



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: August 24, 2012  
Re: Monthly Report – July 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 police officials to oversee security detail and address resident issues related to the nursing home strike on Church Street.
- Town Manager attended several Blight Subcommittee meetings regarding the proposed revised Blight Ordinances.
- Attended Statewide hurricane preparation emergency response exercise.

Paid overtime during the month of July 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	19.8	\$630.46
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 608.28
ROAD MAINTENANCE	36.8	\$ 1,147.21
CO#1 FIREHOUSE - PKG LOT	15.0	\$ 622.64
MILLING/OVERLAYS	36.3	\$ 1,501.61
TRAFFIC DIVISION	19.2	\$ 763.78
<b>TOTALS</b>	<b>143.1</b>	<b>\$5,273.98</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Graves	18.0	770.61
Herbicide	138.0	4,496.36
Pool	81.0	4,255.00
Weekend Duty	44.0	1,786.61
Extravaganza	153.0	5,304.36
<b>Total</b>	<b>434.0</b>	<b>\$ 16,612.81</b>

<b>POLICE DEPARTMENT</b>	<b>12-13 Budget Overtime Appr.</b>	<b>Overtime Expended 12-13 YTD</b>	<b>11-12 Budget Overtime Appr.</b>	<b>Overtime Expended 11-12 YTD</b>
Administration	\$ 6,734.00	\$385.24	\$ 6,998.00	\$ 298.17
Patrol	592,745.00	46,461.45	563,361.00	45,853.45
Investigation	77,582.00	3,086.10	73,567.00	5,289.17
Communication	117,787.00	10,762.70	107,966.00	11,031.22
Education/Training	107,795.00	1,405.95	100,698.00	2,726.38
Support Services	40,751.00	3,089.71	40,452.00	1,284.88
Animal Control	7,548.00	159.12	9,567.00	440.64
<b>Total</b>	<b>\$873,360.00</b>	<b>\$65,350.27</b>	<b>\$ 900,609.00</b>	<b>\$66,923.91</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,225.00	\$ 3,367.62	\$ 29,225.00	\$1,453.23
Snow and Ice Control	137,119.00	0.00	137,119.00	0.00
Traffic	8,684.00	825.44	8,684.00	644.44
Vehicles and Equipment	28,981.00	691.39	29,981.00	853.03
Leaf Collection	55,937.00	0.00	55,937.00	0.00
<b>Total</b>	<b>\$259,946.00</b>	<b>\$4,884.45</b>	<b>259,946.00</b>	<b>\$2,950.70</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$142,799.00	\$ 8,792.11	\$ 142,799.00	\$ 10,539.83
Cemeteries	15,635.00	1,247.17	15,635.00	473.36
<b>Total</b>	<b>158,434.00</b>	<b>\$10,039.28</b>	<b>\$ 158,434.00</b>	<b>\$ 11,013.19</b>

**PERSONNEL**

- A job posting for the Clinical Services Coordinator position was posted in July with a closing date of August 10.
- Susan Schneider, a current part-time Librarian was appointed to the vacant full-time Librarian I position. The hiring process to fill the part time vacancy will begin in July.
- The top three certified Police officer candidates have proceeded on to pre-offer polygraphs and background checks.

**RISK MANAGEMENT**

2011-12 Blue Cross/Blue Shield Plan Year

The 2011-12 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The total paid claims for active employees for the 2011-12 plan year were estimated at \$1,998,264 for the Town and \$7,364,936 for the Board of Education. The total paid claims were \$1,761,473 for the Town and \$6,980,562 for the Board of Education. The actual claims total will be provided by Anthem Blue Cross/Blue Shield in September when the Town receives the 2011-12 Settlement Report.

Cumulative Claims through June 2012

	Town	Board of Education	Total
Estimated Claims	1,998,264	7,364,936	9,363,200
Actual Claims	1,761,473	6,980,562	8,742,035

**FACILITIES MANAGEMENT**

- The facilities manager along with Mr. Lee Olsen of Olsen Design Group met with the Town Hall building committee during the month and presented the group with recommendations for the renovations of the

Town Hall. The study conducted by Mr. Olsen's firm revealed what previous studies had recommended in the past for the renovation of the Town Hall. The recommendation concluded that a separate Parks and recreation facility was strongly advised as the first phase of any renovation work undertaken. The building committee voted to move forward with that direction and asked that preliminary assessments be made of the design efforts required and be presented at the next meeting of the committee.

- The facilities group completed 41 formal work orders during the month of July at the various Town Buildings.
- The facilities manager began issuing purchase orders for service commodities during July and will continue during August.
- An audio and video system designed for the lower level Town Hall 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.
- Channel 14 was advised at month end of their grant approval and installation of the new camera equipment should begin during August.
- New directional signage within the Town Hall was undertaken during June to help alleviate the confusion to visitors searching for town services within the building. This work was completed during July.
- An exterior painting and repair project for the Kellogg Eddy carriage house was awarded in June and work began during July as scheduled.
- A new heating system was designed for the American Legion Hall and work began during July for this installation. A mid August completion is expected which will also include the addition of air conditioning to this building.
- Additional work on the fire alarm system for the Senior Center building was completed during July in an effort to stem the amount of false alarms at the Senior Center over the last several months. The age of the existing system was a likely cause of many of the failures.
- Designs for the renovation of the library's skylight began in July to alleviate the rain leaks through this structure. Site visits with several manufacturer representatives of this type of skylight were conducted in an effort to determine the extent of the work required to repair the problem.
- Preliminary designs for security upgrades began in July for the Library and Senior Center. Items reviewed included new security cameras and keying systems for the buildings.

