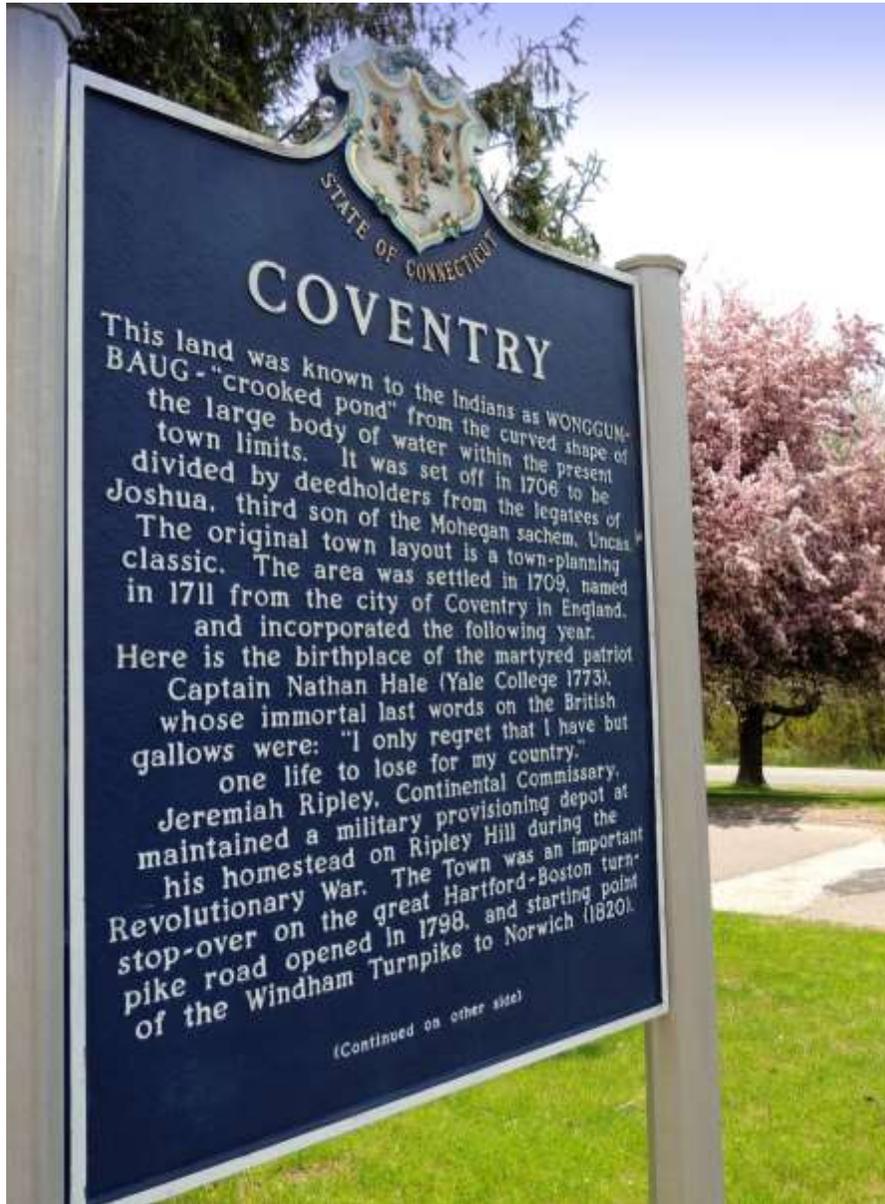


# TOWN OF COVENTRY



## QUARTERLY REPORTS

April 1 – June 30, 2014

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**Cover photo:** *On the lawn at Town Hall in spring. Photo by Laura Stone.*

# Finance Department

## Finance Administration

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

## General accomplishments

- Wellness initiative – Using CIGNA dollars, the ECHIP employee safety and wellness committee conducted the second annual health fair for all town employees. The goals of the health fair are to educate employees and their families about healthy behaviors and the impacts on general wellbeing
- Lease purchase bids were solicited and awarded for the purchase of a Tool Cat and a dump truck for DPW. The bid award was an interest rate of 2.32% and was done without the added costs that are added in a bond sale. The Town has been able to take advantage of the low interest rate climate, saving the tax payers future debt service payments.
- Union negotiations for Town Hall and Supervisors Union
- The budget document was completed for presentation by the Town Manager at the Annual Town Meeting.
- Worked on audit preparation prior to year end and received notification of the CAFFR award given to communities who produce annual financial reports which meet the standards published by GFOA.
- Accepted a Risk Management award from CIRMA for significant reductions in loss experience.

## Meetings attended

ECHIP Health Insurance Board meetings

GIS coordinating committee - monthly

Finance Committee of the Town Council - monthly

Pension Committee for the Town of Coventry – quarterly

CIRMA Investment Advisory Committee – quarterly

Employee Safety and Wellness - quarterly

GFOA quarterly meetings

GFOA Annual conference

CTCMA Annual meeting

# Collector of Revenue

The Tax Department was busy this quarter with fiscal year-end details as well as the upcoming new bill cycle. The Sewer Assessment fiscal year was closed out at the end of April. The posted rate books, beginning rate books, balances and reports were printed. A total of 437 assessment bills, due May 1<sup>st</sup>, were printed and mailed during the last week of April. During this quarter, the tax office staff was diligently learning the new collection software while running both parallel systems to insure a smooth and balanced transition.

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

The mill rate for fiscal year 2014-2015 was set by the Town Council on June 9, 2014 after the budget passed on the second referendum vote. This act set in motion the preparation for the July 2014 billing cycle. The tax bills for Real Estate (6,356), Motor Vehicles (13,136), Personal Property (768) and COVRRRA fees (4,697) were researched and prepared. Information as to new owners, mailing address changes and certificates of correction were entered right up until the moment the file was sent to be printed and mailed out. The file was received by the printer later than usual because of the late budget which, in turn, caused our bills to be mailed out to the taxpayers at the end of June.

The collection report for the fourth quarter is attached.

Property Tax Collected by Linda Greenbacker, CCMC Tax Collector						
Collected during April 1, 2014 through June 30, 2014						
Paid to Beth Bauer, Treasurer, Town of Coventry						
		Property Tax	Interest	Liens & Costs	Total	
<b>Grand List</b>						
	1998	0.00	0.00	0.00	0.00	
	1999	44.51	155.49	0.00	200.00	
	2000	64.17	106.19	24.00	194.36	
	2001	27.76	59.13	24.00	110.89	
	2002	120.18	237.06	24.00	381.24	
	2003	117.40	209.19	24.00	350.59	
	2004	137.64	969.55	24.00	1,131.19	
	2005	566.57	785.73	24.00	1,376.30	
	2006	428.74	880.92	24.00	1,333.66	
	2007	2,219.45	2,143.91	48.00	4,411.36	
	2008	13,980.45	10,419.54	120.00	24,499.99	
	2009	18,371.35	11,835.21	168.00	30,374.56	
	2010	20,801.03	9,091.88	168.00	30,060.91	
	2011	55,522.75	18,105.15	432.00	75,059.90	
		112,382.00	55,998.95	1,104.00	169,484.95	
<b>Current</b>	2012	221,289.38	24,479.50	828.00		
<b>Current SMV</b>		14,565.98				
	<b>Totals</b>	<b>348,237.36</b>	<b>80,478.45</b>	<b>1,932.00</b>	<b>430,647.81</b>	
<b>Current 110</b>	6010	40211	221,289.38			
<b>Delinquent</b>		40212	112,382.00			
<b>Int &amp; Liens</b>		40213	82,410.45			
<b>SMV</b>		40214	14,565.98			
			430,647.81			
<b>Sewer Assess 205-7722</b>	40211	190,498.30		<b>Sewer User</b>	40211	14,461.05
<b>Interest, Liens, Per Diem</b>	40213	16,000.22		<b>Interest &amp; Liens</b>	40213	6,025.14
		206,498.52				20,486.19
<b>COVRRRA</b>				<b>TAX ADVANCE</b>		16,422.86
<b>Current 218-7601</b>	40211	19,191.52		<b>Special Duty</b>		14,325.73
<b>Delinquent</b>	40212	18,248.88				
<b>Interest &amp; Liens</b>	40213	15,241.06				0.00
		52,682.06				0.00
<b>COVRRRA refund</b>						0.00
<b>Liability Fund Refund</b>	110-24150					
		<b>Total</b>	<b>\$741,063.17</b>			

# Assessor

April was an end to the Board of Assessment Appeals. Our net unadjusted Grand list was \$999,714,550 as signed in February. The Board of appeals made adjustments resulting in a reduction in the amount of \$215,059. We also completed the M-13 state report which breaks down our Grand List by category to include all exemptions.

