

TOWN OF COVENTRY

QUARTERLY REPORTS



October-December 2020

TABLE OF CONTENTS

Finance Department	3
Collector of Revenue	4
Assessor	6
Town Clerk	7
Land Use Office	10
Building Department	21
Fire & EMS Department	24
Police Department	27
Human Services	34
Public Works	44
WPCA	48
Parks & Recreation	51
Booth & Dimock Library	53

Cover photo: Cannons at Nathan Hale Cemetery and the Veterans' Memorial Green got a facelift this fall, courtesy of Greg Webster, a Connecticut resident who volunteers his expertise to towns around the state. The Town is very appreciative of Mr. Webster's generosity. Photo by John Elsesser.

Finance Department

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

General accomplishments

The FY21-22 capital and operating budget requests were distributed to all Town departments. The FY21-22 budget will be compiled in the first quarter of 2021.

The annual financial audit was completed during October and November by our independent auditors, Blum Shapiro. The audit was issued on December 8 with "clean" audit opinions for the Town's Comprehensive Annual Financial Report, Federal Single Audit Report, and State Single Audit report, for the year-ended June 30, 2020. This audit has been submitted to the Government Finance Officers Association for consideration on certificate of achievement.

The Town received the actuarial valuation for the Town Pension Plan as of 7/1/20. The valuation shows a funded ratio of 76.1%, which is a decrease from the prior year, is still significantly higher than many of our Connecticut Municipal peers. It should be noted the market was at a low as of July 1, and the current balance of the pension plan has increased significantly.

Open enrollment for the Town's HDHP/HSA plan was completed in early December, as well as open enrollment for the town hall, supervisor and non-union employees. In addition, planning for FY21-22 rates has begun and is currently being reviewed.

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

Meetings attended

Finance Committee of the Town Council
Town Council
Pension Committee
Cemetery Commission meetings
Town/BOE worker Safety Committee
Town GIS coordinating committee
BOE/Town IT coordination
ECHIP Executive committee meetings
ECHIP Board meetings
ECHIP Wellness committee meetings
Farmers Market Planning Committee
School Building Energy Efficiency Committee

Collector of Revenue

Back Tax Statements (BTS) and Tax Collector Demand (TCD) notices for Sewer, Real Estate, Personal Property, Motor Vehicle and COVRRRA accounts were prepared and mailed throughout this quarter. A successful tax sale was held on October 5, 2020 for property on Brewster Street.

The second installment of the sewer assessment bills were printed and mailed at the end of October for a November 1, 2019 due date. These payments were processed and deposited. Electronic files are sent on a weekly basis to the CT Department of Motor Vehicles to remove the tax flag on those accounts that are no longer delinquent. Real time DMV clearances are issued upon receipt of cash or money order for payment on all motor vehicle taxes due.

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

The 2019 Supplemental Motor Vehicle list was compiled, prepared and balanced with the Assessor's report in early December. The bill file was sent to the printer and on December 23, 2020, the bills (1,902) were delivered to the Post Office. The second half of December saw a higher than usual increase in mailed and online tax payments and the elimination of long lines of taxpayers waiting in the hallway to pay in person. Taxpayers are also taking advantage of the drop box located in the rear vestibule of Town Hall to make their payments. Public access to Town hall has limited for months due to Covid 19. We continue to work together to keep each other safe.

Many property owners made their payments for the January 2021 installment on their Real Estate and Supplemental Motor Vehicle taxes in December in order to claim these payments on their 2020 IRS form. A few banks and mortgage companies sent in the January escrow payments in late December. Traditionally, banks hold on to these payments until the end of January before mailing the tax payments to the municipalities.

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

Assessor

OCTOBER

Personal Property Declarations went out at the end of September and have been coming in by mail or by individuals returning the declarations into the dropbox or our office. Some individuals require assistance in filling out the forms. The deadline was November 2nd for this year.

We completed the monthly transfers, prorates of the motor vehicles, continued the inspection process to finalized the Real Estate Grand List for the end of January.

NOVEMBER

November is a transition month for our office. Personal property declaration valuation has been started, calculated and entered into the system. The 2019 Motor Vehicle Supplemental Grand List arrived from the Department of Motor Vehicle. We are continuing the building permit inspections necessary to add to the 2020 Real Estate Grand List. We have almost completed with all motor vehicle corrections and are working on the 2019 Supplemental Motor Vehicle list.

DECEMBER

We are continuing to work on data entry and valuation of Personal Property. We have completed our Real Estate Grand List. The 2020 Motor Vehicle Grand List was received from DMV. We are busy trying to get this all priced and finalized by end of January as well. This list is compiled of anyone who had a registered motor vehicle in the Town of Coventry as of October 1st. We are current with all motor vehicle corrections. We have completed the Supplemental Motor Vehicle list for a total assessment of \$12,753,363. It's an increase of \$35,923 in assessed value from the 2018 supplemental grand list.

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

Michael J. D'Amicol
Town of Coventry
Assessor

TOWN CLERK'S OFFICE

Lori Tollmann, CMC Town Clerk
Brooke R. Manning, CCTC Assistant Town Clerk

QUARTERLY REPORT OCTOBER 1 – DECEMBER 31, 2020

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

◆—————◆

Recording & Licensing

Receivables & Revenue:

- ✓ The Clerk's Office collected \$339,250.37 this quarter, of which the Town retained \$102,568.34



Activity	Volume	Revenue
Total Documents Recorded	826	32,976.00
Local Conveyance Tax Recorded	97	58,164.17
Copies	3,852	3,852.17
Trade Name Certificates	8	80.00
Liquor Permits	3	60.00
Burial/Cremation Permits	13	65.00
Marriage Licenses	7	112.00
Vitals Copies	112	2,235.00
Notary Fees & Renewals	38	295.00
Dog License Fees	61	61.00
Maps Filed	7	100.00
Fish & Game License & Permit Fees	38	13.00
Conveyance fees	97	97.00
Unanticipated		
PA-490		
PA-00-146 Clerk	816	906.00
Historic Preservation		
PA-05-228, 09-229 & 13-247 LOCIP	816	1,359.00
PA-05-228, 09-229 & 13-247 Clerk	816	2,193.00
Town Clerk Revenue Transferred to Treasurer:		102,568.34

PUBLIC ACT 00-146: This Public Act requires the Town Clerk to receive a fee of \$10 for each document recorded in the town's land records. Eight dollars (\$8 of the \$10) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. The Town Clerk for

preservation and management of historic records retains Two dollars of the fees. By law these funds may not be used to supplant budgeted funds. These fees that went into effect December 1, 2017.

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



State Fees Collected and Remitted: The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$236,682.00 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$38,571.00
PA 05-228 & 09-229	16,308.00
Marriage Licenses	238.00
Fish & Game Licenses	813.00
PA-00-146	3,624.00
State Conveyance Tax	176,565.00



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

	Dog License Fees	Surcharge
October - December	\$419.00	\$144.00

Presidential Election: was held on November 3, 2020. Town wide voter turnout was 84.54%. Of the 9,282 registered voters in Coventry, 7,847 voted at the polls and 2,673 absentee ballots were cast, along with 90 Election Day Registration (EDR). The Town Clerk certified the election results to the State of Connecticut, Secretary of the State's Office on November 5, 2020. Along with the Presidential Election we had a referendum with two questions which went to a recount on November 9, 2020. Both passed.



Fiscal Year 2021-2022 Budget: The budget preparation process began in late November of 2020. Gathering, computing, evaluating and organizing the information necessary to make an appropriate request is extremely involved and time consuming. Considerable time and energy is put forth to compile accurate data which reflects this office's needs in order to provide the many services for which we are statutorily charged. Every effort is made to deliver a responsible budget request.

Historic Document Preservation Grant fy20/21: The \$5,500 grant application was mailed in October 2020. This Grant will be used for two secure locked cabinets in our vault. Dupont Systems will be supplying our office with those cabinets when the Grant is approved.

Staff Updates/Activities

No meetings or classes attended due to COVID-19



Coventry Land Use Office

Quarterly Report for
October, November, December
~ 2020~

Eric M. Trott

Director of Planning and Development

Alexa Gorlick

Planning Technician/Zoning Enforcement Officer

Todd M. Penney, P.E.

Inland Wetlands Agent/Town Engineer

Mindy Gosselin

Inland Wetlands Agent

Heidi A. Leech

Land Use Permit Technician

Erica Pagliuco

Market Master, Coventry Farmers' Market

PLANNING AND ZONING COMMISSION

YEAR **2020**

October, November, December

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
				No new applications filed during this timeframe		
				Applications noted as received in the previous quarterly report were all administered and approved during this timeframe.		

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

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



Rendering of Proposed South Street Pedestrian Improvements

October, November, December

DISCUSSION AND ACTION TOPICS:

- Provided recommendation to Town Council on the 8-24 referral of Ledoyt for dedication of conservation easement at 93 School Street and 1158 Main Street.
- Provided recommendation to Town Council on the 8-24 referral of Gooch for sale of Town property at corner of Forest Road and Bissell Road.
- Provided recommendation to Town Council on the 8-24 referral of Sullivan for donation of land to the Town on Old Oak Trail.
- Provided status of the hiring of a new Planning Technician/Zoning Enforcement Officer.
- Hosted public informational meeting for the South Street reconstruction and pedestrian improvement project. Provided recommendations on designated scenic road improvements.
- Provided recommendation to Town Council on the 8-24 referral for the high school/middle school complex roof and fire alarms, and planning/design/renovations/reconstruction and improvements to the Booth and Dimock Memorial Library.
- Formally appointed new staff as the Zoning Enforcement Officer.
- Provided recommendation to Town Council on the 8-24 referral for property acquisitions required for the Swamp Road Realignment Project
- Held preliminary discussion with the Creative Living Community of CT and Corporation for Independent Living on conceptual revisions to the approved residential/agricultural use on Boston Turnpike.
- Held preliminary discussion with Andrew Bushnell on proposed Durkin subdivision of property located on Zeya Drive and Bread and Milk Street.
- Approved mylar filing extension request of Mark Wheaton for approved subdivision on Grant Hill Road.
- Provided status report on the Caprilands property.



