

TOWN OF COVENTRY



QUARTERLY REPORTS

January 1 – March 31, 2013

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Cover photo: Lisicke Beach in spring. Photo by Laura Stone.

Finance Department

Finance Administration

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.

General accomplishments

- The annual audit was completed as of 12/31/2012, and presented to the Town Council by the audit firm of Blum Shapiro. The audit of the Fiscal Year ending 6/30/12 found that the Town of Coventry's financial statements are "complete and reliable in all material respects". This is the fifth year that the audit has been prepared in the full CAFR format. The CAFR includes additional statistical tables and expanded descriptive information presented to better inform the reader of the full financial picture of the Town of Coventry. The audit process includes a separate report of "constructive suggestions ... as part of the ongoing process of modifying and improving accounting controls and administrative practices" These suggestions are designed to assist the Town Finance office as we make changes to strengthen and streamline our processes.
- The budget document is 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.
- Health insurance renewals are received during this period. Meetings have been held with BOE staff and other towns to investigate a wellness program potentially reduce the cost of claims. The Town has entered into an agreement with EHHD through our ECHIP health collaborative to coordinate the beginning steps of a wellness program.
- Initiated the Fraud Audit process with JHCohn. The preliminary work is on the Ambulance fund, further work will continue on the balance of the Towns cash processes.
- Pension questions and/or calculations were handled for 1 employee.
- Meetings with the BOE and with fiber vendors to explore the options for computer/internet connectivity have been held. The renewal of our dark fiber contract with Charter was negotiated for one year. A longer term solution must be worked out in the next several months.
- Participated in the training for the installation of the new web site.
- Accepted the treasury functions for the Salvation Army local service district.

Meetings attended

Finance Committee of the Town Council - monthly
Pension Committee for the Town of Coventry – quarterly
Pension Trustees - quarterly
Worker Safety Committee – quarterly
CIRMA Investment Advisory committee - quarterly
GFOA-CT quarterly meeting
MORE commission meetings – municipal tax authority

Collector of Revenue

Despite the intense level of activity this time of year, the January collection period progressed smoothly, with payments processed and deposited in a timely fashion. Each payment cycle shows an increase in the number of taxpayers paying by credit/debit card 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.

Some people will always be more comfortable paying their taxes in person. In keeping with this tradition, the first and last week of the collection month see a steady stream of citizens in and out of the tax office. The daily mail was processed up to date throughout most of the month of January. The avalanche of mail generally arrives during the last week of January and continues into the first week of February. Tax payments totaling over 8.8 million dollars were processed by the end of January. An additional 400 thousand dollars in payments were processed within the first seven days of February.

The Tax Office was pleased to welcome Marj Pruneau to our team in January. Her multi-faceted skill set and warm personality made an immediate positive impact on the daily operation of this office. The dedicated and professional manner of the Tax Office staff, which includes Assistant Collector Carrie Zahner, continues to shine through even the most stressful moments.

In February, we prepared and mailed 611 delinquent Real Estate tax notices and 2,330 delinquent motor vehicle/supplemental motor vehicle notices. Tax Collector's Demands (64) were prepared and mailed to those property owners with multiple delinquent accounts. In March, 700 notices of intent to lien were mailed: 548 on delinquent COVRRRA accounts and 152 on delinquent sewer user 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. Request lists from mortgage companies have already started to arrive. With the current surge in mortgage restructuring and continued trend in refinancing, many of our phone calls are requests for current status as well as other pertinent information for attorneys and lending institutions.

The third quarter collection report is attached.

Property Tax Collected by Linda Greenbacker, CCMC Tax Collector						
Collected January 2013 through March 2013						
Paid to Beth Bauer, Treasurer, Town of Coventry						
		Property	Interest	Liens &		
		Tax		Costs	Total	
Grand List	1996				0.00	
	1997	49.68	131.16	0.00	180.84	
	1998	46.50	114.39	0.00	160.89	
	1999	0.00	0.00	0.00	0.00	
	2000	0.00	0.00	0.00	0.00	
	2001	0.00	0.00	0.00	0.00	
	2002	0.00	0.00	0.00	0.00	
	2003	430.06	603.58	0.00	1,033.64	
	2004	128.30	175.13	0.00	303.43	
	2005	97.45	115.48	0.00	212.93	
	2006	465.62	339.63	0.00	805.45	
	2007	765.45	638.55	0.00	1,404.00	
	2008	5,567.26	3,163.93	24.00	8,755.19	
	2009	8,308.77	3,428.65	144.00	11,881.42	
	2010	41,974.96	12,441.55	216.00	54,632.51	
		57,834.25	21,152.05	384.00	79,370.30	
Current	2011	9,309,141.19	29,663.73	0.00	9,338,804.92	
Current SMV		181,252.50				
	Totals	9,548,227.94	50,815.78	384.00	9,599,427.72	
Current 110	6010	40211	9,309,141.19			
Delinquent		40212	57,834.25			
Int & Liens		40213	51,199.78			
SMV		40214	181,252.50			
			9,599,427.72			
Sewer Assess 205-7722	40211	38,447.77		Sewer User	40211	33,125.30
Interest, Liens, Per Diem	40213	6,876.04		Interest & Liens	40213	6,781.57
		45,323.81				39,906.87
COVRRRA				State Leases		0.00
Current 218-7601	40211	42,014.83		Special Duty		5,852.77
Delinquent	40212	12,344.54				
Interest & Liens	40213	11,718.72				0.00
		66,078.09				0.00
						0.00
						0.00
		Total	\$9,756,589.26			

Assessor

January 2013

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 number of personal property accounts went from 797 on the 2011 grand list to 782 on the 2012 grand list resulting in a decrease of 15 accounts and a net decrease of \$270,040 in assessment.

The number of motor vehicle accounts went from 13,280 accounts on the 2011 grand list to 13,275 accounts on the 2012 grand list resulting in a net loss of 5 accounts and an increase of \$5,558,410 in assessment.

The number of real estate accounts went from 6,348 on the 2011 grand list to 6,369 on the 2012 grand list resulting in a net gain of 21 accounts and an increase of \$6,158,680 in assessment.

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 great number of questions for the office.

2012 Grand List

Motor Vehicles	91,608,910
Personal Property	21,353,685
Real Estate	<u>882,011,200</u>
Total	994,973,795

February 2013

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, 2013 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 who needed to re-apply.

March 2012

Elderly and disabled program reminder phone calls were made starting on March 15th to try to avoid the need to send out the mandatory certified reminder letter on April 1st. The phone calls saved sending out about 10 certified letters.

The Board of Assessment Appeals held 2 meetings, completing its duties on March 18, 2013. Our office received 28 applications for the board to hear. The following are the breakdown for those appeals:

Real Estate	24 appeals
Motor Vehicle	2 appeals
Personal Property	2 appeals

The results of those appeals equaled a reduction to the 2012 grand list of \$384,563.

Also during the month of March we completed all corrections to the 2012 grand list that have accumulated since it was signed in January.

We continue to devote a portion of our time to improving the town's Geographical Information System. Looking forward to seeing the new maps in May, 2013.



COVENTRY LAND USE OFFICE

QUARTERLY REPORT FOR:
JANUARY, FEBRUARY, MARCH

~ 2013 ~

Eric Trott
Director of Planning and Development

Michael Antonellis
Planning Technician/Zoning Enforcement Officer

Todd Penney
Inland Wetlands Agent/Town Engineer

Heidi Leech
Permit Technician

PLANNING AND ZONING COMMISSION

YEAR 2013

JANUARY, FEBRUARY, MARCH - 2013

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
13-01	S	1/3/13	1/14/13	1384 Main St. – Addition at Former Daisy's	2/11/13	A
13-02	ZR	1/8/13	1/14/13	Application for Petition to Change Zoning Regulations to Allow Tattoo Studios in VC and VG Zones	2/25/13	A
13-03		2/21/13	2/25/13	Application of Scott Menzel for 10-Lot Subdivision on Dunn Rd.	3/11/13	A
13-04	S	3/5/13	3/11/13	Application of Lakeview Restaurant for patio seating – 50 Lake St.		P
13-05	S	3/11/13	3/11/13	Application of Eric Tsolis for Single Family Residence on Non-conforming lot – Edgewater Dr.	4/8/13	A

Special Permit – S
Zone Change – ZC
Subdivision Regulations – SR

Zoning Regulations – ZR
Site Plan Review - SP
Permit Amendment – A
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

PLANNING AND ZONING COMMISSION

YEAR **2013**

JANUARY, FEBRUARY, MARCH - 2013

DISCUSSION AND ACTION TOPICS

- Reviewed status of blight enforcement over the past year.
- Reviewed abandoned/inoperative motor vehicle issue on Briston Road relative to conversion to accessory structure.
- Discussed definitions of personal and professional uses for potential zoning text amendment.
- Held preliminary discussion on Menzel Open Space Subdivision proposal on Dunn Road.
- Recommended acceptance of Windswept Farms Roads as town roads pursuant to CGS 8-24.
- Recommended acceptance of Kings Road as a town road pursuant to CGS 8-24.
- Approved special permit extension request of BJ Reid to delay commencement of use for 5 years.
- Reviewed and commented on Right to Farm Ordinance proposal submitted to Town Council.
- Approved lot line modification proposal of Strickland – Lewis Hill Road.
- Review Plan of Conservation and Development board and commission reporting matrix regarding ongoing work on tasks in POCD.
- Held officer elections for the Commission.
- Made recommendations to the Town Council on the Capital Improvement Program Budget pursuant to CGS 8-24.
- Reviewed zoning referrals from the Towns of Columbia, Willington, Bolton, Vernon, CROCOG and WINCOG on various regulatory changes being proposed.
- Discussed Solarize CT program and upcoming event sponsored by the Town.
- Reviewed draft agricultural conservation easement restriction language relative to the Menzel Open Space Subdivision on Dunn Road.
- Met with Blazawski to discuss the status of work at 2724 Boston Turnpike – motor vehicle dealer and repairer operation.
- Recommended acceptance of Hetzel Lane as a town road pursuant to CGS 8-24.
- Reviewed and discussed aquatic invasive issue involving Eagleville Lake.
- Discussed status of Steele enforcement activities – Bunker Hill Road.

