



TOWN OF COVENTRY

QUARTERLY REPORTS

April 1 – June 30, 2016

TABLE OF CONTENTS

Finance Department	3
Collector of Revenue	4
Assessor	6
Land Use Office	7
Town Clerk	19
Building Department	23
Fire & EMS Department	25
Police Department	26
Parks & Recreation	33
Human Services	36
Public Works	43
Booth & Dimock Library	54

Cover photo: Grading underway at the new soccer field at Laidlaw Park. *Photo by John Elsesser.*

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

- Finalized the annual health insurance renewals with a 0% increase.
- Worked with Webster Bank to ensure that the lock box collection is in place for July taxes.
- Lease purchase bids were solicited and awarded for the purchase of a Dump Truck. The bid award was an interest rate of 1.93% and was done without the added costs that are added in a bond sale. The Town has been able to take advantage of the low interest rate climate, saving the tax payers future debt service payments.
- Union negotiations with the Public Works Union.
- The budget document was completed for presentation by the Town Manager at the Annual Town Meeting.
- Worked on audit preparation prior to year end and received notification of the CAFFR award given to communities who produce annual financial reports which meet the standards published by GFOA.
- Hired a Revenue Collection Clerk to fill the vacancy in the Tax office.
- Wellness committee healthy cooking demonstrations in cooperation with ECHIP and EHHD. Continuation of employee yoga classes.
- Investment review of our ICMA Deferred Compensation program with Russ Salerno. Scheduled employee meetings.

Meetings attended

Farmers Market Operating Committee regular meetings
ECHIP Health Insurance Board meetings
GIS coordinating committee - monthly
Finance Committee of the Town Council – monthly
School Energy and Efficiency Building Committee - monthly
Pension Committee for the Town of Coventry – quarterly
CIRMA Investment Advisory Committee – quarterly
Employee Safety and Wellness - quarterly
GFOA quarterly meetings
GFOA Annual conference
CTCMA Annual meeting

Collector of Revenue

The Tax Department was busy this quarter with fiscal year-end details as well as the upcoming new bill cycle. The Sewer Assessment fiscal year was closed out at the end of April. The posted rate books, beginning rate books, balances and reports were printed. A total of 409 assessment bills, due May 1st, were printed and mailed during the last week of April.

Delinquent notices were prepared and mailed for real estate and personal property taxes as well as COVRRRA, sewer assessment and sewer use charges. Liens were filed against properties with an unpaid balance on real estate taxes (284), unpaid sewer use charges (107) and unpaid trash/COVRRRA fees (350). This activity occurred during April and May.

A Tax Sale was held on May 17, 2016 in the Annex. Originally, twenty-one pieces of property were scheduled to be included in this sale. Prior to the sale date, nineteen were redeemed and removed from the list. The two remaining properties were awarded to successful bidders.

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

The mill rate for fiscal year 2016-2017 was set by the Town Council on May 16, 2016 after the budget passed on the first referendum vote. The mill rate for the upcoming fiscal year remains the same as last fiscal year at 31.20. This action by the Council set in motion the preparation for the July 2015 billing cycle. The tax bills for Real Estate (6,364), Motor Vehicles (13,195), Personal Property (748) and COVRRRA fees (4,718) were researched and prepared. Information as to new owners, mailing address changes and certificates of correction were entered right up until the moment the file was sent to be printed and mailed out.

The collection report for the fourth quarter is attached.

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

		Property Tax	Interest	Liens & Costs	Total
Grand List	2000	683.00	1,843.63	24.00	2,550.63
	2001	609.44	1,541.36	22.00	2,172.80
	2002	361.29	839.98	0.00	1,201.27
	2003	41.60	84.97	24.00	150.57
	2004	615.53	235.47	0.00	851.00
	2005	29.34	51.93	0.00	81.27
	2006	147.36	441.67	0.00	589.03
	2007	221.63	318.32	0.00	539.95
	2008	622.43	699.39	0.00	1,321.82
	2009	602.24	567.27	0.00	1,169.51
	2010	4,593.59	4,098.04	72.00	8,763.63
	2011	34,265.21	20,288.70	312.00	54,865.91
	2012	55,262.87	25,065.50	480.00	80,808.37
	2013	<u>82,833.00</u>	<u>22,148.16</u>	<u>628.00</u>	<u>105,609.16</u>
		180,888.53	78,224.39	1,562.00	260,674.92
Current	2014	314,550.79	32,016.34	1,289.00	
Current SMV		<u>24,283.12</u>			
	Totals	<u>519,722.44</u>	<u>110,240.73</u>	<u>2,851.00</u>	<u>632,814.17</u>
Current 110	6010	40211	314,550.79		
Delinquent		40212	180,888.53		
Interest & Liens		40213	113,091.73		
SMV		40214	24,283.12		
			<u>632,814.17</u>		
Sewer Assess 205-7722	40211	172,579.04		Sewer User	40211 23,782.47
Interest, Liens, Per Diem	40213	<u>10,342.61</u>		Interest & Liens	40213 <u>6,536.47</u>
		<u>182,921.65</u>			<u>30,318.94</u>
COVRA				Returned Check Fee	<u>40.00</u>
Current 218-7601	40211	23,853.24			
Delinquent	40212	26,283.37			<u>0.00</u>
Interest & Liens	40213	<u>22,647.49</u>			
		<u>72,784.10</u>			
		Total	<u>\$918,878.86</u>		

ASSESSOR'S QUARTERLY REPORT
APRIL THRU JUNE 2016

April was an end to the Board of Assessment Appeals. Our net unadjusted Grand list was \$949,163,141 as signed in January. The Board of appeals made adjustments resulting in a reduction in the amount of \$22,040. We also completed the M-13 state report which breaks down our Grand List by category to include all exemptions.

May was spent working on the Elderly and Disabled Homeowner's program as well as the Local Tax Deferrals. We processed a total of 64 Elderly and 4 Local applications. This program is for anyone over the age of 65 or over the age of 18 and totally disabled. This is an income driven program reimbursed by the state of Connecticut and citizens who think they may qualify can apply next year from February 1, 2017 through May 15, 2017. This year again, we saw an increase in the amount of people inquiring and applying for tax relief due to the economic times we are facing.

A reminder to all veterans who have ninety (90) days of wartime service, including merchant marines who served during WWII, are eligible for a \$3,000 exemption for property tax purposes (e.g., real estate property or automobiles). Please file your DD-214 discharge papers in the Town Clerk's Office before October 1st.

Our office has begun the process of inspecting properties for building permits. We are constantly attempting to improve the data we have to value properties and it is an ongoing process. We have seen very little decrease from last year in the amount of new construction and other types of permits.

State Benefit

Veteran's below a certain income level and/or disabled veterans are eligible for additional property tax exemptions. Surviving spouses of veterans may also be eligible for this benefit. This benefit is income qualified and the following are the limits for the October 1, 2015 grand list. To calculate your income you must add your adjusted gross income from your income tax return to your social security for 2015. They must be under the following limits to qualify.

Single/Unmarried \$35,200

Married \$42,900

The deadline to file for this is October 1, 2016. Please call (860)742-4067 if you have any questions or concerns.



Coventry Land Use Office

Quarterly Report for
April – May - June

~ 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**

APRIL, MAY, JUNE

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
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	4/11/16	A
16-04	S	4/14/16	4/25/16	New Home on Non-Conforming Lot at 66 Beaver Trail, Application Mark Reynolds, Agent for Owner, Daniel Lagosh	5/9/16	A
16-05	S	5/2/16	5/9/16	Marylou Breen, Applicant for owner Thomas Franz Trustee, Creation of new, rear lot by free lot split, 696 Flanders Rd.	6/13/16	A
16-06	S	6/23/16	7/11/16	Application of Attorney David Barry, Agent for Bidwell Village, LLC., Special Permit and Site Plan review for completion of residential condo development at 94 Stonehouse Rd.		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

APRIL, MAY, JUNE

DISCUSSION AND ACTION TOPICS

- ◆ Reviewed proposed extension of CT Natural Gas line from Mansfield into Coventry. The Commission recommended to the Town Council to proceed with the project.
- ◆ Reviewed the new healthy communities toolkit that was prepared by the Eastern Highlands Health District by way of a planning grant. Land Use Staff assisted with its preparation.
- ◆ Recommended that the Town Council proceed with the purchase of the community parking lot next to 1145 Main Street pursuant to CGS 8-24.
- ◆ Discussed 'barn side' advertising and other commercial signage matters that relate to supporting economic development. The matter was referred to the EDC and the EDC will include a relevant question in an upcoming business survey.
- ◆ Reviewed zoning referral from the Town of Andover for a natural gas infusion station on RTE 6. The Commission had no comment.
- ◆ Reviewed zoning referral from the Town of Mansfield for various changes to the zoning regulations. The Commission had no comment.
- ◆ Approved special permit commencement extension request of Ladyga for a motor vehicle sales and repair operation at 2812 Boston Turnpike for a period of one year.
- ◆ Approved mylar filing extension request of Brown for Windy Hill Subdivision.
- ◆ Held preliminary discussion with Bidwell Village, LLC to review site plan modifications associated with a future special permit/site plan review application.

