



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: June 20, 2014
Re: Monthly Report – May 2014

GENERAL ADMINISTRATION

- Town Manager John Salomone attended various CROCOG, 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 met with Board of Education staff to discuss revisions to various job descriptions
- Mr. Salomone met with residents & area business owners to address issues & concerns as needed.
- Mr. Salomone met with representatives from the Library Board of Directors regarding the Town Hall renovation project.
- Mr. Salomone met with staff, union and legal representatives regarding personnel issues.
- Mr. Salomone met with department heads to review departmental and Town Council goals.
- Mr. Salomone acted as staff liaison for the Board of Ethics organizational meetings.
- Mr. Salomone attended the Annual Scholars' Breakfast at Newington High School and the Annual Volunteer Dinner at the Senior and Disabled Center.

Legal Services

The legal amounts for the monthly report are as follows: Rome (Modern Tire/Firestone) - \$48,076.70, Murtha (Toll Bros) \$10,608.20.

Overtime

Paid overtime during the month of May 2014 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	118.1	\$ 5,663.93
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 806.32
ROAD MAINTENANCE	30.4	\$ 1,146.30
TRAFFIC DIVISION	14.4	\$ 430.46
HAZARDOUS WASTE COLLECTION	9.2	\$ 358.25
TOTALS	192.1	\$ 8,405.26
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Herbicide Application	86.0	\$ 3,741.86
Mowing	112.0	\$ 4,376.56
Graves	28.0	\$ 1,200.00
TOTALS	226.0	\$ 9,318.42

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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	\$ 2,481.74	\$ 6,734.00	\$ 4,747.67
Patrol	641,951.00	603,420.31	592,745.00	668,098.54
Investigation	77,883.00	58,978.35	77,582.00	38,197.55
Communication	118,117.00	96,874.24	117,787.00	127,718.52
Education/Training	121,801.00	59,823.17	107,795.00	67,491.67
Support Services	39,878.00	25,450.97	40,751.00	18,093.27
Animal Control	5,546.00	0.00	7,548.00	1,807.14
Total	\$ 1,011,910.00	\$ 847,028.78	\$ 950,942.00	\$ 926,154.36
HIGHWAY DEPARTMENT				
Highway Operations	\$ 29,225.00	\$ 22,834.07	\$ 29,225.00	\$ 22,078.60
Snow and Ice Control	137,119.00	177,503.74	137,119.00	150,128.44
Traffic	5,684.00	3,845.23	8,684.00	3,139.11
Vehicles and Equipment	28,981.00	21,446.49	28,981.00	17,099.38
Leaf Collection	55,937.00	37,720.33	55,937.00	38,401.53
Total	\$ 256,946.00	\$ 263,349.86	\$ 259,946.00	\$ 230,847.06
PARKS AND GROUNDS				
Parks and Grounds	\$ 91,968.00	\$ 126,212.74	\$ 142,799.00	\$ 132,695.77
Cemeteries	16,971.00	13,390.48	15,635.00	12,221.84
Total	\$ 108,939.00	\$ 139,603.22	\$ 158,434.00	\$ 144,917.61

PERSONNEL

- Seasonal Parks and Grounds employees have been hired and have begun their work.
- A posting for temporary help in the Revenue Collector's office for tax collection operations in July and August has been posted with a closing date of June 19.

RISK MANAGEMENT

2013-14 Blue Cross/Blue Shield Plan Year

The tenth month of the 2013-14 plan year produced a combined paid claim total that was lower 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 April 2014 were \$729,254. 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:

	<u>Cumulative Claims through April, 2014</u>		
	Town	Board of Education	Total
Estimated Claims	1,629,560	6,386,000	8,015,560
Actual Claims	1,665,272	5,909,596	7,574,868

FACILITIES MANAGEMENT

- Data is unavailable at this time.

INFORMATION TECHNOLOGY

- Information Technology staff processed 85 internal work-orders.
- 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:

- Providing Geographic Information Systems (GIS) mapping support to:
 - Board of Education – Transportation Vendor
 - Police – Computer Aided Dispatch Mapping Layers
 - Information Technology – Campus Wi-Fi deployment scenarios
 - Town Manager – State grant application
 - State of Connecticut Department of Transportation – Public data request
- Coordinating the correction, verification and update of GIS address data for new police department computer aided dispatch (CAD) system.
- Working with Police Community Service Officer to arrange an address change for a Newington resident.
- Launching an internal GIS viewer for use by Engineering Department, Building Department and Town Planner.
- Installation and configuration of new scripting solution for new network domain.
- Finalizing group naming conventions for new network domain.
- Reviewing networking wiring at the Senior and Disabled Center.
- Assisting KTI with the installation of several software updates for police CAD system.
- Assisting with migrating Assessor's Office staff to new Computer Aided Mass Appraisal system.
- Migrating Assessor's Office staff from old Citrix XenApp server to newer XenApp server.
- Modifying network firewall rules and routing to accommodate the Library Staff's Sierra Management Software application.
- Working with police department vendor on extracting data from existing databases from import into new product.
- Continuing efforts to complete E-Recording project for Town Clerk's Office.
- Finalizing setup and configuration of Central Connecticut Health District workstations and laptop.
- Imaging and deploying Windows 8.1 and Windows 7 Enterprise for software testing.
- Imaging and deploying new laptops for IT staff.
- Updating firmware on backup appliance.
- Participated in team discussion regarding printer, application, folder and security group planning for new domain.
- Testing software package deployment via Windows group policy objects.
- Testing mailbox move/ migration process for moving users to new domain.
- Working with various outside vendors to address outstanding issues with their applications/ services.
- Working with vendor support (ArcMail, Desktop Authority, and SimpliVity) on any outstanding issues.
- Mr. Thad Dymkowski, attended New England Arc User's conference in Amherst, MA.
- Mr. Paul G. Boutot, attended a Statewide Cyber Security training class in Farmington, CT.

FINANCE

Accounting and Administration

- The 2013-14 year end closeout also got underway with an analysis of General Fund expenditures in order to identify any potential shortfalls. This monitoring process will continue throughout the next few months.
- Ann Harter attended the Connecticut Pension Plan Forum on May 1st.
- On May 6th, Ms. Harter met with Mr. Salomone, Bond Counsel, Mike Botelho and Financial Advisor, Matthew Spoerndle to discuss the procedures for the referendum and financing for the Town Hall/Community Center Project.
- On May 12th, the Employee Insurance and Pension Benefits Committee met. Dave McCluskey of Lockton gave an update of the Town's medical insurance program. David Sears and Ashley Martella of UBS reviewed the third quarter results of the Town's pension funds.

Major grants received during the month included School Transportation grant in the amount of \$245,462. The Town received the following interest rates on investments. This list includes outstanding investments that are under the control of the Finance Department and includes the General Fund and other Town Funds.

