



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: April 19, 2012
Re: Monthly Report – March 2012

GENERAL ADMINISTRATION

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

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

HIGHWAY DEPARTMENT	Overtime Hours	Cost
Vehicles And Equipment	96.6	\$4,190.37
Weekend Stand-By And Call-In	20.0	910.68
Sweeping	40.0	1,430.76
Landfill - Grinding	3.8	151.17
Traffic Division	11.3	449.52
Total	171.7	\$ 7,132.50
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Ballfields	255.0	\$9,756.17
Field painting	24.0	908.40
Herbicide Spray	18.0	1,494.00
Cemeteries	10.0	375.40
Total	307.0	\$12,533.97

POLICE DEPARTMENT	11-12 Budget Overtime Appr.	Overtime Expended 11-12 YTD	10-11 Budget Overtime Appr.	Overtime Expended 10-11 YTD	Overtime Expended - Oct 2011 Storm
Administration	\$ 6,998.00	4,547.73	\$ 6,461.00	\$ 4,545.03	\$ 248.48
Patrol	563,361.00	485,120.37	554,004.00	371,079.48	20,705.07
Investigation	73,567.00	54,838.37	74,110.00	48,947.52	0
Communication	107,966.00	139,618.99	111,426.00	82,270.79	7,630.67
Education/Training	100,698.00	65,220.72	103,603.00	46,195.01	3,612.23
Support Services	40,452.00	28,534.99	37,985.00	21,219.50	3006.49
Animal Control	9,567.00	3,594.95	12,144.00	5,933.88	0
Total	\$ 900,609.00	\$ 781,476.12	\$ 899,733.00	\$ 580,191.21	\$ 35,202.94
HIGHWAY DEPARTMENT					
Highway Operations	\$ 29,225.00	70,646.60	\$ 28,109.00	\$ 12,938.92	\$ 48,951.93
Snow and Ice Control	137,119.00	54,943.96	132,349.00	91,410.44	21,209.52
Traffic	8,684.00	4,882.88	8,345.00	2,570.93	1,991.65
Vehicles and Equipment	29,981.00	38,634.59	28,185.00	11,250.22	20,456.55
Leaf Collection	55,937.00	36,990.88	54,997.00	42,356.34	0
Total	\$ 259,946.00	\$ 206,098.91	\$ 251,985.00	\$160,526.85	\$ 92,609.25
PARKS AND GROUNDS					
Parks and Grounds	\$ 142,799.00	\$129,260.79	\$ 130,547.00	\$ 83,322.68	\$ 57,153.46
Cemeteries	15,635.00	9,009.41	14,893.00	5,119.69	1,113.59
Total	\$ 158,434.00	\$ 138,270.20	\$ 145,440.00	\$ 88,442.37	\$ 58,267.05

PERSONNEL

- The Town Council appointed Craig Minor to the position of Town Planner, effective April 17, 2012.
- Master Police Officer Alberto Higuera gave notice of his intent to retire in April, 2012.
- A job opening was posted for the position of Certified Police Officer to fill the vacancy created by MPO Higuera's retirement. The position was posted in March with a closing date of April 13, 2012.
- Pam Wassick was appointed to the position of Social Worker II in the Human Services Department.
- An internal union job posting for the Engineering Technologist II position was posted in March with no internal applicants. The position will be posted to the public in April.

RISK MANAGEMENT

2011-12 Blue Cross/Blue Shield Plan Year

The eighth month of the 2011-12 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2011-12 plan year were estimated at \$835,226. The total paid claims for February 2012 were \$724,537. The breakdown for the Town and Board of Education is as follows:

	<u>Cumulative Claims through February 2012</u>		
	Town	Board of Education	Total
Estimated Claims	1,232,357	5,449,455	6,681,812
Actual Claims	1,230,605	4,571,891	5,802,496

FACILITIES MANAGEMENT

- The Facilities Director and the Finance Director met with officials of the Inspector Generals Office to review compliance of the Library grant requirements for the recently completed HVAC upgrade project. The Town was selected for this review since there were no apparent issues during the completion of the work while other grantees experienced difficulties meeting the grant requirements and the inspector generals office wanted to review the procedures in place that allowed our project to be successfully completed without issue in an effort to help the other municipalities complete their projects.
- The facilities group completed 48 formal work orders during the month of March at the various Town Buildings.

- An initial meeting of the Town Hall Building committee was held to discuss roof design and repair proposals as submitted to the group by the architectural firm of Kaestle Boos for the Town Hall roof repair. As a result of this meeting the architect was instructed to develop conceptual replacement strategies and furnish cost analysis details to the committee in February in order for the committee to make a recommendation to the Town Manager and the CIP committee for a roof replacement plan. This was completed and submitted to the Town Manager.
- Failures of the cell cots which are built into the actual cell walls of the Police Department have occurred and are being addressed during March as additional repairs in the Police building. This work was completed as planned.
- A proposal for a “Municipal Campus Site Evaluation” was approved by the Town Hall Building committee and will allow the architectural firm of Kaestle Boos to focus on an evaluation of the overall needs of the Library, Town Hall and Mortensen Center and their relationship to one another in the coming years. This is the first phase of a renovation / replacement strategy for these buildings and their locations in the Town. (No Change) The building committee will not address these preliminary proposals until given the authorization by the CIP committee and the Town council after the budget has been approved. (No change for March)
- Additional lighting was designed for the Library reception area and will be installed during March. This work was completed as planned.
- An audio and video system was designed for the lower level conference room L-101 in the Town Hall which will eventually allow direct broadcast of meetings held in this room through the channel 14 studio. The first phase of this installation will begin in March and will provide for a sound system and video displays within the room. Additional work and equipment will be added as budget allows in this workspace.
- As a result of a piping break in the Teen Center, the entire room needed to be renovated due to the water damage. During March, asbestos abatement was conducted, the room painted and new flooring will be installed during April.
- This was the second year that the Facilities Department offered shredding services to the Town departments for the disposal of confidential documents as a large scale event. This work was completed during March and will probably be considered in the future as a once a year service to the Town departments.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 34 requests for service via the Internet; blocked 25,000+ unsolicited SPAM email messages from being delivered. Prevented 19 major viruses / Trojans, from impacting the Town’s network infrastructure.
- Completed 127 formal work orders.
- The Town’s website had approximately 24,284 visits during the month, 65,009 page views with an average of 2.68 pages viewed per visit. The Town Homepage, Library Homepage and Town Employment Opportunities were the most frequently visited pages.
- 100% of the Town’s servers were successfully migrated to the new virtual infrastructure
- Lucy Robbins Welles Library server components, desktop computers and software were all upgraded, a major step towards completing the Pay-For-Print & PC Reservation project
- Additional firewall analysis and network trending were configured to compliment the current solution
- The Town’s IT Department participated in an inter-town demonstration of the South Windsor GIS web solution
- Mapping support for automotive land use study, redistricting, and street light inventory was provided

