



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: May 16, 2012  
Re: Monthly Report – April 2012

#### GENERAL ADMINISTRATION

- Mr. Salomone met with Finance staff, department heads and the CIP Committee to discuss various aspects of the budget and to finalize the proposed 2012-13 budget.
- Town Manager John Salomone attended various CRCOG, MidState and CTCMA meetings.
- Mr. Salomone attended several project meetings and several team meetings regarding various issues including Town Hall renovations and Market Square Improvements.
- Mr. Salomone continued work related to the AFSCME union contract negotiations.
- Mr. Salomone worked with various Department Heads regarding recommendations for the Charter Revision Commission.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.

Paid overtime during the month of April 2012 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
Vehicles And Equipment	57.0	\$2,465.95
Weekend Stand-By And Call-In	16.0	644.04
Sweeping	10.0	378.29
Landfill - Grinding	8.1	335.16
Traffic Division	2.0	79.56
<b>Total</b>	<b>93.1</b>	<b>\$3,903.00</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Ballfields	160.0	\$7,645.36
Mowing	60.0	2,765.00
Herbicide Spray	132.5	5,742.00
Weekend Duty	32.0	1,392.00
<b>Total</b>	<b>384.5</b>	<b>\$17,544.36</b>

<b>POLICE DEPARTMENT</b>	<b>11-12 Budget Overtime Appr.</b>	<b>Overtime Expended 11-12 YTD</b>	<b>10-11 Budget Overtime Appr.</b>	<b>Overtime Expended 10-11 YTD</b>	<b>Overtime Expended - Oct 2011 Storm</b>
Administration	\$ 6,998.00	\$ 4,938.44	\$ 6,461.00	\$ 4,938.44	\$ 248.48
Patrol	563,361.00	547,769.46	554,004.00	472,670.73	20,705.07
Investigation	73,567.00	57,847.11	74,110.00	49,742.96	0
Communication	107,966.00	157,573.00	111,426.00	124,526.40	7,630.67
Education/Training	100,698.00	74,480.49	103,603.00	80,220.23	3,612.23
Support Services	40,452.00	30,538.97	37,985.00	25,624.66	3006.49
Animal Control	9,567.00	3,594.95	12,144.00	4,233.41	0
<b>Total</b>	<b>\$ 900,609.00</b>	<b>\$ 876,858.60</b>	<b>\$ 899,733.00</b>	<b>\$ 761,956.83</b>	<b>\$ 35,202.94</b>
<b>HIGHWAY DEPARTMENT</b>					
Highway Operations	\$ 29,225.00	73,518.47	\$ 28,109.00	\$ 14,112.83	\$ 48,951.93
Snow and Ice Control	137,119.00	54,943.96	132,349.00	142,809.37	21,209.52
Traffic	8,684.00	5,042.00	8,345.00	3,262.35	1,991.65
Vehicles and Equipment	29,981.00	41,493.70	28,185.00	21,432.19	20,456.55
Leaf Collection	55,937.00	36,990.88	54,997.00	43,908.39	0
<b>Total</b>	<b>\$ 259,946.00</b>	<b>\$ 211,989.01</b>	<b>\$ 251,985.00</b>	<b>\$ 225,525.13</b>	<b>\$ 92,609.25</b>
<b>PARKS AND GROUNDS</b>					
Parks and Grounds	\$ 142,799.00	\$ 146,808.91	\$ 130,547.00	\$ 83,516.04	\$ 57,153.46
Cemeteries	15,635.00	9,009.41	14,893.00	8,351.67	1,113.59
<b>Total</b>	<b>\$ 158,434.00</b>	<b>\$ 155,818.32</b>	<b>\$ 145,440.00</b>	<b>\$ 91,867.71</b>	<b>\$ 58,267.05</b>

**PERSONNEL**

- The Town Council appointed Craig Minor to the position of Town Planner, effective April 17, 2012.
- Master Police Officer Alberto Higuera gave notice of his intent to retire in April, 2012.
- A job opening was posted for the position of Certified Police Officer to fill the vacancy created by MPO Higuera's retirement. The position was posted in March with a closing date of April 13, 2012. The testing and interview phase will commence in April.
- An internal union job posting for the Engineering Technologist II position was posted in March with no internal applicants. The position was posted to the public with a closing date of April 16, 2012. 17 applications were received and the interview process will commence in April.

**RISK MANAGEMENT**

2011-12 Blue Cross/Blue Shield Plan Year

The ninth month of the 2011-12 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2011-12 plan year were estimated at \$835,226. The total paid claims for March 2012 were \$600,828. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through March 2012</u>		
	Town	Board of Education	Total
Estimated Claims	1,417,881	6,130,637	7,548,518
Actual Claims	1,365,147	5,038,177	6,403,324

**FACILITIES MANAGEMENT**

- Bob Korpak, Facilities Director attended the Town Hall Building committee meeting during April and will facilitate the design direction and information gathering for this group as the group moves forward with the Town Hall project.
- The Facilities group completed 39 formal work orders during the month of April at the various Town Buildings.

- During the budget process, there were funds allocated for the replacement of the roof area over the new Transition Academy and the facilities director is in the design process for this replacement. Bidding and construction for this project is expected to take place after the new budgets are available in July.
- Roof repairs were completed during April at the dormer areas of the Library and budgets were approved to repair the skylight after July. This work should eliminate all of the roof leaks for the Library. A previously unused dormer area at the Library was also converted to usable storage space at the Library during April and interior painting of the children's multi purpose room on the second floor was completed.
- An audio and video system designed for the lower level conference room L-101 was completed during April on schedule as phase one of this upgrade. After installation of cameras by channel 14 in this room, there will be the opportunity for live broadcasts of council meetings from this space in the future.
- Work to install new flooring in the Teen Center fell behind schedule during April due to late material deliveries by the installation contractor. The remainder of the work is expected to be complete in May.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- Logged 39 requests for service via the Internet, blocked 32,274 unsolicited SPAM email messages from being delivered and did not see many viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 104 formal work orders.
- The Town's website had approximately 24,164 visits during the month, 64,765 page views with an average of 2.68 pages viewed per visit. The Town, Library, Assessor's Office and Parks and Recreations Homepages were the most frequently visited pages.
- Mr. Scott Hoagland, Application/ Network Specialist, Mr. Neil David, Network Administrator/ Project Leader and Library staff deployed a new patron computer sign-up and printing application.
- Mr. Hoagland worked with Valley Communications and Trivium staff to configure and implement a new emergency notification system for use in police dispatch. The system alerts and provides dispatch personnel with the locations and extension information of any 911 calls initiated on the town's telephone system and at Newington High School.
- Mr. Hoagland completed work with the building department's software vendor on providing them with access to tax collector and assessor data. The building department now has additional access to delinquent tax payers records and property photos.
- Mr. Paul G. Boutot, Director of Information and Technology, trained Town Council members and Town Manager staff on the use of tablet computers and software applications to be used as part of the town's electronic packet distribution project.
- Mr. Boutot attended a Capitol Region Council of Governments (CRCOG) subcommittee meeting for the Capitol Region Electronic Government Initiative.
- Mr. Boutot presented before the Government Finance Officers Association (GFOA). Mr. Boutot's topic was on the use of tablet computers and electronic agenda distributions within government.

