

TOWN OF COVENTRY



QUARTERLY REPORTS

April 1 – June 30, 2013

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Cover photo: Aerial Photo of Coventry Lake. Photo by Don Couture Photography.

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

- Wellness initiative – Using CIGNA dollars, the ECHIP employee safety and wellness committee conducted the first step of a wellness program. The goal was to have completed Health Risk Assessments for at least 60% of employees in order to provide a direction for future wellness initiatives. Health Insurance continues to be a significant portion of employee benefit costs. Active wellness programs are proven to reduce costs. The Town of Coventry employees led the way reaching the highest level of participation of all the towns in the ECHIP collaborative. The health risks identified in order are weight, nutrition, exercise, cardiovascular health, stress, tobacco, cancer and musculoskeletal risk. A plan to begin to address these issues is being developed.
- Tax Sale of delinquent Real Estate properties was conducted on June 21, 2013. This sale began with 20 properties, of which 13 were brought current before going into the sale. At the sale three properties were purchased by bidders, and four properties were taken by the Town. Plans are beginning for a sale to be held in the 2013-14 fiscal year.
- Lease purchase bids were solicited and awarded for the purchase of a rescue truck for the NCFD and a dump truck for DPW. The bid award was an interest rate of 1.81% and was done without the added costs that are added in a bond sale. The Town has been able to take advantage of the low interest rate climate, saving the tax payers future debt service payments.
- Bids for the award of revaluation services were compiled in cooperation with the Town of Mansfield. Although the revaluation will not be conducted with the Town of Mansfield, we were able to see some savings by combining the bids and benefited from the extra expertise and extra set of eyes at the time of bid review and award.
- The State of Connecticut legislative session involved the reactivation of the MORE commission. This commission was subdivided into four sub-committees to look at Taxation, Regionalism, School Budgets and State Mandates. Meetings were held April through May to address fundamental changes in each of these areas. Coventry was represented on two committees and was able to participate in bringing the local needs to the attention of the State legislature.
- The budget document was completed for presentation by the Town Manager at the Annual Town Meeting.

Meetings attended

ECHIP Health Insurance Board meetings

GIS coordinating committee - monthly

Finance Committee of the Town Council - monthly

Pension Committee for the Town of Coventry – quarterly

CIRMA Investment Advisory Committee – quarterly

GFOA quarterly meetings

GFOA Annual conference

Employee Safety and Wellness - quarterly

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 498 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 2013-2014 was set by the Town Council on May 20, 2013. This act set in motion the preparation for the July 2013 billing cycle. The tax bills for Real Estate (6,343), Motor Vehicles (13,238), Personal Property (767) and COVRRRA fees (4,700) were researched and prepared. Information as to new owners, mailing address changes and certificates of correction were entered right up until 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.

This quarter closed with the culmination of the Tax Sale of delinquent properties held on June 21. Twenty one properties had been scheduled to be sold. By mid-June, thirteen properties had been redeemed and were removed from the sale. The remaining seven were sold the day of the sale.

The collection report for the fourth quarter is attached.

Property Tax Collected by Linda Greenbacker, CCMC Tax Collector					
Collected during April 1, 2013 through June 30, 2013					
Paid to Beth Bauer, Treasurer, Town of Coventry					
		Property Tax	Interest	Liens & Costs	Total
Grand List	1996				
	1997	0.00	0.00	0.00	0.00
	1998	0.00	0.00	0.00	0.00
	1999	0.00	0.00	0.00	0.00
	2000	1,578.34	3,244.07	24.00	4,844.41
	2001	3,212.86	6,214.80	24.00	9,451.46
	2002	5,750.19	11,451.04	48.00	17,249.23
	2003	8,941.50	13,498.90	48.00	22,488.40
	2004	13,185.25	17,306.36	72.00	30,563.61
	2005	14,398.27	17,259.57	120.00	31,777.84
	2006	20,374.89	19,848.37	144.00	40,167.06
	2007	26,868.97	22,142.67	192.00	49,203.64
	2008	39,329.14	24,808.68	336.00	64,273.80
	2009	47,885.80	21,807.60	456.00	69,949.40
	2010	88,945.27	27,572.26	840.00	117,357.53
		270,268.28	184,754.10	2,304.00	457,326.38
Current	2011	340,352.01	37,465.34	1,230.00	
Current SMV		16,126.23			
	Totals	526,748.52	222,219.44	3,534.00	852,499.96
Current 110	6010	40211	340,352.01		
Delinquent		40212	270,268.28		
Int & Liens		40213	225,753.44		
SMV		40214	16,126.23		
			852,499.96		
Sewer Assess 205-7722	40211	205,963.66		Sewer User	40211
Interest, Liens, Per Diem	40213	16,966.76		Interest & Liens	40213
		222,950.42			17,423.18
					8,764.62
					26,187.80
COVRRRA-ADV		2,050.00		TAX ADV	113,666.01
Current 218-7601	40211	17,180.06		Special Duty	5,257.41
Delinquent	40212	16,705.98			
Interest & Liens	40213	15,625.18			0.00
		51,561.22			0.00
COVRRRA refund					0.00
Liability Fund Refund	110-24150				
		Total	\$1,272,122.82		

Assessor

April was an end to the Board of Assessment Appeals. Our net unadjusted Grand list was 994,918,795 as signed in February. The Board of appeals made adjustments resulting in a reduction in the amount of \$384,563. 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 57 applications and 9 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, 2014 thru May 15, 2014. 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). Please file your DD-214 discharge papers in the Town Clerk's Office by October 1st.

Our office has begun the process of inspecting properties for building permits. 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.

Our office completed an RFP for the 2014 Revaluation. Bids were opened May 30th. Individual meeting with the Revaluation companies was completed on June 24th. The bid award should be decided by end of the month.

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, 2012 grand list. To calculate your income you must add your adjusted gross income from your income tax return to your social security for 2012. They must be under the following limits to qualify.

Single/Unmarried **\$33,500**

Married **\$40,900**

The deadline to file for this is October 1, 2013. Please call (860)742-4067 if you have any questions or concerns.



COVENTRY LAND USE OFFICE

QUARTERLY REPORT FOR:
APRIL, MAY, JUNE

~ 2013 ~

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 2013

APRIL, MAY, JUNE - 2013

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
13-06	S	4/8/13	4/8/13	74 Arlington Rd. – Construction of new single-family home	5/13/13	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

APRIL, MAY, JUNE - 2013

DISCUSSION AND ACTION TOPICS

- Reviewed zoning referrals from the towns of Willington, Tolland and Vernon – various zoning text amendment proposals.
- Reviewed final draft version of Right to Farm ordinance and endorsed the proposal.
- Discussed status of Solarize Coventry program.
- Discussed status of junk yard clean up at Steele property – Bunker Hill Road.
- Met with owner of ADay power equipment repair service to discuss a proposed new mural/sign and how it complies with the zoning regulations.
- Reviewed draft language of Agricultural Conservation Easement for Menzel Subdivision on Dunn Road.
- Reviewed proposed Dunkin' Donuts signage and canopy improvements to inform Commission of nature of work to be performed.
- Accepted letter of resignation of member Carol Polsky.
- Reviewed patio construction activities at Lakeview Restaurant subsequent to the special permit approval granted by the Commission and considered construction options to mitigate impervious surface elements.
- Discussed status of corrective action plan and work associated with North River Road conservation easement intrusion.
- Met with Stewart and discussed the status of the historic structure reconstruction project.
- Discussed status of Interstate Reliability Project – CL&P
- Reviewed Conservation Commission's memo to the Town Council on possible bow hunting activities on town owned land.
- Discussed possible open space conveyance proposals that have been offered to the town that are being evaluated, particularly one on Cooper Lane.
- Held updated preliminary discussion with Maynard about open space subdivision proposal on Riley Mountain Road.
- Discussed status of tree removal and replanting at Highland Park.