JANUARY, FEBRUARY, MARCH - 2013**DISCUSSION AND ACTION TOPICS**

- Discussed business mentoring activities and visitation program efforts
- Discussed adaptive re-use of former DPW property as construction business.
- Discussed Solarize program and the events the town is sponsoring.
- Discussed the EDC annual budget – possible funds usage.
- Discussed status of Fagan property – gas station/convenience store.
- Discussed hardware store interest by local resident.
- Discussed adaptive re-use potential of Old Methodist Church – Main Street.
- Discussed status of Cravings Restaurant.
- Discussed possible expansion plans for Coventry Automotive.
- Discussed draft zoning regulation amendments suggested by PZC relative to personal/professional uses.
- Discussed possible access management improvements reviewed between owner of Dunkin Donuts and Town Staff.
- Discussed status of Lakeview Restaurant special permit.
- Brainstormed on adaptive re-use concepts for Coventry Citgo.
- Recommended Francesca's Italian Bistro as Coventry Business of the Year – Windham Chamber of Commerce Award.
- Discussed Last Green Valley app for regional tourism advocacy/information.
- Held Election of Officers.
- Discussed draft Comprehensive Economic Development Strategy (CEDS).
- Reviewed 2012 Green Valley Instituted Tourism Impact Survey.
- Discussed Town Business listing update performed by Staff.
- Discussed the RTE 6 Regional Economic Development Council's work on next steps beyond the adoption of the Transportation Plan.
- Discussed the status of the revision to the State's Plan of Conservation and Development. Staff is to provide comment on the local Plan implications.
- Discussed the status of the RTE 44 sewer project.
- Discussed plans to organize a business event. A combined event with TD Bank is being considered.
- Continued work on the Commission brainstorming work to assist in formulating Commission projects.
- Discussed the preparation of a flyer that outlines the various methods of assistance that the EDC members can provide to businesses.

ZONING ENFORCEMENT

YEAR 2013

JANUARY, FEBRUARY, MARCH - 2013

Michael Antonellis, Zoning Enforcement Officer

ZONING PERMITS ISSUED = ***38**

Single Family Dwellings	7
Condominiums	0
In-Law Apartments	1
Accessory Structures	
Decks/Porches	5
Sheds/Gazebos	4
Barns	2
Detached Garages	0
Pools	2
Other	6
Residential Additions/Attached Garage	5
Commercial Use/Signage	4
Home Occupation	3
Others:	0
Interior Renovations	7
Agricultural buildings	0
Total	<u>46</u>

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

CERTIFICATES OF USE AND OCCUPANCY = **6***
(Signed for zoning compliance by ZEO)

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

ZONING ENFORCEMENT (Cont'd)

YEAR 2013

JANUARY, FEBRUARY, MARCH - 2013

* Total differs due to more than one permit included on single C.O.

INSPECTIONS

Erosion and Sediment Control	1
Limits of Clearing	0
Certificates of Occupancy	6
Pre-Approval Inspection	2
Seed and Mulch Bond Release	0
Zoning Complaints (initial & follow-ups)	9
Blight Complaints (initial & follow-ups)	19
Street Number Assignments	0
Other (Proposed Demolitions)	1
Total	<u>38*</u>

VIOLATION/ENFORCEMENT INSPECTIONS (NEW)

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	1
Drainage	0
Permit Conditions Not Met	0
Non-permitted Activity or Structure	0
Signage	2
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
Junk Yard	1
Greater than 1 unregistered motor vehicle	1
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	2
Blight complaints	19
Total	<u>26</u>

ZONING ENFORCEMENT (Cont'd)

YEAR **2013**

JANUARY, FEBRUARY, MARCH - 2013

News from Zoning Department

Route 6 Corridor

A map has been created showing details Route 6 parcels owned by Connecticut DOT created from the Open Space Map in the 2010 POCD. A corresponding matrix was developed to show R-Number, MBL, ZONE, Address, Owner, Date of Sale, and Acreage for each CT DOT parcel.

Solarize Coventry

In order to assist with efforts towards the Solarize CT grant and informing the general public about solar energy a simple map depicting the locations of all current and proposed solar projects was made. The map distinguishes between public (town owned) solar PV's and residential PV's. This map will serve as a visual inventory of all solar projects in town and will be periodically updated.

Creaser Park

In collaboration with the Parks and Recreation Department two maps showing Creaser Park were developed. One map shows the general location of Creaser Park in respect to Nathan Hale State Forest as other adjacent properties. The other map shows the "human impact" of Crease. It shows the location of trails, building, land clearing and other man-made structures or impacts. This will serve the Parks and Rec Department as they continue to formalize policy regarding the parks.

Mill Brook Greenway

Currently in its conceptual phase, possible trails have been identified in regards to several variables. Variables in consideration when developing trails; Town owned parcels, wetlands, scenic views, topographical boundaries, use of ROW, safe site-line for crossing streets and minimum impact to abutting parcels.

Future Projects

In talks with WPCA Technician, Mike Ruef, about formalizing a Sewer Service Zone map.

Continuing Projects

All mapping projects mentioned in the previous Quarterly report are ongoing and are periodically updated as new information comes in. Such projects include Storm-water Mitigation, Blight, and Road Connectivity. Currently, the Land Use office is looking forward to receiving the new 2012 aerial released for the State of Connecticut and will help to improve mapping projects with more up to date and accurate information.

ZONING BOARD OF APPEALS

YEAR 2013

JANUARY, FEBRUARY, MARCH - 2013

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
12-05Z	12/19/12	1/15/13	Stephen Dinneen, Rebuild existing home destroyed by tree, 24 Beaver Trail	1/15/13	A

INLAND WETLANDS APPLICATIONSYEAR **2013**

JANUARY, FEBRUARY, MARCH - 2013

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY/MINIMAL IMPACT	DATE OF DECISION	ACTION **
13-01W	1/22/13	1/22/13		Application of Ken Pudeler as Agent for Scott Menzel – 10-Lot subdivision on Dunn Rd.	2/27/13	A
13-02WA	1/23/13	1/24/13		Application of Ernie and Terri Quinn for Foundation Drain Discharge and Grading within 75' upland review area	2/25/13	A
13-03WA	2/12/13	2/12/13		Application of Gary Jonas for aboveground pool within 75' review area – 800 Dunn Rd.	2/14/13	A
13-04WA	2/15/13	2/15/13		Application of Joseph Guardino to construct a garage and drainage for stormwater mitigation at 10 Avery Shores	2/19/13	A
13-05W	2/26/13	3/27/13		Application of Eric Tsolis to build single family home and rain gardens on Edgewater Dr.	3/27/13	A
13-06W	3/26/13	3/27/13		Application of CTDOT/Town of Coventry – Sidewalk Extension on Main St.		P
13-07W	3/26/13	3/27/13		Application of Coventry Public Works for drainage and grading work at Patriots Park		P

W = Wetlands Agency
 WA = Wetlands Agent
 AR – As of Right

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

MISCELLANEOUS

- Provide daily interaction with general Coventry public on property concerns.
- Manage and review all Driveway and Road cut permits to insure that they comply with Town standards.

Please address inquiries related to these projects to Todd M. Penney, P.E. at 742-4062 or e-mail tpenney@coventryct.org.



OFFICE OF TOWN CLERK

Lori Tollmann
Assistant Town Clerk

Susan J. Cyr
Town Clerk

Anne B. Lewis
Assistant Town Clerk

QUARTERLY REPORT JANUARY 1 – MARCH 31, 2013



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 and issuing sports and dog licenses and administering elections in coordination with the Registrar of Voters.



Recording & Licensing



Receivables & Revenue:

- ✓ The Clerk's Office collected \$114,839.79 this quarter, of which \$48,913.51 was retained by the Town. This represents a 25% increase over the same period last year.



