

# TOWN OF COVENTRY

## QUARTERLY REPORTS

July 1 – September 30, 2017



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**Cover photo:** The new dock for the Police boat, which includes a kayak launch for the convenience of kayakers in visiting Lakeview Restaurant, was installed over the summer as part of the completion of the lake gate dam project. Photo by John Elsesser.

# 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

At the April 17<sup>th</sup> 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 addition, both a hiring freeze and discretionary spending freeze were put into place. At the end of September, a State budget had not yet been finalized. Efforts were made to develop a 30-day temporary budget in order to authorize spending through the month of October.

We have been working diligently to review the current proposed fiscal year 17-18 budget in detail to try to identify additional cost savings for the Town.

The Town Hall Staff, Town Hall Supervisors and Police union contracts were finalized.

Our actuarial valuation for the Town Pension Plan as of 7/1/17 began. Information was supplied to the Town's actuary for computation of updated pension liabilities. We also received our FY17 pension disclosures, which show our pension plan is 85.48% funded – a very large increase over the 79.06% funding level from the prior year.

The Finance Office also acts as the Town agent for the ECHIP Wellness program. Time was spent preparing for the fall kick-off of the wellness program, as well as organizing the upcoming flu vaccine clinic.

## Meetings attended

Finance Committee of the Town Council

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

July is always an extremely busy month processing tax and COVRRA payments. The lines of taxpayers paying in person remained manageable thanks to the dedicated efforts of Assistant Collector Carrie Zahner and Revenue Clerk Ida Cabral. Their professional manner and courteous regard was noted by many and appreciated by all. Coventry taxpayers have been able to pay by credit card online for many years. This July, we were pleased to introduce that convenience for taxpayers to pay by credit card here in person at the counter. This first quarter saw 161 credit card payments processed in person. While most of the mailed payments were processed through lockbox, there was still a significant amount of in office processing. Many taxpayers still prefer to walk in their payments and the number of online payments continues to increase each year. The end of the collection period shows a sharp increase in the number of in-person and online payments as well as large multi-account payments from the escrow companies.

August continues to be a heavy collection month because we still receive mail with good postmarks to process as well as late payments that require special handling. This additional handling is in the form of partial payment letters for those accounts that have a balance due because interest was not included with the late payment. During this time, we are also adjusting many tax bills based on certificates of correction issued by the Assessor's office. By the end of August, 913 sewer use bills were prepared, printed, and mailed with a September 1<sup>st</sup> due date.

The Town conducted a Tax Sale of delinquent properties on August 17, 2017. Fifteen property owners were notified earlier in the year of the possibility that their property would be included in the sale. Twelve properties were paid current prior to the sale date and removed from the list. The three remaining properties were awarded to successful bidders at the time of the Tax Sale.

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

Much of September is also spent in preparation of the Annual Report as well as the Annual Audit. The Annual Report was due by September 29, 2017. The auditors begin their work during the last week of October 2017.

The report of collection for the first quarter is attached.

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

|                           |               | Property<br>Tax      | Interest                      | Liens &<br>Costs   | Total                 |
|---------------------------|---------------|----------------------|-------------------------------|--------------------|-----------------------|
| <b>Grand List</b>         | 2002          | 0.00                 | 0.00                          | 0.00               | 0.00                  |
|                           | 2003          | 211.80               | 489.25                        | 0.00               | 701.05                |
|                           | 2004          | 649.76               | 97.83                         | 24.00              | 771.59                |
|                           | 2005          | 199.81               | 88.38                         | 0.00               | 288.19                |
|                           | 2006          | 201.41               | 358.34                        | 0.00               | 559.75                |
|                           | 2007          | 164.33               | 273.61                        | 0.00               | 437.94                |
|                           | 2008          | 12.56                | 0.64                          | 22.00              | 35.20                 |
|                           | 2009          | 50.10                | 59.37                         | 0.00               | 109.47                |
|                           | 2010          | 191.97               | 210.21                        | 0.00               | 402.18                |
|                           | 2011          | 3,272.56             | 2,010.98                      | 48.00              | 5,331.54              |
|                           | 2012          | 7,701.57             | 5,160.85                      | 120.00             | 12,982.42             |
|                           | 2013          | 19,005.64            | 9,273.11                      | 216.00             | 28,494.75             |
|                           | 2014          | 41,267.47            | 13,381.79                     | 390.00             | 55,039.26             |
|                           | 2015          | <u>105,884.61</u>    | <u>18,517.10</u>              | <u>870.00</u>      | <u>125,271.71</u>     |
|                           |               | 178,813.59           | 49,921.46                     | 1,690.00           | 230,425.05            |
| <b>Current</b>            | 2016          | 17,212,612.17        | 22,434.07                     | 0.00               | 17,235,046.24         |
| Current SMV               |               | 0.00                 |                               |                    | 0.00                  |
|                           | <b>Totals</b> | <u>17,391,425.76</u> | <u>72,355.53</u>              | <u>1,690.00</u>    | <u>17,465,471.29</u>  |
| Current 110               | 6010          | 40211                | 17,212,612.17                 |                    |                       |
| Delinquent                |               | 40212                | 178,813.59                    |                    |                       |
| Interest & Liens          |               | 40213                | 74,045.53                     |                    |                       |
| SMV                       |               | 40214                | 0.00                          |                    |                       |
|                           |               |                      | <u>17,465,471.29</u>          |                    |                       |
| Sewer Assess 205-7722     | 40211         | 83,767.20            |                               | Sewer User         | 40211 311,055.60      |
| Interest, Liens, Per Diem | 40213         | <u>18,608.37</u>     |                               | Interest & Liens   | 40213 <u>6,856.93</u> |
|                           |               | <u>102,375.57</u>    |                               |                    | <u>317,912.53</u>     |
| COVRA                     |               |                      |                               |                    |                       |
| Current 218-7601          | 40211         | 822,306.13           |                               | Returned Check Fee | <u>60.00</u>          |
| Delinquent                | 40212         | 23,935.18            |                               |                    |                       |
| Interest & Liens          | 40213         | 17,096.58            |                               |                    |                       |
|                           |               | <u>863,337.89</u>    |                               |                    |                       |
|                           |               | <b>Total</b>         | <b><u>\$18,749,157.28</u></b> |                    |                       |

# Assessor

## July

July, as usual was a busy month for the Assessor's Office. This is the month where we have the most traffic from taxpayers coming in to inquire about their tax bills. Our office worked on fixing any DMV issues tax payers are still having stemming from last year's software change at the DMV. Our office worked on motor vehicle corrections that were sparked by residents receiving tax bills for vehicles that they didn't own or should have been registered in other towns. We also are still having issues where the tax payers received no bills at all due to motor vehicle not renewing their registrations. . During this month our office corrected 510 motor vehicle issues up through the end of July. We also corrected 18 personal property accounts and 24 real estate assessments.

## August

August was a good month for catch up after a busy July for the Assessor's Office. The board will be meeting once this year due to the few appeals from the valuation process used by the town's Assessor. During this month our office corrected 66 total Motor Vehicle, Personal Property and Real Estate assessments. We also prepared our mailing for personal property using a new vendor. We also spent time conducting inspections on all building permits and properties that have a crumbling foundation issue.

## September

September was spent preparing for personal property and getting them out in the mail by the 25<sup>th</sup> of September. Our office gathered information for new accounts through several different ways. We used new permits that were taken out for home businesses, trade name certificates, and the department of revenue service to discover new accounts. With this information we created a database for all filers and were able to expedite the printing and mailing of our declarations giving taxpayers more time to file prior to the November 1st deadline.

During this month our office corrected 23 Motor Vehicle, Real Estate and Personal Property assessments.

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

The Board of Assessment Appeals also conducted their September meeting on the 14<sup>th</sup>. The board had 5 new appeals scheduled, to which all appeared for their scheduled appointment, leaving 4 vehicles reduced for a total reduction of \$10,020.00.

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

Michael J. D'Amicol  
Town of Coventry  
Assessor



*Historic Coventry Village Photo*

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

Quarterly Report for  
July, August, September  
~ 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*

**JULY, AUGUST, SEPTEMBER**

| APP. # | TYPE | DATE REC'D. | DATE PZC ACKN. | ADDRESS/APPLICANT<br>BRIEF DESCRIPTION OF PROPOSED PROJECT | DATE OF DECISION | ACTION A/D/W/P* |
|--------|------|-------------|----------------|--|------------------|-----------------|
| NONE   |      |             |                |  |                  |                 |
|        |      |             |                |  |                  |                 |
|        |      |             |                |  |                  |                 |

- 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



*Flowers – Coventry Farmers’ Market at Hale Homestead*

**JULY, AUGUST, SEPTEMBER**

DISCUSSION AND ACTION TOPICS

During the months of July through September, several Commission meetings were cancelled due to a lack of Commission related business during the summer months. During this time, the Plan of Conservation and Development Subcommittee met on a bi-weekly basis to continue the work to update the Plan. Also, during this time, Staff help several concept plan discussions with prospective applicants for the Commission that will likely come forward in the late summer and fall. The office remained extremely busy during the summer months – permit numbers and inspections were strong, including new single family houses.

