



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: January 18, 2013
 Re: Monthly Report – December 2012

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, MidState and CTCMA meetings.
- Mr. Salomone continued work related to the AFSCME union contract negotiations.
- 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.
- Mr. Salomone met with department heads and Finance staff to review departmental CIP requests.

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

- Overtime was as follows:

HIGHWAY DEPARTMENT	Overtime Hours	Cost
VEHICLES AND EQUIPMENT	21.8	\$ 590.80
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 930.00
ROAD MAINTENANCE	4.0	\$ 186.00
TRAFFIC DIVISION	0.0	\$ -----
SNOW	617.4	\$ 28,242.57
TOTALS	663.2	\$29,949.37
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	36.0	\$ 1,850.00
Snow/Ice	204.0	\$ 12,548.00
TOTALS	240.0	\$ 14,398.00

POLICE DEPARTMENT	12-13 Budget Overtime Appr.	Overtime Expended 12-13 YTD	11-12 Budget Overtime Appr.	Overtime Expended 11-12 YTD
Administration	\$ 6,734.00	\$ 2,421.04	\$ 6,998.00	298.17
Patrol	592,745.00	375,791.36	563,361.00	90,913.50
Investigation	77,582.00	20,466.96	73,567.00	8,146.00
Communication	117,787.00	85,100.11	107,966.00	29,224.40

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Education/Training	107,795.00	31,648.37	100,698.00	17,854.15
Support Services	40,751.00	13,703.19	40,452.00	3,167.40
Animal Control	7,548.00	1,090.12	9,567.00	599.76
Total	\$873,360.00	\$530,221.15	\$ 900,609.00	\$ 150,203.38
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 18,464.13	\$ 29,225.00	\$ 2,532.65
Snow and Ice Control	137,119.00	21,789.78	137,119.00	0
Traffic	8,684.00	2,559.86	8,684.00	1,121.80
Vehicles and Equipment	28,981.00	12,676.79	29,981.00	1,762.99
Leaf Collection	55,937.00	38,401.53	55,937.00	0.00
Total	\$259,946.00	\$ 93,892.09	259,946.00	5,417.44
PARKS AND GROUNDS				
Parks and Grounds	\$142,799.00	\$ 48,031.61	\$ 142,799.00	\$21,956.44
Cemeteries	15,635.00	6,960.46	15,635.00	937.667
Total	158,434.00	\$ 54,992.07	\$ 158,434.00	\$22,894.11

PERSONNEL

- Practical testing for the Equipment Operator III position continued in December with a hiring decision expected in January.
- Sergeant Jeanine Allin retired from the Newington Police Department, effective December 8, 2012.
- Sergeant Derek Sutton announced his retirement from the Newington Police Department, effective January 4, 2013.
- Master Police Officer Mark DiChiara announced his retirement from the Newington Police Department, effective January 17, 2013.
- Officer Jamie Freeman was promoted to the position of Sergeant on December 26, 2012.
- Richard Petowski was appointed to the Police Officer position, effective December 3, 2012.
- Brendon LaChance was appointed to the Police Officer position, effective December 19, 2012.
- A public posting for a part-time Library Technician position was posted on December 20, with a closing date of January 9, 2013.

RISK MANAGEMENT

2012-13 Blue Cross/Blue Shield Plan Year

The fifth month of the 2012-13 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2012-13 plan year were estimated at \$666,755. The total paid claims for November 2012 were \$787,340. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through November 2012</u>		
	<u>Town</u>	<u>Board of Education</u>	<u>Total</u>
Estimated Claims	840,430	2,493,345	3,333,775
Actual Claims	824,233	2,928,788	3,753,021

FACILITIES MANAGEMENT

- The Facilities Manager attended the Town Hall Building Committee meetings during December and also attended a CIP meeting with the Town Manager and Finance Manager to review capital requests for the coming year. The manager was also in attendance at the Public Works Team meeting during the month of December.
- The Facilities Group completed 51 formal work orders during the month of December at the various Town Buildings.
- Library: The skylight repairs were completed as scheduled during November, interior repairs were discussed with the Library Director and staff and a decision was made to delay repairs for a short time to ensure that all leaks have been repaired before cosmetic work proceeds.
- Security Upgrades: Preliminary designs for security upgrades were begun during July for the Library and Senior Center. Items reviewed included new security cameras and keying systems for the

buildings. New cameras were to be installed during October after the IT group had verified the necessary hardware needed for their connection to the Police department system but this has been delayed due to work load within the IT group. (No Change)

- Transition Academy Roof Replacement: Designs were completed by the facilities director for this roof replacement and bid proposals were received and reviewed but the project cannot begin until the BOE has determined the status of state funding that may be allowed. As a result, this project may not be undertaken until spring due to the weather. (No change).
- Fire Company #1: The Facility Manager negotiated a contract to repair the roof and gutter problems at Company #1 and also awarded a contract for the replacement of the windows in the fire station. This work began in November and has been completed.
- CIP Projects: The Facility Manager submitted a list of projects to the Town Manager for consideration by the CIP committee during the budget process.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 19 requests for service via the Town's website, blocked approximately 22,770 email spam messages approximately 46 viruses/ Trojans from impacting the Town's network infrastructure.
- Completed 111 formal work orders.
- The Town's website had approximately 20,907 visits during the month, 51,332 page views with an average of 2.46 pages viewed per visit. The Town, Library, and Assessor's Office and Town Employment Homepages were the most frequently visited pages.
- Work continued on finalizing the departments Operating Budget request for fiscal year 2013-2014.
- Mr. Paul G. Boutot, Director of Information Technology, along with Deputy Fire Chief Frank Papa, attended the Capitol Region Council of Governments "Fire Captain" Committee meeting.
- Mr. Boutot participated in the Multi-State Information Sharing and Analysis Center monthly conference call.
- Mr. Boutot and Tyler Technologies staff worked on installing and configuring a new server to host the Town's financial system application, Munis. The new server is schedule to go online on January 10, 2013.
- Mr. Boutot attended the Capitol Region Council of Government subcommittee meeting for CREGI (Capitol Region E-Government Initiatives).
- Information Technology staff continued review of virtual desktop solutions (VDI) and VDI deployment options.
- Information Technology staff worked on system and application documentation.
- Mr. Thad Dymkowski, GIS Technician, became the proud father of twins. Mrs. Amy Dymkowski, their son Anthony and daughter Alexandra are all doing fine.