### **INFORMATION SYSTEMS AND TECHNOLOGY**

- Logged 39 requests for service via the Internet, blocked 56 spyware applications, blocked approx 35,000 unsolicited SPAM email messages from being delivered and stopped 13 viruses / Trojans, from impacting the Town's network infrastructure.
- Completed 152 formal work orders.
- The Town's website had approximately 28,330 visits during the month, 78,064 page views with an average of 2.76 pages viewed per visit. The Town, Library, and Parks and Recreations Homepages were the most frequently visited pages.
- The top three browsers used by our website visitors included: Microsoft's Internet Explorer (48.68%), Apple's Safari (20.53% and Mozilla Firefox (13.61%).
- Mr. Paul G. Boutot, Director of Information Technology/ GIS Services, Mr. Neil David, Network Administrator/ Project Leader and Mr. Scott Hoagland, Application/ Network Specialist, held an online meeting with several Microsoft staff members to discuss Microsoft's Office 365 Cloud based solution.
- Supervised the installation of fiber optic cable and a network equipment rack at Newington Volunteer Fire Department Headquarters. The new equipment is part of a state wide BTOP grant and Public Safety Services Data Network project.
- Mr. Richard Mulhall, Chief of Police and Mr. Boutot attended a Criminal Justice Information Systems meeting held in East Hartford to discuss the development and installation of a regional system that would allow local and state law enforcement agencies the ability to query each others computer aided dispatch and records management systems databases. A pilot is expected become operational by 2012/ 2013.
- Mr. Boutot worked with Mrs. Tanya Lane, Town Clerk, on preparing the final draft Town Charter for review by Town Charter Committee members and Town Council members.

- Mr. Thad Dymkowski, GIS Technician, provided GIS mapping support for the State of Connecticut bus way presentation for Town Planner.
- Mr. Dymkowski provided GIS mapping support for the Town Engineer (citizen request), Highway Department (condominium refuse collection), Registrar of Voters and Tree Warden.
- Mr. Dymkowski presented at the New York City Arc Users GIS Symposium.
- Mr. David installed and configured new top of the rack switches in one of the data centers.
- Mr. David migrated Active Directory and DNS/DHCP roles to new domain controllers.
- Migrated all network equipment to new RADIUS authentication hosts.
- Begun preliminary Virtual Desktop Infrastructure (VDI) proof of concept for Library workstations.
- Mr. Hoagland migrated the Assessor's Office to thin client computers and Citrix XenApp workstations.
- Mr. Hoagland configured the Assessor's Office public workstations to use a new Vision application to view and print property card data.
- Mr. Hoagland updated the Renters Rebate application for the Revenue Collector and Assessor's Offices.

## **FINANCE**

### **Accounting and Administration**

- Necessary procedures were implemented on the accounting system to open the 2012-13 fiscal year processing.
- The year-end closing process for the 2011-12 fiscal year began with the staff updating fixed asset records.
- The 2011-12 year-end audit got underway with the audit team of Blum Shapiro conducting entrance interviews and risk assessment questionnaires as well as payroll, assessment, tax and accounts payable testing.
- On July 23<sup>rd</sup>, Lisa Rydecki, Deputy Finance Director met with FEMA Project Specialists to review the Town's application for the October 2011 disaster's debris removal and emergency preparedness. The final cost submitted totaled \$1,972,672 which is subject to a 75% reimbursement.
- On July 23<sup>rd</sup>, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program and Mark Shegoski and Ashley Martella of UBS reviewed the first and second quarter results of the Town's OPEB Trust and pension funds.
- Ann Harter and UBS consultants also met with Fire Department Commissioners to review a more aggressive investment plan for the Newington Volunteer Fire Department Defined Benefit Pension Plan.
- The Town's 2012-13 pension and OPEB contributions were discussed and finalized with UBS.
- Contract negotiations continued during the month with AFSCME.

No major grants were received during the month. 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)

7/31/2012

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2011-12</u>	<u>Year to Date</u>	
General Fund	\$100,000	\$829	\$7,348,169
Special Revenue Funds	1,357	337	2,263,550
Capital Projects Funds	400	93	607,644
Internal Service Fund	3,004	306	3,230,394
Trust and Agency Funds	632	146	1,549,757
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$14,999,514</b>

### **INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)

7/31/2012

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	0.18	0.12	1,533	1,121	9,897,410
CLASS PLUS	0.02	0.02	57	61	2,871,357
Bank North	0.20	0.20	37	36	220,281
People's Bank	0.05	0.05	85.38	82.62	2,010,466
Total Outstanding Investments					\$14,999,514

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of July.
- The on-line data base was updated through the middle of July.
- There were 529 reductions made to the October 1, 2011 grand list during July as a result of tax bills that were mailed out.

**2011 Grand List Changes**

<u>Category</u>	<u>Accounts</u>	<u>Percent</u>	<u>Change</u>
Motor Vehicle	478	90.4%	-\$2,002,694
Personal Property	15	2.8%	-\$131,150
Real Estate	<u>36</u>	<u>6.8%</u>	<u>-\$1,350,483</u>
	529	100.0%	-\$3,484,327

- In addition to actual assessment reductions there were hundreds of conversations with property owners regarding the valuation of their real property after the 2011 revaluation and their motor vehicle values.
- The Assessor was in court with Walgreens and Vernel on the value of their respective properties. A pre trial meeting also happened with representative from Target in an attempt to resolve tax issues.

**Revenue Collector**

- Collections for July on the 2011 Grand List amounted to \$34,006,239.12, and back taxes collections were \$66,166.20.
- This year's total collections through July were 48% which is in line with last year.
- During the last week of the month, there was an unusual volume of taxpayers waiting in long lines. It is presumed this was due to the fact that it was a revaluation year creating many questions regarding car and home values. Also, many taxpayers were cautious to send tax payments through the mail and waited for receipts for proof of payment.
- The department is investigating into providing access for taxpayers to pay on-line in January 2013.

**TOWN CLERK**

- 550 documents were filed on the land records during July. There were 69 property transfers for a total of \$6,773,964 in sales. State conveyance tax collected was \$59,929; Town conveyance tax collected was \$24,714.
- There were two significant commercial sales:  
115 Pane Road sold for \$425,000 from NB Realty Group, LLC to 115 Pane Road, LLC; and  
2431-2461 Berlin Turnpike transferred for \$1.4 from Kaye Properties LLC to RPG Harvard LLC.
- Six foreclosure registrations were filed.
- Eleven burial permits and three cremation permits were issued; 102 copies of vital records were certified.
- The staff filed six liquor permits, 4 Notary Pubic commissions and five Trade Name certificates.
- 189 mortgage, 190 releases and 22 liens were recorded.
- Absentee ballots for the August 14<sup>th</sup> Democratic and Republican primaries for U.S. Congress became available on July 24<sup>th</sup>.

