

TOWN OF COVENTRY



QUARTERLY REPORTS

April 1 – June 30, 2012

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Cover photo: State, town and community representatives visit the construction site of the Yankee Post & Beam barn being constructed on the grounds of the Nathan Hale Homestead in Coventry, CT, location of the Coventry Regional Farmers' Market. The barn was won by the market during the "Great Barn Giveaway", a national contest held by WH Silverstein during the summer of 2011. The project was made possible in part by an Agriculture Viability Grant from the State of Connecticut Department of Agriculture to develop the site infrastructure.

L to R: Joseph Callahan, Coventry Building Official; Eric Trott, Coventry Director of Planning & Development; Wendy Rubin, Coventry Director of Parks & Recreation; John Elsesser, Coventry Town Manager; Drew Brown, Townsend Cabinetmakers; Tim Ackert, State Representative; Sheryl Hack, Executive Director, CT Landmarks; Joan Lewis, Vice-Chair, Coventry Town Council and Board of Directors, CT Landmarks; Steven K. Reviczky, Commissioner, CT Department of Agriculture; Elizabeth Woolf, Chair, Coventry Town Council. Photo by Laura Stone.

Finance Department

Finance Administration

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.

General accomplishments

- Health Insurance renewal and formation of health insurance pool with five Towns and Boards of Education and EastConn. This is the first pool in the State of Connecticut and immediately gave the town a reduction in the projected costs of health insurance for next year of approximately 6%. The cooperative is modeled on a group that has been operating successfully in Rhode Island. The Town and Board look forward to working together with the other communities and EastConn.
- Installation of new financial management software system for payroll and revenues. This completes the installation of the new system. We have been using the AP and General Ledger modules for the past year, rolling out the entry of purchase orders to using departments, and giving the user department direct access to their financial data.
- Working with the Board of Education, a new email archiving device has been installed to protect the data required by State FOIA laws. This device will free up the email storage issue that has begun to throttle Town server and workstations.
- The IT agreement with the Town of South Windsor has been continued another year. In addition, OPM has given our two towns a preapproval on a grant for cooperative purchasing of computer equipment. This grant will reimburse 30%.
- The in-house working GIS committee has finalized the trail maps for the parks in the Town of Coventry. These maps are available on the town's web site, and also on the parks and recreation department web site. The maps are an example of the broader potential use of GIS to support Town operations.
- Project management – work continues with the School Roof Building Committee to replace a chimney at the Robertson school. This final part of the project is scheduled to be complete the summer of 2012.
- Provided support for ongoing union negotiations.
- Wellness initiative – the employee safety and wellness committee met to establish priorities for moving forward. As part of the new health insurance cooperative we have been given CIGNA dollars which will entitle us to wellness resources. The committee will be asked to decide what services to “purchase” from CIGNA. This committee has representatives from each employee union, as well as management.
- Planning for a tax sale of delinquent tax properties in November of 2012 has begun with parcel identification and preliminary advertising. The last tax sale was held 10 years ago. This is a final collection tool for delinquent taxes on real estate.
- Completed the FEMA reimbursement paperwork for expenses from Storm Irene and Storm Alfred.

Meetings attended

ECHIP Health Insurance Board meetings

School Roof Building committee – semi-monthly

GIS coordinating committee - monthly

Finance Committee of the Town Council - monthly

Pension Committee for the Town of Coventry – quarterly

CIRMA Underwriting and Operations committee – quarterly

GFOA Annual conference

Collector of Revenue

The Tax Department was busy this quarter with fiscal year-end details as well as the upcoming new bill cycle. The Sewer Assessment fiscal year was closed out at the end of April. The posted rate books, beginning rate books, balances and reports were printed. A total of 513 assessment bills, due May 1st, were printed and mailed during the last week of April.

Delinquent notices were prepared and mailed for real estate and personal property taxes as well as COVRRRA, sewer assessment and sewer fees. This activity occurred during April and May. Banks and lending institutions sent in their bill requests during this time for those properties whose real estate taxes are being escrowed. The information was researched and the accounts coded in the computer in preparation for the July billing.

The mill rate for fiscal year 2012-2013 was set by the Town Council on May 21, 2012. This act set in motion the preparation for the July 2012 billing cycle. The tax bills for Real Estate (6,334), Motor Vehicles (13,240), Personal Property (789) and COVRRRA fees (4,646) were researched and prepared. Information as to new owners, mailing address changes and certificates of correction were made up to the moment the file was sent to be printed and mailed out.

The end of the month of June brings in a flurry of calls from closing attorneys and some property owners wanting to pay the July taxes. The last eight business days of June brought in over \$85,500 in advanced Tax payments and \$3,280 in advanced COVRRRA fees. The continued effort and professionalism of the tax office staff is appreciated and should be noted.

The collection report for the fourth quarter is attached.

Property Tax Collected by Linda Greenbacker, CCMC Tax Collector					
Collected April 1, 2012 through June 30, 2012					
Paid to Beth Bauer, Treasurer, Town of Coventry					
		Property		Liens &	
		Tax	Interest	Costs	Total
Grand List	1996	0.00	0.00	0.00	0.00
	1997	0.00	0.00	0.00	0.00
	1998	0.00	0.00	0.00	0.00
	1999	2,095.82	2,396.86	24.00	4,516.68
	2000	3,729.42	4,703.45	24.00	8,456.87
	2001	2,881.71	4,371.95	48.00	7,301.66
	2002	2,727.26	4,258.00	48.00	7,033.26
	2003	2,913.96	4,775.60	48.00	7,737.56
	2004	3,490.18	3,902.23	72.00	7,464.41
	2005	6,650.74	6,461.68	96.00	13,208.42
	2006	10,533.37	8,797.05	144.00	19,474.42
	2007	17,480.58	9,966.70	216.00	27,663.28
	2008	14,839.98	9,164.15	144.00	24,148.13
	2009	53,622.21	15,485.72	744.00	69,851.93
		120,965.23	74,283.39	1,608.00	196,856.62
Current	2010	306,933.39	33,440.13	804.00	341,177.52
Current SMV		11,360.00			
	Totals	439,258.62	107,723.52	2,412.00	549,394.14
Current 110	6010	40211	306,933.39		
Delinquent		40212	120,965.23		
Int & Liens		40213	110,135.52		
SMV		40214	11,360.00		
			549,394.14		
Sewer Assess 205-7722	40211	177,282.83		Sewer User	40211
Interest, Liens, Per Diem	40213	7,071.52		Interest & Liens	40213
		184,354.35			10,607.90
COVRRRA(ADV)		3,280.50		TAX (ADV)	85,538.23
Current 218-7601	40211	12,748.11		Special Duty	18,907.65
Delinquent	40212	6,053.31			
Interest & Liens	40213	7,510.77			0.00
		29,592.69			0.00
COVRRRA refund					0.00
Liability Fund Refund	110-24150				
		Total	\$878,394.96		

Assessor

April was an end to the Board of Assessment Appeals. Our net unadjusted Grand list was 983,526,745 as signed in February. The Board of appeals made adjustments resulting in a reduction in the amount of \$1,569,045. We also completed the M-13 state report which breaks down our Grand List by category to include all exemptions.

May was spent working on the Elderly and Disabled Homeowner's program as well as the Local Tax Deferrals. We processed a total of 107 applications and 13 deferrals. This program is for anyone over the age of 65 or over the age of 18 and totally disabled. This is an income driven program reimbursed by the state of Connecticut and citizens who think they may qualify can apply next year from February 1, 2012 thru May 15, 2013. This year again, we saw an increase in the amount of people inquiring and applying for tax relief due to the economic times we are facing.

A reminder to all veterans who have ninety (90) days of wartime service, including merchant marines who served during WWII, are eligible for a \$3,000 exemption for property tax purposes (e.g., real estate property or automobiles).

Our office has begun the process of inspecting properties for building permits and inquiries left over from winter. We are constantly attempting to improve the data we have to value properties and it is an ongoing process. We have seen very little decrease from last year in the amount of new construction and other types of permits.

State Benefit

Veteran's below a certain income level and/or disabled veterans are eligible for additional property tax exemptions. Surviving spouses of veterans may also be eligible for this benefit. This benefit is income qualified and the following are the limits for the October 1, 2011 grand list. To calculate your income you must add your adjusted gross income from your income tax return to your social security for 2011. They must be under the following limits to qualify.

Single/Unmarried **\$32,300**

Married **\$39,500**

The deadline to file for this is October 1, 2012. Please call (860)742-4067 if you have any questions or concerns.

