



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: October 19, 2012
Re: Monthly Report – September 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 the Staff Blight Team to continue to work out the administrative details of new Blight Ordinance and to receive updates from staff regarding the investigation of several blighted properties. As of September 30, 2012 the Blight Team is in the process of investigating 23 potential blighted properties. Most of these complaints have been received since the new ordinance was established in August. All new blight complaints are routed through the Town Manager's Office, where information is taken and a file is started for each new complaint. The TMO then routes the complaints through the proper channels for investigation and follow-up. The Blight Team will continue to meet as needed in order to address and follow through on all potential blighted property complaints
- Mr. Salomone continued to meet with police officials to oversee security detail and address resident issues related to the nursing home strike on Church Street. Mr. Salomone has also been in contact with area residents affected by the strike and has met with various residents to address their concerns.
- Mr. Salomone attended a swearing-in ceremony for two newly hired police officers.
- Mr. Salomone attended a Welcome to Newington ceremony with Mayor Woods and Development Director Andy Brecher for the Davidson Company, a specialty foods corporation.

Paid overtime during the month of September 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	56.4	\$ 2,515.08
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 625.24
ROAD MAINTENANCE	25.6	\$ 1,018.21
TRAFFIC DIVISION	18.1	\$ 527.76
CLEM LEMIRE	3.6	\$ 142.04
FENN ROAD - MILL/PAVING	67.8	\$ 2,587.79
TOTALS	187.5	\$7,416.12

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Weekend Duty	44.0	1,983.36
Herbicide	58.0	2,425.24
Graves	30.0	1,360.00
Football	8.0	302.80
Total	140.0	\$ 6,071.40

POLICE DEPARTMENT	12-13 Budget Overtime Appr.	Overtime Expended 12-13 YTD	11-12 Budget Overtime Appr.	Overtime Expended 11-12 YTD
Administration	\$ 6,734.00	\$ 1,128.47	\$ 6,998.00	298.17
Patrol	592,745.00	151,241.64	563,361.00	90,913.50
Investigation	77,582.00	9,457.39	73,567.00	8,146.00
Communication	117,787.00	37,485.74	107,966.00	29,224.40
Education/Training	107,795.00	7,562.14	100,698.00	17,854.15
Support Services	40,751.00	4,418.56	40,452.00	3,167.40
Animal Control	7,548.00	771.88	9,567.00	599.76
Total	\$873,360.00	\$212,065.82	\$ 900,609.00	\$ 150,203.38
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 6,709.65	\$ 29,225.00	\$ 2,532.65
Snow and Ice Control	137,119.00	0.00	137,119.00	0
Traffic	8,684.00	984.56	8,684.00	1,121.80
Vehicles and Equipment	28,981.00	3,013.45	29,981.00	1,762.99
Leaf Collection	55,937.00	0.00	55,937.00	0.00
Total	\$259,946.00	\$10,707.66	259,946.00	5,417.44
PARKS AND GROUNDS				
Parks and Grounds	\$142,799.00	\$25,153.81	\$ 142,799.00	\$21,956.44
Cemeteries	15,635.00	2,901.59	15,635.00	937.667
Total	158,434.00	\$28,055.40	\$ 158,434.00	\$22,894.11

PERSONNEL

- A job posting for the Clinical Services Coordinator position with a closing date of August 31. Panel interviews for the top six applicants and final interviews for the top two candidates were held in September. Kelly Urbanowicz was appointed to the position, effective October 2, 2012.
- Interviews for the part-time Librarian and Librarian Substitute positions were held in the month of September. A hiring decision is expected in early October.
- An internal job opening for the Highway Foreperson position was posted on September 4 with a closing date of September 11. Two internal applications were received. The promotional process will continue in early October.
- Testing was held for the open Revenue Clerk the position on September 20, with the top five candidates scheduled to proceed to the interview panel phase in early October.
- The promotional process for the Police Sergeant and Lieutenants positions continued in September, with oral panel interviews for four Lieutenant candidates on September 25 and oral panel interviews for six Sergeant candidates on September 28. A promotional decision for both positions is expected in early October, pending results of the oral panel.
- Mark Benham and Scott Amalfi were sworn in as police recruits on September 24. They will commence with training at the Police Academy in October.
- John Bolduc was hired as the new Network Administrator for the Town IT department, effective September 24.
- Thomas N. Moschini, Jr. was appointed as a full-time Public Safety Dispatcher effective September 27.
- The recruiting and testing process for the part-time Animal Control Officer positions continued in September, with interviews expected in October.

- A job posting for seasonal leaf-raking positions was posted on September 24 with a closing date of October 12. Seasonal leaf rakers are employed for approximately six weeks beginning at the end of October, and assist with the annual leaf collection program.

RISK MANAGEMENT

2012-13 Blue Cross/Blue Shield Plan Year

The first two months of the 2012-13 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2012-13 plan year were estimated at \$798,297. The total paid claims for July 2012 were \$736,321 and August 2012 was \$804,224. The breakdown for the Town and Board of Education is as follows:

Cumulative Claims through August 2012

	<u>Town</u>	<u>Board of Education</u>	<u>Total</u>
Estimated Claims	335,138	1,261,456	1,596,594
Actual Claims	329,831	1,210,714	1,540,545