Rendering of Proposed South Street Pedestrian Improvements

October, November, December

DISCUSSION AND ACTION TOPICS:

- Tim Liptrap, member and Nichols College Professor who is facilitating a project where student interns, that are working directly with local businesses to assist them in broadening their internet visibility and support their business growth, provided an update on the work that they are doing.
- The Commission reviewed a memorandum prepared by Staff which provides a comprehensive review on all pending economic development related projects that are in various stages of progress.
- Discussed the status of ongoing and new projects in town.
- Discussed the work of the 4 Town Economic Vitality Team whose work is based upon the Regional Economic Development Action Plan prepared by AdvanceCT (formerly the CT Economic Resource Center) with the towns of Bolton, Coventry, Mansfield and Tolland. Meetings at the Staff and Committee level have been held since October to carry out the recommendations outlined in the Plan.
- Discussed the status of the Caprilands property. The Estate has sold the property and received Probate Court approval for the sale. Litigation continues with Dr. Cook. Staff is working on legacy planning with the Estate and Atty. General's Office.
- Discussed the status of the Bolton/Coventry sewer extension project. The Town has submitted all required materials to DEEP, which have been forwarded to OPM for input. Next steps to be determined after OPM comment is provided.
- Discussed ongoing efforts to encourage a medical office project with Hartford Health Care on RTE 44 to address Dr. Keenan's office closing.
- Reviewed Staff's work to assist local businesses with their operations during the COVID pandemic.
- Provided an update on the Farmers' Market season which will come to a close at the end of October and has operated in a limited capacity due to the pandemic.
- Members were assigned target development properties with owner contact information so that they can continue to reach out to the owners to discuss how the Town can assist with marketing or facilitating movement on development of the properties. Updates were provided by the members.
- Discussed recent activities with the Creative Living Community of CT and Staff's assistance in receiving a \$5000 Neighborhood Assistance Act funds, as well as support for the construction of a new farm stand on their property.
- Provided an update on the preliminary work that has begun with the SustainableCT work for a 2021 submittal.
- Adopted the 2021 meeting schedule.

PLANNING STAFF HIGHLIGHTS

YEAR **2020**

October, November, December

- Assumed the duties of the Planning Technician/Zoning Enforcement Officer during the time of the vacancy.
- Maintained modified new office procedures and protocols to address the COVID 19 pandemic situation. Web based and in office solutions have been implemented to continue a good level of service to our customers.
- Working with small businesses in town as well as with the Tolland County Chamber of Commerce to provide information and guidance on COVID 19 grant and resource assistance.
- Continued efforts to support the 2020 Farmers' Market season.
- Continued involvement with the Tolland County Chamber of Commerce Economic Development Committee as Coventry's representative, including serving on the Board of Directors and Executive Committee.
- Continued to be involved with Probate Court proceedings involving the Caprilands estate.
- Spearheaded the formation of the 4 Town Economic Vitality Team to work on the recommendations contained in the 4-town economic development action plan with Bolton, Coventry, Mansfield and Tolland.
- Continued to work with Windham Hospital on the planning for a new medical facility in Coventry for Dr. Keenan.
- Began work with the State of CT DEEP and the consultant hired to perform the Coventry Lake hydrilla treatment to prepare the proposed treatment plan for 2021.
- Began work with the consultant who performed the Eagleville Lake fanwort treatment for the treatment plan for 2021.
- Continue to work with the Protected Lands Stewardship Committee and the Department of Public Works for trail and site maintenance and other improvements at the Williams Preserve on Cooper Lane.
- Began the process of hiring a new Planning Tech/ZEO.
- Continued to work with an arborist from a timber harvesting company to execute a forest management activity on the Nathan Hale Greenway properties to establish the beginnings of an informal trail system.
- Participated in the roll out of a new permit system in the Land Use and Building Offices to replace the former one. All permits are now accepted and administered in a digital format.
- Participating in the development of the Bolton Lakes Watershed Plan with the towns of Bolton, Vernon, Tolland.
- Providing Staff support to the Senior Housing Alternatives Study Committee after the resignation of the former Planning Tech/ZEO. In process with the Committee to complete the study in the spring of 2021.

ZONING ENFORCEMENT

YEAR **2020**

October, November, December

Alexa Gorlick - Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	74
Single Family Dwellings	11
Condominiums	0
In-Law Apartments	1
Accessory Structures	
Decks/Porches	6
Sheds/Gazebos	6
Barns	0
Detached Garages	5
Pools	1
Additions/Attached Garage	5
Grading/Clearing	0
Commercial Use/Signage	6
Home Occupation	3
Interior Renovations	7
Driveway	9
Roof Mounted Solar PV	9
Other	5
	<hr/>
Total	74

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

CERTIFICATES OF USE AND OCCUPANCY = ***17**
(Signed for zoning compliance by ZEO)

Single Family Dwellings	5
In-law apartment	0
Condos	0
Accessory Structures	
Decks/Porches	0
Sheds/Gazebos	8
Barns	0
Detached Garages	0
Pools	0
Additions/Attached Garages	3
Other	1
Commercial Use/Signage	
	<hr/>
Total	17

ZONING ENFORCEMENT (Cont'd)

YEAR 2020

October, November, December

INSPECTIONS*

Erosion and Sediment Control	1
Limits of Clearing	0
Certificate of Occupancy	17
Pre-Approval Inspection	0
Seed and Mulch Bond Release/Inspections	3
Zoning Complaints (initial & follow-ups)	5
Blight Complaints (initial & follow-ups)	10
Blight/Zoning Combined Inspections	3
Street Number Assignments	0
Other	5
Total	<u>44</u>

VIOLATION/ENFORCEMENT INSPECTIONS (NEW)*

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	0
Drainage	0
Permit Conditions Not Met	0
Non-permitted Activity or Structure	1
Signage	0
Illegal Dumping/Oil Spills	1
Clearing, Filling	0
Junk Yard	6
Greater than 1 unregistered motor vehicle	4
Unlicensed motor vehicle dealer/repair	1
Outdoor wood burning furnace	0
Residential motor vehicle sales	0
Livestock/Poultry/Agriculture	3
Nuisance	0
Other Zoning Enforcement	1
Blight complaints	4
Total	<u>21</u>

ZONING ENFORCEMENT

YEAR **2020**

October, November, December

News from Zoning Department: Alexa Gorlick, Planning Technician & ZEO

Personnel

I attended CAZEO training in November and since have continued to go over the material and make connections with matters in the Land Use Department.

Enforcement

I have been working on closing out the ongoing enforcement cases that Mark Landolina had been previously working on before he left. Individuals have been contacted again and requested to continue bringing their property into compliance. Drive by as well as onsite inspections have been conducted. Properties with suspected unregistered vehicles have been forwarded to John Chipman to further investigate.

GIS

I have been using GIS to complete projects for the Four Town Committee as well as the Senior Housing Alternative Study Committee. I have been creating maps that display Coventry's assets such as a dining options and areas for outdoor recreation.

Other

After working under the guidance of Eric, I have been transitioning into approving permits and completing inspections on my own. We all have been working together to get adjusted to the new online permitting system with the help of Heidi and Brigit. I have been participating in the Four Town Committee, Senior Housing Alternative Study, Farmer's Market Committee, and the Coventry and Bolton lake Committees. I have been looking into different GIS training programs and will soon be participating in ESRI's free GIS training to brush up on my GIS skills. I have been attending ZBA and PZC meetings and learning how these meetings are run.

ZONING BOARD OF APPEALS

YEAR **2020**

October, November, December

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
20-08Z	10/22/20	11/17/2020	64 Adelma Drive/Rylant/ Front Porch/ Front yard Setback	11/17/20	A

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

INLAND WETLANDS APPLICATIONS

YEAR 2020

October, November, December

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
20-37W	9/18/2020	9/23/2020		30 Cheney Lane Beach front work, wall, and porch Nelson Hamilton	11/18/20	A
20-38W	9/21/2020	9/23/2020		343 Shore Drive Replace lake retaining wall Deborah McCarthy	10/28/20	A
20-38W Mod 01	12/9/20			343 Shore Drive Install Wall in Front of Existing Wall Deborah McCarthy	12/16/20	A
20-39WA	10/1/20	10/1/20		184 Old Oak Trail Replace septic tank in URA Justin Breault	10/1/20	A
20-40W	10/1/20			89 South River Road As of Right Agricultural Drainage Owen Swift/Sweet River Farm	10/7/20	AR
20-41W	10/13/20	10/28/20		73 Dunn Road Detached outbuilding on slab in URA Daniel Flannery	11/18/20	A
20-42W	10/15/20	10/28/20		11 Edgewater Drive Lake wall, retaining wall and stairs William Bambara	11/18/20	A
20-43W	10/20/20			38 High Meadow Lane Addition to garage, corner in URA LaRoche Builders	10/21/20	A
20-44W	10/20/20	10/28/20		135 West Shore Drive Lake wall rebuild Plummer All-Season Landscaping	11/18/20	A
20-45W	10/28/20	10/28/20		Boston Turnpike/Swamp Road Swamp Road Realignment Town of Coventry	12/16/20	A
20-46WA	11/5/20			315 Twin Hills Drive Septic replacement Skip's Wastewater Services	11/5/20	A
20-47W	11/16/20	11/18/20		Zeya Drive 2-lot Resubdivision Debbieann Durkin	1/21/21	A
20-48WA	11/23/20			25 Edgewater Drive Construct walkways and install infiltrator	12/2/20	A
20-49WA	11/16/20			191 Woodbridge Road Relocate Septic system into URA John LaRose	12/2/20	A
20-50WA	12/2/20			2852 South Street Relocate Septic system into URA Skip's Wastewater Services	12/8/20	A
20-51W	12/14/20	12/16/20		South Street Reconstruction/Pedestrian Improvements Town of Coventry		P

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

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

October, November, December

News from the Inland Wetlands Agency

Inland Wetlands Agency and Minimal Impact wetlands permits increased during the fourth quarter of 2020. A total of 13 new applications were received. Two applications from third quarter were decided upon. The types of permits this quarter were similar to previous quarters, the most common permits being for lake wall rebuilds, residential accessory buildings, additions and septic repairs within Regulated Areas. The Agency approved a Town of Coventry project for the reconstruction of Swamp Road and Boston Turnpike. There was also an as-of-right ruling for agricultural drainage improvements in the Upland Review Area of a farm on South River road where town staff collaborated with USDA-NRCS.

