



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: February 16, 2010
Re: Monthly Report – January 2010

GENERAL ADMINISTRATION

- During the month, the Town Manager focused on a number of matters, including budget and CIP meetings with Department heads, the well as on a number of personnel matters. Items of interest included:
- Attended the Newington Town Council goal setting session
- Held preliminary budget hearing meetings with all Town department heads
- Attended meetings regarding the revaluation Request for Proposal
- Attended several meetings of the MDC, CRCOG, and the Mid-State Collaborative
- Presided over the monthly CTCMA Executive Board and general membership meetings

Paid overtime during the month of December 2009 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects). These costs will not agree to 2009-10 overtime expended amounts in the following chart.

| HIGHWAY DEPARTMENT | Overtime Hours | | Cost | |
|-----------------------------------|--------------------------------------|------------------------------------|--------------------------------------|------------------------------------|
| Vehicles and Equipment | 6.6 | | \$ 294.94 | |
| Weekend Stand-by and Call-in | 16.0 | | 696.56 | |
| Road Maintenance | 29.7 | | 1,068.30 | |
| Leaf | 675.5 | | 28,898.13 | |
| Snow | 329.4 | | 12,436.03 | |
| Total | 1057.2 | | \$ 43,393.96 | |
| PARKS AND GROUNDS DIVISION | | | | |
| Snow and Ice | 86.0 | | \$ 3,654.92 | |
| Cemetery | 23.0 | | 1,025.05 | |
| Total | 109.0 | | \$ 4,679.97 | |
| 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 | \$ 4,545.03 | \$ 4,311.00 | \$ 694.48 |
| Patrol | 580,294.00 | 312,121.88 | 600,000.00 | 324,298.87 |
| Investigation | 76,691.00 | 38,528.86 | 76,637.00 | 42,667.05 |
| Communication | 112,132.00 | 67,364.01 | 108,429.00 | 62,175.99 |
| Education/Training | 103,603.00 | 27,172.56 | 88,337.00 | 39,837.54 |
| Support Services | 39,071.00 | 17,544.46 | 38,137.00 | 18,619.54 |

| | | | | |
|---------------------------|---------------|---------------|---------------|---------------|
| Animal Control | 12,144.00 | 4,947.21 | 12,070.00 | 4,880.45 |
| Total | \$ 927,911.00 | \$ 472,224.01 | \$ 927,921.00 | \$ 493,173.92 |
| HIGHWAY DEPARTMENT | | | | |
| Highway Operations | \$ 28,109.00 | \$ 11,041.17 | \$ 28,109.00 | \$ 11,008.93 |
| Snow and Ice Control | 132,349.00 | 60,391.28 | 132,349.00 | 117,663.06 |
| Traffic | 8,345.00 | 2,302.86 | 8,345.00 | 2,723.37 |
| Vehicles and Equipment | 28,185.00 | 9,484.32 | *31,685.00 | 25,314.76 |
| Leaf Collection | 54,997.00 | 42,356.34 | *51,500.00 | 44,712.81 |
| Total | \$ 251,985.00 | \$ 125,575.97 | \$ 251,988.00 | \$ 201,422.93 |
| PARKS AND GROUNDS | | | | |
| Parks and Grounds | \$ 130,547.00 | \$ 68,221.14 | \$ 130,547.00 | \$ 78,474.59 |
| Cemeteries | 14,893.00 | 4,387.88 | 14,893.00 | 7,582.16 |
| Total | \$ 145,440.00 | \$ 72,609.02 | \$ 145,440.00 | \$ 86,056.75 |

*Reflects intradepartment transfer.

Police Department Overtime

- Comparison - December 2009 to January 2010
 - OT December \$ 90,227 (2 Holidays and 42 days of overtime)
 - OT January \$ 67,704 (2 Holidays and 28 days of overtime)
 - Total decrease \$ 22,523
- Patrol Overtime of \$46,230 is a decrease of \$13,184 from December. This overtime includes the following approximate costs; two holidays of overtime \$16,600, 15 vacation days \$6,600; 25 days of sick time covered at overtime \$11,000, 4 days light duty coverage \$1,760, 15 miscellaneous days off \$6,600, \$4,000 in holdover overtime (several burglaries, domestics, and accidents), court appearances, and other time off coverage.
- Detective Division Overtime of \$4,337 is a decrease of \$2,383. This overtime includes \$3,205 for Holiday overtime, \$1,132 for investigations.
- Communications Overtime of \$9,429 is a decrease of \$3,269. This overtime includes \$3,510 for Holiday overtime; 16 days leave filled at overtime \$5,919.
- Education/Training Overtime of \$2,961 is a decrease of \$5,175, for various training classes and recertification's.
- Support Services Overtime of \$3,868 is an increase of \$1,136 which includes \$2,865 for Holiday overtime; one Youth Council meeting \$213, and an ERT call out of \$790.
- Canine OT of \$879 is an increase of \$352 to cover three 4 hr call outs and 1 holiday overtime pay.

PERSONNEL

- Mayor Wright appointed Mrs. Mary Richard as the Clerk of the Council, replacing former clerk Scott Coleman

RISK MANAGEMENT

2009-10 Blue Cross/Blue Shield Plan Year

The sixth month of the 2009-10 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2009-10 plan year were estimated at \$818,851. The total paid claims for December 2009 were \$775,348. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through December 2009

| | Town | Board of Education | Total |
|------------------|-----------|--------------------|-----------|
| Estimated Claims | 1,114,362 | 3,798,744 | 4,913,106 |
| Actual Claims | 873,866 | 3,601,601 | 4,475,467 |

FACILITIES MANAGEMENT

- The department repaired numerous steam system leaks and heating system failures.
- The facilities group completed 64 formal work orders during the month of December at the various Town Buildings including the following:

