



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: May 22, 2015
Re: Monthly Report – April 2015

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 Town Hall renovations, CIP Committee and social media.
- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Mr. Salomone continued to meet with
- various departments regarding budget requests for the upcoming fiscal year and with the Town Council regarding the proposed budget.
- Mr. Salomone attended the Human Services Volunteer Dinner and the Lucy Robbins Welles Library Annual Volunteer Breakfast.
- 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.
- Mr. Salomone attended the Little League Opening Day Ceremony.

Legal Services

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

Rome (Modern Tire/Firestone) - \$70,844.66

Murtha (Toll Bros) \$15,198.20

Overtime

Paid overtime during the month of April 2015 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	47.3	\$ 2,179.14
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 681.64
ROAD MAINTENANCE	4.0	\$ 206.44
TRAFFIC DIVISION	8.0	\$ 377.68
SWEEPING	40.0	\$ 1,570.04
BUS GARAGE DRAINAGE	40.0	\$ 1,774.32
TOTALS	155.3	\$ 6,789.26

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Ball Field Preparation	105.0	\$ 4,009.00
Cemetery	27.0	\$ 1,028.00
TOTALS	132.0	\$ 5,037.00

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	\$ 5,345.92	\$ 6,734.00	\$ 2,218.06
Patrol	607,287.00	613,680.25	641,951.00	501,021.50
Investigation	79,169.00	81,382.54	77,883.00	50,318.97
Communication	161,160.00	150,010.23	118,117.00	69,882.66
Education/Training	117,276.00	98,276.68	121,801.00	58,907.32
Support Services	34,189.00	22,301.98	39,878.00	17,069.13
Animal Control	5,546.00	0.00	5,546.00	0.00
Total	\$ 1,011,686.00	\$ 970,997.60	\$ 1,011,910.00	\$ 699,417.64
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,622.00	\$ 24,273.85	\$ 29,225.00	\$ 17,738.05
Snow and Ice Control	145,534.00	173,226.53	137,119.00	175,551.78
Traffic	4,665.00	1,950.26	5,684.00	2,388.48
Vehicles and Equipment	29,363.00	24,368.77	28,981.00	16,053.53
Leaf Collection	50,000.00	38,808.10	55,937.00	37,720.33
Total	\$ 259,184.00	\$ 262,627.51	\$ 256,946.00	\$ 249,452.17
PARKS AND GROUNDS				
Parks and Grounds	\$ 75,588.00	\$ 121,202.52	\$ 91,968.00	\$ 116,382.98
Cemeteries	18,007.00	13,086.98	16,971.00	11,497.40
Total	\$ 93,595.00	\$ 134,289.50	\$ 108,939.00	\$ 127,880.38

PERSONNEL

- The Chief of Police position is posted with a closing date of April 8, 2015.
- A job posting for the vacant Library Technician position was posted to the AFSCME union from February 4 – 10, 2015. No internal applications were received. A public job posting for the position was posted on February 18 with a closing date of March 6, 2015. Beth Mendelsohn was promoted to the position effective May 18, 2015.
- The Superintendent of Parks & Recreation retired April 14th. The Superintendent of Parks & Recreation position was posted on March 20th with a closing date of April 24, 2015. Interviews for the position of Superintendent of Parks & Recreation will begin on May 12th.

RISK MANAGEMENT

2014-15 Blue Cross/Blue Shield Plan Year

The ninth month of the 2014-15 plan year produced a combined paid claim total that was higher 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 March 2015 were \$893,973. 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 March, 2015</u>		
	Town	Board of Education	Total
Estimated Claims	1,516,887	6,123,933	7,640,820
Actual Claims	1,458,832	5,686,321	7,145,153

FACILITIES MANAGEMENT

The Facilities Director attended the Town Hall Building Committee meetings and the Public Works Team meeting during the month of April.

Work Order Completions

- The Facilities Maintenance Department has completed 51 formal work orders during the month of April at various Town Buildings.

Library

- The software upgrade to the HVAC Energy Management System has been completed that will result in greater utility savings. The maintenance department has completed all of the A/C tune-ups throughout the building.

Town Hall

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Work continues on the installation of the new emergency generator by CT Electrical Company and they are upgrading and making sure that all IT circuits will be tied into the new generator to make sure there is no interruption of services during a power outage.

Senior Center

- The Maintenance Department has completed their tune-ups to all of the rooftop A/C Units. All OSHA violations have been addressed and completed.

Highway Garage

- Repairs and changes were made to address all of the OSHA violations.

Police Department

- The Maintenance Department has completed all of the rooftop A/C tune-ups and have installed new PVC drain lines that were damaged by the harsh winter on all the A/C units.

Parks & Grounds Building

- Repairs and changes were made to address all of the OSHA violations.

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:
 - Completing 137 work orders.
 - Updating and installing firmware and patches on the Town's virtual infrastructure.
 - Updating the firmware on the Town's virtual server hosts.
 - Assisting AT&T and Police Department staff with their E-911 Next Generation cutover. Newington was the third agency to be migrated to the new system.
 - Overseeing the application of Microsoft Windows updates on the town's servers.
 - Replacing a faulty module on a network switch.
 - Assisting the Police Department's NICE Recorder vendor with installation of a software module of the departments voice/call recorder.
 - Planning the system upgrade for the Town's video management system.
 - Providing Geographic Information Services mapping assistance to the Town Tree Warden (On-demand), Town Engineer (Side Walk Planning), Board of Education (Planning Purposes), Town Planner (Housing Analysis & Open Space Zoning Study) and Economic Development (Planning Purposes).
 - Upgrading the Library's Deep Freeze software application.
 - Upgrading the Assessor's Office Personal Property application.
 - Working with the Library's vendor on the deployment of new security cameras.
 - Supervising the installation new data cabling at the Library for a new RFID system and security cameras.
 - Installation of new switches in the town's main distribution frame closets in preparation of a core switch replacement project.
 - Re-configuration of two HP switches for re-deployment at the Senior and Disabled Center and Library as part of the core switch upgrade project.
 - Reconfiguring a Library application to write to a network drive location to assist with backups.
 - Reconfiguring the Revenue Collector and Assessor's Office copier to scan to file and scan to email after a hard drive replacement.

- Configuring and deploying new workstations for use in the Senior and Disabled Center Computer Lab. Internet access for the computers will be provided as part of a program between the Town's Information Technology team, Library and Senior and Disabled Center via the Connecticut Educational Network (CEN).
- Configuring, testing and deploying Adobe Flash and PDF Writer software applications to all town computers.
- Deploying new computer and user management software on the Library Patron network.
- Reconfiguration of CASSIE software application for Library staff and Library patrons.
- Configuration of two Apple iPads for use and testing of a regional Fire Department application.
- Finalizing a specifications and hardware selection for an upcoming wireless network project.

