

# TOWN OF COVENTRY

## QUARTERLY REPORTS



January – March 2021

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**Cover photo:** *The replacement of Folly Lane Bridge over the Skungamaug River was completed in January of 2021. Town officials were appreciative of residents' patience during the detour process.-A final course of pavement will be completed in the spring of 2021. 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**

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

The auditor's presented the audit for the fiscal year ended June 30, 2020 was presented. The Town received an unqualified "clean" audit opinion. The submission for the GFOA Certificate of Achievement was completed.

Interviews were held for engineering/design work for the School Roof project and High School HVAC project.

Significant time was spent compiling information for arbitration with one of the Town unions.

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

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

New computers are being rolled out to replace outdated machines. The Town is in the process of upgrading its firewalls, as well as selecting improved security monitoring software in connection with the BOE.

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

**Meetings attended**

Finance Committee of the Town Council

Town Council

Pension Committee

Cemetery Commission meetings

Town/BOE Worker Safety Committee

Town GIS coordinating committee

BOE/Town IT coordination

ECHIP Executive committee meetings

ECHIP Board meetings

ECHIP Wellness committee meetings

Farmers Market Planning Committee

School Building Energy Efficiency Committee

# Collector of Revenue

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

Each payment cycle demonstrates an increase in the number of taxpayers paying by credit/debit card here at the counter and on line. Visitors to the Tax Collector's page on the Town web site can see both the credit card payment option as well as the option to make a payment from a checking account. Another payment option has been added with the permanent mounting of a drop box attached inside the vestibule of the rear entrance to Town Hall.

Some people will always be more comfortable paying their taxes in person; even during a pandemic. Town Hall offices have remained open to the public with a limited capacity standard in place as well as adhering to CDC safety guidelines. We appreciate the compliance efforts of most visitors to Town Hall during these difficult times.

The increase in daily mail, throughout the month of January, was processed, balance and deposited daily. Close to 50 vehicle assessments were adjusted by the Assessor's office this month resulting in this office preparing a corresponding adjusted tax bill. Banks and escrow services typically wait until the end of the month to send in the tax payments for the January installment. A courtesy notice was mailed to 148 new homeowners in January to remind them of the second installment of Real Estate taxes currently due. We also mailed out 1,141 combined motor vehicle and supplemental motor vehicle delinquent tax notices. Alias Tax Warrants for 35 delinquent Personal Property accounts were prepared and delivered to the State Marshal.

In February, we prepared and mailed 939 combined delinquent statements for Real Estate tax and/or COVRRA Trash fee and sewer use charges. We additionally prepared 530 supplemental motor vehicle delinquent notices for the February mailing. In March, 353 notices of intent to lien were mailed on the delinquent 2020 (Billed Year) COVRRA accounts.

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

The third quarter collection report is attached.

Property Taxes Collected by Linda Greenbacker, CCMC Tax Collector Collected January 2021 through March 2021  
to Amanda Backhaus, Treasurer, Town of Coventry Paid

		Property Tax	Interest	Liens & Costs	Total
<b>Grand List</b>	2005	929.13	365.43	0.00	1,294.56
	2006	0.00	0.00	0.00	0.00
	2007	0.00	0.00	0.00	0.00
	2008	0.00	0.00	0.00	0.00
	2009	363.35	659.48	0.00	1,022.83
	2010	510.38	875.88	0.00	1,386.26
	2011	376.03	575.53	0.00	951.56
	2012	483.32	545.26	0.00	1,028.58
	2013	637.50	785.94	0.00	1,423.44
	2014	1,411.95	1,685.77	48.00	3,145.72
	2015	1,744.08	1,472.78	66.00	3,282.86
	2016	4,124.76	1,956.61	78.00	6,159.37
	2017	14,780.26	5,669.04	150.00	20,599.30
	2018	<u>58,316.95</u>	<u>15,038.76</u>	<u>404.00</u>	<u>73,759.71</u>
		83,677.71	29,630.48	746.00	114,054.19
<b>Current</b>	2019	9,499,533.35	35,937.72	48.00	9,535,519.07
Current SMV		<u>316,688.02</u>			
	<b>Totals</b>	<u>9,899,899.08</u>	<u>65,568.20</u>	<u>794.00</u>	<u>9,966,261.28</u>
<b>Current 110</b>	6010	40211	9,499,533.35		
Delinquent		40212	83,677.71		
Interest & Liens		40213	66,362.20		
SMV		40214	<u>316,688.02</u>		
			<u>9,966,261.28</u>		
Sewer Assess 205-7722	40211	37,251.93		Sewer User	40211 29,865.84
Interest, Liens, Per Diem	40213	<u>5,695.11</u>		Interest & Liens	40213 <u>3,942.09</u>
		<u>42,947.04</u>			<u>33,807.93</u>
<b>COVRA</b>				Returned Check	40782 <u>80.00</u>
Current 218-7601	40211	43,006.30		Fee	
Delinquent	40212	8,567.36			
Interest & Liens	40213	<u>9,690.37</u>			
		<u>61,264.03</u>			
		<b>Total</b>	<b>\$10,104,360.28</b>		

# Assessor

## **January 2021**

January is the month in which the Assessor must complete and sign the Town's grand list without requesting an extension. This is when we are working to finalize all three components of our grand list, real estate, personal property and motor vehicle. The total Grand List growth was 1.6 percent or \$16,325,767 in assessed value over the 2019 grand list. Most of this growth from last year and the large difference was due to the Revaluation project for the October 1, 2019 Grand List. The growth for the 2020 grand list is in line with prior year's growth without revaluation.

The number of personal property accounts went from 763 on the 2019 grand list to 790 on the 2020 grand list resulting in a increase of 27 accounts and a net increase of \$1,872,467 in assessment. This was a result from the utility company's increases.

The number of motor vehicle accounts went from 13,612 accounts on the 2019 grand list to 13,197 accounts on the 2020 grand list resulting in a net decrease of 415 accounts and an increase of \$7,465,000 in assessment. Even though we had a major decrease in the amount of vehicles, the grand list still increased as a result of the number of newer vehicles that are assessed here and the results of the year after the issues at the Department of Motor Vehicle.

The real estate grand list went from 879,842,800 on the 2019 grand list to 886,831,100 on the 2020 grand list resulting in a net increase of \$6,988,300 in assessment. This was due new construction on a number of new single-family houses, as well as major and minor remodeling projects during the COVID 19 pandemic.

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

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

## **2020 Grand List**

Motor Vehicles	107,131,280
Personal Property	45,049,697
Real Estate	<u>886,831,100</u>
Total	1,039,012,077

## **February 2021**

With the completion of the Grand List, change in assessment notices were mailed for all real estate and personal property accounts. Calls began the following day with taxpayer's questions. Those objecting to their new assessments were given forms and necessary information for the appeal process. February 20, 2021 was the last date for submitting appeal applications. Scheduling appointments with the Board of Assessment Appeals began as soon as the first appeal application was received.

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

Applications for the elderly and disabled began the 1st of the month. Reminder letters were sent to everyone that they did not need to re-apply for both the State and Local Homeowner's Programs. Like the previous year, COVID 19 has caused the governor to issue the same guidance as the 2019 grand list, which stated that only new filers need to reapply for the tax credit for the 2020 grand list. Anyone that is currently receiving a tax credit will receive the same benefit without reapplying.

### **March 2021**

We have been taking in applications for the Elderly and disabled program. We are again incorporating home visits to assist people who cannot get into our office to file.

The Board of Assessment Appeals held one meeting, completing its duties on March 11, 2021. The meeting was held in person in the town annex and they heard and made decisions on the five applications that the office received prior to the deadline. The following are the breakdown for those appeals:

Real Estate	4 appeals
Motor Vehicle	0 appeals
Personal Property	1 appeal

The results of those appeals equaled a reduction to the 2020 grand list of \$0.

Michael J. D'Amicol  
Town of Coventry  
Assessor



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



**State Fees Collected and Remitted:** The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies.

For the quarter, \$184,675 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$15,444.00
PA 05-228 & 09-229	36,277.00
Marriage Licenses	136.00
Fish & Game Licenses	2,015.00
PA-00-146	3,432.00
State Conveyance Tax	127,295.00



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
January – March	\$217.00	\$54.00

**Historic Document Preservation Grant FY19/20:** The \$5,500 grant funds awarded were applied to adding images to our online documents. This project involved images back to volume 76, year range of 1952. We will also be adding more images to the land record system with future grant money.

## TOWN MEETINGS

No Town Meetings during this quarter.

## **staff Updates/Activities**

**Lori Tollmann**, Town Clerk attended the Tolland County Clerk's Association Meeting February 10, 2021. During this meeting I was nominated and voted in for a second term as Tolland County President. Being elected president Tolland County makes me Vice President on the CTCA Executive Board. March 10, 2021 attended a CTCA Executive Board meeting. Both meetings were virtual.

