

TOWN OF COVENTRY

QUARTERLY REPORTS



April – June 2018

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Cover photo: The Coventry Village sign at the intersection of Main and Lake Street is spruced up for Memorial Day and was surely enjoyed by the many visitors to the 2018 Memorial Day Parade. Photo by Laura Stone.

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

Significant time was spent creating the budget document for FY18-19. The budget was passed by taxpayers on May 8, 2018 with an expenditure total of \$40,812,486, with a general government total of \$9,693,156, a 0.84% increase from the prior year.

Preliminary audit work for FY18 was completed in May. Preparation for FY18 close out began in June and will continue through the summer.

Open enrollment for health and dental insurance was completed during May and June. Based on good claim history, the Town was able to obtain a 0% increase in medical and dental premiums for FY18-19.

Lease purchase bids were solicited and awarded for the purchase of a tanker truck and dump truck. The bid award was an interest rate of 3.25% and was done without the added costs that are added in a bond sale.

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

Meetings attended

Finance Committee of the Town Council

Pension Committee

Cemetery Commission meetings

Town/BOE worker safety committee

Town GIS coordinating committee

BOE/Town IT coordination

Collector of Revenue

The Tax Department was busy this quarter with fiscal year-end details as well as the upcoming new bill cycle. The Sewer Assessment fiscal year was closed out at the end of April. The posted rate books, beginning rate books, balances and reports were printed. A total of 360 assessment bills, due May 1st, were printed and mailed during the last week of April.

Delinquent notices were prepared and mailed for real estate and personal property taxes as well as COVRRRA, sewer assessment and sewer use charges. Liens were filed against properties with an unpaid balance on real estate taxes (291), unpaid sewer use charges (78) and unpaid trash/COVRRRA fees (293). This activity occurred during April and May.

Nine property owners were notified in January 2018 that their properties were in jeopardy of being sold at Tax Sale. Seven of those properties were brought current by the end of May. The remaining two were sold at auction June 29, 2018.

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

The Town Council, at their June 4th meeting, set the mill rate at 32.20 for the upcoming October 2017 Grand List. This action by the Council set in motion the preparation for the July 2018 billing cycle. The tax bills for Real Estate (6,374), Motor Vehicles (13,482), Personal Property (706) and COVRRRA fees (4,784) were researched and prepared. The bill file was then sent to the printer. Information as to new owners, mailing address changes and certificates of correction were entered right up until the moment the file was sent to be printed and mailed out.

The collection report for the fourth quarter is attached.

Assessor

April was an end to the Board of Assessment Appeals. Our net unadjusted Grand list was 965,961,835 as signed in January. The Board of appeals had 12 appeals, and made adjustments that amounted to \$29,910 in assessment. We also completed the M-13 state report which breaks down our Grand List by category to include all exemptions.

May was spent working on the Elderly and Disabled Homeowner's program as well as the new Local Tax Credit and Deferral program. The State and Local Homeowners program applications were due by May 15, 2018. We processed them in June once the mil rate was set, which was 32.20 mils. The totals for the applications processed for both local and the state program are as follows;

61 Applications-State Program

59 Renewals-State Program

120 State Applications Total

95 Credit-Local Program (tax credit) - \$31,368.56 (non-reimbursed to town)

101 Local Applications

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

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

State Benefit

Veteran's below a certain income level and/or disabled veterans are eligible for additional property tax exemptions. Surviving spouses of veterans may also be eligible for this benefit. This benefit is income qualified and the following are the limits for the October 1, 2018 grand list. To calculate your income you must add your adjusted gross income from your income tax return to your social security for 2017. They must be under the following limits to qualify.

Single/Unmarried \$35,300

Married \$43,000

The deadline to file for this is October 1, 2018. Please call (860)742-4067 if you have any questions or concerns.

Michael J. D'Amicol
Town of Coventry
Assessor



Sunset Fishing – Coventry Lake – June 2018

Coventry Land Use Office

Quarterly Report for
April, May, June
~ 2018~

Eric M. Trott

Director of Planning and Development

Mark Landolina

Planning Technician/Zoning Enforcement Officer

Todd M. Penney, P.E.

Inland Wetlands Agent/Town Engineer

Heidi A. Leech

Land Use Permit Technician

Erica Pagliuco

Market Master, Coventry Farmers' Market

PLANNING AND ZONING COMMISSION

YEAR **2018**

APRIL, MAY, JUNE

| APP. # | TYPE | DATE REC'D. | DATE PZC ACKN. | ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT | DATE OF DECISION | ACTION A/D/W/P* |
|--------|------|-------------|----------------|---|------------------|--------------------|
| 18-04 | S | 3/9/18 | 3/12/18 | Special Permit Application of Cumberland Farms for Retail Store and Gas Station at 2224 Boston Turnpike | | P |
| 18-05 | S | 4/18/18 | 4/23/18 | Special Permit Application for Winery and Tasting Room, Dragonfly Meadery, 580 Main Street | 5/29/18 | A |
| 18-06 | | 5/10/18 | 5/14/18 | 2-lot Resubdivision Application of John Gannon, 395 Daly Road | 6/25/18 | A |
| 18-07E | | 6/27/18 | | Extension Request of DeSiato Sand & Gravel for Gravel Operation, Old Eagleville Road Pit | | P |

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

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

PLANNING AND ZONING COMMISSION

YEAR **2018**

APRIL, MAY, JUNE

DISCUSSION AND ACTION TOPICS

During the months of April, May and June the Commission almost exclusively administered two very involved and time consuming applications, the Desiato subdivision on South Street Extension and Cumberland Farms on Boston Turnpike. There were few other business items the Commission addressed during this time.

- Discussed the hiring of a new Planning Tech/Zoning Agent and the Director continuing to serve in that position in the interim, until a replacement started work.
- Appointed new Planning Tech/Zoning Agent.
- Reviewed zoning referral for the towns of Mansfield.
- Discussed Eastern Gateways Transportation Study public forum.
- Discussed public hearing sign requirements.
- Approved conversion of conservation easement to an agricultural conservation easement for 12 Windy Hill Road.
- Recommended that the Town Council proceed with bonding for municipal infrastructure projects.
- Recommended that the Town Council proceed with the sale of two Town owned properties – 210 Cross Street, 8 Standish Road.
- Held preliminary discussion with Martha Hannon to consider a potential zone change for a portion of the property located at 560 Bread and Milk Street from Rural Development to General Residential 80.

APRIL, MAY, JUNE

The Commission did not have a quorum in May or June. The topics below only reflect the regular meeting of April.

DISCUSSION AND ACTION TOPICS

- Discussed the continued work on the Arts on Main event being planned for August 26, which also involves the David Hayes exhibit and reception.
- Continued work on the revision to the economic development section of the Plan of Conservation and Development. Reviewed an EDC Strategy draft as well as revisions to the EDC section of the Plan.
- Staff provided updates on the various grants and other projects being administered that are relative to economic development.
- 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.
- Completed the target development site mapping that is being developed in cooperation with the Town of Bolton at the town line on RTE 44.
- Discussed status of Cumberland Farms special permit review with PZC.
- Discussed work on certification with Sustainable CT.
- Discussed the Eastern Gateways Transportation Study public forum.
- Discussed four town EDC study that will include Coventry, Bolton Tolland and Mansfield.
- Discussed the latest status with the Caprilands Probate Court proceedings.
- Nominated the Booth Dimock Memorial Library to the Windham Chamber of Commerce for Business of the Year.

PLANNING STAFF HIGHLIGHTS

YEAR **2018**

APRIL, MAY, JUNE

- Continued to work on the ongoing activities associated Farmers' Market season that opened in early June.
- Prepared the final report and closed out 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.
- Completed and closed out the State of CT DEEP Open Space Acquisition Grant that was awarded to purchase the Williams property on Cooper Lane.
- 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. Continued 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 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.
- Continued to 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.
- Completed the 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.
- Continue to assume duties of the Planning Tech/ZEO after the resignation of Mason Perrone, as he took a planning position in Providence, RI.
- Administered interview and hiring process for a new Planning Tech/ZEO.
- Worked with Coventry Arts Guild, businesses, Tolland County Chamber of Commerce and civic groups to plan for the Arts on Main event. Weekly meetings have been held to plan and prepare for the event.

- Continued to administer the Cumberland Farms special permit application with the PZC, including coordinating the involvement of a traffic consultant to assist the Town with the proposal.
- Worked with a town staff committee to prepare a submittal for certification to be a sustainable community with SustainableCT, which involved a significant amount of research in file archives.
- Worked with the State of CT DEEP and consultant to plan for the treatment of hydrilla on Coventry Lake.