FINANCE

Accounting and Administration

- The Town Manager’s 2012-13 budget was submitted in early March to the Newington Town Council. Throughout the month, preparation was made for the budget workshops that were conducted with the various departments.
- Lisa Rydecki, Deputy Finance Director, prepared the Town Manager’s Proposed Long-Range Capital Improvement Plan which was submitted to the Town Council on March 16th.
- On March 12th, 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 fourth quarter results of the Town’s pension funds.

- On March 15th, Ann Harter attended the initial contract negotiation meeting with the AFSCME union.
- The health benefits fund calculation was completed by March 20th in accordance with the memorandum of understanding. As a result, the Town has a projected credit of \$99,108 and the Board of Education has a projected credit of \$884,023. A final settlement of actual costs will be completed in September.
- Analysis was prepared for the Town Council's CIP Committee which met on March 15th and 22nd.
- In accordance with Section 8-36 of the Town's Code of Ordinances, a request for proposal (RFP) for the Town's Employee Insurance and Benefits Agent of Record was issued. On March 16th, the Town received eight proposals. Ms. Harter, along with Lou Jachimowicz and Charlene Drzata, selected four firms to be interviewed by the Employee Insurance and Pension Benefit (EIPB) Committee on April 9th.
- After several months, the implementation of the GoDocs feature on the MUNIS financial software system was completed. The department can make paperless accounts payable payments issuing an electronic fund transfer with an e-mail notification to the vendor.
- Ms. Rydecki submitted the Town of Newington's estimate of the costs (\$2,091,813) associated with the Snowstorm Disaster of October 29th to the State of Connecticut Department of Emergency Management & Homeland Security for reimbursement from Federal Emergency Management Agency (FEMA).

Major grants received during the month include the second installment of the Pequot Grant in the amount of \$81,165, School Construction Progress Payments for the OCR and Wallace Roof projects for \$1,042,269 and FEMA reimbursement for the Tropical Storm Irene for \$104,467. 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)
3/31/2012

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2011-12</u>	<u>Year to Date</u>	
General Fund	\$175,000	58,120	\$23,312,700
Special Revenue Funds	1,357	1,391	1,377,828
Capital Projects Funds	388	479	446,728
Internal Service Fund	10,000	1,887	3,837,439
Trust and Agency Funds	2,700	1,196	1,573,721
TOTAL, ESTIMATED BY FUND			\$30,548,416

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
3/31/2012

	<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	0.12	0.12	1,311	1,331	\$12,067,817
CLASS PLUS	0.01	0.01	46	30	5,079,985
Bank North	0.20	0.20	2	217	6,214,535
People's Bank	0.05	0.05	80	80	2,010,044
Sovereign Bank	0.30	0.45	2,195	2,356	5,176,035
Total Outstanding Investments					\$30,548,416

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 March.
- The Board of Assessment Appeals held 7 meetings during March. There were 138 appeals. Reductions that totaled \$9,753,223 were made to 83 accounts. More than half of the appeals were taken by owners of commercial properties. All notices of BAA appeals were mailed to property owners by the end of March.
- The Assessor conducted a 14 hour continuing education course for Connecticut Assessors. The course covered the request for proposal, the statutory regulations, the budget process, statistical measures, and the implementation of a state mandated revaluation.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This will be an on going program as applications will be taken through May 15, 2012.

Revenue Collector

- Revenue Collections for March on the Current Grant List were \$262795.52 including \$38,856.35 which was received for Supplemental Motor Vehicles. Prior year tax levies collected were \$24,293.93 and Suspense Accounts included in that total were \$2,617.86.
- The percentage for collections for March was in line with last year's.
- Notices were Sent to 297 Real Estate taxpayers stating a lien will be placed against their property if the 2010 Grand List taxes are not paid in full by April 15th.

TOWN CLERK

- There were 483 documents filed on the land records during March, including 51 property transfers totaling \$5,512,600 in property sales. State conveyance tax collected for the month was \$44,844.50; Town conveyance tax collected was \$11,889.
- Notable property transfers include a sale at 309 and 311 Pane Road for \$700,000 from JSJ Company, Inc. to GSL309, LLC. One residential sale at 173 Barn Hill Lane sold for \$440,000.
- Three foreclosure registration forms were filed.
- The office certified 107 copies of vital records, and issued five burial permits and three cremation certificates.
- The office filed seven Liquor Permits, 14 Notary Public commissions and nine Trade Name Certificates.
- The office catalogued: 36 mortgages, 46 liens and 179 releases.
- As a newly appointed member of the Advanced Education Certification Sub-Committee of the Connecticut Town Clerks Association, the Town Clerk participated in the Annual Meeting on March 20th at the Bloomfield Town Hall. Members reviewed seven applications to determine which Town Clerks qualified for the advanced certification designation.
- On March 28th Tanya Lane, Town Clerk convened the organizational meeting for the Charter Revision Commission. Ms. Lane will serve as staff liaison for the duration of this Commission.

