



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: March 20, 2015
Re: Monthly Report – February 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 submitted his proposed FY 2015-16 budget to the Town Council.
- Mr. Salomone and Mayor Woods presented the annual State of the Town address on February 26, 2015.
- 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 retirement ceremonies for retiring Police Officers Johnson and Rugens.

Legal Services

The legal amounts for the February monthly report are as follows:
Rome (Modern Tire/Firestone) - \$64,858.16

Murtha (Toll Bros) \$15,198.20

Overtime

Paid overtime during the month of January 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	17.1	\$ 949.69
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 789.60
ROAD MAINTENANCE	7.8	\$ 365.01
TRAFFIC DIVISION	5.3	\$ 223.72
SNOW	1477.6	\$ 71,269.31
TOTALS	1523.8	\$ 73,597.33

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	60.0	\$ 2,010.00
Snow/Ice	903.0	\$ 31,004.00
TOTALS	963.0	\$ 33,014.00

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	\$ 2,535.32	\$ 6,734.00	\$ 1,690.69
Patrol	607,287.00	440,593.21	641,951.00	416,274.20
Investigation	79,169.00	51,936.40	77,883.00	36,534.48
Communication	161,160.00	120,470.93	118,117.00	53,930.37
Education/Training	117,276.00	70,475.19	121,801.00	37,588.04
Support Services	34,189.00	14,169.32	39,878.00	4,965.06
Animal Control	5,546.00	0.00	5,546.00	0.00
Total	\$ 1,011,686.00	\$ 700,180.37	\$ 1,011,910.00	\$ 550,982.84
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,622.00	\$ 18,145.16	\$ 29,225.00	\$ 14,785.00
Snow and Ice Control	145,534.00	106,540.08	137,119.00	161,798.89
Traffic	4,665.00	1,220.03	5,684.00	1,635.27
Vehicles and Equipment	29,363.00	22,031.84	28,981.00	14,206.33
Leaf Collection	50,000.00	38,808.10	55,937.00	37,720.33
Total	\$ 259,184.00	\$ 186,745.21	\$ 256,946.00	\$ 230,145.82
PARKS AND GROUNDS				
Parks and Grounds	\$ 75,588.00	\$ 93,445.69	\$ 91,968.00	\$ 106,227.92
Cemeteries	18,007.00	10,756.80	16,971.00	9,442.72
Total	\$ 93,595.00	\$ 104,202.49	\$ 108,939.00	\$ 115,670.64

PERSONNEL

- The Chief of Police position is posted with a closing date of April 8, 2015.
- Master Police Officer James Johnson and Detective Mike Rugins retired effective February 27, 2015. The Police Officer hiring process is ongoing.
- 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.

RISK MANAGEMENT

2014-15 Blue Cross/Blue Shield Plan Year

The seventh 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 January 2015 were \$862,013. 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 January, 2015</u>		
	Town	Board of Education	Total
Estimated Claims	1,179,801	4,763,059	5,942,860
Actual Claims	1,117,740	4,391,066	5,508,806

FACILITIES MANAGEMENT

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

Work Order Completions

- The Facilities Maintenance Department has completed 57 formal work orders during the month of February at various Town Buildings. The Maintenance Department is continuing Ongoing OSHA repairs to all town owned buildings until the final report is received and can be signed off by OSHA.

Library

- Work continues on upgrading the HVAC Energy Management System. The maintenance department did another excellent job on maintaining and repairing a broken hot water pipe in the 1st floor women's bathroom due to the extreme cold weather which lead to minimal damage and property losses. Repairs & modifications were made to all HVAC Equipment by Environmental Controls Systems and the Maintenance Department to coincide with the Energy Upgrade.

Town Hall

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur.

Senior Center

- The maintenance department made repairs to 2 heating water line breaks due to the cold weather that resulted in minimal damage. Repairs were made to the cafeteria overhead rollup door & the office rollup door, due to fire inspection failures by the Fire Marshall.

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 1845 Help Desk Tickets.
- Configuration, installation and deployment of computers in Parks and Recreation, Human Services, Town Manager's Office and Senior and Disabled Center.
- Upgrading a software application, Easy Street Draw, used by Police Department staff for completing accident reports.
- Troubleshooting hardware server issue with the video management server.
- Supervising the installation of new data/telephony wiring at the Senior and Disabled Center.
- Updating network access and folder security permissions for departments that were migrated from the town's old network domain to the town's new network domain.
- Holding training sessions for Microsoft Office 2013 Productivity Suite.
- Renewing software maintenance contracts.
- Providing Geographical Information Systems (GIS) mapping data and analysis for the Town Planner (Town Landfill Project), Engineering Department (Wetland Mapping), and Assistant Town Planner.
- GIS mapping edits and additions to the towns address file.
- Researching a \$14,124 telephone service invoice sent to the Town by Frontier Communications. Research determined the invoice was supposed to have been sent to the State of Connecticut (E911 telephone services/telephone circuits).
- Setup and take down of various equipment at the State of the Town presentation.
- Migrating the Revenue Collector and Assessor's Quality Data Services application from the town's old network domain to the town's new network domain.
- Migrating the Highway Department's RTA Fleet Management application from the town's old network domain to the town's new network domain.
- Migrating the Finance Department's Image Onsite application from the town's old network domain to the town's new network domain.
- Automating the software deployment of Quality Data Services applications for future network deployments.
- Updating database backup tasks for Quality Data Services, Vision Appraisal CAMA, and Public Safety Computer Aided Dispatch and Records Management applications.
- Supervising the setup and installation of new wireless data modems for Police Department vehicles.

- Network setup and configurations for new wireless data modems to be used by the Police Department. The data modems provide police staff with remote access to police and town applications from mobile data terminals.
- Modifying network firewall rules to facility access to Public Safety CAD and RMS for Wethersfield Police Department staff over the State of Connecticut's Public Safety Data Network.
- Automating the software deployment of the town's financial application client, Munis Financials, to end users.
- Assisting New Canaan Police department with procedures on how to access the Regional License Plate Reader (LPR) system hosted here in the town's data centers.
- Modification of network, firewall and virtual private networking application policies to allow public safety modems to securely communication with network resources.
- Preparing desktop images for new computer deployments.
- Mr. Boutot attended various staff, department and regional meetings throughout the month of February.

