

# TOWN OF COVENTRY

## QUARTERLY REPORTS



January – March 2019

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**Cover photo:** Coventry Senior Center under a fresh coating of snow. Photo by Brenda Bennett.

# 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

Year-end reporting for tax purposes was completed – including W-2, 1099 and ACA reporting.

Meetings were held with each department to review their budget submissions.

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

In February, our Wellness Committee rolled out a new website. Our first challenge was a walking/"steps" challenge in March and there were random drawing each week with gift card prizes. We were pleased to see that the website increased employee involvement in our wellness challenges.

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

## Meetings attended

Finance Committee of the Town Council

Town Council

Pension Committee

Cemetery Commission meetings

Town/BOE Worker Safety Committee

Town GIS coordinating committee

BOE/Town IT coordination

ECHIP Executive committee meetings

ECHIP Board meetings

ECHIP Wellness committee meetings

Farmers Market Planning Committee

School Buidling Energy Efficiency Committee

Local Emergency Management Coordinating committee

# Collector of Revenue

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

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

Some people will always be more comfortable paying their taxes in person. In keeping with this tradition, the first and last week of the collection month see a steady stream of citizens in and out of the tax office. The daily mail was processed up to date throughout the month of January. Banks and escrow services typically wait until the end of the month to send in the tax payments for the January installment. A Statement notice was mailed to 127 new homeowners in January to remind them of the second installment of Real Estate taxes currently due.

In February, we prepared and mailed 1,085 delinquent statements for Real Estate tax and/or COVRRRA Trash fee and sewer use charges. We additionally prepared 671 supplemental motor vehicle notices for the February mailing. In March, 404 notices of intent to lien were mailed on the delinquent 2018(Billed Year) COVRRRA accounts.

Research and preparation for a Tax Sale of delinquent properties was conducted during this quarter. Ten owners were notified in March that their properties would be included in an upcoming Tax Sale. By late March, two properties had been brought current and removed from consideration.

We are beginning to prepare for the upcoming collection period by determining the amount of supplies for billing as well as updating names and addresses on the current grand list. Requests from mortgage companies have already started to arrive. Many taxpayers filing income tax returns come in or call the office daily for information and payment receipts during the second half of this quarter. Most taxpayers are pleasantly surprised to be directed to the Collector's page on the website to locate their information.

The third quarter collection report is attached.



# Assessor

## **January 2019**

January is the month in which the Assessor must complete and sign the Town's grand list without requesting an extension. This is when we are working to finalize all three components of our grand list, real estate, personal property and motor vehicle. The total Grand List growth was 1.24 percent or \$11,930,805 in assessed value over the 2017 grand list.

The number of personal property accounts went from 743 on the 2017 grand list to 708 on the 2018 grand list resulting in a decrease of 35 accounts and a net increase of \$2,294,835 in assessment. This was a result from the utility company's increases.

The number of motor vehicle accounts went from 13,538 accounts on the 2017 grand list to 13,614 accounts on the 2018 grand list resulting in a net increase of 76 accounts and an increase of \$2,606,070 in assessment. The small increase is the result of the number of newer vehicles that are assessed here and the results of the year after the issues at the Department of Motor Vehicle.

The real estate grand list went from 832,566,850 on the 2017 grand list to 839,596,750 on the 2018 grand list resulting in a net increase of \$7,029,900 in assessment. This was due new construction to include the Bidwell Village condominium project and a number of new single family houses, as well as major and minor remodeling projects.

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

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

### 2017 Grand List

Motor Vehicles	97,637,790
Personal Property	40,658,100
Real Estate	<u>839,596,750</u>
Total	977,892,640

## **February 2019**

With the completion of the Grand List, change in assessment notices were mailed for all real estate and personal property accounts. Calls began the following day with taxpayer's questions. Those objecting to their new assessments were given forms and necessary information for the appeal process. February 20, 2019 was the last date for submitting

appeal applications. Scheduling appointments with the Board of Assessment Appeals began as soon as the first appeal application was received.

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

Applications for the elderly and disabled began the 1st of the month. Reminder letters were sent to everyone who needed to re-apply for both the State and Local Homeowner's Programs.

### **March 2019**

We have been taking in applications for the Elderly and disabled program reminder letters will go out next month if they haven't filed already. We are also incorporating home visits to assist people who cannot get into our office to refile.

The Board of Assessment Appeals held 1 meeting, completing its duties on March 23, 2019. Our office received 15 applications for the board to hear. The following are the breakdown for those appeals:

Real Estate	13 appeals
Motor Vehicle	0 appeals
Personal Property	2 appeals

The results of those appeals equaled a reduction to the 2018 grand list of \$235,170.

We continue to devote a portion of our time to improving the town's Geographical Information System and have been working on the 2019 Revaluation project. Data Mailers were mailed this month and are due back no later than April 5, 2019. These were to be reviewed by tax payers and returned to Vision if there were any discrepancies. If there was no change than they didn't have to be returned at all. The revaluation for the October 1, 2019 Grand List will be an ongoing task for this office thru next year.

Michael J. D'Amicol  
Town of Coventry  
Assessor



*Nathan Hale Homestead*

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

Quarterly Report for  
January, February, March  
~ 2019~

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 **2019**

January, February, March

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
18-10	S	10/30/18		Special Permit Application of Storrs Community Church for parking lot expansion, 90 Tolland Turnpike	1/14/19	A
18-11		11/6/18	11/13/18	Subdivision Application of DeSiato Sand & Gravel for One new Lot on Old Eagleville Road	1/14/19	A
18-12	S	11/6/18	11/13/18	Special Permit Application of Save N Go for Sandwich Sales at 1657 Boston Turnpike	1/14/19	A
18-13		12/4/18	1/14/18	Resubdivision Application of Martha Hannon for One new Lot at 560 Bread and Milk Street	1/28/19	A
19-1	S	1/11/19	1/14/19	Special Permit Application of CLCC for Farm Living Community at 2645 Boston Turnpike	2/25/19	A
19-2	S	1/24/19	1/28/19	Special Permit Application of Cedar Builders/Vinton Village to Reconstruct Fire Destroyed Plaza at 3466 Main Street	2/11/19	A
19-3	S	1/15/19	1/28/19	Special Permit Application of Twin Hills Coventry, LLC to expand	2/11/19	A

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

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

January, February, March

DISCUSSION AND ACTION TOPICS

- Performed 8-24 review of the Jones Crossing Road bridge project, including Town Engineer presentation.
- Approved special permit extension request of Phil Blazawski to allow additional time to complete the improvements associated with a motor vehicle dealer and repairer approval at 2724 Boston Turnpike.
- Approved mylar filing extension request of Atty. Joe Williams for Cumberland Farms Special Permit plans.
- Approved special permit extension request of BJ Reid for a car wash/food service project at 1384 Main Street.
- Appointed Ed Maret as the Coventry representative to the CROCOG Regional Planning Commission.
- Approved mylar filing extension request of Phil Desiato, for the South Street extension subdivision plans.
- Approved special permit extension request of Tom Nolan to commence and complete the construction of a residence on Edgewater Drive.
- Adopted a resolution confirming that Bear Swamp Road is designated as a recreational right of way.
- Recommended that the Town Council pursue the purchase of the Rose property on Cooper Lane as open space, pursuant to CGS 8-24.
- Recommended that the Town Council pursue the Capital Improvement Plan as proposed, pursuant to CGS 8-24.
- Discussed recent Journal Inquirer article regarding Manchester zoning citation ordinance being enacted.

**January, February, March****DISCUSSION AND ACTION TOPICS**

- Staff provided updates on the various grants and other projects being administered that are relative to economic development.
- 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 the four town EDC study that will include Coventry, Bolton Tolland and Mansfield. An RFP to seek out consultants for this project is nearing completion.
- Participated in Consortium Meeting of land use agencies, which replace a regular Economic Development Commission meeting.
- Discussed the closing of Francesca's Restaurant in Coventry Village.
- Discussed the ongoing work of the Coventry Village Partners – a SWOT analysis was performed, a vision statement will be prepared, an action plan for 2019 will be prepared, the CT Main Street Center accepted the Town of Coventry as a member, the Partners planned and executed a Coventry Village Stroll event in February.
- The Chair distributed EDC certificates of appreciation to the following businesses: Save N Go, Preserved Antiques, Stein's Classic Antiques, Rusty Relic, Biz-Tech, Twin Hills Country Club, Country Way Realty.
- Discussed the status of 1660 Main Street – demolition of blighted residence and interest with town pursuing conveyance of property.
- Discussed the Town's continued involvement with Caprilands.
- Adopted the 2019 meeting schedule for the Commission.
- Met with Adam Reiser, from Nucleus Augmented Reality, to discuss the Town's involvement in future augmented reality advertising. The Commission adopted a motion to request the Town Council consider the proposal.
- Discussed that the Town will participate in both the Windham Chamber of Commerce and the Tolland County Chamber of Commerce.
- Reported that the Eastern Gateways Transportation Study has been completed and accepted by the member Towns.

- Discussed the status of the citizen survey and the level of participation by the citizens.
- Reported that Town Staff will be working with Google to host a small business forum on search engine optimization.