FINANCE

Accounting and Administration

- Town Council meetings for FY 2015-16 budget were completed during the month.
- On April 21st, the Town's FY2015-16 budget of \$113.6 million was adopted with a mill rate of 35.80.
- Changes to the 2015-16 Town Council Adopted Annual Budget and Long-Range Capital Improvement Plan documents got underway during the month.

During the month the Town received the final payment of the ECS grant in the amount of \$6,546,974 and the Transportation for Public Education Grant in the amount of \$229,869. 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)
4/30/2015

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2014-15</u>	<u>Actual Year to Date</u>	
General Fund	\$46,350	64,006	\$31,785,066
Special Revenue Funds	5,000	5,487	3,985,570
Capital Projects Funds	800	1,212	1,029,695
Internal Service Fund	2,400	2,010	1,947,403
Trust and Agency Funds	2,400	2,289	979,083
TOTAL, ESTIMATED BY FUND			\$39,726,818

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
4/30/2015

	<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	0.16	0.16	880	1,097	\$13,552,805
Bank North	0.20	0.20	706	1,419	2,033,053
People's Bank	0.32	0.32	2,646	2,733	10,061,266
Santander Bank	0.35	0.35	2,171	2,819	7,550,675
Farmington Bank	0.35	0.35	2,098	2,819	6,529,019
Total Outstanding Investments					\$39,726,818

Rates reflect avg. monthly yield, annualized

Assessor

- The Assessor's office went through a conversion of the Computer Assisted Mass Appraisal (CAMA) database from Vision 7.0 to eQuality during the month. eQuality is the firm contracted to assist with the 2015 revaluation which will be ongoing until January 2016. Data mailers were sent out to approximately 8,000 homeowners and 2,000 have been returned. eQuality staff has established an office in town hall where revaluation activity will occur. Assessor's staff received initial training in the use of the new software system. At this time this software system is only available through remote dial up and is not located within the Newington IT department. This new software system will be available on line towards the end of the year. Until then this office will enter data into Vision software for internet use.
- Real estate deeds were read and entered in the computer assisted mass appraisal system through the middle of April.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut were sent out to 240 homeowners. There are 25 of those accounts that have not yet applied for this benefit and the deadline is May 15, 2015.
- Income and Expense forms were prepared and mailed out to 518 owners of commercial real estate. The Assessor's office received 80 of those forms during the month. Electronic forms have been placed on the Assessor website.
- M13 & M13C&H reports of the 2014 grand list were submitted to the State of Connecticut in a timely manner.
- Two court appeals for the October 1, 2014 grand list were received during April. These will probably be heard during the summer months.

Revenue Collector

- April Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$251,519. The Supplemental Motor Vehicle taxes collected were \$17,477.67 and \$52,080.26 was collected for prior year taxes.
- The percentage of collections this year is in line with April of 2014.
- The Constables and Sheriff are still collecting on Alias Tax Warrants.
- The Revenue Collector and Assistant Revenue Collector attended a meeting held by the Hartford County Tax Collectors. A representative from the Secret Service spoke about the art of counterfeit money and gave tips on identifying the money as it is being passed more often.
- The staff in the tax office is preparing various reports and making changes daily to tax accounts and verifying information for the new 2014 Grand List.
- Per CT State Statute, Liens were recorded on the land records for 202 real estate tax accounts which were still outstanding for the 2013 Grand List.
- For the past two months the Revenue Collector has been working with taxpayers on their delinquent real estate accounts. Currently, seventeen properties are eligible for Tax Sale.

TOWN CLERK

- There were 458 documents filed on the land records during April.
- There were 54 transfers for a total of \$5,351,910. State conveyance tax collected was \$40,089 and \$13,380 was collected in Town conveyance tax.
- Thirteen Foreclosure Registrations were filed during the month.
- The office recorded 112 mortgages, 70 liens, 154 releases, and 31 probate documents and 202 Town tax liens.
- Staff issued 84 certified copies of vital records & catalogued 12 burial permits & three cremation certificates.
- Total monthly revenue from copies was \$2,597—copy revenue from the Town Clerks' Portal generated \$1,066.
- The office catalogued five liquor permits, six Trade Name certificates, 21 notarized signatures and seven Notary Public commissions.
- Fifty documents were electronically filed on the land records for total revenue of \$5,811.
- The Town Clerk's office issued 37 dump passes to Newington residents during the month.
- On April 9th, Town Clerk, Tanya Lane, received the 2015 Holbrook Award in recognition of her years of service to her (Westbrook) community conducted with dignity and distinction. Mrs. Lane was feted at a dinner at Waters' Edge with over 150 people in attendance. She was also presented with a Citation from the Connecticut General Assembly commemorating her accomplishments.

- The Town Clerk attended the annual Connecticut Town Clerks Spring Conference held in Bristol where she delivered the luncheon invocation. Mrs. Lane earned a certificate in recognition of completing a four hour course in Disaster Planning, Response and Recovery.

DATA SUMMARY APRIL 2015				
	<u>April - 15</u>	<u>April - 14</u>	<u>FY 14/15 to Date</u>	<u>FY 13/14 to Date</u>
Land Record Documents	458	485	4262	4424
Dog Licenses Sold	27	14	483	544
Game Licenses Sold	164	197	584	610
Vital Statistics				
Marriages	8	6	183	143
Death Certificates	40	39	262	270
Birth Certificates	38	33	240	208
Total General Fund Revenue	\$ 29,452.28	\$ 35,382.19	\$ 378,036.51	\$375,609.29
Town Document Preservation	\$ 984.00	\$ 1,114.00	\$ 9,936.00	\$ 10,171.00
State Document Preservation	\$ 614.00	\$ 694.00	\$ 4,846.00	\$ 6,646.00
State Treasurer (\$36 fee)	\$ 11,052.00	\$ 12,492.00	\$ 107,352.00	\$114,805.00
State Treasurer (\$127 fee)	\$ 5,080.00	\$ 5,207.00	\$ 39,497.00	\$ 50,165.00
State Treasurer (\$110 fee)	\$ 4,070.00	\$ 4,620.00	\$ 43,230.00	\$ 41,360.00
Locip	\$ 921.00	\$ 1,041.00	\$ 8,946.00	\$ 9,323.00
State Game Licenses	\$ 1,889.00	\$ 1,790.00	\$ 4,991.00	\$ 5,479.00
State Dog Licenses	\$ 197.50	\$ 159.00	\$ 3,312.00	\$ 3,814.00
Dog Licenses Surcharge	\$ 58.00	\$ 38.00	\$ 1,134.00	\$ 1,344.00
Marriage Surcharge	\$ 152.00	\$ 114.00	\$ 1,425.00	\$ 1,216.00
Grand Total	\$ 54,469.78	\$ 62,651.19	\$ 602,705.51	\$619,932.29

POLICE DEPARTMENT

- The police department continues to work on its recruitment drive as there are several openings. Five candidates have continued in background investigations and polygraphs. The department has also begun a new recruitment drive as well. Written exams for both Certified and Entry Level candidates are being conducted through Police App and CPCA. The closing dates for both processes are in June. Once results are received, the department will set a cut off score and will schedule appointments for oral examinations for the top candidates.
- Police and Youth Grant planning and activities continued in April. Activities and overtime are reimbursed by State of Connecticut.
- Patrol Calls for April are as follows:

Alarm Hold Up Alarm	6	Medical Unresponsive	6	DUI	2
Breach In Progress	10	MVA Fatal	1	Escort Funeral	5
Criminal Mischief Report	1	MVA Injury	15	Escort Other	8
CSO	1	Open Door / Window	12	Escort Tax	5
Customer Dispute In Progress	8	Robbery In Progress	1	Fingerprint	28
Domestic In Progress	17	Shots Fired	1	Fire CO Detector no symptoms	5
Domestic Report	2	Suicide Attempt	1	Fire Trouble Alarm	5
Drug Active	2	Suspicious In Progress	101	Fire Water Problem	3
EDP In Progress	8	Suspicious Report	1	FollowUp	79
Fire Alarm	8	Total	517	Harassment Report	18
Fire Extrication	1	Alarm Commercial Burg Alarm	68	Hazard	34
Fire Hazmat	4	Alarm Resid Burg Alarm	23	Illegal Dumping	3
Fire Other	15	Animal	52	Intoxicated	4
Fire Structure Fire	4	Assault Report	3	Juvenile Complaint	16
Fire Task Force Activation	1	Assist Other Agency	20	K9 Call	7
Fire Vehicle Fire	3	Breach In Progress	1	Landlord Tenant Dispute Report	2
Gun In Progress	1	Breach Report	1	Larceny from MV Report	6
Harassment In Progress	1	Burglary Report	3	Larceny Report	43
Landlord Tenant Dispute In Progress	2	Car Seat	5	Location General	232
Larceny from MV In Progress	2	Ck Welfare 911 hang up	35	Location School	6
Larceny In Progress	17	Check Welfare Other	34	Lockout MV special circ	2
Medical Alarm	20	Clear Lot	10	LTA	2
Medical Cardiac	22	Court Pris / Paperwork to Court	19	Medical Alarm	1
Medical Diabetic	3	Criminal Mischief Graffiti	1	Medical Fall	1
Medical Fall	66	Criminal Mischief Report	7	Medical Other	3
Medical Mutual	2	CSO	11	Medical Stand By	2
Medical Other	127	Customer Dispute Report	2	Missing	5
Medical Respiratory	23	Dog Complaint	35	MV Abandoned	3
Medical Trauma	1	Domestic Report	10	MV Assist	53
MV Complaint Report	14	Drug or Para found	1	MV Complaint In Progress	37
MVA Evading	16	Property Found	11	Suspicious Report	38
MVA Property Only	80	Property Lost	3	Threatening Report	2
Neighbor In Progress	3	Serve Subpoena	1	Tobacco	1
Neighbor Report	8	Serve Warrant	32	Tow	3
Noise	16	Sexual Assault Report	5	Traffic Stop	591
Parking Violation	9	Specific Detail CAD #	103	Trespass In Progress	5
Pistol Permit Temp Permit Issued	12	Stolen MV	5	Trespass Report	2
		Sudden Death	1	Total	2440
		Suspicious In Progress	1		

- Investigations and calls by Patrol Officers in April included:

- Robbery - On April 26, officers were dispatched to the Best Buy store to investigate a robbery that had just occurred. Initial information was dispatched indicating the description of the suspects' vehicle that had fled the scene. Shortly after this, officers observed the vehicle traveling northbound on the Berlin Turnpike. Officers attempted to stop the vehicle, however the operator refused to stop and accelerated at a high rate of speed disregarding numerous traffic signals. Officers did not engage the operator in a pursuit due to state and department policies on pursuits. Upon arrival at Best Buy, officers spoke with a store employee who stated that a large white male had just taken a cell phone and assaulted a Best Buy employee. The complainant played a surveillance video for the officers showing the male grabbing the cell phones from the store counter and running towards the front door. A store employee attempted to step in the man's way near the exit, but the man ran over the employee by pushing the employees face. The suspect then fled in a vehicle north on the Berlin Turnpike. Officers were unable to identify the suspect based on the video and the description of the suspects' vehicle. Officers then turned to the community for help in identifying the suspect. The suspects' picture from the surveillance video was put on local news channels and on the department's Facebook page. The next day, officers had numerous citizens that identified the suspect in the video. The officers were then able to positively identify the suspect and made an arrest a few days later. The suspect was charged with 53a-136 Robbery in the Third Degree, 53a-124 Larceny in the Third Degree, 53a-61 Assault in the Third Degree, 14-222 Reckless Driving, 14-223 Disobeying the Signal of an Officer, and 14-18(a) (2) Failure to Display Number Plates.
- Assault on a Police Officer - On April 14, officers were dispatched to a local motel regarding a naked male who was reportedly trying to break into a motel room. According to the complainant, the naked male ran across the Berlin Turnpike into a parking lot. Multiple officers arrived on scene and began looking for the suspect. A short time later, an officer requested assistance over the police radio. Officers responded to the call and assisted him in apprehending the male suspect. According to the officer, he was checking the area of the motel when he heard a male voice behind him. This male began yelling at the officer and ran at him. The male then struck the officer in the face knocking his glasses to the ground. The officer was then able to get hold of the suspect and requested assistance from other officers. The suspect was then taken into custody with without further incident. The officer sustained a minor scratch to the eye, but refused medical attention. According to the complainant, he was in his motel room and heard pounding at his front door. The complainant opened the door and there was a naked male standing there. The suspect tried to open the door more and the complainant ran out the door towards a friend's house. The complainant then called the police. While the suspect was being detained, it was apparent by the way that he was acting and the fact that he was naked that he was under the influence of some type of drug or alcohol. The suspect was eating grass and dirt and screaming while lying on the ground handcuffed. An ambulance was dispatched to the scene and transported the suspect to the hospital for evaluation. The suspect was evaluated at the hospital and later released into our custody. The suspect was charged with 53a-181 Breach of Peace, 53a-167c Assault on Public Safety Officer, and 53a-167a Interfering with an Officer. He was held on a \$50,000.00 bond.
- In April, Detective Division personnel:
 - Handled 115 investigations.
 - Served 36 arrest warrants, 31 by Patrol Officers and 5 by Detective Division personnel
 - On April 1st, Detectives were called to a residence in response to a report of a sudden death. The deceased, a resident of the home, was discovered by a family member who had been unable to reach him on the telephone. Newington Detectives and personnel from the Office of the Chief Medical Examiner conducted an initial investigation. Detectives processed the scene for physical evidence and conducted an interview with the individual who discovered the deceased. The cause of death in this case is currently undetermined and investigation is continuing.
 - During the month of April, Detectives have continued their work on numerous applicant background investigations of individuals who have applied for employment with this agency.
- In April, the Community Service Officers (CSO):
 - Represented the police department at Tunxis Community College's Law Enforcement Career Fair on April 2nd.
 - Spoke with Rooster Company regarding their patrons disobeying the 1 hour parking on Main Street. Requested signage be made visible in the restaurant to cut down on the violations. This has been a location check for the month of April. In checking with complainants, Carvel and Newington Bike, there appears to be some improvement.

