



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: November 21, 2014  
Re: Monthly Report – October 2014

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#### **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 post-referendum Town Hall renovations focus groups, demolition of the former National Welding building and the Fire Department roof.
- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone met with the new Director of Facilities, David Langdon, to familiarize him with Town-owned facilities.
- Mr. Salomone participated in the interview process for the Zoning Enforcement Officer position.
- 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 October monthly report are as follows:

Rome (Modern Tire/Firestone) - \$49,342.20

Murtha (Toll Bros) \$14,547.95

#### Overtime

Paid overtime during the month of October 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	29.8	\$ 1,495.69
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 671.68
ROAD MAINTENANCE		
TRAFFIC DIVISION		
LANDFILL-GRINDING	20.8	\$ 594.14
LANDFILL	9.1	\$ 402.59
MARTIN KELLOGG-PAVING PROJECT	133.0	\$ 5,134.10
<b>TOTALS</b>	<b>212.7</b>	<b>\$ 8,298.20</b>

<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Weekend Duty	20.0	\$ 450.00
Football Games	16.0	\$ 1,024.50
Gym Floor	25.5	\$ 1,270.00
Graves	24.0	\$ 1,188.00
<b>TOTALS</b>	<b>85.5</b>	<b>\$ 3,932.50</b>

<b>POLICE DEPARTMENT</b>	<b>14-15 Budget Overtime Appr.</b>	<b>Overtime Expended 14-15 YTD</b>	<b>13-14 Budget Overtime Appr.</b>	<b>Overtime Expended 13-14 YTD</b>
Administration	\$ 7,059.00	\$ 858.82	\$ 6,734.00	\$ 775.55
Patrol	607,287.00	210,914.76	641,951.00	211,482.10
Investigation	79,169.00	21,339.25	77,883.00	11,381.54
Communication	161,160.00	65,575.01	118,117.00	26,573.39
Education/Training	117,276.00	34,288.79	121,801.00	13,103.91
Support Services	34,189.00	11,386.24	39,878.00	8,948.51
Animal Control	5,546.00	0.00	5,546.00	0.00
Total	\$ 1,011,686.00	\$ 344,362.87	\$ 1,011,910.00	\$ 272,265.00
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,622.00	\$ 10,490.53	\$ 29,225.00	\$ 10,801.55
Snow and Ice Control	145,534.00	0.00	137,119.00	0.00
Traffic	4,665.00	1,051.19	5,684.00	1,177.28
Vehicles and Equipment	29,363.00	13,472.94	28,981.00	12,345.89
Leaf Collection	50,000.00	0.00	55,937.00	0.00
Total	\$ 259,184.00	\$ 25,014.66	\$ 256,946.00	\$ 24,324.72
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 75,588.00	\$ 23,118.56	\$ 91,968.00	\$ 32,751.76
Cemeteries	18,007.00	3,991.96	16,971.00	4,711.52
Total	\$ 93,595.00	\$ 27,110.52	\$ 108,939.00	\$ 37,463.28

## **PERSONNEL**

- Librarian Terri Planco retired from the Town after 14 years of service. An internal posting for the vacated position will be posted to the union in November.
- Michael D'Amato was appointed to the full-time Zoning Officer position, effective November 3, 2014.
- Seasonal leaf collection positions were filled, with an expected start date of November 3. The collection program is expected to run for approximately 6 weeks.

## **RISK MANAGEMENT**

### 2014-15 Blue Cross/Blue Shield Plan Year

The third 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 September 2014 were \$720,647. 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:

#### Cumulative Claims through September, 2014

	Town	Board of Education	Total
Estimated Claims	505,629	2,041,311	2,546,940
Actual Claims	451,422	1,887,134	2,338,556

## **FACILITIES MANAGEMENT**

- The Facilities Director attended the Town Hall Building Committee meetings and the Public Works Team meeting during the month of November.
- The Facilities Director has begun meeting with Energy Consultant Company's on finding ways to improve the energy efficiencies of all town owned buildings which would lead to greater cost savings, and enhance our bottom line.

### **Work Order Completions**

- The Facilities Department has completed 414 formal work orders during the months of April through November at the various Town Buildings.

### **Library**

- The Dormers on the back side of the building were rebuilt by the Maintenance Department who did an outstanding job, that lead to a cost savings of over \$8000.00. A new shingled roof was installed on the dormer side by A. Secondino & Son, Inc which carries a life time warranty.

### **Kellogg Eddy House**

- The exterior of the house has been painted and all the windows have been re-glazed and broken panes replaced. All the missing wood trim has been replaced and the new shutters are on order and will be painted and installed by the Maintenance Department next spring.

### **Volunteer Ambulance Building**

- The Facilities Director met with Tremco Inc. (Roofing Consultant) and determined that the roof does not need to be replaced and has begun a repairing process that will correct all the issues associated with the sky lights over the garage bays and the metal roof over the training room that are the main source of the leaks in the building.

### **Fire Company #1**

- Work has started on the interior & exterior lighting upgrade by WorldEnergy in conjunction with CL&P that will produce an estimated yearly electricity cost savings of \$6400.00. This project will continue to provide savings long after the 5 year payback period has passed. WorldEnergy is also looking to incorporate the replacement of the boiler for additional energy savings.

### **Chapel Addition**

- The Facilities Director has met with various contractors to bring the cost of the new addition into budget. Construction will start the first week of December.

### **CIP Projects**

- The Facility Director is currently working on a list of projects to the Town Manager for consideration by the CIP committee during the budget process.

## **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:
- Closing eighty nine help desk tickets.
- Assisting with preparation and migration of Police Department staff to new Computer Aided Dispatch (CAD) and Mobile Data Terminal (MDT) applications.
- Working with server/storage vendor, SimpliVity, on hardware and software issues.
- Upgrading BIOS and firmware on server/storage solutions.
- Working with Police Department's CAD vendor, KTI, to install CAD updates.
- Deploying a replacement mobile phone to Highway Department and Facilities Management.
- Replacing a broken network switch at the Senior and Disabled Center.
- Providing a 3D GIS mapping to the Town Manager's Office.
- Providing GIS mapping services for the Registrars of Voters, Fire Department, Parks and Recreation Department and zoning and wetland maps to various board members.
- Mr. Dymkowski attended the New England Arc GIS User Conference in Mystic, CT.
- Mr. Dymkowski provided his GIS peer group with a demonstration of the town's Geocortex web based GIS Data Viewer.
- Providing GIS mapping support for the Police Department's Sex Offender notification mailer.
- Upgrading the police department's mobile data terminals in preparation of the cutover to the new CAD system and test automatic vehicle location (AVL) settings.