- Re-lamp and retrofit all light fixtures (160 total) in the Town Hall Gymnasium.
- Inspection of the rental portion of the Kellogg Eddy house indicates that painting of the entire apartment is in order and will be scheduled as a “fill-in” work assignment as time allows during the next months.
- Additional wall repairs may be needed from past water damage in the apartment and will also be addressed. It is not planned to have the caretaker replaced during the winter months to allow for these renovations. (Ongoing Project)
- Training for the maintenance department on the new HVAC system and controls was completed during January.
- The building committee began meeting to discuss the future of the next renovation area to be undertaken in the Town Hall.
- Formal approval of the energy grant for this project has not yet been received but information at the state level indicates it will be approved in February for engineering selection to begin later that same month.
- Ongoing roof repairs over the gymnasium continue on a monthly basis due to the failure of the roofing system.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 31 requests for service via the Internet, blocked 17,941 unsolicited SPAM email messages from being delivered, blocked 139 virus/ Trojans from infecting the Town’s network infrastructure and completed 107 formal work orders.
- The Town’s website had approximately 20,624 visits during the month, 62,006 page views with an average of 3.01 pages viewed per visit. The Town Homepage, Library Homepage, Assessor’s Homepage and Online Property Record Card were the most frequently visited pages.
- Configured and deployed new printers in the Finance Department.
- Worked with the Town Clerk’s software vendor to diagnose and fix printing and scanning issues related to their application.
- Worked with the Police Department’s vendor to fix issues related to their automated license plate reader system.
- Updated Adobe Reader, Adobe Flash player and Adobe Shockwave player on Library patron computers.
- Configured and deployed four new laptops for the Library. The new laptops will be used for training classes for patrons and staff.
- Submitted Information Technology’s Operating Budget and Capital Improvement Plan for the 2010-2011 fiscal year.
- Provided assistance to Town Planner with PowerPoint presentations for Planning and Zoning Committee meetings.
- Created custom voting district map for Registrar of Voters, Parks and Recreation, Board of Education (High School) and for public data requests.
- Used town data to create custom mapping for the Highway Department as it relates to sanitation routes and support for recycling projects.
- PDF tax maps which are available on the Town’s website were updated.
- Mr. Thad Dymkowski, GIS Technician, completed his six month probationary period.
- Maintained an average 99% uptime on Town firewalls, including troubleshooting Internet circuit connection problems at two remote locations.
- Re-provisioned two older servers as utility servers to support advanced virtual server backup and performance monitoring of the network infrastructure.
- In troubleshooting possible exposure to new computer viruses, we learned that certain strains of malware were preying on the trust of the users. Due to the look and feel of this malicious software, we designed a solution to prevent executable files from downloading and installing on our town computers. This solution, which was thoroughly tested and implemented as an optimized configuration on our existing firewalls, has also consolidated a service that dynamically enumerated what users were logged on to each computer as they accessed the Internet.
- Continued research on "best fit" solutions for Email Archiving, Secure Internet Name Resolution, Helpdesk and Server Alerting.
- Installed new scheduling software for Parks and Recreation Department.

- Tested deployment technologies used for Windows 7 implementations.

FINANCE

Accounting and Administration

- Analysis was prepared for the Town Council's CIP Committee which met on January 13th and January 27th.
- Ann Harter participated in the Town Council Goal Setting session held on January 14th.
- Department budget hearings were conducted through out the month as part of the 2010-11 budget process.
- Debt financing plans were reviewed with the Town's bond counsel and financial advisor for a possible refunding of bonds that were originally issued in 1999 and 2000 for the \$24 million school improvements projects.
- Several year-end 2009 tax reporting tasks were completed during the month of January including the generation of 1099's and W-2's.
- The staff processed pension benefit payments in-house for the first time. The successful conversion uses Town forces rather than compensating an outside source.

Major grants received during the month include the second installment of the ECS Grant in the amount of \$2,707,596. 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)
1/31/2010

| | <u>Interest Earnings</u> | | <u>\$ Invested</u> |
|---------------------------------|--------------------------|---------------------|---------------------|
| | <u>Budget</u> | <u>Actual</u> | |
| | <u>FY2009-10</u> | <u>Year to Date</u> | |
| General Fund | \$375,000 | \$113,580 | \$49,398,030 |
| Special Revenue Funds | 34,630 | 5,002 | 1,650,342 |
| Capital Projects Funds | 635 | 1,066 | 444,971 |
| Internal Service Fund | 100,000 | 7,557 | 4,585,569 |
| Trust and Agency Funds | 16,000 | 3,177 | 1,623,492 |
| TOTAL, ESTIMATED BY FUND | | | \$57,702,404 |

INVESTMENTS, BY INSTITUTION TYPE
(Unaudited)
1/31/2010

| | <u>Interest %</u> | | <u>Interest \$</u> | | <u>\$ Invested</u> |
|--------------------------------------|-------------------|--------------|--------------------|--------------|---------------------|
| | <u>Current</u> | <u>Last</u> | <u>Current</u> | <u>Last</u> | |
| | <u>Month</u> | <u>Month</u> | <u>Month</u> | <u>Month</u> | |
| STIF | 0.28 | 0.34 | 3,022 | 2,717 | \$31,006,365 |
| CLASS PLUS | 0.22 | 0.25 | 706 | 746 | 4,477,363 |
| Bank North | 0.60 | 0.60 | 11,259 | 11,242 | 22,111,323 |
| Sovereign Bank | 0.25 | 0.25 | 23 | 22 | 107,353 |
| Total Outstanding Investments | | | | | \$57,702,404 |

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 January.
- Requests for proposals for the 2011 revaluation were received and reviewed. A company was chosen and recommended to the Town Manager.
- All personal property, motor vehicle, and real estate accounts were completed for the October 1, 2009 grand list was filed with the Town Clerk on Friday January 29, 2010 at 11:11 a.m. The net grand list

increased by \$22,400,000 over the October 1, 2008 list. This increase would provide approximately \$625,000 in tax revenue. A summary of the grand list is below:

| NET GRAND LIST | | | | |
|-----------------------|------------------------|------------------------|---------------------------|--------------------------|
| CATEGORY | 2008 | 2009 | PERCENT CHANGE | DOLLAR CHANGE |
| REAL ESTATE | \$2,322,407,485 | \$2,344,384,895 | 0.9% | \$21,977,410 |
| PERSONAL PROPERTY | \$128,951,261 | \$128,801,012 | -0.1% | -\$150,249 |
| MOTOR VEHICLE | <u>\$194,160,231</u> | <u>\$194,765,171</u> | 0.3% | <u>\$604,940</u> |
| TOTAL | \$2,645,518,977 | \$2,667,951,078 | 0.8% | \$22,432,101 |

Revenue Collector

- The Tax Office staff was extremely busy processing the 2nd installment collection of the 2009-10 tax levy. Approximately \$23,289,000 was collected across all categories.
- With January's collections, the collection rate for 2008 Grand List is 95% and in line with last year's rate.
- With low interest rates, refinancing was common, which resulted in the taxpayer's original mortgage company and the new company each paying the January installment. This created over \$68,000 in refunds.
- The software vendor omitted the scan line on the supplemental motor vehicle bills making it necessary for the payments to be processed in the revenue office.

