



# TOWN OF COVENTRY

## QUARTERLY REPORTS

July 1 – September 30, 2015

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**Cover photo:** Town Engineer Todd Penney watches as a 65,000 lb. steel truss is lifted into position for the replacement of Pucker Street Bridge in September 2015. *Photo by Laura Stone.*

# Finance Department

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

## General accomplishments

- Implemented lockbox system for tax collections.
- Final pension preparation for one current retirement.
- Preparation of final year end reports for review by auditors.
- Investigated the Affordable Health Care Act reporting requirements.
- Purchased equipment for the ICE grant and worked with the other Towns to prepare the paperwork for reimbursement.
- Created and managed the Fall Wellness programs.

## Meetings attended

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

# Collector of Revenue

This July was the first collection season the Town used the Webster lockbox service for processing mailed check payments for current taxes. This enabled the checks to be deposited into the Town's account more quickly. Taxpayers mailed their check with their payment stub to a post office in Hartford which was then processed at a Webster lockbox facility. Payments needing special handling (delinquent, partial or checks without coupons) were considered exceptions and were delivered back to our Tax office for processing. January Real Estate and Supplemental Motor Vehicle current taxes will also be processed through the Webster lockbox.

July is always an extremely busy month processing tax and COVRRRA payments. The lines of taxpayers paying in person remained manageable thanks to the dedicated efforts of Assistant Collector Carrie Zahner, Revenue Clerk Marj Pruneau and seasonal clerk Marcia Biase. Their professional manner and courteous regard was noted by many and appreciated by all. While most of the mailed payments were processed through lockbox, there was still a significant amount of in office processing. Many taxpayers prefer to walk in their payments and the number of online payments continues to increase each year. The end of the collection period shows a sharp increase in the number of in-person and online payments as well as large multi-account payments from the escrow companies.

August continues to be a heavy collection month because we still receive mail with good postmarks to process as well as late payments that require special handling. This additional handling is in the form of partial payment letters for those accounts that have a balance due because interest was not included with the late payment. During this time, we are also adjusting many tax bills based on certificates of correction issued by the Assessor's office. By the end of August, more than 905 sewer use bills were prepared, printed, and mailed with a September 1<sup>st</sup> due date.

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

Much of September is also spent in preparation of the Annual Report as well as the Annual Audit. The Annual Report is due by October 16, 2015. The auditors began their work October 19, 2015.

The report of collection for the first quarter is attached.





*Eagleville Lake – September 2015*

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

**QUARTERLY REPORT FOR  
JULY, AUGUST, SEPTEMBER**

**~ 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**

*Land Use Permit Technician*

**PLANNING AND ZONING COMMISSION**

YEAR **2015**

**JULY, AUGUST, SEPTEMBER**

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
15-10	S	7/10/15	7/27/15	Special Permit Application of Snyder Civil Engineering for Connecticut Water Co., Pump station and water tank replacement, 137 Northfield Rd.	8/10/15	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

## **PLANNING AND ZONING COMMISSION**

YEAR **2015**

### **JULY, AUGUST, SEPTEMBER**

#### **DISCUSSION AND ACTION TOPICS**

- Reviewed CRCOG Zoning Referrals – Towns of Bolton, Mansfield
- Discussed status of Walgreen’s stone wall repair – issue was requested to be addressed by PZC member
- Discussed Staff’s involvement with the planning of the 2016 Farmers’ Market.
- Discussed an anonymous complaint that was filed regarding properties that are identified in Town which possess tractor trailers. PZC agreed that Staff should pursue the matter later in 2015 as time permits, due to the broad nature of the complaint.
- Reviewed status of historic home reconstruction project of Stewart on Knollwood Drive.
- Recommended that the Town Council pursue the property donation of the State of CT DOT at 824 Babcock Hill Road, pursuant to CGS 8-24.
- Reported resignation of ZEO Michael Antonellis and the hiring process for a replacement.
- Met with owner of Lakeview Restaurant to discuss concerns of neighbor about outdoor musical entertainment on the patio.
- Recommended that the Town Council sell town land to Victor on Camilleri Drive, pursuant to CGS 8-24.
- Did not recommend that the Town Council sell town land to Calabro/Cooper on Dorothy Drive, pursuant to CGS 8-24.
- Reviewed current zoning enforcement status matrix.
- Approved the request of Maynard to extend the timeframe to file mylars for the June Maynard subdivision.
- Approved the request of Blanchard to extend the timeframe to file mylars for the Haynes Woods Subdivision.

**JULY, AUGUST, SEPTEMBER**

**DISCUSSION AND ACTION TOPICS**

- 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 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.
- Dedicated one entire meeting to the review of the Farmers' Market governing structure to make a recommendation to the Town Council as well as ways that the EDC can connect the local businesses with the Market.
- Discussed possible natural gas extension into Coventry from Mansfield to serve the Middle and High School complex.
- Discussed status of the Town's application with the State of CT Dept. of Public Health for a Water Tower grant to establish a tower behind the High School.
- Reviewed the adaptive re-use plans for the Tracy Shoddy Mill.
- Discussed the status of the expansion project at Coventry Motor Cars.
- Discussed the relocation of the Worn Yesterday Shop to Coventry Corners Plaza.
- New business certificates were distributed to several businesses who recently located in Coventry.

**ZONING ENFORCEMENT**

**YEAR 2015**

**JULY, AUGUST, SEPTEMBER**

Michael Antonellis, ZEO/ Eric Trott, Dir. of Planning & Development

<u>ZONING PERMITS ISSUED</u>	<b>81</b>
Single Family Dwellings	9
Condominiums	1
In-Law Apartments	1
Accessory Structures	
Decks/Porches	20
Sheds/Gazebos	13
Barns	0
Detached Garages	4
Pools	1
Other	23*
Residential Additions/Attached Garage	5
Commercial Use/Signage	4
Home Occupation	2
Other	0
Interior Renovations	1
Agricultural Use Buildings	2
Total	<u>86**</u>

\*Includes Solar PV, Lot Clearing, Frost Wall Foundation, Dormer

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

CERTIFICATES OF USE AND OCCUPANCY **7\*\***  
(Signed for zoning compliance by ZEO)

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

\*\* Only new home COs included due to lack of Zoning Enforcement Officer. Reporting will resume in next Quarterly Report.

## **ZONING ENFORCEMENT (Cont'd)**

YEAR **2015**

### **JULY, AUGUST, SEPTEMBER**

\*\* July, August and September 2015 zoning inspection data was not tracked due to lack of Zoning Enforcement Officer. Reporting will resume in next Quarterly Report.

### **VIOLATION/ENFORCEMENT INSPECTIONS (NEW)**

\*\* July, August and September 2015 zoning inspection data not tracked due to lack of Zoning Enforcement Officer. Reporting will resume in next Quarterly Report.

### **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 continue 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.