*Apis Verdi Farm Produce – 2018 Market Season*

**January, February, March**

- Began planning the 2019 Farmers' Market season, which involves closing out the previously granted and recently granted Farm Viability Funds from the State Department of Agriculture to expand programming activities.
- Continued involvement with the Tolland County Chamber of Commerce Economic Development Committee as Coventry's representative, including serving on the Board of Directors and Executive Committee.
- Continue to work with the Town Attorney's office on the pending litigation that is occurring for ongoing blight and zoning enforcement.
- 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. Prepared comments on the final revised draft of the Study.
- 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. Prepared comments on the latest revised plans and feasibility study.
- Continued the training of the newly hired Planning Tech/ZEO after the resignation of Mason Perrone, as he took a planning position in Providence, RI.
- Continue to work with the Coventry Arts Guild, businesses and civic groups to continue efforts to support Coventry Village after the Arts on Main event. The Coventry Village Partners continues to meet on a regular basis to discuss next steps, including planning for the next Arts on Main event in August.
- Continued to work with a consultant to administer a community survey, as part of the revision to the Plan of Conservation and Development.
- Began initial planning work on a 2019 submittal to SustainableCT for silver certification.
- Began work with the State of CT DEEP, Solitude to plan for the invasive species management at Coventry Lake and Eagleville Lake in 2019.
- Continued work with the Planning and Zoning Commission Subcommittee on the update to the Plan of Conservation and Development.

**January, February, March**

- Submitted and was awarded a State of CT Department of Agriculture Farm Viability Grant to seek funds to expand the Friends of the Market program.



*Artisan Caterers' Paella – 2018 Market Season*

**ZONING ENFORCEMENT**

YEAR **2019**

**January, February, March**

<u>ZONING PERMITS ISSUED</u> =	44
Single Family Dwellings	4
Condominiums	0
In-Law Apartments	0
Accessory Structures	
Decks/Porches	4
Sheds/Gazebos	6
Barns	1
Detached Garages	2
Pools	0
Other	9**
Additions/Attached Garage	4
Grading/Clearing/Fill	1
Commercial Use/Signage	2
Home Occupation	5
Interior Renovations	6
Total	<u>44*</u>

*The number of zoning permits issued increased by 38% compared to the same Quarter in 2016, and increased by 77% compared to the same quarter in 2017.*

\* 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 = **\*6**

(Signed for zoning compliance by ZEO)

Single Family Dwellings	4
In-law apartment	1
Condos	0
Accessory Structures	
Decks/Porches	0
Sheds/Gazebos	0
Barns	0
Detached Garages	0
Pools	0
Additions/Attached Garages	1
Other	0
Commercial Use/Signage	0
Total	<u>6*</u>

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

**ZONING ENFORCEMENT (Cont'd)**

YEAR **2019**

January, February, March

**INSPECTIONS\***

Erosion and Sediment Control	5
Limits of Clearing	1
Certificate of Occupancy	6
Pre-Approval Inspection	3
Seed and Mulch Bond Release/Inspections	0
Zoning Complaints (initial & follow-ups)	6
Blight Complaints (initial & follow-ups)	19
Blight/Zoning Combined Inspections	2
Street Number Assignments	0
Other	1
Total	<u>43</u>

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

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	5
Drainage	1
Permit Conditions Not Met	0
Non-permitted Activity or Structure	2
Signage	1
Illegal Dumping/Oil Spills	1
Clearing, Filling	1
Junk Yard	1
Greater than 1 unregistered motor vehicle	3
Unlicensed motor vehicle dealer/repair	1
Outdoor wood burning furnace	0
Residential motor vehicle sales	1
Livestock/Poultry/Agriculture	2
Nuisance	1
Other Zoning Enforcement	0
Blight complaints	5
Total	<u>25</u>

## **ZONING ENFORCEMENT**

YEAR **2019**

**January, February, March**

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

#### **Enforcement**

This was the time of year to get the ball rolling with some lingering blight and zoning enforcement matters. Preparation between zoning staff and property owners could take place in the cold months so that by the time Spring comes around each property owner is clear on what their expectations and timeframe are for compliance. Zoning staff caught up with meeting/communicating with property owners as well as being able to close off on several enforcement matters. With continued efforts, the current open enforcement matters are expected to be closed out throughout Spring and Summer.

#### **GIS**

While building and inspections slowed down a bit over the winter; some of this extra time was spent catching up on GIS projects, especially parcel updates. There was a great amount of new parcels, mismatches, and incorrect boundaries in our parcel layer that have recently surfaced; as well as other data that needed updating that have compiled over the years. The goal was to make as many corrections as possible to our parcel shapefile before we send off the updated file to mapgeo and mapxpress for our annual online property information (GIS) update. Even though there is still a long way to go, there was a lot of progress from January through March with GIS parcel updates. Other GIS projects that were a priority include, POCD map updates, an updated Coventry Road Map, and analysis of Impervious Surfaces in Coventry data.

#### **Other**

There were several ZBA public hearings and variance applications that became a priority. In addition, there was a consistent amount of time allocated to meeting contractors and property owners both on site and in the office meetings to review the zoning aspects of development projects. Other areas of focus during this quarter and future months include assisting in economic vitality and event planning with the Coventry Village Partners, being involved in the Nathan Hale Greenway project meetings, and organizing the ZEO's paper and digital files. There was also some hands on practice with the Engineering Department's new Carlson Surveyor, which Mark used for mapping the Williams Preserve Trail System.

**ZONING BOARD OF APPEALS**YEAR **2019**

January, February, March

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
19-01Z	3/14/2019		Remodel Existing non-conforming garage and construct a two story garage addition partially within the building setbacks. 224 Avery Shores		P
19-02Z	3/28/2019		Proposed 1 car garage addition partially within the side building setback. 37 Old Tolland Tpke.		P

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

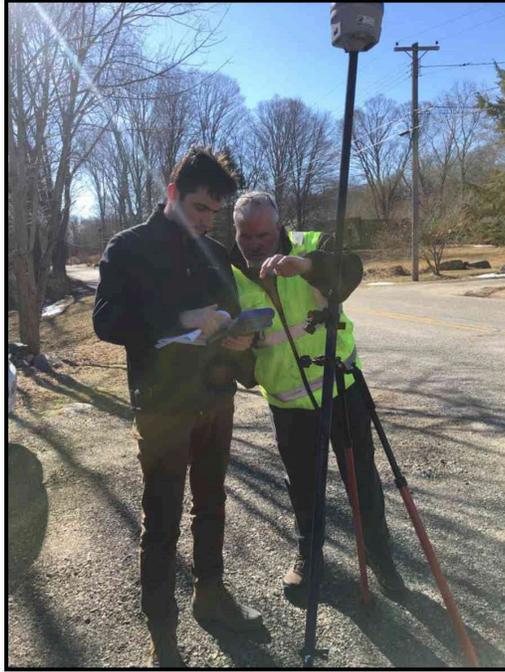
**INLAND WETLANDS APPLICATIONS**YEAR **2019**

January, February, March

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
18-09W	3/21/18	3/28/18	-	Jason Flint, driveway/parking improvements near Coventry Lake at 59 Woodland Rd.		P
19-01WA	1/7/19		-	Elaine Piotroski, 36 Berry Ave, Addition and Deck	1/10/19	A
19-02WA	1/25/19			Tiffany Jaworski/Jim Lathrop, 70 Bread and Milk St., Relocate Shed	1/29/19	A
19-03W	2/21/19			Town of Coventry, 2019 Wetlands Regulations Amendments		P
19-04W	2/27/19	2/27/19		Todd Henderson/Matt Cordner, Agent, Waterfront Property Maintenance at 211 Woodland Road		P
19-05WA	3/4/19			Robert Burrington, Detached garage in Upland Review Area, 87 Dooley Avenue	3/6/19	A
19-06WA	3/21/19			Peter Cosumano, Shed in Upland Review Area at 560 Daly Rd.	3/22/19	A
19-07W	3/21/19	3/27/19		SR Blanchard, House with septic in Upland Review Area, 56 Carnic Alps Rd.	3/27/19	A
19-08WA	3/22/19			Michael Livingston, Shed in Upland Review Area and 676 Daily Rd.	3/22/19	A
19-09W	3/26/19	3/27/19	3/27/19	John & Debby Zeppa, paver patio in lake Upland Review Area	3/27/19	A

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

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



*ZEO and Town Engineer Conducting Field Work Using GPS*

**January, February, March**

**News from the Inland Wetlands Agency**

The first quarter of 2019 continued the busy trend from last year with Inland Wetlands Agency and Minimal Impact wetlands permits. A total of nine new applications were received during the first quarter including permits for residential additions, sheds, decks and patios within Regulated Areas. The Town of Coventry submitted an application for amendments to the Inland Wetlands Regulations. The application is pending and a Public Hearing will be held in May on the amendments. At this time there is also one pending application for waterfront maintenance and invasive plant treatment at a residential property on Woodland Road.

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



*ZEO conducting GPS work at the Williams Preserve*

# TOWN CLERK'S OFFICE

*Brooke R. Manning, CCTC*  
Assistant Town Clerk

*Lori Tollmann, CMC*  
Town Clerk

*Karen Dory*  
Assistant Town Clerk

## QUARTERLY REPORT JANUARY 1 - MARCH 31, 2019

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

### Recording & Licensing

#### Receivables & Revenue:

- ✓ The Clerk's Office collected \$137,373.65 this quarter, of which \$51,682.27 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	442	10,694.00
Local Conveyance Tax Recorded	36	20,234.46
Copies	2,835	2,835.00
Trade Name Certificates	10	100.00
Liquor Permits	4	80.00
Burial/Cremation Permits	10	50.00
Marriage Licenses	2	32.00
Vitals Copies	148	2,960.00
Notary Fees & Renewals	102	540.00
Dog License Fees	31	29.00
Maps Filed	25	590.00
Fish & Game License & Permit Fees	142	63.00
Conveyance fees	36	36.00
Unanticipated	0	0
PA-490	1	11,120.81
PA-00-146 Clerk Historical Preservation	442	676.00
PA-05-228, 09-229 & 13-247 LOCIP	442	1,014.00
PA-05-228, 09-229 & 13-247 Clerk	442	628.00
<b>Town Clerk Revenue Transferred to Treasurer:</b>		<b>\$51,682.27</b>

**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 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, \$85,691.38 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$6,746.00
PA 05-228 & 09-229	12,168.00
Marriage Licenses	68.00
Fish & Game Licenses	2,308.00
PA-00-146	2,704.00
State Conveyance Tax	61,411.38



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, is remitted to the State of Connecticut.

