



TOWN OF COVENTRY

QUARTERLY REPORTS

July 1 – September 30, 2016

TABLE OF CONTENTS

Finance Department	3
Collector of Revenue	4
Assessor	6
Land Use Office	7
Town Clerk	18
Building Department	21
Fire & EMS Department	23
Police Department	24
Parks & Recreation	31
Human Services	35
Public Works	41
Booth & Dimock Library	46

Cover photo: Workers installing the pipeline for the conversion to natural gas for the Town Hall complex.
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. In addition, this function supports and maintains the town's information technology system.

General accomplishments

- Planning for VOIP installation
- Final pension preparation for one current retirement. Preliminary calculation for one employee.
- Preparation of final year end reports for review by auditors.
- Purchased equipment for the ICE grant and worked with the other Towns to prepare the paperwork for reimbursement.
- Created and managed the Fall Wellness programs.

Meetings attended

Finance Committee of the Town Council
Pension Committee
Cemetery Commission meetings
CIRMA Investment Advisory Committee
Town/BOE worker safety committee
Town GIS coordinating committee BOE/Town IT coordination
ECHIP Executive committee meetings
ECHIP Board meetings
ECHIP Wellness committee meetings
Farmers Market Planning Committee
Public Works Union negotiations

Collector of Revenue

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

August continues to be a heavy collection month because we still receive mail with good postmarks to process as well as late payments that require special handling. This additional handling is in the form of partial payment letters for those accounts that have a balance due because interest was not included with the late payment. During this time, we are also adjusting many tax bills based on certificates of correction issued by the Assessor's office. By the end of August, more than 916 sewer use bills were prepared, printed, and mailed with a September 1st due date.

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

Much of September is also spent in preparation of the Annual Report as well as the Annual Audit. The Annual Report is due by October 14, 2016. The auditors begin their work during the first week of November 2016.

The report of collection for the first quarter is attached.

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

		Property Tax	Interest	Liens & Costs	Total
Grand List	2001	2.21	0.03	2.00	4.24
	2002	33.99	80.05	24.00	138.04
	2003	200.97	424.71	24.00	649.68
	2004	869.88	652.00	24.00	1,545.88
	2005	106.60	194.30	48.00	348.90
	2006	79.46	305.60	72.00	457.06
	2007	80.90	119.44	72.00	272.34
	2008	82.19	106.54	72.00	260.73
	2009	144.24	203.06	72.00	419.30
	2010	305.91	283.50	72.00	661.41
	2011	821.13	221.24	72.00	1,114.37
	2012	2,756.30	1,559.73	192.00	4,508.03
	2013	8,274.15	2,993.62	308.00	11,575.77
	2014	<u>84,177.18</u>	<u>14,923.17</u>	<u>563.00</u>	<u>99,663.35</u>
		97,935.11	22,066.99	1,617.00	121,619.10
Current	2015	16,704,897.83	16,949.07	0.00	16,721,846.90
Current SMV		0.00			0.00
	Totals	<u>16,802,832.94</u>	<u>39,016.06</u>	<u>1,617.00</u>	<u>16,843,466.00</u>
Current 110	6010	40211	16,704,897.83		
Delinquent		40212	97,935.11		
Interest & Liens		40213	40,633.06		
SMV		40214	0.00		
			<u>16,843,466.00</u>		
Sewer Assess 205-7722	40211	60,567.89		Sewer User	40211
Interest, Liens, Per Diem	40213	<u>6,402.49</u>		Interest & Liens	40213
		<u>66,970.38</u>			<u>278,993.15</u>
COVRA					
Current 218-7601	40211	822,193.49		Returned Check Fee	<u>160.00</u>
Delinquent	40212	9,447.28			
Interest & Liens	40213	<u>8,142.12</u>			
		<u>839,782.89</u>			
		Total	\$18,029,372.42		

Assessor

July

July, as usual was a busy month for the Assessor's Office. This is the month where we have the most traffic from taxpayers coming in to inquire about their tax bills. In general this was a busier July than usual due to the Motor Vehicle Departments Registration issues. Our office worked on motor vehicle corrections that were sparked by residents receiving tax bills for vehicles that they didn't own or should have been registered in other towns. We also had hundreds of issues where the tax payers received no bills at all due to motor vehicle not renewing their registrations. During this month our office corrected 760 motor vehicle issues up through the end of July. We also corrected 26 personal property accounts and 40 real estate assessments.

August

August was a good month for catch up after a busy July for the Assessor's Office. The board will be meeting once this year due to the few appeals from the valuation process used by the town's Assessor. During this month our office corrected 113 total Motor Vehicle, Personal Property and Real Estate assessments. We also prepared our mailing early for personal property. We also spent time conducting inspections on all building permits issued.

We as a group had met during the month of August with 17 other municipalities and CROG to discuss the future and the current legislation regarding House Bill 5180. This legislation allows for a municipality to reduce the assessment of any property who can get a certified Licensed State Engineer to sign off on the property. The way the current legislation is worded the Assessor is responsible for the reassessment on a five year cycle. Our office has begun to start files on any property who presents it to the Assessor's Office. We also go out and inspect these properties to try determine who bad the integrity of the structure itself may be.

During our discussions as a group we were able to get a majority of the towns to utilize certain forms as to make it easier and compatible for tax payers regardless of where they may reside.

September

September was spent preparing for personal property and getting them out in the mail by the 15th of September. Our office gathered information for new accounts through several different ways. We used new permits that were taken out for home businesses, trade name certificates, and the department of revenue service to discover new accounts. With this information we created a database for all filers and were able to expedite the printing and mailing of our declarations giving taxpayers more time to file prior to the November 1st deadline.

During this month our office corrected 36 Motor Vehicle, Real Estate and Personal Property assessments.

Deadline for filing veterans DD214's "veterans discharge from active duty" was September 30th. Cards were made up for any new veterans and their exemption was applied to record of ownership if applicable. The remaining will be held for application to Motor Vehicles.

The Board of Assessment Appeals also conducted their September meeting on the 15th. The board had 8 new appeals scheduled, to which all but 2 appeared for their scheduled appointment, leaving 5 vehicles reduced for a total reduction of \$16,710.00.

We are continuing the ongoing foundation inspection process through the December 1st deadline. For more information regarding crumbling foundations please use the following link; <http://www.coventryct.org/index.aspx?NID=438>

Michael J. D'Amicol
Town of Coventry
Assessor



Coventry Land Use Office

Quarterly Report for
July, August, September

~ 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**

JULY, AUGUST, SEPTEMBER

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
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.	7/11/16	A
16-07	E	6/20/16		Application of DeSiato Sand & Gravel for Extension of Special Permit #14-06S for gravel pit operation on Old Eagleville Rd. (42, 51, 3)	8/8/16	A
16-08	S	8/26/16	9/12/16	Application of Elisabeth Drouin for keeping of livestock on lot less than 80,000 sq ft. – 134 Lancaster Rd.	9/26/16	A

Special Permit – S
Zone Change – ZC
Subdivision Regulations – SR
Zoning Regulations – ZR
Site Plan Review - SP
Permit Amendment – A
Lot Line Modification - L
Extension Request – E
Scenic Road – SC
Special Exception – SE
Declaration of Nonconforming Use – N
Subdivision – No Code Letter
Garage – G

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

JULY, AUGUST, SEPTEMBER

DISCUSSION AND ACTION TOPICS

- Reviewed CRCOG zoning referrals for the town of Vernon and Tolland on zoning text amendments; town of Mansfield on a moratorium on multi-family developments.
- Staff reported that the Town prevailed in the Trepkus zone change appeal.
- Discussed the historic culvert and drainage system that runs parallel to Main Street and crosses School Street, which was mentioned by a citizen at a recent public hearing. The Town Engineer is aware of the matter and has been working with the property owner on School Street to address the drainage issue.
- Reviewed the work that Eversource had performed as 'maintenance' along the power line easements through the Town. The CT Siting Council will be involved with the replacement of some power line fixtures.
- Reviewed the Fastrack East plans to connect UCONN via RTE 44.
- Held preliminary discussion with Ken Pudeler, PE for the proposed Sanderson subdivision on Brigham Tavern Road Extension.
- Approved the request of the developer of the Flanders Woods Condominiums to extend the timeframe to complete the project.
- Approved the request of DeSiato to complete the phase 7 of a gravel extraction operation on Old Eagleville Road.
- Approved the request of Andrew Bushnell, PE to extend the timeframe to file the mylars for the Windy Hill Subdivision.
- Approved the request of the developer of the Lillian Woods Subdivision to complete the development.
- Staff mentioned the upcoming EDC workshop with the Town of Bolton and the CT Economic Resource Center on fundamentals of economic development.
- Approved the request of the developer of Kenyon Falls Condominiums to extend the timeframe to complete the project.
- Approved with conditions the request of Ladyga for minor modifications to the special permit/site plan for a motor vehicle dealer and repairer operation on Boston Turnpike.
- Recommended that the Town Council convey two Town owned lots on Ireland Drive to the abutter pursuant to CGS 8-24.
- Held preliminary discussion with Andrew Bushnell, PE for a one lot family subdivision on Skyview Drive.

