

TOWN OF COVENTRY

QUARTERLY REPORTS



July - September 2018

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Cover photo: Coventry's newest ambulance goes into service under the newly-established joint EMS designation of Department 18. Photo by Jonathan Hand.

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 closing out FY17-18. Our office is almost complete in preparation for the audit which will commence at the end of October.

Lease purchase bids were solicited and awarded for the purchase of a dump truck. The bid award was an interest rate of 3.39% and was done without the added costs that are added in a bond sale.

Our actuarial valuation for the Town Pension Plan as of 7/1/18 began. In addition, the semi-annual actuarial valuation for the Town's Other Post-Employment Benefits also began. Information was supplied to the Town's actuary for computation of updated liabilities.

The Finance Office also acts as the Town agent for the ECHIP Wellness program. Time was spent organizing the upcoming flu vaccine clinic. In addition, a new EAP provider was chosen and significant time was spent preparing for the roll-out.

The Finance Director and Town Accountant attended the New England Government Finance Officers' Association Annual Meeting which was held in Mystic, CT.

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

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

Collector of Revenue

July is always an extremely busy month processing tax and COVRRRA payments. The lines of taxpayers paying in person remained manageable thanks to the dedicated efforts of Assistant Collector Carrie Zahner and Revenue Clerk Ida Cabral. Their professional manner and courteous regard was noted by many and appreciated by all. While Coventry taxpayers have been able to pay by online for a number of years, many taxpayers still prefer to walk in their payments. At the same time, the number of online credit card/e-check payments continues to increase. While most of the mailed payments were processed through lockbox, there was still a significant amount of in office processing of some rejected lockbox payments. 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, 923 sewer use bills were prepared, printed, and mailed with a September 1st due date.

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

Much of September is also spent in preparation of the Annual Report as well as the Annual Audit. The auditors begin their work during the last week of October 2018.

The report of collection for the first quarter is attached.

Property Taxes Collected by Linda Greenbacker, CCMC Tax Collector Collected July 2018 through September 2018 Paid to Amanda Backhaus, Treasurer, Town of Coventry					
		Property Tax	Interest	Liens & Costs	Total
Grand List	2003	451.00	1,143.29	0.00	1,594.29
	2004	0.00	0.00	0.00	0.00
	2005	9.31	907.82	0.00	917.13
	2006	0.00	0.00	0.00	0.00
	2007	52.30	91.00	0.00	143.30
	2008	360.75	349.00	0.00	709.75
	2009	303.28	405.48	24.00	732.76
	2010	(80.10)	(230.74)	0.00	(310.84)
	2011	1,467.10	523.64	0.00	1,990.74
	2012	202.78	181.37	0.00	384.15
	2013	1,189.12	1,117.10	0.00	2,306.22
	2014	3,878.96	1,809.39	48.00	5,736.35
	2015	16,236.39	5,878.66	216.00	22,331.05
	2016	91,655.88	12,159.84	888.48	104,704.20
		115,726.77	24,335.85	1,176.48	141,239.10
Current	2017	17,716,448.81	19,681.78	0.00	17,736,130.59
Current SMV		0.00			0.00
	Totals	<u>17,832,175.58</u>	<u>44,017.63</u>	<u>1,176.48</u>	<u>17,877,369.69</u>
Current 110	6010	40211	17,716,448.81		
Delinquent		40212	115,726.77		
Interest & Liens		40213	45,194.11		
SMV		40214	0.00		
			<u>17,877,369.69</u>		
Sewer Assess 205-7722	40211	61,700.64		Sewer User 40211	301,088.78
Interest, Liens, Per Diem	40213	9,373.91		Interest & Liens 40213	9,247.49
		<u>71,074.55</u>			<u>310,336.27</u>
COVRA					
Current 218-7601	40211	839,178.67		Returned Check Fee	180.00
Delinquent	40212	17,353.20			
Interest & Liens	40213	12,014.83			
		<u>868,546.70</u>			
		Total	\$19,127,507.21		

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 the prior 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 536 motor vehicle issues up through the end of July. We also corrected 16 personal property accounts and 41 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 63 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 24th 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 26 Motor Vehicle, Real Estate and Personal Property assessments.

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

The Board of Assessment Appeals met on September 6, 2018. There were 4 appellants that appealed 5 motor vehicles. The Board reduced 5 of the 5 at a total of \$20,100.

We are continuing the ongoing foundation inspection process through the December 1st deadline. For more information regarding crumbling foundations please use the following link;

<https://ct-coventry2.civicplus.com/438/Concrete-Foundations>

Michael J. D'Amicol
Town of Coventry
Assessor



Arts on Main Activities at the Library – August 2018 – Photo by Amelia Ingraham

Coventry Land Use Office

Quarterly Report for
July, August, September
~ 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**

July, August, September

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
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	7/23/18	A
18-07	E	6/27/18	7/9/18	Extension Request of DeSiato Sand & Gravel for Gravel Operation, Old Eagleville Road Pit	8/13/18	A
18-08	ZC	7/12/18	7/23/18	Zone change application of Martha Hannon, 560 Bread & Milk St.	8/27/18	A
18-09	S	8/27/18	8/27/18	One new rear lot, 1777 Main St., Charles & Nancy Brown	9/24/18	A

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

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



Pyrography Art by Aline Hoffman – Arts on Main – August 2018 – Photo by Amelia Ingraham

July, August, September

DISCUSSION AND ACTION TOPICS

- Reviewed zoning referral for the towns of Mansfield, Tolland, and Willington.
- Discussed the current status of enforcement activities with the Stewart property
- Approved subdivision extension request of Harwood for the Lillian Woods subdivision on Cedar Swamp Road.
- Approved 90 mylar filing extension of DeSiato for the South Street Extension subdivision.
- Approved special permit modification request of CIL for parking changes to the Kenyon Falls development on Armstrong Road.
- Approved 8-24 referral of the revised expansion proposal for the Booth and Dimock Library.
- Approved the 90 mylar filing extension request of Gannon for the resubdivison at 395 Daly Road.
- Reviewed status of Cumberland Farms appeal period for the special permit approval.
- Reviewed status of the LOTCIP Grant that the Town received for intersection improvements at Swamp Road and Rte 44.
- Held preliminary discussion with owners of Save and Go for a proposed food service use.
- Held preliminary discussion with the owner of Twin Hills Country Club for proposed site improvements.
- Discussed status of Eastern Gateways Transportation Study.

July, August, September

DISCUSSION AND ACTION TOPICS

- Discussed the continued work and reflections on the Arts on Main event that was held on 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.
- Discussed status of Cumberland Farms special permit review with PZC.
- Discussed work on certification with Sustainable CT.
- Discussed the status of the Eastern Gateways Transportation Study.
- Discussed four town EDC study that will include Coventry, Bolton Tolland and Mansfield.
- Discussed the latest status with the Caprilands Probate Court proceedings.
- Discussed the renovation of the former vet office at 1153 Main Street to professional offices.
- Discussed next steps with the Town moving forward with the CT Main Street Center involvement.
- Discussed the status of the status of the Vinton Village reconstruction.
- Discussed the Dunkin' Donuts failed septic system.
- Discussed the Save and Go proposal to add a food service use.

PLANNING STAFF HIGHLIGHTS

YEAR 2018

July, August, September

- Continued to work on the ongoing activities associated Farmers' Market season that opened in early June.
- 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.
- Completed the work associated with the America the Beautiful Grant for tree planting at the Hale Homestead and other streetscape properties.
- 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.
- Began the training of the newly hired Planning Tech/ZEO after the resignation of Mason Perrone, as he took a planning position in Providence, RI.
- Worked with Coventry Arts Guild, businesses, Tolland County Chamber of Commerce and civic groups to plan and execute the Arts on Main event. Weekly planning meetings were 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.

PLANNING STAFF HIGHLIGHTS (Cont'd)

YEAR 2018

July, August, September

- Worked with the State of CT DEEP and consultant to plan for the treatment of hydrilla on Coventry Lake.
- Worked with the Coventry Lake Advisory and Monitoring Committee to host the State of Coventry Lake public forum.
- Worked with the chair of the Open Space Stewardship Committee to plan and host a dedication ceremony and walk at the newly acquired Williams Preserve.



