



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: October 18, 2013
Re: Monthly Report – September 2013

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CRCOG, MidState and CCM meetings.
- Mr. Salomone attended meetings for various projects related to the Town of Newington, including the MDC Church Street construction project, Town Hall renovations and the busway.
- Mr. Salomone met with various staff committees, including the Public Works team to discuss and receive updates on various matters.
- Mr. Salomone continued work related to the AFSCME union contract negotiations. The union ratified the contract on September 14, 2013.
- Mr. Salomone and staff continued with the collective bargaining process for the IPBO (Police) union contract, which expired on June 30, 2013.
- Mr. Salomone interviewed finalists for the Police Recruit position.
- Mr. Salomone met with staff to discuss enforcement of various blighted properties and met with neighbors onsite to plan remediation of one of the properties on the Town's blight list.
- Mr. Salomone met with residents and area business owners to address issues and concerns as needed.
- Mr. Salomone met with staff and union representatives regarding personnel issues.
- Mr. Salomone spoke at the Senior and Disabled center regarding economic development in the Town center.

Legal Services

- As of September 30, 2013 the Town has spent a total of \$30,644.20 for legal services to the firm of ROME MCGUIGAN, P.C. (Firestone) and \$4,4741.80 for legal services to the firm of Murtha Cullina, LLP (Toll Brothers).

Overtime

Paid overtime during the month of SEPTEMBER 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	114.2	\$ 4,809.07
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 615.84
ROAD MAINTENANCE	10.4	\$ 426.78
LANDFILL	17.9	\$ 862.61

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CHURCHILL PARK	1.0	\$ 42.17
WATERFALL FESTIVAL	2.2	91.68
TOTALS	165.7	\$ 6,848.15
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Weekend Duty	40.0	\$ 2,083.36
Herbicide	12.0	\$ 425.24
Graves	30.0	\$ 1,660.00
TOTALS	82.0	\$ 4,168.60

POLICE DEPARTMENT	13-14 Budget Overtime Appr.	Overtime Expended 13-14 YTD	12-13 Budget Overtime Appr.	Overtime Expended 12-13 YTD
Administration	\$ 6,734.00	\$ 258.52	\$ 6,734.00	\$ 1,128.47
Patrol	641,951.00	143,434.56	592,745.00	151,241.64
Investigation	77,883.00	3,914.44	77,582.00	9,457.39
Communication	118,117.00	17,210.83	117,787.00	37,485.74
Education/Training	121,801.00	6,516.28	107,795.00	7,562.14
Support Services	39,878.00	3,688.03	40,751.00	4,418.56
Animal Control	5,546.00	0.00	7,548.00	931.00
Total	\$ 1,011,910.00	\$ 175,022.66	\$ 950,942.00	\$ 212,224.94
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 5,783.23	\$ 29,225.00	\$ 6,475.49
Snow and Ice Control	137,119.00	0.00	137,119.00	0.00
Traffic	5,684.00	1,011.74	8,684.00	984.56
Vehicles and Equipment	28,981.00	6,941.16	28,981.00	3,013.45
Leaf Collection	55,937.00	0.00	55,937.00	0.00
Total	\$ 256,946.00	\$ 13,736.13	\$ 259,946.00	\$ 10,473.50
PARKS AND GROUNDS				
Parks and Grounds	\$ 91,968.00	\$ 28,427.94	\$ 142,799.00	\$ 25,153.81
Cemeteries	16,971.00	2,113.15	15,635.00	2,901.59
Total	\$ 108,939.00	\$ 30,541.09	\$ 158,434.00	\$ 28,055.40

PERSONNEL

- Karen Benner was appointed to the Assistant Library Director position, effective September 9, 2013.
- Michael Costardo was appointed to the Equipment Operator I position, effective September 9, 2013.
- Amanda Bollacker was appointed to the Part Time Librarian position, effective September 9, 2013.
- A public posting for a Librarian I position was posted on August 13, with a closing date of September 3. 75 applications were received. Testing and interviews will commence in September.
- A public posting for a Network/Application Specialist position in the Industrial Technology department as posted on August 14 with a closing date of September 3, 2013. Seven applications were received. Interviews will commence in September.
- Austin Apanovitch was offered the position of Police Recruit, effective September 23.
- The AFSCME Local 2930 union voted to approve the proposed 2012-2016 contract on September 14, 2013.

RISK MANAGEMENT

2013-14 Blue Cross/Blue Shield Plan Year

The second month of the 2013-14 plan year produced a combined paid claim total that was higher than those estimates that were developed at renewal. The monthly claims for the 2013-14 plan year were estimated at \$801,556. The total paid claims from the Health Benefits Fund for August 2013 were \$806,408. 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 August, 2013

	Town	Board of Education	Total
Estimated Claims	325,912	1,277,200	1,603,112
Actual Claims	282,114	1,367,010	1,649,124

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 34 formal work orders during the month of June at the various Town Buildings.
- **Security Upgrades:** New keyed access controls were installed at the Library during September and this will help to provide an added measure of security for the building when unoccupied. This new keyed system is part of the master system that has already been installed at the Town Hall, Town Garage and the Senior and Disabled Center.
- **Transition Academy Roof Replacement:** The Facilities Manager was asked to review this project and determine if it was feasible to complete the work prior to the winter season since the leaks in this area were becoming more critical. Since a budget had been established for this work several years ago, the Facilities Manager completed the necessary designs for this installation and a contract was awarded for this installation after approval by the Town Council. Work is expected to begin in late October with completion in early November.
- **Senior Center:** The contract for a new roof and entrance portico was awarded and work has begun with completion expected during the first week of December with the majority of the roofing completed by late October.
- **Kellogg Eddy House:** Prices were obtained to replace the roof of this historic home and it is expected to be approved with work to begin in late October.
- **Painting Projects:** Various interior and exterior painting projects were undertaken during the month at the Library, Police Building and several outbuildings in an effort to "spruce up" and maintain the buildings in a state of repair.

INFORMATION SYSTEMS AND TECHNOLOGY

- The Town's website saw 24,224 visitors, 15,407 unique visitors, 61,388 page views with users averaging 2.53 pages per visit. The Library, Town, Assessor's Online Property Card and Employment pages were the most frequented.
- Processed 88 internal work-orders.
- Mr. John Bolduc, Network Administrator/ Project leader worked on the following items:
 - Provided geographical data sample for demonstration of new police computer aided dispatch (CAD) and records management system (RMS).
 - Installed, configured new voice recording server for Public Safety Dispatch and worked with vendor to test final configuration.
 - Applied critical rollup patches for the town's email server.
 - Installed and configured new application server.
 - Obtained pricing information for replacement hardware (laptops, desktops, phone adapters).
 - Installed new copier/ printer in Town Clerk's Office.
 - Ordered laptops for police department's major crime processing vehicle.
 - Purged old network accounts.
 - Completed quarterly server updates.
- Mr. Scott Hoagland, Network/ Application Specialist worked on the following items:
 - Attended a two day workflow training class for the town's new Geographic Information System application (GeoCortex).
 - Upgraded the Library Staff's patron management system.
 - Completed upgrade and installation of town's Help Desk system.

