

Annual Report



Town of Coventry Connecticut

Fiscal Year
July 1, 2018 –
June 30, 2019

Office of the Town Manager
1712 Main Street
Coventry, CT 06238
860-742-6324
www.coventryct.org

*Front cover: Sunrise over Coventry Lake,
January 2019. Photo by Laura Stone.*



TOWN OF COVENTRY ANNUAL REPORT FY 2018 – 2019

Above right: Coventry is proud to have received Silver Certification in the Sustainable CT initiative. Achieving this represents a great deal of foresight and hard work by Town staff. We received our award at the CCM Annual Convention in 2019. For more information about the Sustainable CT initiative, see their website at: www.sustainablect.org.

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Above: The fire departments decked out their apparatus to participate in a first annual Holiday Lights Parade as part of the Christmas in the Village event in December 2018. Photo courtesy of North Coventry Volunteer Fire Department.

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TOWN COUNCIL & TOWN MANAGER

Right: The Town crest. The motto, Altiora in votis, in Latin, translates as "I pray for the higher things."



Town Council

Budget: This year working with the Board of Education, the Town Council was able to hold the total spending increase to 1.30%. There was no increase in the Capital budget and Bonded Indebtedness actually decreased; and most importantly, the Council held the mil rate to a zero percent increase, despite a loss in State funding.

The current Council was elected and took office in November of 2017 and will serve until November of 2019. The members are L to R: Jon Hand, Carolyn Arabolos, Lisa Conant, Joan Lewis, Michael Sobol, Julie Blanchard and Matthew O'Brien.

Capital Projects: Most of the school code and energy upgrade projects as well as the Jones Crossing bridge replacement approved for bonding in May of 2018 in the amount of \$3,700,000 have been completed or are underway. Many of the road improvements

included in the bond approved at referendum in May 2019 in the amount of \$4,000,000 as well as the parking lot at the Coventry Grammar School. The Hop River Road Bridge (shared with Columbia) will take several years due to permitting.

Major grants the Town has received include a Local Bridge Funding Grant from CTDOT for half of the cost to repair the Jones Crossing Bridge. Two Local Capital Improvement Program (LOTICIP) Grants for a total of \$3,000,000 will be used for a four-way intersection at Bread and Milk Street and Boston Turnpike (Swamp and Northfield) and for South Street improvements between Seagraves and Skinner Hill Road with multi use path; both project are expected to occur in 2020.

Police and Fire: The Town Council voted to have Coventry join the state radio network and implement a new modern police radio system at a great savings to the town. The Council also approved funding to purchase new radio equipment.

The first response medical vehicle for the north district was replaced with a Chevy Tahoe. The former north end vehicle (a Suburban) has been redeployed to the south end with plans to redesign it to more closely match Department 18 first response vehicles.

Hydrilla: The current budget includes \$130,000 for our Lake Management fund for the continued treatment of the invasive plant hydrilla in Coventry Lake as well as fanwort in Eagleville Lake with an expected \$25,000 contribution from the State. Total treatment cost for hydrilla in 2018 was \$123,000. The State contributed \$63,000 and the Council appropriated \$95,000 from fund balance to cover treatment costs for 2018 and the first treatment for 2019. The cost of treatment in Eagleville Lake is shared with Mansfield.

Microgrid: The Town of Coventry's contractor was awarded a competitive grant from the CT Department of Energy and Environmental Protection (DEEP) in the amount of \$4,000,000. This project is expected to generate significant energy cost savings for our Town Hall campus and adjacent school buildings, as well as guaranteed power even during extended power outages using solar, batteries and natural gas-fueled combined heat and power units. The grant would cover the switchgear and private firms would cover the other capital and installation expenses. We would agree to buy electricity at below market rates. The microgrid team, Coventry Microgrid, LLC, was also awarded a solar project for Orchard Hills as part of the grid design, which will lower prices for the seniors and provide the same guaranteed steady source of power. The final decision as to whether or not to move forward with the project by the Town Council, Board of Education and Coventry Housing Authority is dependent on several factors including costs savings for now and in the future. The microgrid team has put much energy and time into the project to date; and it is hoped, their efforts will be successful.

Recreation: Projects completed include the Laidlaw Park Soccer Field; irrigation of the major league baseball infield at Miller Richardson, and drainage of two fields used for softball at the Capt. Nathan Hale Middle School.

Open Space: The Williams Preserve on Cooper Lane bordering the Willimantic River containing 55 acre was acquired as Open Space. It was obtained through Town Funds, a State Grant, and a grant from Joshua's Trust. The Rose property adjacent to the Williams property and other land owned by Joshua's Trust was purchased with Open Space funds.

Events: The Lions Club once again sponsored Christmas in the Village. They were assisted by Town staff, members of the Coventry High School Band and Chorus, businesses and other volunteers. In addition to the usual happenings, Coventry's Tree Lighting at First Congregational Church was added as was a very exciting "Torch Light Parade" sponsored by our two fire departments and emergency services. The new holiday lighting on Main Street also added to the festivities.

Several new businesses emerged on Main Street over the year as well as two new events "Spring Stroll" and "Arts on Main" which we hope will continue as annual events, along with "Christmas in the Village".

New Committees: The Council formed three new Committees:

1. As a result of the failure of the referendum on the Library Expansion, that Committee was discharged and a new committee, the Library Renovation and Improvement Committee, was formed to look at renovations for necessary upgrades and refreshing electrical and technical infrastructure, energy upgrades, code compliance, adequate bathrooms, parking, operational efficiency and addressing the water intrusion into the facility. The Town has received notification of an \$850,000 matching grant to offset costs.
2. The Fire Transition Study Committee was formed to study a possible merged state between the Town's two fire departments as well as emergency services. The Committee is to plan and implement an organizational structure and policies to govern one Coventry Fire Department to increase efficiency, accountability, responsibility and improve the quality of service offered to those residents of the town. Each Department will need to approve the merger.
Shortly after the Committee was organized, the EMT's and Fire Police organized under a combined department called the Town of Coventry Fire & EMS Department, Station 18. If both Fire Departments decided to transition to a single department, then they will also be under Station 18.
3. The Coventry Softball Fields Study Committee was formed after the Recreation Commission brought to the Council' attention the need for additional softball fields as currently there are no Town designated fields for recreational softball. The Committee is charged to review the current and future field needs of Coventry Girls Softball.

The three committees have been meeting regularly since their formation and will be making periodic reports to the Town Council.

The Town Council extends its appreciation to our Town Manager, John Elsesser, our Town employees for their dedication and hard work and to all our citizens that volunteer their service in our Fire Departments and Emergency Services, Boards and Commissions, committees, and organizations

The current Council was elected and took office in November of 2017 and will serve until November of 2019. The members are Carolyn Arabolos, Julie Blanchard, Lisa Conant, Jon Hand, Joan Lewis, Matthew O'Brien and Michael Sobol.

Joan A. Lewis
Town Council Chairwoman

Town Manager



*John A. Elsesser, Town
Manager and Laura Stone,
Executive Assistant*

I am pleased to submit for your information the Annual Report for the Town of Coventry for the fiscal year ending June 30, 2019. The Town and its agencies had a productive year of accomplishments, strong finances and substantial progress. I want to start my report by expressing appreciation to all of the dedicated volunteers and staff who work as a team to provide services to our community. Please take time to read through the reports to gain a full understanding of the depth and breadth of the Town's efforts.

Our work has been acknowledged by the following outside agencies: GFOA's Certificate of Excellence in Financial Reporting, CALEA's Gold Standard for Police accreditation, and Sustainable CT's Silver level (the highest currently available.)

It was a very successful year for grants. This includes three 100% LOTCIP grants for Folly Lane Bridge replacement, Swamp Road intersection realignment, and South Street reconstruction and sidewalks from Daly Road to the Hale Homestead. We obtained \$800,000 for Orchard Hills senior housing roof replacement and sidewalks. Hop River Road Bridge replacement was accepted into the Federal Bridge Replacement Program, which provides 80% funding with the balance shared between Coventry and Columbia. The Jones Crossing Road Bridge obtained funding from the State/Local Bridge Program which covers 50% of the construction cost.

We also partnered with a firm to receive a \$4 million microgrid project grant, which if the final cost and engineering work out, could allow all Town and School buildings, as well as Orchard Hills, to become an island and have electric power for at least 14 days. Natural gas, combined with heat and power units, will generate electricity. It will be combined with batteries and additional solar to eliminate demand charges. The waste heat from generating electricity will be used to offset heating demand for the high school and middle school. It also opens the door to economical air chilling in the future. It is an exciting but very complicated project and we need to make sure the numbers work economically.

In terms of longer-range planning, we continued to update our Plan of Conservation and Development, including a community survey on the Town. We are working with Bolton, Tolland, and Mansfield to develop a regional economic development plan and branding campaign. We completed a long-range plan for the former Rt. 6 property, which the State turned over to our guardianship. The plan calls for a well-worn walking path concept to allow public access. We also are working with the Caprilands estate to chart a new course for the property. We also continue to work on a project to extend sewers from Bolton into town to allow more business development.

Work continues to developing a path forward for Fire/EMS service, with a merger study committee looking at ways to merge the fire operations, maybe within a year. We also expanded use of temporary staffing for ambulance service to maintain an adequate response time.

One of the biggest projects was the approval of a bonding project for roads, school HVAC upgrades, oil tank removals (and replacement if needed). Work was started and will continue over the next couple of years.

Several other issues have continued to receive attention. We coordinated a five-town effort for testing of crumbling concrete foundations through a \$250,000 CDBG grant and also worked with the Capitol Region Council of Governments on another testing program. Our Assessing Office is reducing valuations based on the results of these tests. Several homes have been repaired under a State program.

The Hydrilla aquatic invasive plant issue in our lake continues to receive appropriate attention with continued treatment to reduce the growth and hopeful elimination of it over the next several years.

A busy year but one of great progress.

John A. Elsesser
Town Manager



TOWN OFFICIALS

Above right: Chairwoman Joan Lewis is recognized upon her departure from the Town Council after many years of service, dating back to 1985. L to R: Joan Lewis, Lisa Conant. Photo by Laura Stone.

OFFICERS, BOARDS, COMMISSIONS

As of June 30, 2019

ELECTED

TOWN COUNCIL

Carolyn Arabolos
Lisa Conant
Jonathan Hand
Joan Lewis
Julie Blanchard
Matthew O'Brien
Michael Sobol

BOARD OF EDUCATION

Jennifer E. Beausoleil
Sean Gallagher
Frank Infante
Mary S. Kortmann
Eugene T. Marchand
William M. Oros, Sr.
Kelly Sobol

BOARD ASSESSMENT APPEALS

Joyce Chellstrop-Bonney
Ronald Dextradeur
Mary Jo Lewis
Joan M. Oros
Jill Wood Reviczky

ZONING BOARD OF APPEALS

Elizabeth Bauer
Carol Chipkin
Suzanne Pollinger
Cheryl Ann Resha
Claire Twerdy

ZBA ALTERNATES

William Bonney
Courtney Rossignol
Lisa Thomas

REGISTRAR OF VOTERS

Marjorie L. Roach
Pamela Sewell

JUDGE OF PROBATE

Barbara Gardner-Riordan

JUSTICE OF THE PEACE

Victor Birch
Albert E. Bradley
Joyce Bonney
Marie Gallo-Hall
Dorothy M. Grady
M. Kathleen Krider
David Lamore
Patricia Naegeli
Joan M. Oros
Jill Wood Reviczky
Sondra A. Stave
Valdis Vinkels

APPOINTED

TOWN MANAGER

John A. Elsesser

TOWN ATTORNEY

Duncan Forsyth

SUPERINTENDENT OF SCHOOLS

David Petrone

AUDITOR

Blum Shapiro

FINANCE DIRECTOR/TREASURER

Amanda Backhaus

CHIEF OF POLICE

Mark A. Palmer

DIRECTOR OF HEALTH

Robert Miller

TOWN CLERK/REGISTRAR

VITAL STATISTICS

Lori Tollmann

TAX COLLECTOR

Linda L. Greenbacker

ASSESSOR

Michael D'Amico

HUMAN SERVICES

ADMINISTRATOR

Courtney Chan

YOUTH SERVICES

ADMINISTRATOR

Sneha L'Heureux

SENIOR CENTER COORDINATOR

Brenda Bennett

BUILDING OFFICIAL

Joseph Callahan

SANITARIAN

Glenn Bagdoian

PUBLIC WORKS DIRECTOR

Mark Kiefer

PLANNING & DEVELOPMENT

DIRECTOR

Eric M. Trott

ZONING AGENT

Mark Landolina

TOWN ENGINEER -

INLAND WETLANDS AGENT

Todd Penney

RECREATION DIRECTOR

Wendy L. Rubin

CANINE CONTROL

John H. Chipman, III

EMERGENCY MANAGEMENT

James McLoughlin

MUNICIPAL AGENT ELDERLY

Courtney Chan

FIRE MARSHAL

Bud Meyers

TREE WARDEN

Mark Kiefer

TRAFFIC AUTHORITY

John Elsesser

Mark Kiefer

Mark Palmer

BLDG CODE BD APPEALS

Harvey Barrette

Brian W. Canny

Kathy Fournier

2 vacancies

CEMETERY COMMISSION

Kevin Arpin

Roger "Michael" Chapman

Sherry Chapman

John Marvin

Anne Claudine Vieten

CONSERVATION COMMISSION

Charles Brown

Brian D. Coss

Arthur Hall, Jr.

Leroy Lowe, Jr.

Paul C. Manzone

Vincent E. Messino

Robert R. Proctor

ECONOMIC DEVELOPMENT COMM.

Barbara Barry

Kristen Bilotta

Samuel Belsito

Richard Conti

Richard Giggey

William J. Jobbagy

Mark C. Lavitt

Timothy Liptrap

Sondra A. Stave

HOUSING AUTHORITY

Jeffrey S. Arn

Marilyn E. Barrette

Albert E. Bradley

Harlene Fairbanks

Lorraine U. Lynch

Susan Noyes

HUD HOUSING REHAB/ FAIR HOUSING COMM

Albert Bradley

Dorothy Grady

Patricia Laramee

Marjorie L. Roach

1 vacancy

INSURANCE ADVISORY

Dena DeJulius

4 vacancies

PARKS & RECREATION

Jennifer Bynes

Marie Gallo-Hall

Bob Martin

Jillian Miner

Jennifer Rodgers

PARKS/RECREATION ALT.

Beverly Carlson

1 vacancy

COVENTRYVISION COMMITTEE

David Lamore

Francis Lombard

Konrad Mroczek

Sondra Astor Stave

Laura Stone

PENSION & RETIREMENT

Benedict D. Emanuele
 Paul E. Jatkowski
 Robert Murzyn
 David C. Powers
 Cara Revett

PERSONNEL APPEALS BOARD

Benedict Emanuele
 Paul F. Jatkowski
 Barbara E. Riordan
 William J. Zenko
 3 vacancies

PLANNING & ZONING COMMISSION

Steven Hall
 William Jobaggy
 Stephen (Ed) Marek
 Christine Pattee
 Darby L. Pollansky
 2 vacancies

P&Z ALTERNATES

Carol Polsky
 2 vacancies

INLAND WETLANDS AGENCY

Martin Briggs
 Lori J. Mathieu
 Sam Norman
 Thomas P. Woolf
 1 vacancy

INLAND WETLANDS ALTERNATES

Patricia Laramee
 Michael Powers

WATER POLLUTION CONTROL AUTHORITY

Richard W. Brand
 Susan E. Jamaitis
 Daniel R. Murphy
 Matthew J. Twerdy
 Lyndon Wilmot

HUMAN RIGHTS COMMISSION

Albert E. Bradley
 Michael J. Kurpiewski
 Marjorie L. Roach
 2 vacancies

YOUTH ADVISORY BOARD

Annie Bobbitt
 Judy Burr
 Terrie D. Carpenter
 Vicki Deveau
 John Elsesser
 Maria L. Genca
 Arthur J. Houlberg
 Shannon E. King
 Florence Lajeunesse
 Roger J. LaPierre
 Sneha L'Heureux
 Heather MacKintosh
 Michael McDonagh
 Ginny Molleur
 Lynn Obomalayat
 David Petrone

AD-HOC FIRE TRANSITION STUDY COMMITTEE:

Chuck Beecher
 Kenneth Boutin
 Raymond Eldridge, Jr.
 Craig Malan
 James McLoughlin
 Stephen Pacholski
 Joshua Ziel

VETERANS MEMORIAL COMMISSION

Leroy A. Lowe, Jr.
 Eric Ohlund
 Richard C. Sanborn, Jr.
 4 vacancies

LOCAL EMERGENCY COORDINATING COMMITTEE

Ken Boutin, CVFA
 Jonathan Hand, Council
 Joan Lewis, Council
 Michael Dombkowski, CVFA
 Ray Eldridge, Jr., NCVFD
 John Elsesser, Tn. Mgr.
 Mark Kiefer, Pub. Works
 Bud Meyers, NCVFD
 Mark Palmer, Police Chief
 Bill Trudelle, CPS
 James McLoughlin, Emergency Management

ENERGY CONSERVATION /ALTERNATIVE ENERGY

Kristine Dennis
 Jesse Hayes
 Jennifer Lynn Reilly
 Timothy Sadler
 1 vacancy

LIBRARY IMPROVEMENT & RENOVATION COMMITTEE

Timothy Ackert
 William Bonney
 Dudley Brand
 Joseph Jankowski
 James Parda
 John Twerdy
 M. Deb Walsh

AD-HOC PROTECTED SPACES STEWARDSHIP

Vernon Beausoleil
 Kristine Dennis
 Sarah Szczebak
 Eric Thomas
 1 vacancy

HEALTH DISTRICT

John A. Elsesser
 M. Deborah Walsh

MUNICIPAL HISTORIAN

Carol North

CT WATER CO. ADVISORY

Albert Landry, Jr.

CAPITOL REGION COUNCIL OF GOVERNMENTS

Stephen (Ed) Marek

WINDHAM REGIONAL TRANSIT

Marjorie Roach

REGIONAL MENTAL HEALTH

Christine J. Brunell

EASTERN REGION MENTAL HEALTH

Linda Comeau

AD-HOC LAKE COVENTRY LAKE**ADVISORY & MONITORING**

COMMITTEE
 Charles Brown
 Laurie Felix
 Scott Gallo
 Michael Hicks
 William Piotroski
 Deborah B. Zeppa
 1 vacancy

AD-HOC FARMERS' MARKET**OPERATING COMMITTEE**

Amanda Backhaus
 Barbara Barry
 Anne Marie Charland
 Janine Coughlin
 Jean Nelson
 Michelle Pesce
 Katrina Weaver

AD-HOC WATER SUPPLY STUDY**COMMITTEE**

Albert E. Bradley
 Christine Pattee
 William J. Zenko
 2 vacancies

FLOOD & EROSION CONTROL BOARD

Carolyn Arabolos
 Lisa Conant
 Jonathan Hand
 Joan Lewis
 Julie Blanchard
 Matthew O'Brien
 Michael Sobol

CHS WALLS CODE**COMPLIANCE COMMITTEE**

Nathan Carter
 Gary Jonas
 Edward Cofrancesco
 Jonathan Hand
 Eugene Marchand
 Michael Hicks - alt.

SCHOOL ENERGY/BUILDING**EFFICIENCY COMMITTEE**

Joshua Gemmell
 Mary Kortmann
 Thomas Kolodziej
 Jesse Hayes
 Mark Tomaszewsky

SCHOOL READINESS**COUNCIL**

Joan Lewis

COVENTRY SOFTBALL FIELD STUDY**COMMITTEE**

Jennifer Rodgers
 Michael Blouin
 Matthew Harrington
 Bonnie Edmondson
 Ashley Gagnon
 Matthew Hunt



ADMINISTRATION

Above: On January 25, 2019, the Connecticut Interlocal Risk Management Agency (CIRMA) presented the Town of Coventry's Parks and Recreation Department with its 2019 Excellence in Risk Management Award for their unwavering commitment to youth athletic safety, which assures that proper protocols are in place to protect their children and resulted in limiting liability to under \$5,000 during the previous 10 years. Photo courtesy of CIRMA.

Town Clerk

The General Statutes of the State of Connecticut determine the duties and responsibilities of the Town Clerk. The Clerk's office serves as the center for public records and information from which most other departments receive the data necessary to perform their specific duties. The Clerk's office is responsible for filing vital statistics, minutes and agendas of all boards and commissions, issuing dog and sports licenses, recording, maintaining and security filming all land records, vitals, maps and other various permanent records. The office is also responsible for the registration of Trade Name Certificates, Liquor Permits, Notary Public appointments, Foreclosed Property registrations and Veteran's Discharges. The Clerk's office facilitates the administration of elections.

Brooke R. Manning

Assistant Town Clerk

Lori Tollmann

Town Clerk

Karen Dory

Assistant Town Clerk

VITAL STATISTICS:

Vital Statistic records are a major responsibility of the Town Clerk's Office. We receive, issue and maintain these records in our Office. They are tracked by calendar year, not fiscal year.

Coventry Vital Statistics 2018

| | |
|--|-----|
| Births of residents occurring in other towns | 103 |
| Births in Town | 1 |
| Marriage Licenses issued in Coventry | 11 |
| Marriage Licenses of residents issued by other towns | 74 |
| Deaths occurring in Coventry | 32 |
| Deaths of Coventry residents occurring in other town | 47 |
| Fetal Deaths | 0 |
| Burial Permits/Cremation Permits | 40 |

All Vital Certificates issued in our office have to be certified copies. The Town Clerk's Office issued 287 Certified Copies in 2018. Vitals fee is \$20.

Marriage Licenses: Marriage licenses are applied for only in the town in which the ceremony is to be performed. Information and a worksheet are available for download from the Town Clerk's webpage www.coventryct.org. Marriage license fee as of July 1, 2018 Increased to \$50.



VETERAN'S DISCHARGES:

Must be on file by September 30th to entitle the eligible veteran to an exemption on taxes due the following July. The veteran must present the original discharge (DD-214) or certified copy.



Discharges Filed FY 2018-2019: 102



LIQUOR PERMITS FY 2018-2019:

The Permittee must present to the Town Clerk's Office where the business is located their current permit from the State of Connecticut. The permit is receipted, signed, sealed and copied for filing. The fee for filing increased July 1, 2018 to \$20.00 (PA-18-136).

Liquor Permits Filed: 12



RABIES CLINIC:



Our annual Rabies Clinic held in cooperation with the Connecticut Veterinary Medical Association on June 1, 2019 at the Captain Nathan Hale School was a success. We vaccinated 56 dogs and cats at the two-hour clinic. Our office prepared, printed, and delivered flyers to students at Coventry Grammar School, G.H. Robertson School and Captain Nathan Hale School.

Our office issued Press Releases to all local newspapers and appeared on the Town of Coventry website. Clinic volunteers this year were Brooke Manning, Dianna Grindle, Lori Tollmann, Sneha L'Heureux and our clinic veterinarian and Coventry resident Dr. Wendy Ernst, DVM.

DOG LICENSES:

June is dog licensing month in the State of Connecticut, but dog licenses are sold throughout the year in the Town Clerk's office. All dogs who are six months or older must be licensed. The owner should bring written proof of the dog's rabies vaccination expiration date, and written proof of the dog's spaying or neutering, if applicable, to the Town Clerk's office so that the license can be issued. The base (June) price to license a spayed or neutered dog is \$8; the base price for a non-spayed or non-neutered dog is \$19. There is a \$1 per month late penalty beginning in July. We prepared and mailed 1,000 license renewal notices to all dog owners of record this year.



Dog Licenses issued FY 2018-2019: 1,397 dog licenses, 2 Service dogs and 14 Kennels

To encourage timely licensing in June, our office had a contest to receive the #1 Dog Tag. Dog owners who sent in their renewals before June 1st had a chance for their name to be picked to receive the #1 Tag, and a free dog license for the year. The winner for the tag year 2018 was Maggie, who belongs to Philip Richmond. Our 2019 tag winner was Zoey who belongs to Joseph & Kathy Pirolo.

FISH & GAME LICENSES & PERMITS:

Valid for the calendar year, licenses, and most permits, may be purchased anytime during the year. Each new calendar year licenses become available for sale the preceding December.

Licenses & Permits Issued FY 2018-2019: 499 Licenses & permits

ELECTIONS AND PRIMARIES:



The Town Clerk's duties include assisting the Registrar of Voters in administering elections and primaries. The clerk is required to publish notice of party endorsements and warning of the primary and elections. The clerk determines the maximum number of members of any political party who may be elected to a board. Our office files Legal Notices in the newspaper; files the list of offices to be filled, list of candidates, list of elected officials, vacancy in office and an accounting of absentee ballot forms with the Secretary of the State. The clerk prepares the layout, and arranges for the printing of sample ballots, posters, official and absentee ballots. The Clerk's office issues all absentee ballots, (regular, blank 90 day and 45 day, emergency and overseas) has absolute charge of absentee ballot applications and is responsible to deliver absentee ballots to the Registrars of Voters on Election Day to be counted by sworn absentee ballot counters. This office registers voters in the absence of

the Registrar of Voters. The Town Clerk receives and maintains election returns, official check lists and depository envelopes containing executed absentee ballots.



STATE ELECTION 2018:

Municipal Election: The State Election was held on November 6, 2018. Town wide voter turnout was 73.71%. Of the 8,580 registered voters in Coventry, 5,980 voted at the polls and 263 absentee ballots were cast, along with 76 Election Day Registration (EDR). The Town Clerk certified the election results to the State of Connecticut, Secretary of the State's Office on November 7, 2018



Public Act 12-57, "An Act Concerning Permanent Absentee Ballot Status" for the permanently disabled became effective. Any elector who is permanently physically disabled and who files an application for an absentee ballot along with a certification from a primary care provider is eligible for permanent absentee ballot status. We posted information and instructions on the Town of Coventry website at www.coventryct.org. Currently 4 voters are taking advantage of this service.

FISCAL YEAR 2019-2020 BUDGET:

The budget preparation process begins in late November. 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. The Town Clerk's departmental request was submitted January, 2019.

HISTORIC DOCUMENT PRESERVATION GRANT FY18/19:

Historic Document Preservation Grant fy18/19: This grant was a continuance of past grant projects. This grant finished our Vitals project that started back three grants ago. Kofile preserved 8 vital books from 1865-1915. We now have all of our vitals scanned & digitized. Our older certificates were brought back to life with some restoration.

This will preserve our documents and give us easy access to them. Kofile of Vermont did our restoration and our land records vendor, IQS, custodian of the security microfilm, is perform the digitizing.

Boards and Commissions:



Schedule of Meetings Annual Notice: This notice is sent out to over 30 active committees, boards and commissions, and respective town staff liaisons at the beginning of October, 2019. The packet contains information on the mandatory filing of each committee's schedule of meeting dates for the upcoming calendar year. Review of the Connecticut General Statutes pertaining to the public meetings and available meeting room locations were included in the packet as well.

Boards & Commissions Directory: The Town of Coventry is an active town with elected and volunteer Boards & Commissions that hold regular meetings each month. It's the duty of the Town Clerk's Office to maintain the boards & commissions Directory so as to present up-to-date information to the Town Council Steering Committee. Many hours of staff time are required to keep the information current so that the essential business of the town may be conducted. The Town Council Steering Committee makes recommendations to the full Council from the requests that they receive from the registered voters of Coventry who wish to serve on a town board or commission. When a new member is appointed to a Board or Commission our office will send a letter to notify them that they were appointed along with the Town of Coventry's "Code of Ethics". We also notify the chairman of that committee of their new member. Directory is then updated.

When term dates of current members are due to expire, we send a form to be completed and returned to the Town Clerk requesting that he or she indicate their interest in reappointment. The Statement of Interest form is then forwarded to the Town Council Steering Committee for them to be recommended for reappointment. If the member is not interested in reappointment we open that space to a vacancy to search for a new member. Our office keeps an up to date listing of vacancies on our webpage.

All Agendas & Minutes are posted in the Town Clerk's Office. We post agendas for 11 active Boards & Commissions. Other remaining Boards & Commissions have affiliations with town Departments. These departments post their respective boards on the website.



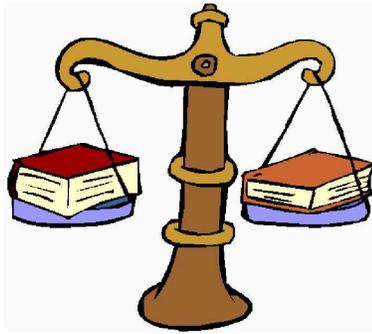
REVENUES & DISBUREMENTS

The Town Clerk's Office collects revenue for the Town and is required to act as agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit those fees to various state agencies. Revenues and disbursements to Town and State for the last fiscal year are as follows:

| RECEIPTS | 2018-2019 |
|--|---------------------|
| Documents & Maps 2,851 Recorded documents, including 48maps | \$78,510.00 |
| Conveyance Tax | \$560,989.45 |
| Vital Statistics | \$9,790.00 |
| Copies of Town Records | \$12,503.25 |
| Miscellaneous Permits, Trade Names, Postage, etc. | \$1,049.00 |
| Unanticipated Funds | 13,026.73 |
| Notary | \$1,945.00 |
| PA 05-228, 11-201, 09-229 & 13-247 | \$104,809.00 |
| PA 00-146 | \$15,930.00 |
| Fish & Game Licenses | \$7,346.00 |
| Dog Licenses | \$13,624.00 |
| Marriage Licenses | \$1,950.00 |
| TOTAL | \$821,472.43 |
| | |
| DISBURSEMENTS | 2018-2019 |
| Town Revenue | \$269,158.97 |
| State – Fish & Game | \$7,100.00 |
| Special Dog Fund | \$12,185.00 |
| State – Marriage Fees | \$1,326.00 |
| **State PA 00-146 | \$12,744.00 |
| *State – PA 05-228, 11-201, 09-229 & 13-247 | \$96,357.00 |
| State Conveyance Tax | \$422,601.46 |
| TOTAL | \$821,472.46 |

*Public Act 05-228, which became effective October 1, 2005, required the Town Clerk to collect an additional \$30 fee for each document recorded in the town's land records. The State of Connecticut received \$26 of this fee to fund affordable housing development and farmland, open space and historic preservation. The town keeps the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, as defined in Sec. 7-536 of the Connecticut General Statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. Effective July 1, 2009 the legislation required an additional \$10 fee for the first page of land recordings. That \$10 fee is collected, combined and reported with Public Act 05-228 and remitted to the State. PA 11-201 made changes to foreclosure laws. The act requires anyone commencing foreclosure action to register the subject property with the town clerk and pay a "land record filing fee" of \$53. However, the registration document is not recorded or scanned into the land records but is maintained in a separate file. Prior law required a filing fee of \$100 be paid to the municipality but now \$36 of the reduced filing fee is combined and reported with Public Act 09-229 and is remitted to the State of Connecticut. PA 13-247 became effective July 15, 2013. The public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from the effective date forward. Filing certain MERS documents requires that \$127, or for others \$110, of the filing fees be remitted to the State of Connecticut. Monthly these fees are collected, combined and remitted with three respective reports to the State of Connecticut.

**Public Act 00-146, effective July 1, 2000, this Public Act requires the Town Clerk to receive a fee of \$3 for each document that is recorded in the town's land records. Two-thirds of the fees (\$2 of every \$3) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. One dollar of the fees is retained by the Town Clerk for preservation and management of historic records. These funds may not be used to supplant budgeted funds.



**LEGISLATIVE UPDATES
AFFECTING
THE TOWN CLERK'S OFFICE**

Miscellaneous: Effective July 1, 2018

Public Act No 18-136 Fee Increases

| | | |
|-------------|---------------------------------------|--------------|
| CGS 30-3 | Liquor Permit Filing | \$2 to \$20 |
| CGS 7-34a | Misc. Documents Filing (Trade Names) | \$5 to \$10 |
| CGS 7-34a | Map Filing & Index | \$10 to \$20 |
| CGS 7-34a | Subdivision Map Filing & Index | \$20 to \$30 |
| CGS 7-34a | Notary Public Oath & Commission | \$10 to \$20 |
| CGS 7-34a | Notary Public Character Certification | \$2 to \$5 |
| CGS 7-73 | Marriage license Fee | \$30 to \$50 |
| CGS 7-73 | Removal, Transit & Burial Permit | \$3 to \$5 |
| CGS 19a-323 | Cremation Certificate | \$3 to \$5 |

No new legislation at this time concerning:

Elections

Land Records and Real Property

Registrars of Vital Statistics

HAPPENINGS

Historic Document Preservation Grant FY 2020: Application for a Cycle 1 Grant was applied for and approved in June 2019 in the preservation category. This is an ongoing project for our office. This will be 2 projects:

TOWN COUNCIL MINUTES (Project 1)

Scanning and microfilming Town Council minutes. This will involve 5 Volumes, 20-24 with an estimated 7,000 images. This will bring our microfilmed Council minutes up to date.

IQS will be our vendor. They are our land record software company. They will scan and microfilm five (5) volumes of Town Council minutes.

Scanning and microfilming will preserve the history of the Town of Coventry. They will be protected and available to us if our originals are damaged.

This portion of the project will be a cost of \$1,680.00

LAND RECORDS (Project 2)

Uploading land record images from volume 76-155 to our land record software.

IQS will be our vendor. They are our land record software company, and are in possession of our microfilm to complete this project.

This will enable those records to be easily available for viewing and printing. They will be accessible from our vault and/or online.

This portion of the project will be a cost of \$10,800.00

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

STAFF UPDATES

In December, 2018 the Town Clerk's Office rang the bell for the Human Service Department. This is our fourth year and will be annual event.

Lori Tollmann, Town Clerk attended the Fall 2018 Connecticut Town Clerks conference in Westbrook, Ct., Spring 2019 Connecticut Town Clerks conference in Farmington, CT. Attended Pension Trustees meetings acting as recording secretary and the Tolland County Clerks Association, as County VP.

Brooke R. Manning, Assistant Town Clerk, attended the Tolland County Clerks Association meeting.

Karen Dory, Assistant Town Clerk, attended Town Clerk School in December 2018, and May 2019.

Ordinances: No ordinances



Summary of Town Meetings



Special Town Meeting – February 28, 2019 Purchase of 254 Cooper Lane for Open Space, Unanimous vote yes.

Annual Town Meeting -April 27, 2019 - Town budget & Referendum

Adjourned Town Meeting & Budget Vote - May 7, 2019,

Question #1 Budget passed with 898 Yes, 639 No.

Question #2 Resolution for roads 1014 Yes, 522 No.

ANNUAL REPORT

JULY 2018 – JUNE 2019

Registrars of Voters: Marjorie L. Roach (D)

Dorothy M. Grady, Deputy

Pamela S. Sewell (R)

Inge Pope, Deputy

| COVENTRY VOTERS | 2018-19 | 2017-18 |
|------------------------|----------------|----------------|
| New voters | 838 | 565 |
| Changes | 738 | 1,309 |
| Removals | 839 | 792 |

Total number of enrolled voters in Coventry is 8,618

(Breakdown by party as of 7-18-2019 : Democrats 2,459; Republicans 2,038; Green 14; Independent 91; Libertarian 25; Unaffiliated 3,989, Working Family 0)

Residents may registrar to vote on line at www.sots.ct.gov , in person in the Registrar of Voters office in Coventry Town Hall during posted hours or in a Town Clerk's office in any Town Hall in the state during regular office hours, at the CT Department of Motor Vehicles, or by mail. Special enrollment sessions are designated by the CT Secretary of the State throughout the year. Special sessions are also held in the spring at Coventry High School and E. O. Smith High School for our students.

Elections/other events requiring Registrars

August 14, 2018: Primaries for State candidates: Republican and Democratic

November 6, 2018 State election

Annual Town Meeting: April 27, 2019

Budget referendum: May 7, 2019 (included vote on 2019-20 budget appropriation of \$41,341,564 and a vote on an appropriation of \$4,000,000 for the planning, design, engineering, construction, reconstruction and improvement of various town roads, parking lots and bridges.)

Training

Registrars attend training at the 3 day spring and 2 day fall conferences as well as regional meeting with the Tolland County Registrars. Registrars and Moderators must attend classes to become certified. Poll workers are required to attend a two hour training prior to each election.

Marjorie Roach (D) is a Certified Registrar. Certified Moderators include Marjorie Roach (D), Mary Ann Hansen (D), M. Deborah Walsh (D), Jill Wood Reviczky (D), Kerrie Wojcik (D), Beverly Rice (U) and John Roberts (R).

Security in all aspects of our elections and records are of utmost importance and enhanced measures are being developed by the Secretary of State's office.



WHAT CONNECTICUT REGISTRARS DO: THE WORK BEHIND MANAGING CONNECTICUT'S ELECTIONS

TYPES OF ELECTIONS:



Presidential



State



Municipal



Referenda



Primaries

REGISTER ALL VOTERS



- Schedule and conduct in-person voter registration sessions, including annual high school voter registration sessions.
- Receive and process mail-in, online and agency voter registration applications.