Arts on Main Activities– August 2018 – Photos by Amelia Ingraham

ZONING ENFORCEMENT

YEAR **2018**

July, August, September

Mark Landolina - Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	71
Single Family Dwellings	8
Condominiums	0
In-Law Apartments	1
Accessory Structures	
Decks/Porches	8
Sheds/Gazebos	14
Barns	1
Detached Garages	2
Pools	5
Other	24**
Additions/Attached Garage	3
Grading/Clearing	0
Commercial Use/Signage	1
Home Occupation	5
Interior Renovations	2
Total	<u>73*</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 = ***15**
(Signed for zoning compliance by ZEO)

Single Family Dwellings	7
In-law apartment	2
Condos	1
Accessory Structures	
Decks/Porches	0
Sheds/Gazebos	3
Barns	0
Detached Garages	0
Pools	0
Additions/Attached Garages	1
Other	1
Commercial Use/Signage	0
Total	<u>15*</u>

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

ZONING ENFORCEMENT (Cont'd)

YEAR 2018

July, August, September

INSPECTIONS*

Erosion and Sediment Control	4
Limits of Clearing	0
Certificate of Occupancy	15
Pre-Approval Inspection	5
Seed and Mulch Bond Release/Inspections	2
Zoning Complaints (initial & follow-ups)	24
Blight Complaints (initial & follow-ups)	35
Blight/Zoning Combined Inspections	0
Street Number Assignments	0
Other	3
Total	<u>88</u>

VIOLATION/ENFORCEMENT INSPECTIONS (NEW)*

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	4
Drainage	0
Permit Conditions Not Met	1
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	5
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	1
Livestock/Poultry/Agriculture	5
Nuisance	2
Other Zoning Enforcement	3
Blight complaints	35
Total	<u>59</u>

ZONING ENFORCEMENT

YEAR **2018**

July, August, September

News from Zoning Department:

Personnel

Planning Technician/Zoning Enforcement Officer, Mark Landolina, continued to learn more about the job and become familiar with the Zoning Regulations and duties of a ZEO. During the building season, Mark has been busy working with contractors and property owners both on site and in office meetings to plan development projects that meet the zoning regulations requirements.

Mark has also been actively working to resolve several new and old enforcement matters. Many matters have been brought into compliance, and several matters are in the process of being resolved. There has been a lot of effort in documenting every conversation, meeting and inspection and organizing these files into a systematic fashion to help make the process more efficient. The hope is to come to a point where all older enforcement matters are resolved soon.

Mark assisted Eric in two major projects, Arts on Main and Sustainable CT, in July and August. Together, Mark and Eric were able to design a map for Arts on Main, as well as a template for future maps in the Coventry Village. In addition, Mark and Eric put together an Equity and Housing needs assessment. This helped gain a large sum of points for the Sustainable CT certification, as well as provide valuable material for the 2020 Plan of Conservation and Development (POCD). Mark has also been working on reviewing the current GIS data Coventry has available, and ways to update and modernize the data.



David Hayes Sculpture – Arts on Main Event – Photo by Amelia Ingraham

ZONING BOARD OF APPEALS

YEAR **2018**

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
18-03Z	7/23/2018	8/21/2018	Car Port over driveway turnout encroaching front setback, 85 Broad Way, Chris Hopke	8/21/2018	A

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



Musical Performers – Arts on Main – Photo by Laura Stone



Musical Performers – Arts on Main – Photo by Laura Stone

INLAND WETLANDS APPLICATIONS

YEAR **2018**

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
18-09W	3/21/18	3/28/18	-	Jason Flint, driveway/parking improvements near Coventry Lake at 59 Woodland Rd.		P
18-21W	6/26/18	6/27/18		Town of Coventry, Jones Crossing Bridge Replacement	9/26/18	A
18-22WA	6/26/18	-	-	Catherine Dorazio, Hemlock Point Drive, Map K, Block O, Lot 5, Septic Replacement	7/5/2018	A
18-23WA	7/2/18	-	-	32 Dooley Ave., Deck repair and extension in Upland Review Area	8/24/18	A
18-24W	7/26/18	8/22/18	-	Town of Coventry, Dredging and Dry Hydrant Maintenance, Multiple Location	7/5/18	A
18-25WA	9/4/18	-	-	Lon Lebel, 615 Brewster St., Detached garage in Upland Review Area	9/11/18	A
18-26W	9/25/18	9/26/18	-	James Motta, 2315 Main Street, Office addition with 250 feet of Coventry Lake		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



Williams Preserve Dedication – October 2018

July, August, September

News from the Inland Wetlands Agency

The third quarter of 2018 continued to be busy with Inland Wetlands Agency and Minimal Impact wetlands permits. A total of six applications were received during the third quarter of 2018 including permits for residential decks and additions, as well as septic repair within Regulated Areas. Two municipal applications were approved during the third quarter – one for replacement of the Jones Crossing Road Bridge over Clark Brook and, one for Dredging and Maintenance of the Fire Pond/Dry Hydrant on Main Street in front of Captain Nathan Hale School. At this time there are two pending residential applications.

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.



Arts on Main Activities at the Library – August 2018 – Photo by Amelia Ingraham

OFFICE OF TOWN CLERK

Brooke R. Manning
Assistant Town Clerk

Lori Tollmann
Town Clerk

Karen Dory
Assistant Town Clerk

QUARTERLY REPORT JULY 1 – SEPTEMBER 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 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 **\$224,792.51** this quarter, of which **\$68,256.13** was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	547	16,967.00
Local Conveyances Recorded	76	41,157.13
Copies	3,390.50	3,390.50
Trade Name Certificates.	8	80.00
Liquor Permits	3	60.00
Burial/Cremation Permits	2	10.00
Marriage Licenses Issued	15	240.00
Vitals Copies	107	2,140.00
Notary Fees & Renewals	81	455.00
Dog License Fees	272.50	272.50
Maps Filed	9	200.00
Fish & Game License & Permit Fees	24	24.00
Conveyance fees	76	76.00
PA-490	0	0
PA-146 Clerk	547	848.00
PA-05-228, 09-229, 11-201 & 13-247 LOCIP*	547	1,272.00
PA-05-228, 09-229, 11-201 & 13-247 Clerk*	547	1,064.00
Miscellaneous/Unanticipated		0
Town Clerk Revenue Transferred to Treasurer:		\$68,256.13

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, **\$156,536.38** 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	\$25,479.00
Marriage Licenses	510.00
Fish & Game Licenses	1,034.00
PA-146	3,392.00
State Conveyance Tax	123,693.38



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.	\$1,778.00	\$650.00

Staffing Updates/Activities



Lori Tollmann, Town Clerk: Lori attended the Connecticut Town Clerks Association 2018 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.

Karen Dory, Assistant Town Clerk joined our office in June. Karen is a great addition.

Our office also swore in Sgt. Thomas Kuhns.

BUILDING DEPARTMENT QUARTERLY REPORT
1ST QUARTER
JULY, AUGUST, SEPTEMBER, 2018

The Building Department was busy issuing permits for new home builds in town with the release of five (5) permits:

NEW HOUSE PERMITS ISSUED FOR THE 1st QUARTER FY 2018-19		
MONTH	DATE	ADDRESS
JULY		
	7/25/2018	212 MAPLE DRIVE
AUGUST		
	8/14/2018	6 FLANDERS WOODS LANE
	8/14/2018	47 WINDY HILL ROAD
	8/15/2018	355 RILEY MOUNTAIN ROAD
	8/24/2018	88 BELLEVUE DRIVE
SEPTEMBER	NONE	

Foundation work also started for six (6) new residential dwellings at 363 Riley Mountain Road, 650 Dunn Road, 593 Stonehouse Road, 595 Stonehouse Road, 63 Windy Hill Road, and 63 Tall Oak Drive. One (1) foundation replacement permit was issued at 105 North Farms Road for crumbling foundation.

New home owners are happily settling into six (6) newly built homes.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 1ST QUARTER 2018-2019 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
103 WOLF HILL ROAD	7/20/2018
660 DUNN ROAD	7/23/2018
86 STONEBRIDGE ROAD	8/3/2018
357 RILEY MOUNTAIN ROAD	9/13/2018
648 DUNN ROAD	9/20/2018
6 FLANDERS WOODS LANE	9/24/2018

The schools in town had a busy permitting quarter. They had more card access points along with entry way modifications to increase the safety of all of the schools performed in the month of August. They also repaired and added on to a portable classroom behind the high school for the Coventry Academy building. Finally, a wall was taken down between two classrooms at the Hale Early Education Center to accommodate for a higher enrollment count.