	Dog License Fees	Surcharge
January – March	\$224.00	\$62.00

**Historic Document Preservation Grant FY18/19:** The \$4,500 grant funds awarded were applied to our ongoing project of scanning and digitizing vital records. This grant we were able to go back to 1800's and link them to the previous images on our computers. This will preserve our documents and give us easy access to them. Our land records vendor, IQS, custodian of the security microfilm, is performing the project. Our next cycle of grant money for FY 19/20 will be microfilming 3 volumes of Town Council Minutes. We will also be adding more images to the land record system.

## TOWN MEETINGS

Special Town Meeting was held February 28<sup>th</sup>. This meeting was to vote on purchasing Open Space Land on Cooper Lane.

## **staff Updates/Activities**

**Lori Tollmann**, Town Clerk attended the Tolland County Clerk's Association Meeting February 20<sup>th</sup>. At that meeting Lori was elected to a 2-year term as Tolland County President and County Vice President for the Connecticut Town Clerks Association. February 22<sup>nd</sup> attended Pension Trustee Meeting.

**Brooke R. Manning**, Assistant Town Clerk, attended the Tolland County Clerk's Association Meeting February 20<sup>th</sup>.

**Karen Dory**, Assistant Town Clerk, attended the Tolland County Clerk's Association Meeting February 20<sup>th</sup>.

## REGISTRAR OF VOTERS

Marjorie L. Roach, Democrat

Pamela S. Sewell, Republican

Dorothy M. Grady, Deputy, Democrat

Inge Pope, Deputy, Republican

### QUARTERLY REPORT: January-March 2019

The Registrar of Voters is required by CT General Statutes to maintain an up to date list of all registered voters. Voter activity for January 1, 2019 to March 31, 2019 included 347 changes to our voter list:

Additions, 99

Changes: 105 (name, party, etc)

Removals: 170 (moved out of town, died etc.).

There are now 8,565 enrolled voters in Coventry.

The annual canvass of all voters began January 2 and will be completed in May as required by State Statute 9-32-9.

The Tolland County ROVAC held its quarterly meeting on February 6 and the two Registrars of Voters and 2 Deputy Registrar of Voters attended.

Submitted: April 23, 2019

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**3<sup>rd</sup> QUARTER**  
January, February, March 2019

There were two (2) permits issued for new dwellings to be built this quarter.

<b>NEW HOUSE PERMITS ISSUED FOR THE 3rd QUARTER 2018-2019 FISCAL YEAR</b>		
<b>MONTH</b>	<b>DATE</b>	<b>ADDRESS</b>
<b>JANUARY:</b>		
	1/11/2019	943 MAIN STREET
<b>FEBRUARY:</b>		
	2/19/2019	363 RILEY MOUNTAIN ROAD
<b>MARCH:</b>		
	NONE	

Foundation permits issued this quarter were abundant, which indicates a busy spring building season! We issued seven (7) foundation only permits. Five (5) permits were for new residential dwellings at 94 Stonehouse Road (Units 20, 21, & 31), 43 Windy Hill Road, and 97 Wolf Hill Road. Two (2) permits were issued for an entire foundation replacement for crumbling foundations at 411 High Street and 45 Gardner Tavern Lane.

New home owners are happily settling into three (3) newly built homes.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 3RD QUARTER 2018-2019 Fiscal Year</b>	
<b><u>ADDRESS</u></b>	<b><u>DATE</u></b>
NONE IN JANUARY	
88 BELLEVUE DR	2/8/2019
47 WINDY HILL RD	2/8/2019
657 SWAMP RD	3/7/2019

**Municipal Projects:**

There were no municipal projects permitted for in the third quarter.

**Commercial Projects:**

In January, a new sign permit was issued for the optical business, Eye Trade, in the village at 1199 Main Street. In February, a tenant fit out was approved and a new nail spa (Nailed It Spa) opened at 1209 Main Street in the village. The demolition permit to demolish the remaining building at Vinton Village (3466 Main Street) was issued in the beginning of February and the building permit to construct the new shell there was issued in March.

Three hundred eighty-one (381) inspections were completed this quarter.

Twenty-two (22) hours of continuing education were earned this quarter.

There were six (6) solar permits issued and closed out during this quarter.

### Permits for this Quarter

PERMIT TYPES	Jan. 2019	Feb. 2019	Mar. 2019	Third Qtr. 2018-2019
	Houses only	1	1	0
Foundation only	0	0	7	7
Condominiums	0	0	0	0
Commercial Bldg/Renov	1	0	1	2
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	3	0	0	3
Garages/Carports	0	0	3	3
Sheds/Barns	1	0	0	1
Decks/Porches	2	2	8	12
Pools	0	0	0	0
Demolition	1	1	0	2
Woodstove	4	2	2	8
Miscellaneous	3	3	2	8
Renov/Repair/Alter	16	7	13	36
Plumbing	4	1	5	10
Heating	9	9	15	33
Electric	13	7	9	29
<b>TOTAL PERMITS</b>	<b>58</b>	<b>33</b>	<b>65</b>	<b>156</b>
PERMIT VALUE	\$738,751	\$444,558	\$1,150,356	\$2,333,665
FEES COLLECTED	\$11,099	\$6,633	\$14,306	\$32,038
Certificate of Completion	20	65	61	146
C/O's - New Homes/Condos	0	2	1	3
C/O's - Other	1	1	1	3

# Fire Marshal's Office

## Town of Coventry

### QUARTERLY REPORT

During the months of January 2019 –March 2019 we have had 65 incidents that required reporting, they have been categorized as follows:

Incidents:

- Building fires 4
- Chimney fires 2
- Vehicle fires 1
- Rubbish fires 1
- Unauthorized burns 1
- Fuel burner/boiler malfunctions 1
- Hazardous condition 35
- Fire alarms 20

Inspections:

- Group homes 4
- Businesses 2
- Apartments 2
- Town buildings 0
- Schools 1
- Daycare 2

Plan reviews:

- Tenant fit out 1
- Building demo/shell 1
- Commercial Kitchen 1

Investigative reports:

- Fire 3

Fire losses amounted to \$168,000.00 for this reporting quarter.

The Connecticut State Fire Marshal's Office has announced an alarming increase in fatal fires. Since February, there has been 11 fatalities, not including several injuries that have occurred from fires.

The Connecticut Office of the State Fire Marshal, in partnership with the Connecticut Fire Academy and the Department of Emergency Services and Public Protection, ask that you and your family review these simple fire safety rules:

- Check smoke and carbon monoxide alarms to be sure they are working properly.

- Have an escape plan with a meeting place, and practice it. Each room in your house should have two ways out.
- Once you exit your home, DO NOT return. Too many people lose their lives going back into a burning home.
- Have your entire heating system checked for proper operation annually.
- If you or anyone in your home smokes, be extra careful with smoking materials as they are the most common cause of fatal house fires in the US.

It's also a good idea to check on any elderly relatives or neighbors to make sure their smoke detectors are working.

If you need any assistance with checking your detectors contact the Fire Marshal's office 860 742-4064.

If everyone follows these safety rules, we can dramatically reduce the incidence of fires in our state and prevent family tragedies.

Respectfully submitted,

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Bud Meyers  
Fire Marshal

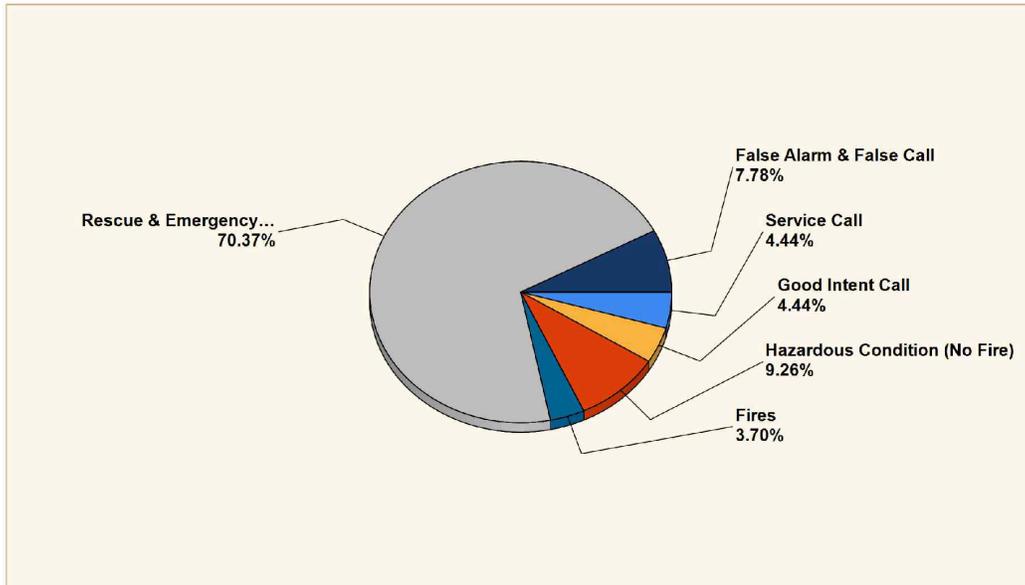
# TOWN OF COVENTRY FIRE-EMS DEPARTMENT



## QUARTERLY REPORT

January 1, 2019 – March 31, 2019

Major Incident Types by Month for Date Range (553)



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	10	3.70%
Rescue & Emergency Medical Service	190	70.37%
Hazardous Condition (No Fire)	25	9.26%
Service Call	12	4.44%
Good Intent Call	12	4.44%
False Alarm & False Call	21	7.78%
<b>TOTAL</b>	<b>270</b>	<b>100.00%</b>

## January – March 2019

In January, a Fire Study Transition Team was initiated by the Town Council and has begun the process of developing recommendations of what one unified Fire/EMS Department would look like. There are members representing Coventry Fire, North Coventry Fire and the Town EMS Division. Updates are provided monthly through the Local Emergency Coordination Committee and minutes can be found on the towns web site.