**ZONING BOARD OF APPEALS**

YEAR **2015**

**JULY, AUGUST, SEPTEMBER**

<b>APP. #</b>	<b>DATE REC'D.</b>	<b>DATE ZBA ACKN.</b>	<b>ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT</b>	<b>DATE OF DECISION</b>	<b>ACTION A/D/W/P</b>
NONE					

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

**INLAND WETLANDS APPLICATIONS**YEAR **2015****JULY, AUGUST, SEPTEMBER**

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
15-18W	7/16/15	7/22/15	7/22/15	Pump Station & Tank Replacement, Northfield Rd., CT Water Company		A
15-19WA	7/9/15			60 x 40 steel outbuilding, 205 Nathan Hale Rd., Gregory Ouellette, Owner	7/21/15	A
15-20W	8/25/15			Land disturbance correction and future garage, 57 Dooley Ave., Raymond Perugini, Owner	9/23/15	A
15-21W	8/26/15	9/23/15		Deck and railing at grass edge of Coventry Lake, 4 Avery Shores, Eleanor Hutchins, Owner		P
15-22WA	8/28/15			Rebuild home destroyed by fire/drain, 261 Buena Vista, Mavrick Builders, Agent	8/28/15	A
15-23AR	8/27/15			Clearing of 3-acres for agricultural use (hayfield), 791 Goose Ln., Frank McDermott, Owner	8/27/15	AR
15-24WA	9/4/15			Two propane tanks and site for future tanks, Meadowbrook Plaza, 1721 Boston Tpke., Mountain Air, Agent	9/8/15	A
15-25WA	9/9/15			Demo and replace garage, 126 Pine Lake Dr., Gene Young/Linda Surridge, Owners	9/9/15	A
15-26WA	9/9/15			Filling/grading for dog agility course, 653 Flanders Rd., Jim Wolf, Owner	9/9/15	A
15-27WA	9/15/15			Septic repair and deck, 123 Stonehouse Rd., Eric Trudon, Owner	9/16/15	A
15-28WA	9/22/15			Gravel driveway and steel outbuilding, 128 Pucker St., Kenneth Krause, Owner	10/14/15	A

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

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

The Town Engineer/Wetland Agent, Todd M. Penney, P.E. is available at 860-742-4078 or [tpenney@coventryct.org](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

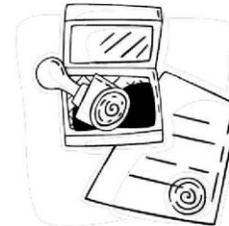
**Dianna Grindle**  
Assistant Town Clerk

### QUARTERLY REPORT JULY 1 – SEPTEMBER 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 assisting in the administration of elections, filing and maintaining all land records, maps, vital statistics, agendas and minutes of all Boards and Commissions, registering veteran's discharges, trade name certificates, liquor permits, Notary Public appointments and issuing marriage, sports and dog licenses.*

### Recording & Licensing



#### Receivables & Revenue:

- ✓ The Clerk's Office collected **\$170,219.45** this quarter, of which **\$74,107.33** was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	679	19,731.00
Local Conveyances Recorded	132	44,852.83
Copies	3,651	3,731.00
Trade Name Certificates.	9	45.00
Liquor Permits	3	6.00
Burial/Cremation Permits	6	12.00
Marriage Licenses Issued	17	187.00
Vitals Copies	73	1,460
Notary Fees & Renewals	75	430.00
Dog License Fees	225	220.50
Maps Filed	8	80.00
Fish & Game License & Permit Fees	57	30.00
Conveyance fees	82	82.00
PA-490	0	0
PA-146 Clerk	524	524.00
PA-05-228, 09-229, 11-201 & 13-247 LOCIP*	524	1,572.00
PA-05-228, 09-229, 11-201 & 13-247 Clerk*	524	1,144.00
Miscellaneous/Unanticipated	0	0
<b>Town Clerk Revenue Transferred to Treasurer:</b>		<b>\$74,107.33</b>

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

**\*Public Act 05-228**, which became effective October 1, 2005, required the Town Clerk to collect an additional \$30 fee for each document recorded in the town's land records. The State of Connecticut received \$26 of this fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, as defined in Sec. 7-536 of the Connecticut General Statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. Effective July 1, 2009 the legislation required an additional \$10 fee for the first page of land recordings. That \$10 fee is collected, combined and reported with Public Act 05-228 and remitted to the State. PA 11-201 made changes to foreclosure laws. The act requires anyone commencing foreclosure action to register the subject property with the town clerk and pay a "land record filing fee" of \$53. However, the registration document is not recorded or scanned into the land records but is maintained in a separate file. Prior law required a filing fee of \$100 be paid to the municipality but now \$36 of the reduced filing fee is combined and reported with Public Act 09-229 and is remitted to the State of Connecticut. PA 13-247 became effective July 15, 2013. The public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from the effective date forward. Filing certain MERS documents requires that \$127, or for others \$110, of the filing fees be remitted to the State of Connecticut. Monthly these fees are collected, combined and remitted with three respective reports to the State of Connecticut. This quarter, the Clerk's office collected **\$39,404.00** and **\$32,542.00** has been disbursed to the State.



**State Fees Collected and Remitted:** The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue for the Town of Coventry, and remit these fees to various state agencies. For this quarter, **\$170,219.45** in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 05-228, 09-229, 11-201 & 13-247	\$32,542.00
Marriage Licenses	323.00
Fish & Game Licenses	1,008.00
PA-146	1,048.00
State Conveyance Tax	135,298.45



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

	Dog License Fee	Surcharge
July – Sept.	\$1,497.00	\$562.00

**Historic Document Preservation Grant No. 032-SF-15:** On July 3<sup>rd</sup> we received approval of our grant application from the Connecticut State Library in the amount of \$5,000. The funds will be utilized to unbind, scan and digitize our older vital records. IQS our land record vendor will be doing this work for us.

**Municipal Election Preparation:** Town Committees certified their candidate endorsements in July. In August our office received notification of two petitioning candidates that qualified to be placed on the ballot. After the September 10<sup>th</sup> lottery to determine placement on the ballot preparation began for the printing of ballots. The complete list of nominees for office was sent to the Secretary of the State September 22<sup>n</sup>. On September 13<sup>th</sup>, blank ballots were available for those whose are a registered elector temporarily living or traveling overseas and servicemen, spouses and dependents living within or outside the U.S. were mailed to the voter along with a list of offices and candidates for which an application had been received from.

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

## Staffing Updates/Activities



**Lori Tollmann, Assistant Town Clerk:** Lori attended the Connecticut Town Clerks Association 2015 Fall Conference in Westbrook, CT September 23<sup>rd</sup> thru 25<sup>th</sup>. She was awarded 3 points towards MCTC advanced certification. Agency Presentations included speakers from the office of the Secretary of the State, Department of Public Health, Vital Statistics Division and the Freedom of Information. Town Clerk panels discussed:

- Counterfeit vitals
- Absentee Ballot Process Review
- E-Recording
- Newly enacted legislation

**Brooke Manning, Assistant Town Clerk:** Attended a Customer Service Class through CCM. Brooke will take her last Town Clerk School class in December. This will allow her to sit for her certification in June, 2016.

