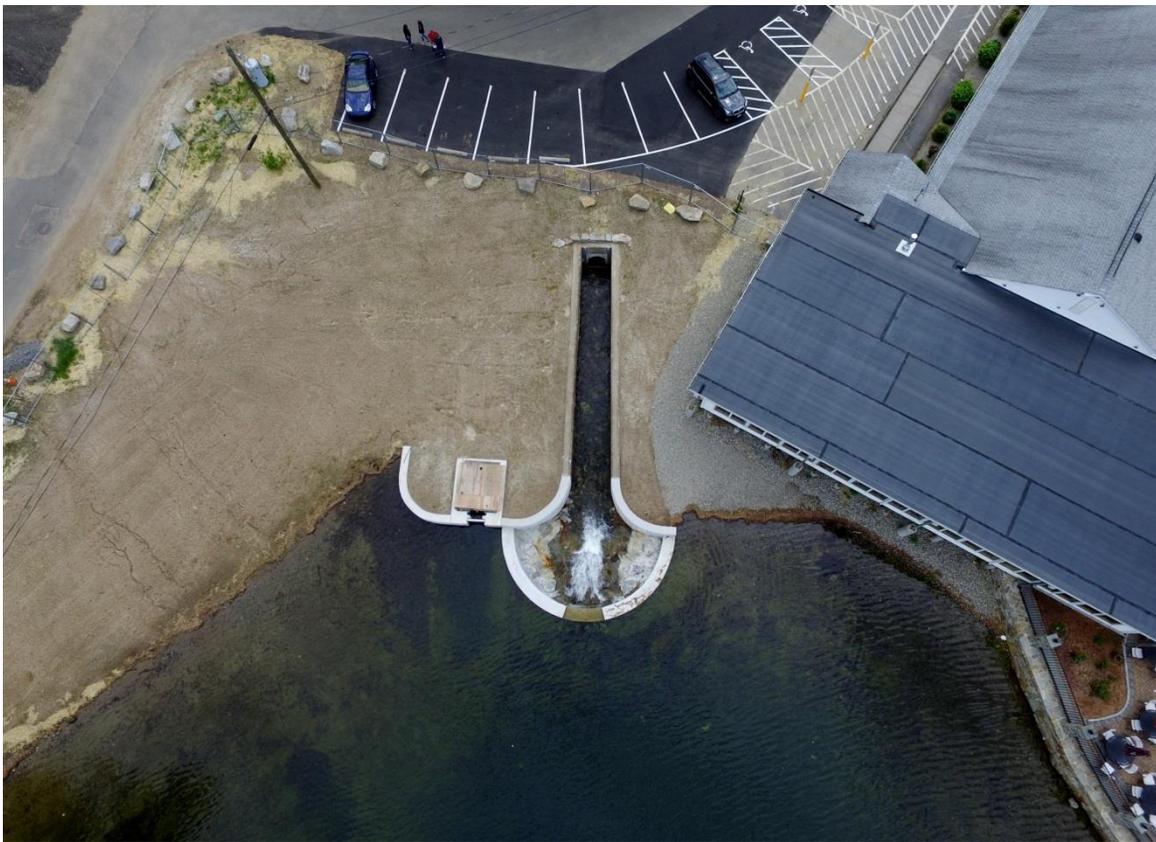


# TOWN OF COVENTRY

## QUARTERLY REPORTS



January 1 – March 30, 2017

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**Cover photo:** Aerial drone footage of the lake gate construction progress as the project nears completion. Photo courtesy of Fuss & O'Neill Design Build Services.

# Finance Department

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

## General accomplishments

The annual audit was completed as of 12/31/2016, and presented to the Town Council by the audit firm of Blum Shapiro. The audit of the Fiscal Year ending 6/30/16 found that the Town of Coventry's financial statements are "complete and reliable in all material respects". This is the ninth year that the audit has been prepared in the full CAFR format. The CAFR includes additional statistical tables and expanded descriptive information presented to better inform the reader of the full financial picture of the Town of Coventry. The CAFR was submitted to the Government Finance Officer Association's Certificate of Achievement for Excellence in Finance Reporting Program, and we are waiting for the association's response to our application.

The budget document was developed and produced in cooperation with the office of the Town Manager. Several documents are produced, a full detailed book, a summary book, a capital plan and a budget brief. These are compiled for the Town Manager's budget, and again for the Town Council's recommended budget. We will continue to work with the Town Manager's office in developing and presenting a final budget for Town Meeting in the upcoming months.

A new capital lease was entered into during February. Proceeds from the lease will be used to purchase a backhoe, a fire truck, a fire tanker truck, and to assist in the costs to replace four of the Town's boilers. The Town was able to obtain a favorable interest rate of 1.93%.

Final pension preparation three employees were completed. In addition, preliminary calculation for two employees.

VOIP phone installation has continued with updates performed at the Senior Center. Phones should be installed there in the next month. In addition, a new server was purchased and installed for the Town Hall for our general ledger software. The old server will be transferred to the Coventry Fire Department.

## Meetings attended

Finance Committee of the Town Council  
Pension Committee  
Cemetery Commission meetings  
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

# Collector of Revenue

Despite the intense level of activity this time of year, the January collection period progressed smoothly, with payments processed and deposited in a timely fashion. This was the second January collection cycle which employed the lock box service initiated in July 2015. A significant amount of mailed payments was processed at the Webster lock box center. Any payments that could not be processed by lock box (missing payment stub, prior delinquent issues, and check issues) were returned to our office for handling. Some taxpayers are more comfortable mailing their payments directly to this office. The dedicated and professional manner of the Tax Office staff, which includes Assistant Collector Carrie Zahner and Tax Clerk Ida Cabral, continues to create a positive impact on the daily operational procedures of this office.

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

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

In February, we prepared and mailed 1,036 delinquent statements for Real Estate tax and/or COVRRRA Trash fee and 1,804 delinquent motor vehicle/supplemental motor vehicle notices. In March, 466 notices of intent to lien were mailed on the delinquent 2016 COVRRRA accounts.

Research and preparation for a Tax Sale of delinquent properties was conducted during this quarter. Fifteen owners were notified in January that their properties could be included in an upcoming Tax Sale. By early February, three properties had been brought current and removed from consideration. The remaining twelve accounts were sent to the attorney in mid- February. An additional account was paid in full at the end of March with three more payoffs expected by the end of April.

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

The third quarter collection report is attached.



# Assessor

## **January 2017**

January is the month in which the Assessor must complete and sign the Town's grand list. This is when we are working to finalize all three components of our grand list, real estate, personal property and motor vehicle.

The number of personal property accounts went from 818 on the 2015 grand list to 743 on the 2016 grand list resulting in a net increase of \$3,052,125 in assessment. This was a result from the utility company's increases.

The number of motor vehicle accounts went from 13,307 accounts on the 2015 grand list to 13,460 accounts on the 2016 grand list resulting in a net increase of 153 accounts and an decrease of \$6,839,998 in assessment. The decrease could be the result of slightly inflated numbers of leased vehicles reported to Coventry that should not be assessed here due to the Motor Vehicle Departments errors.

The real estate grand list went from \$820,782,150 on the 2015 grand list to 826,763,250 on the 2016 grand list resulting in a net increase of \$5,981,100 in assessment. This was due in a large part to new construction to include two condominium projects and a number of new single family houses.

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

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

## **2016 Grand List**

Motor Vehicles	92,835,480
Personal Property	32,368,638
Real Estate	826,763,250
Total	951,967,368

## **February 2017**

With the completion of the Grand List, change in assessment notices were mailed for all real estate and personal property accounts. Calls began the following day with taxpayer's questions. Those objecting to their new assessments were given forms and necessary information for the appeal process. February 20, 2017 was the last date for submitting appeal applications. Scheduling appointments with the Board of Assessment Appeals began as soon as the first appeal application was received.

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

Applications for the elderly and disabled began the 1st of the month. Reminder letters were sent to everyone who is on the program due to the change in the local ordinance. This new ordinance, which allows tax payers who already qualify for the state benefit, to receive an additional 50% credit of the State credit.

### **March 2017**

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

The Board of Assessment Appeals held 1 meeting, completing its duties on March 4, 2017. Our office received 5 applications for the board to hear. The following are the breakdown for those appeals:

Real Estate	4 appeals
Motor Vehicle	0 appeals
Personal Property	1 appeal

The results of those appeals equaled no reduction to the 201 grand list.

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

We continue to devote a portion of our time to improving the town's Geographical Information System. Working also on new mapping for the office with a goal of July to have them completed.



