



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: July 24, 2015
Re: Monthly Report – June 2015

GENERAL ADMINISTRATION

- 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 participated in the interview process for the Chief of Police position.
- Mr. Salomone worked with staff on enforcement of various blighted properties.
- Mr. Salomone attended the annual CTCMA meeting.
- 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 a Memorial Bridge Naming Ceremony Honoring Retired Police Sgt. Burton Callahan.
- Mr. Salomone met with department heads to review departmental goals.

Legal Services

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

Rome (Modern Tire/Firestone) - \$98,153.11

Murtha (Toll Bros) \$15,198.20

Overtime

Paid overtime during the month of June 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	40.0	\$ 1,876.46
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 689.76
ROAD MAINTENANCE	8.9	\$ 368.44
TRAFFIC DIVISION	35.6	\$ 1,472.81
MARTIN KELLOGG PKG LOT-PHASE 2	53.3	\$ 2,352.68
HIGHWAY CULVERT	200.6	\$ 8,849.96
TOTALS	354.4	\$ 15,610.11
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	16.0	\$ 528.00

Herbicide	28.0	\$	1,350.00
Pool	40.0	\$	1,875.00
Weekend	32.0	\$	1,275.00
TOTALS	116.0	\$	5,028.00

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	\$ 5,888.32	\$ 6,734.00	\$ 4,011.11
Patrol	607,287.00	777,795.71	641,951.00	684,033.27
Investigation	79,169.00	89,306.84	77,883.00	73,400.80
Communication	161,160.00	179,083.61	118,117.00	118,315.21
Education/Training	117,276.00	111,499.29	121,801.00	65,764.78
Support Services	34,189.00	33,236.87	39,878.00	31,683.45
Animal Control	5,546.00	0.00	5,546.00	0.00
Total	\$ 1,011,686.00	\$ 1,196,810.64	\$ 1,011,910.00	\$ 977,208.62
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,622.00	\$ 29,204.40	\$ 29,225.00	\$ 26,425.53
Snow and Ice Control	145,534.00	173,226.53	137,119.00	177,503.74
Traffic	4,665.00	3,435.33	5,684.00	4,426.60
Vehicles and Equipment	29,363.00	28,809.49	28,981.00	26,483.88
Leaf Collection	50,000.00	38,808.10	55,937.00	37,720.33
Total	\$ 259,184.00	\$ 273,483.85	\$ 256,946.00	\$ 272,560.08
PARKS AND GROUNDS				
Parks and Grounds	\$ 75,588.00	\$ 132,206.25	\$ 91,968.00	\$ 135,512.68
Cemeteries	18,007.00	14,169.31	16,971.00	13,776.21
Total	\$ 93,595.00	\$ 146,375.56	\$ 108,939.00	\$ 149,288.89

PERSONNEL

- The vacant Chief of Police position was posted on March 5th with a closing date of April 8th. Five applicants were chosen to participate in a panel interview on June 8th. The position was offered to the successful candidate, Stephen Clark on June 19, 2015.

RISK MANAGEMENT

2014-15 Blue Cross/Blue Shield Plan Year

The eleventh month of the 2014-15 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2014-15 plan year were estimated at \$848,980. The total paid claims from the Health Benefits Fund for May 2015 were \$714,797. 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 May, 2015</u>		
	Town	Board of Education	Total
Estimated Claims	1,853,973	7,484,807	9,338,780
Actual Claims	1,820,669	6,869,077	8,689,746

FACILITIES MANAGEMENT

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

Work Order Completions

- The Facilities Maintenance Department has completed 72 formal work orders during the month of June at various Town Buildings.

Library

- Work has been started on reconfiguring the duct work that feeds heating & air conditioning to the first floor that will increase efficiency and comfort level.

Town Hall

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Electrical repairs were made to the ventilating equipment for the gym for better air exchange and air quality for the summer camps.

Fire House 1

- Abatement was performed on the boiler, pumps and associated piping to prepare for the installation of the new High Efficiency Boiler replacement.

Police Department

- Work continues by ESC on the upgrade to the HVAC Energy Management System that will improve equipment performance and result in greater utility savings.

Parks & Grounds Buildings

- New underground electrical service was installed at Mill Pond Park and the old telephone poles were removed for safer and better extravanza electrical control for the vendors. Work continues on the new chapel annex addition as well as upgrades to the chapel itself.

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:
 - Completion of 119 work orders.
 - Facilitating battery replacement on an uninterruptable power supply in the police department.
 - Arranging for the delivery and testing on an HP printer "demo" unit for testing.
 - Upgrading the town's secure socket layer (SSL) certificates.
 - Upgrading the town's video management application the latest version.
 - Ordering a new server for the police department's WatchGuard in-car video project.
 - Assisting with the migration of fire department staff and hardware to the town's new remote access servers.
 - Migration of email filtering services from Postini to Google's email filtering services. Postini was purchased by Google and the migration of the platform is scheduled to be completed by July 2015.
 - Providing Geographical Information System (GIS) mapping services to the Highway Sign and Markings staff, Town Assessor – Revaluation, Town Engineer – Town Contractor, Town Planner – Open Space Land Use Study and Policy; Off Street Parking for Greenway Planning, Facilities – Street Light Maintenance.
 - Troubleshooting HP printer driver issues on the town's new remote access system. Staff determined that a faulty software driver was causing the issues and installation of a different driver resolved the issue.
 - Updating and testing the false alarm database used by the police department for tracking false alarms and billing. The application was developed in-house by Mr. Hoagland and was upgraded to interface with the town's public safety computer aided dispatch system.
 - Reconfiguring printers in the police detective division and emergency operations center.
 - Upgrading Hurrevac software application used by public safety.
 - Adjusting domain migration scripts.
 - Automating the upgrade of Milestone video clients.
 - Reconfiguring a network switch for use at the Senior and Disabled Center.
 - Completing a core network switch upgrade and edge switch reconfiguration project.
 - Troubleshooting an issue with the town's financial application. Users reported that the client application had a significant delay (6-8 seconds) when moving through menu items. Staff determined that the issue was introduced during a recent upgrade of hardware and software. Further investigation revealed that a legacy setting that was supposed to have been disabled had been enabled during the upgrade. Once the setting was returned to disabled the application worked without issue.
 - Setup and configuration of accessibility software used by the Town's new Superintendent of Parks and Recreation, Mr. William DeMaio.
 - Configuration of mobile devices used by the new Chief of Police, Mr. Stephen Clark and Mr. DeMaio.
 - Staff attended various online meetings, regional meetings and department/staff meetings as needed.

FINANCE

Accounting and Administration

- The fiscal year end 2015 transactions were processed throughout the month including budget appropriation transfers that were approved by the Town Council.
- The 2014-15 year end closeout also got underway with a list of requests to be compiled for the Town auditors.
- In accordance with the recently issued Government Accounting Standard Board (GASB) Statement No. 67 & 68, the Town Council adopted a Pension Funding Policy that provides guidelines to determine the Town's annual funding contribution to the defined benefit pension plans.
- On June 10th, the department hosted two 90-minute presentations regarding Social Security. Robert Rodriguez, Public Affairs Specialist for the Social Security Administration (SSA) provided an educational workshop covering the Social Security program, clarifying common misconceptions and addressed questions on retirement, survivors, disability, spouse, divorced spouse and Medicare benefits. Employees also learned how to create and register for an SSA account on-line.
- Ann Harter, Director of Finance met with Board of Education Business Office staff to review the implementation of the Health Savings Account (HSA) program which becomes effective July 1.

