



# TOWN OF COVENTRY

## QUARTERLY REPORTS

January 1 – March 31, 2016

**TABLE OF CONTENTS**

Finance Department .....	3
Collector of Revenue .....	4
Assessor .....	6
Land Use Office .....	8
Town Clerk .....	23
Building Department .....	26
Fire & EMS Department .....	23
Police Department .....	28
Parks & Recreation .....	37
Human Services .....	40
Public Works .....	47
Booth & Dimock Library .....	56

**Cover photo:** Solar LED lights, installed in January 2016, brighten Patriots Park and save energy. *Photo by Laura Stone.*

# Finance Department

## Finance Administration

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

## General accomplishments

- The annual audit was completed as of 12/31/2015, and presented to the Town Council by the audit firm of Blum Shapiro. The audit of the Fiscal Year ending 6/30/15 found that the Town of Coventry's financial statements are "complete and reliable in all material respects". This is the eighth year that the audit has been prepared in the full CAFR format. The CAFR includes additional statistical tables and expanded descriptive information presented to better inform the reader of the full financial picture of the Town of Coventry.
- The budget document is developed and produced in cooperation with the office of the Town Manager. Several documents are produced, a full detailed book, a summary book, a capital plan and a budget brief. These are compiled for the Town Manager's budget, and again for the Town Council's recommended budget.
- Bonds were sold for the Road improvements and the Pucker St Bridge replacement in the amount of 3.4 million. Our Moody's rating of Aa2 was reaffirmed. The sale was completed with an interest rate of 2.4115%.
- Health Insurance renewals were processed with no increase in premium for fiscal year 2016/17.
- The Wellness program continues with a yoga class for Town and BOE employees, workshops on healthy eating and a discount for weight watchers enrollment.
- Pension questions and/or calculations were handled for 5 employees.
- Initiated the Lease/Financing for a large dump truck in the budget for FY 2015/2016. The interest rate environment remains favorable for the Town, we were able to finance this purchase at an interest rate of 1.93%
- Filings of ACA form 1094/1095 were prepared. This is a new requirement for calendar year 2015 and is done in conjunction with the W2/W3 reporting to the IRS. Annual electronic filing of the 1099's was completed.
- Debbie Kratochvil was hired as Town Accountant in February.
- The public roll out of our OpenGov software was prepared for an April 15<sup>th</sup> release.
- Energy costs for FY 2016/17 were finalized as follows: electricity supply 7.8/kw,
- Diesel fuel 1.7607/gal, unleaded gasoline 1.7215/gal, heating fuel 1.79/gal

## Meetings attended

Finance Committee of the Town Council – monthly

GIS committee meetings – monthly

District/Town IT coordination meetings – monthly

Cemetery Committee - monthly

Pension Committee for the Town of Coventry – quarterly

Pension Trustees - quarterly

Worker Safety Committee – quarterly

CIRMA Investment Advisory committee - quarterly

GFOA-CT - quarterly

ECHIP Health Insurance Partnership Board Meetings – monthly

Farmers Market Operating Committee – biweekly

# Collector of Revenue

Despite the intense level of activity this time of year, the January collection period progressed smoothly, with payments processed and deposited in a timely fashion. This was the first January collection cycle which employed the lock box service initiated in July. A significant amount of mailed payments was processed at the Webster lock box center. Any payments that could not be processed by lock box (missing payment stub, prior delinquent issues, and check issues) were returned to our office for handling. Some taxpayers are more comfortable mailing their payments directly to this office. The dedicated and professional manner of the Tax Office staff, which includes Assistant Collector Carrie Zahner and Tax Clerk Marj Pruneau, continues to create a positive impact on the daily operational procedures of this office.

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

Some people will always be more comfortable paying their taxes in person. In keeping with this tradition, the first and last week of the collection month see a steady stream of citizens in and out of the tax office. The daily mail was processed up to date throughout the month of January. Banks and escrow services typically wait until the end of the month to send in the tax payments for the January installment.

In February, we prepared and mailed 1,075 delinquent statements for Real Estate tax and/or COVRRRA Trash fee and 1,835 delinquent motor vehicle/supplemental motor vehicle notices. In March, 474 notices of intent to lien were mailed on the delinquent 2015 COVRRRA accounts.

Research and preparation for a Tax Sale of delinquent properties was conducted during this quarter. Twenty owners were notified that twenty-one properties were being scheduled for the sale to be held May 17, 2016 in the Town Annex. Two properties were paid current before the March 7, 2016 legal notice was published in the newspaper. Six additional properties have recently become current and removed from the Tax Sale.

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

The third quarter collection report is attached.

Property Taxes Collected by Linda Greenbacker, CCMC Tax Collector Collected January 2016 through March 2016  
Paid to Beth Bauer, Treasurer, Town of Coventry

		Property Tax	Interest	Liens & Costs	Total
<b>Grand List</b>	2000	0.00	0.00	0.00	0.00
	2001	209.30	499.18	0.00	708.48
	2002	273.15	626.88	0.00	900.03
	2003	0.00	0.00	0.00	0.00
	2004	191.82	1,032.31	0.00	1,224.13
	2005	488.06	834.32	0.00	1,322.38
	2006	89.39	271.96	0.00	361.35
	2007	771.41	1,014.31	0.00	1,785.72
	2008	2,339.19	1,325.60	24.00	3,688.79
	2009	3,868.72	3,788.15	24.00	7,680.87
	2010	5,157.33	4,308.72	72.00	9,538.05
	2011	11,067.12	8,098.88	168.00	19,334.00
	2012	30,038.70	10,045.80	312.00	40,396.50
	2013	71,740.89	19,538.11	528.00	91,807.00
		126,235.08	51,384.22	1,128.00	178,747.30
<b>Current</b>	2014	10,192,258.92	37,857.35	18.00	10,230,134.27
Current SMV		282,536.20			
	<b>Totals</b>	<u>10,601,030.20</u>	<u>89,241.57</u>	<u>1,146.00</u>	<u>10,691,417.77</u>
<b>Current 110</b>	6010	40211	10,192,258.92		
Delinquent		40212	126,235.08		
Interest & Liens		40213	90,387.57		
SMV		40214	282,536.20		
			<u>10,691,417.77</u>		
Sewer Assess 205-7722	40211	31,923.99		Sewer User	40211 15,620.56
Interest, Liens, Per Diem	40213	5,111.61		Interest & Liens	40213 <u>3,766.23</u>
		<u>37,035.60</u>			<u>19,386.79</u>
<b>COVRA</b>				Returned Check Fee	40782 <u>40.00</u>
Current 218-7601	40211	46,332.86			
Delinquent	40212	18,819.08			
Interest & Liens	40213	16,257.48			
		<u>81,409.42</u>			
		<b>Total</b>	<b><u>\$10,829,289.58</u></b>		

## Assessor Quarterly Report

### January 2016

January is the month in which the Assessor must complete and sign the Town's grand list without requesting an extension. This is when we are working to finalize all three components of our grand list, real estate, personal property and motor vehicle.

The number of personal property accounts went from 818 on the 2014 grand list to 818 on the 2015 grand list resulting in a zero account change and a net increase of \$2,917,025 in assessment. This was a result from the utility company's increases.

The number of motor vehicle accounts went from 13,270 accounts on the 2014 grand list to 13,307 accounts on the 2015 grand list resulting in a net loss of 37 accounts and an increase of \$8,163,647 in assessment. The increase could be the result of slightly inflated numbers of vehicles that should not be assessed here in Coventry due to the Motor Vehicle Departments errors.

The real estate grand list went from 815,032,050 on the 2014 grand list to 820,782,150 on the 2015 grand list resulting in a net increase of \$5,750,100 in assessment. This was due in a large part to new construction to include two condominium projects and a number of new single family houses.

Budgets were completed for the Assessor's office and the Board of Assessment Appeals. Quarterly reports were prepared.

Supplemental bills were mailed by the Tax Collector, which activated a great number of questions for the office.

#### 2015 Grand List

Motor Vehicles	97,705,340
Personal Property	29,316,513
Real Estate	<u>820,782,150</u>
Total	947,804,003

## **February 2016**

With the completion of the Grand List, change in assessment notices were mailed for all real estate and personal property accounts. I just returned to work from being overseas with the Military on a 9 month deployment. Calls began the following day with taxpayer's questions. Those objecting to their new assessments were given forms and necessary information for the appeal process. February 20, 2016 was the last date for submitting appeal applications. Scheduling appointments with the Board of Assessment Appeals began as soon as the first appeal application was received.

The M37 which reports all State owned properties was completed and other reports generated for various departments and lake associations.

Applications for the elderly and disabled began the 1st of the month. Reminder letters were sent to everyone who needed to re-apply.

## **March 2016**

Elderly and disabled program reminder phone calls were made starting on March 23<sup>rd</sup> to try to avoid the need to send out the mandatory certified reminder letter on April 1<sup>st</sup>. The phone calls saved sending out about 11 certified letters.

The Board of Assessment Appeals held 1 meeting, completing its duties on March 8, 2016. Our office received 9 applications for the board to hear. The following are the breakdown for those appeals:

Real Estate	4 appeals
Motor Vehicle	0 appeals
Personal Property	5 appeals

The results of those appeals equaled a reduction to the 2015 grand list of \$22,040.

The Motor Vehicle Departments new software resulted in our Motor Vehicle Grand List being incorrect. We began the long process of trying to fix some of the issues as a result of that. These corrections will be an ongoing issue through the month of July.

We continue to devote a portion of our time to improving the town's Geographical Information System.



