



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: August 23, 2013
Re: Monthly Report – July 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, the Town Extravaganza 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 worked with staff on 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 July 30, 2013, the Town has expended \$28,741 for legal services to the firm of ROME MCGUIGAN, P.C. (Firestone).

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	41.9	\$ 1,814.96
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 625.24
ROAD MAINTENANCE	9.6	\$ 675.14
BUS GARAGE PARKING LOT	507.5	\$ 19,758.43
LANDFILL	5.8	\$ 289.42
TRAFFIC	24.0	\$ 852.62
GREAT OAK LN	0.5	\$ 23.25
TOTALS	605.3	\$ 24,039.06
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Pool	81.0	\$ 4,255.00
Herbicide	74.0	\$ 2,496.36

Graves	21.0	\$ 940.61
Weekend Duty	64.0	\$ 2,786.48
Extravaganza	148.0	\$ 5,544.36
TOTALS	388.0	\$ 16,022.81

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	\$ 385.24
Patrol	641,951.00	43,360.31	592,745.00	46,461.45
Investigation	77,883.00	750.27	77,582.00	3,086.10
Communication	118,117.00	3,681.05	117,787.00	10,762.70
Education/Training	121,801.00	919.80	107,795.00	1,405.95
Support Services	39,878.00	2,160.98	40,751.00	3,089.71
Animal Control	5,546.00	0.00	7,548.00	159.12
Total	\$ 1,011,910.00	\$ 51,130.93	\$ 950,942.00	\$ 65,350.27
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 605.22	\$ 29,225.00	\$ 3,367.62
Snow and Ice Control	137,119.00	0.00	137,119.00	0.00
Traffic	5,684.00	852.62	8,684.00	825.44
Vehicles and Equipment	28,981.00	1,001.70	28,981.00	691.39
Leaf Collection	55,937.00	0.00	55,937.00	0.00
Total	\$ 256,946.00	\$ 2,459.54	\$ 259,946.00	\$ 4,884.45
PARKS AND GROUNDS				
Parks and Grounds	\$ 91,968.00	\$ 8,178.51	\$ 142,799.00	\$ 8,792.11
Cemeteries	16,971.00	519.11	15,635.00	1,247.17
Total	\$ 108,939.00	\$ 8,697.62	\$ 158,434.00	\$ 10,039.28

PERSONNEL

- A public posting for the Equipment Operator I position was posted on May 7, 2013 with a closing date of May 24. Approximately 75 applications were received, of which 12 applicants have been chosen to participate in a written examination for the position. The written exam took place on July 9, with three candidates chosen to proceed to the interview phase of the process. A hiring decision expected by early August.
- A written exam for the remaining entry level police officer position is scheduled for July 13.
- An internal union posting for a Librarian I position was posted on July 26, with a closing date of August 1.
- A public posting for a part-time Librarian Technician position was posted on July 8, with a closing date of July 19. Approximately 80 applications were received for the position. Testing is scheduled to take place in early August.

RISK MANAGEMENT

2012-13 Blue Cross/Blue Shield Plan Year – Unaudited Year-end Report

The 2012-13 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The total paid claims for active employees for the 2012-13 plan year were estimated at \$2,017,032 for the Town and \$7,535,304 for the Board of Education. The total paid claims from the Health Benefits Fund for 2012-13 were \$1,974,147 for the Town and \$7,136,471 for the Board of Education. It should be noted that claims for retired participants are charged to the OPEB Fund.

The actual claims total will be provided by Anthem Blue Cross/Blue Shield in September when the Town receives the 2012-13 Settlement Report.

The breakdown for the active participants for Town and Board of Education is as follows:

Cumulative Claims through June 2013

	<u>Town</u>	<u>Board of Education</u>	<u>Total</u>
Estimated Claims	2,017,032	7,535,304	9,552,336
Actual Claims	1,974,147	7,136,471	9,110,618

FACILITIES MANAGEMENT

- Facilities Director was in attendance at the Public Works Team meeting during the month and attended the Town Manager’s staff meeting.
- Facilities Director attended various building committee meetings during the month.
- The Facilities Group completed 26 formal work orders during the month of June at the various Town Buildings.
- **Security Upgrades:** New keyed access controls were installed at the Senior and Disabled Center during June and the Library is expected to begin during July and August.
- **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:** Award of the roof replacement was made during June and designs began on the project. The building committee will review the new design during July prior to the project going to construction bid.
Designs for the heating system replacement and interior renovations to the building office areas will begin during July under a separate contract from the roofing project.
- **Highway Garage:** Installation of an emergency generator began at the garage during May. The generator was donated to the Town and will provide power to the entire Highway facility. The work was completed during June as scheduled and the project is now complete.
- **Police Station:** Interior painting of entrances and corridors began during June to freshen up the building and will be completed during July.

INFORMATION SYSTEMS AND TECHNOLOGY

- Processed 123 internal work orders and 34 citizen requests.
- The town’s website saw 38,675 visitors, 24,345 unique visitors, 92,387 page views with users averaging 2.39 pages per visit. The Library, Town and Extravaganza pages were the most frequented.
- Mr. John Bolduc, Network Administrator/ Project Leader, continued efforts at moving existing backup jobs to the town’s new backup appliance.
- Mr. Bolduc upgraded one of the town’s anti-virus products and also upgraded a dependent component on the town’s virtual server environment.
- Mr. Paul G. Boutot, Chief Information Officer, Mr. Scott Hoagland, Application/ Network Specialist and Mr. Bolduc worked on troubleshooting a network issue that caused slow user logons. It was determined that the cause of the problem was introduced after a security patch was installed on workstations and servers. The IT team isolated the issue and deployed a fix to restore normal network operations.
- Mr. Hoagland updated the operating system and applications on all Emergency Operations Center (EOC) laptops. The laptops are used during EOC activations and also for training.
- Mr. Hoagland and Mr. Thad Dymkowski, GIS Technician, updated various applications on computers used at the Library.
- Mr. Dymkowski provided Geographic Information System mapping data for the following:
 - Town Tree Warden
 - Board of Education & Town Engineer – Anna Reynolds School Project
 - Registrar of Voters – District Mapping
 - Assessor’s Office – Commercial Property
 - Engineering Department – Maple Hill Avenue
 - Town Manager’s Office – Garfield Avenue
 - Economic Development – Old National Welding Site
- Provided audio visual setup for Town Manager’s Office

- Mr. Dymkowski presented at the New England Chapter of URISA's Lightening Talk event on the recently completed Trail Mapping Project he completed for the Central Connecticut Health District.
- Mr. Boutot conducted a site visit and demonstration of Nutanix Clustered Computing in Long Island, New York.
- Mr. Boutot and Mr. Richard Mulhall, Chief of Police, met with KTI International staff in East Hartford, CT., to review their police records management system (RMS) solution, CT-Chief. Chief Mulhall has selected KTI to replace the police department's current RMS solution that will no longer be supported after 2013. CT-Chief's is a regional offering currently being used by the City of Bridgeport, City of New Britain and City of Hartford.

