	1	24,900.00
ELECTRICAL	40	324,805.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	2,460.00
GARAGE / SHED	5	53,248.00
MECHANICAL	54	246,924.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	3	573,500.00
PLUMBING	30	65,559.00
POOL	0	0.00
ROOFING / SIDING	19	160,774.00
SIGN	10	15,773.00
TENT	1	1,775.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>188</b>	<b>\$1,671,820.00</b>

The total Building income fees received in the month of November was **\$20,274.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$940.00, Environmental \$360.00 Conservation \$1750.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$55.00, Driveway / Excavation \$800.00, Engineering copies \$90.00. The other total income is \$4070.00.

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

	<u>2013</u>	<u>2012</u>
Value of Permits issued for November:	\$1,671,820.00	\$1,998,074.00
Fees for Permits issued for November:	\$20,274.00	\$24,738.00
Other income Fees for November:	\$4,070.00	\$2,688.00
Building Permits Issued for November:	188	153

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>
\$10,786,711.50		\$147,003.00	\$17,467,909.00	\$194,287.50

**HUMAN SERVICES**

- During the month of November, we mourned the loss of two department volunteers, retired Newington Police Sergeant, Bob Seiler and Rita Litwin. Bob played a major role in our weekly food bank operations and Thanksgiving distribution for more than 15 years. He volunteered over 500 hours annually just for our department. Rita Litwin was a long time volunteer in our Clothing Closet, sorting and organizing donations that came in. They will be sorely missed.
- Our Thanksgiving food basket distribution went well with 385 households served. Staff did a great job and numerous volunteers stepped up to make the day run smoothly and successfully.
- Some Newington CERT team members distributed emergency preparedness brochures at two of the voting polls and all sites had the brochures for the public to take.
- The Food Bank assisted 115 households, with 540 bags of groceries distributed (note the food bank was closed 2 days this month) due to holidays.
- Open Air Market served 185 households on 2 bi-weekly days of distribution this month.
- The Clothing Closet served 19 households, providing 46 bags of clothes. Hundreds of warm winter items were also provided during the Thanksgiving distribution.
- The Special Needs Fund assisted 13 households with 13 bills, 8-utility, 1-housing, and 4 medical-related bills. 3 bills were for senior residents.
- The Social Casework Program had an increased and active caseload of 90 with 29 new referrals. As the CRT energy assistance oil delivery period started November 16<sup>th</sup>, with a mild season thus far, fewer households required an emergency bridge for oil.
- The Youth and Family Counseling Program had a caseload of 19. There were 4 new cases. Clinicians provided 44 clinical therapy sessions and made 7.75 additional contact hours with families and other agencies. Services were lower due to 3 closed holidays and Thanksgiving basket distribution and staff/client illnesses.
- SCORE programs were filled to capacity and the weather continued to cooperate during the month.
- The November ROPE sessions went well with students experiencing the full value of the program. There was a discernable progression at JWMS from their transition from the in-class sessions to the final challenges at the challenge course.
- The Newington Challenge Course wrapped up its outdoor season this month and has started booking programs for spring of 2014.
- The High School Awareness group met in class once this month. We have started to schedule the spring 2014 semester with 9<sup>th</sup> & 10<sup>th</sup> grade students.
- 3 people provided community service, completing 60 hours, including carryover hours from 2 people with more than 50 hours in progress.

## November 2013 Statistics

<b>Selected Programs</b>	<b>FY 13-14 Undp. Total This Month</b>	<b>FY 12-13 Undp. Total Last Month</b>	<b>FY 13-14 Cum. Undp. Total YTD</b>	<b>FY 12-13 Cum. Undp. Total YTD</b>
<b>Youth and Family Counseling</b>	<b>19</b>	<b>21</b>	<b>63</b>	<b>90</b>
<b>Positive Youth Development</b>	<b>169</b>	<b>362</b>	<b>1361</b>	<b>1370</b>
<b>Information and Referral</b>	<b>792</b>	<b>589</b>	<b>2669</b>	<b>834</b>
<b>Social Casework Cases</b>				
<b>Under 55 = 43</b>				
<b>Over 55 = 47</b>	<b>90</b>	<b>102</b>	<b>295</b>	<b>459</b>
<b>Food Bank Households</b>	<b>115</b>	<b>155</b>	<b>740</b>	<b>743</b>
<b>Special Needs</b>	<b>13</b>	<b>10</b>	<b>52</b>	<b>50</b>

