



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: May 24, 2013  
Re: Monthly Report – April 2013

#### GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, 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 participated in the interview process for several open positions.
- Mr. Salomone continued to attend Council deliberations regarding the proposed 2013-14 operating and CIP budget.

Paid overtime during the month of April 2013 was as follows: Note that overtime costs include all instances and may be charged to non-operating budgets (i.e. road projects).

<b>HIGHWAY DEPARTMENT</b>	<b>Overtime Hours</b>	<b>Cost</b>
VEHICLES AND EQUIPMENT	56.0	\$ 2,422.83
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 634.64
ROAD MAINTENANCE	51.2	\$ 2,052.05
TRAFFIC DIVISION		
SNOW		
<b>TOTALS</b>	<b>123.2</b>	<b>\$ 5,109.52</b>
<b>PARKS AND GROUNDS DIVISION</b>	<b>Overtime Hours</b>	<b>Cost</b>
Ball Field Preparation	220.0	\$ 10,340.00
Mowing	78.0	\$ 3,765.00
Weekend Duty	32.0	\$ 1,392.00
Cemetery	14.0	\$ 540.00
<b>TOTALS</b>	<b>344.0</b>	<b>\$ 16,037.00</b>

<b>POLICE DEPARTMENT</b>	<b>12-13 Budget Overtime Appr.</b>	<b>Overtime Expended 12-13 YTD</b>	<b>11-12 Budget Overtime Appr.</b>	<b>Overtime Expended 11-12 YTD</b>
Administration	\$ 6,734.00	\$ 3,713.61	\$ 6,998.00	\$ 5,054.62
Patrol	592,745.00	605,353.28	563,361.00	547,769.46
Investigation	77,582.00	32,226.64	73,567.00	57,847.11
Communication	117,787.00	122,738.51	107,966.00	157,573.00
Education/Training	107,795.00	48,363.65	100,698.00	74,480.49
Support Services	40,751.00	14,422.50	40,452.00	30,538.97
Animal Control	<u>7,548.00</u>	<u>1,807.14</u>	<u>9,567.00</u>	<u>3,594.95</u>
<b>Total</b>	<b>\$873,360.00</b>	<b>\$828,625.33</b>	<b>\$ 900,609.00</b>	<b>\$ 876,858.60</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,225.00	\$ 17,438.21	\$ 29,225.00	\$ 73,518.47
Snow and Ice Control	137,119.00	150,128.44	137,119.00	54,943.96
Traffic	8,684.00	2,436.54	8,684.00	5,042.00
Vehicles and Equipment	28,981.00	12,938.95	29,981.00	41,493.70
Leaf Collection	<u>55,937.00</u>	<u>38,401.53</u>	<u>55,937.00</u>	<u>36,990.88</u>
<b>Total</b>	<b>\$259,946.00</b>	<b>\$ 221,343.67</b>	<b>259,946.00</b>	<b>\$ 211,989.01</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$142,799.00	\$ 106,600.34	\$ 142,799.00	\$ 146,808.91
Cemeteries	<u>15,635.00</u>	<u>11,680.14</u>	<u>15,635.00</u>	<u>9,009.41</u>
<b>Total</b>	<b>\$158,434.00</b>	<b>\$ 118,280.48</b>	<b>\$ 158,434.00</b>	<b>\$ 155,818.32</b>

## **PERSONNEL**

- Library Director Donna Miller gave notice to resign effective April 12. Lisa Masten was appointed Temporary Acting Director until a permanent director is appointed.
- The interview process for the Clinical Services Coordinator/Clinical Social Worker position continued in April, with three candidates proceeding to the oral board phase of the process. A hiring decision is expected in early May.
- Recruitment and training for summer employment positions in the Parks and Recreation Department (camp councilors, lifeguards, etc.) continued in April.
- Interviews were held for seasonal Parks Maintainers, with seasonal staff expected to be in place in early May.
- A public posting for a part-time Cemetery Maintainer was posted on April 1, 2013 with a closing date of April 19, 2013. The interview process began in April, with a hiring decision expected in May.
- John Conway (Equipment Operator I) was promoted to the Equipment Operator II position effective April 22, 2013.
- An internal union posting for the Equipment Operator I position was posted on April 29, 2013 with a closing date of May 3, 2013.
- The Entry Level and Certified Police Officer hiring processes continued in April, with two vacancies to be filled.

## **RISK MANAGEMENT**

### 2012-13 Blue Cross/Blue Shield Plan Year

The ninth month of the 2012-13 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2012-13 plan year were estimated at \$796,028. The total paid claims from the Health Benefits Fund for March 2013 were \$806,519. It should be noted that claims for retired participants are charged to the OPEB. The breakdown for the active participants for Town and Board of Education is as follows:

	<u>Cumulative Claims through March 2013</u>		
	<u>Town</u>	<u>Board of Education</u>	<u>Total</u>
Estimated Claims	1,512,774	5,651,478	7,164,252
Actual Claims	1,525,913	5,132,898	6,658,811

## **FACILITIES MANAGEMENT**

- The manager was in attendance at the Public Works Team meeting during the month and attended the Town Manager's staff meeting.
- The manager began work on several proposals for contract maintenance of various commodities to be issued for bid during June for award after new budgets are in place in July.
- The manager attended various building committee meetings during the month.
- The Facilities Group assisted the Parks Department with various maintenance items at the Town pool houses in anticipation of opening shortly.
- The Facilities Group completed 28 formal work orders during the month of April at the various Town Buildings.
- **Security Upgrades:** Preliminary designs for security upgrades began during July for the Library and Senior Center. Items reviewed included new security cameras and keying systems for the buildings. New cameras were to be installed during October after the IT group had verified the necessary hardware needed for their connection to the Police department system but this has been delayed due to work load within the IT group. (No Change)  
New keyed access controls were reviewed during the month and all necessary parts were ordered during the month for the Library and the Senior and Disabled Center. Lead time for these systems is approx. six to eight weeks and installation will begin once all parts are on site. (No change)
- **Transition Academy Roof Replacement:** Designs were completed by the Facilities Director for this roof replacement and bid proposals were received and reviewed but the project cannot begin until the BOE has determined the status of state funding that may be allowed. As a result, this project may not be undertaken until spring due to the weather. (No change).
- **Senior Center:** Preliminary designs were reviewed with the Senior Center staff for a minimal remodel in their cafeteria to accommodate a "bistro" type setting in an effort to make the center more inviting to the public.  
The Senior Center Roof Replacement committee issued an RFP for architectural design firms to submit proposals during the month for review during May.

