

# TOWN OF COVENTRY



## QUARTERLY REPORTS

October 1 – December 31, 2013

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**Cover photo:** Snowy Owl, photographed on Christmas Day 2013 near Adalma Drive. Photo by Manny Merisotis.

# 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.

## General accomplishments

- Completion of annual audit, presenting the data in the CAFR format.
- Renewal HDHP/HSA insurance.
- Annual renewal of Health insurance premium – preliminary discussions with USI, our insurance broker, and with the ECHIP board of directors.
- Coordinated a Flu Clinic for employees.
- Retirement processing for 6 employees.
- Installation of new software for Assessing office, administrative functions.
- Rollout of iPad tablets to Town Council.
- Submitted an ICE grant for regional computer equipment purchases with South Windsor and Town of Tolland.
- Training of all departments in budget entry.
- Worked with Pension committee to create formal policies for benefit application.
- Worked with the firm of CohnReznick on their audit of our cash handling policies and procedures. Final report received in January.
- Completed the financing for and payment of the Fire Rescue Truck and Dump Truck.

## Meetings attended

Finance Committee of the Town Council - monthly  
Pension Committee for the Town of Coventry - quarterly  
Cemetery Commission – monthly  
ECHIP Board and Executive committee meetings – monthly  
GIS working group – monthly meeting  
IT working group – monthly meeting  
CIRMA – Investment Advisory Committee  
GFOA-CT – quarterly meeting  
Worker Safety committee – quarterly meeting  
CCM – annual convention  
MORE commission meetings – scheduled as needed

# Collector of Revenue

Tax Collector Demand (TCD) notices for Sewer, Real Estate, Personal Property, Motor Vehicle and COVRRRA accounts were prepared and mailed throughout this quarter. This action follows the delinquent notices and statements that were mailed earlier and precedes the Alias Tax Warrants to be issued next quarter.

The second installment of the sewer assessment bill was due in November. These payments were processed and deposited. A delinquent motor vehicle taxpayer report was prepared by this office and submitted to the Connecticut Department of Motor Vehicles in December. This report is used by the DMV to prevent the registration of any vehicle until the delinquent motor vehicle taxes are paid to the municipality.

The Town has scheduled a Tax Sale for March 20, 2013. Eighteen property owners were notified of their inclusion in this sale. In December, four delinquent accounts were brought current and removed from the Tax Sale list.

The 2012 Supplemental Motor Vehicle list was compiled and 2,249 bills were printed and mailed on December 24, 2013. The second half of December saw the customary increase in mail and walk-ins as many property owners sent in payments for the January 2014 installment on their Real Estate and Supplemental Motor Vehicle taxes. A few banks and mortgage companies sent in the January escrow payments in late December. Traditionally, banks hold on to these payments until the end of January before mailing the tax payments to the municipalities. The Supplemental Motor Vehicle tax bills are mailed as soon as possible because taxpayers appreciate the option to pay this tax before the end of the calendar year for income tax purposes.

The **second** quarter collection report is attached.

Property Tax Collected by Linda Greenbacker, CDMC Tax Collector					
Collected October 2013 through December 2013					
Paid to Beth Bauer, Treasurer, Town of Coventry					
		Property Tax	Interest	Liens & Costs	Total
<b>Grand List</b>					0.00
	1998	0.00	0.00	0.00	0.00
	1999	0.00	0.00	0.00	0.00
	2000	0.00	0.00	0.00	0.00
	2001	13.03	26.97	0.00	40.00
	2002	0.00	0.00	0.00	0.00
	2003	187.48	75.99	24.00	287.47
	2004	0.00	580.32	0.00	580.32
	2005	1,271.94	1,966.42	0.00	3,238.36
	2006	0.00	102.13	0.00	102.13
	2007	2,159.26	2,252.54	24.00	4,435.80
	2008	3,455.46	3,397.21	96.00	6,948.67
	2009	7,420.50	3,960.07	168.00	11,548.57
	2010	41,257.35	15,433.65	384.00	57,075.00
	2011	71,598.82	18,308.03	528.00	90,434.85
		127,363.84	46,103.33	1,224.00	174,691.17
<b>Current</b>	2012	2,500,324.36	17,050.02	6.00	2,517,380.38
<b>Current SMV</b>		22,545.92			
<b>Totals</b>		<u>2,650,234.12</u>	<u>63,153.35</u>	<u>1,230.00</u>	<u>2,714,617.47</u>
Current 110	6010	40211	2,500,324.36		
Delinquent		40212	127,363.84		
Int & Liens		40213	64,383.35		
SMV		40214	22,545.92		
			<u>2,714,617.47</u>		
Sewer Assess 205-7722	40211	173,558.96		Sewer User	40211
Interest, Liens, Per Diem	40213	9,667.50		Interest & Liens	40213
		<u>183,226.46</u>			<u>57,885.23</u>
					<u>3,982.64</u>
					<u>61,867.87</u>
COVRA				For Future Use	0.00
Current 218-7601	40211	39,008.48		Special Duty	2,110.86
Delinquent	40212	14,264.16			
Interest & Liens	40213	12,055.47			0.00
		<u>65,326.11</u>			0.00
					0.00
		<b>Total</b>	<b>\$3,027,148.79</b>		

# Assessor

## OCTOBER

Personal Property Declarations went out mid September and have been coming in by mail or by individuals returning the declarations to our office. Some individuals require assistance in filling out the forms. The deadline was November 1<sup>st</sup> for this year.

2012 Supplemental grand list also arrived on October 17th but we were unable to start the valuation process due to revaluation and other tasks this month.

We still completed the monthly transfers, prorates of the motor vehicles, building permits entered into computer and continued the inspection process to finalized the Real Estate Grand List the end of January.

## NOVEMBER

November is a transition month for our office. Personal property declaration valuation has been started, calculated and entered into the system. We sent letters to the non filers encouraging them to fill out their declarations even though they will be late and receive a 25% penalty. Once completed, we make a copy so that they may use it as a template in filling out next year's declaration.

We are wrapping up all the building permit inspections necessary to add to the 2013 Real Estate Grand List. We will need to still enter them into the CAMA system in order to value them correctly for this year. We continue to work on the revaluation as well as the software conversion for the new administrative system.

We are current with all motor vehicle corrections and are working on the 2012 Supplemental Motor Vehicle list.

## DECEMBER

Personal Property has been completed with around 873 accounts being valued. We are busy trying to complete our Real Estate Grand List. The 2012 Motor Vehicle Grand List was received from DMV. We are busy trying to get this all priced and finalized by end of January as well. This list is compiled of anyone who had a registered motor vehicle in the Town of Coventry as of October 1<sup>st</sup>. We are current with all motor vehicle corrections. We have completed the Supplemental Motor Vehicle list for a total assessment of \$9,725,156.

Budgets were completed for the Assessor's Office and the Board of Assessment Appeals.

Our office is fielding and correcting any questions due to supplemental motor vehicle tax bills being mailed out. This should continue through the month of January.