FINANCE

Accounting and Administration

- A mid-year financial update and appropriation transfers were presented and adopted by the Town Council. These transfers were recorded onto the Town's accounting system.
- Ms. Harter, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meetings which they attended on February 5th and 19th.
- On February 11th a meeting was held with the Town's agent of record, Lockton Benefits in order to review the 2015-16 health benefits renewal.
- Ms. Harter assisted with compilation of information for the State of the Town on February 26th.
- Several tasks associated with the 2015-16 budget were undertaken by Ann Harter and Lisa Rydecki during the month in order to meet the February 27th, submission deadline to the Town Council.

Major grants received during the month included the second installment (50%) of the Town Aid Road grant in the amount of \$207,694 and the Municipal Grants in Aid of \$863,254. The Town also received \$1,012,699 in School Building Grants for the reimbursement of renovation costs associated with the Wallace Roof, Martin Kellogg S.T.E.M. and Newington High School Music Room projects. 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)
2/28/2015

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2014-15</u>	<u>Actual Year to Date</u>	
General Fund	\$46,350	46,978	\$43,104,466
Special Revenue Funds	5,000	4,251	3,994,517
Capital Projects Funds	800	984	1,029,467
Internal Service Fund	2,400	1,759	2,895,324
Trust and Agency Funds	2,400	1,752	978,546
TOTAL, ESTIMATED BY FUND			\$52,002,320

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

2/28/2015

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.15	0.14	1,139	887	\$10,418,925
CLASS PLUS	0.01	0.01	6	6	926,795
Bank North	0.20	0.20	862	90	10,530,927
People's Bank	0.32	0.32	2,205	2,053	10,055,886
Santander Bank	0.35	0.30	2,109	287	10,045,685
Farmington Bank	0.40	0.40	3,075	1,869	10,024,102
Total Outstanding Investments					\$52,002,320

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 February.
- Appointments for 14 appeals to the Board of Assessment Appeals held in March were made by the Assessor's office. All properties under appeal were sent individual notices. More than half of the appeals were taken by owners of commercial properties.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut commenced during the month. This will be an ongoing program as applications will be taken through May 15, 2015. Approximately 500 letters were sent out to current and future applicants to inform them of the need to submit income information.
- Required reports of the 2014 grand list were submitted to the State of Connecticut.
- The contract for the October 1, 2015 revaluation with eQuality Valuation Services, llc was signed. The revaluation utilizes software from that company. The conversion of data from Vision to eQuality was started. Data mailers were prepared to send to all property owners.

Revenue Collector

- Revenue Collections for February for Real Estate, Personal Property & Motor Vehicles amounted to \$2,678,820. The Supplemental Motor Vehicle taxes collected were \$166,217 and \$39,828 was collected for prior year taxes.
- This year's February collections are in line with last year's collections of 98%.
- Delinquent statements were sent to 3,425 taxpayers who did not pay on their Real Estate, Personal Property, Motor Vehicle, or Motor Vehicle Supplemental bills. Alias Tax Warrants will be issued beginning near the end of March to Constables and the Sheriff for collection.

TOWN CLERK

- There were 355 documents filed on the land records during February.
- There were 42 transfers for a total of \$6,129,165. State conveyance tax collected was \$56,209 and \$18,410 was collected in Town conveyance tax.
- There were three sizable sales during the month:
 - 65 Louis Street sold for \$1.6 million from R.G. Schaller Management Company to PRB Realty.
 - Commerce Court Realty, LLC sold property at 46 Commerce Street to Fenn Road Realty, LLC for \$540,000.
 - There was one residential sale at 21 Trotter Lane for \$401,000.
- Six Foreclosure Registrations were filed during the month.
- The office recorded 85 mortgages, 23 liens, 113 releases, 36 assignments and 24 probate documents.
- Staff issued 111 certified copies of vital records & catalogued 13 burial permits & four cremation certificates.
- The office catalogued three liquor permits, 17 Trade Name certificates and five Notary Public commissions.
- Newington revenue generated through the Connecticut Town Clerks' portal was \$902 for the month. This income represents copy fees for land record images which subscribers access & print remotely.

Our local portal currently displays images from 1989 up to the minute. As we are able to scan more land record volumes, this service will become more beneficial to our constituents and more valuable to the Town.

- Twenty-six documents were electronically filed on the land records for total revenue of \$2,627.
- The Town Clerk continued to work with the Finance Department to streamline a workable system for reporting the monthly breakdown of the fees collected from e-recorded documents.
- Annually, in conformance with Connecticut General Statutes §7-14, a Land Record Auditor must carefully examine the land record indexes noting, in writing, any corrections or omissions. This list is given to an authorized staff member whose task is to correct each error or omission. When all the corrections for the preceding year have been completed, this list is then certified and sent to the State Library. The errors and omissions for 2014 were completed in February.
- The annual billing for certified copies of birth certificates, marriage licenses and death certificates was completed. Each year, the Town Clerk, acting in the capacity of Registrar of Vital Statistics, must invoice every town that was issued a certified copy of a vital record from the Town of Newington throughout the year. Certified copies of these vital statistics are also forwarded to the Department of Public Health on a monthly basis.
- On February 24th the Town Clerk attended a Hartford County Town Clerks breakfast meeting. Discussion centered around proposed legislative reform regarding the Registrars of Voters.
- On February 26th the Town Clerk attended the annual State of the Town breakfast meeting sponsored by the Chamber of Commerce and presented by the Mayor and Town Manager.

