

TOWN OF COVENTRY

QUARTERLY REPORTS

FARMERS' MARKET
Coventry's
◊ IN LOCAL WE TRUST ◊

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April 1 – June 30, 2017

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Cover photo: Season two of the Coventry Farmers’ Market under the Town’s management began in June and continues to draw record attendance. New initiatives this year have made a stronger connection to local Coventry businesses. A new logo and tag line, “In Local We Trust,” were launched to solidify branding for the Market.

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 Government Finance Officer Association has awarded the Town of Coventry the Certificate of Achievement for Excellence in Financial Reporting in regards to Coventry's financial statements for the fiscal year ending 6/30/16. This certificate is the highest form of recognition in governmental accounting and financial reporting and represents a significant accomplishment for both the Town and Board of Education finance departments. This is Coventry's ninth year receiving this award.

At the April 17th Town Council meeting, a decision was made to postpone the annual town budget and referendum until the State had finalized its budget and better estimates of the reduction in State aid were known. As a result of that, a 90 day temporary budget was developed, which included only those costs necessary to continue operations of the Town. In the interim, we have been working to review the current proposed fiscal year 17-18 budget in detail to try to identify additional cost savings for the Town.

Open enrollment for health and dental insurance was completed during May and June. Based on good claim history, the Town was able to decrease total medical and dental premiums by 7.0% for the upcoming FY17-18.

Final pension preparation for two employees were completed. In addition, preliminary calculations for two employees were estimated.

Our new server has been installed and is currently being tested for functionality. This should be in operation in the next two weeks at which time the old server will be transferred to the Coventry Fire Department.

Meetings attended

Finance Committee of the Town Council	ECHIP Executive committee meetings
Pension Committee	ECHIP Board meetings
Cemetery Commission meetings	ECHIP Wellness committee meetings
Town/BOE worker safety committee	Farmers' Market Planning Committee
Town GIS coordinating committee	
BOE/Town IT coordination	

Collector of Revenue

The Tax Department was busy this quarter with fiscal year-end details as well as the upcoming new bill cycle. The Sewer Assessment fiscal year was closed out at the end of April. The posted rate books, beginning rate books, balances and reports were printed. A total of 388 assessment bills, due May 1st, were printed and mailed during the last week of April.

Delinquent notices were prepared and mailed for real estate and personal property taxes as well as COVRRRA, sewer assessment and sewer use charges. Liens were filed against properties with an unpaid balance on real estate taxes (268), unpaid sewer use charges (88) and unpaid trash/COVRRRA fees (307). This activity occurred during April and May.

During the previous quarter, twelve property owners were notified that their properties were in jeopardy of being sold at an upcoming Tax Sale. Two properties were redeemed on June 30, 2017 which brings the total of properties removed from the Tax Sale to eight.

Currently, four properties remain on the Tax Sale list scheduled for next month.

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

The Town Council, at their June 5 meeting, adopted a 90-day budget with a temporary mill rate of 32.00. This action by the Council set in motion the preparation for the July 2016 billing cycle. The tax bills for Real Estate (6,361), Motor Vehicles (13,441), Personal Property (726) and COVRRRA fees (4,764) were researched and prepared. The bill file was then sent to the printer. Information as to new owners, mailing address changes and certificates of correction were entered right up until the moment the file was sent to be printed and mailed out.

The collection report for the fourth quarter is attached.

Property Taxes Collected by Linda Greenbacker, CCMC Tax Collector Collected April 2017 through June 2017
Paid to Amanda Backhaus, Treasurer, Town of Coventry

		Property Tax	Interest	Liens & Costs	Total	
Grand List	2000	35.15	100.18	0.00	135.33	
	2002	0.00	0.00	0.00	0.00	
	2003	0.00	7.00	0.00	7.00	
	2004	730.64	120.45	0.00	851.09	
	2005	64.77	125.02	0.00	189.79	
	2006	246.38	377.91	0.00	624.29	
	2007	161.38	247.29	0.00	408.67	
	2008	187.79	259.89	0.00	447.68	
	2009	151.34	144.74	0.00	296.08	
	2010	165.72	167.19	0.00	332.91	
	2011	90.60	67.40	0.00	158.00	
	2012	4,416.96	2,803.95	120.00	7,340.91	
	2013	11,498.80	4,946.52	120.00	16,565.32	
	2014	<u>37,435.87</u>	<u>9,665.77</u>	<u>313.00</u>	<u>47,414.64</u>	
		55,185.40	19,033.31	553.00	74,771.71	
Current	2015	201,584.00	22,717.63	558.00		
Current SMV		<u>20,006.08</u>				
	Totals	<u>276,775.48</u>	<u>41,750.94</u>	<u>1,111.00</u>	<u>319,637.42</u>	
Current 110	6010	40211	201,584.00			
Delinquent		40212	55,185.40			
Interest & Liens		40213	42,861.94			
SMV		40214	<u>20,006.08</u>			
			<u>319,637.42</u>			
Sewer Assess 205-7722	40211	177,747.62		Sewer User	40211	29,602.29
Interest, Liens, Per Diem	40213	<u>7,293.75</u>		Interest & Liens	40213	<u>10,097.13</u>
		<u>185,041.37</u>				<u>39,699.42</u>
COVRA				Returned Check Fee		<u>40.00</u>
Current 218-7601	40211	21,404.30				
Delinquent	40212	28,880.18				
Interest & Liens	40213	<u>25,431.55</u>				
		<u>75,716.03</u>				
		Total	<u>\$620,134.24</u>			

Assessor

April was an end to the Board of Assessment Appeals. Our net unadjusted Grand list was 951,967,368 as signed in January. The Board of appeals had 5 appeals, but made no adjustments resulting in no reduction. We also completed the M-13 state report which breaks down our Grand List by category to include all exemptions.

May was spent working on the Elderly and Disabled Homeowner's program as well as the new Local Tax Credit and Deferral program. The State and Local Homeowners program applications were due by May 15, 2017. We processed them in June once the mil rate was set, which was 32 mils. The totals for the applications processed for both local and the state program are as follows;

61 Applications-State Program

60 Renewals-State Program

121 State Applications Total

7 Deferral's-Local Program (lien on property) - \$5,220.24 (Tax Payer Repays)

94 Credit-Local Program (tax credit) - \$28,262.76 (non-reimbursed to town)

101 Local Applications

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

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

State Benefit

Veteran's below a certain income level and/or disabled veterans are eligible for additional property tax exemptions. Surviving spouses of veterans may also be eligible for this benefit. This benefit is income qualified and the following are the limits for the October 1, 2017 grand list. To calculate your income you must add your adjusted gross income from your income tax return to your social security for 2016. They must be under the following limits to qualify.

Single/Unmarried **\$35,200**

Married **\$42,900**

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



Coventry Land Use Office

Quarterly Report for
April, May, June
~ 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

Erica Pagliuco

Market Master, Coventry Farmers' Market

PLANNING AND ZONING COMMISSION

YEAR 2017

APRIL, MAY, JUNE

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
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
17-02	S	4/10/17	4/10/17	Application of CoreStates, Agent for Owner 7-Eleven, Pump/Canopy Modifications at 2711 Boston Tpke. (Map 8, Block 4, Lot 6)	5/8/17	A
17-03		5/8/17	5/8/17	Resubdivision Application of Country Way Development, Windy Hill Road, 6 New Lots	6/12/17	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

PLANNING AND ZONING COMMISSION

YEAR **2017**

APRIL, MAY, JUNE

DISCUSSION AND ACTION TOPICS

- Reviewed zoning referrals for the Towns of Andover, Mansfield, Windham and Columbia on zoning amendments.
- Reviewed progress of Plan of Conservation and Development Subcommittee meetings.
- Hosted public informational meeting on proposed telecommunications tower for Verizon at Skungamaug Golf Course.
- Reviewed Coventry housing data profile from Partnerships for Strong Communities.
- Discussed new legislation for temporary health care structures.
- Discussed prospective zoning regulation amendments for a variety of sections to provide better clarity and streamlining.
- Held executive session to discuss pending litigation.
- Discussed status of Asplundh truck parking in residential area.
- Held preliminary discussion with Farr to review ideas on new uses proposed for their property located on Babcock Hill Road.
- Held status report discussion with Ladyga pertaining to his proposed motor vehicle sales and repair operation at 2812 Boston Turnpike.

