



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: September 19, 2014
Re: Monthly Report – August 2014

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, MidState and CCM meetings.
- Mr. Salomone attended meetings for various projects related to the Town of Newington, including preparations for the September 9 Town Hall/Community Center referendum.
- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone worked with staff to review the applications for the Director of Facilities position.
- Mr. Salomone continued to work with the Central Connecticut Health District Board of Directors to help facilitate the hiring process for the CCHD Director vacancy.
- Mr. Salomone attended planning meetings with the organizers of the Waterfall Festival.
- Mr. Salomone met with residents & area business owners to address issues & concerns as needed.
- Mr. Salomone met with staff, union and legal representatives regarding personnel issues.

Legal Services

The legal amounts for the August monthly report are as follows:

Rome (Modern Tire/Firestone) - \$48,759.20

Murtha (Toll Bros) \$13,591.70

Overtime

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	127.0	\$ 5,902.30
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 858.60
ROAD MAINTENANCE	18.5	\$ 819.78
TRAFFIC DIVISION	15.9	\$ 671.15
PAVING	28.9	\$ 1,240.79
TOTALS	211.2	\$ 9,492.62
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Weekend Duty	9.0	\$ 445.90
Pool Maint.	60.0	\$ 3,000.51
Herbicide	64.0	\$ 3,680.34
Graves	23.0	\$ 1,620.00
TOTALS	156.0	\$ 8,746.75

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POLICE DEPARTMENT	14-15 Budget Overtime Appr.	Overtime Expended 14-15 YTD	13-14 Budget Overtime Appr.	Overtime Expended 13-14 YTD
Administration	\$ 7,059.00	\$ 316.42	\$ 6,734.00	\$ 258.52
Patrol	607,287.00	85,195.53	641,951.00	87,105.31
Investigation	79,169.00	6,077.61	77,883.00	2,343.87
Communication	161,160.00	25,288.06	118,117.00	9,101.28
Education/Training	117,276.00	6,668.08	121,801.00	3,214.04
Support Services	34,189.00	3,053.55	39,878.00	2,900.24
Animal Control	5,546.00	0.00	5,546.00	0.00
Total	\$ 1,011,686.00	\$ 126,599.25	\$ 1,011,910.00	\$ 104,923.26
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,622.00	\$ 6,114.89	\$ 29,225.00	\$ 3,377.54
Snow and Ice Control	145,534.00	0.00	137,119.00	0.00
Traffic	4,665.00	898.76	5,684.00	1,011.74
Vehicles and Equipment	29,363.00	7,086.57	28,981.00	3,975.33
Leaf Collection	50,000.00	0.00	55,937.00	0.00
Total	\$ 259,184.00	\$ 14,100.22	\$ 256,946.00	\$ 8,364.61
PARKS AND GROUNDS				
Parks and Grounds	\$ 75,588.00	\$ 13,314.65	\$ 91,968.00	\$ 21,469.45
Cemeteries	18,007.00	1,655.54	16,971.00	1,143.47
Total	\$ 93,595.00	\$ 14,970.19	\$ 108,939.00	\$ 22,612.92

PERSONNEL

- The vacant Director of Facilities position was posted on July 7 with a closing date of August 7. 26 applications were received, with seven applicants chosen to participate in a panel interview, to be held on September 4.
- Zoning Enforcement Officer Art Hanke announced his intent to retire from full-time service on August 14. He will fill the vacant part-time Assistant Building Inspector position.
- A job posting for vacant Zoning Enforcement Officer position was posted on August 4, with a closing date of August 29. 37 applications were received. Applications are under review, with a panel interview to be scheduled in September.

RISK MANAGEMENT

2013-14 Blue Cross/Blue Shield Plan Year

The first month of the 2014-15 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2014-15 plan year were estimated at \$848,980. The total paid claims from the Health Benefits Fund for July 2014 were \$813,395. 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 July, 2014</u>		
	Town	Board of Education	Total
Estimated Claims	168,543	680,437	848,980
Actual Claims	144,803	668,592	813,395

FACILITIES MANAGEMENT

- Data is unavailable at this time.

INFORMATION TECHNOLOGY

- The Town's Information Technology team consists of 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. During the course of the month they participated, assisted and/or were directly involved in one or more of the following:
- Assisting KTI, the Police Department's Computer Aided Dispatch (CAD) and Records Management Systems (RMS) software vendor, with installing and/or upgrading various CAD and RMS components.
- Installation of new remote applications and remote access server components.
- Moving department data from old domain over to new domain and creation of new permissions groups.
- Resolving scanner issue in Town Clerk's Office.
- Replacement of failed hard drive disk on network server.
- Upgrading virtual server hosts and dependency servers to latest hypervisor versions.
- Reconfiguring backup jobs.
- Creating (3) virtual servers to be used by Wethersfield Police Department for Computer Aided Dispatch. The Town's IT Department is working with both Police Chiefs, Town Managers and KTI staff to facilitate the installation of CAD servers in Newington for use by Wethersfield PD staff. Wethersfield PD and Newington PD are also looking to share the same Records Management System. Both projects are in a PILOT phase and further testing will determine viability of both projects. The State of Connecticut's Public Safety Data Network is being used to facilitate connectivity between sites.
- Providing updated Geographical Information Services (GIS) datasets for the new public safety CAD and RMS projects.
- Providing signage for Primary Election.
- Assisting Town Clerk staff with NEMCI survey data collection and analysis.
- Assisting Town Engineering staff with ArcGIS tasks.
- Providing GIS Maps for Town grant application.
- Installation and configuration of new remote access servers.
- Working with outside vendors on Police Department CAD and RMS data exports in preparation of data conversion tasks.
- Completing the setup and configuration of eRecorder project for the Town Clerks's Office.
- Resolving issue with Legacy Mark Cemetery program running on new remote access servers.
- Installation and configuration of new serial to IP device for E911.
- Installation, configuration deployment of new firewalls at Town Hall and (7) remote sites.
- Decommissioning old firewalls at Town Hall and (7) remote sites.
- Configuring remote access from participating Police Departments, via Public Safety Data Network, to Regional License Plate Reader resources running in Newington.
- Upgrading HP Device manager to latest version.

