

TOWN OF COVENTRY



QUARTERLY REPORTS

October 1 – December 31, 2012

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Cover photo: Town Hall during a December 2012 snow storm. Photo by Laura Stone.

Finance Department

Finance

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

- Completion of annual audit, presenting the data in the CAFR format.
- Renewal HDHP/HSA insurance.
- Annual renewal of Health insurance premium – preliminary discussions
- Coordinated Flu Clinic for employees
- Pension budget forecast prior to joint Finance/BOE Fiscal meeting.
- Training of 1 departments in Purchase order entry
- Retirement processing for 3 employees.
- Financial Health workshop from ICMA

Meetings attended

Finance Committee of the Town Council - monthly
Pension Committee for the Town of Coventry
Cemetery Commission – monthly meeting
School Roof Building Committee – monthly meeting
GIS working group – monthly meeting
IT working group – monthly meeting
CIRMA – Investment Advisory Committee
GFOA-CT – quarterly meeting
GFOA annual GAAP update webinar
CCM – annual convention

Collector of Revenue

Tax Collector Demand (TCD) notices for Sewer, Real Estate, Personal Property, Motor Vehicle and COVRRRA accounts were prepared and mailed throughout this quarter. This action follows the delinquent notices and statements that were mailed out in September and precedes the Alias Tax Warrants to be issued next quarter.

The second installment of the sewer assessment bill was due in November. These payments were processed and deposited. A delinquent motor vehicle taxpayer report was prepared by this office and submitted to the Connecticut Department of Motor Vehicles in December. This report is used by the DMV to prevent the registration of any vehicle until the delinquent motor vehicle taxes are paid to the municipality.

Two additional properties that were scheduled for the June 2013 Tax Sale were brought current in December and removed from the Tax Sale list. To date, eight properties have been brought current and twelve remain scheduled for the sale.

The 2010 Supplemental Motor Vehicle list was compiled and 1,875 bills were printed and mailed on December 15, 2011. The second half of December saw the customary increase in mail and walk-ins as many property owners sent in payments for the January 2012 installment on their Real Estate and Supplemental Motor Vehicle taxes. A few banks and mortgage companies sent in the January escrow payments in late December. Traditionally, banks hold on to these payments until the end of January before mailing the tax payments to the municipalities. The Supplemental Motor Vehicle tax bills are mailed as soon as possible because taxpayers appreciate the option to pay this tax before the end of the calendar year for income tax purposes.

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

Property Tax Collected by Linda Greenbacker, CCMC Tax Collector						
Collected October 2012 through December 2012						
Paid to Beth Bauer, Treasurer, Town of Coventry						
		Property	Interest	Liens &	Total	
		Tax		Costs		
Grand List	1996	0.00	0.00	0.00	0.00	
	1997	0.00	0.00	0.00	0.00	
	1998	0.00	0.00	0.00	0.00	
	1999	0.00	0.00	0.00	0.00	
	2000	891.12	1,819.33	0.00	2,710.45	
	2001	455.72	0.00	0.00	455.72	
	2002	551.94	107.08	48.00	707.02	
	2003	623.97	919.55	0.00	1,543.52	
	2004	176.26	237.36	0.00	413.62	
	2005	323.44	363.05	0.00	686.49	
	2006	1,935.18	1,905.00	48.00	3,888.18	
	2007	18,249.66	12,063.96	144.00	30,457.62	
	2008	26,954.96	14,208.60	168.00	41,331.56	
	2009	40,383.70	13,589.92	216.00	54,189.62	
	2010	70,251.04	14,746.59	384.00	85,381.63	
		160,796.99	59,960.44	1,008.00	221,765.43	
Current	2011	1,912,976.93	18,195.55	0.00	1,931,172.48	
Current SMV		29,752.89				
	Totals	2,103,526.81	78,155.99	1,008.00	2,182,690.80	
Current 110	6010	40211	1,912,976.93			
Delinquent		40212	160,796.99			
Int & Liens		40213	79,163.99			
SMV		40214	29,752.89			
			2,182,690.80			
Sewer Assess 205-7722	40211	147,691.25		Sewer User	40211	63,824.05
Interest, Liens, Per Diem	40213	7,930.18		Interest & Liens	40213	2,879.05
		155,621.43				66,703.10
COVRRA				State Leases		0.00
Current 218-7601	40211	45,484.89		Special Duty		2,815.74
Delinquent	40212	11,028.86				0.00
Interest & Liens	40213	8,650.52				0.00
		65,164.27				0.00
						0.00
		Total	\$2,472,995.34			

Assessor

OCTOBER

Personal Property Declarations went out mid September and have been coming in by mail or by individuals returning the declarations to our office. Some individuals require assistance in filling out the forms. The deadline was November 15 due to the October snow storm, so the first week of the month of November will be extremely busy.

2011 Supplemental grand list also arrived on October 15th so we were working on the process of the valuation.

We still completed the monthly transfers, prorates of the motor vehicles, building permits entered into computer and continued the inspection process to finalized the Real Estate Grand List the end of January.

NOVEMBER

November is a transition month for our office. Personal property declarations have been calculated and in the system. We have valued and entered 647 of the 872 accounts we have. We have sent letters to the late ones to encourage them to fill out the declarations even though they will be late and receive a 25% penalty. We have also encouraged them to come in if they need some help in filling it out. Once completed, we make a copy so that they may use it as a template in filling out next year's declaration.

Just prior to Thanksgiving, we finished all the building permit inspections necessary to add to the 2012 Real Estate Grand List. Between now and end of January, we will be putting the new sketches and changes into the Vision CAMA system.