APRIL, MAY, JUNE - 2013**DISCUSSION AND ACTION TOPICS**

- Discussed business mentoring activities and visitation program efforts
- Discussed Solarize program and the events the town is sponsoring.
- Discussed status of Fagan property – gas station/convenience store.
- Discussed opening of Reid’s Grill and Creamery.
- Discussed status of Lakeview Restaurant special permit.
- Discussed the RTE 6 Regional Economic Development Council’s work on next steps beyond the adoption of the Transportation Plan.
- Discussed the status of the revision to the State’s Plan of Conservation and Development. Staff
- Discussed the status of the RTE 44 sewer project.
- Continued work on the Commission brainstorming work to assist in formulating Commission projects.
- Completed the preparation of a flyer that outlines the various methods of assistance that the EDC members can provide to businesses.
- Discussed the Windham Arts – DECD Office of the Arts designation.
- Discussed the status of the ‘On the Go’ gas station improvements
- Began preparation of a business survey that will be implemented.
- Reviewed CPACE grant program proposal for local businesses.
- Brainstormed on ideas of how to assist the Visitor’s Center with volunteer support and visibility.
- Met with the owner of ArtStar Tattoo to discuss the opening of her new business and how the EDC can be of assistance.
- Discussed the ongoing activities of the Farmer’s Market.
- Organized a forum for the July EDC meeting to discuss the importance of septic system infrastructure with encouraging economic development.
- Discussed the State’s new laws on medical marijuana production and the potential for economic development opportunities.
- Met with the owner of the Coventry Arts and Antiques as well as Stone Cellar Antiques to discuss their businesses and how the EDC can be of assistance.
- Member of EDC received award from Joshua’s Trust on behalf of the Farmer’s Market.
- Reviewed status of Safe Routes to School project and other sidewalk projects on RTE 31.
- Discussed historic preservation grant funds availability for Tracy Shoddy Mill improvements.

ZONING ENFORCEMENT

YEAR 2013

APRIL, MAY, JUNE - 2013

Michael Antonellis, Zoning Enforcement Officer

ZONING PERMITS ISSUED = ***71**

Single Family Dwellings	8
Condominiums	0
In-Law Apartments	1
Accessory Structures	
Decks/Porches	11
Sheds/Gazebos	12
Barns	1
Detached Garages	1
Pools	9
Other	21
Residential Additions/Attached Garage	4
Commercial Use/Signage	6
Home Occupation	4
Others:	0
Interior Renovations	4
Agricultural buildings	0
Total	<u>82</u>

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

CERTIFICATES OF USE AND OCCUPANCY = **11***
(Signed for zoning compliance by ZEO)

Single Family Dwellings	1
In-law apartment	0
Condos	2
Accessory Structures	
Decks/Porches	4
Sheds/Gazebos	2
Barns	0
Detached Garages	1
Pools	2
Other	0
Residential Additions/Attached Garages	1
Commercial Use/Signage	0
Total	<u>9</u>

ZONING ENFORCEMENT (Cont'd)

YEAR 2013

APRIL, MAY, JUNE - 2013

* Total differs due to more than one permit included on single C.O.

INSPECTIONS

Erosion and Sediment Control	6
Limits of Clearing	0
Certificates of Occupancy	9
Pre-Approval Inspection	7
Seed and Mulch Bond Release	5
Zoning Complaints (initial & follow-ups)	6
Blight Complaints (initial & follow-ups)	33
Street Number Assignments	0
Other (Proposed Demolitions)	0
Total	<u>66*</u>

VIOLATION/ENFORCEMENT INSPECTIONS (NEW)

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	1
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	1
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	0
Blight complaints	33
Total	<u>35</u>

ZONING ENFORCEMENT (Cont'd)

YEAR **2013**

APRIL, MAY, JUNE - 2013

News from Zoning Department

Route 6 Corridor

A map has been created showing details Route 6 parcels owned by Connecticut DOT created from the Open Space Map in the 2010 POCD. A corresponding matrix was developed to show R-Number, MBL, ZONE, Address, Owner, Date of Sale, and Acreage for each CT DOT parcel. After a meeting, DOT offered additional parcel information which was incorporated into the matrix.

Solarize Coventry

Continually updated with new owner information. New owners who have purchased through Solarize CT are displayed onto the existing map to show the efficacy of the grant program. R-Numbers have been added to the Solarize CT parcel information matrix.

Mill Brook Greenway

GIS coordinates have been taken in the field and overlaid onto the existing Mill Brook map to show where current trails, signs, and other point-data information is relative to the larger project.

2012 Aerial

2012 Aerial became available through UCONN earlier in the year. After staff could free up memory on the server the Aerial was downloaded. 2012 Aerial is now available on the server in the R-Drive. This will be added to all maps that require aerial information in order to reflect more current conditions in town.

Continuing Projects

All mapping projects mentioned in the previous Quarterly reports are ongoing and are periodically updated as new information comes in. Such projects include Storm-water Mitigation, Blight, and Road Connectivity. There has also been a continued effort of recent to push the department towards a more digital direction. Part of the effort has been to scan maps to the R and L-Drives so that they are more easily accessible eventually eliminating clutter from office space. Also, Street files are becoming more utilized by the ZEO as information comes in regarding applications or violations, each street file is updated to best reflect individual properties under "Zoning" file. The goal of this new push for digital is to soon have an electronic database which serves queried information as well as GIS.

ZONING BOARD OF APPEALS

YEAR **2013**

APRIL, MAY, JUNE - 2013

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
NONE					

INLAND WETLANDS APPLICATIONSYEAR **2013**

APRIL, MAY, JUNE - 2013

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 **
13-08WA	4/1/13	4/1/13		Application of Todd Lessard – 52 High Meadow Ln., Replace existing aboveground pool	4/1/13	A
13-09WA	4/5/13	4/5/13		Application of Victoria Mancarella – 14 Timber Trail, Install aboveground pool	4/10/13	A
13-10WA	4/15/13	4/22/13		Application of William Young – 261 Woodland Rd., Rebuild existing retaining wall and stairs	4/22/13	A
13-11AR	5/7/13	5/7/13		Application of Linda Zizzamia – 35 Shore Dr., As-of-Right maintenance/repair of property	5/7/13	AR
13-12W	5/10/13	5/22/13		Application of Will's Improvement for Gregory & Susan Harder – 650 Merrow Rd., Foundation replacement	5/22/13	A
13-13WA	5/14/13	5/14/13		Application of Kimberly & Leo Mason – 845 Wrights Mill Rd., Earth work and retaining wall for pool installation	5/16/13	A
13-14WA	5/14/13	5/14/13		Application of Scott B. Holmes – 31 Hemlock Ln., Install 8' x 12' shed	5/23/13	A
13-15WA	6/28/13	6/28/13		Application of James Clairmont for Brian & Catherine Deschaine – 24 Berry Ln., Addition to home	6/28/13	A
13-16WA	6/27/13	7/8/13		Application of James & Cindy Pelletier – 746 Wrights Mill Rd., Septic repair	7/8/13	A

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

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

MISCELLANEOUS

- Provide daily interaction 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 860-742-4062 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, 2013



