



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: June 21, 2013
Re: Monthly Report – May 2013

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, MidState and CTCMA meetings.
- Mr. Salomone attended meetings for various projects related to the Town of Newington, including the Victory Gardens housing development on the VA Hospital campus and the busway.
- Mr. Salomone continued work related to the AFSCME union contract negotiations.
- Mr. Salomone and staff began the collective bargaining process for the IPBO (police) union contract, which expires on June 30, 2013.
- Mr. Salomone met with staff and union representatives regarding various personnel issues.
- Mr. Salomone met with residents and area business owners to address various issues and concerns as needed.
- Mr. Salomone met with Newington Volunteer Ambulance representatives to begin discussing the NVA contract renewal.
- Mr. Salomone attended the Newington Volunteer Fire Department Awards Dinner.

Legal Services

- As of May 31, 2013, the Town has expended \$22,318.50 for legal services to the firm of ROME MCGUIGAN, P.C. (Firestone).

Overtime

Paid overtime during the month of May 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	56.3	\$ 2,482.40
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 782.52
ROAD MAINTENANCE	34.3	\$ 1,313.34
TRAFFIC DIVISION	19.8	\$ 861.70
LANDFILL	8.9	\$ 333.13
TOTALS	139.3	\$ 5,773.09

PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Weekend Duty	40.0	\$ 2,667.60
Mowing	52.0	\$ 2,058.00
Garden Staking	40.0	\$ 1,520.00
Herbicide	74.0	\$ 2,858.62
Tennis	200.0	\$ 7,809.93
Graves	34.0	\$ 1,305.00
TOTALS	440.0	\$ 18,219.15

POLICE DEPARTMENT	12-13 Budget Overtime Appr.	Overtime Expended 12-13 YTD	11-12 Budget Overtime Appr.	Overtime Expended 11-12 YTD
Administration	\$ 6,734.00	\$ 4,747.67	\$ 6,998.00	\$ 5,054.62
Patrol	592,745.00	668,098.54	563,361.00	620,252.92
Investigation	77,582.00	38,197.55	73,567.00	60,520.09
Communication	117,787.00	127,718.52	107,966.00	170,749.21
Education/Training	107,795.00	67,491.67	100,698.00	81,864.08
Support Services	40,751.00	18,093.27	40,452.00	34,812.46
Animal Control	7,548.00	1,807.14	9,567.00	3,913.19
Total	\$ 873,360.00	\$926,154.36	\$ 900,609.00	\$ 977,166.57
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 22,078.60	\$ 29,225.00	\$ 76,704.40
Snow and Ice Control	137,119.00	150,128.44	137,119.00	54,943.96
Traffic	8,684.00	3,139.11	8,684.00	5,939.70
Vehicles and Equipment	28,981.00	17,099.38	29,981.00	43,202.79
Leaf Collection	55,937.00	38,401.53	55,937.00	36,990.88
Total	\$ 259,946.00	\$ 230,847.06	\$ 259,946.00	\$ 217,781.73
PARKS AND GROUNDS				
Parks and Grounds	\$ 142,799.00	\$ 132,695.77	\$ 142,799.00	\$ 169,191.67
Cemeteries	15,635.00	12,221.84	15,635.00	9,834.76
Total	\$ 158,434.00	\$ 144,917.61	\$ 158,434.00	\$ 179,026.43

PERSONNEL

- Former Assistant Library Director Lisa Masten was appointed to the Library Director position, effective May 16, 2013.
- Patricia Meskill was appointed to the full-time Clinical Services Coordinator/Clinical Social Worker position, effective July 1, 2013. Ms. Meskill will begin the transition to the position on a part-time basis in June.
- 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 and are in the process of being reviewed.
- The Entry Level and Certified Police Officer hiring processes continued in May, with two vacancies to be filled.
- Recruitment and training for summer employment positions in the Parks and Recreation Department (camp councilors, lifeguards, etc.) continued in May.
- Tevon Silva was appointed to the permanent part-time Cemetery Maintainer position, effective May 13, 2013.
- A public posting for the part-time Town Hall Custodian position was posted on May 16, 2013 with a closing date of June 3.

RISK MANAGEMENT

2012-13 Blue Cross/Blue Shield Plan Year

The tenth month of the 2012-13 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2012-13 plan year were estimated at \$796,028. The total paid claims from the Health Benefits Fund for April 2013 were \$796,707. 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 April 2013

	<u>Town</u>	<u>Board of Education</u>	<u>Total</u>
Estimated Claims	1,680,860	6,279,420	7,960,280
Actual Claims	1,694,609	5,760,909	7,455,518

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 37 formal work orders during the month of May at the various Town Buildings.
- **Security Upgrades:** New keyed access controls were reviewed during the month and all necessary parts were ordered during the month for the Library and the Senior and Disabled Center. Lead time for these systems is approximately six to eight weeks and installation will begin once all parts are on site. (No change)
- **Transition Academy Roof Replacement:** Designs were completed by the Facilities Director for this roof replacement and bid proposals were received and reviewed but the project cannot begin until the BOE has determined the status of state funding that may be allowed. As a result, this project may not be undertaken until spring due to the weather. (No change).
- **Senior Center:** Preliminary designs were reviewed with the Senior Center staff for a minimal remodel in their cafeteria to accommodate a “bistro” type setting in an effort to make the center more inviting to the public.
The Senior Center Roof Replacement committee made a selection of an architectural firm for recommendation to the Town Council.
- **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 is expected to be completed in June.