APRIL, MAY, JUNE

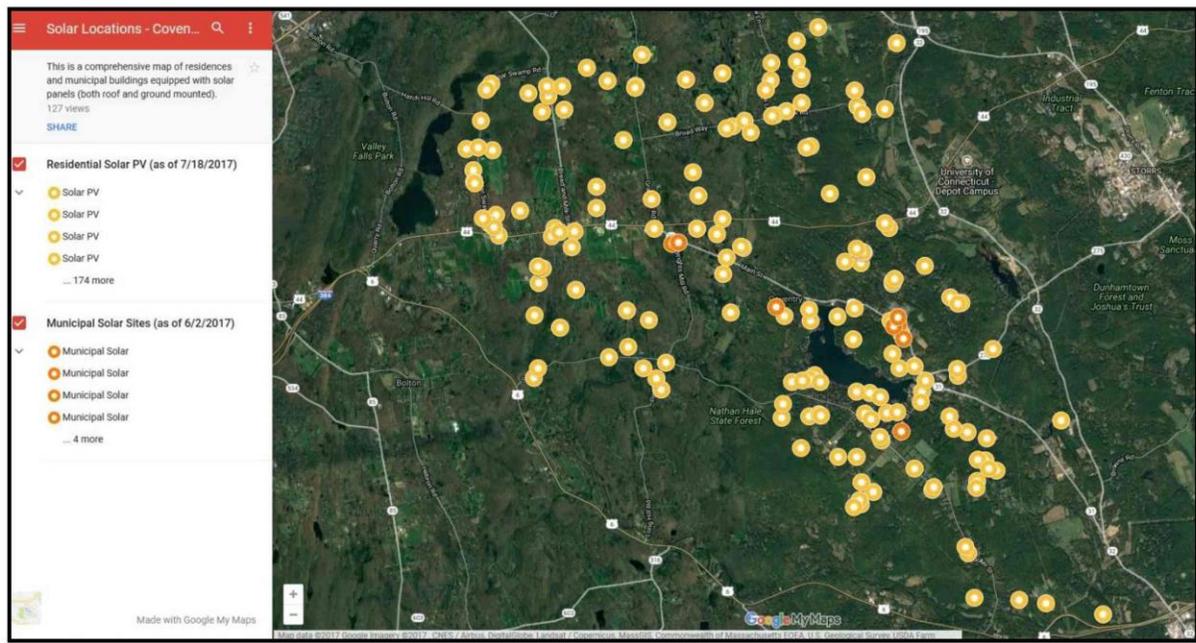
DISCUSSION AND ACTION TOPICS

- 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 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.
- Reviewed the ongoing work of the Eastern Gateways Transportation Study for the RTES 44 and 195 Corridor.
- Discussed the RTE 31 Curve projects and how the Commission can assist in supporting Village businesses during the construction project.
- Discussed the status of 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 the success of the Facebook for Business forums that have been hosted by the EDC and led by a member.
- Discussed prospective projects for the new Town Manager intern who will be focusing in part on economic development projects.
- Reviewed the special permit approval that was gained by 7-11 to install a new canopy, gas pumps, and tanks on RTE 44.
- Discussed the status of the proposed motor vehicle sales and repair operation of Ladyga at 2812 Boston Turnpike.
- Discussed the CRCOG awards that were received by the Town for inter-municipal cooperation with the Town of Bolton and for the work of the Coventry Farmers' Market.
- Distributed the updated EDC member brochure so that members can share them when they meet with businesses in town.

APRIL, MAY, JUNE

DISCUSSION AND ACTION TOPICS

- Discussed the status of 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.
- Discussed the results of the Town Manager meeting with the plant manager of Teleflex.
- Reviewed the status of the Caprilands Probate Court matters.
- Discussed the two new businesses that have recently been approved to locate in existing storefronts in Coventry Village.
- Discussed the plans being made for Coventry Village dedication ceremonies in the Fall for the various new projects that have been constructed recently.



Map of Solar Installations since Solarize Coventry Program Began

PLANNING STAFF HIGHLIGHTS

YEAR 2017

APRIL, MAY, JUNE

- Worked on preparation for the Farmers' Market season that opened in early June.
- 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 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. Began preliminary design work with the Town Engineer and Director of Public Works.
- Continued to be involved with Probate Court proceedings involving the Caprilands estate.
- 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.
- 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. Held interviews to select the consultant for the project.

PLANNING STAFF HIGHLIGHTS

YEAR 2017

APRIL, MAY, JUNE

- 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.
- Completed work on the America the Beautiful Grant with the State of CT DEEP to plant trees along the sidewalks on Main Street and at Laidlaw Park.
- Performed initial site walk of Windy Hill Road Subdivision open space to prepare a new trail map that will also highlight the Rolling Woods Subdivision and Laidlaw Park open space areas.
- Continue to work with the State of CT DEEP on the extension of the lease for the Creaser Park property.
- Continue to work with Future Problem Solver Middle School students on a ‘pollinator project’ to establish bee hives at Creaser Park.
- Held initial Town Staff meeting to prepare a State of CT DOT ‘Community Connectivity’ grant for a sidewalk extension along Main Street to connect to Lisicke Beach.



*Historic Main Street, Coventry – From the Coombs/Beville Photo Collection
Part of the ‘Telling Stories That Matter’ Grant Project*

ZONING ENFORCEMENT

YEAR **2017**

APRIL, MAY, JUNE

Mason Perrone - Planning Technician/Zoning Enforcement Officer

ZONING PERMITS ISSUED = **76**

Single Family Dwellings	13
Condominiums	0
In-Law Apartments	1
Accessory Structures	
Decks/Porches	12
Sheds/Gazebos	9
Barns	0
Detached Garages	4
Pools	4
Other	21**
Additions/Attached Garage	3
Grading/Clearing	0
Commercial Use/Signage	1
Home Occupation	4
Interior Renovations	4
Total	<u>76*</u>

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

**Includes Solar PV, tenant fit-out, driveways, hot tubs, dormers, cabins, and pavilions

CERTIFICATES OF USE AND OCCUPANCY = ***10**

(Signed for zoning compliance by ZEO)

Single Family Dwellings	5
In-law apartment	0
Condos	1
Accessory Structures	
Decks/Porches	0
Sheds/Gazebos	3
Barns	0
Detached Garages	1
Pools	0
Additions/Attached Garages	0
Other	0
Commercial Use/Signage	0
Total	<u>10*</u>

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

ZONING ENFORCEMENT (Cont'd)

YEAR 2017

APRIL, MAY, JUNE

INSPECTIONS*

Erosion and Sediment Control	14
Limits of Clearing	0
Certificate of Occupancy	10
Pre-Approval Inspection	0
Seed and Mulch Bond Release/Inspections	1
Zoning Complaints (initial & follow-ups)	26
Blight Complaints (initial & follow-ups)	28
Blight/Zoning Combined Inspections	0
Street Number Assignments	0
Other	0
Total	<u>79</u>

VIOLATION/ENFORCEMENT INSPECTIONS (NEW)*

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	0
Drainage	1
Permit Conditions Not Met	0
Non-permitted Activity or Structure	2
Signage	0
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
Junk Yard	1
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>10</u>

ZONING ENFORCEMENT

YEAR **2017**

APRIL, MAY, JUNE

News from Zoning Department:

Personnel

Planning Technician/Zoning Enforcement Officer, Mason Perrone, attended the Westchester GIS User Group Conference in May. The conference was beneficial to our efforts of gaining more abilities at the municipal level to utilize GIS to its fullest potential. Through our GIS license we now can track our inspections digitally and link them to our mapping through Survey123, which we will be working to utilize in the coming months.

Development/Zoning

We have seen a rise in permits with the building season well under way. We are receiving daily inquiries on new projects across Town.

The number of people coming in to file driveway permits has increased substantially since we posted in the newsletter to do so through both the Town Engineer and the Zoning Agent. This is necessary from a zoning perspective to ensure that residents are not compromising their lot coverage with the construction of paved driveways, specifically in the lake area.

GIS

We have received the 2016 flyover mosaic for our use in our GIS platform. This flyover is a statewide, 4-band orthoimagery with 3-inch pixel resolution. The quality of the imagery makes it much easier to view aerially compared to the 2012 flyover.

PT/ZEO has also begun working with the Cemetery Commission to assist with efforts in the cemetery mapping project to get a live database online.

Enforcement

The Land Use office has received several complaints over the past few months. There has been little action taken on new complaints as we have several outstanding at the moment.

Residents are to be reminded to be patient with the enforcement process as our log of complaints is very long. Complaints are taken in the order they are received, and named complaints receive priority over anonymous.

