



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: April 24, 2015  
Re: Monthly Report – March 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 attended the Grand Opening of the CT Fastrak.
- 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 met with residents & area business owners to address issues & concerns as needed.
- Mr. Salomone met with staff, union and legal representatives regarding personnel issues.

#### Legal Services

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

Rome (Modern Tire/Firestone) - \$56,162.16

Murtha (Toll Bros) \$15,198.20

#### Overtime

Paid overtime during the month of March 2015 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
VEHICLES AND EQUIPMENT	1.9	\$ 93.77
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 789.60
ROAD MAINTENANCE	28.0	\$ 1,322.84
TRAFFIC DIVISION	4.0	\$ 168.84
SNOW	721.3	\$ 34,994.40
<b>TOTALS</b>	<b>771.2</b>	<b>\$ 37,369.45</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Cemetery	6.0	\$ 12,419.00
Snow/Ice	243.5	\$ 538.00
<b>TOTALS</b>	<b>249.5</b>	<b>\$ 12,957.00</b>

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<b>POLICE DEPARTMENT</b>	<b>14-15 Budget Overtime Appr.</b>	<b>Overtime Expended 14-15 YTD</b>	<b>13-14 Budget Overtime Appr.</b>	<b>Overtime Expended 13-14 YTD</b>
Administration	\$ 7,059.00	\$ 4,618.62	\$ 6,734.00	\$ 2,218.06
Patrol	607,287.00	509,655.40	641,951.00	465,321.68
Investigation	79,169.00	77,253.59	77,883.00	42,539.93
Communication	161,160.00	131,827.56	118,117.00	59,739.28
Education/Training	117,276.00	87,631.40	121,801.00	46,781.39
Support Services	34,189.00	20,127.66	39,878.00	10,424.72
Animal Control	5,546.00	0.00	5,546.00	0.00
<b>Total</b>	<b>\$ 1,011,686.00</b>	<b>\$ 831,114.23</b>	<b>\$ 1,011,910.00</b>	<b>\$ 627,025.06</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,622.00	\$ 20,275.69	\$ 29,225.00	\$ 16,729.93
Snow and Ice Control	145,534.00	165,385.23	137,119.00	175,360.48
Traffic	4,665.00	1,443.74	5,684.00	2,276.74
Vehicles and Equipment	29,363.00	22,551.68	28,981.00	14,390.16
Leaf Collection	50,000.00	38,808.10	55,937.00	37,720.33
<b>Total</b>	<b>\$ 259,184.00</b>	<b>\$ 248,464.44</b>	<b>\$ 256,946.00</b>	<b>\$ 246,477.64</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 75,588.00	\$ 113,869.09	\$ 91,968.00	\$ 113,879.00
Cemeteries	18,007.00	11,561.63	16,971.00	10,269.25
<b>Total</b>	<b>\$ 93,595.00</b>	<b>\$ 125,430.72</b>	<b>\$ 108,939.00</b>	<b>\$ 124,148.25</b>

### **PERSONNEL**

- The Chief of Police position is posted with a closing date of April 8, 2015.
- A job posting for the vacant Library Technician position was posted to the AFSCME union from February 4 – 10, 2015. No internal applications were received. A public job posting for the position was posted on February 18 with a closing date of March 6, 2015.
- The Superintendent of Parks & Recreation will be retiring April 14<sup>th</sup>. The Superintendent of Parks & Recreation position was posted on March 20<sup>th</sup> with a closing date of April 24, 2015.

### **RISK MANAGEMENT**

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

The eighth 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 February 2015 were \$742,374. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

#### Cumulative Claims through February, 2015

	Town	Board of Education	Total
Estimated Claims	1,348,344	5,443,496	6,791,840
Actual Claims	1,288,364	4,962,816	6,251,180

### **FACILITIES MANAGEMENT**

The Facilities Director attended the Town Hall Building Committee meetings and the Public Works Team meeting during the month of March. Attended Facility Work group meeting for the Newington Senior & Disabled Accreditation Process.

#### Work Order Completions

- The Facilities Maintenance Department has completed 57 formal work orders during the month of March at various Town Buildings.

### Library

- Work continues on the software upgrade to the HVAC Energy Management System. The Maintenance Department replaced the 1<sup>st</sup> floor hot water heater with a new energy efficient on demand heater that will result in greater utility savings.

### Town Hall

- Ongoing roof repairs continue throughout the building on an as-needed basis when leaks occur. Work has started on the preparation of the new emergency generator and the addition of the Human Services refrigeration & office circuit to be added to the generator. CT Electrical installed a new circuit breaker panel to replace the old fusible panel on the 1<sup>st</sup> floor that was cited by the OSHA inspector.

### Senior Center

- The Maintenance Department have been dealing with many heating problems due to the extended cold weather with very little equipment down time with any loss of programs.

### Highway Garage

- Repairs were made to the truck storage bay heating burner by Advanced Mechanical Services and with the unit past its useful life it is getting harder to get replacement parts. Thankfully Advanced had repair parts at their shop which resulted in a quick turn around and little equipment down time.

## **INFORMATION TECHNOLOGY**

- The Town's Information Technology team consists of Mr. Paul G. Boutot, Chief Information Officer, Mr. John Bolduc, Network Administrator/ Project Leader, Mr. Scott Hoagland and Mr. Steve Pollock, Network/ Application Specialists, and Mr. Thad Dymkowski, GIS Technician. During the course of the month they participated, assisted and/or were directly involved in one or more of the following:
  - Closing 129 work orders.
  - Deploying new workstations in the Revenue Collectors and Assessor's Offices.
  - Inventorying computers and monitors.
  - Deploying a new virtual server for the latest version of the town's financial application, Tyler Munis. All Munis users were migrated to the new version and the old server resources were taken offline.
  - Completing the move from Postini Email Protection to Google's Email Protection product. Postini was acquired by Google and users of the Postini product were required to migrate services to Google's platform.
  - Completing the migration of the Police Departments file folders and permission from the town's old domain to the new domain.
  - Installing security patches on servers and workstations.
  - Upgrading VMWare vCenter and vShield Endpoint modules.
  - Providing the Town Engineer with Geographical Information Systems (GIS) mapping for a sidewalk rehabilitation project and town landfill project.
  - Providing the Director of Economic Development with GIS mapping data for a downtown merchant project  
(<https://newington.maps.arcgis.com/apps/MapTour/index.html?appid=195ecadf9c7e4475a0deb2797954680e>).
  - Supervising the repairs of the town's large format plotter.
  - Upgrading the town's GIS application, Latitude Geographic's – Geocortex.
  - Assisting Parks and Recreation staff with pre-print production of their Summer Guide and graphics for their bulletin board.
  - Providing GIS addressing information to the State Office of Public Safety.
  - Upgrading the town's remote access solution, Citrix XenApp/XenDesktop to version 7.6.
  - Working with library staff and their outside vendor in preparation of a security camera installation project.
  - Upgrading Public Safety Computer Aided Dispatch (CAD) and Record Management Systems (RMS) applications.
  - Troubleshooting issues with the Revenue Collector and Assessor Office's that presented themselves after migrating them to the new town domain.
  - Removing an edge/fabric switch from the town's network. The switch that was removed will be reconfigured and used on another network segment.
  - Reviewing and updating printer drivers on the town's new domain.

