

# TOWN OF COVENTRY



## QUARTERLY REPORTS

July 1 – September 30, 2014

## TABLE OF CONTENTS

|   |    |
|---|----|
| Finance Department .....                | 3  |
| Collector of Revenue .....              | 4  |
| Assessor .....                          | 6  |
| Land Use Office .....                   | 7  |
| Town Clerk .....                        | 16 |
| Public Works .....                      | 19 |
| Building Department .....               | 32 |
| Human Services .....                    | 34 |
| Parks & Recreation .....                | 41 |
| Fire Marshal/Emergency Management ..... | 46 |
| Police Department .....                 | 47 |

**Cover photo:** At the announcement of the Town's STEAP grant award of \$475,000 for modifications to the lake gate. 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. In addition, this function supports and maintains the town's information technology system.

## General accomplishments

- Implemented new module in payroll system which allows for email of direct deposit notices.
- Final pension preparation for seven retirements, all current. In addition two informal calculations were completed for current employees.
- New hire orientation for three new full-time employees.
- Preparation of final year end reports for review by auditors.
- Union negotiations, Town Hall, Supervisors and Police.
- Investigated the Affordable Health Care Act reporting requirements.
- Purchased equipment for the ICE grant and worked with the other Towns to prepare the paperwork for reimbursement.

## Meetings attended

Finance Committee of the Town Council  
Pension Committee  
Cemetery Commission meetings  
CIRMA Investment Advisory Committee  
BOE/Town Technology committee  
Town/BOE worker safety committee  
Town GIS coordinating committee BOE/Town IT coordination  
GFOA Board meeting  
CCM Tax/Finance legislative committee  
ECHIP Executive committee meetings  
ECHIP Board meetings  
ECHIP Wellness committee meetings

# Collector of Revenue

This collection season was the first with our new Collection software (GEMS). Processing payments went smoothly although we felt we were moving slower due to the learning curve. Large escrow payments are processed in less than half the time it took with the “old” system. Delinquent statements come together more quickly while saving time, paper and postage. Each day we continue to enjoy discovering new and efficient ways to accomplish our goals.

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

August continues to be a heavy collection month because we still receive mail with good postmarks to process as well as late payments that require special handling. This additional handling is in the form of partial payment letters for those accounts that have a balance due because interest was not included with the late payment. During this time, we are also adjusting many tax bills based on certificates of correction issued by the Assessor’s office. Delinquent statements for unpaid July real estate taxes and COVRRRA were prepared and mailed by mid-August. By the end of August, more than 894 sewer use bills were prepared, printed, and mailed with a September 1<sup>st</sup> due date.

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

Much of September is also spent in preparation of the Annual Report as well as the Annual Audit. The Annual Report is due by October 17, 2014. The auditors began their work September 29, 2014.

The report of collection for the first quarter is attached.

| Collected during July 1, 2014 through September 30, 2014 |               |                      |                        |                  |                      |            |
|--|---------------|----------------------|------------------------|------------------|----------------------|------------|
| Paid to Beth Bauer, Treasurer, Town of Coventry          |               |                      |                        |                  |                      |            |
|  |               | Property<br>Tax      | Interest               | Liens &<br>Costs | Total                |            |
| <b>Grand List</b>  | 1998          | 6.83                 | 17.93                  | 0.00             | 24.76                |            |
|  | 1999          | 186.45               | 425.51                 | 0.00             | 611.96               |            |
|  | 2000          | 36.55                | 86.62                  | 0.00             | 123.17               |            |
|  | 2001          | 223.83               | 484.29                 | 24.00            | 732.12               |            |
|  | 2002          | 116.85               | 233.12                 | 0.00             | 349.97               |            |
|  | 2003          | 54.49                | 96.44                  | 0.00             | 150.93               |            |
|  | 2004          | 0.00                 | 750.00                 | 0.00             | 750.00               |            |
|  | 2005          | 0.00                 | 0.00                   | 0.00             | 0.00                 |            |
|  | 2006          | 800.40               | 299.29                 | 0.00             | 1,099.69             |            |
|  | 2007          | 35.51                | 31.85                  | 0.00             | 67.36                |            |
|  | 2008          | 0.00                 | 0.00                   | 0.00             | 0.00                 |            |
|  | 2009          | 904.87               | 510.19                 | 24.00            | 1,439.06             |            |
|  | 2010          | 4,001.85             | 2,103.07               | 72.00            | 6,176.92             |            |
|  | 2011          | 15,076.47            | 4,612.40               | 120.00           | 19,808.87            |            |
|  | 2012          | 83,527.93            | 14,972.36              | 696.00           | 99,196.29            |            |
|  |               | 104,972.03           | 24,623.07              | 936.00           | 130,531.10           |            |
| <b>Current</b>   | 2013          | 15,645,505.11        | 16,348.31              | 0.00             | 15,661,853.42        |            |
| Current SMV  |               | 0.00                 |                        |                  | 0.00                 |            |
|  | <b>Totals</b> | <b>15,750,477.14</b> | <b>40,971.38</b>       | <b>936.00</b>    | <b>15,792,384.52</b> |            |
| Current 110  | 6010          | 40211                | 15,645,505.11          |                  |                      |            |
| Delinquent   |               | 40212                | 104,972.03             |                  |                      |            |
| Int & Liens  |               | 40213                | 41,907.38              |                  |                      |            |
| SMV  |               | 40214                | 0.00                   |                  |                      |            |
|  |               |                      | 15,792,384.52          |                  |                      |            |
| Sewer Assess 205-7722                                    | 40211         | 66,951.40            |                        | Sewer User       | 40211                | 233,358.85 |
| Interest, Liens, Per Diem                                | 40213         | 5,495.93             |                        | Interest & Liens | 40213                | 1,848.68   |
|  |               | 72,447.33            |                        |                  |                      | 235,207.53 |
| COVRRRA  |               |                      |                        |                  |                      |            |
| Current 218-7601   | 40211         | 835,281.31           |                        | For Future Use   |                      | 0.00       |
| Delinquent   | 40212         | 19,189.36            |                        |                  |                      | 0.00       |
| Interest & Liens   | 40213         | 12,823.03            |                        |                  |                      | 0.00       |
|  |               | 867,293.70           |                        |                  |                      | 0.00       |
|  |               |                      |                        |                  |                      | 0.00       |
|  |               | <b>Total</b>         | <b>\$16,967,333.08</b> |                  |                      |            |

# Assessor

## July

July, as usual was a busy month for the Assessor's Office. Our office concluded scheduled field inspections for the revaluation. This is the month where we have the most traffic from taxpayers coming in to inquire about their tax bills. In general this was a typical July where our office worked on motor vehicle corrections that were sparked by residents receiving tax bills for vehicles that they didn't own or had junked after October 1<sup>st</sup> of 2013. During this month our office corrected 171 motor vehicle and real estate assessments.

## August

August was a good month for catch up after a busy July for the Assessor's Office. The board will be meeting once this year due to the few appeals from the valuation process used by the town's Assessor. During this month our office corrected 36 motor vehicle and real estate assessments. We also prepared our mailing early for personal property. The revaluation project was in the review process, where a representative from Vision appraisal drives the town ensuring that the data we collected is accurate. We also spent time conducting inspections on all building permits issued.

## September

September was spent preparing for personal property and getting them out in the mail by the 17<sup>th</sup> of September. Our office gathered information for new accounts through several different ways. We used new permits that were taken out for home businesses, trade name certificates, and the department of revenue service to discover new accounts. With this information we created a database for all filers and were able to expedite the printing and mailing of our declarations giving taxpayers more time to file prior to the November 3rd deadline.

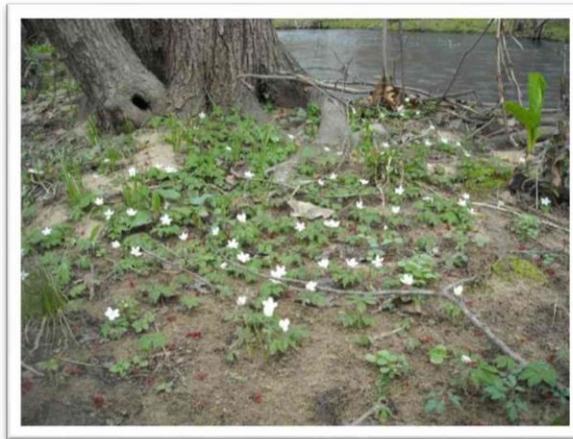
During this month our office corrected 61 motor vehicle and real estate assessments.

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

The Board of Assessment Appeals also conducted their September meeting on the 17<sup>th</sup>. The board had 15 new appeals scheduled, to which all appeared for their scheduled appointment, leaving 8 vehicles reduced for a total reduction of \$32,780.00.

The Revaluation continued with field review and miscellaneous inspections that were done by our office. We are expecting notices to go out sometime in the middle of November, for new assessments on the October 1<sup>st</sup>, 2014 grand list.