Two Capital Improvement Projects were handed in for the budget process. One being funds for the 2014 Revaluation and the other to purchase new administrative software to be implemented in the next fiscal year.

We are current with all motor vehicle corrections and are finalizing the 2011 Supplemental Motor Vehicle list. The CAAO Motor Vehicle Committee has found two errors from DMV on the Supplemental List so that sent the Office back twice to double check our 2011 Supplemental Grand List. The finalized number is \$9,817,096 which is up around 13% from last year.

The Assessor's Office is moving forward on the completion of the GIS Maps. After much research and reaching out to the public for their comments, we are taking the next step to have our Assessor's maps redone as GIS Maps. We are very excited to get this project under way. The final outcome of these maps are very high-tech. All lots will have dimensions and acreage on them. We will be able to see waterways and Town owned land immediately with keyed colors. We are hoping all the maps will be redone by June.

DECEMBER

Personal Property has been completed with around 860 accounts being valued. Our List remains about the same as last year. We are busy trying to complete our Real Estate Grand List. I am hoping to complete it sometime soon. 2012 Motor Vehicle Grand List was received late from DMV. We are busy trying to get this all priced and finalized by end of January as well. This list is compiled of anyone who had a registered motor vehicle in the Town of Coventry as of October 1st. We are current with all motor vehicle corrections. We have completed the Supplemental Motor Vehicle list.

Budgets were completed for the Assessor's Office and the Board of Assessment Appeals.

Our office is fielding and correcting any questions due to supplemental motor vehicle tax bills being mailed out. This should continue until the end of January.



COVENTRY LAND USE OFFICE

**QUARTERLY REPORT FOR:
OCTOBER, NOVEMBER, DECEMBER**

~ 2012 ~

**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 2012

OCTOBER, NOVEMBER, DECEMBER - 2012

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
12-11		10/18/12	10/22/12	Scott Menzel, 2-lot Re-Subdivision, Dunn Rd.		W
12-12	S	11/8/12		Thomas and Janmarie Weston, Construct new single family home, 158 Beebe Farms Rd.	12/10/12	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 **2012**

OCTOBER, NOVEMBER, DECEMBER - 2012

DISCUSSION AND ACTION TOPICS

- Reviewed zoning referrals from the Towns of Willington, Bolton, CRCOG and WINCOG on various regulatory changes being proposed.
- Staff reported on the hiring process for the Zoning Agent as well as the Permit Technician positions.
- Discussed status of historic structure reconstruction project of Stewart on Knollwood Drive.
- Approved subdivision extension request of Nordic Builders for Windswept Farms Subdivision.
- Approved subdivision extension request of Liberty Croft Estates LLC for Liberty Croft Estates Subdivision.
- Approved revisions to PZC by-laws.
- Provided recommendation to the Town Council pursuant to CGS 8-24 on the sale of the former DPW Facility on Bradbury Lane.
- Discussed Town comments to State of CT OPM on the State Plan of Conservation and Development
- Discussed the proposed parking lot and access improvements at Laidlaw Park.
- Discussed new proposed sidewalk legislation and provided comment to the Town Council.
- Discussed concepts to improve drive-thru and site access for Dunkin' Donuts.
- Held preliminary discussion with Earth Dynamics to review adaptive re-use proposal for former DPW facility on Bradbury Lane.
- Adopted 2013 calendar of meeting dates.
- Discussed definitions of personal and professional uses for potential zoning text amendment.
- Discussed Solarize CT program and the town's intention to request participation.

OCTOBER, NOVEMBER, DECEMBER - 2012**DISCUSSION AND ACTION TOPICS**

- Discussed status of Francesca's Italian Bistro – they are pursuing additional space by renting the next door unit.
- Discussed the Town's 300th Celebration – the chairman of the committee indicated that their work is being wrapped up.
- Discussed the efforts of Staff to work with Teleflex on their proposal for a building addition – Teleflex management is considering the Coventry site as well as a New Hampshire site for the expansion.
- Discussed the upcoming Winter Farmer's Market season.
- Discussed the Safe Routes to School sidewalk grant awarded to the Town as well as the status of the STEAP Village sidewalk grant and DOT project in the Village.
- Discussed the status of the Request for Proposal for adaptive re-use of the former DPW site.
- Discussed the status of the pending Regional Performance Incentive Grant for a regional economic development staff and how it relates to the UCONN Technology Park project.
- 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 the status of the design of the development for the Fagan property, next door to the Town Hall.
- Discussed Christmas in the Village activities.
- Discussed potential plans for a Coventry Business organization.
- Discussed plans to organize a business event. A combined event with TD Bank is being considered.
- Discussed the new owner of the former Daisy's Creamery.
- Continued work on the Commission brainstorming work to assist in formulating Commission projects.
- Discussed the closing of the First Niagara Coventry Village branch.
- Discussed New England Real Estate Journal article that Planning Staff prepared.
- Discussed CT Rides program – rideshare and carpool advocacy.
- Discussed the preparation of a flyer that outlines the various methods of assistance that the EDC members can provide to businesses.