Major grants received during the month included the final payment for the Pequot Grant in the amount of \$84,929, Property Tax Relief in the amount of \$73,979 and Emergency Management Performance Grant in the amount of \$14,609. 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)
6/30/2015

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2014-15</u>	<u>Actual Year to Date</u>	
General Fund	\$46,350	73,769	\$13,235,779
Special Revenue Funds	5,000	6,803	3,986,885
Capital Projects Funds	800	1,471	1,029,954
Internal Service Fund	2,400	2,638	2,298,482
Trust and Agency Funds	2,400	2,807	979,601
TOTAL, ESTIMATED BY FUND			\$21,530,701

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
6/30/2015

	<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	0.14	0.14	925	1,034	\$7,846,281
Bank North	0.20	0.20	87	140	533,280
People's Bank	0.32	0.32	1,332	2,735	5,065,333
Santander Bank	0.35	0.35	1,320	1,596	4,053,592
Farmington Bank	0.35	0.35	1,381	1,816	4,032,215
Total Outstanding Investments					\$21,530,701

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 June.

- The Assessor's office continued the conversion of the Computer Assisted Mass Appraisal (CAMA) database from Vision 7.0 to eQuality, the company contracted to do the 2015 revaluation during the month.
- The revaluation with assistance from eQuality continued through the month. Numerous inspections of properties were made. Data mailer and income and expense information was entered into the database. The report writing section of the system was enhanced based on requests generated by the Assessor.
- The elderly homeowner program was completed by the end of June. There were 521 applicants who received \$303,793 in tax reductions from the State of Connecticut and \$255,500 from the Town of Newington. The average benefit from the state and town was \$583 and \$490 respectively. All reports of this activity were filed with the State of Connecticut before the deadline.
- The Assessor's office staff spent the last week in June explaining and adjusting motor vehicle assessments after the tax bills were mailed out in mid-June. Assessment reductions were made to 10 real estate accounts totaling \$34,500, 7 personal property accounts totaling \$97,293, and 286 motor vehicle accounts totaling \$910,148. Adjustments to motor vehicles occurred because the vehicles were either sold, stolen, destroyed, or registered in another town or state since the assessment date of October 1, 2014.
- One commercial court case was resolved during the month.

Revenue Collector

- Revenue Collections for June for Real Estate, Personal Property & Motor Vehicles amounted to \$68,791. The Supplemental Motor Vehicles collected were \$6,647 and \$2,774 was collected for prior year taxes.
- Advanced collections on the 2014 Grand List were \$2,994,384.35. Bills were mailed a little later year resulting in lower advanced collections.
- All tax bills continue to be processed manually in the tax office, which results in fewer problems than when using an outside bank lockbox.
- The annual percentage collected this year was in line with last year at 99%.
- The Tax Collector completed the M-1 Report of Municipal Property Tax Collectors Certificate which was then filed with the State of Connecticut's Secretary of the Office of Policy and Management. Forms M-35B (Owners' Program), M-36 (Freeze Program) and M-42B (Total Disabled Program) were also filed during the month of June to the Tax Relief Unit with the State of Connecticut.

TOWN CLERK

- Total monthly revenue generated in the Town Clerk's office was \$104,623.
- There were 54 transfers for a total of \$8,836,408. State conveyance tax collected was \$76,698 and \$38,102 was collected in Town conveyance tax.
- A total of 523 documents were filed on the land records during June including 132 mortgages, 185 releases. 41 liens, nine Foreclosure Registrations, 41 liens from the Board of Water Commissioners and 22 probate documents.
- There were two notable residential sales: 2384 Berlin Turnpike sold for \$2.085 million from JDK II Investments, LLC to TDA Universal LLC and one residential sale at Harvest Court for \$400,983.
- Staff issued 134 certified copies of vital records & catalogued 25 burial permits & six cremation certificates.
- Seven liquor permits were filed; nine Notary Public commissions were catalogued and eight Trade Name certificates were recorded. The staff notarized 22 signatures.
- There were 45 electronically recorded documents generating \$5,790.
- Copy money produced \$3,470 in income.
- The office issued 43 dump passes.
- During the month of June 1473 dog licenses were issued to residents.
- On June 22nd Town Clerk, Tanya Lane, issued the oath of office to three police officers.
- On June 29th Mrs. Lane swore-in seventeen fire officers at an evening ceremony conducted at Fire Headquarters.
- On June 25th Mrs. Lane was notified that she had earned 13.25 credit hours for attending several educational sessions at a recent conference in Hartford sponsored by the International Institute of Municipal Clerks. Continuing education and on-going professional development is part of the life-long

commitment to learning that Mrs. Lane pledged to uphold when she attained her Master Municipal Clerk (MMC) designation in 2005.

DATA SUMMARY JUNE 2015				
	<u>June - 15</u>	<u>June - 14</u>	<u>FY 14/15 to Date</u>	<u>FY 13/14 to Date</u>
Land Record Documents	523	392	5881	7034
Dog Licenses Sold	1473	1445	2026	1938
Game Licenses Sold	58	71	725	843
Vital Statistics				
Marriages	36	16	215	1046
Death Certificates	32	16	373	341
Birth Certificates	24	13	285	278
Total General Fund Revenue	\$ 63,448.49	\$ 43,348.33	\$ 512,220.10	\$509,199.23
Town Document Preservation	\$ 1,374.00	\$ 962.00	\$ 13,172.00	\$ 13,257.00
State Document Preservation	\$ 784.00	\$ 594.00	\$ 78,609.00	\$ 12,684.00
State Treasurer (\$36 fee)	\$ 14,112.00	\$ 10,620.00	\$ 150,337.00	\$227,618.00
State Treasurer (\$127 fee)	\$ 5,588.00	\$ 2,159.00	\$ 59,055.00	\$ 2,159.00
State Treasurer (\$110 fee)	\$ 6,490.00	\$ 4,070.00	\$ 55,990.00	\$ 4,070.00
Locip	\$ 1,176.00	\$ 885.00	\$ 7,954.00	\$ 18,969.00
State Game Licenses	\$ 399.00	\$ 568.00	\$ 7,177.00	\$ 34,190.00
State Dog Licenses	\$ 7,870.00	\$ 7,679.00	\$ 11,794.00	\$ 10,885.00
Dog Licenses Surcharge	\$ 3,192.00	\$ 3,138.00	\$ 4,554.00	\$ 4,279.00
Marriage Surcharge	\$ 190.00	\$ 76.00	\$ 1,748.00	\$ 5,894.00
Grand Total	\$104,623.49	\$ 74,099.33	\$ 902,610.10	\$843,204.23