Coventry Farmers' Market 15th Anniversary Opening Day – June 2018

ZONING ENFORCEMENT

YEAR **2018**

APRIL, MAY, JUNE

Eric M. Trott - Acting Planning Technician/Zoning Enforcement Officer

| | |
|--------------------------------|------------|
| <u>ZONING PERMITS ISSUED</u> = | 92 |
| Single Family Dwellings | 12 |
| Condominiums | 0 |
| In-Law Apartments | 1 |
| Accessory Structures | |
| Decks/Porches | 10 |
| Sheds/Gazebos | 14 |
| Barns | 1 |
| Detached Garages | 1 |
| Pools | 12 |
| Other | 39** |
| Additions/Attached Garage | 2 |
| Grading/Clearing | 0 |
| Commercial Use/Signage | 0 |
| Home Occupation | 0 |
| Interior Renovations | 3 |
| Total | <u>92*</u> |

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

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

CERTIFICATES OF USE AND OCCUPANCY = ***10**
(Signed for zoning compliance by ZEO)

| | |
|----------------------------|-----------|
| Single Family Dwellings | 3 |
| In-law apartment | 0 |
| Condos | 0 |
| Accessory Structures | |
| Decks/Porches | 1 |
| Sheds/Gazebos | 5 |
| Barns | 0 |
| Detached Garages | 0 |
| Pools | 0 |
| Additions/Attached Garages | 0 |
| Other | 0 |
| Commercial Use/Signage | 0 |
| Total | <u>9*</u> |

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

ZONING ENFORCEMENT (Cont'd)

YEAR **2018**

APRIL, MAY, JUNE

NOTE: Due to the fact that the Planning Tech/Zoning Agent position is vacant, the Director of Planning has not been able to perform as many inspections when compared to other time periods due to time constraints.

INSPECTIONS*

| | |
|--|----------|
| Erosion and Sediment Control | 3 |
| Limits of Clearing | 0 |
| Certificate of Occupancy | 9 |
| Pre-Approval Inspection | 0 |
| Seed and Mulch Bond Release/Inspections | 3 |
| Zoning Complaints (initial & follow-ups) | 6 |
| Blight Complaints (initial & follow-ups) | 15 |
| Blight/Zoning Combined Inspections | 2 |
| Street Number Assignments | 0 |
| Other | <u>1</u> |
| Total | 39 |

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 | 0 |
| Signage | 0 |
| Illegal Dumping/Oil Spills | 0 |
| Clearing, Filling | 0 |
| Junk Yard | 0 |
| Greater than 1 unregistered motor vehicle | 2 |
| Unlicensed motor vehicle dealer/repair | 0 |
| Outdoor wood burning furnace | 0 |
| Residential motor vehicle sales | 1 |
| Livestock/Poultry/Agriculture | 2 |
| Nuisance | 0 |
| Blight complaints | <u>0</u> |
| Total | 5 |

ZONING ENFORCEMENT

YEAR **2018**

APRIL, MAY, JUNE

News from Zoning Department:

Personnel

New Planning Tech/Zoning Enforcement Officer, Mark Landolina, started working with the town as of mid-May. He has been training under Eric Trott in the Land Use Department to take on zoning tasks and assist in planning projects. The main focus over the past six weeks has been to gain familiarity with the position, to learn Coventry's zoning regulations, to practice reviewing zoning permits independently, and to conduct field inspections for CO's, erosion control and bond releases. In addition, a top priority of the new ZEO is to evaluate the status of outstanding zoning/blight issues, and to take necessary action to bring these issues into compliance. As he is finishing resolving issues that were left open over the past year, he will begin the process with new zoning/blight issues that are recently surfacing.

The Planning Technician attended several meeting for a variety of town projects, such as the Arts on Main event, Coventry Farmers Market, the Coventry Lake Hydrilla control meetings, a Cumberland Farms public hearing, the Sustainable CT project and the Nathan Hale Greenway project. Mark will be assisting in the planning aspects of many of these projects.

ZONING BOARD OF APPEALS

YEAR **2018**

APRIL, MAY, JUNE

| APP. # | DATE REC'D. | DATE ZBA ACKN. | ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT | DATE OF DECISION | ACTION A/D/W/P |
|-------------------|------------------------|---------------------------|--|-----------------------------|---------------------------|
| 18-01Z | 4/27/18 | 5/22/18 | Application of Vincent Errico and Lori Patrissi-Errico for replace the second floor of an existing residence at 208 Avery Shores | 5/22/18 | A |
| 18-02Z | 5/31/18 | 6/19/18 | Application of Vincent Errico and Lori Patrissi-Errico for replace the second floor of an existing residence at 208 Avery Shores | 6/19/18 | A |

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

INLAND WETLANDS APPLICATIONS

YEAR 2018

APRIL, MAY, JUNE

| Permit No. | DATE REC'D IN OFFICE | DATE IWA ACKN. | DATE AGENT REFER. | ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY | DATE OF DECISION | ACTION |
|------------|----------------------|----------------|-------------------|--|------------------|--------|
| 18-06W | 3/9/18 | 3/28/18 | | Cumberland Farms, retail store and gas station at 2224 Boston Tpke. | 4/25/18 | A |
| 18-09W | 3/21/18 | 3/28/18 | | Jason Flint, driveway/parking improvements near Coventry Lake at 59 Woodland Rd. | | P |
| 18-12WA | 4/13/18 | | | Blanchard Land Investments, Drainage Improvements, Hendee Rd Map 21, Block 8, Lot 5A | 4/27/18 | A |
| 18-13W | 4/20/18 | 4/25/18 | | John Pelletier, Wetlands Crossing, Driveway for New House, 254 Cooper Lane | | W |
| 18-14W | 4/23/18 | 4/25/18 | 4/25/18 | B&W Paving, Replacement/Widening of Sidewalks at Coventry Housing Authority 1630 Main Street | 5/10/18 | A |
| 18-15WA | 5/3/18 | | | Titan Construction, application for new home in place of demoed house in Upland Review Area at 88 Bellevue Drive | 5/10/18 | A |
| 18-16WA | 5/30/18 | | | Mario Giroux, application for new home in place of demoed house in Upland Review Area at 212 Maple Drive | 5/30/18 | A |
| 18-17WA | 5/17/18 | | | Ryan LeClair, 35 Tedford Drive, apply stone to existing farm road and pave apron | 5/30/18 | A |
| 18-18WA | 5/17/18 | | | John Zeppa, deck addition within Upland Review Area of Coventry Lake, 93 West Shore Drive. | 5/30/18 | A |
| 18-19WA | 6/4/18 | | | Phil Malinoski, Addition in Upland Review Area, 129 Echo Road | 6/7/18 | A |
| 18-20WA | 6/11/18 | | | Robert Sass, in-ground pool in Upland Review Area, 268 Long Hill Road | 6/11/18 | A |
| 18-21W | 6/26/18 | 6/27/18 | | Town of Coventry, Jones Crossing Bridge Replacement | | 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

INLAND WETLANDS AGENCY

YEAR 2018

APRIL, MAY, JUNE

News from the Inland Wetlands Agency

The second quarter of 2018 continued to be busy with Inland Wetlands Agency and Minimal Impact wetlands permits. A total of ten applications were received during the second quarter of 2018 including permits for residential pools, decks and additions, as well as new home construction in Regulated Areas. Two municipal applications were received in the second quarter – one for sidewalk improvements at Orchard Hill Estates and, most recently, one for replacement of the failing Jones Crossing Bridge. The Cumberland Farms application received during the first quarter was approved in April during the second quarter. At this time there are two pending applications, one residential project and the Jones Crossing Bridge replacement.

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



Sunset on Coventry Lake – June 2018

OFFICE OF TOWN CLERK

Brooke R. Manning
Assistant Town Clerk

Lori Tollmann
Town Clerk

Karen Dory
Assistant Town Clerk

QUARTERLY REPORT APRIL 1 - JUNE 30, 2018

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



Recording & Licensing

Receivables & Revenue:

- ✓ The Clerk's Office collected \$238,342.50 this quarter, of which \$69,335.00 was retained by the Town.



| Activity | Volume | Revenue |
|---|----------|--------------------|
| Total Documents Recorded | 551 | 16,174.00 |
| Real Estate Conveyances Recorded | 160 | 41,624.50 |
| Copies | 3,710.00 | 3,710.00 |
| Unanticipated Funds | 0 | 0 |
| Trade Name Certificates. | 2 | 10.00 |
| Liquor Permits | 4 | 8.00 |
| Burial & Cremation Permits | 20 | 60.00 |
| Marriage Licenses | 13 | 143.00 |
| Vitals Copies | 134.00 | 2,680.00 |
| Notary Fees & Renewals | 88 | 470.00 |
| Dog License Fees | 1,057.50 | 1,057.50 |
| Maps Filed | 3 | 30.00 |
| Fish & Game License & Permit Fees | 274 | 150.00 |
| Conveyance fees | 76 | 76.00 |
| PA-490 | 0 | 0 |
| PA-146 Clerk | 573 | 854.00 |
| PA-05-228, 09-229 & 13-247 LOCIP | 573 | 1,281.00 |
| PA-05-228, 09-229 & 13-247 Clerk | 573 | 1,007.00 |
| Town Clerk Revenue Transferred to the Treasurer: | | \$69,335.00 |

PUBLIC ACT 00-146: This Public Act requires the Town Clerk to receive a fee of \$10 for each document recorded in the town's land records. Eight dollars (\$8 of the \$10) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. Two dollars 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. These are new fees that went into effect December 1, 2017.

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



State Fees Collected and Remitted: The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, **\$160,580.50** in fees was collected. Associated reports were prepared and funds were disbursed to the State as follows:

| | |
|----------------------|--------------|
| PA 13-247 | \$ 12,222.00 |
| PA 05-228 & 09-229 | 15,372.00 |
| Marriage Licenses | 247.00 |
| Fish & Game Licenses | 3,478.00 |
| PA-146 | 3,416.00 |
| State Conveyance Tax | 125,845.50 |



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

| | Dog License Fee | Surcharge |
|--------------|-----------------|------------|
| April - June | \$6,195.00 | \$2,232.00 |

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

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

April 1, 2018 thru June 30, 201 we received **129** E-Recordings in our office.