Michael J. D'Amicol  
Town of Coventry  
Assessor



*Open Space, Willimantic River – Depot Rd.*

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

QUARTERLY REPORT FOR:

*JULY, AUGUST, SEPTEMBER*

*~ 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**

**JULY, AUGUST, SEPTEMBER - 2014**

| APP. # | TYPE | DATE REC'D. | DATE PZC ACKN. | ADDRESS/APPLICANT<br>BRIEF DESCRIPTION OF PROPOSED PROJECT  | DATE OF DECISION | ACTION A/D/W/P* |
|--------|------|-------------|----------------|---|------------------|-----------------|
| 14-08  | ZR   | 7/10/14     | 7/10/14        | Zoning Text Amendment Section 7.06.01<br>Proposed by Commission   | 8/28/14          | A               |
| 14-09  |      | 7/10/14     | 7/10/14        | 2724 Main St. 2-lot resubdivision – Applicant:<br>Pine Knoll Associates                                     | 8/25/14          | A               |
| 14-10  | S    | 7/28/14     | 7/28/14        | 1000-1010 Main St., Construct 30 x 30 repair<br>garage – Applicant: Tom Topping/Coventry<br>Auto            | 9/8/14           | A               |
| 14-11  | A    | 7/28/14     | 7/28/14        | Amendment to Subdivision Application –<br>Maynard Subdivision Riley Mountain Rd.<br>Applicant Pete Maynard  | 8/25/14          | A               |
| 14-12  |      | 9/8/14      | 9/8/14         | 98 Talcott Hill Rd., 3-lot Subdivision –<br>Applicant: John & Frances Bennett                               |                  | P               |
| 14-13  | A    | 9/16/14     | 9/16/14        | 2724 Boston Tpke., Amendment to Special<br>Permit for Motor Vehicle Business – Applicant:<br>Phil Blazawski | 9/22/14          | 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**

### **JULY, AUGUST, SEPTEMBER - 2014**

#### DISCUSSION AND ACTION TOPICS

- Discussed recent work on a variety of grant applications.
- Discussed the status of the Stewart historic home reconstruction project on Knollwood Trail.
- 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.
- Discussed the status of the high volume of ongoing blight and zoning enforcement activities that Staff has been addressing.
- Distributed and discussed the final draft of the Open Space Report prepared by the Open Space Working Group.
- Held a preliminary discussion on a proposed 2 lot subdivision on Main Street proposed by Pine Knoll Associates.
- Recommended the acceptance of Pine Lake Road as a town road, pursuant to CGS 8-24.
- Approved modifications to the Maynard Subdivision on Riley Mountain Road.
- Approved a lot line modification for the Zeigler Woods Subdivision on Riley Mountain Road.
- Recommended the acceptance of the property donation of Capetta, pursuant to CGS 8-24.
- Discussed the proposal of the CT DOT to convey the former RTE 6 Expressway parcels to the towns of Andover, Bolton and Coventry.
- Discussed the State of the Lake forum.
- Recommended that the Town pursue the proposal to bond for the purchase of open space, pursuant to CGS 8-24.
- Held a preliminary discussion on a proposed 3 lot subdivision on Talcott Hill Road proposed by Bennett.
- Approved the request of Blazawski to extend the time to complete the special permit approved to establish a motor vehicle sales and repair service at 2724 Boston Tpke.
- Approved the request of Westak to extend the time to complete the special permit approved to construct an addition at 2152 Boston Tpke.

**JULY, AUGUST, SEPTEMBER - 2014**

## DISCUSSION AND ACTION TOPICS

- 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 involving the development of corridor zoning regulations and design guidelines.
- 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 status of CRCOG Rtes 44, 195 Corridor Study proposal
- 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 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 status of the development of the Fagan property for a potential gas station and convenience store.
- Discussed the special permit extension and modifications associated with the Blazawski motor vehicle sales and repair operation.
- Discussed the proposal of Coventry Auto to construct a new building to allow for an expansion of services.
- Discussed the status of Caprilands and met with a potential use that could allow for an adaptive re-use of the property.
- Reviewed a report on income equality for Coventry as well as new ESRI community tapestry data.
- Discussed the Tolland Chamber’s Lifestyle Expo and members volunteering to staff a table at the event.
- Discussed recent discussions with the owner of the Coventry Antiques property and the potential of a new industrial site for Teleflex or other uses.
- Discussed the recent grant activities and awards that been preliminarily reported – DECD Office of the Arts -\$6,000.00; DOH – Main Street Investment Fund - \$404,000.00.
- Nominated Lakeview Restaurant as Coventry business of the year with the Tolland Chamber, based upon all of the investments made to the property in the past couple of years.

**ZONING ENFORCEMENT**

YEAR **2014**

**JULY, AUGUST, SEPTEMBER - 2014**

Michael Antonellis, Zoning Enforcement Officer

ZONING PERMITS ISSUED = **58\***

|                                       |           |
|---------------------------------------|-----------|
| Single Family Dwellings               | 10        |
| Condominiums                          | 4         |
| In-Law Apartments                     | 0         |
| Accessory Structures                  |           |
| Decks/Porches                         | 6         |
| Sheds/Gazebos                         | 8         |
| Barns                                 | 0         |
| Detached Garages                      | 2         |
| Pools                                 | 5         |
| Other                                 | 13**      |
| Residential Additions/Attached Garage | 4         |
| Commercial Use/Signage                | 3         |
| Home Occupation                       | 0         |
| Others:                               | 0         |
| Interior Renovations                  | 3         |
| Agricultural buildings                | 0         |
| Total                                 | <u>58</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 = **6\***  
(Signed for zoning compliance by ZEO)

|  |          |
|--|----------|
| Single Family Dwellings                | 1        |
| In-law apartment                       | 0        |
| Condos                                 |          |
| Accessory Structures                   |          |
| Decks/Porches                          | 1        |
| Sheds/Gazebos                          | 0        |
| Barns                                  | 0        |
| Detached Garages                       | 1        |
| Pools                                  | 0        |
| Other                                  |          |
| Residential Additions/Attached Garages | 4        |
| 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**

**JULY, AUGUST, SEPTEMBER - 2014**

**INSPECTIONS**

|  |           |
|--|-----------|
| Erosion and Sediment Control             | 5         |
| Limits of Clearing                       | 0         |
| Certificates of Occupancy                | 6         |
| Pre-Approval Inspection                  | 1         |
| Seed and Mulch Bond Release              | 0         |
| Zoning Complaints (initial & follow-ups) | 7         |
| Blight Complaints (initial & follow-ups) | 12        |
| Street Number Assignments                | 0         |
| Other                                    | 0         |
| Total                                    | <u>31</u> |

**VIOLATION/ENFORCEMENT INSPECTIONS (NEW)**

| <u>Category</u>                           | <u># of Complaints Investigated</u> |
|---|-------------------------------------|
| Erosion/Sediment Control                  | 0                                   |
| Drainage                                  | 0                                   |
| Permit Conditions Not Met                 | 1                                   |
| Non-permitted Activity or Structure       | 2                                   |
| 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                                   |
| Nuisance                                  | 3                                   |
| Blight complaints                         | 12                                  |
| Total                                     | <u>19</u>                           |

## **ZONING ENFORCEMENT**

YEAR **2014**

**JULY, AUGUST, SEPTEMBER - 2014**

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

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

The ZEO/Planning Tech is currently working with a subcommittee of the EDC to develop regulations to allow for the use of wayfinding signage to aid businesses that do not have the benefit of high traffic exposure. Suggestions will be offered to the Steering Committee for review.

#### **Personnel**

Zoning Enforcement Officer, Michael Antonellis, as of October 1, 2014 achieved certification from Connecticut Association of Zoning Enforcement Officers to become a Certified Zoning Enforcement Officer (CZEO).

#### **Route 6/CRCOG**

Ongoing effort with CRCOG to identify CT DOT owned parcels in Coventry. This is for a possible transfer of land owned by CT DOT to towns that have land previously acquired for the purposes of extending a freeway which never came to fruition. DOT currently owns these parcels of land and has informed of the possible intention to relinquish the land. The ZEO has been tasked with working with CRCOG to map and identify what parcels would be involved if such a transfer should occur.

#### **Trails**

Ongoing effort by ZEO to map the existing trails in Coventry. Recently a new GPS was purchased for the Land Use department which has been an invaluable asset to the recording of trail information. Most recently, Thornton Brook preserve has been recorded and will be transcribed into a map.

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. 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**

**JULY, AUGUST, SEPTEMBER - 2014**

| <b>APP.<br/>#</b> | <b>DATE<br/>REC'D.</b> | <b>DATE ZBA<br/>ACKN.</b> | <b>ADDRESS/APPLICANT<br/>BRIEF DESCRIPTION OF PROPOSED<br/>PROJECT</b> | <b>DATE OF<br/>DECISION</b> | <b>ACTION<br/>A/D/W/P</b> |
|-------------------|------------------------|---------------------------|--|-----------------------------|---------------------------|
|                   |                        |                           | NO APPLICATIONS RECEIVED   |                             |                           |
|                   |                        |                           |  |                             |                           |

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

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

JULY, AUGUST, SEPTEMBER - 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 |
|------------|----------------------|----------------|-------------------|---|------------------|--------|
| 14-08W     | 5/22/14              | 5/28/14        |                   | Michael Soucy/Estate of Doris Stawski – Construct New 2-Family Home, Main St.             | 8/27/14          | A      |
| 14-14W     | 6/24/14              | 6/25/14        |                   | S.R. Blanchard – Install house septic system, 955 Merrow Rd.                              | 7/23/14          | A      |
| 14-15W     | 6/24/14              | 6/25/14        |                   | Steven and Jill Reviczky – Install replacement culvert for drainage, 110 Wall St.         | 7/23/14          | A      |
| 14-17WA    | 7/15/14              | 7/15/14        |                   | Jordan Clark – Pave existing driveway, 81 Sam Green Rd.                                   | 7/15/14          | A      |
| 14-18WA    | 7/28/14              | 7/28/14        |                   | One Thousand Main, LLC – Construct 30 x 30 repair garage, 1010 Main St.                   | 8/28/14          | A      |
| 14-19WA    | 7/28/14              | 8/12/14        |                   | S.R. Blanchard – Driveway for new home, 951 Merrow Rd.                                    | 8/12/14          | A      |
| 14-20W     | 8/25/14              | 8/27/14        |                   | John Bennett – 3-lot Subdivision, 98 Talcott Hill Rd.                                     | 9/24/14          | A      |
| 14-21WA    | 9/11/14              | 9/11/14        |                   | Curtis Stiwinter – 12 x 16 shed, 76 Leslie Ln.  | 9/11/14          | A      |
| 14-22WA    | 9/11/14              | 9/11/14        |                   | Skip's Wastewater Services/Sandy Prior – Replacement septic system, 402 Hemlock Point Dr. | 9/11/14          | A      |
| 14-23WA    | 9/19/14              | 9/22/14        |                   | Rick Dionne – well hookup between properties, 161/169 Standish Rd.                        | 9/22/14          | 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 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 JULY 1 – SEPTEMBER 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 assisting in the administration of elections, filing and maintaining all land records, maps, vital statistics, agendas and minutes of all Boards and Commissions, registering veteran's discharges, trade name certificates, liquor permits, Notary Public appointments and issuing marriage, sports and dog licenses.*