<b>DATA SUMMARY JULY 2012</b>				
	July-12	July-11	FY 12/13 to Date	FY 11/12 to Date
Land Record Documents	550	398	550	398
Dog Licenses Sold	235	213	235	213
Game Licenses Sold	26	22	26	22
Vital Statistics				
Marriages	15	20	15	20
Death Certificates	20	27	20	27
Birth Certificates	11	35	11	35
Total General Fund Revenue	\$ 44,223.66	\$ 42,461.74	\$ 44,223.66	\$ 42,461.74
Town Document Preservation	\$ 1,062.00	\$ 728.00	\$ 1,062.00	\$ 728.00
State Document Preservation	\$ 1,070.00	\$ 728.00	\$ 1,070.00	\$ 728.00
State Treasurer (\$26 fee)	\$ 18,972.00	\$ 13,104.00	\$ 18,972.00	\$ 13,104.00
Locip	\$ 1,581.00	\$ 1,092.00	\$ 1,581.00	\$ 1,092.00
State Game Licenses	\$ 314.00	\$ 305.00	\$ 314.00	\$ 305.00
State Dog Licenses	\$ 1,388.00	\$ 1,332.50	\$ 1,388.00	\$ 1,332.50
Dog Licenses Surcharge	\$ 498.00	\$ 468.00	\$ 498.00	\$ 468.00
Marriage Surcharge	\$ 114.00	\$ 209.00	\$ 114.00	\$ 209.00
<b>Grand Total</b>	<b>\$ 69,222.66</b>	<b>\$ 60,428.24</b>	<b>\$ 69,222.66</b>	<b>\$ 60,428.24</b>

**POLICE DEPARTMENT**

- The Entry Level Police Officer Hiring Process is continuing. Oral interviews with the top 40 candidates were conducted in July. From this process, 10 candidates moved on to pre-offer polygraphs and background investigations.
- A Purchase Order was issued for the purchase of a 38' Mobile booking unit under the Operating Under the Influence Enforcement Grant approved by the State of Connecticut, Department of Transportation. This vehicle will be utilized in coordination efforts with Berlin, Cromwell, Newington, Rocky Hill, and Wethersfield sharing equipment and personnel. The vehicle will also be utilized for traffic accident investigation and the Mid State Regional Major Crime Squad.
- Patrol Calls for July are as follows:

ALARMBURG	110	F/OTHER	17	NOISE	35
ALARMHOLD	6	F/STRUC	7	NOTIFICATION	3
Animal	41	F/VEH	5	OPENDOOR/WIN	11
ASSAULTREP	6	F/WATER	3	PARKINGVIOL	15
ASSIST	36	FINGERPRINT	18	PISTOLPERMTEMP	9
BREACHIP	17	FIREWORKS	34	PROPFOUND	12
BREACHREP	5	FOLLOWUP	78	PropLost	8
BURGIP	1	Gun	1	RECOVEREDMV	1
BURGREP	10	HARASSMENT	14	ROBBERYIP	1
CARSEAT	1	Hazard	37	SERVWARRANT	18
Check	88	ILLEGALDUMPING	1	SEXASSAULTRE	2

CLEARLOT	29	INTOXICATED	1	SpecDetail	79
COURT	23	JUVCOMP	24	STOLENMV	5
CRIMMISGRAF	1	LARCFROMMV	17	SUDDENDEATH	1
CRIMMISIP	2	LarcIP	18	SUSPICIOUSIP	122
CRIMMISREP	25	LarcRep	37	SuspiciousRep	40
CSO	7	LOCATION	302	TESTPOLICE	1
CUSTOMERIP	9	LOCKOUTMV	4	THREATIP	4
CUSTOMERREP	3	LOCKOUTRESID	3	THREATREP	7
Dog	53	LTA	1	TOW	13
DOMESTICIP	27	M	181	TOWNORD	1
DOMESTICREP	7	MISSING	2	TRAFFIC STOP	630
DRUG	4	MVABAND	2	TrespassIP	6
DUI	2	MVAEVADING	18	TRESPASSREP	4
EDP	14	MVAInjury	19	<b>TOTAL FOR NPD</b>	
ESCORT	32	MVAProp	103		<b>2,621</b>
F/ALARM	26	MVASSIST	74		
F/COSYMP	1	MVComplaint	52		
F/HAZMAT	1	NEIGHBOR	13		

#### Patrol Investigations

- Patrol officers were dispatched to a Motel on the Berlin Turnpike for a report of an assault in progress. The female caller stated that a male assaulted her and her baby at the USA Motel. During this same time period, dispatchers received several 911 calls regarding a naked male running in the roadway in the area of the Motel.

Upon arrival, officers observed a female walking along the Berlin Turnpike carrying a baby. The female was being followed by a male who she identified as the person who assaulted her and the baby. Officers interviewed both individuals. The male stated he had been smoking PCP and doesn't know what happened. The female explained that she and the male, who she has known for about a week, were in a room at the Motel. According to the female, the male had been smoking PCP and climbed on top of her because he wanted to have sex. When she refused his advances, the male proceeded to punch the baby in the face and then punch the female in the head. The female was able to get away, pick up her baby, and run out of the room.

The male was arrested and transported to the police department for processing. The baby was transported to CCMC by ambulance due to visible swelling on the right side of his face. During the process the male suspect became agitated and would not sit on the bench as instructed. The suspect removed all of his clothing and continued to walk around the holding cell area. The suspect then began climbing the cage and dancing and would not sit as instructed by the officers. He had to be restrained due to his behavior and was eventually transported to the hospital for evaluation. He was later transported back to the police department and charged with Assault 3rd degree, Risk of Injury to a Minor, Disorderly Conduct, and Interfering with Police. He was assigned a court date and detained on a \$20,000.00 bond.
- Patrol officers were dispatched to a Gas Station/Convenience Store for a reported robbery in progress. The store clerk had contacted the police department to report that he had just been robbed by three males, and that one of the males was armed with a long gun. Officers arrived and discovered that the suspects had previously fled the scene. The store clerk was interviewed and reported that he had been approached by a Hispanic male carrying a long gun, who ordered him to the ground, before instructing him to open the cash register. According to the clerk, the Hispanic male was accompanied by two other Hispanic males who also entered the store. The males were all found to be wearing dark clothing and hooded sweatshirts. The males subsequently fled the location with an undisclosed amount of cash and cigarettes. The store clerk was not injured during the incident. At this point, it is believed that the suspects may have fled in a 1990's style, 2-door, red Honda, possibly a Civic. Detective division personnel responded to process the crime scene for physical evidence. Video surveillance from inside the store was seized. At this time there are no suspects in this case and the incident remains under investigation.