TOWN CLERK

- There were 399 documents filed on the land records in December.
- 39 property sales, totaling \$2,273,173, transferred during the month.
- \$12,830.87 was collected in State conveyance tax and \$5,682.93 was collected in Town conveyance tax.
- Two residential properties each sold for over \$300,000.
- 39 deeds, 35 liens, 160 releases, and 106 mortgages were filed.
- The office issued five burial permits and seven cremation certificates. 119 vital records were certified.
- Two Notary Public commissions and seven Trade Name certificates were catalogued.
- In September the department upgraded the land record indexing system. During the month of January many inconsistencies were discovered and staff spent a great deal of time talking to the vendor trying to analyze the discrepancies and resolve outstanding issues. Many resolutions brought forth more questions. The current game plan is for the vendor to send a designated staff member (at no charge to the municipality) to the Town Clerk's office to analyze and fix the problems.
- Campaign Finance forms for all Political Action Committees (PAC's) formed during the recent Municipal Election were filed in a timely manner in January.
- In accordance with §9-382 to §9-45, inclusive, Republican and Democratic party- endorsed candidates for Town Committees were filed in the Town Clerk's office.
- The Town Clerk reviewed the 2010 Connecticut State Register and Manual and forwarded the corrections and updates to the Secretary of State's office. This task involves updating membership information for all of Newington's elected and appointed boards and commissions.

| DATA SUMMARY JANUARY 2010 | | | | |
|----------------------------------|-------------------|-------------------|-------------------------|-------------------------|
| | <u>January-10</u> | <u>January-09</u> | <u>FY 09/10 to Date</u> | <u>FY 08/09 to Date</u> |
| Land Record Documents | 399 | 360 | 2933 | 2303 |
| Dog Licenses Sold | 13 | 12 | 425 | 467 |
| Game Licenses Sold | 90 | 167 | 430 | 937 |
| Vital Statistics | | | | |
| Marriages | 4 | 6 | 129 | 134 |
| Civil Unions | 0 | 0 | 0 | 2 |
| Death Certificates | 14 | 33 | 178 | 167 |
| Birth Certificates | 27 | 24 | 149 | 119 |

| | | | | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Total General Fund Revenue | \$ 17,837.23 | \$ 22,614.87 | \$291,735.93 | \$322,790.40 |
| Town Document Preservation | \$ 736.00 | \$ 684.00 | \$ 6,666.00 | \$ 6,349.00 |
| State Document Preservation | \$ 736.00 | \$ 684.00 | \$ 6,672.00 | \$ 6,365.00 |
| State Treasurer (\$26 fee) | \$ 13,248.00 | \$ 8,892.00 | \$119,850.00 | \$ 69,784.00 |
| Locip | \$ 1,104.00 | \$ 1,026.00 | \$ 9,990.00 | \$ 9,192.00 |
| State Game Licenses | \$ 2,012.00 | \$ 3,233.50 | \$ 6,546.50 | \$ 15,758.50 |
| State Dog Licenses | \$ 76.00 | \$ 95.00 | \$ 2,545.00 | \$ 2,850.00 |
| Dog Licenses Surcharge | \$ 28.00 | \$ 32.00 | \$ 922.00 | \$ 1,040.00 |
| Marriage Surcharge | \$ 76.00 | \$ 95.00 | \$ 1,520.00 | \$ 1,464.00 |
| | | | | |
| Grand Total | \$ 35,853.23 | \$ 37,356.37 | \$446,447.43 | \$435,592.90 |

POLICE DEPARTMENT

- Under the American Recovery and Reinvestment Act, Justice Assistance Local Pass Through Grant Program, the police department was able to purchase 2 License Plate Reader systems, 7 Tasers, and 4 Taser holsters for a cost of \$30,000 which is 100% reimbursable through the Office of Policy and Management.
- The State of Connecticut, Department of Transportation (DOT) DUI Grant for the quarter ending December 31, 2009 resulted in 1 DUI arrest, 21 other motor vehicle arrests, and 13 warnings for two roving patrols on the Berlin Turnpike. One other roving patrol scheduled in December was canceled due to weather. This grant is 75% reimbursable from the DOT and will continue thru September 2010.

Patrol Calls for January are as follows:

| Patrol Calls January, 2010 | | | | | |
|---------------------------------------|----|---------------------|----|-----------------------|----|
| Alarm Burglary | 98 | F/Hazmat | 4 | MVA Evading | 13 |
| Alarm Hold-up | 6 | Fire/CO No Symptoms | 0 | MVA Fatal | 0 |
| Animal Complaint | 7 | Fire/CO Symptoms | 0 | MVA Injury | 12 |
| Arson | 0 | Fire/Other | 9 | MVA Property | 90 |
| Assault IP | 1 | Fire/Structure | 14 | Neighbor Dispute | 7 |
| Assault Report | 1 | Fire/Vehicle | 1 | Noise Complaint | 9 |
| Assist Other PD | 36 | Fire/Water | 5 | Notification | 4 |
| Bad Check NSF | 3 | Fingerprints | 31 | Open Door/Window | 9 |
| Bike Found | 1 | Fireworks Complaint | 0 | Parking Violation | 19 |
| Bike Lost | 0 | Follow-up Invest. | 76 | Property Found | 8 |
| BOLO | 0 | Gun Call | 0 | Property Lost | 1 |
| Breach of Peace IP | 7 | Harassment | 17 | Recovered MV | 2 |
| Breach Of Peace Rpt | 2 | Hazardous Condition | 29 | Robbery IP | 2 |
| Burglary IP | 5 | Homicide | 0 | Robbery Report | 0 |
| Burglary Report | 3 | Illegal Dumping | 2 | Serve Subpoena | 0 |
| Car Seat Install | 4 | Indecent Exposure | 1 | Serve Warrant | 39 |
| Check the Welfare | 71 | Intoxicated Person | 7 | Sexual Assault Report | 2 |
| Clear Lot | 0 | Juvenile Complaint | 17 | Shots Fired | 0 |
| Court Detail | 21 | K9 | 8 | Special Detail | 61 |
| Crim Mischief Graffiti | 10 | Landlord/Tenant | 7 | Stolen MV | 4 |
| Criminal Mischief IP | 0 | Larceny from MV | 28 | Sudden Death | 2 |
| Criminal Mischief Rpt | 9 | Larceny IP | 14 | Suicide | 0 |
| CSO Detail | 11 | Larceny Report | 37 | Suicide Attempt | 0 |
| Customer Dispute IP | 5 | Liquor | 0 | Suspicious MV Occur | 28 |

| | | | | | |
|------------------------------|----|-----------------------|-----|---------------------|--------------|
| Customer Dispute Rpt | 5 | Location/Directed Ptl | 69 | Suspicious MV Unocc | 7 |
| Dog Complaint | 47 | Lockout MV | 4 | Suspicious Person | 93 |
| Domestic Dispute | 27 | Lockout Residence | 2 | Threatening IP | 2 |
| Drug Investigation | 6 | Medical | 202 | Threatening Report | 3 |
| DUI | 6 | Missing Person | 5 | Town Ordinance Vio | 2 |
| Emotionally Disturbed Person | 11 | MV Assist | 60 | Traffic Stop | 774 |
| Escort | 40 | MV Complaint | 32 | Trespass IP | 5 |
| F/Alarm | 16 | MV Abandoned | 1 | Trespass Report | 1 |
| | | | | TOTAL | 2,340 |

