

# TOWN OF COVENTRY



## QUARTERLY REPORTS

July 1 – September 30, 2012

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**Cover photo:** *Eagleville Dam in autumn. Photo by Laura Stone.*

# Finance Department

## Finance

The general purpose of this office is to provide oversight to the financial offices and financial systems of the Town of Coventry. These include the assessment of all taxable and exempt property, the collection of all receipts paid to the town, the recording and processing of all expenses, revenues and general ledger postings, the maintenance of cash balances, and the pension plan. In addition, this function supports and maintains the town's information technology system.

## General accomplishments

- Live installation of financial management software. Completed the process with the go live for the payroll module. The new systems being used are accounts payable, general ledger, payroll, budget and distributed purchase order entry.
- Final pension preparation for nine retirements, eight current and one deferred.
- Payroll calculations for two employee terminations. New hire orientation for replacement employees.
- Preparation of final year end reports for review by auditors.
- Final negotiations for Public Works union.
- Tax Sale coordination
- Assessor's office staffing, fill vacancy of Asst. Assessor and hire temporary staff to serve during the absence of the Assessor.

## Meetings attended

Finance Committee of the Town Council  
Pension Committee for the Town of Coventry  
School Roof Bldg committee  
Cemetery Commission meetings  
CIRMA Operations & Underwriting  
CIRMA Investment Advisory Committee

BOE/Town Technology committee  
Town worker safety committee  
Town GIS coordinating committee  
BOE/Town IT coordination  
Public Deposit Working Group

# Collector of Revenue

July is always an extremely busy month processing tax and COVRRRA payments. The lines of taxpayers paying in person remained manageable thanks to the dedicated efforts of Assistant Collector Rosemary Klambt, Revenue Clerk Carrie Zahner and seasonal clerk Taylor Vann. Their professional manner and courteous regard was noted by many and appreciated by all. The volume of mail increases significantly this time of year. We were able to process the mailed payments quite well until the last few days of July when we are flooded with stacks of mail each day. This same week also shows a sharp increase in the number of in-person and online payments.

August continues to be a heavy collection month because we still receive mail with good postmarks to process as well as late payments that require special handling. This additional handling is in the form of partial payment letters for those accounts that have a balance due because interest was not included with the late payment. During this time, we are also adjusting many tax bills based on certificates of correction issued by the Assessor's office. This quarter we processed approximately 541 certificates of correction. By the end of August, more than 856 sewer use bills were prepared, printed, and mailed with a September 1<sup>st</sup> due date.

During August and September, we continued to update with current figures and notify in writing those accounts scheduled for the tax sale in June. This update and written notice will continue on a monthly basis so that all parties continue to stay informed. Sewer use payments were steady throughout the month with the expected increase in volume during the last few days of the pay cycle.

Much of September is also spent in preparation of the Annual Report as well as the Annual Audit. The Annual Report was submitted October 4, 2012. The auditors were expected during the second week of October.

The report of collection for the first quarter is attached.

Collected during July 1, 2012 through September 30, 2012					
Paid to Beth Bauer, Treasurer, Town of Coventry					
		Property Tax	Interest	Liens & Costs	Total
<b>Grand List</b>					
	1996				
	1997	16.80	43.09	0.00	59.89
	1998	17.50	41.74	24.00	83.24
	1999	50.26	99.16	48.00	197.42
	2000	145.93	305.07	48.00	499.00
	2001	247.04	449.74	48.00	744.78
	2002	244.92	401.60	48.00	694.52
	2003	104.78	901.39	48.00	1,054.17
	2004	1,133.01	925.30	72.00	2,130.31
	2005	3,399.40	3,891.42	72.00	7,362.82
	2006	5,757.96	4,181.18	96.00	10,035.14
	2007	13,971.92	8,461.82	120.00	22,553.74
	2008	18,497.51	9,162.30	264.00	27,923.81
	2009	30,731.30	10,492.24	216.00	41,439.54
	2010	<u>100,263.39</u>	<u>16,068.56</u>	<u>816.00</u>	<u>117,147.95</u>
		174,581.72	55,424.61	1,920.00	231,926.33
<b>Current</b>	2011	14,350,303.99	13,020.41	0.00	14,363,324.40
<b>Current SMV</b>		0.00	0.00	0.00	0.00
	<b>Totals</b>	<u>14,524,885.71</u>	<u>68,445.02</u>	<u>1,920.00</u>	<u>14,595,250.73</u>
<b>Current 110</b>	6010	40211	14,350,303.99		
<b>Delinquent</b>		40212	174,581.72		
<b>Int &amp; Liens</b>		40213	70,365.02		
<b>SMV</b>		40214	0.00		
			<u>14,595,250.73</u>		
<b>Sewer Assess 205-7722</b>	40211	59,539.98		<b>Sewer User</b>	40211
<b>Interest, Liens, Per Diem</b>	40213	4,899.58		<b>Interest &amp; Liens</b>	40213
		<u>64,439.56</u>			<u>214,953.15</u>
<b>COVRRRA</b>				<b>State Leases</b>	0.00
<b>Current 218-7601</b>	40211	808,128.11		<b>Special Duty</b>	9,139.52
<b>Delinquent</b>	40212	22,113.57			
<b>Interest &amp; Liens</b>	40213	12,734.18			0.00
		<u>842,975.86</u>			0.00
					0.00
		<b>Total</b>	<b>\$15,726,758.82</b>		

# Assessor

## July

July, as usual was a busy month for the Assessor's Office. This is the month where we have the most traffic from taxpayers coming in to inquire about their tax bills. In general this was a typical July where our office worked on motor vehicle corrections that were sparked by residents receiving tax bills for vehicles that they didn't own or had junked after October 1<sup>st</sup> of 2011. During this month our office corrected 101 motor vehicle and real estate assessments.

## August

August 8<sup>th</sup>, Pat Alessi started as Interim Assessor. August was a good month for catch up after a busy July for the Assessor's Office. The board will be meeting once this year due to the few appeals from the valuation process used by the town's Assessor. During this month our office corrected 43 motor vehicle and real estate assessments. We also prepared our mailing early for personal property.

## September

September 10<sup>th</sup>, Rachel Lewandowski started as Assistant to the Assessor. September was spent preparing for personal property and getting them out in the mail by the 2<sup>nd</sup> to last week in September. Our office gathered information for new accounts through several different ways. We used new permits that were taken out for home businesses, trade name certificates, and the department of revenue service to discover new accounts. With this information we created a database for all filers and were able to expedite the printing and mailing of our declarations giving taxpayers more time to file prior to the November 1st deadline.

During this month our office corrected 13 motor vehicle and real estate assessments.

Deadline for filing veterans DD214's "veterans discharge from active duty" was September 30<sup>th</sup>. Cards were made up for any new veterans and their exemption was applied to record of ownership if applicable. The remaining will be held for application to Motor Vehicles.

Rachel caught up with all transfers dating back to May 1, 2012. We are current through October 1, 2012. The office was able to complete through October 1, 2012 by the end of the month.

The Board of Assessment Appeals also conducted their September meeting on the 12<sup>th</sup>. The board had 11 new appeals scheduled, to which 6 did not appear for their scheduled appointment, leaving 5 reduced for a total reduction of \$43,030.00.

Lastly, the Town Attorney worked with the Assessor to come up with a fair conclusion to avoid the extra expense of going to trial with the last court case from Revaluation. It was a 'split the difference' decision on each of the two lots own by Mr. Younge both on Woodland Road.

Pat continues to go through the building permits for assessment corrections. She started mid-September and will continue until all inspections are complete.



*COVENTRY LAND USE OFFICE*

QUARTERLY REPORT FOR:  
*JULY, AUGUST, SEPTEMBER*

~ 2012 ~

Eric Trott

*Director of Planning and Development*

Michael Antonellis

*Planning Technician/Zoning Enforcement Officer*

Todd Penney

*Inland Wetlands Agent/Town Engineer*

Heidi Leech

*Permit Technician*

**PLANNING AND ZONING COMMISSION**

YEAR **2012**

**JULY, AUGUST, SEPTEMBER 2012**

<b>APP. #</b>	<b>TYPE</b>	<b>DATE REC'D.</b>	<b>DATE PZC ACKN.</b>	<b>ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT</b>	<b>DATE OF DECISION</b>	<b>ACTION A/D/W/P*</b>
12-08	ZR	7/23/12	7/23/12	Riley Mountain Rd., 13-Lot Subdivision	10/9/12	A
12-09S	S	7/31/12	9/13/12	Coventry Motor Car Expansion, 2132 Boston Tpke. Special Permit	10/9/12	A
12-10S	S	8/23/12		Paulette and Jon-Paul Smith, 102 Rabbit Trail, Special Permit	9/24/12	A

Special Permit – S  
Zone Change – ZC  
Subdivision Regulations – SR

Zoning Regulations – ZR  
Site Plan Review - SP  
Permit Amendment – A  
Extension Request – E  
Scenic Road – SC  
Special Exception – SE  
Declaration of Nonconforming Use – N  
Subdivision – No Code Letter  
Garage – G

A - Approved  
D - Denied  
W- Withdrawn  
P - Pending

## **PLANNING AND ZONING COMMISSION**

YEAR **2012**

**JULY, AUGUST, SEPTEMBER 2012**

### **DISCUSSION AND ACTION TOPICS**

- Reviewed zoning referrals from the Towns of Willington, Columbia, Mansfield and Bolton on various regulatory changes being proposed.
- Staff reported on the hiring process for the Zoning Agent as well as the Permit Technician positions.
- Discussed status of the Lakeview Restaurant addition construction the temporary use of the outdoor patio area.
- Discussed recently adopted fee ordinance which now requires the applicant to pay for legal notice costs.
- Discussed a permit issuance matter involving a shed on Maple Trail that was located too close to the road.
- Discussed status of historic structure reconstruction project of Stewart on Knollwood Drive.
- Held a preliminary subdivision review with Charles Brown who is proposing a 13 lot open space subdivision of his property on Riley Mountain Road.
- Discussed the Main Street Investment Grant that Staff is preparing to submit to seek funding for a variety of Village enhancements.
- Discussed subdivision extension request of Nordic Builders for Windswept Farms Subdivision.
- Discussed subdivision extension request of Liberty Croft Estates LLC for Liberty Croft Estates Subdivision.
- Continued review of current PZC by-laws and made recommendations for revisions to be reviewed by the Town Attorney.
- Reviewed and approved special permit modifications for Bidwell Village.