ZONING BOARD OF APPEALS

YEAR **2017**

APRIL, MAY, JUNE

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
17-4Z	5/1/17	6/20/17	Application of Joseph Tomkievich, owner, requesting variance for a garage at 237 Standish Road.	6/20/17	A

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

INLAND WETLANDS APPLICATIONS

YEAR **2017**

APRIL, MAY, JUNE

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
17-05W	4/24/17	4/26/17		Stephen & Katrina Weaver, 260 Avery Shores, Demo and Replace Garage in Regulated Area	4/26/17	A
17-06NJ	4/24/17	4/26/17		Country Way Development, Windy Hill Rd., Resubdivision lots 7-12 & Extension of Windy Hill Rd. Requesting Non-Jurisdictional Ruling.	4/26/17	NJ
17-07W	4/25/17			Town of Coventry, Depot Rd., Decew Property Drainage Improvements		P
17-08W	4/25/17			Town of Coventry, 2187 – 2299 South Street., Drainage Improvements		P
17-09WA	5/10/17			Sara Guzze & Joe Cleary, 545 Babcock Hill Rd., Deck in Upland Review Area	5/11/17	A
17-10W	5/19/17	5/24/17		Corey & Tina Savage, 20 Mohawk Trail, Tear Down Existing Home, Relocate, Rebuild Single-Family home with Driveway Wetlands Crossing	6/14/17	A
17-11W	5/22/17	5/24/17		Donald Sposito, paved driveway and septic trench in Upland Review Area at 397 Broad Way	6/26/17	A
17-12WA	5/24/17			Applicant Titan Construction for Owner, Ken Maher garage addition at 42 John Hand Dr.	6/12/17	A
17-13WA	6/8/17			Gregory Howe, rebuild existing deck with new piers in Upland Review Area at 377 Hop River Rd.	6/14/17	A

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

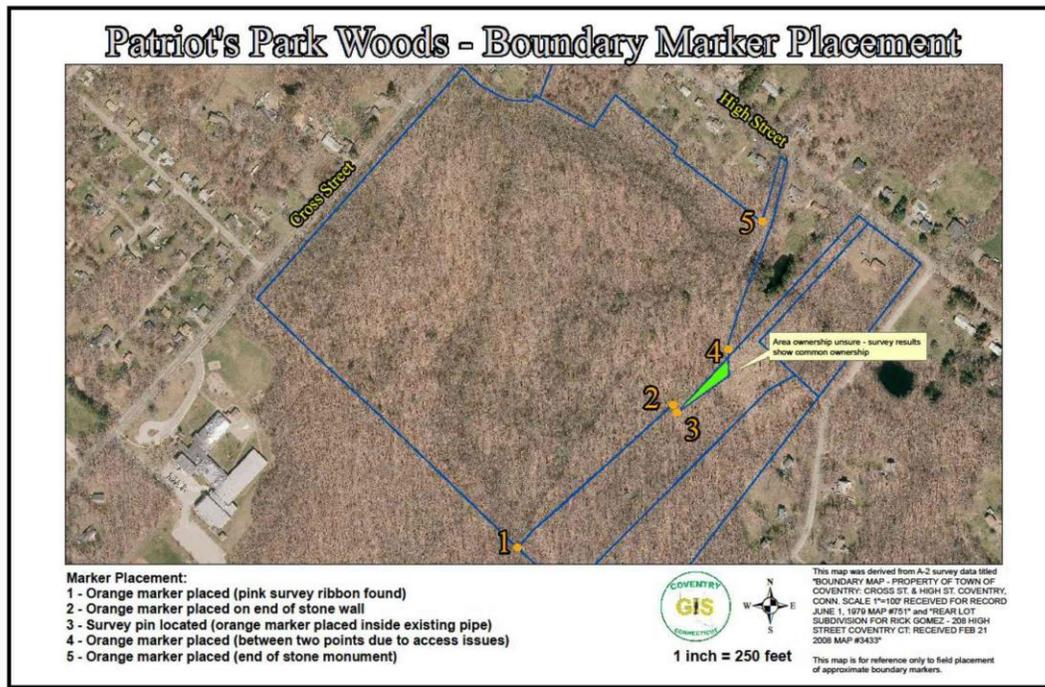
A - Approved
 D - Denied
 P - Pending
 W - Withdrawn
 NJ - Non-Jurisdictional

APRIL, MAY, JUNE

News from the Inland Wetlands Agency

The second quarter continues to be busy with Inland Wetlands Agency and Minimal Impact wetlands permits. A total of nine applications were received during the second quarter of 2017 including permits for construction of garages, decks and sheds in Regulated Areas. There were also two permits related to driveway crossings – one a home that is being moved due to a crumbling foundation and a second home that is being torn down and rebuilt in another location on the property. The Town of Coventry also has two applications pending for work on the Decew Property on Depot Road and drainage improvements along South Street near the Hale Homestead.

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.



Patriot's Park Woods Boundary Marker Mapping by Mason Perrone, ZEO

OFFICE OF TOWN CLERK

Brooke R. Manning
Assistant Town Clerk

Lori Tollmann
Town Clerk

Diana Grindle
Assistant Town Clerk

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



Recording & Licensing

Receivables & Revenue:

- ✓ The Clerk's Office collected \$208,488.90 this quarter, of which \$62,997.70 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	584	17,087.00
Real Estate Conveyances Recorded	115	33,956.70
Copies	3,740.50	3,740.50
Unanticipated Funds	1	100.00
Trade Name Certificates.	11	55.00
Liquor Permits	3	6.00
Burial & Cremation Permits	9	27.00
Marriage Licenses	15	165.00
Vitals Copies	164	3,280.00
Notary Fees & Renewals	60	360.00
Dog License Fees	1,145.50	1,145.50
Maps Filed	8	120.00
Fish & Game License & Permit Fees	283	117.00
Conveyance fees	73	73.00
PA-490	0	0
PA-146 Clerk	584	445.00
PA-05-228, 09-229 & 13-247 LOCI	584	1,335.00
PA-05-228, 09-229 & 13-247 Clerk	584	985.00
Town Clerk Revenue Transferred to the Treasurer:		\$62,997.70

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

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

State Fees Collected and Remitted: The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, **\$143,491.20** in fees was collected. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$ 16,020.00
PA 05-228 & 09-229	11,147.00
Marriage Licenses	285.00
Fish & Game Licenses	3,708.00
PA-146	890.00
State Conveyance Tax	102,072.20



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

	Dog License Fee	Surcharge
April - June	6,891.00	\$2,478.00

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

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

State of Connecticut Department of Revenue Services is not ready to accept real estate conveyances taxes electronically.

April 1, 2017 thru June 30, 2017 we received **100** E-Recordings in our office.

Dog Licensing: The month of June is annual dog licensing month. All dogs over 6 months of age are required to be licensed no later than June 30th to avoid a penalty. In May, we printed and mailed 1,700 license renewal notices to all dog owners of record. Licensing will continue throughout the year, but fees will increase at \$1.00 per dog for each month overdue.

For 2017 Dog Licensing we held a contest for the #1 Dog Tag with a free license. To enter you needed to have renewals in our office by the end of May. We had over 300 entries and we picked Donald & Barbara Gorneault's dog Nikki as our winner.

Rabies Clinic: The thirty-third Annual Rabies Clinic was held Saturday afternoon, May 20, 2017 at Capt. Nathan Hale School. We printed and packaged flyers which were distributed to students at three Coventry schools. Press releases were issued to all local newspapers. The clinic was advertised on the town's website calendar. Rabies Clinic information was included on the dog license renewal notice sent to dog owners in May, thereby eliminating the necessity to mail a separate clinic notice.

Volunteer certificate writers were Brooke Manning, Dianna Grindle and Lori Tollmann. Retired Town Clerk, Susan Cyr acted as clinic coordinator and collected the fees. Wendy Ernst, DVM and Coventry resident, volunteered her time again as Clinic Veterinarian. **Fifty (50)** dogs and cats were vaccinated at the clinic.

There was no Annual Town Meeting or Adjourned Annual Town Meeting

Staffing Updates/Activities

Lori Tollmann: Town Clerk attended the Spring 2017 Connecticut Town Clerks Association Conference in Mystic, Connecticut. Our schedule was filled with presentations and information from the Secretary of the State's Office, and Town Clerk Panels. She also attended the May 17th meeting of the Tolland Country Clerks Association.

Brooke Manning: Assistant Town Clerk is working with IQS to continue on with our Vitals project. This project is funded by the Connecticut State Library preservation grant.

Dianna Grindle: Assistant Town Clerk attended Town Clerk School May 9, 2017. Her class was "Elections". Dianna needs one more class and she will qualify to sit for her certification.

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

BUILDING DEPARTMENT QUARTERLY REPORT
4th QUARTER
April, May, June 2017

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

NEW HOUSE PERMITS ISSUED FOR THE 4th QUARTER FY 2016-17		
<u>MONTH</u>	<u>DATE</u>	<u>ADDRESS</u>
APRIL		
	NONE	
MAY		
	5/9/2017	36 JOHN HAND DR
JUNE		
	6/7/2017	41 EDGEWATER DR

Foundation work also started for ten (10) residential dwellings at 183 Root Road, 1200 South Street, 21 West Shore Drive, 657 & 660 Dunn Road, 269 Skyview Drive, 230 Hannah Lane, 94 Stonehouse Road Unit 25, 781 Bunker Hill Road, and 786 Wrights Mill Road. In addition to these new home foundation permits, two (2) permits have been issued to replace foundations to homes due to the crumbling foundation issue at 296 Carpenter Road and 353 Geraldine Drive.