May was spent working on the Elderly and Disabled Homeowner's program as well as the Local Tax Deferrals. We processed a total of 55 applications and 4 deferrals. This program is for anyone over the age of 65 or over the age of 18 and totally disabled. This is an income driven program reimbursed by the state of Connecticut and citizens who think they may qualify can apply next year from February 1, 2015 thru May 15, 2015. This year again, we saw an increase in the amount of people inquiring and applying for tax relief due to the economic times we are facing.

A reminder to all veterans who have ninety (90) days of wartime service, including merchant marines who served during WWII, are eligible for a \$3,000 exemption for property tax purposes (e.g., real estate property or automobiles). Please file your DD-214 discharge papers in the Town Clerk's Office by October 1<sup>st</sup>.

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

Our office is still in the process of running the 2014 Revaluation. We are inspecting properties to meet state statutory requirements. If you have not had an employee of Vision Government Solutions come out to your property to inspect, you can call the Assessor's Office at (860)742-4067 and we will set up an appointment for someone to come out.

## **State Benefit**

Veteran's below a certain income level and/or disabled veterans are eligible for additional property tax exemptions. Surviving spouses of veterans may also be eligible for this benefit. This benefit is income qualified and the following are the limits for the October 1, 2013 grand list. To calculate your income you must add your adjusted gross income from your income tax return to your social security for 2013. They must be under the following limits to qualify.

**Single/Unmarried**                      **\$34,100**

**Married**                                      **\$41,600**

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



*Cassidy Hill Vineyards*

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

QUARTERLY REPORT FOR:

*APRIL, MAY, JUNE*

*~ 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**

**APRIL, MAY, JUNE - 2014**

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
14-03	S	4/24/14	4/28/14	223 Woodland Rd., Tear down and rebuild home and garage – Applicant/Owner: Richard Warriner	5/27/14	A
14-04	S	5/1/14	5/12/14	50 Lake St., Lakeview Restaurant, Outdoor Musical Entertainment – Applicant: Leo Papa	5/27/14	A
14-05	A	5/1/14	-	50 Lake St., Lakeview Restaurant, Modification Plan for Additional Patio Seating – Applicant: Leo Papa	6/9/14	A
14-06	S	6/16/14	6/23/14	Old Eagleville Rd., Remove sand and gravel – Applicant DeSiato Construction		P
14-07	S	6/19/14	6/23/14	1657 Boston Tpke., On the Go, Cooler addition to rear of building and one additional parking space at side – Applicant: Venkat Gogu		P

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

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

## **PLANNING AND ZONING COMMISSION**

YEAR **2014**

**APRIL, MAY, JUNE – 2014**

### DISCUSSION AND ACTION TOPICS

- Recommended that the Town Council convey town property to Shepherd located on Ash Trail pursuant to CGS 8-24.
- Discussed recent work on a variety of grant applications.
- Recommended that the Town Council accept the conveyance of roads from Waterfront Manor Association, pursuant to CGS 8-24.
- Reviewed zoning referrals WINCOG, CRCOG and from the towns of Mansfield, Windham, Columbia –various zoning text amendment proposals.
- Discussed the status of the Stewart historic home reconstruction project on Knollwood Trail.
- Discussed the regional economic development forum hosted by the Coventry EDC to discuss the UCONN Next Gen and Tech Park projects.
- Discussed the conservation easement encroachment issue status involving the Akkus property on North River Road.
- Reviewed special permit extension and modification requests of Blazawski for the motor vehicle dealer and repair establishment at 2724 Boston Tpke.
- Approved mylar filing extension request of Peter Henry for the Maynard Subdivision on Riley Mountain Road.
- Formally endorsed the town's submittal of the Main Street Investment Fund Grant for improvements to Coventry Village.
- Discussed the status of the high volume of ongoing blight and zoning enforcement activities that Staff has been addressing.
- Conducted a preliminary discussion with Tom Topping to review plans for a new garage project on the property located at 1000 Main Street.

**APRIL, MAY, JUNE – 2014****DISCUSSION AND ACTION TOPICS**

- Reviewed the regional economic development forum to discuss UCONN Tech Park and Next Gen projects hosted by EDC.
- 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 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 planning for the December event.
- 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 Main Street Investment Fund Grant.
- Discussed status of former Coventry Antiques property – new owner working to bring property back on-line.
- Continued 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.
- Discussed new Town website business spotlight feature.
- Reviewed and commented on revised Coventry Business Brochure.
- Discussed status of RTE 31 curve project and need to have a public forum to discuss potential impacts to Village businesses and ways to address them.
- Discussed the 25<sup>th</sup> anniversary of the Village Improvement Society’s involvement with the Visitor’s Center operation.
- Discussed how the Parks and Recreation Department is involving businesses with the Playful Cites designation and program.
- Reviewed the Planning and Zoning Commission approvals for Lakeview Restaurant’s site improvements

## ZONING ENFORCEMENT

YEAR 2014

APRIL, MAY, JUNE – 2014

Michael Antonellis, Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	<b>66*</b>
Single Family Dwellings	4
Condominiums	0
In-Law Apartments	0
Accessory Structures	
Decks/Porches	17
Sheds/Gazebos	7
Barns	2
Detached Garages	1
Pools	6
Other	15**
Residential Additions/Attached Garage	5
Commercial Use/Signage	0
Home Occupation	5
Others:	0
Interior Renovations	4
Agricultural buildings	0
Total	<u>66</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 = **7\***  
(Signed for zoning compliance by ZEO)

Single Family Dwellings	4
In-law apartment	0
Condos	
Accessory Structures	
Decks/Porches	0
Sheds/Gazebos	3
Barns	0
Detached Garages	0
Pools	0
Other	
Residential Additions/Attached Garages	0
Commercial Use/Signage	0
Total	<u>7</u>

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

**ZONING ENFORCEMENT (Cont'd)**

**YEAR 2014**

**APRIL, MAY, JUNE – 2014**

**INSPECTIONS**

Erosion and Sediment Control	9
Limits of Clearing	0
Certificates of Occupancy	7
Pre-Approval Inspection	1
Seed and Mulch Bond Release	0
Zoning Complaints (initial & follow-ups)	11
Blight Complaints (initial & follow-ups)	6
Street Number Assignments	0
Other (Proposed Demolitions)	0
Total	<u>34</u>

**VIOLATION/ENFORCEMENT INSPECTIONS (NEW)**

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	2
Drainage	4
Permit Conditions Not Met	0
Non-permitted Activity or Structure	5
Signage	1
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>14</u>

## **ZONING ENFORCEMENT**

YEAR **2014**

APRIL, MAY, JUNE – 2014

### **News from Zoning Department:**

#### **Way Finding Sign Regulations**

Zoning has been asked to conduct an analysis of Way finding Sign Regulation for the purpose of creating new regulations that would guide the initiating of the new use in town. The ZEO will work with a sub-committee to craft and refine the regulations.

#### **Business Map**

A collaborative effort between the ZEO and Town Manager's Office to replace the existing Coventry business and Points of Interest map was completed this quarter. The map includes newer business to town, removing outdated information and focusing more on businesses and places within Coventry borders.

#### **Lake Basin Housing Report**

The Lake Committee has asked for information regarding how many single family homes or primary structures exist within the lake basin. The zoning office, through use of the Coventry Geodatabase, was able to generate a list of properties which exist in the lake basin boundary. This list has been given to the assessor's office that will then use the information to generate a number of for primary structures.

#### **Personnel**

Zoning Enforcement Officer, Michael Antonellis, recently submitted his case study to the CAZEO Case Study review board for approval pursuant to obtaining Certified Zoning Enforcement Officer Status. The case study was approved and Michael will be recognized as having obtained certified status at the November meeting of CAZEO.

## **ZONING ENFORCEMENT**

YEAR **2014**

APRIL, MAY, JUNE – 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**

APRIL, MAY, JUNE – 2014

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
14-02Z	4/23/14	5/20/14	91 West Shore Dr. – Marion Taormina, Application for variance of Section 4.04.01, Table 4.04a & 4.06.01 for 12-ft reduction in side yard setback for proposed porch	5/20/14	A
14-03Z	5/30/14	6/17/14	175 Juniper Dr. – Lane Huff, Application for variance of Section 4.04.06 and Table 4.04a for a 5.04 percent increase in lot coverage for proposed 1,000 sq ft asphalt driveway	6/17/14	A

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

**INLAND WETLANDS APPLICATIONS**YEAR **2014**

APRIL, MAY, JUNE – 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
14-07W	5/22/14	5/28/14		Sackett's Waterfront Development – Construct New Home, Edgewater Dr.	6/25/14	A
14-08W	5/22/14	5/28/14		Michael Soucy/Estate of Doris Stawski – Construct New 2-Family Home, Main St.		P
14-09W	5/27/14	5/28/14		Marion Taormina – Demo and Replace Existing Home, 91 West Shore Dr.	6/25/14	A
14-10WA	5/27/14	5/27/14		Neil McCusker agent for Susan Tsolis – Deck Replacement, 113 Edgewater Dr.	6/25/14	A
14-11WA	5/14/14			CDM Homes – Tear down fire-damaged home and replace with modular home, 112 Ireland Dr.	6/2/14	A
14-12WA	6/3/14			Ian and Elizabeth Michel – Install 12' x 16' shed on gravel, 39 Ash Brook Dr.	6/6/14	A
14-13WA	6/10/14			Michael Robucci – Aboveground pool at 522 Swamp Rd.	6/17/14	A
14-14W	6/24/14	6/25/14		S.R. Blanchard – Install house septic system, Mellow Rd.		P
14-15W	6/24/14	6/25/14		Steven and Jill Reviczky – Install replacement culvert for drainage, 110 Wall St.		P
14-16WA	6/27/14	6/30/14		Louise Scholan – 8' x 13' addition, 189 Hickory Dr.	6/30/14	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**  
Assistant Town Clerk