### Recording & Licensing



#### Receivables & Revenue:

- ✓ The Clerk's Office collected \$184,512.88 this quarter, of which \$57,773.60 was retained by the Town.



| Activity  | Volume | Revenue            |
|---|--------|--------------------|
| Total Documents Recorded                            | 629    | 17,570.00          |
| Local Conveyances Recorded                          | 142    | 29,470.10          |
| Copies  | 3,858  | 4,021.00           |
| Trade Name Certificates.                            | 5      | 25.00              |
| Liquor Permits                                      | 5      | 10.00              |
| Burial/Cremation Permits                            | 7      | 21.00              |
| Marriage Licenses Issued                            | 18     | 198.00             |
| Vitals Copies                                       | 66     | 2,320.00           |
| Notary Fees & Renewals                              | 70     | 375.00             |
| Dog License Fees                                    | 291    | 290.50             |
| Maps Filed  | 13     | 290.00             |
| Fish & Game License & Permit Fees                   | 64     | 32.00              |
| Conveyance fees                                     | 66     | 66.00              |
| PA-490  | 0      | 0.00               |
| PA-146 Clerk  | 515    | 515.00             |
| PA-05-228, 09-229, 11-201 & 13-247 LOCIP*           | 515    | 1,545.00           |
| PA-05-228, 09-229, 11-201 & 13-247 Clerk*           | 566    | 1,025.00           |
| Miscellaneous/Unanticipated                         | 0      | 0.00               |
| <b>Town Clerk Revenue Transferred to Treasurer:</b> |        | <b>\$57,773.60</b> |

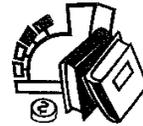
**Public Act 00-146:** This Public Act requires the Town Clerk to receive a fee of \$3 for each document recorded in the town's land records except for MERS documents. Two-thirds of the fees (\$2 of every \$3) collected during the previous calendar month are forwarded to the State Treasurer for deposit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

**\*Public Act 05-228**, which became effective October 1, 2005, 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 this 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, as defined in Sec. 7-536 of the Connecticut General Statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. Effective July 1, 2009 the legislation required an additional \$10 fee for the first page of land recordings. That \$10 fee is collected, combined and reported with Public Act 05-228 and remitted to the State. PA 11-201 made changes to foreclosure laws. The act requires anyone commencing foreclosure action to register the subject property with the town clerk and pay a "land record filing fee" of \$53. However, the registration document is not recorded or scanned into the land records but is maintained in a separate file. Prior law required a filing fee of \$100 be paid to the municipality but now \$36 of the reduced filing fee is combined and reported with Public Act 09-229 and is remitted to the State of Connecticut. PA 13-247 became effective July 15, 2013. The public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from the effective date forward. Filing certain MERS documents requires that \$127, or for others \$110, of the filing fees be remitted to the State of Connecticut. Monthly these fees are collected, combined and remitted with three respective reports to the State of Connecticut. This quarter, the Clerk's office collected **\$31,927.00** of which **\$29,357.00** has been disbursed to the State.



**State Fees Collected and Remitted:** The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue for the Town of Coventry, and remit these fees to various state agencies. For this quarter, \$124,022.28 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

|                                    |             |
|------------------------------------|-------------|
| PA 05-228, 09-229, 11-201 & 13-247 | \$29,357.00 |
| Marriage Licenses                  | 342.00      |
| Fish & Game Licenses               | 1,087.00    |
| PA-146                             | 1,030.00    |
| State Conveyance Tax               | 92,206.28   |



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

|              | Dog License Fee | Surcharge |
|--------------|-----------------|-----------|
| July – Sept. | \$2,049.00      | \$668.00  |

**Historic Document Preservation Grant No. 032-SF-15:** On July 3<sup>rd</sup> we received approval of our grant application from the Connecticut State Library in the amount of \$5,000. The funds will be utilized to purchase secure storage equipment for confidential military and vital records. Dupont Storage Systems is providing the equipment and installation.

**Republican Primary:** A Republican Primary was held on August 12, 2014 for nomination to the offices of Governor, Lieutenant Governor, and Comptroller. Twenty-two percent of enrolled party members cast their ballots at the polls or by absentee town wide.

The Clerk's Office prepared and published the warning of the Primary. Paper ballots were designed and printed by the Town Clerk's Office in-house. Optical scan voting machines were not used sparing taxpayers the cost of programming memory cards and printing machine read ballots. An affidavit certifying the number of ballots prepared and a sample of the absentee ballot was mailed on July 2<sup>nd</sup> to the Secretary of the State.

**State Election Preparation:** As soon as the candidate's names were made available by the Secretary of the State after the primary, candidate lists required to be sent with blank and overseas ballots were prepared. By September 15<sup>th</sup>, 2 blank ballots, for which an application had been received from a registered elector temporarily living or traveling

overseas and servicemen, spouses and dependents living within or outside the U.S. were mailed electronically to the voter. No overseas voter applications, non-resident citizens permanently residing outside the United States, were received as of September 30<sup>th</sup>. Once the voter writes in the candidate's names of their choice from the list onto the ballot, they drop the voting materials in the mail and return to us.

Pursuant to Public Act 11-46 "An Act Concerning the Integrity of Elections" the Registrars and Town Clerk jointly certified to the State of Connecticut the number of poll ballots that were ordered for each polling place. Absentee ballot packets were prepared during the month of September as applications were received. Additionally, pursuant to Public Act 12-57 An Act Concerning Permanent Absentee Ballot Status for the permanently disabled, any elector who is permanently, physically disabled and files an application for an absentee ballot with a certification from a primary care provider shall be eligible for permanent absentee ballot status. We have provided information and instructions on the town website at [www.coventryct.org](http://www.coventryct.org). Currently we have two voters utilizing this process.

## Staffing Updates/Activities



**Lori Tollmann, Assistant Town Clerk:** Lori attended the **Connecticut Town Clerks Association 2014 Fall Conference** in Westbrook, CT September 12<sup>th</sup> and 13<sup>th</sup>. She was awarded 3 points towards MCTC advanced certification.

Agency Presentations included speakers from the office of the Secretary of the State, Department of Public Health, Vital Statistics Division and the Freedom of Information. Town Clerk panels discussed:

- Identity Theft
- Absentee Ballot Process Review
- Certification of Land Records

**Brooke Manning, Assistant Town Clerk:** Participated in a workshop entitled "Utilization of Advanced Technology in the Town Clerks Workplace" at the Certified Municipal Clerk Institute School for Connecticut Town Clerks at Central Connecticut State University on August 13, 2014.

**PUBLIC WORKS DEPARTMENT  
QUARTERLY REPORT  
JULY, AUGUST & SEPTEMBER 2014**

STAFF

Director of Public Works.....

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 Sanitation Maintainer .....Daniel Smith

Public Works Maintainer I.....Todd Rychling

Public Works Maintainer I.....Lee Davey

Public Works Maintainer I.....

Public Works Maintainer I.....

Lead Mechanic .....Daniel Caron

Mechanic I .....Robert Maxwell

Mechanic I .....Jeremy Rooke

Town Engineer .....Todd Penney

WPCA Technician / Operator .....Michael Ruef

David Gofstein, Director of Public Works, left the town's employment on medical retirement September 30, 2014.

Mark Rizzo, Public Works Maintainer I, left employment with the Town this quarter to pursue employment with another municipality.

Daniel Smith was promoted to Public Works Sanitation Maintainer on September 1, 2014.