FINANCE

Accounting and Administration

- The 2011-12 audit was completed and filed within the December 31st deadline.
- Department Capital Improvement Project requests were analyzed and reviewed with department heads and the Town Manager during the month.
- Ann Harter and Lou Jachimowicz met with representative from Anthem to discuss the revised 2011-12 settlement.
- On December 17th, Ann Harter, Charlene Drzata and John Salomone met with representatives of the Lockton Benefit Group to discuss results of the completed InfoLock report and a wellness program.
- Contract negotiations continued during the month with AFSCME.

Major grants received during the month include the first installment of the Pequot Grant in the amount of \$80,158, the Elderly Circuit Breaker in the amount of \$266,627 and the final portion of the FEMA reimbursement for the October 2011 Snowstorm in the amount of \$129,892. 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)
12/31/2012

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2012-13</u>	<u>Year to Date</u>	
General Fund	\$100,000	\$16,104	\$15,001,870
Special Revenue Funds	1,357	2,169	2,294,522
Capital Projects Funds	400	600	608,150
Internal Service Fund	3,004	2,180	3,272,054
Trust and Agency Funds	632	729	1,051,145
TOTAL, ESTIMATED BY FUND			\$22,227,741

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
12/31/2012

	<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	0.19	0.23	2,110	2,819	\$13,215,081
CLASS PLUS	0.02	0.02	44	48	2,540,950
Bank North	0.20	0.20	716	1,393	4,225,648
People's Bank	0.30	0.05	515	85	2,011,399
Sovereign	0.30	0.30	56	38	234,663
Total Outstanding Investments					\$22,227,741

Rates reflect avg. monthly yield, annualized

Assessor

- The office will be involved in this process of compiling the October 1, 2012 grand list right up to January 31, 2013. The process included the items listed below:
 - Real estate deeds were read and entered in the computer assisted mass appraisal system through the middle of December. The real estate portion of the grand list was substantially completed.
 - There are 1,402 personal property accounts and approximately 1,139 filed a declaration as required by Connecticut state law. The Assessor's office processed those during the month. There were 263 accounts that failed to file as required by law and we processed 132 of those files. The remaining 131 files left will be assessed in January.
 - The regular October 1, 2012 motor vehicle list was received from the CT Motor Vehicle Department in the middle of December. Vehicles were priced and entered into the data base. Exemptions will be applied and transfers to other towns of vehicles that were incorrectly sent to Newington will occur in January.
- The October 1, 2011 supplemental motor vehicle list was completed and delivered to the Tax Collector. Tax bills for those accounts were sent out by the Collector.
- The Assessor and Town Attorney were in court with the appeal of eight significant commercial properties during December. These court cases are from the October 1, 2011 revaluation. Newington has resolved 25 court cases in 2012. There are 9 remaining court cases plus any additional that will be appealed next year. The court cases involved the following properties:
 - Furniture Executive – Raymour Flannigan
 - WC Newington – Big Sky Fitness
 - Hartford Hospital – Cedar Mountain Commons
 - Hartford Hospital – 129 Patricia Genova Drive
 - Aero-Craft LLC – 179 Louis Street
 - Aero-Craft LLC – 183 Louis Street

Northwood Square LLC – Northwood Square Apartments
Terminal Freight – 65 Holmes Road

Revenue Collector

- Revenue Collections for December for Real Estate, Personal Property & Motor Vehicles amounted to \$5,521,590.42. The Supplemental Motor Vehicles collected were \$60,227.44, and \$70,102.12 was collected for back taxes.
- December’s collections for the 2011 Grand List were 0.71% lower than last year.
- As a reminder to taxpayers, legal notices were published for the Supplemental Motor Vehicles, real estate and personal property tax bills.
- Four real estate properties were removed from the Tax Sale by bringing their taxes current. The tax, interest and lien fees collected amounted to \$56,359.38.

TOWN CLERK

- There were 537 documents filed on the land records during the month of December.
- Nine Foreclosure Registrations were filed.
- 64 property sales conveyed for a total of \$23,226,010.
- \$263,136 was collected in State conveyance tax and \$58,064 was collected in Town conveyance tax.
- There was one notable residential sale at 227 Eagle Drive for \$387,500.
- Property at 3465 Berlin Turnpike conveyed for \$17.5 million from Newington-Berlin Retail LLC to IREIT Newington Fair LLC providing the Town with revenue of \$43,750 in conveyance tax.
- There were nine Foreclosure Registrations filed this month.
- The staff filed 170 mortgages, 46 liens, 178 releases and 21 probate certificates.
- 104 copies of vital records were certified; sixteen burial permits and two cremation permits were issued.
- Twelve Notary Public commissions and twelve Trade Name certificates were recorded.
- On December 3rd and December 20th the Town Clerk swore-in two Police officers.
- The Assistant Town Clerk attended a two-day education session sponsored by the Connecticut Town Clerks Association in preparation for taking the certification exam in June.
- The Town Clerk’s office was awarded a plaque in recognition of excellence in issuing fishing licenses for the Connecticut Department of Energy and Environmental Protection.
- A Swear-In Ceremony for newly elected Justices of the Peace was scheduled for December 19th at 8:00 AM in the Helen Nelson Room. Regretfully, the event was cancelled due to a lack of response. During the month of December all 43 newly elected JP’s visited the office and were individually administered the statutory oath of office.

DATA SUMMARY DECEMBER 2012				
	<u>Dec. - 12</u>	<u>Dec. - 11</u>	<u>FY 12/13 to Date</u>	<u>FY 11/12 to Date</u>
Land Record Documents	537	502	3362	2666
Dog Licenses Sold	13	25	447	394
Game Licenses Sold	33	26	168	133
Vital Statistics				
Marriages	17	14	125	123
Death Certificates	31	18	152	166
Birth Certificates	46	26	150	170
Total General Fund Revenue	\$ 75,795.00	\$ 25,274.00	\$ 276,949.24	\$199,850.39
Town Document Preservation	\$ 984.00	\$ 868.00	\$ 6,326.00	\$ 4,918.00
State Document Preservation	\$ 984.00	\$ 882.00	\$ 6,340.00	\$ 4,934.00
State Treasurer	\$ 17,712.00	\$ 15,876.00	\$ 113,616.00	\$ 88,740.00