**Brooke R. Manning**, Assistant Town Clerk, attended Town Clerk School on February 2, 2021, The Power of Change. This was a virtual class due to COVID.



*Lake Wall Repair - Hemlock Lane*

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

Quarterly Report for  
January, February, March  
~ 2021~

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

*Wetlands Agent & Erosion Control Officer*

Heidi A. Leech

*Land Use Permit Technician*

Erica Pagliuco

*Market Master, Coventry Farmers' Market*

**PLANNING AND ZONING COMMISSION**

YEAR **2021**

January, February, March

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
21-01	S	2/18/21		35 Tedford Drive, Application of Ryan and Melissa Leclair, Storage Container Accessory Structure	3/8/21	A
21-02	S			111 Lake Road, Application of Martin & Jo Duke, Demo Rebuild on non-confirming lot	3/8/21	A
21-03	S			263 Woodland Road, Application of William Younge, Demo Rebuild on non-confirming lot	4/12/21	A

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

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



***Dollar General New Construction 1600 Boston Tpk***

**January, February, March**

**DISCUSSION AND ACTION TOPICS:**

- Approved lot line modification request of Pearson involving properties on Birch Bend and Cheney Lane owned by Lynch and the Estate of Richard Messier.
- Recommended that the Town pursue the purchase of the Anderson lot on Evergreen Trail, pursuant to CGS 8-24.
- Reviewed a zoning referral for the Towns of Vernon, Mansfield and Willington.
- Reviewed a newspaper article regarding an affordable housing matter involving the Town of Woodbridge and discussed implications with the Town of Coventry.
- Approved lot line modification request of Andrew Bushnell involving properties on Pucker Street and owned by Salamanca Girl, LLC; Richard and Melanie Stone; Sheila and Leonard Fowler; High Field Farm, LLC.
- Recommended that the Town Council pursue the Capital Improvement Program Budget with suggested priorities, pursuant to CGS 8-24.



*Farr Subdivision – Pucker St*

## ECONOMIC DEVELOPMENT COMMISSION

YEAR 2021

**January, February, March**

### 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. Dr. Cook passed away in December and the Fiduciary of the Estate is pursuing the damages due to the Estate of Adelma Simmons. Staff is working on legacy planning with the Estate and Atty. General's Office.
- Discussed the status of the Bolton/Coventry sewer extension project. Staff met with the State DEEP and OPM to discuss next steps to enable the connection with the Bolton system. Legislature was also passed to enable the connection.
- Reviewed Staff's work to assist local businesses with their operations during the COVID pandemic.
- Provided an update on the preparation for the upcoming Farmers' Market season which will occur in the Market field with different operational measures to respect the protocols with 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 to pursue Neighborhood Assistance Act funds as well as plans that are being prepared for a revised project.
- A presentation was provided by Jean Nelson, Chair of the Farmers' Market Operating Committee regarding a Master's Program analysis that she conducted on reasons why customers choose to attend the Coventry Farmers' Market.
- Discussed Staff's efforts to assist the owner of Meadowbrook Plaza in addressing tenant vacancies.
- Discussed the status of new businesses that have chosen to locate in town.
- Discussed Hytone Farms proposal to install an anaerobic digester system and the assistance that the Town Staff is providing to facilitate the approval process.

**January, February, March**

DISCUSSION AND ACTION TOPICS:

- Discussed Staff's efforts to encourage new commercial development opportunities with land owners of target properties. The RTE 31/44/Grant Hill Road node is one where opportunity exists.
- Discussed Staff's work to re-establish regular meetings with and assistance to the Coventry Village Partners. A spring event in the Village to support the businesses is being planned for April.
- Discussed the Town Manager Intern's work with Staff to prepare an AdvanceCT economic development self-assessment report to examine how the town conducts its economic development activities.
- Discussed preparing Economic Development Commission certificates of appreciation for new businesses and ones that have performed recent improvements to their business. The certificates will be hand delivered.
- Discussed Staff's viewing of an economic development data software product that can be annexed to our town website, which would provide a broad range of demographic and development related information.
- Discussed Staff's work to assist the new retail agricultural business, Tardiff Farm, on Flanders Road.



## **PLANNING STAFF HIGHLIGHTS**

YEAR **2021**

### **January, February, March**

- Continued the training of the new Planning Tech/Zoning Agent staff.
- 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.
- Initiated planning activities for the 2021 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.
- Submitted two State of CT DEEP grants to request funds to address aquatic invasive species.
- Continued 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.
- Continued 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.
- 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.
- Continued to participate 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.
- Continued to participate in the development of the Bolton Lakes Watershed Plan with the towns of Bolton, Vernon, Tolland.
- Continued to provide 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.
- Initiating planning for CT Main Street Spotlight on Main Street event scheduled to occur in Coventry Village in September.
- Participated in the work to establish the Coventry Lakes Watershed Health pledge activities to celebrate Lake Awareness Month.
- Participated in the planning efforts to work with the UCONN Landscape Architecture Department's work to prepare a design for a proposed columbarium at the New Cemetery.

**ZONING ENFORCEMENT**

YEAR **2021**

**January, February, March**

Alexa Gorlick - Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	61
Single Family Dwellings	8
Condominiums	0
In-Law Apartments	0
Accessory Structures	
Decks/Porches	3
Sheds/Gazebos	9
Barns	0
Detached Garages	1
Pools	6
Additions/Attached Garage	3
Grading/Clearing	0
Commercial Use/Signage	4
Home Occupation	2
Interior Renovations	13
Driveway	5
Roof Mounted Solar PV	6
Other	1
Total	<u>61</u>

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

<u>CERTIFICATES OF USE AND OCCUPANCY</u> =	<b>*12</b>
(Signed for zoning compliance by ZEO)	
Single Family Dwellings	7
In-law apartment	0
Condos	0
Accessory Structures	
Decks/Porches	0
Sheds/Gazebos	1
Barns	0
Detached Garages	1
Pools	0
Additions/Attached Garages	0
Other	1 (CT Water)
Commercial Use/Signage	2
Total	<u>12</u>

**ZONING ENFORCEMENT (Cont'd)**

**YEAR 2021**

**January, February, March**

**INSPECTIONS**

Erosion and Sediment Control	11
Limits of Clearing	0
Certificate of Occupancy	13
Pre-Approval Inspection	0
Seed and Mulch Bond Release/Inspections	3
Zoning Complaints (initial & follow-ups)	2
Blight Complaints (initial & follow-ups)	2
Blight/Zoning Combined Inspections	4
Street Number Assignments	5
Other	
Total	<u>40</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	0
Clearing, Filling	0
Junk Yard	3
Greater than 1 unregistered motor vehicle	2
Unlicensed motor vehicle dealer/repair	1
Outdoor wood burning furnace	0
Residential motor vehicle sales	0
Livestock/Poultry/Agriculture	0
Nuisance	0
Other Zoning Enforcement	0
Blight complaints	4
Total	<u>11</u>

## **ZONING ENFORCEMENT**

YEAR **2021**

January, February, March

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

#### **Personnel**

I took CAZEO exam on 3/5/2021

#### **Enforcement**

I am working on new blight and zoning enforcement complaints as well as long-term on going cases that fluctuate in and out of compliance.

#### **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 areas for outdoor recreation and site suitability analysis. I have also been working with Todd and Mindy in taking GPS points in the field and then importing these points into GIS to mark new trails.

#### **Other**

This quarter I have been working on the Senior Housing, Four Town, Farmers' Market, and Village Partners Committee. Eric and I have been working in conjunction with Mark Landolina in preparing a report for the Senior Housing Committee. We have broken down into sub committees for the Four Town group. I am involved in the open space sub-committee and am in the process of creating a recreational asset map. The Farmers' Market Committee is finalizing details in preparation for the start of the market. The Village Partners Committee is getting ready for their spring weekend event at the end of this month. March's ZBA meeting was the first meeting I held myself without Eric present. It was a full meeting with three separate applicants. I am currently working on an extensive blight issue on South Street with the help of other staff members.