Activity	Volume	Revenue
Total Documents Recorded	765	20,294.00
Local Conveyances Recorded	73	11,708.76
Copies	3,667	3,718.25
Trade Name Certificates	9	45.00
Liquor Permits	3	6.00
Burial/Cremation Permits	5	15.00
Veterans Discharges	7	0
Marriage Licenses	5	57
Vitals Copies	78	1,545.00
Notary Fees & Renewals	64	360.00
Dog License Fees	33	32.50
Maps Filed	19	290.0
Fish & Game License & Permit Fees	160	57.00
Conveyance fees	73	27.00
PA-490	1	7,100.00
PA-00-146 Clerk	732	732.00
PA-05-228 & PA-09-229 LOCIP	732	2,196.00
PA-05-228 & PA-09-229 Clerk	732	732.00
Town Clerk Revenue Transferred to Treasurer:		\$48,913.51



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

PA 09-229: Public Act 05-228 required the Town Clerk to collect an additional \$30 fee for each document recorded in the town's land records. The State of Connecticut received \$26 of 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. PA-0229 requires that an additional \$10 be collected for the first page of land recordings. The additional \$10 fee is combined and reported with PA 05-228 and remitted to the State of Connecticut. The purpose is to provide a safety net program for Connecticut's one billion dollar dairy industry. The fees retained by the Town of Coventry have not increased. This quarter, the Clerk's office collected \$29,280 of which \$2,928 has been added to the Town's general fund.



PA-490: In January the acting Assessor, Pat Alessi, furnished Assessor's Certificates to the Town Clerks Office which listed property classified as "forest land" and "farm land" under Public Act 490. Classification provides for taxation on such property at a lower rate and a penalty is payable to the town if the property is conveyed during the first 10 years. As these certificates had not been provided to us for several previous years we decided to compare the listings to recent sales. We became concerned that several parcels protected under the forest land exemption had been conveyed by a developer during 2012 for which the additional conveyance tax was not paid as required. Working together with Pat and the Town Attorney, we were able to recover \$7,100 in conveyance taxes due to the town.

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, \$65,542.28 in fees was collected. Associated reports were prepared and funds were disbursed to the State as follows:

PA 05-228 & 09-229	\$26,352.00
Marriage Licenses	95.00
Fish & Game Licenses	2,130.00
PA-00-146	1,464.00
State Conveyance Tax	35,501.28



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	\$300.00	\$84.00



Historic Preservation Grant No. 032-PC-13: In March the last of the 628 maps were microfilmed and digitized with grant funds received from the Connecticut State Library for Historic Preservation and Conservation. The images are in the process of being linked to the index for viewing.

Although we have evidence that the majority of these maps were security filmed throughout the years as required the images cannot be located on the stored film. It is extremely important that security backup for these records be created, and maintained offsite, to prevent the possibility of loss.

Infodex Index Book Automation: January 29, 2013 Infodex was activated and became available to search on the public search terminals and on www.searchiqs.com. Grantor and Grantee Indexes from 1885 through 1947 can be found by clicking on the Infodex tab. Infodex is a method developed by our Records Management Company, Info Quick Solutions, to automate the manual land record indexes enabling them to be searched and viewed without the expense of reindexing. Indexes beginning with the year 1712 will be added from existing microfilm.

Land Records on the WEB: Internet access to the land records index for the Town of Coventry has been available to the public for 11 months now. And in September the images dating back to October, 2003 were offered for viewing. Anyone interested in researching real property can search the index for free by logging on to the internet at <http://www.searchiqs.com/Coventry.html>. The site may also be accessed by logging on to the Town of Coventry website at www.coventryct.org. From the Home Page follow the link under property information. No password is required. Copies of documents may be downloaded for a fee. For each copy purchased the Town of Coventry continues to receive the statutory fee of \$1 per page. Our first quarterly payment was received in February together with a detailed report.

Electronic Document Recording: The State of Connecticut Legislative Regulation Review Committee approved the Real Property Electronic Recording Regulation at their meeting on March 26th. The Legislative Commissioners Office recommended some minor technical changes. Once changes are made the approved regulation will be filed with the Secretary of the State making Connecticut the 43rd state to allow electronic recording. The regulation is expected to become effective within 14 days of approval. At that point we will have the option to implement electronic recording in our office.

Should the Town of Coventry choose to participate, the next steps will be to review the Memorandum of Understanding provided by electronic recording delivery agents and set up an account to receive electronic funds transfers for the document recording fees. Our land records vendor, IQS, is currently partnered with some of the delivery agents and has processed electronic recording in other states for many years at no additional cost to land record offices. Most documents can be delivered electronically, however the Department of Revenue Services may not be ready to accept real estate conveyances until later in the year.

The Town Clerk has participated on the committee drafting the regulation for the last 4 years. This is an exciting advancement in the way business is done.

Historic Preservation Grant FY 2014: Application was made to the Connecticut State Library on March 11, 2013 for a new \$4,000 preservation and conservation grant. If approved the funds will be utilized to digitize and link approximately 41,000 images from 116 land record books to the electronic index. This will offer improved access to the public records in our office and on-line. Our current records management vendor, IQS, will perform the conversion.

staffing Updates/Activities



Susan Cyr, Town Clerk: The Town Clerk attended the Pension Trustees Meeting on February 5, 2013 as acting secretary. Pension Committee actions and recent retirement approvals were reviewed.

Susan attended the Connecticut Users Meeting conducted by Info Quick Solutions on March 14, 2013 in Windsor, Connecticut. IQS conducts workshops periodically with the Town Clerks currently utilizing their records management system in an effort to improve efficiency, develop improved reporting capabilities, introduce and rollout program updates and gather user input. Upcoming Dog Program changes were discussed and upgrades to the Absentee Ballot program were presented. A representative from Simplifile, Brian Kilfoyle, conducted an electronic document recording demonstration using the IQS system.

January 3, 2013 Susan attended an Achieving Excellence in Municipal Customer Service workshop sponsored by the Connecticut Conference of Municipalities. The Town Manager and staff from several town departments attended this free training as well.

Lori Tollmann, Assistant Town Clerk: Lori attended the February 13 Tolland County Town Clerks meeting. Topics of discussion were pending Electronic Recording legislation, document delivery vendors and Connecticut State Library Historic Preservation Grant ideas. County officers were elected to serve from May 1, 2013 to April 30, 2015. The Town Clerk was re-elected County Treasurer and Lori was elected Assistant Treasurer.

On March 12, 2013 Lori attended the Essential Records Course certified by FEMA. The Council of State Archivists awarded her a Certificate of Completion and classroom hours were accredited towards advanced certification.

Anne Lewis, Assistant Town Clerk: For months Anne has compiled the hundreds of maps that were sent to IQS for security filming and digitizing under grant funding. She ensured the comprehensive listing of all maps against the index before removal from the office. Anne has been responsible to verify their safe return and replacement to vault storage.



Quarterly Report
First Quarter 2013

Coventry Police Department



Listed below are the stated goals and objectives for each agency component for the fiscal year 12/13 and information regarding the department's progress toward meeting those goals.

ADMINISTRATION

- **Continue to comply with CALEA and POST Accreditation standards.**

The department has scheduled its on-site visit for reaccreditation for June 23rd through June 26th. During that time, two CALEA assessors will visit our department to examine our continued compliance with the standards.

- **Increase specialized training for field officers particularly in evidence collection techniques**

Lt. Nancy Thurnauer, Sgt. Chris Fiore and Sgt. Anthony Ochtera attended review credit in-service training. Officer Gail McDonnell attended active shooter training. Officer Jeff Spadjinske attended a seminar regarding enforcement of underage drinking laws. Detective Michael Hicks attended a three day training sessions on violent crime behavioral analysis. Detective Hicks attended an anti-terrorism class, Lt. Thurnauer attended domestic violence supervisor training, Dispatcher Tanaka received NCIC recertification training, Sergeant Fiore and Officer Opdenbrouw conducted active shooter training in conjunction with the Law Enforcement Council of southeastern CT, and Chief Palmer attended a three day training seminar in Alexandria VA at the National Center for Missing and Exploited Children (NCMEC). The travel and accommodations for this was paid for by NCMEC.

- **Evaluate fee structure for records and permit services**

There are no anticipated changes in the near future. This goal will not be included for next fiscal year.

- **Continue to submit grant applications for funding costs associated with enforcement initiatives as well as equipment needs**

The department submitted for reimbursement from the State Department of Transportation for the Holiday DUI Enforcement grant in the amount of \$2495.

The department received approval of its grant application for \$25,433.00 from the Justice Assistance Grant. We began the process of received quotes on the items we intend to purchase which includes a Livescan Fingerprint Unit; upgrade the video recording system for criminal investigations and to replace the department's handguns.

OPERATIONS

- **Provide adequate patrol coverage throughout town 24 hours a day**

Adequate patrol staffing has been provided throughout the quarter. On occasion, overtime was necessary, or officers were 'ordered in' to duty. Based upon the new patrol schedule that was implemented in September, preliminary data shows that there has been a 10% reduction in overtime expenditures and a 15% reduction in the number of hours requiring 'order-in' coverage. We have agreed to extend the trial schedule through the summer months to get a better picture of costs and benefits.

On March 21, the department hired a new patrol officer, Thomas Kuhns, who fills the vacancy left after the retirement of Lt. Solenski. Officer Kuhns will start the Police Academy in early April and will be graduating in late September after which he will be in a Field Training Program for a minimum of 400 additional hours. We anticipate he will be able to perform as a fully certified officer sometime around the beginning of 2014.



