



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: September 20, 2013
Re: Monthly Report – August 2013

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, MidState and CCM meetings.
- Mr. Salomone attended meetings for various projects related to the Town of Newington, including the MDC Church Street construction project, Town Hall renovations and the busway.
- Mr. Salomone continued work related to the AFSCME union contract negotiations.
- Mr. Salomone and staff continued with the collective bargaining process for the IPBO (Police) union contract, which expires on June 30, 2013.
- Mr. Salomone interviewed finalists for the Assistant Library Director position.
- Mr. Salomone met with staff to discuss enforcement of various blighted properties.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.

Legal Services

- As of August 31, 2013, the Town has expended \$29,494.10 for legal services to the firm of ROME MCGUIGAN, P.C. (Firestone) and \$4,741.80 for legal services to the firm of Murtha Cullina, LLP (Toll Brothers).

Overtime

Paid overtime during the month of JULY 2013 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	85.8	\$ 3,726.76
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 810.72
ROAD MAINTENANCE	61.7	\$ 2,755.00
TRAFFIC	30.7	\$ 884.21
BUS GARAGE - PARKING LOT	6.2	\$ 274.86
TOTALS	204.4	\$ 8,451.55
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Pool	60.0	\$ 3,000.51
Herbicide	104.0	\$ 5,680.34

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Graves	6.0	\$ 365.70
Weekend Duty	32.0	\$ 2,308.75
B.O.E. – Playground Chips - Anna Reynolds – Backstop Cleaning	125.0	\$ 4,945.91
TOTALS	327.0	\$ 16,301.21

POLICE DEPARTMENT	13-14 Budget Overtime Appr.	Overtime Expended 13-14 YTD	12-13 Budget Overtime Appr.	Overtime Expended 12-13 YTD
Administration	\$ 6,734.00	\$ 258.52	\$ 6,734.00	\$ 1,128.47
Patrol	641,951.00	87,105.31	592,745.00	92,856.84
Investigation	77,883.00	2,343.87	77,582.00	7,449.46
Communication	118,117.00	9,101.28	117,787.00	25,693.01
Education/Training	121,801.00	3,214.04	107,795.00	2,990.27
Support Services	39,878.00	2,900.24	40,751.00	1,348.15
Animal Control	5,546.00	0.00	7,548.00	559.72
Total	\$ 1,011,910.00	\$ 104,923.26	\$ 950,942.00	\$ 132,025.92
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 3,377.54	\$ 29,225.00	\$ 4,985.07
Snow and Ice Control	137,119.00	0.00	137,119.00	0.00
Traffic	5,684.00	1,011.74	8,684.00	984.56
Vehicles and Equipment	28,981.00	3,975.33	28,981.00	1,914.71
Leaf Collection	55,937.00	0.00	55,937.00	0.00
Total	\$ 256,946.00	\$ 8,364.61	\$ 259,946.00	\$ 7,884.34
PARKS AND GROUNDS				
Parks and Grounds	\$ 91,968.00	\$ 21,469.45	\$ 142,799.00	\$ 19,176.17
Cemeteries	16,971.00	1,143.47	15,635.00	1,247.17
Total	\$ 108,939.00	\$ 22,612.92	\$ 158,434.00	\$ 20,423.34

PERSONNEL

- Karen Benner was appointed to the Assistant Library Director position, effective September 9, 2013.
- Michael Costardo was appointed to the Equipment Operator I position, effective September 9, 2013.
- Amanda Bollacker was appointed to the Part Time Librarian position, effective September 9, 2013.
- A public posting for a Librarian I position was posted on August 13, with a closing date of September 3.
- A public posting for a Network/Application Specialist position in the Industrial Technology department as posted on August 14 with a closing date of September 3, 2013.
- The entry-level recruitment process continued for the one remaining Police Officer vacancy.

RISK MANAGEMENT

2013-14 Blue Cross/Blue Shield Plan Year

The first month of the 2013-14 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2013-14 plan year were estimated at \$801,556. The total paid claims from the Health Benefits Fund for July 2013 were \$842,716. 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:

Cumulative Claims through July, 2013

	Town	Board of Education	Total
Estimated Claims	162,956	638,600	801,556
Actual Claims	132,281	710,435	842,716

FACILITIES MANAGEMENT

- Data is unavailable at this time and will be included in September’s Monthly Report.

INFORMATION SYSTEMS AND TECHNOLOGY

- Blocked 36,162 spam messages and 3 viruses for reaching town network infrastructure. Processed approximately 3,844 email attachments.
- The town’s website saw 27,695 visitors, 17,222 unique visitors, 70,703 page views with users averaging 2.55 pages per visit. The Library, Town, Assessor and Employment pages were the most frequented.
- Processed 97 internal work-orders.
- Ordered new server and software to replace Police Department’s digital radio and voice recorder. The new equipment is expected to be installed and operational by the end of September 2013.
- Ordered new laptops for use in the new regional major crime vehicle. The new vehicle will be used for various law enforcement programs including but not limited to: Operating Under the Influence Check Points, Evidence Processing and training.
- Completed network folder consolidation.
- Upgraded one of the town’s virtual infrastructure backup programs to the latest version.
- Setup training environment for police users in the Emergency Operations Center. Police Staff were provided with training on a new Records Management System they are looking at implementing in the fall/ winter of 2013.
- Provided GIS analysis for the following:
 1. Engineering Department – Special Project
 2. Town Manager’s Office/ Town Council – Motor Vehicle Accidents (Garfield Street)
 3. Town Planner – Ridgeline Setback Protection Area Regulation
 4. Board of Education – Transportation Mapping
 5. Assessor’s Office – Unknown Parcel Owner Mapping
- Mr. Scott Hoagland, Application/ Network Specialist and Mr. Thad Dymkowski, GIS Technician attended a three day, online course for a new GIS application (Geocortex).
- Mr. Hoagland completed setup and configuration of the upgraded Help Desk application.
- IT storage areas were cleaned and organized.

FINANCE

Accounting and Administration

- Contract negotiations continued during the month with IBPO.
- Preparation for the 2012-13 financial audit was well underway during the month of August.
- Lisa Rydecki, Deputy Finance Director completed the In-Kind schedules for the State Department of Education ED001 Forms.

