



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: February 20, 2015  
Re: Monthly Report – January 2015

#### 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, demolition of the former National Welding building and social media.
- Mr. Salomone met with the Public Works team to discuss various matters.
- Mr. Salomone met with various organizations such as the Central CT Health District and Newington Volunteer Ambulance to discuss issues pertaining to the Town.
- Mr. Salomone met with various departments regarding budget requests for the upcoming fiscal year.
- Mr. Salomone and staff opened the Emergency Operations Center to prepare and respond to the January 26-27 snow storm.
- Mr. Salomone met with residents & area business owners to address issues & concerns as needed.
- Mr. Salomone met with staff, union and legal representatives regarding personnel issues.

#### Legal Services

The legal amounts for the January monthly report are as follows:

Rome (Modern Tire/Firestone) - \$56,190.16

Murtha (Toll Bros) \$15,198.20

#### Overtime

Paid overtime during the month of January 2015 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	13.0	\$ 640.19
WEEKEND STAND-BY AND CALL-IN	20.0	\$ 987.00
ROAD MAINTENANCE	16.0	\$ 912.00
TRAFFIC DIVISION	4.0	\$ 168.84
SNOW	1016.2	\$ 45,485.10
<b>TOTALS</b>	<b>1069.2</b>	<b>\$ 48,193.13</b>
PARKS AND GROUNDS DIVISION	Overtime Hours	Cost
Cemetery	20.0	\$ 1,672.00
Snow/Ice	508.5	\$ 22,425.00
<b>TOTALS</b>	<b>528.5</b>	<b>\$ 24,097.00</b>

Phone: (860) 665-8510 Fax: (860) 665-8507  
townmanager@newingtonct.gov  
www.newingtonct.gov

<b>POLICE DEPARTMENT</b>	<b>14-15 Budget Overtime Appr.</b>	<b>Overtime Expended 14-15 YTD</b>	<b>13-14 Budget Overtime Appr.</b>	<b>Overtime Expended 13-14 YTD</b>
Administration	\$ 7,059.00	\$ 858.52	\$ 6,734.00	\$ 775.55
Patrol	607,287.00	376,991.42	641,951.00	358,480.52
Investigation	79,169.00	37,891.09	77,883.00	24,758.93
Communication	161,160.00	107,111.95	118,117.00	46,668.06
Education/Training	117,276.00	61,316.30	121,801.00	26,989.41
Support Services	34,189.00	7,535.27	39,878.00	-1,353.63
Animal Control	5,546.00	0.00	5,546.00	0.00
<b>Total</b>	<b>\$ 1,011,686.00</b>	<b>\$ 591,704.85</b>	<b>\$ 1,011,910.00</b>	<b>\$ 456,318.84</b>
<b>HIGHWAY DEPARTMENT</b>				
Highway Operations	\$ 29,622.00	\$ 16,545.74	\$ 29,225.00	\$ 13,973.92
Snow and Ice Control	145,534.00	18,247.31	137,119.00	94,520.79
Traffic	4,665.00	1,220.03	5,684.00	1,398.00
Vehicles and Equipment	29,363.00	21,062.36	28,981.00	13,874.95
Leaf Collection	50,000.00	38,808.10	55,937.00	37,720.33
<b>Total</b>	<b>\$ 259,184.00</b>	<b>\$ 95,883.54</b>	<b>\$ 256,946.00</b>	<b>\$ 161,487.99</b>
<b>PARKS AND GROUNDS</b>				
Parks and Grounds	\$ 75,588.00	\$ 55,627.35	\$ 91,968.00	\$ 77,894.81
Cemeteries	18,007.00	8,684.26	16,971.00	9,074.65
<b>Total</b>	<b>\$ 93,595.00</b>	<b>\$ 64,311.61</b>	<b>\$ 108,939.00</b>	<b>\$ 86,969.46</b>

### **PERSONNEL**

- Chief of Police Richard Mulhall retired effective December 26, 2014. Lt. Nick Miano has been named Acting Chief until a replacement is appointed. The Town Manager and staff are working with a consultant to facilitate the hiring process.
- An internal posting for the Librarian III position was posted to the union from December 1 – 5, 2014. Three internal applications were received. Librarian Michelle Royer was promoted to the position effective January 20, 2015.

### **RISK MANAGEMENT**

#### 2014-15 Blue Cross/Blue Shield Plan Year

The sixth month of the 2014-15 plan year produced a combined paid claim total that was lower than those estimates that were developed at renewal. The monthly claims for the 2014-15 plan year were estimated at \$848,980. The total paid claims from the Health Benefits Fund for December 2014 were \$837,159. 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 December, 2014

	Town	Board of Education	Total
Estimated Claims	1,011,258	4,082,622	5,093,880
Actual Claims	946,832	3,699,961	4,646,793

### **FACILITIES MANAGEMENT**

- The Facilities Director attended the Town Hall Building Committee meetings and the Public Works Team meeting during the month of December.
- The Facilities Director met with World Energy Consultant Company on lighting upgrades for all town owned buildings for greater utility savings.
- The Facilities Director walked all Town owned buildings with the CT State OSHA Inspector during a surprise inspection. This led to a meeting with all of the department heads to discuss all the violations within their departments.

#### Work Order Completions

- The Facilities Maintenance Department has completed 49 formal work orders during the month of January at various Town Buildings.

Library

- Work continues on upgrading the HVAC Energy Management System. The maintenance department did an excellent job on maintaining and repairing a broken hot water heating pipe due to the extreme cold weather which lead to minimal damage and property losses. Emergency repairs by the maintenance department were made to the gas line feed for the aging boiler resulting in minimal down time.

Town Hall

- Work continues on upgrading the HVAC Energy Management System. The maintenance department did an excellent job on maintaining and repairing a broken hot water heating pipe due to the extreme cold weather which lead to minimal damage and property losses. Emergency repairs by the maintenance department were made to the gas line feed for the aging boiler resulting in minimal down time.

**INFORMATION TECHNOLOGY**

- The Town’s Information Technology team consists of 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. During the course of the month they participated, assisted and/or were directly involved in one or more of the following:
  - Closing 120 Help Desk Tickets
  - Upgrading DMZ Direct software for Revenue Collector’s staff
  - Facilitating data conversion for 2012 and 2013 computer aided mass appraisal (CAMA) data
  - Setup and configuration of the Town’s Emergency Operations Center
  - Providing Microsoft Office 2013 training to staff
  - Providing Geographical Information Systems (GIS) mapping data for the Economic Developer (Old National Welding Site), Town Planner (Liquor Permit) and Police Department (Shooting Range)
  - Preparing and submitting Information Technology’s Operating and Capital Improvement Program budgets
  - Building new pc images, deploying new pc’s and automating the installation of various line of business applications (Engineering, Building, Town Planning/Zoning, Town Manager, Parks and Recreation and Finance departments)
  - Setup and configuration of a private Verizon APN network service
  - Setup and configuration of a new remote FIPS 140-2 compliant network service
  - Mr. Boutot attended various meetings (Staff Meeting, Department Meetings, Multi-State Information Sharing and Analysis Center)