DATA SUMMARY FEBRUARY 2015				
	<u>Feb. - 15</u>	<u>Feb. - 14</u>	<u>FY 14/15 to Date</u>	<u>FY 13/14 to Date</u>
Land Record Documents	355	293	3278	3575
Dog Licenses Sold	15	20	444	513
Game Licenses Sold	28	37	345	334
Vital Statistics				
Marriages	17	12	170	130
Death Certificates	9	19	189	191
Birth Certificates	8	17	181	142
Total General Fund Revenue	\$ 34,225.41	\$ 21, 683.93	\$ 309,175.22	\$ 306,245.26
Town Document Preservation	\$ 836.00	\$ 768.00	\$ 7,686.00	\$ 8,289.00
State Document Preservation	\$ 570.00	\$ 428.00	\$ 3,634.00	\$ 5,184.00
State Treasurer (\$36 fee)	\$ 10,116.00	\$ 7,704.00	\$ 85,608.00	\$ 94,249.00
State Treasurer (\$127 fee)	\$ 4,445.00	\$ 3,429.00	\$ 28,956.00	\$ 39,878.00
State Treasurer (\$110 fee)	\$ 2,970.00	\$ 3,740.00	\$ 31,790.00	\$ 33,220.00
Locip	\$ 843.00	\$ 642.00	\$ 7,134.00	\$ 7,610.00
State Game Licenses	\$ 31.00	\$ 229.00	\$ 2,474.00	\$ 3,126.00
State Dog Licenses	\$ 128.50	\$ 168.00	\$ 3,020.00	\$ 3,489.00
Dog Licenses Surcharge	\$ 46.00	\$ 58.00	\$ 1,048.00	\$ 1,256.00
Marriage Surcharge	\$ 114.00	\$ 57.00	\$ 1,197.00	\$ 931.00
Grand Total	\$ 54,324.91	\$ 38,906.93	\$ 481,722.22	\$ 503,477.26

POLICE DEPARTMENT

- The police department continues to work on its recruitment drive as there are several openings. Eight candidates proceeded on to polygraphs and background investigations. There is currently one candidate still in backgrounds.
- MPO Jim Johnson and Detective Mike Rugens retired effective February 27, 2015. A Retirement Reception was held in their honor on February 27th.
- Police and Youth Grant planning and activities took place in February. This included Mountain climbing interaction with Police and Youth. Activities and overtime was reimbursed by the State of Connecticut.
- Due to a malfunction in the CAD System, Patrol Call Stats are not available this month.
- Investigations and calls by Patrol Officers in February included:
 - **Domestic Violence** - On 02/24/2015 officers responded to a local business for the report of a domestic dispute. As officers responded, they were advised by the dispatcher that a female caller stated her boyfriend had forced his way into her business and had assaulted her.
When officers arrived, they found two males standing outside the business. Officers then spoke with the complainant who stated that her ex-boyfriend and a friend had come unannounced to bring her a drink. She stated that he was not welcome there and that over the past couple of days she has told him to stop contacting her. The complainant asked the ex-boyfriend to leave several times but he refused. She then attempted to walk away from him and close the doors behind her, but he followed her and pushed the doors open. At one point the complainant tried to get away from the ex-boyfriend but he grabbed onto her. They struggled and she was able to get away and call the police.
The ex-boyfriend was taken into custody and charged with disorderly conduct and unlawful restraint. The friend was not charged in the incident and released from the scene.
 - **Breach of Peace** - On 2/14/15, Newington Police received a 911 call from a complainant. The complainant stated that a male who was driving a vehicle next to him pulled out a handgun as they were involved in a road rage incident on Cedar Street. The complainant advised the police department dispatchers that the vehicle was driving westbound on Cedar Street towards New Britain.
New Britain Police were advised of this incident and responded to the area. As Newington Police units responded to the area, they were advised that the vehicles were now on Route 9 Southbound.
New Britain Police units were able to locate the vehicles in their city and detained the operators. During the stop of the vehicles, officers located a 9mm handgun in one of the vehicles.
Officers then spoke to both operators. They determined that both operators were on Cedar Street when one vehicle cut in front of the other without signaling. This vehicle continued to change lanes and then cut in front of a second vehicle. This vehicle then cut back in front of the complainant almost causing the two vehicles to hit.
As the two vehicles stopped at a red light, the complainant rolled down his window and confronted the operator of the second vehicle verbally. This operator then challenged the other to a physical fight. The complainant, who is licensed to carry a firearm, then pulled out a black semi-automatic pistol and displayed it.
The light then changed to green and both vehicles drove away from the intersection. The complainant then contacted the police.
One operator was placed under arrest for violation of CGS 53a-61aa: Threatening 1st Degree.
The second operator was charged with violation of CGS 53a-181: Breach of Peace 2nd Degree.
- In February, Detective Division personnel:
 - Handled 116 investigations, 77 remain ongoing and 39 were closed by investigative methods.
 - Served 34 arrest warrants, 32 by Patrol Officers and 2 by Detective Division personnel
 - On February 7th 2015 Detectives responded to a residence in response to a report of a sudden death. The deceased, a 74 year old male, was discovered by a friend who had spent the previous evening at the residence. Newington Detectives and investigators 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.
 - On February 12th 2015 Newington Police received a report of a robbery at the Target store located at 3265 Berlin Turnpike. Upon arrival, officers spoke with witnesses who reported the suspect displayed a handgun and demanded money at the customer service desk. The suspect was seen

- leaving the area in a Nissan Maxima. A short time later, officers located the suspect vehicle parked at a motel on the Berlin Turnpike. Officers and Detectives searched the area and located two suspects. After an investigation, Newington Police arrested the two suspects for robbery and related charges. Detectives conducted interviews with both suspects and developed information that one of the suspects was responsible for three additional armed robberies in Newington which occurred over the previous three weeks. Arrests in those additional cases are forthcoming.
- On February 20th 2015 detectives arrested a 21 year old resident on two counts of Risk of Injury to a Minor and two counts of Assault in the 3rd Degree. The arrest was made as part of an investigation that began on February 19th when police were notified that a four week old infant had arrived at a local hospital with bruising that appeared to be indicative of a possible assault. Further investigation by detectives revealed that the resident, who is the father of the infant, had caused bruising to her body on two occasions over the past week. According to information developed by investigators, he became frustrated with the infant, handled her forcefully, and ultimately caused the bruising to her body. He was processed on the aforementioned charges and held on a \$75,000.00 bond.
 - In February, the Community Service Officers (CSO):
 - Took part in Domestic Violence Stations Day at the Police Academy. CSO DeSimone and Detective Kaufmann assisted in the training of the Recruits on Domestic Violence. The recruits took part in Scenarios and Report Writing. The officers then critiqued and provided constructive criticism.
 - Bundles of Love: Often the most difficult calls that police officers go on involve children that are put in unfortunate situations. The Newington Police Department has teamed up with the South Windsor Police Department to collect items for infants that are placed in Domestic Violence Shelters due to safety issues. In February 9 drop off locations assisted the department in collecting these items in Newington. Needed items were diapers, wipes, onesies, bottles, infant toys etc. These items were delivered to Interval House. Interval House is the service under Connecticut Coalition Against Domestic Violence that offers victim services to both the Newington and South Windsor catchment areas and they will distribute the items as needed
 - Met with employees of Nutmeg Federal Credit Union to go over Robbery Protocol.
 - Met with Glen Mason of Emmanuel Christian Academy to go over Lockdown Drill Protocol.
 - Coordinated Citizen's Police Academy classes for Patrol Operations, Accident Reconstruction and DUI, and Narcotics Investigations and K9.