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

QUARTERLY REPORT FOR  
JANUARY – FEBRUARY - MARCH

~ 2016~

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 2016**

**JANUARY, FEBRUARY, MARCH**

<b>APP. #</b>	<b>TYPE</b>	<b>DATE REC'D.</b>	<b>DATE PZC ACKN.</b>	<b>ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT</b>	<b>DATE OF DECISION</b>	<b>ACTION A/D/W/P*</b>
16-01		1/11/16	1/11/16	Resubdivision of Lots 4, 5, 6 & 7 Windy Hill Rd., Application of Country Way Development	2/22/16	A
16-02	ZR	1/19/16	1/25/16	Proposed Zoning Regulation Amendments to Section 4.06.01.e, Accessory Buildings, Application of Attorney Richard Conti, Agent for Derek Pacheco	3/28/16	A
16-03	S	3/16/16	3/28/16	Proposed CT Water Pump Station Upgrades, 101 Nathan Hale Rd., Application of Snyder Civil Engineering, Agents for CT Water		P

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 **2016**

### **JANUARY, FEBRUARY, MARCH**

#### DISCUSSION AND ACTION TOPICS

- Discussed State of CT DEEP purchase of the property formerly known as the Nutmeg Vineyard on Bunker Hill Road as open space. The purchase by the State was strongly advocated by the Town of Coventry.
- Reviewed the plans prepared for the Laidlaw Park soccer field improvement project that is being collaboratively done by the Town and Youth Soccer Association and some donated work by a local contractor.
- Viewed a presentation by Eastern Highlands Health District Staff on the Plan4Health Project. The project involves creating a health communities tool kit for Planning and Zoning Commission that can inspire more opportunities for physical activities in the member towns.
- Appointed Ed Marek as the Town representative on the CRCOG Regional Planning Commission.
- Considered the current zoning designation of the Town owned property at 8 Standish Road and the potential of a zone change to a commercial zone. The request was sparked by a prospective development inquiry. The Commission was not supportive of a prospective change due to issues relative to incompatibility with the surrounding neighborhood.
- Reviewed and approved the 8-24 referral for a purchase of Town property on Dorothy Drive by Calabro/Cooper.
- Held preliminary discussion with Charles Brown for a proposed resubdivision and lot line modifications in the Windy Hill Road Subdivision.
- Held executive sessions to discuss pending litigation matters.
- Review CRCOG zoning referrals from the Town of Vernon and Andover for proposed zoning regulations.
- Reviewed future zoning and subdivision regulation amendments that the Commission can consider to provide better clarity and design standards.
- Discussed the rehabilitation of the Tracy Shoddy Mill and the Main Street Investment Fund Grant implementation in Coventry Village.
- Discussed the Town Council special meeting on the proposal of CT Natural Gas to extend natural gas lines from Mansfield to the Town Hall/School campus.
- Held election of officers for 2016.
- Approved subdivision extension request of Kabalo for the Hampshire Meadow Subdivision on Skinner Hill Road for a period of four years.

**PLANNING AND ZONING COMMISSION**

YEAR **2016**

**JANUARY, FEBRUARY, MARCH**

DISCUSSION AND ACTION TOPICS (Cont'd)

- Discussed the status of the State of CT RTE 31 Curve project and the public forum being held by the Town for the businesses in the Village.
- Met with Booth Dimock Library Director and member of the Library Expansion Committee to review parking ratios and relative data for the Commission to render an opinion on the recommended ration for library parking.
- Reviewed and made recommendations on the proposed Capital Improvement Program Budget pursuant to CGS 8-24.
- Discussed the Incentive Housing Zone regulations that were drafted by the Commission previously that was made possible by a State of CT DECD grant and the potential of re-examining the matter to encourage the development of workforce style housing. Staff from the Partnership for Strong Communities would like to meet with Town Boards and Staff to discuss new opportunities and funding assistance.

**JANUARY, FEBRUARY, MARCH**

DISCUSSION AND ACTION TOPICS

- Reviewed the work that the EDC subcommittee has completed for the new farmers' market.
- The Commission's ad hoc Governing Committee for the Market began to meet and continued the work of the EDC Subcommittee.
- Discussed the status of the State of CT RTE 31 Curve project. The Commission sponsored a public forum for the Coventry Village businesses to assist them in understanding the construction project and methods of mitigating negative impacts from the project.
- The Commission planned and executed its second small business forum in 2016 that focused on search engine optimization. The program was well attended. The Commission also discussed plans for future sessions that will be held later in 2016 including, video work that can support small businesses on the internet, ways to connect with the customers of the Farmers' Market, meeting with Small Business Development Center Staff, small business plan development, and small business financing.
- New EDC marketing toolkits were reviewed and commented on. Other EDC materials were reviewed and updated as necessary, including the EDC member brochure, New Business Primer. The EDC webpage materials were updated and new materials were added, including a printable version of the town business listing.
- Staff provided updates on the various grants and other projects being administered that are relative to economic development.
- Discussed the status of the CT Fasttrack project that will provide improve bus service from Hartford to UCONN, which may have positive implications for commuter travel in Coventry.
- Discussed ways the EDC can collaborate with the Booth Dimock Library to create cooperative small business programs. The first event at the Library was supported and community outreach was provided by the Land Use Office.

**JANUARY, FEBRUARY, MARCH**

## DISCUSSION AND ACTION TOPICS (Cont'd)

- Held and impromptu meeting and surveyed several high school students that were attending the meeting on their attitudes and preferences relative to business and economic development features in town. This information was interesting and enlightening.
- Met with Andrew Ladyga, the owner of the commercial property at the corner of Cedar Swamp Road and RTE 44 to discuss the future sewer expansion from Bolton into Coventry and the potential of encouraging other commercial projects on his property. Mr. Ladyga is very open to commercial projects involving his property. The Commission supported his future special permit extension of time to commence his project that the PZC will consider in the spring.
- Reviewed and agreed upon the questions that will be included in a business survey effort that will utilize Survey Monkey. The responses gained from the survey will inspire future business forums.
- Reviewed the recent activities of the Coventry Arts Guild. The Guild met with the Parks and Recreation Commission to review the work completed to date and gain input on the Strategic Cultural Arts Plan for the town.
- Reviewed the current status of the discussion between Coventry, Bolton and Manchester on the sewer extension into Coventry from Bolton on RTE 44. This infrastructure improvement has been long supported by the Commission as a way to encourage more economic development in a planned node.
- Discussed the investigation that Boggini Company on Bread and Milk Street is conducting to examine the potential of a building and use expansion for their plant.
- Discussed the upcoming public informational meeting being held by the Town to review the project being considered to bring a natural gas line from Mansfield to Coventry.
- Reviewed the details of a kick-off meeting that was held on the Pathways to UCONN Transportation Study that is being conducted by a consultant in cooperation with CRCOG. The study will examine the RTE 44 and 195 corridors and make recommendations for improvements that will enhance multi-modal options, complete streets and smart growth design opportunities, mass transit alternatives for the surrounding towns.

**ECONOMIC DEVELOPMENT COMMISSION**

YEAR **2016**

**JANUARY, FEBRUARY, MARCH**

DISCUSSION AND ACTION TOPICS (Cont'd)

- The Commission will review a new program that is being sponsored by the CT Economic Resource Center that involves a 'self-assessment' for economic development commissions. The program assists the commission and the ability to identify priorities and mechanisms to enhance economic development in their respective communities.
- Discussed the current status of the ongoing probate hearings that are occurring on Caprilands. The Commission supports the adaptive re-use of the property with the hopes of use that will respect the site's history and importance to the region.

## PLANNING STAFF HIGHLIGHTS

YEAR 2016

### **JANUARY, FEBRUARY, MARCH**

- Continued work to plan and prepare for the Town's execution of the 2016 Coventry Farmers' Market, including maintenance of all vendor and volunteer databases, work to acquire major and minor 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, prepare agendas/minutes/work plans for the EDC Subcommittee, prepared and adopted a formal strategic plan for the Market and a mission statement, prepared itemized list of supplies/materials to be purchased for Market, held volunteer recruitment forum, completed season events calendar, began booking of programs and entertainment, decided upon all full time and guest vendors, completed all required State of CT Dept. of Agriculture applications, met with Health District to better understand the relevant health requirements.
- Awarded 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.
- Continued the training of a new Planning Tech/Zoning Agent.
- 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 small business forum on search engine optimization.
- Completed the 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. The grant was awarded to the Town.

## **PLANNING STAFF HIGHLIGHTS (Cont'd)**

YEAR **2016**

### **JANUARY, FEBRUARY, MARCH**

- 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.
- Completed the preparation 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.
- Attended the kick-off meeting for the Pathways to UCONN transportation study for the RTE 44 and 195 corridors – will serve as the Coventry representative on the coordinating committee.
- Began work with Conservation Commission to enhance and improve the Town rain garden demonstration project next to the annex building behind Town Hall.
- Prepared draft economic development survey for town businesses, updated all economic development marketing and informational materials that are posted on the Town website.
- Continue to support the efforts of the State of CT DOT for the transfer of former RTE 6 expressway properties to the Town as open space.

**PLANNING STAFF HIGHLIGHTS (Cont'd)**

YEAR **2016**

**JANUARY, FEBRUARY, MARCH**

- Continue to support the efforts of the Health District and the execution of the Plan4Health Grant to prepare a healthy communities tool kit for planning and zoning commissions in the region.
- Continue to work with the Conservation Commission on the development and execution of an open space management plan for the Patriots Park property.
- Continue to work with the Town Attorney's office on the pending litigation that is occurring for ongoing blight enforcement and to defend the PZC on a zone change appeal.