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

We had over 300 entries again this year for our #1 Dog Tag. We picked Phillip Richmond's dog Maggie as our winner.

Rabies Clinic: The thirty-fourth Annual Rabies Clinic was held Saturday afternoon, May 5, 2018 at Capt. Nathan Hale School. We printed and packaged flyers which were distributed to students at three Coventry schools. Press releases were issued to all local newspapers. The clinic was advertised on the town's website calendar. Rabies Clinic information was included on the dog license renewal notice sent to dog owners in May, thereby eliminating the necessity to mail a separate clinic notice.

Volunteer certificate writers were Laura Stone, Brooke Manning, Dianna Grindle and Lori Tollmann. Wendy Ernst, DVM and Coventry resident, volunteered her time again as Clinic Veterinarian. **Seventy-four (74)** dogs and cats were vaccinated at the clinic.

Annual Town Meeting and Adjourned Annual Town Meeting

The Annual Town Meeting for the Town of Coventry was held April 28, 2018 to consider:

Question #1 "Shall the 2018-19 fiscal year appropriation of \$40,812,486 be approved"?

Question#2: "Shall the resolution making an appropriation \$3,700,000 for the planning, design, engineering, renovation, construction, and reconstruction for improvements to various buildings and bridges, be approved? "

On May 8, 2018 the electors and citizens qualified to vote in the Town Meetings of the Town of Coventry did approve the budget appropriation and referendum question.

Question #1: YES 856 NO 565

Question #2: YES 863 NO 557

Staffing Updates/Activities

Lori Tollmann: Town Clerk attended the Spring 2018 Connecticut Town Clerks Association Conference in Southington, Connecticut. Our schedule was filled with presentations and information from the Secretary of the State's Office, and Town Clerk Panels. She also attended the June 27th meeting of the Tolland Country Clerks Association.

Brooke Manning: Assistant Town Clerk is working with IQS to continue on with our Vitals project. Brooke is Also instrumental in training our new part-time assistant town clerk Karen Dory.

Dianna Grindle: In April, Dianna started a full-time position in our Human Services Department.

Karen Dory: Newest member of the Town Clerk's Office staff as of June 6th.

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

BUILDING DEPARTMENT QUARTERLY REPORT
4th QUARTER
April, May, June 2018

There was an approval of eight (8) permits issued for new dwellings this quarter.

| NEW HOUSE PERMITS ISSUED FOR THE 4th QUARTER FY 2017-18 | | |
|--|-------------|-------------------------|
| MONTH | DATE | ADDRESS |
| APRIL | | |
| NONE FOR APRIL | | |
| MAY | | |
| | 5/7/2018 | 209 HIGH STREET |
| | 5/17/2018 | 345 RILEY MOUNTAIN ROAD |
| | 5/22/2018 | 194 WINDSWEPT WAY |
| JUNE | | |
| | 6/12/2018 | 119 WOLF HILL ROAD |
| | 6/13/2018 | 648 DUNN ROAD |
| | 6/25/2018 | 750 DUNN ROAD |
| | 6/27/2018 | 357 RILEY MOUNTAIN ROAD |
| | 6/27/2018 | 359 RILEY MOUNTAIN ROAD |

Foundation work also started for five (5) residential dwellings at 88 Bellevue Drive, 6 Flanders Woods Lane, 15 Flanders Woods Lane, 212 Maple Drive, and 355 Riley Mountain Road. In addition to these new home foundation permits, one (1) permit has been issued to replace its foundation due to the crumbling foundation at 55 Case Road.

Home owners are happily settling into two (2) newly built homes.

| NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 4TH QUARTER 2017-2018 Fiscal Year | |
|--|--------------------|
| <u>ADDRESS</u> | <u>DATE</u> |
| 757 BABCOCK HILL ROAD | 4/24/2018 |
| NO NEW HOMES CO'D IN MAY | |
| 109 WOLF HILL ROAD | 6/15/2018 |

Municipal Projects:

This quarter the town had started the completion of the Tracy Shoddy Mills breezeway connector and an extensive roof and sidewalk replacement at Orchard Hills Estates. Permits have also come in late in the quarter to allow for more card access entries and new entry way configurations at the Coventry schools to increase security at these locations.

Commercial Projects:

Two new permits have been issued for tenants in the village this past quarter. One was issued to Country Way Realty to open a real estate business at 1276 Main Street. The other is an interior fit out for what used to be the veterinary office in the village, which will now be professional office space at 1153 Main Street. We also received permitting for high/low houses and sheds at the Manchester Sportsman Club at 612 Merrow Road and a cell tower antenna permit at 400 Riley Mountain Road.

There were four hundred forty (440) inspections completed this quarter.

The Building Official completed nineteen (19) hours of continuing education this quarter.

Permits for this Quarter

| PERMIT TYPE | April, 2018 | May, 2018 | June, 2018 | Fourth Qtr. 2017-2018 |
|---------------------------|-------------|-------------|-------------|--------------------------|
| | Houses only | 0 | 3 | 5 |
| Foundation only | 5 | 1 | 4 | 10 |
| Condominiums | 0 | 0 | 0 | 0 |
| Commercial Bldg/Renov | 1 | 1 | 2 | 4 |
| Industrial Bldg/Renov | 0 | 0 | 0 | 0 |
| Public Bldg/Renov | 1 | 0 | 0 | 1 |
| Additions | 1 | 3 | 1 | 5 |
| Garages/Carports | 1 | 1 | 0 | 2 |
| Sheds/Barns | 3 | 3 | 2 | 8 |
| Decks/Porches | 2 | 21 | 1 | 24 |
| Pools | 2 | 7 | 4 | 13 |
| Demolition | 1 | 2 | 1 | 4 |
| Woodstove | 1 | 1 | 1 | 3 |
| Miscellaneous | 10 | 11 | 10 | 31 |
| Renov/Repair/Alter | 23 | 16 | 10 | 49 |
| Plumbing | 2 | 5 | 3 | 10 |
| Heating | 23 | 18 | 17 | 58 |
| Electric | 12 | 25 | 28 | 65 |
| TOTAL PERMITS | 88 | 118 | 89 | 295 |
| PERMIT VALUE | \$1,055,141 | \$1,781,806 | \$1,859,872 | \$4,696,819 |
| FEES COLLECTED | \$9,926 | \$25,252 | \$25,512 | \$60,690 |
| Certificate of Completion | 46 | 35 | 42 | 123 |
| C/O's - New Homes/Condos | 1 | 0 | 1 | 2 |
| C/O's - Other | 0 | 0 | 0 | 0 |

Fire Marshal's Office

Town of Coventry

QUARTERLY REPORT

During April – June we had 48 incidents that required reporting, they have been categorized as follows:

Incidents:

- Structure fires 3
- Unauthorized burning 5
- Outside equipment fires 1
- Fuel burner/boiler fires 1
- Trash fires 3
- Hazardous conditions 12
- Fire alarms 23

Inspections:

- Assembly 1
- Businesses 11
- Apartments 9
- Institutional 1
- Tents 2

Plan reviews:

- Blasting 1
- Above ground tanks 1
- Temporary tents 2
- Tenant upgrades 2
- Fireworks permit 1
- School entryway

Investigative reports:

- Fire 2

Fire losses amounted to \$44,500.00 for this reporting quarter.

Requests for information:

- ISO rating 4
- Evacuation procedures for non-ambulatory clients group home
- Removal of fireworks from a resident
- Fire extinguisher requirements
- Letter of code compliance

Our office worked with Atlas fireworks for the permitting, inspecting, counting and display of fireworks at CoventryFest. This could not have happened without the assistance of both Fire Departments, the Fire Administrator, Coventry Police Department and all outside agencies that worked under our departments.

I want to thank all that assisted me with making the area secure and safe for the patrons, boaters and vendors that attended.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Bud Meyers', is written over a horizontal line. The signature is stylized and includes a large loop at the end.

Bud Meyers
Fire Marshal

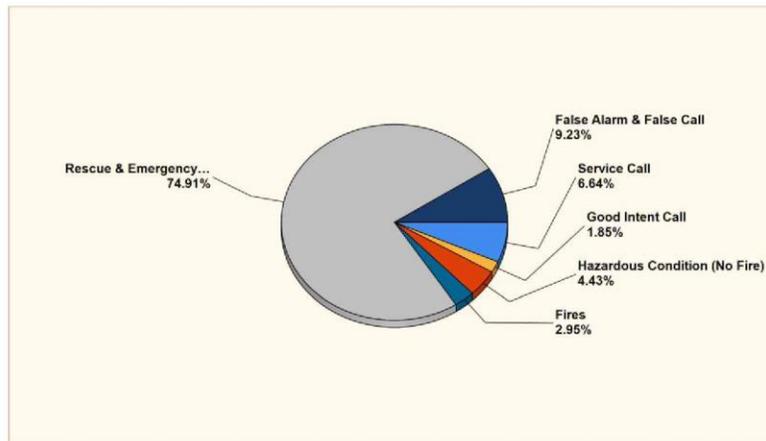


TOWN OF COVENTRY FIRE-EMS DEPARTMENT

QUARTERLY REPORT

April 1, 2018 – June 31, 2018

Major Incident Types by Month for Date Range (553)



MAJOR INCIDENT TYPE # INCIDENTS % of TOTAL

| | | |
|------------------------------------|-----|--------|
| Fires | 8 | 2.95% |
| Rescue & Emergency Medical Service | 203 | 74.91% |
| Hazardous Condition (No Fire) | 12 | 4.43% |
| Service Call | 18 | 6.64% |
| Good Intent Call | 5 | 1.85% |
| False Alarm & False Call | 25 | 9.23% |

TOTAL **271** **100.00%**

Zone(s): All Zones | Start Date: 04/01/2018 | End Date: 06/30/2018

Doc Id: 553

emergencyreporting

SECOND QUARTER REPORT 2018

The second quarter of 2018 has been steady with activity. In addition to the emergency responses that our volunteers have handled, the departments provided several community service activities including: standby for the High School Graduation, public display at the Child Health & Safety Fair at the 2nd Congregational Church as well as participation in the Memorial Day Parade. The departments provided Fire, EMS and Marine coverage for Coventry Fest and were involved in the Opening Day ceremonies for Little League and Softball league, paying special tribute to the children of TFC Miller (Coventry resident) of the Connecticut State Police, who died while on duty.