**FINANCE**

**Accounting and Administration**

- Department budget hearings were conducted throughout the month as part of the 2015-16 budget process.
- Ms. Harter, Director of Finance, and Lisa Rydecki, Deputy Finance Director prepared analysis for the CIP Committee meeting which they attended on January 15<sup>th</sup>.
- Several year-end 2014 tax reporting tasks were completed during the month of January including the generation of 1099’s and W-2’s.
- A mid-year financial update and appropriation transfers were presented to the Town Council.
- Ms. Harter assisted with compilation of information for the Town Council Retreat held on January 31st

Major grants received during the month include the second installment (25%) of the Education Cost Sharing (ECS) grant in the amount of \$3,257.959. 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)  
1/31/2015

	<u>Interest Earnings</u>	
--	--------------------------	--

	Budget FY2014-15	Actual Year to Date	\$ Invested
General Fund	\$46,350	38,629	\$21,525,004
Special Revenue Funds	5,000	3,735	3,994,001
Capital Projects Funds	800	872	1,029,355
Internal Service Fund	2,400	1,545	2,289,801
Trust and Agency Funds	2,400	1,551	978,345
TOTAL, ESTIMATED BY FUND			\$29,816,506

**INVESTMENTS, BY INSTITUTION TYPE**  
(Unaudited)  
1/31/2015

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
STIF	0.15	0.14	887	904	\$9,722,764
CLASS PLUS	0.01	0.01	6	6	445,393
Bank North	0.20	0.20	90	90	530,065
People's Bank	0.32	0.32	2,053	1,000	7,553,681
Santander Bank	0.30	0.30	287	287	1,543,576
Farmington Bank	0.40	0.40	1,869	2,674	10,021,027
Total Outstanding Investments					\$29,816,506

*Rates reflect avg. monthly yield, annualized*

**Assessor**

The October 1, 2014 grand list for Newington increased by 0.1% over the 2013 grand list. This increase is primarily attributable to new real estate construction. The 2014 grand list is subject to further adjustments by the Board of Assessment Appeals, and pending and future court cases. At the current mill rate of 34.77 and a collection rate of 98% the grand list increase will provide approximately \$77,300 in additional funds.

**TOWN OF NEWINGTON  
2014 NET GRAND LIST**

CATEGORY	2013	2014	PERCENT	DOLLAR
	Grand List	Grand List	CHANGE	CHANGE
REAL ESTATE	\$2,197,055,035	\$2,198,497,030	0.1%	\$1,441,995
PERSONAL PROPERTY	\$136,146,200	\$136,180,879	0.0%	\$34,679
MOTOR VEHICLE	\$216,032,070	\$216,823,515	0.4%	\$791,445
<b>TOTAL</b>	<b>\$2,549,233,305</b>	<b>\$2,551,501,424</b>	<b>0.1%</b>	<b>\$2,268,119</b>

<b>MANUFACTURING EQUIPMENT EXEMPTION</b>				
	2013	2014	PERCENT	DOLLAR
	Grand List	Grand List	CHANGE	CHANGE
GROSS PP	\$205,421,100	\$214,781,469	4.6%	\$9,360,369
MFG & OTHER	\$69,274,900	\$78,600,590	13.5%	\$9,325,690
NET PP	\$136,146,200	\$136,180,879	0.0%	\$34,679

**Revenue Collector**

- January Revenue Collections for Real Estate, Personal Property & Motor Vehicles amounted to \$26,406,632. The Supplemental Motor Vehicles collected were \$601,698 and \$34,734 was collected for back taxes.
- January collections on the current Grand List were 1% lower than they were last year and in line with collections two years ago. There is generally a delay with taxes being paid when the last day to pay falls on a weekend pushing the payment time allotted into an extra day in February.
- This year the snow storms played a major role in delaying the January tax payments. Mail delivery was delayed with the closing of the U.S. Post Office during the blizzard. The last day to pay without penalty was Monday, February 2nd, but Governor Malloy granted an extra day due to the weekend storm. Collections should realign themselves by the end of February.
- An exceptional job was done by the staff who was extremely busy processing all mail and walk-in business in the office without additional staff or bank service.

**TOWN CLERK**

- There were 332 documents filed on the land records during January.
- There were 41 transfers for a total of \$5,816,425. State conveyance tax collected was \$53,473 and \$14,541 was collected in Town conveyance tax.
- There were three notable sales during the month:
  - Edward Herzig sold property at 2304 Berlin Turnpike for \$475,000 to DBNB Properties LLC.
  - 76 Stanwell Road sold for \$1.325 million from JSC Liquidating Trust to GKN Aerospace Newington LLC.
  - Kane Street Associates sold property at 711 Willard Avenue to Willard Avenue LLC for \$965,000.
- Seven Foreclosure Registrations were filed during the month.
- The office recorded 90 mortgages, 22 liens, 127 releases and 8 probate documents.
- Staff issued 127 certified copies of vital records & catalogued 18 burial permits & nine cremation permits.
- The office catalogued four liquor permits, five Trade Name certificates and eight Notary Public commissions.
- The office processed 29 electronically recorded documents and filed during December for a total of \$3,835 in revenue.
- Town Clerk worked with the Finance Department to develop a workable system to accurately report the monthly breakdown of the fees collected from e-Recorded documents.
- Monthly copy revenue totaled \$2,322.
- On January 21<sup>st</sup>, Assistant Town Clerks Antonia St. Pierre and Camille Ledoux attended a municipal training session sponsored by the Connecticut Conference of Municipalities entitled, "Customer Service for Municipal Personnel".

<b>DATA SUMMARY JANUARY 2015</b>				
	<u>Jan. - 15</u>	<u>Jan. - 14</u>	<u>FY 14/15 to Date</u>	<u>FY 13/14 to Date</u>
Land Record Documents	332	421	2923	3282
Dog Licenses Sold	30	16	429	493
Game Licenses Sold	120	130	317	297
Vital Statistics				
Marriages	7	1	153	118
Death Certificates	27	19	180	172
Birth Certificates	22	3	173	125
Total General Fund Revenue	\$ 29,258.56	\$ 35, 597.05	\$ 274,949.81	\$ 284,561.33
Town Document Preservation	\$ 736.00	\$ 897.00	\$ 6,850.00	\$ 7,521.00

State Document Preservation	\$ 476.00	\$ 608.00	\$ 3,064.00	\$ 4,756.00
State Treasurer (\$36 fee)	\$ 8,568.00	\$ 10,908.00	\$ 75,492.00	\$ 86,545.00
State Treasurer (\$127 fee)	\$ 3,810.00	\$ 4,318.00	\$ 24,511.00	\$ 36,449.00
State Treasurer (\$110 fee)	\$ 2,860.00	\$ 3,190.00	\$ 28,820.00	\$ 29,480.00
Locip	\$ 714.00	\$ 909.00	\$ 6,291.00	\$ 7,119.00
State Game Licenses	\$ 724.00	\$ 695.00	\$ 2,443.00	\$ 2,897.00
State Dog Licenses	\$ 285.50	\$ 106.00	\$ ,891.50	\$ 3,321.00
Dog Licenses Surcharge	\$ 94.00	\$ 42.00	\$ 1,002.00	\$ 1,198.00
Marriage Surcharge	\$ 76.00	\$ 76.00	\$ 1,083.00	\$ 874.00
<b>Grand Total</b>	<b>\$ 47,602.06</b>	<b>\$ 57,346.05</b>	<b>\$ 427,397.31</b>	<b>\$ 464,721.33</b>

### **POLICE DEPARTMENT**

- The police department continues to work on its recruitment drive as there are several openings. Oral Interviews were conducted in late January for eighteen of the highest scoring candidates. Of those 18, 6 have continued on to polygraphs and background investigations.
- Detective Derek Aivano was promoted to the rank of Sergeant effective Sunday, January 11, 2015. Sgt. Aivano is assigned to the Patrol Division. A Promotional Ceremony was held on Thursday, January 8, 2015.