**Susan J. Cyr**  
Town Clerk

**Brooke R. Manning**  
Assistant Town Clerk

### QUARTERLY REPORT APRIL 1 – JUNE 30, 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, Notary Public appointments and issuing marriage, sports and dog licenses and administering elections in coordination with the Registrar of Voters.*

#### Recording & Licensing



#### Receivables & Revenue:

- ✓ The Clerk's Office collected \$155,757.50 this quarter, of which \$47,218.63 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	574	14,855.00
Real Estate Conveyances Recorded	95	22,686.63
Copies	3,269	3,342.50
Trade Name Certificates.	11	55.00
Liquor Permits	11	22.00
Burial & Cremation Permits	6	18.00
Marriage Licenses	8	88.00
Vitals Copies	82	1,630.00
Notary Fees & Renewals	80	426.00
Dog License Fees	1,127	1,134.50
Maps Filed	9	50.00
Fish & Game License & Permit Fees	318	134.00
Conveyance fees	95	52.00
PA-490	0	0
PA-146 Clerk	459	459.00
PA-05-228, 09-229 & 13-247 LOCIP	459	1,377.00
PA-05-228, 09-229 & 13-247 Clerk	502	889.00

**Town Clerk Revenue Transferred to Treasurer: \$47,218.63**



**Dog Licensing:** The month of June is annual dog licensing month. All dogs over 6 months of age are required to be licensed no later than June 30<sup>th</sup> to avoid a penalty. In May, we printed and mailed 1,792 license renewal notices to all dog owners of record. Licensing will continue throughout the year, but fees will increase at \$1.00 per dog for each month overdue.

For the month of June, we decided to encourage dog owners to license by raffling a dog gift basket. Each household licensing a dog during the month of June was eligible to enter one dog's tag number into the raffle box. The clerk's staff entered tag numbers for mail-in renewals. All items for the gift basket were donated by town employees. The winning number will be drawn on July 2<sup>nd</sup> by the Animal Control Officer, John Chipman.

**Rabies Clinic:** The thirtieth Annual Rabies Clinic was held Saturday afternoon, May 17, 2014 at Capt. Nathan Hale School. We printed and packaged 1,149 flyers which were distributed to students at three Coventry schools. Press releases were issued to all local newspapers and announcements were made on Channel 13. The clinic was advertised on the town's website calendar. Rabies Clinic information was included on the dog license renewal notice sent to dog owners in May, thereby eliminating the necessity to mail a separate clinic notice.



Volunteer certificate writers were Nicole Boutot, Brooke Manning, Laura Stone, Lori Tollmann. Susan Cyr acted as clinic coordinator and collected the fees. Wendy Ernst, DVM and Coventry resident, volunteered her time as Clinic Veterinarian. **Seventy-four** dogs and cats were vaccinated at the clinic.

**Annual Town Meeting and Adjourned Annual Town Meeting:** The Annual Town Meeting for the Town of Coventry was held April 26, 2014 to consider the Town Council's recommended fiscal year 2014-2015 appropriation of \$39,340,340. On May 6, 2014 the electors and citizens qualified to vote in the Town Meetings of the Town of Coventry did not approve the appropriation with 636 voting in favor and 783 opposed. A Special Budget Meeting was conducted May 21, 2014 to consider the revised appropriation of \$39,088,204. The revised budget was approved June 3, 2014 with 986 voting in favor and 886 opposed. June 9, 2014, at a Special Meeting, the Town Council formally set the mil rate, effective July 1<sup>st</sup>, at 28.47 mils. The Town Clerk prepares the outline and acts as recording secretary for the meeting, drafts and prints the official, absentee and sample ballots, prepares and publishes the legal notice of adjourned town meeting, special budget meeting and adjourned special budget meeting, and certifies the results of the vote.



**Land Record Images Available for Viewing:** On April 3, 2014 images of Land Record Documents became available to view and download in the Clerk's Office and Online dating back to June 18, 1975. This was made possible due to the Town Clerk's Historic Preservation funds.

## Staffing Updates/Activities



**Brooke Manning:** The Assistant Town Clerk attended the Spring, 2014 Connecticut Town Clerks Association Conference in Southbury, Connecticut April 10<sup>th</sup>. She participated in 2 sessions. The morning session covered Freedom of Information, with Tom Hennick, State Public Information Officer, Probate Administration, presented by Attorney Thomas Gaffey, Chief Counsel of Probate Administration, and Absentee Ballots, conducted by Arthur Champagne, Elections Officer and Ted Bromley, Staff Attorney, Secretary of the State's Office.

**Brooke** attended the Essential Records Protection for Disaster & COOP (continuity of operations planning) offered by the Council of State Archivists in Hartford May 15<sup>th</sup>. She participated in activities that will help her determine what an Essential Record is and how to identify and assess risks in the office. The typical Town Clerk's office contains land records, vital records, voting and military records which should be available to access within 12-72 hours after a disaster. Brooke received a certificate of completion for this course.

On May 21<sup>st</sup>, Brooke attended the Municipal Clerk Institute. The Records Management Workshop, the second of five classes required for certification, was held at Central Connecticut State University. This classroom training encompassed public records statutes, records management principals, vaults and administrative regulations, approved processes for recording and the Historic Documents Preservation Program. She was awarded a certificate of completion and 3 points toward State of Connecticut certification.

**Lori Tollmann, Brooke Manning** and **Susan Cyr** attended the Tolland County Town Clerk's Association meeting held at Hilltop Restaurant in Willington on June 11<sup>th</sup>. The President of the Connecticut Town Clerk's Association, Joyce Mascena, was the guest speaker. She provided updates to the group regarding proposed statewide access to all Connecticut towns' land records hosted by a single provider.

**Susan Cyr:** The Town Clerk attended the Pension Trustees Meeting on May 14, 2014 as recording clerk. Pension Committee actions and recent retirement approvals were reviewed.

**Susan Cyr:** On May 13, 2014 notices were prepared and mailed to the Officials of all 11 Special Taxing Districts in Coventry requesting updated financial and annual reports as required by Section 7-325(c) and 7-392 of the Connecticut General Statutes.

## RECENT LEGISLATION Affecting the Town Clerks Office

**PA 14-133 Access to Birth Certificates** – *Effective July 1, 2015* – Changes accessibility to birth certificates for adopted persons.

**PUBLIC WORKS DEPARTMENT  
QUARTERLY REPORT  
APRIL, MAY, JUNE 2014**

STAFF

Director of Public Works ..... David Gofstein

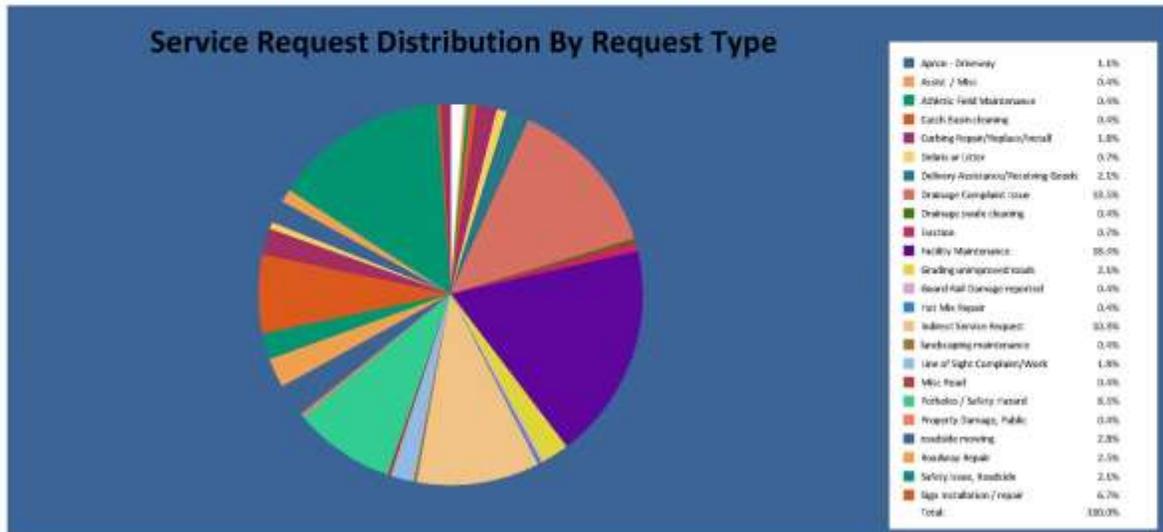
Superintendent of Operations / Tree Warden. Douglas Reese  
Administrative Secretary..... Donna Wrubel