The final grant submission for reimbursement of physicals and training was submitted this quarter to the Connecticut Fire Chiefs Association. The fire stations were set up as cooling centers during the heat wave we experienced in late June. Town Manager John Elsesser and Fire Administrator James McLoughlin spoke to a joint board of Selectmen and Charter revision commission members in Ellington regarding the position of Fire Administrator.



New personal protective equipment specs were identified. NCFD conducted an open house. Parking lot line striping was completed at Station 11. CVFA indicated they were interested in participating on a transition team to develop a new unified Town of Coventry Fire-EMS Department known as Department 18. Presentations were made to both

departments this quarter to share a baseline vision of a new organizational structure.

The medical/physicals policy was implemented and executed. The policy identified members' ability to perform under exigent conditions and a new list of active members has been generated as a result of the new policy.



May 14, 2018 was a very sad day for the Fire Service in Coventry. Denny Dittrich passed on this day. He had an incredible impact on the fire service in this town. The following statement was released:

**William "Denny" Dittrich
6.2.44 – 5.14.18**

It is with great sadness that the Town of Coventry acknowledges the passing of Denny Dittrich. Denny served the Coventry Volunteer Fire Association since he was 19 years old. He started with the department in April, 1964. Denny was Chairman of the Ambulance Corp and a founding member of the Tolland County Dive Team. He served our community as an EMT, LT, Capt and several Chief's roles, including Fire Chief. He was also President of the CVFA and a member of

its Board of Directors. Denny served on the Board of Directors for the Tolland County Mutual Aid Fire Service and the Local Emergency Coordination Committee.

The Town acknowledged him on May 5, 2014 for 50 years of dedicated service.

Friends had this to say about Denny: “He was truthful, hardworking, and reliable. He was level headed and dependable. He was intelligent and capable of working through problems in an insightful way. He had a tremendous amount of common sense.”

###

SAFETY MESSAGE:

<https://www.usfa.fema.gov/prevention/outreach/summer.html>

Fireworks safety

Tell your community, the best way to protect their families is to not use fireworks at home. The U.S. Fire Administration recommends attending public displays and leaving the lighting of fireworks to the professionals.

A study by the U.S. Consumer Product Safety Commission (CPSC) shows that over 200 people on average go the emergency room every day with fireworks-related injuries in the month around the July 4th holiday. **Fireworks are dangerous!** For more information and safety tips, please visit the [CPSC's website](#).

If you have any questions or concerns for your Fire Administrator, please contact:

James McLoughlin, Fire Administrator
Emergency Management Director
Town of Coventry
1712 Main St.
Coventry, CT 06238
860-742-4064

jmcloughlin@coventryct.org

Quarterly Report
Fourth Quarter FY 17/18
April - June 2018

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.
- We continued preparing for our second annual compliance review. Our CALEA annual report has been submitted. We have been assigned our CALEA Compliance Service Member who will remotely inspect our proofs of standard compliance during the week of August 17 – August 25.

Goal: *Continue to seek grant funding for costs associated with motor vehicle enforcement initiatives as well as equipment needs.*

Objectives:

- Submit one grant application with the CT Department of Transportation for comprehensive DUI Enforcement.
- Submit one grant application for funding for seatbelt enforcement.
- The annual comprehensive DUI grant has been submitted and approved.
- We have been advised that our agency is not eligible for additional seat belt enforcement funding this year as our statistics on serious and fatal crashes was too low last year to qualify.

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.
- We are still awaiting formal announcement from the CT Police Chief's association of the application process to be recognized as a 'Serve Well – Be Well agency.
- Officer Iger continues to participate as the department's representative in the state-wide officer wellness committee

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.
 - Officer Anderson successfully completed his field training period on March 14, 2018. He will continue to be on probation until December 29, 2018.
 - Two entry level officers were hired and sworn in on June 28, 2018. The academy class starts on July 6, 2018 with an anticipated graduation date in late December 2018.

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.
 - Several directed patrol activities for DUI enforcement were conducted during the quarter.
 - Officer Thomas Kuhns and Officer Kelsey Carpenter were recognized by Mothers Against Drunk Driving at the annual awards luncheon for their diligent enforcement efforts of drunk driving laws throughout the past 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
 - The in-car video system was purchased and is awaiting installation. It was learned that based upon recent legislation changes, that we are eligible for grant reimbursement of this purchase. We will be submitting a grant reimbursement application in July.



Other Items of Interest

In conjunction with the school district and the Attorney General’s Office for the District of CT, the department delivered an opioid prevention program to the school district. All High School students participated in the assembly. All parents of students in all grades were also invited.

Chief Palmer attended a forum sponsored by the Center for Policing Equity in Washington DC. Three chief of police from CT who have signed on with the center to provided data for analysis were invited.

Sergeant Opdenbrouw conducted three safety and security presentations at the local schools as well as a presentation on safety and active threats at the First Congregational Church. Staff and members of other local churches were invited and present.

Chief Palmer and Officer Kelsey Carpenter attended training at EastConn regarding interacting with students with autism.

A vendor was selected to administer a promotional test for the rank of sergeant. Seven officers are eligible to take the exam. The test is scheduled to be given at the end of August.

A listing of calls for service for the quarter is attached. Calls during this quarter have increased 7.5% over the same period last year.



Quarterly Training attended

Officer Bob Dexter, Officer Russ Iger and Officer Kelsey Carpenter participated in OC, baton and handcuffing training.

Sergeant McDonagh attended Lethality Assessment refresher training for domestic violence incidents.

Officer Wayne Greener attended week-long rifle instructor training. Officer Greener has not been sufficiently training to coordinate firearms and use of force training for the agency.



Glen Bona being sworn in as a recruit officer.

Officer Olaph Anderson attended defensive driver training for public safety officers sponsored by CIRMA.



Robert Michaud being sworn in as a recruit officer

Officer Kevin Vail, Officer Bob Dexter, Officer Tom Kuhns and Officer Wayne Greener, Officer Kelsey Carpenter and Officer Olaph Anderson attended active shooter/threat training. Sergeant Opdenbrouw participated as an instructor along with the Law Enforcement Council (LEC).

Officer Michelle Krukoff, Officer Tom Kuhns and Officer Kelsey Carpenter attended training for

conducting police applicant background investigations.

Officer Krukoff attended training on Juvenile Review Boards.

Officer Wayne Greener attended officer wellness training at Eversource in Berlin.

All sworn officers participated in Dragon software training. Dragon software is a speech to text program that is being used with our in-car computer systems.

Officer Kelsey Carpenter attended trauma first responder training.

The agency began its annual firearms training in June. Officers are scheduled throughout the summer and the training will be completed by August.



Sergeant Ted Opdenbrouw teaching active threat training to school district employees



Officer Kelsey Carpenter and Officer Tom Kuhns were awarded the Mothers Against Drunk Driving award for their efforts to combat Driving While Under the Influence of alcohol or drugs.



Coventry Police Department Incident Analysis

4/1/2018...6/30/2018

| | | Shift | | | Total |
|-----|-----|-------|--|--|-------------|
| 1st | 2nd | 3rd | | | |
| 329 | 935 | 766 | | | 2030 |