Michael D'Amicol, Assessor



COVENTRY LAND USE OFFICE

QUARTERLY REPORT FOR:
APRIL, MAY, JUNE

~ 2012 ~

Eric Trott

*Director of Planning and Development
Interim Zoning Enforcement Officer*

Todd Penney

Inland Wetlands Agent/Town Engineer

Brenda Bennett

Permit Technician

PLANNING AND ZONING COMMISSION

PLANNING & ZONING COMMISSION

Year 2012

APRIL, MAY, JUNE 2012

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*:
12-03	S	2/21/12	2/27/12	Special Permit, Tamatha & Charles Green; Home Occupation Permits, 10 Boston Turnpike	4/23/12	A
12-04	SR	4/5/12	5/29/12	Revise Subdivision Regulations, Effective 6/15/12	5/29/12	A
12-05	ZR	4/5/12	5/29/12	Comprehensive Zoning Regulation Revisions	5/29/12	A
12-06	S	5/24/12	5/28/12	Special Permit; Edgemere Road, Ernest Kuntz	6/25/12	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
DISCUSSION AND ACTION TOPICS
APRIL – MAY – JUNE 2012:

- : Reviewed POCD reporting matrix for the PZC, which describes the various tasks that have been performed by the Commission and Staff.
- : Reviewed zoning referrals from the Towns of Tolland, Mansfield and Bolton on various regulatory changes being proposed.
- : Discussed vehicle parking history for Coventry Motors on RTE 44 and how it relates to the Country Snack Bar.
- : Approved the extension of the agreement for the historic residence reconstruction of Stewart on Knollwood Drive.
- : Reviewed current PZC by-laws and made recommendations for revisions to be reviewed by the Town Attorney.
- : Approved special permit extension request of CIL for the Kenyon Falls project on Armstrong Road.
- : Discussed the status of the Safe Routes to School grant award and the upcoming public forum.
- : Provided report on the status of the IHZ regulations. OPM is still not accepting applications at this time to allow Towns to adopt the regulations.
- : Staff reported on the resignation of the Zoning Agent and described the interim measures as well as the re-hiring process.
- : Discussed the upcoming RTE 6 Regional Economic Development Council public forums on the transportation study.
- : Reviewed details from a public forum that was held regarding rural transportation issues in Eastern CT.
- : Reviewed field change, plan revision to the Hop River Trail Estates Subdivision on Babcock Hill Road that Staff is addressing relative to common driveway widths.
- : Held a discussion with the designer of the Therrien condominium project on North River Road who wishes to create a condominium ownership for the property, but no physical changes to the site.
- : Held a preliminary subdivision review with Peter Maynard who is proposing a 10 lot open space subdivision of his property on Riley Mountain Road.
- : Discussed Commission member concerns with traffic issues involving the Dunkin' Donuts drive-thru.
- : Discussed status of the Lakeview Restaurant addition construction the temporary use of the outdoor patio area.
- : Held a preliminary subdivision review with Charles Brown who is proposing a 13 lot open space subdivision of his property on Riley Mountain Road.

ECONOMIC DEVELOPMENT COMMISSION
DISCUSSION AND ACTION TOPICS
APRIL – MAY – JUNE 2012:

- : Discussed status of Francesca’s Italian Bistro – they are pursuing additional space by renting the next door unit. Staff met with the business owners to offer assistance to them.
- : Discussed the events associated with the Town’s 300th 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 preparation of the opening day for the Farmer’s Market as well as the construction of the new barn on-site.
- : Discussed the meeting held between Staff and a representative of ECHN to encourage them to consider sites in town for a potential medical office development.
- : Reviewed the POCD reporting matrix prepared for the EDC which illustrates the various tasks that have been performed by the Commission and Staff.
- : Discussed the status of the addition construction at the Lakeview Restaurant – the owner encountered issues with the existing deck and needed to approach the project differently which will take additional time to complete.
- : Discussed the status of the addition construction at the Bidwell Tavern – the project is nearing completion.
- : Reviewed the draft ‘site finder’ matrix of vacant storefronts and the letter to property owners to encourage the completion and posting of the resource on the Town website.
- : Reviewed the upcoming EDC and Parks and Recreation sponsored small business event – Recess at Work – planned for June.
- : 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 special permit extension request of Blazawski for the motor vehicle sales and repair project on his property on Boston Tpke.
- : Discussed the EDC’s project with the local restaurants – ‘historic 1712 deals’ – in celebration of the Town’s 300th celebration – to advertise and highlight local restaurants during the month of September.
- : Discussed the Council’s intention to administer a 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 RTE 6 Regional Economic Development Council public forums scheduled in June to review the status of the transportation study.
- : Discussed the status of the revision to the State’s Plan of Conservation and Development.
- : Conducted an EDC brainstorming session with Staff to establish priorities and direction on economic development projects for the Commission and Staff.
- : Discussed the status of the RTE 44 sewer project.
- : Discussed a new OPM grant program called the Main Street Investment Fund – staff will be preparing a request for funding of 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 the regional and local support of businesses that the CT Country Store offers – over 90 businesses are supported.

ZONING ENFORCEMENT

Bonnie Potocki, Zoning Enforcement Officer (April, May)

Eric Trott, Acting ZEO (May, June)

APRIL ~ MAY ~ JUNE 2012

ZONING PERMITS ISSUED = ***66**

Single Family Dwellings	8
Condominiums	0
In-Law Apartments	0
Accessory Structures	
o Decks/Porches	14
o Sheds/Gazebos	13
o Barns	3
o Detached Garages	2
o Pools	4
o Other	7
Residential Additions/Attached Garage	9
Commercial Use/Signage	0
Home Occupation	3
Others:	
Interior Renovations	1
Agricultural buildings	<u>2</u>
Total	66

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

CERTIFICATES OF USE AND OCCUPANCY = **27***

(Signed for zoning compliance by ZEO)

Single Family Dwellings	6
In-law apartment	0
Condos	1
Accessory Structures	
o Sheds/Gazebos	4
o Barns	1
o Detached Garages	0
o Pools	5
o Other	1
Residential Additions/Attached Garages	5
Commercial Use/Signage	<u>0</u>
Total	27

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	10
Limits of Clearing	2
Certificates of Occupancy	27
Pre-Approval Inspection	0
Seed and Mulch Bond Release	2
Zoning Complaints (initial & follow-ups)	0
Blight Complaints (initial & follow-ups)	3
Street Number Assignments	0
Other (Proposed Demolitions)	0
Total	44

*Due to the absence of the ZEO, there has been a reduction in the number of general inspections.

VIOLATION/ENFORCEMENT INSPECTIONS (NEW):

Category	# of Complaints Investigated
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	3
Total	3

*Due to the absence of the ZEO, there has been a reduction in the number of violation inspections.

News from Zoning Department

The Zoning Agent resigned from the position in mid May. The Director of Planning has assumed the duties of the position in the interim. The primary goal is to maintain the core responsibilities of the position by addressing permit, inspection, customer inquiry and ZBA needs in a timely and responsible manner.

ZONING BOARD OF APPEALS

APRIL, MAY, JUNE

YEAR 2012

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
12-03Z	4/26/12	5/15/12	Wm. Warriner, 131 Wangumbaug; shed and deck	5/15/12	A

INLAND WETLANDS APPLICATIONSYEAR **2012**

April, May, June, 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 **
12-13WA	4/18/12			Michael Truong, 131 Vernon Branch Road; deck and stairs in Upland Review Area	5/8/12	W/D
12-14W	4/20/12	4/25/12		Laura Prella, 131 Woodland Road; rebuild single-family residence within 150' of lake	4/25/12	A
12-15-WA	5/24/12			Powers/Comeau, 96 Avery Shore; addition/deck	5/30/12	P
12-16WA	5/24/12	5/30/12		Thomas Infantino, 847 Grant Hill Road; garage within 75' URA	6/7/12	A
12-17W	6/25/12			Andy Stachowaik, 84 Cheney Lane, septic system repair and drainage pipe	6/27/12	A
12-18W	6/25/12			Wm. Jobbagy; 1 lot non-jurisdictional		P

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.



OFFICE OF TOWN CLERK

Lori Tollmann
Assistant Town Clerk

Susan J. Cyr
Town Clerk

Anne B. Lewis
Assistant Town Clerk

QUARTERLY REPORT APRIL 1 – JUNE 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 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 and administering elections in coordination with the Registrar of Voters.

