

# 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: March 21, 2014

Re: Monthly Report – February 2014

# **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 Town Hall renovations and the busway.
- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone continued meeting with department heads regarding budget and CIP requests.
- Mr. Salomone submitted his proposed FY 2014-15 budget to the Town Council on February 28, 2014.
- Mr. Salomone and Mayor Woods presented the annual State of the Town Address on February 27, 2014.
- Mr. Salomone attended the Town Hall Lobby dedication ceremony in honor of former Mayor William Reynolds on February 27, 2014.
- 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.

### Legal Services

The legal amounts for the monthly report are as follows: Rome (Modern Tire/Firestone) - \$44,402.20, Murtha (Toll Bros) \$10,608.20.

# **Overtime**

Paid overtime during the month of February 2014 was as follows: <u>Note</u> 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	2.9	\$ 131.35
WEEKEND STAND-BY AND CALL-IN	16.0	\$ 774.08
ROAD MAINTENANCE	3.5	\$ 161.33
SNOW	1,393.2	\$ 61,259.46
TOTALS	1,415.6	\$ 62,326.22
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	12.0	\$ 401.00
Snow/Ice	758.0	\$ 26,012.00
TOTALS	770.0	\$ 26,413.00

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POLICE DEPARTMENT		Overtime	Expended	12-13 Budget	Expended
		Appr.	13-14 YTD	Overtime Appr.	12-13 YTD
Administration	\$	6,734.00	\$ 1,690.69	\$ 6,734.00	\$ 2,938.07
Patrol		641,951.00	416,274.20	592,745.00	479,962.00
Investigation		77,883.00	36,534.48	77,582.00	25,050.15
Communication		118,117.00	53,930.37	117,787.00	104,856.57
Education/Training		121,801.00	37,588.04	107,795.00	39,941.68
Support Services		39,878.00	4,965.06	40,751.00	4,085.75
Animal Control		5,546.00	0.00	7,548.00	1,090.12
Total	\$	1,011,910.00	\$ 550,982.84	\$ 950,942.00	\$ 657,924.34
HIGHWAY DEPARTMENT					
Highway Operations	\$	29,225.00	\$ 14,785.00	\$ 29,225.00	\$ 21,012.83
Snow and Ice Control		137,119.00	161,798.89	137,119.00	126,473.08
Traffic		5,684.00	1,635.27	8,684.00	2,814.45
Vehicles and Equipment		28,981.00	14,206.33	28,981.00	14,280.67
Leaf Collection		55,937.00	37,720.33	55,937.00	38,401.53
Total	\$	256,946.00	\$ 230,145.82	\$ 259,946.00	\$ 202,982.56
PARKS AND GROUNDS					
Parks and Grounds	\$	91,968.00	\$ 106,227.92	\$ 142,799.00	\$ 91,526.39
Cemeteries		16,971.00	9,442.72	<u>15,635.00</u>	 9,944.89
Total	\$	108,939.00	\$ 115,670.64	\$ 158,434.00	\$ 101,471.28

# **PERSONNEL**

- Bonnie Potocki was appointed to the part-time Zoning Enforcement Officer position effective March 3, 2014.
- A part-time Librarian position was posted on December 27 with a closing date of January 23, 2014. The testing and interview process continued in February.
- Part-time Assistant Town Clerk Corinne Schroll submitted her resignation effective February 4. A public
  job posting for the position was advertised from January 27 February 7, 2014. Ten candidates were
  selected for interview, with a hiring decision expected in March.
- Seasonal Parks and Grounds positions were posted from January 22 February 28, 2014. Seasonal positions are expected to begin in April.

### **RISK MANAGEMENT**

### 2013-14 Blue Cross/Blue Shield Plan Year

The seventh 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 January 2014 were \$814,283. 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 January, 2014

	Town	Board of Education	Total
Estimated Claims	1,140,692	4,470,200	5,610,892
Actual Claims	1,102,113	4,181,037	5,283,150

# **FACILITIES MANAGEMENT**

- The Facilities Director attended Town Hall building meetings during the month with the Town Manager and Parks Director along with the Architect and Construction Manager.
- The Facilities Director attended the public works meeting.
- The Facilities Director met with the Town Manager and Finance Director to review facilities budgets for the coming year.
- Work Order Completions: The facilities group completed 47 formal work orders during the month at the various Town Buildings.
- Transition Academy Roof Replacement: The major portion of this project has been completed with the soffit and eave trim yet to be completed due to material delay and weather conditions. This delay will not affect the integrity of the new roofing system which has made the area completely weather tight. (No change, this project completion is waiting for better weather).
- Senior Center: The roofing work has been completed and the canopy construction was nearing completion in December. Unforeseen problems with the existing concrete floor at the building entrance delayed the re-opening of the entrance until Jan. This new entrance is now open and the project is complete. Renovations to the main office area of the building began in Jan. as planned and will continue through Feb. The first phase of this additional work is expected to be completed in March.
- Parks Garage & Highway Garage: Quotes for replacement of gutters at both locations were reviewed during January with installation scheduled during February weather permitting. Due to the weather conditions, this work was delayed during February.
- **Library Security Cameras:** Proposals were solicited during the month to install security cameras at the Library. The proposals are expected during March for review.
- **Electrical Inspections:** Infrared inspections of electrical panels and service locations began during the month as part of a routine maintenance schedule for these items. To date, several panels have been scheduled for replacement due to age and problems found during the inspections. This will be an ongoing maintenance documentation study.
- Town Hall & Community Center: The facility director held meetings with the Mechanical and Electrical engineers on the project in order to refine the work scope of both projects. This work helped to reduce estimated costs on the project by \$1.4 million dollars at this initial design stage.

# **INFORMATION TECHNOLOGY**

- The town's website saw 23,466 visitors, 14,662 unique visitors, 61,987 page views with users averaging 2.64 pages per visit. The Town, Library and Town Employment Opportunities pages were the most frequented. Information Technology staff processed 66 internal work-orders and town staff processed 27 via the town web site.
- The Town's Information Technology Team: Mr. Paul G. Boutot, Chief Information Officer, Mr. John Bolduc, Network Administrator/ Project Leader, Mr. Scott Hoagland and Mr. Steve Pollock, Network/ Application Specialists, and Mr. Thad Dymkowski, GIS Technician, participated, assisted and/ or were directly involved in one or more of the following:
- Installation and configuration of new network servers and storage.
- Reconfiguration of vRanger components to work with new servers and storage.
- Move existing virtual servers from old virtual environment to new.
- Move existing Citrix Server environment from XenServer to VMWare hosts.
- Installation of Trend Micro Deep Security components on new servers/ storage solution.
- Distribution of Geographical Information Systems (GIS) mapping services for Town Council.
- Graphic design assistance to Sanitation and Recycling Program at Highway Department.
- GIS mapping services to Town Planner.
- Photographic data and presentation assistance for the Town Manager and Mayor for State of Town presentation.
- Creating fillable PDF form for the Inland-Wetland Committee.
- Coordinating new fire hydrant data from the Metropolitan District Council to assist Engineering Department.
- Network switch configuration and cleanup.
- Installation and configuration of Sierra Desktop Catalog application of Lucy Robbins Welles staff.
- Replacement of network firewall at Highway Department that was damaged by lighting strike.
- Upgrading Cirrus Controls software application at Highway Department.