## ***Coventry Land Use Office***

Quarterly Report for  
January, February, March  
~ 2017~

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 **2017**

**JANUARY, FEBRUARY, MARCH**

<b>APP. #</b>	<b>TYPE</b>	<b>DATE REC'D.</b>	<b>DATE PZC ACKN.</b>	<b>ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT</b>	<b>DATE OF DECISION</b>	<b>ACTION A/D/W/P*</b>
17-01		2/27/17	2/27/17	Resubdivision Application of T&S of CT, LLC, South St (Map 27, Block 42, Lot 25)	4/10/17	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



**JANUARY, FEBRUARY, MARCH**

DISCUSSION AND ACTION TOPICS

- Discussed housing diversity and affordability issues as it relates to the Zoning Regulations and Plan of Conservation and Development. Work will begin on the Housing section of the POCD to evaluate current policies. The Commission created a subcommittee to work on this task.
- Approved special permit extension request of Blazawski for a motor vehicle dealer and repairer operation at 2724 Boston Turnpike – to allow additional time to complete the project.
- Approved mylar filing extension request of Roberts for two lot subdivision on Skyview Drive.
- Conducted preliminary review and accepted subdivision waiver requests and lot line modification of Charlie Brown associated with preliminary subdivision design discussion.
- Reviewed and agreed to forward several enforcement matters to the Town Attorney for further action.
- Approved 8-24 request to allow for the sale of several properties by the Town via the tax sale process.
- Reviewed minutes from POCD subcommittee.
- Reviewed blight enforcement status memo and map prepared by ZEO/Planning Tech.
- Recommended that the Town proceed with the Capital Improvement Program Budget with recommendations, pursuant to CGS 8-24.
- Recommended that the Town sell Town owned land on Knollwood Drive and Daly Road to an abutter, pursuant to CGS 8-24.
- Conducted preliminary review of proposed resubdivision of land owned by Crossen on South Street – accepted subdivision waiver requests.
- Reviewed zoning referrals from the Towns of Columbia and Mansfield.
- Conducted public information meeting for a proposed telecommunication facility of Verizon Wireless on Folly Lane.

**JANUARY, FEBRUARY, MARCH**

DISCUSSION AND ACTION TOPICS

- 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.
- 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 sale of the Coventry Corners Plaza was discussed. A local business owner is interested in purchasing the property.
- Reviewed the results of the Town Business Survey that was being administered via Survey Monkey and identified the trends that are noted in the survey. The Commission will host educational sessions for small businesses. The first will focus on internet visibility, based upon the comments in the survey.
- Reviewed the ongoing work of the Eastern Gateways Transportation Study for the RTE 44 and 195 Corridor.
- Provided update on activities with the Coventry Arts Guild.
- Discussed the RTE 31 Curve projects and how the Commission can assist in supporting Village businesses during the construction project.
- Discussed the State of CT DEEP Recreational Trails Grant that the Towns of Bolton and Coventry received to plan a multi-purpose trail on the former RTE 6 expressway land that was conveyed to the Towns.
- Members volunteered to be part of the business visitation program and businesses were identified to meet with. The business survey will serve as a template for questions.
- Reviewed details on Staff meetings with target development site owners where future plans were discussed.

**ECONOMIC DEVELOPMENT COMMISSION (Cont'd)**

YEAR **2017**

**JANUARY, FEBRUARY, MARCH**

DISCUSSION AND ACTION TOPICS

- Discussed the target development site mapping project that is being developed in cooperation with the Town of Bolton at the town line on RTE 44.
- Discussed the work that is occurring to prepare for the upcoming Farmers' Market season.
- Reviewed the Governor's Economic Development Forum that was attended by one of the members.
- Discussed details on the visit from Senator Murphy that focused on agricultural support.

## PLANNING STAFF HIGHLIGHTS

YEAR 2017

### JANUARY, FEBRUARY, MARCH

- Worked on preparation for the upcoming Farmers' Market season.
- 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 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.
- 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.
- Continued work on 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.

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

YEAR **2017**

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

- Continued work on the Last Green Valley 'Telling Stories that Matter' grant for a historical Coventry photo showcasing project. The grant was awarded for approximately \$1,000.00. A 'soft opening' showcase of five photos was orchestrated at the Booth Dimock Memorial Library as part of the Christmas in the Village event.
- Continued to serve on the Technical Advisory Committee for the Eastern Gateway Study that is being administered by CRCOG. Assisted in organizing the public forum in Coventry about the project.
- Received approval for a State of CT DEEP Recreational Trails Grant to seek planning and design funds to construct a multi-purpose trail on the former CT DOT expressway properties that were conveyed to the towns as open space. The Towns received word that the project has been recommended for funding.
- Staff continues to monitor the sales of Reid's and Coventry Corners. Inquiries have been posed to the Land Use office which indicates some modest interest in Reid's. Staff is aware that a local business person is pursuing Coventry Corners.
- Land Use and Building Staff continue to work with new owner of 1465 Main Street, the former Devine's. Staff provides guidance on permitting and construction for a real estate office and personal trainer space.
- Received approval of an America the Beautiful Grant with the State of CT DEEP to purchase trees to enhance the Hale Homestead property and along a pedestrian path on South Street.
- Worked with Town Engineer to prepare preliminary design plans for the creation of a pocket park and trail on the town owned property on Depot Road that is subject of a State of CT DEEP Recreational Trails Grant.
- Continue to work with the State of CT DEEP on the extension of the lease for the Creaser Park property.
- Worked with Future Problem Solver Middle School students on a 'pollinator project' to establish bee hives at Creaser Park.

**ZONING ENFORCEMENT**

YEAR **2017**

**JANUARY, FEBRUARY, MARCH**

Mason Perrone - Planning Technician/Zoning Enforcement Officer

**ZONING PERMITS ISSUED** = **40**

Single Family Dwellings	4
Condominiums	0
In-Law Apartments	0
Accessory Structures	
Decks/Porches	3
Sheds/Gazebos	3
Barns	0
Detached Garages	2
Pools	2
Other	11**
Additions/Attached Garage	4
Grading/Clearing	0
Commercial Use/Signage	0
Home Occupation	7
Interior Renovations	5
Total	<u>41*</u>

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

\*\*Includes Solar PV, tenant fit-out, office trailers, farm stands, and pavilions

**CERTIFICATES OF USE AND OCCUPANCY** = **\*6**

(Signed for zoning compliance by ZEO)

Single Family Dwellings	1
In-law apartment	1
Condos	0
Accessory Structures	
Decks/Porches	1
Sheds/Gazebos	1
Barns	0
Detached Garages	0
Pools	0
Additions/Attached Garages	3
Other	0
Commercial Use/Signage	0
Total	<u>7*</u>

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

**ZONING ENFORCEMENT (Cont'd)**

**YEAR 2017**

**JANUARY, FEBRUARY, MARCH**

**INSPECTIONS\***

Erosion and Sediment Control	18
Limits of Clearing	0
Certificate of Occupancy	7
Pre-Approval Inspection	0
Seed and Mulch Bond Release/Inspections	0
Zoning Complaints (initial & follow-ups)	31
Blight Complaints (initial & follow-ups)	27
Blight/Zoning Combined Inspections	2
Street Number Assignments	0
Other	1
Total	<u>86</u>

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

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	0
Drainage	0
Permit Conditions Not Met	0
Non-permitted Activity or Structure	2
Signage	0
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
Junk Yard	0
Greater than 1 unregistered motor vehicle	1
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	1
Nuisance	0
Blight complaints	4
Total	<u>8</u>

## **ZONING ENFORCEMENT**

YEAR **2017**

**JANUARY, FEBRUARY, MARCH**

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

#### **Personnel**

Planning Technician/Zoning Enforcement Officer, Mason Perrone, received his Certified Zoning Enforcement Technician (CZET) certification from Connecticut Association of Zoning Enforcement Officials at the beginning of April.

#### **Development/Zoning**

Through the first quarter of the year permit numbers were down a tick, as expected, but projects are still coming in.

Property owners are inquiring about rentals more than usual, presumably due to difficulty in selling homes.

Reminder – please contact the Zoning Officer about keeping livestock at residential properties. While it is legal to do so most places in Town, there is a lot size minimum and other requirements needed to ensure the placement of infrastructure is legal. Permits are needed for this activity.

#### **GIS**

The 2016 aerial flyover has been made available over the past few weeks. We are working on integrating it into our GIS system, but it is already available at <http://cteco.uconn.edu/> for viewing. Additionally, it can be viewed at our CRCOG GIS server on the Town website.

Along with the Assessor, a long list of map edits has started being integrated into the current parcel layer. This will be made live after the edits have been finished, and a new routing system has been developed to forward map edit requests to the Planning Tech/ZEO. Please contact Mason Perrone if you would like to suggest an edit.

#### **Enforcement**

Three new cases have been moved to the Town Attorney for review. Two of these cases have seen some action since this movement.

