

TOWN OF COVENTRY



QUARTERLY REPORTS

January 1 – March 31, 2014

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Cover photo: State and local officials, the Coventry Energy Conservation/Alternative Energy Committee, school staff and students from Coventry Public Schools' Nature and Environment Enrichment class gathered in late February to celebrate the installation of the Town's new electric vehicle charging station. Located in the rear parking lot at Town Hall, the station can charge two vehicles at a time and is free for public use. The station was made possible by a grant from CT DEEP.

Finance Department

Finance Administration

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

General accomplishments

- The annual audit was completed as of 12/31/2013, and presented to the Town Council by the audit firm of Blum Shapiro. The audit of the Fiscal Year ending 6/30/13 found that the Town of Coventry's financial statements are "complete and reliable in all material respects". This is the sixth year that the audit has been prepared in the full CAFR format. The CAFR includes additional statistical tables and expanded descriptive information presented to better inform the reader of the full financial picture of the Town of Coventry. The audit process includes a separate report of "constructive suggestions ... as part of the ongoing process of modifying and improving accounting controls and administrative practices." These suggestions are designed to assist the Town Finance office as we make changes to strengthen and streamline our processes.
- The budget document is developed and produced in cooperation with the office of the Town Manager. Several documents are produced, a full detailed book, a summary book, a capital plan and a budget brief. These are compiled for the Town Manager's budget, and again for the Town Council's recommended budget.
- Wellness was once again a focus. In addition to the Weight Watchers plan, a yoga class for Town and BOE employees was developed. Registrations were advertised by the Recreation department and a very successful class was conducted.
- The report of cash handling and procedures was received from JHCohn. The report reviewed the procedures in the Tax office, Building office, Land Use office, Recreation office, Public Works office and Transfer station. The report found no significant discrepancies and offered good advice for changes to our processes to strengthen our cash handling.
- Pension questions and/or calculations were handled for 5 employees.
- Prepared for union negotiations with three unions which contracts expire on June 30, 2014.
- Initiated the Lease/Financing for the mower and tool cat in the budget for FY 2013/2014. The interest rate environment remains favorable for the Town, we were able to finance these purchases at an interest rate of 2.32%

Meetings attended

Finance Committee of the Town Council – monthly
GIS committee meetings – monthly
District/Town IT coordination meetings - monthly
Pension Committee for the Town of Coventry – quarterly
Pension Trustees - quarterly
Worker Safety Committee – quarterly
CIRMA Investment Advisory committee - quarterly
GFOA-CT - quarterly
MORE commission meetings – municipal tax authority

Collector of Revenue

Despite the intense level of activity this time of year, the January collection period progressed smoothly, with payments processed and deposited in a timely fashion. Each payment cycle shows an increase in the number of taxpayers paying by credit/debit card on line. Visitors to the Tax Collector's page on the Town web site can see both the credit card payment option as well as the option to make a payment from a checking account.

Some people will always be more comfortable paying their taxes in person. In keeping with this tradition, the first and last week of the collection month see a steady stream of citizens in and out of the tax office. The daily mail was processed up to date throughout most of the month of January. The avalanche of mail generally arrives during the last week of January and continues into the first week of February. Tax payments totaling over 8.3 million dollars were processed by the end of January. An additional \$730,000 in payments was processed within the first seven days of February.

The dedicated and professional manner of the Tax Office staff, which includes Assistant Collector Carrie Zahner and Tax Clerk Marj Pruneau, continues to create a positive impact on the daily operational procedures of this office. We are eagerly anticipating and preparing for the collection system conversion in May during our training sessions this quarter.

In February, we prepared and mailed 636 delinquent Real Estate tax notices and 2,275 delinquent motor vehicle/supplemental motor vehicle notices. Tax Collector's Demands (31) were prepared and mailed to those property owners with multiple delinquent accounts. In March, 720 notices of intent to lien were mailed: 577 on delinquent COVRRRA accounts and 143 on delinquent sewer user accounts.

Coventry began the process six months ago to conduct a Tax Sale of delinquent properties. At that time, eighteen properties met the criteria to be included in the sale. Thirteen properties were redeemed prior to the sale date of March 20. Four properties were sold during the tax sale and one was acquired by the Town.

We are beginning to prepare for the upcoming collection period by determining the amount of supplies for billing as well as updating names and addresses on the current grand list. Request lists from mortgage companies have already started to arrive. Many taxpayers filing Federal/State income tax returns come in to the office daily for information and payment receipts during the last month this quarter. With the continuing trend in Real Estate sales and refinancing, many of our inquiries are requests for current status as well as other pertinent information for attorneys and lending institutions.

The third quarter collection report is attached.

Property Tax Collected by Linda Greenbacker, CCMC Tax Collector						
Collected January 2014 through March 2014						
Paid to Beth Bauer, Treasurer, Town of Coventry						
		Property Tax	Interest	Liens & Costs	Total	
Grand List						
	1998	148.50	387.58	0.00	536.08	
	1999	212.55	502.83	0.00	715.38	
	2000	289.32	649.80	0.00	939.12	
	2001	354.14	731.35	0.00	1,085.49	
	2002	476.52	899.91	0.00	1,376.43	
	2003	510.88	934.86	0.00	1,445.74	
	2004	273.72	1,168.79	0.00	1,442.51	
	2005	1,382.44	1,611.03	0.00	2,993.47	
	2006	629.88	748.02	24.00	1,401.90	
	2007	2,400.84	1,427.80	48.00	3,876.64	
	2008	7,528.03	5,795.19	120.00	13,444.22	
	2009	19,651.54	12,127.79	312.00	32,101.33	
	2010	41,264.40	15,758.79	455.00	57,479.19	
	2011	80,839.58	21,337.98	672.00	102,849.56	
		155,972.34	64,082.72	1,632.00	221,687.06	
Current	2012	9,289,855.19	37,017.73	12.00	9,326,884.92	
Current SMV		202,068.80				
	Totals	9,647,896.33	101,100.45	1,644.00	9,750,640.78	
Current 110	6010	40211	9,289,855.19			
Delinquent		40212	155,972.34			
Int & Liens		40213	102,744.45			
SMV		40214	202,068.80			
			9,750,640.78			
Sewer Assess 205-7722	40211	31,516.82		Sewer User	40211	21,617.19
Interest, Liens, Per Diem	40213	7,633.33		Interest & Liens	40213	4,425.26
		39,150.15				26,042.45
COVRA				TAX ADVANCE		32,329.71
Current 218-7601	40211	46,035.63		Special Duty		6,624.13
Delinquent	40212	23,654.60				
Interest & Liens	40213	19,479.73				0.00
		89,169.96				0.00
						0.00
		Total	\$9,943,957.18			

Assessor

January 2014

January is the month in which the Assessor must complete and sign the Town's grand list without requesting an extension. This is when we are working to finalize all three components of our grand list, real estate, personal property and motor vehicle.

The number of personal property accounts went from 782 on the 2012 grand list to 776 on the 2013 grand list resulting in a decrease of 6 accounts and a net increase of \$2,158,825 in assessment.

The number of motor vehicle accounts went from 13,275 accounts on the 2012 grand list to 13,199 accounts on the 2013 grand list resulting in a net loss of 76 accounts and an decrease of \$4,026,440 in assessment. The decrease was due in a large part of the failure of the interim assessor to properly value the vehicles.

The number of real estate accounts went from 6,369 on the 2012 grand list to 6,380 on the 2013 grand list resulting in a net gain of 11 accounts and an increase of \$6,608,370 in assessment.

The revaluation for the 2014 grand list is under way and e are currently in the inspection phase.

Budgets were completed for the Assessor's office and the Board of Assessment Appeals. Quarterly reports were prepared.

Supplemental bills were mailed by the Tax Collector, which activated a great number of questions for the office.

2013 Grand List

Motor Vehicles	87,582,470
Personal Property	23,512,510
Real Estate	<u>888,619,570</u>
Total	999,714,550

February 2014

With the completion of the Grand List, change in assessment notices were mailed for all real estate and personal property accounts. Calls began the following day with taxpayer's questions. Those objecting to their new assessments were given forms and necessary information for the appeal process. February 20, 2014 was the last date for submitting appeal applications. Scheduling appointments with the Board of Assessment Appeals began as soon as the first appeal application was received.

The M37 which reports all State owned properties was completed and other reports generated for various departments and lake associations.

