



TOWN OF COVENTRY

QUARTERLY REPORTS

January 1 - March 31, 2015

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Cover photo: Bald Eagle in flight from his roost on one of the big oaks on Hemlock Point. Photo by Ray Chicoine, January 2015.

Finance Department

Finance Administration

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

General accomplishments

- The annual audit was completed as of 12/31/2014, and presented to the Town Council by the audit firm of Blum Shapiro. The audit of the Fiscal Year ending 6/30/14 found that the Town of Coventry's financial statements are "complete and reliable in all material respects". This is the seventh year that the audit has been prepared in the full CAFR format. The CAFR includes additional statistical tables and expanded descriptive information presented to better inform the reader of the full financial picture of the Town of Coventry.
- The budget document is developed and produced in cooperation with the office of the Town Manager. Several documents are produced, a full detailed book, a summary book, a capital plan and a budget brief. These are compiled for the Town Manager's budget, and again for the Town Council's recommended budget.
- Wellness was once again a focus. The yoga class for Town and BOE employees was scheduled and a very successful class was conducted.
- Pension questions and/or calculations were handled for 2 employees.
- Continued with union negotiations for the police union for the expired contract as of June 30, 2014.
- Initiated the Lease/Financing for the dump truck and mechanics service truck in the budget for FY 2014/2015. The interest rate environment remains favorable for the Town, we were able to finance these purchases at an interest rate of 1.88%

Meetings attended

Finance Committee of the Town Council – monthly

GIS committee meetings – monthly

District/Town IT coordination meetings - monthly

Pension Committee for the Town of Coventry – quarterly

Pension Trustees - quarterly

Worker Safety Committee – quarterly

CIRMA Investment Advisory committee - quarterly

GFOA-CT - quarterly

ECHIP Health Ins Partnership Board Meetings – monthly

Collector of Revenue

Despite the intense level of activity this time of year, the January collection period progressed smoothly, with payments processed and deposited in a timely fashion. The dedicated and professional manner of the Tax Office staff, which includes Assistant Collector Carrie Zahner and Tax Clerk Marj Pruneau, continues to create a positive impact on the daily operational procedures of this office.

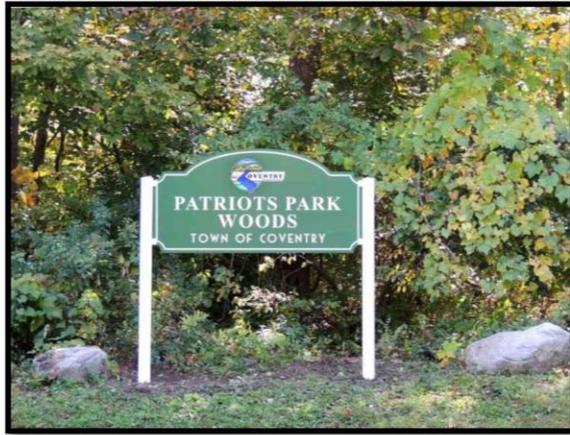
Each payment cycle shows an increase in the number of taxpayers paying by credit/debit card on line. Visitors to the Tax Collector's page on the Town web site can see both the credit card payment option as well as the option to make a payment from a checking account.

Some people will always be more comfortable paying their taxes in person. In keeping with this tradition, the first and last week of the collection month see a steady stream of citizens in and out of the tax office. The daily mail was processed up to date throughout most of the month of January. The avalanche of mail generally arrives during the last week of January and continues into the first week of February. Payments totaling over 8.1 million dollars were processed by the end of January. An additional \$100,000,000 in payments was processed within the first ten days of February.

In February, we prepared and mailed 1,101 delinquent statements for Real Estate tax and/or COVRRRA Trash fee and 2,275 delinquent motor vehicle/supplemental motor vehicle notices. In March, 647 notices of intent to lien were mailed: 499 on delinquent COVRRRA accounts and 148 on delinquent sewer user accounts.

We are beginning to prepare for the upcoming collection period by determining the amount of supplies for billing as well as updating names and addresses on the current grand list. Request lists from mortgage companies have already started to arrive. Many taxpayers filing income tax returns come in or call the office daily for information and payment receipts during the second half of this quarter. Most taxpayers are pleasantly surprised to be directed to the Collector's page on the website to locate their information. With the continuing trend in Real Estate sales and refinancing, many of our inquiries are requests for current status as well as other pertinent information for attorneys and lending institutions.

The third quarter collection report is attached.



Patriots Park Woods

COVENTRY LAND USE OFFICE

QUARTERLY REPORT FOR:

JANUARY, FEBRUARY, MARCH

~ 2015 ~

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 2015

JANUARY, FEBRUARY, MARCH

| APP. # | TYPE | DATE REC'D. | DATE PZC ACKN. | ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT | DATE OF DECISION | ACTION A/D/W/P* |
|--------|------|-------------|----------------|--|------------------|-----------------|
| 15-01 | ZR | 1/12/15 | 1/12/15 | Zoning Text Amendment application of PZC to alter various sections of text | | W |
| 15-02 | S | 2/6/15 | 2/23/15 | Application of Bushnell Associates, Agent for Sackett's Waterfront Development, for Single Family home on non-conforming lot – Edgewater Dr. (Map P/Block22/Lot 242) | 3/23/15 | A |
| 15-03 | ZC | 2/6/15 | 2/23/15 | Zone Change Application of Theodore Wrubel, Depot Rd. | | P |
| 15-04 | ZR | 3/9/15 | 3/9/15 | Zoning Text Amendment application of PZC to alter various sections of text | | P |
| 15-03 | | 3/23/15 | 3/23/15 | Resubdivision Application of Peter & June Maynard, 4-lots at 337 Riley Mountain Rd. | | P |

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

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

PLANNING AND ZONING COMMISSION

YEAR **2015**

JANUARY, FEBRUARY, MARCH

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.
- Reviewed several proposals for amendments to the zoning regulations that were prepared by Staff.
- Approved special permit extension request of Tsolis to delay the commencement of the construction of a single family residence on a nonconforming lot on Edgewater Drive.
- Approved a subdivision extension request of Harwood to extend the approval timeframe of Lillian Farms Subdivision on Cedar Swamp Road.
- Held preliminary discussion with Pollansky to discuss potential amendment of the zoning regulations to allow for storage trailers to be accessory uses for storage.
- Recommended that the Town Council accept Sycamore Trail as a town road, pursuant to CGS 8-24.
- Recommended that the Town Council proceed with the Capital Improvement Program budget, pursuant to CGS 8-24.
- Reviewed zoning referrals from CRCOG and Towns of Vernon and Columbia.
- Conducted election of officers.
- Held preliminary discussion with Andrew Bushnell for a proposed resubdivision of the Maynard Subdivision on Riley Mountain Road.
- Discussed recent Consortium Meeting.
- Discussed manner of Reminder Newspaper distribution in town and concerns with littering.

JANUARY, FEBRUARY, MARCH**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 CRCOG Rtes. 44, 195 Corridor Study proposal
- Discussed status of former Coventry Antiques property – new owner working to bring property back on-line.
- Discussed the status of the development of the Fagan property for a potential gas station and convenience store.
- Discussed the ongoing grant activities and awards.
- 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.
- Held concept review of proposed zone change of Wrubel for property located at 39 Depot Road – GR 40 to Neighborhood Commercial.
- Discussed Christmas in the Village event.
- Reviewed proposed improvements associated with Lake Gate outlet project.
- Discussed Caprilands status and ways of inspiring movement on the probate issue.
- Formed a subcommittee to examine the potential of creating a new farmer's market to continue after the closing of the Coventry Regional Farmer's Market this year.
- Discussed CT Water extension potential on RTE 275 into the Village and to the Town School/Town Hall complex.
- Discussed possible natural gas extension into Coventry from Mansfield to serve the Middle and High School complex.

