



# TOWN OF COVENTRY

## QUARTERLY REPORTS

October 1 – December 31, 2015

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**Cover photo:** A late December dusting of snow adds charm to this holiday display at Town Hall. The evergreen tree has grown since it was planted in 2014 and is the main attraction at the annual tree lighting event. The antique sleigh – over 100 years old - was donated by Coventry resident Joseph Ostrowski and spruced up by the Department of Public Works. DPW employee Monica Bragdon donated the reindeer to make the scene complete. *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.

## General accomplishments

- Completion of annual audit, presenting the data in the CAFR format.
- Open Enrollment HDHP/HSA insurance.
- Annual renewal of Health insurance premium – preliminary discussions with USI, our insurance broker, and with the ECHIP board of directors.
- Coordinated a Flu Clinic for employees.
- Retirement processing for 1 employee.
- Submitted an ICE grant for regional computer equipment purchases with South Windsor and Town of Tolland.
- Fall into Healthy Habits employee campaign.

## Meetings attended

Finance Committee of the Town Council - monthly

Pension Committee for the Town of Coventry - quarterly

Cemetery Commission – monthly

ECHIP Board and Executive committee meetings – monthly

GIS working group – monthly meeting

IT working group – monthly meeting

CIRMA – Investment Advisory Committee

GFOA-CT – quarterly meeting

Worker Safety committee – quarterly meeting

# Collector of Revenue

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

The second installment of the sewer assessment bill was due in November. These payments were processed and deposited. A delinquent motor vehicle taxpayer report was prepared by this office and submitted to the Connecticut Department of Motor Vehicles in October. This report is used by the DMV to prevent the registration of any vehicle until the delinquent motor vehicle taxes are paid to the municipality. The recent upgrade to the DMV software now allows real time reporting by the tax office. When a taxpayer pays all delinquent motor vehicle taxes in cash, this office can now go online directly to DMV and remove the tax exception, allowing that taxpayer to renew any registration immediately.

The Webster lock box facility in Hartford was reopened in mid-December for processing current Coventry tax payments for January Real State and Supplemental Motor Vehicle taxes. Each day the lock box center will send by FED EX to the Tax Office a package of "exceptions" (partial or delinquent payments) that will be processed here along with any other payments mailed directly to our Main Street address.

The 2014 Supplemental Motor Vehicle list was compiled and 2,244 bills were printed and mailed during the last week of December. The second half of December saw the customary increase in mail and walk-ins as many property owners made their payments for the January 2016 installment on their Real Estate and Supplemental Motor Vehicle taxes so as to be able to claim these payments on their 2015 IRS form. A few banks and mortgage companies sent in the January escrow payments in late December. Traditionally, banks hold on to these payments until the end of January before mailing the tax payments to the municipalities.

The second quarter collection report is attached.





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

QUARTERLY REPORT FOR  
OCTOBER, NOVEMBER, DECEMBER

~ 2015 ~

Eric M. Trott

*Director of Planning and Development*

Mason Perrone

*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**

**OCTOBER, NOVEMBER, DECEMBER**

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
NONE						

- 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

**OCTOBER, NOVEMBER, DECEMBER**

**DISCUSSION AND ACTION TOPICS**

- Discussed Commission member and Staff involvement with the EHHD Plan4Health initiative to prepare a toolkit for Planning and Zoning Commissions that promotes healthy communities.
- Met new Planning Tech/Zoning Agent Mason Perrone.
- Met with Grant Hill Estates Subdivision developers to review proposed modifications to phases 1 and 2 of the project. The developers propose to modify the public water rights and method of conveying open space. The Commission denied both requests due to the fact that neither were in the Town's best interest.
- Reviewed request of Ladyga to extend the timeframe to commence a special permit use for a motor vehicle repair and sales facility at 2812 Boston Turnpike. The applicant withdrew the request due to the need for updates in the plan and that the request is six months prior to the deadline. The Commission welcomed the opportunity to review revisions to the plan and return in early 2016 for reconsideration.
- Reviewed the 8-24 referral of Calabro/Cooper to purchase Town land on Dorothy Drive. The Commission was in favor of the proposal with a condition to provide a land swap that better protected the nearby wetlands and meet the needs of the applicant. Staff needed a legal opinion on potential issues with the Town Ordinance for sale of Town land. The matter was continued to the next meeting.
- Reviewed zoning referrals from CRCOG for the Towns of Bolton and Vernon – the Commission had no comment on the proposed zoning amendments.
- Reviewed the 8-24 referral of Tower to convey land to the Town on Beebe Farms Road. The Commission was in favor of the proposal since it provided open space and emergency access benefits.
- Held a preliminary discussion with Atty. Rick Conti, who is representing Derek Pacheco, to review a potential zoning amendment that would modify the accessory structure regulations. The proposal would allow for large garage structures in certain situations. The Commission provided feedback and was open to considering a formal application.
- Adopted 2016 meeting schedule.
- Recommended acceptance of the roads in section 2 of the Grant Hill Estates Subdivision pursuant to the recommendation by the Town Engineer.

**OCTOBER, NOVEMBER, DECEMBER**

**DISCUSSION AND ACTION TOPICS**

- 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. The Commission dedicated the two meetings during the quarter to brainstorming on various methods the Commission can employ to better connect local businesses with the success of the Farmers' Market and the many customers who attend. A variety of ideas were reviewed, including local business tabling at the Market, members working directly with the businesses to establish cross marketing programs and increased visibility, and hold a business forum to speak directly with the businesses.

The Commission also held a lengthy discussion on the proposed governing structure for the Market and the Commission's involvement and guidance with it. The dialogue led to the formulation of the Council resolution to create the Governing Committee of the Market.

The hiring of the new Market Master was discussed in detail. She possesses a great deal of small business operation and support experience that can assist in connecting with the local businesses with the Market.

The Commission reviewed and discussed the CT Landmarks response to the Town's proposal on mechanisms that can be employed to better collaborate with the Town. Many new opportunities are possible with the Town managing the Market.

- The Commission planned and executed a small business forum – 'Let's Put Our Cities on the Map'. The program focused on helping local businesses improve their web presence by being identified on Google Maps.
- The Commission met with the newly formed Coventry Arts Guild to review the work that the Guild has done on the Strategic Arts Plan for the community as well as the success in building a local artists collaborative. The Commission is a partner of the Guild in coordination with the execution of the State of CT DECD Office of the Arts Grant that was awarded to the Town to prepare the Plan.

- The Commission began initial discussions on executing a series of brainstorming and visioning sessions that will be held in early 2016 to establish priorities and tasks for the Staff and Commission.
- An updated Coventry business listing was compiled and placed on the Town website. The new list has more email and website information, which was compiled by the Planning Tech/Zoning Agent.
- Plans for a follow-up event to the Google Maps forum were reviewed. The next forum will focus on search engine optimization and will be organized for January or February. Commission member, Tim Liptrap, will lead the forum.
- The Commission discussed the preparation required to attend the December 21 Town Council meeting.
- Staff provided updates on the various grants and other projects being administered that are relative to economic development.

## **PLANNING STAFF HIGHLIGHTS:**

- Continued work to plan and prepare for the Town's execution of the 2016 Coventry Farmers' Market, including hiring of new Market Master, preparation of the Market Master job description, drafting of Governing Committee resolution, maintenance of all vendor and volunteer databases, begin discussions with potential major market sponsors, collaborate with the UCONN Transportation Institute to evaluate parking and traffic operations improvements, work with UCONN School of Fine Arts class to prepare graphic design for market season poster, prepare agendas/minutes/work plans for the EDC Subcommittee, prepared a formal strategic plan for the Market and a mission statement.
- Prepared a State of CT Dept. of Agriculture Farm Viability Grant in the amount of \$35,000 to purchase equipment and supplies for the operation of the Market. The application was funded in full.
- Hired and began training a new Planning Tech/Zoning Agent.
- Organized initial efforts to facilitate a State of CT DEEP Open Space Acquisition Grant to allow the Town to purchase the Haddad property on Pucker Street, including procurement of two appraisals, mapping preparation and application preparation.
- Continued work to execute the State of CT DECD Office of the Arts Grant to prepare a strategic arts plan for the community, which includes continued work to assist the newly formed Coventry Arts Guild. The Guild was formed through the administration of the grant and has spearheaded the arts collaboration efforts.
- Continued work to execute the State of CT DEEP Open Space Acquisition Grant that was awarded to purchase the Williams property on Cooper Lane. Recent activities have focused on addressing the legal issues involving the property description and deeds that were identified during the land records research.
- Organized the EDC's 'Let's Put Our Cities on the Map' small business forum to assist with improving web visibility for local businesses.
- Began preparation of a State of CT DEEP Forestry Division America the Beautiful Grant. The proposal will involve seeking funds to purchase and plant additional street trees for the extension of the Main Street sidewalks to Ripley Hill Road as well as new trees for the Laidlaw Park recreation improvements.
- Assisted the Coventry Lake Advisory and Monitoring Committee in the final preparation of a Lake Management Plan.
- Continued the execution of the State of CT Dept. of Housing Main Street Investment Fund Grant to facilitate a variety of physical improvements to

Coventry Village. All of the proposed improvements expand and enhance the benefits from the State of CT DOT RTE 31 Curve project.