(\$26 fee)				
Locip	\$ 1,476.00	\$ 1,323.00	\$ 9,468.00	\$ 7,395.00
State Game Licenses	\$ 181.00	\$ 500.00	\$ 1,979.00	\$ 1,990.00
State Dog Licenses	\$ 77.00	\$ 212.50	\$ 2,825.00	\$ 4,128.00
Dog Licenses Surcharge	\$ 39.00	\$ 78.00	\$ 997.00	\$ 918.00
Marriage Surcharge	\$ 133.00	\$ 114.00	\$ 779.00	\$ 912.00
Grand Total	\$ 97,381.00	\$ 45,127.50	\$ 419,279.24	\$313,785.39

POLICE DEPARTMENT

- Sergeant Jeanine Allin submitted her letter of intent to retire effective December 8, 2012. A Retirement Reception was held in her honor on December 8th.
- Sergeant Derek Sutton submitted his letter of intent to retire on January 4, 2013.
- Master Police Officer Mark DiChiara also submitted his letter of intent to retire on January 17, 2013.
- After completing the final testing exams, Richard Petoskey and Brendon LaChance were offered the position of police officer. Richard Petoskey was sworn in as a police recruit on December 3rd and Brendon LaChance was sworn in as a police recruit on December 19th. They began training at the Connecticut Police Academy (POST) on January 4th.
- Four candidates are continuing in the background phase of the hiring process.
- Officer Jamie Freeman was promoted to Sergeant on December 26th and Officer Ryan Dean will be promoted to Sergeant on January 14th. A Promotional Ceremony is scheduled for January 11th.
- Grant Activity in December included:
 - An application was completed for a grant under the State of Connecticut, JAG grant program, in the amount of \$38,840.65 for the purchase of recording equipment and technology for interrogation rooms for full compliance of standards PA 11-174, under the Police Video Equipment Technology (PVET) Grant. In addition to the recording equipment a Public Safety Data Network switch for CJIS/CISS; a copier, 4 handguns, camera equipment, viewing monitor, and a color printer were also requested under this grant. There is no match for this grant.
 - A grant was awarded for 50% reimbursement for 8 bulletproof vests by the Department of Justice until August 2013.
 - Click it or Ticket grant: The police department received funding for seat belt enforcement from the Department of Transportation for December. \$1,877 in overtime costs will be reimbursed for this patrol. The department issued forty-four seat belt infractions, four warnings, four DUI arrests, four speeding citations, and one hundred and twenty five miscellaneous warnings.
 - Capitol Region Council of Governments Grant:
 - Funding was secured from the Capitol Region Council of Governments (CRCOG) for Swat Team equipment. Items being purchased included:
 1. SWAT gear (ballistic shields, personal protections, BDU, etc)
 2. Thermal and enhanced visual equipment.
 3. Rifle accessories
 - The regional grant was issued via the HLS/UASI grants and totaled \$24,400.
- Patrol Calls for December are as follows:

ALARMBURG	108	CRIMMISREP	11	F/OTHER	9
ALARMHOLD	8	CSO	4	F/STRUC	2
ANIMAL	11	CUSTOMERIP	10	F/VEH	1
ASSAULTREP	6	CUSTOMERREP	6	F/WATER	1
ASSIST	33	DOG	28	FINGERPRINT	33
BADCHECKNSF	1	DOMESTICIP	21	FIREWORKS	1
BLIGHTEDPROP	15	DOMESTICREP	14	FOLLOWUP	61
BREACHIP	13	DRUG	3	HARASSMENT	17
BREACHREP	4	DUI	6	HAZARD	34
BURGIP	2	EDP	21	INTOXICATED	13

BURGREP	7	ESCORT	24	JUVCOMP	9
CARSEAT	2	F/ALARM	22	K9	10
CHECK	84	F/CONO	2	K9OTHER	1
COURT	20	F/EXTRICATION	2	LAND/TENANT	2
CRIMMISGRAF	1	F/HAZMAT	2	LARCFROMMV	11
LARCIP	12	MVCOMPLAINT	38	STOLENMV	4
LARCREP	36	NEIGHBOR	2	SUDDENDEATH	1
LIQUOR	3	NOISE	13	SUICIDEATT	1
LOCATION	202	NOTIFICATION	1	SUSPICIOUSIP	108
LOCKOUTMV	1	OPENDOOR/WIN	5	SUSPICIOUSREP	39
LOCKOUTRESID	1	PARKINGVIOL	22	THREATIP	2
LOCSCHOOL	75	PISTOLPERMTEMP	16	THREATREP	4
LTA	3	PROPFOUND	11	TOW	31
M	229	PROPLOST	4	TOWNORD	1
MISSING	9	RECOVEREDMV	2	TRAFFIC STOP	382
MVABAND	2	ROBBERYIP	1	TRESPASSIP	3
MVAEVADING	17	SERVSUBPOEN	2	TRESPASSREP	4
MVAIJURY	16	SERVWARRANT	28		
MVAPROP	112	SEXASSAULTRE	1		
MVASSIST	78	SPECDETAIL	88	TOTAL FOR NPD	2,176

Patrol Investigations

- Investigations and calls by Patrol Officers in December included:
 - A patrol officer conducting building checks in the industrial park located on Stamm Road observed two males dressed in dark color clothes and hats. They were standing by the front door of one of the Company's. One of them seemed to me to be a small canvas tool bag. When they noticed his police vehicle, the two suspects ran north towards the back of the business. The officer notified the police dispatcher of his observations and began to pursue the suspects on foot. The two suspects jumped a six foot fence into the back lot of the Construction Company and continued running. The officer was able to apprehend one of the suspects. The second suspect was later located in the woods behind the construction company using a Police K-9. It was determined that the suspects were at the business to break into the company trucks and steal the batteries from the vehicles. This is a common crime with the value of the metals used in the batteries at such a high price. Both suspects were placed under arrest and charged with the violation of CGS 53a-167a Interfering With an Officer, 53a-48 / 53a-103 Conspiracy to Commit Burglary in the Third Degree, 53a-48 / 53a-125b Conspiracy to Commit Larceny in the Sixth Degree, 53a-109 Criminal Trespass in the Third Degree, 53a-49 / 53a-125b Criminal Attempt to Commit Larceny in the Sixth Degree, 53a-49 / 53a-103 Criminal Attempt to Commit Burglary in the Third Degree.
 - The clerk of a Berlin Turnpike motel contacted the Police Department to report an active domestic dispute. Officers were dispatched to investigate. When they arrived at the scene, they observed a female standing outside the room where the domestic was reported to be at. Officers spoke with the female who said that she was staying with her boyfriend in this room. The female said on this date her boyfriend had beaten her and threw her out of the room. Officers knocked on the door to speak with the boyfriend. The boyfriend opened the door and began to yell at the female. They questioned the boyfriend as to what happened. He responded that he did not want girlfriend there so he "smacked her and pushed her out of the room". Based upon the information and observations, it was determine that this matter met the criteria of a Family Violence matter. Officers informed the boyfriend that he was under arrest and to place his hands behind his back. They placed a hand cuff on his left wrist. When they reached for his right wrist the boyfriend pulled away and began to move toward the door. Officers gave the male orders to stop resisting which he did not comply. At this time he began to violently struggle with the officers. Officers called for additional officers to respond which they did. Eventually, officers were able to gain control of the male and he was taken into custody. The male was charged with Disorderly Conduct (53a-182), Assault 3rd(53a-61) Threatening 2nd(53a-62, Assault on a Police Officer(53a-167c), and Interfering with Police(53a-167a). He was held on bond at the Newington Police Department.
- In December, Detective Division personnel:
 - Handled 81 investigations, 50 remain ongoing and 31 were closed by investigative methods.

