



TOWN OF COVENTRY

QUARTERLY REPORTS

October 1 – December 31, 2014

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Cover photo: At the first lighting ceremony of the new evergreen tree located between Town Hall and the Middle School. Photo by John Elsesser.

Finance Department

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

General accomplishments

- Completion of annual audit, presenting the data in the CAFR format.
- Renewal HDHP/HSA insurance.
- Annual renewal of Health insurance premium – preliminary discussions with USI, our insurance broker, and with the ECHIP board of directors.
- Coordinated a Flu Clinic for employees.
- Retirement processing for 5 employees.
- Submitted an ICE grant for regional computer equipment purchases with South Windsor and Town of Tolland.
- Submitted Nutmeg Network grant for connection to internet.
- Walk for Health employee campaign.
- Special Duty Billing module installed on payroll.
- Contracted with OpenGov.com for internet access to monthly financials.

Meetings attended

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

Collector of Revenue

Tax Collector Demand (TCD) notices for Sewer, Real Estate, Personal Property, Motor Vehicle and COVRRRA accounts were prepared and mailed throughout this quarter. This action follows the delinquent notices and statements that were mailed in August and September and preceded the Alias Tax Warrants that were issued in December.

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

The 2013 Supplemental Motor Vehicle list was compiled and 2,091 bills were printed and mailed on December 19, 2014. The second half of December saw the customary increase in mail and walk-ins as many property owners sent in payments for the January 2015 installment on their Real Estate and Supplemental Motor Vehicle taxes so as to be able to claim these payments on their 2014 IRS form. A few banks and mortgage companies sent in the January escrow payments in late December. Traditionally, banks hold on to these payments until the end of January before mailing the tax payments to the municipalities. The Supplemental Motor Vehicle tax bills are mailed as soon as possible because taxpayers appreciate the option to pay this tax before the end of the calendar year for income tax purposes.

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

Assessor

OCTOBER

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

2013 Supplemental grand list also arrived on October 29th but we were unable to start the valuation process due to revaluation and other tasks this month.

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

NOVEMBER

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

We are wrapping up all the building permit inspections necessary to add to the 2014 revaluation for the Real Estate Grand List. I have completed the analysis for the revaluation and we are in the process of sending notices to the taxpayers. Hearings will be held next month regarding the new assessments

We are current with all motor vehicle corrections and are working on the 2013 Supplemental Motor Vehicle list.

DECEMBER

Personal Property has been completed with around 818 accounts being valued. We are busy trying to complete our Real Estate Grand List. The 2014 Motor Vehicle Grand List was received from DMV. We are busy trying to get this all priced and finalized by end of January as well. This list is compiled of anyone who had a registered motor vehicle in the Town of Coventry as of October 1st. We are current with all motor vehicle corrections. We have completed the Supplemental Motor Vehicle list for a total assessment of \$10,866,051.

Budgets were started for the Assessor's Office and the Board of Assessment Appeals. The revaluation hearings were held in the Town Annex starting on December 1, 2014 and finished on December 12, 2014. The revaluation yielded about 84 hearings compared to 379 from the previous revaluation from 2009. All hearings received notification regarding any changes that were made prior to the end of the month.

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

Michael J. D'Amicol
Town of Coventry
Assessor



Open Space - Riverview Trail, Merrow Rd.

COVENTRY LAND USE OFFICE

QUARTERLY REPORT FOR:

OCTOBER, NOVEMBER, DECEMBER

~ 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**

OCTOBER, NOVEMBER, DECEMBER

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
14-12		9/8/14	9/8/14	98 Talcott Hill Rd., 3-lot Subdivision – Applicant: John & Frances Bennett	10/14/14	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**

OCTOBER, NOVEMBER, DECEMBER

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.
- Discussed the status of the high volume of ongoing blight and zoning enforcement activities that Staff has been addressing.
- Discussed a recent Chronicle article regarding the Town of Lebanon's wish to create more senior housing opportunities.
- Accepted the Open Space Working Group Report.
- Discussed building mural paintings and other signage issues relative to enforcement and regulatory compliance.
- Appointed Ed Marek to serve as the CRCOG Regional Planning Commission representative for Coventry.
- Reviewed several proposals for amendments to the zoning regulations that were prepared by Staff.
- Announced Consortium Meeting has been set for January 29, 2015.
- Held preliminary review for proposed 9 lot subdivision of Blanchard on Dunn Road.
- Held preliminary discussion of proposal of Ted Wrubel to propose a zone and regulation change and promote commercial development at 39 Depot Road.
- Adopted 2015 meeting calendar.
- Recommended that the Town Council do not accept a property donation on Hinkle Mae Drive, pursuant to CGS 8-24.

OCTOBER, NOVEMBER, DECEMBER

DISCUSSION AND ACTION TOPICS

- Discussed business mentoring activities and visitation program efforts
- 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 staff's attendance on the Tolland County Chamber of Commerce Economic Development Committee.
- Discussed status of CROG Rtes 44, 195 Corridor Study proposal
- Discussed status of former Coventry Antiques property – new owner working to bring property back on-line.
- 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 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.
- Discussed Town of Manchester's coworking space project – Axis901 and the potential of establishing one in Coventry.
- Discussed 'Love Coventry' community appreciation campaign
- Discussed Strategic Arts Plan development and DECD Grant
- Discussed 2015/2016 EDC budget ideas for upcoming projects
- Supported resubmittal of Regional Performance Incentive Grant for economic development study preparation of UCONN Tech Park growth leveraging.

ZONING ENFORCEMENT

YEAR **2014**

OCTOBER, NOVEMBER, DECEMBER

Michael Antonellis, Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	39*
Single Family Dwellings	4
Condominiums	2
In-Law Apartments	0
Accessory Structures	
Decks/Porches	5
Sheds/Gazebos	2
Barns	0
Detached Garages	3
Pools	0
Other	14**
Residential Additions/Attached Garage	3
Commercial Use/Signage	3
Home Occupation	1
Others:	0
Interior Renovations	3
Agricultural buildings	0
Total	<u>40</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 = ***10**
(Signed for zoning compliance by ZEO)

Single Family Dwellings	7
In-law apartment	0
Condos	0
Accessory Structures	
Decks/Porches	0
Sheds/Gazebos	1
Barns	1
Detached Garages	0
Pools	0
Other	0
Residential Additions/Attached Garages	1
Commercial Use/Signage	0
Total	<u>10</u>

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

ZONING ENFORCEMENT (Cont'd)

YEAR 2014

OCTOBER, NOVEMBER, DECEMBER

INSPECTIONS

Erosion and Sediment Control	3
Limits of Clearing	0
Certificates of Occupancy	10
Pre-Approval Inspection	0
Seed and Mulch Bond Release	2
Zoning Complaints (initial & follow-ups)	7
Blight Complaints (initial & follow-ups)	7
Street Number Assignments	0
Other	0
Total	<u>29</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	4
Signage	0
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
Junk Yard	1
Greater than 1 unregistered motor vehicle	1
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	1
Nuisance	1
Blight complaints	7
Total	<u>16</u>

ZONING ENFORCEMENT

YEAR **2014**

OCTOBER, NOVEMBER, DECEMBER

News from Zoning Department:

Way-Finding Sign Regulations

The ZEO/Planning Tech wrapped up subcommittee discussions to explore the possibility of establishing a way-finding sign program in town. Ultimately the committee decided to suggest a regulation change to allow signs on properties not associated with the business, with approval by the property owner. Signs would have to follow all other applicable sign regulation.

