

TOWN OF COVENTRY



QUARTERLY REPORTS

July 1 – September 30, 2013

TABLE OF CONTENTS

Finance Department	3
Collector of Revenue	5
Assessor	6
Land Use Office	7
Town Clerk	17
Police Department	20
Fire Marshal/EMS	28
Public Works	29
Building Department	40
Human Services	42
Parks & Recreation	48

Cover photo: *The entrance to the Town's new open space parcel, Thornton Brook Preserve. Photo by Eric Trott.*

Finance Department

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

General accomplishments

- Began the process for tax/assessing system installation. The new system will be used to produce the 2013 Grand List and tax billing.
- Final pension preparation for seven retirements, two current, four deferred and one death benefit. In addition two informal calculations were completed for current employees.
- New hire orientation for two new employees.
- Preparation of final year end reports for review by auditors.
- Started process for 2014 tax sale.
- Wellness initiative for weight loss through ECHIP partnership with CIGNA.

Meetings attended

Finance Committee of the Town Council
Pension Committee
Cemetery Commission meetings
Salvation Army Lower Tolland County
CIRMA Investment Advisory Committee
BOE/Town Technology committee
Town worker safety committee
Town GIS coordinating committee BOE/Town IT coordination
GFOA Board meeting

Collector of Revenue

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

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

Delinquent notices for unpaid July COVRRRA fees, motor vehicle and personal property taxes were prepared and mailed in early September. Sewer use payments were steady throughout the month with the expected increase in volume during the last few days of the pay cycle.

Much of September is also spent in preparation of the Annual Report as well as the Annual Audit. The Annual Report is due by October 18, 2013. The auditors began their work September 30, 2013.

The report of collection for the first quarter is attached.

Assessor

July

July, as usual was a busy month for the Assessor's Office. The Assessor Michael D'Amicol returned from Afghanistan on July 1, 2013. This is the month where we have the most traffic from taxpayers coming in to inquire about their tax bills. In general this was a typical July where our office worked on motor vehicle corrections that were sparked by residents receiving tax bills for vehicles that they didn't own or had junked after October 1st of 2012. During this month our office corrected 334 motor vehicle and real estate assessments.

August

August 1th, Pat Alessi left as Interim Assessor. I thank her for her dedication and hard work for this office and the Town of Coventry. August was a good month for catch up after a busy July for the Assessor's Office. The board will be meeting once this year due to the few appeals from the valuation process used by the town's Assessor. During this month our office corrected 140 motor vehicle and real estate assessments. We also prepared our mailing early for personal property.

September

September was spent preparing for personal property and getting them out in the mail by the 19th of September. Our office gathered information for new accounts through several different ways. We used new permits that were taken out for home businesses, trade name certificates, and the department of revenue service to discover new accounts. With this information we created a database for all filers and were able to expedite the printing and mailing of our declarations giving taxpayers more time to file prior to the November 1st deadline.

During this month our office corrected 66 motor vehicle and real estate assessments.

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

The Board of Assessment Appeals also conducted their September meeting on the 18th. The board had 34 new appeals scheduled, to which 3 did not appear for their scheduled appointment, leaving 11 reduced for a total reduction of \$31,330.00.

The Revaluation was started this month. I have included an article separately for the revaluation project

Michael J. D'Amicol
Town of Coventry
Assessor

October 4, 2013

Revaluation Team to visit properties in Coventry

Coventry town officials remind homeowners of the revaluation project being conducted for the October 1, 2014 grand list by representatives of the firm, Vision Appraisal Technology.

The first phase of the revaluation process is collecting current information on approximately 3,700 properties. This process will start November 1, 2013 and will consist of a data collector visiting these properties confirming the exterior measurements of each building and document additional information such as location, topography, utilities, zoning, and quality of construction. Each home will be measured and the exterior inspected on the data collector's first visit to the home. A new photograph of the home may also be taken to update the Assessor's File.

Data collectors will be wearing an identification badge. All Vision representatives and their vehicles are also registered with the police department, the Assessor's and Town Manager's Office. Homeowners are encouraged to ask for this identification prior to admitting anyone into their homes. If a homeowner has a question as to the identity of a data collector, they may call the police or the tax assessor's office for further confirmation.

The interior inspections take only 5 to 10 minutes and include a quick tour of the house, including basement and attic space. The data collector will count the number of total rooms and make notations on heating systems, interior construction and extra features of the home. To ensure that a home has been inspected, the homeowner must sign the data collection form to verify that the inspection took place. An interior inspection will not be conducted unless a person 18 years or older is available to sign the form.

Data collectors generally work between the hours of 8 a.m. and 7 p.m. Monday through Saturday. Three attempts will be made to inspect each property. The last attempt will be made after 5 p.m. weekdays or on a Saturday. If the homeowner is unavailable at this last visit, a letter with instructions on how to schedule an appointment will be sent later in the year.

Homeowners are reminded that specific questions regarding their current assessment should be directed to the Assessor's office. Vision Appraisal Technology's data collectors are not town employees and therefore are not prepared to answer questions concerning current values or town laws.



COVENTRY LAND USE OFFICE

QUARTERLY REPORT FOR:

JULY, AUGUST, SEPTEMBER

~ 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

JULY, AUGUST, SEPTEMBER - 2013

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
13-07	S	7/8/13	8/12/13	Squirrel Trail, Lots 8 & 12 – Onanger Corp., New home on non-conforming lot	8/12/13	A
13-08	S	7/9/13	8/12/13	73 Times Farms Rd. – Channel 3 Kids Camp, New buildings to house overnight campers and staff	8/26/13	A
13-09		8/7/13	8/12/13	178 Dunn Rd. – Ed & Gertrude Bzdyra, One lot family resubdivision	9/23/13	A
13-10		8/9/13	8/12/13	337 Riley Mountain Rd. – June E. Maynard, 14-lot subdivision		P
13-11	S	9/5/13	9/9/13	220 Talcott Hill Rd. – Andrew Bushnell as agent for Richard Von Hirschberg, Agricultural Workers' Quarters	9/9/13	A
13-12	S	9/23/13	9/23/13	113 Woodland Rd. – John Luetjen, Demo and rebuild single family home		P

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

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

PLANNING AND ZONING COMMISSION

YEAR **2013**

JULY, AUGUST, SEPTEMBER - 2013

DISCUSSION AND ACTION TOPICS

- Reviewed zoning referrals WINCOG, CRCOG and from the towns of Bolton, Columbia, Mansfield – various zoning text amendment proposals.
- Discussed status of Solarize Coventry program.
- 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.
- Met with Stewart and discussed the status of the historic structure reconstruction project.
- Reviewed the status of the On the Go gas station project.
- Discussed the resignation of member Steve Savell.
- Held preliminary discussion on one lot family subdivision proposal of Bzdyra on Dunn Road.
- Discussed current activities of the Agricultural Committee.
- Discussed potential revisions to the special permit regulations on notification of abutters.
- Discussed purchase of former Malon property as open space and the creation of the Thornton Brook Preserve.

