

TOWN OF COVENTRY QUARTERLY REPORTS



October - December 2019

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Cover photo: *The Town Hall gets into the spirit of the holiday season. Photo by Laura Stone.*

Finance Department

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

General accomplishments

The FY20-21 capital and operating budget requests were distributed to all Town departments. The FY20-21 budget will be compiled in the first quarter of 2021.

The annual financial audit was completed during October and November by our independent auditors, Blum Shapiro. The audit was issued on December 18 with "clean" audit opinions for the Town's Comprehensive Annual Financial Report, Federal Single Audit Report, and State Single Audit report, for the year-ended June 30, 2019. This audit has been submitted to the Government Finance Officers Association for consideration on certificate of achievement.

The Town received the actuarial valuation for the Town Pension Plan as of 7/1/19. The valuation shows a funded ratio of 80.6%, which although is a slight decrease from the prior year, is still significantly higher than many of our Connecticut Municipal peers.

Open enrollment for the Town's HDHP/HSA plan was completed in early December, as well as open enrollment for the police and public works unions. In addition, planning for FY20-21 rates has begun and is currently being reviewed.

Significant time was spent in December preparing for year-end processing and reporting for payroll, non-payroll and ACA compliance.

Both the Town Accountant and Assistant Town Accountant are in the progress of obtaining their Certified Connecticut Municipal Official through CCM and attended several trainings throughout the State.

Meetings attended

Finance Committee of the Town Council

Town Council

Pension Committee

Cemetery Commission meetings

Town/BOE worker Safety Committee

Town GIS coordinating committee

BOE/Town IT coordination

ECHIP Executive committee meetings

ECHIP Board meetings

ECHIP Wellness committee meetings

Farmers Market Planning Committee

School Building Energy Efficiency Committee

Collector of Revenue

Back Tax Statements (BTS) and Tax Collector Demand (TCD) notices for Sewer, Real Estate, Personal Property, Motor Vehicle and COVRRRA accounts were prepared and mailed throughout this quarter. As of December 31, 2019, two properties remain scheduled for the Tax Sale in January 2020.

The second installment of the sewer assessment bills were printed and mailed at the end of October for a November 1, 2019 due date. These payments were processed and deposited. Electronic files are sent on a weekly basis to the CT Department of Motor Vehicles to remove the tax flag on those accounts that are no longer delinquent. Taxpayers who need immediate clearance to register and who come into the Tax Office and pay cash to bring their accounts current are cleared in real time through our direct link to the DMV.

The Webster lock box facility reopened in late December for processing current Coventry tax payments for January Real State and Supplemental Motor Vehicle taxes. The Lock Box facility mails back to the Tax Office packages of unprocessed payments (partial or delinquent payments, unsigned checks or other issues) for processing here along with any other payments mailed directly to our Main Street address.

The 2018 Supplemental Motor Vehicle list was compiled, prepared and balanced with the Assessor's report in early December. The bill file was sent to the printer and on December 26, 2019, the bills (2,171) were delivered to the Post Office. The second half of December saw the usual increase in mail and walk-ins. Many property owners made their payments for the January 2020 installment on their Real Estate and Supplemental Motor Vehicle taxes to be able to claim these payments on their 2019 IRS form.

A few banks and mortgage companies sent in the January escrow payments in late December. Traditionally, banks hold on to these payments until the end of January before mailing the tax payments to the municipalities.

The **second** quarter collection report is attached.

Property Taxes Collected by Linda Greenbacker, CCMC Tax Collector Collected October 2019 through December 2019
Paid to Amanda Backhaus, Treasurer, Town of Coventry

		Property Tax	Interest	Liens & Costs	Total	
Grand List	2004	0.00	0.00	0.00	0.00	
	2005	30.75	603.69	0.00	634.44	
	2006	41.11	92.50	0.00	133.61	
	2007	0.00	0.00	0.00	0.00	
	2008	36.93	66.47	0.00	103.40	
	2009	62.46	106.81	0.00	169.27	
	2010	59.94	91.71	0.00	151.65	
	2011	2.00	2.58	0.00	4.58	
	2012	59.58	67.92	0.00	127.50	
	2013	0.00	0.00	0.00	0.00	
	2014	2,163.00	1,630.71	24.00	3,817.71	
	2015	4,381.85	2,462.91	54.00	6,898.76	
	2016	13,376.62	4,991.53	174.00	18,542.15	
	2017	60,598.55	14,097.45	348.00	75,044.00	
		80,812.79	24,214.28	600.00	105,627.07	
Current	2018	3,664,155.68	16,725.57	30.00	3,680,911.25	
Current SMV		23,738.40				
	Totals	3,768,706.87	40,939.85	630.00	3,810,276.72	
Current 110	6010	40211	3,664,155.68			
Delinquent		40212	80,812.79			
Interest & Liens		40213	41,569.85			
SMV		40214	23,738.40			
			3,810,276.72			
Sewer Assess 205-7722	40211	121,667.06		Sewer User	40211	79,547.68
Interest, Liens, Per Diem	40213	12,020.83		Interest & Liens	40213	4,999.26
		133,687.89				84,546.94
COVRRRA				Returned Check Fee		40.00
Current 218-7601	40211	35,982.27				
Delinquent	40212	9,848.72				
Interest & Liens	40213	7,349.07				
		53,180.06				
		Total	\$4,081,731.61			

Assessor

OCTOBER

Personal Property Declarations went out at the end of September and have been coming in by mail or by individuals returning the declarations to our office. Some individuals require assistance in filling out the forms. The deadline was November 1st for this year.

We completed the monthly transfers, prorates of the motor vehicles, continued the inspection process to finalized the Real Estate Grand List for the end of January. We are completing the review for the Revaluation sales work for the 2019 Grand List.

NOVEMBER

November is a transition month for our office. Personal property declaration valuation has been started, calculated and entered into the system. The 2018 Motor Vehicle Supplemental Grand List arrived from the Department of Motor Vehicle. We are continuing the building permit inspections necessary to add to the 2019 Real Estate Grand List. We have almost completed with all motor vehicle corrections and are working on the 2018 Supplemental Motor Vehicle list.

The revaluation project is wrapping up. We are planning on sending notices of change in assessment no later than December 4, 2019.

DECEMBER

We are continuing to work on data entry and valuation of Personal Property. We have completed our Real Estate Grand List. The 2019 Motor Vehicle Grand List was received from DMV. I gave a presentation to the Town Council regarding the completed 2019 Revaluation project. Hearings were started this month and will run thru January of 2020 to ensure that everyone's appeal is heard. We are busy trying to get this all priced and finalized by end of January as well. This list is compiled of anyone who had a registered motor vehicle in the Town of Coventry as of October 1st. We are current with all motor vehicle corrections. We have completed the Supplemental Motor Vehicle list for a total assessment of \$12,717,440. It's an increase of \$41,923 in assessed value from the 2017 supplemental grand list.

We met with the new and former members of the Board of Assessment Appeals for the upcoming year due to revaluation. Our office is fielding and correcting any questions due to supplemental motor vehicle tax bills being mailed out. This should continue through the month of January.

Michael J. D'Amicol
Town of Coventry
Assessor



Creaser Park Fall 2019

Coventry Land Use Office

Quarterly Report for
October, November, December
~ 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

Emily Perko

Inland Wetlands Agent

Heidi A. Leech

Land Use Permit Technician

Erica Pagliuco

Market Master, Coventry Farmers' Market

PLANNING AND ZONING COMMISSION

YEAR **2019**

October, November, December

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

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

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



Main Street

PLANNING AND ZONING COMMISSION

YEAR **2019**

October, November, December

DISCUSSION AND ACTION TOPICS

Note: The number of meetings held during this time period since only one meeting is typically held in the month of December due to the holiday and a November meeting was cancelled. The Commission spent a great deal of time during the meetings to host the POCD visioning sessions.

- Preliminary discussion with Soltage regarding proposed solar field at 3399 Main Street.
- Held community visioning sessions for the Plan of Conservation and Development update on the following sections: economic development, housing, environment/open space
- Met with Booth & Dimock Memorial Library Renovation and Improvement Committee to review the proposed plans and render a decision on the expected parking requirements.
- Adopted 2020 meeting scheduled.
- Approved a lot line modification proposal of the Estate of Jean Pollansky, for property located at 300 Cassidy Hill Road.



Coventry Farmers' Market – Fall 2019

October, November, December

DISCUSSION AND ACTION TOPICS

Note: The Commission only met once during this time period, since a November meeting is typically not held due to the holiday and a meeting was cancelled due to a lack of quorum.

- The Commission reviewed a memorandum prepared by Staff which provides a comprehensive review on all pending economic development related projects that are in various stages of progress.
- Reviewed several potential businesses to conduct a business visitation with during the winter. The prospective businesses will be contacted to determine interest.
- Discussed status of the work of the Coventry Village Partners after hosting the Arts on Main event in August. Efforts continue to define leadership roles and formalize the group.
- Discussed the ongoing work of CERC to prepare the Regional Economic Development Action Plan. A 4 town brainstorming meeting held in September was a great success and many ideas were presented and reviewed. The consultant is in the process of preparing a draft document for staff review.
- Discussed the status of the historic structure assessment being funded by the State Historic Preservation Office. A consultant has been hired and has begun the assessment.
- Discussed the status of the Bolton/Coventry sewer extension project. The Town is waiting for a formal response from DEEP on the matter.
- Discussed the PZC visioning sessions that are being held to review sections of the revised Plan of Conservation and Development. The first section presented was economic development.