## **FINANCE**

### **Accounting and Administration**

- 2012-13 budget meetings were completed during the month.
- On April 10th, the Town's 2012-13 budget of \$103.4 million was adopted with a mill rate of 32.64.
- Changes to the 2012-13 Town Council Adopted Annual Budget and Long-Range Capital Improvement Plan documents got underway during the month.
- The Town's financial system was updated with the 2012-13 budget.
- The 2011-12 fiscal year closeout began with departmental General Fund balances analyzed to determine possible June 30th overdrafts. Overages will be covered as part of planned appropriation transfers by the Town Council at its May meeting.
- On April 11th, Ann Harter, Director of Finance met with the Charter Revision Commission.
- Following an RFP for Agent of Record for health benefits, the EIPBC committee recommended that the Lockton Benefits Group be reappointed.

During the month the Town received the final payment of the ECS grant in the amount of \$6,355,277 and the Telecommunications Grant in the amount of \$74,539. 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)

4/30/2012

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2011-12</u>	<u>Year to Date</u>	
General Fund	\$175,000	64,667	\$23,643,968
Special Revenue Funds	1,357	1,547	1,369,825
Capital Projects Funds	388	520	446,768
Internal Service Fund	10,000	2,038	3,689,357
Trust and Agency Funds	2,700	1,298	1,573,823
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$30,723,741</b>

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

4/30/2012

	<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	0.17	0.12	1,687	1,311	\$18,424,781
CLASS PLUS	0.02	0.01	62	46	3,897,741
Bank North	0.20	0.20	1,837	1,898	6,214,538
People's Bank	0.05	0.05	83	85	2,010,132
Sovereign Bank	0.30	0.30	515	2,196	176,549
<b>Total Outstanding Investments</b>					<b>\$30,723,741</b>

*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 April.
- The Town Council approved additional local option elderly benefits and these changes are being processed to over 500 accounts. Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This will be an on going program as applications will be taken through May 15, 2012. Ten certified letters were sent to owners who did not respond to the applications sent to them as required by law.
- Building permits were prepared for field review and entered into the CAMA system.
- Five tax appeals to the court system following the actions of the Board of Assessment Appeals on the revaluation of October 1, 2011 were received. Preparation for these activities was started. These court cases have been recorded and more are expected throughout the month of May.

**Revenue Collector**

- Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$217,426.55. The Supplemental Motor Vehicles collected were \$11,532.15 and \$32,979.99 was collected for back taxes.
- April collections were in line with the same period last year at the rate of 98%.
- Real Estate Liens were filed with the Town Clerk's Office on 231 accounts.
- Corinne Aldinger, Revenue Collector will be initiating a Tax Sale for overdue real estate properties that have three or more years of back taxes to the Town of Newington. Currently, there are approximately 23 accounts totaling \$460,625. She will be assisted by Adam Cohen, an attorney who specializes in this field. These taxpayers have either ignored demand letters for payment or ceased with partial payments causing their tax obligation to increase. A Tax Sale is a public auction of property, the purchase price of which recovers the delinquent taxes, interest and liens in addition to public notice

costs and the associated attorney fees. This time consuming process is the fastest way for the Town to receive the outstanding funds.

**TOWN CLERK**

- There were 444 documents filed on the land records during April, including 47 property transfers totaling \$3,347,800 in property sales. State conveyance tax collected was \$25,108 and Town conveyance tax collected was \$9,912.
- There was one residential sale over \$300,000.
- Nine foreclosure registration forms were filed.
- Staff certified 129 copies of vital records, and issued 13 burial permits and 7 cremations permits.
- The office catalogued two Liquor Permits, two Trade Name Certificates and twelve Notary Public commissions.
- The office recorded 124 mortgages, 53 liens, 156 releases and 32 assignments.
- The Republican Presidential Preference Primary was held on April 24<sup>th</sup>. There are 3,217 registered Republican voters; 387 voted in the Primary.
- In April, the Town Clerk, Tanya Lane, attended the annual Spring Election Conference sponsored by the Secretary of the State. Mrs. Lane was one of four Town Clerks statewide recognized for a special achievement. Mrs. Lane had coordinated an all-day Orientation Seminar for newly elected/appointed Town Clerks which took place in January at the Legislative Office Building. Representatives from many State agencies were invited to give participants an overview of their respective departments. A luncheon was provided allowing the newcomers an opportunity to “meet and greet” with each other and with the State agency representatives.

<b>DATA SUMMARY APRIL 2012</b>				
	<u>April-12</u>	<u>April-11</u>	<u>FY 11/12 to Date</u>	<u>FY 10/11 to Date</u>
Land Record Documents	444	390	4782	4180
Dog Licenses Sold	7	11	458	444
Game Licenses Sold	143	157	634	602
Vital Statistics				
Marriages	12	12	158	149
Death Certificates	29	27	285	304
Birth Certificates	9	7	233	187
Total General Fund Revenue	\$ 24,349.45	\$ 22,238.00	\$301,313.51	\$314,636.68
Town Document Preservation	\$ 820.00	\$ 680.00	\$ 7,585.00	\$ 8,755.00
State Document Preservation	\$ 786.00	\$ 654.00	\$ 8,352.00	\$ 8,798.00
State Treasurer (\$26 fee)	\$ 14,148.00	\$ 11,772.00	\$135,138.00	\$153,792.00
Locip	\$ 1,179.00	\$ 981.00	\$ 12,522.00	\$ 12,975.00
State Game Licenses	\$ 1,748.00	\$ 1,722.00	\$ 5,772.00	\$ 6,379.00
State Dog Licenses	\$ 79.00	\$ 50.50	\$ 2,667.00	\$ 2,883.00
Dog Licenses Surcharge	\$ 22.00	\$ 20.00	\$ 1,044.00	\$ 1,018.00
Marriage Surcharge	\$ 114.00	\$ 171.00	\$ 1,254.00	\$ 1,273.00
<b>Grand Total</b>	<b>\$ 43,245.45</b>	<b>\$ 38,288.50</b>	<b>\$475,647.51</b>	<b>\$510,509.68</b>