INVESTMENTS, BY ACCOUNTING TYPE

(Unaudited)
5/31/2014

	Interest Earnings		<u>\$ Invested</u>
	<u>Budget</u>	<u>Actual</u>	
	<u>FY2013-14</u>	<u>Year to Date</u>	
General Fund	\$30,000	\$56,915	\$25,406,706
Special Revenue Funds	2,057	5,540	3,260,402
Capital Projects Funds	600	1,190	1,028,352
Internal Service Fund	2,400	2,603	3,037,741
Trust and Agency Funds	450	2,296	772,034
TOTAL, ESTIMATED BY FUND			\$33,505,235

INVESTMENTS, BY INSTITUTION TYPE

(Unaudited)
5/31/2014

	<u>Interest %</u>		<u>Interest \$</u>		<u>\$ Invested</u>
	<u>Current</u>	<u>Last</u>	<u>Current</u>	<u>Last</u>	
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	
STIF	0.15	0.16	1,558	1,209	\$9,773,068
CLASS PLUS	0.01	0.01	6	7	1,074,225
Bank North	0.20	0.20	91	88	533,400
People's Bank	0.32	0.32	2,728	2,639	10,038,712
Sovereign Bank	0.30	0.30	1,325	1,879	6,076,411
Farmington Bank	0.25	0.25	824	454	6,009,419
Total Outstanding Investments					\$33,505,235

Rates reflect avg. monthly yield, annualized

Assessor

- Real estate deeds were read and entered in the computer assisted mass appraisal system through the middle of May.
- The Assessors office continued the conversion of the Computer Assisted Mass Appraisal (CAMA) database from Vision 6.5 to Vision 7.0 during the month. Assessor's office personnel received training on the utilization of this new program.
- Applications for the elderly tax relief benefits program offered by the State of Connecticut continued during the month. This program was completed by the end of May.
- Approximately 50% of Income and Expense forms for commercial property owners were received and entered into the data base. Numerous follow up letters were mailed to several owners whose forms were incomplete.

Revenue Collector

- Revenue Collections for May for Real Estate, Personal Property & Motor Vehicle taxes amounted to \$99,508. The Supplemental Motor Vehicle taxes collected were \$8,166 and \$12,640 was collected for back taxes.
- The May 2014 collections were in line with the last year's for the same time. The percentage is 98.9%.
- The Tax Office staff is preparing the 2013 Grand List billing with transfers of ownership for real estate and updates to the motor vehicle records to insure the new bills will be sent correctly to the taxpayers. The target date for the new billing is June 19th.
- Form M-36 for the Elderly Freeze Exemption PILOT Program reimbursement was filed with the State as well as Form M42B for the Totally Disabled Exemption PILOT.

TOWN CLERK

- There were 426 documents filed on the land records during May.

- Property sales conveyed for a total of \$6,665,850. State conveyance tax collected was \$60,494 and \$17,785 was collected in Town conveyance tax.
- The most notable transaction was the sale of 36 Holly Drive for \$2.1 million from Curtis 1000, Inc. to 1454 East Street, LLC. Two residential sales, each over \$300,000, were also recorded.
- Twelve Foreclosure Registrations were filed during the month.
- Staff issued 122 certified copies of vital records & catalogued 12 burial permits & 3 cremation permits.
- Eight liquor permits, eight Notary Public commissions, one survey map and five Trade Name certificates were catalogued.
- The office generated \$2,585 in copy revenue.
- There were eight Notary Public commissions filed; two survey maps and five Trade Name certificates were catalogued.
- The office recorded 94 mortgages, 178 releases, 32 probate documents, 33 liens and 52 deeds.
- Party-endorsed candidates for municipal office in the upcoming November 2014 election were duly filed and the appropriate legal notices were placed in the newspaper.
- Dog license renewal notices were printed and mailed to residents on May 30th.
- Staff attended the mandatory Sexual Harassment Prevention Training class conducted during the month.

DATA SUMMARY MAY 2014				
	<u>May - 14</u>	<u>May - 13</u>	<u>FY 13/14 to Date</u>	<u>FY 12/13 to Date</u>
Land Record Documents	426	574	4850	6216
Dog Licenses Sold	0	1	544	493
Game Licenses Sold	73	87	583	699
Vital Statistics				
Marriages	17	4	160	170
Death Certificates	34	17	304	291
Birth Certificates	28	3	238	237
Total General Fund Revenue	\$ 32,322.63	\$ 8,024.15	\$ 408,235.91	\$ 433,528.27
Town Document Preservation	\$ 802.00	\$ 1,085.00	\$ 10,973.00	\$ 11,493.00
State Document Preservation	\$ 584.00	\$ 1,086.00	\$ 6,910.00	\$ 11,506.00
State Treasurer (\$36 fee)	\$ 10,440.00	\$ 19,512.00	\$ 125,245.00	\$ 206,558.00
State Treasurer (\$127 fee)	\$ 4,445.00	\$ -	\$ 49,149.00	\$ -
State Treasurer (\$110 fee)	\$ 2,420.00	\$ -	\$ 43,780.00	\$ -
Locip	\$ 870.00	\$ 1,626.00	\$ 10,344.00	\$ 17,214.00
State Game Licenses	\$ 642.00	\$ 1,153.00	\$ 6,121.00	\$ 14,011.00
State Dog Licenses	\$ -	\$ 5.00	\$ 3,814.00	\$ 3,206.00
Dog Licenses Surcharge	\$ -	\$ 2.00	\$ 1,324.00	\$ 1,141.00
Marriage Surcharge	\$ 133.00	\$ 190.00	\$ 1,349.00	\$ 1,406.00
Grand Total	\$ 52,658.63	\$ 62,683.15	\$ 667,244.91	\$ 700,063.27

POLICE DEPARTMENT

- The Chief attended the Board of Directors meeting for the NCIS LINX shared data system. This is a system that allows 30 Connecticut police department to share information on criminal cases with the

Navy and other Federal partners. Newington is part of that system. NCIS updated dated the Board Of Directors on the current and future status of the program.

- The department moved forward with the replacement of monitors in the Communication Center with a video wall. This upgrade is in preparation of the new CAD and will allow the display of our internal camera systems (TON and Police), Board Of Education camera system during emergencies only, display of the new CAD mapping and vehicle location systems, news and weather feeds, and allows for expansion. Work has commenced on the project and final installation is scheduled for mid-July.
- The police department continues to work with Youth Services on the Police/Youth grant that interacts students with the police department.
- Patrol has continued on the Berlin Turnpike under the Department of Transportations, DUI Enforcement Grant.
- Patrol Calls for May are as follows:

ALARMBURG	95	F/OTHER	6	NOISE	23
ALARMHOLD	6	F/STRUC	3	NOTIFICATION	1
Animal	18	F/WATER	2	OPENDOOR/WIN	11
ASSAULTIP	3	FINGERPRINT	26	ParkingViol	14
ASSAULTREP	6	FIREWORKS	4	PISTOLPERMTEMP	19
ASSIST	28	Follow-Up	86	PROPFOUND	7
BREACHIP	19	GUN	2	PROPLOST	13
BREACHREP	1	Harassment	18	RECOVEREDMV	3
BURGIP	2	Hazard	32	SERVSUBPOEN	1
BURGREP	2	ILLEGALDUMPING	5	SERVWARRANT	24
Car Seat	3	INDECENTEXP	2	SEXASSAULTRE	1
Check	69	INTOXICATED	16	SHOTS	1
CLEARLOT	7	JUVCOMP	24	SpecDetail	88
COURT	26	K9	4	STOLENMV	4
CRIMMISGRAF	2	LAND/TENANT	5	SUDDENDEATH	1
CRIMMISIP	3	LARCFROMMV	13	SUICIDEATT	1
CRIMMISREP	10	LarcIP	22	SuspiciousIP	101
CUSTOMERIP	1	LarcRep	44	SuspiciousRep	45
CUSTOMERREP	3	Location	204	TESTF/ALARM	1
Dog	70	LOCKOUTRESID	1	TESTPOLICE	1
DomesticIP	26	LTA	4	THREATREP	3
DOMESTICREP	4	M	204	TOW	16
DR INTO WETH, CALL TRANS	1	MISSING	9	TOWNORD	1
Drug	6	MVABAND	3	TRAFFIC STOP	763
DUI	4	MVAEVADING	12	TRESPASSIP	2
EDP	12	MVA INJURY	13	TRESPASSREP	2
Escort	25	MVAProp	96	TOTAL FOR NPD	2,531
F/ALARM	18	MVASSIST	58		
F/HAZMAT	2	MVComplaint	69		
		NEIGHBOR	11		

Patrol Investigations

- **Criminal Mischief** – On 05/25/2014 officers were dispatched to New Britain Avenue by Howard Street on a vandalism complaint. En route, information received through NPD Dispatch was that the complainant/witness was following a white male who he had just witnessed spray painting a CT. Transit bus stop enclosure. Officers arrived on scene and met with the witness. The witness pointed to the white male who was currently walking north on Clarendon Terrace. The witness stated he observed the male spray painting designs on the CT. Transit bus enclosure.