PLANNING STAFF HIGHLIGHTS

YEAR **2019**

October, November, December

- Completed another successful Farmers' Market season, which involved the administration of the Department of Agriculture grant funded expansion to the Friends' of the Market program. The grant was closed out and reimbursement requested.
- 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.
- 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. The Arts on Main event was held in August and was a great success.
- Continued work with the Planning and Zoning Commission Subcommittee on the update to the Plan of Conservation and Development.
- Hired the CT Economic Resource Center to be involved with the development of a 4 town economic development action plan with Bolton, Mansfield and Tolland.
- Continued work with Joshua's Trust for the purchase of the Schmid property on Flanders Road as open space.
- Continued to work with Windham Hospital on the planning for a new medical facility in Coventry for Dr. Keenan.
- Held kick off meeting with the consultant hired to conduct a survey of the historic buildings on the Caprilands property. The project is being funded by a State of CT Historic Preservation Office grant.
- Hosted a meeting with the Towns of Bolton, Andover, Coventry and the State of CT DEEP Recreational Trails Division, to discuss next steps with the creation of the Nathan Hale Greenway.
- Attended a workshop sponsored by CRCOG to learn more about the brownfields funding programs they offer, in order to determine if funds could be made available to assist property owners in Coventry who have distressed sites.

ZONING ENFORCEMENT

YEAR **2019**

October, November, December

Mark Landolina - Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	74
Single Family Dwellings	12
Condominiums	0
In-Law Apartments	1
Accessory Structures	
Decks/Porches	5
Sheds/Gazebos	9
Barns	1
Detached Garages	2
Pools	1
Additions/Attached Garage	1
Grading/Clearing	1
Commercial Use/Signage	1
Home Occupation	4
Interior Renovations	5
Driveway	18
Roof Mounted Solar PV	6
Other	5*
Total	<u>74*</u>

*Includes, hot tubs, dormers, pavilions and other improvements

CERTIFICATES OF USE AND OCCUPANCY = ***18**
(Signed for zoning compliance by ZEO)

Single Family Dwellings	6
In-law apartment	1
Condos	3
Accessory Structures	
Decks/Porches	0
Sheds/Gazebos	4
Barns	0
Detached Garages	0
Pools	0
Additions/Attached Garages	1
Other	1
Commercial Use/Signage	2
Total	<u>18</u>

ZONING ENFORCEMENT (Cont'd)

YEAR 2019

October, November, December

INSPECTIONS*

Erosion and Sediment Control	10
Limits of Clearing	1
Certificate of Occupancy	18
Pre-Approval Inspection	8
Seed and Mulch Bond Release/Inspections	6
Zoning Complaints (initial & follow-ups)	13
Blight Complaints (initial & follow-ups)	14
Blight/Zoning Combined Inspections	2
Street Number Assignments	1
Other	4
Total	<u>77</u>

VIOLATION/ENFORCEMENT INSPECTIONS (NEW)*

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	2
Drainage	4
Permit Conditions Not Met	0
Non-permitted Activity or Structure	2
Signage	0
Illegal Dumping/Oil Spills	0
Clearing, Filling	1
Junk Yard	3
Greater than 1 unregistered motor vehicle	5
Unlicensed motor vehicle dealer/repair	2
Outdoor wood burning furnace	1
Residential motor vehicle sales	4
Livestock/Poultry/Agriculture	0
Nuisance	0
Other Zoning Enforcement	0
Blight complaints	8
Total	<u>32</u>

ZONING ENFORCEMENT

YEAR **2019**

October, November, December

News from Zoning Department:

Personnel

Mark assisted in completing a number of Land Use Department actions for the Sustainable CT certification. These actions included three Equity Toolkits, which is a requirement to receive silver certification. The toolkits involved written narratives of how the department took equitable approaches towards three different projects in order to collaborate with traditionally underserved members of our community. Mark also assisted with community building opportunities such as the Coventry Village Partner's Arts on Main festival. Mark attended meetings, wrote the minutes, assisted in the planning, developed maps and took part in the August event.

Enforcement

Summer months are usually the most productive time for property owners to bring matters into compliance, but also the time when large amounts of complaints are submitted. Several long-standing blight and zoning enforcement matters were brought into compliance over the quarter. Mark prioritized immediate safety/environmental hazards, then focused on serious long-standing matters and lastly focused on addressing newly submitted complaints.

GIS

Mark has made a concerted effort to fix the faulty GIS parcel data, which is used daily by Town Staff and the public on the Coventry website. This time consuming effort involves fixing property boundaries using survey's on record, deeds and aerial imagery. The attributes of the parcels must also be updated to reflect recent tax assessor adjustments, and errors must be continually updated. There was a lot of progress with the parcel layer this quarter, but there is still a lot that needs to be corrected. Mark also used cartography and spatial analysis skills to edit and create new maps for the POCD and other projects.

Other

Mark has been busy working with contractors and property owners both on site and in office meetings to plan development projects that meet the zoning regulations requirements. Other areas of focus during this quarter include assisting in economic development efforts in the Village, reviewing site plans and applications for the Planning and Zoning Commission with Eric Trott, and continuing administrative work for the Zoning Board of Appeals.

ZONING BOARD OF APPEALS

YEAR **2019**

October, November, December

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
19-05Z	7/23/2019	8/20/2019	Construct garage addition within River/Aquifer zone setback.	8/20/2019	A
19-06Z	7/30/2019	8/20/2019	Construct garage addition within front yard setback.	8/20/2019	A
19-07Z	8/30/2019	9/17/2019	Construct a driveway exceeding maximum slope requirements.	9/17/2019	A
19-08Z	8/20/2019	9/17/2019	Construct a new garage and breezeway exceeding maximum lot coverage.	9/17/2019	D

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



GIS Day 2019 - ECSU

INLAND WETLANDS APPLICATIONS

YEAR 2019

October, November, December

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
19-29W	10/1/19	10/23/19		Tony Skut, Owner, Removal of Cement Blocks and Replace Landscaping in Upland Review Area of Coventry Lake, Shore Drive (R06895)	11/20/19	A
19-30W	10/10/19	10/23/19		Thomas Crossen, Owner, Two-car garage in Upland Review Area of Coventry Lake at 231 Standish Road	11/7/19	A
19-31WA	10/17/19			Vernon Poolman, Agent, Darren Holmes, Owner, Inground pool in Upland Review Area at 399 Main Street	10/22/19	A
19-32W	10/17/19	10/23/19		Town of Coventry, Applicant/Owner, Replacement of Folly Lane on Folly Lane	1/22/20	A
19-33WA	11/4/19			Jonthan Clark, Owner, Platform for Shed in Upland Review Area at 3234 Main Street	11/7/19	A
19-34WA	11/21/19			Eric Lindlau, Owner, Septic Repair in Upland Review Area at 49 Nathan Hale Road	11/27/19	A
19-35WA	11/25/19			Philip Robakiewicz, Owner, Concrete Parking Pad in Upland Review Area at 386 Hemlock Point Drive	9/30/19	A
19-34WA	11/21/19			County Line Septic, Agent, Allen Phillips, Owner, Septic Repair in Upland Review Area at 129 Mellow Road	9/30/19	A
19-34WA	11/21/19			County Line Septic, Agent, Allen Phillips, Owner, Septic Repair in Upland Review Area at 129 Mellow Road	9/30/19	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

October, November, December

News from the Inland Wetlands Agency

The fourth quarter of 2019 saw an uptick in Inland Wetlands Agency and Minimal Impact wetlands permits. A total of nine new applications were received during the fourth quarter including permits for residential garages, pools and septic repairs within Regulated Areas. The Town of Coventry submitted an application for replacement of the Folly Lane Bridge over the Skungumaug River. After initial review a Public Hearing was set for January 2020.

In October of 2019, The Inland Wetlands Agency officially recognized an additional part-time Wetlands Agent, Emily Perko. Ms. Perko will be working in Coventry for ten hours per week through a contract with the North-Central Conservation District. She also provides wetlands services in Willington and Bozrah. Both Wetlands Agent, Emily Perko and the Town Engineer/Wetland Agent, Todd M. Penney, P.E. are available to assist residents with their wetlands needs. Emily Perko can be reached at 860-742-4062 or eperko@coventryct.org. Todd Penney can be reached at 860-742-4078 or tpenney@coventryct.org. They are available 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.



Kenyon Falls – Armstrong Road

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. The Town Clerk for preservation and management of historic records retains Two dollars of the fees. By law these funds may not be used to supplant budgeted funds. These 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, \$112,828.41 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$13,464.00
PA 05-228 & 09-229	10,588.00
Marriage Licenses	306.00
Fish & Game Licenses	1,363.00
PA-00-146	2,992.00
State Conveyance Tax	83,756.41



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

	Dog License Fees	Surcharge
October - December	\$263.00	\$96.00

Republican Primary: September 17, 2019 a court order Primary was held. Of the 2058 register Republicans, 420 voted in the Primary. Town wide Republicans voting was 20.4%.