Investigations and calls by Patrol Officers in January:

- Responded to an attempted car jacking in the parking lot of a local restaurant. Upon arrival officers found a male with a small laceration to the right side of his face in the temple area. Investigation revealed that the victim, an employee of the restaurant, was leaving work when he was approached by an unknown Hispanic male assailant who struck him. The victim defended himself against the attacker at which time a second suspect sprayed an unknown substance into his face. The second suspect told the first suspect to “take his keys”. The victim was able to retain his keys and the suspects fled the scene in a dark colored 4-door sedan with tinted windows.

Detective Division:

- Handled 105 investigations, 63 remain ongoing and 42 were closed by investigative methods.
- Began an investigation into forged municipal checks with a value in excess of \$14,000 dollars. This appears to be part of a large scale multijurisdictional theft ring. The incident is currently under investigation by Detectives.
- Completed an extensive investigation into the fraudulent obtaining of prescription drugs. The investigation resulted in the arrests of two suspects. The suspects were charged with multiple counts of “Obtaining Controlled Substances through Deceit” as well as multiple counts of “Conspiracy to Obtain Controlled Substances through Deceit.” The suspects will appear in New Britain Superior Court.
- Received another CODIS “DNA” hit on an item of evidence collected at a 2008 vehicle break-in. CODIS is the combined DNA Index System which analyzes DNA samples of convicted criminals against the evidence submitted by police to the State laboratory. This incident is currently under investigation.
- Completed an investigation into the allegation of a violent sexual offender failing to register with the State of Connecticut. Based on the investigation, Detectives arrested the suspect for Failure to Register by a Person who has Committed a Sexually Violent Offense. The suspect will appear in New Britain Superior Court.
- The Juvenile Officer is currently investigating 2 juvenile sexual assault cases and 2 suspected inappropriate sexual contact cases among other ongoing investigations.
- Processed 8 crime scenes in January.
- Served 37 arrest warrants, 24 by Patrol Officers and 13 by Detective Division personnel.

Community Service Officers (CSO):

- Prepared a letter to be sent to all members of the Newington business community requesting e-mail addresses in order to set up a contact list. This e-mail list will allow the Police to keep local businesses informed of any criminal activity targeting the business community in town. We are also hopeful that the e-mail contacts will encourage the business community to provide feedback to the police department about crimes or public safety issues they feel are important and in general open the lines of communication.
- Met with leaders of the Newington Boy Scouts to finalize the formation of a Venture Crew program. Venture Crew is a character building program focusing mainly on outdoor activities for boys aged 14-20. There will also be a Teen Police Academy included in the Program.
- Met with the four elementary school principals in order to provide information about what programs the CSO’s can provide and solicit any programs they might like from the CSO’s.
- Conducted motor vehicle enforcement at various locations throughout town using both marked and unmarked vehicles.

**UCR/NIBRS Selected Crimes
Preliminary December 2009 December 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 | 1 | \$256 | 1 | \$150 |
| Assault | 7 | -0- | 6 | -0- |
| Burglary | 21 | \$48,271 | 11 | \$12,142 |
| Larceny Theft | 64 | \$22,897 | 41 | \$18,110 |
| Auto Theft | 2 | \$31,000 | 2 | \$27,500 |
| Totals | 95 | \$102,424 | 61 | \$57,902 |
| 1st Quarter Totals | 213 | \$223,976 | 230 | \$195,466 |
| 2nd Quarter Totals | 243 | \$276,909 | 274 | \$329,357 |
| 3rd Quarter Totals | 267 | \$889,115 | 272 | \$481,217 |
| 4th Quarter Totals | 258 | \$218,256 | 205 | \$324,365 |
| Totals 2009 | 981 | \$1,608,256 | 981 | \$1,330,405 |

- In December 2009, the Police Department arrested 110 adults; 1 for rape, 1 for robbery, 12 for assaults, 3 for burglary, 1 for auto theft, 4 for fraud, 1 for stolen property, 9 for narcotic violations, 4 offenses against family and children, 10 for DUI, 16 for liquor law violations, 2 for disorderly conduct, 16 for larcenies, and 30 for other miscellaneous offenses. The Department also referred 6 persons under the age of 18 for criminal acts; 2 for assaults, 1 for larcenies, and 3 for other miscellaneous offenses.

FIRE DEPARTMENT

| | January 2010 | YTD Cum. |
|---|-------------------------|---------------------|
| Residential | 27 | 130 |
| Commercial, Industrial, Office | 8 | 34 |
| Hospital, School | 0 | 6 |
| Vehicle | 2 | 13 |
| Rescue, Police Assistance | 3 | 12 |
| Dumpster, Rubbish, Grass, Brush, Leaves | 4 | 21 |
| Hazardous Materials/Clean up | 3 | 17 |
| Investigative Alarm | 21 | 151 |
| False Alarm | 0 | 0 |
| Mutual Aid/Standby | 0 | 2 |
| Carbon Monoxide Investigation | 1 | 6 |
| Water Related Incidents/Pump-Outs | 0 | 0 |
| Total | 63 | 392 |

Training Summary

| | | Members | Hours |
|------------------------|---|----------------|--------------|
| Multi-Company Training | SCBA Review – Safety & Protective Equipment | 47 | 141 |
| Company Training | Hazardous Materials | 72 | 864 |
| | Driver Training | 12 | 144 |
| | Pump Training | 12 | 60 |
| Officer's Training | Firefighter Strategy & Tactics | 34 | 102 |
| Building Pre-Plans | 7 completed | | |
| Total | | | 1311 |

Cadet Activities & Training

- Engine Company Operations – The cadets have gone over the basic engine company operations, from fire suppression, to support for other companies, to public education.
- Pump Operation – Each cadet learned the basics of pump operation starting from putting the pump in gear, to getting the water supply, to pumping attack lines. Every cadet got hands on pump operation with E-1 (new mid-ship mount), E-5 (traditional side mount), and E-6 in putting the pump in gear and getting water to the hand lines. Each cadet from this point on, will operate all pump operations at our drills themselves with direct instructor supervision.
- Hose Beds – The cadets have stretched and repacked every hose bed we have (multiple times) and in the process learned the importance of a proper packing and length of each for size-up purposes and pump operator knowledge,

Besides the training, the cadets have had their regular monthly meeting and clean-up as well as attending the meetings, clean-ups and drills for their respective companies and Department training sessions. We have also received an application for a new cadet.