REGISTRY LISTS & BALLOTS



- Prepare and maintain a list of active and inactive voters.
- Maintain voter lists for local party caucuses.
- Prepare a voter list for each polling place.
- Organize and conduct the annual canvass of voters to ascertain residency.
- Enroll party members and prepare and maintain party enrollment lists.
- Remove electors who have moved from the district, died or are disenfranchised from registry lists.
- Complete certification of ballot orders that are sent and put on file with the Secretary of the State (SOTS).

ABSENTEE VOTING



- Direct Town Clerks to mail absentee ballots to eligible overseas voters.
- Verify absentee ballot voters on the official voter registry list prior to an election, primary or referendum.
- Supervise absentee balloting at institutions or dwelling places with 20 or more voters.
- Appoint and train people to count absentee ballots.

VOTING TECHNOLOGY



- Ensure the proper maintenance, transportation, storage and preparation of voting machines.
- Conduct complete pre-election testing of memory cards, tabulators and all ADA voting systems prior to Election Day.

ELECTION DAY REGISTRATION



- Conduct Election Day Registration for all General Elections.

CONDUCT ELECTIONS



- Appoint Deputy Registrars and file the appointments with the Town Clerk.
- Appoint, train and supervise all poll workers.
- Declare polling place locations by voting district, including a place where absentee ballots are counted.
- Ensure polling places meet the requirements of the American Disabilities Act (ADA).
- Report results of municipal, state and federal elections to SOTS.
- Participate in recanvassing in the event of a voting discrepancy.

POST-ELECTION AUDITS



- When chosen by lottery, conduct post-election audits of voting tabulators.

CONDUCT CANVASSING



- Conduct an annual canvass of voters using the National Change of Address through the USPS.
- Use reports from the Electronic Registration Information Center (ERIC) to conduct additional canvassing of voters to ensure accuracy of voter registries.

TRAINING & RECORDS MANDATES



- Complete 8 hours of mandated annual training each year.
- Follow all state and federal records retention schedules.



PUBLIC SAFETY

*Above: Representatives from the North Coventry Volunteer Fire Department Inc. (NCVFD) donated a life-saving LUCAS device to the Town of Coventry Fire-EMS Department at a Town Council meeting in December 2018. Donating the unit, which will be located on the Town's ambulance, will ensure the device is ready for use at cardiac-related incidents. A LUCAS device is an automated compression machine that is used during CPR. This device provides uninterrupted chest compressions allowing first responders to focus on other aspects of patient care. Monies raised by NCVFD from the community were used to fund this equipment, which was purchased in March 2018. The unit retails for approximately \$16,000.
Photo by Laura Stone.*

COVENTRY POLICE DEPARTMENT 1585 MAIN STREET



Poster made by and presented to CPD by GH Robertson School students

ANNUAL REPORT Fiscal Year 2018 - 2019

We are pleased to present this annual report that describes some of the highlights and accomplishments of the Coventry Police Department during the past fiscal year. This report also provides the Department and the community an opportunity to evaluate whether we have met the goals that were set out at the beginning of the fiscal year as part of our budgeting process. Hopefully, this report will not only be informative, but also help the reader to gain an understanding of the variety of services that the Coventry Police Department provides throughout the year.

The members of the department are committed to working hard to ensure the safety and security of all who live, work and visit in the town of Coventry.

We would like to extend our sincere appreciation to the residents of town for their support of their police department this past year. Many have taken the time to send cards, notes or emails thanking our officers for the work they do, and we are truly grateful.

This fiscal year was one of great transition for the agency. Retirements, new hires, and the promotion of new supervisors has significantly transformed the agency. With the agency now fully staffed and with a new table of organization in place, we feel that there are new and exciting opportunities ahead.

As submitted in our budget document last year, our goals for fiscal year 17/18 were:

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.

This goal and the stated objectives have been successfully met.

After our last CALEA on-site assessment in April 2016, the department has transitioned to a four-year assessment cycle. The process has further changed by having a remote-based annual review of approximately 25% of the applicable CALEA standards (484 total standards).

Our second year remote-based review was conducted during the last week of July 2018 during which approximately 85 performance standards were reviewed for compliance by a CALEA Compliance Service Manager (CSM). The CSM's report was received and all standards reviewed were in compliance. Our fourth year CSM review is scheduled for February 2020 in preparation for a site-based assessment in April 2020.

After our 2020 site-based assessment, we are required to transition to the 6th edition CALEA law enforcement standards. We have begun the review and revision process of all of our agency directives to ensure a smooth transition to the 6th edition standards.

The agency continues to utilize PowerDMS for CALEA and State accreditation compliance. Agency staff has become more engaged in providing proofs of compliance.

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.

This goal and stated objectives were successfully met to the extent possible.

The agency submitted and received the annual comprehensive DUI Enforcement grant in the amount of \$11,000.00. These funds from the Department of Transportation were used to continue our DUI countermeasures program by conducting directed patrols during select hours including weekends and holidays. There were 42 DUI arrests during the fiscal year.

The Department of Transportation is no longer making funds available for seatbelt enforcement checkpoints or directed patrol. This was due in part to the percentage rate increase of seatbelt use in Connecticut. Our officers continue to enforce seatbelt laws during routine patrol and traffic enforcement.

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

Objectives:

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

The goals and the stated objectives were met. Activities in this area are on-going.

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 awards 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.

The agency has offered annual wellness checkups for all agency staff and a number of agency members have taken advantage of these. We will continue to offer these annually. While we conducted only one group activity, we have an event planned for October 2019 for officers and their spouses/significant others regarding officer wellness and mindfulness.

We continue to provide both in-house and outside training to our staff in Crisis Intervention and officer wellness.

OPERATIONS

Goal: *Provide adequate patrol staffing to effectively cover shifts, conduct selective enforcement activities.*

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.

The goals and the stated objectives were met.

The department hired Officer Robert Michaud and Officer Glen Bona on June 28, 2018 and they began the police Academy on July 6, 2019. Both officers graduated on December 21 and complete their field training in mid-April.

The department hired Officer Richard Grimaldi on January 3, 2019. Officer Grimaldi was a seasoned officer, having been with the Manchester Police Department for 20 years.

As of January 2019, the department was fully staffed.

Detective Jeffrey Spadjinske and Officer Russ Iger were promoted to the rank of sergeant on January 3, 2019. A new table of organization was implemented which includes a position for an administrative sergeant.

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 agency met the stated goals but fell short on one of the objectives.

The agency held one sobriety checkpoint with the participation of Metro Traffic Services during the year.

There was a 26% increase in DUI arrests over last fiscal year.

There was a 24% increase in traffic citations for speeding over last fiscal year.

SUPPORT

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

Objectives:

- Purchase and install cameras, servers and software by August 2018

The agency met this goal.

After evaluating several in-car camera options, the agency purchased the ProVision system. This system features a forward-facing camera as well as a camera that records the rear seat of the vehicle where detainees are transported. In addition, video from the system is automatically wirelessly downloaded when a vehicle pulls into the police parking lot. Recorded video is managed through a software system.

Prior to purchasing the camera system, we learned that the State of Connecticut revised the body camera reimbursement grant to include in-car cameras. In addition to the camera, we purchased a new server and redundant storage devices to store and manage the recorded video. The camera purchase, installation, servers and storage units costing \$36,038 was reimbursed by the State of Connecticut.

OTHER ITEMS OF INTEREST

Agency Awards:

July 2018 - Dispatcher Michael Cote was issued a Meritorious Commendation certificate for his exemplary dispatching skills during an incident in which a man was shooting into an occupied house after a domestic disturbance.

October 2018 - Officer Wayne Greener was issued a Distinguished Service Award for tracking down a suicidal suspect who was in an unknown location, determining his location and providing information to responding officers that enabled them to get to the subject without harm to anyone involved.

January 2018 - Officer Thomas Kuhns was issued a Meritorious Commendation Certificate for his diligent enforcement of traffic laws and aggressive enforcement of DUI laws throughout the year.

April 2019 - Officer Robert Dexter and Officer Olivia Beausoleil were each issued a department Medal of Merit for lifesaving. Officer were able to locate a distraught individual who was attempting to commit harm to himself. The subject had jumped into the Willimantic River and both officer were able to rescue the individual by entering the river and grabbing him out of the strong current.

Personnel changes

Sergeant Michael McDonagh retired on July 31, 2018 after nearly 29 years of service.



Sergeant Thomas Kuhns being sworn in to his new position

Sergeant Thomas Kuhns was promoted to his new position on August 27, 2018.

Sergeant Jeffrey Spadjinske and Sergeant Russ Iger were promoted to their new positions on January 3, 2019.

Officer Glen Bona and Officer Robert Michaud completed their academy training on December 21, 2018.

Officer Richard Grimaldi was hired as a lateral entry to fill an open patrol officer position. As of January 2019, the department was fully staffed.

Sergeant Ted Opdebrouw was appointed to a new position as Administrative Sergeant in March. Sergeant

Opdenbrouw's responsibilities include being a security liaison with the Coventry School District.

After a rigorous selection process, Officer Wayne Greener became a member of the regional emergency response unit. The Capitol Region Emergency Response Team (CREST) is comprised of nine towns in the region and responds to hostage situations, barricaded subjects, high-risk warrant execution and other critical incidents. Officer Greener is the first member of the agency to be appointed to this unit.

Other items of Interest

July 19, 2018 - Coventry officers participated in Law Enforcement Day at Channel 3 Kid's Camp which is sponsored each year by the Connecticut Police Chiefs Association. Officers from around the state bring vehicles, equipment and staff to interact with the campers and show them various equipment used by law enforcement. Police chiefs and officers then serve lunch to the campers. Campers were sponsored through donations from police departments around the state.



Officer Olaph Anderson greets a camper at the Channel 3 Kid's Camp.

October 2, 2018 – The department sponsored its first annual ‘Coffee with a Cop at Dunkin Donuts on Main St. This is a nation-wide event where citizens are invited to come meet their local officers in a relaxed atmosphere. The event was a great success and will continue on as an annual event on the first Wednesday of each October.



Detective Michelle Krukoff chats with some residents at Dunkin Donuts during Coffee with a Cop.

November 20, 2018 – The Police Department along with the Fire Department and EMS service held a Stuff-a-Cruiser event to collect toys which were donated to the Coventry Human Services Department to be distributed to families of local children in need.

December 7, 2018 – A robbery occurred at the Key Bank on Main St. the suspect was identified and subsequently apprehended on January 11, 2019 after numerous tips were received on the department’s Facebook page after a surveillance photo of the suspect was posted.

December 31, 2018 – A single-vehicle crash fatal crash occurred on Daly Rd.

June 2019 – The department had two officers trained and certified by Safe Kids in car seat installations. Installations are done by appointment which can be made by phone of through the agency’s website.

Pursuits

There were four pursuits during the fiscal year.

On November 1, 2018 at 12:50 am, a sergeant observed a vehicle driving erratically on South St. near Seagraves Rd. The operator was driving the vehicle at over 30 MPH over the speed limit and failed to maintain the vehicle in the proper lane. The sergeant stopped the vehicle on Skinner Hill Rd and after a brief encounter, the sergeant developed reasonable suspicion that the operator was intoxicated and asked for the operator to step out of the vehicle for field sobriety testing. The operator then fled from the scene in the vehicle. After a pursuit lasting approximately 4.7 miles, the operator pulled over the vehicle and surrendered to officers. The operator was charged with DUI and various other offenses.

On January 1, 2019 at 4:04 am, an officer (with a sergeant in the vehicle as a field training officer) observed a suspicious vehicle that was pulled off to the side of Daly Rd. which had been the target of recent car burglaries. The front plate of the vehicle was missing, and the vehicle was completely blacked out with no lights. The officer passed the vehicle, and then came back behind it and put on its emergency lights. The vehicle began to drive away, disobeying the signals from the police vehicle. Due to the good road conditions and no

vehicle being on the road, the officers pursued the vehicle at reasonable speeds but it refused to stop. The pursuit was terminated once the vehicle got onto Route 6 and the state police in that jurisdiction was notified.

On January 25 at 11:37 pm, an officer attempted to stop a vehicle near the Citgo station on Main St for having an expired registration. The officer activated the police vehicle's overhead lights as the vehicle turned onto Lake St. and then onto Woodland Rd. The vehicle not having stopped, the officer activated his siren, although both vehicles stayed at normal speeds. The officer followed the vehicle until it pulled into a driveway on Leslie Lane. The operator was charged with various motor vehicle violations including operating under suspension, operating an unregistered vehicle, and failure to stop for an emergency vehicle.

On March 30, 2019 at approximately 1:51 pm, Dispatch received information from the CT State Police that they were actively pursuing a vehicle on Route 44 in Mansfield heading toward Coventry. The vehicle had been involved in multiple hit-and-run crashes on I-84 and had rear end damage. An officer reported seeing the vehicle on Route 44 near Silver St. operating at a high rate of speed. The officer then observed the vehicle traveling with normal traffic and the officer attempted to stop the vehicle using emergency lights and siren, but the vehicle fled at a high rate of speed. The vehicle continued westbound operating erratically and turned down Cedar Swamp Rd. The pursuit was terminated by the senior officer on duty due to the high speeds and dangerous driving by the offender. It was later learned that the operator was apprehended by the State Police.

Use of Force

There were twelve instances during the fiscal year in which officers had to use some type of force. They are synopsisized below.

On August 10, 2018 at 1722 hours, officers were summoned to the area of Main St. and Monument Hill Rd. on a report that a female was trying to 'throw herself in front of cars'. Officers arrived and found a female, who they recognized as having dealt with numerous times in the past. The female ran away and told one of the officers that he should shoot her and that she wanted to kill herself. Officer Iger followed the female and found her sitting on a grassy area. She told the officer that she wanted to kill herself and tried to get up to run away. The officer used his hands placed on the subject's shoulders to keep her from running away while an ambulance was summoned for transport. The ambulance arrived, but she refused to get inside. Another officer arrived to assist and both officers had to forcibly escort the subject by her arms into the ambulance and transported her to Hartford Hospital for treatment. No injuries from the encounter, no arrest. Incident was reviewed and found to be in compliance with policy.

On September 1, 2018, an officer on routine patrol observed a female walking on Main St. The woman was staggering as she was walking and appeared intoxicated, so the officer stopped to see if she could be of assistance. Two other officers also arrived to assist. The woman told the officers that she was upset and that she felt suicidal. The officers decided to summon an ambulance so she could be transported to the hospital for evaluation and treatment. When the ambulance arrive, she refused to get in and began to struggle. The

officers had to use physical force in getting her onto the stretcher. The subject kicked one officer in the face and shin during the struggle. She was eventually placed in the ambulance and transported to Windham Hospital for treatment. No injuries to subject, no arrest. Incident reviewed and found to be in compliance with policy.

On September 17, 2018 at 1755, officers were summoned to a home by the grandmother of a child that lives with her. She indicated that the 10-year-old was out of control, throwing rocks and generally being out of control. This is an on-going issue with this child. The grandmother who has custody, requested that he be transported to the hospital for evaluation and treatment. Officers responded and as the officers attempted to speak with the child, he threw a basket of clothes at the officer and then crawled under a bed to hide from the officers. The officer tried to speak with the child to get him to come out. Another officer arrived and both officers picked up the bed and grabbed the child by the arms. The child physically struggled but was held down by an officer until he was restrained on a stretcher and taken to Rockville Hospital. No injuries, no arrest. Incident was reviewed and found to be in compliance with policy.

On September 21, 2018, an officer on patrol pulled over a vehicle for suspicion of DUI based upon observations of the vehicle movements. The operator was requested to do field sobriety tests. The operator was uncooperative and became combative with the officer who had decided to arrest her for DUI. As the officer began to handcuff the person, she tried to pull away. Another officer arrived at that time and both officers took the person to the ground to gain control. They were able to place handcuffs on the person as she continued to struggle. Another officer arrived and helped the other officers get her under control. One officer suffered a bruise on her shoulder. The subject was arrested for DUI. Incident was reviewed and found to be in compliance with policy.

On October 8, 2018 at 1555 hours, Officers responded to the intersection of South and South River Rd. on a report of a man running naked in the road. An officer located the subject and he tried to use voice commands to get the man to stop. The person came at the officers in an aggressive manner. An officer used his Taser as a warning arc, but the subject ran by him. A brief foot pursuit followed, but the officers were unable to catch him. An officer then got into his vehicle and followed the person to South St. to Wrights Mill Rd. The officer saw a grassy area where he then got out of the vehicle and tackled the individual. Other officers arrived to assist. It was determined that the subject was experiencing mental disorders and was not taking his medications. The subject was transported by ambulance to Rockville Hospital. No injuries. No arrest. Incident reviewed found to be in compliance with policy.

On November 1, 2018, Officers responded to a report of a woman screaming. The officers located a woman who has mental health issues and with whom officers had dealt with on numerous occasions. Based upon statements from the woman who stated she wanted to harm herself, officers decided to have the woman transported to the hospital for evaluation. The female refused to walk to the ambulance and officers had to use force by using pressure points and holding her to the ground until she could be restrained to be taken into the ambulance. The person kicked and spit at the officer. No arrest. One officer received an abrasion on his leg. The incident was reviewed and found to be in compliance with policy.

On November 23, 2018, Officers were dispatched to a group home in regards to a client out of control and throwing furniture around the home. When the officers arrived, the subject tried to jump out of a window. A staff member stopped him from doing so and an officer went to help the staff member. The subject pushed the officer down and took a swing at another officer. The subject ran down the stairs and the officers believed he was going after a staff member to physically assault him. One officer tried to grab him but he was able to shake her off. As he continued to be aggressive, the other officer used her Taser and deployed the darts into his arm. The subject went to the ground and was not verbally responsive but was breathing and had a pulse. EMS was summoned. The subject was transported to Manchester Hospital for treatment. He was charged with Disorderly Conduct and released on a non-surety bond. The only injury to the subject was from the Taser darts, both of which were in his arm.

On November 23, 2018 at 1931 hours, Officers were called to a report of a car crash at the rotary on South St. Upon arrival officer found a truck off the road with obvious damage. The vehicle was unoccupied. Through investigation, the officers determined that the operator was at an address on Daly Rd. They went there and were invited in by the homeowner and shown down to the basement where the subject was lying on a couch. Officers aroused the subject and advised them of their investigation. The subject was highly intoxicated. As the officers interviewed him, he became combative and began pushing the officers. Officers placed the subject under arrest and had to use force to place the handcuffs on him. The subject was non-compliant and became limp which forced the officers to carry him up the basement stairs. The subject was charged with Assault on a Police Officer, Interfering with and an Investigation, Disorderly Conduct, Threatening in the 2nd degree, Evading Responsibility and Operating under Suspension. An officer injured his back while carrying the subject up the stairs.

On December 3, 2018 Officers were summoned to a residence by the grandmother of a child of whom she has custody. Upon arrival, the grandmother explained that the child was out of control and acting out because he was being screened for placement into another home. When the officers got there, the grandfather was sitting on the child to restrain him. The officers had the grandfather get up and the officers held the child down until the arrival of the ambulance. Upon arrival of the ambulance, EMS personnel used restrains on the child to keep him in the stretcher. He was transported to Windham hospital for evaluation and treatment. No injuries, no arrest. Incident was reviewed by and found to be in compliance with policy.

On January 18, 2019 at 1835, TN Dispatch received a 911 hang-up call. Upon call-back, the person who answered stated that her juvenile grandson was out of control and she needed help. Officers who were familiar with the residence and the issues with the child responded. Upon arrival, the officers were told that the child was out of control and acting violently. The child, who was upstairs was throwing items at the officers. As the officers were trying to assess with the grandparents other ways to handle the situation, they found that the child had barricaded himself into a room and was trying to lock the door. An officer was able to grab control of the door handle before the child could lock it. The officer opened the door and pulled the child from the room and escorted him downstairs. The child was held in a chair until the ambulance responded and transported the child to

Windham Hospital for treatment. No injuries, no arrest. Incident reviewed and found to be within policy.

On April 15, 2019 officers were dispatched to a residence on a report of a male and female arguing. The caller indicated that his tenant was outside and arguing loudly with his girlfriend. The responding officers were aware that there was a full no contact protective order on the subject. Upon arrival, the officers walked toward the home and heard a male and female arguing. They then heard the female call out to the officers that the male fled into the backyard of the residence as he had seen the officers. It was established through interviewing the female that the male was the one who was subject to a protective order. The female had visible injuries caused by the male suspect. The officers attempted to locate the suspect by checking the area on foot, and then by using the Noptic thermal cameras, but were unable to do so. A canine team from UCONN was requested to assist in the search. After several minutes, the canine walked toward a bush and indicated that the subject was there. Officer gave verbal commands for the suspect to surrender, but there was no response. A warning was issued that the canine would be released but again, there was no response. The canine was instructed to apprehend the suspect and then went into the bush and bit the suspect on his shoulder. Officers then apprehended the suspect. He was taken to Windham Hospital for treatment of the canine bite. The subject was charged with Violation of a Protective Order, Assault 3rd degree, Disorderly Conducted, Breach of Peace and Interfering with an officer/Resisting Arrest. While no Coventry officer used force against this subject, this is being reported as an incident for the purposes of this report. A review of this incident determined use of force found to be in compliance with policy.

On May 13, 2019 at 4:00 pm. officers were dispatched to a report of a group home client (juvenile) upset and throwing things around the house. As officers were responding, additional information was received that the client broke the sunroof on a staff member's vehicle. As the first officer arrived, a staff member came running out of the house saying that the client was out of control. The officer entered the house and saw the client run out. The officer yelled to the client, whom the officer knew, but the client did not respond. The officer continued to try to verbally engage the client but the client pushed the officer. The officer grabbed the client's arm and another officer came to assist. The client continued to struggle and the officers brought the client to the ground. The client was charged with a variety of charges and referred to juvenile court. She was transported by ambulance to Windham Hospital after being restrained. One officer received a knee injury.

Personnel Complaints

It is the policy of the Coventry Police Department to investigate all complaints of alleged employee misconduct and to equitably determine whether the allegations are valid or invalid and to take appropriate action. All allegations of departmental or officer misconduct shall be properly investigated whether such complaints are received verbally, in writing, through a third party or anonymously.

The Coventry Police Department employs a structured disciplinary system to be followed in cases of alleged or suspected violations of department rules, orders, Town of Coventry personnel rules or any applicable state or federal statutes by members of the department.

This procedure is meant to assure prompt and thorough investigation of complaints to clear the innocent, establish guilt of wrong doers and facilitate fair, suitable and consistent disciplinary action. The personnel complaint procedure is explained on the department website. Personnel complaint forms are available on the town website, the police department website, at police headquarters or at town hall.

The department has a robust and transparent personnel complaint process. Complaint forms are located at the lobby of the police department and at town hall. Complaint forms are also available on the town and agency’s website in addition to the forms.

There was one personnel complaint during the fiscal year which was generated from an external citizen complaint.

Complaints and Internal Affairs Investigations

| | |
|--------------------|----------|
| External | |
| Citizen Complaint | 1 |
| Sustained | 0 |
| Not Sustained | 1 |
| Unfounded | 0 |
| Exonerated | 0 |
| Internal | |
| Directed complaint | 0 |
| Sustained | 0 |
| Not Sustained | 0 |
| Unfounded | 0 |
| Exonerated | 0 |
| Total | 1 |

Grievances

There was one grievance filed during the fiscal year. This grievance was in regards to holiday for a swapped work day. The grievance was resolved by the Town Manager at step two in the grievance process.



A listing of calls for service for the fiscal year is attached. There was a 9.4% increase in calls for service and self-initiated activity over the previous year. The report attached shows the crime trends and statistics for the previous ten year period.

The Year in Photos



Officer Kelsey Carpenter visits with GHR students during their lunch break



Chief Palmer with Officer Glen Bona (l) and Officer Robert Michaud (r) upon graduation from the police academy



Sergeant Russell Iger (l) and Sergeant Jeffrey Spadjinske (r) having their badges pinned on by their wives during the promotional ceremony on January 3, 2019



Officer Richard Grimaldi having his badge pinned on during his swearing-in ceremony



Officer Olivia Beausoleil and Officer Robert Dexter were awarded the Medal of Merit for Lifesaving



Sergeant Russ Iger and Sergeant Ted Opendbrow receiving the Serve Well - Be Well award recognition from representatives of the CT Police Chiefs Association



Detective Michelle Krukoff conducting a tour of the police station for Brownie Troop 65445



Lieutenant Governor Susan Bysiewicz and Chief Palmer attended the Work Zone Safety conference in April and congratulated GHR 4th grade student Chloe Shearer on her winning traffic safety poster.



Officer Wayne Greener was selected as a member of the Capitol Region Emergency Services Team tactical unit.



Members of the department recognized by the Town Council for over 15 years of service (l to r) Officer Kevin Vail, CSO John Chipman, Dispatcher Ann Bousquet, Sergeant Michael Hicks, Sergeant Jeffrey Spadjinske, Sergeant Ted Opendbrouw



Sergeant Michael Hicks (l) and Sergeant Thomas Kuhns (r) were recognized by Mothers Against Drunk Driving (MADD) for their efforts in enforcing DUI laws.



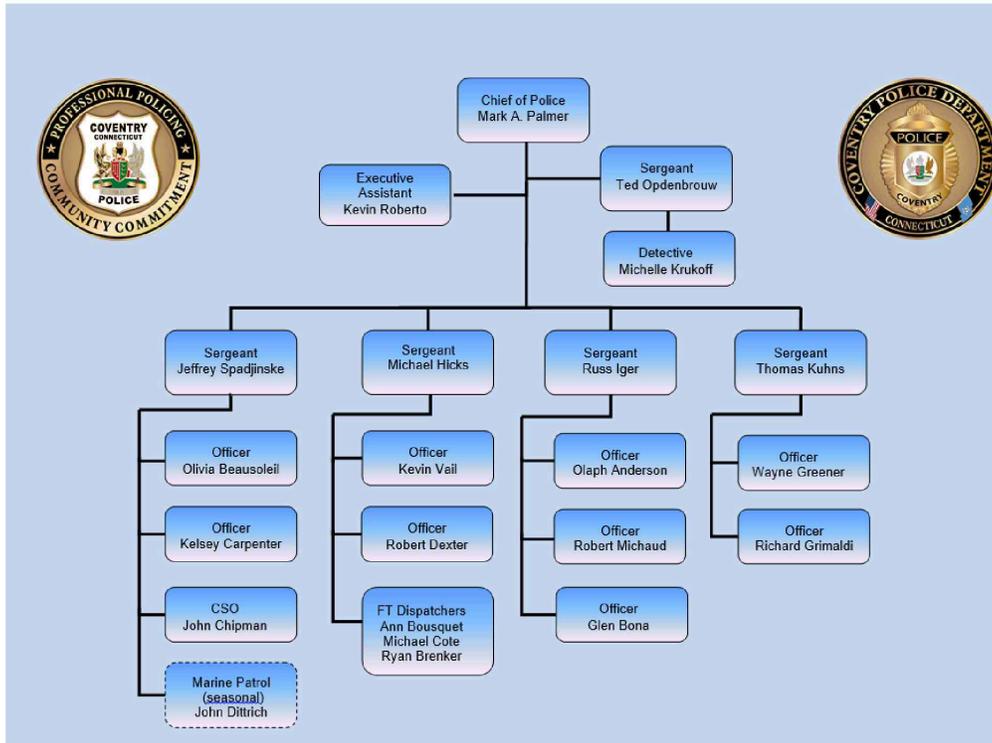
Officer Kelsey Carpenter reading to children at Hale Early Education Center.



One of the many in-service training classes during the year

A comparison of crime statistic for a five-year period (calendar years) is attached as well as an overview of the number and type of calls for service for the fiscal year.

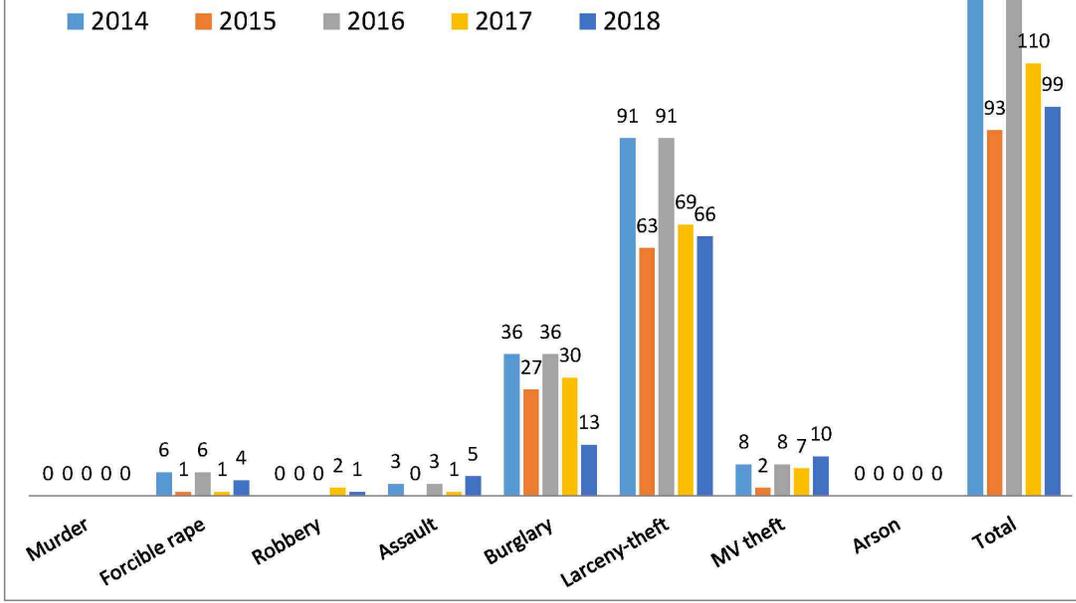
Table of Organization



This table of organization reflects changes after sergeants promotions and the approval of the Administrative Sergeant position.

Crime Reports 2014-2018

Data source: <https://dspdata.ct.gov/dps/ucr.aspx>





**Coventry Police Department
Incident Analysis**

7/1/2018...6/30/2019

| Shift | | Total |
|-------|------|-------------|
| 1st | 2nd | 3rd |
| 1643 | 3513 | 2775 |
| | | 7950 |

| UCR | Nature | 1st | 2nd | 3rd | Total |
|------|----------------------------------|-----|-----|-----|-------|
| | | 0 | 1 | 0 | 0 |
| 001 | Marine Patrol Activity | 0 | 31 | 26 | 57 |
| 002 | Beach Association Check | 0 | 2 | 0 | 2 |
| 029 | Disabled Motor Vehicle | 36 | 55 | 63 | 154 |
| 11A | Sex Forcible Rape | 1 | 2 | 1 | 4 |
| 11D | Sex Forcible Fondling | 1 | 4 | 2 | 7 |
| 120 | Robbery | 0 | 0 | 1 | 1 |
| 13A | Assault Aggravated | 1 | 1 | 1 | 3 |
| 13B | Assault Simple | 3 | 13 | 8 | 24 |
| 13C | Intimidation | 6 | 9 | 11 | 26 |
| 151 | Suicide | 1 | 2 | 1 | 4 |
| 152 | Suicide Threat/Attempt | 6 | 8 | 11 | 25 |
| 220 | Burglary | 3 | 7 | 3 | 13 |
| 23C | Larceny Shoplifting | 1 | 2 | 0 | 3 |
| 23D | Larceny Theft From Building | 0 | 24 | 5 | 29 |
| 23F | Larceny Theft From MV | 5 | 15 | 7 | 27 |
| 23G | Larceny Theft of MV Parts | 0 | 2 | 0 | 2 |
| 23H | Larceny All Other | 2 | 12 | 2 | 16 |
| 240 | MV Theft | 4 | 7 | 1 | 12 |
| 250 | Counter/Forgery | 0 | 3 | 1 | 4 |
| 2604 | Fireworks/Gunshots | 7 | 10 | 26 | 43 |
| 2608 | Abandoned MV | 1 | 8 | 2 | 11 |
| 2609 | Littering | 1 | 8 | 3 | 12 |
| 2619 | Building Check | 1 | 8 | 2 | 11 |
| 2625 | Notification | 0 | 2 | 1 | 3 |
| 2631 | Public Hazard | 44 | 113 | 65 | 222 |
| 26A | Fraud False Pretenses | 0 | 10 | 7 | 17 |
| 26B | Fraud Credit Card/ATM | 0 | 14 | 3 | 17 |
| 26C | Fraud Impersonation | 2 | 4 | 2 | 8 |
| 26E | Fraud Wire | 0 | 9 | 4 | 13 |
| 26F | Identity Theft | 0 | 3 | 2 | 5 |
| 290 | Vandalism | 3 | 18 | 5 | 26 |
| 2914 | Animal Complaint | 32 | 176 | 96 | 304 |
| 3009 | Susp Person/Activity/MV | 241 | 196 | 356 | 793 |
| 326 | Illegal Parking | 1 | 6 | 4 | 11 |
| 332 | Harassment/Harassing Phone Calls | 3 | 24 | 27 | 54 |
| 334 | Untimely Death | 1 | 3 | 0 | 4 |
| 343 | MV Accident (Injuries) | 12 | 15 | 12 | 39 |
| 344 | MV Accident Evading | 8 | 17 | 13 | 38 |
| 345 | MV Accident Fatal | 0 | 0 | 1 | 1 |
| 346 | MV Accident (No Injuries) | 28 | 77 | 49 | 154 |
| 347 | MV Accident (Private Property) | 3 | 7 | 5 | 15 |



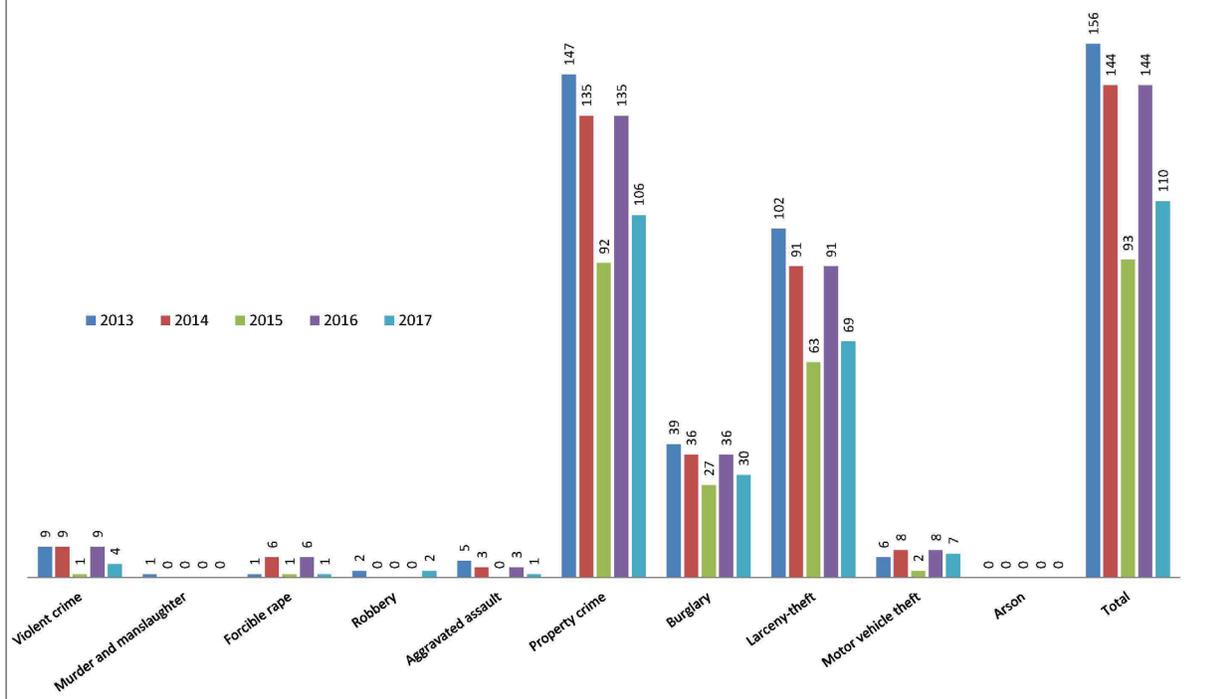
**Coventry Police Department
Incident Analysis**

7/1/2018...6/30/2019

| | | | | | |
|------|-----------------------------|-----|-----|-----|------|
| 351 | Alarm | 82 | 155 | 94 | 331 |
| 353 | Medical | 137 | 314 | 165 | 616 |
| 355 | MV Stop | 462 | 645 | 767 | 1888 |
| 35A | Drug/Narcotic Violation | 6 | 29 | 13 | 48 |
| 35B | Drug Equipment Violation | 0 | 1 | 0 | 1 |
| 36B | Sexual Assault (Statutory) | 0 | 0 | 1 | 1 |
| 370 | Pornography | 0 | 3 | 0 | 3 |
| 375 | Routine Assistance | 37 | 154 | 132 | 324 |
| 377 | Open Door/Window | 4 | 6 | 5 | 15 |
| 388 | Miscellaneous | 34 | 77 | 37 | 151 |
| 390 | Police Information | 11 | 38 | 22 | 71 |
| 396 | Escort | 10 | 17 | 4 | 31 |
| 398 | Missing Person | 2 | 2 | 4 | 8 |
| 399 | Lost And Found | 4 | 49 | 20 | 73 |
| 400 | Family Matter - Non Arrest | 3 | 30 | 44 | 77 |
| 401 | Repossessed Vehicle | 10 | 7 | 6 | 23 |
| 4811 | Finger Printing | 10 | 311 | 0 | 321 |
| 4858 | Fire | 17 | 61 | 17 | 95 |
| 4867 | Background Investigation | 0 | 3 | 0 | 3 |
| 4873 | Assist Other Agency | 40 | 57 | 90 | 187 |
| 4874 | Test ticket | 3 | 8 | 7 | 18 |
| 520 | Weapon Law Violations | 0 | 3 | 0 | 3 |
| 810 | Bomb Threat | 0 | 1 | 0 | 1 |
| 82 | Runaway/Non NIBRS | 3 | 3 | 3 | 9 |
| 861 | Disturbance (Non-Domestic) | 7 | 24 | 41 | 72 |
| 863 | Town Ordinance Violation | 74 | 6 | 1 | 81 |
| 866 | Noise Complaint | 7 | 4 | 30 | 41 |
| 889 | Check Welfare | 17 | 71 | 69 | 157 |
| 890 | MV Erratic Operation | 12 | 76 | 63 | 151 |
| 891 | MV Lock Out | 3 | 29 | 14 | 46 |
| 90C | Disorderly Conduct | 0 | 1 | 1 | 2 |
| 90D | DWI | 15 | 6 | 21 | 42 |
| 90F | Family Offenses, Nonviolent | 0 | 1 | 0 | 1 |
| 90G | Liquor Law Violation | 1 | 0 | 0 | 1 |
| 90J | Trespass of Real Property | 0 | 1 | 0 | 1 |
| 90Z | All Other Offenses | 11 | 15 | 15 | 41 |
| 911 | 911 Hang Up Call | 1 | 11 | 10 | 22 |
| H109 | Junk MV | 0 | 1 | 0 | 1 |
| Sup | Supplemental | 162 | 365 | 250 | 779 |

Crime Reports 2013-201

Data source: <https://dspdata.ct.gov/dps/ucr.aspx>



COVENTRY FIRE-EMS

ANNUAL REPORT

2018 – 2019



Annual Review

The Coventry Fire-EMS Department provides for emergency response, public education, and participation at community events by trained personnel who protect the residents and visitors of Coventry. This group of dedicated volunteers spend numerous hours training and responding to your calls for help. We have firefighters, EMT's, educators, instructors, leaders, and managers that give of their time and pour their energy into serving the community.