Commercial work was bustling this quarter. We issued a permit for repairing the front overhand at 7 Daly Road. Demolition has taken place for the fire damage of Wicked Slice at 3466 Main Street. We are anticipating more demo to possibly occur at this location. There will be an installation of six (6) pole lights at the plaza at 2799 Boston Turnpike. A new cell tower with all necessary equipment has been permitted for at 104 Folly Lane. Finally, permits have been issued for the two small buildings in the village (1197-1199 Main Street) for repairs and tenant fit out and sign for Eye Trade Optical Shop to open in early October.

Five hundred seven (507) inspections were completed this quarter.

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

Permits for this Quarter

PERMIT TYPES	Jul. 2018	Aug. 2018	Sep. 2018	First Qtr.
				2018-2019
Houses only	1	4	0	5
Foundation only	1	6	1	8
Condominiums	0	0	0	0
Commercial Bldg/Renov	0	0	1	1
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	6	0	0	6
Additions	1	2	3	6
Garages/Carports	1	2	1	4
Sheds/Barns	4	0	3	7
Decks/Porches	4	4	0	8
Pools	2	2	0	4
Demolition	2	4	0	6
Woodstove	0	2	5	7
Miscellaneous	12	13	7	32
Renov/Repair/Alter	15	12	10	37
Plumbing	2	5	3	10
Heating	11	20	16	47
Electric	19	17	11	47
TOTAL PERMITS	81	93	61	235
PERMIT VALUE	1,047,764	1,761,318	1,080,309	\$3,889,391
FEES COLLECTED	10,848	24,340	10,145	\$45,333
Certificate of Completion	116	58	56	230
C/O's - New Homes/Condos	2	1	3	6
C/O's - Other	1	1	1	3

Fire Marshal's Office

Town of Coventry

QUARTERLY REPORT

During July – September we had 53 incidents that required reporting, they have been categorized as follows:

Incidents:

- Structure fires 5
- Unauthorized burning 2
- Outside/trash fires 2
- Gas leaks 3
- Hazardous conditions 19
- Fire alarms 22

Inspections:

- Assembly 1
- Businesses 9
- Apartments 3
- Group Homes 3
- Schools 5
- Town buildings 1
- Tents 1

Plan reviews:

- Blasting 1
- Tenant upgrades 1
- School modifications 3

Investigative reports:

- Fire 3

Fire losses amounted to \$298,000.00 for this reporting quarter.

Requests for information:

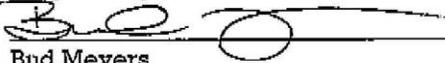
- ISO rating 2
- Fire alarm/sprinkler requirements 2
- Assisting with a new dry hydrant location/installation 1
- DEEP reporting requirements of homeowner's with underground tank removal notifications 1
- Letter of code compliance 2

An assembly occupancy is generally defined as "an occupancy (1) used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load." Assembly occupancies might include the following: Assembly halls, auditoriums, club rooms, dance halls, drinking establishments and exhibition halls among others.

Fires in assembly occupancies have shown to be some of the deadliest because these involve large number of people in one main space. To advance further safety in assembly buildings within our town our office is in the process checking and reposting the occupancy loads of said buildings. Per Connecticut Fire Safety and Prevention Codes and State Building Codes. Every room or space which is used for assembly, classroom, dining or similar purposes having an occupant load of 50 or more shall have signage indicating the maximum permitted occupant capacity for said building or space posted in a conspicuous place, near the main exit or exit access doorway.

These approved signs shall be maintained in a legible manner by the owner or authorized agent. These signs shall be durable and shall indicate the number of occupants permitted for each room use.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bud Meyers", is written over a horizontal line.

Bud Meyers
Fire Marshal

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 with a large 'B' and 'M'.

Bud Meyers
Fire Marshal

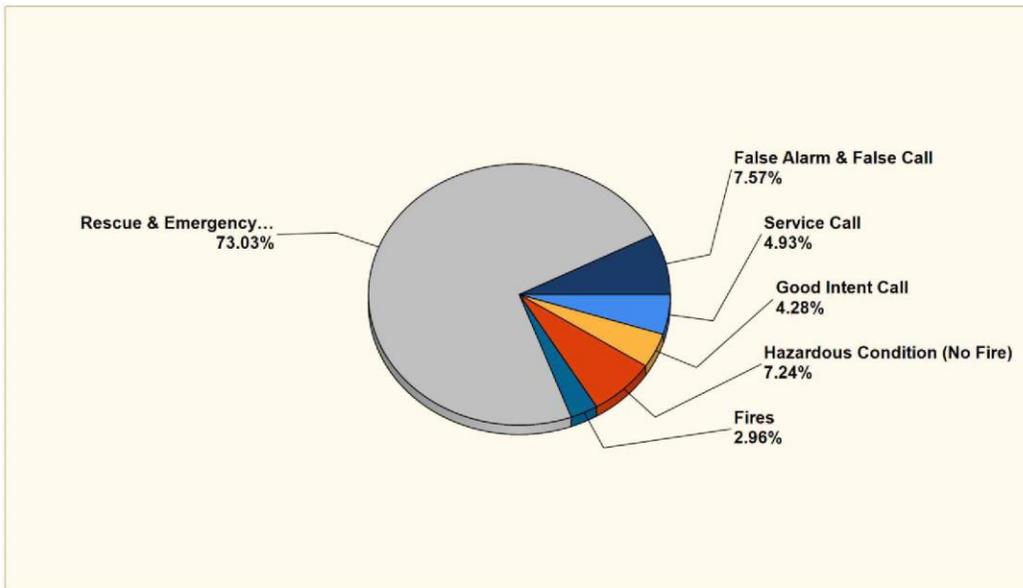
TOWN OF COVENTRY FIRE-EMS DEPARTMENT



QUARTERLY REPORT

July 1, 2018 – September 30, 2018

Major Incident Types by Month for Date Range (553)



MAJOR INCIDENT TYPE # INCIDENTS % of TOTAL

Fires	9	2.96%
Rescue & Emergency Medical Service	222	73.03%
Hazardous Condition (No Fire)	22	7.24%
Service Call	15	4.93%
Good Intent Call	13	4.28%
False Alarm & False Call	23	7.57%
TOTAL	304	100.00%

Zone(s): All Zones | Start Date: 07/01/2018 | End Date: 09/30/2018 | Doc Id: 553 emergency reporting

THIRD QUARTER REPORT 2018

The third quarter of 2018 has been quite busy. In July, the Town Council approved the development of an EMS Division for Department 18. This will allow the town to have an organizational structure and policies in place to manage the EMS responses in town with greater efficiency and accountability. The process takes time, with a tremendous amount of logistical issues needing to be addressed, however we are making steady progress towards that goal.

A popular town business suffered a significant fire loss on July 27th. The building fire at 3466 Main St, was reported in the early morning hours. The fire was confirmed at Wicked Slice Pizza. Our volunteer firefighters did an amazing job at confining the fire to the main area of origin.



3 firefighters in particular were recognized by the Council at their August 20th meeting and received a Chiefs Award of Excellence. Assistant Fire Chief DJ Figiela, Fire Marshal Bud Meyers and Firefighter Jim Galey made an initial aggressive attack which was heightened by information that there may be people inside of the building. All of our firefighters are greatly appreciated for their dedication to service and community.



In late August, the Paramedic Advisory committee met and reviewed our service contract with Windham Hospital. After critical review, Coventry was able to shave several hundred dollars off of our contract without any changes to the services we receive.

On September 1, the town implemented a new on-line scheduling system to manage the personnel covering the ambulance. 6-hour shifts were instituted and our volunteers are now able to provide their availability in advance to ensure that personnel are ready to answer your call for help.

The Town took delivery of our new Ambulance on September 4th. Since that time, the ambulance has been inspected by the State Department of Health and registered with the Motor Vehicle Department. A training packet is being developed and personnel will be trained on the new vehicle with an in-service date scheduled mid-late October.