Recording & Licensing



Receivables & Revenue:

The Clerk's Office collected \$185,470.16 this quarter, of which \$58,852.08 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	731	20,302.00
Local Conveyances Recorded	105	27,324.68
Copies	3,674	3,750.27
Trade Name Certificates	4	20.00
Liquor Permits	5	10.00
Burial & Cremation Permits	4	12.00
Marriage Licenses	14	154.00
Vitals Copies	101	2,020.00
Notary Fees & Renewals	67	395.00
Dog License Fees	1,116	1,129.00
Maps Filed	2	10.00
Fish & Game License & Permit Fees	327	171.00
Conveyance fees	105	53.00
PA-490	0	00
PA-146 Clerk	700	700.00
PA-05-228 & PA-09-229 LOCIP	700	2,100.00
PA-05-228 & PA-09-229 Clerk	700	700.00
Miscellaneous/Unanticipated	1	1.13
Town Clerk Revenue Transferred to Treasurer:		\$58,852.08

Annual Town Meeting and Adjourned Annual Town Meeting: The Annual Town Meeting for the Town of Coventry was held April 28, 2012 to consider the Town Council's recommended fiscal year 2012-2013 appropriation of \$37,238,929. On May 8, 2012 the electors and citizens qualified to vote in the Town Meetings of the Town of Coventry approved the appropriation with 620 voting in favor and 446 opposed. On May 21, 2012, the Town Council formally set the mil rate, effective July 1st, at 27.00 mils. The budget was approved with no increase in the mil rate from the previous fiscal year.



Presidential Preference Primary: April 24, 2012 a Presidential Preference Primary was held in Connecticut to determine voter preference for nomination of a presidential candidate from the Republican Party. The Clerk's office designed and printed paper official, absentee and sample ballots, manual tabulation sheets and official Moderators Returns, issued 7 absentee ballots and prepared legal notices of the primary for publication in a local newspaper. Due to Public Act 11-173, towns are not required to use Electronic Tabulators for primaries, elections and referendums when it is deemed to be impractical. As a result the town saved the several hundred dollars which would have been expended on the programming of memory cards, and printing of encoded ballots.



Upon receiving the results of the primary we filed the official returns with the Secretary of the State.

In the State of Connecticut, only party enrolled voters may vote in a primary. Town-wide voter turnout was 11.9%. This was the first year that the Presidential Preference Primary was held so late in the campaign season after the majority of other states had already voted. Previously, Connecticut's Primary was held in February on "Super Tuesday" which may possibly account for the lower voter turnout this year.

Staffing Updates/Activities



Lori Tollmann: The Assistant Town Clerk attended the Spring, 2012 Connecticut Town Clerks Association Conference in Norwalk, Connecticut on April 12-13. She participated the accredited course entitled "What does a Town Clerk need to do to get ready for eRecording?" In recognition of completing the 4.5 hour course, Lori earned 1.5 points toward Master Municipal Clerk certification.

Lori became a member of the New England Association of City and Town Clerks (NEACTC) in 2010. She is working toward advanced certification and attended educational sessions at the Master Municipal Clerks Academy School for Town Clerks at Central Connecticut State University on May 24, 2012. The full day of classes consisted of "Managing Time and Tasks in Trying Times" and "How the Mechanics of Elections are Impacted by Politics". She earned 6 credit hours towards advancement.

On April 17th Lori received her CPR/AED certification from the American Red Cross. The certification is valid for 2 years.

May 2nd, **Lori Tollmann** and **Susan Cyr** attended the regular meeting of the Tolland County Town Clerk's Association held at Willington Senior Center. The County has been working toward putting a disaster prevention/recovery plan in place. The State Library has announced that there are 3 companies that specialize in recovery services of records that are now available on State Contract. Disaster Recovery information was distributed.

Susan Cyr attended the Workers Safety meeting on April 17, 2012. Topics of discussion were: The benefits of joining the Eastern Connecticut Regional Health Insurance Cooperative; work-related injuries and illnesses for the previous quarter; Workers' Compensation Pool Claim Report from CIRMA and the February 16th OSHA site visit consultation report.

Historic Document Preservation Grant No. 032-PC-13: On June 28, 2012 the State Library informed us that our Historic Documents Preservation Grant application in the amount of \$4,000 for fiscal year 2013 has been approved. The funds will be used to microfilm, digitize and link 628 maps to the map index. Our government records management vendor, Info Quick Solutions will be performing the service.

RECENT LEGISLATION Affecting the Town Clerks Office

PA 12-29 HB5364 An Act Concerning the Definition of “Notarial Act” - Effective October 1, 2012 – 3-94a to 3-95 – Defines terms including “Copy certification” means a notarial act in which a notary public is presented with an original document, copies or supervises the copying of such document, compares the original to the copy and certifies the copy is an accurate and complete reproduction of the original. A notary may not complete a copy certification if the original document presented is a vital record, a document that is required to be recorded by state of political subdivision, or is issued by a federal agency and federal law prohibits copying of such document. Signed by the Governor 5/14/2012.

PA 12-49 HB5250 – An Act Concerning the Appointment of Primary Polling Place Officials – Effective from Passage – The Registrar of Voters may appoint any elector of the state to be a poll worker. Signed by the Governor 5/31/2012.

PA 12-57 SB214 – An Act Concerning Permanent Absentee Ballot Status for the Permanently Disabled – Effective January 1, 2013 – Any elector who is permanently physically disabled and files an application for an absentee ballot with a certification from a primary care provider shall be eligible for permanent absentee ballot status, Signed by the Governor 5/31/2012.

PA 12-56 HB5024 – An Act Concerning Voting Rights –Effective July 1, 2013 – Those who are eligible may register to vote on election day and receive an election day ballot from the Registrar of Voters. 9-158b – Unregistered voters who are former residents of the town may receive a presidential ballot from the Town Clerk. Residents are no longer eligible for a presidential ballot. Signed by the Governor 5/31/2012.

PA 12-187 HB5539 – An Act Concerning Recording Fees – Effective October 1, 2012 – 7-34a (a) Clarifies copy fees: Town Clerks shall receive, for a copy in any format of any document either recorded or filed in their offices, one dollar for each page or fractional part – removes “marginal notation of an assignment”; increases from \$1 to \$2 fee for assignments subsequent to the first two. **7-29 (b)** Limits recording of multiple assignments to twenty on a single document.

PA 12-197 HB5514 – An Act Concerning Various Revisions to the Public Health Statutes – Effective October 1, 2012 – This bill makes numerous changes to the Dept. of Public Health related statutes. **12-14** allow minors who are either a certified homeless youth or an emancipated minor to access their birth certificate. A certified homeless youth is a 15-17 year old not in the physical custody of a parent or legal guardian, who is homeless and certified by (1) a school district homeless liaison, (2) the director of an emergency shelter program funded by HUD; or (3) the director of a runaway or homeless youth basic center funded by U.S. Dept. of Health and Human Services. The youth must be accompanied by the person certifying him/her and present a written request and sufficient identification. Signed by the Governor 6/15/2012.

PA 12-163 HB5241 – An Act Concerning Delayed Birth Registration – Effective October 1, 2012 – The Department of Public Health will create the birth certificate and transmit a copy to the registrar of the town where the birth occurred and to the registrar of the town where the mother resided at the time of the birth. Signed by the Governor 6/15/2012.

PA 12-193 HB5022 – An Act Increasing Penalties for Voter Intimidation and Interference – Effective July 1, 2012 – Increases penalties for violating certain election laws. Adds a provision on absentee voting to allow town clerks, registrars and staff to vote by absentee ballot. Signed by the Governor 6/15/2012.

Quarterly Report
Second Quarter 2012

Coventry Police Department



Listed below are the stated goals and objectives for each agency component for the fiscal year 11/12 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.

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

We received a renewal of our POST Tier III Accreditation award in May. The certification is in effect until March 2015.

Once again, the department was well within its allotted budget despite challenging staffing shortages.

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

Sgt. Chris Fiore, Sgt. Tony Ochtera, Officer Michelle Hicks, and Officer Ted Opdenbrouw took a Defensive Driving class for police officers offered through CIRMA. Officer Dexter completed a 12-week (one evening per week) States Attorney's Legal Training course. Sgt. Tony Ochtera attended a one-day legal issues class. All sworn personnel were trained in a refresher course on OC Spray and handcuffing techniques taught by Officer Ted Opdenbrouw. Sgt. Chris Fiore and Officer Ted Opdenbrouw instructed officers from area departments in Active Shooter skills. Detective Michael Hicks and Officer Robert Dexter attended this training. Lt. Walt Solenski attended Civil Liability for Police Manager training. Sgt. Tony Ochtera was trained as a Mossberg Armorer (this is the type of shotgun officers carry). Sgt. Chris Fiore attended a one-week training course to become a certified rifle instructor. Six employees attended NCIC recertification training. Administrative Assistant Ellen Jamaitus attended a Writing for Professionals class as well as the Administrative Professionals Conference in Cromwell. Officer Gail McDonnell attended the Connecticut Association of Women Police Officers (CAWP) annual conference in Meriden and received training on leadership and management. Detective Michael Hicks attended the CT Intelligence Center (CTIC) Conference in East Hartford. Dispatcher Michael Cote attended a user's meeting for the Everbridge Notification System. Dispatcher Ann Bousquet attended Active Shooter training for dispatchers and the State of CT Dispatcher's Conference in Cromwell.