**ZONING BOARD OF APPEALS**YEAR **2021**

January, February, March

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
20-09Z	12/22/21	2/19/21	Willams/436 Ripley Hill Road/side yard setback addition	2/19/21	A
Z-21-1	2/2/21	3/16/21	MacCluskey/1577 North River Road/ Rear setback shed	3/16/21	A
Z-21-2	2/26/21	3/16/21	Younge/ 263 Woodland Road/side setback & combine parcels for new home	3/16/21	A
Z-21-3	3/1/21	3/16/21	Stacer/86 Stonecroft/lot coverage for inground pool		P

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

**WETLANDS APPLICATIONS**YEAR **2021**

January, February, March

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
20-51W	12/14/20	12/16/20		South Street Reconstruction/Pedestrian Improvements Town of Coventry		P
21-01W	1/12/21	1/27/21		35 Tedford Drive 22'x36' inground Pool and Patio Michael Dixon – Juliano's Pools	2/24/21	A
21-02W	1/21/21	1/27/21		86 Stonecroft Lane 18'x36' inground pool with patio and pool house Christopher Stacer	2/24/21	A
20-03W MOD01	1/26/21	1/27/21		90 Hemlock Lane Rebuild Lake Front Wall Scott Shroyer	2/24/21	A
21-02WA	2/18/21	-		58 Lathrop Drive 20'x8' shipping container in the URA Raymond Calve	3/2/21	A
21-03WA	2/25/21	-		92 Leslie Lane 12'x18' shed in the URA Gerald Miceli	3/2/21	A
21-04WA	3/7/21	-		300 Cedar Swamp Road Front and rear decks in the URA Jeff Nodden	3/16/21	A

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

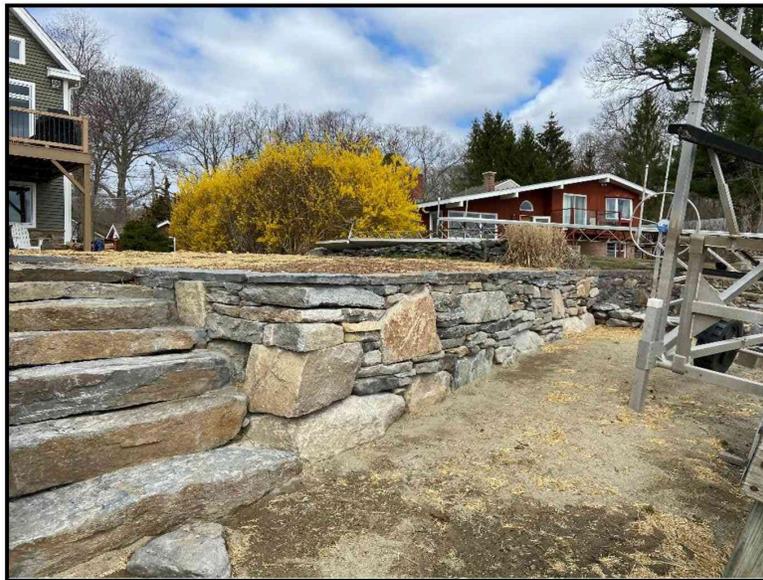
A - Approved  
 D - Denied  
 P - Pending  
 W - Withdrawn

**January, February, March**

**News from the Inland Wetlands Agency**

Inland Wetlands Agency and Minimal Impact wetlands permits decreased during the first quarter of 2021. A total of 5 new applications and 1 permit modification application were received and approved. Additionally, one application from the fourth quarter of 2020 is still pending. The types of permits this quarter were different than previous quarters, the most common permits being for pools and accessory structures within Regulated Areas. The Agency approved 2 inground pool applications this February.

In March of 2021, The Town of Coventry hired a 30-hour part time Wetland Agent and Erosion Control Officer. Ms. Mindy Gosselin, who has been subcontracted as our Wetland Agent Assistant for the past year, filled this role and started on April 1<sup>st</sup>, 2021. She can be reached via her direct office line at 860-531-2886 or [mgosselin@coventryct.org](mailto:mgosselin@coventryct.org) to discuss any of the above activity or to discuss any possible projects that property owners may be planning in or adjacent to a watercourse or wetland area. These preliminary discussions are beneficial as sometimes wetland areas and/or intermittent watercourses may not be obvious to a non-expert.



***Completed stone wall that was recently finished on Coventry Lake***

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**3<sup>rd</sup> QUARTER**  
**January, February, March 2021**

There were four (4) permits issued for new dwellings to be built this quarter.

<b>NEW HOUSE PERMITS ISSUED FOR THE 3rd QUARTER 2020-2021 FISCAL YEAR</b>	
<b>ADDRESS</b>	<b>DATE</b>
156 SATARI DRIVE	1/6/2021
74 TALCOTT HILL ROAD	1/7/2021
55 EDGEWATER DRIVE	1/25/2021
NONE FOR FEBRUARY	
391 STONEHOUSE RD	3/15/2021

In addition to the new home permitting issued, we issued five (5) foundation only permits:

<b>FOUNDATION PERMITS ISSUED FOR THE 3rd QUARTER 2020-2021 FISCAL YEAR</b>	
<b>ADDRESS</b>	<b>DATE</b>
62 WINDY HILL ROAD	1/28/2021
1198 CEDAR SWAMP ROAD	2/2/2021
1192 CEDAR SWAMP ROAD	2/11/2021
146 SATARI DRIVE	3/17/2021
51 WINDY HILL ROAD	3/24/2021

There was one (1) permit issued this quarter for replacing crumbling foundations:

<b>CRUMBLING FOUNDATIONS ISSUED CO's 3RD QUARTER 2020-2021 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
NONE FOR JANUARY	
NONE FOR FEBRUARY	
250 CEDAR SWAMP ROAD	3/18/2021

New homeowners are happily settling into eight (8) newly built homes.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 3RD QUARTER 2020-2021 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
50 CARNIC ALPS ROAD	1/4/2021
48 WINDY HILL ROAD	1/13/2021
24 WINDY HILL ROAD	1/21/2021
40 WINDY HILL RIAD	1/28/2021
94 STONEHOUSE ROAD UNIT 16	2/17/2021
190 AVERY SHORES	2/17/2021
17 GODIVA LANE	2/19/2021
164 SATARI DRIVE	3/4/2021

**Municipal Projects:**

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

**Commercial Projects:**

There were five (5) commercial permits issued in the month of January. The first was for new cell antenna replacements at 400 Riley Mountain Road. Three (3) were in association to the new smoothie bar going in at 3466 Main Street called Courtside Nutrition. They were issued their Certificate of Occupancy and opened to the public on March 16<sup>th</sup>! The final commercial permit for the month of January was for a new sign for Husky Pizza in the village at 1011 Main Street.

In the month of February, a permit was applied for, for an addition to be constructed at Eye Trade in the village (1197 Main Street). The Connecticut Water Company was issued a Certificate of Occupancy for a new pump house facility at 143 Old Eagleville Road on February 22, 2021.

Finally, in the month of March, permitting was issued to two (2) locations. The first was Sabrina Pools on Boston Turnpike for a new sign. The second was for a tenant fit out at Meadowbrook Plaza to convert Swiss Cleaners into office space to be used by the DOT during a bridge project that will be taking place in the area. Dollar General at 1600 Boston Turnpike, received a Temporary Certificate of Occupancy to be able to open to the public on March 23, 2021. They will receive their final CO once some site work is completed.

The Building Official completed three hundred eighty-six (386) inspections this quarter.

There were ten (10) solar permits issued and closed out during 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	Jan. 2021	Feb. 2021	Mar. 2021	Third Qtr. 2020-2021
	Houses only	3	0	1
Foundation only	1	2	3	6
Condominiums	0	0	0	0
Commercial Bldg/Renov	5	1	2	8
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	0	3	3	6
Garages/Carports	1	1	1	3
Sheds/Barns	0	2	2	4
Decks/Porches	0	1	1	2
Pools	0	0	5	5
Demolition	0	0	0	0
Woodstove	2	3	1	6
Miscellaneous	10	5	5	20
Renov/Repair/Alter	5	8	22	35
Plumbing	4	3	1	8
Heating	18	18	22	58
Electric	24	29	27	80
<b>TOTAL PERMITS</b>	<b>73</b>	<b>76</b>	<b>118</b>	<b>267</b>
PERMIT VALUE	\$1,418,113	\$3,028,372	\$1,283,827	\$5,730,312
FEES COLLECTED	\$21,049	\$9,261	\$15,235	\$45,545
Certificate of Completion	60	70	134	264
C/O's - New Homes/Condos	4	3	1	8
C/O's - Other	0	1	7	8