ZONING ENFORCEMENT

YEAR **2012**

OCTOBER, NOVEMBER, DECEMBER - 2012

Michael Antonellis, Zoning Enforcement Officer (September)
Eric Trott, Acting ZEO (July, August)

ZONING PERMITS ISSUED = ***29**

Single Family Dwellings	4
Condominiums	0
In-Law Apartments	0
Accessory Structures	
Decks/Porches	6
Sheds/Gazebos	1
Barns	0
Detached Garages	1
Pools	1
Other	6
Residential Additions/Attached Garage	3
Commercial Use/Signage	1
Home Occupation	4
Others:	0
Interior Renovations	1
Agricultural buildings	1
Total	<u>29</u>

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

CERTIFICATES OF USE AND OCCUPANCY = **12***
(Signed for zoning compliance by ZEO)

Single Family Dwellings	8
In-law apartment	0
Condos	0
Accessory Structures	
Decks/Porches	1
Sheds/Gazebos	1
Barns	0
Detached Garages	1
Pools	1
Other	1
Residential Additions/Attached Garages	0
Commercial Use/Signage	0
Total	<u>13</u>

ZONING ENFORCEMENT (Cont'd)

YEAR **2012**

OCTOBER, NOVEMBER, DECEMBER - 2012

* 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	13
Pre-Approval Inspection	0
Seed and Mulch Bond Release	1
Zoning Complaints (initial & follow-ups)	8
Blight Complaints (initial & follow-ups)	29
Street Number Assignments	0
Other (Proposed Demolitions)	9
Total	<u>61*</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	0
Signage	1
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
Junk Yard	0
Greater than 1 unregistered motor vehicle	0
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	0
Blight complaints	4
Total	<u>5</u>

ZONING ENFORCEMENT (Cont'd)

YEAR **2012**

OCTOBER, NOVEMBER, DECEMBER - 2012

News from Zoning Department

The Zoning Agent resigned from the position in mid May. New Zoning Agent began position in September.

Zoning Enforcement and Blight Enforcement began in October, picking up where old Zoning Agent left off.

Road Maps

Tasked with labeling minor and major road features on Coventry's geo-database. These shapefiles are now up to date with the most accurate geo-spatial and well as informational data for Coventry's GIS records. This was completed in late December.

Storm-Water Mitigation

Ongoing GIS project identifies all storm-water mitigation according to address and type. This map has been created and up-to-date with all storm-water mitigation currently on record for the town. This map template is to serve as an on-going monitor of all storm-water mitigation to be updated whenever a new mitigation of storm-water is added. Addresses with storm-water mitigation are denoted as XY-point data on a road and parcel map for Coventry. Most, if not all, of the storm-water mitigation projects are on and around the Lake Residential Zones.

Currently, most storm-water mitigation projects have been inspected and noted as in working condition. All notes regarding each mitigation unit are entered into the storm-water matrix and available through the map template created.

Blight

A similar GIS project has been created in regards to monitoring of blight. This is also an ongoing project used to show the geographic distribution of blight complaints received by the Land Use office. This map is updated every time a new compliant is received.

Different maps can be created through this template to show the different aspects of blight properties contain and identify clusters of blight through spatial analysis. This is mostly useful in order to identify where Coventry should dedicate its resources in order to deal with blight most effectively.

Road Connectivity

A preliminary map project has been created showing where possible paper roads exist in town, as well as any other reasonable passage way for vehicles as an alternative to town and private roads. This map is useful for emergency response and evacuation. In the spring, this map will be made validated through field research on the possible roads noting if they still exist and if they are capable of handling traffic.

ZONING ENFORCEMENT (Cont'd)

YEAR 2012

OCTOBER, NOVEMBER, DECEMBER - 2012

Additionally, depending on the scope of the project and available data, a link-node ratio will be created for the entire road network of Coventry as a way of identifying road connectivity problems that may not be immediately visible. A link-node ratio is just a mathematical way of expressing and evaluating how connected certain divisions of a road network are.

Mostly, this study will be useful for emergency response purposes. For instance, when storms come through anytime of the year there is the possibility of large scale damages that may knock trees down and kick around debris that would block access to roads which they cover. By noting where alternative routes exist it is conceivable that emergency medical response won't be as delayed, or not delayed at all. Additionally it can provide insight on to where the town can focus efforts to promote road connectivity to avoid such issues.

ZONING BOARD OF APPEALS

YEAR **2012**

OCTOBER, NOVEMBER, DECEMBER - 2012

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		

INLAND WETLANDS APPLICATIONSYEAR **2012**

OCTOBER, NOVEMBER, DECEMBER - 2012

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 **
12-28WA	10/5/12	10/5/12		Cool Country, LLC, 31 Hemlock Lane, Wastewater Septic Tank	10/12/12	A
12-29WA	11/5/12		11/5/12	Ian & Shannon Kowza, 24 Arlington Rd., Addition	11/6/12	A
12-30W	11/21/12		11/21/12	Lorraine Bates, 102 Twin Hills Dr., Septic System Repair	11/26/12	A

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

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

MISCELLANEOUS

- Provide daily interact 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, CCTC
Assistant Town Clerk

Susan J. Cyr, CCTC
Town Clerk

Anne B. Lewis, CCTC
Assistant Town Clerk

QUARTERLY REPORT OCTOBER 1 – DECEMBER 31, 2012



The Town Clerk serves the Coventry Community under the guidance of the General Statutes of the State of Connecticut. The clerk is responsible for administering elections, 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.

Recording & Licensing



Receivables & Revenue:

- ✓ The Clerk's Office collected \$189,674.45 quarter, of which \$60,200.05 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	755	\$21,501.00
Local Conveyance Tax Recorded	47	27,800.80
Copies	3,304	3,347.75
Trade Name Certificates.	10	50.00
Liquor Permits	4	8.00
Burial Permits	10	30.00
Marriage Licenses	10	110.00
Vitals Copies	92	1,840.00
Notary Fees & Renewals	66	375.00
Dog License Fees	62	60.50
Maps Filed	18	180.00
Fish & Game License Fees	141	75.00
Conveyance fees	47	47.00
Unanticipated	2	1000.00
PA-00-146 Clerk	755	755.00
PA-05-228 & 09-229 LOCIP	755	2,265.00
PA-05-228 & 09-229 Clerk	755	755.00
Town Clerk Revenue Transferred to Treasurer:		\$60,200.05

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 09-229 requires an additional \$10 for the first page of land recordings. The additional \$10 fee is collected, 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 portion of fees retained by the Town of Coventry has not increased. This quarter, the Clerk's office collected \$30,200 of which \$3,020 has been added to the Town's general fund.