## ***COVENTRY LAND USE OFFICE***

QUARTERLY REPORT FOR:

*OCTOBER, NOVEMBER, DECEMBER*

*~ 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**

**OCTOBER, NOVEMBER, DECEMBER - 2013**

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
13-10		8/9/13	8/12/13	337 Riley Mountain Rd. – June E. Maynard, 14-lot subdivision	11/12/13	A
13-12	S	9/23/13	9/23/13	113 Woodland Rd. – John Luetjen, Demo and rebuild single family home	10/28/13	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

**OCTOBER, NOVEMBER, DECEMBER - 2013**

**DISCUSSION AND ACTION TOPICS**

- Reviewed and discussed draft Open Space Report from the Open Space Working Group
- Discussed recent blight activities and issues.
- Approved a modification to the special permit issued to Lakeview Restaurant allow modifications to the approved construction of a patio.
- Recommended that the Town Council accept the conveyance of roads from Waterfront Manor Association, pursuant to CGS 8-24.
- Approved the driveway reduction request of Blanchard for two lots in the Menzel Subdivision on Dunn Road.
- Discussed the status of a variety of grant funding requests that Staff has been working on.
- Discussed status of the CL&P Interstate Reliability Project.
- Reviewed zoning referrals WINCOG, CRCOG and from the towns of Bolton, Vernon – various zoning text amendment proposals.
- 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 and agreed to allow an extension of time to complete the project.
- Recommended to the Town Council allow a 15' increase in height to the Town's radio tower at the Town Hall, pursuant to CGS 8-24.
- Discussed agricultural property preservation issues – use of PA 490 and other mechanisms.
- Recommended that the Town Council accept the conveyance of Hannah Lane as a town road, pursuant to CGS 8-24.

## **ECONOMIC DEVELOPMENT COMMISSION**

YEAR **2013**

**OCTOBER, NOVEMBER, DECEMBER - 2013**

### DISCUSSION AND ACTION TOPICS

- Discussed UCONN Technology Exchange – Tech Park
- Reviewed draft report of Ad Hoc Water Supply Committee
- Discussed business mentoring activities and visitation program efforts
- 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
- 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 Christmas in the Village event.
- Endorsed the submittal of a Regional Performance Incentive Program grant proposal for a regional economic development study to examine potential benefits of UCONN Tech Park, Storrs Center and increase in student population.

**ZONING ENFORCEMENT**

YEAR **2013**

**OCTOBER, NOVEMBER, DECEMBER - 2013**

Michael Antonellis, Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	<b>55*</b>
Single Family Dwellings	11
Condominiums	0
In-Law Apartments	0
Accessory Structures	
Decks/Porches	6
Sheds/Gazebos	9
Barns	1
Detached Garages	2
Pools	0
Other	14**
Residential Additions/Attached Garage	2
Commercial Use/Signage	1
Home Occupation	4
Others:	1
Interior Renovations	4
Agricultural buildings	0
Total	<u>55</u>

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

\*\*Includes Solar PV & Interior Renovations

CERTIFICATES OF USE AND OCCUPANCY = **14\***  
(Signed for zoning compliance by ZEO)

Single Family Dwellings	6
In-law apartment	0
Condos	1
Accessory Structures	
Decks/Porches	3
Sheds/Gazebos	1
Barns	0
Detached Garages	0
Pools	0
Other	1
Residential Additions/Attached Garages	2
Commercial Use/Signage	0
Total	<u>14</u>

**ZONING ENFORCEMENT (Cont'd)**

**YEAR 2013**

**OCTOBER, NOVEMBER, DECEMBER - 2013**

**INSPECTIONS**

Erosion and Sediment Control	10
Limits of Clearing	0
Certificates of Occupancy	12
Pre-Approval Inspection	5
Seed and Mulch Bond Release	3
Zoning Complaints (initial & follow-ups)	9
Blight Complaints (initial & follow-ups)	13
Street Number Assignments	0
Other (Proposed Demolitions)	0
Total	<u>52</u>

**VIOLATION/ENFORCEMENT INSPECTIONS (NEW)**

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	1
Drainage	3
Permit Conditions Not Met	1
Non-permitted Activity or Structure	1
Signage	0
Illegal Dumping/Oil Spills	0
Clearing, Filling	1
Junk Yard	1
Greater than 1 unregistered motor vehicle	0
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	0
Blight complaints	13
Total	<u>21</u>

**News from Zoning Department**

**Public Act 490**

With help from Mike D'Amicol, Assessor, a map showing the properties that have been designated under Public Act 490. The map also shows any and all parcels that are not publically owned which are over 10 acres in area. The map was prepared for open space planning purposes.

**OCTOBER, NOVEMBER, DECEMBER - 2013****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**

**OCTOBER, NOVEMBER, DECEMBER - 2013**

<b>APP. #</b>	<b>DATE REC'D.</b>	<b>DATE ZBA ACKN.</b>	<b>ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT</b>	<b>DATE OF DECISION</b>	<b>ACTION A/D/W/P</b>
13-02Z	11/27/13	12/17/13	187 Lakeview Dr. – Jack Perna, Application for variance to Sec. 4.04.01, Table 4.04a and 4.06.01 for placement of 12 x 24 ft. shed		P

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

**INLAND WETLANDS APPLICATIONS**YEAR **2013**

OCTOBER, NOVEMBER, DECEMBER - 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)	11/07/13	A
13-25W	9/23/13	9/25/13		113 Woodland Rd. – John Luetjen, Demo and rebuild single family home	10/23/13	A
13-27W	11/18/13	11/20/13	11/20/13	657 Main St. – Richard Hill, Construction of garage within upland review area	12/5/13	A
13-28W	11/19/13	11/20/13		267 Woodland Rd. – Andrew Bushnell, Beach sand, site grading, installation of shed		P
13-29W	11/18/13	11/20/13		Pucker St. – Town of Coventry/Town of Columbia, Demolition and replacement of Pucker St. Bridge		P
13-30W	12/16/13	12/18/13		49 West Shore Dr. – Derek Pacheco, Replace swale, enlarge rain garden		P
13-31WA	12/31/13	1/2/14		121 Gable Rd. – Michael Stanger, Construction of shed/barn within upland review area	1/2/14	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](mailto:tpenney@coventryct.org).



## OFFICE OF TOWN CLERK

*Lori Tollmann, CCTC, CMC*  
Assistant Town Clerk

*Susan J. Cyr, CCTC*  
Town Clerk

*Brooke R. Manning*  
Assistant Town Clerk

### QUARTERLY REPORT OCTOBER 1 – DECEMBER 31, 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 and Notary Public appointments, 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 \$199,498.88 this quarter, of which \$64,983.85 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	670	\$20,505.00
Local Conveyance Tax Recorded	57	31,946.85
Copies	3,807	3,904.00
Trade Name Certificates	10	50.00
Liquor Permits	2	4.00
Burial/Cremation Permits	5	15.00
Marriage Licenses	7	77.00
Vitals Copies	79	1,580.00
Notary Fees & Renewals	150	785.00
Dog License Fees	46	45.00
Maps Filed	9	120.00
Fish & Game License & Permit Fees	119	60.00
Conveyance fees	57	62.00
Unanticipated	0	0
PA-490	1	2500.00
PA-00-146 Clerk	532	532.00
PA-05-228, 09-229 & 13-247 LOCIP	532	1,596.00
PA-05-228, 09-229 & 13-247 Clerk	599	1,202.00
<b>Town Clerk Revenue Transferred to Treasurer:</b>		<b>\$64,983.85</b>

**PUBLIC ACT 00-146:** 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. By law 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 fee 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 from that date forward. 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 respective reports to the State of Connecticut. This quarter, the Clerk's office collected \$37,321.00 of which \$1,596.00 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 to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$133,985.53 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$15,371.00
PA 05-228 & 09-229	\$19,152.00
Marriage Licenses	133.00
Fish & Game Licenses	2,242.00
PA-00-146	1,064.00
State Conveyance Tax	96,023.53



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, is remitted to the State of Connecticut.

	Dog License Fees	Surcharge
October - December	\$399.50	\$130

**Municipal Election:** The Town Election was held November 5, 2013 for election to the offices of Town Council, Board of Education, Board of Assessment Appeals, Zoning Board of Appeals and Zoning Board of Appeals Alternates. Town wide voter turnout was 27%. Of the 7,620 registered voters in Coventry, 2,019 voted at the polls and 49 absentee ballots were cast. The Town Clerk administered the oath of office at the Town Council Inauguration and certified the election results to the State of Connecticut, Secretary of the State's Office on November 6<sup>th</sup>.