DATA SUMMARY MARCH 2012				
	<u>March-12</u>	<u>March-11</u>	<u>FY 11/12 to Date</u>	<u>FY 10/11 to Date</u>
Land Record Documents	483	492	4338	3790
Dog Licenses Sold	9	13	451	433
Game Licenses Sold	95	85	491	445
Vital Statistics				
Marriages	9	12	146	137
Death Certificates	28	38	256	277
Birth Certificates	35	21	224	180
Total General Fund Revenue	\$ 27,131.20	\$ 30,224.53	\$276,964.06	\$292,398.68
Town Document Preservation	\$ 890.00	\$ 836.00	\$ 6,765.00	\$ 8,075.00
State Document Preservation	\$ 890.00	\$ 836.00	\$ 7,566.00	\$ 8,144.00

State Treasurer (\$26 fee)	\$ 16,020.00	\$ 15,048.00	\$120,990.00	\$142,020.00
Locip	\$ 1,335.00	\$ 1,254.00	\$ 11,343.00	\$ 11,994.00
State Game Licenses	\$ 956.00	\$ 720.00	\$ 4,024.00	\$ 4,657.00
State Dog Licenses	\$ 87.00	\$ 55.00	\$ 2,588.00	\$ 2,832.50
Dog Licenses Surcharge	\$ 36.00	\$ 22.00	\$ 1,022.00	\$ 998.00
Marriage Surcharge	\$ 114.00	\$ 171.00	\$ 1,140.00	\$ 1,102.00
Grand Total	\$ 47,459.20	\$ 49,166.53	\$432,402.06	\$472,221.18

POLICE DEPARTMENT

- Master Police Officer Alberto Higuera submitted his letter of intent to retire effective April 12, 2012.
- The Certified Police Officer (police officers certified in the State of Connecticut) hiring process is underway and has a closing date of April 13th. Advertisements appeared in the Hartford Courant, the Town's web site, and the Police Academy's web site. The written exam is tentatively scheduled for Mid-May. At the present time, the department has one opening due to the retirement of MPO Alberto Higuera.
- Patrol Calls for March are as follows:

AlarmBurg	96	F/OTHER	11	MVCOMPLAINT	49
AlarmHold	4	F/STRUC	18	NEIGHBOR	10
ANIMAL	5	F/VEH	2	NOISE	12
ASSAULTIP	2	F/WATER	2	NOTIFICATION	1
ASSAULTREP	2	FINGERPRINT	34	OPENDOOR/WIN	7
ASSIST	30	FOLLOWUP	76	OTHER	1
BREACHIP	12	HARASSMENT	21	PARKINGVIOL	8
BREACHREP	5	HAZARD	19	PISTOLPERMISSUED	1
BURGREP	5	ILLEGALDUMPING	2	PISTOLPERMTEMP	6
CHECK	78	IMPERSONPOL	1	PROPFFOUND	8
CLEARLOT	5	INTOXICATED	9	PropLost	4
COURT	24	JUVCOMP	26	SERVWARRANT	31
CRIMMISGRAF	1	K9	3	SEXASSAULTRE	4
CRIMMISIP	3	K9Other	1	SpecDetail	68
CRIMMISREP	14	LAND/TENANT	2	STOLENMV	4
CSO	15	LARCFROMMV	11	SUDDENDEATH	1
CUSTOMERIP	3	LARCIP	14	SUICIDEATT	1
CUSTOMERREP	4	LARCREP	41	SUSPICIOUSIP	102
DOG	48	LOCATION	115	SUSPICIOUSREP	30
DOMESTICIP	23	LOCKOUTMV	1	TESTPOLICE	3
DOMESTICREP	9	M	199	THREATIP	2
DRUG	9	MISSING	6	THREATREP	6
DUI	12	MVABAND	1	TOBACCO	2
EDP	5	MVAEVADING	15	TOW	17
ESCORT	28	MVAINJURY	6	TRAFFIC STOP	694
F/ALARM	16	MVAPROP	93	TRESPASSIP	2
F/HAZMAT	2	MVASSIST	47	TRESPASSREP	7

TOTAL FOR NPD 2,226

Patrol Investigations:

- Patrol officers were dispatched to the Target Department Store in response to a larceny that involved a physical altercation between the suspects and store security. A loss prevention employee explained

that the suspects had fled in a vehicle and provided dispatch with the license plate number and description of the car. Almost immediately, a patrol officer located the vehicle on Deming Street and attempted to stop it. The operator of the suspect vehicle engaged the officer in a brief pursuit before coming to a stop on Deming Street near Candlewyck Drive. During the course of the pursuit, the suspect vehicle spun around and came to a stop, facing the pursuing officer's vehicle. The officer stopped his vehicle, exited, and approached the suspect vehicle. At that time the operator accelerated forward toward the officer. The officer, fearing for his life, fired one round from his handgun and struck the suspect's vehicle on the hood. The operator and the other two occupants of the suspect vehicle then immediately surrendered and were taken into custody. No one was struck by the single bullet and no one was injured as a result of this incident. The three occupants of the vehicle, 2 adult females and 1 juvenile female, were placed under arrest and transported to the Police Department. The suspects were processed on robbery, larceny, and conspiracy related charges for their actions at the store. The remainder of this incident is still under investigation and additional charges are expected to be filed against the driver.