**ZONING ENFORCEMENT**

YEAR **2016**

**JANUARY, FEBRUARY, MARCH**

Mason Perrone - Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	<b>39</b>
Single Family Dwellings	1
Condominiums	0
In-Law Apartments	1
Accessory Structures	
Decks/Porches	4
Sheds/Gazebos	11
Barns	0
Detached Garages	2
Pools	0
Other	15**
Residential Additions/Attached Garage	3
Commercial Use/Signage	1
Home Occupation	2
Interior Renovations	4
Agricultural buildings	1
Total	<u>45*</u>

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

\*\*Includes Solar PV, soccer field, handicap ramp, tenant fit-out, hot tub, and fire rebuild

<u>CERTIFICATES OF USE AND OCCUPANCY</u> =	<b>*24</b>
(Signed for zoning compliance by ZEO)	
Single Family Dwellings	9
In-law apartment	1
Condos	1
Accessory Structures	
Decks/Porches	2
Sheds/Gazebos	1
Barns	1
Detached Garages	1
Pools	1
Residential Additions/Attached Garages	7
Other	2
Commercial Use/Signage	0
Total	<u>26*</u>

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

**ZONING ENFORCEMENT (Cont'd)**

**YEAR 2016**

**JANUARY, FEBRUARY, MARCH**

**INSPECTIONS\***

Erosion and Sediment Control	5
Limits of Clearing	1
Certificates of Occupancy	24
Pre-Approval Inspection	9
Seed and Mulch Bond Release	0
Zoning Complaints (initial & follow-ups)	9
Blight Complaints (initial & follow-ups)	22
Street Number Assignments	0
Other	2
Total	<u>72</u>

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

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	1
Drainage	1
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	1
Blight complaints	4
Total	<u>11</u>

## **ZONING ENFORCEMENT**

YEAR **2016**

**JANUARY, FEBRUARY, MARCH**

### **News from Zoning Department**

#### **Personnel**

Planning Technician/Zoning Enforcement Officer, Mason Perrone, began his Connecticut Association of Certified Zoning Officials Institute courses in March. He is scheduled to complete the courses as of November of 2016, with a case study to follow in the next year.

Planning Tech/ZEO has also continued training under Eric Trott in the Land Use Department to take on zoning tasks and assist in planning projects.

#### **Development**

With the warmer weather has come the desire to begin projects once again. Projects have been picking up, and a lot of time is being spent on ensuring that development is being set forth with best management practices. This means many inspections of development sites and meetings with property owners to ensure the integrity of the land is preserved moving forward.

#### **GIS**

Planning Tech/ZEO continues to work to improve the GIS program with the Town. Besides map making for projects, there is a possibility that an online GIS license be utilized for regular updates of parcels without having to send updates through a third party. This will be a project that could help improve the accuracy of our current system, and give the Town and its residents another tool to utilize for property information.

#### **Enforcement**

Planning Tech/ZEO works to resolve issues that were left open from last year, as well as new issues that arise. While cases are taken on a first come, first serve basis (except if left anonymously) ZEO has found time over the winter to begin work on several new matters that have been brought to the attention of the Town.

As always, patience is appreciated with these matters as it is not always easy to get in contact with property owners, or to schedule visits during work hours. I am doing my best to ensure that all matters are taken care of promptly, given the attention they deserve, and are dealt with in the best interest of residents and the Town.

**ZONING BOARD OF APPEALS**YEAR **2016****JANUARY, FEBRUARY, MARCH**

<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>
16-01Z	1/27/16	2/16/16	Application of Ralph Botnick & Debra Fisher requesting 12 ft. front yard setback variance pursuant to section 4.04.A for an enlargement of existing deck at 332 Shore Drive.	2/16/16	A
16-02Z	1/28/16	2/16/16	Application of Richard Von Hirschberg requesting 7 ft. side yard and 15 ft. front yard setback variance pursuant to section 4.04A for pre-existing tennis court at 2880 Main Street.	2/16/16	A
16-03Z	2/29/16	3/22/16	Application of William Cherniske requesting variance of sections 4.04.06 and 4.04A to allow for 27.72% lot coverage and 4 ft. front yard setback variance for addition and porch at 165 Echo Road	3/22/16	A

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

**INLAND WETLANDS APPLICATIONS**YEAR **2016****JANUARY, FEBRUARY, MARCH**

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY/MINIMAL IMPACT	DATE OF DECISION	ACTION
15-34W	12/21/15			Actor's Colony Estates Association, 8 x 8 shed, retaining ledge and beach sand at Association Beach on Beebe Farms Rd.	A	1/27/16
16-01W	1/21/16	1/27/16		Brian & Lisa Rolfe, Expand deck, Repair retaining wall, Build new patio at 2323 Main St.	A	1/27/16
16-02NJ	1/25/16	1/27/16		Country Way Development, 5-lot Resubdivision Application, Windy Hill Rd.	NJ	1/27/16
16-03W	1/26/16			Town of Coventry, Improvements at Tracey Shoddy Mill, 1267 Main St.	P	
16-04WA	3/16/16			Snyder Civil Engineering, Agents for CT Water, Pump Station Improvements, 101 Nathan Hale Rd.	A	3/22/16
16-05WA	3/21/16			Richard Pierce, demo existing home and rebuild in same footprint, 29 Englewood Tr.	A	3/31/16
16-06WA	3/30/16			Ann Farr, placement of shed in Upland Review Area, 862 Babcock Hill Rd.	A	3/31/16
16-07W	3/31/16			Town of Coventry Public Schools, 78 Ripley Hill Rd., Tennis Court Addition and Drainage	P	

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

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

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

# TOWN CLERK'S OFFICE

*Brooke R. Manning*  
Assistant Town Clerk

*Lori Tollmann, CMC*  
Town Clerk

*Dianna Grindle*  
Assistant Town Clerk

## QUARTERLY REPORT JANUARY 1, - MARCH 31, 2016

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

### Recording & Licensing

#### Receivables & Revenue:

- ✓ The Clerk's Office collected \$145,376.25 this quarter, of which \$47,759.88 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	592	16,242.00
Local Conveyance Tax Recorded	41	22,241.13
Copies	3,970.75	3,790.75
Trade Name Certificates	13	65.00
Liquor Permits	4	8.00
Burial/Cremation Permits	7	21.00
Marriage Licenses	5	11.00
Vitals Copies	97	1,935.00
Notary Fees & Renewals	63	318.00
Dog License Fees	25	25.00
Maps Filed	13	130.00
Fish & Game License & Permit Fees	50	50.00
Conveyance fees	41	41.00
Unanticipated	0	0
PA-490	0	0
PA-00-146 Clerk Historical Preservation	428	428.00
PA-05-228, 09-229 & 13-247 LOICP	428	1,284.00
PA-05-228, 09-229 & 13-247 Clerk	428	988.00
<b>Town Clerk Revenue Transferred to Treasurer:</b>		<b>47,759.25</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. 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 \$28,139 of which \$1,284.00 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, \$97,321.37 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$15,408.00
PA 05-228 & 09-229	11,875.00
Marriage Licenses	95.00
Fish & Game Licenses	2,241.00
PA-00-146	856.00
State Conveyance Tax	66,846.37



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

	Dog License Fees	Surcharge
January – March	\$194.00	\$58.00

**Historic Document Preservation Grant fy15/16:** As of the end of February the grant project is finished and working in our office. The \$3,000 grant funds awarded were applied to the project of scanning and digitizing 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. Our next cycle of grant money for fy16/17 will continue this project with more years scanned and digitized.

## **staff Updates/Activities**

The water leak in the Town Hall and in our upstairs and downstairs vaults made for a very busy February. Luckily we had only 7 damp books in our upstairs vault which dried with no problems. Not so lucky with the multiple Assessor's Grand Lists which are historical documents that were in our downstairs vault. They needed to be sent out to be dried with a freeze drying process to prevent permanent damage to them. Our offices were buzzing with fans and dehumidifiers for a couple weeks to dry out. I would like to give credit to our Town Manager John Elsesser for his fast response to this disaster, and preventing extensive damage to our records and building. Also, a special thanks to Brigit Tanganelli, Brenda Bennett, Dianna Grindle, Carrie Zahner

New to our office are OnBoard Boards & Commissions software and the State of Connecticut CONNVRS vitals software.

**Lori Tollmann**, Town Clerk attended the January 17, 2016 meeting of the Pension Trustees acting as recording secretary. Financial Reports and retirement approvals were discussed; Pension Committee actions were discussed. In February attended a Secretary of States election night informational meeting.

**Brooke R. Manning**, Assistant Town Clerk, attended a Freedom of Information (FOI) class given by CCM. In February attended a Secretary of States election night informational meeting.

**Dianna Grindle**, Assistant Town Clerk, also attended a Freedom of Information (FOI) class given by CCM. Diana has also been busy entering data into our new OnBoard Boards & Commissions software.

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**3<sup>rd</sup> QUARTER**  
**January, February, March 2016**

Since the cold weather held off late into the season we had three (3) permits issued for new dwellings this quarter in the month of January. Once the cold hit though, contractors were not seeking to build in February and March.

<b>NEW HOUSE PERMITS ISSUED FOR THE 3rd QUARTER 2015-16</b>		
<b>MONTH</b>	<b>DATE</b>	<b>ADDRESS</b>
<b>JANUARY</b>		
	<b>11TH</b>	<b>10 WINDY HILL RD</b>
<b>2417696</b>	<b>28TH</b>	<b>13 FLANDERS WOODS LN</b>
	<b>29TH</b>	<b>15 WINDY HILL RD</b>
<b>FEBRUARY</b>		
		<b>NONE FOR FEBRUARY</b>
<b>MARCH</b>		
		<b>NONE FOR MARCH</b>

Foundation work also started for one (1) new residential dwelling at 84 Stonebridge Rd. for the month of March. This is a sign that warm weather is now back on our side and building will start to pick-up.