JULY, AUGUST, SEPTEMBER

DISCUSSION AND ACTION TOPICS

- Reviewed the work that the EDC subcommittee has completed for the new farmers' market. The season continues to be a great success.
- Staff provided updates on the various grants and other projects being administered that are relative to economic development. A detailed review of the various Village projects occurred to demonstrate the depth of connectivity and enhancement that will occur.
- The Commission held work shop with the Town of Bolton that is sponsored by the CT Economic Resource Center that involves a 'self-assessment' for economic development commissions. The program assists the commission and their ability to identify priorities and mechanisms to enhance economic development in their respective communities. Members from EDC, PZC, WPCA and the Town Council attended.
- An update on the library expansion project was provided. Discussion regarding the transfer of ownership to the Town is occurring.
- An update on the work that the WPCA is doing to analyze the current limited capacity of the public sewer system and potential 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.
- The 'Welcome to Coventry' business brochure was updated and is being distributed.
- The final version of the Cultural Arts Strategic Plan was distributed to the members. The DECD grant that enabled the Plan was recently closed out.
- The Coventry Farmers' Market was nominated by the Commission for a Tolland County Chamber of Commerce Economic Development Award, which was ultimately awarded by the Chamber for regional small business support.
- The Commission evaluated a potential offer from a publishing company for a 'new resident business/info package' that relies on local advertising. The Commission felt that it would not be the most prudent project due to the other current offerings from the Town.
- The sale of the Coventry Corners Plaza was discussed. A land swap between the owner of the plaza and the Town has been considered to enable further commercial development with the plaza.

PLANNING STAFF HIGHLIGHTS

YEAR 2016

JULY, AUGUST, SEPTEMBER

- Continued work to operate the 2016 Coventry Farmers' Market season. Overall the season has been very successful. The Market was voted #10 in the nation by American Farmland Trust and #1 in the state by Connecticut Magazine.
- Continued 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.
- 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.
- 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.
- Continued 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.
- Continued to work 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.
- Prepared the nomination of the Coventry Farmers' Market for a Tolland County Chamber of Commerce Economic Development Award that was granted by the Chamber for small business support.
- 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.

PLANNING STAFF HIGHLIGHTS (Cont'd)

YEAR 2016

JULY, AUGUST, SEPTEMBER

- Spearheaded the orchestration of the Road Safety Audit project that analyzed RTE 31 between the Town Hall and Daly Road for future pedestrian connectivity with the State of CT DOT.
- Kicked off the administration of the State of CT DEEP Recreational Trails Grant project involving the creation of a park and trail system on the Decew property on Depot Road. Met with the consulting archeologist to prepare a Phase 1a study for the State Archeologist.
- Continued to be involved with Probate Court proceedings involving the Caprilands estate.
- Prepared the nomination of the Coventry Lake Advisory and Monitoring Committee for a CRCOG Sustainability Award for their ongoing work to protect Coventry Lake. The nomination was awarded to the Committee.
- Prepared a Last Green Valley 'Telling Stories that Matter' grant for a historical Coventry photo showcasing project. The grant was awarded for approximately \$1,000.00.
- Continued to serve on the Technical Advisory Committee for the Eastern Gateway Study that is being administered by CRCOG.
- Assisted CLAM in organizing and executing the State of Coventry Lake Annual Forum.
- Spearheaded the preparation and administration required to host the CT Economic Resource Center's 'Fundamentals of Economic Development' workshop with the Town of Bolton.

ZONING ENFORCEMENT

YEAR **2016**

JULY, AUGUST, SEPTEMBER

Mason Perrone - Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	59
Single Family Dwellings	4
Condominiums	0
In-Law Apartments	1
Accessory Structures	
Decks/Porches	12
Sheds/Gazebos	7
Barns	0
Detached Garages	2
Pools	6
Other	14**
Residential Additions/Attached Garage	7
Commercial Use/Signage	2
Home Occupation	2
Interior Renovations	6
Total	<u>63*</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, hot tubs, fences,

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

Single Family Dwellings	4
In-law apartment	0
Condos	0
Accessory Structures	
Decks/Porches	3
Sheds/Gazebos	4
Barns	0
Detached Garages	2
Pools	1
Residential Additions/Attached Garages	4
Other	1
Commercial Use/Signage	0
Total	<u>19*</u>

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

ZONING ENFORCEMENT (Cont'd)

YEAR 2016

JULY, AUGUST, SEPTEMBER

INSPECTIONS*

Erosion and Sediment Control	19
Limits of Clearing	0
Certificates of Occupancy	17
Pre-Approval Inspection	1
Seed and Mulch Bond Release/Inspections	3
Zoning Complaints (initial & follow-ups)	31
Blight Complaints (initial & follow-ups)	22
Street Number Assignments	0
Other	2
Total	<u>95</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	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	0
Blight complaints	4
Total	<u>15</u>

ZONING ENFORCEMENT

YEAR **2016**

JULY, AUGUST, SEPTEMBER

News from Zoning Department:

Personnel

Planning Technician/Zoning Enforcement Officer, Mason Perrone, continued his training in the CAZEO certification process. He will be finishing classes in late October with the final exam to be taken in November.

Development

Property owners continue to add on to their homes and we have several open permits at the moment. However, an issue that has been arising over the past 2-3 months is the lack of a plot plan for properties. Property owners are encouraged to have boundary surveys done in order for us to issue zoning permits, and they are required for those that are doing major renovations.

It is always a good idea when buying a property to check with us here in the Land Use Office to see if there has been a survey filed before purchasing, as it may prohibit future development.

GIS

We have made progress with the updates of a few recent subdivisions in Town. With the help of Scott Roberts and Andy Bushnell, we have obtained a few mapping updates and they have been added to our Town parcel layer. We will be making these updates live on our website soon.

Additionally, Planning Tech/ZEO has been working to compile a list of needed updates by cross-examining our land records with our current parcel mapping, going back to 2008 when this was last completed. This is a long-term task, but will help us get the information we need to update our parcels in the future when funding permits.

Enforcement

There have been a surge of livestock complaints that have been submitted over the last few months, specifically with chickens and roosters. These complaints are difficult to confirm without visual evidence of livestock on the property. It is important for home owners to know that they do need a permit to have chickens and roosters on their property. While a general permit can be issued for properties over 80,000 ft², properties between 40,000 ft² and 80,000 ft² do need a special permit through the Planning and Zoning Commission to house chickens and roosters. Properties under 40,000 ft² are prohibited from having livestock.

Additionally, progress continues to be made on the numerous blight and zoning complaints that are currently open. We are on pace to close a few more out before the winter months are here.

ZONING BOARD OF APPEALSYEAR **2016****JULY, AUGUST, SEPTEMBER**

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
16-07Z	6/27/16	7/19/16	Application of Titan Construction Enterprises, LLC for owner Robert Ballok, Jr. requesting variance for 16 foot front setback encroachment for garage at 11 Brewster St.	7/19/16	A
16-08Z	6/28/16	7/19/16	Application of Frances Mattarazzo, owner, requesting variance for 10 foot side yard and 4 foot front yard setback encroachment for a shed at 84 Dooley Avenue.	7/19/16	A
16-09Z	7/29/16	9/20/16	Application of Steve Calhoun, owner, requesting variance for 5 foot side yard and 40 foot rear yard setback encroachment for garage at 1565 North River Road.	9/20/16	A
16-10Z	8/31/16	9/20/16	Application of Tom Archambault, applicant, for owner John Mucha, requesting variance to enlarge a nonconforming structure for the demolition and reconstruction of a house and garage at 285 Woodland Road.	9/20/16	A