- Coordinated the wiring project for the Lucy Robbins Welles Library (Lienhard and Children's Programming Rooms).
- Deployed two new laptops for library staff.
- Worked with Mr. Bolduc to install/ configure Town's Clerk's print release solution.
- Updated application software used in the Town Clerks Office, Assessor's Office and Tax Collector's Office.
- Mr. Thad Dymkowski, GIS Technician worked on the following items:
 - Implemented a new slideshow feature for the Parks and Recreation Department for use on their website.
 - Provided updated Geographical Information Systems data for Public Safety Dispatch.
 - Provided GIS data sample for demonstration of new police dispatch CAD and RMS systems
 - Provide GIS data for public requests.
 - Attend two day GeoCortex training session with Mr. Hoagland.
 - Assisted Town Manager's Office with presentation setup at the Senior and Disabled Center.
- Mr. Paul G. Boutot, Chief Information Officer participated, assisted or was involved in the following:
 - Attended Fire Captain meeting – Capitol Region Council of Government (CRCOG).
 - Attended a Ruckus Wireless demonstration in South Windsor, CT.
 - Met with Mr. Mike Phelps, NCTV, to discuss network and wireless needs.
 - Participated in the Multi State Information Sharing Analysis Center conference call.
 - Met with IT staff members and Mrs. Tanya Lane, Town Clerk, to discuss purchase, installation and setup of new copier/ printer and print release application.
 - Worked on installation and configuration of firewall and wireless access in the Mid State Major Crime Processing vehicle.
 - Met with Chief Richard Mulhall, Newington Police and Ms. Joan Hilliard and Mr. Daryl Hayes, Department of Public Safety to discuss setup and configuration of new CAD/ RMS system.

FINANCE

Accounting and Administration

- Work continued on the 2012-13 audit which is expected to be completed by early December.
- On September 9th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program and Mark Shegoski and Ashley Martella of UBS reviewed the second quarter results of the Town's pension and OPEB funds.
- On the system's side, the MUNIS accounting system was successfully "closed" for fiscal year 2012-13 and 2013-14 "opened."
- Contract negotiations continued during the month with IBPO. With contract negotiations finalized with AFSCME, a cost analysis of the proposed four year contract was completed for the Town Council meeting on September 24th.
- In accordance with the Memorandum of Understanding, the 2012-13 Health Benefits Fund settlement was completed with a credit of \$516,844 was owed to the Board of Education. The Town side had a positive result of \$56,895.

The Town received the following major grants during the month: three Payment-in-lieu-of-tax (PILOT) programs - Elderly Freeze program of \$6,000, State-Owned Property of \$688,546 and Colleges & Hospitals of \$1,753,757. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)

9/30/2013

	<u>Interest Earnings</u>		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2013-14</u>	<u>Year to Date</u>	
General Fund	\$30,000	\$16,816	\$28,671,733
Special Revenue Funds	2,057	2,542	3,222,269
Capital Projects Funds	600	284	1,027,446
Internal Service Fund	2,400	662	2,030,838

Trust and Agency Funds	450	72	264,421
TOTAL, ESTIMATED BY FUND			\$35,216,707

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)

9/30/2013

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
STIF	0.07	0.10	368	593	\$6,605,043
Bank North	0.20	0.20	1,005	1,313	5,032,178
People's Bank	0.32	0.33	2,109	2,161	8,019,679
Sovereign Bank	0.30	0.30	2,227	2,256	9,555,820
Farmington Bank	0.25	0.25	1,891	2,096	6,003,987
Total Outstanding Investments					\$35,216,707

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of September.
- The Board of Assessment Appeals met once to hear 7 appeals on the 2012 Motor Vehicle grand list.
- Personal property declarations were prepared and mailed to 1,400 accounts. Several inspections were made to verify operating businesses. These declarations are due back to the Assessor by November 1, 2013.
- Field inspections of properties with building permits commenced and will continue through October and November as part of the annual grand list processing of real estate.
- Exemptions for elderly homeowners and veterans were finalized.
- The Office of Policy and Management notified Newington that the next revaluation must occur on the October 1, 2015 grand list.

Revenue Collector

- Collections for September on the 2012 Grand List amounted to \$355,779.89, and back taxes collections were \$32,882.71.
- This year's total collections through September were 54.2% which is slightly higher than the same period last year of 53.5%.
- Daily telephone calls, payments, and address corrections from taxpayers have resulted from the delinquent statements being mailed last month.

TOWN CLERK

- There were 467 documents filed on the land records during September.
- 88 property sales were conveyed for a total of \$10,387,728.79. State conveyance tax collected was \$77,907.97; and 25,969.33 was collected in Town conveyance tax.
- There were seven residential sales each sold for over \$300,000, two residential sales sold for over \$400,000.
- Eight Foreclosure Registrations were filed.
- The staff issued 74 certified copies of vital records. Twelve burial permits and four cremation permits were issued.
- Additional monthly filings included: two Liquor Permits, eight Notary Public commissions, three survey maps and six Trade Name certificates. The office notarized 25 signatures.
- The staff recorded 121 mortgages, 133 releases, 59 assignments, 26 liens and 16 probate documents.
- The Town Clerk attended the annual Fall Conference sponsored by the Secretary of the State. Topics included adverse possession of property, risk assessment and disaster planning for the community, new legislation abolishing the filing of death certificates on the land records.
- Newington was not selected by the Secretary of State (SOTS) as an official pilot town to test software for election night results. Because the program is an intuitive web-based system, SOTS issued a user

name and password allowing the Registrars and Town Clerk to independently test the software for the municipal election. Throughout the month, the Town Clerk worked very closely with the Registrars to trouble-shoot the software and upload 2013 candidate data into the system. There are still program issues which SOTS will need to address to streamline the application. Ultimately, the Town hopes to implement new procedures to facilitate and expedite the reporting of end-of-the-night election results.

- On October 23rd, the Town Clerk swore-in a new Police Officer.
- The Town Clerk was invited to serve as Treasurer of the 2015 IIMC Hartford Conference which will be held in the Capitol City. IIMC is the International Institute of Municipal Clerks and every year a different city is selected to host a five-day Conference. The event focuses on promoting professional development and offers a specialized venue for networking with clerks from around the country. The host city is expected to raise funds to help offset sponsorship costs and to recommend venues to highlight and promote the chosen location. To that end, several Connecticut clerks joined the Hartford City Clerk for a guided tour of the Capitol City to brainstorm ideas and identify potential locations of interest or historical importance.