Outstanding cases are still being worked on to bring into compliance. We currently have a handful in the final stages of enforcement.

**ZONING BOARD OF APPEALS**

YEAR **2017**

**JANUARY, FEBRUARY, MARCH**

<b>APP. #</b>	<b>DATE REC'D.</b>	<b>DATE ZBA ACKN.</b>	<b>ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT</b>	<b>DATE OF DECISION</b>	<b>ACTION A/D/W/P</b>
17-1Z	1/30/17	2/21/17	Application of Crissy Stinson, owner, requesting variance for an addition, mudroom, driveway apron, and garage extension at 41 Edgewater Drive.	2/21/17	A
17-2Z	2/10/17	3/21/17	Application of Andrew and Shirley Burgie, owners, requesting variance for the construction of a new garage at 141 Hop River Road.	3/21/17	A
17-3Z	2/28/17	3/21/17	Application of 7-Eleven Inc for owner MKPM North Coventry LLC, requesting variance for a third gas dispenser and canopy extension at 2711 Boston Turnpike.	3/21/17	A

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

**INLAND WETLANDS APPLICATIONS**YEAR **2017****JANUARY, FEBRUARY, MARCH**

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
16-37W	12/8/16	12/14/16		Tom Archambault, 281 & 285 Woodland Rd., reclaiming of beach sand	1/4/17	A
16-39W	12/13/16	12/14/16		Michael Nisbet, 251 Woodland Rd., reclaiming of beach sand	1/4/17	A
16-40W	12/8/16	12/14/16		Eric Springer, 237 Woodland Rd., reclaiming of beach sand	1/4/17	A
16-36W	11/15/16	11/16/16		Susan Chambers, 21 West Shore Dr., New single family home and associated grading activities	2/6/17	A
17-01WA	1/23/17			Julie Blanchard, Lot #4, 775 Wrights Mill Rd., New Home in Upland Review Area	3/28/17	A
17-02WA	2/7/17			John Gannon, 395 Daly Rd., Curtain Drain in Upland Review Area	2/17/17	A
17-03W	2/21/17	2/22/17	2/22/17	7-Eleven, 2711 Boston Tpke., Parking lot, gas pump and canopy improvements	3/9/17	A
17-04WA	3/29/17			Applicant Titan Construction for Owner, Afshin Ghiaei, for removal and replacement of shed at 241 Standish Rd.	3/31/17	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

## **INLAND WETLANDS AGENCY**

YEAR **2017**

**JANURARY, FEBRUARY, MARCH**

### **News from the Inland Wetlands Agency**

The first quarter continues to be busy with Inland Wetlands Agency and Minimal Impact wetlands permits. A total of eight permits were issued during the first quarter of 2017 including permits for reclaiming of beach sand, construction of two new single-family homes and site improvements to the 7-Eleven on Boston Turnpike and properties in the Coventry Lake area.

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

# TOWN CLERK'S OFFICE

*Brooke R. Manning, CCTC*  
Assistant Town Clerk

*Lori Tollmann, CMC*  
Town Clerk

*Dianna Grindle*  
Assistant Town Clerk

## QUARTERLY REPORT JANUARY 1 - MARCH 31, 2017

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

### ◆—————◆ Recording & Licensing

#### Receivables & Revenue:

- ✓ The Clerk's Office collected \$126,914.05 this quarter, of which \$43,311.05 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	531	15,783.00
Local Conveyance Tax Recorded	55	17,750.00
Copies	2,877.25	2,877.25
Trade Name Certificates	11	55.00
Liquor Permits	3	6.00
Burial/Cremation Permits	14	42.00
Marriage Licenses	11	44.00
Vitals Copies	98	1,960.00
Notary Fees & Renewals	61	375.00
Dog License Fees	56	56.00
Maps Filed	7	80.00
Fish & Game License & Permit Fees	39	39.00
Conveyance fees	55	55.00
Unanticipated	1	100.00
PA-490	1	1,428.80
PA-00-146 Clerk Historical Preservation	434	434.00
PA-05-228, 09-229 & 13-247 LOCIIP	428	1,302.00
PA-05-228, 09-229 & 13-247 Clerk	434	924.00
<b>Town Clerk Revenue Transferred to Treasurer:</b>		<b>\$43,311.05</b>

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

**PUBLIC ACTS 05-228, 09-229 & 13-247:** When initially implemented PA 05-228 required the Town Clerk to collect an additional \$30 fee for each document recorded on the town's land records. The State of Connecticut received \$26 of each fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, LOCIP, as defined in Sec. 7-536 of the general statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. This legislation required an additional \$10 fee for the first page of land recordings. The purpose is to provide a safety net program for Connecticut's one billion dollar dairy industry. PA 13-247 became effective July 15, 2013. This public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from that date forward. Certain MERS documents require \$127, others \$110 of the filing fee to be remitted to the State. There are 6 options for the calculation of fees requiring a thorough examination of each document. These fees are collected, combined and remitted with three respective reports to the State of Connecticut. This quarter, the Clerk's office collected \$26,602.00 of which \$1,302.00 has been added to the Town's general fund for LOCIP projects.



**State Fees Collected and Remitted:** The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$97,321.37 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$15,624.00
PA 05-228 & 09-229	10,978.00
Marriage Licenses	76.00
Fish & Game Licenses	1,861.00
PA-00-146	868.00
State Conveyance Tax	53,373.00



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

	Dog License Fees	Surcharge
January – March	\$685.00	\$138.00

**Historic Document Preservation Grant FY16/17:** The \$4,000 grant funds awarded were applied to our ongoing project of scanning and digitizing vital records. This grant we were able to go back to 1955 and link them to the previous images in our computers. This will preserve our documents and give us easy access to them. Our land records vendor, IQS, custodian of the security microfilm, is performing the project. Our next cycle of grant money for FY17/18 will continue this project with more years scanned and digitized.

## **Staff Updates/Activities**

Our office is busy updating and organizing our Vault. We have reduced our large older index books to 11x 17 binders. We also have reduced our more current indexes. Our goal is get all indexes on roller shelves beneath our large counter in the vault. This will open up space for the public to use.

Our office is still getting to know the OnBoard Boards & Commissions software and the State of Connecticut CONNVRS vitals software. OnBoard is continuously making updates to the software.

**Lori Tollmann**, Town Clerk attended the Tolland County Clerk's Association Meeting February 1<sup>st</sup>. At that meeting Lori was re-elected as Vice-President. Lori also attended the March 2, 2017 meeting of the Pension Trustees acting as recording secretary. Financial Reports and retirement approvals were discussed; Pension Committee actions were discussed.

**Brooke R. Manning**, Assistant Town Clerk, At the February 1<sup>st</sup> meeting of the Tolland County Clerk's Association Brooke was re-elected as Treasurer.

**Dianna Grindle**, Assistant Town Clerk, Dianna is our liaison between our office and OnBoard. She is an asset to our office with the progression of this software, which has been a difficult task.

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**3<sup>rd</sup> QUARTER**  
**January, February, March 2017**

Permits were slow to come in during this quarter. It is typical to take in only three new home permits during this time of year, but because of the fluctuating weather patterns this winter, they came in sporadically and were issued slowly over the three month span.

<b>NEW HOUSE PERMITS ISSUED FOR THE 3<sup>rd</sup> QUARTER 2016-17</b>		
<b>MONTH</b>	<b>DATE</b>	<b>ADDRESS</b>
JANUARY		
	1/26/2017	30 WINDY HILL RD
FEBRUARY		
	2/6/2017	94 STONEHOUSE RD UNIT 35
MARCH		
	3/9/2017	740 DUNN RD

Foundation work also started for three (3) new residential dwellings at 217 Skyview Drive, 36 John Hand Drive, and 41 Edgewater Drive in the month of March. This is a sign that warm weather is now back on our side and building will start to pick-up.

No Certificate of Occupancies for new homes were issued for the third quarter, but there are more expected for the fourth.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 3RD QUARTER 2016-2017 Fiscal Year</b>	
<b><u>ADDRESS</u></b>	<b><u>DATE</u></b>
NONE FOR JANUARY	
NONE FOR FEBRUARY	
NONE FOR MARCH	

**Municipal Projects:**

In January, a permit was pulled for the installation of acoustic panels to be installed at the Senior Center on Lake Street. In February there was a permit issued for a temporary trailer installed for the Lake Gate Project on Lake Street along with permitting for temporary electrical service to it. Also in February, there were permits and inspections for gas piping placed at Town Hall, the Board of Education and the middle and high schools to prepare for the conversion to gas heating.