- **Increase crime prevention efforts and presentations to crime watch and neighborhood groups**

Chief Palmer continues to participate in the Coventry STEPS committee which meets on a regular basis. Several tours of the department were conducted during the quarter to Girl Scout and Boy Scout groups.

- **Collaborate with school district and Youth Services office on presenting prevention programs to school-aged youth**

Chief Palmer continues to participate in the School District Safety Committee. The joint committee on school safety continues to meet in order to review and revise the school safety plan.

Members of the department participated in a safety drill at CHS and CNHMS.

Sgt. McDonagh and Officer Dexter made presentations at both the high school and middle school. Topics included youth and the law and cyber-bullying.

Officer Gail McDonnell conducted a trip with female students to the York Correctional Center.

- **Respond to all calls for service and investigate reports of criminal and suspicious activity in an efficient manner**

Officers continue to respond to calls for service and conduct appropriate investigations.

The CAD Incident Analysis for the quarter is attached.

- **Continue to participate with Metro Traffic Services to aggressively enforce DUI laws and hazardous moving traffic violations**

A Sobriety checkpoint is planned during the next quarter to coincide with "Spring Weekend". The department has received a loaner speed display sign. We will place in in areas that have habitual problems with speeding vehicles and make a recommendation for purchase at a later time

- **Increase enforcement of distracted driving violations**

Officers have continued to target distracted driving violations throughout town during routine patrols.

SUPPORT

- **Continue to utilize the Community Service Officer in order to make more efficient use of police officer's time**

The CSO continues to investigate and address calls of abandoned and/or junk vehicles on private property. The CSO has been working in conjunction with the town's Zoning Enforcement Officer to handle these types of calls.

- **Collaborate with other town agencies in investigations regarding blight complaints**

This is on-going. The CSO acts as the agency liaison to the blight committee.

- **Coordinate with other law enforcement agencies participating in the regional service sharing agreement in motor vehicle and other enforcement efforts and seek grant funding to support operational goals**

Our relationship with the Metro Traffic Unit for motor vehicle enforcement and accident investigation continues to strengthen. A number of collaborative efforts have taken place throughout the quarter. Agency staff continues to participate in planning meetings and grant applications along with Metro Traffic.

- **Continue to use new technologies to enhance agency communications to citizens in order to provide useful information and to gather feedback regarding perceptions of agency effectiveness. Implement new agency website.**

The department began utilizing the 'E-Ticketing' system. This allows officers to issue infractions and other citations electronically from their vehicles. The equipment was provided by the State of Connecticut.

- **Upgrade Livescan identification unit and integrate with arrest record system.**

The new Livescan unit will be purchase using the Justice Assistance Grant funds.

- **Upgrade in-car computers in order to allow records searches and report writing from vehicles.**

See above

OTHER NEWS AND EVENTS

A huge snowstorm struck the northeast, bringing nearly three feet of snow to our area. Police personnel continued to provide services during this event. The HMMWV that was put into service last year was the only vehicle that we were able to use to get through the deep snow.

The department arrested two members of the Coventry Volunteer Fire Association for sexual assault after information was received about illegal activity.

The department received recognition for its fundraising efforts for Special Olympics. The award was received by Ellen Jamaitus and Officer Opendrouw.





**Coventry Police Department
Incident Analysis**

1/1/2013...3/31/2013

Shift	Total
1st 274	1824
2nd 977	
3rd 574	

UCR	Nature	1st	2nd	3rd	Total
		1	0	0	0
029	Disabled Motor Vehicle	2	30	12	44
11D	Sex Forcible Fondling	0	0	1	1
120	Robbery	0	0	1	1
13A	Assault Aggravated	1	0	0	1
13B	Assault Simple	1	1	2	4
13C	Intimidation	1	5	5	11
152	Suicide Threat/Attempt	0	0	4	4
220	Burglary	1	3	1	5
23D	Larceny Theft From Building	0	1	0	1
23F	Larceny Theft From MV	0	1	1	2
23H	Larceny All Other	1	7	2	10
250	Counter/Forgery	1	2	0	3
2604	Fireworks/Gunshots	0	1	2	3
2609	Littering	0	1	1	2
2619	Building Check	0	1	0	1
2625	Notification	0	1	1	2
2631	Public Hazard	7	14	9	30
26A	Fraud False Pretenses	0	0	1	1
26B	Fraud Credit Card/ATM	0	2	0	2
26C	Fraud Impersonation	0	1	0	1
26E	Fraud Wire	0	1	0	1
290	Vandalism	1	4	3	8
2914	Animal Complaint	2	41	22	65
3009	Susp Person/Activity/MV	15	61	50	126
326	Illegal Parking	0	1	1	2
332	Harassment/Harassing Phone Calls	0	8	6	14
334	Untimely Death	0	1	0	1
343	MV Accident (Injuries)	3	4	3	10
344	MV Accident Evading	2	1	3	6
346	MV Accident (No Injuries)	12	17	25	54
351	Alarm	21	44	21	86
353	Medical	28	67	21	116
355	MV Stop	38	129	99	266
35A	Drug/Narcotic Violation	0	0	2	2
35B	Drug Equipment Violation	0	0	1	1
36B	Sex Statutory Rape	0	2	0	2
375	Routine Assistance	15	50	43	108
377	Open Door/Window	0	1	0	1
388	Miscellaneous	7	21	14	42
396	Escort	5	9	3	17
398	Missing Person	0	1	0	1



Coventry Police Department Incident Analysis

1/1/2013...3/31/2013

399	Lost And Found	2	6	4	12
400	Family Matter - Non Arrest	0	8	4	12
4811	Finger Printing	1	127	1	129
4858	Fire	7	3	7	17
4873	Assist Other Agency	10	18	20	48
861	Disturbance (Non-Domestic)	3	2	3	8
863	Town Ordinance Violation	0	1	0	1
866	Noise Complaint	2	0	3	5
889	Check Welfare	2	11	9	22
890	MV Erratic Operation	1	20	24	45
891	MV Lock Out	3	6	4	13
90D	DWI	3	0	6	9
90J	Trespass of Real Property	1	0	0	1
90Z	All Other Offenses	0	4	1	5
911	911 Hang Up Call	6	25	23	54
H109	Junk MV	0	1	0	1
Sup	Supplemental	68	211	105	384

Fire Marshal/Emergency Management

Noel Waite, Fire Marshal / EMD

A major storm moved through the area in the first part of the third quarter which required the opening of the town's Emergency Operations Center. All emergency service systems were in place to respond as needed, however no extreme cases were reported. The application for reimbursement for Super Storm Sandy was completed and submitted to FEMA for review and acceptance.

There were three (3) fires responded to this quarter. The schools had a lock down drill to reinforce safe practices. And thirty (30) inspections were performed by the Fire Marshal this quarter.

Lastly, the town's CERT team gratefully accepted a donation of a ham radio system by a local resident.

**PUBLIC WORKS DEPARTMENT
QUARTERLY REPORT
JANUARY, FEBRUARY AND MARCH 2013**

STAFF

Director of Public Works	David Gofstein
Superintendent of Operations / Tree Warden	Douglas Reese
Administrative Secretary	Donna Wrubel
Heavy Equipment Operator / Crew Leader	Clifton Labrec
Light Equipment Operator / Truck Driver	Gale Hoyt
Light Equipment Operator / Truck Driver	Richard Watts
Light Equipment Operator / Truck Driver	Charles Harakaly
Light Equipment Operator / Truck Driver	Rick Landry
Facility Maintainer II / Crew Leader	Monica Bragdon
Facility Maintainer I	Michael Mangiafico
Public Works Maintainer I.....	Todd Rychling
Public Works Maintainer I.....	Lee Davey
Public Works Maintainer I.....	John Hoffman
Public Works Maintainer I.....	Daniel Smith
Lead Mechanic.....	Daniel Caron
Mechanic I.....	Erik Johansen
Mechanic's Helper	Robert Maxwell
COVRRR Transfer Station Operator.....	John Remes
Town Engineer.....	Todd Penney
WPCA Technician / Operator	Michael Ruef

Congratulations!!

Monica Bragdon was promoted this quarter from Facility Maintainer II to Facility Maintainer II / Crew Leader. Monica has worked for the town since 1988.

Daniel Smith, our newest Public Works Maintainer I, has passed his probationary period as of March 2013.



Down on Main Street



Fairfield or Coventry – Blizzard Charlotte was a Golly Whopper!

Meanwhile, back at the Garage.....

We managed to go the entire winter without any significant breakdowns due to enhanced abilities in our new shop. It allowed some time this winter to ready the spring equipment. The department continued to work on our new building in between snow storms.



Plan File storage is sorted



The Town Engineer's design office is polished

A new wheel balancer is installed. We have been unable to service 17", 18", and 19.5" tires, which have become prevalent on light trucks. This machine is also necessary to program tire pressure warning light triggers, standard in all new vehicles.



Shop built mobile generator. If you have a sewer grinder pump, you've seen this before.