## **INFORMATION SYSTEMS AND TECHNOLOGY**

- Processed 34 citizen requests via the town's website and 157 internal work orders.
- The Town's website had approximately 16,998 unique visits during the month, 69,338 page views with an average of 2.60 pages viewed per visit. The Town, Library, Assessor's Office and Town Employment Opportunities Homepages were the most frequently visited pages.
- Attended Capitol Region Council of Governments Fire Captain Meeting.
- Met with Verizon Wireless Government representative to review the Town's mobile and cellular services.
- Installed and configured video/audio recording equipment in three locations in the Police Department. The equipment needed to be installed prior to April 2014 when a new state law goes into effect, requiring police to video and audio record interviews/interrogations involving certain crime types.
- Updated projects notes and timelines for Vision Appraisal software upgrade scheduled to take place in the fall (2013).
- Updated project notes and timelines for Laserfiche Document Management System installation scheduled to begin in June (2013).
- Completed Microsoft Exchange 2010 migration. All older email servers and clusters have been removed from the town's network.
- Begun the process of evaluating a new backup appliance.
- Implemented additional security settings to protect the town's email infrastructure.
- IT staff performed general maintenance on printers, network infrastructure and telephone services as needed.
- Provided geographical information systems (GIS) mapping services for the following:
  - Public/ Citizen Request
  - Assessor's Officer – Mapping of Subdivision
  - Town Manager & Town Planner – Open Space Presentation
  - Town Planner – Abutters List
  - Central Connecticut Health District – Trails Map Book
- Acquired "New" 2012 aerial photo data. The new data will be used to compliment the town's GIS data sets.

**FINANCE**

**Accounting and Administration**

- 2013-14 Town Council budget meetings were completed during the month.
- On April 9th, the Town's 2013-14 budget of \$106 million was adopted with a mill rate of 33.63.
- Changes to the 2013-14 Town Council Adopted Annual Budget and Long-Range Capital Improvement Plan documents got underway during the month.
- The Town's financial system was updated with the 2013-14 budget.
- The 2012-13 fiscal year closeout began with departmental General Fund balances analyzed to determine possible June 30th overdrafts. Overages will be covered as part of planned appropriation transfers by the Town Council at its May meeting.
- On April 4<sup>th</sup>, Lisa Rydecki attended a State of Connecticut Department of Emergency Services & Public Protection applicant briefing in regard's to the FEMA declaration for the February snowstorm.
- On April 18th, the Town was pleased to learn the Government Finance Officers Association of the United States and Canada had awarded it with the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2011-2012. This is the twenty-third consecutive year the Town has received this national recognition for its financial report.
- The three year term for Town auditor has expired. As a result, an RFP for audit services was drafted and distributed on April 16th and are due on May 3rd. The Town's audit committee comprised of Clarke Castelle, Scott McBride and Dave Nagel will conduct interviews which are scheduled in the month of May.
- Contract negotiations continued during the month with AFSCME.
- Analysis for contract negotiations with IBPO began during the month.

During the month the Town received the final payment of the ECS grant in the amount of \$6,453,535, and the Education Transportation grant in the amount of \$221,824. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

**INVESTMENTS, BY ACCOUNTING TYPE**

(Unaudited)  
4/30/2013

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> FY2012-13	<u>Actual</u> Year to Date	
General Fund	\$100,000	\$31,598	24,997,055
Special Revenue Funds	1,357	2,856	2,302,903
Capital Projects Funds	400	788	608,339
Internal Service Fund	3,004	3,019	3,681,736
Trust and Agency Funds	632	896	1,146,858
<b>TOTAL, ESTIMATED BY FUND</b>			<b>\$32,736,891</b>

**INVESTMENTS, BY INSTITUTION TYPE**

(Unaudited)  
4/30/2013

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u> Month	<u>Last</u> Month	<u>Current</u> Month	<u>Last</u> Month	
STIF	0.08	0.08	658	1,149	\$13,199,457
CLASS PLUS	0.01	0.01	15	28	2,249,443
Bank North	0.20	0.20	695	718	4,228,427
People's Bank	0.35	0.35	579	598	2,013,632
Sovereign	0.30	0.30	2,905	2,632	11,045,932
<b>Total Outstanding Investments</b>					<b>\$32,736,891</b>

*Rates reflect avg. monthly yield, annualized*

**Assessor**

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of April.
- Building permits were collected and organized for field work to be done during the summer and fall. Two new commercial sites were listed and measured and entered into the data base.
- 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, 2013.

**Revenue Collector**

- Revenue Collections for April for Real Estate, Personal Property & Motor Vehicles amounted to \$293,047.13. The Supplemental Motor Vehicle and Prior Year taxes collected were \$21,974.08 and \$55,481.22, respectively.
- A real estate Tax Sale was held on April 11. One property was sold which the town collected a total of \$52,935.09 for taxes, interest and lien fees. Three small, abandoned pieces of land were also sold for minimal amounts which brought in a total of \$1,100.00.
- The percentage of collections is now in line with April 2012.
- Collections on Alias Tax Warrants continue through the end of May.
- The staff in the tax office is preparing various reports, making daily changes to tax accounts and verifying information for the new 2010 Grand List.

**TOWN CLERK**

- There were 731 documents filed on the land records during April.
- 86 property sales were conveyed for a total of \$6,446,750. State conveyance tax collected was \$51,872.51; and \$16,607.49 was collected in Town conveyance tax.
- There were two residential sales that conveyed for over \$300,000. Property at 795 North Mountain Road sold for \$410,000 from LL & Sons, Inc. to Nguyen Holding, LLC.
- The office recorded 212 mortgages, 36 liens, 22 probate documents and 312 releases.
- Seventeen Foreclosure Registrations were filed.
- The office issued 106 copies of vital records, 12 burial permits and 4 cremation permits.
- Ten Notary Public commissions and twelve Trade Name certificates were recorded.
- There were significantly more mortgages and releases filed during April 2013 than was filed a year ago, accounting for a 36% revenue increase over last April.
- On April 4<sup>th</sup> and 5<sup>th</sup>, the Town Clerk attended the annual Spring Election Conference sponsored by the Secretary of the State. There were informational sessions about eRecording (the ability to electronically record documents on the land record) and recent legislative changes affecting the election process.