In February we changed the electronic scheduling system used to sign up for shifts to provide personnel coverage for the Ambulance. We tried one electronic scheduling software from November 2018 until February 2019, but determined another scheduling software may better suit our needs. This is still being evaluated.

In March we presented our budget requests to the Town Council for FY20. We are managing our resources keeping the bottom line as a top priority without compromising the safety of our personnel and our residents.

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### **SAETY MESSAGE:**

## **Family Emergency Plan**

The National Safety Council recommends every family have an emergency plan in place in the event of a natural disaster or other catastrophic event. Spring is a great time to review that plan with family members. Have a [home](#) and [car](#) emergency kit. The Federal Emergency Management Agency says an emergency kit should include one gallon of water per day for each person, at least a three-day supply of food, flashlight and batteries, first aid kit, filter mask,

plastic sheeting and duct tape, and medicines. Visit the [FEMA website for a complete list](#). The emergency plan also should include:

- A communications plan to outline how your family members will contact one another and where to meet if it's safe to go outside
- A shelter-in-place plan if outside air is contaminated; FEMA recommends sealing windows, doors and air vents with plastic sheeting
- A getaway plan including various routes and destinations in different directions

Also, make sure your [first aid kit is updated](#).

<https://www.nsc.org/home-safety/tools-resources/>

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](mailto:jmcloughlin@coventryct.org)

Quarterly Report  
Third Quarter FY 18/19  
January 2019 – March 2019

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 continued to prepare for its third annual review by a Compliance Service Member which will occur near the end of July 2019.*

*We have begun the process of reviewing and amending all agency policies and procedures to ensure compliance with the 6<sup>th</sup> edition of the CALEA standards. All agency directives must be in compliance with the 6<sup>th</sup> edition standards after our on-site assessment in April of 2020.*

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



Officer Bob Dexter and Officer Kelsey Carpenter with GHR principal Jen DeRagon during lunch period with the students

**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 which was submitted in September was approved. This grant funds sobriety checkpoints and directed patrols. Several directed patrols for DUI enforcement were conducted during the month of December.*

**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.

*All supervisors attended a training session with our EAP service provider to understand the services available to members of the department and how to make a supervisory referral.*

*Sergeant Russ Iger prepared an application to the Connecticut Police Chiefs Association for the agency to be recognized as a 'Serve Well – Be Well' agency which promotes officer wellness. The application was approved and will be awarded recognition in May.*

**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.

*Both Officer Glen Bona and Officer Robert Michaud successfully completed their field training assignments in March and are on patrol. The agency is now fully staffed.*

**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.

*The DUI grant application was approved in November and a number of directed patrols were scheduled during the quarter.*

## 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

*During the purchase process, of the cameras and servers, 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 and approved. The town has been reimbursed a total of \$36,038.54.*



### Other Items of Interest

Detective Spadjinske and Officer Iger were promoted to the rank of sergeant on January 3, 2019.

Officer Richard Grimaldi was hired on January 3, 2019 to replace an open patrol officer position.

Members of the department with 15 or more years of service were recognized by the Town Council at a ceremony at police headquarters. Those members were;

- Sergeant Ted Opdenbrouw 20 years
- Sergeant Jeff Spadjinske 20 years
- CSO John Chipman 19 years
- Officer Kevin Vail 18 years
- Sergeant Michael Hicks 16 years
- Dispatcher Ann Bousquet 15 years



Agency members recognized by the Town Council for over 15 years of service

The department has been working with Division of Statewide Emergency Telecommunications on the installation of a new radio system. This is great opportunity to replace an old and failing radio system. This system, if done on our own would cost \$1 million to \$2 million. By partnering with the state radio system, we will be able to accomplish the same objectives with a fraction of that cost. The radios have been purchased and we are on track for conversion to the new radio system in May.

A serious single-vehicle crash occurred on Route 6. Metro Traffic, the regional accident investigation team assisted with the investigation at the scene.

Officers continue to visit school children during their lunch time.

An arrest was made in the bank robbery that occurred at the Key Bank in December 2018.

Calls for service remained fairly consistent with the same quarter last year, increasing by 1.6%.

## Quarterly training for January 1 through March 31, 20019

### January

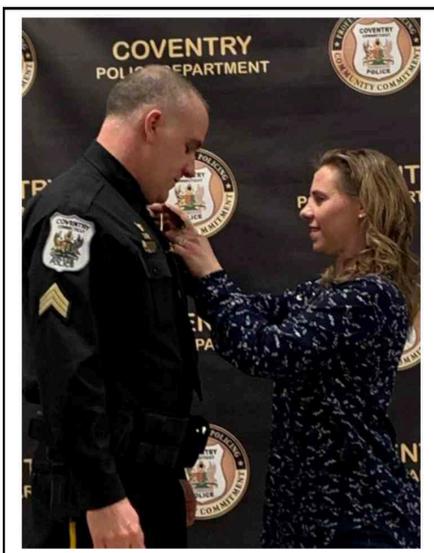
- Officer Vail attended a week-long Field Training Officer training school
- Detective Krukoff, Officer Michaud, Officer Bona and Officer Grimaldi attended firearms training at the UCONN firing range
- Officer Dexter attended training for peer support activities
- Officer Beausoleil attended a week-long training on high-visibility traffic enforcement
- Sgt. Hicks, Sgt. Spadjinske and Officer Grimaldi attended Taser training put on by Sgt. Opdenbrouw and Sgt. Iger.
- All personnel attended training on the new mobile patrol program on the in-car computers
- Officer Beausoleil attended training on dealing with persons with mental illness

### February

- Sgt. Iger attended training on human trafficking
- All the sergeants as well as Chief Palmer attended training on EAP services and supervisory referrals which was conducted by our EAP service provider
- Officer Beausoleil attended Advanced Roadside Impaired Driving Enforcement training
- Detective Krukoff attended alcohol and drug facilitated sexual assault training
- Detective Krukoff, Officer Vail, Officer Dexter, Officer Carpenter, Officer Beausoleil, Officer Anderson, Officer Michaud, Officer Bona attended Use of Force and Taser training given by Sgt. Opdenbrouw and Sgt. Iger
- Sergeant Opdenbrouw attended one-week recertification training

### March

- Detective Krukoff attended a week-long crime scene and evidence collection class
- Officer Greener attended a week-long recertification training course
- Sergeant Iger, Officer Dexter, Officer Michaud, Officer Grimaldi and Dispatchers Brenker Bousquet and Cote attended training on the use of the new Criminal Information Sharing System



Sergeant Jeff Spadjinske (l) and Sergeant Russ Iger (r) having their sergeants badges pinned on.





# Coventry Police Department Incident Analysis

1/1/2019...3/31/2019

		Shift			Total
1st	2nd	3rd			
415	863	685			1979

UCR	Nature	1st	2nd	3rd	Total
029	Disabled Motor Vehicle	19	15	9	43
11D	SexAssault Forcible Contact	0	2	0	2
13B	Assault Simple	2	6	1	9
13C	Intimidation	1	2	2	5
152	Suicide Threat/Attempt	1	1	2	4
220	Burglary	2	0	1	3
23C	Larceny Shoplifting	1	0	0	1
23D	Larceny Theft From Building	0	4	1	5
23F	Larceny Theft From MV	1	3	4	8
23H	Larceny All Other	0	8	2	10
240	MV Theft	1	1	0	2
250	Counter/Forgery	0	1	0	1
2604	Fireworks/Gunshots	0	1	3	4
2608	Abandoned MV	1	1	1	3
2609	Littering	0	2	0	2
2625	Notification	0	1	1	2
2631	Public Hazard	12	43	18	73
26A	Fraud False Pretenses	0	2	2	4
26B	Fraud Credit Card/ATM	0	1	0	1
26C	Fraud Impersonation	1	0	1	2
26E	Fraud Wire	0	4	0	4
26F	Identity Theft	0	1	1	2
290	Vandalism	1	5	2	8
2914	Animal Complaint	9	37	18	64
3009	Susp Person/Activity/MV	56	52	87	195
326	Illegal Parking	0	1	0	1
332	Harassment/Harassing Phone Calls	2	4	3	9
334	Untimely Death	0	1	0	1
343	MV Accident (Injuries)	7	5	0	12
344	MV Accident Evading	2	5	5	12
346	MV Accident (No Injuries)	11	20	10	41
347	MV Accident (Private Property)	0	0	2	2
351	Alarm	23	43	26	92
353	Medical	29	73	35	137
355	MV Stop	123	167	241	545
35A	Drug/Narcotic Violation	1	16	3	20
36B	Sexual Assault (Statutory)	0	1	0	1
375	Routine Assistance	8	32	28	68
377	Open Door/Window	1	3	1	5
388	Miscellaneous	11	13	9	34
390	Police Information	1	9	6	16