FINANCE

Accounting and Administration

- The 2012-13 fiscal year closeout continued throughout the month; particularly busy was the accounts payable area where end of year transactions from departments were forwarded for processing.
- Necessary procedures were implemented on the accounting system to open the 2013-14 fiscal year for processing.
- The 2012-13 year-end audit got underway with the audit team of Blum Shapiro conducting entrance interviews and risk assessment questionnaires as well as payroll, assessment, tax and accounts payable testing.
- Ann Harter and Vic Depamphilis, Deputy Fire Chief met with the staff from Insurance Programmers to review the process of preparing individual member statements and the valuation report for the Newington Volunteer Fire Department Defined Contribution Pension Plan.
- The Town's 2013-14 pension and OPEB contributions were discussed and finalized with UBS.
- On July 25th, Ann Harter and other members of Government Finance Officers Association of Connecticut met with representatives from Connecticut Conference of Municipalities (CCM) to discuss Public Act 13-247 which requires OPM to develop a uniform chart of accounts for boards of education and municipalities.

There were no major grants received from the State of Connecticut during the month of July. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)
7/31/2013

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> FY2013-14	<u>Actual</u> Year to Date	
General Fund	\$30,000	\$2,024	\$7,625,635
Special Revenue Funds	2,057	326	3,221,329
Capital Projects Funds	600	138	1,027,300
Internal Service Fund	2,400	376	2,911,990
Trust and Agency Funds	450	35	264,384
TOTAL, ESTIMATED BY FUND			\$15,050,638

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
7/31/2013

	<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	0.16	0.18	1,043	1,145	\$7,754,082
Bank North	0.20	0.20	293	421	1,729,860
People's Bank	0.35	0.35	600	579	2,015,410
Sovereign	0.30	0.30	963	1,577	3,551,286
Total Outstanding Investments	0.30	0.30	1,577	2,814	\$15,050,638

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of July.
- Income and expense reports were received and entered into the data base for 400 commercial real estate accounts. Approximately 100 second request letters were prepared and mailed out to those owners who failed to respond to the initial request. This was a combined effort of the entire staff during a busy time of year.
- The Assessor's office was totally involved in adjustments to the grand list due to the mailing of tax bills in June. We responded to hundreds of phone calls and visits to the office. The majority of inquiries were related to motor vehicle problems. This is typical in the Assessor's office each July. The motor vehicle portion of the grand list is based on information received from the Connecticut Department of Motor Vehicles for October 1, 2012. Since that date many taxpayers sold, totaled, or traded in those vehicles and were entitled to prorated adjustments to their tax bills. This office processed 380 changes during the month. There were 15 personal property accounts, 16 real estate accounts, 344 motor vehicle accounts, and 5 supplemental motor vehicle accounts that received adjustments during the month. The net grand list increased by \$378,279 which is very unusual. This increase was due to 6 personal property accounts that were audited during the spring resulting in an increase of 1,407,828 which more than offset the total decrease of \$1,029,549.
- Kyle Church joined the office as an intern 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 has been assisting the Assessor's office with income and expense input and analysis, spreadsheet assistance for the Finance Director, exception reports for GIS, and building permits. He will be a senior at Central Connecticut University this fall headed toward graduation with a degree in accounting. He was a graduate of the Transition Academy of the Newington Board of Education and has worked part time in our office for four years. He has done a great job and has been a tremendous asset to this office.

Revenue Collector

- Revenue Collections for July on the 2012 Grand List amounted to \$36,432,378 and back tax collections were \$65,005.
- The collection rate on current year taxes through July equaled 51% which is the highest rate achieved compared to the past several years. This rate is attributable to the tax sale last February and April and tax bills being mailed early in June which gave taxpayers the ability to pay prior to their vacations.
- This was a challenging collection period for the tax office staff who processed over forty thousand (40,000) tax bills entirely in-house. The use of the bank lock-box system was suspended due to several challenges that arose when the bank relocated the processing department from Connecticut to Boston, Massachusetts. An in-house system was implemented to include additional seasonal employees who processed the incoming mail. Also, with the assistance of the Information Technology Department, a remote deposit system was installed that included check scanners and software installation. This system allowed for more accurate deposits and reduced the number of trips to the bank.
- Hundreds of corrections on accounts also added to the workload for the tax office, requiring the staff to reissue adjusted bills to the taxpayers to allow for timely payments and instructions applying for refunds.

TOWN CLERK

- There were 521 documents filed on the land records during June.
- 72 property sales were conveyed for a total of \$8,138,760.97. State conveyance tax collected was \$61,041; and \$20,347 was collected in Town conveyance tax.
- There were four residential sales each sold for over \$300,000.
- Eleven Foreclosure Registrations were filed.
- The staff issued 135 certified copies of vital records. Thirteen burial permits and six cremation permits were issued.
- Additional monthly filings included three Liquor Permits, eight Notary Public commissions, 13 Trade Name Certificates and 34 notarized signatures.
- Candidate endorsements for the Municipal Election for both major political parties were filed and the appropriate legal notices were placed in the newspaper.
- Campaign finance disclosure statements from all municipal candidates were filed in a timely manner. Treasurers of candidate committees were acknowledged and contacted.

- In the absence of the sexton (who was on vacation), Town Clerk contacted Newington Funeral Home to assist Parks & Recreation Superintendent and the Director of Administrative Services in determining procedural steps necessary to inter cremains in a columbarium.
- Utilizing the Cott indexing system, Town Clerk created and implemented an electronic database to maintain a record of notarial acts performed in the office. While Connecticut law does not require this, the Office of the Secretary of the State strongly recommends that a journal be maintained to capture: date and time of notarial act; description of the document; signature, printed name of each person for whom a notarial act is performed; type of identification presented and the fee.
- Town Clerk spent time becoming familiar with the nuances of Laserfiche software and uploaded Town Council minutes into the database. As more data is entered, this will become an extremely powerful search-engine enabling the user to search text, names, fields, annotations or a combination of these. The long-range goal is to enter Town Council minutes from the past ten years.