**JULY, AUGUST, SEPTEMBER 2012****DISCUSSION AND ACTION TOPICS**

- Discussed status of Francesca's Italian Bistro – they are pursuing additional space by renting the next door unit.
- Discussed the events associated with the Town's 300<sup>th</sup> Celebration – the chairman of the committee reviewed the variety of events planned.
- Discussed the efforts of Staff to work with Teleflex on their proposal for a building addition – Teleflex management is considering the Coventry site as well as a New Hampshire site for the expansion.
- Discussed the successes of the Farmer's Market season.
- Discussed the status of the patio construction at the Lakeview Restaurant – staff continues to work with the owner to gain the necessary approvals.
- Discussed the status of the addition construction at the Bidwell Tavern – certificate of use issued.
- Discussed the Safe Routes to School sidewalk grant awarded to the Town as well as the status of the STEAP Village sidewalk grant and DOT project in the Village.
- Discussed the EDC's project with the local restaurants – 'historic 1712 deals' – in celebration of the Town's 300<sup>th</sup> celebration – to advertise and highlight local restaurants during the month of September.
- Discussed the status of the Request for Proposal for adaptive re-use of the former DPW site.
- Discussed the status of the pending Regional Performance Incentive Grant for a regional economic development staff and how it relates to the UCONN Technology Park project.
- Discussed the completion of the RTE 6 Regional Economic Development Council's work on the transportation study.
- Discussed the status of the revision to the State's Plan of Conservation and Development. Staff is to provide comment on the local Plan implications.
- Discussed the status of the RTE 44 sewer project.
- Discussed the submittal of the Town's OPM Main Street Investment Fund Grant, which will provide funds for a variety of initiatives for the Village.
- Discussed the status of the design of the development for the Fagan property, next door to the Town Hall.
- Discussed Christmas in the Village activities.
- Discussed potential plans for a Coventry Business organization.
- Discussed CT Water Company expansion plans. Town met with staff from Company to be involved with planning efforts.
- Discussed Staff correspondence to St. Francis Hospital to generate interest in a location in town.
- Discussed plans to organize a business event. A business survey is planned to be conducted as well as a presentation on social media.
- Discussed the new owner of the former Daisy's Creamery.
- Discussed Staff meeting with Tom Topping to evaluate plans for combining properties to construct a gas station/convenience store.
- Continued work on the Commission brainstorming work to assist in formulating Commission projects.

**ZONING ENFORCEMENT**

YEAR **2012**

**JULY, AUGUST, SEPTEMBER 2012**

Michael Antonellis, Zoning Enforcement Officer (September)

Eric Trott, Acting ZEO (July, August)

ZONING PERMITS ISSUED = **\*40**

Single Family Dwellings	8
Condominiums	0
In-Law Apartments	0
Accessory Structures	
Decks/Porches	15
Sheds/Gazebos	6
Barns	2
Detached Garages	0
Pools	7
Other	2
Residential Additions/Attached Garage	8
Commercial Use/Signage	1
Home Occupation	2
Others:	2
Interior Renovations	3
Agricultural buildings	0
Total	<u>56</u>

\* Total Differs due to more than one item proposed on a single zoning permit.

CERTIFICATES OF USE AND OCCUPANCY = **24\***  
(Signed for zoning compliance by ZEO)

Single Family Dwellings	6
In-law apartment	3
Condos	1
Accessory Structures	
Decks/Porches	4
Sheds/Gazebos	4
Barns	1
Detached Garages	1
Pools	4
Other	1
Residential Additions/Attached Garages	4
Commercial Use/Signage	0
Total	<u>29</u>

**ZONING ENFORCEMENT (Cont'd)**

YEAR **2012**

**JULY, AUGUST, SEPTEMBER 2012**

\* Total differs due to more than one permit included on single C.O.  
When compared to last quarter, the number of zoning permits tripled in number. Compared to last quarter, the number of certificates of use and occupancy nearly doubled.

**INSPECTIONS**

Erosion and Sediment Control	0
Limits of Clearing	0
Certificates of Occupancy	0
Pre-Approval Inspection	0
Seed and Mulch Bond Release	0
Zoning Complaints (initial & follow-ups)	0
Blight Complaints (initial & follow-ups)	0
Street Number Assignments	0
Other (Proposed Demolitions)	0
Total	<u>0*</u>

\*Due to the absence of the ZEO, inspections not tabulated.

**VIOLATION/ENFORCEMENT INSPECTIONS (NEW)**

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	0
Drainage	0
Permit Conditions Not Met	0
Non-permitted Activity or Structure	0
Signage	0
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
Junk Yard	0
Greater than 1 unregistered motor vehicle	0
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	0
Blight complaints	0
Total	<u>0</u>

\*Due to the absence of the ZEO, inspections not tabulated.

**JULY, AUGUST, SEPTEMBER 2012**

**News from Zoning Department**

The Zoning Agent resigned from the position in mid May. New Zoning Agent began position in September.

Zoning Enforcement and Blight Enforcement began in October, picking up where old Zoning Agent left off.

**Storm-Water Mitigation**

New GIS projects include identification of all storm-water mitigation according to address and type. This map has been created and up-to-date with all storm-water mitigation currently on record for the town. This map template is to serve as an on-going monitor of all storm-water mitigation to be updated whenever a new mitigation of storm-water is added. Addresses with storm-water mitigation are denoted as XY-point data on a road and parcel map for Coventry. Most, if not all, of the storm-water mitigation projects are on and around the Lake Residential Zones.

The map will serve to not only keep up-to-date records of all storm-water projects, but can be used for future evaluation of success and failure of storm-water mitigation. Additionally, through evaluation and identification of projects, the town can assess future policy regarding storm-water in the zones and neighborhoods surrounding the lake or other highly dense areas of town susceptible to runoff. This is especially useful as Coventry faces more and more development each year.

**Blight**

A similar GIS project has been created in regards to monitoring of blight. XY-point data of all blight complaints appear on a map template which includes minor and major roads as well as parcel information. Blight data includes information on dates for complaints, dates when file was closed, as well as the different aspects of blight a complaint includes.

Different maps can be created through this template to show the different aspects of blight properties contain and identify clusters of blight through spatial analysis. This is mostly useful in order to identify where Coventry should dedicate its resources in order to deal with blight most effectively.

**Road Connectivity**

Lastly, a third GIS project has been created to identify road connectivity issues. Although this project is still in its conceptual phase it will serve to identify neighborhoods and areas which have limited access for vehicles to enter and exit. In addition to identifying limited access and road connectivity issues this project will attempt to locate areas where a vehicle could use an alternate route to access the same area. Alternate routes may include informal passages through parcels in which a vehicle would have a clear throughway.

**ZONING ENFORCEMENT (Cont'd)**

YEAR **2012**

**JULY, AUGUST, SEPTEMBER 2012**

Additionally, depending on the scope of the project and available data, a link-node ratio will be created for the entire road network of Coventry as a way of identifying road connectivity problems that may not be immediately visible. A link-node ratio is just a mathematical way of expressing and evaluating how connected certain divisions of a road network are.

Mostly, this study will be useful for emergency response purposes. For instance, when storms come through anytime of the year there is the possibility of large scale damages that may knock trees down and kick around debris that would block access to roads which they cover. By noting where alternative routes exist it is conceivable that emergency medical response won't be as delayed, or not delayed at all. Additionally it can provide insight on to where the town can focus efforts to promote road connectivity to avoid such issues.

**ZONING BOARD OF APPEALS**

YEAR **2012**

**JULY, AUGUST, SEPTEMBER 2012**

<b>APP. #</b>	<b>DATE REC'D.</b>	<b>DATE ZBA ACKN.</b>	<b>ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT</b>	<b>DATE OF DECISION</b>	<b>ACTION A/D/W/P*</b>
12-04Z	7/31/12	8/21/12	Lawrence and Amy Eisner, 7 Hemlock Lane, Garage	9/18/12	A

**INLAND WETLANDS APPLICATIONS**YEAR **2012**

JULY, AUGUST, SEPTEMBER 2012

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY/MINIMAL IMPACT	DATE OF DECISION	ACTION **
12-19W	7/25/12			Charlie Brown, Riley Mountain Road, Subdivision, 13 lots	9/19/12	A
12-20W	7/24/12			Richard Connors, 844 Boston Tpke., New driveway for SFR	9/26/12	A
12-21-W	8/21/12	8/21/12		Town of Coventry/Richardson Park, 425 Ripley Hill Rd., Swale Maintenance	9/26/12	A
12-22W	8/21/12			Town of Coventry, 999 Mellow Rd., Laidlaw Park Access Improvements	9/26/12	A
12-23WA	8/24/12		8/24/12	90 Pine Lake Road, Robert Mott, Repair failing septic	8/30/12	A
12-24AR	8/30/12			Nancy Dressler, 38 Cheney Ln., Front stone wall near lake	8/30/12	A
12-25AR	9/10/12			Frances Matarazzo, 84 Dooley Ave., Install fence	9/10/12	A
12-26W	9/25/12	9/26/12		Dunn Road, (Assess #004/0012/0001), 2-lot Resubdivision, Owner: Menzel, Agent: Pudeler		
12-27WA	9/27/12		9/27/12	7 Hemlock Lane, Eisner, Garage		

W = Wetlands Agency  
 WA = Wetlands Agent  
 AR – As of Right

A - Approved  
 D - Denied  
 W- Withdrawn  
 P - Pending

**MISCELLANEOUS**

- Provide daily interact with general Coventry public on property concerns.
- Manage and review all Driveway and Road cut permits to insure that they comply with Town standards.