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

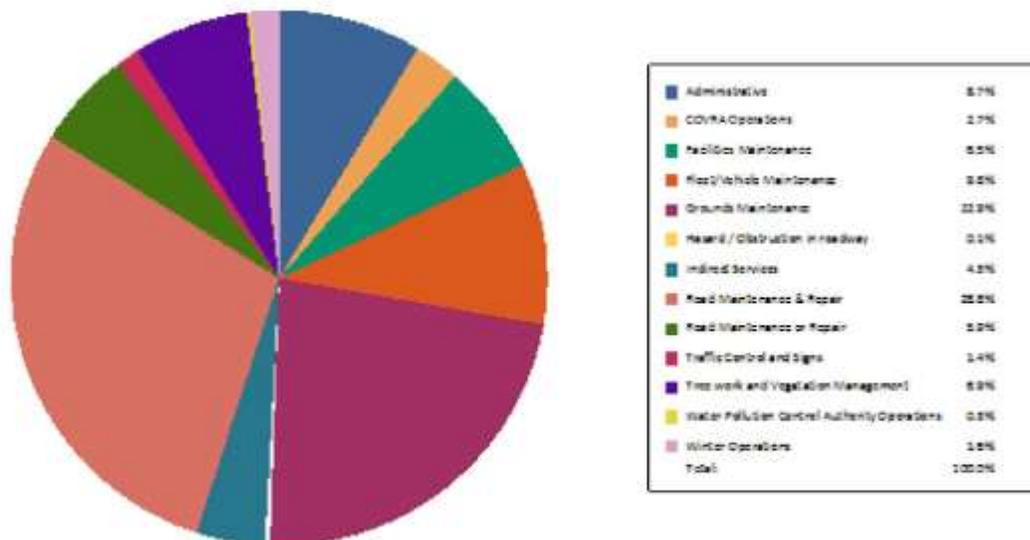
Town Engineer..... Todd Penney  
WPCA Technician / Operator ..... Michael Ruef

John Remes, COVRRR Transfer Station Operator, left employment with the Town this quarter. The position is being covered temporarily by Public Works Maintainer I's.

During this quarter there were 282 requests for service for public works.



### Cost Summary by Task Type





Last winter operation call out was April 16<sup>th</sup>. HOORAY !!!!!



Investigating a drainage problem at the High School.



Roadside work on Cedar Swamp Road after torrential rains caused a washout.





Removing and Installing a new scoreboard at the Girls softball field at the High School.





Equipment maintenance a never ending task.

**TRANSFER STATION QUARTERLY REPORT**

<u>material received:</u>		PROPANE		BULKY	RECYCLABLE				
DATE	RECEIPTS	E	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	FREON	
04/01/14	roadsides					4			
4/3/2014*	\$40.00	19	0	1000	180	0	0	0	
04/05/14	\$241.60	26	0	4270	590	0	0	3	
04/08/14	m r dugout	0	0	1590	0	0	0	0	
04/08/14	roadsides	0	0	0	0	3	0	0	
04/10/14	\$141.20	21	8	2600	210	0	0	0	
04/12/14	\$294.80	19	0	5810	1000	0	2190	1	
04/14/14	m r dugout	0	0	3180	0	0	0	0	
04/17/14	\$237.40	19	1	3730	1060	0	350	6	
04/19/14	\$399.60	24	5	7760	540	0	750	1	
04/24/14	\$343.60	15	1	5790	1210	4	295	1	
04/26/14	\$183.00	13	1	2850	600	0	0	0	
04/29/14	roadsides	0	0	210	0	4	0	0	
*scale not working									
Mo Total lbs.	\$1,881.20	156	16	38790	5390	15	3585	12	
tons				19.395	2.695		1.7925		
DATE	RECEIPTS	E	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	
05/01/14	\$52.30	15	0	990	385	1	180	0	
05/03/14	\$345.05	28	2	5030	815	0	1520	8	
05/08/14	\$174.40	17	0	2860	430	0	0	3	
05/10/14	\$290.80	35	0	5400	1510	0	0	1	
05/15/14	\$159.80	26	0	2690	335	0	0	2	
05/17/14	\$353.40	27	0	4220	1400	0	0	15	
05/22/14	\$279.40	16	0	4850	420	0	0	0	
05/24/14	\$340.00	8	0	6010	525	4	520	5	
05/29/14	\$99.65	17	3	1450	1050	0	0	2	
05/31/14	\$474.20	29	0	8430	1560	0	0	3	
Mo Total lbs.	\$2,569.00	218	5	41930	8430	5	2220	39	
tons				20.965	4.215		1.11		
DATE	RECEIPTS	E	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	
06/05/14	\$79.20	12	0	1060	200	0	0	1	
06/07/14	\$452.80	28	0	6300	850	2	0	4	
06/12/14	\$103.40	26	0	1690	260	0	0	2	
06/14/14	\$143.80	22	0	1840	470	0	0	4	
06/19/14	\$228.00	12	0	2830	140	1	0	6	
06/21/14	\$218.00	14	4	3230	650	0	0	4	
06/26/14	\$168.20	24	5	2820	1000	3	0	1	
06/28/14	\$382.20	29	7	5290	1405	0	0	10	
Mo Total lbs.	\$1,775.60	167	16	25060	4975	6	0	32	
tons				12.53	2.4875		0		
Qtr Totals lbs.	\$6,225.80	541	37	105780	18795	26	5805	83	
tons				52.89	9.3975		2.9025		

<b><u>material transferred:</u></b>	<b>1st month april</b>	<b>2nd month may</b>	<b>3rd month june</b>	<b>total for quarter</b>
Willi Waste - Bulk (cd) ton	28.93	28.05	24.95	81.93
Willi Waste - Bulk (brush) ton	11.92	4.58	0	16.5
Willi Waste - Recycling (metal) ton	6.01	5.33	6.34	17.68
Interstate Refrig-CFC removal units	0	88	0	88
Metech Recycling - electronics lbs.	8788	0	0	8788
Take2 Recycling - electronics lbs.	0	6934	7240	14174
Rindge- propane tanks - each	0	65	0	65
Bob's Tire - each	0	0	25	25

**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>April 2014</u>	MONTH/YEAR <u>May 2014</u>	MONTH/YEAR <u>June 2014</u>
BULKY constr. debris/brush	19.40	20.97	12.53
FREON (CFC) each	12	39	32
ELECTRONICS each	156	218	167
TIRES each	15	5	6
PROPANE TANK each	16	5	16
LEAVES	1.79	1.11	0
SCRAP METAL	2.70	4.22	2.49

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

QUANTITIES (TONS, POUNDS OR EACH) of SOLID WASTE TRANSFERRED TO DISPOSAL FACILITIES and QUANTITIES OF RECYCLABLES TRANSFERRED TO RECYCLING FACILITIES												
NAME/LOCATION OF DISPOSAL FACILITY RECEIVING WASTE OR RECYCLING FACILITY RECEIVING RECYCLABLES	MONTH/YEAR <u>April 2014</u>				MONTH/YEAR <u>May 2014</u>				MONTH/YEAR <u>June 2014</u>			
	CFC	BULK	RECY	BRUSH	CFC	BULK	RECY	BRUSH	CFC	BULK	RECY	BRUSH
Electronics Metech Recycling 150 Blackstone River Road Worcester MA 01607 Take2 Recycling Inc 567 South Leonard St bldg 1 Waterbury CT 06708			8788				6934				7240	
Freon Interstate Refrigerant Recovery Foxboro, MA - each							88					
Bob's Tire Co. Mattapoisett, MA - each											25	
Propane Tanks Rindge Energy LLC Rindge, NH - each							65					
Willimantic Waste Paper Willimantic, CT - ton		28.93	6.01	11.92		28.05	5.33	4.58		24.95	6.34	