- Developing a report to allow IT staff to better monitor Microsoft SQL flat file backups.
- Troubleshooting connectivity issues to the town's Fuelmaster application from the Highway Department.
- Reconfiguring a document scanner in the finance department.
- Automating the installation software used to manage the police department's Tasers.
- Deploying and configuring new receipt printers in the Revenue Collector's Office.
- Upgrading the firmware on the town's firewalls.
- Customizing Java install's on select workstations to accommodate management of the town's Heating Ventilation and Cooling applications.
- Testing and automating the deployment of BIOS upgrades on workstations.
- Upgrading Citrix Receiver and thin client images.
- Attending various department, staff and regional meetings.

## **FINANCE**

### **Accounting and Administration**

- The Town Manager's 2015-16 budget was submitted in early March to the Newington Town Council. Throughout the month, preparation was made for the budget workshops that were conducted with the various departments.
- The new release of MUNIS, the Town's accounting system, was successfully installed during the month. Staff was involved testing the system's many modules. The Information Technology Department was instrumental in the successful installation with minimal interruption to departments.
- In anticipation of Cutwater Investor Service's Corp. ceasing management services of the Connecticut CLASS investment program on March 31st, systems were established at Bank of America to accommodate for automated transactions associated with the processing of medical claims, flexible spending, ICMA contributions and debt service payments.
- On March 9th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program. Mark Shegoski and Ashley Martella of UBS reviewed the fourth quarter results of the Town's pension funds. Becky Seilman of Milliman, the Town's pension actuary, reviewed the July 1, 2014 valuation results for the Administrative, Municipal and Police pension plans as well as the reporting and funding policy requirements of GASB 67& 68.
- Lisa Rydecki, Deputy Finance Director, prepared the Town Manager's Proposed Long-Range Capital Improvement Plan which was submitted to the Town Council on March 13th.
- The health benefits fund calculation was completed by March 20th in accordance with the memorandum of understanding. As a result, the Town has a projected deficit of \$61,915 and the Board of Education has a projected credit of \$659,291. A final settlement of actual costs will be completed in September.

Major grants received during the month include the second installment of the Pequot Grant in the amount of \$84,929. 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) 3/31/2015

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget FY2014-15</u>	<u>Actual Year to Date</u>	
General Fund	\$46,350	56,355	\$32,369,531
Special Revenue Funds	5,000	5,049	3,985,132
Capital Projects Funds	800	1,145	1,029,628
Internal Service Fund	2,400	2,010	1,808,196
Trust and Agency Funds	2,400	2,060	978,854
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$40,171,341</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)

3/31/2015

	<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	0.15	0.14	1,097	1,139	\$7,004,951
CLASS PLUS	0.01	0.01	6	6	0
Bank North	0.20	0.20	1,419	862	8,032,346
People's Bank	0.32	0.32	2,733	2,205	10,058,619
Santander Bank	0.35	0.30	2,819	2,109	7,548,504
Farmington Bank	0.35	0.40	2,819	3,075	7,526,921
Total Outstanding Investments					\$40,171,341

*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 March. Personal property accounts were condensed and organized.
- The Board of Assessment Appeals met on March 3 & 4. They made reductions of \$680,000 which amounted to a tax loss of \$24,300.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued. Approximately 100 homeowners applied during the month which leaves about 150 owners to apply by May 15, 2015.
- 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 will utilize software from that company. The conversion of data from Vision to eQuality continued. Data mailers were prepared and mailed to one neighborhood to test the accuracy of the conversion data. About 50% of those mailers have been returned.
- Court cases for McDonald's real estate and Planet Fitness personal property were resolved favorably toward the town. The net effect was a loss of \$6,000 due to these court actions. Income and expense reports were edited and mailed to over 425 commercial property owners. These will be due back to the Assessor by June 1, 2015.

**Revenue Collector**

- March Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$405,685. The Supplemental Motor Vehicles collected were \$50,260, and \$28,861 was collected on back taxes.
- This year's March collection rate on the current Grand List is 98% which is the same rate as compared to March of last year.
- Demand Notices were mailed to 524 delinquent Motor Vehicle and 53 Personal Property taxpayers as the first step prior to issuing Alias Tax Warrants to the Constables and Sheriff in April.
- Lien Notices were mailed to 287 delinquent real estate taxpayers giving notification a lien will be filed on the land records if taxes are not paid in full by April 15, 2014.
- Demand Notices were sent to 60 delinquent real estate taxpayers with outstanding 2012 GL taxes or more.
- Staff is also receiving numerous inquiries' from taxpayers regarding property tax information for filing IRS income tax returns.

**TOWN CLERK**

- There were 526 documents filed on the land records during March.
- There were 68 transfers for a total of \$6,607,000. State conveyance tax collected was \$49,485 and \$17,900 was collected in Town conveyance tax.
- Six Foreclosure Registrations were filed during the month.
- The office recorded 144 mortgages, 31 liens, 125 releases, and 9 probate documents.

- Staff issued 167 certified copies of vital records & catalogued 18 burial permits & eight cremation certificates.
- Copy revenue was very strong bringing in \$2,010.
- The opening day of fishing season was pushed up to the second Saturday in April. As a result the sale of fishing licenses was up 28% over last month.
- The office catalogued three liquor permits, five Trade Name certificates, nine Notary Public commissions and eight survey maps.
- Forty-two documents were electronically filed on the land records for total revenue of \$4,589.
- As a member of the Master Connecticut Town Clerk (MCTC) Certification Committee, on March 13<sup>th</sup> the Town Clerk attended the annual meeting to review and recommend to the Executive Board those Town Clerks who have successfully completed the educational and social requirements to achieve the MCTC designation.
- On March 17<sup>th</sup> the Town Clerk met with other members of the Governance sub-committee as part of the self-assessment process being conducted by the Senior and Disabled Center.
- The FY2016 Historic Document Preservation Grant was completed and forwarded to Town Council. This year's \$4,000 funding (which is less than last year) will be used to continue the on-going backfile scanning project. When the next 44 volumes have been scanned, there will be remote access to imaged land records from 1987 through the present time.

