



# TOWN OF COVENTRY

# QUARTERLY REPORTS

April 1 – June 30, 2015

## TABLE OF CONTENTS

|   |    |
|---|----|
| Finance Department .....                | 3  |
| Collector of Revenue .....              | 4  |
| Land Use Office .....                   | 6  |
| Town Clerk .....                        | 16 |
| Public Works .....                      | 20 |
| Building Department .....               | 30 |
| Fire Marshal/Emergency Management ..... | 32 |
| Human Services .....                    | 33 |
| Parks & Recreation .....                | 40 |
| Police Department .....                 | 44 |

**Cover photo:** Groundbreaking ceremony for Coventry's new preschool, scheduled to open in the fall of 2015. Photo by Kathryn Hassler.

# 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

- Hired an interim replacement for the Assessor due to a last minute deployment scheduled to last through next March.
- Finalized the annual health insurance renewals with a .03% increase.
- Renegotiated the annual Life, AD&D and LTD insurance renewals with a drop in rates.
- Worked with Webster Bank to establish the lock box collection for July taxes. In addition, Webster Bank has replaced its direct payment system for taxes providing a better interface for taxpayers. This system was rolled out in June 2015.
- Lease purchase bids were solicited and awarded for the purchase of a Service Truck and a Dump Truck. The bid award was an interest rate of 1.88% and was done without the added costs that are added in a bond sale. The Town has been able to take advantage of the low interest rate climate, saving the tax payers future debt service payments.
- Union negotiations with the Police Union.
- The budget document was completed for presentation by the Town Manager at the Annual Town Meeting.
- Worked on audit preparation prior to year end and received notification of the CAFFR award given to communities who produce annual financial reports which meet the standards published by GFOA.
- Accepted an award from CRCOG recognizing our cooperative IT service arrangement with the Towns of South Windsor and Tolland. This agreement has provided the Town of Coventry a higher level of computer expertise at a lower cost and has provided the Town opportunities to receive grant funding for equipment purchases.

## Meetings attended

ECHIP Health Insurance Board meetings

GIS coordinating committee - monthly

Finance Committee of the Town Council – monthly

School Energy and Efficiency Building Committee - monthly

Pension Committee for the Town of Coventry – quarterly

CIRMA Investment Advisory Committee – quarterly

Employee Safety and Wellness - quarterly

GFOA quarterly meetings

GFOA Annual conference

CTCMA Regional meeting

# Collector of Revenue

The Tax Department was busy this quarter with fiscal year-end details as well as the upcoming new bill cycle. The Sewer Assessment fiscal year was closed out at the end of April. The posted rate books, beginning rate books, balances and reports were printed. A total of 448 assessment bills, due May 1<sup>st</sup>, were printed and mailed during the last week of April.

Delinquent notices were prepared and mailed for real estate and personal property taxes as well as COVRRA, sewer assessment and sewer fees. Liens were filed against properties with an unpaid balance on real estate taxes (300), unpaid sewer use charges (112) and unpaid trash/COVRRA fees (369). This activity occurred during April and May.

Banks and lending institutions sent in their bill requests during this time for those properties whose real estate taxes are being escrowed. The information was researched and the accounts coded in the computer in preparation for the July billing.

The mill rate for fiscal year 2015-2016 was set by the Town Council on June 8, 2015 after the budget passed on the second referendum vote. This act set in motion the preparation for the July 2015 billing cycle. The tax bills for Real Estate (6,364), Motor Vehicles (13,195), Personal Property (748) and COVRRA fees (4,718) were researched and prepared. Information as to new owners, mailing address changes and certificates of correction were entered right up until the moment the file was sent to be printed and mailed out. The file was received by the printer later than usual because of the late budget which, in turn, caused our bills to be mailed out to the taxpayers at the end of June.

The collection report for the fourth quarter is attached.

| Property Tax Collected by Linda Greenbacker, CCMC Tax Collector |        |                   |                     |                    |                       |
|---|--------|-------------------|---------------------|--------------------|-----------------------|
| Collected during April 1, 2015 through June 30, 2015            |        |                   |                     |                    |                       |
| Paid to Beth Bauer, Treasurer, Town of Coventry                 |        |                   |                     |                    |                       |
|   |        | Property<br>Tax   | Interest            | Liens &<br>Costs   | Total                 |
| <b>Grand List</b>   |        |                   |                     |                    |                       |
|   | 1999   | 279.73            | 751.08              | 0.00               | 1,030.81              |
|   | 2000   | 433.01            | 1,085.31            | 0.00               | 1,518.32              |
|   | 2001   | 99.94             | 229.99              | 0.00               | 329.93                |
|   | 2002   | 159.94            | 345.47              | 0.00               | 505.41                |
|   | 2003   | 86.27             | 170.63              | 0.00               | 256.90                |
|   | 2004   | 355.63            | 1,380.75            | 72.00              | 1,808.38              |
|   | 2005   | 88.57             | 142.15              | 72.00              | 302.72                |
|   | 2006   | 409.71            | 588.62              | 72.00              | 1,070.33              |
|   | 2007   | 197.75            | 247.78              | 72.00              | 517.53                |
|   | 2008   | 186.37            | 299.88              | 72.00              | 558.25                |
|   | 2009   | 455.58            | 668.24              | 72.00              | 1,195.82              |
|   | 2010   | 1,588.39          | 1,060.52            | 96.00              | 2,744.91              |
|   | 2011   | 6,082.41          | 1,820.79            | 192.00             | 8,095.20              |
|   | 2012   | 43,906.40         | 15,163.66           | 384.00             | 59,454.06             |
|   |        | 54,329.70         | 23,954.87           | 1,104.00           | 79,388.57             |
| <b>Current</b>  | 2013   | 221,398.14        | 22,828.64           | 384.00             |                       |
| Current SMV   |        | <u>20,016.01</u>  |                     |                    |                       |
|   | Totals | <u>295,743.85</u> | <u>46,783.51</u>    | <u>1,488.00</u>    | <u>344,015.36</u>     |
| <b>Current 110</b>  | 6010   | 40211             | 221,398.14          |                    |                       |
| Delinquent  |        | 40212             | 54,329.70           |                    |                       |
| Int & Liens   |        | 40213             | 48,271.51           |                    |                       |
| SMV   |        | 40214             | 20,016.01           |                    |                       |
|   |        |                   | <u>344,015.36</u>   |                    |                       |
| Sewer Assess 205-7722   | 40211  | 139,617.39        |                     | Sewer User         | 40211 10,594.58       |
| Interest, Liens, Per Diem                                       | 40213  | <u>4,965.93</u>   |                     | Interest & Liens   | 40213 <u>3,171.61</u> |
|   |        | <u>144,583.32</u> |                     |                    | <u>13,766.19</u>      |
| <b>COVRA</b>  |        |                   |                     | Returned Check Fee | <u>80.00</u>          |
| Current 218-7601  | 40211  | 16,115.80         |                     |                    |                       |
| Delinquent  | 40212  | 11,071.44         |                     | TAX-ADVANCE        | <u>39,151.49</u>      |
| Interest & Liens  | 40213  | <u>10,211.34</u>  |                     | TRASH-ADVANCE      | <u>3,328.28</u>       |
|   |        | <u>37,398.58</u>  |                     |                    |                       |
|   |        | <b>Total</b>      | <b>\$582,323.22</b> |                    |                       |



*Baltimore Oriole*

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

QUARTERLY REPORT FOR:  
APRIL, MAY, JUNE

~ 2015 ~

Eric M. Trott

*Director of Planning and Development*

Michael Antonellis, CZEO

*Planning Technician/Zoning Enforcement Officer*

Todd M. Penney, P.E.

*Inland Wetlands Agent/Town Engineer*

Heidi A. Leech

*Permit Technician*

**PLANNING AND ZONING COMMISSION**

**YEAR 2015**

**APRIL, MAY, JUNE**

| APP. # | TYPE | DATE REC'D. | DATE PZC ACKN. | ADDRESS/APPLICANT<br>BRIEF DESCRIPTION OF PROPOSED PROJECT                            | DATE OF DECISION | ACTION A/D/W/P* |
|--------|------|-------------|----------------|---|------------------|-----------------|
| 15-03  | ZC   | 2/6/15      | 2/23/15        | Zone Change Application of Theodore Wrubel, Depot Rd.                                 | 4/27/2015        | A               |
| 15-04  | ZR   | 3/9/15      | 3/9/15         | Zoning Text Amendment application of PZC to alter various sections of text            | 6/8/2015         | A               |
| 15-05  |      | 3/23/15     | 3/23/15        | Resubdivision Application of Peter & June Maynard, 4-lots at 337 Riley Mountain Rd.   | 5/26/2015        | A               |
| 15-06  | S    | 4/13/15     | 4/13/15        | Twin Hills Country Club, Application for building of pavilion at 199 Bread 7 Milk St. | 5/11/2015        | A               |
| 15-07  |      | 5/6/15      |                | Haynes Woods Resubdivision, Application of Highland Development, 9 lots, Dunn Rd.     | 6/22/2015        | A               |
| 15-08  | L    |             |                | Lot Line Modification Application of Pacheco, Grant Hill Rd.                          | 6/22/2015        | A               |
| 15-09  | L    |             |                | Lot Line Modification Application of S.R. Blanchard, Dunn Rd.                         | 6/22/2015        | A               |

Special Permit – S  
Zone Change – ZC  
Subdivision Regulations – SR  
Zoning Regulations – ZR  
Site Plan Review - SP  
Permit Amendment – A  
Lot Line Modification - L  
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