**Dianna Grindle, Assistant Town Clerk:** Attended a Municipal Record Management class through CCM. Dianna will take her second Town Clerk School class in December.

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**1<sup>ST</sup> QUARTER**  
**JULY, AUGUST, SEPTEMBER, 2015**

Residential buildings abound with the approval of three (3) permits issued for new dwellings.

<b>NEW HOUSE PERMITS ISSUED FOR THE 1st QUARTER FY 2015-16</b>		
MONTH	DATE	ADDRESS
JULY		
	1ST	21 MINK TRAIL
AUGUST		
	6TH	155 WINDSWEPT WAY
	20TH	1030 CEDAR SWAMP RD
SEPTEMBER		
		NONE FOR SEPTEMBER

Foundation work also started for ten (10) new residential dwellings at 550 Dunn Rd., 558 Dunn Rd., 3 Flanders Woods Ln., 136 Appian Way, lot 7A Riley Mountain Rd., 261 Buena Vista Rd., 230 Standish Rd., 85 Appian Way, 341 Riley Mountain Rd., 118 Cheney Ln.

New home owners are happily settling into ten (10) newly built homes.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 1ST QUARTER 2015-2016 Fiscal Year</b>	
<u>ADDRESS</u>	<u>DATE</u>
88 PROSPECT ST	7/7/2015
12 FLANDERS WOODS LN	7/8/2015
24 GODIVA LN	7/13/2015
11 FLANDERS WOODS LN	7/21/2015
28 ARMSTRONG UNIT 32	8/12/2015
28 ARMSTRONG UNIT 34	8/12/2015
179 WINDSWEPT WAY	8/13/2015
78 BELLEVUE DR	8/17/2015
2794 MAIN ST	9/2/2015
24 BEAVER TR	9/24/2015

Coventry is continuing their goals to go green with new carports with mounted photo voltaic solar panels mounted at the Town Hall behind the Annex and at the police station. Both of these projects were funded by a group of private investors that allows for municipalities to receive the benefits of solar at no out of pocket expense to them. The solar array at the Town Hall is expected to reduce our electrical costs by 95%! Another municipal project that received its Certificate of Occupancy right before the start of the school year is the new Coventry Preschool Building that is attached to the side of the Nathan Hale Middle School.

July was a busy month for commercial properties in town. The Channel 3 Kids Camp completed their handicap accessible bath house for their pool area. A new physical therapy business, Integrated Rehab, opened their doors to the public at the Meadowbrook Plaza at 1671 Boston Tpk. Barbara Pleasant moved her Worn Yesterday Shoppe & More from the center of the village to the Coventry Corners shopping plaza at 1364 Main Street. Finally in the month of July, Coventry Motors at 2152 Boston Tpk. received their permit to start an addition to their business. There was a tenant fit out and new sign for a new thrift store specializing in furniture at 1600 Boston Tpk. called Brass Tacks Consignments. They received permission to open their doors in September.

Four hundred ninety-eight (498) inspections were completed this quarter.

Two (2) hours of continuing education were earned this quarter.

Permits for this Quarter

Permit Info Fiscal Year 2015-16	Jul. 2015	Aug. 2015	Sep. 2015
Houses only	1	2	0
Foundation only	3	2	5
Condominiums	0	0	0
Commercial Bldg/Renov	2	0	1
Industrial Bldg/Renov	0	0	0
Public Bldg/Renov	2	0	0
Additions	4	1	3
Garages/Carports	0	1	1
Sheds/Barns	2	2	2
Decks/Porches	8	5	6
Pools	0	0	0
Demolition	0	3	2
Woodstove	1	2	7
Miscellaneous	5	9	6
Renov/Repair/Alter	29	13	15
Plumbing	7	5	8
Heating	8	12	15
Electric	17	22	24
<b>TOTAL PERMITS</b>	<b>89</b>	<b>79</b>	<b>95</b>
<b>PERMIT VALUE</b>	<b>1,271,566</b>	<b>1,280,655</b>	<b>718,543</b>
<b>FEES COLLECTED</b>	<b>13,904</b>	<b>19,118</b>	<b>10,704</b>
<b>ZONING Permits</b>	<b>28</b>	<b>17</b>	<b>33</b>
<b>Fees Collected</b>	<b>1,650</b>	<b>1,025</b>	<b>1,800</b>
<b>Certificate of Completion</b>	<b>64</b>	<b>39</b>	<b>47</b>
<b>C/O's - New Homes/Condos</b>	<b>4</b>	<b>4</b>	<b>2</b>
<b>C/O's - Other</b>	<b>3</b>	<b>0</b>	<b>0</b>



# *Town of Coventry*

## *Fire & EMS Department*

1712 Main Street, Coventry, CT 06238  
Ph: 860-742-4065 Fax: 860-742-8911



**Noel Waite, Fire Administrator**

### Quarterly Report

July, Aug. and September 2015

After many years of research and studies the Town of Coventry adopted an ordinance effective July 1, 2015 that created the Town of Coventry Fire and EMS Department. Shortly thereafter the Town Council appointed a Fire Administrator to oversee this new department. The ordinance also established a Board of Fire Officers consisting of the Fire Chiefs and Presidents of both of the Volunteer Fire Organizations in town with the Fire Administrator acting as the chairman. Although the Fire Chiefs and Presidents have been meeting successfully with the Emergency Services Coordinator for a number of years in addressing issues in both departments, this new ordinance broadens the scope of their responsibilities and strengthens their abilities to make necessary changes.

Many changes have been made and new policies have been established and more will be established in the near future to help strengthen the fire and EMS services in town.

A new contract with Windham Hospital for their paramedic services has been drafted and is awaiting final approval. This contract has a reduction in the fees for paramedic service as well as the per capita fee paid to Windham Hospital for their services to the town.

The Department of Public Works has started doing the minor maintenance and repairs on the fire apparatus and ambulances, reducing the need for these vehicles to be sent to an outside vendor. A significant savings to the town has already shown by reducing the amount paid for labor and the price paid for replacement parts.

During the first quarter of the fiscal year the fire departments responded to 211 EMS calls, 8 fires, 47 service calls and 20 false alarms for a total of 286 calls for service. The fire departments have also conducted 21 training drills on various topics and skills.

The fire departments have spent numerous hours attending special events in town and providing traffic control and EMS services for the annual road race and local football games.

Members of the North Coventry Fire Department and the Fire Marshal conducted fire prevention and safety training (with the assistance of a kid safe fire safety trailer borrowed from the Mystic Fire Department) to inner-city children that were attending a camp at the Channel 3 Kids' Camp. This training was well received and appreciated by all those that attended.

Quarterly Report  
First Quarter FY 15/16  
July-September

Coventry Police Department



Listed below are the stated goals and objectives for each agency component for the 15/16 fiscal year and information regarding the department's efforts and progress toward meeting those goals.