Both Wetlands Agents, Mindy Gosselin and the Town Engineer/Wetland Agent, Todd M. Penney, P.E. are available to assist residents with their wetlands needs. Mindy Gosselin can be reached at 860-742-4062 or wetlands@coventryct.org and Todd Penney can be reached at 860-742-4078 or tpenney@coventryct.org. They are available to discuss any of the above activity or to discuss any possible projects that property owners may be planning in or adjacent to a watercourse or wetland area. These preliminary discussions are beneficial as sometimes wetland areas and/or intermittent watercourses may not be obvious to a non-expert.



Agricultural Drainage Project – South River Road

BUILDING DEPARTMENT QUARTERLY REPORT
2nd QUARTER
October, November, December 2020

There were approvals of seven (7) permits issued for new dwellings this quarter.

NEW HOUSE PERMITS ISSUED FOR THE 2nd QUARTER 2020-2021 FISCAL YEAR	
ADDRESS	DATE
NONE FOR OCTOBER	
66 BEAVER TRAIL	11/2/2020
10 AVERY SHORES	11/6/2020
80 BEEBE FARMS ROAD	11/6/2020
65 BIRCH TRAIL	11/13/2020
64 WINDY HILL ROAD	12/2/2020
50 BELLEVUE DRIVE	12/22/2020
94 STONEHOUSE ROAD UNIT 33	12/30/2020

In addition to the new home permitting issued, we issued eight (8) foundation only permits:

FOUNDATION PERMITS ISSUED FOR THE 2nd QUARTER 2020-2021 FISCAL YEAR	
ADDRESS	DATE
50 BELLEVUE AVENUE	10/9/2020
65 BIRCH TRAIL	10/13/2020
156 SATARI DRIVE	10/14/2020
94 STONEHOUSE ROAD UNIT 33	10/20/2020
74 TALCOTT HILL ROAD	10/21/2020
55 EDGEWATER DRIVE	10/26/2020
96 BUNKER HILL ROAD	11/3/2020
57 CARNIC ALPS ROAD	12/16/2020

There were no permits issued this quarter for replacing crumbling foundations:

CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 2nd QTR 2020-2021 FISCAL YEAR	
ADDRESS	DATE
NONE FOR OCTOBER	
NONE FOR NOVEMBER	
NONE FOR DECEMBER	

New homeowners are happily settling into five (5) newly built homes.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2ND QUARTER 2020-2021 Fiscal Year	
ADDRESS	DATE
None For October	
650 DUNN ROAD	11/12/2020
70 BEEBE FARMS ROAD	11/19/2020
94 STONEHOUSE ROAD UNIT 15	11/24/2020
151 SATARI DRIVE	11/25/2020
15 WOLF HILL ROAD	12/16/2020

Homeowners achieved new peace of mind as four (4) foundation replacements were issued Certificate of Occupancies for their completion this past quarter.

CRUMBLING FOUNDATIONS ISSUED CO's 2ND QUARTER 2020-2021 Fiscal Year	
ADDRESS	DATE
1266 CEDAR SWAMP ROAD	10/1/2020
38 HIGH MEADOW LANE	10/29/2020
201 NORTH FARMS ROAD	11/20/2020
769 BREAD & MILK STREET	12/29/2020

Municipal Projects:

There were no municipal projects permitted for, nor closed out in the second quarter.

Commercial Projects:

In October, the Building Official issued two (2) commercial permits. The first was for a new street frontage sign at 2181 Boston Turnpike. The second was for a sign and the completion of the second floor tasting area of Dragon Fire Meadery at 580 Main Street. In November, two (2) more commercial permits were issued. The first was for the construction of the new Dollar General at 1600 Boston Turnpike. The second was for new cell antenna replacements at 712 Bread 7 Milk Street. In December there were no new commercial permits issued.

The Building Official completed five hundred nineteen (519) inspections this quarter.

There were five (5) photovoltaic roof mounted systems were inspected and closed out this quarter.

The Building Official was unable to attain hours of continuing education this quarter due to the cancelation of meeting from COVID.

The Town of Coventry Building Department has migrated their permitting system over to the Open Gov. View Point Cloud permitting system. All permitting is now available and requested to be applied for online. This includes Land Use permitting for Zoning and Wetland reviews. You can access this site using the following link: <https://coventryct.viewpointcloud.com/>

Permits for this Quarter

PERMIT TYPES	Oct. 2020	Nov. 2020	Dec. 2020	Second Qtr.
				2020-2021
Houses only	0	4	3	7
Foundation only	6	1	1	8
Condominiums	0	0	0	0
Commercial Bldg/Renov	2	2	0	4
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	6	3	3	12
Garages/Carports	1	0	1	2
Sheds/Barns	5	1	0	6
Decks/Porches	18	33	4	55
Pools	1	0	0	1
Demolition	1	1	0	2
Woodstove	6	7	3	16
Miscellaneous	10	4	3	17
Renov/Repair/Alter	18	12	9	39
Plumbing	3	6	4	13
Heating	22	26	16	64
Electric	34	14	13	61
TOTAL PERMITS	133	114	59	306
PERMIT VALUE	\$1,308,205	\$2,154,527	\$1,047,225	\$4,509,957
FEES COLLECTED	\$19,750	\$31,726	\$15,654	\$67,130
Certificate of Completion	85	77	41	203
C/O's - New Homes/Condos	0	4	1	5
C/O's - Other	4	5	2	11

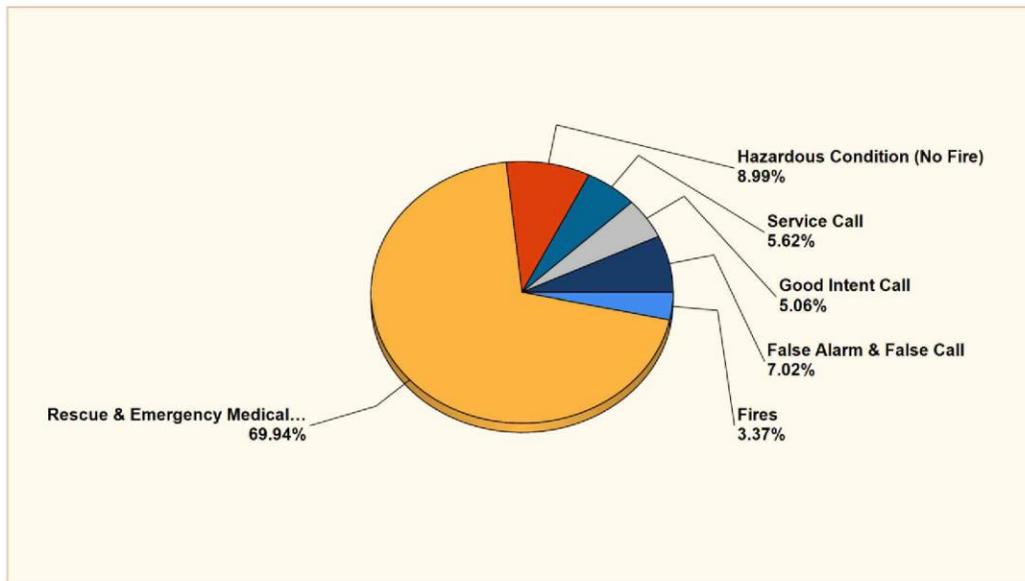
TOWN OF COVENTRY FIRE-EMS DEPARTMENT



QUARTERLY REPORT

October 1, 2020 – December 30, 2020

Major Incident Types by Month for Date Range (553)



<u>MAJOR INCIDENT TYPE</u>	<u># INCIDENTS</u>	<u>% of TOTAL</u>
Fires	12	3.37%
Rescue & Emergency Medical Service	249	69.94%
Hazardous Condition (No Fire)	32	8.99%
Service Call	20	5.62%
Good Intent Call	18	5.06%
False Alarm & False Call	25	7.02%
TOTAL	356	100.00%

Summary Highlights for October – December 2020

The fourth quarter 2020 was filled with plenty of activities. In addition to the 356 emergency responses the department responded to, we also participated in weekly, monthly and quarterly meetings to stay prepared and discuss our response to the ever changing influx of information surrounding Covid-19 and the vaccine administration. We meet weekly with the Town Manager, Department of Emergency Management & Homeland Security, and the Governor's Office. Every month we are meeting with the Local Emergency Coordinating Committee, Transition Team and the Department Chiefs. Quarterly participation in the Town Health & Safety meetings as well as CIRMA's Fire Service Task Force.

In October, the FD started observing the fire drills being conducted at the schools in town. We provide feedback based on our observations. We conducted a post storm review with Eversource which led to the opening of an online portal for municipalities to enter priority 2 & 3 events directly into the system. The Transition team presented a phase 2 report to the Town Council outlining the final steps to complete the Fire-EMS Department merger.

In November, Deputy Chief DJ Figiela was presented with a State of Connecticut EMS Leadership Award in Mystic honoring his dedication to EMS services in town. The department conducted two live burn sessions at the Eastern Connecticut Fire School to improve the skill levels of all of our members. Budget discussions began at the department level in preparation for presenting the Operational and Capital Improvement Budgets to the Town Manager.