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

INLAND WETLANDS APPLICATIONS

YEAR 2016

JULY, AUGUST, SEPTEMBER

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
16-09W	5/24/16	5/24/16		Town of Coventry, Homestead Dr. Drainage Improvements	7/27/16	A
16-10W	6/17/16	6/22/16	6/22/16	Donna Lewis, 120 Avery Shores, Stairs to Edge of Coventry Lake	7/11/16	A
16-12W	7/12/16	7/27/16		Lakeview Terrace Association Beach Improvements, Lakeshore Drive		P
16-13W	7/22/16	7/29/16		Holly & Donald Weston, 162 Beebe Farms Rd, Addition within 150 ft. of Coventry Lake	8/24/16	A
16-14W	8/22/16	8/24/16		Dennis Manning for Waterfront Heights Association, Culvert Work on Association Roads	9/28/16	A
16-15W	8/22/16	8/24/16		Robert Hughes for Teleflex Medical, 1295 Main St., Fire Pond Wall Repairs	9/28/16	A
16-16W	8/23/16	8/24/16		Bushnell Associates for Mr. & Mrs. Marcus, 48 & 50 John Hand Drive, Redevelopment of site		P
16-17W	8/23/16	8/24/16		James Motta, remove sheds, deck and driveway, replace one shed, paver patio, septic system, grading, 2315 Main St.	9/28/16	A
16-18WA	8/23/16			Denise Hornbecker for Channel 3 Kids Camp, Construction of 2 summer cabins at 73 Times Farm Rd.	8/29/16	A
16-19WA	9/19/16			Thomas Archambault, for demolition of existing cottage at 285 Woodland Rd.	9/22/16	A
16-20WA	9/22/16			Grondin Builders, 251 Woodland Rd. Build deck in upland review area	9/22/16	A
16-21WA	9/22/16			Dave Garceau Excavation, 605 Silver St., Septic Repair	9/22/16	A
16-22NJ	9/22/16	9/28/16		Donna Roberts, 271 Skyview Dr., 2-Lot Resubdivision, Request for Non-Jurisdictional Ruling	9/28/16	NJ
16-23WA	9/22/16			Coventry Police, Replacement of shed on gravel pad at Police HQ, 1585 Main St.	9/22/16	A
16-24WA	9/28/16			David & Kelly Taylor, Addition in upland review area, 370 Dunn Rd.	9/30/16	A
16-25WA	9/25/16			Ann Morano, 15 Berry Ave., Placement of shed on gravel in upland review area	9/30/16	A

W – Wetlands Agency
 WA – Wetlands Agent
 AR – As of Right
 NJ - Non-Jurisdictional

A - Approved
 D - Denied
 P - Pending
 W - Withdrawn
 NJ - Non-Jurisdictional

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

Dianna Grindle
Assistant Town Clerk

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

Recording & Licensing



Receivables & Revenue:

- ✓ The Clerk's Office collected **\$97,349.01** this quarter, of which **\$62,310.99** was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	631	18,762.00
Local Conveyances Recorded	63	32,536.00
Copies	3,357	3,357.00
Trade Name Certificates.	8	40.00
Liquor Permits	4	8.00
Burial/Cremation Permits	11	33.00
Marriage Licenses Issued	18	198.00
Vitals Copies	150	3,000.00
Notary Fees & Renewals	48	410.00
Dog License Fees	218	217.50
Maps Filed	6	60.00
Fish & Game License & Permit Fees	32	32.00
Conveyance fees	63	63.00
PA-490	0	0
PA-146 Clerk	471	471.00
PA-05-228, 09-229, 11-201 & 13-247 LOCIIP*	471	1,413.00
PA-05-228, 09-229, 11-201 & 13-247 Clerk*	471	1,221.00
Miscellaneous/Unanticipated	1	489.49
Town Clerk Revenue Transferred to Treasurer:		\$62,310.99

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

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 for the Town of Coventry, and remit these fees to various state agencies. For this quarter, \$130,812.52 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 05-228, 09-229, 11-201 & 13-247	\$31,736.00
Marriage Licenses	342.00
Fish & Game Licenses	1,035.00
PA-146	942.00
State Conveyance Tax	97,792.52



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

	Dog License Fee	Surcharge
July – Sept.	\$1,414.00	\$510.00

Historic Document Preservation Grant No. 032-SF-15: On July 3rd we received approval of our grant application from the Connecticut State Library in the amount of \$4,000. The funds will be utilized to unbind, scan and digitize our older vital records. This project is a continuation of last year's project. IQS our land record vendor will be doing this work for us.

Presidential Election Preparation: As soon as the candidate's names became available after the primary, candidate lists required to be sent with blank and overseas ballots were prepared. By September 15th, blank ballots for which an application had been received from a registered elector temporarily living or traveling overseas and servicemen, spouses and dependents living within or outside the U.S. were mailed to the voter. Similarly, overseas ballots, for federal offices only, were sent to those unregistered citizens permanently residing outside the U.S. Pursuant to UOCAVA, Uniformed and Overseas Citizens Absentee Voting Act, 16 Blank and 4 overseas ballot packets were transmitted electronically on September 15th. Once the voter writes in the candidate's names of their choice from the list onto the ballot, they drop the materials in the mail and return to us.

Pursuant to Public Act 11-46 "An Act Concerning the Integrity of Elections" the Registrars and Town Clerk jointly certified to the State of Connecticut the number of poll ballots that were ordered for each polling place. With regular full absentee ballots due to be available to voters on October 7th.

Additionally, pursuant to Public Act 12-57 An Act Concerning Permanent Absentee Ballot Status for the permanently disabled, any elector who is permanently, physically disabled and files an application for an absentee ballot with a certification from a primary care provider shall be eligible for permanent absentee ballot status. We have provided

information and instructions on the town website at www.coventryct.org. Currently we have 4 voters utilizing this process.

Staffing Updates/Activities



Lori Tollmann, Town Clerk: Lori attended the Connecticut Town Clerks Association 2016 Fall Conference in Westbrook, CT September 21st thru 23rd. She was awarded 3 points towards MCTC advanced certification. Agency Presentations included speakers from the office of the Secretary of the State, with election information also, Town Clerk panels discussing best practices.

Our office distributed Permanent Absentee information with the Coventry Housing Authority, Coventry Senior Center.

September is time to remind chairmen of the legal requirements of meetings for their committees and commissions. Our office prepared and delivered 31 packets.

BUILDING DEPARTMENT QUARTERLY REPORT
1ST QUARTER
JULY, AUGUST, SEPTEMBER, 2016

The Building Department was busy issuing permits for new home builds in town with the release of seven (7) permits:

NEW HOUSE PERMITS ISSUED FOR THE 1st QUARTER		
Fiscal Year 2016-17		
MONTH	DATE	ADDRESS
JULY		
	1ST	9 WOLF HILL RD
	11TH	84 STONE BRIDGE RD
	13TH	94 STONEHOUSE RD UNIT 24
AUGUST		
	8/1/2016	730 DUNN RD
	8/2/2016	94 STONEHOUSE RD UNIT 27
	8/18/2016	94 STONEHOUSE RD UNIT 34
SEPTEMBER		
	9/9/2016	94 STONEHOUSE RD UNIT 26

Foundation work also started for one (1) new residential dwelling at 218 Hannah Lane.

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

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES	
1ST QUARTER 2016-2017 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
155 WINDSWEEP WAY	7/5/2016
223 WOODLAND RD	7/14/2016
166 APPIAN WAY	7/20/2016
100 EDGEWATER DR	7/25/2016
54 BRIGHAM TAVERN RD	8/6/2016
10 WINDY HILL RD	8/22/2016
730 DUNN RD	9/22/2016

The Building Department issued permits for the renovation of a middle school classroom in order to add a classroom to the Hale Early Education Center. The success of this educational center appears to be favorable since they needed to add a classroom at the same time as celebrating their 1 year anniversary in the new facility.

September was a busy month for commercial properties in town. The Channel 3 Kids Camp was issued a permit to add a boys and a girls cabin at 73 Times Farm Road. A new sign is sprucing up the exterior of 3466

Main Street to display the names of businesses at this location. One such business is the newly anticipated Wicked Slice Pizza (tenant fit out permit issued in August), which will be opening sometime in October. Teleflex at 1295 Main Street was issued a permit to repair their front entry way and the bridge behind their business. Finally, a permit was issued to CT Landmarks in order to repair a barn at the Nathan Hale Homestead. This project will allow for smaller social events to take place there. In the beginning of the quarter, a permit was issued for repairs to a gas pump island to Pelletier Construction at 138 Main Street.

Four hundred sixty (460) inspections were completed this quarter.

Eight (8) hours of continuing education were earned this quarter.

Permits for this Quarter

PERMIT TYPE	Jul. 2016	Aug. 2016	Sep. 2016	First Qtr. 2016-2017
	Houses only	3	3	1
Foundation only	2	0	1	3
Condominiums	0	0	0	0
Commercial Bldg/Renov	1	1	4	6
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	1	0	0	1
Additions	1	4	3	8
Garages/Carports	2	1	1	4
Sheds/Barns	1	0	0	1
Decks/Porches	3	3	2	8
Pools	1	5	0	6
Demolition	0	0	1	1
Woodstove	1	1	1	3
Miscellaneous	11	6	5	22
Renov/Repair/Alter	15	12	10	37
Plumbing	7	2	6	15
Heating	8	8	26	42
Electric	15	18	21	54
TOTAL PERMITS	72	64	82	218
PERMIT VALUE	1,079,192	1,129,611	1,168,675	\$3,377,478
FEES COLLECTED	14,708	16,892	17,541	\$49,141
Certificate of Completion	73	55	52	180
C/O's - New Homes/Condos	4	2	1	7
C/O's - Other	1	2	5	8



Town of Coventry *Fire & EMS Department*

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



Noel Waite, Fire Administrator

Quarterly Report

July, Aug. and September 2016

With the collaborative efforts of the fire departments, the fire truck replacement projects are well underway. As previously stated a purchase agreement for a used 105 foot quint has been signed and also a purchase agreement and deposit for a new 3000 gallon tanker has been issued. The joint efforts of the fire departments selected two pieces of apparatus that will benefit the town for years to come.