**ADMINISTRATION**

**Goal:** *Continue to comply with CALEA and POST Accreditation standards.*

*The agency is on track with this goal. See objective statements below.*

**Objectives:**

- Conduct a mock CALEA on-site by January 2016.

*We are on track with this. The CT Police Accreditation Coalition will provide these services without charge. We will have a group of 4-6 mock assessors.*

- Have a Gold Standard CALEA on-site conducted in April 2016.

*We have scheduled a Gold Standard Assessment with CALEA staff for April 4 – 7, 2016*

- Be awarded Advanced Accreditation at the Baltimore MD Conference in July 2016.

*We will await the results of the accreditation assessment report. We may ask for a deferment of the award conference to November 2016.*

- Submit annual reports to POST on State accreditation.

*Our annual reports have been submitted on time. Our third annual CALEA report is due in February 2016.*

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

**Objectives:**

- Submit one grant application with the CT Department of Transportation for comprehensive DUI Enforcement.

*The comprehensive DUI Enforcement Grant was submitted to DOT in September 2015. We are awaiting approval of this grant which covers funds for DUI enforcement for the entire year.*

- Submit one grant application for funding for seatbelt enforcement.

*DOT funding for seatbelt enforcement grants have not yet been announced or become available. We will continue to monitor funding opportunities and apply when available.*

## OPERATIONS

**Goal:** *Provide adequate patrol staffing to effectively cover shifts.*

**Objectives:**

- Schedule at least two officers on duty 24 hours each day.

*Officer Greener remains in the POST Academy with a graduation date of September 15, 2015. Therefore, we remain one field position short. The agency was still able to schedule at least two officers per shift. Overtime funds were used when necessary. Officers were 'ordered-in' on occasion.*

- Successfully complete field training of officer who is in recruit training by December, 2015.

*Officer Greener remains in the POST Academy until September 15, 2016. Sgt. Opdenbrouw is scheduling his field training requirements with an anticipated completion date of mid-December.*

**Goal:** *Respond to all calls for service and investigate reports of criminal and suspicious activity in an efficient manner.*

*All calls for service were responded to in an expeditious manner. Criminal investigations have taken place and arrests made when appropriate or warranted.*

**Objectives:**

- Supervisors will review 100% of reports of all officers assigned to their squad.

*Supervisors are reviewing 100% of all reports submitted. Due to time off and vacations, sergeants needed to help on another in signing-off on reports of other squad members.*

- Ensure 100% of traffic stops statistics are filled out and completed by officers.

*Our CAD vendor, Accucom computers (formerly HUNT computer systems) downloads our traffic stop information each month and verified that all required stop information for this quarter has been filled out by patrol officers.*

- Supervisors will conduct quarterly audits of officer activity including traffic stops, calls for service and self-initiated activity.

*While supervisors continually monitor the activity of the officers assigned to them, a formal review program has not yet been implemented. This is an on-going project.*

**Goal:** *Participate with the Regional Computer Forensics Lab in order to assist in investigating computer crimes and related offenses.*

*Chief Palmer has met with Chief Carron of the Glastonbury Police Department on increasing our participation in the regional computer forensic lab. We are looking for affordable computer forensics classes given in the region where we can send one officer*

**Objectives:**

- Select an officer to participate with the Regional Computer Forensics Lab by September 30, 2015

*We have not yet accomplished this. We will push this out to December 30, 2015.*

- The assigned officer will attend at least two training classes in computer forensics.

*On-going, see above.*

- The assigned officer will spend 6 – 8 hours per week in investigating computer-related offenses.

*On-going, see above.*

**Goal:** Continue to aggressively enforce DUI laws and hazardous moving traffic violations.

**Objectives:**

- Conduct two sobriety checkpoints during the year with the participation of Metro Traffic Services.

*We will be scheduling a sobriety checkpoint sometime between the Thanksgiving and Christmas holidays.*

- Conduct two seatbelt checkpoints and four concentrated enforcement efforts focusing on hazardous moving violations.

*We have not yet scheduled a checkpoint. There were two concentrated speeding enforcement efforts during the period.*

- Increase enforcement of distracted driving violations and speeding violations by 5 percent over the previous fiscal year.

*Enforcement of distracted driving violations is on-going.*

**SUPPORT**

**Goal:** Transition to tablet-based CAD/RMS system.

*While we have received a quote for this project, the cost is several thousand dollars above what was budgeted. We are investigating less expensive alternatives. We have also put this project on a temporary hold as we speak with surrounding agencies about joining regional CAD/RMS services.*

**Objectives:**

- Purchase tablets for vehicles by July 15, 2015.
- Begin software transition by August 1, 2015.
- Complete installation and transition of tablets by September 1, 2015.

**Goal:** Becoming a PREA certified lockup facility.

*This is an on-going project as we develop training tools for officers in PREA requirements.*



## **Other Items of Interest**

The department purchase body cameras with Justice Assistance Grant funding. Officers received training in the use and function of the body camera based upon agency directives and a recently enacted public act. The cameras were deployed in the field in mid-July. Several news releases were made and articles appeared in local papers. A presentation was made to the Town Council. The agency policy on body cameras was published on its website.

In early July, the department began a recruitment drive for an entry-level police officer. The closing date for applications was August 14<sup>th</sup>. We utilized the CPCA statewide written test at no cost to the town. We received 103 applications. An oral interview process was held on September 29<sup>th</sup>. Superintendent David Petrone assisted with the interviews.

Officers received training on the use of personal trauma kits and tourniquets. These items were received free of charge from Region 4 of the Office of Emergency Management.

The department investigated a fatal car accident that occurred on August 7<sup>th</sup> on Route 6.

Chief Palmer presented Emergency Response training to approximately 90 school administrators. This training covered local Emergency Response Plans.

The CREST Negotiating TEAM conducted a regional training scenario on Coventry Lake utilizing the boat launch for Incident Command.

Sergeant Michael Hicks was named investigator of the year by the Rockville State's Attorney's Office based in part on Sgt. Hicks's investigation of sexual abuse allegations against members of the volunteer fire department.

Chief Palmer as well as Sgt. McDonagh, Sgt. Fiore, Sgt. Hicks and Sgt. Opdenbrouw attended Legal Update training given by the Chief State's Attorney's Office.

Chief Palmer was asked to participate in a promotional video made by UCONN regarding the state's new accident reporting forms.

Officers participated in and completed handgun and rifle training.

Officers participated in a library event during which they read to youngsters.

A listing of calls for service during the quarter is attached.