Major grants received during the month included Town Aid Road grant of \$207,985 and Municipal Revenue Sharing in the amount of \$199,238. 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)

8/31/2013

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2013-14</u>	<u>Year to Date</u>	
General Fund	\$30,000	\$7,573	\$31,505,571
Special Revenue Funds	2,057	615	3,221,666
Capital Projects Funds	600	261	1,027,389
Internal Service Fund	2,400	708	2,140,023

Trust and Agency Funds	450	65	264,407
TOTAL, ESTIMATED BY FUND			\$38,159,056

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

8/31/2013

	<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	0.10	0.16	593	1,043	\$6,854,675
Bank North	0.20	0.20	1,313	293	7,731,173
People's Bank	0.33	0.35	2,161	600	8,018,570
Sovereign Bank	0.30	0.30	2,256	963	9,553,542
Farmington Bank	0.25		2,096		6,002,096
Total Outstanding Investments					\$38,159,056

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 August.
- Approximately 70 third request letters were prepared and mailed out to those commercial real estate owners who failed to respond to the initial request to complete the Income and Expense report forms.
- Kyle Church finished his internship with the summer youth employment program of Easter Seals Capital Region & Eastern Connecticut, Inc. Kyle was compensated through the program with no cost to the town. Kyle assisted the Assessor's office and the Finance Director with analysis of Excel spreadsheets. He will be a senior at Central Connecticut University this fall headed toward graduation with a degree in accounting.
- Personal property records and real estate building permits were organized to prepare for the 2013 grand list. Both of those property types will be worked on for the next four months.

Revenue Collector

- Collections for August on the 2012 Grand List amounted to \$2,236,868.92, and back taxes collections were \$37,056.05.
- This year's total collections through August were 53.7% which is slightly higher than 53.5% for the same time last year.
- Approximately, 130 Personal Property Demands were sent to business owners for unpaid taxes.
- Delinquent notices were sent to 337 Real Estate taxpayers for overdue taxes.
- There were 4,257 outstanding motor vehicle tax bills. Delinquent notices were sent to taxpayers owing over \$500 as well as any remaining 2011 motor vehicle tax bills.

TOWN CLERK

- There were 447 documents filed on the land records during August.
- 73 property sales were conveyed for a total of \$9,135,748. State conveyance tax collected was \$75,311; and \$22,839 was collected in Town conveyance tax.
- There were seven residential sales each sold for over \$300,000.
- Eighteen Foreclosure Registrations were filed.
- The staff issued 99 certified copies of vital records. Nine burial permits and four cremation permits were issued.
- One commercial sale at 72-82 Pane Road sold for \$725,000 from John Melonopoulos to Helen Melonopoulos. An industrial property at 127 Costello Road sold for \$635,000 from Thirau, LLC to 127 Costello Rd, LLC.
- Additional monthly filings included four Liquor Permits, 13 Notary Public commissions, nine Trade Name Certificates and 34 notarized signatures.
- The office recorded 130 mortgages, 164 releases, 51 assignments and fifteen probate certificates.

- The Town Clerk attended the Ballot-Order Lottery conducted by the Registrar of Voters on August 15th. When there are multiple-opening offices, this public ceremony determines the horizontal order of names within the appropriate row on the election ballot. When candidate placement on the ballot has been determined, the Town Clerk may then proceed with preparing the printed ballot and other election materials.
- The Town Clerk accepted an invitation to serve on the Board of Directors of the New England Municipal Clerks' Institute (NEMCI). NEMCI is a professional development initiative for town clerks throughout the New England states. Candidates attend an intense one-week session of training for each of three years to qualify for application as a Certified Municipal Clerk—the first step toward achieving a Master Municipal Clerk (MMC) designation. Advanced courses are available to clerks who have completed the three-year program.
- Newington resident, Dolores Carron, contacted the Town Clerk saying that she could not find any information on the Town's website regarding permanent absentee ballot status for the permanently disabled. This enabling legislation known as Public Act 12-57 became effective January 1, 2013. Ms. Carron was concerned that qualifying individuals might not be aware of the new law. The Town Clerk posted information to the website and contacted the President and members of the Connecticut Town Clerks Association encouraging everyone to notify their residents. The Town Clerk also contacted local newspapers—the Town Crier published a front-page article.
- 1375 land record volumes were moved and rearranged in the vault allowing for future growth and storage.
- The Town Clerk contracted with a vendor to scan images from 240 land record volumes. Upon completion of this phase, land record images will span the years 1993 through the present.
- Town Clerk arranged for codification of the latest amendment to the Newington code of Ordinances: Article IV, Public School Capital Improvement Projects Reserve Fund.

DATA SUMMARY AUGUST 2013				
	<u>August - 13</u>	<u>August - 12</u>	<u>FY 13/14 to Date</u>	<u>FY 12/13 to Date</u>
Land Record Documents	447	614	968	1164
Dog Licenses Sold	78	80	364	315
Game Licenses Sold	11	21	42	57
Vital Statistics				
Marriages	24	20	44	35
Death Certificates	24	30	45	60
Birth Certificates	33	22	48	33
Total General Fund Revenue	\$ 41,672.86	\$44,349.40	\$ 84,073.50	\$ 88,573.06
Town Document Preservation	\$ 1,230.00	\$1,131.00	\$ 2,556.00	\$ 2,193.00
State Document Preservation	\$ 722.00	\$1,134.00	\$ 1,580.00	\$ 2,204.00
State Treasurer (\$36 fee)	\$ 12,924.00	\$20,304.00	\$ 29,413.00	\$ 39,276.00
State Treasurer (\$127 fee)	\$ 6,731.00	\$ -	\$ 10,287.00	\$ -
State Treasurer (\$110 fee)	\$ 5,610.00	\$ -	\$ 9,790.00	\$ -
Locip	\$ 1,077.00	\$1,692.00	\$ 2,358.00	\$ 3,273.00
State Game Licenses	\$ 112.00	\$277.00	\$ 498.00	\$ 591.00
State Dog Licenses	\$ 567.00	\$521.50	\$ 2,371.00	\$ 1,909.50
Dog Licenses	\$ 198.00	\$174.00	\$ 860.00	\$ 672.00

Surcharge				
Marriage Surcharge	\$ 247.00	\$114.00	\$ 399.00	\$ 228.00
Grand Total	\$ 71,090.86	\$ 69,696.90	\$ 144,185.50	\$138,919.56