Municipal Election: was held on November 5, 2019. Town wide voter turnout was 41.06%. Of the 8,791 registered voters in Coventry, 3,160 voted at the polls and 75 absentee ballots were cast, along with 15 Election Day Registration (EDR). The Town Clerk certified the election results to the State of Connecticut, Secretary of the State's Office on November 5, 2019.



Fiscal Year 2020-2021 Budget: The budget preparation process began in late November of 2019. Gathering, computing, evaluating and organizing the information necessary to make an appropriate request is extremely involved and time consuming. Considerable time and energy is put forth to compile accurate data which reflects this office's needs in order to provide the many services for which we are statutorily charged. Every effort is made to deliver a responsible budget request.

Historic Document Preservation Grant fy19/20: The \$5,500 grant funds awarded to our office will be used to back scan and upload images back to Volume 76. This will preserve our documents and give us easy access to them. Our land records vendor, IQS, custodian of the security microfilm, is performing the project.

Staff Updates/Activities

Lori Tollmann, Town Clerk. Attended a Tolland County Town Clerks meeting in November.

Brooke R. Manning, Assistant Town Clerk, attended a Tolland County Town Clerks Meeting

Karen Dory, Assistant Town Clerk, attended certification class "Elections".

REGISTRAR OF VOTERS

Marjorie L. Roach, Democrat

Pamela S. Sewell, Republican

Dorothy M. Grady, Deputy

Inge Pope, Deputy

Quarterly Report: October 1, 2019 – December 31, 2019

The Registrar of Voters is required by CT General Statutes to register all voters and maintain an up to date list of all registered voters. The Registrars conduct all elections and make sure that the polling places meet the requirements of the American Disabilities Act. The Registrars conduct an annual canvass to ensure accuracy of Voter registries.

Voter Registration activity for October – December 2019

	October	November	December	Total
Additions:	62	52	44	158
Changes (name, party, etc.)	48	38	23	109
Removals (moved, died)	44	53	50	147
Totals	154	143	117	414

There are now 8,775 enrolled voters in Coventry

Democrats 2,515; Republicans 2,086

Other (Green, Libertarian, etc.) 140; Unaffiliated 4,034

Activities: Special registration sessions:

October 29, 2019 9 AM to 8 PM

November 4, 2019 9 AM to 8 PM

November 5, 2019 Municipal election: 3,610 Voters 41.06%

Election Workers all received a mandatory 2 hours of training.

Full time workers: 16 PT workers: 7 Absentee and EDR workers: 8 Registrars:
2 High School Student Volunteers: 20

Recanvass: **November 8, 2019** 9 workers plus two Registrars

The election results did not change.

BUILDING DEPARTMENT QUARTERLY REPORT
2nd QUARTER
October, November, December 2019

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

NEW HOUSE PERMITS ISSUED FOR THE 2nd QUARTER 2019-2020 FISCAL YEAR		
MONTH	DATE	ADDRESS
OCTOBER		
	10/1/2019	545 STONEHOUSE ROAD
	10/4/2019	726 FLANDERS ROAD
NOVEMBER		
	11/4/2019	45 NORTH SCHOOL ROAD
	11/6/2019	241 WINDSWEPT WAY
	11/8/2019	47 CARNIC ALPS ROAD
	11/26/2019	7 FLANDERS WOODS LANE
DECEMBER		
	12/3/2019	914 PUCKER ST
	12/4/2019	12 WINDY HILL RD

There were seven (7) foundation only permits issued to start the new house building process this quarter. There were two (2) foundation only permits approved for future garages this quarter. Finally, two (2) permits were issued for replacing crumbling foundations, one at 606 Carpenter Road and the other at 14 Leslie Lane.

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

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2ND QUARTER 2019-2020 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
97 WOLF HILL ROAD	10/2/2019
943 MAIN STREET	10/18/2019
NONE FOR NOVEMBER	
NONE FOR DECEMBER	

Municipal Projects:

In October and November, extensive permitting for additional card entry systems to be installed in all the schools as well as at the youth building at Patriots Park to enhance the safety and security of those locations were issued and closed out. Also, lighting and fixtures were placed at the new memorial flag pole area at Town Hall in November.

Commercial Projects:

In October, the Building Official issued a permit for the re-configuration and remodel of the bar and take out area of Dimitri's Restaurant at 3444 Main Street. In December a permit was reviewed and approved for renovations to take place to the Minute Clinic at the CVS at 3514 Main Street. Also in December, demolition of the structures and site work at the location which will become the site of the new Cumberland Farms started at 2224 Boston Turnpike.

The Building Official completed four hundred thirty-seven (437) inspections this quarter.

Mr. Callahan inspected and closed out five (5) crumbling foundation replacement permits this quarter at 392 Talcott Hill Road, 1539 South Street, 120 High Meadow Lane, 250 Cedar Swamp Road, and 29 Cassidy Hill Road .

There were four (4) photovoltaic roof mounted systems were inspected and closed out this quarter

The Building Official earned eighteen (18) hours of continuing education this quarter.

Permits for this Quarter

PERMIT TYPES	Oct. 2019	Nov. 2019	Dec. 2019	Second Qtr.
				2019-2020
Houses only	2	4	2	8
Foundation only	6	5	0	11
Condominiums	0	0	0	0
Commercial Bldg/Renov	0	0	0	0
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	1	0	0	1
Additions	4	1	0	5
Garages/Carports	1	0	0	1
Sheds/Barns	3	1	0	4
Decks/Porches	1	15	1	17
Pools	2	0	0	2
Demolition	2	1	1	4
Woodstove	6	3	6	15
Miscellaneous	18	10	9	37
Renov/Repair/Alter	17	4	6	27
Plumbing	6	2	0	8
Heating	16	21	23	60
Electric	20	14	12	46
TOTAL PERMITS	105	82	59	246
PERMIT VALUE	\$2,027,760	\$1,478,634	\$802,449	\$4,308,843
FEES COLLECTED	\$24,160	\$21,215	\$12,057	\$57,432
Certificate of Completion	78	40	39	157
C/O's - New Homes/Condos	2	0	0	2
C/O's - Other	4	0	3	7

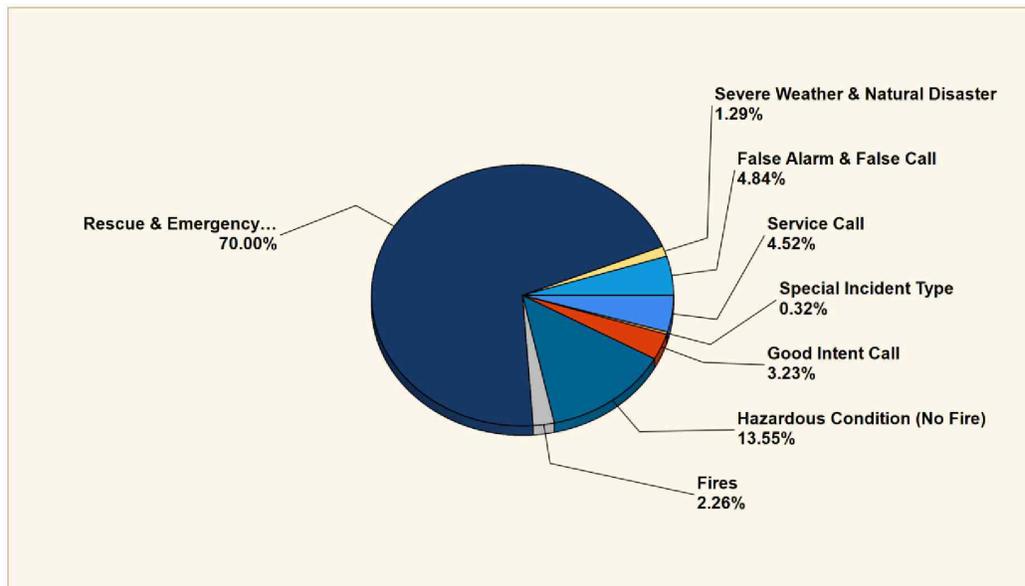
TOWN OF COVENTRY FIRE-EMS DEPARTMENT



QUARTERLY REPORT

October 1, 2019 – December 31, 2019

Major Incident Types by Month for Date Range (553)



<u>MAJOR INCIDENT TYPE</u>	<u># INCIDENTS</u>	<u>% of TOTAL</u>
Fires	7	2.26%
Rescue & Emergency Medical Service	217	70.00%
Hazardous Condition (No Fire)	42	13.55%
Service Call	14	4.52%
Good Intent Call	10	3.23%
False Alarm & False Call	15	4.84%
Severe Weather & Natural Disaster	4	1.29%
Special incident Type	1	0.32%
TOTAL	310	100.00%

Summary Highlights for October – December

When **October** comes, the Fire Department is geared up and ready for the annual fire prevention programs offered to our towns children. We visit the schools, library and several community events to present various fire safety messages to our kids and allow them hands on experiences handling fire hose and climbing onto the fire apparatus. It's a great time for the firefighters to have direct contact with our community and pass along life saving tips during non-emergency times.

In **November** we participate and support the annual Patriot Day Race. We provide a large US flag hanging from a ladder truck over the race route which adds an atmosphere of Patriotism and recognizes the sacrifices of our Military and their families. This November we also launched our own social media page to bring attention to the good works the fire department is doing for our community. Our department consists of volunteer firefighters that give of their time and specialized training to respond to emergencies. Their dedication is greatly appreciated by the Town and our residents. The Fire Department escorted the CNHMS Boys Soccer State Champs from the town line to the school showing our support of their success.