<b><u>DATA SUMMARY APRIL 2013</u></b>				
	<u>April - 13</u>	<u>April - 12</u>	<u>FY 12/13 to Date</u>	<u>FY 11/12 to Date</u>
Land Record Documents	731	444	7642	4510
Dog Licenses Sold	9	7	502	439
Game Licenses Sold	203	143	602	547
Vital Statistics				
Marriages	9	12	155	158
Death Certificates	23	29	284	290
Birth Certificates	22	9	246	233
Total General Fund Revenue	\$ 38,180.29	\$24,349.45	\$ 395,551.12	\$276,760.26
Town Document Preservation	\$ 1,254.00	\$ 820.00	\$ 10,408.00	\$ 8,385.00
State Document Preservation	\$ 1,254.00	\$ 786.00	\$ 10,420.00	\$ 8,352.00

State Treasurer (\$36 fee)	\$ 22,572.00	\$ 14,148.00	\$ 187,046.00	\$150,294.00
Locip	\$ 1,881.00	\$ 1,179.00	\$ 15,588.00	\$ 12,522.00
State Game Licenses	\$ 2,280.00	\$ 1,748.00	\$ 5,858.00	\$ 5,802.00
State Dog Licenses	\$ 59.00	\$79.00	\$ 3,128.00	\$ 4,458.00
Dog Licenses Surcharge	\$ 26.00	\$22.00	\$ 1,139.00	\$ 1,044.00
Marriage Surcharge	\$ 133.00	\$ 114.00	\$ 1,216.00	\$ 1,254.00
<b>Grand Total</b>	<b>\$ 67,639.29</b>	<b>\$ 43,245.45</b>	<b>\$ 630,354.12</b>	<b>\$468,871.26</b>

**POLICE DEPARTMENT**

- The Police Officer Entry Level and Certified Officer Hiring Processes are ongoing. There are currently two candidates in backgrounds (one certified police officer candidate and one entry level candidate. Four other certified candidates are in the preliminary stages of the process. The Department currently has two openings for police officer.
- Officer Reza Abbassi was appointed to the Emergency Response Team effective April 3<sup>rd</sup>.
- Under the Equipment grant provided by the Office of Policy and Management, the department purchased technical equipment for two interrogation rooms, a copier and television for the tactical room, and a Nikon camera with accessories for the detective division. All funding was provided by the State of Connecticut, Office of Policy and Management.
- DUI roving patrols and DUI checkpoints were conducted in April. Seventy-five percent of overtime costs for this assignment are reimbursed by the Department of Transportation.
- Patrol Calls for April are as follows:

ALARMBURG	101	F/OTHER	17	MVASSIST	50
ALARMHOLD	5	F/RESCUE	1	MVCOMPLAINT	48
ANIMAL	12	F/STRUC	11	NEIGHBOR	13
ASSAULTIP	1	F/WATER	1	NOISE	16
ASSAULTREP	4	FINGERPRINT	34	NOTIFICATION	5
ASSIST	32	FIREWORKS	2	OPENDOOR/WIN	13
BADCHECKNSF	1	FOLLOWUP	77	PARKINGVIOL	9
BREACHIP	9	HARASSMENT	28	PISTOLPERMTEMP	26
BREACHREP	3	HAZARD	22	PROPFOUND	9
BURGIP	4	ILLEGALDUMPING	2	PROPLOST	4
BURGREP	4	INTOXICATED	8	SERVWARRANT	39
CHECK	56	JUVCOMP	14	SPECDETAIL	106
CLEARLOT	19	K9	11	STOLENMV	2
COURT	28	LAND/TENANT	1	SUDDENDEATH	3
CRIMMISIP	1	LARCFROMMV	9	SUICIDEATT	2
CRIMMISREP	16	LARCIP	14	SuspiciousIP	100
CUSTOMERIP	6	LARCREP	51	SUSPICIOUSREP	26
CUSTOMERREP	2	LOCATION	34	THREATIP	3
Dog	43	LOCKOUTMV	3	THREATREP	3
DOMESTICIP	24	LOCKOUTRESID	3	TOW	6
DOMESTICREP	12	LTA	1	TOWNORD	1
DRUG	3	M	221	TRAFFIC STOP	408
DUI	8	MISSING	2	TRESPASSIP	2
EDP	11	MVABAND	2	TRESPASSREP	4
ESCORT	19	MVAEVADING	14		
F/ALARM	17	MVAINJURY	14		
F/HAZMAT	4	MVAPROP	85		
				<b>TOTAL FOR NPD</b>	<b>1,939</b>

Patrol Investigations

- Investigations and calls by Patrol Officers in April included:
  - Officers were assigned to a DWI check point with officers from Rocky Hill, Berlin, Cromwell and Wethersfield. A male drove through the check point and was greeted by an officer. As he spoke to the driver, the officer could smell the odor of fresh marijuana coming from the driver’s breath. He asked the driver to exit the vehicle. When he did, the officer could see the driver had something in his mouth and was trying to swallow it. The officer asked the driver to open his mouth and stick out his tongue. The driver showed the officer a small portion of his tongue. When he did this, the officer observed a green plant like material on his tongue that he recognized as marijuana. The officer attempted to stop the driver from swallowing the marijuana to prevent him from destroying evidence and also causing the driver to become sick. Additional officers arrived on scene to assist the officer, but were unable to recover the evidence prior to the destruction. The driver then physically attempted to pull away from the officers. The officers then pulled the driver to the ground. The driver continued to resist the officers and was eventually handcuffed. He was transported to Newington Police Headquarters where he was charged with Interfering with an Officer C.G.S. 53a-167a.
  - Officers were dispatched to investigate a domestic complaint. Initial information received by Newington Police Department dispatch from the victim was that her husband had physically assaulted and choked her during a dispute in the home. The victim told the dispatcher that her husband had left the scene. The victim said she and her husband have been married for approximately two years and he has never physically assaulted her in the past. Tonight they were involved in an argument and she stated that she wanted a divorce. Her husband became enraged and pulled her hair and placed his hands around her neck and began to "squeeze". The victim stated that when she began to choke, her husband let go and left their home. Officers conducted an extensive search for the husband and eventually arrested him. The husband was charged with Disorderly Conduct and Strangulation in the Second Degree.
- In April, Detective Division personnel:
  - Handled 81 investigations, 60 remain ongoing and 21 were closed by investigative methods.
  - Served 47 arrest warrants, 36 by Patrol Officers and 11 by Detective Division personnel
  - On April 12<sup>th</sup> the detective division responded to room 249 of the Carrier Motel for the sudden death of a 34 year old female. The deceased was discovered after a motel employee entered the room with a concerned friend of the deceased who was unable to contact her. Detectives processed the scene for physical evidence and this case is currently under investigation.
  - On April 25<sup>th</sup> the police department’s detective assigned to the Greater New Britain Shooting Task Force participated in a large scale warrant service operation related to firearms and narcotics. The operation resulted in numerous arrests as well as multiple seizures of illegal narcotics and firearms.
- In April, the Community Service Officer (CSO):
  - Represented the police department at the Criminal Justice Career Fair at Tunxis Community College. Sgt. Moon and CSO DeSimone spoke with students interested in pursuing a career in law enforcement and explain the opportunities and benefits that Newington Police Department has to offer. The Officers used the Community Service display, along with the department brochure, and a question and answer period to accomplish this.
  - Along with officers from West Hartford, Berlin, Waterbury and Farmington Police Departments in conjunction with Farmington Bank, The Department of Transportation and St. Francis Hospital Trauma Center, Officer Desimone held a car seat installation and clinic at OFI on Garfield Street. This regional and joint effort allowed us to inspect and install car seats, and also to provide new car seats to those in need. This event was well received and appreciated by town residents.
  - Worked with Human Services in an effort to apply for a Police/Youth Grant.