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

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 4TH QUARTER 2016-2017 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
NONE FOR APRIL	
94 STONEHOUSE RD UNIT 35	5/1/2017
218 HANNAH LN	5/8/2017
92 APPIAN WAY	5/16/2017
28 ARMSTRONG RD UNIT D-29	5/23/2017
50 JOHN HAND DR	6/2/2017
76 TALCOTT HILL RD	6/9/2017
740 DUNN RD	6/22/2017

Municipal Projects:

In April, a permit was issued for a wheelchair lift at the Tracey Shoddy Mills on Main Street. Permits have also been issued this quarter for temporary electrical service and temporary construction trailers, as well as a bridge permit for the sluice way, all in correlation to the Lake Street Lake Gate Project.

Commercial Projects:

There has been a lot of commercial activity this past quarter. In April we saw a tenant fit out for LMC Systems, an electronics business in the basement of the First Congregational Church at 1171 Main Street. There are two (2) dairy barns at the Nathan Hale Homestead that have had renovations (one with a catering kitchen for events). Three (3) cabins at the Channel Three Kids Camp at 73 Times Farm Road were also permitted in April. At the end of the quarter we received three (3) more commercial permits issued, all for new business tenant fit outs. The first was for H&R Block at 1671 Boston Turnpike (Meadowbrook Plaza). Next was a massage therapy business (ELM Human Performance) at 1199 Main Street. Finally, a cleaning business (The Cleaning Guy) opened at 1197 Main Street.

There were four hundred twenty-eight (428) inspections completed this quarter.

The Building Official completed ten (10) hours of continuing education this quarter.

Permits for this Quarter

PERMIT TYPE	April, 2017	May, 2017	June, 2017	Third Qtr. 2016-2017
Houses only	0	1	1	3
Foundation only	2	6	4	3
Condominiums	0	0	0	0
Commercial Bldg/Renov	3	0	3	1
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	1	0	1	1
Additions	1	1	1	5
Garages/Carports	1	1	1	1
Sheds/Barns	3	0	1	0
Decks/Porches	3	7	10	3
Pools	2	2	1	1
Demolition	0	0	0	0
Woodstove	0	0	1	8
Miscellaneous	7	6	4	8
Renov/Repair/Alter	18	17	11	30
Plumbing	4	1	1	5
Heating	12	19	16	42
Electric	14	17	10	39
TOTAL PERMITS	71	78	67	150
PERMIT VALUE	\$1,082,883	\$1,230,292	\$984,834	\$1,977,141
FEES COLLECTED	\$7,889	\$15,580	\$13,144	\$29,555
Certificate of Completion	43	74	56	96
C/O's - New Homes/Condos	0	4	3	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



Noel Waite, Fire Administrator

Quarterly Report

April, May and June

Another busy and exciting quarter for the fire/EMS services in town. The fire/ems services continue to respond to over 100 calls per month for a total of 625 calls in the first half of the year.

On May 15th the Coventry Fire Dept. took delivery of a new 3000 gallon tanker. This apparatus will be stationed at the south street station and will provide additional water to fires in town and to the surrounding towns as needed.

Also on June 26th the quint/ladder truck was placed into service to respond to fires and emergencies. Both pieces of apparatus will be beneficial to the town.

The fire marshal's office has conducted 33 inspections, attended 14 meeting and participated in a weeklong seminar on fire investigations.

The Coventry Fest fireworks were held again this year with a great show, thanks to all that helped to make it a safe and enjoyable show.

Quarterly Report
Fourth Quarter FY 16/17
April - June 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 have been contacted by the CALEA Compliance Service Manager (CSM) who will begin the annual review at the end of July.

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 comprehensive DUI enforcement grant has been submitted and approved.

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.

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.

We were unable to present a citizen's police academy due to staffing issues. We will attempt to conduct one during the next fiscal year.

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 Beausoleil graduated the police academy on June 19th. She will be in a field training assignment until September.

We have selected a recruit officer, Olaph Anderson to attend the police academy starting on July 7th. The anticipated graduation date is December 21, 2017.

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 successfully completed the two-week SWAT school and is now eligible for CREST call-outs.

Officer Dexter has been outfitted with all necessary equipment.

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.

Officer continue to focus on enforcement of distracted driving laws.

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 are waiting for TN to complete the necessary work for the connection between their CAD system and ours

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

We have begun using online training for certain topics. The training is presented free of charge by LocalGov University through an agreement with CIRMA.

All agency members complete on-line training in Blood borne pathogens, Hazardous materials and Ethics.

Through our CAD vendor, we have begun reporting arrest information to the Connecticut Criminal Justice Information System (CISS). The goal of the CISS project is to share arrest information among all criminal justice agencies in real time. Future upgrades to the project include electronic submission of arrest reports to the courts.

The Town Council approved a request for John Dittrich to be appointed a Special Constable. Mr. Dittrich, who is currently a part-time dispatcher with the department will work in conjunction with Norm Meikle on Lake Patrol during the boating season.

Dispatcher Cote attending Active Aggressor training for dispatchers.

Officer Kevin Vail attended Active Aggressor and Building Search training.

Sergeant Michael Hicks attended training on heroin/opioid death investigation protocols.

Officer Kelsey Carpenter attended Autism Awareness training for law enforcement.

Officer Vail, Officer Iger and Officer Greener attended COLLECT recertification training.

Sergeant McDonagh and Sergeant Hicks attended Sexual Harassment Prevention Education training offered by Shipman and Goodwin.

Officer Thomas Kuhns attended a one-week Field Training Officer course.

Sergeant Michael McDonagh attended a two day class on Public Information Officer training.

Detective Spadjinske attended Crash Data Recovery training.

Officer Michelle Hicks attended Prostitution and Human Trafficking training.

Sergeant Michael Hicks attended Search and Seizure training.

Officer Greener attended instructor training for Police Baton, OC spray and handcuffing techniques.



A fatal crash involving a motorcycle occurred on Bread and Milk St on April 29th. The Metro Traffic Accident Investigation team under the direction of Detective Spadjinske was called to assist. The operator of the motorcycle was pronounced dead at the scene of the crash. A passenger on the motorcycle suffered serious injuries.

On May 13th, officers responded to Key Bank on Main St. on a report from employees of an envelope containing unknown white powder being found in the night deposit box.

The incident prompted a HAZMAT response. The bank was closed by the Health District pending the results of testing. After testing, it was determined that the substance was not hazardous. Officer Flanagan, the investigating officer, has identified the suspect in the case. We are awaiting further testing from the forensic lab before a warrant is submitted.

Members of the department assisted with security and traffic duties at CoventryFest.

The television show "On the Case with Paula Zahn" will be highlighting a homicide that occurred in Coventry in 1980. The perpetrator of the crime was convicted and is currently incarcerated. Upon request of the victim's family, we provided information on the crime to the show producers. Film crews interviewed retired Coventry Police officers for more perspective on the investigation. The show is scheduled to air in August.

Officer Michelle Hicks and Officer Wayne Greener were awarded the MADD award for their enforcement efforts in 2016.

Officer Kelsey Carpenter successfully completed her probation on June 30, 2017.



Coventry Police Department Incident Analysis

4/1/2017...6/30/2017

Shift	Total
1st 321	1890
2nd 894	
3rd 676	

UCR	Nature	1st	2nd	3rd	Total
		0	1	0	0
001	Marine Patrol Activity	0	3	5	8
029	Disabled Motor Vehicle	7	15	15	37
120	Robbery	0	0	1	1
13B	Assault Simple	1	2	3	6
13C	Intimidation	2	3	8	13
152	Suicide Threat/Attempt	1	6	3	10
220	Burglary	4	5	3	12
23C	Larceny Shoplifting	1	1	0	2
23D	Larceny Theft From Building	0	3	1	4
23F	Larceny Theft From MV	0	4	1	5
23H	Larceny All Other	0	11	1	12
240	MV Theft	0	1	0	1
250	Counter/Forgery	0	1	0	1
2601	Animal Nuisance	0	0	1	1
2604	Fireworks/Gunshots	0	1	4	5
2619	Building Check	0	0	3	3
2631	Public Hazard	10	13	14	37
26A	Fraud False Pretenses	0	0	1	1
26B	Fraud Credit Card/ATM	0	3	3	6
26C	Fraud Impersonation	0	1	0	1
290	Vandalism	2	4	3	9
2903	Missing Adult/Age 16 and Over	0	1	0	1
2914	Animal Complaint	10	61	22	93
3009	Susp Person/Activity/MV	57	55	105	217
3009	Susp Person/Activity/MV	0	0	1	1
326	Illegal Parking	0	1	1	2
332	Harassment/Harassing Phone Calls	1	9	3	13
334	Untimely Death	0	2	0	2
343	MV Accident (Injuries)	1	0	2	3
344	MV Accident Evading	1	1	1	3
345	MV Accident Fatal	0	0	1	1
346	MV Accident (No Injuries)	4	23	8	35
351	Alarm	16	44	30	90
353	Medical	24	84	66	174
355	MV Stop	82	115	105	302
35A	Drug/Narcotic Violation	0	0	5	5
375	Routine Assistance	7	47	34	88
377	Open Door/Window	0	1	1	2
388	Miscellaneous	9	15	3	27
390	Police Information	0	5	3	8
396	Escort	0	5	3	8