This was the first election which permitted individuals to register to vote on Election Day and cast an absentee ballot. There were 5 ballots cast and counted. See more information under Recent Legislation.

**Fiscal Year 2014-2015 Budget:** The budget preparation process began in November. Gathering, computing, evaluating and organizing the information necessary to make an appropriate request is extremely involved and time consuming. Considerable time and energy is put forth to compile accurate data which reflects this office's needs in order to provide the many services for which we are statutorily charged. Every effort is made to deliver a responsible budget request. The Town Clerk's departmental request was submitted December 19<sup>th</sup>.

**Map Security Filmed and Digitized:** During the month of October eighty-seven recorded land maps were sent to Info-Quick Solutions (IQS) to be security filmed, digitized and loaded to the land record index. As of November, all maps recorded in the Town Clerk's office are available to view electronically here and on-line.

**Historic Document Preservation Grant No. 032-OI-14:** The \$4,000 grant funds awarded were applied to digitize 116 land record books from security film and link the images to the existing electronic index. Our land records vendor, IQS, custodian of the security microfilm, performed the conversion. Images became available for viewing the first week of October.

**Coventry Municipal Flood and Erosion Control Board Ordinance Adopted:** On October 21, 2013 the Town Council adopted Chapter 46 of the Code of Ordinances establishing a Flood and Erosion Control Board pursuant to Sections 25-84 to 25-94 of the Connecticut General Statutes. The Town Clerk published the legal notice of adoption on October 28<sup>th</sup>; the ordinance became effective November 7, 2013.

## Recent Legislation Affecting Town Clerks

**PA 12-56 – An Act Concerning Voting Rights:** - Effective July 1, 2013 this act changed various election laws affecting voter registration, voting and the statewide centralized voter registration system. The Election Day process allows eligible people to register to vote and cast a ballot on Election Day, establishes specific EDR procedures and eliminates the use of presidential ballots by current state residents since they may instead vote under the act's provisions. Election Day Registration applies only to the General Election Day and does not apply to a primary, special election, town committee primary or referendum.

## staff Updates/Activities



**Pension Trustees Meeting:** The Town Clerk attended the November 12, 2013 meeting of the Pension Trustees acting as recording secretary. Financial Reports and retirement approvals were discussed; Pension Committee actions were discussed.

**Lori Tollmann**, Assistant Town Clerk completed the requirements prescribed by the International Institute of Municipal Clerks for advanced certification. Our congratulations go out to her on achieving **Certified Municipal Clerk** status October 7, 2013.

**Anne Lewis**, Assistant Town Clerk, has retired on November 14, 2013 after 7 ½ years of excellent service to the Town of Coventry. Her performance was outstanding and she is truly missed. Our best wishes go with her as she explores this new chapter of her life.

**Brooke Manning** joined our office December 2, 2013 as an Assistant Town Clerk to fill the vacancy created by the retirement of Anne Lewis. She attended Certified Municipal Clerk Institute School for Connecticut Town Clerks on Monday, December 9, 2013 at the Central Connecticut State University for the first of 5 courses required to achieve Certified Connecticut Town Clerk designation. The course entitled 'Other Duties' awarded 6 hours towards the certification requirement. Additional classroom training in Municipal Records Management, Elections, Land Records, Vital Statistics and 2 years on the job experience are mandatory to sit for the State exam. She is very enthusiastic, exhibits excellent customer service, and is a good fit for our office climate.

Quarterly Report  
Second 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 was awarded CALEA reaccreditation at the Commission meeting in November.*

*POST Accreditation remains valid until March of 2015.*

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



*There was a large amount of training during the quarter.*

*Sgt. McDonagh attended extensive training throughout the quarter with the CT Coalition for Domestic Violence regarding victims of Domestic Violence. Sgt. McDonagh trained CPD employees on Domestic Violence reporting and victims' rights known as (LAP) Lethal Assessment Protocol. This system allows officers to rate the potential harm the victim is in and facilitates immediate services to the victim and family. Officer Spadjinske and Administrative Assistant Ellen Jamaitus attended training at DOT regarding available grants for traffic enforcement. Officer Brian Flanagan attended training at the POST Academy regarding cell phone investigations, Dispatcher Bousquet attended training on Critical Incident Command in Windsor Locks, Det. Mike Hicks attended training at the POST Academy on investigations involving GPS information, Officer McDonnell attended the fall CT Association of Women's Police (CAWP) meeting where she received training on Domestic Violence, Officer Spadjinske attended training on encoder and mapping systems for accident investigations, all sworn personnel attended annual firearms training utilizing shotguns, pistols and TASERS, Officer Opdenbrouw taught an active shooter class for the Law Enforcement Council where Sergeant McDonagh, Officer Michelle Hicks and Officer Kuhns also participated, Sgt. McDonagh, Officer Flanagan and Det. Mike Hicks participated in a webinar for NCMEC, Sgt. Ochtera, Sergeant Fiore, Officer Opdenbrouw and Officer Dexter attended training held at CPD for NCIC/COLLECT, Sergeant Ochtera attended training at the POST Academy regarding supervisor's response to domestic violence, Officer Michelle Hicks attended a week long training on hostage negotiations in Newington, Sergeant Fiore attended a three day armorer's course for Colt Rifles at West Hartford PD and a one day Glock armorer's school in Groton. Officer Spadjinske attending Advanced Roadside Impaired Driving Enforcement (ARIDE) at the academy, Detective Mike Hicks attended and Intelligence Liaison Conference at Rentscheller Field. Officer Michelle Hicks and Officer Bob Dexter attended their triennial weeklong in-service training. Chief Palmer and Sergeant McDonagh have started their triennial in-service training that will continue into next year. Det. Hicks attended training for MDT (multi-disciplinary team) training in Windsor Locks. Ellen Jamaitus attended accreditation manager training at the academy, Sgt. McDonagh attended training on illicit drugs at ECSU, Officer Iger attended a week long training in traffic enforcement at the academy. Chief Palmer attended training in Ledyard for public information for emergency management given by FEMA.*

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

*Agency staff continues to collaborate with school district personnel regarding school safety issues. As a result of the school district receiving a school security enhancement grant, Chief Palmer has attended several meetings regarding upgrading lock hardware and other school security issues. Chief Palmer attended a Board of Education meeting in October to assist with a presentation regarding security updates.*

- 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.

*As the vacation season has concluded, staffing of patrol shifts has normalized. Officer Thomas Kuhns successfully completed his field training on December 15 and has been assigned regular patrol duties between 2 PM and 10 PM. This gave some needed relief, albeit a short time, to the patrol schedule.*

*After 32 years of service to the police department, Lieutenant Nancy Thurnauer retired on December 24, 2013. The department held a luncheon reception for her and she was recognized by the Town Council for her long and faithful service to the department and the community. Her retirement leaves an unfilled position. The department will not be filling the lieutenant's position at this time, but began the process to hire an officer to fill that position. We are looking for an already certified officer. We hope to have the position filled by the end of February 2014. There will be a field training period of 4 to 6 weeks.*

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

*School presentations were made by Sergeant McDonagh, Officer Dexter and Detective Hicks. In addition, Sergeant McDonagh hosted two police and law classes at the police department for high school students.*

- 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, officers responded to an accident involving a vehicle and a motorcycle on Route 44 near 7-Eleven. The motorcycle operator died as a result of the injuries he received. The accident remains under investigation.*

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

*Due to the cold weather, this training has been placed on hold until the spring when officers can begin outdoor training again. Agency personnel continue to participate in active shooter training (indoors) with the Law Enforcement Council.*

- 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.



*One sobriety checkpoint was held in Coventry and officer participated with the metro traffic unit during two events in other member towns.*

*Three extra enforcement patrols were funded by DOT during the seatbelt wave.*

- 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.