APRIL, MAY, JUNE

DISCUSSION AND ACTION TOPICS

- ◆ Reviewed the work that the EDC subcommittee has completed for the new farmers' market. The opening day successes were discussed.
- ◆ Staff provided updates on the various grants and other projects being administered that are relative to economic development. A detail review of the various Village projects occurred to demonstrate the depth of connectivity and enhancement that will occur.
- ◆ The Commission continued its 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 materials and questions were distributed and examined. The program assists the commission and the ability to identify priorities and mechanisms to enhance economic development in their respective communities. The Town of Bolton has been invited to participate in the effort.
- ◆ An update on the library expansion project was provided. Discussion regarding the transfer of ownership to the Town is occurring.
- ◆ The Commission reviewed the matter of 'barn side advertising' that was referred by the Planning and Zoning Commission. The EDC will include a question regarding business signage in its upcoming business survey.
- ◆ An extensive discussion ensued regarding the current limited capacity of the public sewer system and WPCA's actions to address the matter.
- ◆ Discussed the status of the discussions between Bolton and Coventry on the extension of sewers into Coventry on RTE 44. The dialogue is moving forward and is going well.
- ◆ A college intern was hired for the month of June to work on assisting the Farmers' Market Master with support tasks, preparing outreach materials for the business survey and brick and mortar business connections with the Market. The intern was of great service and assisted in making initial contacts with Village businesses that will serve as the first step of business to Market connections, in particular antiques and food service.
- ◆ A selection of target properties was made to prepare development concept plans to assist in marketing the sites. The consultant that prepared the RTE 6 Corridor plans will be contacted to assist with the plan preparation, due the familiarity with the area and quality of work.

ECONOMIC DEVELOPMENT COMMISSION

YEAR **2016**

APRIL, MAY, JUNE

DISCUSSION AND ACTION TOPICS (Cont'd)

- Reviewed the '06238' community event and activity internet and phone app that will provide a centralized hub for town events and activities. The Human Services, Recreation, Youth Services, Land Use Departments and the Library are all involved with the project.

PLANNING STAFF HIGHLIGHTS

YEAR 2016

APRIL, MAY, JUNE

- Continued work to plan and prepare for the Town's execution of the 2016 Coventry Farmers' Market. Opening day was held on June 5 and continues over the summer in a very successful fashion.
- Began administering the 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.
- Completed and closed out 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. Copies of the final plan was prepared and distributed.
- 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.
- Was awarded 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.
- Completed and closed out the State of CT DEEP Forestry Division America the Beautiful Grant for 2015. The proposal involved planting street trees for the Main Street sidewalks and at Miller Richardson Park.
- 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.
- Was awarded and began the administration of the 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.

PLANNING STAFF HIGHLIGHTS (Cont'd)

YEAR 2016

APRIL, MAY, JUNE

- ◆ 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 collaborate on the analysis of the hydrilla aquatic invasive outbreak that was identified in Coventry Lake and prepare for its treatment.
- ◆ Continued involvement with the Tolland County Chamber of Commerce Economic Development Committee as Coventry's representative.
- ◆ Continued work with Conservation Commission to enhance and improve the Town rain garden demonstration project next to the annex building behind Town Hall.
- ◆ Finalized draft economic development survey for town businesses, updated all economic development marketing and informational materials that are posted on the Town website.
- ◆ Hired and worked with a college intern during the month of June to work on assisting the Farmers' Market Master with support tasks, preparing outreach materials for the business survey and brick and mortar business connections with the Market.
- ◆ 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.
- ◆ 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 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**

APRIL, MAY, JUNE

Mason Perrone - Planning Technician/Zoning Enforcement Officer

ZONING PERMITS ISSUED = **73**

Single Family Dwellings	8
Condominiums	0
In-Law Apartments	1
Accessory Structures	
Decks/Porches	11
Sheds/Gazebos	12
Barns	2
Detached Garages	2
Pools	6
Other	20**
Residential Additions/Attached Garage	4
Commercial Use/Signage	1
Home Occupation	4
Interior Renovations	2
Total	<u>73*</u>

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

**Includes Solar PV, staircases/ramps, tenant fit-out, dormers, demolition, and ground clearing

CERTIFICATES OF USE AND OCCUPANCY = ***16**
(Signed for zoning compliance by ZEO)

Single Family Dwellings	4
In-law apartment	0
Condos	1
Accessory Structures	
Decks/Porches	5
Sheds/Gazebos	0
Barns	1
Detached Garages	2
Pools	0
Residential Additions/Attached Garages	2
Other	1
Commercial Use/Signage	0
Total	<u>16*</u>

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

ZONING ENFORCEMENT (Cont'd)

YEAR **2016**

APRIL, MAY, JUNE

INSPECTIONS*

Erosion and Sediment Control	8
Limits of Clearing	0
Certificates of Occupancy	16
Pre-Approval Inspection	1
Seed and Mulch Bond Release/Inspections	7
Zoning Complaints (initial & follow-ups)	16
Blight Complaints (initial & follow-ups)	23
Street Number Assignments	0
Other	2
Total	<u>73</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	2
Signage	1
Illegal Dumping/Oil Spills	1
Clearing, Filling	1
Junk Yard	0
Greater than 1 unregistered motor vehicle	2
Unlicensed motor vehicle dealer/repair	1
Outdoor wood burning furnace	0
Residential motor vehicle sales	1
Nuisance	1
Blight complaints	8
Total	<u>20</u>

ZONING ENFORCEMENT

YEAR **2016**

APRIL, MAY, JUNE

News from Zoning Department:

Personnel

Planning Technician/Zoning Enforcement Officer, Mason Perrone, passed his first three CAZEO exams for the first half of Zoning Official Training. Classes will start again in September.

Development

We have seen a rise in permits in the early parts of the summer months. Planning Tech/ZEO has met with several property owners, specifically near the lake, about rebuilding homes or adding on to an existing home to modernize older cottages. Several of these cases are in need of ZBA variance, and are being dealt with on a case by case basis.

GIS

Planning Tech/ZEO continues to utilize the Town GIS system to make maps that assist with development in Coventry. It has been well documented that our GIS system needs a parcel update, and preliminary steps are being taken to address these concerns. Specifically, developers have been contacted that have created subdivisions since 2008 to provide us parcel data that we can overlay into the current system. This is a good way to add new lots to our online mapping. Other avenues are being pursued to further update our parcels.

Enforcement

We have seen a spike in complaints over the last three months. Many of the complaints that are coming in are civil disputes that cannot be acted on through Zoning. However, where warranted, PT/ZEO has initiated contact with violators to comply on a voluntary basis.

Several matters are moving through with the Town Attorney at the moment as well. Progress is being made with these matters, although the public is to be reminded that these cases take time to close, and are not always the quickest to resolve.

Concerned property owners may contact the Land Use Department for any updates moving forward.

ZONING BOARD OF APPEALS

YEAR **2016**

APRIL, MAY, JUNE

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
16-04Z	3/23/16	4/19/16	Application of John and Irene Rebick requesting variance of Section 5.07.04 to allow one foot encroachment of the 30 ft minimum separating distance between nonconforming structures at 140 Lakewood Drive.	4/19/16	A
16-05Z	3/30/16	4/19/16	Application of Close, Jensen, and Miller, P.C., requesting variance of Section 4.01 to allow for a lot line revision between two nonconforming lots at 242 Pine Lake Drive and 226 Pine Lake Drive.	5/17/16	A
16-06Z	5/31/16	6/21/16	Application of James & Christina Motta requesting variance of front yard setback variance for tear down/rebuild of existing house plus addition at 2315 Main St.		W

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

INLAND WETLANDS APPLICATIONS

YEAR **2016**

APRIL, MAY, JUNE

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY/MINIMAL IMPACT	DATE OF DECISION	ACTION
16-03W	1/26/16			Town of Coventry, Improvements at Tracey Shoddy Mill, 1267 Main St.	4/27/16	A
16-07W	3/31/16			Town of Coventry Public Schools, 78 Ripley Hill Rd., Tennis Court Addition and Drainage Improvements	5/25/16	A
16-08W	4/26/16	4/27/16		696 Flanders Rd, Free Lot Split to create rear lot, Marylou Breen, agent for Peter Franz	4/27/16	NJ
16-09W	5/24/16	5/24/16		Town of Coventry, Homestead Dr. Drainage Improvements		P
16-10W	6/17/16	6/22/16	6/22/16	Donna Lewis, Stairs at boulder wall edge of Coventry Lake, 120 Avery Shores	7/11/16	A
16-11WA	6/27/13			Neil McCusker, Aboveground pool in upland review area at 576 Swamp Rd.	6/30/16	A