- Reviewed zoning referrals for the Town of Bolton on zoning amendments.
- Reviewed progress of Plan of Conservation and Development Subcommittee.
- Reviewed status of proposed cell tower for Verizon at Skungamaug Golf Course.
- Held status report discussion on Ladyga pertaining to his proposed motor vehicle sales and repair operation at 2812 Boston Turnpike.
- Held preliminary discussion with owners of Lakeview Restaurant to discuss a potential zoning regulation amendment.
- Held preliminary discussion on potential conveyance of roads within Waterfront Heights Association.
- Discussed facility rental regulations from other towns relevant to the discussion that the Commission had with a property owner who wished to conduct the use on their property.



*Historic Main Street, Coventry – From the Coombs/Beville Photo Collection*

**JULY, AUGUST, SEPTEMBER**

DISCUSSION AND ACTION TOPICS

- Dedicated two entire meetings on the revision to the economic development section of the Plan of Conservation and Development. Discussed overarching issues as well as demographic changes and influences.
- 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 RTE 44 and 195 Corridor.
- 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.
- Reviewed the success of the Facebook for Business forums that have been hosted by the EDC and led by a member.
- 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 continue the upcoming Farmers' Market season.
- 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.

## PLANNING STAFF HIGHLIGHTS

YEAR 2017

### **JULY, AUGUST, SEPTEMBER**

- Continued to work on the ongoing activities associated 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, including being voted to the Board of Directors.
- 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. Prepared for grand showcase event to display photos.
- 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.
- Began work on the State of CT DEEP Recreational Trails Grant to plan and design a multi-purpose trail on the former CT DOT expressway properties that were conveyed to the towns as open space. A consultant was selected to prepare the design.

## PLANNING STAFF HIGHLIGHTS

YEAR 2017

### **JULY, AUGUST, SEPTEMBER**

- Began work on the America the Beautiful Grant with the State of CT DEEP to plant trees at the Hale Homestead and South Street.
- 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.
- Prepared and submitted a State of CT DOT 'Community Connectivity' grant for a sidewalk extension along Main Street to connect to Lisicke Beach.
- Assumed duties of the Planning Tech/ZEO after the resignation of Mason Perrone, as he took a planning position in Providence, RI.
- Began work to be involved in the First Impressions Program sponsored by UCONN Cooperative Extension and the CT Main St Center.
- Worked with Laura Stone to design and purchase Main Street banners.
- Prepared and submitted a CCM Municipal Excellence Award for collaborative work with the Town of Bolton.



*Coventry Farmers' Market at Hale Homestead Corn Roast*

**ZONING ENFORCEMENT**

YEAR **2017**

**JULY, AUGUST, SEPTEMBER**

Mason Perrone - Planning Technician/Zoning Enforcement Officer

|                                |            |
|--------------------------------|------------|
| <u>ZONING PERMITS ISSUED</u> = | 57         |
| Single Family Dwellings        | 8          |
| Condominiums                   | 0          |
| In-Law Apartments              | 0          |
| Accessory Structures           |            |
| Decks/Porches                  | 12         |
| Sheds/Gazebos                  | 8          |
| Barns                          | 0          |
| Detached Garages               | 4          |
| Pools                          | 1          |
| Other                          | 8**        |
| Additions/Attached Garage      | 4          |
| Grading/Clearing               | 0          |
| Commercial Use/Signage         | 3          |
| Home Occupation                | 2          |
| Interior Renovations           | 6          |
| Total                          | <u>57*</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 = **\*11**  
(Signed for zoning compliance by ZEO)

|                            |            |
|----------------------------|------------|
| Single Family Dwellings    | 5          |
| In-law apartment           | 0          |
| Condos                     | 0          |
| Accessory Structures       |            |
| Decks/Porches              | 0          |
| Sheds/Gazebos              | 2          |
| Barns                      | 0          |
| Detached Garages           | 0          |
| Pools                      | 0          |
| Additions/Attached Garages | 2          |
| Other                      | 1          |
| Commercial Use/Signage     | 1          |
| Total                      | <u>11*</u> |

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

**ZONING ENFORCEMENT (Cont'd)**

**YEAR 2017**

**JULY, AUGUST, SEPTEMBER**

**INSPECTIONS\***

|  |           |
|--|-----------|
| Erosion and Sediment Control             | 12        |
| Limits of Clearing                       | 0         |
| Certificate of Occupancy                 | 11        |
| Pre-Approval Inspection                  | 2         |
| Seed and Mulch Bond Release/Inspections  | 1         |
| Zoning Complaints (initial & follow-ups) | 9         |
| Blight Complaints (initial & follow-ups) | 30        |
| Blight/Zoning Combined Inspections       | 2         |
| Street Number Assignments                | 0         |
| Other                                    | 0         |
| Total                                    | <u>56</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       | 3                                   |
| Signage                                   | 0                                   |
| Illegal Dumping/Oil Spills                | 0                                   |
| Clearing, Filling                         | 0                                   |
| Junk Yard                                 | 0                                   |
| Greater than 1 unregistered motor vehicle | 3                                   |
| Unlicensed motor vehicle dealer/repair    | 1                                   |
| Outdoor wood burning furnace              | 0                                   |
| Residential motor vehicle sales           | 0                                   |
| Nuisance                                  | 0                                   |
| Blight complaints                         | 4                                   |
| Total                                     | <u>11</u>                           |

## **ZONING ENFORCEMENT**

YEAR **2017**

**JULY, AUGUST, SEPTEMBER**

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

#### **Personnel**

Planning Tech/Zoning Agent, Mason Perrone, took another planning position in the Providence, RI Planning Department on September 26. Mason did a wonderful job during two year tenure and he will be missed. The Director of Planning and Development now is assuming the duties with the position until a replacement is found.

Mason worked very diligently to address any outstanding enforcement and permitting issues prior to his departure. Due to time constraints, it is very difficult to maintain the same focus on enforcement activities in particular when the position is vacant. Permits, inspections, support of Zoning Board of Appeals and day to day interactions with the public are the priorities when the position is vacant.

**ZONING BOARD OF APPEALS**

YEAR **2017**

**JULY, AUGUST, SEPTEMBER**

| APP. # | DATE REC'D. | DATE ZBA ACKN. | ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT  | DATE OF DECISION | ACTION A/D/W/P |
|--------|-------------|----------------|--|------------------|----------------|
| 17-5Z  | 6/29/17     | 7/18/17        | Application of John Peters, owner, requesting lot coverage variance for a shed at 117 Squirrel Trail | 7/18/17          | A              |

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



*Coventry Farmers' Market products*

**INLAND WETLANDS APPLICATIONS**

YEAR **2017**

**JULY, AUGUST, SEPTEMBER**

| Permit No. | DATE REC'D IN OFFICE | DATE IWA ACKN. | DATE AGENT REFER. | ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY  | DATE OF DECISION | ACTION |
|------------|----------------------|----------------|-------------------|---|------------------|--------|
| 17-14WA    | 6/26/17              |                |                   | Tom Crossen, 231 Standish Road, 14' x 14' Pergola near Coventry Lake  | 7/10/17          | A      |
| 17-15WA    | 7/20/17              |                |                   | Samantha Martinson, 137 Ridgewood Trail, Covered Porch, Deck, Curtain Drain in Upland Review Area             | 7/21/17          | A      |
| 17-16WA    | 7/21/17              |                |                   | Skip's Wastewater Services, Agent, 2307 Main Street, Septic Tank Replacement within 150 Feet of Coventry Lake | 7/21/17          | A      |
| 17-17W     | 9/21/17              | 9/27/17        |                   | Tim Phillips, 657 Swamp Road, New Home in Upland Review Area with Relocation of Wetlands                      |                  | P      |

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

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



*Thornton Brook Open Space*

**INLAND WETLANDS AGENCY**

YEAR **2017**

**JULY, AUGUST, SEPTEMBER**

**News from the Inland Wetlands Agency**

The third quarter was less busy than the first two quarters with Inland Wetlands Agency and Minimal Impact wetlands permits. A total of four applications were received during the third quarter of 2017 including permits for septic tank replacement, new home construction and existing home modification/addition in Regulated Areas. One permit is still pending and involves relocation of a portion of field located wetlands to facilitate new home construction. The Town of Coventry's application for drainage improvements along South Street near the Hale Homestead has been put on hold due to time and budget constraints.

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.