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

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 3RD QUARTER 2015-2016 Fiscal Year</b>	
<b><u>ADDRESS</u></b>	<b><u>DATE</u></b>
<b>310 HANNAH LANE</b>	<b>1/5/2016</b>
<b>136 APPIAN WAY</b>	<b>1/14/2016</b>
<b>14 FLANDERS WOODS LN</b>	<b>1/15/2016</b>
<b>16 FLANDERS WOODS LN</b>	<b>1/15/2016</b>
<b>615 SOUTH STREET</b>	<b>1/29/2016</b>
<b>3 FLANDERS WOODS LN</b>	<b>2/16/2016</b>
<b>335 RILEY MOUNTAIN RD</b>	<b>2/16/2016</b>
<b>261 BUENA VISTA RD</b>	<b>2/22/2016</b>
<b>2724 MAIN ST</b>	<b>2/22/2016</b>
<b>34 APPIAN WAY</b>	<b>3/18/2016</b>
<b>141 WINDSWEPT WAY</b>	<b>3/30/2016</b>

### Municipal Projects:

The Town Hall's heating system failed for the building in the month of February. Two new propane boilers along with chimney liner and conversion to gas was installed in late February early March. At the Firehouse substation located at 999 Merrow Rd., one of two bathrooms were removed in February to allow for a mop sink installation and create more usable space at the facility.

### Commercial Projects:

In January 2016, CT Water Co. was issued a permit for a new pump station located at 135 Northfield Rd. In March, the town had two new businesses issued permits to open. One was the Fish Window Cleaning Co. at 2181 Boston Tpk. and the other was for a photography studio called Studio on Main at 1276 Main Street.

Three hundred sixty-two (362) inspections were completed this quarter.

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

### Permits for this Quarter

Permit Info Fiscal Year 2015-16	Jan. 2016	Feb. 2016	Mar. 2016	Third Qtr.
				2015-2016
Houses only	3	0	0	3
Foundation only	0	0	1	1
Condominiums	0	0	0	0
Commercial Bldg/Renov	2	0	3	5
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	1	1	0	2
Garages/Carports	3	1	1	5
Sheds/Barns	1	0	3	4
Decks/Porches	0	1	2	3
Pools	0	0	0	0
Demolition	0	0	1	1
Woodstove	1	2	4	7
Miscellaneous	3	2	8	13
Renov/Repair/Alter	5	9	21	35
Plumbing	1	6	1	8
Heating	19	7	13	39
Electric	13	11	9	33
<b>TOTAL PERMITS</b>	<b>52</b>	<b>40</b>	<b>68</b>	<b>160</b>
PERMIT VALUE	\$1,484,956	\$401,375	\$531,365	\$2,417,696
FEES COLLECTED	\$22,066	\$6,103	\$7,209	\$35,378
ZONING Permits	11	6	15	32
Fees Collected	\$525	\$275	\$675	\$1,475
				0
Certificate of Completion	78	53	56	187
C/O's - New Homes/Condos	5	4	2	11
C/O's - Other	6	3	7	16



# *Town of Coventry* *Fire & EMS Department*

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



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**Noel Waite, Fire Administrator**

## Quarterly Report

January, Feb. and March 2016

The Fire departments have been busy responding to an average of 100 calls for service per month, 85 percent being EMS related. In February the town hired a management company to provide day time EMS staffing for the Ambulances on Monday, Tuesday and Fridays. The volunteers are able to cover the remaining days at this time. The application for the transfer of the PAS certification from CVFA to the Town has been completed and sent to the State office of Emergency Medical Services for review and approval.

The Fire Department budgets were combined into one joint account and forwarded to the Manager for review and submittal.

The Fire Marshal assisted in conducting Pre Blast surveys and site review for the blasting and road restructuring project on Main St. and continues to monitor the daily blasting operations.

The fire marshal conducted 9 routine inspections including three multi- family dwellings.

Quarterly Report  
Third Quarter FY 15/16  
January - March

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.

*Due to scheduling issues, our mock on-site was conducted on March 23, 2016. Assessors from the Manchester and Enfield Police Departments assisted in reviewing select files using the PowerDMS document management and accreditation compliance software system. Some minor amendments suggested by the mock assessors were completed.*

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

*The on-site is scheduled for April 4-7, 2016. We completed all necessary preparations in advance of the arrival of the assessors.*

- 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. A sobriety checkpoint is scheduled for June.*

- 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.

*There was a minimal amount of overtime to fill shifts during this quarter. With nearly full staffing, we were able to take advantage of some training opportunities at the POST academy.*

- 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. Sergeants send reports back to officers for corrections or improvement when necessary.*

- 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. An internal analysis of traffic stop data was conducted and shared with the staff and the Town Manager. The Institute for Municipal and Regional Policy at Central Connecticut State University will be preparing a traffic stop data analysis and findings report to be published in April.*

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

*Supervisors continue to complete monthly statistical reports on their squad activity. All performance evaluations were completed during this quarter.*

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

*The regional Forensics Lab, known as the Connecticut Center for Digital Investigations (CDI) continues to provide forensic services to our agency. The Capitol Region Chiefs of Police has dedicated \$20,000.00 from its treasury to provide necessary hardware and software products so that it may stay current with changing technologies.*

**Objectives:**

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

*This has been placed on hold. The time commitment for training and case investigations does not allow us to participate to the level required at this time.*

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

*Placed on hold, see above.*

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

- 

*Placed on hold, 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.

*No sobriety checkpoint was scheduled during this quarter. 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. We met with a vendor regarding new laptops and are evaluating the best options. Our CAD vendor will be installing a connection between the NCIC/COLLECT computer system and the CAD system. This will greatly enhance the efficiency of the dispatchers in entering motor vehicle information into the CAD system.

**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

The department submitted its budget request for fiscal year 2016-2017.

Sergeant Opdenbrouw and Chief Palmer made a presentation to the staff at the Booth & Dimock Library regarding workplace safety and response to an active aggressor.

Officer Iger, Officer Dexter and Chief Palmer visited with the Chinese students that were being hosted by the Coventry School District. Officer Iger who speaks fluent Chinese, spoke with the students about policing in the United States.



Sergeant Ted Opdenbrouw and Officer Tom Kuhns both received Meritorious Commendation Certificates for perfect attendance in calendar year 2015.

Chief Palmer met with Superintendent David Petron and Youth Services Crystal Morawitz to review policies and protocols of the Juvenile Review Board.

Officer Gail McDonnell conducted a very thorough investigation into a number of car burglaries that occurred in February. Officer McDonnell was able to track down the suspects who had

used some stolen credits cards. The suspect was from Waterbury. A juvenile was arrested for these crimes and was identified as a suspect for a number of similar crimes throughout the state.

The Town wide Emergency Operations Plan (Appendix B) regarding police response during a critical incident was reviewed and updated.

Sergeant Chris Fiore and Sgt. Ted Opdenbrouw attended their POST recertification training. Officer Russ Iger attended a class at POST regarding use of social media during criminal investigations. They both also attended TASER instructor recertification as well as Chris Decision-making training

All sworn staff received refresher training on baton, OC and handcuffing.

Sgt. McDonagh received refresher training on domestic violence investigations involving immigrants.

Sgt. Ted Opdenbrouw attending training regarding active aggressor attacks.

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



# Coventry Police Department Incident Analysis

1/1/2016...3/31/2016

	Shift		Total
1st	2nd	3rd	
428	929	738	<b>2094</b>

UCR	Nature	1st	2nd	3rd	Total
		0	0	1	0
029	Disabled Motor Vehicle	7	28	15	50
1040	Tax Fraud	0	1	1	2
13A	Assault Aggravated	0	2	0	2
13B	Assault Simple	0	0	1	1
13C	Intimidation	2	1	3	6
152	Suicide Threat/Attempt	1	1	3	5
220	Burglary	1	1	0	2
23D	Larceny Theft From Building	0	2	0	2
23F	Larceny Theft From MV	2	6	2	10
23H	Larceny All Other	0	6	1	7
250	Counter/Forgery	0	0	1	1
2604	Fireworks/Gunshots	0	4	2	6
2608	Abandoned MV	1	0	2	3
2609	Littering	0	3	0	3
2631	Public Hazard	20	31	16	67
26A	Fraud False Pretenses	0	4	0	4
26B	Fraud Credit Card/ATM	0	1	3	4
26E	Fraud Wire	0	2	0	2
290	Vandalism	2	5	4	11
2914	Animal Complaint	6	30	15	51
3009	Susp Person/Activity/MV	22	33	74	129
326	Illegal Parking	0	0	1	1
332	Harassment/Harassing Phone Calls	3	8	5	16
334	Untimely Death	0	2	0	2
343	MV Accident (Injuries)	3	3	5	11
344	MV Accident Evading	1	3	2	6
346	MV Accident (No Injuries)	9	23	17	49
349	Subpoena Service	0	0	1	1
351	Alarm	28	49	19	96
353	Medical	39	77	33	149
355	MV Stop	156	163	268	587
35A	Drug/Narcotic Violation	8	1	7	16
35B	Drug Equipment Violation	3	0	0	3
375	Routine Assistance	5	34	29	68
377	Open Door/Window	0	3	3	6
388	Miscellaneous	8	10	7	25
390	Police Information	2	12	2	16
396	Escort	0	4	1	5
398	Missing Person	1	0	3	4
399	Lost And Found	3	3	4	10
400	Family Matter - Non Arrest	3	2	11	16



# Coventry Police Department Incident Analysis

1/1/2016...3/31/2016

4811	Finger Printing	1	139	1	141
4858	Fire	3	18	8	29
4873	Assist Other Agency	11	16	16	43
82	Runaway/Non NIBRS	0	1	3	4
861	Disturbance (Non-Domestic)	1	4	5	10
863	Town Ordinance Violation	3	1	4	8
866	Noise Complaint	1	1	9	11
889	Check Welfare	0	22	6	28
890	MV Erratic Operation	9	13	24	46
891	MV Lock Out	4	9	8	21
90C	Disorderly Conduct	2	1	1	4
90D	DWI	4	0	2	6
90J	Trespass of Real Property	0	0	1	1
90Z	All Other Offenses	0	4	9	13
911	911 Hang Up Call	0	1	3	4
H109	Junk MV	0	4	0	4
Sup	Supplemental	53	137	76	266

# Quarterly Report: Winter

January 1 – March 31, 2016

The winter season is a complex one for Parks & Recreation; time is fairly equally split between current programs & initiatives, and future planning. This winter saw several weather-related program cancellations, preparations for spring and summer programs such as Community Gardens, Camp Wangumbaug, and the summer beach season. Staff also wrapped-up the 2015-2016 basketball season, and maintained ongoing programs, facility rentals and building maintenance.