**UCR/NIBRS Selected Crimes**

Type of Crime	<u>March 2013</u>		<u>March 2012</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
<b>Murder</b>	0	0	0	0
<b>Forcible Rape</b>	1	0	1	0
<b>Robbery</b>	1	\$400	2	\$992
<b>Assault</b>	5	0	11	0

<b>Burglary</b>	2	\$8,500	8	\$5,604
<b>Larceny Theft</b>	45	\$18,231	45	\$32,684
<b>Auto Theft</b>	4	\$22,500	4	\$35,000
<b>Totals</b>	<b>58</b>	<b>\$49,631</b>	<b>71</b>	<b>\$74,280</b>

- In March 2013, the police department arrested 68 adults: 2 for robbery, 4 for assaults, 2 for fraud, 2 for weapon violations, 1 for a sex offense, 15 for narcotic violations, 1 for offenses against family and children, 11 for DUI, 2 for liquor law violations, 2 for disorderly conduct, 13 for larceny, and 13 for other miscellaneous offenses. The department also arrested or referred 9 persons under the age of 18: 1 for assault, 1 for motor vehicle theft, 1 for larceny, 3 for vandalism, 1 for narcotic violations, and 1 for liquor law violation, 3 for other offenses.
- Police Department Overtime
  - Comparison
    - OT March \$ 68,972
    - OT April \$ 101,978
    - Total increase \$ 33,006
  - In April, there were two recruits at the Police Academy, two officers in Field Training, two officer vacancies, one officer on Active Military Leave, one officer on light duty, and one Community Services officer on light duty. These vacancies in Patrol have an impact on the overtime for a total of 8 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum during this substantial loss of staffing due to retirements and medical restrictions.
  - Administrative overtime of \$517 is a 0 increase due to holiday pay.
  - Patrol overtime of \$80,285 is an increase of \$35,180. Overtime included two holidays that were reflected in April's overtime (\$11,000), several domestics, a drug arrest, search warrants, Presidential security assistance, an ERT call out, a sudden death investigation, coverage for time off, and coverage for 8 positions noted above.
  - Detective Division Overtime of \$1,919 is a decrease of \$3,337. Overtime included evidence processing, warrants, sudden death investigation, and other investigations.
  - Communications overtime \$8,986 is a decrease of \$25. Overtime costs included coverage for leave time and one holiday.
  - Education overtime \$5,670 is an increase of \$2,920 for training classes. Training included FTO training overtime, spring firearms, recertifications, and specialty training.
  - Support Services overtime of \$4,044 is a decrease of \$2,247. Overtime included a Youth Adult Council Meeting, an ERT callout, and holiday pay.
  - ACO overtime of \$552, is an increase of \$393 for emergency coverage over the Easter holiday weekend.

## **FIRE DEPARTMENT**

- The following is a report of the activities of the Newington Fire Department for the month of April, 2013. During this period fire department members responded to 60 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<b>April 2013</b>	<b>10 Months Activity</b>
Residential	9	101
Commercial, Industrial, Office	2	28
Hospital, School	1	9
Vehicle	0	12
Rescue, Police Assistance	7	48
Dumpster, Rubbish, Grass, Brush, Leaves	10	29
Hazardous Materials/Clean up	4	52
Investigative Alarm	6	122
False Alarm	14	70
Mutual Aid/Standby	2	11
Carbon Monoxide Investigation	4	69
Water Related Incidents/Pump-Outs	<u>1</u>	<u>28</u>
<b>Total</b>	<b>60</b>	<b>579</b>



### Training Summary

Multi-Company Training	Confined Space Rescue Co. #2 & Co. #3	45 hours
	Confined Space Rescue Co. #1 & Co. #4	81 hours
Driver Training	Road Time	28 hours
	Cone Course	12 hours
	Pre-Trip	28 hours
Company Training	Co.#1 - Fire Behavior	10 hours
	Co.#2 - Task Force - SOP/SOG's	18 hours
	Co.#2 - Confined Space Equipment	19 hours
	Co.#3 - Line of Duty Deaths	11 hours
	Co.#4 - SCBA Ropes & Equipment	6 hours 4 hours
Officer Training	Pre-Plan Victory Gardens	29 hours
Department Training	Electrical Safety/NU - 1st. Class	30 hours
	Electrical Safety/NU - 2nd Class	76.5 hours
	Live Fire Training	36 hours
	Building Construction	2 hours
	Aerial Operation Training	16 hours
April Training	Fire Instructor Class - Two Members	13 hours
	SCBA Training - Search & Rescue	14 hours
<b>Total</b>		<b>488.50 hours</b>

### FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of April, 2013.

INSPECTIONS	15
INSPECTION FOLLOW-UPS	39
PLAN REVIEW	3
JOB SITE INSPECTIONS	7
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	1
COMPLAINTS	0
HAZ/MAT	0
BLASTINGS	0

### Incidents:

- An accidental fire in a single family home on Oxford Drive caused extensive damage to the garage area after hot fireplace ashes were placed in the trash.

### Fire Marshal's Activities:

- Responded to 36 fire calls during the month of April.
- Attended the monthly meeting of the Capital Region Fire Marshals Association at the new Public Safety building in Hartford.
- Issued the Annual Blasting Permit for the Balf/Tilcon Plant on Hartford Avenue.
- Attended an all day training session at the State Fire Academy: Modern Building Construction Methods.
- Attended several meetings with representatives from MDC and town staff to review the several upcoming Newington improvement projects.
- Met with town staff and the new owners of the Food Mart Plaza to review plans for the new Best Market Store.

- Attended the monthly Board of Fire Commissioners meeting at Company #4 on Fifth Street.
- Conducted the quarterly meeting of the Newington Local Emergency Planning Committee at Town Hall.
- Met with the town engineer to review various ongoing projects throughout town.
- Met with town staff and representative from Victory Gardens to review job progress and building occupancy schedule.
- Attended the monthly staff meeting at Town Hall.
- Attended the quarterly MDC meeting with local Fire Marshals in Hartford.
- Attended a meeting with contractors and public safety officials from Newington and New Britain to review road closures and detour plans for the Busway Project at East and Allen Streets in New Britain.