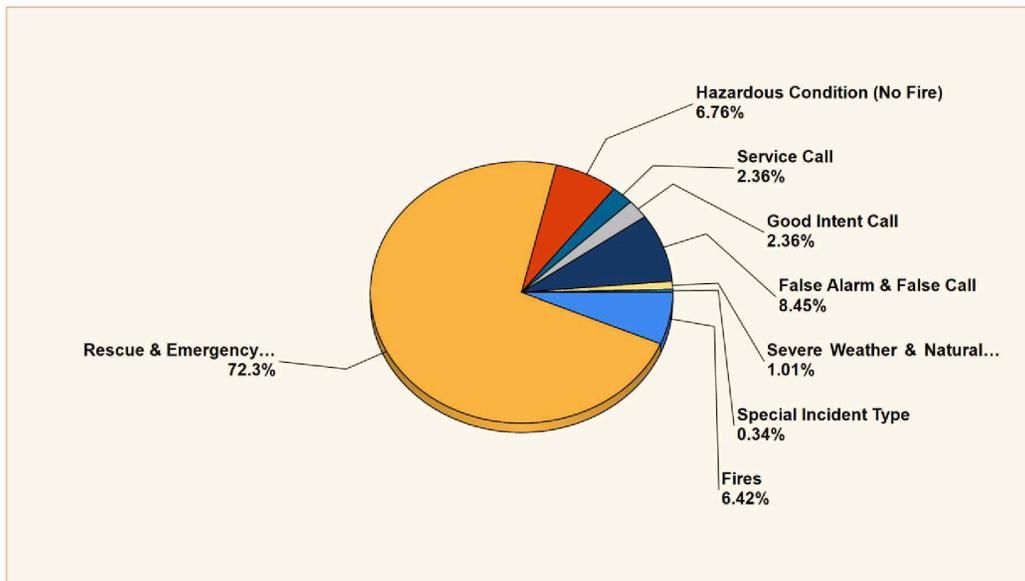
# TOWN OF COVENTRY FIRE-EMS DEPARTMENT



## QUARTERLY REPORT

January 1, 2021 – March 31, 2021

Major Incident Types by Month for Date Range (553)



<u>MAJOR INCIDENT TYPE</u>	<u># INCIDENTS</u>	<u>% of TOTAL</u>
Fires	19	6.42%
Rescue & Emergency Medical Service	214	72.3%
Hazardous Condition (No Fire)	20	6.76%
Service Call	7	2.36%
Good Intent Call	7	2.36%
False Alarm & False Call	25	8.45%
Severe Weather & Natural Disaster	3	1.01%
Special Incident Type	1	0.34%
<b>TOTAL</b>	<b>296</b>	<b>100%</b>

## Summary Highlights for January – March 2021

The first quarter 2021 was as normal as can be considering the on-going pandemic. In addition to the 296 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 January the Department hosted a debrief for first responders after a number of critical incident responses in a short period of time. The department also took possession of State issued Interoperability portable radios for agencies to be able to communicate with each other during a time of crisis. As a part of the distribution, we also attended training classes related to the new equipment.

In February we attended an Eversource training presentation on using an online portal for direct submissions for Level 2&3 power outages & road closures. As 99% of the reports are made by our dispatch center the presentation was informative but did not result in any changes to our method of response to emergencies during a storm. We also started using a new fire alarm maintenance contractor resulting in a cost saving s to the town. On 2.24.21 we celebrated 4 years of taking over the transport ambulance service by the Town.

In March we attended a grant workshop hosted by FEMA and submitted a grant for communications equipment totaling approximately \$117,000. These grants are highly competitive and we should hear sometime early Fall if our application was successful or not. Fire-EMS Administrator McLoughlin presented information related to Line of Duty Deaths at the Eastern Connecticut Fire School to a class of firefighters attending a program called, "So you want to become a Fire Officer?" Coventry had 4 attendees in the program. On 3.23.21 we recognized the one year anniversary of increasing Vintech to 24/7 coverage. We also convened a group to discuss protocol related to public notification concerning road closures in town. On 3.26.21, Deputy Emergency Management Director Raymond Eldridge was sworn in by the State Department of Emergency Management & Homeland Security Region 4 Director Mike Caplet, Please help me welcome Ray to the Emergency Management Team.

All throughout the quarter, we were busy presenting budget numbers for both operational and capital needs. Preparation and discussions were held with the Town Manager, Finance Director, Fire Chief, and the Town Council. Merging the 2 fire departments with the ambulance is a continuing success story. We appreciate the peoples support.

## RECRUITMENT INFORMATION

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>

## SAFETY MESSAGE



<https://www.usfa.fema.gov/ems/>

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  
[jmcloughlin@coventryct.org](mailto:jmcloughlin@coventryct.org)

Quarterly Report  
Third Quarter FY 20\_21  
January – March

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 and new or amended CALEA standards.

*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 are awaiting to hear whether or not funding for a sergeant's test will be available this fiscal year. If so, we will work to contract with a testing provider prior to July 1, 2021.

*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 8<sup>th</sup> 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.

Programming by the vendor for the scheduling software is complete. We plan to go live with the system on May 3, 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 will begin training with the new Diamondhead rifles during the next quarter. All training should be complete by the end of that quarter.

**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 6053 people. We continue to get additional followers each week.

We will continue to highlight the good work by our officers, community events and issue regarding crime prevention and safety.

**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.

While the new Livescan is still not operational, a number of staff members have received training on it. We are awaiting for the State of CT to complete the final hookup and go live.



**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 January 2021 to March 2021 includes:**

Officer Provost began his comparative certification training in order to comply with POST requirements and become certified as a police officer in Connecticut. He also completed six weeks of Field Training.

Officer Santiago began his police academy training on January 7<sup>th</sup>. The training was being conducted remotely. Officer Santiago reported to the police department to participate in training. Beginning on March 22, 2021, the academy classes began in-person, but is a commuter class. Officer Santiago travels to the police academy in Meriden each day.

Officer Anderson participated in a one-week recertification class during the first week of February.

Officer Dexter is participating in Critical Incident Training which addresses dealing with emotionally disturbed individuals involved in critical incidents. This is a one day a week training for four weeks.

Officer Greener, Officer Carpenter, Officer Beausoleil, Officer Michaud, Officer Bona and Officer Provosot participate in a two-hours training regarding prosecuting and testimony in DUI cases.

Officer Anderson participated in a four day train-the-trainer class on handcuffing, OC spray and baton.

Officer Grimaldi conducted roll-call training for all officers in the use and deployment of tactical vests and helmets.

Officer Carpenter took a two-week course in accident investigation.

Officer Greener took a one-day course in Use of Force liability.

Officer Michaud took a two-day class in Advanced Roadside Impaired Driving Enforcement.

Officer Krukoff and Officer Greener participate in monthly CREST training.

### **Other Items of Interest**

The agency sworn in two officers on January 4, 2021 to fill open positions. Officer Loren Santiago is a recruit officer and will be attending the CT Police Academy for 26 weeks after which he will participate in approximately 16 weeks of Field Training. Officer Nathan Provost was a police officer in Gaithersburg MD for the past seven years. He and his family are originally from Eastern CT and moved back to the area. Officer Provost will conduct about one month of comparative compliance certification training and several weeks of field training.

Officer Olivia Beausoleil resigned her position with the agency on March 23, 2021 for family reasons. She was a valuable employee and will be missed.

Agency staff were eligible to begin receiving their first does of COVID vaccines in January.



# Coventry Police Department Incident Analysis

1/1/2021...3/31/2021

Shift			Total
1st	2nd	3rd	
216	670	411	<b>1296</b>

UCR	Nature	1st	2nd	3rd	Total
		0	0	1	0
003	Car Seat Installation	0	9	2	11
029	Disabled Motor Vehicle	6	22	9	37
1040	Tax Fraud	0	1	0	1
11A	Sexual Assault With Force	0	1	0	1
13B	Assault Simple	0	0	1	1
13C	Intimidation	1	0	2	3
152	Suicide Threat/Attempt	0	2	4	6
220	Burglary	0	1	0	1
23D	Larceny Theft From Building	0	2	1	3
23F	Larceny Theft From MV	1	0	0	1
23H	Larceny All Other	0	3	5	8
250	Counter/Forgery	0	1	0	1
2604	Fireworks/Gunshots	0	1	3	4
2609	Littering	0	1	0	1
2619	Building Check	0	2	0	2
2625	Notification	0	1	0	1
2631	Public Hazard	17	20	9	46
26A	Fraud False Pretenses	0	5	1	6
26B	Fraud Credit Card/ATM	0	4	1	5
26F	Identity Theft	0	2	0	2
290	Vandalism	0	1	1	2
2914	Animal Complaint	4	27	10	41
3009	Susp Person/Activity/MV	33	36	41	110
326	Illegal Parking	0	0	1	1
332	Harassment/Harassing Phone Calls	0	1	2	3
334	Untimely Death	1	2	0	3
343	MV Accident (Injuries)	0	4	4	8
344	MV Accident Evading	0	2	4	6
345	MV Accident Fatal	0	1	0	1
346	MV Accident (No Injuries)	3	13	7	23
347	MV Accident (Private Property)	1	4	2	7
351	Alarm	13	25	21	59
353	Medical	28	56	28	112
355	MV Stop	29	70	55	154
35A	Drug/Narcotic Violation	0	1	2	3
36B	Sexual Assault (Statutory)	0	0	2	2
375	Routine Assistance	26	44	29	99
377	Open Door/Window	1	4	0	5
388	Miscellaneous	2	21	9	32
390	Police Information	1	5	4	10
392	METRO callout	0	0	2	2