DATA SUMMARY JULY 2013				
	<u>July - 13</u>	<u>July - 12</u>	<u>FY 13/14 to Date</u>	<u>FY 12/13 to Date</u>
Land Record Documents	521	550	521	550
Dog Licenses Sold	286	235	286	235
Game Licenses Sold	31	26	31	36
Vital Statistics				
Marriages	20	15	20	15
Death Certificates	21	20	21	30
Birth Certificates	15	11	15	11
Total General Fund Revenue	\$ 42,400.64	\$ 44,223.66	\$ 42,400.64	\$ 44,223.66
Town Document Preservation	\$ 1,326.00	\$1,062.00	\$ 1,326.00	\$ 1,062.00
State Document Preservation	\$ 858.00	\$1,070.00	\$ 858.00	\$ 1,070.00
State Treasurer (\$36 fee)	\$ 16,489.00	\$18,972.00	\$ 16,489.00	\$ 18,972.00
State Treasurer (\$127 fee)	\$ 3,556.00	\$ -	\$ 3,556.00	\$ -
State Treasurer (\$110 fee)	\$ 4,180.00	\$ -	\$ 4,180.00	\$ -
Locip	\$ 1,281.00	\$ 1,581.00	\$ 1,281.00	\$ 1,581.00
State Game Licenses	\$ 386.00	\$ 314.00	\$ 386.00	\$ 314.00
State Dog Licenses	\$ 1,804.00	\$ 1,388.00	\$ 1,804.00	\$ 1,388.00
Dog Licenses Surcharge	\$ 662.00	\$ 498.00	\$ 662.00	\$ 498.00
Marriage Surcharge	\$ 152.00	\$ 114.00	\$ 152.00	\$ 114.00
Grand Total	\$ 73,094.64	\$ 69,222.66	\$ 73,094.64	\$ 69,222.66

POLICE DEPARTMENT

- Recruits Brendan LaChance and Richard Petoskey are continuing the Field Training Officer (FTO) Phase of their training. Officers Scott Amalfi and Mark Benham have completed Field Officer Training and have been deployed to the Patrol Division.
- Recruit Kevin Cabelus began his training at the Connecticut Police Academy (POST) on July 3rd. His anticipated graduation date is in December.
- Officer Yuri Branzburg who returned to the States after a year deployment in Afghanistan is back to work with the police department.
- The police department continues to work on its recruitment drive as there is one opening left. The department has scheduled an oral examination for the top 10 scoring candidates. Of the three candidates that proceeded on to pre-offer polygraphs and background checks, one has withdrawn from the process to take a position with another department and the other two are continuing with background checks.
- On June 9th a meeting was held in Clinton regarding the LINX and CJIS data sharing projects. The meeting resulted in agreement to have the two systems begin working together to share police information in CT.
- On June 10th the department hosted the Alpha Testing” of the CT Crash project for the Capitol Region. This is the electronic data collection of motor vehicle accidents in the state of Connecticut. The new mandates will take place in later 2014 or early 2015 replacing the current reporting system. We had twenty three officers take part in the testing representing 12 law enforcement agencies.
- On June 16th the department met with TON IT department to begin the planning and implementations of the new Computer Aided Dispatch and Records Management System (RMS) for the police and fire departments.
- On June 18 the department met with the DEA and agreed to continue our local support to the Hartford Office and its efforts to address the State drug problems.
- On June 22nd officers from the department participated in the 10th annual police and seniors picnic at the Senior Center. Officers’ and senior staff employees and volunteers grilled food, served the seniors, conducted two presentations – computer fire arms training and rescue dog demonstration and cleaned up. The event involved over 125 citizens and officers.
- On June 30th the department met with the supervisory staff of the Mid-State Traffic Unit to review yearly activity and operational issues.
- DUI roving patrol/checkpoints in June resulted in 3 speeding violations; 3 speeding warnings; 1 DUI arrest; 4 motor vehicle violations. Seventy-five percent of overtime costs for this assignment are reimbursed by the Department of Transportation. July statistics were not available at this time.
- Patrol Calls for July are as follows:

ALARMBURG	125	F/OTHER	11	NEIGHBOR	9
ALARMHOLD	14	F/STRUC	5	NOISE	9
ANIMAL	30	F/VEH	3	OPENDOOR/WIN	9
ASSAULTIP	3	F/WATER	2	OTHER	1
ASSAULTREP	6	FINGERPRINT	32	PARKINGVIOL	12
ASSIST	35	FIREWORKS	17	PISTOLPERMTEMP	25
BREACHIP	11	FOLLOWUP	80	PROPFOUND	8
BREACHREP	3	GUN	1	PropLost	11
BURGIP	5	Harassment	20	ROBBERYREP	1
BURGREP	7	HAZARD	46	SERVSUBPOEN	1
CARSEAT	6	ILLEGALDUMPING	1	ServWarrant	25
CHECK	84	Intoxicated	8	SEXASSAULTRE	2
CLEARLOT	29	JuvComp	11	SHOTS	3
COURT	21	K9	11	SpecDetail	90
CRIMMISGRAF	1	LAND/TENANT	4	STOLENMV	6
CRIMMISIP	1	LARCFROMMV	8	SUDDENDEATH	3
CRIMMISREP	10	LARCIP	5	SuspiciousIP	120
CSO	13	LARCREP	42	SuspiciousRep	35

CUSTOMERIP	11	Location	176	THREATIP	1
CUSTOMERREP	4	LOCKOUTMV	1	ThreatRep	3
Dog	78	LOCKOUTRESID	1	TOW	17
DOMESTICIP	26	M	228	TRAFFIC STOP	468
DOMESTICREP	13	MISSING	8	TRESPASSIP	7
DRUG	10	MVABAND	5	TRESPASSREP	2
DUI	6	MVAEVADING	8		
EDP	5	MVAIJURY	9		
ESCORT	36	MVAProp	97		
F/ALARM	22	MVAssist	67		
F/HAZMAT	1	MVComplaint	42	TOTAL FOR NPD	2,340