FACILITIES MANAGEMENT

- The facilities manager met with Mr. Lee Olsen of Olsen Design Group during August to develop the Town Hall renovation schedules for presentation to the building committee. The facilities manager also submitted the Olsen Design Groups' proposal to the building committee for consideration during August. The facilities manager also submitted various site plan locations to the building committee along with recommendations for each site where a new parks and recreation building might be constructed if approved.
- The facilities group completed 61 formal work orders during the month of September at the various Town Buildings.
- The facilities group performed seasonal maintenance and tune ups on the boilers and heating devices at the Town Hall, Senior and Disabled Center, Town Garage, Parks Garage and historic homes in anticipation of a mid October heating season start.
- NCTV completed the installation of new video cameras in conference rooms B&C as well as lower level conference room L101 with the assistance of the facilities groups installation of all of the required cabling for these rooms to the television studio in the lower level of the Town Hall.
- Design of a new hi efficiency boiler at the Kellogg Eddy House was completed by the facility manager and installation was begun during September with completion scheduled for the heating season in October. This new boiler will help to reduce the heating costs of this building and has enabled the Newington Art League to move their studios to the currently unoccupied caretakers apartment at the home. It is hoped that this move will encourage interest in both the Arts and the historic value of the Kellogg Eddy home.
- The library's skylight repair contract was awarded in September and parts have been ordered. It is expected that completion of this project will occur in late October. This repair will include repairs to adjacent roof areas found to be defective during the project inspections. The exterior of the Library was also pressure washed and minor repairs were completed in anticipation of painting the trim of the building.
- 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. New cameras will be installed during October after the IT group has verified the necessary hardware needed for their connection to the Police department system.
- Contracts were awarded to install a new roof, soffits and gutter system on the Parks Barn Storage building and the building will also be painted to match the surrounding structures during September. This project was completed as scheduled.
- New overhead doors (7) will be installed at the highway garage during September along with additional repairs to the building exterior and man doors. This project was completed as scheduled
- Roofs of all the storage buildings at the Mill Pond complex will be replace during September. This project was completed as scheduled.

INFORMATION SYSTEMS AND TECHNOLOGY

- Logged 35 requests for service via the Internet, blocked 56 spyware applications, blocked approx 43,093 unsolicited SPAM email messages from being delivered and stopped 6 viruses / Trojans, from impacting the Town’s network infrastructure.
- Completed 46 formal work orders.
- The Town’s website had approximately 43,093 visits during the month, 66,978 page views with an average of 2.59 pages viewed per visit. The Town, Library, and Parks and Recreations Homepages were the most frequently visited pages.
- The top browsers used by our website visitors included: Microsoft’s Internet Explorer (47.64%), Apple’s Safari (20.77%), Mozilla Firefox (13.74%) and Google Chrome (11.03%).
- Mr. Neil David, Network Administrator/ Project Leader and Mr. Scott Hoagland, Application/ Network Specialist, continued work on upgrading the town’s Citrix environment to XenApp 6.5.
- Mr. David applied for and was chosen by Connecticut Orthopaedic Specialists as their new IT Manager. Mr. David provided the town with three weeks notice of his intent to resign. The Town and Information Technology staff wishes Neil and his family the best of luck as he continues his professional career.

FINANCE

Accounting and Administration

- Work continued on the 2011-12 audit which is expected to be completed by early December.
- On the system’s side, the MUNIS accounting system was successfully “closed” for fiscal year 2011-12 and 2012-13 “opened.”
- Contract negotiations continued during the month with AFSCME.
- In accordance with the Memorandum of Understanding, the 2011-12 Health Benefits Fund settlement was completed with a credit of \$707,416 was owed to the Board of Education. The Town side will receive a credit \$228,532.

The Town received the following major grants during the month: two Payment-in-lieu-of-tax (PILOT) programs - Elderly Freeze program of \$8,000 and Colleges & Hospitals of \$1,390,113. 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)
9/30/2012

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2011-12</u>	<u>Year to Date</u>	
General Fund	\$100,000	\$7,276	\$24,010,448
Special Revenue Funds	1,357	1,035	2,264,248
Capital Projects Funds	400	286	607,837
Internal Service Fund	3,004	965	3,386,124
Trust and Agency Funds	632	479	985,090
TOTAL, ESTIMATED BY FUND			\$31,253,747

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

9/30/2012

	<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	0.23	0.18	3,387	2,295	17,903,092
CLASS PLUS	0.02	0.02	46	42	3,117,349
Bank North	0.20	0.20	1,348	1,043	8,222,672
People's Bank	0.05	0.05	83	85	2,010,634
Total Outstanding Investments					\$31,253,747

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 September.
- The Board of Assessment Appeals met once to hear 19 appeals on the 2011 Motor Vehicle grand list.
- Personal property declarations were mailed to 1,200 accounts. Field inspections of most commercial businesses were conducted in preparation of the October 1, 2012 grand list.
- The Assessor and Town Attorney were in court for five commercial properties cases during September. These court cases are from the October 1, 2011 revaluation. Review and preparation of these cases with two town attorneys also occurred on two other occasions.

Revenue Collector

- Collections for September on the 2011 Grand List amounted to \$307,888.88, and back taxes collections were \$48,818.89.
- This year's total collections through September were 53% which was in line with last year.
- All unpaid Personal Property accounts will be reported to the CT Secretary of State's Office where UCC Liens will be filed against their businesses.
- Tax Sale property list is being finalized.

TOWN CLERK

- 473 documents were filed on the land records during September. \$13,327 was collected in Town conveyance tax and \$39,981 was collected in State conveyance tax.
- There were 51 property transfers during the month for a total of \$5,330,850 in sales.
- There were two residential sales each over \$300,000.
- Twelve foreclosure registration forms were filed.
- The staff certified 104 copies of vital records and issued eight burial and six cremation permits.
- Six Trade Name certificates and 14 Notary Public commissions were catalogued.
- There were 169 mortgages, 165 releases and 18 liens placed on the land records.
- Revenue from the Town's participation in the Connecticut Town Clerks Portal continues to increase. The portal is an online vehicle allowing users to access indexed information and images for land records. In partnership with Cott Systems, all information found in the portal is linked directly to each Town Clerk's recording system powered by Cott Systems. When the Newington link was initiated in August 2011 income was sluggish at \$164 for the month. By the next month it had increased to \$223 and a year later we are collecting monthly revenue of \$659.
- The Town Clerk attended the annual Fall Election Conference sponsored by the Secretary of the State's office. Representatives from many State agencies made presentations to update the clerks about legislative changes that affect the election process.
- The Town Clerk and Assistant Town Clerk participated in two webinar presentations sponsored by our vendor, Cott Systems. The webinars gave an overview of many new features that can be activated at little or no charge to the Town. The Town Clerk is working with the IT staff to arrange for installing these modules.
- On September 20th the Town Clerk participated in a conference call with other Connecticut clerks and legal staff from the Secretary of the State's office. The session was designed to answer questions to eliminate confusion surrounding the various types of absentee ballots to be distributed and the statutory deadlines for each.