POLICE DEPARTMENT

- The police department continues to work on its recruitment drive as there is one opening left. Of the ten entry-level candidates who were invited to an oral examination in August, five have continued on to polygraphs and backgrounds. There is only one remaining certified officer candidate left in the background process as one has withdrawn from the process to take a position with another department.
- In August, the police department formalized its relations with New Britain, Hartford, Bridgeport and Wethersfield concerning the development of the new CT Chiefs Records Management System (RMS) and Computer Aided Dispatching (CAD) system. The departments have joined together to complete the RMS by the end of 2013. A number of meetings were held during the month with the vendor and work will continue over the next couple of months. Lt. William Jameson has been assigned as the project manager for Newington.
- The police department has entered into an agreement with the DEA to house a prescription drug collection box in the lobby of the police department to assist our citizens in properly disposing of unused prescription drugs. The unit has been ordered & should be delivered within the next 60 days.
- During the month members of the Police Department, Economic Development, Engineering Department and Town Manager met with the State of Connecticut DOT to discuss the intersection of Cedar Street/Maple Hill Ave./and Alumni Road. The discussions centered on traffic safety, economic development and a review of past plans. The conversation was constructive and has lead to agreement for future meetings.
- DUI roving patrol/checkpoints in July resulted in 17 speeding violations; 3 speeding warnings; 5 DUI arrests; 3 Drug arrests; 1 Felony arrest; 10 motor vehicle violations; 1 motor vehicle warning. 75% of overtime costs for this assignment are reimbursed by the Department of Transportation.
- Patrol Calls for August are as follows:

ALARMBURG	92	F/HAZMAT	3	NOTIFICATION	3
ALARMHOLD	5	F/OTHER	9	OPENDOOR/WIN	11
ANIMAL	21	F/STRUC	5	PARKINGVIOL	12
ASSAULTIP	3	FINGERPRINT	31	Pistol Perm Issued	1
ASSAULTREP	4	FIREWORKS	5	PISTOLPERMTEMP	22
ASSIST	28	FOLLOWUP	115	PROPFOUND	12
BREACHIP	22	GUN	1	PROPLOST	8
BREACHREP	3	HARASSMENT	31	RECOVEREDMV	1
BURGIP	2	HAZARD	31	ROBBERYIP	3
BURGREP	5	Intoxicated	13	SERVSUBPOEN	1
CARSEAT	3	JUVCOMP	29	SERVWARRANT	38
CHECK	82	K9	6	SEXASSAULTRE	2
CLEARLOT	21	LAND/TENANT	1	SHOTS	3
COURT	22	LARCFROMMV	13	SPECDETAIL	84
CRIMMISGRAF	4	LARCIP	26	STOLENMV	6
CRIMMISIP	5	LARCREP	46	SUSPICIOUSIP	128
CRIMMISREP	16	LOCATION	196	SUSPICIOUSREP	38
CSO	10	LOCKOUTRESID	2	TESTPOLICE	1
CUSTOMERIP	3	M	196	THREATIP	2
CUSTOMERREP	7	MISSING	6	THREATREP	2
DOG	51	MVABAND	4	TOW	18
DOMESTICIP	31	MVAEVADING	11	TOWNORD	5
DOMESTICREP	6	MVAINJURY	14	TRAFFIC STOP	680
DRUG	2	MVAPROP	80	TRESPASSIP	5

DUI	8	MVASSIST	46	TRESPASSREP	2
EDP	13	MVCOMPLAINT	45		
ESCORT	24	NEIGHBOR	7		
F/ALARM	1722	NOISE	20	TOTAL FOR NPD	2,474

Patrol Investigations

- Investigations and calls by Patrol Officers in August included:
 - Were dispatched to the Walmart Store for report of a male choking a female. As officers arrived, they located both people walking in the Walmart parking lot. Officers spoke with the female victim, who wasn't fully cooperative. She did state that she and her boyfriend of nine months were arguing. During the argument he took her cell phone from her and unintentionally grabbed her by her neck. Officers spoke to with the complainant who had witnessed the incident. She said that she was walking out of Walmart when she observed the male using both hands as he was choking the female by the exit door to Walmart. The male had the female pinned against a wall and the female was struggling to keep the male away from her. While the male was choking her he was threatening her, saying "if you do, I'll do this". The witness said she couldn't understand what he was exactly saying but she recognized it as a threat. She said he continued to choke her and eventually he realized that people were watching him and he let her go. After he let her go she was asking him to give her cell phone back. The couple continued to argue as they were walking away. The female was walking away from the male who continued to follow her and grab her and tried to stop her from walking away. They continued walking while arguing and pushing each other. Officers spoke to a second witness who confirmed the first witnesses' version.
 - During the investigation, officers checked the male suspect's name through the national database and found that he had an active arrest warrant from Virginia Beach Police Department. Officers then attempted to place the suspect into custody for the domestic incident and the Virginia warrant. However, when the officers attempted to place the suspect in handcuffs, the suspect resisted. He pulled his arms forward and a struggle ensued. During the struggle, the suspect kept reaching under his body towards his waistband area. The officers felt the suspect may be trying to reach for a weapon. One of the officers then tasered the suspect to affect the arrest. The suspect was charged with 53a-167a / interfering with an Officer, 53a-181 / Breach of peace and 53a-64cc / Strangulation 3rd Degree.
 - Officers were dispatched to a residence in Newington for a report of a domestic disturbance. As the first officer arrived, he discovered that a male was stabbed one time in the stomach area. The officer requested additional officers and an ambulance for the stab wound victim. As other officers arrived, they began to interview the occupants of the residence. During the interview with the male victim, he stated that he had been engaged in a verbal and physical argument with his girlfriend. He then said that both he and his girlfriend had been drinking heavily throughout the morning when his girlfriend "went off" and proceeded to hit him with her fists and a cordless phone. The male stated that he could not call 911 since the home telephone had been damaged during this exchange. The fight continued and his girlfriend stabbed him one time in the stomach. As officers spoke with other occupants, it was learned that the female suspect also pushed her elderly grandmother and mother during this altercation within the residence. Both were seen by medical personnel and treated at the scene. The female suspect was ultimately arrested and charged with a violation of CGS 53a-182: Disorderly Conduct, CGS 53a-60: Assault 2nd Degree, CGS 53a-61: Assault 3rd Degree on an Elderly Person, CGS 53a-116: Criminal Mischief 2nd Degree, CGS 53a-96: Unlawful Restraint 2nd Degree, 53a-183b: Interfering With an Emergency Call, and CGS 53a-64: Reckless Endangerment 2nd Degree.
 - A restaurant located on the Berlin Turnpike in Newington called the police to report an active larceny taking place at the restaurant. The caller reported that they arrived at work and observed a van at the back of the parking lot. The caller believed that the people in this van were stealing his cooking grease. The passengers of the van looked at the caller and fled the parking lot. The caller followed the van until it was stopped by police. Once the occupants were detained, the caller responded back to his restaurant and found that approximately 500 gallons of cooking oil were stolen from his grease storage area. The suspects also left a trail of oil throughout the parking lot creating a hazard. As officers spoke to the suspects, they appeared to be covered in cooking oil. There also appeared to be cooking oil leaking from the 2000 Ford E350 Van the suspects were operating. Inside of the cargo compartment were what appeared to be plastic fuel bladders. These bladders filled the entire compartment. Based on the investigation, the two occupants were placed

under arrest for the charges of Criminal Mischief 2nd (53a-116), Larceny 5th Degree-Theft from Building (53a-125a-4), & Conspiracy to commit the aforementioned offenses (53a-48).