FINANCE

Accounting and Administration

- Preparation for the 2013-14 financial audit was well underway during the month of August.
- Lisa Rydecki, Deputy Finance Director completed the In-Kind schedules for the State Department of Education ED001 Forms.
- On August 18th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program. Marc Shegoski and Ashley Martella of UBS reviewed the fourth quarter results of the Town's pension funds.
- Ann Harter attended the MDC budget workshop on August 19th.

Major grants received during the month included Town Aid Road grant of \$207,694. 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)

8/31/2014

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2014-15</u>	<u>Year to Date</u>	
General Fund	\$46,350	10,717	\$30,977,223
Special Revenue Funds	5,000	1,122	3,261,100
Capital Projects Funds	800	308	1,028,791
Internal Service Fund	2,400	478	2,244,494
Trust and Agency Funds	2,400	447	958,573
TOTAL, ESTIMATED BY FUND			\$38,470,181

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

8/31/2014

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.16	0.16	747	933	\$5,617,693
CLASS PLUS	0.01	0.01	7	5	497,824
Bank North	0.20	0.20	91	91	533,669
People's Bank	0.32	0.32	1,918	1,283	7,544,554
Sovereign Bank	0.30	0.30	1,114	585	9,079,361
Farmington Bank	0.40	0.40	4,500	1,798	15,197,080
Total Outstanding Investments					\$38,470,181

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through August 18, 2014.
- The preparation for the October 1, 2014 grand list began. Personal property declarations were ordered and received. Those declarations were placed on the Assessor's website. New business owners were entered in the CAMA system. Building permits were analyzed and recorded in the CAMA system for fall inspections. Field cards were prepared and printed for those inspections. October 1, 2014 motor vehicle pricing books were ordered for use on the grand list.
- This office continued to handle motor vehicle adjustments to the October 1, 2013 grand list.
- The State of Connecticut allowed extensions for 5 individuals to file late for the elderly homeowner's program and we met with those individuals.
- The Assessor was part of an oral panel for the selection of an Assessor for the Town of Farmington in the middle of the month.

Revenue Collector

- Collections for August on the 2013 Grand List amounted to \$2,472,481, included in that amount is \$6,487 for pro-rated real estate payments, and back taxes collections were \$43,211.
- This year's total collections through August were 53.9% which is slightly lower than the same period last year which was 54.2%. Lower collections for Personal Property and motor vehicle taxes accounted for the difference.
- During the first week in August delinquent notices were sent to 544 Real Estate accounts, 239 Personal Property accounts and 5,753 Motor Vehicle accounts for a total of 6,536 delinquent taxpayers.

TOWN CLERK

- There were 361 documents filed on the land records during August.
- There were 57 transfers for a total of \$8,626,780.00. State conveyance tax collected was \$77,655.25 and \$21,567 was collected in Town conveyance tax.
- There were several notable transfers during the month:
 - Barbara Coppa sold property at 2495 Berlin Turnpike to Clifton F. Darr, Jr. for \$900,000.
 - Jane D. Amoroso sold 122-136 Market Square to Yang Properties, LLC for \$630,000.
 - Property at 597 North Mountain Road sold for \$1,060,880 from Hawthorne MBM, LLC to Mandell Properties, LLC.
- There were five residential sales each over \$300,000.
- Eleven Foreclosure Registrations were filed during the month.
- Staff issued 144 certified copies of vital records & catalogued 12 burial permits & three cremation permits.
- One liquor permit, seven Notary Public commissions, five Trade Name certificates were catalogued.
- There were seven Notary Public commissions filed; one liquor permit and five Trade Name certificates were catalogued.
- The office recorded 105 mortgages, 18 liens, 129 releases and 23 probate documents.
- August was a busy election month with the Republican Primary being held on August 12th. Absentee ballots for the September 9th Referendum became available on August 20th.
- Town Clerk, Tanya Lane, and Assistant Town Clerk, Toni St. Pierre, participated in a vendor training session in preparation for “going live” with electronic recording of land records.
- On August 14th Mrs. Lane was asked to sit on an Oral Review Panel to interview candidates for an Assistant Town Clerk position in West Hartford.

DATA SUMMARY AUGUST 2014				
	<u>Aug. - 14</u>	<u>Aug. - 13</u>	<u>FY 14/15 to Date</u>	<u>FY 13/14 to Date</u>
Land Record Documents	361	447	862	968
Dog Licenses Sold	69	78	291	364
Game Licenses Sold	38	11	79	42
Vital Statistics				
Marriages	38	11	79	42
Death Certificates	18	24	55	45
Birth Certificates	24	33	56	48
Total General Fund Revenue	\$ 33,821.20	\$ 41,672.86	\$ 85,633.20	\$ 84,073.51
Town Document Preservation	\$ 869.00	\$ 1,230.00	\$ 2,020.00	\$ 2,556.00
State Document Preservation	\$ 612.00	\$ 722.00	\$ 1,354.00	\$ 1,580.00
State Treasurer (\$36 fee)	\$ 9,828.00	\$ 12,924.00	\$ 23,148.00	\$ 29,413.00
State Treasurer (\$127 fee)	\$ 2,794.00	\$ 6,731.00	\$ 6,223.00	\$ 10,287.00
State Treasurer (\$110 fee)	\$ 3,190.00	\$ 5,610.00	\$ 7,700.00	\$ 9,790.00
Locip	\$ 819.00	\$ 1,077.00	\$ 1,929.00	\$ 2,358.00
State Game Licenses	\$ 260.00	\$ 112.00	\$ 536.00	\$ 498.00
State Dog Licenses	\$ 470.00	\$ 567.00	\$ 1,856.00	\$ 2,371.00
Dog Licenses Surcharge	\$ 158.00	\$ 198.00	\$ 666.00	\$ 860.00
Marriage	\$ 209.00	\$ 247.00	\$ 399.00	\$ 399.00