JULY, AUGUST, SEPTEMBER - 2013**DISCUSSION AND ACTION TOPICS**

- Held public forum with Town boards and Commissions on wastewater needs/solutions for economic development.
- 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 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 RTE 44 sewer project.
- Discussed the status of the 'On the Go' gas station improvements
- Began preparation of a business survey that will be implemented.
- Discussed CPACE grant program proposal and its potential for local businesses.
- Discussed the work of the Visitor's Center to improve volunteer support and visibility with the guidance provided by the Commission and Staff.
- Discussed the ongoing activities of the Farmer's Market.
- Reviewed status of Safe Routes to School project and other sidewalk projects on RTE 31.
- Discussed the status of the work to organize the Christmas in the Village event.
- Discussed the status of Hammerhead Health and its loss of customers that is affecting its viability.
- Prepared for the Commission's meeting with the Town Council Steering Committee to discuss economic development activities.
- Discussed the Governor's visit to the Nathan Hale Homestead and the potential for bonding funds that can facilitate site improvements.
- Reviewed socio-economic and demographic data provided from the Buxton Group that describes purchasing habits of the community to better understand what services are lacking in town.

ZONING ENFORCEMENT

YEAR 2013

JULY, AUGUST, SEPTEMBER - 2013

Michael Antonellis, Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	70*
Single Family Dwellings	7
Condominiums	0
In-Law Apartments	0
Accessory Structures	
Decks/Porches	8
Sheds/Gazebos	17
Barns	1
Detached Garages	0
Pools	4
Other	26**
Residential Additions/Attached Garage	4
Commercial Use/Signage	6
Home Occupation	4
Others:	0
Interior Renovations	4
Agricultural buildings	0
Total	<u>81</u>

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

**Includes Solar PV & Interior Renovations

CERTIFICATES OF USE AND OCCUPANCY = **12***
(Signed for zoning compliance by ZEO)

Single Family Dwellings	5
In-law apartment	0
Condos	0
Accessory Structures	
Decks/Porches	2
Sheds/Gazebos	2
Barns	1
Detached Garages	0
Pools	1
Other	0
Residential Additions/Attached Garages	1
Commercial Use/Signage	0
Total	<u>12</u>

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

ZONING ENFORCEMENT (Cont'd)

YEAR 2013

JULY, AUGUST, SEPTEMBER - 2013

INSPECTIONS

Erosion and Sediment Control	5
Limits of Clearing	0
Certificates of Occupancy	12
Pre-Approval Inspection	1
Seed and Mulch Bond Release	3
Zoning Complaints (initial & follow-ups)	12
Blight Complaints (initial & follow-ups)	20
Street Number Assignments	1
Other (Proposed Demolitions)	0
Total	<u>54</u>

VIOLATION/ENFORCEMENT INSPECTIONS (NEW)

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	0
Drainage	0
Permit Conditions Not Met	0
Non-permitted Activity or Structure	5
Signage	2
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	20
Total	<u>28</u>

JULY, AUGUST, SEPTEMBER - 2013

News from Zoning Department

Open Space Map Update

A collaborative effort between the Conservation Commission, Eric Trott, Todd Penney and Michael Antonellis to update the previous Open Space Map incorporated into the 2010 POCD. Through identifying "protected" Open Space and removing "unprotected" Open Space the map, and subsequent document, is able to provide more accurate depiction of the current status of Open Space in Coventry.

This document and map is far superior to the information noted in the 2010 POCD. The 2010 POCD was able to provide a baseline for this information. By researching subdivision approvals, recently dedicated Open Space, as well as institutional knowledge from staff the new map is able to provide a more comprehensive inventory of Open Space in Coventry. However, the map continues to be updated and is constantly improving as staff works to refine details.

Smaller Projects

Zoning continues to take on smaller projects when needed. For example, Parks and Recreation is involved in a Geo-Caching project for which simple maps are needed to assist their efforts. Simple Aerial maps can easily be created through ArcGIS by the Zoning Officer. This provides a service to other departments and is not considered to be overly-burdensome and quite manageable with enough notice.

Examples of other smaller projects are the White's and Williams parcels which are currently being considered for Open Space dedication. Simple maps were created for these parcels which included an aerial photo, boundary information, as well as topographic and flood information. These are examples of maps that are created for staff purposes.

Several smaller projects come and go and it's helpful to have competent staff with expertise in GIS programs to provide this benefit to all Town Hall Departments and its collaborative partners.

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, Road Connectivity, Mill Brook Greenway, Solarize Coventry, and Route 6 Corridor. 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, electronic-street files are increasingly 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**

JULY, AUGUST, SEPTEMBER - 2013

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
13-01Z	7/30/13	8/20/13	178 Dunn Rd. - Edward & Gertrude Bzdya, Subdivide property to separate existing lot with house for new lot to place new house/variance	8/20/13	A

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

INLAND WETLANDS APPLICATIONSYEAR **2013**

JULY, AUGUST, SEPTEMBER - 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
13-17W	7/24/13	7/25/13		337 Riley Mountain Rd. – June E. Maynard, 14-lot subdivision (9 wetlands lots)		P
13-18W	7/24/13	7/25/13		178 Dunn Rd. – Ed & Gertrude Bzdyra, One lot family resubdivision	8/28/13	A
13-19WA	8/8/13	8/8/13		165 Woodland Rd. – Michael Meehan, Deck less than 150" from lake	8/8/13	A
13-20WA	8/15/13	8/15/13		Lakewood Dr. – Lakewood Heights Association, Landscaping and tree work	8/15/13	A
13-21WA	8/21/13	8/21/13		73 Times Farms Rd. – Channel 3 Kids Camp, New buildings to house overnight campers and staff	8/28/13	A
13-22WA	8/23/13	8/27/13		120 Beebe Farms Rd. – Matt DeCormier, install shed	8/26/13	A
13-23W	8/23/13	8/28/13		112 John Hand Dr. – Crissy Stinson, restoration and repair of lakefront stone wall, addition of 100' of stone wall and filling in of eroded sand	9/25/13	A
13-24WA	9/19/13	9/19/13		1746 Boston Tpke. – 2 nd Congregational Church, repave existing parking lot	9/27/13	A
13-25W	9/23/13	9/25/13		113 Woodland Rd. – John Luetjen, Demo and rebuild single family home		P
13-26WA	9/20/13	9/23/13		48 Heather Ln. – Ray Oliver, install shed in 75" review area	9/23/13	A

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

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

MISCELLANEOUS

- Provides daily interaction with general Coventry public on property concerns.
- Manages and reviews 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 860-742-4078 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 JULY 1 – SEPTEMBER 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 assisting in the administration of elections, filing and maintaining all land records, maps, vital statistics, agendas and minutes of all Boards and Commissions, registering veteran's discharges, trade name certificates, liquor permits, Notary Public appointments and issuing marriage, sports and dog licenses.