- Prepared a State of CT DEEP Aquatic Invasives Grant to seek funding to address the Fanwort infestation in Eagleville Lake. The grant partners with the Town of Mansfield who will share in the match requirements. The grant was awarded to the Towns in the amount of \$13,000.00.
- Continued to be involved with the EHHD Plan4Health program to prepare a toolkit for Planning and Zoning Commissions that better enables the promotion of healthy communities. The project is funded by an American Planning Association grant in partnership with other national health sponsors.
- Worked with the Town's lake specialist, Dr. Kortmann, and DEEP Staff to analyze the flyboard analysis that was conducted by the Town to examine potential impacts to Coventry Lake from this new recreational sport.
- Worked with the Town's lake specialist, Dr. Kortmann, and DEEP Staff to collaborate on the analysis of the hydrilla aquatic invasive outbreak that was identified in Coventry Lake.
- Continued involvement with the Tolland County Chamber of Commerce Economic Development Committee as Coventry's representative.

**ZONING ENFORCEMENT**

YEAR **2015**

**OCTOBER, NOVEMBER, DECEMBER**

Mason Perrone, Planning Technician/Zoning Enforcement Officer

ZONING PERMITS ISSUED = **59**

Single Family Dwellings	7
Condominiums	1
In-Law Apartments	1
Accessory Structures	
Decks/Porches	6
Sheds/Gazebos	4
Barns	2
Detached Garages	6
Pools	1
Other	24**
Residential Additions/Attached Garage	1
Commercial Use/Signage	1
Home Occupation	3
Others:	0
Interior Renovations	2
Agricultural buildings	0
Total	<u>59</u>

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

\*\*Includes Solar PV, pump station, interior renovation, and temporary trailers

CERTIFICATES OF USE AND OCCUPANCY = **\*17**  
(Signed for zoning compliance by ZEO)

Single Family Dwellings	5
In-law apartment	1
Condos	2
Accessory Structures	
Decks/Porches	1
Sheds/Gazebos	3
Barns	1
Detached Garages	1
Pools	0
Other	2
Residential Additions/Attached Garages	1
Commercial Use/Signage	0
Total	<u>17</u>

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

**ZONING ENFORCEMENT (Cont'd)**

**YEAR 2015**

**OCTOBER, NOVEMBER, DECEMBER**

**INSPECTIONS\***

Erosion and Sediment Control	1
Limits of Clearing	0
Certificates of Occupancy	17
Pre-Approval Inspection	4
Seed and Mulch Bond Release	0
Zoning Complaints (initial & follow-ups)	8
Blight Complaints (initial & follow-ups)	13
Street Number Assignments	0
Other	2
Total	<u>45</u>

\*Inspections as of 11/20/15

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

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	0
Drainage	0
Permit Conditions Not Met	0
Non-permitted Activity or Structure	4
Signage	0
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
Junk Yard	0
Greater than 1 unregistered motor vehicle	0
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	0
Nuisance	0
Blight complaints	4
Total	<u>8</u>

\*\*Does not include period from 9/1/15 to 10/13/15

## **ZONING ENFORCEMENT**

YEAR **2015**

**OCTOBER, NOVEMBER, DECEMBER**

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

#### **Personnel**

New Planning Technician/Zoning Enforcement Officer, Mason Perrone, started working with the Town in mid-October. He previously worked for the Connecticut Department of Energy and Environmental Protection in the Bureau of Water Protection and Land Reuse.

Additionally, PT/ZEO earned his GIS Professional Certificate from Central Connecticut State University as of December 18, 2015. He will be preparing to take ESRI Technical Examinations in the future for ESRI certification.

#### **Let's Put Coventry on the Map**

PT/ZEO assisted in the Get Your Business Online (GYBO) program through Google Maps. A forum was held in early December for local business owners to come and learn how to increase their web presence by utilizing Google Maps, in addition to other web-based programs.

#### **GIS: Target Economic Development Locations**

PT/ZEO created GIS maps for Coventry's target economic development properties. This consisted of seven separate nodes to be targeted throughout the Town for future development purposes, as well as reference by the EDC.

#### **Enforcement**

PT/ZEO has spent the first few months of his time getting familiar with the several pending enforcement cases with the Town. He has conducted several site inspections, sent out letters to introduce himself to those involved in the cases, and worked with staff to acquire insight about these current violations. There has been a surprising amount of positive reaction to reaching out, with several residents making efforts to come into compliance with the Zoning and Blight Regulations.

**ZONING BOARD OF APPEALS**

**YEAR 2015**

**OCTOBER, NOVEMBER, DECEMBER**

<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>
15-07Z	9/23/15	10/20/15	Application of Lindsay Dreiss of 104 Stonebridge Road requested a 7 ft. variance of section 4.04.A to allow construction of a 12'x16' deck within rear yard setback.	10/20/15	A
15-08Z	11/12/15	12/15/15	Application of Kevin & Catherine Downs requesting 15 ft. variance of front-yard setback pursuant to sections 4.01, 4.04.1, and Table 4.04A, to allow for placement of 14'x24' shed at 51 Mountain Ridge Drive.	12/15/15	A

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

**INLAND WETLANDS APPLICATIONS**YEAR **2015****OCTOBER, NOVEMBER, DECEMBER**

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY/MINIMAL IMPACT	DATE OF DECISION	ACTION
15-29W	10/16/15	10/28/15		Creative Exteriors, Agent for Ted & Susan Chambers, Reconstruct lake wall and install pavers at 21 West Shore Dr.	A	10/28/15
15-30WA	10/22/15			Scott Borowski, Agent for James Rau, Septic Repair at 305 Merrow Rd.	A	10/23/15
15-31AR	10/21/15			Louise Scholan, Landscaping and plantings for erosion and sedimentation control at 189 Hickory Dr.	AR	10/21/15
15-32WA				Teleflex, Placement of propane tanks and underground piping at 1295 Main St.	A	10/28/15
15-33WA	11/5/15			Michael Zagorski & Donna Roberts, Driveway with wetlands crossing and underground utilities, Lot 10A Skyview Dr.	A	11/6/15
15-34W	12/21/15	1/27/16		Actor's Colony Estates Association, 8 x 8 shed, retaining ledge and beach sand at Association Beach on Beebe Farms Rd.	P	
15-35WA	12/29/15			Keith Wentworth, Agent for Christine Cooper, septic system replacement at 232 Plains Rd.	A	12/31/15

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.



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

**PUBLIC ACTS 05-228, 09-229 & 13-247:** When initially implemented PA 05-228 required the Town Clerk to collect an additional \$30 fee for each document recorded on the town's land records. The State of Connecticut received \$26 of each fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, LOCIP, as defined in Sec. 7-536 of the general statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. This legislation required an additional \$10 fee for the first page of land recordings. The purpose is to provide a safety net program for Connecticut's one billion dollar dairy industry. PA 13-247 became effective July 15, 2013. This public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from that date forward. Certain MERS documents require \$127, others \$110 of the filing fee to be remitted to the State. There are 6 options for the calculation of fees requiring a thorough examination of each document. These fees are collected, combined and remitted with three respective reports to the State of Connecticut. This quarter, the Clerk's office collected \$31,272.00 of which \$1,296.00 has been added to the Town's general fund for LOCIP projects.



**State Fees Collected and Remitted:** The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$133,985.53 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$15,552.00
PA 05-228 & 09-229	\$10,343.00
Marriage Licenses	171.00
Fish & Game Licenses	1,400.00
PA-00-146	864.00
State Conveyance Tax	81,290.06



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

	Dog License Fees	Surcharge
October - December	\$257.00	\$92.00

**Municipal Election:** The Town Election was held November 3, 2015 for election to the offices of Town Council, Board of Education, Board of Assessment Appeals, Zoning Board of Appeals and Zoning Board of Appeals Alternates. Town wide voter turnout was 32%. Of the 7,181 registered voters in Coventry, 2,314 voted at the polls and 60 absentee ballots were cast. The Town Clerk administered the oath of office at the Town Council Inauguration and certified the election results to the State of Connecticut, Secretary of the State's Office on November 4<sup>th</sup>.