Please address inquiries related to these projects to Todd M. Penney, P.E. at 742-4062 or e-mail [tpenney@coventryct.org](mailto:tpenney@coventryct.org).



## OFFICE OF TOWN CLERK

**Lori Tollmann**  
Assistant Town Clerk

**Susan J. Cyr**  
Town Clerk

**Anne B. Lewis**  
Assistant Town Clerk

### QUARTERLY REPORT JULY 1 – SEPTEMBER 30, 2012



*The Town Clerk serves the Coventry Community under the guidance of the General Statutes of the State of Connecticut. The clerk is responsible for assisting in the administration of elections, filing and maintaining all land records, maps, vital statistics, agendas and minutes of all Boards and Commissions, registering veteran's discharges, trade name certificates, liquor permits, Notary Public appointments and issuing marriage, sports and dog licenses.*

#### Recording & Licensing



#### Receivables & Revenue:

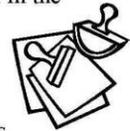
The Clerk's Office collected \$156,686.19 this quarter, of which \$54,718.62 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	688	19,734.00
Local Conveyances Recorded	79	24,130.87
Copies	4,667	4,703.25
Trade Name Certificates.	9	45.00
Liquor Permits	6	12.00
Burial/Cremation Permits	6	18.00
Marriage Licenses Issued	9	99.00
Vitals Copies	79	1,575.00
Notary Fees & Renewals	49	335.00
Dog License Fees	339	336.50
Maps Filed	14	200.00
Fish & Game License & Permit Fees	72	42.00
Conveyance fees	48	48.00
PA-490	0	0.00
PA-146 Clerk	688	688.00
PA-05-228 & PA-09-229 LOCIP	688	2,064.00
PA-05-228 & PA-09-229 Clerk	688	688.00
Miscellaneous/Unanticipated	0	0.00
<b>Town Clerk Revenue Transferred to Treasurer:</b>		<b>\$54,718.62</b>

**PA 00-146:** Effective July 1, 2000, this Public Act requires the Town Clerk to receive a fee of \$3 for each document recorded in the town's land records. Two-thirds of the fees (\$2 of every \$3) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. One dollar of the fees is retained by the Town Clerk for preservation and management of historic records. These funds may not be used to supplant budgeted funds.

**PA 09-229:** PA 05-228 required the Town Clerk to collect an additional \$30 fee for each document recorded in the town's land records. The State of Connecticut received \$26 of each fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, LOCIP, as defined in Sec. 7-536 of the general statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law, effective July 1, 2009 to July 1, 2011. This legislation requires an additional \$10 for the first page of land recordings. The additional \$10 fee is collected, combined and reported with Public Act 05-228 and remitted to the State of Connecticut. The purpose is to provide a safety net program for Connecticut's one billion dollar dairy industry. The fees retained by the Town of Coventry have not increased. This quarter, the Clerk's office collected \$27,520.00 of which \$2,064.00 has been added to the Town's general fund for LOCIP projects.



**State Fees Collected and Remitted:** The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue for the Town of Coventry, and remit these fees to various state agencies. For this quarter, \$101,967.57 in fees was collected. Associated reports were prepared and funds were disbursed to the State as follows:

PA 05-228 & 09-229	24,768.00
Marriage Licenses	171.00
Fish & Game Licenses	1,221.00
PA-146	1,376.00
State Conveyance Tax	71,408.57



Additionally, fees for dog licenses are collected throughout the year. Annually, the entire surcharge collected, plus 40-50% of the license fee, excluding the Town Clerk's fee of \$1.00 per license, is remitted to the State of Connecticut.

	Dog License Fee	Surcharge
July – Sept.	\$2,245.00	\$778.00

**Land Records on the WEB:** Internet access to the land records index for the Town of Coventry went LIVE on April 20<sup>th</sup> thanks to Info Quick Solutions, our government records management vendor. On September 27<sup>th</sup> the images dating back to October, 2003 became available for viewing. Anyone interested in researching real property can search the index for free by logging on to the internet at <http://www.searchiqs.com/Coventry.html>. The site may also be accessed by logging on to the Town of Coventry website at [www.coventryct.org](http://www.coventryct.org). From the Home Page follow the link under property information. No password is required. Copies of documents may be downloaded for a fee.

**Infodex Index Book Automation:** IQS developed a method to automate the manual land record indexes which allows documents to be looked up and retrieved without the expense of re-indexing. Once the project is completed this will significantly reduce search time and allow access to the same record by multiple searchers. The two oldest of the large Grantor and Grantee indexes, dated from February 1, 1885 to December 31, 1947, were sent for processing in September. The project will be paid for by the Historic Documents Preservation Fund.

**Historic Document Preservation Grant No. 032-PC-13:** On July 20<sup>th</sup> we received authorization to begin our grant project for our fiscal year 2013 Targeted Grant under the preservation/conservation category. The project consists of the security filming, digitizing and linking to the index of approximately 628 land record maps. Info Quick Solutions (IQS), our current government records management company will be implementing the work immediately following the November election.

**Democratic and Republican Primaries:** Simultaneous primaries were held August 14<sup>th</sup>. Enrolled members of the Republican and Democratic parties, districts 1 & 2, voted in the Central Fire Station at 1755 Main Street. Republican candidates for nomination to the office of United States Senator, Representative in Congress 2<sup>nd</sup> Congressional District and Registrar of Voters were on the Republican ballot, while candidates for nomination to the office of United States Senator only appeared on the Democratic ballot.

In a cost savings measure, paper ballots for the polls and absentee were designed and printed by the Town Clerk's office. Although paper ballots are customarily used for referenda in Coventry, this was the first time that paper ballots were prepared for an election. As all the work was done in-house, and tabulator machines were not used, the Town was spared the expense of printing machine read ballots and programming memory cards, thereby saving hundreds of dollars. An affidavit certifying the number of ballots prepared for each primary and a sample of each completed absentee ballot and sample ballot were mailed July 10<sup>th</sup> to the Secretary of the State. All ballots were approved by the Secretary of the State's office. The warning of the Republican primary and Democratic primary was published in the Chronicle on July 2<sup>nd</sup>.

Voter turnout for the primary was as follows:

**Democratic – 18.2%**

**Republican – 30.4%**

**Presidential Election Preparation:** As soon as the candidate's names became available after the primary, candidate lists required to be sent with blank and overseas ballots were prepared. By September 20<sup>th</sup>, blank ballots for which an application had been received from a registered elector temporarily living or traveling overseas and servicemen, spouses and dependents living within or outside the U.S. were mailed to the voter. Similarly, overseas ballots, for federal offices only, were sent to those unregistered citizens permanently residing outside the U.S. Pursuant to UOCAVA, Uniformed and Overseas Citizens Absentee Voting Act, 7 Blank and 4 Overseas ballot packets were transmitted electronically on September 20<sup>th</sup>. Once the voter writes in the candidate's names of their choice from the list onto the ballot, they drop the materials in the mail and return to us.

Pursuant to Public Act 11-46 "An Act Concerning the Integrity of Elections" the Registrars and Town Clerk jointly certified to the State of Connecticut the number of poll ballots that were ordered for each polling place. Due to a court action to determine which major party would be placed on the top line of the ballot, they could not be ordered until the court decision had been made and the Secretary of the State provided the Order by Party for the ballot. The order of minor parties varied in some towns from the majority of the state. The court finally ruled and the ballot data entry spreadsheet and supply order was completed and emailed to Adkins Printers on Friday, September 28<sup>th</sup>. With regular full absentee ballots due to be available to voters on October 5<sup>th</sup>, we were concerned that the printer might not meet the deadline, but the ballots arrived early Monday morning October 1<sup>st</sup>. The printer worked through the weekend to ensure all contracted towns received their ballot orders in time.

Absentee ballot packets were prepared during the months of August and September as applications were received. When the printed absentee ballots arrived we simply added them to each packet and mailed to the applicants on time.

## Staffing Updates/Activities



**Susan Cyr, Town Clerk:** The Town Clerk attended the **Connecticut Town Clerks Association 2012 Fall Conference** in Westbrook, Ct from September 14<sup>th</sup> through the 16<sup>th</sup>. Agency Presentations included speakers from the Freedom of Information Commission, State Elections Enforcement Commission, Department of Public Health and the State Library Public Records Administrator and the FBI.

**Lori Tollmann, Assistant Town Clerk:** Attended the New England Municipal Clerks' Institute & Academy at Plymouth State University in Plymouth, New Hampshire July 14 – 20, 2012. The week long intermediate level course covered topics related to professional administration, management, decision-making, written communication, public speaking, parliamentary procedure and interpersonal communication. Lori earned a certificate of completion for year two – 42 hours, toward advanced certification. Three years attendance is required for graduation.

## RECENT LEGISLATION ENACTED

**PA 12-193 An Act Increasing Penalties for Voter Intimidation and Interference:** Effective July 1, 2012 – Increases penalties for violating certain election laws. This Act also adds a provision on absentee voting to allow town clerks, registrars and staff to vote by absentee ballot.

Quarterly Report  
Third Quarter 2012

Coventry Police Department



Listed below are the stated goals and objectives for each agency component for the fiscal year 12/13 and information regarding the department's progress toward meeting those goals.