INFORMATION SYSTEMS AND TECHNOLOGY

- Processed 34 citizen requests via the Town’s website and 98 internal work orders.
- Quarantined 41,777 spam messages from reaching town email users.
- The Town’s website had approximately 18,021 unique visits during the month, 70,213 page views with an average of 2.49 pages viewed per visit. The Town, Library, Town Employment Opportunities and Parks and Recreation Homepages were the most frequently visited pages.
- Completed review and testing of Unitrends backup appliance.
- Installed and prepared two virtual servers for use with internal Help Desk application.
- Installed and configured Uninterruptible Power Supply (UPS) management card and environmental monitoring for replacement UPS.
- Deleted from inventory any unused server and workstation instances.
- Installed new service pack (SP2) for Town’s anti-virus solution.
- Continued troubleshooting of Exchange cluster hardware failures
- Identified a misconfigured network card that was causing disconnect issues on the Town’s Storage Area Network (SAN). The network card was reconfigured and the issue was resolved.
- Completed our review and testing of a Storage Area Network (SAN) appliance made by Tegile.
- Identified and resolved issues impacting the Renters Rebate application which is used by the Senior and Disabled Center.
- Assisted the Revenue Collector’s Office with end of year processing.
- Completed a walking and trail map project for the Central Connecticut Health District and Parks and Recreation Department.
- Assisted the Assessor’s Office with an annual data extraction from their Computer Aided Mass Appraisal system.
- Provided Geographical Information System (GIS) mapping data to the following:

- Citizen Request
- Town Planners' Office – Abutters list, Zoning Change
- Registrar of Voters – Voting Districts
- Highway Department – Snow Plow Route Analysis
- Tree Warden – Town Property, Right of Way

FINANCE

Accounting and Administration

- Changes to the 2013-14 annual budget and Long-Range Capital Improvement Plan documents were finalized during the month.
- The 2012-13 fiscal year closeout began with departmental General Fund balances analyzed to determine possible June 30th overdrafts. Appropriation transfers were presented and adopted by the Town Council.
- Two interviews were conducted with the Town's audit committee for the appointment of Town auditor. These were in response to a RFP issued in April. As a result of the interviews and the quality of their proposal, the audit firm of Blum Shapiro of West Harford was recommended and appointed by the Town Council for a three year term.
- On May 20th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program. Mark Shegoski and Ashley Martella of UBS reviewed the fourth quarter results of the Town's pension funds. Becky Seilman of Milliman, the Town's pension actuary, gave a presentation on interest rate assumptions.
- Lisa Rydecki completed the FEMA application for the February snowstorm which amounted to \$254,436.
- On May 22nd, Ms. Harter participated on an interview panel for the Town of Bloomfield.
- Analysis for contract negotiations with IBPO continued during the month.

Major grants received during the month included Municipal Revenue Sharing in the amount of \$182,106. 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)
5/31/2013

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u> FY2012-13	<u>Actual</u> Year to Date	
General Fund	\$100,000	\$35,886	\$19,136,648
Special Revenue Funds	1,357	3,046	2,303,093
Capital Projects Funds	400	841	608,392
Internal Service Fund	3,004	3,246	3,780,298
Trust and Agency Funds	632	939	1,146,901
TOTAL, ESTIMATED BY FUND			\$26,975,332

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
5/31/2013

	<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	0.08	0.08	650	658	\$7,531,711
CLASS PLUS	0.01	0.01	20	15	2,151,499
Bank North	0.20	0.20	718	695	4,229,145
People's Bank	0.35	0.35	599	579	2,014,231
Sovereign	0.30	0.30	2,814	2,905	11,048,746
Total Outstanding Investments					\$26,975,332

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 May.
- The elderly tax relief program was completed with over 500 tax payers receiving benefits. The adjustments were done to finalize the tax billing that the Collector or Revenue will process in July. There were 75 new applications and 200 reapplications processed during the month. About 25 homeowners were removed from the program due to relocation, death, over income.
- Approximately 200 commercial property income and expense forms were received.
- There were two court cases from the 2011 revaluations that were resolved during May.
- Six Personal Property audits were completed and bills will be adjusted to the new audited assessments.

Revenue Collector

- Revenue Collections for May for Real Estate, Personal Property & Motor Vehicle taxes amounted to \$92,064.21. The Supplemental Motor Vehicle and Prior Year taxes collected were \$10,748.62 and \$14,894.07, respectively.
- May's collections were in line with the collections for the same time as last year.
- The Tax Office staff is busy preparing for the 2012 Grand List billing to be processed and mailed in the middle of June.

TOWN CLERK

- There were 574 documents filed on the land records during May.
- 64 property sales were conveyed for a total of \$5,122,500. State conveyance tax collected was \$68,232; and \$18,681.50 was collected in Town conveyance tax.
- Property at 103-175 Lowrey Place sold for \$2.475 million from Hersher Trust Holding Company LLC to Lowrey Place Realty LLC. There were two residential sales each over \$300,000.
- The office recorded 196 mortgages, 205 releases, 24 liens and 25 probate documents.
- Fourteen Foreclosure Registrations were filed.
- The staff issued 67 copies of certified vital records. Nine burial and three cremation permits were issued.
- Also filed in the office during the month: 9 Liquor Permits, 9 Notary Public commissions and 4 Trade Name Certificates.

<u>DATA SUMMARY MAY 2013</u>				
	<u>May - 13</u>	<u>May - 12</u>	<u>FY 12/13 to Date</u>	<u>FY 11/12 to Date</u>
Land Record Documents	574	577	8216	5087
Dog Licenses Sold	1	2	503	441
Game Licenses Sold	87	60	689	607
Vital Statistics				
Marriages	4	15	159	173
Death Certificates	17	35	301	325
Birth Certificates	3	14	249	
Total General Fund Revenue	\$ 38,024.15	\$32,122.26	\$ 433,575.27	\$308,882.52
Town Document Preservation	\$ 1,085.00	\$ 980.00	\$ 11,493.00	\$ 9,365.00
State Document Preservation	\$ 1,086.00	\$ 980.00	\$ 11,506.00	\$ 9,332.00
State Treasurer (\$36 fee)	\$ 19,512.00	\$ 17,640.00	\$ 206,558.00	\$167,934.00
Locip	\$ 1,626.00	\$ 1,470.00	\$ 17,214.00	\$ 13,992.00
State Game Licenses	\$ 1,153.00	\$ 1,150.00	\$ 7,011.00	\$ 6,952.00

State Dog Licenses	\$ 5.00	\$5.00	\$ 3,133.00	\$ 4,463.00
Dog Licenses Surcharge	\$ 2.00	\$2.00	\$ 1,141.00	\$ 1,046.00
Marriage Surcharge	\$ 190.00	\$ 133.00	\$ 1,406.00	\$ 1,387.00
Grand Total	\$ 62,683.15	\$ 54,482.26	\$ 693,037.27	\$523,353.52