The Fire Departments respond to approximately 25% of the total calls for service utilizing fire apparatus such as Engine Tankers, Rescue Trucks, Forestry Units, a Ladder truck and other specialized vehicles. The EMS Division operates 2 ambulances and 2 service vehicles to manage emergency medical calls. The EMS Division responds to approximately 75% of the total calls for service.

Our firefighters and medical personnel are required to take mandatory training each year. The knowledge and skill set needed by our volunteers is very specialized and emphasizes their personal safety. Other examples of annual activities include, testing of hose, ladders, pumps and evaluation of tools and equipment. Annual events that we participate in include: Christmas in the Village, Patriot Race; Pub Ed presentations, Coventry Fest and many other community events as requested.

We do this while balancing the budgetary parameters provided and being creative in accomplishing our goals. We seek to obtain grant funding and we are always reviewing areas of purchasing, policies and training to streamline the processes in order to be responsible to the taxpayers while keeping the safety of our personnel as a top priority.

Annual Highlights

In July, the Town Council approved the development of an EMS Division for Department 18. This allows the town to have an organizational structure and policies in place to manage the EMS responses with greater efficiency and accountability.

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



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



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

Ambulance on September 4th. Since that time, the ambulance has been inspected by the State Department of Health and registered with the Motor Vehicle Department.

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

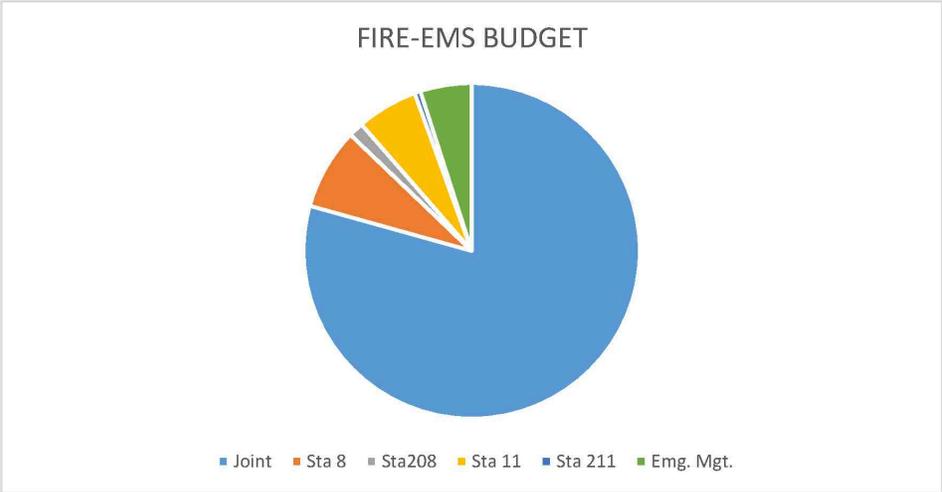
In February we changed the electronic scheduling system used to sign up for shifts to provide personnel coverage for the Ambulance. We tried one electronic scheduling software from November 2018 until February 2019, but determined another scheduling software may better suit our needs. This is still being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

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

In June 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. Thank you to outgoing Chiefs Ray Eldridge and Geoff Forth for their service.

Annual Budget Summary

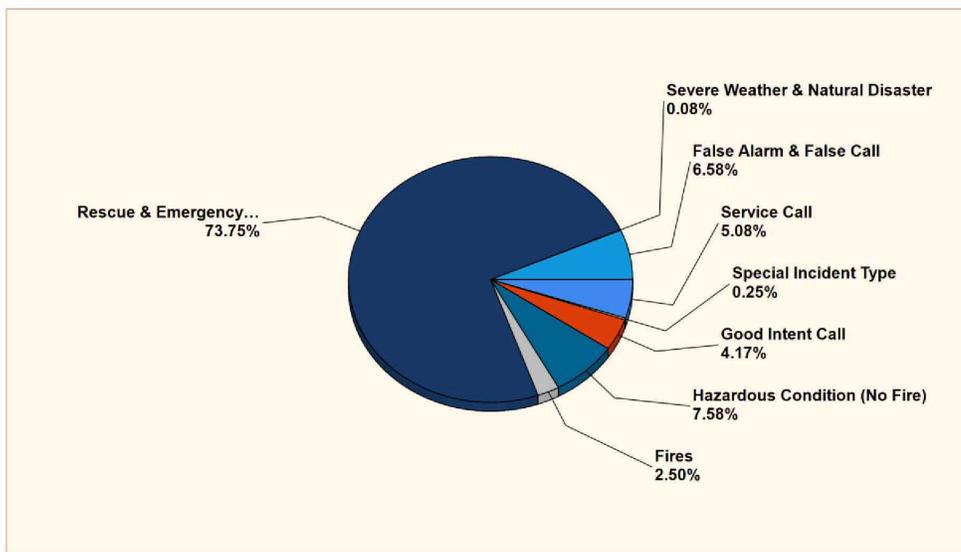
The current FY dollar figures are represented below. These figures do not include the Office of the Fire Marshal. The budget dollars allocated is \$502,455. The joint budget, which represents the bulk of the dollars spent, is a combined account which has allowed the Town to streamline and consolidate purchasing increasing efficiency and saving taxpayer dollars.



| | |
|--------------|------------------|
| Joint Budget | \$384,080 |
| Sta #8 | \$38,060 |
| Sta #208 | \$13,850 |
| Sta #11 | \$30,150 |
| Sta #211 | \$6,720 |
| Emg Mgt | <u>\$29,595</u> |
| Total | \$502,455 |

Annual Incident Summary

2018-2019



MAJOR INCIDENT TYPE

| | | |
|-----------------------|-----|--------|
| Fires | 30 | 2.50% |
| Rescue & EMS | 885 | 73.75% |
| Hazardous Condition | 91 | 7.58% |
| Service Call | 61 | 5.08% |
| Good Intent Call | 50 | 4.17% |
| False Alarms | 79 | 7.58% |
| Severe Weather | 1 | 0.08% |
| Special Incident Type | 3 | 0.25% |

TOTAL **1200**

Start Date: 07/01/2018 | End Date: 06/30/2019

Doc Id: 553

Annual Personnel Summary

2018-2019

The Fire Departments in Coventry responded to 1200 fire and emergency medical calls from July 1, 2018 to June 30, 2019. The volunteers that make up the workforce are invaluable to the town. They provide personnel for emergency response. They attend training on a weekly basis to stay on top of the many requirements necessary to be a certified firefighter. No other volunteer organization requires as much training, certification and recertification as the Fire-EMS field. These volunteers are members of their respective departments, regional teams, county organizations and give countless hours to serve our community.



Each department has an organizational structure to account for the equipment, supplies, training and response policies. Our ultimate goal is to keep our members as safe as possible and provide them with the tools to do the job.

We currently have an active combined roster of approximately 75 men and women serving the volunteer fire – ems department. These dedicated men and women deserve our gratitude for their service.

Annual Equipment Summary

2018-2019

The apparatus and equipment that make up our fleet in Coventry is diverse. The newest apparatus is a 2019 Chevrolet Tahoe Emergency Medical Vehicle.

Our other apparatus consists of a ladder truck, tanker truck, 2 rescue trucks as well as 3 Engine Tankers and a specialized Engine. We also have two forestry units and a 6x6 ATV. All



vehicles carry specialized equipment based on its intended purpose for response. We have 2 marine units for immediate deployment as well as their involvement with the County Dive Team.

Summary

We have a great team of people that enjoy serving our community. Should this interest you, please contact the Fire Administrator for the next steps needed to join this great team.

Respectfully submitted,

James McLoughlin,
Fire-EMS Administrator
jmcloughlin@coventryct.org



PUBLIC WORKS

Above Right: Replacing the membrane as part of deck repairs to the Flanders Road Bridge. The project was completed in late fall of 2018. Photo by John Elsesser.

-

PUBLIC WORKS
DEPARTMENT

ANNUAL
REPORT

FISCAL
YEAR
18 / 19

about us ...

| <u>Job Title</u> | <u>Employee Name</u> | <u>Years of Service</u> |
|---|--------------------------|-------------------------|
| Director | Mark Kiefer..... | 4 |
| Supt. of Operations | Mark Owens..... | 1 |
| Administrative Secretary | Donna Wrubel..... | 26 |
| Lead Mechanic..... | Daniel Caron..... | 36 |
| Mechanic I | Robert Maxwell | 15 |
| Mechanic I | Jeremy Rooke..... | 5 |
| Equip Op/Crew Leader | Clifton Labrec | 33 |
| Facility Crew Leader..... | Monica Bragdon..... | 30 |
| Equip Op/Crew Leader | Charles Harakaly..... | 20 |
| Facility Maintainer I | Michael Mangiafico | 20 |
| Public Works Maintainer I..... | Troy Stout | 4 |
| Public Works Maintainer I..... | Colin Dunnack | 4 |
| Public Works Maintainer I..... | Eric Hurlburt | 1 |
| Public Works Maintainer I..... | Kevin Vincens..... | <1 |
| Public Works Maintainer I..... | David Mortimer | <1 |
| Sanitation Maintainer | Charles Grossmann | 4 |
| Truck Driver..... | Richard Watts..... | 30 |
| Truck Driver..... | John Hoffman..... | 18 |
| Truck Driver..... | Erik Johansen | 16 |
| Truck Driver..... | Lee Davey | 15 |
| Cemetery Maintainer | Lance Kozikowski | 3 |
| Town Engineer | Todd Penney | 11 |
| WPCA Technician | Michael Ruef..... | 10 |
| (Office at Town Hall, 1712 Main Street) | | |

The Department of Public Works completed three large projects in fiscal Year 18/19. The Richmond Road intersection realignment, the Jones Crossing reclaim and paving to prepare for the final culvert replacement and expansion of the M.R. Baseball Parking Lot.

The Town Crew performed drainage improvements and CB repairs to prepare roads for Chip Seal and shimming. Approximately 13 miles of roadway received major road reconstruction and 15 miles of Town roads were crack sealed.

The remainder of the year was spend on maintenance: Sweeping, CB cleaning, Culvert Cleaning, Mowing, Athletic Field Maintenance and Resident Requests.

Richmond Road Intersection Realignment:



Jones Crossing Reclaim and Paving:



**COVRRRA ANNUAL REPORT FY 18/19
TRANSFER STATION: MATERIALS RECEIVED**

| | 1st Q JULY- SEPT | 2nd Q OCT- DEC | 3rd Q JAN- MARCH | 4th Q APRIL- JUNE | ANNUAL TOTALS |
|----------------------|--|--|--|---|--------------------------|
| Receipts | \$10278 | \$6913 | \$3715 | \$12285 | \$33191 |
| Ewaste - each | 808 | 541 | 528 | 547 | 2424 |
| Propane tanks - each | 64 | 41 | 26 | 58 | 189 |
| Bulky CD/Brush - ton | 78 | 54 | 30 | 102 | 263 |
| Scrap Metal - ton | 10 | 18 | 8 | 18 | 54 |
| Tires – each | 102 | 57 | 20 | 81 | 260 |
| Leaves - ton | 1 | 23 | 1 | 14 | 39 |
| Refrigerant – unit | 136 | 82 | 40 | 89 | 347 |
| Mattress / Boxspring | n/a | n/a | n/a | 11 | 11 |
| Users | 1307 | 957 | 671 | 1320 | 4255 |

TRANSFER STATION: MATERIALS TRANSFERRED

| | 1st Q JULY- SEPT | 2nd Q OCT- DEC | 3rd Q JAN- MARCH | 4th Q APRIL- JUNE | ANNUAL TOTALS |
|--------------------------------|--|--|--|---|--------------------------|
| Willi Waste – Bulk (cd) ton | 82 | 65 | 28 | 95 | 270 |
| Willi Waste – Bulk (brush) ton | 22 | 12 | 5 | 14 | 53 |
| Willi Waste – Scrap metal ton | 19 | 9 | 5 | 23 | 56 |
| Take2– Refrigerant – unit | 145 | 0 | 91 | 70 | 306 |
| Take2– Ewaste (CED) lb | 15187 | 10158 | 10450 | 11530 | 47325 |
| Take2– Ewaste (non) lb | 5562 | 2858 | 3031 | 2418 | 13869 |
| Take2– lamps, mixed lb | 275 | 326 | 275 | 480 | 1356 |
| Take2– batteries, mixed lb | 220 | 251 | 125 | 274 | 870 |
| Mighty Flame – propane each | 110 | 76 | 0 | 0 | 186 |
| Bob’s Tire – each | 89 | 0 | 71 | 42 | 202 |
| Bay State Textiles – lb | 1540 | 1130 | 1010 | 1470 | 5150 |
| BycBye Mattress – each | na | na | na | 0 | 0 |

CURBSIDE PICK UP

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

| | 1st Q JULY- SEPT | 2nd Q OCT- DEC | 3rd Q JAN- MARCH | 4th Q APRIL- JUNE | ANNUAL TOTALS |
|-----------------------------|--|--|--|---|--------------------------|
| MSW @ \$67.86 / ton | 992 | 977 | 839 | 1003 | 3811 |
| Expenditure | \$67317 | \$66323 | \$56943 | \$68047 | \$258631 |
| Recycling @ (\$10.00) / ton | 288 | 285 | 247 | 264 | 1054 |
| Revenue | (\$2878) | (\$2854) | (\$2477) | (\$2636) | (\$10845) |
| Residue @ \$95.00 / ton | 31 | 37 | 38 | 50 | 156 |
| Expenditure | \$2941 | \$3510 | \$3615 | \$4747 | \$14813 |
| Bulk @ \$76.93 / ton | 70 | 63 | 38 | 77 | 249 |
| Expenditure | \$5382 | \$4880 | \$2912 | \$5954 | \$19127 |
| Mattress / Boxspring | 275 | 185 | 153 | 243 | 856 |
| Included with bulk | | | | | |

Residents recycled 25,885 pounds of textiles in fy 2019, up from 18,920 in fy 2018.

COVRRRA held its first annual Shred It event in September 2018 which seemed to be a hit!

WATER POLLUTION CONTROL AUTHORITY
ANNUAL REPORT July 1, 2018- June 30, 2019 (FY 2019)

Members: Matthew Twerdy, (Chairman), Richard Brand (Vice-Chairman), Lyndon Wilmot, Susan Jamaitus, and Daniel Murphy.

The Water Pollution Control Authority (WPCA) of the Town of Coventry was created March 17, 1980 pursuant to Section 7-246 of the Connecticut General Statutes. Town Council appoints the five members to two-year terms. The WPCA has a combined total of 85 years of experience and service to our community. The Authority is responsible for the effective management of the public sewer system.

The Town's existing sewer service area currently includes approximately 1000 properties, and of those 97% of required properties are connected. The sewer service area extends around Coventry Lake (with the exception of Cheney Lane and Hemlock Point), along Route 31 from Ripley Hill Rd down to the Wastewater Treatment Plant (WWTP), and throughout most of the Coventry Village area. The collection system is approximately 16 linear miles in length, includes 50 town-owned residential grinder pumps, and 2 major pump stations.

The WWTP is located off Route 31 behind the Coventry Cemetery, adjacent to the Willimantic River. The 200,000 gallon/day capacity WWTP consists of primary treatment and rapid infiltration beds and has been in operation since February 1987. The WWTP is treating an average 165,749 gallons/day over the last 12 months. The WPCA continues to monitor flow to the WWTP in order to reserve capacity for approved developments which have not yet been completed and for homes on which sewer assessments have been levied.

- **Western Route 44 Sewer Planning Area:**

- Your WPCA has been working with officials from Bolton and Manchester to secure intermunicipal agreements to provide public sewers on Western Route 44. The area has high groundwater, poorly draining soils, and a history of septic failures and septic exceptions. Due to the distance from our WWTP it is not feasible to tie this area in with our existing sewers so we propose to connect to the Bolton Lakes Regional WPCA (BLRWPCA) sewer system which ends at the Bolton/Coventry Town line and flows to Manchester for treatment. Public sewer would help to protect water quality in the area and potentially facilitate limited commercial development. At the request of the BLRPWCA we have completed a hydraulic study of their existing sewer system and the results demonstrated that adding 21 properties in Coventry would not have any adverse effects.
- Originally the CT Department of Energy & Environmental Protection (DEEP) told us that this small project would not require their approval (we would self-certify compliance instead) but in January of 2019 DEEP changed their position and decided that a more in depth review was necessary. DEEP asked the State Treasurer's Office to weigh in because the Bolton lakes sewer project received state grants. The Treasurer's Office decided our proposed project is independent and would not jeopardize Bolton's grants. DEEP asked the Office of Policy and Management to review our project for consistency with Local, Regional, and State Conservation & Development Policies. OPM stated that based on the small size

of our project and other factors we do not need their pre-approval, rather we self-certify compliance after the project is complete. DEEP also required that an Environmental Scoping Notice which describes the project be posted on the Council on Environmental Quality website and be available for viewing in the Town Clerk's Office. The Notice was published on August 20th, 2019 and has a 30 day public comment period. When the comment period closes DEEP will notify us if a more thorough Environmental Impact Evaluation will be necessary.

- Following DEEP approval our next steps will be to enter into an intermunicipal agreement with the BLRWPCA in which we become a paying customer, create a separate billing district for this area, establish regulations, and apply to the Manchester Board of Directors for approval.
- **Sewer Connections:** Sewer connections have slowed down as the vast majority of homes have tied in. Most of the new connections we see now are replacement/ rebuilds of old cottages and bank foreclosures.
- **Inflow & Infiltration (I&I) Work:** Sump pumps and other non-permitted clean water connections continue to be a concern. Staff continue to inspect the system for these types of connections and provide guidance to owners on how to deal with groundwater and stormwater. Our ongoing manhole inspection and rehab program will allow us to identify and correct new problems as they arise in the system. In 2018 we upgraded our flow meters and monitoring system to collect more data on flow trends and have identified areas with higher I/I rates which will be prioritized for inspections.

Construction Projects:

- **Main Street Curve / Village Reconstruction Project:**
 - After much convincing from WPCA staff, CT DOT's contractor raised two sewer manholes on the curve across from Teleflex that were installed too low. The remaining bump is caused by a catch basin that was set too high but since it's a State road the Town has no authority to correct the basin. DOT's position is that the bump is not worth fixing.
 - We corrected multiple problems with the sewer lateral at 1265/1267 Main Street by installing two pumps that discharge directly into the sewer main. Staff had been checking and flushing the line twice a week before the pumps were installed. The cause of the issues was the location of the box culvert through which the Mill Brook runs and which couldn't be moved.
- **Manhole Work:** We had 3 manholes on Lake and Cross Streets raised that were very low in the road. We had to slightly lower 3 manholes on Shore Drive that our Town plow trucks were hitting. We rehabbed 4 manholes on Daly Road prior to paving. Another 15 manholes on Daly Road were inspected and are in good shape.
- **Sewer Main Cleaning:** In November of 2018 Town forces cleaned 7,600 feet of sewer main with our sewer jetter and we hired a vendor to clean an additional 700 feet with a special truck. We inspected 51 manholes during the cleaning and saw no signs of clean water infiltration into the sewer system which is good. We have established a plan to clean the entire sewer system every 10 years.

Wastewater Treatment Plant:

- **Digester Tank Repairs:** Our engineers compiled cost estimates to rebuild the aging 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. Inspection and corrosion testing is scheduled for mid-September 2019.
- **Boiler Replacement:** We had to perform emergency replacement of the steam boiler at the Treatment Plant in October 2018. Several steam leaks had developed in the cast iron boiler sections and more leaks were imminent. We were able to re-use the burner and other parts of the old boiler which saved money.

Other News:

- 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. Sewer easements allow the Town legal access onto private property for maintenance of town-owned sewer lines.
- Staff identified an almost complete sewer main blockage on a side road near the lake caused by someone flushing woven cleaning wipes. Wipes do not break down in the sewer system and ball together over time accumulating grease and oils and turn into what is becoming known as “Fatbergs”. Fortunately town staff were able to remove the Fatberg before any basements were flooded.
- In September of 2018 we had a staffing change. Our new Sanitation Maintainer Charlie Grossmann worked for Coventry Public Works for several years before coming over to the WPCA and brings with him a positive attitude and a wealth of knowledge and experience from past construction and maintenance jobs. WWTP Operator Mike Ruef’s 10 year anniversary with Coventry was 8/18/2018.
- Finally the best news from your WPCA is that we were able to balance our sewer operating budget without increasing sewer use rates in 2018 or 2019!

COVENTRY CEMETERY COMMISSION
Annual Report
July 1, 2018-June 30, 2019

Cemetery Commission Members
(as of June 30, 2019)

R. Michael Chapman, Chair
Kevin Arpin, Secretary
John Marvin
Claudine Vieten



Town-Owned Cemeteries

Carpenter Cemetery, Silver Street
Coventry Cemetery, Main Street
Grant Hill Cemetery, Grant Hill Road (AKA Minister's Hill, North, Strong, or Flint Yard Cemetery)
Nathan Hale Cemetery, Lake Street
Old South Burying Ground, South Street (AKA South Street, Holy Grove or South Yard, Wright's Mill Cemetery)

Function

The Cemetery Commission shall control, manage, maintain, and direct the acquisition, apportionment, use, and disposition of all town-owned cemetery properties and their appurtenances, including land, plantings, buildings, and equipment related thereto.

Summary of Services and Fiscal-Year Highlights

- The Commission, in coordination with the Director of Public Works, oversaw the general upkeep, maintenance and landscaping of all town-owned cemeteries.
- The Commission, in coordination with the Finance Director, advanced the GIS mapping project for Coventry Cemetery.
- The Commission, in coordination with the Sexton, oversaw the installation of monument work in twelve separate locations.
- The Commission, in coordination with the Sexton, oversaw the resolution of a difficult issue correcting an error made several years ago in burial location.
- The Commission approved installation of a new building to serve as a Sexton's office and maintenance storage in Coventry Cemetery.
- The Commission approved a new contractor for burial excavations, Kentucky Blue, providing consistent seasonal pricing at a lower average cost.
- The Commission instituted semi-annual clean up dates at Coventry Cemetery using volunteer labor.
- The Commission, in coordination with the Sexton, oversaw (i) the sale of seven lots, (ii) one lot buy-back, (iii) three full burials, and (iv) ten cremation burials.
- The Commission approved raising the fee for a cremains burial from \$100 to \$200 to cover costs.

- The Commission organized the first annual “Wreaths Across America” ceremony in Coventry Cemetery, honoring all veterans buried in that cemetery.

**ANNUAL REPORT
FISCAL YEAR 2018-2019
BUILDING DIVISION
PERMITS/INSPECTION AND CODE ENFORCEMENT**

The Coventry Building Department is the source of building, septic, well and Health Department information and is the satellite office for the Eastern Highlands Health District. Individual property files are kept in this office in street files. Pending applications as well as closed out permits are stored in these files.

The Building Official reviews applications and plans submitted to determine code compliance. Permit Technicians check submitted applications for proper licensure, registration and workers' compensation insurance if applicable. The review process for permit applications by the Building Official is started after approval by the Wetland Agent/Town Engineer, Sanitarian, WPCA Technician, Zoning Agent, and Fire Marshal if applicable. Commercial, Public and Industrial plans are also reviewed by the Fire Marshal for compliance with the State Fire Safety Code. Applicants are notified by the office technician when approvals are completed. Permits are processed and issued upon payment by the applicant. Field inspections are scheduled daily on projects under construction to ensure compliance with the approved plans and the 2005 Connecticut State Building Code as amended by supplements and the Connecticut General Statutes. Certificates of Occupancy, Use and Completion are issued upon approval of the final inspection that has been requested by the permit applicant or owner of the property.

The Building Official acts upon complaints from the public regarding structural safety, egress issues, accessibility and general code provisions that may be in question. Storm damage and post fire inspections are completed to determine the status of structures and dwellings in regards to continued use, or the need for posting unsafe or condemned status due to extensive damage. These inspections and orders are completed and issued to protect the health, safety and welfare of the occupants and property owners. Guides providing details on how to file an application and what types of information need to be included are available on permit packets.

Our Permit Technicians are Brigit Tanganelli and Heidi Leech. Brigit is here to assist in Building Department matters as the permit technician and provides assistance to the Building Official, Fire Marshal, Sanitarian and the Building Code Board of Appeals. Building files are maintained daily to provide current up-to-date information to town departments and the public. Statistical information is forwarded to government agencies and the Census Bureau. Receipt books and building reports are updated regularly to assist the auditors review and create monthly, quarterly, and yearly reports.

RESIDENTIAL ACTIVITY

The issuance of twenty-five (25) Certificate of Occupancies for single family dwellings have kept the department busy this year.

| NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2018-2019 Fiscal Year | |
|--|--------------------|
| <u>ADDRESS</u> | <u>DATE</u> |
| 103 WOLF HILL ROAD | 7/20/2018 |
| 660 DUNN ROAD | 7/23/2018 |
| 86 STONEBRIDGE ROAD | 8/3/2018 |
| 357 RILEY MOUNTAIN ROAD | 9/13/2018 |
| 648 DUNN ROAD | 9/20/2018 |
| 6 FLANDERS WOODS LANE | 9/24/2018 |
| 359 RILEY MOUNTAIN ROAD | 10/23/2018 |
| 781 BUNKER HILL ROAD | 10/25/2018 |
| 34 HETZEL LANE | 10/31/2019 |
| 750 DUNN ROAD | 11/13/2018 |
| 212 MAPLE DRIVE | 11/13/2018 |
| 20 MOHAWK TRAIL | 11/19/2018 |
| 119 WOLF HILL ROAD | 11/21/2018 |
| 355 RILEY MOUNTAIN ROAD | 11/21/2018 |
| 195 WINDSWEPT WAY | 11/21/2018 |
| 21 WEST SHORE DRIVE | 11/30/2018 |
| 345 RILEY MOUNTAIN ROAD | 12/11/2018 |
| 786 WRIGHTS MILL ROAD | 12/26/2018 |
| NONE IN JANUARY | |
| 88 BELLEVUE DR | 2/8/2019 |
| 47 WINDY HILL RD | 2/8/2019 |
| 657 SWAMP RD | 3/7/2019 |
| 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 |

Permit Counts Reflected over the Past 5 Fiscal Years

| PERMIT TYPE | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 |
|---------------------------|---------------|---------------|---------------|---------------|---------------|
| | ANNUAL TOTALS |
| Houses only | 30 | 22 | 19 | 30 | 18 |
| Foundation only | 30 | 26 | 23 | 31 | 26 |
| Condominiums | 0 | 1 | 0 | 0 | 0 |
| Commercial Bldg./Reno | 10 | 9 | 15 | 17 | 18 |
| Industrial Bldg./Reno | 0 | 0 | 0 | 0 | 0 |
| Public Bldg./Reno | 3 | 3 | 4 | 3 | 7 |
| Additions | 13 | 21 | 17 | 16 | 17 |
| Garages/Carports | 19 | 14 | 8 | 18 | 13 |
| Sheds/Barns | 10 | 21 | 8 | 20 | 23 |
| Decks/Porches | 32 | 43 | 45 | 63 | 72 |
| Pools | 15 | 8 | 13 | 15 | 13 |
| Demolition | 7 | 10 | 7 | 7 | 11 |
| Woodstove | 59 | 42 | 30 | 28 | 42 |
| Miscellaneous | 66 | 72 | 79 | 108 | 81 |
| Reno/Repair/Alter | 138 | 181 | 143 | 153 | 146 |
| Plumbing | 54 | 70 | 35 | 32 | 38 |
| Heating | 167 | 171 | 184 | 216 | 194 |
| Electric | 168 | 222 | 179 | 181 | 180 |
| TOTAL PERMITS | 821 | 938 | 810 | 917 | 899 |
| PERMIT VALUE | \$12,673,888 | \$12,843,239 | \$12,139,797 | \$14,710,298 | \$13,016,222 |
| FEES COLLECTED | \$164,302 | \$180,791 | \$166,374 | \$204,654 | \$166,905 |
| Certificate of Completion | 629 | 670 | 641 | 678 | 772 |
| C/O's - New Homes/Condos | 30 | 31 | 26 | 21 | 25 |
| C/O's - Other | 36 | 34 | 18 | 10 | 16 |

COMMERCIAL PROJECTS

First Quarter, Fiscal Year 2018-2019:

- We issued a permit for repairing the front overhand at 7 Daly Road.
- Demolition has taken place for the fire damage of Wicked Slice at 3466 Main Street.
- There will be an installation of six (6) pole lights at the plaza at 2799 Boston Turnpike.
- A new cell tower with all necessary equipment has been permitted for at 104 Folly Lane.
- Permits were issued for the two small buildings in the village (1197-1199 Main Street) for repairs and tenant fit out and sign for Eye Trade Optical Shop.

Second Quarter, Fiscal Year 2018-2019:

- Two (2) permits were issued for cell tower work at 400 Riley Mountain Road.
- A permit was issued for a tenant fit out and for the relocation of ELM Wellness & Massage to 21 Bread & Milk Street.
- A tenant fit out permit was issued for Nailed It Spa at 1203 Main Street in Coventry village.
- Permitting for renovations to the clubhouse at Twin Hills Country Club at 199 Bread & Milk Street.

Third Quarter, Fiscal Year 2018-2019:

- A new sign permit was issued for the optical business, Eye Trade, in the village at 1199 Main Street.
- The demolition permit to demolish the remaining building at Vinton Village (3466 Main Street) was issued in the beginning of February and the building permit to construct the new shell there was issued in March.

Fourth Quarter, Fiscal Year 2018-2019:

- A permit for the tenant fit out of Pizza on Main at 1203 Main Street. Pizza on Main received their Certificate of Occupancy to open their doors for business to the public on June 11, 2019.
- A permit for cell tower work behind the Town Hall at 1712 Main Street.
- Two (2) permits were issued for temporary tents for weddings at the Nathan Hale Homestead (2299 South Street).
- A new sign permit was issued for Wicked Slice Pizza and another for the tenant fit out of the retail space for Wicked Slice Pizza at 3466 Main Street.
- A tenant fit out of the second side of the Eye Trade business at 1199 Main Street.
- A permit for cell tower work at 712 Bread & Milk Street.
- A tenant fit out permit was issued for Dragon Fire Meadery at 580 Main Street.
- A tenant fit out for Clancey's Hiit and Fit on the second floor of 1047 Main Street.

TOWN PROJECTS

First Quarter, Fiscal Year 2018-2019:

- Permitting for more card access points along with entry way modifications to increase the safety of all of the schools.
- The high school also permitted to repair and add on to a portable classroom behind the high school for the Coventry Academy building.
- A wall was taken down between two classrooms at the Hale Early Education Center to accommodate for a higher enrollment count.

Second Quarter, Fiscal Year 2018-2019:

- An antenna and equipment was installed at the cell tower on town hall property.
- The demo and rebuild of stairs on town property over by 1195 Main Street.

Third Quarter, Fiscal Year 2018-2019:

There were no municipal projects permitted in the third quarter.

Fourth Quarter, Fiscal Year 2018-2019:

- A new shed at Coventry Cemetery at 392 Main Street.

SEWER PROJECT

A total of three (3) venting inspections were approved for sewer connection work to proceed.

CRUMBLING FOUNDATIONS

There was a greater number of crumbling foundation repair permits that started coming in during the second half of the fiscal year. This was due to funding from the state that became available to homeowners. We took in a total of eight (8) repair of crumbling foundation permits this fiscal year.

SOLAR PERMITS

There was a total of nineteen (19) solar permits issued this fiscal year.

BLIGHT INSPECTIONS

Blight complaints are initially taken in and reviewed by the Zoning Officer. Site visits and notifications are sent out to property owners when the Building Official needs to follow-up on a specific blight matter pertaining to the building code. We are currently working with several property owners to close out complaints.

CERTIFICATES OF OCCUPANCY, USE AND COMPLETION ISSUED

The total number of certificates issued this fiscal year is eight hundred thirteen (813). Five (5) of these certificates were for crumbling foundations that were replaced in town.

INSPECTIONS

The Building Official conducted one thousand eight hundred twenty-eight (1828) inspections.

CONTINUING EDUCATION

The Building Official completed eighty-four (84) hours of continuing education towards a 3 year cycle requiring 90 hours of training. Fourteen of these hours were part of a two day seminar.

TECHNOLOGY IMPROVEMENTS

View Permit is our permit tracking system used in the Building Department. Through this system, we have continued to receive on-line permits from contractors and home owners for express permits. This past year we took in eight hundred forty-eight (848) on-line permits. We are upgrading the system to the new View Point Cloud system in the next fiscal year, because the View Permit system is being phased out by the vendor.



LAND USE

*Above: Ribbon-cutting ceremony for eyeTrade, a new optical shop that opened in Coventry Village in the fall of 2018.
Photo by John Elsesser.*

TOWN OF COVENTRY ANNUAL REPORT

Fiscal Year:
2018-2019



Produce - Coventry Farmers' Market 2019

LAND USE OFFICE

Planning and Zoning Commission

Zoning Board of Appeals

Inland Wetlands Agency

Coventry Farmers' Market

Economic Development Commission

Eric M. Trott, Director of Planning and Development

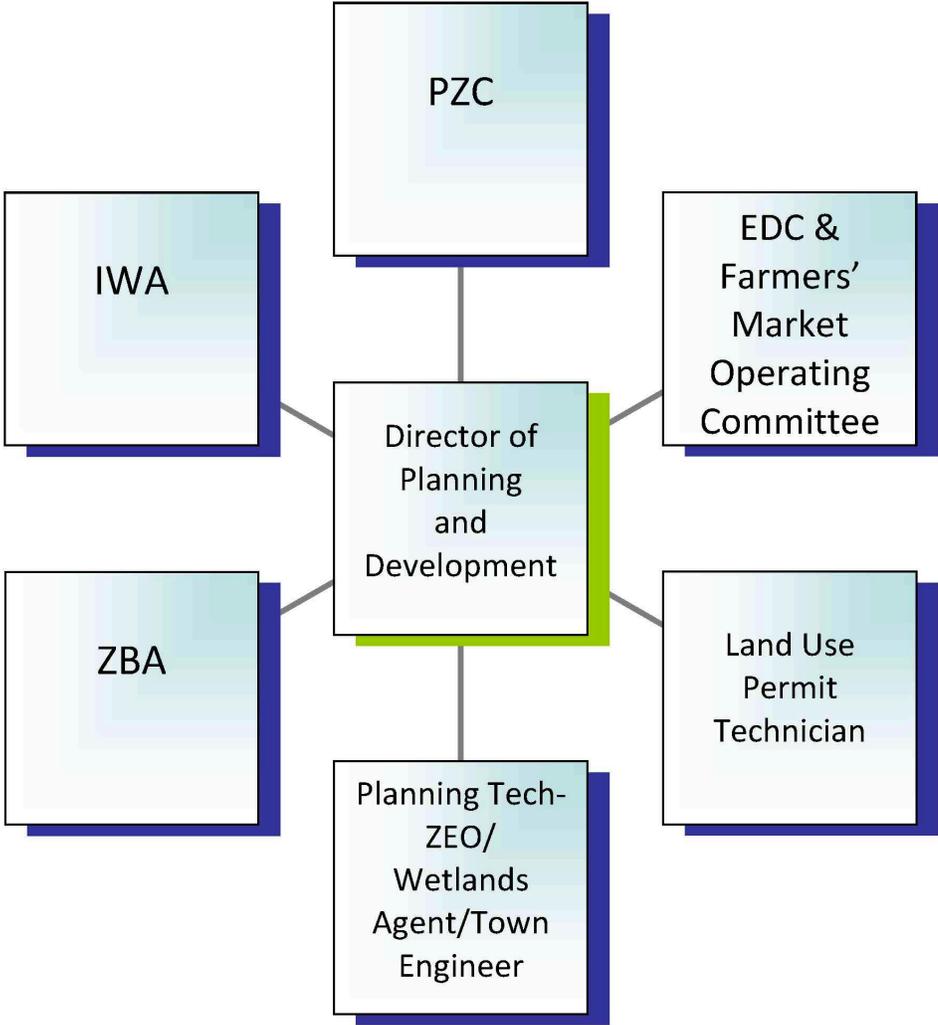
Mark Landolina, Planning Technician/Zoning Enforcement Officer

Todd Penney, P.E, Town Engineer/Wetlands Agent

Heidi A. Leech, Land Use Permit Technician

Erica Pagliuco, Coventry Farmers' Market Master

Organization and Staffing Charts





Planning and Zoning Commission

| Fiscal Year | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 |
|---------------------|-------|-------|-------|-------|-------|-------|
| Meetings | 14 | 16 | 13 | 16 | 32* | 27* |
| Applications | 13 | 15 | 8 | 6 | 7 | 14 |

The Commission meets twice a month for regular meetings. Only one meeting is regularly scheduled for the month of December.