Surcharge				
Grand Total	\$ 53,030.20	\$ 71,090.86	\$ 131,464.20	\$ 144,185.51

POLICE DEPARTMENT

- The Entry Level Police Officer Hiring Process is continuing. Pre-offer polygraphs and background investigations were conducted on six candidates in August. The Department currently has one opening.
- Newington Police Department was awarded a Bulletproof Vest grant from the Bureau of Justice in the amount of \$3,817.41 (50% of the costs of replacement vests).
- The Department of Transportation was awarded a maximum of \$18,750 in overtime for Distracted Driving High Visibility Enforcement for the month of September.
- Patrol Calls for August are as follows:

ALARMBURG	95	F/TROUBLE	1	NOISE	22
ALARMHOLD	6	F/WATER	1	OPENDOOR/WIN	8
ANIMAL	35	FINGERPRINT	28	PARKINGVIOL	8
ASSAULTREP	5	FIREWORKS	8	PISTOLPERMTEMP	12
ASSIST	24	FOLLOWUP	76	PROPFOUND	9
BREACHIP	6	HARASSMENT	11	PROPLOST	5
BREACHREP	4	HAZARD	21	PROSTITUTION	1
BURGIP	1	ILLEGALDUMPING	1	RECOVEREDMV	2
BURGREP	8	INTOXICATED	9	SERVWARRANT	27
CARSEAT	2	JUVCOMP	14	SEXASSAULTRE	2
CHECK	48	K9	8	SPECDETAIL	118
CLEARLOT	45	LAND/TENANT	1	STOLENMV	7
COURT	25	LARCFROMMV	20	SUDDENDEATH	2
CRIMMISGRAF	1	LARCIP	10	SUICIDE	1
CRIMMISREP	20	LARCREP	57	SUICIDEATT	1
CUSTOMERIP	1	LIQUOR	1	SUSPICIOUSIP	133
CUSTOMERREP	8	LOCATION	309	SUSPICIOUSREP	55
DOG	76	LOCKOUTMV	1	THREATIP	1
DOMESTICIP	30	LTA	3	THREATREP	4
DOMESTICREP	11	M	181	TOW	17
DRUG	2	MISSING	8	TOWNORD	1
DUI	5	MVABAND	2	TRAFFIC STOP	750
EDP	16	MVAEVADING	18	TRESPASSIP	6
ESCORT	23	MVAFATAL	1	TRESPASSREP	4
F/ALARM	27	MVAINJURY	11		
F/CONO	1	MVAPROP	82		
F/HAZMAT	3	MVASSIST	43	TOTAL FOR NPD	2,642
F/OTHER	18	MVCOMPLAINT	40		
F/STRUC	4	NEIGHBOR	19		

Patrol Investigations

- **Domestic Dispute** - On 08/22/14, officers were dispatched to Chuck E Cheese to investigate a reported physical altercation. Dispatch informed officers that they had received several 911 calls reporting an altercation in the parking lot. Upon arrival, officers observed a female yelling at a male. Officers spoke to the female who stated she was attending her daughter's belated birthday party at Chuck E Cheese. When she arrived at the restaurant, her ex-boyfriend along with his girlfriend were at the restaurant. According to the complainant, her ex-boyfriend's girlfriend began verbally abusing her as soon as she entered. The complainant left the restaurant and walked into the parking lot. The complainant stated that as she was walking towards her vehicle the ex-boyfriend's girlfriend attacked her from behind and began to assault her. The complainant

said that she began to hit the female back to defend herself. The complainant also had a cut on her right elbow as the result of the altercation. She refused any medical attention and stated that she was just defending herself. As officers spoke to the complainant, two witnesses provided a statement to officers. The witnesses stated that they heard a loud argument between two females in the parking lot. The witnesses observed one female running towards a parked vehicle in the parking lot. They then observed a female exit the parked vehicle and run towards the other female who was running towards the vehicle. The two females confronted each other. Both females began to punch each other and wrestle in the parking lot. There were several children near the fight who were screaming. Both females were placed under arrest and transported to the police department headquarters. Both females were charged with Assault in the 3rd degree in violation of C.G.S. 53a-61, Breach of Peace in violation of C.G.S. 53a-181, and Risk of Injury in violation of C.G.S. 53a-21. Both females were processed without incident and each held on a \$10,000.00 surety bond. DCF was contacted and advised of the incident.