- o Attended an Internet Safety presentation put on by Scott Driscoll of State Capitol Police at John Wallace. Officer Driscoll has an extensive background in Internet Safety and the Community Service Officer was able to gain valuable information to bring back to the STEP UP program.
- o Held Scam, Vehicle and Residential Safety meeting for the deaf community at Senior and Disabled Center with Detective Feeney.
- o Spoke to Pre K kids at Creative Playtime regarding Community Helpers and 911 Safety.

CR/NIBRS Selected Crimes

Type of Crime	March 2015		March 2014	
	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	1	0	0	0
Forcible Rape	3	0	1	0
Robbery	0	0	1	\$
Assault	11	0	17	0
Burglary	10	\$ 60,315	1	\$ 341
Larceny Theft	57	\$ 30,572	36	\$47,430
Auto Theft	5	\$ 42,575	0	0
Totals	87	\$133,462	56	\$47,771

- o During the month of March 2015, the police department arrested 81 adults: 1 for manslaughter, 10 for assaults, 1 for fraud/forgery, 1 for weapons, 12 for narcotic violations, 3 for offenses against family & children, 13 for DUI, 16 for larceny and 23 for other miscellaneous offenses.
- Police Department Overtime
 - o Comparison
 - OT March \$ 130,929 1 holiday
 - OT April \$ 139,876 3 pay periods and 2 holidays
 - Total increase \$ 8,947
 - o There was one officer in the Academy for training, four officer vacancies, two officers on light duty and one on injury leave in March. These vacancies in Patrol have an impact on the overtime for a total of 7 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum, but overtime costs will rise with this many vacancies in the schedule.
 - o In the month of April, there was one officer in field training, four officer vacancies, and three officers on light duty. These vacancies in Patrol have an impact on the overtime for a total of 8 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum, but overtime costs will rise with this many vacancies in the schedule.
 - o Administration overtime of \$727 is a decrease of \$1,356. (Holiday overtime \$727).
 - o Patrol overtime of \$104,024 is an increase of \$34,963. Calls included domestic calls, motor vehicle accident investigations, larceny, burglary, DWI arrests, Fatal accident investigation, domestics, drug arrests, Sergeants meetings, court appearances, warrants, search warrants, holdovers, booking process, two holidays \$24,000, and overtime for time off/vacancies.
 - o Detective Division Overtime of \$4,128, is a decrease of \$21,188. Overtime included an investigation in a motor vehicle fatality. Other overtime included serving warrants, accident investigation, and scene processing.
 - o Communications overtime of \$18,181 is an increase of \$6,825. Overtime included several time off leaves, staffing for weekends to allow for 2 dispatchers on for all shifts, and holiday Overtime \$5,500.
 - o Education overtime of \$10,643 is a decrease of \$6,512 for training classes. Training for ERT firearms, FTO training, mental illness, violence against women, and child safety seat installation.
 - o Support Services overtime of \$2,173 is a decrease of \$3,785. Overtime included coverage for time off, Youth Council meeting, and participation in the Newington showcase event.
 - o ACO overtime was \$0.

FIRE DEPARTMENT – APRIL 2015 INFORMATION

- The following is a report of the activities of the Newington Fire Department for the month of April, 2015. During this period fire department members responded to 44 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	April 2015	10 Months Activity
Residential	5	45
Commercial, Industrial, Office	1	16
Hospital, School	1	11
Vehicle	3	12
Rescue, Police Assistance	3	46
Dumpster, Rubbish, Grass, Brush, Leaves	8	44
Hazardous Materials/Clean up	3	36
Investigative Alarm	8	130
False Alarm	3	72
Mutual Aid/Standby	3	9
Carbon Monoxide Investigation	5	41
Water Related Incidents/Pump-Outs	<u>2</u>	<u>28</u>
Total	44	490

Training Summary

Multi/Company Training	1 & 3 Live Fire Operations	80 hours
Multi/Company Training	2 & 4 Live Fire Operations	72 hours
Capitol Region Training		8 hours
Officer Training	Battery Operated Rescue Tools	40 hours
Training Division	Pre-Burn Training	12 hours
	Aerial Operations Training	8 hours
	Driver Training Truck-1	9 hours
	Pump Training	5 hours
Department Training	CT Fast Track	72 hours
Company Training #1	Hose Line Operations	18 hours
Company Training #2	Pump Operations	32 hours
Company Training #3	Brush Fire Procedures	30 hours
	Lost F/F Large Area Search	18 hours
Company Training #4	Foam Procedures/Deck Gun	32 hours
	Ladders	14 hours
	Building Pre-Plans	8 hours
Public Information Officer	CT State Class	64 hours
Task Force Training		3 hours
Total Hours		525 hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of April, 2015.

INSPECTIONS	16
INSPECTION FOLLOW-UPS	35
PLAN REVIEW	0
JOB SITE INSPECTIONS	5
FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	7
COMPLAINTS	6
HAZ/MAT	0
BLASTINGS	4

Incidents:

- There were no significant fire incidents or injuries reported in May. Responded to **19** fire calls during May.

Fire Marshal's/Chief's Activities:

- Attended a Memorial Service for Nicole Kummer; daughter and granddaughter of Warren and Louis Kummer of Company #1 at Newington Memorial.
- Attended the quarterly Task Force-51 meeting in Rocky Hill.
- Attended a meeting with DOT and town staff to review the Cedar Street (Rt. 175) Bridge Replacement Project; construction schedule and lane closures.
- Attended a meeting with the Training Staff to review new training materials and methods and mandated requirements.
- Attended an organizational meeting for a new Community Emergency Response Team training certification class at fire headquarters.
- Issued a Blasting Permit to the Balf/Tilcon Plant on Hartford Avenue.
- Attended the monthly Board of Fire Commissioners meeting at Company #4.
- Attended a retirement party for Parks & Recreation Superintendent Bruce Till at Town Hall.
- Attended a meeting of the 9-11 Memorial Committee at fire headquarters.
- Attended the quarterly meeting of the Capital Region Emergency Planning Council in Hartford.
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Responded to a Task Force Activation in Berlin along with Engine-6 to assist with a large brush fire.
- Attended a Rock Cats ball game in New Britain with the members of Company #3.
- Attended the wake and funeral for Retired Fire Commissioner and Company #3 Captain James Giansanti Sr. at Newington Memorial.
- Conducted the monthly Command Staff meeting at fire headquarters.
- Attended the monthly staff meeting at Town Hall.
- Attended the quarterly department drill at Town Hall; topic: CTfastrak Policy and Procedures.