**Fiscal Year 2015-2016 Budget:** The budget preparation process began in late November. Gathering, computing, evaluating and organizing the information necessary to make an appropriate request is extremely involved and time consuming. Considerable time and energy is put forth to compile accurate data which reflects this office's needs in order to provide the many services for which we are statutorily charged. Every effort is made to deliver a responsible budget request. The Town Clerk's departmental request was submitted January 6<sup>th</sup>, 2016.

**Historic Document Preservation Grant fy15/16:** The \$3,000 grant funds awarded were applied to scan and digitize vital records from 1976 thru 2000 and will link the images to our computers. This will preserve our documents and give us easy access to them. Our land records vendor, IQS, custodian of the security microfilm, is performing the project.

# staff Updates/Activities

In December the Town Clerk's Office rang the bell for the Human Service Department.

**Housing Authority Representative Election:** November 17<sup>th</sup> the Town Clerk's Office participated in the election by issuing and receiving their Absentee Ballots.

**Lori Tollmann**, Town Clerk attended the November 12, 2015 meeting of the Pension Trustees acting as recording secretary. Financial Reports and retirement approvals were discussed; Pension Committee actions were discussed.

**Brooke R. Manning**, Assistant Town Clerk, attended Town Clerk School in December. The class she attended was a Vitals class. This was presented by the Ct Vital Division and the Connecticut Town Clerk's Association. This was Brooke's last class and she will sit for her certification test in June, 2016.

**Dianna Grindle**, Assistant Town Clerk, also attended Town Clerk School in December. This was Dianna's 2<sup>nd</sup> class for her certification.

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**2<sup>nd</sup> QUARTER**  
**October, November, December 2015**

There was an approval of fourteen (14) permits issued for new dwellings this quarter.

<b>NEW HOUSE PERMITS ISSUED FOR THE 2nd QUARTER 2015-16</b>		
<b>MONTH</b>	<b>DATE</b>	<b>ADDRESS</b>
<b>OCTOBER</b>		
	5TH	136 APPIAN WAY
	6TH	550 DUNN RD
	6TH	558 DUNN RD
	9TH	335 RILEY MTN RD
	15TH	141 WINDSWEPT WAY
	26TH	261 BUENA VISTA RD
<b>NOVEMBER</b>		
	19TH	341 RILEY MOUNTAIN RD
	20TH	85 APPIAN WAY
<b>DECEMBER</b>		
	17TH	12 APPIAN WAY
	17TH	34 APPIAN WAY
	21ST	3 FLANDERS WOODS LN
	21ST	14 FLANDERS WOODS LN
	21ST	16 FLANDERS WOODS LN
	23RD	100 EDGEWATER DR

Foundation work also started for three (3) new residential dwellings at 13 Flanders Woods Ln., 10 Windy Hill Rd. and 15 Windy Hill Rd.

New home owners are happily settling into four (4) newly built homes.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2ND QUARTER 2015-2016 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
19 OLD OAK TR	10/8/2015
550 DUNN RD	10/27/2015
558 DUNN RD	10/27/2015
755 BABCOCK HILL RD	11/9/2015
NONE FOR DECEMBER 2015	

### Municipal Projects:

A new sign was erected for the North Coventry Fire Department as part of an Eagle Scout Project by Luke Smart in October. Also in October, new doors were installed at the Housing Authority's Community Building at Orchard Hills Estate. The town started the renovation project of the Shoddy Mills building in November. The site will be used for future town functions such as Christmas in the Village.

### Commercial Projects:

In October, the Bidwell Tavern had a new sign placed on their building since the older one is in the path of the new Route 31 road realignment project and Teleflex did some interior structural repairs to strengthen their roof. In November Red House Yoga received their tenant-fit out for their business at 21 Bread & Milk St. Lastly, the Manchester Sportsman Club received their CO for a new clubhouse in December.

Five hundred sixty-nine (569) inspections were completed this quarter.

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

One (1) venting inspections occurred during the quarter for sewer connections.

### Permits for this Quarter

Permit Info Fiscal Year 2015-16	Oct. 2015	Nov. 2015	Dec. 2015	Second Qtr.
				2015-2016
Houses only	6	2	6	14
Foundation only	4	2	1	7
Condominiums	0	1	0	1
Commercial Bldg/Renov	0	0	0	0
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	1	0	1
Additions	2	1	0	3
Garages/Carports	3	0	0	3
Sheds/Barns	3	3	1	7
Decks/Porches	5	3	0	8
Pools	1	0	0	1
Demolition	0	0	1	1
Woodstove	8	5	6	19
Miscellaneous	6	8	4	18
Renov/Repair/Alter	24	16	14	54
Plumbing	6	8	13	27
Heating	25	18	15	58
Electric	19	21	23	63
<b>TOTAL PERMITS</b>	<b>112</b>	<b>90</b>	<b>84</b>	<b>286</b>
<b>PERMIT VALUE</b>	<b>\$1,965,546</b>	<b>\$1,399,805</b>	<b>\$1,607,305</b>	<b>\$4,972,656</b>
<b>FEES COLLECTED</b>	<b>\$29,117</b>	<b>\$19,872</b>	<b>\$21,941</b>	<b>\$70,930</b>
<b>ZONING Permits</b>	<b>21</b>	<b>19</b>	<b>10</b>	<b>50</b>
<b>Fees Collected</b>	<b>\$1,250</b>	<b>\$875</b>	<b>\$300</b>	<b>\$2,425</b>
<b>Certificate of Completion</b>	<b>87</b>	<b>62</b>	<b>64</b>	<b>213</b>
<b>C/O's - New Homes/Condos</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>C/O's - Other</b>	<b>1</b>	<b>5</b>	<b>3</b>	<b>9</b>

There were 2 (two) structural fires this quarter. One was at 314 Elm Trail and the other at 41 Edgewater Dr. both homes were posted unsafe.



# 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

October, Nov. and December 2015

The board of fire officers continues to make policy changes and consolidating programs to better serve both departments. Effective January 1 a new fire reporting system will be used by both departments which will allow for easier access and better tracking of emergency calls and activities.

The computer system at the CV FA station is in the process of being connected to the town hall server. This will allow for better access to programs and eliminate the need to pay a monthly service charge for Internet service to a private vendor. Once connected both departments will be connected to the town hall server allowing the town's IT personnel access to assist in any computer programming issues.

DPW removed an underground heating oil storage tank from the North Coventry substation and will repurpose this tank for waste oil storage at the DPW facility, which resulted in a cost savings for both departments.

At their October meeting CV FA voted to turn over the primary service area contract to the town effective July 1, 2016. The fire administrator has contacted the office of emergency medical services and has started the process to have the town licensed for both first responder and ambulance service provider for the town.

During the second quarter of the fiscal year the fire departments responded to over 243 calls for service, including one large loss fire which resulted in one firefighter receiving minor injuries. The Fire departments responded to a total of 1079 calls for service for the 2015 calendar year.

The fire departments continue to hold monthly training drills including Ladder placement, chimney fire operations, vehicle extrication and driver training. Both departments participated in the school safety training tabletop drill and participated in the governor's statewide emergency management drill.

The fire marshal conducted 13 routine inspections, two fire investigations and attended three in service training classes for continuing education.

NCFD and Coventry police participated in a stuff a truck/toy drive and collected approximately 200 toys that were distributed to local children for the Christmas holiday.

Quarterly Report  
Second Quarter FY 15/16  
October - December

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 have pushed back the mock on-site until late February 2015. This will be done electronically through Power DMS. Our final annual report, required prior to the on-site has been submitted.*

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

*The on-site has been scheduled for April 4-6, 2016. We are continuing to prepare the necessary reports and documents for the on-site review. The team leader has been selected for the assessment.*

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

*We will await the results of the accreditation assessment report.*

- Submit annual reports to POST on State accreditation.

*Our annual reports have been submitted on time.*

**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 received approval on this grant and will be scheduling both sobriety checkpoints and directed patrols for DUI enforcement.*

- Submit one grant application for funding for seatbelt enforcement.

*Seatbelt enforcement funding grant was approved. The grant process has changed this year, requiring us to submit only one grant for both the spring and fall enforcement waves.*

## OPERATIONS

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

### Objectives:

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

*While an officer remained in field training, it was still necessary to use overtime to fill shifts. Overtime has been reduced however by changing all shifts to 10 hour shifts and eliminating the 12 hour shifts. Early indicators show less OT is necessary to replace those officers who are assigned to the 12 hour shift when they use vacation time or other approved time off.*

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

*Officer Greener successfully completed his field training on December 6, 2015. Officer Greener will continue to receive quarterly evaluations during his probationary period which lasts until September 30, 2016*

**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. This process has become more efficient as there are now four sergeants to distribute the workload.*

- 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. Year-end statistics will be compiled and reported upon in January.*

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

Beginning in October, sergeants have begun quarterly reviews and audits of officer activity, which provides useful data for supervisors. This information will be used as performance evaluations are completed in January, 2016.