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 \$161,325.46 this quarter, of which \$58,141.05 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	801	21,061.00
Local Conveyance Tax Received	98	20,217.80
Copies	4,494	4,516.25
Trade Name Certificates.	8	40.00
Liquor Permits	2	4.00
Burial & Cremation Permits	5	15.00
Marriage Licenses	11	121.00
Vitals Copies	107	2,140.00
Notary Fees & Renewals	80	465.00
Dog License Fees	1,032	1,033.00
Maps Filed	25	390.00
Fish & Game License & Permit Fees	319	150.00
Conveyance fees	89	51.00
PA-490	1	4,185.00
PA-146 Clerk	750	750.00
PA-05-228 & PA-09-229 LOCIP	750	2,250.00
PA-05-228 & PA-09-229 Clerk	750	750.00
Miscellaneous/Unanticipated	1	2.00
Town Clerk Revenue Transferred to Treasurer:		\$58,141.05

Our government records management vendor, IQS, released updates to our dog licensing program April 2nd. This revision permitted reminders to be printed 4 on a page instead of 2 per page as had been done on our in house system. We printed twice the number of notices, used half as many sheets of cardstock, and advertised 2 related events in the single mailing. Compared to FY 2012, we realized a savings of \$571.24. Volunteer certificate writers were Lori Tollmann, Laura Stone and Ellen Jamaitus. Susan Cyr acted as coordinator and collected the fees. Madison Jamaitus performed traffic control. Dr. Wendy Ernst, Coventry resident, volunteered her time as Clinic Veterinarian. **Eighty four** dogs and cats were vaccinated at the clinic.

Annual Town Meeting and Adjourned Annual Town Meeting: The Annual Town Meeting for the Town of Coventry was held April 27, 2013 to consider the Town Council's recommended fiscal year 2013-2014 appropriation of \$38,462,213. On May 8, 2013 the electors and citizens qualified to vote in the Town Meetings of the Town of Coventry approved the appropriation with 707 voting in favor and 692 opposed. On May 20, 2013, the Town Council formally set the mil rate, effective July 1st, at 27.97 mils.



Right to Farm Ordinance Adopted: One June 3, 2013 the Town Council adopted the Right to Farm Ordinance which protects farmland within the Town of Coventry. The Town Clerk published the legal notice of Public Hearing on May 22nd, and notice of adoption on June 10th. The ordinance became effective June 25, 2013. The clerk forwarded the ordinance to Municipal Code Company for codification in the Municipal Code book. Ordinances are searchable through a link on the Town's website.

Electronic Document Recording: The Real Property Electronic Recording Regulation approved by the Connecticut Legislative Regulation Review Committee on March 26th has been filed with the Secretary of the State with an effective date of April 1, 2013. With the adoption town clerks may now accept electronic documents for recording on the land records. If any town decides to accept electronic recordings, Town Clerks must implement in accordance with CGS Chapter 92a. A short meeting was held in May with the Town Manager, Finance Director and Town Clerk. Further review is necessary.

Currently any document may be recorded electronically with the exclusion of transfers of real estate which currently require an original Department of Revenue Services real estate conveyance return to be filed along with a separate check payable to the Commissioner of Revenue Services. D.R.S is working on options to file conveyance taxes electronically.

The Town Clerk has served on the Real Property Electronic Recording Advisory Committee since 2009.

Staffing Updates/Activities



Lori Tollmann: The Assistant Town Clerk attended the spring, 2013 Connecticut Town Clerks Association Conference in Norwalk, Connecticut on April 3-5. She participated in the accredited course entitled "Freedom of Information and Beyond". In recognition of completing the 4 hour course, Lori earned 2 credits toward Master Municipal Clerk certification.

Lori Tollmann and **Susan Cyr** attended the Tolland County Town Clerk's Association meetings held at Willington Senior Center on April 10th and May 15th. Our County will be hosting the Connecticut Town Clerks Association conference in Westbrook, CT in September. All details must be arranged from registration to educational sessions to printing of programs. Additional meetings are scheduled for the next couple of months.

Susan Cyr: The Town Clerk attended the Pension Trustees Meeting on May 14, 2013 as recording clerk. Pension Committee actions and recent retirement approvals were reviewed.

RECENT LEGISLATION Affecting the Town Clerks Office

PA 13-247 (Governor's Implementer Bill, HB6706 Sec 81 & 82 – An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2015 Concerning General Government – Effective July 15, 2013 –
This bill came about through the Banking Committee and Governor's office and affects Mortgage Electronic Registration Systems (MERS) and other "nominee" recordings. Although MERS is not named specifically in the bill, only MERS fits the definition under this legislation.

This legislation will alter the fee structure significantly for just MERS documents recorded on or after July 15th. Land records vendors are working on modifications to the records management programs to accommodate these changes. There are several fee options for each of the various types of documents. Therefore, clerks must scrutinize the language on all documents to determine which fee structure applies. Fees for recording MERS documents will be substantially higher than for documents from any other institution.

Quarterly Report
Second Quarter 2013

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 had its on-site assessment visit for reaccreditation from June 23rd through June 26th. Although the final determination is made by the full Commission, feedback from the assessors was all very positive. The Commission will meet in November and decide upon whether we will be awarded advanced accreditation. All agency employees worked very hard to ensure the department was prepared for this on-site visit.

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

Dispatcher Bousquet attended the Statewide Telecommunicator Conference, CSO John Chipman attended the week-long National Animal Control Association Level II training, Lake Patrol Officer Norm Meikle attended the Law Enforcement seminar hosted by the State DEEP, Dispatcher Sue Wolfe and Chief Palmer attended pistol permit training hosted by the CT State Police, Officer Michelle Hicks attended a Juvenile Review Board Workshop, Sgt. Anthony Ochtera, Sgt. Chris Fiore, Officer Gail McDonnell and Officer Ted Opdenbrouw completed their mandatory in-service training, Officer Brian Flanagan attended a three-day cybercrime training seminar, Officer Brian Flanagan, Officer Gail McDonnell, and Officer Kevin Vail completed the active shoot training hosted by the Law Enforcement Council. Sgt. Chris Fiore and Officer Ted Opdenbrouw participated as training officers. Lt. Nancy Thurnauer and Officer Kevin Vail attended NCIC/COLLECT training

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

There are no anticipated changes in the near future. This goal will not be included for next fiscal year.

- **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 spring Click It or Ticket Enforcement grant in the amount of \$2,233.67.

The department purchased and installed a new Livescan Unit for which was purchased from the Justice Assistance Grant. In addition, the department ordered all new handguns, holsters and lighting systems from the grant funds. We anticipate receiving these in late summer or early fall. Quotes are being received for upgrading the interview recording system. All of these purchases will also be made from the Justice Assistance Grant.

OPERATIONS

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

Adequate patrol staffing has been provided throughout the quarter. Frequently, overtime was necessary, or officers were 'ordered in' to duty due to the patrol force being four officers short. A final assessment of the new patrol schedule is being reviewed and will be discussed with the Town Manager and the police union to

determine if we will implement this schedule on a permanent basis. Despite a significant shortage of patrol officers, it appears overtime expenditures are down slightly from the previous year.

Officer Russell Iger graduated the police academy on June 24, 2013. He has entered into his Field Training period which will last until at least the end of September.

Officer Thomas Kuhns continues to do well at the Police Academy and is scheduled to graduate sometime after mid-September.

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

Chief Palmer sent a letter to all Lake Association presidents to remind them about violations of fireworks laws and indicate that additional enforcement will be taken during the upcoming holiday.

Members of the police department participated as observers during an emergency response drill at the G.H. Robertson School.

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

Chief Palmer continues to participate in the School District Safety Committee. The joint committee on school safety continues to meet in order to review and revise the school safety plan.

Officer Dexter addressed students at Coventry High School regarding careers in both law enforcement and the military. Sgt. Michael McDonagh participated in the Coventry High School Health Fair. Sgt. McDonagh and Officer Michelle Hicks participated in Career Day at Coventry High School. Chief Palmer had 'safety talks' with the children at the Coventry Early Childhood Center as part of their annual 'Trike-a-thon'.