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

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

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

OFFICE OF TOWN CLERK

Brooke R. Manning
Assistant Town Clerk

Lori Tollmann
Town Clerk

Diana Grindle
Assistant Town Clerk

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

Recording & Licensing

Receivables & Revenue:

- The Clerk's Office collected \$116,431.14 this quarter, of which \$51,295.31 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	540	15,571.00
Real Estate Conveyances Recorded	53	27,890.06
Copies	3,339.75	3,339.75
Trade Name Certificates.	10	50.00
Liquor Permits	6	12.00
Burial & Cremation Permits	9	27.00
Marriage Licenses	17	187.00
Vitals Copies	119	2,370.00
Notary Fees & Renewals	73	365.00
Dog License Fees	1,194.50	1,194.50
Maps Filed	13	130.00
Fish & Game License & Permit Fees	112	112.00
Conveyance fees	53	53.00
PA-490	0	0
PA-146 Clerk	484	411.00
PA-05-228, 09-229 & 13-247 LOCIP	484	941.00
PA-05-228, 09-229 & 13-247 Clerk	484	6,229
Town Clerk Revenue Transferred to the Treasurer:		\$51,295.31

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

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

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, **\$116,611.14** in fees was collected. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$ 11,291.00
PA 05-228 & 09-229	14,796.00
Marriage Licenses	323.00
Fish & Game Licenses	3,451.00
PA-146	822.00
State Conveyance Tax	85,748.14



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

	Dog License Fee	Surcharge
April - June	\$7,143.00	\$2,626.00

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

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

April 1, 2016 thru June 30, 2016 we received 74 E-Recordings in our office.

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

For 2016 Dog Licensing we held a contest for the #1 Dog Tag with a free license. To enter you needed to have renewals in our office by the end of May. We had over 300 entries and we picked Todd & Brandi Gaulin's dog Venus as our winner

Rabies Clinic: The thirty-second Annual Rabies Clinic was held Saturday afternoon, May 21, 2016 at Capt. Nathan Hale School. We printed and packaged flyers which were distributed to students at three Coventry schools. Press releases were issued to all local newspapers and announcements were made on Channel 13. The clinic was advertised on the town's website calendar. Rabies Clinic information was included on the dog license renewal notice sent to dog owners in May, thereby eliminating the necessity to mail a separate clinic notice.

Volunteer certificate writers were Brooke Manning, Dianna Grindle and Lori Tollmann. Retired Town Clerk, Susan Cyr acted as clinic coordinator and collected the fees. Wendy Ernst, DVM and Coventry resident, volunteered her time again as Clinic Veterinarian. **Fifty-One (51)** dogs and cats were vaccinated at the clinic.

Annual Town Meeting and Adjourned Annual Town Meeting

The Annual Town Meeting for the Town of Coventry was held April 26, 2016 to consider:

“Shall the 2016-2017 fiscal year appropriation of \$40,550,802 be approved?”

On May 3, 2016 the electors and citizens qualified to vote in the Town Meetings of the Town of Coventry did approve the budget appropriation with 764 voting in favor and 473 opposed.

Primary

April 26, 2016 was Presidential Primary day here in Connecticut. Coventry voted on the following candidates for President:

Democrats

Roque “Rocky” De La Fuente, San Diego, CA
Hillary Clinton, Chappaqua, NY
Bernie Sanders, Burlington, VT
Uncommitted

Republicans

Ted Cruz, Houston, TX
Ben Carson, West Palm Beach, FL
Donald J. Trump, New York, NY
John R. Kasich, Genoa Township, OH
Uncommitted

We had 53% of registered Coventry voters place their vote in this Primary.

Staffing Updates/Activities

Lori Tollmann: Town Clerk attended the Spring 2016 Connecticut Town Clerks Association Conference in Bristol, Connecticut. . Our schedule was filled with presentations and information from the Secretary of the State's Office for the upcoming Presidential Election.

Brooke Manning: Assistant Town Clerk is now a new Certified Connecticut Town Clerk. Brooke sat for her certification test in June.

Dianna Grindle: Assistant Town Clerk attended Town Clerk School May 24, 2016 Her class was "Other duties and responsibilities of the Town Clerk.

Lori Tollmann attended the Tolland County Town Clerk's Association meeting June 29th..

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

BUILDING DEPARTMENT QUARTERLY REPORT
4th QUARTER
April, May, June 2016

There was an approval of two (2) permits issued for new dwellings this quarter.

NEW HOUSE PERMITS ISSUED FOR THE 4th QUARTER FY 2015-16		
MONTH	DATE	ADDRESS
APRIL		
		NONE FOR APRIL
MAY		
		NONE FOR MAY
JUNE		
	2ND	29 ENGLEWOOD TR
	30TH	343 RILEY MTN. RD

Foundation work also started for eight (8) residential dwellings at 9 Wolf Trail, 92 Appian Way, 140 Lakewood Dr. (to raise a house onto a full foundation), 94 Stonehouse Rd. Units #24 &27, 642 Dunn Rd., and 730 Dunn Rd..

Home owners are happily settling into six (6) newly built homes.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 4TH QUARTER 2015-2016 Fiscal Year	
ADDRESS	DATE
12 APPIAN WAY	4/5/2016
222 TALCOTT HILL RD	4/6/2016
341 RILEY MOUNTAIN RD.	4/7/2016
28 ARMSTRONG RD UNIT C-24	4/14/2016
28 ARMSTRONG RD UNIT C-25	4/14/2016
NONE FOR MAY 2016	
85 APPIAN WAY	6/2/2016

Municipal Projects:

The schools and Board of Education buildings all received card entry systems. A condenser unit was replaced at the Town Hall Annex building and a heating and cooling unit was installed at the Tracy Shoddy Mills.

Commercial Projects:

There was one Tenant-Fit Out permit for a new photography studio (Hartigan Photography) opening at 44 Depot Rd. in Coventry this past quarter.

There were four hundred forty seven (447) inspections completed this quarter.

The Building Official completed twenty (20) hours of continuing education this quarter.

At the request of Consumer Protection, Mr. Callahan taught a class on the ways to identify and document potential concrete foundation failures.

Permits for this Quarter

Permit Info Fiscal Year 2015-16	April, 2016	May, 2016	June, 2016	Fourth Qtr. 2015-2016
Houses only	0	0	2	2
Foundation only	1	3	4	8
Condominiums	0	0	0	0
Commercial Bldg/Renov	0	0	1	1
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	2	1	5	8
Garages/Carports	0	0	4	4
Sheds/Barns	2	0	2	4
Decks/Porches	4	5	4	13
Pools	3	4	0	7
Demolition	2	0	1	3
Woodstove	1	0	5	6
Miscellaneous	4	2	15	21
Renov/Repair/Alter	15	20	0	35
Plumbing	4	5	6	15
Heating	5	10	24	39
Electric	17	25	21	63
TOTAL PERMITS	60	75	94	229
PERMIT VALUE	\$510,360	\$643,427	\$1,028,336	\$2,182,123
FEES COLLECTED	\$7,550	\$7,775	\$15,432	\$30,757
ZONING Permits	19	18	23	60
Fees Collected	\$1,000	\$1,025	\$2,425	\$4,450
Certificate of Completion	49	31	40	120
C/O's - New Homes/Condos	5	0	1	6
C/O's - Other	1	3	2	6



Town of Coventry

Fire & EMS Department

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



Noel Waite, Fire Administrator

Quarterly Report

April, May and June 2016

The Fire departments continue to be very busy, responding to over 100 calls for service a month.

The average response times, from time of dispatch to the time of responding, remains under 4:30 minutes, with the day time ambulance staffing these times are under 2:00 min. EMS responses continue to be 75-80% of the calls for service. Both fire departments assisted at Coventry Fest again this year, ending with a great fireworks show. A special Thanks to all that assisted.

Work continues on the applications for service provider and PSA change over with the State Dept. of Emergency Medical services. The local Emergency Medical Services Plan was updated as part of this application process.

A purchase agreement was signed by the town for the purchase of a used Quint fire truck currently used by the town of Rocky Hill, this apparatus is in very good shape and will benefit the town's fire service.