- Patrol Calls for January are as follows:

Alarm Hold Up Alarm	5	Shots Fired	1
Breach In Progress	3	Suicide Attempt	1
Burglary In Progress	5	Suspicious In Progress	81
Customer Dispute In Progress	5	Suspicious Report	1
Domestic In Progress	18	Threatening In Progress	2
Drug Active	2	Alarm Commercial Burg Alarm	95
EDP In Progress	9	Alarm Residential Burg Alarm	33
Fire Alarm	14	Animal	18
Fire CO Detector with symptoms	1	Assault Report	3
Fire Hazmat	4	Assist Notification	4
Fire Mutual Aid Request	1	Assist Other Agency	32
Fire Other	4	Burglary Report	20
Fire Rescue	1	Car Seat	4
Fire Structure Fire	6	Check Welfare 911 hang up	34
Fire Vehicle Fire	1	Check Welfare Other	25
Harassment In Progress	2	Court Prisoner/Paperwork to Court	19
K9 Assist for Other Agency	1	Criminal Mischief Report	6
Landlord Tenant Dispute In Progress	1	CSO	16
Larceny In Progress	9	Customer Dispute Report	3
Larceny Report	2	Dog Complaint	26
Medical Alarm	18	Domestic Report	3
Medical Cardiac	35	Drug or Drug Para found	1
Medical Diabetic	4	DUI	1
Medical Fall	46	EDP Report	1
Medical Other	121	Escort Funeral	6
Medical Respiratory	35	Escort Other	8
Medical Trauma	3	Escort Tax	14
Medical Unresponsive	6	Fingerprint	24
MVA Injury	9	Fire CO Detector no symptoms	8
MVA Property Only	1	Fire Water Problem	7
Open Door / Window	9	Fireworks	1
Robbery In Progress	1	Follow-Up	71

Harassment Report	9	MVA Property Only	92
Hazard	46	Neighbor In Progress	2
Illegal Dumping	1	Neighbor Report	4
Intoxicated	2	Noise	10
Juvenile Complaint	11	Parking Violation	7
K9 Call	1	Property Found	5
Landlord Tenant Dispute Report	2	Property Lost	2
Larceny from MV Report	10	Recovered Stolen MV	1
Larceny Report	37	Serve Warrant	59
Location General	106	Sexual Assault Report	2
Location School	1	Specific Detail CAD number	71
Lockout Building	2	Stolen MV	7
Lockout MV special circumstance	3	Sudden Death	5
LTA	1	Suspicious In Progress	1
Medical Fall	1	Suspicious Report	20
Medical Other	1	Test Police	2
Medical Stand By	1	Threatening Report	1
Missing	2	Tow	9
MV Abandoned	2	Town Ordinance Violation	5
MV Assist	38	Traffic Stop	400
MV Complaint In Progress	11	Trespass In Progress	1
MV Complaint Report	3	Trespass Report	1
MVA Evading	10	Total	1959

- Investigations and calls by Patrol Officers in January included:
  - Domestic Violence - On 01-05-15 officers were dispatched to a possible domestic disturbance where the assailant had fled the scene. Upon arrival, officers located a severely injured female resident and the complainant.  
The complainant stated she is an associate of the female and was at the residence this morning to see her. As the associate entered the home, she discovered the injured female and the boyfriend. The associate began to ask what had occurred and the boyfriend fled the residence.  
The female victim advised officers that her boyfriend had assaulted her the night before and had fled the scene this morning. The female provided little information regarding her boyfriend and was uncooperative throughout the investigation.  
During the initial phase of the investigation, officers determined there was an active Protective Order in place between the female and her boyfriend.  
A short time later, officers located the boyfriend a short distance away at a local business. The boyfriend was taken into custody and charged with 53a-223 Criminal Violation of a Protective Order (2 counts), 53a-60b, Assault of an Elderly Person in the Second Degree, and 53a-182 – Disorderly Conduct. The boyfriend was held on a \$50,000 bond.
- In January, Detective Division personnel:
  - Handled 93 investigations, 87 remain ongoing and 6 were closed by investigative methods.
  - Served 35 arrest warrants, 24 by Patrol Officers and 11 by Detective Division personnel.
  - On January 3<sup>rd</sup>, Detectives initiated an investigation into the death of a 47 year old male. The deceased was discovered by a friend who also lived in the home. Personnel from the Detective Division and Office of the Chief Medical Examiner responded. Detectives processed the scene for physical evidence and the deceased was transported to the medical examiner's office for autopsy. This case is currently under investigation.
  - On January 6<sup>th</sup> and 7<sup>th</sup> Detectives arrested 2 suspects, both age 32, after an investigation into an armed robbery that occurred at a Newington gas station on 10/02/14. A multijurisdictional robbery task force consisting of investigators from the Newington, Vernon, Manchester, and South Windsor Police Departments worked together to identify and arrest the suspects for their alleged involvement in a series of armed robberies. Both were charged by warrant with Robbery 1<sup>st</sup> Degree, Conspiracy to Commit Robbery 1<sup>st</sup> Degree, Larceny 6<sup>th</sup> Degree, and Conspiracy to Commit Larceny 6<sup>th</sup> Degree. They were arraigned New Britain Superior Court and held on \$150,000.00 bond.
  - On January 14<sup>th</sup> Detectives began an investigation of allegations that a 26 year old Newington man had sexually assaulted a 9 year old girl. Information received during the initial stages of the investigation revealed that the 9 year old victim had been living in the same home as the suspect and that the alleged assaults occurred within that home. Detectives interviewed the suspect which

resulted in a confession to his involvement in the crimes. The suspect was arrested and charged with two counts of Sexual Assault 1<sup>st</sup> Degree, Sexual Assault 4<sup>th</sup> Degree, and three counts of Risk of Injury to a Minor. The suspect was held on a \$100,000.00 bond.

- On January 15<sup>th</sup>, Detectives initiated an investigation into the death of a 42 year old male. The deceased was discovered outside the residence by his parents who had just returned to the home. Personnel from the Detective Division and Office of the Chief Medical Examiner responded. Detectives processed the scene for physical evidence and the deceased was transported to the medical examiner's office for autopsy. This case is currently under investigation.
- In January, the Community Service Officers (CSO):
  - Attended a multi town meeting on Hoarding.
  - Attended Domestic Violence Lethality Assessment training at CT. Coalition Against Domestic Violence.
  - Participated in Adventures Build Bridges between Youth and Police at Roaring Brook Nature Center. The focus was on learning to read compasses and maps, building fires, staying warm, and building shelter during extreme weather conditions.
  - Conducted a Tour of the facility for a local Cub Scout Troop.
  - Disseminated informational packet to all banks and credit unions in Newington regarding robberies in surrounding towns.
  - Attended a community meeting at Victory Gardens with a focus on a Blockwatch Program.
  - Facilitated two Citizen's Police Academy classes.
  - Constructed Bundles of Love Collection boxes and delivered to 9 collection locations. Bundles of Love collects items for infants in Domestic Violence Shelters.