## SENIOR AND DISABLED CENTER

- The Senior and Disabled Center worked 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 15, 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 8 Marie Roman and Jill Levin from Masonicare presented a program on hospice which included an interactive discussion about end of life choices.
- On November 19 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 residents to address various issues and concerns.
- Superintendent met with members of the Public Works Committee.
- Superintendent met with the Safety Committee.
- Superintendent submitted 2014–2015 capital budgets.
- Superintendent met with union representatives regarding various personnel issues.
- Superintendent met with Town Manager and representatives from the Town of Wethersfield on a multi-town equipment cooperative.

### Recreation Division

- Our Winter 2014 Program Guide was distributed to all Newington residents as an insert in the December issue of the Newington Life. New programs include a Children's Art Workshop, Impressionism – Oil Painting for Everyone and Power-Up Pilates.
- M. Lach is working in coordination with Gail Whitney from the Newington Chamber of Commerce regarding this year's upcoming 'Night of Lights' scheduled for December 7<sup>th</sup>
- S. Glasson attended the Connecticut Recreation and Parks Association's Annual Conference on November 25 and 26.
- The 5<sup>th</sup> Annual 'Fat Friday' Zumba & Toning Fundraiser was held on Friday, November 29. Three instructors and over 45 participants attended. Over \$200 was raised to provide holiday gifts for a resident family, and a few hundred non-perishable food items were collected.
- The Women's Volleyball League began (7 teams – same number of teams as last season)
- A special Youth Basketball Registration Day was held at Dick's Sporting Goods on the Berlin Turnpike on Saturday, November 9. Over 125 youths signed up for our Youth Basketball program during this special registration.
- A special Customer Appreciation Day was held at Dick's Sporting Goods on November 16 as part of our continued partnership with Dick's. Customers will be given additional special discount coupons in addition to coupons already in the store.
- Staff completed the 2012-2013 Annual Report.

### Upcoming – Recreation Division

- Registration for Winter programs will begin on Wednesday, December 4 for Newington residents. Registration for non-residents will begin on Monday, December 16.
- Our annual holiday events will be held on Friday, December 6 and Saturday, December 7. This includes visits and photo opportunities with Santa on Friday and Saturday, Sleigh Rides on Saturday and Night of Lights on Saturday evening.
- Opportunities for recreational swimming will be available during Winter School Vacation on December 23, 26, 27 and 30 at Newington High School Indoor Pool.
- Youth Basketball program (grades 3 through 12) will begin December 14; grade 1 & 2 girls and grade 1 boys will begin January 4.
- Boys in grade 2 will meet on December 21 & 28 with their coaches and facilitator Jim Bazzano for a pre-season clinic designed to assist coaches in teaching drills and fundamentals to players.
- Girls in grades 3 & 4 will meet on December 14 & 21 with their coaches and facilitator Jim Bazzano for a new pre-season clinic designed to assist coaches in teaching drills and fundamentals to players to help them transition from the clinic to game play.
- Youth Basketball staff training will be held on December 14.
- Youth Basketball coach orientation and training will be held on various dates throughout the month of December (12/7, 12/10, 12/12, 12/21).
- The Men's Basketball League will begin on December 1 with 17 teams (same as last season).

### Parks and Grounds

- Four members of the division were sent to the Highway Department to aid in town wide leaf pick-up.
- Crew members renovated town baseball fields as permitted. This included the adding of infield material and cutting off dangerous lip conditions.



- Lester Daigle completed the winterization of town buildings, irrigation lines and also removed the fountains at Mill Pond Park and Churchill Park.
- As time permitted, the Parks crew picked up leaves at the parks and buildings around town.
- Parks members decorated the Center, Mill Pond Falls and the Town Hall with wreaths, garland and lights for the annual tree lighting on December 7.
- There were 15 interments in town cemeteries this month.
- Division personnel were offline a total of 21 days this month.