- Police were notified that the principal of Anna Reynolds Elementary School had opened an envelope containing a suspicious white powdery substance. Police, fire, and EMS units were dispatched and responded to Anna Reynolds at approximately 11:42 hours. Upon arrival, responding units immediately assisted school officials with a coordinated evacuation effort. Once the building was evacuated and all staff and students were accounted for, the school facility was secured. No unauthorized entry to the school was permitted following the lockdown. Police Lieutenant Morgan and Fire Chief Schroeder, under a unified command effort, began notifying local, state, and federal authorities as to the situation. A command post was established in the parking lot outside of the main entrance to the school. The Newington Board of Education was contacted and a relocation plan was put into effect. The hot zone inside the school encompassed the main office area, where the principal and his secretary remained due to their exposure to the potentially hazardous substance. It was quickly determined that no children had been exposed to the material. Newington Fire Department personnel, assisted by members of the Harford Bomb Squad and the Regional Hazmat team, made a coordinated entry into the building to test and retrieve the envelope and other items of evidentiary value. All units entered and exited the building without incident. Once outside, all units underwent decontamination and were evaluated by EMS personnel standing by. The suspicious powder was later subjected to laboratory testing and found to be negative for the presence of harmful materials. Further criminal investigation will be conducted by the FBI.
- A patrol sergeant observed a vehicle traveling westbound on East Robbins Avenue. The officer noticed that the right brake light was not functioning. A check with DMV files showed that the vehicle was not in compliance with CT State Emission standards. The sergeant attempted a motor vehicle stop on the vehicle in the area of Robbins Avenue and Main Street to investigate further. The suspect vehicle stopped by pulling to the right shoulder of Robbins Avenue. As the officer exited his vehicle and approached the driver side of the suspect's car, the vehicle suddenly took off at a high rate of speed, almost striking several other vehicles in the process. The officer returned to his vehicle, attempted to stop the fleeing suspect's car, but in conforming to Newington Police Department Policy, decided not to pursue the fleeing suspect. The officer proceeded to 217 Fairview Street in New Britain, the address of the registered owner, in an attempt to locate the vehicle. The operator of the vehicle was eventually located and arrested on motor vehicle charges. It was also discovered that the suspect had several outstanding warrants for his arrest, which is presumably why he fled from the officer. The suspect was also processed on the outstanding arrest warrants and detained on court set bonds.

Detective Division:

- Handled 87 investigations, 60 remain ongoing and 27 were closed by investigative methods.
- Served 33 arrest warrants, 27 by Patrol Officers and 6 by Detective Division personnel
- Arrested an individual by warrant for numerous offenses including multiple counts of Sexual Assault, Risk of Injury to a Minor, and other related offenses. The warrant alleges the individual repeatedly sexually assaulted a juvenile female over a period of time.
- Arrested 15 people for drug related charges as the result of numerous investigations. The break down is as follows:
 - 12 arrests related to Sale and/or Possession of Marijuana.
 - 2 arrests for Sale and/or Possession of Cocaine.
 - 1 arrest for Sale of Heroin.
- In addition 2 people were issued infraction tickets for Possession of less than ½ ounce of Marijuana.
- Also seized more than 9 pounds of Cocaine, 1 gun, 3 vehicles, and approximately \$11,000.00 cash.

Community Service Officers (CSO):

- Worked with a disabled resident regarding fire, police, and fire response along with safe evacuation procedures.
- Attended a meeting with Lt. Walsh at Avon PD regarding improving and expanding Community Service projects.
- Taught four 911 Safety classes to Ruth Chaffee 2nd graders
- Liaison for the Detective Division and New Britain Avenue 7-Eleven met in an effort to get them to upgrade their surveillance system as they were the target of two robberies in a short time period, with inadequate video surveillance.
- Attended a breakfast at Transition Academy. This included a brief safety lesson.
- Attended and manned a booth at The Newington Showcase. The Police Department offered Child ID Kits to families.
- Attended a board meeting at United Methodist Church and was requested to speak on safety recommendations after several church burglaries in multiple towns. Also Worked/working with members of United Methodist on New Britain Avenue and the Indian Temple on Church Street regarding parking issues. The Indian Temple hosts functions of up to 1000 people that are causing hazards in the Church Street/New Britain Avenue area. They are working together, with mediation, to try an accommodate parking for groups this size.
- Attended the monthly Chamber of Commerce meeting at Kellogg Eddy House.
- Continuing to work with downtown area residents and commercial renters regarding trash removal and parking on Main Street. It appears the issues have been fixed, but the next few months should be telling.
- Met with Dr. Visone at Anna Reynolds regarding lesson plans for Grades 2, 3, and 4 and Internet Safety programs.
- Continuing involvement in the planning stages of the Lavery/McDermott 5k. Working with Special Olympics of CT for Tip A Cop and The Torch Run.

UCR/NIBRS Selected Crimes

Preliminary February 2012

February 2011

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	0	0	0	0
Robbery	2	\$170	1	-0-
Assault	7		9	-0-
Burglary	7	\$7,191	1	\$4,850
Larceny Theft	42	\$34,410	34	\$36,622
Auto Theft	2	\$1,900	0	\$0
Totals	60	\$40,671	44	\$41,472

- In February 2012 the Police Department arrested 78 adults: 1 for robbery, 8 for assaults, 2 for burglary, 2 for vandalism, 19 for narcotic violations, 2 for offenses against family & children, 12 for DUI, 12 for larcenies, and 18 for other miscellaneous offenses. The Department also arrested or referred 14 persons under the age of 18: Two for robbery, 2 for assaults, 3 for larcenies, 1 for vandalism, 3 for narcotic violations, and 3 for all other offenses.

Police Department Overtime

- Comparison
 - OT February \$ 55,571 (2 pay periods no holiday)
 - OT March \$ 92,371 (2 pay periods one holiday)
 - Total increase \$ 36,800 (\$19,500 for holiday OT)
- In March, there were two officers on injury leave working on light duty. Overtime reflects a period of 28 days, with one holiday at overtime. There were a series of events that cost overtime to the department that were above normal overtime costs; an ERT callout to New Britain; Hazmat incident; Midstate traffic incident; and Robbery/Shooting.
- Administrative overtime of \$792 is an increase of \$792. Holiday overtime cost \$506, and one call out.
- Patrol overtime of \$51,006 is an increase of \$16,887. Overtime included a one ERT call out (\$2,400), Hazmat incident (\$4,400), Robbery/shooting (\$3,200), Midstate traffic incident (\$1,000), court appearances, and sick days.