Hand Tool storage area:



Chain saw hangers have been constructed along with weed eaters...



and backpack blower storage.



Steel Signpost
storage

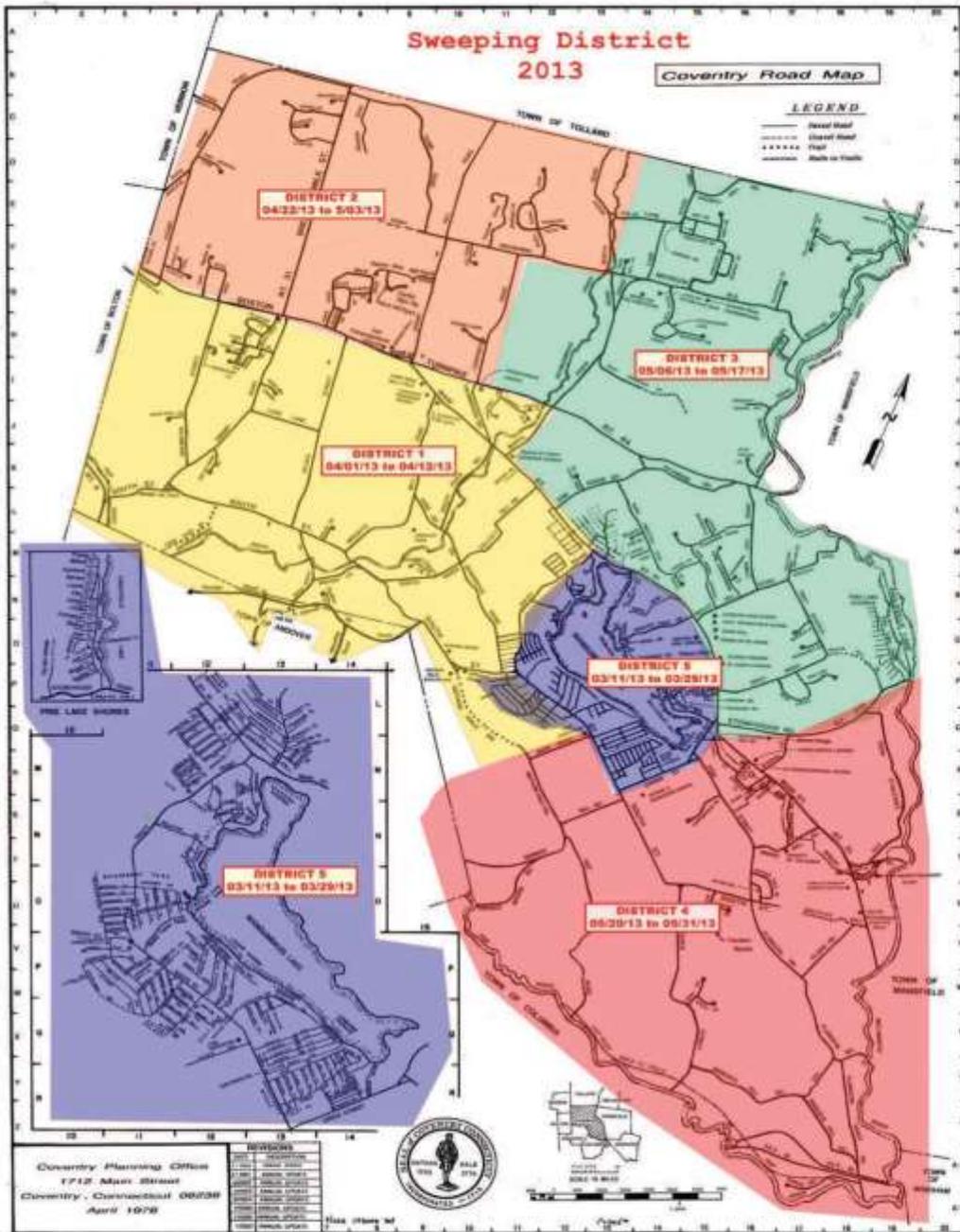


Lee Davey cleans a paver box conveyer



Dan Caron and Bob Maxwell fit a prefinished bushing pin in that holds the boom mower head on.





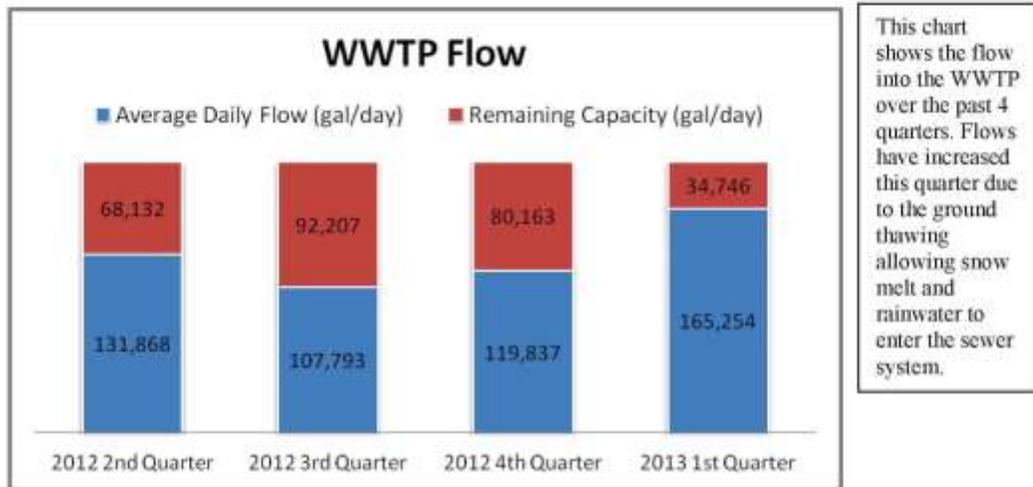
We are proud to produce our first visually appealing street sweeping schedule. VOILA!

The Transfer Station hours were changed this quarter to be open earlier on Thursdays (noon) allowing residents an extra 3 hours a week use of the facility!!

COVRRRA prepared the Transfer Station for the transition to a new State Approved Electronic Recycling Vendor, Metech Recycling.

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Daily Flow = approx 165,254 gallons per day
Approximate Capacity Remaining at WWTP = 17%



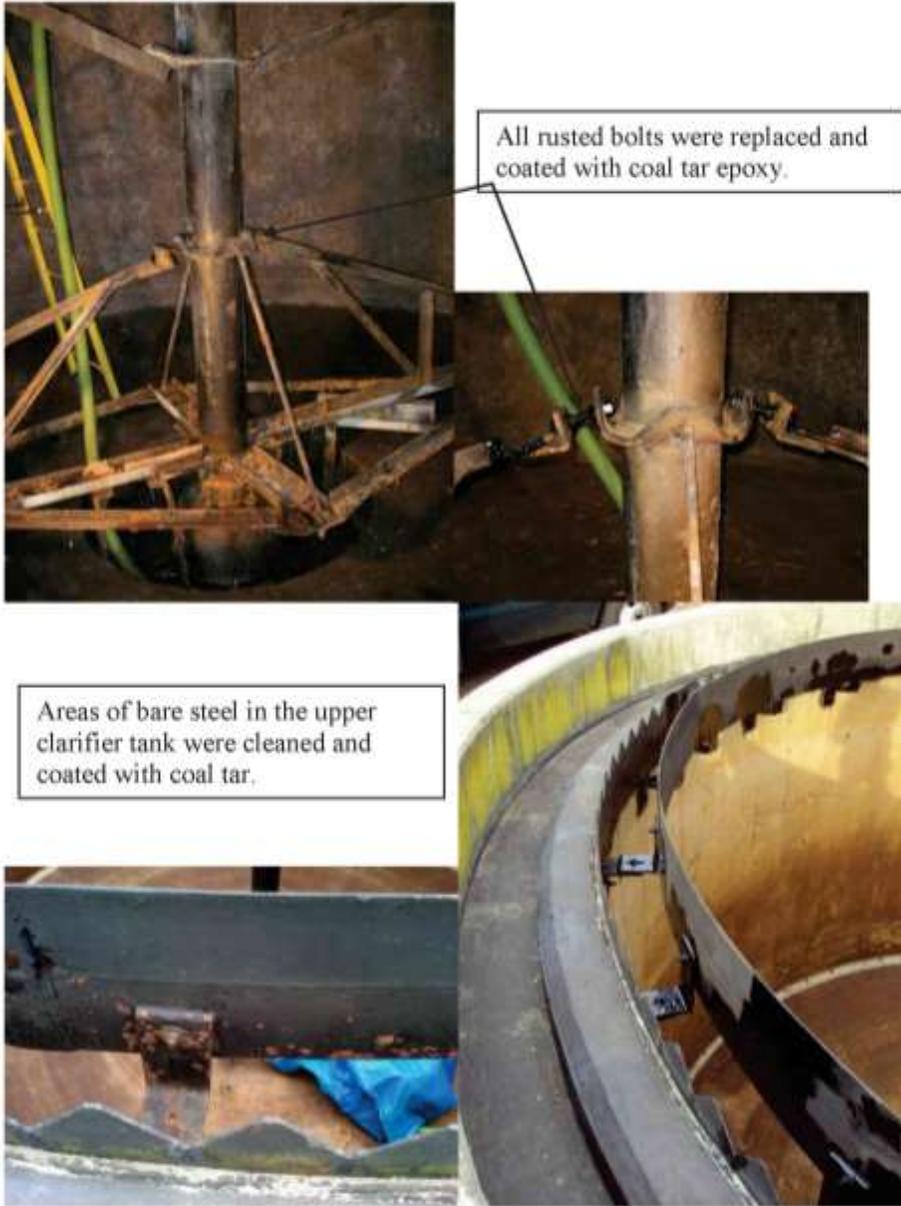
Projects Update:

- Structural Repairs to Clarifier-Digester #2 were completed by RH White Construction Co on January 11th and were inspected by Jim Silva, P.E.



