



TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

John L. Salomone
Town Manager

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John L. Salomone, Town Manager
Date: August 21, 2009
Re: Monthly Report – July 2009

GENERAL ADMINISTRATION

- Hosted Mid-State Collaborative meeting on July 9 with several area State Representatives, Town Managers and Mayors in attendance. Topics discussed included State and local budgets, Federal stimulus funds, and regional consolidation.
- Met with area Town Managers on July 10 to discuss shared services
- Attended a State Traffic Control Signals Installation Meeting on July 21
- Attended the Mid-Connecticut Project Municipal Advisory Committee Meeting on July 22. Topics discussed included an adoption of proposed bylaws, Mid-Connecticut Project CRRRA management update, operational performance review, financial and legislative updates.
- Attended the Sam's Club grand opening on July 23.
- Attended a WebEOC conference on July 30. WebEOC is a web-enabled crisis information management system that provides secure real-time information sharing.
- Attended several meetings of the Town Hall Renovations Project Building Committee and the Downtown Revitalization Committee.

Paid overtime for the month of July 2009 was as follows:

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles and Equipment	28.8	\$ 1,544.45
Weekend Stand-by and Call-in	16.0	608.32
Road Maintenance	36.0	1,491.16
Milling	54.0	2,213.28
Traffic Division	45.3	1,614.39
Total	180.1	\$ 7,471.60
PARKS AND GROUNDS DIVISION		
Herbicide	107.0	4,066.00
Pool	90.5	4,525.00
Weekend Duty	32.5	1,332.50
Graves	12.0	441.61
Mowing	113.0	4,294.00
Extravaganza	181.0	7,478.00
Total	536.0	\$ 22,137.11

POLICE DEPARTMENT	2009-10 Budget Overtime Appr.	Overtime Expended 09-10 YTD	2008-09 Budget Overtime Appr.	Overtime Expended 08-09 YTD
Administration	\$ 3,976.00	\$ 662.60	\$ 4,311.00	\$ 215.53
Patrol	580,294.00	31,794.38	600,000.00	42,069.58
Investigation	76,691.00	4,183.80	76,637.00	4,951.30
Communication	112,132.00	6,938.20	108,429.00	9,181.72
Education/Training	103,603.00	1,929.87	88,337.00	5,101.35
Support Services	39,071.00	1,995.77	38,137.00	2,434.01
Animal Control	12,144.00	816.45	12,070.00	496.00
Total	\$ 927,911.00	\$ 48,321.07	\$ 927,921.00	\$ 64,449.49
HIGHWAY DEPARTMENT				
Highway Operations	\$ 28,109.00	\$ 2,837.18	\$ 28,109.00	\$ 10,127.01
Snow and Ice Control	132,349.00	0	132,349.00	0
Traffic	8,345.00	998.89	8,345.00	922.04
Vehicles and Equipment	28,185.00	1,138.94	*31,685.00	1017.27
Leaf Collection	54,997.00	0	*51,500.00	0
Total	\$ 251,985.00	\$ 4,975.01	\$ 251,988.00	\$12,066.32
PARKS AND GROUNDS				
Parks and Grounds	\$ 130,547.00	\$ 20,389.67	\$ 130,547.00	\$ 15,604.13
Cemeteries	14,893.00	441.61	14,893.00	957.87
Total	\$ 145,440.00	\$ 20,831.28	\$ 145,440.00	\$ 16,561.00

*Reflects intradepartment transfer.

Police Department Overtime

- Comparison June 2009 to July 2009
 - OT June: \$107,440 (1 Holiday/42 days of overtime)
 - OT July: \$48,321 (1 Holiday/28 days of overtime)
 - Total decrease: \$59,119
- Because it is the end of the fiscal year, there were more days reflected in the June overtime.
- OT spent for the entire department reflects the lowest expenditure tracked to date.
- Patrol Overtime \$32,947, includes one holiday pay, \$5,000 for the Extravaganza, with no major investigations.
- Detective Division Overtime \$4,183, includes one holiday pay and assistance with Secret Service investigation on fraud, and narcotics task force investigations.
- Communications Overtime \$6,937 includes one holiday pay and vacation coverage.
- Education/Training Overtime \$1,929 with minimum training in this month.
- Support Services Overtime \$1,995 includes one holiday pay and program at Wal-Mart "Give to the Troops" food drive.
- Canine OT \$815, includes one holiday pay and 2 call outs.

PERSONNEL

- Lori Verreault, Executive Assistant to the Town Manager, retired effective July 10.
- Several candidates were interviewed for the Network Administrator/Project Leader position in the IT department. Mark Laber was appointed to the position.
- Three candidates were interviewed for the part-time Clerk of the Council position. Mayor Wright appointed Scott Coleman to the position.
- Openings were posted and applications were received for Substitute Custodian and Part-time Dial-A-Ride Driver positions at the Senior and Disabled Center.

RISK MANAGEMENT

2008-09 Blue Cross/Blue Shield Plan Year

- The 2008-09 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The total paid claims for the 2008-09 plan year were estimated at

\$2,059,204 for the Town and \$6,562,166 for the Board of Education. The total paid claims for the 2008-09 plan year were \$1,869,138 for the Town and \$7,150,776 for the Board of Education.

- Based on the unaudited paid claims total, the plan year ended with an estimated surplus of \$190,066 for the Town and a deficit of (\$588,610) for the Board of Education for a total estimated deficit of (\$398,544). The actual claims total will be provided by Anthem Blue Cross/Blue Shield in September when the Town receives the 2008-09 Settlement Report.

Cumulative Claims through June 2009

	Town	Board of Education	Total
Estimated Claims	\$ 2,029,204	\$ 6,562,166	\$ 8,621,370
Actual Claims	\$ 1,869,138	\$ 7,150,776	\$ 9,019,914

FACILITIES MANAGEMENT

- The Facilities Department has serviced all pump systems within the Town buildings which includes the hot water heating pumps, sump pumps and cooling water pumps throughout the various buildings.
- The Department completed 51 formal work orders during the month of July in addition to scheduled maintenance and project work assignments.
- Replacement windows have been installed at the Kelsey House which was postponed due to the rain during June. This completed one half of the total window replacements at this point. The second half of the windows have been ordered for late September delivery to the Town. Due to the Town Hall project, there is currently no space available to prep these windows for installation until that time so it is expected the remainder of the windows will be installed during October.
- The Town Hall Renovations Phase II project has moving along at a furious pace due to the required schedule for occupancy by the end of September. At this point, the project is on schedule and on budget with no major issues. The maintenance group has been assisting in these efforts due to the tight schedule for completion in September. Award of the actual channel 14 equipment move will occur in July after receipt of all proposals.
- The Library HVAC System Upgrades project is in the design phase for control system replacements. The design is nearing completion for work start in July.
- Additional roof repairs have begun on the Library with the proposed replacement of roof drains scheduled for completion in late August.