- In August, Detective Division personnel:
 - Handled 87 investigations, remain ongoing and 12 were closed by investigative methods.
 - Served 39 arrest warrants, 32 by Patrol Officers and 7 by Detective Division personnel
 - During the month of August 2013 detectives arrested a 30 year old suspect from Rocky Hill. His arrest was the result of an investigation into credit card fraud which began in April of 2012. He was charged with eight counts of unlawful reproduction of a credit card, eight counts of identity theft, and five counts of forgery in the second degree.
 - On August 8th, detectives responded to a residence for a report of a domestic dispute involving a stabbing. Officers arrived on scene and made contact with suspect and discovered that a physical altercation had occurred between her and her boyfriend and members of her family. Police also discovered the boyfriend sustained a single stab wound to the abdomen, along with other minor injuries. Upon investigation, it was determined that she was responsible for the stabbing. The suspect and her boyfriend had been involved in a verbal argument which started earlier in the day and the argument escalated and became physical. She also had a physical altercation with her 89 year old grandmother. The grandmother sustained minor injuries. The male party was transported to a local hospital for treatment of his injuries. The suspect was arrested and charged with Assault 2nd Degree, Assault on the Elderly 3rd Degree, Reckless Endangerment 2nd Degree, Unlawful Restraint, Criminal Mischief 3rd Degree, Disorderly Conduct, and Interfering with an Emergency Call. The suspect was detained on a \$50,000.00 bond.
- In August, the Community Service Officer (CSO):
 - Interviewed with reporter Mark Jahne in an effort to promote The Citizen's Police Academy.
 - Attended the Enfield Public Safety Academy Magnet School with Sgt. Zematis and Detective DeSimone. Students were shown and explained the Intoxilyzer and how to lift prints off of an item from a 'crime scene'.
 - Disseminated information to the public via Twitter and Facebook and maintained those websites.
 - *Conducted a Security Assessment for Beckers Pawn Shop on the Berlin Turnpike. This assessment was based on lighting, security systems, phone lines, advertising, display cases, and escape routes and action plans.
 - Met with Ron Gantick and Natalie Cooke of Victory Gardens in an effort to establish and maintain a good relationship with the management company and residents that will now be residing in the complex.
 - Conducted a tour of the police department for St. Mary students.
 - Met with Joanne of Wheeler Clinic and the Group Home at 81 Church Street. Joanne was looking for a point of contact at the police department and to have an officer come in to teach various topics. Classes will be conducted once the kids are settled into their school year.
 - Investigated a suspicious phone call case at Building and Engineering, based on a male looking for building plans for town facilities to include the high school. The investigation revealed that this was a reasonable and non-threatening request.
 - Met with the Condo Association of the 'New Building' at Glen Oaks regarding suspicious behavior and activities involving their management company. Their concerns appeared to be civil in nature, but could result in a criminal investigation once all information is provided.
 - Provided assistance and support to The MPO Peter J. Lavery Memorial Motorcycle Run committee for this years September 15th event.

UCR/NIBRS Selected Crimes

Type of Crime	<u>July 2013</u>		<u>July 2012</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	0	0	2	0
Robbery	0	\$	1	\$3,988
Assault	10	0	9	0
Burglary	4	\$2,325.00	11	\$9,152
Larceny Theft	42	\$22,415	62	\$25,241
Auto Theft	4	\$10,228	3	\$13,650
Totals	60	\$34,968	88	\$52,031

- In July 2013 the police department arrested 66 adults: 7 for assaults, 3 for burglary, 2 for forgery and fraud, 1 for vandalism, 15 for narcotic violations, 3 for offenses against family & children, 3 for larceny, 11 for DUI, 1 for disorderly conduct, and 20 for other miscellaneous offenses. The police department also arrested or referred 2 persons under the age of 18 for criminal acts: 1 for burglary and 1 for disorderly conduct.
- Police Department Overtime Comparison
 - OT July \$ 51,128 1.5 pay periods and 1 holiday
 - OT August \$ 53,789 2 pay periods
 - Total decrease \$ 2,661
- In August, there were two officers in Field Training, one officer at the Academy, one officer vacancy, and one officer on light duty. These vacancies in Patrol have an impact on the overtime for a total of 5 positions vacant on the patrol division schedule. The department has worked diligently to keep overtime to a minimum during this substantial loss of staffing due to retirements and medical restrictions.
- Administration overtime of \$0 is a \$258 decrease.
- Patrol overtime of \$43,744 is an increase of \$384. Overtime included Traffic Team call out, K9 search, several DUI arrests, domestic violence investigations, and coverage for time off.
- Detective Division Overtime of \$1,593 is an increase of \$843. Overtime included a Traffic Team call out investigation, burglary investigation, and domestic violence investigations.
- Communications overtime of \$5,419 is an increase of \$1,738. Some overtime costs have been offset by filling a position with light duty coverage in this division. August had several vacation leaves that resulted in overtime.
- Education overtime of \$2,294 is an increase of \$1,375 for training classes. Training included firearms training, Financial Investigations, and Active Shooter training.
- Support Services overtime of \$739 is a decrease of \$1,421. Overtime included a Traffic team call out.
- Animal Control overtime is \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of August, 2013. During this period fire department members responded to 45 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	August 2013	2 Months Activity
Residential	5	9
Commercial, Industrial, Office	1	2
Hospital, School	0	1
Vehicle	0	2
Rescue, Police Assistance	6	11
Dumpster, Rubbish, Grass, Brush, Leaves	7	10
Hazardous Materials/Clean up	3	4
Investigative Alarm	10	22
False Alarm	12	27
Mutual Aid/Standby	0	1
Carbon Monoxide Investigation	0	8
Water Related Incidents/Pump-Outs	1	4
Total	45	101

Training Summary

Multi-Company Training	Co. #1 & Co. #3 Hand Line Operations	85 hours
	Co. #2 & Co. #4 Hand Line Operations	40 hours
Driver Training	Road Time	12 hours
Company Training	Co.#4 – Ladders & SCBA	23 hours
	Co.#3 – Hose Testing – SOP Review	30 hours
	Co.#1 – Extrication Tools & Practices	

	Hose Testing – SOP Review	22 hours
	Co.#2 – SCBA Cleaning – Hose Testing	23 hours
Truck #1 Certification Training		7 hours
Cadet Training	Fire Extinguishers	18 hours
Fire Service Instructor	2 Members	5 hours
Total Hours		265 hours

FIRE MARSHAL

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

INSPECTIONS	23
INSPECTION FOLLOW-UPS	42
PLAN REVIEW	5
JOB SITE INSPECTIONS	7
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	1
COMPLAINTS	2
HAZ/MAT	1
BLASTINGS	3

Incidents:

- There were no significant fire incidents or injuries reported in July.