- Installation and configuration of disk drives, arrays and rack mounting of new vCenter servers.
- Upgrade of Unitrends Backup appliance.
- Resolving issues with Trend Micro anti-virus application.
- Unloading and storage of computer monitors and workstations.
- Configuration of new door access control system for Newington Volunteer Fire Department.

# **FINANCE**

### **Accounting and Administration**

- On February 9th, Ann Harter was notified that Standard & Poor's Ratings Services raised its rating on the Town's general obligation bonds to 'AA+' from 'AA' based on the implementation of its local GO criteria.
- On February 10th, 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 quarterly results of the Town's pension and OPEB funds.
- A mid-year financial update and appropriation transfers were presented and adopted by the Town Council. These transfers were recorded onto the Town's accounting system.
- Ms. Harter, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meeting which they attended on February 20th.
- On February 21st a meeting was held with the Town's agent of record, Lockton Benefits in order to review the 2014-15 health benefits renewal.
- Ms. Harter assisted with compilation of information for the Town Council Retreat held on February 22<sup>nd</sup> and the State of the Town held on February 27th.
- Several tasks associated with the 2014-15 budget were undertaken by Ann Harter and Lisa Rydecki during the month in order to meet the February 28<sup>th</sup>, submission deadline to the Town Council.

Major grants received during the month included the second installment (50%) of the Town Aid Road grant in the amount of \$207,985 and the Municipal Grants in Aid of \$863,254. 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) 2/28/2014

	Interest Earnings		
	<u>Budget</u>	<u>Actual</u>	
	FY2013-14	Year to Date	\$ Invested
General Fund	\$30,000	\$39,033	\$30,210,524
Special Revenue Funds	2,057	3,940	3,298,059
Capital Projects Funds	600	810	1,027,972
Internal Service Fund	2,400	1,827	3,065,349
Trust and Agency Funds	450	1,799	590,629
TOTAL, ESTIMATED BY FUND			\$38,192,533

### INVESTMENTS, BY INSTITUTION TYPE

(Unaudited) 2/28/2014

	Interest %		Interest \$		\$ Invested
	<u>Current</u>	<u>Last</u>	Current	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.12	0.12	1,177	882	10,278,284
CLASS PLUS	0.01	0.01	6	6	954,189
Bank North	0.20	0.20	82	91	533,131
People's Bank	0.32	0.32	2,462	2,182	8,030,794
Sovereign Bank	0.30	0.30	1,634	236	11,389,481
Farmington Bank	0.25	0.25	864	1	7,006,654
Total Outstanding Investments					\$38,192,533

#### Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the end of February.
- Appointments for 32 appeals to the Board of Assessment Appeals held in March were made by the Assessor's office. All properties under appeal were sent individual notices. More than half of the appeals were taken by owners of commercial properties.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut commenced during the month. This will be an on going program as applications will be taken through May 15, 2014. Approximately 300 letters were sent out to current and future applicants to inform them of the need to submit income information.
- Required reports of the 2013 grand list were submitted to the State of Connecticut.

#### **Revenue Collector**

- February Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$2,150, 891. The Supplemental Motor Vehicle collections were \$101,980 while \$28,813 was collected on back taxes.
- The collection rate for February 2014 is .3% higher when compared to the same period last year.
- Delinquent statements and Demand Notices were sent to taxpayers who did not pay on their Motor Vehicle Supplemental bills.

### **TOWN CLERK**

- There were 293 documents filed on the land records during February.
- Property sales conveyed for a total of \$3,363,772. State conveyance tax collected was \$26,003; and \$9,092 was collected in Town conveyance tax.
- Three residential properties each conveyed for over \$300,000. A unit at Harvest Court sold for \$416.501.
- Fourteen Foreclosure Registrations were filed during the month.
- Staff issued 119 certified copies of vital records and catalogued 12 burial permits and four cremation permits.
- There were three Notary Public commissions filed; three Liquor Permits and four Trade Name certificates were catalogued.
- The office recorded 35 deeds, 86 mortgages, 102 releases, twenty liens and sixteen probate documents.
- On February 4<sup>th</sup>, Corrine Schroll, part-time Assistant Town Clerk, left to take a position as Senate Clerk at the State Capitol. The process of searching for a replacement began shortly thereafter. Five candidates were interviewed during the month with another five scheduled for March. The Town Clerk anticipates making a recommendation to the Town Manager in early March.
- The staff undertook some records retention/disposition projects during February. Permission was obtained from the Public Records Administrator and the approved records were properly destroyed.
- Newington revenue generated through the Connecticut Town Clerks' portal continues to produce a
  monthly average of \$650, compared to \$220 when we began this service in September 2011.
  This income represents copy fees for land record images which subscribers access and print remotely.
  Our local portal currently displays images from 1993 up to the minute. As we are able to scan more
  land record volumes, this service will become more beneficial to our constituents and more valuable to
  the Town.