INFORMATION SYSTEMS AND TECHNOLOGY

- The Town’s Service Center logged 42 requests for service via the Internet, blocked 16,259 unsolicited SPAM emails messages from being delivered, blocked 24 virus/ Trojan from infecting the Town’s network infrastructure and completed 98 internal work orders.
- The Town’s website had approximately 23,344 visits during the month, 71,529 page views with an average of 3.06 pages viewed per visit. The Town Homepage, Library Homepage, Parks and Recreation Home Page, Assessor’s Homepage and Town Calendar were the most frequently visited pages.
- The IT Department updated Senior Net computers at the Senior and Disabled Center and completed an anti-virus update on Senior Net computers.
- Mr. Thad Dymkowski continued to work on a Geographic Information Systems (GIS) application, Freeance, adding additional search options and functionality.
- Provided updated Metropolitan District (GIS data) and investigated Survey Control Points for the Engineering Department.
- Provided assistance/ training to Parks and Recreation and Town Manager staff with photo image files.
- Provided the Registrar of Voters with maps and street index.
- Provided the Parks and Recreation Department with a planning map for the Extravaganza event.
- Provided Public Safety Dispatchers maps of the Town’s fire zones.

FINANCE

Accounting and Administration

- Necessary procedures were implemented on the accounting system to open the 2009-10 fiscal year processing.
- The year-end closing process for the 2008-09 fiscal year began with the staff updating fixed asset records.
- The Town's 2009-10 pension contribution was discussed and finalized with UBS.
- Ann Harter and Bob Korpak attended a presentation regarding the American Reinvestment and Recovery Act (ARRA), Energy Efficiency and Conservation Block Grant on July 8th.
- A Request for Proposal for Financial Advisory Services was prepared and issued on July 13th.
- Ms. Harter submitted the Town of Newington's estimate of the costs (\$18,500) associated with the June 26th storm to the State of Connecticut Department of Emergency Management & Homeland Security for possible reimbursement from Federal Emergency Management Agency (FEMA).

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

7/31/2009

	Interest Earnings		\$ Invested
	Budget FY2009-10	Actual Year to Date	
General Fund	\$ 375,000	\$ 10,661	\$ 33,719,782
Special Revenue Funds	34,630	2,046	1,900,950
Capital Projects Funds	635	274	528,308
Internal Service Fund	100,000	1,547	4,257,352
Trust and Agency Funds	16,000	664	1,514,803
TOTAL, ESTIMATED BY FUND			\$ 41,921,195

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

7/31/2009

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.48	0.54	10,306	12,642	\$ 19,889,345
CLASS PLUS	0.30	0.30	1,361	1,490	3,552,376
Financial Investor Trust	0.08	0.10	234	318	3,869,551
Bank North	0.68	0.60	2,100	247	14,502,904
Sovereign Bank	1.35	1.35	123	120	107,019
Total Outstanding Investments					\$ 41,921,195

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 July.
- Five real estate properties that received certificates of occupancy were inspected and pro-rated assessments were completed.
- The Assessor was in court for two tax appeals, Prospect Street Tennis Center LLC at 60 Prospect Street and TLG Newington LLC at 150-206 Kitts Lane.
- There were 382 adjustments made to the October 1, 2008 grand list. The motor vehicle changes were due to changes in ownership such as sold, stolen, totaled, or registered out of state. This was typical activity to the grand list during the month of July. The real estate additions reflected increases due to certificates of occupancy and personal property reflected amended returns.

Type	Number	Assmt. Changes
Motor Vehicle	346	(\$ 666,511)
Personal Property	12	105,413
Real Estate	24	2,397,364
Total	382	\$ 1,836,266

Revenue Collector

- The Tax Collector's report for 2008-09 was finalized and a collection rate of 98.9% was achieved.
- The Tax Office staff processed tax bills amounting to \$31,013,116 in current collections for the 2008 Grand List during the month of July which was an extremely demanding collection period. Funds were received electronically from three large servicing institutions. This benefited Newington by having the funds deposited directly to our bank.
- Taxpayers whose tax bills were returned since they moved were researched and resent on a daily basis.

PURCHASING

Open Bids/RFPs

- Bid No. 1-A, 2009-10, Highway Crack Sealing – Opened July 16, 2009, Closes August 4, 2009
- Bid No. 2, 2009-10, Downtown Parking Lot Project – Opened July 31, 2009, Closes September 9, 2009

Closed Bids/RFPs

- Bid No. 1, 2009-10, Sidewalk Construction and Repair – Opened July 25, 2009, Closed July 10, 2009
 - Construction and repair contract awarded to T&S Concrete – Middletown, CT
 - Mudjacking contract awarded to Martin Laviero, Contractor – Bristol, CT
- RFP No. 1, 2009-10, Financial Advisory Services
 - Bids under review. Respondents include:
 - Independent Bond and Investment Consultants, LLC – Madison, CT
 - Webster Bank – Hartford, CT
 - Phoenix Advisors, LLC – Milford, CT
 - NW Financial Group – Jersey City, NJ
 - Dix Works, LLC – Avon, CT
 - William Blair & Company – Chicago, IL
 - First Southwest Company – Dallas, TX