**ADMINISTRATION**

- **Continue to comply with CALEA and POST Accreditation standards.**

*The department continues to complete the required analysis, reports and reviews to comply with applicable accreditation standards. Chief Palmer and the Accreditation Manager, Ellen Jamaitus continue their involvement with the Police Accreditation Coalition.*

*Chief Palmer attended a CALEA Conference in Scottsdale Arizona.*

*The department is beginning its preparation for an on-site assessment for CALEA reaccreditation which will occur in April 2013.*

- **Increase specialized training for field officers particularly in evidence collection techniques**

*All sworn personnel attended annual firearms training utilizing shotguns, pistols and TASERS. Sgt. McDonagh attended training at the POST Academy on Response to Persons with Disabilities, Officer Opdenbrouw taught an Active Shooter class at UConn where Lt. Thurnauer, Sgt. Ochtera and Officer Spadjinske also participated, all of the supervisors attended Legal Update training at the POST Academy, Officer Michelle Hicks attended training on Suspicious Death Investigations at East Hartford PD, Officers Spadjinske and Vail renewed their Intoxilizer Instructor certification, Dispatcher Wolfe attended training at UConn PD for Firearms Licensing, CSO Chipman attended the annual Animal Control Officer conference, Lt. Thurnauer attended the IACP conference in California and Officer Flanagan attended his tri-annual In Service training at Manchester PD.*

- **Evaluate fee structure for records and permit services**

*There are no anticipated changes in the near future.*

- **Continue to submit grant applications for funding costs associated with enforcement initiatives as well as equipment needs**

*The department submitted for reimbursement from the State Department of Transportation for the July 4<sup>th</sup> holiday DUI enforcement.*

*The department received a High Mobility Multi-purpose Wheeled Vehicle (HMMWV) free of charge from the US Military Surplus program. This vehicle was painted to match the color scheme of the regular patrol vehicles and has been outfitted for use during severe weather and off road activities.*



The Coventry PD HMMWV carries Sgt. First Class Micah Welintoukonis during the parade.

## OPERATIONS

- **Provide adequate patrol coverage throughout town 24 hours a day**

*Adequate patrol staffing has been provided throughout the quarter. On occasion, overtime was necessary, or officers were 'ordered in' to duty. Although department expenditures continue to be within the allotted overall budget, staffing shortages due to vacations and other time off are requiring overtime hires on a regular basis.*

*Beginning September 15<sup>th</sup>, the department implemented a new schedule for patrol officers. This schedule is in effect for a six-month trial period after which the Chief will evaluate its effectiveness in terms of providing additional patrol coverage and reducing the amount of overtime necessary to cover patrol. This schedule provides for steady shifts for the officers based upon a seniority bid and will benefit the health, sleeping patterns, and moral of officers. Additionally, it should reduce the amount of times officers are ordered in to duty, and when order-ins do occur, they will be for two to four hours instead of eight hours. It will also minimize the amount of times officers are ordered in to duty on their days off.*

*The testing process for an additional police officer began in July with an on-line submission process until July 18<sup>th</sup>. The written test was scheduled on July 28<sup>th</sup>. The selection process has been narrowed down to five top candidates and we anticipate making our final selection in mid-November with a seat in the CT Police Academy for early January.*

*The department participated in a state-wide Emergency Management Exercise at the Town Hall Annex. This exercise tested the town's and the department's ability to respond to natural and man-made disasters and tested the town's All Hazards Plan.*

- **Increase crime prevention efforts and presentations to crime watch and neighborhood groups**

*Chief Palmer continues to participate in the Coventry STEPS committee which meets on a regular basis. Several tours of the department were conducted during the quarter to Girl Scout and Boy Scout groups.*

- **Collaborate with school district and Youth Services office on presenting prevention programs to school-aged youth**

There was limited activity as school was out during July and August. The joint committee on school safety has met and will continue to meet in order to review and revise the school safety plan.

- **Respond to all calls for service and investigate reports of criminal and suspicious activity in an efficient manner**

*Officers continue to respond to calls for service and conduct appropriate investigations. Complaints have continued regarding parking issues on South St. due to the Farmer's Market. Officers continue to monitor this area and issue parking tickets as appropriate.*

*There was a 6% increase in calls for police service compared with the same time period last year. The CAD Incident Analysis for the quarter is attached.*

*A large amount of boating activity occurred during the summer. Marine Officer Norm Meikle patrolled during the weekends and during peak times during the week. The Department of Energy and Environmental Protection spent some time on Coventry Lake using the Coventry PD patrol boat. This is a new activity that has not taken place in a number of years.*

- **Continue to participate with Metro Traffic Services to aggressively enforce DUI laws and hazardous moving traffic violations**

*Officers participated in two out of town DUI checkpoints in addition there were two roving DUI patrols during the quarter. Officers have concentrated speeding enforcement efforts on Route 31, Route 275 and Route 44 in addition to Grant Hill Road.*

- **Increase enforcement of distracted driving violations**

*Officers have continued to target distracted driving violations throughout town during routine patrols.*

*Chief Palmer participated with other Connecticut Police Chiefs in a Public Service Announcements regarding safe driving and distracted driving enforcement efforts.*



The new SUV Police patrol vehicle. It is all-wheel drive and has a six cylinder engine.



Officer Michelle Hicks helps to serve food to campers during the Channel 3 Kid's Camp Law Enforcement Day

## SUPPORT

- **Continue to utilize the Community Service Officer in order to make more efficient use of police officer's time**

*The CSO has been continues to investigate and address calls of abandoned and/or junk vehicles on private property. The CSO has been working in conjunction with the town's Zoning Enforcement Officer to handle these types of calls.*

- **Collaborate with other town agencies in investigations regarding blight complaints**

*This is on-going. The CSO acts as the agency liaison to the blight committee.*

- **Coordinate with other law enforcement agencies participating in the regional service sharing agreement in motor vehicle and other enforcement efforts and seek grant funding to support operational goals**

*Our relationship with the Metro Traffic Unit for motor vehicle enforcement and accident investigation continues to strengthen. A number of collaborative efforts have taken place throughout the quarter. Agency staff continues to participate in planning meetings and grant applications along with Metro Traffic. Reimbursement funds were received for the holiday DUI patrols.*

- **Continue to use new technologies to enhance agency communications to citizens in order to provide useful information and to gather feedback regarding perceptions of agency effectiveness. Implement new agency website.**

*The department has installed its in-car CAD system. This will allow officers access to our Computer Aided Dispatch and Records Management System from their vehicles. With this system, officers should have to spend less time in the building completing their reports and conducting investigation through the records system.*

*The department took delivery of two new patrol vehicles in September. One of these vehicles was from last fiscal year, the other from this current fiscal year. We will be outfitting these vehicles with radios and other emergency equipment to prepare them for patrol use.*

The e citation was installed in the cruisers, testing has been completed and officers are beginning to utilize it. This will eliminate the need for a supply of tickets and time preparing transmittals for Centralized Infractions Bureau

- **Upgrade Livescan identification unit and integrate with arrest record system.**

The anticipated request for a new Livescan Unit was withdrawn from next fiscal year's capital budget request. The Capitol Region Chiefs of Police Association has negotiated a new pricing structure for the unit's service agreement and for the purchase of new Livescan units. We are currently evaluating our options on this.

- **Upgrade in-car computers in order to allow records searches and report writing from vehicles.**

See above

## **OTHER NEWS AND EVENTS**

Chief Palmer, Sergeant Chris Fiore, Officer Michelle Hicks and Ellen Jamaitus participated in the annual Law Enforcement Day at the Channel 3 Kid's Camp. This event gives the campers an opportunity to see police equipment and interact with police officers in a friendly and non-threatening atmosphere.

Chief Palmer along with three other police Chiefs filmed a public service TV ad promoting back to school driver and bus safety.

The Police Department had significant involvement with the 300<sup>th</sup> Anniversary Parade. Several employees including Chief Palmer, Lt. Walt Solenski (who was selected as a Parade Marshal), Ellen Jamaitus, Sgt. Chris Fiore, Sgt. Anthony Ochtera, Officer Michelle Hicks, Officer Kevin Vail, CSO John Chipman and Marine Patrol Officer Norm Meikle helped to make the parade the huge success, and fun event that it was.



Sergeant Chris Fiore leads the Motorcycle Unit and Honor Guard at the beginning of the 300th Anniversary Parade.



# Coventry Police Department Incident Analysis

7/1/2012...9/30/2012

		Shift			Total
1st	2nd	3rd			
342	965	759			<b>2065</b>

UCR	Nature	1st	2nd	3rd	Total
		0	1	0	0
001	Marine Patrol Activity	0	15	15	30
002	Beach Association Check	1	0	1	2
029	Disabled Motor Vehicle	5	6	13	24
11A	Sex Forcible Rape	0	2	0	2
11C	Sex Assault w/ An Obj	0	1	0	1
11D	Sex Forcible Fondling	0	3	0	3
13B	Assault Simple	0	0	8	8
13C	Intimidation	4	3	8	15
151	Suicide	0	2	0	2
152	Suicide Threat/Attempt	0	0	2	2
220	Burglary	1	10	6	17
23C	Larceny Shoplifting	0	2	0	2
23D	Larceny Theft From Building	0	1	0	1
23F	Larceny Theft From MV	0	4	3	7
23G	Larceny Theft of MV Parts	0	1	1	2
23H	Larceny All Other	0	11	5	16
250	Counter/Forgery	0	1	0	1
2604	Fireworks/Gunshots	1	1	27	29
2608	Abandoned MV	0	0	1	1
2609	Littering	0	2	2	4
2619	Building Check	1	1	1	3
2625	Notification	0	1	1	2
2631	Public Hazard	8	17	17	42
26A	Fraud False Pretenses	0	1	0	1
26B	Fraud Credit Card/ATM	0	1	0	1
26C	Fraud Impersonation	0	1	4	5
26E	Fraud Wire	0	2	0	2
290	Vandalism	3	10	4	17
2914	Animal Complaint	16	85	31	132
3009	Susp Person/Activity/MV	51	76	91	218
326	Illegal Parking	0	3	2	5
332	Harassment/Harassing Phone Calls	2	14	16	32
334	Untimely Death	1	1	0	2
343	MV Accident (Injuries)	2	3	5	10
344	MV Accident Evading	3	5	4	12
346	MV Accident (No Injuries)	9	26	8	43
351	Alarm	17	51	35	103
353	Medical	44	58	48	150
355	MV Stop	65	87	79	231
35A	Drug/Narcotic Violation	0	1	0	1



# Coventry Police Department Incident Analysis

7/1/2012...9/30/2012

35B	Drug Equipment Violation	0	0	1	1
375	Routine Assistance	5	44	24	73
377	Open Door/Window	1	2	4	7
388	Miscellaneous	12	35	29	76
396	Escort	3	5	5	13
398	Missing Person	4	5	8	17
399	Lost And Found	1	12	6	19
400	Family Matter - Non Arrest	0	6	17	23
4811	Finger Printing	0	77	2	79
4858	Fire	4	4	9	17
4873	Assist Other Agency	11	26	18	55
82	Runaway/Non NIBRS	0	0	1	1
861	Disturbance (Non-Domestic)	2	11	19	32
866	Noise Complaint	6	2	8	16
889	Check Welfare	4	25	15	44
890	MV Erratic Operation	3	18	20	41
891	MV Lock Out	0	10	6	16
901	Runaway	0	1	0	1
90C	Disorderly Conduct	1	1	1	3
90D	DWI	5	0	3	8
90J	Trespass of Real Property	0	0	1	1
90Z	All Other Offenses	2	4	3	9
911	911 Hang Up Call	6	19	24	49
Sup	Supplemental	38	148	97	283

# Fire Marshal/Emergency Management

## **Noel Waite, Fire Marshal / EMD**

The first quarter was fairly routine with only three fires being investigated by the Deputy Fire Marshal. A total of 72 inspections were conducted and one complaint inspection was completed.