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). Michael is also pursuing AICP certification to become a certified planner.

Web-based GIS

The ZEO has been in charge of overseeing the transition from online web-GIS providers. When WINCOG dissolved, Coventry became a part of CCROG. CCROG is supported by AppGEO who provided a free parcel update, as well as a spot on the regional web-GIS site. After much consideration and research, it was noted by the ZEO that in order to keep the same level of service it would be cheaper to stay with our current provider New England GEO. Coventry was given the parcel update from AppGEO and will continue service with NEGEO as the web-GIS provider.

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**

OCTOBER, NOVEMBER, DECEMBER

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
14-04Z	12/26/14	1/20/15	Application of Andrew Bushnell, Agent for Sackett's Waterfront Development, Map P, Block 22, Lot 242, Edgewater Dr., Common Driveway Variance for gradient and width		P

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

INLAND WETLANDS APPLICATIONSYEAR **2014****OCTOBER, NOVEMBER, DECEMBER**

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
14-24WA	10/9/14			David Rappe – Retaining Wall, 153 Lancaster Rd.	10/9/14	A
14-25WA	10/9/14			Titan Construction – Demo/Rebuild Single Family Home, 78 Bellevue Dr.	10/10/14	A
14-26WA	10/14/14			Roxine Giguere – Curtain drain for water control in review area, 78 Judd Rd.	10/28/14	A
14-27WA	10/28/14			Jared Luce – Fill land in review area, 733 Cedar Swamp Rd.	10/28/14	A
14-28WA	10/31/14			Donald Cote – Construct 28 x 40 garage, 30 Nathan Hale Rd.	11/1/14	A
14-29WA	11/12/14			Marie Patulak – Deck in review area, 194 Pine Lake Dr.	11/12/14	A
14-30WA	12/1/14			Debra Crane-Bonnell – Septic repair in review area, 1955 Main St.	12/1/14	A
14-31WA	12/8/14			Network, Inc. – Septic Tank Repair, 140 Trowbridge Rd.	12/29/14	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.



OFFICE OF TOWN CLERK

Lori Tollmann, CMC
Town Clerk

Brooke R. Manning
Assistant Town Clerk

QUARTERLY REPORT OCTOBER 1 – DECEMBER 31, 2014



The Town Clerk serves the Coventry Community under the guidance of the General Statutes of the State of Connecticut. The clerk is responsible for filing and maintaining all land records, maps, vital statistics, agendas and minutes of all Boards and Commissions, registering veteran's discharges, trade name certificates, liquor permits and Notary Public appointments, issuing marriage, sports and dog licenses and administering elections in coordination with the Registrar of Voters.

Recording & Licensing



Receivables & Revenue:

- ✓ The Clerk's Office collected **\$161,563.40** this quarter, of which **\$52,448.23** was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	652	\$16,987.00
Local Conveyance Tax Recorded	53	25,335.00
Copies	378	3,781.00
Trade Name Certificates	13	65.00
Liquor Permits	6	6.00
Burial/Cremation Permits	12	42.00
Marriage Licenses	10	110.00
Vitals Copies	53	2,320.00
Notary Fees & Renewals	61	370.00
Dog License Fees	34	33.50
Maps Filed	27	380.00
Fish & Game License & Permit Fees	55	35.00
Conveyance fees	53	53.00
Unanticipated	0	0
PA-490	0	0
PA-00-146 Clerk	653	500.00
PA-05-228, 09-229 & 13-247 LOCIP	653	1,500.00
PA-05-228, 09-229 & 13-247 Clerk	653	930.00
Town Clerk Revenue Transferred to Treasurer:		\$52,448.23

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

PUBLIC ACTS 05-228, 09-229 & 13-247: When initially implemented PA 05-228 required the Town Clerk to collect an additional \$30 fee for each document recorded on the town's land records. The State of Connecticut received \$26 of each fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, LOCIP, as defined in Sec. 7-536 of the general statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. This legislation required an additional \$10 fee for the first page of land recordings. The purpose is to provide a safety net program for Connecticut's one billion dollar dairy industry. PA 13-247 became effective July 15, 2013. This public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from that date forward. Certain MERS documents require \$127, others \$110 of the filing fee to be remitted to the State. There are 6 options for the calculation of fees requiring a thorough examination of each document. These fees are collected, combined and remitted with three respective reports to the State of Connecticut. This quarter, the Clerk's office collected \$24,182.50 of which \$1,500.00 has been added to the Town's general fund for LOCIP projects.



State Fees Collected and Remitted: The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$108,798.17 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$12,096.00
PA 05-228 & 09-229	\$18,000.00
Marriage Licenses	190.00
Fish & Game Licenses	1,352.00
PA-00-146	1,000.00
State Conveyance Tax	76,160.17



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

	Dog License Fees	Surcharge
October - December	\$235.00	\$82.00

Municipal Election: The State Election was held November 4, 2014 for the offices of Governor, Lieutenant Governor, Congress, Senator, State Representative, Secretary of the State, Treasurer, Comptroller, Attorney General, Judge of Probate. Town wide voter turnout was 66.6%. Of the 7,311 registered voters in Coventry, 4,874 voted at the polls and 80 absentee ballots were cast.



Fiscal Year 2015-2016 Budget: The budget preparation process began late November. This was my first budget as Town Clerk. I had been exposed to the budget process with the previous Town Clerk. The time put forth to gather, compute, and organize the information is time consuming but required to submit a budget that reflects the needs of this office in order to provide the many services for which we are statutorily charged and education that is an asset to the Town Clerk's Office.

Map Security Filmed and Digitized: 117 recorded land record maps were sent to Info-Quick Solutions (IQS) to be security filmed, digitized and loaded to the land record index. As of November, all maps recorded in the Town Clerk's office are available to view electronically here and on-line.

Historic Document Preservation Grant No. 032-OI-14: The \$5,000 grant funds were applied to secure storage in our vault. We purchased two cabinets from Dupont Systems. These cabinets are to store our Vital Records and Military records in a secure manner.

Ordinance No. 246 amendment to Sec. 94-37 Additional Property Tax Exemption for Modified Housing for Disabled Veterans was adopted on December 1, 2014. The Town clerk published the legal notice of adoption on December 10, 2014. The ordinance became effective on December 31, 2014.

Recent Legislation Affecting Town Clerks

PA14-33 – An Act Concerning the “490 Program” Deadline for filing with Town Clerks – Effective October 1, 2014 a new law makes procedural changes to the “490 program,” in which eligible farm, forest, open space, and maritime heritage land is assessed for property tax purposes based on its current use, rather than its full market value. Prior law required tax assessors to annually, by November 30, file with the town clerk a certificate for any land classified under the 490 program. The act extends this deadline to January 31st for any year in which a revaluation of all real property becomes effective.

staff Updates/Activities



Susan Cyr retired December 1, 2014 from the Town Clerk’s office after many years of service to the Town of Coventry as both Assistant Town Clerk and Town Clerk. Susan will be missed in this office and we wish her well.