**POLICE DEPARTMENT**

- The Certified Police Officer process is underway with a written exam scheduled for May 10<sup>th</sup>. Nine applicants will be testing. A general recruitment process is scheduled to begin in May
- The Police Department received approval for the Newington Police/Mid-State Chiefs of Police OUI Enforcement Equipment from the Department of Transportation, State of Connecticut for the purchase and set up of a vehicle designated for the Operating Under the Influence Enforcement Program. The Mid-State municipalities participating in this grant are Newington, Berlin, Rocky Hill, Wethersfield, and Cromwell. The federal funds for this program totaled \$200,750, with the towns combined match of \$50,817.
- Patrol Calls for April are as follows:

ALARMBURG	99	F/RESCUE	1	MVCOMPLAINT	38
ALARMHOLD	9	F/STRUC	12	NEIGHBOR	9
ANIMAL	9	F/WATER	3	NOISE	10
ASSAULTIP	3	FINGERPRINT	27	NOTIFICATION	3
ASSIST	28	Fireworks	2	OPENDOOR/WIN	10
BREACHIP	10	FollowUp	93	PARKINGVIOL	5
BREACHREP	4	GUN	1	PISTOLPERMTEMP	10
BURGREP	11	Harassment	17	PROPFOUND	8
CHECK	78	HAZARD	24	PROPLOST	4
CLEARLOT	11	ILLEGALDUMPING	1	ROBBERYIP	1
COURT	20	INTOXICATED	9	SERVSUBPOEN	1
CRIMMISIP	1	JuvComp	17	SERVWARRANT	19
CRIMMISREP	11	K9	4	SpecDetail	46
CSO	12	LAND/TENANT	1	STOLENMV	6
CUSTOMERIP	9	LARCFROMMV	18	SUDDENDEATH	1
CUSTOMERREP	3	LARCIP	20	SUICIDEATT	1
Dog	29	LarcRep	43	SuspiciousIP	74
DomesticIP	22	LOCATION	182	SuspiciousRep	32
DOMESTICREP	9	LTA	10	TESTPOLICE	2
DRUG	6	M	210	THREATREP	4
DUI	9	MISSING	9	TOW	19
EDP	11	MVABAND	3	TOWNORD	2
Escort	19	MVAEVADING	13	TRAFFIC STOP	527
F/ALARM	17	MVAInjury	11	TRESPASSIP	4
F/HAZMAT	3	MVAPROP	66	<b>TOTAL FOR NPD</b>	<b>2,067</b>
F/OTHER	18	MVASSIST	56		

Patrol Division:

- Officers were dispatched to 25 Miami Avenue in response to a burglary complaint. Upon arrival, officers learned that the homeowners had been away on vacation and had just returned home. According to the homeowners upon returning, they discovered that the home had been entered while they were away and that a jewelry box and some jewelry was stolen. It is believed that entry into the home was made through a rear door that may have been left unlocked. A neighborhood canvass was conducted in an effort to locate someone who might have witnessed this crime. This did not result in any additional investigative leads. At this time there are no suspects in this case.
- Officers were dispatched to Tilcon, 301 Hartford Avenue for a report of a theft of copper wire from a building on the property. Upon arrival officers met with Rick Carlson an electrician employed by Tilcon. Carlson directed officers to the north side of the Tilcon property to a building which supplies power to pumps that pump water out of the quarry. Carlson stated that when he entered the building he found that approximately 250 feet of GGC electrical cord was missing stretching from the electrical box all the way up a step incline outside and over the crest. Carlson reported that GGC electrical cord is used only in the mining industry. Carlson further reported that the total length of the cord stretches 500 feet and that the entire cord would need to be replaced. The cost to replace the cord is estimated to be

approximately \$11,000.00. Some physical evidence was located at the scene and was seized by officers for processing. This evidence in conjunction with some previously known information from a previous investigation, has led to the development of two suspects. The suspects have been identified and this investigation is currently progressing in the direction of an arrest.

- Officers were dispatched to an address in response to a threatening complaint. The complainant explained that she heard that a Newington High School Student had a discussion with her daughter on the school bus earlier in the day, and said he was going to bring a gun to school. Officers spoke with the complainant's daughter and learned that it was actually a friend of this student who was involved in the conversation on the bus. She did confirm that a female friend of hers was involved in a conversation on the school bus with a male student who was saying that he would bring a gun to school. Officers responded to this student's residence and spoke with her. She explained that she overheard the male student say "I have a gun and will bring it to school" and the female told him that he would get suspended if he did. She stated that she did not hear him make any specific threats toward any particular person. Officers learned that the male student's father has firearms registered to him. They responded to the student's residence to speak with him about the situation. The male student was asked if there were any firearms in the house and he stated that the firearms were locked in a combination safe in the basement and that he does not know the combination. He brought the officers to see that safe and it was confirmed that the safe was locked. Officers asked if he said the word gun on the school bus and he stated that he might have said it while he and a female were talking. He stated that he did not remember his exact words or the context of the conversation but that he and the female were talking and joking with each other. He was asked if he threatened anyone or had a problem with anyone at school and he stated "no". He denied having access to a gun or any plans to hurt himself or anyone else. Officers spoke with the male student's mother who assured them that her son did not have access to any firearms. Board of Education Security Director Richard Klett was notified of the situation. The information was provided to the Superintendent of Schools Dr. Collins who chose to suspend the male from school. The police department's investigation of this incident continues.

#### Detective Division:

- Handled 63 investigations, 40 remain ongoing and 23 were closed by investigative methods.
- Served 23 arrest warrants, 21 by Patrol Officers and 2 by Detective Division personnel
- Detectives are investigating the deaths of two women who perished in a house fire on Vineyard Avenue. The cause of the fire has yet to be determined and remains under investigation by the Local and State Fire Marshals.
- Detectives obtained an arrest warrant for an individual for an alleged Sexual Assault that occurred in February at a local motel on the Berlin Turnpike. The individual was arrested and presented at Superior Court in New Britain for the charges of Sexual Assault 1<sup>st</sup> degree and Unlawful Restraint 1<sup>st</sup> degree. The accused and the victim are acquaintances.
- Detectives arrested two individuals for drug charges. One arrest was for Possession with Intent to Sell Heroin and Crack Cocaine. The other was for Possession of Marijuana. Several new drug investigations were initiated during April involving the sale of Marijuana and Methadone. These investigations are continuing.