#### CR/NIBRS Selected Crimes

**December 2014**

**December 2013**

Type of Crime	# of Offenses	Value of Crime	# of Offenses	Value of Crime
Murder	-	-	-	0
Forcible Rape	1	-	1	0
Robbery	3	1,506	0	\$
Assault	8	-	9	0
Burglary	14	9,604	11	\$12,018
Larceny Theft	68	23,103	46	\$620,348
Auto Theft	8	63,785	4	\$19,588
<b>Totals</b>	<b>102</b>	<b>97,998</b>	<b>71</b>	<b>\$651,954</b>
<b>1st Qtr Totals</b>	<b>161</b>	<b>121,352</b>	<b>179</b>	<b>\$318,483</b>
<b>2nd Qtr Totals</b>	<b>216</b>	<b>262,850</b>	<b>216</b>	<b>\$146,310</b>
<b>3rd Qtr Totals</b>	<b>225</b>	<b>474,015</b>	<b>231</b>	<b>\$242,715</b>
<b>4th Qtr Totals</b>	<b>252</b>	<b>221,740</b>	<b>204</b>	<b>\$833,173</b>
<b>Yearly Totals</b>	<b>854</b>	<b>1,079,957</b>	<b>830</b>	<b>\$1,540,681</b>

- In December 2014 the police department arrested 74 adults: 2 for Robbery, 8 for assaults, 1 for burglary, 1 for motor vehicle thefts, 1 for fraud/forgery, 3 vandalism, 1 for sex offenses, 6 for narcotic violations, 3 for offenses against family & children, 7 for DUI, 19 for larceny, and 22 for other miscellaneous offenses. The department also arrested or referred 3 persons under the age of 18 for criminal acts: 1 for assaults, 1 for vandalism and 1 for other miscellaneous offenses
- Police Department Overtime
  - Comparison
    - OT December \$ 83,722      1 holiday
    - OT January \$ 92,373      2 holidays
    - Total increase \$ 8,651
  - There was one officer in the Academy for training, one officer vacancy, one Sergeant vacancy, and two officers on light duty in January. 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.
  - Administration overtime was \$0.
  - Patrol overtime of \$58,846 is an increase of \$4,471. Calls included domestic calls, motor vehicle accident investigations, larceny, burglary, weather related coverage, domestics, court



appearances, warrants, search warrants, Sergeants meeting, holdovers, booking process, two holidays \$22,000, and overtime for time off/vacancies.

- Detective Division Overtime of \$7,079 is an increase of \$3,563. Overtime included serving warrants, a burglary investigation, a sudden death investigation, an autopsy review, and scene processing. Holiday overtime was \$777.
- Communications overtime of \$13,860 is an increase of \$1,185. Overtime included several time off leaves, staffing for weekends to allow for two dispatchers on for all shifts, and two holiday overtime's for \$4,000.
- Education overtime of \$8,908, was a decrease of \$394 for training classes. Training included ERT firearms, domestic violence, lethality assessment, school threat assessment, collect, and practical skills training.
- Support Services overtime of \$3,680 was a decrease of \$274. Overtime included coverage for time off, Youth Council meeting, attendance at the Police Academy, and \$2,000 holiday overtime.
- There was no Animal Control overtime.

## **FIRE DEPARTMENT**

- The following is a report of the activities of the Newington Fire Department for the month of December, 2014. During this period fire department members responded to 43 alarms or emergencies. A summary of these alarms and a manpower response breakdown is detailed below:

	<b>January 2015</b>	<b>7 Months Activity</b>
Residential	6	33
Commercial, Industrial, Office	0	11
Hospital, School	2	10
Vehicle	1	4
Rescue, Police Assistance	5	32
Dumpster, Rubbish, Grass, Brush, Leaves	2	35
Hazardous Materials/Clean up	3	24
Investigative Alarm	16	101
False Alarm	3	55
Mutual Aid/Standby	1	4
Carbon Monoxide Investigation	6	27
Water Related Incidents/Pump-Outs	6	14
<b>Total</b>	<b>51</b>	<b>350</b>

### **Training Summary**

Driver Training	Road Time	7 hours
	Vehicle Orientation	3 hours
Company #1 Training	Winter Driving/Chains	25 hours
Company #2 Training	Electrical Safety	38 hours
Company #3 Training	Snow Storms/Generators	23 hours
	SCBA Air Management	28 hours
Company #4 Training	Risk Management	23 hours
Task Force Training		8 hours
Capitol Region Chiefs Training		6 hours
Firefighter Safety/Survival		8 hours
Multi/Company Training	Ice Rescue #2 & #3	68 hours
Multi/Company Training	Ice Rescue #1 & #4	63 hours
Training Officer Training	Ice Rescue Procedures	12 hours
Officer Training	Walk Through Suputo	54 hours
<b>Total Hours</b>		<b>365 hours</b>

## **FIRE MARSHAL**

- The Fire Marshal's Office completed the following activities during the month of January, 2015.

INSPECTIONS	19
INSPECTION FOLLOW-UPS	23
PLAN REVIEW	2
JOB SITE INSPECTIONS	8
FIRE INVESTIGATIONS	1
FIRE ALARM TROUBLE	0
COMPLAINTS	0
HAZ/MAT	1
BLASTINGS	0

### **Incidents:**

- There were no significant fire incidents or injuries reported in December. Responded to **35** fire calls during January.

### **Fire Marshal's/Chief's Activities:**

- Attended a meeting of the State Fire Code Amendment Sub-Committee at the State Office Building in Hartford to support returning to the NFPA Codes for new construction.
- Attended a meeting of the Statewide Hoarding Task Force at Newington Town Hall.
- Attended the monthly meeting of the Capital Region Fire Marshals Association in Rocky Hill.
- Conducted the quarterly Task Force-51 meeting in Newington.
- Participated in a multi-agency CTfastrak Full Scale Exercise in New Britain. The exercise was a follow up to the previous Table Top Exercise simulating a vehicle/bus collision on the busway.
- Attended a Special Meeting of the Board of Fire Commissioners to review personnel issues. The meeting was held in the Commissioners Conference Room at fire headquarters.
- Attended a meeting with the Town Manager, Finance Director, Board of Fire Commissioners and Command Staff to review the Departments 2015-2016 budget.
- Conducted the quarterly Local Emergency Planning Committee meeting at town hall.
- Attended the monthly meeting of the Capital Region Fire Chiefs Association in Newington.
- Attended a CTfastrak meeting in West Hartford to review the After Action Report for the recent Full Scale Exercise in New Britain.
- Attended the quarterly Employee and Health Safety Committee meeting at town hall.
- Responded to a Mutual Aid call in Berlin along with Engine-5 and Cromwell Engine-1 to provide station coverage for an incident on Route 9.
- Attended a Retirement Party for Newington Police Detective Mike Rugens in the Kalasky Room at fire headquarters.
- Attended several meetings of the Emergency Operation Center staff to review plans for the pending snow storm and participate in the statewide DEMHS Conference calls.
- Attended a Department Heads meeting at town hall to review winter storm emergency plans.
- Relocated the shelter supplies to and from the Chapman Street storage building to the high School for possible shelter activation.
- Attended the monthly Company Drill at the training tower. Topic: Cold Water Rescue- Classroom Session.
- Maintained station coverage at fire headquarters throughout the storm; no fire incidents were reported.
- Attended a meeting with the Town Manager, Police Chief, NVA Chiefs and representatives from AMR to review the town's emergency medical response system and areas for improvement.
- Responded to the scene of a Task Force activation in Berlin; Engine-2 and Task Force units provided station coverage at the Kensington firehouse.