Officers then made contact with the male suspect who was very uncooperative. The male denied spray painting the bus stop structure. The male said there was no need to stop him as he had not done anything wrong and also voiced his opinion regarding his dislike for police officers. While officers were speaking with the male suspect, they observed paint covering the male suspect's hands that was the same color as the designs on the bus enclosure.

The male suspect was arrested for violation of CGS 53a-116, Criminal Mischief Second Degree. Prior to transporting the arrestee to the Newington Police Department, officers searched the suspect. During this search, officers discovered a spray paint can cap which was the same color as the paint on the suspect's hands and the paint on the bus enclosure.

- **Assault** - On 05/30/14 officers were in the rear lot of the Newington Police Department when they were approached by a teenager riding a bicycle. The teenager informed officers that a 12 year old was just punched in the face at Mill Pond Park and the suspect was running away.

Officers observed a group of youths running eastbound on Garfield Street towards Mazzoccoli Way. Officers turned left to travel northbound on Mazzoccoli Way and the group of youths pointed towards a male subject running northbound towards Cedar Street. The male had long black hair, a white t-shirt, and a black and red-colored backpack. Officers activated their emergency lights and siren in an effort to get the male to stop running; however he continued northbound and ran across Cedar Street in an effort to avoid capture. The male was nearly struck by east and westbound traffic as Cedar Street is a heavily traveled roadway. The officer exited his cruiser and ran northbound across Cedar Street towards the Senior Center. Officers who were on a separate call, also gave chase. The male stopped running in the Senior Center parking lot and officers took him into custody. As the officers spoke with the suspect, officers immediately detected a strong odor of an alcoholic type beverage on his breath.

While on scene officers learned that the victim of the assault came into Newington Police headquarters to make a report. Officers transported the victim to the Senior Center where the suspect was detained in order to conduct a one-on-one show up. The victim positively identified the male as the individual who punched him at Mill Pond Park. Medical personnel from Newington Volunteer Ambulance were dispatched to headquarters to evaluate the suspect due to his intoxicated state.

The victim provided a statement indicating that at approximately 1600 hours he was dropped off at Mill Pond Park with a group of friends. He and his friends were hanging out by the playscape when they were approached by an Asian male with long black hair. He stated the suspect was bearing a white t-shirt, jeans, and a back pack. According to the victim, the suspect was acting a bit strange and talking with an English accent. It was his belief that the suspect was intoxicated.

The victim stated the suspect was hanging around the group for some time when he suddenly asked the victim if he wanted to get punched. The victim stated the group walked away from the suspect because of his strange behavior. According to the victim, the suspect came up to him and punched him on his left side with his right hand. The victim stated when he was punched, the wind was knocked out of him. The suspect then fled towards the waterfall, which was in a northwest direction. He complained of pain on his left side near his lower ribs, but declined medical attention while at headquarters.

Based on the victim's statement, the suspect was charged with violation of CGS 53a-61: Assault 3rd Degree, 53-a181: Breach of Peace, and 53-21: Risk of Injury to a Minor. He was processed and released on a \$5,000.00 non-surety bond with a scheduled appearance at GA-15 on 06/17/14.

- The Detective Division Personnel:

- Handled 84 investigations, 41 remain ongoing and 43 were closed by investigative methods.
- Served 19 arrest warrants, 16 by Patrol Officers and 3 by Detective Division personnel
- On May 15th, the Mid-State Major Crime Squad was activated in response to the following incident: At approximately 12:05 am officers responded to a Church Street apartment complex for a report of a barricaded person armed with a firearm. The Newington Police Emergency Response Team and crisis negotiators were activated. After several hours of negotiations, the barricaded subject ended his life with a single self-inflicted gun shot. Detective Division Personnel were assigned to investigate.

This incident involved two separate scenes that needed to be processed. One scene was the apartment of the deceased. The second scene was the basement of a second building where the individual had barricaded himself and committed suicide. Based on a totality of the circumstances including the details of the incident, available personnel, and the fact that two separate scenes required processing, the Mid-State Major Crime Squad was activated.

Upon arrival, investigators were briefed on the details of the incident by team commander Lt. Morgan and assigned specific responsibilities. Investigators processed both scenes and collected all applicable evidence. A crime scene processing report documenting the specific details of the team operation will be completed and added to the Newington detective division investigation.

- On May 19th, employees of the Police Department were traveling to Lenco Armored Vehicles in Pittsfield, MA. The purpose of this trip was to deliver the Police Department's tactical (M-RAP) vehicle to Lenco Armored Vehicles to be refurbished. While traveling on the Massachusetts Turnpike, the M-RAP became inoperable. It was determined that someone had maliciously introduced sugar into the fuel system, causing significant damage. The total cost to repair the M-RAP was \$6,613.27. This cost includes the tow fee, parts, and labor. This incident occurred while the vehicle was being stored in the Highway Department salt storage shed. The structure has a large entrance that does not have a door and it is easy to enter or exit. However, the area is equipped with surveillance cameras that record anyone entering or exiting the salt shed. Detectives were assigned to investigate and began by reviewing the video surveillance footage. The surveillance footage revealed an unidentified male suspect entering the storage shed carrying two large packages of what appeared to be sugar. The suspect was then seen approaching the M-RAP, specifically in the area of the fuel tank and engaging in maneuvers that led investigators to conclude that he had poured the contents of the packages he was carrying into the fuel system of the vehicle. Through additional investigative efforts, detectives were able to identify the male suspect as a 23 year old New Britain resident. Detectives obtained a search and seizure warrant for the suspect's home and on 5/28/14 detectives served that search warrant where suspected items of evidence were seized. Additionally, it was discovered that the suspect had an outstanding warrant for his arrest that was unrelated to this case. The suspect was taken into custody based upon that arrest warrant and transported to the Newington Police Department. Detectives interviewed the suspect pertaining to his involvement in the damage to the M-RAP and successfully obtained a confession. An arrest warrant was completed and submitted to New Britain Superior Court charging the suspect with Burglary 3rd Degree, Criminal Mischief 1st Degree, and Criminal Trespass 2nd Degree.
- The Community Service Officer (CSO):
 - Attended a CERT (Community Emergency Response Team) Meeting to create and distribute identification cards to their members.
 - CSO DeSimone, Officers Rinaldo and D'Esposito escorted a Police and Youth Rock-climbing trip to Wolf Rock on the Nepaug Trail System.
 - Coordinated and participated in Tip A Cop on Sunday, May 4 at Outback Steakhouse. Officers that participated were Lt. Morgan, Sgt. Moon, Sgt. Perry, Det. DeSimone, Det. Kelliher, MPO Kaufmann, Ofc. DeSimone, Ofc. D'Esposito, and Ofc. Petoskey. Two-thousand two hundred and forty-four dollars was raised to benefit Special Olympics Connecticut.
 - CSO DeSimone and SRO Cunningham presented an Internet Safety program to St. Mary School parents.
 - Sgt. Perry and CSO DeSimone spoke to Dutch Point Credit Union regarding bank robberies, police response, and protocol and procedures.
 - Met with Jessica Gordon of NVA in an effort to coordinate a joint fundraising effort. Details are still being worked out.
 - Conducted presentations on Cyberbullying to Transition Academy students.
 - Deployed Stealth Stats on Goodale Drive after continued speeding complaints. Patrol conducted a location check of this area between April 28 and May 23. There were 26 stops with 21 requiring no action and 5 stops requiring some type of enforcement.