SAETY MESSAGE:

Your ability to get out of your home during a fire depends on advance warning from smoke alarms and advance planning

Fire can spread rapidly through your home, leaving you as little as one or two minutes to escape safely once the **smoke alarm** sounds. A closed door may slow the spread of smoke, heat and fire. Install smoke alarms in every sleeping room and outside each separate sleeping area. Install alarms on every level of the home. Pull together everyone in your household and make a plan. Walk through your home and inspect all possible exits and escape routes. Households with children should consider drawing a floor plan of your home, marking two ways out of each room, including windows and doors.

<https://www.nfpa.org/escapeplan>

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
First Quarter FY 18/19
July – September 2018

Coventry Police Department



Agency Directive 1.2.2 indicates that each year, the chief of police shall develop a statement of goals and objectives for each agency component, (Administration, Operations and Support). Each member of the agency shall have an opportunity to provide input into the formulation of component and agency goals and objectives. The chief of police shall facilitate this input by asking agency personnel to submit their ideas, suggestions and recommendations in writing. The chief shall review and consider this material in developing the component and agency goals and objectives. Agency goals and objectives shall be developed as part of the budget preparation process and included as part of the budget submission. The goals and objectives of the Town Council shall also be used as guidance in preparing the agency goals and objectives.

Each quarter, the chief of police shall analyze the progress being made towards the achievement of the stated component goals for that year. The chief shall detail the progress in a written report.

Listed below are the stated goals and objectives for each agency component for the 18/19 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:

- Successfully complete second year of four-year assessment cycle.
- Better utilize PowerDMS to allow more staff participation in the assessment process.

The agency underwent its second annual remote-based assessment during the week of August 20, 2018. CALEA Compliance Service Member Phillip Potter assessed approximately 80 standards for compliance. All reviewed standards were in compliance. There are two more remote-based annual reviews before the on-site assessment in the spring of 2020.

Regular policy reviews and modifications are sent to supervisors or affected staff for comment and revision.

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 enforcement grant in the amount of \$11,000 was submitted in September. This grant funds sobriety checkpoints and directed patrols.

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.

The agency Wellness Committee chairperson, Officer Russ Iger will be scheduling officer wellness activities later this year.

Annual Officer Wellness checks are officer each November.

OPERATIONS

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

Objectives:

- Have two candidates enrolled in the POST academy that begins July 6, 2018.
- Ensure at least one additional officer is trained as a Field Training Officer prior to academy graduation in December 2018.
- Have two probationary officers successfully complete the academy and field training periods by April 1, 2019.

After an extensive process, two candidates were selected to become Coventry Police Officers. Robert Michaud and Glen Bona were sworn in on June 28, 2018 and began the CT POST Police Academy on July 6, 2018.

We have been unsuccessful in finding a field training officer program to enroll one of our officers. Sergeant Opdenbrouw, who manages the field training program will be able to conduct field training for both officers with the current contingent of field training officers.

The agency is looking to make a lateral hire to replace a position vacated by the retirement of Sergeant Michael McDonagh in August 2018. We hope to have this officer on board by 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.

No sobriety checkpoints have yet been scheduled. We are awaiting approval of the DUI grant application.

Once the agency is at full staff, seatbelt checkpoints and distracted driving selective enforcement will be scheduled.

SUPPORT

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

Objectives:

- Evaluate video systems by June, 2018
- Purchase and install cameras, servers and software by August, 2018

After evaluating and pricing several systems, we have selected the ProVision in-car video system for purchase from budgeted Capital Improvement funds.

The system was installed in July and is operational. In addition to the cameras, the agency purchased a new server and storage devices to host the video locally. A wireless access point allows for automatic download of the in-car video when officers pull into the parking area.

During the purchase process, the State modified the body-worn camera grant which allows for reimbursement of funds used for in-car cameras and server storage. A grant application for 100% reimbursement was submitted in August. We are expecting reimbursement once the request is presented to the State Bond Commission.



Other Items of Interest



Town Council Chairperson Joan Lewis presenting a proclamation of thanks to Sergeant McDonagh for his many years of service.

Sergeant Michael McDonagh retired on July 31, 2018 after nearly 29 years of service to the town. A retirement reception was held for him on July 25, 2018. The Town Council presented a proclamation to Sergeant McDonagh at its meeting of July 16.

Due to the retirement of two sergeants, the agency contracted for a sergeant's promotional exam. The written test was given on August 27 and the oral portion was given on August 30. All eligible candidates (with more than three years on the department) took the exam.

Officer Wayne Greener, Officer Olaph Anderson and Chief Palmer represented the department at the annual Law Enforcement Day at the Channel 3 Kid's Camp. This is a day where law enforcement officers from around the state visit with the campers, display various items of police equipment and serve lunch to the campers.

The agency purchased a Noptic Camera for each of its five marked patrol vehicles. Noptic enables police to conduct searches or stealth surveillance at night. Officers can turn off their lights and use the thermal camera to locate suspects without giving away their position. These cameras are also useful when attempting to locate missing persons or persons who have fled a crash scene.

The State of CT office of statewide telecommunications has recently opened up its radio system to allow municipalities to utilize its infrastructure to upgrade their radio capabilities. The agency has been testing 800 band radios using the state central radio system and the results are very

positive. We are having continuing discussions with the state and obtaining cost estimates to upgrade our radio system.

Members of the agency participated in a tabletop exercise with school district administrators. This year, the exercise, hosted by CIRMA, focused on a review of CIRMAS's school security inspection.

Officer Thomas Kuhns was promoted to the rank of Sergeant on September 27, 2018. Sergeant Kuhns has been with the department for 5 ½ years and will fill one of the two open sergeants positions.

Sergeant Opdenbrouw and Chief Palmer have had several meetings with school administrators reviewing and updating school security plans. Presentations were also made to teachers and staff at each of the four schools reviewing security procedures and protocols.

Calls for service for the quarter are attached. The number of calls for service is nearly identical to the same time period last year.



Thomas Kuhns being sworn in as a Sergeant by Town Clerk Lori



Quarterly Training attended

All personnel completed annual firearms training during July and August. Officer Wayne Greener is our new firearms instructor, after having received extensive training in that area, along with his previous military training and experience. Officer Green brought some new concepts into our training regimen.

Sergeant Opdenbrouw and Officer Iger went to Taser instructor training. Sergeant Opdenbrouw was being re-certified while Officer Iger has been trained as a new Taser instructor.

Officer Greener attended training to become a certified Colt armorer. Officer Greener will now be able to service and repair our patrol rifles.

Officer Kelsey Carpenter and Officer Olivia Beausoleil attended training on Emotional Survival for female officers.

Officer Russ Iger and Officer Olivia Beausoleil attended active aggressor review training. Sergeant Opdenbrouw is an instructor with the Law Enforcement Council in Southeastern CT.

Sergeant Hicks, Sergeant Opdenbrouw and Chief Palmer attended annual legal update training given by the Chief State's Attorney's office.

Detective Spadjinske attended the 'Sandy Hook Lessons Learned' training in West Haven.

Dispatcher Michael Cote attended training on the use of the Web EOC hosted by the Department of Emergency Management and Homeland Security.

Dispatcher Ryan Brenker attended training on dealing with callers with mental health issues.

Sergeant Kuhns, Officer Krukoff, Officer Dexter, Officer Iger, Officer Greener, Officer Carpenter and Officer Beausoleil attended training at UCONN regarding human trafficking.

Chief Palmer attended a two-day training seminar at the National Center for Missing and Exploited Children in Alexandria VA on child and human sex trafficking.



Officer Wayne Greener (left) and Officer Olaph Anderson (right) have fun with the campers at the Channel 3 Kid's Camp during law enforcement day.