**APRIL, MAY, JUNE**

**DISCUSSION AND ACTION TOPICS**

- Reviewed CRCOG Zoning Referrals – Towns of Columbia,
- Reviewed possible zoning regulations amendments proposed by Staff – in particular the agricultural accessory structure criteria.
- Reviewed recent Hartford Courant article regarding Hartford zoning case involving the ‘family’ definition.
- Reviewed definition of ‘home occupation’ to determine how it relates to a firearms training class.
- Reviewed ‘Carolina’ style fence proposal in conservation easement.
- Approved request of Ladyga for an extension of time to commence the special permit use for a motor vehicle dealer and repairer operation at 2812 Boston Turnpike.
- Reviewed ongoing grant projects in Town – Strategic Arts Plan, Main Street Investment Grant, Coventry Lake Gate, Eagleville Lake Invasives, etc
- Held courtesy review of the Pre-school facility at Capt. Nathan Hale School with the contractor, Fuss and O’Neill
- Called subdivision performance bond of Thornton Meadow Subdivision on Pucker Street due to lack of completion of public improvements.
- Discussed concerns with status of stone walls at Walgreens and the need to repair them to be in compliance with the special permit approval.
- Discussed status of historic home reconstruction project of Stewart – Knollwood Drive.
- Held a Planning and Zoning Commission training session with the Town Attorneys involving – conflict of interest, pre-judgement, recusal.
- Approved lot line modification request of Pacheco for properties located at 162 and 166 Grant Hill Road.
- Approved lot line modification request of Blanchard for properties located at 550, 554 and 558 Dunn Road.

**APRIL, MAY, JUNE****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 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 'Love Coventry' community appreciation campaign.
- Discussed Strategic Arts Plan development and DECD Grant.
- Reviewed the work of the EDC subcommittee that is examining the potential of creating a new farmer's market to continue after the closing of the Coventry Regional Farmer's Market this year.
- Discussed possible natural gas extension into Coventry from Mansfield to serve the Middle and High School complex.
- Discussed new business – Grateful Gypsy – Main Street; Hair Trendz and Integrated Rehab – RTE 44.
- Nominated Channel 3 Kids Camp as Coventry Business of the Year with the Windham Chamber.
- Discussed extension of time to commence special permit use of Ladyga issued by PZC to conduct a motor vehicle dealer and repairer use.
- Discussed outcome of Wrubel zone change proposal – 39 Depot Road – GR 40 to Neighborhood Commercial – PZC approved, but appealed to Court by neighbor.
- Participated in Regional Economic Development Forum held in Mansfield with other EDCs from region.

**ECONOMIC DEVELOPMENT COMMISSION**

**YEAR 2015**

**APRIL, MAY, JUNE**

DISCUSSION AND ACTION TOPICS, CONTINUED

- Provided input on the update to the Welcome to Coventry brochure.
- Discussed status of Coventry Lake Gate project and other public infrastructure projects occurring in Town.
- Discussed strong housing market in Coventry as compared to rest of Tolland County.
- Discussed owner of Vinton Village working to improve property to attract new tenants – Staff working on marketing package.
- Coventry Motor Car will be proceeding with their building expansion project.
- Discussed probate hearing that is to be held regarding Caprilands – Staff will be attending meeting.

**ZONING ENFORCEMENT**

YEAR **2015**

**APRIL, MAY, JUNE**

Michael Antonellis, Zoning Enforcement Officer

|                                       |             |
|---------------------------------------|-------------|
| <u>ZONING PERMITS ISSUED</u>          | <b>84</b>   |
| Single Family Dwellings               | 3           |
| Condominiums                          | 2           |
| In-Law Apartments                     | 1           |
| Accessory Structures                  |             |
| Decks/Porches                         | 18          |
| Sheds/Gazebos                         | 16          |
| Barns                                 | 1           |
| Detached Garages                      | 4           |
| Pools                                 | 6           |
| Other                                 | 18*         |
| Residential Additions/Attached Garage | 7           |
| Commercial Use/Signage                | 3           |
| Home Occupation                       | 3           |
| Others:                               | 2           |
| Interior Renovations                  | 0           |
| Agricultural buildings                | 0           |
| Total                                 | <u>84**</u> |

\*Includes Solar PV & Interior Renovations

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

CERTIFICATES OF USE AND OCCUPANCY **\*11**  
(Signed for zoning compliance by ZEO)

|  |           |
|--|-----------|
| Single Family Dwellings                | 4         |
| In-law apartment                       | 0         |
| Condos                                 | 3         |
| Accessory Structures                   |           |
| Decks/Porches                          | 0         |
| Sheds/Gazebos                          | 2         |
| Barns                                  | 0         |
| Detached Garages                       | 0         |
| Pools                                  | 0         |
| Other                                  | 0         |
| Residential Additions/Attached Garages | 1         |
| Commercial Use/Signage                 | 1         |
| Total                                  | <u>11</u> |

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

**ZONING ENFORCEMENT**

YEAR **2015**

**APRIL, MAY, JUNE**

Michael Antonellis, Zoning Enforcement Officer

|                                       |             |
|---------------------------------------|-------------|
| <u>ZONING PERMITS ISSUED</u>          | <b>84</b>   |
| Single Family Dwellings               | 3           |
| Condominiums                          | 2           |
| In-Law Apartments                     | 1           |
| Accessory Structures                  |             |
| Decks/Porches                         | 18          |
| Sheds/Gazebos                         | 16          |
| Barns                                 | 1           |
| Detached Garages                      | 4           |
| Pools                                 | 6           |
| Other                                 | 18*         |
| Residential Additions/Attached Garage | 7           |
| Commercial Use/Signage                | 3           |
| Home Occupation                       | 3           |
| Others:                               | 2           |
| Interior Renovations                  | 0           |
| Agricultural buildings                | 0           |
| Total                                 | <u>84**</u> |

\*Includes Solar PV & Interior Renovations

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

CERTIFICATES OF USE AND OCCUPANCY **\*11**  
(Signed for zoning compliance by ZEO)

|  |           |
|--|-----------|
| Single Family Dwellings                | 4         |
| In-law apartment                       | 0         |
| Condos                                 | 3         |
| Accessory Structures                   |           |
| Decks/Porches                          | 0         |
| Sheds/Gazebos                          | 2         |
| Barns                                  | 0         |
| Detached Garages                       | 0         |
| Pools                                  | 0         |
| Other                                  | 0         |
| Residential Additions/Attached Garages | 1         |
| Commercial Use/Signage                 | 1         |
| Total                                  | <u>11</u> |

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

## **ZONING ENFORCEMENT**

YEAR **2015**

**APRIL, MAY, JUNE**

**News from Zoning Department:**

### **Farmers' Market Subcommittee**

ZEO/Planning Technician serves as staff alongside Director of Planning to the Farmers' Market Subcommittee as the town explores ways to keep the regional farmers' market here in Coventry. ZEO/PT has assisted in the direction of multiple forums to elicit public input on the farmers' market.

### **Enforcement**

As we enter the busy-season for building and enforcement the ZEO has wrapped up a number of high profile enforcement issues, while receiving and reviewing numerous complaints. The ZEO continues to work with residents to address enforcement issues while keeping in contact with complainants to assure them the town has received their concerns and understands the importance of those concerns to the complainants.

### **ZBA**

Karen Post, ZBA Chair, has resigned her position with the Zoning board of Appeals. This comes amidst an uptick of activity for the ZBA. The ZBA has seen twice the amount of applications and interest than in previous years. All applications seen by the ZBA have been applications for variances. All of which have been approved thus far.

### **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.

**ZONING BOARD OF APPEALS**

YEAR **2015**

**APRIL, MAY, JUNE**

| <b>APP.<br/>#</b> | <b>DATE<br/>REC'D.</b> | <b>DATE ZBA<br/>ACKN.</b> | <b>ADDRESS/APPLICANT<br/>BRIEF DESCRIPTION OF PROPOSED<br/>PROJECT</b>        | <b>DATE OF<br/>DECISION</b> | <b>ACTION<br/>A/D/W/P</b> |
|-------------------|------------------------|---------------------------|---|-----------------------------|---------------------------|
| 15-05Z            | 5/13/15                | 5/16/15                   | 96 Avery Shores, Accessory Structure on Lot w/o primary residence – S. Powers | 6/16/15                     | A                         |
| 15-06Z            | 5/20/15                | 6/16/15                   | 92 Appian Way, Front yard setback variance - Imperial Development             |                             | P                         |

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

**INLAND WETLANDS APPLICATIONS**YEAR **2015**

APRIL, MAY, JUNE

| 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 |
|------------|----------------------|----------------|-------------------|---|------------------|--------|
| 15-02W     | 1/26/15              |                |                   | 9-lot resubdivision, Dunn Rd., Highland Development/Bushnell Assoc. Agent                   | 4/22/15          | A      |
| 15-05W     | 2/24/15              | 2/25/15        |                   | New home, septic and well, 118 Cheney Ln., Stephen Minicucci                                | 5/27/15          | A      |
| 15-08WA    | 4/7/15               |                |                   | Addition at 35 Satari Dr., Woodstock Builders applicant                                     | 4/8/15           | A      |
| 15-09AR    | 4/8/15               |                |                   | Beach Sand maintenance, 2273 Main St. – Tom Sliva   | 4/8/15           | AR     |
| 15-10W     | 4/20/15              | 4/22/15        | 4/22/15           | Creation of sandy beach, 119 Woodland Rd. - Malcolm Gill                                    |                  | P      |
| 15-11WA    | 4/21/15              | 4/22/15        | 4/22/15           | Detached garage, 357 Shore Dr. - JSM Remodeling   |                  | A      |
| 15-12W     | 4/22/15              | 4/22/15        | 4/22/15           | Steps and deck, 382 Hemlock Point Dr. – Redwood Landscaping for Jerry Feeney                |                  | A      |
| 15-13W     | 5/4/15               | 5/13/15        | 5/13/15           | Grading and paving at Channel 3 Kids Camp, 73 Times Farms Rd. – Fuss & O'Neill Design Build | 5/13/15          | A      |
| 15-14W     | 5/18/15              | 6/24/15        | 6/24/15           | Pavilion and paved area near Coventry Lake, 323 Woodland Rd. – Phil Wilson                  | 6/24/15          | A      |
| 15-15WA    | 6/3/15               |                |                   | Prefab Shed, 62 Brookline Rd. – Mary McCullum   | 6/22/15          | A      |
| 15-16WA    | 6/15/15              |                |                   | Prefab shed in review area, 78 Dooley Ave. – Lynn Branciforte                               | 6/22/15          | A      |
| 15-17W     | 6/23/15              | 6/24/15        |                   | Lake St./Cross St. Improvement Project, Lake & Cross Streets – Town of Coventry             |                  | P      |