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of January:

| | |
|--------------------------|----|
| Inspections | 13 |
| Inspection Follow-Ups | 57 |
| Plan Review | 7 |
| Job Site Inspections | 6 |
| Underground Tank Removal | 0 |
| Fire Investigations | 2 |
| Fire Alarm Trouble | 8 |
| Complaints | 2 |
| Haz/Mat | 1 |
| Bomb Threats | 0 |
| Blasting | 0 |

Incidents:

- On January 13, 2010 a fire of accidental origin caused significant damage to a single family home at 139 Buena Vista Avenue. The fire started outside and extended in the basement and attic sections of the home after ashes from a pellet stove were discarded in the trash earlier in the day. No injuries were reported.

Meetings/Training:

- Fire Marshal Schroeder and Deputy Fire Marshal Muisener attended the monthly meeting of the Capitol Region Fire Marshal's Association in Rocky Hill.
- Fire Marshal Schroeder attended the monthly meeting of the Newington Board of Fire Commissioner's in the Kalasky Room at fire headquarters.
- Fire Marshal Schroeder met with the Town Manager and Finance Director to review the proposed 2010-2011 fire department budget.
- Fire Marshal Schroeder attended the bi-monthly Employee Health and Safety Committee at town hall.
- Fire Marshal Schroeder attended the monthly meeting of the Capitol Region Emergency Planning Committee in Hartford.
- Fire Marshal Schroeder conducted the monthly Local Emergency Planning Committee meeting at police headquarters.
- Fire Marshal Schroeder attended the monthly meeting of the Connecticut Fire Marshal's Association in Southington.

HIGHWAY DEPARTMENT

Administration

- Attended Solid Waste Management Advisory Committee meeting.
- Attended Health and Safety meeting.

- Attended LEPC meeting.
- Attended Environmental Quality Control Commission Committee meeting.
- Attended CRCOG Regional Solid Waste Management Committee meeting at the Capitol.
- Continued with the contract and container bid specification process for the conversion to single stream automated recycling collection.

Roadway Maintenance

- Crews were called out on five occasions for snow/de-icing conditions. Total snow accumulation for the month was 6 inches.
- Completed soil test pits at the landfill to determine final cover requirements.
- Continue with landfill organization and material maintenance.
- Completed Christmas tree removal; also trimmed branches and limbs from roadside.
- Cleaned waterways in several locations using jet rod truck.
- Cleaned catch basins.
- Maintained sand barrels in various locations throughout Town.
- Continue with patching of potholes and curb pick up.
- Provided aerial truck training for personnel.
- Assisted Traffic Division replacing/repairing signs.

Traffic Division

- Completed the multi-year Town wide replacement of all street name signs.
- Assisted Highway personnel in snow plowing operations.
- Assist Police Department by installing speed boxes.
- Continued with the replacement of damaged regulatory signs.

Fleet Maintenance

- Performed scheduled maintenance in addition to emergency repairs.
- Focused on the preparedness of all snow removal vehicles and equipment for each weather event.
- Began up-fitting of new police cruisers.
- Began up-fitting of new aerial truck.
- Annual safety inspection of crane in repair garage completed during the month by outside vendor.

Sanitation/Recycling/Landfill

- Scheduled 535 residential bulk items for collection.
- Scheduled 99 condominium bulk items for collection.
- Scheduled 19 condo/residential scrap metal items for collection.
- 4,800 tons of cumulative Residential Municipal Solid Waste was collected from July 1 – December 30, 2009.
- 1,134 tons of cumulative recyclables was collected from July 1 - December 31, 2009.
- Issued 13 permanent landfill permits and 0 temporary permits.

ENGINEERING DEPARTMENT

- The AUTOCAD drawing of storm drainage improvements spanning through various streets (Atwood Street, Connecticut Avenue and Brentwood Road) has been substantially completed. The storm drainage improvements, which will be done by staff from the Highway Department, will resolve drainage issues being experienced by residents abutting this area.
- Initiated the paperwork for a change order to the construction contract so that the limits of Church Street can be extended one more block (from Stonehedge Drive to Richard Street). This change in scope of the contract was previously verbally approved by both the Capitol Region of Council of Governments, as well as the Department of Transportation.
- Reviewed and approved plans by CNG to install a new 8-inch gas main on Kelsey Street (from Christian Lane to Orchard Avenue) a distance of 1610 feet. CNG has been experiencing considerable gas leaks in this area and intends to accomplish this work in the spring, prior to the Town reconstructing Kelsey Street.
- Met with representatives of the Capitol Region Council of Governments and their consultant to discuss the opportunity for the Town to pursue grant moneys to construct sidewalks that will tie in to the proposed Bus Way Station off of Fenn Road and Cedar Street.

- Started putting together plans and specifications for the construction of the Mill Street extension and new parking lot. A grant for this project has been approved by DECD. The project is planned to be advertised once we have a firm schedule with the construction of the New Meadow Elderly Housing Project by the New Samaritan Corporation.

TOWN PLANNER

Municipal Parking Lot Improvement Project

During January work at the parking lot was impacted by cold weather. Nevertheless, the contractor was able to lay additional granite curbing for the center green. Electrical work was completed for a new photo cell controller, and both decorative light fixtures on the green and the parking lot lights are installed and operational. Overhead wiring and utility poles with flood lights have been removed.

Draft 2020 Plan of Conservation and Development (POCD)

The TPZ held two productive special workshop meetings to make edits to draft #2, July 22, 2009 POCD that was presented at public hearings last fall. The Town Planner has completed the revisions and a third draft, February 10, 2010, will be discussed by the Commission and scheduled again for public hearings. The third draft will be referred to the Town Council's review and comments back to the Commission in March prior to the conclusion of the public hearings.

Open Space Committee

The Open Space Committee convened its first meeting January 28, 2010. Tom Bowen was elected Chairman, Carol Wojtowicz Vice Chairman, and Bernadette Conway Secretary. The Commission adopted the following mission statement:

“Recognizing the Town Council's desire to increase the amount of ‘protected open space’ within the borders of Newington, the mission of the Open Space Committee is to identify, evaluate and present to the Council all potential sites to be acquired, preserved and/or protected for open space. Its further charge is to seek out all potential funding sources to include, but not limited to: private grants, local, state and federal government monies, and any other resource which may help this committee fulfill its stated mission. The Commission will also research and consider establishing a Land Trust for the benefit of preserving open space.”