- Detective Division Overtime of \$7,717 is an increase of \$5,205. Holiday overtime cost of \$4,000. Investigations included sexual assaults, robbery/shooting, and casework follow-ups.
- Communications overtime \$15,949 is an increase of \$3,928. Holiday overtime cost \$2,000. The dispatcher vacancy was filled in February but until the training is completed, overtime will still be used to fill the position.
- Education overtime of \$9,126 is an increase of \$3,448. Training in March continued with the better weather.
- Support Services overtime of \$7,096 is an increase of \$6,189. Overtime included overtime for the holiday (\$2,500), ERT members assigned to this division for a call out, military funeral coverage, and participation in the Showcase event at the High School.
- ACO overtime of \$685 is a decrease of \$351 for a total of four call outs for animal control.

FIRE DEPARTMENT

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

	March 2012	9 Month Total
Residential	12	245
Commercial, Industrial, Office	0	48
Hospital, School	0	6
Vehicle	3	19
Rescue, Police Assistance	2	17
Dumpster, Rubbish, Grass, Brush, Leaves	4	19
Hazardous Materials/Clean up	4	35
Investigative Alarm	12	191
False Alarm	0	0
Mutual Aid/Standby	1	28
Carbon Monoxide Investigation	18	74
Water Related Incidents/Pump-Outs	0	38
Total	56	720

Training Summary

Multi-Company Training	Rescue Tools	142.5 hours
Officer Training	CRCFA	7.5 hours
Driver Training	Road Time	32.5 hours
	Pre-plan New Meadow Housing	30.0 hours
Company Training	Electrical Safety – Co. 2	19.0 hours
	Rope Equipment	21.0 hours
	Suspicious Mail Procedures	10.0 hours
	FF Haz Mat Ops	80.0 hours
	FF II Class	150.0 hours
Total		492.5 hours

FIRE MARSHAL

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

INSPECTIONS	28
INSPECTION FOLLOW-UPS	26
PLAN REVIEW	11
JOB SITE INSPECTIONS	2

UNDERGROUND TANK REMOVAL	0
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	0
COMPLAINTS	3
HAZ/MAT	0
BOMB THREATS	0
BLASTINGS	0

Incidents:

- A fire of undetermined origin caused extensive damage to a vacant home on Reservoir Road. No injuries were reported.

Fire Marshals Activities:

- Responded to 37 fire calls during the month of March.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Glastonbury.
- Attended a Special Town Council meeting along with the Chief Officers and Board of Fire Commissioners to review the annual fire department budget for 2012-2013.
- Met with the Town Manager and representatives from the Waterfall Committee to review plans for this year's event.
- Attended the monthly Board of Fire Commissioners meeting at Company #4.
- Attended the monthly staff meeting at town hall.
- Attended a CCM Municipal Leadership Training Session "Preparing for the Next Disaster Now" at POST in Meriden.
- Attended the quarterly Employee Health and Safety Committee meeting at town hall.

HIGHWAY DEPARTMENT

Administration

- Attended various staff and committee meetings
- Continued meetings for upcoming sanitation hauler contracts
- Met with residents to discuss various issues and concerns
- Continued meetings for the upcoming AFSCME contract negotiations
- Attended Environmental Quality Control meeting
- Attended UConn sponsored Road Master class on Job Safety and OSHA requirements
- Attended Town Council budget meeting March 6th.

Roadway Maintenance

- Crews completed Town Wide street sweeping
- Highway operators continued with Landfill material processing
- Cleared problematic waterways throughout Town of vegetative debris (Piperbrook)
- Continued with Town wide pot hole patching and curb pick up/repair
- Several Highway Personnel attended the Solid Waste Operator Certification class
- Personnel assisted Traffic Division in installing/repairing street signs
- Crews began repairing topsoil damaged during winter snow plowing operations
- Repaired catch basins where needed
- Crews cleaned catch basins using vac all truck
- Repaired drainage and cleared waterway on Indian Hill Road

Traffic Division

- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Police Department by installing speed boxes at various locations throughout Town
- Set up cones to assist Food Share Drive
- Continued with blanket replacement of worn out regulatory signs (Plow route #4)

Fleet Maintenance

- Mechanics continued with seasonal services for Parks/Grounds and Highway equipment
- Performed scheduled maintenance and emergency repairs on all Town vehicles

Sanitation/Recycling/Landfill

- Scheduled 850 residential bulk items for collection
- Scheduled 54 condominium bulk items for collection
- Scheduled 23 condo/residential scrap metal items for collection
- 5,465 tons of cumulative Municipal Solid Waste were collected from July 1, 2011 through February 29, 2012
- 1,864 tons of cumulative recyclables were collected from July 1, 2011 through February 29, 2012
- 952 mattresses collected from July 1, 2011 through February 29, 2012
- Issued 41 permanent landfill permits and 18 temporary permits

TOWN PLANNER – no report

BUILDING DEPARTMENT

- A Demolition Permit was issued to demo all structures including 2 buildings, light poles & signs at 550 Cedar Street, the old Crest Pontiac.
- Seminars attended by our Inspectors for their continuing education credit were:
 - R. Smith - Basic Structural Design for Code Officials – Spans for Joists, Beams and Girders – Tuesday, March 6, 2012
 - D. Zwick - Basic Structural Design for Code Officials – Spans for Joists, Beams and Girders – Thursday, March 1, 2012
 - D. Jourdan - Generators, Wednesday, March 7, 2012

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	34	667,190.00
DECK	3	11,150.00
DEMOLITION	1	139,725.00
ELECTRICAL	29	42,200.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	925.00
GARAGE / SHED	4	31,010.00
MECHANICAL	20	95,340.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	26	38,690.00
POOL	1	889.00
ROOFING / SIDING	25	279,972.00
SIGN	7	4,461.00
TENT	0	0.00
TRAILER	0	0.00
<u>TOTAL</u>	<u>152</u>	<u>\$1,311,522.00</u>

- The total Building income fees received in the month of March was **\$17,050.00**

- The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$150.00, Environmental \$300.00, Conservation \$2540.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$35.00, Driveway / Excavation \$0.00, Engineering copies \$110.50. The other total income is \$3135.50
- Below is a comparison of the Permit Values for March 2012 and March 2011