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](mailto: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

**Diana Grindle**  
Assistant Town Clerk

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

←————→  
**Recording & Licensing**



**Receivables & Revenue:**

- ✓ The Clerk’s Office collected \$268,829.18 this quarter, of which \$66,185.55 was retained by the Town.



| Activity  | Volume | Revenue            |
|---|--------|--------------------|
| Total Documents Recorded                            | 611    | 16,834.00          |
| Real Estate Conveyances Recorded                    | 175    | 40,646.55          |
| Copies  | 4,306  | 4,337.00           |
| Trade Name Certificates.                            | 11     | 55.00              |
| Liquor Permits                                      | 6      | 12.00              |
| Burial & Cremation Permits                          | 6      | 18.00              |
| Marriage Licenses                                   | 14     | 154.00             |
| Vitals Copies                                       | 93     | 1,860.00           |
| Notary Fees & Renewals                              | 65     | 390.00             |
| Dog License Fees                                    | 1230   | 1238.00            |
| Maps Filed  | 1      | 10.00              |
| Fish & Game License & Permit Fees                   | 265    | 110.00             |
| Conveyance fees                                     | 53     | 53.00              |
| PA-490  | 0      | 0                  |
| PA-146 Clerk  | 605    | 468.00             |
| PA-05-228, 09-229 & 13-247 LOCIP                    | 605    | 1,404.00           |
| PA-05-228, 09-229 & 13-247 Clerk                    | 605    | 6,229              |
| <b>Town Clerk Revenue Transferred to Treasurer:</b> |        | <b>\$66,185.55</b> |



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

For 2015 Dog Licensing we held a contest for the #1 Dog Tag with a free license. To enter you needed to have renewals in our office by the end of May. We had over 250 entries and we picked Steven Robertson's dog Lucie as our winner. Doing this contest also eliminated the first day rush to get the #1 tag. It was the first time in many years we didn't have a line outside our door at opening time on June 1<sup>st</sup>.

**Rabies Clinic:** The thirty-first Annual Rabies Clinic was held Saturday afternoon, May 16, 2015 at Capt. Nathan Hale School. We printed and packaged flyers which were distributed to students at three Coventry schools. Press releases were issued to all local newspapers and announcements were made on Channel 13. The clinic was advertised on the town's website calendar. Rabies Clinic information was included on the dog license renewal notice sent to dog owners in May, thereby eliminating the necessity to mail a separate clinic notice.



Volunteer certificate writers were Brooke Manning, Dianna Grindle and Lori Tollmann. Retired Town Clerk, Susan Cyr acted as clinic coordinator and collected the fees. Wendy Ernst, DVM and Coventry resident, volunteered her time again as Clinic Veterinarian. **Ninety (90)** dogs and cats were vaccinated at the clinic.



### **Annual Town Meeting and Adjourned Annual Town Meeting**

The Annual Town Meeting for the Town of Coventry was held April 25, 2015 to consider

1. The Town Council's recommended fiscal year 2015-2016 appropriation of \$39,863,778.
2. A resolution making an appropriation of \$3,000,000 for the planning, design, acquisition, construction, reconstruction and improvements of various town roadways, town and school parking lots and hardscape recreational surfaces.
3. A resolution making an appropriation of \$900,000 for the purchase of a fire truck and various fire apparatus

On May 5, 2015 the electors and citizens qualified to vote in the Town Meetings of the Town of Coventry did not approve the budget appropriation with 859 voting in favor and 909 opposed. Also failed was the appropriation of \$900,000 for the purchase of a fire truck. With 776 voting in favor and 991 opposed. The appropriation for \$3,000,000 for roads, etc. passed. With 1066 voting in favor and 702 opposed.

### **Special Budget Meeting**

A special budget meeting was conducted May 21, 2015 to consider the revised appropriation of \$39,727,778. The revised budget was approved June 2, 2015 with 1,034 voting in favor and 997 opposed. June 8, 2015, at a Special Meeting, the Town Council formally set the mil rate, effective July 1<sup>st</sup>, at 31.2 mils. The Town Clerk prepares the outline and acts as recording secretary for meetings, drafts and prints the official, absentee and sample ballots, prepares and publishes the legal notice of adjourned town meeting, special budget meeting and adjourned special budget meeting, and certifies the results of the vote.

## Staffing Updates/Activities



**Lori Tollmann:** Town Clerk attended the Spring 2015 Connecticut Town Clerks Association Conference in Bristol, Connecticut. This year is the 100<sup>th</sup> Anniversary of the Connecticut Town Clerks Association. Our schedule was filled with presentations and information from the Secretary of the State's Office for the upcoming Municipal Election.

**Brooke Manning:** Assistant Town Clerk attended Town Clerk School on May 27, 2015. This class was devoted to Land Records. The class covered the different documents recorded in the Town Clerk's Office. This class is required for certification. Brooke has one more class in December, and will be able to sit for the certification test in June 2016.

**Dianna Grindle:** Assistant Town Clerk also attended Town Clerk School May 27, 2015. This was Dianna's first of five classes to become a certified town clerk.

**Lori Tollmann, Brooke Manning** attended the Tolland County Town Clerk's Association meeting June 24<sup>th</sup> held at the Willington Town Hall. We had discussions on Notary Publics and E-recordings.

**Our office** prepared and mailed to the Officials of all 11 Special Taxing Districts in Coventry requesting updated financial and annual reports as required by Section 7-325(c) and 7-392 of the Connecticut General Statutes.

## RECENT LEGISLATION Affecting the Town Clerks Office

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

**PUBLIC WORKS DEPARTMENT  
QUARTERLY REPORT  
APRIL, MAY & JUNE 2015**

STAFF

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

Superintendent of Operations .....Douglas Reese  
Administrative Secretary .....Donna Wrubel

Heavy Equipment Operator / Crew Leader .....Clifton Labrec  
Facilities Crew Leader .....Monica Bragdon  
Heavy Equipment Operator / Crew Leader .....Charles Harakaly  
Light Equipment Operator / Truck Driver .....Richard Watts  
Light Equipment Operator / Truck Driver .....John Hoffman  
Light Equipment Operator / Truck Driver .....Lee Davey  
Light Equipment Operator / Truck Driver .....Erik Johansen  
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.....Colin Dunnack  
Public Works Sanitation Maintainer.....Daniel Smith  
Lead Mechanic.....Daniel Caron  
Mechanic I .....Robert Maxwell  
Mechanic I .....Jeremy Rooke