*These efforts continue in a number of areas. Chief Palmer has met with Chief O'Connor regarding UCONN police department desires to join the regional CREST team. This will be moving forward soon with the support of the chiefs from the CREST agencies.*

- 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. Additional training information and video are being uploaded onto PowerDMS.*

## OTHER NEWS AND EVENTS

*For the fourth year in a row, the department was awarded first place in its size category in the CT Police Chief's Law Enforcement Challenge. This award is based upon the agency's overall traffic safety efforts including enforcement, accident reduction and public safety education.*

*The Penguin Plunge was held on December 7<sup>th</sup> and raised over \$6,000.00 toward the Special Olympics.*

*The department purchased new handguns for all its officers. These guns were purchased using law enforcement block grant money. All officers received training and qualified on the new weapons.*

*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.*



Sergeant Chris Fiore instructs Officers Michelle Hicks and Ted Odenbrouw on the new handguns





**Coventry Police Department  
Incident Analysis**

10/1/2013...12/31/2013

	Shift		Total
1st	2nd	3rd	
225	1054	631	1909

UCR	Nature	1st	2nd	3rd	Total
		0	0	1	0
029	Disabled Motor Vehicle	5	15	13	33
120	Robbery	0	1	0	1
13A	Assault Aggravated	0	0	1	1
13B	Assault Simple	0	0	6	6
13C	Intimidation	0	7	10	17
152	Suicide Threat/Attempt	2	1	5	8
220	Burglary	2	10	2	14
23C	Larceny Shoplifting	0	1	0	1
23D	Larceny Theft From Building	0	3	3	6
23F	Larceny Theft From MV	0	2	0	2
23H	Larceny All Other	1	7	3	11
250	Counter/Forgery	0	1	0	1
2604	Fireworks/Gunshots	3	7	7	17
2609	Littering	0	1	0	1
2619	Building Check	0	0	1	1
2631	Public Hazard	5	11	13	29
26A	Fraud False Pretenses	0	1	0	1
26B	Fraud Credit Card/ATM	0	3	0	3
26C	Fraud Impersonation	0	1	1	2
280	Stolen Property Offenses	0	1	0	1
290	Vandalism	1	10	4	15
2914	Animal Complaint	4	61	29	94
3009	Susp Person/Activity/MV	18	75	67	160
326	Illegal Parking	0	1	0	1
332	Harassment/Harassing Phone Calls	2	5	9	16
334	Untimely Death	1	0	0	1
343	MV Accident (Injuries)	0	9	7	16
344	MV Accident Evading	1	4	2	7
345	MV Accident Fatal	0	1	0	1
346	MV Accident (No Injuries)	7	20	33	60
351	Alarm	16	32	23	71
353	Medical	22	66	19	107
355	MV Stop	51	144	64	259
35A	Drug/Narcotic Violation	0	1	2	3
367	Prowler	0	0	1	1
375	Routine Assistance	11	80	34	125
377	Open Door/Window	0	0	2	2
388	Miscellaneous	5	23	11	39
396	Escort	0	4	3	7
398	Missing Person	3	3	14	20
399	Lost And Found	2	17	4	23



# Coventry Police Department Incident Analysis

10/1/2013...12/31/2013

400	Family Matter - Non Arrest	2	6	8	16
4811	Finger Printing	1	94	0	95
4858	Fire	4	7	4	15
4873	Assist Other Agency	3	24	20	47
82	Runaway/Non NIBRS	0	0	3	3
861	Disturbance (Non-Domestic)	2	13	4	19
866	Noise Complaint	4	1	8	13
889	Check Welfare	2	17	9	28
890	MV Erratic Operation	5	9	22	36
891	MV Lock Out	2	14	4	20
90C	Disorderly Conduct	0	1	1	2
90D	DWI	1	1	10	12
90F	Family Offenses, Nonviolent	1	1	1	3
90Z	All Other Offenses	3	3	5	11
911	911 Hang Up Call	8	33	24	65
H109	Junk MV	0	4	0	4
Sup	Supplemental	25	197	114	336

# Fire Marshal/Emergency Management

**Noel Waite, Fire Marshal / EMD**

The second quarter of the year was quiet and for a change there were no large storms or emergencies to have to deal with.

Work continues on the radio upgrades for the EOC and Public Works system.

There were 43 routine inspections conducted, 28 meetings attended and only 3 small fires requiring investigations.

## COVRA / WPCA

**TRANSFER STATION (TS) FORM**

(For TS Receiving Waste and/or Recyclables from Only One Town and TS is Located in that Town)

REPORTING FACILITY	Name: <b>Coventry Transfer Station</b>
	Street: CT Rt. 31 & Plains Road
	Town: Coventry State: CT Zip code: 06238

Does Facility Have a Scale?  YES  NO

If Facility Does Not Weigh Tonnage, Please Describe Method for Estimating Tonnage Reported:  
 CFC units, athletic shoes, tires, electronics and propane tanks received are counted not weighed so the reporting # is each.

**PART 1: QUANTITIES (TONS) OF SOLID WASTE & RECYCLABLES RECEIVED FROM: COVENTRY**

TONNAGE OF SOLID WASTE and RECYCLABLES RECEIVED			
MATERIAL RECEIVED	MONTH/YEAR <u>October 2013</u>	MONTH/YEAR <u>November 2013</u>	MONTH/YEAR <u>December 2013</u>
BULKY constr. debris/brush	20.65	16.75	7.96
FREON (CFC) each	14	23	5
ELECTRONICS each	142	230	97
TIRES each	8	1	0
PROPANE TANK each	11	9	8
LEAVES	13.67	46.58	13.79
SCRAP METAL	2.10	1.82	.89

**PART 2: QUANTITIES (TONS, POUNDS OR EACH) of SOLID WASTE and RECYCLABLES TRANSFERRED**

<b>QUANTITIES (TONS, POUNDS OR EACH) of SOLID WASTE TRANSFERRED TO DISPOSAL FACILITIES and QUANTITIES OF RECYCLABLES TRANSFERRED TO RECYCLING FACILITIES</b>												
NAME/LOCATION OF DISPOSAL FACILITY RECEIVING WASTE OR RECYCLING FACILITY RECEIVING RECYCLABLES	MONTH/YEAR <u>October 2013</u>				MONTH/YEAR <u>November 2013</u>				MONTH/YEAR <u>December 2013</u>			
	CFC	BULK	RECY	BRUSH	CFC	BULK	RECY	BRUSH	CFC	BULK	RECY	BRUSH
Electronics Metech Recycling 150 Blackstone River Road Worcester MA 01607			9195				7161				3159	
Freon Interstate Refrigerant Recovery Foxboro, MA - each							78				47	
Bob's Tire Co. Mattapoisett, MA - each											22	
Propane Tanks Rindge Energy LLC Rindge, NH - each							67					
Willimantic Waste Paper Willimantic, CT - ton										5.81		

**PART 3 - CERTIFICATION and SIGNATURE**

"I have personally examined and am familiar with the information submitted in the documents and all attachments (all sections of Part #1 and Part #2 of the Transfer Station Reporting Form) and certify that based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief, and I understand that any false statement made in this document or its attachments may be punishable as a criminal offense in accordance with Section 22a-6, pursuant to Section 53a-157 of the Connecticut General Statutes."