*Patriots Park Woods*

# OFFICE OF TOWN CLERK

**Brooke R. Manning**  
Assistant Town Clerk

**Lori Tollmann**  
Town Clerk

**Dianna Grindle**  
Assistant Town Clerk

## QUARTERLY REPORT JULY 1 – SEPTEMBER 30, 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 assisting in the administration of elections, filing and maintaining all land records, maps, vital statistics, agendas and minutes of all Boards and Commissions, registering veteran's discharges, trade name certificates, liquor permits, Notary Public appointments and issuing marriage, sports and dog licenses.*

### Recording & Licensing



#### Receivables & Revenue:

- ✓ The Clerk's Office collected **\$195,402.98** this quarter, of which **\$68,288.83** was retained by the Town.



| Activity  | Volume   | Revenue            |
|---|----------|--------------------|
| Total Documents Recorded                            | 655      | 20,384.00          |
| Local Conveyances Recorded                          | 94       | 52,211.33          |
| Copies  | 3,582.50 | 3,357.00           |
| Trade Name Certificates.                            | 9        | 45.00              |
| Liquor Permits                                      | 3        | 6.00               |
| Burial/Cremation Permits                            | 6        | 18.00              |
| Marriage Licenses Issued                            | 14       | 154.00             |
| Vitals Copies                                       | 96       | 1,920.00           |
| Notary Fees & Renewals                              | 61       | 410.00             |
| Dog License Fees                                    | 278      | 277.50             |
| Maps Filed  | 12       | 190.00             |
| Fish & Game License & Permit Fees                   | 67       | 27.00              |
| Conveyance fees                                     | 94       | 94.00              |
| PA-490  | 0        | 0                  |
| PA-146 Clerk  | 628      | 463.00             |
| PA-05-228, 09-229, 11-201 & 13-247 LOCIP*           | 628      | 1,389.00           |
| PA-05-228, 09-229, 11-201 & 13-247 Clerk*           | 628      | 1,343.00           |
| Miscellaneous/Unanticipated                         |          | 4,000              |
| <b>Town Clerk Revenue Transferred to Treasurer:</b> |          | <b>\$68,288.83</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 except for MERS documents. Two-thirds of the fees (\$2 of every \$3) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. One dollar of the fees is retained by the Town Clerk for preservation and management of historic records. By law these funds may not be used to supplant budgeted funds.

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

**State Fees Collected and Remitted:** The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue for the Town of Coventry, and remit these fees to various state agencies. For this quarter, \$195,785.98 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

|                                    |             |
|------------------------------------|-------------|
| PA 05-228, 09-229, 11-201 & 13-247 | \$33,497.00 |
| Marriage Licenses                  | 266.00      |
| Fish & Game Licenses               | 928.00      |
| PA-146                             | 926.00      |
| State Conveyance Tax               | 159,785.98  |



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

|              | Dog License Fee | Surcharge |
|--------------|-----------------|-----------|
| July – Sept. | \$1,876.00      | \$624.00  |

**Historic Document Preservation Grant No. 032-SF-17:** On July 3<sup>rd</sup> we received approval of our grant application from the Connecticut State Library in the amount of \$4,000. The funds will be utilized to unbind, scan and digitize our older vital records. This project is a continuation of last year's project. IQS our land record vendor will be doing this work for us.

## Staffing Updates/Activities



**Lori Tollmann, Town Clerk:** Lori attended the Connecticut Town Clerks Association 2016 Fall Conference in Westbrook, CT. Agency Presentations included speakers from the office of the Secretary of the State, with election information also, Town Clerk panels discussing best practices.

August 28, 2017, Our office mailed out delinquent dog notices.

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

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**1<sup>ST</sup> QUARTER**  
**JULY, AUGUST, SEPTEMBER, 2017**

The Building Department was busy issuing permits for new home builds in town with the release of thirteen (13) permits:

| <b>NEW HOUSE PERMITS ISSUED FOR THE 1st QUARTER<br/>FISCAL YEAR 2017-18</b> |             |                          |
|---|-------------|--------------------------|
| <b>MONTH</b>  | <b>DATE</b> | <b>ADDRESS</b>           |
| <b>JULY</b>   |             |                          |
|   | 7/10/2017   | 183 ROOT RD              |
|   | 7/11/2017   | 654 DUNN RD              |
|   | 7/11/2017   | 230 HANNAH LANE          |
|   | 7/11/2017   | 94 STONEHOUSE RD UNIT 25 |
|   | 7/17/2017   | 271 SKYVIEW DRIVE        |
| <b>AUGUST</b>   |             |                          |
|   | 8/3/2017    | 1200 SOUTH ST            |
|   | 8/7/2017    | 21 WEST SHORE DR         |
|   | 8/10/2017   | 781 BUNKER HILL RD       |
|   | 8/21/2017   | 660 DUNN RD              |
| <b>SEPTEMBER</b>  |             |                          |
|   | 9/5/2017    | 94 STONEHOUSE RD UNIT 18 |
|   | 9/6/2017    | 786 WRIGHTS MILL RD      |
|   | 9/6/2017    | 94 STONEHOUSE RD UNIT 19 |
|   | 9/12/2017   | 269 SKYVIEW DR           |

Foundation work also started for twelve (12) new residential dwellings (two of which have been issued their construction build permit this quarter also, 94 Stonehouse Rd. Units 18 & 19). Those foundation only addresses are: 20 Mohawk Trail, 353 Riley mountain Road, 680 & 750 Dunn Road, a lot on Hetzel Lane (address still to be determined), 32 Windy Hill Road, 757 Babcock Hill Road, and 86 Stonebridge Road. Two of the permits issued were for replacement of crumbling foundations at 117 Satari Drive and 612 Carpenter Road.

New home owners are happily settling into five (5) newly built homes.

| <b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES<br/>1ST QUARTER 2017-2018 Fiscal Year</b> |                    |
|--|--------------------|
| <b><u>ADDRESS</u></b>  | <b><u>DATE</u></b> |
| 373 PLAINS RD  | 7/11/2017          |
| 30 WINDY HILL RD   | 8/2/2017           |
| 21 MINK TR   | 8/30/2017          |
| 36 JOHN HAND DR  | 9/14/2017          |
| 94 STONEHOUSE RD UNIT 25   | 9/18/2017          |

The only municipal permit issued this quarter was to 325 Main Street for replacing a back stop and installing approximately eighty (80) linear feet of fencing at Miller Richardson field. This permit was issued in the month of August and was funded by the Coventry Youth Baseball Association.

August was the busy month this quarter for commercial permits issued in town. There were permits issued for fire damage repairs at Cowles Apartments located at 1264 Main Street. A permit was issued for cell tower improvements at the cell tower located at 712 Bread & Milk Street. Finally, permits were issued in the month of August to Highland Park Market for the removal of their pizza ovens to make way for a new sushi area in the deli and to-go foods section of the store located at 1721 Boston Turnpike. The only other commercial permit issued was in the month of September for the removal of underground gas tanks and installation of new tanks and the installation of a new canopy at the 7-11 at 2711 Boston Turnpike.

Four hundred eighty-seven (487) inspections were completed this quarter.

Five (5) hours of continuing education were earned this quarter.

Permits for this Quarter

| PERMIT TYPE               |           |           |           | First Qtr.  |
|---------------------------|-----------|-----------|-----------|-------------|
|                           | Jul. 2017 | Aug. 2017 | Sep. 2017 | 2017-2018   |
| Houses only               | 5         | 4         | 4         | 13          |
| Foundation only           | 5         | 4         | 3         | 12          |
| Condominiums              | 0         | 0         | 0         | 0           |
| Commercial Bldg/Renov     | 0         | 3         | 1         | 4           |
| Industrial Bldg/Renov     | 0         | 0         | 0         | 0           |
| Public Bldg/Renov         | 0         | 1         | 0         | 1           |
| Additions                 | 1         | 2         | 1         | 4           |
| Garages/Carports          | 1         | 2         | 1         | 4           |
| Sheds/Barns               | 0         | 4         | 2         | 6           |
| Decks/Porches             | 9         | 10        | 1         | 20          |
| Pools                     | 1         | 0         | 0         | 1           |
| Demolition                | 0         | 1         | 0         | 1           |
| Woodstove                 | 1         | 1         | 4         | 6           |
| Miscellaneous             | 7         | 22        | 13        | 42          |
| Renov/Repair/Alter        | 13        | 12        | 9         | 34          |
| Plumbing                  | 4         | 3         | 3         | 10          |
| Heating                   | 14        | 18        | 27        | 59          |
| Electric                  | 10        | 19        | 13        | 42          |
| <b>TOTAL PERMITS</b>      | <b>71</b> | <b>95</b> | <b>82</b> | <b>248</b>  |
| PERMIT VALUE              | 1,554,540 | 1,752,329 | 1,582,505 | \$4,889,374 |
| FEES COLLECTED            | 20,280    | 25,891    | 23,585    | \$69,756    |
| Certificate of Completion | 57        | 68        | 52        | 177         |
| C/O's - New Homes/Condos  | 1         | 2         | 2         | 5           |
| C/O's - Other             | 0         | 3         | 1         | 4           |

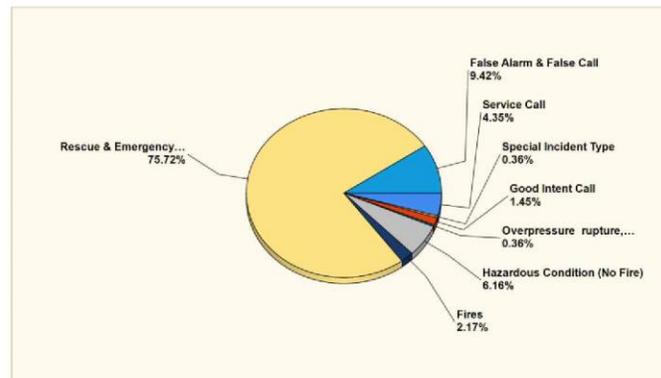


## TOWN OF COVENTRY FIRE-EMS DEPARTMENT

### QUARTERLY REPORT

July 1, 2017 – September 30, 2017

The first quarter of FY 17-18 has been filled with activity. The towns fire service has responded to 276 calls for the periods of July 1, 2017 – September 30, 2017.