## WPCA 2014 2nd Quarter;

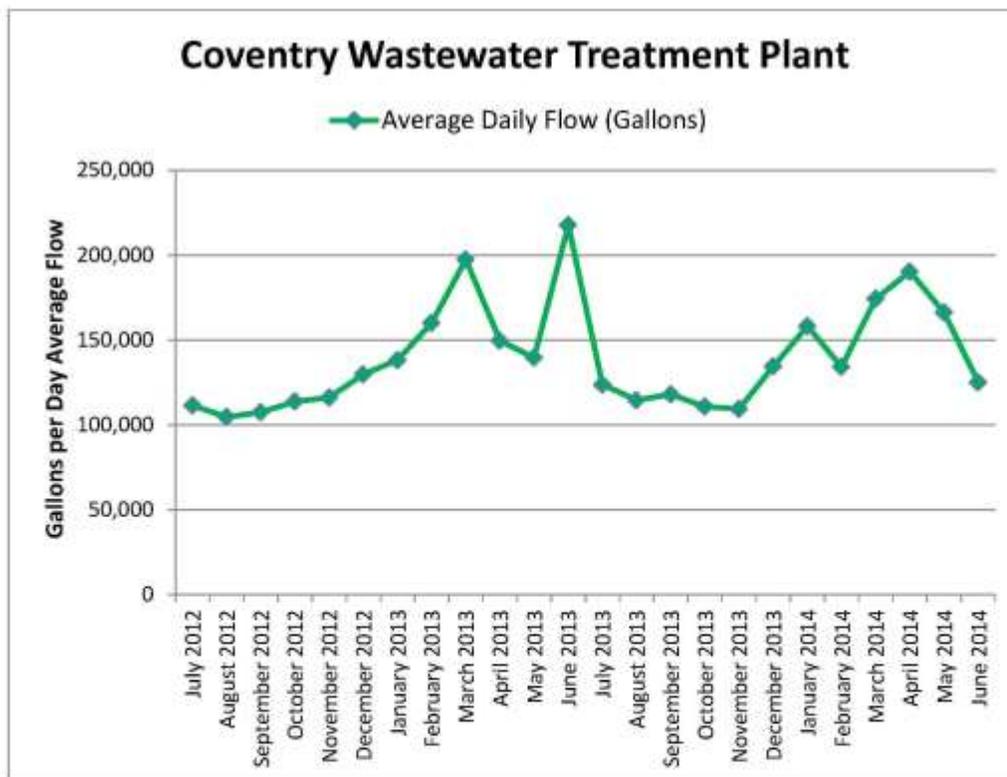
### April, May, June

#### Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day

Average Daily Flow = approx 160,491 gallons per day

Approximate Capacity Remaining at WWTP = 20%



The graph above shows average daily flow per month over the past 2 years. Variations are primarily due to seasonal changes in groundwater and precipitation.

#### Projects Update:

- Our GIS consultant is nearing completion of the pilot project for the Collection System Map. Once complete we will be able to get a more accurate cost for the entire system map.
- The CT Water Company will be replacing most of the water mains in the Village beginning in July of 2014. We have marked out the location of all sewer lines and identified potential areas of conflict.
- 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. A section of the sewer main and several sewer laterals will need to be relocated and the WPCA will pay a proportionate cost for the new infrastructure.
- 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: We received an acceptance letter from DEEP for the report we submitted in August of 2013 and gained preliminary approval to extend sewers into 2 of the 4 study areas (Cheney Lane and Hemlock Point). Additional information was requested for Upper Oak Grove and Twin Hills Drive. DEEP also requested a timeline for evaluating our existing wastewater treatment plant's ability to meet current discharge standards and potentially upgrade the level of treatment. We may need to upgrade the plant/connect to Windham's sewer system before we can extend more sewers around the Lake. A response will be sent to DEEP providing justification for the proposed extension into Upper Oak Grove along with a timeline for treatment plant evaluation. An informational meeting will be held in late summer/fall of 2014 to gather input from residents on Twin Hills Drive. A meeting will be scheduled with Town Administrators from Bolton and Manchester to begin preliminary discussions of extending sewers up Route 44 from Bolton. Wastewater from this area would flow through Bolton and into Manchester for treatment.
- Orders to Connect: Our Town Attorney is continuing to research how other Towns have dealt with sewer connections. Forcing sewer connections is a very complex legal issue with no simple solution.
- The Town Attorney will review staff revisions to the WPCA Regulations and Plan as well as provide advice on recording and releasing sewer liens when they are transferred and assumed by a new owner.

- A resident on Woodland Road reported a concern about a possible sinkhole in the Lake in close proximity to the sewer main that runs under the Lake floor. The sewer main is not pressurized so if it ever became damaged lake water would drain into the sewer system as opposed to sewage leaking into the lake. Manhole inspections do not seem to indicate that any lake water is getting into the sewer system but to be sure we are having the pipe inspected in mid July with a remote camera.
- We received numerous complaints about sewer backups/blockages in people's houses. Upon receiving a backup complaint the Town inspects the adjacent sewer main to determine if the blockage is the Town's responsibility or the property owner's. Any blockage on private property is the responsibility of the owner to correct. All blockages reported this quarter were on private property.
- We have been getting good use out of our new pipeline inspection camera system. So far we have found several damaged pipes/structures that will be easier to fix now that we know exactly what and where the problems are. We have also found many undamaged pipes which is reassuring.

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**4<sup>th</sup> QUARTER**  
**April, May, June 2014**

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

<b>NEW HOUSE PERMITS ISSUED FOR THE 4th QUARTER FY 13-14</b>		
<b>MONTH</b>	<b>DATE</b>	<b>ADDRESS</b>
<b>APRIL</b>		
	17 <sup>TH</sup>	125 APPIAN WAY
	28 <sup>TH</sup>	347 RILEY MOUNTAIN RD
	30 <sup>th</sup>	222 TALCOTT HILL RD
<b>MAY</b>		
	12 <sup>TH</sup>	343 HANNAH LN
	28 <sup>TH</sup>	755 BABCOCK HILL RD
<b>JUNE</b>		
	10 <sup>TH</sup>	6 MIDLAND RD
	11 <sup>TH</sup>	2187 SOUTH ST
	11 <sup>TH</sup>	50 BEEBE FARMS RD
	18 <sup>TH</sup>	349 RILEY MOUNTAIN RD

Foundation work also started for three (3) residential dwellings at 6 Midland Rd., 755 Babcock Hill Rd and 112 Ireland Dr. The demolition and rebuild of 6 Midland Rd. and 112 Ireland Dr. are the welcomed remedy to sights of blight.

Home owners are happily settling into seven (7) newly built homes.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES</b>	
<b>4th QUARTER 2013-2014 Fiscal Year</b>	
<b><u>ADDRESS</u></b>	<b><u>DATE</u></b>
772 BOSTON TPK	4/28/2014
260 DUNN RD	5/14/2014
369 RILEY MTN. RD	5/15/2014
13 HETZEL LN	5/16/2014
54 TROWBRIDGE RD	5/27/2014
28 ARMSTRONG RD UNIT C-20	6/10/2014
1338 SOUTH ST	6/24/2014

**Municipal Projects:** The Town of Coventry had three (3) new municipal permit projects this quarter; repair of well tanks at the Police Department, the install of a new indirect water heater at Patriots Park Cottage and the installation of scoreboards at Miller Richardson Park.

**Commercial Projects:** Demolition and construction for a new convenience store/gas station has started at 1657 Boston Tpk.

There were four hundred twenty-one (421) inspections completed this quarter.

The Building Official completed ten (10) hours of continuing education this quarter.

### Permits for this Quarter

Permit Issued:	April 2014	May 2014	June 2014	Fourth Qtr. 2013-2014
Houses only	3	2	4	9
Foundation only	1	2	0	3
Condominiums	0	0	0	0
Commercial Bldg/Renov	0	0	1	1
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	1	2	2	5
Garages/Carports	0	0	0	0
Sheds/Barns	3	2	0	5
Decks/Porches	4	5	4	13
Pools	3	3	1	7
Demolition	0	3	0	3
Woodstove	1	2	2	5
Miscellaneous	10	8	12	30
Renov/Repair/Alter	14	11	12	37
Plumbing	4	4	2	10
Heating	13	10	16	39
Electric	19	18	27	64
<b>TOTAL PERMITS</b>	<b>76</b>	<b>72</b>	<b>83</b>	<b>231</b>
<b>PERMIT VALUE</b>	<b>\$1,149,596</b>	<b>\$1,256,699</b>	<b>\$1,506,192</b>	<b>\$3,912,487</b>
<b>FEES COLLECTED</b>	<b>\$17,217</b>	<b>\$18,663</b>	<b>\$22,450</b>	<b>\$58,330</b>
<b>ZONING Permits</b>	<b>18</b>	<b>21</b>	<b>12</b>	<b>51</b>
<b>Fees Collected</b>	<b>\$1,050</b>	<b>\$1,175</b>	<b>\$425</b>	<b>\$2,650</b>
<b>Certificate of Completion</b>	<b>28</b>	<b>39</b>	<b>25</b>	<b>92</b>
<b>C/O's - New Homes/Condos</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>7</b>
<b>C/O's - Other</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>8</b>

# Human Services Department Quarterly Report April-June 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** *April - May - June*

### **A. HUMAN SERVICES**

#### **1. Meetings:**

- Human Services Advisory Committee: 5/6/14
- CLASS Meetings: 4/17, 5/15, 6/19/2014
- NASW Conference, 5/2/14
- Newington Town Hall – Hoarding Presentation, 5/8/14
- State Department of Social Services, Quarterly Meeting, 5/15/2014
- Covering Kids & Families, 6/10/14
- OPM – Renters Rebate – applications at Orchard Hills 6/5, 6/12/14

#### **2. Direct Services:** 43 unduplicated client cases

#### **3. Programs:**

- **ENERGY ASSISTANCE PROGRAM:** The 2012-13 CT Energy Assistance Program (CEAP - ACCESS Agency, Willimantic) ended for a total of 95 energy applications processed; Operation Fuel 2012-13 Winter fuel program ended with a total of 17 applications for a total of \$13,000 in assistance; April 1st marked the beginning of the Operation Fuel summer energy assistance program (propane, electricity) 1 application was processed; 2 deliveries were authorized from the Clergy Fuel Fund for clients who have used up all their other resources for a total of \$912.9 in fuel assistance.
- **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, 69 applications have been completed for Coventry residents who rent for a total of \$34368.25 in rebate checks which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November.
- **FOOD BANK:** 41 requests for the food bank this quarter. We received numerous, generous donations from: Coventry High School, Honor Society, local churches and many individuals, families and young people who did food collections in lieu of birthday gifts. At the end of April, we launched the new food bank hours and location. Tuesdays, 8:30-10:30 and Thursday, noon-2 p.m. at Patriots Park Community Center.