#### Community Service Officer (CSO):

- Appeared on a Better Connecticut episode on Channel 3 to promote The Race To End Domestic Violence that is to take place on June 9, 2012.
- Taught the following classes:
  - 4 classes on Bullying to Ruth Chaffee 4<sup>th</sup> graders.
  - 4 classes on Bike Safety to Elizabeth Green 3<sup>rd</sup> graders. –
  - 4 classes on Neighborhood Safety to Elizabeth Green 2<sup>nd</sup> graders.
- STEP UP to St Mary 5<sup>th</sup> graders (Respect, Tobacco, Internet Safety and Bullying)
- Assisted in filming a commercial for The Department of Transportation on the Berlin Turnpike, Southbound
- Attended and represented the police department at the Law Enforcement Career Fair at Tunxis Community College.
- Met with Greg Polk of The Economic Development Committee regarding downtown issues with business owners.
- Addressed speeding issues on Kinnear at 8<sup>th</sup> Street.

- Worked on signage issues in Price Chopper Plaza.
- Attended Child Restraint Installation class for 4 days at Waterbury Police Department.
- Attended a Chamber of Commerce Meeting.
- Met with Lynn Woike regarding advertisements for The Race to End Domestic Violence.
- Worked the DEA Drug Take-Back Program.

**UCR/NIBRS Selected Crimes**  
**Preliminary March 2012**                      **March 2011**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	1	0	1	0
Robbery	2	\$992	2	0
Assault	11	0	12	0
Burglary	8	\$5,604	4	\$930
Larceny Theft	45	\$32,684	45	\$121,050
Auto Theft	4	\$35,000	2	\$38,600
<b>Totals</b>	<b>71</b>	<b>\$74,280</b>	<b>63</b>	<b>\$160,580</b>
<b>1<sup>st</sup> Quarter Totals</b>	<b>196</b>	<b>\$158,755</b>	<b>161</b>	<b>\$235,734</b>

- In March 2012, the police department arrested 104 adults: 1 for rape, 3 for robbery, 11 for assaults, 1 for sex offenses, 25 for narcotic violations, 3 for offenses against family and children, 17 for DUI, 1 for liquor law violation, 3 for disorderly conduct, 14 for larceny, and 25 for other miscellaneous offenses. The department also arrested or referred 8 persons under the age of 18: 1 for rape, 1 for robbery, 3 for assaults, 2 for narcotic violations, and 1 for other offenses.

Police Department Overtime

- Comparison:
  - OT March                      \$ 92,371 (2 payperiods one holiday)
  - OT April                        \$ 97,211 (2 payperiods, two holidays)
  - Total increase                \$ 4,840 (\$27,653 for 2 holidays Overtime)
- In April, two officers were on injury leave working light duty. There was also a retirement. Overtime reflects a period of 28 days, with two holidays at Overtime. During this time period the police department had a double fatality fire at a residential property requiring overtime to secure the area for the investigation.
- Administrative overtime of \$507 is a decrease of \$285. Holiday overtime cost was \$507.
- Patrol overtime of \$62,288 is an increase of \$11,282. Overtime included \$27,653 for 2 holidays, a fire investigation, a mid state call out, coverage for 3 vacant shifts, holdovers for reports, and court appearances.
- Detective Division Overtime of \$3,008, is a decrease of \$4,109. Overtime included Holiday overtime cost of \$1500 and the investigation of a double fatality from a residential fire.
- Communications overtime of \$17,953 is an increase of \$2004. Overtime costs include 2 holidays and vacation time. The dispatcher vacancy was filled in February but until the training is completed, overtime will still be used to fill the position.
- Education overtime of \$11,092 is an increase of \$1966. Training in March continued with the better weather.
- Support Services overtime of \$2003 is a decrease of \$5,093. Overtime included overtime for the holiday (\$700), a Youth Council Meeting, and a Mid State Traffic investigation.
- ACO overtime \$0 is a decrease of \$685.

**FIRE DEPARTMENT**

	<b>April 2012</b>	<b>10 Month Total</b>
Residential	17	262
Commercial, Industrial, Office	8	56



Hospital, School	0	6
Vehicle	0	19
Rescue, Police Assistance	2	19
Dumpster, Rubbish, Grass, Brush, Leaves	12	31
Hazardous Materials/Clean up	1	36
Investigative Alarm	12	203
False Alarm	0	0
Mutual Aid/Standby	3	31
Carbon Monoxide Investigation	4	79
Water Related Incidents/Pump-Outs	4	42
<b>Total</b>	<b>63</b>	<b>783</b>

**Training Summary**

Multi-Company Training	Extrication Co. 1 & 4	68.0 Hours
	Extrication Co. 2 & 3	76.0 Hours
Officer Training	VA Hospital – Pre Plan	16.5 Hours
	Capitol Region Planning	4.0 Hours
Driver Training	Road Time	4.0 Hours
Company Training	Hydrants	6.0 Hours
	Decontamination	20.0 Hours
Department Training	Reporting	87.0 Hours
	Incident Command	7.0 Hours
FF II Training	Completed Course	96.0 Hours
Aerial Operator Training	T-1	25.0 Hours
Multi/Hazard Training		15.0 Hours
Pump Operations Training		15.0 Hours
Cadet Training		12.0 Hours
<b>Total</b>		<b>451.5 Hours</b>

**FIRE MARSHAL**

- The Fire Marshal's Office completed the following activities during the month of April, 2012.

INSPECTIONS	19
INSPECTION FOLLOW-UPS	28
PLAN REVIEW	4
JOB SITE INSPECTIONS	0
UNDERGROUND TANK REMOVAL	0
FIRE INVESTIGATIONS	6
FIRE ALARM TROUBLE	1
COMPLAINTS	2
HAZ/MAT	0
BOMB THREATS	0
BLASTINGS	0

**Incidents:**

- A fire of undetermined origin caused extensive damage to a single family home on Vineyard Avenue. Both occupants of the home died as a result of smoke inhalation.
- A second fire of undetermined origin caused extensive damage to a Shepard Drive business. No injuries were reported.