POLICE DEPARTMENT

- After completing the final testing exams, Alan Tancreti, Jeremy Colon, and George Gerosa were offered the position of police officer. They were sworn in as police recruits on June 22nd and began their training at the Connecticut Police Academy (POST) on July 2nd.
- The Police Department also began a new recruitment drive as there are still two openings. Written exams for entry level police officers were conducted through the CPCA (Connecticut Chiefs of Police Association). The department has scheduled oral examinations appointments for the top scoring candidates for early July.
- Patrol Calls for June are as follows:

Alarm Hold Up Alarm	7	Medical Diabetic	5	Check Welfare 911 hang up	30
Assault In Progress	1	Medical Fall	52	Check Welfare Other	28
Breach In Progress	9	Medical Mutual	3	Clear Lot	19
Burglary In Progress	1	Medical Other	127	Court Pris / Paperwork to Court	27

Check Welfare Other	1	Medical Respiratory	26	Criminal Mischief Report	15
Criminal Mischief In Progress	2	Medical Trauma	8	CSO	20
Customer Dispute In Progress	3	Medical Unresponsive	12	Customer Dispute Report	4
Domestic In Progress	26	MV Complaint Report	1	Dog Complaint	46
Drug Active	1	MVA Injury	15	Domestic In Progress	1
EDP In Progress	11	MVA Property Only	3	Domestic Report	2
Fire Alarm	16	Open Door / Window	7	Drug or Para found	1
Fire Extrication	1	Shots Fired	1	DUI	4
Fire Hazmat	2	Suicide Attempt	1	Escort Funeral	8
Fire Other	16	Suicide	1	Escort Other	9
Fire Structure Fire	4	Suspicious In Progress	121	Escort Tax	8
Fire Task Force Activation	1	Alarm Commercial Burg Alarm	72	Fingerprint	5
Fire Vehicle Fire	1	Alarm Residential Burg Alarm	39	Fire CO Detector no symptoms	3
Gun Report	2	Animal	28	Fire Other	1
Harassment In Progress	1	Assault Report	1	Fire Trouble Alarm	4
Landlord Tenant Dispute In Progress	1	Assist Notification	1	Fire Water Problem	4
Larceny from MV Report	1	Assist Other Agency	31	Fireworks	1
Larceny In Progress	14	Bad Check Insufficient Funds	1	FollowUp	112
Medical Alarm	12	Breach Report	1	Harassment Report	17
Medical Cardiac	33	Burglary Report	7	Hazard	37
Intoxicated	8	Car Seat	4	Illegal Dumping Report	1
Juvenile Complaint	13	MV Assist	41	Specific Detail CAD number	106
K9 Call	7	MV Complaint In Progress	31	Stolen MV	3
Landlord Tenant Dispute Report	4	MV Complaint Report	12	Sudden Death	2
Larceny from MV Report	2	MVA Evading	14	Suspicious Report	47
Larceny Report	49	MVA Property Only	90	Test Police	1
Location General	158	Neighbor Report	11	Threatening Report	6
Lockout Building	2	Noise	18	Tow	5
Lockout MV special circ	4	Parking Violation	7	Town Ordinance Violation	1
Medical Other	1	Pistol Permit Temp Permit Issued	13	Traffic Stop	544
Medical Stand By	3	Property Found	9	Trespass In Progress	3
Missing	8	Property Lost	3	Trespass Report	5
MV Abandoned	2	Recovered Stolen MV	1	Total	2409
		Serve Warrant	30		
		Sexual Assault	3		

- Investigations and calls by Patrol Officers in June included:
 - Domestic Dispute - On 6/14/15, officers were dispatched to a domestic dispute at a local residence. As officers arrived, they could hear a female crying and a male talking to her with a raised voice. Officers knocked on the door and the female answered. The male in the home approached the officers and was unsteady on his feet. His eyes were bloodshot and he appeared intoxicated. The female was crying and she had several marks on her face consistent with being struck. The female stated that the male was out during the evening at a local bar. When the male returned home that evening, the couple had an argument. During the argument, the male slapped the female in the face two times. The male then leaned into the female with his forearm and the female feared that he was going to choke her. The female fled the room and the male followed her out. The male then slapped the female again in the face. The couple continued to argue and the neighbor contacted the police after hearing the continued argument. The male was charged in violation of C.G.S. 53a-181 Breach of Peace and 53a-61 Assault 3rd Degree.
 - Larceny Arrest - On 6/17/15, officers were dispatched to a local department store in town on a shoplifting complaint. Store security was watching one male inside the store concealing items and a second male had left the store after concealing items. Upon arrival, officers entered the store and walked to the jewelry department. They observed a tall male who they immediately recognized the male from previous shopliftings. The officers also knew that the individual had outstanding shoplifting warrants. Officers immediately placed the male under arrest for the warrants. During the arrest, officers searched the arrestee and found narcotics on his person. Additional officers responded and found the second male suspect in the parking lot inside a vehicle. While the officers spoke to the suspect, they observed numerous bottles of alcohol. At this time, the Police Department received a complaint from an alcohol distributor. He stated that he had parked his vehicle outside a local package store when two males entered his vehicle and stole bottles of alcohol. These bottles were later identified as the bottles in the suspect's vehicle. Both suspects were taken into custody for the shoplifting at the department store and the theft of the bottles of alcohol. The total theft from the department store was \$1,149.00. The total theft of the bottles of alcohol was \$257.61. One suspect was charged with 53a-125 Larceny in the Fourth Degree, 53a-48/53a-125 Conspiracy to Commit Larceny in the Fourth Degree, 21a-279a Possession of Narcotics, and 21a-267(a) Possession of Drug Paraphernalia. The second suspect was charged with was charged with 53a-125 Larceny in the Fourth Degree, 53a-48/53a-125 Conspiracy to Commit Larceny in the Fourth Degree, and 21a-267(a) Possession of Drug Paraphernalia.
- In June, Detective Division personnel:
 - Handled 99 investigations, 82 remain ongoing and 17 were closed by investigative methods.
 - Served 34 arrest warrants, 29 by Patrol Officers and 5 by Detective Division personnel
 - On 06/17/15, Detectives served three arrest warrants for 59 year old Michael Kozak. The arrest warrants allege that Kozak committed three armed robberies in Newington; one at Walmart on 01/21/15, a second at the Family Dollar store on 02/07/15, and a third at Target on 02/08/15. Newington Police initially came in contact with Kozak when he was arrested shortly after committing an additional armed robbery at the Target store on 02/12/15. After that arrest, detectives conducted follow up investigation revealing that Kozak was responsible for the three previous armed robberies. Kozak was already incarcerated when the warrants were served and he was arraigned on the same day at New Britain Superior Court.
 - On 6/17/15 detectives were called to a local residence in response to a report of a sudden death. The deceased, a 20 year old resident of the home, was discovered by a family member. 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 interviews with the individual who discovered the deceased as well as other family members and friends. This incident does not appear to be criminal in nature, however the cause of death in this case is currently undetermined and remains under investigation.
 - On 6/22/15 Detectives assumed responsibility for the investigation of a sexual assault that was initially reported to the patrol division on 6/14/15. This case involved allegations that an adult male had sexually assaulted a 13 year old female victim. This investigation resulted in a confession by the suspect that was obtained during a polygraph examination that the suspect agreed to submit to. Detectives obtained a warrant for the suspect's arrest and that warrant was subsequently served.