Lori Tollmann, Town Clerk, Lori was appointed on December 1, 2014 after the retirement of Susan Cyr.

Brooke Manning Assistant Town Clerk, Brooke has recently been hired full-time to fill the vacancy left by Lori being appointed to Town Clerk. She attended Certified Municipal Clerk Institute School for Connecticut Town Clerks on Monday, December 10, 2014 at the Central Connecticut State University for the third of 5 courses required to achieve Certified Connecticut Town Clerk designation. The course entitled “Elections” awarded 6 hours towards the certification requirement. Brooke also attended her last class in a series of two called “Records Emergency Planning and Response”. Brooke will be sitting for her Certification test in 2016.

**PUBLIC WORKS DEPARTMENT
QUARTERLY REPORT
OCTOBER, NOVEMBER & DECEMBER 2014**

STAFF

Director of Public Works/Tree WardenMark Kiefer

Superintendent of Operations.....Douglas Reese

Administrative SecretaryDonna Wrubel

Heavy Equipment Operator / Crew LeaderClifton Labrec

Facilities Crew LeaderMonica Bragdon

Heavy Equipment Operator / Crew LeaderCharles Harakaly

Light Equipment Operator / Truck DriverRichard Watts

Light Equipment Operator / Truck DriverJohn Hoffman

Light Equipment Operator / Truck DriverErik Johansen

Light Equipment Operator / Truck DriverLee Davey

Facility Maintainer I.....Michael Mangiafico

Public Works Maintainer I.....Todd Rychling

Public Works Maintainer I.....Troy Stout

Public Works Maintainer I.....Charles Grossmann

Public Works Maintainer I.....

Public Works Sanitation MaintainerDaniel Smith

Lead MechanicDaniel Caron

Mechanic IRobert Maxwell

Mechanic IJeremy Rooke

Town EngineerTodd Penney

WPCA Technician / OperatorMichael Ruef

Troy Stout was hired as Public Works Maintainer I on October 15, 2014.

Gale Hoyt retired from Truck Driver on October 17, 2014.

Charles Grossmann was hired as Public Works Maintainer I on October 20, 2014.

Lee Davey was promoted to Truck Driver on November 10, 2014.

Mark Kiefer started as Director of Public Works / Tree Warden on December 8, 2014.

SERVICE REQUEST DISTRIBUTION BY REQUEST TYPE

Request Type	Request Count	Average Duration (days)	Average Duration (hours)	%
Assist Water Pollution Control Authority	6	1.87	44.99	2.0
Athletic Field Maintenance	1	0.00	0.02	0.3
Debris or Litter	4	0.52	12.44	1.3
Drainage Complaint Issue	7	6.50	156.06	2.3
Eviction	1	3.01	72.33	0.3
Facility Maintenance	61	5.86	140.56	20.2
Grading unimproved roads	1	27.22	653.27	0.3
Indirect Service Request	12	4.72	113.31	4.0
Mailbox Damage reported	1	0.00	0.00	0.3
Potholes / Safety Hazard	26	4.54	109.04	8.6
COVRRRA Duty	5	0.42	10.17	1.7
Roadway Repair	12	6.27	150.52	4.0
Safety Issue, Roadside	4	2.58	62.00	1.3
Signs and Traffic Control	119	2.91	69.78	40.1
Trail Maintenance and Repair	2	9.11	218.71	0.7
Tree Related Services	23	4.68	112.39	7.6
Vegetation Control & Management	6	1.13	27.13	2.0
Winter Operations /Snow / Ice	9	1.36	32.60	3.0
Total Service Requests	300	4.00	95.98	

scheduled work	
task	staff hours
Administrative	1594.3
COVRRRA Operations	206
Facilities Maintenance	1310.8
Fleet/Vehicle Maintenance	1342.8
Grounds Maintenance	354.5
Hazard/Obstruction in Roadway	4
Indirect Services	99
Road Maintenance & Repair	2002.3
Road Maintenance or Repair	6
Traffic Control and Signs	126
Tree work and vegetation management	131
water pollution control authority operations	274
winter operations	499.3



Grant Hill Road culvert replacement was designed by the Town Engineer and constructed by Town Public Works employees. An excavator was hired to set the pipe in place.

Grant Hill Road culvert replacement completed using a precast headwall with guide rail installed for public safety.



Swamp Road drainage improvements included drainage pipe and catch basins installed to carry road and ground water.





Winter started a little early this year... first call out for DPW November 26, 2014. We continue to utilize clear lane as a de-icing material to increase our productivity and minimize call-backs during snow removal operations.





New! Textile Recycling Program

For your convenience Bay State Textile has provided The Town of Coventry a collection trailer which is located at our transfer station and a small collection box located at 100 Olsen Farm Road.

Bay State Textile will also be paying the Town of Coventry a rebate for every ton collected which will go into the COVRRRA fund to offset expenses and help keep your bills stable.

Did you know? ... 85% of all unwanted textiles end up in our solid waste stream. This makes up on average 5% of our solid waste. Remember that every ton tossed costs over \$60.00. All of the following items are acceptable and can be donated in any condition as long as they're clean and dry. Must be in bags.

Recycle belts, blankets, boots, bras, coats, comforters, curtains, draperies, dresses, flip flops, Halloween costumes, hats, jackets, jeans, jerseys (sports), napkins (cloth), pajamas, pants, pet beds, pet clothing, pillows, pillow cases, purses, scarves, sheets, shirts, shoes, shorts, skirts, slippers, socks, stuffed animals, suits, sweaters, sweatpants, sweatshirts, table liners, ties, towels, t-shirts, undergarments

Donate – Recycle – Don't throw away

For more information, contact the Public Works Department at
(860) 742-6588

TRANSFER STATION QUARTERLY REPORT

<u>material received:</u>		PROPANE	BULKY	RECYCLABLE				
DATE	RECEIPTS	EWASTE	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	FREON
10/02/14	\$166.00	14	2	2650	50	1	0	1
10/04/14	\$217.60	19	1	3390	220	0	260	4
10/09/14	\$568.40	17	3	8370	310	3	480	8
10/11/14	\$103.00	13	0	1510	130	0	0	3
10/16/14	\$183.00	6	2	2630	110	1	570	4
10/18/14	\$539.00	31	4	8770	220	4	1000	4
10/18/14	police	3	0	0	150	0	0	0
10/23/14	\$155.00	17	0	2440	120	0	1610	3
10/25/14	\$353.40	29	3	5340	470	4	3140	4
10/30/14	\$160.80	10	0	2400	990	7	6730	0
Mo Total lbs.	\$2,446.20	159	15	37500	2770	20	13790	31
tons				18.75	1.385		6.895	