## **HIGHWAY DEPARTMENT**

### **Administration**

- Attended various staff meetings
- Met with residents to discuss various issues and concerns
- Hosted CL&P training class relating to downed wires
- Completed Operator II promotional interviews, John Conway, Operator I was promoted effective April 22, 2013.
- Assisted Keeney Manufacturing and the Environmental Quality Commission with their Earth Day clean up efforts
- Attended MDC meeting regarding Church Street sewer project
- Continued with AFSCME contract negotiation meetings
- Attended Landfill Certification Class
- Continued with roadway analysis for upcoming construction season
- Completed electronics recycling agreement with Ecovanta
- Attended Landfill closure meeting

### **Roadway Maintenance**

- Highway operators continued with Landfill material processing
- All personnel attended CL&P training relating to downed wires
- Continued with Town-wide curb pick up and topsoil repairs
- Installed new catch basin tops and replaced damaged pipe at cemetery
- Cleaned catch basins in various locations
- Repaved tennis court pad at High School
- Completed catch basin cleaning, sweeping and curb pick up/repairs at schools during spring vacation
- Continued with Town wide litter and graffiti control
- Continued with Town wide pothole patching
- Began Town-Wide street sweeping
- Assisted Veteran's in the clean up of the Iwo Jima Memorial as part of Earth Day

### **Traffic Division**

- Installed and/or repaired missing/damaged street name and regulatory signs
- Continued with the blanket replacement of worn out regulatory and warning signs in designated areas (concentrating on Plow Route #5)
- Install speed boxes in various locations
- Installed new crosswalk signs at Garfield Street and Mazzoccoli Way

### **Fleet Maintenance**

- Mechanics began seasonal maintenance of street sweepers.
- Started spring services for Fire, Parks and Highway Departments vehicles and equipment
- Began set up of new patrol vehicle for Police Department
- Continued with routine preventative maintenance along with emergency repairs on all Town vehicles and equipment
- Attended Emergency Readiness Seminar sponsored by Kinsley Power Systems

### **Sanitation/Recycling/Landfill**

- Scheduled 724 residential bulk items for collection
- Scheduled 102 condominium bulk items for collection
- Scheduled 31 condo/residential scrap metal items for collection
- 6,621 tons of cumulative Municipal Solid Waste were collected from July 1 through March 31, 2013
- 2,087 tons of cumulative recyclables were collected from July 1 through March 31, 2013

- 830 mattresses collected from July 1 through March 31, 2013
- Issued 96 permanent landfill permits and 28 temporary permits

## **TOWN PLANNER**

### Town Plan and Zoning Commission Actions

#### Regular TPZ Meeting on April 10, 2013:

- Approved Petition #17-13: Extension to Site Plan Expiration Date at 175 Lowrey Place (“Food Mart”).
- Approved Petition #10-13: Freestanding Business Sign at 505 Willard Avenue.
- Approved Petition #12-13: Site Plan Modification at 129 Patricia M. Genova Drive.
- Approved Petition #38-12: Motor Vehicle Service Use at 2903 Berlin Turnpike.
- Approved Petition #39-12: Site Plan Approval at 2903 Berlin Turnpike (“Firestone”).

#### Regular TPZ Meeting on April 24, 2013:

- Approved Petition #16-13: Farmers Market at the Municipal Parking Lot.
- Approved Petition #11-13: Site Plan Modification at 43 Mountain Road (“MDC”).
- Approved Petition #21-13: Tent Sale at 2661 Berlin Turnpike (“Sleepy’s”).
- Approved Petition #22-13: Tent Sale at 3440 Berlin Turnpike (“PC Richard & Son”).

#### Town Planner Activities:

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

- April 2: met with MDC staff to review site plans for 43 Mountain Road facilities upgrade.
- April 4: met with developer’s engineer to discuss possible Willard Ave. - Development District project.
- April 8: met with owner of “The Sloppy Waffle” to discuss outdoor seating.
- April 16: construction meeting for “Packard’s Way” subdivision.
- April 17: met with attorney for 365 Willard Avenue to discuss possible subdivision.
- April 23: met with owner of proposed “Sonic” restaurant.
- April 25: met with engineer for offsite grading onto National Welding site.
- April 30: met with homeowner to discuss possible zone change.

##### CTfastrak/Amtrak Corridor Planning:

- April 23: met with consultants for CRCOG “On-Call” program.

##### Grant-Related Activities:

- April 22: finalized contract language for LID consultant.

##### Other Boards and Committees:

- April 1: attended ACHIEVE Physical Activity Committee meeting.
- April 10: attended meeting of TPZ signage subcommittee.

##### Miscellaneous:

- April 8: attended MDC Church Street sewer project pre-construction meeting.
- April 9: met with Town Manager to discuss hiking on Old Highway.
- April 9: met with prospective buyer of industrial property on Fenn Road.
- April 11: met with new owners of Lowery Square property.
- April 24: attended “Active Design Guidelines” webinar.
- April 26: participated in Board of Education’s Strategic Plan workshop meeting.
- April 29: attended MDC meeting on up-coming projects in Newington.
- Received and replied to approximately 41 phone calls from citizens and applicants seeking information on zoning and other land use issues.
- Received and replied to approximately 139 emails from citizens and applicants seeking information on zoning and other land use issues.

## **TOWN ENGINEER**

- During the month of April, thirty excavation permits were issued as follows:
  - 16 gas lateral permits
  - 11 driveway permits
  - 2 sewer manhole permits
  - 1 sidewalk permit
- The Town Engineer participated in the monthly CRCOG Transportation Committee meeting.

- Engineering staff continues to meet with a number of residents and/or applicants (monthly) and discuss and perform site analysis as it relates to future Inland Wetland applications.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer attended a Land Use Seminar.
- The Town Engineer attended the monthly Public Works Team meeting.
- The Town Engineer attended the monthly Department Head Staff meeting.
- The Town Engineer attended a pre-construction meeting for the MDC Church Street sewer project.
- Engineering staff participated in a pre-construction meeting for the Maple Hill Avenue, "Packard's Way" subdivision.
- Engineering staff continues to prepare estimated and conceptual designs for the CT D.E.E.P. funded L.I.D. (low impact development) project.
- The Town Engineer and Highway Superintendent continued a field evaluation of the Town roads in preparation of the upcoming road reconstruction (C.I.P.) season.
- Engineering staff continues to prepare estimates and administer the sidewalk contract for projects within the Town right of way and Board of Education properties.
- Engineering staff continues to prepare construction plans, estimates and survey documents for D.P.W. projects scheduled this construction season.