- Working with KTI and outside vendor to extract CAD data from old police CAD system in preparation of data import into new CAD system.
- Working with the Assessor's computer aided mass appraisal (CAMA) vendor to configure and test nightly load of data to their public website.
- Working with police department staff to troubleshoot several mobile issues related to migration to the new CAD system.
- Implementing a temporary method of transferring CAD call data into Fire Department's Fire house records management system.
- Managing the installation of a new data cabinet and data/telephony wiring at the Senior and Disabled Center.
- Reconfiguring town firewalls to accommodate Internet Service Provider changes (ISP) and network changes.
- Troubleshooting iPhone 6 and Microsoft Exchange email issues.
- Creating a PowerShell script to auto-install and version check/auto update the police department's CAD client.
- Imaging and configuring eleven new computer workstations for police department staff.
- Imaging and configuring six new computer workstations for library staff.
- Creating instructions for police department users on the proper logon and shutdown of virtual machines.
- Troubleshooting domain name services (DNS) issues with mail server and help desk site for public safety dispatchers.
- Researching replacement options for the town's core and server switching equipment.
- Researching replacement options for the town's wireless access points and wireless controller.

## **FINANCE**

### **Accounting and Administration**

- FY 2015-16 General Fund Operating Budget instructions were prepared and distributed to the departments. Additionally, instructions for the Capital Improvement Plan FY 2015-2016 through FY 2019-2020 were prepared and distributed to departments.
- With the deadline for the December 31 filing of the 2013-14 audit near, auditors from Blum Shapiro were on-site for most of the month and numerous hours of staff time were dedicated to completing this requirement.
- On October 20th, the Employee Insurance and Pension Benefits Committee met. A conference call was held with UBS consultants, Marc Shegowski, David Sears and Ashley Martella to review alternatives to the fund manager for intermediate fixed income bond fund portion of the Town's defined benefit pension funds and OPEB trust fund.

The Town received the first installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,257,959. 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)  
10/31/2014

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> FY2014-15	<u>Actual</u> Year to Date	
General Fund	\$46,350	25,781	\$18,271,816
Special Revenue Funds	5,000	2,222	3,992,487
Capital Projects Funds	800	511	1,028,995
Internal Service Fund	2,400	856	3,190,834
Trust and Agency Funds	2,400	1,041	977,835
TOTAL, ESTIMATED BY FUND			\$27,461,967

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

10/31/2014

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	0.14	0.14	720	656	\$8,877,029
CLASS PLUS	0.01	0.01	7	6	1,195,593
Bank North	0.20	0.20	91	88	533,847
People's Bank	0.32	0.32	2,051	1,984	7,548,591
Sovereign Bank	0.30	0.30	803	1,592	1,542,806
Farmington Bank	0.40	0.40	4,006	5,334	7,764,101
Total Outstanding Investments					\$27,461,967

*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 October.
- Over 900 personal property declarations were received. Data entry on these returns started and will continue for the next few months.
- Inspections of properties with building permits took place. Nearly 500 properties were viewed and most of those had relatively minor changes. This process will continue through November and December.
- The supplemental motor vehicle list was received from the Department of Motor Vehicles.
- The Assessor and Town Attorney were in court with Rowaben Holding LLC, owners of Stonegate apartments on Willard Avenue. There was a reduction in the assessment in the amount of \$210,000 from this court case.

**Revenue Collector**

- Collections for October on the 2013 Grand List amounted to \$302,606 and prior year tax collections were \$79,024.
- The percentage of taxes collected on the adjusted levy through October equaled 54.8% which is equivalent to the previous year.
- Delinquent Personal Property accounts and several hundred unpaid Motor Vehicle accounts were sent to the Town Constables and State Marshall for collection.
- Real Estate Demand Notices were mailed to taxpayers with two or more years of outstanding taxes in anticipation of a Tax Sale at the beginning of 2015.

**TOWN CLERK**

- This was a busy month for the Town Clerk's Office—overall revenues were up 28% from last month and there was a 35% increase in the number of land records filed in October compared to last month.
- There were 534 documents filed on the land records during October.
- There were 74 transfers for a total of \$8,713,800.00. State conveyance tax collected was \$68,653.51 and \$25,878.34 was collected in Town conveyance tax.
- Two commercial properties sold during the month:
  - 435 Willard Avenue, Unit D from Fountain Pointe, LLC to Patna Properties, LLC for \$350,000.
  - 80 Fenn Road from the Grody Company to Fenn Road 80, LLC for \$310,000.
  - There were four residential sales each over \$300,000.
- Five Foreclosure Registrations were filed during the month.
- The office recorded 127 mortgages, 71 liens, 158 releases and 21 probate documents.
- Staff issued 121 certified copies of vital records & catalogued 16 burial permits & six cremation permits.
- The office catalogued three liquor permits, eight Trade Name certificates and seven Notary Public commissions. Staff notarized twenty-six signatures for residents and patrons.
- The office processed 27 electronically recorded documents—a substantial increase over the 4 electronic documents filed during September—representing an 85% increase just two months into the process.

- The Town Clerk's office was once again awarded an Historic Preservation Grant in the amount of \$7,500. During October these funds were used to install additional mobile shelving in the smaller vault increasing storage capacity for vital records.  
The balance of the grant was used to continue backfile scanning of Newington land records. Electronic images are now available from 1989 forward. This expanded database is a useful tool for all of our constituents, and helps to increase revenue for the Town of Newington through the Town Clerks' Connecticut portal.
- Absentee ballots for the November 4<sup>th</sup> State Election became available on October 3<sup>rd</sup>. By the end of the month 482 ballots had been issued (a total of 504 absentee ballots were issued for this election with nearly a 97% return).
- The month of October was consumed with ballots: creating three ballot configurations for each of the assembly districts, maintaining lists of applications issued, when and how the ballot was given to the voter and documenting when it was returned.
- During October the staff devoted a tremendous amount of time to customer service—issuing absentee ballots as well as assisting residents on the phone and those who came into the office. Throughout this busy time, the staff was phenomenal in assisting customers and problem solving. They were consistently pleasant to the public--maintaining patience and a sense of humor.

<b>DATA SUMMARY OCTOBER 2014</b>				
	<u>Oct. - 14</u>	<u>Oct. - 13</u>	<u>FY 14/15 to Date</u>	<u>FY 13/14 to Date</u>
Land Record Documents	534	610	1742	2045
Dog Licenses Sold	36	33	358	432
Game Licenses Sold	29	30	136	106
Vital Statistics				
Marriages	36	23	120	86
Death Certificates	18	24	99	88
Birth Certificates	29	19	120	84
Total General Fund Revenue	\$ 50,291.84	\$ 33,417.50	\$ 171,825.38	\$ 160,597.94
Town Document Preservation	\$ 1,238.00	\$ 1,032.00	\$ 4,117.00	\$ 4,760.00
State Document Preservation	\$ 728.00	\$ 682.00	\$ 1,430.00	\$ 2,964.00
State Treasurer (\$36 fee)	\$ 13,104.00	\$ 12,276.00	\$ 46,116.00	\$ 54,325.00
State Treasurer (\$127 fee)	\$ 4,064.00	\$ 6,223.00	\$ 13,081.00	\$ 22,860.00
State Treasurer (\$110 fee)	\$ 5,610.00	\$ 3,850.00	\$ 16,720.00	\$ 18,810.00
Locip	\$ 1,092.00	\$ 1,023.00	\$ 3,843.00	\$ 4,434.00
State Game Licenses	\$ 357.00	\$ 361.00	\$ 1,263.00	\$ 1,386.00
State Dog Licenses	\$ 246.00	\$ 269.00	\$ 2,311.00	\$ 2,878.00
Dog Licenses Surcharge	\$ 84.00	\$ 92.00	\$ 816.00	\$ 1,034.00
Marriage Surcharge	\$ 190.00	\$ 171.00	\$ 760.00	\$ 646.00
<b>Grand Total</b>	<b>\$ 77,004.84</b>	<b>\$ 59,396.50</b>	<b>\$ 262,282.38</b>	<b>\$ 274,694.94</b>

### **POLICE DEPARTMENT**

- Police Recruit Dean Corriveau began his training at the Connecticut Police Academy (POST) on October 3rd. His Graduation date will be in early March.