A new committee was also formed to investigate the replacement or refurbishment of one of the ambulances. Work continues on obtaining the service provider and primary service area certificates from the State Department of Public Health. We are hopeful to have the necessary certificates by year-end.

Fire Marshal's office conducted approximately 23 inspections ranging from group home, liquor license renewal and special request inspection and all the schools were inspected for code compliance prior to the new school year starting. Fortunately there have been no large dollar loss fires the first quarter of the fiscal year.

Quarterly Report
First Quarter FY 16/17
July - September

Coventry Police Department



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

ADMINISTRATION

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

Objectives:

- Transition to the four-year on-site assessment cycle.
- Utilize Power DMS for task reminders for all required reports and reviews.

Chief Palmer and Mr. Roberto attended the CALEA Conference in Baltimore where the agency received Advanced Accreditation with Excellence July 30, 2016.

CALEA Commissioner Cindy Coyne attended the Town Council meeting on September 6th to present the agency with its certificate of Accreditation.

The agency has transitioned to the four-year CALEA accreditation cycle. We have been using Power DMS in a more effective manner to prepare task reports for all required reports and reviews. So far, this has been working well.

Chief Palmer and Mr. Roberto attended the September 15th POST Council meeting where the agency was awarded Tier III State Accreditation.



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.
- Submit one grant application for funding for seatbelt enforcement.

The announcements for the comprehensive DUI enforcement program and the annual seatbelt enforcement grants have not yet been made. We anticipate they will be received in early October.

Goal: *Ensure that all personnel provide services using a model of procedural justice and a guardian mindset.*

Objectives:

- Provide training in fair and impartial policing by December 1, 2016.
- Support and encourage those who demonstrate the tenets of procedural justice and provide additional guidance and training for those who do not.
- Create opportunities in schools for positive non-enforcement interactions with police. Publicize the beneficial outcomes and images of positive, trust-building partnerships and initiatives.

We are looking at low-cost alternatives for providing fair and impartial policing training. The US Attorney's office may be a resource to provide this training.

We are reviewing the agency's use of force policy to make significant modifications to ensure that members use force in an appropriate manner and only when necessary. Training will be conducted when this is complete.

Officers have been visiting schools on a regular basis to visit with students.

A new training committee was established to encourage additional training for officers and select applicants to specialized schools.

Goal: *Provide additional positive opportunities to interact with members of the public. Foster increased transparency of police activities.*

Objectives:

- Conduct a citizen's police academy by December 1, 2016.
- Place more agency policies on the department's website.

Agency policies on the use of force, body cameras, personnel complaints and the use of force have been placed on the agency's website.

OPERATIONS

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

Objectives:

- Schedule at least two officers on duty 24 hours each day. Provide additional staffing when available to conduct additional patrols, enforcement of traffic laws and contacts with residents and businesses.
- Complete field training for new patrol officer by September 30, 2016.

Adequate patrol staffing is maintained. Sergeants have been given the latitude to hire additional officers for traffic enforcement and high-visibility activities.

Officer Kelsey Carpenter successfully completed her field training period on September 9, 2016. She is currently assigned to the day shift until the next shift bid in November.

Goal: *Select and train an officer to participate as a tactical officer in the Capitol Region Emergency Response Team.*

The sergeants selected Officer Robert Dexter to participate as a tactical officers for CREST. Officer Dexter will be taking his practical test and interview in early October.

Objectives:

- Select a candidate by December 2016.
- Candidate to take physical agility entry exam by February 2017.
- Outfit and equip tactical officer by May 2017.

Additional applicants from the current pool will be interviewed in October for a seat in the January POST academy.

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.
- Conduct two seatbelt checkpoints and four concentrated enforcement efforts focusing on hazardous moving violations.
- Increase enforcement of distracted driving violations and speeding violations by 5 percent over the previous fiscal year.

A sobriety checkpoint we held on July 29th with members of the agency assisted by members of Metro Traffic agencies.

SUPPORT

Goal: *Prepare for Next Generation 911 (NG911) service by ensuring dispatch capabilities comply with system requirements.*

Objectives:

- Determine the best alternative to NG911 and dispatch services by September 1, 2016

We are continuing discussions with Tolland County Mutual Aid Dispatch to obtain 911 information. TN management has been in touch with Accucom (our CAD vendor) in an effort to write software to accomplish this,

Goal: *Work toward becoming a PREA certified lockup facility.*

Objectives:

- Finalize PREA compliant lockup policies by September 30, 2016.
- Conduct training of officers by November 20, 2016.
- Conduct a mock PREA audit by February 2017.

This is an on-going project. Timelines may be delay due to other priority issues.



Other Items of Interest

Agency staff received the following training during the quarter: Supervisor's legal update attended by Chief Palmer, Sergeant McDonagh Sergeant Fiore, Sergeant Hicks and Sergeant Opdenbrouw

CSO Chipman attendance the annual animal control training conference.

Sergeant Opdenbrouw and Officer Greener became POST certified Cooper physical fitness testing instructors.

Officer Kelsey Carpenter was certified on the patrol rifle.

Dispatcher Cote attended a 3-day class on becoming a Communications Training Officer

Annual firearms training was held during the month of September



Officer Wayne Greener successfully completed his probationary period.

Chief Palmer attended a briefing hosted by the White House on promoting 21st century policing recommendations.

Officer Michelle Hicks, Officer Wayne Greener and Chief Palmer attended the Channel 3 Kid's Camp law enforcement day to spend time with the campers and serve lunch

Sergeant Michael Hicks, Officer Kevin Vail, and Dispatcher Michael Cote were issued Meritorious Commendation Certificates for successfully apprehending a person who was threatening to commit suicide and acting aggressively toward the officers when they approached.

The agency is participating in a group effort regarding substance abuse awareness.

Interviews of police applicants were held during August.

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



After 20 years of faithful and dedicated service, Officer Gail McDonnell retired on September 23, 2016. A reception was held for her at Patriot's Park Lodge to thank her for her service.





**Coventry Police Department
Incident Analysis**

7/1/2016...9/30/2016

	Shift		Total
1st	2nd	3rd	
306	975	756	2037

UCR	Nature	1st	2nd	3rd	Total
001	Marine Patrol Activity	0	4	3	7
002	Beach Association Check	0	1	1	2
029	Disabled Motor Vehicle	6	14	16	36
1040	Tax Fraud	0	1	0	1
13B	Assault Simple	3	0	1	4
13C	Intimidation	0	2	4	6
152	Suicide Threat/Attempt	0	5	10	15
220	Burglary	1	5	4	10
23C	Larceny Shoplifting	0	4	1	5
23D	Larceny Theft From Building	0	4	1	5
23F	Larceny Theft From MV	6	9	5	20
23G	Larceny Theft of MV Parts	0	1	1	2
23H	Larceny All Other	0	9	4	13
240	MV Theft	3	0	0	3
250	Counter/Forgery	0	1	0	1
2604	Fireworks/Gunshots	2	0	15	17
2608	Abandoned MV	0	2	0	2
2609	Littering	0	5	2	7
2619	Building Check	0	1	1	2
2625	Notification	0	1	0	1
2631	Public Hazard	11	10	19	40
26A	Fraud False Pretenses	0	1	1	2
26B	Fraud Credit Card/ATM	0	4	1	5
26E	Fraud Wire	0	1	0	1
290	Vandalism	2	5	6	13
2914	Animal Complaint	18	64	33	115
3009	Susp Person/Activity/MV	40	41	98	179
326	Illegal Parking	0	0	4	4
332	Harassment/Harassing Phone Calls	0	10	11	21
334	Untimely Death	1	1	1	3
343	MV Accident (Injuries)	1	7	2	10
344	MV Accident Evading	1	3	3	7
346	MV Accident (No Injuries)	5	21	10	36
349	Subpoena Service	0	1	0	1
351	Alarm	26	42	40	108
353	Medical	24	85	50	159
355	MV Stop	76	219	135	430
35A	Drug/Narcotic Violation	0	2	3	5
375	Routine Assistance	12	60	28	100
377	Open Door/Window	1	2	3	6
388	Miscellaneous	11	13	9	33
390	Police Information	2	7	3	12



Coventry Police Department Incident Analysis

7/1/2016...9/30/2016

396	Escort	0	5	3	8
398	Missing Person	1	3	3	7
399	Lost And Found	0	13	11	24
400	Family Matter - Non Arrest	3	4	10	17
401	Repossessed Vehicle	0	0	1	1
4811	Finger Printing	0	85	0	85
4858	Fire	2	8	11	21
4867	Background Investigation	0	2	0	2
4873	Assist Other Agency	9	24	22	55
82	Runaway/Non NIBRS	2	0	4	6
861	Disturbance (Non-Domestic)	0	8	14	22
863	Town Ordinance Violation	0	1	2	3
866	Noise Complaint	3	4	11	18
889	Check Welfare	1	16	10	27
890	MV Erratic Operation	3	20	31	54
891	MV Lock Out	1	12	3	16
90C	Disorderly Conduct	0	1	0	1
90D	DWI	1	1	3	5
90G	Liquor Law Violation	0	0	1	1
90J	Trespass of Real Property	1	0	0	1
911	911 Hang Up Call	1	3	3	7
Sup	Supplemental	26	97	84	207



Quarterly Report: Summer July 1 – September 30, 2016

General Administration

In the summer months, along with overall supervision of the beaches, Director Rubin attended/participated in the following:

- Attended a meeting with staff and parent of a camper re: special needs
- Department Heads meetings, annual performance review by Town Manager
- Webinars & Workshops: *Pokémon Go and the Rise of Location Based Mobile Gaming*, *Play for Health: the role of city leaders*, *Creating the Perfect Parking Permit*, NRPA Webinar on *Park Prescriptions*, and attended CCM workshop on *Time Management*
- Met with Eric Gibson, Youth Wrestling to discuss the future of the sport in Coventry
- Supervised our intern, Leah Whitaker from SCSU, had an internship site visit by SCSU Professor Smith, completed mid-term & final evaluations, and nominated for Leah for the CRPA Scholarship.
- Attended a meeting at CGS re: Playscape maintenance concerns, and discussed possible development of some new afterschool activities.