Staff also began work on various potential cost-cutting and revenue generating initiatives this season, in preparation for the upcoming fiscal year and the conclusion of the current budget season. Ms. Rubin and Ms. Merriam entertained several demonstrations of new recreation software with lower transaction fees, including *Rec1*, *Community Pass*, *Facility Dude*, *MaxGalaxy*, *RecDesk*, *RecPro*, and *Your Active World*. The Parks & Recreation Commission also discussed increasing various fees, including programs and beach stickers/non-resident beach parking fees.

## General Administration

Director Rubin attended/participated in the following:

- Department Heads meetings, Worker Safety & Health, Human Services Advisory Committee
- Recreation Commission meeting
- Presented annual budget to Town Manager & Finance Director and Town Council
- Completed fall quarterly report
- Meeting with Human Services, Youth Services, Senior Center, Library Staff re: collaborative efforts
- Attended the following workshops and webinars: "Social Media Risk Mgmt.," "Park Prescriptions: Nature is the Medicine;" and "Thriving as a High Performance Organization."
- Interviewed and hired Leah Whitaker, SCSU Student for summer internship

### Playful City USA 2016

- Completed & submitted Playful City USA 2016 application & video (Thanks Jen Rodgers & Jillian Miner!)

### Arts as Catalyst Grant

- Conference call with Barbara Ally, consultant
- Recreation Commission meeting with Arts Guild President Justin Trzaskos and Barbara Ally
- Conference call with Barbara Ally, consultant & Eric Trott – re: wrap up & final reports for grant & public info purposes
- Began work on final documents



### Health & Wellness Initiatives

- Attended Plan4Health meeting at EHHD
- Met with Let's Move Committee

Recreation Supervisor Merriam attended/participated in the following:

- o Attended the following webinars: “Connecticut is Aging: Is Your Town Ready?” “Meaningful Meetings” and participated in rec. software demos
- o Coordination with Instructors/participants re: startup of winter & summer sessions
- o Attended CRPA Camp Section Meetings & Entertainment Showcase
- o Meetings with School Staff re: Summer Programming and Early Release Days
- o Meetings with Human Services, Youth Services, Senior Center, Library Staff re: collaborative efforts
- o FY 16/17 Budget Prep/Budget Presentations with Town Manager & Finance Director, and Town Council
- o Commission Meeting Minutes/Posting
- o Lodge & Community Center Showings x 12
- o Weekly deposits & monthly credit card reports
- o Program cancellations & refund processing

## 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

- o Met with BOE School Facilities Director re: custodial services
- o AmeriGas replaced a propane tank at Youth Building
- o Assisted UConn men’s crew with setting up workout schedule as Community Center
- o Sent out intent to return forms for seasonal staff
- o Purchased 10 6’ tables and 6 60” round tables for community center
- o Reviewing seasonal staff applications, set up interviews
- o Arranged for plumber to open restrooms & snack shack
- o Caretaker House – researched feasibility for commercial rental of property

### Creaser Park

- o Assisted with Community Gardening Workshop
- o Coordinated compost delivery, soil samples, set up meeting for gardeners

### Laidlaw Park

- o Met with Town Manager, Town Planner, DPW Director, President of Youth Soccer and Mr. Jim Galey of Fuss & O’Neill re: Laidlaw Park field expansion
- o Attended Town Council Meeting re: Laidlaw to get funding support



## Programs

The 2016 Winter/Spring Brochure went out to the homes in town on Tuesday, January 12<sup>th</sup>, with registration beginning on Tuesday, January 19<sup>th</sup>. Shortly after, the focus shifted to preparing the upcoming summer season program offerings and the submission/proofing of the summer publication with The Chronicle. The Summer brochure release is expected in mid-April, with registration beginning on April 25<sup>th</sup>. Several new programs are being introduced for Spring & Summer, including a Community Chorus, Sketch Journaling, Tenshin Aikido, and several Rowing Clinics.

### The Power of Social Media

Thanks to some additional pleas on social media by current Zumba participants, several additional registrations came in, "saving" the Thursday session from being cancelled. As a result, new sessions of Thursday Zumba (which had not been previously scheduled due to declining registrations) have been scheduled! We also scheduled a new program, "Mighty Mite Multi Sport" in the interim (Jan-Feb), promoting by word of mouth & e-blasts and brought in 15 registrations!

### Special Events

This winter season was a tough one for Special Events: Both the Family Ice Fishing Derby and Father Daughter Dance were cancelled. Due to the extremely mild conditions we saw in December and January, there was insufficient ice on Coventry Lake for the Ice Fishing Derby to be held, and a snow storm was to blame for the cancellation of the Father Daughter Dance.

#### Father Daughter Dance

- Preparations were made, including supply ordering and staffing, only for the Dance to be cancelled the morning-of. A new date was scheduled (after confirming with the schools, DJ, photographer and staff) of March 11<sup>th</sup>. However, shortly after we learned of a few other important Town events scheduled for the same day, leading us to postpone once again.
- After much deliberation and coordination, the Dance has been rescheduled for Friday, May 13<sup>th</sup>, taking on a spring-theme rather than the traditional Valentines.



#### Camp Wangumbaug

- 2016 Brochure & theme calendar were finalized, and released electronically via Facebook and e-blasts. Registration is set to begin on Friday, 4/1. The printing of the brochure, and release through the schools will occur after April Vacation.
- Due to ongoing increases in minimum wage, Camp fees have increased slightly this year (\$10 per week). The impact of rising payroll costs has been significant, and while fees have been held at the same rate since 2011 this year's increase to \$9.60 per hour, and next year's increase to \$10.10 have made holding fees steady simply not feasible.
- Staff is currently reviewing the Parent Handbook, and Camp policies.
- A new Camp Director was interviewed and hired! We welcome Cheri Johnson to our staff! She will be starting work in April, beginning with staff hiring and training-planning.

#### Recreation Daze

- Ms. Merriam and Ms. Yanez, Program Director, worked this month on the scheduling of staff for Ms. Yanez's maternity leave. As of February 29<sup>th</sup>, Emily Robinson assumed the duties of Director during Ms. Yanez's Maternity Leave. Emily has been monitoring attendance, scheduling staff (for multiple early release & staff development days) and ordering supplies.
- Rec. Daze was open for extended hours on all four Early Release Days and 2 Staff Development Days this season.

#### Youth Basketball

- Several League Administrators meetings to plan end of season jamboree, review scheduling conflicts, address weather procedures
- Arranged for Picture Day
- Met with Wins4Life re: next year possibilities
- End of Season Jamboree held successfully in all 5 towns.
- Collection of equipment, evaluations etc.
- Provided gift cards to coaches for end of season team party
- Meeting with Bill Trudelle re: Youth Basketball season wrap-up



# Human Services Department Quarterly Report January – March 2016

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





## **HUMAN SERVICES OFFICE JANUARY, FEBRUARY, MARCH**

### **A. HUMAN SERVICES**

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

- Human Services Advisory Committee: 1/5/16, 3/3/16
- CLASS Meetings: 1/21/16, 2/18/16, 3/17/16
- Best Practices Meeting: 2/8/16
- Salvation Army Unit Meeting: 2/23/16
- Juvenile Review Board: 3/21/16
- CROG ~ Relocation and Hoarding 3/21/16
- Human Services Budget Presentation to Council: 3/28/16

#### **2. Direct Services: 31 client cases**

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

- **ENERGY ASSISTANCE PROGRAM:** 11 energy clients this quarter for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic); 2 applications totaling \$1,000 through Operation Fuel have been done in the office and; 7 deliveries of oil were authorized from the Clergy Fuel Fund for clients who have exhausted all other resources and \$1,205.83 in donations.



- **FOOD BANK:** 31 requests for the food bank this quarter. We received generous donations from: Coventry Schools, Boy Scouts, Girl Scouts, 1<sup>st</sup> Congregational Church, 2<sup>nd</sup> Congregational Church, Chubb Insurance and many residents including several young people who collected food in lieu of receiving birthday gifts.