- During the month the new Computer Aided Dispatching System (CAD) was installed and went operational. The system was stable and fine tuning other systems interfacing was well underway. We continue to meet and work with the Fire Department to ensure that the system will meet and exceed their expectations.
- Patrol Calls for October are as follows:

ALARMBURG	27	ESCORT	8	Noise	20
ALARMHOLD	3	F/ALARM	5	MVASSIST	12
ANIMAL	4	F/HAZMAT	2	MVCOMPLAINT	16
ASSAULTIP	2	F/OTHER	1	NEIGHBOR	5
ASSIST	14	F/STRUC	1	NOISE	4
BREACHIP	1	FINGERPRINT	3	OPENDOOR/WIN	2
BREACHREP	2	FOLLOWUP	4	PARKINGVIOL	3
BURGIP	2	Harassment	37	PROPLOST	5
BURGREP	5	HAZARD	5	ROBBERYIP	1
CHECK	27	INTOXICATED	11	SERVWARRANT	7
CLEARLOT	1	LAND/TENANT	8	Spec Detail	19
COURT	6	LARCFROMMV	1	SUDDENDEATH	1
CRIMMISREP	5	LARCIP	3	SUSPICIOUSIP	21
CUSTOMERIP	0	LARCREP	6	SUSPICIOUSREP	15
CUSTOMERREP	1	LOCATION	5	TOW	2
DOG	13	M	71	TRAFFIC STOP	210
DOMESTICIP	5	MISSING	62	TRESPASSIP	1
DOMESTICREP	2	MVA Evading	3	TRESPASSREP	3
DUI	3	MVA INJURY	4		
EDP	4	MVAPROP	6	<b>TOTAL FOR NPD</b>	<b>698</b>

Patrol Investigations

- **Domestic Arrest** - On 10/31/2014 officers were dispatched to a residence to investigate a complaint of a domestic dispute, which was verbal and physical in nature. Officers were informed while en-route to the residence a knife was also involved and the two involved parties were leaving the scene in a dark green truck. Due to the nature of the call, additional officers were dispatched.  
 While responding to the incident, an officer observed a dark green truck near the incident location. This officer stopped this vehicle and the male and female occupants were removed from the vehicle. The male occupant was searched for weapons and a folding knife was found in his left front pants pocket. Both individuals were detained pending further investigation.  
 Additional officers responded to the residence then met with the complainant. It was then verified the two individuals stopped were the involved parties and that a domestic dispute with physical violence had occurred between them.  
 The complainant stated that she was visiting the male and female detained who were in a dating relationship. The male had recently moved into the residence with the female. A verbal argument began between the male and female over money. The male accused the female of taking money from him and the female then slapped the male. The argument continued into the bedroom. The male then pushed the female onto the bed and reached into the nightstand. The male removed a folding knife from the nightstand and opened it. While holding the female down, the male pressed the knife against the female's throat and threatened her. The male then got up off the female and the two left the residence.  
 It was determined that during the incident two juveniles were asleep in a bedroom. The knife seized from the males pocket was photographed and seized as evidence. A search of male's person during booking also found him to have small amount of marijuana.  
 Both the male and the female were placed under arrest, transported to NPD, and processed. The female was charged with the violation of C.G.S. 53a-182 Disorderly Conduct and 53a-61 Assault in the Third Degree.

The male was charged with the violation of C.G.S. 53a-182 1st Disorderly Conduct, 53a-61 Assault in the Third Degree, 53a-63 1st Reckless Endangerment with Intimidation and 53a-62 Threatening. The male was found to have 25 criminal arrests on his criminal record. The male was held on a \$100,000 bond.

Department of Children and families was contacted and advised of the incident.

- **Narcotics Arrest** – On October 10, 2014 at approximately 13:53 hours, an officer was conducting speed enforcement and was running laser on Cedar Street. During this time, the officer stopped a vehicle traveling 57 MPH in a 40 MPH zone.

The officer approached the operator and requested the operator's license, registration and insurance information. During this time, the officer could smell the strong odor of fresh marijuana coming from inside the vehicle. The officer asked the operator if there was any marijuana inside the vehicle. The operator then reached down into the left door map holder and pulled out a clear sandwich bag with suspected marijuana in it.

The officer then asked the operator if there was any additional marijuana or narcotics in the vehicle or on his person and he stated "No". The officer then had the operator exit the vehicle and conducted a search of the vehicle. As the officer searched the vehicle, he could still smell a strong odor of marijuana coming from the back seat area. The officer tried to open the trunk area but it did not work. The operator stated it was broken and it would not open. The officer then went into the back seat and pulled down the center armrest and opened the hatch to gain access to the trunk area. As he opened the hatch a strong odor of marijuana came out of the trunk area. The officer then observed a white book bag and opened it. Inside were two large Ziploc baggies with suspected marijuana inside it. There was also an opened box of Glad sandwich bags. In addition to the marijuana, the officer located \$6,392.00 in the vehicle, one small black digital scale and one view loader measuring cup in the center console.

The operator was charged with the violation of the following: 21a-279(c) Possession of a Controlled Substance Less Than 4oz of Marijuana, 21-277(b) Possession of Marijuana With Intent to Sell, 21a-267(a) Possession of Drug Paraphernalia and 14-219((b) Speeding. The total weight of all three bags of the suspected marijuana was approximately 66.5 grams.

- The Detective Division Personnel:

- Handled 94 investigations, 74 remain ongoing and 20 were closed by investigative methods.
- Served 26 arrest warrants, 23 by Patrol Officers and 3 by Detective Division personnel
- On October 2<sup>nd</sup> 2014 Detectives responded to a Willard Avenue gas station, for an armed robbery that had just occurred. Upon arrival, Detectives learned that the male suspect had fled the scene in a vehicle that was driven by a second suspect that did not enter the store. Detectives also learned that the suspects and suspect vehicle fit the description of suspects believed to be involved in recent armed robberies in nearby communities including Hartford, East Hartford, Manchester, Vernon, and South Windsor.  
An extensive multi-jurisdictional investigation involving Detectives from each of the aforementioned agencies was continuously conducted in the days following October 2<sup>nd</sup>. This investigation resulted in the identification of the two suspects responsible for the robberies and the seizure of physical evidence including the suspect vehicle. One of the suspects was interviewed and subsequently confessed to his own involvement in the crimes and also described the actions and culpability of the second suspect. This investigation has allowed Newington Detectives to obtain arrest warrants for both individuals responsible for the robbery. Both suspects are currently incarcerated on other charges and our arrest warrants will be served while they are still in custody.
- On October 14<sup>th</sup> 2014 Detectives initiated an investigation of an alleged sexual assault involving a 4 year old juvenile victim and a 13 year old juvenile suspect. The incident occurred at Newington Motel. This incident is currently under investigation.
- On October 21<sup>st</sup> 2014 detectives initiated an investigation into the death of a 58 year old male. The deceased was discovered by a neighbor who had stopped in to check on him. Personnel from the detective division and Office of the Chief Medical Examiner responded. Detectives processed the scene for physical evidence and the deceased was transported to the medical examiner's office for autopsy.
- During the month of October 2014 Detectives began an investigation into allegations that a 4 year old juvenile male and a 2 year old juvenile male were sexually assaulted by their aunt's adult boyfriend. This incident is alleged to have occurred at a private residence in Newington. This incident is currently under investigation.