The suspect was charged with 2 counts of Sexual Assault in the First Degree and 2 counts of Risk of Injury to a Minor. After his arrest, the suspect was detained on a \$75,000.00 court set bond.

- In June, the Community Service Officer (CSO):
 - Addressed a line of site issue at Pheasant Run and Partridge. The Officer worked with Highway, who worked with the residents to trim the trees that were preventing motorists from seeing oncoming traffic. This was resolved very quickly and the complainant was contacted.
 - Attended a Hoarding meeting with various town agencies. Worked with various town agencies with regards to Blight issues throughout town.
 - Organized and participated in the SOCT (Special Olympics Connecticut) Law Enforcement Torch Run.
 - Worked with Sergeant Moon to put together training for the LAP (Lethality Assessment Program) Program for domestic violence.
 - Met with Wethersfield Police Department Sergeant Michelle Neary and Sergeant Perry to iron out some details regarding starting a Peer Support Team at the Police Department.
 - Represented the Police Department at Touch-A-Truck on Saturday, June 13th.
 - Presented a Safety (Officer Friendly) program to 2 preschool classes at KinderCare.
 - Presented an informational Safety Talk to Parks and Recreation counselors for their summer season. This included calling 911 vs non-emergency calls, Creepers in the parks, Custody Disputes, Intoxicated parents at pick up, Open Carry Gun Law, and Medicals.
 - Officers DeSimone, D'Esposito and Kevin Dougherty from MADD presented the topic of Driving While Intoxicated and Texting to the Teen Life Hacks program at the Library.

CR/NIBRS Selected Crimes

Type of Crime	May 2015		May 2014	
	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	--	--	--	--
Forcible Rape	--	--	--	--
Robbery	2	6,161	--	--
Assault	12	--	10	--
Burglary	11	48,252	4	2,085
Larceny Theft	66	35,092	59	64,909
Auto Theft	4	90,780	1	20,000
Totals	95	180,285	94	86,994

- In May 2015, the Police Department arrested 87 adults: 1 for robbery, 8 for assaults, 2 for burglary, 1 for vandalism, 8 for narcotic violations, 6 for DUI, 4 for offenses against family and children, 2 for disorderly conduct, 16 for larceny theft and 24 for other miscellaneous offenses. We also arrested or referred 6 persons under the age of 18: 2 for assault, 1 for burglary, 1 for vandalism, 1 for sex offenses and 1 for other offenses.
- Police Department Overtime
 - Comparison
 - OT May \$ 83,451 2 pay periods, no holidays
 - OT June \$ 98,799 2 pay periods, one holiday
 - Total decrease \$ 15,348
 - In the month of June, there was one officer in field training, two officer vacancies, and two officers on light duty. Three officers were hired at the end of June and will begin the Police Academy on July 2nd. 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.
 - Administration overtime of \$0 is a decrease of \$542.
 - Patrol overtime of \$74,108 is an increase of \$13,778. Calls included domestic calls, motor vehicle accident investigations, larceny, sudden death investigations, missing person investigation, custody dispute, burglary, fatal accident investigation, assistance with liquor commission, court appearances, warrants, search warrants, holdovers, booking process, and overtime for time off/vacancies.
 - Detective Division overtime of \$3,006 is a decrease of \$1,172. Overtime included an investigation in a motor vehicle fatality, and scene processing.

- Communications overtime \$12,745 is an increase of \$1,539. Overtime included several time off leaves and staffing for weekends to allow for 2 dispatchers on for all shifts.
- Education overtime of \$4,066 is an increase of \$812 for training classes. Training for ERT, firearms, Fair and Impartial training, and Crime Scene training.
- Support Services overtime of \$4,874 is an increase of \$933. Overtime included coverage for time off, Senior Prom coverage, and Touch-a-Truck.
- ACO overtime was \$0.

FIRE DEPARTMENT – JUNE 2015 INFORMATION

- The following is a report of the activities of the Newington Fire Department for the month of June, 2015. During this period fire department members responded to 43 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	June 2015	12 Months Activity
Residential	5	54
Commercial, Industrial, Office	2	18
Hospital, School	0	11
Vehicle	1	15
Rescue, Police Assistance	3	56
Dumpster, Rubbish, Grass, Brush, Leaves	5	74
Hazardous Materials/Clean up	0	39
Investigative Alarm	5	148
False Alarm	13	94
Mutual Aid/Standby	1	10
Carbon Monoxide Investigation	4	46
Water Related Incidents/Pump-Outs	4	34
Total	43	599

Training Summary

Multi/Company Training	Co. #1 & 4 Haz-Mat Decon Co. #2 & 3 Haz-Mat Decon	40 hours 70 hours
Department Training	After Action Report	68 hours
Fire Behavior	SLICERS Class	8 hours
Training Division	Pump Training Driver Training	4 hours 4 hours
Target Safety Training		128 hours
Officer Training	Driver Safety	33 hours
Total Hours		355 hours

FIRE MARSHAL

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

INSPECTIONS	21
INSPECTION FOLLOW-UPS	29
PLAN REVIEW	1
JOB SITE INSPECTIONS	1
FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	2
COMPLAINTS	4
TANK REMOVALS	0
HAZ/MAT	0
BLASTINGS	4

Incidents:

- There were no significant fire incidents or injuries reported in June. Responded to **27** fire calls during June.

Fire Marshal's/Chief's Activities:

- Conducted several meetings of the Chiefs Staff to review and finalize the 2014-2015 end of year budget closeout.
- Attended a meeting with Town staff to organize a multi-agency task force to deal with residential hoarding issues.
- Attended a Memorial Day Parade Committee debriefing to review emergency planning for the annual event.
- Conducted a cause and origin investigation for an apartment fire at Kelleher Village.
- Attended a wake for former Company #2 Firefighter DJ Rulli at Newington Memorial.
- Attended a Social Security Awareness Seminar for employees at Town Hall.
- Attended the monthly meeting of the Board of Fire Commissioners at fire headquarters.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Simsbury.
- Attended a retirement party for Company #4 Lieutenant Michael Iskra who retired from the department after serving 36 years of volunteer service.
- Attended a Special Meeting of the Board of Fire Commissioners to review the Officer Candidate scores for the upcoming officer's promotion.
- Conducted the quarterly Local Emergency Planning Committee meeting at Town Hall.
- Attended a Memorial Bridge Naming Ceremony Honoring Retired Police Sgt. Burton Callahan at Town Hall.
- Attended the Graduation and Swearing-in Ceremony for the new CERT Team members at the Annual CERT Volunteer Banquet at fire headquarters.
- Attended the monthly Company Drill: Haz/Mat Decontamination Procedures.
- Responded to a Task Force activation along with the Truck-1 crew to a fire at the Comfort Inn in Wethersfield.
- Attended a Town Council meeting to request a bid waiver for the purchase of the new rescue truck.
- Attended the monthly staff meeting at Town Hall.
- Attended the monthly Officers Training session: Review of the CREPC after action report for the town-wide full scale exercise.
- Attended the Annual New England Fire Chiefs Association Conference in Windsor, CT and Springfield, MA.
- Attended the Swearing-in Ceremony for the New Company Officers for 2015-2018.
- Attended a retirement party for long time Town employee Dominic Manzo in the Romano Room at Town Hall.
- Conducted the quarterly Chiefs and Officers meeting at fire headquarters.