*The number of meetings was higher during certain fiscal years because the Commission held special meetings for review of the revised Plan of Conservation and Development.

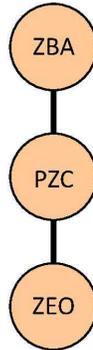


Economic Development Commission

| Fiscal Year | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 |
|-----------------|-------|-------|-------|-------|-------|-------|
| Meetings | 10 | 8 | 32* | 21* | 18* | 15* |

** Includes Farmers' Market Subcommittee/Operating Committee Meetings*

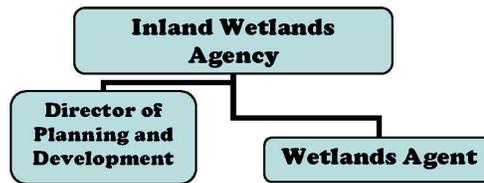
The EDC is scheduled to meet once a month excluding the month of November.



Zoning Board of Appeals

| Fiscal Year | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 |
|------------------|-------|-------|-------|-------|-------|-------|
| Regular Meetings | 7 | 5 | 6 | 8 | 4 | 9 |
| Special Meetings | 1 | 0 | 1 | 0 | 2 | 0 |
| Applications | 5 | 7 | 8 | 15 | 7 | 9 |

The Board is scheduled to meet once a month.



Inland Wetlands Agency

| Fiscal Year | 13/14 | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 |
|--------------|-------|-------|-------|-------|-------|-------|
| Meetings | 13 | 11 | 11 | 14 | 10 | 9 |
| Applications | 31 | 24 | 28 | 43 | 33 | 34 |

The Agency is scheduled to meet once a month.

**LAND USE OFFICE
BOARDS AND COMMISSIONS SERVED**

Planning and Zoning Commission

The purpose of the Land Use Office and Commission is to protect public health, safety and welfare through the administration of the zoning and subdivision regulations. The Office/Commission is responsible for reviewing development applications (i.e. subdivision, special permit, text/map amendment, site plan review) as well as guiding and managing land use activities. The Commission reviews and updates the zoning regulations, subdivision regulations, plan of conservation and development, and zoning map.

The Director of Planning and Development reviews all subdivision, special permit, site plan review and text/map amendment applications. In addition, technical assistance is provided to the Planning and Zoning, Economic Development, Conservation Commission, Coventry Lake Advisory and Monitoring Committee. The Director of Planning and Development oversees the Land Use Office and staff (Planning Technician/Zoning Agent, Wetlands Agent, Permit Technician and Recording Secretaries.) The Director regularly meets with members of the public, realtors, attorneys, etc., to discuss development procedures and options to provide guidance and advice on land use matters.

The Planning Technician/Zoning Agent is responsible for insuring that the Town's zoning regulations are complied with and directs enforcement activities when necessary. The PT/ZEO reviews all zoning permit applications, inspects properties for certificates of compliance, and proper erosion and sedimentation controls. The PT/ZEO answers daily zoning inquiries (phone, walk-in). The PT/ZEO provides staff assistance to the Zoning Board of Appeals, Planning and Zoning Commission and Conservation Commission.

Inland Wetlands Agency

The Inland Wetlands Agency (IWA) provides regulatory oversight for all activities (land disturbances as defined by the Regulations) involving wetlands, water bodies, and watercourses; including defined upland review areas from the wetlands, water bodies, and watercourses. The IWA reviews enforcement activities directed by the Wetlands Agent. The IWA reviews and updates its regulations. The IWA is responsible for administering the State's Aquifer Protection Regulations as directed by Department of Energy and Environmental Protection (D.E.E.P.).

The Inland Wetlands Agent is responsible for ensuring that the Town of Coventry's wetlands regulations are complied with and directs enforcement activities when necessary. The Wetlands Agent reviews all zoning permit applications that may involve regulated wetlands activities and inspects properties for proper installation of erosion and sedimentation controls. The Wetlands Agent answers daily wetlands inquiries and provides staff assistance to the Inland Wetlands Agency. The Land Use Permit Technician, Planning Technician/Zoning Agent and Director of Planning and Development assist in the basic Wetlands Agent functions as necessary.

Zoning Board of Appeals

The Zoning Board of Appeals is responsible for the review of variance, special exception and motor vehicle dealer and repairer applications. The ZBA also reviews appeals taken of the decisions/actions of the ZEO.

Economic Development Commission

The Economic Development Commission is responsible for promoting the Town's business development in an effort to provide a blend of necessary services and employment while enhancing the commercial tax base of the Town. The EDC reviews all major economic development proposals and provides recommendations on an advisory capacity. The Director of Planning and Development provides staff support to the EDC.

Conservation Commission

The Conservation Commission is an advisory commission that focuses on environmental, conservation and open space matters. The Commission is responsible for making recommendations on open space purchases, planning and updates to the Open Space Plan and Natural Resource Inventory. The Commission is also involved in other efforts, such as stonewall awareness and maintenance, Adopt-a-Road program and provides recommendations to the Planning and Zoning Commission on land use applications.

Protected Lands Stewardship Committee

The Committee and advisory one that is responsible inspecting and monitoring open space properties that are owned by the Town. Reports are prepared by the members and are forwarded to the Land Use Office and the Director working with the other Town Staff addresses items of concern. The Committee also undertakes improvement activities on the open space properties to enhance access, visibility, aesthetics, and educational interpretation.

Coventry Lake Advisory & Monitoring Committee

The Coventry Lake Advisory & Monitoring Committee is a subcommittee of the Conservation Commission that focuses on issues relative to Coventry Lake and its associated watershed. The Committee serves as an advocate for the Lake, compiles data and performs analysis on information that pertains to lake water quality, aquatic invasives and other threats to it. The Committee organizes activities for the Coventry Lake Awareness Month each July and works with Staff to organize the yearly State of Coventry Lake Forum. The Committee recently completed a Coventry Lake Management Plan.

Ad Hoc Farmers' Market Operating Committee

After the announcement in March of 2015 by the operators of the Coventry Regional Farmers' Market that 2015 would be their last season, the EDC swiftly created a subcommittee to plan for an ongoing presence of a farmers' market at the Hale Homestead in 2016 and beyond. Planning Staff

served as staff support of the subcommittee. The Committee supported the efforts to maintain the Market as it transitioned to the Oversight Committee of the Market. A Market Master was hired to provide day-to-day support of the Market in addition to the Director of Planning and Development. In early 2016, the Ad Hoc Farmers' Market Operating Committee was created and members were appointed by the Town Council.

PLANNING AND ZONING COMMISSION

Members: (As of June 30, 2019 end of fiscal year)

| | | |
|---|------------------------------|-------------------------|
| William Jobbagy, Chair | Christine Pattee, Vice Chair | Stephen Hall, Secretary |
| Darby Pollansky | Ed Marek | Bob Burrington |
| Carol Polsky | | |
| Eric M. Trott, Director of Planning and Development | | |
| Heidi Leech, Permit Technician | | |

COMMISSION HIGHLIGHTS

ECONOMIC DEVELOPMENT PROJECTS:

Although there has been a downturn of the economy over the past few years, the number of economic development projects approved by the Commission during the last fiscal year increased significantly when compared to previous fiscal years. Many of these projects involve substantial improvements.

The Commission spent a great deal of time and effort considering a new Cumberland Farms gas station and convenience store proposal at the corner of Boston Turnpike and Bread and Milk Street, spanning the months of May through July of 2018. Part of the review occurred during FY 17/18 and continued into FY 18/19. The Commission ultimately approved the special permit application with conditions.

The major concern with the project involved traffic safety on RTE 44 and a new entrance that was being proposed on that State road. The Town hired Fitzgerald and Haliday, Inc. to conduct a peer review of the traffic study prepared for the applicant in order to insure that the study was properly conducted and to provide guidance to the Commission. Planning Staff worked closely with the consultant as well as the State Department of Transportation to thoroughly evaluate the proposal and make appropriate recommendations protect the safety of the public.

The public hearing process was challenging at times due to the length of the public hearings, the often-emotional public comment that was received, as well as the number of meetings that were necessary to evaluate the proposal. However, the Commission and Planning Staff were vigilant in maintaining a professional and courteous atmosphere that respected the administrative process and assured a legally compliant decision.

The Creative Living Community of CT (CLCC) received a special permit approval to create a multi-faceted project at the location of the former Crestland Llama Farm on Boston Turnpike. CLCC is a nonprofit organization that is focused on developing a residential facility that supports autistic families by providing an appropriate supportive living/setting for the autistic individual. A specifically designed residential apartment building as well as standard apartments are proposed, as well as a caretaker residence. The project also entails a continued agricultural component involving the keeping of livestock and growing of vegetables, plants and berries. CLCC believes that incorporating a vocational element into the setting where life and social skills are enhanced will lead to the

Land Use

enrichment of the lives of those involved. Town Staff dedicated a great deal of time to work with the designers of this large scale project to insure that the design guidelines were complied with and provided the most appropriate use of the land.

A special permit approval was issued to the owner of Vinton Village Plaza to rebuild the top floor of the plaza after a fire destroyed it. The design guidelines were employed to insure that the architectural context was appropriate for the area and harmonized with the built environment around it. Wicked Slice, the first tenant to return to the site, was able to expand their seating capacity with a septic system improvement that occurred in line with the new structure.

Special permits were issued to both the Twin Hills Country Club and Skungamaug River Golf Course in order for them to expand the capacity to sell alcohol on the premises. The inclusion of beverage carts or the ability to have alcohol on the course greatly reduces the situation involving the golfers bringing their own beverages on site without any oversight by the ownership. This also provides more capacity for tournaments and fundraisers at the two golf courses. In addition, this use is consistent with many of the golf courses in the region and allows Coventry's golf courses to be better able to compete in the recreational marketplace.

The CT Water Company received special permit approvals to install a new high yield well and an associated pump/filtration house on a property that they own on Old Eagleville Road. CT Water Company has been pursuing a new well site to accommodate the demands in the South Coventry (Village) District. CT Water has been performing significant water infrastructure improvements over the past few years to improve the level of service. This new project will assist the businesses and residences with a more reliable water service.

The owners of Save and Go convenience store and gas station were issued a special permit approval to establish a food service establishment – sandwich shop. Several years ago, the owners constructed a new convenience store, gas pump canopy and site improvement project. At that time, they contemplated a new food service use and accommodated the store interior to enable that, but did not pursue it at that time. A traffic study was required to be submitted to the Commission to insure that the new use and traffic demand did not create an unsafe situation at the RTES 31 and 44 intersection where their driveways are located.

RESIDENTIAL DEVELOPMENT PROJECTS:

When compared to previous fiscal years, approximately the same number of residential subdivisions and developments have been submitted for consideration. However, the number of lots generated by the developments have been smaller to ones approved previously. Many of the approvals only involved the creation of one new lot. The ongoing economic downturn and the fact that there are a reasonable number of existing subdivision lots currently available likely is influencing the situation.

The Commission approved the creation of a new two family dwelling in the Lake Residence Zone, which is a unique proposal. The new use replaces a former situation involving the presence of two, single-family dwellings that were in a blighted condition. The Town took ownership of the property through a zoning enforcement action and sold it to a local developer who proposed the new use for them to live on the premises.

OTHER DEVELOPMENT PROJECTS:

The Commission issued a special permit to the Storrs Community Church to allow two new parking lot expansions that will address the needs of the parish. Town Staff worked carefully with the applicant and designer to insure that the flow of traffic, stormwater, utilities and pedestrians were all appropriately designed.

OTHER ACTIVITIES:

The Commission formed a three-member subcommittee to work on the revision to the Plan of Conservation and Development in early 2017. The revision is due by May of 2020, but the Staff and Commission wished to get a head start on the work in order to spend ample time on important sections of the Plan such as housing and economic development.

A citizens' preference survey was conducted in early 2019 to gain the input of the community on all aspects of municipal operations for the Plan. In addition, several custom questions were included that touched on housing, economic development and municipal infrastructure options in order to assist the Commission in creating appropriate policies. Overall, the community rated the Town operations very highly and indicated that the residents are happy to live in the Town, raise their children and be involved in community activities.

Public visioning sessions are planned to be held in the fall of 2019 that will serve as another opportunity to gain input from the citizens on such topics as housing, economic development and environmental issues. The subcommittee continues to meet on a regular basis to work on the revision.

PLANNING STAFF HIGHLIGHTS:

The former Zoning Agent resigned to accept a position with the City of Providence in September of 2017. Due to budgetary issues, the position remained vacant for approximately nine months. During this time, the Director of Planning and Development assumed the duties of the Zoning Agent. A new Zoning Agent was hired and began in May of 2018. Planning Staff continues to train the new Zoning Staff, who is performing very well and is a great asset to the office.

Planning Staff continued to serve as staff support to the Farmers' Market Oversight Committee and management of the Market operations in conjunction with the Market Master, who is the day-to-day staff support during the active Market season between June and October. A great deal of time and effort from the entire Land Use Office Staff was devoted to pre-market season activities and the planning of the 2019 season. This marked the fourth year that the Market was operated by the Town after an extremely successful inaugural season in 2016.

Planning Staff closed out the State of CT Department of Agriculture Farm Viability Grant that was awarded to the Town in 2017 and reimbursement of funds was received from the State. The grant involved the creation of a 'farm to menu' program. This included the creation of recipes throughout the season and provided options for a variety of diet restrictions. Expanded programming enabled

enhanced food education, tastings, and demonstrations. This proved to be a very labor-intensive operation, but was very popular with the market customers.

Planning Staff obtained a third Farm Viability Grant in 2018 that was applied to the 2019 season. This grant provides funds to enhance the 'Friends of the Market' program by creating a special campaign to award customers 'Market Bucks' for being loyal customers. A children's component was also included that rewards them for their attendance with their families. This program has proven to be more successful than originally anticipated. In fact, the number of Market guests has increased by thousands in 2019 when compared to previous Market years. The Market was awarded the #1 Farmers' Market by CTNow, Best of Hartford reader's poll being in the top ten in the Nation with the American Farmland Trust.

Land Use Staff continues to improve the GIS platform in the office. A GIS User group consisting of a number of Town Hall Staff continues to meet once a month with the Town's IT consultant to discuss ways of improving and expanding the GIS system. The Land Use Office uses the information to provide more effective and comprehensive research and planning for the community as well as permit administration. The Zoning Agent is a key staff person who works regularly with the GIS system to maintain the integrity of the data and has worked diligently to correct error with the mapping in cooperation with the Assessor's Office. New Assessor parcel mapping continues to be created by the efforts of the User Group. These maps are a significant improvement to the prior mapping, with enhancements to accuracy, readability, and presentation.

The Town Council adopted a Blight Ordinance in 2010 to address properties that have become distressed or abandoned. The focus is to gain compliance from the property owners to correct weed lots, dilapidated structures, debris storage and motor vehicle/equipment storage. The Land Use and Building, Health and Fire Offices are the hub of activity for enforcing the ordinance. Planning Staff serves as the coordinating staff for the enforcement activities by coordinating and administering efforts with the various Town Staff involved. The program has proven to be successful overall in addressing many blighted properties throughout Town. The Town Council also adopted a revision to the Ordinance that provides broader allowances for the Town to enter private property and assist in clean-up efforts when required. A great deal of time has been spent during the past fiscal year working with the Town Attorney's office to address several significant blight matters that needed a court remedy.

The Planning and Zoning Staff and Parks and Recreation Department continue to work with the Conservation Commission to prepare new trail maps of various Town parks that can be available either as a hardcopy or for download on the Town's website. Staff performs site walks to obtain GPS data points for the mapping and site inventories and evaluations are collected that serve as a basis for the map narrative. Maps are available on the Parks and Recreation Department website for the following Town properties: Millbrook Park, Riverview Trail Park, Patriot's Park Woods, Creaser Park and Thornton Brook Preserve. Work continues on a map for Laidlaw Park that continues in the Rolling Woods Subdivision and will be continued further in the recently approved Maynard Subdivision where the respective open space areas that abut each other.

Planning and other Town Staff worked closely with the State of CT DEEP and the Town's Lake consultant to facilitate the treatment of hydrilla, an aquatic invasive species, in Coventry Lake. This is

the third year that the treatment was necessary to address the infestation and likely will be necessary for a total of at least ten years to fully treat the problem. The Town and the State collaborated to fund and the execution of the treatment.

Planning Staff worked with the Town of Mansfield to collaborate on the treatment of the invasive species, Fanwort, on Eagleville Lake. Each town budgeted funds to hire a contractor to treat the Lake, as had been done in previous years. The treatment has proven to be an effective measure to maintain the health of the Lake and continue to enable recreational use. However, it will likely need to be an ongoing activity to protect the resource.

Planning Staff coordinated with the Coventry Lake Advisory & Monitoring Committee to plan for the 2019 State of Coventry Lake public forum that is held annually in September. Guest speakers are chosen for the yearly forum based upon an agreed upon topic. This year's focus will be on the treatment of hydrilla. Dr. Kortmann, the Town's lake specialist, will speak in detail about the aquatic invasive situation as well as the general health of the Lake. The consultant that was hired by the State to perform the chemical treatment to address the hydrilla will present at the forum.

Planning and Zoning Staff continue to work on an ongoing vision of the extension of the Millbrook Greenway. In the spring of 2014, a community forum was held to seek input on a variety of planning options for the continuation of the trail system, some involving private property. The input was very helpful to determine the most feasible connections. One key parcel in the corridor is the Decew property on Depot Road that the Town acquired via a tax sale. Planning Staff applied for and was awarded a DEEP Recreation Trails Grant for funds to construct improvements that will continue the Greenway. These improvements include the creation of parking; overlook area to view the millpond, railings to protect visitors from the sloped areas and dam, creation of a trail, picnic tables, landscaping and trailhead and historic interpretive signage. The Town coordinated an archaeological survey of the property with a consultant to respond to potential concerns of the State Archaeologist with the old mill site on the property. The Town Engineer prepared the design plans and a contractor was hired to perform the site improvements. The project was completed in the spring of 2019 and serves to be a significant recreational asset along the Mill Brook.

Planning Staff serves as the Coventry representative with the Tolland County Chamber of Commerce Economic Development Committee. In the summer of 2017, Planning Staff was elected to the Chamber Board of Directors and subsequently was elected to the Executive Committee. Staff attends meetings every other month with the Economic Development Committee and participates in a variety of activities sponsored by the Chamber and Committee, and attends regular monthly Board and Executive meetings.

Planning Staff served as the Coventry representative on the Technical Advisory Committee for the Eastern Gateways Transportation Study that was spearheaded by the Capitol Region Council of Governments. The towns of Bolton, Coventry, Mansfield and Tolland were involved in the analysis of the RTE 44 and 195 corridors, examined existing conditions and provided recommendations on multi-modal transportation improvements in each town. The growth that is occurring at UCONN as well as within the region has caused a need to evaluate two of the more significant corridors in the region. The study was completed in the spring of 2019. This resource is significant since it provides very

important information that will assist in guiding future planning efforts and development in key commercial corridors in the region.

Planning Staff continues to work with the Conservation Commission on the preparation of a Bike Plan for the town. Staff had worked with the Commission previously to create bike route mapping that provide a variety of routes for different biking capacities. The Plan is in draft form at this time and is in the process of being revised by the Commission, with Staff's assistance. The Towns of South Windsor, Glastonbury and Mansfield Bike Plans were used as guidance for Coventry's.

Planning Staff continues to be involved in the ongoing Probate Court matter with the Caprilands Estate. Staff has attended the ongoing Court hearings that have been held to close out the Estate. However, numerous complications have occurred over the past twenty years that have not allowed the matter to be resolved.

The Town is very interested in the Caprilands matter coming to resolution with the hopes that an adaptive re-use of the property can occur that harmonizes with the prior 'agri-tourism' use that existed on site. To this end, the Town pursued and was awarded a \$20,000 grant from the State Historic Preservation Office to enable an architectural and engineering analysis of the existing historic structures on the site. This will provide specific details on the condition and needs of the historic buildings and will likely assist with future considerations involving a new use. The consultant is anticipated to be selected in the fall of 2019.

Planning Staff from the Towns of Bolton and Coventry submitted a DEEP Recreational Trails Grant to gain funds to perform preliminary design of a low impact pedestrian path on the former RTE 6 Expressway properties that were formerly owned by the State of CT DOT. These properties were conveyed to the Towns as open space. The grant was funded and allows for preparation of a preliminary feasibility plan and mapping to create an interconnected series of properties referred to as the 'Nathan Hale Greenway'. A public informational meeting was conducted in early 2018 and again in early 2019 to gain input on the initial design. The Town Staff and the consultant, the BSC Group, completed work on the plan in the spring of 2019. This will serve as an important planning resource for a project, which will have a high value for the community, but will likely take many years to realize to due cost and complexity. However, the Town is considering where small phased projects can be implemented that coincides with the design and goals of the Plan in the short term.

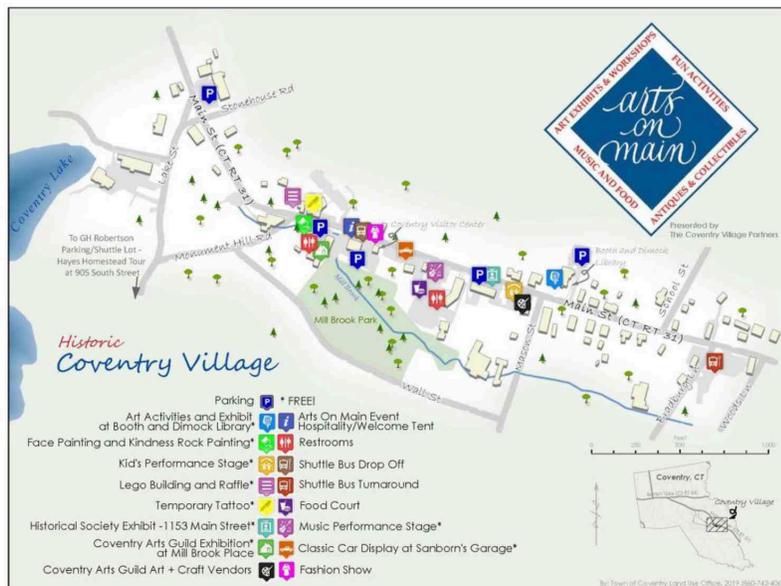
Planning Staff worked with the Coventry Arts Guild, Village businesses, and other community groups to plan and execute a special event in Coventry Village again in August of 2019. The Arts on Main event is intended to bring all the stakeholders together to work cooperatively on a project that can provide mutual benefit to all involved, host an arts related event, support the Village businesses and celebrate the new improvements that were constructed from the State of CT DOT transportation enhancement project. The event was very successful again this year and serves as a springboard for continued work in creating a Main Street business organization that supports the local businesses, arts community and help facilitate the ongoing revitalization of Coventry Village.

A new relationship was created between the Town and the family of the world-renowned sculptor, David Hayes, last year that was continued with the event this year. Planning Staff worked with the Coventry Arts Guild and the Hayes family to facilitate an extended loan of four sculptures that were

located in Coventry Village. The Booth Dimock Memorial Library, grass island next to the municipal parking, the pocket park at the intersection of Main Street and Monument Hill Road, and Mill Brook place are now the homes of beautiful community art.

Planning and other Town Staff worked collaboratively to submit an application to receive certification as a sustainable community from the SustainableCT program that is operated via the Eastern CT State University Office of Sustainability. The program evaluates all aspects of municipal government to determine if the practices, projects, and overall operations are in-fact deemed sustainable. A great deal of time was devoted to collecting the necessary documentation that was submitted in the spring of 2018. In the fall of 2018, the Town was awarded bronze certification. In 2019, the Town submitted an application for silver certification, which is currently the highest standard being offered by SustainableCT. The results will be announced in the fall of 2019.

Planning Staff spearheaded an effort to collaborate with the Towns of Bolton, Mansfield and Tolland and prepare a regional economic development action plan. The goal for the plan is to develop a series of collective and independent action items for the member towns that further the studies, analysis and work that was completed in the region. For example, the Eastern Gateways Transportation Study of the RTES 44 and 195 corridors serves as a springboard for more cooperative work between the towns. A Request for Proposals was prepared to advertise the project and to hire a consultant to assist with the preparation of the plan. A consultant is expected to be hired and the project to commence in the summer of 2019 and be completed within six months.



Arts on Main 2019 Map of Event Locations

PLANNING AND ZONING COMMISSION – ACTIVITY LEVEL

A comparison between FY 17/18 and 18/19 indicates that the overall number of applications increased significantly from the previous fiscal year.

The largest increase was seen in the number of special permits (+8) while the other applications stayed relatively the same over the past fiscal year.

PLANNING DEPARTMENT STAFF



Eric M. Trott
Director of Planning and Development



Mark Landolina
Planning Technician/Zoning Enforcement Officer



Erica Pagliuco
Market Master



Heidi A. Leech
Land Use Permit Technician

PLANNING AND ZONING COMMISSION
ACTIVITY LEVELS

| | ACTION | 17/18 | 18/19 | APPLICATION DIFFERENCE |
|---------------------------|---------------|--------------|--------------|-------------------------------|
| Special Permit | Approved | 3 | 11 | +8 |
| | Denied | | | |
| | Pending | | | |
| Subdivision | Approved | 3 | 2 | -1 |
| | Denied | | | |
| | Pending | | | |
| Zone Changes | Approved | 0 | 1 | +1 |
| | Denied | | | |
| | Pending | | | |
| Zoning Text Changes | Approved | 0 | 1 | +1 |
| | Denied | | | |
| | Pending | | | |
| Subdivision Text Changes | Approved | 0 | 0 | 0 |
| | Denied | | | |
| | Pending | | | |
| Subdivision Amendments | Approved | 0 | 0 | 0 |
| | Denied | | | |
| | Pending | | | |
| Special Permit Amendments | Approved | 0 | 0 | 0 |
| | Denied | | | |
| | Pending | | | |
| Site Plan Review | Approved | 0 | 0 | 0 |
| | Denied | | | |
| | Pending | | | |
| Scenic Road Designation | Approved | 0 | 0 | 0 |
| | Denied | | | |
| | Pending | | | |

INLAND WETLANDS AGENCY

Members: (As of June 30, 2019 end of fiscal year)

| | | |
|---|--------------------------|---------------------------|
| Lori Mathieu, Chair | Thomas Woolf, Vice Chair | Martin Briggs |
| Sam Norman | Patricia Laramee | Michael Powers, Alternate |
| Open, Alternate | | |
| Todd Penney, PE – Town Engineer/Inland Wetlands Agent | | |

Total number of applications considered by the Inland Wetlands Agency (IWA): **14**

- ❖ Outcome of applications:
 - Non Jurisdiction Ruling: 1
 - As of Right Ruling: 0
 - Permit Denials: 0
 - Permit Approvals: 10
 - Permit Extensions: 0
 - Permit Withdrawals: 2
 - Permit Modifications: 0
 - Pending 1

Total number of applications considered by the Inland Wetlands Agent: **19**

- ❖ Outcome of application:
 - Permit Denial: 0
 - Permit Denials: 0
 - Permit Approvals: 19
 - Permit Extensions: 0
 - Permit Withdrawals: 0
 - Permit Modifications: 0

Nature of activities reviewed/regulated:

- ❖ Residential Subdivisions/Condominium Development
- ❖ Single Family Home Additions/Site Development
- ❖ Commercial Development/Modifications
- ❖ Drainage Improvements
- ❖ Municipal Drainage, Expansion and Redevelopment Projects
- ❖ Other:
 - Utility work/CT Water Pump Station Replacements
 - Accessory Structures
 - Filling/Grading

INLAND WETLANDS AGENT

The Wetlands Agent serves as staff support to the Inland Wetlands Agency (IWA) for their regular monthly meetings. The Agency continues to operate very efficiently under the Agent's guidance and has provided a very smooth transition in the level of service to the Agency and community at large.

The number of Inland Wetlands Agency applications decreased slightly to **12** in FY18/19 from 14 in FY17/18. The number of Agent permits increased slightly to **22** in FY18/19 from 19 in FY17/18. Wetlands Agent Permit applications are administrated in a shorter timeframe and with a simpler process compared to full Wetlands Agency permits. This has proven to be a valuable option for applicants.

During the last fiscal year, the Agency approved two subdivision applications. They also approved applications for residential improvements in the Upland Review Area of Coventry Lake. The Agency approved a number of Town projects including drainage improvements on Wrights Mill Road, repairs to the Decew Dam on Depot Road, construction of an Agricultural Bridge on Jones Crossing Road and Disc Golf tee boxes at Creaser Park. In June of 2019, the Wetlands Agency approved an update to the Town of Coventry Inland Wetlands and Watercourses Regulations.

Over the past fiscal year, there were a variety of applications and projects overseen by the Wetlands Agent. The Wetlands Agent approved and oversaw decks, pools, drainage improvements and additions to single-family homes in the Upland Review Area in both the Lake Area and other Intermittent Watercourse Areas. Approvals were also issued for sheds, septic systems, garages and new homes.

Wetlands Staff - Todd Penny, Wetlands Agent, and Heidi Leech, Land Use Permit Technician, continue to work with Coventry residents who need to be involved in a Wetlands permitting process. The approach to each application is consistent; help the applicant navigate through the permitting requirements while maintaining the health and integrity of each wetland complex involved.



Todd Penny, PE – Town Engineer/Wetlands Agent

ZONING BOARD OF APPEALS

Members: (As of June 28, 2019 end of fiscal year)

| | | |
|--|--------------------------------|-------------------------|
| Claire Twerdy, Chairperson | Suzanne Pollinger | Lisa Thomas (alternate) |
| Elizabeth Bauer, Vice Chairperson | William Bonney (alternate) | Carol Chipkin |
| Cheryl Ann Resha, Secretary | Courtney Rossignol (alternate) | |
| Mark Landolina, Planning Technician/Zoning Enforcement Officer | | |

PETITIONS: 0

Approved 6
Denied 3
Pending 0
Withdrawn 0
Appeal 0

In fiscal year 2018-2019, we accepted nine applications for ZBA. One application was denied for a shed encroaching on a side setback line, one application was denied for a side setback for a garage addition, and another application was denied for the construction of a single-family home, which would go beyond the maximum allowable lot coverage. The other six applications were heard for relief from setbacks, lot coverage, enlargement of nonconforming structures and an increase in the maximum allowable fence height. Besides variances, there were not any other matters brought to the ZBA such as appeals of a Zoning Enforcement Officer decision.

Land Use Staff work with property owners to limit the number of variances that are needed for projects. Meetings and site visits occur so the homeowner can speak with the Zoning Enforcement Officer about ways to conduct projects that meet the Zoning Regulations so that a Zoning Board of Appeals application is not needed. Statistically speaking, only four out of every 100 zoning applications could not be approved and thus applied for a variance. This helps demonstrate the flexibility of our regulations to assist in helping homeowners come up with solutions to make improvements to their property without the need for a variance.



ZONING ADMINISTRATION

Mark Landolina, Planning Technician/Zoning Enforcement Officer

ZONING PERMITS ISSUED (Agent Approved) 282

| | |
|--|-------------|
| <i>Foundation for New Single Family Dwellings</i> | 12 |
| <i>New Single Family Dwellings Build-Out</i> | 13 |
| <i>Multi-Family Dwelling Foundations</i> | 1 |
| <i>Multi-Family Dwelling Build-Out</i> | 1 |
| <i>Condominium Units</i> | 1 |
| Total New Dwelling Units Permitted (combined foundation and build-outs) | 15 |
| Accessory Structures | 47 |
| In-law Units | 3 |
| Residential Additions/Attached Garages | 11 |
| Home Occupations | 20 |
| Commercial Use/Signage | 5 |
| Interior Renovations | 20 |
| Other | 38 |
| Total: | *295 |
| | |

*Total differs due to more than one item per permit.

CERTIFICATES OF USE AND OCCUPANCY 46

(Signed for zoning compliance by ZEO)

| | |
|--|------------|
| Single Family Dwellings | 16 |
| Condominium/Adult Community | 1 |
| In-law Units | 3 |
| Accessory Uses – Building and Structures | 10 |
| Residential Additions/Attached Garages | 5 |
| Commercial Signage | 2 |
| Other | 9 |
| Total: | 46* |

ZONING INSPECTIONS

233

| | |
|---|------------|
| Erosion and Sediment Control | 27 |
| Limits of Clearing | 3 |
| Certificates of Occupancy | 46 |
| Pre-Approval Inspection | 26 |
| Seed & Mulch/Grading – Bond Release | 6 |
| Zoning Complaints (Initial & Follow-up) | 34 |
| Blight Complaints (Initial & Follow-up) | 67 |
| Stormwater Mitigation/drainage | 19 |
| Easement | 1 |
| Other | 20 |
| Total: | 249 |

VIOLATION ENFORCEMENT INSPECTIONS (Initial Inspections Only):

The following is a breakdown of the types of inspections made by the Zoning Enforcement Officer in response to complaints lodged by citizens for potential zoning and blight violations.

Erosion and sedimentation, outdoor wood-burning furnaces, and drainage complaints associated with poor grading are investigated expediently by the PT/ZEO due to their potential impact on the environment, and possible harm to citizens and private property.

| | # of active enforcement matters at the end of the fiscal year |
|--|---|
| Erosion and Sediment Control | 0 |
| Drainage | 0 |
| Permit Conditions Not Met | 0 |
| Non-Permitted Activity or Structure | 6 |
| Signage | 0 |
| Illegal Dumping/Oil Spills | 0 |
| Clearing/Filling | 0 |
| Junk Yard/Blight | 4 |
| Greater than 1 Unregistered Vehicle | 8 |
| Unlicensed motor vehicle dealer/repair | 0 |
| Outdoor wood burning furnace | 0 |
| Residential motor vehicle sales | 0 |
| Nuisance | 0 |
| Blight | 15 |
| Total: | 33 |

The majority of enforcement matters that were open at the beginning of the fiscal year were brought into compliance by the end of the year. This includes several of the more serious matters that have been open for several years. Two matters were forwarded to the Town Attorney but were brought into compliance before any legal action was pursued. There is a concerted effort to work with property owners directly and flexibly to bring enforcement matters into compliance without the need to pursue legal action. This approach has been successful in earning cooperation with property owners to reach the common goal of seeking compliance in a timely manner. The majority of open enforcement matters were from more recent complaints that are in the process of being resolved.

We want to reiterate that our enforcement ordinances for both Blight and Zoning are complaint based. This means that in order to legally investigate a potential violation that is not of immediate danger to citizens, a complaint must first be filed in writing with the Land Use Office. Our ordinance states that named complaints are addressed as priority over anonymous complaints.

ZEO Update

The Planning Technician/Zoning Enforcement Officer, Mark Landolina, joined the Land Use Department in May of 2018. From June through July he worked closely with the Town Planner, Eric Trott, to learn the Zoning Regulations, permitting processes, enforcement process and other important aspects of the position. Since then, Mark completed two Connecticut Association of Zoning Enforcement Officer (CAZEO) training sessions, which are required for certification as a Connecticut Zoning Enforcement Officer. Each session included a week of classes covering various topics relating to the position, and a final exam at the end of each week. To obtain final certification, Mark will attend CAZEO events to obtain credit hours towards the program, and finally submit a case study showing the implementation of zoning in the Town by May of 2020. These training opportunities helped Mark learn about the best approaches to carry out the position effectively, ethically and efficiently.