TOWN CLERK

- There were 727 documents filed on the land records in July. \$73,156.78 was collected in State conveyance tax and \$41,604.65 was collected in Town conveyance tax.
- There were two commercial transactions during July: 435 Willard Avenue (Unit C) sold for \$450,000 from Fountain Pointe LLC to Rotundo Developers, LLC; and 29-31 East Robbins Avenue conveyed for \$500,000 from Raymond Dargie to Walter and Laurie Soucy.
- Ten residential properties each sold for over \$300,000.
- 104 deeds, 209 mortgages, 57 liens & 291 releases were filed.
- The office issued 11 burial and 3 cremation permits. 71 vital records were certified.
- 12 Trade Name Certificates and 15 Notary Public commissions were catalogued.
- On July 21st the Town Clerk & Assistant Town Clerk participated in a Webinar sponsored by General Code, our vendor for the Code of Ordinances. New features and upgrades of the eCode 360 were explained.
- Endorsements for municipal candidates for the November Election were filed in the Town Clerk's office.
- Notification of two petitioning candidates for the office of Board of Fire Commissioners was received from the Secretary of the State. The required number of signatures must be obtained by each candidate to qualify for placement on the November ballot.
- On July 1st Public Act 09-229 was signed into law whereby the fee for recording the first page of a land record increased from \$43 to \$53. The \$5 fee for each additional page remains unchanged.
- After a few false starts by the Connecticut Department of Environmental Protection (DEP), on July 1st Governor Rell signed a new law requiring anglers to obtain a saltwater fishing license to fish in Long

Island Sound. The Connecticut program pre-empted a federal program that would have required Connecticut anglers to register with and pay a fee to the federal government. The new law keeps license fees in Connecticut. The new marine license is \$10 for residents and \$15 for non-residents. Anyone 65 years of age or older is eligible for a free license.

DATA SUMMARY JULY 2009				
	<u>July-09</u>	<u>July-08</u>	<u>FY 09/10 to</u> <u>Date</u>	<u>FY 08/09 to</u> <u>Date</u>
Land Record Documents	727	597	727	597
Dog Licenses Sold	240	251	240	251
Game Licenses Sold	103	34	103	34
Vital Statistics				
Marriages	25	27	25	27
Civil Unions	0	1	0	1
Death Certificates	21	15	21	15
Birth Certificates	12	22	12	22
Total General Fund Revenue	\$ 56,036.65	\$ 56,157.00	\$ 56,036.65	\$ 56,157.00
Town Document Preservation	\$ 1,226.00	\$ 1,098.00	\$ 1,226.00	\$ 1,098.00
State Document Preservation	\$ 1,228.00	\$ 1,098.00	\$ 1,228.00	\$ 1,098.00
State Treasurer (\$26 fee)	\$ 22,002.00	\$ 14,274.00	\$ 22,002.00	\$ 14,274.00
Locip	\$ 1,836.00	\$ 1,647.00	\$ 1,836.00	\$ 1,647.00
State Game Licenses	\$ 640.00	\$ 690.00	\$ 640.00	\$ 690.00
State Dog Licenses	\$ 1,253.00	\$ 1,569.00	\$ 1,253.00	\$ 1,569.00
Dog Licenses Surcharge	\$ 462.00	\$ 578.00	\$ 462.00	\$ 578.00
Marriage & CU Surcharge	\$ 342.00	\$ 266.00	\$ 342.00	\$ 266.00
Grand Total	\$ 85,025.65	\$ 77,377.00	\$ 85,025.65	\$ 77,377.00

POLICE DEPARTMENT

- At this time the United States Department of Justice has not accepted The Department's application for three new hires under the COPS Recovery Hiring Program. They will keep the application for future consideration, but no funding is being approved at this time.
- Patrol Calls for July are as follows:

Patrol Calls - July, 2009					
Alarm Burglary	127	F/Hazmat	3	MVA Evading	10
Alarm Hold-up	6	Fire/COsymptoms	2	MVA Fatal	0
Animal Complaint	37	Fire/COSymptoms	0	MVA Injury	9
Arson	0	Fire/Other	15	MVA Property	91
Assault IP	3	Fire/Structure	6	Neighbor Dispute	9
Assault Report	4	Fire/Vehicle	1	Noise Complaint	26
Assist Other PD	32	Fire/Water	2	Notification	3
Bad Check NSF	0	Fingerprints	23	Open Door/Window	12
Bike Found	0	Fireworks Complaint	26	Parking Violation	12
Bike Lost	0	Follow-up Investigation	64	Property Found	12
BOLO	0	Gun Call	0	Property Lost	8
Breach of Peace IP	20	Harassment	20	Recovered MV	2
Breach Of Peace Rpt	7	Hazardous Condition	40	Robbery IP	0
Burglary IP	3	Homicide	0	Robbery Report	0
Burglary Report	11	Illegal Dumping	0	Serve Subpoena	0

Car Seat Install	10	Indecent Exposure	1	Serve Warrant	41
Check the Welfare	87	Intoxicated Person	18	Sexual Assault Report	2
Clear Lot	6	Juvenile Complaint	18	Shots Fired	1
Court Detail	24	K9	2	Special Detail	63
Criminal Mischief Graffiti	10	K9 Other	0	Stolen MV	3
Criminal Mischief IP	1	Landlord/Tenant	3	Sudden Death	1
Criminal Mischief Rpt	18	Larceny from MV	10	Suicide	0
CSO Detail	13	Larceny IP	14	Suicide Attempt	5
Customer Dispute IP	8	Larceny Report	38	Suspicious MV Occ	22
Customer Dispute Rpt	6	Liquor	0	Suspicious MV Unocc	8
Directed Patrol	0	Location	106	Suspicious Person	115
Dog Complaint	51	Lockout MV	3	Threatening IP	3
Domestic Report	50	Lockout Residence	1	Threatening Report	2
Drug Investigation	8	Medical	166	Town Ordinance Vio	1
DUI	6	Missing Person	3	Traffic Stop	781
Emotionally Disturbed Person	13	MV Assist	46	Trespass IP	7
Escort	35	MV Complaint	38	Trespass Report	2
F/Alarm	26	MVA Abandoned	3		
				TOTAL	2,545

Investigations and Calls by Patrol Officers

- An officer on the midnight shift stopped a vehicle for an equipment violation. After issuing the driver a written warning for the violation the officer ask the driver for consent to search the vehicle. Upon obtaining consent the officer searched the vehicle and located a plastic bag containing approximately 29 grams of Marijuana, 4 Methamphetamine Pills, a digital scale, packaging materials, and an envelope containing more than \$1,200.00 cash. All the items were seized. The driver was arrested for several drug related charges.
- Also on the midnight shift, an officer stopped a stolen vehicle on the Berlin Turnpike. The driver and a passenger were removed from the vehicle without incident. Subsequent search of the vehicle led to the discovery of a handgun under the front passenger seat. The driver was arrested and charged with Larceny 2nd degree for possessing the stolen car and Driving without a License. The passenger was arrested and charged with Weapons in a Motor Vehicle.
- An officer on the evening shift stopped a vehicle that didn't have a front registration plate. After issuing the driver a written warning for the violation, the officer observed a back seat passenger attempting to hide a syringe under a car seat. The officer questioned the passenger and learned there was heroin in the vehicle. A subsequent search of the vehicle led to the seizure of 42 packets of heroin. After questioning one of the occupants of the vehicle two passengers were arrested for Possession of Narcotics.