The extreme hoarding issue that all Code enforcement departments were involved in was closed out with favorable results, and all the departments involved meet with the Assistant States Attorney and discussed procedures for addressing these issues in the future. All the schools were inspected with only a few minor issues needing attention.

# Public Works

## Paving Takes Over



The primary road work season got underway this period, with milling (grinding up of old pavement) of a defective section of paving at the Town garage. This paving had originally been done by a subcontractor of Fuss and O'Neil, who paid to have the unsatisfactory work corrected.

Using no outside labor, staff "softened" the curvature of Route 275 and Old Eagleville Road, to eliminate cars bottoming out when turning from Old Eagleville onto 275.





After cleaning ditches and spillways, and paving the newly reconstructed section of Old Eagleville Road, a hot asphalt modified polymer emulsion was laid down.

A 3/8 crushed stone, meeting a detailed specification, was laid down on the emulsion.



After which it was carefully rolled with a rubber tire pneumatic roller. This same process was applied to Daly Road.



In our "spare" time, we reset swimming buoys.....

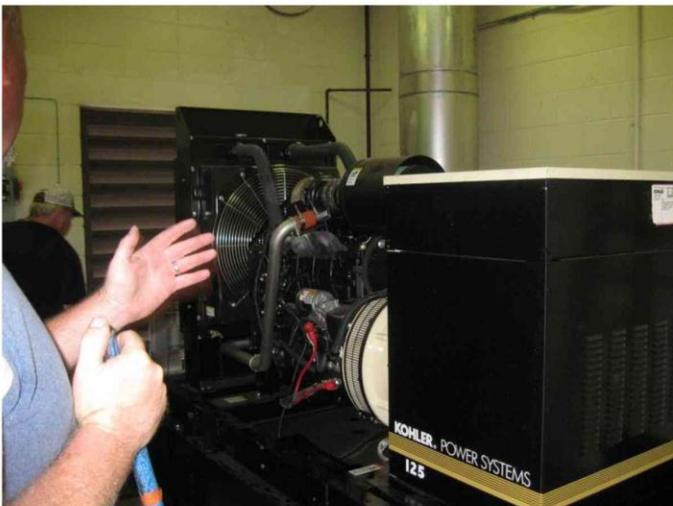
Working with staff and contractors, top-dressed aerated, and maintained the new football fields.....





Helped bring Nathan Hale home.....

Completed the wiring, and control upgrades at the WPCA.....



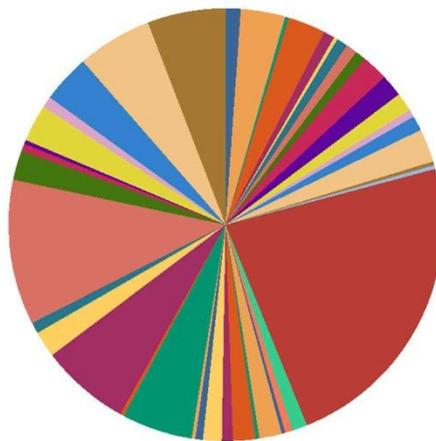
Installed and brought the new main standby generator on line, and performed an emergency exercise.....



and all the other things we do to make life in Coventry better for the residents, our customers.

## Service Requests, Third Quarter 2012

### Service Request Distribution By Type

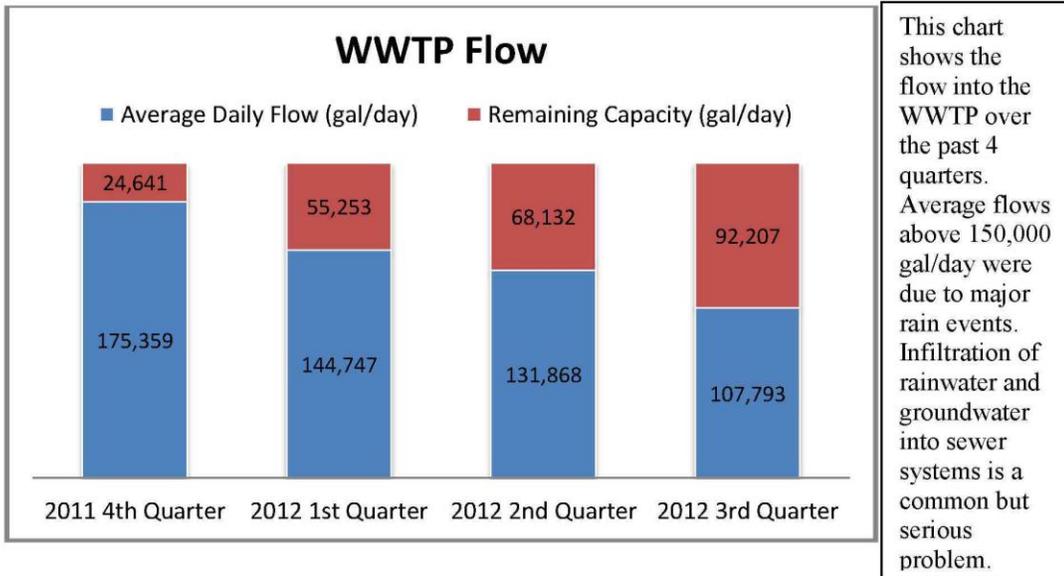


Assist / Misc	1.2%
Assist Water Pollution Control Authority	3.2%
Athletic Field Maintenance	0.4%
branch trimming	2.8%
Brush Cutting / Chipping	0.8%
Capital Road Improvements	0.4%
Catch Basin cleaning	0.8%
Catch Basin Repair	0.8%
Curbing Repair/Replace/Install	0.8%
Dangerous Tree Reported	2.0%
Debris / Obstruction in Roadway	1.6%
Delivery Assistance/Receiving Goods	1.6%
Disposal of office items	0.4%
Ditch / Culvert cleaning	1.2%
Drainage Complaint Issue	2.4%
Drainage swale cleaning	0.4%
Eviction	0.4%
Facility Maintenance	22.9%
Grading unimproved roads	1.2%
Inspect Lake level / Gatehouse	0.4%
Jet cleaning	0.4%
landscaping maintenance	1.6%
Line of Sight Complaint/Work	0.4%
Litter Control	1.6%
Total:	100.0%

## WPCA 3<sup>rd</sup> Quarter; July, August, September 2012

### Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day  
Average Daily Flow = approx 107,793 gallons per day  
Approximate Capacity Remaining at WWTP = 46%



In keeping with our commitment save costs at the Treatment Plant we had ConServe visit the plant in September to give us a quote to upgrade all lighting to modern energy efficient fixtures. Unfortunately there was a 7 year payback on the lighting upgrade and we felt this was too long given the uncertain future of the plant itself. We will continue to look at shorter term cost saving methods.

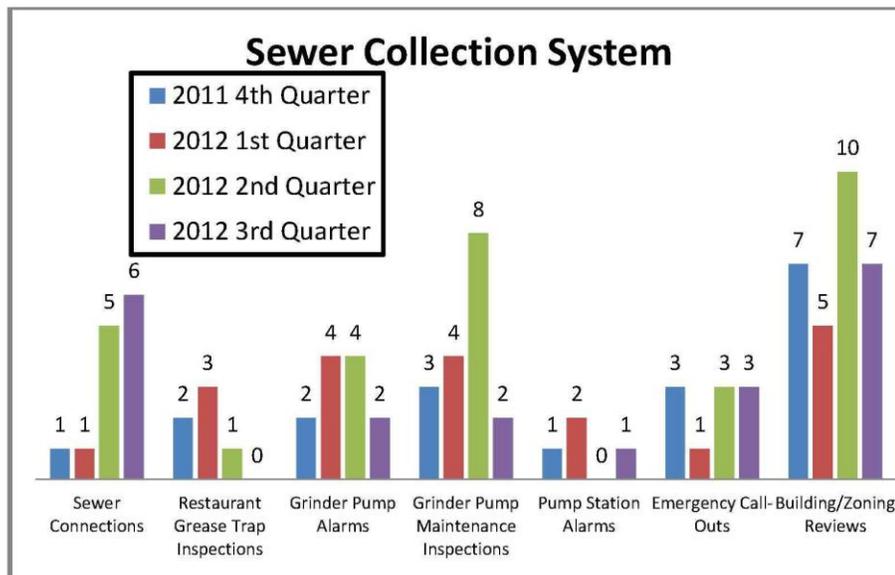
During August we began work on installation of the new emergency standby generator. The existing generator was over 25 years old, the manufacturer went out of business a decade ago, and replacement parts were becoming increasingly difficult to find. Reliable standby power is a necessity at the plant; with no power to the influent pumps raw sewage would overflow into the Willimantic River in less than a half hour during a rainstorm. The generator installation included asbestos removal, exhaust work, ventilation ductwork, and significant electrical work. We added a manual transfer switch so that portable generators could be safely and quickly connected in the event that the new generator is down for service. A new automatic transfer switch ensures that the generator will turn on automatically during a power outage. A new programmable logic controller (PLC) was added so that all equipment will restart automatically when switching between regular power and emergency power. This PLC was also configured

to replace the 27 year old pump controller, which had failed several times over the past year. New safety disconnects were added to motors in the exhaust system to bring them up to code. As of the end of September the electricians still have more work to do but overall we are very satisfied with the progress of the job, it has drastically increased reliability of the plant and made it a safer work environment.