Applications for the elderly and disabled began the 1st of the month. Reminder letters were sent to everyone who needed to re-apply.

March 2014

Elderly and disabled program reminder phone calls were made starting on March 15th to try to avoid the need to send out the mandatory certified reminder letter on April 1st. The phone calls saved sending out about 16 certified letters.

The Board of Assessment Appeals held 2 meetings, completing its duties on March 8, 2014. Our office received 17 applications for the board to hear. The following are the breakdown for those appeals:

Real Estate	13 appeals
Motor Vehicle	1 appeals
Personal Property	3 appeals

The results of those appeals equaled a reduction to the 2012 grand list of \$212,439. And \$215,059 off the 2013 grand list.

Also during the month of March we completed all corrections to the 2013 grand list that have accumulated since it was signed in January.

We continue to devote a portion of our time to improving the town's Geographical Information System.



COVENTRY LAND USE OFFICE

QUARTERLY REPORT FOR:

JANUARY, FEBRUARY, MARCH

~ 2014 ~

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 2014

JANUARY, FEBRUARY, MARCH - 2014

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
14-01	ZR	2/3/14	2/10/14	Zoning Regulation Text Amendments – Various Sections, Proposed by Commission	3/24/14	A
14-02	SR	2/3/14	2/10/14	Subdivision Regulation Text Amendments – Various Sections, Proposed by Commission	3/24/14	A

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

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

PLANNING AND ZONING COMMISSION

YEAR **2014**

JANUARY, FEBRUARY, MARCH - 2014

DISCUSSION AND ACTION TOPICS

- Recommended that the Town does not convey property to Gardner on Englewood Drive pursuant to CGS 8-24.
- Recommended that the Town convey property to Haggett on Chestnut Trail pursuant to CGS 8-24.
- Approved mylar filing extension request of Maynard for the subdivision of Maynard Farm on Riley Mountain Road.
- Discussed blight report for 2013.
- Approved the special permit extension request of Bridges Healthy Cooking School for the relocation of the Farmer's Market to the Silver Street site.
- Approved the special permit extension request of Ladyga for a motor vehicle sales and repair option on Boston Tpke.
- Provided recommendations to the Town Council on the Capital Improvement Program Budget.
- Approved a motion to support the Town's application for DEEP open space acquisition funding to purchase the Williams property on Cooper Lane.
- Discussed outcome of Millbrook Greenway public planning forum.
- Discussed recent work on a variety of grant applications.
- Recommended that the Town Council accept the conveyance of roads from Waterfront Heights Association, pursuant to CGS 8-24.
- Discussed status of the CL&P Interstate Reliability Project.
- Reviewed zoning referrals WINCOG, CRCOG and from the towns of Willington, Tolland – various zoning text amendment proposals.

JANUARY, FEBRUARY, MARCH - 2014**DISCUSSION AND ACTION TOPICS**

- Discussed hosting a regional economic development forum to discuss UCONN Tech Park and Next Gen projects.
- Discussed business mentoring activities and visitation program efforts
- Discussed status of Fagan property – gas station/convenience store.
- 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 ongoing activities of the Farmer’s Market.
- Reviewed status of Safe Routes to School project and other sidewalk projects on RTE 31.
- Discussed the experience of the Christmas in the Village in December.
- Held Officer elections.
- Discussed staff’s attendance on the Tolland County Chamber of Commerce Economic Development Committee.
- Discussed Francesca’s Italian Bistro moving to Coventry Village.
- Discussed status of CRCOG Rtes 44, 195 Corridor Study proposal
- Approved a motion to support the town’s submittal of a DECD Office of the Arts Placemaking Grant.
- Discussed CT Water Company’s plans for water main replacement in the Village, which will trigger other associated projects including hydrant installation and road improvements.
- Discussed status of former Coventry Antiques property – new owner working to bring property back on-line.
- Discussed work of EDC subcommittee exploring ways to connect local restaurants and the Farmer’s Market.
- Discussed the topic of ‘wayfarer’ signs to support local business.
- Recommended Highland Park Market as Coventry Business of the Year for the Windham Chamber in 2014.
- Discussed status of Ladyga motor vehicle sales and repair operation on RTE 44.
- Discussed status of tax sales properties and possible positive impacts to economic development, including Gerent property on Main Street and Stonehouse Road property adjacent to Coventry Corners.

ZONING ENFORCEMENT

YEAR 2014

JANUARY, FEBRUARY, MARCH - 2014

Michael Antonellis, Zoning Enforcement Officer

ZONING PERMITS ISSUED = **33***

Single Family Dwellings	5
Condominiums	2
In-Law Apartments	1
Accessory Structures	
Decks/Porches	3
Sheds/Gazebos	6
Barns	1
Detached Garages	1
Pools	2
Other	6**
Residential Additions/Attached Garage	2
Commercial Use/Signage	2
Home Occupation	3
Others:	0
Interior Renovations	4
Agricultural buildings	0
Total	<u>38</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 = **9***
(Signed for zoning compliance by ZEO)

Single Family Dwellings	5
In-law apartment	1
Condos	
Accessory Structures	
Decks/Porches	1
Sheds/Gazebos	1
Barns	0
Detached Garages	1
Pools	0
Other	
Residential Additions/Attached Garages	1
Commercial Use/Signage	0
Total	<u>9</u>

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

ZONING ENFORCEMENT (Cont'd)

YEAR 2014

JANUARY, FEBRUARY, MARCH - 2014

INSPECTIONS

Erosion and Sediment Control	3
Limits of Clearing	0
Certificates of Occupancy	9
Pre-Approval Inspection	3
Seed and Mulch Bond Release	0
Zoning Complaints (initial & follow-ups)	8
Blight Complaints (initial & follow-ups)	5
Street Number Assignments	0
Other (Proposed Demolitions)	0
Total	<u>28</u>

VIOLATION/ENFORCEMENT INSPECTIONS (NEW)

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	0
Drainage	2
Permit Conditions Not Met	0
Non-permitted Activity or Structure	3
Signage	0
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
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	1
Total	<u>7</u>

ZONING ENFORCEMENT

YEAR **2014**

JANUARY, FEBRUARY, MARCH - 2014

News from Zoning Department:

Pre-school Locational Analysis

Zoning has been asked to conduct an analysis of 4 properties for the possible future use of a pre-school. The project is currently ongoing. The study will involve GIS analysis of the parcels of interest and offer opinions on how use of the parcels and the building of a new pre-school can be used to pursue the goals of the town's POCD. Other concerns such as traffic, safety, community, proximity to Fire and Police will be considered during the study.

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. Currently the map is available through the Land Use department upon request.

Other Projects

Zoning continues to take on smaller projects when needed. For example, Parks and Recreation is involved in obtaining a "trails app" that would be available for download onto all smartphones allowing users to search easily for nearby recreational trails in town.

The Planning Technician/Zoning Officer has also assisted in the OSWA Grant Application, providing maps to show linkage between open space properties and other valuable resources to obtain funding to purchase the William's property located on Cooper Lane.

Also zoning has been asked to prepare a GIS analysis of properties that have been offered for purchase to the town. This project is currently ongoing.

Public Forum

Zoning helped prepare for a public forum which solicited the support of property owners along the Millbrook for the purposes of pursuing a trail system which would connect Patriot's Park to the Willimantic River. Zoning prepared a map for public comment which showed possible/theoretical routes for a Millbrook greenway. Approximately 20 citizens showed to the public forum and generally the public was not supportive of any trail system that would affect the use of their land.

ZONING ENFORCEMENT

YEAR 2014

JANUARY, FEBRUARY, MARCH - 2014

Continuing Projects

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.

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.