POLICE DEPARTMENT

- The Police Officer Entry Level and Certified Officer Hiring Processes are ongoing. Presently, there is one entry level candidate in backgrounds. Four certified candidates will be invited to Oral Interviews in June. The Department currently has two openings for police officer.
- Officer Paul Camara was appointed Master Police Officer in May.
- DUI roving patrols were conducted during in May. Arrests included a suspended license, five seat belt arrests, seven speeding arrests, and five other motor vehicle citations. 75% of overtime costs for this assignment are reimbursed by the Department of Transportation.
- Department of Transportation's, Click it or Ticket campaign was in force in May. Statistics not available at this time.
- Patrol Calls for May are as follows:

AlarmBurg	97	F/STRUC	4	Noise	32
AlarmHold	8	F/VEH	4	NOTIFICATION	2
Animal	21	F/WATER	2	OPENDOOR/WIN	9
AssaultIP	2	FINGERPRINT	37	ParkingViol	12
AssaultRep	7	FIREWORKS	1	PistolPermIssued	3
Assist	26	FollowUp	77	PISTOLPERMTEMP	26
BADCHECKNSF	1	GUN	1	PROPFOUND	6
BREACHIP	13	HARASSMENT	21	PROPLOST	6
BREACHREP	3	HAZARD	27	RECOVEREDMV	1
BURGIP	2	ILLEGALDUMPING	3	ROBBERYIP	1
CARSEAT	4	Intoxicated	11	SERVSUBPOEN	1
CHECK	82	JuvComp	19	ServWarrant	25
CLEARLOT	7	K9	11	SEXASSAULTRE	1
COURT	22	K9OTHER	2	SHOTS	2
CRIMMISGRAF	1	LAND/TENANT	1	SpecDetail	103
CRIMMISIP	1	LARCFROMMV	12	STOLENMV	1
CrimMisRep	19	LarcIP	12	SUICIDEATT	1
CSO	19	LarcRep	46	SuspiciousIP	109
CUSTOMERIP	7	Location	230	SuspiciousRep	39
CUSTOMERREP	6	LOCKOUTMV	1	THREATIP	2
Dog	51	LOCKOUTRESID	1	THREATREP	3
DomesticIP	25	LTA	2	TOW	8
DOMESTICREP	11	M	222	TOWNORD	1
DRUG	3	MISSING	7	TRAFFIC STOP	572
DUI	8	MVAEVADING	17	TRESPASSIP	3
EDP	10	MVAINJURY	16	TRESPASSREP	2
Escort	20	MVAProp	122		
F/ALARM	17	MVAssist	53		
F/HAZMAT	1	MVComplaint	40		
F/OTHER	15	Neighbor	8		
				TOTAL FOR NPD	2,386

Patrol Investigations

- Investigations and calls by Patrol Officers in May included:

- Officers responded to an address in Newington to serve an arrest warrant on a male resident for domestic violence charges. Upon arrival, officers were advised by a resident that the male was attempting to run out of the side door. Officers in the rear yard heard the conversation and confronted the male attempting to escape out the back door. The male observed the officers and attempted to run. Officers ordered the male to stop, but he continued his attempt to escape. One officer discharged his taser to stop the suspect from escaping. The taser struck the suspect and he fell to the ground. The suspect was then taken into custody for the arrest warrant and additional charges stemming from this encounter.
- Officers were dispatched to Indian Hill Country Club on an activated burglar alarm. There were two previous burglaries at the Indian Hill Country Club within the past few months. A check of the perimeter showed a pushed-in window on the side of the building and immediately set up a perimeter around the building. Additional resources from surrounding departments were requested because of the size and shape of the building. While the perimeter was in place, officers observed two suspects within the building attempting to exit the building. Both suspects were not able to exit the building and went back into the building after observing the officers. As additional officers were responding to the scene, officers utilized a PA system to attempt to gain communication with the suspects. After about one hour of utilizing the PA system, one suspect exited the building with his hands up and was taken into custody without incident. Officers then entered the building and conducted a room by room search for the second suspect. After a thorough search, the second suspect was found hiding within the building. He was taken into custody without further incident. Both suspects were charged with the burglary to Indian Hill Country Club that night and are suspects in the other burglaries there as well.
- Detective Division personnel:
 - Handled 78 investigations, 68 remain ongoing and 10 were closed by investigative methods.
 - Served 16 arrest warrants, 12 by Patrol Officers and 4 by Detective Division personnel.
 - Initiated an undercover narcotics operation that took place at a motel on the Berlin Turnpike. This operation resulted in the arrest of a 24 year old Hartford man for narcotics related charges including Possession of Narcotics, Possession of more than ½ gram of Crack Cocaine, and Possession of Narcotics with Intent to Sell.
 - Assisted the New Britain State's Attorney's office with the service of an arrest warrant. The arrest warrant charged Alanna Carey, previously arrested by Newington Detectives for murder, with violating the conditions of her pre-trial release. Carey had allegedly removed her court ordered electronic monitoring device and traveled to the State of New Hampshire. Carey was located, arrested, and detained on a \$500,000.00 court set bond.
 - Responded to a residence for the investigation of an untimely death. A 57 year old female was found on the ground outside the residence and below a third story balcony. The female was unresponsive and appeared to have suffered significant injuries. She was transported to a local hospital where she was pronounced dead. An autopsy was completed and the medical examiner's report is pending. This case is currently under investigation.
 - On May 29th Newington Police Officers arrested two individuals during an active burglary at Indian Hill Country Club. Detectives conducted a lengthy interview with one of the suspects. During this interview, the suspect admitted to being responsible for two previous burglaries at Indian Hill Country Club that were already being investigated by this department. The previous burglaries occurred during in April 2013. The suspect provided a sworn written statement pertaining to his involvement and his confession was video recorded using the department's newly installed Liberty recording system. Detectives are currently in the process of completing arrest warrant applications charging the suspects for their involvement in the previous burglaries.
- In May, the Community Service Officer (CSO):
 - Worked in conjunction with Human Services and The Board of Ed to get a troubled juvenile proper assistance for various issues. Also spent 2 sessions with a group of 6 kids from John Wallace that had faced discipline as a result of their actions. Presented the Play by The Rules manual.
 - Coordinated and participated in Tip A Cop held at Outback Steakhouse on May 5th to raise money for Special Olympics Connecticut.
 - Participated in reviewing applications and selecting recipients for the Ciara McDermott Memorial Basketball Scholarship.
 - Presented a Bike Safety Presentation for grades 1-3 at Emmanuel Christian Academy.
 - Deployed the Speed Trailer and Stealth Stats to various areas of town in an effort to address community complaints.