<b>DATA SUMMARY MARCH 2015</b>				
	<u>March - 15</u>	<u>March - 14</u>	<u>FY 14/15 to Date</u>	<u>FY 13/14 to Date</u>
Land Record Documents	526	364	3804	3939
Dog Licenses Sold	12	17	456	530
Game Licenses Sold	75	79	420	413
Vital Statistics				
Marriages	5	7	175	137
Death Certificates	33	40	222	231
Birth Certificates	21	33	202	175
Total General Fund Revenue	\$ 39,409.01	\$ 33,981.84	\$ 348,584.23	\$340,227.10
Town Document Preservation	\$ 1,266.00	\$ 768.00	\$ 8,952.00	\$ 9,057.00
State Document Preservation	\$ 598.00	\$ 448.00	\$ 4,232.00	\$ 5,952.00
State Treasurer (\$36 fee)	\$ 10,692.00	\$ 8,064.00	\$ 96,300.00	\$102,313.00
State Treasurer (\$127 fee)	\$ 5,461.00	\$ 5,080.00	\$ 34,417.00	\$ 44,958.00
State Treasurer (\$110 fee)	\$ 7,370.00	\$ 3,520.00	\$ 39,160.00	\$ 36,740.00
Locip	\$ 891.00	\$ 672.00	\$ 8,025.00	\$ 8,282.00
State Game Licenses	\$ 628.00	\$ 563.00	\$ 3,102.00	\$ 3,689.00
State Dog Licenses	\$ 94.50	\$ 166.00	\$ 3,114.50	\$ 3,655.00
Dog Licenses Surcharge	\$ 28.00	\$ 50.00	\$ 1,076.00	\$ 1,306.00
Marriage Surcharge	\$ 76.00	\$ 171.00	\$ 1,273.00	\$ 1,102.00
<b>Grand Total</b>	<b>\$ 66,513.51</b>	<b>\$ 53,483.84</b>	<b>\$ 548,235.73</b>	<b>\$557,281.10</b>

**POLICE DEPARTMENT**

- Recruit Dean Corriveau graduated from the Police Academy on March 19<sup>th</sup>. He will now enter the Field Training Officer (FTO) Phase of his training.
- The police department continues to work on its recruitment drive as there are several openings. Thirty candidates were invited to interview. Of those thirty candidates, thirteen have moved on to pre-offer polygraphs and background investigations.
- Officer Meghan Kennedy is promoted to the rank of Master Police Officer.
- Police and Youth Grant planning and activities continued to take place. Activities and overtime are reimbursed by State of Connecticut.
- Patrol Calls for March are as follows:

Alarm Hold Up Alarm	6	Threatening In Progress	2	Larceny from MV Report	26
Assault In Progress	3	Alarm Commercial Burg Alarm	84	Larceny Report	54
Breach In Progress	10	Alarm Residential Burg Alarm	41	Location General	117
Burglary In Progress	1	Animal	24	Location School	24
Criminal Mischief In Progress	1	Assist Notification	3	Lockout Building	2
Customer Dispute In Progress	8	Assist Other Agency	29	Lockout MV special circumstances	1
Domestic In Progress	17	Blighted Property	1	Medical Stand By	2
Domestic Report	2	Breach Report	1	Missing	1
Drug Active	2	Burglary Report	11	MV Abandoned	1
EDP In Progress	16	Car Seat	4	MV Assist	55
Fire Alarm	19	Check Welfare 911 hang up	42	MV Complaint In Progress	22
Fire Extrication	3	Check Welfare Other	41	MV Complaint Report	19
Fire Hazmat	5	Court Pris / Paperwork to Court	20	MVA Evading	15
Fire Mutual Aid Request	1	Criminal Mischief Report	5	MVA Property Only	108
Fire Other	3	CSO	8	Neighbor In Progress	6
Fire Vehicle Fire	4	Customer Dispute Report	9	Neighbor Report	5
Gun In Progress	4	Dog Complaint	28	Noise	5
K9 Assist for Other Agency	2	Domestic Report	9	Parking Violation	13
Larceny from MV In Progress	1	Drug or Para found	3	Pistol Permit Temp Permit Issued	15
Larceny In Progress	16	DUI	4	Property Found	12
Medical Alarm	18	EDP Report	1	Property Lost	5
Medical Cardiac	27	Escort Funeral	7	Serve Warrant	26
Medical Diabetic	4	Escort Other	6	Sexual Assault Report	4
Medical Fall	54	Escort Tax	6	Specific Detail CAD number	62
Medical Mutual	2	Fingerprint	20	Stolen MV	6
Medical Other	135	Fire CO Detector no symptoms	6	Sudden Death	2
Medical Respiratory	39	Fire Water Problem	1	Suspicious In Progress	1
Medical Trauma	5	Follow-Up	54	Suspicious Report	37
Medical Unresponsive	6	Harassment Report	7	Test Police	4
MVA Evading	1	Hazard	51	Threatening Report	3
MVA Injury	11	Illegal Dumping	1	Tow	8

Open Door / Window	10	Intoxicated	9	Town Ordinance Violation	4
Robbery In Progress	1	Juvenile Complaint	5	Traffic Stop	621
Suicide Attempt	3	K9 Call	4	Trespass Report	1
Suicide	1			<b>TOTAL</b>	2353
Suspicious In Progress	77				
Suspicious Report	1				

- Investigations and calls by Patrol Officers in March included:
  - Illegal Firearm Arrest - On 03/13/2015, an officer was on patrol and noticed a vehicle in front of him. He checked the license plate and found that the vehicles emissions had expired. The officer stopped the vehicle and approached the operator. The operator was acting very nervous, which made the officer suspicious of his actions.  
The officer then checked the operator's driver's license and found that the license was suspended. Since the operator could not drive the vehicle and the vehicle was now parked in a hazardous position, a tow truck was requested to tow the vehicle.  
The officer then conducted an inventory of the vehicle as is required. During the inventory search of the vehicle, the officer located a .380 semiautomatic pistol inside the center console between the front driver and passenger seats. The pistol had a loaded magazine inside the magazine well and contained six rounds of .380 Winchester ammunition. The firearm was also found to not have a serial number as it appeared to have been filed off. The operator did not have a firearms permit and was also a convicted felon who could not possess a firearm.  
Inside the trunk of the vehicle, the officer located additional ammunition and a black ski mask. These items were seized as evidence. It's unknown if the individual was or had committed any crimes using the illegal firearm and the ski mask.  
The accused, who was also a convicted felon, was charged with Illegal Possession of a Weapon in a Motor Vehicle, Removal of the Serial Number on a Firearm, two counts of Criminal Possession of a Firearm, Failure to Comply with Emissions Standards, and Operating a Motor Vehicle with a Suspended License. He was detained on a \$50,000 bond.
  - Threatening Arrest - On March 17, 2015, officers were dispatched to a local motel for the report of a male who had located his own vehicle which he had reported stolen earlier in the day. The male also reported that he had a gun with him in case he was confronted during this recovery. As officers arrived at the motel, police dispatch was receiving a 911 call from the motel. The female caller stated that a male had a girl at gun point at the rear of the motel.  
An officer approached the west side of the building as additional officers approached from the east side of the building. The officer parked his vehicle a safe distance and began making a tactical approach to the rear of the building on foot. As he approached the rear of the building, he could hear the sound of what he believed to be a male and female talking in a loud excited fashion. Upon rounding the corner of the motel, the officer immediately observed a white male standing approximately twenty feet away from a white female, who was cowering against the exterior wall of the motel. The male had a small silver firearm in his right hand and was pointing it in the direction of the female.  
Upon seeing the male with a gun pointed at the female, the officer pointed his weapon at the male. Quickly, the officer then ordered the male to drop the weapon. The male immediately lowered the gun to the ground, took several steps away from it and raised his hands to shoulder height. While this was taking place the female said several times "he was going to shoot me".  
It was later determined that the female, who was being held at gun point, had no knowledge of the male prior to this. The female had left her motel room to get a soda and was confronted by the male suspect with the gun. The male ran up to the female, grabbed her by the arm and accused her and her boyfriend of stealing his car and pointing a gun at him. The male then told her she was going to die tonight, put the gun to the side of her head and then backed up. It was at this point that the officer confronted the male. The female stated that she believed she would have died if it were not for the officer arriving when he did.  
The male suspect was ultimately charged with Breach of Peace in the Second Degree, Reckless Endangerment in the First Degree, Threatening in the First Degree, Unlawful Restraint in the First Degree and Threatening in the Second Degree.
- In March, Detective Division personnel:
  - Handled 117 investigations, 79 remain ongoing and 38 were closed by investigative methods.