### Commercial Projects:

In January, permits for interior renovations of the United Bank at Meadowbrook Plaza were issued. They made two new offices out of one larger one. Also in January, a permit was issued for Connecticut Water to have a new pump house built at their 101 Nathan Hale Drive location. In March, a tenant fit-out permit was issued to the First Congregational Church at 1171 Main Street for an electronics business (LMC Systems) to be established in the lower level of the church. A new roof was put on the business at 1199 Main Street.

Two hundred fifty-eight (258) inspections were completed this quarter.

Nine (9) hours of continuing education were earned this quarter.

### Permits for this Quarter

PERMIT TYPE	Jan. 2017	Feb. 2017	Mar. 2017	Third Qtr. 2016-2017
	Houses only	1	1	1
Foundation only	0	0	3	3
Condominiums	0	0	0	0
Commercial Bldg/Renov	1	0	0	1
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	1	0	0	1
Additions	2	1	2	5
Garages/Carports	1	0	0	1
Sheds/Barns	0	0	0	0
Decks/Porches	1	0	2	3
Pools	0	1	0	1
Demolition	0	0	0	0
Woodstove	5	3	0	8
Miscellaneous	3	2	3	8
Renov/Repair/Alter	5	8	17	30
Plumbing	1	3	1	5
Heating	18	10	14	42
Electric	11	14	14	39
TOTAL PERMITS	50	43	57	150
PERMIT VALUE	\$708,496	\$474,815	\$793,830	\$1,977,141
FEES COLLECTED	\$10,554	\$7,091	\$11,910	\$29,555
Certificate of Completion	34	34	28	96
C/O's - New Homes/Condos	0	0	0	0
C/O's - Other	2	0	1	3



# *Town of Coventry*

## *Fire & EMS Department*

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



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**Noel Waite, Fire Administrator**

### Quarterly Report

Jan, Feb. and March 2017

Another busy and exciting year has started. In mid-February the town was notified that the request for the Primary Service Area certificate was approved by the state Office of Emergency Medical Services.

On February 22<sup>nd</sup> the Town of Coventry Fire/ EMS Department became the provider for the EMS services for the town. A special thanks to all that assisted in this year and a half process and to the Coventry Vol. Fire Association for donating all the EMS vehicles and equipment to the town.

Along with this change a new revenue recovery billing agency was selected and hired to collect the EMS funds for the town. The departments continue to respond to over 100 calls for service per month.

Also in the first part of March the town took delivery of a used Quint Aerial fire apparatus, this unit will be stationed at the North Coventry Station. This is the first Aerial fire truck in the town and the members are training and preparing to have it in service by mid-year. Thanks to the Truck committee for selecting a great piece of apparatus.

The Fire Administrator/ Fire Marshal conducted 19 inspections and attended over 23 meeting on various topics.

Quarterly Report  
Third Quarter FY 16/17  
January – March 2017

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.

We are currently in the four-year assessment cycle and are preparing proofs of compliance for our upcoming annual review. Proofs of standard compliance are being entering into PowerDMS. We are expecting our first annual review by a CALEA Compliance Service Manager (CSM) between June and August of 2017.

**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.

There were a number of DUI roving patrols funded by the DOT grant during the quarter.

**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.

Officers who have participated in review credit training have received training in the fair and impartial policing model.

Chief Palmer continues to participate with the school superintendent's student advisory group. School safety and security as well as interactions with police officers are discussed. The committee hopes to schedule a visit to the police department this winter or spring.

The revised Use of Force policy was sent to the staff for review and comment. The policy is finalized and will be issued prior to the annual firearms training in the summer. Training on the new policy will be conducted in conjunction with firearms training.

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

Sergeant Opdenbrouw and Officer Dexter attended the Coventry Grammar School to speak with the children about the CT Roadway Safety Poster contest. Dozens of children entered posters into the contest. Some of the children also made posters for the police department that are on display in the lobby.

**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. The agency policy on immigration enforcement was 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 Olivia Beausoleil is progressing well at the police academy. The tentative graduation date is June 19, 2017, after which she will be in a period of field training for twelve weeks.

We were unable to fill the academy seat for April. We are working to have a candidate ready for the academy class that will begin the first week of July.

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

**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.

*Officer Dexter is scheduled to attend the two week SWAT school in April. After completing the training, he will be eligible to respond to CREST call-outs.*

*Equipment was purchased to outfit Officer Dexter.*

**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 is scheduled for next quarter.

**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

TN has received approval for a Public Safety Data Network (PSDN) connection between their facility and Coventry PD dispatch. Through this connection, we will be able to received name and location information from 911 callers which will be imported directly into our CAD system. We expect this project to be done by the end of next quarter.

***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:

Sergeant McDonagh, Sergeant Hicks, Officer Iger and Officer Vail completed their one-week of required recertification training.

Officer Flanagan attending training on Human Trafficking.

Detective Spadjinske attended instructor training for juvenile law.

Officer Iger attended officer wellness training. Officer Iger is our coordinator for the department's officer wellness committee. He is also participating on a statewide initiative regarding officer wellness.

Officer Vail attended active shooter response training. Sgt. Opendbrouw attended as an instructor.

Sergeant Opendbrouw attended sexual harassment training for supervisors which was offered by CIRMA.

Officer Carpenter attended a course on investigating strangulation in domestic cases.

Officer Greener attended driver training for emergency responders which was offered by CIRMA.

Sergeant McDonagh and Sergeant Opendbrouw attended training on filing CIRMA claims online. The other two sergeants are scheduled to go at a later date.

Officer Kuhns attended a two week training class on Advanced Crash Investigation. Officer Kuhns will be participating with the METRO traffic unit on call-outs for serious crashes and fatalities.

All sworn staff was recertified in the use of the Intoxilizer.

All sworn staff participated in Taser recertification training.



Sergeant Ted Opendbrouw and Officer Tom Kuhns received perfect attendance awards for 2016.

Detective Jeffrey Spadjinske was awarded a Meritorious Commendation certificated for his winning submission of the Law Enforcement Challenge application.

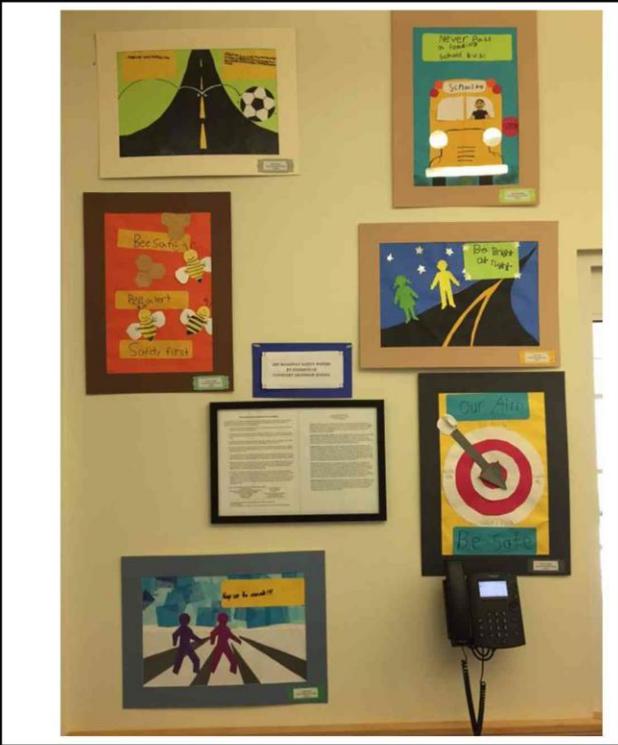
Officer Brian Flanagan, Officer Thomas Kuhns, Officer Wayne Greener and Officer Kelsey Carpenter were awarded meritorious commendation certificates for their commitment to traffic safety and their diligent enforcement efforts to reduce accidents and injuries.

There was a burglary at the Coventry Food Mart on Daly Rd. in February. The case is still under investigation.

There were two stolen vehicles during the quarter. Both vehicles were recovered.

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

Sergeant Opdenbrouw and Officer Dexter visit the Coventry Grammar School to talk about traffic safety with the children.



