

TOWN OF COVENTRY

QUARTERLY REPORTS



April - June 2019

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Cover photo: *The Flag Field of Heroes at the Nathan Hale Homestead. An annual display during the month of May, honoring military service members, veterans or heros. Photo by John Elsesser.*

Finance Department

The general purpose of this office is to provide oversight to the financial offices and financial systems of the Town of Coventry. These include the assessment of all taxable and exempt property, the collection of all receipts paid to the town, the recording and processing of all expenses, revenues and general ledger postings, the maintenance of cash balances, and the pension plan. In addition, this function supports and maintains the town's information technology system.

General accomplishments

Significant time was spent creating the budget document for FY19-20. The budget was passed by taxpayers on May 7, 2019 with an expenditure total of \$41,341,564, with a general government total of \$10,012,102, a 1.30% increase from the prior year.

Preparation for FY19 close out began in June and will continue through the summer.

Open enrollment for health and dental insurance was completed during May and June. Based on good claim history, the Town was able to obtain a 3% increase in medical and dental premiums for FY19-20.

The Town completed a dependent eligibility audit on all employees who have dependents on the Town's health insurance plan. Five dependents were removed as a result of this audit.

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

Meetings attended

Finance Committee of the Town Council

Pension Committee

Cemetery Commission meetings

Town/BOE worker safety committee

Town GIS coordinating committee

BOE/Town IT coordination

ECHIP Executive committee meetings

ECHIP Board meetings

ECHIP Wellness committee meetings

Farmers Market Planning Committee

School Building Energy Efficiency Committee

Collector of Revenue

The Tax Department was busy this quarter with fiscal year-end details as well as the upcoming new bill cycle. The Sewer Assessment fiscal year was closed out at the end of April. The posted rate books, beginning rate books, balances and reports were printed. A total of 339 assessment bills, due May 1st, were printed and mailed during the last week of April.

Delinquent notices were prepared and mailed for real estate and personal property taxes as well as COVRRRA, sewer assessment and sewer use charges. Liens were filed against properties with an unpaid balance on real estate taxes (300), unpaid sewer use charges (78) and unpaid trash/COVRRRA fees (277). This activity occurred during April and May.

Ten property owners were notified in March 2019 that their properties were in jeopardy of being sold at Tax Sale. Five of those properties were brought current by the end of May. The remaining five are in the hands of the attorney to proceed to tax sale sometime this fall.

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

The Town Council, at their June 3rd meeting, set the mill rate at 32.20 for the upcoming October 2018 Grand List. The mill rate remained the same as last fiscal year. This action by the Council set in motion the preparation for the July 2018 billing cycle. The tax bills for Real Estate (6,377), Motor Vehicles (13,562), Personal Property (671) and COVRRRA fees (4,802) were researched and prepared. The bill file was then sent to the printer. Information as to new owners, mailing address changes and certificates of correction were entered right up until the moment the file was sent to be printed and mailed out.

The collection report for the fourth quarter is attached.

Assessor

April was an end to the Board of Assessment Appeals. Our net unadjusted Grand list was 977,892,640 as signed in January. The Board of appeals had 15 appeals, and made adjustments that amounted to \$235,170 reduction in assessment. We also completed the M-13 state report which breaks down our Grand List by category to include all exemptions.

May was spent working on the Elderly and Disabled Homeowner's program as well as the new Local Tax Credit and Deferral program. The State and Local Homeowners program applications were due by May 15, 2019. We processed them in June once the mil rate was set, which was 32.20 mils. The totals for the applications processed for both local and the state program are as follows;

58 Applications-State Program

60 Renewals-State Program

118 State Applications Total

7 Credit-Local Program (deferral) - \$5,000.00 (reimbursed by homeowner)

107 Credit-Local Program (tax credit) - \$31,834.84 (non-reimbursed to town)

114 Local Applications

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

Our office has begun the process of inspecting properties for building permits. We are constantly attempting to improve the data we have to value properties and it is an ongoing process. We have seen no decrease in activity of new construction and other types of permits from the 2018 Grand List.

State Benefit

Veteran's below a certain income level and/or disabled veterans are eligible for additional property tax exemptions. Surviving spouses of veterans may also be eligible for this benefit. This benefit is income qualified and the following are the limits for the October 1, 2019 grand list. To calculate your income, you must add your adjusted gross income from your income tax return to your social security for 2018. They must be under the following limits to qualify.

Single/Unmarried **\$36,000**

Married **\$43,900**

The deadline to file for this is October 1, 2019. Please call (860)742-4067 if you have any questions or concerns.

Revaluation for October 1, 2019

The Revaluation project is set to begin the Residential and Commercial review phase in Late-July of 2019. Representatives Vision Government Solutions Inc. will be reviewing property data cards to confirm the information we have collected is correct. This includes, but is not limited to the general construction of the dwelling, the story height, the current physical condition, and all other exterior information to include outbuildings. This process will be done by trained qualified staff from inside their vehicle. In some instances, a reviewer may have to verify information physically by exiting their vehicle. It is also possible that they will be updating pictures at this time also. All Vision representatives will have identification and their vehicles will also be registered with the police department. Homeowners are encouraged to ask for this identification prior to admitting anyone into their homes. If a homeowner has a question as to the identity of a data collector or reviewer, they may call the police at (860)742-7331, or the assessor's office at (860)742-4067 for further confirmation. Assessment information regarding the October 1, 2019 Revaluation will not be available until late November to early December of 2019.

Michael J. D'Amicol
Town of Coventry
Assessor



Jones Crossing Bridge Replacement Construction

Coventry Land Use Office

Quarterly Report for
April, May, June
~ 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

April, May, June

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
19-04	S	4/5/19	4/8/19	Special Permit Application of Titan Construction for a new two-family home on a lot that previously had two houses, 8 Standish Road	5/13/19	A
19-05	S	4/18/19		Special Permit Application of CT Water for Water Well Instillation within a Flood Plain – Old Eagleville Road	5/28/19	A
19-06	S	4/18/19		Special Permit Application of CT Water for Water Well Pump House – Old Eagleville Road	5/28/19	A
19-07	S	6/7/19	6/10/19	Special Permit Application of Skungamaug Golf Club for change of liquor permit use, 104 Folly Lane	7/8/19	A
19-08	ZR	6/13/19	6/24/19	Zoning Regulation Amendment Application of Coventry PZC – Various Regulations – Public Utilities Station...	7/22/19	A
19-09	S	6/20/19	6/24/19	Special Permit Application of CT Water for Water Well Pump House – Old Eagleville Road (Reapplication)	7/22/19	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

April, May, June

DISCUSSION AND ACTION TOPICS

- Approved site plan modification for Bidwell Village to reduce the distance between unit 23 and the adjacent unit.
- Approved resolution for \$4,000,000 of bonding for municipal infrastructure improvements.
- Discussed RTE 44 culvert replacement project in front of Meadowbrook Plaza and the public hearing notice.
- Discussed ongoing work of the Plan of Conservation and Development Subcommittee, including the Community Living Report from the Community Survey that was conducted.
- Reviewed zoning referrals from the Towns of Andover, Tolland and Vernon.
- Recommended that the Town Council proceed with the purchase 16 Swamp Road as part of the Swamp Road intersection improvement project.
- Approved mylar filing extension of Cumberland Farms special permit #18-04s.
- Discussed recent Hartford Courant article on housing in CT.



Sean Patrick's Plants – 2019 Farmers' Market

April, May, June

DISCUSSION AND ACTION TOPICS

- Staff provided updates on the various grants and other projects being administered that are relative to economic development.
- 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 has been completed. Interviews of potential consultants will be occurring.
- Discussed the ongoing work of the Coventry Village Partners – a SWOT analysis was performed, a vision statement was prepared, an action plan for 2019 was prepared – which will focus on events in the Village, such as Arts on Main and Christmas in the Village. Planning for the Arts on Main event continues
- A Google event for small businesses on search engine optimization was hosted in June and was very successful. The Towns of Bolton, Mansfield, Tolland and the two Chambers were invited to attend.
- Discussed the opening of the Farmers’ Market season and the new Friends of the Market program that is being administered this season, via a grant from the Department of Agriculture.
- Discussed the current status of the Caprilands matter.
- Reviewed and discussed the Community Living Report which is part of the community survey that was conducted for the update of the Plan of Conservation and Development.
- Attended a tour of the Charles Boggini Company on Bread and Milk Street.
- Provided written support of the Skungamaug River Golf Course special permit for the expansion of a liquor permit.
- Attended a Land Use Consortium meeting which took the place of a regular EDC meeting.

PLANNING STAFF HIGHLIGHTS

YEAR 2019

April, May, June

- Completed the 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.
- Completed work on the Technical Advisory Committee for the Eastern Gateway Study that is being administered by CRCOG. The final draft was completed and adopted by the member towns.
- Completed 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. Also, closed out the grant with the State DEEP.
- 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.
- Completed work with a consultant to administer a community survey, as part of the revision to the Plan of Conservation and Development.
- Continued work on a 2019 submittal to SustainableCT for silver certification.
- Continued 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.
- Began preparation of the State of CT Department of Agriculture Farm Viability Grant to seek funds to expand the Friends of the Market program.
- Worked with Solitude to prepare for the aquatic invasive treatment of Eagleville Lake.
- Completed the RFP for the regional economic development study, held interviews with prospective consultants and selected a preferred consultant.
- Continued work with Joshua's Trust for the purchase of the Schmid property on Flanders Road as open space.
- Continued work on the preparation of a safety protocol manual for the Open Space Stewardship Committee to operate mechanical equipment for trail maintenance.
- Continued to work with Windham Hospital on the planning for a new medical facility in Coventry for Dr. Keenan.
- Presented at a CRCOG regional forum on hydrilla and shared about our experience with Coventry Lake.