# Coventry Police Department Incident Analysis

7/1/2015...9/30/2015

		Shift			Total
1st	2nd	3rd			
216	953	880			<b>2049</b>

UCR	Nature	1st	2nd	3rd	Total
001	Marine Patrol Activity	0	15	11	26
029	Disabled Motor Vehicle	1	12	5	18
1040	Tax Fraud	0	2	0	2
11D	Sex Forcible Fondling	0	0	2	2
13B	Assault Simple	1	4	6	11
13C	Intimidation	1	5	1	7
152	Suicide Threat/Attempt	0	1	1	2
220	Burglary	2	3	2	7
23C	Larceny Shoplifting	0	0	1	1
23D	Larceny Theft From Building	0	1	1	2
23F	Larceny Theft From MV	0	2	1	3
23G	Larceny Theft of MV Parts	0	1	0	1
23H	Larceny All Other	0	7	5	12
250	Counter/Forgery	0	0	1	1
2604	Fireworks/Gunshots	1	4	9	14
2608	Abandoned MV	1	0	1	2
2609	Littering	0	4	0	4
2631	Public Hazard	1	17	13	31
26A	Fraud False Pretenses	0	1	0	1
26B	Fraud Credit Card/ATM	0	5	3	8
26C	Fraud Impersonation	0	2	3	5
26E	Fraud Wire	0	1	0	1
280	Stolen Property Offenses	0	1	0	1
290	Vandalism	3	8	5	16
2914	Animal Complaint	6	55	40	101
3009	Susp Person/Activity/MV	17	42	81	140
326	Illegal Parking	0	4	2	6
332	Harassment/Harassing Phone Calls	0	9	7	16
334	Untimely Death	0	0	1	1
343	MV Accident (Injuries)	0	6	6	12
344	MV Accident Evading	1	4	0	5
345	MV Accident Fatal	0	0	1	1
346	MV Accident (No Injuries)	2	20	11	33
349	Subpoena Service	0	0	1	1
351	Alarm	21	31	28	80
353	Medical	27	61	62	150
355	MV Stop	44	162	225	431
35A	Drug/Narcotic Violation	1	3	5	9
375	Routine Assistance	8	51	59	118
377	Open Door/Window	0	1	2	3
388	Miscellaneous	8	11	10	29
390	Police Information	0	6	4	10



## Coventry Police Department Incident Analysis

7/1/2015...9/30/2015

396	Escort	1	6	5	12
398	Missing Person	0	1	4	5
399	Lost And Found	3	11	9	23
400	Family Matter - Non Arrest	1	10	10	21
401	Repossessed Vehicle	1	1	0	2
4811	Finger Printing	8	92	1	101
4858	Fire	2	12	6	20
4867	Background Investigation	0	1	0	1
4873	Assist Other Agency	6	23	16	45
520	Weapon Law Violations	1	1	0	2
82	Runaway/Non NIBRS	2	1	3	6
861	Disturbance (Non-Domestic)	1	9	10	20
863	Town Ordinance Violation	0	0	1	1
866	Noise Complaint	1	2	11	14
889	Check Welfare	3	18	15	36
890	MV Erratic Operation	4	20	39	63
891	MV Lock Out	1	8	1	10
90C	Disorderly Conduct	1	1	1	3
90D	DWI	3	3	5	11
90Z	All Other Offenses	0	3	4	7
911	911 Hang Up Call	2	4	2	8
H109	Junk MV	0	3	0	3
Sup	Supplemental	29	161	121	311

# Quarterly Report: Summer

July 1 – September 30, 2015



There is no doubt that the Summer season is the busiest of the year for Parks & Recreation: Major programs and activities are up and running, including Camp Wangumbaug, Swim Lessons, and beaches open for bathing and picnicking. Staff also kept busy with the general goings-on of the day-to-day office tasks including data entry, program registrations and facility reservations, and beach pass purchases. Much time is spent on-site at the parks supervising staff and ensuring that they have what they need to be successful.

## General Administration

Director Rubin attended/participated in the following:

- Department Head, Recreation Commission meetings
- Chilifest meeting with Lions Club rep for them to take over the operation of the event
- Attended meeting with BOE & Youth Soccer regarding use of fields
- Had performance evaluation by Town Manager, and met with Finance Director to review accounts and improve structure of revenue fund.



## Community Gardening

In order to meet the planting deadlines, it was a hurried effort to get fence installed, water hook-ups, etc. The gardeners were very patient with this being our first season. They are planning a Potluck Dinner and bringing in guest speakers in the future. Director Rubin & Town Planner Eric Trott met with the committee regularly and sent out end of season instructions & a survey.

## Health & Wellness

- Attended CHART meetings, Employee Wellness Committee meeting
- Playful Cities USA Webinar on Playability
- Let's Move & Playful Cities program – conference call with Regional staff
- Assisted Plan4Health Grant staff by serving on interview panel for hiring a consultants



## Arts as a Catalyst to Placemaking Grant



Town Planner Eric Trott & Recreation Director Wendy Rubin have co-facilitated the process of hiring a consultant, advertising & facilitating public open forums, providing guidance to the consultant and the newly formed Coventry Arts Guild, provided an on-site viewing of the Patriots Park Caretaker House as a possible future option for use, and finalized the Memorandum of Understanding with consultant to continue to serve us in the upcoming months to conclude the grant.

## Parks & Beaches



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

This summer all Fire Exit signs and fire extinguisher were inspected, Patriots Park buildings were power washed, interior painting has been started, and we had a lot of locksmith visits.

Daily/on-going supervision of beach staff, troubleshooting, providing guidance & support is done quite well by our

Aquatics Director Carmina Valente. Using Schedule Base software & smartphone app made what is usually very time consuming run very smoothly this season. She held Lifeguard in-service training meetings, provided trouble shooting issues with patrons, and assisted in the closing out of the beaches which covers dumpsters & port-a-johns removal, final tallies and recordkeeping completed. Due to a very hot summer we had to order extra cleaning service and 2 more port-a-johns to handle volume sat Patriots Park Beach.

## Programs

While summer programs like week-long sports programs & camps (including British Soccer, Skyhawks Basketball, For Love of the Game Baseball, and Tennis Lessons, just to name a few), swim lessons, and summer camp consume most summer activities, Fall program planning is also a priority. Planning began in July, and concluded in August when the final content was due to The Chronicle for graphic design. The final printed brochure was out to Residents on September 20<sup>th</sup>. New programs for the fall include Simply Fit and AHA First Aid/CPR.

### Camp Wangumbaug

Campers, Minis and CITs enjoyed a great variety of activities, including trips to the CT Science Center, Nomad's AdventureQuest, and others. Kids also participated in fun activities & performances including the Hip Hop Dance Workshop with Red Supreme Productions and a game show with the folks from Campardy! The Camp season wrapped up on Friday, August 14<sup>th</sup> after another GREAT season!



Enrollment was UP in the full-day program (with many weeks filling to capacity for the first time in years), so staff is already planning the hiring of additional staff for the 2016 season.

Week:	2012	2013	2014	2015
B	84	77	96	118
C	114	114	119	142
D	89	97	124	136
E	92	110	118	114
F	94	104	102	128
G	101	120	119	122
H	107	121	134	136
Total	681	743	812	896

Ms. Merriam and Camp Director Matt Kyer met to debrief at the conclusion of the season. Sadly, Mr. Kyer has decided not to return for the 2016 season; as a full-time teacher he is looking forward to having his summers free again! We will miss him greatly; however Mr. Kyer's positive influence will be carried on through our wonderful staff and the Campers who had the privilege of experiencing Camp under his direction. We determined that advertising through the schools again would be the best starting point for filling his position. We plan to post the job after Thanksgiving, to hopefully have it filled by February.