**CR/NIBRS Selected Crimes  
Preliminary September 2014**

**September 2013**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	1	0	3	0
Robbery	1	\$220	3	\$5,320
Assault	10	0	8	0
Burglary	16	\$27,515	28	\$9,991
Larceny Theft	37	\$147,662	47	\$71,844
Auto Theft	10	\$80,023	2	\$9,750
Arson		0		0
<b>Totals</b>	<b>87</b>	<b>\$255,420</b>	<b>81</b>	<b>\$96,905</b>
<b>1<sup>st</sup> Qtr Totals</b>	<b>161</b>	<b>\$121,352</b>	<b>179</b>	<b>\$318,483</b>
<b>2<sup>nd</sup> Qtr Totals</b>	<b>216</b>	<b>\$262,850</b>	<b>216</b>	<b>\$146,310</b>
<b>3<sup>rd</sup> Qtr Totals</b>	<b>225</b>	<b>\$474,015</b>	<b>231</b>	<b>\$242,715</b>

- During the month of September 2014 the police department arrested 93 adults: 1 for Murder, 9 for assaults, 11 for burglary, 3 for motor vehicle thefts, 6 for fraud/forgery, 2 vandalism, 3 for weapons, 1 for sex offenses, 8 for narcotic violations, 4 for offenses against family & children, 3 for DUI, 1 for disorderly conduct, 15 for larceny, and 26 for other miscellaneous offenses. The department also arrested or referred 5 persons under the age of 18 for criminal acts: 2 for assaults, 1 for larceny and 2 for other miscellaneous offenses.
- Police Department Overtime
  - Comparison
    - OT September \$ 81,619 2 pay periods (\$15,700 Holiday OT)
    - OT October \$ 126,131 2 pay periods (\$21,142 Holiday OT)
    - Total increase \$ 44,512
  - There was one officer in the Police Academy for training and one Sergeant vacancy in October. These vacancies in Patrol have an impact on the overtime for a total of 2 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum.
  - Administration overtime of \$542 is an increase of \$542, due to holiday pay.
  - Patrol overtime of \$71,567 is an increase of \$17,417. Calls included domestic calls, motor vehicle investigations, robbery, larceny, fatal car accident, Mid State Accident call outs, domestic, DWI arrest, suicide, hospital watch, court appearances, warrants, holdovers, booking process, \$12,000 for holiday overtime, and overtime for time off/vacancies.
  - Detective Division Overtime of \$10,474 is an increase of \$5,689. Overtime included serving warrants, robbery investigation, burglary, suicide and autopsy follow-up, evidence and scene processing, and \$3,500 for holiday overtime pay.
  - Communications overtime of \$16,476 is an increase of \$12,668. Overtime included several time off leaves, staffing for weekends to allow for 2 dispatchers on for all shifts, holiday overtime of \$2,600, and staffing for special assignment for CAD data.
  - Education overtime of \$21,833 is an increase of \$16,048 for training classes. Training included mock active shooter drill, CAD training for dispatchers, lethality assessment program training, housing training, fall firearms training, and practical skills training.
  - Support Services overtime of \$5,239 is an increase of \$2,148. Overtime included coverage for time off, Youth Council meeting, and \$2,500 for holiday overtime.
  - ACO overtime was \$0.

**FIRE DEPARTMENT**

- The following is a report of the activities of the Newington Fire Department for the month of October, 2014. During this period Fire Department members responded to 39 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<b>October 2014</b>	<b>4 Months Activity</b>
Residential	4	17
Commercial, Industrial, Office	0	5

Hospital, School	0	6
Vehicle	0	2
Rescue, Police Assistance	0	22
Dumpster, Rubbish, Grass, Brush, Leaves	4	30
Hazardous Materials/Clean up	4	16
Investigative Alarm	10	57
False Alarm	10	36
Mutual Aid/Standby	1	3
Carbon Monoxide Investigation	4	13
Water Related Incidents/Pump-Outs	<u>2</u>	<u>4</u>
<b>Total</b>	<b>39</b>	<b>211</b>

#### Training Summary

Department Training	Full Scale Exercise	240 hours
Multi/Company Training	Co. # 1 & 4 Fire Control	94 hours
	Co. # 2 & 3 Fire Control	65 hours
Driver Training	Road Time	10 hours
Company #2 Training	Pumps & Procedures	30 hours
Capitol Region Training		2 hours
Exercise Event	Training/Planning	21 hours
Officer Training	D.O.T. Pre-Plan	63 hours
Fire Prevention Training	Open House/School Visits	100 hours
Firefighter Safety & Survival Training		16 hours
<b>Total Hours</b>		<b>641 hours</b>

#### FIRE MARSHAL

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

INSPECTIONS	22
INSPECTION FOLLOW-UPS	32
PLAN REVIEW	1
JOB SITE INSPECTIONS	2
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	4
COMPLAINTS	5
HAZ/MAT	1
BLASTINGS	3

#### Incidents:

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

#### Fire Marshal's Activities:

- Attended the monthly Cedar Mountain Commons Men's Club Breakfast and reviewed various fire prevention topics with the group.
- Conducted the annual review of the towns Emergency Operations Plan for DEMHS.
- Attended the monthly Capital Region Fire Marshals Association meeting in Avon.
- Attended the quarterly Task Force- 51 meeting in Rocky Hill.
- Participated in a multi-agency town wide emergency exercise at the old Cedarcrest Hospital site.
- Attended the Democratic Party's Awards Brunch at the Hartford Liederkrantz Club recognizing State Representative Sandy Nafis on her retirement and thanked her for her support on behalf of the fire service.
- Met with a representative from the Marriott Residence Inn in Rocky Hill who provided free vouchers to be provide town residence who may be displaced by fires or other emergencies.
- Attended the Annual Department Picnic at Churchill Park.
- Participated in the Annual Fire Prevention Open House at Fire Headquarters.
- Attended the monthly Board of Fire Commissioners meeting at Company #5.
- Attended the funeral for Hartford Firefighter Kevin Bell who died in the line of duty on October 7, 2014.