ZONING BOARD OF APPEALS

YEAR 2014

JANUARY, FEBRUARY, MARCH - 2014

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
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	1/28/14	A
14-01Z	2/28/14	3/18/14	115 Stonecroft Lane – Todd MacDonald, Application for setback variance for proposed detached garage	3/18/14	A

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

INLAND WETLANDS APPLICATIONSYEAR **2014**

JANUARY, FEBRUARY, MARCH - 2014

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
13-23W – MOD #1				112 John Hand Drive - Modification to add a stone patio and pergola at stonewall. Applicant Crissy Stinson,	1/22/14	D
13-28W	11/19/13	11/20/13		267 Woodland Rd. – Andrew Bushnell, Beach sand, site grading, installation of shed	1/23/14	A
13-29W	11/18/13	11/20/13		Pucker St. – Town of Coventry/Town of Columbia, Demolition and replacement of Pucker St. Bridge	2/26/14	A
13-31W	12/31/13	12/31/13		121 Gable Rd. – Michael Stanger, shed within review area	1/2/14	A
13-12W – MOD #1				650 Merrow Rd. – William Ruggerio, demo failing addition, construct deck and garage	2/26/14	A
13-23W – MOD #2				112 John Hand Drive - Modification to install channel drain discharging into stone rain garden. Applicant Crissy Stinson,	2/26/14	A
14-01WA	2/10/14		2/10/14	1202 Boston Tpke. – David & Kathleen Meredith, Addition in review area	2/19/14	A
14-02WA	2/26/14		2/26/14	190 Depot Rd. – Town of Coventry, Demo of existing structure	3/10/14	A
14-03WA	2/26/14		2/26/14	41 Stonehouse Rd. – Town of Coventry, Demo of existing structure	3/10/14	A
14-04WA	3/3/14		3/3/14	115 Stonecroft Ln. – Todd & Jeanene MacDonald, Detached 2-car garage	3/11/14	A
14-05W	3/21/14			223 Woodland St. – Richard Warriner, Demo existing house, rebuild house/garage		P
14-06WA	3/26/14		3/26/14	118 Cheney Ln. – Stephen Minicucci, Demo existing house and install shed		P

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

Brooke R. Manning
Assistant Town Clerk

QUARTERLY REPORT JANUARY 1 – MARCH 31, 2014



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 and issuing sports and dog licenses and administering elections in coordination with the Registrar of Voters.

Recording & Licensing



Receivables & Revenue:

- ✓ The Clerk's Office collected \$132,656.26 this quarter, of which \$42,638.92 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	550	13,717.00
Local Conveyances Recorded	89	20,286.29
Copies	2,747	2,642.32
Trade Name Certificates.	8	40.00
Liquor Permits	3	6.00
Burial/Cremation Permits	15	45.00
Veterans Discharges	0	0
Marriage Licenses	2	22.00
Vitals Copies	119	2,375.00
Notary Fees & Renewals	90	500.00
Dog License Fees	53	50.00
Maps Filed	2	40.00
Fish & Game License & Permit Fees	153	41.00
Conveyance fees	89	55.00
Controlling Interest Transfer Tax	1	319.31
PA-490	0	0
PA-00-146 Clerk	418	418.00
PA-05-228, 09-229 & 13-247 LOCIP	500	1,254.00
PA-05-228, 09-229 & 13-247 Clerk	459	828.00
Town Clerk Revenue Transferred to Treasurer:		\$42,638.92

PA 00-146: This Public Act requires the Town Clerk to receive \$3 of each recording fee for documents recorded except for MERS documents. Two-thirds of the fees (\$2 of every \$3) collected during the calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. The remaining dollar 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.

PA 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 in the town's land records. The State of Connecticut received \$26 of each fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, LOCIP, as defined in Sec. 7-536 of the general statutes. On June 30, 2009, Governor Rell signed PA-09-229 into law. This legislation required an additional \$10 be collected 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. The filing of certain MERS documents requires that \$127, or for others \$110 of the filing fees be remitted to the State. There are 6 options for the calculation of fees which requires that we perform a thorough examination of each document to determine the appropriate recording fee. These fees are collected, combined and remitted with three respective reports to the State of Connecticut. This quarter, the Clerk's office collected \$26,847 of which \$2,911.00 has been added to the Town's general fund and an additional \$1,254.00 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, \$89,269.84 in fees was collected. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$ 9,717.00
PA 05-228 & 09-229	15,048.00
Marriage Licenses	38.00
Fish & Game Licenses	1,517.00
PA-00-146	836.00
State Conveyance Tax	62,269.84



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
January – March	\$477.50	\$114.00

Electronic Document Recording: The State of Connecticut Legislative Regulation Review Committee approved the Real Property Electronic Recording Regulation last year. The Town Clerk drafted an electronic recording agreement and business operating procedures which were submitted to the Town Attorney for review. In March, the agreements were executed by three electronic recording delivery agents, Simplifile, eRecording Partners Network and Corporation Service Company.

The Finance Office set up an account to receive electronic funds transfers for the payment of document recording fees. Each day we will receive a summary report by email from the delivery agent showing the recording fees. We will provide that report to the Accounting Office for reconciliation. Our land records vendor, IQS, is currently partnered with the delivery agents and processes electronic recording in other states. There is no additional cost to land record offices. Property transfers cannot be processed currently as the State of Connecticut Department of Revenue Services is not ready to accept real estate conveyances taxes electronically.

The Town Clerk served as a member of the committee that drafted the electronic recording regulations. This is an exciting advancement in the way business is done.



SUMMARY OF ORDINANCES ADOPTED

Dual Chairmanship Ordinance Adopted: On January 26, 2014 the Town Council adopted an ordinance which prevents any individual from being appointed as the Chairman of more than one standing municipal office, board, committee, agency, authority or commission. The Town Clerk published the legal notice of adoption on January 10th; the ordinance became effective January 25, 2014.

Adoption of Amended Parking Ordinance: The Town Council adopted revisions to the Town's Parking Ordinance on February 3, 2014. This ordinance modifies and expands upon acts which comprise parking violations, revises fines and penalties for violation of the ordinance. The legal notice of adoption was published on February 11th; the ordinance became effective March 5, 2014.

Adoption of an Ordinance Withdrawing from the Windham Region Council of Governments and Joining the Capitol Region Council of Governments:

And Repeal of Ordinance #197: In conjunction with withdrawing from WINCOG and joining CRCOG, the Town Council voted to repeal the ordinance which established the Town's membership with the Windham Region Council of Governments on March 3, 2014. The legal notices of adoption was published on March 8th; the ordinances became effective March 29, 2014, however, the effective date of withdrawal from WINCOG, joining CRCOG and repeal of Ordinance #197 is July 1, 2014.

staffing Updates/Activities



Lori Tollmann, Assistant Town Clerk: Lori attended Basic Excel training presented by the Connecticut Town Clerks Association & Center for Public Policy & Social Research at Central Connecticut State University on March 28th. The introductory course awarded 3 points towards the total of 6 needed annually to maintain Certified Municipal Clerk status.

On March 13, 2014 Lori swore in Coventry's newest police officer, Mark Samsel at a ceremony held at the Coventry Police Station.

Susan Cyr, Town Clerk: Completed the re-indexing of Land Record Volume #155 from Page 1 through Page 185 on March 11th. For the last several months, our government records management company, Info Quick Solutions, has been loading images in Volume #155, dated June, 1975, through Volume #735, dated December, 2001, from the security microfilm to the electronic index. During the process, we all came to realize that, because recording procedures were very different at the time, a portion of the book would need to be re-indexed in order to appear on the Search program. We anticipate images will be available for viewing in early April.

Brooke Manning, Assistant Town Clerk: Brooke has been working on an indexing and scanning project to add images of birth, death and marriage certificates to our database. She is working back from January 1, 2012, the date on which we initially implemented this process for all vital records upon receipt. The process allows us to issue certified copies of the records electronically without unnecessary handling of the original books and certificates. This process reduces damage and allows us to serve the customer more efficiently.

RECENT LEGISLATION AFFECTING THE TOWN CLERK'S OFFICE

PA-13-296 – An Act Concerning Amended Election Returns: *Effective January 1, 2014* – Requires that the head moderator, registrar of voters and town clerk of any town divided into voting districts identify any errors not later than seven days following an election and requires the head moderator to correct the errors and file amended election return within fourteen days.

**PUBLIC WORKS DEPARTMENT
QUARTERLY REPORT
JANUARY, FEBRUARY, MARCH 2014**

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 I..... Robert Maxwell
Mechanic I..... Jeremy Rooke
COVRRRA Transfer Station Operator John Remes

Town Engineer..... Todd Penney
WPCA Technician / Operator..... Michael Ruef

Jeremy Rooke, Mechanic I, our newest Public Works employee, was hired February 11, 2014.



Other stuff we do ... when it's not snowing that is...



You may see this on your street. This is a "vacuum" truck which Coventry shares with the Town of Mansfield, 40MF. We use it mostly for cleaning batch basins.



When you're tired of plowing snow, you go to home, sweet home... and then plow some more!



Snapshots of Coventry Public Works. We never close! Or at least that is the way it seemed this quarter.





What a view !





Sneezy, Grumpy and Happy ... just to name a few ...