- Represented the police department and The Race to End Domestic Violence committee at a Chamber of Commerce Event at Raymour and Flanagan. This was also a fundraiser for Interval House that supports domestic violence victims.
- Attended a Youth and Law Enforcement training program at Stratford Police Department.
- Worked in conjunction with Raymour and Flanagan to have the police department present at their Kids Fair to raise money for The Connecticut Children's Medical Center.
- Created ID Cards for employees of The Senior and Disabled Center.
- Worked with Special Olympics to coordinate the Law Enforcement Torch Run to be held on Friday, June 7th.
- Began putting together a Citizen's Police Academy Curriculum. We hope to begin this Academy in the Fall for those that reside or work in Newington.

UCR/NIBRS Selected Crimes

Type of Crime	<u>April 2013</u>		<u>April 2012</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	0	0	0	0
Robbery	0	\$	1	\$ 18
Assault	6	0	3	0
Burglary	7	\$ 10,523	11	\$ 17,484
Larceny Theft	59	\$ 40,660	61	\$ 44,434
Auto Theft	1	\$ 3,000	3	\$ 15,200
Totals	73	\$ 54,183	79	\$ 77,136

- In April 2013, the police department arrested 86 adults 10 for assaults, 1 for burglary, 1 for motor vehicle theft, 3 for forgery/fraud, 4 for vandalism, 1 for weapons violation, 4 for narcotic violations, 12 for DUI, 3 for offenses against family and children, 1 for liquor law violation, 2 for disorderly conduct, 13 for larceny theft and 30 for other miscellaneous offenses. The department also arrested or referred 5 persons under the age of 18: 1 for assault, 1 for larceny, 1 for narcotics violation, 3 for sex offenses, and 2 for other offenses.
-
- **Police Department Overtime**
 - Comparison
 - OT April \$ 101,978 3 pay periods
 - OT May \$ 62,291 2 pay periods
 - Total decrease \$ 39,687
 - During May, there were two recruits at the Police Academy, two officers in Field Training, two officer vacancies, one officer on Active Military Leave, and one officer on light duty. These vacancies in Patrol have an impact on the overtime for a total of eight positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum during this substantial loss of staffing due to retirements and medical restrictions.
 - Administrative overtime of \$1034 is a \$517 increase.
 - Patrol overtime \$40,091 is a decrease of \$40,194. Overtime was for two pay periods, with no holidays, several domestics, a drug arrest, search warrants, coverage for time off, Traffic Team investigation, and some coverage for eight positions noted above.
 - Detective Division Overtime of \$5,120 is an increase of \$3,201. Overtime included evidence processing, warrants, juvenile complaint, two Mid State Traffic Investigation callouts, and other investigations.
 - Communications overtime of \$3,240 is a decrease of \$5,746. Overtime costs included coverage for leave time. Overtime costs have been offset by filling a position with light duty coverage in this division.
 - Education overtime of \$9,137 is an increase of \$3,467 for training classes. Training included FTO (Field Training Officer) training overtime, spring firearms, ERT training, recertifications, and specialty training.
 - Support Services overtime of \$3,669 is a decrease of \$375. Overtime included a Youth Adult Council, High School Prom, and school resource officer coverage while on leave.
 - ACO overtime of \$0, is a decrease of \$552.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of May, 2013. During this period fire department members responded to 55 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	May 2013	10 Months Activity
Residential	7	108
Commercial, Industrial, Office	0	28
Hospital, School	1	10
Vehicle	4	16
Rescue, Police Assistance	4	52
Dumpster, Rubbish, Grass, Brush, Leaves	9	38
Hazardous Materials/Clean up	5	57
Investigative Alarm	8	130
False Alarm	8	78
Mutual Aid/Standby	0	11
Carbon Monoxide Investigation	7	76
Water Related Incidents/Pump-Outs	<u>2</u>	<u>30</u>
Total	55	634

Training Summary

Multi-Company Training	Live Fire Co. #1 & Co. #3	98 hours
	Live Fire Co. #2 & Co. #4	72 hours
Driver Training	Road Time	11 hours
	Cone Course	6 hours
	Pre-Trip	28 hours
Company Training	Co.#1 – Hose Testing Procedures/Practices	63 hours
	Co.#4 – Firefighter Operations	5 hours
Officer Training	Fireground Operations	22 hours
Fire Service Instructor Class	Two Members	42 hours
Capitol Region Training	Fire Protection Systems	39 hours
Total		358.00 hours

FIRE MARSHAL

- The Fire Marshal's Office completed the following activities during the month of May, 2013.
- | | |
|-----------------------|----|
| INSPECTIONS | 22 |
| INSPECTION FOLLOW-UPS | 48 |
| PLAN REVIEW | 14 |
| JOB SITE INSPECTIONS | 7 |
| FIRE INVESTIGATIONS | 0 |
| FIRE ALARM TROUBLE | 1 |
| COMPLAINTS | 6 |
| HAZ/MAT | 1 |
| BLASTINGS | 0 |

Incidents:

- There were no significant incidents or fire injuries reported during the month of May.

Fire Marshal's Activities:

- Responded to 21 fire calls during the month of May.
- Met with BOE staff and representatives from the state fire marshals office to review and approve the revised lockdown procedures at John Wallace Middle School.
- Attended the Annual Connecticut Emergency Management Symposium in Cromwell. Topics: School Security Planning, Public Health Emergencies, Emergency Planning and Preparedness, Emerging Cyber Security Threats, Disaster Recovery, Sheltering Practices and the 2013 Hurricane Forecast.
- Attended the monthly Board of Fire Commissioners meeting at Company #5 on Maple Hill Avenue.
- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Manchester.
- Attended a tour of the FM Global Research Facility in Rhode Island.
- Attended the quarterly MDC/Fire Service meeting at the MDC Training Center on Maxim Road in Hartford.
- Issued the Annual Blasting Permit for the Balf/Tilcon Plant on Hartford Avenue.
- Met with a representative from the Chamber of Commerce to review the Market Square on street fire lane requirements for the upcoming Classic Car Show.
- Attended the quarterly meeting of the Newington Employee Health and Safety Committee at Town Hall.