<u>material received:</u>		PROPANE	BULKY	RECYCLABLE				
DATE	RECEIPTS	EWASTE	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	FREON
11/01/14	\$486.00	21	0	8310	210	0	3320	2
11/03/14	town	0	0	0	0	0	5940	0
11/04/14	town	0	0	0	0	0	4370	0
11/05/14	town	0	0	0	0	0	4910	0
11/06/14	\$112.00	17	0	1640	0	0	1020	2
11/08/14	\$296.40	23	4	4330	210	3	7720	2
11/13/14	\$436.60	12	0	6590	210	2	4660	4
11/15/14	\$255.80	20	0	5090	240	2	6540	0
11/18/14	town	0	0	0	0	0	13380	0
11/19/14	town	0	0	0	0	0	9190	0
11/20/14	\$224.40	10	1	4190	60	0	250	0
11/20/14	town	0	0	620	0	0	0	0
11/21/14	town	0	0	0	0	0	10850	0
11/22/14	\$417.60	16	0	6090	540	8	1740	4
11/25/14	town	0	0	0	0	0	8398	0
11/29/14	\$305.60	19	1	5070	0	0	550	3
Mo Total lbs.	\$2,534.40	138	6	41930	1470	15	82838	17
tons				20.965	0.735		41.419	

<u>material received:</u>		PROPANE	BULKY	RECYCLABLE				
DATE	RECEIPTS	EWASTE	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	FREON
12/03/14	town	1	0	0	0	0	0	0
12/04/14	\$102.85	10	0	1700	220	0	650	1
12/06/14	\$234.40	16	0	3920	260	0	2940	3
12/11/14	\$63.60	10	0	1310	0	0	0	0
12/13/14	\$262.00	19	1	4020	180	1	90	5
12/18/14	\$122.00	8	0	1930	210	0	1810	2
12/20/14	\$253.60	26	0	4420	340	1	1500	2
12/22/14	town	0	0	0	0	0	10190	0
12/27/14	\$212.20	19	1	3680	690	0	1490	2
Mo Total lbs.	\$1,250.65	109	2	20980	1900	2	18670	15
tons				10.49	0.95		9.335	
Qtr Totals lbs.	6231.25	406	23	100410	6140	37	115298	63
tons				50.205	3.07		57.649	

TRANSFER STATION QUARTERLY REPORT

<u>material transferred:</u>	1st month Oct	2nd month Nov	3rd month Dec	total for quarter
Willi Waste - Bulk (cd) ton	23.15	16.42	12.88	52.45
Willi Waste - Bulk (brush) ton	0	0	0	0
Willi Waste - Recycling (metal) ton	5.53	0	5.38	10.91
Interstate - CFC removal units	0	0	59	59
Take2 Recycling - electronics lbs.	9757	4831	9721	24309
Rindge- propane tanks - each	0	0	41	41
Bob's Tire - each	19	0	22	41
Textiles - lbs. 12/23/14 start	n/a	n/a	0	0

TRANSFER STATION (TS) FORM

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

TONNAGE OF SOLID WASTE and RECYCLABLES RECEIVED			
MATERIAL RECEIVED	MONTH/YEAR <u>October 2014</u>	MONTH/YEAR <u>November 2014</u>	MONTH/YEAR <u>December 2014</u>
BULKY constr. debris/brush	18.75	20.97	10.49
FREON (CFC) each	31	17	15
ELECTRONICS each	159	138	109
TIRES each	20	15	2
PROPANE TANK each	15	6	2
LEAVES	6.90	41.42	9.34
SCRAP METAL	1.39	.74	.95

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

QUANTITIES (TONS, POUNDS OR EACH) of SOLID WASTE TRANSFERRED TO DISPOSAL FACILITIES and QUANTITIES OF RECYCLABLES TRANSFERRED TO RECYCLING FACILITIES												
NAME/LOCATION OF DISPOSAL FACILITY RECEIVING WASTE OR RECYCLING FACILITY RECEIVING RECYCLABLES	MONTH/YEAR <u>October 2014</u>				MONTH/YEAR <u>November 2014</u>				MONTH/YEAR <u>December 2014</u>			
	CFC	BULK	RECY	BRUSH	CFC	BULK	RECY	BRUSH	CFC	BULK	RECY	BRUSH
Take2 Recycling Inc 567 South Leonard St bldg 1 Waterbury CT 06708 – lbs.			9757				4831				9721	
Interstate Refrigerant Freon Recovery Foxboro, MA – each									59			
Baystate Textiles Waterbury, CT												
Bob's Tire Co. Mattapoisett, MA – each			19								22	
Propane Tanks Mighty Flame Rindge, NH – each											41	
Willimantic Waste Paper Willimantic, CT – ton		23.15	5.53			16.42				12.88	5.38	

WPCA 2014

October, November, December

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day

Average Daily Flow = approx 125,965 gallons per day

Approximate Capacity Remaining at WWTP = 37%

Projects Update:

- Our GIS consultant is about half way done with the sewer collection system 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 are already using them. The greatest benefit of the GIS map will be succession planning; when current staff leave employment with the Town the new staff will easily be able to view maintenance and repair history; saving countless hours of 'reinventing the wheel'.
- We met with a safety consultant to review our Confined Space Entry Safety Program. Doug Reese did an excellent job updating the program and no changes were recommended.
- We received a request to extend sewers about 50 feet up Laurel Trail (WM) to serve a home with a marginal septic system. When available, sewers are the preferred alternative to repairing septic systems in the Lake area due to close proximity of wells and groundwater pollution/public health concerns.
- We've been inspecting manholes and using our pipeline camera to inspect sections of sewer main that cross under streams. Several manholes were cleaned/repared and the stream crossings look good so far.
- Our new part-time staff member Dan Smith continues to excel at his new position. He has been studying hard at home and will attend formal training in preparation for the CT DEEP Class 1 Wastewater Operator Certification exam in January.
- The new Director of Public Works/WPCA Administrator Mark Kiefer has also expressed interest in becoming certified to operate the plant. Mark hit the ground running and his knowledge/experience have been put to good use with equipment replacement quotes, selling unused equipment, budget development, re-purposing a vehicle for Dan Smith, and reviewing the proposed sewer extension on Laurel Trail (WM).
- Well you made it this far and are still reading so it's time for some pictures. With a lot of help from the public works crew we cleaned several manholes, jetted a trouble spot, and flushed out about 2,000 ft of sewer main in an easement and under the lake adjacent to Woodland Rd. Access made the job challenging but we saved thousands of dollars by doing the work in-house.



Above: Setting up the pump on the coldest day of November.

Below: Setting up the confined space entry equipment for cleaning.





Above: Mike getting ready to catch/remove debris.

Below: DPW running the sewer jetter.



BUILDING DEPARTMENT QUARTERLY REPORT
2nd QUARTER
October, November, December 2014

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

NEW HOUSE PERMITS ISSUED FOR THE 2nd QUARTER 2014-15		
MONTH	DATE	ADDRESS
OCTOBER		
	1ST	274 HANNAH LN
	6TH	223 WOODLAND RD
	8TH	42 VERNON BRANCH RD
	20TH	91 WEST SHORE DR
NOVEMBER		
	3RD	88 PROSPECT ST
	20TH	615 SOUTH ST
DECEMBER		
	11TH	52 TROWBRIDGE RD

Foundation work also started for ten (10) new residential dwellings at 615 South Street, Units 9, 10, 11 & 12 Flanders Woods Lane, 78 Bellevue Drive, 141 Windswept Way, 300 Dunn Road, 2724 Main Street and 2794 Main Street.