DATA SUMMARY September 2013				
	<u>Sept. - 13</u>	<u>Sept. - 12</u>	<u>FY 13/14 to Date</u>	<u>FY 12/13 to Date</u>
Land Record Documents	467	473	1435	1637
Dog Licenses Sold	35	64	399	379
Game Licenses Sold	34	17	76	74
Vital Statistics				
Marriages	19	24	63	59
Death Certificates	19	37	64	97
Birth Certificates	17	36	67	69
Total General Fund Revenue	\$ 43,106.93	\$30,620.83	\$ 127,180.43	\$119,193.89
Town Document Preservation	\$ 1,172.00	\$923.00	\$ 3,728.00	\$ 3,116.00
State Document Preservation	\$ 702.00	\$924.00	\$ 2,282.00	\$ 3,128.00
State Treasurer (\$36 fee)	\$ 12,636.00	\$16,596.00	\$ 42,049.00	\$ 55,872.00
State Treasurer (\$127 fee)	\$ 6,350.00	\$ -	\$ 16,637.00	\$ -
State Treasurer (\$110 fee)	\$ 5,170.00	\$ -	\$ 14,960.00	\$ -
Locip	\$ 1,053.00	\$1,383.00	\$ 3,411.00	\$ 4,656.00
State Game Licenses	\$ 527.00	\$187.00	\$ 1,025.00	\$ 7,778.00
State Dog Licenses	\$ 238.00	\$422.50	\$ 2,609.00	\$ 2,332.00
Dog Licenses Surcharge	\$ 82.00	\$146.00	\$ 922.00	\$ 818.00
Marriage Surcharge	\$ 76.00	\$228.00	\$ 475.00	\$ 456.00
Grand Total	\$ 71,112.93	\$ 51,430.33	\$ 215,278.43	\$197,349.89

POLICE DEPARTMENT

- After completing the final testing exams, Austin Apanovitch was offered the position of police officer. Austin was sworn in as a police recruit on September 23rd. He began his training at the Connecticut Police Academy (POST) on October 4th. This hiring brings us up to full staffing.

- The Mid-State Regional (Berlin, Cromwell, Newington, Rocky Hill and Wethersfield) Major Crime Unit began its training in September. The 10 person team is preparing for a late fall launch of the program. The Major Crime vehicle is in the final phase of development and should be fully operational in the next few weeks. It is expected that the team will be responding to major crimes to assist the local department in crime scene processing freeing local investigators to focus on the investigation aspects of the incident.
- The police department kicked off it CAD and RMS project with five (5) development meetings during the month. Progress is being made and the TON IT department is working to get the hardware and software costs locked in so the equipment can be ordered. It is expected that the development meetings will continue over the next 6 months.
- The police department conducted an annual meeting with the area Police Tow Truck companies. Discussion involved current required equipment, a major change in the AAA service system, contract renewal, and other general towing issues and procedures.
- The police department met with the FBI to discuss the regions Blue Plan that was developed by Chief Mulhall for the Capitol Region. Discussion center upon how the FBI could integrate with the Capitol Region Chiefs of Police (CRCOPA) Plan. The matter will be discussed at next month's CRCOPA meeting.
- The police department met a third time with the State Department of Emergency Services Public Protection (DESPP) to complete the certification of the new CAD and RMS vendor. This has been accomplished and the integration of the CAD and RMS will allow direct input from COLLECT/NCIC.
- DUI roving patrol/checkpoints in August and September resulted in 4 speeding violations; 3 DUI arrests; 4 Drug arrests; 1 Felony arrest; 1 seatbelt violation, 1 cell phone violation, and 26 motor vehicle violations. Seventy-five percent of overtime costs for this assignment are reimbursed by the Department of Transportation. This concluded this DUI roving patrol grant.
- Patrol Calls for September are as follows:

AlarmBurg	90	CUSTOMERREP	2	Harassment	23
ALARMHOLD	8	Dog	45	HAZARD	28
Animal	23	DOMESTICIP	23	ILLEGALDUMPING	1
ASSAULTREP	5	DOMESTICREP	16	INDECENTEXP	3
ASSIST	36	DRUG	6	INTOXICATED	2
BREACHIP	8	DUI	5	JuvComp	23
BREACHREP	2	EDP	12	K9	6
BURGIP	1	ESCORT	22	Land/Tenant	5
BurgRep	12	F/ALARM	14	LARCFROMMV	9
CARSEAT	3	F/CONO	2	LarcIP	15
Check	76	F/COSYMP	1	LarcRep	54
CLEARLOT	10	F/HAZMAT	2	Location	276
COURT	24	F/OTHER	2	LOCKOUTMV	2
CRIMMISGRAF	1	F/STRUC	10	LOCKOUTRESID	2
CRIMMISIP	1	F/VEH	2	LTA	1
CRIMMISREP	14	FINGERPRINT	30	M	222
CSO	5	FIREWORKS	1	MISSING	5
CUSTOMERIP	3	FollowUp	73	MVABAND	3
MVAEVADING	7	PropLost	3	SuspiciousRep	40
MVAInjury	24	ROBBERYIP	2	THREATIP	2
MVAProp	106	SERVSUBPOEN	1	THREATREP	4
MVASSIST	57	ServWarrant	29	Tobacco	3
MVCOMPLAINT	38	SEXASSAULTIP	1	TOW	15
NEIGHBOR	9	SEXASSAULTRE	5	TOWNORD	1
NOISE	18	SpecDetail	97	TRAFFIC STOP	510
NOTIFICATION	1	STOLENMV	6	TrespassIP	9
OPENDOOR/WIN	5	SUDDENDEATH	3	TRESPASSREP	4
PARKINGVIOL	13	SUICIDE	1		