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 UCONN "Supervisory Skills" Professional Development Seminar.
- Attended Sidewalk Planning committee meeting.
- Coordinated biannual Landfill vegetation grinding.
- Met with contractors regarding various projects.
- Met with Town Attorney to discuss various issues.
- Coordinated and hosted annual paper shredding event on June 13th.
- Continued with landfill closure project tasks.

Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Continued roadside litter and graffiti removal.
- Repaired catch basins at various locations.
- Crews cleared roadside vegetation overgrowth at various locations.
- Crews continued with topsoil repairs at various locations.
- Crews completed drainage project on Edward Street.
- Crews completed large roadway patching and drainage project on Long Street.
- Assisted outside contractor with vegetation grinding at the landfill.
- Completed trench prep and paving at Cemetery Chapel.

- Installed new catch basin and drainage pipe at Martin Kellogg Middle School.
- Crews began the installation of over 2300 feet of roadway edge drain on Michael Lane.
- Crews completed the installation of major waterway drainage culvert at the Highway Garage.
- Crews began the realignment of the Highway Department waterway.
- Highway operators assisted with Company One Firehouse 9/11 Memorial Project.
- Crews began prep work for upcoming milling and paving projects.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted with Food Share setup.
- Assisted Sanitation Department in repairing/replacing recycling containers.
- Assisted Police Department with the placement of speed boxes.
- Continued with line striping.
- Assisted with traffic control for annual Market Square Car Show.

Fleet Maintenance

- Mechanics completed spring services on vehicles and equipment.
- Continued with scheduled and emergency repairs for all town vehicles and equipment.
- Mechanics completed two (2) and continued with the outfitting of new police control vehicles.

Sanitation/Recycling/Landfill

- Scheduled 911 residential bulk items for collection.
- Scheduled 100 condominium bulk items for collection.
- Scheduled 42 condo/residential scrap metal items for collection.
- 6918 tons of cumulative Municipal Solid Waste were collected from July through May 2015.
- 2558 tons of cumulative recyclables were collected from July through May 2015.
- 826 mattresses and box springs were collected from July through May 2015.
- 344 televisions were collected from July through May 2015
- Issued 36 permanent landfill permits and 13 temporary permits.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on June 10, 2015:

- Approved Petition #03-15: Moratorium on Higher Density Residential Development near CTfastrak.
- Approved Petition #18-15: TPZ Approval (Section 3.23.1: Outside Use) for Tent Sale at 2985 Berlin Turnpike (Dick's Sporting Goods).
- Approved, with conditions, Petition #21-15: TPZ Approval (Section 3.23.1: Outside Use) for Hot Dog Cart at 2199 Berlin Turnpike (S&N Discount Liquors).
- Approved Petition #22-15: Biennial Balf Quarry Operations and Site Plan Review

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- June 2: Met with prospective developer of multi-family project in Wethersfield, partially in Newington.
- June 16: Met with Fenn Road vacant industrial property owner to discuss possible tenant.
- June 16: Met with Town center commercial property owner to discuss signage options.
- June 25: Met with Kitts Lane commercial property owner and prospective tenant to review TPZ application.

Transportation/CTfastrak/Amtrak Corridor Planning:

- June 9: Attended quarterly CRCOG Bike and Pedestrian Planning committee meeting.
- May 13 and 27: Presented information to TPZ on possible moratorium on higher-density housing in CTfastrak Station neighborhoods.

Grant-Funded Project Activities

- June 2: Met with staff and contractor onsite to discuss Electrical Vehicle Charging Station at Constitution Plaza.
- June 9: Met with chairman of Deming-Young Foundation for input to possible STEEP grant application.
- June 26: Met with staff to review fee proposal submitted by consulting engineer for Town Center Streetscape Phase VI project.

Boards and Committees

- June 10: Attended biweekly TPZ meeting.

- June 24: Attended biweekly TPZ meeting.

Professional Development/Training:

- June 3: Attended Fair Housing training for town staff at Lyceum in Hartford.
- June 3: Viewed “Livable Communities” webinar.
- June 18: Attended Fair Housing training for elected officials in Wallingford.
- June 19: Attended monthly meeting of SNEAPA conference planning.
- June 25: Attended DEEP presentation on Brownfield cleanup grants in Hartford.

Miscellaneous:

- June 4: Attended AP science class presentation at Newington HS.
- June 9: Attended monthly ACHIEVE committee meeting.
- June 16: Attended annual CRCOG luncheon.
- June 17: Met with staff and contractors on site to evaluate partial road failure on Veterans Drive.
- June 24: Attended monthly department head meeting with Town Manager.
- June 25: Attended staff meeting to evaluate long-standing drainage problem at Constitution Plaza parking lot.
- June 30: Tour of Newington Junction neighborhood with TPZ member.
- June: Received and responded to or initiated approximately 533 emails to and from citizens, applicants, staff and elected/appointed officials.
- June: Received and responded to approximately 29 phone messages from citizens, applicants, staff and elected/appointed officials.

TOWN ENGINEER

- During the month of June, 35 excavation permits were issued:
 - 19 Road/Driveway Excavations
 - 14 Gas laterals
 - 1 Gas main
 - 1 MDC patch
- Engineering staff prepared the design plans necessary for the re-construction of the parking area at the Kellogg School. Operations are scheduled to continue into the month of July. The sidewalk installation was conducted by a vendor (sidewalk contractor), therefore completing monolithic style walks on both sides of the access drive including new ramps and integral catch basin (Constructed by DPW). Pavement rehabilitation\excavation will commence in July by DPW forces. The operations will involve the replacement of pavement base material, underdrains and a new pavement surface. This pavement rehabilitation project is located on the northern side of the school including the access drive. Engineering has provided construction survey to facilitate construction activities to be performed by D.P.W. forces and sidewalk contractors.
- Engineering Staff continues to design, administer and coordinate projects for the B.O.E. The major efforts are associated with the reconstruction of pavement (parking lots), drainage and concrete sidewalks. Similar to Kellogg School, The Anna Reynolds School had new sidewalk installation by a vendor (sidewalk contractor), therefore completing monolithic style walks on one side of the access drive. The access drive will be widened (by DPW forces) to accommodate an additional bus loading area. The base preparation and paving will commence in July. A minor re-configuration of island area (to facilitate lighting, safety) will also be added. An electrical contractor will install and electrify the light. Engineering has provided construction survey to facilitate construction activities to be performed by D.P.W. forces and contractors (both electrical and sidewalk).
- The Town Engineer attended the monthly Department Head Staff meeting.
- The Town Engineer attended the monthly CRCOG transportation meeting.
- The Town Engineer the DEEP (Inland Wetland) seminar entitled “Legal and Administrative Updates.”