CR/NIBRS Selected Crimes

Type of Crime	<u>April 2014</u>		<u>April 2013</u>	
	Preliminary # of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	0	0	0	0
Forcible Rape	1	0	0	0
Robbery	0	\$0	0	\$0
Assault	3	0	6	0

Burglary	11	\$26,187	7	\$10,523
Larceny Theft	41	\$19,072	62	\$41,927
Auto Theft	1	\$5,200	1	\$3,000
Totals	57	\$50,459	76	\$55,450

- In April 2014, the police department arrested 77 adults: 7 for assaults, 1 for burglary, 1 for weapon violation, 2 for prostitution, 9 for narcotic violations, 7 for DUI, 2 for offenses against family and children, 7 for disorderly conduct, 19 for larceny theft and 18 for other miscellaneous offenses. The department also arrested or referred 10 persons under the age of 18: 4 for assault, 1 for larceny, 4 for narcotics violation, 1 for liquor law violation, 3 for sex offenses, and 2 for other offenses.
- Police Department Overtime
 - Comparison
 - OT April \$ 72,387 0 holidays
 - OT May \$ 147,607 3 bi-weekly paychecks this month
 - Total increase \$ 75,220
 - There was one officer in Field Training, one officer vacancy, and one Sergeant out on medical leave in May. In addition, there was one officer out on workers compensation and one officer on light duty. These vacancies in Patrol have an impact on the overtime for a total of 5 positions vacant on the schedule in the patrol division. The department has worked diligently to keep overtime to a minimum. One holiday overtime.
 - Administration overtime of \$264 was an increase of \$264.
 - Patrol overtime of \$102,397 was an increase of \$66,698. Calls included motor vehicle investigations, larceny and burglary investigations, DWI arrest, several domestic calls, court appearances, warrants, holdovers, interviews, accident reconstruction call outs, subpoenas, an ERT suicide/barricade call out, missing person, DUI arrest, and overtime for time off/vacancies. Includes \$20,000 for Holiday overtime.
 - Detective Division Overtime of \$8,659, is an increase of \$881. Overtime included serving warrants, scene processing for a burglary, a suicide investigation, surveillance, and interviews.
 - Communications overtime of \$26,991 is an increase of \$16,849. Overtime included several time off leaves, staffing for weekends to allow for 2 dispatchers on for all shifts, staffing for special assignment for CAD data, holiday pay, and 911 services meeting.
 - Education overtime of \$916 is a decrease of \$11,209 for training classes. Most training this month did not require overtime coverage. Training included CAD training, sexual harassment, ERT training, and Youth Mental Health training.
 - Support Services overtime of \$8,380 is an increase of \$1,737. Overtime included Youth Council meetings, Juvenile Review Board meetings, Prom coverage, staffing cover, and Internet Safety meeting.
 - ACO overtime was \$0.

FIRE DEPARTMENT

- The following is a report of the activities of the Newington Fire Department for the month of May, 2014. During this period fire department members responded to 44 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	May 2014	11 Months Activity
Residential	4	90
Commercial, Industrial, Office	1	20
Hospital, School	2	11
Vehicle	0	19
Rescue, Police Assistance	9	48
Dumpster, Rubbish, Grass, Brush, Leaves	3	31
Hazardous Materials/Clean up	4	42
Investigative Alarm	11	132
False Alarm	5	67
Mutual Aid/Standby	0	10
Carbon Monoxide Investigation	4	60
Water Related Incidents/Pump-Outs	<u>6</u>	<u>34</u>
Total	49	564

Training Summary

Multi-Company Training	Co. # 2&4 Live Burn	94.5 hours
	Co. # 1&3 Live Burn	129.5 hours
Officer Training	Building Survey SPX	35 hours
Company Training	Co. #2 Hose Testing Procedures	11 hours
	Co. #4 Ladder Operations	10 hours
	Co. #1 Ladder Truck Operations	20 hours
Fire Officer Certification		96 hours
Fire Service Instructor	Certification (4) Members	224 hours
Sexual Harassment Training		8 hours
Total Hours		593 hours

FIRE MARSHAL

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

INSPECTIONS	12
INSPECTION FOLLOW-UPS	38
PLAN REVIEW	16
JOB SITE INSPECTIONS	12
FIRE INVESTIGATIONS	0
FIRE ALARM TROUBLE	1
COMPLAINTS	2
HAZ/MAT	1
BLASTINGS	6

Incidents:

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

Fire Marshal's Activities:

- Responded to 24 fire calls during the month.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Manchester.
- Assigned Engine #3 to a Special Detail at the State Capital for the Annual State Legislators Fire Service Day.
- Attended the monthly Community Emergency Response Team meeting (CERT) at fire headquarters to review the Emergency Action Plan for their activation to assist with the coordination Annual Memorial Day Parade.
- Attended the quarterly meeting of the Connecticut Emergency Managers Association at the America Red Cross facility in Farmington.
- Attended the Annual Company #3 Pasta Dinner at the high school.
- Conducted a meeting of the chief's staff to review the current budget status in order to identify funds for end of the year purchases.
- Attended an Exercise Planning Team meeting at fire headquarters to review plans for a town wide emergency exercise this October.
- Attended the Annual Connecticut Emergency Management Symposium in Cromwell. Topics: Boston Marathon Bombing, DPH Mass Casualty Planning, Governors Emergency Planning and Preparedness Initiative, DEMHS Updates and Multi Jurisdictional Shelters.
- Attended the wake and funeral for Mrs. Joan Wetherell the Grandmother of Company #1 Lieutenant Meghan Manke.
- Attended a Hoarding Intervention Workshop at Town Hall.
- Attended the Annual "Tip-A-Firefighter" event at Chili's to raise funds for the American Cancer Society.
- Attended several meetings with town staff and a residential developer to review hydrant locations and blasting regulations.
- Attended the Departments Annual Award Night and Dinner at the Portuguese Club.
- Attended a meeting at the library with representatives from all the Day Care Centers to review emergency notification, evacuation and sheltering plans.

- Responded along with several fire engines to Assistant Chiefs Lapierre house to deliver a cake and song to help celebrate his 50th Birthday.
- Attended a retirement party for East Berlin Fire Chief Keith Morton and made a presentation on behalf of Task Force-51.
- Attended several meetings with the Memorial Day Parade Committee, town staff and CERT team members to finalize the emergency action plan for the annual parade.
- Met with representatives from Hartford Hospital to review parking and emergency vehicle access concerns at the Newington Campus; additional fire lane signage will be installed.
- Attended the monthly Company Drill; Live Burn at the Rocky Hill training facility.
- Attended the Annual Fallen Firefighters Memorial Service at fire headquarters and visited the cemetery in New Britain prior to participation in the Annual Memorial Day Parade.
- Attended Company #4's 60th Anniversary Picnic at Churchill Park.
- Conducted the monthly Command Staff meeting in the Commissioners Conference room at headquarters.
- Attended the monthly staff meeting at Town Hall.
- Conducted the quarterly Employee Health and Safety Committee at Town Hall.