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

| TRANSFER STATION QUARTERLY REPORT   |            |        |           |           |            |       |           |       |
|-------------------------------------|------------|--------|-----------|-----------|------------|-------|-----------|-------|
| <u>material received:</u>           |            |        | PROPANE   | BULKY     | RECYCLABLE |       |           |       |
| DATE                                | RECEIPTS   | EWASTE | TANKS     | CD/STUMPS | METAL      | TIRES | LEAVES    | FREON |
| 04/02/15                            | \$138.20   | 19     | 2         | 2150      | 220        | 0     | 140       | 1     |
| 04/04/15                            | \$188.40   | 16     | 0         | 2660      | 210        | 0     | 0         | 5     |
| 04/09/15                            | \$105.40   | 32     | 2         | 1640      | 0          | 0     | 210       | 2     |
| 04/11/15                            | \$625.70   | 27     | 4         | 10880     | 970        | 0     | 350       | 2     |
| 04/16/15                            | \$389.80   | 28     | 5         | 6560      | 740        | 2     | 2850      | 6     |
| 04/18/15                            | \$596.60   | 40     | 4         | 10530     | 660        | 5     | 680       | 2     |
| 04/23/15                            | \$353.60   | 9      | 0         | 6170      | 850        | 2     | 1250      | 1     |
| 04/25/15                            | \$582.40   | 22     | 2         | 9400      | 660        | 8     | 1380      | 1     |
| 04/27/15                            | roadside   | 0      | 0         | 0         | 0          | 2     | 0         | 0     |
| 04/30/15                            | \$388.20   | 39     | 6         | 14900     | 210        | 3     | 230       | 2     |
| Mo Total lbs.                       | \$3,368.30 | 232    | 25        | 64890     | 4520       | 22    | 7090      | 22    |
| tons                                |            |        |           | 32.445    | 2.26       |       | 3.545     |       |
|                                     |            |        | PROPANE   | BULKY     | RECYCLABLE |       |           |       |
| DATE                                | RECEIPTS   | EWASTE | TANKS     | CD/STUMPS | METAL      | TIRES | LEAVES    | FREON |
| 05/02/15                            | \$584.00   | 28     | 2         | 9220      | 580        | 10    | 670       | 0     |
| 05/07/15                            | \$572.60   | 26     | 8         | 9140      | 1400       | 0     | 1460      | 5     |
| 05/09/15                            | \$328.60   | 24     | 2         | 5230      | 280        | 4     | 2500      | 3     |
| 05/14/15                            | \$352.20   | 25     | 5         | 5720      | 820        | 0     | 1720      | 3     |
| 05/16/15                            | \$498.60   | 24     | 2         | 7120      | 210        | 3     | 330       | 11    |
| 05/21/15                            | \$189.80   | 12     | 4         | 3530      | 300        | 0     | 310       | 2     |
| 05/23/15                            | \$405.20   | 26     | 1         | 5870      | 700        | 1     | 0         | 6     |
| 05/28/15                            | \$327.40   | 14     | 1         | 5680      | 190        | 0     | 230       | 3     |
| 05/30/15                            | \$620.60   | 34     | 2         | 10290     | 430        | 4     | 0         | 2     |
| Mo Total lbs.                       | \$3,879.00 | 213    | 27        | 61800     | 4910       | 22    | 7220      | 35    |
| tons                                |            |        |           | 30.9      | 2.455      |       | 3.61      |       |
|                                     |            |        | PROPANE   | BULKY     | RECYCLABLE |       |           |       |
| DATE                                | RECEIPTS   | EWASTE | TANKS     | CD/STUMPS | METAL      | TIRES | LEAVES    | FREON |
| 06/02/15                            | town prop  | 0      | 0         | 0         | 0          | 10    | 0         | 0     |
| 06/04/15                            | \$155.40   | 19     | 2         | 2310      | 0          | 0     | 300       | 3     |
| 06/06/15                            | \$650.50   | 22     | 1         | 11720     | 450        | 0     | 340       | 3     |
| 06/11/15                            | \$201.40   | 19     | 2         | 3920      | 0          | 0     | 0         | 0     |
| 06/13/15                            | \$370.60   | 24     | 5         | 4610      | 580        | 0     | 0         | 11    |
| 06/18/15                            | \$226.40   | 25     | 0         | 3730      | 220        | 1     | 0         | 2     |
| 06/20/15                            | \$364.80   | 18     | 0         | 5530      | 610        | 10    | 0         | 2     |
| 06/25/15                            | \$290.80   | 15     | 0         | 5390      | 150        | 2     | 0         | 0     |
| 06/27/15                            | \$363.40   | 14     | 0         | 6540      | 0          | 0     | 0         | 4     |
| Mo Total lbs.                       | \$2,623.30 | 156    | 10        | 43750     | 2010       | 23    | 640       | 25    |
| tons                                |            |        |           | 21.875    | 1.005      |       | 0.32      |       |
| Qtr Totals lbs.                     | 9870.6     | 601    | 62        | 170440    | 11440      | 67    | 14950     | 82    |
| tons                                |            |        |           | 85.22     | 5.72       |       | 7.475     |       |
| <u>material transferred:</u>        |            |        | 1st month | 2nd month | 3rd month  |       | total for |       |
|                                     |            |        | apr       | may       | jun        |       | quarter   |       |
| Willi Waste - Bulk (cd) ton         |            |        | 26.07     | 32.38     | 22.89      |       | 81.34     |       |
| Willi Waste - Bulk (brush) ton      |            |        | 6.79      | 0         | 9.17       |       | 15.96     |       |
| Willi Waste - Recycling (metal) ton |            |        | 4.93      | 8.95      | 4.51       |       | 18.39     |       |
| Interstate Refrig-CFC removal units |            |        | 0         | 0         | 62         |       | 62        |       |
| Take2 Recycling - electronics lbs.  |            |        | 9032      | 7475      | 5709       |       | 22216     |       |
| Mighty Flame- propane tanks - each  |            |        | 0         | 0         | 0          |       | 0         |       |
| Bob's Tire - each                   |            |        | 13        | 63        | 31         |       | 107       |       |
| Baystate Textiles lbs. (townwide)   |            |        | 890       | 1130      | 350        |       | 2370      |       |

## **Wastewater Treatment Plant (WWTP):**

Designed for Average 200,000 gallons per day  
Average Daily Flow = approx 167,000 gallons per day  
Approximate Capacity Remaining at WWTP = 16%

## **Projects Update:**

- The sewer extension on Laurel Trail to serve a property with a marginal septic system has been completed.
- This spring has been very busy with construction projects in the sewer service area:
  - The sidewalk from the Middle School to Paden Road is complete and 8 sewer manholes in the sidewalk were adjusted to grade.
  - The CT Water Company continues to replace water mains and service connections on Main Street in the Village. No sewers have been damaged.
  - Wall Street, Mason Street, Prospect Street and Bradbury Lane are being reconstructed. One manhole was slightly damaged during milling. About 20 sewer manholes will be rehabbed during the project.
  - We have been working with the Building Department and BOE on the new pre-school between the Middle School and Town Hall. The building will be connected to the sewer system with a grinder pump.
- Upcoming projects include:
  - CT DOT project #32-130; Main Street Reconstruction. This project is scheduled to begin in the spring of 2016. The most recent estimate for sewer work is \$387,000, of which the WPCA will need to pay about \$50,000.
  - Lake and Cross Street Improvements; The Town is scheduled to reconstruct Lake and Cross Streets in 2016. We want to install sewer service to 2 properties in close proximity to the Lake before final paving is complete. Estimates range between \$40-\$80K and will be recouped over time via sewer benefit assessments.

## **Wastewater Treatment Plant:**

- After much troubleshooting we got the new pump up and running properly. It pumps about 40% more water than the other two older pumps which is a significant help during major rain events.
- The grinder that shreds everything coming into the Treatment Plant wore out and was sent back to the factory to be repaired/re-built. We installed a loaner unit until ours comes back and after some troubleshooting got it running properly. Without the grinder running trash in the waste stream clogs pumps and valves at the plant much more frequently.
- The Public Works Mechanics have completed repurposing an existing truck for shared use between the WPCA and COVRRRA.



Above: Dan (left) loosening a stuck manhole cover. Our new old truck with utility body and auxiliary fuel tank in background. Mike (right) using the magnetic lifter for a manhole cover with broken pick-holes.



Above: Dan installing the loaner cutter box on the Muffin Monster grinder.  
Below: New loaner cutter box (left) and our cutter box (right) to be sent to the factory to be re-built. Note copious amount of cloth items clogging the grinder teeth.



**From the desk of the Town Engineer: Town/State Projects**

***Safe Routes to School – Main Street Sidewalk Project (CDOT #32-146):*** The project was unable to start in April due to the lingering winter conditions. As such the sidewalk project was not substantially completed until early June. Minor punch list items, including the planting of new trees along the corridor will take place this fall to coincide with the planting schedule instead of middle of summer. I would like to personally thank the all of the Coventry Board of Education staff and the Coventry residents for their cooperation with the disruption of use of the Middle School Entrance.

***Pucker Street Bridge Project (CDOT #32-139):*** The detour was initiated in mid-April as the work commencement in early April. The old single lane bridge has been successfully removed and the Contractor is progressing with resurfacing of work. The construction schedule estimates the completion of the work by the End of November 2015.

***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 of 2016. The corridor will remain open to traffic with minor delays due to alternating one-way traffic by Traffic control personnel.

***Lake 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. The Public Involvement Meeting was on May 19<sup>th</sup> and approximately 15 Coventry residents came out to listen to the project scope and provide comment. The wetland application was accepted at the June 24<sup>th</sup> meeting and will be discussed at their July 24<sup>th</sup> meeting.

***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:*** The drainage improvements in Phase 1 was bid and low bidder was Coventry's Earth Dynamics, LLC. Construction started in June 22<sup>nd</sup> and will go for 4 weeks. Paving will commence in early August of this year. Phase 2 will be done in 2016.

***Capt. Nathan Hale Cemetery Wall Repair Project:*** The project was awarded CD Masonry Restoration. Work is schedule to start in early August and take approximately two weeks.

***Coventry Lake Gate Improvements Project:*** The CT DEEP Permitting and Construction Documents work for the project was award to Fuss & O'Neill, Inc. A pre-application meeting is set for mid-July. Construction is expected for early 2016.

The winter of 2015 was one for the record books. Snow began to fall on January 26<sup>th</sup> with Blizzard Juno and seemed like it did not stop until March 28<sup>th</sup>. 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 winter took a toll on town roads with frost heaves and many potholes.

As soon as the weather broke the Department of Public works began work at Miller Richardson Field with removal of approximately 70 hazardous trees and construction of a larger parking area.

New fencing was installed, infields were groomed and fields mowed for opening day. A new batting cage was installed and ready for play.



Phase I of the Village Drainage began as the start to reconstruct Wall St., Mason St. and Prospect St. Bradbury La. and Woods Rd. will follow as Phase II in spring 2016.

Improvements will include Drainage, resetting of granite curb and upgrades to new guiderail and additional bituminous curbing. Binder will be in place for winter with final paving to be complete



Roadwork has begun on the roads to be addressed as part of the Road Bond. The Town Crew has performed drainage improvements, full depth patch and road edging to prepare roads for Cold in Place Recycling. Roads to be addressed in the first round will be Cedar Swamp Rd., Bolton Branch Rd., Vernon Branch Rd., North River Rd., Grant Hill Rd., Flanders Rd. and Flanders River Rd.



Drainage work was performed at the Town Hall and CHS rear parking lots to prepare for Full depth Reclamation and final paving as part of the Hard Scape Bond.