Patrol Investigations

- Investigations and calls by Patrol Officers in July included:
 - Officers were dispatched to an apartment in Newington for a report of a domestic assault between an intoxicated male and his ex-girlfriend. Upon arrival officers observed two women sitting in the apartment complex hallway crying. One of the females' hands were bleeding and she was complaining of several injuries to her upper body including her arms and neck area. This female stated that she had come over to visit her ex-boyfriend who had been consuming alcoholic beverages before she arrived. The female arrived and the ex-boyfriend and his sister were arguing. The ex-girlfriend told the male that she was calling 911 and turned to the door with her phone in her hand. She stated that the male then grabbed her, pulled her into the apartment and started to assault her. During this time, the male began to choke the female and she believes she passed out. When she came to, the male was choking his sister. At some point, the male stopped choking his sister and threatened to kill both the ex-girlfriend and sister. Both females then fled the apartment and the police arrived. The male was arrested and charged with violation of C.G.S. 53a-61a Assault of and Elderly, Blind, Disabled Person in the Third Degree, 53a-182 Disorderly Conduct, 53a-62 Threatening in the Second Degree, 53a-95 Unlawful Restraint, 53a-64bb Strangulation in the Second Degree, 53a-183b Interfering with an Emergency Call and 53a-60 Assault in the Second Degree. He was detained on a \$100,000 bond
 - Officers were dispatched to The CT Department of Mental Retardation (DMR) property located at 71 Mountain Road to investigate a reported attempted burglary in progress. According to dispatch, the complainant observed several people attempting to break into cars and a shed located on the west side of the property and saw them run away in a westerly direction. When they arrived, a perimeter was set surrounding the area of 71 Mountain Road. A K9 was also dispatched to the scene. The descriptions of the suspects were given to all units. A short time later, officers observed two males matching the suspects' descriptions walking behind a plaza a short distance away. The officers ordered the males to stop but they continued walking away. Officers again ordered the males 2 more times to stop until they finally did so. During this time, the third suspect was located a short distance away. After interviewing the three suspects, it was determined that they had attempted to enter vehicles in the parking lot and a shed that is located on the property. Each of the suspects were arrested for Criminal Trespassing in the 3rd Degree in violation of C.G.S. 53a-109, Criminal Attempt to Commit Burglary in the 3rd Degree in violation of C.G.S. 53a-49/53a-103, Conspiracy to Commit Burglary in the 3rd Degree in violation of C.G.S. 53a-48/53a-103, Criminal Attempt to Commit Larceny in the 6th Degree in violation of C.G.S. 53a-49/53a-125b, and Conspiracy to Commit Larceny in the 6th Degree in violation of C.G.S. 53a-48/53a-125b. All three suspects were held on a \$10,000.00 bond.
 - An officer was traveling on Richard Street behind a vehicle. The posted speed limit for Richard Street is 30 MPH. The officer clocked the vehicles speed at 50 MPH. The officer stopped the vehicle and operator for speeding and approached the driver. While speaking with the driver, the driver provided a fictitious name to the officer. The officer also found that the driver of the vehicle did not have a driver's license. The officer then asked the driver for consent to search his vehicle. The driver said yes and the officer conducted the search. During the search, the officer located a black leather satchel type bag. Inside the bag the officer discovered a black digital scale with a white powdery residue on it. He also located a brown pouch inside the bag. Inside the pouch was a plastic bag wrapped tightly holding a white powdery substance. Based on the officers training and experience, the officer believed the substance to be powder cocaine. A presumptive test of

the substance indicated a positive reaction for the presence of cocaine. A search of the driver then revealed a large amount of U.S. currency. Based on the officers training and experience he believed this money was from sales of narcotics and the money was seized. The driver was then arrested for violations of C.G.S. 21a-279(a) Possession of Narcotics, 21a-267(a) Possession of Drug Paraphernalia, 21a-278(b) Possession of Narcotics with Intent to Sell, 53a-167a Interfering with a Police Officer, 14-36(a) Operating Without a License, and 14-218a Traveling Unreasonably Fast. He was detained on a \$10,000 bond.

- In July, Detective Division personnel:
 - Handled 76 investigations, 56 remain ongoing and 20 were closed by investigative methods.
 - Served 19 arrest warrants, 17 by Patrol Officers and 2 by Detective Division personnel
 - Detectives responded to a residence for the sudden death of a 75 year old female. The deceased was discovered inside the home after concerned friends of the family had been unable to locate her for multiple days. There were no obvious signs of trauma to the deceased and no apparent signs of criminal activity. This case is currently under investigation.
 - Detectives began an investigation into a sexual assault involving an adult suspect and a juvenile victim. The alleged sexual activity between the suspect and the victim has occurred on multiple occasions in multiple towns in the area. This case is currently under investigation.
 - Detectives responded to 86 Florence Street for the sudden death of a 49 year old female. Although the incident did not appear criminal in nature, the cause of death is currently unknown. This case remains under investigation.
 - Mid-State regional Major Crime Squad update: The Newington, Wethersfield, Berlin, Rocky Hill, and Cromwell police departments have each selected two detectives to assign to the squad and provided the training records of each detective. The individual records were reviewed collectively so that decisions regarding team training could be made. Team Commanders Lt. Morgan (Newington) and Lt. Poisson (Wethersfield) reviewed the records along with Chief Mulhall and focused their review on training that pertained to crime scene processing, since that will be the primary function of the squad. It was decided that an appropriate course of action would be to contract with a vendor who could come to Connecticut and provide our squad with an advanced crime scene processing course designed specifically to meet our needs. This will provide detectives with the latest information and techniques in the field and consist of both classroom and practical hands-on training. After reaching out to different vendors, the squad selected BowMac as the company that will provide training. They have provided the squad with a comprehensive week long advanced crime scene course that is in the process of being finalized. In addition, BowMac also provided the option of another week of training which will focus on advanced interview and interrogation techniques. The training is scheduled to take place during the weeks of September 9th and October 7th.
- In July, the Community Service Officer (CSO):
 - After several calls for police assistance were made, mediated an ongoing child care issue between 2 residents.
 - Worked with The Transition Academy for several weeks in an effort to reduce traffic issues during pick up time.
 - Worked with Parks and Recreation to ensure traffic safety while the kids were attending summer programs.
 - Attended a CERT (Community Emergency Response Team) and made all members CERT ID's so all participants are easily identifiable during a crisis or event.
 - Taught three classes of various ages at Parks and Recreation regarding 'Suspicious Activity', what to do and how to respond.
 - Attended the Channel 3 Kids Camp in Ashford with Detective Aivano. This allowed kids of various ages, who have at least one parent serving overseas, to have positive interaction with the police.
 - Deployed the Traffic Trailer in various areas of concern throughout town in an effort to decrease speed in specific locations.
 - Coordinated and Attended the Senior Picnic at The Senior and Disabled Center on July 22. This years' presentation was Laser Shot with Sgt. Saccente, Ofc. McAloon, and Sgt. Perry, along with a k9 demo by ACO Monde.
 - Set up a Twitter account for the police department in a better effort to communicate with the public.