# Coventry Police Department Incident Analysis

1/1/2021...3/31/2021

396	Escort	1	2	6	9
398	Missing Person	1	1	4	6
399	Lost And Found	1	6	3	10
39B	Gamb Oper/Promo/Gamb	0	1	0	1
400	Family Matter - Non Arrest	0	2	5	7
401	Repossessed Vehicle	4	3	0	7
4811	Finger Printing	0	97	0	97
4858	Fire	3	9	4	16
4867	Background Investigation	1	1	0	2
4873	Assist Other Agency	2	13	16	31
4874	Test Ticket	1	2	1	4
520	Weapon Law Violations	1	1	0	2
82	Runaway/Non NIBRS	0	2	2	4
861	Disturbance (Non-Domestic)	1	4	5	10
863	Town Ordinance Violation	0	2	0	2
866	Noise Complaint	1	1	4	6
889	Check Welfare	2	25	16	43
890	MV Erratic Operation	1	23	15	39
891	MV Lock Out	3	9	4	16
90D	DWI	0	1	2	3
90J	Trespass of Real Property	0	2	0	2
90Z	All Other Offenses	0	2	1	3
911	911 Hang Up Call	2	2	2	6
H109	Junk MV	0	3	0	3
Sup	Supplemental	24	61	58	143

# Human Services Department Quarterly Report January-March 2021

*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- January- March 2021**

**Direct Services:** 5 unduplicated client cases

### **Programs:**

- **ENERGY ASSISTANCE PROGRAM:**

Access Energy Assistance Program ~ The office began accepting energy application starting on September 1st. During this quarter, 8 energy applications were processed for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic).

- **FOOD BANK: January- March**

<b>Assistance Records:</b>
Total Household Assistance: 47 with a total of 71 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 receive pre-packed boxes that they pick up through the glass enclosure or outside Town Hall. Pickup appointments take place on Wednesday and Fridays,

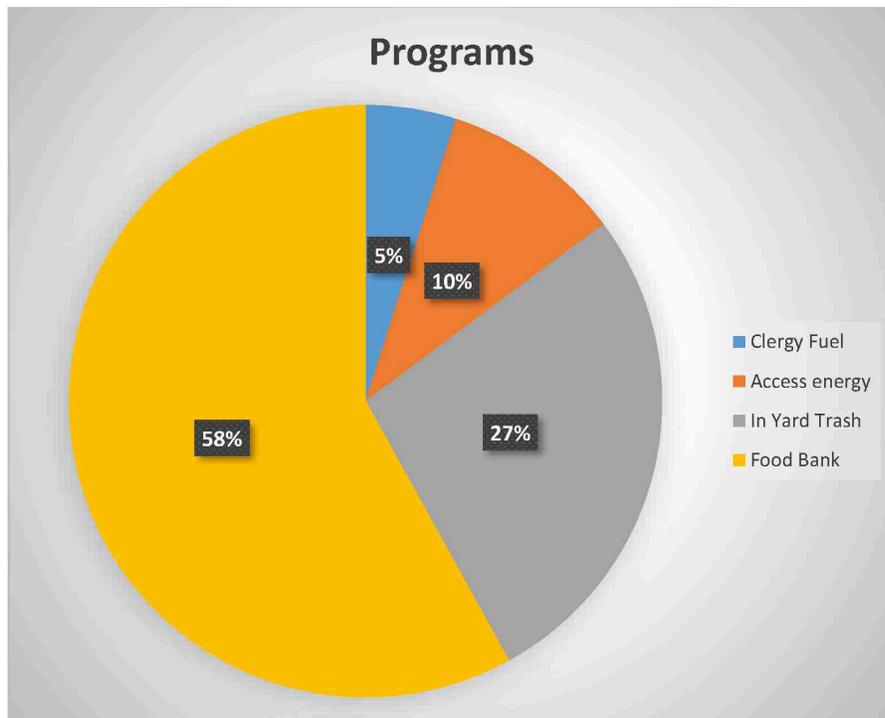
Throughout the months, we have received numerous donations from Teleflex, Coventry Lions Club, Coventry Police Department and local churches and schools. The majority of our donations have been from Coventry residents who generosity during these difficult times has been overwhelming.

- **FOOD BOX DISTRIBUTION:**

We held our first food box distribution on January 29<sup>th</sup>. Due to the overwhelming response, we decided to continue the program at the end of each month. Residents who participated pulled up to the front of town hall and received a box of nonperishable pantry items as well as a box of fresh items from the Farms to Family program. We had 111 families participate in the 3 distributions we have done to date. We hope to continue this into the summer months.

**Special Needs:**

- **1** family (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$850.80
- **CLERGY FUEL:** 4 deliveries of oil were authorized from the Clergy Fuel Fund for clients who have exhausted all other resources. The total amount used from Clergy for this quarter is \$1364.69
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 23 households on the In-yard Service List at this time.



**Donations:**

- Farm to Families boxes: In February, we began a partnership with the Farm to Families. Each week we traveled to Killingly to pick up boxes with various fresh fruit, vegetables, dairy and meat. In total, we have distributed 86 boxes to our residents thru this program.



## **B. SENIOR CENTER: January, February, March 2021**

### **1. Attendance for this Quarter:**

- JANUARY: Total visits – 49
  - Fitness Room Visits – 28
  - Computer Room Visits – 18
  - CHOICES – 3
  
- FEBRUARY: Total Visits – 31
  - Fitness Room Visits – 21
  - Computer Room Visits – 10
  
- MARCH: Total Visits – 35
  - Fitness Room Visits – 25
  - Computer Room Visits – 8
  - CHOICES – 2
  
- **Holiday Closure:** January 1, January 28, February 15

### **2. Programming: January, February, March**

Category/Event

#### **AARP Tax Aide for 2021**

32 appointments

February 22, March 8 and March 22

*The Center, in collaboration with AARP, provided a “curbside” drop off model for participants to have FREE tax preparation assistance for Federal and State tax returns. A team of highly trained tax volunteers were at the Center on 3 dates this quarter.*

### **3. Elderly Services:**

- **CHOICES:** CHOICES provides unbiased information about Medicare and related programs. Appointments can include a benefits explanation, plan comparisons, screening for appropriate

programs and application assistance. Certified CHOICES counselor, Penny Whitaker assisted 9 individuals this quarter.

- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for 7 individuals in need of help for seniors or individuals with disabilities. This included referrals to the Access Energy Assistant Program, Supplemental Nutritional Assistance Program, Safelink Wireless, Renters Rebate, Heating Assistant and Connecticut Home Care Program for Elders, referrals to other agencies. This also includes information about elderly care management, meals on wheels, emergency response systems, affordable housing applications fuel assistance and dementia education.

#### **Vaccination Support:**

- January ~ 3 seniors registered on-line for vaccination appointment.
- January/February ~ Fielded 28 calls answering questions on how/where to register and other vaccine related questions.
- February ~ assisted 10 seniors on the vaccine “short list” with EHHD.

#### **Communications:**

- Monthly Newsletter: 202 participants receive our monthly newsletter (January, February, March).
- Social Media: The Senior Center Facebook Page currently has 317 “likes”, 56 new “likes” this quarter.
- **06238** is the publication in collaboration with Parks & Recreation Department. During the month of March, the staff prepared “drafts” for the publication. Edits, revisions and submittals were made in preparation for the launch of the Center’s town-wide brochure, which will be available for all households in Coventry in April. The publication will be distributed to households 3 times each year: Spring/Summer, Fall/Winter, and Winter/Spring.