An info shred event open to the towns citizens was conducted at the North Coventry Fire station with many residents requesting this be an annual event.

On May 5th both departments responded to a call for an injured hiker that had fallen off a cliff in the woods off Daly rd. The use of the all-terrain vehicle and technical rescue equipment was required to extricate the patient from the woods. After great team work the patient was removed and transported to the hospital with minor injuries in under one hour from the time of dispatch.

The fire marshal conducted 15 routine inspections including multi- family dwellings and Liquor License renewal inspections. He also attended a week long training seminar on fire and arson investigations. The Fire Marshals also conducted the safety inspections and assisted with the safe setup of the fireworks display for the Coventry Fest.

Quarterly Report
Fourth Quarter FY 15/16
April - June

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 agency had its on-site assessment from April 4 – 7, 2016. The assessors conducted a thorough review of all aspects of police management, operations, and support services. A number of community members were interviewed and the assessors participated in several ride-alongs. The assessors visited the Police Academy and spoke with our recruit officer as well as visited TN Dispatch facility. There were no deficiencies noted by the assessors.

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

The assessors have prepared a report to the Commission who will evaluate the agency at the conference in Baltimore in July and make a determination of reaccreditation. Chief Palmer and Accreditation Manager Kevin Roberto will attend this conference and the Commission hearing.

- Submit annual reports to POST on State accreditation.

Our annual reports have been submitted on time. Our CALEA assessment report has been submitted to the POST accreditation coordinator along with documentation on state standards for reaccreditation. Chief Palmer will be attending a future POST meeting regarding state reaccreditation for the agency.

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 July 29th.

- 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. A seat belt checkpoint was held on May 26th, in addition to seatbelt enforcement concentration 'wave' between May 23rd and June 5th

OPERATIONS

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

Objectives:

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

Due to the resignation of Officer Mark Samsel at the beginning of June, there have been some increased overtimes costs. The costs however will be offset by a salary savings due to the vacant position.

- 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.

All traffic stops were conducted and reported pursuant to law. The Institute for Municipal and Regional Policy at Central Connecticut State University released its second report

on traffic stop statistics on May 12, 2016. The Coventry Police Department was not identified as having a statistically significant higher number of traffic stops of racial minorities. We continue to monitor traffic stops by individual officers to ensure impartial policing tactics.

- 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.

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 patrols 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 May. Four directed patrols were scheduled to concentrate on seatbelt enforcement.

The agency increased its enforcement of distracted driving violations by nearly 28% over FY 14/15 and made 183 traffic stops for distracted driving.

SUPPORT

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

We are still in discussion with our CAD vendor regarding the best options for moving forward with this project. We will be replacing our in-car computers within the next couple of months. Our CAD vendor has installed the connection between the COLLECT and CAD systems to make entry into CAD of motor vehicle data much more efficient.

Objectives:

- Purchase tablets for vehicles by July 15, 2015.
We hope to have this completed by August 2016
- Begin software transition by August 1, 2015.
We anticipate this is completed by October 2016
- Complete installation and transition of tablets by September 1, 2015.
We plan for this to be completed by November 2016

Goal: *Becoming a PREA certified lockup facility.*

This is an on-going project as we develop training tools for officers in PREA requirements. The agency directive for PREA standards has been completed and is currently in draft form. It is in the process of being reviewed by various personnel to ensure its efficacy and compliance with the PREA standards.



Other Items of Interest

The department's budget request was approved after the town-wide budget vote. The purchase of an unmarked vehicle for use by the detective which was included in the budget, is on hold until further notice from the Town Manager.

The department began a recruitment period that ran between May 2nd and June 24, 2016. The department received 127 applications. We are reviewing the applications to select those who will proceed onto the next phases of the selection process. We have a seat in the POST academy that begins the first week of October.

Officer Thomas Kuhns was awarded a Meritorious Commendation Award at the May 16 Town Council meeting for administering Narcan to a young person who had overdosed on opioids. Officer Kuhns was also recognized with a Meritorious Commendation certificate for his traffic enforcement efforts during calendar year 2015.



Officer Thomas Kuhns receives commendations for using Narcan to save a victim of an opioid overdose and for his consistent attention to enforcement of motor vehicle laws.

Chief Palmer and Kevin Roberto met with the chief and deputy chief of police of the South Windsor Police Department who were interested in possibly pursuing CALEA national

accreditation. We shared our agency policies and directive with them and discussed the electronic CALEA compliance tracking method using PowerDMS.

Based upon a recommendation from town manager John Elsesser, Chief Palmer received the Law Enforcement Officer of the Year award from the Windham Region Chamber of Commerce.

Sergeant Michael Hicks and Officer Michelle Hicks received the annual Mothers Against Drunk Driving (MADD) award for enforcement of impaired driving laws. Each year, the officers in the agency who have either made the most arrests for impaired driving or in some other way contributed to the efforts is recommended for the award.



Sergeant Michael Hicks and Officer Michelle Hicks receive the 2015 MADD award.

A fatal motor vehicle crash occurred on May 24th on Route 44 in front of the Save and Go gas station. A pickup truck rear-ended a tanker truck pulled along the side of the road waiting to make a fuel delivery. Detective Spadjinske and the Metro Accident Investigation Unit is investigating the crash.

Our Facebook page continues to assist in helping to develop suspects wanted for criminal activity. During the quarter, the department received information that led to arrests on two subjects wanted on warrants, two subjects wanted for larceny of campaign signs and information that led to the recovery of a stolen ATV.

There has been an increase in telephone solicitation scams, particularly involving false claims of IRS agents calling for payment of overdue taxes and fines.

The department participate in the DEA drug take-back day on April 30th. Over 70 pounds of unused prescription drugs were collected. The department continues to see heavy usage of the 24-hour drop box located in the police department lobby.

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



**Coventry Police Department
Incident Analysis**

4/1/2016...6/30/2016

	Shift		Total
1st	2nd	3rd	
297	965	665	1927

UCR	Nature	1st	2nd	3rd	Total
001	Marine Patrol Activity	0	1	2	3
029	Disabled Motor Vehicle	11	26	15	52
1040	Tax Fraud	0	5	1	6
11A	Sex Forcible Rape	0	1	0	1
11D	Sex Forcible Fondling	0	0	1	1
13B	Assault Simple	0	0	2	2
13C	Intimidation	1	3	4	8
151	Suicide	0	1	0	1
152	Suicide Threat/Attempt	1	4	6	11
220	Burglary	0	1	2	3
23D	Larceny Theft From Building	0	3	0	3
23F	Larceny Theft From MV	0	2	1	3
23G	Larceny Theft of MV Parts	0	1	0	1
23H	Larceny All Other	0	9	6	15
240	MV Theft	0	0	2	2
250	Counter/Forgery	0	0	1	1
2604	Fireworks/Gunshots	2	2	6	10
2608	Abandoned MV	0	3	0	3
2609	Littering	0	6	1	7
2619	Building Check	0	1	0	1
2625	Notification	0	1	2	3
2631	Public Hazard	7	29	22	58
26A	Fraud False Pretenses	0	1	2	3
26B	Fraud Credit Card/ATM	0	3	1	4
26C	Fraud Impersonation	0	1	1	2
26E	Fraud Wire	0	2	0	2
290	Vandalism	0	2	1	3
2914	Animal Complaint	15	71	26	112
3009	Susp Person/Activity/MV	17	34	56	107
326	Illegal Parking	0	3	1	4
332	Harassment/Harassing Phone Calls	0	11	5	16
334	Untimely Death	0	0	1	1
343	MV Accident (Injuries)	1	3	4	8
344	MV Accident Evading	0	0	1	1
345	MV Accident Fatal	1	0	0	1
346	MV Accident (No Injuries)	7	32	17	56
349	Subpoena Service	0	1	1	2
351	Alarm	20	40	38	98
353	Medical	30	76	37	143
355	MV Stop	100	164	135	399
35A	Drug/Narcotic Violation	1	2	9	12
375	Routine Assistance	10	61	33	104



Coventry Police Department Incident Analysis

4/1/2016...6/30/2016

377	Open Door/Window	1	1	4	6
388	Miscellaneous	8	16	4	28
390	Police Information	0	8	3	11
396	Escort	0	1	0	1
398	Missing Person	0	1	2	3
399	Lost And Found	1	13	10	24
400	Family Matter - Non Arrest	1	3	5	9
401	Repossessed Vehicle	3	0	1	4
4811	Finger Printing	0	107	0	107
4858	Fire	2	17	5	24
4873	Assist Other Agency	10	28	22	60
82	Runaway/Non NIBRS	3	1	4	8
861	Disturbance (Non-Domestic)	2	5	16	23
866	Noise Complaint	3	3	10	16
889	Check Welfare	7	16	14	37
890	MV Erratic Operation	6	16	19	41
891	MV Lock Out	1	8	3	12
90C	Disorderly Conduct	1	0	1	2
90D	DWI	5	0	9	14
90Z	All Other Offenses	0	4	10	14
911	911 Hang Up Call	0	2	3	5
Sup	Supplemental	19	109	77	205

Quarterly Report: Spring

April 1 – June 30, 2016



Spring - The season often regarded in the field of Parks & Recreation as the "calm before the storm." This is the time of year when Parks & Rec. Staff prepare for the busy summer season, including last minute-preparations for summer day camp & swim lessons, beach parking sticker sales, and ongoing program registrations & facility reservations. Seasonal staff, including camp counselors, lifeguards, gatekeepers and park maintainers are also hired and trained this season, so they are ready to work when beaches open, and Camp & swim lessons begin. We also employed a recreation student intern from Southern CT State University for the summer, Leah Whitaker of Manchester CT.