The following is a breakdown of calls by call type:

- Fires {6} 2.17%
- Overpressure rupture, explosion, overheating - no fire {1} 0.36%
- Rescue & Emergency Medical Service {209} 75.72%
- Hazardous Condition (No Fire) {17} 6.16%
- Service Call {12} 4.35%
- Good Intent Call {4} 1.45%
- False Alarm & False Call {26} 9.42%
- Special Incident Type {1} 0.36%

**TOTAL {276} 100.00%**

The Fire-EMS Service participates in training activities on a weekly basis covering topics such as apparatus driver training, water supply, EMS skills, and more. For the quarter, a total of 42 personnel were involved in training for a total of 565 hours. Training is crucial to the successful delivery of services once called upon.

Some highlights for the quarter include:

- 5 new EMTs joining the Coventry Volunteer Fire Association
- 3 Firefighters taking certification courses for basic fire training
- Tanker 108 placed in service
- Live Fire Burn conducted
- Touch a truck at Channel 3 Kids Camp
- Truck displays at the Farmers Market
- Fire Alarm replacement at Station 11



If you have any questions or concerns for the Fire Administrator, please contact Jim McLoughlin at 860-742-4064 or [jmcloughlin@coventryct.org](mailto:jmcloughlin@coventryct.org)

*Reminder .... 11.5.17*



*Change your clocks,  
change your batteries!*

Quarterly Report  
First Quarter FY 17/18  
July - September 2017

Coventry Police Department



Listed below are the stated goals and objectives for each agency component for the 17/18 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.
  - Our year one annual review is scheduled for July 2017.
  - Periodic task reminders are input as the task becomes due.

**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.
  - We are awaiting notification from the state Department of Transportation on grant application availability.

**Goal:** *Become recognized through the Connecticut Police Chiefs Association as a 'Serve Well – Be Well' agency*

**Objectives:**

- Conduct two group activities focusing on officer wellness.
- Offer an annual officer wellness checkup through our service provider.
  - Officer Iger attended a statewide wellness advocate meeting. Officer Iger also attended officer wellness advocate training.
  - We are awaiting formal announcement from the CT Police Chief's association of the application process to be recognized as a 'Serve Well – Be Well' agency.

## OPERATIONS

*Goal: Provide adequate patrol staffing to effectively cover shifts, conduct selective enforcement activities and to provide additional crime prevention services.*

**Objectives:**

- Complete field training for new patrol officer by April 15, 2018.
- Hold two crime prevention seminars for the community.
- Hold an 'Open House' at the police department in the spring of 2018.

Officer Anderson is expected to graduate the police academy on December 21, 2017 after which he will begin his field training period.

*Goal: Continue to aggressively enforce DUI laws and hazardous moving traffic violations.*

**Objectives:**

- Conduct one sobriety checkpoint 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.

## SUPPORT

*Goal: Purchase and install in-car video system with remote downloads and local file management server and software.*

**Objectives:**

- Evaluate video systems by February 23, 2018
- Purchase and install cameras, servers and software by May 31, 2018

We are awaiting finalization of the town budget before moving forward with this project.



## Other Items of Interest

While there is still no state budget, we have been limiting spending to payroll and critical purchases such as vehicle repair and replacement of worn or damaged equipment. All non-payroll purchases go through a pre-approval process from the finance department.

The police collective bargaining agreement was settled with a two-year agreement after one bargaining session.

Officer Olivia Beausoleil successfully completed her field training on September 13, 2017. She will serve a period of probation until June 30, 2018.

Officer Olaph Anderson continues his police academy training with a scheduled graduation date of December 21, 2017. Upon graduation, Officer Anderson will begin his 12-week field training program.

Agency members participate in the annual law enforcement day at Channel 3 Kid's Camp. During this event, police officers and equipment from around the state spend the day with the campers, serve the campers lunch and display the various types of police equipment. In addition to Chief Palmer, Officer Wayne Greener and Officer Olivia Beausoleil represented the department.



Officer Olivia Beausoleil shows some campers the department HMMWW

Chief Palmer, Sergeant McDonagh, Sergeant Fiore and Kevin Roberto attended the CALEA conference in Providence RI. In addition to various training seminars, the agency learned about the transition process to the new four-year accreditation cycle and annual review process.

The TV program 'On the Case with Paula Zahn' featured a profile of a homicide that took place in Coventry in May of 1980. In this incident, Louisa Scott was killed by Edward Boyle and convicted of the crime. With the consent of Ms. Scott's family, the department provided reports and assistance by current and retired Coventry police officers.

Chief Palmer worked with the school district in preparation of the School Security Grant application. This included conducting and documenting security reviews at each of the schools. The department worked with the school district on the previous two security grants. Funding was received for the two previous applications.



State's Attorney Matthew Gedansky presents Sergeant Michael Hicks with the Rockville Court officer of the year award.

Sergeant Michael Hicks was recognized as Officer of the Year by the Rockville State's Attorney's office for his work on an investigation into on-line synthetic marijuana sales. The investigation resulted in the conviction of the subject as well as the seizure and forfeiture of two vehicles.

The department made an arrest in the case involving a threat at Key Bank. On May 13<sup>th</sup>, 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 large-scale HAZAMAT response and required the bank to be closed for a week. An arrest was made after a thorough investigation by Officer Flanagan.

On August 29, 2017, the department made an arrest of a female subject who committed a home invasion into the home of another female subject. The two were known to one another and had previous protective orders in place.



### Quarterly Training attended

Officer Robert Dexter attended CREST training two days per month during the quarter.

Officer Brian Flanagan attend one day COLLECT recertification training.

Officer Kelsey Carpenter spent a day at Rockville Court with the prosecutors to become familiar with the courtroom process.

Detective Spadjinske attended a four-day Crimes Against Children training conference in Dallas regarding sexual assaults against children in investigative best practices. This training, travel and all other expenses were paid for by the Tolland County Multi-Disciplinary investigative team.

Officer Olivia Beausoleil attended department Taser and rifle training.

All sworn personnel attended annual firearms certification training.

Chief Palmer, Sergeant McDonagh, Sgt. Hicks and Sgt. Opendbrouw attended mandatory legal update training hosted by the Chief State's Attorney's office.

Officer Brian Flanagan, Officer Michelle Hicks, Officer Kelsey Carpenter and Kevin Roberto attended the Cybersecurity training hosted by CIRMA at the town hall annex.

Officer Beausoleil attended training on hidden compartments for concealing narcotics and other contraband.

CSO John Chipman attended the annual animal control training seminar.

Officer Wayne Greener attended a one-week Instructor Development course. Officer Greener is being trained to be a certified firearms instructor.

Officer Robert Dexter attended a one-day train the trainer Valor training.



# Coventry Police Department Incident Analysis

7/1/2017...9/30/2017

|     |  | Shift |     |  | Total       |
|-----|--|-------|-----|--|-------------|
| 1st |  | 2nd   | 3rd |  |             |
| 351 |  | 885   | 797 |  | <b>2033</b> |