- **SPECIAL NEEDS:** 5 families used the Special Needs Program to help with housing needs, heat, utilities, and other special needs for a total of \$1,557.50; cash donations were received from United Way - employee donations program, 1st Church, Sunshine Club – UConn, Coventry Grammar School and a number of generous individuals.
- **SALVATION ARMY:** 31 cases were assisted with medical, housing, food, and utilities for a total of \$7,475.84.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. In the Spring, Renewal Letters were mailed to residents receiving the service to request updates on the status of their needs. Through the process, we identified individuals who no longer required the service or residents who have moved out of town. There are currently 19 households on the In-yard Service List at this time.
- **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:**

### **A. SENIOR CENTER:**

#### **1. Attendance for this Quarter:**

(numbers represent Seniors returning multiple times)

- April 474
- May 448
- June 509
- **Weekly Programming:**
  - Cribbage - Monday mornings
  - Knitting - Tuesday mornings
  - Exercise Class - Tuesday & Thursday mornings
  - Wii Bowling - Wednesday mornings
  - Billiards - Wednesday, Thursday & Friday mornings
  - Setback - Thursday & Friday afternoons
  - Quilting - Friday mornings
  - Veterans Advocate - Wednesday afternoons by appointment



### 3. Monthly Programming:

- Many Seniors support and participate in Packing for the Troops, a joint program between the Coventry Seniors and the American Legion Post 52. Once per month, several Seniors purchase supplies and send care packages to local soldiers who are currently deployed.
- The Out to Lunch Bunch has taken off! Once per month, Seniors carpool to a local restaurant for good food and great company. 19 Seniors attended in April, 18 attended in May and 14 attended in June.
- Our new Cook's Club group is off to a great start! 10 Seniors attended in April, 6 Seniors attended in May and 8 Seniors attended in June.

### 4. Health & Wellness Programming:

- The Wellness Nurse visits the Senior Center twice each month and is available to provide Blood Pressure & Blood Sugar screenings, as well as to answer any medical questions Seniors have and to refer them to the appropriate local resources. This program is well-known and well-utilized each month.
- Dr. Anthony Morgan provided toenail clipping and podiatric evaluations to 3 Seniors on May 29th.
- 3 Seniors attended the Fitness Room Orientation offered in April and 5 Seniors attended the Orientation in June. To date, 63 Seniors have completed their paperwork and the Fitness Room Orientations; during the months of April, May and June, Seniors logged 104 visits to the Fitness Room.
- Local Licensed Massage Therapist Deb Turner provided Reflexology & Chair Massage sessions to 14 Seniors in April, 12 Seniors in May, and 13 Seniors in June.
- Our Spa Days have been popular! Seniors are able to come to the Senior Center for a haircut, manicure or pedicure at a reduced price. 17 Seniors attended on April, and 16 Seniors attended in June.

### 5. Special/Seasonal Programming:

- 18 Seniors attended an informative presentation on Probate Court with Attorney George Baker on April 4th.
- On April 9th, we celebrated our Senior Center Volunteers with a Volunteer Appreciation Luncheon. 15 Volunteers were recognized for their dedication and commitment to helping out at the Senior Center. 22 Seniors in all attended the Luncheon and enjoyed a lovely afternoon.
- Patty O'Brian, North Central Regional Director of the Connecticut Chapter of the Alzheimer's Association presented detailed information on the 10 most common warning signs of dementia to 18 Seniors on April 11th.
- On April 24th, Superintendent of Coventry Public Schools David Petrone challenged Seniors to a lively cribbage game and hosted a question and answer session on the details of the Town education budget. 3 Seniors attended.
- 5 Seniors attended our Technology tutorials on Facebook on May 19th & June 12th.
- 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. 39 Seniors attended the April luncheon, 44 attended in May, and 28 attended in June.

- Over 50 Seniors attended a Welcome Home Reception for James Brazeau on June 2nd.
- Coventry Police Chief Mark Palmer and Sergeant Michael McDonagh gave an informative presentation on Everyday Safety to a group of 7 Seniors on June 11th.
- 18 Seniors attended the Senior Center's Coventryfest Party on June 27th. They enjoyed a wonderful night filled with food, friends, fun and fantastic fireworks!

#### **D. COVENTRY RIDES TRANSPORTATION PROGRAM**

# Days of Operation: 62  
 # of Individuals Riding: 45  
 # of One-Way Trips: 430  
 # Volunteer Hours: 189  
 # Miles Total: 1913  
 Average # of One-way Trips per Day: 7  
 Average # of Miles per Day: 31  
 Average # of Volunteer Hours per Day: 3



Volunteers Drivers: Tim Ackert, Brian Coss, Christine Coss, Dick Frye, Elaine Gelinias, Howard Haberern, Bill Hoffman, Kim Homans, Dave Lamore, Debbie Locke, David McCrory, Bill Root, Ken Stein, Jack Thayer, Bill Wajda, Jim Wicks, Joyce Wicks, Diane Zeppa.

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 and Jane Homick. Private car transportation is used for service beyond the scope of the van program.

Our new drivers have completed their training and have officially joined our team. They provide much needed coverage and flexibility to the program.

Transportation is offered 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 provided with private car volunteers.

The Lunch Bunch traveled to Roma's in East Hartford, Rocco's in Manchester and The Willimantic Brewery. With the arrival of good weather, the ridership has returned to normal. Peter Pan coach trips included Hammonasett Beach and Blithewold Mansion and Gardens.

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

## E. YOUTH SERVICES



### 1. Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Youth Services Advisory Board Meetings/ Prevention Council Meetings 4/3/14, 6/5/14
- Attended Eastern Region Youth Service Bureau Meeting: 5/5/14, 6/2/14
- Attended CYSA Meeting: 6/12/14
- Attended Regional LIST Meeting: 6/4/14
- Attended Coventry Human Services Advisory Committee Meetings on 5/6/14
- Attended CLASS Meeting 4/17/14
- Attended "Mother/Daughter Circle Program Enhancement" workshop 5/30/14
- Attended Hoarding Workshop 5/8/14
- Attended "Opioid Abuse in NE CT Forum" 4/24/14
- Attended Coventry BOE Logo Design Selection 4/4/14
- Attended Preschool Feasibility Committee Meetings: 5/19/14
- Attended BOE Meeting/Preschool Feasibility Presentation 6/12/14
- Presented at CHS Scholarship Awards Night 6/10/14

### 2. Direct Service

#### A. Function

• Youth & Family Cases	9 cases
• Community Service	0 cases
• Community Restitution	0 cases
• Youth Job Bank Requests	10 requests
• Youth Job Bank Matches	6 matches
• Youth Job Bank Members Trained	2
• Juvenile Review Board	1 cases
• Youth & Family Counseling Clients	4 clients

#### B. Programs

- Positive Connections Mentoring program came to an end this quarter. Students continued to work on academic gains, arts & crafts, games and positive peer interactions. The final celebration was held at Laser Quest in Newington. 3 of the 7 mentors were members of the class of 2014 and graduated on June 21, which will leave open spots for new recruits in next year's program.
- At-Risk Boys Pilot Program – A collaborative six week program for middle school boys between Youth Services, CNHMS and Booth and Dimock Library was created and rolled out this quarter. The goal of the program was to connect students with positive adult role models and engage them with opportunities in the community. Students learned how to solder, print parts using the library's new 3d printer, and create their own customized working robots.
- Counseling Services served four families were served this quarter. Openings are

available for families to receive counseling through the summer months

- Project Graduation- Invitations were created and mailed to all students in the class of 2014. A total of 90 students attended the event to celebrate their accomplishments at the Mansfield Community Center on June 21, 2014.
- Youth Job Bank – 2 new students attended training this quarter to learn about program policies and procedures, along with other basic job skills safety information; salary negotiation; important skills, etc. Students can make individual or small group appointments at any point during the year to become involved with this program.
- Babysitters Training – 13 students attended the Basic Babysitters Training 101 on June 23rd. Upon completion of the program, students become eligible for babysitting jobs through the Youth Job Bank.
- Campership requests and donations started coming in this quarter. Local businesses, churches, civic groups and individuals contribute to the Campership fund, which allows families otherwise unable to afford Parks and Recreation camp, an opportunity to send their children at a free or reduced cost.