DATA SUMMARY February 2014						
	<u>Feb 14</u>	<u>Feb 13</u>	FY 13/14 to Date	FY 12/13 to Date		
Land Record						
Documents	293	522	3575	4411		
Dog Licenses Sold	20	11	513	469		
Game Licenses						
Sold	37	42	234	348		
Vital Statistics						
Marriages	12	9	130	150		

Death Certificates	19	24	191	207
Birth Certificates	17	12	144	181
Total General				
Fund Revenue	\$ 21,683.93	\$24,407.37	\$ 306,245.25	\$ 331,950.41
Town Document				
Preservation	\$ 768.00	\$897.00	\$ 8,289.00	\$ 8,203.00
State Document				
Preservation	\$ 428.00	\$896.00	\$ 5,184.00	\$ 8,216.00
State Treasurer				
(\$36 fee)	\$ 7,704.00	\$16,128.00	\$ 94,249.00	\$ 147,384.00
State Treasurer				
(\$127 fee)	\$ 3,429.00	\$ -	\$ 34,417.00	\$ -
State Treasurer				
(\$110 fee)	\$ 3,740.00	\$ -	\$ 33,220.00	\$ -
Locip	\$ 642.00	\$1,344.00	\$ 7,761.00	\$ 12,282.00
State Game				
Licenses	\$ 229.00	\$184.00	\$ 3,126.00	\$ 10,018.00
State Dog				
Licenses	\$ 168.00	\$76.00	\$ 3,489.00	\$ 3,044.00
Dog Licenses				
Surcharge	\$ 58.00	\$24.00	\$ 1,236.00	\$ 1,069.00
Marriage				
Surcharge	\$ 57.00	\$38.00	\$ 931.00	\$ 931.00
Grand Total	\$ 38,906.93	\$ 43,994.37	\$ 498,147.25	\$ 523,097.41

# **POLICE DEPARTMENT**

- Meetings and the coordination of the Police and Youth Program funded by the State of Connecticut began in February. This grant will bring youth and police personnel together to promote positive youth development and enhance relationships between youth and police. Costs covered by this grant \$10,000.
- Patrol Calls for February are as follows:

AlarmBurg	90	F/OTHER	4	MVComplaint	32
AlarmHold	3	F/STRUC	5	Neighbor	2
ANIMAL	6	F/WATER	3	NOISE	9
ASSAULTIP	2	FINGERPRINT	15	OPENDOOR/WIN	4
AssaultRep	5	FollowUp	62	PARKINGVIOL	12
ASSIST	23	GUN	1	PISTOLPERMTEMP	18
BREACHIP	5	Harassment	8	PROPFOUND	6
BURGIP	1	Hazard	42	PropLost	4
BURGREP	2	INTOXICATED	5	SERVWARRANT	39
CARSEAT	1	JUVCOMP	10	SEXASSAULTRE	1
CHECK	54	K9	3	SpecDetail	77
COURT	17	LARCFROMMV	4	STOLENMV	1
CRIMMISREP	4	LARCIP	5	SUDDENDEATH	1
CSO	7	LARCREP	27	SUSPICIOUSIP	49
CUSTOMERIP	5	Location	60	SuspiciousRep	31
CUSTOMERREP	3	LOCKOUTMV	2	THREATIP	2
Dog	20	LOCKOUTRESID	1	THREATREP	3
DomesticIP	22	LTA	2	Tow	30
DOMESTICREP	10	M	195	TOWNORD	2
DRUG	5	MISSING	1	TRAFFIC STOP	397
DUI	3	MVABAND	4	TRESPASSIP	1
EDP	13	MVAEvading	19	TrespassRep	3
Escort	16	MVAInjury	13		
F/ALARM	12	MVAProp	113		
F/HAZMAT	5	MVAssist	96		
				TOTAL FOR NPD	1,669

# Patrol Investigations

- In February, Detective Division personnel:
  - o Handled 72 investigations, 50 remain ongoing and 22 were closed by investigative methods.
  - Served 35 arrest warrants, 33 by Patrol Officers and 2 by Detective Division personnel
  - On February 7<sup>th</sup> 2014, Detectives travelled to Fort Lauderdale, Florida on an extradition detail to arrest a suspect for Larceny in the 1st Degree. This investigation began in February of 2013 after a Newington resident reported that he was swindled out of more than \$40,000.00 after falling victim to an on-line scheme. Subsequent investigation by Newington detectives determined that the suspect was responsible for the theft and that he was currently residing in the state of Florida. Connecticut State's Attorney Brian Preleski approved the extradition from the state of Florida to Connecticut. Newington detectives contacted the Broward County Florida Sheriff's Department requesting that the suspect be located and detained. On January 31<sup>st</sup> 2014, Newington detectives were notified that the suspect was in custody and being held at the Broward County Detention Center in Fort Lauderdale Florida. Upon arriving at the Broward County Detention Center, Newington detectives took the suspect into custody and transported him back to Newington where he was processed and detained on a \$50,000.00 bond.
  - In February members of the Newington Police Department Detective Division, acting on an anonymous tip of suspected drug dealing by a Newington resident, initiated an investigation into the allegations. Undercover surveillance and intelligence gathering was conducted which suggested that the information provided by the anonymous informant was accurate. On February 20<sup>th</sup> a Newington resident, the subject of the investigation, was stopped while operating a motor vehicle for a traffic violation. During the traffic stop, the resident admitted to possessing narcotics and a search of his vehicle was conducted. This search revealed 60 bags of heroin (6 bundles weighing approximately 13.8 grams), a total of 4 bags of cocaine (weighing approximately 2.1 grams), 31 Alprazolam pills (Generic Xanax), 4 Buprenorphine pills (Generic Suboxone), \$1,151.00 in cash, drug packaging materials, and a large knife. The suspect was taken into custody without incident and charged with Possession of Narcotics, Possession of

- Narcotics with intent to sell, Possession of a Controlled Substance, Possession of Drug Paraphernalia, and Weapon in a Motor Vehicle.
- During the month of February the Newington Police Department Detective Division received information that prostitution and narcotics activity might be occurring within an individual room located at the USA Motel, 2611 Berlin Turnpike Newington. Detectives conducted surveillance and other investigative procedures which allowed them to identify the specific individual in question. It was determined that the subject of the investigation was advertising her services on a specific internet site known for this type of activity.

On February 27<sup>th</sup> 2014 an undercover Newington detective contacted this individual through her advertisement on the website. This initial contact led to subsequent conversations over the telephone during which the suspect offered to engage in sexual activity in exchange for a fee. The undercover detective was invited to the suspect's motel room to meet at a pre-determined time. When the suspect opened the door she was met by the undercover detective and other assisting officers. The suspect was identified as an East Hampton CT resident. Inside her motel room, detectives located 22 bags of heroin and assorted drug paraphernalia. She was taken into custody and charged with Prostitution, Possession of Narcotics, and Possession of Drug Paraphernalia.

- In February, the Community Service Officer (CSO):
  - Taught STEP UP to town 5<sup>th</sup> graders
  - o Attempted to mediate an ongoing situation regarding a NHS student and the police department
  - Participated in the Adventures Build Bridges program. This is a Youth and Police grant sponsored by the Human Services Department that hopefully betters relationships between At Risk Youth and members of the police department.
  - Presented a program to the Senior Center on Scams, as this has been an ongoing problem in town. The Program was attended by at least 40-50 seniors. Hopefully the program will assist in getting information disseminated and lowering the victim count.
  - Conducted a tour of the police department for students enrolled in the Criminal Justice program at Lincoln College.