In **December**, we were involved in the Wreaths across America, Christmas in the Village, Stuff-a-Truck and the annual fire prevention poster contest. Two of our talented children had their posters move onto the Tolland County judging and their artwork is currently on display at the Coventry Town Hall. We also said goodbye to Zach Martin, a Vintech EMS provider that has been with us since the inception of partnering with Vintech. Zach and his fiancé have moved to Maine and will be greatly missed by us all in the Fire Department.

STOP THE BLEED is a class offered to the public on the first Tuesday every month at the North Coventry Fire Station, 3427 Main St. Registration is required through the Parks & Rec department however, the class is free of charge.

Regular meetings that the fire department leadership attends include LECC, Board of Fire Officers, Transition Team including subcommittee, DEMHS Steering committee, paramedic advisory committee, Regional Mutual aid meetings, and supervisory and staff meetings.

We are in need of EMTs and Firefighter to join our organization. If you are interested please contact our Fire-EMS Administrator. (Contact info below)

Top Tips for Fire Safety

- Carbon Monoxide detectors that are activated should be treated as a true emergency. If your CO detector goes off, call 911 and GET OUT OF THE HOUSE. The Fire department has meters to detect CO; which is odorless and colorless
- Extension cords are meant to be temporary. IF you use one on a regular basis (more than 24 hours) consider having an electrician add an outlet to your home.

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

James McLoughlin, Fire Administrator | Emergency Management Director
1712 Main St. Coventry, CT 06238
860-742-4064 | jmcloughlin@coventryct.org

Quarterly Report
Second Quarter FY 19/20
October 2019 – December 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 19/20 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 third year of four-year assessment cycle.
- Provide additional training to supervisory staff on accreditation process and practices.



The fourth year compliance review of standards is taking place between February 24 and February 28. The site-based assessment is scheduled for April 6 through 9.

Discussion of supervisory involvement in the accreditation process took place during a supervisor's meeting in October. Supervisors have been assisting in provided proofs of compliance and with policy revisions and reviews.

Goal: *Plan and organize a citizens police academy to be offered to interested town residents to be held in September and/or October 2019.*

Objectives:

- Develop a course outline and lesson plan for a citizens police academy by August 1, 2019.
- Advertise session for twelve residents by August 15, 2019.
- Deliver 10 to 12 sessions of the citizen's police academy from September to December 2019.

This is still being developed. We plan to offer a session some time in 2020.

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 (a mindfulness-resiliency training (MRT), and a meeting with spouses or other family members of officers regarding officer wellness (guest lecturer on first responder family stress).
- Offer an annual officer wellness checkup through our service provider.
- Establishment of a "peer-to-peer" group or other initiative within their agency.

Two additional staff members have been trained for the Crisis Intervention Team. Officer Wellness checks by our EAP provider will take place in the spring. Sergeant Iger, the CIT team leader has continued to be involved in CIT activities, and presenting on a state-wide level.

OPERATIONS

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 10 percent over the previous fiscal year.

A sobriety checkpoint has not yet been scheduled. Directed patrols were scheduled at various times through the quarter.

Goal: *Design and utilize a more effective employee performance evaluation process.*

Objectives:

- Collect and evaluate sample performance evaluation instruments.
- Design performance evaluation instrument specific to the job duties and responsibilities for each assignment type.

Supervisors will begin utilizing the new evaluation forms in January. All performance evaluations are due by February 30, 2020.

Goal: *Purchase and provide training for the FaroZone scene diagramming device and software.*

Objectives:

- Purchase the hardware and software by September 1, 2019.
- Provide training in the use of the FaroZone system for selected patrol staff by January 15, 2020.

The agency purchased the FaroZone diagramming device and accompanying software. Training for six officers was conducted in October.

Goal: Increase the use of social media in order to inform and engage the public on activities of the police department.

Objectives:

- Designate an officer as the social media coordinator.
- Train at least one officer in various social media platforms by August 2019.
- Provide training for staff on providing social media content for the social media officer.

Staff members have been providing Officer Carpenter (the agency's social media contact) with content for our Facebook and Twitter platforms. Several videos have been posted as well as general information and announcements.

During the month of October, the agency ran a contest drawing for our Facebook users, awarding random winners gift certificates to local restaurants. It was very well received by the public and increased our social media followers. Our Facebook page has over 5400 followers.



Quarterly training for October 1 through December 31, 20019

October training

In-house Laws of Arrest – Sgt. Iger, Sgt. Kuhns and Off. Vail
Crest (2 days) – Off. Greener
Legal Update POSTC – Sgt. Kuhns Sgt. Spadjinske, Sgt. Iger, Det. Krukoff, Off. Carpenter, Off. Michaud and Off. Grimaldi
All personnel – 2 hours in-house Resiliency training
CABLE CIT symposium – Sgt. Iger
Elder Abuse – 1 day Off. Carpenter, Off. Beausoleil

November Training

Sex Assault investigation 1 day – Off. Dexter and Off. Beausoleil
PEER support – 1 week Off. Dexter
Department wide rifle recertification
Crest (2 days) Off. Greener
FBI – School Shooting Leadership prevention forum Boston, Sgt. Opdenbrouw

December Training

Human Trafficking – Sgt. Spadjinske, Sgt. Iger, Off. Michaud, Off. Greener, Off. Beausoleil, Off. Grimaldi
New handgun – Off. Grimaldi, Off. Greener, Sgt. Spadjinske, Off. Beausoleil

We began handgun transition training in mid-December and should be concluded by the end of January 2020.

Other Items of Interest

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

Sergeant Kuhns, Sergeant Iger, Officer Michaud and Dispatcher Cote had perfect attendance for the calendar year.

In an effort to expand our social media exposure and to promote local business, the agency created a contest on social media during which random followers who were residents of Coventry or an adjoining town, were selected to receive a gift certificate from a local restaurant. This was very well received and increased the number of people following our Facebook page.



Officer Robert Dexter, Officer Olivia Beausoleil and Chief Palmer thanking our friends at Dunkin Donuts for hosting Coffee with a Cop

The agency held its second annual Coffee with a Cop event on October 2nd at Dunkin Donuts. We held one session in the morning and one in the afternoon in order to have more officers participate and meet with citizens.

Seven members of the agency participated in the table top emergency exercise in October which was facilitated by CIRMA representatives. Members of the school district and fire department also participated.

Extra patrols were brought in on Halloween and assigned to patrol neighborhoods for trick-or-treaters.

During the month of November, several officers participated in 'No Shave November' to raise funds for the Connecticut Cancer Center. Over \$1,300 in donations was raised.

Severe storms struck Coventry in late October and early November taking out many trees and power lines. Officers were busy with road blockages, flooding, vehicle crashes and other storm-related activity.

In November, the department set up a food collection bin, accepting donations to the Coventry Food Bank



for the holiday season. We received a large amount of food donations from members of the department, and members of the public.

Officer Olaph Anderson and Officer Robert Michaud made some new friends during Coffee with a Cop



Food collected by the police department for the holiday season which was donated to the Human Services Department for distribution to families.

In conjunction with Coventry Fire Department and Coventry EMS, the department held a Stuff-a-Truck/Stuff-a-cruiser event on December 7th. Residents donated new toys to be given to the Coventry Human Services Department for distribution to local children in need.

After a lengthy and rigorous selection process, Sergeant Jeff Spadjinske was selected to attend the FBI National Academy in Quantico VA. This ten-week program offers advanced investigative, management and physical fitness training for selected officers having proven records as professionals within their agencies. Training for the program is provided by FBI Academy instructional staff, Special Agents, DEA staff and assisting staff from the University of Virginia who hold advanced degrees, many of whom are recognized internationally in their fields of expertise. Sergeant Spadjinske will be leaving in early January and returning in mid-March.



Coventry Police Department Incident Analysis

10/1/2019...12/31/2019

	Shift		Total
1st	2nd	3rd	
337	751	660	1747

UCR	Nature	1st	2nd	3rd	Total
		0	0	1	0
003	Car Seat Installation	0	5	1	6
029	Disabled Motor Vehicle	4	13	24	41
11A	Sexual Assault With Force	0	2	1	3
13A	Assault Aggravated	1	0	0	1
13B	Assault Simple	0	1	2	3
13C	Intimidation	1	2	1	4
151	Suicide	1	0	0	1
152	Suicide Threat/Attempt	0	3	2	5
220	Burglary	1	0	0	1
23D	Larceny Theft From Building	0	2	1	3
23F	Larceny Theft From MV	6	7	3	16
23H	Larceny All Other	0	5	0	5
240	MV Theft	2	2	0	4
250	Counter/Forgery	0	2	0	2
2604	Fireworks/Gunshots	0	0	9	9
2609	Littering	1	2	1	4
2619	Building Check	8	3	6	17
2631	Public Hazard	25	30	32	87
26A	Fraud False Pretenses	0	3	1	4
26B	Fraud Credit Card/ATM	0	1	2	3
26C	Fraud Impersonation	0	1	0	1
26F	Identity Theft	1	4	1	6
290	Vandalism	0	2	2	4
2914	Animal Complaint	7	38	30	75
3009	Susp Person/Activity/MV	53	25	94	172
326	Illegal Parking	14	0	3	17
332	Harassment/Harassing Phone Calls	1	7	3	11
334	Untimely Death	1	0	2	3
343	MV Accident (Injuries)	1	7	7	15
344	MV Accident Evading	2	6	1	9
346	MV Accident (No Injuries)	13	15	27	55
347	MV Accident (Private Property)	0	2	1	3
351	Alarm	23	37	28	88
353	Medical	30	85	33	148
355	MV Stop	53	99	149	301
35A	Drug/Narcotic Violation	3	3	2	8
36B	Sexual Assault (Statutory)	0	1	0	1
375	Routine Assistance	3	32	25	60
377	Open Door/Window	0	3	5	8
388	Miscellaneous	9	15	4	28
390	Police Information	0	4	5	9