Detective Division

- Handled 88 investigations. Fifty-eight of these cases remain ongoing, twenty-eight cases were closed by investigative methods and two were suspended.
- Concluded two ongoing sexual assault investigations with arrests this month. One suspect was charged with multiple counts of Risk of Injury to a Minor, Sexual Assault in the 4th Degree and multiple counts of Unlawful Restraint in the 2nd Degree. A second suspect was arrested and charged with Sexual Assault in the 2nd Degree and Risk of Injury to a Minor.
- The Juvenile Officer is investigating 3 sexual assault cases and 3 ongoing child pornography investigations among other juvenile cases. 2 ongoing juvenile sexual assault cases were closed by arrest this month.
- Processed 16 crime scenes in July, in some cases collecting DNA, fingerprints and other items of evidence.
- Along with staff members of the State of Connecticut, Department of Mental Health and Addiction Services (DMHAS), Tobacco Prevention and Enforcement Program (TPEP), conducted unannounced

compliance inspections of establishments that sell tobacco products. Three clerks from separate establishments were issued infraction tickets for selling tobacco to minors.

- Served 26 arrest warrants, 3 by Detectives and 23 by Patrol Officers.

Community Service Officers (CSO)

- Made a “What police officers do” presentation at a local day care center and also to the Parks & Recreation Day Camp. He talked about what the job of a police officer entails, went over “Stranger danger”, when and how to use 911 and bicycle safety. The CSO also brought a marked police vehicle and provided each child with a Police Department child identification kit.
- Conducted a safety seminar for the Parks and Recreation counselors-in- training program in the Parks & Recreation office.
- Attended a breakfast at Cedar Mountain Commons for a senior men’s group giving a talk about fraud scams targeting the elderly.
- Conducted a fundraising drive in affiliation with Give 2 the Troops at Wal-Mart on the Berlin Turnpike. It was a very successful event and a large amount of food and supplies were accepted to be distributed to military troops over seas.
- Met with residents from the Mill Pond Park area about on-going problems with teenagers causing problems in the park at night.
- CSO Webster was on bicycle patrol to augment the efforts of the patrol division in crowd control during the annual Newington Extravaganza.
- The Support Services Division with other members of the department participated in the police department sponsored annual Senior Picnic at the Newington Senior Center. K-9 Officer Wagner performed a K-9 demonstration and CSO Webster, Detective DeSimone and Officer Korzinski conducted a self defense demonstration.
- Sgt Morgan Officer Korzinski and K-9 Officer Wagner participated in the Parks & Recreation Heroes Day program at Mill Pond Park. The children were allowed to view a police vehicle and equipment up close and Officer Wagner performed another K-9 demo.

UCR Part 1 Crimes (Preliminary)
Preliminary June 2009 **June 2008**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-0-	-0-	-0-	-0-
Forcible Rape	-0-	-0-	-0-	-0-
Robbery	2	\$1,305	1	\$600
Assault	7		8	-0-
Burglary	8	\$29,143	5	\$3,771
Larceny Theft	50	\$11,446	61	\$41,920
Auto Theft	2	\$19,800	13	\$82,834
Totals	69	\$61,694	88	\$129,125
1st Quarter Totals	213	\$223,976	230	\$195,466
2nd Quarter Totals	238	\$276,792	263	\$329,357

- In June 2009 the police department arrested 68 adults: 6 for assaults, 3 for burglary, 6 for fraud, 1 for vandalism, 10 for narcotic violations, 3 for offenses against family & children, 10 for DUI, 14 for larcenies, 1 liquor law, 1 for disorderly conduct, and 14 for miscellaneous offenses. We also arrested or referred 13 persons under the age of 18: 4 for assaults, 3 for larceny, 3 for vandalism, 1 for offenses against family & children, and 2 for miscellaneous violations.

FIRE DEPARTMENT

The Fire Department responded to 76 alarms/emergencies as follows:

	<u>July 2009</u>	<u>YTD Cum.</u>
Residential	25	25
Commercial, Industrial, Office	3	3

Hospital, School	3	3
Vehicle	2	2
Rescue, Police Assistance	2	2
Dumpster, Rubbish, Grass, Brush, Leaves	4	4
Hazardous Materials/Clean up	2	2
Investigative Alarm	33	33
False Alarm	0	0
Mutual Aid/Standby	2	2
Carbon Monoxide Investigation	0	0
Water Related Incidents/Pump-Outs	0	0
Total	76	76

Training Summary

		Members	Hours
Multi-Company Training	High Rise – Search Rope Truck Operations	55	165
Officer Training	Pre-Plan Sam's Club	42	84
Company Training		72	286
RIT Training		20	60
Total			595

Fire Prevention Bureau Activities – July 2009

- Fire personnel presented a fire safety program to 40 students at the Kindercare Day Care Center located at 143 Pascone Place
- Fire personnel conducted fire extinguisher training and helped establish an Emergency Evacuation Plan for 40 employees at Connecticut Business Systems on Rockwell Road.
- Fire personnel provided public safety training for approximately 250 teenagers in two P & R summer camp programs at Mill Pond Park.
- Fire personnel met with customers and handed out fire prevention material at both the Wal-Mart store and the new Sam's Club during the month.

FIRE MARSHAL

The Fire Marshal's Office completed the following activities during the month of July.

Inspections	43
Inspection Follow-Ups	46
Plan Review	10
Job Site Inspections	08
Underground Tank Removal	00
Fire Investigations	03
Fire Alarm Trouble	01
Complaints	01
Haz/Mat	00
Bomb Threats	00
Blasting	02

Incidents:

- 07/04/09 – A dryer fire in the laundry room at Bel-Air Manor located at 256 New Britain Avenue was extinguished by the activation of the building sprinkler system. The fire was contained to the lower level. There were no injuries and no patients had to be relocated as a result of the incident.
- 07/16/09 – An outside fire in the rear yard of a single-family home at 152 Indian Hill Road damaged several lawn mowers and other power equipment. The cause of the fire remains undetermined.
- 07/26/09 – A fire that started in a back yard shed spread to a nearby boat and then eventually to the two-family home located at 16-18 Seventh Street. The fire was ruled accidental as a result of an unattended charcoal grill.