# Coventry Police Department Incident Analysis

1/1/2019...3/31/2019

396	Escort	3	2	3	8
398	Missing Person	0	1	1	2
399	Lost And Found	0	7	6	13
400	Family Matter - Non Arrest	0	4	6	10
401	Repossessed Vehicle	1	3	1	5
4811	Finger Printing	5	55	0	60
4858	Fire	4	17	4	25
4867	Background Investigation	0	1	0	1
4873	Assist Other Agency	9	16	23	48
4874	Test ticket	1	8	7	16
520	Weapon Law Violations	0	2	0	2
810	Bomb Threat	0	1	0	1
82	Runaway/Non NIBRS	0	1	1	2
861	Disturbance (Non-Domestic)	1	6	10	17
863	Town Ordinance Violation	20	3	0	23
866	Noise Complaint	0	1	5	6
889	Check Welfare	4	14	17	35
890	MV Erratic Operation	4	20	7	31
891	MV Lock Out	2	7	1	10
90D	DWI	4	0	5	9
90F	Family Offenses, Nonviolent	0	1	0	1
90Z	All other Offenses	1	6	4	11
911	911 Hang Up Call	0	7	2	9
H109	Junk MV	0	1	0	1
Sup	Supplemental	29	93	57	180



Starting to feel like Spring at Mill Pond Park

# QUARTERLY REPORT

## WINTER 2019

JANUARY - FEBRUARY - MARCH

### GENERAL ADMINISTRATION:

*Director Rubin attended/participated in the following:*

- Recreation Commission meeting, Dept. Heads Meeting
- Attended Softball Field Study Committee meeting
- Operating budget prep and review meeting with Town Manager, Finance Director
- Sent intent to return to all summer aquatics staff to start planning for upcoming season
- Developed and sent out surveys to Patriot Race junior participants
- Ellington interview panel – 2 rounds
- Met with Youth Football President for upcoming season
- CIRMA Annual Meeting, workshop, and Award luncheon
- Attended a presentation about use of Augmented Reality in park settings
- Completed Fall Quarterly Report

*Recreation Supervisor Cat Merriam attended/participated in the following:*

- Winter/Spring Brochure Promo
- Fall Quarterly Report
- Annual Budget Meeting with Town Manager & Finance Director
  - Town Council Budget Presentation on March 25
- Coventry Village Partners Meetings
  - Additional Marketing Efforts for Special Events
- Campership Meeting with Sneha Patidar, Youth Services Coordinator
- Camp Staff Intent to Return & New Applications
- Volunteered at Annual CRPA Entertainment Showcase
- CRPA Camp Section/Camp College Planning Meetings
- CCM Workshop: Mandated Reporter Do's and Don'ts for Administrators
- Camp Planning Meetings w/Camp Staff x 3
- Rec. Daze Staff meetings x 9



### Seasonal Highlight:

### CIRMA Risk Management Award 2019 Recipient!

On January 25th, Connecticut Interlocal Risk Management Agency (CIRMA) presented the Town of Coventry's Parks and Recreation Department with its 2019 Excellence in Risk Management Award, including a \$2,500 Excellence in Risk Management Grant, in the category of ***Sustained Risk Management Programs***, for their unwavering commitment to youth athletic safety, which assured that proper protocols are in place to protect their children and resulted in limiting liability to under \$5,000 over the last 10 years.

The Town of Coventry's Parks and Recreation Department continues to go beyond the requirements they are mandated to meet. As a result of their ongoing initiatives, the department has maintained player safety as a priority while experiencing less than 1 claim per year over the last 10 years and limiting its liability loss to under \$5,000 during the same time. David Demchak, President and CEO of CIRMA, said, "CIRMA commends the Coventry Parks and Recreation Department for their ongoing commitment to put the safety of youth athletes first. Their efforts are an excellent example of how leadership, organizational commitment plus action equals continued success."

### COVENTRY PARKS & RECREATION

1712 MAIN STREET  
COVENTRY, CT 06238

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

[www.coventryct.org](http://www.coventryct.org)

## Seasonal Highlights:

# 06238

### 06238 Magazine!

This quarter found Parks & Recreation and the Coventry Senior Center embarking on a brand new collaboration: **The 06238 Magazine!** An update to the current Parks & Recreation Seasonal Program Brochure, this new and improved publication will include all activities, special events and services offered by both departments in 1 publication. Mailed directly to the homes in Town, this collaboration will begin with the 2019 Spring/Summer edition, due to the homes in early April.

Staff worked collaboratively with the graphic designers at The Chronicle to accommodate both Departments' info and conduct ad sales to offset those added costs. The content was submitted to The Chronicle in early March, with the publication going to print on March 29<sup>th</sup>!

### Disc Golf at Creaser Park

The Parks & Recreation Commission had extensive discussions this quarter, regarding the plans for a Disc Golf Course at Creaser Park. The plans were met with some concern from those who frequent the Park, with or without their dogs. The Commission heard their concerns at their regular meeting on January 10<sup>th</sup>, and took steps to address them during their February meeting.

Ms. Rubin then met with Course Designer Karl Molitoris and DPW to discuss the course design, work schedule and signage. Ultimately, the Commission decided to move forward with the course as designed, but took additional steps to ensure that proper signage would be installed and that a portable toilet would be made available.



- Ongoing Facebook Marketing
- Seasonal Website Review & Updating
- Weekly deposits & monthly credit card reports
- Program cancellations, refund processing & past due invoices
- Lodge/Mill Brook Place Showings x 5

### 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.

- Continued obtaining price estimates for painting Community Center
- Caretaker House Public Hearing
- Memory Lane Antiques Barn
- Patriots Park Beach Sand
- Community Center Roof Repairs
- Demolition of Caretaker house – stripping out re-usable items
- Laidlaw Test Pits for Restroom feasibility
- Met with Town Planner Eric Trott and Bill Jaboggy, Conservation Commission, re: Plan of Conservation and Development
- Meeting with DPW re: upcoming projects and review current work projects
- Awarded painting contract, met onsite with contractor to outline work scope
- Working with DEEP re: haying contract, bird preservation, lease requirements



### BEACHES:

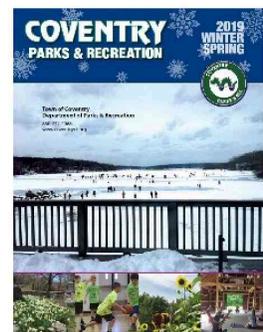
- 2019 Beach & Swim Lesson Schedule
- Set up staff in DigiQuatics
- Interviewed/Paperwork new staff
- Ordered porta johns & dumpster services
- Ordered and received the 2019 Resident Beach Stickers

### YOUTH BASKETBALL:

Continued with routine scheduling, referee payroll, continued working on volunteer credentialing, tournament preparation/scheduling – hosting 5/6 girls tournament and 7/8 boys and girls finals. Wrap up meeting for Lakes Region, closed out bills, collected equipment. Board met with Commissioners.

### PROGRAM PLANNING:

The Winter/Spring Brochure was sent out to homes on January 10<sup>th</sup>; registration began on January 16<sup>th</sup>. We did some additional promotion of the brochure & registration dates on Facebook, in advance of the brochure's release. Folks immediately began registering for the various trips we're offering, as well as our fitness options.



### Coventry Village Partners:

Coventry Village Partners (CVP) spent a great deal of time this quarter discussing the future of the group and what their future plans are. The group conducted a SWOT analysis; approved a vision statement. Ms. Merriam also worked with Eric Trott, Town Planner to draft an informational trifold brochure for the group, to have displayed in members' businesses, online and at events.

CVP also began discussions for the newly Annual Arts on Main event. The date was confirmed (Saturday, 8/24) and some logistical changes were agreed upon. Moving into the spring quarter, the group will continue planning for the event: booking performers, coordinating activities and business involvement.

**SPECIAL EVENTS:**

**Father Daughter Dance:**

Dance was held as scheduled, on Friday, February 1<sup>st</sup>. We estimate approximately 300 fathers and daughters in attendance, with 73 dads pre-registering, and 72 dads paying at the door. Feedback was positive during and following the event; everyone had a great time!



**RECREATION DAZE:**

Attempts were made this quarter to hire additional staff, to accommodate the lengthy waitlist, however we ran into conflict with those we've interviewed and their availability not matching our needs. Additionally, we are already getting questions about registration for the '19-'20 school year. We are letting folks know that the info will be available on the website in June, with registration opening up in July, which is consistent with prior years.

**CAMP WANGUMBAUG:**

Planning for the 2019 Camp season began this quarter, beginning with New Hire Applications and Intent to return paperwork for returning staff. Field trips and special guest performers were also scheduled and booked. Last year's CIT Director, Elijah Trott pitched in and did much of the theme-planning. All sessions were uploaded to the website, in time for registration to open on 4/1.



Ms. Merriam also met with Youth Services Coordinator Sneha Patidar, to re-vamp the Camp paperwork. Adjustments were made to our Registration Form, Medical Form and Supplemental Form for Support Services and Medical Conditions. Ms. Merriam and Ms. Patidar also met to discuss this year's Camp Scholarship program, while also reviewing the previous year's donations and awards.

**WELCOME ABOARD BETHANY COLOGNA!**

You will most likely hear a new voice on our telephone when you call, or stop in for your beach sticker & she will be there to assist! Bethany is our new Office Assistant, and student intern from Southern CT State University where she is completing her Master's Degree in Recreation and Leisure Administration. She attended Central CT State University for her undergrad work and is currently employed by Post University Admissions office fulltime, working remotely from home. She lives in Columbia, but was raised in Newtown, CT where she worked for Newtown Parks & Recreation as the Camp Director. She is working for us part-time while she learns the ropes. Please stop in and say hello!