**Sewer Collection System:**

Town Owned Residential Grinder Pumps: 48  
 Sewer Pump Stations: 2  
 Length of Municipal Sewer Pipe: approx 85,000 linear ft (16 miles)

The chart on the following page depicts the types and numbers of various routine but significant activities performed by the WPCA Technician/Operator:



Other notable activities included:

- David Gofstein and Mike Ruef toured the WWTP in Deep River CT. The tour was organized by CT Department of Energy and Environmental Protection (DEEP) and was very educational.
- Mike Ruef was accepted into the first annual Wastewater Management Leadership Training Program offered by the CT Water Pollution Abatement Association and CT DEEP. It is a 10 month course that meets once a month where participants learn about topics such as regulatory compliance, asset management, public relations, emergency response, staffing and budgetary challenges, and other relevant management skills from consultants and other experts in the field.
- We met with a consultant who presented options for alternative Treatment Plant upgrades. A design-build approach might be an option if we decide to upgrade the Treatment Plant instead of connecting to Windham’s sewer system.

We are working with WMC Engineers to wrap up the Sewer Expansion Feasibility Study. Once we have the final draft it will be submitted to the DEEP for review. Once DEEP is satisfied with the content of the report we will schedule a public informational meeting where residents can ask questions and offer input. DEEP is funding the study with a 55% Clean Water Fund Grant and we have already received reimbursement of \$30,000. Once the entire report has been formally approved we will be eligible for reimbursement of the remaining balance.

We are drafting a policy and letter to send residents regarding the mandated sewer connections. The goal of the policy is to enforce the sewer connection mandate without the need to take anyone to court. Letters will be sent to all residents subject to connection mandates (40 homes) offering them an opportunity to meet with the WPCA on an individual basis and explain why they need more time to connect.

# Building Department

Residential buildings abound with the approval of eleven (11) permits issued for new dwellings.

NEW HOUSE PERMITS ISSUED FOR THE 1st QUARTER		
MONTH	DATE	ADDRESS
JULY	6TH	1040 CEDAR SWAMP RD
	19TH	127 HICKORY DR
	20TH	10 BOSTON TPKE
	23RD	707 BABCOCK HILL RD
	27TH	40 STANDISH RD
	31ST	575 STONEHOUSE RD
AUGUST	2ND	22 APPIAN WAY
	6TH	342 HANNAH LN
	24TH	591 STONEHOUSE RD
	24TH	131 WOODLAND RD
SEPTEMBER	13TH	28 ARMSTRONG UNIT C-22 (COMPLETE)

Foundation work also started for four (4) new residential dwellings at 78 Riley Mountain Road, 137 Old Eagleville Road, 167 Windswept Way and 1020 Cedar Swamp Road.

New home owners are happily settling into nine (9) newly built homes.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 1ST QUARTER 2012-2013 Fiscal Year	
ADDRESS	DATE
237 WOODLAND RD	7/1/2012
28 ARMSTRONG RD UNIT C-13	7/2/2012
578 OLD TOLLAND TPK	7/11/2012
1010 CEDAR SWAMP RD	7/18/2012
71 WILLOW GLEN UNIT #2	7/26/2012
648 BREWSTER ST	8/14/2012
28 ARMSTRONG RD UNIT C-28	8/15/2012
597 STONEHOUSE RD	8/29/2012
119 WOODLAND RD	9/20/2012

We celebrated the completion of the North Coventry Fire Station at a dedication ceremony on September 8, 2012. It was a very successful turn out and a beautiful building to behold. They received their Certificate of Occupancy in August 17, 2012.

The Nathan Hale Homestead received its official Final Certificate of Occupancy for their newly won barn on September 24, 2012. Many successful events had taken place over the summer in this new structure once they received their Temporary Certificate of Occupancy. Other commercial projects include a tenant fit out for a new health food store at 1703 Boston Tpk. and a foyer addition in process at 1295 Main St. at the Teleflex building.

Four hundred and six (406) inspections were completed this quarter.

Two (2) hours of continuing education were earned this quarter.

Permits for this Quarter

COVENTRY PERMITS 2012-13	1ST QUARTER			First Qtr.
	<u>Jul. 2012</u>	<u>Aug. 2012</u>	<u>Sep. 2012</u>	<u>2012-2013</u>
Houses only	6	4	1	11
Foundation only	2	3	2	7
Condominiums	0	0	0	0
Commercial Bldg/Renov	0	1	1	2
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	0	1	1	2
Garages/Carports	0	0	0	0
Sheds/Barns	3	1	4	8
Decks/Porches	2	1	0	3
Pools	4	1	0	5
Demolition	0	0	2	2
Woodstove	1	4	9	14
Miscellaneous	6	7	5	18
Renov/Repair/Alter	14	5	12	31
Plumbing	2	6	3	11
Heating	7	16	16	39
Electric	18	20	8	46
<b>TOTAL PERMITS</b>	<b>65</b>	<b>70</b>	<b>64</b>	<b>199</b>
<b>PERMIT VALUE</b>	<b>\$1,450,700</b>	<b>1,166,886</b>	<b>587,747</b>	<b>\$3,205,333</b>
<b>FEES COLLECTED</b>	<b>\$19,933</b>	<b>16,221</b>	<b>8,830</b>	<b>\$44,984</b>
<b>ZONING Permits</b>	<b>12</b>	<b>7</b>	<b>9</b>	<b>28</b>
<b>Fees Collected</b>	<b>\$775</b>	<b>550</b>	<b>550</b>	<b>\$1,875</b>
<b>Certificate of Completion</b>	<b>34</b>	<b>23</b>	<b>60</b>	<b>117</b>
<b>C/O's - New Homes/Condos</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>7</b>
<b>C/O's - Other</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>15</b>

# Human Services Department Quarterly Report July-September 2012

**Staff:** Courtney Chan, MSW, Human Services Administrator  
Brenda Bennett, Administrative Assistant  
Crystal Morawitz, Youth Services Coordinator  
Leigh Wajda, Senior Transportation Coordinator  
Sarah Taylor West, Senior Center Coordinator



## HUMAN SERVICES

### Meetings

Human Services Advisory Committee: 9/12  
CLASS Meetings: 8/2,9/20 ( conference)  
Access Meeting ( to discuss energy assistance) 8/15

**Direct Service:** 37 client cases  
21 walk-in clients

### 3. Programs

**FOOD BANK:** 25 requests for the food bank this quarter. We received generous donations from: CGS, St. Mary Church, the Second Congregational Church, and many individuals.

**SPECIAL NEEDS:** 4 families used the Special Needs Program.

**SALVATION ARMY:** 17 cases were assisted with medical, housing, food, and utilities.

**OPERATION FUEL:** 6 clients were helped through the Operation Fuel summer electricity program.

**SPECIAL TRASH COLLECTION SERVICE:** We have 34 households on the in yard service list at this time.

**COMMUNITY RESTITUTION:** no one is enrolled in the program at this time.

**PUBLIC RELATIONS:** Press releases, Town Newsletter and Munivision.

## ELDERLY SERVICES (in town hall)

### 1. Direct Service Clients:

15 Choices clients  
80 Renter's Rebate clients

\* Choices counseling will be moving to the Senior Center beginning November 26

## YOUTH SERVICES

### 1. Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Wrote and submitted end of year grant reports for SDE and DHMAS
- Wrote and submitted 2012-2013 grant applications for SDE and DHMAS
- Wrote and submitted 2012-2013 grant application for NECASA
- Wrote and submitted end of year grant report for NECASA

- Attended CYSA strategic planning meeting, 7/12/12

## 2. Direct Service

### A. Function

- |                           |            |
|---------------------------|------------|
| • Youth & Family Cases    | 5 cases    |
| • Community Service       | 0 cases    |
| • Community Restitution   | 0 cases    |
| • Youth Job Bank Requests | 3 requests |
| • Youth Job Bank Matches  | 3 matches  |
| • Juvenile Review Board   | 0 cases    |

### B. Programs.

- Assisted **2 families, register 2 kids** for the **Salvation Army Camp Connri**, located in Ashford, CT. The week-long, over-night camp is free to qualifying families, funded by the Salvation Army.
- **17 Camperships** were awarded to **10 families**, allowing youth to attend summer who otherwise would not be able.
- **Gearing Up to Learn, Back to School Program**, assisted **22** Coventry families with backpacks, school supplies and Payless shoe cards. **39** children started the school year off on the right foot as a result of this program.
- As a result of state funding, **3** Coventry high school students participated in the **Summer Youth Employment Program**, administered by EASTCONN.
- Provided drop in office hours as part of open door policy to middle and high school youth.

## A. SENIOR CENTER:

### 1. Attendance for this Quarter:

(numbers represent Seniors returning multiple times)

July – **438**

August – **443**

September – **428**

### 2. Weekly Programming:

*Cribbage* - Monday mornings

*“Let’s Talk”* - Monday mornings

*Exercise Class* - Tuesday & Thursday mornings

*Wii Bowling* - Wednesday mornings

*Billiards* - Wednesday, Thursday & Friday mornings

*Setback* - Thursday & Friday afternoons

*Quilting* - Friday mornings

*Veterans Advocate* - Wednesday afternoons by appointment

### **3. Monthly Programming:**

Many Seniors support and participate in *Packing for the Troops*, a joint program between the Coventry Seniors and the American Legion Post 52. Once per month, several Seniors purchase supplies and send care packages to local soldiers who are currently deployed; when the soldiers return home, Seniors also host a “welcome home” reception.