- Served 26 arrest warrants, 24 by Patrol Officers and 2 by Detective Division personnel.
- On March 10<sup>th</sup> Detectives arrested Dennis Martinez who was involved in an evading motor vehicle accident on February 27<sup>th</sup>. A New Britain resident was fatally injured in that motor vehicle accident. Immediately after being involved in the crash, Martinez fled the scene on foot. Officers conducted a search for Martinez but were unable to locate him that evening. The vehicle he was operating was found to be unregistered, with a fraudulent temporary license plate affixed to the rear window. The identity of Martinez was initially unknown. After an intensive and continuous investigation, Detectives identified Dennis Martinez as the suspect. A warrant was obtained for his arrest and he was subsequently charged with the following offenses: Manslaughter in the 1<sup>st</sup> Degree, 53a-55(a)(3), Evading Responsibility 14-224a, Reckless Driving 14-222, Operation of a Motor Vehicle with a Suspended License 14-215, Operating an Unregistered Motor Vehicle, 14-12(a)\*, Operating a Motor Vehicle Without Insurance, 14-213b, Forgery in the 2<sup>nd</sup> Degree, 53a-139.
- In March, the Community Service Officers (CSO):
  - Coordinated 4 Citizen's Police Academy sessions and graduation night. The Department is currently accepting applications for the Fall 2015 session. Applications can be found on the town website or in the police department lobby.
  - Sergeant Perry and Officer DeSimone conducted a lockdown drill at Emmanuel Christian Academy.
  - As a Domestic Violence Liaison followed up on a Stalking case. Along with Sgt. Moon, met with Jennifer Lopez of Interval House regarding the Lethality Assessment Program and how to implement that program at the Police Department.
  - Worked with Verizon, the Cellular Connection, to donate cellphones to assist victims of domestic violence in getting the proper help, protection and programs needed.
  - Represented the police department at Newington Showcase on March 21<sup>st</sup>. Child ID Kits were offered.
  - Participated in the Adventures Build Bridges between police and youth on March 28 at Deer Lake in Killingworth. The group went hiking and took part in various activities for the kids to interact with police officers in a relaxed setting.

**CR/NIBRS Selected Crimes**

**February 2015**

**February 2014**

<b>Type of Crime</b>	<b># of Offenses</b>	<b>Value of Crime</b>	<b># of Offenses</b>	<b>Value of Crime</b>
Murder	1	0	0	0
Forcible Rape	0	0	0	0
Robbery	5	\$24,452	0	\$
Assault	3	0	5	0
Burglary	3	\$9,150	3	\$3,800
Larceny Theft	35	\$14,547	31	\$21,652
Auto Theft	3	\$14,126	1	\$1,900
<b>Totals</b>	<b>50</b>	<b>\$62,275</b>	<b>40</b>	<b>\$27,352</b>

- In February 2015, the Police Department arrested 72 adults: 8 for assaults, 1 for robbery, 2 for motor vehicle theft, 2 for fraud, 8 for narcotic violations, 4 for offenses against family & children, 3 for DUI, 2 for disorderly conduct, 14 for larcenies, and 28 for other miscellaneous offenses. The Department also referred 3 persons under the age of 18 for criminal acts: 1 for assault, 1 for vandalism and 1 for other offenses.
- Police Department Overtime
  - Comparison
    - OT February \$ 108,471 1 holiday
    - OT March \$ 130,929 1 holiday
    - Total increase \$ 22,458
  - There was one officer in the Academy for training, four officer vacancies, two officers on light duty and one on injury leave in March. These vacancies in Patrol have an impact on the overtime for a total of 7 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum, but overtime costs will rise with this many vacancies in the schedule.
  - Administration overtime of \$2,083 was an increase of \$1,437 due to holidays and coverage. (Holiday overtime \$1,300).
  - Patrol overtime of \$69,061 was an increase of \$5,460. During this month, there was a fatal motor vehicle accident that required extensive overtime to apprehend the suspect involved. This

investigation cost \$1,471.30 in overtime costs. In addition there was an ERT call out where a person was in a home and was suicidal. Other calls included domestic calls, motor vehicle accident investigations, larceny, burglary, court appearances, warrants, search warrants, Sergeants meeting, holdovers, booking process, one holiday \$12,000, and overtime for time off/vacancies.

- Detective Division Overtime of \$25,316 was an increase of \$11,271. As noted above, the detective division had an extensive investigation of a motor vehicle fatality. This investigation cost \$13,334.85 in overtime costs. Other overtime included serving warrants, accident investigation, evidence audit, sudden death investigations, autopsy review, and scene processing. \$5,500 Holiday overtime.
- Communications overtime of \$11,356 was a decrease of \$2002. Overtime included several time off leaves, staffing for weekends to allow for two dispatchers on for all shifts, and holiday overtime of \$3,000.
- Education overtime of \$17,155 was an increase of \$7997 for training classes. Training for ERT firearms, PTSD, State Attorney Legal training, laser shot, eCrash, First line supervisor training, non-emergency call handling for dispatchers, and Basic Interview training.
- Support Services overtime of \$5,958 was a decrease of \$675. Overtime included coverage for time off, Youth Council meeting, EMS committee meeting, participation in the Citizens Police Academy, and \$2,300 holiday overtime.
- ACO overtime was \$0.