- Served 23 arrest warrants, 17 by Patrol Officers and 6 by Detective Division personnel
- Executed a search warrant at a residence in Berlin CT. The search warrant was obtained based upon an undercover narcotics investigation conducted by Newington detectives. The suspect in the case was located within the home and taken into custody based upon two arrest warrants that were obtained by Newington detectives. A vehicle that was used by the suspect during the commission of his alleged offenses was located at the home and seized. The suspect was transported to Newington Police Headquarters where he was charged with crimes related to the sale of narcotics.
- Investigated a case involving a potential threat against Newington High School that had allegedly been made by a student. The information regarding the threat had been circulated through rumors among students and also by way of social media. Detectives interviewed multiple students, including the student who allegedly made the threat. The investigation revealed that there did not appear to be any validity to the information that was reported through rumors and social media. Investigators also determined that none of the actions by the students involved rose to the level of criminal activity.
- Executed a search warrant at a local residence. The search warrant was executed as part of an ongoing investigation into an alleged sexual assault of a juvenile female. Evidence connected to the investigation was located within the home and seized. An arrest in this case is pending.
- In December, the Community Service Officer (CSO):
 - Participated in Stuff A Cruiser Walmart on December 1, 2012 and also Stop & Shop on Saturday, December 15, 2012.
 - Worked in conjunction with the Town Managers Office and the Zoning Department on several blighted properties in town. Several residences were flagged as requiring a police escort when property owners are notified of the blight complaint.
 - Worked with the highway department to successfully remove graffiti located at abandoned property on East Cedar Street at Russell Road.
 - Conducted a tour of the police department for Cub Scouts.
 - Completed a walk through of Temple Sinai at their request with Sgt. Perry and Fire Chief Schroeder (NVFD). Staff requested safety tips on door knobs, Lockdown strategies, evacuation practices, fire drills, and how to respond to an active shooter threat.

UCR/NIBRS Selected Crimes

Type of Crime	<u>November 2012</u>		<u>November 2011</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	0	0	1	0
Robbery	0	0	0	\$
Assault	10	0	4	0
Burglary	6	\$16,525	8	\$11,578
Larceny Theft	46	\$16,446	39	\$7,721
Auto Theft	8	\$37,563	1	\$2,130
Totals	70	\$70,534	53	\$21,429

- In November 2012, the Police Department arrested 86 adults; 20 for assaults, 1 for burglary, 3 for forgery, 1 for vandalism, 2 for prostitution & vice, 8 for narcotic violations, 1 for offenses against family & children, 12 for DUI, 1 for disorderly conduct, 8 for larcenies, 1 for disorderly conduct, and 29 for other miscellaneous offenses. The Department also referred 2 persons under the age of 18 for criminal acts; 1 for assaults and 1 for burglary.
- Police Department Overtime
 - Comparison
 - OT November \$ 131,847 (3 paychecks)
 - OT December \$ 63,771 (2 paychecks)
 - Total decrease \$ 68,076
 - In December there were two recruits at the Police Academy, two officers preparing for the Academy, one officer on light duty, and one officer on Active Military Leave. These vacancies in Patrol have an impact on the overtime. For a total of 6 positions not being filled and notices received for two more retirements in January.
 - Administration overtime of \$517 is a decrease of \$259.

- Patrol overtime of \$49,355 is a decrease of \$48,329. Overtime included coverage for 4 vacant shifts due to retirement, and 2 officers on various leaves, court appearances, school security, and a sergeants meeting.
- Detective Division Overtime of \$1,403, is a decrease of \$1293. Overtime included evidence processing, warrants, and investigations.
- Communications overtime of \$6,696 is a decrease of \$16,291. Overtime costs included coverage for leave time.
- Education overtime of \$2355 is a decrease of \$11,562 for training classes. Training concluded for the new dispatcher, overtime included training of officers.
- Support Services overtime of \$3286 is an increase of \$1967. Overtime included a Youth Adult Council meeting and coverage at school due to leave.
- ACO overtime of \$0 is a decrease of \$159.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of December, 2012. During this period fire department members responded to 55 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	December 2012	6 Months Activity
Residential	7	66
Commercial, Industrial, Office	4	18
Hospital, School	0	6
Vehicle	0	8
Rescue, Police Assistance	8	27
Dumpster, Rubbish, Grass, Brush, Leaves	4	17
Hazardous Materials/Clean up	4	17
Investigative Alarm	7	95
False Alarm	12	24
Mutual Aid/Standby	0	6
Carbon Monoxide Investigation	7	34
Water Related Incidents/Pump-Outs	<u>2</u>	<u>15</u>
Total	55	333

Training Summary

Multi-Company Training	#1 & #2 Metering	67 hours
	#3 & #4 Metering	61 hours
Officer Training	Size-ups & Fire Simulator	54 hours
Driver Training	New Engine #4	22 hours
	Truck #2	5 hours
	Aerial Operations	8 hours
	Road Time	5 hours
Company Training	R.I. T.-Search & Rescue	16 hours
	Pump Training-New Engine #4	8 hours
Capitol Region Training		14 hours
Company Training	Building Construction	13 hours
	Pre-Planning	5 hours
Flashover Survival Training		24 hours
Target Safety Training		182 hours
Total		430 hours

FIRE MARSHAL

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

INSPECTIONS	22
INSPECTION FOLLOW-UPS	27

PLAN REVIEW	10
JOB SITE INSPECTIONS	7
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	0
COMPLAINTS	1
HAZ/MAT	1
BLASTINGS	0

Incidents:

- There were no significant fire incidents or injuries reported during the month.