The *Green Thumb Society* is a small but enthusiastic new gardening group at the Senior Center. Seniors meet once per month and have big plans for the coming year, including holiday wreath-making, a Spring Plant Swap, Gardening Guest Speakers and inspiring trips! They’ve already added to the beautiful beds at the Senior Center by planting a new Hosta garden on the property.

*What’s Brewing* was introduced as an informal group where Seniors have the opportunity to talk about what’s happening at the Senior Center and in our community. Although attendance has been low, what’s brewing represents an administrative commitment to fostering open communication between Seniors and Senior Center staff and to incorporate Seniors’ feedback into the Center’s programming. Those Seniors who have attended report enjoying this lively group and appreciating the chance to offer feedback, ideas and suggestions.

### **4. Health & Wellness Programming:**

The Wellness Nurse visits the Senior Center twice each month and is available to provide Blood Pressure & Blood Sugar screenings, as well as to answer any medical questions Seniors have and to refer them to the appropriate local resources. This program is well-known and is so well-utilized that we have increased its scheduled time by 30 minutes each month.

We have expanded our Footcare Program to include monthly toenail clipping by VNAEast Nurse Mary Hess, as well as the services of a local Podiatrist on a bimonthly basis. These changes have allowed us to offer more comprehensive footcare to more Seniors in a more cost-effective manner. Mary Hess, R.N., provided toenail clipping to 6 Seniors on August 30<sup>th</sup> and 4 Seniors on September 19<sup>th</sup>. Dr. Anthony Morgan provided toenail clipping and podiatric evaluations to 10 Seniors on August 9<sup>th</sup>.

Local Licensed Massage Therapist Deb Turner offered *Reflexology* sessions to Seniors on July 12<sup>th</sup>, August 16<sup>th</sup> & September 7<sup>th</sup>. 14 Seniors took advantage of this new offering, and everyone gave very positive feedback about their experience.

Deb Turner, L.M.T., also offered *Chair Massage* sessions to Seniors on July 11<sup>th</sup>, August 8<sup>th</sup> & September 5<sup>th</sup>. 13 Seniors “relaxed & renewed” with this new offering.

10 Seniors attended the *Fitness Room Orientation* sessions offered on July 12<sup>th</sup> & August 16<sup>th</sup> & September 11<sup>th</sup>, where they met with a personal trainer from Coventry Fitness and learned how to utilize the equipment in the safest and most effective ways. Seniors who have completed the orientations as well as the required paperwork are now free to use the Fitness Room when the Senior Center is open. During the months of July, August & September, Seniors logged 42 visits to the Fitness Room!

Visiting Nurse & Health Services of Connecticut gave a Wellness Presentation entitled *Heat Safety & Hydration* to a small, but appreciative group on July 9<sup>th</sup>.

Coventry Emergency Services Coordinator Noel Waite presented information on *Hurricane Preparedness* on August 8<sup>th</sup>. Participants enjoyed make-your-own "hurricane sundaes" after the presentation.

On August 20<sup>th</sup>, Visiting Nurse & Health Services of Connecticut gave a presentation on *Prevention & Immunizations for Seniors*. 2 Seniors attended this talk.

Visiting Nurse & Health Services of Connecticut held a Flu Shot Clinic at the Senior Center on September 20<sup>th</sup> & October 3<sup>rd</sup>; 10 Seniors attended the clinic.

### **5. Special/Seasonal Programming:**

Seniors celebrated summer with *Horseshoes & Hot Dogs* on July 16<sup>th</sup>. Several Seniors tried their luck at throwing and all enjoyed a beautiful afternoon & cook-out by the lake.

On July 25<sup>th</sup> Seniors attended the *Red, White & Blue Luncheon*, where the only requirement - other than fun - was that everything had to be red, white and/or blue. The food was creative and delicious, and a great time was had by all!

The *Great Gatsby Dance*, originally planned for Aug 24<sup>th</sup>, was cancelled due to a lack of interest and participation. Many Seniors reported having schedule conflicts as a result of summer vacations and plans, yet expressed an interest for an evening dinner/dance in the future.

On September 8<sup>th</sup>, Seniors took part in Coventry's 300<sup>th</sup> Anniversary by hosting a *Pie Auction* at the Town-wide Jubilee. 11 Seniors volunteered their time and provided pies for this great cause; together, we raised \$156.00 for the Coventry Food Bank and the Coventry Camp Scholarship Fund!

On September 12<sup>th</sup>, we welcomed *Colonel Herb Ridyard* to the Senior Center for a "Lunch & Learn." Colonel Ridyard gave a compelling power point presentation on his experiences as Chief of Surgery during his two tours in Iraq as active duty Army Reserve. 20 Seniors attended this talk, and gave very positive feedback about Colonel Ridyard's presentation; the Senior Center hosted a light lunch before the presentation

## Coventry Rides Van Program

# Days of Operation: 50  
# of Individuals Riding: 37  
# of One-Way Trips: 325  
# Volunteer Hours: 213  
# Miles Total: 2850  
Average # of One-way Trips per Day: 6.5  
Average # of Miles per Day: 55  
Average # of Volunteer Hours per Day: 4.25

Of the 325 One-Way Trips this quarter, 117 rides were provided using the new bus, 184 rides were provided using the van, and 24 rides were provided by private car.

Volunteers Drivers: Tim Ackert, Brian Coss, Christine Coss, Dick Frye, Mary Ellen Hetrick, Bill Hoffman, Kim Homans, Dave Lamore, Debbie Locke, David McCrory, Bill Root, Ken Stein, Jack Thayer, Bill Wajda. Eight drivers are now licensed to drive the new bus.

The high demand for van/bus service continues. Only the dedication of the volunteer drivers made it possible provide service three days a week. Several drivers have volunteered to drive more than one day per month to provide service three days per week. Additional drivers are desperately needed replace the drivers who have retired or left for employment.

Private car drivers include Dick Gawitt, Barbara Rose, Carol Moriarty, Claudette Polhemus, David McCrory, Karen Renfro, Bill Root, Cathy Root, Chris Coss, Brian Coss Karen Renfro, Monica Maneri and Bill Wajda. Private car transportation is used for service beyond the scope of the van program such as to locations outside the Coventry, Vernon, Manchester and Tolland areas and at times when van/bus service is not available.

Transportation is offered on Mondays, Tuesdays, Wednesdays, and Thursdays to locations in Coventry, Manchester, Tolland, and Vernon. Van transportation is used for medical appointments, senior day programs, grocery and personal shopping, voting, senior workshops, Senior Center, town events and entertainment.

Wellness Trips using the bus and the van included the Manchester Band Shell Trip in August and the Windham Theater Trip in September. We provided one Sunday trip to the Farmers' Market in September.

Coventry's Municipal Grant for Transportation was approved by the Connecticut State Department of Transportation. The grant will provide Coventry with operating funds for the fiscal year 2013 in the amount of \$19,509, which reflects the Governor's 25% reduction to the amount allocated by the State under the grant program.

The Coventry Rides Transportation Program is funded by the Town of Coventry and grants from the Department of Transportation.



## Coventry Parks & Recreation

### Quarterly Report: July - August - September 2012



*The mission of Coventry Parks and Recreation Department is to foster active lifestyles, social well-being, and environmental stewardship.*

#### GENERAL ADMINISTRATION

Much of our time this season was spent on customer service at the front counter for beach stickers, kayak rentals, and registrations for camp & swim lessons. Our new Camp Director, Matt Kyer and our Aquatics Director, Carmina Valente has done a fantastic job with staff supervision at Day Camp and the beaches respectively, allowing the Director and Recreation Supervisor to give more attention to the upcoming 300<sup>th</sup> Anniversary events.

The Recreation Commission had some turnover, with long serving Chairman Jared Luce stepping down and a relatively new member Drew Kelleher moved out of town. Jennifer Bynes has agreed to serve as Chairman and has been actively monitoring programs to get feedback from participants. We welcomed new Commissioner, Eric Hoss with an orientation. Throughout the summer the Commission and staff met with Steering Committee to revise the parks & recreation ordinances to update, clarify, and make them more easily understood.

#### PARKS & BEACHES

##### Parks:

**The Market Barn at the Nathan Hale Homestead** is now available for rental via the Parks & Recreation Department office. Throughout the summer, Ms. Rubin coordinated with representatives from the Coventry Regional Farmer's Market and the CT Landmarks Society to develop rental forms, procedures and marketing materials. This is an ideal facility for those who prefer a rustic atmosphere for their special events. The facility holds up to 100 persons and is available from May - October.



Arrangements were completed for the **UConn Men's Club Crew Team** to rent space at the boathouse at Patriots Park. In exchange they will purchase a new storage shed to replace the old Snack Shack building. On site meetings were held at Miller Richardson Park with DPW staff Doug Reese and David Gofstein as follow-up from the fall Sports Council meeting in preparation for fall sports field use and to review plans for ADA work at Laidlaw Park.

The **Patriots Park Caretaker** position **was** eliminated this season in order to operate more efficiently and effectively. Ms. Rubin temporarily took on many of the caretaker duties, such as opening & closing buildings throughout the summer to identify areas that needed to be addressed, and to maintain good customer service during the transitional period. Discussions with the UConn Athletics staff re: possible rental of the Caretaker House have begun. This summer the Salvation Army held its 30<sup>th</sup> Camp Reunion at Patriot Park, and we were able to connect and share stories with many people that spent their youth at the summer camp.

##### Beaches:

After sharing information with several neighboring communities, it was discovered that Coventry opens its beaches far earlier than most. Typically, most communities open when children get out of school versus Memorial Day weekend. Our attempt to bring our schedule in line with others met with much angst. Being used to the Memorial Day weekend dates, many of our beachgoers were displeased with this decision because the month of June was unusually hot. Once we did open, the weather took a turn for the worse and was our



nemesis all summer. It was oftentimes too hot to go out of air conditioning, coupled with almost daily late afternoon thunderstorms that cut people's beach time to a minimum. On-going supervision, in service training and scheduling of staff took priority with so many new lifeguards that were hired to replace several of our veteran staff that left us as to obtain full time career employment.