#### **Professional Development and Training Opportunities:**

##### **Senior Center Coordinator ~**

- 1/6 Prepare to Care: Creating an Aging Roadmap
- 1/12 HS staff meeting
- 1/14, 1/21, 1/28 , 2/11, 2/25, 3/18, 3/25 CT Assn. of Senior Center Professionals (CASCP) meetings
- 1/20 Rob Miller, Eastern Highlands Health District; Vaccine Scheduling Update
- 1/26 Agency on Aging in CT: The Coronavirus Vaccine

- 2/8 Security Mentor “Don’t let Your Computer’s Defenses Down”
- 2/2 Administration for Community Living: Senior Nutrition Program: Title III-C Nutrition Services, Intro
- 3/ 4 Senior Nutrition Program: Intro: Nutrition, Socialization, Health & Well Being
- 3/11 1-day Mental Health First Aid Training
- 3/11 Senior Nutrition Program Part I ~ Food Insecurity & Malnutrition
- 3/18 Senior Nutrition Program: Part II ~ Socialization
- 3/25 Senior Nutrition Program: Part III ~ Health & Well Being
- 3/18 National Council on Aging: Aging Well for All: 2021 Public Policy Priorities for Older Adults

**Senior Center Assistant ~**

- 1/7– ASA Webinar “Prepare to Care: Creating an Aging Roadmap”
- 2/1 CIRMA Career Professionalism Course
- 2/4 – Security Mentor “Don’t Let Your Computer’s Defenses Down”
- 2/9 The Coronavirus Vaccine: Answers for Healthy Aging
- 3/1 Commencement of ACSM Group Exercise Instructor Certification
- 3/11 1-day Mental Health First Aid Training
- 3/16 American Red Cross Adult/Child/Baby 1<sup>st</sup> Aid CPR/AED Training
- 3/25 Site Visit to Plainville Senior Center

## C. Coventry Rides Transportation Program

January-March 2021

# Days of Operation: 21	# Vehicle Hours: 63.5
# Vehicle Hours Average/Daily: 3	# of Individuals Riding: 14
# Miles Total: 749	# of One-Way Trips: 63

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, Howard Haberern, Jack Thayer, Jim Wicks, and Joyce Wicks.

Jerry Haugh has retired and move to the shore, so will no longer be volunteering. He will be very missed!

**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 Quarterly Report January to March 2021**

### **1. Administrative Function:**

Due to Covid-19- programs and meetings were limited and completely virtual.

- Attended CYSA Eastern Chapter Meetings on Jan 25<sup>th</sup>
- Participated in a new YSB Truancy and School Absenteeism board created through CYSA Eastern Chapter on Feb 22<sup>nd</sup>
- Watched a virtual film “Like” on Jan 26<sup>th</sup>
- Participated in PPT’s for 3 truancy referrals and conducted ongoing case management
- Help Youth Advisory Board meeting on Feb 11<sup>th</sup>. The topic of merging to a Human Services Advisory board was discussed.
- Completed QPR and Narcan training on Feb 11<sup>th</sup>
- Attended the virtual CT Mentoring Summit on Feb 18<sup>th</sup> and Feb 19<sup>th</sup>
- Attended Postvention training through SERAC on March 5<sup>th</sup>
- Completed virtual Mental Health First Aid training certification on March 11<sup>th</sup>
- Attended a Gaming Disorder Webinar on March 12<sup>th</sup>
- Participated in an Attendance Committee meeting with Board of Ed on March 16<sup>th</sup>
- Attended the first of many Community Conversation Storytelling meetings on March 16<sup>th</sup>

### **2. 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                  | 3 referrals          |

*\*we always get calls for community service opportunity. They do not always follow-through. Due to Covid-19 we have temporarily suspended the program.*

#### **B. Programs**

- Assisted Parks & Rec with programming collaboration ideas for the Summer.
- Prep for Campership and Camp trainings are underway

- Counseling Services – are being referred out.
- Assisted Human Services with Food Bank organization and distribution
- Helped organize and pack for monthly Food Bank drive thru boxes
- Ongoing case management for Truancy cases
- Mentoring did not happen this school year. Hopeful that we will have our program back next school year.

**PUBLIC WORKS DEPARTMENT**  
**Quarterly Report**  
**January, February and March 2021**

STAFF

Director of Public Works .....William Watkins\*

Superintendent of Operations / Tree Warden .....Mark Owens

Administrative Secretary .....Donna Wrubel

Heavy Equipment Operator / Crew Leader .....Clifton Labrec

Facilities Crew Leader .....Monica Bragdon

Heavy Equipment Operator / Crew Leader .....Charles Harakaly

Public Works Maintainer II .....Richard Watts

Public Works Maintainer II .....John Hoffman

Public Works Maintainer II .....Lee Davey

Public Works Maintainer II .....Erik Johansen

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

Sanitation Maintainer.....Charles Grossmann

Lead Mechanic.....Daniel Caron

Mechanic I .....Robert Maxwell

Mechanic's Helper .....David Mortimer\*\*

Cemetery Maintainer .....Lance Kozikowski

Seasonal Laborer.....Louis Frank

Town Engineer.....Todd Penney

WPCA Technician / Operator.....Michael Ruef

Cemetery Sexton.....Sherry Chapman

\*Bill started 1/19/21.

\*\*Dave was promoted from Public Works Maintainer I on 2/16/21.

**PUBLIC WORKS DEPARTMENT**  
**Quarterly Report**  
**January, February and March 2021**

The vacant Mechanic Helper position was filled with an internal candidate. There was a written test and an oral interview panel that picked the final candidate.

Mark Owens handled numerous tree complaints during the quarter and compiled a list of trees to be removed by a contractor that will take place in April.

The Public Works Department finished the winter season with 19 measurable snow events and 8 events that only required treating the roads. The snowfall total for the season was 45.95 inches. The crew used a total of 1,632 tons of treated salt and incurred roughly \$86,000 in overtime cost.

The Department completed the following projects:



- Stewart Trail on Olsen Farm Road
  - Sign installed
  - Trail entrance leveled with stone dust
  - Trail cleared roughly 1000 ft into woods

- Old Tolland Turnpike
  - Signs installed on both ends of trail
  - 2 Sections of split rail fence installed at each end of trail

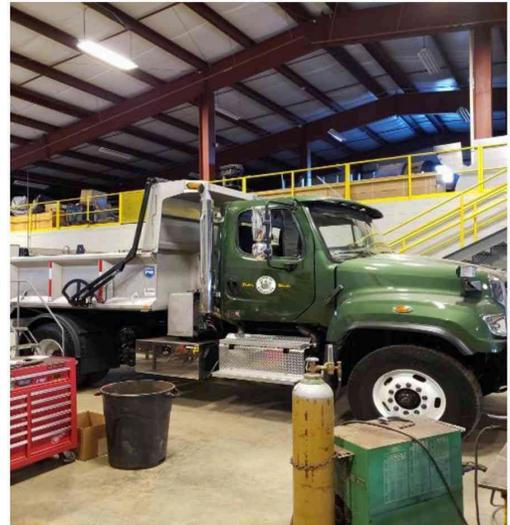


- Millbrook
  - Interior repainted

The crew continued to perform routine road maintenance through the winter including:

- Pot hole patching
- Roadside mowing
- Roadside brush clearing and tree trimming
- Filled salt shed
- Cleaned equipment

The shop performed routine maintenance on vehicles and equipment. There were no significant breakdowns during the quarter. The shop started servicing and making needed repairs to the grass cutting equipment to prepare for spring. The 20-ton Flat Bed Equipment trailer 61CV, was brought into the shop and completely scraped and repainted and the wood deck was removed and replaced. This will drastically extend the useful life of the trailer. The department also took delivery of a new large dump truck.



DPW staff assisted Social Services with their monthly food distribution by carrying boxes and bags of food and loading it into resident's vehicles.



The debris pile from storm Isaias was double ground by WeCare Denali. The double ground mulch will be used around town properties and is also available to the public at the transfer station during normal operating hours.