| UCR  | Nature                           | 1st | 2nd | 3rd | Total |
|------|----------------------------------|-----|-----|-----|-------|
| 001  | Marine Patrol Activity           | 0   | 32  | 16  | 48    |
| 029  | Disabled Motor Vehicle           | 3   | 9   | 18  | 30    |
| 11D  | Sex Forcible Fondling            | 0   | 1   | 0   | 1     |
| 120  | Robbery                          | 0   | 1   | 0   | 1     |
| 13A  | Assault Aggravated               | 0   | 1   | 0   | 1     |
| 13B  | Assault Simple                   | 0   | 1   | 3   | 4     |
| 13C  | Intimidation                     | 1   | 2   | 5   | 8     |
| 151  | Suicide                          | 0   | 0   | 1   | 1     |
| 152  | Suicide Threat/Attempt           | 0   | 4   | 7   | 11    |
| 220  | Burglary                         | 0   | 1   | 2   | 3     |
| 23C  | Larceny Shoplifting              | 0   | 1   | 1   | 2     |
| 23D  | Larceny Theft From Building      | 0   | 0   | 1   | 1     |
| 23F  | Larceny Theft From MV            | 1   | 5   | 1   | 7     |
| 23H  | Larceny All Other                | 1   | 4   | 3   | 8     |
| 240  | MV Theft                         | 1   | 2   | 0   | 3     |
| 2604 | Fireworks/Gunshots               | 0   | 5   | 13  | 18    |
| 2608 | Abandoned MV                     | 0   | 1   | 1   | 2     |
| 2609 | Littering                        | 0   | 1   | 1   | 2     |
| 2619 | Building Check                   | 0   | 3   | 1   | 4     |
| 2625 | Notification                     | 0   | 0   | 1   | 1     |
| 2631 | Public Hazard                    | 12  | 23  | 20  | 55    |
| 26A  | Fraud False Pretenses            | 0   | 2   | 0   | 2     |
| 26B  | Fraud Credit Card/ATM            | 0   | 7   | 3   | 10    |
| 26C  | Fraud Impersonation              | 0   | 1   | 0   | 1     |
| 26E  | Fraud Wire                       | 0   | 1   | 0   | 1     |
| 290  | Vandalism                        | 2   | 3   | 5   | 10    |
| 2914 | Animal Complaint                 | 12  | 60  | 25  | 97    |
| 3009 | Susp Person/Activity/MV          | 53  | 45  | 136 | 234   |
| 3009 | Susp Person/Activity/MV          | 1   | 0   | 0   | 1     |
| 326  | Illegal Parking                  | 0   | 3   | 1   | 4     |
| 332  | Harassment/Harassing Phone Calls | 3   | 4   | 1   | 8     |
| 334  | Untimely Death                   | 0   | 1   | 0   | 1     |
| 343  | MV Accident (Injuries)           | 1   | 5   | 4   | 10    |
| 344  | MV Accident Evading              | 1   | 3   | 1   | 5     |
| 346  | MV Accident (No Injuries)        | 5   | 19  | 5   | 29    |
| 351  | Alarm                            | 16  | 32  | 29  | 77    |
| 353  | Medical                          | 35  | 71  | 40  | 146   |
| 355  | MV Stop                          | 91  | 139 | 184 | 414   |
| 35A  | Drug/Narcotic Violation          | 2   | 0   | 4   | 6     |
| 367  | Prowler                          | 1   | 0   | 0   | 1     |
| 375  | Routine Assistance               | 9   | 36  | 47  | 92    |
| 377  | Open Door/Window                 | 1   | 3   | 3   | 7     |



## Coventry Police Department Incident Analysis

7/1/2017...9/30/2017

|      |                            |    |     |    |     |
|------|----------------------------|----|-----|----|-----|
| 388  | Miscellaneous              | 6  | 14  | 9  | 29  |
| 390  | Police Information         | 0  | 9   | 8  | 17  |
| 396  | Escort                     | 0  | 4   | 3  | 7   |
| 398  | Missing Person             | 0  | 0   | 1  | 1   |
| 399  | Lost And Found             | 4  | 12  | 4  | 20  |
| 400  | Family Matter - Non Arrest | 4  | 8   | 7  | 19  |
| 401  | Repossessed Vehicle        | 4  | 0   | 0  | 4   |
| 4811 | Finger Printing            | 1  | 106 | 7  | 114 |
| 4858 | Fire                       | 2  | 16  | 6  | 24  |
| 4873 | Assist Other Agency        | 10 | 17  | 16 | 43  |
| 520  | Weapon Law Violations      | 1  | 0   | 0  | 1   |
| 82   | Runaway/Non NIBRS          | 1  | 2   | 3  | 6   |
| 861  | Disturbance (Non-Domestic) | 3  | 9   | 8  | 20  |
| 863  | Town Ordinance Violation   | 1  | 0   | 1  | 2   |
| 866  | Noise Complaint            | 3  | 5   | 12 | 20  |
| 889  | Check Welfare              | 4  | 23  | 10 | 37  |
| 890  | MV Erratic Operation       | 9  | 22  | 28 | 59  |
| 891  | MV Lock Out                | 0  | 8   | 4  | 12  |
| 90D  | DWI                        | 5  | 2   | 5  | 12  |
| 90Z  | All Other Offenses         | 3  | 3   | 5  | 11  |
| 911  | 911 Hang Up Call           | 1  | 0   | 2  | 3   |
| H109 | Junk MV                    | 0  | 5   | 0  | 5   |
| Sup  | Supplemental               | 37 | 88  | 75 | 200 |



**Parks & Recreation Department Quarterly Report  
July-Aug-Sept 2017**

**GENERAL ADMINISTRATION:**

Director Rubin attended/participated in the following:

- Department Heads meetings, Human Services Advisory Board
- Met with SCSU Intern Advisor Deb Smith
- Completed Quarterly Report
- Met with Finance Director re: chart of accounts for revenue fund
- Wendy Rubin took vacation week of July 31 – Aug 4, Cat Merriam took vacation week of August 14-18
- Recreation Commission Meeting, orientation meeting with new Commissioner Bob Martin
- Participated in a Sustainable Connecticut pilot program with several other departments
- Attended Understanding Cyber Security Risk training and an Effective Communication webinar.

**PARKS / FACILITIES**

- 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.
- PP Basketball Court completed include basketball, pickle ball, new basketball backboard purchased & installed
- Priced out & installed flooring for Community Center kitchen & restrooms
- Installed 5 baby changing stations donated by STEPS at Lodge, Community Center, Lisicke & Patriots beach restrooms
- Met with Town Manager, DPW, Senior Center & Human Services Directors re: maintenance & cleaning protocol for Lodge/Senior Center
- Met w/ Rec Commissioner Jen Rodgers, who has volunteered to do research on Laidlaw Park for the ribbon cutting.

**BEACHES:**

- Getting used to new DigiQuatics App for shift planning and timeclock – set up payroll process with Finance Dept.
- Staff meetings for gatekeepers, park maintainers, boat rental attendants
- Lifeguard in-service training on-site @ Lisicke weekly, mid-season evaluations completed
- Red Cross swim records uploaded to American Red Cross site.
- Boat Rentals: brought in approximately \$1,850. Still available depending on weather & staff availability.
- Labor Day weekend – poor weather – staff used time to close up & clean out sheds, equipment
- Promoted beach closing schedules on social media
- Cancelled port-a john rental, reduced dumpster pickup frequency, had Lisicke restroom septic pumped out.
- Arranged for ropes & buoys to be brought in for winter.



**CIVIC REC SOFTWARE:**

- Civic Rec on-line training 7/6, 7/13, 7/28, 8/7 & 8/28
- Building out the site, the POS items, facilities and programs, began set up for exporting our database with Go Live Date in early October
- Landing Page Planning/Editing with Laura Stone ([www.coventryct.org](http://www.coventryct.org))
- Import of family accounts to Civic Rec, as well as finalized any program uploading to the new website, in anticipation of going live.



**Parks & Recreation Department Quarterly Report  
July-Aug-Sept 2017**

**YOUTH SPORTS:**

Upon successful completion of the National Alliance of Youth Sports Youth Sports Administrator Certification, Ms. Rubin began to implement many of the new concepts and best practices she learned:

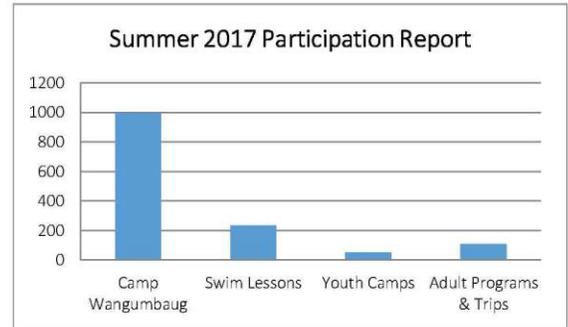


- She met with the Boards of Directors of Youth Soccer, Youth Football and Youth Baseball. As a result, Wendy was asked to assist in Rookie Coaches training for youth soccer
- To improve the quality of the youth basketball program, the Recreation Commission held Special Meeting to discuss the future of the program. This resulted in the establishment of a Steering Committee that developed by-laws to create a formal Board of Directors to support staff in all aspects of the youth basketball program
- Rubin met with the Steering Committee and attended first meeting of the newly formed Youth Basketball Executive Board
- Coventry hosted the Lakes Region Basketball Administrators 1<sup>st</sup> meeting

**PROGRAMS**

Recreation Supervisor Cat Merriam attended/participated in the following:

- FY Change-Over 16-17 to 17-18
- Annual Report Prep & Figures/charts
- Lodge Showings x 5
- Weekly deposits & monthly credit card reports
- Program cancellations, refund processing & past due invoices
- Training former student inter Leah Whitaker on several of the Program Supervisor's duties in preparation for her upcoming maternity leave:
  - Weekly deposits, monthly credit card reports, Program Scheduling/Instructors
  - Program cancellations, refund processing & past due invoices
  - Deferred Revenue & Accounts Receivable reporting with Finance Office
  - Holiday Program Planning/Set Up with Leah (Santa's Mailboxes, Tree Lighting Logistics, etc.) Cat confirmed with the Band & Chorus, Fire Department, scouts (hot chocolate) & DPW. Still waiting on Santa to confirm and Leah will work on getting cookies (either through the schools or purchased at Sam's Club), closer to the event.
- Cat continued communications with coaches & instructors for ongoing summer programs, including specialty sports camps. The following programs ran successfully: British Soccer x 2, For Love of the Game Baseball Camp, Skyhawks Sports Camp x 4 (2 were cancelled due to low enrollment), Youth Golf Lessons, and Youth Tennis Lessons. Unfortunately, due to low enrollment both Mad Science & Playwell Teknologies Camps were cancelled in August.