Fire Marshals Activities:

- Responded to 28 fire calls during the month.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Wethersfield.
- Attended the quarterly MDC/Local Fire Marshal meeting on Maxim Road in Hartford.
- Attended a Fire Flashover training session at the State Fire Academy.
- Attended the monthly meeting of the Newington Board of Fire Commissioners at Fire headquarters on Main Street.
- Attended the Annual Memorial Service for Police Officer Peter Lavery outside the front entrance to police headquarters.

HIGHWAY DEPARTMENT

Administration

- Attended various staff meetings
- Met with residents to discuss various issues and concerns
- Attended AFSCME contract negotiation meetings
- Administered Operator III promotional exam process
- Completed operating budget and CIP request
- Attended equipment reserve fund meeting
- Attended landfill grant funding meeting with State Legislators
- Continued roadway repair evaluations with Town Engineer

Roadway Maintenance

- Highway operators continued with Landfill material processing
- Completed Town wide leaf collection program
- Continued with branch and curb pick up
- Repaired catch basins on Seventh St and Library
- Cleaned several storm water catch basins
- Continued with Town wide litter and graffiti control
- Continued with Town wide pothole patching
- Crews removed tree and stone wall on Hartford Avenue
- Highway crews cleared brush and vegetative debris on Kitts Lane
- Highway personnel dispatched for four snow/ice events for a total accumulation of 15.9 inches
- Candidates for Equipment Operator III promotion completed training, practical and written testing

Traffic Division

- Assisted Highway crews with snow plowing operations
- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Police Department installing speed detection boxes

Fleet Maintenance

- Continued with service and repairs to all snow fighting equipment
- Continued the outfitting of one (1) new police vehicle
- Performed routine preventative maintenance along with emergency repairs on all Town vehicles and equipment
- Assisted Highway crews in snow plowing operations and Town Center snow removal
- Put in service one new Toro mover /snow blower

Sanitation/Recycling/Landfill

- Scheduled 469 residential bulk items for collection
- Scheduled 89 condominium bulk items for collection
- Scheduled 11 condo/residential scrap metal items for collection
- 2,986 tons of cumulative Municipal Solid Waste were collected from July 1 through November 30, 2012
- 1,175 tons of cumulative recyclables were collected from July 1 through November 30, 2012
- 631 mattresses collected from July 1 through November 30, 2012
- Issued 14 permanent landfill permits and 4 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission Actions

Regular TPZ Meeting on December 12, 2012:

- Approved request for Special Exception (Section 6.6.2: Restaurant Liquor Permit) to allow live entertainment at 1076 Main Street ("Black Rose"). Piera Rosini, applicant.
- Approved request for Site Plan Modification at 58 Commerce Court ("Big Sky Fitness"). Big Sky Fitness, applicant.
- Approved request for Special Exception (Section 6.13: Accessory Apartment) at 131 Stonehedge Drive. Paul Bongiovanni, owner/applicant.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- December 10: met with Town Manager and Town Attorney to discuss grading easement at National Welding site.
- December 18: met with consultant doing analysis of 549 Cedar Street property.
- December 18: met with consultant preparing application for sign on Fenn Road.
- December 19: attended ribbon-cutting for generator at Middlewoods of Newington.

CTfastrak/Amtrak Corridor Planning:

- December 3: Bus trip to New Jersey to visit TOD projects in three towns.
- December 11: attended presentation of draft TOD Market Analysis by CRCOG.
- December 12-13: TOD seminar by DECD for towns in CTfastrak/NHHS corridor.
- December 14: Meeting with Town Manager, Town Attorney, and Town Engineer re: new road to Cedar Street Station.

Grant-Writing Activities:

- 2013 Small Cities Grant Application: December 5: attended DECD "Fair Housing" workshop.

Miscellaneous:

- December 28: attended CCAPA Program Committee meeting.
- December 1-31: met with Zoning Enforcement officer six times to discuss specific zoning enforcement issues.
- Received and replied to approximately 43 phone calls from citizens and applicants seeking information on zoning and other land use issues.
- Received and replied to approximately 35 emails from citizens and applicants seeking information on zoning and other land use issues.

TOWN ENGINEER

- During the month of December there were 3 excavation permits issued as follows:
 - 1 AT&T Conduit
 - 1 CATV
 - 1 Water Line test pit
- Engineering staff assisted multiple applicants in the preparation of Inland Wetland applications. The Town Planner continued to assist with the administration efforts for Agent Approval applications.
- The Town Engineer participated and provided technical support at (2) Inland Wetland meetings this month. The Toll Brothers development for the Russell Road parcel continued the public hearing phase of the application process. The Town Engineer and staff coordinated additional meetings and data preparation with the respective experts (geological/blasting, ecological) in preparation for continuing public hearing meetings.

- The Town Engineer participated in a final construction walk-through for the Mill Street Extension project.
- Engineering staff attended a monthly CT Fastrak meeting.
- The Town Engineer prepared documents and participated in a project close-out meeting for Mill Street Extension project with the Department of Economic Development (DECD).
- The Town Engineer and Highway Superintendent participated in a preliminary C.I.P. reviewing (Town Manager and Finance) and continued with the road evaluation process. The road evaluation process is a method of field evaluation, compilation of data (catalog) and the development of a 5-year road repair/reconstruction program.
- The Town Engineer participated in the monthly CRCOG Transportation Committee meeting.
- Engineering staff continues to meet with a number of residents (monthly), discuss and perform site analysis as it relates to future Inland Wetland applications.
- Engineering staff continues to monitor the Victory Gardens (Veterans Drive) construction project. The project currently involves the installation of utility lines (sanitary) and building foundations.
- Engineering provides support to Public Works for inquiries as they pertain to drainage (easements), street line, record (plot) plans, etc. Additionally, some inquiries have resulted in field reconnaissance and survey as needed.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer attended a quarterly (PWAC) meeting at the MDC.
- Town Engineer participated in the monthly department head meeting.
- Engineering staff participated in a busway project meeting.