**Human Services Department  
Quarterly Report  
January – March 2019**

**Staff: Courtney L. Chan, LMSW, Human Services Administrator  
Dianna Grindle, Administrative Assistant  
Sneha Patidar, MSW, Youth Services Coordinator  
Brenda Bennett, Senior Center Coordinator  
Leah Whitaker, Senior Center Assistant  
Sarah Leete, Transportation Coordinator**

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

### **A. HUMAN SERVICES**

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

- Town Manager Budget Meeting: 2/1/19
- CLASS Meetings: 1/17, 2/8, 2/14, 2/21, 3/21, 3/26
- Operation Fuel: 1/10, 2/20, 2/21, 3/14
- Hoarding Workshop: 1/19/19
- Human Services Budget Presentation to Council: 3/25/19
- CROG- Sex Trafficking: 3/11/19

#### **2. Direct Services: 37 client cases**

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

- **ENERGY ASSISTANCE PROGRAM: 19 energy clients (unduplicated)** this quarter for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic);
- **3** applications totaling **\$1,000** through Operation Fuel have been done in the office and; **5** deliveries of oil were authorized from the Clergy Fuel Fund for clients who have exhausted all other resources



- **FOOD BANK:** 78 requests for the food bank this quarter. We received generous donations from: local churches, Coventry Schools and many Coventry residents.

**Total Families Assisted: 38**

Children (0-17) in Assisted Households: 19  
Adults (18-59) in Assisted Households: 30  
Seniors (60+) in Assisted Households: 129



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

**January ~ 100 total hours**

In Kind Service Hours (Multiple Adult Staff): 42 hours  
Multiple Student Volunteers: 58 hours

**February ~ 100 total hours**

In Kind Service Hours (Multiple Adult Staff): 42 hours  
Multiple Student Volunteers: 58 hours

**March ~ 116 total hours**

In Kind Service Hours (Multiple Adult Staff): 48 hours  
Multiple Student Volunteers: 68 hours

- **SPECIAL NEEDS:** 10 families used the Special Needs Program to help with housing needs, heat, utilities, snow removal assistance and other special needs for a total of **\$3244.68**
- **SALVATION ARMY:** 4 cases were assisted with either medical, housing, food, fuel and/or utilities for a total of **\$1175.00**
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have present issues for residents who are elderly or disabled and are unable to move them safely. The winter months in particular present challenges and we have **22**

households on the in yard service list at this time. We are updating our Special Trash Collection List. Current participants in the program will receive a letter and Renewal Form and will be asked to show a medical necessity to verify the need is warranted.

➤ **PREPARED DEPARTMENT AND REGIONAL GRANTS BUDGET REQUESTS FOR TOWN**

➤ **REPORTS:** Town Quarterly and Yearly; Salvation Army Quarterly Statistics.

➤ **PUBLIC RELATIONS:** Facebook, Press releases, Spring Newsletter and Munivision.

**B. SENIOR CENTER: January, February, March Quarterly Report**

**1. Attendance for this Quarter:**

➤ Total Visits: 294 visits: January (99 visits), February (92 visits), March (103 visits). With the switch to the new key tag swipe system, we are still seeing an inconsistency on “check-ins” at the Center and, therefore, does not reflect an accurate reflection of the monthly attendance for this quarter.

➤ **Continuous Implementation of Myseniorcenter Program** – the Center is continuously adding new seniors into the single key tag swipe system at our front desk to eliminate the sign-in sheets for attendance. The touch screen software for Senior Centers enables the staff to better track attendance for events, meals or entering volunteer hours. **267** keycards have been issued to date, **45** persons were added to the system.

➤ **Holiday Closure:** January 1 and 21; February 18

➤ **Snow Day:** February 7

**2. Programming:**

➤ **Monthly Luncheons** ~ January 9(19 participants) and January 23 (34 participants) with entertainment provided by Song-A-Day Music, the February 13<sup>th</sup> luncheon was cancelled due to inclement weather; February 27<sup>th</sup>~ 20 participants enjoyed a Warm Your Heart Soup Luncheon; March 7<sup>th</sup> (35 participants) enjoyed a St. Patrick’s Day luncheon with musical entertainment by Song-A-Day Music; March 27<sup>th</sup> (26 participants) and entertainment by Sean Kennelly, *Aging with Laughter*.

➤ **Crafternoon** – January’s craft gathered a group of 5. In February a group of 6 and March hosted 10. We are currently sponsoring these crafts and Crafternoon is FREE to participants.

➤ **Exercise:**

- The twice weekly **Level 1 Fitness Class** had a total of **231** attendees for the quarter. (January - 83, February - 104, March -105)
- The **Level 2 Fitness Class** – due to low attendance, the program was cancelled and did not resume in January.
- **NEW** – the launch of a new fitness class entitled *Fitness with Mary* in collaboration with the Parks & Recreation Dept. On Thursday, January 31<sup>st</sup> at 5:30pm a FREE demo class was offered. The demo class had a total of 7 attendees. Session A – 2/14-3/7; (7) registered participants and Session B 3/21-4/11 (5) registered participants; \$35 per 4 week session, \$10 drop-in fee.
- **Fitness Room** – Monthly uses as follows: January - **37**, February - **44**, March - **52**. This quarter a fitness challenge was offered to participants and a raffle drawing was each month offering senior swag.
- **Yoga ~ Offered 4x month on Wednesday!** The program remains at a \$5.00 drop-in. January 27 participants; 35 February participants, March participants. Punch cards were offered at \$6 per class, Punch Card or \$8 per class, drop-in fee.
- **Line Dancing** – A total of **45** participants for the quarter (4 classes @ \$3.00 or a \$5 drop-in fee).

- **Health and Wellness Services:** Nurse Carol, our *Ask the Nurse* met with **6** participants in January - 4; February and March -5. *Ask the Nurse* services include, but are not limited to, blood pressure checks, blood sugar testing and general Q&A.
- **Audiology Clinic** - Educational Outreach & Services; Audiology was cancelled in March due to a lack of registrations. Services provided: hearing screening and hearing aid checks and cleanings.
- **Podiatric Footcare Clinic with Dr. Morgan** – 9 -podiatry appointments in March. Dr. Morgan is at the Center every 2 months.
- **Spa Days: Manicure/Pedicure** – January 11 appointments; February 4, March - 10 appointments; **Haircuts:** January – 5 appointments, February – cancelled; March- 6. **Massage Therapy with Tami** (x1 month –Monday) January 3 appointments, February 3 appointments, March - 5 appointments. **Massage Therapy with Michelle Rach** (x1 month – Thursday) January – 7 appointments, February - 5, March - 8 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, had a total of **9** volunteer hours and helped **12** individuals.
- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **10** 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, referrals to other agencies. 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** – The Senior Center Coordinator began accepting applications for the upcoming winter season for those in need of oil, propane, and electrical heat assistance. A total of **3** applicants were assisted this quarter.
- **Veterans Advocate: Manny Rodriguez,** is currently assisting the Center as our Veterans Advocate. Manny also works closing with our *Packing for the Troops* team relaying information as needed for Coventry men and women currently serving our country. Manny continues to provide support to our senior veterans who participate at the center for support, referrals and a source of information. We are grateful to have Manny as part of our team!
- **Tech Monday** – provides opportunities for seniors to ask any question they may have with their technology. From computers to smart phones, email to iCloud, questions can be answered. Kayla Fontaine from Booth & Dimock Library hosts 15 minute appointments once a month. This quarter she assisted January – 5, February – 5, March 3 technology questions.

**4. Volunteer Management:** Senior Center Volunteers gave **226.50 volunteer hours of service** this quarter. **Betsy Fitzgerald (115.5 hrs), Claudette Polhemus (21 hrs), Donalda Matthews (78 hrs), Penny Whitaker (50 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. (See Transportation Coordinator's report)

#### **5. Communications:**

- **Monthly Newsletter:** With the cost of postage rising we have asked Seniors who visit the Senior Center to opt out of receiving their newsletter via the mail to now picking up in the senior center or receiving it via email. Subscriptions to the monthly

newsletter total **444** households: Mail Recipients (**153**), Orchard Hills Residents (**80**), Senior Center Pickup (**75**), Email Recipients (**136**), Senior Center E-blast

- Social Media: The Senior Center Facebook Page currently has 131 “likes”. 12 more than last quarter.

#### 6. New NEWS:

- On March 20<sup>th</sup> AARP provided a *Smart Drivers Course* to **10** seniors with no written or road test necessary. The course was available to anyone in the surrounding towns.
- On March 27<sup>th</sup> AARP offered Fraud Watch Network: The Con Artist Playbook, 3 participants took advantage of this worthwhile session.
- **Hartford Healthcare, Center for Healthy Aging ~ Memory Screenings-** On February 22<sup>nd</sup> the Center offered FREE memory screenings, 1 participant received a screening.
- **AARP Tax Aide Program** - The return of the FREE tax preparation assistance for Federal and State tax returns. A team of highly trained tax volunteers were at the Center on 3 dates this quarter February 25<sup>th</sup> (15 participants), March 11 (14 participants) and March 25 (17 participants).
- NEW - Book Club – Many seniors are enjoying the launch of a new book club with relaxed conversation, coffee/donuts and socialization. The book club in collaboration with the Booth and Dimock Library. There was an average of **6** participants over January, February and March.
- Movie Day! ~ On March 21<sup>st</sup>, the Center launched a FREE movie and popcorn, 7 participants enjoyed the movie *A Star is Born* and socialization.
- **06238** is the publication in collaboration with Parks & Recreation Department. During the month of March, the staff prepared “drafts” for the publication. Edits, revisions and submittals were made in preparation for the launch of the Center’s town-wide brochure which will be available for all households in Coventry in April. The publication will be distributed to households 3 times each year: Spring/Summer, Fall/Winter, and Winter/Spring.