New home owners are happily settling into eleven (11) newly built homes.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES	
2ND QUARTER 2014-2015 Fiscal Year	
ADDRESS	DATE
6 MIDLAND RD	10/8/2014
368 DUNN RD	11/4/2014
102 RABBIT TR	11/12/2014
349 RILEY MTN RD	11/12/2014
UNIT 4 FLANDERS WOODS LN	11/14/2014
167 BABCOCK HILL RD	11/21/2014
112 IRELAND DR	11/25/2014
1060 SOUTH ST	12/8/2014
370 DUNN RD	12/15/2014
951 MERROW RD	12/15/2014
2187 SOUTH ST	12/19/2014

Municipal Projects:

Electrical upgrades to a more energy efficient LED lighting system was installed at 2 of the Coventry Fire Departments located at 1645 South Street and 1755 Main Street. A generator is being installed at the

Senior Center located at 124 Lake Street. Lastly, all four Coventry public schools are well underway with the install of photovoltaic systems placed on their roof tops. This school project is a massive solar initiative which will hopefully be completed in the upcoming months.

Commercial Projects:

The Channel 3 Times Farm Camp was granted a tenant fit out for a preschool at one of their camp facility and a new handicap ramp was built at their recreation hall this quarter. The tattoo parlor at 1276 Main Street has been converted back to a barber shop. Three new Commercial signs were approved for Meadow Brook Plaza, United Bank and Save & Go Gas all on Boston Turnpike. A roof was replaced at Skungamaug River Golf Course’s Clubhouse at 104 Folly Lane.

Five hundred twenty (520) inspections were completed this quarter.

Thirteen (13) hours of continuing education were earned this quarter.

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

Permits for this Quarter

Permits Issued:	Oct. 2014	Nov. 2014	Dec. 2014
Houses only	4	2	1
Foundation only	5	1	4
Condominiums	0	0	0
Commercial Bldg/Renov	1	0	1
Industrial Bldg/Renov	0	0	0
Public Bldg/Renov	0	0	0
Additions	1	0	2
Garages/Carports	0	3	0
Sheds/Barns	1	2	0
Decks/Porches	3	3	0
Pools	0	0	0
Demolition	1	0	1
Woodstove	14	8	3
Miscellaneous	12	4	6
Renov/Repair/Alter	16	14	11
Plumbing	12	4	3
Heating	19	18	15
Electric	25	13	12
TOTAL PERMITS	114	72	59
PERMIT VALUE	\$1,557,253	\$755,230	\$893,593
FEES COLLECTED	\$22,962	\$11,401	\$13,413
ZONING Permits	19	12	10
Fees Collected	\$1,000	\$650	\$600
Certificate of Completion	51	49	81
C/O s - New Homes/Condos	1	6	4
C/O s - Other	1	2	4



Town of Coventry

1712 Main Street
Coventry, Connecticut
Ph: (860) 742-4064
Fax: (860) 742-8911

Code Enforcement Office

Noel Waite, Fire Marshal / EMD

January 16, 2015

FIRE MARSHAL/ EMERGENCY MANAGEMENT DIRECTOR
ASSISTANT BUILDING OFFICIAL
QUARTERLY REPORT (Second Qtr.14/15)
Oct, Nov, and December 2014

The second quarter of the year was busy with 84 routine inspections being conducted as well as 5 special request inspections. 33 meetings were attended, including meetings to establish a State wide Taskforce on hoarding issues. A state required Local Emergency Medical Services plan was started with assistance from the Chief of CVFA. This plan should be completed and submitted to the state by late January 2015.

A two day training class on Fire investigations techniques was attended as well as a one day class on Code Enforcement review. The fire marshal also assisted the town of Columbia fire marshals with a house fire the end of December.

COVENTY QUARTERLY REPORT

October 1, 2014 - December 31, 2014

Activity Indicators						
	Oct	Nov	Dec	Total	District Total	
ENVIRONMENTAL HEALTH ACTIVITIES						
Complaints						
Air Quality				0	0	
Animals/Animal Waste				0	0	
Activity Without Proper Permits				0	1	
Food Protection				0	1	
Housing issues	1			1	9	
Emergency Response				0	0	
Refuse/Cabbage				0	2	
Rodents/Insects				0	0	
Septic/Sewage				0	3	
Other				0	2	
Water Quality				0	2	
Total	1	0	0	1	20	
Health Inspection						
Group homes		1		1	1	
Day Care				0	3	
Camps				0	0	
Public Pool				0	0	
Other				0	0	
Schools				0	1	
Mortgage, FHA, VA				0	0	
Bathing Areas				0	0	
Total	0	1	0	1	5	
On-site Sewage Disposal						
Site inspection -- all site visits	24	16	10	50	284	
Deep hole tests -- number of holes	9	11	3	23	184	
Percolation tests -- number of holes	2	1	1	4	33	
Permits issued, new	1	6		7	27	
Permits issued, repair	4	1		5	40	
Site plans reviewed	5	7	1	13	55	
B100a reviews	9	4	10	23	127	
Wells						
Well sites inspected	6	7	4	17	35	
Well permits issued	4	5	1	10	47	
Laboratory Activities (samples taken)						
Potable water				0	1	
Surface water				0	0	
Ground water				0	0	
Rabies				0	0	
Lead				0	4	
Other				0	0	
Food Protection						
Inspections	7	2	6	15	129	
Reinspections			1	1	17	
Temporary permits	5	20	2	27	74	
Temporary inspections		21		21	27	
Plan reviews				0	0	
Pre-operational inspections				0	2	
Lead Activities						
Housing inspection	1			1	2	
Abate plan reviewed				0	0	
Miscellaneous Activities						

**Human Services Department
TOWN OF COVENTRY
Quarterly Report
October-December 2014**

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



HUMAN SERVICES

OCTOBER, NOVEMBER, DECEMBER 2014



1. Meetings

- Human Services Advisory Committee: 10/7, 11/4, 12/2
- CLASS Meetings: 10/16, 12/4
- Social Agency Forum, 10/22
- CL&P Training – Matching Payment Program: 10/22

2. **Direct Service** 57 - client cases (unduplicated)
 86 - energy assistance clients

3. Programs

- **FOOD BANK:** 45 requests for the food bank this quarter. Clients are now being served out of the Community Center Food Bank on Tuesdays and Thursdays, by appointment, with the help from our staff of volunteers (adults/students) from the Community Based Program from the High School. We received generous donations from the Boy Scout Troops, Girl Scout Troops and their annual food drive in October, In November, Skungamaug Golf Club, owners Sue & Joe Motyka collected non-perishable food items “in lieu of green fees”; regular weekly/monthly donation of food collected from our local churches, Prince of Peace, St. Mary’s, 1st and 2nd Congregational, National Honor Society, school food drives and many anonymous individuals and families.
- **SPECIAL NEEDS:** 5 families benefited from the Special Needs Program.
- **SALVATION ARMY:** The budget year ended in September, 2014 with a zero balance. The new budget will not begin until January, 2015 and 1 case was assisted with medical, housing, food and utilities during the 4th quarter. The Annual Kettle Campaign began the weekend after Thanksgiving. To expand our fundraising efforts, the Salvation Army launched the “On-line Red Kettle” where donations could be made directly to the fund via the town’s website. The Bell Ringing schedule was coordinated by staff with a majority of our Bell Ringing volunteers being high school students. The funds were collected, counted and deposited by staff and a dedicated volunteer, Jillian Miner.
 - **This year’s collection was \$10,742.79.** 90% of the donations collected during the kettle campaign stays in Coventry and is used to assist Coventry residents in need (10% goes to Salvation Army Headquarters for regional programs). Some examples are: purchasing shoe cards for the “Gearing Up To Learn” Program, Camp Connri (application fee only), Coventry Recreation Camp Program, rental assistance, utilities, prescriptions, food and other emergency needs.