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, \$128,869.40 in fees was collected. Associated reports were prepared and funds were disbursed to the State as follows:

PA 05-228 & 09-229	\$27,180.00
Marriage Licenses	190.00
Fish & Game Licenses	2,452.00
PA-00-146	1,510.00
State Conveyance Tax	97,537.40



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

	Dog License Fees	Surcharge
October - December	\$467	\$138

State and Federal Election: On November 6, 2012, eligible voters for the Town of Coventry cast their vote for candidates for election to the offices of United States Congressional Representative District #2, United States Senator, Connecticut State Senator for the 35th Senatorial District, Connecticut State Representative for Assembly District 8, Coventry Registrars of Voters and Presidential Electors for the President of the United States. Registered voter turnout was 80%. Of the 7,815 registered voters in Coventry, 5,955 voted at the polls and 304 voted by absentee ballot.



Fiscal Year 2013-2014 Budget: The budget preparation process began in early December with a short turnaround time. Gathering, computing, evaluating and organizing the information necessary to make an appropriate request is extremely involved and time consuming. Considerable time and energy is put forth to compile accurate data which reflects this office's needs in order to provide the many services for which we are statutorily charged. Every effort is made to deliver a responsible budget request. The Town Clerk's departmental request was submitted December 27th.

Infodex Index Book Automation: IQS developed a method to automate the manual land record indexes which allows documents to be looked up and retrieved without the expense of re-indexing. The project began in September when the Grantor and Grantee Indexes from 1885 through 1947 were sent for processing. As of December all of the remaining indexes through June 30, 1983 have been processed and will soon be searchable on line. The project was paid for with Historic Documents Preservation Funds.

Historic Document Preservation Grant No. 032-PC-13: The 2013 fiscal year project consists of the security filming, digitizing and linking of 628 land record maps to the existing index. The maps are being sent in segments, the first of which left our office immediately following the November election.

Amended Parks & Recreation Ordinance Adopted: On December 17, 2012 the Town Council adopted the amendments to Chapter 70 of the Code of Ordinances which contains revisions to provisions related to the establishment of the Parks and Recreation Commission and revises Article III of the code related to the use of town parks and beaches. The Town Clerk published the legal notice of adoption on December 22nd; the ordinance becomes effective January 12, 2013.

Recent Legislation Affecting Town Clerks

PA 12-29 – An Act Concerning the Definition of “Notarial Act: - Effective October 1, 2012 defines terms including copy certification which means a notarial act in which a notary public is presented with an original document, copies or supervises the copying of such document, compares the original to the copy and certifies the copy is an accurate and complete reproduction of the original. However, a notary may not complete a copy certification if the original document presented is a vital record, a document that is required to be recorded by state or political subdivision, or is issued by a federal agency and federal law prohibits copying of such document.

PA 12-187 – An Act Concerning Recording Fees: - Effective October 1, 2012 this act clarifies copy fees. Town Clerks shall receive, for a copy in any format of any document, either recorded or filed in their offices, one dollar for each page or fractional part of a page. The act removes “marginal notation of an assignment”; increases from \$1 to \$2 the fee for assignments subsequent to the first two and limits recording of multiple assignments to twenty on a single document.

PA 12-163 – An Act Concerning Delayed Birth Registration: The Department of Public Health will create the birth certificate and transmit a copy to the Registrar of Vital Statistics of the town where the birth occurred and to the Registrar of vital Statistics of the town where the mother resided at the time of the birth. This act became effective October 1, 2012.

staff Updates/Activities



Real Property Electronic Recording Advisory Committee: The Town Clerk serves as a member of the committee which convenes at the Legislative Office Building in Hartford to make recommendations for the implementation of e-recording in Connecticut. The committee proposed regulations which were sent for review by the Office of Policy and Management and the Governor’s office this quarter.

Quarterly Report
Fourth Quarter 2012

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 continues to complete the required analysis, reports and reviews to comply with applicable accreditation standards. Chief Palmer and the Accreditation Manager, Ellen Jamaitus continue their involvement with the Police Accreditation Coalition.

The department is beginning its preparation for an on-site assessment for CALEA reaccreditation. The assessment has been moved to June 2013.

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

All sworn personnel attended annual firearms training utilizing shotguns, pistols and TASERS. Dispatcher Sue Wolfe attended Firearms Licensing training, CSO John Chipman attended the annual Animal Control Officer training, Officer Brian Flanagan attended a one-week, Dispatcher Ann Bousquet attended the Association of Public-Safety Communications Officials (APCO) annual training seminar, Officer Brian Flanagan and Officer Michelle Hicks attended Identity Theft training at the Police Academy, Lt. Nancy Thurnauer attended Domestic Violence Training sponsored by the CT Department of Social Services, Sgt. Fiore attended CREST refresher training, Lt. Nancy Thurnauer attended a three day Internal Affairs training class given by the FBI Law Enforcement Executive Development Association, Sgt. Michael McDonagh and Det. Michael Hicks attended a prescription drug abuse conference sponsored by the Department of Mental Health and Addiction Services, Sgt. Michael McDonagh attended a one-week mid-management training class at the POST Academy, Sgt. Fiore, McDonagh, Ochtera and Officer Spadjinske received annual rifle training, Dispatcher Patrick Silver received NCIC recertification.

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

There are no anticipated changes in the near future.

- **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 DUI Enforcement grant for September.