Sergeant Chris Fiore conducted a trip to Osborne Correctional Center with student from Coventry High School.

- **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.

The CAD Incident Analysis for the quarter is attached.

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

A Sobriety checkpoint was conducted on April 25th to coincide with "Spring Weekend". The department participated in the Spring Click-It-or-Ticket seatbelt campaign.

- **Increase enforcement of distracted driving violations**

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

SUPPORT

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

The CSO 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.

The agency once again submitted an application to the CT Police Chief's Association for the Law Enforcement Challenge award.

- **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 began utilizing the 'E-Ticketing' system. This allows officers to issue infractions and other citations electronically from their vehicles. The equipment was provided by the State of Connecticut. We were able to purchase two additional E-Ticketing printers so now all vehicles are equipped with these units.

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

The new Livescan was purchased and installed in May.

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

See above



OTHER NEWS AND EVENTS

Officer Gail McDonnell, Officer Michelle Hicks and Officer Jeffrey Spadjinske were each awarded a commendation certificate from the Mothers Against Drunk Driving for their efforts in apprehending DUI violators. Chief Palmer attended the awards ceremony which was held in New Haven.

Sgt. Chris Fiore, Officer Michelle Hicks and Officer Kevin Vail were awarded certificates of commendation for their efforts in apprehending a suspect who had committed a violent sexual assault in Mansfield.

The Law Enforcement Torch Run came through town on June 6th. Administrative Assistant Ellen Jamaitus acted as the agency representative to the committee as well as organizing fundraising efforts.

Members of the department participated in the Memorial Day Parade both in the Honor Guard and with agency vehicles.

The department donated approximately 20 unclaimed bicycles to the "Little Angles" bicycle program. These bikes will be repaired and given free to area children who are in need of a bike.





Coventry Police Department
Incident Analysis

4/1/2013...6/30/2013

		Shift			Total
		1st	2nd	3rd	
		268	1028	683	1978

UCR	Nature	1st	2nd	3rd	Total
		1	0	0	0
001	Marine Patrol Activity	0	5	3	8
029	Disabled Motor Vehicle	2	14	10	26
11A	Sex Forcible Rape	0	1	0	1
11D	Sex Forcible Fondling	0	1	0	1
13A	Assault Aggravated	0	2	0	2
13B	Assault Simple	1	1	8	10
13C	Intimidation	1	3	7	11
152	Suicide Threat/Attempt	0	1	5	6
220	Burglary	1	3	2	6
23C	Larceny Shoplifting	0	2	0	2
23D	Larceny Theft From Building	0	5	0	5
23F	Larceny Theft From MV	0	0	1	1
23G	Larceny Theft of MV Parts	0	0	1	1
23H	Larceny All Other	0	6	2	8
240	MV Theft	1	1	0	2
250	Counter/Forgery	0	1	0	1
2604	Fireworks/Gunshots	4	6	13	23
2608	Abandoned MV	1	1	1	3
2609	Littering	0	1	0	1
2625	Notification	0	1	0	1
2631	Public Hazard	3	10	25	38
26A	Fraud False Pretenses	0	1	1	2
26B	Fraud Credit Card/ATM	0	1	1	2
26C	Fraud Impersonation	1	1	0	2
26E	Fraud Wire	0	0	1	1
270	Embezzlement	0	1	0	1
290	Vandalism	1	2	1	4
2914	Animal Complaint	9	61	42	112
3009	Susp Person/Activity/MV	24	82	67	173
326	Illegal Parking	0	1	1	2
332	Harassment/Harassing Phone Calls	0	3	5	8
334	Untimely Death	1	0	0	1
343	MV Accident (Injuries)	1	6	8	15
344	MV Accident Evading	0	2	2	4
346	MV Accident (No Injuries)	10	29	8	47
351	Alarm	14	43	30	87
353	Medical	26	70	37	133
355	MV Stop	82	139	91	312
35A	Drug/Narcotic Violation	1	2	3	6
35B	Drug Equipment Violation	0	0	1	1



Coventry Police Department Incident Analysis

4/1/2013...6/30/2013

375	Routine Assistance	11	83	51	145
377	Open Door/Window	2	1	1	4
388	Miscellaneous	5	22	14	41
396	Escort	1	6	3	10
398	Missing Person	1	2	5	8
399	Lost And Found	3	12	6	21
400	Family Matter - Non Arrest	3	2	6	11
4811	Finger Printing	0	93	0	93
4858	Fire	2	6	13	21
4873	Assist Other Agency	3	25	18	46
82	Runaway/Non NIBRS	0	0	1	1
861	Disturbance (Non-Domestic)	1	5	9	15
866	Noise Complaint	0	0	16	16
889	Check Welfare	3	8	14	25
890	MV Erratic Operation	8	27	21	56
891	MV Lock Out	1	7	3	11
90C	Disorderly Conduct	0	1	1	2
90D	DWI	2	2	2	6
90F	Family Offenses, Nonviolent	0	0	1	1
90G	Liquor Law Violation	0	0	1	1
90Z	All Other Offenses	2	10	3	15
911	911 Hang Up Call	9	24	27	60
H109	Junk MV	0	1	0	1
Sup	Supplemental	26	182	90	298

Fire Marshal/Emergency Management

Noel Waite, Fire Marshal / EMD

The fourth quarter of the year was quiet and routine with no major events occurring.

The emergency management performance grant was submitted and accepted to cover personnel costs for the emergency management director. A grant to purchase equipment for the emergency operations was also submitted and accepted which allowed for the purchase of a new copier, scanner/ fax machine to be purchased and installed in the EOC.

Five minor fires were investigated including one house that was struck by lightning during one of the many severe thunderstorms that occurred in the area. A total of 61 inspections were conducted and 33 meetings were attended.

**PUBLIC WORKS DEPARTMENT
 QUARTERLY REPORT
 JANUARY, FEBRUARY AND MARCH 2013**

<u>STAFF</u>	<u>NAME</u>
Director of Public Works	David Gofstein
Superintendent of Operations / Tree Warden	Douglas Reese
Administrative Secretary	Donna Wrubel
Heavy Equipment Operator / Crew Leader	Clifton Labrec
Heavy Equipment Operator / Crew Leader	Charles Harakaly
Facility Crew Leader.....	Monica Bragdon
Light Equipment Operator / Truck Driver	Gale Hoyt
Light Equipment Operator / Truck Driver	Richard Watts
Facility Maintainer I	Michael Mangiafico
Public Works Maintainer I.....	Todd Rychling
Public Works Maintainer I.....	Lee Davey
Public Works Maintainer I.....	John Hoffman
Public Works Maintainer I.....	Daniel Smith
Light Equipment Operator / Truck Driver	Under Recruitment
Light Equipment Operator / Truck Driver	Under Recruitment
Lead Mechanic.....	Daniel Caron
Mechanic I	Erik Johansen
Mechanic's Helper	Robert Maxwell
COVRRRA Transfer Station Operator.....	John Remes
Town Engineer.....	Todd Penney
WPCA Technician / Operator.....	Michael Ruef

Comings, goings, and Congratulations!

Charles Harakaly was promoted this quarter from Light Equipment Operator / Truck Driver to Heavy Equipment Operator / Crew Leader

Monica Bragdon was reported last quarter as promoted from Facility Maintainer II to Facility Maintainer II / Crew Leader. This was a misprint; Monica's correct title is Facility Crew Leader.

Light Equipment Operator / Truck Driver Rick Landry has resigned, to pursue a lifelong ambition. He is now a full time career fireman with the Town of Mansfield.



After a long snowy winter....

Rick Landry supervises his last paving job before leaving to become a career full time fire fighter





While one crew preps and paves and patches.....