Meetings/Training:

- Fire Marshal Schroeder attended the monthly meeting of the Capitol Region Emergency Planning Committee in Hartford. An update of the N1H1 virus was presented.

Special Events:

- The Fire Marshal's Office conducted inspections of all tents, electrical and propane equipment used at the Annual Extravaganza at Mill Pond Park and assisted the State Fire Marshal's Office with inspections of carnival rides and the fireworks set-up area. No fire incidents or injuries were reported during the event.

HIGHWAY DEPARTMENT

- Highway crews completed the finishing touches to the first set of roads which were milled and overlaid (Audubon Avenue, Southwood Road and Garfield Street). Crews repaired driveway aprons, curbing and topsoil as needed.
- In preparation of the milling and overlaying of the next group of roads (West Hill Rd., Brentwood Rd., Garvan St., Highland St., North Main St., Dowd St. and Fisk Dr.), crews adjusted manhole rings and utility shut off gates. Drainage was also added where required along with the replacement of catch basin tops. Bid awarded contractor milled approximately 43,353 square yards of bituminous in preparation of the overlays.
- Miscellaneous projects completed throughout the month included assisting Traffic Division with line painting, patching of various potholes throughout Town and cleaning out catch basins and waterways as needed. Crews also performed a Town wide pickup of branches and debris due to the damage caused by the storm of June 26th.
- Traffic Division along with the assistance of Highway personnel continued with line striping of overlaid roadways and assisted the Police Department in placing speed boxes in various locations throughout Town. Staff continued with the fabrication and installation of new street name signs, installed new and/or missing street signs, stops signs and regulatory signs throughout Town.
- During the month, the Sanitation Division scheduled 994 bulky items, 52 metal items and 111 condo bulk items for weekly pick up during the month of July for a total 1,157 of items. Residents are not required to obtain a landfill permit for disposal of metal items at the landfill.
- During the month of July, mechanics assisted the Parks Department to repair the fence along back side of Mill pond. Mechanic also assisted all other Town departmental needs, performed routine preventative maintenance, along with emergency repairs to all Town vehicles and equipment.

ENGINEERING DEPARTMENT

- During the month of July, the Department issued nine excavation permits as follows:
 - 7 Driveway/Curb cut excavation
 - 1 Water lateral service
 - 1 Test pits at numerous locations
- Engineering received and processed five new applications to the Inland Wetlands Commission.
- Met with BETA Group and reviewed progress made to the Town Wide Drainage Project.
- Submitted final plans and specifications for the Kelsey/Church Street Pavement Rehabilitation Project to D.O.T. This project is expected to be advertised during the August time frame provided D.O.T. does not initiate any further comments.
- Recommended award of the annual sidewalk maintenance contract to two separate contractors. T & S Caminito Concrete will perform sidewalk repairs the conventional way and Laviero Construction will perform repairs by slab jacking.

TOWN PLANNER

Municipal Parking Lot Improvement Project

On July 8 the Town Attorney successfully completed the acquisition of the 25,265 square foot Bonelli property, which enabled the Commission and Committee to move forward and realistically consider bid option strategies. The Economic Development Commission and Downtown Revitalization Committee convened a joint special meeting on July 9 to receive the project's engineers' estimates for probable construction costs. At the Town Council's July 14 meeting the Town Manager was authorized to advertise the project's public bidding based on three options:

1. Request bids for the full build of the entire parking lot Options A & B, probable cost estimate \$1,229,855.
2. Request bids for full build of west side Option A, probable cost estimate \$826,966.

3. Request bids for full build of east side Option B, probable cost estimate \$499,669. It was also recommended that the Town Council request the Office of Policy and Management to approve reprogramming of the \$145,000 balance of our Phase III STEAP Main Street Improvement grant to the Municipal Parking Lot Improvement project. On July 28 the Council approved the reprogramming of the STEAP funds and a written request was submitted to the Office of Policy and Management. The Town Planner and Town Engineer reviewed the final bid manual and construction plans, BL Companies was directed to complete refinements to the bid items and the public bid advertisement is set for August 7 and 9. The return date for bid submittals is September 8.

New Meadow Phase II

On July 14th the New Meadow Phase II age restricted housing land conveyances were approved by the Town Council. The Town Planner has been coordinating with the Housing Authority and New Samaritan Corporation changes in the Phase I New Meadow parcel boundary to create a conforming parcel at the north end of the property. These boundary adjustments are now set as well as the site development plan approvals from the Conservation and TPZ Commissions. Once the Town Attorney completes the deeds the exchanges will be recorded. New Samaritan Corporation has selected its general contractor and is coordinating construction documents reviews with HUD.

2020 Plan of Conservation and Development

The TPZ has released for public review and comment the proposed new 2020 Plan of Conservation and Development. Formal referrals have been submitted to the Town Council and CROG. There is a statutory 65 day review period prior to the public hearing, tentatively set for October 14th. Thirty days prior to public hearing this draft plan will be posted on the Town's web site.

Shoppes at East Cedar Street

Hunter Development, LLC is seeking TPZ approval to amend the Special Exception conditions for this project which stipulate that the gas station/convenience store not be granted a certificate of use until the project's other commercial buildings, including the hotel/conference center are constructed. Hunter Development received its State Traffic Commission Certificate for roadway widening and a new traffic signal to control their site driveway. The developer is citing the difficult economic climate as justification to proceed with the gas station/convenience store prior to all of the other phases as originally agreed upon. This could be a significant economic development project because the traffic signal and roadway widening could open up opportunities for other nearby properties.

Cedar-Fenn New Britain Busway Project

The Town Planner continues to meet with Conn DOT and Mr. Hayes, developer of the Cedar / Fenn hotel site. A draft memorandum of understanding has been prepared outlining how each of the three parties would coordinate their developments. The details of phasing and cost obligations still remain to be agreed upon. This is another significant long range economic project that could result in transit oriented development and returning the National Welding property to the tax rolls.