Recording & Licensing



Receivables & Revenue:

- ✓ The Clerk's Office collected \$202,290.50 this quarter, of which \$66,739.12 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	758	23,687.00
Local Conveyances Recorded	129	30,607.13
Copies	4,407	4,395.99
Trade Name Certificates.	5	25.00
Liquor Permits	11	22.00
Burial/Cremation Permits	12	36.00
Marriage Licenses Issued	14	154.00
Vitals Copies	128	2,555.00
Notary Fees & Renewals	166	900.00
Dog License Fees	320	319.00
Maps Filed	9	90.00
Fish & Game License & Permit Fees	86	45.00
Conveyance fees	63	63.00
PA-490	0	0.00
PA-146 Clerk	608	608.00
PA-05-228, 09-229 & 13-247 LOCIP	741	2,064.00
PA-05-228, 09-229 & 13-247 Clerk	710	688.00
Miscellaneous/Unanticipated	0	0.00
Town Clerk Revenue Transferred to Treasurer:		\$66,739.12

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

PUBLIC ACTS 05-228, 09-229 & 13-247: When initially implemented PA 05-228 required the Town Clerk to collect an additional \$30 fee for each document recorded on the town's land records. The State of Connecticut received \$26 of each fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, LOCIP, as defined in Sec. 7-536 of the general statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. This legislation required an additional \$10 for the first page of land recordings. The purpose is to provide a safety net program for Connecticut's one billion dollar dairy industry. PA 13-247 became effective July 15, 2013. This public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded on or after that date. Certain MERS documents require \$127, others \$110 of the filing fee to be remitted to the State. There are 6 options for the calculation of fees requiring a thorough examination of each document. These fees are collected, combined and remitted with three reports to the State of Connecticut. This quarter, the Clerk's office collected \$37,419.00 of which \$2,064.00 has been added to the Town's general fund for LOCIP projects.



State Fees Collected and Remitted: The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue for the Town of Coventry, and remit these fees to various state agencies. For this quarter, \$132,553.38 in fees was collected. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	15,531.00
PA 05-228 & 09-229	21,888.00
Marriage Licenses	266.00
Fish & Game Licenses	1,642.00
PA-146	1,216.00
State Conveyance Tax	92,010.38



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

	Dog License Fee	Surcharge
July – Sept.	\$2,248.00	\$750.00

Historic Document Preservation Grant No. 032-OI-14: On July 12th we received approval of our grant application from the Connecticut State Library in the amount of \$4,000. The funds will be utilized to digitize and link approximately 41,000 images from 116 land record books to the electronic index. Our current records management vendor, IQS, is currently performing the conversion.

Municipal Election Preparation: Candidate endorsements for the Republican and Democratic parties were certified to the Town Clerk by mid-July and notice of the receipt was published July 25th. After the September 11th lottery to determine placement on the ballot preparation began for the printing of ballots. The complete list of nominees for office was sent to the Secretary of the State September 12th. On September 13th, blank ballots, for which an application had been received from a registered elector temporarily living or traveling overseas and servicemen, spouses and dependents living within or outside the U.S. were mailed to the voter along with a list of offices and candidates.

Pursuant to Public Act 11-46 "An Act Concerning the Integrity of Elections" the Registrars and Town Clerk jointly certified to the State of Connecticut the number of poll ballots that were ordered for each polling place on September 18th. The following day poll ballots, absentees, sample ballots and election supplies were ordered from the printer.

Absentee ballot packets were prepared during the month of September in anticipation of applications from voters who will not be available to vote at the polls on Election Day. For the first time pursuant to Public Act 12-57 An Act Concerning Permanent Absentee Ballot Status for the permanently disabled, 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. We have provided information and instructions on the town website at www.coventryct.org. Currently we have one voter utilizing this process.

Staffing Updates/Activities



Lori Tollmann, Assistant Town Clerk: Lori attended the **Connecticut Town Clerks Association 2013 Fall Conference** in Westbrook, CT from September 11th through the 13th. She was awarded 3 points towards advanced certification. Tolland County Town Clerks Association hosted the conference. Our very own hometown Fog Hollow Art Studio donated 3 wonderful items for the raffle; an 11 x 14 original "Itaglio Print" of 2 rabbits; a pen & ink "Father's Day II" print of ties; and a gift certificate for an animal portrait. Lori delivered the invocation at the luncheon.

Agency Presentations included speakers from the Department of Public Health, Vital Statistics Division and the FBI. Town Clerk panels discussed:

- Sovereign Citizens – Adverse Possession
- Foreclosed Property Registration
- Connecticut Town Clerks Association Website Review
- Newly Enacted Legislation
- Absentee Ballot Process
- eRecording Implementation

Lori Tollmann, Assistant Town Clerk: Attended the New England Municipal Clerks' Institute & Academy at Plymouth State University in Plymouth, New Hampshire July 13 – 19, 2013. The week long course covered topics related to leadership management, public speaking, parliamentary procedures, ethics, freedom of information, computer lab, budget presentation, group dynamics and handling emotions in the workplace. Lori earned a certificate for completion of her third year toward advanced certification and graduated from the institute. Three years attendance is required for graduation. A total of 110 points is required (50 education points & 60 experience points) for Certified Municipal Clerk (CMC) designation. Award of her title is anticipated in the next quarter.

RECENT LEGISLATION ENACTED

PA 13-247 An Act Implementing Provisions of the State Budget for the Biennium Ending June 20, 2015: Makes changes in recording fees from \$53 to \$159 for the first page for MERS documents. Effective July 15, 2013.

PA 13-295 Delivery of Absentee Ballots: Effective July 1, 2013 – Town Clerks may deliver absentee ballots on election day at a time mutually agreed upon by the Clerk and Registrar of Voters, provided that all ballots are delivered by 8:00 p.m.

PA 12-56 An Act Concerning Voting Rights: Those who are eligible may register to vote on Election Day and receive an Election Day ballot from the Registrar of Voters. Effective July 1, 2013.

Quarterly Report
First Quarter FY 13/14

Coventry Police Department



Listed below are the stated goals and objectives for each agency component for the 13/14 fiscal year and information regarding the department's efforts and progress toward meeting those goals.

ADMINISTRATION

- Continue to comply with CALEA and POST Accreditation standards. Achieve CALEA reaccreditation in November 2014.

The department has been continuing to demonstrate compliance with all applicable CALEA and POST standards. The agency underwent an on-site assessment for advanced re-accreditation; with the assessment team reviewing the previous three-year period since our first accreditation in 2010. The report from the team is very positive regarding the operations of the department. A decision on being awarded accredited status will be made at the CALEA Commission hearing in November.

POST Accreditation remains valid until March of 2015.

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

Officer Kevin Vail attended 40-hour mandatory review credit training. Sergeant Chris Fiore and Officer Ted Opdenbrouw received their certification training as Taser instructors. Detective Michael Hicks attended investigative training in social media crimes. Officer Jeff Spadjinske and Officer Kevin Vail attended recertification training as Intoximeter instructors. Chief Palmer, Sergeant McDonagh and Sergeant Fiore attended legal update training. Four employees attended one-day NCIC certification training. Officer Brian Flanagan, Detective Michael Hicks, Officer Gail McDonnell and Chief Palmer attended patrol rifle training (on the hottest day of the year!). Chief Palmer attended a one-day training seminar regarding the changes in the Racial Profiling law. Officer Ted Opdenbrouw attended Bloodborne Pathogen refresher training (Officer Opdenbrouw is the department instructor in this topic). Officer Russ Iger attended active shooter training. Sergeant Michael McDonagh attended Domestic Violence Lethality Assessment training.