UCR/NIBRS Selected Crimes

Type of Crime	<u>June 2013</u>		<u>June 2012</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	0	0	1	0
Robbery	1	\$	1	\$
Assault	9	0	7	0
Burglary	2	\$190.00	3	\$1,725
Larceny Theft	55	\$14,500	53	\$32,095
Auto Theft	3	\$7,900	6	\$23,128
Totals	71	\$22,590	71	\$56,948
1st Qtr Totals	215	\$	196	\$158,755
2nd Qtr Totals		\$	245	\$191,465

- In June 2013 the police department arrested 74 adults: 11 for assaults, 2 for burglary, 3 for fraud, 1 for vandalism, 6 for narcotic violations, 2 for offenses against family & children, 8 for DUI, 19 for larcenies, and 22 for miscellaneous offenses. The department also arrested or referred 5 persons under the age of 18: 4 for vandalism and 1 for other violations.
- Police Department Overtime
- Comparison
 - OT June \$ 90,663 2.5 pay periods and 1 holiday
 - OT July \$ 51,128 1.5 pay periods and 1 holiday
 - Total decrease \$ 39,535
- In July, 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 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. Only 1.5 pay periods were paid in July due to the ending of the fiscal year in the middle of a pay period.
- Administrative overtime of \$258 is a \$776 decrease.
- Patrol overtime of \$43,360 is a decrease of \$14,770. Overtime was for 1.5 pay periods, one holiday Traffic Team call out, coverage for time off, and the Extravaganza.
- Detective Division Overtime of \$750 is a decrease of \$4,311. Overtime included a Traffic Team call out investigation.
- Communications overtime of \$3,681 is a decrease of \$224. Overtime costs included coverage for leave time and holiday pay. Overtime costs have been offset by filling a position with light duty coverage in this division.
- Education overtime of \$919 is a decrease of \$12,100 for training classes. Training was at a minimum in July.
- Support Services overtime of \$2,160 is a decrease of \$7,354. Overtime included the Extravaganza.
- ACO overtime was \$0.

FIRE DEPARTMENT

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

FIRE MARSHAL

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

HIGHWAY DEPARTMENT

Administration

- Attended various staff meetings
- Administered written exam for Equipment Operator I position vacancy
- Met with residents to discuss various issues and concerns
- Completed Annual Recycling Report
- Continued coordinating all construction projects

- Meet with BOE representatives to discuss upcoming BOE paving projects
- Continued with Landfill closure meetings and discussions
- Attended UConn Principles of Drainage class

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
- Completed Great Oak Lane road reconstruction project
- Repaired sidewalk on Northwood Road
- Constructed gravel pad at Company #1 Firehouse
- Crews began installing catch basins and drainage in preparation of milling and overlays
- Reconstructed the parking lot at the Bus Garage on Garfield Street
- Assisted Traffic Division painting and line marking

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Provided assistance to Parks and Recreation Department of the set up for annual Extravaganza event
- Assisted Human Services with food share setup
- Assisted Police Department with various requests
- Painted crosswalks and intersections with the assistance from Highway personnel

Fleet Maintenance

- Continued with routine preventative maintenance along with emergency repairs on all Town vehicles and equipment

Sanitation/Recycling/Landfill

- Scheduled 716 residential bulk items for collection
- Scheduled 83 condominium bulk items for collection
- Scheduled 31 condo/residential scrap metal items for collection
- 9275 tons of cumulative Municipal Solid Waste were collected from July 1 through June 30, 2013
- 2837 tons of cumulative recyclables were collected from July 1 through June 30, 2013
- 1060 mattresses collected from July 1 through June 30, 2013
- Issued 47 permanent landfill permits and 13 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission Actions

Regular TPZ Meeting on July 24, 2013:

- Approved Petition #37-13: Freestanding Business Sign at 851 Willard Avenue (“Eddy Farm”). Lucy Fox, owner.
- Approved Petition #38-13: Sell or Serve Alcoholic Beverages at 2903 Berlin Turnpike (“Bonefish Grill”). Wex-tuck Realty II LLC, owner/applicant.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- July 2: met with Pane Road property owner to discuss outside storage and minimum parking requirements.
- July 9: met with staff to review grading plan on west side of National Welding site.
- July 16: met with developer re: “Packard’s Way” subdivision.
- July 22: met with staff to discuss bond reduction for “Victory Gardens”.
- July 23: met with developer re status of “Three Angels Church” site development.
- July 23: met with prospective new developer of “Deming Farms” active adult development.
- July 26: met with CT Pharmacists Assoc. re: medical marijuana zoning regulations.

CTfastrak/Amtrak Corridor Planning:

- None

Grant-Funded Project Activities

- July 15: attended monthly LID committee meeting.

Other Boards and Committees:

- None.

Miscellaneous:

- July 10: attended Public Works Committee staff meeting.
- July 17: went on tour of the Balf Quarry.
- July 18: attended staff meeting re: improvements to Hampton Court perimeter road.
- July 25: staff meeting with Tax Assessor re: proposed settlement of tax appeal.
- July 25: staff meeting to discuss possible re-opening of Alumni Road to through traffic.
- Received and responded to approximately 33 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 148 e-mails from/to citizens, applicants and elected/appointed officials seeking information on zoning or other land use issues.

TOWN ENGINEER

- During the month of July, forty excavation permits were issued as follows:
 - 28 gas lateral permits
 - 10 driveway permits
 - 2 gas main permits
- 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 attended the monthly Department Head Staff meeting.
- Engineering staff conducted a pre-construction meeting with the Town of Newington concrete contractor. The contractor will commence operations necessary to repair and replace concrete sidewalk throughout town.
- The Town Engineer has attended Town Council meetings to request authorization of a resolution for the CRCOG STP Urban application (Garfield Street – Reconstruction). The Engineering Department has prepared an S.T.P. Urban (Phase II) application for submission to CRCOG. This CRCOG solicitation (competitive process) is for available federal monies via the (STP) Surface Transportation Act. Under this program both federal and state funds become available to fund local re-construction projects meeting the application requirements.
- 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 continues to facilitate the process of developing plans, easements and D.O.T. permits necessary for future installation of Town of Newington signs. The Economic Development Commission plans to install and replace signage in the downtown "Constitution Square" area.