**Total Families Assisted: 31 households with 65 members**

Children (0-17) in Assisted Households: 17

Adults (18-59) in Assisted Households: 41

Seniors (60+) in Assisted Households: 7



**Food Bank Volunteer Hours:**

**January ~ 115 total hours:**

In Kind Service Hours (3 adult staff and 4 student volunteers)

**February ~ 73 total hours**

In Kind Service Hours (3 adult staff and 4 student volunteers)

**March ~ 84 total hours**

In Kind Service Hours (3 adult staff and 4 student volunteers)

- **SPECIAL NEEDS:** 5 families used the Special Needs Program to help with housing needs, heat, utilities, clothing, eye care, prescriptions, snow removal assistance and other special needs for a total of **\$1189.00**; United Way Employee Donation Program: **\$2075.75**; **General Donations: 1874.12**
- **SALVATION ARMY: 2 cases** were assisted with either medical, housing, food, fuel and/or utilities for a total of **\$330.00**.
- 
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled and are unable to move them safely. The winter months in particular present challenges and we have **25** households on the in yard service list at this time. We are updating our Special Trash Collection List. Current participants in the program will receive a letter and Renewal Form and will be asked to show a medical necessity to verify the need is warranted.
- **PREPARED DEPARTMENT AND REGIONAL GRANTS BUDGET REQUESTS FOR TOWN**
- **REPORTS:** Town Quarterly and Yearly; Salvation Army Quarterly Statistics.
- **PUBLIC RELATIONS:** Facebook, Press releases, Spring Newsletter and Munivision.

**B. ELDERLY SERVICES – TOWN HALL**

**1. Direct Service Clients: 7 unduplicated client cases**

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

## C. SENIOR CENTER:



### 1. Attendance for this Quarter:

- **Total Visits:** 1436 visits; January (433 visits); February (449 visits); March (554 visits). This is an increase of 51 visits compared to last quarter and an increase of 310 visits compared to the same quarter last year.
- **Holiday Closures:** New Year's Day, Martin Luther King Jr. Day, Presidents Day. Full day closure on February 5 due to snow. Half day closures on February 8, February 25 and March 21 due to snow or wind damage.

### 2. Programming:

- **Nutrition:** Six meals were provided by Thames Valley Community Council for Action; 125 seniors attended the meals. Two potluck lunches were served; 43 seniors attended. A Tea Party luncheon was offered as a special event; 23 seniors attended.
- **Exercise:** The twice weekly group class had 292 attendees. The fitness equipment was used 125 times this quarter and seven new participants completed the fitness orientation requirements.
- **Health and Wellness Services:** There were eight podiatry appointments, 27 appointments for value priced haircuts or nail clipping, and 36 massage or reflexology appointments.
- **AARP Tax Aide:** Free tax preparation was offered for six sessions this quarter, with an additional two sessions scheduled in April. There were 76 tax returns filed in February and March, as well as seven amended returns and 10 meetings for questions and answers.

### 3. Elderly Services:

- **CHOICES:** CHOICES provides unbiased information about Medicare and related programs. Appointments can include a benefits explanation, plan comparisons, screening for appropriate programs and application assistance. The two Certified CHOICES counselors completed a total of 45 appointments: Volunteer Penny Whitaker completed 15 appointments and Carrie Concatelli completed 30 appointments.
- **Municipal Agent:** As the Elderly Services Social Worker, Carrie Concatelli provided resources for 30 individuals in need of help for seniors or individuals with disabilities. This included referral to the Supplemental Nutritional Assistance Program, Food Bank, Food Share and Services for the Blind. This also included information about assisted living, conservatorship, probate court, Protective Services for the Elderly, dementia care, and assistance with paperwork management.

- **Veterans Advocate:** There were no inquiries for Veterans Advocate Moe Collin this quarter.
- **Professional Development**
  - Carrie Concatelli attended Webinars about the following topics.
    - January 6: Connecticut Conference of Municipalities “Connecticut is Aging: Is Your Town Ready?”
    - January 21: Center for Medicare Advocacy: “Medicare For People With Disabilities: Eligibility and Enrollment”
    - March 10: National Resource Center on Nutrition and Aging: “Reimagining Your Senior Center.”
    - March 15: Volunteer Match: “Playing By the Rules, Creating an Effective Volunteer Handbook.”
  - Carrie Concatelli was a panelist at the March 29 Eastern Connecticut State University Professional Social Work Panel to represent Geriatric Social Work.

**4. Volunteer Management:** Senior Center Volunteers gave 222 hours of service this quarter. This does not include Volunteer Driver time.

- Penny Whitaker: 61 hours completed with assistance for CHOICES Counseling, Outreach Visits, Senior Center Calendar, Site Server and Reception.
- Betsy Fitzgerald: 112 hours completed with assistance for Communications, Reception and Site Server.
- Claudette Polhemus: 28 hours completed with assistance for Reception, Decorations and Site Server.
- Additional volunteers: 21 hours completed for assistance during special events.

**5. Communications:**

- Subscriptions to the monthly newsletter total 467 households: Mail Recipients (184), Orchard Hills Residents (80), Senior Center Pickup (25), Email Recipients (103), Senior Center E-blast (75).
- Social Media: The Senior Center Facebook Page currently has 58 likes.

**D. COVENTRY RIDES VAN PROGRAM**

# Days of Operation: 64  
 # of Individuals Riding: 28  
 # of One-Way Trips: 369  
 # Volunteer Hours: 199  
 # Miles Total: 2318  
 Average # of One-way Trips per Day: 6  
 Average # of Miles per Day: 36  
 Average # of Volunteer Hours per Day: 3



An application for the State Matching Grant Program for Elderly and Disabled Demand Transportation, which is used for program expenses including, gas, repairs, coordinator's salary, purchased transportation, and mileage reimbursement has been filed. An application for the Federal Transit Administration - Section 5310 Program - Enhanced Mobility Of Seniors And Individuals With Disabilities is due on April 29, 2016. It will provide funding for a new, smaller vehicle to supplement the aging vehicles in our fleet.

The need for additional drivers continues to be a concern. Requests for transportation continue to rise. As of March 31, we have provided 172 more rides for the first three quarters of FY2016 than for the same period last year.

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. Bill Root has taken a job and is no longer able to drive for us.

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. Private car transportation is used for service beyond the scope of the van program.

Transportation is offered to locations in Coventry, Manchester, Tolland, and Rockville/Vernon and occasionally South Windsor. 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, Glastonbury and Newington are provided with private car volunteers.

The Lunch Bunch was scheduled to resume in March but due to scheduling conflicts will no resume in April. The first outing will be to Nita's in Willimantic. Our Peter Pan coach trip to the Norman Rockwell Museum was postponed until May because of weather concerns.

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



## **E. YOUTH SERVICES**

### **1. Administrative Function:**

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Youth Services Advisory Board Meetings/ Prevention Council Meetings 1/7/16, 2/4/16, 3/3/16
- Attended Coventry Human Services Advisory Committee Meetings on 1/5/16, 3/1/16
- Attended School Readiness Meeting 1/19/16, 3/14/16
- Attended STEPS Sustainability Committee Meetings, 1/6/16, 1/25/16, 2/16/16,
- Attended LIST meeting 1/6/16, 2/3/16, 3/2/16
- Attended CYSA meetings 1/14/16, 2/11/16, 3/10/16
- Attended Eastern Region YSB meeting 1/11/16, 2/1/16

- Attended “Sexting Curriculum” workshop, 3/7/16
- Attended “Mindful Play and Meditation for Anxiety” webinar, 3/30/16

## 2. Direct Service

### A. Function

- |                                  |            |
|----------------------------------|------------|
| • Youth & Family Cases           | 3 cases    |
| • Counseling Services            | 1 cases    |
| • Community Service              | 0 cases    |
| • Community Restitution          | 0 cases    |
| • Youth Job Bank Members Trained | 0          |
| • Youth Job Bank Requests        | 9 requests |
| • Youth Job Bank Matches         | 6 matches  |
| • Juvenile Review Board          | 3 cases    |

### B. Programs

- The **Positive Connections Mentoring** continues to meet weekly. Pairs work on homework, with mentors taking turns leading activities each week. The whole group went to Jorgenson for a show in March and then just the high school mentors attended another show at Jorgensen later in the month. More field trips are planned for next quarter.
- **Counseling Services** are currently being provided to youth and their families. Referrals are coming in from schools, police and self-referrals.

**The 3rd Annual Promaganza** was held on March 12th. **35** girls from Coventry and Bolton attended, picking from over 100 (donated) dresses, shoes, and accessories. Many local businesses donated services (dry cleaning, salon services, alterations, etc) which were raffled off. The program continues to grow and serve students in the community

**PUBLIC WORKS DEPARTMENT  
QUARTERLY REPORT  
JANUARY, FEBRUARY & MARCH 2016**

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

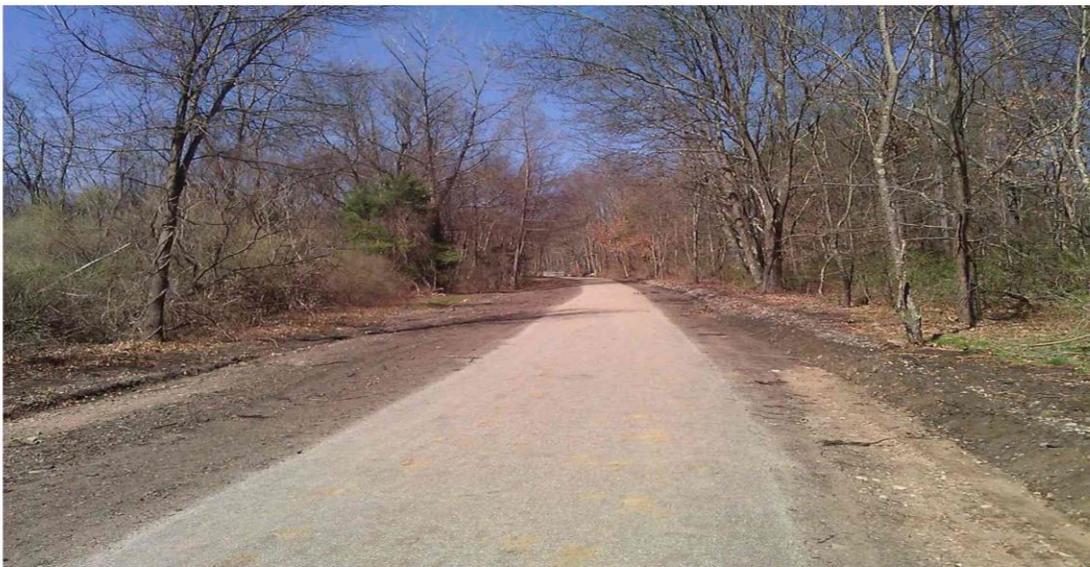
Town Engineer .....Todd Penney

WPCA Technician / Operator .....Michael Ruef

The winter of 2016 was fairly mild with only 14 storms. The Department of Public Works spread 1774 tons of salt and 870 tons of sand on Town Roadways and parking lots this winter and staff worked a total of 1827 hours of overtime fighting winter storms. The milder weather allowed us to work on several construction projects between snow storms. This work Included supporting the contractor with construction of a new tournament quality soccer field at Laidlaw Park with a completion date in late April.