RECEIVED AT TRANSFER STATION QUARTERLY REPORT

DATE	RECEIPTS	E	PROPANE	BULKY	RECYCLABLE	TIRES	LEAVES	FREON
			TANKS	CD/STUMPS	METAL			
10/03/13	\$194.40	18	1	3300	90	0	50	3
10/05/13	\$296.60	15	2	5310	155	0	0	0
10/10/13	\$287.80	19	2	5090	110	2	530	1
10/12/13	\$293.20	23	1	5540	330	0	1240	1
10/17/13	\$191.00	12	0	3360	140	0	7375	1
10/19/13	\$432.30	18	1	7700	1620	0	3210	2
10/21/13	townwide	0	0	0	0	0	6200	0
10/22/13	townwide	0	0	0	0	0	4000	0
10/24/13	\$199.80	7	0	4040	380	6	1695	3
10/26/13	\$346.85	14	0	6040	1230	0	1480	2
10/31/13	\$54.60	16	4	910	150	0	1565	1
Mo Total lbs.	\$2,296.55	142	11	41290	4205	8	27345	14
tons				20.645	2.1025		13.6725	

DATE	RECEIPTS	E	PROPANE	BULKY	RECYCLABLE	TIRES	LEAVES	FREON
			TANKS	CD/STUMPS	METAL			
11/02/13	\$266.00	31	2	4620	885	0	740	3
11/7/2013*	\$50.00	9	2	1000	0	0	0	1
11/09/13	\$542.30	47	0	8870	765	0	5820	8
11/14/13	\$301.80	32	2	5990	390	0	16315	0
11/14/13	town	0	0	0	0	0	14000	0
11/15/13	town	0	0	0	0	0	9190	0
11/16/13	\$252.40	32	1	3600	345	1	6435	7
11/19/13	town	0	0	0	0	0	12900	0
11/21/13	\$47.20	26	0	650	360	0	11240	1
11/23/13	\$168.60	26	0	3490	525	0	920	0
11/26/13	town	0	0	0	0	0	14990	0
11/30/13	\$317.20	27	2	5280	360	0	610	3

\*scale broken. Charged every \$10 / 250 lbs.

DATE	RECEIPTS	E	PROPANE	BULKY	RECYCLABLE	TIRES	LEAVES	FREON
			TANKS	CD/STUMPS	METAL			
12/02/13	town	0	0	0	0	0	16000	0
12/05/13	djw	0	0	390	0	0	0	0
12/05/13	town	0	0	0	0	0	5000	0
12/05/13	\$10.00	11	1	90	105	0	6300	0
12/07/13	\$95.60	19	0	1260	615	0	280	3
12/12/13	\$40.40	9	0	710	155	0	0	0
12/14/13	\$161.80	6	2	2990	0	0	0	1
12/19/13	eviction*	0	0	3000	0	0	0	0
12/19/13	\$36.40	7	0	690	210	0	0	0
12/21/13	\$167.80	10	1	3100	100	0	0	0
12/26/13	\$96.90	19	3	1540	0	0	0	1
12/28/13	\$146.00	16	1	2150	585	0	0	0
Mo Total lbs.	\$754.90	97	8	15,920	1,770	-	27,580	5
tons				7.96	0.885		13.79	
Qtr Totals lbs.	4996.95	469	28	90710	9605	9	148085	42
tons				45.355	4.8025		74.0425	

\*60 midland. Doug decided this stuff should go to the transfer station...was not even construction debris! I was not in...

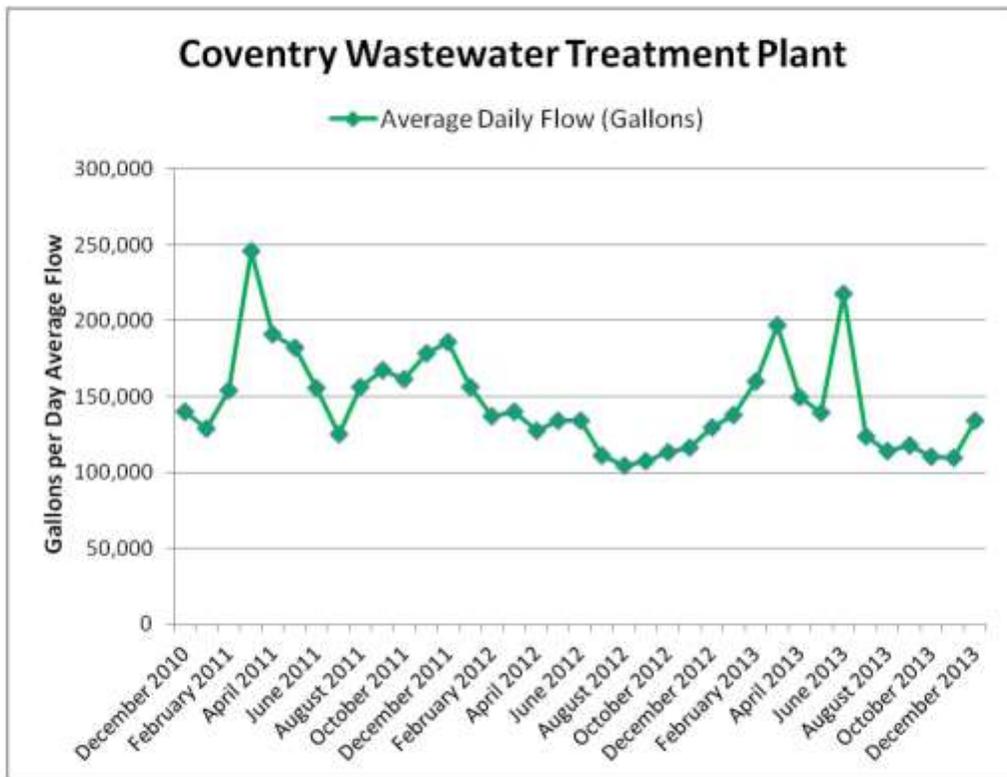
TRANSFERRED OUT FROM TRANSFER STATION QUARTERLY REPORT

	1st month oct	2nd month nov	3rd month dec	total for quarter
Willi Waste - Bulk (cd) ton			5.81	5.81
Willi Waste - Bulk (brush) ton				0.00
Willi Waste - Recy (metal) ton				0.00
Interstate Refrigerant-CFC removal units		78	47	125.00
Metech - electronics lbs.	9195	7161	3159	19515.00
Rindge Energy LLC - propane tanks each		67		67.00
Bob's Tire - each			22	22.00

## WPCA 2013 4<sup>th</sup> Quarter; October, November, December

### Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day  
Average Daily Flow = approx 118,222 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:

- A tour of the Wastewater Treatment Plant was coordinated through The Last Green Valley ([www.TLGV.org](http://www.TLGV.org)). The tour was a success with 8 visitors.
- Clarigester tank #1 was emptied, cleaned, and inspected by contractors. Parts were ordered to fix repairs recommended by our structural engineer. The repairs will be completed during the next regular cleaning/inspection.
- The 3 year Tank Cleaning and Sludge Hauling contracts went out to bid. A new disposal site for our sludge is expected to save approximately \$10,000 per year.
- The Public Works Dept repaired pavement around many manholes in Lakeview Terrace and Waterfront Manor. This should prevent damage to the manholes during snow plowing. Raised pavement should settle when the ground thaws in the spring.
- A buried manhole in an easement at 50 Lake St was located and brought to grade. During this project we discovered that the easement needs to be redefined to facilitate future inspections/repairs.
- Several more units in Kenyon Falls have sold and a new building is being constructed. Inspections were performed and we've been working with the Collector of Revenue to set up sewer use accounts.
- We are researching how other CT Municipalities have implemented Orders to Connect to sewers and/or how they have satisfied State requirements without costly legal proceedings.
- The CT Water Company will be replacing most of the water mains in the Village beginning in the spring of 2014. We are working with the Water Co to prevent damage to sewer lines in the area.
- The Town has been working with CT DOT on the Rte 31 curve realignment and Main St. reconstruction project. Conflicts with sewer lines and manholes have been identified and we're working on resolutions.
- The Town has been working with CT DOT on the Safe Routes to Schools sidewalk project. Conflicts with sewers due to relocation of utility poles are being resolved.
- CL&P is continuing work on their storm resiliency project in Coventry. Utility pole replacement in the sewer area necessitates precise location of underground sewer utilities so they are not damaged when the new poles and anchors are installed.
- The 2013 Wastewater Management Study by WMC Engineers was submitted to CT DEEP in mid-August and we are still awaiting a formal response. An additional reimbursement of \$5735 from the Clean Water Fund Grant was received. Total reimbursement from the Grant was \$35,262.
- We received a cost estimate for an alternative Treatment Plant upgrade.