**The remainder of the quarter was spent performing our normal maintenance:**

Athletic Field Maintenance - 788 hours  
Clean Catch Basins - 79 hours  
Clean Equipment – 8 hours  
COVRRRA Operations - 217.5 hours  
Facility Maintenance - 1,007.75 hours  
Fleet/Vehicle/Equipment Maintenance/Repair - 1,341  
Grounds Maintenance - 1,282 hours  
Indirect Services – 85 hours  
Inspection – 7 hours  
Mechanical Repair Vehicles & Equipment – 5 hours  
Road Maintenance or repair - 1,171 hours  
Roadside Mowing / Sightlines / Vegetation Control - 160.5 hours  
Sweep Facility Lots - 48.00 hours  
Sweep Roadways - 594.75 hours  
Time not worked - 890.5 hours  
Traffic Control and signs - 99.5 hours  
Training - 232 hours  
Tree Related Services - 63 hours  
Unimproved Road Grading and Maintenance – 81 hours  
Water Pollution Control Services - 252.5  
Winter Operations – 42 hours

**Total hours: 8,455.28**

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**4<sup>th</sup> QUARTER**  
**April, May, June 2015**

There was an approval of thirteen (13) permits issued for new dwellings this quarter.

| <b>NEW HOUSE PERMITS ISSUED FOR THE 4th QUARTER FY 2014-15</b> |             |                                  |
|--|-------------|----------------------------------|
| <b>MONTH</b>   | <b>DATE</b> | <b>ADDRESS</b>                   |
| <b>APRIL</b>   |             |                                  |
|  | <b>2ND</b>  | <b>UNIT 8 FLANDERS WOODS LN</b>  |
|  | <b>10TH</b> | <b>UNIT 17 94 STONEHOUSE RD</b>  |
|  | <b>14TH</b> | <b>300 DUNN RD</b>               |
|  | <b>15TH</b> | <b>179 WINDSWEPT WAY</b>         |
|  | <b>15TH</b> | <b>78 BELLEVUE DR</b>            |
|  | <b>23RD</b> | <b>2724 MAIN ST</b>              |
|  | <b>23RD</b> | <b>2794 MAIN ST</b>              |
| <b>MAY</b>   |             |                                  |
|  | <b>11TH</b> | <b>UNIT 9 FLANDERS WOODS LN</b>  |
|  | <b>11TH</b> | <b>UNIT 10 FLANDERS WOODS LN</b> |
|  | <b>11TH</b> | <b>UNIT 11 FLANDERS WOODS LN</b> |
|  | <b>11TH</b> | <b>UNIT 12 FLADNERS WOODS LN</b> |
|  | <b>20TH</b> | <b>UNIT 32/28 ARMSTRONG RD</b>   |
|  | <b>20TH</b> | <b>UNIT 34/28 ARMSTRONG RD</b>   |
| <b>JUNE</b>  |             |                                  |
|  |             | <b>None</b>                      |

Foundation work also started for five (5) residential dwellings at 1030 Cedar Swamp Rd., 21 Mink Tr., Unit 14 Flanders Woods Ln., Unit 16 Flanders Woods Ln. and 155 Windswept Way. The foundation only for 21 Mink Trail marks the demolition and rebuild of a blighted property and the lake community.

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

| <b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 4TH QUARTER<br/>2014-2015 Fiscal Year</b> |                    |
|--|--------------------|
| <b><u>ADDRESS</u></b>  | <b><u>DATE</u></b> |
| <b>UNIT 8 FLANDERS WOODS LN</b>  | <b>4/7/2015</b>    |
| <b>955 MERROW RD</b>   | <b>4/20/2015</b>   |
| <b>161 STANDISH RD</b>   | <b>4/27/2015</b>   |
| <b>52 TROWBRIDGE RD</b>  | <b>5/11/2015</b>   |
| <b>300 DUNN RD</b>   | <b>5/12/2015</b>   |
| <b>91 WEST SHORE DR</b>  | <b>5/28/2015</b>   |
| <b>10 FLANDERS WOODS LN</b>  | <b>6/22/2015</b>   |

**Municipal Projects:** The four solar roof mount projects at the schools were closed out in the month of April. A new pavilion will be built at the Coventry Grammar School. A new foundation and the construction of a Pre-K attached to the Nathan Hale Middle School Started in June. It's expected to be ready to open for the September 2015 school year.

**Commercial Projects:** There are many new businesses opening in town and permits and certificate of occupancies were issued for them this quarter. The Grateful Gypsy gift shop, offering incense, organic soaps, lotions, artisan jewelry, clothes and music memorabilia opened at 1276 Main Street. Millrick Lawn & Garden opened at 89 Flanders Road offering mulch, stone, landscaping and some produce. Hair Trendz II salon moved and opened in the Meadowbrook Plaza on Boston Tpk., as well as a new physical therapy office which is underway and about to open. A certificate of occupancy was also issued for the Save-N-Go convenience store/gas station at 1657 Boston Tpk. Finally, a new handicap accessible bath house is being erected at the Channel 3 Kids Camp at 73 Times Farm Rd.

There were four hundred sixty (460) inspections completed this quarter.

The Building Official completed twelve and a half (12.5) hours of continuing education this quarter.

### Permits for this Quarter

| Permits Issued:             | April.<br>2015 | May. 2015   | June. 2015 | Fourth Qtr.<br>2014-2015 |
|-----------------------------|----------------|-------------|------------|--------------------------|
| Houses only                 | 7              | 6           | 0          | 13                       |
| Foundation only             | 1              | 1           | 4          | 6                        |
| Condominiums                | 0              | 0           | 0          | 0                        |
| Commercial Bldg/Renov       | 1              | 3           | 1          | 5                        |
| Industrial Bldg/Renov       | 0              | 0           | 0          | 0                        |
| Public Bldg/Renov           | 0              | 0           | 2          | 2                        |
| Additions                   | 2              | 2           | 1          | 5                        |
| Garages/Carports            | 4              | 6           | 1          | 11                       |
| Sheds/Barns                 | 2              | 0           | 3          | 5                        |
| Decks/Porches               | 3              | 7           | 8          | 18                       |
| Pools                       | 1              | 1           | 5          | 7                        |
| Demolition                  | 1              | 1           | 2          | 4                        |
| Woodstove                   | 5              | 0           | 0          | 5                        |
| Miscellaneous               | 3              | 11          | 8          | 22                       |
| Renov/Repair/Alter          | 15             | 13          | 14         | 42                       |
| Plumbing                    | 5              | 2           | 11         | 18                       |
| Heating                     | 13             | 13          | 23         | 49                       |
| Electric                    | 9              | 18          | 14         | 41                       |
| <b>TOTAL PERMITS</b>        | <b>72</b>      | <b>84</b>   | <b>97</b>  | <b>253</b>               |
| PERMIT VALUE                | \$1,809,907    | \$1,676,329 | \$804,451  | \$4,290,687              |
| FEES COLLECTED              | \$24,467       | \$25,000    | \$8,484    | \$57,951                 |
| ZONING Permits              | 19             | 29          | 28         | 76                       |
| Fees Collected              | \$1,125        | \$1,625     | \$1,475    | \$4,225                  |
| Certificate of Completion   | 42             | 45          | 45         | 132                      |
| C/O's - New<br>Homes/Condos | 3              | 3           | 1          | 7                        |
| C/O's - Other               | 3              | 1           | 5          | 9                        |



## *Town of Coventry*

**1712 Main Street  
Coventry, Connecticut**

*Ph: (860) 742-4064*

*Fax: (860) 742-8911*

---

**Code Enforcement Office**

**Noel Waite, Fire Marshal / EMD**

July 14, 2015

**FIRE MARSHAL/ EMERGENCY MANAGEMENT DIRECTOR  
ASSISTANT BUILDING OFFICIAL  
QUARTERLY REPORT (Fourth Qtr.14/15)  
April, May, and June 2015**

The Last quarter of fiscal year 2014/15 was quiet and routine with no fires being reported or investigated. A total of 61 inspections were conducted on multifamily dwellings and local businesses.

The annual Coventry Fest fireworks event held the end of June was a success again this year, thanks to the members of the fire departments for providing manpower to staff the perimeter lines and the fire apparatus that is required to be on-site. A special thanks to the Windham fire marshal's office for providing a light tower that allowed the local fire departments to return to their stations and in service as soon as the event concluded.

Fire marshal attended a weeklong training seminar in May on fire investigation and interviewing techniques as part of his ongoing continuing education.

Work continues on finalizing a contract with the Windham hospital paramedic's to provide paramedic service to the first fire district.

# Human Services Department Quarterly Report April-June 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  
Carrier Concatelli, Senior Center Coordinator





## **HUMAN SERVICES OFFICE** *April - May - June*

### **A. HUMAN SERVICES**

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

- Human Services Advisory Committee: 5/5/15
- CLASS Meetings: 4/16, 5/21, 6/18/15
- NASW Conference: 5/1/15
- Hoarding Workshop – Newington: 4/8, 4/22/15
- Hoarding Conference: 5/4/15
- Salvation Army-Lower Tolland County Unit: 5/19/15
- Food Bank meeting with volunteers/staff: 6/2/15

#### **2. Direct Services:** 41 unduplicated client cases

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

- **ENERGY ASSISTANCE PROGRAM:** The 2014-15 CT Energy Assistance Program (CEAP - ACCESS Agency, Willimantic) ended for a total of 118 energy applications processed; Operation Fuel 2014-15 Winter fuel program ended with a total of 10 applications for a total of \$4,650 in assistance; 7 deliveries were authorized from the Clergy Fuel Fund for clients who have used up all their other resources for a total of \$1,855.10 in fuel assistance.
- **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, 63 applications have been completed for Coventry residents who rent for a total of \$in rebate checks which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November.
- **FOOD BANK:** 31 requests for the food bank this quarter. We received numerous, generous donations from: Coventry High School, Honor Society, Scouts, local churches and many individuals, families and young people who did food collections in lieu of birthday gifts. Residents are served from our new food bank, Tuesdays, 8:30-10:30 and Thursday, noon-1:30 p.m. at Patriots Park Community Center.
- **SPECIAL NEEDS:** 6 families used the Special Needs Program to help with housing needs, heat, utilities and other special needs for a total of \$875.25; \$2,609.10 was received in donations from United Way (employee donations program), St. George's Episcopal Church,

Coventry Lions Club, Coventry FCCLA and a number of generous individuals.