**TRANSFER STATION QUARTERLY REPORT**

| <b>material received:</b>           |                 |               | <b>PROPANE</b>            | <b>BULKY</b>                | <b>RECYCLABLE</b>              |                              |               |              |
|-------------------------------------|-----------------|---------------|---------------------------|-----------------------------|--------------------------------|------------------------------|---------------|--------------|
| <b>DATE</b>                         | <b>RECEIPTS</b> | <b>EWASTE</b> | <b>TANKS</b>              | <b>CD/STUMPS</b>            | <b>METAL</b>                   | <b>TIRES</b>                 | <b>LEAVES</b> | <b>FREON</b> |
| 07/03/14                            | \$235.00        | 27            | 0                         | 4070                        | 500                            | 1                            | 0             | 1            |
| 07/05/14                            | \$209.20        | 22            | 4                         | 2830                        | 640                            | 0                            | 0             | 5            |
| 07/10/14                            | \$190.20        | 42            | 8                         | 2940                        | 1035                           | 0                            | 0             | 3            |
| 07/12/14                            | \$340.40        | 23            | 3                         | 5740                        | 650                            | 0                            | 0             | 3            |
| 07/17/14                            | \$46.60         | 21            | 5                         | 540                         | 200                            | 0                            | 0             | 1            |
| 07/19/14                            | \$294.00        | 15            | 7                         | 3790                        | 400                            | 0                            | 0             | 9            |
| 07/22/14                            | lisicke step    | 0             | 0                         | 1120                        | 0                              | 0                            | 0             | 0            |
| 07/24/14                            | \$205.80        | 60            | 2                         | 2770                        | 920                            | 5                            | 0             | 3            |
| 07/26/14                            | \$236.00        | 12            | 4                         | 3930                        | 590                            | 0                            | 0             | 4            |
| 07/31/14                            | \$264.20        | 32            | 2                         | 3500                        | 1090                           | 0                            | 0             | 6            |
| Mo Total lbs.                       | \$2,021.40      | 254           | 35                        | 31230                       | 6025                           | 6                            | 0             | 35           |
| tons                                |                 |               |                           | 15.615                      | 3.0125                         |                              | 0             |              |
|                                     |                 |               | <b>PROPANE</b>            | <b>BULKY</b>                | <b>RECYCLABLE</b>              |                              |               |              |
| <b>DATE</b>                         | <b>RECEIPTS</b> | <b>EWASTE</b> | <b>TANKS</b>              | <b>CD/STUMPS</b>            | <b>METAL</b>                   | <b>TIRES</b>                 | <b>LEAVES</b> | <b>FREON</b> |
| 08/02/14                            | \$244.60        | 16            | 1                         | 4270                        | 0                              | 0                            | 0             | 2            |
| 08/07/14                            | \$222.80        | 15            | 0                         | 3500                        | 660                            | 3                            | 0             | 0            |
| 08/08/14                            | town hall       | 15            | 0                         | 0                           | 0                              | 0                            | 0             | 0            |
| 08/09/14                            | \$1,046.60      | 25            | 0                         | 17970                       | no report                      | 0                            | no report     | 4            |
| 08/14/14                            | \$87.60         | 8             | 0                         | 1210                        | 160                            | 0                            | 0             | 3            |
| 08/16/14                            | \$234.40        | 16            | 0                         | 3790                        | 260                            | 3                            | 0             | 3            |
| 08/21/14                            | \$183.00        | 18            | 0                         | 3220                        | no report                      | 0                            | 0             | 2            |
| 08/23/14                            | \$554.20        | 20            | 3                         | 8800                        | 490                            | 2                            | 0             | 6            |
| 08/28/14                            | \$194.60        | 9             | 0                         | 3460                        | 220                            | 0                            | 0             | 2            |
| 08/29/14                            | roadsides       | 0             | 0                         | 3500                        | 0                              | 0                            | 0             | 0            |
| 08/30/14                            | \$313.80        | 18            | 0                         | 5480                        | 340                            | 1                            | 0             | 3            |
| Mo Total lbs.                       | \$3,081.60      | 160           | 4                         | 55200                       | 2130                           | 9                            | 0             | 25           |
| tons                                |                 |               |                           | 27.6                        | 1.065                          |                              | 0             |              |
|                                     |                 |               | <b>PROPANE</b>            | <b>BULKY</b>                | <b>RECYCLABLE</b>              |                              |               |              |
| <b>DATE</b>                         | <b>RECEIPTS</b> | <b>EWASTE</b> | <b>TANKS</b>              | <b>CD/STUMPS</b>            | <b>METAL</b>                   | <b>TIRES</b>                 | <b>LEAVES</b> | <b>FREON</b> |
| 9/4/2014*                           | \$167.60        | 20            | 1                         | 3270                        | 370                            | 0                            | 0             | 2            |
| 09/06/14                            | \$241.40        | 50            | 2                         | 4240                        | 360                            | 3                            | 0             | 1            |
| 09/11/14                            | \$84.20         | 23            | 0                         | 1670                        | 250                            | 0                            | 0             | 0            |
| 09/13/14                            | \$391.50        | 19            | 0                         | 5410                        | 230                            | 15                           | 0             | 1            |
| 09/18/14                            | \$306.80        | 14            | 0                         | 5550                        | 100                            | 1                            | 0             | 2            |
| 09/20/14                            | \$532.00        | 28            | 0                         | 7250                        | 840                            | 15                           | 0             | 8            |
| 09/25/14                            | \$156.00        | 17            | 1                         | 2830                        | 240                            | 0                            | 0             | 1            |
| 09/27/14                            | \$165.60        | 27            | 0                         | 2620                        | 340                            | 0                            | 0             | 1            |
| Mo Total lbs.                       | \$2,045.10      | 198           | 4                         | 32840                       | 2730                           | 34                           | 0             | 16           |
| tons                                |                 |               |                           | 16.42                       | 1.365                          |                              | 0             |              |
| *scale down                         |                 |               |                           |                             |                                |                              |               |              |
| Qtr Totals lbs.                     | 7148.1          | 612           | 43                        | 119270                      | 10885                          | 49                           | 0             | 76           |
| tons                                |                 |               |                           | 59.635                      | 5.4425                         |                              | 0             |              |
| <b>material transferred:</b>        |                 |               | <b>1st month<br/>july</b> | <b>2nd month<br/>august</b> | <b>3rd month<br/>september</b> | <b>total for<br/>quarter</b> |               |              |
| Willi Waste - Bulk (cd) ton         |                 |               | 26.49                     | 26.93                       | 12.42                          |                              |               | 65.84        |
| Willi Waste - Bulk (brush) ton      |                 |               | 8.8                       | 0                           | 8.06                           |                              |               | 16.86        |
| Willi Waste - Recycling (metal) ton |                 |               | 5.57                      | 0                           | 4.54                           |                              |               | 10.11        |
| Interstate Refrig-CFC removal units |                 |               | 0                         | 0                           | 93                             |                              |               | 93           |
| Take2 Recycling - electronics lbs.  |                 |               | 9077                      | 8427                        | 6971                           |                              |               | 24475        |
| Rindge- propane tanks - each        |                 |               | 0                         | 0                           | 42                             |                              |               | 42           |
| Bob's Tire - each                   |                 |               | 0                         | 0                           | 0                              |                              |               | 0            |

**TRANSFER STATION (TS) FORM**

Does Facility Have a Scale?  YES       NO

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

| TONNAGE OF SOLID WASTE and RECYCLABLES RECEIVED |                      |                        |                           |
|---|----------------------|------------------------|---------------------------|
| MATERIAL RECEIVED                               | MONTH/YEAR July 2014 | MONTH/YEAR August 2014 | MONTH/YEAR September 2014 |
| BULKY constr. debris/brush                      | 15.62                | 27.60                  | 16.42                     |
| FREON (CFC) each                                | 35                   | 25                     | 16                        |
| ELECTRONICS each                                | 254                  | 160                    | 198                       |
| TIRES each                                      | 6                    | 9                      | 34                        |
| PROPANE TANK each                               | 35                   | 4                      | 4                         |
| LEAVES  | 0                    | 0                      | 0                         |
| SCRAP METAL                                     | 3.01                 | 1.07                   | 1.37                      |

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<br>and QUANTITIES OF RECYCLABLES TRANSFERRED TO RECYCLING FACILITIES |                             |       |      |       |                               |       |      |       |                                  |       |      |       |
|--|-----------------------------|-------|------|-------|-------------------------------|-------|------|-------|----------------------------------|-------|------|-------|
| NAME/LOCATION OF<br>DISPOSAL FACILITY<br><br>RECEIVING WASTE OR<br>RECYCLING FACILITY<br><br>RECEIVING RECYCLABLES                                       | MONTH/YEAR <u>July 2014</u> |       |      |       | MONTH/YEAR <u>August 2014</u> |       |      |       | MONTH/YEAR <u>September 2014</u> |       |      |       |
|  | CFC                         | BULK  | RECY | BRUSH | CFC                           | BULK  | RECY | BRUSH | CFC                              | BULK  | RECY | BRUSH |
| Take2 Recycling Inc567 South Leonard St bidg 1Waterbury CT 06708   |                             |       | 9077 |       |                               |       | 8427 |       |                                  |       | 6971 |       |
| Interstate Refrigerant Recovery<br>Foxboro, MA - each  |                             |       |      |       |                               |       |      |       |                                  |       | 93   |       |
| Bob's Tire Co.<br>Mattapoisett, MA - each  |                             |       |      |       |                               |       |      |       |                                  |       |      |       |
| Propane Tanks<br>Rindge Energy LLC<br>Rindge, NH - each  |                             |       |      |       |                               |       |      |       |                                  |       | 42   |       |
| Willimantic Waste Paper<br>Willimantic, CT - ton   |                             | 26.49 | 5.57 | 8.8   |                               | 26.93 |      |       |                                  | 12.42 | 4.54 | 8.06  |



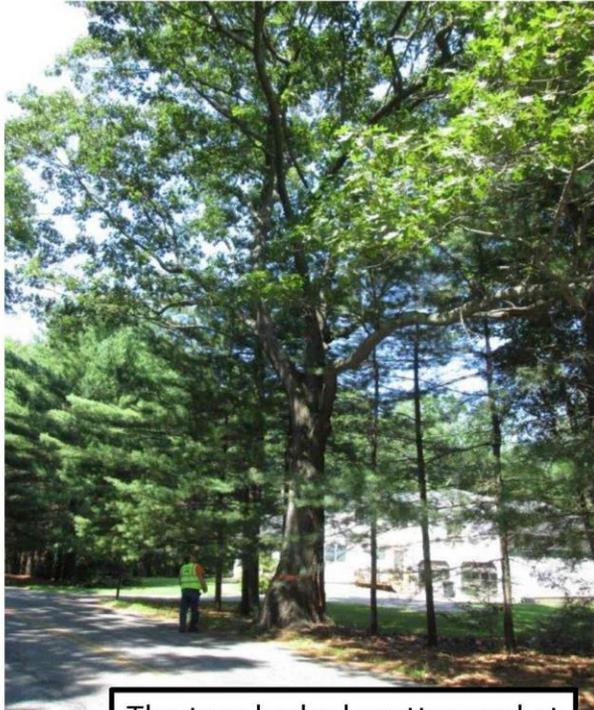
Lee Davey and Mark Rizzo working on the Transfer Station Guard Shack. A new roof was installed by our staff.



Roadside mowing is an ongoing task



A dangerous tree that was reported to this department. Picture depicts a tape measure showing a 42" deep cavity in the otherwise healthy looking tree.



The tree looked pretty good at first glance



After it was removed, a photo showing the extent of decay within the tree.



**Grant Hill Road. A heavy rainfall this spring damaged the area of the existing culvert. Our Town Engineer designed a repair utilizing a new section of 48" reinforced concrete pipe. Site prep and installation was done by town employees.**

**Grant Hill Road. A private contractor was utilized to set the pipe in place, as it was too heavy for our equipment.**





**Litter patrol with one of our part-time summer employees.**



A new set of stairs was constructed at Lisicke Beach by our maintenance staff. The old ones had become a tripping hazard.



*A number of catch basins were replaced or repaired this summer. Below a catch basin that failed on South Street is rebuilt.*



Lisicke Beach Pavillion



The concrete pad at the Lisicke Beach Pavillion, near the basketball court was in dire need of repair. It had cracked, was unsightly and more importantly posed a safety tripping hazard. Department of Public Works employees removed the existing section of concrete slab, and installed drainage to prevent future problems. Our staff was then able to prepare the area and lay down paving stones, which will stand the test of time much better than a concrete slab. It also improved the aesthetics of the area and ties in nicely with the newly resurfaced basketball court.