- A patrol officer was conducting surveillance in an undercover vehicle in the area of New Britain Avenue near Maple Hill Avenue. This surveillance was part of a patrol division operation designed to apprehend a burglar who had recently broken into two nearby businesses. While conducting surveillance, the officer observed a suspicious person behind another business located in the same area. The business was closed at the time and it appeared that the person was attempting to make entry into the building. Several officers converged on the suspect who was apprehended following a brief foot pursuit. The suspect was found to be in possession of a knife as well as other instruments commonly used to commit burglary. The suspect was charged with Criminal Attempt to Commit Burglary, Possession of Burglary Tools, and Interfering with Police. He also admitted to committing additional burglaries in the area that are currently under investigation by the patrol division. He was detained on a \$10,000.00 bond and appeared in court later that day.

In July, the Community Service Officer (CSO):

- Gave a Stranger Danger presentation to the 1<sup>st</sup> and 2<sup>nd</sup> grade children in the Parks and Recreation summer Program.
- Participated in the Senior Picnic at the Senior Center. A talk on Accident Reconstruction was also presented by Officer Ryan Deane.
- Attended a Chamber of Commerce meeting.
- Attempted to continue mediation with residents of Ponderosa Lane.
- Conducted a tour of the police department for approximately 25 Transition Academy students.
- Attended a Law Enforcement Open House at Target to strengthen the police department's working relationship with their Loss Prevention team.

Type of Crime	<u>June 2012</u>		<u>June 2011</u>	
	Preliminary # of Offenses	Value of Theft	# of Offenses	Value of Theft
<b>Murder</b>	0	0	0	0
<b>Forcible Rape</b>	1	0	0	0
<b>Robbery</b>	1	0	0	0
<b>Assault</b>	7	0	8	0
<b>Burglary</b>	3	\$1,725	9	\$7,527
<b>Larceny Theft</b>	52	\$32,095	58	\$53,491
<b>Auto Theft</b>	6	\$23,128	5	\$19,500
<b>Totals</b>	<b>70</b>	<b>\$56,948</b>	<b>80</b>	<b>\$80,518</b>
<b>1st Quarter</b>				
<b>Totals</b>	<b>196</b>	<b>\$158,755</b>	<b>161</b>	<b>\$235,734</b>
<b>2nd Quarter</b>				
<b>Totals</b>	<b>244</b>	<b>\$188,197</b>	<b>224</b>	<b>\$232,364</b>

- In June 2012, the police department arrested 79 adults: 5 for assaults, 2 for burglary, 5 for fraud, 3 for vandalism, 1 for weapon violation, 2 for sex offenses, 7 for narcotic violations, 1 for offenses against family & children, 8 for DUI, 2 liquor law violation, 22 for larcenies, 3 for disorderly conduct, and 18 for miscellaneous offenses. The department also arrested or referred 6 persons under the age of 18: 1 for assaults, 2 for larceny, and 3 for liquor law violations.

Police Department Overtime

- Comparison
  - OT June \$ 86,995 (2.5 payperiods 1 holiday)
  - OT July \$ 61,469 (1.5 payperiods)
  - Total decrease \$ 25,526
- There was one vacancy in patrol and one Lieutenant vacancy in July. The police department also had two Patrol officers on light duty and one officer on an extended leave while out of the country.
- Administrative overtime of \$385 is a decrease of \$507.
- Patrol overtime of \$46,459 is a decrease of \$11,756. Overtime included coverage for one vacant shift due to retirement, and three officers on various leaves. In this total of overtime, the police department also had overtime expenditures totaling \$6,882 for coverage at the Health Care strike on Church Street.
- Detective Division Overtime of \$950, is a decrease of \$8,347.



- Communications overtime of \$10,762 is a decrease of \$3,644. Overtime costs include coverage for shift in training and vacation coverages.
- Education overtime of \$1406 is an increase of \$472.
- Support Services overtime of \$1,348 is a decrease of \$1,903.
- ACO overtime of \$159 is an increase of \$159.

**FIRE DEPARTMENT**

	<b>July 2012</b>	<b>12 Month Total</b>
Residential	6	287
Commercial, Industrial, Office	2	63
Hospital, School	1	12
Vehicle	4	29
Rescue, Police Assistance	4	29
Dumpster, Rubbish, Grass, Brush, Leaves	5	42
Hazardous Materials/Clean up	6	53
Investigative Alarm	33	277
False Alarm	11	11
Mutual Aid/Standby	3	39
Carbon Monoxide Investigation	6	90
Water Related Incidents/Pump-Outs	<u>3</u>	<u>48</u>
<b>Total</b>	<b>84</b>	<b>980</b>

**Training Summary**

Multi-Company Training	Confined Space: Cos. 1 – 4	84.0 hours
Officer Training	Chief Officer Expectations	29.0 hours
Driver Training	Road Time Cone Time	38.0 hours
Company Training	Ladder Carries/Climbing Hydrant Prep./Size-Ups Knots Handline Operations	43.0 hours
Capital Region Training	Chiefs Training	9.0 hours
LEPC Training	EDC Drill (Two Days)	20.0 hours
Firefighter Completed F/F I Class		120 hours
Firefighers (3)	Completed Fire Service Instructor	291 hours
<b>Total</b>		<b>634 hours</b>

**FIRE MARSHAL**

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

INSPECTIONS	16
INSPECTION FOLLOW-UPS	33
PLAN REVIEW	4
JOB SITE INSPECTIONS	1
UNDERGROUND TANK REMOVAL	0
FIRE INVESTIGATIONS	2
FIRE ALARM TROUBLE	1
COMPLAINTS	2

HAZ/MAT	0
BOMB THREATS	0
BLASTINGS	0

Incidents:

- There were no significant fire incidents or injuries reported during the month:
- A fire in a second floor bedroom in a home on Cambria Avenue caused extensive fire damage to the second floor.