	<u>2012</u>	<u>2011</u>
Value of Permits issued for March:	\$1,311,522.00	\$2,265,798.00
Fees for Permits issued for March	\$17,050.00	\$26,506.00
Other income Fees for March	\$3151.50	\$936.75
Building Permits Issued for March:	152	107

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

<u>2011-2012</u>		<u>2010-2011</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$11,906,322.00	\$129,574.00	\$14,819,884.00	\$178,583.00

ENGINEERING DEPARTMENT

- During the month of March there were 16 excavation permits issued as follows:
 - 6 Driveways
 - 9 Gas Service
 - 1 CATV
- Engineering staff assisted a utility agency in the preparation of one new Inland Wetland application. The Town Engineer participated in and continued to assist with the presentation of all applications, old business items, etc. for the monthly Inland Wetlands meeting.
- The Town Engineer and Zoning Enforcement Officer coordinated and attended meetings for the Planning Department. The Town Engineer and Zoning Enforcement Officer have participated in the receipt of all site plan inquiries, researched and prepared documents and/or applications with the assistance of a consultant.
- The Town Engineer attended the Town Plan and Zoning Commission monthly meeting in an effort to provide a smooth transition until the new Town Planner is hired.
- The Town Engineer continued to participate in the monthly CRCOG transportation meetings.
- Engineering staff (upon design completion) provided survey stake out of Lawton Avenue in anticipation of public works reconstruction activities.
- Engineering staff participated in a meeting at CRCOG with regard to the Viewpoint permitting software.
- The Town Engineer attended 2 meetings and provided technical support for the Downtown Revitalization Committee. The primary focus of the Committee is the Market Square Streetscape Project.
- Engineering staff continues to receive all inquiries for Planning and Engineering including research (plans, documents, easements, etc.), coordination of meetings and field reconnaissance if required.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer continues to monitor and provide administrative support to the Market Square and Mill Street Extension projects. These responsibilities include, but are not limited to: liaison between consultant, contractor, Town, verification of quantities, change orders, payments and all correspondence related there to.

HUMAN SERVICES

- The annual Hoopla fundraiser took place on March 2nd, for the first time at NHS. The enhanced space allowed more players/games and increased attendance. Fundraising was almost double last year's

amount, we are sure due to the increased capacity. Three \$500 scholarships will be awarded to graduating seniors.

- The Food Bank assisted 141 households. The Clothing Closet assisted 31 households.
- The Outdoor Market served 151 households on two days this month.
- The Special Needs Fund assisted 11 households with primarily medical and utility bills. Five were elderly residents, one was a resident with a disability.
- The Social Casework Program had an active caseload of 103 with 47 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, social security, and domestic conflict. Staff followed up on several police referrals related to suicide, medical and mental health needs.
- The Youth and Family Counseling Program handled a caseload of 41 with 13 new referrals and 5 inactive cases and 5 closed. Coordinator, Christina Salvio and contractors provided 114 clinical therapy sessions and made 76 contacts with families and other agencies.
- There were 3 Juvenile Review Board cases during the month.
- Spring SCORE is running smoothly as the weather has been very cooperative. 48 youth participated this month.
- ROPE went well and we were able to take advantage of good weather and ran activities outside. 42 students are part of this cycle. We hope to return to the outdoor challenge course by the end of March.
- Adventure Bound Challenge 8th grade students enjoyed a camping adventure in Vermont.
- Director Futoma attended town and agency meetings and continues to introduce herself to the community at large.
- The High School Self-Awareness student group will be going to Talcott Mountain for some hiking and geo-caching and to Fisher Meadows in Avon to canoe.
- Director Futoma and Carol LaBrecque co-facilitated a monthly single mom's support group.
- The Summer Youth Adventure brochure is ready to go and will be distributed to schools in April.
- Preparations continue for our annual Volunteer Recognition to be held in April.
- 4 people provided community service hours, totaling 40 hours with more to be completed in April.
- Pam Wassik has been hired as a Social Worker II and will join the department in April.
- The Single Mom's group is struggling with attendance, so we may regroup and offer it again in the fall.
- "Getting Ready for Kindergarten" sponsored by the Early Childhood Council was presented in 2 sessions with library, school, transportation and human services personnel providing helpful information and answering questions.
- Director Futoma attended the Business Showcase/Taste of Newington with a department information booth.
- Director Futoma and Coordinator LaBrecque attended a 2-day symposium at Yale on the rights of adults with mental illness and another workshop on municipal leadership.

MARCH 2012 Statistics

Selected Programs	FY 11-12 Undp. Total This Month	FY 11-12 Undp. Total Last Month	FY 11-12 Cum. Undp. Total YTD	FY 10-11 Cum. Undp. Total YTD
Youth and Family Counseling	41	41	175	159
Positive Youth Development	149	134	1932	2005
Information and Referral	214	294	4530	4952
Social Casework Cases				
Under 55 = 55				
Over 55 = 37	103	92	438	388
Food Bank Households	141	140	1458	1263
Special Needs	11	8	115	147