Before



After

## WPCA 2014 3rd Quarter; July, August, September

### Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day  
Average Daily Flow = approx 113,001 gallons per day  
Approximate Capacity Remaining at WWTP = 43.5%

### Projects Update:

- Our GIS consultant has been hard at work on the sewer collection system map. The new GIS map will combine over 100 separate sheets of plans into 1 integrated map. It will be used to track sewer connections, system maintenance, and any other data we need. DEEP has encouraged all Towns to create GIS sewer maps and many Towns have already been using them.
- We had a very busy summer with Call Before You Dig markouts for sewer lines. Utility projects in the sewer service area included:
  - Storm resiliency/utility pole replacement by CL&P seems to be winding down and no sewers were damaged.
  - Water main and service connection replacement in the Village side streets by CT Water Co/Wood Construction is nearly complete and no sewers were damaged.
  - Water main and service connection replacement by CT Water Co/VMS Construction has begun and so far no sewers have been damaged. This project will resume south of the curve in the spring.
- Wastewater Management Study (WWMS): With assistance from Fuss & O'Neill Engineers we submitted a letter to CT DEEP in response to requests for further information regarding the WWMS/Sewer Expansion Study. This letter provided additional justification for providing sewers to Upper Oak Grove and triggers/tentative timelines for the proposed extensions and Treatment Plant upgrades. It remains unclear if DEEP will allow sewer extensions prior to upgrading the Treatment Plant. We are on hold with Route 44/Twin Hills Drive until more homes in Bolton connect and our engineers can perform an accurate hydraulic flow analysis of Bolton's system to determine remaining capacity.
- Orders to Connect: Our Town Attorney has informed us that the only legal mechanism for mandating sewer connections is the Court "Order to Connect" process. This would be a very costly course of action for the small fraction of homes that should be connected (5%).
- We hired a contractor to inspect the sewer main the runs under the lake parallel to Woodland Rd. What we were able to see all looked good but cleaning is required in several spots to complete inspection. Access to manholes/easements is challenging in this area.

- We met with a resident on Woodland Rd. who had concerns related to sewer main construction in 2002-2003. At that time the resident filed claims against the Town's insurance carrier and the sewer contractor but both were denied. Due to the time lapse and previous rulings on the matter we were unable to compensate the property owner for damages however we provided advice and contact information to aid the owner in resolving their issues.
- Mike has been working with the Town Engineer, DPW Superintendent, and Town Planner regarding proposed DEEP regulations for stormwater discharge (MS4). If this general permit is approved by the commissioner of DEEP it will impose a significant unfunded state mandate upon every Town/taxpayer in CT.
- Our new part-time staff member Dan Smith has been a tremendous asset to the WPCA. Mr. Smith has worked for the Town for 2 years in the Public Works Dept. so he is already familiar with Town operations. He is a very fast learner, is asking the right questions, and works well under supervision and independently.
- The Public Works crew assembled a gantry crane at the Treatment Plant to safely remove the pumps for maintenance/de-ragging. (pics below)



- We completed major tank cleaning & inspection at the pump stations and Treatment Plant. The job went very well, no big surprises, and anticipated repairs were made to digester unit #2 (pics below).



Our cleaning contractor's fleet.



DPW setting up confined space equip.



Old steel digester 'boot' with holes.



Shiny new boot.

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**1<sup>ST</sup> QUARTER**  
**JULY, AUGUST, SEPTEMBER, 2014**

Residential buildings abound with the approval of eight (8) permits issued for new dwellings.

| <b>NEW HOUSE PERMITS ISSUED FOR THE 1st QUARTER<br/>FY 2014-15</b> |             |                         |
|--|-------------|-------------------------|
| <b>MONTH</b>   | <b>DATE</b> | <b>ADDRESS</b>          |
| <b>JULY</b>  |             |                         |
|  | 1 ST        | 24 GODIVA LN            |
|  | 10 TH       | 113 WOODLAND RD         |
|  | 15 TH       | 71 WILLOW GLENN UNIT #4 |
|  | 22 ND       | 370 DUNN RD             |
|  | 22 ND       | 72 SKYVIEW DR           |
| <b>AUGUST</b>  |             |                         |
|  | 1ST         | 112 IRELAND DR          |
| <b>SEPTEMBER</b>   |             |                         |
|  | 24TH        | 951 MERROW RD           |
|  | 24TH        | 110 LAKEVIEW DR         |

Foundation work also started for ten (10) new residential dwellings at 42 Vernon Branch Rd., 52 Trowbridge Rd., 955 Merrow Rd., 223 Woodland Rd., 274 Hannah Ln., 91 West Shore Dr., Unit 1 & 8 Flanders Woods Ln., 88 Prospect St. and 70 Beebe Farms Rd.

New home owners are happily settling into six (6) newly built homes.

| <b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES<br/>1ST QUARTER 2014-2015 Fiscal Year</b> |                    |
|--|--------------------|
| <b><u>ADDRESS</u></b>  | <b><u>DATE</u></b> |
| 223 HIGH ST  | 7/16/2014          |
| 1166 GRANT HILL RD   | 7/16/2014          |
| 127 HICKORY DR   | 8/11/2014          |
| 255 WILLIMANTIC TPK  | 9/17/2014          |
| 347 RILEY MTN RD   | 9/18/2014          |
| 343 HANNAH LN  | 9/18/2014          |

Coventry schools have started to go green with new roof mounted photo voltaic solar panels mounted at the high school and middle school (Robertson and the grammar schools are to follow in the second fiscal quarter). Other smaller municipal projects include the demolition and new build of a walk in freezer at the high school, new card access systems installed at the main entrances of each of the schools and minor electrical projects in the town.

There was a tenant fit out and new sign for a new antique store that opened in the village at 1199 Main St., Primitive Picks Antiques opened in August of this fiscal quarter. A new handicap ramp and deck were put onto the newly built Manchester Sportsman's Club at 612 Merrow Rd. There was a permit taken out for the annual "Dinner at the Homestead" that took place in September at the Nathan Hale Homestead. Lastly, there was an electrical permit taken out for the tanks, dispensers and wiring of the new building located at 1657 Boston Tpk. for the newly being built On the Go gas station.

Four hundred sixty-five (465) inspections were completed this quarter.

Nine (9) hours of continuing education were earned this quarter.

Permits for this Quarter

| Permits Issued:                  | Jul. 2014        | Aug. 2014        | Sep. 2014      |
|----------------------------------|------------------|------------------|----------------|
| Houses only                      | 5                | 1                | 2              |
| Foundation only                  | 1                | 7                | 4              |
| Condominiums                     | 0                | 0                | 0              |
| Commercial Bldg/Renov            | 0                | 0                | 0              |
| Industrial Bldg/Renov            | 0                | 0                | 0              |
| Public Bldg/Renov                | 1                | 0                | 0              |
| Additions                        | 0                | 3                | 1              |
| Garages/Carports                 | 4                | 0                | 1              |
| Sheds/Barns                      | 0                | 0                | 1              |
| Decks/Porches                    | 6                | 1                | 1              |
| Pools                            | 3                | 2                | 1              |
| Demolition                       | 0                | 0                | 0              |
| Woodstove                        | 4                | 6                | 11             |
| Miscellaneous                    | 8                | 4                | 3              |
| Renov/Repair/Alter               | 11               | 8                | 18             |
| Plumbing                         | 2                | 2                | 2              |
| Heating                          | 12               | 11               | 26             |
| Electric                         | 18               | 18               | 13             |
| <b>TOTAL PERMITS</b>             | <b>75</b>        | <b>63</b>        | <b>84</b>      |
|                                  |                  |                  |                |
| <b>PERMIT VALUE</b>              | <b>1,462,525</b> | <b>1,749,499</b> | <b>831,659</b> |
| <b>FEES COLLECTED</b>            | <b>20,526</b>    | <b>8,494</b>     | <b>12,397</b>  |
|                                  |                  |                  |                |
| <b>ZONING Permits</b>            | <b>19</b>        | <b>18</b>        | <b>14</b>      |
| <b>Fees Collected</b>            | <b>1,025</b>     | <b>1,200</b>     | <b>850</b>     |
|                                  |                  |                  |                |
| <b>Certificate of Completion</b> | <b>78</b>        | <b>44</b>        | <b>64</b>      |
| <b>C/O's - New Homes/Condos</b>  | <b>1</b>         | <b>1</b>         | <b>3</b>       |
| <b>C/O's - Other</b>             | <b>8</b>         | <b>2</b>         | <b>2</b>       |

# Human Services Department Quarterly Report July-September 2014



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



## HUMAN SERVICES

### 1. Meetings:

- CLASS Meetings: 7/31/14, 9/18/14 (annual conference)
- Charity Tracker Software Webinar: 7/17/14
- Access Energy Program Meeting: 8/12/14
- CL&P – Training: 8/13/14
- Dept. of Social Services Quarterly Meeting: 8/14/14
- Human Services Advisory Committee: 9/9/14
- Human Rights Commission: 9/10/14
- Hoarding Task Force 9/12/14

### 2. Direct Services:

- **ACCESS ENERGY PROGRAM:** 15 applications. Applications are being processed by the Director and the Administrative Assistant and began on September 15. Appointments will be accepted on Tuesday and Thursday until May, 2015.
- **FOOD BANK:** 77 requests for the food bank. Donations were received by local churches and many generous individuals. We have expanded the food bank program with new hours and location on Tuesdays and Thursdays at Patriots Park Lodge with help of our volunteers from the Community Based Program at the High School.
- **CRISIS COUNSELING/REFERRALS:** 29 clients
- **SPECIAL NEEDS:** 5 families used the Special Needs Program for food, electrical and fuel assistance.
- **SALVATION ARMY:** 1 case was assisted with medical, housing, food and utilities. The Human Services Office was appointed as the Service Unit Committee for Lower Tolland County and Courtney Chan is the Chairperson, the community service rep for the Unit which includes: Coventry, Andover, Bolton and Hebron. The local fund is administered by Beth Bauer, Finance Director and is the Treasurer for the Unit.
- **SUMMER OPERATION FUEL:** 2 families were helped through the Operation Fuel (electric utilities only).
- **SPECIAL TRASH COLLECTION SERVICE:** We have 34 households on the in yard service list at this time.
- **PUBLIC RELATIONS:** Facebook, Press Releases, Town Newsletter and Munivision Channel 13.