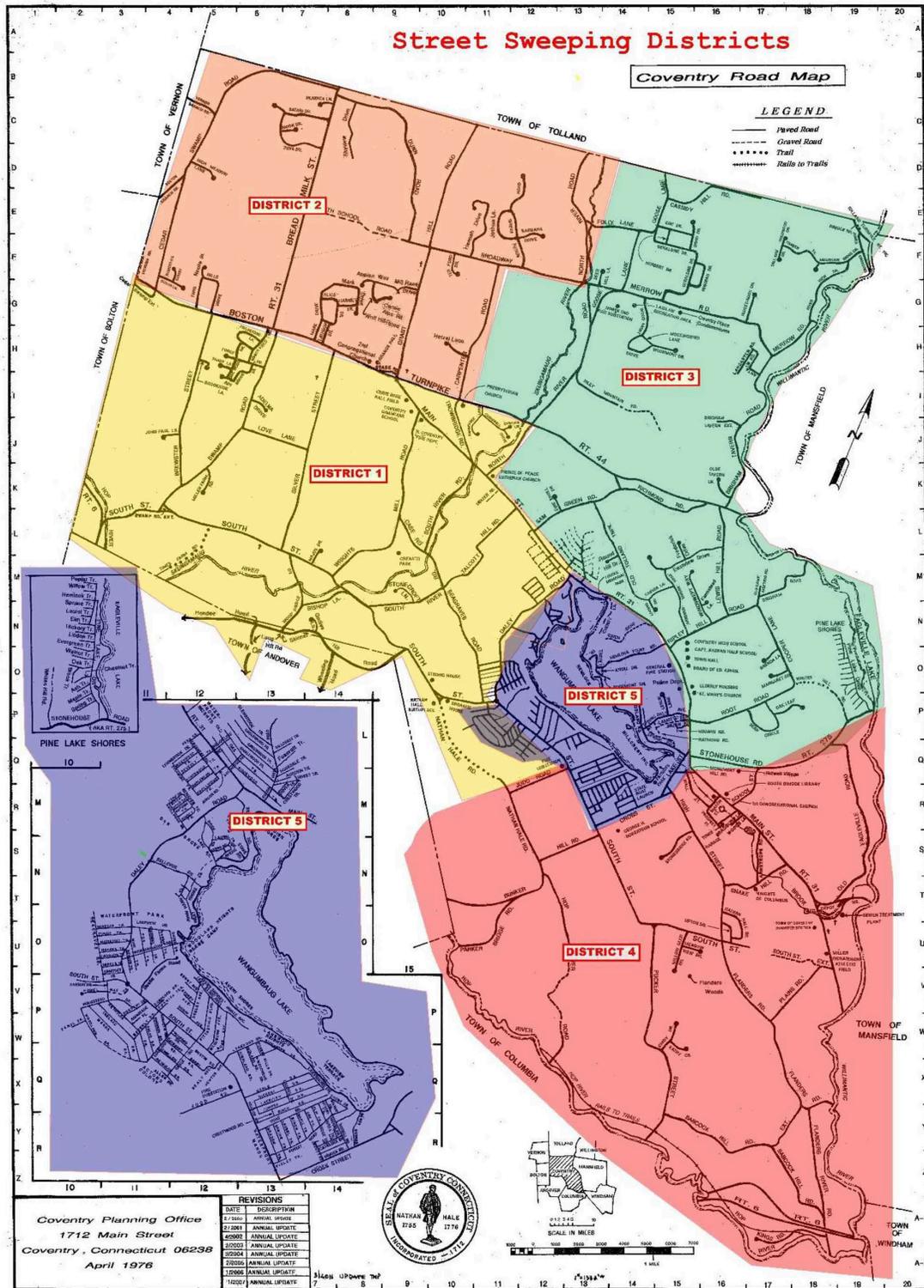


The final parts for the Main Street light poles that were damaged and removed due to a motor vehicle accident finally arrived. Ackert Electric installed the new poles.



Spring construction started mid-March with catch basin top replacement and repairs on Ridgebrook Drive and North Farms Road. The basins are being repaired in preparation of the summer paving projects.

A spring street sweeping program was outlined and started on March 22. The town was divided into 5 districts. Sweeping started in district 5 around the lake. See the attached map.



**COVRA**  
**Quarterly Report**  
**January, February and March 2021**

**TRANSFER STATION: MATERIALS RECEIVED**

	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>TOTAL</b>
Receipts	\$2,720	\$1,457	\$3,734*	\$7,911
Electronic waste – each	130	103	266	499
Propane tanks – each	12	3	12	27
Bulky CD/brush – tons	22	13	29	64
Scrap metal – tons	3	2	3	8
Tires – each	8	4	55	67
Leaves – tons	1	0	2	3
Refrigerant – unit	26	16	33	75
Mattress / box spring	66	39	93	198
Customers	274	178	472	924

\*March 2021 started use of Square card payment system.

**TRANSFER STATION: MATERIALS TRANSFERRED**

	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>TOTAL</b>
Willi Waste – cd – tons	23	20	28	71
Willi Waste – brush – tons	5	0	0	5
Willi Waste – metal – tons	5	0	11	16
Take2 - refrigerant – units	0	0	166	166
Take2 - electronics (CED) – lbs	7,250	1,880	3,287	12,417
Take2 - electronics (non) – lbs	1,192	367	654	2,213
Take2 - uw lamps, mixed – lbs	0	0	220	220
Take2 - batteries, mixed – lbs	0	0	410	410
Mighty Flame – propane tanks – each	93	0	0	93
Bob’s Tire – each	0	12	0	12
Bay State Textiles – lbs	200	230	760	1,190
Bye Bye Mattress	91	20	100	211

**CURBSIDE PICK UP**

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

	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>TOTAL</b>
MSW @ \$69.56 / ton	310.91	262.81	333.48	907.20
Expenditure	21,626.90	18,281.06	23,196.87	63,104.82
Recycling @ \$30.90 / ton	101.53	84.37	102.53	288.43
Expenditure	3,137.28	2,607.03	3,168.18	8,912.49
Bulk @ \$78.85 / ton	13.74	4.28	17.74	35.76
Expenditure	1,083.40	337.48	1,398.80	2,819.68

**TOWNWIDE TEXTILE RECYCLING**

	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>TOTAL</b>
Lbs.	2,250	1,100	3,160	6,510
Revenue paid @ \$.05 / lb.	\$112.50	\$55.00	\$158.00	\$325.50

**Wastewater Treatment Plant (WWTP):**

Designed for Average 200,000 gallons per day  
Average Flow this Quarter = 145,899 gallons per day  
Peak Daily Flow this Quarter = 215,354 gallons per day

**Route 44 :**

- Western Route 44 Sewer Planning Area: The CT Dept. of Energy and Environmental Protection is helping us submit our project through the State CEPA environmental review process. The next step in the CEPA process will be submitting a Post Scoping Notice with assistance from CT DEEP. We expect pushback from the Council on Environmental Quality. There is also a legislative option in the works that may provide a path forward if the CEPA process stalls.

**Sewer Collection System:**

- We are putting a bid together to rehab a section of pipe that runs through Patriots Park and under the lake bed around the Nathan Hale Cemetery. We are concerned that soil conditions will corrode the ductile iron pipe over time allowing lake water to get into the sewer system. If a leak develops in the pipe it will be hard to locate and very costly to repair. Rehab will be performed using no-dig Cure In Place Pipe lining technology.
- Repairs/Upgrades: We had our electricians correct controls issues at the Lakeview Drive pump station which were causing nuisance alarms. This has reduced staff overtime calls.

**Wastewater Treatment Plant:**

- The LED lighting upgrade at the Treatment Plant has been completed. The cost was offset by a \$2,000 incentive from Eversource and has a 6 year payback.
- We completed annual review and update of our health & Safety policies and performed annual crane/hoist certification and annual flow meter calibration.
- We put out a bid for our 3 year contract for tank cleaning & sludge hauling. Bids are due May 11<sup>th</sup>.

**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.

## Parks & Facilities:

- Upgraded ParkZapp Playground and Building Inspections app, data entry
- Initial meeting with Bill Watkins, new DPW Director, and Mark Owens, DPW Supt. to review open work orders, monthly work plan development

## Upcoming Events

- Town Wide Tag Sale;
- Community Garden (SOLD OUT);

## Community

### Collaborations:

- Participation in Coventry Village Partners Group;
- 4-Town Economic Vitality Committee, calendar subcommittee
- Make a Wish Race provided cones, guidance
- Lake Commission: marketing boating safety and shared Wongy for a window decal
- Lakeside Entertainment Series: Collaboration w/Coventry Youth Services;

## Professional Development:

Attended several Webinars and Zoom meetings:

- Comeback from Covid 19
- waterfront operations webinar
- CivicEngage webinar



Figure 1 Scarecrow Contest



Figure 2 Holiday Lights

# PARKS & RECREATION QUARTERLY REPORT: WINTER 2021

JANUARY - FEBRUARY - MARCH

## COVID-19 PANDEMIC: CHANGES TO COME

**SPORTS** Contact with CSI Soccer Board of Directors, Little League, Coventry Softball, and UConn/ EO Smith & CLCR Rowing re: spring and summer sports programs – paperwork in order, scheduling etc.

### RENTAL FACILITIES

State of CT Reopening Guidelines increased facility rental capacity from 25 attendees per function to 50% as of March 19<sup>th</sup>, opening up the Lodge and Mill Brook place for increased rental activity. Also, the outdoor pavilions are being booked more than ever before.

### IMPACT ON SUMMER PLANNING:

Plans are moving forward for in-person programming. We are \*hopeful\* that by May/June we can resume in-person offerings. If guidance changes, when the time comes, many of the camps/programs can switch to a virtual platform. Specialty camps have been contracted for every week of the summer, beginning in June, so there is something for everyone (sports, art, chess, tech, etc.).

**BOE School Facilities Use Update:** Facilities Office is still unsure if outside groups will have access to schools this summer. They likely will not tell us until late spring. Programs listed in the brochure held at the schools will include a note that the location is subject to change.