This guide bearing assembly keeps the center drive shaft inside the digester straight. Corrosion has cause severe deterioration of the bolts and concrete causing the drive shaft to become tilted.

New concrete anchors were installed, coated with coal tar epoxy, and the concrete was re-grouted.



- Influent Pump #3 was replaced with our spare pump by Water and Waste Equipment on the 19th.

- Influent Pump #3 was replaced with our spare pump by Water and Waste Equipment on the 19th.



Note gap between wear rings in old pump. The gap reduces pump efficiency and allows rags to bind the impeller further reducing pump discharge.



Pump discharge increased from 50 gallons per minutes to 100 gallons per minute; which is significant during major rain events when we need all 3 pumps running.

- The pump that was removed will be refurbished so that we always have a spare on site.

BUILDING DEPARTMENT QUARTERLY REPORT
3rd QUARTER
January, February, March 2013

There was an approval of five (5) permits issued for new dwellings this quarter.

<u>NEW HOUSE PERMITS ISSUED</u>	
3RD QUARTER 2012-2013 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
28 ARMSTRONG RD UNIT C-20	1/24/2013
1020 CEDAR SWAMP RD	1/28/2013
577 STONEHOUSE RD	2/22/2013
54 BRIGHAM TAVERN RD	2/26/2013
79 FREDERICK DR	2/27/2013

Foundation work also started for three (3) new residential dwellings at 79 Frederick Drive, 24 Beaver Trail and 102 Rabbit Trail. The latter two of the three are to replace homes that were destroyed by a tree falling on it and a house fire.

New home owners are happily settling into seven (7) newly built homes.

<u>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES</u>	
3RD QUARTER 2012-2013 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
342 HANNAH LN	1/3/2013
40 STANDISH RD	1/8/2013
28 ARMSTRONG UNIT B-9	1/31/2013
29 APPIAN WAY	3/1/2013
707 BABCOCK HILL RD	3/6/2013
28 ARMSTRONG UNIT C-27	3/26/2013
1020 CEDAR SWAMP RD	3/26/2013

Municipal Projects:

There is an ongoing Photo-voltaic array project occurring at the Department of Public Works Garage and the generator project for the Sewer Treatment Plant has been finalized.

Commercial Projects:

There has been some exciting commercial development in Coventry with the purchase of and new addition project starting at 1384 Main Street (the old Daisy's, potentially soon to be called The Village Grill & Chill). We have also welcomed a new tattoo parlor open up in the village at 1276 Main Street. The Manchester Sportsmen's Association at 612 Merrow Road continues to make strides on their new meeting hall. Finally, Beebe Electric had been approved permits for storage areas at his business at 1011 Main Street.

Three hundred and twenty (320) inspections were completed this quarter.

Seven (7) hours of continuing education were earned this quarter.

Permits for this Quarter

COVENTRY PERMITS 2012-13	3RD QUARTER			3rd
	Jan. 2013	Feb. 2013	Mar. 2013	Qtr. Totals 2012-2013
Houses only	2	3	0	5
Foundation only	1	1	2	4
Condominiums	4	0	0	4
Commercial Bldg/Renov	0	0	0	0
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	0	0	1	1
Garages/Carports	0	0	1	1
Sheds/Barns	1	1	3	5
Decks/Porches	0	1	1	2
Pools	0	1	0	1
Demolition	0	1	1	2
Woodstove	8	2	1	11
Miscellaneous	7	2	2	11
Renov/Repair/Alter	5	5	10	20
Plumbing	4	1	4	9
Heating	18	6	4	28
Electric	12	12	10	34
TOTAL PERMITS	62	36	40	138
PERMIT VALUE	\$531,946	\$808,953	\$308,430	\$1,649,329
FEES COLLECTED	\$8,108	\$11,282	\$4,325	\$23,715
ZONING Permits	4	5	11	20
Fees Collected	\$225	\$300	\$600	\$1,125
Certificate of Completion	43	15	54	112
C/O's - New Homes/Condos	3	0	4	7
C/O's - Other	3	0	6	9

Human Services Department Quarterly Report January – March 2013

Staff: Courtney L. Chan, MSW, Human Services Administrator
Brenda Bennett Administrative Assistant
Crystal D. Morawitz, Youth Services Coordinator
Leigh H. Wajda, Senior Transportation Coordinator
Sarah Taylor West, Senior Center Coordinator





HUMAN SERVICES OFFICE JANUARY, FEBRUARY, MARCH

A. HUMAN SERVICES

1. Meetings:

- Human Services Advisory Committee: 2/7/13
- CLASS Meetings: 1/17; 2/21; 3/21
- OPM ~ Renters Rebate: 3/12/13
- Salvation Army Meetings : 2/21/13 (staff); 3/11/13(service unit)
- Customer Service Seminar : Town of Vernon 1/31/13
- Presentation by Home Instead Senior Care: 2/14/13
- EHHD Be Well Presentation : 2/28/13
- Town Website Project : 2/11/13, 2/27/13, 3/12

2. Direct Services: 98 unduplicated client cases

3. Programs:

- **ENERGY ASSISTANCE PROGRAM: 32 energy clients** this quarter and a total of **95** applications for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic); 17 applications totaling **\$13,000** through Operation Fuel have been done in the office and; 7 deliveries were authorized from the Clergy Fuel Fund for clients who have used up all their other resource and, \$260.00 in donations.
- **FOOD BANK:** 16 requests for the food bank this quarter. We received generous donations from: CGS, Boy Scouts, Girl Scouts, St. Mary's Church, ????, 1st Congregational Church????, 2nd Congregational Church and many individuals including several young people who did food collections in lieu of getting birthday gifts.
- **SPECIAL NEEDS: 7** families used the Special Needs Program to help with housing needs, heat, utilities, and other special needs for a total of **\$2,859.08**; Cash donations: **\$617.49** was received from the United Way employee donation program and a number of generous individuals.

- **SALVATION ARMY: 10** cases were assisted with medical, housing, food, and utilities for a total of **\$1,596.24**
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have present issues for residents who are elderly or disabled and are unable to move them safely. The winter months in particular present challenges and we have 39 households on the in yard service list at this time.
- **PREPARED DEPARTMENT AND REGIONAL GRANTS BUDGET REQUESTS FOR TOWN**
- **REPORTS:** Town Quarterly and Salvation Army Quarterly.
- **PUBLIC RELATIONS:** Press releases, Town Newsletter and Munivision.

B. ELDERLY SERVICES – TOWN HALL

1. Direct Service Clients: 10 unduplicated client cases

** CHOICES COUNSELING has moved to the Senior Center (effective November, 2012).

C. SENIOR CENTER:

1. Attendance for this Quarter:

(Numbers represent Seniors returning multiple times)

- January – 343
- February – 361
- March – 402



* Of Note: the Senior Center was closed 1/31, 2/8 and 2/11 due to snow days. We were also closed 1/21 in honor of Martin Luther King Jr. Day and 2/18 for Presidents Day.

2. Weekly Programming:

- Cribbage - Monday mornings
- "Let's Talk" - Monday mornings
- Scrabble Group – Monday afternoons
- Exercise Class - Tuesday & Thursday mornings
- Wii Bowling - Wednesday mornings
- Billiards - Wednesday, Thursday & Friday mornings
- Setback - Thursday & Friday afternoons
- Quilting - Friday mornings
- Veterans Advocate - Wednesday afternoons by appointment

3. Monthly Programming:

- Many Seniors support and participate in Packing for the Troops, a joint program between the Coventry Seniors and the American Legion Post 52. Once per month, several Seniors purchase supplies and send care packages to local soldiers who are currently deployed. In February, special Valentine's Day care packages were sent with sweet treats and small gifts. Seniors also hosted a Welcome Home Reception on January 2nd for James Brazeau, who was returning from serving in Afghanistan. James was welcomed and honored by over 50 Seniors and members of the American Legion Post 52 at this very special event.
- *What's Brewing* was introduced as an informal group where Seniors have the opportunity to give their input and feedback around Senior Center programming. This group has not been well-attended (no one attended either meeting in January or February) and has therefore been discontinued. Seniors were informed that the group has been discontinued and encouraged to see the Senior Center Coordinator with any issues, concerns or programming suggestions they may have in the future.