## ELDERLY SERVICES (in town hall)

### 1. Direct Service Clients:

- 77 clients - Renter's Rebate Program
-

## YOUTH SERVICES

- **Administrative Function:**
- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Wrote final NECASA grant report for 2013-2014
- Wrote NECASA grant application for 2014-2015
- Prepared final grant reports for both SDE grants 2013-2014
- Wrote both SDE grant applications for 2014-2015
- Attended Nurturing Committee Meeting, 7/16/13
- Youth Services Advisory Board Meetings/Prevention Council Meeting 9/3/14
- Attended Coventry Human Services Advisory Committee Meetings on 9/9/14
- Attended Annual CLASS Conference, Berlin, CT, 9/17/14
- Attended LIST Meetings: 8/6/14,
- Attended "Internet and Video Game Addiction Forum" 9/10/14
- Attended CYSA Board Meeting 9/11/14
- Coordinated and attended "K-9 First Responder" informational meeting 9/17/14

### 2. Direct Service

#### A. Function

- Youth & Family Cases 6 cases
- Community Service 0 cases
- Community Restitution 0 cases
- Youth Job Bank Requests 4 requests
- Youth Job Bank Matches 4 matches
- Youth Job Bank Members Trained 4
- Juvenile Review Board 1 case
- Counseling Services 4 cases

#### B. Programs

- **Counseling Services** continue to be offered. All four available slots are currently full.
- Starting this quarter **Lending Library and Resource Center** items are being highlighted on the Human Services Facebook page, as they relate to monthly awareness campaigns.
- Assisted **1 family, register 1 child for 3 sessions** of **Salvation Army Camp Connri**, located in Ashford, CT. The week-long, over-night camp is free to qualifying families, funded by the Salvation Army.
- **15 Camperships** were awarded to **10 families**, allowing youth to attend summer that otherwise would not be able.

- **Gearing Up to Learn, Back to School Program**, assisted 29 Coventry families with backpacks, school supplies and Payless shoe cards. 62 children started the school year off on the right foot as a result of this program.
- A newly created internship position was filled by Coventry High School senior, Tanner Wilson this quarter. Projects include assisting with all Youth Services programs and services, in addition to highlighting Lending Library resources, updating the bulletin board, creating PSA's on youth related topics of concern/interest; etc.

## SENIOR CENTER



We said farewell to Sarah Taylor West, Senior Center Coordinator who's last day as the Senior Center Coordinator was July 11<sup>th</sup>. She was recognized by our seniors at a small luncheon. We wish Sarah well in her future endeavors and she will be deeply missed by everyone.

In the absence of a Senior Center Coordinator, Brenda Bennett, Admin and Courtney Chan, Director, Leigh Wajda, Van Coordinator and a handful of wonderful volunteers.

### 1. Attendance for this Quarter: (numbers represent Seniors returning multiple times)

- July 498
- August 469
- September 460

### 2. Weekly Programming:

- *Cribbage* - Monday mornings
- *Quilling* – Monday mornings
- *Exercise Class* - Tuesday & Thursday mornings
- *Wii Bowling* - Wednesday mornings
- *Billiards* - 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 July, 21 attended in August and 22 attended in September.
- Our new Cook's Club group is off to a great start! 10 Seniors attended in July, 6 Seniors attended in August and 8 Seniors attended in September.
- Back for the fall is our **Beading With Midge** workshop. "Midge" Makuch from *TBG Accessories* in Storrs shows Seniors how to make simple yet beautiful beading projects. 6 seniors attended on September 15<sup>th</sup>.

#### 4. Health & Wellness Programming:

- Our bi-weekly **Exercise Classes** on Tuesday and Thursday are very popular and well attended. Our regular instructor, Jackie Menning, has been unable to lead the group due to an injury. An average of 12-14 seniors attends each class.
- 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 10 Seniors on August 14<sup>th</sup>.
- 3 Seniors attended the **Fitness Room Orientation** offered on August 4th and 4 Seniors attended the *Orientation* in September. To date, 73 Seniors have completed their paperwork and the Fitness Room Orientations; during the months of July, August and September, Seniors logged 79 visits to the **Fitness Room**.
- Local Licensed Massage Therapist Deb Turner provided **Reflexology & Chair Massage** sessions:
  - **July** 10 participants
  - **August** 12 participants
  - **September** 11 participants
- 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.
  - **July** 10 participants
  - **August** 10 participants
  - **September** 11 participants

#### 5. Special/Seasonal Programming:

- 18 Seniors attended a **Welcome Home Reception for Grant Cuprak** on August 22nd. Grant presented the center with a flag that flew over his base in Afghanistan.

- 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.
  - **July**                    30 diners  
Prior to our July luncheon, students from the Song-A-Day music school located in town, serenaded the seniors with a variety of short musical numbers.
  - **August**                37 diners
  - **September**        29 diners
  
- On September 17<sup>th</sup>, we partnered with the **Windham Hospital Foundation** to host a **“Boot Camp for a Healthy, Balanced and Ever-Changing Lifestyle.”** Waldo Klein, PhD, presented information on the process of aging, the physical realities and memory issues that can arise and well as discussed preventative strategies and tips for aging-in-place, social relationships, nutrition and exercise. Stephanie Marino, Social Services Program manager from the State Department on Aging, discussed this newly established department, the services they provide and programs available to seniors. A total of 50 were in attendance.

## COVENTRY RIDES VAN PROGRAM

First Quarter Report FY 15  
July - September 2014

# Days of Operation: 65  
 # of Individuals Riding: 28  
 # of One-Way Trips: 331  
 # Volunteer Hours: 179  
 # Miles Total: 2027  
 Average # of One-way Trips per Day: 5  
 Average # of Miles per Day: 31  
 Average # of Volunteer Hours per Day: 3

Volunteers Drivers: Tim Ackert, Brian Coss, Christine Coss, Dick Frye, Elaine Gelinas, 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.

Jerry Haugh has volunteered to be a volunteer driver. He is in training and will be ready

to drive this fall.

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 Willi Brew, Elmo's in Vernon, and Dimitri's. November will be our last Lunch Bunch trip until spring.

Peter Pan coach trips included the Danbury Historical Society and Railroad Museum.

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



## Coventry Parks & Recreation

### Quarterly Report: July 1 – September 30, 2014

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

#### GENERAL ADMINISTRATION

In the summer months of 2014, the majority of the Director's time is spent directly supervising our seasonal staff and handling any day to day matters that come up. With over 20 Lifeguards and 14 Gate Attendants and Park Maintainers, Ms. Rubin worked on scheduling of staff, customer service and routine personnel matters. Ms. Rubin attended routine meetings of Department Heads, STEPS – 9-5-2-1-0 /Health Committee meeting and the Human Services Advisory Committee. Ms. Rubin also worked on the following projects:

**Let's Move Cities & Towns** – regular communication and meetings with School Principals, Food Service Director, STEPS & EHHD Reps to assess our current status and develop goals for Let's Move! Net proceeds from last year's Harvest Run will be used to purchase curriculum for Active Living, Health Lifestyles programs to be used at the pre-school, elementary school, after school programs. We currently have reached Bronze Level status on one goal, and Gold Medal Status on another.



#### **Coventry Harvest Run 5K, Kids Fun Runs, Pumpkin Day and Harvest Day Festival:**

Working with the guidance and help of Race Director Ayako Mitchell and representatives of the Ag Committee, Nancy Hanks, Bonnie Jean Gordon, and Bev York of Hale Homestead, we had several meetings to coordinate schedules, confirm Historical Society participation, use of Strong-Porter House, updating logo, recruitment of volunteers via social media and through ECSU, UConn, and High School Athletes & Clubs.

Most folks don't realize the details that go into making a Special Event special, so we have listed them out for all to see. Other pre-race duties included: filing of Special Event Permit with Town, confirming date with Timing Service, submitting a DPW Work Order to move & set up tables, trash barrels, cones, requesting permission from Andover 1st Selectman, Blocking out Community Center from rentals, mailing sponsor letters to businesses. Supplies were ordered and received by the end of the month, to be ready for the event on 10/4: signs & banners, t-shirts (runners, volunteers), prizes (honey), and ribbons for kids.

Cat Merriam handled the marketing including: Registration Form design; Print registration flyers; Set-up on-line registrations; Update website - link to Ag Committee, Hale Homestead & Historical Society, Sent e-blasts to last year's pre-registered; Facebook promotion; Contact running clubs; Listing in Race websites.

As the Event date came closer, Wendy and Ayako continued working on last minute preparations including neighborhood notification mailings, meeting with the Fire Department regarding road closures & safety, event handouts and runner packets. We confirmed volunteers & assign tasks, instructions & time to show up, held a volunteer meeting. Ms. Merriam drafted and released a press release to all area newspapers and local news broadcasts, and designed the event-day map & handout. She also continued social media updates and shares of events on Facebook, and e-blasts to all account members.

Registrations continued coming in for the race, and we also offered a special registration deal with the youth and mini dash, and Pumpkin Play Day – register for the Play Day and get the dash for free. Ms. Merriam had pre-event meetings

with Miss. Candy, Can-Dance Studio and Monica Bragdon, DPW re: hayride at Homestead. She also processed on-line ordering re: Pumpkin Play Day supplies.

**CIRMA Risk Management Consultative Services** reviewed current Parks & Recreation Emergency Action Plan (ERP), to assist in ensuring that staff and participants are safe during a variety of human and environmental made situations. The estimated time for review, comment and return is approximately three (3) to four (4) weeks.

Ms. Rubin composed letter for local businesses to promote **Playful City USA**, endorsed by Economic Development Committee, letters & brochures were mailed in August. She also updated our Rental Facilities Catalogue to market our rental program to local & neighboring town businesses with help from our summer office helper, Bram Kyer.

Ms. Rubin assisted the newly formed **Community Rowing** group to begin to offer rowing program to general public. Currently they are on their own but may be seeking Recreation support in the near future.