- On September 24th the Town Clerk swore-in two newly hired Police Officers.
- With the authorization of the Town Council and the approval of the Town Attorney, the Town Clerk prepared Explanatory Text for the upcoming Referendum Question on the November ballot regarding amendments to the Newington Charter. The Explanatory Text will be used as a town-wide mailing in late October and as an insert for absentee ballots.

DATA SUMMARY SEPTEMBER 2012				
	<u>Sept. - 12</u>	<u>Sept. - 11</u>	<u>FY 12/13 to Date</u>	<u>FY 11/12 to Date</u>
Land Record Documents	473	406	1637	1292
Dog Licenses Sold	64	36	379	330
Game Licenses Sold	17	11	64	55
Vital Statistics				
Marriages	24	23	59	64
Death Certificates	37	22	87	79
Birth Certificates	36	7	69	82
Total General Fund Revenue	\$ 30,620.83	\$ 26,679.25	\$119,240.89	\$105,028.39
Town Document Preservation	\$ 923.00	\$ 732.00	\$ 3,116.00	\$ 2,365.00
State Document Preservation	\$ 924.00	\$ 732.00	\$ 3,128.00	\$ 2,366.00
State Treasurer (\$26 fee)	\$ 16,596.00	\$ 13,176.00	\$ 55,872.00	\$ 42,552.00
Locip	\$ 1,383.00	\$ 1,098.00	\$ 4,656.00	\$ 3,546.00
State Game Licenses	\$ 187.00	\$ 125.00	\$ 778.00	\$ 774.00
State Dog Licenses	\$ 422.50	\$ 222.00	\$ 2,332.00	\$ 2,111.50
Dog Licenses Surcharge	\$ 146.00	\$ 72.00	\$ 818.00	\$ 732.00
Marriage Surcharge	\$ 228.00	\$ 95.00	\$ 456.00	\$ 456.00
Grand Total	\$ 51,430.33	\$ 42,931.25	\$190,396.89	\$159,930.89

POLICE DEPARTMENT

- After completing the final testing exams, Mark Benham and Scott Amalfi were offered the position of police officer. They were sworn in as police recruits on September 24th and began training at the Connecticut Police Academy (POST) on October 5th.
- The Entry Level Police Officer hiring process is continuing with eight additional candidates that have progressed onto polygraphs and backgrounds.
- Background investigations were completed on three new candidates for the position of Public Safety Dispatcher. Thomas N. Moschini, Jr. was appointed as a full-time Public Safety Dispatcher on September 27th.
- The Police Department has begun a new hiring process for two Part Time Animal Control Officers. Advertisements appeared in the Hartford Courant and the Town's web site. Oral Interviews are scheduled for October.
- The State of Connecticut Department of Transportation (DOT) DUI grant was completed in September. Applications for additional DUI grants are being requested for funding by the DOT.
- Patrol Calls for August are as follows:

AlarmBurg	109	ESCORT	25	M	193
ALARMHOLD	3	F/ALARM	21	MISSING	4
Animal	30	F/CONO	0	MVAband	10
ARSON	1	F/COSYMP	1	MVAEVADING	17
ASSAULTIP	5	F/HAZMAT	2	MVAInjury	18
ASSAULTREP	4	F/OTHER	9	MVAProp	114
ASSIST	23	F/STRUC	8	MVAssist	57
BlightedProp	13	F/VEH	4	MVComplaint	55
BREACHIP	21	FINGERPRINT	32	NEIGHBOR	9
BREACHREP	3	FIREWORKS	4	Noise	35
BURGREP	9	FOLLOWUP	100	NOTIFICATION	3
CARSEAT	4	HARASSMENT	12	OPENDOOR/WIN	2
Check	74	HAZARD	40	PARKINGVIOL	11
CLEARLOT	28	Illegal Dumping	2	PISTOLPERMTEMP	9
COURT	22	INTOXICATED	6	PROPFOUND	8
CrimMisRep	8	JUVCOMP	10	PROPLOST	2
CSO	2	K9	2	RECOVEREDMV	1
CustomerIP	10	LAND/TENANT	4	ROBBERYIP	1
CUSTOMERREP	2	LarcFromMV	11	SERVSUBPOEN	1
Dog	39	LARCIP	18	ServWarrant	20
DomesticIP	34	LarcRep	39	SEXASSAULTRE	3
DomesticRep	9	Location	228	SHOTS	4
DRUG	7	LOCKOUTRESID	1	SpecDetail	68
DUI	2	LocSchool	10	StolenMV	10
EDP	8	LTA	6	SUDDENDEATH	2
SUICIDE	1	THREATREP	2	TRESPASSREP	3
SuspiciousIP	94	TOW	13	TOTAL FOR NPD	2,312
SuspiciousRep	26	TOWNORD	1		
TESTPOLICE	3	TRAFFIC STOP	537		
THREATIP	1	TrespassIP	2		

Patrol Investigations

- Investigations and calls by Patrol Officers in September included:
 - Patrol officers were dispatched to the Sphinx Temple on a burglary complaint. Upon arrival they learned that the Sphinx Temple's red 1995 Ford Super Duty pickup truck with an enclosed trailer attached to it was burglarized sometime between 09-25-12 at 2030 hours and 09-27-12 at 1300 hours. Three small Sphinx Temple go-cart type vehicles were stolen from the enclosed trailer. The vehicles were described as a red 1955 Beege, model 5511 valued at \$5,400.00, a yellow 1955 Beege model 5520 valued at \$5,400.00 and another yellow Beege model 5501 valued at \$5,400.00. Detective division personnel responded to process the crime scene and the stolen vehicles were entered into NCIC. Since the date of this incident, two of the three vehicles have been recovered and the person found to be in possession of the vehicles was arrested. At this time the third vehicle has not been located and the investigation continues.
 - Officers were dispatched to the temporary headquarters of the Empire Paving Company on a report of a burglary that was reported to have occurred sometime over the weekend. Upon arrival, officers spoke to the complainant and learned that when he and another employee arrived at the job site, they found several items missing from their offices. The items included a safe containing over \$13,000 dollars in cash as well as several brand new chain saws, a ladder and a generator worth approximately \$1,200.00. Officers examined the exterior of the building and did not find any signs of forced entry. There was no video surveillance on the property and no apparent evidence left behind. Detectives responded to process the crime scene and this case remains under investigation.
- In September, Detective Division personnel:
 - Handled 91 investigations, 63 remain ongoing and 28 were closed by investigative methods.
 - Served 25 arrest warrants, 22 by Patrol Officers and 3 by Detective Division personnel.