4. Health & Wellness Programming:

- The Wellness Nurse visits the Senior Center twice each month and is available to provide Blood Pressure & Blood Sugar screenings, as well as to answer any medical questions Seniors have and to refer them to the appropriate local resources. This program is well-known and well-utilized each month.
- We have expanded our Footcare Program to include monthly toenail clipping by VNAEast Nurse Mary Hess, as well as the services of a local Podiatrist on a bimonthly basis. These changes have allowed us to offer more comprehensive footcare to more Seniors in a more cost-effective manner. Mary Hess, R.N., provided toenail clipping to 7 Seniors on January 31st, 7 Seniors on February 14th, and 6 Seniors on March 21st. Dr. Anthony Morgan provided toenail clipping and podiatric evaluations to 4 Seniors on January 31st. However, it should be noted that due to snow days, this clinic had to be rescheduled twice; initially 11 Seniors were registered, but due to the changes in dates, only 4 were able to attend on the 31st.
- 5 Seniors attended the Fitness Room Orientation offered on February 21st. To date, 24 Seniors have completed their paperwork and the Fitness Room Orientations; during the months of January, February & March, Seniors logged 40 visits to the Fitness Room.
- Local Licensed Massage Therapist Deb Turner provided Reflexology sessions to 6 Seniors on February 20th & March 14th.
- Deb Turner, L.M.T., also provided Chair Massage sessions to 2 Seniors on March 13th.
- The Live Well program is a 6 week workshop designed to help Seniors find the support and tools they need to manage ongoing health conditions and live well. This program was co-sponsored by Senior Resources & the Senior Center, and held between February 25th and April 1st. 12 Seniors completed the entire 6 week program. On the satisfaction surveys that were collected, Seniors spoke very positively of the program and noted that they felt they had learned many things to assist them in living well and managing their individual life goals.

5. Special/Seasonal Programming:

- On January 9th, Lynne Bellware hosted a workshop on Financial Planning. 3 Seniors attended this informative presentation.
- On February 6th, Lynne Bellware hosted a 2nd workshop focused on Advanced Directives. 2 Seniors attended and provided positive feedback on the presentation.
- On February 4th, Patriot's Park Lodge was transformed into a lovely Spa complete with healthy refreshments and a fire in the fireplace! 13 Seniors treated themselves to haircuts, manicures and pedicures at a bargain price and immensely enjoyed the event. Due to the positive response, Spa Days will continue on a regular basis every other month.
- On January 23rd, 64 people attended our Winter Luncheon and enjoyed a delicious meal with friends. Many members of American Legion Post 52 also attended and took the opportunity to honor Father Ray Introvigne for his years of service as the Legion Chaplain and for his contributions to the community. Senior Center Coordinator Sarah Taylor West was also (very surprised and) recognized by the Legion for her work at the Senior Center and for fostering a strong coalition between our local Post and the Senior Center community.
- On February 14th, Seniors celebrated Valentine's Day by making homemade Valentines for each other.
- On February 27th, the Senior Center hosted a Sock Hop. 23 Seniors attended and danced their hearts out!
- Tax Aid was offered once again at the Senior Center between February and April. 41 Seniors took advantage of this free service from AARP.

D. SENIOR TRANSPORTATION:

Coventry Rides Van Program

Third Quarter Report FY 13
January – March 2013

Days of Operation: 42
of Individuals Riding: 30
of One-Way Trips: 304
Volunteer Hours: 123
Miles Total: 2167
Average # of One-way Trips per Day: 7
Average # of Miles per Day: 52
Average # of Volunteer Hours per Day: 3

Volunteers Drivers: Tim Ackert, Brian Coss, Christine Coss, Dick Frye, Bill Hoffman, Kim Homans, Dave Lamore, Debbie Locke, David McCrory, Bill Root, Ken Stein, Jack Thayer, Bill Wajda. Eight drivers are now licensed to drive the new bus.



The demand for transportation services continues. One driver is in training at this time. More drivers are needed to meet the demand.

Private car drivers include Carol Moriarty, Claudette Polhemus, David McCrory, Karen Renfro, Bill Root, Cathy Root, Chris Coss, Brian Coss, Karen Renfro, Monica Maneri, Bill Wajda, Carol Kent, Trena Gale and Lori Boucher. Private car transportation is used for service beyond the scope of the van program such as to locations outside the Coventry, Vernon, Manchester and Tolland areas and at times when van/bus service is not available.

Transportation is offered on Mondays, Tuesdays, Wednesdays, and Thursdays to locations in Coventry, Manchester, Tolland, and Vernon. Van transportation is used for medical appointments, senior day programs, grocery and personal shopping, voting, senior workshops, Senior Center, town events and entertainment. A special once a month trip from Orchard Hills to New Alliance Bank in North Coventry is now being offered since the closing of the downtown branch.

Wellness Trips included trips to the Windham Theater Guild and Lunch Bunch trips to local restaurants.

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

E. YOUTH SERVICES



1. Administrative Function:

- Prepared monthly reports for the State Department of Education (for \$14,500 grant)
- Youth Services Advisory Board Meetings/ Prevention Council Meetings 1/3/13
- Attended Coventry Human Services Advisory Committee Meetings on 2/7/13
- Attended Eastern Region Youth Service Bureau Meetings 1/7/13, 2/4/13
- Attended School Readiness Meetings 2/5/13, 2/13/13, 2/27/13, 3/13/13
- Salvation Army Unit Meeting 3/11/13
- Attended presentation at MCC on "Dating Violence; Healthy vs. Unhealthy Relationships" 3/21/13
- Attended DCF Conference 3/27/13

2. Direct Service

A. Function

➤ Youth & Family Cases	9 cases
➤ Community Service	0 cases
➤ Community Restitution	0 cases
➤ Youth Job Bank Requests	5 requests
➤ Youth Job Bank Matches	5 matches
➤ Juvenile Review Board	0 cases

B. Programs

- Positive Connections Mentoring program has had multiple traveling science programs visit. In addition, mentors have led numerous activities including pizza making, cupcake decorating, and arts and crafts. The mentors participated in a cupcake contest with one mentor entering her cupcakes while other mentors served as judges for over 20 entries.
- **Counseling Services** continues to be offered; working with 1 student currently. New families are consistently being referred from schools, police and self referrals.



Coventry Parks & Recreation

Quarterly Report: January – February – March 2013

***The mission of Coventry Parks and Recreation Department is:
to foster active lifestyles, social well-being, and environmental stewardship.***

GENERAL ADMINISTRATION

The winter months were not as busy as last winter without the 300th Anniversary events that required extra effort. Ms. Rubin attended several internal meetings, such as Supervisory Staff meetings, Recreation Commission meetings, the Ad hoc Football Field Lighting committee meeting, a Worker Safety Committee meeting, Land Use Consortium. She also met with Town Manager & Finance Director to review CIP and Operating Budgets for FY 13-14, attended Town Budget Hearing, and a meeting w/Town Planner regarding a Trails Grant application.

Ms. Rubin participated in several community groups' program planning meetings, such as the Eastern Highlands Health District Community Transformation grant CHART meetings and a meeting with Ande Bloom to follow-up on several projects, STEPS Health Committee meetings, a meeting to discuss Parents as Teachers program, the Spring Sports Council field scheduling meeting, and the Youth Basketball leadership regarding the status of the program.

Over the winter, the director was able to complete the 1st draft of Strategic Plan Action Matrix, completed second quarter report FY 12-13, monthly reports, and began to plan for implementation of new ordinance changes by providing a final copy to Town Clerk, addressing changes in Lifeguard staff manual, designing a permit for alcohol use and confirming the process with the Police Chief and Town Clerk for verification of authenticity.

PROFESSIONAL DEVELOPMENT

Ms. Rubin listened in on an National Recreation and Park Association (NRPA) Webinar entitled "Designing Natural Playscapes", and a Wildfire hosted Webinar on social media services, a Discussion Forum sponsored by America Walks: "Public Health & Walking: Turning Programs and Policy Into Action, and an on-line Book King Software Demonstration. She attended the Connecticut Recreation and Parks Association (CRPA) Winter Quarterly on "Setting Social Media & Dress Code policy in the Workplace."

Ms. Rubin serves on the CRPA Legislative Committee and was active this Legislative session with meetings and conference calls, providing testimony on a Swimming Pool Safety, Background Checks, and Child Care food policy. She was also a participant at a CRPA Leadership Meeting.



Both Ms. Rubin and Ms. Torcasio participated in a National Wildlife Federation's "Geocaching with Ranger Rick" webinar. An order was placed for eight geocaches for a Patriots Park Geocache trail that will be featured in Walktoberfest events. Cat Torcasio attended CCM's "Achieving Excellence in Customer Service" workshop and participated in a Webinar by Adweek, "8 Ways to Collaborate More Effectively."

Ms. Rubin completed the written portion of the annual performance evaluation and goal setting session with the Recreation Supervisor. Summer jobs and internship opportunities were posted on our website, Facebook, at ECSU sports center & their student center. Staff also interviewed a potential summer intern from York College, PA, and provided information to MCC student for school project, and assisted a Nichols College student with career guidance. We began process of hiring lifeguards, gatekeepers and park maintainers.