HIGHWAY DEPARTMENT

Administration

- Continued to meet with residents to discuss various issues and concerns.
- Attended project coordination meetings with Engineering Department.
- Attended Department Head and Public Works team meetings.
- Attended Superpave Seminar at UCONN.
- Attended State DOT Bridge Project meeting.
- Coordinated meeting with new bid awarded pavement contractor (Tilcon).
- Met with Town Attorney to discuss MSW disposal contract.
- Attended Blight enforcement meeting.
- Met with contractors regarding various projects.
- Attended LEPC meeting.
- Attended Sidewalk Committee meeting.
- Attended CNG project coordination meeting.
- Participated on interview panel for consulting engineering firms for streetscape project.
- Attended MDC hazardous waste collection day meeting.
- Assisted with Earth Day clean-up efforts.
- Continued with landfill closure project tasks.

Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Crews began town-wide roadway and town building pothole patching, curb and top soil repairs.
- Crews completed sweeping, pothole patching, curb and top soil repairs at all schools.
- Crews completed large patching projects on Louis St., Deming Road and Costello Road.
- Cleaned waterways at Main Street and Grandview Drive.
- Crews began Town wide sweeping.
- Crews began roadside litter removal.
- Crews worked on roadside trimming of branches/tree limbs.
- Repaired catch basins at various locations.
- Completed drainage project at Bus Garage.
- Cleaned catch basins as needed.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted with Food Share setup.

- Assisted Police Department in the disposal of damaged/outdated uniforms.
- Assisted Sanitation Department in repairing/replacing recycling containers.
- Assisted Police Department with the placement of speed boxes.
- Began line striping.

Fleet Maintenance

- Mechanics completed most spring services on Fire Department apparatus and equipment.
- Completed all Park's Department mowers and Highway Department spring services.
- Continued setup of new police vehicles.
- Attended Foundation Brake Clinic.

Sanitation/Recycling/Landfill

- Scheduled 988 residential bulk items for collection.
- Scheduled 116 condominium bulk items for collection.
- Scheduled 44 condo/residential scrap metal items for collection.
- 5886 tons of cumulative Municipal Solid Waste were collected from July through March 2015.
- 2072 tons of cumulative recyclables were collected from July through March 2015.
- 656 mattresses and box springs collected for the month from July through March 2015.
- Issued 92 permanent landfill permits and 17 temporary permits.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on April 8, 2015:

- Approved, with modifications, Petition #07-15: Text Amendments (Section 3.2.5: Hospitals, Sanatoria, Senior Independent Living Facilities, Convalescent or Nursing Homes and Section 9.2: Definitions). Michael Frisbie, applicant.
- Closed the public hearing on Petition #08-15: Special Exception (Section 3.2.5: Continuing Care Retirement Community) at 751 Russell Road. HDC ONE LLC, owner; Amara Community Living LLC, applicant.
- Approved Petition #12-15: Site Plan Modification (Parking Area) at 2272 Berlin Turnpike. Seva Sadan LLC, owner/applicant.

Regular TPZ Meeting on April 22, 2015:

- Approved Petition #08-15: Special Exception (Section 3.2.5: Continuing Care Retirement Community) at 751 Russell Road. HDC ONE LLC, owner; Amara Community Living LLC, applicant; Kari Olson, Esq., CityPlace I, 185 Asylum Street, Hartford CT, contact.
- Approved, with conditions, Petition #06-15: TPZ Approval (Section 3.23.1: Accessory Outside Use) for Fireworks Tent Sale at 56 Costello Road (T-Bowl Lanes). Keystone Novelties Distributors LLC, applicant; CMB Inc., owner; Chris Cook, 201 Seymour Street, Lancaster PA, contact.
- Approved Petition #11-15: Extension to Site Plan Approval (Section 5.3.8: Time Limit) and Special Exception for Hunter Development at 751 Russell Road. HDC ONE LLC, owner/applicant; Kari Olson, 185 Asylum Street, Hartford CT, contact.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- April 1: Met with owner's rep on site re potential pylon sign on Lewis Street.
- April 6: Met with Amara and town staff to review site plan.
- April 14: Met with applicant's engineer to review draft plans on Southeast Road.
- April 17: Met with applicant to discuss recreation activity on Willard Avenue.
- April 22: Met with applicant to discuss relocated rental car agency.
- April 29: Met with applicant's attorney re project on Southeast Road.

CTfastrak/Amtrak Corridor Planning:

- April 8 and 22: presented information to TPZ on possible zoning moratorium on higher-density housing in CTfastrak station neighborhoods.

Grant-Funded Project Activities

- April 15: Attended contract signing for Cedar Village renovation project.
- April 15: Started review of SOQ's from engineering firms re Streetscape Phase VI project on Constance Leigh/Lowrey Place.
- April 27: Site visit re possible STEAP grant for Deming-Young Farm.

Boards and Committees

- April 1: Attended Affordable Housing Monitoring Agency meeting.
- April 10: Attended CCHD ACHIEVE annual breakfast meeting.
- April 8: Attended bimonthly TPZ meeting.
- April 22: Attended bimonthly TPZ meeting.

Miscellaneous:

- April 8: Attended transportation planning training.
- April 20: Attended aging community planning webinar.
- April 8: Attend Public Works departmental staff meeting.
- April 23: Attended fair housing annual training.
- April 24: Attended sidewalk planning staff committee meeting.
- April: Received and responded to or initiated approximately 549 emails to and from to citizens, applicants, staff and elected/appointed officials.
- April: Received and responded to approximately 28 phone calls from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of April, 35 excavation permits were issued:

- 22 Road/Driveway Excavations
- 9 Gas laterals
- 2 Gas main
- 2 Water Service

- Engineering has been providing administrative support as it relates to the environmental consultant hired to provide wetland delineation at the Landfill (closure per DEEP Stewardship Permit). Additionally, Engineering has also provided the technical assistance in the development of an Inland Wetland application for landfill closure. This second application relates to the site (construction) activities necessary to “cap” (properly cover) and transform the existing landfill into a transfer station. The site activities will involve grading, drainage and alteration of the roadway and transfer components. This application was approved at the April 21st, 2015 Inland Wetland meeting.

With the local wetlands approved, staff will focus on the next phase of permitting with the DEEP. The permitting is multifaceted including a stormwater pollution control plan (swpcp) as part of the “*General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities*”. This permitting requirement will be administered concurrently with the DEEP “*Stewardship Permit*” that provides requirements and instruction for the transitioning of the bulky vegetative waste landfill into a transfer station.