ZONING ENFORCEMENT

YEAR **2019**

April, May, June

<u>ZONING PERMITS ISSUED</u> =	97
Single Family Dwellings	
Foundations	3
New Home	5
2-family/multi-family	
Foundations	1
New Home	0
Condominiums	3
In-Law Apartments	0
Accessory Structures	
Decks/Porches	17
Sheds/Gazebos	19
Barns	1
Detached Garages	1
Pools	8
Other	2**
Additions/Attached Garage	4
Grading/Clearing/Fill	0
Tenant Fitout/Signage	5
Home Occupation	3
Interior Renovations	5
Solar PV	6
Driveway	17
Total	<u>100*</u>

The number of zoning permits issued increased by 21% compared to the same Quarter in 2017, and increased by 5% compared to the same quarter in 2018.

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

** May include Cell Towers, hot tubs, dormers, cabins, and pavilions

ZONING ENFORCEMENT (Cont'd)

YEAR 2019

April, May, June

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

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

INSPECTIONS*

Erosion and Sediment Control	10
Limits of Clearing	1
Certificate of Occupancy	10
Pre-Approval Inspection	6
Seed and Mulch Bond Release/Inspections	0
Zoning Complaints (initial & follow-ups)	12
Blight Complaints (initial & follow-ups)	23
Blight/Zoning Combined Inspections	4
Street Number Assignments	1
Other	1
Total	<u>68</u>

ZONING ENFORCEMENT (Cont'd)

YEAR 2019

April, May, June

VIOLATION/ENFORCEMENT INSPECTIONS (NEW)*

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	0
Drainage	1
Permit Conditions Not Met	0
Non-permitted Activity or Structure	3
Signage	1
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
Junk Yard	6
Greater than 1 unregistered motor vehicle	7
Unlicensed motor vehicle dealer/repair	2
Outdoor wood burning furnace	0
Livestock/Poultry/Agriculture	2
Nuisance	0
Other Zoning Enforcement	3
Blight complaints	9
Total	34



Farm Fresh Veggies – 2019 Market Season

ZONING ENFORCEMENT

YEAR **2019**

April, May, June

News from Zoning Department:

Enforcement

The Land Use office has received many new complaints on top of older outstanding complaints. There were a host of enforcement matters that were brought into compliance over this timeframe so that some of the newer complaints could be taken care of in a timely manner. The Zoning Enforcement Officer, Mark Landolina, is focusing more of his time and energy on the more serious blight and zoning matters, especially ones that have a long history of violations.

GIS

Mark Landolina has been working on improving our GIS Parcel layer, which requires deed and survey research to update parcel boundaries and attributes. In addition, Plan of Conservation and Development Maps have been a priority. There have been other small GIS and mapping projects that have been developed and in progress.

Other

Mark participated in the second session of the Connecticut Association of Zoning Enforcement Officer (CAZEO) certification program in May 2019. This week-long training course covered various topics which are essential to the Zoning Enforcement Officer position including relevant zoning procedures, tips and legal advice. CAZEO was helpful at providing a better understanding of the legal and procedural aspects of the job so that it can be handled more efficiently and legally sound. Mark passed the final exam for the course, which means he will be certified with CAZEO once he completes the required work experience and case study.

Mark attended a Fair Housing Forum. The Fair Housing Forum provided information on Fair Housing practices and how to identify and handle discrimination in housing. In addition, the forum touched on updated case-law and Federal/State regulations that may impact our Zoning Regulations.

Mark also attended a CCM-Streamlining the Land-Use Regulatory Process forum. This information session brought up new ideas and trains of thought which will help Coventry be more business and applicant friendly. The key is to remove un-necessary barriers and inefficiencies in our regulatory and procedural process to help businesses and property owners navigate the Zoning Application and Special Permit process with less confusion and frustration. This can help incentivizes more economic vitality in our town.

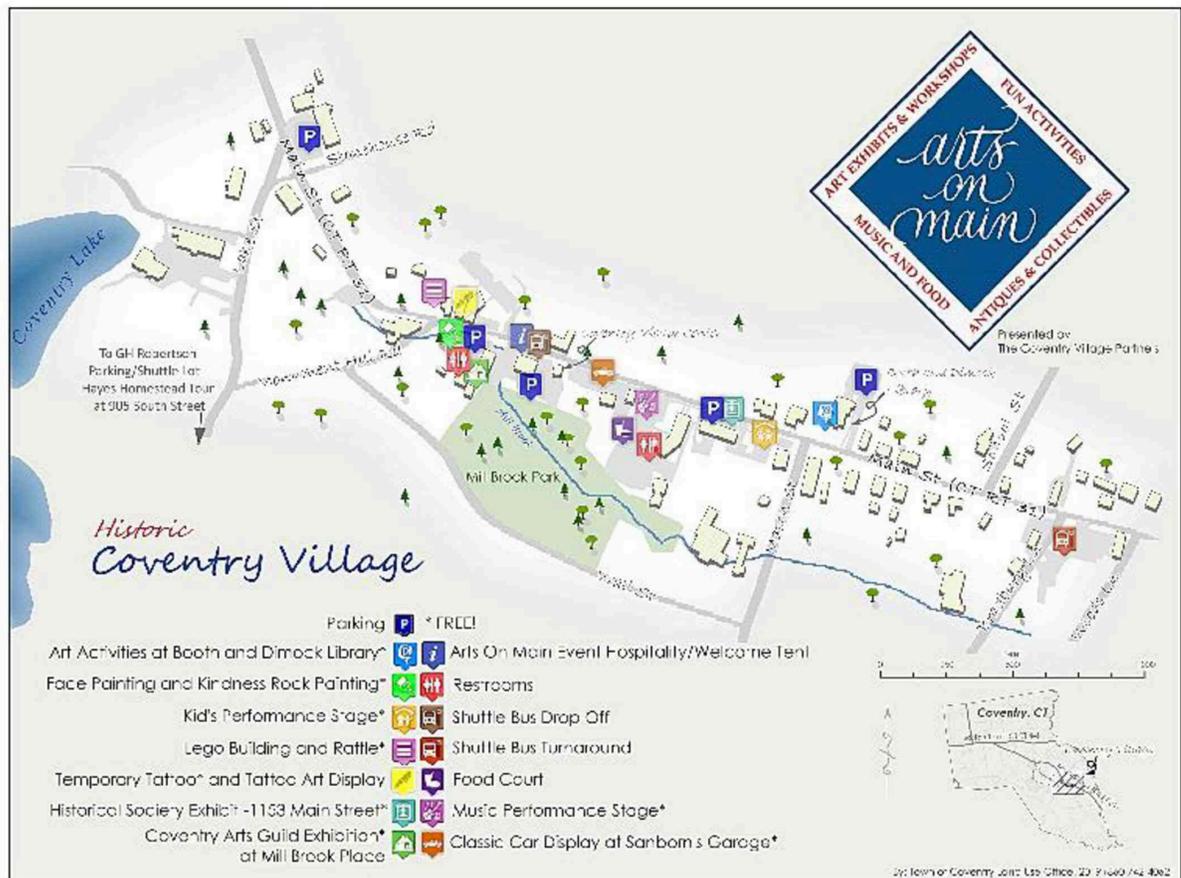
Mark has also been involved in working on the Sustainable CT silver certification work, especially the three Equity Toolkit projects. This involves determining methods to satisfy the intent and requirements of Sustainable CT.

ZONING ENFORCEMENT (Cont'd)

YEAR 2019

April, May, June

There were four ZBA variance applications reviewed from April through June. 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.



ZONING BOARD OF APPEALSYEAR **2019**

April, May, June

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
19-01Z	3/14/2019	5/21/2019	Remodel Existing non-conforming garage and construct a two story garage addition partially within the building setbacks. 224 Avery Shores	5/21/2019	A
19-02Z	3/28/2019	5/21/2019	Proposed 1 car garage addition partially within the side building setback. 37 Old Tolland Tpke.	5/21/2019	A
19-03Z	4/20/2019	5/21/2019	Requesting a variance of Section 4.04A for construction of a garage/mudroom addition at 54 Brigham Tavern Rd.	5/21/2019	D
19-04Z	4/16/2019	6/18/2019	Requesting a variance of Sections 4.02.01-C2 (Nonconforming Lots Side Yards); 4.04.06 and 4.04A (Lot Coverage); and 5.07.04 (Extension or Enlargement of Nonconforming Structure) to replace and slightly enlarge a non-conforming single family house at 190 Avery Shores	6/18/2019	D

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

INLAND WETLANDS APPLICATIONS

YEAR 2019

April, May, June

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
18-09W	3/21/18	3/28/18	-	Jason Flint, driveway/parking improvements near Coventry Lake at 59 Woodland Rd.		P
19-03W	2/21/19			Town of Coventry, 2019 Wetlands Regulations Amendments	6/26/19	A
19-04W	2/27/19	2/27/19		Todd Henderson/Matt Cordner, Agent, Waterfront Property Maintenance at 211 Woodland Road	6/26/19	A
19-10 WA	4/22/19			Daniel Watson, Detached garage in the Upland Review Area at 971 Grant Hill Rd	4/24/19	A
19-11WA	4/23/19			Evan Forstrom, Shed in Upland Review Area at 369 Riley Mountain Rd	4/25/19	A
19-12W	4/23/19			Town of Coventry, Applicant, Marian Popek, Owner, Temporary Agricultural Bridge, 18 Jones Crossing Rd	5/22/19	A
19-13WA	3/26/19			State of CT DEEP Owner, Town of Coventry Applicant, Disc Golf Tee Boxes at Creaser Park	4/30/19	A
19-14WA	4/9/19			Jonathan Stinizzi, Pool in Upland Review Area at 145 Root Rd	5/9/19	A
19-15WA	5/13/19			David Stearns, Septic Repair in Upland Review Area at 962 Boston Tpke	5/13/19	A
19-16WA	5/13/19			Wesley Laramee, Grading in Upland Review Area at 209 North Farms Rd	5/22/19	A
19-17WA	5/30/19			David Epstein, House addition in Upland Review area at 117 Standish Rd	5/30/19	A
19-18WA	5/31/19			Kim Baird, Shed in Upland Review Area at 15 Elm Trail	6/6/19	A
19-19WA	6/4/19			Don Cote, Applicant, Deck Extension in the Upland Review Area at 757 Brigham Tavern Rd	6/5/19	A
19-20WA	6/5/19			County Line Septic, Applicant, Garage and Deck addition, and Septic Repair in the Upland Review Area at 694 Brigham Tavern Rd	6/7/19	A
19-21WA	6/10/19			Frances Pacholski, Owner, Relocation of shed in Upland Review Area at 100 Pine Lake Dr	6/19/19	A
19-22WA	6/26/19			Mark Lonabaugh, Owner, Patio and Gazebo in Upland Review Area at 104 Bellevue Dr	6/27/19	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