**Winter programs** did run, mostly virtually, but some in person like the DEEP CARE: ZOOM & Fish workshop. **VIRTUAL programs** offered this season:

- Art-Ventures Programs;
- Keep Calm & Craft On;
- Virtual Cooking Classes;
- Tai Chi & Simply Fit

## COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

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

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

## Patriots Park & Lisicke Beach Summer 2021 Season

### CAMP Wangumbaug

Planning began this January, with a review of the most recent State of CT OEC Guidelines on COVID-19.

3 major hurdles to planning for 2021: COVID-19/State of CT OEC Regs & timing of release; Possible Camp Licensure; and Financial/Budgeting concerns.

Several meetings (Zoom and in-person) w/Directors re: Staffing, Theme Planning, COVID-19 Policies/Protocols (handbooks)

The Camp registration information was uploaded to our website.

New COVID-19 protocols which include:

- Curbside Drop-Off & Pick-Up
- Enhanced Health Policies & Procedures, including enhanced cleaning & daily health screening
- Cancelled Before Care & After Care (cohort requirements)
- No Camp-provided snack & No Personal Belongings from home
- No group rotations (rather, program coordinators will rotate among the groups)
- Cancelled Field Trips (health/safety concerns) & Special Guests (budget issue); Mini-Explorers/Trailblazers (enrollment restrictions).

With our Recreation Supervisor, Cat Merriam on leave, co-directors Hayley Jacobs and Megan Yanez will take on additional duties in the planning phases.

This summer will be different than last year. Due to Covid 19 budget impact we will be operating Lisicke Beach with lifeguards on duty only on weekends. People will be allowed to swim unattended but must maintain diligence in ensuring a safe environment for all. Additional signage will be up and there will be access to a Rescue Throw Rope if needed.

Beach sticker and daily pass rates will stay the same this year. The season officially begins on May 29<sup>th</sup> and will end on August 16<sup>th</sup>.

Lifeguard recertifications are required this year for all staff since the Red Cross allowed an extension last summer for Covid 19. The Mansfield Community Center Aquatics staff are assisting us with this.



**SOFTBALL FIELDS COMMITTEE** is close to finalizing their recommendations to Town Council. They held their regular monthly Zoom meeting, had some follow up with the Town Engineer, and attended a meeting with Town Council Finance Committee. They are scheduled to meet with Finance again in May.

**RECREATION COMMISSION** welcomed two new alternate members, Matt Kyer and Ashlee Pascarelli and we now have a full board.

They participated in 2 monthly meetings, a Zoom Meeting with Town Manager and Finance Director, a Zoom with Finance Committee Meeting, and a Zoom Meeting with Town Council re: the budget deficit and its impact on the Recreation Department's Budget.

Staff also met with Finance Director re: Covid Relief fund subsidy.



## **COMING THIS SUMMER!**

Spring Summer 06238 Program Brochure content preparation was completed with the following programs featured:

**DEEP CARE:** Learn to Fish Program, Whiffle Ball Camp, Entertainment Series, Basketball Summer Clinics, Canoe/Kayak/SUP Info, Swim Lessons, Skyhawks Sports Camps, Art-Venture Camp, Food Explorers Camp, Chess Wizards, Play-Well Teknologies Camp

**Youth Basketball** is moving forward with plans for a summer clinic; reservation requests submitted to BOE are awaiting approval. Contact with IAABO 8 referees and Zoom meetings with CYBA Basketball and Lakes Region re: summer programs, including a 3 on 3 outdoor hoops league.

Planning also included several zoom meetings and calls to our National Pickleball Ambassador to develop an introductory program.

### **Lakeside Entertainment Series:**

Former Summer Concert Series, in collaboration with Coventry Youth Services: Cat & Sneha (Youth Services Coordinator) confirmed dates. Two band concerts, one kids' night and one movie night every other Thursday evening at Patriots Park, beginning on 7/8. Rain date is the following Thursday.

Concerts include Juice Box Band (Wallingford); Kid's night includes Song-A-Day Music Center (donated) & Magic by George; event culminates in the family movie night on 8/20, however the movie is still TBD.



*Figure 4 Hayley Jacobs holding down the office.*

**Creaser Park Disc Golf Course** is now playable, with 9 holes and a practice basket. You can pick up a scorecard when you read the posted rules. Parks & Rec has disc golf beginner packs available for loan at no charge to residents! Call ahead for availability.



*Figure 3 Disc Golf Loaner Kit contents*

# Booth & Dimock Memorial Library

Quarterly Report  
January – March 2021



## I. Circulation

- a. Total – **11,203**
  - i. By Item Type
    - 1. Books & Serials – **8,258**
    - 2. Video – **725**
    - 3. Audio – **311**
    - 4. Other – **166**
    - 5. Electronic – **1,743**
  - b. ILL (included in total)
    - i. BDML as Borrower – **663**
    - ii. BDML as Lender – **1,026**

## II. Programs

- a. Total Programs – **70**
- b. Total Attendance – **987**
- c. All programs were virtual and open to everyone, no age restrictions
- d. Some programs include our Curriculum Boosters (Mathmagical Monday, Science Thursdays, and Adventures in Nonfiction), Journey Through the Classics storytimes, Virtual Art, Spice Club, Tea Explorers, Book Clubs, Hygge Take & Makes, and Make-Your-Own Kazoos!

## III. Internet

- a. Library Computers – **166**
- b. Wifi
  - i. Total sessions – **9,974**
  - ii. Total devices – **208**
  - iii. Total clients per day – **1,018**

## IV. Reference – **1,436**

## V. Patron Information

- a. Visitation – **2,071**
- b. Curbside Orders – **865**
- c. Registration – **56**

## VI. Social Media

- a. Posts – **151**
- b. Engagements – **29,712**
- c. Interactions – **2,368**

## VII. Maintenance

- a. New England Mechanical conducted a site inspection and provided a quote to upgrade components of three air handler units.
- b. Bill Watkins and PW crew helped to alleviate a leak that appeared near the teen area desk

- c. The leak by the stair case returned, after having new sheetrock put up. Bill Watkins solicited Garland Company who patched the leak on March 24.

#### **VIII. Staff**

- a. Christa and Rachel were nominated for the CLA Faith Hektoen Award for Outstanding Program for their development and implementation of Science Thursdays.
- b. Margaret was nominated for CLA Treasurer-Elect.
- c. Rose is involved with reviving CLA section CLASS (CLA Support Staff).
- d. Christa attended a webinar “Capturing the Reluctant Reader.”
- e. Margaret attended a Coffee Talk hosted by CLC to meet the new State Librarian.
- f. Margaret attended CLA Region 6 “Town Hall Style” meeting to meet the new State Librarian.
- g. Christa attended a webinar on Graphic Novels.
- h. Kayla attended a webinar through Bibliomation on utilizing reporting
- i. Christa participated in Read Across America in March 2
- j. Margaret attended seven CLC Director’s Roundtables

**IX. Budget**

<b>Department 51--Activity 5101</b>			
<b>Booth Dimock/ Porter Libraries</b>			
As of 03-31-21			
		<b>Budgeted FY 20/21</b>	<b>Spent YTD</b>
51000	Salary & Wages	\$ 336,325.00	\$ 231,917.87
51059	Payroll Taxes and Insurance	\$ 31,600.00	\$ 20,164.53
51121	Fringe Benefits	\$ 30,000.00	\$ 21,377.79
51999	Revenue Offset	\$ (15,750.00)	\$ (7,703.11)
52020	Finance and Accounting	\$ 6,450.00	\$ 5,405.00
52040	Internet	\$ 4,000.00	\$ 2,137.34
52080	Professional Affiliation	\$ 1,000.00	\$ 1,643.00
52090	Travel Meetings and Mileage	\$ 1,875.00	\$ 247.37
52130	Service Contracts	\$ 12,100.00	\$ 7,454.80
52140	Equipment Repairs	\$ 11,700.00	\$ 9,788.76
52160	Building Repairs/ Maintenance	\$ 9,600.00	\$ 1,886.92
52240	Miscellaneous	\$ 1,550.00	\$ 1,072.68
53010	Office Supplies	\$ 5,000.00	\$ 3,498.77
53220	Subscriptions/ Books	\$ 29,250.00	\$ 21,262.42
53225	Program Costs	\$ 4,750.00	\$ 2,942.29
54540	Computer Replacement & Upgrades	\$ 3,000.00	\$ 2,823.66
55010	Telephone	\$ 2,000.00	\$ 1,632.96
55020	Electric	\$ 16,000.00	\$ 10,568.54
55030	Heating Fuel	\$ 6,250.00	\$ 4,519.52
55040	Water	\$ 475.00	\$ 287.77
55050	Sewer	\$ 375.00	\$ 375.00
55130	Disposal Fees	\$ 3,000.00	\$ 2,258.07
<b>TOTAL</b>		<b>\$ 500,550.00</b>	<b>\$ 345,561.95</b>