- **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 a renewed application for the COPS hiring program through the Department of Justice. The department was not awarded these grant funds. In Connecticut, the cities of Hartford, New Haven, Norwich and Waterbury were awarded COPS hiring funding.

The department submitted for reimbursement from the State Department of Transportation for the spring Click it or Ticket Campaign as well as the Memorial Day holiday DUI enforcement.

The department submitted a grant application to the State of CT OPM for 'Keeping Kid's Safe'. If received, the grant will allow two officers to be trained in car seat installation and provide this service to residents. We will also purchase bike helmets to be given away by CPD officers to children who do not have them. Kathryn Hassler from the Coventry STEPS program was of great assistance in preparing this grant application.

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## **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. One officer continues to be out of work after suffering a work-related injury. Although department expenditures continue to be within the allotted overall budget, staffing shortages are requiring overtime hires on a regular basis.*

*The Town budget passed the referendum. The agency's budget now includes funding for an additional police officer. The department has begun the recruitment process and is receiving applications through an on-line submission process until July 18<sup>th</sup>. The written test is scheduled for July 28<sup>th</sup>. We anticipate completing the selection process in time for a slot in the CT Police Academy for early January.*

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

*The department concluded the eight-week Senior Citizen Police Academy on April 27<sup>th</sup> with a graduation ceremony for 14 participants.*

*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**

*Sgt. McDonagh and Ellen Jamaitus hosted two tours of the building for the Coventry High School Civics classes.*

*Officer Gail McDonnell organized and conducted a trip to York Correction Institution in Niantic for fourteen female high school students.*

*Officer Michelle Hicks attended the Coventry Grammar School Family Fun Festival where she took children's fingerprints.*

*Chief Palmer and CSO Chipman attended the Trike-A-Thon at the Coventry Early Childhood Center and gave safety presentations.*

*Chief Palmer has joined a committee of school administrators 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 been received regarding parking issues on South St. due to the Farmer's Market. Chief Palmer and the Town Manager met with market representatives to try and alleviate and improve the on-street parking. Signage has been placed on South St. near the market prohibiting parking on the south side of the street. Officers continue to monitor this area and issue parking tickets as appropriate.*

*Calls for service increased 18.5% this quarter over last and 17% over the same quarter last year.*

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

*There was a Sobriety Checkpoint on Route 44 on April 20<sup>th</sup>. This was done in conjunction with member agencies of the Metro Traffic Unit to coincide with UCONN 'Spring Weekend' There were two roving DUI patrols during the quarter. Officers have concentrated on speeding enforcement efforts in the Main Street 'Village' area.*

- **Increase enforcement of distracted driving violations**

*Officers have continued to target distracted driving violations.*

~ ~ ~

## **SUPPORT**

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

*The CSO has been trained 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. The CSO is working on the annual dog survey to be completed in June.*

- **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 spring Click It or Ticket campaign and 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.*

- **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

The Coventry Police Department Honor Guard Unit presented the colors at Fenway Park prior to a Red Sox game on May 2<sup>nd</sup>.

Members of the department participated in the Special Olympics Law Enforcement Torch Run on June 7<sup>th</sup>.

Officer Gail McDonnell received an enforcement award from Mothers Against Drunk Driving (MADD) for 2011.

Lt. Nancy Thurnauer, Detective Michael Hicks, Officer Gail McDonnell and Officer Michelle Hicks were issued Commendations for their work in solving a string of house burglaries.

Sergeant Anthony Ochtera, Officer Ted Opdenbrouw, Officer Gail McDonnell and Officer Robert Dexter were issued commendations for their outstanding efforts in the area of traffic law enforcement.

The police boat was placed in service at the end of May. Lake Patrol Officer Norm Meikle is back again this season in the part-time position.

The Department has picked up a High Mobility Multipurpose Wheeled Vehicle (HMMWV) from the US Military Law enforcement Support Office program. The vehicle is in good shape and was procured free of cost. This vehicle will be outfitted to be used for emergency situations such as weather-related events, off-road use, and other special events.

A listing of calls for service during the quarter is attached.





**Coventry Police Department**  
**Incident Analysis**

4/1/2012...6/30/2012

|     | Shift |     | Total       |
|-----|-------|-----|-------------|
| 1st | 2nd   | 3rd |             |
| 397 | 783   | 818 | <b>1998</b> |

| UCR  | Nature                           | 1st | 2nd | 3rd | Total |
|------|----------------------------------|-----|-----|-----|-------|
| 001  | Marine Patrol Activity           | 0   | 8   | 8   | 16    |
| 029  | Disabled Motor Vehicle           | 7   | 5   | 7   | 19    |
| 13A  | Assault Aggravated               | 0   | 0   | 2   | 2     |
| 13B  | Assault Simple                   | 0   | 0   | 2   | 2     |
| 13c  | Intimidation                     | 2   | 2   | 7   | 11    |
| 152  | Suicide Threat/Attempt           | 1   | 2   | 4   | 7     |
| 220  | Burglary                         | 2   | 11  | 17  | 30    |
| 23D  | Larceny Theft From Building      | 0   | 2   | 1   | 3     |
| 23F  | Larceny Theft From MV            | 6   | 1   | 1   | 8     |
| 23H  | Larceny All Other                | 3   | 10  | 8   | 21    |
| 240  | MV Theft                         | 0   | 1   | 0   | 1     |
| 2604 | Fireworks/Gunshots               | 3   | 2   | 16  | 21    |
| 2609 | Littering                        | 0   | 2   | 0   | 2     |
| 2619 | Building Check                   | 0   | 1   | 1   | 2     |
| 2625 | Notification                     | 0   | 1   | 0   | 1     |
| 2631 | Public Hazard                    | 6   | 11  | 20  | 37    |
| 26B  | Fraud Credit Card/ATM            | 0   | 1   | 0   | 1     |
| 26C  | Fraud Impersonation              | 0   | 3   | 0   | 3     |
| 26E  | Fraud Wire                       | 0   | 1   | 0   | 1     |
| 290  | Vandalism                        | 0   | 12  | 2   | 14    |
| 2914 | Animal Complaint                 | 15  | 69  | 38  | 122   |
| 3009 | Susp Person/Activity/MV          | 50  | 67  | 79  | 196   |
| 326  | Illegal Parking                  | 0   | 2   | 1   | 3     |
| 332  | Harassment/Harassing Phone Calls | 3   | 6   | 17  | 26    |
| 334  | Untimely Death                   | 0   | 1   | 0   | 1     |
| 343  | MV Accident (Injuries)           | 1   | 5   | 3   | 9     |
| 344  | MV Accident Evading              | 2   | 4   | 5   | 11    |
| 346  | MV Accident (No Injuries)        | 6   | 12  | 22  | 40    |
| 351  | Alarm                            | 30  | 36  | 31  | 97    |
| 353  | Medical                          | 21  | 55  | 49  | 125   |
| 355  | MV Stop                          | 98  | 79  | 129 | 306   |
| 35A  | Drug/Narcotic Violation          | 0   | 1   | 2   | 3     |
| 367  | Prowler                          | 2   | 0   | 0   | 2     |
| 375  | Routine Assistance               | 5   | 50  | 30  | 85    |
| 377  | Open Door/Window                 | 1   | 1   | 1   | 3     |
| 388  | Miscellaneous                    | 14  | 34  | 29  | 77    |
| 396  | Escort                           | 1   | 4   | 1   | 6     |
| 398  | Missing Person                   | 1   | 1   | 1   | 3     |
| 399  | Lost And Found                   | 3   | 17  | 9   | 29    |
| 400  | Family Matter - Non Arrest       | 3   | 2   | 12  | 17    |
| 4811 | Finger Printing                  | 4   | 54  | 1   | 59    |
| 4858 | Fire                             | 5   | 5   | 15  | 25    |