- The Town Engineer continues to correspond 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 with Final Design anticipated in November of 2016. Given this design schedule, the contract award for construction is on pace for 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” (Busway) line. The D.O.T. has scheduled a Public Information meeting on July 23rd, 2015.
- Wetlands: Application 2015-09AA, 43 Harris Drive, Application for a driveway expansion in the Upland Review Area.
- The Sidewalk and Stonewall Bid was opened and the successful candidate was Martin Laviero Concrete\Construction out of Bristol, CT. A pre-construction meeting is scheduled for July with concrete walk replacement\repair to be scheduled as early as August.
- Engineering conducted (3) site plan reviews with regard to LID\Stormwater Drainage and TPZ regulations.

BUILDING DEPARTMENT

- An Electrical Permit was issued to install PVC conduit & wire underground with quazite boxes to eliminate wooden poles and make Extravaganza wiring underground at 123 Garfield Street.
- An Application was applied for and is under review for a fit-out of existing building for a furniture store at 56 Costello Road.
- An Application was applied for the John Paterson School at 100 Church Street to remodel the Boy’s & Girl’s bathroom and front lobby of the school.
- Seminars attended by our inspectors for their continuing education were:
 - A. Hanke - 2012 IECC Compliance Documentation – June 1, 2015.
 - Existing Residential Board and Care-Group Homes and Assisted Living Centers – June 2, 2015.
 - R. Smith - 2012 IECC Compliance Documentation – June 1, 2015.
 - The Connecticut Health Improvement Plan & You – Your Role in Active Housing Improvement Plan for CT’s Better Health & Safety – June 19, 2015.
- There were two Certificates of Occupancy issued in June. One residential for a single family residence located at 31 Harvest Court, and one Commercial for Davidson Foods located at 367 Alumni Road.
- Building Department activity for the month of June was as follows: The Inspectors completed a total of 237 inspections. They were: A/C (1), Above Ceiling (1), Apartment Inspection (7) , Boiler (3), CO (1), Complaint (1), Decks (9), Electrical (29), Final (66), Footings (16), Foundation (9), Framing (5), Gas Line (16), Hot Water Heater (1), Insulation (6), Mechanical (7), Plumbing (13), Pools (2), Rebar (1), Roofing (2), Rough (32), Sheathing (3), Sill (1), Site Visit (2), Slab (2), Work Without Permits (1).
- The total number of Building/Renovation Permits issued / applied for the month of June was **259** producing a total permit value of **\$4,763,576.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	32	3,179,136.00
DECK	12	87,705.00
DEMOLITION	1	2,000.00
ELECTRICAL	71	206,973.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	4,000.00
GARAGE / SHED	3	18,425.00

MECHANICAL	36	176,250.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	2	434,785.00
PLUMBING	41	126,851.00
POOL	4	12,475.00
ROOFING/SIDING	27	191,328.00
SIGN	6	33,620.00
TENT	3	11,300.00
SOLAR	18	278,728.00
TOTAL	259	\$4,763,576.00

The total Building income fees received in the month of June was **\$44,490.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$2220.00, Environmental \$540.00, Conservation \$200.00, Zoning Board of Appeals \$75.00, Copies, Books and Maps \$73.00, Driveway / Excavation \$1325.00 Engineering copies \$273.75. The other total income is \$4706.75.

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

	<u>2015</u>	<u>2014</u>
Value of Permits issued for June:	\$4,763,576.00	\$2,191,014.00
Fees for Permits issued for June:	\$44,490.00	\$20,746.00
Other income Fees for June:	\$4706.75	\$2,688.00
Building Permits Issued for June:	259	166

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
\$30,258,586.00	\$321,511.00	\$27,027,129.00	\$326,803.00

HUMAN SERVICES

- The Food Bank assisted 124 households with 585 bags of groceries distributed.
- Open Air Market served 145 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 19 households, providing 27 bags of clothes.
- The Special Needs Fund assisted 13 residents with 15 bills, 5-utility, 2-medical, 6-housing and 2-conservator filing bills. Seven people were 60+.
- The Social Casework Program had 113 cases. 43 were new referrals.
- The Youth and Family Counseling Program had 13 active cases. 2 were new cases. Clinicians provided 27 clinical therapy sessions with a total of 31.5 clinical service hours.
- Clinical Coordinator Pat Meskill attended a 5 day training to become a certified trainer in Mental Health First Aid. Having this resource in house will provide us greater flexibility in employee and community course offerings, as well as cost savings not having to pay for an outside instructor.
- Rik Huggard spent a day with summer P & R staff out on the challenge course for some team building activities prior to the start of summer camp.
- Pat Meskill provided a training to summer P & R staff as well, reviewing at-risk or concerning situations and helpful strategies for intervention.
- The department submitted two annual SDE grant requests and a 2nd year grant related to Juvenile Review Board support.
- Summer Youth Adventure 2015 staff and mentor training took place and the summer kicked off with youth programs. All activities filled quickly.
- The department is excited to be constructing a yurt on the outdoor challenge course to provide expanded program capacity year round and an indoor space to offer shelter in inclement weather. Lowes Charity Foundation has also selected our department for their annual community service project. They will donate and install the wood stove for the yurt. We hope to have the project complete by the beginning of September.

- Human Services was not selected for a third year of OPM funding to support the Adventure Builds Bridges program offered collaboratively by the Newington Police and Human Services departments. We are working on a way to continue the program in a modified way.
- There were 2 requests for community service. 50 hours were completed with more to be carried over during the summer.
- There were 2 JRB referrals this month.
- Senate Bill 18 (formation of a Statewide Taskforce on Hoarding) died in the House due to the chaotic end of the legislative session. It appears it has been reintroduced in the implementer session, so we are cautiously optimistic it has another chance to pass. It already passed the Senate and has strong support in the House.
- Staff attended workshops, trainings and meetings throughout the month. The CERT team graduated 10 more members and the team held its end-of-the-year dinner along with the graduation. 60 people attended! Additionally, the CERT team assisted with the Memorial Day Parade again this year, which was very much appreciated.
- 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 cautiously optimistic funding may be safe.
- Director Futoma and Human Services Coordinator, Carol LaBrecque attended a dinner honoring Al Cohen for his many years of service to the Kiwanis Club.
- Staff are preparing for the back-to-school backpack and supplies collection and distribution held in August.
- The Newington Hunger Action Team (HAT) and Carol LaBrecque attended the Newington Night at the Rock Cats providing some free tickets for us to give out to the residents we serve. Food and monetary donations were collected for the Newington Food Bank.

June 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	13	15	45	105
Positive Youth Development	342	280	3115	2641
Information and Referral	558	517	9467	7188
Social Casework Cases Under 55 = 64 Over 55 = 49	113	100	531	613
Food Bank Households	124	109	1688	1755
Special Needs	13	7	91	125

SENIOR AND DISABLED CENTER

- Both the Senior Club and the AARP Chapter 697 wrapped up their program year this month. Center Director Dianne Stone and Program Coordinator Eleanor Eichner were invited guests at the Senior Club's banquet at the Eastside Restaurant.
- Ms. Stone participated in a panel presentation at the Connecticut Elder Action Network (CEAN) wrap up session on June 25th.