Coventry Police Department Incident Analysis

4/1/2017...6/30/2017

398	Missing Person	1	4	5	10
399	Lost And Found	0	14	9	23
400	Family Matter - Non Arrest	3	6	6	15
401	Repossessed Vehicle	1	3	1	5
4811	Finger Printing	2	92	0	94
4858	Fire	1	10	4	15
4867	Background Investigation	0	2	0	2
4873	Assist Other Agency	5	19	15	39
82	Runaway/Non NIBRS	0	4	9	13
861	Disturbance (Non-Domestic)	6	9	15	30
863	Town Ordinance Violation	0	0	1	1
866	Noise Complaint	1	5	13	19
889	Check Welfare	5	14	14	33
890	MV Erratic Operation	3	16	28	47
891	MV Lock Out	2	7	6	15
90A	Bad Checks	1	0	0	1
90C	Disorderly Conduct	1	1	0	2
90D	DWI	3	1	6	10
90F	Family Offenses, Nonviolent	0	1	0	1
90Z	All Other Offenses	1	5	0	6
911	911 Hang Up Call	0	2	4	6
H109	Junk MV	0	2	0	2
Sup	Supplemental	45	130	76	251



Quarterly Report: Spring April 1 – June 30, 2017

General Administration

Director Rubin celebrated her 9th year anniversary with the Town of Coventry this June! Our busiest season, spring combines the mad rush for people to get outdoors and get active with the important preparations need to open the camps and beaches for summer.



Ms. Rubin attended/participated in the following:

- Department Heads meetings
- Lakes Region Basketball Administrators Wrap Up meeting
- Human Services Advisory Board; Human Services meeting to review Camp Scholarship policies & procedures
- CIRMA Aquatics workshop & meeting with Aquatics Director
- Community Connectivity Grant meeting
- NRPA Executive Leadership Technology RoundTable
- CCM Workshop: Building a Great Team
- Americawalks.org webinar: Exploring the outdoors, Partners in Outdoor Spaces
- Hosted CRPA Aquatics Section monthly meeting

Projects:

- Meeting with Town Manager & Finance Director to select **Recreation Registration & Reservation Software**. Finalized contract with *Civic Plus* for Recreation Management software signed, and participated in a Project Kick – Off meeting. Training will continue throughout the summer with a projected September “Go Live” date.
- Completed & submitted **2017 Playful City USA** Application; Received 2017 Playful City USA honor; follow-up with media; attended introductory webinar
- Final contract for Leah Whitaker’s internship
- Ran background checks for youth football & cheerleading
- Implemented weekly office staff meetings

Parks & Beaches



Parks:

- On-going and routine facility rental management including: contacting renters with key codes, changing key codes monthly, processing, printing and issuing permit applications and alcohol permit applications, arranging staff coverage.
- Measured **Patriots Park Basketball Court** & designed court for renovations to include basketball, pickle ball, games
- Went out to bid for **Ice Cream Truck/ Food vendor concession** at the beaches; determined a new vendor, and conducted background checks; finalized contract
- Opened restrooms at Patriots, Creaser & Miller Richardson
- **Community Garden:** Meetings with Master Gardener & leadership team; purchased woven fabric & staples for pathways at the garden
- Determined site for **Little Free Library** (collaboration with Booth & Dimock Library) at Laidlaw Park, which was later installed by Manny Rodriguez

Beaches:

- Checked facilities for **beach season opening:**
 - secured gates & locks, inventory supplies, clean boat house, extra dumpster pickups, portable toilets
- Demo & purchased a new shift scheduling/timeclock software (*DigiQuatics*) & began data entry/scheduling
- **Beach stickers** went on sale June 1st
- Ordered lifeguard equipment, including rescue tubes, whistles, new rope & floats for swim area & staff t-shirts
- Held interviews for Lifeguards, Gatekeepers, and Park Maintainers:
 - Completed paperwork for new & returning staff (contracts, Personnel Action forms, etc.), & set training & orientation schedules
 - Completed additional paperwork for late new hires
- Conducted training for gatekeepers, park maintainers, boat rental attendants, including a make-up BBP class
- Lifeguard training on-site @ Lisicke:
 - Lost swimmer drill with EMT, Police & Dive Team at Patriots Park



Programs

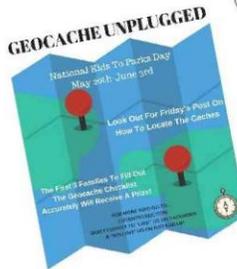
Recreation Supervisor Cat Merriam attended/participated in:

- Camp Wangumbaug:
 - Camp Planning Meetings/New Hire Interviews
 - CRPA Camp Section Meeting/Camp College Planning Meeting x 2
 - New Hire Paperwork Sessions w/Finance Office x 2
 - Camp Scholarship Processing
 - Camp Waterfront Coordinator Interview
 - Camp Staff Meetings/Trainings x 11
 - State-Wide Camp College Event
 - Camp Shopping Trip & Supply Ordering
- Programs:
 - Submitted Final Proof of Summer Brochure to Printer/Brochure to Homes
 - Uploaded programs to website for viewing by 4/10; Registration Opened 4/24/17
 - Weekly Meetings with Megan Yanez re: Rec. Daze
 - Participated in *Grandparents Raising Grandchildren* Resource Fair
- Miscellaneous Administration:
 - Rec. Management Software Review with Town Manager & Finance Director
 - CivicRec Kick-Off Meeting
 - Lodge Showings x 5
 - Weekly deposits & monthly credit card reports
 - Program cancellations, refund processing & past due invoices



Recreation Intern Leah Whitaker attended/participated in:

- Marketing Campaign:
 - Department Promotion through Facebook & Instagram
 - Advertising: Geocaching, Little Free Library, Coventry fest, Various Signage Design, Kick-off to summer with Lifeguards & Camp staff, opening day of beaches, Geocache Winner, Camp Wangumbaug, swim lessons, holiday beach hours, and Head Lifeguard promotion.
- Library Window Showcase:
 - Tied in with libraries books on gardening
- National Kids to Parks Day:
 - Geocache Unplugged May 20th – June 3rd
- June Guestimate Box: Sports Balls
 - Winner received a family S'more's kit
- Participated in Camp College as a Presenter:
 - Rainy Day & Down Time Activities X 4
- Boat Rentals
 - Created Rental Agreement & Flier
 - Created Staff Manual
 - Staff training
 - Introduction to Kayak, Canoe and Stand-Up Paddle Board Safety
 - Ordered/Picked-up Boat Rental Signs



Miscellaneous Program Planning

- **Registration** for summer programs began on 4/24, with several swim lesson registrations coming in.
- Ms. Merriam began **fall, winter & spring program planning** this quarter, confirming with year-round fitness and sports program instructors to set dates for sessions beginning in September, and running all the way through April. The fall brochure content is due to *The Chronicle* in early August, with a release date of mid-September, while the winter/spring publication is due in December.



Special Events

- **Summer Concerts:** Ms. Merriam worked with Ms. Whitaker on booking & confirming all 4 concerts with the bands we hoped to book: Skylark City (7/20), Lone Wolf Trio (7/27), Eight to the Bar (8/3) & Simply Swing (8/10). We also worked with our Sponsor, *United Bank Foundation* regarding their contribution this year.
- **Scarecrow Contest:** Ms. Merriam and Ms. Whitaker also met this month to discuss revamping the Scarecrow Contest held in the fall. Ms. Whitaker will be taking the lead this year, and incorporating a lot of new ideas to bring in more scarecrows, particularly from area businesses. This year's info will be included in the fall brochure.

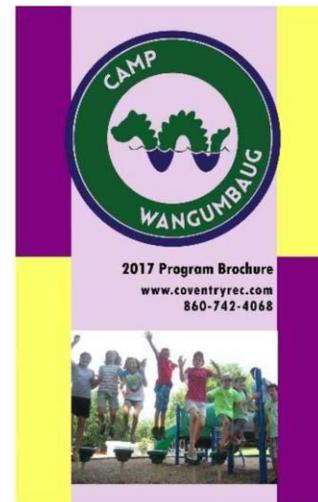
Recreation Daze

- Rec. Daze was closed during the School Vacation Week (4/10-4/14), however an **April Vacation Camp** was held instead during that week (excluding Good Friday). Only 2 of the kids registered also attend Rec. Daze, but we met several kids new to Town & our programs, who also inquired about Camp Wangumbaug for the summer.

- An additional 2 families have been added to the waitlist in April, and folks began inquiring about the 2017-2018 year. We have also received a request regarding outgoing 5th graders, and whether we can expand the program in the fall to include **6th graders**. Staff will be researching this option to determine feasibility.
- The last day of the program was held on the last day of School, June 15th. Kids participated in fun games and activities, including a bounce-house, giant board games and a special ice cream sundae snack!
- **17-18 registration** will begin sometime in July, depending on when the new software system is in place and usable, and once the final details regarding program specifics is completed.