Snowplow VS. Mailbox





Here our latest new employee, Jeremy Rooke, filling some winter days with ready work for spring ... lawn mower maintenance!!!
Below, John Hoffman renovates a landscaping trailer.





Day shift ... town engineer

Office Manager ... night shift





Our Newest Tool in the fight against old man Winter

Plenty of
parking now!!



TRANSFER STATION QUARTERLY REPORT								
			PROPANE	BULKY	RECYCLABLE			
DATE	RECEIPTS	E	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	FREON
01/02/14	\$0.00	1	0	0	0	0	0	0
01/04/14	\$40.60	15	0	810	50	0	500	1
01/09/14	\$69.80	15	0	1330	0	0	0	0
01/11/14	\$206.20	26	2	3550	110	0	0	3
01/16/14	\$66.80	36	0	780	155	0	0	3
01/18/14	\$273.50	16	1	4910	1330	0	85	0
01/23/14	\$10.00	6	0	50	0	0	0	0
01/25/14	\$139.20	9	0	2550	120	0	0	1
01/30/14	\$39.20	9	2	740	255	0	0	0
Mo Total lbs.	\$653.30	141	5	14720	2020	0	585	6
tons				7.36	1.01		0.2925	
			PROPANE	BULKY	RECYCLABLE			
DATE		E	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	FREON
02/01/14	\$239.40	21	1	3760	1030	0	0	4
02/06/14	\$37.80	2	0	290	80	0	0	1
02/08/14	\$42.00	13	0	910	330	0	0	0
02/13/14	snow day							
02/15/14	\$100.60	8	1	1640	125	0	0	1
02/20/14	\$32.80	5	0	630	0	0	0	0
02/22/14	\$50.00	12	0	560	85	0	0	2
02/27/14	\$20.60	11	4	260	50	0	0	1
Mo Total lbs.	\$523.20	72	6	8160	1700	0	0	9
tons				4.08	0.85		0	
			PROPANE	BULKY	RECYCLABLE			
DATE		E	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	FREON
03/01/14	\$106.60	6	0	1970	0	0	0	0
03/06/14	\$103.80	6	0	1480	0	0	0	3
03/08/14	\$82.00	26	0	1030	95	2	0	2
03/13/14	\$20.00	6	0	0	0	0	0	2
03/15/14	\$133.80	10	1	1890	115	0	0	4
03/20/14	\$78.80	19	0	1370	290	0	0	1
03/22/14	\$223.00	22	0	3440	140	0	0	2
03/27/14	\$42.80	20	1	880	60	0	0	0
03/29/14	\$199.20	20	1	4010	850	0	0	0
Mo Total lbs.	\$990.80	135	3	16070	1540	2	0	14
tons				8.035	0.77		0	
Qtr Totals lbs.	2367.3	340	14	38950	5260	2	585	31
tons				19.475	2.63		0.2925	
			1st month	2nd month	3rd month		total for	
			jan	feb	mar		quarter	
Willi Waste - Bulk (rd) ton			21.94		21.01		42.95	
Willi Waste - Bulk (brush) ton							0	
Willi Waste - Recycling (metal) ton			6.01				6.01	
Interst Refrig Rec-CFC removal units							0	
Meltech - electronics lbs.			4638	4017	2434		11089	
Rindge Energy LLC - propane tanks each							0	
Bob's Tire - each							0	

WPCA 2014 1st Quarter;

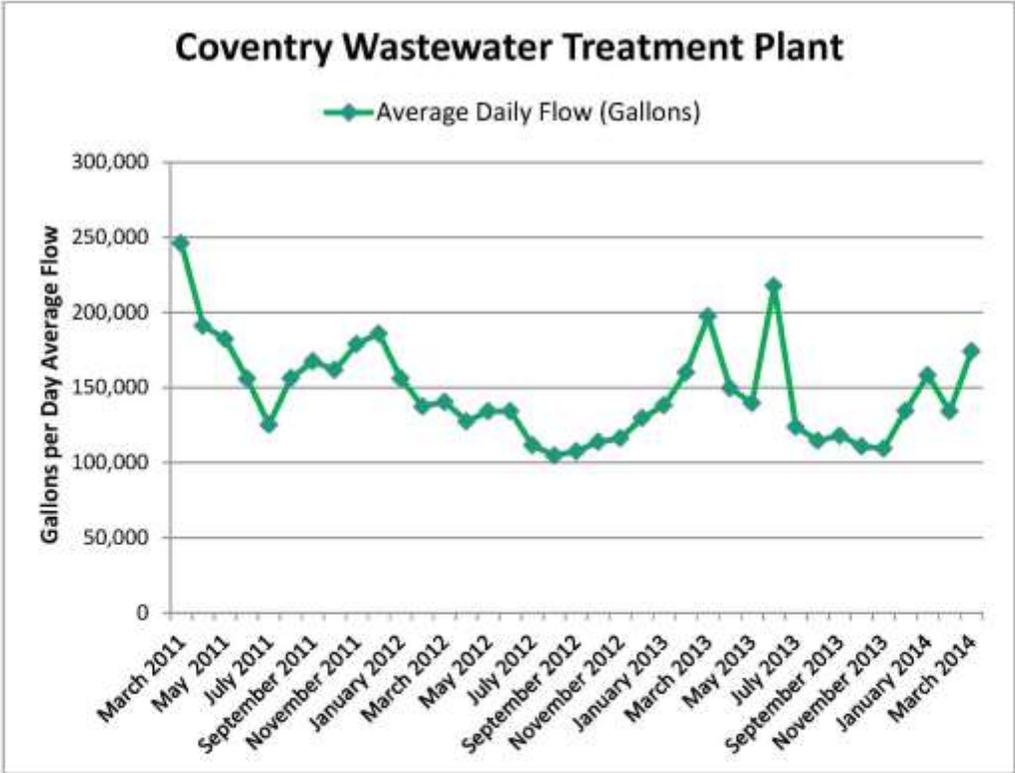
January, February, March

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:

- Our GIS consultant has begun working on a pilot project for the Collection System Map.
- Extreme cold weather caused failures of the controllers in 2 grinder pumps; both were fixed by our pump specialist. We also had some valves freeze and problems with the boiler at the Treatment Plant but no serious problems resulted.
- As soon as the snow melted Public Works was down at the plant clearing overgrown brush along the perimeter fence and around the infiltration beds.
- There was some confusion related to billing for the new sludge disposal contract but we worked with the hauler and disposal site to ensure that the bid prices were honored and that all parties were satisfied.
- Approx 3 inches of rain on March 29th/30th more than tripled normal flow to the plant (140,000 gal per day to 470,000 gal per day). We used our portable emergency pump to prevent overflow of raw sewage and damage to equipment. CT DEEP was notified that we more than doubled our rated capacity.
- Heavy flows from the rain storm pushed lots of non-sewage items down to the plant. Pump #1 had to be removed and de-ragged twice.
- Revisions to the easement at 50 Lake St are still being worked out.
- 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.
- Wastewater Management Study: Still eagerly waiting for approval letter from CT DEEP. We are going to send a letter to property owners in the Twin Hills Drive area to gauge public opinion. The Town will begin preliminary discussions with Bolton and Manchester to convey and accept wastewater from route 44.
- Orders to Connect: Continuing to research how other Towns have dealt with sewer connections.
- Budget: The proposed budget for FY 2015 was approved by the WPCA. The new sludge disposal contract should save approx \$10K per year. The only significant increases were for contractual salary increases and increased preventative maintenance to the collection system.
- Sewer Use Rate: The WPCA approved a \$15/per year/EDU increase, most of which will be used for preventative maintenance.
- Staff submitted proposed revisions to the WPCA Regulations, Water Pollution Control Plan, and several policies. Other Town Departments are providing input. The Town Attorney will review prior to WPCA approval.

BUILDING DEPARTMENT QUARTERLY REPORT
3rd QUARTER
January, February, March 2014

There was an approval of seven (7) permits issued for new dwellings this quarter.

NEW HOUSE PERMITS ISSUED FOR THE 3rd QUARTER FY 13-14		
MONTH	DATE	ADDRESS
JANUARY		
	6TH	364 DUNN RD
	6TH	260 DUNN RD
FEBRUARY		
	3RD	1138 SOUTH ST
	20TH	7 HETZEL LN
	28TH	368 DUNN RD
MARCH		
	18TH	28 ARMSTRONG RD UNIT C-24
	18TH	28 ARMSTRONG RD UNIT C-25

Foundation work also started for five (5) new residential dwellings at 113 Woodland Rd., 343 Hannah Ln., 349 Riley Mtn. Rd., 50 Beebe Farms Rd. and 125 Appian Way.