**FIRE DEPARTMENT – FEBRUARY 2015 INFORMATION**

- The following is a report of the activities of the Newington Fire Department for the month of February, 2015. During this period fire department members responded to 57 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<b>February 2015</b>	<b>8 Months Activity</b>
Residential	5	38
Commercial, Industrial, Office	2	13
Hospital, School	0	10
Vehicle	2	6
Rescue, Police Assistance	7	39
Dumpster, Rubbish, Grass, Brush, Leaves	1	36
Hazardous Materials/Clean up	5	30
Investigative Alarm	12	113
False Alarm	8	63
Mutual Aid/Standby	1	5
Carbon Monoxide Investigation	4	31
Water Related Incidents/Pump-Outs	10	24
<b>Total</b>	<b>57</b>	<b>408</b>

**Training Summary**

Multi/Company Training	1 & 3 Air Packs	62 hours
Multi/Company Training	2 & 4 Air Packs	32 hours
Target Safety Training		222 hours
Capitol Region Chiefs Training		6 hours
Training Officer Training	Ice Rescue Procedures	12 hours
Officer Training	Budget Procedures	54 hours
Command Staff Training		23 hours
Department Training	Cold Water Rescue	117 hours
Full Scale Exercise	Final Review for AAR	6 hours
<b>Total Hours</b>		<b>501 hours</b>

**FIRE DEPARTMENT – MARCH 2015 INFORMATION**

- The following is a report of the activities of the Newington Fire Department for the month of March, 2015. During this period fire department members responded to 38 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<b>March 2015</b>	<b>9 Months Activity</b>
Residential	2	40
Commercial, Industrial, Office	2	15
Hospital, School	1	11
Vehicle	3	9
Rescue, Police Assistance	4	43
Dumpster, Rubbish, Grass, Brush, Leaves	0	36
Hazardous Materials/Clean up	3	33
Investigative Alarm	9	122
False Alarm	6	69
Mutual Aid/Standby	1	6
Carbon Monoxide Investigation	5	36
Water Related Incidents/Pump-Outs	<u>2</u>	<u>26</u>
<b>Total</b>	<b>38</b>	<b>446</b>

**Training Summary**

Multi/Company Training	1 & 3 High Rise Operations	108 hours
Multi/Company Training	2 & 4 High Rise Operations	66 hours
Capitol Region Training		3 hours
Officer Training	Leadership	34 hours
Training Division	Review	5 hours
Haz/Mat Training	Metering	4 hours
Department Training	CNG	128 hours
Company Training #1	Pump Operations	22 hours
Company Training #2	Rope Rescue	45 hours
Company Training #3	Ropes & Knots	13 hours
Company Training #4	CT FastTrak	15 hours
<b>Total Hours</b>		<b>443 hours</b>

**FIRE MARSHAL**

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

INSPECTIONS	11
INSPECTION FOLLOW-UPS	45
PLAN REVIEW	1
JOB SITE INSPECTIONS	5
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	0
COMPLAINTS	7
HAZ/MAT	0
BLASTINGS	0

**Incidents:**

- There were no significant fire incidents or injuries reported in March. Responded to **20** fire calls during March.

**Fire Marshal's/Chief's Activities:**

- Attended a meeting of the Statewide Hoarding Task Force Working Group at town hall.

- Met with the Town Manager, Finance Director and Commissioner Stoddard to prepare for the Council Budget Session.
- Attended a Town Council meeting along with the Board of Fire Commissioners and Command Staff to review the annual 2015-2016 Fire Department budget.
- Met with the Human Services Staff to review CERT responsibilities, training and upcoming events.
- Met with the Memorial Day Parade committee to review the Emergency Action Plan and identify CERT and NARL responsibilities during the event.
- Attended the monthly Officers Training Session- Firefighter Safety.
- Attended a fund raiser for the National MS Society at Bertucci's Restaurant to support the Giansanti Families of Company #1 & 3.
- Met with CERT Coordinators to review personnel issues.
- Attended the monthly staff meeting at Town Hall.
- Attended the quarterly Employee Health and Safety Committee Meeting at Town Hall.
- Attended the quarterly Department Drill at fire headquarters: LNG/CNG Emergencies.
- Attended the Annual Company #1 Family Easter Party in the Kalasky Room at headquarters.
- Attended the wake for Madeline Scanlon the mother of Newington Emergency Medical Services Chief Richard Scanlon at D'Esopo Funeral Chapel in Wethersfield.
- 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 March 3rd Town Council budget review meeting.
- Attended March 17<sup>th</sup> Inland Wetland meeting.
- Attended Roadway Infrastructure Asset Management seminar.
- Met with Town Attorney to discuss MSW disposal contract.
- Attended Safety Committee Meeting.
- Continued with landfill closure project tasks.
- Attended Sidewalk Planning committee 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 began miscellaneous pothole patching.
- Crews began roadside litter removal.
- Crews worked on roadside trimming of branches/tree limbs.
- Repaired catch basin tops where needed.
- Crews began to pick up damaged/broken curbing due to snow plowing operations.
- Crews called out 5 times for snow/ice conditions during the month. Total snow accumulation for the month was 11.8 inches.

### 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.
- Installed new signage at Martin Kellogg School.

### Fleet Maintenance

- Began all seasonal maintenance of construction equipment.
- Completed seasonal maintenance of street sweepers.
- Began Fire Department Apparatus spring services.
- Two police administrative vehicle setups were completed.
- Started one new patrol vehicle setup.
- Personal continued with spring services of the Highway equipment and emergency repairs on all Town vehicles.

## Sanitation/Recycling/Landfill

- Scheduled 296 residential bulk items for collection.
- Scheduled 47 condominium bulk items for collection.
- Scheduled 13 condo/residential scrap metal items for collection.
- 5304 tons of cumulative Municipal Solid Waste were collected from July through February 2015.
- 1850 tons of cumulative recyclables were collected from July through February 2015.
- 586 mattresses and 330 box springs collected for the month from July through February 2015.
- Issued 15 permanent landfill permits and 1 temporary permit.

## **TOWN PLANNER**

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

#### Regular TPZ Meeting on March 11, 2015:

- Approved, with conditions, Petition #04-15: Special Exception (Section 3.11.6: Restaurant) at 337 Willard Avenue. Romraj LLC, owner; Dale Hume, applicant; Adrian Myles, 115 Fuller Drive, West Hartford CT, contact.

#### Regular TPZ Meeting on March 25, 2015:

- Approved Petition #05-15: Special Exception (Section 6.2.4: Free-Standing Sign) at 3300 Berlin Turnpike ("AutoZone"). ARNCO Sign Company Inc., applicant; AutoZone Inc., owner; Marc Cohen, 1133 So. Broad Street, Wallingford CT, contact.

### **Town Planner Activities:**

#### Approved, Pending, and Future TPZ Applications

- March 2: met with potential applicant for project at 550 Cedar Street.
- March 3: met with potential applicant for subdivision on Maple Street.

#### CTfastrak/Amtrak Corridor Planning:

- March 11 and 25: presented information to TPZ on possible zoning moratorium on higher-density housing in CTfastrak station neighborhoods.
- March 28: rode CTfastrak from Bristol to Hartford and back (Saturday).

#### Grant-Funded Project Activities

- March 4: discussed possible STEAP grant application with Director of Deming-Young Farm.
- March 20: prepared revised Electric Vehicle Charging Station Grant application.
- March 24: prepared final RFQ documents for Town Center Streetscape Phase VI (Constance Leigh Drive and Lowrey Place) project.
- March: participated in contractor selection process for Cedar Village Housing Interior and Exterior Renovations project.