The department received notification that it was eligible for \$25,433.00 from the Justice Assistance Grant funds. An application was submitted to the State Office of Policy and Management to replace the agency's Livescan Fingerprint Unit, upgrade the video recording system for criminal investigations and to replace the department's handguns.



Officer Russell Iger is sworn in as
Coventry's newest Officer

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, it appears that the number of instances and hours that officers are 'ordered-in' to duty has decreased. It also appears that preliminarily, the amount of overtime funds to cover open patrol shifts has decreased. As this may be a seasonal anomaly, we will continue to monitor this before making a final determination on whether or not the trial schedule will become permanent.

On December 10th, the department hired a new patrol officer, Russell Iger who will begin the Connecticut Police Academy on January 4, 2013. He will be in the academy until June 19, 2013, 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 September.

The department is continuing the hiring process to replace one position due to a recent retirement.

- **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.

The Department participated in filming a Public Service Announcement for WFSB Channel 3 regarding school bus safety.

Along with the CT Police Chiefs Association and WFSB, the Coventry Police Department filmed a Public Service Announcement regarding the hazards of texting and driving. This PSA is shown regularly on WFSB Channel 3.

Sgt. Michael McDonagh made a presentation to a CHS class regarding police and the law.

- **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.

There was a 2% decrease in calls for police service compared with the same time period last year. The CAD Incident Analysis for the quarter is attached.



Sergeant Anthony Ochtera works on one of the Department's Patrol Rifles.

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

The agency conducted a Sobriety checkpoint on Route 44 in November along with participating agencies from the Metro Traffic Unit. The agency also conducted a seatbelt checkpoint in December. There were eight shifts during the quarter where officers conducted directed patrol for DUI violations. Members of the department participated in two out-of town Sobriety Checkpoints and four seatbelt checkpoints in other communities.

The department conducted a commercial vehicle checkpoint on Route 44 in October. Department members work with members of the Metro Traffic Truck Unit as well as the Department of Motor Vehicles to conduct these safety inspections.

For the third year in a row, the agency received a first place award for the Connecticut Law Enforcement Challenge Award. This competition highlights the agency's enforcement efforts as well as the overall traffic safety program.

- **Increase enforcement of distracted driving violations**

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



Chief Mark Palmer, Ellen Jamaitus and Officer Jeff Spadjinske receive the CT Police Chief Law Enforcement Challenge Award.



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 anticipated request for a new Livescan Unit was withdrawn from next fiscal year's capital budget request. We anticipate purchasing a new Livescan Unit with Justice Assistance Grant funding.

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

See above

OTHER NEWS AND EVENTS

Superstorm Sandy hit during the last week of October. The department assisted with the operation of the Town Emergency Operations Center as well as being busy with numerous assists for road closures, trees and power lines down and requests for assistance from residents.

Chief Palmer, Officer Spadjinske and Ellen Jamaitus participated in the annual Law Enforcement Summit where the CT Chiefs of Police Challenge Award was received.

Lt. Walter Solenski retired on December 31, 2012 after more than 37 years of faithful and honorable service to the department and to the community. A retirement reception was held for him which was well attended. Lt. Solenski was issued a number of awards and proclamations commemorating and thanking him for his long and faithful service.





**Coventry Police Department
Incident Analysis**

10/1/2012...12/31/2012

	Shift		Total
1st	2nd	3rd	
241	972	637	1846

UCR	Nature	1st	2nd	3rd	Total
		1	1	2	0
029	Disabled Motor Vehicle	4	20	20	44
11A	Sex Forcible Rape	0	1	0	1
11D	Sex Forcible Fondling	0	1	0	1
13B	Assault Simple	0	1	2	3
13C	Intimidation	1	0	3	4
151	Suicide	0	1	0	1
152	Suicide Threat/Attempt	0	1	0	1
220	Burglary	1	7	2	10
23C	Larceny Shoplifting	0	2	0	2
23D	Larceny Theft From Building	0	0	1	1
23F	Larceny Theft From MV	2	2	0	4
23G	Larceny Theft of MV Parts	0	1	0	1
23H	Larceny All Other	0	14	7	21
2604	Fireworks/Gunshots	2	7	5	14
2609	Littering	0	1	1	2
2619	Building Check	1	1	0	2
2625	Notification	0	0	2	2
2631	Public Hazard	2	9	12	23
26A	Fraud False Pretenses	0	1	0	1
26B	Fraud Credit Card/ATM	0	1	1	2
26C	Fraud Impersonation	0	0	2	2
290	Vandalism	2	10	0	12
2914	Animal Complaint	7	48	18	73
3009	Susp Person/Activity/MV	25	61	66	152
326	Illegal Parking	0	1	1	2
332	Harassment/Harassing Phone Calls	0	7	10	17
334	Untimely Death	0	2	1	3
343	MV Accident (Injuries)	5	5	7	17
344	MV Accident Evading	2	6	4	12
346	MV Accident (No Injuries)	11	19	24	54
351	Alarm	20	46	28	94
353	Medical	19	58	35	112
355	MV Stop	55	160	104	319
35A	Drug/Narcotic Violation	1	0	2	3
367	Prowler	1	0	0	1
370	Pornography	0	1	0	1
375	Routine Assistance	12	42	35	89
377	Open Door/Window	1	1	0	2
388	Miscellaneous	3	17	15	35
396	Escort	3	2	2	7
398	Missing Person	1	0	0	1



Coventry Police Department Incident Analysis

10/1/2012...12/31/2012

399	Lost And Found	0	10	3	13
400	Family Matter - Non Arrest	3	10	3	16
4811	Finger Printing	0	86	1	87
4858	Fire	6	5	6	17
4873	Assist Other Agency	7	23	20	50
861	Disturbance (Non-Domestic)	2	8	10	20
866	Noise Complaint	1	0	6	7
889	Check Welfare	3	19	12	34
890	MV Erratic Operation	3	15	21	39
891	MV Lock Out	2	9	2	13
90C	Disorderly Conduct	0	2	0	2
90D	DWI	4	0	11	15
90F	Family Offenses, Nonviolent	0	0	1	1
90Z	All Other Offenses	0	2	1	3
911	911 Hang Up Call	15	35	20	70
H109	Junk MV	0	2	0	2
Sup	Supplemental	13	188	108	309

Fire Marshal/Emergency Management

Noel Waite, Fire Marshal / EMD

Another major storm that moved through the area in the first part of the second quarter required the opening of the town's emergency operations center for the third time in 13 months.