Fire Marshal's Activities:

- Responded to 31 fire calls during July.
- Attended the monthly meeting of the Board of Fire Commissioners at Company #2 on Richard Street.
- Attended several staff meetings at town hall to review emergency plans and safety concerns for this years Extravaganza.
- Conducted inspections of all tents, electrical wiring and propane cooking and carnival equipment at Mill Pond Park prior the start of the Annual Extravaganza.
- Conducted an inspection of the fireworks set-up and maintained site security throughout the event.
- Attended a meeting with MDC and CNG to review blasting concerns for the Church Street sewer project.

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

INSPECTIONS	27
INSPECTION FOLLOW-UPS	10
PLAN REVIEW	6
JOB SITE INSPECTIONS	13
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	1
COMPLAINTS	1
HAZ/MAT	0
BLASTINGS	5

Incidents:

- There were no significant fire incidents or injuries reported in August.

Fire Marshal's Activities:

- Responded to 10 fire calls during August.
- Attended the New Britain/Hartford Busway Fire & Life Safety Committee meeting at DOT Headquarters.
- Conducted fire safety in-service training for the staff at Middlewoods of Newington on Main Street.
- Attended the monthly Board of Fire Commissioners meeting at Station-3 on West Hill Road.
- Traveled out of state for a two week vacation.
- Reviewed numerous complaints concerning parking and safety issues related to the opening of the new Bonfish Grill.

School Inspections:

- All schools were inspected prior to opening. All facilities were found to be within reasonable compliance with the Connecticut Fire Safety Code.

Blasting Activities:

- Reviewed several complaints concerning the blasting at the Balf/Tilcon Plant on Hartford Avenue.

HIGHWAY DEPARTMENT

Administration

- Attended various staff and committee meetings
- Attended Blight enforcement meeting
- Administered Operator I position interviews
- Met with residents to discuss various issues and concerns
- Continued coordinating all construction and road improvement projects
- Met with Town Engineer to discuss and plan various projects
- Meet with BOE representatives to discuss upcoming BOE paving projects
- Continued with Landfill closure meetings and discussions
- Attended UConn Asphalt seminar
- Attended Environmental Quality Control meeting
- Attended GHS seminar – new guidelines for Hazard Communications

Roadway Maintenance

- Highway operators continued with Landfill material processing
- Continued with Town wide litter and graffiti control
- Continued with Town wide pothole patching
- Crews continued with curb and topsoil repairs
- Crews worked with bid awarded contractors on the mill and overlay of Augusta Drive, Whitewood Road, Harold Drive, Lucas Circle, Cornish Drive, Lincoln Circle, Homecrest Street, Broadview Street and Ponderosa Lane
- Crews reconstructed the parking lot at the Bus Garage on Garfield Street
- Assisted Traffic Division painting and line marking
- Replace drainage pipe at West Meadow Cemetery
- Repaired storm water drainage structure at Company #2 Firehouse
- Repave and topsoil pad at Company #1 Firehouse and High School Field House
- Crews replaced curbing and topsoil on Veterans' Drive

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Assisted Human Services with food share setup
- Assisted Police Department with various requests
- Painted lines at bus garage and High School
- Painted fire lanes at John Wallace and Ruth Chaffee schools

Fleet Maintenance

- Mechanics performed routine preventative maintenance along with emergency repairs to all Town vehicles and equipment
- Began the outfitting of two new patrol vehicles and completed the outfitting of one new police administration vehicle.
- Stripped and re-outfitted old police vehicle for new security vehicle for the school department,
- Began the ordering of service parts for seasonal leaf equipment in preparation of the Fall Leaf Collection
- Attended oral panel to assist Town of New Britain for a Public Works employment vacancy

Sanitation/Recycling/Landfill

- Scheduled 779 residential bulk items for collection
- Scheduled 88 condominium bulk items for collection
- Scheduled 23 condo/residential scrap metal items for collection
- 805 tons of cumulative Municipal Solid Waste were collected from July 1 through July 31, 2013
- 204 tons of cumulative recyclables were collected from July 1 through July 31, 2013
- 114 mattresses collected from July 1 through July 31, 2013

- Issued 40 permanent landfill permits and 9 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission Actions

Regular TPZ Meeting on August 28, 2013:

- Approved Petition #29-13: Free Standing Sign at 56 Fenn Road. Wayside Fence Company, applicant; 56 Fenn Road LLC, owner.
- Approved Petition #41-13: Pre-K Center at 626 Willard Avenue. Barbara Getsinger, applicant; St. Mary Parish, owner.
- Approved Performance Bond Reduction for “Victory Gardens” on Veterans Drive.
- Approved Petition #42-13: Modification to Approved Site Plan at 2903 Berlin Turnpike (“Bonefish Grill”). Wex-tuck Realty II LLC, owner/applicant.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- August 22: attended medical marijuana information session in New Haven.
- August 29: met with Sloppy Waffle owner to discuss expansion.
- August 29: met with staff on site of Packard’s Way subdivision.
- August 30: met with property owner to facilitate approval of possible new tenant.
- August 30: met with Mattress Mary owner to discuss expansion.

CTfastrak/Amtrak Corridor Planning:

- August 28: participated in TOD Committee meeting.

Grant-Funded Project Activities

- August 19: participated in LID Committee meeting.

Other Boards and Committees:

- August 7: participated in Signage Regulations subcommittee meeting.

Miscellaneous:

- August 23: met with staff to discuss re-opening Alumni Road to through traffic.
- August 27: met with staff and property owner to discuss improving Stanwell Road.
- Received and responded to approximately 28 phone calls from citizens, applicants and elected/appointed officials seeking information on zoning or other land use issues.
- Received and responded to or initiated approximately 222 emails from/to citizens, applicants and elected/appointed officials seeking information on zoning or other land use issues.