Community Gardening

With guidance from our own Master Gardener, Bill Oros, the garden came to full fruition with an abundant crop of vegetables and flowers! Howard & Susan Habern along with Vin Messino took the helm to coordinate efforts & support the gardeners. Bill installed a rain gage at the garden. He also provided an Integrated Pest Management presentation specific to the 5 to 6 bugs that were threatening the garden. With the help of many volunteer gardeners, the meeting house was transformed from a very musty dirty building to a very clean and inviting meeting place. The Coventry Agricultural Committee met the gardeners for a social and tour of the garden. The committee devised a vacation volunteer watering system to water each other's plot if they went away. We received donations of 2 sheds. In August, master gardener, Bill Oros, discussed closing your garden down at the end of the season and answering any questions gardeners may have had.



Health & Wellness



Ms. Rubin attended the Worker Safety & Wellness Committee quarterly meeting and Ms. Merriam scheduled/advertised/took registrations for the free wellness programs for Town employees. This includes Kayak rentals, Yoga (which is in its 3rd year) and a new circuit training program called Work the Circuit (WTC). Classes began the week of 9/26, and had 15 registered for Yoga, 10 registered for the M/W WTC Class, and 15 registered for the T/TH WTC Class.

Eastern Highlands Health District continues to oversee several health related grants, and Ms. Rubin is actively participating with this. Future plans include working with our health professionals to develop Park Prescriptions.

Collaborative Efforts

Working with the staff at Booth & Dimock Library, and Human Services, we continued to develop the 06238 Calendar. We also collaborated on the Pokémon Safari Special Event held 8/5/16.

Coventry Arts Guild

- Arts in The Parks was held on Sept. 10th and was very successful with a large turnout.
- Ms. Rubin was interviewed by Community Visions for National Endowment for the Arts survey to better represent rural communities.

Patriots Run 5K

- The Harvest Run was cancelled due to the lack of volunteers needed for the planning stages. In its place, Parks & Recreation is hosting the new Patriot Race, to be held this November 12th, as part of Veteran's Day weekend. Ms. Rubin is chairing the logistics for the use of Patriots Park, and we will be providing support for marketing, sponsor & volunteer recruitment, etc. Ms. Rubin is serving on the Board of Directors.

Parks & Beaches

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

Summer Beach Operation

- Disciplinary meetings with 2 Lifeguards
- Successfully survived July 4th weekend, held follow up meeting with our Lifeguard & camp staff, Police & DPW
- Held staff meetings for Gate Attendants, Lifeguards to review operations
- Follow up from OSHA visit – emergency communications policies
- Ongoing scheduling of staff using Schedule Base software & smartphone apps
- Labor Day schedule – staff leaving for school

Patriots Park:

- ordered signs for camp areas,
- Purchased kayak paddles
- DPW removed old rusty grills from the picnic area. We had signs made to delineate camp from public, show the drop off & pick up areas and the Waterski Club area. They also installed new gate posts.
- The CC carpet was shampooed and the door locks were reset for RecDaze
- The Arts Guild hung display strips in preparation for the Arts in the park Day exhibit.
- The Building Inspector & DPW Director inspected the Caretaker House.
- A college student conducted an ADA review of facilities at Patriots Park.

Lisicke Beach:

- The basketball court crack repairs were completed after winter damage from freezing.

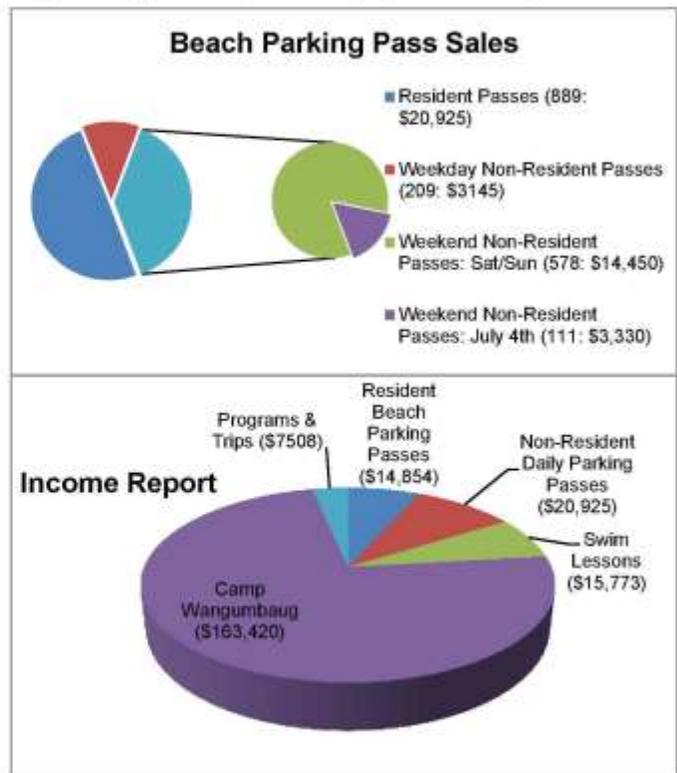


Laidlaw Park:

- The installation of playground was completed using an outside contractor. DPW prepared the grounds, installed the safety mulch and borders and provided support to the contractor. Fence is completed around new soccer field, and parking lot is done.

Miller Richardson:

- Perimeter fencing was completed, and additional parking was added to the baseball field area

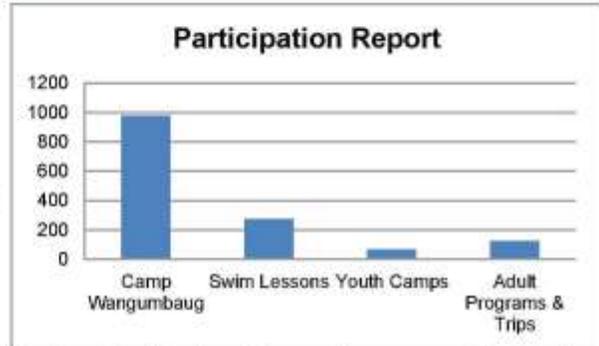


Creaser Park:

- Intern Leah Whitaker, Ms. Rubin, and Eric Trott have developed a scope of work to present to DEEP for the Disc Golf Course, contacting DEEP with lease renewal, etc.

Programs

The summer season encompasses much coordination, including the ongoing implementation of programs, as well as the scheduling and planning for the upcoming fall/winter season. Coordination continued throughout the summer with School District's Dean of Students, Dan Bologna, regarding the collaborative Summer Enrichment Program, including cancellations and last-minute registrations for the programs offered. 13 kids participating in the morning Summer Enrichment programs also opted for the full-day experience, with transportation offered to Camp Wangumbaug in the afternoon.



Once the fall programs were scheduled and confirmed, the Fall/Winter edition of the Program Brochure was submitted to the printer and copies were distributed to the homes in Town in September. Registrations for popular programs like Sunday AM Men's Soccer and Zumba began coming in quickly.



Sunset Sounds Summer Concert Series

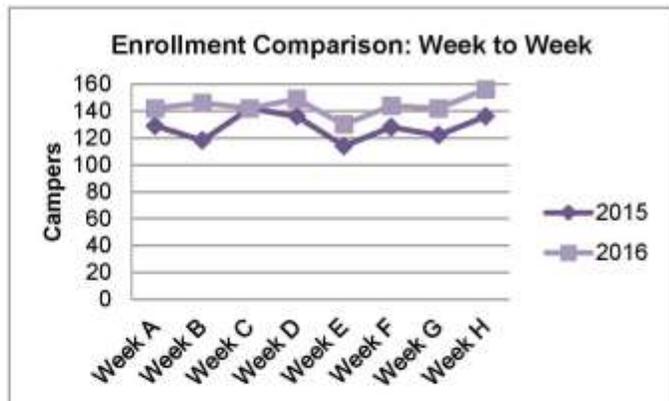
The United Bank Foundation-sponsored Concert Series kicked off in July, with performances by Shaded Soul Band, R.J, The Lugnauts, and Simply Swing. Our first show, featuring the Shaded Soul Band was postponed due to rain, which always has a negative impact on attendance. Overall, attendance was lower than in past years, and while staff have discussed why that might be, there is no clear answer. Staff is currently discussing ways to improve attendance in future years, as promotional materials were in line with previous years, and was even "amped" in terms of social media marketing.