Fire Marshals Activities:

- Responded to 40 fire calls during the month.
- Attended a meeting with town staff to review emergency plans and establish objectives for our participation in the Statewide Hurricane Exercise July 30<sup>th</sup> and 31<sup>st</sup>.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #3 on West Hill Road.
- Attended a staff meeting at town hall to review emergency plans and safety concerns for this year's Extravaganza.
- Conducted inspections of all tents, electrical wiring and propane cooking and carnival equipment at Mill Pond Park prior to the start of the Annual Extravaganza.
- Conducted an inspection of the fireworks set-up and maintained site security throughout the event.
- Attended the monthly staff meeting at town hall.
- Attended a town council meeting to review our open burning ordinance and review recent complaints concerning smoke from fire pits.
- Attended a meeting with MDC and town staff to review traffic and blasting concerns for the upcoming Church Street sewer project.
- Participated in the two-day Statewide Hurricane Exercise with town staff in the Emergency Operations Center at police headquarters. Department Heads completed the annual review of our Local Emergency Operations Plans, conducted a table-top shelter exercise and tested communication with the State EOC.

**HIGHWAY DEPARTMENT**

Administration

- Attended various staff and committee meetings
- Met with residents to discuss various issues and concerns
- Attended AFSCME contract negotiation meetings
- Coordinated for new trash and recycling collection contractors effective July 1
- Attended two day Statewide Hurricane Exercise held in the Emergency Operations Center
- Coordinated milling/overlays and other construction projects

Roadway Maintenance

- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Crews assisted Parks Department with annual Extravaganza event
- Repaired numerous storm water catch basins Town wide
- Continued with Town wide litter and graffiti control
- Crews completed reconstruction of rear parking lot of Company #1 Firehouse
- Continued with preliminary road work (replacing/adjusting utility rings, adding drainage) in preparation of milling and overlay
- Assisted outside contractor with overlays of Boylston St., Fox Ln., Liberty St., Lyondale Rd., Miami Ave., and Turkey Hill Rd.

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Parks Department with the set up for Extravaganza
- Assisted Police Department in relocating speed boxes
- Continued with line painting and stripping

### Fleet Maintenance

- Mechanics completed outfitting two new police vehicles
- Completed the set up of two pick up trucks for Parks Department

### Sanitation/Recycling/Landfill

- Scheduled 707 residential bulk items for collection
- Scheduled 51 condominium bulk items for collection
- Scheduled 22 condo/residential scrap metal items for collection
- 8,273 tons of cumulative Municipal Solid Waste were collected from July 1, 2011 through June 30, 2012
- 2,810 tons of cumulative recyclables were collected from July 1, 2011 through June 30, 2012
- 1,561 mattresses collected from July 1, 2011 through June 30, 2012
- Issued 49 permanent landfill permits and 15 temporary permits

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### **TOWN PLANNER**

#### Town Plan and Zoning Commission Actions

- Approved Petition #17-12: Site Plan Modification for outdoor seating at 3573 Berlin Turnpike (“Chipotle Mexican Grill” and “Starbucks”). Brown Realty LLC, owner; James Brown, 59 Cove Road, Lyme CT, applicant/contact.

#### Busway (“CTfastrak”):

- Met with DOT staff to discuss possible parking lot on Chapman Street for multi-purpose trail users.
- Met with Sandy Fry and Maryellen Kowalewski of CRCOG to discuss CRCOG planning grant for Newington Junction with ED Director Andy Brecher.
- Participated in “value capture” workshop at Partnership for Strong Communities.
- Participated in staff meeting at DOT regarding proposed road from Fenn to Cedar Street station.

#### National Welding Site:

- July: assisted ED Director Andy Brecher with preparation of RFP.
- July 18: attended training in Manchester on EPA brownfield funding with ED Director Andy Brecher.
- July 20: met with Sandy Fry and Maryellen Kowalewski of CRCOG to discuss CRCOG assistance with brownfield funding with ED Director Andy Brecher.
- July 25: met with Maya Lowenthal of DECD to discuss brownfield funding with ED Director Andy Brecher.

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

- Inspected site of proposed restaurant at 2552 Berlin Turnpike.
- Met with applicant for new restaurant at 2552 Berlin Turnpike.
- Discussed stone wall encroachment onto Town-owned property on Mill Street Extension with New Samaritan staff.
- Met with TPZ Chairman to review meeting agenda.
- Met with new developers of “Morningside” condominium project.
- Inspected stone wall encroachment on Mill Street Extension.
- Met with Middlewoods of Newington staff to discuss TPZ approval process for proposed backup power generator.

#### Miscellaneous:

- Inspected site of proposed residential subdivision at 110 Carr Avenue for possible wetlands issues with Town Engineer Chris Greenlaw.
- Participated in workshop at CRCOG on planning for natural hazards.
- Inspected 151 Windmill Lane for possible wetlands permit with Town Engineer Chris Greenlaw.
- Attended Conservation Commission meeting to explain “designated agent” permit approval process.
- Participated in staff meeting regarding temporary closure of Church Street for MDC project.
- Met with Kenny Cugino and new operator of “Black Rose” restaurant regarding tables in front of neighboring business at 1040 Main Street.
- Returned approximately 40 phone calls from citizens and applicants seeking information.

## **TOWN ENGINEER**

- During the month of July there were 30 excavation permits issued as follows:
  - 13 Driveways
  - 14 Gas Service
  - 1 Water Main
  - 1 CATV
  - 1 Water Service
- Engineering staff assisted four applicants in the preparation of Inland Wetland applications. 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.
- Engineering staff commenced field survey work for continuing projects at Firehouse #1 and Clem Lemire Field parking lot.
- The Town Engineer continued to participate in the monthly CRCOG transportation meetings.
- Engineering and Zoning staff continued to review, monitor and provide inspection for bond release requests.
- Engineering staff continued to provide administrative review and coordination of concrete installation throughout town.
- Engineering provided comprehensive drainage reviews for Farmington Bank and Packard's Way. Additionally, plan and utility review was conducted for Victory Gardens (Veterans Drive).
- 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.
- Engineering staff met with a number of residents to discuss wetlands and future wetland application.
- 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.