## Coventry Police Department Incident Analysis

4/1/2012...6/30/2012

|      |                            |    |     |     |     |
|------|----------------------------|----|-----|-----|-----|
| 4873 | Assist Other Agency        | 18 | 19  | 24  | 61  |
| 520  | Weapon Law Violations      | 0  | 0   | 1   | 1   |
| 861  | Disturbance (Non-Domestic) | 4  | 6   | 11  | 21  |
| 866  | Noise Complaint            | 7  | 2   | 23  | 32  |
| 889  | Check Welfare              | 3  | 11  | 11  | 25  |
| 890  | MV Erratic Operation       | 8  | 10  | 24  | 42  |
| 891  | MV Lock Out                | 3  | 10  | 3   | 16  |
| 90C  | Disorderly Conduct         | 0  | 0   | 2   | 2   |
| 90D  | DWI                        | 4  | 2   | 6   | 12  |
| 90J  | Trespass of Real Property  | 0  | 1   | 0   | 1   |
| 90Z  | All Other Offenses         | 1  | 2   | 1   | 4   |
| 911  | 911 Hang Up Call           | 9  | 20  | 29  | 58  |
| H109 | Junk MV                    | 0  | 1   | 0   | 1   |
| Sup  | Supplemental               | 45 | 118 | 112 | 275 |

# Fire Marshal/Emergency Management

**Noel Waite, Fire Marshal / EMD**

During the last quarter of fiscal year 2011-2012 there were 53 inspections conducted, three fires and four complaints investigated. Two local businesses received their certificates of completion for expansions to their businesses and a temporary certificate of occupancy was issued for the new North Coventry Fire Department headquarters. During the month of May approximately 25 hours were spent assisting the town of Windham building department with inspections while they're building inspector was on medical leave. Also in the month of May the Fire Marshal attended the annual New England Association of Arson Investigators seminar in New Hampshire.

In the month of June an extreme hoarding issue was addressed by the Building Department, Fire Marshal's office, Health department and Zoning department and violations were issued to the owner of the dwelling by all departments. This issue consumed a large number of man-hours for all departments and will continue until all violations have been corrected.



*Installing the sign on the Main Station.*

## Public Works Quarterly Report April-June 2012

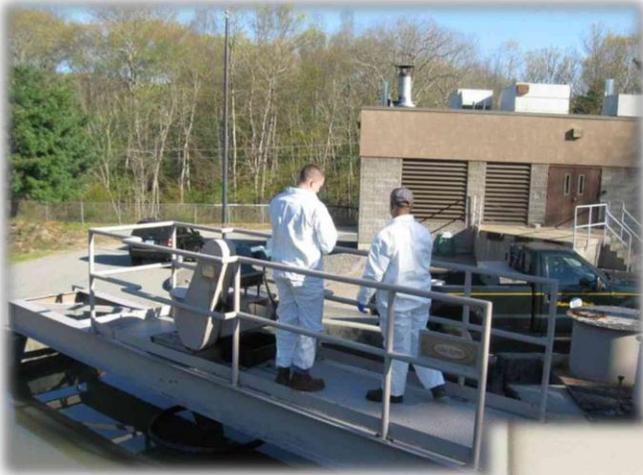
One of the many things “behind the scenes” is the operation and maintenance of the Water Pollution Control Authority sewage treatment plant. While the systems are highly automated, the testing, monitoring, and maintenance are not. Before any work can be done, “Lockout/Tag out” is done so each member of the maintenance crew can keep the machinery de energized until their work is complete.



Once properly locked out, staff gets suited up in appropriate protective gear prior to any work performed.

Obviously, one has to exercise extreme care in an environment where you could slip, fall, drown, and be electrocuted all at the same time. All safety protocols are mandated by the Occupational Health and Safety Administration.





Careful and methodical preventive maintenance is critical to effective operations. PM today is a breakdown prevented tomorrow.

Special industrial lubricants are used in the deep reduction gearboxes on the clarifier drive units.



Access is thru various inspection hatches, ports, and plates.

Once drained, inspected and packing's checked, units are reassembled, resealed and refilled with the correct amount and type of lubricant.





The new football fields at the old landfill were “rock picked”, by hand as part of the vendor’s contract. Reseeding, localized topdressing, and fertilization were also performed.

Attentions to details and good weather have generated the healthy turf shown here.



Despite no additional manpower or other resources, we have managed to so far keep up with the additional care needed for these properties.

Our existing athletic fields are looking and playing great, thanks to redoubled efforts of our Grounds crew.



In our “spare time” we have managed to assemble bleachers for the Miller – Richardson football fields. Anyone who has put together a swing set or erector set would be right at home doing this.

The savings of doing this “in house” was rolled back into the project.

Starring in the Connecticut Association of Street and Highway Officials trade show was Coventry’s newest apparatus, Unit # 9.





Our staff made significant inroads into clearing the southern portion of the Rail Trail.

The new salt shed was finally filled for the first time.

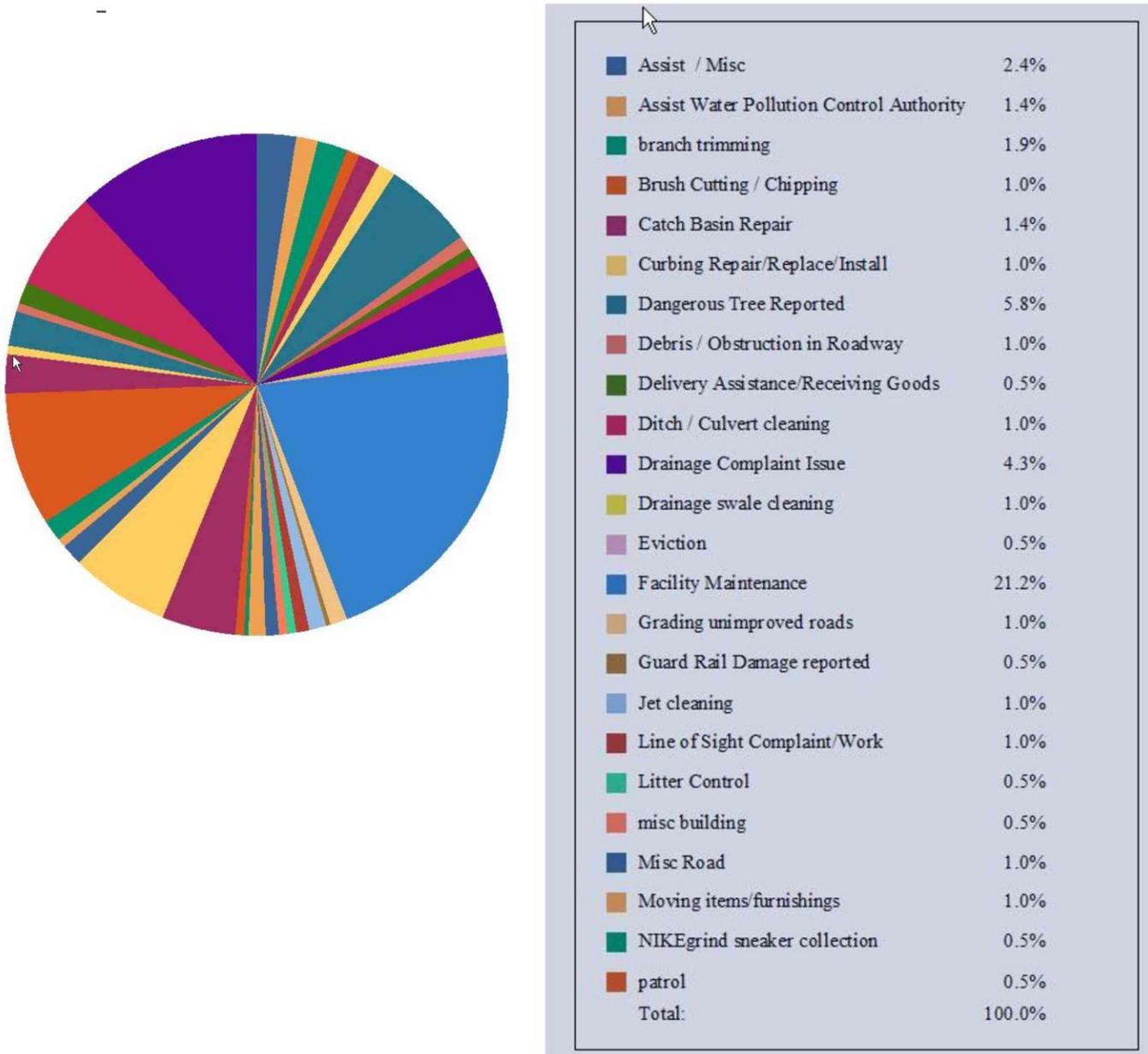


Despite several efforts, the time capsule has eluded capture so far. A reward is available for information leading to its location.

Nathan Hale comes one step closer as the statue base is set.



### Quarterly Service Request Statistics



There are lots of vacations this month. Next Quarter will be complete.