April, May, June

News from the Inland Wetlands Agency

The second quarter of 2019 continued the busy trend from last year with Inland Wetlands Agency and Minimal Impact wetlands permits. A total of thirteen new applications were received during the second quarter including permits for residential additions, sheds, decks, pools and septic repairs within Regulated Areas. The Town of Coventry submitted an application for amendments to the Inland Wetlands Regulations earlier this year. Following a Public Hearing, the amendments were approved on June 26th. During the second quarter, the Town submitted two new applications. The first was from the Parks and Rec Department for Disc Golf Tee Boxes at Creaser Park. This application was approved on April 30th. The second was for a temporary agricultural bridge at a property on Jones Crossing Road to allow access to agricultural fields while the Jones Crossing Road Bridge is being replaced. This application was approved on May 22nd. The Jones Crossing Road Bridge replacement construction began in June and is expected to be completed in October.

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.



Jones Crossing Bridge Replacement Construction Site

OFFICE OF TOWN CLERK

Brooke R. Manning
Assistant Town Clerk

Lori Tollmann
Town Clerk

Karen Dory
Assistant Town Clerk

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



Recording & Licensing

Receivables & Revenue:

- ✓ The Clerk's Office collected \$232,781.47 this quarter, of which \$66,846.62 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	630	15,722.00
Real Estate Conveyances Recorded	108	39,860.12
Copies	3,414.50	3,414.50
Unanticipated Funds	0	0
Trade Name Certificates.	9	90.00
Liquor Permits	3	60.00
Burial & Cremation Permits	18	95.00
Marriage Licenses	15	240.00
Vitals Copies	123	2,460.00
Notary Fees & Renewals	54	450.00
Dog License Fees	1096	1,095.50
Maps Filed	3	130.00
Fish & Game License & Permit Fees	268	137.00
Conveyance fees	69	69.00
PA-490	0	0
PA-146 Clerk	533	808.00
PA-05-228, 09-229 & 13-247 LOCIP	533	1,212.00
PA-05-228, 09-229 & 13-247 Clerk	533	1,004.00
Town Clerk Revenue Transferred to the Treasurer:		\$66,846.62

PUBLIC ACT 00-146: This Public Act requires the Town Clerk to receive a fee of \$10 for each document recorded in the town's land records. Eight dollars (\$8 of the \$10) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. Two dollars of the fees is retained by the Town Clerk for preservation and management of historic records. By law these funds may not be used to supplant budgeted funds. These are new fees that went into effect December 1, 2017.

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



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

PA 13-247	\$ 11,426.00
PA 05-228 & 09-229	14,544.00
Marriage Licenses	510.00
Fish & Game Licenses	3,179.00
PA-146	3232.00
State Conveyance Tax	124,037.35



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

	Dog License Fee	Surcharge
April - June	\$6,620	\$2,386.00

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

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

April 1, 2019 thru June 30, 2019 we received 123 E-Recordings in our office.

Dog Licensing: The month of June is annual dog licensing month. All dogs over 6 months of age are required to be licensed no later than June 30th to avoid a penalty. In May, we printed and mailed 1,200 license renewal

notices to all dog owners of record. We had our vendor redesign our renewal notices to put all dogs own by that owner on one notice. Licensing will continue throughout the year, but fees will increase at \$1.00 per dog for each month overdue.

We had over 300 entries again this year for our #1 Dog Tag. We picked Joseph & Kathie Pirolo's dog Zoey as our winner.

Rabies Clinic: The thirty-fifth Annual Rabies Clinic was held Saturday afternoon, June 1, 2019 at Capt. Nathan Hale School. We printed and packaged flyers which were distributed to students at three Coventry schools. Press releases were issued to all local newspapers. The clinic was advertised on the town's website calendar. Rabies Clinic information was included on the dog license renewal notice sent to dog owners in May, thereby eliminating the necessity to mail a separate clinic notice. Volunteer certificate writers were, Brooke Manning, Dianna Grindle and Lori Tollmann. Wendy Ernst, DVM and Coventry resident, volunteered her time again as Clinic Veterinarian. **Fifty-Six (56)** dogs and cats were vaccinated at the clinic.

Annual Town Meeting and Adjourned Annual Town Meeting

The legal voters of the Town of Coventry and those property owners qualified to vote in Town Meetings pursuant to Section 7-6 of the General Statutes of the State of Connecticut are hereby notified and warned that the Annual Town Meeting of the Town of Coventry will be held Saturday, April 27, 2019 at 10:00 A.M. in the Veterans Auditorium of Coventry High School, Ripley Hill Rd, Coventry, CT to discuss and take action on the following items:

1. "Shall the 2019-2020 fiscal year appropriation of \$41,341,564 be approved"?
2. "Resolution Appropriating \$4,000,000 For The Planning, Design, Engineering, Construction, Reconstruction And Improvement Of Various Town Roadways, Town And School Parking Lots, And Bridge Replacement And Authorizing The Issuance Of \$4,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", as introduced and read at a Special Town Meeting held April 27, 2019, be approved?"

On May 7, 2019 the electors and citizens qualified to vote in the Town Meetings of the Town of Coventry did approve the budget appropriation and referendum question.

Question #1: **YES 898 NO 639**

Question #2: **YES 1014 NO 522**

Staffing Updates/Activities

Lori Tollmann: Town Clerk attended the Spring 2019 Connecticut Town Clerks Association Conference in Southington, Connecticut. Our schedule was filled with presentations and information from the Secretary of the State's Office, and Town Clerk Panels.

Brooke Manning: Assistant Town Clerk keeps our land record indexing up to date

Karen Dory: Assistant Town Clerk attended Town Clerk school for a certification class - Records Management. Karen is also uploading back Military Discharges.

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

REGISTRAR OF VOTERS

Marjorie L. Roach, Democrat
Dorothy M. Grady, Deputy, Democrat

Pamela S. Sewell, Republican
Inge Pope, Deputy, Republican

The Registrar of Voters is required by CT General Statutes to maintain an up to date list of all registered voters.
Voter activity for April 1, 2019 – June 30, 2019:

	April	May	June	Total
Additions:	100	43	35	178
Changes: (name, party, etc.)	147	19	37	203
Removals: (moved out of town, died etc.)	71	63	130	264
Totals	318	125	202	645

There are now 8,618 enrolled voters in Coventry. The annual canvass of all voters began January 3 and was completed in May as required by CT State Statute 9-32-9.

A special registration event was held at Coventry High School on Tuesday, April 9. 64 students registered. A voter registration event was also held at E.O. Smith High School on May 17.

The Tolland Country Registrar of Voters Association was held a meeting on May 5 in Tolland.

A Spring Training Conference was held April 15-17 in Cromwell. In addition to the training schedule, Registrars who had completed their certification for Registrars were able to take the exam to be recertified as Moderators as required. (Taking the exam at this meeting saved the usual \$60 charge.)

Marjorie L. Roach received her Certification as a Registrar of Voters in 2018 after having completed her 8 classes and exam. She has also attended the required **training and is again a Certified Moderator. Congratulations Marjorie!**

The Annual Town Meeting was held on Saturday, April 27, 2019 at the Coventry High School. 49 registered voters attended. The vote on the two questions was adjourned to May 7, 2019.

The **Budget referendum** (Adjourned Town Meeting) was held on Tuesday, May 7, 2019.

Question #1 was to approve the 2019-20 fiscal year appropriation of \$41,341,564.

District 1 # of eligible voters: 4,411 # voting Yes: 441 NO: 334

District 2 # of eligible voters 4,160 #voting Yes: 457 NO: 305

Total: Yes 898 No 639

Question 2 was to approve an appropriation of \$4,000,000 for the planning, design, engineering, construction, reconstruction and improvement of various town roadways, parking lots and bridges.

District 1 Yes 500 No 275

District 2 Yes 514 No 247

Total: Yes 1,014 No 522

BUILDING DEPARTMENT QUARTERLY REPORT
4th QUARTER
April, May, June 2019

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

NEW HOUSE PERMITS ISSUED FOR THE 4th QUARTER 2018-2019 FISCAL YEAR		
MONTH	DATE	ADDRESS
APRIL		
	4/2/2019	593 STONEHOUSE ROAD
	4/12/2019	97 WOLF HILL ROAD
	4/15/2019	43 WINDY HILL ROAD
	4/15/2019	94 STONEHOUSE ROAD UNIT 20
	4/15/2019	94 STONEHOUSE ROAD UNIT 21
MAY		
	5/3/2019	680 DUNN ROAD
	5/3/2019	94 STONEHOUSE ROAD UNIT 31
JUNE		
	6/24/2019	761 BABCOCK HILL ROAD

Foundation work also started for three (3) residential dwellings this quarter at: 39 Carnic Alps Road, 47 Carnic Alps Road, and 45 North School Road. In addition to these new home foundation permits, six (6) permits have been issued to replace foundations due to the crumbling foundation at: 282 Woodmont Drive, 392 Talcott Hill Road, 408 Talcott Hill Drive, 250 Cedar Swamp Road, 1539 South Street, and 29 Cassidy Hill Road.

Two (2) homes that have fully replaced their foundations due to crumbling foundation and closed out their permits this quarter were 105 North Farms Road and 45 Gardner Tavern Road.