### C. Coventry Transportation Program

111.75	# Days of Operation: 36	# Volunteer Hours:
36	# Volunteer Hours Average/Daily: 3.1	# of Individuals Riding:
211	# Miles Total: 1021.4	# of One-Way Trips:

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

The program could always 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, Jack Thayer, Jim Wicks, and Joyce Wicks. Yvonne Filip is now officially on the schedule two times per month as of February. One driver has been out recovering from a surgical procedure so her help was very timely.

Private Car Drivers: Sue Chvirko, Chris Coss, Lori Boucher, Trena Gale, Paulette Marquis, Claudette Polhemus, Sylvia Jobbagy, Terry Thayer and Wayne Whitaker.

On 1/30/19 we held a breakfast meeting for volunteer drivers. Six of our eight Van/Bus drivers were able to attend. Among the topics discussed were a review of Title VI Public Rights notification, ADA Service Requirements (including Lift and Securement use, Service Animals, Respirators and Portable Oxygen, and Adequate Time for Vehicle Boarding) and new Driver Business Cards (Town of Coventry on the front and a blank space for Driver name and number on back, to be used at medical appointments for front desk staff to call when rider is ready for pick up).

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. The van has also been providing transportation from Orchard Hills to the Senior Center on Wednesdays when a luncheon is scheduled.

Coventry Rides volunteer Howard Haberern continues to take Seniors from Orchard Hills on a group trip to Walmart in Windham. The Rides program has been scheduling one small group trip per month and averages 8 people per trip. Howard has also added a monthly trip to Walmart and

Savers in Manchester for Orchard Hills residents that will take place the last Tuesday every other month. If the trip becomes as successful as the Windham trip he will offer it monthly.

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

**D. Youth Services Quarterly Report  
January to March 2019**

**1. Administrative Function:**

- Sneha started on January 21<sup>st</sup>.
- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Attended Youth Services Advisory Board Meetings/Local Prevention Council Meetings: 2/7/2019, (cancelled for March)
- Attended LIST meeting on 2/6/2019
- Attended Workshop: Central CT: Trends Among Youth- 2/22/2019 and 2/23/2019
- Attended JRB Eastern Chapter Meeting on 2/25/2019
- Participated in Read Across America with Preschool- 3/1/2019
- Attended School Readiness Meeting on 3/11/2019
- Attended Project Graduation Meetings: 3/13/2019
- Attended Mandated Reporter training by CCM on 3/13/2019
- Attended CYSA Meetings: 3/18/2019
- Attended Human Services Town Council Budget Hearing 3/25/2019
- Worked with Cat to set up a Stay at Home Safety Course (Projected dates April 26th and 27th)
- 6 additional related services meetings with colleagues conducted this quarter (meeting social workers, CYSA Mentor, JRB crash course)

**2. Direct Service**

#### A. Functions

• Youth & Family Cases	0 cases
• Community Service	10 cases
• Community Restitution	0 cases
• Youth Job Bank Requests	9 requests
• Youth Job Bank Matches	3 matches
• Youth Job Bank Members Trained	0
• Juvenile Review Board	1 case
• Youth & Family Counseling Clients	0 client

#### B. Programs

- Positive Connections Mentoring program continues to meet weekly. Pairs work on homework, with mentors starting to lead activities the first week of March.
- “You Matter” Mentoring program has been temporarily suspended due to lack of mentors. UCONN Women’s Rowing Team could not come back for the spring semester and no new students signed up. We are going to revisit what to do for the fall semester.
- Counseling Services – are being referred out.
- Working with Mike from GHR to create a Seniors/4<sup>th</sup> graders Pen Pal Program.
- Worked with Cat to redo applications, policies and procedures for Campership program.
- Mailed out donation letters to major companies/businesses to town to request donations for the Campership Program.



**PUBLIC WORKS DEPARTMENT  
QUARTERLY REPORT  
JANUARY, FEBRUARY & MARCH 2019**

STAFF

Director of Public Works / Tree Warden .....Mark Kiefer  
Superintendent of Operations .....Mark Owens  
Administrative Secretary .....Donna Wrubel

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

Public Works Maintainer II .....Richard Watts  
Public Works Maintainer II .....John Hoffman  
Public Works Maintainer II .....Lee Davey  
Public Works Maintainer II .....Erik Johansen

Facility Maintainer I .....Michael Mangiafico

Public Works Maintainer I.....Troy Stout  
Public Works Maintainer I.....Colin Dunnack  
Public Works Maintainer I.....Eric Hurlburt  
Public Works Maintainer I.....Kevin Vincens  
Public Works Maintainer I.....David Mortimer

Sanitation Maintainer .....Charles Grossmann

Lead Mechanic.....Daniel Caron

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

Cemetery Maintainer .....Lance Kozikowski

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

## **Town/State Projects**

***Jones Crossing Road Bridge Project:*** Project was bid and awarded to the responsive low bidder Milton Beebe & Sons, Inc. from Mansfield, CT. The low bid was \$808,960. Construction is expected to start in June of 2019 as the fabrication for the bridge structure has a long lead time to produce. Project will be complete by October 2019. Bridge continues to operate under alternating one-way stop condition.

***LOTICIP Applications:*** Three (3) Capital Region Council of Governments (CRCOG) LOTICIP applications were submitted for 100% Construction cost for the following improvements. There is the status:

1. ***Folly Lane Bridge over Skungamaug River Replacement Project:*** The Town selected Cardinal Engineering from Meriden, CT through Request for Proposals process. Field Data collection, survey, soil borings, and wetland delineations have been completed. Site Investigation Report anticipated for May with Public Involvement set for June 2019. 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):*** Town received comments and responded from CRCOG's consultant. CRCOG now responsible to send to CDOT for Commitment to Fund. Anticipation for CTF is July 2019. Project 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 maintain 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:*** Town received CDOT's Commitment to Fund in March 2019. Town has initiated Request for Proposal for Consultant selection. Expected to have Consultant on board for end of May 2019. Project addresses Level of Service, Traffic movements and Safety at the Swamp Road, Bread and Milk Road, and Northfields Drive locale. The project will look to realign Swamp Road opposite of Bread & Milk Road and modify the Northfields Drive intersection to restrict turning movements. Estimated Grant value is \$1,419,600. Construction is anticipated to be executed in 2020.

***Hop River Road Bridge Project:*** Town received verbal notification that Bridge Application has been approved by CDOT for the Federal Local Bridge Program. The FLBP is a 80% Federal – 20% local match. Town was informed that the project qualified for a program where CDOT will be responsible for the 100% of cost of the design phase as it will be under their control. Written authorization is expected in May 2019. The project calls for the replacement of the bridge to address structural deficiency that have become evident in the last inspection. The bridge is safe to the travelling public but requires attention. FLBP will require full replacement as it does not fund obsolete (one-way) bridges.

***Community Connectivity Grant – Main Street Sidewalk Extension to Lisicke Beach:*** Back in 2017, the Town submitted a grant application to extend the current sidewalk terminus at Hemlock Point Drive to Lisicke Beach to promote greater pedestrian safety to the Town park. In January 2019 we received notification of being awarded the grant and received the Commitment to Fund in March 2019. Town will start survey and wetlands delineation in May 2019 and projects to have preliminary design complete for a public involvement meeting in late August or early September 2019. Construction is anticipated to start in 2020.

Curbside services

<b>FY 18 / 19</b>	<b>Recycle tons @ (\$10)</b>	<b>MSW tons @ \$67.86</b>	<b>Recy Residue tons @ \$95</b>	
July	-94.83	330.48	11.17	
August	-102.33	354.49	9.96	
September	-89.74	307.19	9.83	
October	-101.51	337.04	8.98	
November	-96.26	338.20	13.32	
December	-87.63	302.11	14.65	
January	-94.64	313.57	15.13	
February	-74.36	257.97	12.59	
March	-78.66	267.59	10.33	
	<b>recycling revenue</b>	<b>MSW expenditure</b>	<b>Residue expenditure</b>	<b>Total Paid</b>
July	-948.30	22,426.37	1,061.15	22,539.22
August	-1,023.30	24,055.69	946.20	23,978.59
September	-897.40	20,845.91	933.85	20,882.36
October	-1,015.10	22,871.53	853.10	22,709.53
November	-962.60	22,950.25	1,265.40	23,253.05
December	-876.30	20,501.18	1,391.75	21,016.63
January	-946.40	21,278.86	1,437.35	21,769.81
February	-743.60	17,505.84	1,196.05	17,958.29
March	-786.60	18,158.66	981.35	18,353.41
	<b>curbside bulk tons @ \$76.93</b>	<b>curbside mattress each @ \$0.00</b>		<b>Total Paid</b>
July	21.35	80.00		1,642.46
August	22.55	100.00		1,734.77
September	26.06	95.00		2,004.80
October	20.72	62.00		1,593.99
November	22.30	48.00		1,715.54
December	20.41	75.00		1,570.14
January	17.50	56.00		1,346.28
February	11.15	48.00		857.77
March	9.20	49.00		707.76

**Wastewater Treatment Plant (WWTP):**

Designed for Average 200,000 gallons per day  
Average Flow this Quarter = 179,697 gallons per day  
Peak Daily Flow this Quarter = 388,047 gallons per day

**Projects Update:**

- Western Route 44 Sewer Planning Area: CT DEEP's initial stance for this planning area study was that pre-approval for the proposed sewer extension was not required. The State DEEP and Office of Policy and Management (OPM) recently changed their position to require a more thorough review of the planning area and are requiring a "Post Scoping Notice" to determine if a more detailed Environmental Impact Evaluation is needed. Having sewers available along this short section of Route 44 could increase development potential which would generate tax revenue for the Town. The tradeoff is that installing sewers is a large upfront investment so we are proposing private funding by developers so that bonding and tax increases are not necessary. This approach is uncommon so we are seeking guidance from our Engineers and Attorneys.