CR/NIBRS Selected Crimes

Type of Crime	<u>January 2015</u>		<u>January 2014</u>	
	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-	-	-	0
Forcible Rape	1	-	-	0
Robbery	1	\$4,951	2	\$1,063
Assault	8	-	9	0
Burglary	21	\$5,929	4	\$2,251
Larceny Theft	41	\$21,980	48	\$30,236
Auto Theft	6	\$48,190	2	\$11,000
Totals	78	\$81,050	65	\$44,550

- In January 2015, the Police Department arrested 74 adults: 9 for assaults, 3 for burglary, 2 for Robbery, 1 for Fraud, 2 for Vandalism, 2 for prostitution & vice, 7 for narcotic violations, 1 for offenses against family & children, 1 for DUI, 1 for Disorderly Conduct, 25 for Larcenies and 20 for other miscellaneous offenses. The Department also referred 4 people under the age of 18 for criminal acts: 2 for assaults and 2 for other miscellaneous offenses.
- Police Department Overtime
 - Comparison
 - OT January \$ 92,373 2 holidays
 - OT February \$ 108,471 1 holiday
 - Total increase \$ 16,098
 - During the month of February, there was one officer at the Police Academy for training, two officer vacancies, and two officers on light duty. These vacancies in Patrol have an impact on the overtime for a total of 5 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum.
 - Administrative overtime of \$1,646 is an increase of \$1,646 due to holidays and coverage.

- Patrol overtime of \$63,601 is an increase of \$4,755. Calls included domestic calls, motor vehicle accident investigations, larceny, burglary, weather related coverage , domestics, robbery, court appearances, warrants, search warrants, Sergeants meeting, holdovers, booking process, assist Bristol with an ERT call out, one holiday of \$12,000, and overtime for time off/vacancies.
- Detective Division Overtime of \$14,045 is an increase of \$6,966. Overtime included serving warrants, burglary investigation, robbery investigation, accident reconstruction, evidence audit, sudden death investigation, autopsy review, sexual assault investigation, and scene processing. Holiday overtime was \$3,500.
- Communications overtime of \$13,358 was a decrease of \$502. Overtime included several time off leaves, staffing for weekends to allow for 2 dispatchers on for all shifts, and holiday overtime of \$3,000.
- Education overtime of \$9,158 is an increase of \$250 for training classes. Training included ERT firearms, Basic Crime Scene training, Critical legal issues, 911, and practical skills training.
- Support Services overtime of \$6,633 is an increase of \$2,953. Overtime included coverage for time off, Youth Council meeting, attendance at Police Academy, and \$3,000 holiday overtime.
- ACO overtime \$0.

FIRE DEPARTMENT

- Data is unavailable at this time. Will be updated in March, 2015 Monthly Report.

FIRE MARSHAL

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

INSPECTIONS	7
INSPECTION FOLLOW-UPS	25
PLAN REVIEW	1
JOB SITE INSPECTIONS	6
FIRE INVESTIGATIONS	4
FIRE ALARM TROUBLE	0
TANK REMOVAL	1
COMPLAINTS	5
HAZ/MAT	0
BLASTINGS	0

Incidents:

- There were no significant fire incidents or injuries reported in December. Responded to **40** fire calls during February.

Fire Marshal’s/Chief’s Activities:

- Attended the Memorial Service for Town Councilor Myra Cohen at Newington Memorial.
- Coordinated local winter storm activities with the DEMHS Region-3 Office in Hartford.
- Attended the quarterly Department Drill at Mill Pond Park- Cold Water/Ice Rescue.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #2 on Richard Street.
- Attended a meeting with the Town Manager, Police and EMS Services to review possible changes to the towns EMS services.
- Attended a wake for the Mother of Company #3 Firefighter Roman Castro in New Britain.
- Attended the monthly officers training session at fire headquarters: Budget Preparation.
- Attended the monthly Company Drill: SCBA
- Served on an Oral Board to review candidates for Chief Officers for the Newington Volunteer Ambulance Corps.
- Received my annual fire department physical; cleared for duty; no restrictions.
- Conducted the February Command Staff meeting in the commissioner’s conference room at fire headquarters.
- Attended the Annual Chamber of Commerce “State of the Town” breakfast at the high school.
- Attended a Retirement Ceremony for Master Police Officer James Johnson and Detective Michael Rugens at Town Hall.

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 Sidewalk Planning committee meeting.
- Continued with landfill closure project tasks.
- Attended Inland/Wetland meeting.
- Assisted Town of West Hartford with oral panel interview for new hire.
- Attended February 10th Town Council Meeting to discuss trash and recycling contract extensions.
- Attended OSHA close out meeting.

Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Throughout the month crews were primarily dedicated to snow removal from various Town roads.
- Crews called out 8 times for snow/ice conditions during the month. Total snow accumulation was 24.1 inches.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted with Food Share setup.
- Assisted Highway crews with snow plowing operations.
- Assisted Sanitation Department in repairing/replacing recycling containers.

Fleet Maintenance

- Mechanics continued with scheduled maintenance and emergency repairs to all Town vehicles and snow fighting apparatus.
- Mechanics assisted with snow plowing.
- Mechanics completed the outfitting two (2) new police patrol vehicles.
- Continued with preventative maintenance and emergency repairs to all Town vehicles and equipment.