On the athletic fields, new base pin receptacles are set in place.

New dugout benches replace old.



Most of this is hand work



Set in concrete, and were ready for a new season of baseball



In addition, spectator bleachers are assembled, and stone dust pads put down.



You may have noticed our new automated containers in the parks. Rather than have 2 people transfer trash from cans to bags to dumpsters, the same automated truck that picks up in front of your house services the parks. Although still being “tuned” for the long haul, the program has surpassed expectations. This is but one example of the Public Works Department pushing the edge of work smarter, not harder. In addition, we are building sustainability into our services and infrastructure.

More than once mowing or field lining has had to wait so trash could be collected. The time saved by not having skilled grounds care handle trash is recycled into more available work hours for guess what? (See below if you are right)



More time for Skilled Grounds Care and more productive employees!



A ditch is cleaned on a roadside

Most of the material is skillfully “lost” in reconstructing the banks.



The finished product. A rip-rap (large stone) plunge pool is laid down to absorb energy of water flowing out of the pipe and stabilizes the area. One of the reasons this failed was due to lack of quality construction.



Of course, Tree Work never ends.....

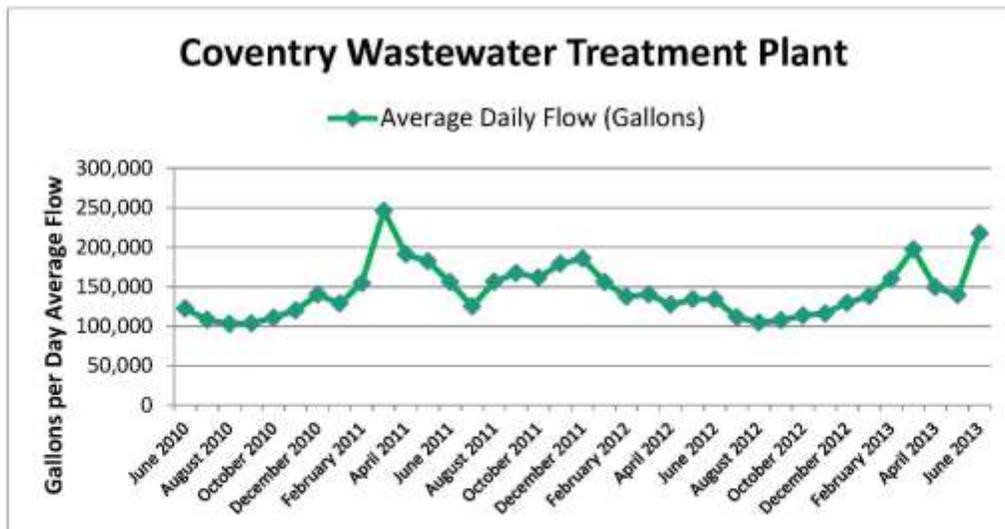
Believe it or not, these are four different trees!



WPCA 2013 2nd Quarter; April, May, June

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Daily Flow = approx 168,496 gallons per day
Approximate Capacity Remaining at WWTP = 16%



The graph above shows average daily flow per month over the past 3 years. Variations are primarily due to seasonal changes in groundwater and precipitation.

Projects Update:

- Repairs to the new generator were covered under warranty.
- OSHA Safety Programs were updated; MSDS, LOTO, Confined Space.
- The new PLC and backup floats are working seamlessly. A new battery was installed in the Uninterruptable Power Supply. Our next step is to set up a workstation to perform real-time logging of several data points off the PLC and store them digitally.
- DBS Energy visited the Treatment Plant to put together a proposal for a PV array.
- Another revision to the Wastewater Management Study was submitted to CT DEEP for review. The Office of Policy and Management has revised guidelines which DEEP must apply when reviewing planning studies but the two State Departments have not met to discuss the changes.



Above: During heavy events we need to set up our auxiliary gasoline bypass pump to prevent damage to equipment and raw sewage from being discharged into the river. Feminine hygiene products and cloth cleaning wipes clog the intake strainer reducing pump efficiency.



Above: The infamous 'Muffin Monster' removed for semi-annual cleaning and inspection. This grinder, or 'comminutor' as we call it, runs 24/7 and grinds everything that enters the Treatment Plant to lessen damage to downstream pumps and equipment. Unfortunately cloth items pass between the teeth of the grinder and are not shredded.

BUILDING DEPARTMENT QUARTERLY REPORT
4th QUARTER
April, May, June 2013

There was an approval of four (4) permits issued for new dwellings this quarter.

NEW HOUSE PERMITS ISSUED FOR THE 4th QUARTER		
MONTH	DATE	ADDRESS
APRIL	11TH	28 ARMSTRONG UNIT B-12
	15TH	24 BEAVER TRAIL
MAY	8TH	78 RILEY MOUNTAIN RD
JUNE	24TH	102 RABBIT TR

Foundation work also started for ten (10) residential dwellings at 64 Trowbridge Road, 1166 Grant Hill Road, 223 High Street, 74 Arlington Road, 1060 South Street, 703 Babcock Hill Road, 725 Babcock Hill Road, 158 Beebe Farms Road, 369 Riley Mountain Road and 371 Riley Mountain Road. The one on Beebe Farms is to replace a home that was damaged by a house fire.

Home owners are happily settling into three (3) newly built homes.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES	
4th QUARTER 2012-2013 Fiscal Year	
ADDRESS	DATE
28 ARMSTRONG RD Unit C-19	4/10/2013
610 BUNKER HILL RD	4/15/2013
167 WINDSWEPT WAY	4/29/2013
NO HOUSES CO'D IN MAY 2013	
NO HOUSES CO'D IN JUNE 2013	

Municipal Projects: The Town of Coventry had three (3) new municipal building permit projects this quarter. We replaced 2 softball dugouts at the high school, updated the caretakers cottage at Patriot's Park to make it handicap accessible and replaced an acoustical ceiling in the grammar school library. The Building Department also closed out the permits for new lighting for the high school football field.

Commercial Projects: In April, repairs were made to the First Niagra Bank's wall at 3534 Main Street after someone accidentally hit it with their car and construction started at the Lakeside Restaurant (50 Lake Street) to create an outside patio space. June brought in with it the opening of the new restaurant at 1384 Main Street (Reed's Grill & Creamery) and the Lakeside Restaurant took out another permit to add additional bathrooms to the facility.

Four hundred and twenty-eight (428) inspections were completed this quarter.

Four (4) hours of continuing education were earned this quarter.

Permits for this Quarter

COVENTRY PERMITS 2012-13	4TH QUARTER			Fourth Qtr.
	April, 2013	May, 2013	June, 2013	2012-2013
Houses Only	2	1	1	4
Foundation Only	2	1	7	10
Condominiums	0	0	0	0
Commercial Bldg/Renovations	3	1	1	5
Industrial Bldg/Renovations	0	0	0	0
Public Bldg/Renovations	0	1	0	1
Additions	5	3	1	9
Garages/Carports	1	0	1	2
Sheds/Barns	3	3	5	11
Decks/Porches	3	3	3	9
Pools	4	3	3	10
Demolition	0	0	2	2
Woodstove	1	2	1	4
Miscellaneous	4	4	4	12
Renovation/Repair/Alteration	26	13	8	47
Plumbing	9	5	4	18
Heating	11	15	9	35
Electric	24	28	15	67
TOTAL PERMITS	98	83	65	246
PERMIT VALUE	\$1,247,522	\$638,393	\$699,225	\$2,585,140
FEES COLLECTED	\$16,808	\$9,164	\$9,930	\$35,902
ZONING PERMITS	24	19	26	69
FEES COLLECTED	\$1,250	\$925	\$1,975	\$4,150
Certificate of Completion	43	40	16	99
C/O's - New Homes/Condos	3	0	0	3
C/O's - Other	6	4	3	13