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**2<sup>nd</sup> QUARTER**  
**October, November, December 2013**

There was an approval of nine (9) permits issued for new dwellings this quarter.

<b>NEW HOUSE PERMITS ISSUED FOR THE 2<sup>nd</sup> QUARTER</b>		
<b>MONTH</b>	<b>DATE</b>	<b>ADDRESS</b>
<b>OCTOBER</b>		
	3RD	371 RILEY MTN. RD
	15TH	64 APPIAN WAY
	28TH	106 NORTH RIVER RD
<b>NOVEMBER</b>		
	4th	28 ARMSTRONG RD UNIT C-23
	7th	374 DUNN RD
	14th	369 RILEY MTN. RD
	20th	1060 SOUTH ST
	22nd	772 BOSTON TPK
<b>DECEMBER</b>		
	9TH	54 TROWBRIDGE RD.

Foundation work also started for eleven (11) new residential dwellings at 72 Skyview Dr., 178 Dunn Rd., 368 Dunn Rd., 370 Dunn Rd., 220 Talcott Hill Rd., 24 Godiva Ln., 7 Hetzel Ln., 1338 South St., 2187 South St., 347 Riley Mountain Rd., and 28 Armstrong Rd. Building D

New home owners are happily settling into ten (10) newly built homes.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES</b>	
<b>2ND QUARTER 2012-2013 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
64 TROWBRIDGE RD	10/8/2013
725 BABCOCK HILL RD	10/15/2013
137 OLD EAGLEVILLE RD	10/17/2013
374 DUNN RD	11/12/2013
304 DUNN RD	11/12/2013
294 HANNAH LN	12/9/2013
28 ARMSTRONG RD UNIT B-10	12/10/2013
28 ARMSTRONG RD UNIT C-23	12/12/2013
79 FREDERICK DR	12/20/2013
74 ARLINGTON AVE	12/26/2013

**Municipal Projects:**

The Coventry Volunteer Fire Department at 1155 Main St. had a 22.8 KW photovoltaic system installed on the south west facing back roof of the main bay.

**Commercial Projects:**

The Channel 3 Times Farm Camp has started putting foundations in the ground. One is to build a large dormitory for children with special need called Ashley's Place. The other project is an addition off of Freeman Hall to accommodate more dormitory space for summer campers.

Five hundred twenty-six (526) inspections were completed this quarter.

Eleven (11) hours of continuing education were earned this quarter.

Two (2) venting inspections occurred during the quarter for sewer connections.

**Permits for this Quarter**

<b>PERMIT TYPE</b>	<b>Oct. 2013</b>	<b>Nov. 2013</b>	<b>Dec. 2013</b>
Houses only	3	5	1
Foundation only	8	2	5
Condominiums	0	0	0
Commercial Bldg/Renov	0	0	0
Industrial Bldg/Renov	0	0	0
Public Bldg/Renov	0	0	0
Additions	0	0	1
Garages/Carports	2	0	1
Sheds/Barns	5	7	2
Decks/Porches	3	4	0
Pools	0	0	0
Demolition	1	0	0
Woodstove	13	15	7
Miscellaneous	11	0	2
Renov/Repair/Alter	10	15	4
Plumbing	3	2	2
Heating	29	18	18
Electric	21	12	9
<b>TOTAL PERMITS</b>	<b>109</b>	<b>80</b>	<b>52</b>
<b>PERMIT VALUE</b>	<b>\$1,244,428</b>	<b>\$1,286,478</b>	<b>\$547,957</b>
<b>FEES COLLECTED</b>	<b>\$17,634</b>	<b>\$18,870</b>	<b>\$8,328</b>
<b>ZONING Permits</b>	<b>27</b>	<b>18</b>	<b>11</b>
<b>Fees Collected</b>	<b>\$1,775</b>	<b>\$925</b>	<b>\$850</b>
<b>Certificate of Completion</b>	<b>73</b>	<b>33</b>	<b>71</b>
<b>C/O's - New Homes/Condos</b>	<b>3</b>	<b>2</b>	<b>5</b>
<b>C/O's - Other</b>	<b>2</b>	<b>2</b>	<b>4</b>

**Human Services Department**  
**TOWN OF COVENTRY**  
**Quarterly Report**  
**October-December 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

## OCTOBER, NOVEMBER, DECEMBER 2013



### 1. Meetings

- Human Services Advisory Committee: 10/1/13, 11/5/13, 12/3/13
- CLASS Meetings: 10/17/13, 12/5/13
- CL&P Social Agency Forum 10/10/13
- United Services, Gate Keepers Program, 11/15/13

2. **Direct Service**    126 client cases  
                                  28 Case management (more in-depth client services)  
                                  11 on-going case management clients

### 3. Programs

- **FOOD BANK:** 27 requests for the food bank this quarter. We received generous donations from the Boy Scout Troops & Pack 65, Girl Scouts and their annual food drive in October. In November, Skungamaug Golf Club, owners Sue & Joe Motyka collected non-perishable food items “in lieu of green fees”; regular weekly/monthly donation of food collected from our local churches, Prince of Peace, St. Mary’s, 1<sup>st</sup> and 2<sup>nd</sup> Congregational and many anonymous individuals and families.
- **SPECIAL NEEDS:** 18 families benefited from the Special Needs Program.
- **SALVATION ARMY:** The budget year ended in September, 2013 with a zero balance. The new budget will not begin until January, 2014, therefore, 0 cases were assisted with medical, housing, food and utilities. The Salvation Army “Bell Ringers” were coordinated this year by Cindy Houser and Crystal Morawitz (for youth volunteers). This year Bell Ringers collected \$9,281.62 which was outstanding! Many volunteers rang at Highland Park Market, Walgreens, CVS, Subway in the Village and Dunkin Donuts. 90% of the donations collected during the kettle campaign stays in

Coventry and is used to assist Coventry residents in need (10% goes to Salvation Army Headquarters for regional programs). Some examples are: purchasing shoe cards for the "Gearing Up To Learn" Program, Camp Connri (application fee only), Coventry Recreation Camp Program, rental assistance, utilities, prescriptions, food and other emergency needs.

Coventry Human Services is the local Corps Officer for the Tri-County Unit Committee, appointed by Divisional Headquarters. The Unit members consist of the following towns: Andover, Bolton, Hebron and Coventry. The officers of the Service Unit Committee are Courtney Chan, Chairman and Beth Bauer, Treasurer. Financial reports of the Treasurer, Reimbursement Requests and Quarterly Statistics are processed for the entire Unit and provided to the Divisional Headquarters.