• Leah Whitaker, Intern, also worked this summer overseeing the Summer Concert Series Unfortunately, attendance was down significantly at this year's concert series. Rain kept folks away at the first two, however we had great weather/bands scheduled for the last 2 and attendance was still abysmal (we estimate approximately 50 in attendance at the first 2 concerts, and 100 at the last 2). Staff will spend some time this coming winter brainstorming plans for 2018.

• The Content for the Fall Brochure was submitted to The Chronicle on 8/11, with a mailing date of 9/20. Final Proof/Brochure to Printer/Mailing with a release date to the homes on 9/25.

## QUARTERLY REPORT

July, August, September 2017

# COVENTRY HUMAN SERVICES DEPARTMENT



### **HUMAN SERVICES STAFF:**

COURTNEY CHAN, MSW, HUMAN SERVICES ADMINISTRATOR  
BRENDA BENNETT, ADMINISTRATIVE ASSISTANT  
CRYSTAL MORAWITZ, YOUTH SERVICES COORDINATOR  
1712 Main Street  
Coventry, CT 06238  
(860)742-5324

### **SENIOR CENTER STAFF:**

EMMA KING, SENIOR CENTER COORDINATOR  
SARAH LEETE, VAN TRANSPORTATION COORDINATOR  
172 Lake Street  
Coventry, CT 06238  
(860)742-3525

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# HUMAN SERVICES

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2

## QUARTERLY ACTIVITY

### PROFESSIONAL DEVELOPMENT

Access Agency Updates, 7/26/17; CLASS Meeting 7/27/17; WRD Meeting 8/3/17, 9/25/17; Hoarding Workshop 9/25/17; CLASS/CASP Joint Meeting 9/26/17

**DIRECT SERVICES** ~ Advocacy, Budget Counseling, Case Management, Counseling Services, Crisis Intervention, Drug and Alcohol Information, Emergency Call List, Energy Assistance ACCESS Applications, Operation Fuel Program (summer), Clergy Fuel, Housing Information, Department of Social Services information/referrals, Landlord/tenant rights information, Special Needs Program

- 17 unduplicated client cases

### PROGRAMS

#### Energy Assistance Program

- Access Energy Assistance Program ~ The office began accepting energy application starting on September 1st. In September, **22** energy applications were processed for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic).
- 2016/2017 Operation Fuel Summer Program ~ The program is eligible to residents who have not used this program within the last 12 months and grants are for summer electrical utilities, only. In the month of June, 2017, **2** applications were processed for a total of \$985.00.
- Clergy Fuel Fund ~ no deliveries were authorized during this quarter due to the absence of Pastor Maria, 2nd Congregational Church who was on sabbatical. The Clergy Fuel Fund did not receive any donations during this quarter.

### STATE OF CONNECTICUT PROGRAMS

#### Elderly & Disabled Renter's Rebate Program

- To date, **87** applications have been completed for Coventry elderly and/or disabled residents who rent for a total of \$44,257.42 in grant checks which will be sent by the State of Connecticut, Office of Policy & Management in Oct/November, 2017. This program provides a direct or partial reimbursement of rent and utility bills paid by certain elderly renters and certain totally disabled renters. Recipient or spouse must be 65 years of age or older, or be 50 years of age or older and the surviving spouse of a renter who at the time of the renter's death had qualified and was entitled to tax relief provided such spouse was domiciled with such renter at the time of the renters' death, or 18 years of age or older and eligible to receive Social Security Disability benefits. Must meet a one year state residency requirement. Grants are based upon income requirements shown in CGS Section 12-170e.

#### Senior Farmers Market Nutrition Vouchers

- Department of Agriculture –Due to the lack of a State budget, funding for the Senior Farmers' Market Nutrition Program was eliminated for the 2017 market season and no vouchers were distributed. This program serves recipient (clients) who are 60 years of age or older, who are **income eligible and/or disabled persons** under the age of 60 living in subsidized housing.

**COVENTRY FOOD BANK**  
**Patriots Park/Community Center**  
**172 Lake Street**

*Coventry residents are served at the food bank 1 day per week on  
 Fridays (September-May), 8:30-11:30 a.m.  
 and for the summer months (June-August) Wednesdays, 9-11:30 a.m.*



The Coventry Food Bank is available to any individual or family experiencing difficult times and may need help with food. The Food Bank has a variety of staple foods in stock which include: cereal, pasta, soup, canned vegetable, peanut butter/jelly and school snacks. We are solely a donor-funded program and receive generous donations from many local residents, churches, schools, civic organizations and groups throughout the year.

**Total Cases Assisted = 29**

**Children (0 - 17) in Assisted Households: 24**  
**Adults (18 - 59) in Assisted Households: 37**  
**Seniors (60+) in Assisted Households: 6**  
**Other (unknown) in Assisted Households: 3**

**Total Households Assisted: 28 households with a total of 70 members**

We are “thankful” to our volunteer staff and students from the Coventry High School Vocational Transition Program for their assistance at the food bank. Their role involves: sorting and date checking donations, stocking the food bank shelves and; working with clients on the day of distribution. Their assistance is invaluable and we would not be able to do this work without them!

**July ~ 10 total hours** (Service hours by Human Services staff due to school break)

**August ~ 12 total hours** (Service hours by Human Services staff due to school break)

**September ~ CHS Vocational Transition Staff and Students**

2 hours/day September 11, 18, 25  
 Monday's 2 adults 12 hours total  
             4 students 24 hours total  
 3 hours/day September 1, 8, 15, 22  
 Friday's 1 adult 12 hours total  
            1 student 12 hours total

## **SPECIAL NEEDS PROGRAM**

- 3 families (unduplicated) utilized the Special Needs Program to help with housing needs and/or heat and utilities for a total of \$1,065.65; donations to the Special Needs Program totaled \$1,681.72 and a total of \$333.39 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**

- 11 cases were assisted with medical, housing, food and utilities for a total of \$3,843.73; Youth Services purchased 15/\$30 Payless Shoe Cards for the *Back to School* program and 3 Youth Camp Scholarships for Camp Connri in Ashford, CT. The Coventry Human Services Office was appointed as the Service Unit Committee for Lower Tolland County. Courtney Chan is Chairperson and the Community Service Rep for the Unit which includes: Coventry, Andover, Bolton and Hebron. The local fund is administered by Brenda Bennett, Coventry Human Services Administrator and Treasurer for the Lower Tolland County.



## **SPECIAL TRASH COLLECTION SERVICE**

- The trash tipper barrels have presented issues for residents who are elderly and/or disabled. There are currently household on the In-Yard Trash Service list at this time which is a service provided by All American Waste. Applications for elderly and/or disabled residents are processed and verified for eligibility through this office and forwarded to Public Works for coordination of the resident's trash pickup.

## **REPORTS**

- Town Quarterly and Yearly; Human Services Advisory Quarterly; Salvation Army Quarterly Statistics

## **PUBLIC RELATIONS**

- Facebook, Town Hall Eblast, Press Releases, Spring and Fall Newsletters, Munivision.

## **THE HUMAN SERVICES ADVISORY COMMITTEE**

- Representatives from town departments, local churches, school district, police department, library, Visiting Nurse & Health Services of CT, senior groups and other organizations attend the meetings. The public is always welcome to attend. The Committee meets the quarterly the 1<sup>st</sup> Tuesday of the month.

## **INTERNSHIP**

- In September, Alex Marquis a student from Eastern CT State University pursuing his BSW, began his internship with our office. Alex will be providing assistance during the holidays; meeting with clients; matching families with donors; and coordinating the donation schedule for pick up and drop off during the two holiday distributions. Alex will also help to coordinate and deliver holiday meals to the residents at Orchard Hills Estates. Outside of the holiday months, Alex will be working with clients, sitting in on intakes and helping out with various client-centered tasks around the office.

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# VAN TRANSPORTATION

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## QUARTERLY ACTIVITY

# Days of Operation: 31  
# of Individuals Riding: 32  
# of One-Way Trips: 174  
# Volunteer Hours: 111.5  
# Volunteer Hours Average/Daily: 3.6  
# Miles Total: 1266

Our new Transportation Coordinator, Sarah Leete, was hired and began working on July 10<sup>th</sup>. During the month of July, WRTD (Windham Region Transit District) continued to provide dispatch services to the Coventry Van Program and maintained the daily ride schedules while Sarah trained to take over the program.