Camp Wangumbaug

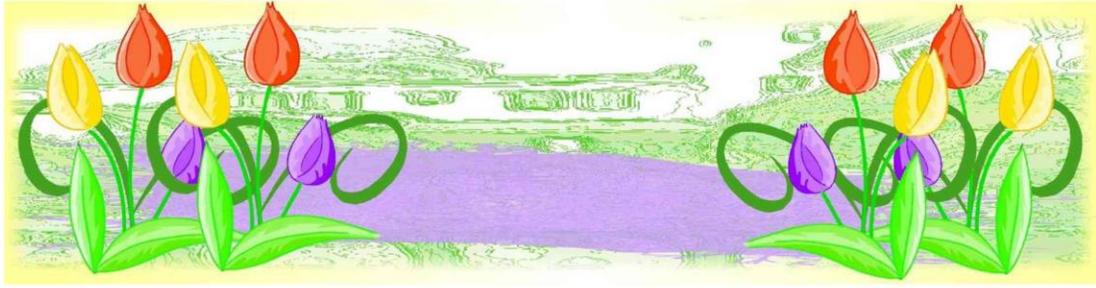
- The **Camp Brochure** was printed & distributed through the Schools in April. Registrations continue to come in throughout this season, with the early bird 5% discount ending on May 1st.
- The **Camp Parent Handbook** was finalized, printed and distributed to those families who have registered. Our standard med form was updated this year, to be a bit more comprehensive (we modeled it after the State of CT's form). This year's packet also included a new Behavior Policy & Camper Code of Conduct.
- **New Camp Management staff** were hired and began work on pre-season planning & hiring: Chelsea Constantino has been named Camp Director, and Rec. Daze Director Megan Yanez is our new Assistant Camp Director. Interviews for potential new hires on 4/19 & 4/20; All New Hire & Returning Staff packets were sent out in May. Beginning in June, Camp Staff participated in several **trainings** including the State-Wide Camp College, online Mandated Reporter training, Blood Borne Pathogens & CPR/First Aid trainings, 2 staff meetings, and set-up in advance of Camp opening for the season.
- **Camp opened** for the season on Monday, June 19th with 123 Campers attending!
- Staff conducted **2 lost camper drills** within the first 2 weeks. During both drills the Camp Directors were impressed with how quickly both returning and new staff followed procedures and located the missing camper.
- **Registrations** continue to come in for upcoming weeks, and parents have been very responsive and efficient in making their weekly payments by the Wednesday due date.



Human Services Department Quarterly Report April-June 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 *April - May - June*

A. HUMAN SERVICES

1. Meetings:

- Hoarding Meetings: 4/5, 5/16, 5/25
- CLASS Meetings: 4/20, 6/15
- Juvenile Review Board Meeting: 6/7/17
- Salvation Army Meeting: 6/12/17
- NASW – Nutritional Approach to Mental Illness: 6/21
- Human Rights Commission Annual Meeting: 6/28/17

2. Direct Services: 25 unduplicated client cases

3. Programs:

- **ENERGY ASSISTANCE PROGRAM:** The 2016-17 CT Energy Assistance Program (**CEAP - ACCESS Agency, Willimantic**) was extended until the end of May for new clients only, the season ended with a total of **97** energy applications processed.

The 2016-17 Operation Fuel Winter Program ended with a total of **2** applications for a total of \$1,000 in assistance. In June, Operation Fuel Applications were being processed for summer electric utilities, only and **2** applications were processed.

The Clergy Fuel Fund authorized **2** deliveries for clients who had exhausted all other resources of fuel assistance for a total of \$745.44.

- **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, **9** applications have been completed for Coventry residents who rent for a total of \$9,197.00 in rebate checks which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November, 2017.

➤ **FOOD BANK: April – June**

Assistance Records: 65
Total Household Assistance: 35 with a total of 107 members

In early May, letter carriers with the Postal Service collected food for families in need. Residents were able to leave a bag of non-perishable food items for their letter carrier to deliver to the food bank. 100% of the items collected remained in town. Throughout the months, we receive numerous donations from: Coventry Public Schools, The Girls Scout Camporee, local churches and many individuals, families and young people who do a collection of food in lieu of birthday gifts. Residents are served at the food bank located at the Patriots Park Community Center on Fridays (September-May), 8:30-11:30 a.m. and for the summer months (June-August) Tuesdays, 9-11:30 a.m.

**In kind hours were provided by the Coventry High School
Transition Community Based Program which includes school staff and students**

Totals for April 2017:	
(Staff)	In Kind Service Hours – 24 + 12 = 36 hours
(Students)	Student Volunteer - 32 + 12 = 44 hours

Totals for May 2017:	
(Staff)	In Kind Service Hours – 24 + 12 = 36 hours
(Students)	Student Volunteer – 24 + 12 = 36 hours

- **SPECIAL NEEDS:** 7 families (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$1,582.90; a total of \$2,82.46 was received in donations from United Way (employee donations program), Coventry Public Schools, First Congregational Church, Second Congregational Church, Coventry Lions Club, Capt. Nathan Hale School and a number of generous individuals.
- **SALVATION ARMY:** 21 families (unduplicated) were assisted with medical, housing, food, utilities, camp scholarships for a total of \$4,513.44.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 24 households on the In-yard Service List at this time.
- **REPORTS:** Town Quarterly and Yearly; Salvation Army Quarterly Statistics.
- **PUBLIC RELATIONS:** Facebook, Eblast, Press releases, Spring Newsletter and Munivision.

B. ELDERLY SERVICES – TOWN HALL

1. Direct Service Clients: 5 unduplicated client cases

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

C. SENIOR CENTER:

1. Attendance for this Quarter:

- **Total Visits:** 1654 visits; April (510 visits); May (584 visits); June (560 visits). This is an increase of 377 visits compared to last quarter and an decrease of 143 visits compared to the same quarter last year.
- **Holiday Closures:** Memorial Day



2. Programming:

- **Nutrition:** Six meals were provided by Thames Valley Community Council for Action; **171 seniors** attended the meals. Two potluck events were held – a Memorial Day Cook-Out and a Pancake Breakfast – and **84 seniors** attended.
- **Special Events:** The center began a 3-part educational series with Integrated Rehabilitation Services, with 10 attending a session on Fall Prevention and 4 attending a workshop on Dynamic Stretching. Moe Collin, the town Veterans Advocate, hosted a roundtable and 3 senior veterans attended.
- **Trips:** No trips were scheduled this quarter. However, the center's Wii Bowling Team competed against fellow seniors in Mansfield and Windham at away matches – **15 seniors** from Coventry participated.
- **Exercise:** The twice weekly group class had 327 attendees. This is an increase of 144 attendees from last quarter, and an increase of 24 attendees compared to the same quarter last year. The fitness equipment was used 81 times this quarter and no new participants completed the fitness orientation requirements. This is about the same amount of times as last quarter. **The center offered 2- low cost YOGA classes in June to gauge interest. We had 5 participants on 6/12 but then 12 on 6/28. The center will be schedule additional session for the remainder of the summer.**
- **Health and Wellness Services:** There were seven podiatry appointments, 67 appointments for value priced haircuts or nail clipping, and 33 massage therapy or reflexology appointments. Nail care appointments have doubled from last quarter as the manicurists is now coming monthly. It continues to be one of our most popular services.

- **Educational Opportunities:** The center was schedule to hold an educational event on decluttering with a staff member from Brookside Senior Living. Unfortunately the session was canceled due to presenter illness and has yet to be rescheduled. Additional educational opportunities can be found in Special Events.

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 16 appointments. Emma King, senior center coordinator, was certified as a CHOICES counselor during this quarter. She completed 4 CHOICES appointments in additional to her municipal agent responsibilities.
- **Municipal Agent:** As the Elderly Services Social Worker, Emma King provided resources for 2 individuals in need of help for seniors or individuals with disabilities. This included referral to the Supplemental Nutritional Assistance Program, Safelink Wireless, and Connecticut Home Care Program for Elders. This also includes information about elderly care management, meals on wheels, emergency response systems, fuel assistance and dementia education.
- **Veterans Advocate:** There were no inquiries to the Veterans Advocate this month. Moe Collin notified the center that he has relocated to Hebron.
- **Professional Development**
 - Senior Center Coordinator Emma King was elected 1st Vice President of the Connecticut Association of Senior Center Personnel, the professional organization for senior center staff state wide. She will serve a one-year term.
 - Senior Center Coordinator Emma King attended conferences and webinars about the following topics:
 - April 5th: CHOICES training - Beckish Senior Center, Columbia, CT
 - April 3rd Grandparents Raising Grandchildren Resource Fair – Coventry, CT
 - May 30th: Quarterly CHOICES Updates - Middletown, CT
 - June 2nd: CASCP Annual Conference – Plantsville, CT
 - June 27th CASCP Board of Directors Meeting – Meriden, CT
 -

- 4. **Volunteer Management:** Senior Center Volunteers gave 235.5 hours of service this quarter: April (78 hours); May (97.5 hours); June (78 hours). This included assistance with CHOICES Counseling, Receptionist/Front Desk duties, Site Server tasks and help during special events. This does not include Volunteer Driver time.