Posters done by Coventry Grammar School students on display in the lobby of police headquarters



**Coventry Police Department  
Incident Analysis**

1/1/2017...3/31/2017

	Shift		Total
1st	2nd	3rd	
275	790	582	1647

UCR	Nature	1st	2nd	3rd	Total
029	Disabled Motor Vehicle	11	22	20	53
1040	Tax Fraud	0	0	1	1
13B	Assault Simple	1	3	0	4
13C	Intimidation	0	2	2	4
13C	Intimidation	0	0	1	1
152	Suicide Threat/Attempt	1	3	5	9
220	Burglary	1	4	0	5
23C	Larceny Shoplifting	1	0	2	3
23D	Larceny Theft From Building	0	4	0	4
23F	Larceny Theft From MV	1	1	1	3
23H	Larceny All Other	0	3	1	4
240	MV Theft	0	2	0	2
250	Counter/Forgery	0	2	0	2
2604	Fireworks/Gunshots	0	0	3	3
2609	Littering	0	1	1	2
2619	Building Check	0	2	1	3
2625	Notification	1	0	0	1
2631	Public Hazard	12	25	11	48
26A	Fraud False Pretenses	0	3	0	3
26B	Fraud Credit Card/ATM	0	5	0	5
26C	Fraud Impersonation	0	0	1	1
290	Vandalism	2	1	0	3
2914	Animal Complaint	6	38	21	65
3009	Susp Person/Activity/MV	28	56	77	161
326	Illegal Parking	1	1	1	3
332	Harassment/Harassing Phone Calls	1	6	2	9
334	Untimely Death	1	0	2	3
343	MV Accident (Injuries)	0	4	3	7
344	MV Accident Evading	3	7	6	16
346	MV Accident (No Injuries)	6	28	15	49
349	Subpoena Service	0	1	0	1
351	Alarm	19	36	28	83
353	Medical	39	80	50	169
355	MV Stop	46	121	113	280
35A	Drug/Narcotic Violation	0	1	0	1
375	Routine Assistance	12	31	22	65
377	Open Door/Window	2	4	2	8
388	Miscellaneous	4	5	10	19
390	Police Information	1	10	5	16
396	Escort	0	5	2	7
398	Missing Person	1	1	6	8
399	Lost And Found	0	9	1	10



## Coventry Police Department Incident Analysis

1/1/2017...3/31/2017

400	Family Matter - Non Arrest	1	5	15	21
401	Repossessed Vehicle	0	0	1	1
4811	Finger Printing	1	93	0	94
4858	Fire	3	6	3	12
4867	Background Investigation	0	2	0	2
4873	Assist Other Agency	9	16	16	41
82	Runaway/Non NIBRS	1	0	3	4
861	Disturbance (Non-Domestic)	1	8	5	14
863	Town Ordinance Violation	5	0	0	5
866	Noise Complaint	4	0	5	9
889	Check Welfare	3	20	13	36
890	MV Erratic Operation	4	16	16	36
891	MV Lock Out	0	8	6	14
90A	Bad Checks	0	2	0	2
90C	Disorderly Conduct	0	0	1	1
90D	DWI	4	0	7	11
90Z	All Other Offenses	5	0	15	20
911	911 Hang Up Call	0	4	2	6
H109	Junk MV	0	4	0	4
Sup	Supplemental	33	79	58	170



# Quarterly Report: Winter January 1 – March 31, 2017

## General Administration

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*Director Rubin attended/participated in the following:*

- Department Heads bi-weekly meetings
- Met with Emma King at Senior Center to review building operations
- Human Services Advisory Committee
- Parks & Recreation Commission monthly meetings
- Met with Sales Reps from S&S and Gametime
- Met with Kristi Sadowski, Library Director re: community garden/ seed library
- Budget Meeting with Finance Director & Town Manager and the Town Council Budget Presentation
- Completed Quarterly Report
- Community Garden Meeting
- CHART meeting re: Park Prescriptions

Ms. Rubin participated in the following professional development training and webinars:

- NRPA Network webinars: Contemporary Leadership Practices, Safe Routes to Parks, Working with Libraries, and Youth Sport Concussions
- Let's Move: Health & Early Childhood
- CRPA Winter Quarterly – Nuts & Bolts of Supervision and Statewide Program Survey Review
- Emerging City Strategies for Connecting Children to Nature – webinar
- CIRMA workshop: Freedom of Information Act: Understanding and Avoiding Liability



Ms. Rubin completed the National Youth Sports Administrator course and now joins the ranks of 3,600 others that carry the Certified Youth Sports Administrator (CYSA) designation. She was a guest presenter for the Kaboom 2017 Playful City USA Application Webinar where she highlighted our community's playful city efforts.

Ms. Rubin also presented 2 sessions to the Maine Recreation & Park Association's annual conference in Portland ME. She is working on the application form for the 2017 Playful City USA award.

Ms. Rubin & Ms. Merriam reviewed recreation management software options and made a decision to implement this coming fall. Staff reviewed pricing of programs for the upcoming season to offset minimum wage hikes. Also looked at cleaning companies to help with summer park maintenance.

## Parks & Beaches

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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.

- Pricing out repair work on community center restroom flooring
- Patriots Park Buildings re-keyed for security
- Lodge was repainted and sound panels were installed

## Programs

The winter season is all about planning ahead: Spring & Summer are our busiest times of the year, as we prepare for opening beaches & Camp Wangumbaug. Ms. Merriam completed this year's Spring/Summer Program schedule & publication in concert with The Chronicle this season, with its anticipated release scheduled for mid-April. Additionally, this year's Winter/Spring Brochure was released to the homes in Town on January 10<sup>th</sup>, with registration beginning on the 13<sup>th</sup>.

*Recreation Supervisor Cat Merriam also attended/participated in:*

- Budget Meeting with Town Manager & Finance Director & Town Council Budget Presentation
- Software Demos/Sandbox Sites; CivicRec & RecDesk
- Afterschool Program Inspection; CT Office of Early Childcare re: Care 4 Kids Funding
- Camp Planning Meetings and CRPA Camp Section Meeting/Camp College Planning Meeting

## Special Events

Father Daughter Dance:

- The Father Daughter Dance was held on Friday, February 10<sup>th</sup>, due to a scheduling conflict with the Gym. Between pre-registration & tickets sold at the door (including both fathers & daughters) we estimate approximately 375 people were in attendance this year. Attendees enjoyed music & dancing, arts & crafts and professional portraits as souvenirs. Refreshments were also for sale, including beverages & snacks.



Summer Concert Planning:

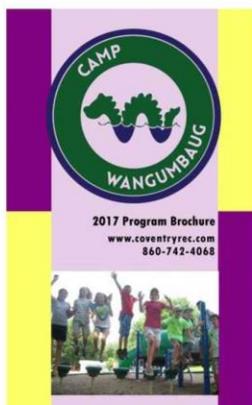
- Ms. Merriam has worked with Leah, our office intern this quarter, to book Summer Concerts for 2017. We are still waiting to see if the sponsorship funding from United Bank has been awarded, but according to their staff they are behind on reviewing requests. We have been told that we should hear by the first week in April. We have 2 new bands booked (Skylark City & Lone Wolf Trio), and 2 returning favorites (Eight to the Bar & Simply Swing).

National Kids to Parks Day:

- Leah is also working on plans for an upcoming event held in conjunction with National Kids to Parks Day, May 20<sup>th</sup> which will include a re-introduction of our current Geocache program to encourage families to get outdoors and explore Coventry's parks.

## Recreation Daze

- Staff Meeting with Rec. Daze staff was held in January to review the new regulations & impending inspection by the CT Office of Early Childhood, scheduled for Tuesday, January 31<sup>st</sup>. Staff reviewed the requirements, and the implementation of new initiatives. Most changes the program will have to make to comply with regulations is to do with documentation & paperwork; all safety initiatives are already being done. The inspection is to confirm that the program is still eligible for Care 4 Kids funding, a subsidy that currently affects 1 child in the program.
- CT Office of Early Childhood inspection was postponed until March 2<sup>nd</sup>. The program was deficient in a few areas, mostly regarding documentation which are easy fixes. One major deficiency is not so easy to fix – they are requiring us to fence in the playscape, blacktop, pavilion, and swing sets at Patriots Park in order to be compliant with new safety standards. Upon further discussion, it was determined that we would not be able to meet that particular criteria, so we will no longer be accepting Care 4 Kids, beginning in the Fall 2017. As a result, staff is currently in discussions with Human Services staff regarding some alternatives.



### Camp Wangumbaug

- Initial planning for the 2017 season began in January. Staff were notified through CRPA that similar regulations from the Office of Early Childhood (Care 4 Kids eligibility) will also be enforced for this season, at Camp as well as at afterschool programs. The draft regulations we have seen to date are different for Camp than for Afterschool, but upon initial inspection most initiatives are already in compliance. One major change we are planning on for this year as a result include: Changing the CIT program age requirement from 13-15 to 14-15.
- Chelsea Constantino, 2016 CIT Director is assisting in this year's planning, in the absence of a Camp Director. She and Ms. Merriam met several times this quarter to plan & confirm the theme calendar and work on hiring/intent to return paperwork. We have approximately 8 open positions this summer, several of which will include the promotion of current employees. Any open Counselor positions will be filled with new applicants. The application deadline was March 24<sup>th</sup> and interviews will be conducted in April.
- Cat is researching membership with ACA (American Camping Association), including attendance at this year's regional Camp Conference. Membership will afford many new training opportunities for staff, which is a huge benefit, including an online New Camp Director course (20 hours) which will be beneficial to whoever is hired in that capacity this year.
- The 2017 Camp program was uploaded to the website, and made live on Friday, March 31<sup>st</sup>. Registration is set to begin on Monday, April 3<sup>rd</sup>.