- **OPERATION FUEL:** 2 clients were helped through the Operation Fuel Summer Program (electricity) totaling \$1000.00. Winter applications will be accepted beginning January, 2014. To date 0 winter assistance applications have been processed.
- **SPECIAL TRASH COLLECTION SERVICE:** We have 40 households on the in- yard service list at this time.
- **The Clergy Fuel Fund** – to date, \$6,746.90 has been raised through the annual holiday mail appeal. Donations have been received from generous individuals, churches, business and organizations. Funds collected help to pay for deliverable fuel and is administered by Pastor Maria Yocum, Second Congregational Church. The Human Services Office screens clients for eligibility, authorizes fuel deliveries with vendors, coordinates deposits which are processed c/o the Finance Office and, will authorize the deliveries. To date, we have assisted 15 families assistance.
- **HOLIDAY:** The Holiday Program has gone through a transformation and has grown dramatically due to the economic times. This program requires a huge number of work hours by staff, screening clients, seeking donations throughout the community, i.e. schools, individuals, families, and businesses, matching families with donors, collecting and sorting of items, soliciting youth volunteers to organize and sort donations, i.e. food and gifts, coordinating and scheduling clients and donors for date of distribution, set-up of community center for date(s) of distribution. "Thank you" to our student volunteers for their countless hours devoted to organizing and distributing food and gifts at the community center on the dates of distribution as well this year's our Holiday Committee volunteers, Phyllis Bishop, Vicki Wengren, Lara Bishop and finance John, Hannah Pietrantonio and Donna Ferree (town hall employee). The Patriot's Park Community Center serves as the warehouse for holiday food and toys during the Thanksgiving and Christmas holiday. families, 76 families received holiday food baskets for Thanksgiving; 94 families, received holiday food baskets and gifts. A total of 40 hot, prepared meals were distributed to The Orchard Hills Estate. A "thank you" goes out to Foodshare for their donation of 15 frozen turkeys and 1,279 lbs. of fresh fruit and vegetables.
- **FUEL ASSISTANCE:** This season began with an orientation program provided by the ACCESS Agency at the Willimantic Office in August. The office began accepting Fuel Assistance applications on September 15 and throughout the holiday months. To date, 115 applications have been processed. Operation Fuel guidelines mandates no assistance will be afforded through this program until all other available energy programs have been exhausted. 0 Operation Fuel applications have been processed. Appointments have been scheduled for January, 2014.

- **PUBLIC RELATIONS:** Facebook, Press Releases, Town Newsletter and Munivision.
- **INTERNS:** Katrina Marshall interned in our office from September –December. She is majoring in Human Services at MCC and was a huge help during our Thanksgiving and Christmas Distributions. She also helped coordinate both Orchard Hills distribution. Katrina ended her internship with us December 22 and is now completing another internship. Katrina will graduate with her degree in the Spring. Katrina was an asset to the office and will be missed.
- Evan Leclair is currently interning in our office from UCONN School of Social Work and working towards his MSW. Evan has been with since October and has quickly become a part of our team. Evan has been carrying a caseload of 4 ongoing case management clients and is also co-facilitating a group with our Youth Services Coordinator. Evan also was a big help during both of our holiday distributions and has been helping many of our clients with their food bank needs. Evan will be taking on some more clients in the upcoming months as well as continuing to help out with various client-centered tasks around the office. Evan will be with us until June 2014.

## **ELDERLY SERVICES**

### **TOWN HALL**

- Direct Services: 7 cases

### **SENIOR CENTER**

- Attendance for this Quarter:
- (numbers represent Seniors returning multiple times)
- October – 485
- November – 414
- December – 309
- 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 - Wednesdays by appointment

### **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. In December, special holiday care packages were sent with Christmas decorations, cookies and small gifts. Seniors also hosted a Welcome Home Reception on November 18th for Mike D'Amicol, who was returning from serving in Afghanistan. Mike was welcomed and honored by over 40 Seniors and members of the American Legion Post 52 at this very special event.
- Once per month, "The Out to Lunch Bunch" carools to a local restaurant for good food and great company! 13 Seniors attended in October, and 21 attended in November. The group decided to take a break through the winter months and will resume in March 2014.
- The Senior Center collaborated with the Parks & Recreation department in order to continue the popular Acrylic Art class through December. A dedicated group of 5 Seniors attended the class twice per week throughout the months of October, November and December. The session culminated with a wonderful Art Show at our Holiday Party in December.
- In October, we began offering Computer classes twice per month at the Senior Center. Seniors are able to meet one-on-one with an instructor and work on various computer tasks, depending on their individual skill level. These classes continued through December and have been well received, averaging between 3-5 Seniors at each class.

### **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 9 Seniors on November 21st.
- A total of 14 Seniors attended the Fitness Room Orientation sessions offered on October 7th & December 9th, where they met with a personal trainer from Coventry Fitness and learned how to utilize the equipment in the safest and most effective ways. Seniors who have completed the orientations as well as the required paperwork are now free to use the Fitness Room when the Senior Center is open. To date, 48 Seniors have completed their paperwork and the Fitness Room Orientations; during the months of October, November & December, Seniors logged 79 visits to the Fitness Room.
- 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. 9 Seniors attended on October 7th, and 9 Seniors attended on December 9th.

- Local Licensed Massage Therapist Deb Turner provided Reflexology & Chair Massage sessions to 8 Seniors on October 23rd, 6 Seniors on November 26th & 8 Seniors on December 31st.
- In October, we hosted a 4-week Balance Program designed for seniors of varying levels of ability to assist them in improving their balance during walking and other activities. 8 Seniors attended this program and learned simple exercises & strategies aimed at helping them to be safer in their everyday activities.
- The Medicare Open Enrollment period ran from October 15th through December 7th; this is the period when Seniors can make changes to their medicare plans without penalty. Our volunteer CHOICES counselor Monica Maneri had 85 appointments between October and December and assisted over 40 Seniors with this very important task.
- There were no calls for the Veteran's Advocate during this quarter.

### **Special/Seasonal Programming**

- On October 23rd, 25 Seniors enjoyed a fun afternoon of with local storyteller Carolyn Stearns. Ms. Stearns took us along on a journey through time as she wove her fascinating tales and joined us for a delicious luncheon following the presentation.
- We hosted our first Community Luncheon provided by Thames Valley Council for Community Action on October 30th. The cost for the meal was \$5.00 per person, and the menu was Chicken Marsala, Rice Pilaf, and Garden Salad, with Peach Cobbler for dessert. 34 Seniors attended this lunch and enjoyed the meal, as well as the social aspect of the luncheon.
- The Senior Center and American Legion Post 52 hosted a Veterans Day Tribute on November 8th. Town Manager John Elsesser gave the opening remarks, followed by guest speaker State Representative Tim Ackert. Manny Rodriguez, esteemed member of American Legion Post 52, conducted a Flag Ceremony and a hearty lunch was served. Over 60 Seniors attended the special tribute.
- We held our second Community Luncheon provided by Thames Valley Council for Community Action on November 13th. 36 Seniors attended and enjoyed a delicious meal of Meatloaf, Mashed Potatoes, and Peas & Carrots with Apple Crisp for dessert. Due to the overwhelmingly positive response, we will continue these meals on a monthly basis starting in January 2014.
- On December 3rd, 3 Seniors enjoyed a lively presentation by local author Elaine Christiana on her book The Palace Camole.
- On December 5th, 3 Seniors attended the Senior Center to meet "Disco," a guide dog in training. Disco was very well behaved, and his owner demonstrated various commands & tasks involved in the training process.
- 3 Seniors enjoyed a beading class on December 9th and made some beautiful jewelry.
- Seniors celebrated the Holidays with a festive Luncheon on December 11th. Local members of the Quiet Corner Fiddlers played carols and Seniors from our Painting Class, Quilting & Knitting Groups displayed their works. 67 Seniors attended and had a wonderful afternoon followed by a delicious lasagna luncheon!
- Youth Services and Coventry Seniors hosted Spread the Cheer on December 12th, where children from town attended the Senior Center to shop for & wrap a holiday gift for a loved one. Hot chocolate and treats were served, and kids enjoyed doing winter crafts as well. 40 local kids attended and 8 Seniors helped the kids pick out and wrap their gifts. Everyone enjoyed a festive, joyful afternoon.

## COVENTRY RIDES VAN PROGRAM

# Days of Operation: 47  
# of Individuals Riding: 33  
# of One-Way Trips: 299  
# Volunteer Hours: 185  
# Miles Total: 2446  
Average # of One-way Trips per Day: 6  
Average # of Miles per Day: 52  
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.

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. Requests for transportation to Farmington, Hartford and Glastonbury are increasing.