New home owners are happily settling into eight (8) newly built homes.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES	
3RD QUARTER 2013-2014 Fiscal Year	
ADDRESS	DATE
371 RILEY MTN. RD	1/22/2014
364 DUNN RD	1/23/2014
28 ARMSTRONG RD UNIT B-11	1/24/2014
64 APPIAN WAY	2/25/2014
158 BEEBE FARMS RD	2/26/2014
703 BABCOCK HILL RD	2/27/2014
3160 MAIN ST	3/6/2014
106 NORTH RIVER RD	3/26/2014

Municipal Projects:

No new projects this quarter.

Commercial Projects:

We had four (4) new commercial projects worked on this quarter. Work is being completed and we are looking forward to the upcoming opening of the new location for Francesca's Bistro at 1203 Main St. A

newly built camper's lodge that focuses on children with special needs was built this quarter at 73 Times Farm Rd at the Channel 3 Kids Camp. New cell tower equipment was replaced at 400 Riley Mt. Rd. and Muldoon Marketplace and Landscaping will be opening at 2050 Boston Tpk.

Three hundred and sixty-one (361) inspections were completed this quarter.

Seven (7) hours of continuing education were earned this quarter.

Permits for this Quarter

	Jan. 2014	Feb. 2014	Mar. 2014	Third Qtr. 2013-2014
Houses only	2	3	2	7
Foundation only	2	0	3	5
Condominiums	0	0	0	0
Commercial Bldg/Renov	0	1	1	2
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	0	0	1	1
Garages/Carports	0	0	1	1
Sheds/Barns	1	1	0	2
Decks/Porches	1	1	1	3
Pools	0	0	1	1
Demolition	0	1	0	1
Woodstove	3	0	1	4
Miscellaneous	4	0	4	8
Renov/Repair/Alter	10	5	13	28
Plumbing	6	7	6	19
Heating	10	4	11	25
Electric	14	16	11	41
TOTAL PERMITS	53	38	56	147
PERMIT VALUE	\$600,764	\$613,476	\$915,364	\$2,129,604
FEES COLLECTED	\$9,050	\$10,511	\$13,548	\$33,109
ZONING Permits	13	6	9	28
Fees Collected	\$525	\$225	\$600	\$1,350
Certificate of Completion	50	48	37	135
C/O's - New Homes/Condos	3	3	2	8
C/O's - Other	2	1	3	6

Human Services Department Quarterly Report January – March 2014

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





HUMAN SERVICES OFFICE JANUARY, FEBRUARY, MARCH

A. HUMAN SERVICES

1. Meetings:

- Human Services Advisory Committee: 1/7; 3/4/14
- CLASS Meetings: 1/16; 2/20; 3/20/14
- Senior Resources, Benefits Checkup Training: 2/26
- Salvation Army Meetings : 1/28/14 (service unit)
- Regional Shelter Meetings: 1/29; 2/25; 3/25/14
- Section 8 Update: 2/19/14
- Budget Presentation to Council: 3/3/14
- Database Meeting with CLASS: 3/12/14
- Juvenile Review Board; 3/19/14

2. Direct Services: 36 unduplicated client cases

3. Programs:

- **ENERGY ASSISTANCE PROGRAM:** **58 energy clients** this quarter for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic); **11** applications totaling **\$5,500.00** through Operation Fuel have been done in the office and; 35 deliveries of oil and 2 furnace services were authorized from the Clergy Fuel Fund for clients who have exhausted all other resources and **\$100.00** in donations.
- **FOOD BANK:** **25** requests for the food bank this quarter. We received generous donations from: CGS, Boy Scouts, Girl Scouts, St. Mary's Church, 1st Congregational Church, 2nd Congregational Church and many individuals including several young people who a food collections in lieu of getting birthday gifts.

- **SPECIAL NEEDS:** 15 families used the Special Needs Program to help with housing needs, heat, utilities, eye care, prescriptions and other special needs for a total of **\$5,764.00**; United Way Employee Donation Program: **\$471.25** and **\$1,591.00** in general donations.
- **SALVATION ARMY:** 2 cases were assisted with either medical, housing, food, fuel and/or utilities for a total of **\$950.00**.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have present issues for residents who are elderly or disabled and are unable to move them safely. The winter months in particular present challenges and we have **38** households on the in yard service list at this time. We are updating our Special Trash Collection List. Current participants in the program will receive a letter and Renewal Form and will be asked to show a medical necessity to verify the need is warranted.
- **PREPARED DEPARTMENT AND REGIONAL GRANTS BUDGET REQUESTS FOR TOWN**
- **REPORTS:** Town Quarterly and Yearly; Salvation Army Quarterly Statistics.
- **PUBLIC RELATIONS:** Facebook, Press releases, Spring Newsletter and Munivision.

B. ELDERLY SERVICES – TOWN HALL

1. Direct Service Clients: 3 unduplicated client cases

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

C. SENIOR CENTER:

C. SENIOR CENTER:

1. Attendance for this Quarter:

(numbers represent Seniors returning multiple times)

- January 343
- February 361
- March 402



* Of Note: the Senior Center was closed 1/31, 2/8 and 2/11 due to snow days. We were also closed 1/21 in honor of Martin Luther King Jr. Day and 2/18 for Presidents Day.

2. Weekly Programming:

- *Cribbage* - Monday mornings
- *"Let's Talk"* - Monday mornings
- *Scrabble Group* – Monday afternoons
- *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. In February, special Valentine's Day care packages were sent with sweet treats and small gifts. Seniors also hosted a Welcome Home Reception on January 2nd for James Brazeau, who was returning from serving in Afghanistan. James was welcomed and honored by over 50 Seniors and members of the American Legion Post 52 at this very special event.
- *What's Brewing* was introduced as an informal group where Seniors have the opportunity to give their input and feedback around Senior Center programming. This group has not been well-attended (no one attended either meeting in January or February) and has therefore been discontinued. Seniors were informed that the group has been discontinued and encouraged to see the Senior Center Coordinator with any issues, concerns or programming suggestions they may have in the future.

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.
- We have expanded our Footcare Program to include monthly toenail clipping by VNAEast Nurse Mary Hess, as well as the services of a local Podiatrist on a bimonthly basis. These changes have allowed us to offer more comprehensive footcare to more Seniors in a more cost-effective manner. Mary Hess, R.N., provided toenail clipping to 7 Seniors on January 31st, 7 Seniors on February 14th, and 6 Seniors on March 21st. Dr. Anthony Morgan provided toenail clipping and podiatric evaluations to 4 Seniors on January 31st. However, it should be noted that due to snow days, this clinic had to be rescheduled twice; initially 11 Seniors were registered, but due to the changes in dates, only 4 were able to attend on the 31st.
- 5 Seniors attended the *Fitness Room Orientation* offered on February 21st. To date, 24 Seniors have completed their paperwork and the Fitness Room Orientations; during the months of January, February & March, Seniors logged 40 visits to the Fitness Room.
- Local Licensed Massage Therapist Deb Turner provided *Reflexology* sessions to 6 Seniors on February 20th & March 14th.
- Deb Turner, L.M.T., also provided *Chair Massage* sessions to 2 Seniors on March 13th.
- The *Live Well* program is a 6 week workshop designed to help Seniors find the support and tools they need to manage ongoing health conditions and *live well*. This program was co-sponsored by Senior Resources & the Senior Center, and held between February 25th and April 1st. 12 Seniors completed the entire 6 week program. On the satisfaction surveys that were collected, Seniors spoke very positively of the program and noted that they felt they had learned many things to assist them in living well and managing their individual life goals.