- CCHD Sanitarian Greg Mattus provided a training program for the Center's Coffee Shop volunteers on June 26th.
- Newington Senior and Disabled Center, along with 4 other area centers, is developing a pilot program for LGBT older adults. Called the "LGBT Moveable Senior Center" the program will provide a 5 hour sampling of programs for LGBT older adults and allies on a monthly basis rotating between the Centers. The program will be in Newington on October 16th.
- The Center offered a pilot Chair Yoga program this week and, based on interest, will offer it again in the fall.
- Kim Kelly, LCSW from Interim Healthcare presented a program on hospice which included a discussion about end of life choices and palliative care on June 12th.
- Attorney Marilyn Denny from the Greater Hartford Legal Aid Senior Project spoke about power of attorney forms and health care directives. Advance Directive paperwork was handed out and Attorney Denny will return to notarize forms at a future date.
- Monsignor Bojnowski Manor and Euro-American Connections sponsored the Annual Strawberry Shortcake event which included entertainment by Kasia Kordek from Euro-American Connection.
- The Center currently has 1,767 paid members. There are 847 residents registered for Dial-A-Ride.
- The I&R Center team provided 116 units of direct service to 106 residents. These include applications to the Circuit Breaker program, the Renter's Rebate program, financial assistance 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 3499 by 591 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 1596 trips covering 4195 miles during regular hours. The total number of riders was 130.
- Center staffing was complemented by 621 hours of unpaid service in 241 instances by volunteers.

PARKS AND RECREATION

Administration

- Superintendent Bill DeMaio will begin on July 6.
- Staff met with Board Members regarding the Extravaganza (July 13-18).
- Staff met with members from Little League regarding hosting of the District finals (12-year old division) being held in late July at Volunteer Field.

Recreation Division

- Final plans and preparations are underway for the Mill Pond Park Extravaganza Week, Monday July 13 through Saturday, July 18.
- All aquatics staff members were recertified in Lifeguarding, First Aid, CPR and AED at trainings held throughout the month.
- All Playground directing staff was certified / recertified in First Aid, Adult CPR and injectable medication administration.
- Comprehensive staff training was held throughout the month for seasonal employees (Lifeguards, Summer Sunshine & Summer Playgrounds staff, Concessions Attendants, Cashiers).
- Graduation ceremonies for children at our Creative Playtime Preschool Program were held on Wednesday, June 3 in the Town Hall Auditorium. Registration for the 2015-2016 school year is ongoing.
- Mill Pond Pool and Churchill Pool opened for the season on Monday, June 22.
- Touch-A-Truck was held on Saturday, June 13. There were approximately 500-600 residents throughout the morning making the event a huge success!
- A special Kick Off to Summer Concert was held on Wednesday, June 24th featuring Simply Swing and was sponsored by Farmington Bank.

- The Summer Playground Program for children in Kindergarten through grade 7 opened on Monday, June 22.
- Camp Sunrise (a camp held in Glastonbury for children ages 3-21 with intellectual disabilities) began on Monday, June 22. The Town (Parks & Recreation Department) is subsidizing camp for 12 Newington campers to attend.

Parks and Grounds

- The Mill Pond Tennis Courts were completed early in June for summer play.
- Ben Breitkreutz (GKIII) has been spending a good part of this month repairing sprinkler systems at Newington High School and the Clem LeMire sports complex.
- Lester Daigle (Pool Mechanic II) spent the month getting the town pools ready to open. This included painting and caulking of expansion joints.
- Eric O'Neil prepared several pieces of equipment to be publicly viewed and demonstrated at the annual Touch-A-Truck event at the Town Hall.
- Parks members dug a trench at Mill Pond Park for (contractor) installation of permanent underground electricity for the Extravaganza.
- Parks members began renovation of Volunteer Little League field for District playoff games in late July. This will include sodding and new warning track installation.
- Division personnel were offline a total of 30 days this month.
- There were 10 interments in town cemeteries in June.

LIBRARY

- 2015 All-Ages Summer Reading Kick-off event attracted more than 1,000 people. Children and teens built crafts with volunteers from *Home Depot*, planted flowers in the library butterfly garden, crawled through the teen obstacle course, danced with the DJ, made superhero crafts and other activities. The Parks & Recreation *Touch-A-Truck* program was held in conjunction to the kick-off. Children, teens and adults were there to sign up for the summer reading programs and have fun. Adults could sign up as well. Sign-ups for the summer reading programs were high on that day alone. By the end of the month, 350 adults, 643 children, and almost 131 teens have begun to participate.
- The adult summer reading kick-off and registration program "*Escape the Ordinary*" was held earlier that week on June 9. This is a superhero themed summer reading program. Adults dropped in to sign-up, enjoy the many reading suggestions and refreshments and were eligible for the ever-popular prize give-away basket. 252 adults registered that day. Adults may also register online. This year a new feature was added to the program. Participants may submitted their reading prize give away ticket online or in person. Each time a book is read the participant receives a ticket for that week's prize giveaway. Up until this year they had to come into the library to receive a ticket. Now they have a choice of online or in person. We were able to sign up some new people this year who have wanted to do it but did not always have the time to come into the library each time they finished a book to get a ticket. The online ticket makes it much more convenient for them to join in the fun.
- In conjunction with the adult summer reading program, Circulation Supervisor Sue Schneider and Amanda Bollacker from the Circulation Department introduced a new program called "*Escape the Ordinary...with an Incredible Item*" display. Patrons who check out materials are given a card that they can fill out if they like the item-book, audiobook or movie. If the card is filled out, the item is put out on display with the comment card for others to see and checkout if they like.
- The Friends of the Library annual meeting was held on June 10. The meeting began with the Quilt raffle prize drawing. 260 tickets were sold. This raffle was a spring fundraiser for the Friends. 1st prize was a handmade quilt donated by Patricia Womer to help them raise money for the Friends and ultimately the library. 2nd prize was a Samsung Galaxy tablet and third prize was a \$60 Outback Steakhouse gift card. Patricia Lavery was the big winner of the quilt. After the drawing the Friends had a short business meeting, officers were elected and then the featured speaker of the night Gil Gigliotti. Mr. Gigliotti is a professor at CCSU and does a weekly radio show called *Frank, Gill and Friends*. He spoke about Frank Sinatra. It was a great program with 63 people attending.
- The Friends also sponsored a bus trip to New York City on June 6. This is the first of 3 bus trips planned over the next few months. The August bus trip will be to *WaterFire Providence* in Providence, RI and another trip to New York City will be offered in October.
- Children's staff was very busy preparing for the summer and the many programs that were planned. 82 programs were offered for 3,416 children and their caregivers. The beginning of the month was all about summer reading visits. Staff made 47 visits to 1,207 students in the elementary and middle

schools. Then got ready for the big day of the All-Ages summer reading kick-off. More than a 1000 people showed up to have fun, sign-up and learn about all the library has to offer. Other programming included, *Animal Show on the Go* with Cindy King, *Creative Dramatics Workshop: The Day the Crayons Quit* and Junior Cookbook Club where kids read the book *Captain Underpants* and make superhero snacks.