BUILDING DEPARTMENT

- A Permit was issued to build the basic shell for the American Eagle Credit Union to be located at 3579 Berlin Turnpike. They will occupy 50% of the new building.

- A Permit was issued for a residential home to be built at 290 Vineyard Avenue.
- Two Permits were issued for new townhouses at 81 and 83 Harvest Court.
- There were two Certificates of Occupancy issued in July. They were for 55 Victory Way and 65 Victory Way. These are in the multi-family residences for our Veterans.
- Building Department activity for the month of July was as follows: The Inspectors completed a total of 235 Inspections. They were: A/C Installation (2), Above Ceiling (2), Apartment Inspection (1), Boiler (3), Chimney (1), Decks (5), Electrical (37), Final (52), Footings (9), Foundation (3), Framing (2), Gas Line (34), Housing Code (1), Insulation (17), Plumbing (4), Pools (3), Roofing (2), Rough (48), Sill (4), Site Visit (4), Work without permits (1).

The total number of Building/Renovation Permits issued for the month of July was **185** producing a total permit value of **\$2,161,260.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	28	\$598,681.00
DECK	3	14,700.00
DEMOLITION	2	12,435.00
ELECTRICAL	47	178,414.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	1	0.00
GARAGE / SHED	3	52,045.00
MECHANICAL	38	345,285.00
NEW COMMERCIAL	1	223,000.00
NEW RESIDENTIAL	3	443,227.00
PLUMBING	26	105,920.00
POOL	7	27,472.00
ROOFING / SIDING	16	147,909.00
SIGN	10	12,172.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	185	\$2,161,260.00

The total Building income fees received in the month of July was **\$25,709.50**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1645.00, Environmental \$480.00, Conservation \$1050.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$73.00, Driveway / Excavation \$1500.00, Engineering copies \$122.50 The other total income is \$4870.50.

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

	<u>2013</u>	<u>2012</u>
Value of Permits issued for July:	\$2,161,260.00	\$2,226,240.00
Fees for Permits issued for July:	\$25,709.50	\$17,224.00
Other income Fees for July:	\$4,870.50	\$3,319.50
Building Permits Issued for July:	185	151

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>
\$2,161,260.00	\$25,709.50	\$2,226,240.00	\$17,224.00

HUMAN SERVICES

- Both the Human Services Department and Senior & Disabled Center were awarded grants to provide an "Assister" to help Newington residents sign up for Access Health CT health coverage the Affordable

Healthcare Act. The Assistors are being trained, along with staff from both departments to help uninsured and underinsured residents understand, choose and register for a plan that meets their needs. Open enrollment will take place Oct 1, 2013 through March 31, 2014. We will be promoting the program via various media as soon as training and certification is complete. Carol LaBrecque from our department is also completing the training.

- The Community Emergency Response Team hosted a booth at the Extravaganza to have some visibility, make the public aware of the group and the upcoming classes. CERT held their first monthly meeting and received their much anticipated Newington CERT logo shirts!
- The summer backpack and school supply collection is well underway, with donations coming in. Distribution will take place mid August to eligible households.
- Staff from Veteran's Landing/Victory Gardens met with us to discuss and share resources, services and working together.
- The annual update/registration for foodbank and holiday programs begun this month and will continue leading up to the holidays.
- The Food Bank assisted 150 households, with 739 bags of groceries distributed. 124 food bank households met with
- Open Air Market served 197 households on 2 bi-weekly days of distribution this month.
- The Clothing Closet served 15 households, providing 15 bags of clothes. Back to school clothing is starting to trickle in and will be available to Newington eligible residents via our Clothing Closet.
- The Special Needs Fund assisted 6 households with 6 bills, 1-utility, 2-housing and 3 medical-related bills. 5 bills were for senior residents.
- The Social Casework Program had an active caseload of 87 with 24 new referrals. Residents continue to struggle with medical expenses, including prescriptions. Presenting issues also included other financial difficulties, housing, substance abuse, health, mental health, health insurance, and domestic conflict. We continue to receive police referrals related to emergency medical and mental health needs.
- Department Staff met with Judith Stonger from CT Clearinghouse in Plainville. A two-session Mental Health First Aid training class will be provided to 25 town employees from various departments in October. Additional classes may be offered in the future.
- The Youth and Family Counseling Program had a caseload of 25. There were 5 new cases. Clinicians provided 71 clinical therapy sessions and made 19 additional contacts with families and other agencies.
- Pat Meskill, our new Clinical Services Coordinator is settling in, started clinical therapy services and is getting exposed to other department programs and services.
- Summer Youth Adventure faced numerous days of oppressive heat, with only 2 days impacted due to weather. A three day camping trip took place, along with, kayaking, park visits, swimming and tubing on the Farmington River. Our version of "Survivor" was also enjoyed by participating youth.
- Liza Bocchichio has replaced Michelle Pestillo as our part time Youth Worker. Liza has extensive adventure-based background and training and has provided contractual services for our department. She is a great addition to our staff.
- Four people provided community service, completing 40 hours with two of them working on 50 hours combined over the next month..
- Fall SCORE brochures will go to the middle schools when they reopen.
- July 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	25	25	25	19
Positive Youth Development	500	220	500	567
Information and Referral	497	469	497	129
Social Casework Cases				

Under 55 = 40 Over 55 = 47	87	82	87	85
Food Bank Households	150	144	150	127
Special Needs	6	13	6	3