5. Special/Seasonal Programming:

- On January 9th, Lynne Bellware hosted a workshop on Financial Planning. 3 Seniors attended this informative presentation.
- On February 6th, Lynne Bellware hosted a 2nd workshop focused on Advanced Directives. 2 Seniors attended and provided positive feedback on the presentation.
- On February 4th, Patriot's Park Lodge was transformed into a lovely Spa complete with healthy refreshments and a fire in the fireplace! 13 Seniors treated themselves to haircuts, manicures and pedicures at a bargain price and immensely enjoyed the event. Due to the positive response, Spa Days will continue on a regular basis every other month.
- On January 23rd, 64 people attended our Winter Luncheon and enjoyed a delicious meal with friends. Many members of American Legion Post 52 also attended and took the opportunity to honor Father Ray Introvigne for his years of service as the Legion Chaplain and for his contributions to the community. Senior Center Coordinator Sarah Taylor West was also (*very surprised and*) recognized by the Legion for her work at the Senior Center and for fostering a strong coalition between our local Post and the Senior Center community.
- On February 14th, Seniors celebrated Valentine's Day by making homemade Valentines for each other.
- On February 27th, the Senior Center hosted a Sock Hop. 23 Seniors attended and danced their hearts out!
- Tax Aid was offered once again at the Senior Center between February and April. 41 Seniors took advantage of this free service from AARP.

E. YOUTH SERVICES

1. Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Youth Services Advisory Board Meetings/
Prevention Council Meetings 2/6/14, 3/6/14
- Attended Coventry Human Services Advisory Committee Meetings on 1/7/14, 3/4/14
- Attended Preschool Feasibility Meetings 1/30/14, 2/27/14, 3/27/14
- Attended STEPS Nurturing Committee Meeting, 2/27/14
- Attended WIC Meeting 2/12/14
- Salvation Army Unit Meeting 1/28/14
- Attended LIST meetings 1/29/14, 3/5/14



2. Direct Service

A. Function

- Youth & Family Cases 9 cases
- Community Service 1 case
- Community Restitution 0 cases
- Youth Job Bank Requests 2 requests
- Youth Job Bank Matches 1 match
- Juvenile Review Board 1 case

B. Programs

- The Positive Connections Mentoring continues to meet weekly. Pairs work on homework, with mentors taking turns leading activities each week. Field trips are being planned for next quarter.
- Counseling Services continues to be offered; the contractual LCSW is working with 3 students currently. New families are consistently being referred from schools, police and self-referrals.
- Positive Parenting – “Getting the Behavior You Want” workshop was presented on February 20th by Joe Freeman. 26 parents attended the free, two-hour program, held at Patriot’s Park Lodge.
- Prom Extravaganza was held on March 29th. 9 Coventry girls attended, picking from over 100 (donated) dresses, shoes, and accessories. Many local businesses donated services (dry cleaning, salon services, alterations, etc.) which were raffled off. This first year program went very well.
- An extensive amount of planning happened this quarter, preparing for an 8th grade boys pilot program. Numerous collaborations with school and community partners are being explored, and finalized. The program will start at the beginning of next quarter.

A. SENIOR CENTER:

1. Attendance for this Quarter:

(numbers represent Seniors returning multiple times)

- January 371
- February 307
- March 471

* Of Note: the Senior Center was closed 1/22, 2/3, 2/13, 2/14 and 2/18 due to snow days. We were also closed 1/1 for New Year's Day, 1/20 in honor of Martin Luther King Jr. Day and 2/17 for Presidents Day.

2. Weekly Programming:

- *Cribbage* - Monday mornings
- *Exercise Class* - Tuesday & Thursday mornings
- *Knitting* - Tuesday mornings
- *Wii Bowling* - Wednesday mornings
- *Billiards* - Tuesday, 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.

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 9 Seniors on March 20th.
- 12 Seniors attended the *Fitness Room Orientations* offered in this quarter. To date, 59 Seniors have completed their paperwork and the Fitness Room Orientations; during the months of January, February & March, Seniors logged 137 visits to the Fitness Room.
- Local Licensed Massage Therapist Deb Turner provided *Reflexology & Chair Massage* sessions to 7 Seniors on February 21st and 10 Seniors on March 14th. The February 18th clinic was cancelled due to snow.
- There were 2 requests for appointments with Moe Collin, our Veteran's Advocate, during this quarter.

5. Special/Seasonal Programming:

- On January 8th, 23 Seniors enjoyed a hearty winter feast at our "Soup & Stew" Pot Luck Luncheon.

- On January 27th, 6 Seniors had a ball and created beautiful, unique beaded gifts during our beading workshop.
- 28 Seniors attended a fun-filled and informative presentation on African Culture on February 7th. The presentation highlighted traditional African customs, dress & crafts, and ended with a lively African dance lesson. After our Seniors showed off their new “moves,” everyone stayed for lunch and enjoyed a meal together.
- On February 10th, Patriot’s Park Lodge was transformed into a lovely Spa complete with healthy refreshments and a fire in the fireplace! 15 Seniors treated themselves to haircuts, manicures and pedicures at a bargain price and immensely enjoyed the event.
- Our Community Luncheons through Thames Valley Council for Community Action have been a huge hit among Seniors in town! The monthly luncheons are not only affordable & nutritious, but they are a wonderful opportunity for Seniors to share a meal together. 36 Seniors attended the January luncheon, 62 attended in February (Pot Roast was very popular!), and 36 attended in March.
- The “Out to Lunch Bunch” welcomed Spring by resuming their monthly trips to a local restaurant for lunch. In March, 21 Seniors enjoyed a trip to Nita’s in Willimantic.
- On March 10th, 15 Seniors celebrated diversity with a *Cultural Pot Luck Luncheon* and dined on a variety of delicious cultural specialties including corned beef, pierogies, pasta fagioli, Moroccan chicken and much more!
- 6 Seniors took advantage of the computer classes we offered on March 13th & March 20th.
- On March 14th, we hosted a presentation on *Living Life Holistically* with local trainer Mary Hurley. 6 Seniors attended this informative event.
- On March 17th, 8 Seniors attended our new monthly group *Cook’s Club* to share & test recipes, taste samples and discuss strategies for healthy living.
- 5 Seniors participated in the beading workshop that was offered on March 24th.
- Tax Aid was offered once again at the Senior Center between February and April. 52 Seniors took advantage of this free service from AARP.



Quarterly Report:

January – February – March 2014

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

Director: Wendy L. Rubin, CPRP
Recreation Supervisor: Caterina Merriam

GENERAL ADMINISTRATION

Director Rubin attended/participated/accomplished the following:

- Department Heads meeting, Recreation Commission meeting, prepared Fall Quarterly Report
- **Youth Basketball:** hired gym supervisors to address school's concerns, made arrangements for Picture Day, meeting with Board of Directors, Set up for 1st Mighty Mites classes, held Parent Orientation meeting with Jeff Shorts, Head Coach, coordinated Picture Day, on-going contact with BOE staff & Board of Directors, end of season tasks, met with coaches for debriefing, collected equipment, disseminated trophies, sent out evaluation surveys to parents, players, coaches, processed referee timesheets/payroll
- **Worker Safety & Health** meeting – follow up yoga classes and fitness equipment loaner program, Attended **EHHD Community Transformation** meetings, participated in the CHS Health Fair
- Weekly meetings with **Aquatics** director to advertise positions, review returning staff rosters, review scheduling software options, and other preseason preparations
- Planning for **Chili Fest** – met with Jeff Shorts, Jen Byne and Health District staff
- Prepared **budget** presentation, presented Capital Improvement and Operating Budgets to Town Manager & Finance Director and presented an overview of the budget and goals to Town Council
- Met with Steering Committee re: **Let's Move Cities & Towns** requirements
- Completed **Playful Cities USA 2014** application to be designated a Playful City USA for the 4th year in a row.
- As follow-up to our fall meetings we met with Greg Clarke, of the Ag Comm., re: **Community Gardens Summit** – drafted flyer, sent invites, rescheduled Community Gardens Summit due to snow, prepared checklist for event mgmt. Facilitated Community Gardens Summit, then completed 2 gardening grants - Recreation Commissioner Nowosielski is sponsoring a UTC Aerospace Systems 2014 Green Initiative mini-grant program application on our behalf to secure funds for the community garden project.
- Working with Town Planner on an Art as a Catalyst to Placemaking grant from the State Office of the Arts. As part of the process, we attended a workshop on grant preparation, completed and submitted an application to obtain funding to utilize Arts Consultants to develop a Cultural Arts Strategic Plan for the town.
- Attended STEPS meeting to finalize assessments
- Met with Software developer & Coventry Resident Tim Labaucher re: My Town Trails apps for smart phones – serving as a beta test site for development.
- Began draft of Sponsorship Policy as follow up on Auditor's recommendations.
- Met with Ayako Mitchell, Harvest Run Race Director to begin plan for 2014.
- Assisted Recreation Supervisor in preparation of Employee Performance Review for RecDaze Coordinator.