## LIBRARY

- The library is now open on Sundays. Sunday hours resumed on November 17<sup>th</sup>. Many students, families, and others who cannot come by during the week were happy to see the library doors open from 1PM to 5PM on the five Sundays in November. Sunday hours will continue through May.
- Personnel: Dorothy Russell was hired as the new Librarian I in Collection Management. Dorothy has worked in several public libraries in Illinois and is proficient in tech services and reference. She will begin her new job in December. Interviews for the part-time Reference position were held in November. Stephanie Midwood was hired and will begin her new position after the holidays. November services for children include 65 programs to a combined audience of 2,930. New York Times Best Selling children's author Adam Gidwitz was the featured speaker at the annual Sliva Young People's event. All 3<sup>rd</sup> and 4<sup>th</sup> graders converged on the high school auditorium to meet him and hear him speak about his books- *A Tale Dark and Grimm*, *In a Glass Grimly* and *the Grimm Conclusion*. Mr. Gidwitz then visited all the 5<sup>th</sup> and 6<sup>th</sup> graders at Martin Kellogg Middle School and rounded out his morning having lunch with the students in the Nutmeg Book Club at the Ruth L. Chaffee elementary school. He finished his visit in the afternoon at the library signing copies of his books and talking with children and adults in a more intimate setting. Almost 1,200 people were in collective attendance to hear Mr. Gidwitz on that day. On a Friday night in November, 76 children visited the Library after hours in order to attend the *Evening Dark and Grimm Party*, at which they dressed as characters from the Grimm series and participated in many Grimm activities. Other activities included the Parent/Child Workshop, Chess Club, Construction Club, 3<sup>rd</sup> & 4<sup>th</sup> grade school visits and many storytimes and outreach programs to the pre-schools and daycares.
- Programs for teens and adults numbered 7 to a combined audience of 157. Highlights included *Italy: a Cultural Journey* with Ashley Tunney and *Haunted Connecticut* with guest speaker Sydney Sherman. Several technology programs for the public were offered as well. Library staff presented "Get to Know Your iPad", a basic iPad class for beginners and "Tech Troubleshooting with Teens," a drop-in program in which teens help adults with technology questions about their gadgets.
- In technology news, two iPads loaded with educational game apps were put out for children to use in the children's department. Each iPad has game apps organized in folders by age groups. The Children's department now has three *AWE Literacy Stations* that are pre-loaded with educational games and the two iPads. The Children's department also added two new databases to help students with homework, *Power Knowledge: Earth and Science* and *Power Knowledge: Life Science*. Library Director Lisa Masten, Assistant Library Director Karen Benner and Business Manager Lynn Caley met several times to begin working on the 2014-2015 library budget. Our capital improvement request for the second phase of the Automated Collection Management System was submitted in November. Staff attended several professional development opportunities throughout the state. Teen Librarian Bailey Ortiz and her co-chair for the Connecticut Library Association Young Adult Roundtable held their annual meeting at the library with teen librarians from around the state. Topics discussed during the meeting included bullying, male literacy and graphic novels. Children's Librarian Michelle Royer attended an all-day literacy workshop in New Haven. Lisa Masten attended the Governance Committee meeting for Library. Head of Community Services Shirlee-Ann Kober attended the Chamber of Commerce monthly meeting. Finally, Lynn Caley attended an Emergency preparedness workshop at the Wallingford Library sponsored by the State Library.
- Several library staff attended training session for a new version of our online book and A/V ordering system. The new version called *Baker & Taylor TS360* will go live in December. It is very different from what is currently being used but it will help streamline the ordering and cataloging process.
- The Friends outdid themselves with a three-day fall booksale, held at the Senior and Disabled Center. The sale is a major fundraiser for the Friends. Hundreds of people found thousands of books at bargain prices. The next sale will be in May, and will run for the entire weekend. Also, they had a contingent of

volunteers at three of the local polling places on Election Day. New library card sign-ups, Friends' membership drive, and promotion of Library programs are the focus of this outreach effort.