### Fire Marshals Activities:

- Responded to 39 fire calls during the month.
- Attended the bi-monthly meeting of the Newington Volunteer Ambulance Corps Board of Directors at Station 500.
- Met with the staff at Cedar Mountain Commons to review fire safety concerns and to review emergency plans.
- Met with several members of the Save Cedar Mountain Group to review blasting activities at Balf Quarry.
- Attended the Annual Connecticut Fire Marshals Association Educational Conference in Cromwell. Topics: Media Relations, Hoarding Fire Hazards and NFPA 25 Automatic Sprinkler System Testing Requirements.
- Attended the monthly Board of Fire Commissioners meeting at Company #5 on Maple Hill Avenue.
- Conducted the quarterly meeting of the Newington Local Emergency Planning Committee at police headquarters.

## **HIGHWAY DEPARTMENT**

### Administration

- Attended various staff and committee meetings
- Continued meetings for upcoming sanitation hauler contracts
- Met with residents to discuss various issues and concerns
- Attended AFSCME contract negotiation meetings
- Attended Environmental Quality Control meeting
- Attended Town Council meeting April 24
- Attended Grass-Leaf Hauling Bid opening
- Attended Solid Waste Management Advisory Committee Meeting
- Evaluated upcoming road projects with Town Engineer
- Attended ICE grant pre-application meeting

### Roadway Maintenance

- Crews completed sweeping and miscellaneous patching of schools during spring break
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Crews continued with repairs to curbing and topsoil due to snow plowing operations
- Highway Personnel attended the University of Connecticut Flagger Class
- Personnel assisted Traffic Division in installing/repairing street signs
- Repaired catch basins where needed
- Crews completed drainage repair at the corner of Taft and Brookdale Avenues
- Personnel completed difficult areas of roadside mowing with a rented tractor-flail mower
- Completed the reconstruction of Lawton Avenue
- Continued with Town wide litter and graffiti control

### Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Painted curbing at Senior Center
- Painted directional arrows at Library
- Completed blanket replacement of worn out regulatory signs (plow route 4)
- Installed five new no parking signs on Brockett Street
- Relocated voting cabinets for the April 24<sup>th</sup> Republican Primary

### Fleet Maintenance

- Mechanics completed seasonal services on mowing and construction equipment
- Began spring services on Fire Department Apparatus
- Removed the old vehicle lift that was located in the police bay and prepped floor for new concrete slab
- Removed cast-iron piping for the truck lift and replaced it with conduit, high pressure rubber hoses with the assistance of facilities and highway personal
- Continued with scheduled maintenance and emergency repairs on all Town vehicles.

Sanitation/Recycling/Landfill

- Scheduled 808 residential bulk items for collection
- Scheduled 49 condominium bulk items for collection
- Scheduled 22 condo/residential scrap metal items for collection
- 6,081 tons of cumulative Municipal Solid Waste were collected from July 1, 2011 through March 31, 2012
- 2,087 tons of cumulative recyclables were collected from July 1, 2011 through March 31, 2012
- 1132 mattresses collected from July 1, 2011 through March 31, 2012
- Issued 80 permanent landfill permits and 24 temporary permits

**TOWN PLANNER**

- Town Plan and Zoning Commission: The Town Plan and Zoning Commission took the following actions during April 2012:
  - Approved Petition #02-12 – “DiBella’s Old Fashioned Submarines” restaurant at 3573 Berlin Turnpike (site of Maguire’s Sports Bar).
  - Approved Petition #03-12 – Sphinx Shiners’ carnival on June 20-23.
  - Approved Petition #04-12 – Outdoor entertainment at “Fat & Happy” restaurant at 2095 Berlin Turnpike.
  - Approved Petition #05-12 – “Bassett Furniture” at 3573 Berlin Turnpike (site of Maguire’s Sports Bar).
  - Approved Petition #06-12 – “Cinco de Mayo” celebration on May 5 at Azteca Restaurant at 3260 Berlin Turnpike.
  - Continued discussing possible zoning amendment to allow the resumption of limited auto-related uses on the Berlin Turnpike.
- Economic Development Commission: The EDC took the following actions during April:
  - Continued planning annual Newington Business Breakfast event.

**BUILDING DEPARTMENT**

- A Demolition Permit was issued to demo a building at 525 Russell Road owned by the State of Connecticut
- A Temporary Sign Permit was issued for a Grand Opening sign for Verizon Wireless at 2434 Berlin Turnpike.
- Seminars attended by our Inspectors for their continuing education credit were:
  - D. Zwick
    - Changes from the 2005 NEC to the 2011 NEC, April 19, 2012
    - Construction in Flood Hazard Areas, April 26, 2012
  - Art Hanke
    - Bus way pre-construction meeting, April 10, 2012
    - Construction in Flood Hazard Areas, April 24, 2012
    - Bus way pre-construction meeting, April 26, 2012
- Building Department activity for the month of April was as follows: The Inspectors completed a total of 121 Inspections. They were: Air conditioning (1), Apartment (1), Boiler (1), Chimney (1), CO (3), Decks (8), Electrical (10), Final (43), Footing (6), Foundation (1), Framing (2), Gas Line (11), Incident Report (1), Insulation (4), Mechanical (1), Plumbing (1), Roofing (4), Rough (17), Site Visit (5).
- The total number of Building/Renovation Permits issued for the month of April was **132** producing a total permit value of **\$644,505.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	19	87,285.00
DECK	6	24,480.00
DEMOLITION	2	158,000.00
ELECTRICAL	38	85,395.00
FENCE	0	0.00

FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	3,987.00
GARAGE / SHED	5	11,260.00
MECHANICAL	20	86,755.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	16	70,775.00
POOL	3	7,000.00
ROOFING / SIDING	14	84,968.00
SIGN	6	24,600.00
TENT	0	0.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>132</b>	<b>\$644,505.00</b>

The total Building income fees received in the month of April was **\$9,077.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$530.00, Environmental \$60.00, Conservation \$300.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$177.50, Driveway / Excavation \$1100, Engineering copies \$29.00. The other total income is \$2196.50

Below is a comparison of the Permit Values for April 2012 and April 2011

	<u>2012</u>	<u>2011</u>
Value of Permits issued for April:	\$644,505.00	\$3,433,093.00
Fees for Permits issued for April	\$9,077.00	\$25,460.00
Other income Fees for April	\$2,196.50	\$16,608.00
Building Permits Issued for April:	132	155