ZONING ENFORCEMENT

YEAR **2015**

JANUARY, FEBRUARY, MARCH

Michael Antonellis, Zoning Enforcement Officer

| | |
|---------------------------------------|------------|
| <u>ZONING PERMITS ISSUED</u> = | 22* |
| Single Family Dwellings | 2 |
| Condominiums | 0 |
| In-Law Apartments | 1 |
| Accessory Structures | |
| Decks/Porches | 0 |
| Sheds/Gazebos | 2 |
| Barns | 0 |
| Detached Garages | 1 |
| Pools | 2 |
| Other | 8** |
| Residential Additions/Attached Garage | 1 |
| Commercial Use/Signage | 2 |
| Home Occupation | 2 |
| Others: | 0 |
| Interior Renovations | 1 |
| Agricultural buildings | 0 |
| Total | <u>22</u> |

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

**Includes Solar PV & Interior Renovations

| | |
|--|------------|
| <u>CERTIFICATES OF USE AND OCCUPANCY</u> = | *10 |
| (Signed for zoning compliance by ZEO) | |
| Single Family Dwellings | 6 |
| In-law apartment | 0 |
| Condos | 1 |
| Accessory Structures | |
| Decks/Porches | 0 |
| Sheds/Gazebos | 0 |
| Barns | 1 |
| Detached Garages | 2 |
| 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 2015

JANUARY, FEBRUARY, MARCH

INSPECTIONS

| | |
|--|-----------|
| Erosion and Sediment Control | 2 |
| Limits of Clearing | 0 |
| Certificates of Occupancy | 10 |
| Pre-Approval Inspection | 0 |
| Seed and Mulch Bond Release | 0 |
| Zoning Complaints (initial & follow-ups) | 1 |
| Blight Complaints (initial & follow-ups) | 4 |
| Street Number Assignments | 0 |
| Other | 0 |
| Total | <u>17</u> |

VIOLATION/ENFORCEMENT INSPECTIONS (NEW)

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

ZONING ENFORCEMENT

YEAR **2015**

JANUARY, FEBRUARY, MARCH

News from Zoning Department:

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).

Web-based GIS

ZEO led transition to new online GIS provider. Overall consensus between staff is that New England Geo offers a preferable product over the option offered by CRCOG. Both the CRCOG and New England Geo. GIS are up on Coventry's website for resident's and staff's review. ZEO has not received any feedback from residents about a preference over GIS products.

Route 6/CRCOG

ZEO has finished assisting CRCOG with identifying Route 6/DOT owned parcels for possible transfer of property. Research included sifting through land records for appropriate deed and maps.

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. Cooperation with MyTownTrails.com is ongoing. Trails have been uploaded to the MyTownTrails app.

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 APPEALSYEAR **2015****JANUARY, FEBRUARY, MARCH**

| APP. # | DATE REC'D. | DATE ZBA ACKN. | ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT | DATE OF DECISION | ACTION A/D/W/P |
|-------------------|------------------------|---------------------------|---|-----------------------------|---------------------------|
| 15-01Z | 1/29/15 | 3/17/15 | Application of Anthony Skut, Variance for lot coverage and rear setback – 21 Mink Tr. | 3/17/15 | A |
| 15-02Z | 2/26/15 | 3/17/15 | Application of Christopher Morgan, Variance for front yard setback – 561 Laurel Tr. | 3/17/15 | A |
| 15-03Z | 2/26/15 | 3/17/15 | Application of Conrad Vinkels, Variance for rear yard setback – 3941 Laurel Tr. | 3/17/15 | A |
| 15-04Z | 3/24/15 | 4/21/15 | Application of Christopher Morgan, Variance for front yard setback – 561 Laurel Tr. | | P |

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

INLAND WETLANDS APPLICATIONSYEAR **2015****JANUARY, FEBRUARY, MARCH**

| 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 |
|------------|----------------------|----------------|-------------------|---|------------------|--------|
| 15-01AR | 1/7/15 | | | Row boat anchoring, 124 Lake St. – Coventry Lake Community Rowing, Inc. | 1/7/15 | A |
| 15-02W | 1/26/15 | | | 9-lot resubdivision, Dunn Rd., Highland Development/Bushnell Assoc. Agent | | A |
| 15-03WA | 2/5/15 | | | Addition in upland review area, 446 Babcock Hill Rd., Aaron Peterson | 2/10/15 | A |
| 15-04AR | 1/28/15 | | | Site work within wetland corridor, 220 Talcott Hill Rd., Richard Von Hirschberg | 1/28/15 | A |
| 15-05W | 2/24/15 | 2/25/15 | | New home, septic and well, 118 Cheney Ln., Stephen Minicucci | | P |
| 15-06W | 3/23/15 | 3/25/15 | | 4-Lot Resubdivision, 337 Riley Mountain Rd. – June Maynard | | P |
| 15-07WA | 2/26/15 | | | Accessory garage structure, 947 Pucker St. – David Pleasant | 4/1/15 | A |

W = Wetlands Agency
WA = Wetlands Agent
AR – As of Right

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

The Town Engineer/Wetland Agent, Todd M. Penney, P.E. is available at 860-742-4078 or tpenney@coventryct.org to discuss any of the above activity or to discuss any possible projects that property owners may be planning in or adjacent to a watercourse or wetland area. These preliminary discussions are beneficial as sometimes wetland areas and/or intermittent watercourses may not be obvious to a non-expert.



OFFICE OF TOWN CLERK

Brooke R. Manning
Assistant Town Clerk

Lori Tollmann
Town Clerk

Dianna Grindle
Assistant Town Clerk

QUARTERLY REPORT JANUARY 1 – MARCH 31, 2015



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

Recording & Licensing



Receivables & Revenue:

- ✓ The Clerk's Office collected \$161,833.67 this quarter, of which \$49,070.33 was retained by the Town.



| Activity | Volume | Revenue |
|---|--------|--------------------|
| Total Documents Recorded | 569 | 16,834.00 |
| Local Conveyances Recorded | 79 | 24,874.45 |
| Copies | 2,473 | 2,501.50 |
| Trade Name Certificates. | 7 | 35.00 |
| Liquor Permits | 1 | 2.00 |
| Burial/Cremation Permits | 0 | 0 |
| Veterans Discharges | 2 | 0 |
| Marriage Licenses | 4 | 4.00 |
| Vitals Copies | 49 | 935.00 |
| Notary Fees & Renewals | 75 | 390.00 |
| Dog License Fees | 30 | 30.00 |
| Maps Filed | 6 | 60.00 |
| Fish & Game License & Permit Fees | 146 | 53.00 |
| Conveyance fees | 43 | 43.00 |
| Controlling Interest Transfer Tax | 1 | 182.38 |
| PA-490 | 0 | 0 |
| PA-00-146 Clerk | 416 | 416.00 |
| PA-05-228, 09-229 & 13-247 LOCIP | 416 | 1,248.00 |
| PA-05-228, 09-229 & 13-247 Clerk | 540 | 1,462.00 |
| Town Clerk Revenue Transferred to Treasurer: | | \$49,070.33 |

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

PA 05-228, 09-229 & 13-247: When initially implemented, PA 05-228 required the Town Clerk to collect an additional \$30 fee for each document recorded in the town's land records. The State of Connecticut received \$26 of each fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, LOCIP, as defined in Sec. 7-536 of the general statutes. On June 30, 2009, Governor Rell signed PA-09-229 into law. This legislation required an additional \$10 be collected for the first page of land recordings. The purpose is to provide a safety net program for Connecticut's one billion dollar dairy industry. PA 13-247 became effective July 15, 2013. This public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from that date forward. The filing of certain MERS documents requires that \$127, or for others \$110 of the filing fees be remitted to the State. There are 6 options for the calculation of fees which requires that we perform a thorough examination of each document to determine the appropriate recording fee. These fees are collected, combined and remitted with three respective reports to the State of Connecticut. This quarter, the Clerk's office collected \$37,604.00 of which \$7,119.00 has been added to the Town's general fund and an additional \$1,248.00 for LOCIP projects.