Appropriate documents were filed to maintain compliance with the State of CT Department of Transportation Municipal Grant Program for the elderly and disabled.

The Coventry Rides Program would benefit from additional volunteer drivers and continues to recruit for new volunteer drivers. The majority of our current volunteer drivers are now covering two shifts per month. The Coventry Rides Program did not run for 7 days this quarter due to lack of a volunteer driver.

Volunteer Van and Bus Drivers: Brian Coss, Christine Coss, Gerry Haugh, Howard Haberern, Kim Homans, Jack Thayer, Jim Wicks, Joyce Wicks.

Private Car Drivers: Sue Chvirko, Chris Coss, Lori Boucher, Trena Gale, Paulette Marquis, Claudette Polhemus.

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

Peter Pan coach trips included a trip to the Florence Griswold Museum with lunch at Lenny and Joe's restaurant. 45 people joined us for this trip. 25 people went on a trip to see the musical Newsies at Jorgensen Theater in Storrs. Transportation was provided by the Coventry Rides bus for those who needed it. A Coventry Rides volunteer, Howard Haberern, was our driver.

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



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# SENIOR CENTER

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## QUARTERLY ACTIVITY



### ATTENDANCE

Total Visits: 1698 visits; July (522 visits), August (622 visits), September (554 visits). This is an increase of 44 visits compared to last quarter and an increase of 60 visits from the first quarter of 2016-2017.

Holiday Closures: July 4th and September 4th

### PROGRAMMING

- Nutrition: Unfortunately, during the quarter the Thames Valley Council for Community Action discontinued our meal program. Three meals were provided by Thames Valley Community Council for Action; 87 seniors attended the meals. In lieu of these lunches 3 special food events were held – an ice cream social, a cook-out potluck and pizza party, 77 seniors attended these events. 45 seniors attended our out to lunch bunch outings.
- Special Events: 15 seniors attended the final installment of our summer series with Integrated Rehab – Hydration Station (a seminar on hydration). A memory loss presentation was provided by Brookdale Senior Living, 11 seniors attended. The center held 2 informational seminars at Orchard Hills Estates to discuss programming and the transportation program, 8 seniors attended. In August the center held an art exhibit and 15 seniors attended. During our August Ice Cream Social Song-a-Day music center provided free musical entertainment!
- Trips: Two trips were scheduled this quarter. 25 seniors attended a theatrical performance at the CT Repertory Theater. 44 seniors traveled to the Florence Griswold Museum in Old Lyme. The center's Wii Bowling Team competed against fellow seniors in Windham and Chaplin at away matches – 15 seniors from Coventry participated. Coventry Seniors were invited to attend an event at the Mansfield Senior center. The center provided transportation and 11 seniors attended.
- Exercise: The twice weekly group class had 347 attendees. This is an increase of 20 attendees from last quarter, and an increase of 66 attendees compared to the same quarter last year. The fitness equipment was used 47 times this quarter and no new participants completed the fitness orientation requirements. This is a decrease of 76 visits from this quarter last year. The center offered 6 yoga classes this quarter, with attendance varying per session from 2-8 seniors.



**Health and Wellness Services:** There were seven podiatry appointments, 50 appointments for value priced haircuts or nail clipping, and 20 massage therapy or reflexology appointments. Unfortunately, our Massage Therapist, Deb Turner, moved out of state, and appointments were not held in August. A new therapist began in September, and we look forward to continuing offering this low cost high value service to Coventry Seniors.

**Educational Opportunities:** The Executive Director from the Windham Regional Transit District attended a question and answer session in September. 2 senior attended. Senior Resources Area Agency on Aging provided at Medicare 101 Presentation. 3 seniors attended. Other educational events are detailed in special events.

## **ELDERLY SERVICES**

- **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 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 6 CHOICES appointments in addition to her municipal agent responsibilities.
- **Municipal Agent:** As the Elderly Services Social Worker, Emma King provided resources for 3 individuals in need of help for seniors or individuals with disabilities. This included referrals 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, affordable housing applications 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**

The Senior Center Coordinator, Emma King attended the following conferences and webinars:

- June 8th – CASCP Conference Call on Programming
- June 27th – CASCP Board of Directors Meeting
- July 25th – HOSTED roundtable on volunteer procedures with other CASCP members
- August 10th – Quarterly CHOICES Medicare update
- September 11th – Eastern Connecticut Transportation Consortium introductory meeting



## **VOLUNTEER MANAGEMENT**

Senior Center Volunteers gave 195.5 hours of service this quarter. This included assistance with CHOICES Counseling, Receptionist/Front Desk duties, Site Server tasks and help during special events. This does not include Volunteer Driver time.

## **COMMUNICATIONS**

Subscriptions to the monthly newsletter total 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.



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# YOUTH SERVICES

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## QUARTERLY ACTIVITY

### ADMINISTRATIVE FUNCTION

- Prepared monthly reports for the State Department of Education (YSB Entitlement and Enhancement Grants)
- Wrote final NECASA grant report for 2016-2017
- Wrote NECASA grant application for 2017-2018
- Prepared final grant reports for both SDE grants 2016-2017
- Wrote both SDE grant applications for 2017-2018
- Attended CYSA Board meeting 7/6/17, 7/13/17, 9/14/17
- Attended Eastern Region YSB Meeting 9/11/17
- Attended LIST meeting 8/2/17
- Created and Facilitated Diversity Training for all Hale Early Education staff, 8/28/17

### DIRECT SERVICE

- **Function**

|                                |            |
|--------------------------------|------------|
| Youth & Family Cases           | 35 cases   |
| Community Service              | 0 cases    |
| Community Restitution          | 0 cases    |
| Youth Job Bank Requests        | 2 requests |
| Youth Job Bank Matches         | 2 matches  |
| Youth Job Bank Members Trained | 2          |
| Juvenile Review Board          | 1 case     |
| Counseling Services            | 0 cases    |

- **Programs**

17 *Camperships* were awarded to 11 families; allowing youth to attend summer camp that otherwise would not be able.

*Gearing Up to Learn*, back to school program, assisted 15 Coventry families with backpacks, school supplies and Payless shoe

cards. 35 children started the school year off on the right foot as a result of this program.



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

Public Works Maintainer II .....Richard Watts  
Public Works Maintainer II .....John Hoffman  
Public Works Maintainer II .....Lee Davey  
Public Works Maintainer II .....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.....Eric Hurlburt\*

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

\*First day worked July 24, 2017.

Truck Driver / Light Equipment Operator are now referred to as Public Works Maintainer II and Public Works Sanitation Maintainer is now Sanitation Maintainer as part of negotiated union contract.

The Town of Coventry Department of Public Works spent the quarter prepping roads for shimming. This work included drainage improvements, cutting and patching isolated road failures to prepare for shimming then chip sealing in 2018. We also worked with Connecticut Water Company to install new water services at the Coventry Housing Authority.

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

Athletic Field Maintenance - 320 hours  
Clean Catch Basins - 32 hours  
Clean Equipment – 8 hours  
COVRRRA Operations - 181 hours  
Facility Maintenance – 2,269 hours  
Fleet/Vehicle/Equipment Maintenance/Repair - 1,271  
Grounds Maintenance - 454 hours  
Indirect Services – 108 hours  
Inspection – 5 hours  
Road Maintenance or repair - 1,694 hours  
Roadside Mowing / Sightlines / Vegetation Control - 616 hours  
Time not worked – 1,439 hours  
Traffic Control and signs - 38 hours  
Training - 26 hours  
Tree Related Services - 226 hours  
Unimproved Road Grading and Maintenance – 83 hours  
Water Pollution Control Services - 249

**Total hours: 9,019**

### **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 ongoing and nearing completion. Final completion expected in October.



**Main Street Streetscape/Sidewalk Project (CDOT #32-145):** Work completed by CDOT contractor for the Main Street Reconstruction Project. Decorative lighting, granite curbing, and sidewalks installed. Only the texturized painted crosswalk left to be finished.

**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. Authorization to extend to Hemlock Point Road received. Work scheduled for early October.

**Coventry High School – Tennis Court Expansion Project:** The project was rebid due to extreme high values. Rebidding process parse 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. Project completed in early September with the exception of a tree limb to be removed.



The Coventry High School Basketball courts were resurfaced during Vermont Recreation Surfacing and Fencing mobilization to the Tennis Courts. Two Pickle Ball courts were striped in location of the three-quarter basketball court.