BUILDING DEPARTMENT

- Numerous permits were issued for Victory Way, the housing for Veterans.
- Work is continuing on Chipolte's, Starbucks, Chase Bank, Bassett Furniture and Dibella's. They are located on the property previously listed as 3573 Berlin Turnpike.

Seminars attended by our Inspectors for their continuing education credit were:

- D. Jourdan - Meeting at CRCOG – View Permit user group Meeting – December 5, 2012
- R. Smith - Building Official Enforcement Review (Building Only) – December 13, 2012
- D. Zwick - Building Official Enforcement Review (Building Only) – December 13, 2012
Connecticut Building Officials Association Annual Meeting – December 20, 2012
- A. Hanke - Building Official Enforcement Review (Building Only) – December 13, 2012

There were two Certificates of Occupancy issued in December. Both were commercial CO's. One was for Mooyah located at 24 Fenn Road and the second was for Premier Urgent Care located at 2909 Berlin Turnpike.

Building Department activity for the month of December was as follows: The Inspectors completed a total of 174 Inspections. They were: A/C Installation (2), Above Ceiling (4), Apartment Inspection (6), Boiler (1), CO (3), Electrical (22), Final (46), Footing (3), Foundation (1), Framing (2), Gas Fireplace (1), Gas Line (29), Insulation (10), Mechanical (1), Roofing (3), Rough (31), Site Visit (7), Slab (1), Tank (1).

The total number of Building/Renovation Permits issued for the month of December was **138** producing a total permit value of **\$8,782,746.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	18	\$ 8,178,328.00
DECK	2	14,500.00
DEMOLITION	2	8,500.00
ELECTRICAL	34	137,756.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	8	7,470.00
GARAGE / SHED	1	1,000.00
MECHANICAL	25	199,854.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	31	48,660.00
POOL	0	0.00
ROOFING / SIDING	9	172,978.00
SIGN	8	13,700.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	138	\$8,782,746.00

The total Building income fees received in the month of December was **\$100,164.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$730.00, Environmental \$120.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$42.00, Driveway / Excavation \$375.00, Engineering copies \$145.50. The other total income is \$1412.50.

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

	<u>2012</u>	<u>2011</u>
Value of Permits issued for December:	\$8,782,746.00	\$747,868.00
Fees for Permits issued for December:	\$100,164.00	\$10,923.00
Other income Fees for December:	\$1,412.50	\$3,388.75
Building Permits Issued for December:	138	135

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

<u>2012-2013</u>		<u>2011-2012</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$26,250,655.00	\$294,451.50	\$8,330,237.00	\$88,203.00

HUMAN SERVICES

- The December gift distribution took place with a slight increase from last year to 412 households. Staff and volunteers did a phenomenal job organizing and distributing.
- A special thank you to the community, fellow town employees/departments for their ongoing support of this annual event. This year SEVERAL "stuff a" events took place with plentiful donations received, including an extraordinary increase in food donations during the holiday season. Special thanks to our first responders who participated.
- The Food Bank assisted 162 households, with 805 bags of groceries distributed.
- Open Air Market served 138 households on 2 bi-weekly days of distribution this month.
- The Clothing Closet served 27 households, providing 35 bags of clothes.
- The Special Needs Fund assisted 4 households with 4 bills, 2-utility, 1-housing and one medical-related bill. All were for senior residents.

- 2 Operation Fuel applications were completed as residents eligible for CRT heating assistance quickly exhausted limited benefits.
- The Social Casework Program had an active caseload of 86 with 22 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, health insurance, and domestic conflict. Staff continues to follow up on several police referrals related to emergency medical and mental health needs.
- The Youth and Family Counseling Program handled a caseload of 34, with 9 new cases. Contractors provided 74 clinical therapy sessions and made 48 contacts with families and other agencies.
- Kelly Urbanowicz, Clinical Services Coordinator, was available for support following the Newtown tragedy. Emergency contact information and resources were sent to parents through Everbridge.
- Fall SCORE programs wrapped up this month and the Spring schedule was distributed.
- No ROPE session held in December.
- The 8th Grade ABC program went to Prime Clime and planned a busy winter/spring schedule.
- The Newington Challenge Course was repaired from tree damage due to Storm Sandy.
- The high school Self-Awareness group did not meet.
- Two people continued and completed their hours this month with 50 hours total in December.
- Kelly attended several trainings & workshops.
- Some of our college student interns are wrapping up their semester with us. One will continue through May, while new interns join us for the spring semester.
- There were no youth brought before the Juvenile Review Board this month.
- Director Futoma and Carol LaBrecque attended a Unico Dinner, where they also received donated toys for the holiday gift program.
- Director Futoma attended an all day FEMA workshop on shelter people with medical needs.
- Social Worker, Pam Wassik, read "The Mitten" to Ruth Chaffee students who collected mittens and gloves for our distribution.
- Director Futoma attended the Newtown Memorial service held at Newington High School.

December 2012 Statistics

Selected Programs	FY 12-13 Undp. Total This Month	FY 12-13 Undp. Total Last Month	FY 12-13 Cum. Undp. Total YTD	FY 11-12 Cum. Undp. Total YTD
Youth and Family Counseling	34	25	99	91
Positive Youth Development	106	197	1476	1590
Information and Referral	79	201	913	3573
Social Casework Cases				
Under 55 = 31				
Over 55 = 61	86	92	246	210
Food Bank Households	162	153	905	1040
Special Needs	4	13	54	85

SENIOR AND DISABLED CENTER

- Center Director Dianne Stone attended the kick off meeting for the Aging Mastery Project at the National Council on Aging Office in Washington D.C. on December 5th and 6th. The program is being co-developed by the NCOA and five grantees and should begin in late February or March. As part of the development process, the Center will coordinate a focus group in January and participate in weekly conference calls.
- The Center hosted a holiday party on December 18th with refreshments catered by Jefferson House and a remarkable performance by the Newington High School Madrigal Singers.