State Fees Collected and Remitted: The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$89,269.84 in fees was collected. Associated reports were prepared and funds were disbursed to the State as follows:

| | |
|----------------------|-------------|
| PA 13-247 | \$14,677.00 |
| PA 05-228 & 09-229 | 14,976.00 |
| Marriage Licenses | 76.00 |
| Fish & Game Licenses | 2,056.00 |
| PA-00-146 | 832.00 |
| State Conveyance Tax | 80,146.34 |



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

| | Dog License Fees | Surcharge |
|-----------------|------------------|-----------|
| January – March | \$245.00 | \$96.00 |

Electronic Document Recording: The State of Connecticut Legislative Regulation Review Committee approved the Real Property Electronic Recording Regulation in 2013. The Town Clerk drafted an electronic recording agreement and business operating procedures which were submitted to the Town Attorney for review. In March, 2014 the agreements were executed by three electronic recording delivery agents, Simplifile, eRecording Partners Network and Corporation Service Company. We recently added Global Indecomm to our delivery agents.

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

January 1, 2015 thru March 31, 2015 we received 84 E-Recordings in our office.



Staffing Updates/Activities



Lori Tollmann, Assistant Town Clerk:

On March 30, 2015 Lori swore in Coventry's newest police officer, Wayne Greener at a ceremony held at the Coventry Police Station. Attended and took minutes at the Special Town Meeting March 30, 2015.

Brooke Manning, Assistant Town Clerk: Brooke has continued her work on an indexing and scanning project to add images of birth, death and marriage certificates to our database. We are also using future grant money to expand on this project. This process reduces damage and allows us to serve the customer more efficiently.

Dianna Grindle, Assistant Town Clerk: Dianna is our new part-time Assistant Town Clerk. She is filling the vacancy created when Brooke was appointed to full time assistant.

RECENT LEGISLATION AFFECTING THE TOWN CLERK'S OFFICE

Proposed legislation: Secretary of the State seeks to establish one registrar per municipality, locally appointed professional employee; require minimum qualifications, training and certification.

**PUBLIC WORKS DEPARTMENT
QUARTERLY REPORT
JANUARY, FEBRUARY, MARCH 2015**

STAFF

Director of Public Works / Tree Warden.....Mark Kiefer

Superintendent of OperationsDouglas 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 DriverLee Davey
Light Equipment Operator / Truck DriverErik Johansen
Facility Maintainer IMichael Mangiafico
Public Works Maintainer I.....Todd Rychling
Public Works Maintainer I.....Troy Stout
Public Works Maintainer I.....Charles Grossmann
Public Works Maintainer I.....Colin Dunnack
Public Works Sanitation Maintainer.....Daniel Smith
Lead Mechanic.....Daniel Caron
Mechanic IRobert Maxwell
Mechanic IJeremy Rooke

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

Colin Dunnack, Public Works Maintainer I, our newest Public Works employee, was hired March 9, 2015.

The winter of 2015 was one for the record books. Snow began to fall on January 26th with Blizzard Juno and seemed like it did not stop until March 28th. In addition to the 50 plus inches of snow received in that 9 week stretch of winter, February 2015 will go down in history as the coldest month on record with an average temperature of 16 degrees. The Department of Public Works spread 2,200 ton of salt on Town Roadways and parking lots this winter and staff worked a total of 3,190 hours of overtime fighting snow.

When we were not plowing snow we were filling pot holes, repairing mailboxes and moving snow to prepare for the next big storm. The extreme weather conditions of winter 2015 were responsible for frost heaves that left Town Roads severely damaged and in need of repair. We will be evaluating and repairing damaged roads the remainder of 2015 and well beyond. In addition to snow related maintenance, the Department was able to make necessary repairs to the Senior Center, Community Center, Town Hall and the Public Works Facility.



Safe Routes to School – Main Street Sidewalk Project (CDOT #32-146): The sidewalk project was halted prior to completion due to the onset of winter 2014. Project will restart in sync with the Coventry Schools' April 2015 vacation schedule to minimize disruption between the school operations and the Contractor. The project will take two or three weeks to complete. The Contractor, Earth Dynamics, LLC, of Coventry has been responsible contractor to date.

Pucker Street Bridge Project (CDOT #32-139): Project successfully bid by New England Infrastructure of Hudson, MA for \$1,978,236.00. Anticipated start date is end of March/early April. Detour will be in place shortly after commencement as the old structure will be removed completely. Detour signage will be in place. Construction duration expected to last one construction season.

Main Street Reconstruction (CDOT #32-130): Connecticut Department of Transportation anticipates bidding the Project in summer of 2015 with a construction start date of Spring 2016. The corridor will remain open to traffic with minor delays due to alternating one-way traffic by Traffic control personnel.

Lake Street and Cross Street Improvement (LOTICIP): The Project includes sidewalk, intersection realignments, stormwater quality infrastructure, and traffic calming/pedestrian crossing improvements. Preliminary design was submitted for review. A Public Involvement Meeting will be held in mid-April to obtain public comment.

Main Street Streetscape/Sidewalk Project (CDOT #32-145): The Project extends the Streetscape components of CDOT #32-130 down to Booth-Dimock Library and sidewalk extension to at least School Street. Project improvements will be bid at the same time as the CDOT #32-130 project.

South Coventry Village Roads Project: Stormwater infrastructure improvements and repaving of the roads will commence this year. These improvements follow the recent upgrade by the Connecticut Water Company's water main in this area. The project is anticipated to be completed in two construction seasons.

Nathan Hale Cemetery Wall Repair Project: The front southerly granite block wall at the entrance to the Cemetery is failing. The project will be bid this spring and repairs anticipated summer of 2015.

Coventry Lake Gate Improvements Project: The preliminary/concept plan for Lake Gate improvements completed early 2015. The Town will be moving forward with the CT DEEP Permitting and Construction Documents for the project next.

TRANSFER STATION QUARTERLY REPORT

| <u>material received:</u> | | PROPANE | | BULKY | RECYCLABLE | | | | |
|---------------------------|-------------|---------|-------|---------------------------------|------------|-------|--------|-------|--|
| DATE | RECEIPTS | EWASTE | TANKS | CD/STUMPS | METAL | TIRES | LEAVES | FREON | |
| 01/03/15 | \$265.00 | 42 | 0 | 3790 | 210 | 5 | 660 | 4 | |
| 01/08/15 | \$143.20 | 2 | 0 | 2820 | 0 | 0 | 0 | 0 | |
| 01/10/15 | \$54.20 | 11 | 0 | 750 | 20 | 0 | 0 | 1 | |
| 01/15/15 | \$30.00 | 15 | 0 | 210 | 170 | 0 | 0 | 1 | |
| 01/17/15 | \$128.20 | 18 | 3 | 2010 | 210 | 4 | 0 | 1 | |
| 01/22/15 | \$60.60 | 10 | 0 | 1200 | 310 | 0 | 0 | 0 | |
| 01/22/15 | millbrk prk | 0 | 0 | 610 | 0 | 0 | 0 | 0 | |
| 01/24/15 | | | | CLOSED DUE TO INCLEMENT WEATHER | | | | | |
| 01/29/15 | \$20.00 | 9 | 0 | 360 | 0 | 0 | 0 | 0 | |
| 01/31/15 | \$61.20 | 13 | 0 | 980 | 0 | 0 | 0 | 0 | |

| | | | | | | | | |
|----------------------|----------|----|---|-------|------|---|------|---|
| Mo Total lbs. | \$681.20 | 98 | 3 | 11390 | 920 | 9 | 660 | 7 |
| tons | | | | 5.695 | 0.46 | | 0.33 | |