## **HIGHWAY DEPARTMENT**

### **Administration**

- Continued to meet with residents to discuss various issues and concerns.
- Attended project coordination meetings with Engineering Department.
- Attended Department Head and Public Works team meetings.
- Attended Sidewalk Planning Committee meeting.

- Attended Departmental Budget Meeting.
- Attended Safety Committee meeting.
- Attended Local Emergency Planning Committee meeting.
- Continued with contract extension negotiations with MSW and recycling haulers.
- Continued with contract extension negotiations with Covanta Energy and others for MSW disposal.
- Continued with landfill closure project tasks.
- Coordinated textile recycling program at Senior Center and Landfill.
- Attended Inland/Wetland meeting.

#### Roadway Maintenance

- Highway operators continued with Landfill material processing.
- Miscellaneous roadway pot hole patching continued throughout the month.
- Continued with roadside litter removal.
- Cleared out waterway on Stonehedge Drive.
- Completed Target Safety Solutions on-line safety courses.
- Crews completed Town Center snow removal.
- Crews worked on roadside trimming of branches/tree limbs.
- Crews called out 10 times for snow/ice conditions during the month. Total snow accumulation was 25.8 inches.

#### Traffic Division

- Replaced and/or repaired missing/damaged street name and regulatory signs.
- Assisted with Food Share setup.
- Assisted Police Department in relocation/removal of speed detection boxes.
- Assisted Highway crews with snow plowing operations.
- Continued to repair glass panes in bus shelters.
- Assisted Sanitation Department in repairing/replacing recycling containers.

#### Fleet Maintenance

- Mechanics continued with scheduled maintenance and emergency repairs to all Town vehicles and snow fighting apparatus.
- Mechanics assisted with snow plowing.
- All fire apparatus services were completed.
- Completed lettering of all new police vehicles.
- Mechanics continued with the outfitting two (2) new police patrol vehicles.
- Continued with preventative maintenance and emergency repairs to all Town vehicles and equipment.

#### Sanitation/Recycling/Landfill

- Scheduled 394 residential bulk items for collection.
- Scheduled 46 condominium bulk items for collection.
- Scheduled 8 condo/residential scrap metal items for collection.
- 4247 tons of cumulative Municipal Solid Waste were collected from July through December 2014.
- 1465 tons of cumulative recyclables were collected from July through December 2014.
- 514 mattresses and 289 box springs collected for the month from July through December 2014.
- Issued 14 permanent landfill permits and 2 temporary permits.

### **TOWN PLANNER**

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

##### Regular TPZ Meeting on January 14, 2015:

- Approved Petition #46-14: Revisions to Section 6.11 (Sale, Rental Service or Storage of Motor Vehicles). Effective upon publication.
- Approved Petition #48-14: Site Plan Modification at Deming Farm Drive ("Newington Ridge Preserve", formerly "Deming Farm"). Griswold Farms LLC, owner/applicant.

##### Regular TPZ Meeting on January 28, 2015:

- Approved, with conditions, Petition #45-14: Site Plan Modification at 100 Milk Lane ("Saputo Foods"). Saputo Dairy Foods USA LLC, owner/applicant.

#### **Town Planner Activities:**

##### Approved, Pending, and Future TPZ Applications

- January 20: met with property owner and potential applicant for new restaurant on Berlin Turnpike.

- January 22: met with potential applicant for new furniture store on Berlin Turnpike.
- January 22: met with owner of approved residential PUD re performance bond.

#### CTfastrak/Amtrak Corridor Planning:

- January: presented information to TPZ on possible zoning moratorium on higher-density housing in CTfastrak station neighborhoods.

#### Grant-Funded Project Activities

- January: assisted grant consultant with preparation of contractor selection documents for Cedar Village Housing Interior and Exterior Renovations project.
- January: initiated process of selecting an engineering consultant for the Town Center Streetscape Phase VI (Constance Leigh Drive and Lowrey Place) project.

#### Boards and Committees

- January 14: attended bimonthly TPZ meeting.
- January 28: attended bimonthly TPZ meeting.

#### Miscellaneous:

- January 7: attended staff Sidewalk Planning committee meeting.
- January 14: attended regular monthly Public Works staff meeting.
- January 20: attended CCHD ACHIEVE committee meeting.
- January 21: reviewed proposed departmental FY 2015-16 budget with Town Manager.
- January 22: met with 46 Commerce Court owner re outstanding site improvements.

### **TOWN ENGINEER**

- During the month of January, three excavation permits were issued:
  - 1 gas lateral permit
  - 2 gas main permits
- Engineering has been providing administrative support as it relates to the environmental consultant hired to provide wetland delineation at the Landfill (closure per DEEP Stewardship Permit). Engineering has provided the technical assistance in development of the wetland delineation map. This "Map Amendment" application is scheduled for public hearing via the Inland Wetland Commission. The commission, upon review the soil data, testimony of the soil scientist and new mapping, will render a determination.
- Engineering has been also providing administrative support as it relates to the development of the applications for Mill Pond Park (tennis courts) and N.U. (impound lot) site on Garfield Street. The Town has hired an environmental consultant to specifically recommend and lead the restoration design effort. Engineering has dedicated extensive time and effort to assist in the development of these applications. The design support has entailed coordination of meetings, traditional field survey, research of data and plans necessary for the development of the Inland Wetland applications. These applications are scheduled to be received, heard and processed by the full commission.
- The Town Engineer attended the monthly Inland Wetland meeting as staff Agent.
- The Town Engineer attended the monthly Public Works Staff meeting.
- The Town Engineer issued one Inland Wetland Agent approval for drainage adjacent to the Bus Garage on Garfield Street. Reference: Inland Wetland Application 2015-02AA, 159 Garfield Street, applicant B.O.E.
- The Town Engineer attended several wetland (field investigation) meetings to facilitate the development of the necessary applications, plans, data, etc.
- The Town Engineer continues to monitor the progress with the DEEP design efforts associated with the future maintenance work scheduled for Piper and Mill Brooks. The DEEP is developing final plans for these brooks and others tying into the south branch of the Park River. Maintenance activities will include the removal of sediment, animal burrows, woody vegetation within the Flood Control embankments and floodway areas. The flood control project limits in Newington are located on Piper Brook from the West Hartford town line west to Main Street (approx. 500' west of Main). Maintenance on Mill Brook will extend from the confluence of Piper Brook south to the bridge at Dowd & Main Street (Approx. 500' south of the bridge). Maintenance activities will be conducted within the areas of the project limits as determined by the DEEP. The project is expected to be bid in early spring with construction activities commencing in the summer months. Proper documentation including mapping, maintenance and operation agreements is currently being generated by the DEEP. The DEEP has indicated they may develop a website portal to inform residents about the project.