In December, we had a fill the boot drive for children's cancer, a stuff-a-truck event to benefit our local residents and capped off the holiday season with a light parade. Our volunteers put in hours and hours of time to be prepared to serve our community. Please thank them the next time you see one of them. If you would like to join us, we are in need of EMTs and Firefighters to join our organization. If you are interested please see our web page: <https://www.coventryct.org/138/Fire-Departments>

TOWN OF COVENTRY FIRE AND EMS

DEDICATION-TEAMWORK-RESPECT
<https://www.coventryct.org/138/Fire-Departments>

WE'RE LOOKING FOR A FEW GOOD NEIGHBORS

Become a Volunteer Firefighter or EMT

Members must be 18 years or older.
Junior Members 14-17 years old.

<https://www.coventryct.org/138/Fire-Departments>

Car Safety – (<https://www.ready.gov/car>)

Plan long trips carefully and listen to the radio or television for up-to-date weather forecasts and road conditions. In bad weather drive only if absolutely necessary.

Emergency Kit for the Car

In case you are stranded, keep an [emergency supply kit](#) in your car with these automobile extras:

- Jumper cables
- Flares or reflective triangle
- Ice scraper
- Car cell phone charger
- Blanket
- Map
- Cat litter or sand (for better tire traction)

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

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

Quarterly Report
First Quarter FY 20_21
July 2020 – September 2020

Coventry Police Department



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

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

Listed below are the stated goals and objectives for each agency component for the 20/21 fiscal year and information regarding the department's efforts and progress toward meeting those goals.

ADMINISTRATION

Goal: *Continue to comply with CALEA and POST Accreditation standards.*

Objectives:

- Successfully complete the year one assessment cycle for CALEA accreditation.

We are preparing for our first annual assessment which will be held in July 2021. A number of policies were amended to comply with the recently passed Police Accountability bill.

Goal: *Administer a test for sergeant position(s).*

Objectives:

- Select a testing vendor to develop a testing process for sergeant by March 2021.
- Administer a sergeant's test to eligible candidates by June 2021.
- Establish an eligibility list for sergeants by the end of the fiscal year.

We anticipate that a sergeant's test will be giving during the first quarter of fiscal year 2021/2022.

Goal: Complete an audit of the police department lockup for compliant with the Prison Rape Elimination Act (PREA) standards.

Objectives:

- Complete policy development on PREA compliance by December 15, 2020.
- Complete staff training on PREA standards by February 2021.
- Install annunciator system in holding area by March 2021.
- Schedule a PREA audit of the holding area by May 2021.

Due to numerous changing and onerous requirements of the PREA TIPS grant, the department withdrew from the grant. We will continue to work toward PREA compliance when time allows.

Goal: Hire and train patrol officers to replace any vacancies that arise during the fiscal year.

Objectives:

- Recruit a diverse applicant pool by utilizing various means consistent with the agency's existing recruitment plan.
- Conduct a thorough selection process consistent with the agency's existing recruitment plan.

After conducting a review of 151 recruit officer applicants and nine lateral applicants, we made offers of employment to Loren Santiago (recruit) and Nathan Provost (lateral). After a thorough background investigation and completions of the other entry requirements, both will be sworn in on January 4, 2021. Loren Santiago will begin POST Academy training (remotely) on January 7, 2021. The training runs until July 8th after which he will participate in a 16 week field training program. Nathan Provost must attend three weeks of comparative compliance training (remotely) and then begin his field training period of six to eight weeks.

OPERATIONS

Goal: Begin utilizing scheduling software for all agency members.

Objectives:

- Research software vendors who specialize in scheduling software for public safety organizations and select vendor by August 1, 2020.
- Begin installing and preparing software utilizing local work schedule and hiring rules by November 15, 2020.
- Begin utilizing scheduling software by December 1, 2020.

Sgt. Spadjinske continued to work with the software vendor to ensure all work rules are included. We anticipate beginning using the scheduling software beginning the month of January 2021.

Goal: Reduce instances of thefts from unlocked vehicles by 25% over previous fiscal year.

Objectives:

- Utilize social media and other means of communicating with citizens on the importance of locking vehicles as a deterrent to theft of contents or vehicle.
- Continue to collect fingerprints and DNA samples from vehicles that have been burglarized and/or stolen.
- Continue to conduct thorough investigations of instances of thefts from vehicles and stolen vehicles.

We continue to see a reduction of thefts from vehicles and auto thefts. On-going social media posts urge residents to lock their vehicles and take the keys. Aggressive patrol, particularly during the overnight house has resulted in officers interrupting several crimes in progress. A number of legislative proposals have been made to help change laws to reduce the number of thefts from and of vehicles statewide.

Goal: Replace existing military surplus patrol rifles with new Diamondhead model 6 rifles with aimpoint sights.

Objectives:

- Select rifle specifications and vendor by August 1, 2020.
- Purchase patrol rifles and accessories by November 1, 2020.
- Complete officer training by November 30, 2020.

We received 15 new Diamondhead rifles in November. The rifles will replace the military surplus we currently have. Training will begin as soon as the weather allows. We also received 6 rifle suppressors. We will purchase the additional suppressors when funding allows.

SUPPORT

Goal: Increase community engagement through a variety of means.

Objectives:

- Increase Facebook page following and engagement to 6500 people.
- Conduct and widely advertise a Coffee-with-a-Cop event in October 2020.
- Increase participation of officers at both recurring and special events in town, particularly those involving children.
- Provide training for staff on providing social media content for the social media officer.

Our Facebook following is currently 5975 people. We continue to get additional followers each week.



Officer Olaph Anderson and Officer Rob Michaud meet some new friends at Coffee-with-a-Cop

The Coffee-with-a-Cop event was held on October 13, 202 at Dunkin Donuts. This was held mostly outside due to COVID protocols. It was well received by many.

The annual Stuff-a-Cruiser and Stuff-a-Truck held on December 12, 2020 along with the Fire Department and EMS. This was the most successful event yet, with hundreds of toys and gifts donated. All donations were given to the Coventry Human Services Department for distribution to local families.

Goal: *Install new Citrix Server and upgrade in-car laptops in order to improve in-vehicle computer capabilities and performance.*

Objectives:

- Have the Citrix server installed by Accucom, our CAD vendor by October 30, 2020.
- Install upgrade in-car laptops by November 30, 2020.
- Conduct staff training with new laptop configuration by December 30, 2020.

The Accucom server and software installation is complete.

With the assistance of Dave Hicks from IT, all the upgraded laptops have been installed.

Goal: Facilitate successful implementation of a new Livescan fingerprint unit.

Objectives

- Work with representative of state DESPP to have Livescan unit installed by March 1, 2021.
- Contract Accucom to install interface from Livescan to CAD/RMS system by March 15, 2021.
- Train staff who will be using the Livescan fingerprint unit by March 15, 2021.

The Livescan fingerprint unit was delivered on August 13, 2020. DESPP technicians came in October to install the software and conduct training. DESPP projects that the unit will go live sometime in February.



Training during the quarter was limited due to restrictions of COVID-19. Most in-person training outside the agency had been cancelled. Quarterly training for October 2020 to December 2020 includes:

October 7 and 21, all sworn officers took refresher training in ASP, OC and handcuffing.

October 16: Sergeant Spadjinske, Sgt. Iger and Sgt. Kuhns as well as CSO Chipman participated in training for the new Livescan which is expected to be functional in February 2021.

October 29, Sergeant Iger completed his 60 hour police officer recertification training through the Capital Regions Chief of Police Association (remote).

October 30, Sergeant Spadjinske participated in Metro Traffic crash unit training.

November 5, Detective Krukoff and Officer Greener participate in joint CREST training involving both negotiators and tactical officers.

November 16, Sgt. Kuhns began his week-long FBI leadership training which was to last for one-week. It was postponed after one day due to COVID restrictions. He will participate in this training at a later time.

November 19, Sgt. Iger and Officer Anderson participate in a 2-hour Critical Incident Team training (remote).

December 4, Officer Grimaldi completed his 60 hour police officer recertification training through the Capital Regions Chief of Police Association (remote).

December 3 and 4, Officer Greener participated in monthly CREST training.

Sergeant Iger has been instructing Immigration Law and Human Trafficking with the Law Enforcement Council which includes police agencies in the eastern and southeastern sections of the state.

Chief Palmer made a presentation to the Council of Small Towns on CALEA accreditation.

Other Items of Interest

COVID restrictions continue to impact operations and activities of the staff. Precautions for the health and safety of the public and staff continue.

The department hosted a food donation box during the month of November. Residents were generous with donations, all of which was given to the Human Services Department for distribution to local residents. This effort was organized by Officer Kelsey Carpenter.

A fatal crash occurred on December 28 at 4:07 AM on Route 44 near Silver St. Two local teens were killed as a result of the crash. The Metro Traffic crash unit was called in to assist. The investigation remains ongoing.

Chief Palmer has continued to participate in weekly law enforcement working group meetings with Region 4 Department of Emergency Management and Homeland Security. The meetings focus on COVID issues as well as threat mitigation.