| | | PROPANE | | BULKY | RECYCLABLE | | | |
|----------|----------|---------|-------|-----------|------------|-------|--------|-------|
| DATE | RECEIPTS | EWASTE | TANKS | CD/STUMPS | METAL | TIRES | LEAVES | FREON |
| 02/05/15 | | | | | | | | |
| 02/07/15 | \$10.00 | 4 | 0 | 40 | 90 | 0 | 0 | 0 |
| 02/12/15 | \$10.00 | 13 | 0 | 240 | 0 | 0 | 0 | 0 |
| 02/14/15 | \$40.80 | 21 | 0 | 770 | 0 | 0 | 0 | 0 |
| 02/19/15 | \$0.00 | 5 | 0 | 0 | 80 | 0 | 0 | 0 |
| 02/21/15 | \$40.00 | 6 | 0 | 340 | 80 | 0 | 0 | 1 |
| 02/26/15 | \$66.40 | 1 | 0 | 1190 | 190 | 0 | 0 | 0 |
| 02/28/15 | \$64.80 | 25 | 1 | 980 | 110 | 2 | 0 | 0 |

| | | | | | | | | |
|----------------------|----------|----|---|------|-------|---|---|---|
| Mo Total lbs. | \$232.00 | 75 | 1 | 3560 | 550 | 2 | 0 | 1 |
| tons | | | | 1.78 | 0.275 | | 0 | |

| | | PROPANE | | BULKY | RECYCLABLE | | | |
|----------|----------|---------|-------|-----------|------------|-------|--------|-------|
| DATE | RECEIPTS | EWASTE | TANKS | CD/STUMPS | METAL | TIRES | LEAVES | FREON |
| 03/05/15 | closed | | | | | | | |
| 03/07/15 | \$183.80 | 19 | 1 | 3250 | 0 | 0 | 0 | 1 |
| 03/12/15 | \$27.80 | 18 | 0 | 460 | 110 | 0 | 0 | 0 |
| 03/14/15 | \$160.00 | 8 | 0 | 2090 | 180 | 0 | 0 | 4 |
| 03/19/15 | \$70.80 | 14 | 0 | 870 | 0 | 0 | 0 | 2 |
| 03/21/15 | \$68.00 | 12 | 0 | 1490 | 610 | 0 | 0 | 0 |
| 03/26/15 | \$42.40 | 9 | 0 | 670 | 330 | 0 | 0 | 0 |
| 03/28/15 | \$298.00 | 17 | 0 | 4830 | 0 | 0 | 0 | 5 |

| | | | | | | | | |
|----------------------|----------|----|---|-------|-------|---|---|----|
| Mo Total lbs. | \$183.80 | 97 | 1 | 13660 | 1230 | 0 | 0 | 12 |
| tons | | | | 6.83 | 0.615 | | 0 | |

| | | | | | | | | |
|------------------------|------|-----|---|--------|------|----|------|----|
| Qtr Totals lbs. | 1097 | 270 | 5 | 28610 | 2700 | 11 | 660 | 20 |
| tons | | | | 14.305 | 1.35 | | 0.33 | |

| <u>material transferred:</u> | 1st month jan | 2nd month feb | 3rd month mar | total for quarter |
|-------------------------------------|------------------|------------------|------------------|----------------------|
| Willi Waste - Bulk (cd) ton | 13.97 | 0 | 7.96 | 21.93 |
| Willi Waste - Bulk (brush) ton | 0 | 0 | 0 | 0 |
| Willi Waste - Recycling (metal) ton | 0 | 0 | 8.02 | 8.02 |
| Interstate Refrig-CFC removal units | 14 | 0 | 0 | 14 |
| Take2 Recycling - electronics lbs. | 3972 | 1951 | 2644 | 8567 |
| Mighty Flame- propane tanks - each | 0 | 0 | 0 | 0 |
| Bob's Tire - each | 0 | 0 | 0 | 0 |
| Baystate Textiles lbs. (townwide) | 790 | 650 | 580 | 2020 |

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Daily Flow = approx 155,370 gallons per day
Approximate Capacity Remaining at WWTP = 22%

Projects Update:

- Our GIS consultant is almost 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'.
- The WPCA approved 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. Construction will begin mid-May once the ground has dried up a bit.
- We solicited written quotes to replace one of the influent pumps and 3 valves at the Treatment Plant. Orders were placed with the low bidders.
- We took delivery of the new pump and realized the motor was a size larger than what we ordered. The vendor agreed to hold the quoted price and we worked with our electrician and engineers to verify that existing piping, wiring, and controls were sufficient. We installed the pump in-house and while it required some extra research we are very pleased with the results.
- The WPCA has approved a short sewer extension on Lake Street to serve 2 properties in close proximity to the lake. Construction will be coordinated with the Lake and Cross Street reconstruction project to avoid digging up the road twice and to save substantial costs of re-paving.

Personnel:

- Dan Smith passed the CT DEEP Class 1 Wastewater Operator Certification exam in January. The exam is quite difficult and has only a 60% pass rate so this is a major accomplishment for Dan and an enormous benefit to the Town.
- Public Works Director/WPCA Administrator Mark Kiefer has been instrumental in procuring a vehicle for Dan Smith, coordinating efforts to sell unused equipment at auction, and assisting with WPCA policy matters.
- WWTP Operator Mike Ruef continues to take great pictures of other people working and to write outstanding quarterly reports.



We used the new gantry crane (blue thing) to safely and quickly remove the old (orange) pump and install the new larger pump. Thanks again DPW Mechanics!



BUILDING DEPARTMENT QUARTERLY REPORT
3rd QUARTER
January, February, March 2015

With all the snow and extreme cold this winter, there was only two (2) permits issued for new dwellings this quarter.

| NEW HOUSE PERMITS ISSUED FOR THE 3rd QUARTER 2014-15 | | |
|--|-------------|--------------------------|
| MONTH | DATE | ADDRESS |
| JANUARY | | NONE FOR JANUARY 2015 |
| FEBRUARY | | |
| | 18TH | UNIT 1 FLANDERS WOODS LN |
| MARCH | | |
| | 6TH | 955 MERROW RD |

Foundation work also started for two (2) new residential dwellings one at Unit 17/94 Stonehouse Road (Bidwell Village) and the other at 179 Windswept Way.

New home owners are happily settling into nine (9) newly built homes.

| NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES | |
|---|-------------|
| 3RD QUARTER 2014-2015 Fiscal Year | |
| ADDRESS | DATE |
| 22 APPIAN WAY | 1/15/2015 |
| 42 VERNON BRANCH RD | 1/28/2015 |
| 125 APPIAN WAY | 1/29/2015 |
| 110 LAKEVIEW DR | 2/17/2015 |
| 113 WOODLAND RD | 2/18/2015 |
| UNIT 1 FLANDERS WOODS LN | 2/23/2015 |
| 50 BEEBE FARMS RD | 3/6/2015 |
| 72 SKYVIEW DR | 3/12/2015 |
| 274 HANNAH LN | 3/16/2015 |

Municipal Projects:

No new projects this quarter.

Commercial Projects:

The gas station on the corner of Main Street and Boston Turnpike received their Temporary Certificate of Occupancy and is open for business. Hair Trendz II has moved locations to the Meadowbrook Plaza and should be ready for their CO shortly. A new gift shop has opened in the village next door to Bidwell Tavern under the name of The Grateful Gypsy.

Two hundred and ninety-nine (299) inspections were completed this quarter.

Ten (10) hours of continuing education were earned this quarter.

One (1) venting inspection for a sewer conversion occurred.