Although this storm did not impact the town as bad as the past two, all emergency service systems were in place to respond as needed.

There were no large fires reported and only minor tree and wind damage to a small number of residential buildings.

Twenty three annual inspections and three group home re-license inspections were conducted.

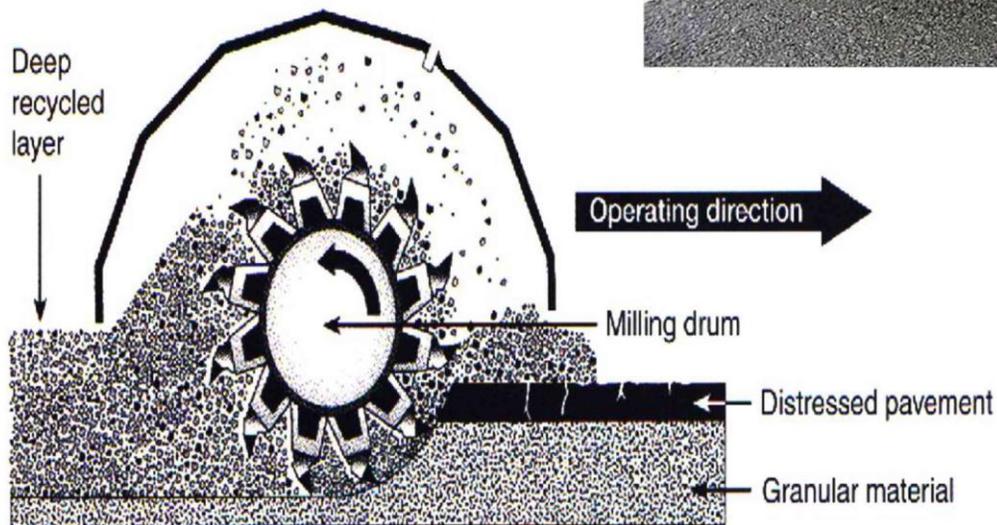
Public Works Quarterly Report October/December 2012



The highlights of the quarter deal with the pavement reclaiming operation performed on Seagraves and South River Roads.

First, a machine called a reclaimer is brought in.

Re claimers use large rotating drums with hardened teeth to break up pavement, relieve stress, and re-mix the materials already in place. The trick is to go deep enough to bring good material up, but not displace any poor soils or roadbed that is already in place.



The drum bites into the road about 4 inches. What we are doing here is called Partial Reconstruction; if we were removing unsuitable road base material and installing new gravel, we would be doing Full Reconstruction. This is generally done when there is significant drainage or utility work to do under the road surface.



As the picture illustrates, there is about a 30% "Fluff" factor; here we will use the material to reshape the crown of the road. In many instances, one has to haul out the extra material.

It's then graded, rolled, and paved. We hope to do more paving as funding allows, and we thank the residents for their support!



REPORTING FACILITY	Name: Coventry Transfer Station
	Street: CT Rt. 31 & Plains Road
	Town: Coventry State: CT Zip code: 06238

Does Facility Have a Scale? YES NO

If Facility Does Not Weigh Tonnage, Please Describe Method for Estimating Tonnage Reported: CFC units, athletic shoes, tires, electronics and propane tanks received are counted not weighed so the reporting # is each.

PART 1: QUANTITIES (TONS) OF SOLID WASTE & RECYCLABLES RECEIVED FROM: **COVENTRY**

TONNAGE OF SOLID WASTE and RECYCLABLES RECEIVED			
MATERIAL RECEIVED	MONTH/YEAR <u>October 2012</u>	MONTH/YEAR <u>November 2012</u>	MONTH/YEAR <u>December 2012</u>
BULKY constr. debris/brush	17.13	9.97	11.27
FREON (CFC) each	15	17	12
ELECTRONICS each	137	185	143
TIRES each	0	14	1
PROPANE TANK each	6	16	1
LEAVES	10.3	19.72	29.77
SCRAP METAL	1.77	1.34	.68

PART 2: QUANTITIES (TONS, POUNDS OR EACH) of SOLID WASTE and RECYCLABLES TRANSFERRED

QUANTITIES (TONS, POUNDS OR EACH) of SOLID WASTE TRANSFERRED TO DISPOSAL FACILITIES and QUANTITIES OF RECYCLABLES TRANSFERRED TO RECYCLING FACILITIES												
NAME/LOCATION OF DISPOSAL FACILITY RECEIVING WASTE OR RECYCLING FACILITY RECEIVING RECYCLABLES	MONTH/YEAR <u>October 2012</u>				MONTH/YEAR <u>November 2012</u>				MONTH/YEAR <u>December 2012</u>			
	CFC	BULK	RECY	BRUSH	CFC	BULK	RECY	BRUSH	CFC	BULK	RECY	BRUSH
Electronics WeRecycle! LLC 249 E Sanford Blvd. Mount Vernon NY 10550 – lbs.			7449				3226				5825	
Freon Interstate Refrigerant Recovery Foxboro, MA - each			58									
Bob's Tire Co. Mattapoisett, MA - each											13	
Propane Tanks Rindge Energy LLC Rindge, NH - each												
Willimantic Waste Paper Willimantic, CT – ton		26.39	4.01	4.08		6.7	8.83			12.91		

Building Department

There was an approval of four (4) permits issued for new dwellings this quarter.