Public Works was able to complete approximately one mile of the Rails to Trails system.



Phase II of the removal of hazardous trees at Miller Richardson Base Ball fields and construction of a new parking area on Plains Road was started and will be completed before opening day.



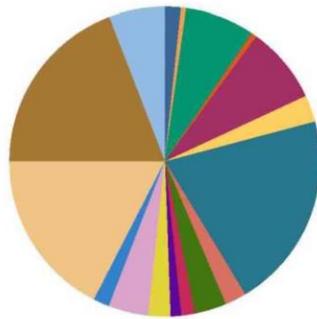
# Town of Coventry

Reporting Dates 01/01/16 through 03/31/16

## Service Request Distribution By Request Type

Request Type	Request Count	Average Duration (days)	Average Duration (hours)	Percentage
Assist Water Pollution Control Authority	3	21.67	520.00	1.6%
Athletic Field Maintenance	1	54.00	1,296.00	0.5%
Curbing Repair/Replace/Install	14	34.50	828.00	7.5%
Debris or Litter	1	0.00	0.00	0.5%
Drainage Complaint Issue	15	24.73	593.60	8.0%
Eviction	5	14.20	340.80	2.7%
Facility Maintenance	39	8.79	211.08	20.7%
Grading unimproved roads	4	6.75	162.00	2.1%
Indirect Service Request	6	1.17	28.00	3.2%
Mailbox Damage reported	3	8.33	200.00	1.6%
Potholes / Safety Hazard	2	28.00	672.00	1.1%
Resource Recovery COVRRRA Duty	4	1.00	24.00	2.1%
Roadway Repair	8	27.88	669.00	4.3%
Safety Issue, Roadside	3	0.33	8.00	1.6%
Signs and Traffic Control	33	25.09	602.18	17.6%
Tree Related Services	36	8.11	194.67	19.1%
Winter Operations /Snow / Ice	11	0.55	13.09	5.8%
<b>Total Service Requests</b>	<b>188</b>	<b>15.19</b>	<b>364.60</b>	

## Service Request Distribution By Request Type



Assist Water Pollution Control Authority	1.6%
Athletic Field Maintenance	0.5%
Curbing Repair/Replace/Install	7.4%
Debris or Litter	0.5%
Drainage Complaint Issue	8.0%
Eviction	2.7%
Facility Maintenance	20.7%
Grading unimproved roads	2.1%
Indirect Service Request	3.2%
Mailbox Damage reported	1.6%
Potholes / Safety Hazard	1.1%
Resource Recovery COVRRRA Duty	2.1%
Roadway Repair	4.3%
Safety Issue, Roadside	1.6%
Signs and Traffic Control	17.6%
Tree Related Services	19.1%
Winter Operations /Snow / Ice	5.9%
<b>Total:</b>	<b>100.0%</b>

**Town of Coventry**  
**Cost Summary By Task**

Reporting Dates 01/01/2016 03/31/2016

Task	Activities	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Overhead	Total Cost
Athletic Field Maintenance	15	257.00	\$6,263.00	\$1,856.00	\$189.00	\$1,800.00	\$0.00	\$10,108.00
Clean Catch Basins	1	64.00	\$1,508.96	\$2,752.00	\$0.00	\$0.00	\$0.00	\$4,260.96
COVRRRA Operations	30	202.00	\$4,775.59	\$4,951.00	\$0.00	\$0.00	\$0.00	\$9,726.59
Drainage Work, Repair, Clearing, Maintaining	1	2.00	\$48.44	\$50.00	\$0.00	\$0.00	\$0.00	\$98.44
Facility Maintenance	149	1,317.25	\$34,327.05	\$26,071.30	\$13,842.60	\$0.00	\$0.00	\$74,240.94
Fleet/Vehicle/Equipment Maintenance/Repair	66	1,724.00	\$45,561.45	\$0.00	\$0.00	\$0.00	\$0.00	\$45,561.45
Grounds Maintenance	19	183.00	\$4,452.97	\$3,269.30	\$0.00	\$0.00	\$0.00	\$7,722.27
Indirect Services	6	33.50	\$826.56	\$350.50	\$0.00	\$0.00	\$0.00	\$1,177.06
No Task Specified	2	16.00	\$356.24	\$280.00	\$0.00	\$0.00	\$0.00	\$636.24
Road Maintenance or repair	80	1,824.25	\$55,743.00	\$56,875.12	\$54,907.25	\$600.00	\$0.00	\$168,125.37
Roadside Mowing / Sightlines / Vegetation Control	4	32.00	\$878.80	\$1,448.00	\$0.00	\$0.00	\$0.00	\$2,326.80
Sweep Roadways	1	24.00	\$675.04	\$1,104.00	\$0.00	\$0.00	\$0.00	\$1,779.04
Traffic Control and signs	33	164.50	\$4,047.16	\$2,247.00	\$480.70	\$0.00	\$0.00	\$6,774.86
Training	6	240.75	\$6,338.58	\$896.00	\$0.00	\$0.00	\$0.00	\$7,234.58
Tree Related Services	83	674.50	\$18,308.81	\$12,152.25	\$0.00	\$13,750.00	\$0.00	\$44,211.06
Water Pollution Control Services	28	213.75	\$5,006.03	\$5,343.75	\$0.00	\$0.00	\$0.00	\$10,349.78
Winter Operations	82	1,887.50	\$61,890.44	\$47,857.77	\$65,767.86	\$0.00	\$0.00	\$175,516.07
<b>Tasks:</b>	<b>17</b>	<b>606</b>	<b>8,860.00</b>	<b>\$167,503.99</b>	<b>\$135,187.41</b>	<b>\$16,150.00</b>	<b>\$0.00</b>	<b>\$569,849.51</b>
			<b>\$251,008.11</b>				<b>\$0.00</b>	

TRANSFER STATION QUARTERLY REPORT JANUARY - MARCH 2016

<u>material received:</u>			PROPANE	BULKY	RECYCLABLE							
DATE	RECEIPTS	EWASTE	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	FREON	OP	TICKETS	CUSTOMERS	
01/02/16	\$305.60	29	0	4510	560	4	740	4	dan	2250- 2267		
01/06/16	creaser	0	0	760	0	0	0	0		2270		
01/07/16	\$145.80	10	1	1430	140	5	0	5	dan	2269- 2276		
01/09/16	\$216.76	38	0	3700	1110	3	120	1	dan	2277- 2285		
01/14/16	\$31.80	21	0	280	280	0	0	2	dan	2286- 2288		
01/15/16	armstrong	0	0	0	0	1	0	0	dan	n/a		
01/16/16	\$203.20	11	0	2740	80	1	0	5	dan	2289- 2300		
01/21/16	\$177.40	39	0	3190	90	0	0	0	dan	2301- 2307		
01/23/16	\$400.80	28	0	7140	0	0	0	2	dan	2308- 2321		
01/28/16	\$55.80	13	0	1090	80	0	0	0	dan	2322- 2324		
01/30/16	\$65.60	43	1	1280	0	0	0	0	dan	2325- 2329		
Mo Total lbs. tons	\$1,602.76	232	2	26120 13.06	2340 1.17	14	860 0.43	19				

DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	OP	TICKETS	CUSTOMERS
02/04/16	\$232.80	13	8	3580	0	4	160	2	dan	2330- 2342	
02/06/16	\$20.00	18	0	380	0	0	0	0	dan	2343- 2344	
02/11/16	\$21.80	8	0	440	0	0	0	0	dan	2345- 2346	
02/13/16	\$135.20	5	0	2050	0	4	0	1	dan	2347- 2355	
02/18/16	\$26.00	15	0	490	0	0	0	0	dan	2356- 2357	17
02/20/16	\$183.60	19	6	2640	480	0	0	3	dan	2358- 2371	36
02/25/16	\$90.00	11	0	1200	350	0	0	2	dan	2372- 2380	22
02/27/16	\$252.00	19	2	3780	320	2	120	5	dan	2381-	38

Mo Total lbs.	\$961.40	108	16	14560	1150	10	280	13	2397	113
tons				7.28	0.575		0.14			

DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	OP	TICKETS	CUSTOMERS
03/03/16	\$144.40	12	0	2630	480	0	0	0	dan	2398- 2404- 2405- 2418	26
03/05/16	\$215.20	36	0	3170	410	1	0	5	dan	2419- 2432	40
03/10/16	\$211.20	22	2	3750	720	0	1470	1	dan	2433- 2455	43
03/12/16	\$549.20	34	1	8880	490	3	1080	5	dan	2456- 2462	74
03/17/16	\$146.20	8	0	2850	110	0	280	0	dan	2463- 2496	32
03/19/16	\$567.60	28	1	9510	1210	0	1450	6	dan	2497- 2511	78
03/24/16	\$167.40	16	2	3000	110	0	1510	1	dan	2512- 2529	66
03/26/16	\$319.20	26	0	5790	500	0	2200	2	dan	2530- 2545	63
03/31/16	\$325.60	17	0	6300	280	0	1980	1	dan		53
Mo Total lbs.	\$2,646.00	199	6	45880	4310	4	9970	21			475
tons				22.94	2.155		4.985				
Qtr Totals											
lbs.	5210.16	539	24	86560	7800	28	11110	53			588
tons				43.28	3.9		5.555				

<u>material transferred:</u>	1st month jan	2nd month feb	3rd month mar	total for quarter
Willi Waste - Bulk (cd) ton	21.26	13.77	13.34	48.37
Willi Waste - Bulk (brush)tn	0	0	4.35	4.35
Willi Waste - Recycling (metal) ton	5.54	0	4.63	10.17
Take2 Recycling - CFC removal units	0	0	79	79
Take2 Recycling - electronics lbs.	4982	5325	8517	18824
Take2 Recycling - lamps, mixed lbs.	0	0	200	200
Take2 Recycling - battery, mixed lbs.	0	0	125	125
Mighty Flame- propane tanks - each	86	0	21	107
Bob's Tire - ea	0	0	0	0
Baystate Textiles lbs. (townwide)	540	240	900	1680

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

Designed for Average 200,000 gallons per day  
Average Daily Flow = approx 157,900 gallons per day  
Approximate Capacity Remaining at WWTP = 21%

## **Projects Update:**

- Construction projects in the sewer service area:
  - CT DOT project #32-130; Main St Reconstruction. The end of the first quarter was busy with pre-construction and utility meetings for a targeted start date of April 1st. Work will begin with blasting on the curve. The most recent estimate for sewer work is \$387,000; of which the WPCA will need to pay about \$50,000 for depreciation.
  - Lake Street sewer extension; Part of the Main St. Reconstruction job includes a short sewer extension on Lake St. to serve 2 properties in close proximity to the Lake. Cost estimate for this project is \$60K which will be paid by the WPCA and will be recouped over time via sewer benefit assessments.
  - We provided Bolton with a proposed sewer planning area map and flow calculations for Western Route 44 with the intention of entering into an inter-municipal agreement for conveyance of sanitary sewage. Unless grants become available any sewer extension(s) would be funded directly by the properties that wish to connect through a Developer's Agreement.
- Upcoming projects include:
  - Cross St. sewer extension; The WPCA will pay upfront costs to extend sewers 200 ft up Cross St. to serve #210 and move the sewer out of the road. Dry sleeves will be installed under the roadway to enable any future sewer extensions to be completed without digging up the road. Work is planned for July/August when school is out and before the road is paved.
  - Bidwell Village Phase 2; Bidwell Village is preparing to begin construction of phase 2. Utility work will be performed before any new houses are built.
  - Town Roads; Several town owned roads with sewers in them are scheduled to be paved this year. Work will begin on Maple Drive, Bellevue Dr., Mason St., and Bradbury Lane in April. Sewer manholes will be rehabbed and adjusted as needed.
- We replaced the flow meter at the Lakeview Dr. pump station.
- We have been working with BOE staff to identify and correct an intermittent sewer odor issue in the BOE Administrative Building.

## **Wastewater Treatment Plant:**

- We replaced pump #2 with a larger pump. Electrical upgrades were necessary to run the larger motor. We began work on new pump alarm panels which will protect the larger pumps.
- Vendors completed annual certification of the mechanical hoists, tested the fire alarm system, and calibrated of the flow and level meters.

Town Engineer

**Town/State Projects**

***Safe Routes to School – Main Street Sidewalk Project (CDOT #32-146):*** Continued work on project closeout paperwork for CDOT.

***Pucker Street Bridge Project (CDOT #32-139):*** No activity in the winter months. Town continued work on project closeout paperwork for CDOT.

***Main Street Reconstruction: (CDOT #32-130):*** Waited start of construction activities for April. Attended all pre-construction meetings, prepared for the start of sewer construction activities.

***Lake and Cross Street Improvement (LOTICIP):*** Project 90% plan review comments received and incorporated. Met with one abutter for easement. Project bidding expected to be initiated in May 2016 and construction to start in July 2016.

***Main Street Streetscape/Sidewalk Project (CDOT #32-145):*** The Project extends the Streetscape and sidewalk components of CDOT #32-130 down to Booth-Dimock Library. Consultant hired to prepare plans and specifications for activities. A construction change to be implemented to have the CDOT #32-130 project contractor execute the work.

***South Coventry Village Roads Project:*** Phase 2 drainage improvements bid documents worked on. Town bid project in March and opened on March 31, 2016. Koss Construction out of Colchester, CT is apparent low bidder. Work to start in mid-April.

***Coventry Lake Gate Improvements Project:*** Town's consultant submitted Army Corp of Engineers (ACOE) and Connecticut Department of Energy and Environmental Protection in mid-January. Construction expected to start in October 2016.

***Mountain Ridge Estates Drainage Improvements:*** No construction activities due to winter months. Phase 2 activities will start in April.

***STEAP Sidewalk – Main Street Sidewalk Extension (CDOT #32-147):*** The Project extends the Safe Routes to School Sidewalk to the Ripley Hill Road intersection. Construction plans and CDOT District 1 encroachment permit submitted. Project to be bid in May 2016 with construction to start in July 2016.

# Booth & Dimock Memorial Library

## Quarterly Report

January – March 2016



**Kristi Sadowski**, Library Director

**Meg Schiebel**, Head of Children's Services

**Christopher Carney**, Head of Teen  
Services & Makerspace Manager

**Amy Dexter**, Adult Services Librarian

**Nora Dexter**, Library Assistant/Shelver

**Laura Diller**, Technical Services Librarian

**Carol Edmonds**, Library Assistant

**Joanne English**, Youth Services Library  
Assistant

**Ben Garcia**, Shelver

**Barbara Hall**, Head of Circulation

**Roz Kornfeld**, Library Assistant

**Marisa Mucha**, Library Assistant/Shelver

**Joyce Peterson**, Youth Services Library  
Assistant

**Donna Murphy**, InterLibrary Loan  
Coordinator

**Peggy Norris**, Library Assistant

**Elaina Plesz**, Shelver

**Manny Rodrigues**, Custodian

**Janette Smith**, Library Assistant

## Library Programs

**Technology Assistance** – 24 Individual Technology Assistance Sessions were held. Topics included computer assistance, computer software, accessing library eBooks (etc.), using the 3D printer and using mobile devices. 3 additional technology workshops were offered: iOS Start-Up, Text Messaging and Google Apps.

**Lecture Programs for Adults** – There were 3 lecture programs geared towards adults. These programs were Tea and Chocolate Lecture, Goodbye to Downton Abbey with a presentation on Edwardian fashion with the Connecticut Historical Society, and *She's Beautiful When She's Angry*: documentary screening and feminism/activism discussion.

**Additional Programs for Adults** – The Cookbook Club, Wednesday Night Book Club, Mystery Book Club and Board to Death gaming group met monthly. Coloring and Conversation was offered weekly on Tuesday mornings.

**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. 6 weeks of Music and Movement was offered, and on the other weeks an Early Literacy Playgroup. A monthly sensory playgroup has also been added and met for the first time in March.

**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 on Fridays. Friday's gaming group is growing as they explore new gaming formats.

	Programs Held	Program Attendance
Children	56	1,471
Teen	9	42
Adult	61	200
Total	126	1,713

## Library Services

**Daycare & Preschool Outreach** – Miss Meg visited 4 local at-home daycares and CECC each month.

**InterLibrary Loan** – 431 items were borrowed from other libraries and 235 were lent as part of this statewide cooperative service.

## Library Usage & Circulation

	January	February	March	Total
Reference Inquiries	378	369	453	1,200
Library Computer Use Sessions	1,150	1,593	1,776	4,519
Computer Assistance Requests	83	84	76	243
WiFi Usage	158	185	170	513
Patron Visits	5,004	4,930	5,542	15,476
Total Circulation	7,024	6,862	8,081	21,967
Circulation of Adult Materials	3,061	2,749	3,283	9,093
Circulation of YA Materials	361	318	328	1,007
Circulation of Kids Materials	3,202	3,450	4,115	10,767
Other Circulation	400	345	355	1,100
Circulation of Digital Items	558	393	450	1,401
In-House Usage of Materials	3,405	3,481	3,991	10,877

## Library Staff Professional Development

- Active Assailant Training was held at a staff meeting by the Coventry Police Department.
- Megan Schiebel attended the American Library Association Midwinter Conference. Christopher Carney and Kristi Sadowski attended the last day which included the announcement of the Youth Media Awards.

## Booth & Dimock Memorial Library

- Meg Schiebel and Christopher Carney continued their commitments to the Nutmeg Book Award Selection Committees on which they serve.
- Meg Schiebel continued to attend STEPS meetings.
- Christopher Carney participates in the ECYA (Eastern Connecticut Young Adult) Roundtable.
- Kristi Sadowski was part of Best Practices for CT Libraries focus group, where the State Library is working to create state standards for libraries.
- Kristi Sadowski went to Excite Innovation: Transform your Library Bootcamp presented by the State Library.
- Kristi Sadowski, Meg Schiebel and Christopher Carney have begun monthly meetings with the Community Collaborative (including Parks and Recreation and Human Services) on ways to share resources and work together to better serve residents.
- Kristi Sadowski, Meg Schiebel and Christopher Carney attended a meeting of the Coventry Public Schools Literacy Council to discuss summer reading cooperation and collaboration.