## **BUILDING DEPARTMENT**

Permits issued in July for the Town of Newington were:

- Newington High School, 605 Willard Avenue:
  - Add two viewing windows in media center
  - Upgrade 4 bathrooms – new ceramic tile, wall partitions, grab bars
  - Concrete slab for new storage shed
  - Upgrade plumbing fixtures to auditorium & cafeteria area
  - Installation of a fire suppression system @ Alumni concession stand
- John Wallace Middle School, 71 Halleran Drive:
  - Renovation of classroom, all doors between two classrooms
  - Demolition of former industrial tech area demo of classroom, build wall, install new steel columns
  - Wiring for (1) 25 ton on RTU replacement, (1) new 7.5 ton RTU
- Martin Kellogg Middle School, 155 Harding Avenue:
  - Demo former industrial tech area
- Mill Pond Park, 123 Garfield Street:
  - Temporary wiring of "Extravaganza 2012"
  - Generator for rides

There was one Certificate of Occupancy issued in July. It was for a single family house located at 120 Robbins Avenue.

Building Department activity for the month of July was as follows: The Inspectors completed a total of 175 Inspections. They were: Air Condition (7), Apartment (7), Boiler (3), CO (7), Complaint (1), Decks (17), Electrical (18), Final (57), Footing (12), Foundation (2), Framing (2), Gas Line (12), Incident Report (2), Pools (15), Rough (6), Sheds (1), Site Visit (4), Wall (1), Work without permits (1).

The total number of Building/Renovation Permits issued for the month of July was **151** producing a total permit value of **\$2,226,240.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	36	834,423.00
DECK	6	20,000.00
DEMOLITION	2	15,200.00
ELECTRICAL	35	41,644.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	1,500.00
GARAGE / SHED	3	7,277.00
MECHANICAL	28	170,230.00
NEW COMMERCIAL	1	321,000.00
NEW RESIDENTIAL	0	0.00
PLUMBING	15	45,550.00
POOL	6	38,425.00
ROOFING / SIDING	12	713,641.00
SIGN	6	17,350.00
TENT	0	0.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>151</b>	<b>\$ 2,226,240.00</b>
ADDITIONS /ALTERATIONS	36	834,423.00

The total Building income fees received in the month of July was **\$17,224.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1130.00, Environmental \$240.00, Conservation \$550.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$91.00, Driveway / Excavation \$1075.00, Engineering copies \$233.50. The other total income is \$3319.50.

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

	<u>2012</u>	<u>2011</u>
Value of Permits issued for July:	\$2,226,240.00	\$1,017,742.00
Fees for Permits issued for July	\$17,224.00	\$13,598.00
Other income Fees for July	\$3319.50	\$2130.80
Building Permits Issued for July:	151	143

Total Value of Permits and Permit Fees for the Fiscal Year: 3244.5

<u>2011-2012</u>		<u>2010-2011</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$2,226,240.00	\$17,224.00	\$1,017,742.00	\$13,598.00

### **HUMAN SERVICES**

- The Food Bank assisted 127 households. The Clothing Closet assisted 22 households.
- The Outdoor Market served 158 households on two days this month.
- The Special Needs Fund assisted 3 households with medical and utility bills. 1 was an elderly resident.
- The Social Casework Program had an active caseload of 85 with 35 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 emergency medical and mental health needs.

- The Youth and Family Counseling Program handled a caseload of 19 with no new referrals and no inactive cases. Contractors provided 57 clinical therapy sessions and made 27 contacts with families and other agencies. Summer noticeably sees a drop with the close of schools.
- There was 1 Juvenile Review Board case during the month.
- Summer Youth adventure programs were in full swing, with only two schedule changes due to inclement weather. We have a 30% increase in attendees compared to summer 2011.
- The ROPE schedule has been finalized for 2012-2013 for all 6<sup>th</sup> grade students.
- 2012-2013 Adventure Bound Challenge program planning is also being developed for 8<sup>th</sup> grade students.
- Fall SCORE programs are being developed and the brochure is scheduled to be in the schools by August 27<sup>th</sup>.
- 4 people provided community service hours, totaling 40 hours with more to be completed in August. 2 are working on 100 hours to be completed by May, 2013.
- Advertising for the Clinical Services Coordinator has been extended into August.
- Staff has participated in numerous trainings and collaborative roundtable meetings to enhance how we identify, approach and meet community needs.
- Director Futoma and Coordinator LaBrecque participated in a 2-day statewide exercise of a mock Category 3 hurricane scenario that would necessitate the opening of a shelter and commodities distribution. We plan to continue to fine tune our emergency preparedness plans in this critical area.
- Youth Adult Council does not meet in the summer.
- Human Rights Commission did not meet.
- Director Futoma and Coordinator LaBrecque attended a statewide CT DPH Action Institute meeting to look at regional progress in addressing obesity, smoking and bike/walking trail needs in our communities.
- The Newington Goodwill store met with staff to launch a new career center available to youth and adults.
- Social Worker Pam Wassik and Coordinator Carol LaBrecque started the annual process of updating/determining resident eligibility for the food bank, farmer's market and holiday food and gift program.
- Backpacks and school supplies are being collected in July and August.

July 2012 Statistics

<b>Selected Programs</b>	<b>FY 12-13 Undp. Total This Month</b>	<b>FY 11-12 Undp. Total Last Month</b>	<b>FY 12-13 Cum. Undp. Total YTD</b>	<b>FY 11-12 Cum. Undp. Total YTD</b>
<b>Youth and Family Counseling</b>	<b>19</b>	<b>32</b>	<b>19</b>	<b>42</b>
<b>Positive Youth Development</b>	<b>567</b>	<b>231</b>	<b>567</b>	<b>401</b>
<b>Information and Referral</b>	<b>129</b>	<b>169</b>	<b>129</b>	<b>559</b>
<b>Social Casework Cases</b>				
<b>Under 55 = 41</b>				
<b>Over 55 = 44</b>	<b>85</b>	<b>111</b>	<b>765</b>	<b>92</b>
<b>Food Bank Households</b>	<b>127</b>	<b>139</b>	<b>127</b>	<b>144</b>
<b>Special Needs</b>	<b>3</b>	<b>13</b>	<b>3</b>	<b>11</b>

**SENIOR AND DISABLED CENTER**

- The marquee event of the month was the Annual Police Department Safety Picnic on Friday, July 13<sup>th</sup>. With food prepared by a large contingent of the NPD, and Officer Ryan Dean's presentation on accident reconstruction, the event was a success. The Parks crew was instrumental in preparing the area for the event as well.