- **SALVATION ARMY:** 14 families were assisted with medical, housing, food, and utilities for a total of \$2,676.43.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 19 households on the In-yard Service List at this time.
- **REPORTS:** Town Quarterly and Yearly; Salvation Army Quarterly Statistics.
- **PUBLIC RELATIONS:** Facebook, Press releases, Spring Newsletter and Munivision.

## **B. ELDERLY SERVICES – TOWN HALL**

### **1. Direct Service Clients: 3 unduplicated client cases**

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

## **C. SENIOR CENTER:**

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

- Total visits per quarter: 1506; April (516); May (480); June (510)
- Holiday closures: April 3, May 25.



### **2. Weekly Programming:**

- Cribbage – Monday 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 with American Legion Post 52 to send care packages to local soldiers who are currently deployed.
- TVCCA Luncheons- Thames Valley Council for Community Action (TVCCA) provides delicious and affordable meals in support of Senior nutrition. A total of 123 meals were served; April (27); May (51); June (45).
- Duplicate Bridge – A local traveling duplicate bridge group is now playing monthly.

### **4. Health and Wellness Programming:**

- Group Exercise Class – A total of 340 Seniors participated in 25 exercise classes: April (122); May (103); June (115).

- Silver Sneakers Exercise Class – A new strength and balance exercise class was added in May. A total of 30 Seniors participated in five classes: May (23); June (7).
- Zumba Gold Exercise Class – A dance based cardiac exercise class was added in May. A total of 45 Seniors participated in seven classes: May (29); June (16).
- Fitness room orientation – Three Seniors were instructed on how to properly use the fitness equipment.
- Fitness room visits- A total of 95 Seniors used the fitness equipment at their leisure; April (27); May (31); June (37).
- Wellness Nurse – Visiting Nurse and Health Services visited twice a month to provide blood pressure and blood pressure monitoring and answer medical questions.
- Podiatry – Dr. Anthony Morgan provided 13 podiatric evaluations.
- Reflexology and Table Massage – Licensed Massage Therapist Deb Turner completed 37 appointments this quarter.
- Spa Days – A reduced price haircut, manicure or pedicure was provided for 24 Seniors.

#### **5. Special/Seasonal Programming:**

- Heart Healthy Cooking – A cooking demonstration sponsored by Marlborough Health Care Center was attended by seven Seniors.
- Volunteer Appreciation Lunch – A meal to honor volunteers was attended by 29 Seniors.
- Older Americans Month Lunch- October Kitchen, LLC sponsored a lunch for 28 Seniors.
- Memorial Day Lunch- A summer cookout was enjoyed by 31 Seniors.
- AARP Smart Driver Course – Twelve Seniors attended a review of driving practices.

#### **6. Elderly Services:**

- CHOICES- Volunteer Penny Whitaker met with 19 Seniors. Carrie Concatelli met with nine Seniors.
- Municipal Agent- Carrie Concatelli provided resources for 13 individuals and families in need of help for Seniors. This included referrals to AARP Conversations about Driving, Supplemental Nutrition Assistance Program (SNAP), Connecticut Home Care Program for Elders (CHCPE), and grief counseling services. This also included education about conservatorship, financial management, scam prevention, conflict resolution, and assistance navigating automated telephone systems.
- Veteran’s Advocate- Five Seniors requested to speak with volunteer Moe Collins.

- Professional Development- Carrie Concatelli attended a conference with the Connecticut Association of Municipal Agents for the Elderly (CAMAE) and was recertified in Adult First Aid/CPR/AED with the American Red Cross.

#### D. COVENTRY RIDES TRANSPORTATION PROGRAM

# Days of Operation: 63  
# of Individuals Riding: 35  
# of One-Way Trips: 471  
# Volunteer Hours: 224  
# Miles Total: 2815  
Average # of One-way Trips per Day: 7  
Average # of Miles per Day: 45  
Average # of Volunteer Hours per Day: 4



18 volunteer van and bus drivers and 10 private car drivers continue to provide transportation 4 mornings a week. As the Senior Center Program expands, we will be looking for additional volunteers to meet the increase in transportation requests. Transportation for 2 evening program and Coventry High School was also provided.

Transportation to medical appointments, senior day programs, grocery and personal shopping, voting, senior workshops, Senior Center, town events and entertainment is offered to locations in Coventry, Manchester, Tolland, and Vernon. Private car volunteers provide transportation to medical appointments in Farmington, Hartford and Glastonbury.

Our “Out to Lunch Bunch” Program traveled to Hometown Buffet, Marco Polo’s and Ruby Tuesday’s. Three Wellness Trips were offered this quarter: 1) A picnic at Harkness State Park, 2) A visit to the Museum of CT History at the Connecticut State Library with lunch at the Fernwood Restaurant and a stop at Elizabeth Park Gardens, 3) A visit to the Butterfly Conservatory in Deerfield, MA with lunch included. An average of 20 seniors participate in the Lunch Bunch Program monthly. Wellness trips average 40 - 45 people per trip. Coach transportation is used for Wellness trips.

Small groups of seniors have been exploring the new Fastrak Bus System, taking a bus from Manchester Community College, transferring to a second bus and continuing on to Westfarms Mall. Next month a group will go to the Farmington Medical Center and back with a stop for lunch at the Fernwood Restaurant in Elmwood. The system is easy to use and seniors can purchase CT Transit tickets for as low as 67½ cents per one-way ride.

The Town of Coventry and grants from the Department of Transportation fund Coventry Rides Transportation Program.

## E. YOUTH SERVICES

### 1. Administrative Function:



- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Prepared 2015-2017 SDE Grant Application
- Youth Services Advisory Board Meetings/ Prevention Council Meetings 5/7/15, 6/4/15
- Attended Eastern Region Youth Service Bureau Meeting: 5/4/15, 6/1/15
- Attended Eastern Region YSB “Friends of Youth Services Award” Dinner, 4/27/215
- Attended CYSA Meeting: 4/9/15, 5/14/15, 6/11/15
- Attended Regional LIST Meeting: 4/1/15, 6/3/15
- Attended Coventry Human Services Advisory Committee Meetings on 5/5/15
- Attended Coventry High School Graduation and Project Graduation, 6/20/15
- Attended Juvenile Review Board Conference, New Britain, 6/8/15

### 2. Direct Service

#### A. Function

- Youth & Family Cases 13 cases
- Community Service 0 cases
- Community Restitution 0 cases
- Youth Job Bank Requests 9 requests
- Youth Job Bank Matches 7 matches
- Youth Job Bank Members Trained 10
- Juvenile Review Board 1 cases
- Youth & Family Counseling Clients 0 clients

#### B. Programs

- Positive Connections Mentoring program came to an end this quarter. Students continued to work on academic gains, arts & crafts, games and positive peer interactions. The final celebration was held at Laser Quest in Newington. 6 of the 8 mentors were members of the class of 2015 and graduated on June 20, which will leave open spots for new recruits in next year’s program.
- “Banana Splits” CGS Divorce Group – A five week program for elementary school students was created and rolled out this quarter. The goal of the program was to provide support to students who have divorced parents, and enhance their coping and problem solving skills.
- Counseling Services – we are still looking for a person to provide part-time weekly counseling services for youth and families.
- Project Graduation- Invitations were created and mailed to all students in the class of 2015. A total of 87 students attended the event to celebrate their accomplishments at the Mansfield Community Center on June 20, 2015.
- Youth Job Bank – 10 new students attended training this quarter to learn about program policies and procedures, along with other basic job skills safety information; salary negotiation; important skills, etc. Students can make individual or small group appointments at any point during the year to become involved with this program.

- Babysitters Training – 16 students attended the Basic Babysitters Training 101 on June 22. Upon completion of the program, students become eligible for babysitting jobs through the Youth Job Bank.
- Campership requests and donations started coming in this quarter. Local businesses, churches, civic groups and individuals contribute to the Campership fund, which allows families otherwise unable to afford Parks and Recreation camp, an opportunity to send their children at a free or reduced cost.