# Building Department

Foundations for new single family dwellings were placed on the following lots: 60 Bellvue Dr., 202 Hannah Ln., 1040 Cedar Swamp Rd., 597 Stonehouse Rd., 127 Hickory Dr. and 22 Appian Way. Two of these properties included demolition of the existing structure to allow for a new structure to be built.

Standby generators and associated manual and automatic transfer switches were inspected and approved along with liquid propane tank and piping installations. Twelve (12) Certificate of Completions were issued this quarter for these items.

Another solar array was connected to the grid at 39 Farmstead Ln.

Certificate of Occupancy were issued for the following dwellings: 75 Frederick Dr., 77 Shore Dr., 721 Babcock Hill Rd., 133 Carpenter Rd., and Unit C-21 at the Kenyon Falls Project.

Commercial activity included: Completion of the Ell addition and renovation at the Nathan Hale Homestead. This project added accessible restroom facilities, relocation of the mercantile area and a new kitchen prep area. The Coventry Farmer's Market Barn was also completed and issued a Temporary Certificate of Occupancy. The Bidwell Tavern completed their addition which includes 2 new accessible restrooms, a new indoor dining area and an outdoor deck. A complete renovation and small addition of the nurse's cottage at the Channel 3 Kids Camp was also finished this quarter to accommodate for a dormitory style building consisting of 4 bedrooms, a kitchen/dining area and 2 complete accessible bathrooms. Finally, the North Coventry Fire Department was issued a Temporary Certificate of Occupancy. The demolition of the old firehouse has been completed and final site work and paving should be completed in early July.

Four hundred twenty (420) inspections were completed by the Building Official and Assistant Building Inspector.

Nine (9) hours of continuing education were attended towards a new 3 year cycle requiring 90 hours of training.

The department also provided inspection services to the Towns of Windham and Bolton, to cover for Building Officials on sick leave and vacation.

|                                  | <u>April, 2012</u> | <u>May, 2012</u> | <u>June, 2012</u> | <u>4th QTR TOTALS</u> |
|----------------------------------|--------------------|------------------|-------------------|-----------------------|
| Houses only                      | 1                  | 1                | 3                 | 5                     |
| Foundation only                  | 1                  | 4                | 4                 | 9                     |
| Multi-Family Units               | 0                  | 0                | 0                 | 0                     |
| Commercial Bldg/Renov            | 0                  | 0                | 1                 | 1                     |
| Industrial Bldg/Renov            | 0                  | 0                | 0                 | 0                     |
| Public Bldg/Renov                | 0                  | 0                | 0                 | 0                     |
| Additions                        | 3                  | 2                | 3                 | 8                     |
| Garages/Carports                 | 0                  | 0                | 2                 | 2                     |
| Sheds/Barns                      | 6                  | 4                | 6                 | 16                    |
| Decks/Porches                    | 6                  | 4                | 4                 | 14                    |
| Pools                            | 0                  | 5                | 1                 | 6                     |
| Demolition                       | 0                  | 0                | 0                 | 0                     |
| Woodstove                        | 1                  | 2                | 0                 | 3                     |
| Miscellaneous                    | 7                  | 3                | 6                 | 16                    |
| Renov/Repair/Alter               | 12                 | 11               | 12                | 35                    |
| Plumbing                         | 1                  | 4                | 9                 | 14                    |
| Heating                          | 14                 | 7                | 10                | 31                    |
| Electric                         | 17                 | 16               | 17                | 50                    |
| <b>TOTAL PERMITS</b>             | <b>69</b>          | <b>63</b>        | <b>78</b>         | <b>210</b>            |
| <b>PERMIT VALUE</b>              | <b>\$864,406</b>   | <b>\$479,208</b> | <b>\$969,612</b>  | <b>\$2,313,226</b>    |
| <b>FEES COLLECTED</b>            | <b>\$10,858</b>    | <b>\$7,086</b>   | <b>\$14,232</b>   | <b>\$32,176</b>       |
| <b>ZONING Permits</b>            | <b>16</b>          | <b>24</b>        | <b>24</b>         | <b>64</b>             |
| <b>Fees Collected</b>            | <b>\$875</b>       | <b>\$1,350</b>   | <b>\$1,400</b>    | <b>\$3,625</b>        |
| <b>Certificate of Completion</b> | <b>12</b>          | <b>39</b>        | <b>30</b>         | <b>81</b>             |
| <b>C/O's - New Homes/Condos</b>  | <b>2</b>           | <b>2</b>         | <b>1</b>          | <b>5</b>              |
| <b>C/O's - Other</b>             | <b>1</b>           | <b>6</b>         | <b>2</b>          | <b>9</b>              |

# Human Services Department

## Quarterly Report

### April –June 2012

**Staff:** Courtney L. Chan, MSW, Human Services Administrator  
Heidi M. Donnelly, Administrative Assistant ( until 6/13/12)  
Crystal D. Morawitz, Youth Services Coordinator  
Leigh H. Wajda, Senior Transportation Coordinator  
Sarah Taylor West, Senior Center Coordinator



## HUMAN SERVICES

### Meetings

Human Services Advisory Committee: 4/10; 5/8; 6/12  
CLASS Meetings: 4/19; 5/17; 6/21  
Human Rights Commission: 6/20

**Direct Services:** 76 client cases  
525 Incoming phone calls  
120 Outgoing calls  
276 voice mail messages  
115 walk-in clients

### 3. Programs

**FOOD BANK:** 42 requests for the food bank this quarter. We received generous donations from: CGS, St. Mary Church, the Second Congregational Church, and many individuals including several young people who did food collections in lieu of getting birthday gifts.

**SPECIAL NEEDS:** 22 families used the Special Needs Program. Cash donations: \$2351.25 was received from the United Way employee donation program, the AETNA matching donation program, CGS, the Thrift and Gift Shop and a number of generous individuals.

**SALVATION ARMY:** 35 cases were assisted with medical, housing, food, and utilities for a total of \$2988.65.

**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.

### PREPARED DEPARTMENT AND REGIONAL GRANTS BUDGET REQUESTS FOR TOWN

**REPORTS:** Town Quarterly, the CHOICES report, the Salvation Army Quarterly.

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

## ELDERLY SERVICES

### 1. Meetings: Senior Resources 6/1

Choices 4/11

Renter's Rebate Training 5/1

### 2. Direct Service Clients: 41 client cases

150 incoming calls

75 outgoing calls

212 voice mail messages

42 walk-ins

### 3. Programs:

**"CHOICES" Counseling:** 35 clients - including applications for Title 19, ConnPACE, QMB, and info on Medicare/Medigap, Medicare D programs, and prescription problems (duplicated count), Monthly reports.

**Renter's Rebate:** 29 applications



## SENIOR CENTER

### 1. Attendance for this Quarter:

(numbers represent Seniors returning multiple times)

April – 476

May – 519

June – 520

### 2. Regular Programs:

Cribbage - Monday mornings

“Let’s Talk” – Monday mornings

Exercise Class - Tuesday and Thursday mornings

Wii Bowling– Wednesday mornings

Billiards – Wednesday and Friday mornings

Setback - Thursday and Friday afternoons

Quilting Class - Friday mornings

Veterans Advocate - Wednesday afternoons by appointment

Wellness Programs - Blood Pressure and Blood Sugar Screenings twice per month;

“Ask the Nurse” once per month

Foot Care Clinic – 13 seniors took advantage of the Foot Care Clinic on June 13th

### Special Programs:

April 26<sup>th</sup> – Visiting Nurse & Health Services of Connecticut gave a Wellness Presentation entitled “10 Tips for Healthy Living.”

April 30<sup>th</sup> – The Senior Center hosted an “April Showers” Luncheon. Seniors celebrated the arrival of spring and decorated the Lodge in bright colors; everyone enjoyed great seasonal food and visiting with friends.

May 14<sup>th</sup> – The Senior Center hosted a Mother’s Day Tea and filled the Lodge with fresh flowers in honor of Mother’s everywhere. Seniors enjoyed a delicious & healthy brunch with fresh fruit, quiche and herbal teas, and were invited to bring a favorite memory, poem or photo to share.

May 23<sup>rd</sup> – Seniors kicked summer off with a traditional Memorial Day Picnic complete with hot dogs, hamburgers and all the fixings! A great time was had by all!

May 31<sup>st</sup>, June 4<sup>th</sup>, June 28<sup>th</sup> & July 12<sup>th</sup> – Several seniors took advantage of our Fitness Room Equipment Orientations where they met with a personal trainer from Coventry Fitness and learned how to utilize the equipment in the most safe and 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.

June 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> & 26<sup>th</sup> – Seniors participated in a Visiting Nurse & Health Services of Connecticut program entitled “How’s Your Balance” where they learned different types of stretches and exercises aimed at improving gait and personal balance. Seniors reported that this program was excellent and very helpful.