SENIOR AND DISABLED CENTER

- State Representative Sandy Nafis spoke about the current legislative session at a special Coffee Talk on Friday, March 2
- An 8 week session of A Matter of Balance started on Tuesday, March 6. The Injury Prevention Institute of Hartford Hospital in collaboration with the Central Connecticut Health District (CCHD) is sponsoring this evidence based fall prevention program with funding from the Jefferson House Institute.
- On Friday, March 9th the Ruth Chaffee Kindergarten classes performed their annual Kindergarten Rocks concert at the Center.
- CCHD sponsored a program on “What You Can Do About Your Rheumatoid Arthritis” with speaker Dr. Ralph Stocker on March 14th. Dr. Stocker also spoke about arthritis in general.
- The Lions Club of Newington sponsored a free vision screening which included a screening for glaucoma on the evening of March 29th.
- On March 28th UConn PharmD student Eric Halpern spoke about antacids and other acid lowering drugs in the treatment of heartburn. This program was sponsored by Target of Newington Pharmacy.
- Center Director Dianne Stone attended the monthly meeting of the State Commission on Aging on March 16th and was appointed Chair of a local aging issues subgroup.
- Ms. Stone also attended the Annual meetings of the National Institute of Senior Centers and Aging in America Conference from March 28 through April 1st. Her attendance was sponsored in part by the Connecticut Association of Senior Center Personnel and the National Council on Aging.
- Social service support is one of the most in demand areas of the Center with Karen Halpert providing application assistance in for the energy assistance and circuit breaker program and Social Worker Teri Snyder providing social casework as well as application assistance including (10)MSP (Medicare Savings Plan)/T-19 (Medicaid) Redeterminations; (19) MSP/T-19 Applications; (5)SNAP (Food Stamp) Applications; (8) CHOICES (Health Insurance) Counseling; (6) Special Need Requests; and (1) Respite Care Applications/Referrals.
- The Center currently has 2,010 paid members with an additional 609 residents registered for Dial-A-Ride.
- There were 50+ programs offered by the Center in the month with some one time programs and others ongoing with a total recorded attendance of 2876 by 618 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 1,460 trips covering 4,102 miles during regular hours. An additional 9 trips were provided for the monthly meeting of the Commission on Aging and Disability. This transportation is required by the members of the Commission to attend meetings.
- Center staffing was complemented by 1,105 hours of unpaid service by 76 volunteers.

PARKS AND RECREATION

Administrative

- Superintendent met with Town Manager, Facilities Manager and Architect on proposed Town Hall/Community Center plans.
- Superintendent met with Town Engineer and Highway Superintendent on several proposed projects.
- Superintendent met with staff on weekly basis regarding various work assignments and issues.
- Superintendent met with residents to address various issues and concerns.
- Superintendent had several meetings regarding the proposed Parks and Recreation 2012-2013 CIP and operating budget.
- Superintendent met with Town Manager and his negotiation team regarding the AFSCME contract.

Recreation Division

- The Department began accepting Churchill Park Picnic Reservations on March 7.
- Spring program registration for non-residents began on March 2.
- A few Spring programs began the week of March 26, while most other programs will begin the week of April 2. New programs included an Instructional Golf Program for youth in conjunction with the First Tee of Connecticut and a Connecticut Safe Boating and Personal Watercraft Certification Course.
- Registration for new gardeners who want to participate in our Community Gardens program began at 8:30 a.m. on March 29. We were able to add 20 additional spots this year, and we have accommodated all interested gardeners so far in this popular program.
- S. Boulay is working to publicize our 14th Annual Golf Tournament being held on Monday, May 14.

- The Extravaganza vendor applications were finalized and sent out to all previous Food Vendors, Arts & Crafts Vendors, Civic Groups and Corporations.
- S. Boulay finalized all contracts for the Summer Concert Series.
- One bus trip took place this month. Five participants enjoyed a trip to the Boston Flower & Garden Show on March 17.
- The last dance of the school year for 7th & 8th grade students was held on Friday, March 23rd with 188 students in attendance.
- K. Gallicchio met with representatives from youth sports organizations to discuss field usage. With the construction project not yet completed at Newington High School, the Varsity Boys' Baseball team will be using Legends Field for home games. This was also discussed, and Little League revised their schedule to accommodate the NHS Baseball team.
- All youth and travel basketball programs concluded.
- K. Gallicchio met with representatives from Men's and Women's Softball teams to discuss the upcoming season.

Parks & Grounds

- Due to the very favorable weather conditions division personnel started ball field preparations much sooner than usual. We also had to start mowing this month as well.
- The three man tree crew continues its efforts to clean up the storm damage from October's snowstorm.
- Lou Tine (GKII) replaced broken and rotted picnic table boards outside the large pavilion at Churchill Park.
- Division members cleared an area of trees behind the Clem LeMire Midget Football building to create a practice area for the blocking sleds. A large number of trees were removed, the area was then graded and hydro seeded.
- Ben Breitreutz (GKIII) and Eric O'Neil (GKI) repaired the small cedar post gazebo at Churchill Park. They stripped the entire roof and installed new decking and shingles. The cupola was also rebuilt.
- Steve Tofeldt (GKIII) began the annual spring cleanup in West Meadow Cemetery. Removing all the winter decorations and topdressing new grave sites.
- There were twelve interments in Town cemeteries in March.
- Division personnel were offline a total of 27 days in March.

LIBRARY

- March included several Town Council budget meetings. Donna Miller attended the March 13, 19, 27 & 29 meetings.
- Town Council reviewed the CIP Budget on March 19. The Library's \$49,875 CIP request for skylight and roof repairs was included in their budget, and has passed. The skylight repairs are essential, as it has been leaking badly and causing ceiling, wall and mold damage.
- The library's CIP request for the first phase of a 3 year plan to replace our outdated materials security system with an RFID (Radio Frequency Identification) system was denied, and deferred for TWO years. It was already deferred one year when requested last year, so that will make it a THREE year deferral. We do plan to resubmit the security system CIP request again next year, as it has a long term impact on our materials collection.
- The library's 0% increase budget was presented to the Council at the March 27th meeting, and many Library Board and Friends members attended to show support. This passed, but with a \$9, 067 reduction made on 3/29 due to a full time staff member retiring, and rehiring at a lower rate.
- The Director attended the Library Board meeting, Town Department Heads meeting and the AFSCME Union negotiations meeting (also attended by Susan Bethune from Collection Management).
- Lisa Masten attended the Friends of the Library meeting.
- We have a new service for Newington book clubs, who may register their club with the library and staff will order multiple copies of the titles for their group. Books may be picked up at the Reference desk. For registration information contact Jeanette @ 860-665-8714. We already have three book groups signed up.
- The Friends of the Library had a booth at the Newington Chamber of Commerce Business Showcase at Newington High School on March 10th. Friends members and Donna Miller worked the booth and joined in with the "Taste of Newington" fun.
- Donna Miller was a word reader at the Newington Education Foundation Spelling Bee on March 3rd, for the third grade level.