- Met with a visiting firefighter from Seville Spain at fire headquarters to review our equipment; we also visited the Old Firehouse Museum.
- Visited the monthly company drill at the training tower: Live Burn Training.
- Conducted the quarterly Local Emergency Planning Committee at town hall.
- Attended a Funeral Mass for retired Blue Hills Fire Chief Art Gold in Windsor.
- Conducted the Annual Balf-Town Committee meeting at town hall.
- Attended the monthly officers training session at DOT Headquarters: Pre Plan Tour.
- Attended a Reducing Residential Injury and Line of Duty Death training session at the state fire academy.
- Attended a 9-11 Memorial Committee meeting at fire headquarters.
- Attended the Annual Region #3 Division of Emergency Management and Homeland Security Fall Meeting with the Deputy Commissioner at the Public Safety Complex in Hartford.

## **HIGHWAY DEPARTMENT**

### **Administration**

- Continued to meet with residents to discuss various issues and concerns.
- Attended project coordination meetings with Engineering Department throughout the month
- Attended quarterly LEPC meeting.
- Attended three day webinar for Low Impact Development projects.
- Attended Department Head and Public Works team meetings.
- Continued with contract extension negotiations with MSW and recycling haulers.
- Continued with contract extension negotiations with Covanta Energy for MSW disposal.
- Coordinated vegetation grinding schedule at landfill with bid awarded contractor.
- Coordinated and scheduled crack sealing on Veterans Drive.
- Continued with landfill closure project tasks.
- Coordinated the hiring of leaf seasonal employees.
- Met with DEEP and Engineering to discuss Piperbrook and Millbrook maintenance.
- Met with representatives from CNG to coordinate upcoming projects.

### **Roadway Maintenance**

- Highway operators continued with Landfill material processing.
- Miscellaneous roadway pot hole patching continued throughout the month.
- Continued with roadside litter removal.
- Crews completed the reconstruction of a portion of Martin Kellogg Middle School parking lot.
- Test pits were completed on Oregon Avenue.
- Assisted bid awarded contractor with vegetation grinding at the landfill.

### **Traffic Division**

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted with Food Share and Farmers Market setup.
- Assisted Police Department in relocation/removal of speed boxes.
- Installed new signs and poles at Senior Center.

### **Fleet Maintenance**

- Continued with the preparation of all leaf collection equipment.
- Began seasonal preparation of all snow fighting equipment.
- Continued with scheduled preventative maintenance and unscheduled emergency repairs on all town vehicles and equipment.

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

- Scheduled 881 residential bulk items for collection.
- Scheduled 139 condominium bulk items for collection.
- Scheduled 15 condo/residential scrap metal items for collection.
- 2923 tons of cumulative Municipal Solid Waste were collected from July through September 2014.
- 931 tons of cumulative recyclables were collected from July through September 2014.
- 268 mattresses and 145 box springs collected for the month from July through September 2014.
- Issued 41 permanent landfill permits and 9 temporary permits.

## **TOWN PLANNER**

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

Regular TPZ Meeting on October 8, 2014:

- Approved Petition #44-14: Health Club at 37 Ann Street. CT Workout, applicant.

**Town Planner Activities:**

Approved, Pending, and Future TPZ Applications

- October 1: met with applicant's attorney re permitted uses on Stanwell Avenue.
- October 3: met with property owner re possible ice cream truck on site.
- October 9: met with staff re LID design at residential site.
- October 10: met with applicant's engineers re LID design at residential site.
- October 15: met with applicant's engineer re LID design at commercial site.
- October 21: met with applicant's engineer re commercial site development.
- October 31: met with applicant and town staff re proposed assisted living.

CTfastrak/Amtrak Corridor Planning:

- None

Grant-Funded Project Activities

- October 9: submitted electrical vehicle grant application to Town Manager.

Boards and Committees

- October 2: attended ZBA meeting.
- October 8: attended TPZ meeting.
- October 21: attended Central CT Health District ACHIEVE meeting in Rocky Hill.
- October 31: met with EDC Chairman to review support to EDC.

Miscellaneous:

- October 1: attended CRCOG fair housing seminar at the Lyceum in Hartford.
- October 3: attended meeting of Senior Center re-accreditation work group.
- October 6: site visit re street trees at Rockledge Drive.
- October 7-10: attended daily one-hour LID webinar.
- October 9: attended evening reception at Middlewoods assisted living center.
- October 23-24: attended annual regional planning conference.
- October 29: attended Aging in Place seminar at LOB in Hartford.
- October: received and responded to or initiated approximately 564 emails to and from to citizens, applicants, staff and elected/appointed officials.
- October: received and responded to approximately 41 phone calls from citizens, applicants, staff and elected/appointed officials.

**TOWN ENGINEER**

- During the month of October, thirty-six excavation permits were issued:
  - 14 gas lateral permits
  - 17 driveway permits
  - 3 gas main permits
  - 1 Catch Basin
  - 1 Sidewalk
- 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. Final restoration efforts including trench restoration, milling and paving of the roadway sections are now completed on both Church Street and Windmill lane. Additionally, VMS (MDC contractor) has commenced final restoration efforts that include operations consisting of, but not limited to: curb and apron installation, backfilling and seeding of new curb line and restoration of the staging area.
- The Town Engineer attended the monthly Inland Wetland meeting as staff Agent.
- The Town Engineer attended a TPZ Special Meeting on site at the Packard's Way Subdivision.
- The Town Engineer attended a seminar\meeting on the proposed DEEP MS4 permitting. The Town Engineer attended a seminar on F.O.I. (Freedom of Information).
- The Town Engineer attended a webinar on L.I.D. (Low Impact Development), design, implementation.
- The Town Engineer continues to meet with the M.D.C. as they further develop plans for the Cedar Street and Willard Avenue area. This M.D.C. project (2011-73) will involve upgrades to both water and

sewer infrastructure at the above prescribed locations. Engineering has coordinated meetings with various town departments and stakeholders (B.O.E., Housing Authority) directly related by the proposed activities. The M.D.C. currently estimates the project at 80% design completion with bidding scheduled for the spring.

- Engineering has participated in the necessary construction survey to facilitate the road test pits commenced by the Public Works crews at Olympia and Oregon Streets. Engineering has completed the traditional field survey as the preliminary activity in preparation for drafting and design scheduled for the later winter months. Design will include; an estimated cost, drainage analysis (edge drain as needed), improved horizontal and vertical geometry as necessary.
- 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.
- The Town Engineer and Highway Superintendent attended an annual field inspection (with DEEP officials) of the Piper Brook channel area adjacent to Brookside Road. The intent of meeting is to discuss yearly maintenance operations to be conducted by DPW staff. The maintenance includes cutting of the grass and small vegetative brush along the top of the channel.
- The Engineering staff has been monitoring (spot observations) the progress and improvement associated with the Harvest Ridge Subdivision. The Subdivision is located between Shady Hill Lane and Rockledge Drive. Currently, the remaining four (4) parcels have been prepared (blasted) for foundation installation. The roadway base has been installed including all drainage and utilities in preparation for the sites. The binder course of pavement is schedule to installed in the month of November.
- Engineering staff continues to review roadway excavation permits for private contractors and utility companies. This ongoing process requires research of town owned drainage systems and other infrastructure located within the Town R.O.W. Engineering has recently met utility companies in the field in an effort to field evaluate designs (alignments) such that town roadways and infrastructure is better preserved.
- Engineering staff is currently preparing estimates for the C.I.P. (FY 2015-16). These estimates are both for engineering related infrastructure and other projects for various departments. The preparation of these estimates will require research, field reconnaissance (or survey), conceptual design and calculation efforts.