A major initiative for the Parks & Recreation Commission this season, was the updating of fees charged for both resident beach parking stickers, and non-resident parking fees at Patriots Park. They conducted a Public Hearing on Wednesday, May 4th regarding their proposed fee structure for this year, which included increases on both fees, and included the implementation of new initiatives such as caregiver/nanny passes, and one-day guest passes. The proposal was approved, and staff began publicizing the changes and selling resident beach parking stickers on June 1st. Beaches open for the season on Saturday, June 18th, and thus far with good weather, the increases have been proven helpful to raise needed revenue to offset operating costs. For the month of June when we began selling parking passes, we collected a total of \$12954 and issued the following quantities:

Senior Passes:	186 (issued by Senior Center & Human Services offices)
Resident 1 st Vehicle:	463 sold
Resident additional vehicles:	95 sold
Resident Guest Passes:	17 sold
Non-Resident Daily Parking passes:	115 sold

Initiatives and Partnerships

- Coventry was recognized by Capital Region Council of Governments for an inter-town cooperation Award for our Lakes Region Youth Basketball league.
- We were also recognized for our 6th Playful City USA honor. Staff participated in the announcement webinar & social media postings and press releases.
- Arts Grant - Met with Eric Trott and Consultant Barbara Ally to wrap up & final reports for arts grant & public info, met on site with Arts Guild to prepare for September Arts in the Parks event



- 06238 Up To Community Calendar -Meeting with Human Services, Youth Services, Senior Center, Library Staff & EDC re: collaborative efforts for 06238 Community Calendar

General Operations

Director Rubin and/or Recreation Supervisor Merriam attended/participated in the following:

- Department Heads meetings, Worker Safety & Health, Human Services Advisory Committee
- Recreation Commission meeting & Public Hearing
- Assisted EDC with survey monkey survey development

- Met with Human Services to debrief after incident requiring relocation of RecDaze due to incident near Patriots Park
- Coordinated emergency planning with all Crew programs
- Concluded research on software – Narrowed down choices of software: RecDesk & Rec1 but decided to stay status quo for now as current vendor offered more services, determined that the timing required we stay 6 more months minimum with myrec.com.
- Attended CHART meeting
- OSHA Visit – blood borne pathogens, Global Harmonization
- Attended CIRMA workshops on the *Risks of Social Media Use* and *Locking Down the Facts on Building Security*
- Commission Meeting Minutes/Posting
- Lodge & Community Center Showings x 12
- Weekly deposits & monthly credit card reports
- 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.

Beach Operations

- Completed staff interviews, hiring associated paperwork, background checks
- Ordered beach parking stickers, prepared public hearing notice, prepared for beach sticker sales – set up POS on iPad
- Started training summer intern
- Ordered port-a –potties, extra dumpster service
- Ordered staff uniforms

Patriots Park

- Met with Playground sales rep to order swing set parts
- Completed painting lodge interior
- Got kayaks ready for season, cleaned out garage
- Power Washed band shell stage at Pats Park – Chase Martin
- Meeting with BOE Custodial re: cleaning contract for buildings
- Coventry Fest support, on-site meeting



Creaser Park

- Community Service – Creaser Park – sidewalk cleanup – Mason Newton
- Community Garden - Met with Community Gardeners twice – arranged for storage and restroom access, lime & compost to be spread by DPW

Laidlaw Park

- Plan for completion of Playscape installation

Programs

The 2016 Spring & Summer brochure was released to Coventry homes on Tuesday, 4/12 with registration beginning on 4/25. Registrations began coming in immediately for swim lessons, trips, and week-long sports camps. The Canoe/Kayak Loaner program also began this season, with folks renting boats both on weekends and weekdays. We also ran a day camp-type program during the schools' April Recess, the April

Vacation Program. Staff was scheduled and confirmed, and 20 kids were in attendance. The program ran well, with kids spending most of their time outdoors.

Special Events

Town Wide Tag Sale

- This year's Sale was held on Saturday, May 7th. Registrations continued coming in past the due date (5 families did not make it in time to be added to the listing). A total of 43 homes participated this year, including 5 organizations/businesses. Ads were placed in local papers (The Courant, The Chronicle & Journal Inquirer) and the final listing/road map was available on the website. Listings were also printed and made available the morning of, at Dunkin' Donuts. The rain dampened things slightly; feedback from sale holders was that while attendance was steady throughout the day, it wasn't as well-attended overall as it has been in past years.

Father Daughter Dance

- The 2016 Dance was (finally) held on Friday, May 13th, after a few rescheduled dates. Approximately 350 fathers and daughters were in attendance and enjoyed music provided by Keith Alan Productions, and photos by Capstone Photography. Parks & Rec. Staff were also on hand selling refreshments.



National Kids to Parks Day

- We commissioned our Camp Arts & Crafts Coordinator, JoMarie Hofmann, who is also a graphic design major at Central CT State University, to design our new Mascot, the Lake Monster. We then launched a social media campaign in conjunction with the *National Kids to Parks Day* (Saturday, May 21st) including a coloring contest to help us name the Lake Monster.

Camp Wangumbaug

- New Director Cheri Johnson began work in April, beginning with staff hiring. Interviews were held on 4/18, with a few follow-up meetings held the week after. This year's staff was confirmed on 4/29, and new-hire packets are being mailed out the first week in May. Ms. Johnson also began work on planning this year's training schedule, including guest speaker Jeff Stinson, Mandated Reporter Training, Med Admin/Epi Pen training, Archery Instructor training, and other pertinent workshops. She also conducted a meeting of the Program Coordinators to review this year's Theme Calendar and plan activities for the season. They also completed their plans, and ordered all necessary supplies.
- Registrations continued coming in throughout this season. Camp began officially on Monday, June 20th with a record 121 kids registered (our highest opening week enrollment since 2008). Week B, held June 27th-July 1st boasted 122 kids registered!

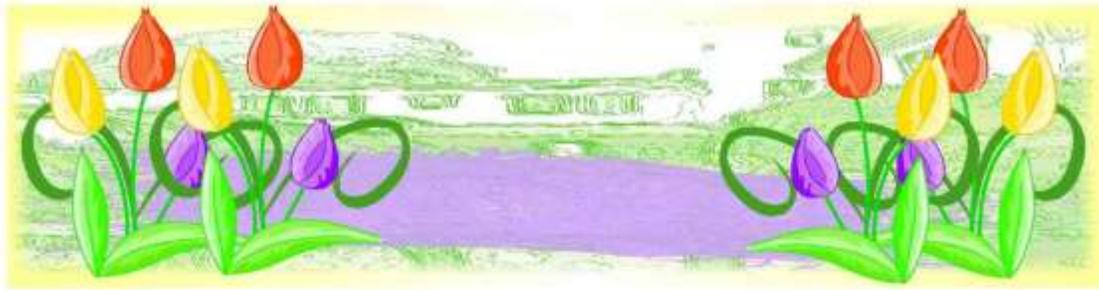
Recreation Daze

- Emily Robinson continued overseeing the daily Rec. Daze operations until Ms. Yanez's return (May 2nd). Ms. Merriam met with both Ms. Yanez and Ms. Robinson regarding her return to debrief, and adjust the staff scheduling for the remainder of the school year.
- A police investigation in the area of Patriots Park on 4/26 required our program's relocation for the afternoon. Coordinated efforts between Parks & Rec., the Schools, Human Services, the Bus Company and Police Department resulted in the kids remaining on the bus, and being dropped off at CGS where our staff was waiting. Correspondence was sent via e-blasts to all parents, and followed-up with phone calls, letting them know of the change for that day.
- Calls became more and more frequent from new families, regarding the 2016-2017 school year and when registration will be available for Rec. Daze. Staff met in May to review plans for the fall and finalize the 2016-2017 program brochure which was distributed to current families during the last week of school. Registrations for the '16-'17 school year is set to begin in July.
- The last day of school was Friday, June 10th – staff have ordered a moon bounce, and will be providing special snacks and activities for the kids.