Permits for this Quarter

| Permits Issued: | Jan. 2015 | Feb. 2015 | Mar. 2015 | Third Qtr. 2014-2015 |
|----------------------------------|------------------|------------------|------------------|-------------------------|
| Houses only | 0 | 1 | 1 | 2 |
| Foundation only | 1 | 0 | 1 | 2 |
| Condominiums | 0 | 0 | 0 | 0 |
| Commercial Bldg/Renov | 1 | 0 | 2 | 3 |
| Industrial Bldg/Renov | 0 | 0 | 0 | 0 |
| Public Bldg/Renov | 0 | 0 | 0 | 0 |
| Additions | 1 | 0 | 0 | 1 |
| Garages/Carports | 0 | 0 | 0 | 0 |
| Sheds/Barns | 0 | 1 | 0 | 1 |
| Decks/Porches | 0 | 0 | 0 | 0 |
| Pools | 0 | 1 | 1 | 2 |
| Demolition | 0 | 0 | 1 | 1 |
| Woodstove | 2 | 3 | 3 | 8 |
| Miscellaneous | 0 | 3 | 4 | 7 |
| Renov/Repair/Alter | 7 | 5 | 6 | 18 |
| Plumbing | 6 | 3 | 2 | 11 |
| Heating | 6 | 2 | 9 | 17 |
| Electric | 5 | 5 | 18 | 28 |
| TOTAL PERMITS | 29 | 24 | 48 | 101 |
| | | | | |
| PERMIT VALUE | \$262,530 | \$355,164 | \$515,748 | \$1,133,442 |
| FEES COLLECTED | \$4,054 | \$5,292 | \$7,812 | \$17,158 |
| | | | | |
| ZONING Permits | 3 | 3 | 13 | 19 |
| Fees Collected | \$200 | \$175 | \$425 | \$800 |
| | | | | |
| Certificate of Completion | 61 | 43 | 26 | 130 |
| C/O s - New Homes/Condos | 3 | 3 | 1 | 7 |
| C/O s - Other | 5 | 2 | 1 | 8 |



Town of Coventry

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

Code Enforcement Office

Noel Waite, Fire Marshal / EMD

April 6, 2015

FIRE MARSHAL/ EMERGENCY MANAGEMENT DIRECTOR
ASSISTANT BUILDING OFFICIAL
QUARTERLY REPORT (Third Qtr.14/15)
Jan, Feb, and March 2015

The first part of the calendar year arrived with record cold temperatures and numerous winter storms. A blizzard the end of January required the partial opening of the EOC to help coordinate snow removal efforts with DPW and private contractors. One house fire resulting in the total loss of a residential dwelling and required an investigation in near zero temperatures.

25 routine inspections were conducted and 27 meetings were attended, including meetings to establish a statewide hoarding task force. Hoarding in residential occupancies remains a concern not only locally but statewide. The first draft of the local emergency medical plan was completed and forwarded to the state office of emergency medical services for review.

Human Services Department Quarterly Report January – March 2015

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





HUMAN SERVICES OFFICE JANUARY, FEBRUARY, MARCH

A. HUMAN SERVICES

1. Meetings:

- Human Services Advisory Committee: 1/6, 3/3/15
- CLASS Meetings: 1/15, 2/19, 3/19/15
- Hoarding Task Force: 1/7, 2/6, 1/21, 3/2, 3/4/15
- Dept. of Social Services Quarterly Meeting: 2/25/15
- Salvation Army Headquarters Meeting: 3/23/15

2. Direct Services: 50 client cases

3. Programs:

- **ENERGY ASSISTANCE PROGRAM: 26 energy clients** this quarter for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic); **4 applications totaling \$2,000.00** through Operation Fuel have been done in the office and; **11 deliveries of oil** were authorized from the Clergy Fuel Fund for clients who have exhausted all other resources and **\$3,274.00** in donations.
- **FOOD BANK: 37 requests** for the food bank this quarter. We received generous donations from: CGS, Boy Scouts, Girl Scouts, St. Mary's Church, 1st Congregational Church, 2nd Congregational Church and many individuals including several young people who a food collections in lieu of getting birthday gifts.
- **SPECIAL NEEDS: 6 families** used the Special Needs Program to help with housing needs, heat, utilities, clothing, eye care, prescriptions, snow removal assistance and other special needs for a total of **\$1995.00**; United Way Employee Donation Program: **\$946.83** and **\$1,703.00** in general donations.
- **SALVATION ARMY: 6 cases** were assisted with either medical, housing, food, fuel and/or utilities for a total of **\$1892.67**.

- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have present issues for residents who are elderly or disabled and are unable to move them safely. The winter months in particular present challenges and we have **38** households on the in yard service list at this time. We are updating our Special Trash Collection List. Current participants in the program will receive a letter and Renewal Form and will be asked to show a medical necessity to verify the need is warranted.
- **PREPARED DEPARTMENT AND REGIONAL GRANTS BUDGET REQUESTS FOR TOWN**
- **REPORTS:** Town Quarterly and Yearly; Salvation Army Quarterly Statistics.
- **PUBLIC RELATIONS:** Facebook, Press releases, Spring Newsletter and Munivision.

B. ELDERLY SERVICES – TOWN HALL

1. Direct Service Clients: 3 unduplicated client cases

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

C. SENIOR CENTER:

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

- Total visits per quarter: 1126 (January 344; February 299; March 483).
- Holiday closures: January 1, January 19, February 16.
- Snow closures: six full days and five half days.



2. Weekly Programming:

- Cribbage – Monday mornings.
- Quilling- Monday afternoons.
- Exercise Class – Tuesday and Thursday mornings.
- Billiards – Tuesday, Thursday and Friday mornings.
- Setback – Thursday and Friday afternoons.
- Quilting- Friday mornings.

3. Monthly Programming:

- Packing for the Troops – A joint program between the Coventry Seniors and American Legion Post 52 to send care packages to local soldiers who are currently deployed.
- TVCCA Luncheons- Lunches twice a month through Thames Valley Council for Community Action (TVCCA) provide delicious and affordable meals in support of Senior nutrition. A total of 140 meals were served during the quarter: January (44); February (43); March (53).

4. Health and Wellness Programming:

- Exercise class – A total of 184 Seniors participated in twice weekly exercise classes to guide them through a fitness routine for strength and balance: January (78); February (33); March (73).
- Fitness room orientation – Seniors attend the fitness room orientation to be instructed on how to properly use the equipment. The orientation was offered twice this quarter: five Seniors attended.
- Fitness room visits- Seniors use the exercise equipment at their leisure. There were 82 total visits to the fitness room this quarter: January (19); February (18); March (45).
- 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 for 15 Seniors this quarter.
- Reflexology and Table Massage – Licensed Massage Therapist Deb Turner provides reflexology and table massage; 27 appointments were completed this quarter.
- Spa Days – Seniors come in for a reduced price haircut, manicure or pedicure; 13 Seniors participated.

5. Special/Seasonal Programming:

- Warm Up Winter Potluck: 16 Seniors enjoyed a potluck lunch.
- Silver Sneakers Demonstration: Certified Fitness Instructor Patricia Flubacher demonstrated a new fitness class for nine Seniors. Based on participant feedback and expressed interest from others, this class will be offered at the Senior Center on an ongoing basis starting in May.
- Computer Classes: On March 11 and March 25, Chris Carney from Booth and Dimock Library offered computer and tablet tutorials for four Seniors. Additional sessions will be offered in April.
- Defining Your Legacy: On March 17, Eric Judge of Edward Jones and Attorney Paul A. Nicolas Jr. discussed leaving instructions for loved ones as part of overall estate planning. Two Seniors attended the presentation.
- AARP Tax Aide- Volunteers from AARP Tax Aide provided free tax preparation assistance on five dates this quarter. The volunteers completed a total of 48 appointments. There was enough interest to extend the program to another date, April 10, for eight additional appointments. Feedback from the program has been very positive.
- Cancelled presentations: Voucher Transportation, Hips and Knees, and 300 Years of Connecticut Women were cancelled due to lack of participation. The G.Fox in the 1950s presentation at Manchester Community College was cancelled by the college. Heart

Healthy Cooking was postponed until April.