Wellness Trips this quarter included: Lyman Allyn Art Museum in New London. The Lunch Bunch traveled to Leventi's and Lakeview. The next Lunch Bunch event will be offered in March 2014. The group will travel to Nita's Polish Restaurant. Transportation for the Senior Club Holiday Party was also provided by Coventry volunteer drivers. 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:

October – November – December 2013

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

#### GENERAL ADMINISTRATION

##### Budget Preparation

- Preparation of Capital Improvement and Operating Budget proposals
- Program revenue vs. expenses, calculating overhead, adding line items for Youth Basketball, Afterschool Program considering impact of minimum wage increase as of January 1<sup>st</sup>, 2014, the budgets for Camp, Aquatics and Rec. Daze have all been calculated.



##### Reports & Meetings

- Worker Safety & Health meeting
- Completed quarterly, annual & monthly reports
- Met with Kathryn Hassler re: STEPS goals, attended STEPS meeting
- Department Heads meetings, invited and hosted Rita Kornblum, new EHHD health coordinator
- Met with Finance Director to follow up on Auditor's recommendations for cash handling procedures
- Interviewed for Coventry Vision Channel 13 Community Conversations
- Researched feasibility of an Arts Grant "Our Town" program

#### PROFESSIONAL DEVELOPMENT



Wendy:

- CRPA Quarterly Meeting @ Kellogg Environmental Center in Derby. Presentations by DEEP staff re: programs, permitting process, etc.
- Interviewed 2 potential student interns from ECSU
- Attended CRPA Annual Conference – won free registration to Entertainment Showcase
- Kaboom Webinar: Partnering for Play: Sustainable action through public, non-profit and private sector partnerships".

Cat:

- CRPA Camp Section meeting at Storrs Adventure Park re: Camp trips
- CRPA Annual Conference – Attended the following sessions: *30 Best Operations; You are Great! Now Sell It.; Special Needs Camp Planning from A-Z; How to Measure the Value of your Park; How Your Personality Affects your Health; and Independent Contractors: What's the Relationship?* Also attended the vendor hall and social event.
- Attended Human Services Advisory Committee meeting in Director's absence.

## FACILITIES

- Ryan's Fund & EHHD re: ordering of tobacco free park signage
- DPW re: on-going routine communication and/or meetings re: maintenance and special projects
- Attended the Advanced Alarm Life Safety Expo on behalf of the town's facility managers
- Met with cleaning company to price power washing buildings
- Researched policy on Memorial Tree Plantings and Park Benches for Town properties



### 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.

### Laidlaw Park

- Discussed Laidlaw Park long term plans to prepare for CIP

### Lisicke Beach

- Arrangements for basketball court reconstruction, met with contractor

### Miller Richardson

- Meeting with Town Manager, DPW, Engineer & Baseball leadership to evaluate bid proposals for infield renovations

### Market Barn

- 2 Wedding rentals

## PROGRAMS

### Special Events



#### **Harvest Run 5K & Farm Day Event**

- Preparation: Police Dept., DPW, Sam's Club, Highland Park Market, S&S – ribbons, tables & chairs, tent, registration materials, t-shirts, etc. day before moving supplies, set up;
- Event Management: Held on October 5<sup>th</sup> at the Nathan Hale Homestead, set up, registration, event operations
- Post-Race Evaluation: meetings with race directors and partners

#### **Pumpkin Play Day**

- Preparations: Organized signage, schedule of events and prizes; purchasing of supplies at Sam's Club & Walmart, ordering inflatables & concessions, face painter, & Eight Mile River Band.

- Event Management: Held on Saturday, October 12<sup>th</sup> at Patriot Park, included set-up, oversight of staff, volunteers and activities throughout the event. DJ Corey Boudreau coordinated the costume parade & dancing with Can Dance Studio, and the Eight Mile River Band. Clean-up included trash, storage, pick-up of rental equipment, timesheets for staff, and registration fees.
- Participation was up this year, with 104 kids attending! Staff is currently looking at new options for next year, including potentially combining the Pumpkin Play Day with the Harvest Run.

### **Walktober Geocaching**

- Event held on Monday, October 14<sup>th</sup> and was overseen by Wendy & Teri Merisotis. 4 families attended and had a great time! Now that the geocaches are out there, we can potentially expand on the program and/or offer another workshop in the future.



### **Scarecrow Contest**

- Another successful Scarecrow Contest was completed in October with 13 scarecrows registered amongst the four categories; kids, family, community and business. Scarecrows were up on the town green through the month of October, with some t.l.c. required as very blustery and rainy weather caused minor disrepair to a few of them.



### **Town Hall Tree Lighting**

- Preparations began in October, including confirming the photographer, CHS Band & Chorus, Santa Claus, and the South Coventry Fire Department.. Supplies and decorations were ordered. Flyers and marketing began in November.
- The event was held on Wednesday, December 4<sup>th</sup> with great attendance! Families enjoyed the tree lighting, caroling, music, pictures with Santa, refreshments, games and arts & crafts. Feedback was great! Folks were happy that we made the ceremony a bit more formal, including a countdown to the lighting, with Santa.

## **Youth & Adult Programs**

### **Youth Basketball**

- Ongoing communication and meetings with Youth Basketball Board of Directors re: transition to P&R administration, met with school personnel re: access to school buildings, meetings with scheduling coordinator, other towns, board of directors, coaches
- Administered registrations, refunds, questions, etc. Helped with promotion and found instructor for Mighty Mite Basketball program to be held in the New Year. Purchased supplies and uniforms.

### **Recreation Daze, Afterschool Program**

- In early October discussions occurred with Superintendent of Schools David Petrone and Town Manager John Elsesser regarding the current state of exemption for the afterschool program.
- Cat and Wendy presented at the December 12<sup>th</sup> Board of Education meeting regarding the current situation for Recreation Daze. The Board asked for more information, namely the program budget and the Board's liability concerns. We also discussed the two options at length, and will return at their January 9<sup>th</sup> meeting to discuss further and hopefully reach a consensus. With no decision being reached at the December meeting, the program was able to relocate to the GH Robertson School during the interim period.

- The program continues with between 36 and 39 kids registered for afterschool and 6 kids in before care. Staff plan to revisit the before care program to see if it's worth continuing.
- Due to the ever-changing nature of our staff schedules, two new program workers have been hired, Megan Yanez in September and Danielle Gagnon in October.
- Lead Instructor Christina Pierce is now a member of the CT Afterschool Network and attended their Fall Conference. She attended the following sessions: *It's in the Cards*, *Crossing the Middle Ground*, and *Games Galore*.



### **Trips**

- All three fall trips, Radio City, Day on Your Own in NY and Macy's Thanksgiving Day Parade filled to capacity!
- The annual Regional Trip Meeting with representatives from Mansfield, Tolland, Ellington, Willington and Ashford was held in October in Ashford. The 2014 season was planned and assigned, with a few new trips in the works.

### **Winter/Spring/Summer Programming**

- Preparation continued for the 2014 Winter/Spring Program Brochure, to be released in mid-January. Content was submitted to The Chronicle in December, with 4 proofs received and reviewed.
- Discussion continued amongst the CRPA Camp Section regarding next year's Camp College event. It has been determined that the event will return to Patriots Park again in 2014!
- Cat conducted meetings with prospective new instructors, Tina Miner (Pilates) & Denise Glabau (pain management workshops). These new programs will be featured in the new Winter/Spring brochure, as they have been scheduled to begin in February 2014.
- Cat also communicated with representatives from Skyhawks Sports and Challenger Sports, scheduling the 2014 sports camps to be offered in Town.
- Cat met with Matt Kyer, Camp Director regarding the 2014 Staff Intent to Return. Forms were mailed out on December 26<sup>th</sup>, with an early February deadline. The 2014 Camp Job Application was also reviewed, and prepared for a late January release.