| UCR | Nature | 1st | 2nd | 3rd | Total |
|------|----------------------------------|-----|-----|-----|-------|
| 001 | Marine Patrol Activity | 0 | 12 | 4 | 16 |
| 029 | Disabled Motor Vehicle | 7 | 14 | 16 | 37 |
| 11A | Sex Forcible Rape | 0 | 1 | 0 | 1 |
| 13A | Assault Aggravated | 0 | 0 | 1 | 1 |
| 13B | Assault Simple | 1 | 1 | 2 | 4 |
| 13C | Intimidation | 2 | 2 | 1 | 5 |
| 152 | Suicide Threat/Attempt | 0 | 1 | 2 | 3 |
| 210 | Extortion/Blackmail | 0 | 2 | 0 | 2 |
| 220 | Burglary | 0 | 0 | 1 | 1 |
| 23C | Larceny Shoplifting | 0 | 1 | 1 | 2 |
| 23D | Larceny Theft From Building | 0 | 0 | 1 | 1 |
| 23F | Larceny Theft From MV | 0 | 3 | 0 | 3 |
| 23H | Larceny All Other | 0 | 6 | 1 | 7 |
| 240 | MV Theft | 0 | 1 | 0 | 1 |
| 2604 | Fireworks/Gunshots | 0 | 5 | 9 | 14 |
| 2608 | Abandoned MV | 0 | 1 | 1 | 2 |
| 2609 | Littering | 0 | 1 | 1 | 2 |
| 2631 | Public Hazard | 9 | 8 | 15 | 32 |
| 26A | Fraud False Pretenses | 0 | 4 | 0 | 4 |
| 26B | Fraud Credit Card/ATM | 0 | 3 | 0 | 3 |
| 26C | Fraud Impersonation | 0 | 1 | 1 | 2 |
| 26E | Fraud Wire | 0 | 1 | 0 | 1 |
| 290 | Vandalism | 1 | 2 | 1 | 4 |
| 2914 | Animal Complaint | 13 | 59 | 16 | 88 |
| 3009 | Susp Person/Activity/MV | 54 | 54 | 108 | 216 |
| 326 | Illegal Parking | 0 | 1 | 1 | 2 |
| 332 | Harassment/Harassing Phone Calls | 0 | 8 | 3 | 11 |
| 334 | Untimely Death | 1 | 3 | 1 | 5 |
| 343 | MV Accident (Injuries) | 2 | 3 | 1 | 6 |
| 344 | MV Accident Evading | 1 | 1 | 4 | 6 |
| 346 | MV Accident (No Injuries) | 6 | 15 | 7 | 28 |
| 347 | MV Accident (Private Property) | 0 | 4 | 2 | 6 |
| 349 | Subpoena Service | 0 | 1 | 0 | 1 |
| 351 | Alarm | 15 | 36 | 20 | 71 |
| 353 | Medical | 25 | 90 | 42 | 157 |
| 355 | MV Stop | 105 | 207 | 206 | 518 |
| 35A | Drug/Narcotic Violation | 1 | 1 | 8 | 10 |
| 375 | Routine Assistance | 3 | 46 | 39 | 88 |
| 377 | Open Door/Window | 2 | 1 | 2 | 5 |
| 388 | Miscellaneous | 0 | 10 | 5 | 15 |
| 390 | Police Information | 2 | 11 | 3 | 16 |



Coventry Police Department Incident Analysis

4/1/2018...6/30/2018

| | | | | | |
|------|-----------------------------|----|-----|----|-----|
| 396 | Escort | 0 | 2 | 2 | 4 |
| 398 | Missing Person | 1 | 1 | 1 | 3 |
| 399 | Lost And Found | 0 | 7 | 10 | 17 |
| 400 | Family Matter - Non Arrest | 2 | 7 | 11 | 20 |
| 401 | Repossessed Vehicle | 7 | 2 | 0 | 9 |
| 4811 | Finger Printing | 0 | 74 | 0 | 74 |
| 4858 | Fire | 1 | 15 | 9 | 25 |
| 4867 | Background Investigation | 0 | 2 | 0 | 2 |
| 4873 | Assist Other Agency | 11 | 16 | 17 | 44 |
| 520 | Weapon Law Violations | 0 | 0 | 1 | 1 |
| 82 | Runaway/Non NIBRS | 0 | 1 | 3 | 4 |
| 861 | Disturbance (Non-Domestic) | 0 | 6 | 19 | 25 |
| 863 | Town Ordinance Violation | 0 | 1 | 0 | 1 |
| 866 | Noise Complaint | 5 | 3 | 20 | 28 |
| 889 | Check Welfare | 7 | 20 | 25 | 52 |
| 890 | MV Erratic Operation | 10 | 19 | 22 | 51 |
| 891 | MV Lock Out | 0 | 15 | 9 | 24 |
| 90C | Disorderly Conduct | 1 | 0 | 0 | 1 |
| 90D | DWI | 2 | 1 | 6 | 9 |
| 90F | Family Offenses, Nonviolent | 1 | 0 | 0 | 1 |
| 90Z | All Other Offenses | 1 | 8 | 3 | 12 |
| 911 | 911 Hang Up Call | 0 | 0 | 3 | 3 |
| H109 | Junk MV | 0 | 4 | 0 | 4 |
| Sup | Supplemental | 30 | 110 | 79 | 219 |

QUARTERLY REPORT: SPRING 2018

April – May – June



SEASONAL HIGHLIGHTS:

Coventry Youth Basketball gets
National Seal of Approval!



Camp Wangumbaug
Counselors in Training (CITs)
In training!



Volunteer Trash Patrol –
Patriots Park Pre-season
Cleanups



GENERAL ADMINISTRATION

Ms. Rubin was responsible for/participated in:

- Department Heads meetings, monthly Recreation Commission Meeting (1 meeting cancelled)
- Follow up Letter to Trooper Miller family re: Campership
- Met with School Supt re: use of Patriots Park facilities
- Met with Community Garden volunteer leaders to plan for season, set up Opening Day & 1st meeting agenda, met with Bill Oros and Sarah Ferel, our Master Gardener intern
- Met with Paul Sanderson, Lions Club and confirmed donation of 5 bike racks
- Attended CRPA Spring Quarterly at Wickham Park re: Strategic Planning
- Attended Patriot Race planning meeting
- Met with Verizon and Finance Director re: upgrades to devices
- Researched and gathered documentation, uploaded to website for Sustainable CT application, attended Sustainable CT team meeting
- Assisted Bridge Club in obtaining tables, arranging for use of Lodge
- Met with Finance Director re: preseason planning for AR
- Attended CHART meeting
- Met with Sustainable CT team
- Successfully applied for Nationally Recognized NAYS Quality Provider Designation for our Youth Basketball program
- Finalized Emergency Action Plan with Town Fire Administrator, Jimmy McLoughlin, attended Emergency Management Tabletop Exercise
- CRPA Summer Quarterly Re: Stress Management

PARKS & FACILITIES

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

- Continued set up and organizing to prepare for renting of Mill Brook Place including updates on website, DigiQuatics staff location, ordering signs, etc.
- Met with Song A Day owners to accept loan & learn how to use the sound system for Mill Brook Place
- Updated Facility Rental forms & guidelines to include Mill Brook Place and many other important improvements
- Replaced all old documents with new version on all sites
- Met with BOE Facilities Manager and staff re: custodial work at Lodge, and gave a demo our facility reservation software
- Assisted in coordination of scouts & community service cleanup projects at parks, Developed volunteer waivers for Friends of Parks Group
- Assisted Youth Football in finding alternative site for spring flag football since Miller Richardson field has been closed by DPW
- Met on site with Kingdom Doors re: replacing doors at Comm. Ctr. Classroom, & EO Smith Boathouse
- Met on-site with Pat Pelkey – Visitor's Center to get input for TLGV grant application
- Met on-site with Town Manger & Earth Dynamics staff to develop scope of work for TLGV Grant
- Met with Pam Miller re: Crew Teams coordination & planning

- Met on-site at Creaser Park with Karl Molitoris, Planner for our disc golf course
- Arranged for new Portable toilet contract, met on site to confirm locations
- Arranged for Poison Ivy control for Coventry Fest, Goose eradication
- Conducted seasonal Park Maintainer training
- Reviewed BOE MOU for use of Youth Building
- Met with Senior Center staff re: maintenance, etc.
- Met with Town Manager, Police Chief and DPW Director to discuss park issues on social media
- Attended Volunteer "Trash Brigade" first meeting at Patriots Park
- Attended Coventry Fest on-site logistics meeting

Beaches:



- Processed job applications & intent to return letters
- Interviewed gate keepers and park maintainers
- Conducted seasonal gate keepers training
- Ordered temporary hanging beach passes
- Met with Carmina Valente and Connor Yanicky – mailed staff contracts, completed Personnel Action Forms
- Update DigiQuatics Database, started to create staff schedules
- Met Aquatics Director, Connor Yanicky – training schedules, rejection letters, background checks, mailed staff contracts, completed Personnel Action Forms
- Attended staff training to give welcome speech to camp staff & lifeguards
- Officially opened beaches June 16
- Routine scheduling of staff, daily supervision, payroll

PROGRAMS

Recreation Supervisor Cat Merriam attended/participated in the following:

- Department Heads meeting in Director's absence
- Summer Program Brochure to Printer on 4/5; Release to homes on 4/23
- Beach Pass Meeting with Senior Center
- On-Site meeting with BOE regarding transitional program's use of CC/YB & Review of MOA for BOE Youth Building Use
- Commission Meeting & Meeting Minutes
- CRPA Camp Section Meetings/Camp College Planning Meeting
- Accounts Receivable Meeting with Finance Director & Recreation Director
- Webinar: *Digital Invoicing*
- June/July Trips: James Taylor & Red Sox/Yankees Game
- Final rosters/enrollment/cancellations for the BOE Summer Enrichment Program
- Meeting with Youth Services – Youth Programs
- Ongoing Balance Due/Past Due Correspondence
- Civic Plus Website Migration Committee, Design Presentation & Website Content Preparation Meetings
- Weekly deposits & monthly credit card reports
- Program cancellations, refund processing & past due invoices
- Lodge/Mill Brook Place Showings x 6



Youth Basketball:

- Sent survey monkey questionnaires to parents & coaches
- Hosted Lakes Region Basketball League Administrators meeting
- Attended Youth Basketball Board meeting to wrap up season, presented budget report.
- Webinar on background checks – new company with NRPA endorsement
- Submitted application form to become a Quality Provider of Youth Sports via NAYS
- Summer basketball is set to kick off in July, with 76 participants and 9 adult volunteer coaches running it. Special thanks to Rob Topliff for coordinating this! The Board is meeting throughout the summer to plan for the upcoming season as well.