- On July 12<sup>th</sup> Chef Nick returned for a sizzling summer salad meal demonstration.
- A three session Chair Zumba demonstration class was offered during the month. Although the attendance was not as high as anticipated, the participants were very enthusiastic about the program.
- On July 19<sup>th</sup>, Center Director Dianne Stone participated in a conference call with colleagues from Illinois and Delaware and staff from the National Council on Aging to provide information about Senior Centers and standards to staff of the U.S. Senate HELP Committee who are working on a proposal for the Older Americans Act specific to senior centers.
- Also this month, Ms. Stone was appointed by Senate President Pro Tem Don Williams to serve on the Task Force to Study Aging in Place, which was established in the recent legislative session.
- While July can be a slow month at the Center, regular programs continue year round. This includes the Monday Wellness Clinic, Foot Care, Hearing Screenings, Massage, and Dental Cleanings.
- The Information and Referral area remains busy with social casework, Renters Rebate applications and general information and referral. Information regarding the Energy Assistance program should be available later this summer.
- The Center currently has 1,907 paid members with an additional 600 residents registered for Dial-A-Ride. Since the membership year begins in July, this represents only those who are still active with almost 100 names taken out as inactive from last month.
- The Center instituted a new option for fitness room users, Membership + Fitness with a separate fee for use of that facility. More than 100 participants enrolled last month alone. The funds raised in that program will be used to enhance fitness experiences.
- There were 160+ 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 2,930 by 537 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 1,252 trips covering 3,775 miles during regular hours.
- Center staffing was complemented by 690 hours of unpaid service in 287 instances by 65 volunteers.

## **PARKS AND RECREATION**

### Administration

- Superintendent met with the Extravaganza Committee.
- Superintendent met with department heads and staff in preparation for the Extravaganza.
- Superintendent met with Facilities Manager and Architect on proposed Town Hall/Community Center plans.
- Superintendent with the Safety Committee.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with residents to address various issues and concerns.

### Recreation Division

- Many season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pools.
- Free Summer Fun Runs were held on Wednesdays, July 11, 18 and 25<sup>th</sup>.
- An American Red Cross Life guarding course is being offered this summer at Mill Pond Pool. The course began on July 3<sup>rd</sup> and is being instructed by Aquatics Director M. Lach.
- A consignment ticket program was offered with discounted tickets to Six Flags and Lake Compounce. Many residents have taken advantage of these discounted tickets.
- New this summer, we began offering private swim lessons. Most sessions of private swim lessons were filled to capacity, indicating that this was a successful program.
- Staff worked to put together a comprehensive variety of programs and events for the Fall season, and the Parks and Recreation Fall 2012 Program Guide is being created.
- Parks & Recreation Summer Concert Series had a successful 20th year sponsored by Data Mail. Concerts were held on June 28, July 5, 12, 20 & 26. An average of 200 residents attended each week. Only one week had to be moved indoors to the Town Council Chambers due to inclement weather.
- Newington's Family Pool Party was held on Monday, July 16<sup>th</sup> at Mill Pond Park and was sponsored by the Library. Many Newington residents took advantage of this free opportunity to swim.
- The first Family Field Day was held on July 17<sup>th</sup> at Mill Pond Park. The event was a success even with mid 90 degree temperatures with many families taking advantage of the opportunity to play traditional field games in the park.

- The Summer Carnival was held in conjunction with the Extravaganza from July 19 – 21. The event was a success and enjoyed by many families.
- Friday night, July 20<sup>th</sup> was the Concert in the Park sponsored by Data-Mail, Inc. What's On Tap Acapella Group and Ticket To Ride, a Beatles tribute band were the two bands that performed. Attendance was estimated at 400 people.
- Mill Pond Park Extravaganza was on Saturday, July 21<sup>st</sup>. The day's events ran smoothly from the carnival, crafters, entertainment, food vendors and fireworks. The budget is still being finalized.
- Thank you notes were mailed out to all Extravaganza sponsors.
- The Summer Playground program for children in Kindergarten through grade 7 has been attended by approximately 380 children per week.

#### Parks and Grounds

- Flags were installed for the Fourth of July weekend. Market Square had all its new poles outfitted with new flags as well.
- The fountain in Mill Pond was repaired and installed.
- The assembly of the Spiderman Climber at Churchill Park was completed by Ben Brietkreutz (GKIII). Ben also added 40 tons of sand to the Churchill Park volleyball court.
- The sprinkler systems at NHS were repaired and a lot of new parts installed to make them operational.
- Mill Pond Extravaganza week required four fulltime employees as well as four seasonal employees to prepare for Friday and Saturday's events.
- Lou Tine (GKII) spent two days in the repair and beautification of the gazebo at Mill Pond Park.
- The Newington High School soccer fields were over seeded and fertilized this year. No sod was needed due to the good condition of the fields in June.
- Division personnel were offline a total of 50 days in July.
- There were ten internments in town cemeteries in July.

#### LIBRARY

- The library purchased a core collection of over 200 Blu-ray DVDs that are now on the shelves for loan. They are shelved at the end of the DVD collection and must be played on a Blu-ray DVD player, not a regular DVD player. We also removed all VHS videocassettes from the library shelves (to be sold in the November Friends' book sale), as many of the classic titles have been replaced in DVD format.
- Personnel: the Librarian I, Circulation Supervisor position was filled by Susan Schneider, who has worked part time in reference for several years. Sue began her full time duties on July 23<sup>rd</sup>. Sue's 19 hr./wk. reference position plus advertising to replace 2 reference substitutes was posted 7/17 with a closing date of 8/3. Testing will be held the week of 8/20 and interviews the week of 9/17.
- Tom Burnham, a Reference Substitute, has resigned as of Sept. 1<sup>st</sup>. Amanda Anderson, a Circulation Substitute, has resigned as of Aug. 31<sup>st</sup> to begin a full time teaching position in Newington. Alyssa Bussard, a Circulation Substitute, has given verbal notice as of Aug. 31<sup>st</sup>. Joe MacNeill, a Library Page, is leaving in August for college, as are seasonal employees Jennifer Hebert and Amanda Bollacker.
- Two iPad classes brought in 54 people during July. Lisa Masten and Sue Schneider offered tips, tricks and shortcuts to help patrons get the most out of their iPads.
- Registration for the adult summer reading program is at an all-time high of 766 participants! The number of books being read so far is up 17% from the previous year, with 4,451 books through the end of July. Lisa Masten is administering the program with the help of our summer intern, Jennifer Hebert.
- The children's summer reading program "Dream Big, Read!" has 924 children signed up as of July 31<sup>st</sup>. 137 teens are signed up for their summer reading program.
- The Friends of the Library held a budget meeting on July 11<sup>th</sup> to draft next year's budget.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce Board meeting.
- Technology: A technician from A&A Office Systems trained staff on faxing and scanning features of the new photocopiers. Neil David from IT came to help with some configuration issues. Lynn Caley trained other staff as needed.
- Joan Quasnitchka and Carlene Peterson hosted a book talk on their favorite books and authors. Other adult programs included a "Movies and More" presentation featuring *The Iron Lady*, starring Meryl Streep and a talk by author Stephen Spignesi on *The Titanic: 100 Years*. Terri Planco facilitated a book discussion at Cedar Mountain Commons and books were delivered to homebound patrons.
- The Friends of the Library sponsored a very popular family astronomy program, *A Night with the Stars*, which 67 people attended at Central CT State University's Copernican Observatory & Planetarium.