- Detectives are investigating a robbery that occurred in the parking lot of the McDonald's Restaurant located on the Berlin Turnpike. An employee of the restaurant reported that he was approaching his vehicle when he was robbed. He further explained that two males dressed in dark clothing and wearing masks, approached him, physically attacked him, and fled the scene on foot with an undisclosed amount of cash. Witnesses reported seeing the suspects leaving the area of the crime in an older tan colored sedan. The employee suffered minor injuries. No weapons were shown.
- Detectives along with the Local and State Fire Marshals are investigating the circumstances surrounding a fire that occurred at a local residence. An occupant of the home was seriously injured and is listed in critical condition at a hospital burn unit.
- In September, Detectives assigned to drug enforcement made five (5) drug arrests. Two (2) arrests were for Sale of Marijuana, one (1) was for Possession With Intent to Sell Marijuana, and two (2) were for Possession of Less than ½ ounce of Marijuana. The arrests resulted in the seizure of quantities of Marijuana and cash.
- In September, the Community Service Officer (CSO):
 - Attended the Mens's Luncheon at Cedar Mountain Commons answering questions regarding the police department and the town.
 - Worked in conjunction with the Town Manager's office and various other town departments on blighted property concerns.
 - Met with Juliette Little from DOT. Juliette is a big supporter of this police department and provides the police department with materials and aides for teaching and presentations.
 - Continued to work with the Health Department and Parks and Recreation on behalf of The Lavery Memorial Motorcycle Ride Committee.
 - Conducted a security assessment at Stonegate Apartments. This was requested due to a high level of criminal activity taking place in their parking lots in the overnight hours.

Type of Crime	<u>August 2012</u>		<u>August 2011</u>	
	Preliminary # of Offenses	Value of Theft	# of Offenses	Value of Theft
Murder	0	0	0	0
Forcible Rape	0	0	0	0
Robbery	2	\$947	1	\$20
Assault	5	0	6	0
Burglary	9	\$22,653	7	\$18,117
Larceny Theft	42	\$42,347	52	\$59,071
Auto Theft	2	\$4,600	3	\$2,900
Totals	60	\$70,547	69	\$80,108

- In August 2012 the police department arrested 90 adults: 1 for robbery, 9 for assaults, 1 for burglary, 2 for forgery and fraud, 2 for vandalism, 15 for narcotic violations, 6 for offenses against family & children, 9 for DUI, 2 for liquor law violations, 18 for larcenies, and 24 for other miscellaneous offenses. The Department also arrested or referred 8 persons under the age of 18 for criminal acts: 1 for burglary, 1 for larceny, 3 for motor vehicle thefts, and 3 for other violations.

Police Department Overtime

- Comparison
 - OT August \$ 66,672
 - OT September \$ 80,034
 - Total increase \$ 13,362
- In September there was one Lieutenant vacancy, two patrol vacancies, two officers on light duty, and one officer on Active Military Leave. The vacancies in Patrol have an impact on the overtime usage. At the end of September, two new patrol officers were hired and will be going to the Academy. During this time, it will leave two vacancies in the Patrol Divisions schedule. A dispatcher was hired the end of September. He has previous experience, and it is expected that a reduction in Communications overtime should be noticed in the November report.

- Administration overtime was \$0.
- Patrol overtime of \$58,384 is an increase of \$11,990. Overtime included coverage for three vacant shifts due to retirement, three officers on various leaves, and one holiday (\$10,000). Overtime included a Midstate Accident Investigation call out, a couple of domestics, schedule vacancies, time off, and court appearances.
- Detective Division Overtime of \$2,007 is a decrease of \$2,356. Overtime included evidence processing, a suicide investigation, and holiday pay.
- Communications overtime of \$11,791 is a decrease of \$3,138. Overtime costs include coverage for dispatcher vacancy, vacation coverage, and holiday pay (\$1,500).
- Education overtime of \$4,571 is an increase of \$2,987 for training classes. Training included Taser training and ERT training exercises.
- Support Services overtime was \$3,069. Overtime included a Youth Adult Council meeting, Midstate Accident Investigation overtime, and holiday pay.
- ACO overtime of \$212 is a decrease of \$188. Overtime was for one call out.

FIRE DEPARTMENT

	September 2012	3 Months Activity
Residential	17	48
Commercial, Industrial, Office	4	9
Hospital, School	1	1
Vehicle	0	8
Rescue, Police Assistance	2	10
Dumpster, Rubbish, Grass, Brush, Leaves	2	8
Hazardous Materials/Clean up	4	7
Investigative Alarm	18	61
False Alarm	0	0
Mutual Aid/Standby	3	6
Carbon Monoxide Investigation	2	8
Water Related Incidents/Pump-Outs	5	13
Total	58	179

Training Summary

Multi-Company Training	Fire Control/Scene Operations	264 hours
Officer Training	Hybrid Vehicle Safety	96 hours
Driver Training	Road Time	6 hours
	Driver Requalification-Eng. #4	27 hours
Company Training	Scott Packs/Buddy Breathing	10 hours
Capitol Region Training:		8 hours
Task Force Training:		6 hours
Target Safety Training:		138 hours
New Member Orientation	Tools/Equipment	8 hours
Arson	Methods/Motives	16 hours
Total		579 hours