### Basketball

- 163 Boys & Girls played Recreation League Basketball with 9 girls' teams and 11 boys' teams from grade 3-8. We had 54 kids playing in the NCCL travel league on 3 teams. Our Grade 2 Instructional program has grown to 79 children, enough to split the boys & girls into separate groups. That is 296 children playing basketball! In total from December to March, 90 games were hosted by Coventry! The kids practiced once per week and had typically 1 game every Saturday.
- The bulk of the winter season required several meetings with the Lakes Region Basketball League administrators, to address schedules, issues, questions, complaints. Also, due to weather cancellations and the High School gym closing, a great deal of effort was spent to re-locate team practices & games.
- Our intern Leah Whitaker and volunteer coach Steve Simko assisted in setting up the local CRPA Hot Shot Competition, then had to cancel due to low enrollments. Interested participants were allowed to compete in Columbia instead.
- Our thanks to the many coaches (over 50) that volunteered their time to these children – they did an amazing job! They were provided with weekly emails from Alpha Basketball that helped them prepare their drills and lesson plans for practices. They also were background checked and provided with training in concussion safety and bullying. First year coaches also receive training from the National Alliance for Youth Sports (NAYS).
- Basketball season winded up with our own brand of March Madness, with our end of season Jamboree. Each town hosted an age group and all teams played short games in a round robin style. We also arranged the end of season team pizza parties & awards.
- Final close out of the season included collecting uniforms & equipment, inventory, and a survey monkey to parents & coaches for feedback on the year. The results will be analyzed and discussed at a future Recreation Commission meeting to find ways to continually improve the program.



# Human Services Department Quarterly Report January – March 2017

**Staff:** Courtney L. Chan, MSW, Human Services Administrator  
Brenda Bennett, Administrative Assistant  
Crystal D. Morawitz, Youth Services Coordinator  
Emma King, Senior Center Coordinator





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

### **A. HUMAN SERVICES**

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

- Human Services Advisory Committee: 1/3/17
- Relocation Meeting – New Haven: 1/11/17
- Town Manager Budget Meeting: 1/18/17
- Mansfield Transportation Program Meeting: 1/17/17
- Hoarding Working Group: 1/4, 2/1, 3/1/17
- Hoarding Training: 3/7/17
- CLASS Meetings: 1/19, 2/16, 3/16/17
- Juvenile Review Board: 1/23/17
- Foodshare Meeting: 1/25/17
- CCM – Human Services Coordinating: 2/6/17
- Regional Opioid Event: 2/8/17
- CROG ~ Relocation and Hoarding 3/21/16
- Human Services Budget Presentation to Council: 3/27/17
- Windham Region Transit District, Senior Transportation Meeting: 3/14, 3/21/17

#### **2. Direct Services: 28 client cases**

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

- **ENERGY ASSISTANCE PROGRAM: 18 energy clients (unduplicated)** this quarter for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic); **2** applications totaling **\$1,000** through Operation Fuel have been done in the office and; **8** deliveries of oil were authorized from the Clergy Fuel Fund for clients who have exhausted all other resources and **\$2,258.45** in donations.



- **FOOD BANK: 91** requests for the food bank this quarter. We received generous donations from: local churches, Coventry Schools, Girls UConn Row Team and many Coventry residents.

**Total Families Assisted: 51**

Children (0-17) in Assisted Households: 54  
Adults (18-59) in Assisted Households: 59  
Seniors (60+) in Assisted Households: 8



**Food Bank Volunteer Hours ~ In Kind Services = sorting, date check, organize and distribution**

**January ~ 126**

In Kind Service Hours (Multiple Adult Staff): 60 hours  
Multiple Student Volunteers: 66 hours

**February ~ 126 total hours**

In Kind Service Hours (Multiple Adult Staff): 60 hours  
Multiple Student Volunteers: 66 hours

**March ~ 172 total hours**

In Kind Service Hours (Multiple Adult Staff): 78 hours  
Multiple Student Volunteers: 94 hours

- **SPECIAL NEEDS: 5** families used the Special Needs Program to help with housing needs, heat, utilities, snow removal assistance and other special needs for a total of **\$1,956.57**; United Way Employee Donation Program: **\$558.31**; **General Donations: \$5,358.29**
- **SALVATION ARMY: 7 cases** were assisted with either medical, housing, food, fuel and/or utilities for a total of **\$295.00**.

- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have present issues for residents who are elderly or disabled and are unable to move them safely. The winter months in particular present challenges and we have **27** households on the in yard service list at this time. We are updating our Special Trash Collection List. Current participants in the program will receive a letter and Renewal Form and will be asked to show a medical necessity to verify the need is warranted.
- **PREPARED DEPARTMENT AND REGIONAL GRANTS BUDGET REQUESTS FOR TOWN**
- **REPORTS:** Town Quarterly and Yearly; Salvation Army Quarterly Statistics.
- **PUBLIC RELATIONS:** Facebook, Press releases, Spring Newsletter and Munivision.

## **B. ELDERLY SERVICES – TOWN HALL**

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

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



## **C. SENIOR CENTER:**

### **1. Attendance for this Quarter:**

- **Total Visits: 1277 total visits – January: 447; February: 390; March: 440.** This is over 250 more visits than during the 2<sup>nd</sup> Quarter.
- **Holiday Closures: 1/2/17 - New Year's Day; 1/16/17 – MLK, JR. Day; 2/20/17 – President's Day. Additionally we had 2 SNOW days on 2/9 & 3/14.**

### **2. Programming:**

- **Nutrition:** Six meals were provided by Thames Valley Community Council for Action; **194 seniors** attended the meals. Three potluck lunches were served – for New Year's Day, Valentine's Day, St. Patrick's Day; **107 seniors attended.**
- **Exercise:** The twice weekly group class had **183 attendees.** There were 4 sessions cancelled due to weather during the quarter. The fitness equipment was used **87**

**times** this quarter and **ten new participants** completed the fitness orientation requirements.

- **Health and Wellness Services:** There were six podiatry appointments (the Doctor only had one scheduled visit during the quarter), 35 appointments for value priced haircuts or nail clipping, and 30 massage or reflexology appointments. Demand for nail care services has increased so much that the center will now be offering appointments monthly (they were previously every other month).
- **AARP Tax Aide:** AARP Tax Aide was not provided this season due to volunteer schedules and the recent hiring of the new center coordinator.
- **New Programs:** The center began a number of new programs in the last quarter. *Mahjong* is now offered WEEKLY and has a steady attendance of between 8-12 individuals. *Wii Bowling* has been reintroduced to the calendar and on March 1<sup>st</sup> the center held a Wii Bowl-A-Thon that had over 20 participants, and scrimmages are being scheduled with area senior centers. Additionally, we had a volunteer from Stafford offer a 6 week *folk dancing class* that had around 8 participants.
- **Educational Opportunities:** AARP provided a Safe Driving Course on 3/31 which had 22 participants. In collaboration with Coventry Grammar School and Coventry Youth Services a Grandparents Raising Grandchildren Resource Fair was offered on 4/3.

### 3. Elderly Services:

- **CHOICES:** CHOICES provides unbiased information about Medicare and related programs. Appointments can include a benefits explanation, plan comparisons, screening for appropriate programs and application assistance. The one Certified CHOICES counselor, Penny Whitaker, completed a total of **32** appointments.
- **Municipal Agent:** As the Elderly Services Social Worker, Emma King provided resources for **25** individuals in need of help for seniors or individuals with disabilities. This included referral to the Supplemental Nutritional Assistance Program, Food Bank, Food Share, and Services for the Blind. This also included information about assisted living, conservatorship, probate court, Protective Services for the Elderly, dementia care, and assistance with paperwork management.
- **Veterans Advocate:** The Center held a meet and greet with Veterans Advocate Moe Collins on 3/20 and **2** participants attended. Additionally, one other referral was made for his services.
- **Professional Development**
  - Emma King attended the following professional development opportunities:
    - Feb. 7<sup>th</sup> : Center for Medicare Advocacy Policy Discussion on Changes to Affordable Care Act and its impact on Medicare.

- March 28<sup>th</sup>: CT Association of Senior Center Professionals “Center Policies and Procedures” Panel Discussion
- March 1,8,15,22, 29 & April 5 : Senior Resource CHOICES Counseling Training.

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

- Penny Whitaker: 61 hours completed with assistance for CHOICES Counseling, Outreach Visits, Senior Center Calendar, Site Server and Reception.
- Betsy Fitzgerald: 117 hours completed with assistance with Communications, Reception and Site Server.
- Claudette Polhemus: 39 hours completed with assistance with Reception, Decorations and Site Server.
- Additional volunteers: 50 hours completed for assistance during special events.