5. Communications:

- Subscriptions to the monthly newsletter total 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 TRANSPORTATION PROGRAM

#Days of operation: 26
#Unduplicated riders: 16
#One-way trips: 149
#Total miles: 1135
#Total volunteer hours: 96
#Average vehicle hours: 96
#Average volunteer daily hours: 3.5



Coventry's application for the State Matching Grant Program (MGP) for Elderly and Disabled Demand Transportation has been approved for FY17. Coventry's application for the Federal Transit Administration - Section 5310 Program - Enhanced Mobility of Seniors and Individuals With Disabilities is pending.

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

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

Transportation is offered to locations in Coventry, Manchester, Tolland, and Rockville/Vernon and occasionally South Windsor. Van transportation is used for medical appointments, grocery and shopping, voting, senior workshops, Senior Center, town events and entertainment. Requests for transportation to Farmington, Hartford, Glastonbury and Newington are provided with private car volunteers.

The Lunch Bunch resumed in April lunching at Nita's in Willimantic and May lunching at Elmo's Dockside Restaurant in Vernon. In June, the group lunched at Toast in Mansfield. Peter Pan coach trips included the Norman Rockwell Museum and a Spring Picnic at Harkness State Park.

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

E. YOUTH SERVICES

1. Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Youth Services Advisory Board Meetings/ Prevention Council Meetings: 4/6/17, 5/4/17, 6/5/17
- Human Services Advisory Meeting: 4/4/17, 6/6/17
- Attended CYSA Meetings: 4/13/17, 5/11/17, 6/8/17
- Attended CYSA Directors Summit: 4/25/17
- Attended Regional LIST Meeting: 6/7/17
- Attended School Readiness Meeting: 4/18/17
- Attended 3rd Annual JRB/LIST Conference: 6/6/17
- Attended SDE Data Collection Training: 4/10/17
- Attended/Chaired Eastern Region YSB Directors Meeting: 5/1/17
- Planned/Attended Annual E. Region YSB Direct Service Fair, 6/5/17
- Attended the “National Prevention Week Conference” 5/15/17
- Attended/Provided Registration Support for Class of 2017 Project Graduation, 6/17/17
- Attended 3rd Annual JRB/LIST Conference: 5/31/17
- Attended EHHD Opioid Workgroup Meeting: 6/26/17



2. Direct Service

A. Function

- | | |
|-------------------------------------|-------------|
| ➤ Youth & Family Cases | 13 cases |
| ➤ Community Service | 0 cases |
| ➤ Community Restitution | 0 cases |
| ➤ Youth Job Bank Requests | 12 requests |
| ➤ Youth Job Bank Matches | 11 matches |
| ➤ Youth Job Bank Members Trained | 4 |
| ➤ Juvenile Review Board | 5 cases |
| ➤ Youth & Family Counseling Clients | 0 client |

B. Programs

- Youth Services and the Senior Center offered a “Grandparents Raising Grandchildren Resource Fair” on April 3, 2017 at the Coventry Senior Center. 21 participants, 17 vendors and 3 guest speakers attended the event aimed at providing grandparents raising grandchildren a forum to gather information, gain support, ask questions, and connect with services, resources, professionals and other grandparents raising grandchildren.
- Positive Connections Mentoring program came to an end this quarter. Students continued to work on academic gains, arts & crafts, games and positive peer interactions. The final celebration was held at Sonny’s Place in Somers. 3 of the 7 mentors were members of the class of 2017 and graduated on June 17, which will leave open spots for new recruits in next year’s program.
- Counseling Services – Christian Klein, LCSW continues to provide counseling services to Coventry youth and families in our office on an as needed basis.

- Project Graduation- Invitations were created and mailed to all students in the class of 2017. A total of 96 students attended the event to celebrate their accomplishments at the Mansfield Community Center on June 17, 2017.
- Processed 7 Campership requests for Camp Wangumbaug this quarter. Donations started coming in as well from local businesses, churches, civic groups and individuals contribute to the Campership fund, which allows families otherwise unable to afford Parks and Recreation day camp, an opportunity to send their children at a free or reduced cost.
- Assisted 3 families with applications for the Salvation Army's Camp CONNRI overnight camp.

**PUBLIC WORKS DEPARTMENT
QUARTERLY REPORT
APRIL, MAY AND JUNE 2017**

STAFF

Director of Public Works / Tree WardenMark 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 MaintainerDaniel Smith

Lead MechanicDaniel Caron

Mechanic IRobert Maxwell
Mechanic IJeremy Rooke

Cemetery MaintainerMichael Merriam
Cemetery MaintainerLance Kozikowski

Town EngineerTodd Penney

WPCA Technician / OperatorMichael Ruef

*Last day worked April 28, 2017.

Town/State Projects

Main Street Reconstruction: (CDOT #32-130): Ongoing construction support and attendance of bi-weekly meeting for streetscape, sewer and drainage components of the project. Project started back up. Major storm drainage components completed in front of 4 T Realty Property and Bidwell Tavern. Storm drainage work, Sidewalk and granite curbing work continuing.

Lake and Cross Street Improvement (LOTICIP): Fuss & O'Neill Design Build Services, LLC awarded project. Work commenced towards the end of May. Tree removal and clearing completed throughout the project. Storm drainage, concrete sidewalk and concrete curbing work nearly complete in Phase A (Lake Street: Main to Monument Hill). Storm Water Quality Basin and storm drainage started in Phase B (Cross Street: Lake Street to DEEP Boat Launch).

Main Street Streetscape/Sidewalk Project (CDOT #32-145): No activity. The landscaping activities are scheduled to be completed in September/October of this year. 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. Work for Ripley Hill Road extension was completed. The Town is waiting on authorization to Hemlock Point Road to expend all STEAP Grant funds.

Coventry High School – Tennis Court Expansion Project: The project was rebid due to extreme high values. Rebidding process split the work into two (2) major components: Site Prep and Finishing & Paving. Site Prep contract bid was won by Earth Dynamics with low bid. Work started and completed. Finishing & Paving contract bid was won by Vermont Recreation Surfacing and Fencing. This contract is expected to start in mid-July with completion set for September.

The Department of Public Works completed the final phase of the Road Bond. The work included drainage improvements, shimming, full depth patching and chip sealing of approximately 7 miles of Town Roadways.

The Coventry Lake Dam Project is substantially complete and allows greater control of the lake height though the year.



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

Athletic Field Maintenance - 381 hours
Clean Catch Basins - 32 hours
Clean Equipment – 8 hours
COVRRRA Operations - 217 hours
Facility Maintenance – 1,854 hours
Fleet/Vehicle/Equipment Maintenance/Repair - 1,475
Grounds Maintenance - 328 hours
Indirect Services – 85 hours
Inspection – 10 hours
Road Maintenance or repair - 1,920 hours
Roadside Mowing / Sightlines / Vegetation Control - 268 hours
Sweep Facility Lots - 32 hours
Sweep Roadways – 682.5 hours
Time not worked – 1,048.5 hours
Traffic Control and signs - 86 hours
Training - 32 hours
Tree Related Services - 43 hours
Unimproved Road Grading and Maintenance – 81 hours
Water Pollution Control Services - 269

Total hours: 8,852

COVRRRA CURBSIDE COLLECTION SUMMARY

	Recycling tons	MSW tons	Curbside	Curbside
<u>2017</u>	<u>@ (\$25.00)</u>	<u>@ \$66.20</u>	<u>Bulk @ \$75.05</u>	<u>Mattresses</u>
April	104.35	293.31	27.36	135
May	113.16	324.61	19.33	86
June	119.25	348.74	25.71	130

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Flow this Quarter = 162,568 gallons per day

Projects Update:

- Construction projects in the sewer service area:
 - CT DOT project #32-130; Main St Reconstruction. Construction is back in full swing this summer to meet the targeted completion date of November 2017. Several small sewer items remain to be wrapped up.
 - Western Route 44 Sewer Planning Area: We awarded the hydraulic study to Nathan L. Jacobson engineers and they have begun work. We will be meeting with Bolton and Manchester to discuss details of the intermunicipal agreements.
 - CT DOT mill & overlay Southern Main St: This project is on hold until the water main replacement project has been completed. We hope that paving is completed with enough time to have our selected vendor rehab the 24 manholes in the road this year.
 - Lake and Cross Street Improvements: The project is moving along quickly with rehab to several manholes and short sewer extension underway.