## **BUILDING DEPARTMENT**

A Permit was issued for code compliance alteration including minor site work and accessibility revisions at the auditorium, band and chorus rooms as well as abatement work for the Newington High School. An Application was received for the new Firestone Complete Auto Care facility with ten (10) bay service areas. Seminars attended by our Inspectors for their continuing education credit were:

- |            |   |  |
|------------|---|--|
| D. Jourdan | - | Overview of Structural Design: 2003 IBC Chapter 16 – April 4, 2013     |
| R. Smith   | - | Overview of Structural Design: 2003 IBC Chapter 16 – April 4, 2013     |
| D. Zwick   | - | Overview of Structural Design: 2003 IBC Chapter 16 – April 4, 2013     |
|            | - | Residential Sprinkler Implementation Training Program – April 23, 2013 |
| A. Hanke   | - | Overview of Structural Design: 2003 IBC Chapter 16 – April 4, 2013     |
|            | - | Residential Sprinkler Implementation Training Program – April 23, 2013 |

There were three Certificates of Occupancy issued in April. One for residential at 167 Hartford Avenue which previously had a Temporary CO. Two were commercial COs. One for Starbucks and one for Chipotle both located at 3575 Berlin Turnpike.

Building Department activity for the month of April was as follows: The Inspectors completed a total of 191 Inspections. They were: A/C Installation (4), Above Ceiling (3), Apartment Inspection (4), CO (3), Decks (4), Electrical (19), Final (47), Footings (16), Foundation (6), Framing (2), Gas Line (14), Hot Water Heater (3), Insulation (14), Plumbing (2), Roofing (3), Rough (43), Siding (1), Site Visit (1), Slab (2).

The total number of Building/Renovation Permits issued for the month of April was **191** producing a total permit value of **\$3,072,450.00**.

They are categorized as follows:

<b><u>TYPE OF PERMIT</u></b>	<b><u># OF PERMITS</u></b>	<b><u>VALUE OF PERMITS</u></b>
ADDITIONS /ALTERATIONS	23	834,589.00
DECK	9	37,750.00
DEMOLITION	1	1,000.00
ELECTRICAL	46	432,088.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	2	2,595.00
GARAGE / SHED	5	14,641.00
MECHANICAL	24	177,201.00
NEW COMMERCIAL	1	482,661.00
NEW RESIDENTIAL	0	0.00

PLUMBING	29	386,800.00
POOL	7	38,980.00
ROOFING / SIDING	38	633,095.00
SIGN	6	31,050.00
TENT	0	0.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>191</b>	<b>\$3,072,450.00</b>

The total Building income fees received in the month of April was **\$20,846.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$2225.00, Environmental \$660.00, Conservation \$300.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$77.00, Driveway / Excavation \$1575.00, Engineering copies \$96.00. The other total income is \$4933.00.

Below is a comparison of the Permit Values for April 2013 and April 2012:

	<u>2013</u>	<u>2012</u>
Value of Permits issued for April:	\$3,072,450.00	\$644,505.00
Fees for Permits issued for April:	\$20,846.00	\$9,077.00
Other income Fees for April:	\$4,933.00	\$2,196.50
Building Permits Issued for April:	191	132

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

<u>2012-2013</u>		<u>2011-2012</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$33,755,461.00	\$370,587.50	\$12,550,827.00	\$139,651.00

## **HUMAN SERVICES**

- The Food Bank assisted 143 households, with 782 bags of groceries distributed.
- Open Air Market served 164 households on 2 bi-weekly days of distribution this month.
- The Clothing Closet served 22 households, providing 26 bags of clothes. The Transition Academy students continue to do a phenomenal job of picking up our clothing donations, sorting, laundering and returning items to our Clothing Closet. It's a great partnership!
- The Special Needs Fund assisted 7 households with 8 bills, 5-utility, 1-housing and 2 medical-related bills. 5 bills were for senior residents.
- The Social Casework Program had an active increased caseload of 97 with 37 new referrals. Shut off notices were sent out by the utility companies following a winter moratorium, resulting in financial challenges for numerous households. Presenting issues also included other financial difficulties, housing, substance abuse, health, mental health, health insurance, and domestic conflict. Staff continue to receive and follow up on several police referrals related to emergency medical and mental health needs.
- The Youth and Family Counseling Program saw a decrease in caseload to 25 as we experience a temporary transition period as we go through the hiring process to bring on a new Clinical Services Coordinator. There were 4 new cases. Clinicians provided 66 clinical therapy sessions and made 23 phone contacts with families and other agencies.
- Interviews for held for the Clinical Services Coordinator position. We anticipate selecting and bringing someone on board within the next couple of months.
- Winter/Spring SCORE is finishing up with registration for Summer Youth Adventure beginning.
- The Challenge Course has reopened and utilized to welcome a much delayed spring.
- April ROPE began the end of April, extending into May.
- The 8<sup>th</sup> Grade ABC program went rock climbing and bike riding on the rail trail in Granby.
- The NHS Self-Awareness group hiked and geo-cached at Fisher Meadows Park in Avon. They also learned about the natural history of the area.

- Six people provided community service, averaging a need to complete 25 hours. 40 hours were completed, with 4 individual's hours being carried over into May.
- Staff attended several trainings, workshops and meetings.
- Rik Huggard and Michelle Pestillo participated in a regional youth leadership program, held on Friday evening, April 26<sup>th</sup>, called Face-2-Face. It was an evening to engage middle/high school students with no use of electronics for the evening. Face-to-face interactions and communication are being impacted by our electronic world. Youth enjoyed the evening, which included interactive activities, dinner & a dj.
- Two youth came before the Juvenile Review Board this month.
- CERT (Community Emergency Response Team) classes are going well and we will graduate 40 adult volunteers for our newly formed CERT program in June. Director, Karen Futoma, Human Services Coordinator, Carol LaBrecque and Social Worker II, Pam Wassik, are also attending the classes and will be certified, as well. We see the benefit of additional tools to add to our "toolbox" in our role during critical incidents or disasters. Other Human Services staff will attend future CERT classes held.
- The annual Volunteer Recognition Dinner was held on April 16<sup>th</sup>, with approximately 90 attendees. An additional Volunteer Recognition reception was held for the Transition Academy students to insure they could all attend and be recognized. All students received a certificate, as well.
- Carol LaBrecque and Karen Futoma attended the annual Business Showcase.