**5. Communications:**

- Subscriptions to the monthly newsletter total 467 households: Mail Recipients (145), Orchard Hills Residents (80), Senior Center Pickup (25), Email Recipients (103), Senior Center E-blast (75).
- Social Media: The Senior Center Facebook Page currently has **58** likes.

**D. COVENTRY RIDES VAN PROGRAM**

# Days of Operation: 37  
 # of Individuals Riding: 73  
 # of One-Way Trips: 158  
 # Miles Total: 1,185  
 Average # of Volunteer Hours per Day: 3  
 Average # of Vehicle Hours: 95



An application for the State Matching Grant Program for Elderly and Disabled Demand Transportation, which is used for program expenses including, gas, repairs, and purchased transportation. An application for the Federal Transit Administration - Section 5310 Program - Enhanced Mobility of Seniors and Individuals with Disabilities was filed in April, 2016. The process of procurement of a vehicle off of the Greater New Haven Transit District bid took place in March, 2017. The smaller vehicle will supplement the aging vehicles in our fleet.

The need for additional drivers continues to be a concern. Requests for transportation continue to rise. For the 3<sup>rd</sup> quarter of FY2017 (January, 2017-March 31, 2017) 158 rides were provided.

Volunteers Drivers: Christine Coss, Gerry Haugh, Howard Haberern, Jack Thayer, Jim Wicks, Joyce Wicks.

Private car drivers include Carol Moriarty, Trena Gale and Lori Boucher. Private car transportation is used for service beyond the scope of the van program.

Transportation is offered to locations in Coventry, Manchester, Tolland, and Rockville/Vernon and occasionally South Windsor. Van transportation is used for medical appointments, grocery

and shopping, voting, senior workshops, Senior Center, town events and entertainment. Requests for transportation to Farmington, Hartford, Glastonbury and Newington are provided with private car volunteers.

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



## E. YOUTH SERVICES

### 1. Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Youth Services Advisory Board Meetings/ Prevention Council Meetings 1/5/17, 2/2/17
- Attended Coventry Human Services Advisory Committee Meetings on 1/3/17
- Attended CYSA meetings 1/12/17
- Attended Eastern Region YSB meeting 3/6/17
- Attended “Leaning in to Listen” Trauma Training 2/3/17
- Attended/Assisted with “EHHD Regional Opioid Event” 2/8/17
- Chaperoned “Dream It, Be It” conference for CHS freshman girls 3/21/17
- Attended Human Services Town Council Budget Hearing 3/27/17

### 2. Direct Service

#### A. Function

- |                                  |            |
|----------------------------------|------------|
| • Youth & Family Cases           | cases      |
| • Counseling Services            | 2 cases    |
| • Community Service              | 0 cases    |
| • Community Restitution          | 0 cases    |
| • Youth Job Bank Members Trained | 5          |
| • Youth Job Bank Requests        | 3 requests |
| • Youth Job Bank Matches         | 3 matches  |
| • Juvenile Review Board          | 5 cases    |

#### B. Programs

- The Positive Connections Mentoring continues to meet weekly. Pairs work on

homework, with mentors taking turns leading activities each week. High school student mentors attended a teambuilding field trip at “Puzzle Theory” in South Windsor in March, where they worked on further developing their communication and problem solving skills.

- Counseling Services are currently being provided to youth and their families. Referrals are coming in from schools, police and self-referrals.
- The 4th Annual Promaganza was held on March 18th. 13 girls from Coventry and Bolton attended, picking from over 350 (donated) dresses, shoes, and accessories. Many local businesses donated services (dry cleaning, salon services, corsages, etc.) which were raffled off. The program continues to grow and serve students in the community.

**PUBLIC WORKS DEPARTMENT  
QUARTERLY REPORT  
JANUARY, FEBRUARY & MARCH 2017**

**STAFF**

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

Superintendent of Operations .....Douglas Reese

Administrative Secretary .....Donna Wrubel

Heavy Equipment Operator / Crew Leader .....Clifton Labrec  
Facilities Crew Leader .....Monica Bragdon  
Heavy Equipment Operator / Crew Leader .....Charles Harakaly

Light Equipment Operator / Truck Driver .....Richard Watts  
Light Equipment Operator / Truck Driver .....John Hoffman  
Light Equipment Operator / Truck Driver .....Lee Davey  
Light Equipment Operator / Truck Driver .....Erik Johansen

Facility Maintainer I .....Michael Mangiafico

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

Public Works Sanitation Maintainer .....Daniel Smith

Lead Mechanic.....Daniel Caron

Mechanic I .....Robert Maxwell  
Mechanic I .....Jeremy Rooke

Cemetery Maintainer .....Michael Merriam  
Cemetery Maintainer .....Lance Kozikowski

Town Engineer.....Todd Penney

WPCA Technician / Operator.....Michael Ruef

The Coventry Lake Dam Project is now 90% complete and is a wonderful example of modern engineering. The lake is at summer level and ready for all lake activities. The Town will be managing the project to completion with a finish date in early June.





The winter of 2017 was slightly above average with three snow storms over 8 inches and several storms that did not accumulate much but did require deicing. The Department of Public Works spread approximately 2000 ton of salt on Roadways and parking lots this winter and staff worked a total of 4,947 hours fighting snowstorms.

When we were not plowing snow we were filling pot holes, repairing mailboxes and moving snow to prepare for the next storm. February was unusually mild and allowed us to catch up on roadside trimming and mowing. The remainder of the winter included the following work:

Administrative Duties -----	136.00
Athletic Field Maintenance -----	88.00
COVRRRA Operations-----	167.00
Drainage Work, Repair, Clearing, Maintaining-----	15.00
Facility Maintenance-----	594.00
Fleet/Vehicle/Equipment Maintenance/Repair-----	1,718.50
Grounds Maintenance -----	24.00
Road trimming and mowing -----	1,366.01
Traffic Control and signs -----	43.22
Training -----	8.00
Tree Related Services-----	644.50
Water Pollution Control Services -----	160.00
Winter Operations-----	4,947.00

### **Town/State Engineering Projects**

***Safe Routes to School – Main Street Sidewalk Project (CDOT #32-146):*** CDOT paper work closeout completed for CDOT review in January.

***Pucker Street Bridge Project (CDOT #32-139):*** Consultant continuing with paper work closeout for CDOT.

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

***Lake and Cross Street Improvement (LOTICIP):*** Project advertised for bidding February 23<sup>rd</sup> Bids opened on March 30<sup>th</sup>. There were a total of 8 responsible bidders with Fuss & O'Neill Design Build Services, LLC the lowest at \$916,780.75. The Town is working on receiving Authorization to Award to low bidder from Connecticut Department of Transportation. Anticipated construction expected for late May 2017.

***Main Street Streetscape/Sidewalk Project (CDOT #32-145):*** No activity during winter months. Work being done in conjunction with the Main Street Reconstruction Project.

***STEAP Sidewalk – Main Street Sidewalk Extension (CDOT #32-147):*** The Project deemed substantially completed in early November. Town initiated change order to extend sidewalk to Hemlock Point Drive and partially up Ripley Hill Road due to funding limits. No activity during winter months. Final activities expected to start May 2017.