Permitting and Application Process

Some of the most rewarding time is spent helping many prospective homeowners, attorneys, realtors, and developers come in and call/email daily for advice on the interpretation of our zoning regulations. This time is spent in pre-submittal meetings, either in the office or in the field at the site in question. Prospective zoning applicants work with the ZEO prior to submitting to explore their options with development projects and to help ensure that they meet the regulations prior to submitting. While we do our best to be time-efficient with these requests for information, a little more time spent on the planning end saves projects from being out of compliance after they are either submitted for approval or constructed.

After projects begin, as time permits, PT/ZEO does inspections on both Erosion and Sedimentation control, and general construction visits to ensure that the project goes according to plan, and that neighbors have no reason to be concerned with this construction. This can also involve issues pertaining to drainage, stormwater features, lot clearing, and construction maintenance. Mark will also inspect that the time of completion of a project to certify that the project meets the permit requirements and regulations.

ECONOMIC DEVELOPMENT COMMISSION

Members: (As of June 30, 2019 end of fiscal year)

| | | |
|---|---------------|-----------------|
| Sondra Astor Stave | Bill Jobbagy | Richard Conti |
| Timothy Liptrap | Barbara Barry | Richard Giggey |
| Mark Lavitt | Sam Belsito | Kristen Bilotta |
| Eric M. Trott, Director of Planning and Development | | |
| John Elsesser, Town Manager | | |

Coventry's Economic Development Commission (EDC) continued their efforts to attract new business appropriate for the community while supporting existing business and tourism efforts. The EDC recognizes that economic development requires a long-term commitment to create a positive atmosphere to attract appropriate development proposals.

Town Staff and a member of the EDC continue to revise and improve a 'New Business Primer' education resource for the business community. The primer is a 'one-stop-shop' source of information on what is required and recommended to start or expand a business. This resource is distributed to new home occupation businesses to assist them in their 'start ups'. The member also is involved with the Northeast CT Economic Alliance a regional business financing source that supports small business development.

The same member of the EDC also serves as a Board member with The Last Green Valley. This offers a link between the Town and an important regional organization that assists with grant funding, education and other vital resources.

A member of the EDC continues to be involved with the operation of the Visitor's Center, which serves as a business, cultural and civic information resource for the Town and the region. The Visitor's Center is being operated solely by the efforts of the volunteers. The Commission and Staff have discussed new opportunities to encourage visibility and expand the volunteer support of the Visitor's Center.

The EDC continues to strongly support the efforts of the Coventry Farmers' Market. The Market was moved to the Hale Family Homestead in 2008 and has proven to be extremely successful and a significant economic development feature which supports the local agricultural and small business community as well. The Commission continues to consider ways in which the visitors of the Market can be connected to the other businesses in Town in order to further support the local economy.

During the budget preparation for the 2019/2020 fiscal year, Planning Staff and the Commission encouraged the funding of dedicated staff time to assist in the support of the Coventry Village Partners. The Partners were formed in 2018 and consist of a variety of stakeholders in the Village, including: businesses, Coventry Arts Guild, First Church of Coventry, Town Staff and other interested parties to work cooperatively to support revitalization efforts in the Village. Erica Pagliuco, the Coventry Farmers' Market Master, was hired to work up to five hours a week in this capacity. With the success of the Farmers' Market, it is believed that the Market template can be applied in many

ways to the Village and serve to connect the Market go-ers with the businesses and services in the Village.

The EDC continues to revise and update the Town's economic development brochure/business listing to maintain its relevance and accuracy. This marketing piece is a simple, yet effective way to identify the local businesses and provide a quick reference that can be easily offered to the public at various visible locations in Town. The EDC portion of the Town website also offers useful and informative materials regarding the Town as a destination and attraction for visitors and businesses.

The Commission continues to support the expansion of the Bolton sewers into Coventry to address wastewater and economic development needs on RTE 44 near the town line. The WPCA Staff has been working with the Town of Bolton WPCA to develop an inter-municipal agreement to allow for the effluent to flow through Bolton's sewer system as it ultimately travels to the treatment plant in Manchester. A study was conducted to analyze the capacity of the piping system to accommodate flows from properties in Coventry. It was determined that there is adequate capacity. An initial environmental impact was conducted and submitted to the State of CT DEEP. The Town is waiting on the results, which are expected in the late in the summer of 2019.

The EDC also has significant interest in the capacity of the Coventry sewer treatment plant and its ability to allow new economic development and/or mixed use housing opportunities. The WPCA continues to examine the current system capacity and determine amounts of service that can be provided for new projects.

In an effort to maintain open communication with businesses in the community, the EDC has made efforts to meet one on one with several businesses at the Commission level. The goal is to better understand the needs of the businesses and determine how the Commission can assist. The meetings have been helpful for both parties by sharing information and insight into small business support. The Commission continues to conduct a business visitation program. The results of the conversations have inspired programming for future forums as well as assisting the Commission and Staff on the priorities for the Commission.

The Commission also continues to recognize new businesses and businesses that have recently completed a significant project, with formal certificate of appreciation that is hand delivered by the Chairperson. The certificates have at times been delivered at a ribbon-cutting event that is either sponsored by the business, the Commission or State Representative Tim Ackert.

The Commission hosted a Google small business event and opened the forum up to the towns that are participating in the regional economic action plan. The focus of the forum was search engine optimization and methods to assist businesses in gaining more visibility in the digital marketplace. The event was very well attended and provided helpful information to those in attendance.

The Commission hosted a discussion with Nucleus Augmented Reality. The company works with upcoming technology related to advertising on cell phones and new headsets. They assist towns with the advertising that can occur on town airspace. The Commission agreed that the technology bears watching and recommended that the Town Council consider it.

The Commission requested that the Town Council budget funds in order to support an effort to collaborate with the Towns of Bolton, Mansfield and Tolland and prepare a regional economic development action plan. The goal for the plan is to develop a series of collective and independent action items for the member towns that further the studies, analysis and work that was completed in the region. For example, the Eastern Gateways Transportation Study of the RTES 44 and 195 corridors serves as a springboard for more cooperative work between the towns. A Request for Proposals was prepared to advertise the project and to hire a consultant to assist with the preparation of the plan. A consultant is expected to be hired and the project to commence in the summer of 2019 and be completed within six months.

The Commission recognizes the investment that businesses make to their property or commitment to locate in the town. The Chair of the Commission personally meets with many of these new or newly improved businesses to give them a certificate of appreciation from the EDC as a small token of recognition and appreciation for their work.

The EDC continues to discuss and provide support to various businesses seeking approvals from the Planning and Zoning Commission. The EDC often serves as the 'business cheerleader' or advocate to assist in the processing of an application.



Bridge over Clark's Brook Installed per Wetlands Agency Approval during Jones Crossing Bridge Replacement for access to Agricultural Fields – 2019

Town of Coventry
Ad-hoc Protected Spaces Stewardship Subcommittee
Annual Report 2018-2019

The Subcommittee currently has 4 active members, with one vacancy.

The Subcommittee conducted the following activities:

- Held four quarterly Subcommittee meetings (5th Tuesdays at 7:00pm in Town Hall).
- Attended the annual CT Land Conservation Conference; shared collected materials.
- Contributed input to a series of forms including volunteer liability waiver, safety and tool use training information, with support from the Land Use, Parks and Recreation, Finance and Town Manager's offices.
- Established an email account – openspacestewardship@coventryct.org .
- Researched and purchased a series of hand and power tools and materials through the Conservation Commission for minor stewardship work on Town public open spaces.
- Utilized Creaser Park building storage space where volunteers sign in and out equipment for various stewardship projects across Coventry.
- Participated in a number of trail planning visits with the Conservation Commission.
- Met with the Conservation Commission and the Parks and Recreation Commission to discuss options for mutual projects and assistance.
- Regularly communicated with town offices in Land Use, Public Works, Parks and Recreation, and Town Manager – issues for trail work, vandalism and dumping reports, and minor parking area and signage repair requests.
- Coordinated trail work parties at Creaser Park, Laidlaw Park/Woodmont Trail, Patriot Park Woods, Riverview Park Trail, Thornton Brook Preserve, and Williams Preserve.
- Held conversations with some area town and land trust stewardship groups.
- Collaborated with Conservation Commission with regular entries to the Coventry, CT Conservation Community Facebook page (currently at 103 members), referencing seasonal conservation topics, volunteer trail work party opportunities, and more.

Respectfully submitted,

Eric Thomas
Chair



EDUCATION

***Above:** The Town Council recognized members of the Girls' Tennis Team for their season accomplishments at a meeting in the summer of 2018.*

The team won the regular season for the first time, and placed second in the 2018 NCCC Tournament.

Photo by John Elsesser.



Coventry Board of Education 2018-2019 Annual Report

David J. Petrone, Ed.D., Superintendent of Schools



The Coventry Board of Education is the governing and policy making body of the Coventry Public Schools. The Board derives its power from the Constitution and General Statutes of the State of Connecticut as well as from the State Board of Education and the Charter of the Town of Coventry. The Board of Education is responsible for establishing policy and educational goals that guide the school system toward the continuous improvement of the educational program for Coventry's children. The Board is also responsible for the ongoing evaluation of the school program against its goals and for the evaluation of the Superintendent.

The Board consists of seven elected members: Jennifer Beausoleil, Chairman; Eugene Marchand, Vice-Chairman; William Oros, Secretary; Frank Infante; Mary Kortmann; Sean Gallagher; and Kelly Sobol. The Board meets twice a month in the Administration Building Conference Room. Agendas and minutes of the meetings are posted on the Board of Education page of the district website at www.coventrypublicschools.org.

The Board's Mission Statement and Goals provide direction and focus to the improvement work of the district. They are as follows:

- Mission Statement – The Coventry Public Schools will prepare every student for life, learning and work in the 21st century.
- Goals – 1) Identify, define, and measure the critical skills and attributes that are required for success and align systems to continuously improve student performance and achievement. 2) Maintain and promote a positive and respectful learning community. 3) Recruit, retain and develop high quality staff at every level.

Each year the Superintendent, as well as each Principal and the Director of Pupil and Staff Support Services, establish a personal set of goals which align with the Board of Education main goals. In addition, goal achievement documents are developed in the spring verifying the year's accomplishments. Those documents and related details can be found on the district website.

Coventry Public Schools 2018-2019 Noteworthy Accomplishments:

Coventry High School; Joseph Blake, Principal



In the 2018-2019 school year Coventry High School (CHS) was recognized for high achievement in both state and national rankings. The Jay Matthews Challenge Index (formerly *Washington Post*) ranked CHS as 10th in Connecticut high schools, which places CHS in the top 6% of all high schools in the United States and as the only school in our District Reference Group (DRG) to be ranked. The US News and World Report's BEST Schools report ranked CHS as 39th in Connecticut, which places us first in our DRG based on their ranking.

During the 2018-2019 school year at Coventry High School a variety of initiatives and programs helped support student learning and achievement. We continued to focus on refining our curriculum, instruction, and assessment to support student performance on the SAT through the effective use of data to ensure that students possess the skills necessary for high achievement on the SAT and for college and career readiness. During 2018-2019, students were administered the first official Next Generation Science Standards (NGSS) assessment. We have also offered professional development to teachers on curriculum development and effective implementation of the NGSS in the classroom. We will continue this work as the NGSS is rolled out to each grade level and course in science. CHS and Eastern Connecticut State University (ECSU) have entered into a dual enrollment agreement where, beginning in 2018-2019, students were able to take a course at CHS and earn both high school and college credit for successful completion of the course. Our first ECSU dual enrollment course was Medical Terminology and 33 students earned both CHS and ECSU credit for successful completion of the course. We have also continued to support our cooperative agreements with ECSU and the University of Connecticut Neag School of Education to place interns and pre-professionals who will support our students' academic and social development and/or complete their student teaching.

This year, CHS students and faculty transitioned from one-to-one iPads to Chromebooks. Professional development time was allocated to train teachers on effective use of Google Apps for Education and Chromebooks with a focus on collaboration and communication skills. Students continued to take advantage of the opportunity to earn college credits while taking classes at Coventry High School. Last year alone, through the Early College Experience program, students earned 239 credits at the University of Connecticut, and through the College Pathway Partnership, students earned 570 credits at Manchester Community



Coventry Board of Education 2018-2019 Annual Report

College. Our athletic program had a very successful year including 15 post season/state tournament appearances, an NCCC tournament championship for girls volleyball and NCCC championships for golf and baseball. The girls volleyball team was CIAC Class S runner up and the baseball team captured the CIAC Class S state championship by defeating Shepaug Valley in the championship game.

Capt. Nathan Hale Middle School; Dena DeJulius, Principal



Capt. Nathan Hale Middle School (CNH) prides itself on building positive relationships with all students, and providing students with strong academic programming that integrates advanced learning and current technology. CNH offers students a wide variety of related arts programming as well as extra-curricular offerings. In 2018-2019, the English Language Arts (ELA) and Mathematics departments continued their curriculum work aligning instruction and assessments with the Connecticut Core Standards. The science department continued its work on implementing the Next Generation Science Standards (NGSS) curriculum. Science classrooms are incorporating anchor phenomena, 3-dimensional learning, and engineering practices into their units of study. We continued with year three of our one-to-one technology initiative that includes all Grade 8 students having individual iPads. Teacher training in the use of Google Apps for Education (G Suite) is ongoing across grade levels. Student-Led Conferences (SLC) were held for the second year with all Grade 6-8 students leading their own conferences in both the fall and spring! CNH had terrific attendance at our Student-Led Conferences. We had 88 percent of our parents attend our fall Grade 6-8 SLCs and 66 percent of our parents attend in the spring. Two hundred ninety-two parents took our post SLC parent survey. 95.6 percent of our CNH parent community agreed or strongly agreed that they are aware of the goals and action steps their child will take to achieve them. In the fall, support staff provided professional development to staff regarding trauma, its impact on students and how to implement trauma informed practices in the classroom setting. Additionally, staff viewed portions of the movies “Paper Tigers” and “Resilience” to reinforce the concepts regarding trauma. In January, staff also reviewed strategies to incorporate social and emotional skills into any class. Some strategies include mindfulness, visualization to release stress, starting class with something positive, and circle sharing. In the spring during advisory, staff conducted restorative circles with students to discuss and generate ideas to help foster a more positive school climate. We continue to offer Chinese language at the middle school. 2018-2019 was the third year of having the Chinese language and culture as part of our programming. In January, 15 students and 5 teachers from our sister school-No. 57 Middle School in Qingdao, China visited CNHMS for ten days. They participated in school-based activities to experience what education and life in our school is all about, and they took several local field trips to get a true flavor of historic Coventry! CNH held its second annual after school literacy event on January 16, 2019. Close to fifty students signed up and attended the activities. Students engaged in an author Skype with Geoff Rodkey, completed a literary based Escape Room and engaged in other fun and interactive literacy based games. On June 3, we had our second annual National Junior Honor Society (NJHS) Induction Ceremony held in the Library Media Center. Twenty-seven students were inducted into the Capt. Nathan Hale NJHS which recognizes students for their scholarship, leadership, service, citizenship, and character.

George Hersey Robertson School; Jennifer DeRagon, Principal



George Hersey Robertson School (GHR) staff is proud of our continuous support of intermediate students’ emotional, social, behavioral, and academic needs by providing a responsive and positive school culture. Our work supports both school and district initiatives to provide an enriching instructional experience for all students.

To support students in taking ownership over their own learning, students built on their Student Led Conference experience last year by setting goals and evaluating their individual progress in math as well as writing. 98 percent of parents attended their child’s student led conference, with overwhelmingly positive feedback in which nearly all parents reflected that they were aware of their child’s progress, academic goals, and the steps they took to achieve their goals during the year. GHR students and staff have continued to provide a positive school environment beginning with a daily morning meeting to foster community and trust within the classroom. In addition, CARES (Cooperation, Assertion, Responsibility, Empathy, and Self-Control) and our schoolwide philosophy around promoting kindness are both encouraged



Coventry Board of Education 2018-2019 Annual Report

across the building with designated mentor texts, Kindness Cards and Principal's Forum, and schoolwide expectations posted for each location throughout the building.

Additionally, our new science curriculum based on the Next Generation Science Standards (NGSS) was implemented in all grade levels, and fifth grade students were administered the new annual science assessment. Science teachers in Grades 4 and 5 attended assessment development sessions at Capital Region Education Council (CREC) to further develop formative assessments based on their standards with other educators from across the State of Connecticut. Curriculum work in reading, writing, and mathematics continues to refine and align pacing, instruction, and assessment to ensure academic success. In technology, the addition of Chromebooks provided students with the capability to work and create using Google Apps for Education, and many teachers developed Google Classroom sites to communicate with students and families.

As a member of the Coventry community, GHR engages in several events and celebrations. To support the transition from CGS (Coventry Grammar School) to GHR, several events were held. These include a grade 2 student visit to GHR in June, a Parent Orientation Night, book fair and ice cream social night, Tours with the Principal, and Meet and Greet with Grade 3 classroom teachers in late August. Community service projects that we are most proud of include our high rate of participation in our fall food drive, Tara Farms Animal Shelter fundraiser, Connecticut Children's Medical Center (CCMC) PJ day, Muscular Dystrophy Awareness Day, Autism Awareness Day, and Down Syndrome Awareness Day. To encourage active and well-rounded citizens, we are fortunate that GHR students had the opportunity to participate in many after-school activities: Homework Club, Mentoring, Art in the Afternoon, Paints on Fire, Multi-Sport, Ski Club, and our new Service Learning Club. Finally, the GHR PTO continued to be a great support for our learning community. PTO Board members and volunteers worked tirelessly to financially support many aspects of our school including field trips, recess equipment, summer reading books, our guest author/illustrator Barbara McClintock and a corresponding Family Literacy Night, and overall school spirit.

Coventry Grammar School; Ronda Carrie, Principal



Coventry Grammar School (CGS) built upon last year's Student Led Conference (SLC) model with the inclusion of a Portrait of the Graduate competency. Collaboration was added to the student goal setting and self-assessment component of SLC. Skills were identified, explicitly taught and assessed. Students rated and reported their performance in this area. We expanded the March Parent Conferences to include both the SLC and a traditional Parent Teacher Conference. This model struck a chord with families who relished seeing their child present his/her growth while still maintaining communication from the classroom teacher. We transitioned from the Developmental Reading Assessment (DRA) to the Benchmark Assessment System (BAS). In depth training was provided to all teachers in June 2018 with follow up sessions during the school year. This change of assessment tool informed changes in our instruction, becoming more rigorous with greater emphasis on reading for meaning, and introducing skills and concepts at earlier points in the curriculum. The addition of the Fountas and Pinnell Classroom Guided Reading Collection, mid-year for kindergarten and a bit later for first grade, made an enormous impact on our instruction. This upgrade of leveled texts immediately lifted our teaching practices. The focus on fact fluency was realized in every coaching session with the K-12 Math Specialist, through an adjusted assessment schedule, a unique database, revised Tier I practices and revised Eureka sequence of fluency lessons. New materials were purchased to support creative and engaging ways to practice and master facts. Heavy involvement of students setting goals and tracking progress was implemented. The use of current resources, Reflex Math in second grade and Todo Math in first grade, were adjusted to meet the required weekly time on task. Morning Meeting, a common component in a K-2 classroom, was explored more carefully. We reviewed and adopted the criteria for each element; Greetings, Sharings, Group Activities and Morning Messages. An example of a shift in practice was creating messages that went beyond a report of the daily schedule, and provided an element for student response each morning. Eighty Morning Meeting Ideas for Grades K-2 was purchased for each team. We advanced our implementation of the social emotional learning curriculum, Second Step, in grade one. The instruction, visual resources and tools of this program have elevated the social and academic skills of our students. In addition, mindfulness practices were implemented. In the way that students participate in Brain Breaks to move within the school day. GoNoodle was utilized to provide practice melting, a strategy for letting go of unwanted feelings such as anger and frustration and rainbow breathing which helps students relax and think positive. Classrooms made calming jars, water bottles filled with gel and sparkles, and utilized belly breathes to increase self-regulation.



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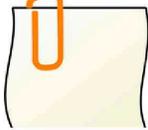
Hale Early Education Center; Lois Hasty, Preschool and Early Childhood Education Coordinator



The Hale Early Education Center (HEEC) had another exciting and productive year which included several new opportunities for the students. Most notably, one section of the complex's library/media center was turned into a library center for the preschool. Not only was the section stocked with many exciting books geared for young children, but students from the middle school and high school spent time reading to and interacting with the preschoolers. HEEC students loved their visits to the library.

The year also brought opportunities for middle school and high school students to come to the center to read to the preschoolers, sing and play musical instruments, and design mini lessons to present. Some HEEC classes participated in the Capt. Nathan Hale School's Morning Show. HEEC students were also delighted by upgrades to the outdoor space. The fence was expanded to include a new grass area, and a new massive wooden block set was added which allows students to work cooperatively and use their imaginations to create all kinds of structures. A shade structure will be added soon. The curriculum continued to focus on integrating all developmental areas (cognition, social and emotional development, physical health and development, language and literacy, creative arts, mathematics, science, and social studies). In science, students learned about basic needs, forces of motion, food as energy and food sources, the five senses, habitats, objects in the sky, weather patterns, taking care of our earth, life cycles, and the sun's heat. Students' understanding of math skills and concepts grew tremendously with the continued use of preschool Eureka Math, and the 2nd Step program continued to emphasize critical competencies in social skills and emotional regulation. All this occurred within a primary emphasis on play. HEEC also continued to offer a Smart Start summer camp experience. With the largest number of participants to date, this expanded 9 week themed-based camp provided a fun, safe environment for students to continue learn and grow over the summer months.

Business Office; Robert Carroll, Director of Finance and Operations



This year the CT State Department of Education introduced a new financial data collection tool known as the Educational Finance System (EFS). Coventry's EFS submission was completed in a timely fashion and received positive results through an audit by Blum Shapiro. The office worked with the Educational Technology Department to deploy brand new laser printers and copy machines throughout the district. This new lease has a lower monthly cost as well as lower cost per copy charges. Business office staff received training from the CT State Police to ensure compliance with state and Federal Criminal History Compliance standards. We continue to participate in meetings with the town's School Energy and Building Efficiency Building Committee as they continue to implement new energy saving improvements at our schools. A significant development this year was the award of a \$4M grant by the Department of Energy and Environment Protection (DEEP) to install a Microgrid. Once constructed, the Microgrid will be able to provide power to the middle/high school complex, Town Hall, the Administration Building, and Orchard Hills Estates at a reduced cost and will also be able to sustain power to those facilities during an extended power outage by the utility company. At the Hale Early Education Center, we received parent feedback and continued to refine the billing process for preschool families by implementing credit card payments and a streamlined invoice delivery process. An Employee Assistance Program (EAP) was introduced for all staff and their families. An EAP offers no cost, confidential counseling in a variety of areas including financial advisement, substance abuse issues and legal advice. An agreement was entered into with the Bolton Public Schools to share two certified staff members. Neither district required full time employment of these positions on their own, but combined, we were able to maximize the potential of both positions. Office staff also assisted the Board of Education in negotiating a new 5-year school bus transportation contract with M&J Bus, Inc. The Business Office also assisted in the financial oversight of several new grants including an IDEA (Imagine, Develop, Engage, Apply) Resource Equity grant, AT&T Aspire grant, and the Academic Enrichment grant.

Physical Plant and Facilities; William Trudelle, Director



The Facilities Department and the School Building Energy Efficiency Committee have been working on replacing or upgrading HVAC equipment along with other items in the bond. The work included replacing the boilers at the Coventry Grammar School (CGS) and the George Hersey Robertson School (GHR) in October 2018, removal of the oil tanks at the Capt. Nathan Hale School (CNH) and Coventry High School (CHS), and replacement of the oil tanks at CGS and GHR over the summer. We have also worked with the Committee on fire door code issues at CHS, hiring BL Company to address the violation and corrective action needed. Facilities has also been collaborating with the Walls Committee to evaluate a previous report containing concerns regarding the new sections at the middle/high school complex. An engineer company, Diblasi has been hired to evaluate the report and to perform scans of the structure to see if any action is needed. The Department of Energy and



Coventry Board of Education 2018-2019 Annual Report

Environmental Protection has granted the town a grant for a Microgrid. Facilities has been working with the engineering company on site plans and distribution lines for the project. Facilities has also worked on other Capital Improvement Plan (CIP) projects including track resurfacing, field irrigation, and student restroom remodeling.

Educational Technology Department; Cathie Drury, Director



The Coventry Public Schools Educational Technology Department works to support all stakeholders in the use of technology to enhance learning and productivity. 2018-2019 marked year one of our new three year District Technology Plan during which we furthered our work with supporting meaningful technology integration while ensuring ongoing access for all stakeholders through monitoring and enhancing equipment and network infrastructure. In alignment with the plan, we built on our work with the district data warehouse, adding assessments and reports to help facilitate student learning through data-driven decision making.

Continuing on with previous efforts, we regularly monitor the network to ensure ongoing activity and access to key resources, updating equipment around the district in accordance with our obsolescence plan. The 2018-2019 marked year 1 of the migration to Chromebooks for our 1-1 program at the high school, which we supported with on-going, targeted professional development offerings. In addition, we began our work with integrating the International Society for Technology in Education (ISTE) Standards for Students, which were adopted by the state of Connecticut as our official technology standards. Throughout the year, we also worked with staff district-wide to maximize resources and increase efficiencies. We enhanced our school/community connection by providing additional parent resources as well as adding pages that integrated our Education Spotlight and Social Media presence. We also provided support to students, staff, and families with regard to technology resources by providing informational sessions and just in time support as needed. Technology plays a pivotal role in our daily lives and the Educational Technology Department will continue its work in partnership and support of students, staff, families and community members to benefit the Coventry community as a whole.

Department of Teaching and Learning; Michele Mullaly, Director



The focus of the Department of Teaching and Learning is on the development of an outstanding educational program to support all Coventry students in reaching high levels of achievement and in acquiring the knowledge and skills that will prepare them for life, learning, and work in the 21st century.

We are proud of our students' many achievements, the instruction provided by our teachers, and the wide-breadth of educational programs and opportunities offered in our schools. Through the collaborative efforts of parents, students, schools, and the community, we have fostered an exemplary learning community which supports innovation and is committed to challenging all learners.

In the 2018-2019 school year in Grades 4-5, 7-8, and 10-11 we implemented new curricular units in science aligned to the Next Generation Science Standards and incorporated the three dimensions of the NGSS: Science and Engineering Practices, Crosscutting Concepts, and Disciplinary Core Ideas. In addition, at all schools we continued to promote students' ownership of their own learning by involving students in setting standards based goals for learning and in tracking and reporting their own progress on achieving those goals. For the second year at Coventry Grammar School (CGS), George Hersey Robertson School (GHR), Capt. Nathan Hale Middle School (CNH), and Coventry High School (CHS), we held Student Led Conferences for parents and families during which students shared their progress on learning and their goals and used their student work as evidence of their growth.

District wide a major focus for the school year involved the collaboration of teachers, parents, students, members of the Board of Education, and administrators in developing Coventry Public Schools Portrait of the Graduate. Critical Thinker, Engaged Collaborator, Effective Communicator, Empowered Citizen, Authentic Innovator---these phrases describe Coventry Public School's collective vision of its future graduates, a vision that articulates our community's aspirations for all students and is a vision that will guide teaching and learning at every grade level. Through our Portrait of the Graduate competencies we are continuing to provide for the acquisition of rigorous academic content and are intentional about the instruction of 21st century skills essential for the workplace now and in 2030 and beyond. Our Portrait of the Graduate is a vision that engages students in their learning as discoverers, researchers, creators, innovators, and citizens and cultivates in students a passion for learning. We are developing a three to five year plan for implementation of our Portrait of the Graduate, and last year launched some of this work with students by having our high school seniors wearing their caps and gowns visit our elementary school classrooms to talk with students about educational and career goals.



Coventry Board of Education 2018-2019 Annual Report

As our school system designs curriculum and instruction to promote continued high achievement especially in the core areas of literacy, mathematics, and science, we also began implementing programming to provide new learning opportunities for students related to the Computer Science Standards adopted by the Connecticut State Board of Education in June of 2018. In Grade 2 all students participated in a Project Lead the Way unit of study, "Grids and Games", through which students learned about the sequence and structure required in computer programs and worked in pairs to build computer games for tablets. In Grade 6 students engaged with the Project Lead the Way "Automation and Robotics" unit of study through which they learned about mechanical systems, energy transfer, machine automation, and computer control systems. Using the VEX Robotics platform, students designed, built, and programmed real-world objects like traffic lights, toll booths, and robotic arms. We expanded our Program of Studies at Coventry High School to add a Computer Science Principles semester course which all 9th graders will take beginning in the 2019-2020 school year.

We continue to offer our students welcome and nurturing classroom environments in which our teachers encourage students to problem solve, think critically, collaborate with others, and utilize technology to research, create, and present meaningful student work for real-world audiences. We have high expectations for all students and strive to support positive school climates that engage all learners and prepare them for life, learning, and work in the 21st Century!

Pupil and Staff Support Services; Dr. Beth Giller, Director



Pupil and Staff Support Services (PSSS) is committed to providing equal access and equal opportunities for all Coventry school children in the least restrictive environment. To achieve this, continuous evaluation of programs and practices ensure we are in a strong position to provide the resources needed to meet the unique needs of all children. A multi-year plan has resulted in Coventry's Autism Program evolving into a strong intensive instructional program. Coventry now has a full time Board Certified Behavior Analyst (BCBA) at the elementary level and a part time BCBA at the secondary level. These staff members with expertise in behavioral strategies support our students and educators in managing and responding to various behaviors. The education supports required by students transitioning to a new school building have been carefully reviewed and evaluated. Protocols and practices were refined for transitions between buildings from Hale Early Education Center (HEEC), Coventry Grammar School (CGS), George Hersey Robertson School (GHR), Capt. Nathan Hale Middle School (CNH), and Coventry High School (CHS). Collaboration among staff members, team meetings, and student visitations to new sites are among these practices.

Coventry received a grant from AT&T to implement a vocational training program at Coventry Academy for the 2018-2019 school year. The implementation of this program was a collaborative effort between our Vocational teacher, Transition Coordinator, and Coventry Academy staff. Nine students participated in vocational opportunities. Our appreciation to Tara Farms (animal care), Rose Brothers Garage (auto maintenance and repair), Mansfield Discovery Depot (preschool), HEEC (preschool), Coventry Kids Center (preschool), Windham Area Interfaith Ministries (WAIM - retail), Hot Strings (guitar shop), GHR (guitar lessons) and CNH (guitar lessons) for partnering with us to provide authentic work experiences for students.

Coventry's Vocational Program for students 18-21 experienced their first year in their new location at Patriots Park. The facility is an optimum location as it provides students with a great venue to learn independent living, social, and vocational skills off site from the district's high school. Patriots Park houses a kitchen, bathroom, laundry area, instructional areas, and lounging space. The majority of the students' days are spent at job sites, but students also prepare daily schedules, do laundry, prepare meals and engage in lessons.

PSSS staff members worked collaboratively with administrators and district staff to explore appropriate social-emotional learning, restorative, and trauma informed practices to support students across our district. In addition, select staff were trained to expand available resources to deliver research-based interventions.

This year a Special Education Parent Group was established. After our first meeting, it was evident that this group meeting would be an important venue for parents to provide support to one another. At that time, the group brainstormed presentation ideas for the year's meetings. Presentations to the group included the following topics: Review of the IEP page by page, Medical Plans versus 504s, Social Stories and how to use them, Executive Functioning 101 and how to support children's executive functioning deficits. In addition, Officer Kelsey Carpenter from the Coventry Police Department presented to the group on Project Safe Return. The group meets monthly at GHR.



HUMAN SERVICES, CIVIC & CULTURAL

*Above: A Shred-it Day, held at Public Works
in September of 2018, generated numerous
donations for Coventry's Food Bank.
Photo by Donna Wrubel.*

Coventry Human Services

Staff: Courtney L. Chan, LMSW, Human Services Administrator, cchan@coventryct.org
Sneha L’Heureux MSW, Youth Services Coordinator, sheureux@coventryct.org
Dianna Grindle, Administrative Assistant, dgrindle@coventryct.org

Tele#: 860 742-5324; Fax 860 742-3505

Coventry Senior Center

Staff: Brenda Bennett, Senior Center Coordinator bbennett@coventryct.org
Sarah Leete, Senior Transportation Coordinator sleete@coventryct.org
Leah Whitaker, Senior Center Assistant lwhitaker@coventryct.org

Tele#: 860 742-3525; Fax 860 742-3506

HUMAN SERVICES HIGHLIGHTS

The Coventry Human Services Department is a multi-generational service agency. The goal of the department is to allow Coventry residents the ability to achieve and maintain personal and social well-being and to provide positive youth development programs. The Human Services Administrator holds a LMSW, is a member of the National Association of Social Workers, Municipal Human Rights Officer, Secretary of CLASS, (Connecticut Local Administrators of Social Services) and attends CLASS monthly training meetings. The Youth Services Coordinator is the Municipal Agent for Youth, staffs the Youth Service Bureau, which is funded in part through the State Department of Education, administers the grant from North East Communities against Substance Abuse and oversees the grants to regional agencies that provide services to residents.

YEAR ROUND PROGRAMS

- Advocacy
- Budget Counseling
- Case Management
- Civil Preparedness Emergency List
- Counseling Services
- Crisis Intervention
- Direct Services:
- Social Services - **116** cases

- Drug and Alcohol Information
- Emergency Call List
- Energy Assistance ACCESS Applications – **87 applications**
- Operation Fuel Program (winter) – **2 families**

- Operation Fuel Program (summer) - **2 families**
- Clergy Fuel - **20 families**
- Food Bank – **216 requests; 123 total households**
- Fundraising
- Housing Information
- Department of Social Services Information and referrals
- Landlord/Tenant Rights information
- Special Needs Program – **33 families**

ADDITIONAL PROGRAMS

- **Department of Agriculture** –46, \$18.00 vouchers for the Farmer’s Market were distributed to Coventry seniors and persons with disabilities and who received Renter’s Rebate assistance.
- **Renter’s Rebate Program** – **88** applications were processed for senior and disabled renters in the form of checks by the State Office of Policy and Management. The total amount granted under this program is \$40155.64. This program runs from April 1st - October 1st.



Holiday food drive and distribution

- **Holiday Program:** Staff as well as volunteers from the community coordinated the distribution of donated food and gifts to residents.

Thanksgiving: 46 families, single adults, elderly and disabled residents received Thanksgiving food; 55 hot meals to Orchard Hills residents.

Christmas: 65 families, single adults, elderly and disabled received food and gifts for the holidays; 56 hot meals to Orchard Hills residents.

FUNDRAISING/DONATIONS

- **Special Needs Fund** -Donations received from individuals, churches, businesses and civic organizations. **33 families** were assisted with rental assistance, energy assistance, electric utilities, clothing vouchers, gift cards, grocery cards, plumbing repairs, snow removal and food bank items.

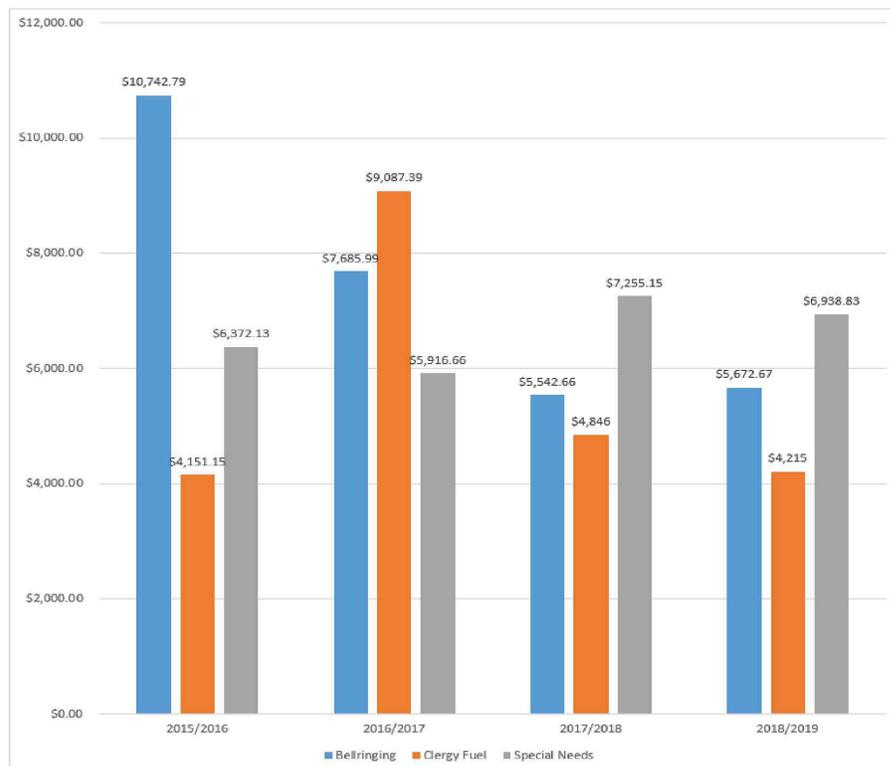
- **Salvation Army - Fundraising**
“Bell Ringers” – \$5672.67 total funds raised during the holiday season. 90% (\$5105.40) of the funds raised was returned to Coventry to benefit children and families in need.