#### **CR/NIBRS Selected Crimes**

	January 2	<u> 2014</u>	<u>January 2013</u>		
	Preliminary				
Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime	
Murder	0	0	1	0	
Forcible Rape	0	0	0	0	
Robbery	2	\$1,063	0	0	
Assault	9	0	5	0	
Burglary	4	\$2,251	4	\$0	
Larceny Theft	48	\$30,236	60	\$147,638	
Auto Theft	2	\$11,000	2	\$13,000	
Totals	65	\$44,550	70	\$160,638	

- During the month of January 2014 the police department arrested 69 adults: 2 for robbery, 17 for assaults, 1 for burglary, 4 for narcotic violations, 2 for offenses against family and children, 7 for DUI, 2 disorderly, 14 for larceny thefts, and 19 for other miscellaneous offenses. The department also arrested or referred 4 persons under the age of 18 for criminal acts: 3 for assault and 1 for disorderly conduct.
- Police Department Overtime
- Comparison
  - OT December \$ 66,873 2 pay periods, 2 holidays
  - ➤ OT January \$ 66,873 94,656 2 pay periods, 1 holiday plus retroactive pay
  - > Total increase \$ 27,783
- There was 1 officer in Field Training and 1 officer at the Academy in February. In addition, there was one officer out on a Workers Compensation Injury and one on light duty assigned to Dispatch. 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. With the approval of the Police Union Contract, retroactive pay was distributed in February to union members. Retroactive pay in full time \$55,255 and \$11,006 in overtime retroactive.

- Administration overtime of \$915 is an increase of \$915. Holiday overtime was \$517 and \$398 was retroactive pay.
- Patrol overtime of \$57,792 is an increase of \$8,971. Calls included 3 Mid State traffic accident investigations, several domestics, court appearances, warrants, holdovers, 2 snowstorms requiring coverage, sexual assault investigation, DUI arrests, school detail, 1 holiday pay for \$13,000, and retroactive pay of \$6,140.
- Detective Division Overtime of \$11,774 is an increase of \$9,311. Overtime included 3 Mid State accident investigations, evidence processing, scene processing for burglaries, garbage pull, extradition from Florida, and a DNA audit. Overtime included Holiday pay of \$4,000 and \$1882 retroactive pay.
- Communications overtime of \$7,261 is a decrease of \$238. Holiday overtime was \$2,000, shift coverage, and \$982 in retroactive pay.
- Education overtime of \$10,597 is an increase of \$5,665 for training classes. Training included Collect training, ERT (Emergency Response Team), and specialty classes including Mossberg (weapons) training.
- Support Services overtime of \$6,317 is an increase of \$3,159. Overtime included Holiday pay of \$2905, Youth Council meetings, and \$1,604 retroactive pay.
- There was no ACO overtime.

# **FIRE DEPARTMENT**

 The following is a report of the activities of the Newington Fire Department for the month of February, 2014. During this period fire department members responded to 39 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	February 2014	8 Months Activity
Residential	5	81
Commercial, Industrial, Office	0	18
Hospital, School	1	8
Vehicle	2	11
Rescue, Police Assistance	1	30
Dumpster, Rubbish, Grass, Brush, Leaves	1	18
Hazardous Materials/Clean up	7	31
Investigative Alarm	5	110
False Alarm	7	40
Mutual Aid/Standby	0	8
Carbon Monoxide Investigation	7	50
Water Related Incidents/Pump-Outs	<u>3</u>	<u>23</u>
Total	39	428

#### **Training Summary**

Multi-Company Training	Ice Rescue	132.75 hours
Officer Training	Methods for Success	35 hours
	Fire Service Instructor Course-Completion	168 hours
	Fire Service Instructor-5	20 hours
	members/classroom	
Company Training	Co.#2 CO Calls/Metering	13.50 hours
	CO.#4 Hydrant Operations	52.50 hours
Cadet Training	Hydrant Hook-ups	17.50 hours
Capitol Region Chiefs Training		9 hours
Total Hours		448 hours

# **FIRE MARSHAL**

The Fire Marshal's Office completed the following activities during the month of February, 2014.

INSPECTIONS	11
INSPECTION FOLLOW-UPS	40
PLAN REVIEW	14
JOB SITE INSPECTIONS	12
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	0
COMPLAINTS	4
HAZ/MAT	0
BLASTINGS	0

#### Incidents:

• There were no significant fire incidents or injuries reported in February.

### Fire Marshal's Activities:

- Responded to 21 fire calls during the month.
- Met with the town managers, human services and police department staff to establish Standard Operating Procedures for the new CERT Teams.
- Attended the monthly meeting of the Capital Region Fire Marshals Association at the Wilson firehouse.
- Attended the monthly CERT Team meeting at fire headquarters.
- Met with the Chief Officers to review a variety of fire department projects and personnel issues.
- Attended the monthly officers training session at fire headquarters: Risk Management.
- Coordinated local winter storm activities with the DEMHS Region-3 Office in Hartford.
- Attended the monthly Board of Fire Commissioners meeting and Swearing-in Ceremony for Fire Commissioner Brain Gallagher.
- Attended the annual Newington Veterans Firefighters Association Valentines Day Party at fire headquarters.
- Attended the monthly meeting of the Capital Region Fire Chiefs Association at the ESPN Headquarters in Bristol.
- Attended a wake for former Company #2 member Ronald Gronback at Newington Memorial.
- Attended the monthly company training session at fire headquarters: Cold Water Rescue.
- Received my annual fire department physical; cleared for duty; no restrictions.
- Conducted the February Command Staff meeting in the commissioner's conference room at fire headquarters.
- Attended the monthly Staff Meeting at town hall.
- Attended the Annual Chamber of Commerce "State of the Town" breakfast at the high school.

# **HIGHWAY DEPARTMENT**

# Administration

- Attended Department Head and Public Works team meetings.
- Met with residents to discuss various issues and concerns.
- Met with Town Engineer regarding various construction project coordination.
- Attended MDC road construction and project coordination meeting.
- Attended budget review meetings with Town Manager and Finance Department.
- Met with Town Engineer and BETA group to finalize pavement management software upgrade.
- Met with Covanta Energy and BOE representatives to discuss school organics recycling.

#### Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Highway employees completed on-line Target Safety classes and tests.
- Cleaned and/or repaired catch basins.
- Miscellaneous roadway pot hole patching continued.
- Miscellaneous roadside litter removal.
- Continued with roadside tree/brush trimming and branch removal.
- Crews called out 9 times during the month for snow/ice events. Total snow accumulation for the month 36 inches.
- Crews completed Town Center snow removal.

### Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted Human Services with food share setup.
- Assisted Highway Department in snow plowing/removal operations.
- Assisted Highway Department in clearing sidewalks and Town Center.
- Install new roadway/parking signage at various Town buildings as requested.
- Assisted with repairing mailboxes damaged during snow plow operations.

#### Fleet Maintenance

- Mechanics performed routine preventative maintenance along with emergency repairs to all Town vehicles and equipment.
- Provided snow plow route drivers as needed.
- Mechanics continued with seasonal maintenance on all snow fighting vehicles and equipment.
- Completed the setup of one new patrol vehicle and continued setup of one other police vehicle.
- Started annual maintenance on street sweepers.

### Sanitation/Recycling/Landfill

- Scheduled 199 residential bulk items for collection.
- Scheduled 24 condominium bulk items for collection.
- Scheduled 6 condo/residential scrap metal items for collection.
- 4,989 tons of cumulative Municipal Solid Waste were collected from July 1 through January 31, 2014.
- 1.681 tons of cumulative recyclables were collected from July 1 through January 31, 2014.
- 643 mattresses collected from July 1 through January 31, 2014.
- Issued 5 permanent landfill permits and 0 temporary permits.

### **TOWN PLANNER**

### **Town Plan and Zoning Commission Actions:**

### Regular TPZ Meeting on February 12, 2014:

• Issued a "Favorable Recommendation" on LID amendments to the Inland Wetland Regulations. Conservation Commission, applicant.

# Regular TPZ Meeting on February 26, 2014:

- Approved, with conditions, <u>Petition #05-14</u>: Special Exception (<u>Section 3.2.8</u>: Charitable and Civic Events) at Newington Municipal Parking Lot. Newington Kiwanis Club, applicant.
- Approved, with conditions, <u>Petition #56-13</u>: Subdivision at 365-375 Willard Avenue ("Spectrum Office and Technology Park"). Spectrum Office Condominium Association, owner.
- Approved, with conditions, <u>Petition #62-13</u>: Zoning Text Amendment (<u>Section 3.11.7</u>: Fueling Station).
   Hayes-Kaufman Newington Associates LLC, applicant.

### **Town Planner Activities:**

# Approved, Pending, and Future TPZ Applications

• February 21: met with consultant re "LID" regulations.

### CT fastrak/Amtrak Corridor Planning:

February 28: attended "Suburban Retrofit Forum" at Lyceum.

#### **Grant-Funded Project Activities**

- February 6: met with consultant and staff re "Small Cities" grant.
- February 25: conducted "Small Cities" grant public hearing.

## Other Boards and Committees:

February 26: attended Sign Regulations Committee meeting.

#### Miscellaneous:

- February 27: attended "State of the Town" event.
- February 27: attended ICMA management training webinar.
- Responded to approximately 22 phone messages from citizens, applicants and elected/appointed
  officials regarding zoning or other land use issues.
- Received and responded to or initiated approximately 398 emails from and to citizens, applicants and elected/appointed officials regarding zoning or other land use issues.

### **TOWN ENGINEER**

- During the month of February, zero excavation permits were issued:
  - 0 gas lateral permits
  - 0 gas main permits
  - 0 water lateral permit
- Engineering staff is preparing drainage design analysis and estimates for Town infrastructure that
  experience periodic flooding or are in need of maintenance. Weather permitting; highway forces may
  reconstruct portions of the drainage system over the winter months.
- Engineering continues to review the roadway surface analysis path provided by the Town's consultant. Pursuant to verification, the consultant will fully update the Town's software. This road surface rating software is an integral part of the development of the C.I.P. with regard to the (5) five year roadway plan.
- 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 Wetlands applications. Engineering continues to serve the public with requests for mapping and other engineering resources, information, etc.
- The MDC has ceased operations on the Church Street Sanitary Reconstruction project. Operations will
  resume in the spring after the winter shutdown.
- Site plan and application reviews continue for Inland Wetlands. Three Agent Approval Applications
  were administered by the Engineering Department Staff and Agent.
- The Town Engineer attended the monthly CRCOG Transportation meeting.
- The Town Engineer attended the monthly Department Head meeting.
- The Town Engineer attended the monthly Inland Wetland meeting as staff Agent.
- The Town Engineer attended the monthly Public Works meeting.
- Engineering staff is actively engaged in the preliminary design phase (field survey) for anticipated road & infrastructure projects. Design & estimating phases will continue during the upcoming winter months.
- The Town Engineer and Town Planner continue to meet with regard to DEEP grant for L.I.D. (Low Impact Development). The Town via the Commissions (Wetland, Planning) is preparing to review regulation with the assistance of a consultant engineer (Fuss & O'Neil) and planning consultant (Planimetrics). Pursuant to a review of L.I.D. techniques and methods, the Commission may recommend incorporating these "green initiatives" to the regulations. Future construction projects incorporating "green initiatives" will utilize techniques to improve stormwater quality, groundwater recharge and attenuate stormwater run-off.
- The Engineering staff continues to review and prepare the necessary legislative updates for the Inland Wetland regulations. Additionally, the regulations, related forms, and the Official Town Map will be updated, prepared for review (includes TPZ, Town Council & DEEP) and scheduled for public hearing in preparation for approval.
- Engineering continues to prepare and modify estimates for C.I.P. submittal fiscal year 2014-15.
- Engineering Staff continues to revise & amend the documentation necessary for the annual MS4 permit required for submittal by D.E.E.P. Annual outfall testing was catalogued and provided as required.
- Engineering staff reviewed and prepared a site bond estimate (Harvest Ridge) for recommendation of the TPZ Commission via coordination from the Town Planner.

### **BUILDING DEPARTMENT**

- An Application was applied for a tenant fit out for Pet Valu to be located at 3475 Berlin Turnpike.
- Forty four Foundation Applications and forty four Plumbing Applications were applied for to construct foundations and drains for new town houses located at Harvest Village.
- Seminars attended by our Inspectors for their continuing education credit were:
  - D. Jourdan Sheetmetal and Ductwork Installation February 19, 2014.
  - R. Smith Residential Swimming Pool Code Requirements Feb. 28, 2014.
  - D. Zwick Residential Swimming Pool Code Requirements Feb. 26, 2014.
    - Code Requirements and Inspections in educational Occupancies Feb. 27, 2014.
  - A. Hanke Residential Swimming Pool Code Requirements Feb. 28, 2014.