April 2013 Statistics

<b>Selected Programs</b>	<b>FY 12-13 Undp. Total This Month</b>	<b>FY 12-13 Undp. Total Last Month</b>	<b>FY 12-13 Cum. Undp. Total YTD</b>	<b>FY 11-12 Cum. Undp. Total YTD</b>
<b>Youth and Family Counseling</b>	<b>25</b>	<b>37</b>	<b>147</b>	<b>224</b>
<b>Positive Youth Development</b>	<b>255</b>	<b>123</b>	<b>2051</b>	<b>2180</b>
<b>*Information and Referral</b>	<b>365</b>	<b>322</b>	<b>2005</b>	<b>4736</b>
<b>Social Casework Cases</b>				
<b>Under 55 = 46</b>				
<b>Over 55 = 36</b>	<b>97</b>	<b>82</b>	<b>440</b>	<b>527</b>
<b>Food Bank Households</b>	<b>143</b>	<b>145</b>	<b>1499</b>	<b>1593</b>
<b>Special Needs</b>	<b>7</b>	<b>6</b>	<b>84</b>	<b>127</b>

*\* As of 4/13 Information and Referral increase is due to now enhanced recording system that includes walk- in requests, as well as phone requests and emails and better volunteer tracking.*

**SENIOR AND DISABLED CENTER**

- The Aging Mastery Program continued through the month with 25-30 people in regular attendance at weekly presentations. Participants of the program have engaged in increased fitness activities; have learned to eat healthy, to manage medications, to communicate with their health care practitioner and to reduce their risk of falling. Feedback has been very positive.
- Livewell, a six week chronic disease self management program that helps people gain confidence in their ability to control symptoms and the impact of chronic disease, started this month. Due to overwhelming demand, a second class was offered.
- A Matter of Balance, an eight week program that helps to reduce the fear of falling, also started this month. This program is coordinated by the Injury Prevention Center, a collaboration of Connecticut Children's Hospital and Hartford Hospital through a grant from Jefferson House. The Center has worked with the coordinator to develop the capacity to offer this class in American Sign Language and those classes will begin in the fall. Unfortunately, this grant is likely to end in the near future.

- On April 11, the Lions Club held a free vision screening in the early evening that brought out 20 individuals.
- On April 12, Emcee DJ Sir James returned for another fun event, "Name that Jingle" sponsored by Panda HomeCare. Participants enjoyed remembering all of the old TV jingles.
- On April 23, more than 50 participants were treated to delicious cheesecake (and a few cheesy jokes from the Center Director) by Monsignor Bojnowski Manor and Advanced Home Health Care.
- Tina Bradbury provided a manicure day at the Center on April 24<sup>th</sup>.
- Center staff are working with the Facilities Manager to renovate The Coffee Shop, a volunteer operated alternative to the hot lunch program. The Commission on Aging and Disability authorized funding for this project from a \$10,000 bequest from long time member and Shop patron Priscilla Senna.
- Staff and participants are pleased that steps have been taken toward roof replacement and the construction of a covered entrance by the establishment of a building committee.
- The Center currently has 1,804 paid members with an additional 652 residents registered for Dial-A-Ride.
- Close to 160 participants have enrolled in the Membership Plus Fitness. Attendance in the fitness room is up to 30 people per day. Given the size of the space, this is considerable.
- 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 3,602 by 572 people.
- Dial-a-Ride provided 1,602 trips covering 4,286 miles during regular hours.
- Center staffing was complemented by 888 hours of unpaid service in 265 instances by 62 volunteers.

## **PARKS AND RECREATION**

### Administrative

- Superintendent met with the Athletic Director on various issues.
- Superintendent met with representatives of Weston & Sampson Engineering, Inc. regarding the pool study.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with staff and union representatives regarding various personnel issues.
- Superintendent met with members of the Public Works Committee.
- Superintendent met with residents and area business owners to address various issues and concerns as needed.
- Superintendent attended the AFSCME Union contract negotiations.

### Recreation Division

- Most Spring programs began the week of April 1<sup>st</sup>.
- Swim lessons are being offered on Monday and Wednesday nights during the spring to accommodate those looking for lessons before the summer season.
- Interviews for seasonal staff positions are ongoing.
- Registration for the 2013-2014 school years at our Creative Playtime Preschool Program is ongoing.
- The Summer Program Guide was completed and distributed to all Newington residents during the last week of April. New programs include Princesses and Pirates Art-Ventures and an Intro to Stand Up Paddle Boarding course.
- S. Glasson attended a CRPA Quarterly training session on Emergency Management Planning on Tuesday, April 23<sup>rd</sup>.
- M. Lach ran a successful Family Fishing Derby which was held on Saturday, April 27<sup>th</sup>, with about 60 children in attendance. This event was a great success due to help from organizations including Trout Unlimited, Connecticut Outfitters and the MDC.
- An American Red Cross Lifeguard Training course is being offered. The course began on Monday, April 29<sup>th</sup>.
- Department staff attended the Extravaganza meeting on April 16<sup>th</sup>.

### Parks and Grounds

- Preparation of ball fields and field painting for Spring Sports were our primary focus this month. This included the sodding of Volunteer and Legends Fields.
- Crew members repaired some leaks that were detected in the piping at Churchill Pool.
- Crew members finished installing a new Spiderman Climber at the Clem LeMire Complex.

- Crew members installed four new grills at Churchill Park.
- Crew members renovated several fields at the Newington High School Complex. This included deep tine aeration, seeding, topdressing and fertilization.
- There were 16 interments in town cemeteries this month.
- Division personnel were offline a total of 23.5 days.