Coventry Police Department Incident Analysis

10/1/2019...12/31/2019

396	Escort	0	5	4	9
398	Missing Person	0	3	3	6
399	Lost And Found	0	6	2	8
400	Family Matter - Non Arrest	0	8	6	14
4811	Finger Printing	3	58	0	61
4858	Fire	3	10	8	21
4873	Assist Other Agency	6	21	10	37
4874	Test Ticket	0	2	0	2
520	Weapon Law Violations	0	1	0	1
82	Runaway/Non NIBRS	0	0	1	1
861	Disturbance (Non-Domestic)	4	9	9	22
863	Town Ordinance Violation	0	1	1	2
866	Noise Complaint	1	0	3	4
889	Check Welfare	2	20	17	39
890	MV Erratic Operation	3	19	23	45
891	MV Lock Out	0	10	2	12
90D	DWI	2	1	3	6
90Z	All Other Offenses	4	3	6	13
911	911 Hang Up Call	0	4	1	5
H109	Junk MV	0	1	0	1
Sup	Supplemental	45	100	52	197

**Human Services Department
TOWN OF COVENTRY
Quarterly Report
October-December 2019**

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



HUMAN SERVICES

OCTOBER, NOVEMBER, DECEMBER 2019

1. Meetings:

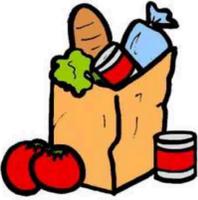
- Operation Fuel ~ 11/14/19, 12/19/19
- Orchard Hills Meal Deliveries ~ 11/21/19, 12/19/19
- CLASS ~ 10/22/19
- Holiday Distribution ~ 11/25/19-11/26/19, 12/16/19-12/18/19

2. **Direct Service:** **23** - client cases (unduplicated services)
 56- Access Energy Assistance Applications

3. Programs:



- **FOOD BANK:** Food bank was utilized **53** times by **33** different families this quarter. All clients were provided their holiday food during the Thanksgiving and Christmas distribution. Coventry residents are served from the food bank location at the Community Center Food Bank on Fridays, by appointment, with the help from our staff of volunteers (adults/students) from the Transition Vocational Program.

<p>October 2019:</p> <p>Monday – 7, 14, 21, 28 Sorting, date check, organize 12:00 – 1:30 (1.5 hours)</p> <p>3 staff at 1.5 hours each = 4.5 hours (4.5 hours a day x 4 days = 18 hours)</p> <p>6 students at 1.5 each = 9 hours (9 hours a day x 4 days = 36 hours)</p>		<p>Friday – 4, 11, 18, 25 For distribution 8:30 am – 11:30 am (3.0 hours)</p> <p>1 staff at 3.0 hours = 3.0 (3 hours a day x 4 days = 12 hours)</p> <p>1 student at 3.0 hour = 3.0 (3 hours a day x 4 days = 12 hours)</p> 
<p>Totals for October 2019:</p> <p>(Staff) In Kind Service 30 hours</p> <p>(Students) Student Volunteer 48 hours</p>		
<p>November 2019</p> <p>Monday – 4, 11, 18, 25 Sorting, date check, organize 12:00 – 2:00 (2.0 hours)</p> <p>3 staff at 2.0 hours each = 6 hours (6 hours a day x 4 days = 24 hours)</p> <p>6 students at 2.0 each = 12 hours (12 hours a day x 4 days = 48 hours)</p>	<p>Friday – 1, 8, 15, 22 For distribution</p> <p>8:30 am – 11:30 am (3.0 hours) 1 staff at 3.0 hours = 3.0 (3 hours a day x 4 days = 12 hours)</p> <p>1 student at 3.0 hour = 3.0 (3 hours a day x 4 days = 12 hours)</p> <p>Sorting, date check, organize for holiday 12:00 – 2:00 (2.0 hours)</p> <p>3 staff at 2.0 hours each = 6 hours (6 hours a day x 2 days = 12 hours)</p> <p>6 students at 2.0 each = 12 hours (12 hours a day x 2 days = 24 hours)</p>	
<p>Totals for November 2019:</p> <p>(Staff) In Kind Service Hours – 48 hours</p> <p>(Students) Student Volunteer - 84 hours</p>		

December 2019 Monday – 2, 9, 16 Sorting, date check, organize 12:00 – 2:00 (2.0 hours) 3 staff at 2.0 hours each = 6 hours (6 hours a day x 3 days = 18 hours) 5 students at 2.0 each = 10 hours (10 hours a day x 3 days = 30 hours)	Friday – 6,13 Sorting, date check, organize for holiday 12:00 – 2:00 (2.0 hours) 3 staff at 2.0 hours each = 6 hours (6 hours a day x 2 days = 12 hours) 4 students at 2.0 each = 8 hours (8 hours a day x 2 days = 16 hours)
Totals for December 2017:	
(Staff)	In Kind Service Hours –30 hours
(Students)	Student Volunteer – 46 hours

- October 26th & 27th - Troop 65 Boy Scouts, Annual “*Scouting for Food*”– distributed 3500 “yellow” bags on mailboxes in town. They collected 5458 non-perishable food items to benefit the Coventry Food Bank, which is their highest collection amount to date!!
 - November - Skungamaug River Golf Club (owners, Sue & Joe Motyka) collected a generous donation of non-perishable food items from patrons “in lieu of green fees”.
 - Coventry Children/Families, Coventry Public Schools, School Clubs, Local Churches, Clubs, Organizations, and many anonymous donors provided the Food Bank with regular weekly/monthly and holiday donations of non-perishable food and monetary donations to benefit Coventry children and families in need.
- **SPECIAL NEEDS: 5 households** benefited from the Special Needs Program. The Special Needs Program is funded solely by the generous donations received from Coventry residents, businesses, churches, groups, organizations, associations and schools. This quarter the following assistance was provided:
- Eversource Assistance
 - Rental Assistance
 - Fuel Assistance



- **SALVATION ARMY:** The budget year ended in September 2019 with a new budget year to begin January 2020. Salvation Army funds were used 0 times in the 4th quarter. The Annual Kettle Campaign began the weekend before Thanksgiving.

- The Bell Ringing schedule was coordinated by staff with a variety of Bell Ringing volunteers from the high school, middle school, various clubs, scouts, organizations, churches, individuals and families. The funds were collected, counted and deposited by staff and our dedicated resident volunteers.

- **Bell Ringing Collection:** 2019 = \$4384.35; 2018 = \$5672.67; 2017 = \$5,542.26; 2016 = \$7,685.99; 2015 = \$10,237.84; 90% of the donations collected during the kettle campaign stays in Coventry and is used to assist Coventry residents in need (10% goes to Salvation Army Headquarters for regional programs).

Assistance examples: purchasing shoe cards for the “Gearing Up To Learn” Program, Camp Connri (application fee only), Coventry Recreation Camp Program, rental/housing assistance, utilities, prescriptions, food and other emergency needs.

- **Bell Ringing Locations:**
Our volunteers rang at the following locations: Highland Park Market, Dunkin Donuts, Walgreens and Wicked Slice (new location this year) In 2019, bell ringing efforts were shorted by 2 weeks and just weekends in some locations due to restrictions by the business locations.

2018 Bell Ringing hours and volunteers:

Total Bell Ringing: 35 volunteers rang for a total of 75 hours across the 4 locations. Thank you everyone for a job well done!

- **The Salvation Army Service Unit ~ Lower Tolland County:** Coventry Human Services is the local Corps Office for the Lower Tolland County Unit Committee, appointed by Divisional Headquarters. Every service Unit is a volunteer operation. The Volunteer Unit members consist of the following towns: Andover, Bolton, Hebron and Coventry. The volunteer Unit Officers of the Lower Tolland County Service Unit Committee are Courtney Chan, Chairman and Brenda Bennett, Treasurer. Financial reports of the Treasurer, Reimbursement Requests and Quarterly Statistics are processed for the entire Unit and provided to the Divisional Headquarters.

- **SPECIAL TRASH COLLECTION SERVICE:** We have **22** households on the In-Yard Service List at this time. This special service is available to residents who are impaired by a medical condition and need assistance with their trash barrels.

- **CLERGY FUEL FUND:** 7 households consisting of: **3** senior, **8** adults, **6** children were assisted with a minimum oil delivery of 100 gallons totaling \$3136.73. Donations have been received from generous individuals, churches, businesses and organizations. Funds collected help to pay for deliverable fuel and is administered by, Second Congregational Church. The Human Services Office screens clients for emergency fuel eligibility, explores all other options for fuel assistance with other agencies before utilizing the Fuel Fund, authorizes fuel deliveries with vendors and coordinates



deposits which are processed c/o our Town Hall Finance Office.