PISTOLPERMTEMP	30	SUICIDEATT	2	TOTAL FOR NPD	2,324
PropFound	10	SuspiciousIP	111		

Patrol Investigations

- Investigations and calls by Patrol Officers in September included:
 - Officers responded to a report of a disturbance in the hallway of an apartment building in Newington. As officers responded, a call was received from within one of the apartments. The female resident stated that a person had broken into her apartment and her boyfriend was currently fighting with him. Several officers arrived on scene and entered the building. Once inside, the officers heard people yelling from the third floor. When they reached the third floor, they observed a male on the floor and a male standing over him yelling. Both males were suffering from facial lacerations. The male standing indicated to the officers that the male on the ground had broken into his apartment and assaulted him and he was only defending himself. An ambulance arrived and treated each of the males for their injuries. The female resident of the apartment spoke with officers. She stated that her former male friend, whom she has a protective order against, had arrived at her residence and was pounding on the door. The female advised the male that she wasn't going to let him into the apartment. The male began hitting the door harder and eventually broke into the apartment. At this point, the boyfriend resident confronted the male suspect and a fight ensued. As the male suspect and the boyfriend fought, the police arrived. The suspect was taken into custody and charged with Criminal Violation of Protective Order (53a-223-1), Breach of Peace 2nd (53a-181), Burglary 2nd (53a-102), Assault 3rd (53a-61), and Criminal Trespass 1st (53a-107).
 - Newington Police officers received a complaint of a burglary at a local business. During the burglary, the suspects removed items from the business and concealed them in the woods near the business. It was believed that the suspects would be returning to the property to remove the stolen items. That evening, officers conducted surveillance of the property. During this time, two male suspects returned to the property. Officers confronted the suspects who fled the area into a thick wooded area. After an extensive search, officers located one suspect and identified the second suspect. These same suspects are also suspects in two similar burglaries at the business. The one suspect was charged with CGS 53a-109 Criminal Trespass 3rd Degree, CGS 53a-167a Interfering With An Officer, CGS 53a-106 Possession of Burglary Tools and CGS 53a-48/53a-125b Conspiracy to Commit Larceny 6th. The second suspect will be arrested by warrant.
 - Officers were dispatched to Wal-Mart for a report of a purse-snatching in the parking lot. Upon arrival officers contacted the victim as additional officers checked the area for the suspect. The victim stated that she was walking toward her van in the parking lot at Wal-Mart with her sister-in-law and their nephew. Once she approached the passenger door of the van a male in his early twenties ran toward her and pointed a black handgun toward her stomach. The suspect demanded her purse. The victim immediately handed her purse to the suspect at which point he turned around and ran through the parking lot toward the La-Z-Boy Furniture store where she lost sight of him. A police K-9 arrived on scene and began to track the suspect past La-Z-Boy furniture and into the parking lot of the Grantmoor Motel. Officers continued to search for the suspect while speaking to residents of the motel. During this time, officers were able to locate a person that fit the description of the suspect inside one of the motel rooms. The victim was able to positively identify this person as the male that had pointed a gun at her and stole her purse. Officers were then able to locate the firearm used in the crime and recovered the victims' purse with its contents. The suspect was arrested and charged with Robbery in The First Degree in violation of C.G.S. 53a-134, Larceny in The Sixth Degree in violation of C.G.S. 53a-125b, Risk of Injury to a Minor in violation of C.G.S. 53-21, Breach of Peace in violation of C.G.S. 53a-181, and Brandishing a Facsimile Firearm in violation of C.G.S. 53-206.
- In September, Detective Division personnel:
 - Officers responded to a report of a disturbance in the hallway of an apartment building
 - Handled 89 investigations, 62 remain ongoing and 27 were closed by investigative methods.
 - Served 24 arrest warrants, 22 by Patrol Officers and 2 by Detective Division personnel
 - A former special education tutor for the Newington public school system, was arrested after Detectives conducted an investigation into allegations that she had an inappropriate sexual relationship with a student. The investigation began in June of 2013 when a representative of the Newington Public School System notified the Newington Police Department that she suspected an inappropriate sexual relationship between a student and the tutor. As a result of this complaint, a

criminal investigation was initiated. During the course of this investigation, it was learned that between April and June of 2013, the tutor engaged in a sexual relationship with a 20 year old student from the Newington Transition Academy. She was charged with eight counts of Sexual Assault in the 2nd degree and detained on a \$10,000 bond.

- Detectives responded to the Grantmoor Motor Lodge for an untimely death of a 25 year old male. The deceased, who was temporarily staying at the motel, was discovered in a vehicle located in the parking lot. He was discovered by two friends whom he had been at the motel with earlier in the evening. At this time, the cause of death is unknown and this case remains under investigation.
- In September, the Community Service Officer (CSO):
 - Detective Rugens and CSO Desimone represented Newington Police Department and the committee for Race to End Domestic Violence, for a tour of Prudence Crandall Center. This allowed committee members, to also include South Windsor Police Officer Christina Mazzoccoli, an insight on how monies raised on behalf of MPO Lavery and Officer McDermott were put to use and benefitted Domestic Violence Victims.
 - Attended a Community Meeting at Victory Gardens to educate residents on services that are available to them.
 - Continued to coordinate the Citizen's Police Academy program scheduled to commence on Oct. 15th.

UCR/NIBRS Selected Crimes

Type of Crime	<u>August 2013</u>		<u>August 2012</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	1	0	0	0
Robbery	1	\$400	2	\$947
Assault	11	0	5	0
Burglary	11	\$35,987	9	\$7,673
Larceny Theft	55	\$27,414	42	\$38,922
Auto Theft	5	\$11,395	4	\$23,050
Totals	84	\$75,196	62	\$70,572

- In August 2013 the police department arrested 104 adults: 13 for assaults, 1 for burglary, 8 for forgery and fraud, 1 for vandalism, 1 for weapon possession, 16 for narcotic violations, 2 for offenses against family & children, 11 for DUI, 2 for liquor law violations, 1 disorderly conduct, 19 for larcenies, and 29 for other miscellaneous offenses. The department also arrested or referred 2 persons under the age of 18 for criminal acts: 1 for sex offenses and 1 for drug abuse.
- Police Department Overtime Comparison
 - OT August \$ 53,789 2 pay periods
 - OT September \$ 70,096 2 pay periods with one holiday
 - Total decrease \$ 16,307
- In September, there were two officers in Field Training, one officer at the Academy, and one recruit hired and going to the Academy in October . These vacancies in Patrol have an impact on the overtime for a total of 4 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.
- Administration overtime was \$0, no change from last month.
- Patrol overtime of \$56,328 is an increase of \$13,584. Overtime includes Traffic Team call out, a DUI arrest, domestic violence investigations, Burglary attempt, sexual assault, search warrants, interviews, subpoenas, staff meeting, holiday coverage (\$10,000)and coverage for time off.
- Detective Division Overtime of \$1,570 is a decrease of \$23. Overtime included a Traffic Team call out investigation, sudden death investigation, and background investigations.
- Communications overtime of \$8,109 is an increase of \$2,690. The officer on light duty no longer covered overtime shifts in communications and went back to Patrol. Overtime included holiday overtime of \$1,700 and overtime for time off coverage.
- Education overtime of \$3,302 is an increase of \$1,008 for training classes. Training included firearms training, Bike Patrol training, Advanced Interview and Interrogations training.
- Support Services overtime of \$787 is an increase of \$48. Overtime included a Youth Advisory Meeting and holiday pay.