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



**Coventry Police Department
Incident Analysis**

10/1/2020...12/31/2020

		Shift			Total
1st	2nd	3rd			
221	682	474			1375

UCR	Nature	1st	2nd	3rd	Total
		0	2	0	0
003	Car Seat Installation	0	4	0	4
029	Disabled Motor Vehicle	6	15	8	29
11A	Sexual Assault With Force	0	0	2	2
13B	Assault Simple	0	1	4	5
13C	Intimidation	2	2	6	10
152	Suicide Threat/Attempt	2	2	2	6
200	Arson	0	0	1	1
220	Burglary	0	1	2	3
23C	Larceny Shoplifting	0	2	0	2
23D	Larceny Theft From Building	0	1	0	1
23F	Larceny Theft From MV	0	3	0	3
23H	Larceny All Other	1	13	3	17
2604	Fireworks/Gunshots	1	3	6	10
2608	Abandoned MV	0	2	0	2
2609	Littering	1	2	1	4
2625	Notification	0	1	0	1
2631	Public Hazard	7	38	20	65
26A	Fraud False Pretenses	0	2	2	4
26B	Fraud Credit Card/ATM	0	3	1	4
26E	Fraud Wire	0	1	0	1
26F	Identity Theft	0	1	0	1
290	Vandalism	0	4	1	5
2914	Animal Complaint	8	30	16	54
3009	Susp Person/Activity/MV	42	39	67	148
326	Illegal Parking	0	0	1	1
332	Harassment/Harassing Phone Calls	1	4	8	13
334	Untimely Death	1	3	1	5
343	MV Accident (Injuries)	2	5	0	7
344	MV Accident Evading	3	1	3	7
345	MV Accident Fatal	1	0	0	1
346	MV Accident (No Injuries)	8	14	18	40
347	MV Accident (Private Property)	0	4	2	6
351	Alarm	14	27	30	71
353	Medical	28	62	31	121
355	MV Stop	16	29	31	76
35A	Drug/Narcotic Violation	0	2	2	4
35B	Drug Equipment Violation	0	0	1	1
370	Pornography	0	2	0	2
375	Routine Assistance	2	40	32	74
377	Open Door/Window	2	2	1	5
388	Miscellaneous	4	11	6	21



Coventry Police Department Incident Analysis

10/1/2020...12/31/2020

390	Police Information	0	6	1	7
392	METRO callout	0	1	2	3
396	Escort	0	4	2	6
398	Missing Person	0	1	0	1
399	Lost And Found	2	11	5	18
400	Family Matter - Non Arrest	0	5	4	9
401	Repossessed Vehicle	3	2	1	6
4811	Finger Printing	3	112	0	115
4858	Fire	1	18	3	22
4867	Background Investigation	0	3	0	3
4873	Assist Other Agency	8	8	12	28
4874	Test Ticket	1	0	2	3
520	Weapon Law Violations	0	0	1	1
82	Runaway/Non NIBRS	1	0	1	2
861	Disturbance (Non-Domestic)	1	4	8	13
863	Town Ordinance Violation	1	3	0	4
866	Noise Complaint	7	2	5	14
889	Check Welfare	3	21	11	35
890	MV Erratic Operation	0	14	21	35
891	MV Lock Out	1	5	5	11
90A	Bad Checks	0	1	0	1
90C	Disorderly Conduct	0	1	0	1
90D	DWI	0	1	5	6
90Z	All Other Offenses	1	2	3	6
911	911 Hang Up Call	0	1	2	3
Sup	Supplemental	36	78	71	185

Human Services Department Quarterly Report October- December 2020

Staff:

Annemarie Sundgren, Human Services Administrator
Dianna Grindle, Administrative Assistant
Sneha L'Heureux, MSW, Youth Services Coordinator

Brenda Bennett, Senior Center Coordinator
Tiffany Lazur, Senior Center Assistant
Sarah Leete, Senior Center Van Transportation Coordinator



A. HUMAN SERVICES- October- December 2020

Direct Services: 4 unduplicated client cases

Programs:

- **ENERGY ASSISTANCE PROGRAM:**

Access Energy Assistance Program ~ The office began accepting energy application starting on September 1st. During this quarter, 17 energy applications were processed for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic).

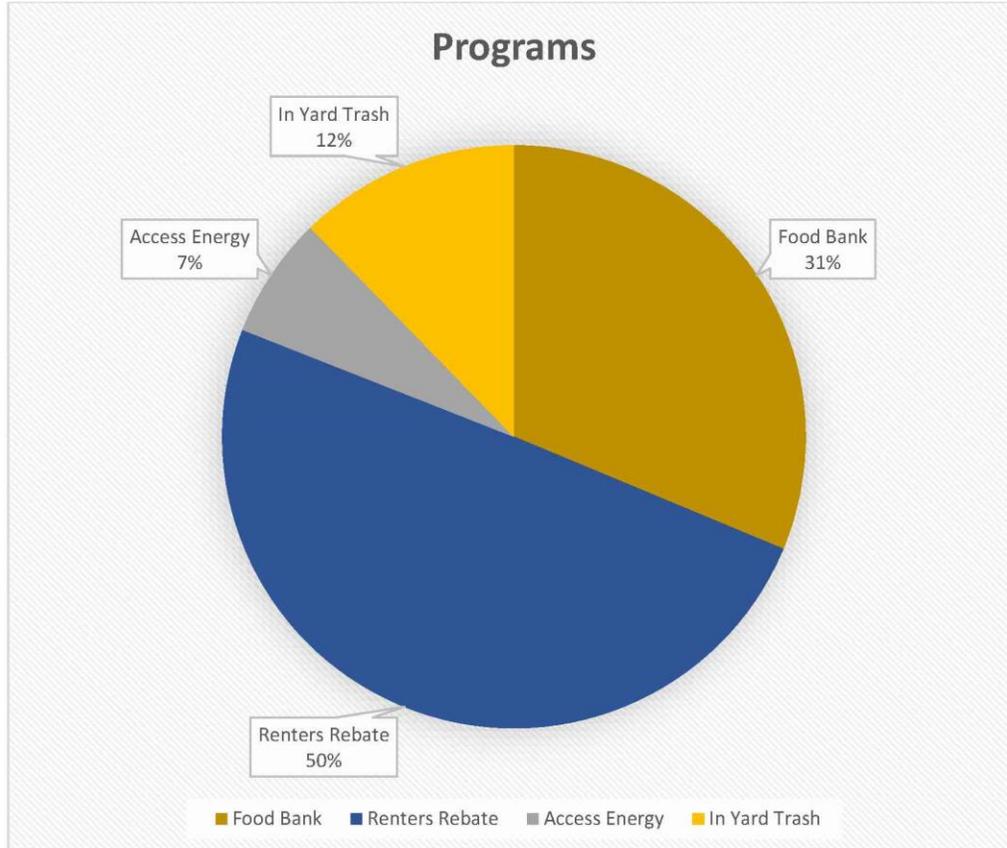
- **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, **81** applications have been completed for Coventry residents who rent for a total of **\$40,592.40** in rebate checks, which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November, 2020

- **FOOD BANK: October- December**

Assistance Records:
Total Household Assistance: 51 with a total of 139 members

Human Services continues to be the primary location of Food Bank. All collections and sorting is screened for expiration dates, tagged and distributed safely by our staff. Families needing food are given pre-packed boxes that they pick up through the glass enclosure or outside Town Hall. Pickup appointments take place on Wednesday and Fridays,

Throughout the months, we have received numerous donations from Teleflex, Coventry Lions Club, Coventry Police Department and local churches and schools. The majority of our donations have been from Coventry residents who generosity during these difficult times has been overwhelming.



Special Needs:

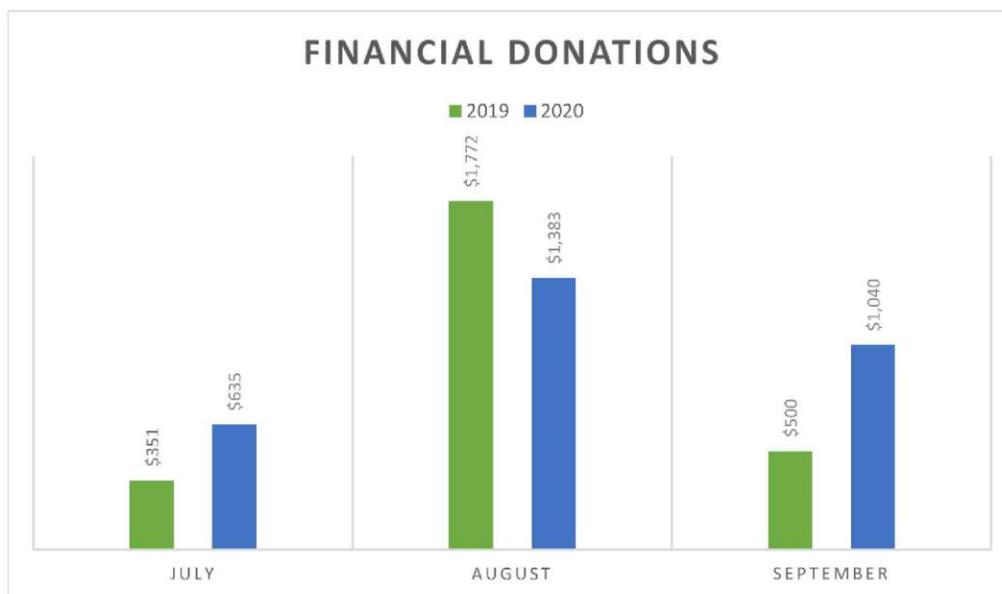
- 2 family (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$820
- **SALVATION ARMY:** Coventry received 100 Salvation Army Food boxes to help residents in addition to food bank. The Coventry Human Services Office was appointed as the Service Unit Committee for Lower Tolland County and Annemarie Sundgren is Chairperson and the community service rep for the Unit, which includes: Coventry, Andover, Bolton and Hebron. Brenda Bennett, Coventry Senior Center Coordinator, who is also the Treasurer for the Unit., administers the local fund.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 20 households on the In-yard Service List at this time.

Donations:

- November 7th & 14th - Troop 65 Boy Scouts, Annual “*Scouting for Food*”– distributed 3500 “yellow” bags on mailboxes in town. They collected over 6000 non-perishable food items to benefit the Coventry Food Bank, which is their highest collection amount to

date!!

- November - Skungamaug River Golf Club (owners, Sue & Joe Motyka) collected a generous donation from patrons “in lieu of green fees”. That donation will be used to replenish the Coventry Food Bank.
- A Big thank you to Coventry PD and Coventry Fire EMS for holding the Stuff a Truck event on December 12th. An amazing amount of toys were collected and distributed.