- **Domestic Dispute** - On 8/30/14, officers were dispatched to a local motel to investigate a report of a physical altercation between a male and a female. Upon arrival on scene, officers spoke with the complainant who works at the Carrier Motor Lodge. The complainant stated a witness reported the altercation in progress to her. This witness would be later interviewed and state that that he was walking by the Carrier Motor Lodge when he observed a male grab a female by the hair and push her. The witness claimed that the two parties were now in one of the rooms. When officers arrived at the room, they heard a man shouting and crying. The officers knocked loudly on the door and identified themselves as Newington Police Officers. A male opened the door and appeared to be crying hysterically. The officers observed that the interior of the room was disheveled and that a female party was sitting nearby on the bed. The female party did not have any visible injuries at the time of my initial encounter. Based on the initial report from the witness that a male had assaulted a female, officers detained the male for further investigation. Officers asked the female party if she was alright. She stated that she was fine. Officers began to interview the male who was crying hysterically. He kept repeating that he found out that his grandmother had died and was very upset. Officers determined the male and female were in a dating relationship and were engaged to be married. Officers asked the male if he had ever fought with the female and he stated he had not. The male stated that he loved his fiancée and would never hurt her. Officers then spoke with the female who was uncooperative and stated that nothing had happened. The female stated that the male was her fiancé and that he was the "love of her life". The female later admitted that her fiancée was aggravating her so she wanted to "walk outside to get some air." The female stated that the male did not want her to leave the room, so he walked outside after her and pushed her from behind. The female claimed that she subsequently fell and "messed up" her arm. The female then showed the officers what appeared to be minor scraping on her left elbow and a few drops of blood that came from the wound on the bathroom floor. The female refused any medical attention. Based on the facts and circumstances of this incident, officers arrested the male for Assault in the Third Degree in violation of C.G.S. 53a-61 and Breach of Peace in violation of C.G.S. 53a-181. He was transported to NPD headquarters, booked, and detained on a \$10,000.00 bond.
- The Detective Division Personnel:
 - Handled 98 investigations, 60 remain ongoing and 38 were closed by investigative methods.
 - Served 35 arrest warrants, 28 by Patrol Officers and 7 by Detective Division personnel
 - On August 1st 2014 detectives arrested a 24 year old male from Rocky Hill CT. for Sexual Assault in the 1st Degree, Sexual Assault in the 4th Degree, and Risk of Injury to a Minor. The investigation revealed that he forced his wife's 15 year old daughter to have sexual intercourse with him and that he also had physical contact with other intimate parts of the juvenile victim's body. After being processed, he was held on a \$250,000.00 bond and appeared in New Britain Superior Court on August 4th 2014. He is now in the custody of the Connecticut Department of Corrections.
 - On August 12th 2014 detectives arrested a 29 year old from Ford, New Jersey on the charges of Sexual Assault in the 4th Degree and Risk of Injury to a Minor. The arrest was the result of an investigation into more than one separate incident involving the suspect having sexual contact with a 15 year old Newington girl. After being processed, he was placed into the custody of State Judicial Marshals to be prepared for arraignment.
 - During the month of August detectives concluded an investigation of an individual believed to be illegally obtaining the prescription drug Oxycodone from several pharmacies in the greater Hartford area, including the Target and Sam's Club pharmacies in Newington. On August 13th 2014, a 28 year old Wethersfield resident was arrested and charged with Possession of

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of August, 2014. During this period Fire Department members responded to 59 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	August 2014	1 Month Activity
Residential	7	9
Commercial, Industrial, Office	1	4
Hospital, School	1	4
Vehicle	0	1
Rescue, Police Assistance	6	15
Dumpster, Rubbish, Grass, Brush, Leaves	10	20
Hazardous Materials/Clean up	3	7
Investigative Alarm	20	36
False Alarm	8	22
Mutual Aid/Standby	0	2
Carbon Monoxide Investigation	2	4
Water Related Incidents/Pump-Outs	1	1
Total	59	125

Training Summary

Multi-Company Training	Co. # 2&4 Mass Decon	50 hours
	Co. # 1&3	90 hours
Pump Training	Co. # 2 Portable Pumps	26 hours
Company Training	Co. # 4 Hose Loads	22 hours
	Co. # 3 Attack Lines	26 hours
	Co. # 1 Air Bag Procedures	27 hours
	Co. # 1 Rope Rigging/W Stokes Basket	9 hours
Command Training		18 hours
Total Hours		267 hours

FIRE MARSHAL

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

INSPECTIONS	23
INSPECTION FOLLOW-UPS	20
PLAN REVIEW	9
JOB SITE INSPECTIONS	11
FIRE INVESTIGATIONS	4
FIRE ALARM TROUBLE	4
COMPLAINTS	5
HAZ/MAT	1
BLASTINGS	7

Incidents:

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

Fire Marshal's Activities:

- Responded to 23 fire calls during the month.
- The Department received the 2013 Life Safety Achievement Award, presented by the National Association of State Fire Marshals Fire Research & Education Foundation and Grinnell Mutual Reinsurance Company
- Attended the monthly meeting of the Board of Fire Commissioners in the conference room at fire headquarters.
- Completed grant paperwork for CRCOG and DEMHS.

- Traveled out of state on vacation.
- Met with the BOE Security Director to review the updated School Emergency Plans to be submitted to DEMHS for review and approval.
- Conducted the monthly Command staff meeting at fire headquarters.
- Attended a CL&P Community Emergency Response planning meeting in Windsor.
- Attended a meeting with state and local officials to review plans for an upcoming Statewide Hoarding Task Force meeting to be held September 12th at town hall.

HIGHWAY DEPARTMENT

Administration

- Attended Department Head and Public Works team meetings.
- Continued to meet with residents to discuss various issues and concerns.
- Attended coordination meetings throughout the month for all construction projects.
- Attended Waterfall Festival coordination meeting.
- Attended mandatory biannual Underground Storage Tank refresher course.
- Assisted Facilities Department with Senior Center drainage issue.
- Met with MDC to discuss several town projects.

Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Miscellaneous roadway pot hole patching, curb and top soil repairs continued throughout the month.
- Miscellaneous roadside litter removal.
- Crews began the reconstruction of Atwood Street.
- Test pits were completed at Martin Kellogg School.
- Repaired drainage pipe failure, Pickens Drive.
- Repaired drainage structure at Company 4 Fire House.
- Continued Police impound parking relocation project.
- Storm water catch basins cleaned of debris at several locations town wide.
- Milling and paving of various streets completed including driveway apron, curb and top soil improvements.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted with Food Share and Farmers Market setup.
- Assisted Registrar of Voters to relocate voting machines to all locations.
- Painted stop bars, crosswalks and yellow centerlines at various locations town wide
- Assisted Police Department in relocation/removal of speed boxes.
- Installed new signage, pavement markings and speed bumps at Clem Lemire Recreation Complex.
- Line painting completed in Municipal Parking Lot and other various Town parking areas.
- New signs installed at John Paterson and Ruth Chaffee schools
- Provided traffic control for new traffic light loop installations.

Fleet Maintenance

- Mechanics completed re-outfitting Police Department's Canine vehicle.
- Completed the pump overhaul on Truck #1.
- Continued with scheduled preventative maintenance and unscheduled emergency repairs on all town vehicles and equipment.
- Attended Underground Storage Tank refresher course.
- Began the preparation of leaf season equipment.