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

*While the agency continues to send cases to the Regional Computer Forensics Lab, it appears unlikely that we will be able to allow for an officer to commit the required amount of time for the training to be an integral part of the unit. We will place this on hold until such time as resources allow us to reconsider. The Regional Computer Forensics Lab has changed its name to Connecticut Center for Digital Investigations (CDI).*

**Objectives:**

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

*Placed on hold*

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

*Placed on hold*

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

*Placed on hold*

**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.

*No sobriety checkpoint was scheduled. A number of directed patrol were scheduled for DUI enforcement.*

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

*There was one seatbelt checkpoint during November. Four directed patrols were scheduled to concentrate on seatbelt enforcement.*

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

*Enforcement of distracted driving is ongoing. Annual data will be reported in the fourth-quarter report.*

## 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. Discussions are continuing regarding regional dispatch possibilities. A meeting is scheduled in January to review new tablets for the vehicles. The current laptops are failing and slow.

### Objectives:

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

**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

Officer Kelsey Carpenter was sworn in on December 28, 2015. She begins the police academy on December 31, 2015 and is tentatively scheduled to graduate on June 6, 2016 at which time she will begin a 12 to 14 week period of field training.

The agency policy regarding body cameras was amended to comply with Public Act 15-4. The requirements included an increase period of retention of body camera video from the current 45 day to 90 days. This requirement may impact or storage capability. We will continue to monitor this. The policy amendment was updated on the agency website.



Officer Brian Flanagan and Officer Mark Samsel uncovered and investigated an embezzlement case involving the theft of over \$400,000.00. The case is ongoing but a suspect has been identified and arrest warrants are pending.

Officer Gail McDonnell was recognized by the CT Coalition on Domestic Violence as one of 100 people in CT having a positive impact on the lives of victims of domestic violence. Officer McDonnell and Chief Palmer attended a recognition breakfast in Hartford.



Officer Michelle Hicks was commended for her actions during two separate medical incidents in December where she responded to victims of opioid overdoses. She ministered Naloxone to the individuals who then regained consciousness and were transported to medical facilities for treatment.

A robbery occurred at 7-Eleven on October 1<sup>st</sup>. It appears the suspect may have committed several robberies in surrounding communities. The investigation is on-going.

Detective Spadjinske concluded a lengthy sex assault investigation against a juvenile with an arrest.

During 2015, we collected 310 pounds of prescription drugs in the drop box located in the lobby of police HQ. This free and anonymous service allows people to safely dispose of prescription medications in order to keep them out of the water stream and landfills. Additionally, drugs placed in the drop box will be kept from illicit diversion to persons who may take them from medicine cabinets of family members or friends.

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





**Coventry Police Department  
Incident Analysis**

10/1/2015...12/31/2015

	Shift		Total
1st	2nd	3rd	
388	823	734	1945

UCR	Nature	1st	2nd	3rd	Total
029	Disabled Motor Vehicle	2	8	10	20
1040	Tax Fraud	0	1	1	2
11A	Sex Forcible Rape	0	1	0	1
11D	Sex Forcible Fondling	1	0	0	1
120	Robbery	1	0	0	1
13B	Assault Simple	0	2	3	5
13C	Intimidation	0	2	2	4
152	Suicide Threat/Attempt	1	3	4	8
220	Burglary	1	2	2	5
23D	Larceny Theft From Building	0	1	1	2
23F	Larceny Theft From MV	0	1	1	2
23H	Larceny All Other	1	4	4	9
240	MV Theft	1	0	1	2
2604	Fireworks/Gunshots	1	7	6	14
2608	Abandoned MV	1	0	0	1
2609	Littering	0	2	0	2
2619	Building Check	0	3	0	3
2625	Notification	0	1	0	1
2631	Public Hazard	14	15	9	38
26A	Fraud False Pretenses	0	2	0	2
26B	Fraud Credit Card/ATM	0	5	0	5
26C	Fraud Impersonation	0	1	1	2
26E	Fraud Wire	0	1	0	1
290	Vandalism	1	8	2	11
2914	Animal Complaint	12	44	27	83
3009	Susp Person/Activity/MV	29	52	58	139
326	Illegal Parking	1	0	0	1
332	Harassment/Harassing Phone Calls	0	8	11	19
334	Untimely Death	0	0	2	2
343	MV Accident (Injuries)	1	5	2	8
344	MV Accident Evading	2	2	4	8
346	MV Accident (No Injuries)	8	9	18	35
351	Alarm	13	33	19	65
353	Medical	33	68	49	150
355	MV Stop	147	113	195	455
35A	Drug/Narcotic Violation	6	0	4	10
35B	Drug Equipment Violation	2	0	0	2
375	Routine Assistance	5	31	51	87
377	Open Door/Window	1	2	1	4
388	Miscellaneous	3	20	8	31
390	Police Information	0	9	3	12
396	Escort	1	0	1	2



## Coventry Police Department Incident Analysis

10/1/2015...12/31/2015

398	Missing Person	0	2	7	9
399	Lost And Found	1	13	3	17
400	Family Matter - Non Arrest	3	4	11	18
401	Repossessed Vehicle	1	0	1	2
4811	Finger Printing	0	100	1	101
4858	Fire	1	10	4	15
4867	Background Investigation	0	2	0	2
4873	Assist Other Agency	14	21	17	52
82	Runaway/Non NIBRS	1	1	3	5
861	Disturbance (Non-Domestic)	1	5	7	13
863	Town Ordinance Violation	1	0	2	3
866	Noise Complaint	2	0	4	6
889	Check Welfare	8	9	12	29
890	MV Erratic Operation	2	16	29	47
891	MV Lock Out	0	10	10	20
90C	Disorderly Conduct	1	1	1	3
90D	DWI	3	0	6	9
90Z	All Other Offenses	4	4	4	12
911	911 Hang Up Call	2	6	2	10
Sup	Supplemental	54	153	110	317

# Quarterly Report: Fall

October 1 – December 31, 2015



October was busy with the combined effort to improve upon the Harvest Run 5k & Kids Fun Run; while preparations for other fall/winter programs & special events occurred concurrently. November was busy with the combined effort to make the Tree lighting & Polar Express successful special events. In December staff devoted time to the daily operations of the youth basketball program, winter/ spring program planning and the Capital Improvement Program updates.

In other business, Operating Budget prep continued; with minimum wage increasing as of January 1st, 2016 (\$9.60), the budgets for Camp, Aquatics and Rec. Daze have all been re-calculated. Revenues and expenses have also been examined to help us anticipate what the coming year will look like. Our annual report was revamped to be more informative and less wordy using charts and graphs. Significant effort was made to review and demonstrate various new software packages for our on-line program registrations and facility reservations, to improve customer service, ease of use, mobile applications and reduce fees & charges.

## General Administration

Director Rubin attended/participated in the following:

- Department Head, Recreation Commission, Human Services, and STEPS meetings
- CRPA Fall Quarterly Meeting: Youth Basketball
- CRPA State Conference; Workshops include: Making Memories, Would You Like to Supersize That?, Transforming Cities – Keynote, Small is the New BIG – Marketing, The Better Business Model
- Webinar - Kaboom! Play Everywhere
- S&S Worldwide Products Showcase 2016

### Health & Wellness Initiatives

- 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 consultant



Recreation Supervisor Merriam attended/participated in the following:

- Meeting with CECC re: possible summer programming collaboration
- NRPA Webinar: Social Media Roundtable
- 2016 Regional Trip Scheduling meeting
- Registration Software Demos: Rec1 & Your Active World
- Daily meetings with Recreation Daze Director
- Recreation Commission Meeting; Agenda /Minutes Posting

## Parks

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.

#### Patriots Park

- The Dept. of Public Health conducted the well inspections (done every 5 years), resulting in needed upgrades.

#### Laidlaw Park

- Director Rubin met with the Town Manager, DPW Director & Town Engineer on-site to determine playscape location and discuss possible improvements to the fields.



#### Creaser Park

- Community Garden end of season – close out, winterize, review operations & evaluate
- Met on-site with volunteers offering to design a Frisbee Golf Course

#### Hale Homestead Market Barn

- After the Farmers Market season ended, the Market Barn was inspected and prepared for the turnover in operation for the future. Ms. Rubin assisted by serving on the interview panel for the Market Master.

## Programs

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While various Special Events, *Recreation Daze*, *Before & After School Program*, and Youth Basketball dominate activities this time of year, Winter/Spring program planning is also a priority. Ms. Merriam began planning in November, and concluded in December when the final content was due to *The Chronicle* for graphic design. The final printed brochure is scheduled for mail to Town residents the week of January 14<sup>th</sup>. New programs for the Winter/Spring season include Mighty Mite Multi Sport, Challenger Sports' MiniKickers, Loon Mountain Family Ski Day, and Quiet Corner Contra Dance.