Sanitation/Recycling/Landfill

- Scheduled 194 residential bulk items for collection.
- Scheduled 33 condominium bulk items for collection.
- Scheduled 4 condo/residential scrap metal items for collection.
- 4517 tons of cumulative Municipal Solid Waste were collected from July through January 2015.
- 1687 tons of cumulative recyclables were collected from July through January 2015.
- 561 mattresses and 3138 box springs collected for the month from July through January 2015.
- Issued 4 permanent landfill permits and 1 temporary permit.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on February 11, 2015:

- Closed the Public Hearing on Petition #49-14: Moratorium on Low Impact Development (LID) Zoning Regulations at Single-Family Residential Properties (Section 6.15.2). Town Plan and Zoning Commission, applicant. 5.

Regular TPZ Meeting on February 25, 2015:

- Approved Petition #49-14: Moratorium on Low Impact Development (LID) Zoning Regulations at Single-Family Residential Properties (Section 6.15.2). Town Plan and Zoning Commission, applicant. Effective upon publication.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- February 17: Met with property owner and potential applicant for Continuing Care Retirement Community on East Cedar Street.
- February 18: Attended staff meeting with property owner's engineer re drainage improvements to 353-407 Alumni Road (Fafnir Building).

CTfastrak/Amtrak Corridor Planning:

- February: Presented information to TPZ on possible zoning moratorium on higher-density housing in CTfastrak station neighborhoods.

Grant-Funded Project Activities

- February: Participated in contractor selection process for Cedar Village Housing Interior and Exterior Renovations project.
- February: Reviewed process for selecting engineering consultant for the Town Center Streetscape Phase VI (Constance Leigh Drive and Lowrey Place) project.

Boards and Committees

- February 5: Attended Housing Needs Study Committee meeting.
- February 11: Attended bimonthly TPZ meeting.
- February 25: Attended bimonthly TPZ meeting.

Miscellaneous:

- February 3: Attended staff meeting with MDC re infrastructure project.
- February 6: Attended "Flexible Zoning Techniques" webinar.
- February 10: Attended CCHD ACHIEVE committee meeting.
- February 11: Attended staff meeting on Sidewalk Planning.
- February 18: Reviewed proposed budget cuts for departmental FY 2015-16 budget with Town Manager.
- February 20: Met with Town Attorney re disposal of excess Town-owned land on Budney Road.
- February 20: Attended "Planning for Diversity" webinar.
- February 23: Provided deposition for pending legal case.
- February 26: Attended "State of the Town" presentation.
- February: Received and responded to or initiated approximately 145 emails to and from to citizens, applicants, staff and elected/appointed officials.
- February: Received and responded to approximately 24 phone calls from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of February, two excavation permits were issued:
 - 2 Road Excavations
- 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 is scheduled for the March 17th, 2015 Inland Wetland meeting. The commission, upon review of the site grading, details, testimony of the environmental consultant and new mapping, will render a determination.
- Engineering has also been providing administrative support as it relates to the development of the applications for Mill Pond Park (tennis courts) and N.U. (impound lot) site on Garfield Street. The Town has hired an environmental consultant to specifically recommend and lead the restoration design effort. Engineering has dedicated extensive time and effort to assist in the development of these applications. The design support has entailed coordination of meetings, traditional field survey, and research of data and plans necessary for the development of the Inland Wetland applications. These applications are scheduled to be received, heard and processed by the full commission.
- 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 CRCOG transportation meeting.
- The Town Engineer attended the 02/24/2015 Town Council meeting.
- The Town Engineer provided municipal aid by assisting a neighboring town with their "On-Call" Engineering evaluation and selection process.
- The Town Engineer issued one Inland Wetland Agent approval for a sight and sound barrier adjacent to the Busway on Highway Garage property (Police firing range). Reference: Inland Wetland Application 2015-05AA, 281 Milk Lane, applicant Newington Police Department, Lieutenant Michael Morgan.

- The Town Engineer attended several wetland (field investigation) meetings to facilitate the development of the necessary applications, plans, data, etc.
- Engineering staff has prepared 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. The Town Engineer and Highway Superintendent will continue to evaluate the roadways scheduled in the 5 year C.I.P. Appendix.
- The Town Engineer continues to meet with the M.D.C. as they further develop plans for future “Clean Water” projects. The M.D.C. is currently under design for project 2011-73 involving both sewer and water infrastructure at Cedar Street and Willard Avenue. Engineering will continue to coordinate 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.

BUILDING DEPARTMENT

- A Building Application was applied for and is under review for a remodel of Friendly’s Restaurant located at 3420 Berlin Turnpike.
- A Building Application was applied for and is under review for a remodel of the Outback Steakhouse located at 3210 Berlin Turnpike.
- An Electrical Permit was issued to replace the electrical panel in the 1st floor hallway in the Town Hall.
- Work is continuing at 3579B Berlin Turnpike for a new dental office. Permits for Plumbing and Mechanicals were issued.
- Seminars attended by our inspectors for their continuing education were:
A. Hanke - Overview of Changes to the IBC (2 of 3) – Feb. 12, 2015
- 5 classes for our inspectors were cancelled this month due to the weather. They will be rescheduled.
- There were three Certificates of Occupancy issued in February. One residential – 84 Harvest Court. And two commercial – 37 Ann Street for a Gym and 82 Pane Road for a tenant fit-out.
- Building Department activity for the month of February was as follows: The Inspectors completed a total of 105 inspections. They were: Apartment Inspection (1), Above Ceiling (1), Air Condition (1), Boiler (1), CO (1), Electrical (5), Final (32), Framing (5), Gas Line (11), Hot Water Heater (1), Incident Report (2), Insulation (13), Mechanical (4), Rough (25), Siding (1), Slab (1).

The total number of Building/Renovation Permits issued for the month of February was **94** producing a total permit value of **\$911,474.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	34	656,036.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	24	100,424.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	10,570.00
GARAGE / SHED	0	0.00
MECHANICAL	13	64,833.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	9	9,723.00
POOL	1	18,000.00
ROOFING/SIDING	3	17,500.00
SIGN	8	34,388.00
TENT	0	0.00
TRAILER	0	0.00

TOTAL	94	\$911,474.00
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The total Building income fees received in the month of February was **\$11,051.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$820.00, Environmental \$180.00, Conservation \$0.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$76.50, Driveway / Excavation \$75.00 Engineering copies \$416.00. The other total income is \$1642.50.