TOWN ENGINEER

- During the month of August, thirty-three excavation permits were issued as follows:
 - 11 gas lateral permits
 - 4 sidewalk permits
 - 17 driveway permits
 - 1 gas main permit
- Engineering staff continues to review and expedite the processing of utility and driveway excavation permits.
- 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.
- The Town Engineer (as Staff Agent) continues to attend and provide administrative support for the Inland Wetlands monthly meetings.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer attended the monthly Public Works Team meeting.
- The Town Engineer participated in the monthly CRCOG (Capital Region Council of Governments) Transportation Committee meeting.
- The Town Engineer provided municipal assistance to a neighboring town by participating in an interview panel for the hiring of an engineer.

- Engineering staff continues to prepare construction plans, estimates and survey documents for D.P.W. (Department of Public Works) & B.O.E. (Board of Education) projects scheduled this construction season.
- The Town Engineer and Town Planner continue to meet with regard to the D.E.E.P. grant for L.I.D. (low impact development). The Town is preparing to review regulations with the assistance of a consultant engineer (Fuss & O'Neil) and planning consultant Glenn Chalder. The Engineering Department is finalizing plans for a construction project designed to demonstrate L.I.D. techniques.
- Engineering staff continues to inspect and develop necessary documentation for bond release requests in cooperation with the Planning Department.
- Engineering and Planning staff participated in a pre-construction meeting for the Russell Road "Hunter Development." Site work has been initiated with the clearing and grubbing of the project site.
- The Town Engineer continues to observe and communicate with the MDC with regard to the progress on the Church Street Sewer project.
- The Town Engineer continues to observe and communicate with the MDC with regard to the progress on the Packards Way Subdivision project.
- Engineering staff continue to observe the construction progress and re-calculate bond releases for the Victory Gardens project.

BUILDING DEPARTMENT

- A Permit was issued for a roof mounted solar PV system at Target, 3265 Berlin Turnpike.
- A Permit was issued for an air conditioning replacement at the Lucy Robbins Welles Library
- Work is continuing at the Victory Gardens apartments for our Veterans. Two more Certificates of Occupancy were issued this month. One was for the Community Center and one for a multi family residence. That's a total of 7 CO's issued already this year.
- There were four Certificates of Occupancy issued in August. They were for a single family residence located at 235 Lucille Street, a community center located at 50 Victory Way, a multi family residence (temp CO) at 45 Victory Way, and The Bonefish Grill located at 2903 Berlin Turnpike.
- Building Department activity for the month of August was as follows: The inspectors completed a total of 271 inspections. They were: A/C Installation (3), Above Ceiling (3), Apartment Inspection (5), Boiler (2), CO (11), Decks (6), Electrical (14), Final (77), Footings (10), Foundation (3), Framing (4), Gas Line (28), Hot Water Heater (2), Insulation (17), Pools (6), Rough (78), Sheetrock (1), Siding (1), Site Visit (2).
- The total number of Building/Renovation Permits issued for the month of August was **181** producing a total permit value of **\$1,717,769.00**. They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	26	\$ 1,022,037.00
DECK	5	27,700.00
DEMOLITION	0	0.00
ELECTRICAL	43	92,154.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	0.00
GARAGE / SHED	6	8,761.00
MECHANICAL	52	307,977.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	19	20,120.00
POOL	1	21,000.00
ROOFING / SIDING	21	202,943.00
SIGN	6	13,175.00
TENT	1	1,902.00
TRAILER	0	0.00
TOTAL	181	

The total Building income fees received in the month of August was **\$22,540.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1245.00, Environmental \$300.00, Conservation \$0.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$75.50, Driveway/Excavation \$1800.00, Engineering copies \$169.50 The other total income is \$3590.00,

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

	<u>2013</u>	<u>2012</u>
Value of Permits issued for August:	\$1,717,769.00	\$8,872,279.00
Fees for Permits issued for August:	\$22,540.50	\$99,435.00
Other income Fees for August:	\$3,590.00	\$3,922.50
Building Permits Issued for August:	181	142

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

<u>2013-2014</u>		<u>2012-2013</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$3,879,029.00	\$48,250.50	\$11,098,519.00	\$116,659.50

HUMAN SERVICES

- The department held another successful annual back-to-school backpack and supply distribution this month. 65 households were served, providing 130 students with backpacks and school supplies.
- The 2nd Community Emergency Response Team training will begin next month, as will monthly meetings to further training opportunities, and discuss and plan ways CERT will serve the community for emergency and non-emergency events. CERT will be represented at the Waterfall Festival this year, as we continue to grow the program and make the community aware of their existence and purpose.
- Assister grant program training continued as we gear up for the October registration start up for the Affordable Health Act Access Health CT program.
- The annual update/registration for food bank and holiday programs continued this month and will continue leading up to the holidays.
- The Food Bank assisted 161 households, with 753 bags of groceries distributed.
- Open Air Market served 209 households on 2 bi-weekly days of distribution this month.
- The Clothing Closet served 22 households, providing 29 bags of clothes.
- The Special Needs Fund assisted 14 households with 14 bills, 9-utility, 2-housing and 3 medical-related bills. 4 bills were for senior residents.
- The Social Casework Program had an increase and active caseload of 101 with 38 new referrals. Residents continue to struggle with utility expenses, and other financial difficulties, including housing, medical related expenses, substance abuse, health, mental health, health insurance, and domestic conflict. We continue to receive police referrals related to emergency medical and mental health needs.
- The Youth and Family Counseling Program had a caseload of 33. There were 10 new cases. Clinicians provided 80 clinical therapy sessions and made 11.5 additional contact hours with families and other agencies.
- Summer Youth Adventure finished up mid August with a very successful and smooth program.
- Planning is under way for the Police & Youth Enrichment program, Adventures Build Bridges.
- The Challenge Course had the busiest August since first being built. We already have lots of groups booked for September and October. 70 individuals came out to the course in addition to our SYA youth participants.
- Rik Huggard participated in a canoe training to refresh safety skills.
- Three people provided community service, completing 30 hours.
- Fall SCORE brochures completed and distributed to the middle schools with programs resuming in early October.
- Juvenile Review Board had no referrals in August.

- Three CCSU students will intern with our department for the full academic year, participating in a variety of learning opportunities in our various programs and services.