FIRE MARSHAL

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

INSPECTIONS	19
INSPECTION FOLLOW-UPS	25
PLAN REVIEW	6
JOB SITE INSPECTIONS	2

UNDERGROUND TANK REMOVAL	0
FIRE INVESTIGATIONS	3
FIRE ALARM TROUBLE	2
COMPLAINTS	5
HAZ/MAT	0
BOMB THREATS	0
BLASTINGS	0

Incidents:

- There were two suspicious vehicle fires reported during the month. The first fire was determined to be intentional while the second vehicle fire remains under investigation.
- An accidental fire in a Walsh Avenue home cause moderate damage to the second floor and resulted in the serious injury to the lone occupant who was rescued by firefighters and transported Bridge Burn Center with serious injuries. Lieutenant Meghan Manke was recognized for her heroic efforts in locating and removing the victim.

Fire Marshals Activities:

- Out of the office for two weeks vacation.
- Responded to 13 fire calls during the month.
- Hosted the monthly meeting of the Capital Region Fire Marshals Association at Bertucci's Restaurant.
- Conducted site and carnival equipment inspections and reviewed emergency vehicle access ways prior to the start of the Annual Waterfall Festival on Market Square.
- Met with staff at Jefferson House and Cedar Mountain Commons to conduct the annual review of their Fire Emergency Disaster Plans.
- Attended the monthly Town Hall Staff meeting at town hall.
- Attended a CIRMA Defensive Driving Course at fire headquarters.

HIGHWAY DEPARTMENT

Administration

- Attended various staff meetings
- Continued with Fenn Road improvements planning set to begin September 24th
- Attended AFSCME contract negotiation meetings
- Attended Waterfall Festival coordination meeting
- Attended blight team meeting
- Continued oversight of Clem Lemire construction project
- Began promotional process for Highway Crew Foreperson position vacancy
- Met with residents to discuss various issues and concerns
- Met with consultant regarding ongoing Landfill Closure permitting process
- Attended UConn Planning & Managing Local Roads Snow & Ice Operations Class

Roadway Maintenance

- Completed Clem Lemire drainage/parking lot project
- Crews worked with outside contractor during the milling and paving of Fenn Road
- Highway operators continued with Landfill material processing
- Continued with Town wide pot hole patching
- Repaired and cleaned several storm water catch basins Town wide
- Continued with Town wide litter and graffiti control

Traffic Division

- Assisted Highway crews with signage and traffic control during the milling and repaving of Fenn Road
- Installed and/or repaired missing/damaged street name and regulatory signs
- Assisted Police Department installing speed boxes

Fleet Maintenance

- Began annual maintenance of leaf collection equipment

- Attended diagnostic Control class
- Completed the outfitting of one (1) new police vehicle
- Performed routine preventative maintenance along with emergency repairs on all Town vehicles and equipment

Sanitation/Recycling/Landfill

- Scheduled 757 residential bulk items for collection
- Scheduled 73 condominium bulk items for collection
- Scheduled 213 condo/residential scrap metal items for collection
- 1,544 tons of cumulative Municipal Solid Waste were collected from July 1 through August 31, 2012
- 471 tons of cumulative recyclables were collected from July 1 through August 31, 2012
- 303 mattresses collected from July 1 through August 31, 2012
- Issued 34 permanent landfill permits and 14 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission Actions

- Site plan modification (Outdoor Bar) at 2414 Berlin Turnpike (“Cavos Restaurant”). Filip Milios, applicant.
- Public Utility Installation (Backup Generator) on Meadow St. at intersection with Orchard Ave. The Metropolitan District, applicant.
- Ham Radio Antenna at 9 Beacon Court. Michael E. White, applicant.
- Free-Standing Business Sign at 336 Stamm Road. M&F Realty LLC, applicant

Busway (“CTfastrak”):

- Met with CRCOG staff re: proposed Newington Junction planning project.

National Welding Site:

- Attended webinar of EPA brownfield grant application software.
- Attended workshop on EPA brownfield grant application process.

Approved, Pending, and Future TPZ Applications

- Met with owner of Big Sky gym re: possible site plan changes.
- Site meeting at Packard’s Way with staff and developer re proposed changes.
- Site meeting at Sterling Drive with town staff and developer re: final inspection.
- Met with potential accessory apartment applicant.
- Met with developer of “Morningside Condominium” re: proposed changes.
- Met with engineer for 52 Holmes Road re: possible site plan changes.
- Met with owner of Big Sky gym re: proposed site plan changes.

Miscellaneous:

- CCM-sponsored training.
- Returned approximately 41 phone calls from citizens and applicants seeking information on zoning and other land use matters.

TOWN ENGINEER

- During the month of September there were 22 excavation permits issued as follows:
 - 7 Driveways
 - 15 Gas Service
- Engineering staff assisted multiple applicants in the preparation of Inland Wetland applications. The Town Planner continued to assist with the administration efforts for Agent Approval applications.
- Engineering staff continued to provide field survey work for continuing projects: Clem Lemire Field parking lot, Elizabeth Green School and the high school.
- Engineering staff continued to provide administrative review and coordination of concrete installation throughout town.
- Engineering assisted with the preliminary review of the Town of Newington landfill closure permit provided by Louriero Consulting Engineers.

- 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 participated in the Victory Gardens (Veterans Drive) pre-construction project.
- Engineering staff continues to meet 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

- A Permit was issued to replace existing drive-up teller window with an ATM at the Bank of America, 1232 Main Street.
- Work is continuing at Victory Gardens. Footings and Foundations are being poured and inspected. There will be 74 apartments for veterans.
- There was one Temporary Certificate of Occupancy issued in September for Prudential located at 30C Fenn Road.