- ACO overtime was \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of September, 2013. During this period fire department members responded to 41 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	September 2013	3 Months Activity
Residential	6	15
Commercial, Industrial, Office	1	3
Hospital, School	1	2
Vehicle	2	4
Rescue, Police Assistance	5	16
Dumpster, Rubbish, Grass, Brush, Leaves	2	12
Hazardous Materials/Clean up	3	7
Investigative Alarm	7	29
False Alarm	8	35
Mutual Aid/Standby	0	1
Carbon Monoxide Investigation	6	14
Water Related Incidents/Pump-Outs	0	4
Total	41	142

Training Summary

Multi-Company Training	Co. #3 & Co. #4 Smart Triage	37 hours
	Co. #1 & Co. #2 Firefighter Safety	112 hours
Driver Training	Road Time	10 hours
	Orientation	4.5 hours
	Cone Course	8 hours
	Re-qualification T-1	6 hours
	Driver Re-certification E-4	6 hours
	Truck 1 Driver Training	14 hours
Company Training	Co.#1 & Co. #3 – Truck Cross Training	36 hours
	Co.#4 – Social Media SOP & Communications	8.5 hours
	Pre-Plans	10 hours
	Forcible Entry	9 hours
	Co.#2 – Landmark Apts. – Hydrant System	24 hours
	Co.#1 – Alarm Panel Procedures	5 hours
	Aerial Operator T-1	4 hours
Department Training	R.O.P.E.S Course	49 hours
	LPG Emergencies	5.5 hours
	CT Fast Track	
	Response Training	6 hours
	MRT Refresher Training	8 hours
	Capitol Region Training	2.5 hours
Officer Training	Command & Control	18 hours
Total Hours		383 hours

FIRE MARSHAL

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

INSPECTIONS	12
INSPECTION FOLLOW-UPS	26
PLAN REVIEW	8

JOB SITE INSPECTIONS	6
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	1
COMPLAINTS	7
HAZ/MAT	0
BLASTINGS	16

Incidents:

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

Fire Marshal's Activities:

- Responded to 27 fire calls during September.
- Hosted the monthly meeting of the Capital Region Fire Marshals Association at Bertucci's Restaurant.
- Issued blasting permits for the MDC Church Street project and monitored blasting activities.
- Attended a DOT tour of the new CTfastrak Busway project.
- Attended the Annual 9-11 Remembrance Ceremony at fire headquarters.
- Attended a Liquefied Petroleum Gas Properties and Hazards training session in East Hartford.
- Attended a CRCOG Natural Hazard Mitigation Plan meeting in Manchester.
- Monitored parking and emergency access concerns for the new restaurant located at 2903 Berlin Turnpike.
- Conducted electrical and cooking equipment inspections and reviewed emergency vehicle access ways prior to the start of the Annual Waterfall Festival on Market Square.
- Attended the monthly meeting of the Board of Fire Commissioners at Station #4 on Fifth Street.
- Attended the 11th Annual Firefighters Memorial Service at the State Fire Academy.

HIGHWAY DEPARTMENT

Administration

- Attended various staff and committee meetings.
- Attended Blight enforcement meetings.
- Met with residents to discuss various issues and concerns.
- Met with Town Engineer to discuss Low Impact Development parking lot Project at Clem Lemire.
- Met with Town Engineer and representatives from BETA Corporation to update roadway analysis software ratings.
- Attended September 10th Council meeting to discuss Landfill grant award.
- Welcomed Michael Costardo, newly hired Equipment Operator I to the department on September 9th.
- Met with representatives of Murphy Road Recycling to discuss various issues and concerns.
- Continued with construction project coordination.

Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Continued with Town wide litter and graffiti control.
- Continued with Town wide pothole patching.
- Crews continued with curb and topsoil repairs.
- Crews completed top soil, curbing and driveway apron work on the mill and overlay projects at Augusta Drive, Whitewood Road, Harold Drive, Lucas Circle, Cornish Drive, Lincoln Circle, Homecrest Street, Broadview Street and Ponderosa Lane.
- Crews began construction of a Low Impact Development parking lot project at Clem Lemire Complex.
- Crews cleaned Francis Avenue waterway.
- Crews cleaned catch basins in various locations throughout Town.
- Crews repaired catch basin structures on Elmridge Terrace and Foster Street / Orchard Avenue.
- Crews continued with roadside mowing and brush/tree trimming.
- Crews completed the paving - overlay project of Churchill Park Parking lot next to the pool.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted Human Services with food share setup.
- Assisted Police Department with various requests and relocation of speed boxes.
- Painted stop bars and centerlines as needed on newly paved roads.

- Installed new regulatory street signs in plow route section #12.
- Completed sign and line painting requests at various schools.

Fleet Maintenance

- Mechanics performed routine preventative maintenance along with emergency repairs to all Town vehicles and equipment.
- Mechanics began the annual maintenance of all leaf collection equipment.
- Completed the setup of one new police vehicle.

Sanitation/Recycling/Landfill

- Scheduled 740 residential bulk items for collection.
- Scheduled 90 condominium bulk items for collection.
- Scheduled 23 condo/residential scrap metal items for collection.
- 1555 tons of cumulative Municipal Solid Waste were collected from July 1 through August 31, 2013.
- 434 tons of cumulative recyclables were collected from July 1 through August 31, 2013.
- 231 mattresses collected from July 1 through August 31, 2013.
- Issued 35 permanent landfill permits and 6 temporary permits.

TOWN PLANNER

Town Plan and Zoning Commission Actions

Regular TPZ Meeting on September 11, 2013:

- Approved Petition #48-13: Golf Course at 245 Hartford Road, New Britain. City of New Britain, applicant; State of Connecticut, owner.
- Approved Petition #40-13: Free Standing Sign at 100 Milk Lane. Sign-a-rama, applicant; Saputo Dairy Foods USA, owner.
- Denied Petition #46-13: Outside Restaurant Seating at 1125 Willard Avenue (“Pizza and Pies”). John Parkos, 7223 Town Place, Middletown CT, owner/applicant.
- Approved Petition #50-13: Site Plan Modification (“Kohler Mix Specialties”) at 100 Milk Lane. Kohler Mix Specialties, applicant; Catamount Newington LLC, owner.

Regular TPZ Meeting on September 28, 2013:

- Approved, with conditions, Petition #53-13: Site Plan Modification (“Jade Jeans”) at 353 Alumni Road. Newington 2002 LLC, owner/applicant.
- Approved Petition #54-13: Transfer of Special Exception #32-08 (Restaurant Liquor Service) at 1052 Main Street (Rear). Salvatore Motta, owner/applicant.
- Approved Performance Bond Reduction Request #3 in the amount of \$191,000 for “Victory Gardens” on Veterans Drive.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- September 9: met with RE agent re possible residential development.
- September 18: met with Pane Road property owner re possible uses.
- September 19: attended medical marijuana presentation at LOB.
- September 23: met with applicants re Jade Jeans site plan modifications.
- September 26: met with Packard’s Way developer re status of project.