- Engineering has completed the field survey necessary to facilitate creation of the construction plans for Olympia and Oregon Streets. The traditional field survey is the preliminary activity in preparation for drafting and design scheduled for the later winter months. Design will include; an estimated cost, drainage analysis (edge drain as needed), improved horizontal and vertical geometry as necessary.
- Engineering staff has prepared estimates for the C.I.P. (FY 2015-16). These estimates are both for engineering related infrastructure and other projects for various departments. The preparation of these estimates will require research, field reconnaissance (or survey), conceptual design and calculation efforts. The Town Engineer and Highway Superintendent will continue to evaluate the roadways scheduled in the 5 year C.I.P. Appendix.

**BUILDING DEPARTMENT**

- A Building Permit was applied for and is under review for a new Residential House to be located at 19 Stafford Avenue.
- Two Permits were issued for new townhouses located at 29 Harvest Court and 31 Harvest Court.
- A Permit was issued for a new dental office to be located at 3579B Berlin Turnpike.
- Seminars attended by our Inspectors for their continuing education credit were:
  - D. Jourdan - Significant Changes to the A117.1 Accessibility Standard, 2009 Edition - Jan. 15, 2015
  - R. Smith - Significant Changes to the A117.1 Accessibility Standard, 2009 Edition - Jan. 15, 2015
  - A. Hanke - Significant Changes to the A117.1 Accessibility Standard, 2009 Edition - Jan. 15, 2015

Building Department activity for the month of January was as follows: The Inspectors completed a total of 135 inspections. They were: Apartment Inspection (1), Above Ceiling (2), Boiler (5), CO (4), Electrical (9), Final (51), Footing (3), Foundation (4), Framing (3), Gas Line (22), Hot Water Heater (1), Insulation (3), Mechanical (3), Roofing (3), Rough (19), Siding (1), Site Visit (1).

The total number of Building/Renovation Permits issued for the month of January was **119** producing a total permit value of **\$2,862,868.00**.

They are categorized as follows:

<b><u>TYPE OF PERMIT</u></b>	<b><u># OF PERMITS</u></b>	<b><u>VALUE OF PERMITS</u></b>
ADDITIONS / ALTERATIONS	29	1,221,272.00
DECK	0	0.00
DEMOLITION	0	0.00
ELECTRICAL	31	274,435.00
FENCE	0	0.00
FIRE SUPPRESSION / SPRINKLER	0	0.00
FOOTING / FOUNDATION	0	0.00
FUEL TANK	0	0.00
GARAGE / SHED	0	0.00
MECHANICAL	27	157,561.00
NEW COMMERCIAL	0	0.00
NEW MUNICIPAL	0	0.00
NEW RESIDENTIAL	3	697,920.00
PLUMBING	18	470,500.00
POOL	0	0.00
ROOFING/SIDING	5	30,800.00
SIGN	6	10,380.00
TENT	0	0.00
TRAILER	0	0.00
<b>TOTAL</b>	<b>119</b>	<b>\$2,862,868.00</b>

The total Building income fees received in the month of January was **\$32,827.00**

The total fees for other income were as follows: Town Planning and Zoning (Applications/Publications) \$275.00, Environmental \$120.00, Conservation \$100.00, Zoning Board of Appeals \$0.00, Copies, Books

and Maps \$44.50, Driveway / Excavation \$425.00 Engineering copies \$58.00. The other total income is \$1022.50.

Below is a comparison of the Permit Values for January 2015 and January 2014:

	<u>2015</u>	<u>2014</u>
Value of Permits issued for January:	2,862,868.00	\$2,835,950.00
Fees for Permits issued for January:	\$32,827.00	\$31,895.00
Other income Fees for January:	\$1022.50	\$507.00
Building Permits Issued for January:	119	99

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

<u>2014-2015</u>		<u>2013-2014</u>	
Value	Permit Fee	Value	Permit Fee
\$14,734,222.00	\$176,123.00	\$14,690,770.50	\$192,762.00

### **HUMAN SERVICES**

- The Food Bank assisted 56 households with 247 bags of groceries distributed. The lower numbers stem from holidays and several snowstorms.
- Open Air Market served 103 households during 2 bi-weekly distributions this month.
- The Clothing Closet served 11 households, providing 14 bags of clothes, again the lower numbers are related to the holidays and snow storms.
- The Special Needs Fund assisted 6 households with 7 bills, 2-housing, 1-medical and 4 utility bills.
- The Social Casework Program continues to be busy with 88 cases. 31 were new referrals.
- The Youth and Family Counseling Program had 15 active cases, and 3 were new. Clinicians provided 30 clinical therapy sessions with a total of 38.5 clinical service hours.
- Winter SCORE registration closed January 28, 2015 with an anticipated active cycle beginning February 10, 2015
- The 11<sup>th</sup>-12<sup>th</sup> grade NHS Self-Awareness class wrapped up their semester. The 9<sup>th</sup>-10<sup>th</sup> grade semester will begin in February.
- January ALPS classes finished up with final challenges in January. Modifications continue to accommodate the shortened classes and school closings
- Adventure Builds Bridges with Youth and Police continued this month through June, 2015. We have great, consistent attendance with the 24 youth participating.
- Our new Leadership Education Advisor Development (LEAD) program began this month to develop high school mentors that will be with our youth programs year round and take a leadership role with summer mentors
- There were 4 requests for community service. 25 hours were completed. Some requests were carried over for completion into February.
- There were 2 JRB referrals this month.
- Several staff attended workshops, trainings and meetings throughout the month.
- Human Services hosted a state wide Hoarding Task Force working group meeting on January 7<sup>th</sup>. Subcommittees gave reports and then met with their committees as we prepare for the upcoming Hoarding Conference to be held in May at CCSU and in preparation of the State formalizing the task force, we will need to prepare testimony.
- The department was approved for a mini grant through CT Youth Services Association that would provide some funds to enhance our Juvenile Review Board program. Funds will be used to further develop a resource list of community service partners/options that can/will accommodate youth needing to complete court-ordered or JRB required community service hours.
- College interns, Stephanie Soto and Emily Mednick started their Spring semester internships.
- Several staff attended the monthly CERT meeting, which included a presentation on HAM radios
- Director Futoma provided an emergency preparedness presentation to the Deaf Senior Club.
- Carol LaBrecque and Karen Futoma attended the farewell reception for Gloria McAdam, the founding Executive Director of Foodshare. She has retired after 30 years and moved back to upper state New York to accept a similar position in the community she grew up.