## Sunset Sounds Summer Concert Series



This year's concert series was our most well-attended, thanks in large part to our event sponsor, *The United Bank Foundation of Connecticut*! Thanks to their continued support of the program, we have been able to bring in well-known and high quality performers, attracting folks from across the state to enjoy the music, and the beautiful venue! Concerts were held for four consecutive Thursday evenings, beginning on July 23<sup>rd</sup>, featuring the ever-popular *Eight to the Bar*. Subsequent concerts included performances by *42<sup>nd</sup> Street Band*, *Nightshift*, and *Memphis Soul Spectacular*. We estimate that over 300 folks attended our opening show, and approximately 200-250 were in attendance for the remaining three!

## Recreation Daze

Registration for the '15-'16 program began in early July. The after school program was filled, with a waitlist by August 7<sup>th</sup>! Registration requests have continued to come in after the program began, with folks wanting to register for M-F care, a few days per week, and/or the Early Release & Staff Development Days.

Rec. Daze staff met for a pre-season orientation/building set-up on Monday, 8/24. The program began on Wed., 8/26 with 6 kids registered in the Before School program, and 30 registered for the After School program.

Megan Yanez has returned this year as our Rec. Daze Program Director, alongside support staff Dan Manzi, Emily Robinson & Eli Trott. Under Megan's leadership our program has grown significantly, with very positive word-of-mouth having a positive impact on our registration numbers. Staff are discussing the feasibility of expanding the program for the '16-'17 school year.



## Harvest Run 5K

Race Director Ayako Mitchell and Ms. Rubin met over the summer to prepare for the Third Annual race. A call for volunteers was sent and we were lucky to have Cheryl Connolly step in as our new Co-Director, who did an amazing job of obtaining sponsors. Race has been scheduled for Saturday, October 3<sup>rd</sup>, at the Nathan Hale Homestead.



Other tasks included:

- Ordered walkie talkies for Race Route Captains
- Sent letters to race route neighbors
- Printed & disseminated trifolds, posters, signs
- Ordered t-shirts
- Confirmed volunteers
- Met with CECC re: Fun Runs
- Packed equipment & supplies to set up for Run – transported to Market Barn in advance of Race Day

## Youth Basketball

Gearing up for the 2015-2016 season, many preparations begin in the summer, including the Fall Meeting to schedule the gyms, communication with towns in Lake League re: scheduling & rule changes, meeting with Instructional Division Coordinator, Callie Corder to discuss lower hoops in the gyms for the younger aged children, attending the first Travel League meeting of the season in East Windsor, sending out registration info through schools, Facebook & web and confirming returning coaches while recruiting new ones.



# Human Services Department Quarterly Report July-September 2015



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



## HUMAN SERVICES

### Meetings:

- CLASS Meetings: 7/16/15, 8/12/15, 9/25/15 (annual conference)
- Access Energy Program Meeting: 8/10/15
- CROG Meeting – 8/18/15
- Juvenile Review Board 8/25/15
- ECSU Field Instructor Orientation – 8/31/15
- Hoarding Task Force 9/2/15
- Operation Fuel/Eversource Training: 9/3/15
- Human Services Advisory Committee: 9/8/15
- Salvation Army Quarterly – 9/15/15
- Human Rights Commission: 9/17/15
- Covering Kids Forum – 9/28/15

### Direct Services:

- **ACCESS ENERGY PROGRAM:** 5 applications. Applications are being processed by the Director and the Administrative Assistant and began on September 17th. Appointments will be accepted on Tuesday and Thursday until May, 2015 or when funds are exhausted.
- **FOOD BANK:** 32 household requests (81 people) for the food bank. Donations were received by local churches and many generous individuals. We have expanded the food bank program with new hours and location on Tuesdays and Thursdays at Patriots Park Lodge with help of our volunteers from the Community Based Program at the High School.
- **SPECIAL NEEDS:** 5 families used the Special Needs Program for food, electrical and fuel assistance.
- **SALVATION ARMY:** 14 case was assisted with medical, housing, food and utilities. The Human Services Office was appointed as the Service Unit Committee for Lower Tolland County and Courtney Chan is the Chairperson, the community service rep for the Unit which includes: Coventry, Andover, Bolton and Hebron. The local fund is administered by Beth Bauer, Finance Director and is the Treasurer for the Unit.
- **SUMMER OPERATION FUEL:** 1 family was helped through the Operation Fuel (electric utilities only).
- **PUBLIC RELATIONS:** Facebook, Press Releases, Town Newsletter and Munivision Channel 13.

**INTERN:** Janay Gonzales began interning in our office on September 9, 2015. Janay is a senior at Eastern CT State University majoring in Social Work and will be interning with our office until May, 2016. Janay will be meeting with clients, working with the Youth Services Coordinator on youth programing, the holiday programs, matching families with donors, as well as other client-centered tasks in the office.

## ELDERLY SERVICES (in town hall)

### Direct Service Clients:

- 82 clients - Renter's Rebate Program
- 80 – Senior Farmers' Market Nutrition Program check booklets were distributed.

## YOUTH SERVICES

### Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Wrote final NECASA grant report for 2014-2015
- Wrote NECASA grant application for 2015-2016
- Prepared final grant reports for both SDE grants 2014-2015
- Wrote both SDE grant applications for 2015-2016
- Youth Services Advisory Board Meetings/Prevention Council Meeting 9/3/15
- Attended Coventry Human Services Advisory Committee Meetings on 9/8/15
- Attended Annual CLASS Conference, Berlin, CT, 9/23/15
- Attended LIST Meetings: 8/5/15
- Attended CYSA Board Meeting 9/10/15
- Attended School Readiness Committee Meeting: 9/9/15
- Presented JRB PowerPoint to BOE Administrative Council: 9/16/15

### Direct Service

#### A. Function

- |                                  |            |
|----------------------------------|------------|
| ➤ Youth & Family Cases           | 7 cases    |
| ➤ Community Service              | 0 cases    |
| ➤ Community Restitution          | 0 cases    |
| ➤ Youth Job Bank Requests        | 4 requests |
| ➤ Youth Job Bank Matches         | 3 matches  |
| ➤ Youth Job Bank Members Trained | 0          |
| ➤ Juvenile Review Board          | 1 case     |
| ➤ Counseling Services            | 0 cases    |

#### B. Programs

- Assisted 2 families, register 3 children for multiple sessions of Salvation Army Camp Connri, located in Ashford, CT. The week-long, over-night camp is free to qualifying families, funded by the Salvation Army.
- 12 Camperships were awarded to 8 families, allowing youth to attend summer camp that otherwise would not be able.

- Gearing Up to Learn, Back to School Program, assisted 19 Coventry families with backpacks, school supplies and Payless shoe cards. 39 children started the school year off on the right foot as a result of this program.