Coventry Police Department Incident Analysis

7/1/2018...9/30/2018

	Shift		Total
1st	2nd	3rd	
418	912	706	2036

UCR	Nature	1st	2nd	3rd	Total
001	Marine Patrol Activity	0	11	14	25
002	Beach Association Check	0	1	0	1
029	Disabled Motor Vehicle	8	21	20	49
11A	Sex Forcible Rape	1	0	0	1
11D	Sex Forcible Fondling	1	1	1	3
13B	Assault Simple	1	2	2	5
13C	Intimidation	3	1	3	7
151	Suicide	1	2	1	4
152	Suicide Threat/Attempt	0	3	2	5
220	Burglary	0	3	1	4
23C	Larceny Shoplifting	0	2	0	2
23D	Larceny Theft From Building	0	5	1	6
23F	Larceny Theft From MV	1	7	1	9
23H	Larceny All Other	1	7	2	10
240	MV Theft	2	3	1	6
250	Counter/Forgery	0	1	1	2
2604	Fireworks/Gunshots	1	5	14	20
2608	Abandoned MV	0	7	0	7
2609	Littering	0	4	1	5
2619	Building Check	0	7	1	8
2631	Public Hazard	16	22	19	57
26A	Fraud False Pretenses	0	3	1	4
26B	Fraud Credit Card/ATM	0	4	3	7
26C	Fraud Impersonation	1	2	0	3
26E	Fraud Wire	0	2	0	2
290	Vandalism	1	3	1	5
2914	Animal Complaint	13	48	21	82
3009	Susp Person/Activity/MV	48	45	119	212
326	Illegal Parking	0	3	1	4
332	Harassment/Harassing Phone Calls	0	7	10	17
343	MV Accident (Injuries)	1	2	3	6
344	MV Accident Evading	3	4	2	9
346	MV Accident (No Injuries)	4	21	5	30
347	MV Accident (Private Property)	2	4	2	8
351	Alarm	29	45	25	99
353	Medical	36	78	39	153
355	MV Stop	107	146	148	401
35A	Drug/Narcotic Violation	1	1	3	5
370	Pornography	0	1	0	1
375	Routine Assistance	7	33	38	78
377	Open Door/Window	1	1	1	3
388	Miscellaneous	6	17	9	32



Coventry Police Department Incident Analysis

7/1/2018...9/30/2018

390	Police Information	1	8	3	12
396	Escort	3	3	0	6
398	Missing Person	1	0	1	2
399	Lost And Found	1	19	5	25
400	Family Matter - Non Arrest	1	7	11	19
401	Repossessed Vehicle	1	1	2	4
4811	Finger Printing	4	108	0	112
4858	Fire	5	15	5	25
4867	Background Investigation	0	1	0	1
4873	Assist Other Agency	7	21	24	52
82	Runaway/Non NIBRS	1	1	1	3
861	Disturbance (Non-Domestic)	3	8	12	23
863	Town Ordinance Violation	0	1	0	1
866	Noise Complaint	3	1	7	11
889	Check Welfare	4	20	15	39
890	MV Erratic Operation	2	14	13	29
891	MV Lock Out	0	6	5	11
90D	DWI	4	1	7	12
90Z	All Other Offenses	9	4	1	14
911	911 Hang Up Call	0	3	2	5
Sup	Supplemental	72	85	76	233



Patriots Park

QUARTERLY REPORT SUMMER 2018

JULY – AUGUST - SEPTEMBER

GENERAL ADMINISTRATION:

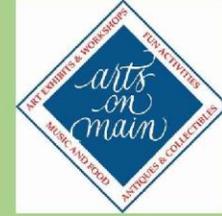
Director Rubin attended/participated in the following:

- Department Heads meetings
- Participated in a Sustainable Connecticut pilot program with several other departments, attended meetings – work on updating town CT Visit website pages
- Town Council meeting re: Softball request for Field Study Committee
- Recreation Commission meeting, follow up re: Softball Field Study Committee appointments, preparing Strategic Plan for next meeting.
- Completed nomination of Coventry Lake Community Rowing Inc. for a “Selected Organization” award through CT Recreation & Park Association, for their contributions to the community.
- Met with Lions Club & Town Council Chair Joan Lewis re: Tree Lighting Ceremony plans for moving to Christmas in the Village. Follow up with First Church.
- picked up cameras from CT State Police surplus auction
- Completed Quarterly Report
- Wendy Rubin and Cat Merriam each took a vacation week in August.

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.

- Installed NEST thermostat in Lodge
- Met with Library staff re: transitioning of staff and loose ends on project planning
- Finalized UConn men’s crew lease for Patriots Park
- Submitted grant to The Last Green Valley for Visitor Center renovations
- Picked up signs for Mill Brook Place, Waterski beach and Bike Rack donations



Seasonal Highlight:

Arts on Main 2018

Parks & Recreation was happy to serve on the planning committee for the inaugural Arts on Main event, held on Sunday, August 26th on Main Street in Historic Coventry Village!

Planning committee included Ms. Merriam, Eric Trott, Town Planner, and representatives from the Coventry Arts Guild, Coventry Arts & Antiques, Preserved Antiques, Sanborn’s Service Station, and the Coventry Economic Development Commission. The Committee worked throughout the season preparing for the event, including booking entertainment & vendors, purchasing supplies, and marketing efforts for the event.

Event garnered VERY positive feedback from event attendees, vendors and village business owners. Estimated attendance is around 800, and we are all excited at the prospect of Arts on Main becoming an annual event!



Photo by Laura Stone

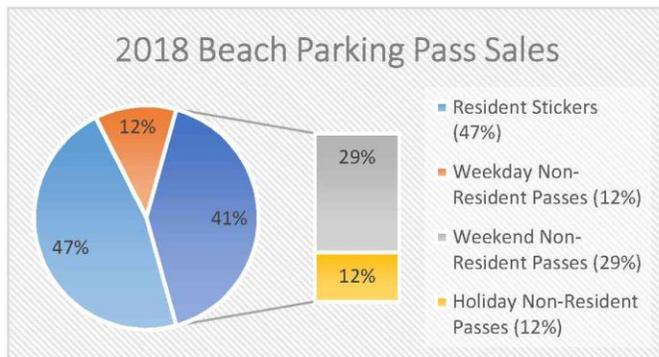
COVENTRY PARKS & RECREATION

**1712 MAIN STREET
COVENTRY, CT 06238**

**Wendy L. Rubin, CPRP, Director
Caterina Merriam, Rec. Supervisor**

www.coventryct.org

- Assisted in obtaining price estimates for pickleball court repair @ High School
- Meeting with DPW Director & Supt. Of Operations re: Work Orders and a Maintenance Work Plan
- Planning for installation of new furnace at Community Center – requires insulation and roof repairs first
- Two on-sites at Creaser Park with Designer Karl Molitoris for Disk Golf Course layout
- On-sites at Creaser Park with park friends volunteers, staff for training, garden volunteers
- Met 2x with Soccer board members re: 25th Anniversary Celebration of Laidlaw Park: developed invitation, Facebook event, planning out program and guest speakers, gifts. Currently working on historical timeline.



BEACHES:

This year, for the first time ever, we held a joint training between the lifeguards, EMT, and dispatch teams on-site at Lisicke Beach. DJ Figiela, Vintech Supervisor and Zachary Martin, EMT for the Town of Coventry Fire-EMS Department spoke on the continuation or transferring of care. Tyler Millix, Executive Director, and Doug Racicot, Operation Director for the Tolland County Mutual Aid Fire Service, Inc. presented an overview of operations at the 911 dispatching center. John Dittrich, Marine Officer for the Coventry Police Department discussed the operations that occur on the lake. The session was videotaped for future training as well.

Additional activities included:

- Routine scheduling of staff, daily supervision, payroll
- DigiQuatics shift planning/daily scheduling, timesheets
- Ordering supplies
- Meeting with park maintenance staff re: performance concerns
- Worked with staff & videographer to develop staff training videos
- Mid-season staff evaluations completed.
- Swim lesson records uploaded to American Red Cross website.
- Labor Day weekend – poor weather – staff used time to close up & clean out sheds, equipment
- Promoted beach closing schedules on social media
- End of Season Close-out after Labor Day weekend included cleaning up sheds, putting away supplies, taking in ropes & buoys, tally beach stickers, sending thank you letters.
- 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.



YOUTH SPORTS:

- Submitted application for CIRMA Excellence in Risk Management Award for our Youth Sports Risk Management procedures. Award winners received \$2,500, results due in December.
- Promoted our new Quality Sports Provider designation to increase upcoming youth basketball registrations
- Coventry hosted the Lakes Region Basketball Administrators 1st meeting
- Youth Basketball registrations ran from August to Oct 1.
- Board of Directors meeting regularly, conducted Travel Team Try-outs and Recreation League Player Evaluations, recruited new coaches, ordered travel uniforms, submitted gym schedules and attended organized 1st meeting of the Lakes Region League Administrators all before October 1st, one month earlier than last year.