<u>NEW HOUSE PERMITS ISSUED</u> 2ND QUARTER 2012-2013 Fiscal Year		
MONTH	DATE	ADDRESS
OCTOBER	10TH	167 WINDSWEPT WAY
NOVEMBER	21ST	62 TROWBRIDGE ROAD
	27TH	137 OLD EAGLEVILLE ROAD
DECEMBER	17TH	19 OLD OAK TRAIL

Foundation work also started for three (3) new residential dwellings at 62 Trowbridge Road, 19 Old Oak Trail and 54 Brigham Tavern Road.

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

<u>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES</u> 2ND QUARTER 2012-2013 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
7 MILL RACE	10/10/2012
77 SHORE DRIVE	10/23/2012
60 BELLEVUE DRIVE	11/7/2012
28 ARMSTRONG ROAD UNIT C-22	11/8/2012
1040 CEDAR SWAMP ROAD	11/8/2012
50 BUNKER HILL ROAD	11/29/2012
591 STONEHOUSE ROAD	12/17/2012
202 HANNAH LANE	12/27/2012

Municipal Projects:

New gas piping and tanks for a generator have been set at 999 Merrow Road at the Fire Sub-station. A large generator along with some electrical updating has been set up at the Sewer Treatment Plant on Main Street. The Housing Authority installed a larger gas tank and replaced gas piping over at Orchard Hills. Lastly, there is an ongoing Photo-voltaic array project occurring at the Department of Public Works Garage.

Commercial Projects:

Many cell tower antenna replacements took place this last quarter at various locations. CT Water Department has also been preparing their pump station properties with generators to storm proactive.

Four hundred and fourteen (414) inspections were completed this quarter.

Fifteen (15) hours of continuing education were earned this quarter.

Permits for this Quarter

COVENTRY PERMITS 2012-13	2ND QUARTER (monthly)			2 nd Qtr.Totals
	Oct. 2012	Nov. 2012	Dec. 2012	2012-2013
Houses only	1	3	1	5
Foundation only	1	1	1	3
Condominiums	0	0	0	0
Commercial Bldg/Renovations	0	0	1	1
Industrial Bldg/Renovations	0	0	0	0
Public Bldg/Renovations	0	0	0	0
Additions	1	2	1	4
Garages/Carports	0	1	0	1
Sheds/Barns	2	0	1	3
Decks/Porches	5	1	1	7
Pools	2	1	0	3
Demolition	0	1	0	1
Woodstove	6	6	8	20
Miscellaneous	6	6	4	16
Renovation/Repair/Alteration	11	11	9	31
Plumbing	2	3	1	6
Heating	16	15	16	47
Electric	23	21	14	58
TOTAL PERMITS	76	72	58	206
PERMIT VALUE	\$507,644	\$1,807,342	\$399,563	\$2,714,549
FEES COLLECTED	\$7,887	\$12,190	\$6,058	\$26,135
ZONING Permits	12	8	7	27
Fees Collected	\$600	\$500	\$375	\$1,475
Certificate of Completion	29	52	44	125
C/O's - New Homes/Condos	2	4	2	8
C/O's - Other	4	6	0	10

Human Services Department

TOWN OF COVENTRY

Quarterly Report

October-December 2012

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



HUMAN SERVICES

OCTOBER, NOVEMBER, DECEMBER 2012



1. Meetings

- Human Services Advisory Committee: 10/4/12, No meeting in November, 12/6/12 (meetings are now every other month)
- CLASS Meetings: October, November/December (combined)

2. Direct Service 87 client cases

22 Case management (more in-depth client services)

3. Programs

- **FOOD BANK:** 19 requests for the food bank this quarter. We received generous donations from the Boy Scout Troops & Pack 65, Girl Scouts and their annual food drive in October. In November, Skungamaug Golf Club, owners Sue & Joe Motyka collected non-perishable food items “in lieu of green fees”; regular weekly/monthly donation of food collected from our local churches, St. Mary’s and 2nd Congregational; many anonymous individuals and families.
- **SPECIAL NEEDS:** 13 families benefited from the Special Needs Program.
- **SALVATION ARMY:** The budget year ended in September, 2012. The new budget will not begin until January, 2013, therefore, 0 cases were assisted with medical, housing, food and utilities. The Salvation Army “Bell Ringers” were coordinated this year by Cindy Houser and Crystal Morawitz (for youth volunteers). This year Bell Ringers collected \$15,279.29 which was outstanding! Many, many volunteers rang at the Post Office in the Village, Highland Park Market, Walgreens and Dunkin Donuts. 90% of the donations collected during the kettle campaign stays in Coventry and is used to assist Coventry residents in need (10% goes to Salvation Army Headquarters for regional programs). Some examples are: purchasing shoe cards for the “Gearing Up To Learn” Program, Camp Connri (application fee only), Coventry Recreation Camp Program, rental assistance, utilities, prescriptions, food and other emergency needs. Vouchers are written for payment directly through this office and forwarded to the Treasurer, Cynthia Houser, First Niagara Bank. Our local account also receives a percentage of the donations received through the Mail Appeal. September is the end of the fiscal year for this account which ends in a zero balance.