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

- R. Smith - Framing rough-in Inspections: Residential – Sept. 4, 2012
- D. Zwick - Framing rough-in Inspections: Residential – Sept. 12, 2012
- CBOA meeting on CONSPA – Sept. 20, 2012
- D. Jourdan - Framing rough-in Inspections: Residential – Sept. 25, 2012

Building Department activity for the month of September was as follows: The Inspectors completed a total of 158 Inspections. They were: Air Condition (7), Above Ceiling (1), Apartment Inspection(7), Boiler (2), CO (2), Complaint (3), Decks (2), Electrical (19), Final (47), Footing (6), Foundation (7), Framing (2), Gas Fireplace (1), Gas Line (19), Incident Report (2), Insulation (5), Rough (19), Site Visit (2), Slab (4), Tank(1).

The total number of Building/Renovation Permits issued for the month of September was **160** producing a total permit value of **\$719,271.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	22	193,392.00
DECK	2	7,000.00
DEMOLITION	1	20,000.00
ELECTRICAL	45	66,123.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	2,400.00
GARAGE / SHED	3	7,995.00
MECHANICAL	32	201,224.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	28	31,930.00
POOL	1	2,000.00
ROOFING / SIDING	18	168,407.00
SIGN	7	18,800.00
TENT	0	0.00
TRAILER	0	0.00

TOTAL

160

\$719,271.00

The total Building income fees received in the month of September was **\$10,681.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1025.00, Environmental \$630.00, Conservation \$5300.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$88.00, Driveway / Excavation \$750.00, Engineering copies \$54.00 The other total income is \$7847.00.

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

	<u>2012</u>	<u>2011</u>
Value of Permits issued for September:	\$719,271.00	\$1,475,166.00
Fees for Permits issued for September:	\$10,681.00	\$16,921.00
Other income Fees for September:	\$7,847.00	\$2,084.50
Building Permits Issued for September:	160	141

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>
\$11,817,790.00	\$127,340.50	\$4,146,950.00	\$37,747.00

HUMAN SERVICES

- The Food Bank assisted 155 households, with 777 bags of groceries distributed. The Clothing Closet assisted 22 households, with 24 bags of clothing distributed.
- The Outdoor Market served 156 households on two days this month.
- The Special Needs Fund assisted 10 households with 11 bills, 3-medical, 6-utility and 2- housing related bills. 4 were for senior residents.
- The Social Casework Program had an active caseload of 86 with 28 new referrals. Presenting issues included financial difficulties, housing, substance abuse, health, mental health, health insurance, 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 13 with 1 inactive case. Contractors provided 36 clinical therapy sessions and made 39 contacts with families and other agencies.
- As of the end of September, SCORE registrations totaled 60 with a significant number of 5th graders who are new to our program.
- ROPE resumed in September and interns from CCSU and University of Hartford assisted staff.
- Our second year of the Adventure Bound Challenge program for 8th grade students has 18 students registered. The program is designed as transition enhancing activities as students prepare for the move to high school. Activities will begin in October.
- The Challenge Course continued through another active month with several groups from Connecticut College Athletic Dept., CCSU, The Foote School and Bloomfield High School. Additional groups are scheduled well into the fall.
- A full year of activities has been planned with the High School Self-Awareness class. Activities include in-school and off site sessions that will include adventure-based such as challenge course, hiking and canoeing and at least one community service project. This year the group will be divided into two groups of 14 each. Juniors/Seniors in one group and freshmen/sophomores in the second group.
- 4 people provided community service hours, totaling 65 hours.
- After an extensive search, Kelly Urbanowicz, Licensed Professional Counselor, was hired to replace the vacant Clinical Services Coordinator position and will join the department the first week of October. Kelly brings a great skill set with well rounded clinical experience and education.
- Staff attended several trainings and workshops, along with numerous collaborative roundtable meetings to enhance how we identify, approach and meet community needs.

- Director Futoma and Coordinator LaBrecque continue to participate in a 4 town regional health grant exploring ways to battle obesity through nutrition, walking/biking trails and smoking deterrents in Newington, Berlin, Wethersfield and Rocky Hill. Joint ventures are being considered, as well.
- Pam Wassik now joins Carol LaBrecque as a certified CHOICES counselor, enhancing our response to Medicare questions.
- Director Futoma and Coordinator LaBrecque attended a CRCOG meeting where we formally requested and were granted permission to initiate a CERT Team. A Citizens Emergency Response Team is a group of formally trained community volunteers that enhance local emergency response capabilities during crisis and disasters. We hope to offer training in the spring.
- Social Worker Pam Wassik and Coordinator Carol LaBrecque continued preparations for the annual Holiday Food & Gift program.
- 4 Juveniles came before the Juvenile Review Board this month.
- September 2012 Statistics

Selected Programs	FY 12-13 Undp. Total This Month	FY 12-13 Undp. Total Last Month	FY 12-13 Cum. Undp. Total YTD	FY 11-12 Cum. Undp. Total YTD
Youth and Family Counseling	13	14	46	66
Positive Youth Development	197	131	895	813
Information and Referral	157	149	435	1678
Social Casework Cases				
Under 55 = 41				
Over 55 = 44	86	101	272	159
Food Bank Households	155	157	439	457
Special Needs	10	12	25	48

SENIOR AND DISABLED CENTER

- The long awaited re-opening of the Center's Coffee Shop lunch service took place this month. Through an agreement with the congregate and home delivered meal program provider, CRT, the Shop now sells fresh, individually wrapped sandwiches, wraps and salads. This provides the choice and convenience that the congregate meal cannot while ensuring the quality and economy of scale of a large commercial kitchen.
- In an ongoing effort to improve the dining experience in the cafeteria, new window treatments that will allow light while limiting the view of the back of the very large generator were installed. These were funded entirely through the Center's donation account.
- In advance of the Medicare Part D open enrollment period and in compliance with new requirements for certification in the State CHOICES (health insurance counseling program), Center staff including Social Worker Teri Snyder, Program Coordinator Eleanor Eichner and Eligibility Program Coordinator Karen Halpert, along with Human Services staff, took a certification exam. All passed with flying colors.
- Center Director Dianne Stone attended a leadership meeting of the National Institute of Senior Centers on September 7th and 8th. An immediate result of that meeting was an invitation to apply to participate in a pilot project to establish an Aging Mastery program that is being developed by the National Council on Aging. Newington was one of only 26 agencies in the country invited to apply for the 5 available slots.
- On September 13th the MDC hosted a Brunch and Learn to provide information about their \$2.1 billion Clean Water Project
- On September 14th Emcee DJ Sir James from WRTC hosted "Name that Tune", a fun event sponsored by Panda HomeCare.