6. Elderly Services:

- CHOICES- Volunteer Penny Whitaker met with ten Seniors. Carrie Concatelli met with four Seniors.
- Municipal Agent- Carrie Concatelli provided resources for 19 individuals and families in need of help for Seniors. This included referrals to Connecticut Dental Health Partnership, Connecticut Home Care Program for Elders, Connecticut Housing Search, Social Security, AARP Conversations About Driving, Coventry Helping Hands, and information on assisted living facilities, home care services, emergency response system services, home maintenance resources, dementia education, conflict resolution and assistance navigating an automated telephone system.
- Veteran's Advocate – This quarter one Senior requested to speak with Veteran's Advocate Moe Collin.
- Professional Development - Carrie Concatelli attended a Grant Writing training at University of Connecticut School of Social Work.
- Senior Survey – Intern Paige McNichols developed a survey to assist with new program development. To date, 44 Seniors have returned the survey.
- Grief and Loss –Intern Paige McNichols has met with four Seniors who are recent widows to discuss their experiences with grief and loss.
- Community Service- Manchester Community College student Sarah Banks completed 10 hours of community service at the Senior Center.



D. COVENTRY RIDES VAN PROGRAM

Days of Operation: 31
of Individuals Riding: 26
of One-Way Trips: 281
Volunteer Hours: 148
Miles Total: 1416
Average # of One-way Trips per Day: 6
Average # of Miles per Day: 28
Average # of Volunteer Hours per Day: 3

Volunteers Drivers: Tim Ackert, 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, Karen Renfro, 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.

Transportation services were severely impacted by the weather during most of this quarter. Requests for rides were also down as a result of the amount of snow that we received during February and March.

Our “Out to Lunch Bunch” Program resumed in March and we traveled to Nita’s Restaurant in Willimantic. We will resume our Wellness Trips beginning in April.

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

E. YOUTH SERVICES

1. Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Youth Services Advisory Board Meetings/ Prevention Council Meetings 1/8/15, 2/5/15
- Attended Coventry Human Services Advisory Committee Meetings on 1/6/15, 3/3/15
- Attended Preschool Feasibility Meetings 3/11/15
- Attended School Readiness Meeting 2/22/15
- Attended STEPS Nurturing Committee Meeting, 2/6/15, 3/6/15
- Attended LIST meeting 2/4/15
- Attended CYSA meetings 1/8/15, 2/12/15
- Attended Eastern Region YSB meeting 1/5/15
- Observed Willimantic Youth Services JRB hearings, 2/18/15



2. Direct Service

- | | |
|-------------------------|---------|
| A. Function | |
| • Youth & Family Cases | 3 cases |
| • Counseling Services | 0 cases |
| • Community Service | 0 cases |
| • Community Restitution | 0 cases |

- Youth Job Bank Members Trained 2
- Youth Job Bank Requests 10 requests
- Youth Job Bank Matches 10 matches
- Juvenile Review Board 0 cases

3. Programs

- **The Positive Connections Mentoring** continues to meet weekly. Pairs work on homework, with mentors taking turns leading activities each week. Field trip and guest speakers are coming up next quarter.
- **Counseling Services** are currently on hold, as we interview potential candidates for the vacant, grant funded position. New referrals are still coming in from schools, police and self-referrals and put on a wait list until a therapist is hired.
- **The 2nd Annual Promaganza** was held on March 28th. 14 Coventry girls attended, picking from over 100 (donated) dresses, shoes, and accessories. Many local businesses donated services (dry cleaning, salon services, alterations, etc) which were raffled off. The program continues to grow and serve students in the community.
- **At-Risk Boys Program** – A five week, collaborative program between Youth Services, CNHMS and Booth and Dimock Library for middle school boys finished up 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: January 1 – March 31, 2015

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

GENERAL ADMINISTRATION

Routine Administrative Functions/ Meetings attended:

- Department Heads meeting
- Human Services Advisory Committee
- Worker Safety Committee
- Ag Committee - Community Garden subcommittee
- Meeting with Carrie Concatelli at Senior Center
- Preparation of Capital Improvement and Operating Budget proposals Budget meeting with Town Manager & Finance Director , Presented budget to Town Council, Assisted Finance Dept. intern with property inventory
- Meeting with Eric Trott and Barbara Ally, Consultant for Arts Plan Conference call with Barbara Ally – Consultant for Arts Plan

Community Garden

- Ongoing communication & meetings with Agricultural Committee's Subcommittee & Town Planner, sent out survey monkey, determining budget, rules and pricing structure, plan layout, etc.

Trails/ Outdoor Ed

Ongoing communication and meetings with Eric Trott, Eric Thomas, Kathryn Hassler & Jillian Minor (STEPS) re: Trails – Get Outside! Campaign. Attended My Town Trails Kick off meeting at Manchester office with Mike Antonellis



Playful City/Let's Move Campaigns

Participated in a Kaboom Training webinar for 2015 Playful City Application process, then submitted application for 2015 Playful City designation. Application was reviewed by Kaboom staff & feedback was provided to improve the application, edits were made as recommended.

- Let's Move! Conference Call with Jessica Stanizzi, Let's Move Regional Office
- EHHD Plan4Health CHART meeting and introductory webinar
- Attended STEPS Health Committee meeting and another meeting with Kathryn Hassler & Jillian Minor (STEPS) re: Screen Free Week activities

PROFESSIONAL DEVELOPMENT & AFFILIATIONS

Ms. Rubin participated in the following professional development opportunities:

- CRPA Winter Quarterly on Tourism and Presentation skills (.2 ceu's)

Ms. Merriam participated in the following professional development opportunities, and served on the following committees/initiatives:

- CIRMA-sponsored Playground Safety & Liability Workshop
- Conference Calls/Meetings with the CRPA Camp Section and Camp College Planning Committee
- CRPA-sponsored Entertainment Showcase

PARKS & BEACHES

- Meeting with new DPW Director Mark Kiefer with Doug Reese and Monica Bragdon
- Sports Council Meeting for Spring sports was held with DPW & School staff
- Met with Mary Sposito, Director of Business Operations and Susan Biederman, Director of Educational Services to provide guidance for the selection of the new preschool playground.

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.
- Trying to stay on top of facility maintenance issues – plumbing, HVAC. Roof leaks & gutter damming repaired with insurance claim – handled by DPW.
- Got final estimates to replace carpet in lodge with vinyl plank flooring. Confirmed vinyl plank flooring order for lodge to be installed March 30.

Laidlaw Park

- With the final video completed by our seasonal employee, Kayson Butler, we were able to launch our crowdsourcing project on Neighbor.ly. The link to the site is <http://bit.ly/1s1u3Zf>
- The fundraising campaign came to a close with \$1228 raised. This was short of our goal, so we are looking at new methods of grants and fundraising opportunities. We will also look to creating new crowd sourcing campaign using another site.
- We began research for new crowd sourcing site, updated playscape materials orders, revised plan to be able to install one play pocket this spring with moneys we have in place now!



PROGRAMS

Youth Basketball

This winter was mostly about Snow cancellations and rescheduling games & practices. In order to keep the kids under control in the hallways and restrooms, we hired & trained 4 gym supervisors, arranged for their use of Key Fobs and we had a school building site review with Len Bragdon. Director Rubin met with disgruntled former coach/parent and is looking at a few ideas to put in place for next year to improve parent sportsmanship. Jeff Shorts & Ms. Rubin conducted Mighty Mites Parent Orientation, and we held a Picture day, provided certificates to players that we disseminated with team photos.

Once the season closed out, after collecting all the balls and handing making up certificates for the players, we hosted a wrap up meeting for Regional Directors, attended Best Practices in Youth Basketball Administration webinar and issued survey monkey evaluations to parents and coaches. The Board of Director's wrap up meeting will take place in late April.