- 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 attended the monthly Department Head Staff meeting.
- The Town Engineer attended the monthly CRCOG transportation meeting.
- The Town Engineer attended a seminar at the UConn T2 Center entitled “Superpave”.
- The Town Engineer continues to meet with the sidewalk planning committee with the Town Planner.
- The Town Engineer met with D.O.T. personnel (Bridge Division) and engaged in preliminary discussion for the proposed replacement of a bridge located on S.R. 175 (Cedar Street) over the existing Amtrak rail line. The project is in preliminary design and is anticipated to be awarded and built in the 2017 construction season. The conceptual design plan is to replace the existing (aging) structure (in place) with a pre-cast concrete beam system. This method of construction would allow for the replacement of the superstructure over the course of two weekends, therefore resulting to minor impacts in traffic. This practice of replacement (similar method) was successfully achieved with the replacement of the bridge on S.R. 175 over the “Fastrak” line.
- The Town Engineer continues to meet with the M.D.C. as they further develop plans for future “Clean Water” projects. The Clean Water Project is an initiative derived from an EPA mandate. This multi-billion dollar effort is continuing to evaluate, design and maintain their aging infrastructure within all MDC communities. The M.D.C. is currently under design for Project Contract No. 2014-B63 “Newington trunk Sewer” located between Cedar Street, Elton Drive and Dowd Street. The above reference site is another project under design with the intent of identifying and creating access points (roads, easements, etc.) to facilitate the evaluation of the Newington Trunk Sewer infrastructure. Pursuant to

the evaluation, a determination as to the appropriate maintenance effort will be decided by the MDC. The MDC will obtain all permits (local, state and federal) as required.

- The Town Engineer and Highway Superintendent have continued to re-evaluate the roads scheduled to be milled and paved for the 2015 construction season. As part of this re-evaluation, a coordination effort continues with gas company (C.N.G.) to minimize conflicts with the aggressive installation of gas services. The dynamic and aggressive schedule of CNG is in propelled by the Governor's clean fuel/power initiative. All attempts are being made to dove-tail multiple operations in concert with the road C.I.P. program.

BUILDING DEPARTMENT

- An Application for a Permit for the John Wallace Middle School, located at 71 Halleran Drive, is under review for new exterior envelope to wing of building along with interior fit-out of space to include: drywall partitions, ceilings, finishes and MEP modifications.
- Also, an Application for a Permit for the John Wallace Middle School is under review for abatement - block dismantling of wing #7.
- A Permit was issued for a new single family residence to be built at 4 Deming Farm Road.
- 2 New Building Permits were issued for single family townhouses. They are being built at 46 Harvest Court and 48 Harvest Court.
- Seminars attended by our inspectors for their continuing education were:
 - D. Jourdan - HVAC: New Systems and the New Codes – April 20, 2015.
 - The New Fuel Gas Code – April 23, 2015.
 - A. Hanke - HVAC: New Systems and the New Codes – April 20, 2015.
 - Fire Resistance Rated Construction – April 29, 2015.
 - R. Smith - Fire Resistance Rated Construction – April 7, 2015.
 - HVAC: New Systems and the New Codes – April 20, 2015.
- There were five Certificates of Occupancy issued in April. Three for residential – 80 Harvest Court, 29 Harvest Court and 129 Main Street. Two commercial – 3579B Berlin Turnpike – a dental office and 124 Styles Avenue – a cold storage building.
- Building Department activity for the month of April was as follows: The Inspectors completed a total of 147 inspections. They were: Above Ceiling (1), Apartment Inspection (6) , Boiler (1), CO (6), Damp proofing (1) Drainage (1), Electrical (11), Final (48), Footings (15), Foundation (6), Framing (1), Gas Line (8), Hot Water Heater (1), Insulation (5), Mechanical (1), Plumbing (5), Pools (1), Rough (27), Sill (1), Tank (1).
- The total number of Building/Renovation Permits issued for the month of April was **232** producing a total permit value of **\$5,557,472.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	32	2,504,983.00
DECK	7	36,800.00
DEMOLITION	0	0.00
ELECTRICAL	60	1,101,140.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	4,498.00
GARAGE / SHED	1	5,000.00
MECHANICAL	35	228,656.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	3	651,560.00
PLUMBING	24	127,858.00
POOL	2	13,300.00
ROOFING/SIDING	38	538,195.00
SIGN	7	8,650.00

TENT	1	300.00
SOLAR	20	336,532.00
TOTAL	232	\$5,557,472.00

The total Building income fees received in the month of April was **\$40,457.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$895.00, Environmental \$240.00, Conservation \$400.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$68.00, Driveway / Excavation \$1600.00 Engineering copies \$99.00. The other total income is \$3302.00.

Below is a comparison of the Permit Values for April 2015 and April 2014:

	<u>2015</u>	<u>2014</u>
Value of Permits issued for April:	\$5,557,472.00	\$3,076,202.00
Fees for Permits issued for April:	\$40,457.00	\$37,071.00
Other income Fees for April:	\$3,302.00	\$2,060.25
Building Permits Issued for April:	232	194

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
\$22,277,005.00	\$240,980.00	\$22,094,144.00	\$285,272.00

HUMAN SERVICES

- The Food Bank assisted 138 households with 672 bags of groceries distributed.
- Open Air Market served 214 households during 3 bi-weekly distributions this month.
- The Clothing Closet served 20 households, providing 24 bags of clothes.
The Special Needs Fund assisted 8 residents with 8 bills, 6-utility, 1-appliance and 1-housing. 2 were 60+.
- The Social Casework Program had 93 cases. 26 were new referrals.
- The Youth and Family Counseling Program had 15 active cases. Clinicians provided 46 clinical therapy sessions with a total of 52.25 clinical service hours.
- Middle School SCORE program finished up this month and the Summer Youth Adventure 2015 brochure went online to our website, and emailed and distributed to schools. Registrations began to flow in before the close of April.
- Our new 4th grade SCORE program began this month during April vacation week and will continue through May.
- April ALPS cycles wrapped up at JWMS, with MKMS students finishing up in May. Great weather gave us ample use of the outdoor challenge course. Students were very engaged and enthusiastic.
- The Adventures Build Bridges program with police and youth started off the month with a whitewater rafting trip.
- Summer mentor (LEAD) applications are coming in and staffing is set for the summer youth programs.
- There were 3 requests for community service. 75 hours were completed.
- There was one JRB referral this month. A small grant is allowing us to contract with someone to explore broadening community service placement options in the community as it is challenging for youth (as well as adults) to find sites that are willing and/or able to provide the hours and/or supervision needed.
- The department's annual Volunteer Recognition Dinner was held April 14th with awards given to chosen volunteers along with memorial recognitions for 4 volunteers who passed away.
- Staff attended workshops, trainings and meetings throughout the month.
- CERT training classes continued this month with 11 members who are scheduled to graduate June 18th.
- The department is still watching potential SDE cuts related to Governor Malloy's proposed budget. We receive two vital grants that support our youth programs. We are continuing to monitor this situation.
- Several staff attended a conference on Hoarding that focused on the underlying mental health issues associated with hoarding behavior. Final preparations were made for the upcoming CT Conference on

Hoarding at CCSU on May 4th organized by our statewide working group. It will be a full house as registrations filled to capacity, with waiting lists!