## SENIOR CENTER



### **Attendance for this quarter: (numbers represent seniors returning multiple times).**

- Total visits per quarter: 1393; July (378); August (507); September (508).
- Holiday closures: July 3, September 7.

### **Weekly programming:**

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

### **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 146 meals were served: July (36); August (55); September (55).
- Duplicate Bridge- A traveling bridge group meets monthly.

### **Health and Wellness Programming:**

- Group Exercise Class- A total of 269 seniors participated in 26 exercise classes: July (75); August (92); September (102).
- Silver Sneakers Strength and Balance Exercise Class- A total of 53 seniors participated in 11 classes: July (15); August (17); September (21).
- Silver Sneakers Zumba Gold Exercise Class- A total of 55 seniors participated in 13 classes: July (20); August (12); September (23).

- Fitness room visits: A total of 71 seniors used the fitness equipment: July (30); August (18); September (23). 3 new seniors completed the fitness orientation.
- Wellness Nurse- Visiting Nurse and Health Services of CT (VNHSC) visited twice a month to provide blood sugar and blood pressure monitoring and answer medical questions.
- Podiatry- Dr. Anthony Morgan provided 11 podiatric evaluations.
- Reflexology and Table Massage- Licensed Massage Therapist Deb Turner completed 30 appointments this quarter.
- Spa Days- A reduced price haircut, manicure or pedicure was provided for 13 seniors.

**Special/Seasonal Programming:**

- AARP Fraud Watch- An educational presentation about scams, including speakers from the Department of Consumer Protection, was attended by 11 seniors.
- Ice Cream Social- 50 seniors attended an ice cream social to kick-off National Senior Center Month.
- Smartphones Made Easy- 6 seniors learned about using smartphone technology.
- Chair Dedication- Seniors donated a chair that was placed in front of the Senior Center as a memorial tribute; 25 seniors attended the dedication.
- Supplemental Nutrition Assistance Program (SNAP)- 8 seniors attended an informational presentation by End Hunger Connecticut.
- Medicare Savings Program (MSP) – 10 seniors attended an informational presentation by Independence Unlimited.
- Fall Prevention – 8 seniors attended an educational workshop about preventing falls, featuring a home care physical therapist from Visiting Nurses and Health Services of CT (VNHSC), an outpatient physical therapist from Bolton PT, the lifeline manager from A Caring Hand and a certified fitness instructor.

**Elderly Services:**

- CHOICES- Volunteer Penny Whitaker met with 16 seniors. Carrie Concatelli met with 3 seniors.
  
- Municipal Agent- Carrie Concatelli provided resources for 24 individuals and families in need of help for seniors or individuals with disabilities. This included referral to Best Buddies, Supplemental Nutritional Assistance Program, CT Dental Health Partnership and Safelink Wireless. This also included education about resources for assisted living, housing applications, dementia care, lifeline services, caregiver support groups, durable medical equipment, pharmacy delivery, disabled transportation, home repairs and geriatric care management.
  
- Veteran's Advocate- Volunteer Moe Collins assisted 3 seniors.

Professional Development- Carrie Concatelli completed Field Instructor Orientation at Eastern Connecticut State University in order to supervise an intern from the Bachelor of Social Work program. Carrie Concatelli completed the Mental Health First Aid USA Certification through Connecticut Clearinghouse/Wheeler Clinic.

**COVENTRY RIDES VAN PROGRAM**

# Days of Operation: 77  
# of Individuals Riding: 25  
# of One-Way Trips: 442  
# Volunteer Hours: 212  
# Miles Total: 2840  
Average # of One-way Trips per Day: 6  
Average # of Miles per Day: 37  
Average # of Volunteer Hours per Day: 3

Volunteers Drivers: Christine Coss, Dick Frye, Elaine Gelinis, Gerry Haugh, Howard Habern, Bill Hoffman, Kim Homans, Debbie Locke, David McCrory, Bill Root, Ken Stein, Jack Thayer, Bill Wajda, Jim Wicks, Joyce Wicks. David Lamore has retired from driving after nearly ten years of volunteering. He is to be congratulated for his dedication.

Private car drivers include Carol Moriarty, Claudette Polhemus, David McCrory, Karen Renfro, Bill Root, Cathy Root, Chris Coss, Bill Wajda, Trena Gale and Lori Boucher and Jane Homick. Private car transportation is used for service beyond the scope of the van program. Pat Tufts has moved out of town.

Transportation is offered to locations in Coventry, Manchester, Tolland, and Vernon. Van transportation is used for medical appointments, grocery and shopping, voting, senior workshops, Senior Center, town events and entertainment. Requests for transportation to Farmington, Hartford and Glastonbury are provided with private car volunteers.

The Lunch Bunch traveled to Home Town Buffet, Maggie McFly's, and Coventry Pizza. In October the group will join the Fall Foliage Trip for lunch in Palmer, MA. November will be our last Lunch Bunch trip until spring.

Peter Pan coach trips included the New Haven Museum & Historical Society with a stop at IKEA for shopping and lunch. The October Fall Foliage Trip is planned for Central Massachusetts and the Quiet Corner with lunch at Steamin' Tender Restaurant in Palmer, MA. The November trip will include the New Britain Museum of Art with lunch at East Side Restaurant.

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

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

**Road/Hardscape Bond:**

The Coventry Public works Department completed the prep work and contractors finished the Reclamation, Cold in Place Recycling and paving to complete the following Road/Hardscape Bond work:

- 1.) North River Rd. (Broadway to the Tolland Town Line)
- 2.) Cedar Swamp Road (Rt.44 to Bolton Branch Road)
- 3.) Bolton Branch Road
- 4.) Vernon Branch Road
- 5.) Section of Ripley Hill Road
- 6.) Town Hall and Pre School parking lots
- 7.) CHS rear entrance and parking lot.

**Village Road Reconstruction:**

Mason Street, Wall Street and Prospect Street drainage and paving (Binder Course) have been completed with Phase II to follow in spring of 2016.

**Facilities:**

Turf improvements to Laidlaw Soccer Fields have been completed with a free trial through the University of Connecticut and Cornell University. Fertilizer and grass seed were applied and will be monitored and data collected over time to determine the trial results.

**Admin:**

The wheelhouse of the department where requests are received and logged into PubWorks, our tracking software:

<u>Request Type</u>	<u>Request Count</u>
Facility Maintenance	44
Tree Related Services	30
Potholes / Safety Hazard	20
Drainage Complaint Issue	17
Vegetation Control & Management	15
Roadway Repair	12
Signs and Traffic Control	11
Indirect Service Request	4
Resource Recovery COVRRRA Duty	4
Safety Issue, Roadside	4
Assist WPCA	2
Grading Unimproved Roads	1
Mailbox Damage Reported	1
Trail Maintenance and Repair	1

<u>Task Performed</u>	<u>Labor Hours</u>
Road Maintenance or Repair	1878
Grounds Maintenance	1859
Time not worked	1762
Fleet Maintenance / Repair	1348
Facility Maintenance	762
Athletic Field Maintenance	312
Roadside Mowing	271
WPCA Assist	265
COVRRRA Operations	248
Traffic Control / Signs	187
Training	101
Sweep Roadways	73
Tree Related Services	27
Clean Catch Basins	6
Indirect Services	4
Line Painting	0

### **Fleet Maintenance:**

This time of year is spent performing annual maintenance and readying winter equipment for the snow season.