- Participate in safety drills at each school at least twice per year.

As school began the beginning of September, no safety drills have yet been conducted. Chief Palmer collaborated with school administrative staff in developing new comprehensive district-wide all-hazards Emergency Operations Plan. This plan is for use by the school district staff to give guidance on how to respond to an emergency pending the arrival of emergency responders. Chief Palmer and other police department staff, have regular contact with the superintendent's office and other school administrators regarding school safety and security issues.

The District all-hazards plan has been disseminated to all members of the department. Emergency drills will be planned district-wide in conjunction with the school staff. Members of the police department will attend these drills as observers.

- Continue to seek grant funding for costs associated with motor vehicle enforcement initiatives as well as equipment needs.

The annual DUI and Click it or Ticket grants have expired. Preparations are underway in gathering data to apply for this year's grant. Ellen Jamaitus and Officer Spadjinske collaborate on applying for this application.

A proposal had been made to WINCOG to purchase speed monitoring signs using Regional Incentive Performance Funds. Approval is pending.

OPERATIONS

- Provide adequate patrol staffing to effectively cover shifts 24 hours a day. Complete field training and integrate new patrol officer positions into schedule for more effective coverage and a decrease in overtime expenses.

Patrol Staffing was certainly a challenge during the quarter. In addition to the typically busy season and vacation requests, two officers were in training, and a third was out on an extended leave due to an injury. Officers were hired on overtime to fill gaps in staffing. In addition, Detective Hicks was transferred on a number of occasions from his investigative duties in order to cover patrol shifts.

Officer Russ Iger completed his Field Training period on September 22 and is assigned to the overnight shift.

Officer Thomas Kuhns graduated the POST Academy on September 11th and has begun his Field Training period. He is expected to complete this training in mid-December.

Patrol staffing had improved toward the end of September upon the completion of Officer Iger's training, and the return of the officer who had been out on long-term leave.

Lt. Nancy Thurnauer has indicated that she will be retiring at the end of December. We will be attempting to fill that opening with a patrol officer as soon as possible. Chief Palmer will be developing a plan in order to assure proper supervisory staffing.

Additional oral assessment testing was conducted in order to develop possible candidates for replacing the lieutenants' position with an officer. The evaluation and hiring process is ongoing. We are attempting to hire an officer for January placement in the police academy, although this remains an aggressive and optimistic timeline.

- Collaborate with School District and Youth Services office on presenting traffic safety programs and prevention programs to school-aged youth.

Officer Robert Dexter has been attending the Youth Services Advisory Board meetings. Sergeant McDonagh and Officer Dexter will be making presentations in the middle and high schools during the upcoming school year. Additional activities will be planned at the GH Robertson School and Coventry Grammar School.

Chief Palmer conducted school security survey in each of the district schools in conjunction with the school district and fire marshal's office. In addition to assessing the current

conditions at each facility, the information obtained from these surveys was used to submit an application for a school security grant offered by the state.



Officers practice their skills with the patrol rifle

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

Officers continue their response to calls for service. On August 21, officers responded to a one-car accident on Route 44 in which two young people were killed. Officer Spadjinske assumed the investigation with the assistance of the Metro Accident Investigation team. On August 23, officers responded to Stage Rd. to a domestic disturbance that resulted in a homicide. The suspect, the spouse of the victim, then took his own life. The Capitol Region Emergency Response Team provided tactical personnel and equipment to respond to the scene. After the initial response, the CSP major crime squad was requested to assist in the investigation.

A number of pending property crime cases are coming to a conclusion. Two suspects who have been identified in hundreds of car burglaries in the region have been linked to a number of such cases in Coventry. Warrants are pending. In addition, a suspect in two residential burglaries has been identified, warrants are also pending for this individual.

The lake patrol officer continued to be busy during the boating season with a high level of usage this season.



One of the many decorated vessels during the annual boat parade

- Continue training with patrol rifles and complete distribution of weapons received from the US Military Law Enforcement Support Office to all sworn officers.

Four additional officers were trained in the patrol rifle. Trained officers are issued their own rifle and carry the weapon while on routine patrol. Additional officers will receive the training and weapons prior to the end of the calendar year.

- Continue to participate with Metro Traffic Services to aggressively enforce DUI laws and hazardous moving traffic violations. Conduct two sobriety checkpoints, two seatbelt checkpoints and four concentrated enforcement efforts focusing on hazardous moving violations.

Due to staffing shortages, we were unable to host any metro traffic enforcement events during the quarter. Metro enforcement activities will resume next quarter.

- Increase enforcement of distracted driving violations by 10 percent.

SUPPORT

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

The Community Service Officer continues to be an asset in this area, assisting officers with various duties as time allows.

- 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.

Ongoing participation with Metro Traffic Unit. Officer Spadjinske attended advance training in the total station accident investigation system.

- Utilize the Power DMS document management system to provide efficient access to agency directives and associated publications. Further utilize this system to conduct knowledge-based testing for agency employees to assess understanding of and adherence to agency policies and procedures.

All agency policies, directives and forms are on PowerDMS which is now available directly from the patrol vehicles. This enables officers to search and recall policies, procedures, protocols and forms directly in the field for reference during an investigation.



Officer Russ Iger, Officer Michelle Hicks and Ms. Ellen Jamaitus help feed hungry campers at the Channel 3 Kid's Camp Law Enforcement Day. All of this year's campers had a parent who was actively deployed in the military.

OTHER NEWS AND EVENTS

Administrative Assistant Ellen Jamaitus and Clerk Dispatcher Sue Wolfe were awarded meritorious commendation certificates for their work in preparing the department for its CALEA on-site inspection.

Officer Michelle Hicks was awarded the Distinguished Service Award for her skills in responding to a serious domestic violence incident that unfortunately ended in a murder/suicide situation. In addition to managing multiple duties and coordinating additional equipment and personnel resources, Officer Hicks assisted family members during this most difficult time in a caring and compassionate manner.

Members of the department attended the Law Enforcement Day at the Channel 3 Kids Camp

Once again, the department has a student intern from UCONN. The intern assists with a variety of duties in the agency including data entry, property maintenance, equipment inventories, etc.

Calls for service for the quarter are attached.