**Sewer Collection System:**

- We are continuing to work with the Town Attorney and a Land Surveyor to correct several issues with sewer easements on Standish Road from 2006. Many deeds were never filed in the land records.
- Routine manhole inspections revealed a near complete blockage of the sewer main on Berry Ave. The blockage was cleared by Town staff using our sewer jetter.
- The Public Works mechanics completed service to all of our small engines; mowers, generators, and gas pumps in preparation for spring.
- We assisted resolve issues in the Public Works wash bay/ oil water separator/ sewer pump. The entire fleet is washed thoroughly after every snowstorm to prevent de-icing materials from eating away at the undercarriage of the trucks. The heavy water use can burden the system if not monitored.

**Wastewater Treatment Plant:**

- Our engineers compiled cost estimates to rebuild the digester tanks at the Treatment Plant. The estimates came in higher than expected so we are going to hire a firm to perform corrosion testing so we can run informed cost comparisons on complete rebuild vs annual spot repairs. We obtained 1 quote for testing and have reached out to several other vendors for quotes.
- We completed annual testing/certification/calibration of the fire alarm system, mechanical hoists, and flow meters.
- Every winter we perform service to the main pumps and other indoor equipment at the plant.
- Flows were higher than usual due to record rainfall and high groundwater infiltrating into the sewer system.

**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.

**TRANSFER STATION QUARTERLY REPORT**

<u>material received:</u>											
DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRE	LEAVES	FRIDGE	OP	TICKETS	CUSTOMERS
01/03/19	\$230.80	18	2	3570	520	0	0	4	G	7314-7322	25
01/05/19	\$144.10	25	1	1695	950	0	165	4	G	7323-7334	31
01/10/19	\$40.00	28	2	340	1005	0	0	2	G	7335-7337	22
01/12/19	\$217.00	25	4	2390	735	0	1420	8	G	7339-7349	32
01/17/19	\$46.20	31	0	1020	315	0	0	0	G	7350-7352	24
01/19/19	\$150.10	43	0	2005	1335	0	0	3	G	7353-7365	45
01/24/19	\$0.00	2	0	0	0	0	0	0	G		4
01/26/19	\$248.60	41	2	3860	790	5	0	1	troy	7366-7379	40
01/31/19	\$44.10	19	0	840	595	0	0	0	G	7380-7382	17
Mo Total lbs.	\$1,120.90	232	11	15720	6245	5	1585	22			240
tons				7.86	3.1225		0.7925				
DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRE	LEAVES	FRIDGE	OP	TICKETS	CUSTOMERS
02/02/19	\$174.10	16	5	2850	620	0	0	2	G	7383-7393	32
02/07/19	\$278.90	21	0	4810	195	0	265	0	G	7394-7407	31
02/09/19	\$139.50	20	0	2435	320	0	0	0	G	7408-7419	30
02/14/19	\$0.00	9	0	0	345	0	0	0	G		9
02/16/19	\$199.00	26	0	3255	1735	0	0	2	G	7420-7431	30
02/21/19	\$67.70	14	0	1435	195	0	0	0	G	7432-7436	19
02/23/19	\$218.80	23	2	3730	605	2	0	1	G	7437-7451	29
02/28/19	\$42.80	5	0	880	130	0	0	0	G	7452-7453	7
Mo Total lbs.	\$1,120.80	134	7	19395	4145	2	265	5			187
tons				9.6975	2.0725		0.1325				
DATE	RECEIPTS	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRE	LEAVES	FRIDGE	OP	TICKETS	CUSTOMERS
03/02/19	\$105.00	11	0	2115	385	0	0	0	G	7454-7462	18
03/07/19	\$37.50	12	0	875	445	0	0	0	G	7463-7465	13
03/09/19	\$89.20	20	0	1295	255	0	0	0	G	7466-7472	22
03/14/19	\$167.40	14	0	2865	635	0	0	0	G	7473-7478	20
03/16/19	\$198.40	34	0	3285	690	0	0	3	G	7479-7493	41
03/21/19	\$137.50	18	0	1935	600	3	0	3	G	7494-7502	27
3/23/2019*	\$0.00	0	0	0	0	0	0	0			0
03/28/19	\$242.50	21	1	4450	1350	0	125	4	G	7503-7517	39
03/30/19	\$496.00	32	7	7410	1015	10	695	3	G	7519-7545*	64
*closed (weather)											
Mo Total lbs.	\$1,473.50	162	8	24230	5375	13	820	13			244
tons				12.115	2.6875		0.41				
Qtr Totals lbs.	\$3,715.20	528	26	59345	15765	20	2670	40			671
tons				29.6725	7.8825		1.335				

<b><u>material transferred:</u></b>	<b>1st month jan</b>	<b>2nd month feb</b>	<b>3rd month mar</b>	<b>total for quarter</b>
Willi Waste - Bulk (cd) ton	11.09	6.29	11.07	28.45
Willi Waste - Bulk (brush) ton	0	0	4.59	4.59
Willi Waste - Recy (metal) ton	0	5.38	0	5.38
Take2 - refrigerant units	64	27	0	91
Take2 Recycling - electronics (CED) lbs.	n/a	2623	1416	4039
Take2 Recycling - (non) lbs.	n/a	573	462	1035
Take2 Recycling - uw lampslbs.	275	0	0	275
Take2 Recycling – uw batt lbs.	125	0	0	125
Mighty Flame- propane tanks - each	0	0	0	0
Bob's Tire - each	71	0	0	71
Baystate Textiles	430	370	210	1010

## Coventry Cemetery Commission

During this period, we

- moved to a new service provider for full interments and contacted all area funeral homes to update their records;
- approved two applications for monument work;
- sold one cremains lot; and
- oversaw one full interment and one cremains interment.

Written procedures are now in place and updated for lot sales and burials.

Regular cemetery clean-up days have been adopted by the Cemetery Commission and publicized.

File organization and review is ongoing and in process to correlate information, identify inconsistencies and reconstruct lot sales and interments. Sale and interment information for each cemetery is organized into separate binders in some logical format, typically by section and lot number cross-referenced by surname. Sources of information under review are former Cemetery Commission minutes, sexton's returns, sexton's logs, cemetery maps, treasurer's reports, burial records and information cards.

Plans are underway for November's Wreaths Across America event. The ceremony will again be held at Coventry Cemetery, however donations will be accepted for wreaths to be placed at other cemeteries by family members following the event at Coventry Cemetery. Details will be finalized over time.

**Booth & Dimock Memorial Library**  
**3<sup>rd</sup> Quarter Report, January – March 2019**

- I. Administration**
  - a. Days Open: 64
  - b. Hours of Operation: 549
  - c. Closings: Closed for New Year's Day and once for weather.
  - d. Visits: 11,993
- II. Circulation**
  - a. Total: 16,762
    - i. Books & Serials: 13,153
    - ii. Video: 2,994
    - iii. Audio: 67
  - b. Borrowers Added: 84
  - c. Total Active Borrowers: 7896
  - d. Interlibrary Loan
    - i. Borrowed: 389
    - ii. Lending: 252
- III. Collection**
  - a. Total: 51,089
  - b. Added: 1,697 new items
- IV. Programs**
  - a. Total Programs: 124
    - i. Children's: 68
    - ii. YA: 30
    - iii. Adult: 26
    - iv. Other: 0
  - b. Total Attendance: 1,829
    - i. Children's: 1,545
    - ii. YA: 129
    - iii. Adult: 155
    - iv. Other: 0
- V. Library Services**
  - a. Reference Questions: 1,848
    - Does not include computer questions
  - b. Computer Assistance: 175
  - c. Internet Use Total: 36,068
    - i. Library desktops: 2,781
    - ii. Library wi-fi: 33,287

Respectfully Submitted,  
Margaret Khan, Director

**Department 51--Activity 5101  
Booth Dimock/ Porter Libraries**

As of 03-31-19

		<b>Budgeted FY 18-19</b>	<b>Spent YTD</b>
51000	Salary & Wages	\$ 307,610.00	\$ 223,728.53
51059	Payroll Taxes and Insurance	\$ 27,564.00	\$ 19,897.28
51121	Fringe Benefits	\$ 28,500.00	\$ 19,248.85
51999	Revenue Offset	\$ (16,000.00)	\$ -
52020	Finance and Accounting	\$ 6,400.00	\$ 5,125.00
52040	Internet	\$ 5,550.00	\$ 1,920.00
52080	Professional Affiliation	\$ 1,125.00	\$ 849.00
52090	Travel Meetings and Mileage	\$ 1,500.00	\$ 1,150.27
52130	Service Contracts	\$ 11,660.00	\$ 8,433.50
52140	Equipment Repairs	\$ 10,250.00	\$ 4,795.36
52160	Building Repairs/ Maintenance	\$ 9,250.00	\$ 2,499.82
52240	Miscellaneous	\$ 4,100.00	\$ 4,287.66
53010	Office Supplies	\$ 5,000.00	\$ 3,250.83
53220	Subscriptions/ Books	\$ 37,350.00	\$ 26,368.22
53225	Program Costs	\$ 4,950.00	\$ 2,826.04
54540	Computer Replacement & Upgrades	\$ 3,000.00	\$ 1,539.97
55010	Telephone	\$ 1,920.00	\$ 1,462.83
55020	Electric	\$ 17,700.00	\$ 11,699.99
55030	Heating Fuel	\$ 6,750.00	\$ 4,616.89
55040	Water	\$ 475.00	\$ 421.76
55050	Sewer	\$ 375.00	\$ 375.00
55130	Disposal Fees	\$ 2,850.00	\$ 2,366.91
<b>TOTAL \$</b>		<b>477,879.00</b>	<b>\$ 346,863.71</b>