BUILDING DEPARTMENT

- Permits issued for Town properties were:
 - Building permit for demolition and remodeling the lower level of the Town Hall.
 - Building permit to add a 2nd story to existing swat shoot house police range on Milk Lane.
 - Building permit for alterations – change existing to bathroom at the Newington High School
 - Electrical permit for the carnival generator at Mill Park
 - Electrical permit to install a 120 volt plugs for bus block heater at the bus garage.
 - Electrical permit for the renovation of the lower level of the Town Hall
 - Electrical permit to install access control and 7 cameras at the Newington High School
 - Electrical permit to install one JP camera with storage for video at the Kellogg School
 - Mechanical permit for the HVAC system for the renovation of the lower level of the Town Hall
 - Plumbing permit for the renovation of the lower level of the Town Hall
 - Plumbing permits for installing a waste vent and cold water line and also a new grease trap for a double sink at the Newington High School.

- Douglas Jourdan, Chief Building Official, is continuing to work with our IST Department and The Capitol Region Council of Governments staff on regional projects to search for an Online Permitting system and the development and creation of a web server.
- There were Six Certificates of Occupancy issued in July. Three were for residential single family homes. The addresses were: 329 Sterling Drive, 335 Sterling Drive, and 240 Culver Street. Three Certificates of Occupancy were issued for commercial – an exterior deck at 80 Market Square, a tanning salon at 985 Main Street, and Sam’s Club at 3465 Berlin Turnpike.
- The Inspectors completed a total of 310 inspections. They were: Alarm (2), Chimney (1), CO (24), Code (6), Complaint (3), Decks (5), Demolition (1), Drains (2), Elevators (1), Electrical (65), Final (3), Fireplace Insert (3), Footings (24), Foundation (1), Framing (29), Gas Line (4), Gypsum (2), Hood (1), Hot Water Heater (1), Insulation (10), Masonry (3), Mechanical (21), Piers (2), Plumbing (21), Pools (6), Roofing (5), Rough (37), Sheathing (4), Shed (1), Site Visit (12), Sprinkler (2), Tank (1), Trench (1), Wall (5), Windows (1).

Seminars attended by the Building Inspectors for their continuing education credit were:

David Zwick	Identify Approved Procedures for Fabrication and Installing Heating, Ventilation and Air Conditioning (HVAC) Systems – July 7, 2009
Doug Jourdan	Identify Approved Procedures for Fabrication and Installing Heating, Ventilation and Air Conditioning (HVAC) Systems – July 8, 2009
Richard Smith	Identify Approved Procedures for Fabrication and Installing Heating, Ventilation and Air Conditioning (HVAC) Systems – July 7, 2009
Art Hanke	Identify Approved Procedures for Fabrication and Installing Heating, Ventilation and Air Conditioning (HVAC) Systems – July 8, 2009

The total number of Building/Renovation Permits issued for the month of July was **123** producing a total permit value of **\$2,914,630.00**. They are categorized as follows:

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alterations	16	\$ 1,177,037
Deck	3	11,788.00
Demolition	0	0.00
Electrical	35	322,561.00
Fence	0	0.00
Fire Suppression/Sprinkler	0	0.00
Footing/Foundation	0	0.00
Fuel Tank	3	6,380.00
Garage/Shed	5	61,090.00
Mechanical	18	410,895.00
New Commercial	0	0.00
New Residential	0	0.00
Plumbing	13	90,600.00
Pool	2	1,930.00
Roofing/Siding	23	824,970.00
Sign	5	7,379.00
Tent	0	0.00
Trailer	0	0.00
Total	123	\$ 2,914,630.00

Permit Value Comparison for July

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$ 2,914,630.00	\$ 4,465,081.00
Building Permit Fees Received	\$ 16,707.00	\$ 43,495.00
Other Income Fees	\$ 2,024.50	\$ 2,275.50

Building Permits Issued	123	197
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Total Value of Permits and Permit Fees:

2009-2010		2008-2009	
Value	Permit Fee	Value	Permit Fee
\$ 2,914,630.00	\$16,707.00	\$ 4,465,081.00	\$ 43,495.00

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

Meetings and Professional Development

- Held CCHD Environmental Staff Meeting on July 16, 2009
- Attended CCHD staff meetings on July 21, 2009
- Attended hair and nail salon establishment training on July 30, 2009

Activities and Projects

- Conducted continuing quality assurance review of CCHD FileMaker Pro, complaint database. Reviewed data entry to ensure consistency with CCHD procedures.
- Reviewed applications and inspected 2 booths at the Newington Mill Pond Fair Event on July 11, 2009 and 14 food booths at the Newington Extravaganza on July 18, 2009.
- Attending a hearing with a restaurant owner and the director of health to order correction of food violations at a Newington restaurant.
- Conducted food service training for restaurant workers in a Newington restaurant. Topics included: proper hand washing technique, cleaning and sanitizing food service equipment, and proper food (hot and cold holding temperatures).
- Completed State DPH childhood lead quarterly report.
- Responded to DPH Notification of voluntary recall of soybean sprouts from Chang Farms, "... possible presence of *Listeria monocytogenes* contamination. District food service establishments were notified.

HUMAN SERVICES

- Human Services remained extremely busy with a full schedule of summer programs and complex caseloads.
- The Committee on Community Safety met in July reviewing their PowerPoint presentation with several members of E. Green PTA and the public. On August 20, the Committee will hold a focus group with senior citizens to obtain further input.
- Ken Freidenberg, Human Services Director, participated in several regional and state meetings dealing with homelessness, mental health, disabilities, youth and elderly services.
- The Department received 387 Information and Referral calls or walk-ins this month. Issues include elder care, child day care, housing, energy and financial assistance, health, mental health, unemployment, youth programs among many others.
- ICAN (Interfaith Community Action of Newington) volunteers received additional requests for out of town transportation partly as a result of discontinued funding for the regional state program handled through the Senior and Disabled Center. Human Services and Senior and Disabled Center are exploring a new non-profit agency called Independent Transportation Network (ITN) to determine if they may be a viable resource to enhance volunteer driving and integrated transportation for seniors. This agency has an office in Middletown and is serving Wethersfield and Rocky Hill among other towns.
- The Food Bank assisted 138 households with 78 residents over age 55 and 260 under 55. The Outdoor Market co-sponsored with Food Share served 213 residents on three days this month. Both programs are overseen by Social Worker, Carol LaBrecque with the support of many great volunteers.
- The Special Needs Fund approved 25 requests and the Clothing Closet served 26 households.
- Karen Futoma, Coordinator, initiated the annual "Back to School Supplies" program requesting donations of backpacks and school supplies for residents in need.