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

	<u>2015</u>	<u>2014</u>
Value of Permits issued for February:	\$911,474.00	\$2,433,988.50
Fees for Permits issued for February:	\$11,051.00	\$29,331.00
Other income Fees for February:	\$1,642.50	\$4,801.50
Building Permits Issued for February:	94	179

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>
\$15,645,696.00	\$187,174.00	\$17,124,759.00	\$222,093.00

HUMAN SERVICES

- The Food Bank assisted 121 households with 579 bags of groceries distributed.
- Open Air Market served 105 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 16 households, providing 18 bags of clothes.
- The Special Needs Fund assisted 5 residents with 6 bills, 1-housing, 3-utility, 2 probate.
- Kevin Menezes, a third college student, is volunteering this semester as part of his school class requirements. He is working with Rik Huggard and youth programs.
- The Social Casework Program rose from 88 to 97 cases. 41 were new referrals.
- Director Futoma and staff met with Representative Gary Byron to introduce staff and share our programs and services. He also attended one of our Hoarding working group meetings and has co-signed sponsorship of Bill 18, as has Senator Paul Doyle. Prep continues for a May 4th Conference on Hoarding at CCSU.
- The Youth and Family Counseling Program had 14 active cases, and 2 were new. Clinicians provided 41 clinical therapy sessions with a total of 48 clinical service hours.
- Spring SCORE began early February with snowshoeing. 53 youth are registered.
- Two afterschool sessions of Fuel Up to Play 60 (FUTP 60) were held with MKMS students snowshoeing at Penwood Forest.
- The 9th-10th grade NHS Self-Awareness group semester began in February. Students are planning field trips and a community service project.
- February ALPS classes went well. Some of the activities were held outdoors. We are hoping to return to the outdoor challenge course in April for their final challenges.
- Adventure Builds Bridges with Youth and Police met twice during the month with a trip to Prime Climb where they enjoyed indoor wall climbing, indoor low ropes, followed by a movie. We are looking forward to an active spring with a community service project.
- Leadership Education Advisor Development (LEAD) program mentors are working with the Adventure Builds Bridges group and will be assisting staff over the April school break with our SCORE programs.
- Pat Meskill and student intern Emily Mednick continue to lead the youth grief group. Members have expressed interest in continuing beyond the spring.
- Other support and counseling groups are being explored, as well.
- We are introducing a new SCORE program for 4th grade students so they have a taste of what it is and familiar with it prior to entering middle school.
- With a recent JRB grant awarded, we are working on expanding/enhancing community service opportunities, as this has been challenging for those looking for such opportunities, especially for those who have been arrested.
- There were 4 requests for community service. 40 hours were completed.

- There were no JRB referrals this month.
- Several staff attended workshops, trainings and meetings throughout the month, including CERT.
- The department is facing potential SDE and other cuts related to Governor Malloy's proposed budget. Testimony was submitted by our department against such cuts. We are working closely with partner agencies to have our larger voice heard. Much effort was dedicated to rallying support amongst agencies and municipalities facing similar cuts. The CT Youth Services Association and North Central Regional Mental Health Board, along with Capital Area Substance Abuse Council, are the three primary partners we are working with to hopefully turn these cuts around. We are closely monitoring this situation.
- Pat Meskill and student interns participated in the "Truth About Hate" Program at NHS.
- We mourn the loss of Myra Cohen, a longtime advocate and supporter of Human Services and the residents we serve. Myra served many years as the Town Council liaison for our Youth Adult Council. She will be sorely missed.

February 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	14	15	24	85
Positive Youth Development	147	115	2096	1665
Information and Referral	572	528	7191	4985
Social Casework Cases				
Under 55 = 49				
Over 55 = 48	97	88	379	434
Food Bank Households	121	56	1120	1153
Special Needs	5	6	57	81

SENIOR AND DISABLED CENTER

- Winter weather continued to wreak havoc on programs and services throughout February. A graduation ceremony for the Aging Mastery Program, postponed for weeks, was finally held. The AMP program combines actionable goals, sustainable behaviors, peer support, and incentives to help older adults to age well. It has gone through further development and testing and, through a rapid cycle innovation strategy, is being introduced across the country. As one of the original developers, the Center is able to continue to offer the program.
- Volunteers met this month to begin planning for the second season of the Giving Garden. The garden, funded through the ACHIEVE program and Jefferson House, was successful in growing produce for the Food Pantry last year. Entirely operated by volunteers, this year's plans will include adding recipes/cooking instructions and offering gardening seminars throughout the growing season. The first will be an organic seed starting workshop on April 9th.
- On Feb. 20, a group reminisced about the good old days and played "Name That TV Show" with Emcee DJ Sir James from WRTC 89.3. This program was sponsored by Panda HomeCare.
- On Monday, Feb. 23 over 50 people came to hear about the Amara Community Living Project plans for an integrated continuing care retirement community in Newington. This was the first in a series of

Newington Economic Development presentations. The second program, planned for April, will feature the CTFastrak and related projects.

- A large audience enjoyed the Movie on the BIG Screen on Friday, Feb. 27. This month's feature presentation was the Book Thief.
- A team of staff, Commission on Aging and Disability members and volunteers from the community continued to work on the Center's self-assessment and accreditation process. The recommendations will inform the Center's strategic plan.
- The Center, in collaboration with Senior Centers in Avon, Farmington, Canton and Enfield, will be developing an LGBT Moveable Senior Center project. The project will be funded by CCCI, Inc. as part of a larger project to improve the inclusiveness of aging services entitled "Getting It Right", funded by a grant from the Noble Foundation.
- The Center currently has 1,650 paid members. There are 813 residents registered for Dial-A-Ride.
- The I&R Center team provided 85 units of direct service. About half of those were applications to the LIHEAP (energy assistance program), a process that can take from an hour to several days with follow up. A third were for 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 1954 by 417 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 not been installed and manual reading have been unreliable.
- Dial-a-Ride provided 1176 trips covering 3159 miles during regular hours. The total number of riders was 112.
- Center staffing was complemented by 620 hours of unpaid service in 168 instances by 43 volunteers.