- Welcomed new ECSU Student Interns, Eric Kaeser and Steve DeMarco. Provided orientation and began to develop ideas for projects. Supervised, assigned projects – birthday party rental program, Let's Move Power point Presentation, crowd sourcing program comparison. projects – survey monkey for basketball program evaluations

PROFESSIONAL DEVELOPMENT

Wendy:

- Winter Quarterly meeting held at the New England Air Museum – topics – Effective Communications, Effective Student Internships
- CRPA Legislative Committee conference calls and provide testimony in person at Committee on Children's public hearing given at LOB re: youth sports & concussions bill
- Annual Leadership Summit in Rocky Hill
- Webinar – The Cost of Disorganization
- Webinar- Slide shark - Presenting from your iPad
- CRPA Spring Quarterly – IPM Turf Management, grant writing
- Presented 2 sessions at NYSRPS State Conference in Saratoga NY about Playful Cities USA



Cat:

- Connecticut Camping Association Annual Meeting and Training Day: Attended workshops on Ticks & Tick-Borne Diseases and ADA requirements for Camps
- Continued participation on the CRPA Camp Committee & Camp College Planning Committee

FACILITIES

General

- BOE/DPW Facilities Mgmt. Meeting
- 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.
- Follow up correspondence to Youth Leagues re: electricity usage

Patriots Park

- Signed off on Eagle Scout Bram Kyer's project renovating the Art Hut at Patriots Park
- Meeting with Sarah West and representative from System 4 cleaning to discuss maintenance of Lodge /Senior Center

Lisicke Beach

- Lisicke Beach – on site meeting with DPW, Supt. of Operations, & contractors to plan for Basketball court renovations

Miller Richardson

- Meeting with Town Engineer, DPW Director, Supt. of Operations, and Town Manager to discuss Miller Richardson Baseball field fencing and renovation schedule

Market Barn

- Met with Hale homestead staff re: programming and barn rentals
- Prepared financial report for Market Barn rentals

Beaches

- Meeting with Columbia Parks & Rec to share beach operations info and identify potential collaborations



- Met with Jeff Polhemus, EHHD re: Bather loads at town beaches

PROGRAMS



SPECIAL EVENTS

Ice Fishing Derby & Class

- Event Planning: Ms. Merriam & DEEP staff were in constant contact throughout the month of January, monitoring the ice levels at the location to determine if the Derby would be held or not. Thanks to the “deep freeze” we saw in the weeks prior, we were able to hold the event rather than cancelling.
- Event Management: This year’s Ice Fishing Derby was a go, on Saturday, January 25th at Patriots Park. Per usual, CT DEEP was on hand with all the equipment and volunteers to assist those new to

the sport. Parks & Recreation provided a light breakfast, including coffee and hot chocolate in the Patriots Park Lodge. Staff estimates approximately 125 people in attendance, many of whom were families!

- The Ice Fishing class was also held this month, on Wednesday, January 22nd at the Coventry High School Lecture Hall. For the first time in years, our class actually had enough enrollment to run! We had 20 people pre-register, some of whom were registered for the class in Tolland that was cancelled due to lack of enrollment.

Father Daughter Dance

- Event Planning: Planning continued for the Father Daughter Valentines Dance. Flyers were drafted, copied and submitted to the schools for distribution. Registrations began coming in shortly after that. Supplies & decorations were ordered and received, and all vendors (DJ & Photographer) were confirmed.
- Event Management: The week of the Dance was busy with payments to the DJ being made, shopping for refreshments, confirming staff & volunteers, printing signage and organizing materials. The Dance as held on Friday, February 7th, at the CNHS Gym & Café, with 406 fathers and daughters in attendance – a record! Thanks to increased attendance, we were able to net \$1823, a \$400 increase from last year!
- Post-Event Evaluation: Staff implemented a fee increase if paying at the door to encourage pre-registration, which definitely helped as pre-registered fathers were up 43 from last year (62) to 105 this year.

Summer Concerts Planning

- Planning began this season for this year’s Summer Concert Series, “Rockville Bank Foundation’s Sunset Sounds.” Funding was secured with the Rockville Bank Foundation, through the Coventry Rockville Bank Branch, in the amount of \$4,000, which covers the cost of the bands.
- Ms. Merriam attended the annual CRPA-sponsored Entertainment Showcase in February and had all four bands booked by the end of March. Dates are: 7/17: Red Satin Band; 7/24: Eight Mile River Band; 7/31: Eight to the Bar; 8/7: Shaded Soul Band. One major change made to this year’s schedule, is that rain dates have now been built-in, for the following Tuesdays, after each concert.

YOUTH & ADULT PROGRAMS

Recreation Daze, Afterschool Program

- In preparation for our follow-up presentation to the Board of Education in January, a conference call was held with Ms. Rubin, Ms. Merriam, David Petrone, Superintendent of Schools, Jeff Shorts, Town Council Chair, and Joey Barbera, CIRMA Rep. regarding the program and any insurance implications.
- Ms. Rubin, Ms. Merriam & Town Manager John Elsesser were present at the January 9th Board of Ed meeting to discuss and potentially vote on the Recreation Daze Afterschool Program. Wendy and John presented and fielded questions, after several parents spoke during Audience of Citizens in support of the program. After some

discussion, the Board voted and agreed to oversee the program for the remainder of the school year, appointing a staff person as liaison between the Board and the program at the expense of the program. They OK'd the Superintendent's signature of a Memorandum of Understanding and any financial subsidy forms and the program relocated back to its usual location on Monday, January 13th!

- A representative of the State DPH Child Care Licensing Division did pay us a visit the following week, since learning that we were in violation. He was given a copy of the Board of Ed meeting minutes and the draft MOU, at that meeting. All documents, including the new Memorandum of Understanding and Care 4 Kids reimbursement forms were later signed and submitted both to Care 4 Kids and the State DPH. Staff also completed new background checks and fingerprinting, per the Board of Ed's requirements.
- Ms. Rubin drafted a job description for the new position, *Recreation Daze Advisor*, which was sent to the Superintendent and Town Manager for their review. The position was posted within the district with a deadline for "interest" of March 14th. Once the deadline passed, Superintendent David Petrone authorized the hiring of Michele Mullaly, CHS Principal as the Rec. Daze Advisor. Ms. Merriam spoke to her, welcomed her aboard, and scheduled a first meeting for April 1st, with the Rec. Daze staff at the Youth Building. The purpose of this meeting is to acquaint her to the program and meet the staff.
- With a growing number of children in attendance with food allergies, we conducted an Epi Pen/Med Admin Training for additional staff to be certified. Director Christina Pierce was able to recertify, while Megan Yanez and Lauren Mills were able to obtain their cert for the first time. We now have 3 people certified to administer and Epi Pen and/or other meds including controlled substances. As a result of the training staff are now updating the current forms used by the Department to be more accurate and up-to-date with current regulations.
- Ms. Merriam drafted a memo updating the Board of Education on Rec. Daze activities since the approval meeting back in January. It was read into their meeting minutes at their 3/27 meeting.
- Registration held steady throughout this season with 42 kids registered; Staff calculate that 30% of those registrations are monthly (kids who attend M-F) while 70% of registrations are those who attend for a few days here and there.

Camp Wangumbaug

- The winter season is all about planning, in an effort to have everything scheduled and advertised in time for the start of registrations in March. Ms. Merriam and Camp Director Matt Kyer had several meetings and planning sessions regarding this year's Theme Calendar & activities, staffing (both new and returning), and new programs. As a result of these sessions, all entertainers & field trips were booked; advertising materials (including the printed brochure & online uploading) were completed & disseminated; and all returning staff intent was confirmed, "promotion" interviews were held, and applications were made available for new applicants.
- A new program being offered this summer, is the "Teen-Explorers" program, for kids ages 13-15 that are either not interested in the CIT program, or who are not accepted. The program will offer the same schedule as the full-day program, but with more flexibility and some differing activities.
- Applications for new hires were due on 3/26, and a total of 10 apps made it in by the deadline. Mr. Kyer is currently reviewing them and we plan to call those selected for interviews by the end of the first week in April. Interviews are scheduled for Thursday, April 10th. We anticipate hiring 3-4 new staff members.
- Registration began on March 17th, both in-office & online. Staff has been fielding many phone calls from families new to the program, both Coventry residents & non-residents.



Misc. Programming

- The 2014 Winter/Spring Brochure was released to homes in early January. Printed copies were also made available in the Rec. Office and distributed to Patriots Park facilities for the taking.