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

***Safe Routes to School – Main Street Sidewalk Project (CDOT #32-146):*** The project waiting for October to plant trees for it to be complete.

***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 reconstruction of work. The bridge steel superstructure (trusses and beams) were delivered and installed. Bridge will open to traffic 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 wetland permits were obtained in August 2015. Bidding expected to be initiated in January 2016. Construction in May 2016

***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 for Phase 1 completed. Phase 2 will be done in 2016.

***Capt. Nathan Hale Cemetery Wall Repair Project:*** The project was awarded CD Masonry Restoration. Work started and finished in August.

***Coventry Lake Gate Improvements Project:*** The CT DEEP Permitting and Construction Documents work for the project was award to Fuss & O'Neill, Inc. ACOE and CT DEEP permitting phase started. Construction is expected to take place in October 2016 at the start of winter draw down.

**TRANSFER STATION QUARTERLY REPORT**

<u>material received:</u>			PROPANE	BULKY	RECYCLABLE			
DATE	RECEIPTS	EWASTE	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	FREON
07/02/15	\$338.80	12	0	5210	0	5	0	3
07/09/15	\$260.20	22	1	3540	420	0	0	6
07/11/15	\$598.80	36	3	10310	0	0	0	5
07/16/15	\$289.00	16	0	5050	460	0	0	1
07/18/15	\$384.40	24	1	6350	530	0	0	5
07/23/15	\$394.40	27	2	6530	810	0	0	5
07/25/15	\$378.00	24	4	4420	730	14	0	9
07/30/15	\$85.20	12	2	1540	330	0	0	0

<b>Mo Total lbs.</b>	<b>\$2,728.80</b>	<b>173</b>	<b>13</b>	<b>42950</b>	<b>3280</b>	<b>19</b>	<b>0</b>	<b>34</b>
<b>tons</b>				<b>21.475</b>	<b>1.64</b>		<b>0</b>	

DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON
08/01/15	\$312.60	22	1	3840	0	5	0	8
08/06/15	\$158.20	19	6	2630	260	0	0	2
08/08/15	\$362.70	22	5	5410	410	0	0	8
08/13/15	\$519.80	13	0	8080	550	10	0	2
08/15/15	\$314.70	29	1	4490	760	0	0	8
08/20/15	\$245.40	24	0	4670	200	0	0	0
08/22/15	\$375.00	20	3	6140	1260	0	0	3
08/27/15	\$94.80	15	0	1040	170	0	0	3
08/29/15	\$406.20	32	0	6490	740	6	0	4

<b>Mo Total lbs.</b>	<b>\$2,789.40</b>	<b>196</b>	<b>16</b>	<b>42790</b>	<b>4350</b>	<b>21</b>	<b>0</b>	<b>38</b>
<b>tons</b>				<b>21.395</b>	<b>2.175</b>		<b>0</b>	

DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON
09/03/15	\$243.80	20	1	4160	210	7	0	0
09/05/15	\$289.40	7	0	5100	380	0	0	2
09/10/15	\$125.20	9	4	2240	0	2	0	0
09/12/15	\$322.80	33	2	4790	610	0	0	5
09/17/15	\$213.00	9	0	3440	170	0	0	1
09/19/15	\$256.60	29	6	4010	250	0	0	1
09/24/15	\$201.60	9	4	3050	1200	0	0	3
09/26/15	\$699.20	28	0	12440	710	5	0	1

<b>Mo Total lbs.</b>	<b>\$2,351.60</b>	<b>144</b>	<b>17</b>	<b>39230</b>	<b>3530</b>	<b>14</b>	<b>0</b>	<b>13</b>
<b>tons</b>				<b>19.615</b>	<b>1.765</b>		<b>0</b>	

<b>Qtr Totals lbs.</b>	<b>\$7,869.80</b>	<b>513</b>	<b>46</b>	<b>124970</b>	<b>11160</b>	<b>54</b>	<b>0</b>	<b>85</b>
<b>tons</b>				<b>62.485</b>	<b>5.58</b>		<b>0</b>	

<u>material transferred:</u>	1st month July	2nd month August	3rd month September	total for quarter
Willi Waste - Bulk (cd) ton	17	21.87	27.62	66.49
Willi Waste - Bulk (brush) ton	0	0	7.81	7.81
Willi Waste - Recycling (metal) ton	5.28	0	13.9	19.18
Interstate Refr - CFC removal units	0	0	89	89
Take2 - CED's,lamps,batteries - lbs.	8129	6496	4155	18780
Mighty Flame- propane tanks - each	101	0	0	101
Bob's Tire - each	0	17	0	17
Bay State Textiles - lbs.	920	850	850	2620

## Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day

Average Daily Flow = approx 109,000 gallons per day

Approximate Capacity Remaining at WWTP = 45%

## Projects Update:

- Construction projects in the sewer service area:
  - Wall St, Mason St, and Prospect St, were reclaimed and the first course of asphalt was laid. 14 sewer manholes were rehabbed and the covers were adjusted to meet the grade of the new roadways. We also repaired several sewer cleanout structures and assisted in locating water shutoff valves. In spring of 2016 another course of asphalt will be laid and grade rings will be installed on the manholes.
  - We worked with the Building Dept and BOE to meet an aggressive deadline for the new pre-school between the Middle School and Town Hall. We tested the sewage grinder pump that serves the building and worked with the supplier to correct pump control malfunctions.
- Upcoming projects include:
  - CT DOT project #32-130; Main St 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 St Improvements; The Town is scheduled to reconstruct Lake and Cross Streets in 2016. We propose installing 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.
- We have been working with the owners of Lakeview Restaurant on a proposed canopy in a sewer easement.
- Our engineering consultant has been assisting in revising WPCA Regulations.
- Our GIS consultant has completed the first draft of the sewer collection system map and we are in the review process.

## Wastewater Treatment Plant:

- We are still using the loaner Muffin Monster grinder while our unit is being refurbished by the manufacturer.
- We solicited quotes for replacement of 4 valves at the Treatment Plant and have installation scheduled for mid-October.
- We scheduled cleaning, inspection, and repairs of Clarigester #1 for early October.
- Dan Smith has completed 1 year of experience operating the Treatment Plant and received his CT DEEP Class 1 Wastewater Operator Certification. The pass rate on the certification exam was only 55% so this was a significant achievement for Dan and provides improved reliability and succession planning for the WPCA. Dan has begun studying for the even more rigorous Class 2 Certification and Mike is slowly growing concerned that Dan will steal his job someday.