- The Social Casework Program received 44 new referrals with an active caseload of 93. There were several emergency police referrals of elderly residents requiring staff on the scene. There were also more residents needing emergency housing as a result of homelessness. Other presenting issues included financial difficulties, health and mental health, housing, social security, substance abuse and domestic violence.
- The Youth and Family Counseling Program had an active caseload of 57 with 4 new referrals, 8 inactive and 6 closed cases. Coordinator, Christina Salvio and contractors provided 125 clinical therapy sessions and made 112 contacts with families and other agencies. Presenting issues included depression, substance abuse, family conflict, suicidal ideation, sexual assault, domestic violence and grief.
- The Juvenile Review Board handled one referral during July.
- Positive youth development programs and activities provided by Youth Worker Rik Huggard, part-time staff, Julie Melanson and contractors involved 343 youth.
- The Summer Youth Adventure Program (SYA) is in full swing in spite of the erratic, wet weather. Theme week programs included Museum Mania, CT State Parks, Lake Compounce, Beaches, Boats & Bikes, Southwick Zoo, Survivor Quest, Game Days, Girls Week and Community Service Projects.
- Youth Worker Julie Melanson and Coordinator, Christina Salvio created a new program called "Girls Week" based at Martin Kellogg Middle School with nine girls and two mentors participating. The program empowers girls to know themselves better and deal with peer pressure in healthy ways. Each day the girls were involved in adventure challenges and discussion groups. Other activities included yoga, self defense, tie-dying, scrapbooking and a two-day camping trip at Hammonasset State Park.

July 2009 Statistics

Selected Programs	FY 09-10 Undp. Total This Month	FY 08-09 Undp. Total Last Month	FY 09-10 Cum. Undp. Total YTD	FY 08-09 Cum. Undp. Total YTD
Youth and Family Counseling	57	61	57	48
Positive Youth Development	343	473	353	663
Youth Works (Job Bank)	3	2	3	2
Information and Referral	387	438	387	337
Social Casework Cases Under 55 = 61 Over 55 = 32	93	102	93	79
Food Bank Participants	138	151	138	106
Special Needs	25	23	25	15

SENIOR AND DISABLED CENTER

- July 1st brought an end, at least temporarily, to the Tri Town Out of State Medical Transportation Program. This program was funded through the State Municipal Matching Grant Program for Enhanced Dial-A-Ride. Its loss has presented a large problem for a few residents. The program may be continued if funding is provided in the State Budget, likely through the Special Transportation Fund. The Senior and Disabled Center is evaluating alternate transportation options for senior and disabled residents including the Independent Transportation Network (ITN ©) model.
- The Annual Police Safety Picnic was the highlight of the month at the Center. Newington Police Department staff from the Chief to the administrative staff was on hand to cook and serve up burgers and dogs to a sellout crowd of older adults. The meal was followed by a self defense demonstration, a K-9 demonstration and a scam awareness presentation.
- On July 10th Bel Aire Manor sponsored a Brunch and Learn program on Diet and Nutrition that was very well attended.
- Therapist Anette Urban led a two part fun and interactive workshop on July 14 and 21 entitled "You Can Do It, You Just Don't Know It Yet".
- Jessica Russell, Director of Social Services from Newington Health Care Center presented a program on The Dos and Don'ts of Communicating With Someone With Dementia July 17th.

- A lively session of the Wii version of The Price is Right was well attended and enjoyed on July 17th.
- State Representative Sandy Nafis was the guest at the monthly Coffee Talk program on July 31st.
- The Wii bowling program is gearing up for the Statewide Challenge. Newington's team has been selected and will start practicing for the regional tournament to be held in Newington in the fall.
- The Senior and Disabled Center was represented at Extravaganza as part of an ongoing outreach effort to provide information to the community at large.
- Center Social Worker Teri Snyder worked with the Newington Housing Authority Resident Services Coordinator to distribute File of Life cards to their residents. These cards contain comprehensive information for first responders and is placed in a magnetized pouch on the resident's refrigerator. The program is sponsored and funded by the Newington Volunteer Ambulance Corps.
- Ms. Snyder carried an active caseload of 58 clients in the month.
- There were 44 programs offered at the Center in the month with some one time programs and others ongoing with a total recorded attendance of 3,088. Actual attendance is higher as many participants still do not sign in.
- The Center currently has 1611 paid members, an increase of 36 from last month. An additional 582 people are registered for services (i.e. Dial-A-Ride, social work).
- A total of 1,337 hours of volunteer service was performed by 78 volunteers in the month.
- Nurse Practitioner Stacie Zibel had 101 patient visits in the Monday Wellness Clinics this month. Since the Central Connecticut Health District eliminated funding for this service, the Town is funding this vital service. In addition Ms. Zibel saw 12 patients in senior housing sites. Ms. Zibel will work with The Newington Housing Authority Resident Services Coordinator to enhance health programs in their facilities.

Dial-A-Ride

Wellness Clinic

Trips	Miles	On-site	Off-site
1439	4079	98	12

PARKS AND RECREATION

- A total of 1,443 season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pools.
- The 6-week Summer Sunshine program for children ages 3 & 4 is filled for all sessions, and the Summer Playground Program for children in Kindergarten through grade 7 has been enjoyed by an average of 440 campers weekly. The 5-week Summer Music Program concluded on Wednesday, July 29 with the program's 78 students performing at their annual concert at John Wallace Middle School.
- The Counselor in Training program—in its third year—continues to be very popular with students in grades 8 through 10 who are interested in learning aspects of working with children in a camp setting. The program consists of 3 days of instruction and 7 days of working with experienced counselors and their campers.
- Free Summer Fun Runs were held on Wednesdays, July 15, 22 and 29, and a free Zumba demo class was offered to Town employees on Tuesday, July 21.
- A consignment ticket program was offered with discounted tickets to Six Flags. A total of 84 tickets have been sold.
- Aquatics Staff participated in the annual Connecticut Recreation and Parks Association's Lifeguard Competition. Staff participated in mock rescues, first aid scenarios, and demonstrated other lifeguard skills. Our team placed 8th out of 11 teams at the competition, and we look forward to improving our skills for next year.
- S. Glasson attended a Dog Park Design presentation at the Rocky Hill Community Center on July 28
- The Summer Carnival was held July 10-12 at Mill Pond Park. The event was a success and enjoyed by many families. Next year this event will move to a parking lot so no damage will be done to the grass/field.
- Movie Night at Mill Pond Park was on Tuesday, July 14, and over 700 people enjoyed a beautiful night at Mill Pond Park watching Daddy Day Camp. This event was sponsored by the Rotary Club and the Chamber of Commerce. Lions Club Summer Concerts, sponsored by Data Mail, were held on Thursdays, July 2nd, 9th, 23rd and 30th. Due to inclement weather, the concerts on July 2 and 23 were held indoors in the Senior & Disabled Center Auditorium.