Recreation Daze, Afterschool Program

Registration has gone up this quarter; registrations for 3 new families (4 kids) were processed in January! As a result, registration is up to 28-29 per day for all days except Wednesdays, when we are full at 30! We now have a short waitlist for Wednesdays, as families look for full-time care.

The Schools had 4.5 snow days this quarter, so Rec. Daze was not open on these days. Email reminders were sent to parents. Rec. Daze also remained open on the scheduled Early Release Days on 3/17-3/19, and the Staff Development Day on 3/20 for extended hours.

Ice Fishing Events

The Ice Fishing Class scheduled for January 28th was cancelled due to low enrollment.

In preparation for the Ice Fishing Derby, Ms. Merriam was in touch with DEEP consistently in January, particularly regarding ice conditions and the impact of the Blizzard. We confirmed with DPW that the parking lots and access road at Patriots Park would be adequately plowed to accommodate the expected attendance numbers, so DEEP was comfortable going ahead with the event as scheduled. However, weather conditions the morning of the event were extremely dangerous – high wind advisories and wind chill as the temperature was 14 degrees, so DEEP officials chose to cancel. Ms. Merriam and DEEP staff have already discussed plans for 2016, particularly in terms of imposing a weather-plan regarding potential cancellations/rescheduling.

Father Daughter Valentines Dance

Promotion began shortly after the New Year, including the creation and dissemination of an event flyer, and installation of roadside signage by Dunkin' Donuts, and the Citgo station at the intersection of Rte. 31 and Rte. 275. An "Event" was also created on Facebook, and sent out to all friends for RSVP'ing. Registrations began coming in online and in-office in January; they were slow to start, however they picked-up the week prior to the event, for folks to cash in on the pre-registration discount. January was also the time for scheduling/confirming staff, ordering supplies & décor, and confirming with both the DJ and photographer.



The event was held on Friday, February 6th and was another great event! Feedback was once again positive; folks enjoyed the dance, the DJ did a great job of playing appropriate music for the generations, the portraits with Capstone Photography was a success, and the kids loved the crafts. Pictures were posted on Facebook the week following the event, garnering a lot of "likes" and a few shares. Refreshment sales and attendance were down a bit this year. We estimate 370 fathers and daughters in attendance, versus last year's record-breaking 400.



Camp Wangumbaug 2015

Camp Planning began in January with the booking of trips, entertainers and weekly themed events. The drafting of the 2015 print brochure also began in January, as activities were finalized. January was also the time to work on staffing; Intent to Return Forms were sent to last year's staff on Friday, January 2nd, with a due date of Friday, February 6th, and applications for new Camp Counselors were made available on Thursday, January 29th with a due date of March 26th. Interviews for interested applicants are scheduled for Thursday, April 9th.

Ms. Merriam also met with Steve Montgomery, Dean of Students for Coventry Public Schools to finalize plans for a Summer Enrichment/Camp Wangumbaug collaboration for this summer. Kids who register for a Summer Enrichment Program will be offered the opportunity for full-day care, by registering for the afternoon session of Camp Wangumbaug, with transportation from the school to Camp included. Registration for these programs is set to begin on April 1st. Parks & Recreation will also be managing registrations for the Summer Enrichment Program, through our website www.coventryrec.com.

The Camp Brochure was finalized in February, and went to print during the first week in March. The completed brochures were sent through the schools the following week. Registration began on Monday, March 9th.

Misc. Program Planning

- Program Brochures:
 - The Winter/Spring program brochure was mailed to Coventry homes on January 12th, and registration began on January 20th. All program information, along with a copy of the new brochure was uploaded to www.coventryrec.com as well.
 - Ms. Merriam began work on the Summer brochure in January, planning and scheduling week-long sports camps, swim lessons, special events, trips and adult fitness classes for the 2015 summer season. The content was submitted to the graphic designers at The Chronicle on March 13th. Proofs began coming in

on March 22nd, to be finalized by April 1st for print. The tentative release date for the summer brochure is April 15th.

- The “Blizzard of 2015” cancelled programs such as Youth Basketball, Zumba, Tai Chi, & Yoga for three straight days – first for the actual blizzard and then for clean-up of parking areas to ensure safety. Programs were cancelled for Monday & Tuesday on Monday, with notifications sent to news outlets, eblasts sent to all program participants, and announcements made on Facebook and on www.coventryrec.com. All fitness programs were able to be rescheduled for the weeks following the scheduled end of the sessions, so no credits were required.
- Ms. Rubin and Ms. Merriam also worked this quarter with the STEPS Collaborative to offer a week’s worth of special programming in conjunction with Screen Free Week in May. Events will include a kids hike, a social media campaign with resources, and a family game night. Information will be included in the summer brochure and will be uploaded to www.coventryrec.com.
- Summer Concerts: The Rockville Bank Foundation, our concert sponsor, has been renamed to the United Bank Foundation, and has once again committed to being this year’s sponsor. Promotion for concerts are included in the summer brochure, and social media/print media promotion will begin in April. The dates and bands were all confirmed this month;
 - 7/23: Eight to the Bar
 - 7/30: 42nd Street Band
 - 8/6: Nightshift
 - 8/13: Memphis Soul Spectacular
- The Town Wide Tag Sale has been scheduled for Saturday, May 2nd and registrations continue to come in, slowly. As of March 31st, only 7 tag sales have been confirmed. Staff expect registrations to spike in April, once the event sign goes out onto the Town Green.



Quarterly Report
Third 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 agency has conducted the various annual reviews and reports required to comply with CALEA standards.

The POST accreditation Program Manager has modified the date of our State Accreditation status to coincide with our CALEA accreditation date of July 2016. This will allow us to prepare for both programs on the same time schedule. Mr. Roberto has been assisting with State accreditation on-site in a number of different municipalities. We are continuing to gather proofs of compliance for applicable accreditation standards and uploading to PowerDMS.

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

We have submitted our request for the Comprehensive DUI Grant for the year.

We also submitted our application for the Justice Assistance Grant for Violent Crime Prevention. The application was approved and the funds will be released for use on April 15th. The agency will be purchasing body cameras for each officer to use during their duty assignments. In addition, we will be purchasing rescue tools to be carried in each patrol vehicle, floor mats for training purposes and NARCAN to be carried by the officers.

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

Michael Hicks has been promoted to the rank of sergeant. Officer Opdenbrouw will be promoted in mid-May. This will bring the number of sergeants to four.

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

The candidate we had sent to the academy in January was unable to continue due to not completing the academy entry requirements. She subsequently withdrew from further consideration. Another active candidate, Wayne Greener was offered a position and

successfully completed all the entry requirements. He will start the academy on April 2nd.

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

We have withdrawn and modified this goal. The department's budget submission included a request for funding a new police officer but not for the sole purpose of being a school resource officer.

Officers attended two lock-down drills in the schools as observers/monitors.

Superintendent David Petrone has invited police officers, when available, to go to lunch at the schools to interact with the students. Officers were able to attend lunch on seven occasions.

OPERATIONS

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

There remained an unfilled position throughout the quarter. Although the position has been filled with a recruit officer, that officer will not complete the academy and field training until mid-December.

Due to this unfilled patrol position, the duty schedule has remained unchanged. Once the recruit officer completes his training, we will re-evaluate the whether to abolish the two 12 hours shifts and implement all 10-shour shifts.

The severe winter weather during the quarter proved to be difficult for travel as well as patrol duties. Officers were challenged with an increase of motor vehicles accidents and disabled vehicles. They also faced particular difficulties when responding to calls for service where driveways and walkways to homes were often not cleared.

- 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.

Although Officer Opdenbrouw will be promoted in May, he will remain a patrol assignment due to the fact that we are still short one officer. Once the officer completes his training, a supervisor will be assigned to these duties as part of their assignment.

- 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 sobriety checkpoint scheduled for January was cancelled due to poor weather conditions. Officers have however conducted a number of directed patrols with grant

funds provided by DOT for the comprehensive DUI grant. There were twelve arrests from DUI during the quarter.