**January 2015 Statistics**

<b>Selected Programs</b>	<b>FY 14-15 Undp. Total This Month</b>	<b>FY 14-15 Undp. Total Last Month</b>	<b>FY 14-15 Cum. Undp. Total YTD</b>	<b>FY 13-14 Cum. Undp. Total YTD</b>
<b>Youth and Family Counseling</b>	<b>15</b>	<b>11</b>	<b>22</b>	<b>64</b>
<b>Positive Youth Development</b>	<b>115</b>	<b>180</b>	<b>1949</b>	<b>1522</b>
<b>Information and Referral</b>	<b>528</b>	<b>1419</b>	<b>6619</b>	<b>4443</b>
<b>Social Casework Cases</b>				
<b>Under 55 = 52</b>				
<b>Over 55 = 36</b>	<b>88</b>	<b>103</b>	<b>338</b>	<b>392</b>
<b>Food Bank Households</b>	<b>56</b>	<b>117</b>	<b>999</b>	<b>1028</b>
<b>Special Needs</b>	<b>6</b>	<b>3</b>	<b>52</b>	<b>67</b>

**SENIOR AND DISABLED CENTER**

- The winter weather put a damper on activity at the Center this month. With Monday storms and the MLK Jr. Holiday, the Center was only open one Monday. On days the Center was open, fewer participants attended.
- Casey Biega, Licensed Funeral Pre-Need Counselor from Newington Memorial Funeral Home provided a presentation about the importance of funeral planning on January 8<sup>th</sup>. This was a request of the Aging Mastery Program participants.
- Similarly, Bel-Air Manor of Newington sponsored a program about durable medical equipment: what it is and how it can help. Social Worker Teri Snyder gave information about Medicare coverage for this equipment on January 15<sup>th</sup>.
- The Center's Self-Assessment Process continued throughout the month with committees meeting and gathering information. Former CCHD Community Health Coordinator Hilary Norcia was recruited to assist with the process to keep it on track.
- A survey was sent to all Fitness Plus members (those who are registered to use the Fitness Center) to gauge interest in a new series of workshops to be lead by exercise physiology staff of Cedar Mountain Commons Good Life Fitness Program.
- Tina Bradbury of Newington Rapid Recovery Rehab Center (formerly Newington Health Care) returned to provide a beautiful nail polish manicures on January 28<sup>th</sup>.
- The Center currently has 1636 paid members. There are 808 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 2327 by 451 people. The actual number attending the center is significantly higher with approximately 1/3 of participants scanning in for programs.
- Dial-a-Ride provided 1184 trips covering **3217** miles during regular hours. The total number of riders was 109.
- Center staffing was complemented by 567 hours of unpaid service in 195 instances by 44 volunteers.

## **PARKS AND RECREATION**

### Administration

- Superintendent met with members of the Public Works Committee.
- Superintendent met with union representatives regarding various personnel issues.
- Superintendent met with Lou Jachimowicz involving school projects.
- Superintendent met with staff regarding various work assignments and issues.
- Superintendent met with Town Engineer, Chris Greenlaw, on various projects.
- Superintendent met with Asst. Bldg. Inspector, Richard Smith.
- Superintendent met with the Building Committee and gave a presentation.
- Superintendent submitted Parks & Recreation operating budget to the Town Manager.

### Recreation Division

- Most winter programs began in early January, and registration is ongoing. New programs offered for the winter session include a children's sculpture workshop, children's magic workshops, a youth employment education program, winter break program for children and a gentle yoga class for seniors or adults.
- We are currently accepting applications for seasonal summer employment.
- An Open House at Creative Playtime Preschool Program's Open House was held on Thursday, January 15<sup>th</sup>. Six families attended.
- Staff has been communicating with facilitators to secure camp programs for the summer.
- Registration for Creative Playtime Preschool Program for the 2015-2016 school year began on January 27<sup>th</sup> for current families and siblings.
- Preliminary planning has begun for the July 19<sup>th</sup> Extravaganza.
- A 7<sup>th</sup> & 8<sup>th</sup> grade dance was held on January 16<sup>th</sup> with 300 youths in attendance. Two full shopping carts of food were donated to Human Services.
- The information for the 2015 Golf Tournament was mailed to town businesses and last year's Tournament participants and sponsors. M. Lach will be working to secure new sponsors for this year.
- Camp Sunrise Applications are now available on the town website and being accepted through Glastonbury Parks & Recreation beginning February 3. Camp Sunrise is a summer recreational program for special needs children ages 3 to 21 with physical, intellectual, developmental and/or other health impairments. This program serves Newington, Glastonbury, Rocky Hill, Wethersfield and Cromwell.

### Upcoming – Recreation Division

- The Spring Program Guide will be distributed to Newington residents in the March issue of Newington Life, which is scheduled for distribution at the end of February.
- Another Open House at Creative Playtime Preschool Program's Open House is scheduled for Wednesday, February 4<sup>th</sup>.
- Planning will begin shortly for the 2015 Summer Playground program.
- A meeting with representatives from spring youth and adult sports teams and NHS Athletic Director Chris Meyers will be held in February to determine and coordinate field needs.
- A meeting with the Men's Softball Advisory Committee will be held next month to discuss rules and regulations for the upcoming season. The Committee will then meet with representatives from all teams who are planning to participate in the 2015 season.
- Contracts for the fireworks and carnival for the 2015 Extravaganza will be secured in February.

### Parks and Grounds

- Crew members worked between snow storms removing overgrown brush on Alumni Road.
- Crew members also began pruning the crabapple trees on the town facilities and roadsides.
- Crew members took down the Christmas decorations early in the month and put them in storage.
- Division personnel responded to nine incidents of snow/ice.
- There were 11 interments in Town Cemeteries this month.
- Division personnel were offline a total of 33 days this month.



## LIBRARY

- Tax forms: The IRS made the decision to not send out most federal tax forms and publications to libraries for the public. The only paper forms the library will receive are the 1040, 1040A and 1040EZ. This does not include the instruction booklets. The library will have a reproducible book of most of the forms that can be photocopied for a fee. People can go to the IRS website to download and print out forms or they can order forms and publications either online or by phone to have the forms delivered to their homes. Not all publications will be sent and we are finding that it is taking longer than 2 weeks to get the deliveries. The staff at the library is helping patrons navigate the process and assisting people who want to order forms on line. A link is on the library website to give direct access to federal and state tax information. This change in the delivery of the forms was never communicated to the library until mid-January. Many adults have expressed a lot of frustration with the way it was handled and for the people without computer access the process is very cumbersome and costly because of the printing fees.
- Michelle Royer began her new position as the new Head of Community Services on January 20, 2015. Her first day included attending the monthly Chamber of Commerce Board meeting, training on the adult information desk and working on upcoming programs. She is enjoying her new position and doing a great job.
- The Friends of the Library had its *Annual Beer, Wine & Cheese* event on Friday, January 23<sup>th</sup>. This popular annual fundraiser offered beer and wine tasting courtesy of Connecticut Beverage Mart, entertainment by the Trainor Sisters, cheese, crudites and refreshments and a teacup auction. 137 people attended.
- The 2015-2016 library budget was submitted to the Finance Department on Jan. 2 with a 0% increase. Library Director met with the Town Manager and the Finance Director on Jan. 21 to review it.
- The library board of trustees offered a tour of the library building for the Town Hall Renovation Committee and the Town Council on several days in January. On January 13, Library Board President Anna Eddy, Library Trustee Maureen Lyons and Library Director Lisa Masten did a presentation for the Town Council on the space needs of the library, specifically the lack of space. The presentation included a digital slide show of all the areas that are bursting at the seams as well as discussion about the library's current space issues.
- RFID tagging for the Library Automated Collection Management CIP project continued. Staff and volunteers are placing RFID tags on library materials and encrypting the necessary information on each tag via specialized software. The tagging process will take several months to complete.
- The cold and snowy weather has impacted patrons' ability to access the library. The library had fewer people entering the building and attending most of the programs. The snowy days as well as the frigid temperatures were not conducive for anyone to be out and about especially at night.
- The pet themed winter reading programs "*Fetch a Good Book*" kicked-off for both the children and adults. 140 adults braved a bitter, cold winter day on January 8<sup>th</sup> to attend the adult winter reading kick-off and registration program. Adults who came received a free gift, a paperback, were eligible to enter the prize giveaway drawing and were able to enjoy the many reading suggestions and delicious snacks. 250 adults had registered by the end of the month. The children's kick-off was held on Saturday, January 10 with fun animal crafts and pet movies. By the end of the month, 190 children had registered online.
- In conjunction with the winter reading programs, Circulation Supervisor Susan Schneider spearheaded a fun project called *Blind Date with a Book*. Hundreds of books and audio books recommended by staff were wrapped and labeled with genre information such as Romantic Suspense, Military Fiction or Biography and then put out on display. Patrons checked out these books not knowing exactly what they were getting other than the genre of the book. When they got home, they unwrapped the book, hopefully read it and then rated it. If they returned the rating card, they were entered in a special drawing for this promotion. The idea of this project was to introduce patrons to authors or books they may otherwise not have selected themselves. The books were displayed on January 23 and by the end of the month 98 books were checked out. This has been a great collaborative project with staff from all of the departments pitching in to help make this happen.
- January services for children included 51 programs to a combined audience of 1,090. In addition to the winter reading kick-off, each Saturday an activity/makerspace table was set up that included *Curious George Dramatic Play* with doctor's tools and George as the patient as well as many pet themed crafts. Other highlights included a *Stuffed Pet Adoption Day*, *Nutmeg Mania*, *Tales to Tails*, *Pajama Yoga* and