## Special Events

#### Harvest Run 5K

- Many last minute details were handled in the days prior to the race, such as: contacting race route neighbors; ordering early delivery of race bibs; final press releases and media blitz of reminders; moving equipment/supplies to Market Barn (with help from DPW); confirming portable toilet locations on-site; getting petty cash and change for cash box; and stuffing runners' goodie bags.
- The event was held on Saturday, October 3rd at the Nathan Hale Homestead. Volunteers from the High School Cross Country team, along with various volunteers including Commission members and other members of the public were on-hand assisting with registration, water stations, and presence along the route. Volunteers also assisted with the set-up and break-down of the event, including trash, and packing/transport of supplies and equipment.



- In spite of the dismal weather (again), 121 runners finished the race. 1st, 2nd and 3rd place winners for each division were announced at the conclusion of the race, however not all winners were present, so prizes were kept in-office for those who wanted to collect their prize.

- The Kids Fun Run was held successfully by CECC – events included the runs, pumpkin decorating, face painting and a showing of the *It's the Great Pumpkin, Charlie Brown* special. Approximately 25 kids participated in the Fun Run! Due to a variety of factors, the Farm Day and Pumpkin Play Day were not scheduled for this year.

#### Chili Fest:

- The Coventry Lions Club offered to run the Chilifest this year. Rec staff supported the program behind the scenes, passing on their knowledge and all electronic forms & marketing materials, and budget. Scarecrow Contest winners were still announced at the Chili Fest!

#### Tree Lighting:

- Tree Lighting was held on Wednesday, December 2nd. The threat of rain moved the event indoors to the CNHS Middle School gym. While the change did affect the flow of the event, staff and volunteers worked well together to run the event quite smoothly. Attendance was down considerably from previous years, as the rain kept people at home. Staff will be evaluating the event prior to next year, to determine a better course of action in case of rain.
- A new attraction to this year's event was the donation of a one-horse open sleigh, from Town resident Joe Ostroski. He made the donation in memory of his late son, Joe Jr who owned the sleigh. The Department of Public Works picked up the sleigh, and made some improvements to the look of the sleigh, including paint and holiday-themed décor. With the addition of wooden reindeer, the sleigh was a wonderfully festive addition to the event. Folks enjoyed looking at and taking pictures in front of the sleigh!



#### Christmas in the Village: Polar Express:

- The Polar Express was held in conjunction with Christmas in the Village on Sunday, December 6th at Patriots Park. The event was extremely well-attended, with approximately 300 folks riding the train! Staff and volunteers commented that having our event, CECC's cookie decorating, and the Festival of Trees all in the same place was very convenient for folks passing through. CECC ran out of cookies after only an hour and a half!

#### Recreation Daze

- Enrollment remains steady for M-F care, for both the after and before school programs. Requests for new registrations (after school care) continue to come in, bringing our waitlist to 12 kids. A few parents on the waitlist have asked about registration for the 2016-2017 school year; staff has begun discussions on expanding to accommodate those kids on the waitlist by relocating the program to the Community Center, and determining the financial impact of that move.
- Rec. Daze was open for extended hours on the Early Release Days on 10/27-10/29, 11/25, 12/10 and 12/23, 11:30am-6pm. Enrollment on these days are consistently lower than normal after-school days. The program was closed during the December school vacation.

#### Youth Basketball



- Recruitment of coaches and participant registrations began in September, once gyms were secured. Try-outs & player skill assessments were conducted in October to assist in organizing fair teams, at the Player Selection meeting. The practice & game scheduling was completed and disseminated to coaches and parents.
- We also provided coaches with training resources such as *Alpha Sports* electronic resources and a *WINS4Life* skills clinic. Background checks were also conducted for all parent volunteers, coaches handbooks/resources were ordered/distributed, and a concussion training was organized. 3 gym supervisors were hired and trained, and referee fees were processed.
- Orders were placed for uniforms/t-shirts, balls, and storage rental. The league also arranged for the baskets to be repaired at GH Robertson School so that we can lower the hoops for the younger children.

#### Lakes Region League:

- Several meetings with Rec Dept. staff in Ashford, Mansfield, Bolton & Hebron for the Lakes Region League were held to coordinate the upcoming season. Ms. Rubin and coaches attended a Travel Team League meeting and referee meetings with IAABO District 8 officials. We evaluated several league scheduling software firms and decided on a group purchase of *Quickscores League Scheduling* software, which is now being shared amongst the Lakes Region League.

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

## *OCTOBER, NOVEMBER, DECEMBER 2015*

### 1. Meetings:

- Human Services Advisory Committee: 10/6, 11/3, 12/1/15
- CLASS Meetings: 10/15/, 12/3/15
- Coalition Conference: 11/5/15
- Energy Forum: 10/14/15
- Juvenile Review Board (2 cases) 11/3/15
- NASW Training: 11/13/15
- STEPS Update: 11/18/15
- WRTD Update: 11/24/15
- Orchard Hills Meal Deliveries: 11/19, 12/16/15
- Holiday Distribution: 11/21, 12/17 and 12/18/15

2. **Direct Service:**   **122** - client cases (unduplicated services)  
                                  **74** - Access Energy Assistance Applications (2014: 86 applications)  
                                  **2** - State of Connecticut's Elderly and Disabled Tax Renters Rebate Applications

### 3. Programs:



“Thank you” to Public Works for the installation of the new bench and sign!

- **FOOD BANK:** **27 families** requested use of the food bank this quarter. (In 2014: 45 requests)  
Coventry residents are now served from the food bank location at the Community Center Food Bank on Tuesdays and Thursdays, by appointment, with the help from our staff of volunteers (adults/students) from the Community Based Program from the High School.

**Total Families Assisted: 27**

Children (0-17) in Assisted Households: 20

Adults (18-59) in Assisted Households: 25

Seniors (60+) in Assisted Households: 1

**Food Bank Volunteer Hours:**

**October ~ 90 total hours:**

In Kind Service Hours (adult staff): 40 hours

Student Volunteers: 50 hours

**November ~ 71 total hours**

In Kind Service Hours (adult staff): 33 hours

Student Volunteers: 38 hours

**December ~ 102.5 total hours**

In Kind Service Hours (adult staff): 47.5 hours

Student Volunteers: 55 hours



- October 31/November 1 - Troop 65 Boy Scouts, Annual “*Scouting for Food*” – distributed 4,000 “yellow” bags on mailboxes in town and collected over 4,717 non-perishable food items to benefit the Coventry Food Bank.
  - November 7 - Skungamaug River Golf Club (owners, Sue & Joe Motyka) collected a generous donation of non-perishable food items from patrons “in lieu of green fees”.
  - Coventry Children/Families, Coventry Public Schools, School Clubs, Local Churches, Clubs, Organizations, Friends of the Booth & Dimock Library, Waterfront Association and many anonymous donors provided the Food Bank with regular weekly/monthly and holiday donations of non-perishable food and monetary donations to benefit Coventry children and families in need.
  - Highland Park Market – Teamed up with the Coventry Food Bank to help families in need by offering the purchase of a \$10 or \$20 pre-filled grocery bag. The bags included: tuna, peanut butter, pasta, pasta sauce, canned vegetables and personal hygiene items, depending on which bag you choose. The pre-filled bags can be purchased at the front of the store and will run now through the end of January, 2016.
- **SPECIAL NEEDS: 5 households** benefited from the Special Needs Program. The Special Needs Program is funded solely by the generous donations received from Coventry residents, businesses, churches, groups, organizations, associations and schools. (2014: 5 families); This quarter the following assistance was provided:
- 
- Eversource - prevention of utility shutoff
  - Furnace cleaning and repair
  - Clothing vouchers
  - Storage unit rental
  - Youth job bank student



➤ **SALVATION ARMY:** The budget year ended in September, 2015 with a zero balance. The new budget will not begin until January, 2016 and **zero** cases was assisted with medical, housing, food and utilities during the 4<sup>th</sup> quarter. (2014: zero clients) The Annual Kettle Campaign began the weekend after Thanksgiving. To expand our fundraising efforts, the Salvation Army launched the mobile texting option to text your donation to “Coventry Human Services”. The Bell Ringing schedule was coordinated by staff with a variety of Bell Ringing volunteers from the high school, middle school, 1<sup>st</sup> Niagara Bank, various clubs, scouts, organizations, churches and residents. The funds were collected, counted and deposited by staff, Kathy Orfitelli and Kimberly Fagone of the Hartford Salvation Army Headquarters and our dedicated resident volunteer, Jillian Miner.