Coventry Police Department Incident Analysis

7/1/2013...9/30/2013

1st	Shift 2nd	3rd	Total
249	997	679	1924

UCR	Nature	1st	2nd	3rd	Total
		1	0	0	0
001	Marine Patrol Activity	0	10	10	20
002	Beach Association Check	1	0	1	2
029	Disabled Motor Vehicle	3	17	12	32
09A	Hom Murder & Noneg Mansl	0	0	1	1
13B	Assault Simple	0	0	3	3
13C	Intimidation	0	6	3	9
151	Suicide	0	1	0	1
152	Suicide Threat/Attempt	2	1	1	4
210	Extortion/Blackmail	1	0	0	1
220	Burglary	0	10	4	14
23D	Larceny Theft From Building	1	7	0	8
23F	Larceny Theft From MV	5	15	4	24
23G	Larceny Theft of MV Parts	0	1	1	2
23H	Larceny All Other	0	11	7	18
240	MV Theft	0	2	1	3
2604	Fireworks/Gunshots	1	9	19	29
2608	Abandoned MV	0	1	0	1
2609	Littering	0	3	0	3
2619	Building Check	1	1	1	3
2625	Notification	0	1	0	1
2631	Public Hazard	3	10	12	25
26A	Fraud False Pretenses	0	1	0	1
26B	Fraud Credit Card/ATM	0	2	1	3
280	Stolen Property Offenses	1	0	0	1
290	Vandalism	3	8	4	15
2914	Animal Complaint	3	88	29	120
3009	Susp Person/Activity/MV	27	83	84	194
326	Illegal Parking	1	3	1	5
332	Harassment/Harassing Phone Calls	0	4	7	11
334	Untimely Death	1	1	0	2
343	MV Accident (Injuries)	0	9	2	11
344	MV Accident Evading	3	2	3	8
345	MV Accident Fatal	1	0	0	1
346	MV Accident (No Injuries)	4	14	12	30
351	Alarm	22	41	28	91
353	Medical	24	74	20	118
355	MV Stop	51	92	99	242
35A	Drug/Narcotic Violation	0	0	2	2
36B	Sex Statutory Rape	0	0	1	1
375	Routine Assistance	17	71	36	124
377	Open Door/Window	1	1	1	3



Coventry Police Department Incident Analysis

7/1/2013...9/30/2013

388	Miscellaneous	4	13	5	22
396	Escort	1	4	4	9
398	Missing Person	0	3	13	16
399	Lost And Found	1	15	9	25
400	Family Matter - Non Arrest	1	9	11	21
4811	Finger Printing	7	92	2	101
4858	Fire	3	8	9	20
4873	Assist Other Agency	6	24	12	42
520	Weapon Law Violations	0	0	1	1
82	Runaway/Non NIBRS	0	0	1	1
861	Disturbance (Non-Domestic)	1	10	15	26
863	Town Ordinance Violation	0	4	0	4
866	Noise Complaint	5	0	16	21
889	Check Welfare	3	16	10	29
890	MV Erratic Operation	5	27	28	60
891	MV Lock Out	1	9	4	14
90C	Disorderly Conduct	0	0	1	1
90D	DWI	2	3	4	9
90J	Trespass of Real Property	0	0	1	1
90Z	All Other Offenses	0	1	5	6
911	911 Hang Up Call	1	34	21	56
H109	Junk MV	0	1	0	1
Sup	Supplemental	30	124	97	251

Fire Marshal/Emergency Management

Noel Waite, Fire Marshal / EMD

The first qtr. of the year remained quiet and routine with only one fire needing to be investigated.

A total of 49 inspections were conducted including 8 special request inspections.

Four training classes were attended for re-certification requirements.

The emergency management performance grant was completed and submitted, and will be used again to cover personnel costs for the emergency management director.

The new radio consoles for the EOC are due to be installed in the near future.

We are working with another cell phone provider that is interested in space on our radio tower and the possible extension of the tower.

**PUBLIC WORKS DEPARTMENT
QUARTERLY REPORT
JULY, AUGUST & SEPTEMBER 2013**

STAFF

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

Erik Johansen transferred to Light Equipment Operator / Truck Driver September 16, 2013.

John Hoffman was promoted to Light Equipment Operator / Truck Driver September 16, 2013.

Mark Rizzo, our newest Public Works Maintainer I, was hired September 9, 2013.



Playground installation
at Robertson School.



We took delivery of our 16' finish mower replacing a 12' mower and the expected increase in productivity and quality of cut is dramatic and clearly visible.



We also took delivery of our Bobcat Toolcat, which replaces a tractor used for clearing sidewalks. This machine has multiple attachments and will be utilized year-round but is slated to be our primary weapon for snow removal on current and future sidewalks townwide. It is also going to be useful for athletic field maintenance and renovations as it is generally a much more flexible piece of machinery.





Town wide public safety communication was strengthened through replacement of a 10 year old microwave link between the physical public works tower and the main radio tower located at the Town Hall.



Curbing and seeding ...





North Coventry prep work for road improvements...



And more prep work for road improvements...





ROUTINE ROADSIDE
MOWING
FOR VEGETATION CONTROL

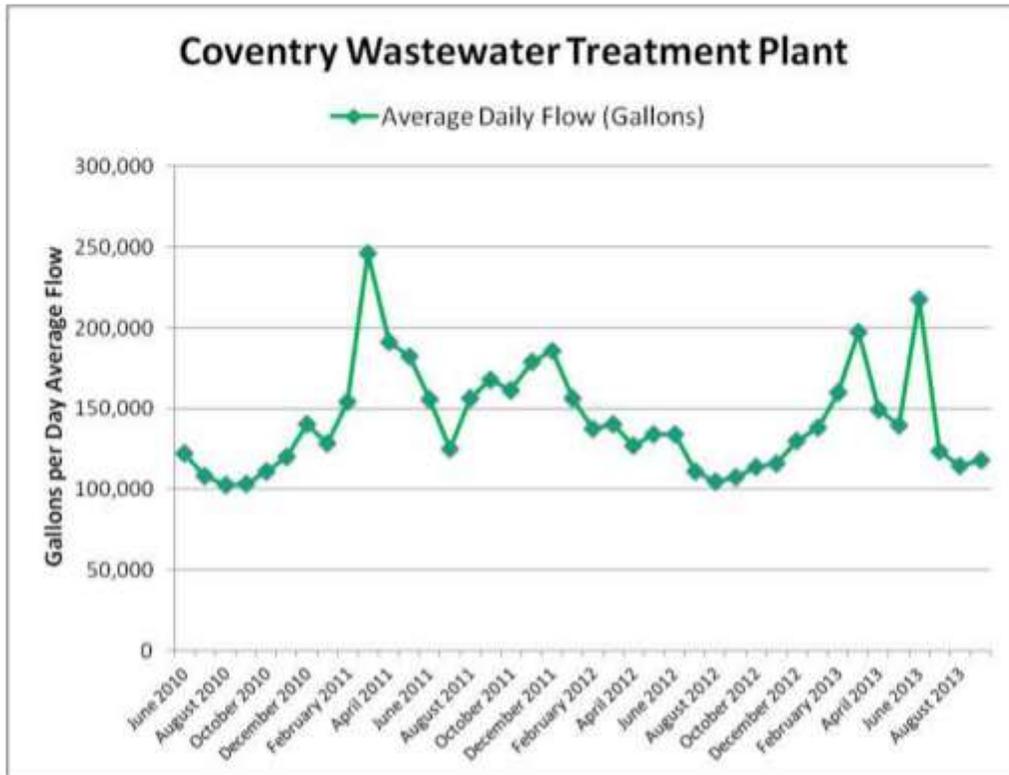


Vicinity of
Goose Lane
Chip Seal
Application.



Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Daily Flow = approx 118,653 gallons per day
Approximate Capacity Remaining at WWTP = 41%



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:

- We have begun inspecting the sewer easements for accessibility in case of emergencies. A boat and pickup truck were voluntarily moved out of easements by their respective owners.
- Sewer connection procedures and FAQs were updated.
- An EF-1 Tornado narrowly missed the Treatment Plant causing a 7 hour power loss but the new generator and controls worked flawlessly and no damage occurred. DPW cleared the access driveway within the hour and contracted removal of a tree leaning towards the outside tanks.
- Stormwater runoff testing at the new Public Works Facility has passed benchmarks established by CT DEEP so we received an exemption from further testing until 2016. Also the stormwater discharge permit from the old DPW Facility at 46 Bradbury Lane was closed.
- We have completed setup of the datalogging computer. This will enable us to view several key data points even when the Plant is unmanned and to record them digitally.

- DBS Energy has informed us that the Treatment Plant site will not be a good candidate for solar arrays.
- Another revision to the Wastewater Management Study was submitted to CT DEEP for review on August 16th. The Office of Policy and Management has revised guidelines which DEEP must apply when reviewing planning studies but the two State Departments have not yet met to discuss the changes.
- DEEP has informed the Town that we will not be eligible for grants to fund Treatment Plant upgrades/Windham connection or any sewer expansions but we applied for placement on the Clean Water Fund Priority List so that other funding agencies are aware of our needs.
- The Tax Office has created sewer accounts and sent bills out for the 19 occupied condos at Kenyon Falls. There are still 27 condos unoccupied/proposed.
- Godwin Pump has created a contingency plan for the Treatment Plant and both Pump Stations. If the generators or pumps fail at these locations Godwin can respond within 2 hours with properly sized pumps, pipes, and fittings.

BUILDING DEPARTMENT QUARTERLY REPORT
1ST QUARTER
JULY, AUGUST, SEPTEMBER, 2013

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

NEW HOUSE PERMITS ISSUED FOR THE 1st QUARTER		
MONTH	DATE	ADDRESS
JULY	9th	725 BABCOCK HILL RD
	18th	223 HIGH ST
	24th	74 ARLINGTON RD
	30th	1166 GRANT HILL RD
AUGUST		
	6TH	158 BEEBE FARMS RD
	19TH	64 TROWBRIDGE RD
	28TH	28 ARMSTRONG RD UNIT B-10
	28TH	28 ARMSTRON RD UNIT B-11
	30th	703 DUNN RD
SEPTEMBER		
	17th	703 BABCOCK HILL RD
	23	3160 MAIN ST

Foundation work also started for five (5) new residential dwellings at 304 Dunn Rd., 364 Dunn Rd., 374 Dunn Rd., 106 North River Rd., and 64 Appian Way.

New home owners are happily settling into nine (7) newly built homes.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 1ST QUARTER 2013-2014 Fiscal Year	
ADDRESS	DATE
577 STONEHOUSE RD	7/3/2013
62 TROWBRIDGE RD	7/12/2013
131 WOODLAND RD	7/25/2013
28 ARMSTROND RD UNIT B-12	7/29/2013
78 RILEY MTN RD	7/30/2013
115 WINDSWEPT WAY	8/5/2013
788 WRIGHTS MILL RD	8/16/2013
No Homes CO'd in September	

This summer has brought on some exciting municipal projects. Renovations were made to the Caretakers House at Patriots Park in order to allow for handicap accessibility. The lighting at the High School Football Field has been completed and will allow for enjoyable football games under the lights this Fall. Also at the high school, (2) dugouts have been demolished and rebuilt!

The town has been working with the owners of the gas station at 1657 Boston Tpk. This project will showcase a beautiful new gas station and convenience store at the corner of Routes 44 & 31. Also, extensive meetings and reviews have been taking place for two new buildings (Ashley's Place and Freeman Hall) at the Channel 3 Kids Camp on Times Farm Rd.

Five hundred thirty three (533) inspections were completed this quarter.

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

Permits for this Quarter

	<u>Jul. 2013</u>	<u>Aug. 2013</u>	<u>Sep. 2013</u>
Houses only	4	5	2
Foundation only	1	3	2
Condominiums	0	0	0
Commercial Bldg/Renov	2	0	0
Industrial Bldg/Renov	0	0	0
Public Bldg/Renov	0	0	0
Additions	0	0	2
Garages/Carports	0	0	0
Sheds/Barns	7	2	5
Decks/Porches	4	3	3
Pools	4	1	1
Demolition	2	1	0
Woodstove	4	3	16
Miscellaneous	5	10	6
Renov/Repair/Alter	22	10	18
Plumbing	4	2	5
Heating	13	16	15
Electric	23	25	17
TOTAL PERMITS	55	81	92
PERMIT VALUE	2,045,698	1,293,162	889,418
FEES COLLECTED	30,527	18,934	13,370
ZONING Permits	27	22	16
Fees Collected	1,375	1,025	1,925
Certificate of Completion	72	62	37
C/O's - New Homes/Condos	5	2	0
C/O's - Other	4	2	1

Human Services Department Quarterly Report July-September 2013

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



HUMAN SERVICES

1. Meetings:

- CLASS Meetings: 8/2/13, 9/20/13 (annual conference)
- Access Energy Program Meeting 8/20/13
- Holiday Committee Meeting 8/1/13
- Lower Tolland County Service Unit, Salvation Army Quarterly 9/10/13
- Human Services Advisory Committee: 9/12/13

2. Direct Service Clients: 30 clients

3. Programs:

- **FOOD BANK:** 26 requests for the food bank this quarter. We received generous donations from: St. Mary Church, 1st Congregational Church, Second Congregational Church, and many generous individuals.
- **SPECIAL NEEDS:** 1 family used the Special Needs Program for rental assistance.
- **SALVATION ARMY:** 22 cases were assisted with medical, housing, food and utilities. The Human Services Office was appointed as the Service Unit Committee for Lower Tolland County and Courtney Chan is the Chairperson, the community service rep for the Unit which includes: Coventry, Andover, Bolton and Hebron. The local fund is administered by Beth Bauer, Finance Director and is the Treasurer for the Unit.
- **OPERATION FUEL:** 1 client was helped through the Operation Fuel Summer Electricity Program.
- **SPECIAL TRASH COLLECTION SERVICE:** We have 34 households on the in yard service list at this time.
- **PUBLIC RELATIONS:** Facebook, Press Releases, Town Newsletter and Munivision Channel 13.
- **COMMUNITY SERVICE – 2 clients**
- **REDERTMINATION – DEPT. OF SOCIAL SERVICES – 4 families** were assisted with their 6 moth redetermination paperwork for program eligibility.