Home owners are happily settling into four (4) newly built homes.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 4TH QUARTER 2018-2019 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
NONE IN APRIL	
595 STONEHOUSE ROAD	5/30/2019
60 WINDY HILL ROAD	6/6/2019
363 RILEY MOUNTAIN ROAD	6/21/2019
63 TALL OAK DRIVE	6/25/2019

Municipal Projects:

It was a quiet quarter for municipal projects. The only activity that was permitted for was a new shed at Coventry Cemetery at 392 Main Street.

Commercial Projects:

Ten (10) new permits have been issued for commercial work in Coventry this past quarter. Two (2) were issued in April for a tenant fit out of Pizza on Main at 1203 Main Street and cell tower work behind the Town Hall at 1712 Main Street. Pizza on Main received their Certificate of Occupancy to open their doors for business to the public on June 11, 2019. In May, we experienced the bulk of the quarter's commercial permitting with a total of six (6) commercial permits being issued. Two (2) were for temporary tents for weddings at the Nathan Hale Homestead (2299 South Street). One was for the new sign for Wicked Slice Pizza and another for the tenant fit out of the retail space for Wicked Slice Pizza at 3466 Main Street. There was also a permit issued for a tenant fit out of the second side of the Eye Trade business at 1199 Main Street in the village. Lastly, we issued a permit for cell tower work at 712 Bread & Milk Street. In June there were two (2) more tenant fit out permits issued for new businesses on Main Street. One was for Dragon Fire Meadery at 580 Main Street and the other was for Clancey's Hiit and Fit on the second floor of 1047 Main Street.

There were four hundred forty-five (445) inspections completed this quarter.

The Building Official completed nineteen (35) hours of continuing education this quarter. Fourteen (14) of those hours went towards a two day seminar that he and his Permit Technician, Brigit Tanganelli, attended for increasing knowledge and support for their office and the permitting process.

Permits for this Quarter

PERMIT TYPES	April, 2019	May, 2019	June, 2019	Fourth Qtr.
				2018-2019
Houses only	5	2	1	8
Foundation only	1	4	5	10
Condominiums	0	0	0	0
Commercial Bldg/Renov	2	6	2	10
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	1	0	4	5
Garages/Carports	1	1	0	2
Sheds/Barns	4	3	5	12
Decks/Porches	4	6	4	14
Pools	1	2	3	6
Demolition	1	0	0	1
Woodstove	0	0	0	0
Miscellaneous	11	6	10	27
Renov/Repair/Alter	19	6	5	30
Plumbing	7	2	1	10
Heating	16	30	9	55
Electric	17	21	13	51
TOTAL PERMITS	90	89	62	241
PERMIT VALUE	\$1,613,661	\$1,286,767	\$1,232,026	\$4,132,454
FEES COLLECTED	\$24,160	\$14,384	\$10,910	\$49,454
Certificate of Completion	34	54	82	170
C/O's - New Homes/Condos	0	1	3	4
C/O's - Other	1	1	3	5

Fire Marshal's Office

Town of Coventry

QUARTERLY REPORT

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

Incidents:

- Building fires 1
- Cooking fire 1
- Brush fires 2
- Unauthorized burns 1
- Fuel burner/boiler malfunctions 1
- Electrical wiring/equipment problems 5
- Hazardous condition 19
- Fire alarms 19

Inspections:

- Businesses 12
- Apartments 14
- Town buildings 2

Plan reviews:

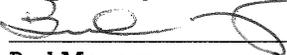
- Tenant fit out 2
- Tent 2
- Commercial Kitchen 2

Investigative reports:

- Fire 3

Fire losses amounted to \$5,000.00 for this reporting quarter.

Respectfully submitted,



Bud Meyers
Fire Marshal

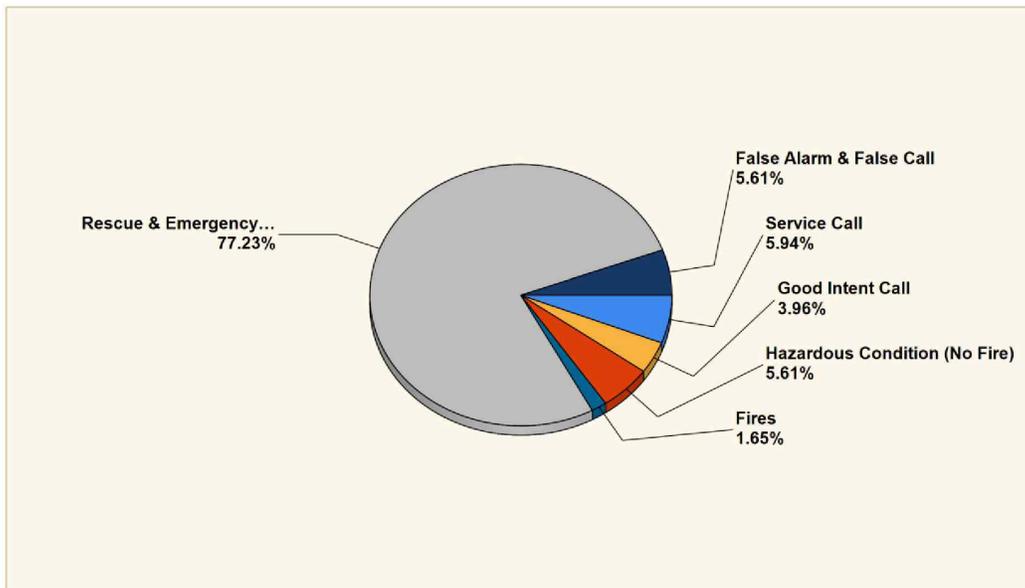
TOWN OF COVENTRY FIRE-EMS DEPARTMENT



QUARTERLY REPORT

April 1, 2019 – June March 30, 2019

Major Incident Types by Month for Date Range (553)



<u>MAJOR INCIDENT TYPE</u>	<u># INCIDENTS</u>	<u>% of TOTAL</u>
Fires	5	1.65%
Rescue & Emergency Medical Service	234	77.23%
Hazardous Condition (No Fire)	17	5.61%
Service Call	18	5.94%
Good Intent Call	12	3.96%
False Alarm & False Call	17	5.61%
TOTAL	303	100.00%

April – June 2019

The second quarter of 2019 was busy with incidents, training and community events. We said goodbye to dear friend Al Koepke who was an invaluable resource to the emergency services community. Our continued thoughts for his family. Leadership meetings continue on a monthly basis at the LECC and Board of Fire Officers meetings. The departments took part in field burns in May as well.

The Fire Departments elected 2 new Chiefs to their respective departments. Congratulations to Ken Boutin, Chief of the Coventry Volunteer Fire Association and to Bud Meyers, Chief of the North Coventry Volunteer Fire Department.

The annual swearing in of Emergency Management Directors took place in Uncasville and Jim McLoughlin was sworn in as Coventry's EMD. Former Chief Ray Eldridge will transition to Deputy Emergency Management Director.

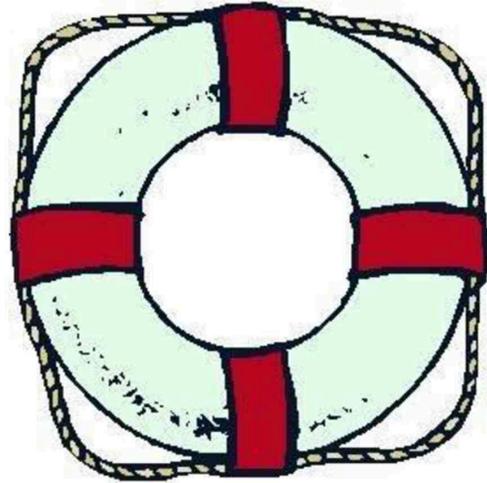
The transition team continues its work through sub committee assignments making progress on developing a strategic plan to merge 2 fire departments and the ambulance. Updates are provided to the council at the LECC meetings on a monthly basis.

The departments interact with the community through various Touch a truck events and participate in the annual Memorial Day parade.

SAETY MESSAGE:

Pool Safety

- If you have a pool at home, install a fence. The fence should be at least four-feet high and have a self-closing, self-latching gate that has a locking mechanism beyond a child's reach.
- Supervision is a must. Follow the 10/20 rule when you're at the pool. The 10/20 rule states the supervising adult needs to position themselves to be able to scan the pool within 10 seconds and reach the water within 20 seconds.
- Always check the pool first if a child is missing. Child drowning is often a silent death that alerts no one with splashes or yells for help. Many drowning accidents happen when children have been missing for less than five minutes.
- Empty small wading pools after children are done playing and remove all toys. Infants can drown in just a few inches of water. Pool toys may attract children to the pool when it is unattended.
- Teach your child to swim, but remember that younger children shouldn't be left unsupervised around water even if they know how to swim.
- Have a phone poolside and learn CPR in case of emergencies.



<https://sf-fire.org/summer-safety-tips>

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
Third Quarter FY 18/19
April 2019 – June 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.

Our third annual CALEA review is scheduled for August 19 through August 23rd. The review will be conducted remotely by a Compliance Service Member using PowerDMS. Our on-site review will be conducted April 6 through April 9, 2020.

We are continuing the process of reviewing and amending all agency policies and procedures to ensure compliance with the 6th edition of the CALEA standards. All agency

directives must be in compliance with the 6th edition standards after our on-site assessment in April of 2020.

POST has changed their accreditation cycle to four years to be consistent with CALEA's four year cycle. The POST review will be conducted after the award conference in Oklahoma City, OK.

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 which was submitted in September was approved. This grant funds sobriety checkpoints and directed patrols.

There is currently no funding available for seatbelt enforcement efforts. Officer continue to conduct seatbelt enforcement during regular patrol duties.

The agency was awarded \$6,000.00 in Justice Assistance Grant funding which will be used for various equipment which we were unable to purchase with operating budget funds.

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

Objectives:

- Conduct two group activities focusing on officer wellness.
- Offer an annual officer wellness checkup through our service provider.