Total Value of Permits and Permit Fees for the Fiscal Year:

<u>2011-2012</u>		<u>2010-2011</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$12,550,827.00	\$138,651.00	\$18,252,977.00	\$204,043.00

### **ENGINEERING DEPARTMENT**

- During the month of April there were 29 excavation permits issued as follows:
  - 14 Driveways
  - 11 Gas Service
  - 3 CATV
  - 1 Water Service
- Engineering staff assisted a utility agency, residence and condominium association in the preparation of one new Inland Wetland application. The Town Engineer participated in and continued to assist with the presentation of all applications, old business items, etc. for the monthly Inland Wetlands meeting.
- The Town Engineer and Zoning Enforcement Officer coordinated and attended meetings for the Planning Department. The Town Engineer and Zoning Enforcement Officer have participated in the receipt of all site plan inquiries, researched and prepared documents and/or applications with the assistance of a consultant.
- The Town Engineer continued to participate in the monthly CROG transportation meetings.
- Engineering staff provided administrative support while coordinating efforts for concrete walk installation at Lawton Avenue, Newington High School and Mill Pond Park.

- The Town Engineer attended an Inland Wetlands Training Seminar provided by the Department of Energy and Environmental Protection (DEEP).
- Engineering and Zoning staff continued to review, monitor and provide inspection for bond release requests.
- The Town Engineer attended a meeting and provided technical support for the Downtown Revitalization Committee. The primary focus of the Committee is the Market Square Streetscape Project.
- Engineering staff continued to receive inquiries for Planning and Engineering including research (plans, documents, easements, etc.), coordination of meetings and field reconnaissance if required.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer continues to monitor and provide administrative support to the Market Square and Mill Street Extension projects. These responsibilities include, but are not limited to: liaison between consultant, contractor, Town, verification of quantities, change orders, payments and all correspondence related there to.

### **HUMAN SERVICES**

- Pam Wassik, Social Worker II, joined the department April 9 and is transitioning nicely.
- The Food Bank assisted 135 households. The Clothing Closet assisted 25 households.
- The Outdoor Market served 149 households on two days this month.
- The Special Needs Fund assisted 11 households with primarily medical and utility bills. Five were elderly residents, one was a resident with a disability.
- The Social Casework Program had an active caseload of 89 with 45 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, social security, and domestic conflict. Staff followed up on several police referrals related to suicide, medical and mental health needs.
- The Youth and Family Counseling Program handled a caseload of 49 with 8 new referrals and 7 inactive cases. Coordinator, Christina Salvio and contractors provided 131 clinical therapy sessions and made 79 contacts with families and other agencies.
- There were 6 Juvenile Review Board cases during the month.
- Spring SCORE finished up this month. Summer Youth Adventures brochure went out to schools, on the website and emailed. Summer registrations started coming in already! 135 youth participated this month.
- There was no ROPE cycle during April.
- Adventure Bound Challenge 8<sup>th</sup> grade students went out to the Challenge Course to learn belaying technique and knot tying. They also went riding on the rails trails bike path in Granby and Southwick, MA.
- Director Futoma attended multiple organization meetings in and out of house, attended a workshop on ADA (as the new ADA Coordinator), and provided dept. support following a tragic fire and white powder incident at Anna Reynolds.
- The High School Self-Awareness student group hiked and geo-cached in Penwood & Talcott Mountain State forests. They learned about the natural history of the area, along with some of the Farmington River Valley.
- 20 High School Mentors have replied and been selected and scheduled for summer programs. Summer staffing is also set.
- Our annual Volunteer Recognition Dinner was held with approximately 80 people in attendance. Special awards were given to the Transition Academy students, John (Joe) LaPointe and a memorial plaque was presented to the family of one of our founding foodbank volunteers, Virginia (Ginny) Stage, who passed away recently. An additional/separate celebration was held at the Transition Academy so all students could be recognized with families invited, as well.
- 6 people provided community service hours, totaling 40 hours with more to be completed in May.

APRIL 2012 Statistics

	<b>FY 11-12 Undp. Total This Month</b>	<b>FY 11-12 Undp. Total Last Month</b>	<b>FY 11-12 Cum. Undp. Total YTD</b>	<b>FY 10-11 Cum. Undp. Total YTD</b>
<b>Selected Programs</b>				
<b>Youth and Family Counseling</b>	<b>49</b>	<b>41</b>	<b>224</b>	<b>170</b>
<b>Positive Youth Development</b>	<b>248</b>	<b>149</b>	<b>2180</b>	<b>2363</b>
<b>Information and Referral</b>	<b>206</b>	<b>214</b>	<b>4736</b>	<b>5547</b>
<b>Social Casework Cases Under 55 = 55 Over 55 = 34</b>	<b>89</b>	<b>103</b>	<b>527</b>	<b>420</b>
<b>Food Bank Households</b>	<b>135</b>	<b>141</b>	<b>1593</b>	<b>1413</b>
<b>Special Needs</b>	<b>11</b>	<b>11</b>	<b>127</b>	<b>165</b>