Human Services Department Quarterly Report April-June 2016

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





HUMAN SERVICES OFFICE *April - May - June*

A. HUMAN SERVICES

1. Meetings:

- ★ CLASS Meetings: 4/21, 5/19, 6/16, 6/22/16
- ★ NASW Conference: 5/6/16
- ★ Hoarding Workshop: 4/5/16, 5/5/16
- ★ Hoarding Conference: 5/25/16
- ★ Juvenile Review Board: 6/16/16

2. Direct Services: 28 unduplicated client cases

3. Programs:

- ★ **ENERGY ASSISTANCE PROGRAM:** The 2015-16 CT Energy Assistance Program (CEAP - ACCESS Agency, Willimantic) was extended until the end of May for new clients only, **3** applications were completed and the season ended with a total of **98** energy applications processed; Operation Fuel 2015-16 Winter Fuel Program ended with a total of **2** applications for a total of \$1,000 in assistance; **4** deliveries were authorized from the Clergy Fuel Fund for clients who had exhausted all other resources of fuel assistance for a total of \$1,132.49.
- ★ **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, **42** applications have been completed for Coventry residents who rent for a total of \$21,862.18 in rebate checks which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November, 2016.
- ★ **FOOD BANK:** **58** requests for the food bank this quarter. On May 9th, letter carriers with the Postal Service collected food for families in need. Residents were able to leave a bag of non-perishable food items for their letter carrier to deliver to the food bank. 100% of the items collected remained in town. Throughout the months, we receive numerous donations from: Coventry Public Schools, The Honor Society, Girls/Boy Scouts, local churches and many individuals, families and young people who do a collection of food in lieu of birthday gifts. Residents are served at the food bank located at the Patriots Park Community Center on Tuesday, 8:30-10:30; Thursday, noon-1:30 p.m. and for the summer months (June-August) Wednesdays, 2-4 p.m.

- ★ **SPECIAL NEEDS:** 4 families used the Special Needs Program to help with housing needs, heat and utilities for a total of \$210.00; \$2,422.26 was received in donations from United Way (employee donations program), Coventry Public Schools, First Congregational Church, Second Congregational Church, Chubb Insurance Matching Gifts Program, Coventry Lions Club, Capt. Nathan Hale School and a number of generous individuals.
- ★ **SALVATION ARMY:** 22 families were assisted with medical, housing, food, and utilities for a total of \$5,163.41.
- ★ **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 29 households on the In-yard Service List at this time.
- ★ **REPORTS:** Town Quarterly and Yearly; Salvation Army Quarterly Statistics.
- ★ **PUBLIC RELATIONS:** Facebook, Eblast, Press releases, Spring Newsletter and Munivision.

B. ELDERLY SERVICES – TOWN HALL

1. **Direct Service Clients:** 5 unduplicated client cases

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

C. SENIOR CENTER:

1. Attendance for this Quarter:

★ **Total Visits:** 1797 visits; April (587 visits); May (602 visits); June (608 visits). This is an increase of 361 visits compared to last quarter and an increase of 291 visits compared to the same quarter last year.

★ **Holiday Closures:** Memorial Day.



2. Programming:

★ **Nutrition:** Five meals were provided by Thames Valley Community Council for Action; 129 people attended the meals. There were three outings to local restaurants (Nita's, Elmo's Dockside and Toast) attended by 60 people.

★ **Special Events:** In April, 40 people attended a Volunteer Luncheon with entertainment by We Got Rhythm. In May, a Memorial Day Cookout was attended by 64 people. In June, Entertainer Brian Gille played piano for 24 people, and 56 attended the Welcome Summer Ice Cream Social.

- ★ **Trips:** In May, 36 people traveled to the Norman Rockwell Museum in Stockbridge, MA and 37 people went to Harkness Memorial Beach in Waterford, CT.
- ★ **Exercise:** The twice weekly group class had 303 attendees. The fitness equipment was used 99 times this quarter and seven new participants completed the fitness orientation requirements.
- ★ **Health and Wellness Services:** There were seven podiatry appointments, 46 appointments for value priced haircuts or nail clipping, and 31 massage therapy or reflexology appointments.
- ★ **AARP Tax Aide:** Free tax preparation was offered for three sessions this quarter, after the previous six sessions last quarter. There were 33 tax returns filed in April, as well as five amended returns, one extension and four meetings for questions and answers.

3. Elderly Services:

- ★ **CHOICES:** The CHOICES program 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 43 appointments: Volunteer Penny Whitaker completed 16 appointments and Carrie Concatelli completed 27 appointments.
- ★ **Municipal Agent:** As the Elderly Services Social Worker, Carrie Concatelli provided resources for 26 individuals in need of help for seniors or individuals with disabilities. This included referral to the Supplemental Nutritional Assistance Program, Safelink Wireless, and Connecticut Home Care Program for Elders. This also includes information about elderly care management, meals on wheels, emergency response systems, fuel assistance and dementia education.
- ★ **Veterans Advocate:** There were two inquiries for Veterans Advocate Moe Collin this quarter.
- ★ **Professional Development:**
 - Senior Center Coordinator Carrie Concatelli attended conferences and webinars about the following topics:
 - ☐ April 11: CHOICES Counseling Training at Middletown Senior Center.
 - ☐ April 15: Connecticut Association of Municipal Agents for the Elderly (CAMAEE) Conference at Groton Senior Center.
 - ☐ April 18: Dynamics of Clinical Supervision and Field Instruction at UCONN School of Social Work.
 - ☐ May 13: Geriatric Municipal Social Workers Network Meeting at Glastonbury Senior Center, with presentation on Veteran's Services by Sean Emonds, Veteran Liaison, Vitas Healthcare.

- ☐ May 17: Center for Medicare Advocacy Webinar on Medicare Part D Prescription Drug Coverage and Related Issues for Individuals Under 65.
- ☐ June 3: Connecticut Association of Senior Center Personnel (CASCP) Conference, New Haven, CT.

4. Volunteer Management: Senior Center Volunteers gave 221 hours of service this quarter: April (81.5 hours); May (84.5 hours); June (55 hours). This included assistance with CHOICES Counseling, Receptionist/Front Desk duties, Site Server tasks and help during special events. This does not include Volunteer Driver time.

5. Communications:

- ★ Subscriptions to the monthly newsletter total 526 households: Mail Recipients (195), Orchard Hills Residents (80), Senior Center Pickup (50), Email Recipients (115), and Senior Center E-blast (86).
- Social Media: The Senior

D. COVENTRY RIDES TRANSPORTATION PROGRAM

- # Days of Operation: 78
- # Individuals Riding: 45
- # One-Way Trips: 547
- # Volunteer Hours: 742
- # Miles Total: 3357



Coventry’s application for the State Matching Grant Program (MGP) for Elderly and Disabled Demand Transportation has been approved for FY 17. Coventry’s application for the Federal Transit Administration - Section 5310 Program - Enhanced Mobility of Seniors and Individuals With Disabilities is pending.

The need for additional drivers continues to be a concern. Requests for transportation continue to rise. In FY16, we provided 1744 one-way rides compared with 1511 one-way rides in FY15.

Volunteers Drivers: Christine Coss, Dick Frye, Elaine Gelinis, Gerry Haugh, Howard Haberern, Bill Hoffman, Kim Homans, Debbie Locke, David McCrory, Ken Stein, Jack Thayer, Bill Wajda, Jim Wicks, Joyce Wicks.

Private car drivers include Carol Moriarty, Claudette Polhemus, David McCrory, Karen Renfro, Cathy Root, Chris Coss, Bill Wajda, Trena Gale and Lori Boucher and Sue Chvirko. 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 resumed in April lunching at Nita's in Willimantic and May lunching at Elmo's Dockside Restaurant in Vernon. In June, the group lunched at Toast in Mansfield. Peter Pan coach trips included the Norman Rockwell Museum and a Spring Picnic at Harkness State Park.