Holiday:

- Due to Covid 19 we had to drastically modify our holiday program. Through the generosity of the community, we were able to successfully continue our Adopt a Family holiday program as well as the food bank. The program has always required a tremendous amount of staff hours and client screening. We continued to match families with donors and organized contactless pick up and drop offs of food and gifts by utilizing the Lodge and Town Hall.

The Lodge and Human Services office served as the warehouse for holiday food and toys during the Thanksgiving and Christmas holiday. On November 19th **40 families** (127 family members) were able to shop for the Thanksgiving holiday. On December 15th and 16th, **49 families** (146 family members) received holiday food and gifts.

- Unfortunately, we were unable to conduct our Salvation Army Bell ringing this season. It was a hard decision but we felt it was best to ensure the safety of our

volunteers.

- **“Thank you” to Keith and staff at Highland Park Market** for preparing all the holiday meals delivered to Orchard Hills residents.
- Orchard Hills Estates ~ On November 20th, distribution of **71 Thanksgiving meals**; On December 18th distribution of **73 Holiday meals** to the Orchard Hills residents.

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

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

B. SENIOR CENTER: October-December 2020

Holiday Closures

- 10/12/20 – Columbus Day
- 11/11/20 – Veterans Day
- 11/26, 11/27/20 Thanksgiving
- 12/24, 12/25/20 Christmas

In October 2020, the Center launched a “soft” reopening inviting all patrons to an Open House. The Center shared our expectations prior to arrival and how the Center would function to keep staff and patrons safe. Patrons were allowed to sign up for individual activities, only, for use of the fitness room, public computers, billiards and the sewing room. The building would remain closed to walk-in traffic until further notice. Patrons needing to schedule an in-person appointment for services that could not be conducted by phone, mail or email were permitted. The Center continues to follow and enforce strict guidelines and protocols set by the Governor to reduce the probability of our patrons and staff becoming ill.

The Center’s Expectations Guidelines were sent out in monthly newsletters and each patron was asked to sign a Participation Agreement upon arrival.

- **SCHEDULING:** Staff will sufficiently adjust activity schedules to allow for deep cleaning between activities. Start times have been staggered where no two people will be in the same space within the building at any given time.
- **ACTIVITY SIGN UP:** Patrons will schedule their participation in activities in advance of arriving. No-touch signups (swipe cards) at this time. The signup list(s) will be managed by staff in order to avoid

scheduling cross overs. Patrons are encouraged to bring their own water bottle as the kitchen is off limits at this time.

- **HEALTH SCREEN/PARTICIPATION AGREEMENT:** Each patron upon entry to the building will be administered a health screening assessment for COVID 19 and contact tracing. Each patron will be required to sign a Participation Agreement for Senior Center In-Person Activity.
- **SOCIAL DISTANCING:** Patrons and staff will wear a facemask to cover nose and mouth and stay 6' feet apart from others and follow all posted signs within the building. Patrons will use hand sanitizer when entering building.

The building displays appropriate signage reminding patrons of the 6' social distance rules, use of mask requirements and daily hand washing. In November, the Center complied with the State's Self-Certification process to keep employees and patrons safe.

The Senior Center Coordinator's primary goal and efforts were spent providing essential services and promoting social connections for our patrons.

➤ **Total Visits: 35 visits:** October-December.

New Staff

On November 16, the Center welcomed Tiffany Lazur to our Senior Center team. Tiffany's role as the part-time Senior Center Assistant allows us to focus on providing opportunities for virtual programming in the weeks and months to come.

Indirect Services

- **Well-check Visits/Reassurance Calls**

It is important to understand that not everyone is connected to the internet and social media. The Coordinator has sought low-tech solutions to address the welfare of our senior community.

While practicing physical distancing and promoting social connection, staff continues to make well-check visits via telephone calls and offers use of the office "drive-up" window. Participants are reminded to "ask for help", given basic contact information and provided referrals to other agencies and departments as needed. Members are encouraged to create a phone-tree for those who may live alone.

- **Energy Applications-** the Coordinator began accepting applications for individual households in need of fuel assistance during the winter months. Three applications were processed and approved through the Access Agency.

- **CHOICES Counseling**

Certified CHOICES counselor, Penny Whitaker, assisted **35** individuals remotely during this quarter. CHOICES provides unbiased information about Medicare and related programs. Appointments can include a benefits explanation, plan comparisons, screening for appropriate programs and application assistance.

Webinars, Professional Development and Networking

Coordinator ~

- Human Services Department Team Meeting – 10/5/20
- CT Association of Senior Center Professionals (CASCP) - Senior Center Task Force (biweekly) topics and conversations with Commissioner Amy Porter, Aging & Disability Service re: Sector Guidance; CT Senior Centers & Reopening Plans; Grant Opportunities 10/8/20, 10/23/20
TEARS Elder Abuse Conference 10/8, 10/9/20
- Isolation ~ Southeastern CT Agency on Aging 10/28/20
- CT Commission on Women, Children & Seniors Aging in the Community 11/23/20
- Financial Exploitation of the Elderling 12/3/20
- QPR Online Training/Narcarn Training with certificate 12/10/20
- CIRMA ~ Workplace Ergonomics with certificate
- CIRMA ~ Pandemic Ready under COVID Response
- Staff Security Mentor ~ You Are the Key to Security; Keeping Your Office Safe 10/14, 12/21/20

Assistant ~

- Sexual Harassment Prevention Training Course 11/30/2020
- Mandated Reporter Training 12/8/2020
- NARCAN Training 12/10/2020
- Security Mentor – You Are the Key to Security & Keeping your Office Safe 12/14/2020
- Ethics, Accountability and Conflicts of Interest 12/15/2020
- Workplace Ergonomics CIRMA 12/17/2020
- CIRMA Pandemic Ready 12/17/2020
- NCOA PTSD & Aging: Perspectives from the Veterans 12/17/2020
- NCOA Seniors Against Scams 12/17/2020

Community Partnerships/Engagement

- **Senior Engagement**

The Center recognizes the importance and value of social distancing while still finding new ways to make connections. The focus has been to provide opportunities for our senior community to engage

with staff, catch up on events, share laughs, break isolation, making social connections as well as providing resources for frequently asked questions. The Coordinator's office window continues to provide "drive-up" service to for members to make in-person contact while remaining in their car!

- The Center provides a free holiday craft/goodie bag containing a holiday craft, a mask, hand sanitizer, crossword booklets to engage the community.
- Books and puzzles continue to be available for loan through a safe and contactless pickup.

Communications

- **Veterans Day** – Traditionally the Senior Center is host to the annual luncheon and recognition ceremony for the senior Veteran community to honor those that have served. This year, "Thank You" cards were mailed to **every** registered Veteran in town, approximately 560 cards in lieu of the in-person ceremony.
- **Holiday Cards** – In lieu of our annual holiday celebration, holiday cards were mailed to approximately 359 senior center members.
- **Monthly Newsletters/Town Manager's Monthly Eblast, Winter Edition of 06238**

The Center reinstated the mailed newsletter with a *Special COVID Edition* of the monthly newsletter to members providing a resource to services and available programs and town/government closures, as well as the most-frequently asked questions. Each month approximately 258 monthly newsletters were mailed to Coventry households.

- **Social Media**

Facebook – providing public service announcements was crucial during this quarter. The Senior Center Facebook Page currently has **261** "likes".

Support

During the holiday season, the Coordinator and Senior Center Assistant provided support for the holiday program administered by the Human Services Office. Assistance was provided making reminder phone calls, packing and sorting donated food and gifts, support with food and gift distribution, writing "thank you" cards and, delivery of meals to Orchard Hills residents for both the Thanksgiving and Christmas holiday.

C. COVENTRY RIDES TRANSPORTAION PROGRAM

October-December 2020

Days of Operation: 16
Vehicle Hours Average/Daily: 2.2

Vehicle Hours: 35
of Individuals Riding: 11

Miles Total: 431

of One-Way Trips: 49

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

Due to Covid-19, all volunteer drivers have been removed from the schedule until further notice for their safety. Sarah Leete, Transportation Coordinator, is currently driving Seniors and residents with disabilities to medical appointments as needed. For the safety of our riders and driver, masks are required on the vehicle at all times, riders are asked to sit in the seats at the back of the vehicle to maintain six-foot distance from the driver and only one rider (or riders from the same household) are allowed on the vehicle at a time. Masks and hand sanitizer are available on the vehicle and the vehicle is wiped down with disinfectant after each run. A barrier guard was installed behind the driver's seat in the van and other barrier options are being looked at for individual seats. A health screening is completed by phone on the day of transport before going to pick up a rider.

Volunteer Van and Bus Drivers (*Not on the schedule until further notice*): Brian Coss, Christine Coss, Yvonne Filip, Jerry Haugh, Howard Haberern, Jack Thayer, Jim Wicks, and Joyce Wicks.

Private Car Drivers (*Not on the schedule until further notice*): Cheryl Buck-Kenny, Sue Chvirko, Chris Coss, Lori Boucher, Trena Gale, Paulette Marquis, Claudette Polhemus, Sylvia Jobbagy, Terry Thayer and Wayne Whitaker.

Transportation is offered Monday, Tuesday and Thursday from 9-1 to locations in Bolton, Manchester, Tolland, Rockville/Vernon and occasionally South Windsor. Transportation is available on Wednesdays for Out to Lunch Bunch and luncheons at the Senior Center and that service will continue when restrictions due to Covid-19 have been lifted. Van transportation is used for medical appointments, grocery and other shopping, voting, senior workshops, Senior Center, employment, town events and entertainment. Private car volunteers provide trips to Farmington, Hartford, Glastonbury and Newington for medical appointments as needed.

As of March 13 all future planning of trips has been delayed due to Covid-19 until further notice.