## **BUILDING DEPARTMENT**

- A Building Application was applied for to build the shell only for a medical office building at 2272 Berlin Turnpike.
- A Demolition Permit was issued to demolish the National Welding Building located at 690 Cedar Street.
- A Building Application was issued to build a new Single Family house to be located at 16 Birch Street.
- There were two Certificates of Occupancy issued in October. One residential – 29 Packards Way. One commercial – 2190 Berlin Turnpike for a spa.
- Seminars attended by our Inspectors for their continuing education credit were:
  - D. Jourdan - New England Municipal Building Officials Seminar – October 6-8, 2014  
Overview of changes to the IBC – October 15, 2014
  - R. Smith - Overview of Changes to the IRC – October 15, 2014
  - D. Jourdan - New England Municipal Building Officials Seminar – October 6-8, 2014  
Overview of changes to the IBC – October 15, 2014
  - A. Hanke - Overview of Changes to the IRC – October 15, 2014

Building Department activity for the month of October was as follows: The Inspectors completed a total of 202 Inspections. They were: Above Ceiling (1), Apartment Inspection (5), Boiler (1), CO (4), Decks (10), Electrical (20), Final (72), Footing (3), Framing (9), Gas Line (24), Insulation (4), Mechanical (3), Plumbing (1), Roofing (2), Rough (33), Sheds (1), Siding (3), Site Visit (5), Work without permits (1).

- The total number of Building/Renovation Permits issued for the month of October was **227** producing a total permit value of **\$3,676,787.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	46	756,019.00
DECK	3	0.00
DEMOLITION	1	300,000.00
ELECTRICAL	55	189,895.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	4,195.00
GARAGE / SHED	0	0.00
MECHANICAL	52	313,197.00
NEW COMMERCIAL	1	1,500,000.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	1	228,000.00
OTHER	1	0.00
PLUMBING	30	84,182.00
POOL	1	40,000.00
ROOFING / SIDING	28	254,949.00
SIGN	5	6,350.00
TENT	0	0.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>227</b>	<b>\$3,676,787.00</b>

The total Building income fees received in the month of October was **\$43,485.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$385.00, Environmental \$0.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$65.00, Driveway / Excavation \$2450.00 Engineering copies \$192.00. The other total income is \$3092.00.

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

	<u>2014</u>	<u>2013</u>
Value of Permits issued for October:	\$3,676,787.00	\$3,717,256.50
Fees for Permits issued for October:	\$43,485.00	\$57,528.00
Other income Fees for October:	\$3,092.00	\$3,795.50
Building Permits Issued for October:	227	277

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

<u>2014-2015</u>		<u>2013-2014</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$8,497,678.00	\$102,415.00	\$9,114,891.50	\$126,729.00

## HUMAN SERVICES

- The Food Bank assisted 163 households, with 813 bags of groceries distributed. 340 households have been determined eligible and registered for the holidays so far.
- Open Air Market served 135 households during 2 bi-weekly distributions this month. A third scheduled date had to be cancelled because the Foodshare truck broke down.
- The Clothing Closet served 25 households, providing 29 bags of clothes.
- The Special Needs Fund assisted 5 households with 6 bills, 5-utility, 1-housing.
- The Social Casework Program continues to be busy with 113 cases. 41 were new referrals.
- The Youth and Family Counseling Program had a caseload of 11, two of which were new. Clinicians provided 35 clinical therapy sessions with a total of 43 clinical service hours.
- A Depression Forum was held on October 8<sup>th</sup> to provide valuable information and resources for the community. Depression screening was also offered.
- Youth Mental Health First Aid was offered to the community on Saturday, October 18<sup>th</sup>. 7 people completed the certification course.

- Staff are very busy preparing for the upcoming holiday programs. Volunteers play a major role in assisting with the preparations and days of distribution. Thanksgiving food baskets will be distributed the week before Thanksgiving.
- Several staff attended evening community presentations offered in other communities related to mental health.
- Director Karen Futoma and Social Worker Pam Wassik, transported and accompanied several CERT members to the annual Citizen Corps Conference on emergency response. It was a great conference, which included a keynote speaker who was severely injured from the Boston Marathon bombings.
- Director Karen Futoma and Carol LaBrecque attended a full day ADA conference held at the Senior & Disabled Center.
- A new updated department brochure was finalized and will be available in November.
- Several staff were involved in the planning of the next statewide meeting to be held in Newington to form a Task Force on Hoarding. The next meeting is in November.
- The Challenge Course had a great month with 12 groups scheduled. More groups will be out in November before we close it for the winter.
- SCORE registrations are up 15% from last year! Weather has been great, so youth enjoyed many outdoor adventure based activities, plus a trip to the Haunted Graveyard at Lake Compounce.
- The NHS Self-Awareness class met twice this month.
- 28 youth and 8 Newington police officers are participating in the Adventure Builds Bridges with Youth & Police program. The program kicked off on October 18<sup>th</sup> out at the Challenge Course.
- SUCCESS (formerly ROPE with 6<sup>th</sup> grades) ran at MKMS with 5<sup>th</sup> graders in the Health & Wellness classes.
- There was 1 request for community service. 40 hours were completed.
- There were no JRB referrals this month.
- Several staff attended workshops, trainings and meetings throughout the month.

**October 2014 Statistics**

<b>Selected Programs</b>	<b>FY 14-15 Undp. Total This Month</b>	<b>FY 14-15 Undp. Total Last Month</b>	<b>FY 14-15 Cum. Undp. Total YTD</b>	<b>FY 13-14 Cum. Undp. Total YTD</b>
<b>Youth and Family Counseling</b>	<b>11</b>	<b>11</b>	<b>16</b>	<b>44</b>
<b>Positive Youth Development</b>	<b>380</b>	<b>358</b>	<b>1449</b>	<b>1192</b>
<b>Information and Referral</b>	<b>928</b>	<b>739</b>	<b>2840</b>	<b>1877</b>
<b>Social Casework Cases</b> Under 55 = 54 Over 55 = 59	<b>113</b>	<b>106</b>	<b>225</b>	<b>205</b>
<b>Food Bank Households</b>	<b>163</b>	<b>171</b>	<b>694</b>	<b>625</b>
<b>Special Needs</b>	<b>5</b>	<b>11</b>	<b>37</b>	<b>39</b>