HIGHWAY DEPARTMENT

Administration

- Attended Department Head, Public Works team meetings along with quarterly Health & Safety Meeting.
- Met with residents to discuss various issues and concerns.
- Continued with project construction coordination meetings throughout the month.
- Coordinated and hosted annual MDC sponsored Hazardous Household Waste Collection day.
- Attended Town sponsored Sexual Harassment Training seminar.
- Met with representatives from Covanta Energy to discuss solid waste disposal.
- Coordinated with Building Department to locate underground utilities at West Meadow Cemetery Chapel.
- Attended landfill closure progress meetings.
- Attended CRCOG meeting regarding upcoming treated road salt RFP.
- Attended blight enforcement meeting.

Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Assisted Human Services with pickup, delivery and placement of storage shed for Challenge Course.
- Test pits completed for underground utility location at West Meadow Cemetery Chapel.
- Crews completed roadside tree trimming where needed.
- Miscellaneous roadway pot hole patching, curb and top soil repairs continued throughout the month.
- Miscellaneous roadside litter removal.
- Major patch repairs completed on Costello Road and Louis Street.
- Crews continued with the pick up of damaged/broken curbing due to snow plowing operations.
- Operators attended Town sponsored Sexual Harassment Training Seminar.
- Completed annual Town-wide street sweeping.
- Several storm water catch basins repaired including top replacements in various locations.
- Roadside mowing completed on Piperbrook Avenue.
- Pipe and basin installed on 63 Brook Street to improve drainage.
- Assisted Traffic Division in preparation of Memorial Day Parade.
- Assisted with Hazardous Waste collection.
- Completed trench excavation and paving for High School Field House water lines.

Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted Human Services with food share setup.
- Assisted Police Department with traffic control for Memorial Day Parade.
- Assisted Police Department with traffic control for annual Library 5K road race.
- Painted stop bars, crosswalks and yellow centerlines at various locations town wide.
- Install new roadway/parking signage at various Town buildings as requested.
- Install new regulatory signs in Plow Section #7.

Fleet Maintenance

- Mechanics completed spring services of Fire Department apparatus.
- Continued with scheduled preventative maintenance and unscheduled emergency repairs on all town vehicles and equipment

Sanitation/Recycling/Landfill

- Scheduled 1019 residential bulk items for collection.
- Scheduled 132 condominium bulk items for collection.
- Scheduled 20 condo/residential scrap metal items for collection.
- 6,804 tons of cumulative Municipal Solid Waste were collected from July 1 through April 30, 2014.
- 2,332 tons of cumulative recyclables were collected from July 1 through April 30, 2014.
- 816 mattresses collected from July 1 through April 30, 2014.
- Issued 70 permanent landfill permits and 17 temporary permits.

TOWN PLANNER

Town Plan and Zoning Commission Actions:

Regular TPZ Meeting on May 14, 2014:

- Approved, with conditions, Petition #17-14: Free-Standing Sign at 2530 Berlin Turnpike (“Carefree Buildings”). American Sign Inc, applicant; Margus Properties LLC, owner.
- Approved, with conditions, Petition #21-14: Charitable/Civic Event on Market Square (“Classic Car Show”). Newington Chamber of Commerce, applicant.

Regular TPZ Meeting on May 28, 2014:

- Denied Petition #07-14: Child Care at 795 North Mountain Road. Nguyen Holding LLC, owner/applicant.

Town Planner Activities:

Approved, Pending, and Future TPZ Applications

- May 1: Met with applicant’s engineer re GKN facility on Stanwell Road.
- May 2: Met with applicant’s architect re parking analysis at 72-82 Pane Road.
- May 2: Met with applicant’s surveyor re proposed office building at 2272 Berlin Turnpike.
- May 5: Met with applicant re approved mixed use retail site at 751 Russell Road.
- May 6: Met with owner re possible use of vacant property at 2368 Berlin Turnpike.
- May 20: Pre-construction meeting for “Harvest Ridge” subdivision.
- May 20: Met with applicant re signage for Farmers’ Market at Constitution Square.
- May 20: Met with applicant’s engineer re expanded parking at 2125 Main Street.
- May 12: Pre-event meeting for “Classic Car Show” event.

CTfastrak/Amtrak Corridor Planning:

May 1: Attended meeting of Newington Junction TOD Committee.

Grant-Funded Project Activities

- May: Completed and submitted “Main Street” grant application to Connecticut DOH.
- May: Researched possible FEMA grant for Stamm Road area.

Other Boards and Committees:

- May 29: Prepared June 2014 EDC meeting agenda.

Miscellaneous:

- May 12: Attended Community Health Assessment event in Rocky Hill.
- May 19: Interviewed by UConn MPA student re local planning issues.
- May 21: Met with MDC staff at MDC re projected future growth in Newington.
- May: Responded to approximately 29 phone messages from citizens, applicants and elected/appointed officials.
- May: Received and responded to or initiated approximately 578 emails from and to citizens, applicants and elected/appointed officials.

TOWN ENGINEER

- During the month of May, twenty-two excavation permits were issued:
 - 1 gas lateral permits
 - 1 gas main permits
 - 1 electric trench permit
 - 1 sewer lateral permit
 - 18 Driveway permits
- Engineering staff is preparing drainage design analysis and estimates for Town infrastructure that experience periodic flooding or are in need of maintenance. Highway forces will attempt to incorporate drainage operations within the roadway construction schedule.
- 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 completed the major operations on the Church Street and Windmill Lane Sanitary Reconstruction project. The timeline for final restoration efforts are schedule for September, 2014.
- Site plan and application reviews continue for Inland Wetlands. Two potential Agent Approval Applications were reviewed 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 Public Works meeting.
- The Town Engineer attended a sexual harassment training seminar.
- The Town Engineer attended the monthly Inland Wetland meeting as staff Agent.
- Engineering staff is actively engaged in the final design phase (field survey) for anticipated road and infrastructure projects. Design and estimating phases will continue during the upcoming summer months.
- Engineering staff prepared a detailed estimate for the Streetscape Phase VI grant application. The streetscape area being considered is located along both Constance Leigh and a portion of Lowrey Place.
- 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.
- The Town Engineer and Highway Superintendent continue to review and prepare drainage estimates (underdrain) for the upcoming streets identified (C.I.P. – roads) in this years' mill & overlay program.
- Engineering Staff continues to prepare the documentation necessary for the annual stormwater testing as required by the D.E.E.P. MS4 permit.
- Engineering staff provided information necessary to complete the DEEP Hazard Mitigation Plan.
- Engineering staff reviewed and prepared comment for (4) TPZ applications. Of interest, all four sites incorporated L.I.D. techniques to manage stormwater runoff. Engineering continues to educate and develop the necessary resources to assist design professionals with this new town regulation, stormwater requirement

BUILDING DEPARTMENT

- An Application was applied for an interior renovation of a large room to make the new STEM (science, technology engineering and mathematics) academy at the Martin Kellogg Middle School located at 155 Harding Avenue.
- An Application was applied for an interior renovation of existing tenant space for a Menchie's Frozen Yogurt Shop to be located at 2985 Berlin Turnpike.
- An Application was applied for an addition to the band room and an upgrade of the air conditioning in several locations at the Newington High School, 605 Willard Avenue.
- An Application was applied for renovations to the cafeteria, card room and exercise room at the Senior center at 120 Cedar Street.