Sanitation/Recycling/Landfill

- Scheduled 745 residential bulk items for collection.
- Scheduled 114 condominium bulk items for collection.
- Scheduled 25 condo/residential scrap metal items for collection.
- 783 tons of cumulative Municipal Solid Waste were collected for the month of July.
- 252 tons of cumulative recyclables were collected for the month of July.
- 105 mattresses and 44 box springs collected for the month of July.
- Issued 48 permanent landfill permits and 7 temporary permits.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on August 27, 2014:

- Approved Petition #43-14: Parking Lot Expansion at 79 Stanwell Road. JSC Liquidating Trust, owner; PDS Engineering & Construction, applicant.
- Released the Performance Bond at 1095 Main Street (Farmington Bank).
- Approved Petition #38-14: Free-Standing Sign at 184 Fenn Road. Arnco Sign Company, applicant; Extra Space Properties Two LLC, owner.
- Appointed Bonnie Potocki as Temporary Zoning Enforcement Officer.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- August 21: Met with staff and potential buyer of property on Summit Street.

CTfastrak/Amtrak Corridor Planning:

- None

Grant-Funded Project Activities

- August 4: Submitted Electric Vehicle Charging Station grant to Town Manager.

Boards and Committees:

- August 25: Attended Housing Needs Study Committee meeting.

Miscellaneous:

- August 21: Met with staff re lot line adjustments on Maple Hill Avenue.
- August 22: Attended MDC sewer relining project pre-construction meeting.
- August 27: Met with citizen re litter regulations.
- August: Received and responded to or initiated approximately 346 emails to and from to citizens, applicants, staff and elected/appointed officials.
- August: Received and responded to approximately 32 phone calls from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of August, thirty-five excavation permits were issued:
 - 15 gas lateral permits
 - 16 driveway permits
 - 1 gas main permit
 - 1 water service
 - 1 CNG pavement repairs
- Engineering staff continues to meet with a number of residents and/or applicants (monthly) and discuss and perform site analysis as it relates to future Inland Wetlands applications. Engineering continues to serve the public with requests for mapping and other engineering resources, information, etc.
- The MDC has completed the major operations on the Church Street and Windmill Lane Sanitary Reconstruction project. The timeline for final restoration efforts are schedule for late summer of 2014. VMS (MDC contractor) is scheduled to re-mobilize in September in preparation for final restoration efforts that will include the trench restoration, mill & overlay and minor curb replacement of Church Street within the project limits. The Windmill Lane section of the project will be included within this timeline of activity.
- The Town Engineer attended the monthly Inland Wetland meeting as staff Agent.
- The Town Engineer attended the monthly Public Works staff meeting.
- The Town Engineer continues to coordinate meetings with Town Staff and MDC to facilitate the numerous projects both design and implementation as it relates to the "Clean Water Project" initiative. The MDC will be conducting the final "sub-area" improvements as part of the Pipe lining project # 2009-61. This project involved the cleaning, lining (sewer pipes) and rehabilitation of manholes through-out town. This re-construction effort is a non-excavation technique that re-lines the pipe, therefore improving structural integrity (service life), flow characteristics and impedes infiltration of ground water. The last section of lining is an interceptor pipe located in the vicinity of Town Hall.
- Engineering has provided the necessary construction survey (layout) to facilitate the Public Works crew's construction efforts of Atwood Street. The Street will be reconstructed over the months of

August & September. There will be minor drainage improvements, base reconstruction, (2) lifts of pavement, curbing and minor dive apron repair associated with this project.

- Engineering Staff continues to review sidewalks and develop estimates as the department prepares for the next phase of walks scheduled for replacement for September. Concrete walk replacement and “mudjacking” (leveling walks) has been conducted in the area of Kellogg School. Harding Avenue received both treatments of sidewalk repair\replacement including sections of walk on Main Street. Engineering continues to administer and coordinate concrete work on and around schools as part of a “safe route initiative”. Additionally, Engineering is reviewing and consulting with the State of Connecticut to address the sidewalks and ramps associated with the D.O.T. signal improvement projects.
- Engineering staff continues to assist consultants with the LID aspects (requirements) for recent TPZ applications. Sites are now required to incorporate L.I.D. techniques and methods to manage stormwater runoff. Engineering continues to educate and develop the necessary resources to assist design professionals with this new town regulation, stormwater requirement. Engineering has additionally assisted Zoning with the plan review, education and design support (with applicants) in the development of residential site plans required to incorporate LID methods and techniques.
- Engineering staff continued to conduct field survey (reconnaissance of drainage structures) for both the Day Street and Edward Street drainage areas. A comprehensive field survey is the next phase in the pre-liminary analysis of the respective drainage systems. An understanding and\or development of the existing drainage watershed is imperative as part of the future design efforts that will be conducted in late fall\winter.

BUILDING DEPARTMENT

- An Application was applied for adding 4 offices on the 6th floor of Hartford Healthcare Curtis
- A Building Permit was issued for a tenant fit out for a Sushi California restaurant at 30A Fenn Road
- An Electrical Permit was issued to install outdoor lighting (site) and run circuits from an existing outdoor panel at the Highway Garage on 281 Milk Lane.
- A Plumbing Permit was issued to relocate sprinkler heads in the new library at the John Wallace Middle School located at 71 Halleran Drive.
- Work was completed for the interior renovation for the new Stem Academy located in the Martin Kellogg Middle School, 155 Harding Avenue.
- Building Department activity for the month of August was as follows: The Inspectors completed a total of 165 Inspections. They were: Above Ceiling (2), Apartment Inspection (1), Boiler (2), Chimney (2), (Decks (7), Electrical (17), Final (55), Footing (5), Foundation (2), Gas Line (14), Incident Report (2), Insulation (8), Plumbing (2), Pools (7), Rough (36), Siding (1), Site Visit (2).
- The total number of Building/Renovation Permits issued for the month of July was **153** producing a total permit value of **\$915,922.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	34	406,900.00
DECK	4	14,800.00
DEMOLITION	0	0.00
ELECTRICAL	34	72,940.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	1	20,000.00
MECHANICAL	24	138,639.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	19	36,376.00
POOL	1	1,900.00
ROOFING / SIDING	25	212,537.00
SIGN	9	9,320.00

TENT	2	2,510.00
TRAILER	0	0.00
TOTAL	153	\$915,922.00

The total Building income fees received in the month of August was **\$12,752.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$580.00, Environmental \$120.00, Conservation \$450.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$74.00, Driveway / Excavation \$4425.00 Engineering copies \$52.00. The other total income is \$5776.00.