Camp Wangumbaug

As evident by the charts to the left, enrollment is on the rise! Staff is looking at staffing hierarchies and numbers for next year, to not only accommodate these rising numbers but also to improve efficiency. Concurrently, the budget is also under review before next year as minimum wage rises again (as of Jan. 1, 2017), to \$10.10 per hour.

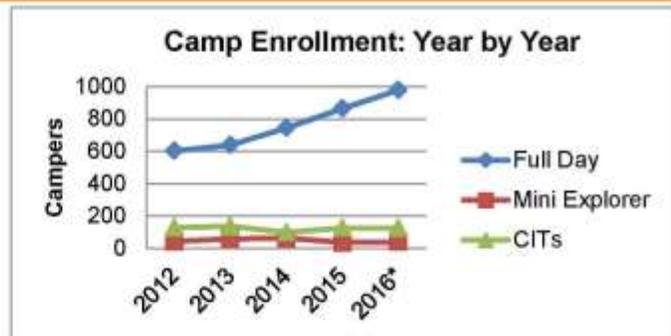
Highlights:

- Ms. Merriam and Camp Director Cheri Johnson met regularly throughout the Camp season, to go over weekly activities and any concerns/issues that arose. Camper disciplinary issues were much more frequent this year than in past years, with at least 1 letter home to parents going out each week.
- Kids enjoyed tons of fun stuff this year, including trips to the Science Center of CT, Roger Williams Zoo, Quassy Amusement Park, Parkade Cinemas, and Mystic Aquarium. Special guest performers included *Li Liu: Chinese Acrobatics*, a *Hip Hop Dance Workshop* and *British Soccer Demo*, just to name a few.



*Avg. 14 kids more per week in 2016 than in 2015

- Ms. Merriam continued collaborative efforts with Crystal Morawitz, Youth Services Coordinator, to award scholarships to 11 families (13 campers total).
- Camp concluded for the season on Friday, August 12th. Ms. Merriam and Ms. Johnson met on September 8th to debrief and discuss plans for 2017. Feedback surveys were sent to both staff and parents in September, to get a sense of what could be improved upon. Staff will be reviewing survey responses over the course of the off-season, to determine what changes/adjustments are feasible, and necessary.



*320 Unique Campers



Recreation Daze

Registration for the 2016-2017 program opened up on July 5th for returning families, and on July 26th for families new to the program. Registration was fast and furious, as parents were nervous about the program filling before they had the chance to register. All but 2 of last year's families returned this year, and an additional 10 kids per day is being accommodated thanks to the relocation of the program to the larger Community Center. By the end of July, all of the Early Release and Staff Development Days were full, however regular attendance Monday-Friday still had some openings.

Planning Highlights:

- Staff is utilizing a new module offered by our software company, MyRec.com, which required some training and set-up coordination.
- New Staff Member Anna Booska was interviewed and hired this month; Anna comes highly recommended, and works full-time for Coventry Schools as a Para at GHR. We conducted a staff training/orientation for the new staff members (including Camp Counselors Michael Coulombe and Emily Constantino, who join Anna in their first years at Rec. Daze).
- In preparation of the program's move from the Youth Building, to the much larger Community Center, staff coordinated with Manny Rodrigues, Custodian regarding some interior updates to the Community Center, including carpet cleaning, patching/painting of walls, and cleaning of kitchen and bathrooms. Staff met on Tuesday, 8/30 and with the help of DPW staff moved over all furniture and toys from the Youth Building, along with other miscellaneous supplies. New backpack hooks were ordered and installed, in favor of the current cubbies in the Youth Building (of which we don't have enough). Additional supplies were ordered including Kids at Play safety signs for the parking lot and staff t-shirts & sweatshirts.

In-Operation Highlights:

- Attendance changes/schedule updates were made throughout the month of September; in the afternoons 57 kids are being served overall with between 35 & 40 attending each day. In the mornings, 15 kids are being served overall, with approximately 12-14 attending each day.
- Ms. Merriam and Ms. Yanez, Program Director, meet on a weekly basis to review facility maintenance issues, registration changes, and safety initiatives.

Youth Basketball

- Preliminary meeting for Lakes Region Basketball League, began developing timelines & checklists
- Flyer & Registration Form were finalized, approved by Board of Education & distributed through schools
- Returning coaches were confirmed and recruitment for new coaches has begun.
- Prepared agenda & schedule for Fall Youth Sports Meeting
- Communicated with other towns in Lake League re: scheduling & rule change
- Met with Instructional Division Head to discuss lower hoops
- Attended Travel League meeting in East Windsor
- Sent out registration info through schools, Facebook & web

Human Services Department Quarterly Report July-September 2016



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



HUMAN SERVICES



Direct Services:

- **ACCESS ENERGY PROGRAM: 25 Energy Applications.** Applications are being processed by the Director and the Administrative Assistant and began on September 1st. Appointments are accepted on Tuesday and Thursday until March 15, 2017 or when funds are exhausted.
- **FOOD BANK: 72 assistance; 48 household requests (119 family members)** for the food bank. Donations were received by local churches and many generous individuals. We have expanded the food bank program with new hours at Patriots Park Lodge and help from our volunteers from the Community Based Program at Coventry High School.
- **SPECIAL NEEDS: 5 families** used the Special Needs Program for food, energy, plumbing, clothing and energy assistance.
- **4 Parks & Rec Summer Beach Passes.**
- **SALVATION ARMY: 12 cases** were assisted with medical, housing, food and utilities for a total of \$2,915.77 and Youth Services purchased \$960.00 of Payless Shoe Cards for the *Back to School* program. The Coventry Human Services Office was appointed as the Service Unit Committee for Lower Tolland County and Courtney Chan is Chairperson and the community service rep for the Unit which includes: Coventry, Andover, Bolton and Hebron. The local fund is administered by Brenda Bennett, Coventry Human Services Administrator and the Treasurer for the Unit.
- **SUMMER OPERATION FUEL:**
5 families were helped through the Operation Fuel (electric utilities only); program which runs from June through December.

➤ **PUBLIC RELATIONS:** Facebook, Press Releases, Town Newsletter and Munivision Channel 13.

ELDERLY SERVICES (Town Hall)

Direct Service Clients:

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

YOUTH SERVICES

Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Wrote final NECASA grant report for 2015-2016
- Wrote NECASA grant application for 2016-2017
- Prepared final grant reports for both SDE grants 2015-2016
- Wrote both SDE grant applications for 2016-2017
- Attended Annual CLASS Conference, Berlin, CT, 9/15/16
- Attended CYSA meeting 7/28/16
- Attended CYSA Board Meeting 9/8/16
- Attended Eastern Region YSB Meeting 9/12/16

Direct Service

A. Function

• Youth & Family Cases	28 cases
• Community Service	0 cases
• Community Restitution	0 cases
• Youth Job Bank Requests	1 requests
• Youth Job Bank Matches	1 matches
• Youth Job Bank Members Trained	2
• Juvenile Review Board	4 cases
• Counseling Services	4 cases

B. Programs

- 13 Camperships were awarded to 11 families, allowing youth to attend summer camp that otherwise would not be able.
- Gearing Up to Learn, Back to School Program, assisted 19 Coventry families with backpacks, school supplies and Payless shoe cards. 43 children started the school year off on the right foot as a result of this program.

SENIOR CENTER



On September 14th we said “farewell” to Carrie Concatelli, Senior Center Coordinator, who left to further her career in Human Services with the Town of Bolton. We will miss Carrie’s wealth of knowledge as a Certified CHOICES Counselor and working with the senior population, she was a tremendous asset to our department and we wish her well in all her future endeavors.

Attendance for this Quarter:

- **Total Visits:** 1638 visits; July (552 visits); August (575 visits); September (511 visits). This is an increase of 159 visits compared to last quarter.
- **Holiday Closures:**
 - July 4th Holiday
 - September 5th Holiday

Programming:

- **Nutrition:** Six meals were provided by Thames Valley Community Council for Action; 148 people attended the meals. There were two outings to local restaurants (Outback Steakhouse and Angellino’s) attended by 41 people.
- **Special Events:** In August, 41 people attended a picnic and field day hosted by Cub Scout Pack 65; 14 people attended the “I Can’t Remember” presentation. In September, 53 people attended an “Over the River and Through the Wood’s” event; 2 people attended the “New to Medicare” presentation and 39 people attended the Pizza Party.
- **Trips:** In July, 27 people attended the trip to the Trolley Museum and Cracker Barrel Restaurant.
- **Exercise:** The twice weekly group class had 281 attendees. The fitness equipment was used 123 times this quarter.
- **Health and Wellness Services:** There were nine podiatry appointments, 16 appointments for value priced haircuts or nail clipping, and 35 massage therapy or reflexology appointments.