- Primary Eye Care Center sponsored a free Senior Eye Health program which included information about cataracts, glaucoma, dry eyes, floaters, macular degeneration and eye lid surgery on September 20th. There were also prizes and giveaways.
- Newington Health Care Center has partnered with the Senior and Disabled Center to provide a few ongoing programs including a monthly manicure service and seasonal flower workshops. They have been able to follow through with some events but a manicure service scheduled for September was cancelled.
- The Center currently has 1,946 paid members with an additional 617 residents registered for Dial-A-Ride.
- More than 130 participants have enrolled in the Membership Plus Fitness. The funds raised in that program will be used to enhance fitness experiences.
- There were 200+ opportunities to participate in programs at the Center in the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3,051 by 583 people. Actual attendance is higher as many participants still do not sign in. Also, this does not reflect the people who come to the Center for appointments, Parks and Recreation programs and drop in activities.
- Dial-a-Ride provided 1,274 trips covering 3,545 miles during regular hours.
- Center staffing was complemented by 870 hours of unpaid service in 275 instances by 66 volunteers.

PARKS AND RECREATION

Administration

- Superintendent met with Facilities Manager on proposed Town Hall/Community Center plans.
- Superintendent met with the Safety Committee.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with residents to address various issues and concerns.
- Superintendent met with the members of the Public Works Committee.

Recreation Division

- Registration for fall programs began on Friday, September 7 for Newington residents. Registration for non-residents began on Friday, September 21.
- The school year at Creative Playtime Preschool Program began on Wednesday, September 5.
- Training was held at Newington High School for all aquatics staff members on Wednesday, Sept. 12.
- Most fall programs began in late September, with the remainder beginning in early October.
- A meeting was held with the Teen Center Director on Friday, September 21 to discuss upcoming events and staff training scheduled for October 22.
- New furniture and a Ping-Pong table have been ordered for the Teen Center.
- M. Lach and K. Gallicchio met with a representative of Dick's Sporting Goods on September 24 to discuss Dick's Community Marketing Program.
- Community Center staff training was held on September 30.
- A t-shirt design contest is being held for anyone in grades 1 through 8 to design the shirt for our Youth Basketball program. Contest ends on December 3.

Parks and Grounds

- The pruning of the schools was completed early in the month along with the weeding of the planting beds.
- Town crews delivered tables and chairs to the Town Municipal Parking Lot for the annual Waterfall Festival.
- Ben Brietkreutz (GKIII) finished the repair/resurfacing and line painting at the Churchill Park Tennis Courts
- Parks personnel filled the end of Elton Drive with road grindings to fill the ruts created from vehicular traffic in that area.
- Parks personnel hydro seeded road work done by the Highway Department on Lawton St., Fire Company1 and Clem LeMire.
- There were 17 interments in town cemeteries this month.
- Division personnel were offline a total of 35 days this month.

LIBRARY

- The Library Board held its annual meeting on Sept. 10th, including a brief business meeting and recognition of honorees. Hartford Foundation for Public Giving and Liberty Bank were recognized for library grants; Ann Marino for Outstanding Friends Volunteer; Rich Uterstaedt for Outstanding Volunteer; and Ruby Tuesday for Corporate Sponsorship. Lorraine and Bill Meade were inducted into the Legacy Society. This year Lisa Masten, Susan Schneider and Sandra DiCicco received Palermino Scholarship funds for library-related conferences and classes.
- Personnel: Interviews for the PT reference position and substitutes were held on 9/18, 9/20 and 9/21. Karen Benner was hired for this position. That opens up her position, which has been posted internally. Karen's new job will require more technology responsibilities, and the open job will have the Teen responsibilities. We are also working to fill 2 circulation substitute and 2 reference substitute positions.
- Shirlee-Ann Kober attended the monthly Chamber of Commerce Board meeting.
- Technology: John Bolduc was hired as the new Network Administrator for the Town IT department, starting September 24th. With Neil David's departure, Lisa Masten has had to put some library projects on hold. She continues to work on the website, digital sign, sends out library e-mail blasts to the 434 people signed up, and troubleshoots all computer problems for the library with the help of IT.
- On 9/25 Donna, Lisa, Paul Boutot, Scott Hoagland and John Bolduc (from the Town IT Dept) met with Johannes Banck, a network consultant hired by Library Connection, the administrator of our library consortium of 27 members. The meeting was to document how our computer and Internet network connects to Library Connection and what services we will require from them in the future.
- Adult programs included an evening book discussion; *Youthful Aging*; *Surviving Allergy Season*; and *Beyond Religion*. Computer classes offered included *Basic LinkedIn*; *Basic Word*; and *Basic Computers*. A Resume Writing workshop was held with Gordon Gross from the CT. Dept. of Labor. Terri Planco facilitated a book discussion at Cedar Mountain Commons and books were delivered to 3 homebound patrons.
- Reference staff hosted a HEALTHNET services program for staff with speakers Alberta Richetelle and Judy Kronick from the UConn HealthNet Center in Farmington.
- Carlene Peterson completed the annual update of the community organizations list, and it has been updated on the library's website. Thank you, Carlene!
- A patron was surprised and pleased at how fast a reference librarian was able to locate a book at a library in Montana, and three days later it arrived here on interlibrary loan!
- Jeanette Howes hosted a very popular program *Why I Left the Amish*, with guest speaker, Saloma Furlong, who was raised Amish but left when in her 20's. She was featured in a PBS American Experience segment and is well known. An article in the Hartford Courant didn't mention that registration was required due to limited seating in the community room, and that brought more people than we could accommodate. 108 people attended the program and some had to listen from the lobby.
- Susan Schneider, Circulation Supervisor, attended a lending services meeting in Colchester. In addition to story times, children's activities this month included programs sponsored by the Friends of the Library: *Read, Rattle & Roll*; *Pajama Yoga*; *Babies, Books Bounce & Bubbles*; *Cookbook Club*; *Play with Us*; *Explore Together*; *Stories & Art*; *Tails to Tales*; and *Construction Club*. Summer Reading Recognition Assemblies were held at all four elementary schools, including a performance by a juggling master. 95 children visited the library during their Friday bus visits. Children's librarians attended open houses for all the elementary and middle schools, handing out hundreds of flyers. The final tally on children participating in the summer reading program this year is 1,175 young readers!
- Patricia Pierce, Children's Librarian, attended the CLA Annual Children's Roundtable meeting in Easton. She also served on an interview panel for a new children's librarian at the Avon Library.
- Teen programs included a *Teen Gaming Night* and a *Newington High School Book Club*. Teen volunteers helped out for 16 hours this month.
- Co-Chairs Karen Benner and Bailey Ortiz hosted the region's Young Adult Roundtable at our library this month.
- Bailey Ortiz and Michelle Royer attended a workshop on *The Next Chapter Book Club* at Ferguson Library in Stamford. The Club provides opportunities for people with developmental disabilities to read and learn together, talk about books, and make friends in a community setting. Training included an interactive overview of the club model and philosophy, a demonstration of a sample book club, and a review of the program's manual and materials. Bailey's goal was to receive training in order to start a book club at the library in collaboration with the Transition Academy. She met with Stacey Martins, Transition Academy teacher, to organize a Next Chapter Book Club.