- **HOLIDAY:** The Holiday Program has gone through a transformation and has grown dramatically due to the economic times. This program requires a tremendous amount of staff hours, screening clients, seeking donations throughout the community, i.e. schools, individuals, families, and businesses, matching families with donors, collecting and sorting of items, soliciting youth volunteers to organize and sort donations, i.e. food and gifts, coordinating and scheduling clients and donors for date of distribution, set-up of community center for date(s) of distribution.



The Patriot's Park Community Center serves as the warehouse for holiday food and toys during the Thanksgiving and Christmas holiday. On November 25th and 26th **57 families** (127 family members) were able to shop for the Thanksgiving holiday. On December 17th and 18th, **63 families** (146 family members) received a holiday food and gifts.

- **"Thank you"** to **Keith and staff at Highland Park Market** for preparing all the holiday meals delivered to Orchard Hills residents.
 - Orchard Hills Estates ~ On November 21st, distribution of **61 Thanksgiving meals**; On December 19th, distribution of **67 Holiday meals** to the Orchard Hills residents.
- **FUEL ASSISTANCE:** This season began with an orientation program provided by the ACCESS Agency at the Willimantic Office in August. The office began accepting Fuel Assistance applications on September 11 and throughout the holiday months. **68** Access Energy Applications were processed through the month of December. Operation Fuel guidelines mandates no assistance will be afforded through this program until all other available energy programs have been exhausted.
 - **PUBLIC RELATIONS:** We currently have 265 *Likes* on Facebook, Press Releases; Monthly Eblast(s); Town Newsletter and Munivision (Channel 13).

SENIOR CENTER: October, November, December 2019 Quarterly Report

1.Attendance for this Quarter:

- **Total Visits: 942 visits:** October (446 visits), September (292 visits), December (204 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. 332 keycards have been issued to date, 2 people were added to the system this quarter.
- **Holiday Closures:** October 14 Columbus Day, November 11 Veterans Day, November 28, 29 Thanksgiving, December 24-26 Christmas.
- **Snow Closures:** December 3rd and 11th

1. Programming:

Event	#of participants
Classes/Workshops	
Craftemnon	16
Movie	24
Tech Monday	9
Total	49
Health Screenings	
Ask The Nurse	5
Podiatrist	24
Total	29
Health/Fitness	
Chair Yoga!	44
CHOICES	50
Exercise - Level 1	338
FITNESS ROOM	68
Massage with Tami & Michelle	17
Yoga	15
Zumba GOLD! <i>NEW</i>	20
Total	553
Nutrition	
Monthly Luncheons	114
Total	114
Off Site Excursions	
Out to Lunch Bunch	13
Total	13
Recreation/Entertainment	
BINGO	72
Folk Music	58

	Mahjonn	44
	Setback	48
	Wii Bowling	25
	Total	247
Social Activity/Event		
	Public Computers	57
	CT Yuletide Carolers	50
	Book Club	15
	Total	122
Socializing		
	Socializing/Just Visiting	119
	Total	119
Spa Days		
	Hair Appointments	27
	Manicures	30
	Total	57
Special Event		
	Holiday Luncheon	28
	Veterans Day Luncheon	57
	Veterans Coffee Hour	15
	Safe Driving Course	17
	Total	117
	Grand Totals	1,420

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 provided **96** volunteer hours and assisted **50** individuals.

On October 23, our CHOICES Counselor, Penny Whitaker presented “*What’s New With Medicare for 2020*”, a *free* informational session attended by 28 participants.

- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **13** individuals in need of help for seniors or individuals with disabilities. This included referrals to the Access Energy Assistant Program, Supplemental Nutritional Assistance Program, Safelink Wireless, Renters Rebate, Heating Assistant and Connecticut Home Care Program for Elders, referrals to other agencies. This also includes information about elderly care management, meals on wheels, emergency response systems, affordable housing applications fuel assistance and dementia education.
- **Access Energy Program** – In October, the Coordinator began accepting applications for individual households in need of fuel assistance during the winter months. 8 applications were processed and approved through the Access Agency.

- **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, Tech Assistant from the Booth & Dimock Library hosts 15 minute appointments once a month. This collaboration has been very beneficial to Coventry seniors.

4. Volunteer Management: Senior Center Volunteers gave the following number of hours which include: activities, general services, luncheons and reception. This does not include Volunteer Driver time. (See Transportation Coordinator’s report)

Volunteer Service Type	Hours
Betsy Fitzgerald	75
Claudette Polhemus	20
Donalda Matthews	13
Totals	108

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 totals: Senior Center Pickup (**110 +/-**) Email Recipients (**86**), Senior Center E-blast

*Social Media: The Senior Center Facebook Page currently has **170** “likes”, **12** more than last quarter.

6. NEWS:

- **AARP Smart Driver Course** – on October 16th, 17 participants took part in a driver safety refresher course. As compensation for participating in this program, participants will save money of their auto insurance.
- **Veterans Coffee Hour** – On October 9th the Center, in collaboration with The American Legion Post 52, provided an opportunity for sharing, camaraderie, benefits education and entitlements for Veterans. Guest Speaker, Paul Spedaleire, National Vice Commander, The

American Legion presented to 17 participants. The Center is looking forward to future events and a venue for our Veterans to gather.

- **Veterans Day Luncheon** – October 9th, the Center, in collaboration with Coventry American Legion Post 52, hosted a luncheon to honor Coventry Veterans.
- **Chair Yoga** - in October a *free* trial was offered with an overwhelming response by participants. In November, the program became a part of our weekly fitness schedule offered on Mondays at 10am for \$3.00/class.
- **“What’s New with Medicare for 2020”**- October 23rd, the Center’s CHOICES Counselor, Penny Whitaker presented a Medicare update for 2020 to **28** participants.
- **Zumba Gold** - Thursday at 5:15pm. The Center offered a *free* demo session on October 3rd which was well attended. The session began October 10th and has been running each Thursday, participants pay \$20/punch card or a \$5 drop in fee.
- **Flu Clinic – October 9th** a *free* service provided by Price Chopper Pharmacy with approximately 30 participants.
- **Coffee with Cops** - Seniors were joined during the October 23rd luncheon for community conversations by Chief Mark Palmer, Officer Robert Dexter, Officer Olaph Anderson, Community Service Officer John Chipman, Officer Kelsey Carpenter, Sgt. Walter Opdenbrouw of the Coventry Police Department.
- **Card Making with Jan!** – offered in October and November and hosted by Jan Weston, Ms. Connecticut Senior America 2019. An average of 6 seniors participated in each of these *free* events.
- **Painting with Nina!** – Coventry resident and ECSU student Nina Yilmaz offered *free* workshops October thru December (2x per month) on Thursday at 4:30pm and Friday at 9:30am. Participants enjoyed learning the basics of water color and completing a painting.
- **Spread the Cheer** - December 9th - a collaboration with Coventry Youth Services, providing an opportunity for CGS students and seniors an intergenerational experience.

- **Gift Wrapping and Shopping Services** - December 9th- Coventry High School National Honor Society students provided 1 participant assistance with wrapping 10 gifts.
- **CT Yuletide Carolers** – December 11th, participants were treated to beautiful holiday music sun acapella in 4-part harmony. The event was *free*.
- **Jewelry Making with Cheryl** – During the months of October thru December a senior volunteer offered approximately 6 participants at each session an opportunity to learn how to make earrings, necklace and bracelets. All materials were provided free of charge.
- **Planning for the Future, November 13th** presented by Joelyn Gates, Esq., Connecticut Legal Services, an informational session around advance health care directives, powers of attorney and conservatorships, 9 participants benefited from this event.
- **Movie Day!** ~ The Center launched a **FREE** movie, popcorn and socialization which has been very popular. An average of 8-15 attendees participate each month.

Program Cancellations –

- **Trips** – due to a lack of participation, *Beautiful Brooklyn* on October 13th and *It Happened One Christmas Eve* on November 5th were cancelled.

7. Resignation - In October, Leah Whitaker, Senior Center Assistant gave her resignation to take a full-time position. Leah's position at the Center was a 19 hour part-time position. We wish her much success in her future endeavors. Leah held this position for 16 months.

COVENTRY RIDES TRANSPORTATION PROGRAM

Coventry Rides Transportation Program

October-December 2019

Days of Operation: 35

Volunteer Hours Average/Daily: 3

Miles Total: 1024

Volunteer Hours: 97.75

of Individuals Riding: 22

of One-Way Trips: 252

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: Cheryl Buck-Kenny, Sue Chvirko, Chris Coss, Lori Boucher, Trena Gale, Paulette Marquis, Claudette Polhemus, Sylvia Jobbagy, Terry Thayer and Wayne Whitaker.

Transportation is offered Monday, Tuesday and Thursday from 9-1 to locations in Coventry, Bolton, Manchester, Tolland, Rockville/Vernon and occasionally South Windsor. Transportation is now available on Wednesdays for Out to Lunch Bunch and luncheons at the Senior Center. Van transportation is used for medical appointments, grocery and other shopping, voting, senior workshops, Senior Center, employment, town events and entertainment. Private car volunteers provide trips to Farmington, Hartford, Glastonbury and Newington for medical appointments as needed.