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 (Carrie Concatelli and Penny Whitaker) completed a total of **34** appointments.

- **Municipal Agent:** As the Elderly Services Social Worker, Carrie Concatelli provided resources for **21** individuals in need of help for seniors or individuals with disabilities. Referrals and topics of dtopics included: Dementia Education, Referral to UConn Dental Clinic, Social Security, Connecticut Home Care for Elders and SNAP Applications with End Hunger Connecticut.
- **Veterans Advocate:** There were four inquiries for Veterans Advocate Moe Collin this quarter.
- **Professional Development**
 - Senior Center Coordinator Carrie Concatelli attended conferences and webinars about the following topics:
 - July 13, 2016: CHOICES Training
 - July, 20, 2016: Legal Planning Essentials for Persons with Dementia Webinar held by the National Alzheimer's and Dementia Resource Center.
 - July 26, 2016: Barriers to Food Access: Experiences by Older Adults Webinar held by the Wisdom Tooth Project

Volunteer Management: Senior Center Volunteers gave 96 hours of service this quarter: July (44 hours); August (48 hours); September (44 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.

Communications:

- Subscriptions to the monthly newsletter total 526 households: Mail Recipients (195), Orchard Hills Residents (80), Senior Center Pickup (50), Email Recipients (115), Senior Center E-blast (86).
- Social Media: The Senior Center Facebook Page currently has 66 likes.



COVENTRY RIDES VAN PROGRAM

Days of Operation: 98
of Individuals Riding: 47
of One-Way Trips: 611
Volunteer Hours: 277
Miles Total: 3545

Coventry's application for the Federal Transit Administration - Section 5310 Program - Enhanced Mobility of Seniors And Individuals With Disabilities has been approved. This grant will provide matching funding for a new vehicle. In August, the title for the 2010 15-passenger mini-bus was received from CTDOT. Coventry now owns this vehicle as well as the 2006 van.

The need for additional drivers continues to be a concern. Requests for transportation continue to rise. In this first quarter of FY 17, we provided 611 one-way rides. If this level of service continues throughout FY 17, we will surpass the total number of rides provided in FY 16.

Volunteer Van and Bus Drivers: Christine Coss, Dick Frye, Elaine Gelinias, 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: Sue Chvirko, Chris Coss, Lori Boucher, Trena Gale, Dick Gawitt, Paulette Marquis, Carol Moriarty, Mary Jane Newman. Claudette Polhemus, Karen Renfro, Cathy Root, Bill Wajda.

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. Trips to Farmington, Hartford, Glastonbury and Newington for medical appointments are provided by private car volunteers.

The Lunch Bunch traveled to Outback Steakhouse, Angelino's and Bertucci's. Peter Pan coach trips included a trip to the East Windsor Trolley Museum with lunch at the Cracker Barrel restaurant and a Fall Foliage trip to the Eric Sloane and Antique Machinery Museums in Kent where we enjoyed a delicious picnic. More than 80 people traveled with us on these two trips.

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

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

Road work completed

Full Depth Reclamation with Bituminous Asphalt Overlay – 1.2 Miles:

Maple Drive (Lakeview Terrace):

Reclaimed, drainage, sewer, curbing, aprons, 4" Bit (.2 mi.)

Homestead Drive (Actors Colony):

Reclaimed, drainage improvements and 4" Bit (.3 mi.)

Bellevue Drive (Bellevue Estates):

Reclaimed, underdrain, 4" cold mix with chip seal (.2 mi.)

Bradbury Lane and Mason Street (Village):

Reclaimed, drainage improvements, Bit Overlay (.3 mi.)

Cross Street (GHR to South St):

Reclaimed, drainage, 2.5" binder, curbing, aprons (.2 mi.)

Bituminous Asphalt Overlay - 3.1 Miles:

South Street (Rotary to Judd Road):

Milling - 1.5", full depth patch with 2" Bit Overlay (.8 mi.)

Wall St., Mason St., Prospect St. and Bradbury La. Binder (Village)

1.5" Bit overlay with tack coat, curbing and aprons (.9 mi.)

Woods Lane (Village):

Reclaim, drainage, curbing, aprons, 4" cold mix, C.S (.2 mi.)

Waterfront Heights:

Edgemere Road, Beverly Trail, Lynnbrook Trail, Sycamore Trail, Kingswood Trail, Maplewood Trail, Knollwood Trail.

Gravel roads graded and minor drainage improvements completed by Town DPW.

Grading, 4" Cold mix asphalt overlay, chip seal (1.2 mi.)

Bituminous Asphalt Shimming - 6.7 Miles:

Portions of the following roads were full width (both lanes) shimmed 1.5 inches compacted in preparation for a Chip Seal finish course in 2017: Brewster St., Grant Hill Rd., North River Rd. (Rt. 31 to Rt. 44), Cedar Swamp Rd. (Bolton Branch to Vernon Branch), Springdale Rd., Sean Circle and Oak Leaf.

Town forces made drainage repairs and prepared roads for full width shimming to be done by State Bid Contractor. A total of 3250 ton of asphalt with tack coat was put in place by State D.O.T. Contract.

Cold in Place Recycling with Bituminous Asphalt Overlay - 2.7 Miles:

South Street (Silver Street to South River Road):

C. I. P., drainage, curbing, aprons, 2" Bit Overlay (1.5 mi.)

Drainage improvements and prep work completed by the Town DPW Crew.

South River Road (Stonecroft Lane to South Street):

C. I. P., drainage, curbing & aprons by DPW, 2" Bit (.4 mi.)

Case Road and South River Road (Case Rd. to Talcott Hill Rd.):

C. I. P. drainage, 2" cold mix, C.S., curbing, aprons (.8 mi.)

Catch Basins Rebuilt:

Contractors and the Town DPW Crew rebuilt catch basins for roads to be repaired in future Summer Road Programs: Lancaster Road, Ridgebrook Drive, Satari Drive, Wrights Mill Road, Swamp Road, Fitzgerald Drive, Ross Avenue, Echo Drive, North Ayers Road, Paden Road, Laurel Trail, Coventry Middle school. A total of 15 catch basins were rebuilt.

Crack Seal - 6 Miles:

A total of 6 miles of town roadways were Crack Sealed in 2016 in preparation for roads to be paved or chip sealed in 2017.

13.7 mi. of Town roadways received major reconstruction.

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): Glass-laden topsoil remediated and new lawn establishing at 11 Roses Bridge Road in Columbia. Town continuing to work with consultant for 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): Project scope expanded to maximize approved grant funding. Construction documents to be finished for bidding in late 2016. Construction to start and finish in 2017.

Main Street Streetscape/Sidewalk Project (CDOT #32-145): All sidewalk, granite curbing and driveway paving complete. All decorative lighting foundations and conduits installed. Landscaping, stamped crosswalk and decorative lighting will be installed in 2017. Work being done in conjunction with the Main Street Reconstruction Project.

South Coventry Village Roads Project: Project paving completed.

Coventry Lake Gate Improvements Project: Project bid. Apparent low bidder is Gioia Construction, LLC from Farmington, CT. Project to be awarded in early October, with work to commence mid-October. Project will continue into April-May 2017 depending on severity of winter weather.

STEAP Sidewalk – Main Street Sidewalk Extension (CDOT #32-147): The Project successfully bid and awarded to low bidder, Earth Dynamics of Coventry, CT. Construction started at the end of September with completion scheduled for mid-November.