- Donna Miller held 2 monthly staff meetings, a library department heads meeting and individual meetings with department heads and other staff. She also attended a Page meeting, a program planning meeting, met with the Friends' new vice president, a Library Board meeting, a Friends of the Library meeting, a Town department heads meeting and a consortium Member Council meeting.
- The Friends of the Library hosted a library booth at the Waterfall Festival on 9/22. Donna worked a shift at the booth to help promote library services.
- Michelle Royer coordinated the Friends fundraiser at the Outback Restaurant on 9/29. \$1,111 was earned to go towards a SmartBoard for the children's program room. Thank you Michelle for arranging this and seeing it through!
- Donna chaired the consortium's Reference Roundtable meeting at the Glastonbury Library on 9/13. Thirty librarians from 20 towns attended the meeting on *Technology Training: Keeping Your Staff Up-to-Date*. Diane Durette also attended the meeting.
- Building: We had some serious skylight leaks in the Children's Room in September, and we are looking forward to getting it repaired. No word yet from the Town Facilities department on when the project will begin. Tom and Sean from Facilities power washed the library's outside trim, doors, windows and gutters in preparation for painting. They also painted the water-stained ceiling in the magazine room. Lynn Caley is updating the emergency and staff manuals and taking steps to insure we are in OSHA compliance.
- Security issues: Bob Korpak will be working with IT on security camera installation at the library due to recent thefts. With money being missing from locked circulation desk drawers, we began using the safe to lock up all money and keys at night. Evidence of stolen books is also being found in the stacks. Pages ripped out of books containing the barcode and date due pocket have been stuffed down behind other books. This month 6 pages were found, the retail price of these books is \$142.84. Most of the books we know were stolen were new fiction and older horror fiction.

MONTHLY STATISTICAL REPORT, LIBRARY, SEPT. 2012				
	2012	2011	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	19,518	21,644	-2,126	-9.82%
CHILDREN	8,803	9,343	-540	-5.78%
YOUNG ADULT	965	1,058	-93	-8.79%
DVD'S	6,840	7,451	-611	-8.20%
DOWNLOADABLE BOOKS	402	244	158	64.75%
E-READERS	14	9	5	
MUSEUM PASSES	70	66	4	6.06%
TOTAL CIRCULATION	29,286	32,045	-2,759	-8.61%
CUMULATIVE CIRCULATION YTD	107,649	112,506	-4,857	-4.32%
DAYS OPEN/MONTH	24	25	-1	-4.00%
AVERAGE DAILY CIRCULATION	1,220	1,282	-62	-4.80%
PATRON COUNT	17,107	18,293	-1,186	-6.48%
AVG. PATRON COUNT PER DAY	713	732	-19	-2.59%
SELF CHECKOUT CIRCULATION	1,040	824	216	26.21%
TOTAL # CARDHOLDERS	12,339	12,605	-266	-2.11%
SUNDAY CIRCULATION	0	0	0	
SUNDAY PATRON COUNT	0	0	0	
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	5,090	5,411	-321	-5.93%
TOTAL COMPUTER USE*	4,274	2,840	1,434	50.49%
TOTAL DATABASE SEARCHES	144,675	28,141	116,534	414.11%
WEBSITE VISITS	8,905	6,912	1,993	28.83%
INTERLIBRARY LOAN--LOANS	835	841	-6	-0.71%
INTERLIBRARY LOAN--BORROWS	663	645	18	2.79%
PROGRAMS CHILDRENS	40	50	-10	-20.00%

PROGRAMS CHILDRENS ATTENDANCE	3,404	2,549	855	33.54%
PROGRAMS TEEN	2	3	-1	-33.33%
PROGRAMS TEEN ATTENDANCE	23	33	-10	-30.30%
PROGRAMS ADULT	12	11	1	9.09%
PROGRAMS ADULT ATTENDANCE	296	276	20	7.25%
NOTARY TRANSACTIONS	5	18	-13	-72.22%
VOLUNTEER HOURS	124	141	-17	-12.06%
MEETING ROOM USAGE-OUTSIDE GROUPS	16	17	-1	-5.88%
MEETING ROOM USAGE-LIB. PROGRAMS	45	40	5	12.50%
STUDY ROOM USAGE	191	169	22	13.06%
TOTAL LIBRARY HOLDINGS (ITEMS)	171,634	165,979	5,655	3.41%

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