Special Events:

Arts on Main:

- Ms. Merriam and Eric Trott, Town Planner began visiting various Town-businesses about participation in the upcoming Main Street event. This quarter, the event was decidedly paired down from the original "Taste of the Region" concept to the new "Arts on Main" model. A new deliverable was drafted, printed and distributed.
- Marketing also began this quarter with a flyer being drafted and approved by the planning committee. Plans are in the works for a Facebook page, however more info about the event needs to be determined. Flyers were distributed by the committee and brought to local businesses for display.
- Performances, workshops and vendors were booked and scheduled this quarter, including concerts, sound engineering, and art activities (i.e. henna tattooing, face paint, various kids' activities, etc.).



Recreation Daze, Before & After School Program:

- Planning began for the 2018-2019 school year:
 - Changes were made to the "Daily" Registration option, regarding cancellations & credits. Additionally, in an effort to avoid past due balances, the due date for monthly payments has been moved up from the 1st of the month, to the 15th of the prior month. Changes made were based on similar programs in the area, and their policies & procedures (including Tolland, Manchester, Mansfield and Vernon).
- The 2018-2019 program brochure was completed and distributed to currently enrolled families on the last day of school. Registration for returning families is set to begin on 7/5, and registration for new families will begin on 7/18.

Camp Wangumbaug:

- Ms. Merriam and Camp Directors Chelsea and Megan met several times this quarter to discuss staffing, program planning, and scheduling:
 - Interviews for new hires were held on April 19th. 13 applicants were interviewed, for 4 available positions.
 - New Hire offers and paperwork went out in early May, to ensure finance paperwork was completed in time for training. We also interviewed 3 prospective Camp Lifeguards this month. Camp training began with our first staff meeting held on Thursday, May 31st.
 - Staff training continued this quarter, with our participation in the State-wide Camp College event, held this year at the Wethersfield Community Center. Counselors participated in various workshops including "You Just Got Gamified," "Adaptations & Modifications," "Creating Games on a Minute's Notice," and "Customer Service for Camp Staff" just to name a few. We also sent a few staff members to the Med Admin & Epi Pen Certification classes.
 - We continued with training on-site at the Park, including safety trainings (including lost camper drills, safety at the waterfront & a review of the emergency manual); a "Day at Camp" workshop & review of the staff handbook & policies; and the major camp "set up."
- Registrations continued coming in both online and in-office.
- Supply ordering began this month:
 - Staff, CIT & Camper t-shirts;
 - Camp Snack purchase;
 - Specialty trainings: Archery Instructor Training for Joey Szabo & Epi Pen re-cert for Elijah Trott.
- Camp began on Monday, June 25th! 96 full-day campers (explorers and trailblazers) and 17 CITs enjoyed a presentation from the Roaring Brook Nature Center, a trip to the CT Science Center and a workshop with DEEP Fisheries. Our trailblazers also worked with coaches from the Coventry Lake Community Rowing program to learn to row (a program that will occur every Friday).



Human Services Department Quarterly Report April-June 2018

Staff: Courtney L. Chan, MSW, Human Services Administrator
Dianna Grindle, Administrative Assistant
Crystal D. Morawitz, Youth Services Coordinator
Brenda Bennett, Senior Center Coordinator
Leah Whitaker, Senior Center Assistant
Sarah Leete, Transportation Coordinator





HUMAN SERVICES OFFICE *April - May - June*

A. HUMAN SERVICES

1. Meetings:

- CLASS Meetings: 5/17, 6/21
- Juvenile Review Board Case Hearing: 4/30
- NASW Conference: 5/4
- Operation Fuel Board Interview: 5/2
- CLASS Safety Workshop: 4/20

2. Direct Services: 13 unduplicated client cases

3. Programs:

- **ENERGY ASSISTANCE PROGRAM:** The 2017-18 CT Energy Assistance Program (**CEAP - ACCESS Agency, Willimantic**) was extended until the end of May for new clients only, the season ended with a total of **89** energy applications processed.

The Clergy Fuel Fund authorized **3** deliveries for clients who had exhausted all other resources of fuel assistance for a total of \$935.59.

- **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, **64** applications have been completed for Coventry residents who rent for a total of \$30,109.21 in rebate checks which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November, 2018.

➤ **FOOD BANK: April – June**

| |
|---|
| Assistance Records: 60 |
| Total Household Assistance: 33 with a total of 84 members |

In early May, letter carriers with the Postal Service collected food for families in need. Residents were able to leave a bag of non-perishable food items for their letter carrier to deliver to the food bank. 100% of the items collected remained in town. Throughout the months, we receive numerous donations from: Coventry Public Schools, The Girls Scout Camporee, local churches and many individuals, families and young people who do a collection of food in lieu of birthday gifts. Residents are served at the food bank located at the Patriots Park Community Center on Fridays (September-May), 8:30-11:30 a.m. and for the summer months (June-August) Fridays, 9-11:00 a.m.

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

| | |
|-------------------------------|--|
| Totals for April 2018: | |
| (Staff) | In Kind Service Hours - $30 + 12 = 42$ hours |
| (Students) | Student Volunteer - $50 + 12 = 62$ hours |

| | |
|-----------------------------|--|
| Totals for May 2018: | |
| (Staff) | In Kind Service Hours - $18 + 12 = 30$ hours |
| (Students) | Student Volunteer - $30 + 12 = 42$ hours |

| | |
|-----------------------------|--------------------------------------|
| Totals for June 2018 | |
| (Staff) | In Kind Service Hours- $18+6 = 36$ |
| (Students) | In Kind Service Hours $30+6+16 = 52$ |

- **SPECIAL NEEDS: 3** families (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$683.40; a total of \$2,407.03 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: 10** families (unduplicated) were assisted with medical, housing, food, utilities, camp scholarships for a total of \$2418.95.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 23 households on the In-yard Service List at this time.

- **REPORTS:** Town Quarterly and Yearly; Salvation Army Quarterly Statistics.
- **PUBLIC RELATIONS:** Facebook, Eblast, Press releases, Spring Newsletter and Munivision.

B. SENIOR CENTER:

1. Attendance for this Quarter:

- **Total Visits:** visits; April (472 visits), May (518 visits), June (522 visits).
- **Holiday Closures:** May 31st

2. Programming:

- **Trips:** The Center also began hosting monthly “shopping” trips in April-June to Walmart. A total of 15 participants took advantage of the service.
- **Nutrition:** During this quarter, **monthly luncheons returned to the Center in collaboration with the Coventry Food Service Program** and the 1st luncheon on April 25th provided musical entertainment by our Folk Group with 52 participants; survey questionnaires were provided for guests to provide feedback for the new program, all feedback was positive. There was only 1 luncheon in May, with 33 participants; there were 2 luncheons this month, June 13, 24 participants and June 27th, 20 participants. **Out to Lunch Bunch:** April – Georgina’s Restaurant, 13 participants, May – Mitchell’s Restaurant, 17 participants; June – Applebees, 18 participants. **BBQ** on June 20th – a “free” lunch was provided to 28 participants with musical entertainment by Jim and Ruth from *Song-A-Day*.
- **10th Anniversary Celebration** – On May 23rd the Center celebrated the 10th Anniversary of the Center with light refreshments and attendees from the original Building Committee, Town Council Chair Joan Lewis, the Town Manager and staff who shared memories and spoke about the Center’s future.
- **Exercise:**
 - The twice weekly Level 1 Fitness Class had a total of 350 attendees for the quarter. (April – 127, May- 119, June - 104).
 - This quarter we launched the **NEW Level 2 Fitness Class** which was offered for “free” as a promotional classes to encourage participation, 1 session was held in May with 5 participants, June there were 4 “free” classes with a total of 21 participants.
 - Fitness Room - We were very fortunate to be able to purchase 2 pieces of new equipment to replace the “residential” grade recombinant bike and treadmill with new “commercial” grade equipment in the month of March. The fitness equipment was used: April, 22 participants, May, 7 participants, June, 6 participants.

- **Friday Yoga** classes for Friday afternoons had a total of 8 participants in the month of April, there were no class on April 20 and April 27.
 - **Yoga resumed in the month of June** with instructor William Goodale on Wednesday afternoons with a \$5.00 drop in at the door.
 - **Line Dancing** on Thursday afternoons (in collaboration with Parks & Rec Dept.) has seen growth and has become very successful. This weekly Thursday class had a total of **62** participants this quarter.
- **Survey** – A Senior Center Interest Survey was sent out during the month of May for feedback on Social Activity & Interaction; Health Education; Active Lifestyles /Fitness; Meals and Trips, **29 responses** were received. Social Activity & Interactions as well as Active Lifestyles/Fitness received the most feedback with Meals and Trips receiving the least amount of responses. The survey was provided in each monthly newsletter, the Center’s web page, Facebook and Survey Monkey.
 - **Entertainment:** In May, a *Spring Fling* event featuring swing dancing and jazz music sponsored by the Coventry High School Tri-M Music National Honor Society. Light refreshments were served and there were 13 participants.
 - **Health and Wellness Services:** On May 10th, *Audiology Concierge* provided a hearing tests, hearing aid repairs and listening demonstrations to 2 participants; A Home Safety Discussion was provided by Nurse Carol, our *Ask the Nurse* with **4** participants on June 27th. *Ask the Nurse Carol* met with 9 seniors in April, 5 seniors in May and 7 seniors in June providing blood pressure and blood sugar testing.
 - **Podiatric Footcare Clinic with Dr. Morgan** –7 podiatry appointments on May, 7 appointments.
 - **Spa Days: Manicure/Pedicure** – April, 7 appointments; May, 14 appointments; June 11. **Haircuts:** April, 5 appointments; May, 8 appointments; June, 8 appointments. **Massage Therapy or Reflexology** – April, 5 appointments, May, 5 appointments, June, 8 appointments
 - **Educational Opportunities:** Wadsworth Atheneum Museum of Art featured their current art work in an interactive Powerpoint presentation on June 6 and there were 3 participants.
 - **Runaway Radio Hour** – a monthly discussion on topics about differences, similarities and attributes from childhood, with Intern Ben Arpin. The final Radio Hour wrapped up in April when Ben finalized his internship with the Center.