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

	<u>2014</u>	<u>2013</u>
Value of Permits issued for August:	\$915,922.00	\$1,717,769.00
Fees for Permits issued for August:	\$12,752.00	\$22,540.50
Other income Fees for August:	\$5,776.00	\$3,590.50
Building Permits Issued for August:	153	181

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

<u>2014-2015</u>		<u>2013-2014</u>	
Value	Permit Fee	Value	Permit Fee
\$2,877,861.00	\$35,188.00	\$3,879,029.00	\$48,250.00

HUMAN SERVICES

- The Food Bank assisted 169 households, with 742 bags of groceries distributed. Staff continued the annual update that requires all food bank registrants to come in to reconfirm ongoing eligibility for food bank as well as registering for the upcoming November & December holiday programs. Staff was extremely busy with this process, with 268 households updated and registered for the holidays so far.
- Open Air Market served 140 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 28 households, providing 30 bags of clothes.
- The Special Needs Fund doubled this month with 14 households assisted with 14 bills, 9-utility (6 of which were emergency oil deliveries), 3-housing, 1-transportation, 1 birth certificate. 7 bills were for senior residents.
- The Social Casework Program was very busy with 113 with 51 new referrals. .
- The Youth and Family Counseling Program had a caseload of 9. Clinicians provided 28 clinical therapy sessions with a total of 32 clinical service hours. Seven cases were inactive during the summer and will likely resume in September.
- Plans are underway to offer a parent education/support group as well as a social skills group for youth identified to be on the autism spectrum.
- Plans are also underway to offer ongoing community educational series covering various mental health topics. Programming efforts include suicide prevention.
- The department will offer Youth Mental Health First Aid training in October, available to the community.
- The annual Back-to-School backpack and supply program was very successful with very generous donations by numerous organizations, businesses and individuals. Extending into the beginning of September, we anticipate more than 100 eligible youth will benefit.
- Director Karen Futoma has initiated a meeting to be held in September in Newington to discuss and formulate a plan to start a statewide task force on Hoarding issues. These situations are multilayered and complicated and often involve, fire, health, public safety, social services, along with underlying and untreated mental health issues. Stakeholders from across the state, both at the local and state level have been invited to share their concerns, expertise and experiences. Severe safety hazards have resulted in numerous dangerous situations and losses of life in our state and throughout the nation. There is great interest and support to form a task force to establish a uniform protocol, expand the current limited mental health resources available and enhance our capacities to insure safety and save lives. Other states, including Massachusetts have formed them as well.

- Summer Youth Adventure programs were full and very successful this season. While the number of youth registered this summer mirrored the numbers last summer, they registered for 20% more program days this summer.
- Fall SCORE program brochures were distributed to the middle schools and St. Mary's school.
- As we have received a 2nd year OPM grant of \$10,000, planning is underway for the Police & Youth enrichment program. Flyers and registrations will go out by mid-September.
- The Challenge Course was also busy and we expect an active fall schedule.
- There were 3 requests for community service. 80 hours were completed, with some service continuing from July.
- There were no JRB referrals this month.
- Several staff attended workshops, trainings and meetings throughout the month.

August 2014 Statistics

Selected Programs	FY 14-15 Undp. Total This Month	FY 14-15 Undp. Total Last Month	FY 14-15 Cum. Undp. Total YTD	FY 13-14 Cum. Undp. Total YTD
Youth and Family Counseling	9	8	13	35
Positive Youth Development	182	529	711	675
Information and Referral	578	595	1173	982
Social Casework Cases Under 55 = 61 Over 55 = 52	113	93	144	125
Food Bank Households	169	191	360	311
Special Needs	14	7	21	20

SENIOR AND DISABLED CENTER

- The highlight of the month was the annual Police Safety Picnic. This year CSO Jamie DeSimone collaborated with Peoples United Bank in a Uniform Fashion Show. Complete with a red carpet and music, more than 15 models representing public safety, utilities and other professions who may come to an older resident's home walked the catwalk. The goal of the event was to empower residents to be able to differentiate between legitimate services and would-be fraudsters.
- The Center's volunteer garden was named this month. A contest brought forth many suggested names and with one of the major donors, Jefferson House, selecting "The Giving Garden" as the winner.
- Work on the Fitness Center, Coffee Shop, Card Room and Pool Room continued through the month. It is expected to be substantially complete in early September.
- An email based survey was sent to members to get input into the development of the Coffee Shop Menu. There is strong interest in offering fresh made lunch items as well as cooked breakfast items. The Center will be recruiting volunteers to help plan and implement the new menu.
- The Center has started the process of seeking National Accreditation for the third time. A self-assessment plan has been developed and representatives from the Center, the community, businesses, town government etc. will be recruited to participate in the process.
- On August 22, Newington Health Care Center provided their annual Ice Cream Social at the Senior and Disabled Center.
- The Center had a successful membership renewal drive and currently has 1746 paid members. There are 777 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 2617 by 508 people.
- Actual use of the Center is much higher than the recorded program attendance. Door counters were installed in the spring but are not yet networked. Manually checking the count produced a count during the day of more than 7000 and approximately 1000 during the evening. The count is not exact as staffing, construction and equipment failure reduced the number.
- Dial-a-Ride provided 1678 trips covering 4310 miles during regular hours. The total number of riders was 120.
- Center staffing was complemented by 531 hours of unpaid service in 220 instances by 41 volunteers. This is the lowest month in terms of volunteer hours with the coffee shop and gift shop both closed.
- August is typically a slow month at the Center with Clubs on hiatus, the gift shop closed and programs in transition. Staff spent time planning the year including a new class of the Aging Mastery Program to start on October 1, Matter of Balance starting in September, Chronic Disease Self Management starting in mid October and a new program, Diabetes Self Management starting in December. Staff are also planning the Center's annual general membership meeting October 10th and the Expo Nov. 7th.
- Eligibility Program Coordinator Karen Halpert completed 41 applications to the Renter's Rebate program this month. Planning is underway to begin intake for LIHEAP (Low Income Heating Assistance Program) more commonly known as Energy Assistance.