Coventry Rides volunteer Howard Haberern takes Seniors from Orchard Hills on a group trip to Walmart in Windham. The Rides program had been scheduling one small group trip per month and averaged 8 people per trip. Our trips to Walmart have been postponed due to Covid-19 and will be rescheduled for a date in the future when it is deemed safe.

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

D. YOUTH SERVICES- October to December 2020

Administrative Function:

- Sneha was on maternity leave for the entire quarter
- Her first day back was December 14th

Meetings:

- No meetings were attended due to maternity leave

Direct Service:

A. Functions

- | | |
|----------------------------------|----------------------|
| • Youth & Family cases | 0 cases |
| • *Community Service | 0 requests fulfilled |
| • Youth Job Bank requests | 0 requests |
| • Youth Job Bank matches | 0 matches |
| • Juvenile Review Board referred | 0 case |
| • Truancy cases | 0 referrals |

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

B. Programs

- Assisted with Holiday program- gift and food distribution
- Spread the Cheer was not held due to Covid-19
- Counseling Services – are being referred out.
- Assisted in delivering meals to Orchard Hill residents
- Assisted CHS with grief counseling after accident the week after Christmas
- Assisted Human Services with Food Bank organization and distribution.

PUBLIC WORKS DEPARTMENT
Quarterly Report
October, November & December 2020

STAFF

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

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

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

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

Sanitation Maintainer.....Charles Grossmann

Lead Mechanic.....Daniel Caron

Mechanic IRobert Maxwell

Cemetery MaintainerLance Kozikowski
Seasonal Laborer.....Louis Frank

Town Engineer.....Todd Penney
WPCA Technician / Operator.....Michael Ruef
Cemetery Sexton.....Sherry Chapman

*December 2020 Mark retired.

PUBLIC WORKS DEPARTMENT
Quarterly Report
October, November & December 2020

DPW Highway Division finished 2.12 miles of full depth reclamation reconstruction and paving restoration to Northfields Subdivision on the following Streets: Northfield Road., Fieldstone Lane, Oakwood Drive., Shady Lane., Ash Brook Drive., and Forge Road. We also added Brookside Lane to receive the same work.

The following work was accomplished during the reconstruction process:

- 96 catch basins were completely rebuilt.
- Two courses of bituminous concrete was laid to a thickness of 3.5" to 4"
- All of the roads received new curbing.
- Every driveway apron was adjusted, and repaved to meet the new pavement elevation.
- The areas behind the curb were back filled with top soil and seeded. The work was done in the late fall season at the end of the growing season and some touch up re-work will need to be done in the spring of 2021.

The following streets were graded and then were paved with 3 inches of cold mix bituminous concrete, followed by a 3/8 chip seal. Violet Trail, Spring Trail, Birch Trail, Laurel Trail, Dimock Drive, Catalina Drive and Orcutt Road.

We also repaired some drainage and chip sealed 1.14 miles of road on Nathan Hale Road and Pine Lake Drive to finish chip-sealing program for the season. Pine Lake Drive also received Cold in Place recycling as a binder treatment to the road, with the exception of the last .15 miles of road. Due to its restrictive accessibility to accommodate the recycling machinery we patched, shimmed, and overlaid the road.

In preparation for the 2021 construction season, we shimmed Nathan Hale Drive for chip seal. Additionally we rebuilt 21 catch basins on Antrim Road and Lancaster Road., which will also have some underdrain work done to them in the spring followed by chip sealing in 2021.

The Park, Grounds and Facilities division finished their fall season with the annual leaf clean up in the parks, schools, facilities and athletic areas. In addition, the Irrigation systems were winterized for the off-season. All of the athletic fields were fertilized, as we do each fall season.

The shop performed routine maintenance on vehicles and equipment. The staff participated in the winter storm operations during all snow events. There were no significant breakdowns during the quarter.

COVRA
Quarterly Report
October, November & December 2020

TRANSFER STATION: MATERIALS RECEIVED

	OCT	NOV	DEC	TOTAL
Receipts	\$4,319	\$4,060	\$2,083	\$10,462
Electronic waste – ea	350	124	111	585
Propane tanks – ea	22	18	2	42
Bulky CD/brush – tons	34	31	16	81
Scrap metal – tons	10	5	2	18
Tires – ea	39	22	25	86
Leaves – tons	13	11	1	25
Refrigerant – unit	44	47	14	105
Mattress / box spring	107	90	47	244
Customers	659	438	248	1,345

TRANSFER STATION: MATERIALS TRANSFERRED

	OCT	NOV	DEC	TOTAL
Willi Waste – cd – tons	45	34	19	99
Willi Waste – brush – tons	5	0	6	11
Willi Waste – metal – tons	10	9	0	19
Take2 - refrigerant – units	104	0	0	104
Take2 - electronics (CED) – lbs	3,928	2,925	3,869	10,722
Take2 - electronics (non) – lbs	1,060	448	807	2,315
Take2 - uw lamps, mixed – lbs	454	0	67	521
Take2 - batteries, mixed – lbs	300	0	0	300
Mighty Flame – propane tanks – ea	0	0	0	0
Bob’s Tire – ea	0	0	121	121
Bay State Textiles – lbs	790	840	180	1,810
Bye Bye Mattress	88	104	70	262

CURBSIDE PICK UP

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

	OCT	NOV	DEC	TOTAL
MSW @ \$69.56 / ton	338.44	339.79	360.34	1038.57
Expenditure	23541.89	23635.79	25065.25	72242.93
Recycling @ \$30.90 / ton	101.03	101.01	115.16	317.20
Expenditure	3121.83	3121.21	3558.44	9801.48
Bulk @ \$78.85 / ton	22.06	18.84	11.95	52.85
Expenditure	1739.43	1485.53	942.26	4167.22

WPCA 2020 4th Quarter Report: October, November, December

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Flow this Quarter = 145,842 gallons per day
Peak Daily Flow this Quarter = 433,000 gallons per day

Route 44 :

- Western Route 44 Sewer Planning Area: We are working to attain approval from CT DEEP to begin the planning phase of this project. Our Town Manager got this project back on track by involving 4 State Legislators. DEEP has concerns with using sewers to facilitate development without a complete environmental review. Also while Coventry is not applying to use any State funds or grants we hope to connect to Bolton's sewer system which did use State grants so the project falls under additional review. We submitted the following documents to CT DEEP for review in December 2020: a map of the proposed sewer service area with Town Zoning, an area map showing drinking water wells to demonstrate adequate sewer/ water separation distance, a letter to address concerns from the Council on Environmental Quality, and a letter regarding State Conservation & Development Policy consistency.

Sewer Collection System:

- Paving/manholes: We have been working closely with the Public Works Department to locate manholes buried in gravel roads, assess their condition, coordinate repairs, and raise them to grade of the new asphalt. In November we selected a contractor for this work and oversaw rehab of 10 manholes in the Waterfront Manor area.
- Repairs/Upgrades: We had our electricians correct controls issues at the Avery Shores pump station which were causing intermittent nuisance alarms when the generator ran. This has reduced staff overtime calls.
- We selected a vendor to clean 5,200 feet of sewer main and 26 manholes along Main Street from Town Hall down to Rt. 275. No defects were found which is good.
- We also had a vendor clean 3 of our 50 small pump chambers to prevent malfunctions and alarms.

Wastewater Treatment Plant:

- Flushable and non-flushable wipes have always been a problem in our sewer system but increased use of wipes during the pandemic has made the problem even more severe. We had 2 blockages in June caused by wipes but fortunately we caught them in time and removed them before any sewage overflowed. An

educational letter was sent to all Coventry sewer users with info about the damage wipes cause to sewer systems in late September. In October we had a third 8-inch pipe become completely blocked with a basketball-sized wad of wipes. Fortunately staff noticed the problem immediately and were able to clear the blockage. We hope our letter reached the right folks and that this problem has subsided.

Sewer System Capacity: When all properties with sewers available connect into the system we will be very close to a threshold set by CT DEEP that could trigger expensive Treatment Plant upgrades. If DEEP mandates treatment upgrades as part of our permit renewal we will apply to increase capacity at that time as well. Inflow & infiltration removal will always be important even if our capacity is increased so staff will continue to search for and remove clean water from the system. The WPCA will continue to monitor capacity closely and review new connections on a case by case basis.

Project Pictures:

Manhole raising: Manhole covers are typically buried beneath the surface of gravel roads so they aren't damaged by snowplows. This makes it very difficult to perform inspections and cleaning activities. When gravel roads are paved we raise the manhole covers to the road surface.



Above left: circle cutter machine removes old brick, mortar, and the frame.



Above right: new block and mortar are used to bring the frame and cover to grade.



Left: Manhole cover is now flush with road surface.

Sewer Main Cleaning: We need to clean our sewer system to remove grit (sand), grease, and trash (wet wipes) before they accumulate and create a blockage. This year we found a very high number of wipes as well as disposable gloves and face masks from the High School/Middle School.



Above: Performing field repairs to vendor's sewer cleaning truck (Vector).

SERVICES OFFERED:

Parks & Facilities:

- Patriots Park Lodge & Mill Brook Place continue to be available for rent for groups of 25 or less per State of CT Guidelines;
- Facilitated use of the Patriots Park Community Center for the Winter Farmers' Market;
- Facilitated use of Patriots Park for the Veteran's Day Patriot Race.