We are continuing to send officers to Crisis Intervention Training.

Our application for becoming recognized by the CT Police Chief's Association as a Serve Well – Be Well agency was approved and presented at an award ceremony on May 23rd. In addition, Sergeant Iger was recognized for his work on officer wellness activities both locally and through the statewide officer wellness committee.



Sergeant Russ Iger and Sergeant Ted Opdenbrouw accepting the Serve-Well Be-Well award from representatives of the CT Police Chief's Association

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. Both officers have progressed well and are gaining additional experience. The agency is now fully staffed. There has been a noticeable decrease in required overtime for the purpose of filling shifts in order to provide for minimum staffing.

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.

A sobriety checkpoint is scheduled for later in the summer.

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.

The cameras are installed and operational.



Other Items of Interest

The new radio system is moving forward. After some unexpected delays, we anticipate the system to be fully functional in early July.



Officer Robert Dexter and Officer Olivia Beausoleil were awarded the department's Medal of Merit for lifesaving. On April 22, the officers responded to a call of a despondent male. They observed the subject jump into the Willimantic River which had a strong current. The officers waded across the river and were able to reach the man and pull him from the strong current.



Sergeant Michael Hicks and Sergeant Thomas Kuhns were recognized by Mothers Against Drunk Driving (MADD) during their annual statewide law enforcement recognition lunch. Both officers were top performers in the agency in arrests for drunk/drugged driving.

In June, the town council approved the job description for the Administrative Sergeant position.

Agency staff assisted with security and traffic duties during CoventryFest on June 29th.

The department now has two certified car seat technicians, Detective Krukoff and Officer Carpenter. The officers will be doing car seat installations by appointment. Appointments can be made through the police section of the town website.

After a lengthy investigation with the assistance of the DEA, officers executed a search and seizure warrant at a local residence in May as a result of an investigation into narcotics manufacturing and sales. The search resulted in a large quantity of marijuana, THC cartridges and other drug paraphernalia.

Officers continued to make visits at schools during the student's lunch hours.

A listing of calls for service for the quarter is attached.

Quarterly training for April 1 through June 30, 2019



Officer Bona visiting students at GHR during their lunch break

April

- Officer Anderson attended a four-day training course regarding high visibility traffic enforcement
- Officer Greener attended on-going CREST training
- Sergeant Iger attended training on issuance of U and T visas that are issues to victims in the course of criminal investigations
- Sergeant Spadjinske and Sergeant Kuhns attended a two-day crash reconstruction seminar
- Detective Krukoff and Officer Carpenter attended a four-day clinic on the installation of child safety seats
- Officer Carpenter and Officer Beausoleil attended the victim's advocate annual conference
- Officer Beausoleil attended a two-day class on awareness of child trafficking
- Sergeant Kuhns, Officer Vail, Officer Michaud, Officer Bona and Officer Grimaldi all attended active shooter training
- Six staff members attended training on the use of the CISS criminal information system
- Thirteen staff members attended a refresher class in CPR

May

- Sergeant Iger attended mindful resilience training
- Officer Anderson attended a one-day refresher training on report writing
- Detective Krukoff attended a family violence conference
- Sergeant Iger attended week-long first line supervisor training

- Sergeant Opdenbrouw attended training regarding school and student risk assessments
- Officer Bona, Officer Michaud and Officer Grimaldi participated in patrol rifle training.

June

- Officer Greene attended monthly CREST training
- Sergeant Opdenbrouw attended a week-long seminar hosted by the FBI on executive leadership training
- Officer Carpenter attended a two-day training on developing informants
- Officer Anderson and Officer Michaud attended first responder wellness training
- Officer Dexter and Officer Anderson attended a two day training course on Advanced Roadside Impaired Driving
- Eight staff members attended training on various topics with State Attorney Matt Gedansky at the Tolland Courthouse



Made by the students at GHR and presented to the police department



Coventry Police Department Incident Analysis

4/1/2019...6/30/2019

	Shift		Total
1st	2nd	3rd	
351	904	767	2022

UCR	Nature	1st	2nd	3rd	Total
		0	1	0	0
001	Marine Patrol Activity	0	20	12	32
002	Beach Association Check	0	1	0	1
029	Disabled Motor Vehicle	5	9	15	29
11A	Sexual Assault With Force	0	1	0	1
13A	Assault Aggravated	1	0	0	1
13B	Assault Simple	0	3	2	5
13C	Intimidation	1	3	2	6
152	Suicide Threat/Attempt	3	2	5	10
220	Burglary	0	3	0	3
23D	Larceny Theft From Building	0	4	0	4
23F	Larceny Theft From MV	2	3	2	7
23G	Larceny Theft of MV Parts	0	1	0	1
23H	Larceny All Other	0	2	1	3
240	MV Theft	1	2	0	3
250	Counter/Forgery	0	1	0	1
2604	Fireworks/Gunshots	1	2	5	8
2609	Littering	1	1	2	4
2619	Building Check	0	1	0	1
2631	Public Hazard	5	26	16	47
26A	Fraud False Pretenses	0	1	3	4
26B	Fraud Credit Card/ATM	0	5	0	5
26C	Fraud Impersonation	0	0	1	1
26E	Fraud Wire	0	0	3	3
26F	Identity Theft	0	2	1	3
290	Vandalism	1	8	2	11
2914	Animal Complaint	3	46	31	80
3009	Susp Person/Activity/MV	58	49	87	194
326	Illegal Parking	0	2	2	4
332	Harassment/Harassing Phone Calls	1	6	7	14
334	Untimely Death	1	2	0	3
343	MV Accident (Injuries)	2	4	6	12
344	MV Accident Evading	1	3	4	8
346	MV Accident (No Injuries)	5	16	12	33
347	MV Accident (Private Property)	0	3	1	4
351	Alarm	15	34	19	68
353	Medical	34	89	44	167
355	MV Stop	88	176	248	512
35A	Drug/Narcotic Violation	3	11	4	18
35B	Drug Equipment Violation	0	1	0	1
370	Pornography	0	1	0	1
375	Routine Assistance	14	33	35	82



Coventry Police Department Incident Analysis

4/1/2019...6/30/2019

377	Open Door/Window	1	1	2	4
388	Miscellaneous	8	15	8	31
390	Police Information	7	13	11	31
396	Escort	2	6	1	9
398	Missing Person	0	1	2	3
399	Lost And Found	3	9	4	16
400	Family Matter - Non Arrest	0	4	14	18
401	Repossessed Vehicle	3	1	1	5
4811	Finger Printing	0	65	0	65
4858	Fire	4	18	2	24
4873	Assist Other Agency	11	10	22	43
4874	Test Ticket	2	0	0	2
82	Runaway/Non NIBRS	2	1	1	4
861	Disturbance (Non-Domestic)	0	7	9	16
863	Town Ordinance Violation	0	2	0	2
866	Noise Complaint	3	2	9	14
889	Check Welfare	3	19	21	43
890	MV Erratic Operation	6	22	21	49
891	MV Lock Out	1	8	5	14
90C	Disorderly Conduct	0	0	1	1
90D	DWI	7	2	5	14
90G	Liquor Law Violation	1	0	0	1
90J	Trespass of Real Property	0	1	0	1
90Z	All Other Offenses	0	1	6	7
911	911 Hang Up Call	1	0	2	3
Sup	Supplemental	40	118	48	207

Human Services Department Quarterly Report April-June 2019

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





HUMAN SERVICES OFFICE *April - May - June*

A. HUMAN SERVICES

1. Meetings:

- CLASS Meetings: 4/18, 4/30, 5/16, 6/20
- Juvenile Review Board Case Hearing: 5/28, 5/29, 6/18, 6/20
- NASW Conference: 5/3
- Operation Fuel: 4/18, 5/9, 6/6
- EHHD Opioid Taskforce : 6/17
- Operation Fuel Focus Group: 6/18

2. Direct Services: 12 unduplicated client cases

3. Programs:

- **ENERGY ASSISTANCE PROGRAM:** The 2018-19 CT Energy Assistance Program (**CEAP - ACCESS Agency, Willimantic**) was extended until the end of May for new clients only, the season ended with a total of **87** energy applications processed.

- **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, **6** applications have been completed for Coventry residents who rent for a total of \$3025.00 in rebate checks which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November, 2019. We are still waiting on information from Orchard Hill residents which make up the bulk of our Rental rebate applications.

➤ **FOOD BANK: April – June**

Assistance Records: 55
Total Household Assistance: 27 with a total of 72 members

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

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

Totals for April 2019:	
(Staff)	In Kind Service Hours - $24 + 18 + 12 = 54$ hours
(Students)	Student Volunteer - $40 + 20 + 12 = 72$ hours

Totals for May 2019:	
(Staff)	In Kind Service Hours - $18 + 30 + 15 = 63$ hours
(Students)	Student Volunteer - $30 + 50 + 15 = 95$ hours

Totals for June 2019:	
(Staff)	In Kind Service Hours- $12 + 12 + 3 = 27$
(Students)	In Kind Service Hours- $20 + 20 + 3 = 43$

- **SPECIAL NEEDS:** 4 families (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$1288; a total of **\$2,407.03** was received in donations from United Way (employee donations program), Coventry Public Schools, First Congregational Church, Second Congregational Church, Coventry Lions Club, Capt. Nathan Hale School and a number of generous individuals.
- **SALVATION ARMY:** 4 families (unduplicated) were assisted with medical, housing, food, utilities, camp scholarships for a total of \$1165.00.

- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 20 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.