- The annual Youth Adult Council sponsored Hoopla basketball tournament was held on April 2nd Teams of student from all four elementary and both middle schools (4th-8th grade) had some friendly competition. Much of the funds raised support graduating Newington Senior scholarships annually.
- Director Futoma and Coordinator LaBrecque coordinated/attended several meetings related to a fair rent complaint filed, as our department oversees the town's Fair Rent Commission.
- They also attended an ADA conference on housing.
- A large clothing collection was coordinated by Raymour & Flanigan with the items being donated to Human Services. A back-to-school collection is being planned for the summer, as well.
- Pat Meskill, Clinical Services Coordinator attended a restorative justice training workshop.

April 2015 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	15	16	26	89
Positive Youth Development	288	109	2493	2084
Information and Referral	567	634	8392	6175
Social Casework Cases Under 55 = 50 Over 55 = 43	93	88	442	515
Food Bank Households	138	137	1395	1439
Special Needs	8	6	71	104

SENIOR AND DISABLED CENTER

- The Center's Giving Garden moved into a new phase with the first of its community presentations. On April 9th, Master Gardener Kurt Werner facilitated a seed starting workshop. Participants chose their own seeds and started them in pots for re-planting.
- A new program, "Learn Italian and Travel to Tuscany" started this month. Participants will spend five months with retired Yale Professor Monica Georgio learning Italian and then travel to Sienna where they will stay with families for a total immersion experience.
- In what has become a regular part of their curriculum, a group of students from CCSU took a tour of the Center and met with selected participants. The outcome always includes a shift in perspective about older adults as frail to active and independent.
- On April 13th Dr. Durgesh Nagarkatti, Orthopedic surgeon spoke about joint replacement surgery. Bel-Air Manor sponsored this program and provided a catered lunch.
- Participants had two opportunities to learn about CTfastrak this month. Danielle Herbert, Regional Mobility Manager with WayTo Go Connecticut, spoke about transportation options for residents of Greater Hartford. On April 28th staff from CT DOT spoke about the first Bus Rapid Transit System in CT which started on March 28 and the possibilities for related development. There was considerable interest in CTfastrak and, as a result, Ms. Herbert connected the Center with the Kennedy Center, an agency that does transportation training. A series of guided trips are planned to acclimate residents to CTfastrak with the first on May 26th from the Center to Westfarms Mall.

- On April 24th Lucy Robbins Welles Library staff instructed a group of participants in how to make a keepsake planter from an old book. All supplies were provided.
- The Center entered into a new era of sports on April 28th as Pickleball players from the Elmwood Senior Center demonstrated this popular, easy to learn but quick, competitive game. Attendees got to try it out and showed enough interest that we will put it on our activity schedule.
- The Center's self-assessment and accreditation process continued through the month. The hope is that it will be wrapped up by the end of May.
- The Center currently has 1,699 paid members. There are 824 residents registered for Dial-A-Ride.
- The I&R Center team provided 167 units of direct service. These include applications to the LIHEAP (Energy Assistance Program), a process that can take from an hour to several days with follow up, applications to the Circuit Breaker program, and assistance with Medicaid related issues. These are particularly problematic because of the process to contact Department of Social Services staff. Each call requires about an hour of waiting on hold and only one client's issue can be discussed in each call.
- 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 3421 by 512 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs. While Door Counters have been purchased and installed to get a more accurate count of people using the Center, the wireless function has still not been installed and manual reading have been unreliable.
- Dial-a-Ride provided 1400 trips covering 3903 miles during regular hours. The total number of riders was 117.
- Center staffing was complemented by 737 hours of unpaid service in 251 instances by 47 volunteers.

PARKS AND RECREATION

Administration

- Bruce Till officially retired as Superintendent of Parks & Recreation on April 14.
- Job posting for Superintendent of Parks & Recreation ended on April 24.
- Meeting with Lou Jachimowicz and Dick Vida involving school projects and impact on Department's summer programs.
- Meeting with Town Engineer and Board of Education regarding Martin Kellogg paving project.
- Meetings with Town Manager regarding Mill Pond tennis courts and other issues as needed due to Superintendent vacancy.

Recreation Division

- Spring programs started in early April.
- Swim lessons are being offered on Monday and Wednesday nights during the spring to accommodate those looking for lessons before the summer season.
- Interviews for seasonal staff positions are ongoing.
- Registration for the 2015-2016 school years at our Creative Playtime Preschool Program is ongoing.
- The Summer Program Guide was completed and distributed to all Newington residents during the week of April 20th.
- M. Lach ran the Family Fishing Derby which was held on Saturday, April 25th with about 50 children in attendance. This event was made possible with help from organizations including Trout Unlimited, Connecticut Outfitters and the MDC.
- K. Gallicchio attended the Parks & Recreation Board special Board meeting on April 14.
- Residents may now purchase summer pool passes at a discounted rate through May 22nd.
- Summer program registration for residents will begin on Wednesday, April 29th.
- Summer Playground / Playground Pals program information was distributed to students in Kindergarten through grade 7.

Upcoming – Recreation Division

- Interviews for the position of Superintendent of Parks & Recreation will begin on May 12th.
- The 16th Annual Golf Tournament will be held on Monday, May 11th.
- Summer program registration for non-residents will begin on May 13th. Not all programs are available for non-resident registration.
- Men's and Women's Softball Leagues will begin in early May (15 Men's teams and 5 Women's teams).

- Interviews for summer staff will be ongoing throughout the month.
- Comprehensive training for summer staff will begin in mid-May.

Parks and Grounds

- Division members cleaned the flower beds town wide and spread mulch.
- Crew members picked up damaged curbing & repaired lawn areas from the winter's plowing damage.
- Preparation of ball fields and field painting for spring sports were our primary focus this month.
- There were 8 interments in town cemeteries this month.
- Division personnel were offline a total of 29 days.