## **SENIOR AND DISABLED CENTER**

- In 2003 the Senior and Disabled Center became the first in the state to be Nationally Accredited through the National Institute of Senior Centers. On October 1<sup>st</sup> and 3<sup>rd</sup>, the Center kicked off a Self-Assessment process that will lead to its third Accreditation. Center staff, staff of other Town Departments, community professionals and Center participants have been recruited to participate.
- The Center held its Annual Membership Meeting on October 10<sup>th</sup>. A 'state of the center' presentation was followed by hot and cold hors d'oeuvres provided by Jefferson House.
- A new 8 week session of the Aging Mastery Program started on October 1<sup>st</sup>. This is an innovative approach to presenting information critical to aging well that the Center co-developed with the National Council on Aging and that is being replicated across the country.
- A reception was held for the official naming of the organic vegetable garden created by a self-directed team of volunteers through funding provided by the ACHIEVE initiative and Jefferson House. Resident Jean Henry's entry into the naming contest was selected and the garden is now known as "The Giving Garden". The WalMart Foundation awarded a \$2,000 grant toward the project that will be used for next year's development.
- The Central Connecticut Health District held the two Newington flu shot clinics at the Center on October 3 and 14.
- Primary Eye Care Center presented a program about eye care issues such as glaucoma, cataracts, dry eyes, macular degeneration, floaters and eye lid surgery on October 9<sup>th</sup>.
- Chef Mike from Emeritus at Rocky Hill demonstrated how to make pumpkin cheesecake on October 17<sup>th</sup> and Tina Bradbury from Newington Health Care provided manicures on October 22<sup>nd</sup>.
- LiveWell, a six week program that teaches self management strategies to people with ongoing health conditions or those caring for someone who has a chronic health condition began on October 27<sup>th</sup>. This program, along with the LiveWell Diabetes program that will start in December, are provided through the State Department on Aging and Department of Public Health and are coordinated locally by CCCI, Inc.
- The wiring project started last month was completed. The goal is to provide wifi access throughout the facility. One of the benefits of this will be a capacity to get information from the door-counters that have been installed at all entrances. This will give a more accurate representation of facility use.
- On October 31<sup>st</sup> Mrs. Doubtfire was shown on the big screen. Refreshments were provided by a new homecare business in Town, Visiting Angels of Newington.
- The Center currently has 1558 paid members. There are 795 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 3516 by 584 people.
- Dial-a-Ride provided 1674 trips covering 4373 miles during regular hours. The total number of riders was 123.
- Center staffing was complemented by 635 hours of unpaid service in 241 instances by 53 volunteers.

## **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 Asst. Bldg. Inspector, Richard Smith.
- Superintendent met with representatives from MDC.
- Superintendent met with Athletic Director, Christopher Meyers.
- Superintendent and park staff worked with the coordinator for the Waterfall Festival.

### Recreation Division

- Most Fall Programs have already begun and have been ongoing throughout the month of October.
- The Newington High School Indoor Pool opened for recreational swimming on Monday, September 29<sup>th</sup>, and will be open for residents to swim on most Monday, Wednesday and Friday evenings throughout the school year.
- K. Gallicchio met with team representatives from the Men's Basketball League on October 16.
- The Women's Volleyball 6-team league started on October 14.



- Boys' Travel Basketball has added a 4<sup>th</sup> grade team—due to space constraints, all games will be played at facilities in other towns.
- Youth Basketball brochure for students in Grades K through 8 was distributed to schools—program will begin in December.
- The Annual Children's Halloween Party was held on October 25 in the Community Center. Over 170 children attended with their parents. The Newington High School Girls Swimming and Diving Team volunteered at the event.

#### Upcoming – Recreation Division

- The Winter 2015 Program Guide will be distributed to Newington residents as an insert in the December issue of Newington Life, which is scheduled for distribution during the week of November 21<sup>st</sup>. Most winter programs will begin the first week of January.
- A dance for Newington students in grades 7 & 8 will be held on Friday, November 7<sup>th</sup> from 7-10 p.m. at the Mortensen Community Center Gymnasium.
- Grades 9 through 12 Youth Basketball program planning will begin shortly—program will start in early December.
- A special Youth Basketball Registration Day (Grades K through 8) will be held at Dick's Sporting Goods on the Berlin Turnpike on Saturday, November 8.
- S. Glasson and B. Till will be attending the Connecticut Recreation & Parks Association Annual Conference on November 24<sup>th</sup> & 25<sup>th</sup>.
- The 6<sup>th</sup> Annual 'Fat Friday' Zumba fundraiser will be held on Friday, November 28<sup>th</sup> from 9:00 – 10:15 a.m.

#### Parks and Grounds

- Crew members refinished the basketball court in the Mortenson Community Center.
- Ben Breitzkreutz(GKIII) continued to repair irrigation problems at Newington High School.
- Crew members have begun the repair of several baseball fields in town. This includes the adding of silt to the infields and the cutting out of dangerous lips on the infields.
- There were ten interments in town cemeteries this month.
- Division personnel were offline a total of 30 days this month.

#### LIBRARY

- The library will be open on Sundays beginning November 17. Sunday staff are attending refresher training to go over building and computer procedures for the weekend.
- Staff said good-bye to Reference Librarian Terri Planco who retired after working 14 years at the library. Terri's position will be posted soon.
- A fun adult reading program titled "Trick or Treat" was offered for 3 weeks in October. Patrons checked out books that were wrapped in newspaper and labeled only by genre, ie: mystery, fiction or non-fiction. Patrons did not know what they checked out until they got home and unwrapped them. All books were recommended by staff members. It was a great way for patrons to discover new authors. After reading the book, patrons filled out a bookmark to tell us if the book was a trick or treat. All returned bookmarks were entered into a drawing that will be held in November. Of the 243 books that were wrapped, 202 were checked out.
- Children's librarian Michelle Royer did a presentation for the Special Education Alliance of Newington. Library staff took advantage of programs and workshops offered by the Connecticut State Library and the Connecticut Library Consortium including *Making Cents of Financial Literacy*, *Technology Tools for Librarians* and *3D Printing/ Makerspace at Libraries*.
- Staff have been working hard to shift the fiction collection and the teen collection to try to make more room for the library's collection. The children's department did the same thing and moved shelving units to accommodate the collection so patrons could browse it more easily. The music CD collection which is still very popular despite increased popularity of digital music is being recataloging in some areas to make it easier for patrons to find what they are looking for.
- The Newington High School Community Outreach Student Council made approximately 1,000 paper origami cranes that are on display at the library. A large group of students came to the library early on a Saturday morning and spent 3 hours covering the ceiling in the Children's department with these cranes. Cranes are a symbol of peace and hope and it is believed that if a thousand cranes are made that your wish will come true. The story is based on the book *Sadako and the 100 Cranes*.
- The children's department presented 27 programs to 1,722 children and their caregivers. The first session of a new program, *Ready for Kindergarten*, began at the end of October. Parents and pre-kindergarten children listened to stories and participated in different learning stations in the children's

program room. Two *Half-Day Fun* programs were held on the two Tuesdays that Newington schools let out early. Games, and activities including pumpkin decorating courtesy of *Outback Steakhouse* were offered. The children's staff began hosting school visits to the library for elementary school-aged students and their teachers to show them how to use the library and all of the materials and services that it has to offer. Other highlights include *Cozy Stories*, *Construction Club*, *Cookbook Club* and *The Legend of Sleepy Hollow*. In addition, staff continued with regular story times and outreach to daycares.