PATRIOT RACE

- Scheduled for Nov. 10th this year, we have joined forces with the Patriot Race committee, and are introducing a Junior Race to include a 50 yard dash for kids 4 and under and a ½ mile run for 4 and up. Volunteer Kari Nowosielski is serving as Junior Race director and has accomplished a lot in pre-trace planning including: layout & map route, determine pricing, marketing, ordering supplies.



PROGRAMS:

Recreation Supervisor Cat Merriam attended/participated in the following:

- Website Design Committee Meetings x3
- Meeting with BOE re: Youth Building Improvements
- Weekly Arts on Main Planning Meetings:
 - Marketing Efforts/Print Media/Facebook Page
 - Arts on Main Event: 8/26
- Ongoing Facebook Marketing
- AARP Livability Grant
- Christmas in the Village/Tree Lighting Planning Meeting
- Annual Regional Trip Meeting
- Rec. Daze Staff Meetings & Supply Ordering
- Ongoing Balance Due/Past Due Correspondence/Un-enrollments/Care 4 Kids Camp Subsidies
- Weekly deposits & monthly credit card reports
- Program cancellations, refund processing & past due invoices
- Lodge/Mill Brook Place Showings x 5



CAMP WANGUMBAUG:

Registration increased significantly mid-season, with most weeks filling to capacity, including both weeks of Mini-Explorers.



Camp Carnival capped off the camp season on August 16th, with an inflatable moon bounce and slip n' slide, corn hole, music, yard games, giant Jenga, spin art, face paint, cotton candy and ice cream!

RECREATION DAZE:

Registration began for returning families on 7/5, and for new families on 7/18. By the first day of school, we had a record 18 kids registered for morning care, and 40 kids registered for after school care. A waitlist for additional registrants continues to grow: Due to the increase in registrations/waitlist, we began advertising for the hiring of additional support staff this season. The process remains ongoing as applications come in.

Community Center clean-up/building improvements have been ongoing since the end of Camp, including carpet cleaning, door replacement, and furniture orders. Planned projects for October include door replacement, attic insulation & installation of new furnace, and removal of non-functioning refrigerator.

MISC. PROGRAM PLANNING:

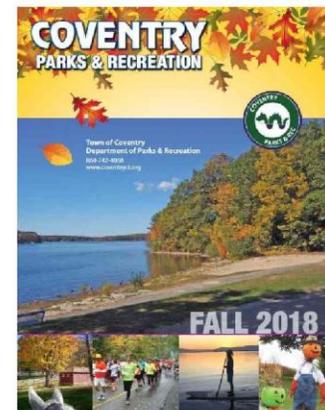
Fall Program Brochure:

Content for the fall program brochure was due to the Graphic Designer on 8/13. First proof was received on 8/20 with the final product going to the printer on August 31st. Release to the homes is scheduled for September 17th.

Collaboration with Senior Center:

New collaboration with the Senior Center is coming this fall, by way of the *Coventry Camera Club!*

- Staff wrote and submitted a grant application through the AARP Livability program, to help subsidize the program, including materials & instructor fees. The application was submitted on September 24th.
- Staff also met with Dot Drobney, who is a local photographer & teacher. We are planning on offering a series of workshops for those interested in learning more about photography & joining the newly formed Camera Club! Staff are currently planning the Club's potential activities throughout the year, culminating in a "gallery"-type event to showcase their works!



Human Services Department Quarterly Report July-September, 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, Senior Center Van Transportation Coordinator



HUMAN SERVICES OFFICE
July ~ August ~ September

A. HUMAN SERVICES

1. Meetings: Class E-board Meeting -7/24/2018

Newington HS Interview Panel – 8/1/2018

Access Meeting – 8/22/2018

Operation Fuel Director Meeting – 9/13/2018

CLASS – 9/20/2018

Woman’s Forum – 9/20/2018

Operation Fuel Conference – 9/25/2018

2. Direct Services: 38 unduplicated client cases

3. Programs:

➤ **ENERGY ASSISTANCE PROGRAM:**

- Access Energy Assistance Program ~ The office began accepting energy application starting on September 11th. In September, **19** energy applications were processed for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic).
- The 2017-18 Operation Fuel Program ended with a total of **2** applications for a total of \$1,000 in assistance. In June, Operation Fuel Applications were being processed for summer electric utilities, only and **2** applications were processed.
- The Clergy Fuel Fund authorized **3** delivery for clients who had exhausted all other resources of fuel assistance for a total of \$ 831.70

- **STATE OF CT, ELDERLY & DISABLED RENTER’S REBATE PROGRAM:** To date, **88** applications have been completed for Coventry residents who rent for a total of **\$40155.64** in rebate checks which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November, 2018. 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 bene-fits. 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:** –This program has been reinstated for 2018. We have issued 46 vouchers for this program. 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.

- **FOOD BANK: July-September**

Assistance Records:
Total Household Assistance: 28 with a total of 74 members

Throughout the months, we receive numerous donations from: Coventry Public Schools, The Girls Scout Camporee, local churches and many individuals, families and young people who do a collection of food in lieu of birthday gifts. Residents are served at the food bank located at the Patriots Park Community Center on Fridays (September-May), 8:30-11:30 a.m. and for the summer months (June-August) Tuesdays, 9-11:30 a.m.

- **SPECIAL NEEDS:** 8 families (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$ 2686.30; a total of \$6588 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:** 8 cases were assisted with medical, housing, food and utilities for a total of \$2406.76 and Youth Services purchased \$720 of Payless Shoe Cards for the *Back to School* program. The Coventry Human Services Office was appointed as the Service Unit Committee for Lower Tolland County and Courtney Chan is Chairperson and the community service rep for the Unit which includes: Coventry, Andover, Bolton and Hebron. The local fund is administered by Brenda Bennett, Coventry Senior Center Coordinator, who is also the Treasurer for the Unit.
- **SUMMER OPERATION FUEL:**
2 families were helped through the Operation Fuel (electric utilities only); program which runs from June through December.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 22 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.

C. SENIOR CENTER:

1. Attendance for this Quarter:

- **Total Visits:** visits: **July** (instituted use of *Myseniorcenter* keycards, 89 keycards used this month), **August** (493 visits), **September** (499 visits).
- **Implementation of new *Myseniorcenter* Program** – the Center went “live” with the implementation of the single keytag swipe system at our front desk to eliminate the sign-in sheets for attendance. The Center introduced the Touch Screen to the Center during the month of July and encourage participants to register for their keycards. The touch screen software for Senior Centers enables the staff to better track attendance for events, meals or entering volunteer hours. There have been **191** keycards issued during this quarter.
- **Holiday Closure:** July 4th and September 3rd

2. Programming:

- **Trips:** The Center began hosting monthly “shopping” trips on Friday with a volunteer driver to Walmart. This quarter a total of **21** participants took advantage of the service. In **July**, the Senior Transportation Program sponsored a trip to Narragansett, RI (Pt. Judith Lighthouse and The Fantastic Umbrella Factory). The Sea Mist Thimble Island Cruise trip scheduled for **August** was cancelled due to inclement weather with **20** participants registered and **25** people on the wait list. In September, the Center took a Peter Pan bus to the Branford, CT for the Sea Mist Cruise and all participants were able to be accommodated. In September, the Transportation Program provided a *free* bus trip to the Tanger Outlets at Foxwoods Casino and also in September, a *free* trip to The Benton Museum at UConn. (See Transportation Report)
- **Nutrition:** The Center is now collaborating with the Coventry Food Service Program for monthly luncheons. Due to summer closure of the schools, meals this quarter were 1x/per month: **July** - **8** participants; **August** – 15 participants, **September** 12th - 11 participants; September 26th – 13 participants. A luncheon on July 18th featured guest speaker, State Representative Timothy Ackert with **46** participants; **August BBQ** – **62** participants and musical entertainment provided by *Song a Day Music*; **Out to Lunch Bunch:** July – cancelled due to holiday; August – 99 Restaurant, Vernon **16** participants; September – Midway Restaurant **12** participants.
- **2018 Legislative Session Update and Q&A** - **46** participants attended a Senior Center sponsored luncheon with Subway grinders and an ice cream bar followed by a Q&A with State Representative Timothy Ackert.