Human Services Department Quarterly Report April -June 2013

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





HUMAN SERVICES OFFICE
April, May, June

A. HUMAN SERVICES

1. Meetings:

- Human Services Advisory Committee: 4/4/13, 6/6/13
- CLASS Meetings: 4/18/13, 5/16/13, 6/20/13
- Renters Rebate at Orchard Hills 6/6, 6/13, 6/20, 6/27
- Salvation Army Meeting: 5/22/13 (service unit)
- Town Website Project :4/3/13, 5/1/13
- Operation Fuel Webinar: 4/16/13
- Volunteer Appreciation at Senior Center: 4/10/13
- Pre-holiday meeting 5/21/13

2. Direct Services: 86 unduplicated client cases

3. Programs:

- **ENERGY ASSISTANCE PROGRAM:** The 2012-13 CT Energy Assistance Program (CEAP - ACCESS Agency, Willimantic) ended for a total of 95 energy applications processed; Operation Fuel 2012-13 Winter fuel program ended with a total of 17 applications for a total of \$13,000 in assistance; April 1st marked the beginning of the Operation Fuel summer energy assistance program (propane, electricity) 1 application was processed; 6 deliveries were authorized from the Clergy Fuel Fund for clients who have used up all their other resource for a total of \$3,048.17 in fuel assistance.
- **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, 67 applications have been completed for Coventry residents who rent for a total of \$29,193.84 in rebate checks which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November.
- **FOOD BANK:** 27 requests for the food bank this quarter. We received numerous, generous donations from: Coventry Grammar School students, Boy Scouts, Girl Scouts, local churches and many individuals, families and young people who did food collections in lieu of birthday gifts.
- **SPECIAL NEEDS:** 18 families used the Special Needs Program to help with housing needs, heat, utilities, and other special needs for a total of **\$2,072.85**; Cash donations: **\$1,616.20** was received from the Operation Fuel for Administrative

Services, St. George's Church, United Way - employee donations program and a number of generous individuals.

- **SALVATION ARMY:** 24 cases were assisted with medical, housing, food, and utilities for a total of **\$5,390.00**.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have present issues for residents who are elderly or disabled and are unable to move them safely. The winter months in particular present challenges and we have 39 households on the in yard service list at this time.
- **REPORTS:** Town Quarterly and Salvation Army Quarterly.
- **PUBLIC RELATIONS:** Press releases, Town Newsletter and Munivision.

B. ELDERLY SERVICES – TOWN HALL

1. Direct Service Clients: 10 unduplicated client cases

** CHOICES COUNSELING has moved to the Senior Center (effective November, 2012).

C. SENIOR CENTER:

1. Attendance for this Quarter:

(numbers represent Seniors returning multiple times)

- April 441
- May 450
- June 402



2. Weekly Programming:

- Cribbage - Monday mornings
- Knitting - Tuesday 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.
- The Out to Lunch Bunch has taken off! Once per month, Seniors carpool to a local restaurant for good food and great company! 11 Seniors attended in April, 12 attended in May and 18 attended in June!

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 well-utilized each month.
- Mary Hess, R.N., provided toenail clipping to 6 Seniors on April 25th and 8 Seniors on May 23rd. Due to VNAEast's recent merger with Hartford VNA, the price for this service increased from \$15.00 to \$30.00 as of June 1st; many Seniors therefore cancelled their participation in the clinic, and, after only 2 Seniors attended the June 20th clinic, VNAEast made the decision to cancel the clinic going forward. The Senior Center will continue to offer regular footcare services with Podiatrist Anthony Morgan; Seniors will also continue to have the option of attending our Spa Days for toenail clipping. Please call the Senior Center with questions or for more information.
- Dr. Anthony Morgan provided toenail clipping and podiatric evaluations to 6 Seniors on April 18th and 7 Seniors on June 27th.
- 8 Seniors attended the Fitness Room Orientation offered on April 15th and 2 Seniors attended the Orientation on June 17th. To date, 30 Seniors have completed their paperwork and the Fitness Room Orientations; during the months of April, May and June, Seniors logged 76 visits to the Fitness Room.
- Local Licensed Massage Therapist Deb Turner provided Reflexology sessions to 2 Seniors on April 20th, 6 Seniors on May 9th & 1 Senior on June 10th.
- Deb Turner, L.M.T., also provided Chair Massage sessions to 5 Seniors on April 9th, 6 Seniors on May 8th & 7 Seniors on June 13th.
- Our Spa Days have been popular! Seniors are able to come to the Senior Center for a haircut, manicure or pedicure at a reduced price. 10 Seniors attended on April 8th, and 4 more attended on June 10th.

5. Special/Seasonal Programming:

- On April 5th, Superintendent of Coventry Public Schools David Petrone joined us and hosted a question and answer session on the details of the Town education budget. 5 Seniors attended this informative presentation.
- On April 10th, we celebrated our Senior Center Volunteers with a Volunteer Appreciation Luncheon. 10 Volunteers were recognized for their dedication and commitment to helping out at the Senior Center. 20 Seniors in all attended the Luncheon and enjoyed a lovely afternoon.
- On April 22nd, Thames Valley Council for Community Action, Inc. (TVCCA) hosted a cooking demonstration and lunch for over 20 Seniors. TVCCA recently launched a new Bistro Program that provides affordable, nutritious and ready-to-serve meals to area Senior Centers such as ours that have no commercial kitchen facilities; we are working with TVCCA & the Eastern Highlands Health District and hope to bring these regular lunches to the Senior Center very soon. Seniors thoroughly enjoyed the demonstration and the delicious meal, and whole-heartedly expressed their support for moving forward with TVCCA meals.
- On April 29th, 4 Seniors attended a Beading workshop with local business owner Midge Makuch from TGB Accessories in Storrs. Seniors were able to choose their own beads and create a bracelet or pair of earrings of their own. Although it was a small group, the ladies enjoyed it immensely and asked to have Midge back again!
- On May 22nd, over 60 Seniors came out to celebrate the Senior Center's 5th

Anniversary with a festive luncheon and celebration! We were honored to have Town Manager John Elsesser, Town Council Chairwoman Liz Woolf and Building Committee Chairman Al Bradley join us as guest speakers, as well as the Quiet Corner Fiddlers, who got everyone tapping their toes, clapping and dancing!

- In June, we began offering an Acrylic Art Class taught by Local Artist Nancy Bunnell. 7 Seniors have been learning the tenets of acrylic painting each week and working away on their masterpieces. The participants have enjoyed the class so much that they've asked to have the class continued on a regular basis; we will work with Nancy and our Parks & Recreation Department to try to continue the class.
- We also began offering a Senior Yoga Class in June. Taught by Yoga Instructor Bill Goodale, this class has had a great response from our Seniors! On average, between 12-14 Seniors attend weekly; many participants have expressed that they really enjoy the class and would like for it to continue on an ongoing basis. Due to its success, we've decided to continue the class through the Senior Center in July and August, and will work with our Parks & Recreation Department to try to offer it throughout the rest of the year as well.
- On June 26th, 16 Seniors attended a fascinating presentation on the American Revolution by local historian Sal Tarantino. Mr. Tarantino dressed the part in full Revolutionary War uniform and spoke of the Revolution from a soldier's perspective. He also brought several authentic Revolutionary war artifacts from his own collection to share with the group. Participants enjoyed a delicious hot lunch, followed by All-American ice cream sundaes!