ELDERLY SERVICES (in town hall)

1. Direct Service Clients:

- 5 clients - Redetermination Paperwork for Dept. of Social Services
- 73 clients - Renter's Rebate Program
- 1 Housing Rehabilitation Program

YOUTH SERVICES

1. Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Wrote final NECASA grant report for 2012-2013
- Wrote NECASA grant application for 2013-2014
- Prepared final grant reports for both SDE grants 2012-2013
- Wrote both SDE grant applications for 2013-2014
- Attended Nurturing Committee Meeting, 7/16/13
- Youth Services Advisory Board Meetings/Prevention Council Meeting 9/5/13
- Attended Coventry Human Services Advisory Committee Meetings on 9/10/13
- Attended Salvation Army Unit Meeting on 9/11/13
- Participated in Mandatory SDE Reporting Webinar, 9/19/13
- Attended Annual CLASS Conference, Windsor, 9/20/13

2. Direct Service:

A. Function

- | | |
|----------------------------------|-------------|
| ➤ Youth & Family Cases | 12 cases |
| ➤ Community Service | 2 cases |
| ➤ Community Restitution | 0 cases |
| ➤ Youth Job Bank Requests | 17 requests |
| ➤ Youth Job Bank Matches | 16 matches |
| ➤ Youth Job Bank Members Trained | 2 |
| ➤ Juvenile Review Board | 0 cases |
| ➤ Counseling Services | 1 case |

3. Programs:

- Counseling Services continue to be offered. Openings are available.
- Final cataloging details for the New Lending Library and Resource Center were made this quarter. Numerous titles on challenging topics for youth and families are available for checkout; 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.
- Assisted 1 family, register 1 child for the Salvation Army Camp Connri, located in Ashford, CT. The week-long, over-night camp is free to qualifying families, funded by the Salvation Army.
- 14 Camperships were awarded to 10 families, allowing youth to attend summer that otherwise would not be able.

- Gearing Up to Learn, Back to School Program, assisted 25 Coventry families with backpacks, school supplies and Payless shoe cards. 47 children started the school year off on the right foot as a result of this program.
- Provided drop in office hours as part of open door policy to middle and high school youth.

SENIOR CENTER

A. SENIOR CENTER:

1. Attendance for this Quarter:

(numbers represent Seniors returning multiple times)

- July 392
- August 406
- September 383

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.
- Once per month, "The Out to Lunch Bunch" carools to a local restaurant for good food and great company! 20 Seniors attended in July, 20 attended in August and 19 attended in September!
- In June, we began offering an Acrylic Art class taught by local artist Nancy Bunnell. A dedicated group of between 5-7 Seniors attended the class twice per week throughout the months of July, August and September. The budding artists enjoyed the class so much that they requested to have it continue through December, and, with the help of our Park & Recreation department, we were able to make that happen!

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.
- Dr. Anthony Morgan provided toenail clipping and podiatric evaluations to 5 Seniors on September 12th.
- 2 Seniors attended the *Fitness Room Orientation* offered on August 12th. To date, 32 Seniors have completed their paperwork and the Fitness Room Orientations; during the months of July, August & September, Seniors logged 47 visits to the Fitness Room.
- Local Licensed Massage Therapist Deb Turner provided *Reflexology & Chair Massage* sessions to 5 Seniors on July 18th, 7 Seniors on August 21st & 3 Seniors on September 25th.
- Our Spa Days continue to be very popular! Seniors are able to come to the Senior Center for a haircut, manicure or pedicure at a reduced price. 10 Seniors attended on August 12th.
- We also began offering a Senior Yoga Class in June, and, due to its success, decided to continue the class through July, August and September. Taught by Yoga Instructor Bill Goodale, this class had a great response from our Seniors! On average, between 4-9 Seniors attended weekly and many participants expressed that they really enjoyed the class and found it beneficial to their health.

5. Special/Seasonal Programming:

- On July 15th, we hosted an *All American Hoe-down*, complete with Line Dancing lessons, cowboy hats and a traditional hot dog and hamburger cook out. 40 Seniors attended and had a boot-kicking good time!
- On August 5th, Seniors came together for a Thank you Reception for Micah Welintukonis, a local hero who was injured while serving in Afghanistan. 37 Seniors attended a touching ceremony during which Micah was recognized and celebrated by State Representative Tim Ackert. Following the ceremony, everyone enjoyed and shared a delicious meal together.
- On July 22nd and August 26th, 6 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 a regular basis!
- We offered our Annual AARP Safe Driving Course on September 13th that was well-attended by 12 Seniors.
- In September, we began offering basic Computer classes twice per month for Seniors. 4 Seniors attended the first class on October 12th and 2 Seniors attended on September 26th.

COVENTRY RIDES VAN PROGRAM

Days of Operation: 50
of Individuals Riding: 31
of One-Way Trips: 356
Volunteer Hours: 193.5
Miles Total: 2697
Average # of One-way Trips per Day: 7
Average # of Miles per Day: 54
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.

Two people have called to volunteer for driving. Diane Zeppa will begin preliminary training with Bill Root on Monday, September 30.

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 this fall include: Historic Hartford Tour, Shoreline Trolley Museum, New England Air Museum, and Lunch Bunch. Peter Pan coaches are hired for trips longer trips while Coventry's Mini-bus and Van are used for shorter trips such as Lunch Bunch and Windham Theater.

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



Coventry Parks & Recreation

Quarterly Report: July 1 – September 30, 2013

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

GENERAL ADMINISTRATION

In the summer months of 2013, Director Rubin attended routine meetings of Department Heads, Recreation Commission, STEPS – 9-5-2-1-0 /Health Committee meeting and the Human Services Advisory Committee. She also attended the following meetings:

- CHART Community Transformation Meetings & Tobacco Free Workgroup Meeting
- Worker Safety Committee meeting
- Eric Trott, with some interested citizens re: skate parks
- On-going communication with Youth Basketball Board of Directors re: transition to P&R administration and a Youth Basketball leadership meeting with neighbor towns
- Several meetings with Race Directors re: Coventry Harvest Run, Farm Day with Ag Committee
- On-going discussion with UConn sailing team
- TLGV Walktoberfest Leader meeting, Norwich
- Teleconference with Civic Plus re: software development for activity registration module
- Meeting with Recreation Supervisor and RecDaze director to plan for fall and implement morning care program.
- Attended summer concerts



PROFESSIONAL DEVELOPMENT

Ms. Rubin participated in the following professional development opportunities:

Webinar – Strategies for becoming more aware of time

- CIRMA Workshop – Building Security
- CIRMA Workshop – Globally Harmonized System for Material Safety
- Webinar: Recycling on the GO (ROGO)
- Webinar: Smartphones, Tablets & Tech: Innovative Ways to Connect Kids with Nature
- Playful Cities USA Leadership Summit, Baltimore MD
- Providing guidance to student intern in Summer Intern, Bethany Blacker from York College, PA who planned a Great American Family Camp-out event and a lost camper drill for Camp Wangumbaug with our Camp Director



Ms. Torcasio participated in the following professional development opportunities:

- CRPA Camp Committee First Meeting in July, Second Meeting in September
- Conference Call with Civic Plus re: Activities Module

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 rental and alcohol permit applications, arranging staff coverage. Regular communication with DPW is required for on-going routine maintenance and special projects. Also, a discussion with the Town Manager re: cleaning services for park facilities, and use of caretaker house continued.