- **Bell Ringing Locations:** Highland Park Market (87 hours) Walgreens (79 hours) Subway in the Village (32 hours) and Dunkin Donuts (38 hours). **Total Bell Ringing Hours: 236;** **Total #volunteers: 108** (volunteers counted for each hour of bell ringing).

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

- **OPERATION FUEL:** 1 client was helped through the Operation Fuel Program (deliverable fuel) totaling \$500.00. We began accepting winter applications beginning December, 2014.
- **SPECIAL TRASH COLLECTION SERVICE:** We have 19 households on the in- yard service list at this time.
- **The Clergy Fuel Fund – 5** clients were assisted; to date, **\$3,079.99** has been raised through the annual holiday mail appeal. Donations have been received from generous individuals, churches, business and organizations. Funds collected help to pay for deliverable fuel and is administered by Pastor Maria Yocum, Second Congregational Church. The Human Services Office screens clients for emergency fuel eligibility, explores all other options for fuel assistance with other agencies before utilizing the Fuel Fund, authorizes fuel deliveries with vendors, coordinates deposits which are processed c/o the Finance Office and, will authorize the deliveries.
- **HOLIDAY:** The Holiday Program has gone through a transformation and has grown dramatically due to the economic times. This program requires a tremendous amount of staff hours, screening clients, seeking donations throughout the community, i.e. schools, individuals, families, and businesses, matching families with donors, collecting and sorting of items, soliciting youth volunteers to organize and sort donations, i.e. food and gifts, coordinating and scheduling clients and donors for date of distribution, set-up of community center for date(s) of distribution.
 - **“Thank you”** to our many **student volunteers** for their countless hours devoted to organizing and distributing food and gifts at the community center on the dates of distribution as well this year’s our Holiday Committee volunteers, Phyllis Bishop, Florence Lajuenese, Lara Bishop and fiance John, Hannah Pietrantonio.
 - **“Thank you”** goes out to **Food Share** for their donation of 25 frozen turkeys and 190 lbs. of fresh fruit/ vegetables and **Highland Park Market** for their donation of bread, cupcakes and cookies for holiday distribution.
 - The Patriot’s Park Community Center serves as the warehouse for holiday food and toys during the Thanksgiving and Christmas holiday. **80** families received food baskets for Thanksgiving; **87** families, received holiday food baskets and gifts. A total of **45** hot, Thanksgiving meals and **61** hot, holiday means were distributed to The Orchard Hills Estate.
- **FUEL ASSISTANCE:** This season began with an orientation program provided by the ACCESS Agency at the Willimantic Office in August. The office began accepting Fuel Assistance applications on September 15 and throughout the holiday months. During this quarter, **86** applications have been processed. Operation Fuel guidelines mandates no assistance will be afforded through this program until all other available energy programs have been exhausted.

- **PUBLIC RELATIONS:** Facebook, Press Releases, Town Newsletter and Munivision.
- **INTERN: Paige McNichols** began interning in our office in October, 2014. Paige is a senior at Eastern CT State University majoring in Social Work and will be interning with our office until May, 2015. Paige was a tremendous help to our office during the holidays, meeting with clients, matching families with donors and coordinating the donation schedule for pickup and dropoff during the holiday distributions. She also helped coordinate and deliver to the residents at Orchard Hills Estates. Paige has been a huge asset to our office and will be taking on more clients in the upcoming months as well as helping out with various client-centered tasks around the office.

ELDERLY SERVICES

A. SENIOR CENTER:

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

- October 479 visits in 22 days
- November 328 visits in 16 days
- December 334 visits in 21 days

Total visits per quarter 1141



2. Weekly Programming:

- *Cribbage* – Monday mornings
- *Quilling*- Monday mornings
- *Exercise Class*- Tuesday and Thursday mornings
- *Billiards*- Tuesday, Thursday and Friday mornings
- *Set back*- Thursday and Friday afternoons
- *Quilting* – Friday mornings

3. Monthly Programming:

- Packing for the Troops - Seniors support and participate in a joint program between the Coventry Seniors and American Legion Post 52. Seniors purchase supplies and send care packages to local soldiers who are currently deployed.
- TVCCA Luncheons – Lunches provided through Thames Valley Council for Community Action have been very successful and will be increased to twice a month effective January 2015. Seniors enjoy delicious and affordable meals.
 - October 22: A \$5 meal of meatloaf with gravy, mashed potatoes, peas/carrots and apple pie was enjoyed by 29 Seniors.
 - November 19: A \$7 meal of baked stuff chicken with ham and cheese, jeweled rice, green bean almandine and apple crisp was enjoyed by 33 Seniors.
 - December 3: A \$5 meal of spaghetti and meatballs, garden salad, garlic bread and fudge brownie was enjoyed by 19 Seniors.

4. Health and Wellness Programming:

- Exercise class- Seniors participate in twice weekly exercise classes to guide them through a seated and standing routine. Participation was not noted during October through the former self-taught model. Certified Instructor Mary Hurley led classes in November and December.
 - November: 84 Seniors participated in the six classes held. Class was not held November 11 due to Veteran's Day or November 27 due to Thanksgiving.
 - December: 58 Seniors participated in the six classes held. Class was not held December 9 due to weather, December 25 due to Christmas, and December 30 per decision of the class due to the proximity to the holiday.

- Fitness room orientation - Seniors attend the fitness room orientation to be instructed on how to properly use the equipment. The orientation was offered three times this quarter.
 - October: 4 Seniors attended the orientation on October 20.
 - November: 1 Senior attended the orientation on November 17.
 - December: 1 Senior attended the orientation on December 16.To date, 79 Seniors have completed their paperwork and fitness room orientations and are eligible to use the equipment.

- Fitness room visits- Seniors use the equipment at their leisure. There were 56 total visits to the fitness room this quarter.
 - October: 21 participants.
 - November: 19 participants.
 - December: 16 participants.

- Wellness Nurse- Visiting Nurse and Health Services visits twice a month to provide blood pressure and blood sugar monitoring and answer medical questions.

- Podiatry- Dr. Anthony Morgan provided toenail clipping and podiatric evaluations to 4 Seniors on October 16.