- Increase enforcement of distracted driving violations by 10 percent.

Officers continue to focus on distracted driving violations. There were 21 citations issued for distracted driving during the quarter.

SUPPORT

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

We have begun using the new PR1 accident reports. Because our CAD system is still awaiting an upgrade after the new servicer is installed, we are using the 'fillable pdf' version developed for this purpose. Unfortunately, it is taking officers much longer to fill out routine accident reports due to all of the new data being collected. It now takes nearly 45 minutes to fill out a routine report. This is a statewide problem with most police departments. A committee has been formed to continue to look at ways to make the reporting aspect of accident investigations less time consuming.

- 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. We continued to coordinate motor vehicle enforcement and investigative activities with the eight other agencies who participate in the Metro Traffic Services agreement. Det. Spadjinske has been named a team leader in that unit.

- 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.

We continue to use PowerDMS for disseminating all agencies policies. In addition training bulletins such as the IACP Training Keys and roll call videos are placed on PowerDMS. Short tests on policies and training documents are given when appropriate. The PowerDMS system records all test scores and documents that are read.

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

We are continuing to work on gathering and preparing training materials on PREA standards. In February, Chief Palmer conducted a mock audit of the Judicial District lockup in Hartford.

Other News

Officers Mark Samsel and Kevin Vail were awarded a Meritorious Commendation Certificate for responding to a fire at the Bolton United Methodist Church and developing information which led to the arrest of the suspected arsonist.

Officers Thomas Kuhns and Kevin Vail were awarded Meritorious Commendation Certificates for their response to a situation where it was reported that a subject was contemplating suicide. The subject had threatened the officers with a knife and the officers were able to disarm him and bring him to the hospital for treatment without injury to themselves or the subject.

The prescription drop box in the lobby of the police department is receiving a lot of activity. Several people have stopped at the records window to thank us for having that service available. Thirty four pounds of prescription medications have been collected from the beginning of January until the end of February.

The department has been working on officers carry Narcan (or Naloxone) which is an opioid antagonist that can be useful in saving lives by reversing the effects of an opioid overdose. Officers have received training from the Department of Mental Health and Addition Services, a policy has been developed and a prescription has been written by a local physician. We will begin the program shortly after the Justice Assistance Grant funds have been received.

We received an inspection from the Federal Law Enforcement Support office of equipment received through the 1033 Program. All equipment was accounted for and in order.

Chief Palmer appeared on CTV Channel 14 'On the Homefront" to talk about the Coventry Police Department and the good work done by the women and men of the department,



**Coventry Police Department
Incident Analysis**

1/1/2015...3/31/2015

| | Shift | | Total |
|-----|-------|-----|-------|
| 1st | 2nd | 3rd | |
| 272 | 855 | 535 | 1659 |

| UCR | Nature | 1st | 2nd | 3rd | Total |
|------|----------------------------------|-----|-----|-----|-------|
| | | 2 | 0 | 1 | 0 |
| 029 | Disabled Motor Vehicle | 19 | 30 | 18 | 67 |
| 1040 | Tax Fraud | 0 | 2 | 1 | 3 |
| 11D | Sex Forcible Fondling | 0 | 0 | 1 | 1 |
| 13B | Assault Simple | 3 | 1 | 5 | 9 |
| 13C | Intimidation | 0 | 3 | 1 | 4 |
| 152 | Suicide Threat/Attempt | 2 | 0 | 2 | 4 |
| 220 | Burglary | 2 | 3 | 2 | 7 |
| 23D | Larceny Theft From Building | 1 | 0 | 0 | 1 |
| 23F | Larceny Theft From MV | 0 | 1 | 0 | 1 |
| 23H | Larceny All Other | 0 | 4 | 0 | 4 |
| 2604 | Fireworks/Gunshots | 0 | 3 | 5 | 8 |
| 2608 | Abandoned MV | 1 | 1 | 0 | 2 |
| 2609 | Littering | 0 | 1 | 0 | 1 |
| 2619 | Building Check | 0 | 2 | 2 | 4 |
| 2625 | Notification | 0 | 1 | 0 | 1 |
| 2631 | Public Hazard | 4 | 16 | 15 | 35 |
| 26A | Fraud False Pretenses | 0 | 6 | 2 | 8 |
| 26B | Fraud Credit Card/ATM | 0 | 5 | 2 | 7 |
| 26C | Fraud Impersonation | 0 | 2 | 2 | 4 |
| 26E | Fraud Wire | 0 | 1 | 0 | 1 |
| 290 | Vandalism | 1 | 4 | 2 | 7 |
| 2914 | Animal Complaint | 7 | 35 | 16 | 58 |
| 3009 | Susp Person/Activity/MV | 19 | 38 | 35 | 92 |
| 326 | Illegal Parking | 0 | 2 | 0 | 2 |
| 332 | Harassment/Harassing Phone Calls | 1 | 2 | 2 | 5 |
| 343 | MV Accident (Injuries) | 1 | 5 | 3 | 9 |
| 344 | MV Accident Evading | 2 | 4 | 2 | 8 |
| 346 | MV Accident (No Injuries) | 9 | 24 | 29 | 62 |
| 349 | Subpoena Service | 0 | 1 | 0 | 1 |
| 351 | Alarm | 31 | 49 | 31 | 111 |
| 353 | Medical | 32 | 67 | 28 | 127 |
| 355 | MV Stop | 50 | 142 | 102 | 294 |
| 35A | Drug/Narcotic Violation | 2 | 1 | 2 | 5 |
| 36A | Sex Incest | 0 | 1 | 0 | 1 |
| 375 | Routine Assistance | 7 | 44 | 44 | 95 |
| 377 | Open Door/Window | 1 | 1 | 2 | 4 |
| 388 | Miscellaneous | 7 | 17 | 7 | 31 |
| 390 | Police Information | 1 | 11 | 3 | 15 |
| 396 | Escort | 1 | 6 | 3 | 10 |
| 398 | Missing Person | 0 | 2 | 3 | 5 |
| 399 | Lost And Found | 0 | 7 | 1 | 8 |



Coventry Police Department Incident Analysis

1/1/2015...3/31/2015

| | | | | | |
|------|-----------------------------|----|-----|----|-----|
| 400 | Family Matter - Non Arrest | 1 | 6 | 5 | 12 |
| 401 | Repossessed Vehicle | 1 | 1 | 1 | 3 |
| 4811 | Finger Printing | 0 | 82 | 2 | 84 |
| 4858 | Fire | 3 | 9 | 5 | 17 |
| 4867 | Background Investigation | 0 | 2 | 1 | 3 |
| 4873 | Assist Other Agency | 6 | 19 | 9 | 34 |
| 520 | Weapon Law Violations | 1 | 0 | 0 | 1 |
| 82 | Runaway/Non NIBRS | 0 | 1 | 2 | 3 |
| 861 | Disturbance (Non-Domestic) | 1 | 6 | 9 | 16 |
| 863 | Town Ordinance Violation | 1 | 1 | 0 | 2 |
| 866 | Noise Complaint | 1 | 1 | 1 | 3 |
| 889 | Check Welfare | 3 | 9 | 12 | 24 |
| 890 | MV Erratic Operation | 1 | 18 | 19 | 38 |
| 891 | MV Lock Out | 0 | 8 | 5 | 13 |
| 90C | Disorderly Conduct | 0 | 1 | 0 | 1 |
| 90D | DWI | 2 | 3 | 9 | 14 |
| 90F | Family Offenses, Nonviolent | 0 | 0 | 2 | 2 |
| 90Z | All Other Offenses | 0 | 1 | 2 | 3 |
| 911 | 911 Hang Up Call | 0 | 8 | 4 | 12 |
| H109 | Junk MV | 0 | 1 | 0 | 1 |
| Sup | Supplemental | 45 | 133 | 73 | 251 |