SENIOR AND DISABLED CENTER

- The Senior and Disabled Center Annual Membership meeting was held on July 1st. Staff provided presentations to update the membership of the Centers accomplishments and goals for the upcoming membership year. Refreshments were provided by Jefferson House.
- The second marquee event of the month was the annual Police Safety Picnic held on July 22nd. Coordinated by Center staff and Community Services Officer Jamie DiSimone it featured an interactive demonstration of both a digital shooting simulator and a search and rescue dog. NPD personnel grilled hot dogs and hamburgers for more than 100 people in attendance.
- The Senior and Disabled Center, along with the Human Services Department, was selected as an “Assister” site for the Health Care Exchange, an element of the Affordable Care Act. Staff will receive training and will be certified to provide assistance to residents in accessing health insurance through the Exchange.
- The Aging Mastery Program wrapped up at the end of the month. A celebration was held on July 15th and 25 participants received certificates of achievement. Throughout the program participants also received gift cards as rewards for earning points for positive health behaviors. The National Council on Aging is analyzing the pre and post test data but the program in all five sites across the country was an unqualified success and will be repeated.
- Although the formal presentations of the AMP program were complete, participants requested additional presentations. These included:
 - Jill Levin, Bereavement Coordinator from Masonicare provided a presentation about grief and the bereavement process on July 11th.
 - Stacie Zibel, APRN, provided a presentation about reading food labels on July 18th and;
 - Laura Beveridge, APRN, provided a presentation about the guidelines for immunization and preventative health screenings on July 25th.
- The Senior and Disabled Center was among a small group of Centers across the country invited by the National Council on Aging to apply and one of only three selected to participate in a project to test EconomicCheckUp™ (ECU), a comprehensive person-centered, online screening tool for improving the economic well-being of older adults. Over the course of four months, the Center will screen at least 100 low-income older adults. During the program period, NCOA will provide: a grant of \$1,000; technical assistance and training when recruiting volunteers to screen seniors; and the support of a network of peer providers including an online community and library of resources.
- Among the many volunteers in the home delivered meals program are a dedicated group of clients and staff from Buckingham Community Services. They do not typically attend the Center’s volunteer recognition event so Program Coordinator Eleanor Eichner assembled 42 gift bags for clients to acknowledge appreciation for their efforts.
- An architect’s rendering of the proposed porte cochere has been posted at the Senior and Disabled Center and has been widely admired.
- The Center currently has 1,904 paid members. There are 667 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 3,369 by 545 people.
- Dial-a-Ride provided 1,498 trips covering 3,944 miles during regular hours.
- Center staffing was complemented by 731 hours of unpaid service in 288 instances by 59 volunteers with the lunch program, gift shop and home delivered meals the most volunteer intensive areas.

PARKS AND RECREATION

Administrative

- Superintendent met with Town Manager, Facilities Manager and Architect on proposed Town Hall/Community Center proposal.

- Superintendent met with David King, Vice President of Kaestle Boos Associates, Inc. to go over proposed plans for the Community Center.
- Superintendent met with Lou Jachimowicz involving school projects.
- Superintendent met with department heads and staff in preparation for the Extravaganza.
- 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 members of the Public Works Committee.

Recreation Division

- Many season pool pass holders have continued to enjoy both Mill Pond Park and Churchill Park Pools.
- Free Summer Fun Runs were held on Wednesdays, July 10th, 17th, 24th and 31st. This program continues to grow and attract more runners.
- A consignment ticket program was offered with discounted tickets to Six Flags and Lake Compounce. Many residents have taken advantage of these discounted tickets.
- Staff worked to put together a comprehensive variety of programs and events for the Fall season, and the Parks and Recreation Fall 2013 Program Guide is being created.
- Parks & Recreation Summer Concert Series had a successful 21st year sponsored by Data Mail. Concerts were held on June 27, July 11, 19, 25 & August 1. Attendance at the concerts ranged from 50 to 150 people. Even during a few weeks of inclement weather, concerts were held indoors in the Town Council Chambers.
- Newington's Family Pool Party was held on Monday, July 15th at Mill Pond Park and was sponsored by the Library. Many Newington residents took advantage of this free opportunity to swim.
- The Summer Carnival was held in conjunction with the Extravaganza from July 18 – 20. Despite the heat, the event was a success and enjoyed by many families.
- Friday night, July 19th was the Concert in the Park sponsored by Data-Mail, Inc. "Ticket To Ride", a Beatles tribute band, and "Shake" were the two bands that performed. Attendance was estimated at 200 people.
- Mill Pond Park Extravaganza was on Saturday, July 20th. Despite the humidity and threats of thunderstorms, the day's events ran smoothly from the carnival, crafters, entertainment, food vendors and fireworks. The budget is still being finalized.
- Thank you notes were mailed out to all Extravaganza sponsors.
- The Summer Playground program for children in Kindergarten through grade 7 has been attended by approximately 330 children per week.

Upcoming - Recreation Division

- Free Summer Fun Runs will be held on August 7th and 14th.
- The Fall Program Guide will be distributed to residents as an insert in the September issue of Newington Life during the last week of August.
- Churchill Park Pool will close for the season on Sunday, August 11th.
- A dog swim will be offered at Churchill Pool on Monday, August 12th.
- Mill Pond Park Pool will close for the season on Sunday, August 18th.
- Men's and Women's Softball League playoffs will begin in early August.
- The 7-week Summer Playground program will end on Friday, August 9.
- A meeting will be held with youth fall sports' representatives regarding field usage and department policies on August 12.

Parks and Grounds

- The sprinkler systems at NHS were repaired and a lot of new parts installed to make them operational. The baseball field required a lot of work.
- Mill Pond Extravaganza week required four fulltime employees as well as four seasonal kids to prepare for Fridays and Saturday's events.
- Division personnel started replacing the safety surface material at the Schools. John Patterson was the first to be completed.
- The Newington High School soccer fields were over seeded and fertilized this year. Minimal sod was used in the goal mouth areas due to the good condition of the fields in June
- Division personnel were offline a total of 56 days in July.
- There were seven internments in town cemeteries in July.