D. SENIOR TRANSPORTATION:

Coventry Rides Van Program

Days of Operation: 53
of Individuals Riding: 50
of One-Way Trips: 437
Volunteer Hours: 227
Miles Total: 2472
Average # of One-way Trips per Day: 8
Average # of Miles per Day: 47
Average # of Volunteer Hours per Day: 4



Volunteers Drivers: Tim Ackert, Brian Coss, Christine Coss, Dick Frye, Bill Hoffman, Kim Homans, Dave Lamore, Debbie Locke, David McCrory, Bill Root, Ken Stein, Jack Thayer, Bill Wajda.

The need for additional drivers continues as demand for transportation services increases.

Private car drivers include Carol Moriarty, Claudette Polhemus, David McCrory, Karen Renfro, Bill Root, Cathy Root, Chris Coss, Brian Coss, Karen Renfro, Monica Maneri, Bill Wajda, Pat Tufts, Trena Gale and Lori Boucher. Private car transportation is used for service beyond the scope of the van program.

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 included trips to the Windham Theater Guild and Lunch Bunch trips to local restaurants. Lunch Bunch trips are very popular with 15 – 20 participants each month.

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



E. 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 4/4/13, 5/2/13, 6/6/13
- Attended Eastern Region Youth Service Bureau Meeting: 4/1/13, 5/6/13
- Attended Coventry Human Services Advisory Committee Meetings on 4/4/13, 6/6/13
- Attended the 7th Annual Childhood Conversations Conference on 4/13/13
- Attended “CT Drug Threats and Drug Endangered Children” Training on 4/16/13
- Attended Mission Meeting at 2nd Congregational Church on 4/25/13
- Attended CHS/CNHMS PTO Presentation “Dating Violence and Healthy Relationships” on 5/7/13
- Attended “Helping Others Begins with You” Workshop on 5/15/13
- Attended Nurturing Committee Meeting 5/29/13
- Presented at CHS Scholarship Awards Night 6/5/13
- Attended Mentor Dinner celebration on 6/11/13
- Attended Coventry High School Graduation and Project Graduation events 6/22/13

2. Direct Service

A. Function

➤ Youth & Family Cases	12 cases
➤ Community Service	1 case
➤ Community Restitution	1 case
➤ Youth Job Bank Requests	19 requests
➤ Youth Job Bank Matches	19 matches
➤ Youth Job Bank Members Trained	6
➤ Juvenile Review Board	0 cases

B. Programs

- The Coventry High School NOMADS club did not take any trips this quarter. Discussion of future plans for this club 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 Patriot's Park Pavilion. 2 of the 5 mentors were members of the class of 2013 and graduated on June 22, which will leave open spots for new recruits in next year's program.
- Counseling Services continue to be offered. 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 2013. A total of 84 students attended the event to celebrate their accomplishments at the Mansfield Community Center on June 22, 2013.
- Youth Job Bank – 6 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 Due to low enrollment, the annual group trainings are no longer being offered for new job bank members. Students can now make individual or small group appointments at any point during the year to become involved with this program.
- Babysitters Training – 5 students attended the Basic Babysitters Training 101 on June 24th. Upon completion of the program, students become eligible for babysitting jobs through the Youth Job Bank.
- Work began on creating a New Lending Library and Resource Center this quarter. Numerous titles on challenging topics for youth and families were purchased, and will be cataloged next quarter. People will be able to access the library list online and loan books on topics from parenting special needs children, to step families, divorce, addiction, and cutting, to name a few. The resource center has magazines and brochures for families to access as well.
- Marketing efforts began for yet another new program. Youth Services will be collecting gently used prom dresses, shoes and accessories over the next three quarters. The goal is to ensure that all Coventry High School girls interested, are able to outfit themselves for prom at low to no cost. Dresses have already started coming in.
- Set up a table at the Coventry High School Career Fair, promoting the Youth Job Bank and Babysitters Trainings. Students took information and ask appropriate questions.
- The Eastern Region Youth Service Bureaus held their 5th Annual Friends of Youth Services Awards at the Riverfront Community Center in Glastonbury. Coventry Youth Services presented the award to Ryan McLean, Patricia Piotrowska and Rachel Rolli for their extensive community service work, with which they assisted our office with all our holiday programs.



Coventry Parks & Recreation

Quarterly Report: April – May – June 2013

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 2013, Director Rubin attended routine meetings of Department Heads, Recreation Commission, STEPS Health Subcommittee and the Human Services Advisory Committee. She also attended the Town Budget Hearing and related meetings. At the EHHD ACHIEVE CHART Community Transformation Meetings she presented Playful City USA/ Map of Play as topic for agenda. She also attended the following meetings:

- Worker safety Meeting
- Coventry Fest planning
- Met with Race Directors for Coventry Harvest 5K
- Senior Center 5th Anniversary Party
- Town Manager's 25th Anniversary Party
- Met with Town Planner re: Visitor's Center status & future
- Met with Youth Basketball Board of Directors to discuss merger
- Met with UConn Club Sports – Sailing Team meeting re: use of Patriots Park
- Met with Nan Kyer re: Community Gardening program feasibility
- Attended a Tobacco workgroup of EHHD
- Picked up Mountain Laurels at Northern Nurseries, completed sale of Mountain Laurels



PROFESSIONAL DEVELOPMENT

Ms. Rubin participated in the following professional development opportunities:

- CCM Nuts & Bolts of Supervision workshop
- CRPA Spring Quarterly meeting – Managing Turf Grass Irrigation, Disease, Evaluation & Assessment and Emergency Management Planning for Youth Programs.
- NRPA Webinar – Making the Goal Achievable – Ways to Connect More Kids to Nature
- Webinar – Stop Complainers & Energy Drainers: How to Negotiate Workplace Drama to Get More Done
- New England Parks Association/CRPA Quarterly Workshops: Mandated Reporting & Healthy Eating
- Online Meeting: '2013 Playful City USA Announcement Webinar' Presented By: '~ KaBOOM! ~'
- Playful City USA Construction Grant application webinar, Fundraising 101 webinar
- Summer Intern, Bethany Blacker from York College, PA has begun work and will be shadowing staff and assisting in all aspects of the summer operations. She is doing a great job and has become an integral team member!

Ms. Torcasio participated in the following professional development opportunities:

- CRPA/NEPA Summer Quarterly: Mandated Reporting & Healthy Food Choices for Youth Programs
- Civicplus: New Town Website Training
- Online Meeting: '2013 Playful City USA Announcement Webinar' Presented By: '~ KaBOOM! ~'
- NEEF Webinar: Crafting "Success Stories" to Generate Media Attention
- Non Profit Marketing.com Webinar: Stupid Things Nonprofit Marketers Can Stop Doing
- Set up of online training for Camp staff through expertonlinetraining.com: in-service trainings

PARKS & BEACHES

The Recreation Director supervises the on-going and routine facility rental management including: contacting renters with key codes, changing key codes monthly, processing, printing and issuing permit applications and alcohol permit

applications, arranging staff coverage. She arranged for substitute staff for weekend coverage since current staff member will be on maternity leave soon. With the new ordinances allowing use of alcohol, she has developed procedures for issuing permits and is working out the transition to the new policy's implementation. Ms. Rubin also attended the Hillyard Rovic meeting /trade show to find better products for cleaning and general maintenance of the park facilities and she had several follow up meetings with their Sales Rep. She is in the process of preparing to update our MSDS sheets to conform with new OSHA regulations. Regular communication with DPW is required for on-going routine maintenance and special projects.

Another large portion of Wendy's time was in completing a Sign Inventory & placement plan for all town parks– Miller Richardson, Laidlaw Park, Lisicke Beach and Creaser Park. This included taking photos, measuring and listing, pricing out and completing instructions for the Sign order.