HIGHWAY DEPARTMENT

Administration

- Met with Town Engineer regarding Brook Street, Clem Lemire and other various drainage projects and issues
- Met with Town Engineer and continued with roadway analysis for upcoming construction season
- Attended various staff meetings
- Met with residents to discuss various issues and concerns
- Hosted Hazardous Waste Collection at Highway facility sponsored by The Metropolitan District Commission.
- Met with representative from Covanta Energy regarding trash disposal
- Met with BOE representatives to discuss upcoming school paving projects
- Continued with Landfill closure meetings and discussions
- Met with CT DOT regarding drainage issues on Veterans Drive and Willard Avenue

Roadway Maintenance

- Highway operators continued with Landfill material processing
- Completed Town Wide street sweeping
- Repaired catch basins located on Pane, School House and Costello Roads
- Continued with Town wide litter and graffiti control
- Continued with Town wide pothole patching
- Crews began curb and topsoil repairs damaged during snow plowing season
- Assisted Traffic Division in traffic control for Memorial Day Parade
- Continued with drainage installation prior to the reconstruction of Great Oak Lane

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs
- Install speed boxes in various locations
- Provided traffic control for the Memorial Day Parade
- Assisted Human Services with food share setup
- Assisted Police Department with various requests

Fleet Maintenance

- Assisted Town of West Hartford on oral board interview
- Continued with other Departmental spring services
- Completed spring services of all Fire Department vehicles and equipment
- Continued with the set up of new patrol vehicle for Police Department
- Continued with routine preventative maintenance along with emergency repairs on all Town vehicles and equipment

Sanitation/Recycling/Landfill

- Scheduled 724 residential bulk items for collection
- Scheduled 102 condominium bulk items for collection
- Scheduled 31 condo/residential scrap metal items for collection
- 7,512 tons of cumulative Municipal Solid Waste were collected from July 1 through April 30, 2013
- 2,334 tons of cumulative recyclables were collected from July 1 through April 30, 2013
- 919 mattresses collected from July 1 through April 30, 2013
- Issued 74 permanent landfill permits and 26 temporary permits

TOWN PLANNER

Town Plan and Zoning Commission Actions

Regular TPZ Meeting on May 8, 2013:

- Approved Petition #24-13: Outdoor Restaurant Seating at 2551 Berlin Turnpike (“The Sloppy Waffle”).
- Approved Petition #15-13: Zone Change (Planned Development to R-20) at 2116 Main Street.

Regular TPZ Meeting on May 22, 2013:

- Approved Petition #18-13: Freestanding Business Sign at 3573 Berlin Turnpike (Gateway Plaza).
- Approved Petition #25-13: Alcoholic Beverages at 3575 Berlin Turnpike (“Chipotle”).
- Approved Petition #27-13: Free-standing Business Sign at 266 Kitts Lane (“Tyne/Dale Electrical Contractors”).
- Approved Petition #23-13: Outdoor Restaurant Seating at 24 Fenn Road (“Mooyah”).
- Approved Petition #30-13: Accessory Outside Use for Fireworks Tent Sale at 3164 Berlin Turnpike (Walmart).

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- May 1: Met with VA Hospital staff to review plans for possible HVAC building.
- May 17: Met with staff of Middlewoods of Newington to review plans for building expansion.
- May 21: Met with potential buyer of “Deming Farms” residential development.
- May 23: Met with town staff & developers at site of Victory Gardens to discuss performance bonding.
- May 30: Attended meeting of TPZ Sign Regulations subcommittee.

CTfastrak/Amtrak Corridor Planning:

- None.

Grant-Related Activities:

- May 13: Brownfield remediation grant award announcement at National Welding.
- May 20: Attended meeting of LID steering committee with consultants.

Other Boards and Committees:

- None.

Miscellaneous:

- May 10: met with CRCOG re bus shelters program.
- May 13: met with homeowner re possible housing rehab loan.
- May 22: met with Town staff and owners of property on Alumni Road, re-obtaining STC permission to remove the barrier.
- Received and replied to approximately 32 phone calls from citizens and applicants seeking information on zoning and other land use issues.
- Received and replied to approximately 75 emails from citizens and applicants seeking information on zoning and other land use issues.

TOWN ENGINEER

- During the month of May, thirty-six excavation permits were issued as follows:
 - 20 gas lateral permits
 - 12 driveway permits
 - 3 gas main permits

- 1 CNG patch permit (for 48 locations)
- The Town Engineer participated in the monthly CRCOG Transportation Committee meeting.
- Engineering staff continues to meet with a number of residents and/or applicants (monthly) and discuss and perform site analysis as it relates to future Inland Wetland applications.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineering staff received training in GPS (Global Positioning Satellite) survey techniques.
- The Town Engineer attended the monthly Public Works Team meeting.
- The Town Engineer attended the monthly Department Head Staff meeting.
- Engineering staff participated in a pre-construction utility meeting for the Maple Hill Avenue, "Packard's Way" subdivision, held at the MDC.
- The Town Engineer and Highway Superintendent continued a field evaluation of the Town roads in preparation of the upcoming road reconstruction (C.I.P.) season.
- Engineering staff continues to prepare estimates and administer the sidewalk contract for projects within the Town right of way and Board of Education properties.
- Engineering staff continues to prepare construction plans, estimates and survey documents for D.P.W. (Department of Public Works) projects scheduled this construction season.
- The Town Engineer (and staff) prepared the necessary plan review and site inspections to develop the bond amount for Victory Gardens.
- The Town Engineer and Town Planner met with CRCOG and the CT Transit Authority to discuss bus shelters.
- The Town Engineer met with Department of Transportation Engineer/Consultants to discuss the installation of concrete sidewalk necessary to connect Chapman Street to the busway.
- 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 and create a demonstration project in accordance with L.I.D. techniques.