3. Elderly Services:

- **CHOICES:** CHOICES provides unbiased information about Medicare and related programs. Appointments can include a benefits explanation, plan comparisons, screening for appropriate programs and application assistance. Certified CHOICES counselor, Penny Whitaker, completed **31** appointments in April-June.

- **Municipal Agent:** As the Elderly Services Brenda Bennett provided resources for 3 individual in need of help for seniors or individuals with disabilities. This included referrals to the Supplemental Nutritional Assistance Program, Safelink Wireless, Renters Rebate, Heating Assistant 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:** At the time the center does not have a named Veterans Advocate. Brenda Bennett, in her role as Municipal Agent to the Elderly continued to assist **1** veteran in reaching the Veterans Administration with an appeal.

5. Volunteer Management: Senior Center Volunteers gave **204 volunteer hours of service** this quarter. **Betsy Fitzgerald (108 hrs), Claudette Polhemus (36 hrs), Penny Whitaker (60 hrs)**. 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.

6. Communications:

Subscriptions to the monthly newsletter total **398** households: Mail Recipients (160), Orchard Hills Residents (80), Senior Center Pickup (25), Email Recipients (133), Senior Center E-blast.

Social Media: The Senior Center Facebook Page currently has **106** “likes”.

7. News: On June 6th the Center welcomed Leah Whitaker the new Support Staff for the Center. Leah is a recent graduation of Southern CT State University with a B.S. in Recreation & Leisure. Leah did her internship in the summer of 2016-2017 with the Coventry Parks & Rec Office and then worked part-time as the Program Coordinator through the fall of 2017. Leah will be here at the Center 13 hours/week, Mon-day, Wednesday and Friday. Please take a minute to say *hello* and introduce your-self. We are honored to have her and she will make a wonderful addition to our staff.

C. Coventry Rides Transportation Program

Days of Operation: 41
of Individuals Riding: 28
of One-Way Trips: 281
Volunteer Hours: 153.25
Volunteer Hours Average/Daily: 3.6
Miles Total: 1288

Appropriate documents were filed to maintain compliance with CT Department of Transportation.

The program could benefit from additional volunteer drivers. The majority of our drivers are now covering two shifts per month. Sylvia Jobbagy, Phyllis Lapierre and Terry Thayer have joined us as volunteer drivers, but at this time prefer to do private rides as opposed to driving the van.

Volunteer Van and Bus Drivers: Brian Coss, Christine Coss, Jerry 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, Sylvia Jobbagy, Phyllis Lapierre and Terry Thayer.

Coventry Rides new van, as well as our bus, are both up and running and continue to be parked at the Town Hall to ensure that they remain free of vandalism.

Transportation is offered Monday, Tuesday and Thursday from 9-1 to locations in Coventry, Bolton, 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.

Coventry Rides volunteer Howard Haberern continues to take Seniors from Orchard Hills on a group trip to Walmart. The Rides program has been scheduling one small group trip per month and averages 6 people per trip. In June the Senior Center took a trip to Mystic Aquarium and Olde Mystic Village. Upcoming trips include Narragansett, RI and a cruise around the Thimble Islands.

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

D. YOUTH SERVICES



1. Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Attended Youth Services Advisory Board Meetings/Local Prevention Council Meetings: 4/5/18, 5/3/18, 6/7/18
- Attended NECASA/SERAC transition meeting: 4/4/18
- Attended CYSA Meetings: 5/10/18, 5/16/18, 6/14/18
- Attended School-based Mentoring Roundtable: 4/20/18
- Chaired Juvenile Review Board Case Hearing: 4/30/18
- Attended Eastern Reg. Suicide Advisory Coalition Meeting: 4/23/18
- Attended 4th Annual JRB/LIST Conference: 5/23/18
- Chaired Eastern Region YSB Directors Meeting: 5/7/18
- Planned/Attended/MC'ed Annual E. Region YSB Direct Service Fair, 6/4/18
- Provided Registration Support for Class of 2018 Project Graduation, 6/23/18
- 7 additional related services meetings with colleagues conducted this quarter

2. Direct Service

A. Functions

- | | |
|-------------------------------------|------------|
| ➤ Youth & Family Cases | 7 cases |
| ➤ Community Service | 0 cases |
| ➤ Community Restitution | 0 cases |
| ➤ Youth Job Bank Requests | 8 requests |
| ➤ Youth Job Bank Matches | 7 matches |
| ➤ Youth Job Bank Members Trained | 7 |
| ➤ Juvenile Review Board | 1 case |
| ➤ Youth & Family Counseling Clients | 0 client |

B. Programs

- Positive Connections Mentoring program came to an end this quarter. Students continued to work on academic gains, arts & crafts, games and positive peer interactions. The final celebration was held at Laser Quest in Newington. 5 of the 9 mentors were members of the class of 2018 and graduated on June 23rd, which will leave open spots for new recruits in next year's program.
- Counseling Services – we continue to search for a licensed, insured contractual counselor to provide services in our office.
- This quarter, Youth Services, in collaboration with members of the UCONN women's rowing team and CGS Social Worker, Vicki DeVeau, completed the pilot mentoring program "You Matter." 5 Mentors were matched with 5 mentees, where the focus was on positive interactions, one-on-one support, reading, and engaging activities. The program closed with cupcake decorating, and a visit to the playground.
- Project Graduation - Invitations were created and mailed to all students in the class of 2018. A total of 81 students attended the event to celebrate their accomplishments at the Mansfield Community Center on June 23, 2018.

- Processed 13 Campership requests for Camp Wangumbaug this quarter. Donations started coming in as well from local businesses, churches, civic groups and individuals contribute to the Campership fund, which allows families otherwise unable to afford Parks and Recreation day camp, an opportunity to send their children at a free or reduced cost.
- Assisted 1 family with an application for the Salvation Army's Camp CONNRI overnight camp.
- Babysitter 101 (Intro to Babysitting) and 102 (CPR certification) training was offered on June 25 by Life Safe Services. 13 students completed and received their certificate for babysitters training and 12 students completed and received their CPR certification.

**PUBLIC WORKS DEPARTMENT
QUARTERLY REPORT
APRIL, MAY & JUNE 2018**

STAFF

Director of Public Works / Tree WardenMark Kiefer
Superintendent of OperationsMark Owens*
Administrative SecretaryDonna Wrubel

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

Public Works Maintainer IIRichard Watts
Public Works Maintainer IIJohn Hoffman
Public Works Maintainer IILee Davey
Public Works Maintainer IIErik Johansen

Facility Maintainer IMichael Mangiafico

Public Works Maintainer ITodd Rychling**
Public Works Maintainer ITroy Stout
Public Works Maintainer ICharles Grossmann
Public Works Maintainer IColin Dunnack
Public Works Maintainer IEric Hurlburt

Sanitation MaintainerDaniel Smith

Lead MechanicDaniel Caron

Mechanic IRobert Maxwell
Mechanic IJeremy Rooke

Cemetery MaintainerLance Kozikowski

Town EngineerTodd Penney

WPCA Technician / OperatorMichael Ruef

*Hired June 25, 2018

**Last day May 6, 2018

The Department of Public Works spent most of this quarter catching up on maintenance. We were mowing and grooming ballfields, sweeping roads, catch basin cleaning, grading gravel roads, curb repair and picking up debris from an April wind storm. We began the Summer Roads prep work on June 17th in an effort to get roads prepped for shimming and chip seal.

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

Athletic Field Maintenance - 381 hours
Clean Catch Basins - 82 hours
Clean Equipment – 8 hours
COVRRRA Operations - 217 hours
Facility Maintenance – 1,854 hours
Fleet/Vehicle/Equipment Maintenance/Repair - 1,475
Grounds Maintenance - 328 hours
Indirect Services – 85 hours
Inspection – 10 hours
Road Maintenance or repair - 1,920 hours
Roadside Mowing / Sightlines / Vegetation Control - 268 hours
Sweep Facility Lots - 32 hours
Sweep Roadways – 682 hours
Traffic Control and signs - 86 hours
Training - 82 hours
Tree Related Services - 43 hours
Unimproved Road Grading and Maintenance – 81 hours
Water Pollution Control Services - 269

Total hours: 7,903

**COVRA QUARTERLY REPORT
APRIL, MAY & JUNE 2018**

TRANSFER STATION: MATERIALS RECEIVED

| | APRIL | MAY | JUNE | TOTAL |
|--|--------------|------------|-------------|--------------|
| Receipts | \$3,397 | \$3,520 | \$4,452 | \$11,369 |
| Electronic waste – ea | 222 | 291 | 351 | 864 |
| Propane tanks – ea | 9 | 18 | 17 | 44 |
| Bulky CD/brush – tons | 29 | 30 | 40 | 99 |
| Scrap metal – tons | 2 | 3 | 2 | 6 |
| Tires – ea | 17 | 19 | 25 | 61 |
| Leaves – tons | 6 | 5 | 1 | 12 |
| Refrigerant – unit | 19 | 22 | 50 | 91 |
| Users | 509 | 562 | 670 | 1741 |
| Additional “Free” storm-related brush in April 9 ton | | | | |