## Quarterly Report: April – May – June 2015

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

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

### GENERAL ADMINISTRATION

Director Rubin attended/participated/accomplished the following:

- Department Heads bi-monthly meeting, Recreation Commission monthly meetings
- Conference Calls with Eric Trott and Barbara Ally, Consultant for Arts Plan, Facilitated & attended Arts Forum, assisted in review of Peer Advisory Network final report for grant
- Attended monthly CHART EHHD Community Transformation Grant meeting / Plan4Health meetings, met with EHHD Staff member Ana Zeller, Community Health & Wellness Coordinator re: Let's Move & Playful Cities program
- Ongoing communication & meetings with Agricultural Committee's Subcommittee & Town Planner re: Community Gardening, on-site meeting to review irrigation plan, garden layout, communications with DEEP for lease requirements, on-site inspection of irrigation, rototilling, new entry sign installed, assigned plots, priced & ordered fencing
- Youth basketball regional & Coventry Board wrap up meetings
- Attended STEPS meeting, Showed Mill Brook Trail to STEPS staff for screen free week pre-school hike
- Sent thank you letters to all Laidlaw Park Playscape donors to date



### PROFESSIONAL DEVELOPMENT

Wendy:

- CRPA Spring Quarterly Meeting: Social Media
- CRPA Summer Quarterly: Building Employee Satisfaction and Engagement
- Participated in webinar for Playful Cities USA 2015 honorees
- CIRMA Award Breakfast & Seminar re: Employee Fraud
- 

Cat:

- Webinar: *Targeting Millennial Cord Cutters*
- CIRMA Award Breakfast & Seminar re: Employee Fraud
- Webinar: *Reach Your Parks & Rec VIP: The Mobile Millennial Mom*
- Webinar: *Top Tips for Accommodating Under the ADA: Who's Ready for Summer Camp?*

### AQUATICS

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

- Interviewed Gatekeepers & Park Maintainers, Lifeguards

- Started training Park Maintainers, set pay scales, personnel action forms, contracts, and ordered staff uniforms and picked up equipment
- Ordered daily & temporary beach passes
- Resident Beach Stickers went on sale on May 1<sup>st</sup>
- Weekly meetings with Aquatics director – preseason preparations & opening, updated Emergency Action Plan and set up mobile phone app for scheduling seasonal staff.
- arranged for installation of Buoys & Ropes

## PARKS/FACILITIES

- On-going and routine facility rental management including: contacting renters with key codes, changing key codes monthly, processing, printing and issuing permit applications and alcohol permit applications, arranging staff coverage.



- Meeting with DPW staff re upcoming projects: community garden, playscape
- Met with new Hale Homestead Director re: barn rentals, etc., had a few showings of the property; trained weekend staff for caretaking
- Met UConn Sail Club onsite @ Lisicke to review plans
- Met with Senior Center Director to review fire extinguisher maintenance, etc.
- Opened restrooms for season at Miller Richardson & Patriots Park, met with plumber & electrician

- Ms. Rubin supervised the Sign Co to locate & install Smoke Free Park signs.
- conducted supplies inventory and ordered paper goods for upcoming season,
- Reviewed MSDS sheets to ensure compliance with new OSHA SDS regulations.

### *Patriots Park*

- Girls Scouts painted fence and picnic tables, seasonal park maintainers painted pavilion, landscaped the park by trimming bushes, trees, weeding, etc.
- Met on site with Electrician & Town Manager to look at Solar lighting for park pathways
- Purchased a power washer & hedge trimmer to support seasonal work
- Ordered port-a-johns and dumpster pickups for summer season in time for Memorial Day Weekend

### *Laidlaw Park*

- siting play pocket area, trails

## PROGRAMS

### **GENERAL ADMINISTRATION**

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

- Tag Sale Preparations
- Camp Counselor Interviews with Camp Director & CIT Director
- Staff Evaluations at Rec. Daze
- NYC On Your Own Trip Coordination
- Screen Free Week Promo
- Meeting with Camp Director, Matt Kyer re: Staff Training
- Meeting with CIT Director, Claire Hall re: CIT Program & Interviews
- CRPA Camp Section Meeting re: Staff Training & Camp College Planning
- Camp Staff Meeting re: Orientation & Handbook Review

- Set Up, Clean Up, Attendance & Workshop Presenter at CRPA Camp College Event
- Initial Shopping Trip x 2 – Camp
- Camp Clean Up
- Meeting with Susan Schardt, Yoga Instructor re: Change of Class Location & Day
- Daily meeting with Megan Yanez, Rec. Daze Director & End of Season Wrap Up/15-16 Planning
- Weekly deposits & monthly credit card reports
- Program cancellations & refund processing
- Lodge, Community Center & Market Barn Showings x 5

## **YOUTH & ADULT PROGRAMS**

### *Recreation Daze, Afterschool Program*

- Registration remained steady, with most days full. Wednesdays, our most popular day still had a waitlist.
- Recreation Daze closed for the week of April Vacation, however staff worked at our April Vacation Camp, alongside Camp staff. The program was full with 20 kids for the week; kids got to spend a good deal of the week outside, playing Camp-style games. Staff also conducted arts & crafts projects each day inside at the Community Center.
- The '14-'15 School Year concluded on Thursday, June 18th with an End of the Year bash for those kids enrolled in the Rec. Daze program. Kids enjoyed a pizza party, complete with ice cream sundaes and other fun treats, moon bounce and games.
- Preparations for the '15-'16 season were firmed up, and the new Brochure, Registration Form and Fee Schedule were distributed to those enrolled on the last day. '14-'15 registrants have been invited to register for the '15-'16 program early (7/6) to ensure keeping their spots. New registrants will be invited to register at the end of July. Intent to Return forms will be distributed to this past year's staff in July, to determine staffing for the coming year.

### *Camp Wangumbaug*

- Camp Counselor interviews were held on 4/9; 5 applicants were offered positions for this year, including 4 Counselors and 1 Substitute Counselor. New hire packets were sent in April, including the employment agreement. Returning staff have also been reactivated on payroll, and pay increases have been determined according to our new payscale (due to the increase in minimum wage). Upon receiving their New Hire packets in early May, most of our new staff began coming in with their identification and completed the Finance Office's tax forms, securing them on payroll in May. Returning staff also received their hire packets for this year, all of whom returned their required paperwork by the deadline.
- Work began on the new Parent Handbook, including policies & procedures, and necessary forms in May. The new Handbook replaces the former "Parent Letter" and is more comprehensive. Handbooks were mailed out to registered parents in early June, and then as additional new registrations came in.
- Registrations continued to come in for all 8 weeks; mostly for the full-day program, while Minis have been slow. CIT registrations have picked up considerably in May as folks prepare for the pre-season training and interview process. CIT Interviews were held on Thursday, May 28<sup>th</sup>, and Thursday, June 4<sup>th</sup> with the preseason training held on Saturday, June 13<sup>th</sup>. The Early Bird Discount concluded on May 1<sup>st</sup>, and by the end of the first week of Camp, Weeks G & H (in August) are already full!
- The Initial Camp Staff meeting was held on Thursday May 28<sup>th</sup>; Staff reviewed this year's Staff Manual and had the opportunity to ask questions and review policies and procedures. Camp staff also met for a number of trainings and meetings in June, in preparation for opening day, including Camp College, First Aid/CPR/AED training, Blood Borne Pathogens training, Camp Clean Up, and Medical Administration/Epi Pen certification training (5 staff members).





- Camp began on Monday, June 22nd with just 2 spots still open! Kids enjoyed “Where the Wild Things Are Week” complete with animal-themed games and activities, Fishing Lessons from the staff at CT DEEP, a visit from The Children’s Museum presenting their “Zoo Station” assembly program, and a field trip to the Roger Williams Zoo.

**Misc. Summer Programming**

- The NYC On Your Own Trip was held on Saturday, April 25<sup>th</sup>. Our trip chaperone reported that the trip ran smoothly, and that the weather was great!
- The Summer Program Brochure was mailed to the homes in Town on 4/13. Calls began coming in quickly for this year’s summer trips, including James Taylor and the Red Sox game. Registration for summer programs begins on May 1<sup>st</sup> - the James Taylor @ Tanglewood Trip sold out on that day!
- Cat met with Yoga Instructor Susan Schardt re: numerous concerns regarding the condition of the Community Center facility. A decision was made to relocate the class to the Patriots Park Lodge, by changing the day to Wednesdays (class was formally held on Tuesdays, however the Lodge is already booked on Tuesday evenings with Tai Chi classes). Participants were notified of the change, beginning with the new session beginning at the end of July.

**SPECIAL EVENTS**

**Town Wide Tag Sale**

- Pre-Event: The Town Wide Tag Sale was held on Saturday, May 2<sup>nd</sup>. The registration deadline was April 22<sup>nd</sup>, shortly thereafter the listing & road map were compiled and posted to the website. Ads were also placed in The Chronicle, The Journal Inquirer, The Courant weekend print editions, and on The Reminder’s website. Participants were invited to pick up their roadside signs beginning on 4/28 in advance of the weekend; correspondence was also sent describing the Town’s regulations on sign placement & parking. Listings could also be printed from our website the week prior; the earlier deadline for registrations assured that the listing could be drafted and made available in advance for those early birds wanting to pick one up at our office or print it from the website.
- Post-Event: We are still awaiting a few folks to return the road-side signs that were made available in office the week prior. Feedback from the event was positive – most homes on the listing had quite a lot of traffic, while others had less. We had the most homes participating thus far, with 45 homes participating!

**Screen Free Week**

- Screen Free Week promo began in April with the printing & distribution of the event flyer, and social media promotions. Screen Free Week is a collaborative effort with Parks & Rec., STEPS and the Booth & Dimock Library, with events held throughout the week of 5/4-5/10.
- Screen Free Week events were held throughout the week, including a Family Game Night, HUSKY Nutrition presentation and a Kids Hike at Mill Brook Park. Parks & Recreation staff helped with promotion, and determined the winners from the Weekly Log contest. STEPS provided the prizes; 34 logs were submitted and 11 were chosen as winners!



**Summer Concerts Planning**

- Promotion of the concerts began this season, with events created on facebook, and flyers, posters and signs designed, printed and disseminated. [www.coventryrec.com](http://www.coventryrec.com) was also updated with the information, and eblasts were sent out to all Parks & Rec account holders. Concerts begin in July, with *Eight to the Bar* on Thursday, July 23<sup>rd</sup>.