- The Bowling Tournament was held on Thursday, July 16 at Bowl-O-Rama on the Berlin Turnpike. Teams could pre-register or sign up in person. All children were awarded bowling medals. This event was sponsored by The House of Kokondo. The cupcakes for this event were donated by Sam's Club.
- Friday Night, July 17, was the concert in the park. Tirebiter was the entertainment, and the event was sponsored by CT Financial. Attendance was estimated at 350 people.
- The Mill Pond Extravaganza was on Saturday, July 18. The daytime and evening events ran smoothly. The budget is being finalized. Bruce Till hosted a thank you barbeque lunch for the staff of Parks & Recreation and Parks & Grounds to thank them for their hard work and team effort in a very successful week long Extravaganza. Thank you plaques are being ordered and presented to the 4 major sponsors of the Extravaganza (CT Financial, Wal-Mart, Price Chopper and the MDC). Thank you notes were sent to all other sponsors and contributors.

Parks and Grounds

- The well work down at Young's Farm was completed and hooked up to the existing watering system
- Flags were installed for the Fourth of July weekend.
- Tree Warden Steve Tofeldt acquired a rental lift to remove some of the tree hazards around town. Remnants of the storm in June.
- The telephone poles for the Extravaganza were installed early this year and all the electrical supplies taken down to Mill Pond.
- The fence line on the north side of Little Brook was cleared extensively and fence repairs made due to the fact some trees had grown through and had to be removed.
- Mill Pond baseball field was rolled and repaired, after the carnival left, due to the wet conditions.
- The Clem Lemire Midget Football field renovation was completed including 15,000 square feet of sod. The Newington High School soccer fields were renovated with 12,000 square feet of sod installed in the goal mouth areas
- Mill Pond Extravaganza week required two fulltime employees as well as four seasonal kids to prepare for Saturdays events.
- The stairway up the falls was temporarily repaired by crew members.
- Crew members spent two days at the police firing range removing weeds and spreading wood chips recovered from the dump.
- There were seven internments in town cemeteries in July.

LIBRARY

- In a summer season unlike any the Library has seen in awhile, the Children's Department offered 54 programs to a combined audience of 1,590 children and their caregivers. The *Be Creative @ Your Library* theme was in full force, as the arts were celebrated in many forms: dance, theatre, performance arts, cooking, and handicrafts. Children and teens competed in a talent show that culminated in a finale at the Extravaganza. 45 teams of children and adults competed in the annual Buddy Bake-off. A dinner theatre performance and lunchtime story based programs were all filled to capacity. A 25% increase in programs was intentional, as Newington families are spending their summers closer to home than in the past, and taking advantage of the cultural and recreational offerings at the Library in record numbers.
- Usage of the museum and attraction passes offered to the public by the Friends of the Library has increased 45% over that of last year. Average savings to patrons was \$3,730.00. Most of the passes allow for free or greatly reduced admission to such places as Mystic Seaport and Aquarium, the Children's Museum, the Wadsworth Athenaeum, and the Norman Rockwell Museum, usually for a family of four. There is even a CT state parks and forests day pass. The maximum savings saved by patrons who used the passes for the maximum number of people that each pass allows per use was \$5,963.00.
- Eight programs were held for adults, with a total of 155 participants. They ranged from a lunch time museum talk to a dieting program. Each month, an artist displays work in the Community Room. Often, they will plan an opening reception at which people can meet the artist as well as get a first glimpse of their work. Artist Dave Everett did just that at the beginning of July.
- Newington teens attended many varied programs for their age group during July, including a hip hop dance workshop, body art, movies, and a talent show. The Teen summer reading program has 137 participants, more than in recent memory. Circulation of teen materials has increased over that of last July by 35%.

- Open Mike night was sponsored, at which 17 talented children, teens, and adults performed to an audience of 74. Music, poetry reading, and puppetry were among the enjoyable acts, for which the audience judged the winners.
- Reading program participation was at 528 (17%) people are participating. 137 teens, more than in recent memory, are earning prizes, and 850 children are reading and earning their own paperback books.
- Of particular note were the programs and services offered to those people seeking jobs. The CT Department of Labor Career Express Bus visited for one day in July. 25 people were able to be assisted during that time, with many more being turned away. The Bus cannot return until November. The support group that was initiated by Library staff met three times, with average attendance of 40. *How to Cope with Job Loss and Move On*, *Effective Resume Writing*, a *Resume Tune-up Clinic*, and *Career Networking* were the offering in July. The series will continue through December.
- 6,914 (+17%) reference questions were answered. Library webpage hits this month were 6,441. 3,850 (+2%) hours were logged on children's, teen, and adult public stations.
- Topics of note that were researched this month included:
 - Al Anon meetings for teens in the area.
 - Starting an online business.
 - How to use LinkedIn.
 - ESL books for a ninth grader.
 - Information on furnace rebates.
- Traditional circulation of library materials was 42,903, a 4% increase over that of last year. 26,293 people entered the building during the month or almost 1,100 people each day the library was open. 9,385 reference books were accessed remotely, and 10,831 online searches were completed in the Library. The children's book sites *Tumblebooks* and *BookFlix* were used 149 times. 154 books were downloaded from the Library's website for a total of 63,422 items checked out or used by library patrons. 1,540 items were added to the collection, and 276 items were mended by volunteers who logged in 133 hours doing this task as well as many other behind the scenes processing tasks.
- IST projects this month included a minor conversion of the Library's online catalog. Security software was upgraded on all public computers. A computer that had been used by the public for word processing was moved from its study room location to the Teen area in order to offer yet another workstation for Internet use by the public. Two new laptops were rolled out during July, which will be used for instructional purposes. Four more will be coming in August that will be used by the public.