August 2013 Statistics

Selected Programs	FY 13-14 Undp. Total This Month	FY 12-13 Undp. Total Last Month	FY 13-14 Cum. Undp. Total YTD	FY 12-13 Cum. Undp. Total YTD
Youth and Family Counseling	33	25	35	33
Positive Youth Development	175	500	675	698
Information and Referral	485	497	982	278
Social Casework Cases Under 55 = 52 Over 55 = 49	101	87	125	186
Food Bank Households	161	150	311	284
Special Needs	14	6	20	15

SENIOR AND DISABLED CENTER

- The premiere event of the month was the Annual Ice Cream Social sponsored by the Newington Health Care Center. Close to 100 people enjoyed sundaes.
- Center Social Worker Teri Snyder and Gwen Smith, our candidate for the In Person Assister (IPA) program of the health exchange completed online modules and attended in person trainings in preparation for the October 1st start for enrollments into insurance policies as part of the Affordable Care Act. The training is quite rigorous and will run through September when it is anticipate that both staff will be certified.
- Director Dianne Stone, Eligibility Coordinator Karen Halpert and Social Worker Teri Snyder met in teleconference with staff from the National Council on Aging to begin preparations for the Economic Security Screening initiative.
- As the process continues to move forward, response to the plans for the roof replacement and, especially, the porte cochere remains quite positive.
- The Center has been fortunate to participate in an evidence based fall prevention program, A Matter of Balance, in partnership with the Injury Prevention Center of CCMC/Hartford Hospital and funded by Jefferson House Institute. The 8 week program has been offered several times. This particular grant is coming to an end and Ms. Stone has been working with Jefferson House Executive Director Alan Laites and Gary Lapidus from the Injury Prevention Program on sustaining the program.
- Also related to the Matter of Balance program, the first program offered in American Sign Language, only the second time this has been done in the nation, started this month. Lea Ann Fortin McCue from the Injury Prevention program, Annete Urban, a part time staff member and trained program leader and Deborah Thompson, an ASL interpreter, adapted the program for this audience.
- Dr. William White from the UConn Health Center gave a presentation on preventing vascular disease in older adults on August 2nd, spending considerable time answering questions for the audience.
- Chef Nick from the Lodge at Rocky Hill returned the Center on August 8th to demo summer sizzling salads. The program was extremely well received.
- Mark Colello, Exercise Physiologist at Southington Health Care Center gave a presentation entitled “Diet Fads: the Big Fat Lie” on August 30th to a very enthusiastic group. The presentation was covered by the New Britain Herald/Newington Town Crier.
- The Center currently has 1,918 paid members. There are 683 residents registered for Dial-A-Ride.

- 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 3,058 by 536 people.
- Dial-a-Ride provided 1,675 trips covering 4,563 miles during regular hours.
- Center staffing was complemented by 596 hours of unpaid service in 242 instances by 45 volunteers with the lunch program, gift shop and home delivered meals the most volunteer intensive areas.

PARKS AND RECREATION

Administrative

- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with residents to address various issues and concerns.
- Superintendent met with the Athletic Director on various issues.
- Superintendent met with the members of the Public Works Committee.
- Superintendent met with Mr. Don Woods, Recreation Supervisor and representatives of sports youth organizations.
- Superintendent met with David King, Vice President of Kaestle Boos, Assoc., Inc.
- Superintendent met with Mr. Frank DeMaio, Newington Ambulance.
- Superintendent met with Lou Jachimowicz and Dick Vida, Board of Education.
- Superintendent met with representatives from Downes Construction and Kaestle Boos Assoc., Inc regarding the proposed Community Center.

Recreation Division

- The Fall Program Guide was distributed to Newington residents as an insert in the August issue of the Newington Life.
- Hundreds of season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pool during the month of August.
- Churchill Pool closed Sunday, August 11th.
- The Annual Dog Days of Summer Dog Swim was held on Monday, August 12th from 6:00 – 7:30 p.m. at Mill Pond Pool. More than 20 dogs attended, accompanied by many owners and family members.
- Mill Pond Pool closed on Sunday, August 18th.
- Free Summer Fun Runs were held on Wednesdays, August 7th and 14th. Approximately 145 unique participants enjoyed this free series of 5K and 2K walk/runs.
- A consignment ticket program was offered with discounted tickets to Six Flags and Lake Compounce, and many residents took advantage of this opportunity to purchase discount tickets.
- Registration has been ongoing for Creative Playtime Preschool Program. The first day of classes for the 2013-2014 school year will be Tuesday, September 3rd.
- The Women's 4-team Softball league ended in early August and the Men's 15-team, 2 division League ended in late August.
- Approximately 330 children in Kindergarten through grade 7 attended the Summer Playground Program each week. The 7-week program ended on August 9th.
- Representatives from fall and winter Youth sports' leagues that fall under the Parks & Recreation umbrella met to discuss field and facility requests, including use of the synthetic turf field.
- Program Coordinator met with the Teen Center Director to establish dates for the 2013-2014 school year, 7th/8th grade dances and began the process of planning Friday night Teen Center events.
- Annual training for our preschool staff was held on Tuesday, August 30th.

Parks and Grounds

- Crew members worked at the Volunteer Ambulance Building grinding tree stumps spreading soil and other miscellaneous work this month.
- Ben Breitreutz GKIII has spent his time as permitted to repairing the poured-in place surfacing at Mill Pond Playground.
- Crew members removed plants, spread topsoil and hydro seeded two traffic islands up in the Barn Hill Neighborhood.
- Crew members continue to repair deteriorating irrigation parts at Newington High School, primarily in the baseball field this month.
- Recreational swimming ended at Mill Pond August 13th and at Churchill Park on August 20th.

- Trimming and pruning of the schools was completed prior to the start of the school year.
- Preparation for fall sports has begun this month. Field painting has also begun town wide.
- There were ten interments in Town Cemeteries this month.
- Division personnel were offline a total of 58 days this month.