- Use of downloadable media continued to be popular. 195 digital magazines were downloaded in November. *Consumer Reports*, *Us Weekly* and *Taste of Country* were the top downloads. 2786 ebooks including children's Tumblebooks and audio books were downloaded. 135 songs were downloaded using *Freegal* from the library's website. Popular online resources being used by our patrons included *Atomic Learning*, an online video tutorial site, *Consumer Reports* and *Mango Languages*. Library staff is finding that as more online materials and resources are available from the library, staff is spending more time with patrons to teach them to how to download and use the many devices.
- In facility related issues, The House Committee of the Library Board had its annual building walk-thru to identify any problems in the building that should be addressed by our maintenance technician or Facilities. The boiler shut off several times during the month of November, causing uncomfortably cold conditions for patrons and staff. Facilities' is working on the problem. There have been some ongoing issues with the cleaning service including doors not locked and recycled bins not put out for pick up as well as daily cleaning not being done. The cleaning supervisors as well as Bob Korpak have been notified of the problems. Also, parking is still an issue for library and town hall patrons.
- Topics of interest that were researched this month included:
  1. Do you have games in Spanish on the iPads? "YES".
  2. How to draw manga.
  3. OSHA training videos for a dental office.
  4. How to start a non-profit.
  5. Fig trees in Connecticut.

MONTHLY STATISTICAL REPORT, LIBRARY, NOVEMBER 2013				
	2013	2012	Gain/Loss	%Gain/Loss
<b>CIRCULATION</b>				
ADULT	17,834	19,164	-1,330	-6.94%
CHILDREN	9,526	9,196	330	3.59%
YOUNG ADULT	614	867	-253	-29.18%
DVD'S	6,668	7,193	-525	-7.30%
<b>Digital Services</b>				
DOWNLOADABLE BOOKS	2,376	312	2,064	661.54%
DOWNLOADABLE MAGAZINES#	195	0	195	
DOWNLOADABLE MUSIC#	135	0	135	
DOWNLOADABLE MOVIES#	0	0	0	
E-READERS	4	11	-7	-63.64%
<b>Other</b>				
MUSEUM PASSES	54	70	-16	-22.86%
TOTAL CIRCULATION	<b>27,974</b>	<b>29,227</b>	<b>-1,253</b>	<b>-4.29%</b>
CUMULATIVE CIRCULATION YTD	<b>163,350</b>	<b>168,015</b>	<b>-4,665</b>	<b>-2.78%</b>
DAYS OPEN/MONTH	26	26	0	0.00%
AVG. DAILY CIRCULATION	1,076	1,124	-48	-4.29%
PATRON COUNT	15,121	16,073	-952	-5.92%
AVG. PATRON COUNT	582	618	-37	-5.92%
SELF CHECKOUT CIRCULATION	409	77	332	431.17%
TOTAL # CARDHOLDERS	11,788	12,236	-448	-3.66%
SUNDAY CIRCULATION	696	985	-289	
SUNDAY PATRON COUNT	537	634	-97	
<b>PUBLIC SERVICES</b>				
TOTAL REFERENCE QUESTIONS	4,575	4,548	27	0.59%
TOTAL COMPUTER USE^	3,538	4,053	-515	-12.71%
TOTAL DATABASE SEARCHES*	22,482	14,555	7,927	54.46%
WEBSITE VISITS	6,724	8,412	-1,688	-20.07%
INTERLIBRARY LOAN--LOANS	733	817	-84	-10.28%
INTERLIBRARY LOAN--BORROWS	468	522	-54	-10.34%
PROGRAMS CHILDRENS	65	61	4	6.56%
PROGRAMS CHILDRENS ATTENDANCE	2,930	2,520	410	16.27%
PROGRAMS TEEN	3	4	-1	-25.00%
PROGRAMS TEEN ATTENDANCE	8	38	-30	-78.95%
PROGRAMS ADULT	8	9	-1	-11.11%
PROGRAMS ADULT ATTENDANCE	149	128	21	16.41%
NOTARY TRANSACTIONS	18	7	11	157.14%
VOLUNTEER HOURS	121	105	16	15.24%
MEETING ROOM USAGE-OUTSIDE GROUPS	17	15	2	13.33%
MEETING ROOM USAGE-LIB. PROGRAMS	57	48	9	18.75%
STUDY ROOM USAGE	214	258	-45	-17.25%
<b>TOTAL LIBRARY HOLDINGS (ITEMS)</b>	<b>179,455</b>	<b>175,924</b>	<b>3,531</b>	<b>2.01%</b>
<i>#These services are new this year</i>				
<i>*These figures are being investigated</i>				
<i>^includes iPads added in 11/13</i>				