The following is a list of activities relating to each individual park for the quarter:



Laidlaw Park

- o Met with Boy Scout leaders re: Laidlaw Park cleanup
- o Ordered flyers for Laidlaw Playscape fundraising

Creaser Park

- o Environmental Review Team meeting and site review
- o On-site review of conditions, tables and chairs, met with scouts to discuss options

Miller Richardson

- o Communicated with Youth Football re: Concession Mobile Unit plans
- o Meeting with Staff Team to review irrigation options report
- o Coordinated with Todd Cancelliere to order flagpole and scoreboard for football field

Patriots Park

- o Caretaker house – contracted with Fuss & O'Neill, providing oversight to renovations project
- o Got price estimates for flooring and carpet cleaning, awning for lodge deck
- o Toilet repairs, Lodge women's room
- o On-site meeting re: Coventry Fest
- o UConn Men's crew – final arrangements for building use, garage door options with sales rep

Trails

- o Ordered flyers for trail maps
- o Hiked Millbrook Trail with Laurie Giannotti, DEEP, Eric Trott, Town Planner, and Michael Antonellis, Planning Technician to determine feasibility for future Trails Grant application
- o Hiked Patriots Park Forest trail with Eric & Todd to inspect and approve Eagle Scout Project

Market Barn

- o Facilitated DEEP's use of the Market Barn for a chainsaw training class
- o Installed First Aid Kit for renters' use, determined need for signage

Beaches



Summer Beach Operations kick into high gear in spring. Director Rubin continued to confirm returning staff. Working closely with Carmina Valente, our Aquatics Director, she conducted interviews of new staff for all positions: Lifeguards, Gatekeepers & Park Maintainers, hired and confirmed employee paperwork, background checks, staff training schedules and curriculum, inventory of 1st aid supplies, t-shirts, whistles, etc. and ordered supplies. The Aquatics Director set up Red Cross paperwork, updated 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, installed buoys, ropes and floats with help from Norm Meikle, Lake patrol Officer and Carmina Valente Aquatics Director, Non-Resident Swim Lesson Parking Passes created/sent out to all registered.

MARKETING, SOCIAL MEDIA & BROCHURES

With the economy's impact on our program participation, we are focusing a more concerted effort towards marketing using a variety of social media outlets. Ms. Torcasio has participated in training Webinars this quarter including: "Crafting 'Success Stories' to Generate Media Attention, and "Stupid Things Non-Profit Marketers Can Stop Doing." A Social Media Summer Blitz meeting was held with all staff to create an action plan to improve visibility and increase registrations. Among new initiatives, new promotional materials were ordered including drawstring backpacks & pens, and new polo shirts for main staff with new logo.

Using Mail Chimp, we continued to issue 3 editions of the Playful City Times e-newsletters, with a focus on spring, summer and July is Parks & Recreation Month. We were able to announce our 3 time Playful City USA honors with media press releases, social media blitz. A new street sign was received and was given to DPW to install.

Work also continued on the 2013 summer program brochure with frequent correspondence with The Chronicle, including layout, logo design, and proofing. The brochure was sent from The Chronicle to the printer on Wed., April 3rd, and then to the Post Office (early) on Wed., 4/17. In-Office copies were also received that same day. Week-long sports camps flyers were also received, sorted, and distributed through the schools this quarter as well.

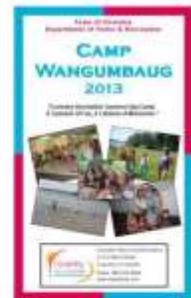
PROGRAMS

The spring is a busy time for programming; not only are many programs continuing throughout the quarter, but planning becomes increasingly busy for upcoming summer programs including Camp Wangumbaug, swim lessons and week-long specialty sports camps.

Camp Wangumbaug

Much of this quarter has been spent working with the Connecticut Recreation & Parks Association, planning and implementing this year's state-wide Camp College training day. This year's event was hosted by us, and held at Patriots Park with over 250 camp directors, coordinators and counselors descending on the park to learn about safety, maintaining a positive camp environment, and keeping the kids active. Several meetings & teleconferences were held to determine the schedule of the day, which workshops we wanted to present, promotion, and how the day would run.

Camp planning kicked into high gear this quarter, with staff hiring, supply ordering and registrations dominating staff activities. Camp Director Matt Kyer reviewed all applications after the April 4th deadline, inviting 10 applicants in for interviews. He and CIT Director Corey Boudreau conducted interviews and sent out new hire paperwork in early May. Long-time employees Kristal Stewart and Dan Manzi were promoted to Arts & Crafts Coordinator & Sports & Archery Coordinator respectfully, and four new Camp Counselors were hired. Staff training began in May with a New Staff Orientation & Camp Staff Meeting. Additional meetings and trainings including the state-wide Camp College event, First Aid/CPR/AED Training and Camp Clean-up in June. A process mirroring the Camp Staff hiring/training process, CIT Director Corey Boudreau also conducted CIT interviews & trainings during the months of May and June, accepting over 30 applicants for various weeks throughout the summer.



Much discussion this quarter amongst Camp management staff and Department staff surrounded safety. In light of recent events, we have imposed additional safety and security measures at Camp Wangumbaug, to ensure the safety of all participants, staff and parents. New this year, all staff will not only be wearing a Department-issued teal staff shirt, but they will also be required to wear a photo identification badge at all times while at Camp. In addition, we asked that all

visitors/parents & guardians picking up **early** sign-in with Camp staff, and are given a "Guest" ID badge. Thus far, the initiatives have been a welcomed addition at Camp, amongst both the parents and staff.

As registration continued the Camp Parent Packets, complete with rules, general information and medical/authorization for pick-up forms were sent out to all registered. Program Coordinators met in early June to discuss the theme calendar and to plan activities, along with determining supply lists for the summer. An order was placed shortly thereafter to have everything in by the Camp Clean-Up Day for proper storage. Camp staff, CIT and Campers tshirts were also ordered this quarter.

The Camp season officially kicked off on Monday June 24th, with the following enrollments: Full Day: 66, Mini: 7, and CIT: 17. Kids enjoyed a trip to Roger Williams Zoo, a "World Class Frisbee Show" performance, and a sand castle competition, just to name a few of the activities keeping kids engaged this summer!

Special Events

Summer Day Camp in April:

This year's program was held at Patriots Park, utilizing the Community Center and park grounds for many summer camp-style games and activities with 22 registered for the full-day program, 1 in the half-day, and 10 in both before care and aftercare. Kids enjoyed games planned with this summer's theme calendar and events in mind, to get a sense of what summer camp is like. Feedback from kids and parents was very positive!



Town Wide Tag Sale:

Additional roadside signage, along with new logo patches were ordered, picked up and dropped off to all participating homes a few days before the event. We confirmed with Dunkin' Donuts, as our central location where tag-salers could pick up a free listing of sales, and grab a cup of coffee, which was a great addition to the program this year! Ads were placed in the Journal Inquirer and The Reminder on Tues., April 30th in preparation for the weekend. Staff also made improvements to the town street map that we provide along with the listing, by starring locations on the map where the sales are. The Tag Sale was held on Saturday, May 4th, with 33 homes/businesses participating, and the feedback from participants after the event was extremely positive. Folks loved the signage and the exposure that participating in our event brought to their sale.

Youth & Adult Programs

Recreation Daze, Afterschool Program

The program was closed for the April Vacation week, however the Summer Day Camp in April was held in its place. The program wrapped up for the year on the last day of school, Thursday, June 20th with an outdoor celebration, including pizza, swimming, and many other games and treats!

Summer Program Registration:

Summer registration began on May 1st with the bulk of registrations coming in for swim lessons and summer sessions of Zumba. Registrations have been steadily incoming for all programs, including Camp Wangumbaug, Swim Lessons, Adult Fitness Classes and week-long specialty sports camps including soccer, basketball and baseball.