PARKS AND RECREATION

Administration

- Superintendent met with Lou Jachimowicz involving school projects.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with Town Engineer, Chris Greenlaw, on various projects.
- Superintendent met with members of the Public Works Committee
- Superintendent met with Asst. Bldg. Inspector, Richard Smith.
- Superintendent met with representatives from MDC.
- Superintendent met with Bonds and Labor attorneys.
- Superintendent met with Wayne Smyth, PGA Professional from Indian Hill Country Club.
- Superintendent met with Athletic Director, Christopher Meyers.

Recreation Division

- The Fall Program Guide was distributed during the last week of August to Newington residents as an insert in the September issue of the Newington Life.
- Hundreds of season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pool during the month of August.
- Mill Pond Pool closed on Sunday, August 10th.
- The Annual Dog Days of Summer Dog Swim was held on Monday, August 11th from 6:00 – 7:30 p.m. at Mill Pond Pool. More than 24 dogs attended, accompanied by many owners and family members.
- Churchill Pool closed Sunday, August 17th.
- Free Summer Fun Runs were held on Wednesdays, August 6th and 13th. Approximately 188 unique participants enjoyed this free series of 5K and 2k walk/runs, with an average of 65 participants each night.
- A consignment ticket program was offered with discounted tickets to Six Flags and Lake Compounce, and many residents took advantage of this opportunity to purchase discount tickets.
- Registration has been ongoing for Creative Playtime Preschool Program. The first day of classes for the 2014-2015 school year will be Wednesday, September 3rd.
- Adult Softball: The Women's 4-team league ended in early August and the Men's 14-team league ended in mid-August.
- Over 300 children in Kindergarten through grade 7 attended the Summer Playground Program each week. The 7-week program ended on August 8th.
- Program Coordinator met with the Teen Center Director to establish dates for the 2014-2015 school year, 7th/8th grade dances and began the process of planning Friday night Teen Center events.
- Annual training for our preschool staff was held on Thursday, August 28th.

Upcoming Recreation Division

- Registration for fall programs will begin September 3rd for residents and September 17th for non residents. Most fall programs will begin in late September or early October.
- The indoor pool at Newington High School will open for recreational swimming on Monday, Wednesday and Friday nights beginning September 29th.
- Staff training will be held for Community Center Supervisors, including First Aid/CPR/AED training
- Begin planning for upcoming Youth Basketball season.
- Representatives from fall and winter Youth sports' leagues that fall under the Parks & Recreation umbrella will meet to discuss field and facility requests, including use of the synthetic turf field.
- Meetings will be held with representatives from Men's Basketball and Women's Volleyball Leagues.
- Men's Softball Advisory Committee will meet to discuss overview of season.

Parks and Grounds

- Crew members continue to repair deteriorating irrigation parts at Newington High School.
- Crew members repaired 15 sprinkler heads on Memorial Field as well as addressing many other irrigation problems at the Clem LeMire Sports Complex.
- Recreational swimming ended at Mill Pond August 10th and at Churchill Park on August 17th.
- Trimming and pruning of the schools was completed prior to the start of the school year.
- Preparation for fall sports has begun this month. Field painting has also begun town wide.
- There were ten interments in Town Cemeteries this month.
- Division personnel were offline a total of 58 days this month.

LIBRARY

- On August 1st, the library was transformed to Emerald City Cinema for the *Wizard of Oz Premiere Extravaganza* to celebrate both the movie and Library's 75th anniversary in 2014. 259 people entered the world of Oz and were greeted by the characters from the film. There were games, treats, a yellow brick road prizes, crafts, photo ops and 3 screenings of the movie, shown simultaneously throughout the library including a sing-a-long version. The evening was a great success.
- The *Investigate One Book @ the Library* summer community-wide reading event continued. The 35 copies of *Defending Jacob* that the library owned were constantly checked out. Two book discussions were held, one at the Library and one at the Senior Center. Many people who read the book were very excited the author William Landay would be at the library to speak about this book on September 14 as part the Library Board of Trustees Annual Meeting and 75th Anniversary Celebration.
- The three Summer Reading Programs wrapped up in August. The children's summer reading program "Fizz, Boom READ" had 1,175 children who read at least 20 minutes a day. School assemblies to hand out the reading certificates will be held in September. The teen reading program "Spark a Reaction" ended on August 25. 150 teens participated throughout the summer. The adult summer reading program "Literary Elements" finale had 105 people attend to enjoy 1939 snacks- *Lay's* potato chips, *Rice Krispie Treats* and *Nestle Toll House* cookies and *Hershey's Minatures* chocolate, to see who won the grand prize drawings and to have a chance to win one of the many door prizes. It was another very fun evening. 505 adults read 4,594 books during the 8 week program.
- The Children's Department offered 36 programs to 1,390 children and their caregivers. Highlights included the *An American Girl Tea Party*, *A Super Hero Lego Event*, a Magic Dinner Show, the Annual Buddy Bake-Off and the "Fizz, Boom READ" Science Fair to tie in with the summer reading program's science theme. A Garden Tour for the Butterfly Garden, that Beth Livingston from the children's department and many families planted and maintained over the summer was held. Beth's hard work paid off with a beautiful butterfly garden that was enjoyed by many. In addition to all of this, staff continued with regular story times and outreach to daycares.
- Teen and adult programs numbered 16 to a combined audience of 553. Teens watched the movie *Divergent*, made Bohemian Style Jewelry and tried bizarre food at the *Food Fear Factor* program. Bob Larsson hosted his annual movie series this year titled "Great Films from 1939" featuring the films *Stagecoach*, *The Women*, *Goodbye, Mr. Chips* and *Mr. Smith Goes to Washington*. Adults also learned how to make a clock from a book and attended a viewing and discussion of the 1939 film only *Angels Have Wings* hosted by James Prakash Younger, Assistant Professor of Films Studies from Trinity College.
- In technology news, the library began circulating two *Roku* devices to the public. Each device has a separate *Netflix* account so patrons who have a TV with an HDMI port and wireless computer access at home can check out the device plug it into the TV and stream movies and programs from *Netflix*. There are also a number of free stations that can be streamed as well. Staff has been hard at work going through the website, checking links updating information beyond what is done on a regular basis.