CTfastrak/Amtrak Corridor Planning:

- September 19: attended “Knowledge Corridor” presentation at LOB.

Grant-Funded Project Activities

- September 19: attended DEEP LID workshop in Cromwell.
- September 23: attended LID Committee meeting.

Other Boards and Committees: No Report

Miscellaneous:

- September 12: attended FEMA workshop in Torrington.
- September 13: met with staff to discuss reopening Alumni Road.
- September 16: met with department heads to discuss staffing.
- September 30: attended “Walkability” conference at Lyceum.

- Received and responded to approximately 59 phone calls from citizens, applicants and elected/appointed officials regarding zoning or other land use issues.
- Received and responded to or initiated approximately 228 emails from/to citizens, applicants and elected/appointed officials regarding zoning or other land use issues.

TOWN ENGINEER

- During the month of September, thirty-three excavation permits were issued as follows:
 - 14 gas lateral permits
 - 11 driveway permits
 - 1 sidewalk permits
 - 4 gas main permits
 - 1 pavement repairs
 - 1 manhole frames & covers
 - 1 phone line
- Engineering staff continues to review and expedite the processing of utility and driveway excavation permits.
- Engineering staff continues to meet with a number of residents and/or applicants (monthly) and discuss and perform site analysis as it relates to future Inland Wetland applications.
- The Town Engineer (as Staff Agent) continues to attend and provide administrative support for the Inland Wetlands monthly meetings.
- Site plan and project reviews continued for both Inland Wetlands and Town Plan & Zoning Commissions.
- The Town Engineer attended the monthly Public Works Team meeting.
- The Town Engineer participated in the monthly CROCOG (Capital Region Council of Governments) Transportation Committee meeting.
- Engineering staff continues to prepare survey data (control and base mapping) for anticipated road and infrastructure project slated for the next 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 L.I.D. Demonstration project (located at the Clem Lemire fields) is an overflow parking lot designed to demonstrate L.I.D. techniques. D.P.W. forces have embraced the opportunity to construct a pervious parking lot utilizing new or non-traditional materials and methods. Engineering oversight has coordinated the efforts (design, estimate, survey, specialized sub-contractors, etc.) to deliver a project incorporating "Green Initiatives." Construction projects incorporating "Green Initiatives" utilize techniques to improve stormwater quality, recharge the groundwater and reduce run-off.
- The Town Engineer continues to observe and communicate with the MDC with regard to the progress on the Church Street Sewer project.
- The Town Engineer continues to observe and communicate with the MDC with regard to the progress on the Packard's Way Subdivision project.
- Engineering staff continue to observe the construction progress and re-calculate bond releases for the Victory Gardens project.

BUILDING DEPARTMENT

- A permit was issued for renovation work and gas lines to pizza ovens for Tunxis Grill and Pizzeria to be located at 2095 Berlin Turnpike.
- A permit was submitted for the interior fit-out for the American Eagle Credit Union.
- Seminars attended by our Inspectors for their continuing education credit were:
 - R. Smith - 2011 NEC Chapter 3 & 4 Introduction to Changes – September 11, 2013.
 - Liquefied Petroleum Gas Properties and Potential Hazards – September 12, 2013.
 - D. Zwick - Liquefied Petroleum Gas Properties and Potential Hazards – September 17, 2013.
 - Weak Structures – September 24, 2013.
 - A. Hanke - Liquefied Petroleum Gas Properties and Potential Hazards – September 26, 2013.
 - 2011 NEC Chapter 3 & 4 Introduction to Changes – September 27, 2013.
- There were three Certificates of Occupancy issued in September. They were for 5 Victory Way, 15 Victory Way, and 25 Victory Way. They previously had Temporary COs.

- Building Department activity for the month of September was as follows: The inspectors completed a total of 189 inspections. They were: A/C Installation (1), Above Ceiling (1), Apartment Inspection (4), Boiler (1), CO (1), Decks (5), Electrical (29), Final (55), Footings (8), Framing (2), Gas Fireplace (1), Gas Line (31), Insulation (9), Pools (5), Roofing (1), Rough (24), Signs (3), Sill (2), Site Visit (5), Work Without Permits (1).
- The total number of Building/Renovation Permits issued for the month of September was **142** producing a total permit value of **\$1,518,606.00**.
- They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS /ALTERATIONS	22	\$ 506,446.00
DECK	4	15,675.00
DEMOLITION	0	0.00
ELECTRICAL	34	498,715.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	3	1,800.00
GARAGE / SHED	10	59,470.00
MECHANICAL	27	140,277.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	17	16,785.00
POOL	1	13,000.00
ROOFING / SIDING	19	251,048.00
SIGN	5	15,390.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	142	\$1,518,606.00

The total Building income fees received in the month of September was **\$20,950.50**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$640.00, Environmental \$300.00, Conservation \$2000.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$92.00, Driveway / Excavation \$3825.00, Engineering copies \$54.00 The other total income is \$6911.00.

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

	<u>2013</u>	<u>2012</u>
Value of Permits issued for September:	\$1,518,606.00	\$719,271.00
Fees for Permits issued for September:	\$20,950.50	\$10,681.00
Other income Fees for September:	\$6,911.00	\$7,847.00
Building Permits Issued for September:	142	160

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>
\$5,397,635.00	\$69,201.00	\$11,817,790.00	\$127,340.50

HUMAN SERVICES

- Several staff and CERT team members attended the annual Citizen Corps Conference and CERT had a booth at the Waterfall Festival.
- Pat Meskill and Rik Huggard are participating in the September/October CERT class training and certification.