BUILDING DEPARTMENT

Two Permits were issued for Newington Schools: Permit to demo walls & ceilings, new ceiling skylights, doors & interior windows for the Newington High School, 605 Willard Avenue and a Permit to remove ceiling, cabinets, wall, floors. Build stage room, new ceiling, new flooring and cabinetry at Martin Kellogg Middle School, 155 Harding Avenue.

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

- | | | |
|------------|---|--|
| D. Jourdan | - | Introduction to the 2011 National Electrical Code – May 14, 2013 |
| R. Smith | - | Passive Fire Protection Standards – May 2, 2013 |
| | - | Introduction to the 2011 National Electrical Code – May 10, 2013 |
| D. Zwick | - | Passive Fire Protection Standards – May 2, 2013 |
| | - | Introduction to the 2011 National Electrical Code – May 10, 2013 |
| | - | Design & Trades Conference – May 30, 2013 |
| A. Hanke | - | Passive Fire Protection Standards – May 2, 2013 |
| | - | Introduction to the 2011 National Electrical Code – May 10, 2013 |

There were four Certificates of Occupancy issued in May. Three were for Temporary residential COs at 5 Victory Way, 15 Victory Way and 25 Victory Way One CO was for commercial – Bassett Furniture located at 3583 Berlin Turnpike.

Building Department activity for the month of May was as follows: The Inspectors completed a total of 195 Inspections. They were: A/C Installation (2), Above Ceiling (1), Apartment Inspection (5), CO (8), Decks (10), Drainage (1), Electrical (23), Final (43), Footings (11), Framing (4), Gas Line (17), Hot Water Heater (1), Insulation (11), Plumbing (1), Pools (5), Roofing (3), Rough (41), Sheathing (1), Sill (1), Site Visit (2), Slab (1), Waterproofing (2), Work without permits (1).

The total number of Building/Renovation Permits issued for the month of May was **181** producing a total permit value of **\$1,763,402.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	33	\$754,123.00
DECK	9	84,250.00
DEMOLITION	0	0.00
ELECTRICAL	47	206,340.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	6	22,399.00
MECHANICAL	32	439,759.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	20	42,026.00
POOL	4	12,985.00
ROOFING / SIDING	18	164,868.00
SIGN	10	32,352.00
TENT	2	4,300.00
TRAILER	0	0.00
TOTAL	181	\$1,763,402.00

The total Building income fees received in the month of May was **\$20,156.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1260.00, Environmental \$480.00, Conservation \$850.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$132.50, Driveway / Excavation \$2477.50, Engineering copies \$192.75 The other total income is \$5392.75

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

	<u>2013</u>	<u>2012</u>
Value of Permits issued for May:	\$1,763,402.00	\$1,447,922.00
Fees for Permits issued for May:	\$20,156.00	\$17,494.00
Other income Fees for May:	\$5,392.75	\$3,224.50
Building Permits Issued for May:	181	170

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

<u>2012-2013</u>		<u>2011-2012</u>	
<u>Value</u>	<u>Permit Fee</u>	<u>Value</u>	<u>Permit Fee</u>
\$35,518,863.00	\$390,743.50	\$13,998,819.00	\$156,145.00

HUMAN SERVICES

- The Food Bank assisted 128 households, with 651 bags of groceries distributed.
- Open Air Market served 292 households on 3 bi-weekly days of distribution this month.
- The Clothing Closet served 22 households, providing 27 bags of clothes.
- The Special Needs Fund assisted 11 households with 11 bills, 6-utility, 1-housing and 4 medical-related bills. 5 bills were for senior residents.
- The Social Casework Program had an active caseload of 96 with 38 new referrals. Shut off notices were sent out by the utility companies following a winter moratorium, resulting in financial challenges for numerous households. Presenting issues also included other financial difficulties, housing, substance abuse, health, mental health, health insurance, & domestic conflict. Staff continue to receive & follow up on several police referrals related to emergency medical and mental health needs.
- The Operation Fuel program started up again and 6 applications were processed.

- The Youth and Family Counseling Program had a caseload of 26. There were 4 new cases. Clinicians provided 70 clinical therapy sessions and made 28 phone contacts with families and other agencies.
- Pat Meskill, a Newington native, has been hired as our new Clinical Services Coordinator and will begin full time on July 1st. She has worked for the Town of Wethersfield for many years, and is very experienced in many of the same programs and services we offer.
- Summer Youth Adventure registrations are well under way with a deadline of June 6th. High School mentors have been selected and summer staff hired.
- 33 MKMS students that were unable to go on the 8th grade trip to D.C. spent 3 days with our youth staff on the challenge course, canoeing, kayaking and hiking.
- Challenge Course programs are picking up momentum and we are booked through the summer and starting to book fall programs.
- May ROPE will end it's cycle in June. St. Mary's School had their ROPE program for 11 students.
- The 8th Grade ABC group went kayaking and having a great year. Wrap up with a final celebration will take place in June.
- The NHS Self-Awareness group went kayaking at Fisher Meadows in Avon.
- Six people provided community service, averaging a need to complete 20 hours. 60 hours were completed, with some hours being carried over into May .
- Staff attended several trainings, workshops and meetings.
- One youth came before the Juvenile Review Board this month.
- Carol LaBrecque and Karen Futoma attended the annual Chamber of Commerce Awards Dinner as we had nominated Bob Seiler for the Public Service award and Tim Manke for the Youth Service Award and both were selected.
- 4 college interns finished up their spring semester with us. 2 more CCSU students have been interviewed and set up for the fall, 2013 semester, with another student placement pending.
- Director Futoma and Coordinator LaBrecque attended the annual CT Emergency Management Symposium.