#### Boards and Committees

- March 5: Attended departmental staff meeting on Sidewalk Planning.
- March 10: Attended CCHD ACHIEVE committee meeting.
- March 11: Attend Public Works departmental staff meeting.
- March 11: Attended bimonthly TPZ meeting.
- March 25: Attended bimonthly TPZ meeting.

#### Miscellaneous:

- March 4: Met with owner of blighted property on Waverly Drive.
- March 11: Attended land use law training at Wesleyan (Saturday).
- March 12: Testified in Stamford Court House on Firestone appeal.
- March 18: Attended "Violence in the Workplace" training.
- March 20: Attended planning meeting for annual SNEAPA conference.
- March 20: Attended meeting for re-accreditation of Senior & Disabled Center.
- March: Received and responded to or initiated approximately 459 emails to and from to citizens, applicants, staff and elected/appointed officials.
- March: Received and responded to approximately 28 phone calls from citizens, applicants, staff and elected/appointed officials.

## **TOWN ENGINEER**

- During the month of March, two excavation permits were issued:
  - 2 Road/Driveway 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 was scheduled for the March 17<sup>th</sup>, 2015 Inland Wetland meeting. The commission, upon review of the site grading, details, testimony of the environmental consultant & new mapping, will render a determination. The next wetland Meeting on this application is scheduled for April 21, 2015.
- The Town Engineer attended the monthly Inland Wetland meeting as staff agent.
- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer attended the monthly Department Head Staff meeting.
- The Town Engineer attended the monthly CRCOG transportation meeting.
- The Town Engineer attended the seminar on “CT Land Use Law”.
- The Town Engineer continues to meet with the sidewalk planning committee with the Town Planner.
- Engineering staff continues to assist consultants with the LID aspects (requirements) for recent TPZ applications. (4) project sites were required to incorporate L.I.D. techniques and methods to manage stormwater runoff. Engineering continues to educate and develop the necessary resources to assist design professionals with this new town regulation, stormwater requirement. Engineering has additionally assisted Zoning with the plan review, education and design support (with applicants) in the development of residential site plans required to incorporate LID methods and techniques.
- The Town Engineer 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.
- Engineering Staff continues to prepare the documentation necessary for the annual stormwater testing as required by the D.E.E.P. MS4 permit.
- Engineering staff is preparing drainage design analysis and estimates for Town infrastructure that experience periodic flooding or are in need of maintenance. Highway forces will attempt to incorporate drainage operations within the roadway construction schedule.

## **BUILDING DEPARTMENT**

- An Electrical Permit was issued for the Town Hall for a fire alarm circuit to the generator panel ATS install for panel #5.
- Work is continuing at 14 East Cedar Street for the new restaurant. Mechanical and Plumbing Permits were issued.
- Seminars attended by our inspectors for their continuing education were:
  - D. Jourdan - Residential Swimming Pools and the 2012 IRC and ISPSC – March 11, 2015.  
Wood Trusses: Theory, Practice and Problems – March 16, 2015.
  - A. Hanke - Residential Swimming Pools and the 2012 IRC and ISPSC – March 11, 2015.  
Wood Trusses: Theory, Practice and Problems – March 18, 2015.  
The New Fuel Gas Code – March 30, 2015.
  - R. Smith - Residential Swimming Pools and the 2012 IRC and ISPSC – March 11, 2015.  
Wood Trusses: Theory, Practice and Problems – March 16, 2015.  
The New Fuel Gas Code – March 30, 2015.
- There was one Certificate of Occupancy issued in March for a real estate office located at 1050 Main Street.
- Building Department activity for the month of March was as follows: The Inspectors completed a total of 130 inspections. They were: Alarm (1), Apartment Inspection (5), Boiler (4), Building Maintenance (1), Electrical (6), Final (45), Footings (1), Foundation (3), Framing (8), Gas Line (5), Insulation (11), Mechanical (4), Plumbing (1), Rough (29), Siding (1), Site Visit (3), Tank (1), Waterproofing (1).

- The total number of Building/Renovation Permits issued for the month of March was 144 producing a total permit value of **\$1,073,837.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	41	551,477.00
DECK	0	0.00
DEMOLITION	2	17,500.00
ELECTRICAL	35	148,285.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	8,347.00
GARAGE / SHED	1	8,895.00
MECHANICAL	16	98,458.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	25	102,466.00
POOL	0	000.00
ROOFING/SIDING	15	119,119.00
SIGN	5	19,290.00
TENT	0	0.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>144</b>	<b>\$1,073,837.00</b>

The total Building income fees received in the month of March was **\$13,349.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$6975.00, Environmental \$180.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$63.50, Driveway / Excavation \$75.00 Engineering copies \$184.00. The other total income is \$7,477.50.

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

	<u>2015</u>	<u>2014</u>
Value of Permits issued for March:	\$1,073,837.00	\$1,893,182.00
Fees for Permits issued for March:	\$13,349.00	\$26,108.00
Other income Fees for March:	\$7,477.50	\$2,688.50
Building Permits Issued for March:	144	118

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>
\$16,719,533.00	\$200,523.00	\$19,017,942.00	\$248,201.00

### **HUMAN SERVICES**

- The Food Bank assisted 137 households with 636 bags of groceries distributed.
- Open Air Market served 106 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 23 households, providing 29 bags of clothes.
- The Special Needs Fund assisted 6 residents with 6 bills, 5-utility and 1 medical.
- The Social Casework Program had 88 cases. 37 were new referrals.
- The Youth and Family Counseling Program had 16 active cases. Clinicians provided 42 clinical therapy sessions with a total of 49.5 clinical service hours.
- Abundant snow was great for our SCORE snowshoe hiking and geocaching programs. Participating youth enthusiastically participated.

- The 9<sup>th</sup>-10<sup>th</sup> grade NHS Self-Awareness group met once this month and planned spring field trips. They also had hiking, geo-caching and canoeing opportunities.
- March ALPS classes went well including indoor and outdoor activities. Students showed great team effort and worked hard on their team-building activities.
- Adventure Builds Bridges with Youth and Police met twice during the month with a trip with discussion of a community service project, a trip to Bowl-a-Rama and a weekend at Deer Lake in Killingworth, CT. 22 youth and 5 police officers participated, along with youth program staff and a college student intern.
- Leadership Education Advisor Development (LEAD) program mentors participated in the weekend Adventure Builds Bridges Deer Lake program.
- There were 4 requests for community service. 40 hours were completed, with additional hours carrying into April.
- The Summer Youth Adventure Brochure is being finalized and will be delivered to the schools the week after April vacation. Summer mentor (LEAD mentors) packets will be mailed out mid-April.
- There were no JRB referrals this month.
- Staff attended workshops, trainings and meetings throughout the month, including CERT. Pat Meskill assisted the schools/library with Getting Ready for Kindergarten.
- Human Services Department participated in the annual Chamber of Commerce Business Showcase. CERT and the Human Rights Commission also participated for the first time this year.
- The CERT Team has been asked to assist in the Memorial Day Parade again this year and a new class will start in April to grow the team.
- Human Services is still facing potential SDE cuts related to Governor Malloy's proposed budget. Testimony was submitted by our department against such 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 continuing to monitor this situation.
- Several staff members continue to participate on committees preparing for the upcoming CT Conference on Hoarding at CCSU on May 4<sup>th</sup>. The conference registration filled quickly and closed with 330 participants attending!!
- The annual Youth Adult Council sponsored Hoopla basketball tournament is to be held on April 2<sup>nd</sup> this year due to scheduling conflicts; it is normally held in March. Teams of student from all four elementary and both middle schools (4<sup>th</sup>-8<sup>th</sup> grade) have some friendly competition. Much of the funds raised support graduating Newington Senior scholarships annually.
- Human Services staff spent a day discussing and reviewing potential impact, strategies and solutions if State Department of Education grants are cut completely and/or reduced.