The Center is struggling to offer trips due to repeated lack of interest, or initial interest and last minute cancellations. At this time we are focusing on smaller trips using the Rides van and on making sure Seniors are able to get to Luncheons and Out To Lunch Bunch, as those trips are consistently well attended. We will also continue to collaborate with Parks and Rec. to offer trips through a travel agency, Tours of Distinction.

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 trip to Walmart and Savers in Manchester for Orchard Hills residents that will take place the last Tuesday every other month.

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

**Youth Services Quarterly Report
October to December 2019**



1. Administrative Function:

- Interviewed new Mentors for the Positive Connections Mentoring program
 - Positive Connections Mentoring Program began on 11/7/19
- Helped Human Services with Thanksgiving Food distribution and organization.
 - Food distribution was on 11/25/19- 11/27/19
- Delivered prepared Thanksgiving meals to residents at Orchard Hills with Positive Connections Mentoring students
- Spoke with 3 Civic classes at the High School regarding community service opportunities in the Winter on 12/12/19
- Delivered prepared Christmas prepared meals to residents at Orchard Hills on 12/19/19
- Helped Project Graduation with copies and such for Breakfast with Santa
- Helped Coventry Human Services with Christmas distribution and organization
 - Food and gift distribution was on 12/16/19- 12/18/19

2. Meetings

- Attended School Readiness meeting at the Preschool on 10/22/19
- Attended the JRB Eastern Chapter Meeting on 11/18/19
- Attended Coventry Public Schools Attendance Committee on 11/18/19

3. Direct Service

A. Functions

- | | |
|----------------------------------|----------------------|
| ▪ Youth & Family cases | 5 cases |
| ▪ *Community Service | 6 requests fulfilled |
| ▪ Youth Job Bank requests | 9 requests |
| ▪ Youth Job Bank matches | 3 matches |
| ▪ Juvenile Review Board referred | 6 case |

- (2 ongoing, 2 new, 2 dismissed)
- Truancy cases 6 referrals

**we always get calls for community service opportunity. They do not always follow-through*

B. Programs

- Positive Connections Mentoring program continues to meet weekly. Pairs work on homework, with mentors starting to lead activities the first week of March.
- Spread the Cheer held on December 9th
 - 20 students attended
- Counseling Services – are being referred out.
- Pen Pal Program was terminated due to low participation
- Collaborated with Mrs. Oleksenko and started Root Services in High School.

**PUBLIC WORKS DEPARTMENT
QUARTERLY REPORT
OCTOBER, NOVEMBER & DECEMBER 2019**

STAFF

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

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

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

Public Works 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 MaintainerCharles Grossmann

Lead MechanicDaniel Caron

Mechanic IRobert Maxwell
Mechanic IJeremy Rooke

Cemetery MaintainerLance Kozikowski

Town EngineerTodd Penney
WPCA Technician / OperatorMichael Ruef
Cemetery SextonSherry Chapman

Fall of 2019 allowed the Department of Public Works to work into December completing construction projects and catching up on maintenance issues. Snow started early with 7 storm events. The following priority work was completed:

- Asphalt Shimming to prepare roads for chip seal in summer of 2020: Merrow Road.
- Drainage projects completed: Wrights Mill Road, Deborah Drive and Lancaster Road.
- Catch Basin Rebuilds in Northfields.
- Wood Cleanup for tree damage multiple storms.

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

Athletic Field Maintenance	225.00
Catch Basin cleaning	93.00
COVRRRA Operations	255.50
Facility Maintenance	1,321.50
Fleet/Vehicle/Equipment	1,216.00
Grounds Maintenance	891.00
Indirect Services	4.00
Inspection	12.00
Line Painting	1.00
Road Maintenance and repair	1,648.50
Roadside Mowing / Sightlines	86.50
Sweep Roadways	52.00
Traffic Control	48.50
Traffic signs	160.00
Training	57.00
Tree Related Services	132.00
Unimproved Road Grading	107.50
Water Pollution Control Services	286.75
Winter Operations	<u>863.00</u>
Total hours:	7,460.75

**COVRA QUARTERLY REPORT
OCTOBER, NOVEMBER & DECEMBER 2019**

TRANSFER STATION: MATERIALS RECEIVED

	OCT	NOV	DEC	TOTAL
Receipts	\$2,600	\$3,026	\$1,293	\$6,919
Electronic waste – ea	215	300	150	665
Propane tanks – ea	23	20	2	45
Bulky CD/brush – tons	24	24	9	57
Scrap metal – tons	7	6	2	15
Tires – ea	37	22	6	65
Leaves – tons	4	20	0	24
Refrigerant – unit	56	45	22	123
Mattress / box spring	52	46	41	139
Customers	452	568	237	1,257

TRANSFER STATION: MATERIALS TRANSFERRED

	OCT	NOV	DEC	TOTAL
Willi Waste – cd – tons	28	21	17	66
Willi Waste – brush – tons	5	4	0	9
Willi Waste – metal – tons	6	10	0	16
Take2 - refrigerant – units	0	47	53	100
Take2 - electronics (CED) – lbs	3,774	1,832	4,164	9,770
Take2 - electronics (non) – lbs	1,302	533	363	2,198
Take2 - uw lamps, mixed – lbs	222	100	0	322
Take2 - batteries, mixed – lbs	0	276	0	276
Mighty Flame – propane tanks – ea	0	0	0	0
Bob’s Tire – ea	0	90	0	90
Bay State Textiles – lbs	965	470	630	2,065
Bye Bye Mattress	60	62	30	152

CURBSIDE PICK UP

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

	OCT	NOV	DEC	TOTAL
MSW @ \$67.86 / ton	327	303	317	947
Expenditure	22,210	20,550	21,493	64,253
Recycling @ \$30 / ton	104	96	107	307
Expenditure	3,133	2,894	3,216	9,210
Bulk @ \$76.93 / ton	24	18	11	53
Expenditure	1,823	1,412	860	4,077

(may be slight "total" discrepancies due to rounding)

COVRRRA ANNUAL REPORT FY 19/20

TRANSFER STATION: MATERIALS RECEIVED

	1st QTR. JULY- SEPT	2nd QTR. OCT- DEC	3rd QTR. JAN- MARCH	4th QTR. APRIL- JUNE	ANNUAL TOTALS
Receipts	\$8,585.00	\$6,918.55			
Ewaste - each	731	665			
Propane Tanks - each	48	45			
Bulky CD/Stumps - tons	75.6	56.6			
Scrap Metal - tons	18.6	15.5			
Tires - each	106	65			
Leaves - tons	2	24			
Refrigerant - each	129	123			
Mattress	104	139			
Customers	1,329	1,257			

TRANSFER STATION: MATERIALS TRANSFERRED

Willi Waste - Bulk (cd) ton	94.1	65.5
Willi Waste - Bulk (brush) ton	18.6	8.8
Willi Waste - Recycling (metal) ton	20.7	16.4
Take2 - refrigerant units	86	100
Take2 - electronics (CED) lbs.	12,926	9,770
Take2 - electronics (non) lbs.	3,161	2,198
Take2 Recycling - lamps, mixed lbs.*	216	322
Take2 Recycling - batteries, mixed lbs.*	426	276
Mighty Flame- propane- each	125	0
Bob's Tire - each	90	90
Bay State Textiles	2,150	2,065
Bye Bye Mattress	103	152

CURBSIDE PICK UP

msw to wwp @ \$67.86 / ton	988.2	946.8
recycling to wwp @ \$0.00 / ton	210.8	
recycling to wwp @ \$30.00 / ton	98.8	308.1
curbside bulk to wwp @ \$76.93 / ton	72.5	53.2
curbside mattress to wwp n/c - each	149	
mattress to transfer station*	104	139
*program initiated June 2019		

WPCA 2019 4th Quarter; October, November, December

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Flow this Quarter = 150,153 gallons per day
Peak Daily Flow this Quarter = 427,100 gallons per day

Route 44 :

- Western Route 44 Sewer Planning Area: The CT Dept. of Energy & Environmental Protection's (DEEP) initial guidance for this planning area was that approval for the proposed sewer extension was not required due its small size and because we are not seeking State funding. The DEEP recently changed their position and issued a decision prohibiting the project. We are continuing to explore routes to approval.

Sewer Collection System:

- We located a source of infiltration on Town property along Daly Road and an inflow source in an easement on Woodland Road. Both were repaired in November 2019.
- We began annual sewer cleaning in the Woodland Road area in December 2019 but our jetter machine broke down and is in East Haven being repaired. We will resume cleaning over the winter if weather cooperates.
- We assisted the Library with inspecting and locating underground drains in the courtyard/parking lot and assisted the Town Engineer video inspect a cross culvert on Grant Hill Road.
- Equipment is always breaking down but this quarter saw more issues than usual. Here's a partial list of equipment that has been giving us problems:
 - The level transducer at Avery Shores Pump Station - replaced
 - The air compressor at Lakeview Pump Station - intermittent
 - The automatic alarm dialers at both pump stations - underway

Wastewater Treatment Plant:

- In September 2019 we hired a firm to perform corrosion testing & analysis on the steel and concrete in the clarifier/digester tanks. The results from these tests show that the tanks are structurally sound but are experiencing heavy corrosion from the acidic nature of wastewater sludge. They recommend sand blasting and coating the concrete and steel with specialized "paint" that will prevent further corrosion and provide many more years of life for the tanks and mixers. Staff are working with our consulting engineers to put a bid together.
- Staff attended annual safety training for Bloodborne Pathogens, Hazard Communication, Safety Data Sheets, and Lock Out Tag Out.