- Ms. Merriam & Mr. Rubin worked on offering a brand new basketball program for grades K-1 in January: Mighty Mite Hoops. Promotion continued throughout the month, bringing in 30 enrollees! Additional supplies were ordered, and volunteers were coordinated with. The program ran for 8 weeks, beginning on January 18th, and ending on March 1st. Feedback for the program was very positive, and staff are looking forward to offering it again next year!
- Ms. Merriam worked with the Coventry Employee Wellness Committee to schedule, promote & coordinate an employee yoga class. 27 Town employees (representing Town Hall, Board of Ed, DPW & PD) registered for the class that ran from February 12th to March 19th. A survey was sent out via Survey Monkey, and feedback was extremely positive, with participants calling for the class to be offered again! The survey results also indicated other opportunities that folks would be interested in participating in, which Ms. Merriam is submitting to the Wellness Committee for their review prior to their next meeting.
- Ms. Merriam attended the ECHIP-sponsored Coventry Employee Health Fair with Parks & Recreation Display, touting the Department's fitness equipment available for loan to employees, along with other public opportunities such as the canoe/kayak loaner program, and other fitness classes offered year round. As a result of our presence at this fair, a Board of Ed employee borrowed a weighted hula hoop to try at home!
- Ms. Merriam continues working with the CRPA Camp Section Committee, working on organizing this year's state-wide Camp College event, hosted by Coventry Parks & Rec. at Patriots Park in June. Through conference calls and in-person meetings, the Committee was able to determine this year's presenters & workshops and prepare the advertising materials in anticipation of registration.

Summer Programming

- All summer programs are confirmed and scheduled this season; a few new programs we're offering this summer include Mad Science Camps (Secret Agent Camp & Nature Camp), Tiny-Hawk multi-sport for kids ages 3-4, and Skyhawks Tennis with Quick start. All Camp & Swim information will also appear in this brochure, along with other youth programs, adult fitness and trips.
- The Summer Brochure content remained in the hands of the graphic design department at the Chronicle for much of the month of March. 4 proofs were sent for our review, and all editing was completed so the final product could be sent off to the printer on April 1st.

Quarterly Report
Third 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.

The agency continues to comply with the standard on an on-going basis. Proofs of compliance are being recorded in the PowerDMS accreditation compliance software.

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

Sgt. McDonagh and Chief Palmer attended review credit training classes. These classes are spread over a period of one day a month for five months so the attendees do not have to be absent for an entire week. Sgt. McDonagh attended training regarding the investigation of staling and strangulation cases toward victims of domestic abuse. Sgt. McDonagh had become certified as a POST trainer in domestic violence investigations. Officer Kuhns attended a one-week school on high visibility traffic enforcement and detection of impaired drivers. Chief Palmer and Sgt. McDonagh attended a seminar on multicultural policing. Officer Dexter attended active shooter training. All officers have been trained in active shooters and are now beginning to cycle through the course again. Dispatcher Ann Bousquet attended training on National Incident Based Reporting System (NIBRS) reporting as she has assumed those duties. All officer attended diversity training at the Vernon Police Department. This training was specifically designed to address dealing with persons of the Sikh and Muslim religions.

- 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. Security assessment activities are on-going as well as work being funded from the school security grant. Safety drills at the schools are on-going and are becoming second-nature, similar to fire drills.

- 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 grant applications have been submitted.

The department is seeking funding through Northeast Communities Against Substance Abuse (NECASA) for a prescription drug 'drop box' for the police department lobby.

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.

Officer Mark Samsel was hired on March 10th to fill the vacancy created by the retirement in December. Officer Samsel is a POST certified officer and his field training period will be limited to four weeks. This addition will assist with staffing for patrol shifts.

Additionally, some schedule changes were made to cover shifts more efficiently. Sgt. McDonagh and Sgt. Fiore are working hard to ensure adequate coverage.

- 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.

Chief Palmer has been working with the superintendent regarding a budget submission for a school resource officer.

- 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.

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

All officers have completed an initial training on active shooter response. Officer will not begin the next annual training cycle. The department reviewed and modified its active shooter policy which is based upon a newly-released policy from the IACP. All officers have been issued and received training on this policy.

- 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.

There were no checkpoints in town during the period. One is planned for April. Officers assisted with checkpoints in two communities who are members of the Metro Traffic Services.

- Increase enforcement of distracted driving violations by 10 percent.

Officers continue to focus on distracted driving violations. We are on track for a 10 percent increase year-over-year.

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.

The discussion regarding UCONN joining the regional CREST team is on-going.

- 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

After an investigation that has been on-going for approximately 1 ½ years, Detective Hicks arrested a suspect who had been selling synthetic marijuana over the internet and advertising he was from Coventry. As it turns out the suspect was not from Coventry. Searches were conducted in several towns in southwestern Connecticut and a number of assets were seized. The case is on-going and Detective Hicks is working with the DEA and US Attorney's on follow-up activity.

The Town Council approved modifications to the Parking Ordinance. Changes were made in the fines as well as an addition allowing the police department to tow vehicles from areas posted as emergency no parking.



**Coventry Police Department
Incident Analysis**

1/1/2014...3/31/2014

Shift			Total
1st	2nd	3rd	
264	1118	690	2071

UCR	Nature	1st	2nd	3rd	Total
		0	0	1	0
029	Disabled Motor Vehicle	7	33	36	76
11A	Sex Forcible Rape	0	1	0	1
13B	Assault Simple	1	0	5	6
13C	Intimidation	0	3	3	6
151	Suicide	0	0	1	1
152	Suicide Threat/Attempt	1	1	2	4
220	Burglary	0	7	2	9
23C	Larceny Shoplifting	0	1	0	1
23D	Larceny Theft From Building	0	2	1	3
23F	Larceny Theft From MV	5	8	2	15
23G	Larceny Theft of MV Parts	0	1	0	1
23H	Larceny All Other	0	5	3	8
240	MV Theft	1	0	0	1
250	Counter/Forgery	0	0	1	1
2604	Fireworks/Gunshots	1	2	5	8
2608	Abandoned MV	0	2	1	3
2609	Littering	0	1	1	2
2619	Building Check	0	1	1	2
2625	Notification	0	0	1	1
2631	Public Hazard	5	14	10	29
26A	Fraud False Pretenses	0	0	1	1
26B	Fraud Credit Card/ATM	0	1	2	3
26C	Fraud Impersonation	0	3	0	3
26E	Fraud Wire	0	0	1	1
290	Vandalism	1	7	1	9
2914	Animal Complaint	3	33	17	53
3009	Susp Person/Activity/MV	19	80	63	162
326	Illegal Parking	1	2	0	3
332	Harassment/Harassing Phone Calls	1	5	3	9
334	Untimely Death	0	4	2	6
343	MV Accident (Injuries)	2	8	3	13
344	MV Accident Evading	2	1	4	7
346	MV Accident (No Injuries)	9	29	28	66
351	Alarm	21	39	25	85
353	Medical	21	78	33	132
355	MV Stop	25	111	67	203
35A	Drug/Narcotic Violation	0	0	2	2
35B	Drug Equipment Violation	0	1	0	1
36B	Sex Statutory Rape	0	1	0	1
375	Routine Assistance	3	49	34	86
377	Open Door/Window	0	1	1	2



Coventry Police Department Incident Analysis

1/1/2014...3/31/2014

388	Miscellaneous	2	26	12	40
396	Escort	1	5	3	9
398	Missing Person	0	8	7	15
399	Lost And Found	2	9	3	14
400	Family Matter - Non Arrest	4	5	10	19
4811	Finger Printing	5	97	0	102
4858	Fire	6	10	4	20
4873	Assist Other Agency	9	26	21	56
520	Weapon Law Violations	0	1	0	1
82	Runaway/Non NIBRS	0	1	8	9
861	Disturbance (Non-Domestic)	2	3	4	9
866	Noise Complaint	0	2	3	5
889	Check Welfare	3	10	11	24
890	MV Erratic Operation	4	13	15	32
891	MV Lock Out	0	4	4	8
90A	Bad Checks	0	1	0	1
90C	Disorderly Conduct	0	0	2	2
90D	DWI	2	1	4	7
90J	Trespass of Real Property	0	0	1	1
90Z	All Other Offenses	2	7	5	14
911	911 Hang Up Call	7	31	24	62
Sup	Supplemental	86	323	186	595