PARKS

Creaser Park

The Recreation Commission has been chipping away at a large goal for Creaser Park. The end product is to gain a stewardship and management plan with an emphasis on exploring the establishment of a nature education/environmental interpretive center. This quarter, a lot has been accomplished towards this goal. The Recreation & Parks Director has worked closely with the Town Planner on GIS Park mapping & a PowerPoint presentation. A Survey Monkey survey was conducted with 265 responses to help us determine the public's current use of the facilities. The folks at Tri County ARC have requested that the town of Coventry relinquish their lease for use of the building at Creaser, to which we complied. Ms. Rubin met with an electrician and the DPW Director on site at Creaser to plan upgrade of electrical panels.

Miller Richardson

Ms. Rubin has met with Youth Football & town staff re: final steps of the landfill project and to address and review our irrigation options. She has also assisted in the process of ordering new bleachers and team benches for the baseball fields.

Patriots Park

Several projects have been in process throughout the fall and winter, and will now hopefully wrap up in time for the spring and summer seasons. The Community Center had a problem with Powder Post Beetles and is in the process of being treated. The snack shack demolition was completed by DPW – and several very large trees had to be removed from the area prior to installing the new shed. Ms. Rubin met with a sales rep from Kloter Farms to determine size, style and pricing estimates for new shed, and it was installed in March. This building will now house the Day Camp & Recreation program supplies. This will now allow space at the boathouse for the UConn men's crew club team to share with the EO Smith High School.



There are several things in the works to improve the quality of the buildings including upgrading our maintenance practices, looking into getting keyless entry systems. Ms. Rubin attended a few trade shows to learn about our options and current product trends. We are also getting rice estimates for renovations to the Caretaker house to make it useable for commercial office space. An Eagle Scout candidate is proposing to make upgrades to the Patriots Park Forest Trail, and another Eagle Scout candidate is proposing to renovate the old skating hut by the pond. A Community Service person cleaned all windows at Comm. Ctr., Youth Bldg., and Lodge/Sr. Center.

Beaches

Ms. Rubin and Carmina Valente, Aquatics Supervisor sent out *Intent to Return* paperwork to all last year's beach staff and prepared data and rationale for beach opening date discussions. Applications for new lifeguards were made available at the end of January, with a closing date of April 18th.

PLAYFUL CITY USA



To fulfill our commitment as a Playful City USA 2012, Ms. Rubin worked with DPW and Planning staff to address conditions of playscape equipment and the surrounding environment at Windswept Park. An application was submitted to "Kaboom!" for our re-designation as a Playful City 2013. Along with this, Ms. Rubin developed a Fundraising plan, timeline, and supporting marketing materials to kick off a new fundraising campaign for Laidlaw Park playscape.

PROGRAMS

Brochures:

Winter/Spring Program Brochure:

Printed copies were sent to the Post Office for distribution on Friday, January 18th, with registration for new programs beginning on Tuesday, January 22nd. Registrations began coming in for new sessions of Zumba, and for the Annual Father Daughter Valentine's Dance as soon as registration opened.

Summer Program Brochure:

Ms. Torcasio worked on program planning and scheduling for the summer program brochure for the better part of this season. The content for the summer program brochure was sent to The Chronicle on March 20th. First proof was received on March 27th with the first set of corrections sent back the next day. Release is scheduled for April 19th.

Regional Recreation Group:

Ms. Torcasio convened a meeting of the regional recreation group to discuss planning for the upcoming summer camp season. Professionals from East Haddam, Colchester, and Ellington joined us to share their camp programming and trip ideas.

The regional rec. group also joined forces with the *Connecticut Recreation & Parks Association* to help plan and promote this year's CRPA-sponsored *Camp College* event, to be held at Patriots Park here in Coventry. The day-long training will feature workshops on teambuilding, child safety, arts & crafts/sports, rainy-day activities and creating and maintaining a positive camp environment. Camp College is scheduled for Saturday, June 8th. The Committee has reviewed the facility, set the day's schedule and workshops to be held, and begin the marketing for the event. Our very own CIT Director Corey Boudreau will be presenting a session with Duncan Campbell, former CIT Director on running a successful Counselor-In-Training program!

Marketing:

Ms. Rubin and Ms. Torcasio continued participating in the Marketing Tele-series "Implementing Fun Recreation Marketing." We've learned some great ways of increasing awareness of our department, our activities and initiatives through constant contact, postcards, and word of mouth. As a result, Ms. Rubin began work on our very own opt-in e-newsletter, *The Playful City Times*. Using Mail Chimp®, we will be sending a monthly newsletter highlighting the newest department goings-on and fun tips. Our first issue went out in March and highlighted our returning Camp Director; invited folks to participate in our Creaser Park survey; and thanked our own Meghan Boudreau for creating our brand new, crisp and colorful logo!

In anticipation of our April newsletter, we sent an e-blast to attempt to increase participation, along with putting a link to the subscription service on our website. In doing so, subscriptions for the newsletter nearly doubled!

Summer Day Camp:

Summer Camp planning began in January with Matt Kyer, Camp Director and Kaitlyn Caldwell, Assistant Camp Director taking on the task of themes and activity planning. Ms. Torcasio booked field trips and put together the marketing efforts. Intent to Return paperwork was sent to all of last year's staff in January, applications for new hires were made available on January 28th and were due on March 28th. Our Camp Director, Matt Kyer has since reviewed the applications, and staff are currently arranging interview times for those applicants selected for the next round of the hiring process. Interviews for new hires will be held at the end of April, while interviews for those current staff members seeking new positions will be held in early April.



One major change made to the program this year: It's name! *Camp Wangumbaug* was introduced via the brochure that was sent through the schools and on our website, Facebook page, and e-newsletter. Both the Camp & CIT Brochures were designed, printed, folded, sorted and sent out through the schools throughout the months of February & March with registration beginning on Monday, March 18th! Our first registration came in that day, and it was for all 8 weeks! Calls are becoming more and more frequent with folks asking about the program, our director, and the daily activities & trips.

Special Events:

Ice Fishing Class & Derby:

After much discussion with representatives from the DEEP, the Class was cancelled due to low enrollment. We notified all registered participants and let them know of a class being held in Tolland (same day/time). The Derby was held on Saturday, January 26th at the



Patriots Park Lodge and Coventry Lake. Members from DEEP provided ice fishing jigs and demos on and off the ice for those new to the sport. Parks & Recreation provided a free breakfast for those looking to get out of the cold for a bit. The event was a success with approximately 150 in attendance, and the feedback from those attendees was very positive and appreciative throughout the event.

Father-Daughter Valentine's Dance:

Marketing efforts, including flyers and road-side signage were designed and released in January, with registration beginning as well. Event staff, DJ, photographer and facility were all confirmed, and an inventory of last year's materials was done. Since the event is consistently a success for the department we decided to invest a little in the program by offering games & arts & crafts for kids to do in addition to the dance, and photos. The craft project was a huge success, while the games were just so-so



Due to the major snow storm that pummeled the state on Friday, February 8th, the Dance was rescheduled to Friday, February 15th. As a result of the reschedule, we only had 3 pre-registered fathers need to cancel. Attendance was a little lower than in past years, most likely due to the rescheduling. We estimate having approximately 325 fathers and daughters in attendance. The event ran really smoothly with décor & set-up completed well ahead of patrons' arrivals. Feedback was positive; the only suggestion we heard was that we should have coat racks, or at least a dedicated area for coats.

Youth & Adult Programs:

Recreation Daze, Afterschool Program:

The program continued with an average of 30 kids registered for the program each month this quarter. The program remained open for extended hours on scheduled early release days, and all-day staff development days with an average of 12 kids taking advantage of that opportunity. A major order was fulfilled for games and arts & crafts activities, taking them through the end of the year. With the weather finally beginning to warm up toward the end of this quarter, staff and kids began to enjoy the outdoors a bit more, utilizing the field for group games and the playscape for free play.

Mountain Laurels:

With increased demand for an additional order of mountain laurels, a new order was placed and we began taking registrations this quarter. We expect to have the laurels in hand by the end of April in time for a spring planting!

Spring/Summer Programming:

Planning began in January for the summer season including summer camp, swim lessons, sports camps, and new programs. New programs to highlight include: Stand Up Paddleboard Yoga, Clancy's Camps, Lifeguarding Course, Flag Football Camp, UK International Soccer Camps, and Fundamentals Softball Camp. Special events and activities to highlight for the summer season include: Rockville Bank Foundation's Sunset Sounds 2013, Children's Performance Series, Town Wide Tag Sale, Camp Wangumbaug, Swim Lessons, Golf Lessons and various sports camps for kids throughout the summer.

Rockville Bank Foundation's Sunset Sounds 2013:

Funding was once again secured from the Rockville Bank Foundation for this year's summer concert series! Based on those performances seen at the Entertainment Showcase and feedback from the public, we began researching bands and planning themed activities for each concert beginning in late February. Plans for this year include theme concerts, with corresponding vendors &/or special guests. Once the schedule was set we began seeking sponsorships from local businesses.



Bands were confirmed, including Memphis Soul Spectacular on July 11th, Simply Swing on July 18th, Avenue Groove on July 25th and Eight Mile River Band on August 1st.