**March 2015 Statistics**

<b>Selected Programs</b>	<b>FY 14-15 Undp. Total This Month</b>	<b>FY 14-15 Undp. Total Last Month</b>	<b>FY 14-15 Cum. Undp. Total YTD</b>	<b>FY 13-14 Cum. Undp. Total YTD</b>
<b>Youth and Family Counseling</b>	<b>16</b>	<b>14</b>	<b>24</b>	<b>86</b>
<b>Positive Youth Development</b>	<b>109</b>	<b>147</b>	<b>2205</b>	<b>1780</b>
<b>Information and Referral</b>	<b>634</b>	<b>572</b>	<b>7825</b>	<b>5597</b>
<b>Social Casework Cases</b> Under 55 = 47 Over 55 = 41	<b>88</b>	<b>97</b>	<b>416</b>	<b>485</b>
<b>Food Bank Households</b>	<b>137</b>	<b>121</b>	<b>1257</b>	<b>1279</b>
<b>Special Needs</b>	<b>6</b>	<b>5</b>	<b>63</b>	<b>97</b>

## **SENIOR AND DISABLED CENTER**

- As part of the Center's Self-Assessment and strategic planning process, the mission statement was reviewed, found lacking and a new mission statement was proposed and adopted by the Commission on Aging and Disability. The new mission statement is: *The Newington Senior and Disabled Center improves the well-being of older adults and people with disabilities in the Town of Newington.* Well-being is defined across eight dimensions: physical, emotional, financial, home and community, purpose, spiritual, social and intellectual or cognitive.
- The Self-Assessment and strategic planning process took up a great deal of staff time over the past month and will hopefully be concluded by mid-May. Focus groups with participants and community representatives will be scheduled in May.
- Special events this month included a cupcake decorating class and a Ukrainian Easter Egg class.
- The Center was represented at the Chamber of Commerce Business Showcase.
- Monsignor Bojnowski Manor and Advanced Home Health Care sponsored a St. Patrick's Day party for about 75 participants.
- Planning for April programs includes a unique opportunity to learn Italian from a retired Yale Italian professor over 20 weeks & then travel to the Tuscany region of Italy for a 10 day, total immersion trip.
- Center staff attended a Dine and Dash networking event at Bel Aire Manor.
- The Center currently has 1,650 paid members. There are 813 residents registered for Dial-A-Ride.
- The I&R Center team provided 73 units of direct service. These include applications to the LIHEAP (energy assistance program), a process that can take from an hour to several days with follow up, applications to the Circuit Breaker program, and assistance with Medicaid related issues. These are particularly problematic because of the process to contact Department of Social Services staff. Each call requires about an hour of waiting on hold and only one client's issue can be discussed in each call.
- There were 200+ opportunities to participate in programs at the Center in the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3111 by 482 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 1216 trips covering 3186 miles during regular hours. The total number of riders was 110.
- Center staffing was complemented by 680 hours of unpaid service in 230 instances by 47 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 Assistant Building Inspector, Richard Smith.

### Recreation Division

- The Department began accepting Churchill Park Picnic Reservations on March 4.
- Spring program registration for residents began on March 6 and for non-residents on March 20.
- Most spring programs begin the first week in April. New programs include Children's Painting Party, Children's Sculpture Party Workshop and USTA Play Day (intro to tennis for Grade K-8).
- Registration for new gardeners who wanted to participate in our Community Gardens program began March 26. Returning gardeners had until March 25 to renew their gardening spot from last year. We have a total of 110 garden spots available to residents, and we have accommodated all interested gardeners so far in this popular program.
- M. Lach is working to publicize our 17<sup>th</sup> Annual Golf Tournament being held on Monday, May 11<sup>th</sup>.
- M. Lach is working to finalize all contracts for the Summer Concert Series.
- The last dance of the school year for 7<sup>th</sup> & 8<sup>th</sup> grade students scheduled for Friday, March 27<sup>th</sup> will be rescheduled for Friday, May 1<sup>st</sup>.
- Meetings were held with representatives from Men's & Women's Softball Leagues.

- K. Gallicchio met with representatives from youth sports organizations to discuss field usage.
- Event planning for the 34<sup>th</sup> annual Extravaganza is underway, and a local craft beer tasting will be held on Friday, July 17 as part of the week-long events.

#### Upcoming – Recreation Division

- A bus trip to New York City is scheduled for Saturday, April 4<sup>th</sup>.
- The Family Fishing Derby is scheduled for Saturday, April 25<sup>th</sup>.
- Interviews will begin for Summer Playground staffing.
- Summer Playground & Playground Pals program information will be distributed to students in Kindergarten through grade 7.
- The Summer Program Guide will be distributed to Newington residents at the end of April.

#### Parks and Grounds

- Parks personnel responded to a few incidents of snow and ice this month.
- Steve Tofeldt (GKIII) began the annual spring cleanup in West Meadow Cemetery. Removing all the winter decorations and topdressing new grave sites.
- Crew members started repairing the winter damage from plows to our grounds to prepare for the mowing season.
- There were eight interments in Town cemeteries in March.
- Division personnel were offline a total of 31 days in March.