Community Engagement:

- Facebook Marketing:
 - State of CT Halloween Guidance
 - COVID19 Testing Sites
 - National Take A Hike Day
- Special Events:
 - Scarecrow Contest
 - Town Wide Tag Sale
 - Letters to Santa
 - Tour of Holiday Lights
- New VIRTUAL programs offered this season:
 - Cooking Classes for Kids
 - Keep Calm & Craft On!
 - Simply Fit
- In-Person Programs offered prior to "red zone" designation by State of CT DPH:
 - Home Alone Safety for Kids
 - Simply Fit
 - Mini-Hawk Sports

Community Collaborations:

- Staff Liaison to Softball Field Committee
- Assisted Christmas in the Village Planning Committee navigating COVID-19 regulations/decision to cancel in-person event
- Held Joint Meeting of Rec. Commission & Lake Advisory Committee
- Regional Collaborations: Tour of Holiday Lights, 2020-2021 Lakes Region Youth Basketball
- 4-Town Economic Vitality Plan



PARKS & RECREATION QUARTERLY REPORT: FALL 2020

OCTOBER - NOVEMBER - DECEMBER

THE ONGOING FINANCIAL IMPACT OF COVID-19

The COVID-19 pandemic has undoubtedly had a negative impact to the Department's overall operations, with particular regards to our operating budget. This season saw the need to scale back office personnel due to a lack of incoming revenue. Full-time staff are looking at creative ways to generate new revenue and cut costs as well. In keeping with our normal operations, only programs that generate enough revenue to cover direct costs will operate. However, the Department does incur several indirect expenses that are not program-related, paid out of program fees & charges collected. Overhead costs, like building maintenance/repairs and utilities, custodial & part-time office staff salaries, software fees and licensing fees, to name a few, are costs the Department incurs, despite current pandemic-related program limitations.

In preparing the 2021-2022 budget narrative, it became clear that major changes are now necessary for recreation operations to recover. Staff are balancing current program offerings with plans for the future. Whether *Camp Wangumbaug* and *Recreation Daze Before & Afterschool Program* can resume somewhat normal operations remains unknown as we await new information from the State of CT Office of Early Childhood.

Due to increasing positive COVID-19 test results in late Fall, the State of CT Department of Health determined Coventry a "red zone". The Eastern Highlands Health District advised that no in-person activities should run until our status moves back into the "orange zone." Staff moved the only in person fitness class offered to the ZOOM platform without missing any dates, and new virtual offerings for kids were implemented in the interim.

Facility rentals are limited to a 25 person maximum, however the only rentals booked have been meetings of various non-profits, Town Agencies, and businesses looking to conduct meetings or trainings. Private weekend rentals are simply non-existent and are likely to remain so through the upcoming months as families continue to hunker down at home and therefore events like birthday parties, weddings and showers remain on hold.



COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Wendy L. Rubin, CPRP, Director ◇ Caterina Merriam, Rec. Supervisor
Bethany Cologna, Office Aide ◇ Yasmine Forte, Office Aide

www.coventryct.org

Special Events Rule the Season!



The current state of the pandemic has brought in-person gatherings and activities to a halt; however, Parks & Rec. continued to engage our community with events that seemed tailor-made for our “new normal” of social distancing:

Scarecrow Contest Brings in Record Votes!

733 votes were logged this year for the Scarecrows displayed on the Town Green by Dunkin’ Donuts – a HUGE 195% more than any year prior!

Town Wide Tag Sale: Perfect Fit for Fall!

The Town Wide Tag Sale held each year in the spring was postponed due to COVID-19. New information as the pandemic progressed proved that the Tag Sale could be held safely, with mask wearing & social distancing for both participants and attendees. 43 homes participated, and after learning that Bolton Rec. was offering a Tag Sale on the same day, we cross promoted each other’s sales. Feedback was so positive; our next Spring Tag Sale will be 2-days!

A Tour of Holiday Lights: A Joyful Way to Celebrate the Season

This season also saw a new regional collaboration with the Towns of Willington, Mansfield, Ashford and Tolland to offer a new event where participating homes decorate for the holiday season and compete to win a prize! Coventry boasted the most homes in the region participating with 21 and the feedback received was excellent. It was a great opportunity to bring some holiday joy and spirit to our community, in a contact-less way!



Professional Development:

Making good use of some extra pandemic-induced down time, we took advantage of many training opportunities to stay abreast of the ever-changing environment.

- CRPA workshop on Youth Sports
- NRPA Virtual Annual Conference: Attended 20+ sessions over 3 day period, exhibit hall, and 2 Keynotes
- The Aspen Institute Play Summit
- CCM Webinar: How to Run Legal and Effective Public Meetings
- 110% Consulting: Cost Recovery Master Class (four 1.5 hour sessions)
- UCONN webinar: Managing Unconscious Bias
- Orientation to Coventry Community Dialogues Zoom
- Submitted documentation to National Alliance of Youth Sports renew Certified Youth Sports Administrator certification for 2 more years
- Submitted documentation to National Recreation & Park Association renew Certified Parks and Recreation Professional certification for 2 more years
- Security Mentor Trainings
- State of CT Office of Early Childhood Update Webinar
- A Fresh Start: Cost Recovery Webinar
- NRPA Leadership Webinar: Esports
- Rebuilding the Field: National & Local Perspectives on Afterschool

Congratulations and Best Wishes!

To Bethany Cologna, Office Aide since Spring 2019, as she begins her professional career as the new Director of Parks and Recreation in Willington CT! We are going to miss you!



Park Projects Update:

Creaser Park:

- Working with Karl Molitoris, Disc Golf Course Designer, to complete graphic work for last 6 tee signs
- Met with Girl Scout Troop leader to make plans for upcoming projects
- Installed 4 park benches (See Photo Below)
- Obtained quotes for building renovations



Patriots Park:

- Prep facilities for Patriot Race
- DPH Public Drinking Supply Division well tests
- UConn Rec Club Sports re: lease renewals
- Prep Community Center for Farmers’ Market
- Worked with DPW to repair curbing in parking lot & concrete pad at Community Center entrance to address safety concerns
- Community Center Roof Project Completed (See Photos)



Before -> After

Mill Brook Place:

- Replaced Nest Thermostat

Laidlaw Park:

- Inspected for field rental preparation



Booth & Dimock Memorial Library

Quarterly Report
October - December 2020



I. Circulation

- a. Total – **10,031**
 - i. By Item Type
 - 1. Books & Serials – **7,339**
 - 2. Video – **639**
 - 3. Audio – **278**
 - 4. Other – **167**
 - 5. Electronic – **1,608**
 - b. ILL (included in total)
 - i. BDML as Borrower – **464**
 - ii. BDML as Lender – **903**

II. Programs

- a. Total Programs – **88**
- b. Total Attendance – **981**
- c. All programs were virtual and open to everyone, no age restrictions

III. Internet

- a. Library Computers – **99**
- b. Wifi
 - i. Total sessions – **17,640**
 - ii. Total devices – **248**
 - iii. Total clients per day – **961**

IV. Reference – **1,016**

V. Patron Information

- a. Visitation – **1,748**
- b. Curbside Orders – **768**
- c. Registration – **34**

VI. Social Media

- a. Posts – **153**
- b. Engagements – **30,416**
- c. Interactions – **2,908**

VII. Maintenance

- a. Adult Public Computers were moved to the reference area, and plexi-glass was installed between each station
- b. Adult DVDs were moved to old computer location. All audio-visual materials are now in one location.
- c. A valve on a hot water heater above the circulation desk began leaking in November 2020. Parts for this are difficult to find due to its age. Margaret requested a site inspection to get quoted on upgrades.
- d. Sheetrock above reference area was repaired.

- e. Outback Landscaping was hired for sidewalk snow removal and salting.

VIII. Staff

- a. Margaret attended six meeting through the Connecticut Library Consortium, as well as a Resource Sharing Webinar hosted by the Connecticut State Library.
- b. Teen Librarian Kayla Fontaine was appointed to the Nutmeg Committee for Middle School Grades.
- c. Christa Kiedaisch, Children’s Librarian, and Rachel Hora, Library Assistant, were nominated for the 2020 Faith Hekteon Award through the Connecticut Library Association.

IX. Budget

Department 51--Activity 5101			
Booth Dimock/ Porter Libraries			
As of 12-31-20			
		Budgeted FY 20/21	Spent YTD
51000	Salary & Wages	\$ 336,325.00	\$ 159,406.30
51059	Payroll Taxes and Insurance	\$ 31,600.00	\$ 13,261.61
51121	Fringe Benefits	\$ 30,000.00	\$ 13,344.45
51999	Revenue Offset	\$ (15,750.00)	\$ (1,034.35)
52020	Finance and Accounting	\$ 6,450.00	\$ 4,070.00
52040	Internet	\$ 4,000.00	\$ 2,678.73
52080	Professional Affiliation	\$ 1,000.00	\$ 1,455.00
52090	Travel Meetings and Mileage	\$ 1,875.00	\$ 1.73
52130	Service Contracts	\$ 12,100.00	\$ 4,503.05
52140	Equipment Repairs	\$ 11,700.00	\$ 8,893.99
52160	Building Repairs/ Maintenance	\$ 9,600.00	\$ 1,585.34
52240	Miscellaneous	\$ 1,550.00	\$ 761.63
53010	Office Supplies	\$ 5,000.00	\$ 2,678.43
53220	Subscriptions/ Books	\$ 29,250.00	\$ 15,905.15
53225	Program Costs	\$ 4,750.00	\$ 672.71
54540	Computer Replacement & Upgrades	\$ 3,000.00	\$ 589.64
55010	Telephone	\$ 2,000.00	\$ 1,116.32
55020	Electric	\$ 16,000.00	\$ 7,547.18
55030	Heating Fuel	\$ 6,250.00	\$ 796.73
55040	Water	\$ 475.00	\$ 223.73
55050	Sewer	\$ 375.00	\$ 375.00
55130	Disposal Fees	\$ 3,000.00	\$ 1,494.75
TOTAL		\$ 500,550.00	\$ 240,327.12

- a. Revenue is comprised mostly of the Library's Membership Drive, which was mailed out on December 18, fines and copies. Fees for fines and copies were reinstated October 13, and frequency of those services continues to steadily increase.
- b. Equipment and Repairs accounts for our annual Bibliomation membership fee (\$6,045) which is paid in full in August.