PARKS AND RECREATION

Administration

- Superintendent met with members of the Public Works Committee
- Superintendent met with union representatives regarding various personnel issues.
- 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 Director of Adm. Services, Jeff Baron, in regards to RFP.
- Superintendent met with Director of Facilities, David Langdon.

Recreation Division

- Creative Playtime Preschool Program hosted its annual Open House on Wednesday, February 4th. A total of 8 families attended.
- The Spring 2015 Program Guide was distributed to all Newington residents at the end of February as an insert inside the March issue of Newington Life. New programs include a USTA Play Day, children's painting party and children's sculpture party workshop.
- Registration for the 2015-2016 school years at Creative Playtime Preschool began in the Parks and Recreation office on Tuesday, February 10th.
- Planning for the summer playground program is underway. Program dates for the playground program for children in Kindergarten through Grade 7 are Monday, June 22 through Friday, August 7.
- All Extravaganza vendor forms have been revised and posted online, and are expected to be mailed to local businesses, crafters and returning vendors by mid-March.

Upcoming – Recreation Division

- Resident registration for spring programs will begin on Friday, March 6th.
- The Parks and Recreation Department will begin accepting reservations for Churchill Park on Wednesday, March 4th.
- Registration for non-residents will begin on Friday, March 20th.
- Residents interested in a Community Garden Plot that have not had a plot in the past may do so beginning Thursday, March 26th (if plots are available).

- A dance for all 7th & 8th graders will be held on March 27th from 7-10 pm in the Mortensen Community Center.
- Meetings will be held with representatives from Men's & Women's Softball Leagues.
- A meeting will be held with representatives from all Youth organizations that will be utilizing the fields in the spring.

Parks and Grounds

- Due to the heavy snow storms, crew members spent quite a bit of time after the storms moving snow to clear sightlines and loaders were required to get parking spaces back at the Town Hall and schools.
- During breaks in the weather crew members cleaned and organized our outside storage areas.
- Crew members have begun to bring in the mowing equipment and clean and get ready for the spring.
- The department responded to eight incidents of ice/snow.
- There were 11 interments in Town Cemeteries this month.
- Division personnel were offline a total of 43 days in February.

LIBRARY

- Library Director Lisa Masten, Assistant Library Director Karen Benner, Head of Community Services Michelle Royer and the president of the Library Board of Trustees Anna Eddy as well as several other board trustees attended the State of the Town Breakfast at the Newington High School.
- In February the library was asked to cut an additional \$39,840 from the 2015-2016 budget. Lisa Masten, Karen Benner, Business Manager Lynn Caley and Library Board budget chair Patricia Foley met with the Town Manager and Finance Director to discuss this possible cut and where the cuts could be taken from. Because of the amount, the board's recommendation was to cut all Sundays and some of the additional page hours that had been requested for next year's budget. Anticipated salary savings totaling more than \$13,000 for next year made up the difference. This is certainly not an ideal situation and is especially discouraging to think that these Sunday hours that had been offered for 17 years would be gone. The library would be one of the few libraries in the area not open on Sundays for its patrons. The other option was to cut the materials budget which would have been have decimated a part of the budget that has not seen growth in many years.
- Winter in New England always makes for interesting times. February turned out to be snowy and cold. There seemed to be one storm after another impacting patrons ability to access the library. The bitter cold also did not help. Who wants to go out when it is well below freezing? The library closed early on several days due to inclement weather. This cold weather certainly impacted the library's usage and statistics. Luckily, spring is around the corner.
- The two winter reading programs "*Fetch a Good Book*" for both the children and adults finished during the month. 280 adults participated in the adult winter reading program during the 5 week program reading 1,827 books. Sandra Capra won the finale prize "*Fetch a Good Movie*" which included a Blu-Ray/DVD Player, popcorn and candy and several Blu-Ray/DVD movies and the books the movies were based on such as *The Lone Survivor*, *The Help* and *A Winter's Tale*. 122 children participated in the winter reading program. The pet-themed reading program had animal themed activities relating to the reading program every Saturday during the month of February.
- The "*The Blind Date with a Book*" program that ran from January 23 – February 15 was once again incredibly successful. Patrons checked out staff recommended books wrapped in newspaper not knowing exactly what they were getting other than the genre of the book. When they got home, they unwrapped the book and read it. If they returned the rating card included with the book, they were entered in a special drawing for a prize. Staff wrapped 286 books. 252 were checked out. Patrons have until March 20 to return the rating cards. The program was a great way to introduce patrons to new authors and genres.
- In February, 44 programs were offered to 1,162 children. In addition to the winter reading program, the library celebrated *Take Your Child to the Library Day* with a "Frozen" crowd. Greg McAdams and his dog Axel help kids build a snowman and later Elsa showed up to lead the kids in a ding-a-long version of the movie *Frozen*. The first Junior LEGO Makerspace program was held on a Sunday afternoon using the more than 10,000 LEGO bricks donated by the LEGO Corporation. A story is read to the children and then they create their masterpiece based on the story. The program is being held on Sundays so families could join in together. Other programs included a rehearsal of the *Newington Children's Theater group Charlotte's Web*, *Construction Club*, *Cozy Story Times*, the *Parent/Child Workshop* and the many regularly scheduled story times and outreach visits. Three of the four scheduled library visits for elementary school-aged classes were cancelled due to the weather.