May 2013 Statistics

Selected Programs	FY 12-13 Undp. Total This Month	FY 12-13 Undp. Total Last Month	FY 12-13 Cum. Undp. Total YTD	FY 11-12 Cum. Undp. Total YTD
Youth and Family Counseling	26	25	151	262
Positive Youth Development	164	255	2215	2319
*Information and Referral	310	365	2315	4857
Social Casework Cases				
Under 55 = 46				
Over 55 = 36	96	97	478	654
Food Bank Households	128	143	1627	1722
Special Needs	11	7	95	137

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

SENIOR AND DISABLED CENTER

- Older Americans Month kicked off in high style with the annual Spring Fling Senior Prom, an event entirely presented by The National Junior Honor Society of Hartford Magnet Trinity College Academy on May 3rd. With music, refreshments and door prizes, this is always a popular event.
- The Center hosted a first ever craft fair on Saturday, May 4th. The event was successful with 46 vendors, lunch, refreshments and a 'guess the candy in the jar' raffle.

- On May 10th more than 40 people enjoyed a movie on the big screen complete with fresh popped pop corn. The feature was the Academy Award winning Life of Pi.
- Dr David Jeng from Solinsky Eye Care spoke to a group on May 14th about the top eye related issues for older adults: cataracts and cataract surgery, diabetes, glaucoma and macular degeneration.
- The highlight of the month was the Annual Volunteer Recognition Dinner on May 21st. Catered by Jefferson House and served by Center and Town staff, the dinner was enjoyed by more than 100 people including members of Town Council, the Commission on Aging and Disability and, of course the volunteers who give their time and talents to the Center all year.
- Chris Olson, Rehab Director at Bel-Air Manor provided a presentation about physical and occupational therapy including the differences between the therapies and how each can help with daily tasks and activities. He also spoke about the benefits of aqua-therapy.
- The Aging Mastery Program continued through the month with speakers including. Feedback from program participants has been phenomenal with reports of increased exercise, improved diet, and a greater sense of wellbeing.
- Center Director Dianne Stone attended the ADA Symposium as a representative of the ADA Coalition of Connecticut.
- Center Staff including Ms. Stone, Program Coordinator Eleanor Eichner and Social Worker Teri Snyder attended the Connecticut Association of Senior Center Personnel (CASCP) Annual Meeting and Conference on May 17th. Ms. Stone presented a workshop at the event.
- The Center currently has 1,841 paid members with an additional 659 residents registered for Dial-A-Ride. The annual membership drive and renewal period will take place next month.
- More than 160 participants have enrolled in the Membership Plus Fitness. Attendance in the fitness room is up to 30 people per day, stretching the resources.
- 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 3,671 by 578 people.
- Dial-a-Ride provided 1,693 trips covering 4,425 miles during regular hours.
- Center staffing was complemented by 812 hours of unpaid service in 303 instances by 62 volunteers

PARKS AND RECREATION

Administrative

- Superintendent met with the Athletic Director on various issues.
- Superintendent talked with representatives of Weston & Sampson Engineering, Inc. regarding the pool study.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with staff and union representative regarding various personnel issues.
- Superintendent met with members of the Public Works Committee.
- Superintendent met with residents and area business owners to address various issues and concerns as needed.
- Superintendent attended Safety Meeting.
- Superintendent met with the 'Volunteer Gardeners'.

Recreation Division

- The Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper. Resident registration began on Friday, May 3rd. New programs for summer include a Family Field Day as part of Extravaganza week, private swim lessons, Kids' Art Explorers and LAX Stars Girls' Lacrosse Camp, as well as an opportunity to have family portraits taken at Mill Pond Park.
- Registration for non-residents began on Friday, May 17th.
- We are again offering discount tickets for Lake Compounce and Six Flags Amusement Parks. Tickets are available at the Parks and Recreation office and are \$28 for Lake Compounce or \$36 for Six Flags.
- Residents were given the opportunity to purchase Summer 2013 pool passes at a discounted rate on or before May 22nd. Individuals who purchased their pass early saved \$5 and those who purchased Household passes early saved \$10. Many residents took advantage of this discount.
- The 14th Annual Golf Tournament was held at Indian Hill Country Club on Monday, May 13th. A total of 102 players registered for a very successful golf tournament.

- Men's and Women's Softball Leagues began play in early May. This year there are 15 Men's teams and 4 Women's teams.
- Interviews were held in early May for seasonal aquatics positions and supervisory promotions. Training for seasonal aquatics staff began in late May.
- Relay for Life was held at Mill Pond Park Saturday, May 18th.
- Extravaganza vendor applications and sponsor forms were revised and sent to past participants.
- Staff has continued to send press releases regularly to local media venues, and our website has been updated on a regular basis.
- Interviews were held throughout the month for Summer Playgrounds staff. Interviews have now been completed and all staff has been hired. Staff training began in mid-May.
- Preschool registration for the 2013-2014 school years has been ongoing throughout the month.
- Planning and preparations for Extravaganza have been ongoing throughout the month.

Upcoming - Recreation Division

- A comprehensive training program for all seasonal employees will be completed by the end of June.
- An event to celebrate Connecticut Trails Day will be held at Mill Pond Park on Saturday, June 1st.
- Graduation ceremonies for students at Creative Playtime Preschool Program will be held on Wednesday, June 5th.
- "Preschool Fun Day" will be held on Thursday, June 13th at Mill Pond Park, to celebrate the end of the school year for Creative Playtime Preschool Program students and their families. This is a free event to give our preschool families the opportunity to socialize with each other.
- Touch-A-Truck will be held on Saturday, June 15th in combination with the library's Kick-Off to Summer Reading.
- Our Summer Concert Series (sponsored by Data-Mail, Inc.) has been coordinated and finalized by M. Lach. The first concert is scheduled for Thursday, June 27th.
- Mill Pond Pool and Churchill Pool will be opening on Monday, June 24th.
- Most summer programs, including Summer Playgrounds for grades K-7 and Summer Sunshine are scheduled to begin the week of June 24th.
- Extravaganza is scheduled for Saturday, July 20th. We also have a Newington Family Pool party on Monday, July 15th which is sponsored by the Library. A Family Fun Run at the Cross Country Trails behind John Wallace Middle School will be held on Wednesday, July 17th. Our Summer Carnival will be held Thursday, Friday and Saturday, July 18th – 20th. A Concert in the Park will be held on Friday, July 19th. Details for all of these events are available online or in our Summer 2013 Program Guide.