TRANSFER STATION: MATERIALS TRANSFERRED

| | APRIL | MAY | JUNE | TOTAL |
|---------------------------------|--------------|------------|-------------|--------------|
| Willi Waste – cd – tons | 25 | 39 | 26 | 90 |
| Willi Waste – brush – tons | 18 | 0 | 8 | 26 |
| Willi Waste – metal – tons | 6 | 4 | 6 | 16 |
| Take2 - refrigerant – units | 0 | 65 | 67 | 132 |
| Take2 - electronics (CED) – lbs | 3,167 | 6,361 | 3,927 | 13,455 |
| Take2 - electronics (non) – lbs | 855 | 2,201 | 1,263 | 4,319 |
| Take2 - uw lamps, mixed – lbs | 0 | 283 | 0 | 283 |
| Take2 - batteries, mixed – lbs | 0 | 206 | 0 | 206 |
| Mighty Flame – pro tanks – ea | 0 | 0 | 0 | 0 |
| Bob’s Tire – ea | 31 | 0 | 26 | 57 |
| Bay State Textiles – lbs | 1,195 | 2,825 | 1,475 | 5,495 |

CURBSIDE PICK UP

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

| | APRIL | MAY | JUNE | TOTAL |
|---|--------------|------------|-------------|--------------|
| MSW @ \$66.20 / ton | 301 | 337 | 333 | 971 |
| Expenditure | 19,954 | 22,309 | 22,054 | 64,317 |
| Recycling @ (\$10) / ton | 104 | 114 | 110 | 328 |
| Revenue | (1,038) | (1,140) | (1,100) | (3,280) |
| Bulk @ \$75.05 / ton | 21 | 29 | 23 | 73 |
| Expenditure | 1,607 | 2,176 | 1,713 | 5,496 |
| Mattresses @ n/c – ea | 83 | 125 | 79 | 287 |
| (may be slight total discrepancies due to rounding) | | | | |

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Flow this Quarter = 147,482 gallons per day
Peak Daily Flow this Quarter = 237,000 gallons per day

Projects Update:

- Construction projects in the sewer service area:
 - CT DOT project #32-130; Main St Reconstruction: The project is substantially complete but several sewer items remain to be corrected: two sewer manholes on the curve need to be raised to match the grade of the road and the we're evaluating solutions to multiple problems with the lateral at 1265/1267 Main Street. We reviewed and accepted finalized sewer record drawings from Fuss & O'Neill.
 - Western Route 44 Sewer Planning Area: Nathan L. Jacobson Engineers have completed the final report for the hydraulic study of Bolton's sewer system. Results are favorable. We forwarded the report to the Town of Bolton and the Bolton Lakes Regional WPCA for review.
 - CT DOT mill & overlay Northern Main St: DOT is gearing up to mill and overlay Main St from rt 275 to rt 44. We have 1 sewer manhole in the area that will be adjusted as needed to match road.
 - Lake and Cross Street Improvements: We are continuing to work with project staff to adjust 2 low manholes.

Sewer Collection System:

- We are working with the Town Attorneys and a Land Surveyor to correct several issues with sewer easements on West Shore Drive and Standish Road from around 2006. Many deeds on Standish Road were never filed in the land records and a map revision on West Shore Drive was never filed.

Wastewater Treatment Plant:

- The bid results for the 3 year sludge hauling contract came in higher than expected so we separated it from the tank cleaning contract and put the hauling back out to bid to get more vendors to bid.
- Our engineers are putting together cost estimates to rehab the digester tanks at the Treatment Plant before they fail and require emergency re-build. We have taken long term goals for the plant into consideration but these repairs must be completed now to keep the plant functioning properly.

Sewer System Capacity: When all properties with sewers available connect into the system we will be very close to a threshold set by CT DEEP that could trigger expensive Treatment Plant upgrades. We have ramped up our manhole inspection program to identify and remove sources of clean water infiltration. The WPCA will continue to monitor capacity closely and review new connections on a case by case basis.

Booth & Dimock Memorial Library

Quarterly Report

April- June 2018



Kristi Sadowski, Library Director
Meg Schiebel, Head of Children's Services
Kayla Fontaine, Head of Teen Services and Reference Librarian

Amy Dexter, Adult Services Librarian
Carol Edmonds, Library Assistant
Joanne English, Youth Services Library Assistant
Ben Garcia, Youth Services Library Assistant /Shelver
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

New Teen Librarian

In April the Library a Head of Teen Services & Reference Librarian- Kayla Fontaine. Kayla came from from Killingly Public Library where she worked as the Technology Specialist. In just two months Kayla was able to connect with the middle and high school media specialists and plan a Teen Summer Reading Program.

Library Programs

Library Wide Programs- In April the library participated in "Passport to Connecticut Libraries" where Library Patrons from all over the state were encouraged to visit Connecticut Public Libraries.

The Library also invited the United States Postal Service back for another US Passport on Wheels, giving library patrons the opportunity to apply for a US Passport.

The Library Board of Trustees hosted their Annual Used Book Sale in early April.

Programs for Adults - A variety of groups meet monthly: Cookbook Club, Wednesday Night Book Club, Mystery Book Club, Board to Death, and It's a String Thing. The Library held monthly Crafternoons and offered a community crossword puzzle and jigsaw puzzle.

In May the library invited a Museum Educator from the Connecticut Historical Society to present about Katharine Hepburn and her connection to Connecticut.

Technology Assistance - 15 Individual Technology Assistance Sessions were held with Kayla, who joined our staff mid-April. Topics included computer basics, computer software, accessing library eBooks (etc.), and using mobile devices. During these appointments, Kayla had the opportunity to help our citizens learn to use technology to do things like print sale labels for homemade toiletry products, return electronically signed documents to a business, film and edit home video with a new camcorder, access email and cloud storage accounts on a tablet, utilize online library services, and complete many other technology-dependent everyday tasks.

Early Literacy Programs - Baby Bookworms, Toddler Time, Preschool Explorers, Play and Learn Playgroup, and Messy Munchkins continued to meet regularly. Sing & Stomp also started again at the end of June.

Programs for School Age Children - A.S.K., After School Kids, and Family Game Nights were offered monthly. Therapy Dogs were brought in for Read to Dogs again. Special programs included Dino Party, Pop-Up Cupcake shop to celebrate Money Smart Week, and a Stuffed Animal Sleepover

Tween Programs - The Tween Advisory Board has continued to meet and plan the spring & summer programs. Spring programs included Comics writing, a Minute to Win it game, and a very popular "Toast Party"

Teen Programs - The Teen department continued its bi-monthly Gaming Club as well as after school D.I.Y projects. There was also a special Glow in the Dark Photography Party.

| | Programs Held | Program Attendance |
|-----------------|---------------|--------------------|
| Children | 34 | 489 |
| Teen | 28 | 86 |
| Adult | 20 | 85 |
| Total | 82 | 660 |

Library Services

Daycare & School Outreach - Meg continues to visit 5 at home daycares plus makes 10 monthly visits to Hale Early Education Center. Meg & Kayla both visited the schools to promote the Summer Reading Program. In addition, they both held a Library Card Sign Up event at the High School during lunch period.

InterLibrary Loan - 337 items were borrowed from other libraries and 205 were lent as part of a statewide cooperative service.

Homebound Outreach- This service facilitated 15 visits this quarter, where staff brought materials and resources to those unable to visit the Library.

Community Outreach - Kristi & Ben attended the Coventry Farmer's Market to bring the Book sale to the Farmer's Market

Professional Development & Awards

Connecticut Library Association Annual Conference - Meg attended the annual Connecticut Library Association Conference, held in Danbury.

Coventry Reads Publicity Award - Meg received a Publicity Award from the Connecticut Library Association for her work on the Coventry Reads posters she created last summer.

Windham Business of the Year Award - The Booth & Dimock Memorial Library and its staff received the honor of being nominated by the Economic Development Commission and receiving the award for 2018 Coventry Business of the Year award from the Windham Chamber of Commerce.

Book Expo America - Kristi, Meg, & Kayla had the privilege to attend the Annual Book Expo American conference held in New York City. They each came back with hundreds of books for summer reading and information about new and upcoming books for all ages.

Library Usage & Circulation

| | April | May | June | Total |
|--------------------------------|-------|-------|-------|--------|
| Reference Inquiries | 556 | 575 | 584 | 1,715 |
| Library Computer Use Sessions | 1,165 | 1,142 | 1,186 | 3,493 |
| Computer Assistance Requests | 110 | 133 | 83 | 326 |
| WiFi Usage | 164 | 160 | 160 | 480 |
| Patron Visits | 3,826 | 3,690 | 3,917 | 11,433 |
| New Patron Registration | 27 | 14 | 37 | 78 |
| Total Circulation | 6286 | 6604 | 7313 | 20,203 |
| Circulation of Adult Materials | 1,812 | 2,067 | 2,177 | 6,056 |
| Circulation of YA Materials | 307 | 293 | 457 | 1,057 |
| Circulation of Kids Materials | 2,653 | 2,696 | 3,075 | 8,424 |
| Other Circulation | 187 | 215 | 186 | 588 |
| Circulation of Digital Items | 403 | 462 | 448 | 1,313 |
| In-House Usage of Materials | 2,609 | 2,468 | 2,965 | 8,042 |