Due to low response, Ms. Rubin determined that the **Dog Park Committee** meeting should be postponed until after summer. July meeting was cancelled due to lack of quorum and August meeting was not scheduled due to summer vacations.

Town Planner Eric Trott & Ms. Rubin met to vet various grant opportunities to determine our chance of being successful vs. effort expended. They collaborated on an **“Arts Catalyze Placemaking” Grant**, which was successfully approved for a \$6000 grant award to hire expert consultants to help plan for the future.

**Youth Basketball** preparations began this month, with gym requests at CGS, GHR, CNHS & CHS submitted and routed for approval through the Board of Ed. Youth Basketball coaches’ application forms were sent to last year’s coaches and was also posted on our website. A meeting with the regional leagues was held to coordinate the upcoming season. Registration forms were updated, as were coaches manuals, and gyms were secured. Councilman Jeff Shorts has agreed to head up the Mighty Mite’s program again this winter as well.

Ms. Rubin continued research for the **Laidlaw Park Playscape Crowd Sourcing Project**; including viewing of several you tube instructional videos. She completed development of donor levels & corresponding rewards, with help from Laura Stone of the town Manager’s office and Kari Nowosielski, a parent volunteer. Ms. Rubin gathered video footage of soccer players, completed the narrative text and photo slides. The video is currently being developed and once it is complete we can go live with the website.

## PROFESSIONAL DEVELOPMENT

Ms. Rubin participated in the following professional development opportunities:

- The Commission on Children’s Task Force on Youth Concussions, Public Act 14-66. Connecticut Recreation and Parks Association recommended Ms. Rubin as their Task Force representative.

Ms. Merriam participated in the following professional development opportunities:

- Advertising workshop, WILI
- Webinar: Engaging Youth in Let’s Move Cities & Towns

## PARKS & BEACHES

### *Beaches*

A total of \$8,730 was raised with the sale of resident beach stickers. This is down a lot from previous years. Daily beach passes for Patriots Park brought in approx. \$15,000. This is a good number in comparison to other summers. The weather was challenging with very wet mornings keeping people from the beaches often, and several total washouts where we closed up early. Our lifeguard staff did an exemplary job this year, and we had several new “rookie” lifeguards added to the staff. They fit in right away and did a fantastic job. This year we instituted a new



Lifeguards in formation for Search & Rescue Training

scheduling program using smarty phone technology. This saved the administrative staff hours upon hours of scheduling headaches. With over 35 employees that are part-time and often have other jobs, scheduling can be quite a challenge. Our thanks go to Boat Patrol Officer Norm Meikle for his assistance throughout the summer. He organized Search & Rescue training for our Lifeguards in conjunction with the regional Dive Team. In September, we say goodbye to our college and high school student seasonal staff and close up the beaches. This includes bringing in the ropes, floats & buoys, collecting keys from staff, final payrolls, cleaning sheds and taking inventory.

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

***Patriots Park***

- On-going and routine facility rental management including: contacting renters with key codes, changing key codes monthly, processing, printing and issuing permits and alcohol permit applications, arranging staff coverage.
- Repaired 1 picnic table, took one out of service, obtained fencing estimates for gate at Community Center driveways, installed new fence rails at Caretaker House, installed energy efficient, brighter lights in Lodge Kitchen area. Assisted in transition to School custodial service for Community Center & lodge cleaning.
- Ms. Rubin created notebooks for each facility to hold the updated MSDS sheets to ensure compliance with new OSHA SDS regulations

***Lisicke Beach***

- Lisicke Beach Renovation Celebration & Smoke Free Parks Initiative Media event:



Lisicke Basketball Court renovations: new hoops & posts, resurfacing and leveling of the court and new lines.



Left to Right: Sherry Chapman, Ryan's Memorial Fund, State Rep. Tim Ackert, Rita Kornblum, EHHH



Town Council Chair Jeff Shorts receives recognition from Eastern Highlands Health District Director Rob Miller for leadership in creating Smoke Free Parks & Trails.

***Miller Richardson*** – Little League volunteers worked hard throughout the summer watering the newly installed sod for the infields.

***Creaser Park***

- Assisted Boy Scout Troop 57 in moving in to Building 4, finalized plan for electrical work to be completed.

## PROGRAMS

### **General Administration**

Summer 2014 was a great year for Recreation programs! Between Camp Wangumbaug, Swim Lessons, and week-long sports camps, Coventry Parks & Recreation had something for everyone! Registrations were up this year across the board, including adult fitness courses like Zumba, Yoga & Tai Chi. Registrations continued coming in throughout the summer season for ongoing programs, including swim lessons and week-long sports camps. Skyhawks Camps were a success this year, while our Multi-Sport Program & Lil' Tykes Sports programs were both cancelled due to low enrollment. The always popular Baseball Camp, Tennis Camp & Youth Golf Lessons continued to thrive this summer.

Much of this year's summer administration for Ms. Merriam included the oversight and supervision of the Camp Wangumbaug program, including the 19 staff running the day-to-day. She also conducted program registrations, reviewed weekly revenue intake & made deposits, fielded customer service calls, emails and visits, began fall program planning & prepped for the start of *Recreation Daze*, and continued on-going program marketing & promotion.

### **Summer Concerts**

- This year's concerts included 3 in the month of July, and 1 in August:
  - Red Satin Band on July 17<sup>th</sup>
  - Eight Mile River Band on July 24<sup>th</sup>
  - Eight to the Bar on July 31<sup>st</sup>
  - Shaded Soul Band on August 7<sup>th</sup>
- All four concerts were held as scheduled, with beautiful weather and great attendance. Attendance was consistent throughout the series, with approximately 125-175 in attendance at each show, not including the boats on the lake that docked near the shore to enjoy the music. We have also heard from folks who live around the lake and in the neighborhood that they can hear the music at their homes, so many have enjoyed the concerts without actually attending at the park!
- Staff plan to do a better, more consistent job of e-marketing each concert throughout the series, with Facebook posts and eblasts, next year. Photo albums from all 4 concerts have been uploaded to Facebook with several "likes," "shares," and positive comments.



### **Camp Wangumbaug**

- Registrations continued to boom for the weeks held in July & August seeing the highest numbers in years, and even filling all remaining 7 weeks (with waitlists for the last two)! Mini-Explorer registrations improved as the season progressed, reaching 13 kids registered in week C, and CITs also improved as the month wore on, hitting 18 registered in week H.
- Feedback has been awesome! Camp Management staff and Ms. Merriam met prior to the end of the season, to discuss this year's operations and some changes the staff have in mind for next year. Staff will be working in the off-season on implementing a new "Kinder camp" program for incoming kindergarteners, and hiring additional staff to accommodate the influx in registrations.
  - Camp wrapped up for the season on Friday, August 15<sup>th</sup>. This year's Camp Carnival was held on Thursday, 8/14, complete with inflatable obstacle course & water slide, games, music, face painting, nail art, food, swimming, and dancing! Staff, CIT & Camper awards was handed out on Friday, including Counselor, CIT & Campers of the year.
  - Following the end of the Camp season, Ms. Merriam attended the CRPA Camp Section meeting in September to review the 2014 season and share experiences with other Camp professionals. The group also discussed future planning, including next year's Camp College event.

| Camp Enrollment Comparisons |            |            |            |
|-----------------------------|------------|------------|------------|
| Week                        | 2012       | 2013       | 2014       |
| B                           | 84         | 77         | 96         |
| C                           | 114        | 114        | 119        |
| D                           | 89         | 97         | 124        |
| E                           | 92         | 110        | 118        |
| F                           | 94         | 104        | 102        |
| G                           | 101        | 120        | 119        |
| H                           | 107        | 121        | 134        |
| <b>Total</b>                | <b>681</b> | <b>743</b> | <b>812</b> |

### ***Swim Lessons***

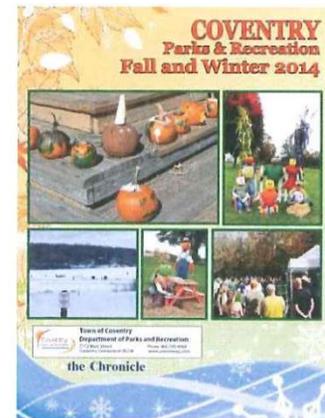
- Non-Resident swim passes were continuously being mailed out, as new registrations come in. Several transfers were made in July & August, for kids either advancing levels, or who were originally registered for the incorrect level. Swim Lessons also wrapped up for the season on Friday, August 15th due to a rain make-up.

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

- The 2014-2015 schedule including updated fees was completed and uploaded to the website in July, with registration opening as well. Fees rose slightly for this coming school year, due to the increases to minimum wage.
- Staffing was confirmed, including the promotion of Megan Yanez to Program Director. Staff met for a policy review and initial training/staff meeting with Ms. Merriam and Michele Mullaly, Rec. Daze Advisor on Monday, August 25<sup>th</sup>. Staff also took the time that day to set-up the building. Immediately following the training meeting was the annual Open House; unfortunately only 1 family attended but staff were able to answer the few questions they had.
- Rec. Daze began on Wednesday, August 27th, the first day of school, with 32 kids enrolled! Staff are now accepting registrations for the waitlist, as the after school program is full. The before school program registrations continue to come in as well, however there is still room for new registrations.

### ***Fall Program Planning***

- Ms. Merriam began work on the fall program brochure in July, and sent the final content to The Chronicle on August 29<sup>th</sup>. Many new youth programs were coordinated this season to be offered beginning in October, including Youth Archery; a Multi-Sport program, Tennis program, and Wiffleball Tournament offered with Christine Kessler; a Volleyball Clinic offered with Michelle Talaga; and new special events like the Chili Fest, and our involvement in this year's Christmas in the Village with a Polar Express ride for kids and their families. She also attended the Trip Planning Meeting in Tolland, in July to review the upcoming fall trips and to plan the 2015 trip season with the collaborating towns.
- Discussions began regarding this year's Tree Lighting event this season – DPW purchased a new tree and planted it on Friday, 9/26. Ms. Rubin & Ms. Merriam also worked on preparing for the Polar Express event in conjunction with Christmas in the Village. Ms. Rubin has contacted the Library about collaborating on the event, and reading the story to the kids prior to riding the train.