**SENIOR AND DISABLED CENTER**

- On April 13<sup>th</sup> Center staff attended the Grand Opening of the new housing complex, Meadow View. Several of the new residents have made contact with the Center and have enrolled in programs like Meals on Wheels and Dial-A-Ride. The corollary work on the parking lot is a much welcome addition.
- On April 18<sup>th</sup> Center Director Dianne Stone hosted a meeting of a subcommittee of the State Commission on Aging that is tasked with looking at local issues in aging services. As the State engages in efforts to rebalance the long term care system and to increase home and community based care options, the impact on the community may become more significant.
- Leadership from the ICAN program met with Center and Human Services leadership to further plan efforts to restructure and support that program. As the population ages, volunteer support will become more critical. Invitations have gone out to a host of community representatives for a brainstorming lunch.
- Tina Bradbury from Newington Health Care Center led a popular Spring Flower Craft Workshop on April 4.
- There was Dental Cleaning Clinic on April 12 and 13. This service is made available by an Older American's Act grant administered by the Central Connecticut Health District.
- The Alzheimer's Association started a four part Caregiver Series on April 19 and 26, (with the remaining sessions on May 3 and 10) at the Center. April's sessions were on an overview of Alzheimer's Disease and research and communication techniques with someone who has dementia.
- The Center provided a Free Cholesterol Screening on Friday April 20 conducted by Center Nurse Stacie Zibel, DNP, APRN, CDE.
- On Friday, April 20, the Center hosted the first Tri-Town Wii Bowling Tournament with two teams from each of Newington, Wethersfield and Rocky Hill Senior Centers. Newington came in second.
- Dr. Anees from the Connecticut Sleep Lab spoke about sleep disorders and treatment options in a program entitled "Why Can't I Sleep?" on April 25
- On April 27<sup>th</sup> the Center's auditorium was transformed with decorations as The Hartford Magnet Trinity College Academy sponsored the 3<sup>rd</sup> annual Spring Fling Senior Prom. The students provided refreshments, raffles prizes and dance partners!
- In an ongoing effort to improve the ambience in the facility, the main vestibule was transformed into an outdoor oasis through the vision of volunteer Ann Garbiel and assisted by the Facilities Department.
- In the Information and Referral Center, Karen Halpert continued with application assistance in for the energy assistance and circuit breaker program and Social Worker Teri Snyder provided social casework as well as application assistance including (11)MSP (Medicare Savings Plan)/T-19 (Medicaid) Redeterminations; (10) MSP/T-19 Applications; (1)SNAP (Food Stamp) Applications; (8) CHOICES (Health Insurance) Counseling; and (7) Special Need Requests.
- The Center currently has 2,029 paid members with an additional 613 residents registered for Dial-A-Ride.

- There were 50+ programs offered by the Center in the month with some one time programs and others ongoing with a total recorded attendance of 3680 by 600 people. Actual attendance is higher as many participants still do not sign in and there have been periodic problems with the scanning system.
- Dial-a-Ride provided 1,318 trips covering 3,741 miles during regular hours. An additional 9 trips were provided for the monthly meeting of the Commission on Aging and Disability. This transportation is required by the members of the Commission to attend meetings.
- Center staffing was complemented by 841 hours of unpaid service by 73 volunteers.

## **PARKS AND RECREATION**

### Administrative

- Superintendent met with Town Manger, Facilities Manager and Architect on proposed Town Hall/Community Center plans.
- Superintendent met with Town Engineer and Highway Superintendent on several proposed projects.
- Superintendent met with staff on weekly basis regarding various work assignments and issues.
- Superintendent met with Town Manger and his negotiation team regarding the AFSCME contract

### Recreation Division

- Most spring programs began the week of April 2<sup>nd</sup>.
- Swim lessons are being offered on Monday and Wednesday nights to accommodate those looking for lessons before the Summer season.
- Interviews for seasonal staff positions are ongoing.
- Registration for the 2012-2013 school years at our Creative Playtime Preschool Program is ongoing.
- The Summer Program Guide was completed and distributed to all Newington residents during the last week of April. New programs include Private Swim Lessons, LAX Stars Girls' Lacrosse Camp, Art Explorers, and a Family Field Day event during Extravaganza week.
- S. Glasson and K. Gallicchio attended a CRPA Quarterly training session on Wage and Hour Law on April 26<sup>th</sup>.
- S. Boulay organized and attended the Family Fishing Derby which was held on Saturday, April 28<sup>th</sup>, with about 70 children in attendance. This event was a great success due to help from organizations including Trout Unlimited, Connecticut Outfitters and the MDC.
- S. Boulay attended an Extravaganza meeting on April 17<sup>th</sup>.

### Parks And Grounds

- Preparation of ball fields and field painting for Spring Sports were our primary focus this month.
- Crew members spent a week picking up large pieces of trees cut up by the Wethersfield Tree crew.
- Crew members spent a good portion of April at Churchill Park. Hazardous trees were removed, the softball fence area had dangerous roots removed and the fence was also repaired. The cracks in the tennis courts have all been filled and a new fence was installed on the volleyball court to prevent balls from rolling down the hill.
- Mill Pond tennis courts were worked on as time permitted.
- Crew members have begun to grind some of the tree stumps left behind from all the storm damage.
- There were 8 interments in town cemeteries this month.
- Division personnel were offline a total of 21 days.

## **LIBRARY**

- National Library Week, April 8-15, was celebrated with banners, balloons, displays, e-mail blasts and programs for all ages, all week long-we did it up BIG this year! The grand finale was a concert with "Eight to the Bar," who played swing and boogie woogie tunes. Admission was free, thanks to a bequest by the late George Hanel, to sponsor a cultural event each year. We had some swinging dancers!
- The annual Volunteer Breakfast was held April 19 to honor volunteers who give so much of their time and talents to the library. This year's 80's Disco theme added fun to the event!
- The Newington Information Packet has been updated both in print and on the Library and Town websites.