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 4/7/16, 5/5/16, 6/1/16
- ★ Attended CYSA Meeting: 4/14/16, 5/12/16, 6/9/16
- ★ Attended Regional LIST Meeting: 4/6/16, 5/4/16
- ★ Attended School Readiness Meeting: 5/2/16
- ★ Chaperoned Women's Prison Trip for CHS Junior girls: 4/1/16
- ★ Attended 2nd Annual JRB/LIST Conference: 6/6/16
- ★ Attended "Parenting for our Children's Future" workshop: 6/7/16
- ★ Attended/Provided Registration Support for Class of 2016 Project Graduation, 6/11/16
- ★ Planned/Attended Annual E. Region YSB Direct Service Fair, 6/14/16
- ★ Attended "Co-occurring Disorders" Training, 6/20/16



2. Direct Service:

A. Function

- | | |
|-------------------------------------|-------------|
| ★ Youth & Family Cases | 11 cases |
| ★ Community Service | 0 cases |
| ★ Community Restitution | 0 cases |
| ★ Youth Job Bank Requests | 15 requests |
| ★ Youth Job Bank Matches | 11 matches |
| ★ Youth Job Bank Members Trained | 2 |
| ★ Juvenile Review Board | 7 cases |
| ★ Youth & Family Counseling Clients | 1 client |

B. Programs

- ★ Positive Connections Mentoring program came to an end this quarter. Students continued to work on academic gains, arts & crafts, games and positive peer interactions. The final celebration was held at Laser Quest in Newington. 3 of the 6 mentors were members of the class of 2016 and graduated on June 11, which will leave open spots for new recruits in next year's program.
- ★ Counseling Services – Christian Klein, LCSW continues to provide counseling services to Coventry youth and families in our office on an as needed basis.
- ★ Project Graduation- Invitations were created and mailed to all students in the class of 2016. A total of 97 students attended the event to celebrate their accomplishments at the Mansfield Community Center on June 11, 2016.

- ★ Campership requests and donations started coming in this quarter. Local businesses, churches, civic groups and individuals contribute to the Campership fund, which allows families otherwise unable to afford Parks and Recreation camp, an opportunity to send their children at a free or reduced cost.

**PUBLIC WORKS DEPARTMENT
QUARTERLY REPORT
APRIL, MAY & JUNE 2016**

STAFF

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

Superintendent of OperationsDouglas Reese

Administrative SecretaryDonna Wrubel

Heavy Equipment Operator / Crew LeaderClifton Labrec
Facilities Crew LeaderMonica Bragdon
Heavy Equipment Operator / Crew LeaderCharles Harakaly

Light Equipment Operator / Truck DriverRichard Watts
Light Equipment Operator / Truck DriverJohn Hoffman
Light Equipment Operator / Truck DriverLee Davey
Light Equipment Operator / Truck DriverErik Johansen

Facility Maintainer IMichael Mangiafico

Public Works Maintainer I.....Todd Rychling
Public Works Maintainer I.....Troy Stout
Public Works Maintainer I.....Charles Grossmann
Public Works Maintainer I.....Colin Dunnack
Public Works Maintainer I.....Richard Pleasant

Public Works Sanitation Maintainer.....Daniel Smith

Lead MechanicDaniel Caron

Mechanic IRobert Maxwell
Mechanic IJeremy Rooke

Cemetery MaintainerMichael Merriam
Cemetery MaintainerLance Kozikowski

Town EngineerTodd Penney

WPCA Technician / Operator.....Michael Ruef

The Department of Public Works hit the streets running to complete the second phase of the Road Bond. Work resumed at Mountain Ridge Estates including: Completion of drainage improvements, full depth reclamation, final paving and curbing.



Phase II of the Village improvement began with drainage improvements and included a full depth reclamation. Final paving will be completed later this summer.



Full depth reclamation was also completed on Homestead Road and Bellevue Dr. to prepare for the final paving later this summer.

Cold in Place Recycling was completed on South Street, Case Road and South River Road. This process turns old cracked asphalt into a new binder course to be topped with hot or cold mix asphalt.



A new soccer field was completed at Laidlaw Park and will be the first irrigated field in town. A surplus steel tank will be repainted and used for water storage. This will also be the site of a new playscape.



Task	Labor Hrs
Athletic Field Maintenance	388.00
Clean Catch Basins	72.00
COVRRRA Operations	225.50
Facility Maintenance	474.50
Fleet/Vehicle/Eq Maintenance/Repair	1,424.00
Grounds Maintenance	1,487.50
Indirect Services	56.50
Maintenance, Cannon	0.00
Road Maintenance or repair	2,211.75
Roadside Mow/Sightlines/Veg Control	83.00
Sweep Facility Lots	32.00
Sweep Roadways	226.00
time not worked	1,120.50
Traffic Control and signs	226.25
Training	170.00
Tree Related Services	91.00
Unimproved Road Grading / Maintenance	301.00
Water Pollution Control Services	279.00
Winter Operations	594.50
	9,463.00

Town/State Projects

Safe Routes to School – Main Street Sidewalk Project (CDOT #32-146): No Activity on CDOT paper work closeout due to construction schedule for other projects.

Pucker Street Bridge Project (CDOT #32-139): Final inspection revealed glass in topsoil, Contractor to correct issue at own expense. Town continued work on project closeout paperwork for CDOT.

Main Street Reconstruction: (CDOT #32-130): Ongoing construction support for streetscape, sewer and drainage components of the project. Attendance of bi-weekly status meeting.

Lake and Cross Street Improvement (LOTICIP): Finalizing construction documents and obtaining project easements. Project bidding pushed back to end of summer and construction will start in late 2016 and span into 2017.

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. Construction change order executed and work has started in front of Library.

South Coventry Village Roads Project: Phase 2 drainage improvements completed in early June. Reclamation completed and paving operations expected to commence early July.

Coventry Lake Gate Improvements Project: Army Corp of Engineers (ACOE) and Connecticut Department of Energy and Environmental Protection Permits were secured in May. Construction documents are being finalized for bidding in late summer. Construction expected to start in October 2016.

Mountain Ridge Estates Drainage Improvements: All drainage work and pavement reclamation and paving operations completed. Project is 100% complete.

STEAP Sidewalk – Main Street Sidewalk Extension (CDOT #32-147): The Project extends the Safe Routes to School Sidewalk to the Ripley Hill Road intersection. Project Encroachment permit nearly finalized. Construction documents ready for advertising. Construction will start in fall 2016.

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Daily Flow = approx 149,000 gallons per day
Approximate Capacity Remaining at WWTP = 25%

Projects Update:

- Construction projects in the sewer service area:
 - CT DOT project #32-130; Main St Reconstruction. Work began in the beginning of April and is projected to take 2 years to complete. A section of sewer main will be relocated to accommodate the new roadway.
 - Lake Street sewer extension; Construction took much longer than anticipated due to unexpected quantities of rock removal but the extension has been completed. Final pressure testing needs to be done on 2 manholes.
 - We provided Bolton with a proposed sewer planning area map and flow calculations for the Western Route 44 sewer planning area 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.
 - Bidwell Village Phase 2; Bidwell Village has completed construction of the sewer mains and manholes in phase 2. Mainline pressure testing has been completed. House laterals will be installed next.
 - Town Roads; Maple Drive, Mason Street, and Bradbury Lane have all been paved with binder course. 14 manholes on these roads were rehabbed to prevent debris and groundwater from entering the sewer system.
 - We hired a vendor to clean 11 manholes (includes all of Maple Drive) with a vac truck and jet 800' of sewer mains in problem areas. We are scheduled to jet and vac all of Wall Street, Prospect Street, Mason Street, and Bradbury Lane in mid-July now that roadwork is substantially complete.
 - We performed final inspections and accepted the sewer extension on Laurel Trail which was completed 1 year ago to serve a home with a failing septic system.

Wastewater Treatment Plant:

- We had a surprise OSHA safety inspection at the Treatment Plant. The inspector did not note any major violations and it seemed to go well but we are waiting for the final report which should be provided by the end of August.
- We performed break-in maintenance/inspection of the newest pump and are very pleased with its performance. New alarm sensors have been wired for all 3 pumps to protect them from overheating and moisture. The third pump is scheduled to be replaced in August.

Sewer System Capacity:

- The short version: Capacity in the sewer system has recently become a significant concern. The capacity of the Treatment Plant and sewer system are assigned and regulated by CT DEEP. Once we reach 90% of our rated capacity we need to provide DEEP with a plan to expand/upgrade the Treatment Plant (estimates ranged between \$3.5 million to \$12 million). Although this quarter we were only at 75% of capacity we need to reserve space for properties which have either made payments towards a sewer assessment or have been given approval to connect through Developer's Agreements (Bidwell Village and Kenyon Falls). If we add our current flow to the capacity we need to reserve for these properties we will be very close to the 90% threshold. As a

result there is not substantial capacity in the system to facilitate new developments which help grow the Town and generate tax revenue.