- Reflexology and Table Massage- Licensed Massage Therapist Deb Turner provided reflexology and table massage. A total of 30 appointments were completed this quarter. Note: Appointments on October 7 and November 12 were not included in this count.
 - October: 7 Seniors
 - November: 7 Seniors
 - December: 16 Seniors

- Spa Days- Seniors come in for a reduced price haircut, manicure or pedicure. Note: Appointments in October were not included in this count.
 - December: 18 participants (5 haircuts; 13 manicure/pedicures).

5. Special/Seasonal Programming:

- Beading- A beading workshop with instructor Midge Makuch was offered December 15; she showed the seniors how to make snowflake and angel ornaments and jewelry. 4 Seniors participated.
- CHOICES- Due to Medicare Open Enrollment, between November 17 and December 4 volunteer Penny Whitaker met with 11 Seniors. Carrie Concatelli met with 1 Senior this quarter.
- Municipal Agent – Carrie provided resources for 2 families in need of help for Seniors; this included a referral to adult day care and a referral to the Connecticut Home Care Program for Elders.
- Veteran’s Advocate Requests – In the month of December, there were 3 requests for assistance from Veteran’s Advocate Moe Collins.
- AARP 55 Alive Driver Safety Program – 12 Seniors participated in the course on October 27.
- Halloween – 30 Seniors attended a Halloween lunch on October 29.
- Veteran’s Day– 32 Seniors attended a tribute to our Veteran’s on November 7.
- Holiday Luncheon – A pork loin luncheon with potluck side dishes and desserts was held on December 10. Song-A-Day performed a holiday medley prior to the meal. 34 Seniors enjoyed the meal.
- Spread the Cheer – The annual intergenerational collaboration between the Coventry Seniors and Youth and Family Services included the Seniors organizing donated presents, helping young children select items for their loved ones, and helping the children wrap the gifts. Other Seniors served hot chocolate and cookies and visited as Santa and Mrs. Claus. 10 Seniors participated in this event.
- Lifeline Presentation – A presentation about new features of emergency response systems for non-homebound Seniors was scheduled for December 8 but will be re-scheduled for the spring.

COVENTRY RIDES VAN PROGRAM

Days of Operation: 80
of Individuals Riding:33
of One-Way Trips: 413
Volunteer Hours:256
Miles Total: 2658
Average # of One-way Trips per Day: 5
Average # of Miles per Day: 33
Average # of Volunteer Hours per Day: 3



Volunteers Drivers: Tim Ackert, Brian Coss, Christine Coss, Dick Frye, Elaine Gelinas, Howard Haberern, Gerry Haugh, 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.

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.

Thanks to our dedicated team of drivers, who volunteered to provide two Coventry residents with transportation to the Cancer Center in Manchester 5 days a week, for 10 consecutive weeks during November and December. This was a major commitment of time beyond the regular transportation schedule. Our drivers deserve a great deal of credit.

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

YOUTH SERVICES



1. Administrative Function:

Prepared monthly reports for the State Department of Education (for \$14,500 grant)

- Youth Services Advisory Board Meetings/ Prevention Council Meetings 10/2/14, 11/6/14
- Attended Coventry Human Services Advisory Committee Meetings on 10/7/14, 11/4/14, 12/2/14
- Attended Eastern Region Youth Service Bureau meetings 10/6/14, 11/3/14, 12/1/14
- Attended CYSA Board meetings 11/13/14, 12/11/14
- Attended CYSA Annual Conference 10/3/14
- Attended NECASA Grant Application meeting 12/3/14
- Attended NECASA Annual Meeting 11/19/14
- Attended School Readiness meeting 12/9/14
- Met with CHS NEASC Accreditation committee 12/11/14
- Attended Annual Girls Symposium 10/17/14

2. Direct Service

A. Function

• Youth & Family Cases	9 cases
• Community Service	16 cases
• Community Restitution	2 cases
• Youth Job Bank Requests	4 requests
• Youth Job Bank Matches	3 matches
• Juvenile Review Board	0 cases
• Youth Job Bank Members Trained	1
• Counseling Services	4 cases

B. Programs

- The **Positive Connections Mentoring** program began this quarter, with interviews and orientation of 8 high school mentors and identification of 8 GHR mentees. Meeting weekly, the matches are getting to know each other, working on homework challenges, playing games, and planning upcoming activities.
- **Counseling Services** continue to be offered; working with 4 students currently. New families are expressing interest and being scheduled as room and funding allows.
- The 7th annual **“Spread the Cheer”** holiday program for Coventry Grammar School students was held on December 10th. Youth Services and the Senior Center collaborated once again, allowing 37 students to pick out gifts for family members. Senior center volunteers helped with wrapping, disbursing snacks and helping students shop, while arts and craft activities were supervised by high school students who volunteered as part of their community service component. All items were donated by community members. This continues to be a very successful program that fills up quickly, and allows multiple generations to interact and work together.
- **At-Risk Boys Pilot Program** – A five week, collaborative program between Youth Services, CNHMS and Booth and Dimock Library for middle school boys was again rolled out this quarter. The goal of the program was to connect students with positive adult role models and engage them with opportunities in the community. Students learned woodworking techniques, basic electronics, mechanical design, and customized printing of parts using the library’s 3d printer, which culminated in each of them creating their own full operational pinball machine.



Coventry Parks & Recreation

Quarterly Report: October 1 – December 31, 2014

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

GENERAL ADMINISTRATION



October was busy with the combined effort to make the Pumpkin Fest, Harvest Run 5k/Farm Day a better even; while preparations for other fall/winter programs & special events occurred concurrently. In other business, Director Rubin attended the STEPS meeting to present Let's Move Cities & Towns initiative to STEPS, in an effort to drum up volunteers. November was busy with the combined effort to make the ChiliFest, Tree lighting & Polar Express successful special events. Two new special events to plan at once is challenging as there are so many steps to be taken and decisions to be made in advance. In December Ms. Rubin devoted her time to the daily operations of the youth basketball program and budget preparations.

Budget prep continued; with minimum wage increasing as of January 1st, 2015 (\$9.15), the budgets for Camp, Aquatics and Rec. Daze have all been calculated. Revenues and expenses have also been examined to help us anticipate what the coming year will look like.

PROFESSIONAL DEVELOPMENT

Ms. Rubin participated in the following professional development opportunities:

- Ms. Rubin presented a workshop at the CRPA Annual State Conference on Organizing your Office Space.
- Ms. Rubin assisted the CRPA Legislative Committee by developing and administering a survey to assess the state's current status regarding concussion training in youth sports.

Ms. Merriam participated in the following professional development opportunities:

- Webinar: Electronic Health Records for Campers
- CRPA State Conference; Workshops include "Using Economic Impact Studies for Special Events," and "Is Your Agency Set Up to Facilitate New Ideas or Destroy Them."

PARKS & BEACHES

Attended My Town Trails App meeting with Town Manager, Eric Trott, Tim Labaucher, and met with Shannon Phelps, CGS PTO to provide advice on Playscape improvements.

The following is a list of activities relating to individual parks 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.
- A new custodian was hired for the weekend and on-call building rentals.
- Inspected Caretakers House for renter leaving, repaired heat.

Laidlaw Park

- Director Rubin completed the Crowd Sourcing Project except for the video but she was able to secure the help of Kayson Butler, a student/seasonal employee to complete the video so we can go live.