- Programs for teens and adults numbered 14 to a combined audience of 197. Programs for teens included *Teen Nail Art* and Newington High School book club. Highlights for adult programs included *Those Were the Days: Reliving the 1940s* presented by the Connecticut Historical Society, *Cooking Off the Shelf* book club and *Brown Bag it With A Documentary: Explore the Arts*, a showing of 4 documentaries that explore different facets of the performing arts.
- The Friends of the Library are in full swing preparing for the fall book sale that will be held on November 21 - 23 at the Newington Senior and Disable Center.
- In technology news:
  - The library's new ILS *Sierra* and the new public online catalog *Encore* experienced many connectivity problems during the month of October that caused the software to slow down and/or freeze. This connectivity was not a local problem. The company that owns this product had a nationwide connectivity problem with many of the libraries using this software. It has been a very frustrating problem for the staff to deal with when trying to help patrons and/or do their work and for patrons trying to use the catalog. Staff found ways to work around some of the problems and everyone was pitching in to help out where needed when the software wasn't working properly. Many people including Assistant Director Karen Benner, the town IT staff, our library consortium staff and tech people from Innovative have been working to resolve it. These problems were still unresolved by the end of the month.
  - Several technology programs were offered during the month. *Instagram Basics*, *Teen Tech Troubleshooting* and *Tech 4 U* a new one-one tech trouble shooting program that allows a person to schedule 45 minutes with a librarian to help with technology.
  - The Town IT department began installing new computers for staff that included Windows 7 and Office 2013. After all of staff receive their computers, IT will begin installing new computers for the public. The library has been on the list to receive new computers for several years. Staff is very thankful to get them.
- Despite all of the problems with the library ILS, it did not affect people's ability to use the library and checkout library materials. 31,689 items circulated, an 18% increase from the previous year. 18,316 entered the building, an 8% increase and 5,078 reference questions were answered by the adult and children's reference staff, a 13% increase from last year. Use of downloadable media was up 15%. 3,002 ebooks including children's *Tumblebooks* and audio books were downloaded. 194 songs were downloaded or streamed from *Freegal* and 121 digital magazines were downloaded. Popular online resources included *PebbleGo: Animal* database, *Atomic Learning*, *Morningstar*, *Consumer Reports* and *Health and Wellness Resource Center*.
- In facility related issues, some of the repair work for the three dormers that are located on the second floor in the children's department was done. These dormers have been leaking water into the building during most rainstorms for a while. Tom and Shawn from the Town Facilities department fixed the exterior part of the damaged dormers and will be completing the work inside soon. The roof area is also going to be repaired soon to prevent the leaking from happening again. The area is protected now to prevent more water damage until the roof is repaired. Parks and Grounds did a fall clean-up of the library lawns and gardens. They did a great job. Parking is still a major problem. There are still days that there is no parking when the library opens at 10 am.
- The Library Board of Trustees House Committee did a walk-thru of the library on a Saturday morning in October. This is an annual event for the board to look at all areas of the building both interior and exterior and make a list of tasks that need to be done to keep the library in good shape. The board has funded some of the tasks like reupholstering furniture or buying chairs for the teen area over the years. One project that the board is currently funding is the renovation of the Lienhard Meeting Room to make it a more multi-functional and tech-friendly space. Painting was done and repairs are being made to the windows to make them more energy efficient. In November, a new flat screen will be installed to allow this room to be used for training purposes for both the public and staff. Window treatments will be added to finish the room and combat the glare from the sun during the day.

Topics of Interest:

1. Information on ancient Mesopotamia Books about character traits.

2. Assignment on world bridges.
3. Necrotizing ulcerative gingivitis.
4. Books in certain Lexile levels.
5. History of Rocky Hill.

MONTHLY CIRCULATION REPORT				
OCTOBER 2014				
	2014	2013	Gain/Loss	%Gain/Loss
<b>CIRCULATION</b>				
ADULT	19,530	18,486	1,044	5.65%
CHILDREN	11,431	7,632	3,799	49.78%
YOUNG ADULT	728	679	49	7.22%
DVD'S	5,199	7,081	-1,882	-26.58%
<b>Digital Services</b>				
DOWNLOADABLE BOOKS	3,694	3,350	344	10.27%
DOWNLOADABLE MAGAZINES	121	256	-135	-52.73%
DOWNLOADABLE MUSIC	194	151	43	28.48%
DOWNLOADABLE MOVIES	9	3	6	200.00%
E-READERS	15	10	5	50.00%
<b>Other</b>				
MUSEUM PASSES	47	38	9	23.68%
<b>TOTAL CIRCULATION</b>	<b>31,689</b>	<b>26,797</b>	<b>4,892</b>	<b>18.26%</b>
<b>CUMULATIVE CIRCULATION YTD</b>	<b>134,962</b>	<b>128,925</b>	<b>6,037</b>	<b>4.68%</b>
DAYS OPEN/MONTH	26	26	0	0.00%
AVG. DAILY CIRC./MONTH	1,219	1,031	188	18.26%
PATRON COUNT	18,316	16,921	1,395	8.24%
AVG. PATRON COUNT	704	651	54	8.24%
SELF CHECKOUT CIRC#	0	329	-329	
REGISTRATIONS-ADULT	53	84	-31	-36.90%
REGISTRATIONS-JUVENILE	14	13	1	7.69%
TOTAL # CARDHOLDERS	11,445	11,919	-474	-3.98%
CONNECTICARD	8,037	7,173	864	12.05%
RETURNS	21,171	21,310	-139	-0.65%
SUNDAY CIRCULATION	0	0	0	
SUNDAY PATRON COUNT	0	0	0	
<b>PUBLIC SERVICES</b>				
REFERENCE QUESTIONS - ADULT	3,607	3,036	571	18.81%
REFERENCE QUESTIONS - CHILD	1,471	1,450	21	1.45%
TOTAL REFERENCE QUESTIONS	5,078	4,486	592	13.20%
COMPUTER USE ADULT & TEENS	2922	3698	-776	-20.98%
COMPUTER USE CHILDREN	433	236	197	83.47%
TOTAL COMPUTER USE	3,355	3,934	-579	-14.72%
IN-HOUSE DATABASE SEARCHES	8,893	9,647	-754	-7.82%
REMOTE DATABASE SEARCHES	3,545	349	3,196	915.76%
WEBSITE VISITS	7,862	6,794	1,068	15.72%
HOLDS ON SHELF PULLED	1,587	739	848	114.75%
ILL--LOANS	2,588	930	1,658	178.28%
ILL--BORROWS	1,856	606	1,250	206.27%
PROGRAMS CHILDRENS	70	73	-3	-4.11%
PROGRAMS CHILDRENS ATTENDANCE	1,722	1,688	34	2.01%
PROGRAMS TEEN	3	4	-1	-25.00%
PROGRAMS TEEN ATTENDANCE	30	33	-3	-9.09%
PROGRAMS ADULT	11	17	-6	-35.29%

PROGRAMS ADULT ATTENDANCE	167	350	-183	-52.29%
NOTARY	11	19	-8	-42.11%
VOLUNTEER HOURS	194	181	13	6.91%
MEETING ROOM USAGE-OUTSIDE GOUPS	20	19	1	5.26%
MEETING ROOM USAGE-INHOUSE	59	62	-3	-4.84%
STUDY ROOM USAGE	295	213	82	38.26%
<b>COLLECTION INVENTORY</b>				
ITEMS ADDED	1,360	1,208	152	12.58%
ITEMS DELETED	1,315	689	626	90.86%
TOTAL LIBRARY HOLDINGS	184,704	180,539	4,165	2.31%

*#Out of service for the month*