- **Bell Ringing Collection: 2015 = \$10,237.84; 2014 = \$10,742.79**

90% of the donations collected during the kettle campaign stays in Coventry and is used to assist Coventry residents in need (10% goes to Salvation Army Headquarters for regional programs). Assistance examples: purchasing shoe cards for the “Gearing Up To Learn” Program, Camp Connri (application fee only), Coventry Recreation Camp Program, rental assistance, utilities, prescriptions, food and other emergency needs.

- **Bell Ringing Locations:**

**2015:** Highland Park Market (**95 hours**) Walgreens (**59 hours**) Subway in the Village (**12 hours**) and Dunkin Donuts (**46 hours**) Total Bell Ringing Hours: **212** (volunteers counted for each hour of bell ringing), total volunteers: **109**. The winner of the 1<sup>st</sup> Annual Bell Ringing Team Challenge went to the High School C.I. class with a total of **68 volunteer hours**. Congratulations to a job well done!

**2014:** Highland Park Market (87 hours) Walgreens (79 hours) Subway in the Village (32 hours) and Dunkin Donuts (38 hours). **Total Bell Ringing Hours: 236; Total #volunteers: 108** (volunteers counted for each hour of bell ringing).

- **New Texting Option for Donations:**

In 2015 The Salvation Army Headquarters launched a new form of support by allowing you the option of texting your donation on your mobile device. Zero dollars were collected through the new application thus far.



- **The Salvation Army**

**Service Unit ~ Lower Tolland County:** Coventry Human Services is the local Corps Office for the Lower Tolland County Unit Committee, appointed by Divisional Headquarters. Every service Unit is a volunteer operation. The Volunteer Unit members consist of the following towns: Andover, Bolton, Hebron and Coventry. The volunteer Unit Officers of the Lower Tolland County Service Unit Committee are Courtney Chan, Chairman and Brenda Bennett, Treasurer. Financial reports of the Treasurer, Reimbursement Requests and Quarterly Statistics are processed for the entire Unit and provided to the Divisional Headquarters.

➤ **SPECIAL TRASH COLLECTION SERVICE:** We have **19** households on the In-Yard Service List at this time. This special service is available to residents who are impaired by a medical condition and need assistance with their trash barrels.

➤ **OPERATION FUEL:** We will begin accepting winter applications in January, 2016 or when the Operation Fuel program becomes available. In this quarter, there were no requests for assistance.

➤ **CLERGY FUEL FUND:** **6** households consisting of: 7 adults, 8 children, 2 seniors were assisted with a minimum oil delivery of 100 gallons. To date, **\$6,345.00 (2014: \$3,079.99)** has been raised through the annual holiday mail appeal. Donations have been received from generous individuals, churches, business and organizations. Funds collected help to pay for deliverable fuel and is administered by Pastor Maria Yocum, Second Congregational Church. The Human Services Office screens clients for emergency fuel eligibility, explores all other options for fuel assistance with other agencies before utilizing the Fuel Fund, authorizes fuel deliveries with vendors and coordinates deposits which are processed c/o our Town Hall Finance Office.



➤ **HOLIDAY:** The Holiday Program has gone through a transformation and has grown dramatically due to the economic times. This program requires a tremendous amount of staff hours, screening clients, seeking donations throughout the community, i.e. schools, individuals, families, and businesses, matching families with donors, collecting and sorting of items, soliciting youth volunteers to organize and sort donations, i.e. food and gifts, coordinating and scheduling clients and donors for date of distribution, set-up of community center for date(s) of distribution.



- **“Thank you”** to our many **student volunteers** for their help in distributing food to the Orchard Hills residents in November and December for a total amount of student hours 45; organizing and distributing food/gifts at the Community Center in November and December, total amount of student hours: 48. Also, we couldn’t do this work without the help from our Holiday Committee volunteers: Phyllis Bishop (10 volunteer hours), Crissy Stinson (20 volunteer hours), Hannah Pietrantonio (9 volunteer hours), Florence Lajuenese (3 volunteer hours), Lara Bishop (5 volunteer hours) and fiancé, John (1 volunteer hour); Laura Stone (3 1/2 volunteer hours) and Eric Trott (3 volunteer hours) helped with home deliveries.

The Patriot’s Park Community Center serves as the warehouse for holiday food and toys during the Thanksgiving and Christmas holiday. On November 21<sup>st</sup>, **58** families received food baskets for Thanksgiving. On December 18<sup>th</sup>, **84** families, a total of 222 people (116 adults, 106 children) received a holiday food basket and gifts. (2014: Thanksgiving 80 families; Holiday 87 families)

- **“Thank you”** to **Highland Park Market** for their generous donation of bread and baked goods which helped fill the holiday food baskets.
- **“Thank you”** to **Matt Becker and staff at Highland Park Market** for preparing all the hot holiday meals delivered to Orchard Hills residents.
- Orchard Hills Estates ~ distribution of **56** hot, Thanksgiving meals; distribution of **53** hot, Holiday meals were distributed to the Orchard Hills residents. (2014: Thanksgiving 45 individuals, Holiday 61 individuals)

- **FUEL ASSISTANCE:** This season began with an orientation program provided by the ACCESS Agency at the Willimantic Office in August. The office began accepting Fuel Assistance applications on September 15 and throughout the holiday months. During this quarter, **74** applications have been processed. Operation Fuel guidelines mandates no assistance will be afforded through this program until all other available energy programs have been exhausted.
- **PUBLIC RELATIONS:** We currently have 178 *Likes* on Facebook, this is up 83 “*Likes*” from October 2014; Press Releases; Monthly Eblast(s); Town Newsletter and Munivision (Channel 13).
- **INTERN: Janay Gonzales** began interning in our office in September, 2015 and is a senior at Eastern CT State University majoring in Social Work. Janay will be working in our office until May, 2015 and has been a tremendous help to our office. During the holidays, Janay met with clients, matched families with donors and coordinated the donation schedule for pickup and drop off during the holiday distributions, supported the Youth Services Coordinator on the “*Spread the Cheer Program*”, a multi-generational program with students and seniors held at the Senior Center. She also helped coordinate and deliver to the residents of Orchard Hills Estates. Janay has been a huge asset to our office and will be taking on more clients in the upcoming months as well as helping out with various client-centered tasks in the office.

## ELDERLY SERVICES

### A. SENIOR CENTER:

#### 1. Attendance for this Quarter:

- **Total Visits:** 1385; October (545), November (431), December (409).
- **Holiday Closures:** Columbus Day, Veterans Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day. Snow delay December 29.



#### 2. Programming:

##### ➤ **NUTRITION:**

- Two meals provided by Thames Valley Community Council for Action (44).
- Three seasonal luncheons with seating at or near capacity: Halloween Potluck (36); Veterans Day Program with American Legion (65 plus American Legion members); Holiday Party with performance by Connecticut Yuletide Carolers (63).

##### ➤ **EXERCISE:**

- Classes: Twice weekly group class (225), Silver Sneakers (35) and Zumba Gold (46). Silver Sneakers and Zumba Gold were on hold in December.
- Fitness room: 113 used the fitness equipment and 5 new people completed the fitness orientation.

➤ **HEALTH AND WELLNESS SERVICES:**

- Podiatry (10)
- Value priced haircuts and nail clipping (35)
- Table massage or reflexology (58).

➤ **SPECIAL EVENTS:**

- Hearing Screening with UConn Audiology Students (16 screenings).
- Pillow Sewing Project; Completed 30 pillows that were donated to the Manchester Cancer Center for chemotherapy patients.
- Meet the Candidates Night with prospective Town Council candidates.
- Legislative Update with State Representative Tim Ackert.
- Author Faire in collaboration with Booth and Dimock Library.
- Spread the Cheer Intergenerational Program with Youth and Family Services.

**3. Elderly Services:**

- **CHOICES:** Appointments were scheduled for the annual Medicare Open Enrollment period from October 15 to December 7. Appointments were also completed for other eligibility screening or application assistance. The three Certified CHOICES counselors completed a total of 72 appointments: Volunteer Penny Whitaker (38), Carrie Concatelli (28); Social Work Intern Sean Hunt (6).
- **MUNICIPAL AGENT:** Carrie Concatelli provided resources for 12 individuals in need of help for seniors or individuals with disabilities. This included information about caregiving, and energy assistance, and referral to the Connecticut Home Care Program for Elders and the Supplemental Nutritional Assistance Program.
- **VETERANS ADVOCATE:** Volunteer Moe Collin assisted 3 people.
- **PROFESSIONAL DEVELOPMENT:**
- On October 1, Carrie Concatelli attended the Connecticut Association of Municipal Agents for the Elderly (CAMAEE) fall conference, which focused on Veterans programs.
  - On October 13, Carrie Concatelli and Volunteer Penny Whitaker attended the CHOICES training for Medicare Open Enrollment.
  - On December 11, Carrie Concatelli attended a regional roundtable for Senior Center Coordinators and Municipal Agents hosted by the State Department on Aging and North Central Agency on Aging.