- Holiday preparations continue with registering residents, recruiting of volunteers and solicitation of food, gift and monetary donations. Over 300 households are registered so far. We anticipate well over 400 households being served through the holidays.
- The Food Bank assisted 159 households, with 710 bags of groceries distributed.
- Open Air Market served 177 households on 2 bi-weekly days of distribution this month.
- The Clothing Closet served 20 households, providing 23 bags of clothes.
- The Special Needs Fund assisted 9 households with 9 bills, 6-utility, 1-housing and 2 medical-related bills. 5 bills were for senior residents.
- The Social Casework Program had an active caseload of 87 with 35 new referrals. Residents continue to struggle with utility expenses, and other financial difficulties, including housing, medical related expenses, substance abuse, health, mental health, health insurance, and domestic conflict. We continue to receive police referrals related to emergency medical and mental health needs, delinquent tax referrals and now Obamacare insurance registration assistance.
- The Youth and Family Counseling Program had a caseload of 32. There were 5 new cases. Clinicians provided 69 clinical therapy sessions and made 10 additional contact hours with families and other agencies.
- As of 9/27/2013, 60 youth had registered for SCORE after-school programs, with a significant number of 5th grade students who are new to SCORE.
- ROPE is underway at both middle schools, with the assistance of CCSU interns.
- CONNECT training was held with five community partners to form a Suicide Prevention Task Force.
- Several staff attended a two day Youth Mental Health First Aid Training.
- Director Futoma and Coordinator LaBrecque attended a two-day national ADA conference.
- The Challenge Course had groups from CCSU, Maloney High School, the Foote School and Newington Volunteer Fire Department.
- The high school Self-Awareness class resumed and planned out adventure-based activities that will include the challenge course, hiking and at least one community service project. Juniors/Seniors attend the first half of the year and Freshmen/Sophomores attend the second half.
- Four people provided community service, completing 65 hours.
- Juvenile Review Board had no referrals in September.
- Training continues for Newington Human Services & the Senior & Disabled Center to assist residents with registering for the Access Health Connecticut program/Obamacare which is due to start in October, 2013.

September 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	32	33	40	46
Positive Youth Development	155	175	830	895
Information and Referral	344	485	1326	435
Social Casework Cases				
Under 55 = 52				
Over 55 = 49	87	101	160	272
Food Bank Households	159	161	470	439
Special Needs	9	14	29	25

SENIOR AND DISABLED CENTER

- Town Council decided to award the contract for the roof replacement and carport construction project. The first construction meeting was held on September 30th and the project will begin immediately. Since the project does limit parking and the east door will be closed, the side door adjacent to New Meadow housing will be open and participants have been encouraged to use the overflow parking lot.
- September marks the beginning of the Center's program year with the Clubs returning to their regular meeting schedule and new programs kicking off. This included a new session of the popular Silver Sneakers exercise program. Meeting twice a week, this program is at maximum capacity.
- A new session of the Aging Mastery Program began on September 30th with an orientation. This program was very successful here in Newington as well as in the four other communities that participated in the pilot. Since subsequent sessions do not have the same grant resources, the Center is partnering with Cedar Mountain Commons to deliver the program for the next seven weeks.
- The Matter of Balance program wrapped up this month. The American Sign Language version was very well received. This is only the second place in the nation to offer the program entirely in ASL. Director Dianne Stone continued to work toward sustained funding for this evidence based program that reduces the fear (and therefore risk) of falling.
- The Center hosted, and Ms. Stone participated in, a meeting of an emerging group of aging service leaders and older adults who have come together to discuss increasing concerns about systemic barriers faced by the LGBT community as they age.
- Lilia Erikh-Dergunov, Wellness and Health Coach, spoke about what to eat and what to avoid to live a healthier life in a presentation entitled "10 Keys to healthy Eating" on September 20th. The program was very well received.
- The Center's successful consignment shop, the Gift Shoppe, began its entry into the digital era. A new point of sale system that is iPad based was ordered on a trial basis. This will allow the shop's volunteer management to process all of the sales, inventory, reports etc. electronically. Up until now, all of this work was done manually.
- The Center currently has 1,918 paid members. There are 683 residents registered for Dial-A-Ride.
- There were 200+ opportunities to participate in programs at the Center in the month with some one time programs and others ongoing as well as several opportunities that are daily with a total recorded attendance of 3530 by 575 people.
- Dial-a-Ride provided 1,495 trips covering 3,899 miles during regular hours.
- Center staffing was complemented by 675 hours of unpaid service in 275 instances by 61 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 Lou Jachimowicz involving school projects.
- 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.
- Superintendent met with the Town Manager and staff regarding 'Blighted Properties.
- Superintendent and Park Staff work with the coordinator for the Waterfall Festival.
- Superintendent met with Chris Goff from Sonitrol to discuss proposals for security cameras at Mill Pond Park.

Recreation Division

- Registration for fall programs began on Friday, September 6 for Newington residents. Registration for non-residents began on Friday, September 20.
- The school year at Creative Playtime Preschool Program began on Tuesday, September 3rd.
- Training was held at Newington High School for all aquatics staff members on Wednesday, Sept. 11.
- Most fall programs began in early October with a few programs that began in late September.
- M. Lach met with a representative of Dick's Sporting Goods on September 27 to discuss Dick's Community Marketing Program.
- Community Center staff training was held on September 29.
- A t-shirt design contest is being held for anyone in grades 1 through 8 to design the shirt for our Youth Basketball program. Contest ends on December 2.

- Women's Volleyball League meeting with team reps was held on September 24—there will be 7 teams participating in the league that starts on October 22.
- The Boys' and Girls' Travel Basketball programs have merged and are in the process of establishing one Board of Directors and one set of Bylaws.

Parks and Grounds

- The pruning of the schools was completed early in the month along with the weeding of the planting beds.
- Town crews delivered tables and chairs to the Town Municipal Parking Lot for the annual Waterfall Festival.
- Ben Brietkreutz(GKIII) is in the process of installing a new playground at Lamp Lighter Park.
- Parks personnel removed the sign and plantings at Clem Lemire Sports Complex for the new parking lot. We also reinstalled the sign and plants as directed.
- Parks personnel did some renovations to the landscape at the Volunteer Ambulance Building. This included removal of plant material, seeding and stump grinding several trees.
- There were 9 interments in town cemeteries this month.
- Division personnel were offline a total of 46 days this month.