**TRANSFER STATION QUARTERLY REPORT**

<u>material received:</u>											
DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	OP	TICKETS	CUSTOMERS
01/05/17	\$42.70	45	0	655	280	2	0	0	Dan	3959-3962	27
01/07/17	\$126.00	21	1	2215	180	0	0	1	Dan	3963-3971	38
01/12/17	\$27.20	27	0	370	210	0	0	1	Dan	3972-3973	24
01/14/17	\$178.30	27	1	2935	330	0	0	1	Dan	3974-3983	35
01/19/17	\$70.50	29	1	635	140	0	0	3	Dan	3984-3988	22
01/21/17	\$246.40	57	3	2900	430	4	145	7	Dan	3989-4002	53
01/26/17	\$68.70	19	0	565	280	0	0	4	Dan	4003-4006	24
01/28/17	\$164.10	15	0	2350	0	0	0	3	Richie	4007-4017	11
Mo Total lbs.	\$923.90	240	6	12625	1850	6	145	20			234
tons				6.3125	0.925		0.0725				
DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	OP	TICKETS	CUSTOMERS
02/02/17	\$61.40	3	0	840	80	0	0	2	Dan	4018-4021	16
02/04/17	\$160.70	56	1	2210	445	0	315	4	Dan	4022-4032	42
02/07/17	J. Alms	3	0	0	0	0	0	0	Charles	n/a	1
02/07/17	town hall	old plus	0	0	0	0	0	0	Charles	n/a	
02/09/17		closed all day due to snow storm									
02/11/17	\$235.10	3	0	4380	0	0	0	0	Dan	4033-4040	13
02/16/17	\$73.90	3	0	1495	0	0	0	0	Dan	4041-4045	13
02/18/17	\$168.50	7	0	2975	295	0	0	2	Dan	4046-4053	18
02/23/17	\$133.80	19	0	2380	275	0	0	1	Dan	4054-4065	25
02/25/17	\$269.20	25	2	4870	375	2	0	1	Dan	4066-4084	47
Mo Total lbs.	\$1,102.60	119	3	19150	1470	2	315	10			175
tons				9.575	0.735		0.1575				
DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	OP	TICKETS	CUSTOMERS
03/02/17	\$108.40	4	0	1860	305	0	0	1	Dan	4085-4088	12
03/04/17	\$204.20	28	0	3230	0	0	0	3	Dan	4089-4096	30
03/09/17	\$42.10	23	0	765	0	0	1115	0	Dan	4097-4100	22
03/11/17	\$166.00	23	2	3170	495	0	0	0	Dan	4101-4111	26
03/16/17	\$92.70	4	0	1545	0	0	0	1	Dan	4112-4114	9
03/18/17	\$151.50	18	1	2430	260	1	0	2	Dan	4115-4120	25
03/23/17	town hall	25	0	0	0	0	0	0			
03/23/17	\$92.00	41	2	1695	0	0	0	1	Dan	4121-4127	26
03/25/17	\$89.00	18	2	1525	330	0	0	1	Dan	4128-4135	24
03/30/17	millier rich	0	0	3780	0	0	0	0	Dan	4138&4140	
03/30/17	\$319.30	13	2	5765	220	0	450	1	Dan	4136-4147	27
Mo Total lbs.	\$1,265.20	197	9	25765	1610	1	1565	10			201
tons				12.8825	0.805		0.7825				
Qtr Totals lbs.	\$3,291.70	556	18	57540	4930	9	2025	40			610
tons				28.77	2.465		1.0125				

<u>material transferred:</u>	1 <sup>st</sup> month jan	2 <sup>nd</sup> month feb	3 <sup>rd</sup> month mar	total for quarter
Willi Waste - Bulk (cd) ton	11.46	5.88	7.32	24.66
Willi Waste - Bulk (brush) ton	0	0	0	0
Willi Waste - Recycling (metal) ton	0	0	5.62	5.62
Take2 - CFC removal units	21	25	0	46
Take2 Recycling - electronics lbs.	8102	1457	4593	14152
Take2 Recycling - uw lamps lbs.	313	0	0	313
Take2 Recycling - uw batteries lbs.	220	0	0	220
Mighty Flame- propane tanks - each	0	0	0	0
Bob's Tire - each	0	0	20	20
Baystate Textiles	1370	440	2010	3820

## **WPCA 2017 1<sup>st</sup> Quarter; January, February, March**

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

Designed for Average 200,000 gallons per day  
Average Flow this Quarter = 143,284 gallons per day

### **Projects Update:**

- Construction projects in the sewer service area:
  - CT DOT project #32-130; Main St Reconstruction. Construction was shut down for the winter and resumed in early April with work on sidewalks and the open channel. Several small sewer related items remain to be completed. The entire project is scheduled to be completed by November 2017.
  - Western Route 44 Sewer Planning Area: We need to perform a hydraulic study of Bolton's sewer system before we can move forward with approvals. We received a scope of work from our engineering consultant and are soliciting a second proposal for comparison.
  - CT DOT will be paving (mill and overlay) Main Street from our Library to Route 32 in Mansfield. We have 24 manholes in this section of road that will need to be rehabbed and adjusted to grade of final pavement. We have selected a contractor to perform the work and materials are on order. DOT has indicated that the project will likely begin in the summer of 2017 but we are awaiting confirmation.

### **Wastewater Treatment Plant:**

- We had no major equipment issues this quarter.
- We completed annual certification of the mechanical hoists and fire alarm system as well as annual calibration of the flow and level meters.
- We continue to receive much appreciated assistance from the Public Works department for small engine maintenance and traffic control.

**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. We have ramped up our manhole inspection program to identify and remove sources of clean water infiltration. The WPCA will continue to monitor capacity closely and review new connections on a case by case basis.

# BOOTH & DIMOCK MEMORIAL LIBRARY

## QUARTERLY REPORT

JANUARY – MARCH 2017



**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**, Library Assistant /Shelver  
**Manny Rodrigues**, Custodian  
**Janette Smith**, Library Assistant

## LIBRARY PROGRAMS

**Technology Assistance** -38 Individual Technology Assistance Sessions were held with Chris. Topics included computer assistance, computer software, accessing library eBooks (etc.), using the 3D printer and using mobile devices. Additional technology workshops were offered: 3D Printing and Internet Security.

**Lecture Programs for Adults** - Sherlock Holmes Celebration with a speaker on the interest of Mystery Literature in our Culture, Raising Backyard Chickens, and Female Spies during the Civil War.

**Author Visits** - *Anything You Do or Say May Appear in My Next Book* with Deborah Ann Davis.

**Additional Programs for Adults** - A variety of groups meet either monthly or weekly: Cookbook Club, Wednesday Night Book Club, Mystery Book Club, and Board to Death. The Library held monthly Crafternoons, offered a community crossword puzzle and two Soup in a Jar workshops. The Glastonbury Ukulele Band also performed.

**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 Play and Learn, an Early Literacy Playgroup. Messy Munchkins continued to meet monthly. Sing and Stop, a popular music and movement class had a six week session. The New Year was celebrated with a Noon Year's Eve Storytime and movement activity.

**Programs for School Age Children** - A.S.K., after school kids is a bi-monthly meeting for arts, crafts, technology and other activities with an educational aspect. Miss Meg also runs a monthly Homeschool group for families and children of all ages, and a LEGO® Club. Non-reoccurring events included a Drive in Movie afternoon, where children decoration cardboard cars to watching the movie from, a Dr. Seuss Birthday Party and an I Survived party based on the popular book series of the same name.

**Teen Programs** - BD Arcade, Movie Afternoons and Anime and intermixed with techie crafts such as creating Smartphone Projectors, and Raspberry Pi Demonstrations.

	Programs Held	Program Attendance
<b>Children</b>	57	1,418
<b>Teen</b>	14	56
<b>Adult</b>	54	294
<b>Total</b>	125	1,768

### **LIBRARY SERVICES**

**Daycare & School Outreach** - Miss Meg continued outreach to daycares and the preschool. She made 16 visits this quarter reaching 442 children.

**InterLibrary Loan** - 298 items were borrowed from other libraries and 195 were lent as part of a statewide cooperative service.

**Homebound Outreach**- This service facilitated 8 visits this quarter, where Carol brought materials and resources to those unable to visit the Library.

**Infrastructure Update**-The fiber internet connection from the CPS/Town Hall complex to the Booth & Dimock Memorial Library was completed. The VOIP phone system was installed in the Library.

### **LIBRARY STAFF PROFESSIONAL DEVELOPMENT**

- Kristi Sadowski continued working on the Connecticut State Library DeliverIT CT Long Term Sustainability Task Force, DeliverIT CT is the transit method that Connecticut libraries use for inter-library loan and return of materials. She also attended a meeting of the Eastern Connecticut Directors Roundtable.
- Meg Schiebel continued her work on the Nutmeg Book Award statewide committee.
- Chris Carney continued as co-chair for the roundtable on libraries and gaming with the Connecticut Library Consortium.

### **LIBRARY FUNDRAISING**

**Better World Books** - Donated books that will not be added to the Library collection and are unlikely to sell at the Used Book Sale, are sent away to be sold elsewhere. The Library receives a commission on these sales.

**LIBRARY USAGE & CIRCULATION**

	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Total</b>
<b>Reference Inquiries</b>	418	454	670	1,542
<b>Library Computer Use Sessions</b>	1,980	1,799	1,938	5,717
<b>Computer Assistance Requests</b>	84	86	99	269
<b>WiFi Usage</b>	174	153	177	504
<b>Patron Visits</b>	4,014	4,351	4,291	12,656
<b>New Patron Registration</b>	32	29	33	94
<b>Total Circulation</b>	6,517	6,893	7,157	20,567
<b>Circulation of Adult Materials</b>	2,754	2,746	2,926	8,426
<b>Circulation of YA Materials</b>	320	366	411	1,097
<b>Circulation of Kids Materials</b>	3,002	3,351	3,397	9,750
<b>Other Circulation</b>	441	430	423	1,294
<b>Circulation of Digital Items</b>	566	486	423	1,475
<b>In-House Usage of Materials</b>	2,972	3,138	3,096	9,206