*Construction Club*. The many story times and outreach programs to pre-schools and daycares rounded out the month.

- During the month of January, the only month that programming slows, the library was able to offer 11 programs for teens and adults to a combined audience of 263. Programs for teens included *Teen Dungeons & Dragons Club*. In addition to the adult winter reading kick-off, adults programming included Brown Bag it With a Documentary- "Fetching Documentaries" series featuring animal themed documentaries such as *And Man Create Dog* and *DisneyNature Bears*. *Songs of Freedom*, a concert that helped celebrate Martin Luther King Day with soprano Jolie Rocke Brown and a lunchtime book discussion about the book *The Guernsey Literary and Potato Peel Pie Society* were also offered.
- In technology news:
  - As mentioned before RFID continued.
  - Several technology programs were offered during the month: "Get to Know Your iPhone, Get Started eReading with Overdrive, Tech 4 U, Tech Troubleshooting with Teens and Tech Sandbox.
  - Additional eMagazine titles were added through the library's Zinio subscription.
- Use of downloadable media: 2,861 ebooks including children's *Tumblebooks* and audio books were downloaded. 280 songs were downloaded or streamed from *Freegal*, 131 digital magazines were downloaded and 50 movies were downloaded via the new service *Hoopla*. Popular online resources included *Ref USA*, *Atomic Training*, *Morningstar*, and *Health and Wellness Resource Center*. In facility related issues, the freezing temperatures caused for a pipe to freeze and burst in the adult stacks at the rear of the building. We lost 50 book due to water damage. Apparently the pipe was not insulated and there was a question as to whether the heat that runs through these pipes had been turned off. The cold temperatures also made for cold working conditions at the circulation desk and the adult information desk due to the wind tunnel effect caused by the way the front doors open. All the cold is pulled in all the way down to the information desk. The boiler that heats the building was problematic throughout the month, shutting down several times for no apparent reason. A part was replaced but it did shut down even after that.

Topics of Interest:

1. Arborists and tree farms in CT.
2. How to get a birth certificate from Guam.
3. How to repair a chimney.
4. What was the year that the original Madeline published? (1939 the year the library opened)
5. How to control aggression in dogs.

MONTHLY STATISTICAL REPORT				
JANUARY 2015				
	2,015	2,014	Gain/Loss	%Gain/Loss
<b>CIRCULATION</b>				
ADULT	20,804	21,150	-346	-1.64%
CHILDREN	9,864	10,679	-815	-7.63%
YOUNG ADULT	643	696	-53	-7.61%
DVD'S	7,071	7,459	-388	-5.20%
<b>Digital Services</b>				
DOWNLOADABLE BOOKS	2,861	3,450	-589	-17.07%
DOWNLOADABLE MAGAZINES	131	250	-119	
DOWNLOADABLE MUSIC	280	196	84	
DOWNLOADABLE MOVIES	50	0	50	
E-READERS	22	23	-1	-4.35%
<b>Other</b>				
MUSEUM PASSES	49	45	4	8.89%
TOTAL CIRCULATION	<b>31,311</b>	<b>32,525</b>	-1,214	<b>-3.73%</b>
CUMULATIVE CIRCULATION YTD	<b>226,981</b>	<b>218,568</b>	8,413	<b>3.85%</b>
DAYS OPEN/MONTH	28	29	-1	-3.45%
AVERAGE DAILY CIRCULATION	1,118	1,122	-3	-0.29%
PATRON COUNT	13,883	16,331	-2,448	-14.99%
AVG. PATRON COUNT PER DAY	496	563	-67	-11.95%
SELF CHECKOUT CIRCULATION	0	391	-391	
TOTAL # CARDHOLDERS	13,785	11,711	2,074	17.71%
SUNDAY CIRCULATION	2,193	2,259	-66	-2.92%
SUNDAY PATRON COUNT	982	1,441	-459	-31.85%
<b>PUBLIC SERVICES</b>				
TOTAL REFERENCE QUESTIONS	5,072	5,474	-402	-7.34%
TOTAL COMPUTER USE	2,602	3,177	-575	-18.10%
TOTAL DATABASE SEARCHES	7,840	9,604	-1,764	-18.37%
WEBSITE VISITS	9,969	5,922	4,047	68.34%
INTERLIBRARY LOAN--LOANS	2,773	968	1,805	186.47%
INTERLIBRARY LOAN--BORROWS	1,641	658	983	149.39%
PROGRAMS CHILDRENS	51	65	-14	-21.54%
PROGRAMS CHILDRENS ATTENDANCE	1,090	1,837	-747	-40.66%
PROGRAMS TEEN	2	2	0	0.00%
PROGRAMS TEEN ATTENDANCE	5	16	-11	-68.75%
PROGRAMS ADULT	12	7	5	71.43%
PROGRAMS ADULT ATTENDANCE	258	118	140	118.64%
NOTARY TRANSACTIONS	18	17	1	5.88%
VOLUNTEER HOURS	151	106	45	42.79%
MEETING ROOM USAGE-OUTSIDE GROUPS	18	12	6	50.00%
MEETING ROOM USAGE-LIB. PROGRAMS	65	49	16	32.65%
STUDY ROOM USAGE^	185	241	-56	-23.24%
TOTAL LIBRARY HOLDINGS (ITEMS)	182,546	180,746	1,800	1.00%

^One study room is currently closed for staff usage