May 17<sup>th</sup> & 31<sup>st</sup> and June 7<sup>th</sup> & 21<sup>st</sup> – Deb Turner, L.M.T., offered Reflexology Sessions to seniors at a discounted rate of \$15.00 for a 25 minute session (payable directly to her at the time of the appointment). 20 seniors took advantage of this new Health Room offering.

June 8<sup>th</sup> – Seniors, town employees and other members of the community turned out

to celebrate Heidi Donnelly’s retirement with a special reception and luncheon. The Lodge was decorated with fresh flowers and all different shades of purple; over 80 people attended in honor of Heidi’s many years of service to the Town of Coventry. June 27<sup>th</sup> – Senior Center Coordinator Sarah Taylor West hosted “What’s Brewing,” an informal group where seniors can get to know each other and talk about what’s happening both at the Center and in our community.

## YOUTH SERVICES

### 1. Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Youth Services Advisory Board Meetings/ Prevention Council Meetings 4/10/12, 5/8/12, 6/12/12
- Attended Eastern Region Youth Service Bureau Meeting: 6/4/12
- Attended Coventry Human Services Advisory Committee Meetings on 4/10/12, 5/8/12, 6/12/12
- Attended CYSA Board Meeting 4/12/12, 5/10/12, 6/14/12
- Attended STEPS Meeting: 6/14/12

### 2. Direct Service

#### A. Function

- |                           |            |
|---------------------------|------------|
| • Youth & Family Cases    | 10 cases   |
| • Community Service       | 0 cases    |
| • Community Restitution   | 0 cases    |
| • Youth Job Bank Requests | 8 requests |
| • Youth Job Bank Matches  | 5 matches  |
| • Juvenile Review Board   | 0 cases    |

#### B. Programs

- The Coventry High School **NOMADS** club did not take any trips this quarter. Program planning for next school year will take place next quarter.
- **Positive Connections Mentoring** program came to an end this quarter. Students continued to work on academic gains, arts and crafts and positive peer interactions. The final celebration was held at Vernon Golfland. 5 out of the 6 mentors were members of the class of 2012 and graduated on June 23, which will leave open spots for new recruits for next years program.
- **The 2<sup>nd</sup> Annual Chocolate Cheese and Cheers Fundraiser** was held by Youth Services and Parks and Recreation. All proceeds raised through ticket sales and silent auction items benefit the Campership fund, which sends Coventry kids to camp that otherwise couldn’t afford to go.
- **Regional Camp Staff Training** – was hosted by Coventry Parks and Recreation this quarter. Cat Torcasio and Crystal Morawitz conducted a workshop for over 60 camp counselors on bullying; what it is and what is camp staff role in dealing with it.

- **Laser Tag Lock-In** – Booth and Dimock Library and Coventry Youth Services co-sponsored this event for middle school students. Kids enjoyed two hours of laser tag in the library parking lot, followed by food, games and movies.
- **Counseling Services** continues to be offered; 2 families completed their services this quarter and/or transferred to longer term services. Openings are available for families to receive counseling through the summer months
- **Project Graduation-** Invitations were created and mailed to all students in the class of 2012. Waivers were collected and guests signed up through youth services. A final count on the number of students who attended the event was not available at the time this report was written.
- **Youth Job Bank** – 7 new students attended training this quarter to learn about program policies and procedures, along with other basic job skills safety information; salary negotiation; important skills, etc
- **Babysitters Training** – 17 students attended an all day training this quarter to receive their babysitter's certificate. Upon completion of the program, they become eligible to get babysitting jobs through the Youth Job Bank.

### COVENTRY RIDES – VAN PROGRAM

# Days of Van/Bus Usage: 45  
 # of People Riding: 49  
 # of One-Way Trips: 415  
 # Volunteer Hours: 229  
 # Miles Total: 2939  
 Average # of One-way Trips per Day: 9  
 Average # of Miles per Day: 65  
 Average # of Volunteer Hours per Day: 5

Volunteers Drivers: Tim Ackert, Brian Coss, Christine Coss, Dick Frye, Mary Ellen Hetrick, Bill Hoffman, Kim Homans, Dave Lamore, David McCrory, Bill Root, Ken Stein, Jack Thayer, Bill Wajda. Max Ferguson has retired from driving. We thank him for his dedication. Several drivers have stepped up to drive more than one day per month to cover the schedule.

Requests for rides have increased dramatically this year. Only the dedication of the volunteer drivers made it possible to accommodate all of the requests. Additional drivers are desperately needed to continue this level of service.

Private car drivers include Dick Gawitt, Barbara Rose, Carol Moriarty, Claudette Polhemus, David McCrory, Karen Renfro, Bill Root, Cathy Root, Chris Coss, Brian Coss and Bill Wajda. Private car transportation is used for service beyond the scope of the van program.

Six drivers are now licensed to drive our new bus. The remaining drivers are in the process of obtaining the additional endorsement to their driver's license. DMV has been very slow in processing these endorsements.

We have used the new bus for two weekend trips to the Windham Theater Guild and also to transport seniors from the Senior Center Police Academy Program to the Coventry Police Department for a tour. The Manchester Band Shell Trip had to be cancelled because of hot weather.

On June 6, 2012, 39 seniors traveled to the Connecticut State Capitol for the Nathan Hale Birthday Celebration and a tour of the Capitol. Bus transportation was paid by the Municipal Grant Program.

Of the 415 One-Way Trips this quarter, 101 rides were provided using the new bus, 31 rides were provided by private car, and the remaining rides were provided using the van.

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. We have had no requests for Sunday transportation.

Coventry's Municipal Grant for Transportation was submitted to the Connecticut State Department of Transportation as of April 1. We are currently waiting for the approval of our application. The grant will provide Coventry with operating expense 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: April - May - June 2012

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

#### GENERAL ADMINISTRATION

In the spring of 2012, Director Rubin attended routine meetings of Department Heads, Recreation Commission, the EHHD ACHIEVE Chart, STEPS Health Subcommittee and the Human Services Advisory Committee. She also attended the Town Budget Hearing and then took vacation the week of April 16-20. Working with the Commission and Town Council Steering Committee, to re-draft the Parks and recreation Ordinances. Several meetings were held to review revisions, research several points, and a final review.

For the town's Employee Health and Safety Committee, Ms. Rubin was invited to a meeting with Beth Bauer and Helen O'Connell from Cigna to learn about many employee wellness programs & services offered by Cigna.

#### PROFESSIONAL DEVELOPMENT



Director Rubin attended the Regional Recreation Director's meeting focused on the topic of Aquatics. Rubin also presented 2 workshops at Maine Recreation & Park Association Annual State Conference Both Ms. Torcasio and Ms. Rubin attended a Webinar: Customer Service, Ruby Newell-Legner, and the CRPA Spring Quarterly Meeting: Seasonal Employees Wage & Employment Law, a Webinar: "2012 Playful City Celebration," and the CIRMA Risk Management Awards Breakfast.

#### PLAYFUL CITY USA

June began with the happy announcement that Coventry has once again been named a Playful City USA for the 2012 year! Congratulations Coventry!

As part of our 3 year action plan for Playful Cities USA, we hosted "Hey! Let's Play!". Final preparations were made for this workshop held on Tuesday, May 1<sup>st</sup> including preparing payment for the speaker. We also set up our "playful" display at the Library on Monday, April 30<sup>th</sup>. Hey! Let's Play! Workshop was held on Tuesday, May 1<sup>st</sup> at the Library. 10 kids were in attendance, and all were pleased with the workshop and had a great time!



Also in our action plan we included improving our Playscape Inspections. Director Rubin met with DPW Superintendent Doug Reese to inspect all town playgrounds and begin to plan for improving services. Ms. Rubin also met with School Superintendent Petrone to plan a Playground Supervision and Safety training for teachers and custodians next fall.

To be eligible for the matching grant funds from Kaboom! A series of actions were required including the recruitment of volunteers, entering Kaboom! milestones onto our project website [www.ourdreamplayground.org](http://www.ourdreamplayground.org), hosting several meetings of the volunteers, appointing team captains, held first meeting of Fundraising Team, meeting with Fundraising Team Captain, developing a budget and timeline, and selecting a site and desired equipment. A preliminary meeting with Beth Bauer was held to set up a plan for Playscape Fundraising.

The Laidlaw Park Playscape Committee ran a coloring contest during the month of May to help determine a committee logo, and get the kids in town involved with the project. 10 drawings came in, and are currently being reviewed by the committee.

After getting the bad news that we did not get selected for this grant, the committee has decided to take time to re-group mid-summer. Director Rubin had a teleconference meeting with staff from Kaboom re: grant decisions and next steps.