## Quarterly Report: April – May – June 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

This season is busy with preparations for the summer including Beach sticker sales, training park maintenance staff, setting up Personnel Action Forms for staff, phone trees, paperwork, and ordering supplies.



Director Rubin attended/participated/accomplished the following:

- Department Heads meeting, Recreation Commission meeting
- Youth Basketball: end of season Board Meeting to wrap up the year, conducted Coach's evaluations and Parent evaluations with Survey Monkey
- Attended EHHD Community Transformation Grant meeting
- Weekly meetings with Aquatics director – preseason preparations & opening , updated Emergency Action Plan and set up new mobile phone app for scheduling seasonal staff.
- Met with Software Developer re Civic Plus Recreation Component
- Arts a Catalyst to Placemaking Grant submitted
- Follow up to Community Gardens Summit, met with Nancy Messino & Bonnie Jean Gordon of the Agriculture Committee
- Supervised ECSU Student Interns, Eric Kaeser and Steve DeMarco, completed their evals, wrapped up projects
- Volunteered to reading to 3-5 yr. old children at Library for April Fool's Day
- Let's Move Cities & Towns - meeting with CGS staff re: tower garden project and SPARK PE project , conference call with National & Regional staff
- Developing a media strategy for promoting the Smoke free Parks initiative using social media and standard media outlets.
- Met with Volunteer Kari Nowosielski and Sales Rep for Gametime re: Crowd Sourcing Project
- Met with Bev York, Hale Homestead re: harvest run and scheduling barn
- Via Facebook, responded to citizen interest in creating a Dog Park Committee
- Posted photographs on Facebook to promote new sign at Creaser Park, Lisicke Beach basketball court renovations and the smoke free parks initiative.

### PROFESSIONAL DEVELOPMENT



Wendy:

- CRPA Spring Quarterly – IPM Turf Management, grant writing
- Presented 2 sessions at NYSRPS State Conference in Saratoga NY about Playful Cities USA
- Was asked to represent the CT Recreation and Parks Association on the CT State Senator Bartolomeo's Task Force on Youth Athletics and Concussions. She is also facilitating a research project on concussions in youth sports with the Agency for Student Health Research International Scientific Advisory Board

Cat:

- Continued participation on the CRPA Camp Committee & Camp College Planning Committee
- EventKloud Webinar: Event Marketing Best Practices
- Webinar: The National Physical Activity Plan

## FACILITIES

### *General*

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. Ms. Rubin supervised the Sign Co to locate & install Smoke Free Park signs. She also conducted supplies inventory and ordered paper goods for upcoming season, arranged for installation of Buoys & Ropes, and reviewed MSDS sheets to ensure compliance with new OSHA SDS regulations.

### *Patriots Park*

- o Finished up Caretaker House construction –propane hook-up
- o Re-purposing refrigerators at Caretaker & Community Center
- o Had all appliances serviced
- o Began to prep kayaks and ready the equipment for the upcoming season
- o Tables & chairs inventory/repairs/removal
- o Met with System 4 re: lodge cleaning

### *Laidlaw Park*

- o Met with Todd Penney, Town Engineer & Paul Strycharz, CSI Inc. President on site at Laidlaw to discuss field layouts, master planning



### *Lisicke Beach*

- o On site supervision of contractors for Basketball court renovations
- o Met with Todd Penney re: pavilion, hoops & drainage/parking issues
- o Coordinated line painting schedule with contractors/DPW for Bball court
- o Coordinated park clean-up with DPW
- o Set up Handicap Ramp
- o Made plans and sent invites to Lisicke Beach Renovation Celebration

### *Creaser Park*

- o Met with Mark Hany, Boy Scout Troop 57 to discuss storage and meeting space.
- o Met with Electrician to finalize plan to remove existing electrical panels. Had new rules and map sign installed.

## PROGRAMS

### GENERAL ADMINISTRATION

Rec. Supervisor Merriam attended/participated in/accomplished the following:

- Participated on the Board of Ed's Logo Design Selection Committee
- Attended the Worker's Safety Committee meeting in Wendy's absence
- FY14-15 Purchase Order Entry
- 2014 Playful City USA Designation Announcement
- GoStrive: We joined GoStrive, a new FREE app available for smart phones that helps connect folks with community events & programs, in their area. We "launched" on Wednesday, May 28th with an e-blast to all database members, and promo blurbs on Facebook, twitter and coventryrec.com. All of our summer offerings have been uploaded to GoStrive, so anyone with the app can find us!
- Get Out & Play Pack & Canoe Reservation for Homeschool Girl Scout Troop
- Alternative Locations for Zumba & First Steps Music x 2 (Camp College & Coventry Fest)
- Weekly Camp invoices for families who opted for payment plans
- Canoe & Kayak Loaner Appointments x 8



- Lodge & Community Center Showings x 4
- Weekly deposits & monthly credit card reports
- Program cancellations & refund/credit processing

## YOUTH & ADULT PROGRAMS

### *Recreation Daze, Afterschool Program*

- Cat and Christina Pierce, Rec. Daze Program Director met with our Board of Ed Advisor, Michele Mullaly on two occasions this season; First Ms. Mullaly visited the program site to meet our staff and discuss plans for the future. Our second meeting was to review current policies & practices regarding medication administration, special needs, and food allergies, along with the Board of Ed policies specified in the MOU, including privacy, bullying and wellness. As a result, a staff meeting was held to review policies, and train the staff on the newly integrated Board of Ed policies. Cat, Wendy, Ms. Mullaly and Mr. Petrone, Superintendent of Schools met to review the partnership, what has been accomplished and the overall Rec. Daze operation in advance of the Board of Ed meeting.
- Cat presented to the Board of Ed at their May 29th meeting, updating them on the progress made since the MOU went into effect, and how things have been going with Ms. Mullaly. A few changes were made to the MOU, and the Board approved it at their next meeting (once a clean, updated copy of the MOU was provided) on June 12th.
- Cat and Wendy conducted Christina's staff evaluation, and discussed goals for the future of the program this season.
- The program did not meet during the April Vacation week, however a camp-like program was held instead, featuring outdoor games (on the days it didn't rain), supervised by both Rec. Daze and Camp staff. Due to staffing limitations, our maximum number of participants was only 20, and we came pretty close with 17 kids registered for the week.
- The program wrapped up for the school year on Thursday, June 19th. Kids enjoyed a pizza party, swimming, and other fun activities.
- Wendy and Cat received Program Director Christina Pierce's resignation, upon the completion of the school year. Job postings will be done this summer, in an effort to bring in new staff for the upcoming school year.



**CAMP WANGUMBAUG**

### *Camp Wangumbaug*

- Cat met with Matt Kyer, Camp Director and Kaitlyn Clancy, Mini's Director to review the submitted applications for Camp Counselors. Of the 19 applicants who submitted paperwork, 7 were interviewed on April 10th. Of those interviewed, 5 were offered positions (4 Camp Counselors, 1 Substitute Counselor).
- Cat finalized this year's budget and pay scale, accommodating for this year's minimum wage increase. We are also looking ahead to the next two years, to determine the impact of the next two minimum wage increases planned for 2015 and 2016 (including the raise to \$10.10). A more comprehensive report will be compiled this fall, as staff prepares to raise program fees to accommodate the increase in payroll.
- Cat continued working with Crystal Morawitz, Youth Services Coordinator on the Camp Scholarship Fund. Donations continue to come in – thus far, we've raised \$2590 for this year's program! 9 families have applied and awarded scholarships to attend this year's camp.
- Staff office hours were conducted with this year's program staff (waterfront coordinator, sports & games coordinator, teambuilding coordinator and arts & crafts coordinator) to help facilitate planning and supply ordering.
- The first Camp Staff Meeting was held on Thursday, May 29th, at Patriots Park at which Cat and Matt Kyer, Camp Director conducted a review of this year's staff manual, introductions of the new and returning staff, and additional training dates and online training opportunities. Camp staff also participated in the state-wide *Camp College* event, as well as over 6 hours of online training this month, in preparation for the start of Camp. They also attended First Aid/CPR/AED training, Blood Borne Pathogens Training, and the Camp Clean-Up.