There were two Certificates of Occupancy issued in February. Both were for residential. They were for 81 Harvest Court and 83 Harvest Court.

Building Department activity for the month of February was as follows: The Inspectors completed a total of 106 Inspections. They were: Apartment Inspection (3), A/C (2), Alarm (1), (Boiler (2), CO (2), Complaint (1), Electrical (13), Final (34), Footing (1), Gas Line (9), Hot Water Heater (1), Insulation (5), Rough (28), Siding (1), Sign (1), Slab (1), Work without permits (1).

• The total number of Building/Renovation Permits issued for the month of February was **68** producing a total permit value of **\$2,433,988.50**.

They are categorized as follows:

TYPE OF PERMIT	# OF PERMITS	<b>VALUE OF PERMITS</b>
ADDITIONS / ALTERATIONS	16	688,223.50
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	23	367,300.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	44	1,060,000.00
FUEL TANK	0	0.00
GARAGE / SHED	0	0.00
MECHANICAL	22	213,860.00
NEW COMMERCIAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	66	63,435.00
POOL	0	0.00
ROOFING / SIDING	4	25,150.00
SIGN	4	16,020.00
TENT	0	0.00
TRAILER	0	0.00
TOTAL	179	\$2,433,988.50

The total Building income fees received in the month of February was \$29,331.00.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$910.00, Environmental \$420.00, Conservation \$3400.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$29.50, Driveway / Excavation \$0.00, Engineering copies \$42.00. The other total income is \$4801.50.

Below is a comparison of the Permit Values for February 2014 and February 2013:

	<u>2014</u>	<u>2013</u>
Value of Permits issued for February:	\$2,433,988.50	\$809,238.00
Fees for Permits issued for February:	\$29,331.00	\$11,143.00
Other income Fees for February:	\$4801.50	\$2,649.50
Building Permits Issued for February:	179	98

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

<u>2013-2014</u>		<u>2012-2013</u>	<u>3</u>
Value	Permit Fee	Value	Permit Fee
\$17.124.760.00	\$222.093.00	\$29,449,837.00	\$334.314.50

# **HUMAN SERVICES**

- At the monthly CERT meeting, Therese Nadeau, one of our members, provided a very informative presentation on function and access needs for individual with disabilities during a disaster/shelter event.
- At the monthly CERT meeting, the high school and Senior & Disabled Center facilities were toured to discuss the set up and utilization during sheltering emergencies.

- The Food Bank assisted 125 households, with 593 bags of groceries distributed. Lower numbers are likely attributed to at least one winter storm.
- Open Air Market served 52 households during 1bi-weekly distribution this month. A winter storm prompted cancellation of the 2<sup>nd</sup> distribution.
- The Clothing Closet served 32 households, providing 41 bags of clothes. Usage and amount continued to be doubled since January.
- The Special Needs Fund assisted 14 households with 14 bills, 8-utility, 2 medical, 3 housing, 1 transportation. 7 bills were for senior residents.
- The Social Casework Program had an active caseload of 103 with 42 new referrals. Access Health inquiries/sign ups continue. On Saturday, February 22, our Access Health Assisters signed up 17 more folks for benefits. So far Newington Human Services has assisted 85 people in signing up for health insurance. We continue to schedule appointments and have an additional Saturday sign up scheduled at Town Hall on March 22<sup>nd</sup>.
- Newington will be receiving another Operation Fuel allocation of \$10,000 of energy assistance to assist
  eligible residents. After overwhelming numbers of calls to 211 for emergency heating needs, statewide,
  Operation Fuel decided not to suspend their program until April and allocated additional funds to towns
  to continue providing heating assistance. Normally funding winds down for a period and returns to
  assist with shut off notices for those with electric and gas, protected from shut off during the winter
  moratorium. With the harsh winter, Operation Fuel funding for those purposes may not be available as
  the funding may be exhausted through this extension.
- The Youth and Family Counseling Program had a caseload of 21. Clinicians provided 35 clinical therapy sessions with a total of 43.5 clinical service hours. School vacation, snowstorms and the flu impacted sessions held.
- Spring SCORE 2014 began February 3<sup>rd</sup> with snowshoeing in Penwood State Forest. Winter/Spring SCORE runs through the end of April. 53 youth are registered.
- February ROPE ran well. The weather was mild enough to provide outdoor activities. It is hoped that the next ROPE group will return to the outdoor challenge course in April for their final challenge, when it is reopened for the season.
- The Spring NHS Self Awareness group started up and will meet twice monthly through the end of May.
   Students are planning field trips and a community service project.
- The OPM grant program, Adventure Builds Bridges met twice this month and has begun planning for the statewide grant recipient showcase that Newington is hosting at the Senior & Disabled center on March 22<sup>nd</sup>. We are looking forward to an active spring that will include a community service project.
- 4 people provided community service, completing 40 hours.
- There were no JRB referrals this month.
- Student interns continued to help with HOOPLA and our first department fundraising event, to be held at the HOOPLA.
- Volunteer Recognition preparations are also underway and will be held April 8<sup>th</sup>.
- Director Futoma, Carol LaBrecque and Pam Wassik attended a CLASS (CT. Local Administrators of Social Services) workshop about executive functioning disabilities of the brain and how those with limitations process information. We hope to bring the speaker to Newington in the future.
- Pat Meskill and 2 student interns participated in the annual Truth About Hate Program held for sophomores at NHS.

# February 2014 Statistics

Selected Programs	FY 13-14 Undp. Total This Month	FY 13-14 Undp. Total Last Month	FY 13-14 Cum. Undp. Total YTD	FY 12-13 Cum. Undp. Total YTD
Youth and Family Counseling	21	21	85	138
Positive Youth Development	143	55	1665	1673
Information and Referral Social Casework Cases	542	865	4985	1318

Under 55 = 51 Over 55 = 52	103	114	434	378
Food Bank Households	125	157	1153	1211
Special Needs	14	10	81	71