- Seminars attended by our Inspectors for their continuing education credit were:
 - R. Smith - Two Part Training:
 1. New Product-Diamond Pier for Deck Footings.
 2. Deck Framing – 2009 IRC – May 15, 2014.
 2011 NEC Chapters 5-9: Introduction to Changes – May 16, 2014.
 - D. Zwick Two Part Training:
 1. New Product-Diamond Pier for Deck Footings.
 2. Deck Framing – 2009 IRC – May 15, 2014.
 2011 NEC Chapters 5-9: Introduction to Changes – May 16, 2014.
 Design & Trades Conference – May 29, 2014.

There were five Certificates of Occupancy issued in May. One residential – 87 Harvest Court. And four commercial – Planet Fitness – 182 Kitts Lane, Express Cuts – 32B Fenn Road, American Eagle Federal Credit Union – 3579 Berlin Turnpike, and Jade Jeans – 353 Alumni Road.

Building Department activity for the month of May was as follows: The Inspectors completed a total of 193 Inspections. They were: Above Ceiling (3), Air Condition (2), Alarm (1), Apartment Inspection (3), Boiler (1), CO (3), Decks (10), Electrical (24), Final (49), Footing (7), Foundation (9), Framing (1), Gas Line (17), Insulation (14), Pools (1), Roofing (5), Rough (34), Sheetrock (1), Site Visit (4), work without permits(4).

The total number of Building/Renovation Permits issued for the month of May was **190** producing a total permit value of **\$2,741,971.00**.

They are categorized as follows:

<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE OF PERMITS</u>
ADDITIONS / ALTERATIONS	34	1,876,194.00
DECK	5	35,800.00
DEMOLITION	0	0.00
ELECTRICAL	46	141,454.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	4	9,470.00
GARAGE / SHED	2	45,000.00
MECHANICAL	41	314,376.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	0	0.00
PLUMBING	20	103,625.00
POOL	2	32,812.00
ROOFING / SIDING	25	177,665.00
SIGN	8	875.00
TENT	3	4,700.00
TRAILER	0	0.00
TOTAL	190	\$2,741,971.00

The total Building income fees received in the month of May was **\$20,785.00**.

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$1395.00, Environmental \$540.00, Conservation \$490.00, Zoning Board of Appeals \$0.00, Copies, Books and Maps \$116.50, Driveway / Excavation \$725.00, Engineering copies \$71.50. The other total income is \$3338.00.

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

	<u>2014</u>	<u>2013</u>
Value of Permits issued for May:	\$2,741,971.00	\$1,763,402.00
Fees for Permits issued for May:	\$20,785.00	\$20,156.00
Other income Fees for May:	\$3,338.00	\$5,392.75
Building Permits Issued for May:	190	181

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

	<u>2013-2014</u>		<u>2012-2013</u>	
Value	Permit Fee	Value	Permit Fee	
\$24,836,115.00	\$306,057.00	\$35,518,863.00	\$390,743.50	

HUMAN SERVICES

- The Food Bank assisted 157 households, with 755 bags of groceries distributed. The Newington Food Bank was the beneficiary of the Postal Carrier food collection on May 10th, with a great amount of food donated.
- Open Air Market served 146 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 14 households, providing 16 bags of clothes.
- The Special Needs Fund assisted 11 households with 11 bills, 8-utility, 1 housing. 1 medical, 1 vital record. 7 bills were for senior residents.
- The Social Casework Program had an active caseload of 111 with 45 new referrals. Much of this increase can be attributed to energy programs ending and the arrival of utility shut-off warning notices.
- The Youth and Family Counseling Program had a caseload of 18. Clinicians provided 50 clinical therapy sessions with a total of 57 clinical service hours.
- May's ROPE cycle wrapped up at the two middle schools and will undergo a revision for the fall as a new program is introduced for 5th graders, called Adventure Learning Program Success (ALPS). The goal of the program will be the same as ROPE, but with 5th grade, to promote the objectives and values at an earlier age.
- The Outdoor Challenge Course is picking up momentum and we are booking summer and fall groups.
- The Spring NHS Self Awareness group went kayaking at Fisher Meadows in Avon, CT and spent a day at the Challenge Course.
- The OPM grant program, Adventure Builds Bridges helped with the Annual Postal Carrier food drive held on Saturday, May 10th.
- On May 15th, JWMS students who didn't attend the 8th grade class Washington, DC trip, spent the day on the Challenge Course.
- Summer Youth Adventure program registrations are well under way with the anticipation of programs filling by early June. Summer mentors are in place and summer staff has been hired.
- Newington CERT members along with CERT members from neighboring towns, provided assistance at the Memorial Day Parade with escort of division marchers, manning first aid stations, and HAM radio support. The Parade committee looks forward to CERT assistance for future parades.
- A presentation on Hoarding was provided to area professionals with an evening community event provided to the public. More than 100 people attended. Dr. David Tolin, from the Institute of Living, is a well known expert in the field.
- A Community forum on "Understanding Mental Health" was held with a 9 member panel representing area mental health programs and services. Approximately 50 people attended.
- One new person provided community service, while others continued and will do so beyond May. 100 hours were completed, with an average of 25 hours needed.
- There was one JRB referral this month.
- Several staff attended workshops, trainings and meetings throughout the month, including sexual harassment training for all town employees.
- All four student interns wrapped up their semester and moved on. A CCSU student has already contacted us for a fall, 2014 placement.
- On May 30th, the Chamber of Commerce awarded Meg Sautter the annual Public Service Award for her service to the Human Services Department as a lead CERT instructor and taking over the foodshare pick ups after her husband, Bob Seiler passed away. Congratulations!

May 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	18	18	91	151
Positive Youth Development	252	304	2336	2215
Information and Referral	487	578	6636	2315
Social Casework Cases				
Under 55 = 65				
Over 55 = 46	111	87	580	478
Food Bank Households	157	160	1596	1627
Special Needs	11	7	115	95

SENIOR AND DISABLED CENTER

- May is recognized nationally as Older Americans Month and the premier event of the year, the annual Volunteer Recognition and Wall of Honor Award Dinner was held. State Senator Paul Doyle, Rep. Sandy Nafis, Mayor Steve Woods and many Council and Commission on Aging and Disability members were on hand to celebrate the thousands of hours that volunteers give to the Center. The Wall of Honor was awarded to long time Commission Chair Bill DeMaio. The dinner, catered by Jefferson House, was served by Center and Town staff.
- The Center was a construction site again beginning May 19th as the fitness center and coffee shop renovations got underway. Both projects create some disruption to normal operations and plans for continuation were developed.
- The backyard of the Center was transformed with the construction of two 50'x4' stone raised garden beds that were filled with organic soil and are now planted with vegetables that will be donated to the Food Pantry. Funded by a \$2000 grant from ACHIEVE with matching funds provided by Jefferson House, the garden is the product of a group of dedicated volunteers with assistance from Parks and Grounds, Highway, CERT team members, friends, Home Depot, Big Lots, Job Lot, Stonehedge and others.
- Center staff attended two training programs this month: The Sexual Harassment training provided by the Town and; training to build cultural competency in serving older adults who identify as LGBT. The second training based on training developed in Boulder Colorado and was led by Director Dianne Stone.
- Attorney Marilyn Denny from the Greater Hartford Legal Aid Senior Outreach Project spoke about power of attorney forms and health care directives on May 8. Attendees were given forms to fill out if they wished and were given an opportunity to meet with Attorney Denny to execute the documents.
- On May 9th the Hartford Magnet Trinity College Academy once again sponsored Annual "Spring Fling" Prom, an afternoon dance for Center members. There was a DJ, refreshments, raffle prizes and lots of intergenerational fun.
- Other events this month included a greeting card workshop, the quarterly Birthday Party and manicures by appointment provided by Newington Health Care.
- The Center currently has 1,764 paid members. There are 755 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 2974 by 528 people.
- Dial-a-Ride provided **1632** trips covering 4140 miles during regular hours. The total number of riders was 134.