- Both the Senior Club and the AARP held holiday banquets this month as well with the Senior Club holding theirs at the Center and the AARP going to the Chowder Pot.
- Ms. Stone attended the final meetings of the CT Legislatures Aging in Place Task Force this month. The Task Force report contains several recommendations, some which are intended to support municipal efforts.
- As a member of the Americans with Disabilities Act Coalition of Connecticut, Ms. Stone also participated in an organizational meeting of a subcommittee that will look at transportation for people with disabilities in Connecticut.
- In collaboration with Facilities Manager Bob Korpak, renovations to both the Coffee Shop area and the Main Office are being planned. The Center's roof continues to deteriorate with new leaks appearing each time it rains or there is a thaw. Parts of the center are blocked off when there are active leaks, including an entrance, and a portion of the traveling art show in the cafeteria has been suspended indefinitely.
- Due to hardware failures with the Center's membership database, MySeniorCenter, the system has not been fully operable. In collaboration with the IT Department, new scanning stations have been ordered and plans are underway to migrate data hosting to the vendor's servers.
- The Center currently has 2,010 paid members with an additional 636 residents registered for Dial-A-Ride.
- Almost 140 participants have enrolled in the Membership Plus Fitness with 2/3 of them using the room in the month.
- There were 200+ opportunities to participate in programs at the Center in the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 2,025 by 470 people (with only one scanning station available). Dial-a-Ride provided 1,193 trips covering 3,583 miles during regular hours.
- Center staffing was complemented by 683 hours of unpaid service in 201 instances by 61 volunteers.

PARKS AND RECREATION

Administration

- Superintendent met with the Town Manger's Team related to the AFSCME Union contract negotiations.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with staff and union representatives regarding various personnel issues.
- Superintendent met with the members of the Public Works Committee.
- Superintendent submitted 2013 – 2014 Operative Budgets.
- Superintendent attended meetings held by the Building Committee.
- Superintendent met with residents and area business owners to address various issues and concerns as needed.
- Superintendent met with other Department Heads on various projects in Town.

Recreation Division

- Registration for Winter 2013 programs has been ongoing throughout the month. Most Winter programs will begin the first week of January
- Program information is currently being compiled for the Spring 2013 Program Guide.
- Four participants attended a bus trip to ride the Polar Express train in Newport, Rhode Island on Saturday, December 1st.
- The Gingerbread House Workshop offered on December 3rd filled to capacity with 12 children registered so another workshop was added on December 5th. We were able to accommodate an additional 9 children.
- Recreational swimming was offered during Winter Vacation week from Wednesday, December 26th – Friday, December 28th.
- Basketball Coaches Orientation was held with over 80 volunteer coaches on Saturday, December 8th.
- Training was held for Youth Basketball staff and coaches.
- Youth Basketball program began with approximately 600 children in grades 1 through 12.
- Background checks have been completed for all volunteer Youth Basketball Coaches.
- The Parks & Recreation and Newington Chamber of Commerce annual "Night of Lights" was held on Saturday, December 1st in the center of town with approximately 500 – 600 people in attendance. The event combined the Wreath Lighting at the Waterfalls, the Tree Lighting on the Town Green and the Holiday Carol Sing. A special thanks to all those who helped, including our Parks & Grounds Division,

Mayor Stephen Woods, our Volunteer Fire Departments, the Police Department, “Kellapella” from Martin Kellogg, “Show Choir” from John Wallace and the Newington High School Chamber Choir.

- The Pictures with Santa event was held on the weekend of November 30th and December 1st. Approximately 300 children participated at the Mortensen Community Center. Arts & crafts were available as well as a Santa Letter station and some one-on-one time with Santa. This event was free and enjoyed by all. Canned goods were also collected and donated to the Newington Food Bank.
- The 4th Annual Family Sleigh Rides were held in Mill Pond Park on Saturday, December 1st. Over 300 people enjoyed a free horse drawn sleigh ride around Mill Pond Park. Canned goods were also collected and donated to the Newington Food Bank.

Parks and Grounds

- Due to the favorable weather conditions we were able to accomplish a considerable amount of leaf clean-up that would usually be done in the Spring.
- Division personnel prepared for the annual tree lighting on December 4th. Many new Led Lights were purchased due to old deteriorating light strands.
- Lou Tine (GKII) and Tom Lapierre (GKI) attended the tree lighting and carol sing and constructed riser platforms for the Carolers as well as making sure all the lights etc. functioned properly.
- The West Meadow Chapel was opened and set up for the Wreaths Across America Ceremony on December 15th. This ceremony is conducted by local veterans in conjunction with the nationwide Wreaths Across America effort.
- Division personnel also continued to grind some of the stumps that have been left behind from all the storm damaged trees.
- Restorations were made to the benches at Banks Corner Park by Lou Tine(GKII)
- Crew members Rick Castellani(GKII) and Ted Perzanowski(GKII) have been rebuilding and painting some of our older and vandalized picnic tables to install back into the town parks.
- Division personnel responded to three incidents of snow and ice removal.
- There were 15 interments in Town Cemeteries during December.
- Division personal were offline a total of 34 days this month.

LIBRARY

- The Newtown school shooting had a big impact on library staff and patrons. Children’s staff has had parents ask for books to help their children understand the Newtown shooting. Staff has been asked what the library’s “shooter policy” is, and if we have a lockdown or emergency evacuation policy. Since the library is a public building open to anyone, we are working cooperatively with the Human Services and Police Departments to address dealing with patrons with mental health issues and emergency procedures.
- Personnel: Jennifer Bassett was hired for the Reference/Teen position and will start 1/23. The children’s position was advertised and we have received over 70 applications.
- Budget: all town departments have been asked to come in with a 0% increase budget for 2013-14, the same as last year. The CIP request for an RFID collection management and security system was submitted on 11/21/12, the operating budget submitted on 1/4/13.
- Two staff team building workshops were held on 12/4 and 12/6: one with presenter, Mary Beth Jordan, EAP Director of Lawrence & Memorial Hospital in New London. 31 staff attended and the workshop and speaker were highly rated. The other was for department heads and administrative staff on how to make thoughtful decisions as a group.
- Technology: the library went live with a new e-book platform called Freading, and subscribed to a new e-magazine service called Zinio, which will have 40 e-magazines available starting in January. They are both available through the library’s website.
- Our library consortium is considering a new integrated library system for all 27 libraries, and staff is helping to read the RFPs from 7 vendors to evaluate the systems.
- The library continues to communicate through social networking sites: Jeanette Howes does Facebook postings; Elsa Batista-Yzaguirre posts to Twitter; Shirlee-Ann Kober sends out e-mail blasts and works on the website and digital sign; Karen Benner is taking on more website, e-reader and technology teaching duties and Lisa Masten oversees it all.
- The self-checkout workstation is out of order, with a new monitor on back order.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce Board meeting.
- Adult programs included *The Afterlife: You are Not Alone*; *Shock the World: UConn Basketball in the Calhoun Era*; and a Thursday evening book discussion. Job programs included *Networking to Help*

Your Job Search. Computer classes included *Intermediate PowerPoint*; *Basic PowerPoint*; *Word Templates and Tables*; and *iPads and Photos: Getting Started*. Terri Planco facilitated a book discussion at Cedar Mountain Commons and books were delivered to 3 homebound patrons.