LIBRARY

- The library was a very busy place during July. Patrons took advantage of the many library services, programs and materials and enjoyed the cool interior of the building especially on those hot, humid days. Circulation of library materials, the number of people entering the building, program attendance, the number of reference questions answered and in-house computer use were all up for the month.
- The library staff has done a wonderful job putting together some outstanding programming for the Newington community. The three summer reading programs “Dig Into Reading” for the children and “Groundbreaking READS!” for the teens and adults have had high participation. 1,074 children have signed up to date, reading each day, earning prizes and marking their progress on the online summer reading software. Teens have 127 active participants and 665 adults have read more than 3,000 books as part of this program.
- The children’s department offered 45 programs many related to the summer reading garden theme to 1,659 children. Highlights included the annual pool party at Mill Pond Pool and the *Buddy Bake-Off*, an all-ages concert with the Casey Family, the community garden and a great collaborative program between the teen and children’s department call *Zombie School 101*. Teens worked with a professional make-up artist to turn themselves into Zombies and were guest speakers at *Zombie School 101*. Children learned about Zombie biology, behavior, fashion and Zombies in literature. When talking about Zombie biology, students were asked if they had ever been bitten by a Zombie, Werewolf or Vampire and the best two answers were “I was bitten by a dog, does that count?” and “No, I wish.”
- The teen librarians have had a lot of success and interest in the programs offered this summer. Most of the programs had waiting lists which has not been the norm for a while. Programs included *Mod Podge Madness*, Squid Dissection with an instructor from the *Mystic Aquarium*, *Zombie Makeup Workshop*, and *Teen Pictionary Tournament*. Teens volunteered 188 hours for various library programs as part of the very successful teen volunteer network. Five programs were offered to 78 teens.
- Adult programming shined as well. Eight programs were offered to 536 adults. The library was very lucky to have 4-time Boston Marathon winner and former Newington resident Bill Rodgers talk about his new memoir, *Marathon Man*. After the presentation he graciously autographed copies of his book purchased at the event until almost 11 pm at night. Other highlights included *The Long Journey Home for Albert Afraid* with State Archaeologist Nick Bellantoni, *The Eddy Farm: Newington’s Own Family Farm*, *Movies & More* featuring *Les Miserables* and *The Impossible* and the film series *Gotta Sing – Gotta Dance* with our own Bob Larsson.
- Head of Reference Librarian Diane Durette was on an interview panel for a part-time reference position at the Avon Library. Teen Librarian Bailey Ortiz met with her co-chair for the Connecticut Library Association Young Adult section to plan an all-day workshop for teen librarians in the state. Library Director Lisa Masten attended a New Director’s Brunch at the State Library’s Middletown Service Center. Staff from the various departments of the Connecticut State Library gave short presentations of services the state library offers public libraries to the many new library directors around the state.
- In other personnel news, Elsa Batista-Yzaguirre, a part-time Circulation Library Technician gave her notice. She will teach full-time as a Spanish teacher at Martin Kellogg Middle School. Her position was posted online and on the Town and library websites. There were 83 applicants. Testing and interviews will be held in August. The full-time opening for a Librarian I position in Collection Management was posted internally for 5 days with no one applying. The position will be posted online in August. Interviews for the Assistant Library Director’s position will be in August.
- In library technology, several technology programs were offered to the public including *How to access the library’s free eBooks* and digital magazines, *Tech Troubleshooting with Teens*, a program for adults who have questions about electronic devices and *Tech Sandbox*: a program for parents and children to learn about library databases and eBooks services. Circulation of eBooks and digital magazines continued to rise. There was a 70 % increase in eBook downloads and 514 online books were access through the children’s *Bookflix* and *Tumblebooks* services. 220 digital magazines circulated with *Consumer Reports*, *Us Weekly* and *Do It Yourself* being the top 2 checkouts. A new, larger TV was installed in the Community Room thanks to the Town Facilities department. The larger TV will make it easier for people for people to see presentations, computer class material and movies in this room. The smaller TV will be used up stairs in the Lienhard Room.

- In facility related issues, the Director of Facilities has been working to get the compressor on the roof that provides air conditioning to part of the first floor replaced. Despite the extremely hot weather in July, with fans and some cool air from the main part of the first floor, the area was kept comfortable. Painting is being done in various areas of the library to spruce it up. The Town Manager working with the Superintendent of Schools have asked staff to park in the lower Town Hall parking lot or the Garfield Street parking lot to free up parking spaces in the upper Town Hall parking lot. As a result the parking has been better for both library and Town Hall patrons.

Topics of interest that were researched this month included:

1. How to install crown molding in a room.
2. What foods to eat and cook when on chemotherapy.
3. Bike trails in CT.
4. A lot of historical fiction teen advisory questions.
5. How to wire a picture frame.

MONTHLY STATISTICAL REPORT, LIBRARY, JULY 2013				
	2,013	2,012	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	23,704	23,379	325	1.39%
CHILDREN	15,009	14,498	511	3.52%
YOUNG ADULT	1,803	2,027	-224	-11.05%
DVD'S	9,537	9,089	448	4.93%
Digital Services				
DOWNLOADABLE BOOKS	790	467	323	69.16%
DOWNLOADABLE MAGAZINES#	220	0	220	
E-READERS	21	13	8	61.54%
Other				
MUSEUM PASSES	161	176	-15	-8.52%
TOTAL CIRCULATION	40,516	39,904	612	1.53%
CUMULATIVE CIRCULATION YTD	40,516	39,904	612	1.53%
DAYS OPEN/MONTH	26	25	1	4.00%
AVERAGE DAILY CIRCULATION	1,558	1,596	-38	-2.37%
PATRON COUNT	24,308	23,155	1,153	4.98%
AVG. PATRON COUNT PER DAY	935	926	9	0.94%
SELF CHECKOUT CIRCULATION	748	1,104	-356	-32.25%
TOTAL # CARDHOLDERS	12,039	12,393	-354	-2.86%
SUNDAY CIRCULATION	0	0	0	
SUNDAY PATRON COUNT	0	0	0	
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	6,896	6,439	457	7.10%
TOTAL COMPUTER USE	5,381	5,360	21	0.39%
TOTAL DATABASE SEARCHES*	14,933	27,905	-12,972	-46.49%
WEBSITE VISITS*	9,708	12,910	-3,202	-24.80%
INTERLIBRARY LOAN--LOANS	1,138	931	207	22.23%
INTERLIBRARY LOAN--BORROWS	766	761	5	0.66%
PROGRAMS CHILDRENS	45	36	9	25.00%
PROGRAMS CHILDRENS ATTENDANCE	1,659	1,632	27	1.65%
PROGRAMS TEEN	6	7	-1	-14.29%
PROGRAMS TEEN ATTENDANCE	78	224	-146	-65.18%
PROGRAMS ADULT	9	6	3	50.00%
PROGRAMS ADULT ATTENDANCE	536	174	362	208.05%
NOTARY TRANSACTIONS	19	13	6	46.15%
VOLUNTEER HOURS	161	110	51	46.36%
MEETING ROOM USAGE-OUTSIDE GROUPS	10	19	-9	-47.37%
MEETING ROOM USAGE-LIB. PROGRAMS	60	45	15	33.33%
STUDY ROOM USAGE	344	234	110	47.11%
TOTAL LIBRARY HOLDINGS (ITEMS)	176,945	172,538	4,407	2.55%

#downloadable magazines are a new service this year

* staff is following up on these figures