Parks and Grounds

- Legends Field had its infield repaired and resodded. Four sprinkler heads were also relocated and 12 tons of silt was spread to level the playing surface.
- The community gardens were staked out the first week of May.
- The flower pots were placed in the Town center
- The traditional Memorial Day preparations were carried out with the emphasis placed on the cemeteries, Town Hall and parade route. All the roadside flags were hung and the Veterans Memorial at the Town Hall was pruned and planted with flowers.
- Division personnel completed the eight soft surface tennis courts at Mill Pond this month.
- There were 13 interments in town cemeteries this month.
- Division personnel were offline a total of 35 days this month.

LIBRARY

- Assistant Library Director Lisa Masten was appointed the new Library Director replacing Donna Miller who left in April. She began her new position on May 16.
- Atomic Learning, a new online service for Newington residents was launched in May. This new service allows access to online, on-demand video training tutorials on 300 of the most popular software, including Adobe Photoshop, Microsoft Outlook, iTunes, and more. This will also be a helpful training tool for library staff to learn new software or improve their current skills. Other popular online databases and services with high use in May were Ancestry.com, Morningstar, Chilton's Automotive and Tumblebooks, an online collection of animated, talking picture books.
- The Library Board of Trustees held the 17th annual Newington 5K Challenge road race on Sunday, May 19 at Mill Pond Park. 409 people registered, a 6% increase from the previous year with many more

spectators cheering the participants on. The weather was perfect running weather, cool and overcast for this fun, community library fundraiser. Hannah Zydanowicz, a Newington resident won the race with a time of 18.53.

- Ten programs were held for adults to a combined audience of 697. Highlights included; *Favorite iPad Apps*, *Planting for Birds and Butterflies* presented by Advanced Master Gardener Faith Geist, representatives from several community organizations spoke about volunteer opportunities, librarians from *UConn Health Center* spoke about getting reliable health information and two showings of the movie *Argo* as part of the *Movies and More @ the Library* series.
- Teen services for May included a Teen *Chocolate Fest: Mother's Day Edition* for mothers and daughters and a visit to John Wallace Middle School to promote the teen summer reading program. 250 students heard about the many activities planned for the summer months and heard about new books.
- May services for children included 66 programs to a combined audience of 2,754. The children's staff was kept very busy making school visits for Nutmeg Book Talks to all 3rd, 4th and 5th graders, and promoting the summer reading program. Children's librarian Pat Pierce was a judge for the three Battle of the Books events in town. Children's staff continued having schools visits to the library, facilitated book discussions at the middle school, as well as doing outreach to the schools and daycares. In addition to regular story times, children's activities included programs: *Read, Rattle & Roll*; *Explore Together*; *Cookbook Club*; *Play with Us*; *Play for All*; *We All Get Ready to Read*; *Construction Club*, and *Pajama Yoga*.
- The children's staff has also been working hard to get the summer reading community garden ready for planting in June. Parks and Grounds graciously rototilled the area - Thank you again! Staff and volunteers worked on cleaning up the soil before the raised beds were built. Home Depot is donating all the materials and will be donating the labor to build the raised beds. The Eddy Farm and Frinks are donating plantings and flowers for the garden to be planted beginning at the All-Ages summer reading kick-off on June 15.
- The Friends' of the Library bus trip to New York City on May 4 was very popular with 55 people enjoying a day in the city. The next Friends bus trip will be to Newport, RI on June 22.
- Topics of interest that were researched this month included:
 1. Health effects of mold.
 2. Apps to use to make free phone calls.
 3. How to clean granite marker gravestones.
 4. Forms for living wills.

MONTHLY STATISTICAL REPORT, LIBRARY, MAY 2013				
	2013	2012	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	19,269	20,826	-1,557	-7.48%
CHILDREN	8,353	10,016	-1,663	-16.60%
YOUNG ADULT	787	1,037	-250	-24.11%
DVD'S	7,014	8,192	-1,178	-14.38%
Digital Services				
DOWNLOADABLE BOOKS	730	424	306	72.17%
DOWNLOADABLE MAGAZINES	230	0	230	
E-READERS	16	13	3	23.08%
Other				
MUSEUM PASSES	68	61	7	11.48%
TOTAL CIRCULATION	28,409	31,879	-3,470	-10.88%
CUMULATIVE CIRCULATION YTD	349,748	368,451	-18,703	-5.08%
DAYS OPEN/MONTH	28	28	0	0.00%
AVERAGE DAILY CIRCULATION	1,015	1,139	-124	-10.88%
PATRON COUNT	17,818	19,151	-1,333	-6.96%
AVG. PATRON COUNT PER DAY	636	684	-48	-6.96%
SELF CHECKOUT CIRCULATION^	375	884	-509	-57.58%
TOTAL # CARDHOLDERS	12,061	12,405	-344	-2.77%
SUNDAY CIRCULATION	857	889	-32	-3.60%
SUNDAY PATRON COUNT	444	578	-134	-23.18%
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	4,513	5,086	-573	-11.27%
TOTAL COMPUTER USE	4,741	4,887	-146	-2.99%
TOTAL DATABASE SEARCHES	19,202	9,686	9,516	98.24%
WEBSITE VISITS	7,730	7,855	-125	-1.59%
INTERLIBRARY LOAN--LOANS	938	862	76	8.82%
INTERLIBRARY LOAN--BORROWS	615	612	3	0.49%
PROGRAMS CHILDRENS	66	72	-6	-8.33%
PROGRAMS CHILDRENS ATTENDANCE	2,754	2,074	680	32.79%
PROGRAMS TEEN	4	6	-2	-33.33%
PROGRAMS TEEN ATTENDANCE	291	893	-602	-67.41%
PROGRAMS ADULT	12	12	0	0.00%
PROGRAMS ADULT ATTENDANCE	697	590	107	18.14%
NOTARY TRANSACTIONS	12	14	-2	-14.29%
VOLUNTEER HOURS	128	144	-16	-11.11%
MEETING ROOM USAGE-OUTSIDE GROUPS	27	17	10	58.82%
MEETING ROOM USAGE-LIB. PROGRAMS	48	50	-2	-4.00%
STUDY ROOM USAGE	268	226	42	18.63%
TOTAL LIBRARY HOLDINGS (ITEMS)	176,144	171,290	4,854	2.83%

#downloadable magazines are a new service this year