- Volunteers put in 78 hours of service this month.
- The new Book Club service is popular with Newington readers. Jeanette Howes requested books for four different Newington based book clubs this month.
- Jeanette Howes and Sue Schneider attended a Lending Services meeting in Wethersfield.
- Jeanette Howes attended a CT Library Consortium program on Bedbugs in Libraries at Russell Library in Middletown. Several libraries in the state have had a problem with bedbugs and we are gathering information and investigating inspections and preventative measures. Greg Mattus from the Central CT. Health District has also come over to the library twice to share brochures and information with library staff.
- In addition to regular weekly story times, children's activities included programs sponsored by the Friends of the Library: a movie showing of *Brave*; *Read, Rattle & Roll*; *Explore Together*; *Cookbook Club*; *Play with Us*; *Play for All*; *Just a Story and a Song*; *Construction Club* and a *Parent/Child Workshop*. Programs during holiday vacation week included the Sciencetellers, who packed the community room; the ever-popular Kiwanis sponsored Sam Pasco Orchestra; and the Teddy Bear Sleepover. Children's librarians continue to do lunch book discussions at the middle school and other outreach to the schools.
- Patricia Pierce attended a CT Library Consortium Program Showcase in Woodbridge.
- Michelle Royer presented at a Special Education Alliance of Newington Workshop, speaking to day care center and nursery school staff about special needs children.
- Teen programs included *Teen Gaming Night*, Newington High School Book Clubs; *The Paranormal Book Club*; *Secrets of the College Application Process*; *Do It Yourself Henna Tattoo Program*; and a *Teen Movie Night & Potluck Dinner*. Teen Librarian, Bailey Ortiz, attended a young adult books workshop, a YA Roundtable and a workshop called *Punching Up YA Outreach with Technology*.
- Building: the library is experiencing terrible inconsistencies in temperature and lack of ventilation throughout the building. Facilities staff keeps making adjustments, but we're still waiting for Johnson Controls to calibrate the system and get things working properly.
- The contractor completed repairs on the leaking skylight. Facilities staff ran a hose onto the skylight to test it and found no leaks. Facilities will replace water-damaged ceiling tiles after several heavy rainstorms with no leaks.
- 20 new chairs arrived for the Children's Program Room and the Lienhard Room upstairs, thanks to the generosity of the Friends of the Library.
- New plaques were installed in the Community Room acknowledging the Friends of the Library and the Stamm family for their donations and in the Children's Program Room recognizing the Friends for new chairs.
- Security issues: Staff continues to find evidence of stolen items in the stacks and staff areas. Staff found pages ripped out of books containing the barcode and security tag and the book is gone. Books on CD cases have been found empty on the shelves. This month the total retail price of the 3 books found was \$36.94, bringing the total loss since September to \$769.30. We are still waiting for IT, Facilities and the Police Department to coordinate installation of much needed security cameras at the library.
- The Director held monthly staff meetings, library department heads meetings and individual meetings with department heads and other staff. She attended meetings for Circulation, the Library Board, the Board Fund Development Committee, Friends of the Library, Town department heads, AFSCME negotiations, program planning, book selection, the budget, the consortium task force and a Freeding Webinar.

MONTHLY STATISTICAL REPORT, LIBRARY, DECEMBER 2012				
	2012	2011	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	18,814	20,478	-1,664	-8.13%
CHILDREN	8,217	8,333	-116	-1.39%
YOUNG ADULT	783	833	-50	-6.00%
DVD'S	7,246	8,031	-785	-9.77%
DOWNLOADABLE BOOKS	383	366	17	4.64%
E-READERS	13	7	6	
MUSEUM PASSES	55	53	2	3.77%
TOTAL CIRCULATION	27,814	29,644	-1,830	-6.17%
CUMULATIVE CIRCULATION YTD	195,820	201,434	-5,614	-2.79%
DAYS OPEN/MONTH	29	28	1	3.57%
AVERAGE DAILY CIRCULATION	959	1,059	-100	-9.41%
PATRON COUNT	15,199	16,786	-1,587	-9.45%
AVG. PATRON COUNT PER DAY	524	600	-75	-12.58%
SELF CHECKOUT CIRCULATION	0	674	-674	-100.00%
TOTAL # CARDHOLDERS	12,190	12,418	-228	-1.84%
SUNDAY CIRCULATION	2,287	1,595	692	43.39%
SUNDAY PATRON COUNT	1,158	807	351	43.49%
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	4,316	4,617	-301	-6.52%
TOTAL COMPUTER USE*	4,208	2,811	1,397	49.70%
TOTAL DATABASE SEARCHES	20,051	11,390	8,661	76.04%
WEBSITE VISITS	7,451	6,303	1,148	18.21%
INTERLIBRARY LOAN--LOANS	826	819	7	0.85%
INTERLIBRARY LOAN--BORROWS	501	585	-84	-14.36%
PROGRAMS CHILDRENS	50	59	-9	-15.25%
PROGRAMS CHILDRENS ATTENDANCE	1,182	1,252	-70	-5.59%
PROGRAMS TEEN	7	8	-1	-12.50%
PROGRAMS TEEN ATTENDANCE	66	62	4	6.45%
PROGRAMS ADULT	9	10	-1	-10.00%
PROGRAMS ADULT ATTENDANCE	142	187	-45	-24.06%
NOTARY TRANSACTIONS	6	10	-4	-40.00%
VOLUNTEER HOURS	78	119	-41	-34.45%
MEETING ROOM USAGE-OUTSIDE GROUPS	14	8	6	75.00%
MEETING ROOM USAGE-LIB. PROGRAMS	50	48	2	4.17%
STUDY ROOM USAGE	208	161	47	29.28%
TOTAL LIBRARY HOLDINGS (ITEMS)	172,850	166,995	5,855	3.51%

*2012 figures include all computer use due to CASSIE upgrade

^ The self check-out terminal was out of service for most of December