“The initial emphasis of the Committee will be to explore all avenues available to preserve ‘Cedar Mountain’ as open space for all future generations.”

The Committee will begin its work by inviting Cedar Mountain property owners to meet with them to discuss possible opportunities to preserve Cedar Mountain.

Market Square STEAP Phase IV

Town Planner Ed Meehan prepared a report to the Town Council and Economic Development Commission summarizing the status of the parking lot improvement costs to date, east side completion bid cost and DECD grant funds for Market Square Streetscape. Funding options to complete both projects and a Market Square RFP design and bid schedule were suggested.

National Welding Redevelopment Public – Private Letter of Agreement

On January 26, the Town Council authorized the negotiation and signing of a Letter of Agreement with Hayes properties and Connecticut Department of Transportation for a public – private partnership to share in Fenn Road public street access to National Welding property and the busway station, and coordinated stormwater management and utility corridor location. Access to Fenn Road will be controlled by a traffic signal; this is a significant benefit to the redevelopment of National Welding property.

BUILDING DEPARTMENT

- There was one Permit issued for the Town of Newington. It was an Electrical Permit to install & wire new lighting / power & circuits for the Market Square Parking Lot.
- Permits were issued to repair the fire damage for Express Kitchens at 3310 Berlin Turnpike
- The last foundation was poured for The Woodlands Development, Pulte Homes, on Sterling Drive.

- Seminars attended by our Inspectors for their continuing education credit were:
 - R. Smith - Accessible Restroom Code – January 6, 2010
 - Fundamentals of Active Fire Protection Systems – January 7, 2010
 - D. Zwick - Accessible Restroom Code – January 27, 2010
 - Fundamentals of Active Fire Protection Systems – January 28, 2010
 - A. Hanke - Accessible Restroom Code – January 6, 2010

There were seven Certificates of Occupancy issued in January. Three were for single family homes located at 196 Barkledge Drive, 165 Cedarwood Lane (reissued after fire rebuild), and 202 Barkledge Drive. Four were commercial. They were Savers, 3137 Berlin Turnpike, Wal-Mart renovations, 3164 Berlin Turnpike, JCJ Associates, 2315 Berlin Turnpike and a mercantile space for a jewelry store at 154 Market Square.

Building Department activity for the month of January was as follows: The Inspectors completed a total of 267 inspections. They were: Above Ceiling (2), Boiler (3), CO (15), Code (4), Complaint (2), Decks (6), Drains (1), Electrical (57), Fire Damage (2), Fireplace Insert (1), Floor (1), Footings (13), Foundation (14), Framing (25), Gas Line (12), Gypsum (3), Hot Water Heaters (7), Insulation (5), Mechanical (25), Piers (2), Plumbing (16), Roofing (2), Rough (39), Sheetrock (2), Site Visit (5), Tank (1), Wood / Pellet Stove (2).

The total number of Building/Renovation Permits issued for the month of January was **97** producing a total permit value of **\$877,723**. They are categorized as follows:

| <u>TYPE OF PERMIT</u> | <u># OF PERMITS</u> | <u>VALUE OF PERMITS</u> |
|------------------------------|---------------------|-------------------------|
| ADDITIONS /ALTERATIONS | 17 | 339,657 |
| DECK | 2 | 2,850 |
| DEMOLITION | 1 | 3,000 |
| ELECTRICAL | 24 | 124,547 |
| FENCE | 0 | 0 |
| FIRE SUPPRESSION / SPRINKLER | 1 | 8,800 |
| FOOTING / FOUNDATION | 0 | 0 |
| FUEL TANK | 0 | 0 |
| GARAGE / SHED | 0 | 0 |
| MECHANICAL | 20 | 226,644 |
| NEW COMMERCIAL | 0 | 0 |
| NEW RESIDENTIAL | 0 | 0 |
| PLUMBING | 21 | 117,860 |
| POOL | 0 | 0 |
| ROOFING / SIDING | 6 | 41,100 |
| SIGN | 5 | 13,265 |
| TENT | 0 | 0 |
| TRAILER | 0 | 0 |
| TOTAL | 97 | \$877,723 |

The total Building income fees received in the month of January was **\$10,365.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$305.00, Environmental \$120.00, Conservation \$300.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$41.50, Driveway / Excavation \$25.00, Engineering copies \$80.00. The other total income is \$871.50.

Permit Value Comparison for January

| | <u>2010</u> | <u>2009</u> |
|-------------------------------|-------------|-------------|
| Value of Permits Issued | \$877,723 | \$1,892,402 |
| Building Permit Fees Received | \$10,365 | \$21,949 |
| Other Income Fees | \$871.50 | \$2,188.50 |
| Building Permits Issued | 97 | 73 |

Total Value of Permits and Permit Fees:

| 2009-2010 | | 2008-2009 | |
|-----------------|--------------|-----------------|--------------|
| Value | Permit Fee | Value | Permit Fee |
| \$18,558,045.00 | \$149,850.00 | \$36,475,810.00 | \$399,681.00 |

HEALTH (CENTRAL CONNECTICUT HEALTH DISTRICT)

Town of Newington Inspections

- New Complaints: 10
- Food Service Inspections: 23
- Daycare Inspections: 1 – lead inspection.

Meetings and Professional Development

- Held CCHD environmental staff meeting on January 4, 2010 in Newington. Reviewed Sanitarian “Food Safety Tool Book,” reassigned staff work to provide coverage for the town of Wethersfield due to temporary sanitarian absence. Discussed quality assurance review of file maker pro complaint records.
- Provided staff support and attended Newington Environmental Quality Commission meeting on January 6, 2010.
- Attended Newington Manager’s Meeting on January 27, 2010.
- Attended CCHD Staff Meeting on January 29, 2010. DOH discussed CCHD Board of Health meeting topics, the Digital Health Department initiative, and discussions related to the restriction of outdoor wood-burning furnaces or including wood smoke as a nuisance under the Public Health Code.

Activities and Projects

- Completed CCHD Complaint Report. CCHD received 284 individual complaints between January 1, 2009 and December 31, 2009. The complaints ranged from property maintenance issues to garbage and refuge, tall grass and injurious plants.
- Responded to food service recalls received from the Department of Public Health (DPH) Food Protection Program. Notified district food service establishments, grocery stores and daycares concerning the recall of food products from Parkers Farm, Inc. of Coon Rapids, Minnesota due to potential contamination with *Listeria monocytogenes* and products from Daniele International Italian Sausage due to possible *Salmonella* contamination.
- Received notice that the 99 Restaurant on the Berlin Turnpike in Newington has closed.
- Investigated a complaint at a local restaurant involving the contamination of a milk shake with a sanitizing agent. After investigation it was found that the soft serve ice cream / milk shake machine had been recently cleaned and sanitized; not all of the sanitizer was drained from the machine before the ice cream mix was added.
- Issued a food service license to Carson’s, a new restaurant on the Berlin Turnpike. Carson’s is located in the former Hops Restaurant building.