- Programs for teens and adults numbered 15 to a combined audience of 689. The teen librarians had a busy month getting ready for summer reading. They spoke to 1,300 students in grades 5-7 at both middle schools. 55 teens signed up at the All-Ages kick-off and enjoyed getting fake tattoos and their faces painted. Other successful programs included *Teen Horror Movie Night*, *Teen Gaming Afternoon* and *Charlie & the Chocolate Factory Reader's Theater*. They also kick-off their new teen *Life Hack Series*, which offers programs that teach teens life skills. The first two programs offered were *Personal Safety* with Officer Jamie DeSimone and *Whole Foods Cooking Demonstration*. The adult programmers were also busy with a great variety of programs. Highlights included local author Annette Schutze who spoke about her book *A Gift of Love: A Journey of Courage and Personal Transformation*, *How to Permanently Erase Negative Self-Talk*, *Couponing 101* and *Movies and More* featuring the film *Big Eyes*. Karen Benner kicked off a summer series called "A Portrait of Jane Austen" with *The Life and Times of Jane Austen* presented by Caitlin Augusta from the *Jane Austen Society*.
- The "Little Free Library" is now a reality. Thanks to Head of Collection Management Jeanette Francini, Head of Community Services Michelle Royer, the Transaction Academy and Home Depot, Berlin. This small structure with 3 shelves filled with books is a free book exchange, take a book, leave a book that is now open to the public. Its grand opening was at the All- Ages Kick-Off on June 10. Now people in the community can always have access to books even when the library is closed.
- In technology: The RFID tagging continues. The adult collection is almost done. More volunteers have been moved to the children's department to tag that collection. Head of Reference Diane Durette had been working hard to update the URL changes that occurred as the State Library makes changes to its catalog and database services. The Library added 2 new online services: the online version of *Value Line*, a service that researches stocks, mutual funds, options convertible securities and special situation stocks and *Author Alerts*, a service that allows patrons to be notified by email or text of titles by their favorite authors. The patron can create their own list of only the authors they like and be notified when something new from them are added to the library collection. Assistant Director Karen Benner worked with *Barnes and Noble* to trade in most of our current circulating eReaders for the new Samsung Galaxy tablets. These new tablets will be circulated, preloaded with eBooks purchased by the library. The tablets are all in color and very easy to use. Patrons can also access the internet with them as well. Technology programs for the public included *Tech 4 U* and *New Online Technology & Language Classes@ the Library*.
- In Personnel: Kelly Clark, a Circulation substitute was hired as the new part-time Circulation library technician. She began her new job in June and is doing a great job. She replaces Kristina Sutay who now works in Collection Management and Circulation. Lisa Masten attended the American Library Association national conference in San Francisco, CA from June 26-June 30.
- In Facilities: Heating and cooling continued to be problem especially at the Circulation desk. There has been service men in the library replacing duct work to help with this problem. *NuLook* was the low-bid and selected to receive the new cleaning contract beginning July 1. Library Director Lisa Masten had a theft in her office on Wednesday, June 10 after the library was closed. After attending the Friends annual meeting, the three prizes from the raffle drawing were put in the director's at 9:00 pm when the library closed. The office was locked and all 3 prizes were there when she left. The next morning at 8:30 a.m. the tablet and gift card were missing. The empty tablet box was found in the recycle bin outside the library building. The police were called but there has been no resolution as of yet.
- Topics of note that were researched this month included:
 1. Nonfiction dragon books
 2. English for Portuguese speakers.
 3. List of Greek festivals in the area.
 4. Where to get rid of scrap metal.
 5. The treatment of adolescents with mental health issues.
 6. Steven Kellogg and Bill Thomson books (school author visits)

MONTHLY CIRCULATION REPORT				
LRW LIBRARY				
JUNE 2015				
	2015	2014	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	19,932	19,592	340	1.74%
CHILDREN	11,801	10,344	1,457	14.09%
YOUNG ADULT	1,164	1,152	12	1.04%
DVD'S	6,066	6,081	-15	-0.25%
Digital Services				
DOWNLOADABLE BOOKS	2,822	2,464	358	14.53%
DOWNLOADABLE MAGAZINES	203	180	23	12.78%
DOWNLOADABLE MUSIC	467	502	-35	-6.97%
DOWNLOADABLE MOVIES	29	0	29	
E-READERS	7	14	-7	-50.00%
Other				
MUSEUM PASSES	125	137	-12	-8.76%
TOTAL CIRCULATION	32,897	31,088	1,809	5.82%
CUMULATIVE CIRCULATION YTD	375,693	377,385	-1,692	-0.45%
DAYS OPEN/MONTH	26	25	1	4.00%
AVG. DAILY CIRC./MONTH	1,265	1,244	22	1.75%
PATRON COUNT	18,483	18,236	247	1.35%
AVG. PATRON COUNT	711	729	-19	-2.54%
SELF CHECKOUT CIRC#	0	105	-105	--
REGISTRATIONS-ADULT	96	83	13	15.66%
REGISTRATIONS-JUVENILE	43	24	19	79.17%
TOTAL # CARDHOLDERS	13,603	11,566	2,037	17.61%
CONNECTICARD	7,612	6,859	753	10.98%
RETURNS	20,513	unavailable		--
SUNDAY CIRCULATION	0	0	0	--
SUNDAY PATRON COUNT	0	0	0	--
PUBLIC SERVICES				
REFERENCE QUESTIONS - ADULT	3,827	3,988	-161	-4.04%
REFERENCE QUESTIONS - CHILD	2,632	2,488	144	5.79%
TOTAL REFERENCE QUESTIONS	6,459	6,476	-17	-0.26%
PUBLIC COMPUTER USE ADULT & TEENS	1850	1828	22	1.20%
PUBLIC COMPUTER USE CHILDREN	902	560	342	61.07%
TOTAL PUBLIC COMPUTER USE	2,752	2,388	364	15.24%
IN-HOUSE DATABASE SEARCHES	1,862	9,049	-7,187	-79.42%
REMOTE DATABASE SEARCHES	2,928	378	2,550	674.60%
WEBSITE VISITS	12,376	7,957	4,419	55.54%
HOLDS ON SHELF PULLED	1,733	1,248	485	38.86%
ILL--LOANS	2,698	1,825	873	47.84%
ILL--BORROWS	1,992	1,664	328	19.71%
PROGRAMS CHILDRENS	82	104	-22	-21.15%
PROGRAMS CHILDRENS ATTENDANCE	3,416	3,829	-413	-10.79%
PROGRAMS TEEN	8	5	3	60.00%
PROGRAMS TEEN ATTENDANCE	1417	274	1,143	417.15%
PROGRAMS ADULT	13	12	1	8.33%
PROGRAMS ADULT ATTENDANCE	720	433	287	66.28%
NOTARY	12	13	-1	-7.69%
VOLUNTEER HOURS	291	127	164	129.33%
MEETING ROOM USAGE-OUTSIDE GROUPS	10	5	5	100.00%
MEETING ROOM USAGE-INHOUSE	58	32	26	81.25%
STUDY ROOM USAGE^	200	314	-114	-36.31%

COLLECTION INVENTORY				
ITEMS ADDED	1,762	1,767	-5	-0.28%
ITEMS DELETED	160	699	-539	-77.11%
TOTAL LIBRARY HOLDINGS	183,213	185,007	-1,794	-0.97%

#self check out terminal is out of service

^One study room is currently closed for staff usage

"Only public computer sessions are counted