- Programs for teens and adults numbered 13 to a combined audience of 432. In addition to the winter reading program, two pet-themed documentaries and the film *The 100 Foot Journey* were shown. An author program featuring a panel of local authors was held with each of the authors talking about the writing and publishing process as well as the books they have had published. Teen programs included a teenmovie night and an author visit via Skype with teen author Ellen Hopkins.
- In technology news, the RFID tagging as part of the Automated Collection Inventory CIP project continued. The staff and a great group of volunteers are diligently working on the adult collection. Head of Collection Management Jeanette Francini and Karen Benner are doing a great job moving this project forward. Plans are also in the works to add additional wiring and outlets for the new equipment that will be added. Several staff visited libraries in the state that have and use 3-D printers for programming. The library is interested in purchasing a 3-D printer with grant money to give patrons of all ages a chance to learn newer technology, collaborate and inspire creativity. Technology programs for the public included *Get to Know Your iPad*, *Tech 4 U* and *Troubleshooting with Teens*.
- In personnel news: Part-time Library Technician Jennifer Hebert was hired as the new Digital Services Librarian. She will begin her new job in March. Jennifer's old position was posted internally. Interviews will be held in March. The open children's Librarian Technician position was posted for the public on several online library sites as well as the Town and library websites. The closing date will be March 6th. Full-time Collection Management Librarian Dorothy Russell gave birth to a baby boy in February. She will be out on maternity leave until early April.
- Use of downloadable media continued. 184 digital magazines were downloaded in February. 2,426 eBooks including children's *Tumblebooks* and audio books were downloaded. 506 songs were downloaded or streamed from *Freegal* and 71 movies were downloaded from the new service *Hoopla*. Popular online resources being used by our patrons included *Reference USA*, *Morningstar* and *PebbleGo Animal* and *Social Studies* databases.
- In facility related issues, two pipes burst in the ladies bathroom on President's Day, making a huge mess. The first pipe burst in the afternoon causing water to flood the women's and men's bathrooms as well as the lobby. Luckily, Lisa Masten and her husband were in the library on a work related item and heard the gushing water. Tom Trumbull from Facilities came over and shut of the valve for the pipe and helped clean up. At 9 p.m. that evening, a second pipe burst in the Women's bathroom. Lisa Masten received a call from the police asking her to come down and let the fire department in because a patron saw water running out the front door when she returned a book. This time the water flooded bathrooms, the foyer, and part of the book drop room and into the entrance of the Community Room. The fire department did a great job helping to contain the problem and with some clean-up. The bitterly cold weather made it very uncomfortable for staff working at the Circulation Desk. The temperature at the desk was in the high 50s much of the month, making for very uncomfortable working conditions.
- Topics of note that were researched this month included:
 1. How to teach French to a preschooler.
 2. Community Helpers-preschool level.
 3. Company name and telephone number of the company that makes mesoglycum.
 4. Mysteries that have nuns as characters.
 5. How to go about doing a credit freeze.

MONTHLY STATISTICAL REPORT				
FEBRUARY 2015				
	2015	2014	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	18,370	19,878	-1,508	-7.59%
CHILDREN	9,449	9,862	-413	-4.19%
YOUNG ADULT	561	607	-46	-7.58%
DVD'S	6,001	7,231	-1,230	-17.01%
Digital Services				
DOWNLOADABLE BOOKS	2,426	3,709	-1,283	-34.59%
DOWNLOADABLE MAGAZINES	184	192	-8	-4.17%
DOWNLOADABLE MUSIC	506	551	-45	-8.17%
DOWNLOADABLE MOVIES	71	0	71	#DIV/0!
E-READERS	9	19	-10	-52.63%
Other				

MUSEUM PASSES	59	40	19	47.50%
TOTAL CIRCULATION	28,380	30,347	-1,967	-6.48%
CUMULATIVE CIRCULATION YTD	255,361	248,915	6,446	2.59%
DAYS OPEN/MONTH	27	26	1	3.85%
AVG. DAILY CIRC./MONTH	1,051	1,167	-116	-9.95%
PATRON COUNT	13,037	14,496	-1,459	-10.06%
AVG. PATRON COUNT	483	558	-75	-13.40%
SELF CHECKOUT CIRC#	0	390	-390	
REGISTRATIONS-ADULT	66	86	-20	-23.26%
REGISTRATIONS-JUVENILE	14	17	-3	-17.65%
TOTAL # CARDHOLDERS	13,746	11,688	2,058	17.61%
CONNECTICARD	7,080	7,883	-803	-10.19%
RETURNS	19,225	20,927	-1,702	-8.13%
SUNDAY CIRCULATION	2,033	2,783	-750	-26.95%
SUNDAY PATRON COUNT	960	1,273	-313	-24.59%
PUBLIC SERVICES				
REFERENCE QUESTIONS - ADULT	3,622	3,830	-208	-5.43%
REFERENCE QUESTIONS - CHILD	1,496	1,619	-123	-7.60%
TOTAL REFERENCE QUESTIONS	5,118	5,449	-331	-6.07%
COMPUTER USE ADULT & TEENS	2961	3001	-40	-1.33%
COMPUTER USE CHILDREN	281	315	-34	-10.79%
TOTAL COMPUTER USE	3,242	3,316	-74	-2.23%
IN-HOUSE DATABASE SEARCHES	2,808	6,678	-3,870	-57.95%
REMOTE DATABASE SEARCHES	5,247	636	4,611	725.00%
WEBSITE VISITS	9,497	7,044	2,453	34.82%
HOLDS ON SHELF PULLED	1,476	938	538	57.36%
ILL--LOANS	2,578	959	1,619	168.82%
ILL--BORROWS	1,623	509	1,114	218.86%
PROGRAMS CHILDRENS	44	67	-23	-34.33%
PROGRAMS CHILDRENS ATTENDANCE	1,162	1,670	-508	-30.42%
PROGRAMS TEEN	5	3	2	66.67%
PROGRAMS TEEN ATTENDANCE	36	6	30	500.00%
PROGRAMS ADULT	8	8	0	0.00%
PROGRAMS ADULT ATTENDANCE	396	570	-174	-30.53%
NOTARY	18	10	8	80.00%
VOLUNTEER HOURS	121	137	-17	-12.04%
MEETING ROOM USAGE-OUTSIDE GOUPS	13	15	-2	-13.33%
MEETING ROOM USAGE-INHOUSE	63	43	20	46.51%
STUDY ROOM USAGE^	198	230	-32	-13.73%
COLLECTION INVENTORY				
ITEMS ADDED	1,041	1,053	-12	-1.14%
ITEMS DELETED	2,103	990	1,113	112.42%
TOTAL LIBRARY HOLDINGS	181,484	180,809	675	0.37%

Self check out terminal is out of service

^One study room is currently closed for staff usage