HUMAN SERVICES

January 2010 Statistics

| Selected Programs | FY 09-10 Undp. Total This Month | FY 09-10 Undp. Total Last Month | FY 09-10 Cum. Undp. Total YTD | FY 08-09 Cum. Undp. Total YTD |
|-----------------------------|---------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|
| Youth and Family Counseling | 43 | 51 | 99 | 91 |
| Positive Youth Development | 69 | 132 | 1430 | 1967 |
| Youth Works (Job Bank) | 4 | 3 | 23 | 30 |
| Information and Referral | 501 | 584 | 3382 | 2494 |
| Social Casework Cases | | | | |
| Under 55 = 44 | | | | |
| Over 55 = 37 | 81 | 112 | 226 | 203 |
| Food Bank Households | 93 | 107 | 848 | 732 |

| | | | | |
|---------------|---|---|----|-----|
| Special Needs | 6 | 8 | 98 | 137 |
|---------------|---|---|----|-----|

- On January 30 the Human Rights Commission held auditions with 42 separate acts for “Newington Has Talent.” The final show will be held Friday February 26 in the Town Council Chambers. Steve Parker and Gary Byron will be the Masters of Ceremony. The program will also be taped for broadcast on NCTV.
- The Youth-Adult Council met during January and continued their preparation for several community education programs including one on internet safety, bullying prevention and substance abuse prevention. The annual Super Hoop-La Basketball event is scheduled for March 5.
- Director, Ken Freidenberg reviewed the requested 2010-11 department budget with the Town Manager and budget team.
- This month, staff were pleased to welcome two new student interns, one from University of Hartford and one from Central Connecticut State University. Each will provide 5 hours a week during this semester.
- Coordinator Karen Futoma and Social Worker, Carol LaBrecque began processing applications for energy assistance funded by Operation Fuel.
- This month the Department received 501 information and referral calls or walk-ins. Residents contacted staff concerning child day care, elder care, housing, energy and financial assistance, health, mental health, unemployment, youth programs and others.
- Bad weather impacted Food Bank use with 93 households assisted this month. The Outdoor Market co-sponsored with Food Share served 162 eligible households on two days this month.
- The Special Needs Fund assisted 6 households and the Clothing Closet served 16.
- The Social Casework Program had a caseload of 81 with 25 new referrals. Presenting issues included financial and energy assistance, domestic conflict, health and mental health. Routine and crisis police referrals were also handled.
- The Youth and Family Counseling Program had an active caseload of 43 with 8 new referrals, 10 inactive and 6 closed. Staff and contractors provided 97 clinical therapy sessions and made 76 contacts with families and other agencies. Presenting issues included abuse and neglect, depression, oppositional defiance and marital conflict.
- Clinical Coordinator Christina Salvio continues to co-facilitate two groups at Martin Kellogg and the offer a monthly parent group to SEPTA.
- The Juvenile Review Board handled three cases this month.
- Positive youth development programs and activities involved 69 youth with Youth Worker, Rik Huggard and Part-time Youth Worker, Michelle Pestello.
- The SCORE after-school program registration ended on January 29 with 50 youths registered for various programs. Registration will be extended for April programs.
- The Sixth Grade ROPE program averaged 20 students per class allowing for more challenge initiatives. Parent participation at the final ceremony has been good at both middle schools.
- The High School Adventure Club went indoor climbing at Stone Age Rock Gym. Three of the members completed a certified belay instruction with the gym owner/manager. The group has planned hiking, camping and rock climbing for the spring schedule.
- The High School Self Awareness Group set up a schedule of challenge activities and a community service project. From January 20 to May 21, there will be three field trips to the Newington Challenge Course, a hike up Talcott Mountain and a canoe/fishing trip at the Rainbow Reservoir.
- There are two people in various stages of completing 100 hours each of community service supervised by Youth Worker, Huggard.

SENIOR AND DISABLED CENTER

- Staff and participants were deeply saddened to learn of the sudden and unexpected death of Jerry “Jeep” McCusker on January 9, 2010. Jeep served as a Dial-A-Ride Driver and Head Driver for many years before recently transferring to the Board of Education. He was the husband of Senior and Disabled Center Social Worker Teri Snyder.
- While the open enrollment period for Medicare Part D ended at the end of the year, there was a high demand for assistance as a glitch in the system meant that many ConnPACE recipients received bills for premiums that are covered by the State. The Center also began assisting residents with applications for the Medicare Savings Program. Volunteer Maureen Lynch is assisting with this process.
- As the Energy Assistance program continues in full swing, Social Service Worker Karen Halpert attended training for the upcoming Circuit Breaker program.

- A new session of the Live Well program, a 6 week class that teaches chronic disease self-management, began with Director Dianne Stone and Administrative Coordinator Denise Haas facilitating. Center Nurse Practitioner Stacie Zibel completed the 4 day leader training for this program, which is currently funded through a federal grant.
- The Central Connecticut Health District held an H1N1 Flu Shot Clinic at the Center on January 15th.
- Other events included a card making workshop and a "Price is Right" game day. Both programs were led by Center staff.
- Program Coordinator Eleanor Eichner attended a program about the changes to the Home Care Program to Elders (including a 15% co-pay for beneficiaries that the legislature imposed but is reconsidering) that was **sponsored** by the Municipal Geriatric Social Service Providers Group. She also 'attended' a webinar sponsored by the National Council on Aging about community collaborations. These webinars are offered free of charge to members of the organization.
- Staff spent considerable time planning for the transition of the management of Dial-A-Ride from the old database to the MySeniorCenter system, including working with the vendor on customizations.
- The Center currently has 1794 paid members, an increase of 20 from last month. An additional 565 people are registered for services (i.e. Dial-A-Ride, social work).
- A total of 903 hours of volunteer service was performed by 68 volunteers in the month.
- There were 45 programs offered at the Center in the month with some one time programs and others ongoing with a total recorded attendance of 2759. Actual attendance is higher as many participants still do not sign in.
- Dial-A-Ride provided 1,220 trips in the month covering 3,323 miles.
- Nurse Practitioner Stacie Zibel had 99 patient visits in the Monday Wellness Clinics this month. In addition Ms. Zibel saw 10 patients in senior housing sites.