## 5. Volunteer Management:

- **Penny Whitaker: 92 hours** completed with assistance for CHOICES Counseling, Outreach Visits, Senior Center Calendar, Site Server and Reception.
- **Betsy Fitzgerald: 75 hours** completed with assistance with Communications, Reception and Site Server.
- **Claudette Polhemus: 28 hours** completed with assistance with Reception, Decorations and Site Server.
- **Additional volunteers: 50 hours** completed for assistance during Special Events.

## 6. Public Relations:

- Subscriptions to our monthly newsletter (450): Mail Recipients (182), Orchard Hills Residents (80), Senior Center Pickup (25), Email Recipients (103), Senior Center E-blast (60).
- Social Media: Senior Center Facebook Page (55 likes).
- Media: Featured in Courant Communities for Legislative Update. Featured in Willimantic Chronicle for Holiday Party.

## COVENTRY RIDES VAN PROGRAM

# Days of Operation: 62  
# of Individuals Riding: 32  
# of One-Way Trips: 386  
# Volunteer Hours: 192  
# Miles Total: 2107  
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 Gelinas, Gerry Haugh, Howard Haberern, Bill Hoffman, Kim Homans, Debbie Locke, David McCrory, Bill Root, Ken Stein, Jack Thayer, Bill Wajda, Jim Wicks, Joyce Wicks.

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. Jane Homick 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 joined our October Fall Foliage Trip and lunched at The Steamin' Tender Restaurant in Palmer, Massachusetts. After lunch, we traveled through the Quiet Corner, stopping in Abington for some We-Lik-It Ice Cream on the way home.

In November, the Lunch Bunch dined at Willington Pizza for our last outing until spring. Our final Peter Pan coach trip took us to the New Britain of Art with lunch at East Side Restaurant and a quick stop at Shady Glen for ice cream.

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

**YOUTH SERVICES**



**1. Administrative Function:**

- Prepared monthly reports for State Department of Education grants (2)
- Youth Services Advisory Board Meetings/ Prevention Council Meetings 10/1/15, 12/3/15
- Attended Coventry Human Services Advisory Committee Meetings on 10/6/15, 11/3/15
- Attended Eastern Region Youth Service Bureau meetings 10/5/15, 12/7/15
- Attended CYSA Board meetings 11/12/15, 12/10/15
- Attended CYSA Annual Conference 10/2/15
- Attended STEPS meetings 10/20/15, 11/10/15, 11/16/15
- Attended Annual Girls Symposium 10/16/15
- Attended National Equity Summit, Los. Angeles, CA, 10/26-10/29/15
- Attended CIRMA School Safety Table Top Exercise, 10/8/15
- Attended LIST meetings, 10/7/15, 12/2/15
- Attended EHHD Plan4Health Meeting, 12/2/15

**2. Direct Service**

**A. Function**

- |                                  |            |
|----------------------------------|------------|
| ▪ Youth & Family Cases           | 12 cases   |
| ▪ Community Service              | 112 cases  |
| ▪ Community Restitution          | 1 case     |
| ▪ Youth Job Bank Requests        | 5 requests |
| ▪ Youth Job Bank Matches         | 5 matches  |
| ▪ Juvenile Review Board          | 2 cases    |
| ▪ Youth Job Bank Members Trained | 2          |
| ▪ Counseling Services            | 0 cases    |

## B. Programs

- The **Positive Connections Mentoring** program began this quarter, with interviews and orientation of 6 high school mentors and identification of 6 GHR mentees. Meeting weekly, the matches are getting to know each other, working on homework challenges, playing games, and planning upcoming activities. For the third time in as many years, the group delivered prepared Thanksgiving meals to residents of Orchard Hills.
- **Counseling Services** – we are still searching for part time, contractual LCSW to provide youth and family counseling in our office.
- The 8<sup>th</sup> annual “**Spread the Cheer**” holiday program for Coventry Grammar School students was held on December 9. Youth Services and the Senior Center collaborated once again, allowing 35 students to pick out gifts for family members. Senior center volunteers helped with wrapping, disbursing snacks and helping students shop, while arts and craft activities were supervised by 10 high school students who volunteered as part of their community service component. All items were donated by community members. This continues to be a very successful program that fills up quickly, and allows multiple generations to interact and work together.
- Coventry Youth Services now has a Facebook page to promote programs, services, youth and families related articles and resources. In this quarter (it’s first quarter in existence) we have 65 likes, with some posts reaching up to 855 people. More data is available upon request regarding the activity of this versatile social media tool.
- Other programs: Students from GHR School made ornaments that were delivered to Orchard Hills residents along with prepared December holiday meals (delivered by high school students).

**PUBLIC WORKS DEPARTMENT  
QUARTERLY REPORT  
OCTOBER, NOVEMBER & DECEMBER 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 Maintainer I.....Richard Pleasant

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

DPW reconstructed a donated sleigh.



Fall of 2015 was unusually warm which allowed the Department of Public works to work through December completing construction projects and catching up on maintenance issues. The following priority work was completed:

- Asphalt Shimming to prepare roads for chip seal in summer of 2016: Grant Hill Road, North River Road, Springdale Avenue, Flanders Road, Flanders River Road, Babcock Hill Road.
- Install a 1000 gallon waste oil tank at DPW repurposed from NCVFD.
- Trim back the fence line at Miller Richardson Football Field.
- Construct a new parking lot at Laidlaw Park.

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

<u>Task</u>	<u># hours</u>
Athletic Field Maintenance	225.00
Catch Basin cleaning	93.00
COVRRRA Operations	255.50
Facility Maintenance	1,321.50
Fleet/Vehicle/Equipment	1,216.00
Grounds Maintenance	891.00
Indirect Services	4.00
Inspection	12.00
Line Painting	1.00
Road Maintenance and repair	1,648.50
Roadside Mowing / Sightlines	86.50
Sweep Roadways	52.00
Traffic Control	48.50
Traffic signs	160.00
Training	57.00
Tree Related Services	132.00
Unimproved Road Grading	107.50
Water Pollution Control Services	286.75
Winter Operations	<u>363.00</u>
<b>Total hours:</b>	<b>6,960.75</b>

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

***Safe Routes to School – Main Street Sidewalk Project (CDOT #32-146):*** All construction activities are complete. Town has started the closeout paperwork for CDOT.

***Pucker Street Bridge Project (CDOT #32-139):*** The Bridge was open to traffic two weeks early on November 13<sup>th</sup>. All detour signs removed. The Contractor is working on minor punch list item to complete contract. Town has starting the closeout paperwork for CDOT.

***Main Street Reconstruction: (CDOT #32-130):*** Connecticut Department of Transportation awarded the construction contract to R.E.D. Technologies. Anticipate 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 90% plan submittal was completed to CCROG on November 3<sup>rd</sup>. Town waiting to receive review comments to include in bid documents. Bidding expected to be initiated in April 2016 and construction to start in June 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:*** Phase 2 drainage improvements bid documents worked on. Town anticipates to bid project in late February 2016.

***Coventry Lake Gate Improvements Project:*** Town's consultant proceeding with the permitting phase with Army Corp of Engineers (ACOE) and Connecticut Department of Energy and Environmental Protection. Permit applications were scheduled to be submitted on January 7<sup>th</sup> and construction expected to start in October 2016.

***Mountain Ridge Estates Drainage Improvements:*** Wood Construction Company from Somers, CT was awarded contract for improvements. Phase 1 work started in early November and completed in mid-December. Phase 2 activities will start in early spring, weather permitting.