## *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**

October 20, 2014

**FIRE MARSHAL/ EMERGENCY MANAGEMENT DIRECTOR  
ASSISTANT BUILDING OFFICIAL  
QUARTERLY REPORT (First Qtr.14/15)  
July, Aug. and September**

The first qtr. of the year was routine with two small fires being investigated. A total of 42 inspections were conducted including 2 special request inspections. All the School's received their annual inspections and sprinkler system testing.

Meetings continue with the area towns and the Windham Hospital Paramedic program, progress is being made on a new contract and the per call fee's for service. A total of 31 meeting were attended including the monthly meetings with the fire companies to discuss procedures and equipment needs.

The Fire Marshal has been asked by the State's Housing Prosecutor to attend meetings and be part of a State Wide Task Force for hoarding issues. This is due to the successful handling of an extreme case here in town last year.

The Town of Coventry is an Equal Opportunity Provider

Quarterly Report  
First Quarter FY 14/15

Coventry Police Department



Listed below are the stated goals and objectives for each agency component for the 14/15 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 POST reaccreditation in March 2015.

*The department is preparing for reaccreditation through POST. We have been in contact with the new Program Manager at POST and have discussed changing our accreditation date to be the same as our CALEA Accreditation date. We are awaiting a decision on this matter.*

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

*The department submitted its grant reimbursement requests to the Department of Transportation for the comprehensive DUI enforcement grant.*

*We submitted a grant application and received funding from the DOT for the Rural Road Speed Enforcement Grant. We received approximately \$1,000.00 in reimbursement for overtime expenses to conduct enforcement of speeding violations. In addition, we received funding to purchase a new speed display sign. This new sign is mounted on sign channel posts and in addition to displaying speeds of vehicles; it also records vehicle counts and speeds. This data will be useful in conducting selective enforcement activities.*

- Conduct a promotional test for the position of sergeant. Promote one sergeant by October 2014. Promote a second sergeant in fiscal year 2015/2016.

*The department issued a request for bids to develop and administer a sergeant's test which included conducting a job task analysis. The bid was awarded to BadgeQuest from MA. The sergeant's test, which includes both a written and oral component, is schedule to be administered in early October.*

- Hire an officer to fill the opening created by a promotion to sergeant. This officer should begin POST Academy training in January 2015.

*The department began its recruitment effort in mid-August with an application closing date of September 26<sup>th</sup>. We are using the Connecticut Police Chiefs Association written test at no cost to the department. We received 170 applications for the position. Oral exams are scheduled for October. We expect being able to meet the deadline for entry into the academy.*

- Seek consensus from community groups in support of a school resource officer or patrol officer position in fiscal year 15/16 budget.

*No action on this item during this quarter.*

## OPERATIONS

- Provide adequate patrol staffing to effectively cover shifts 24 hours a day. Evaluate patrol schedules to implement all ten-hour shifts.

*With the retirement of Anthony Ochtera, both supervision and patrol staffing has once again been a challenge. Sergeant McDonagh has been very effective in managing both the schedule and filling in additional hours for both patrol and supervision.*

*A schedule has been developed to eliminate the 12-hour shift and migrate to all 10-hour shifts. We anticipate implementing this schedule in January 2015.*

- 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.*

- Assign a sergeant to supervise and assist the detective with investigating more serious cases.

*Due to the shortage of supervisors and associated loss of patrol staffing, this will have to wait until later in the fiscal year. The plan is to make the second sergeant promotion in late spring.*

- 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 Route 44 in August. Additional directed patrols*

- Increase enforcement of distracted driving violations by 10 percent.

*Officers continue to focus on distracted driving violations. There were 35 citations issued for handheld mobile device violations during this period compared to 28 during the same period in 2013. This represents a 25% increase from the same quarter last year.*

## SUPPORT

- Begin utilizing the new electronic PR-1 accident reporting format in January 2015.

*Our CAD vendor, HUNT computer is actively working on the modification to the accident report. Three members of the agency are schedule to attend training on the new accident report later this year.*

- 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. Detective Spadjinske is coordinating his efforts with members of the Metro Traffic Services agencies to submit this year's comprehensive DUI enforcement grant.*

- 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.*

- Work toward becoming a PREA (Prison Rape Elimination Act) certified lockup facility.

*The department has been gathering information from the Department of Corrections and the CT Judicial Department to put together a training program for officers regarding PREA requirements and standards.*

#### **Other News**

The department received a Prescription Drug collection bin from CVS after a grant application had been made. Approvals from DEA and the State Department of Environmental Protection are being sought for use of this collection bin.



# Coventry Police Department Incident Analysis

7/1/2014...9/30/2014

|     | Shift |     | Total |
|-----|-------|-----|-------|
| 1st | 2nd   | 3rd |       |
| 309 | 885   | 730 | 1921  |

| UCR  | Nature                           | 1st | 2nd | 3rd | Total |
|------|----------------------------------|-----|-----|-----|-------|
|      |                                  | 0   | 0   | 3   | 0     |
| 001  | Marine Patrol Activity           | 0   | 11  | 1   | 12    |
| 029  | Disabled Motor Vehicle           | 2   | 16  | 11  | 29    |
| 11A  | Sex Forcible Rape                | 0   | 1   | 0   | 1     |
| 11D  | Sex Forcible Fondling            | 0   | 0   | 1   | 1     |
| 13A  | Assault Aggravated               | 0   | 0   | 2   | 2     |
| 13B  | Assault Simple                   | 0   | 2   | 1   | 3     |
| 13C  | Intimidation                     | 2   | 3   | 5   | 10    |
| 152  | Suicide Threat/Attempt           | 2   | 2   | 2   | 6     |
| 220  | Burglary                         | 0   | 4   | 1   | 5     |
| 23C  | Larceny Shoplifting              | 0   | 1   | 0   | 1     |
| 23D  | Larceny Theft From Building      | 0   | 2   | 0   | 2     |
| 23F  | Larceny Theft From MV            | 0   | 1   | 0   | 1     |
| 23G  | Larceny Theft of MV Parts        | 0   | 0   | 1   | 1     |
| 23H  | Larceny All Other                | 1   | 9   | 6   | 16    |
| 240  | MV Theft                         | 1   | 2   | 2   | 5     |
| 2604 | Fireworks/Gunshots               | 2   | 9   | 27  | 38    |
| 2608 | Abandoned MV                     | 0   | 0   | 1   | 1     |
| 2609 | Littering                        | 0   | 2   | 0   | 2     |
| 2619 | Building Check                   | 0   | 2   | 1   | 3     |
| 2631 | Public Hazard                    | 4   | 7   | 18  | 29    |
| 26A  | Fraud False Pretenses            | 0   | 2   | 0   | 2     |
| 26B  | Fraud Credit Card/ATM            | 0   | 2   | 0   | 2     |
| 26C  | Fraud Impersonation              | 0   | 1   | 0   | 1     |
| 26E  | Fraud Wire                       | 0   | 1   | 0   | 1     |
| 290  | Vandalism                        | 0   | 3   | 0   | 3     |
| 2914 | Animal Complaint                 | 13  | 41  | 29  | 83    |
| 3009 | Susp Person/Activity/MV          | 27  | 60  | 58  | 145   |
| 326  | Illegal Parking                  | 0   | 3   | 1   | 4     |
| 332  | Harassment/Harassing Phone Calls | 1   | 10  | 15  | 26    |
| 343  | MV Accident (Injuries)           | 0   | 4   | 4   | 8     |
| 344  | MV Accident Evading              | 1   | 1   | 3   | 5     |
| 346  | MV Accident (No Injuries)        | 9   | 17  | 8   | 34    |
| 349  | Subpoena Service                 | 0   | 1   | 0   | 1     |
| 351  | Alarm                            | 22  | 34  | 37  | 93    |
| 353  | Medical                          | 23  | 73  | 30  | 126   |
| 355  | MV Stop                          | 86  | 95  | 194 | 375   |
| 35A  | Drug/Narcotic Violation          | 5   | 2   | 3   | 10    |
| 375  | Routine Assistance               | 9   | 82  | 37  | 128   |
| 377  | Open Door/Window                 | 2   | 2   | 3   | 7     |
| 388  | Miscellaneous                    | 12  | 18  | 12  | 42    |
| 396  | Escort                           | 1   | 4   | 7   | 12    |



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7/1/2014...9/30/2014

|      |                            |    |     |    |     |
|------|----------------------------|----|-----|----|-----|
| 398  | Missing Person             | 1  | 1   | 2  | 4   |
| 399  | Lost And Found             | 3  | 8   | 3  | 14  |
| 400  | Family Matter - Non Arrest | 1  | 15  | 13 | 29  |
| 401  | Repossessed Vehicle        | 1  | 0   | 0  | 1   |
| 4811 | Finger Printing            | 7  | 104 | 0  | 111 |
| 4858 | Fire                       | 1  | 9   | 4  | 14  |
| 4873 | Assist Other Agency        | 5  | 17  | 18 | 40  |
| 82   | Runaway/Non NIBRS          | 1  | 0   | 3  | 4   |
| 861  | Disturbance (Non-Domestic) | 1  | 6   | 7  | 14  |
| 863  | Town Ordinance Violation   | 0  | 2   | 0  | 2   |
| 866  | Noise Complaint            | 4  | 3   | 11 | 18  |
| 889  | Check Welfare              | 1  | 22  | 15 | 38  |
| 890  | MV Erratic Operation       | 4  | 22  | 19 | 45  |
| 891  | MV Lock Out                | 0  | 8   | 4  | 12  |
| 90C  | Disorderly Conduct         | 3  | 0   | 0  | 3   |
| 90D  | DWI                        | 0  | 0   | 3  | 3   |
| 90Z  | All Other Offenses         | 1  | 3   | 3  | 7   |
| 911  | 911 Hang Up Call           | 0  | 1   | 3  | 4   |
| H109 | Junk MV                    | 0  | 2   | 0  | 2   |
| Sup  | Supplemental               | 50 | 132 | 98 | 280 |