- E-Books: on 4/11, the Justice Department filed a civil antitrust action against 5 major publishers and Apple, accusing them of colluding in 2010 to raise the prices of e-books. If you have an e-reader and have been purchasing books for your Kindle, Nook or iPad, you've been paying "boosted" prices, especially for popular new releases and best sellers. Some publishers have TRIPLED prices for new best sellers for libraries, and with our Overdrive platform allowing patrons to download e-books for free, we don't have the funds to pay these inflated prices. 25 Libraries in the LION consortium (Southern CT.) have boycotted Random House Publishers, and a statewide task force on e-books has been formed to follow the issues.
- We hosted a Reference Roundtable on *e-Books and e-Readers: Training for Staff and the Public* for libraries in our consortium on April 3<sup>rd</sup>, with 36 people attending. Lisa Masten and Sue Schneider gave a presentation on e-Readers for checkout, staff training and programs for the public. Other libraries shared their procedures.
- The library's 0% increase budget was presented to the Council at the March 27<sup>th</sup> meeting, and many Library Board and Friends members attended to show support. This passed, but with a \$9,067 reduction made on 3/29 due to a full time staff member retiring, and rehiring at a lower rate.
- The Library's \$49,875 CIP budget request for skylight and roof repairs was approved. Hopefully, repairs will begin as early as July 1<sup>st</sup>, as it has been leaking badly and causing ceiling, wall and mold damage.
- The library's CIP request for the first phase of a 3 year plan to replace the outdated materials security system with an RFID (Radio Frequency Identification) system was denied, and deferred for 2 years. It was already deferred one year when requested last year, so that will make it a 3 year deferral. We do plan to resubmit the security system CIP request again next year, as it has a long term impact on our materials collection.
- The Director attended the Library Board meeting, the Friends Board meeting, the Town Department Heads meeting and the AFSCME Union negotiations meeting (also attended by Susan Bethune from Collection Management)
- The Director held monthly staff meetings, a monthly department heads meeting and met with individual department heads.
- Jeanette Howes and the Director attended an Overdrive e-Books Advantage Plan Forum at Farmington Library, and hosted a *Freading* (downloadable book service) demo at our library.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce meeting.
- Shirlee-Ann Kober and Jeanette Howes attended the *One Book, One Community* planning meeting at CCSU.
- Library Board President, Anna Eddy, and the Director gave Barbara Gunterman from the Dutch Point Credit Union a library tour and discussed partnering/fundraising opportunities.
- Technology: The library went live with a new CASSIE print management and PC reservation system on all public use computers on April 2<sup>nd</sup>. In addition to new software, we replaced our leased copiers and public printers with purchased updated equipment. We can now offer color printing and everyone seems pleased with the new equipment and software. Lisa Masten worked with Town IT staff to implement the new system and do extensive staff training.
- Lisa Masten and Jeanette Howes visited the Windsor Library to see barcode scanners they use with smart phones to check out books. We hope to implement this type of scanner on at least one of the circulation desk workstations soon, as patrons have requested it.
- Neil David from the Town IT Department came to speak at the two monthly staff meetings about computer security and answer any staff questions.
- Computer classes were held on Basic and Intermediate LinkedIn, and Intermediate E-mail.
- Other adult programs included a documentary, *Titanic's Achilles Heel*, to celebrate the 100<sup>th</sup> anniversary of the Titanic sinking; a movie classic; a brown-bag-it presentation on recommended books; book discussion groups at the library and at Cedar Mountain Commons, *Vegetable Gardening*; *Network Your Way to Your Next Job*; *Civil War Medicine*; and *Is This Thing On?* (intro to computers). Books were delivered to 2 homebound patrons. The Friends sponsored a bus trip to Boston and a National Library Week *Eat for Your Library!* fundraiser at Ruby Tuesday restaurant on April 10-12.
- In addition to weekly story times, children's programs included: Tales 2 Tails (the R.E.A.D. therapy dogs); a cartooning workshop; *Flow Circus Juggling*; *the Green Golly Show*; Cookbook Clubs; Construction (Lego) Club; *Read, Rattle & Roll* music & movement; special education workshops and more. A new *Babies, Books, Bounce and Bubbles!* program was introduced. Librarians also do outreach programs and class visits at daycare centers and schools that include story times and book talks. We host preschool, kindergarten and elementary school visits on a regular basis.



- Michelle Royer attended training on the use of iPads with children with special needs in Hartford and an *Every Child Ready to Read* workshop in South Windsor.
- Teen programs included Anime Club, the Teen Advisory Board, Newington High School book club, and Martin Kellogg Middle School graphic novel and horror book clubs.
- Bailey Ortiz and Karen Benner co-chaired the YA Librarians Roundtable in Portland.
- Building: Some roof repairs were done on the shingles and slate roof. Valley Communications fixed problems with the sound system in the Children's program room. Garland Construction installed a new door to open up an old office area on the 2<sup>nd</sup> floor closed off during the 1987 expansion so staff can use it for a storage area. Track lighting was installed behind the circulation desk and new shelving and DVD racks have been ordered for that area. During some rainy days, we had skylight leaks which brought water down from the children's room ceiling, a recurring problem.

<b>MONTHLY STATISTICAL REPORT, LIBRARY, APRIL 2012</b>				
	<b>2012</b>	<b>2011</b>	<b>Gain/Loss</b>	<b>%Gain/Loss</b>
<b>CIRCULATION</b>				
ADULT	20,994	21,053	-59	-0.28%
CHILDREN	10,641	10,622	19	0.18%
YOUNG ADULT	1,023	1,241	-218	-17.57%
DVD'S	7,897	7,799	98	1.26%
DOWNLOADABLE BOOKS	424	217	207	95.39%
E-READERS	14	11	3	27.27%
MUSEUM PASSES	104	87	17	19.54%
TOTAL CIRCULATION	<b>32,658</b>	<b>32,916</b>	<b>-258</b>	<b>-0.78%</b>
CUMULATIVE CIRCULATION YTD	<b>336,572</b>	<b>343,551</b>	<b>-6,979</b>	<b>-2.03%</b>
DAYS OPEN/MONTH	28	28	0	0.00%
AVERAGE DAILY CIRCULATION	1,166	1,176	-9	-0.78%
PATRON COUNT	19,818	19,863	-45	-0.23%
AVG. PATRON COUNT PER DAY	708	709	-2	-0.23%
SELF CHECKOUT CIRCULATION	813	796	17	2.14%
TOTAL # CARDHOLDERS	12,411	12,612	-201	-1.59%
SUNDAY CIRCULATION	2,423	1,960	463	23.62%
SUNDAY PATRON COUNT	1,341	1,051	290	27.59%
<b>PUBLIC SERVICES</b>				
TOTAL REFERENCE QUESTIONS	5,914	5,785	129	2.23%
TOTAL COMPUTER USE*	4,579	2,840	1,739	61.23%
TOTAL DATABASE SEARCHES	19,994	14,865	5,129	34.50%
WEBSITE VISITS	7,441	7,462	-21	-0.28%
INTERLIBRARY LOAN--LOANS	951	791	160	20.23%
INTERLIBRARY LOAN--BORROWS	635	527	108	20.49%
PROGRAMS CHILDRENS	79	60	19	31.67%
PROGRAMS CHILDRENS ATTENDANCE	2,274	1,746	528	30.24%
PROGRAMS TEEN	5	6	-1	-16.67%
PROGRAMS TEEN ATTENDANCE	67	64	3	4.69%
PROGRAMS ADULT	14	16	-2	-12.50%
PROGRAMS ADULT ATTENDANCE	375	271	104	38.38%
NOTARY TRANSACTIONS	8	9	-1	-11.11%
VOLUNTEER HOURS (Adults & Teens)	132	92	40	43.48%
MEETING ROOM USAGE-OUTSIDE GROUPS	20	14	6	42.86%
MEETING ROOM USAGE-LIB. PROGRAMS	59	65	-6	-9.23%

STUDY ROOM USAGE^	220	259	-39	-15.06%
TOTAL LIBRARY HOLDINGS (ITEMS)	168,012	163,179	4,833	2.96%

\* More detailed stats available from CASSIE beginning 4/12

^Study room #2 was closed for much of the month for the CASSIE switchover