- In addition to story times, children's programs this month included: *Read, Rattle & Roll*, *Cookbook Club*, *Play with Us*, *Lunch Bunch*, *Afternoon Heat* and *Explore Together*. The annual Pool Party at Mill Pond Park, the Extravaganza Talent Show and the *Buddy Bake-off* were as popular as ever. *Ed's Flea Circus* had everyone roaring with laughter!
- Teen programs included a horror movie marathon; a *Survival 101* session with the "Zombie Squad" who taught basic emergency survival skills; an *Anime Afternoon & Manga Swap*; *Body Art for Teens* (only henna tattoos!); *Zombify Yourself: a makeup artist program* and a Talent Show for Kids & Teens at the Newington Extravaganza. Teen volunteers helped out with summer programs and events for 118 hours this month.
- Donna Miller attended a CT Libraries Association Leadership Institute at University of Hartford on 7/20, the Library Board meeting, Friends' budget meeting, town department heads meeting, and two AFSCME Union meetings.
- Donna held 2 monthly staff meetings, 2 library department heads meetings and individual meetings with department heads and other staff. She also attended a program planning meeting.
- Jeanette Howes attended an e-book task force meeting at Wethersfield Library.
- Building: A large oak tree was hit by lightning right outside the staff entrance door. The charge may also have shorted out the delivery doorbell, which had to be replaced. The skylight continues to leak, and we are looking forward to getting it repaired. No word yet from the Town Facilities department on when the project will begin. A drain plug for the HVAC unit in the 2<sup>nd</sup> floor mechanical room backed up and overflowed water, leaking down through the ceiling into the magazine room below. Facilities took care of the leak, but now the ceiling is all brown and has to be repainted.
- The circulation area reconfiguration was completed on 7/13 when new shelving and DVD racks were installed by Tucker Interiors. Facilities staff also cut the "L" off the circulation desk to make more room behind the desk and installed new track lighting. The library quilt was moved to the wall above the landing on the second floor stairway, and more people are noticing it than ever before. DVDs were checked out from the community room the day of the installation.
- Security issues: during the month there were several security issues. A laptop computer was stolen from the administrative office, money or food was taken from the staff room snack tray and two men were on the roof at 1:30 a.m. when the burglar alarm went off. Staff is working with the Police on these issues and Bob Korpak in Facilities is working with IT on the possibility of getting some security cameras installed at the library.

<b>MONTHLY STATISTICAL REPORT, LIBRARY, JULY 2012</b>				
	<b>2012</b>	<b>2011</b>	<b>Gain/Loss</b>	<b>%Gain/Loss</b>
<b>CIRCULATION</b>				
ADULT	23,379	23,736	-357	-1.50%
CHILDREN	14,498	14,075	423	3.01%
YOUNG ADULT	2,027	2,031	-4	-0.20%
DVD'S	9,089	8,798	291	3.31%
DOWNLOADABLE BOOKS	467	249	218	87.55%
E-READERS	13	0	13	0
MUSEUM PASSES	176	152	24	15.79%
<b>TOTAL CIRCULATION</b>	<b>39,904</b>	<b>39,842</b>	<b>62</b>	<b>0.16%</b>
<b>CUMULATIVE CIRCULATION YTD</b>	<b>39,904</b>	<b>39,842</b>	<b>62</b>	<b>0.16%</b>
DAYS OPEN/MONTH	25	25	0	0.00%
AVERAGE DAILY CIRCULATION	1,596	1,594	2	0.16%
PATRON COUNT	23,155	20,601	2,554	12.40%
AVG. PATRON COUNT PER DAY	926	824	102	12.40%
SELF CHECKOUT CIRCULATION	1,104	1,185	-81	-6.84%
TOTAL # CARDHOLDERS	12,393	12,548	-155	-1.24%
SUNDAY CIRCULATION	0	0	0	0
SUNDAY PATRON COUNT	0	0	0	0
<b>PUBLIC SERVICES</b>				

TOTAL REFERENCE QUESTIONS	6,439	6,352	87	1.37%
TOTAL COMPUTER USE*	5,076	2,846	2,230	78.36%
TOTAL DATABASE SEARCHES	13,703	30,213	-16,510	-54.65%
WEBSITE VISITS^	20,913	8,843	12,070	136.49%
INTERLIBRARY LOAN--LOANS	931	870	61	7.01%
INTERLIBRARY LOAN--BORROWS	761	669	92	13.75%
PROGRAMS CHILDRENS	36	41	-5	-12.20%
PROGRAMS CHILDRENS ATTENDANCE	1,632	1,849	-217	-11.74%
PROGRAMS TEEN	7	5	2	40.00%
PROGRAMS TEEN ATTENDANCE	224	312	-88	-28.21%
PROGRAMS ADULT	6	8	-2	-25.00%
PROGRAMS ADULT ATTENDANCE	174	253	-79	-31.23%
NOTARY TRANSACTIONS	13	7	6	85.71%
VOLUNTEER HOURS	110	119	-9	-7.56%
MEETING ROOM USAGE-OUTSIDE GROUPS	19	12	7	58.33%
MEETING ROOM USAGE-LIB. PROGRAMS	45	52	-7	-13.46%
STUDY ROOM USAGE	234	256	-23	-8.79%
TOTAL LIBRARY HOLDINGS (ITEMS)	169,937	165,003	4,934	2.99%

^The 2012 figure is not right SAK is investigating

\*2012 figures include all computer use due to CASSIE upgrade