Bell Ringing Locations - Highland Park Market, Walgreens and Dunkin Donuts.

Total Bell Ringing Hours: **78** (volunteers counted for each hour of bell ringing), total volunteers: **34**. Thank you to everyone for a job well done!

Clergy Fuel Fund – \$4215 was received in donations to assist residents in need of emergency heating assistance during the winter season.

Coventry Human Services Donations



EXPENDITURES FOR EMERGENCY ASSISTANCE ~

- **Salvation Army Fund** – 16 households were assisted with grocery vouchers, housing assistance, energy assistance, summer camp, the “Gearing Up to Learn” program, (families may be helped with more than one need depending on circumstances).
- **Fuel Assistance - Clergy Fuel Fund** - 20 families met the criteria to receive energy assistance and **\$6247.85** was provided in fuel assistance to families in need of during the winter season. Donations have been received from generous individuals, churches, business and organizations. Funds collected help to pay for deliverable fuel as well as electric heat and is administered by Pastor Maria Yocum, 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 the Finance Office.

THE HUMAN SERVICES ADVISORY COMMITTEE

Representatives from town departments, local churches, school district, police department, library, Visiting Nurse & Health Services of CT, senior groups and other organizations attend the meetings. The public is always welcome to attend. The Committee meets the 1st Tuesday of the month, October – June.



Youth Service Annual Report- July 2018- July 2019

(Sneha was hired at the end of January, data prior to hire is based off what was left behind. Some data prior to hire may not to properly accounted for.)

- Submitted final reports and grant applications for SDE YSB Entitlement and Enhancement grant
- **Direct Services:** 17 **camperships** were awarded to 15 families; allowing youth to attend summer camp that otherwise would not be able to.
- Assisted 2 families, registered 3 kids for 2 weeks of Salvation Army **Camp Connri**, located in Ashford, CT. The week-long, multi-session, overnight camp is free to qualifying families, funded by the Salvation Army.
- **Gearing Up to Learn**, back to school program, assisted 12 families with backpacks, school supplies, and Kohl's gift cards. 24 kids started the school year off with new supplies.
- **Positive Connections Mentoring Program** matched 11 high school students with 11 Robertson School 3rd, 4th, and 5th graders. The group met on Thursday from November through June. In addition to their strong commitment to homework, the group was engaged in many arts and crafts, team building and cultural activities.
- Revamped the **Youth Job Bank Program**. 12 students were paired up with jobs in our community.
- Provided drop in office hours as part of the open door policy to parents, middle and high school youth and other citizens as needed.
- The 11th Annual **Spread the Cheer** holiday program for Coventry Grammar School students was held on December 10th, 2019. Youth Services and the Senior Center collaborated once again, allowing 36 kids to create gifts for family members. Senior Center volunteers helped with wrapping, disbursing snacks and helping students, while arts and crats activities were supervised by 5 high school students who volunteered as part of their community service components. This continues to be a very successful program that fills up quickly, and allows multiple generations to interact and work together.
- Project Graduation invitations were created and mailed to all students in the Class of 2019. On June 15, 2019, 60 students attended Project Graduation at Mansfield Community Center to celebrate their accomplishments.
- Youth Services in collaboration with Mr. Daigneau from GHR Elementary started a **Pen Pal Program** with 4th grade service club members and Seniors. 6 Seniors were paired with 12 students. They wrote letters back and forth and met for an end of the school year lunch in.
- Youth Services had a booth set up at Arts on Main to do **Kindness Rocks**. Youth had the opportunity to paint rocks that would be hidden around town. The concept was that if you find the rock you take a pictures and post on Facebook or Instagram with the hashtag #coventrykindness and re-hide it for someone else to find. We had informational pamphlets as well as stress balls for the older kids and bendable googly monsters for the younger.
- **At Home Safety Course** were available for students ages 8 to 13. The 2-hour interactive course covered safety concerns parents have when their children are by themselves. Each student received a workbook and hands on training. Class sizes were limited to 12 students. 3 sessions were offered. 30 students participated in this program.
- Coventry Youth Services was active on their Facebook page promoting programs, services, and youth and family related articles and resources.

| | |
|--------------------------|-----------|
| Youth and Family Cases: | 30 cases |
| Community Service: | 12 cases |
| Youth Job Bank Requests: | 15 |
| Youth Job Bank Matches: | 12 |
| Juvenile Review Board: | 2 ongoing |
| Counseling Referrals: | 6 |

COVENTRY SENIOR CENTER ANNUAL REPORT FY 2018-2019

Patriots Park, 172 Lake Street, Coventry, CT 06238
Website: www.coventryct.org/SeniorCenter
"Friend" Us: www.facebook.com

Staff

Brenda Bennett, Coordinator; bbennett@coventryct.org

Leah Whitaker, Administrative Assistant; lwhitaker@coventryct.org

Hours of Operation

Open Daily: Mon-Wed, 9am-4pm; Thurs, 9am-6pm, Fri 9am-1pm



The Coventry Senior Center is committed to providing adults 55+, a welcoming, inclusive and supportive environment to participate in recreational, educational and wellness programs.

The Center is committed to these core principles, focusing on the integration of best practices in program development and continued community collaboration.

We are here to meet the needs of our active adult citizens in Coventry.

New Staff~

In July, the Center welcomed Leah Whitaker as the new Senior Center Assistant. Leah, a recent graduate of Southern CT State University with a B.A. in Recreation & Leisure did an internship in the summer of 2017 with Coventry Parks & Rec, then as their part-time Program Coordinator through the fall of 2017. Leah was hired at the Center for 13 hours/week and increased to 19 hours/week in December.

Total Participation:

| Program Indicator | FY 14/15 | FY 15/16 | FY 16/17 | FY 17/18 | FY18/19 |
|-------------------|----------|----------|----------|----------|---------------------------------|
| Visits | 5200 | 6008 | 5565 | 5267 | 5767 visits 233+ individuals |

The “*MySeniorCenter*” program was purchased in 2018 for the Center for new automated check-in designed specifically for senior centers. The system is key tag based and the easy-to-navigate touchscreen and will allow you to quickly register for activities. Staff and volunteers assisted in registering participants to receive their tag. **183** patrons joined the “*MySeniorCenter*” this fiscal year.

NEW 06238 – a publication in collaboration with Coventry Parks & Recreation Department. Staff prepared edits, revisions and submittals for the launch of the Center’s town-wide brochure which was available for all households in Coventry. The 1st edition for Spring/Summer was available in April. The Center in collaboration with Parks & Rec will continue to offer the publication 3x/year to reach a broader audience. Spring/Summer, Fall/Winter and Winter/Spring.



Volunteer Hours: Seniors provided **1005.75** volunteer hours of service this year. This included, CHOICES Counseling, Reception/Front desk duties, luncheon and special event servers. This figure does not include Volunteer Driver hours.

Regular Programming: There is a regular schedule of activities for independent or group use of the facilities on a drop-in basis during open hours.

- Craft spaces, public computers, puzzles, reading materials and discussion tables are available.
- Games of Wii bowling, cribbage, bingo, billiards, mahjongg and setback are played on a weekly schedule.



- Participants enjoy independent use of the exercise equipment in the fitness room. Located in the back of the Center overlooking Lake Wangumbaug, the Center offers use of a commercial equipment: 2 treadmills, 1 recumbent bicycle, 1 elliptical, fitness bands, hand weights and yoga mats. In January, The Center began a fitness challenge and offered small prizes for attendance. The fitness room is *free* of charge and available during regular Center hours.
- Creative Arts and Wellness activities:
 - Folk Music Group, offered weekly, singing folk songs popularized in the 1960s and lead by a participant facilitator.

Health and Wellness Programming: These extended services and programs may carry an additional fee or require advance notice or appointment.

- There are a steady number of participants in the twice weekly one-hour Level 1 group fitness class taught by Mary Hurley, Certified Fitness Instructor, offering a low impact workout
- *Fitness with Mary*, offered weekly on Thursday evening, boost your endurance, build strength and challenge your balance with kickboxing and weight training movements. 4 (4) week sessions were offered from April-August.
- Yoga - In November, the Center welcomed Lindsey Sienkiewicz a certified yoga instructor, each Wednesday.
- Intro to Line Dancing, teaching the basics getting you moving! A fun afternoon of music, dancing and socializing.
- Goodwin Dental College provided an informational session on dental hygiene.
- Podiatric Footcare Clinic with Anthony Morgan, D.P.M. providing complete foot care, podiatric evaluations and nail clippings by appointment every 2 months.

- Hartford Healthcare, Center for Healthy Aging – Memory Screenings.
- *Ask the Nurse* sponsored by ECHN Visiting Nurse and Health Services of CT visits monthly to provide confidential appointments for blood pressure and blood sugar screenings or questions.
- Audiology Concierge – Hearing appointments are available for hearing tests, hearing aid checks, cleanings, repairs and wax inspections. Appointments are offered quarterly.

Spa Days ~

- Massage Appointments – 25 or 50 min. massage appointments once a month on Mondays. In November, 2018, the Center added an additional massage therapist to the schedule due to a high demand for additional time slots. The therapist compliments the program and has late day appointments on Thursdays, 1x month.
- Monthly hair & nail appointments by Hope and Amy of Hope & Wellness Salon is offered monthly and continues to be our most highly requested service.

NEW Programming~

- *Crafternoon with Leah* – offered monthly, free or a nominal fee based on the craft.
- Book Club –the group meets monthly and lead by a participant facilitator in collaboration with the Booth & Dimock Library.
- Tech Mondays – provides opportunities for seniors to ask question they may have with their technology, from computers to smart phones, email to iCloud. Kayla Fontaine from Booth & Dimock Library hosts 15 min appointments once a month.
- Movie and Popcorn – *Free* the 3rd Thursday of each month.
- Level 2 group fitness class premiered for 4 “free” sessions in June. Beginning in July, participants paid \$3 class for a 1x/week daytime class. Unfortunately, due to low attendance, this class ended in December and was picked up by Parks & Rec as an evening Thursday evening program entitled *Fitness with Mary*.



- Ballroom Dancing – in November, a *Free* intro session with Instructor Carrie Russell from the Arthur Murray School of Dance in Vernon.
- Walking Club – a new walking group was started for anyone interested in joining, the Center coordinated the walking course based on participants’ ability.
- True Crime Roundtable – lead by Leah Whitaker. An open conversation about past and present crimes. Robberies, scams, homicide and fraud are just a few of the topics discussed. Future true crime round tables had one specific topic up for discussion.

- Intro to Pickle ball Clinic – taught by Jason Hill, a 2 day “beginner” session and a 2 day “advanced” sessions offered on April 23, April 25.
- Senior Golf League - In collaboration with the Parks & Rec Dept. the Center helped organize a senior golf league with the Twin Hills Golf Club for the summer season.
- Healthy Balance Series – Yoga: Intro to Meditation, October 11th and Light Stretching with Yoga Nidra, October 18th.



| Program Indicator | FY 14/15 | FY 15/16 | FY 16/17 | FY17/18 | FY18/19 |
|--|-----------------|-----------------|-----------------|----------------|----------------------------|
| Intro to Pickleball | | | | | 10 |
| Ballroom Dancing | | | | | 5 |
| Group Fitness Class – Level 1 | 666 | 1,089 | 952 | 1142 | 1225 |
| Group Fitness Class – Level 2 <i>NEW</i> | | | | | 129 |
| Fitness with Mary <i>NEW</i> | | | | | 6 participants per session |
| Monthly Luncheon Program (2x month) | 440 | 444 | 626 | 87 | 330 |
| Ask the Nurse | | | | | 53 |
| Massage/Reflexology | 127 | 155 | 132 | 63 | 112 |
| Haircut/Nail Trim | 86 | 121 | 178 | 153 | 165 |
| Podiatry Foot Care | 42 | 36 | 35 | 30 | 34 |

Luncheon Program, Special events and holiday celebrations

- *Out to Lunch Bunch* brings seniors to local restaurants. This monthly event continues to be one of our more popular programs, averaging 20-30 participants, and is entirely senior organized. This year’s restaurants selections included 99 Restaurant, Midway Restaurant, TGI Fridays, Red Rock Café. Due to inclement weather during the winter months, the program was on hiatus until spring.
- Monthly Luncheon Program – offered the 2nd and 4th Wednesday each month, providing healthy, nutritious and affordable luncheons in collaboration with the Coventry Food Service Program.



- Wii Bowling Challenge – welcomed Windham Senior Center; ; *Coffee with Cops*; Award-winning Storyteller, Dr. Raouf Mama, Ph.D., provided an intergenerational workshop for students and seniors, Veterans Day Luncheon, a reception in partnership with Coventry American Legion, a holiday concert by the Coventry High School Tri-M Music National Honors Society, *A Sentimental Journey Luncheon* in December with Bruce John were very popular, the *Annual Spread the Cheer* program in collaboration with the Youth Services Department *Warm Your Heart Soup Luncheon* in February, St. Patrick’s Day Luncheon, *Aging with Laughter* by Sean Kennelly, Ladies Day Brunch in May, Memorial Day BBQ,
- AARP sponsored programs:
 - Two AARP Smart Drivers Course – October and April.
 - *What I Need to Know About My Electric Choices!* - December
 - Fraud Watch Network: The Con Artist Playbook – March
 - *Free Tax Aide Program* – highly trained volunteers were at the Center for a total of 4 days and provided **62** individuals with *FREE* tax aide. March – April
 - *Living Smarter, Living Longer* – April
- Access Energy Program – The Coordinator assisted the Human Services Dept. by accepting applications for those in need of oil, propane and electrical heat assistance for the winter season. The program runs from November-March.
- Renters’ Rebate Program - In collaboration with the Human Services Office, the Coordinator assisted seniors with the application process for the State of CT, Renters' - Rebate for Elderly/Disabled Renters Tax Relief Program.

| Events | Total |
|-------------------------------------|-------|
| AARP Smart Drivers Course – October | 21 |
| AARP Smart Drivers Course - April | 16 |
| AARP Tax Aide Program | 62 |

| | |
|---|---------------------------------------|
| AARP Fraud Watch Network: The Con Artist Playbook | 3 |
| AARP - What I Need to Know About My Electric Choices – December | 6 |
| AARP – Smart Drivers Class | 21 |
| AARP – Living Smarter, Living Longer - April | 4 |
| Veterans Day Tribute with American Legion | 65 |
| Spread the Cheer with Coventry Youth and Family Services | 5 volunteers and 37 students |

- Education presentations are offered on health, safety or civic topics.

| Presentation | Total |
|--|-------|
| 2018 Legislative Session Update and Q&A by State Rep, Timothy Ackert | 6 |
| Healthy Balance Yoga Series – October; 2 sessions | 30 |
| Goodwin Dental College – October | 5 |
| Raouf Mama, Ph.D. Storyteller | 30 |



Social Services: The CHOICES program provides unbiased education and assistance with Medicare and other related programs. Penny Whitaker, Volunteer is a Certified CHOICES Counselors through the Senior Resources Area Agency on Aging. Brenda Bennett, Center Coordinator served as Coventry’s Municipal Agent for the Elderly to provide information and referral to community resources.

| Program Indicator | FY 14/15 | FY 15/16 | FY 16/17 | FY17/18 | FY18/19 |
|-------------------|----------|----------|----------|---------|---------|
| | 54 | 164 | 104 | 141 | 119 |

| | | | | | |
|----------------------------------|----|----|----|----|-----------------------------|
| CHOICES Appointments | | | | | appointments 218.5 hours |
| Elderly Services Appointments | 35 | 92 | 57 | 37 | 31 |
| Access Energy Applications | | | | | 12 |

Senior Center Trips:

- Hartford Yard Goats, 5/22/19
- William Benton Museum & UConn Dairy Bar, May
- Point Judith Lighthouse and The Fantastic Umbrella Factory
- The Sea Mist Thimble Island Cruise
- Tanger Outlets at Foxwoods Casino
- Magic Wings Butterfly Conservatory and Yankee Candle
- In collaboration with the Coventry Parks & Rec Dept., the following trips were offered:
Gloucester Lobster Cruise, June 14 and December, Newport Playhouse



COVENTRY RIDES TRANSPORTATION PROGRAM ANNUAL REPORT FY 2018-2019

Patriots Park, 172 Lake Street, Coventry, CT 06238

Website: www.coventryct.org/SeniorCenter

Sarah Leete, Transportation Coordinator; sleete@coventryct.org

Mondays, Tuesdays and Thursdays 9am-1pm



The goal of the Coventry Rides Transportation Program is to meet the transportation needs of Coventry Seniors and residents with disabilities in order for them to live as independently as possible.

Days of Vehicle Usage: 159
Rides Unduplicated: 147
One-Way Trips: 1318
Volunteer Hours: 520
Miles Total: 4641

Volunteer Van and Bus Drivers: Brian Coss, Christine Coss, Yvonne Filip, Howard Haberem, Jerry Haugh, John Thayer, Jim Wicks and Joyce Wicks.

Volunteer drivers are asked to drive one to two mornings a month for about four hours. Several drivers are currently volunteering to drive two mornings a month.

Private Car Volunteers: Lori Boucher, Cheryl Buck-Kenny, Sue Chvirko, Christine Coss, Trena Gale, Silvia Jobbagy, Paulette Marquis, Claudette Polhemus, John Thayer, Terry Thayer and Wayne Whitaker.

Private car drivers are called upon for requests to locations beyond the scope of the Coventry Rides program. These requests are primarily for medical appointments in Hartford, Farmington and Glastonbury. Private car drivers also assist when daily schedules are overloaded.

The program continues to offer transportation for senior citizens and residents with disabilities on Mondays, Tuesdays and Thursdays to locations in Coventry, Bolton, Manchester, Tolland and Vernon. Wednesday transportation is provided for Lunch Bunch and lunches at the Senior Center. Transportation is provided for medical appointments, nutritional and other types of counseling, shopping and personal errands, voting, employment, education, Senior Center and other social activities, town events and entertainment.

Handouts and mailings are provided for the residents of Orchard Hills and at the Coventry Senior Center. The Rides Program is now advertised in the 06238 Town of Coventry brochure in collaboration with Coventry Parks and Recreation Department. This town-wide brochure is available 3x/year and reaches a broader audience than our previous Senior Center newsletter.

Special low cost “wellness” trips continue to be offered to senior citizens and residents with disabilities. Transportation costs associated with these trips are paid for with the MGP Department of Transportation Grant funding, allowing the cost of these trips to be kept low. The average cost of these trips is between \$10-\$30 dollars with lunch included on some trips. The following trips were offered this year: Aunt Carrie’s and The Fantastic Umbrella Factory in RI, a cruise on the Sea Mist around the Thimble Islands, Tanger Outlets at Foxwoods, W. Benton Museum and UConn Dairy Bar in Storrs, Magic Wings Butterfly

Conservatory and Yankee Candle Village in MA and the Yard Goats Baseball game in Hartford. Due to low numbers of participants, a trip to the Roger Williams Zoo and another to Hammonasset State Park needed to be cancelled. Numbers have been decreasing over the months and at this time, we are moving to more small van trips instead of trying to fill a Peter Pan bus. Monthly small group trips from Orchard Hills to Walmart have taken place, typically on the third Friday of each month and every other month to Savers/Walmart in Manchester.

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

Youth Service Annual Report

July 2018- July 2019

(Sneha was hired at the end of January, data prior to hire is based off what was left behind. Some data prior to hire may not to properly accounted for.)

• Submitted final reports and grant applications for SDE YSB Entitlement and Enhancement grant
Direct Services:

- 17 **camperships** were awarded to 15 families; allowing youth to attend summer camp that otherwise would not be able to.
- Assisted 2 families, registered 3 kids for 2 weeks of Salvation Army **Camp Connri**, located in Ashford, CT. The week-long, multi-session, overnight camp is free to qualifying families, funded by the Salvation Army.
- **Gearing Up to Learn**, back to school program, assisted 12 families with backpacks, school supplies, and Kohl's gift cards. 24 kids started the school year off with new supplies.
- **Positive Connections Mentoring Program** matched 11 high school students with 11 Robertson School 3rd, 4th, and 5th graders. The group met on Thursday from November through June. In addition to their strong commitment to homework, the group was engaged in many arts and crafts, team building and cultural activities.
- Revamped the **Youth Job Bank Program**. 12 students were paired up with jobs in our community.
- Provided drop in office hours as part of the open door policy to parents, middle and high school youth and other citizens as needed.
- The 11th Annual **Spread the Cheer** holiday program for Coventry Grammar School students was held on December 10th, 2019. Youth Services and the Senior Center collaborated once again, allowing 36 kids to create gifts for family members. Senior Center volunteers helped with wrapping, disbursing snacks and helping students, while arts and crats activities were supervised

by 5 high school students who volunteered as part of their community service components. This continues to be a very successful program that fills up quickly, and allows multiple generations to interact and work together.

- Project Graduation invitations were created and mailed to all students in the Class of 2019. On June 15, 2019, 60 students attended Project Graduation at Mansfield Community Center to celebrate their accomplishments.
- Youth Services in collaboration with Mr. Daigneau from GHR Elementary started a **Pen Pal Program** with 4th grade service club members and Seniors. 6 Seniors were paired with 12 students. They wrote letters back and forth and met for an end of the school year lunch in.
- Youth Services had a booth set up at Arts on Main to do **Kindness Rocks**. Youth had the opportunity to paint rocks that would be hidden around town. The concept was that if you find the rock you take a pictures and post on Facebook or Instagram with the hashtag #coventrykindness and re-hide it for someone else to find. We had informational pamphlets as well as stress balls for the older kids and bendable googly monsters for the younger.
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- Coventry Youth Services was active on their Facebook page promoting programs, services, and youth and family related articles and resources.

| | |
|--------------------------|-----------|
| Youth and Family Cases: | 30 cases |
| Community Service: | 12 cases |
| Youth Job Bank Requests: | 15 |
| Youth Job Bank Matches: | 12 |
| Juvenile Review Board: | 2 ongoing |
| Counseling Referrals: | 6 |

**Coventry Housing Authority
1630 Main St.
Coventry, CT 06238**

Annual Report 2018/19

On behalf of the Board of Commissioners, I am pleased to present the Annual Report for the Housing Authority of the Town of Coventry for the Fiscal Year ending June 30, 2019.

The Coventry Housing Authority had a 100% occupancy rate for both Orchard Hill Estates I & II. The number of residents served in our State of CT E-RAP program was 7.

The Coventry Housing Authority applied for and was awarded an \$800,000 Small Cities CDBG grant. With this grant we were able to replace all of the sidewalks and main walkways, replace the roofs and also replace storm drains which were in need of repair. We have also put in another CDBG grant application for \$1.5 million that would be used to pave the roadway and parking areas and do some much needed upgrades to the units, such as storm and entrance door replacements, unit lighting, new stoves, refrigerators and other kitchen upgrades, exterior lighting replacements.

The "Mark-Up-To-Market" early contract renewal started on July 1, 2018 for the HUD property, thus providing continued sustainability to the property.

The Coventry Housing Authority Board of Commissioners and the staff are committed to providing safe, affordable housing for the Elderly and Disabled.

Respectfully Submitted,

Laurie J. Bradley
Executive Director

ORGANIZATIONAL SUMMARY

Board of Commissioners

Mr. Albert Bradley, Chairman
Mr. Jeffrey Arn, Vice Chairman
Ms. Marilyn Barrette, Secretary/Treasurer
Ms. Lorraine Lynch, Ass't Secretary Treasurer
Ms. Susan Noyes, Resident Commissioner

Housing Authority Staff

Laurie Bradley, Executive Director
Sharon Boisvert, Resident Service Coordinator, Ass't Director
Peter Kasacek, Maintenance Supervisor
Roger Berthiaume, Maintenance Assistant
Rachel Elliott, Maintenance

Housing Property and Summary

Orchard Hill Estates I - Federally Funded Elderly & Disabled Housing

Residents pay rents based on 30% of their adjusted gross income less a Utility Allowance. The Utility Allowance is adjusted annually and is reflective of the average monthly electric use for the same size apartment. There are no utilities other than water provided in this rent. The Market Rents for these units are currently \$850 for an efficiency and \$885 for a one bedroom.

Orchard Hill Estates II – State Elderly & Disabled Housing

Residents pay rents based on 30% of their adjusted gross income less a Utility Allowance. There are no utilities other than water provided in this rent. The base (or minimum) rent for these units are currently \$250 for an efficiency and \$275 for a one bedroom.

2019 Resident Services

We are committed to helping to provide services necessary for our residents to maintain quality independent living. We have a Resident Service Coordinator, Sharon Boisvert, who uses 16 hours of the work week to screen residents for any services needed and teams up with area agencies to provide

these services. These 16 hours are paid for by a grant through the State of Connecticut Department of Housing.

In addition to providing services, she also plans events such as, ice cream socials, summer picnics, holiday parties, blood pressure clinics and miscellaneous craft making parties.

Sharon assisted the Town of Coventry Human Services Department with 71 Renters Rebate applications by collecting and photocopying the financial information for the program.

We are an Energy Assistance Site through the ACCESS Agency. We processed 73 applications that will give assistance to the tenants in the form of a credit on their electric bills.

Sharon has provided 89 residents with services such as Meals, Homemaking Services, Home Health Aides, Medical and Regular Transportation, Friendly Visits, Nursing Services, Mental Health Services and Protective Services.

Without these services, many of these residents would have to be placed in Long-Term Care Facilities.

Payment in Lieu of Taxes (PILOT)

The Coventry Housing Authority has increased the amount of PILOT payment made to the town to \$40,159. This is an increase of \$21,165 over the 2018 PILOT payment of \$18,994.

Sewer Use Fees

The Coventry Housing Authority paid \$4616.26 in sewer use fees to the town.

FACILITIES

Work Orders

Through the fiscal year June 30, 2019, The Coventry Housing Authority maintenance staff completed 318 work orders for maintenance service.

Unit Turnovers

The Coventry Housing Authority maintenance staff renovated 10 apartments during turnover in the fiscal year ending June 30, 2019. Upgrades to cabinets, countertops, stoves and floors were done in several of these apartments.

FINANCIAL SUMMARY

Annual Financial Audit

The Audit Report for the Fiscal Year 2018 was completed and filed as required. A full copy of the audited financial statements is available upon request at the office of The Coventry Housing Authority.

Management Plans

Both the Project-Based Section 8 Federal Housing and the State Elderly Housing Management plans were submitted and approved as required.

Base Rent Structure

The base rents remained the same for the Fiscal Year ending June 30, 2019.

For more information regarding the Housing Authority of the Town of Coventry, please feel free to contact us at:

Coventry Housing Authority
1630 Main St.
Coventry, CT 06238
Phone: 860-742-5518
Fax: 860-742-5886
Coventry.authority@att.net

The Regular Meeting of the Coventry Housing Authority Board of Commissioners is held the second Tuesday of each month at 7 PM in the Front Community Building located at 1630 Main St., Coventry, CT 06238 (unless otherwise posted).





ANNUAL REPORT 2018-2019

PARKS & REC:

Providing program, special event and facility rental opportunities to our community!

Caretaker House Demolition: June 2019

At one point, the Caretaker House at Patriots Park was the Salvation Army Camp Director's residence, which for many years housed several folks that served as Caretakers of the park. Since eliminating the Caretaker Position several years ago, the building sat vacant with little commercial or residential interest due to the existing conditions of the interior, which were poor at best. A home inspection, conducted in 2016 by *The Best Home Inspection LLC*, identified all existing conditions requiring service. Cost estimates were acquired and the consensus was that the building would be too costly to renovate.

In September of 2018, the Town Council requested a recommendation from the Recreation Commission, so that they could move forward and budget funds for either demolition, or renovation. The Commission revisited the building inspection conducted in 2016, and as a result, voted unanimously to that the Caretaker House be demolished.

As the first step toward developing a long-range plan for Town facilities, to best meet the needs of the community. The Town Council held a Public Hearing on January 22, 2019. The Town Council subsequently approved the demolition of the Caretaker House. The demolition was carried out during the week of June 17th, 2019.



Coventry Parks & Recreation

Wendy L. Rubin, CPRP
Director

Caterina Merriam,
Recreation Supervisor

'18-'19, BY THE NUMBERS



3130

Total enrollment in all programs, like Camp Wangumbaug, Specialty Camps, Swim Lessons, Adult Fitness, Special Events and more!

TOTAL PARTICIPATION



UNIQUE ENROLLMENT



1051

Many of our customers are "frequent flyers" and participate in multiple activities/sessions!

2692.75

While summer is undoubtedly our busiest season, Parks & Rec. offers program & special event opportunities throughout the year!

HOURS OF PROGRAMMING



FACILITY RENTAL HOURS



2297

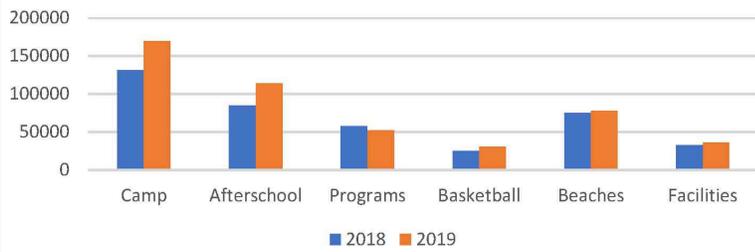
Including both private events and non-profit groups/organizations at the Patriots Park Lodge, Mill Brook Place and the Market Barn.

WWW.COVENTRYCT.ORG

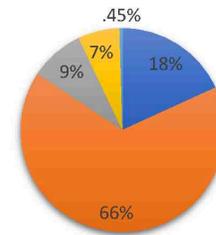
All data is tracked through our online software system, powered by CivicRec. All purchases, including program registrations, facility reservations and more are logged here. Transactions are processed in-house by Department Staff, or by customers registering or reserving from the comfort of their own home (with a credit card).

Where does Parks & Rec. Funding Come From & Where Does it Go?

Revenues: FY 2018 vs. FY 2019

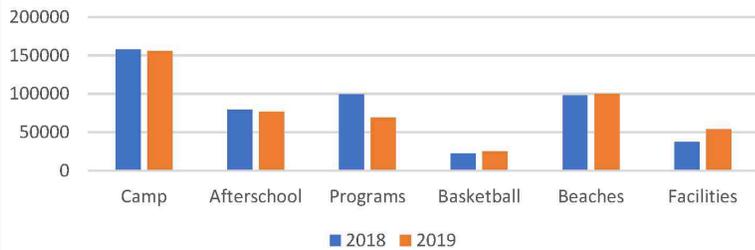


Revenue Sources

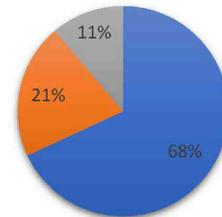


- General Fund
- Programs
- Aquatics
- Facilities
- Grants

Expenditures: FY 2018 vs. FY 2019

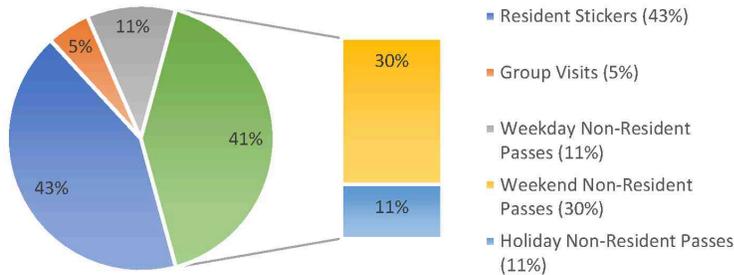


Expenses



- Programs
- Aquatics
- Facilities

'18-'19 Beach Parking Pass Sales



CIRMA Risk Management Award Recipient!

On January 25th, 2019 Connecticut Interlocal Risk Management Agency (CIRMA) presented Coventry's Parks and Recreation Department with its Excellence in Risk Management Award, including a \$2,500 Excellence in Risk Management Grant, in the category of **Sustained Risk Management Programs**.

David Demchak, President and CEO of CIRMA, said, "CIRMA commends the Coventry Parks and Recreation Department for their ongoing commitment to put the safety of youth athletes first. Their efforts are an excellent example of how leadership, organizational commitment plus action equals continued success."

With the funding received through his award, we were able to host "An Intimate Evening with Bob Bigelow" on April 10th 2019, 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.



Recreation Projects & Initiatives:

Disc Golf @ Creaser Park:

The Coventry Parks & Recreation Department is installing Phase 1 of an 18-hole disc golf course in Creaser Park. Phase 1 includes holes 1-9 and a practice hole. It is the easier, family friendly portion of the course, mainly on flat lands starting in the general area of the main entrance and parking area. The back 9 (Phase Two) will be more difficult as it is mostly along the trails deep in the wooded areas of the park. The project was included in the 2015 Capital Improvement Plan, with LOCIP as the funding source. We made the decision to wait until the DEEP lease was renewed, which expired in Nov. 2017. We received permission from CT DEEP in May of 2018 to move forward. We engaged the services of Disc Golf Professional Designer Karl Molitoris, a champion Disc Golfer and Course Designer, who most recently designed the Nichols Field course in East Haddam.



Course Designer Karl Molitoris at work.

Many disc golf aficionados have volunteered in many ways to assist. DPW installed the first 3 tees and are currently planning to finish up by fall of 2019.

Softball Field Planning Committee:

Newly appointed by Town Council in FY19, this committee is facilitated by Parks & Recreation with the following charge:



1. The Committee shall review existing Town and other potential land available and conducive to construction of or modification to a softball field.
2. Consider location, access, neighborhood impact, soil conditions, site preparation requirements, water supply and drainage, expected level of maintenance and amount of intensity of use.
3. Assess current sports field use and possible ways to accommodate softball through necessary improvements.
4. Select several options with cost estimates for review.
5. Review options to satisfy the Softball Association's fundraising and food service needs.

Silver Anniversary of Coventry Soccer @ Laidlaw Park:



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 and Town Council spoke to the history of both Laidlaw Park and its namesake, James Laidlaw. Coventry Soccer has used Park since the soccer fields were built back in the mid-1990's. Many thanks to CSI Soccer for their work on this event and their continued support of youth sports here in Coventry.

We Are A NAYS Award Winner!

Coventry Parks & Recreation has been awarded the **Better Sports for Kids Quality Program Provider** designation by the National Alliance for Youth Sports. This designation demonstrates that Coventry Parks and Recreation Department has taken steps to ensure a safe, quality playing environment for children, by proving it meets key requirements in five categories: Written Policies and Procedures; Volunteer Screening; Coach Training; Parent Education; and Accountability.



Program & Event Highlights:

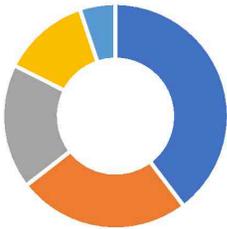
NEW Event Spotlight: Arts on Main

2018 marked the inaugural Arts on Main event, held as a collaboration between the Coventry Village Partners and Town of Coventry in conjunction with our many sponsors. Held on Sunday, August 26th, visitors were treated to FREE music performances; kids activities including face painting & balloon art; arts and crafts vendors; and a David Hayes sculpture showcase, to name a few.



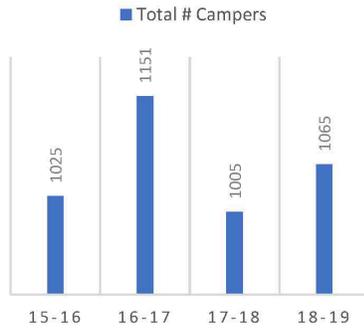
Photos by Laura Stone

2018-2019 Program Participation



- Camp
- Afterschool
- Programs
- Basketball
- Aquatics

Camp Enrollment: Year to Year



"We could not be more thrilled and satisfied with the attentive care of all the staff members at the summer camp program, led by the Parks & Recreation Department."

--A Camp Parent



Parks & Rec. is "Likable" on Facebook!