## **LIBRARY**

- Library Director Donna Miller resigned, accepting a position at the Kent Memorial Library as the new library director. Her last day was April 12. Assistant Library Director was appointed Acting Library Director until a new library director is hired.
- Rebecca Cobb, the new part-time children's librarian, started in her new position on April 22nd. Two new children's substitutes, Kate Yohn and Jean Kappes began working at the end of the month.
- The operating budget and CIP request for an RFID system submitted to the Town was approved as is by the Town Council in April.
- The library participated in Snapshot Day, a statewide event that records a day in the life of a library. Patrons were asked to fill out a comment form to let us know how they were using the library that day and pictures were taken throughout the day to record the use. Statistics for the day: library visits 838, total circulation 1345 items, new library cards issued 4, reference questions answered 216, public internet use 100 hours, library website visits 284 and library programs offered 3 with 115 people in attendance.
- Zinio, the new e-magazine platform we subscribed to, had 305 circulations. 24 new titles were added in April including *Car and Driver*, *Food Network Magazine*, *Men's Fitness* and *PC World*. Circulation of ebooks rose 63% from the previous year. While print books continue to be popular, the demand for ebooks only increases as more people use eReaders or other devices to read books. The biggest challenge we face is having access to purchase ebooks from the major publishers at affordable prices.
- The Connecticut Library Association annual conference was held in Cromwell with 14 library staff members attended this year. Children's Librarian Michelle Royer presented a program at the conference titled "Special Programs for Special Friends." An informational program about the different ways the library offers information and services for families who have special needs through library programming.
- The Library Board of Trustees sponsored a free concert by the musical group CabareT at the Town Hall Council Chambers on April 7. Stage, screen and cabaret favorites were performed. 130 people attended. The concert was part of the George C. Hanel Fine Art Series made possible by an endowment to the library board by George C. Hanel.
- April was a very busy programming month at the library due to April school vacation and National Library Week. The library had a total of 89 programs with 2,451 people in attendance.
- Adult programs included "*Movies and More: Lincoln*;" *Low Maintenance Gorgeous Perennials: Veggie Gardening* and a visit by author Robert Steel to discuss his book, *The Curse*. Technology related programs included *Lunch 'n Learn on JobsNow and Reference USA databases*, *How to use Indeed.com*, *The Microsoft Store Comes to You*, *Getting to Know Your iPad*, *LinkedIn: Beyond the Basics and Intermediate PowerPoint*.
- In addition to regular story times, children's activities included programs: *Tales to Tails*; *Read, Rattle & Roll*; *Explore Together*; *Cookbook Club*; *Play with Us*; *Play for All*; *We All Get Ready to Read*; *Babies, Books, Bounce and Bubbles*; *Construction Club*, *Mr. Gym* and a *Puppet Making Workshop*. Children's staff continued having elementary schools visits to the library, facilitated book discussions at the middle school, as well as outreach to the schools and daycares.
- Teen programs included Newington High School Book Clubs; *Amine Movie Night*, *Manga Book Club*; *Teen Resume Workshop*, *Teen Interview Skills Workshop* and *Teen Advisory Board*. Teen Librarian, Bailey Ortiz, will take over as co-chair of the Young Adult Roundtable section of the Connecticut Library Association beginning in June. The children's department will have a community garden in the library's property next to the building for families participating in the library's summer reading program. The theme of the program is gardening - "Dig into Reading." Parks and Grounds rot tilled the area for the garden which was very much appreciated. Staff is busy planning the logistics and maintenance of this garden. It will be planted in early June.
- Volunteers put in 116 hours of service this month. To show our appreciation for their hard work, library staff cooked and baked for the Annual Volunteer Appreciation Breakfast held on April 4. This year's



theme was a Hawaiian luau. Staff and volunteers dressed in their floral prints and grass skirt, ate great food and a lot of fun was had by all. Town Manager John Salomone and several library board members stopped by and had breakfast with this great group of people as well.

- The Newington Information Packet, which includes everything you'd want to know about Newington, was printed and made available to the public.
- The Friends' booksale, which ended on April 28 after a successful weekend run, was, as usual a successful fundraiser. The staff at the Senior and Disabled Center is again to be thanked for graciously allowing the use of their building.
- Topics of interest that were researched this month included:
  1. How to extract our own tooth.
  2. How to build a garden shed.
  3. Is undergrounded flax seed digestible?
  4. Books about the Hartford Circus Fire.
  5. Humor fiction for an 8<sup>th</sup> grade girl.

<b>MONTHLY STATISTICAL REPORT, LIBRARY, APRIL 2013</b>				
	<b>2013</b>	<b>2012</b>	<b>Gain/Loss</b>	<b>%Gain/Loss</b>
<b>CIRCULATION</b>				
ADULT	20,721	20,994	-273	-1.30%
CHILDREN	10,164	10,641	-477	-4.48%
YOUNG ADULT	1,000	1,023	-23	-2.25%
DVD'S	7,232	7,897	-665	-8.42%
<b>Digital Services</b>				
DOWNLOADABLE BOOKS	690	424	266	62.74%
DOWNLOADABLE MAGAZINES	305	0	305	
E-READERS	7	14	-7	-50.00%
<b>Other</b>				
MUSEUM PASSES	95	104	-9	-8.65%
<b>TOTAL CIRCULATION</b>	<b>31,885</b>	<b>32,658</b>	<b>-773</b>	<b>-2.37%</b>
<b>CUMULATIVE CIRCULATION YTD</b>	<b>321,339</b>	<b>336,562</b>	<b>-15,223</b>	<b>-4.52%</b>
DAYS OPEN/MONTH	30	28	2	7.14%
AVERAGE DAILY CIRCULATION	1,063	1,166	-104	-8.88%
PATRON COUNT	19,709	19,818	-109	-0.55%
AVG. PATRON COUNT PER DAY	657	708	-51	-7.18%
SELF CHECKOUT CIRCULATION <sup>^</sup>	185	813	-628	-77.24%
TOTAL # CARDHOLDERS	11,977	12,411	-434	-3.50%
SUNDAY CIRCULATION	2,208	2,423	-215	-8.87%
SUNDAY PATRON COUNT	1,398	1,341	57	4.25%
<b>PUBLIC SERVICES</b>				
TOTAL REFERENCE QUESTIONS	5,812	5,914	-102	-1.72%
TOTAL COMPUTER USE	4,868	4,784	84	1.76%
TOTAL DATABASE SEARCHES	21,145	19,981	1,164	5.83%
WEBSITE VISITS	7,354	7,441	-87	-1.17%
INTERLIBRARY LOAN--LOANS	887	951	-64	-6.73%
INTERLIBRARY LOAN--BORROWS	751	635	116	18.27%
PROGRAMS CHILDRENS	69	79	-10	-12.66%
PROGRAMS CHILDRENS ATTENDANCE	1,955	2,274	-319	-14.03%
PROGRAMS TEEN	7	5	2	40.00%
PROGRAMS TEEN ATTENDANCE	44	67	-23	-34.33%
PROGRAMS ADULT	14	14	0	0.00%
PROGRAMS ADULT ATTENDANCE	452	375	77	20.53%
NOTARY TRANSACTIONS	19	8	11	137.50%
VOLUNTEER HOURS	115	132	-17	-12.88%
MEETING ROOM USAGE-OUTSIDE GROUPS	22	20	2	10.00%
MEETING ROOM USAGE-LIB. PROGRAMS	64	59	5	8.47%
STUDY ROOM USAGE	254	220	34	15.23%
<b>TOTAL LIBRARY HOLDINGS (ITEMS)</b>	<b>175,328</b>	<b>170,613</b>	<b>4,715</b>	<b>2.76%</b>

<sup>^</sup> the self check out terminal was out of service for part of April  
#downloadable magazines are a new service this year