- We updated and revised our safety plans & policies for: Confined Space Entry, Lock Out Tag Out, Bloodborne Pathogens, Hazard Communication, Chemical Hygiene, Safety Data Sheets, and Personal Protective Equipment.
- No word back yet from DEEP on permit renewal and/or possible Treatment Plant upgrades.
- Below is a partial list of equipment problems we've been experiencing at the Treatment Plant:
 - Pump control computer (PLC) Human Machine Interface - underway
 - Backup float pump control system - fixed
 - Clarifier drive gear motors - installed
 - Clarifier drive motor electrical wiring and conduit – underway
 - MSA gas sensors - underway
 - Roof leaks - fixed
 - Steam boiler low water cutoff switch - fixed
 - Boiler condensate return tank - underway
 - Generator room fresh air louver pneumatic actuators - fixed
 - Rooftop heat pump unit - underway

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. If DEEP mandates treatment upgrades as part of our permit renewal we will apply to increase capacity at that time as well. Inflow & infiltration removal will always be important even if our capacity is increased so staff will continue to search for and remove clean water from the system. The WPCA will continue to monitor capacity closely and review new connections on a case by case basis.



**Seasonal Highlight:
2019 Veteran's Day
Patriot Race Kids Run!**

27 children participated in our second annual Junior Patriot Race held in conjunction with the CT Veterans Day Patriot Race on Nov 9 at Patriots Park. Volunteers from UConn assisted in making sure the kids stayed on the path. It was a cold day, but it did not stop us from encouraging the kids to run as fast as they could!

COVENTRY PARKS & RECREATION

1712 MAIN STREET
COVENTRY, CT 06238

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

www.coventryct.org



Winter at Lisicke Beach, a sketch in charcoal by our own Staff member Yasmine Forte

**PARKS & RECREATION
QUARTERLY REPORT**

With the change to the fall season, we too change our focus. During the winter season, while office "traffic" is lower than spring and summer, Departmental activities never slowed, with year-round adult fitness and sports, Youth Basketball, Rec Daze, and several upcoming special events. Staff also take the opportunity to plan for the much-anticipated summer season. It is also time to prepare Capital and Operating Budgets, long range planning, evaluation of programs, and participation in Professional Development opportunities.

National Recreation & Park Association Annual Conference

Ms. Rubin was able to attend the NRPA National conference for the first time in over 10 years. The Conference is the premier annual meeting of the park and recreation community. The three-day event brings together more than 8,000 park and recreation professionals, citizen advocates and industry suppliers for networking opportunities, education sessions, and the industry's largest trade

show showcasing the products and services of nearly 400 exhibitors. The Opening General Session featured **Baseball legend, Cal Ripken, Jr.** An inspirational speaker, Ripken, is the personification of leadership, commitment and excellence. She received 1.30 CEUs toward her Professional Certification, attending sessions like "Inviting the Angry Mob to Dinner: Strategies for Fearless Community Engagement," "Pickleball 101 & League Director Guide," "Facilitating Play," "Utilizing Social Media and Team Events for Recruitment and Retention of Seasonal Staff," to name a few.

**Connecticut Recreation & Parks Association
Annual State Conference**

All Department staff also attended the 2019 CRPA Annual Conference and Trade Show, held at Mohegan Sun Casino & Convention Center in Montville, CT on November 25 & 26. Ms. Rubin, Ms. Merriam and Office Assistant Bethany Cologna attended sessions on "Building Community in an Isolated World," "Revenue 101," "Keep Calm & Post On: Social Media Crisis," "Trauma-Informed Training for Camps," "Strategic Marketing & Outreach," and more. Ms. Rubin also presented a session at this year's Conference entitled "Providing a Quality Youth Sports Program," demonstrating the criteria needed to become a nationally recognized **Quality Provider of Youth Sports** through the National Alliance for Youth Sports.



Project Updates:

Mill Brook Place Maintenance & Repairs:

Wi-Fi service is now available at Mill Brook Place free of charge. Visitors will be able to stay connected with their smartphones, tablets, and other Wi-Fi enabled devices as they enjoy their special events!

We also addressed emergency repairs to the HVAC Condenser unit, and provided support to renters to relocate or reschedule, depending on their needs and facility availability.

Additionally, we arranged for repairs to the elevator, which was not functioning due to a broken hinge.



Community Center Flooring:

Phase 1 of the project began in October, and was completed in December, by Earth Dynamics. Once the structural work was finished, staff commissioned quotes from three local flooring companies, to determine the best course of action for floor covering.

Staff awarded the job to Booth Flooring out of Tolland, and once materials are ordered, work will begin in January. Earth Dynamics will return to the job shortly after the holidays, to clean up some edges so that the floor is laid properly.

Commercial grade vinyl planking will be laid in the main room complete with vinyl baseboard, while industrial grade carpeting will be laid in the Food Bank closet (behind the stage).



Basketball 2019: Off to a Roaring Start!

Youth Basketball started earlier than past years with player evaluations and team selections occurring as soon as coaching assignments re-confirmed. The volunteer Board of Directors met regularly, as did the Lakes Region administrators from our neighboring towns. Local EMT staff provided a workshop on emergency first aid, and then Bob Bigelow, former NBA player, nationally known author, and expert on youth sports returned to Coventry for a 3-hour hands-on coaching clinic.

Administrative tasks included: mandatory background checks for coaches, NAYS 1st year coaches training, bullying, concussion, and Mandated Reporter trainings managed and documented. After interviewing, hiring and training our Gym Supervisors/Scorekeepers/Referees, staff was scheduled. Participant registrations and team assignments were processed. Finalized Quickscores game schedules and International Association of Approved Basketball Officials, Board 8 (IAABO 8) referee assignments. Equipment and supplies ordered include scorebooks, referee shirts, pinnies, balls, team uniforms, etc.

Our numbers are up, and this year we added one high school boys' team and several new travel teams. Our travel teams participated in a pre-season tournament. The 7/8 girls' team joined the Eastern League to add four games to their schedule due to low enrollment within the Lakes Region League.

PJ Day for the Kids

Coventry Town Hall participated in this year's PJ Day for the Kids to benefit Connecticut Children's Medical Center on December 13th. We had a great time getting to come to work in our PJs AND supporting a wonderful cause. We are looking forward to 2020!



Holiday Happenings:

Ms. Rubin helped facilitate Christmas tree lighting at First Church as part of the 2019 Christmas in the Village event, coordinated by the Coventry Lions Club. She assisted by arranging for the Fire Department to help in hanging lights provided by Department of Public Works. She was also on-site to take photos for social media on Sunday, Nov. 17. The 2019 Christmas in the Village event was held on Sunday, December 8th throughout the Village district on Main Street, and at Patriots Park. Parks & Rec. sponsored a professional face painter, who worked alongside the Hale Early Education Center Cookie Decorating and Polar Express Train Ride, at the Patriots Park Lodge.

Ms. Cologna facilitated this year's Letter to Santa replies with the Elves up at the North Pole. We received approximately 20 letters, which is far less than usual. We will be discussing either improvements to the existing program or alternatives for next year.



Booth & Dimock Memorial Library
2019-2020 2nd Quarter
October – December 2019

I. Administration

- a. Days Open: 61
- b. Hours of Operation: 339
- c. Closings: Closed 5 days between Thanksgiving and Christmas holidays
- d. Visits: 7,838

II. Circulation

- a. Total: 15,970
 - i. Books & Serials: 12,354
 - ii. Video: 2,166
 - iii. Audio: 1,408
 - iv. Downloadables: 1,438
- b. Borrowers Added: 63
- c. Cards issued to Residents: 7,939
- d. Cards issued to non-residents: 1,822
- e. Interlibrary Loan
 - i. AT other libraries: 215
 - ii. FROM other libraries: 216

III. Collection

- a. Total: 50,972
- b. Added: 992

IV. Programs

- a. Total Programs: 94
 - i. Children's: 48
 - ii. YA: 21
 - iii. Adult: 22
 - iv. Other: 3
- b. Total Attendance: 1,789
 - i. Children's: 1,600
 - ii. YA: 120
 - iii. Adult: 146
 - iv. Other: 947

V. Library Services

- a. Reference Questions: 1,487
- b. Computer Assistance: 104
- c. Internet Use Total:
 - i. On library desktops: 2,985
 - ii. On library wi-fi: 24,186

VI. General

- a. Staff attended the New England Library Association (NELA) conference on October 21st
- b. The Board of Trustees approved the migration of the Library's catalog from Auto-Graphics Verso to Bibliomation, with a goal of complete the migration by July 2020.
- c. Library was awarded a \$1,000 Arts Learning Presentation Grant from Connecticut Department of Economic and Community Development
- d. Christa Kiedaisch was hired as the Library's new Children's Librarian
- e. We have a student participating in EASTCONN Youth Employment & Training Program
- f. Received a 'donation' from P.C. Richard & Son to provide the Library with computer equipment at cost.

Respectfully Submitted,
Margaret Khan, Director