- **Exercise:**
 - The twice weekly **Level 1 Fitness Class** had a total of **306** attendees for the quarter. (July – 96, August 107, September 103).
 - The **NEW Level 2 Fitness Class** – The promotional classes ended in June. In July participants paid \$3.00 per class for a 1x/week Level 2 fitness class. July – 4 classes offered with **19** participants; August – 5 classes offered with **34** participants, September - 4 classes with **27** 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. The fitness equipment saw very little activity due to the warm summer weather.
 - **Yoga** with instructor William Goodale on Wednesday afternoons with a \$5.00 drop in at the door. July **20** participants; August **35** participants, September **21** participants.
 - **Line Dancing** – the program took a break from July-September; we will resume the program in October.

- **Entertainment:** In September, the Center welcomed the Windham Senior Center Wii Bowlers to participate in a friendly competition of Wii bowling.

- **Health and Wellness Services:** Nurse Carol, our *Ask the Nurse* met with **2** participants on July, **2** in August and **5** in September. *Nurse Carol* met provides blood pressure checks and blood sugar testing.

- **Podiatric Footcare Clinic with Dr. Morgan** –**5** podiatry appointments on July 19th.

- **Spa Days: Manicure/Pedicure** – July -**10** appointments; August – **5** appointments; September - **11** appointments; **Haircuts:** July - **7** appointments; August - **8** appointments; September - **7** appointments. **Massage Therapy or Reflexology:** July -**8** appointments, August -**5** appointments, September -**7** appointments

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 **33** appointments in July-September with **9** new clients.

- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **5** individuals in need of help for seniors or individuals with disabilities. This included referrals to the Access Energy Assistant Program, 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.

- **Access Energy Program** – In August, the Senior Center Coordinator began accepting applications for those in need of oil, propane, and electrical heat assistance for the winter of 2018-2109 energy season. **5** applicants were assisted in September.
- **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 **208 volunteer hours of service** this quarter. **Betsy Fitzgerald (111 hrs), Claudette Polhemus (25 hrs), Penny Whitaker (72 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 **428** households: Mail Recipients (188), Orchard Hills Residents (80), Senior Center Pickup (25), Email Recipients (135), Senior Center E-blast.
- Social Media: The Senior Center Facebook Page currently has **113** “likes”.

New NEWS:

- The Center welcomed Leah Whitaker as the new Support Staff. Leah is a recent graduate of Southern CT State University with a B.A. in Recreation & Leisure. Leah did her internship in the summer of 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.
- Tech Monday – was introduced in September and will be held once a month with Kayla, the Reference Librarian from Booth & Dimock Library. Kayla has been assisting our seniors with their tech questions one-on-one for assistance.

C. COVENTRY RIDES TRANSPORTATION PROGRAM

Coventry Rides Transportation Program
July-September 2018

Days of Operation: 40
Volunteer Hours Average/Daily: 3.7
Miles Total: 910

Volunteer Hours: 126.75
of Individuals Riding: 134
of One-Way Trips: 557

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.

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 will be going in for annual inspections in October. Both are now being parked back at the Senior Center.

Transportation is offered Monday, Tuesday and Thursday from 9-1 to locations in Coventry, Bolton, Manchester, Tolland, Rockville/Vernon and occasionally South Windsor. Van transportation is used for medical appointments, grocery and shopping, voting, senior workshops, Senior Center, employment, 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 7 people per trip. In July the Senior Center took a trip to Rhode Island to have lunch at Aunt Carrie's and shop at the Fantastic Umbrella Factory. Forty-two people attended this trip. In August we were scheduled to take a boat tour around the Thimble Islands, however the trip needed to be rescheduled due to weather. A Peter Pan bus took 43 people on September 19th down to Branford for a cruise on the Sea Mist around the Thimble Islands and then out to lunch at Lenny and Joe's. On September 18th thirteen people attended a trip to the Tanger Outlets at Foxwoods. On September 28th Leah took five Seniors on a small group trip to the W. Benton Museum in Storrs, followed by a stop at the Uconn Dairy Bar.

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 (YSB Entitlement and Enhancement grants)
- Prepared final grant reports for both SDE grants 2017-2018
- Wrote both SDE grant applications for 2018-2019
- Attended CYSA Board meeting: 9/13/18
- Attended CYSA Executive Committee Meetings: 7/12/18, 7/19/18
- Attended Eastern Region YSB Meeting: 9/10/18
- Attended Suicide Advisory Commission Meeting: 7/25/18
- Attended Delivering Effective Suicide Prevention Messaging Webinar: 7/25/18
- Attended Trauma-Informed Restorative Justice training: 8/1/18 & 8/7/18
- Attended Youth Services Advisory Board Meeting: 9/6/18



2. Direct Service

A. Function

- | | |
|----------------------------------|------------|
| ➤ Youth & Family Cases | 16 cases |
| ➤ Community Service | 0 cases |
| ➤ Community Restitution | 0 cases |
| ➤ Youth Job Bank Requests | 3 requests |
| ➤ Youth Job Bank Matches | 2 matches |
| ➤ Youth Job Bank Members Trained | 3 |
| ➤ Juvenile Review Board | 1 case |
| ➤ Counseling Services | 0 cases |

B. Programs

- 3 *Camperships* were awarded to this quarter; allowing youth to attend summer camp that otherwise would not be able.
- *Gearing Up to Learn*, back to school program, assisted 10 Coventry families with backpacks, school supplies and Payless shoe cards. 23 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 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 I.....Troy Stout
Public Works Maintainer I.....Colin Dunnack
Public Works Maintainer I.....Eric Hurlburt
Public Works Maintainer I.....Kevin Vincens*

Sanitation Maintainer.....Charles Grossmann

Lead Mechanic.....Daniel Caron

Mechanic IRobert Maxwell
Mechanic IJeremy Rooke

Cemetery MaintainerLance Kozikowski

Town Engineer.....Todd Penney
WPCA Technician / Operator.....Michael Ruef

*New Hire date 09/24/18

Daniel Smith's last day as Sanitation Maintainer working for DPW was 09/07/18. Charles Grossmann transferred from Public Works Maintainer I to Sanitation Maintainer on 09/18/18.

Town/State Projects

Main Street Reconstruction: (CDOT #32-130): Project complete.

Lake and Cross Street Improvement (LOTICIP): Final punch list items completed. Project completed.

STEAP Sidewalk – Main Street Sidewalk Extension (CDOT #32-147): Project completed.

Jones Crossing Road Bridge Project: Coventry Inland Wetlands Agency Permit obtained. Connecticut Department of Energy and Environmental Protection (CT DEEP) and Army Corps of Engineers (ACOE) permit package has been submitted for review and approval. Received nearly \$400,000 from Connecticut Department of Transportation (CDOT) State Local Bridge Program for 50% funding of Design, Construction and Construction Inspection and Administration. Huge win for Coventry. Project is expected to be under construction in early summer 2019 and last for 3 months. Bridge continues to operate under alternating one-way stop condition.

Decew Dam Property Improvements Project (Mill Pond Park): Executed and oversaw several contracts to develop the Mill Pond Park from CT DEEP Recreation Trail Grant won by Eric Trott, Town Planner. Grant funds covered ~70% of the costs to take the abandoned Decew Dam Property, acquired through tax sale in 2016, and develop it into a passive park. The project took the wildly over grown and unkempt parcel into a passive park that will provide water side access to the Mill Brook and the pond for fishing and picnicking. The park includes historic interpretive signs to depict how the property was used with its Mill history. The project was completed with the exception of the picnic table and benches as they will be procured in 2019.

Sam Green Road Realignment at Richmond Road: Survey and design was completed to accommodate the Richmond Road paving project. The project took the skewed Sam Green Road intersection and normalized it perpendicular. This realignment was executed due to the conveyance of land to the Town of Coventry from the 1996 Eugene Bay Subdivision on Sam Green Road by the Planning and Zoning Commission. The project was completed with the combined efforts of my office, DPW staff and private contractors.

LOTICIP Applications: Three (3) Capital Region Council of Governments (CROG) LOTICIP applications were submitted for 100% Construction cost for the following improvements:

1. ***Folly Lane Bridge over Skungamaug River Replacement Project:*** Addresses the complete replacement of the aging and deficient super and sub-structure that conveys Folly Lane over the Skungamaug River. The proposed project will keep the bridge in its existing location but will widen the bridge deck to convey two-way traffic. Estimated Grant value is \$1,132,000.
2. ***South Street Roadway and Pedestrian Improvements Project (Phase 1):*** Addresses the poor pavement surface and drainage from Seagraves Road to historic Porter House. The project will extend the sidewalk from the South Street roundabout to the Nathan Hale Homestead to address pedestrian concerns. The project components will be designed and implemented

while maintaining the scenic characteristics of the corridor. Estimated Grant value is \$1,484,000. Construction is anticipated to be executed in 2019 or 2020.