### **SENIOR AND DISABLED CENTER**

- Operations at the Senior and Disabled Center were a bit chaotic this month with the Main Office and HVAC renovations in full swing. Staff and participants quickly adjusted to temporary office relocations but all look forward to a return to a new normal.
- Kindergarten classes of Ruth Chafee School visited the Senior and Disabled Center with their "Under the Sea" performance on February 28<sup>th</sup>. The show was enjoyed by Center participants as well as family members of the students.
- A new site manager, Gail Verheyan, is becoming acclimated to the Center with staff providing support and guidance.
- Center Director Dianne Stone traveled to Washington D.C. to attend a hearing of the Congressional Education and Workforce Development Committee regarding the reauthorization of the Older Americans Act. Ms. Stone collaborated on testimony delivered by a fellow member of the National Institute of Senior Centers. The Older Americans Act provides direction and funding for programs and services provided to older adults in the community.
- Ms. Stone also attended training this month in the Diabetes Self Management Program, a derivative of the LiveWell Chronic Disease Self Management Program. The training, provided by the Department of Public Health, certifies Ms. Stone to lead the 6 week program.
- Matter of Balance Coordinator Anette Urban and contracted leader Deborah Thompson traveled to Arizona for two days to be certified as Master Trainers for the program. They immediately put their training to use, recruiting and training four volunteers to lead the 8 week program. Master Training is a requirement to offer this evidence based program and was funded through a grant from Jefferson House Institute. There are classes scheduled to begin in March in West Hartford, Berlin and Newington.
- The Center currently has 1,641 paid members. There are 713 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 1811 by 454 people. There is a slight dip in recorded participation that is likely caused by weather and the door near the scanning station being closed during construction.
- Dial-a-Ride provided 1,388 trips covering 3613 miles during regular hours. The total number of riders was 120.
- Center staffing was complemented by 520 hours of unpaid service in 186 instances by 52 volunteers with the lunch program, gift shop and home delivered meals the most volunteer intensive areas. In addition, there were 65 hours put in this month by volunteers of the AARP Tax Aide Program.
- The Information and Referral Center remained extremely busy with the Energy Assistance program, the AccessHealth insurance assistance and routine assistance.

### PARKS AND RECREATION

## Administrative

- Superintendent met with the 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 members of the Public Works Committee.
- Superintendent met with Town Engineer on various projects.

### Recreation Division

- Creative Playtime Preschool Program hosted its annual Open House on Wednesday, February 5<sup>th</sup>. A total of 14 families attended.
- The Spring 2014 Program Guide was distributed to all Newington residents at the end of February as
  an insert inside the March issue of Newington Life. New programs include a baby/toddler sign
  language class called 'Sign and Play', a 'Let's Gogh Art' program over April vacation, and new
  children's art workshop and 'Flower and Butterfly Sketching and Painting' for adults.

- Registration for the 2014-2015 school years at Creative Playtime Preschool began in the Parks and Recreation office on Tuesday, February 11<sup>th</sup>.
- Planning for the summer playground program is underway. Tentative program dates for the
  playground program for children in Kindergarten through Grade 7 are Monday, June 23 through Friday,
  August 8. The start date of the program may need to be revised in the event that there are additional
  days to make up at the end of the school year.
- A bus trip to Mohegan Sun Casino was scheduled for Saturday, February 22<sup>nd</sup>, but had to be cancelled due to low registration.
- Forms for the 15<sup>th</sup> Annual Golf Tournament were revised and prepared for a mailing to go out the week of March 10<sup>th</sup>.
- All Extravaganza vendor forms are currently being revised, and are expected to be mailed to local businesses, crafters and returning vendors by mid-March.

### **Upcoming Recreation Division**

- Resident registration for spring programs will begin on Friday, March 7<sup>th</sup>.
- The Parks and Recreation Department will begin accepting reservations for Churchill Park on Wednesday, March 5<sup>th</sup>.
- Registration for non-residents will begin on Friday, March 21<sup>st</sup>.
- Residents interested in a Community Garden Plot that have not had a plot in the past may do so beginning Thursday, March 27<sup>th</sup> (if plots are available).
- A dance for all 7<sup>th</sup> & 8<sup>th</sup> graders will be held on March 28<sup>th</sup> from 7-10 pm in the Mortensen Community Center.
- Meetings will be held with representatives from Men's & Women's Softball Leagues.
- Monthly Extravaganza meetings with member of the Board of Parks & Recreation will begin in March.

### Parks and Grounds

- Due to the heavy snow storms, crew members spent quite a bit of time after the storms moving snow to clear sightlines and loaders were required to get parking spaces back at the Town Hall and schools.
- During breaks in the weather, crew members cleaned and organized our outside storage areas.
- Crew members have begun to bring in the mowing equipment and clean and get ready for the spring.
- The Department responded to six incidents of ice/snow.
- There were 8 interments in Town Cemeteries this month.
- Division personnel were offline a total of 41 days in February.

# **LIBRARY**

- Library Director, Assistant Library Director, Head of Community Services and the president of the Library Board of Trustees as well as several other board members attended the State of the Town Breakfast at the Newington High School. Anna Eddy accepted a proclamation from Mayor Woods commemorating the library's 75 years of service to the residents of Newington.
- In February the library was asked to cut an additional \$10,000 from the 2014-2015 budget. Lisa Masten, Karen Benner, Anna Eddy & Library Board budget chair Tony Palermino met with the Town Manager and Finance Director to discuss this possible cut and where the cuts could be taken from. Because of the amount, the board's recommendation was to cut 15 Sundays which would total \$10,000 in savings. This is certainly not an ideal situation because it would only leave the library open 10 Sundays for the year. The other option was to cut the materials budget which would have been just as problematic.
- February turned out to be stormy and cold. The library was closed one day and had to close several other days due to inclement weather. The cold weather lingered for most of the month impacting the library's usage and statistics. Several programs got cancelled due to the weather.
- The two winter reading programs "Reading is Our Thing" for both the children and adults finished at the end of the month. 336 adults participated in the adult winter reading program during the 5 week program reading 1,827 books. Manfred Becker won the finale prize "Making Breakfast is My Thing" which included a gift card to iHop, a waffle maker and various books and foods related to breakfast. 277 children participated in the winter reading program. Dr. Seuss themed activities relating to the reading program were held every Saturday during the month of February, attracting 274 children.
- The "Oh...What Things You'll Read?" program that ran concurrently with the winter reading program was incredibly successful. Patrons checked out staff recommended books wrapped in newspaper not knowing exactly what they were getting other than the genre of the book. When they got home, they unwrapped the book and read it. If they returned the rating card included with the book, they were

entered in a special drawing for a prize. Staff wrapped 504 books. 454 were checked out and 303 rating cards were returned. The program was a great way to introduce patrons to new authors and genres.