TRANSFER STATION QUARTERLY REPORT

<u>material received:</u>											
DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	OP	TICKETS	CUSTOMERS
07/02/16	\$270.80	27	1	5040	600	0	0	0	dan	3072-3086	49
07/07/16	\$165.40	23	0	2340	360	0	60	5	dan	3087-3096	35
07/09/16	\$415.20	28	3	7360	1220	0	200	5	dan	3098-3132	79
07/14/16	\$208.40	31	1	2885	220	0	0	5	dan	3133-3144	33
07/16/16	\$247.10	35	2	3415	495	0	0	5	dan	3145-3159	53
07/21/16	\$166.60	40	2	2020	470	0	0	3	dan	3160-3172	40
07/23/16	\$279.70	32	5	4365	210	0	80	4	dan	3173-3188	50
07/28/16	\$128.40	19	0	1845	95	1	105	3	dan	3189-3198	35
07/30/16	\$275.40	30	0	4000	1105	4	0	2	tray	3199-3222	43
Mo Total lbs.	\$2,157.00	265	14	33270	4775	5	445	32			417
tons				16.635	2.3875		0.2225				
<u>material received:</u>											
DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	OP	TICKETS	CUSTOMERS
08/04/16	\$99.30	13	0	1470	415	0	0	2	chas g	3224-3233	17
08/06/16	\$445.10	5	9	6900	1080	0	0	5	chas g	3235-3258	39
08/11/16	\$225.50	7	1	4095	350	0	0	1	dan	3260-3270	29
08/13/16	\$238.10	28	1	4165	685	0	0	3	dan	3271-3289	61
08/18/16	\$243.00	37	3	3635	740	0	0	5	dan	3290-3301	44
08/20/16	\$414.00	36	2	6815	650	4	0	3	dan	3302-3327	60
08/25/16	\$231.60	13	1	3815	625	0	0	3	dan	3328-3340	46
08/27/16	\$330.10	53	0	5435	650	1	310	4	dan	3341-3358	61
Mo Total lbs.	\$2,226.70	192	17	36330	5195	5	310	26			357
tons				18.165	2.5975		0.155				
<u>material received:</u>											
DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	OP	TICKETS	CUSTOMERS
09/01/16	\$444.80	33	3	8100	665	0	0	2	dan	3359-3377	61
09/05/16	\$582.20	33	4	10305	500	0	560	3	dan	3378-3402	67
09/08/16	\$299.90	41	0	4660	835	0	40	5	dan	3403-3420	58
09/10/16	\$694.50	31	1	11515	605	6	0	4	dan	3421-3453	62
09/15/16	\$256.90	33	3	4835	415	0	0	1	dan	3454-3466	59
09/17/16	\$516.50	31	2	7545	795	8	1870	6	dan	3467-3497	63
09/22/16	\$158.00	25	2	2705	140	0	0	1	dan	3498-3505	37
09/24/16	\$387.10	36	12	5425	600	3	1425	7	dan	3506-3528	78
09/29/16	\$430.70	20	1	6605	320	2	0	7	dan	3529-3553	53
Mo Total lbs.	\$3,770.60	283	28	61695	4875	19	3895	36			538
tons				30.8475	2.4375		1.9475				
Qtr Totals lbs.	8154.3	740	59	131295	14845	29	4650	94			1312
tons				65.6475	7.4225		2.325				

<u>material transferred:</u>	1st month july	2nd month august	3rd month september	total for quarter
Willi Waste - Bulk (cd) ton	18.32	16.48	33.13	67.93
Willi Waste - Bulk (brush) ton	0	0	7.35	7.35
Willi Waste - scrap metal ton	4.56	5.14	5.27	14.97
Take2 Recy - CFC units	110	0	0	110
Take2 Recy - electronics lbs.	5642	4999	9029	19670
Take2 Recy - uw lamps lbs.	84	0	181	265
Take2 Recy - uw batteries lbs.	75	0	0	75
Mighty Flame- propane tanks - ea	0	0	0	0
Bob's Tire - each	0	0	0	0
Baystate Textiles	490	2180	1530	4200

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Flow this Quarter = 108,000 gallons per day

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 short sewer extension on Lake Street has been completed. The majority of sanitary sewer work on Main Street has been completed which will allow for drainage work, paving, and sidewalks to be constructed next.
 - Western Route 44 Sewer Planning Area: Preliminary calculations have indicated that any future sewer extensions from Bolton into Coventry will not cause operating issues to Bolton's system. A more in depth engineering study needs to be completed before we can proceed with the inter-municipal agreement. We are awaiting a scope of work from our engineers to proceed with the detailed study.
 - Bidwell Village Phase 2; Bidwell Village has completed construction of the sewer mains and manholes in phase 2. Four new units were under construction at the end of September 2016.
- We hired a vendor to clean 20 manholes and 4,000 feet of sewer main on Wall St, Mason St, Prospect St, and Bradbury Lane now that roadwork has been completed in the Village.
- We had current meters installed on the pumps at both pump stations. This will allow us to safely diagnose pump problems and assess pump life. Both pump station wet wells were also cleaned by our vendor and inspected.

Wastewater Treatment Plant:

- We had no violations result from the OSHA safety inspection in June.
- Our vendor cleaned 5 underground tanks at the Treatment Plant and we inspected them for damage. Cleaning went well and the tanks passed inspection.
- We had a new alarm/monitoring system installed at the Treatment Plant. The new system uses Verizon's mobile network instead of a landline, has twice as many equipment failure alarms (16 from 8), and can be monitored from our smartphones or any computer with internet access.

Sewer System Capacity: When all properties with sewers available connect into the system we will be very close to a threshold set by CT DEEP that could trigger expensive Treatment Plant upgrades. The WPCA will continue to monitor capacity closely and review new connections on a case by case basis.

BOOTH & DIMOCK MEMORIAL LIBRARY

QUARTERLY REPORT

JULY – SEPTEMBER 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
Katherine Garcia, Library Assistant

Barbara Hall, Head of Circulation
Roz Kornfeld, Library Assistant
Abigail Maver, Library Assistant
Joyce Peterson, Youth Services Library
Assistant
Donna Murphy, InterLibrary Loan
Coordinator
Peggy Norris, Library Assistant
Elaina Plesz, Shelver
Erin Riley, Shelver
Manny Rodrigues, Custodian
Janette Smith, Library Assistant

LIBRARY PROGRAMS

Technology Assistance -25 Individual Technology Assistance Sessions were held. Topics included computer assistance, computer software, accessing library eBooks (etc.), using the 3D printer and using mobile devices. Additional technology workshops were offered: Education Apps, Organizational Apps, Google Apps, and iPad instructions.

Lecture Programs for Adults - Presentation topics included Essential Oils, Composing, and Foraging.

Author Visits - The Connecticut Author's Trail hosted Carrie Firestone at the Booth & Dimock Memorial Library on July 12th. Former Coventry resident Kate Berube visited in September to share her picture books, including one in which she memorialized our library in her illustrations.

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, and Board to Death. We also began monthly crafternoons for adults in September.

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. The monthly sensory playgroup, Messy Munchkins started again this fall and the ever popular Music and Movement ran for 6 weeks over the summer.

Programs for School Age Children - Summer offerings of *On Your Mark...Get Set... Create, Experiment, Play, Tinker, Build & Move* continued. Miss Meg also ran Family Game Night, Trivia Night and a multi week Explorer's Club that culminated in a family campout.

Teen Programs - Gaming continued to be the most popular event through the summer, closely followed by movie nights. Multiple crafts and other collaborative activities were held weekly. September began with a very successful Back to School Party that involved making school supply crafts.

	Programs Held	Program Attendance
Children	60	1,692
Teen	36	195
Adult	49	191
All Ages/Large Events	1	100
Total	146	2,178

LIBRARY SERVICES

Daycare & School Outreach – Miss Meg continued outreach to daycares and added weekly visits to Camp Wangumbaug during July. In September Meg and Chris attended open houses at CECC, CGS, GHR, CNH, and CHS. Chris spent an additional day in the CNH/CHS Library Media Center signing up students for Library cards, which are necessary for access to the state-wide databases in ResearchIT.

InterLibrary Loan – 308 items were borrowed from other libraries and 157 were lent as part of this statewide cooperative service.

Homebound Outreach– A publicity push and reminder of this service brought this service to 5 new patrons.

Museum Passes – New passes to the CT Eastern Railroad Museum, Mark Twain House and Museum, Mystic Seaport, New England Air Museum, and New Haven Museum were added. Passes circulated 91 times in July, August and September providing families with discounted or free admission to many locations.

Digital Resources – A new services providing digital magazines to Coventry residents was added in the middle of September. Zinio will allow residents to download and read magazines on their devices. In the past digital magazines were available on limited devices through Overdrive and still accounted for 19% of all magazine circulation.

SUMMER READING

Adult Summer Reading

48 participants read 264 books. This was a 71% increase in participation from the previous year.

Teen Summer Reading

91 participants read 780 books. This was a 65% increase in participation.

Kids Summer Reading

458 participants registered from birth through 5th grade. 2,938 hours were read by grades K-5 and an additional 83 early literacy challenges were completed. This is a 24% increase in registrations.

LIBRARY USAGE & CIRCULATION

	July	August	Sept.	Total
Reference Inquiries	582	600	503	1,685
Library Computer Use Sessions	1,935	2,560	2,182	6,677
Computer Assistance Requests	75	88	103	265
WiFi Usage	193	225	168	586
Patron Visits	5,799	5,637	3,844	15,280
New Patron Registration	52	31	33	116
Total Circulation	8,858	8,797	7,146	24,801
Circulation of Adult Materials	3,322	3,391	2,740	9,453
Circulation of YA Materials	559	497	335	1,391
Circulation of Kids Materials	4,555	4,513	3,680	12,748
Other Circulation	422	396	391	1,209
Circulation of Digital Items	395	362	639	1,396
In-House Usage of Materials	5,061	5,988	2,921	13,970

LIBRARY STAFF PROFESSIONAL DEVELOPMENT

- Chris Carney co-founded and co-chairs a new roundtable on libraries and gaming with the Connecticut Library Consortium.
- Meg and Chris continued their commitments to the Nutmeg Book Award