Sign Inventory & placement plan completed for all town parks – first phase of signs ordered for Miller Richardson, Laidlaw Park, Lisicke Beach and Creaser Park. The Fall Sports Council meeting was held to coordinate schedules and

review maintenance needs. Our proposal for Tobacco Free Park signs was granted by Ryan's Fund for \$1300. A Photo shoot was conducted and press releases were submitted to the media.

Beaches



Summer Beach Operations went into full time mode as soon as school got out. Throughout the summer, daily supervision, scheduling of seasonal staff, in-service trainings, disciplinary actions, etc. were administered. There was a need for several July 4th follow-up meetings with Police Chief, Town Manager, and DPW. We also ordered port-a potties and a second dumpster for Patriots Park due to unforeseen overuse. At the end of the season, we started to close out schedules, with final days for many staff occurring prior to Labor Day. We then officially close out beaches; take in floats & ropes, clean sheds, inventory supplies, etc.

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

Patriots Park

- 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.
- Caretaker house – oversight of renovations project, obtained price quotes for transition to propane gas heat, made recommendations to Town Manager
- On-going discussions with UConn re: potential use of Caretaker House
- Coordinated carpet cleaning and floor stripping and waxing at lodge, Caretaker house Community Center and Youth Building
- Joint meeting with Human Services re: new cleaning company work at Lodge/Sr. Center

Lisicke Beach

- Met with several vendors to get price quotes for basketball court reconstruction, reviewed price quotes, made recommendations to Town Manager

Miller Richardson

- Meeting with staff & youth football – loose ends prior to ribbon cutting, order flagpole and scoreboard, assisted with arrangements for flagpole installation, assisted in planning & set-up for Ribbon Cutting w/ Youth Football, prepared written program handout
- Meetings (3) with Youth Football Board members re: Concessions stand options – trailer purchase, health codes, etc.

PROGRAMS

Summer Concerts

2013 was not a great year for outdoor events, weather-wise, leading to dips in attendance. Three out of the four concerts were rained out, while one was still held outdoors, but during the heat wave of July. The first two rained out events were held indoors at the High School Auditorium, however due to low attendance at the rained-out events, our final scheduled concert was instead postponed. As was the trend all summer long, the postponement date was also rained-out, leading us to reschedule the *Eight Mile River Band* to the day of our Pumpkin Play Day, in October. Staff is currently researching different scheduling patterns for next year, a new rain plan, and better advertising and marketing efforts, particularly in the case of rain.



Summer Programs

Summer programs and week-long camps were in full swing this season however several week-long specialty sports programs were cancelled this summer, including UK Soccer, all but one session of Clancy's Camps, Fundamentals Softball Camp, Flag Football Camp and Track & Field Camp. Other programs that flourished included British Soccer Camp, Rec. Basketball Camp, Mini-Hawk Sports Camp, Youth Golf Lessons, Tennis Lessons, Multi-Sport Camp, and For Love of the Game Baseball Camp. Canoe & Kayak loans continued throughout the summer, including loans for Hebron Summer Camp, as they visited Patriots Park a number of times this summer as a field trip destination!

Camp Wangumbaug

Camp continued with registrations continuing to increase as the weeks go by! Weeks with the highest registrations have been Week G, 8/5 – 8/9 (Ocean Beach Park) and Week H, 8/12 – 8/16 (Camp Carnival). A rainy weather forecast predicted for the day of the Ocean Beach trip prompted staff to plan for a “plan b.” Instead of going to the beach, Camp ended up going to Rave Motion Pictures in Manchester to see *Despicable Me 2*.

Ms. Torcasio gathered lists of needed supplies and snacks for the remaining four weeks of the Camp season, and the Camp Carnival for a shopping trip to Wal-Mart and Sam’s Club mid-season.

Ms. Torcasio coordinated with intern Bethany Blacker and Camp Director Matt Kyer in July to conduct a “lost camper drill,” and implemented mid-summer online in-service trainings for camp staff. Camp Director Matt Kyer conducted mid-season staff evaluations this month as well.

Camp wrapped up for the summer on Friday, August 16th, with the annual Camp Carnival. Campers enjoyed inflatables, water slides, music, face painting, snow cones, popcorn & cotton candy, games, and the annual end-of-the-year awards presentation, including staff members, CIT’s and campers of the year.

In the week that followed the conclusion of the Camp program, Mr. Kyer conducted a “Camp Clean-up” with the Camp staff to box up supplies for next year, and ready the Youth Building for the upcoming season of Recreation Daze, Afterschool Program.

Recreation Daze, Afterschool Program

Ms. Torcasio and Ms. Rubin met with program director Christina Pierce to discuss plans for the upcoming school year and season of Recreation Daze. Some policy changes have been made, and registration has begun. We’ve also added a before school morning care program, complete with bus pick-up! More comprehensive job descriptions were also drafted this summer and put into place for this fall. Staff also conducted a Recreation Daze Clean-Up/Staff Meeting between the end of the summer camp season and the start of Rec. Daze, to ensure that everything and everyone was ready for the first day of school.

In preparation for the start of *Recreation Daze*, on the first day of school, Wednesday, August 28th staff planned two mandatory Parent Open House events. Staff hosted parents and kids registered for this year (mostly new folks), played some games with kids and spoke to parents about the program, and its policies. The before school program is brand new this year, and still under review. Staff will revisit the idea in November to determine if the program will continue, based on registration numbers, which are currently low.

Fall Program Planning

Ms. Torcasio began coordination and planning of the upcoming Fall season to have content confirmed and ready to send to The Chronicle by the end of August. In doing so, she met with Sarah Taylor West at the Senior Center to discuss senior program offerings for Fall. Two new classes were offered; Beginner Painting Classes and Yoga for Seniors. The painting classes brought in enough registrations for it to continue, while the previously popular senior yoga classes did not and was cancelled.

Other fall program planning has begun this month, including Pumpkin Fest, Scarecrow Contest, Tree Lighting, and the Ice Fishing events in January. While Ms. Torcasio was away on vacation in September, Ms. Rubin oversaw day to day operations of RecDaze, coordinated setup & voting for Scarecrow Competition, handled Program registrations, made deposits, and kept Canoe/Kayak Loaner appointments, all with the help of Carmina Valente who filled in and helped in the office!

Camp Wangumbaug Enrollment			
	2011	2012	2013
Mini A	10	4	7
B	8	2	5
C	10	5	6
D	16	2	6
E	6	7	7
F	13	7	11
G	12	7	10
H	15	8	6
Total	90	42	58
CIT A	16	16	17
B	14	16	14
C	16	16	18
D	18	16	17
E	15	14	16
F	16	16	17
G	18	18	19
H	17	16	18
Total	130	128	136
Full A	72	71	66
B	55	66	58
C	69	93	90
D	68	71	74
E	79	71	87
F	76	71	76
G	98	76	91
H	85	83	97
Total	602	602	639
TOTAL	822	772	833