**TRANSFER STATION QUARTERLY REPORT**

<u>material received:</u>		PROPANE		BULKY	RECYCLABLE			
DATE	RECEIPTS	EWASTE	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	FREON
10/01/15	\$366.60	7	0	5420	310	0	0	6
10/03/15	\$203.40	21	2	3460	400	0	0	3
10/08/15	\$283.00	17	2	4740	380	7	80	0
10/10/15	\$224.40	22	1	3370	250	0	400	4
10/15/15	\$179.80	49	0	2900	310	0	0	3
10/17/15	\$529.80	59	8	7280	720	6	180	13
10/22/15	\$382.40	27	2	6320	280	4	870	4
10/24/15	\$451.00	17	1	7630	220	4	2850	5
10/29/15	\$216.60	25	1	3350	320	0	1360	3
10/31/15	\$349.60	32	1	5810	390	5	5950	3
Mo Total lbs.	\$3,186.60	276	18	50280	3580	26	11690	44
tons				25.14	1.79		5.845	

<u>material received:</u>		PROPANE		BULKY	RECYCLABLE			
DATE	RECEIPTS	EWASTE	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	FREON
11/05/15	dpw	0	0	660	0	0	0	0
11/05/15	\$176.40	9	3	3250	370	1	3630	0
11/07/15	\$344.60	27	6	5630	z xcc vc	0	7620	3
11/10/15	townwide	0	0	0	0	0	3460	0
11/12/15	\$119.85	11	0	2060	680	0	785	1
11/13/15	creaser	0	0	0	0	0	2490	0
11/14/15	\$498.20	28	1	7710	390	3	4950	5
11/16/15	townwide	0	0	0	0	0	4360	0
11/17/15	shoddymill	0	0	770	0	0	0	0
11/18/15	townwide	0	0	0	0	0	6890	0
11/19/15	townwide	0	0	0	0	0	5660	0
11/19/15	\$209.60	16	0	3210	750	0	1690	4
11/20/15	cemeteries	0	0	0	0	0	4575	0
11/21/15	\$479.80	51	1	7670	350	0	6420	9
11/28/15	\$452.40	18	0	7740	370	5	9240	0
Mo Total lbs.	\$2,280.85	160	11	38700	2910	9	61770	22
tons				19.35	1.455		30.885	

<u>material received:</u>		PROPANE		BULKY	RECYCLABLE			
DATE	RECEIPTS	EWASTE	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	FREON
12/03/15	\$232.80	22	2	3750	280	2	590	1
12/05/15	\$215.00	37	1	3370	420	0	1990	3
12/07/15	townwide	0	0	320	0	0	0	0
12/08/15	townwide	0	0	0	0	0	3820	0
12/10/15	\$123.80	13	0	1510	220	6	160	2
12/12/15	\$282.40	34	0	3530	220	0	1590	8
12/16/15	townwide	0	0	0	0	0	12710	0
12/17/15	pat. Park	0	0	60	0	0	0	0
12/17/15	\$108.80	14	0	2060	240	0	0	0
12/19/15	\$141.80	27	2	2550	260	0	360	2
12/22/15	townwide	0	0	0	0	4	0	0
12/24/15	\$27.80	10	1	380	220	0	0	1
12/26/15	\$198.20	17	0	3140	240	0	770	3
12/31/15	\$139.60	34	0	2370	190	0	140	2
Mo Total lbs.	\$1,470.20	208	6	23040	2290	12	22130	22
tons				11.52	1.145		11.065	
Qtr Totals lbs.	\$6937.65	644	35	112020	8780	47	95590	88
tons				56.01	4.39		47.795	

<b><u>material transferred:</u></b>	<b>1st month</b>	<b>2nd month</b>	<b>3rd month</b>	<b>total for</b>
	<b>oct</b>	<b>nov</b>	<b>dec</b>	<b>quarter</b>
Willi Waste - Bulk (cd) ton	17.1	19.61	11.61	48.32
Willi Waste - Bulk (brush) ton	0	3.76	0	3.76
Willi Waste – Recyc. (metal) ton	4.91	4.01	0	8.92
Interstate CFC removal units	0	0	0	0
Take2 - CED's,lamps,batt. - lbs.	9742	6774	7389	23905
Mighty Flame- prop tanks - each	0	0	0	0
Bob's Tire - each	0	48	0	48
Baystate Textiles - lbs. 12/23/14 start	1180	500	520	2200

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

Designed for Average 200,000 gallons per day  
Average Daily Flow = approx 109,266 gallons per day  
Approximate Capacity Remaining at WWTP = 45%

## **Projects Update:**

- Construction projects in the sewer service area:
  - No major construction projects are underway at this time.
  - We solicited quotes and had 3 sunken manholes brought to grade.
  - The Public Works Department patched potholes around several manhole covers so they don't get worse during snowplow season.
  - We inspected connection of a new property on Edgewater Drive that received WPCA approval to connect to the sewer system.
  - We performed repairs to a grinder pump and hired a vendor to make controls modifications to another grinder pump.
- 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 for depreciation.
  - 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. Cost estimate for this project is \$60K and will be recouped over time via sewer benefit assessments.
- We had the level sensor (transducer) at Lakeview pump station replaced and are troubleshooting the flow meter.
- 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 solicited quotes and had 3 failing shear gate valves and 1 failing check valve replaced by a vendor.
- We had Clarigester tank #1 cleaned by our vendor, inspected the tank, had a different vendor perform more complex repairs, and completed repairs in house.
- Pump #2 failed at the end of December and we installed our spare pump. Repairing pump 2 was not cost effective so we ordered a replacement pump and are coordinating electrical work for when the pump arrives in early February. We need to have the new pump up and running before high flow season begins in March.
- We've had numerous problems with the 30 year old HVAC system at the plant and our vendor has been correcting them.
- The Public Works Dept. assisted us by mowing in and around the infiltration basins, grading them, and plowing them to break up compacted soils. This saved us over \$2,000 in vendor costs.
- We submitted a Flood Response survey and Bypass Reporting forms to CT DEEP. We then re-submitted the bypass reporting forms when DEEP revised them after the due date.



Above: Old shear gates (left) did not seal, did not stay open, and posed safety concerns.



Above: Our vendor using a small crane to perform repairs to Clarigester #1. Note vegetation in and around infiltration basins in background.



Above: The infiltration basins after being mowed and graded by DPW.



Above: Basins before grading (left) and after grading (right).



Above: DWP using our subsoil plow to break up compacted soils after grading (left) and our vendor removing a failed check valve (right).

# BOOTH & DIMOCK MEMORIAL LIBRARY

QUARTERLY REPORT

OCTOBER—DECEMBER 2015



**LIBRARY PROGRAMS**

**Technology Assistance** - 33 Individual Technology Assistance Sessions were held. Topics included computer assistance, computer software, accessing library eBooks (etc.), using the 3D printer and using mobile devices.

**Lecture Programs for Adults** - There were 3 lecture programs geared towards adults. These programs were Archaeology with Charlie Blanchard, Will Siss: Alco-Journalist, and Black Bears in Connecticut.

**Additional Programs for Adults** - The Cookbook Club, Wednesday Night Book Club and Mystery Book Club met monthly (with the exception of the Mystery Book Club which combined their November and December meetings). Two hands on STEAM (science, technology, engineering, arts and mathematics) programs were offered. These included Glass Painting and Digital DIY Cookie-Cutter Design, which were then printed on the 3D printer.

**Local Author Faire** - Held in collaboration with the Coventry Senior Center, a celebration of over 15 local authors (many from Coventry) was held in November.



**Early Literacy Programs** - Miss Meg continued to run three weekly early literacy programs: Tiny Tots Storytime for birth - age 2, Pre-K Storytime for ages 3 - 5 and an Early Literacy Playgroup. A Stuffed Animal Sleepover allowed the Children’s room to create a short story book (available at <http://www.coventrypl.org/stuffed-animal-sleepover-2015>). Two Toddler Dance Parties were also offered.

**Programs for School Age Children** - These include monthly LEGO® Club, a Book Club in October and Dreamcatcher Craft Program in November. In December a new twice monthly After School Club was introduced which will focus on either craft or STEM activities.

**Teen Programs** - Teen programming transitioned in December to a standardized schedule of crafts on Tuesdays and various gaming activities of Fridays. Other programs included Screen Printing and Halloween Food Decorating.

	Programs Held	Program Attendance
Children	55	1,067
Teen	9	33
Adult	50	229

**LIBRARY SERVICES**

**Daycare & Preschool Outreach** - Miss Meg visited four local at-home daycares and CECC each month this fall, to share stories, songs, and activities. The themes were vegetables, winter, and hibernation.

**Homebound Delivery** - The Library continues to offer delivery of homebound materials. This fall 6 separate visits were made.

**InterLibrary Loan** - The Library continues to offer services in cooperation with other libraries. Through the interlibrary loan service, 435 materials were borrowed from other library for our patrons and 213 were lent to other libraries.

**LIBRARY USAGE & CIRCULATION**

	October	November	December	Total
Reference Inquiries	466	393	366	1,225
Library Computer Use Sessions	1,632	1,360	1,448	4,440
Computer Assistance Requests	94	59	84	237
WiFi Usage	96	90	160	346
Patron Visits	5,293	4,844	5,585	15,722
Total Circulation	6,957	6,146	6,621	19,724
Circulation of Adult Materials	3,106	2,491	2,987	8,584
Circulation of YA Materials	342	332	356	1,030
	3,238	3,038	3,049	9,325
Other Circulation	271	285	319	875
Circulation of Digital Items	304	337	348	989
In-House Usage of Materials	2,817	2,726	3,094	8,637
New Library Card Registrations	45	33	18	96