3. ***Swamp Road at Boston Turnpike Intersection Improvements Project:*** Addresses Level of Service, Traffic movements and Safety at the Swamp Road, Bread and Milk Street, and Northfield Road locale. The project will look to realign Swamp Road opposite of Bread & Milk Street and modify the Northfield Road intersection to restrict turning movements. Estimated Grant value is \$1,419,600. Construction is anticipated to be executed in 2020.

All three of these applications received CRCOG approval and are awaiting final authorization CDOT. Approval from CDOT is expected.

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 2019.

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

Athletic Field Maintenance - 320 hours
Clean Catch Basins - 88 hours
Clean Equipment – 8 hours
COVRRA 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: 9,075

**COVRA QUARTERLY REPORT
JULY, AUGUST & SEPTEMBER 2018**

TRANSFER STATION: MATERIALS RECEIVED

	JULY	AUGUST	SEPTEMBER	TOTAL
Receipts	\$3,859	\$3,191	\$3,227	\$10,278
Electronic waste – ea	275	226	307	808
Propane tanks – ea	28	23	13	64
Bulky CD/brush – tons	29	24	25	78
Scrap metal – tons	1	4	5	10
Tires – ea	40	39	23	102
Leaves – tons	0	0	0	1
Refrigerant – unit	45	45	46	136
Users	563	383	361	1,307

TRANSFER STATION: MATERIALS TRANSFERRED

	JULY	AUGUST	SEPTEMBER	TOTAL
Willi Waste – cd – tons	38	22	23	83
Willi Waste – brush – tons	11	11	0	22
Willi Waste – metal – tons	5	5	8	18
Take2 - refrigerant – units		DATA NOT		
Take2 - electronics (CED) – lbs		AVAILABLE		
Take2 - electronics (non) – lbs		AS OF		
Take2 - uw lamps, mixed – lbs		THIS		
Take2 - batteries, mixed – lbs		DATE		
Mighty Flame – pro tanks – ea	110	0	0	110
Bob’s Tire – ea	0	0	89	89
Bay State Textiles – lbs	410	540	590	1,540

CURBSIDE PICK UP

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

	JULY	AUGUST	SEPTEMBER	TOTAL
MSW @ \$67.86 / ton	330	354	307	992
Expenditure	22,426	24,056	20,846	67,328
Recycling @ (\$10) / ton	95	102	90	287
Revenue	(948)	(1,023)	(897)	(2,869)
Recycling Residue @ \$95 / ton	11	10	10	31
Expenditure	1,061	946	934	2,941
Bulk @ \$76.93 / ton	21	23	26	70
Expenditure	1,642	1,735	2,005	5,382
Mattresses @ n/c – ea	80	100	95	275

(may be slight total discrepancies due to rounding)

COVRRRA sponsored its first SHRED-IT event on 09/08/18 at the Public Works Department. We contracted with Infoshred LLC at \$850 for three hours of on-site shredding. We managed to shred approximately 7,000 lbs. (3/4 of the truck full) which will be deinked, re-pulped and turned into game board boxes, dental bibs and other paper products.



Approximately 140 cars delivered up to 2 bags or boxes maximum, although bringing a non-perishable food item for the Coventry Food Bank increased their limit to 3.

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Flow this Quarter = 125,774 gallons per day
Peak Daily Flow this Quarter = 267,204 gallons per day

Projects Update:

- Construction projects in the sewer service area:
 - CT DOT project #32-130; Main St. Reconstruction: DOT's contractor adjusted two sewer manholes on the curve across from Teleflex. The remaining bump is caused by a catch basin that is too high but since it's a State road the Town has no authority to correct the basin. We have identified a solution to the multiple problems with the sewer lateral at 1265/1267 Main Street and are putting a bid together to install 2 pumps.
 - Western Route 44 Sewer Planning Area: The Bolton Lakes Regional WPCA has reviewed the hydraulic study of the Bolton Lakes sewer system and have no concerns with a limited sewer extension into Coventry on Route 44. We are working with the Town Attorney to determine if joining the BLRWPCA or becoming a customer would be a greater benefit to our residents. There are substantial engineering challenges with connecting to the Bolton Lake system to overcome. We are proposing to use Developer's Agreements to privately fund sewer construction so that bonding and tax increases are not necessary but this approach is uncommon so we are seeking guidance from our Engineers and Attorneys.
 - Town roadwork: we hired a vendor to raise 2 manholes on Lake Street and 1 on Cross Street. The same vendor will raise 3 manholes on Daly Road and 1 on Rabbit Trail after paving this fall.

Sewer Collection System:

- We are continuing to work with the Town Attorneys and a Land Surveyor to correct several issues with sewer easements on West Shore Drive and Standish Road from 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 hauling from the tank cleaning contract and put the it back out to bid. Results from the second bid were significantly lower and the contract was awarded to Wastewater Services, Inc.
- Our engineers compiled cost estimates to rebuild the digester tanks at the Treatment Plant. The estimates came in higher than expected so we are running cost comparisons on complete rebuild vs annual spot repairs.

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 used our new data collection software to identify priority areas for manhole inspections to locate 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
1st Quarter Report, July – September 2018

I. Administration

- a. Days Open: 63
- b. Hours of Operation: 544
- c. Closings: Closed for 4th of July and Labor Day
- d. Visits: 11,918

II. Circulation

- a. Total: 21,973 (includes electronic and downloadable materials)
 - i. Books: 17,782
 - ii. Serials: 545
 - iii. Video: 2,777
 - iv. Audio: 774
- b. Borrowers Added: 145
- c. Total Active Borrowers: 7742
- d. Interlibrary Loan
 - i. AT other libraries: 165
 - ii. FROM other libraries: 353

III. Collection

- a. Total: 53,360
- b. Added: 679 new items

IV. Programs

- a. Total Programs: 105
 - i. Children's: 57
 - ii. YA: 26
 - iii. Adult: 20
 - iv. Other: 2
- b. Total Attendance: 1327
 - i. Children's: 1017
 - ii. YA: 145
 - iii. Adult: 130
 - iv. Other: 35

V. Library Services

- a. Reference Questions: 1761
 - Does not include computer questions
- b. Computer Assistance: 262
- c. 20 Outreach Visits (Includes 5 school/daycare visits)
 - i. Engaged with 551 community members
- d. Internet Use Total: 33,085
 - i. On library desktops: 3713
 - ii. On library wi-fi: 29,372

VI. Maintenance

- a. Independent Elevator Co. Inspection – 8/28/18
- b. Fire, alarm system, and fire extinguisher inspection and test – September 2018.

Respectfully Submitted,
Margaret Khan, Director

**2018-2018 1st Quarter Budget Report
As of September 30, 2018**

Expenditures FY 2018-2019

Budget Line Item	Budgeted	Expended YTD	Percent Expended YTD
Salaries/Wages	\$307,610	\$67,053	22%
Payroll Taxes & Insurance	\$27,564	\$5,836	21%
Benefits	\$28,500	\$5,354	19%
Books, Periodicals, A/V & Programs	\$42,300	\$4,557	11%
Utilities	\$35,620	\$4,646	13%
Building Maintenance & Repair	\$20,910	\$3,114	15%
Library Equipment Maintenance & Repair	\$10,250	\$2,624	26%
Supplies	\$5,000	\$648	13%
Computer Purchases	\$3,000	\$280	9%
Administration	\$13,125	\$2,795	21%
Total Expenditures	\$493,879	\$96,907	20%

Revenue FY 2018-2019

Budget Line Item	Budgeted	Received YTD	Percent Received YTD
Town Grant	\$477,879	\$119,470	25%
State Grant	\$800	\$ ---	0%
Library Funds	\$6,500	\$515	8%
Bank Interest (& Investments)	\$100	\$23	23%
Miscellaneous, Fins & Printing	\$8,600	\$3,352	39%
Total Revenue	\$493,879	\$123,360	25%

Respectfully Submitted,
Margaret Khan, Director