Lake level was down drastically all summer. The DPW extended the length of the ropes & buoys at Lisicke to increase water depth within the swim area. Swim Lesson registrations filled most sessions. Staff worked hard to combine lower enrolled classes rather than cancel. Red Cross paperwork and a new on-line system required us to attend additional web training.

Beaches closed Labor Day, Sept. 3<sup>rd</sup>. Final payroll, financial reports, Red Cross paperwork, cleanup of lifeguard sheds, inventory, removal of buoys, ropes & floats was the main concern at the end of season.

## 300<sup>th</sup> ANNIVERSARY

### **300<sup>th</sup> Anniversary Parade**

The Parade Committee held bi-monthly meetings in July and August, and weekly meetings in September. Ms. Rubin worked on final details such as completing paperwork/contracts to marching units, the issuance of purchase orders, ordering and disseminating volunteer t-shirts, arranged for walkie-talkies, signage, portable toilets, golf cart rentals, parking attendants, and processing of payments for bands.



The parade was held on Saturday, September 29<sup>th</sup> and received very positive feedback from the public, participants, town leadership and the parade participants themselves! A lot of preparation went into it, as was clearly demonstrated by the way the parade ran so smoothly with such a large variety and number of floats and marching band units. Coventry residents Carol Kent and Charlotte Andersen volunteered as judges for the parade entry competition. The winners of each Division were judged on a combination of creativity, authenticity, enthusiasm and entertainment, and the quality and variety put forth. The winners of the Community Pride Award in each Division are: 1700s Division: Governor's Foot Guard Band, 1800s Division: Museum of CT Glass float, 1900s Division: Coventry Agricultural Committee float and 2000 and Beyond Division: Coventry High School Band.

In addition, the judges awarded a special "Most Popular" award to the Booth & Dimock Library Book Cart Drill Team for their creativity in preparing their synchronized routine – a crowd favorite at the event. Winners will be presented with plaques commemorating their accomplishment at a date to be scheduled later this fall. The parade was one of the major highlights in the year-long celebration of Coventry's 300<sup>th</sup> Anniversary. To view a slide show of the parade, visit [www.coventryct.org](http://www.coventryct.org).

Ms. Rubin served as co-chair with Joan Lewis, and they want to extend their gratefulness to all involved, but especially the small group of individuals that met monthly for over a year to put the whole event together – Police Chief Mark Palmer, Lori Goodin, Carl Shafer, Laura Stone, Carla Kennedy and a special thank you to the Police, Fire Departments, and the Department of Public Works, the town Council, Town Manager, and the 300<sup>th</sup> Committee for their assistance and backing.



### **300<sup>th</sup> Anniversary Archeological Dig**

Ms. Torcasio coordinated with Town Planner Eric Trott to make this exciting and unique event happen on Saturday, September 22<sup>nd</sup> across from the Town's Memorial Green. The first tour, at 10am, was completely filled with 30 registrants signed up, while the second tour group still had a few openings. Eric Trott, Town Planner attended the event and spoke during the presentation alongside Dr. Nick Bellantoni, State Archeologist. His photos were later uploaded to our Facebook page.

### 300<sup>th</sup> Jubilee

Ms. Rubin met with Team Training NE to plan the triathlon event, scheduled for the morning of the 300<sup>th</sup> Jubilee. Due to low registrations, the event had to be cancelled. Over the summer, staff coordinated the rest of the Jubilee events. Ms. Torcasio met with Sarah Taylor West, Senior Center Coordinator to plan the Pie Auction and confirmed participation with Ruth O'Neil at *Song a Day Music* for providing sound and performing the Hank Keane Tribute Concert. Ms. Torcasio also confirmed with Kim Piscatelli, face painter. Ms. Rubin coordinated with Noel Waite, Fire Marshall and the Department of Public Works regarding the bonfire. Uncertain weather predictions made it difficult to call, and the Jubilee was held on Saturday, September 8<sup>th</sup> in the pouring rain. The pie auction, face painting, and the *Mister G* performance went on as planned. Attendance was low, and the rain did not let up, leading us to cancel the 2 concerts and the bonfire upon the conclusion of the *Mister G* performance. Staff will be working with *Eight Mile River Band* and *Song a Day Music Center* regarding rescheduling their performances for a later date.

### Scarecrow Contest

To enhance community spirit and launch a new special event for the 300<sup>th</sup> year, research was done on other communities' contests. Ms. Torcasio drafted rules and regulations for participating scarecrows, along with promotional posters and flyers. Divisions included: kids, family, business and community groups/organizations. Nine very creative scarecrows were installed on the Town Green from September 27<sup>th</sup>-30<sup>th</sup>. Voting is to begin October 1<sup>st</sup> and go through October 10<sup>th</sup>, with announcements of winners being made at the Pumpkin Play Day at Patriots Park, scheduled for Saturday, October 13<sup>th</sup>.



## PROGRAMS

### Summer Day Camp:

Summer Camp ran very smoothly with Mr. Kyer, our new Camp Director, at the helm. His contribution has been amazing, and he is already looking forward to next summer! The children had a great experience, participating daily in crafts, games, sports, swimming, canoeing, etc. Staff evaluations were held at the end of the 2<sup>nd</sup> week to allow time to make changes/improvements before the season's end. Supplies and t-shirts orders were on-going, and staff planned the final events including the Camp Luau and Camp Carnival. Registrations continued right up until the Friday before the last Camp week.

The season capped off with the Camp Carnival on Friday, August 17<sup>th</sup>, with moon bounces, inflatable slip 'n slides, popcorn, cotton candy, music and dancing, and other fun activities! At the end of camp, staff met on site to clean and organize all buildings and equipment, take inventory and ready the area for the *Recreation Daze* program which begins at the start of school. Consideration is being given to restructuring the Camp management staff positions for next year, and introducing some new and different activities, themes and trips.

Feedback thus far from parents and campers has been extremely positive. Parents were happy to see someone with Mr. Kyer's experience in the position of Director, and our other managers and counselors as always impressed with their conscientiousness and ability to keep the kids engaged throughout the days and weeks.



### Rockville Bank Foundation's Sunset Sounds:

The concert series began with a bang, on Thursday, July 12<sup>th</sup> with *Eight to the Bar* performing. Staff estimated at least 250 people were in attendance. The second concert on July 19<sup>th</sup> featured a performance by *Orange Crush*, with approximately 300 people in attendance. The third concert presented *Skyline Drive*. Scheduled for July 26<sup>th</sup>.

It was postponed until August 9<sup>th</sup> due to the threat of inclement weather. The last two performances, *Red Satin Band* on August 2<sup>nd</sup> and *Skyline Drive* on August 9<sup>th</sup> were held with comparable attendance to the first two for *Red Satin*. However due to the reschedule, and the threat of rain coming through that evening, attendance was a bit lower at the *Skyline Drive* concert. Ms. Torcasio planned activities and served as our emcee at the summer concerts. All in all, the series was a success and our sponsor

Rockville Bank Foundation’s feedback was great! They’re glad that the series seems to grow in attendance each year and we’re glad to have their support!

**Children’s Performance Series:**

This year’s series included 4 performances throughout this quarter, including *Campardy!*, the *Camp Talent Spectacular*, *Red Supreme Production’s Break Dance Workshop*, and a *Dancin’ with Hoops* workshop. All were attended by the Summer Day Camp, and a few others from the general public.

**Youth & Adult Programs:**

Registrations continued for our week-long specialty sports camps like baseball, soccer, and basketball, and the ongoing adult fitness classes. Rain on the last day of *Tennis Lessons* forced a make-up day the following week, while all other sports camp were held without issue, including *Track & Field*, *Baseball*, *Lil Tykes Sports*, *Basketball*, *Mini-Hawk Sports*, *British Multi Sport Camp* and *British Soccer Camps*. Only the *Multi Sports Camp*, run by PE Teacher Christine Kessler, was cancelled due to low enrollment Two bus trips were held over the summer: the annual July 4<sup>th</sup> trip to James Taylor at Tanglewood and a September trip to the Big E.

**Recreation Daze Afterschool Program**

This program began on the first day of school and continued through the month of September with registrations continuing to come in for single days as well as weekly, and for early release days. Due to the high number of registrations, many last minute (the day before the program was set to begin) we added a third staff person to work Monday-Friday to accommodate those requests! We were able to serve 38 kids during the month of September, which is great! Ms. Torcasio directly supervises the staff.



**Fall Program Planning**

As the summer season progresses with various camps, swim lessons and beach activities, a large portion of the summer is also dedicated to the planning of the upcoming fall season. Ms. Torcasio confirmed with our regular instructors for classes like *Zumba®*, *Yoga*, *Tai Chi*, *Dancin’ With Hoops*, *Self Defense*, *Co-Ed Adult Volleyball*, *Sunday Morning Men’s Soccer* and *Sunday Morning Men’s Basketball*. She also confirmed a new program, *Karate*, with the *Karate studio in Town*, in addition to planning for this year’s *December Vacation Program* for kids during the school’s *December break*. The fall registration began on *Monday, September 24<sup>th</sup>*.

The remainder of September was dedicated to scheduling, planning and promotion of the *Annual Pumpkin Play Day* at *Patriots Park* and final *Parade* details. Ms. Torcasio confirmed with *Can Dance Studio & Song a Day Music* regarding their participation in the event. We also confirmed with the *STEPS Collaborative*, *DPW*, *The Sunlight Café*, *Botticello’s Farms* (pumpkins), and *Best Bounce Around* (moon bounce). Staff were also confirmed to work the event and assigned stations. Flyers were sent out through the schools, signage was posted to the *Town Green* and *Citgo gas station*, among other social media promotion. This event is scheduled for *Saturday, October 13<sup>th</sup>, 12pm-3pm* at *Patriots Park*.

**IN CLOSING**

This summer went by too quickly. As they say, time flies when you’re having fun!