Sewer Collection System:

- Manhole Repairs: We hired a vendor to rehab 10 sewer manholes in Waterfront Manor and Lakeview Terrace. The rehab prevents cracked bricks from falling into the sewer lines and seals out water from entering around the manhole covers.
- Sewer System Cleaning: We had our vendor jet 1,300 feet of sewer main and clean out 8 manholes to prevent odors and blockages.

Wastewater Treatment Plant:

- The steam boiler needed to have its condensate return pumps re-built.
- We performed scheduled preventative maintenance to several large pieces of equipment. Everything is running smoothly at the plant.

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.

TRANSFER STATION QUARTERLY REPORT

<u>material received:</u>										
DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	OP	CUSTOMERS
04/01/17	\$171.10	7	0	2925	120	0	0	1	Dan	21
04/04/17	n. school	0	0	0	0	4	0	0	Lee	
04/06/17	\$127.30	13	0	2365	65	0	220	0	Dan	23
04/08/17	\$377.00	48	7	6820	855	0	125	2	Dan	61
04/13/17	\$432.70	22	2	8675	325	0	565	0	Dan	60
04/15/17	\$488.90	42	1	7995	750	3	1550	2	Dan	78
04/20/17	\$544.10	32	2	10745	495	0	490	0	Dan	61
04/22/17	\$434.20	16	0	8165	1235	2	260	0	Todd	31
04/27/17	\$312.50	33	2	5700	250	0	655	1	Dan	52
04/27/17	town bab hil	0	0	730	0	0	0	0	Dan	
04/29/17	\$569.10	51	5	9250	1070	3	2925	6	Dan	98
Mo Total lbs.	\$3,456.90	264	19	63370	5165	12	6790	12		485
tons				31.685	2.5825		3.395			
<u>material received:</u>										
DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	OP	CUSTOMERS
05/04/17	\$287.10	20	3	5205	375	3	290	0	Dan	52
05/06/17	\$180.80	23	0	3170	340	0	185	1	Dan	40
05/11/17	\$329.40	36	1	5335	190	0	555	4	Dan	39
05/13/17	\$434.90	58	3	7225	440	2	1885	4	Dan	66
05/18/17	\$523.70	22	2	8870	130	0	45	3	Dan	43
05/20/17	\$257.30	38	7	2330	425	13	515	5	Dan	60
05/25/17	\$313.00	24	2	6325	735	0	1325	0	Dan	57
05/27/17	\$395.60	46	2	6050	535	6	1520	3	Dan	67
Mo Total lbs.	\$2,721.80	267	20	44510	3170	24	6320	20		424
tons				22.255	1.585		3.16			
<u>material received:</u>										
DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	FREON	OP	CUSTOMERS
06/01/17	\$218.00	18	3	3695	690	1	1860	2	Dan	59
06/03/17	\$590.00	34	0	10400	635	1	1040	5	Dan	67
06/08/17	\$227.40	30	0	3990	700	0	0	1	Dan	44
06/10/17	\$696.40	31	4	11445	785	6	260	7	Dan	91
06/15/17	\$233.70	15	1	4140	350	0	120	1	Dan	44
06/17/17	\$478.90	46	2	7415	305	0	90	6	Dan	62
06/22/17	\$254.30	21	0	4250	375	0	0	2	Dan	45
06/24/17	\$528.70	60	1	9290	250	0	0	3	Dan	84
06/29/17	\$454.40	67	5	8160	440	1	100	3	Dan	84
Mo Total lbs.	\$3,681.80	322	16	62785	4530	9	3470	30		580
tons				31.3925	2.265		1.735			
Qtr Totals lbs.	9860.5	853	55	170665	12865	45	16580	62		1489
tons				85.3325	6.4325		8.29			

<u>material transferred:</u>	1st month apr	2nd month may	3rd month jun	total for quarter
Willi Waste - Bulk (cd) ton	34	24.84	29.83	88.67
Willi Waste - Bulk (brush) ton	4.3	6.57	4.44	15.31
Willi Waste - Recycling (metal) ton	5.46	0	6.65	12.11
Take2 - CFC removal units	0	0	0	0
Take2 Recycling - electronics lbs.	1973	4290	6401	12664
Take2 Recycling - uw lamps lbs.	91	0	0	91
Take2 Recycling - uw batteries lbs.	0	0	0	0
Mighty Flame- propane tanks - each	53	0	0	53
Bob's Tire - each	0	0	34	34
Baystate Textiles	1320	1980	3620	6920

Booth & Dimock Memorial Library

Quarterly Report

April – June 2017



Kristi Sadowski, Library Director
Meg Schiebel, Head of Children's Services
Christopher Carney, Head of Teen
Services & Makerspace Manager

Nina Bayer, Youth Services Lib. Assistant
Amy Dexter, Adult Services Librarian
Nora Dexter, Library Assistant/Shelver
Carol Edmonds, Library Assistant
Joanne English, Youth Services Lib.
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

Author Visits – Sarah Prager, author of *Queer, There, and Everywhere: 23 People Who Changed the World*.

Lecture Programs for Adults – Korean Cooking Demonstration, Cut the Cord: Saving Money on Telecommunications, and an Artist Talk with Brian Trainor.

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, began a fiber crafts group in the evenings and hosted the USPS for a Passport Fair.

Technology Assistance – 26 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: Canva for Non-Profits and Small Businesses, Creating a Backup of Computer Files, Digital Organization and Brain HQ tutorials.

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.

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 Family Game Night, Family Movie and Family Fort Night and a *Princess in Black* Celebration.

Miss Nina began running Saturday programs for kids and families. These included an Earth Day Celebration, Tote Bag Decorating and an Eric Carle Birthday Party.

Summer Reading kicked off with an Ice Cream Social with the Board of Trustees. Summer Build It, Create It, Play It, and Watch It, programs all began in June.

Teen Programs – BD Arcade, Movie Afternoons, Anime and Dungeons & Dragons intermixed with techie crafts such as creating Green Screen Photographs.

Summer brought back weekly crafts, activities, gaming and movie nights. A multi session drone building workshop also began.

	Programs Held	Program Attendance
Children	49	1,135
Teen	18	89
Adult	49	275
Total	116	1,499

Library Services

Daycare & School Outreach – Miss Meg continued outreach to daycares and the preschool. Miss Meg and Chris visited every grade in the Coventry Public Schools in anticipation of Summer Reading. Miss Meg also began outreach to Camp Wangumbaug. They made 31 visits this quarter reaching 730 youth.

InterLibrary Loan – 217 items were borrowed from other libraries and 129 were lent as part of a statewide cooperative service. This service was temporarily shut down in mid-June for an internal restructuring that should provide more reliable and equitable delivery service across Connecticut.

Homebound Outreach– This service facilitated 5 visits this quarter, where Carol brought materials and resources to those unable to visit the Library.

Database Acquisitions – BrainHQ and Mango Languages were added to the Library’s digital resources.

BrainHQ™ has turned the Booth & Dimock Memorial Library into a gym for brain health. Offering a suite of clinically proven online brain fitness exercises to help adults think faster, focus better, remember more and enjoy life. All 32 exercises and 890+ levels of brain training are now accessible through our website and through the BrainHQ App.

Mango Languages is an online language-learning system now free to all Coventry library card holders. Offering 60 foreign languages courses and 17 ESL courses, each lesson combines real life situations and audio from native speakers. The courses are presented with an appreciation for cultural nuance and real-world application by focusing on the four key elements of language learning: vocabulary, pronunciation, grammar and culture. Mango also offers the ability to learn through foreign film and provides access to specialty mini courses, like Pirate, Medical Spanish and more. Mango can be accessed at the library, remotely, or even on-the-go with apps for iPhone®, Android™, Kindle® and Nook®.

Library Fundraising

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

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.
- At the Connecticut Library Association conference in April, Chris Carney presented on Gaming in Libraries and participated in Speed Dating with Technology for Librarians. Meg Schiebel presented about her Sing and Stomp, music and movement program. Kristi Sadowski, Meg Schiebel and Wendy Rubin (through facetime) presented about successful community collaboration.
- Meg Schiebel and Kristi Sadowski attended Book Expo America to learn about new trends in literature and to bring home books for the collection and summer reading prizes.

Library Usage & Circulation

	April	May	June	Total
Reference Inquiries	595	524	698	1,817
Library Computer Use Sessions	1,977	1,946	2,053	5,976
Computer Assistance Requests	94	83	69	245
WiFi Usage	168	171	205	544
Patron Visits	4,154	3,880	4,798	12,832
New Patron Registration	20	21	43	84
Total Circulation	6,512	6,551	7,363	20,426
Circulation of Adult Materials	2,625	2,761	2,762	8,148
Circulation of YA Materials	318	321	524	1,163
Circulation of Kids Materials	3,168	3,092	3,681	9,941
Other Circulation	401	377	396	1,174
Circulation of Digital Items	473	484	485	1,442
In-House Usage of Materials	3,082	2,668	4,006	9,756
Database Usage	4	2	35	41