- Center staffing was complemented by 747 hours of unpaid service in 272 instances by 57 volunteers with the lunch program, gift shop and home delivered meals the most volunteer intensive areas.

PARKS AND RECREATION

Administrative

- Superintendent met with the Town Manager & 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 Town Engineer on various projects.
- Superintendent met with Wayne Smyth, PGA Professional from Indian Hill Country Club.
- Superintendent met with the Extravaganza Committee.
- Superintendent met with members of the Public Works committee.

Recreation Division

- The Summer Program Guide was distributed to Newington residents as an insert in the May edition of Newington Life newspaper. Resident registration began on Wednesday, April 30th.
- Registration for non-residents began on Wednesday, May 14th.
- We are again offering discount tickets for Lake Compounce and Six Flags Amusement Parks. Tickets are available at the Parks and Recreation office and are \$28 for Lake Compounce or \$36 for Six Flags.
- Residents were given the opportunity to purchase Summer 2014 pool passes at a discounted rate on or before May 21st. Individuals who purchased their pass early saved \$5 and those who purchased Household passes early saved \$10. Many residents took advantage of this discount.
- The 16th Annual Golf Tournament was held at Indian Hill Country Club on Monday, May 12th. A total of 80 players registered for a very successful golf tournament.
- Men's and Women's Softball Leagues began play in early May. This year there are 14 Men's teams and 4 Women's teams.
- Interviews were held in early May for seasonal aquatics positions and supervisory promotions. Training for seasonal aquatics staff began in late May.
- Relay for Life was held at Mill Pond Park Friday and Saturday, May 30th and 31st.
- Extravaganza vendor applications and sponsor forms were revised and sent to past participants.
- Staff has continued to send press releases regularly to local media venues, and our website has been updated on a regular basis.
- Interviews were held throughout the month for Summer Playgrounds staff. Interviews have now been completed and all staff has been hired. Staff training began in mid-May.
- Preschool registration for the 2014-2015 school years has been ongoing throughout the month. Our program is at capacity for Tuesday and Thursday morning classes, but afternoon classes are still available. Both morning and afternoon classes are still available on Mondays, Wednesdays and Fridays.
- S. Glasson and M. Lach attended the Town Council meeting on Tuesday, May 27th to receive two AEDs donated by Newington Volunteer Ambulance. The AEDs will be placed at each outdoor aquatics facility. All aquatics staff members are already certified and trained in how to use AEDs.
- Planning and preparations for Extravaganza have been ongoing throughout the month.

Upcoming Recreation Division

- A comprehensive training program for all seasonal employees will be completed by the end of June.
- A bird walk will be offered on the old Cedar Mountain trail to celebrate National Trails Day. This event will be held on Saturday, June 7th.
- Graduation ceremonies for students at Creative Playtime Preschool Program will be held on Tuesday, June 3rd.
- Touch-A-Truck will be held on Saturday, June 14th in combination with the library's Kick-Off to Summer Reading.
- Our Summer Concert Series (sponsored by Data-Mail, Inc.) has been coordinated and finalized by M. Lach. The first concert is scheduled for Thursday, July 3rd.
- Mill Pond Pool and Churchill Pool will be opening on Monday, June 23rd.
- Most summer programs, including Summer Playgrounds for grades K-7 and Summer Sunshine will begin on Monday, June 23rd.
- Extravaganza is scheduled for Saturday, July 19th. We also have a Newington Family Pool party on Monday, July 14th which is sponsored by the Library. A Family Tie-Dye and Ice Cream Social at Mill

Pond Park will be held on Wednesday, July 16th. Our Summer Carnival will be held Thursday, Friday and Saturday, July 17th – 19th. A Concert in the Park will be held on Friday, July 18th. Details for all of these events are available online or in our Summer 2014 Program Guide.

Parks and Grounds

- The traditional Memorial Day preparations were carried out with emphasis on the Cemeteries, Town Hall and parade route. All the flags were hung, the Veterans flower beds planted and mulched and the Cemeteries were all cut and looking sharp.
- Mulching of the flower beds continued throughout the month.
- The Green and Red Tennis courts were completed for play. Parks employees applied six tons of material to the Greens this year.
- Lester Daigle LT-17 cleaned and repaired cracks in the Churchill Park swimming pool in preparation for a June opening.
- The sixteen flower pots for the Town Center were filled and put out for planting.
- There were 18 interments in Town Cemeteries this month.
- Division personnel were offline 71 days this month.

LIBRARY

- On May 16th the Library Director celebrated her first year anniversary. The heavens opened up with torrential rains that night causing serious water damage to the library. A defective water drain on the library roof allowed all the rain to run down to the attic, to the 2nd floor, the 1st floor and to the basement. There was serious water damage to the hallway to the children's programming and Lienhard Room on the 2nd floor and the quiet study area on the first floor. Walls, ceilings, and carpet were saturated with water. Several thousand dollars' worth of books were damaged on the 1st floor. The Library Director is working with Jeff Baron, Director of Administrative Services, Rob Hillman, Assistant Superintendent of the Highway Garage and Tom Trumball and Shawn Brennan from Facilities and the insurance adjuster. The process of drying out and cleaning up the damage has begun.
- The areas that were affected will be unavailable to staff and patrons until the repairs are completed which is projected to be the end of June for the children's programming room and the Lienhard meeting room and the end of July for the quiet study area on the first floor. The programming room, the Lienhard meeting room and the quiet study area are heavily used. The library has one room for all library programming or for meeting space until the repairs are completed. Business Manager Lynn Caley has done a wonderful job rescheduling or moving programs as needed. Donna Allen from Parks and Recreation, Eleanor Eichner from the Senior Center and Jamie Trevethan from the Town Manager's Office have been very helpful helping us find space for programs or meetings that we were unable to relocate within the library.
- The RFP for the Library Collection Inventory System opened in mid-May and will close on June 5th.
- In technology-related news, training continued for the new library ILS software. Staff practiced on the new system as much as possible to prepare for the June 2 go-live date. The ability to add new items to the library catalog and to modify bibliographic and patron records was severely limited through most of May so there will be a lot of catch up in June. Jeanette Francini, Head of Collection Management, Sue Schneider, Circulation Supervisor, Diane Durette, Head of Reference and Assistant Library Director Karen Benner did a great job preparing staff for this migration. A new digital sign similar to the one in the lobby of the library was added to the children's department to help promote programs and services to children and their caregivers. Technology programs for the public included *Downloadable, eMagazines and Music* and *Tech Troubleshooting with Teens*.
- The Library Board of Trustees held its 18th Newington Library 5K Challenge road race on Sunday, May 18. 332 people registered with many more spectators and volunteers cheering them on. It was a gorgeous sunny but cool day for the runners/walkers. Omar Abdulrahman was the overall winner with a time of 16:10. Thanks to many local businesses, there was plenty of food and race prizes for the participants to enjoy.
- The Friends of the Library had another very successful spring book sale at the Senior and Disabled Center on May 2, 3, and 4. There was a great selection of books and audiovisual materials. The Friends have a very dedicated and hard working group of volunteers who make this annual fundraiser such a hit.
- The library was well represented at the town's Memorial Day Parade on May 24. Staff from the children, teen and adult departments as well as several members from the Friends of the Library marched to promote the library and the upcoming summer reading programs.