LIBRARY

- The three summer reading programs wrapped up in August. The children's summer reading program "Dig into Reading" had 1,311 children who read at least 20 minutes a day. As part of the program, a community garden was planted and maintained by the Library Garden Club. Vegetables grown in the garden were used at the end of the summer Garden Club Luncheon. School assemblies to hand out the reading certificates will be held in September. The teen and adult summer reading programs "Groundbreaking READS!" both ended with finale celebrations. 127 teens read 1,116 books. The teens had an 80's Throwback Party to end the reading program. Teens wore vintage 80's garb and learned all the disco dance moves. 673 adults read 5,334 books during the 8 week program. The finale attracted 105 adults who came for the grand prize finale drawings, a chance to win the many door prizes and enjoy the evening and desserts. The children's department offered 43 programs to 1,162 children and their caregivers. Highlights included the annual skating party, *Turtle Dance*, two programs by the *Kellogg Environmental Center*, *How Did Your Garden Grow?* and the Garden Club Luncheon. In addition, staff continued with regular story times and outreach to daycares.
- The teen librarians continued to have a lot of success and interest in the programs offered in August. Programs that were considered great successes according to all involved were *Steampunk Jewelry*, *Nail Art* and A Murder Mystery program where the teens took on the roles of the characters and tried to solve the mystery. Teens volunteered 121 hours for various library programs as part of the very successful teen volunteer network. Six programs were offered to 140 teens.
- Adult programs numbered 6 to a combined audience of 346. Guest speaker Dr. Richard Freund spoke about his latest book, *Digging Through History*, about his work excavating in a concentration camp. A Summer Jazz Standards concert featuring jazz singer Shenel Johns and pianist Sam Parker was enjoyed by 50 people who said it was the best concert ever and Bob Larsson presented two films as part of his series *Gotta Sing, Gotta Dance* to 78 people.
- In technology news, the children's programming room and the Lienhard meeting room were rewired to allow communication between the staff laptop and the flat screen TVs that will be mounted in each room. This new wiring will allow the children's staff to project the information on the laptop directly to the big TV screen. An LCD projector will no longer be needed. This will be useful for programs and school visits. The rewiring for the Lienhard Room is part of the renovations that will be coming to this room in the fall.
- A new AWE Literacy Computer was added to the children's department to replace the one that died last month. Children's staff is preparing two iPads to be used by children in the children's department. Each iPad will have age appropriate apps the children could use for learning & fun. Karen Benner and Susan Schneider had a successful eBook & eMagazine program to an audience of 22.
- Interviews were held for the part-time Circulation Library Technician position. Amanda Bollacher was hired and will begin her new job in September.
- Interviews for the Assistant Library Director's position were held in early August. An outside panel of library professionals conducted the first round of interviews. The Town Manager and the Library Director interviewed the top two candidates the next week. Karen Benner was hired as the new Assistant Library Director and will begin her new position on September 9.
- The full-time for the Librarian I Collection Management position was posted for the public with a closing date of September 3. Interviews will be conducted in September. Finally, the part-time reference position vacated by Karen Benner was posted for the public. The closing date is in mid-September.
- Teen Librarian Bailey Ortiz began her new role as a Young Adult representative on the Connecticut Library Association Board.
- Use of downloadable media continues to rise. Circulation of these items increased; eBooks, eMagazines and music. 350 digital magazines circulated in August. The most popular magazines are *Consumer Reports* and *Us Weekly*. Online resources saw a jump in usage. Popular online resources included *Morningstar* and *Hartford Courant*. Popular resources remotely accessed via the library's website are *Consumer Reports* online, and *Masterfile Premier EBSCO*, a magazine database resource.

From the children's website, 337 online books were accessed through the children's *Bookflix* and *Tumblebooks* services.

- In facility related issues, the compressor on the roof that provides air conditioning to part of the first floor was replaced at the end of the month. The HVAC technician is working on getting it up and running for the beginning of September. The painting continued in the library to spruce up various public and staff only areas, as well as the trim outside.
- While the parking situation improved toward the end of the summer, staff for the Transition Academy is once again parking in the upper Town Hall parking lot causing shortages in parking space.
- Librarians from the Adult Reference, Children's and Teen departments conducted a new teacher orientation at the library for teachers new to the Newington School system. They were informed of all the resources the library has available to teachers and their students.
- Shirlee-Ann Kober attended two workshops offered by the Connecticut State Library. The first program was about how to effectively market the library and its services and the second program was on using Twitter.

Topics of interest that were researched this month included:

1. Children's books about starting school.
2. Historical novels for the high school summer reading packets.
3. What are the 2013 annual poverty guidelines?
4. Symptoms of arsenic poisoning.
5. What year was the Huffy Roddy Seafarer made?

MONTHLY STATISTICAL REPORT, LIBRARY, AUGUST 2013				
	2,013	2,012	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	22,576	23,482	-906	-3.86%
CHILDREN	11,440	12,966	-1,526	-11.77%
YOUNG ADULT	1,393	2,020	-627	-31.04%
DVD'S	9,421	9,025	396	4.39%
Digital Services				
DOWNLOADABLE BOOKS	661	436	225	51.61%
DOWNLOADABLE MAGAZINES#	350	0	350	
E-READERS	23	18	5	27.78%
Other				
MUSEUM PASSES	162	156	6	3.85%
TOTAL CIRCULATION	35,409	38,468	-3,059	-7.95%
CUMULATIVE CIRCULATION YTD	75,925	78,372	-2,447	-3.12%
DAYS OPEN/MONTH	27	27	0	0.00%
AVERAGE DAILY CIRCULATION	1,311	1,425	-113	-7.95%
PATRON COUNT	21,303	22,890	-1,587	-6.93%
AVG. PATRON COUNT PER DAY	789	848	-59	-6.93%
SELF CHECKOUT CIRCULATION	382	1,143	-761	-66.58%
TOTAL # CARDHOLDERS	11,985	12,349	-364	-2.95%
SUNDAY CIRCULATION	0	0	0	
SUNDAY PATRON COUNT	0	0	0	
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	5,698	5,835	-137	-2.35%
TOTAL COMPUTER USE	5,126	5,551	-425	-7.66%
TOTAL DATABASE SEARCHES*	154,356	162,300	-7,944	-4.89%
WEBSITE VISITS*	8,889	9,559	-670	-7.01%
INTERLIBRARY LOAN--LOANS	963	958	5	0.52%
INTERLIBRARY LOAN--BORROWS	699	816	-117	-14.34%
PROGRAMS CHILDRENS	43	34	9	26.47%
PROGRAMS CHILDRENS ATTENDANCE	1,162	948	214	22.57%
PROGRAMS TEEN	6	6	0	0.00%
PROGRAMS TEEN ATTENDANCE	140	69	71	102.90%
PROGRAMS ADULT	7	7	0	0.00%
PROGRAMS ADULT ATTENDANCE	346	365	-19	-5.21%
NOTARY TRANSACTIONS	7	7	0	0.00%
VOLUNTEER HOURS	136	126	10	7.94%
MEETING ROOM USAGE-OUTSIDE GROUPS	15	12	3	25.00%
MEETING ROOM USAGE-LIB. PROGRAMS	60	52	8	15.38%
STUDY ROOM USAGE	204	221	-18	-7.92%
TOTAL LIBRARY HOLDINGS (ITEMS)	177,967	173,418	4,549	2.62%

#downloadable magazines are a new service this year