Quarterly Report  
Fourth Quarter FY 14/15  
April - June

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 Director of POST Accreditation is extending our POST accreditation until July of 2016 in order to have that date coincide with the date of our CALEA Accreditation.*

*The agency has conducted the various annual reviews and reports required to comply with CALEA standards.*

*We have scheduled our on-site assessment for April 3 – 6, 2016. CALEA assessors will be conducting a Gold Standard Assessment. These types of assessments are reserved for agencies that have shown continued compliance with the standards and with no non-compliance or applied discretion issues from our last two on-site assessments.*

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

*Justice Assistance grant funds in the amount of approximately \$22,000.00 were released for use. During the months of May and June, we purchased all of the equipment listed and authorized in the grant application. The equipment includes Body Camera, Narcan, floor mats for training, Halligen bars for the police vehicles, and some camera and computer equipment.*

*We applied for and received funds from the State Department of Transportation for the Rural Road Speed Enforcement Grant. This grant provides for up to \$4000.00 to fund police officers conducting specialized traffic enforcement and to purchase two additional read units. Although all of our marked vehicles are currently equipped with rad units, we will purchase two updated units.*

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

*Officer Ted Opdenbrouw was promoted to the rank of Sergeant on May 14<sup>th</sup>. There are now four sergeants. Sergeant Opdenbrouw will remain on the day shift until Officer Greener completes his police academy and field training.*

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

*Officer Wayne Greener began the CT Police on April 2<sup>nd</sup>. He will be in academy training until mid-September after which he will have at least 12 weeks of supervised field training. Officer Greener was appointed one of four squad leaders of his academy class.*

- 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. The operating budget for FY 15\_16 includes a new police officer position beginning January 1, 2016.*

## 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.*

*Despite having an unfilled position, the department was able to control costs and once again, for the eighth year in a row, stay within its operating budget for all accounts, including salary and overtime.*

- 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 Sergeant Opdenbrouw was 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.

*There were no sobriety checkpoints during the quarter.*

*Officer have been increasing their enforcement efforts on speeding and cellphone violations. Speeding enforcement is based upon complaints and data from the traffic recorder. Officers have concentrated on Flanders River Rd, Swamp Rd. and Daly Rd.*

- Increase enforcement of distracted driving violations by 10 percent.

*Officers continue to focus on distracted driving violations. There were 256 traffic citations issued during the quarter. Of those, there were 71 citations for speeding-related offenses, 43 seatbelt violations and 40 cellphone violations (talking or texting)*

## SUPPORT

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

*We have begun using the e-crash accident reporting system that is integrated into our CAD system. This is more efficient than the fillable PDF files we were previously using as it remains more time consuming for officers filling out accident reports.*

*Reports from a committee looking at making this more efficient and less time consuming from officers are not encouraging. Federal funding for DOT is dependent upon using these types of accident reporting systems.*

- 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

Sergeant McDonagh, Officer Flanagan, Officer Dexter and Officer Kuhns were given Meritorious Commendation Certificates for their traffic enforcement efforts.

Sergeant Opdenbrouw attended First Line Supervisor training (three weeks) Officer Russ Iger attended training on the use of Social Media in criminal investigations and COLLECT training. Officer Kuhns and Sergeant Opdenbrouw attended Active Shooter Training. Sergeant McDonagh attended training on planning for Special Events, Detective Spadjinske attended Advanced CAD Zone training (CAD Zone is the software used in advanced accident investigations by the METRO accident team). Officer Vail and Detective Spadjinske attended INTOX trainer recertification. Dispatchers Cote and Brenker attended

the annual Telecommunicators conference. All sworn members of the agency received training from DMHAS on the use of NARCAN.

We upgraded our CAD system in May to FileMaker 13 (We had been on FileMaker 10 which was on a Windows XP platform and no longer supported).

Chief Palmer was asked to attend a MORE Commission subcommittee meeting discussing regional policing efforts in order to give his thought and input to the committee.

The collective bargaining agreement with the police union was signed in early June.

Detective Spadjinske prepared and submitted our application for the Annual Law Enforcement Challenges sponsored by the CT DOT and the CT Police Chiefs Association.

The East Hampton Police Chief and members of the Town Council toured the Coventry Police Department HQ building in order to get thoughts on designing their new police facility.

Chief Palmer was appointed once again to the Executive Board of the CT Police Chiefs Association.

A number of positive articles appeared in area newspapers on some of the initiatives of the department.



**Coventry Police Department  
Incident Analysis**

4/1/2015...6/30/2015

|     |     | Shift |  |  | Total |
|-----|-----|-------|--|--|-------|
| 1st | 2nd | 3rd   |  |  |       |
| 255 | 925 | 750   |  |  | 1929  |

| UCR  | Nature                           | 1st | 2nd | 3rd | Total |
|------|----------------------------------|-----|-----|-----|-------|
|      |                                  | 1   | 0   | 0   | 0     |
| 001  | Marine Patrol Activity           | 0   | 4   | 0   | 4     |
| 029  | Disabled Motor Vehicle           | 2   | 13  | 9   | 24    |
| 1040 | Tax Fraud                        | 2   | 6   | 0   | 8     |
| 13B  | Assault Simple                   | 1   | 3   | 3   | 7     |
| 13C  | Intimidation                     | 1   | 3   | 3   | 7     |
| 151  | Suicide                          | 0   | 0   | 1   | 1     |
| 152  | Suicide Threat/Attempt           | 1   | 1   | 3   | 5     |
| 220  | Burglary                         | 3   | 3   | 2   | 8     |
| 23C  | Larceny Shoplifting              | 0   | 1   | 0   | 1     |
| 23D  | Larceny Theft From Building      | 0   | 3   | 0   | 3     |
| 23F  | Larceny Theft From MV            | 2   | 2   | 1   | 5     |
| 23H  | Larceny All Other                | 1   | 10  | 4   | 15    |
| 250  | Counter/Forgery                  | 0   | 2   | 1   | 3     |
| 2604 | Fireworks/Gunshots               | 1   | 4   | 12  | 17    |
| 2608 | Abandoned MV                     | 0   | 4   | 2   | 6     |
| 2609 | Littering                        | 1   | 1   | 0   | 2     |
| 2619 | Building Check                   | 0   | 0   | 1   | 1     |
| 2625 | Notification                     | 0   | 2   | 0   | 2     |
| 2631 | Public Hazard                    | 2   | 5   | 15  | 22    |
| 26A  | Fraud False Pretenses            | 0   | 2   | 1   | 3     |
| 26B  | Fraud Credit Card/ATM            | 0   | 4   | 2   | 6     |
| 26C  | Fraud Impersonation              | 0   | 1   | 1   | 2     |
| 26E  | Fraud Wire                       | 0   | 1   | 0   | 1     |
| 290  | Vandalism                        | 2   | 5   | 4   | 11    |
| 2914 | Animal Complaint                 | 14  | 72  | 22  | 108   |
| 3009 | Susp Person/Activity/MV          | 20  | 40  | 86  | 146   |
| 326  | Illegal Parking                  | 0   | 1   | 1   | 2     |
| 332  | Harassment/Harassing Phone Calls | 3   | 4   | 6   | 13    |
| 343  | MV Accident (Injuries)           | 0   | 1   | 5   | 6     |
| 344  | MV Accident Evading              | 1   | 2   | 2   | 5     |
| 346  | MV Accident (No Injuries)        | 3   | 16  | 21  | 40    |
| 351  | Alarm                            | 27  | 37  | 34  | 98    |
| 353  | Medical                          | 33  | 93  | 53  | 179   |
| 355  | MV Stop                          | 55  | 223 | 196 | 474   |
| 35A  | Drug/Narcotic Violation          | 0   | 1   | 4   | 5     |
| 35B  | Drug Equipment Violation         | 0   | 0   | 2   | 2     |
| 375  | Routine Assistance               | 8   | 45  | 52  | 105   |
| 377  | Open Door/Window                 | 0   | 2   | 3   | 5     |
| 388  | Miscellaneous                    | 3   | 28  | 13  | 44    |
| 390  | Police Information               | 1   | 11  | 2   | 14    |
| 396  | Escort                           | 0   | 2   | 5   | 7     |



## Coventry Police Department Incident Analysis

4/1/2015...6/30/2015

|      |                            |    |    |    |     |
|------|----------------------------|----|----|----|-----|
| 398  | Missing Person             | 4  | 0  | 1  | 5   |
| 399  | Lost And Found             | 1  | 8  | 5  | 14  |
| 400  | Family Matter - Non Arrest | 1  | 5  | 7  | 13  |
| 401  | Repossessed Vehicle        | 1  | 0  | 0  | 1   |
| 4811 | Finger Printing            | 2  | 82 | 3  | 87  |
| 4858 | Fire                       | 1  | 14 | 13 | 28  |
| 4867 | Background Investigation   | 0  | 1  | 0  | 1   |
| 4873 | Assist Other Agency        | 6  | 18 | 16 | 40  |
| 82   | Runaway/Non NIBRS          | 0  | 1  | 3  | 4   |
| 861  | Disturbance (Non-Domestic) | 1  | 4  | 4  | 9   |
| 866  | Noise Complaint            | 2  | 1  | 10 | 13  |
| 889  | Check Welfare              | 4  | 15 | 13 | 32  |
| 890  | MV Erratic Operation       | 6  | 22 | 31 | 59  |
| 891  | MV Lock Out                | 2  | 3  | 10 | 15  |
| 90C  | Disorderly Conduct         | 0  | 0  | 1  | 1   |
| 90D  | DWI                        | 2  | 2  | 5  | 9   |
| 90Z  | All Other Offenses         | 1  | 3  | 7  | 11  |
| 911  | 911 Hang Up Call           | 0  | 6  | 2  | 8   |
| H109 | Junk MV                    | 0  | 2  | 0  | 2   |
| Sup  | Supplemental               | 33 | 80 | 47 | 160 |