**Wastewater Treatment Plant (WWTP):**

Designed for Average 200,000 gallons per day  
Average Flow this Quarter = 124,596 gallons per day

**Projects Update:**

- Construction projects in the sewer service area:
  - CT DOT project #32-130; Main St Reconstruction. Construction is nearly complete. The new sewer on Lake Street still needs to be touched up and cleaned before it can become active. We are working with DOT to determine if the manholes in front of Bidwell Tavern are up to state highway specifications.
  - Western Route 44 Sewer Planning Area: Nathan L. Jacobson Engineers have begun the hydraulic study of Bolton's sewer system. Preliminary discussions with Bolton and Manchester have been encouraging but much work is left to be done. Several properties have already inquired about sewer connections.
  - CT DOT mill & overlay Southern Main St: We have a vendor ready to raise 26 sewer manholes in the area they are paving. Manholes work is scheduled to begin October 23<sup>rd</sup> and will last for 2 weeks.
  - Lake and Cross Street Improvements: The project is nearly complete. We are working with project staff to determine if any of the sewer manholes need further adjustment.
  - Treatment Plant Tank Cleaning: We are preparing for major cleaning, inspection, and repairs to one of the digester units in October. Cleaning and sludge disposal will be completed under contract by a vendor but inspection and repairs will be done in house. Shifting the inspection and repairs from vendors to Town staff saves approximately \$4,000.

**Sewer Collection System:**

- We received after hour's alarms from the Lakeview Pump Station during a heavy thunderstorm on August 2<sup>nd</sup>. The newly installed pump amp meters showed us that one pump was completely clogged and the backup pump was beginning to clog. The partially clogged pump could barely keep up with incoming flow. Our pump service company made an emergency visit and unclogged both pumps. The culprit was a white tee shirt that someone had flushed which cost the Town about \$1,000.

**Wastewater Treatment Plant:**

- We had some problems with the drinking water well which is 200 feet into the woods. We cleared a road to the well and are looking into well pump replacement.
- 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.

**COVRA QUARTERLY REPORT  
JULY, AUGUST & SEPTEMBER 2017**

**TRANSFER STATION: MATERIALS RECEIVED**

|                       | <b>JULY</b> | <b>AUGUST</b> | <b>SEPTEMBER</b> | <b>TOTAL</b> |
|-----------------------|-------------|---------------|------------------|--------------|
| Receipts              | \$4,051     | \$2,697       | \$3,007          | \$9,755      |
| Electronic waste – ea | 295         | 301           | 271              | 867          |
| Propane tanks – ea    | 20          | 24            | 19               | 63           |
| Bulky CD/brush – tons | 33          | 23            | 26               | 82           |
| Scrap metal – tons    | 3           | 3             | 3                | 9            |
| Tires – ea            | 7           | 17            | 21               | 45           |
| Leaves – tons         | 0           | 0             | 1                | 1            |
| Refrigerant – unit    | 41          | 28            | 38               | 107          |
| Users                 | 535         | 405           | 433              | 1,373        |

**TRANSFER STATION: MATERIALS TRANSFERRED**

|                                 | <b>JULY</b> | <b>AUGUST</b> | <b>SEPTEMBER</b> | <b>TOTAL</b> |
|---------------------------------|-------------|---------------|------------------|--------------|
| Willi Waste – cd – tons         | 32          | 18            | 25               | 75           |
| Willi Waste – brush – tons      | 8           | 0             | 3                | 11           |
| Willi Waste – metal – tons      | 5           | 5             | 5                | 15           |
| Take2 - refrigerant – units     | 0           | 63            | 0                | 63           |
| Take2 - electronics (CED) – lbs | 5,025       | 3,984         | 6,765            | 15,774       |
| Take2 - electronics (non) – lbs | 1,790       | 1,719         | 1,872            | 5,381        |
| Take2 - uw lamps, mixed – lbs   | 96          | 396           | 171              | 663          |
| Take2 - batteries, mixed – lbs  | 0           | 227           | 165              | 392          |
| Mighty Flame – pro tanks – ea   | 67          | 0             | 54               | 121          |
| Bob’s Tire – ea                 | 0           | 0             | 0                | 0            |
| Bay State Textiles – lbs        | 1,120       | 2,080         | 1,740            | 4,940        |

**CURBSIDE PICK UP**

**(all material listed below hauled to Willimantic Waste Paper by All American Waste)**

|                             | <b>JULY</b> | <b>AUGUST</b> | <b>SEPTEMBER</b> | <b>TOTAL</b> |
|-----------------------------|-------------|---------------|------------------|--------------|
| MSW @ \$66.20 / ton         | 323         | 348           | 307              | 978          |
| Expenditure                 | \$21,367    | \$23,067      | \$20,307         | \$64,741     |
| Recycling @ (\$25.00) / ton | 108         | 118           | 105              | 330          |
| Revenue                     | (\$2,696)   | (\$2,938)     | (\$2,615)        | (\$8,249)    |
| Bulk @ \$75.05 / ton        | 24          | 21            | 22               | 67           |
| Expenditure                 | \$1,830     | \$1,599       | \$1,614          | \$5,043      |
| Mattresses @ n/c – ea       | 95          | 106           | 95               | 296          |

# Booth & Dimock Memorial Library

## Quarterly Report

July – September 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  
**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** – DeeDee Filliatrault, author of *Tales from the Crib*, and Susan Strecker, author of *Nowhere Girl*.

**Additional Programs for Adults** – A variety of groups meet either monthly or weekly: Cookbook Club, Wednesday Night Book Club, Mystery Book Club, Board to Death, and It's a String Thing. The Library held monthly Crafternoons, offered a community crossword puzzle, held a screening of the Ocean Frontiers Film and hosted a reception for the Historic Photos project. We also ran a month-long promotion for National Library Card Sign Up Month.

**Technology Assistance** – 16 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.

**Early Literacy Programs** – Tiny Tots, Pre-School Storytime and Play & Learn Playgroup continued to meet through July along with a new session of Sing & Stomp. September brought a new Storytime schedule and new offerings for more specific age groups. Baby Bookworms and Toddler Time began meeting on Tuesday mornings, the Early Literacy Playgroup stayed on Wednesdays and a bi-monthly Thursday morning Preschool Explorers joined Friday's monthly Messy Munchkins. The Annual 1,000 Books Before Kindergarten Graduation Party was held in August.

**Programs for School Age Children** – The summer programs of Create It, Play It, Build It, Watch It, Comics Book Club and Family Movie nights were well attended. As were a Magic Show and map program. A.S.K., After School Kids, and Family Game Nights started up again in September.

**Teen & Tween Programs** – Weekly crafts, movies, activities and gaming continued throughout the summer. Two multi-week series were offered on Coding and Drone Building. Crafts, Gaming and Anime club met in September.

**Summer Reading** – 616 total participants registered for the Build A Better World Summer Reading program. Adults read a total of 234 books, teens read a total of 616 books and the children read a total of 2,938 hours.

|                 | Programs Held | Program Attendance |
|-----------------|---------------|--------------------|
| <b>Children</b> | 47            | 968                |
| <b>Teen</b>     | 34            | 183                |
| <b>Adult</b>    | 32            | 173                |
| <b>Total</b>    | 113           | 1324               |

## Library Services

**Daycare & School Outreach** – Miss Meg continued outreach to daycares Camp Wangumbaug during the summer months. September was a busy month with visits to the preschool resuming, along with open houses at CECC, CGS, and GRH. Visits to GHR were also made to promote the Nutmeg Books. Chris went to open houses at CNH and CHS.

**InterLibrary Loan** – 264 items were borrowed from other libraries and 134 were lent as part of a statewide cooperative service.

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

**Community Outreach** – Two pop-up Libraries were held in the parking lot of Highland Park Market in August and two visits to the Coventry Famer’s Market at Hale were also made this quarter.

## Library Usage & Circulation

|                                       | July  | August | September | Total  |
|---------------------------------------|-------|--------|-----------|--------|
| <b>Reference Inquiries</b>            | 690   | 710    | 483       | 1,882  |
| <b>Library Computer Use Sessions</b>  | 2,257 | 2,356  | 1,326     | 5,939  |
| <b>Computer Assistance Requests</b>   | 39    | 84     | 81        | 204    |
| <b>WiFi Usage</b>                     | 193   | 153    | 154       | 500    |
| <b>Patron Visits</b>                  | 4,539 | 4,483  | 3,588     | 12,610 |
| <b>New Patron Registration</b>        | 56    | 38     | 27        | 121    |
| <b>Total Circulation</b>              | 7,592 | 7,798  | 5,560     | 21,040 |
| <b>Circulation of Adult Materials</b> | 2,826 | 3,140  | 2,666     | 8,632  |
| <b>Circulation of YA Materials</b>    | 606   | 561    | 303       | 1,470  |
| <b>Circulation of Kids Materials</b>  | 3,622 | 3,657  | 2,296     | 9,575  |
| <b>Other Circulation</b>              | 538   | 440    | 385       | 1,363  |
| <b>Circulation of Digital Items</b>   | 578   | 413    | 425       | 1,416  |
| <b>In-House Usage of Materials</b>    | 3,933 | 2,879  | 2,409     | 9,221  |
| <b>Database Usage</b>                 | 40    | 29     | 47        | 116    |