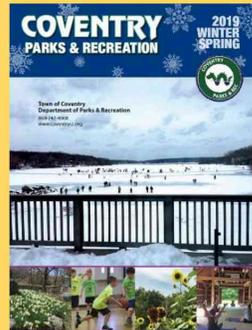
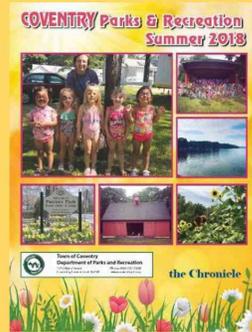
103 Posts
7/1/18 - 6/30/19

755: Avg. Reach

1306 "Likes"
As of 7/1/18

1522 "Likes"
As of 6/30/19

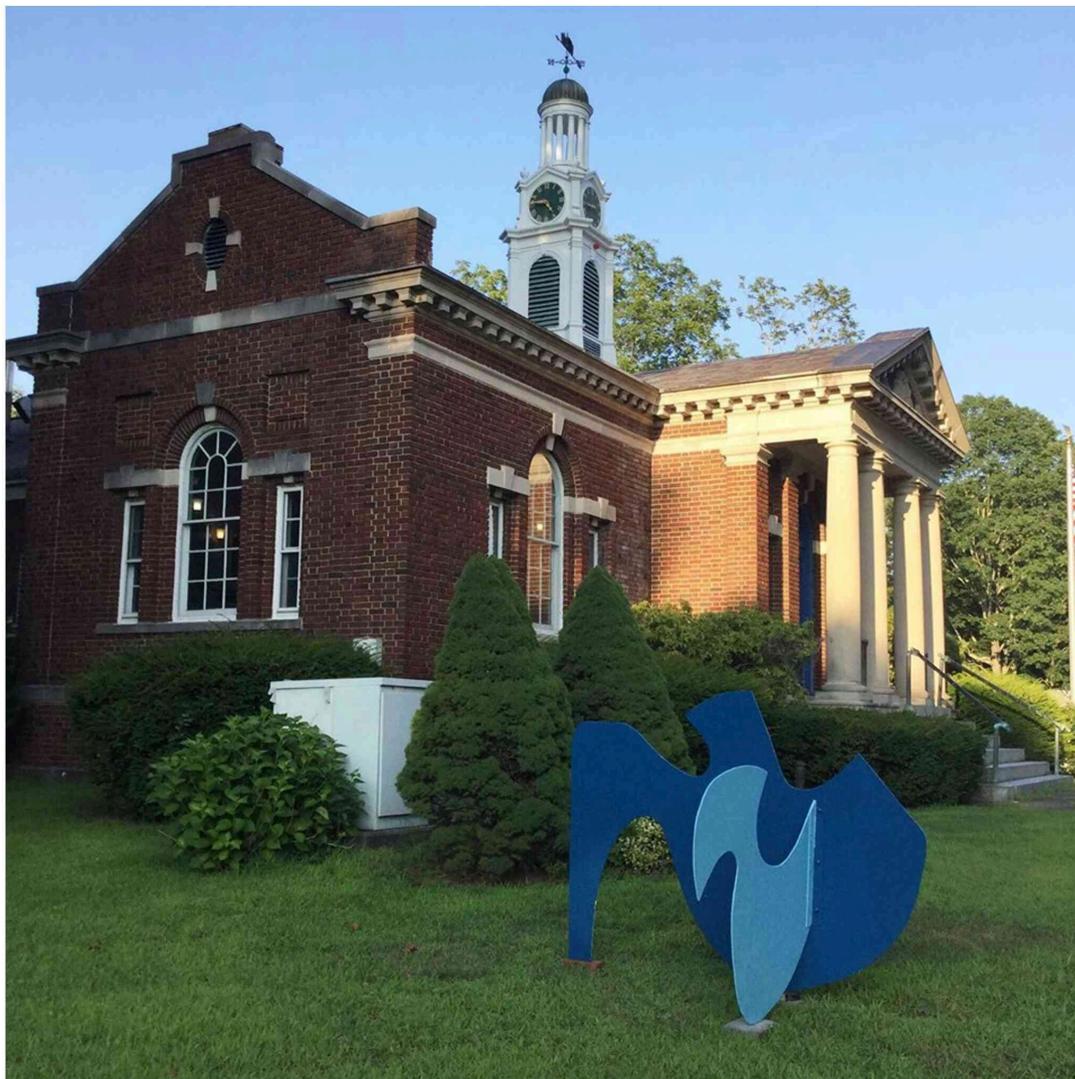
'18-'19 Brochures:



Parks & Recreation also forged a brand new collaboration with Coventry Senior Center, in introducing the 06238 Magazine. The first edition will be the Summer 2019 Magazine, and will continued to be mailed directly to all Coventry residents.

06238

Booth & Dimock Memorial Library



Annual Report 2019

We are excited to present to the Town of Coventry the Booth & Dimock Memorial Library's 2019 Annual Report. The Booth & Dimock Memorial Library is the designated public library for Coventry and is managed by a group of volunteers who make up the Board of Trustees. The Board of Trustees provide leadership and direction to the library by updating and creating policy, overseeing the library's finances, and planning for the library's future by utilizing community relations and technology. We are 97 percent funded by Coventry taxpayers and exist to provide materials and services to help all residents of the community meet their informational, educational, cultural, and creative needs.

Over the last year, we increased circulation by 2.5 percent, reference questions answered by 15 percent, program offerings by 17 percent, new patron registration by 22 percent, and program attendance by 42 percent! The Library underwent a large assessment and evaluation of our physical collection and online catalog, which resulted in a reorganization of our upstairs materials, and a more approachable and navigable space. The best use of our building is a project that we continue to address and assess every day, and it is our goal to make this space as accessible as possible.

Over the last year, our Teen and Children's Librarians worked hard to cultivate relevant and fun spaces for our youth, especially our tweens in grades 4-8. Our librarians focus on this specific age group because it helps to ease the transition and bridge the gap between our children's and teen services. At the forefront of our tween services is our Tween Advisory Board, which is a group of tweens charged with collaborating with our librarians to develop services and programs for their peers. TWAB gives our tweens a chance to use their voices for good, empowers them, helps them build leadership and socioemotional skills, and creates and reinforces a sense of community, all while being fun. It also helps to ensure that our library is delivering the services that they need and want, because they get to tell us. All of these efforts earned our library national recognition when Kayla Fontaine and Meg Schiebel were invited to present at School Library Journal's Public Library Think Tank in March 2018. It also resulted in increased program attendance and library use by our tweens and teens thanks to the creative initiative of our dedicated staff.

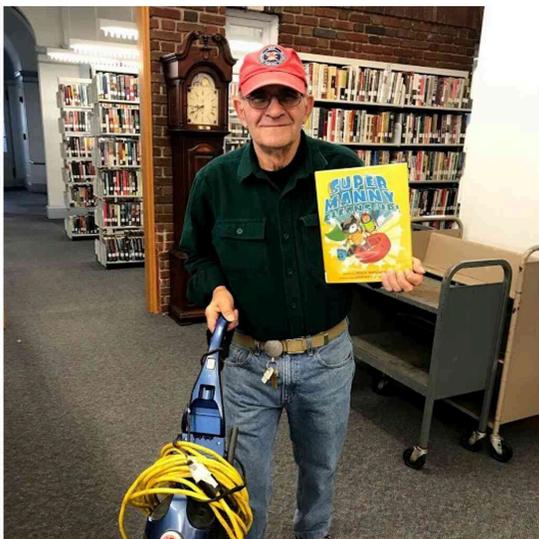
The Board of Trustees would like to thank their staff for continuing to provide superb service to the community. On a daily basis the library's staff organizes, plans, and prepares for programs, researches new publications and orders materials for the library, processes Inter-Library Loan requests, catalogs new materials, creates displays, manages our social media presence, assists patrons with computer questions, answers reference questions, re-shelves materials and organizes our collections, repairs damaged items, runs statistical reports, manages circulation and the where-about of checked out materials, checks-out and checks-in materials, and so much more!

We thank everyone who has give us the opportunity to serve them, and we look forward to welcoming all who walk through our doors in the coming year.

Margaret Khan
Library Director



Photos from top to bottom:
 Kayla, Margaret, and Meg participate in the photo booth set up at the October 2018 Open House, and custodian Manny poses with the book "Super Manny Cleans Up" by Kelly DiPucchio.



Library Staff

Margaret Khan, MLIS

Library Director

Kayla Fontaine, MLS

Teen & Reference Librarian

Phoebe Metz, MLIS

Children's Librarian

Meg Schiebel, MLS

Children's Librarian

Nora Dexter

Julliana Didero-Mullen

Joanne English

Benjamin Garcia

Barbara Hall

Rachel Hora

Roslyn Kornfeld

Christa Kiedaisch

Abigail Maver

Donna Muprhy

Tasha Murtha

Peg Norris

Joyce Peterson

Erin Riley

Manny Rodrigues

Janette Smith

Our Patrons

Hear what some of our patrons have to say about the library!



"We loved the escape room...And we love the employees"

- Janis Fontaine

"I LOVE that you let me check out as many books as I want."

- Lyle-Anne Pelles

"Life long love affair with BDML thanks to my parents and welcoming staff."

-Joan Abbey



In 2019 we welcomed:

45,391 visitors

389 new cardholders

7,841 resident cardholders

9,686 overall cardholders



Photos from top to bottom:
A family poses after completing our Star Wars Escape room, teens fill up the computer area in our Teen Center, and young patrons pose at our Open House Photo Booth.

Services



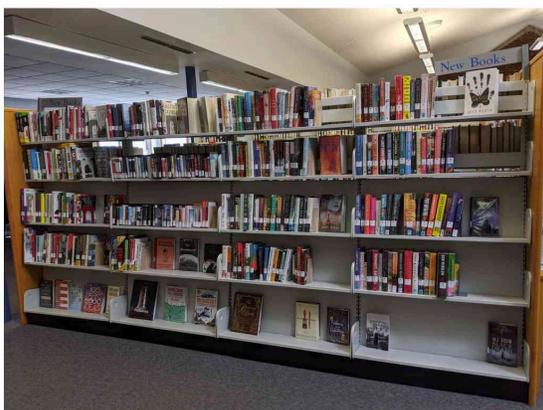
The Booth & Dimock Memorial Library offers a wide range of services to its patrons. Cardholders and community members are able to use our public computers, check out circulating materials including books, DVDs, audio-books, magazines, and CDs, attend informational and educational programs, ask reference questions, receive home delivery of materials, use printing and faxing equipment, and so much more!



In 2019 we:
Circulated 79,650 materials
Answered 7,789 reference questions
Hosted 121,420 internet sessions



Photos from top to bottom:
Miss Meg runs her Live Action Mario Kart program, caregivers and children enjoy Baby Bookworm Storytime, and Boy Scouts from Troop 65 pose in front of the library after volunteering to do some outdoor spring cleaning.



Collection

With nearly 50,000 physical items available for circulation, we have something for everybody here! Our circulating collection includes fiction, biographies, non-fiction, mysteries, DVDs, magazines, audio-books, CDs, playaways, video games, board games, and museum passes. We also circulate interesting materials such as book bundles, large print books, Kindles and other e-readers, DVD players, graphic novels, and Kill-A-Watt Meters.

Our 2019 collection consists of:
49,359 physical items
1,300 electronic items
3,306 new items

Photos from top to bottom:
The Adult New Shelf, featuring new publications and recently purchased titles, our Manga collection in the Teen Area, which inspired our Animanga club, and full computers among our Juvenile Non-Fiction.



Programs

The Booth & Dimock Memorial Library offers programs for ages birth - 100! Some of our most popular programs include our Escape Rooms, Laser Tag Nights, Messy Munchkins, Open Gaming, Animanga Club, and our three adult Book Clubs. Additionally, the library supports a Tween Advisory Board (TWAB) and Teen Advisory Board (TAB).



In 2019 we hosted:
435 programs
92 Adult, 94 Teen,
222 Children, and 27 all ages
7,586 attendees
600 Adults, 794 Teens, 4,746
Children, and 1,146 of all ages!



Photos from top to bottom:
A display features items from our String Thing fiber arts program, Kayla and Meg pose with our 2018 TWAB members, and a teen zips through the Children's Room during after-hours Haunted Laser Tag.



Summer Reading

The 2018 Summer Reading theme - Libraries Rock - was all about music! Highlights of our 2018 Summer Reading Program included our Ice cream Social, Laser Tag events, Escape Rooms, and a book discussion by critically acclaimed author Tochi Onyebuchi on his book "Beasts Made of Night." Registrants participated by attending programs, completing challenges, and of course logging their reading!



In 2018 we registered
72 Adults
75 Teens
366 Children
Teens read 316 books
Children read 1,798 hours



Photos from top to bottom:
Our program room is filled with children making slime with Miss Meg, our librarians pose as rock stars, and families enjoy our Ice Cream Social after the end of the school year.

Outreach & Accomplishments

The Booth & Dimock Memorial Library makes it a point to provide library services outside the walls of our building and participate in the Library Community at a local, state, and national level. We accomplish this by partnering with many organizations in Coventry including the Boy Scouts, Senior Center, and the Department of Parks & Recreation, as well as providing "satellite services" through home delivery, school and daycare visits, and participating in the Farmers Market.

Photos from top to bottom: Kayla and Meg present on "Kid Led Collection Development" at a national conference in Miami in March 2018, people sign up for library cards at the Farmers' Market, and Boy Scouts from Troop 65 pose at the dedication ceremony for John Pacholski's Memorial Bench, an Eagle Scout service project.



Finances

Expenditures

| | | |
|-----------------------------------|------------------|-------------|
| Salaries/Wages/Benefits | \$336,110 | 68% |
| Payroll Taxes & Insurance | \$27,564 | 5.5% |
| Books, Periodicals, AV & Programs | \$42,300 | 8.5% |
| Utilities | \$35,620 | 7% |
| Building Maintenance & Repair | \$20,910 | 4% |
| Library Equipment | \$10,250 | 2% |
| Supplies | \$5,000 | 1% |
| Computer Purchases | \$3,000 | 1% |
| Administration | \$13,125 | 3% |
| Total | \$493,897 | 100% |

Revenue

| | | |
|-------------------------|------------------|-------------|
| Town Grant | \$477,879 | 97% |
| State Grant | \$800 | > 1% |
| Fundraising | \$6,500 | 1% |
| Bank Interest | \$100 | > 1% |
| Fines, Copies, & Faxing | \$8,600 | 2% |
| Total | \$493,897 | 100% |



FINANCIAL

Above: The Connecticut Interlocal Risk Management Agency (CIRMA) presented the Town of Coventry with a check in the amount of \$35,395.00, the Town's share of a member equity distribution as a result of strong financial results during the 2017-2018 year. Photo by Laura Stone-

FINANCE DIVISION ANNUAL REPORT FY 2018 - 2019

GOALS/PURPOSE

The primary purpose of the Finance Division is to carry out the various financial activities of the Town of Coventry and its many departments, in compliance with various Federal, State, and Town regulations and laws. These activities include revenue collection, maintenance of property assessments and exemptions, disbursement processing, payroll, budgeting and monitoring budget compliance, grant management, investment management, fixed asset accounting, cash management, insurance and risk management, benefit administration, general accounting, financial reporting, computer/network management, central supply ordering and distribution, and pension administration.

OFFICE STAFF

Amanda L. Backhaus, CPA, Finance Director/Treasurer
Debbie Kratochvil, Town Accountant
Christine Small, Assistant Town Accountant
Linda Greenbacker, Collector of Revenue
Carrie Zahner, Assistant to the Collector
Ida Cabral, Revenue Collection Clerk
Michael D'Amicol, Assessor
Rachel Vertefeuille, Assistant to the Assessor

GOALS AND ACCOMPLISHMENTS – FISCAL YEAR ENDING JUNE 30, 2019

It is a primary goal of the Finance division to provide reliable and open access to the data needed to allow the decision makers and policy setting groups to take informed actions.

The Accounting office, striving to support the goals of the Town Council, worked to achieve a Certificate of Achievement for Excellence in Financial Reporting from the Governmental Finance Officers Association. The Town received this award in connection with its fiscal year 2018 Comprehensive Annual Financial Report, and has submitted the fiscal year 2019 Comprehensive Annual Financial Report for consideration. The Certificate of Achievement is the highest form of recognition for excellence in state and local government financial reporting. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. The report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only and has been received for the past nine years. Annual audits, budget documents and other financial reports are available for review on the web at www.coventryct.org. Our goal is to provide information to the public in an understandable manner, and your feedback is welcomed. Please contact the Finance office at 860-742-3528, or e-mail comments directly to abackhaus@coventryct.org. Anyone who would prefer a face to face conversation is welcome to call to make an appointment.

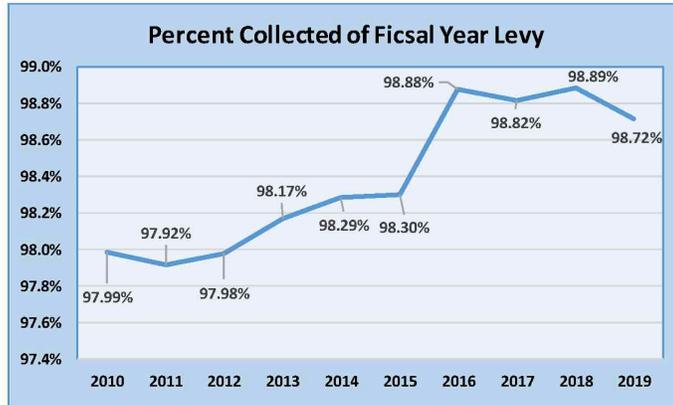
A second goal is to look for opportunities to reduce costs through collaboration. The Town continues to participate in the Health Insurance Collaborative in conjunction with the Board of Education – which has shown great benefit to the Town. In addition, our IT assistance continues to be contracted through the Town of South Windsor, allowing Coventry access to a larger IT department than would be possible if the work was to be done by additional hired staff. Along with the regional collaboration, the Town continues to work with the Board of Education on local collaborative efforts – including the Town’s custodial contracts, additional collaboration on IT projects and snow removal assistance. The Town will continue to work with the Board of Education and other local Towns in efforts for further cost reduction.

In the year ending June 30, 2019 we are able to report several very positive benchmarks. The unassigned fund balance for the General Fund of the Town increased to 13.7%. The Town’s Pension Plan’s funding level remained strong, ending the fiscal year at 77.5% fund. Pension funding is critical to future financial health as assets must be in place to support the contracted benefits. Careful stewardship of plan assets, along with plan design changes is keeping us on a sustainable path. The Tax Collection rate for current year collections remained steady and comparable to prior years at 98.72%. These positive trends reflect overall good economic health for our residents.

Subsequent to fiscal year 2019, the Town received an updated bond rating from Standard and Poors. The Town was rated AA+ with a stable outlook. This is an increase of two rating levels from the Town’s prior rating performed by Moody. This increase is a direct result of the fiscal management and Town’s performance and will be beneficial to the Town for future bond offerings.

REVENUE COLLECTION OVERVIEW – 860-742-4066

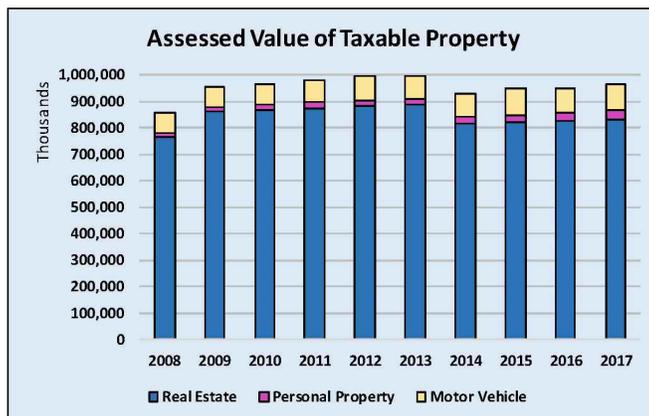
This office collects all revenues received by the Town of Coventry for property tax, sewer assessment and usage, and COVRRRA fees. The major component of General Fund revenues is the property tax, and the collection of current and delinquent taxes is the primary focus of the office staff. During the fiscal year ended June 30, 2019, the percentage of current year property taxes collected was 98.72%. The collection of all property taxes represents 76.4% of the General Fund operating revenue and operating transfers needed to support the services provided to the residents of Coventry.



ASSESSOR'S OVERVIEW – 860-742-4067

The maintenance of property valuations and proper application of exemptions is performed by the Office of the Assessor. The grand list valuations are the base upon which tax revenues are set and are revalued every 5 years. The last revaluation occurred on the grand list of 2014 which was the base for taxes in the fiscal year ended June 30, 2019 (grand list year 2017). The next revaluation will occur for grand list year 2019 and is currently in process.

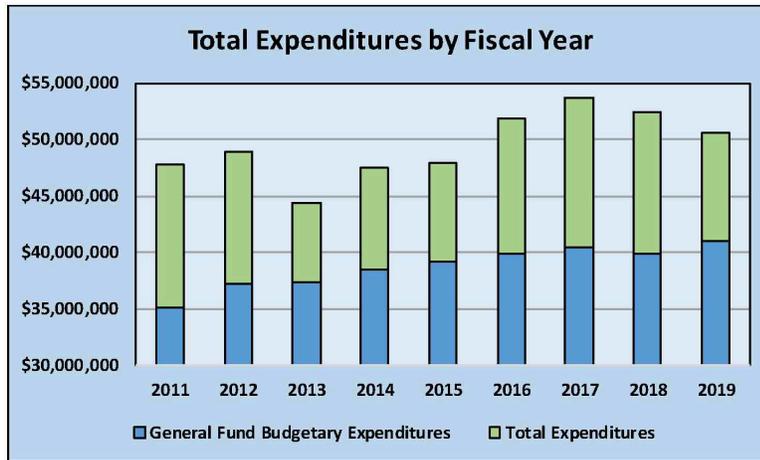
The following chart shows the grand list growth over the past ten years, and the distribution of property values between the categories of real estate, personal property and motor vehicle. The 2017 grand list showed an increase in taxable property value of approximately 1.5%.



Additional information regarding the Revenue Collection office and the Assessor can be found after the Finance section within this Annual Report.

ACCOUNTING AND TREASURY DEPARTMENT – 860-742-3528

Supervision of the general accounting, recording of revenues, payroll and accounts payable disbursement processing is performed by the staff of the accounting office. In addition, the staff is responsible for the administration of health and property insurance, monitoring grants, and fixed asset inventory maintenance. For the fiscal year-ended the total dollars expended for all Town Funds was \$50.6 million, a decrease over the prior year of \$1.9 million. This decrease was primarily due to changes in the State’s on-behalf payments to State Teachers’ Retirement and OPEB. The chart below shows the total annual expenditures for the last nine years for both the General Operating Fund and in total.



FY2019 Operating Results

The Town’s General Fund is the Town’s primary operating account. The General Fund budgetary results and the unassigned fund balance of the General Fund are essential in evaluating the Town’s financial position.

Funding for the Town’s operations on a General Fund budgetary basis for the fiscal year ended June 30, 2019 are as follows:

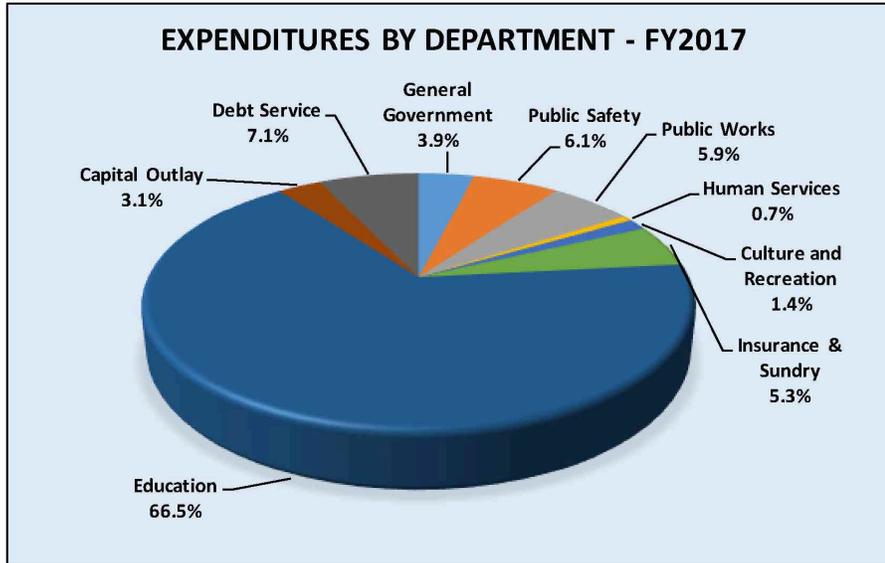
| Source | Amount | % |
|--------------------------|----------------------|-------|
| Property Tax | \$ 31,520,482 | 76.4% |
| Federal and State Grants | 8,496,219 | 20.6% |
| Charges for Services | 665,042 | 1.6% |
| Sewer Assessments | 519,844 | 1.3% |
| Investment Earnings | 81,677 | 0.2% |
| | <u>\$ 41,283,264</u> | |

The Town heavily relies on both property taxes and State grants to maintain its current levels of operations and services provided. The Town collected 102.95% of the total revenue originally of the final budgeted revenue (\$40,099,275). Better than anticipated collection on current and supplemental motor vehicle tax revenues, and increases in conveyance taxes and building permits helped to offset additional appropriations made by the Town Council.

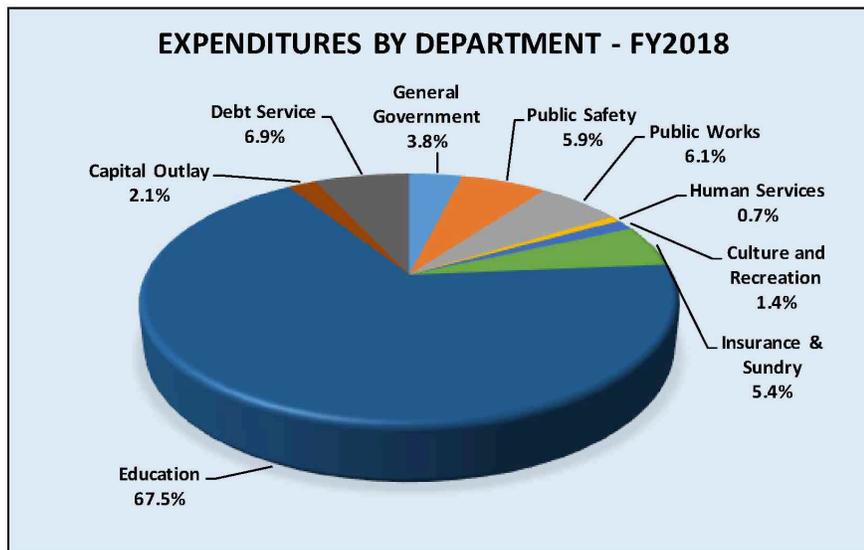
ACCOUNTING AND TREASURY DEPARTMENT

FY2019 Operating Results (Continued)

The total expenditures incurred in the General Fund on a budgetary basis for the year ended June 30, 2019 can be broken down by department as follows:



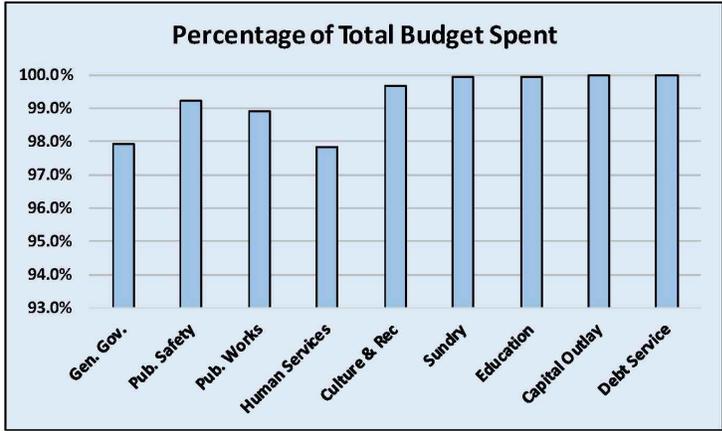
For comparative purposes, the budgetary basis expenditures by department for the previous fiscal year ended June 30, 2018 are broken out as follows:



ACCOUNTING AND TREASURY DEPARTMENT

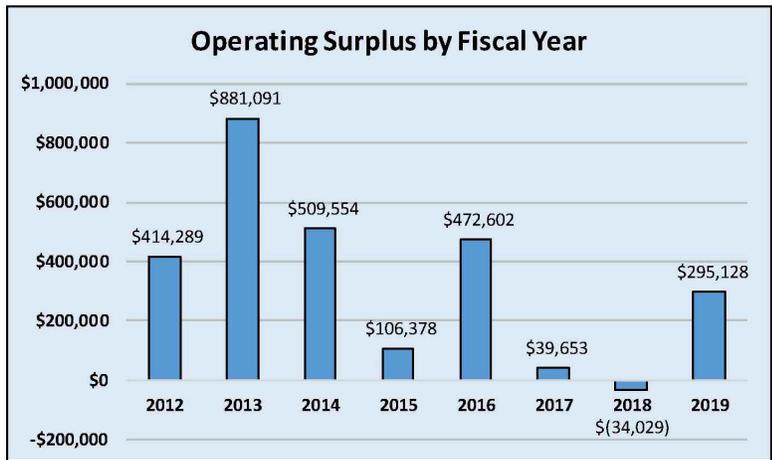
FY2019 Operating Results (Continued)

The Town’s Annual General Fund Budget is instrumental in managing the Town’s available funds and ensuring adequate levels of service based on revenues anticipated. Below outlines operating expenditure results by department in comparison to the total adjusted final General Fund budget:



Departments performed well in the fiscal year ended June 30, 2019 and with in-depth budget review, and continuous and detailed budgetary monitoring, the Town ended the fiscal year spending 99.74% of the final General Fund budget. In addition to budgeted operations, the Town Council authorized additional expenditures for: police radio upgrades, Community Connectivity grant engineering, softball field irrigation, matching funds for an education security grant and additional appropriations to be transferred to CNREF. Even with the \$280,567 of additional appropriations, the Town was able to end in a surplus due to the increased revenue collections.

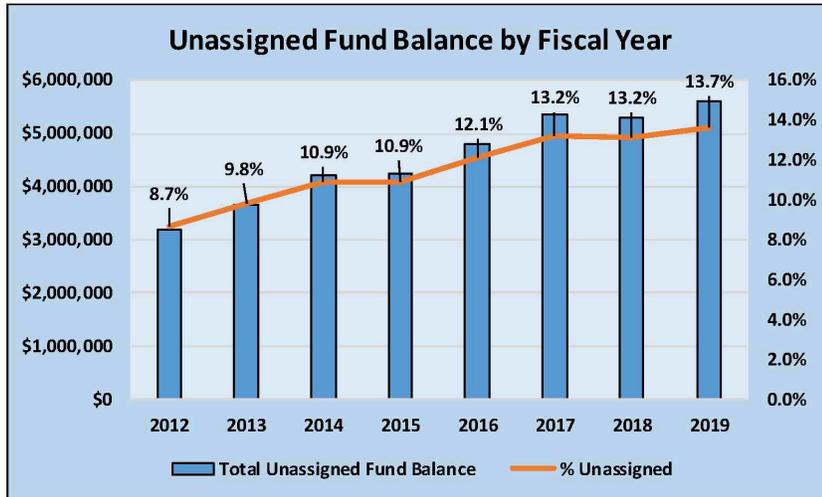
Budgetary operating results for fiscal year ended June 30, 2019 included a surplus of \$295,128. Comparison of General Fund operating results by year are as follows:



ACCOUNTING AND TREASURY DEPARTMENT

FY2019 Operating Results (Continued)

One of the major factors in evaluating a Town’s operations and financial position is the percentage of unassigned fund balance maintained in the Town’s General Fund. At the end of fiscal year 2019, Coventry’s unassigned fund balance as a percentage of final adopted budget was 13.7%. The Town maintains a fund balance policy which requires a minimum of 10% and a goal of 15% for unassigned balance. Unassigned fund balance has continued to trend upwards. Historical unassigned fund balance is as follows:



Investment Income

Investment of Town funds, maintenance of bank accounts, debt service and required reporting is managed by the Treasurer. Interest rates available to the Town averaged 0.3% in the last fiscal year. The rate of return reflects the low interest rates available from the investments available to a municipality in the State of Connecticut. Historical interest income earned is as follows:

| <u>Fiscal Year Ended</u> | <u>Town Interest Earned</u> | <u>Fiscal Year Ended</u> | <u>Town Interest Earned</u> |
|--------------------------|-----------------------------|--------------------------|-----------------------------|
| 2019 | \$ 170,700 | 2014 | \$ 42,424 |
| 2018 | 129,581 | 2013 | 45,070 |
| 2017 | 82,884 | 2012 | 61,888 |
| 2016 | 46,337 | 2011 | 59,097 |
| 2015 | 43,669 | 2010 | 61,184 |

ACCOUNTING AND TREASURY DEPARTMENT

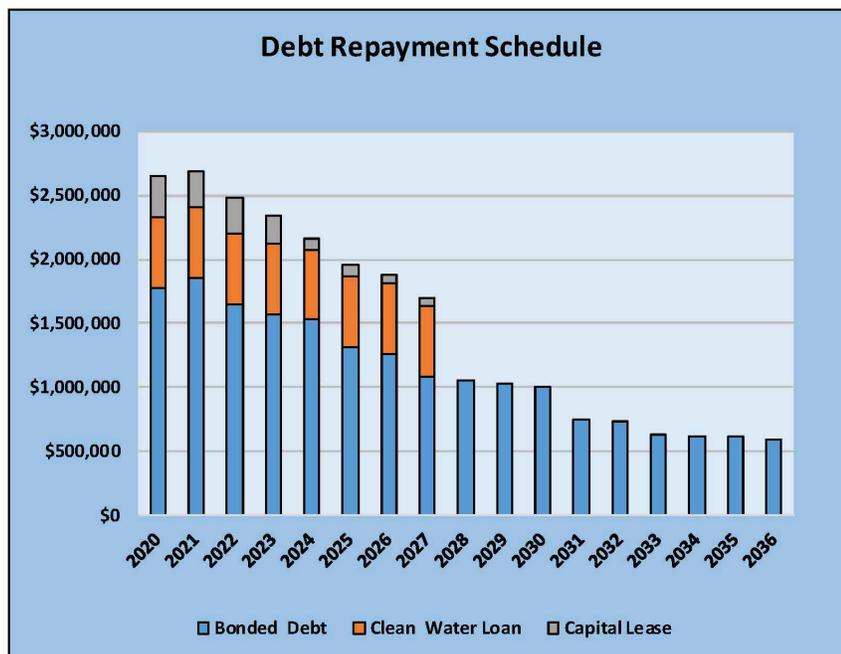
Debt Service

The Town issued one new capital lease in fiscal year 2019, for the purchase of a dump truck for the public works department. The seven-year lease totaled \$154 thousand and has an interest rate of 3.39%. The Town's total lease liability as of June 30, 2019 was \$1.29 million dollars. This debt will mature through fiscal year 2027 and has interest rates ranging from 1.81% to 3.75%.

The Town has a clean water loan that was used for sewer installation in fiscal year 2009. This loan has a balance of \$4.07 million as of June 30, 2019. This loan matures in fiscal year 2027 and has an interest rate of 2.0%. Currently, the majority of this loan is paid for with sewer assessment fees that were received for sewer connections associated with the project.

In addition, the Town currently has general obligation bond debt for various school, sewer and capital projects. Total bonded debt as of June 30, 2019 was \$9.345 million, with maturity dates ranging from fiscal year 2019 to fiscal year 2036. The Town has two projects for which bonds have been authorized but were not issued as of June 30, 2019: \$3.7 million for school energy projects and Jones Crossing bridge and \$4 million for road work. These two bonds were issued in September after year-end.

Future debt service payments, including the bonds that were issued in September, are as follows:



ACCOUNTING AND TREASURY DEPARTMENT

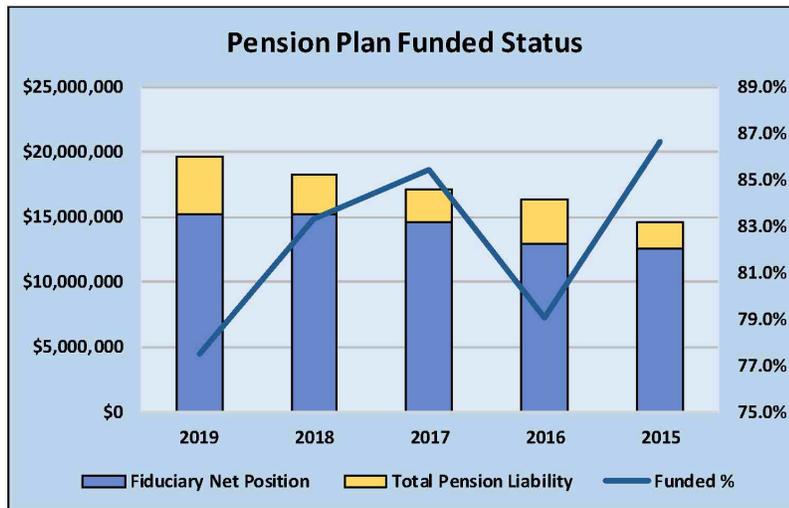
Pension – 860-742-3528

The Town of Coventry Pension Plan (the “Plan”) is a defined benefit retirement system administered by the Town to provide pension benefits to Town and Board of Education employees, except for those covered by the State of Connecticut Teachers Retirement System. The Plan is administered by the Pension Committee and Pension Trustees. During the year ended June 30, 2019, pension calculations were processed for 10 employees, (3 actives, 4 early retirements, 1 deferred, and 2 disability).

The Plan’s assets are invested in various accounts, with a target of 60% in equities and 40% in fixed investments. The Plan had an exceptionally good performance year with its investment earnings – with an annual money-weighted rate of return on investments of -0.19% for the year ended June 30, 2019. Historical earning trends are as follows:

| <u>2018</u> | <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> |
|-------------|-------------|-------------|-------------|-------------|
| -0.19% | 6.81% | 13.15% | -0.37% | 1.25% |

The Plan’s fiduciary net position as a percentage of total liability is 77.5% as of June 30, 2019. This is considered very well-funded in comparison to other municipal defined benefit pension plans. The chart below shows the historical funding progress of the plan:



COLLECTOR OF REVENUE

The Collector of Revenue is responsible for collecting all tax money owed the town on the current and prior Grand Lists along with accrued charges of interest and liens. This money is processed, balanced and deposited daily. A collection report of the daily deposit is provided to the Finance Director/ Town Treasurer. Tax money includes real estate, personal property, motor vehicle and supplemental motor vehicle. In addition to these taxes, this office also collects sewer assessment, sewer use, and trash (COVRRRA) fees. Interest, fees and liens where applicable, are also processed and collected. All collections require daily, monthly, quarterly and annual reports.