- Shirlee-Ann Kober attended the monthly Chamber of Commerce meeting.
- Jeanette Howes and Ruth Block attended the Circulation Roundtable at the Berlin Library.
- Technology: The library has replaced all leased photocopiers and public printers with purchased up-to-date equipment, plus IT installed a new CASSIE print management and PC reservation system on all public use computers. Lisa worked with IT staff and she did extensive training on the new systems with all staff. After everything is stabilized, we will add a SPOT wireless printing system so patrons may print from their laptop computers.
- Lisa Masten and Sue Schneider attended a “Computers in Libraries” conference in Washington, D.C. on March 20-23, coming back with some fresh ideas on current and emerging technologies, including e-books, QR codes and mobile technologies.
- E-Books: on 4/11, the Justice Department filed a civil antitrust action against 5 major publishers and Apple, accusing the companies of colluding in 2010 to raise the prices of e-books. If you have an e-reader and have been purchasing books for your Kindle, Nook or iPad, you’ve been paying “boosted” prices, especially for new releases and best sellers. Libraries have been hit hard by this. Some publishers have TRIPLED prices for new best sellers for libraries, and with our Overdrive platform allowing patrons to download e-books for FREE, we don’t have the funds to pay these inflated prices.
- Computer classes this month included *Basic Computers*, *Basic Excel* and *Intermediate Word*.
- Adult programs included *Rose Gardening: How to Select, Plant and Maintain the Right Roses for Your Garden*; *Monumental Achievements: The Civil War and the Making of Memory*; book discussion groups at the library and at Cedar Mountain Commons; and *Job Search 101* to help job seekers. 99 people attended *Beyond Death: Medical Facts, Mysticism and Meditation*. Books were delivered to 3 homebound patrons.
- While the children’s program room was painted it was a challenge, but programs this month included: *Let’s Go to China!* on the culture and music of China; *Preparing for Kindergarten: What Every Parent Needs to Know*; *Tales 2 Tails* (children read to a therapy dog); *Cookbook Club*; *Construction (Lego) Club*; the *Read, Rattle & Roll* music program; *Parent-Child Workshop*; and regular Story times for all ages. Librarians regularly do outreach programs and class visits at daycare centers and schools that include story times and book discussions.
- Jennifer Bassett and Robin Stumpf attended the Children’s Roundtable in Rocky Hill.
- Teen programs included a *Teen Gaming Night* and *Anime Clubs* for Middle School and High School students. Librarians held book discussions at the High School and Kellogg Middle School.
- Teen librarians, Karen Benner and Bailey Ortiz, hosted the Young Adult Librarians Roundtable at the Welles-Turner Library in Glastonbury, with a Summer Reading topic.
- Building: Facilities had track lighting installed in a poorly lit area behind the circulation desk, a big improvement. Staff met with consultant, Janis Newell, to finalize specifications for the wall shelving and DVD shelving to send out for quotes. Janis has sent us some quotes, which we are currently reviewing.
- Painting in the Children’s Program room and the outer hallway has been completed, and it looks clean and fresh. New child-friendly window valances are being made. The archway to the first floor quiet study area was also painted, as it had been peeling and cracking.
- Following is a monthly statistical report, and while some statistics are down slightly, e-Reader and downloadable audio books and e-books show a marked increased in usage.

MONTHLY STATISTICAL REPORT, LIBRARY, MARCH 2012				
	2012	2011	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	22,419	23,083	-664	-2.88%
CHILDREN	11,285	12,316	-1,031	-8.37%
YOUNG ADULT	1,009	1,232	-223	-18.10%
DVD'S	8,028	8,736	-708	-8.10%
DOWNLOADABLE BOOKS	405	222	183	82.43%
E-READERS	26	8	18	225.00%
MUSEUM PASSES	66	55	11	20.00%
TOTAL CIRCULATION	34,713	36,631	-1,918	-5.24%
CUMULATIVE CIRCULATION YTD	303,914	310,635	-6,721	-2.16%
DAYS OPEN/MONTH	31	31	0	0.00%

AVERAGE DAILY CIRCULATION	1,120	1,182	-62	-5.24%
PATRON COUNT	20,994	22,153	-1,159	-5.23%
AVG. PATRON COUNT PER DAY	677	715	-37	-5.23%
SELF CHECKOUT CIRCULATION	810	836	-26	-3.11%
TOTAL # CARDHOLDERS	12,381	12,868	-487	-3.78%
SUNDAY CIRCULATION	2,808	2,957	-149	-5.04%
SUNDAY PATRON COUNT	1,467	1,481	-14	-0.95%
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	5,615	6,251	-636	-10.17%
TOTAL INTERNET USE	2,866	2,952	-86	-2.91%
TOTAL DATABASE SEARCHES	13,266	14,710	-1,444	-9.82%
WEBSITE VISITS	7,549	7,600	-51	-0.67%
INTERLIBRARY LOAN--LOANS	1,046	978	68	6.95%
INTERLIBRARY LOAN--BORROWS	698	626	72	11.50%
PROGRAMS CHILDRENS	69	72	-3	-4.17%
PROGRAMS CHILDRENS ATTENDANCE	1,604	1,866	-262	-14.04%
PROGRAMS TEEN	7	2	5	250.00%
PROGRAMS TEEN ATTENDANCE	62	48	14	29.17%
PROGRAMS ADULT	9	12	-3	-25.00%
PROGRAMS ADULT ATTENDANCE	242	450	-208	-46.22%
NOTARY TRANSACTIONS	10	13	-3	-23.08%
VOLUNTEER HOURS (Adults & Teens)	145	139	6	4.32%
MEETING ROOM USAGE-OUTSIDE GROUPS	16	25	-9	-36.00%
MEETING ROOM USAGE-LIB. PROGRAMS	59	62	-3	-4.84%
STUDY ROOM USAGE	247	280	-33	-11.79%
TOTAL LIBRARY HOLDINGS (ITEMS)	167,246	162,413	4,833	2.98%