- Registration started off well for the full-day program, with an average of 50 kids per week, while the mini-explorer program, CIT program and new teen-explorer program seemed to be stalled. Staff provided additional outreach and marketing through the Town pre-schools & private day cares, along with increased social media efforts. Registration boomed in the 2 weeks prior to the start of Camp, Monday, June 23rd, jumping up to 85 kids in the full day program; the most for the first week in over 4 years!
- Camp began on Monday, June 23rd. Trip that week was to the Rock Cats Game on Wednesday, and kids had a great time. Feedback thus far has been extremely positive, and parents and kids are very complimentary of our staff and Camp Director. Many first time registrants have expressed interest in registering for later weeks.

#### Misc. Summer Programming

- The 2014 Summer Program Brochure was released to the Post Office, the week of April 16th. Registration for summer programs began on May 1st, but since the brochure came out we've gotten several phone calls and office visits of folks wanting to register for trips, swim lessons and week-long sports camps early.
- CT Recreation & Parks Association's Annual Camp College: Ms. Merriam continued 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. The event was held at Patriots Park on Saturday, June 7th, with a record-breaking 275 camp directors and counselors in attendance, from all over the state! Our staff participated, attending sessions such as "Growing Up Wild," "Teamwork Makes the Dream work," "Customer Service," and "Inclusive Recreation." Our very own Aquatics Director, Carmina Valente, and former Camp Lifeguard Lauren Sheldon presented 2 sessions on "H2O 101, Fun and Safety In and Out of the Water."
- Beach Stickers: We began selling this upcoming season's beach stickers on May 1st. 104 stickers were sold in the month of May, while 446 stickers have been sold during the month of June!
- Swim Lessons began on Monday, June 23rd with two classes filled to capacity. Non-Resident passes, exclusively for use during swim lessons were created and mailed out to all registered throughout the summer. Passes will continue to be issued as registrations come in.
- The Skyhawks Tennis Camp, scheduled for 6/23-6/27 was cancelled due to low registrations.



**Summer Concert Series**

Bring the whole family! Don't forget your blankets, lawn chairs, and picnic dinner!

**July 17**  
Red Satin Band

**July 24**  
Eight Mile River Band

**July 31**  
Eight to the Bar

**August 7**  
Shaded Soul Band

Patriots Park, 124 Lake St, Coventry  
www.coventryrec.com

**Rockville Bank** FOUNDATION

#### SPECIAL EVENTS

##### Summer Concerts Planning

- Promotion of the concerts began this season, with events created on facebook, and flyers, posters and signs designed, printed and disseminated. [www.coventryrec.com](http://www.coventryrec.com) was also updated with the information, and eblasts were sent out to all Parks & Rec account holders. Concerts begin in July, with *Red Satin Band* on Thursday, July 17<sup>th</sup>.

##### Town Wide Tag Sale

- Ads were placed in local papers & their websites, The Journal Inquirer and The Chronicle for the weekend of the event. A memo was sent out to all participants a week prior to the event (scheduled for May 3rd), reviewing some regulations and reminders regarding sign placement and customer parking. Roadside signs were dropped off at each location on Friday, May 2<sup>nd</sup>, and the event was held on Saturday, May 3rd with 37 homes and businesses/organizations participating!

Quarterly Report  
Fourth 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.

*Officer Mark Samsel attended a training workshop hosted by the Connecticut Farm Bureau on Disaster Preparedness for Agriculture. Lake Patrol Officer Norm Meikle attending DEEP training on boating laws and boating accident investigation. Eight officers and dispatchers attended COLLECT recertification training.*

- 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 approved.*

*The department submitted an application to CVS Pharmacies to obtain a drop box for prescription medications to be placed at the police department.*

## OPERATIONS

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

*Patrol staffing has been functioning well. One supervisor went on extended leave, leaving a shortage in adequate supervision. Sgt. McDonagh was transferred to the day shift to mitigate this shortage. Officer Mark Samsel was hired on March 10<sup>th</sup> 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.*

*The department hired two part time dispatchers to fill vacancies in that position. 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.

*Chief Palmer and Schools Superintendent David Petrone attended a training workshop for police/school district relationships.*

- 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. The analysis of calls during the quarter is attached.*

- 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 is in the process of requisitioning additional parts for the patrol rifles through the military surplus program. These parts include more effective sights and shorter barrels.*

- 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.

*A DUI checkpoint was held on April 11<sup>th</sup> on Route 44 in conjunction with 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.

*UCONN PD has joined the regional CREST team.*

- 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

The department Administrative Assistant, Ellen Jamaitus left employment with the town in early April. The position posting attracted sixty applicants. After a very competitive selection process, a job offering was made to Kevin Roberto who is retiring from UCONN PD. He will begin his job duties in early July.

The department participated with other Vernon PD, UCONN PD, the CT State Police and the Rockville State's Attorney's office in 'Operation Joint Venture'. This project was designed to attempt to serve more than 100 outstanding arrest warrants from the agencies involved. Five members of the department participated in this very successful endeavor.



**Coventry Police Department  
Incident Analysis**

4/1/2014...6/30/2014

	Shift		Total
1st	2nd	3rd	
266	1004	754	2021

UCR	Nature	1st	2nd	3rd	Total
		1	0	2	0
001	Marine Patrol Activity	0	8	2	10
002	Beach Association Check	0	1	0	1
029	Disabled Motor Vehicle	1	9	8	18
11B	Sex Forcible Sodomy	0	0	1	1
11C	Sex Assault w/ An Obj	1	0	0	1
13B	Assault Simple	0	2	6	8
13C	Intimidation	1	3	5	9
152	Suicide Threat/Attempt	3	3	4	10
220	Burglary	0	5	4	9
23C	Larceny Shoplifting	0	1	1	2
23D	Larceny Theft From Building	0	4	0	4
23F	Larceny Theft From MV	0	2	0	2
23G	Larceny Theft of MV Parts	0	0	1	1
23H	Larceny All Other	0	6	5	11
240	MV Theft	0	1	1	2
250	Counter/Forgery	0	1	0	1
2604	Fireworks/Gunshots	0	5	15	20
2608	Abandoned MV	1	1	0	2
2609	Littering	1	2	2	5
2619	Building Check	0	2	1	3
2625	Notification	0	0	1	1
2631	Public Hazard	1	15	15	31
26A	Fraud False Pretenses	0	3	0	3
26C	Fraud Impersonation	1	1	0	2
290	Vandalism	1	2	7	10
2914	Animal Complaint	5	59	29	93
3009	Susp Person/Activity/MV	20	52	83	155
326	Illegal Parking	0	3	0	3
332	Harassment/Harassing Phone Calls	1	7	7	15
334	Untimely Death	0	0	1	1
343	MV Accident (Injuries)	1	2	4	7
344	MV Accident Evading	0	1	2	3
345	MV Accident Fatal	0	1	0	1
346	MV Accident (No Injuries)	4	18	13	35
351	Alarm	16	38	24	78
353	Medical	26	64	44	134
355	MV Stop	105	192	167	464
35A	Drug/Narcotic Violation	0	0	3	3
35B	Drug Equipment Violation	1	0	0	1
375	Routine Assistance	10	55	61	126
377	Open Door/Window	2	2	1	5



# Coventry Police Department Incident Analysis

4/1/2014...6/30/2014

388	Miscellaneous	3	18	10	31
396	Escort	1	3	2	6
398	Missing Person	1	2	10	13
399	Lost And Found	0	18	6	24
400	Family Matter - Non Arrest	2	10	10	22
401	Repossessed Vehicle	0	1	0	1
4811	Finger Printing	3	91	0	94
4858	Fire	3	9	13	25
4873	Assist Other Agency	12	22	18	52
810	Bomb Threat	0	0	1	1
82	Runaway/Non NIBRS	1	0	4	5
861	Disturbance (Non-Domestic)	3	4	6	13
863	Town Ordinance Violation	0	2	0	2
866	Noise Complaint	3	1	7	11
889	Check Welfare	1	15	10	26
890	MV Erratic Operation	2	13	23	38
891	MV Lock Out	2	12	3	17
90C	Disorderly Conduct	0	0	1	1
90D	DWI	4	1	7	12
90F	Family Offenses, Nonviolent	0	0	1	1
90Z	All Other Offenses	0	2	7	9
911	911 Hang Up Call	0	2	6	8
H109	Junk MV	0	2	0	2
Sup	Supplemental	22	205	89	316



## *Town of Coventry*

**1712 Main Street  
Coventry, Connecticut**

*Ph: (860) 742-4064*

*Fax: (860) 742-8911*

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**Code Enforcement Office**

**Noel Waite, Fire Marshal / EMD**

July 16, 2013

**FIRE MARSHAL/ EMERGENCY MANAGEMENT DIRECTOR  
ASSISTANT BUILDING OFFICIAL  
QUARTERLY REPORT (Forth Qtr.12/13)  
April, May and June**

The forth qtr. of the year was quiet and routine with no major events occurring. The emergency management performance grant was submitted and accepted to cover personnel costs for the emergency management director. A grant to purchase equipment for the emergency operations was also submitted and accepted which allowed for the purchase of a new copier, scanner/ fax machine to be purchased and installed in the EOC.

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

The Town of Coventry is an Equal Opportunity Provider