PARKS AND RECREATION

Administration

- Superintendent held a meeting with staff, Paul Boutot from I.T. and representatives of ViewPoint GIS to discuss a proposal for software registration program.
- Superintendent attended a Health and Safety meeting.
- Superintendent met with the Golf Pro and Club Manager from Indian Hill Country Club.
- Superintendent held a meeting with representatives of Newington Midget Football.
- Superintendent continued meeting with Town Staff and C.I.P. committee on proposed 2010 – 2011 capital and operating budget

Recreation Division

- Most Winter programs began in early January, and registration is ongoing. Thus far, over 1,140 registrations have been received for more than 100 programs.
- S. Glasson attended a Connecticut Recreation and Park Association Executive Board meeting on Tuesday, January 19th.
- S. Glasson met with a representative of Skyhawks Sports to discuss Summer 2010 Programs.
- A renewal application for the Creative Playtime Preschool License was completed and sent to the Department of Public Health.
- The Spring 2010 Program Guide was completed and sent to print.
- K. Gallicchio and J. Lee attended a Camp Sunrise meeting at the Glastonbury Parks & Recreation office to discuss a collaborative Miniature Golf Tournament fundraiser.
- J. Lee met with Library staff to plan the annual Touch-A-Truck Event and the Summer Reading Kick-off scheduled for June 19th.
- J. Lee met with a representative from Dattco, a new bus company we will begin using for tours this Spring.
- Two successful bus trips were offered this month for away games to see the UConn Men and Women in Georgetown and Villanova.
- K. Gallicchio attended the first Extravaganza Committee Meeting—weeklong events were planned for this year's celebration. Fall 2009 programs were completed. Over 120 programs were offered, and more than 2,000 registrations were received.

Parks and Grounds Division

- Joe Cirigliano (GK II) has begun his annual job of pruning all the Crabapple trees around town.

- The weather this month was favorable for ice skating at Mill Pond; department personnel cleared and swept the ice as needed.
- Eric O'Neil (GK I) and Lou Tine (GKII) assembled new portable basketball hoops at the Community Center to be used for the 1st & 2nd grade Youth Basketball program.
- Division personnel completed the annual task of removing the nails from 8 sets of tennis court tapes.
- A new wind and rain protective barrier was installed around our covered materials bins (salt shed).
- Weather conditions permitted time to spread more protective playground fiber to our parks.
- The new aerial truck arrived, and division personnel have been trained in the correct and safe way to operate this vehicle. Some of the hands-on training was conducted in the Town center for the removal of Christmas lights from the trees.
- Repairs were made to a fluorescent ceiling fixture and the cracked ceiling in the Department's lunch room.
- There were 8 interments in Town cemeteries during January.
- Division personnel were offline a total of 47 days in January.

LIBRARY

- During January the Library Board presented their written and oral comments on the first draft of the expansion study at their monthly meeting. That feedback was given to design staff from Kaestle Boos. Ms. Amodeo and Mr. Korpak met with Town Manager Salomone to keep him informed of the project's progress.
- Traditional circulation of library materials was 35,313. There was a 41% increase in circulation of materials and a 48% increase in foot traffic during the Sunday hours in January over last year.
- 20,041 people entered the building during the month, a 4% increase from last year. 68,434 reference books were accessed remotely, and 7,378 online searches were completed in the Library. Library webpage visits numbered 6,657, a 20% increase over last December.
- The children's book sites *Tumblebooks*, *BookFlix* and *PebbleGo* were used 729 times. 132 books were downloaded from the Library's website for a total of 111,986 items borrowed or used by library patrons. 1,134 items were added to the collection, and 272 items were mended by volunteers who logged in 106 hours doing this task as well as many other behind the scenes processing tasks.
- January services for children included 63 (+9%) programs to a combined audience of 1,992 (+24%). A highlight of the month was the kick-off event for the winter reading program. A lively 2 hour time span centering around the theme of "*Chews" a Good Book*", included a PowerPoint demonstration on making your own gum, gumball relay races, and the creation of tissue paper bubble gum machines, among other activities.
- Preschool outreach, outreach to MKMS, regular story based programs, and many class field trips rounded out the programming month.
- *The Parent/Child Workshop* series began the New Year in January.
 - Jessica Haggerty, early childhood specialist from Anna Reynolds School Early Childhood Program interacted with the families and offered information about her role in the public schools.
 - The Children's Department also forged a new relationship with Beacon Service Birth to Three Agency, who sent a Behavior Analyst and a Speech and Language Pathologist. Both were kept busy interacting with families throughout the program.
- The new series entitled *Families Read!*, a multicultural gathering of families with children ages 5 to 8 is garnering a large audience. The theme of "saving the earth" concentrated on conservation and recycling. One of the ways families participated was by making their own flannel board characters and sharing their stories with the group. Both parents and children that are new to the United States and learning English benefit from this type of series.
- Adults celebrated winter reading, too, as 179 readers registered at the kick-off event. Attendance surpassed that of last year by 49%. Staying with the theme of "*Feed Your Mind- READ*", the 85 attendees of the January *Brown Bag It* lunch series were treated to a screening of the movie *Julie and Julia*.
- During the month of January, programs for adults numbered six, to a combined audience of 351. Two more programs in the continuing series for job seekers included *Tax Talk- How to save on your Taxes during Job Transition or Loss* and an outline of *Assistance Programs* by Newington's Department of Human Services were offered to the many job seekers who regularly use the Library's resources for assistance in their searches.
- Teen activities included a weekend reception to introduce the month-long student art display in the Community Room. 92 visitors stopped by to view the art, enjoy refreshments, and listen to The Sweater Trio, a group of teen musicians. Also, a Teen Volunteer Network is now in place, allowing for teens that are registered to assist at Library programs for both teens and children.

- 5,673 reference questions were answered. 3,677 hours were logged on children's, teen, and adult public stations.
- Topics of note that were researched this month included:
 - Close-up photo of a brown recluse spider.
 - Newington railroad history.
 - AIG stock price for June 1, 2005.
 - Articles on teen school dress codes.
- A meeting was convened with Library administrators and department heads and Superintendent of Schools Dr. William Collins. Discussion centered on existing collaborative efforts as well as ideas that would continue to expand on the positive and productive relationship that is now in place.
- IST projects this month included more work on screen casts that instruct patrons in the use of databases. Also, a new readers' advisory feature has been added to the webpage- *Novelist Select*. This software offers suggestions for books and authors that a patron likes to read similar to those for which a patron is searching. It was purchased courtesy of the Friends of LRW. Also, thanks to the Friends, four new laptop computers were delivered. These will be put to immediate use for computer classes for job seekers.
- Three new Library Board members received orientations and attended their first monthly meeting in January. They are Pauline Kruk, Leeann Manke, and Alan Nafis.
- Also, major sponsors were secured for the 14th annual 5K road race that will take place on May 16th.