Additional staff are being trained to help maintain and redesign many areas of the website. The preloaded circulating eReaders that have more than 50 titles on each are very popular. This is a great device to check out if you want to read the newest titles and/or if you are going away and want a variety of books to read while on vacation. Technology programs offered this month included learning *How to Download eBooks, eMagazines and Music* and *Tech Troubleshooting with Teens*.

- We are still experiencing some growing pains from the new ILS software *Sierra* and *Encore* that the library migrated to in June. Response time can be slow and logging in the mornings can be challenging. Statistical reporting has been very challenging as well. The way circulation and statistics are being recorded is not exactly the same as they were before the migration. Staff is working with our consortium to trouble shoot the problems.
- In other personnel news, Carlene Peterson began her new duties as a part-time Reference/Technology Librarian. Jennifer Hebert was hired as a part-time Reference Librarian.
- Library Director Lisa Masten was on the interview panel for the Town of Newington's Director of Facilities.
- Pat Pierce, Head of the Children's Services wrote an article titled "Children's Bookshelf- Celebrate Libraries" that was published in the September issue of *Connecticut Parent Magazine*. The article promoted that September is "Library Card Sign-Up Month" and recommended some good books for parents to read and/or suggest to their children including the book *Escape From Mr. Lemoncello's Library* by New York Times bestselling author Chris Grabenstein. On November 15th, Mr. Grabenstein will be speaking to all the 3rd & 4th graders at the high school, all the 5th & 6th graders at each middle school and finally will be at the library at 3 pm to sign copies of his book that will be on sale at the library. The children's department will have an after hours *Escape From Lucy's Library* party the following Friday.
- Teen librarians Bailey Ortiz and Alyssa LaCross and Children's Librarian Pat Pierce hosted the new teacher orientation. The annual program allows staff to tell teachers about services and the collection that we offer teachers and students.
- During the month of August, 205 digital magazines were downloaded, 2,582 ebooks including children's *Tumblebooks* and audio books were downloaded and 533 songs were downloaded and streamed from *Freegal*. Popular online resources being used by our patrons included *Ancestry.com*, *Morningstar*, and *Reference USA*.
- In facility related issues, the quality of the cleaning was better than compared to previous months. As a result of damage from graffiti and vandalism, new bathroom dividers were installed in both the men's and women's bathrooms. Parking still continues to be very challenging especially now that Transition Academy and teacher workshops on the Town Hall are back in session.
- Topics of Interest:
 1. Historical books covering the middle ages for High Schools.
 2. Books about going to pre-school.
 3. Causes of ALS.
 4. Four types of weight loss surgery.
 5. Any organizations that would remove an old TV.

Statistics- August 2014	2014
CIRCULATION	
ADULT	22,163
CHILDREN	11,687
YOUNG ADULT	1,263
DVD'S	5,398
Digital Services	
DOWNLOADABLE BOOKS	2,582
DOWNLOADABLE MAGAZINES	205
DOWNLOADABLE MUSIC	533
DOWNLOADABLE VIDEOS	0
E-READERS	16
Other	
MUSEUM PASSES	127
TOTAL CIRCULATION	35,113
CUMULATIVE CIRCULATION YTD	71,733
DAYS OPEN/MONTH	26
AVG. DAILY CIRC./MONTH	1,351
PATRON COUNT	20,761
AVG. PATRON COUNT	799
SELF CHECKOUT CIRC^	0
REGISTRATIONS-ADULT	131
REGISTRATIONS-JUVENILE	26
TOTAL # CARDHOLDERS	11,511
CONNECTICARD	7,932
RETURNS	26,812
SUNDAY CIRCULATION	0
SUNDAY PATRON COUNT	0
PUBLIC SERVICES	
REFERENCE QUESTIONS - ADULT	3,995
REFERENCE QUESTIONS - CHILD	1,936
TOTAL REFERENCE QUESTIONS	5,931
COMPUTER USE ADULT & TEENS	3497
COMPUTER USE CHILDREN	672
TOTAL COMPUTER USE	4,169
IN-HOUSE DATABASE SEARCHES*	38,415
REMOTE DATABASE SEARCHES*	364
WEBSITE VISITS	7,053
HOLDS ON SHELF PULLED	1,594
ILL--LOANS	2,352
ILL--BORROWS	1,643
PROGRAMS CHILDRENS	36
PROGRAMS CHILDRENS ATTENDANCE	1,390
PROGRAMS TEEN	7
PROGRAMS TEEN ATTENDANCE	250
PROGRAMS ADULT	12
PROGRAMS ADULT ATTENDANCE	303
NOTARY	19
VOLUNTEER HOURS	185
MEETING ROOM USAGE-OUTSIDE GOUPS	6
MEETING ROOM USAGE-INHOUSE	54
STUDY ROOM USAGE	315
COLLECTION INVENTORY	
ITEMS ADDED	692
ITEMS DELETED	18 289
TOTAL LIBRARY HOLDINGS	184,257

*Staff is investigating these figures

^The self-checkout terminal is not working