#### LIBRARY

- In March, Anna Eddy, President of the Library Board of Trustees, Patricia Foley, Budget Committee Chair for the Board and Library Director Lisa Masten presented the budget to the Town Council. The budget was presented with cuts totaling approximately \$27,000. The cuts included eliminating all Sundays and some of the additional page hours that had been requested for next year's budget. We are hoping the cuts will be reinstated or at least reduced. The final budget will be passed in April.
- In addition to possible library cuts at the local level, libraries in Connecticut are facing serious challenges at the state level. In the Governor's proposed budget there are several cuts to the State Library budget that could severely impact how libraries in Connecticut operate.
- Weather continued to be an issue in March. We had several snow and ice storms that impacted library services including programming and the patron's ability to take out library materials.
- The Friends of the Library and Head of Community Services Michelle Royer were present at the Newington Business Showcase, promoting the library and its services to attendees. The Friends kicked-off a quilt raffle at this event. Tickets are \$5 each and people who buy a ticket have a chance to win one of the 3 raffle prizes being offered. The 1<sup>st</sup> prize is a handmade quilt, 2<sup>nd</sup> prize a Samsung Galaxy Tablet 4 and 3<sup>rd</sup> prize is a \$60 gift card to Outback Steakhouse. This raffle is a new fundraiser for the Friends that will benefit the library. The drawing will be held on June 10 at the Friends Annual meeting. The Friends are also busy preparing for the spring book sale to be held at the Newington Senior and Disable Center on May 1, 2 and 3.
- The Library Board of Trustees has been busy planning for the 19<sup>th</sup> Annual Newington 5K Challenge road race that will be held on Sunday, May 17. Last year more than 360 runners/walkers and many more spectators participated in this fun community fundraising event.
- In March, 60 programs were offered to 1,609 children and their caregivers. The annual Kindergarten Orientation programs the library does in conjunction with Human Services and the Board of Education for Newington parents was held. Others programs included the second *Junior LEGO Makerspace* program, *Stories and Art*, *Music Together* and *Construction Club*. Staff was extremely busy with School visits serving 404 children as well as outreach to 205 children at Newington daycares.
- Programs for teens and adults numbered 15 to a combined audience of 242. Programs for adults included *Understanding Your Best Friend* with dog listener Pat Wright, *Chinese New Year Dance and Celebration* and "Movies & More" with a showing of *Jersey Boys*. Teen programs included Lotus Lantern Workshop and Dungeons and Dragons.
- **Technology:** The RFID tagging continues. We are very fortunate to such a great group of volunteers who are working so hard to convert the collection to this new system. Assistant Library Director Karen Benner and Head of Collection Management Jeanette Francini are doing a great job scheduling the volunteers and moving this project forward. Network wiring and electrical work are being planned next month to prepare for the installation of the RFID hardware. Technology programs for the public included *Get to Know Your iPad Apps*, *Tech 4 U* and *Troubleshooting with Teens*.

- **Personnel:** Jennifer Hebert began her new position as Digital Services Librarian. Interviews for her former part-time Reference position were held. Nicole Nichols, who works part-time in Collection Management /Circulation, was hired to fill this position. Interviews were held for the full-time children's Librarian Technician position at the end of the month. A panel consisting of 2 children's librarian from area libraries and Assistant Director Karen Benner interviewed 8 candidates. Additional interviews of the top candidates will be held in April.
- **Facility:** An HVAC contractor worked periodically throughout the month on updating the controls. Shawn and Tom from Facilities were in several times to work on heat related issues especially in the Community Room. The boiler shut down several times during the month. Staff had to reset it to get it working. The library was given quotes for data wiring and electrical work needed for the RFID project and for areas that need additional outlets. Representatives from Tyco did a walk-thru with staff and IT for the location of security cameras in the library.
- Topics of note that were researched this month included:
  1. Large print books that are not full of bad words.
  2. Information about the Coca Cola strike of 2012.
  3. Heating oil prices in CT for the week of February 23.
  4. Books on grandparents raising their grandchildren.
  5. Newington history for kids.

MONTHLY CIRCULATION REPORT				
LRW LIBRARY				
MARCH 2015				
	2015	2014	Gain/Loss	%Gain/Loss
<b>CIRCULATION</b>				
ADULT	19,590	21,962	-2,372	-10.80%
CHILDREN	10,739	12,651	-1,912	-15.11%
YOUNG ADULT	654	607	47	7.74%
DVD'S	6,292	7,344	-1,052	-14.32%
<b>Digital Services</b>				
DOWNLOADABLE BOOKS	2,037	3,976	-1,939	-48.77%
DOWNLOADABLE MAGAZINES	187	187	0	0.00%
DOWNLOADABLE MUSIC	576	818	-242	-29.58%
DOWNLOADABLE MOVIES	35	0	35	
E-READERS	4	19	-15	-78.95%
<b>Other</b>				
MUSEUM PASSES	66	72	-6	-8.33%
TOTAL CIRCULATION	<b>30,983</b>	<b>35,220</b>	<b>-4,237</b>	<b>-12.03%</b>
CUMULATIVE CIRCULATION YTD	<b>286,344</b>	<b>284,135</b>	<b>2,209</b>	<b>0.78%</b>
DAYS OPEN/MONTH	31	31	0	0.00%
AVG. DAILY CIRC./MONTH	999	1,136	-137	-12.03%
PATRON COUNT	16,661	17,740	-1,079	-6.08%
AVG. PATRON COUNT	537	572	-35	-6.08%
SELF CHECKOUT CIRC#	0	358	-358	
REGISTRATIONS-ADULT*	49	160	-111	-69.38%
REGISTRATIONS-JUVENILE*	8	54	-46	-85.19%
TOTAL # CARDHOLDERS	13,670	11,625	2,045	17.59%
CONNECTICARD	7,828	8,393	-565	-6.73%
RETURNS	21,451	23,673	-2,222	-9.39%
SUNDAY CIRCULATION	2,858	3,151	-293	-9.30%
SUNDAY PATRON COUNT	1,450	1,503	-53	-3.53%
<b>PUBLIC SERVICES</b>				
REFERENCE QUESTIONS - ADULT	3,409	3,375	34	1.01%
REFERENCE QUESTIONS - CHILD	1,807	1,619	188	11.61%
TOTAL REFERENCE QUESTIONS	5,216	4,994	222	4.45%
COMPUTER USE ADULT & TEENS	2867	3598	-731	-20.32%

COMPUTER USE CHILDREN	408	388	20	5.15%
TOTAL COMPUTER USE	3,275	3,986	-711	-17.84%
IN-HOUSE DATABASE SEARCHES	9,832	9,231	601	6.51%
REMOTE DATABASE SEARCHES	2,849	627	2,222	354.39%
WEBSITE VISITS	9,937	7,487	2,450	32.72%
HOLDS ON SHELF PULLED	2,002	974	1,028	105.54%
ILL--LOANS	2,785	957	1,828	191.01%
ILL--BORROWS	2,014	582	1,432	246.05%
PROGRAMS CHILDRENS	60	70	-10	-14.29%
PROGRAMS CHILDRENS ATTENDANCE	1,609	1,873	-264	-14.10%
PROGRAMS TEEN	6	3	3	100.00%
PROGRAMS TEEN ATTENDANCE	37	11	26	236.36%
PROGRAMS ADULT	9	9	0	0.00%
PROGRAMS ADULT ATTENDANCE	201	223	-22	-9.87%
NOTARY	17	16	1	6.25%
VOLUNTEER HOURS	163	175	-12	-6.86%
MEETING ROOM USAGE-OUTSIDE GOUPS	24	24	0	0.00%
MEETING ROOM USAGE-INHOUSE	69	62	7	11.29%
STUDY ROOM USAGE^	320	223	97	43.50%
<b>COLLECTION INVENTORY</b>				
ITEMS ADDED	902	1,516	-614	-40.50%
ITEMS DELETED	1,778	266	1,512	568.42%
TOTAL LIBRARY HOLDINGS	180,608	182,059	-1,451	-0.80%

#Self check out terminal is out of service

\*Staff is investigating these figures due to change in ILS

^One study room is currently closed for staff usage