## PARKS & BEACHES

Ms. Rubin met with Kate Durant, Director of UConn Club Sports to finalize the UConn Men's Club Crew Team agreement for use of space at Patriots Park. She also attended a staff meeting re: New Main Street grant to consider options for Mill Brook Park, and attended Coventry Fest Planning meeting & on-site meeting. In other parks-related business, Rubin brought 2 kayaks to Collinsville Kayak for repairs and met with owner re: rental operations, which resulted in a change in policy & procedures to allow a minimal fee to recoup maintenance costs for the boats. She had several discussions with the Town Manager re: barn rentals, rental forms, and worked on policy & procedures manual, and attended photo opportunity at the Nathan Hale Homestead for the new barn. Ms. Rubin also facilitated the use of Creaser Park for a military training event.



### **Beaches:**

Summer Beach Operations start in mid-winter but really gear up in spring. Director Rubin continued to confirm returning staff. She conducted interviews of new staff for all positions: Lifeguards, Gatekeepers & Park Maintainers, hired and confirmed employee paperwork, staff training schedules and curriculum, and ordered supplies, working closely with Carmina Valente, our Aquatics Director. Carmina set up Red Cross updates, reviewed materials for training & orientation. The Aquatics Director set up Red Cross paperwork, updated job descriptions and the staff manual. Together they conducted Lifeguard Training, Gatekeeper Training and Park Maintainer Training. They also conducted Lifeguard pre-season swim testing and skills review, and site orientation at both beaches. In-service training will be held throughout the summer and will include drills with Lake Patrol and the Fire Dept.

Other routine annual include preparations for Beach Sticker Sales, daily permits and Senior Center passes, installing ropes & buoys at both beaches, several trips to True Value & Professional Lock in Willimantic and issuing permits & collecting fees for Ice Cream Truck vendor,

This year, in an attempt to reduce congestion in the parking lots at Patriots Park, Ms. Rubin met on-site with the Town Engineer and the Public Works Director to map out some off-pavement areas.

Swim Lessons: Were set to begin on 6/25, however due to thunderstorms they were cancelled. They began on Tuesday, with a make-up scheduled for Friday, 6/29. Our swim lessons are so popular that many sessions are filled already.

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

Ms. Rubin participated in the 300<sup>th</sup> Anniversary Parade regular bi-monthly meetings, and a special meeting on sponsor follow-up, and additional meetings to confirm and complete paperwork/ contracts to marching units, and the issuance of purchase orders. She also met with UConn Club Sports Director to get student involvement. The 300<sup>th</sup> Committee fundraisers are continuing, with beads are continuing to sell, and we are now taking pre-orders for a fall order of mountain laurels.

Plans for the 300<sup>th</sup> Jubilee are firming up with sponsorships continuing to come in, including 1 from ECHN for \$1,000!

## PROGRAMS

The Summer Program Brochure was sent to the post office on Thursday, April 19<sup>th</sup>, and new program registration began on Monday, April 30<sup>th</sup>. The most in-demand programs are the Town Wide Tag Sale, the James Taylor concert at Tanglewood on July 4<sup>th</sup>, and new sessions of Swim Lessons, Counselor-In-Training, Adult Golf Lessons, Dancin' with

Hoops, Zumba and Yoga. Registrations have continued coming in for week-long sports camps like baseball, soccer, and basketball, and ongoing adult fitness classes. Ms. Torcasio also met with Sarah Taylor West, new Senior Center Coordinator this season regarding facilities & programming.

### **Regional Recreation Group:**

The “Up, Up & Away” Regional Camp Training Day was held on Saturday, June 8<sup>th</sup> at Patriots Park, with Coventry, Mansfield, Colchester, Windham, Tolland, Ellington and East Haddam camp staffs participating. In preparation for the day, session descriptions and schedule for the day were compiled by Mansfield Parks & Rec staff, and Ms. Torcasio met with Colchester Camp Staff on-site to discuss workshops, the grounds, and the staff challenge planned for the end of the day. Coventry accepted registrations from participating towns, and coordinated with Subway for lunch.



Director Rubin prepared & presented 2 sessions, one on Leadership and the other on Getting Along. Ms. Torcasio and Crystal Morawitz, Youth Services Coordinator conducted a Bullying Workshop. It was a great day, and the feedback from all of the camp staffs were extremely positive. Regional towns are looking forward to discussing how it went this year, in preparation for next year.

### **Summer Day Camp:**

In April, our previous year’s Camp Director decided to move on, so we began accepting applications for a replacement shortly after. We thank Jackie for her service over the past year, and we are excited to explore some new opportunities. We hired our new Camp Director, Matthew Kyer in early May and began training and meeting with him immediately following. He is a 1<sup>st</sup> grade teacher at Coventry Grammar School, and has been a Boy Scout Camp educator for many years. He lives here in Town with his family, and was excited to get started. Interviews and hiring for new Counselors and promotion positions for returning staff were held in April, with everyone hired and on payroll in May.

Trainings and meetings with Camp staff, and our new Director were held throughout May and June, in preparation for the start of the Summer Camp season. Various trainings, other than the regional training day included: First Aid/CPR/AED, Camp Clean Up, CIT Trainings, Med Admin/Epi Pen Trainings for Camp Directors, and various staff meetings. Ms. Torcasio also met with our new CIT Director and Lead Counselor regarding their job duties and specific tasks so they would be ready for the start of Camp. Ms. Torcasio also met with Human Services staff for assistance regarding Camp Scholarships and Care 4 Kids applications and procedures. Registrations were slow to start, but began picking up as Camp drew nearer, with most registrations coming in in June. A few promotions were held, and additional advertising was also done after Mr. Kyer was officially on board as Camp Director.

Camp began on Monday, June 25<sup>th</sup> with over 70 kids enrolled! The first week went extremely smoothly; staff worked really well together, and the positive environment set forth by the new director was very helpful. A few parents came in following the first day to register their children for more weeks because they had such a great time that first day. Registrations are continuing to come in for later weeks, and the registration deadline for each week is the Friday before.

### **Special Events:**

Chocolate, Cheese & Cheers: Ms. Torcasio and Ms. Morawitz worked together this season to bring in silent auction donations from area businesses including Laura Stone Photography (3 items total), Connecticut Sun, Tolland Cordial, and many others. This year’s event was held on Thursday, May 17<sup>th</sup>, with much lower attendance than the previous year (only 28 tickets were sold, versus 57 last year).

Town Wide Tag Sale: Was held on Saturday, May 5<sup>th</sup> at 22 locations within Town. Ms. Torcasio and a seasonal staff person went out on the Friday before to drop off roadside signs to each location, and ads were placed for that weekend’s papers the week before. The response after the day was very positive – the only recommendation was that we have more signage on the day of, directing patrons to the homes, which we plan to look into next year.

Recess At Work Day: In conjunction with the Town Planner and sponsorships by the Eastern Highlands Health District, Tolland County Chamber of Commerce, Coventry Economic Development Commission, we attempted to host Recess At

Work Day on Thursday, June 21<sup>st</sup>. Unfortunately, in spite of our marketing efforts and the partnerships we forged for the event, the registration was so low we had to cancel.

Rockville Bank Foundation's *Sunset Sounds*: Sponsorship requests continued to go out, however sponsorships are not so forthcoming. Promotional signage went up at the Citgo gas station, on the green by Dunkin Donuts, and posters were posted at local businesses in early June.



### **Youth & Adult Programs:**

Trips: A Day on Your Own in New York ran successfully on Saturday, April 14<sup>th</sup>, with 10 people registered. Bronx Zoo Trip went on Saturday, May 11<sup>th</sup> with all of Coventry's tickets sold! Registrations continued coming in for the James Taylor Tanglewood concert to be held on July 4<sup>th</sup>.

Summer Program Registrations: Registrations continue to come in for week-long sports camps like baseball, soccer, and basketball, and ongoing adult fitness classes.

Recreation Daze, Afterschool Program continued through the months of April, May and June with 14 monthly registrations and 8 daily registrations. Kids spent a lot of time outside, on the playscape and playing group games in the field, thanks to the nice weather. Staff member Kaitlyn worked on the staff schedule for the remainder of the year. Staff will begin preparing for the next session of Rec. Daze in September, sometime in July. Next year's program will be open to kindergarteners, now that Coventry offers full-day kindergarten.

## IN CLOSING

Recreation staff are excited that summer has begun, and are looking forward to all it has to offer. Soon it will be time to plan for the Fall season, and the many programs and special events that take place after summer is over. We are also looking forward to the remaining 300<sup>th</sup> Anniversary events coming up, particularly this Fall with the Jubilee, Parade and other fun events!