SENIOR CENTER: April, May, June Quarterly Report

1. Attendance for this Quarter:

- Total Visits: 301 visits: April (95 visits), May (113 visits), June (93 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. **296** keycards have been issued to date, 29 persons were added to the system.
- **Holiday Closure: Monday, May 27th (Memorial Day)**

2. Programming:

- **Monthly Luncheons** ~ April 10 (14 participants), April 24 (18 participants); May 8 (21 participants); Memorial Day BBQ luncheon (49 participants) with musical entertainment provided by Bruce John; June 12th (14 participants); June 26th our 4th of July BBQ, (38 participants) and musical entertainment by Bruce John.
- **Out to Lunch** ~ After a short hiatus for the winter months, the program resumed in May and 12 participants enjoyed a lunch out at the Ninety Nine in Vernon,
- **Ladies Day Out Brunch** ~ On May 13th, the Center celebrated with 19 participants who enjoyed a delicious brunch prepared by the Coventry Food Service Program.
- **Crafternoon** – April’s craft gathered a group of **9**; May - **13**. The Crafternoon program is taking a break for the summer and will resume in the fall. The Crafternoon is **FREE** to participants.
- **Exercise:**
 - The twice weekly **Level 1 Fitness Class** has seen a tremendous increase in participation during this quarter with record breaking numbers. The program saw many new participants from the community seeking a low impact workout lead by a certified fitness instructor. The program totals were as follows: (April - 149, May - 168, June – 140, total 457)

- **NEW** – the launch of a new fitness class entitled *Fitness with Mary* in collaboration with the Parks & Recreation Dept. Session A - 4/25-5/16 had (5) registered participants; Session B 5/30-6/20 had 3 registered participants. \$35 per 4 week session, \$10 drop-in fee.
 - **Fitness Room** – Monthly uses as follows: April - 45, May - 38, June – 38. With the warm weather upon us, many of our fitness goers are taking advantage of the summer weather. The monthly fitness challenge will resume in the fall where we will offer a raffle drawing offering senior swag.
 - **Yoga ~ Offered 4x month on Wednesday!** The introduction of punch cards for purchase, 6-class or 10-class increments at \$6 per class or a \$8.00 drop-in. April - 37 participants; May - 38 participants, June - 25 participants.
 - **Line Dancing** – April – 16, May – 27, June - 11 participants for weekly line dance. (\$12 per 4-class punch card or a \$5 drop-in fee).
- **Book Club** –Seniors are enjoying the launch of a new book club with relaxed conversation, coffee/donuts and socialization. The book club is in collaboration with the Booth and Dimock Library. There was an average of 6 participants each month.
 - **Health and Wellness Services:** Nurse Carol, our *Ask the Nurse* met with 5 participants in April, 6 in May and 8 in June. *Ask the Nurse* services include, but are not limited to, blood pressure checks, blood sugar testing and general Q&A.
 - **Podiatric Foot care Clinic with Dr. Morgan** – 14 podiatry appointments in May. Dr. Morgan is at the Center every 2 months.
 - **Spa Days: Manicure/Pedicure** – April - 2 appointments; May - 13, June - 8 appointments; **Haircuts:** April – cancelled, May – 4 cancelled; June - 6. **Massage Therapy with Tami** (x1 month –Monday) **April - 1** appointments, May 5 appointments, June 6 - 5 appointments. **Massage Therapy with Michelle Rach** (x1 month – Thursday) April – 7 appointments, May – 5, June - cancelled.

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 55 volunteer hours and assisted 15 individuals.

- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for 4 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.

- **Veterans Advocate:** Manny Rodrigues, Commander, American Legion Post #52 of Coventry is currently assisting the Center as our Veterans Advocate. Manny also works closely with our *Packing for the Troops* team relaying updates of Coventry men and women who are currently serving our country and need of a “care package” or card. 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 April - 1, May – 1, June - 3 technology questions.

4. Volunteer Management: Senior Center Volunteers gave **284 volunteer hours of service** this quarter. **Betsy Fitzgerald (110 hrs), Claudette Polhemus (43 hrs), Donalda Matthews (76 hrs), Penny Whitaker (55 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 **236** households: Orchard Hills Residents (**80**), Senior Center Pickup (**75**), Email Recipients (81), Senior Center E-blast
- Social Media: The Senior Center Facebook Page currently has **145** “likes”, **14** more than last quarter.

6. New NEWS:

- **William Benton Museum and UConn Dairy Bar-** 5 participants enjoyed a trip in May.

- **Intro to Pickleball Clinic** – taught by Instructor, Jason Hill, a 2 day “beginners” sessions and a 2 day “advanced” session was offered on April 23 and April 25. Class size was limited and **10** participants took advantage of 1 of the 2 sessions.

- **Senior Golf League** ~ In collaboration with the Parks & Rec Dept. the Center helped organize a senior golf league with the Twin Hills Golf Club beginning this summer.

- **True Crime Roundtable** ~ *NEW* - The group meets monthly for an open conversation about past and present crimes, robberies, scams, homicide and fraud are just a few of the topics the group will discuss. The group will also touch upon cold cases and small town criminals. May - 4, June - 4 attendees.

- **A Meet and Greet with State Representative Tim Ackert and Senator Dan Champagne** in June. Participants received information on the 2019 Legislative Session and Q&A. There were **5** participants.

- **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 for 1 day in the quarter, **16** participants were served this day in April.

- **Movie Day!** ~ The movie *Green Book* was viewed by **16** participants in April. The Center launched a *FREE* movie, popcorn and socialization which has been very popular.

- **Walking Club** ~ On Wednesdays in May, a new walking group was started for all interested in joining, the Center will coordinate the walking course based on participants’ ability.

Coventry Rides Transportation Program
April-June 2019

# Days of Operation: 42	# Volunteer Hours: 138
# Volunteer Hours Average/Daily: 3.3	# of Individuals Riding: 41
# Miles Total: 1411	# of One-Way Trips: 247

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, Yvonne Filip, Jerry Haugh, Howard Haberern, Jack Thayer, Jim Wicks, and Joyce Wicks.

Private Car Drivers: Sue Chvirko, Chris Coss, Lori Boucher, Trena Gale, Paulette Marquis, Claudette Polhemus, Sylvia Jobbagy, Terry Thayer and Wayne Whitaker. Cheryl Buck-Kenny has also joined our Private Driver team and has already helped out a few times in the last three months.

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.

On May 22nd Driver Jack Thayer took a group of 7 to a Hartford Yard Goats game. 9 tickets were purchased in advance (including driver ticket). We had a lot of initial interest in the trip and needed to create a wait list. Unfortunately we had several last minute cancellations, but were able to call those on the wait list and offer them the tickets. A trip to Roger Williams Zoo in Providence, RI was scheduled for June 19th via Peter Pan bus. Due to lack of interest (only 9 Seniors signed up) the trip needed to be cancelled.

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, however in June only two riders went on this trip. We will try again in August to see if more riders take advantage of this trip.

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

D. YOUTH SERVICES

1. Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Campership intakes began beginning of April
- Attended JRB/LIST Conference on April 21st.
- Worked with Parks and Rec to coordinate 2 more At Home Safety Classes the last week of April.
- Attended the SERAC Prevention conference on May 31st.
- Held meetings with Erica Bromley regarding JRB
- Facilitated two JRB intakes and coordinated a full Board meeting
- Facilitated a Mental Health 101 informational session with Camp Counselors for Park and Rec Department
- Prepared all materials for check in at Project Graduation, which was held on June 15th
- Attended EHHD Opioid Taskforce Meetings on June 17th in Mansfield.
- We received 3 applications for Camp Connri



2. Direct Service

A. Functions

- | | |
|---|-------------|
| ➤ Youth & Family Cases | 3 cases |
| ➤ Counseling Referrals | 3 referrals |
| ➤ Community Service | 5 cases |
| ➤ Community Restitution | 0 cases |
| ➤ Youth Job Bank Requests | 9 requests |
| ➤ Youth Job Bank Matches | 2 matches |
| ➤ Juvenile Review Board | 2 case |
| ➤ Youth & Family Counseling Clients | 0 client |
| ➤ Campership Assistance (# of families) | 16 cases |

B. Programs

- Positive Connections Mentoring program continued until the end of May.
- We had our mentor outing and full program outing at the end of May
- Counseling Services – are being referred out.
- Started a Pen Pal Program with a teacher from GHR. We have 12 students and 6 seniors.
- Worked with Robin from CHS to bring a Substance Abuse Counselor part time, beginning October of 2019.
- Youth Advisory board met in April, May and June. We have taken a break for the summer and will resume in September

**PUBLIC WORKS DEPARTMENT
QUARTERLY REPORT
APRIL, MAY & JUNE 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 Sexton Sherry Chapman
Cemetery Maintainer Lance Kozikowski

Town Engineer Todd Penney
WPCA Technician / Operator Michael Ruef

Town/State Projects

Jones Crossing Road Bridge Project: The contractor mobilized equipment to the site on June 12th and implemented the project detour on June 17th. The Town provides daily contractor oversight and gets assistance from Nathan L. Jacobson Associates. Daily morning checks for the endangered wood turtle species are performed by herpetologists from REMA Ecological Services in Manchester as per the requirements of the Town's State DEEP permits.

The Town executed the non-bridge work for reclaiming and repaving the Mountain Ridge and Jones Crossing approaches to the bridge from Riverview to Tolland Turnpike by the start of the bridge project. The whole limits including the bridge will be paved all at once following the completion of the bridge to minimize seams in the top course.

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

1. ***Folly Lane Bridge over Skungamaug River Replacement Project:*** Cardinal Engineering submitted Preliminary Engineering Report in May. Findings were reviewed and approved by Town Staff. The Preliminary Design submittal is anticipated for early July. A public involvement will follow 3rd party review by early August. The proposed project will keep the bridge in its existing location but will widen the bridge deck to convey two-way traffic. Construction is still expected for the 2020 construction season.
2. ***South Street Roadway and Pedestrian Improvements Project (Phase 1):*** CRCOG submitted application to CDOT for Commitment to Fund (CTF) in end of May. Anticipation for CTF is pushed back to end of August 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 maintaining the scenic characteristics of the corridor. Estimated Grant value is \$1,484,000. Given the delay in CDOT submittal, project will probably miss the 2020 construction season.
3. ***Swamp Road at Boston Turnpike Intersection Improvements Project:*** Town has selected CDM-Smith Consulting Engineers from East Hartford to perform the engineering and construction documents for the project. CDM-Smith specialize in traffic and roadway engineering. Some traffic data collection was performed in June prior to school letting out for summer vacation. Preliminary Design is scheduled to be submitted for the end of August 2019 with a Public Information Meeting to follow. 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 an 80% Federal – 20% local match. Town was informed that the project qualified for a program where CDOT will be responsible for 100% of the cost of the design phase as it will be under their control. Written authorization was 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. – The town has not received any notification of authorization this quarter.