The 2017 Grand List bills for Real Estate (6,74), Motor Vehicle (13,482) Personal Property (706), Supplemental Motor Vehicle (2,199), and COVRRRA (4,784) were printed, stuffed and mailed by an outside vendor. The Sewer Assessment (360) and Sewer Use (923) bills continue to be printed and mailed from this office as this is a more manageable number to handle in house.

The Supplemental Motor Vehicle tax bills are printed in December for a January 1 due date. This billing is for vehicles registered after the October 1 Grand List date. A list of delinquent motor vehicle taxpayers is compiled by this office and sent to the Department of Motor Vehicles in Wethersfield on a regular basis throughout the year. This report to DMV will hold up the registration of any vehicle until all delinquent taxes and interest are paid. A similar report is sent to DMV to release the hold on the registration once the taxes are paid.

Delinquent notices as well as Tax Collector's Demand (TCD) letters are sent throughout the year. Taxpayers that fail to comply with the TCD have their accounts turned over to the State Marshall in the form of an Alias Tax Warrant for collection. Notices of intent to lien on Real Estate, Sewer Use and COVRRRA accounts were mailed out in March and April. After the statutory requirement of 15 days notice had passed, liens were filed in April and May on the remaining unpaid accounts.

Ten property owners were notified in March that their properties were under consideration for a Tax Sale due to unpaid taxes and fees. By June, five properties were brought current. The remaining five accounts were turned over to the attorney for the Tax Sale to proceed at a date to be determined.

The number of taxpayers paying on line by credit card or from their bank account continues to increase each year. Since July 2017, we have been able process credit card payments here at the counter which has become another popular option with walk-in taxpayers. The online payment option is greatly appreciated by those taxpayers living in or out of town, out of state or even out of the country. We have a number of taxpayers temporarily overseas who are pleased to be able to pay their taxes on line.

This office also processes and deposits payments from other departments and the school lunch program, in conjunction with the support and guidance from the Finance department. Cash and checks are delivered to the Collector's office throughout the week and are verified upon receipt. These payments are posted and deposited twice a week. A report of these posted miscellaneous accounts is delivered to the Finance department on the day of deposit. In addition to the daily billing, collecting, processing, balancing, depositing, and reporting, this office also provides information requested by attorneys, realtors, mortgage institutions, and the public.

The staff of the Tax Collector's office encourages all property owners to come in and discuss any issues or concerns they may have with their accounts. We continue in our commitment to provide both quality and compassionate service to the citizens of Coventry.

Types: RXMPS

TOWN OF COVENTRY
Collectors report to the Treasurer

Date Range:
7/01/2018 -
6/28/2019

| Year | Real Estate | Motor Vehicle | Personal Property | M.V. Supplements | Total | Interest | Liens | Fees | Grand Total |
|---------------------|----------------------|---------------------|---------------------|-------------------|----------------------|-------------------|-----------------|---------------|----------------------|
| 2017 | 26,517,502.35 | 2,915,079.20 | 1,224,084.10 | 372,009.00 | 31,028,674.65 | 96,431.80 | 672.00 | 296.00 | 31,126,074.45 |
| 2017 * | 51,934.02 | 0.00 | 0.00 | 0.00 | 51,934.02 | 510.73 | 0.00 | 0.00 | 52,444.75 |
| 2016 | 127,610.77 | 63,085.17 | 5,646.59 | 27,930.97 | 224,273.50 | 43,347.01 | 1,744.48 | 18.00 | 269,382.99 |
| 2015 | 22,464.20 | 10,232.31 | 411.85 | 4,233.92 | 37,342.28 | 13,286.27 | 480.00 | 40.00 | 51,148.55 |
| 2014 | 4,121.05 | 0.00 | 0.00 | 0.00 | 4,121.05 | 1,931.70 | 168.00 | 0.00 | 6,220.75 |
| 2013 | 132.12 | 0.00 | 0.00 | 0.00 | 132.12 | 105.66 | 48.00 | 0.00 | 285.78 |
| 2012 | 83.92 | 0.00 | 0.00 | 0.00 | 83.92 | 90.01 | 48.00 | 0.00 | 221.93 |
| 2011 | 1,103.38 | 0.00 | 0.00 | 0.00 | 1,103.38 | 137.98 | 48.00 | 0.00 | 1,289.36 |
| 2010 | 70.20 | 0.00 | 0.00 | 0.00 | 70.20 | 98.99 | 48.00 | 0.00 | 217.19 |
| 2009 | 29.24 | 0.00 | 0.00 | 0.00 | 29.24 | 5.90 | 24.00 | 0.00 | 59.14 |
| 2005 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,500.00 | 0.00 | 0.00 | 4,500.00 |
| Grand Totals | 26,725,051.25 | 2,988,396.68 | 1,230,142.54 | 404,173.89 | 31,347,764.36 | 160,446.05 | 3,280.48 | 354.00 | 31,511,844.89 |

Suspense Accounts

| | | | | | | | | | |
|---------------------|----------------------|---------------------|---------------------|-------------------|----------------------|-------------------|-----------------|---------------|----------------------|
| 2015 | 0.00 | 376.58 | 0.00 | 0.00 | 376.58 | 203.35 | 0.00 | 0.00 | 579.93 |
| 2014 | 0.00 | 2,741.85 | 0.00 | 1,051.92 | 3,793.77 | 2,332.31 | 0.00 | 0.00 | 6,126.08 |
| 2013 | 0.00 | 1,000.92 | 40.43 | 472.39 | 1,513.74 | 1,478.20 | 0.00 | 0.00 | 2,991.94 |
| 2012 | 0.00 | 92.02 | 3,378.50 | 110.76 | 3,581.28 | 3,896.94 | 0.00 | 0.00 | 7,478.22 |
| 2011 | 0.00 | 467.10 | 74.52 | 0.00 | 541.62 | 610.87 | 0.00 | 0.00 | 1,152.49 |
| 2010 | 0.00 | 26.94 | 0.00 | 10.13 | 37.07 | -96.95 | 0.00 | 0.00 | -59.88 |
| 2009 | 0.00 | 274.04 | 0.00 | 0.00 | 274.04 | 399.58 | 0.00 | 0.00 | 673.62 |
| 2008 | 0.00 | 360.75 | 114.44 | 0.00 | 475.19 | 547.70 | 0.00 | 0.00 | 1,022.89 |
| 2007 | 0.00 | 0.00 | 0.00 | 52.30 | 52.30 | 222.41 | 0.00 | 0.00 | 274.71 |
| 2005 | 0.00 | 9.31 | 0.00 | 9.90 | 19.21 | 98.06 | 0.00 | 0.00 | 117.27 |
| 2004 | 0.00 | 101.09 | 0.00 | 0.00 | 101.09 | 248.68 | 0.00 | 0.00 | 349.77 |
| 2003 | 0.00 | 567.57 | 0.00 | 37.68 | 605.25 | 1,547.11 | 0.00 | 0.00 | 2,152.36 |
| Suspense | 0.00 | 6,018.17 | 3,607.89 | 1,745.08 | 11,371.14 | 11,488.26 | 0.00 | 0.00 | 22,859.40 |
| Grand Totals | 26,725,051.25 | 2,994,414.85 | 1,233,750.43 | 405,918.97 | 31,359,135.50 | 171,934.31 | 3,280.48 | 354.00 | 31,534,704.29 |

No Refunds included

Date _____ Linda Greenbacker
Tax Collector
Date _____ Treasurer

2018 Annual Report

ASSESSOR'S OFFICE

Michael J. D'Amicol (Assessor)
Rachel Lewandowski (Assistant Assessor)

The Office of the Assessor is responsible for discovering, listing and valuing taxable and exempt real and personal property within the corporate limits of the Town of Coventry. We appraise real estate based on the market value and maintain a "property card" on every parcel. State statutes govern almost every function and responsibility of the Assessor's Office and requires us to perform revaluations every five years. Every ten years our office must meet the statutory requirements for the inspection of all properties located in the Town of Coventry.

Coventry is conducting its next town-wide revaluation for the October 1, 2019 Grand List. We have contracted with Vision Government Solutions to assist the Assessor in the revaluation process. The request for proposal was sent out in May 2019 as a joint venture along with the Town of Mansfield. Both Towns signed the contract with Vision Government Solutions for a total cost to the Town of Coventry of \$91,363.06.

We also are responsible for assessing Business Personal Property, registered and unregistered Motor Vehicles. Pursuant to State Statutes, the Office of Policy and Management recommends what to use to value motor vehicles. Motor vehicles are valued NOT based on their market value, but solely on 100% of the clean retail book value out of the N.A.D.A guide New England Edition which is what OPM recommends every year. Our Personal Property list showed a decrease in the number of accounts but an increase in value.

The 2017 Grand List indicates 6881 real property accounts, 743 personal property accounts, and 13,538 registered motor vehicles.

It is our responsibility to update the property cards when any changes occur. On the 2016 Grand List, there were numerous changes in both ownership and condition. New home development has not slowed over the past year and has steadily increased this year compared to last and our office has completed approximately 591 permits. These permits are inspected by us and cover any improvement to a property that may change the fair market value. Subdivisions bring new streets, new building lots, new owners, new homes and additional motor vehicles. The Assessor must inspect and value all newly created lots and newly constructed homes, as well as any changes, improvements or additions to existing properties. The following figures reflect those changes in the Grand List for this assessment year.

2016 Adjusted Grand List

| | |
|-------------------|----------------------|
| Motor Vehicles | \$ 92,835,480 |
| Personal Property | \$ 32,368,638 |
| Real Estate | <u>\$826,763,250</u> |
| Totals | \$951,967,368 |

2017 Adjusted Grand List

| | |
|-------------------|----------------------|
| Motor Vehicles | \$ 95,031,720 |
| Personal Property | \$ 38,363,265 |
| Real Estate | <u>\$832,173,150</u> |
| Totals | \$965,961,835 |

The difference in last year's grand list equates to a 1.47 percent increase over the prior year. This increase also includes any reductions to the Real Estate Grand List for properties that have crumbling foundations.



Fiscal Year 17/18

| | |
|---------------------------------------|--------------|
| Elderly Applications Processed | 121 |
| Tax Deferrals/Credit | 111 |
| Additional Veterans Applications | 43 |
| Building Permits | 591 |
| New Dwellings | 25 |
| Certificate of Correction + Prorates | 772 |
| Transfers | 518 |
| Reports Filed State, Local | 49 |
| Motor Vehicle Priced (Regular) | 13,538 |
| Motor Vehicle Priced (Supplemental) | 2,331 |
| Personal Property Added | -2 from 2016 |
| Farm, Forest, Open Space Applications | 12 |
| Disabled Applications Processed | 74 |
| Blind Applications Processed | 0 |

Our office also implements exemption programs for the blind, disabled, elderly, veterans who served during wartime, and disabled veterans. Veterans must file their DD-214 no later than October 1st in the Town Clerks land records in order to receive the \$3,000 exemption. Veterans must also serve ninety (90) days active duty, not including training, during a time of conflict or war. The dates for this are in Connecticut General State Statutes and can be found in our office.

The blind and totally disabled programs have the same January 31st deadline for application. The blind exemption is \$3,000 and the totally disabled program is a \$1,000 exemption. These like the veterans exemption are off the assessment of the property owned and located in the Town of Coventry. It is not a tax credit!

The Elderly and Disabled program is for anyone over the age of 65 or over the age of 18 and totally disabled by social security. This is a state program and is income qualified. The filing dates are February 1st thru May 15th and the income limits change yearly so contact our office for further information regarding any of the above mentioned programs. The Town of Coventry also offers a local tax relief program which mirrors the income limits of the state benefit. The program changed and it is offered as both a tax credit, that is equal to half of the state benefit, or it is a deferral, where a lien is filed on the Town Clerk's land records until it is paid or the property is sold at which time the deferred taxes must be paid.

The Assessor's office is continuing our work with state and federal officials to seek solutions to the challenges presented by the crumbling concrete foundations issue in Eastern Connecticut. Many of these homes facing concrete issues had their foundations poured in the 1980s and 1990s. Crumbling foundations has become a top priority for this office. We have attempted to get any and all information out to the public, while also assisting them in any way we can. We have had 42 properties from when. The total reduction to the grand list is about \$2,750,000 up to date. We have seen increased traffic regarding this issue over the past year, and I expect that the number of property owners that file for the tax relief is going to increase. Below is the information regarding the State of Connecticut passed Substitute House Bill No. 5180 "AN ACT CONCERNING CONCRETE FOUNDATIONS".

5180 "AN ACT CONCERNING CONCRETE FOUNDATIONS." Section 2 of this legislation states: *Any owner of a residential building who has obtained a written evaluation from a professional engineer licensed pursuant to chapter 391 of the general statutes indicating that the foundation of such residential building was made with defective concrete may provide a copy of such evaluation to the assessor and request a reassessment of the residential building by the assessor.* This legislation is effective October 1, 2016. There are additional provisions in the legislation, and the full legislation can be found online at: <https://www.cga.ct.gov/2016/ACT/pa/2016PA-00045-R00HB-05180-PA.htm>

There are applications available on the Town's website and appointments are being made to inspect these properties. The deadline for filing for the October 1, 2018 Grand List is December 1, 2018. This Grand List will affect the July 2019 and January 2020 Payments. Please call the Assessor's Office at (860)742-4067 if you have any further questions regarding this matter.

We have been working on the town's Geographical Information System as well as new tax maps. We were able to correct some issues with parcel mismatches and we still have automatic update to work for the map express website. The office is continuing to work and make progress on the mapping project we have 90 percent of the final maps printed. For up to date information on the GIS please visit the Town of Coventry's website www.coventryct.org and click on the map

express link. Information will also be posted in the Town Hall for public viewing.

Respectfully submitted,

Michael J. D'Amicol
Assessor
Town of Coventry

BOARD OF ASSESSMENT APPEALS

BOARD MEMBERS: JOAN OROS, CHARIMAN; JILLIAN G. WOOD RICZKY SECRETARY; MARY JO LEWIS; JOYCE C BONNEY; AND RONALD DEXTRADEUR.

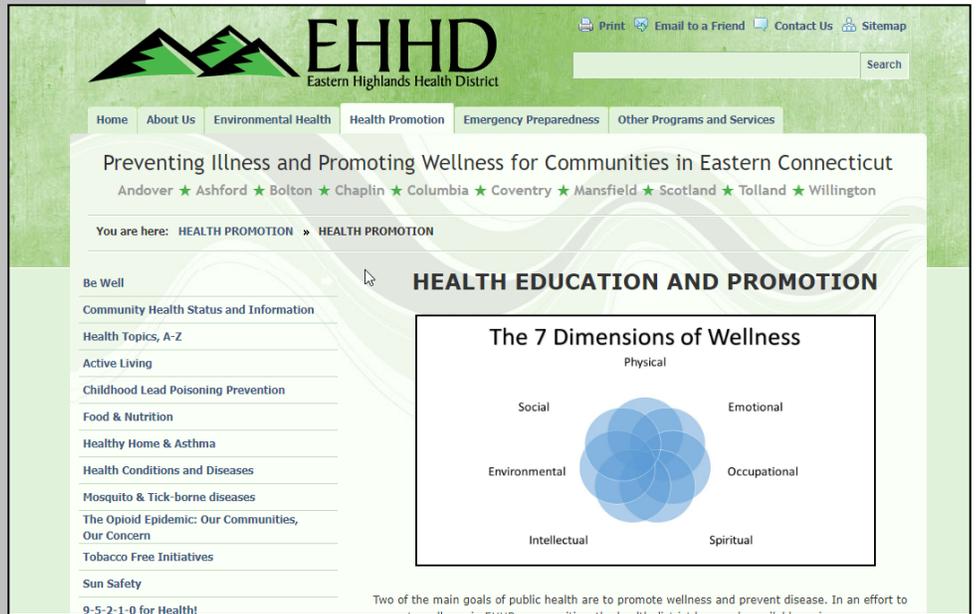
The Board of Assessment Appeals met on September 6, 2017 to hear appeals for motor vehicles on the 2016 Grand List. Board members present on both days were Joan Oros, Ronald Dextrateur, Mary Jo Lewis and Joyce C. Bonney. A total of five applications were received. Two people requested daytime appointments but the board could not accommodate their request. Of those five, four were reduced and one was denied. The total reduction for the September Board of Assessment Appeals was \$10,200.

BOARD MEMBERS: JOAN OROS, CHARIMAN; JOAN LEWIS SECRETARY; JILLIAN G. WOOD RICZKY; JOYCE C BONNEY; AND RONALD DEXTRADEUR.

The Board of Assessment Appeals also met on the 24th and the 26th of March 2018 to hear appeals on the 2017 Grand List. Board members present on both days were Joan Oros, Ronald Dextrateur, Jillian Wood-Riczky, Mary Jo Lewis and Joyce C. Bonney. A total of 14 applications were received. Of those Fourteen, eleven were denied and the total reduction for the March Board of Assessment Appeals was \$29,910.

Respectfully submitted,

Joan Oros, Chairman
Board of Assessment Appeals



AGENCIES

Image above: A graphic contained on the Eastern Highlands Health District's website. The Town of Coventry is a member of this health district.



2018-2019 ANNUAL REPORT



SERVING THE TOWNS OF:
ANDOVER, ASHFORD, BOLTON, CHAPLIN, COLUMBIA, COVENTRY,
MANSFIELD, SCOTLAND, TOLLAND AND WILLINGTON
POPULATION: 80,466 SERVICE AREA: APPROXIMATELY 208 SQUARE MILES

EHHD'S PROGRAMS AND SERVICES

We provide the community with a range of programs and services to promote and protect environmental, personal, and community health.

Emergency Preparedness

All-hazards emergency preparedness cannot be addressed by one agency working alone. Eastern Highlands Health District (EHHD) continues to build partnerships and link services to prepare for a successful community response to any emergency or disaster.

EHHD works inside and outside of its health district borders on collaborative emergency planning. EHHD is an active participant in the CT DEMHS Region 4 ESF8 workgroup, which brings together healthcare and community health in Eastern Connecticut. Regional activities this year included participation in communications drills, a regional hospital evacuation exercise, and a full scale Drive-Thru infectious disease exercise. Although linked to Region 4 for grant deliverables and fiduciary reporting, EHHD also continues to support preparedness work in Region 3. EHHD staff participated in a preparedness forum in Bolton, an infectious disease tabletop exercise with University of Connecticut, and supported Mansfield/UConn in a FEMA-evaluated radiological exercise by simulating distribution of potassium iodide (KI) tablets. As part of a statewide push to increase vaccination rates, EHHD provided seasonal flu clinics in Mansfield and in Coventry. The "Until Help Arrives" bystander first aid program was offered in Tolland and a Medical Aid Station Team (MAST) initial training was offered in Scotland.



EHHD continues to recruit and engage and organize medical and non-medical community volunteers with its Medical Reserve Corps (MRC) program. Throughout the year the volunteers are invited to participate in preparedness-related trainings, exercises, and real-world events. MRC volunteers supported multiple exercises, the statewide flu clinics, provided MAST medical support for the Hartford Marathon, and one MRC nurse deployed to support the response to Hurricane Florence. The recent addition of a Wellness Coordinator with a nursing background will be of great advantage to the EHHD MRC. This position will work closely with the EHHD preparedness coordinator to engage medical volunteers and to increase capacity to deliver vaccinations in case of pandemic or infectious disease outbreak. Anyone with interest in becoming an EHHD MRC volunteer can go to www.ehhd.org and find the link under the Emergency Preparedness tab.

Although EHHD takes an all-hazards approach to emergency planning, Mass Countermeasures, the ability to rapidly distribute medications in an emergency, remains a key driver of our preparedness program. Building on years of detailed anthrax planning, we are working with federal, state, and regional partners to re-strategize and improve planning for pandemic flu and protecting individuals through vaccinations.

Environmental Programs

Water Quality – EHHD reviews and approves private well sites and drinking water analysis reports to assure that the drinking water supplies are free of harmful bacteria, chemicals and pollutants. Our sanitarians provide guidance and information to residents with water quality issues and concerns. The health district also inspects and monitors the water quality at public bathing areas and public swimming pools to ensure compliance with water quality and health safety standards.

Subsurface Sewage Disposal – EHHD sanitarians conduct site evaluations and soil testing, review septic system design plans, issue permits to construct, and perform site inspections during construction to verify compliance with codes and technical standards. The health district is also required to evaluate the septic system impacts from proposed building additions, accessory structures and use changes on all properties served by on-site subsurface sewage disposal systems.

Food Protection – All food service establishments are inspected frequently and operating licenses are renewed annually. Temporary and special events, including Farmers' Markets, where food is served to the public, are also permitted and inspected for food safety compliance.



Campground/Daycare/Youth Camp Inspections – EHHD conducts annual family campground inspections, biennial daycare inspections, and assists the State of Connecticut with youth camp kitchen inspections.

Complaint Investigation/Code Enforcement – EHHD staff investigate all complaints received by the department, ranging from food protection and water quality concerns to housing, sewage, and vermin problems. Where conditions are found that violate the Public Health Code or Connecticut General Statutes, and such conditions are not corrected in due course, property owners or violators are then subject to enforcement procedures.

Childhood Lead Poisoning Prevention – EHHD receives laboratory reports of blood lead tests for children under age 6 when blood lead levels are 5 µg/dL or above, and tracks these cases until the child's blood lead level is confirmed below this reference level. The health district provides re-test reminder letters and educational packets to these families to help them understand the health risks associated with lead exposure and assist them in identifying and reducing lead hazards in their child's environment. Elevated blood lead levels can require additional intervention by the health district including property inspections and lead abatement enforcement.

Communicable Disease Surveillance & Control

Disease Surveillance – EHHD conducts communicable disease surveillance to detect outbreaks. Examples of communicable diseases include but are not limited to: hepatitis, rabies, and foodborne illness. Statistics detailed at the end of this report represent the total number of reported disease cases that have public health significance in member towns (it is generally acknowledged that these diseases are underreported within the population).

Disease Control – Clinical laboratory and physician case reports are reviewed for possible follow-up and investigation. Outbreaks of disease are investigated, and measures to prevent and control further spread of disease are implemented when necessary.

Community Health

Health Promotion initiatives in the Health District focus on developing sustainable interventions and nurturing partnerships to build a healthier community. While targeted programming is utilized when appropriate, our current focus is on policy, systems, and environmental changes to promote and encourage healthy lifestyles for all member town residents, employees, and visitors. In the summer months EHHD worked diligently to mitigate the spread of disease from mosquitos and ticks.



During the winter, EHHD distributed radon test kits to residents. These kits allow residents to be aware of the current radon levels in their home, and to take action if necessary. In response to the wide-spread flu activity this year EHHD conducted two flu clinics and created a flu prevention flyer. The flyer was distributed to member town libraries, community centers, health centers, senior centers, and schools. EHHD staff worked with several school districts to create model school health and wellness policies.

Tobacco Free Living – Focusing on policy, systems, and environmental changes, EHHD developed toolkits to encourage towns in Tolland County to adopt smoke free policies or ordinances to make their workplaces smoke free. The toolkits can be found at www.ehhd.org/Tobacco-Free-Living. EHHD continues to assist the town of Mansfield with implementation of its smoke free workplaces policy. A toolkit was developed to assist other



organizations/communities to implement similar policies. This toolkit can be found at www.ehhd.org/tobacco. In addition, EHHD continues to update a summary of smoking cessation resources. The resources include web, phone, text, and nicotine replacement therapy cessation methods and can be found at www.ehhd.org/tobaccoaccessation

Substance Abuse In Our Community Workgroup -



In response to the opioid and substance use epidemic affecting our towns, EHHD created a workgroup comprised of representatives from municipal leadership, human services, social workers, first responders, school leadership, and child advocacy. The workgroup initiated several projects this year. Salient activities included partnering with the Coventry Police Department on a successful drug take back campaign, and partnering with the Town of Mansfield in the development of town policies to stage NARCAN in public buildings. For information on treatment options, resources and walk-in services and emergency care information please go to www.ehhd.org/opioidepidemic. The brochures have been distributed to town leadership, libraries and social service departments.

Be Well – Developed by EHHD in 2006, this program provides comprehensive programming and promotion on a contractual basis to local employers. The goal of this employee wellness program is to improve the overall health and wellness of employees through initiatives that target risk factors for health. This program is provided as a full contracted service to four employers in health district towns (Town of Mansfield, Mansfield BOE, Region 19 BOE, and the Town of Tolland). Basic Be Well initiatives are also provided to member town, school employees and private sector businesses through the State Preventive Health Block Grant (to focus on policy and environmental changes to reduce the incidence of obesity in worksites). Each year Be Well contributes to strong health outcomes and a significant return-on-investment for participating employers. Examples of programs and policies implemented include, but aren't limited to, monthly wellness newsletters, online wellness resources, on-site biometric health screenings, and wellness seminars. You may learn more about the program at www.ehhd.org/be_well. If you're interested in having Be Well part of your business or organization please email Be Well at Be_well@ehhd.org.



Health Education: EHHD provides its member towns and residents with newsletters, social media sites and web pages for health information, and regular updates with health and wellness "hot topics." EHHD continually updates the social media pages (Facebook: www.facebook.com/EHHDCHART and Twitter: <https://twitter.com/EHHDHealth>) with information about health, wellness and safety issues. We focus our "hot topic" health updates on providing clear and concise information on health topics pertaining to a particular month or season. EHHD staff participated in several educational workshops and health fairs throughout the year focusing on topics such as hurricane/emergency preparedness, childhood vaccines, healthy snacks for kids, planning for care as you age, and flu prevention and treatment.

Plan4Health Initiative: **PLAN4Health**
Anchored by the American Planning Association (APA) and the American Public Health Association (APHA), the Plan4Health grant funded EHHD and the Community Health Action Response Team (CHART) to implement strategies to increase physical activity and access to healthy food for our region. During the year EHHD continually marketed the Toolkit to the planning and zoning boards and commissions of small and rural town in Connecticut. The Toolkit is continually maintained and updated to provide the most current and accurate information. A survey was introduced last year to gain feedback on the Toolkit and its ability to meet the needs of users. This survey will be reviewed and analyzed to make changes for the future. The toolkit and survey is available online at www.healthyeasternct.com



Public Health

Prevent. Promote. Protect.

Local health departments work across the nation to prevent disease, promote health and protect communities. The National Association of County and City Health Officials (NACCHO) developed this logo to promote universal recognition of this critical work and to provide a consistent image and message for local health departments. EHHD is proud to support this national effort.

What is a Health District?

Health districts are much like full-time municipal health departments in the services they provide. They are governmental entities that carry out critical local public health functions that include: infectious disease control, code enforcement and health education. Through a binding relationship with member towns (provided for in state statutes), services are offered to a group of towns that may not otherwise have a full-time health department without district membership. Joining a health district is an attractive option for towns because they are provided access to full-time public health services at minimal cost. District membership increases the ability of a town to benefit from grant-funded public health programs. Towns that are members of health districts provide annual per capita contributions to support health district operations.

Top 10 Benefits Your Community Receives as a Member of a Public Health District:

1. A professionally staffed department with fully trained and certified personnel.
2. Improved availability of services; seven days a week, 24 hours a day for emergencies.
3. Less fragmentation of services.
4. Uniform enforcement of state laws and regulations, codes and ordinances.
5. A regional approach to public health problems that cross town lines.
6. Pooling of manpower for backup services in times of need.
7. The capability to address a wider scope of public health problems and issues than your community could manage on its own.
8. Reduction of waste and maximized effectiveness through problem identification, priority setting, improved coordination and more efficient use of resources.
9. Eligibility for extensive state and federal funding, bringing services to the local level that might not otherwise be possible.
10. An opportunity for your town to network with other local health departments and state agencies.

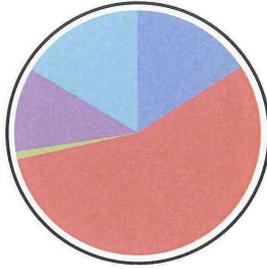
10 Essential Services of Local Public Health:

1. **Monitor** health status to identify community health problems.
2. **Diagnose** and **investigate** health problems and health hazards in the community.
3. **Inform, educate** and **empower** people about health issues.
4. **Mobilize** community partnerships to identify and solve health problems.
5. **Develop** policies and plans that support individual and community health efforts.
6. **Enforce** laws and regulations that protect health and ensure safety.
7. **Link** people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. **Assure** a competent public and personal health care workforce.
9. **Evaluate** effectiveness, accessibility and quality of personal and population-based health services.
10. **Research** for new insights and innovative solutions to public health problems.

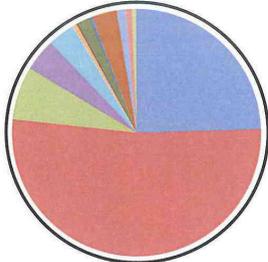
EHHD

Budget Fiscal Year
2018/2019*

FY 2018/2019 Revenue
(see table below)



FY 2018/2019 Expenses
(see table below)



* Figures not audited at the time of this publication.

EHHD Service and Activities Data by Town

| | Andover | Ashford | Bolton | Chaplin | Columbia | Coventry | Mansfield | Scotland | Tolland | Willington | District Totals |
|--|----------|-----------|-----------|-----------|----------|-----------|-----------|----------|-----------|------------|-----------------|
| COMPLAINTS | | | | | | | | | | | |
| AIR QUALITY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 3 |
| ANIMALS/ANIMAL WASTE | 0 | 2 | 0 | 1 | 0 | 0 | 2 | 0 | 1 | 0 | 6 |
| ACTIVITY WITHOUT PROPER PERMITS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FOOD PROTECTION | 1 | 2 | 1 | 1 | 0 | 0 | 9 | 0 | 5 | 2 | 21 |
| HOUSING ISSUES | 0 | 13 | 2 | 5 | 1 | 5 | 21 | 2 | 4 | 6 | 59 |
| EMERGENCY RESPONSE | 0 | 1 | 1 | 3 | 0 | 0 | 1 | 0 | 2 | 1 | 9 |
| REFUSE/GARBAGE | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 4 |
| RODENTS/INSECTS | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 5 |
| SEPTIC/SEWAGE | 1 | 6 | 3 | 2 | 0 | 1 | 2 | 0 | 6 | 0 | 21 |
| OTHER | 1 | 0 | 2 | 0 | 0 | 2 | 3 | 0 | 0 | 0 | 8 |
| WATER QUALITY | 0 | 1 | 0 | 2 | 1 | 2 | 2 | 0 | 6 | 5 | 19 |
| TOTAL | 3 | 26 | 10 | 15 | 2 | 10 | 42 | 2 | 29 | 16 | 155 |
| HEALTH INSPECTION | | | | | | | | | | | |
| GROUP HOMES | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| DAY CARE | 0 | 0 | 0 | 0 | 2 | 2 | 1 | 0 | 1 | 0 | 6 |
| CAMPS | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 4 | 2 | 8 |
| PUBLIC POOL | 0 | 2 | 0 | 0 | 0 | 0 | 5 | 0 | 2 | 0 | 9 |
| OTHER | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| SCHOOLS | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 4 |
| MORTGAGE, FHA, VA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| BATHING AREAS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 3 | 0 | 1 | 2 | 3 | 12 | 0 | 7 | 2 | 30 |
| ON-SITE SEWAGE DISPOSAL | | | | | | | | | | | |
| SITE INSPECTION - ALL SITE VISITS | 61 | 89 | 78 | 71 | 85 | 196 | 182 | 21 | 165 | 28 | 976 |
| DEEP HOLE TESTS - NUMBER OF HOLES | 44 | 52 | 66 | 37 | 54 | 169 | 107 | 6 | 113 | 48 | 696 |
| PERCOLATION TESTS - NUMBER OF HOLES | 15 | 15 | 19 | 13 | 16 | 26 | 33 | 4 | 42 | 11 | 194 |
| PERMITS ISSUED, NEW | 6 | 5 | 7 | 1 | 8 | 13 | 4 | 0 | 9 | 2 | 55 |
| PERMITS ISSUED, REPAIR | 20 | 22 | 26 | 12 | 27 | 32 | 46 | 2 | 49 | 10 | 246 |
| SITE PLANS REVIEWED | 21 | 25 | 31 | 9 | 35 | 55 | 48 | 2 | 48 | 12 | 286 |
| PUBLIC HEALTH REVIEWS | 33 | 41 | 50 | 9 | 47 | 90 | 73 | 5 | 153 | 24 | 525 |
| WELLS | | | | | | | | | | | |
| WELL SITES INSPECTED | 1 | 7 | 2 | 10 | 15 | 8 | 9 | 0 | 1 | 1 | 54 |
| WELL PERMITS ISSUED | 6 | 14 | 9 | 6 | 10 | 22 | 11 | 1 | 10 | 5 | 94 |
| LABORATORY ACTIVITIES (SAMPLES TAKEN) | | | | | | | | | | | |
| POTABLE WATER | 0 | 1 | 0 | 1 | 0 | 0 | 3 | 0 | 19 | 2 | 26 |
| SURFACE WATER | 15 | 16 | 30 | 0 | 31 | 133 | 14 | 0 | 31 | 30 | 300 |
| GROUND WATER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| RABIES | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| LEAD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 8 |
| OTHER | 2 | 1 | 3 | 3 | 2 | 3 | 6 | 1 | 5 | 0 | 26 |
| FOOD PROTECTION | | | | | | | | | | | |
| INSPECTIONS | 16 | 30 | 21 | 23 | 24 | 48 | 161 | 3 | 60 | 27 | 413 |
| REINSPECTIONS | 3 | 7 | 2 | 2 | 1 | 2 | 27 | 0 | 11 | 11 | 66 |
| TEMPORARY PERMITS | 4 | 19 | 12 | 7 | 6 | 123 | 29 | 13 | 16 | 10 | 239 |
| TEMPORARY INSPECTIONS | 0 | 4 | 8 | 1 | 0 | 90 | 7 | 7 | 0 | 1 | 118 |
| PLAN REVIEWS | 0 | 1 | 2 | 3 | 1 | 3 | 10 | 1 | 1 | 1 | 23 |
| PRE-OPERATIONAL INSPECTIONS | 2 | 4 | 0 | 4 | 2 | 1 | 16 | 1 | 1 | 0 | 31 |
| LEAD ACTIVITIES | | | | | | | | | | | |
| HOUSING INSPECTION | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 3 |
| ABATE PLAN REVIEWED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MISCELLANEOUS ACTIVITIES | | | | | | | | | | | |
| PLANNING AND ZONING REFERRALS | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 2 |
| SUBDIVISION REVIEWED (PER LOT) | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 3 | 1 | 6 |

Selected Reportable Diseases by Town*

| | Andover | Ashford | Bolton | Chaplin | Columbia | Coventry | Mansfield | Scotland | Tolland | Willington | District Totals |
|---|---------|---------|--------|---------|----------|----------|-----------|----------|---------|------------|-----------------|
| Babesiosis | 2 | 1 | 0 | 0 | 1 | 0 | 2 | 0 | 1 | 1 | 8 |
| Campylobacter | 1 | 0 | 1 | 0 | 2 | 2 | 1 | 2 | 1 | 2 | 12 |
| Cryptosporidium | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 2 |
| Cyclospora | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| E. Coli 0157/STEC | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Ehrlichiosis/Anaplasmosis | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Giardia | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 3 |
| Gonorrhea | 2 | 1 | 1 | 0 | 0 | 2 | 17 | 0 | 1 | 1 | 25 |
| Group A Streptococcus | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 4 |
| Group B Streptococcus | 1 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 2 | 0 | 6 |
| Haemophilus Influenzae | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hepatitis A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hepatitis B | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hepatitis C | 1 | 1 | 2 | 1 | 1 | 4 | 3 | 0 | 3 | 2 | 18 |
| Lead-Elevated Blood Lead Levels in children up to age 6 (5-9.9 ug/dl) | 2 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 3 | 6 | 15 |
| Lead-Elevated Blood Lead Levels in children up to age 6 (10-19 ug/dl) | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| Lead-Elevated Blood Lead Levels in children up to age 6 >20 ug/dl | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Listeria | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Lyme Disease | 5 | 2 | 0 | 4 | 5 | 5 | 9 | 1 | 10 | 5 | 46 |
| Measles | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Methicillin Resistant Staphylococcus Aureus | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mumps | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neisseria Meningitis | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pertussis | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Rubella | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Salmonella | 0 | 0 | 1 | 0 | 3 | 1 | 3 | 0 | 4 | 0 | 12 |
| Shigella | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Streptococcus Pneumoniae | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 1 | 5 |
| Syphilis | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| Tuberculosis Cases (Active) | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Varicella | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vibrio | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| West Nile Virus | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Yersinia | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

* The case numbers above are considered to be below actual figures due to under reporting.



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