LIBRARY

- The 2015-2016 library budget was passed on April 21. Of the \$27,000 that was proposed to be cut, \$20,000 was restored. The \$7,000 to be cut from next year's budget will come from the library materials budget.
- At the state level, the potential cuts to the State Library are still a possibility. The library has been informing the public about the ramifications of the cuts to library services and how they can help to maintain these services.
- At the April 28th Town Council meeting, the Council officially gave the go ahead to establish a Library Renovation Building Committee. The make-up would be 2 Town Councilors, 2 Library Board of Trustees and 3 from the public. The Library Board of Trustees will elect 2 trustees to be on the library renovation committee at their next board meeting.
- As of June 1st, the library will no longer offer interlibrary loans via the Request catalog, the State Library's union catalog. The State Library is moving to a new union catalog that should be available sometime in the fall. Until that happens it will take longer to obtain library materials outside of our library's 30 member consortium.
- The library staff held its annual Volunteer Breakfast on April 23. Staff baked and cooked for this breakfast that honored our regular volunteers who do so much for the library. More than 40 very lively volunteers as well as several library board of trustees and Town Manager John Salomone attended. This year to tie in with the summer reading program, the theme was Super Heroes. Staff was encouraged to dress as their favorite super hero. Head of Reference Diane Durette was barely recognizable as a very muscular Superman. Business Manager Lynn Caley was one of the favorites dressed as Wolverine. Her claws were made of library letter openers and gloves and her side burns were large pieces of Velcro.
- The Friends of the Library were busy getting ready for their May books sale the will be held at the Newington Senior and Disable Center on May 1, 2 and 3. They also continued to sell raffle tickets for their Quilt Raffle. The raffle drawing will be held on June 10 at the Friends annual meeting.
- The Library Board of Trustees continues to plan for the 19th Annual Newington 5K Challenge road race that will be held on Sunday, May 17. We are hoping for sunny and cool running weather.
- The 2015 Newington Information Packet was completed. Copies are available at the library and online on the library's website.
- In April, 20 programs were offered to 1,471 and their caregivers. Highlights included *A Day in the Life of Samantha, an American Girl*, followed by a *1900's Formal Lunch*, *LEGO Junior Makerspace*, *Babies, Books, Bounce and Bubbles* and a *Family Earth Day Celebration* which included making games out of recycled items. In addition to the many outreach programs to the pre-schools and daycares, the children's staff was busy preparing for summer reading visits to all of the elementary and middle schools.
- Programs for teens and adults numbered 17 to a combined audience of 345. Programs for adults included *A Talk about Alzheimers*, *A Day in the Life of Downton Abbey with the Victorian Lady*, *Getting Unstuck* and "Movies & More" with a showing of *The Theory of Everything*. Teen programs included *Taste of Korea* and *Teen Crafternoon*.
- Library staff did a Refined READS program at the Senior Center on April 24. 15 adults made book planters from repurposed books.
- In technology news, the RFID tagging continues. Our great volunteers, Assistant Library Director Karen Benner and Head of Collection Management Jeanette Francini are working hard to tag the entire collection. Karen Benner worked with the IT department to prepare for the May deployment of new computers for the public. Technology programs for the public included *Get to Know Your iPhone*, *Pinterest 101*, *Tech 4 U* and *Troubleshooting with Teens*.
- In personnel news: Beth Mendelsohn was hired as the new full-time Children's Library Technician. She will begin her new position on May 18th. Head of Children's Services, Pat Pierce represented the library

at the Newington Public Schools Educational Technology Committee goal setting session. Karen Benner was on an interview panel for a Children's Technical Assistant at the Cora Beldin Library in Rocky Hill. Karen also attended the Computers in Libraries Conference in Washington, D.C. The Connecticut Library Association Annual Conference was held in Mystic, CT. Eight staff members enjoyed a very informative conference.

- In Facility: We had electrical work and data wiring done in preparation for the RFID hardware installation. Additional outlets and data ports were added to handle new equipment. At the same time we had more electrical outlets and data ports added to the library to handle the computer hardware that has been added over the years. Security cameras were added to several areas in the library for safety reasons and to monitor high theft areas. The HVAC was not working properly during the month. There were workmen at the library who were trying to get the computer system to work properly. We had a leak in the adult fiction area. Some caulking had to be repaired on the roof. No books were damaged.

Topics of note that were researched this month included:

1. Electricity rates in CT.
2. Historical spy thrillers for teens.
3. How to build a wooden tug boat.
4. 2015 Nutmeg books.
5. Qigong DVDs.

MONTHLY CIRCULATION REPORT				
LRW LIBRARY				
APRIL 2015				
	2015	2014	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	17,852	20,191	-2,339	-11.58%
CHILDREN	9,965	10,753	-788	-7.33%
YOUNG ADULT	700	868	-168	-19.35%
DVD'S	5,566	6,649	-1,083	-16.29%
Digital Services				
DOWNLOADABLE BOOKS	1,896	2,356	-460	-19.52%
DOWNLOADABLE MAGAZINES	262	201	61	30.35%
DOWNLOADABLE MUSIC	107	510	-403	-79.02%
DOWNLOADABLE MOVIES	299	2	297	14850.00%
E-READERS	6	14	-8	-57.14%
Other				
MUSEUM PASSES	160	79	81	102.53%
TOTAL CIRCULATION	28,517	31,812	-3,295	-10.36%
CUMULATIVE CIRCULATION YTD	314,861	315,947	-1,086	-0.34%
DAYS OPEN/MONTH	28	28	0	0.00%
AVG. DAILY CIRC./MONTH	1,018	1,136	-118	-10.36%
PATRON COUNT	15,912	17,312	-1,400	-8.09%
AVG. PATRON COUNT	568	618	-50	-8.09%
SELF CHECKOUT CIRC#	0	443	-443	
REGISTRATIONS-ADULT	59	83	-24	-28.92%
REGISTRATIONS-JUVENILE	44	58	-14	-24.14%
TOTAL # CARDHOLDERS	13,610	11,604	2,006	17.29%
CONNECTICARD	7,297	7,696	-399	-5.18%
RETURNS	20,270	23,071	-2,801	-12.14%
SUNDAY CIRCULATION	1,315	1,491	-176	-11.80%
SUNDAY PATRON COUNT	722	828	-106	-12.80%
PUBLIC SERVICES				
REFERENCE QUESTIONS - ADULT	3,419	3,453	-34	-0.98%
REFERENCE QUESTIONS - CHILD	1,584	1,721	-137	-7.96%
TOTAL REFERENCE QUESTIONS	5,003	5,174	-171	-3.30%
COMPUTER USE ADULT & TEENS	3477	3410	67	1.96%
COMPUTER USE CHILDREN	381	391	-10	-2.56%

TOTAL COMPUTER USE	3,858	3,801	57	1.50%
IN-HOUSE DATABASE SEARCHES	1,862	3,686	-1,824	-49.48%
REMOTE DATABASE SEARCHES	4,350	6,174	-1,824	-29.54%
WEBSITE VISITS	8,757	7,050	1,707	24.21%
HOLDS ON SHELF PULLED	1,937	974	963	98.87%
ILL--LOANS	2,691	887	1,804	203.38%
ILL--BORROWS	1,924	751	1,173	156.19%
PROGRAMS CHILDRENS	62	67	-5	-7.46%
PROGRAMS CHILDRENS ATTENDANCE	1,471	1,818	-347	-19.09%
PROGRAMS TEEN	6	4	2	50.00%
PROGRAMS TEEN ATTENDANCE	44	8	36	450.00%
PROGRAMS ADULT	11	13	-2	-15.38%
PROGRAMS ADULT ATTENDANCE	301	477	-176	-36.90%
NOTARY	8	15	-7	-46.67%
VOLUNTEER HOURS	205	150	55	36.67%
MEETING ROOM USAGE-OUTSIDE GOUPS	19	19	0	0.00%
MEETING ROOM USAGE-INHOUSE	81	66	15	22.73%
STUDY ROOM USAGE^	251	207	45	21.55%
COLLECTION INVENTORY				
ITEMS ADDED	1,523	1,168	355	30.39%
ITEMS DELETED	1,007	307	700	228.01%
TOTAL LIBRARY HOLDINGS	181,124	182,920	-1,796	-0.98%

#self check out terminal is out of service

^One study room is currently closed for staff usage