Community Connectivity Grant – Main Street Sidewalk Extension to Lisicke Beach: Survey work was completed in June. No design has started on the project. Public involvement meeting is still anticipated for September. The project extends the current sidewalk terminus at Hemlock Point Drive to Lisicke Beach to promote greater pedestrian safety to the Town park. Construction is anticipated to start in 2020 season.

The Department of Public Work spent most of this quarter catching up on maintenance. We were mowing and grooming ballfields, sweeping roads, catch basin cleaning, grading gravel roads, curb repair and picking up debris from an April wind storm. We began the Summer Roads prep work on June 1, 2019 in an effort to get roads prepped for shimming and chip seal and Cold in Place recycling.

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

Athletic Field Maintenance - 381 hours
Clean Catch Basins - 82 hours
Clean Equipment – 8 hours
COVRRRA Operations - 217 hours
Facility Maintenance – 1,854 hours
Fleet/Vehicle/Equipment Maintenance/Repair - 1,475
Grounds Maintenance - 328 hours
Indirect Services – 85 hours
Inspection – 10 hours
Road Maintenance or repair - 1,920 hours
Roadside Mowing / Sightlines / Vegetation Control - 468 hours
Sweep Facility Lots - 32 hours
Sweep Roadways – 882 hours
Traffic Control and signs - 86 hours
Training - 82 hours
Tree Related Services - 43 hours
Unimproved Road Grading and Maintenance – 81 hours
Water Pollution Control Services - 269

Total hours: 7,803

Coventry Cemetery Sexton's Report

The Coventry Cemetery Sexton oversaw the following activities during this quarter:

- Interments

There were a total of five interments in Coventry town-managed cemeteries: one full burial in Coventry Cemetery, two cremains interments in Coventry Cemetery, one cremains interment in Nathan Hale Cemetery and one cremains interment in Grant Hill Cemetery.

- Lot Sales

One double lot was sold in Coventry Cemetery.

- Memorial Work

Memorial work for the installation of a total of six monuments or flat markers was reviewed and approved. The memorial work consisted of two upright monuments and four flat markers. Monument alignment work was made in one location.

- Other

The new building to replace the old shed and provide needed space was installed at Coventry Cemetery.

**COVRA QUARTERLY REPORT
APRIL, MAY & JUNE 2019**

TRANSFER STATION: MATERIALS RECEIVED

	APRIL	MAY	JUNE	TOTAL
Receipts	\$3,701	\$4,636	\$3,948	\$12,285
Electronic waste – ea	179	166	202	547
Propane tanks – ea	12	22	24	58
Bulky CD/brush – tons	32	37	32	101
Scrap metal – tons	5	8	5	18
Tires – ea	14	36	31	81
Leaves – tons	7	5	3	15
Refrigerant – unit	18	32	39	89
Mattress / box spring*	0	0	11	11
Users	409	456	455	1320

TRANSFER STATION: MATERIALS TRANSFERRED

	APRIL	MAY	JUNE	TOTAL
Willi Waste – cd – tons	34	36	24	95
Willi Waste – brush – tons	5	9	0	14
Willi Waste – metal – tons	10	8	5	23
Take2 - refrigerant – units	0	0	70	70
Take2 - electronics (CED) – lbs	3,605	4,182	3,743	11,530
Take2 - electronics (non) – lbs	492	965	961	2,418
Take2 - uw lamps, mixed – lbs	0	0	480	480
Take2 - batteries, mixed – lbs	0	0	274	274
Mighty Flame – pro tanks – ea	0	0	0	0
Bob’s Tire – ea	0	0	42	42
Bay State Textiles – lbs	270	760	440	1,470
Bye Bye Mattress*	0	0	0	0

*new program started in June 2019.

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

	APRIL	MAY	JUNE	TOTAL
MSW @ \$67.86 / ton	325	346	332	1,003
Expenditure	22,055	23,480	22,530	68,064
Recycling @ (\$10) / ton	89	93	82	264
Revenue	(890)	(930)	(820)	(2,640)
Recycling Residue @ \$95 / ton	15	18	17	50
Expenditure	1,425	1,710	1,615	4,750
Bulk @ \$76.93 / ton	25	27	26	78
Expenditure	1,923	2,077	2,000	6,001
Mattresses – ea	88	105	50	243
(weight combined with bulk @ \$76.93, which is why we are ending curbside pickup and have set up drop off at transfer station effective after August 2019 curbside pickup)				

(may be slight “total” discrepancies due to rounding)

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Flow this Quarter = 175,559 gallons per day
Peak Daily Flow this Quarter = 382,741 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. The WPCA has contracted with Fuss & O'Neill to assist with Notice preparation. 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:

- With assistance from the Town Attorney, a Land Surveyor, and the property owners we corrected and updated a sewer easement between West Shore Drive and Lake Road. We are continuing to work through issues with sewer easements on Standish Road from 2006. Many deeds were never filed in the land records.
- In preparation for paving on Daly Road we inspected 19 manholes and had 4 adjusted to match the new pavement. During inspections we found a source of infiltration. We hired a vendor with a special sewer main camera to determine the source of the problem and then used our camera to pinpoint the exact location. We are working with a homeowner on corrective actions.
- We have also been working on correcting another source of infiltration at a house on Main Street.
- We finalized and recorded the Grinder Pump License Agreement for 1265 Main St. This was necessary to correct a problem caused by the Main St. reconstruction/Curve Re-Alignment project.
- We assisted Public Works in abandoning the sewer line from the Caretakers House at Patriots Park before it was demolished.

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 reached out to several vendors for quotes but only one firm responded. We feel the quote is reasonable so we are proceeding with testing from Corrosion Probe, Inc.
- We hired two local vendors to make improvements to the infiltration basins at the Treatment Plant.
- We put together specifications, solicited quotes, and awarded a job to replace two 8 inch valves at the Treatment Plant.
- We had an energy efficiency audit performed at the Treatment Plant and Pump Stations by World Energy.
- We had surprise site visit from CT DEEP on June 7th. It's been about 10 years since our last inspection. DEEP did not indicate any immediate concerns.

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.



Swim Lines @ Lisicke Beach

QUARTERLY REPORT SPRING 2019

APRIL - MAY - JUNE

GENERAL ADMINISTRATION:

Director Rubin attended/participated in the following:

- Recreation Commission meeting, Dept. Heads Meetings
- Attended Softball Field Committee meetings, assisted drafting interim report to town council
- Attended CRPA Spring Quarterly with Amanda Backhaus, Finance Director re: hiring practices
- Attended New England Park Association annual meeting @ Wickham Park
- Met with Finance Director regarding issues with payroll
- Completed the 2019 Profile of Local Arts Agencies for the Americans for the Arts organization to assist them in researching local arts agency needs in the future. (58 pages)
- Met with Nathan Hale Homestead staff to review procedures for Market Barn rentals

Rec. Supervisor Merriam attended/participated in the following:

- Summer Brochure:
 - To Homes: 4/8
 - Registration Opened: 4/22
- Laidlaw Silver Anniversary Program Brochure Design
- Rec. Daze Staff Meetings
- Meeting with Karen Bohr, BOE Vocational Program Director re: Youth Building Transition
- Arts on Main/Coventry Village Partners Meetings & Ongoing Event Planning
- Camp Wangumbaug:
 - CRPA Camp College, 6/1 @ SCSU
 - Camp Staff Interviews: Returning & New Hires
 - Updated Parent Handbook
 - Supply Orders (Sam's Club/Walmart, S&S and Fun Express)

Seasonal Highlight:

Laidlaw Park Silver Anniversary

Coventry Soccer Inc., in conjunction with Parks & Recreation, held a 25th Anniversary Celebration of soccer at Laidlaw Park, on Sunday, May 19th. The event was originally scheduled for October 2018, but was postponed until Spring 2019, due to weather.

Representatives from CSI Soccer, the Parks & Recreation Commission & Town Council spoke to the history of both Laidlaw Park & its namesake, James Laidlaw and Coventry Soccer's use of the Park since the soccer fields were built back in the mid-1990's.

Attendees were treated to music, moonbounces, pizza and games! Many thanks to CSI Soccer for their work on this event and their continued support of youth sports here in Coventry.



COVENTRY PARKS & RECREATION

1712 MAIN STREET
COVENTRY, CT 06238

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

www.coventryct.org

- Coordinated Diabetes Trainings for Management Staff with Parent & Consulting Nurse
- Meetings with Camp Directors & Human Services re: training topics/planning
- Meetings with Sneha L'heureux, Youth Services Coordinator re: scholarship awards/contributions
- Invoicing & Past Dues
- Camp Training & Clean Up, 6/20
- 1st Day of Camp: 6/24
- Ongoing Facebook Marketing
- Seasonal Website Review & Updating
- Misc. Program Coordination, cancellations, refund processing & past due invoices
- Weekly deposits & monthly credit card reports

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. et with Sign Professionals to order signs for parks, beaches, etc. delivered them to DPW for installation, then met with Monica Bragdon to identify the location of new park signs.