- What we're doing about it:
 - We have used our pipeline camera to inspect all areas where sewer mains cross under stream beds. No leaks were found. We used a portable flow meter to check for leaks where the sewer main runs under the Lake and did not detect any major leaks.
 - We have ramped up manhole inspections and as previously noted are rehabbing all manholes on roads the Town is paving.
 - We located 2 leaks in the system which are scheduled to be repaired by vendors in July/August.
 - We have been working with the Town Attorneys on the legal aspects of inspecting properties for sump pumps and other illegal connections into the system. Letters will be sent to targeted groups of homes in areas of high groundwater notifying the owners that Town staff will be performing inspections. If owners deny us entry we can obtain Administrative Warrants by demonstrating due cause to inspect. It is our hope that many owners do not realize that these types of connections are illegal or the degree of problems they are causing and disconnect them voluntarily.
 - We are seeking advice/experience from our engineering consultants and colleagues who may have dealt with similar issues.
 - The WPCA will continue to monitor capacity closely and review new connections on a case by case basis.

TRANSFER STATION QUARTERLY REPORT

<u>material received:</u>		PROPANE		BULKY	RECYCLABLE	TIRES	LEAVES	FREON	OP	TICKETS	CUSTOMERS
DATE	RECEIPTS	EWASTE	TANKS	CD/STUMPS	METAL						
04/02/16	\$124.80	13	0	1510	120	4	50	3	dan	2546-2553	32
04/07/16	\$98.80	4	0	1630	0	0	0	0	dan	2554-2557	12
04/09/16	\$186.20	43	1	3480	760	0	90	0	dan	2558-2565	48
04/14/16	\$213.60	15	3	4310	140	0	560	0	dan	2566-2577	44
04/16/16	\$577.80	38	0	9560	820	2	1840	7	dan	2578-2606	78
04/21/16	\$840.60	31	3	15690	2080	1	760	1	dan	2607-2641	81
04/23/16	\$917.75	37	1	16480	430	7	740	5	dan	2642-2683	112
04/28/16	\$143.00	28	1	2160	400	2	250	2	dan	2684-2693	48
04/30/16	\$611.40	8	3	10290	1120	2	970	4	dan	2694-2728	85
Mo Total lbs.	\$3,713.95	217	12	65110	5870	18	5260	22			540
tons				32.555	2.955		2.63				
05/05/16	\$148.40	22	3	2790	750	2	310	0	dan	2729-2736	33
05/07/16	\$314.15	21	0	6130	200	0	240	1	dan	2737-2757	44
05/12/16	\$308.60	31	1	4970	290	4	1770	1	dan	2758-2775	61
05/14/16	\$404.80	19	3	6540	610	8	440	1	dan	2776-2796	75
05/19/16	\$457.80	24	0	8070	480	0	800	4	dan	2797-2816	65
05/21/16	\$420.20	13	1	6900	550	5	30	1	todd	2817-2842	26
05/26/16	\$400.20	18	1	6740	730	1	0	4	dan	2843-2859	36
05/28/16	\$308.60	19	0	5050	760	6	440	2	dan	2860-2880	49
Mo Total lbs.	\$2,762.75	167	9	47190	4370	26	4030	14			389
tons				23.595	2.185		2.015				
06/02/16	\$372.00	14	0	6880	210	0	0	0	dan	2882-2896	33
06/04/16	\$572.60	12	0	9590	770	1	260	5	dan	2897-2921	51
06/09/16	eviction	7	0	0	0	0	0	0			
06/09/16	\$299.20	28	2	5110	600	5	570	1	dan	2922-2936 2937-	53
06/11/16	\$434.40	18	3	5270	430	4	50	14	dan	ransout	50
06/16/16	\$524.40	22	2	9370	610	6	500	3	dan	2951-2978	58
06/18/16	\$506.80	38	2	8030	1220	0	120	7	dan	2979-3008	70
06/23/16	\$401.60	24	1	7450	940	1	510	1	dan	3010-3028	48
06/25/16	\$308.80	21	0	4900	760	0	150	4	dan	3029-3053	60
06/30/16	\$276.60	23	1	5370	630	0	90	0	dan	3054-3071	53
Mo Total lbs.	\$3,696.40	207	11	61970	6170	17	2250	35			476
tons				30.985	3.085		1.125				
Qtr Totals lbs.	10173.1	591	32	174270	16410	61	11540	71			1405
tons				87.135	8.205		5.77				

<u>material transferred:</u>	<u>apr</u>	<u>may</u>	<u>june</u>	<u>quarter</u>
Willi Waste - Bulk (cd) ton	26.56	19.57	34.84	80.97
Willi Waste - Bulk (brush) ton	7.24	6.73	4.29	18.26
Willi Waste - Recycling (metal) ton	5.32	5.56	5.87	16.75
Take2 Recycling - CFC removal units	6	0	0	6
Take2 Recycling - electronics lbs.	5495	3733	5635	14863
Take2 Recycling - lamps, mixed lbs.	0	0	59	59
Take2 Recycling - batteries, mixed lbs.	0	0	0	0
Mighty Flame- propane tanks - each	0	0	32	32
Bob's Tire - each	0	44	23	67
Baystate Textiles	80	380	320	780

BOOTH & DIMOCK MEMORIAL LIBRARY

QUARTERLY REPORT

APRIL – JUNE 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: Label Making, Geocaching, Smartphone Photography, Food & Recipe Apps, Exercise/Fitness Apps.

Lecture Programs for Adults - Two programs drew attendees: Mindfulness, and The Path to Successful Digital Marketing Strategies

Additional Programs for Adults - A variety of groups meet either monthly or weekly: Cookbook Club, Wednesday Night Book Club, Mystery Book Club, Coloring and Conversation, Board to Death. Bingo for Books was added as a new semi-regular program during June. The Passport to Connecticut Libraries program brought in 82 participants during April.

Early Literacy Programs - Miss Meg continued to run three weekly early literacy programs: Tiny Tots Storytime for birth - age 2, Pre-K Storytime for ages 3 - 5 and an Early Literacy Playgroup. A monthly sensory playgroup has also been very successful.

Programs for School Age Children - Special programs during this period included: Fairy Houses, Family Movie Afternoon, Wii Party, Un-birthday Party. The following monthly groups also continued: Comics Club, After School Club, LEGO® Club, Homeschool Group. June started the summer offerings of *On Your Mark...Get Set... Create, Experiment, Play, Tinker, & Move.*

Teen Programs - Gaming continued to be the most popular event through the spring, and teen programming has once again found a strong audience once school ended in June with crafts, movie nights and other group activities brining in new faces.

	Programs Held	Program Attendance
Children	50	1,050
Teen	23	159
Adult	58	257
All Ages	1	160
Total	132	1,626

LIBRARY SERVICES

Summer Reading- June 10th kicked off an all-ages summer reading program to encourage literacy and reading for fun. Reading challenges are complemented by activities for all age groups. The kick off celebration featured an Ice Cream Social provided by the Board of Trustees. Over 160 people attended and 20% of last year's total participants registered on that day.

Daycare & School Outreach - In addition to the monthly visits to four (4) daycares and to CECC each month, Miss Meg and Chris visited every grade/classroom to talk about the Summer Reading program at the Library. Summer reading is an important step in preventing summer learning loss and helping young readers maintain literacy skills. Chris additionally spent one day in the Coventry High School Media Center and a morning at Windham Technical School signing up teenagers for library cards.

InterLibrary Loan - 442 items were borrowed from other libraries and 224 were lent as part of this statewide cooperative service.

LIBRARY USAGE & CIRCULATION

	April	May	June	Total
Reference Inquiries	463	398	625	1,486
Library Computer Use Sessions	1,793	1,549	1,726	5,098
Computer Assistance Requests	104	84	85	273
WiFi Usage	96	59	192	347
Patron Visits	6,090	4,973	5,604	16,667
Total Circulation	6,953	6,447	8,454	21,854
Circulation of Adult Materials	3,077	2,669	3,140	8,886
Circulation of YA Materials	356	281	613	1,250
Circulation of Kids Materials	3,175	3,135	4,305	10,615
Other Circulation	345	362	396	1,103
Circulation of Digital Items	359	1,177	522	2,058
In-House Usage of Materials	3,438	2,106	4,811	10,355

LIBRARY STAFF PROFESSIONAL DEVELOPMENT

- All staff meeting for webinar on customer service and the importance of saying “Yes!”
- Meg and Chris continued their commitments to the Nutmeg Book Award
- Kristi, Meg, Chris and Laura attended parts of the Connecticut Library Association Annual Conference.
 - Kristi and Meg received an honorable mention in the CLA Publicity Awards for the Comic Con materials from June 2015.
 - Kristi was part of a poster session with CEN on the wifi-pilot program at the Booth & Dimock Memorial Library.