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PROGRAMS

Harvest Run, Farm Day Festival & Pumpkin Play Day

In preparation for the Harvest Run 5K, Pumpkin fest & Farm Day, many meetings were held. So many details such as: Drawing up a program map & schedule of events, contacting race route neighbors, ordering early delivery of race bibs, final press releases and media blitz of reminders, picking up recycle bins, walkie talkies from Fire Marshall, moving equipment/supplies to Market Barn with DPW help, meeting with Can-Dance Studio, confirming Port-a-potty locations on site, getting petty cash and change for cash box, stuffing runner's goodie bags and sending an E-blast to pre-registered for early packet pick up. After the race, cleanup included returning borrowed supplies, posting race results on websites, press release w/ photos, thank you emails to all volunteers, and taking down signs. A post-race Wrap Up meeting was held in November and included a final financial breakdown and recommendations for next year.



First Ever Chili Fest

Recruitment of sponsors & cooks was handled by ChiliFest Chairman Jeff Shorts, while Rec staff supported the program behind the scenes. A Pre-Event Health Meeting for Contestants was held on 10/9, we invited & confirmed our guest judges, held a Logistics Meeting on 10/16 with Police, Fire, and DPW; placed yard signs, ordered Sponsor Banner, T-Shirts, Wristbands, and developed Contestant Materials such as a Registration Form, Health Dept. info, Cooking Tips & Guidelines & Contest Rules. The event was held on November 1st, with approximately 110 in attendance and 10 chili cooks. Prizes were awarded as follows:

- On-Site Chefs – 3rd Place: Savings Institute, 2nd Place: Titanium RE, 1st Place: Prime Residential
- Commercial - 3rd Place: Ackert Electric, 2nd Place: Teddy & Deb, 1st Place: Dimitri's
- People's Choice Award: Savings Institute

Feedback was extremely positive; particularly regarding the entry fee for the event, which was often described as a “steal of a deal.” Winners of the Scarecrow Contest were announced at the Chili Fest as well, as voting concluded just two days prior. Staff has already discussed changes for next year, and a post-event evaluation has been conducted.

Youth Basketball

Coaches' applications were sent to last year's coaches and the application form was also posted on our website. A meeting with the regional leagues was held to coordinate the upcoming season. We enrolled as a local host site for the new NBA FIT Dribble, Dish & Swish contest for kids ages 7-12. Coaches volunteered and participant registrations opened on-line. We had 38 Kindergarten & First graders in our Mighty Mites program, 23 in our Grade 2 Instructional, 5 travel teams, and a total of 208 kids altogether in the Recreational Leagues for grades 3-8, in 11 boy's teams and 8 girl's teams.

Gyms were secured. Try-outs & player skill assessments were conducted to assist in organizing fair teams. Practice & game scheduling will begin soon. Player Drafts were held; we assisted some rookie coaches with training resources, interviewed & hired 4 gym supervisors, set up Background Checks & NAYS training. There were also several meetings with scheduling coordinators and coaches. Orders were placed for uniforms/t-shirts, balls, storage rental, NAYS Coaches training, coaches' handbooks/resources, Protect Youth Sports background checks and referee schedules. Information was provided to the coaches as a follow up to their training on how to conduct parent orientations, Concussion safety & risk management. Arranged for school key fobs, emailed scorebook sheets, equal play sheets, rosters (regional list), schedules to coaches.

- Rec League: Practices began week of 12/1/14; Games begin Sat. Jan 3, 2015
- Mighty Mites K-1: Parent Orientation 1/22/15; Instruction begins 1/24/15

Recreation Daze, Afterschool Program

Registration remains steady, with an average of 25 kids per day. 1 Staff Development Day and 6 Early Release Days were held this quarter – all at capacity, with waitlists! A Thanksgiving Pizza Party was held on the 11/26 Early Release Day. Due to inclement weather, schools cancelled all afterschool activities; however, the announcement came in too late for

Rec. Daze to close as well, so we opened as planned closing early at 3pm. An email blast was sent out to all parents notifying them of the early closure.

Ms. Merriam and Program Director Megan Yanez continue to meet regularly, and at the end of each month to review attendance and update invoices. Megan has also taken on supply ordering, parent correspondence and staff scheduling.

Polar Express

Initial planning included the research other events nearby to avoid date conflicts, and confirmed the date with the Christmas in the Village committee. Staff met with Lions Club/Christmas in the Village committee, established a preliminary budget and designed/ordered the sponsor banners. Ms. Merriam worked on marketing efforts including printed flyers (made available in office, and sent through the schools), social media promotion, a slide on Ch. 13, and eblasts sent through www.coventryrec.com

Further planning included supply ordering (including a conductor costume), and confirmation with *Roaming Railroads* regarding the train route. Mike Antonellis, Town Zoning Official developed GIS mapping to assist us, and an on-site logistics meeting was held with the Scouts, Library staff, STEPS and CECC who volunteered to relocate their cookie decorating event to the Lodge as well!



The event was held on Sunday, December 7th, 1pm-3pm at the Patriots Park Lodge. Our sponsors, STEPS and Councilman Shorts joined our collaborating groups: CECC, Troop 57, and the Booth & Dimock Library with cookie decorating, arts & crafts, door prizes, informational handouts, refreshments, and the reading of the Polar Express Story. We estimate that approximately 300 people were in attendance! We received a lot of positive feedback and are looking forward to offering the event again next year.



Tree Lighting

This year's Tree Lighting was held on Wednesday, December 3rd with great attendance! Families enjoyed the lighting of the holiday tree, caroling, music, pictures with Santa, and refreshments. We did not offer arts & crafts at this year's Tree Lighting, as they were being offered at the Polar Express event. This year we introduced our new Holiday Tree – although it's small, community members will have the opportunity to watch it grow over the years! The ceremony also required a slight adjustment of the location and parking logistics to address some new safety concerns. Fire Police were called upon to direct traffic and help with crowd control.

Misc. Program Planning

- Fall Tennis, Instructional Volleyball, the first session of Archery lessons and Beginning Psychic Development were cancelled due to low enrollment. The Fall Multi-Sport & Wiffleball Tournaments were held successfully. The Strawberry, Chocolate & Wine Festival, Radio City Christmas Spectacular and NYC on Your Own trips all ran successfully, with Coventry selling out for each!
- Ms. Rubin & Ms. Merriam met with Superintendent David Petrone & Dean of Students Steve Montgomery, regarding their Summer Enrichment program and how we can work together. We are planning on providing afternoon care for those registered for the morning Enrichment programs, at Camp Wangumbaug.
- Ms. Merriam assisted the Human Services office in revamping the current Senior Fitness class; in addition to their efforts to locate a certified instructor, she drafted a participant info form, and provided our drop-in waiver form for them to use each class. Ms. Merriam also set up their new instructor as a vendor and provided the proper tax form.
- Scheduling of Winter/Spring programs began in October and continued through early December, in preparation for submission of content to the graphic designers at The Chronicle on December 15th. The brochure was completed, proofed, and sent to the printer all by the Christmas Holiday! Tentative mailing has been scheduled for January 12th, and registration will begin on January 20th. All program information, along with a copy of the new brochure was uploaded to www.coventryrec.com as well.