LIBRARY

- The annual Library Board of Trustees meeting was held, at which new officers were elected; Anna Eddy as President, Diane Stamm as Vice President, Judy Igielski as Secretary, and Iris Larsson as Treasurer. Honorees included Bonnie Solis, Mary Ellen Procko, Home Depot, Berlin and Anytime Fitness. Assemblies were held at all elementary and middle schools to give special recognition to all of the summer reader participants. Magician Mr. Magic entertained the younger students and certificates were awarded. The children staff was present at the Open Houses for all of the elementary and middle schools as well.
- The Friends of the Library in conjunction with the Newington Children's Theater held a children's after hours fundraising event on September 27 called "Desserts Ever After". Teens from the NTC dressed up as storybook characters like Cinderella and Spiderman. Children were given autograph books and had their books signed and their pictures taken with the different characters. The Friends served homemade ice cream from Mortensen's during the evening. 84 people attended.
- Personnel: Karen Benner started in her new position as Assistant Library Director on September 9. The first round of interviews for the full-time Collection Management position were held on 9/23 and 9/24. Three outside panelists from area libraries conducted this round, interviewing 11 candidates. The second round of interviews will be held in early October. The closing date for the part-time reference position was September 13. Testing and interviews for this position will be held in October.
- The children's department offered 53 programs to 3,098 children and their caregivers. Highlights included the summer reading assemblies, *Tales to Tails*, *Family Place-Parent/Child Workshops*, and *Pajama Yoga*. In addition, staff continued with regular story times and outreach to daycares.
- The teen librarians hosted the Young Adult Roundtable to area teen librarians. Ann Gaulin, the Hartford Magnet Schools educational consultant was the guest speaker. Teen librarian Bailey Ortiz also attended a suicide prevention training workshop at the Town Hall. Bailey is part of the town's youth suicide prevention task force.
- Programs for teens and adults numbered 16 to a combined audience of 364. Guest speaker Dr. Jerry Labriola discussed well-know criminal cases he has investigated as well as his latest novel, *Deadly Politics*. Margery Winters, Assistant Director of *Roaring Brook Nature Center* presented a gardening program about the importance of gardening with native plants. Dr. Christine Loudon presented an informational program about what it means to detoxify your body.
- In technology news, a new flat screen TV was installed in the children's programming room. The TV along with the new wiring that was done last month will allow the staff to plug the computer or DVD player into the wall and connect to the TV to view. This replaces the pull down screen and LCD projector and all the messy wiring that had to be used before. With all of the programs and school visits that the staff offer, this will be much easier to use and much more enjoyable for those watching the screen. Library Director Lisa Masten, Children's Librarian Michelle Royer and Circulation Supervisor Susan Schneider held a hands-on iPad program titled "Get to Know Your iPad." 32 people, most with new iPads attended, learning the basics on how to use their iPad. It was very interesting and challenging because 5 days before the program, *Apple* released a new operating system, so iOS 6 and

iOS 7 had to be included in the program as well as in all of the handouts. Several other computer classes were offered during the month including *Basic Calc* and *Basic Computers* from Open Office and *LinkedIn*. Finally, the library had an ILS software upgrade on September 25. Thanks to the assistance of the Town's IT department the upgrade was down quickly with very little down time for the staff and patrons.

- Staff attended several professional development opportunities throughout the state. Librarians Diane Durette and Jeanette Francini attended a program offered by the Connecticut Library Consortium on the Affordable Healthcare Act. Reference librarian Carlene Peterson participated in an American Library Association webinar at the Middletown Service Center titled "Improving Your Library's Mobile and Head of Community Services attended the Chamber of Commerce monthly meeting. Karen Benner spoke at the Holy Spirit Ladies Guild monthly meeting about the library and its services.
- Use of downloadable media continued to be popular. 202 digital magazines circulated in September. 535 ebooks were downloaded. From the children's website, 1,146 online books were accessed through *Tumblebooks* services. Popular online resources included *Hartford Courant*, *Chilton's Auto Repair*, and *JobsNow*. *Universal Class*, an online learning site that provides self-paced continuing education courses saw an 824% increase in use with 189 people registering for classes.
- Two new services added to the library were *Freegal* and *Wowbrary*. *Freegal* is an online music service that allows Newington patrons to download 3 songs a week from the vast Sony music collection. *Wowbrary* is a new service that sends you an email every Saturday about the Newington Library's newest books, movies and music and makes it easy for you to browse through the latest additions and place a hold on a new title. Patrons can register for *Wowbrary* from the library's website.
- In facility related issues, a new key system was installed in the library to improve security & limit access to certain areas of the library. Painting continued in the library as well as outside. The bathroom stalls in the public restrooms which had a lot of damage from graffiti were sanded & repainted & look great. The final part for new HVAC unit installed in August came in and everything is now up and running.

Topics of interest that were researched this month included:

1. Books about dyslexia
2. Books on nightmares.
3. Books and movies in French for recent Senegal refugees.
4. How to keep blueberries from sinking to the bottom of the batter.
5. Causes of neuropathy.
6. Number of motorcycles registered in CT from 1950 to 1980.

MONTHLY STATISTICAL REPORT, LIBRARY, SEPTEMBER 2013				
	2013	2012	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	18,005	19,518	-1,513	-7.75%
CHILDREN	7,463	8,803	-1,340	-15.22%
YOUNG ADULT	735	965	-230	-23.83%
DVD'S	6,775	6,840	-65	-0.95%
Digital Services				
DOWNLOADABLE BOOKS	535	402	133	33.08%
DOWNLOADABLE MAGAZINES#	202	0	202	
DOWNLOADABLE MUSIC#	88	0	88	
DOWNLOADABLE MOVIES#	1	0	1	
E-READERS	14	14	0	0.00%
Other				
MUSEUM PASSES	54	70	-16	-22.86%
TOTAL CIRCULATION	26,203	29,286	-3,083	-10.53%
CUMULATIVE CIRCULATION YTD	102,128	107,658	-5,530	-5.14%
DAYS OPEN/MONTH	24	24	0	0.00%
AVERAGE DAILY CIRCULATION	1,092	1,220	-128	-10.53%
PATRON COUNT	16,045	17,107	-1,062	-6.21%
AVG. PATRON COUNT PER DAY	669	713	-44	-6.21%
SELF CHECKOUT CIRCULATION	206	1,040	-834	-80.19%
TOTAL # CARDHOLDERS	11,968	12,339	-371	-3.01%
SUNDAY CIRCULATION	0	0	0	
SUNDAY PATRON COUNT	0	0	0	
PUBLIC SERVICES				
TOTAL REFERENCE QUESTIONS	4,990	5,195	-205	-3.95%
TOTAL COMPUTER USE	4,102	4,399	-297	-6.75%
TOTAL DATABASE SEARCHES*	154,196	288,571	-134,375	-46.57%
WEBSITE VISITS	6,781	8,905	-2,124	-23.85%
INTERLIBRARY LOAN--LOANS	980	835	145	17.37%
INTERLIBRARY LOAN--BORROWS	540	663	-123	-18.55%
PROGRAMS CHILDRENS	53	40	13	32.50%
PROGRAMS CHILDRENS ATTENDANCE	3,098	3,404	-306	-8.99%
PROGRAMS TEEN	3	2	1	50.00%
PROGRAMS TEEN ATTENDANCE	12	23	-11	-47.83%
PROGRAMS ADULT	14	12	2	16.67%
PROGRAMS ADULT ATTENDANCE	352	296	56	18.92%
NOTARY TRANSACTIONS	5	5	0	0.00%
VOLUNTEER HOURS	152	140	12	8.57%
MEETING ROOM USAGE-OUTSIDE GROUPS	24	16	8	50.00%
MEETING ROOM USAGE-LIB. PROGRAMS	53	45	8	17.78%
STUDY ROOM USAGE	165	191	-26	-13.65%
TOTAL LIBRARY HOLDINGS (ITEMS)	178,480	174,230	4,250	2.44%

#These services are new this year

*These figures are being investigated