Creaser Park: - Disc Golf Course progress



- Met with Conservationist Eric Thomas and DPW Director Mark Owens at Creaser Park to discuss environmentally sound mowing and landscaping practices
- Completed agreement with neighboring farmer to hay Creaser field
- Met with Dog Owners Group at Creaser to discuss Golf impact on walking trail
- Field trip to Nichols Field in East Haddam to see & photograph Molitoris-designed disc golf course
- Met on-site with Course Designer Karl Molitoris and Monica Bragdon plan out construction of disc golf tees and to complete marking out tees and baskets for Call Before You Dig ticket
- Held meeting of Volunteers for Disc Golf Course at Creaser Park
- Follow up from meeting – developing contact list
- Ordered mats for tees and working on tee sign design

Patriots Park:

- Community Center interior painting completed
- Met with UConn Men's' Crew & EO Smith Crew re: upgrades to boat house facility
- Applied 1st application of Geese Deterrent to lawn areas at Patriots Park
- Assisted Cub Scout Leaders in planning their Clean Up day at Patriots Park



- Met with Todd Penney, Town Engineer & Mark Owens, Supt of Operations at DPW at Waterski Beach re: erosion problems, organized volunteer clean up with Water ski club members
- Applied herbicide for poison ivy, 2nd application of Geese Deterrent scheduled for June
- Assisted Cub Scout Leaders in planning their Clean Up day at Patriots Park
- Attended logistics meeting for Coventry Fest
- Met with plumber to address Caretaker House demo & moving water heater etc. to Creaser for future installation, Completed permits & scheduling for demolition of Caretaker House, building demolished

Laidlaw Park:

- Finalized & printed event flyer, attended 25th anniversary celebration at Laidlaw

Mill Brook Place:

- Met with Richard White – Arts Guild re: rentals and scheduling
- Ordered cover for thermostat to control access

BEACHES:

- Interviewed new staff – gatekeepers and park maintainers
- Paperwork for returning staff, sent contracts, background checks, etc.
- Continued to hire & train new staff



Seasonal Highlights:

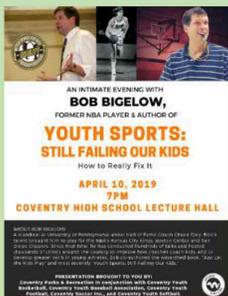
06238 Magazine!



This season also saw the release of the inaugural issue of the new 06238 Magazine! Replacing our usual Parks & Recreation Program Brochure, this new publication is a collaborative effort between Parks & Recreation and the Coventry Senior Center. Both Departments' seasonal offerings, including programs, services, trips and more are featured in this magazine, mailed direct to all the homes in Town.

An Evening with Bob Bigelow

"An Intimate Evening with Bob Bigelow" was held on April 10th, at the CHS Lecture Hall. Mr. Bigelow is a former NBA Player and Author of "Youth Sports: Still Failing Our Kids & How to Really Fix it." This program was offered in conjunction with Coventry Youth Baseball Association, Coventry Youth Basketball, Coventry Youth Football, Coventry Soccer Inc., and Coventry Youth Softball. While attendance was low, the conversation was informative & lively, with great outcomes for youth sports here in Coventry.



- Conducted training sessions for Park Maintainers, Gatekeepers, Lifeguards on First Aid/ AED and Blood borne Pathogens, how to use DigiQuatics timecard & scheduling app
- Scheduling on DigiQuatics
- Accepted resignation of park maintainer who received a permanent full-time position
- Completed the Installation of buoys, ropes & floats
- Ordered supplies (staff uniforms, first aid, umbrellas, rescue tubes, ropes & floats)
- Set up gatekeeper boxes and necessary paperwork, supplies, secured chain gates
- Opened beaches Saturday, May 25th – continued to work on staff coverage while short handed
- Began Session A of swim lessons, 6/24
- Installed the EHHD sponsored SolAware sun safety awareness meter at Lisicke Beach, promoted with a post on Facebook

YOUTH SPORTS:

- Completed spring sports leagues paperwork requirements
- Evening with Bob Bigelow was successful, with small turnout but good outcomes

PROGRAM PLANNING:

Coventry Village Partners & Arts on Main:

Planning for Arts on Main kicked into high gear this quarter, as Ms. Merriam continued to serve on the planning committee. She worked on the following items, in preparation for the event:

- Booked and secured contracts for Whiskey, Wine & Coke, Shaded Soul Band, Matt the Balloon Man, the Face Painting Mama, M&J Bus and Thunder & Lighting Sound;
- Drafted the 2019 Sponsorship Menu and secured a sponsorship from the United Bank Foundation;
- Began promotional efforts on both the Arts on Main & Parks & Recreation Facebook Pages, including Save the Dates, sponsor acknowledgments and activity announcements;
- Began work on the 2019 event flyer, palm card, banners & road-side signs;
- Conducted a walk-through of the Village with Town Planner, Eric Trott to determine placement of activities & logistics.



Town Wide Tag Sale:

Event was held on Saturday, May 4th at 49 locations (the most yet!). Ads were placed in local papers, including The Chronicle (both the weekly and weekend shopper), the Journal Inquirer, and the Courant Community Magazine. Signage was also placed on the Town Green and printed listings/road map were left at Dunkin' Donuts for the morning of.

RECREATION DAZE:

Staff began receiving calls this quarter, from families looking for the 2019-2020 program information. The information was prepared for website upload in July. Staff finalized the '19-'20 Fee Schedule; Fees are increasing slightly, to accommodate the increasing minimum wage. Staff also looked for ways to simplify the registration process in several ways, including offering fewer options (which seemed confusing), and eliminating the deposit required.

We received word that our longtime Director Megan Yanez will not be returning to Rec. Daze in the fall. She is pursuing a degree in Early Childhood Education at MCC &

ECSU full-time. Staff will spend much of the summer season determining staffing, including returning staff and seeking new hires.



CAMP WANGUMBAUG:

Camp preparations continued this quarter, beginning with staff hiring. Cat & Camp Directors Megan and Eli conducted interviews for both returning staff looking to change positions and new hires. Four new hires were selected and offered positions as Camp Counselors. We also met with last year’s new staff, to review their performance in 2018, ahead of the 2019 season.

Staff training began on May 31st, with a review of the staff manual, paying special attention to changes made to the Discipline Policy and Staff Code of Conduct. Staff then attended the Annual State-Wide Camp College event sponsored by Connecticut Recreation & Parks Association, held this year at Southern CT State University on

Saturday, June 1st. Elijah Trott, Co-Camp Director presented a session on Rainy Day activities which was very-well received by those in attendance. We also offered Bloodborne Pathogens training and First Aid/CPR/AED certification & recertification. Training concluded on June 20th, in conjunction with our Camp Set Up/Clean Up Day, which included a presentation from DJ Figiela, Fire Chief regarding emergency procedures; Sneha L’heureux, Youth Services Coordinator on Youth Mental Health; a Day at Camp walkthrough for new staff; and the Staff Manual Review/Quiz.

Camp began on Monday, 6/24 with 112 Explorers, 21 Trailblazers and 20 CITs. Participants enjoyed “Natural Wonders Week” complete with Animal Spirit Day, a Safari-themed scavenger hunt, a trip to Mystic Aquarium and a special presentation from Animal Embassy, showcasing World Wildlife!

Booth & Dimock Memorial Library
4th Quarter Report, April - June 2019

- I. Administration**
 - a. Days Open: 64
 - b. Hours of Operation: 551
 - c. Closings: Closed for Good Friday
 - d. Visits: 11,249
- II. Circulation**
 - a. Total: 19,462
 - i. Books & Serials: 15,015
 - ii. Video: 2,855
 - iii. Audio: 1,525
 - b. Borrowers Added: 72
 - c. Total Active Borrowers: 7,967
 - d. Interlibrary Loan
 - i. Borrowed: 346
 - ii. Lending: 237
- III. Collection**
 - a. Total: 51,790
 - b. Added: 1,146 new items
- IV. Programs**
 - a. Total Programs: 71
 - i. Children's: 33
 - ii. YA: 16
 - iii. Adult: 22
 - iv. Other: 0
 - b. Total Attendance: 1,364
 - i. Children's: 747
 - ii. YA: 429
 - iii. Adult: 188
 - iv. Other: 0
- V. Library Services**
 - a. Reference Questions: 1,803
Does not include computer questions
 - b. Computer Assistance: 157
 - c. Internet Use Total: 18,285
 - i. Library desktops: 3,376
 - ii. Library wi-fi: 14,909

Respectfully Submitted,
Margaret Khan, Director

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

As of 06-30-19

		Budgeted FY 18-19	Spent YTD
51000	Salary & Wages	\$ 307,610.00	\$ 304,470.07
51059	Payroll Taxes and Insurance	\$ 27,564.00	\$ 27,131.13
51121	Fringe Benefits	\$ 28,500.00	\$ 24,457.56
51999	Revenue Offset	\$ (16,000.00)	\$ (16,000.00)
52020	Finance and Accounting	\$ 6,400.00	\$ 6,400.00
52040	Internet	\$ 5,550.00	\$ 3,840.00
52080	Professional Affiliation	\$ 1,125.00	\$ 1,149.00
52090	Travel Meetings and Mileage	\$ 1,500.00	\$ 1,479.31
52130	Service Contracts	\$ 11,660.00	\$ 10,542.50
52140	Equipment Repairs	\$ 10,250.00	\$ 10,156.79
52160	Building Repairs/ Maintenance	\$ 9,250.00	\$ 10,793.67
52240	Miscellaneous	\$ 4,100.00	\$ 4,480.30
53010	Office Supplies	\$ 5,000.00	\$ 4,561.53
53220	Subscriptions/ Books	\$ 37,350.00	\$ 37,873.50
53225	Program Costs	\$ 4,950.00	\$ 4,778.50
54540	Computer Replacement & Upgrades	\$ 3,000.00	\$ 2,580.20
55010	Telephone	\$ 1,920.00	\$ 1,991.61
55020	Electric	\$ 17,700.00	\$ 15,195.05
55030	Heating Fuel	\$ 6,750.00	\$ 7,535.26
55040	Water	\$ 475.00	\$ 517.83
55050	Sewer	\$ 375.00	\$ 375.00
55130	Disposal Fees	\$ 2,850.00	\$ 3,088.50
TOTAL		\$ 477,879.00	\$ 467,397.31