- In May, 64 programs were offered to 1,943 children. Twenty-eight programs were offered as part of daycare center outreach as well as Friday morning preschool programs to 790 kids to promote early literacy. Nutmeg book talks were offered to 3rd & 4th graders in 3 of the 4 elementary schools to highlight the new Nutmeg books and encourage reading them over the summer. Visits to promote the library's summer reading program also began and will be completed in June. Other programs included *Pajama Yoga*, *Play with Us* as well as the many regular story time programs.
- Programs for teens and adults numbered 12 to a combined audience of 699. Highlights of adult programs included, *Shade Gardening*, *Jerks in Connecticut*, and *Finding Connections*. Two showings of the movie *Philomena* entertained 100 people. *G. Fox in the 1950s*, presented by the Connecticut Historical Society was offered to a standing room only audience.
- Assistant Director Karen Benner and Head of Community Services Shirlee-Ann Kober are getting ready for the start of the *Investigate One Book @ the Library* project. This is a community-wide reading event that will invite the library's patrons to read the book *Defending Jacob* by William Landay during the summer. Book discussions and special programs will be offered related to the book and its subject matter. This one-book event will culminate in a visit from the author William Landay on September 14 the Library Board's Annual Meeting and Anniversary Celebration.
- Staff is hard at work getting ready for the 3 summer reading programs. The theme this year is science. The children's staff began school visits at the end of May to promote summer reading and will complete the visits before the kick-off. Teen librarians Bailey Ortiz and Alyssa LaCross recorded a video promoting the teen summer reading that will be shown to more than 700 high school students in June. The adult program "Literary Elements" kicks off on June 10 with a drop-in registration program. The All-Ages Summer Reading Kick-Off will be held on Saturday, June 14 in the Upper Town Hall parking lot in conjunction with Parks & Recreation's *Touch-A-Truck*. This is the official start of the children's summer reading program "Fizz, Boom READ" and the teen summer reading program "Spark a Reaction." Staff from all 3 programs will be there to sign people up and promote the fun of reading.
- All full-time and permanent part-time staff attended a mandatory sexual harassment training workshop sponsored by the Town.
- Interviews were held for the part-time technology/reference position. Six people were interviewed. A decision should be made in June.
- Use of downloadable media continued to be every popular. 156 digital magazines were downloaded in May. *Us Weekly*, *Cosmopolitan*, and *Boating* were the top downloads. 2,437 ebooks including children's *Tumblebooks* and audio books were downloaded. 456 songs were downloaded and streamed from *Freegal*. Popular online resources being used by our patrons included *Consumer Reports*, *Morningstar*, *RefUSA*, *Street.com* and *PebbleGo Animal* database.
- In other facility related issues, there were several more leaks near the windows in the children's department during the heavy rainstorm on May 16th. The Facilities Department is looking for a solution to prevent future leaks. A new cleaning supervisor was assigned to the library and the cleaning has improved.
- Topics of note that were researched this month included:
 1. Viruses you can catch from mice/rats.
 2. IOS Programming language
 3. Ratings of garbage disposals
 4. Side effects of LSD
 5. How do staplers work?

MONTHLY CIRCULATION REPORT				
MAY 2014				
	2014	2013	Gain/Loss	%Gain/Loss
CIRCULATION				
ADULT	19,779	19,269	510	2.65%
CHILDREN	9,852	8,353	1,499	17.95%
YOUNG ADULT	719	787	-68	-8.64%
VIDEOS	17	43	-26	-60.47%
DVD'S	6,580	7,014	-434	-6.19%
Digital Services				
DOWNLOADABLE BOOKS	2,437	730	1,707	233.84%
DOWNLOADABLE MAGAZINES	156	230	-74	-32.17%

DOWNLOADABLE MUSIC#	456			
DOWNLOADABLE MOVIES#	4		4	
E-READERS	17	13	4	30.77%
Other				
MUSEUM PASSES	61	68	-7	-10.29%
TOTAL CIRCULATION	30,350	28,409	1,941	6.83%
CUMULATIVE CIRCULATION YTD	352,748	349,757	2,991	0.86%
DAYS OPEN/MONTH	28	28	0	0.00%
AVG. DAILY CIRC./MONTH	1,084	1,015	69	6.83%
PATRON COUNT	17,134	17,818	-684	-3.84%
AVG. PATRON COUNT	612	636	-24	-3.84%
SELF CHECKOUT CIRC	318	375	-57	-15.20%
REGISTRATIONS-ADULT	176	98	78	79.59%
REGISTRATIONS-JUVENILE	45	101	-56	-55.45%
TOTAL # CARDHOLDERS	11,554	12,061	-507	-4.20%
CONNECTICARD	7,540	7,816	-276	-3.53%
RETURNS	21,747	23,512	-1,765	-7.51%
SUNDAY CIRCULATION	613	857	-244	-28.47%
SUNDAY PATRON COUNT	252	222	30	13.51%
PUBLIC SERVICES				
REFERENCE QUESTIONS - ADULT	3,105	3,097	8	0.26%
REFERENCE QUESTIONS - CHILD	1,243	1,416	-173	-12.22%
TOTAL REFERENCE QUESTIONS	4,348	4,513	-165	-3.66%
COMPUTER USE ADULT & TEENS	3,158	4,459	-1,301	-29.18%
COMPUTER USE CHILDREN^	320	268	52	19.40%
TOTAL COMPUTER USE	3,478	4,727	-1,249	-26.42%
IN-HOUSE DATABASE SEARCHES*	45,391	6,726	38,665	574.86%
REMOTE DATABASE SEARCHES*	841	12,358	-11,517	-93.19%
WEBSITE VISITS	7,090	7,730	-640	-8.28%
HOLDS ON SHELF PULLED	925	804	121	15.05%
ILL--LOANS	868	938	-70	-7.46%
ILL--BORROWS	562	615	-53	-8.62%
PROGRAMS CHILDRENS	64	66	-2	-3.03%
PROGRAMS CHILDRENS ATTENDANCE	1,943	2,754	-811	-29.45%
PROGRAMS TEEN	3	4	-1	-25.00%
PROGRAMS TEEN ATTENDANCE	23	291	-268	-92.10%
PROGRAMS ADULT	10	12	-2	-16.67%
PROGRAMS ADULT ATTENDANCE	665	697	-32	-4.59%
NOTARY	12	12	0	0.00%
VOLUNTEER HOURS	109	133	-25	-18.42%
MEETING ROOM USAGE-OUTSIDE GROUPS	13	27	-14	-51.85%
MEETING ROOM USAGE-INHOUSE	46	48	-2	-4.17%
STUDY ROOM USAGE	271	268	3	1.12%
COLLECTION INVENTORY				
ITEMS ADDED	1,019	1,161	-142	-12.23%
ITEMS DELETED	0	345	-345	-100.00%
TOTAL LIBRARY HOLDINGS	182,512	178,706	3,806	2.13%
#these services are new this year				
*staff are investigating these figures				
^includes iPads added in 11/13				