- In February, 67 programs were offered to 1,670 children. In addition to the winter reading program, the library celebrated *Take Your Child to the Library Day* with a Dr. Seuss Read-A-Thon, presented the movies *The Lorax* and *Horton Hears a Who* and offered a month long Makerspace that allowed children to create a variety of Dr. Seuss projects. Other programs included *Parent/Child Workshop, Chess Club, Stories & Art and Just a Story and a Song* and the many regularly scheduled story times. In addition staff was extremely busy with School and Pre-School visits serving 426 children as well outreach to 329 children at Newington daycares.
- Programs for teens and adults numbered 8 to a combined audience of 576. In addition to the winter reading program, the films *Captain Phillips* and *Lee Daniels The Butler* were shown to packed audiences. Patrons love to be able to come to the library to see popular new releases. A very interesting program on hobby beekeeping with guest speaker Ned Farrell had standing room only.
- In technology news, designated library staff continued to attend meetings and test software modules to prepare for the migration to the library's new ILS. The go live date has been moved to the beginning of June. Technology programs for the public included Introduction to Facebook and Tech Troubleshooting with Teens.
- Several staff attended an eBook Symposium sponsored by the Connecticut State Library. Guest speakers included State Librarian Kendall Wiggin, Director of ALA Office of Information Technology Policy Alan Inouye, Connecticut Deputy Commissioner of Consumer Protection Michelle Seagull, and representatives from several publishers. The discussion was the current status of sales of eBooks to libraries. Basically very little has changed and publishers still have deep reservations about selling eBooks at an affordable price to libraries.
- Lisa Masten and Karen Benner worked on the draft RFP for the Automated Collection Inventory System given to them by Jeff Baron. A meeting with Chief Information Officer Paul Boutot is planned at the beginning of the month to finalize it.
- Use of downloadable media continued to be every popular. 209 digital magazines were downloaded in February. Star Magazine, Us Weekly and Everyday with Rachel Ray were the top downloads. 2,968 ebooks including children's Tumblebooks and audio books were downloaded. 111 songs were downloaded from Freegal. Popular online resources being used by our patrons included Proquest Newspapers, Atomic Training, Morningstar and PebbleGo Animal database.
- In facility related issues, in preparation for the redesign of the Lienhard Room, an electrician installed new outlets and a new sub-circuit to make it more technology friendly. A donation bin was added to the foyer of library to benefit the Human Services Food Bank.
- Testing for the part-time teen library technician was held in February. Interviews for this position will be held in March. A job posting for the part-time adult services/technology librarian went out at the end of February and the closing date for the posting is March 14.
- Finally, theft continues to be a problem. We are still finding book covers and torn pages of missing books throughout the library.
- Topics of note that were researched this month included:
  - 1. Books on famous bridges around the world (a school assignment)
  - 2. "I need a book on how to fix a broken magic carpet I found in the basement."
  - 3. Natural remedies for diverticulitis.
  - 4. How to change an address at the DMV and the post office.
  - 5. Juicing books.

MONTHLY CIRCULATION REPORT				
LRW LIBRARY				
FEBRUARY 2014				
	2014	2013	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	19,878	20,163	-285	-1.41%
CHILDREN	9,862	9,602	260	2.71%
YOUNG ADULT	607	972	-365	-37.55%
VIDEOS	20	6	14	233.33%
DVD'S	7,231	8,052	-821	-10.20%

Digital Services				
DOWNLOADABLE BOOKS	3,709	664	3,045	458.58%
DOWNLOADABLE MAGAZINES	192	293	-101	-34.47%
DOWNLOADABLE MUSIC#	551	0		
DOWNLOADABLE MOVIES#	0	0		
E-READERS	19	10	9	90.00%
Other				
MUSEUM PASSES	40	53	-13	-24.53%
TOTAL CIRCULATION	30,347	30,737	-390	-1.27%
CUMULATIVE CIRCULATION YTD	255,366	257,817	-2,451	-0.95%
DAYS OPEN/MONTH	26	25	1	4.00%
AVG. DAILY CIRC./MONTH	1,167	1,229	-62	-5.07%
PATRON COUNT	14,496	15,789	-1,293	-8.19%
AVG. PATRON COUNT	558	632	-74	-11.72%
SELF CHECKOUT CIRC	390	26	364	1400.00%
REGISTRATIONS-ADULT	86	94	-8	-8.51%
REGISTRATIONS-ADDET	17	25	-8	-32.00%
TOTAL # CARDHOLDERS			-327	
CONNECTICARD	11,688	12,015		-2.72%
	7,883	8,745	-862	-9.86%
RETURNS	20,927	23,196	-2,269	-9.78%
SUNDAY CIRCULATION	2,783	2,078	705	33.93%
SUNDAY PATRON COUNT	1,273	982	291	29.63%
PUBLIC SERVICES	2.000	0.004	101	0.570/
REFERENCE QUESTIONS - ADULT	3,830	3,931	-101	-2.57%
REFERENCE QUESTIONS - CHILD	1,619	1,713	-94	-5.49%
TOTAL REFERENCE QUESTIONS	5,449	5,644	-195	-3.45%
COMPUTER USE ADULT & TEENS	3000	3522	-522	-14.82%
COMPUTER USE CHILDREN^	315	357	-42	-11.76%
TOTAL COMPUTER USE	3,315	3,879	-564	-14.54%
IN-HOUSE DATABASE SEARCHES*	20,693	16,297	4,396	26.97%
REMOTE DATABASE SEARCHES*	665	8,238	-7,573	-91.93%
WEBSITE VISITS	7,044	7,655	-611	-7.98%
HOLDS ON SHELF PULLED	938	863	75	8.69%
ILLLOANS	959	866	93	10.74%
ILLBORROWS	509	632	-123	-19.46%
PROGRAMS CHILDRENS	67	47	20	42.55%
PROGRAMS CHILDRENS ATTENDANCE	1,670	1,284	386	30.06%
PROGRAMS TEEN	3	6	-3	-50.00%
PROGRAMS TEEN ATTENDANCE	6	37	-31	-83.78%
PROGRAMS ADULT	8	9	-1	-11.11%
PROGRAMS ADULT ATTENDANCE	570	520	50	9.62%
NOTARY	10	13	-3	-23.08%
VOLUNTEER HOURS	137	106	31	29.25%
MEETING ROOM USAGE-OUTSIDE GOUPS	15	22	-7	-31.82%
MEETING ROOM USAGE-INHOUSE	43	55	-12	-21.82%
STUDY ROOM USAGE	230	180	50	27.50%
COLLECTION INVENTORY				
ITEMS ADDED	1,053	818	235	28.73%
ITEMS DELETED	990	663	327	49.32%
TOTAL LIBRARY HOLDINGS	179,725	176,866	2,859	1.62%
#these services are new this year				
*staff are investigating these figures				
^includes iPads added in 11/13				