- **OPERATION FUEL:** 3 clients were helped through the Operation Fuel Summer Program (electricity) totaling \$890.00. 0 winter assistance applications (to date).
- **SPECIAL TRASH COLLECTION SERVICE:** We have 38 households on the in- yard service list at this time.
- **The “Clergy Fuel Fund” formerly known as the WISH Fund** raised \$4,761.10 to date from individuals, churches, business and organizations. Fundraising will be extended in the month of January, 2013. Funds collected help to pay for deliverable fuel and is administered by Pastor Yocum, Second Congregational Church. The Human Services Office screens clients for eligibility, authorizes fuel deliveries with vendors, coordinates deposits which are processed c/o the Finance Office and, will authorize the deliveries. To date, we have assisted 9 families with oil assistance.
- **HOLIDAY:** The Holiday Program has gone through a transformation and has grown dramatically due to the economic times. This program requires a huge number of work hours by staff, screening clients, seeking donations throughout the community, i.e. schools, individuals, families, and businesses, matching families with donors, collecting and sorting of items, soliciting youth volunteers to organize and sort donations, i.e. food and gifts, coordinating and scheduling clients and donors for date of distribution, set-up of community center for date(s) of distribution. “Thank you” to our student volunteers, Chandler Anderson, Ryan McLean, Rachel Rolli, Patricia Piotrowska for the countless hours devoted to organizing and distributing food and gifts at the community center on the dates of distribution as well this year’s our Holiday Committee volunteers, Phyllis Bishop, Lara Bishop and fiance John, Hannah Pietrantonio, Manuel Cruz and Donna Ferree (town hall employee). The Patriot’s Park Community Center serves as the warehouse for holiday food and toys during the Thanksgiving and Christmas holiday. 77 families, 210 individuals received holiday food baskets for Thanksgiving; 93 families, 260 individuals received holiday food baskets and gifts. A total of 46 holiday food baskets were distributed to The Orchard Hills Estate. A “thank you” goes out to Food Share for their donation of 46 frozen chickens which were distributed to residence of Orchards Hills.
- **FUEL ASSISTANCE:** This season began with an orientation program provided by the ACCESS Agency at the Willimantic Office in August. The office began accepting Fuel Assistance applications on September 15 and throughout the holiday months. To date, 80 applications have been processed. Operation Fuel guidelines mandates no assistance will be afforded through this program until all other available energy programs have been exhausted. 0 Operation Fuel applications have been processed to date.
- **PUBLIC RELATIONS:** Press Releases, Town Newsletter and Munivision.

ELDERLY SERVICES ~ TOWN HALL

1. Direct Service Clients:

- Choices clients
- Renters Rebate Claims

** CHOICES COUNSELING has moved to the Senior Center in November.



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 11/1/12, 12/6/12
- Attended Coventry Human Services Advisory Committee Meetings on 10/4/12, 12/6/12
- Attended Eastern Region YSB Meetings 10/1/12, 11/5/12, 12/03/12
- Attended NECASA grant review meeting 11/8/12, 11/29/12
- Attended the Annual CYSA Conference, 10/5/12
- Attended School Readiness Meeting, 10/2/12, 12/4/12
- Operation Fuel Annual Meeting, 11/7/12



2. Direct Service

A. Function

- | | |
|---------------------------|------------|
| • Youth & Family Cases | 12 cases |
| • Community Service | 60 cases |
| • Community Restitution | 0 cases |
| • Youth Job Bank Requests | 3 requests |
| • Youth Job Bank Matches | 0 matches |
| • Juvenile Review Board | 0 cases |

B. Programs

- On December 10th, the 5th annual “**Spread the Cheer**” holiday program for Coventry Grammar School students was held and was made possible through the collaborative efforts of Human

Services, Youth Services and the Senior Center. 40 students were able to pick out gifts for family members with assistance from senior center volunteers, who also helped with wrapping. Crafts and snacks were abundant for the kids as well.

- Interviews and orientation was held for a whole new round of high school mentors. The **Positive Connections Mentoring** program begun this quarter, on October 23rd; matching 6 GHR mentees with 6 CHS mentors.
- **Counseling Services** continues to be offered; working with 1 family currently. New families are consistently being referred from schools, police and self referrals.

SENIOR CENTER



1. Attendance for this Quarter:

(Numbers represent seniors returning multiple times)

- October – 397*
- November – 412
- December – 377

* Of Note: the Senior Center was without power and closed during Hurricane Sandy on October 29th, 30th and 31st.

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 December, special holiday care packages were sent with Christmas decorations, cookies and small gifts. Seniors also hosted a double Welcome Home Reception on December 12th for First Lieutenant Patrick Reilly, who was returning from serving in Afghanistan, and Jacob See. Lieutenant Reilly was welcomed and honored by over 50 seniors and members of the American Legion Post 52 at this very special event.

- The Green Thumb Society is a small but enthusiastic new gardening group at the Senior Center. Seniors met in October to discuss Fall & Winter Gardening, as well as their plans for the coming year which include guest speakers and a spring plant swap. Regular meetings will resume in February.
- *What's Brewing* is an informal group where seniors have the opportunity to talk about what's happening at the Senior Center and in our community. What's brewing represents an administrative commitment to fostering open communication between seniors and Senior Center staff and to incorporate seniors' feedback into the Center's programming. 1 Senior attended this group on October 18th, and 1 Senior attended on November 29th. The group did not meet in December, but will resume monthly meetings in January.

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.
- Visiting Nurse & Health Services of Connecticut held a Flu Shot Clinic at the Senior Center on October 3rd. 6 seniors attended the clinic and received their vaccination.
- 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 8 Seniors on October 25th, 4 Seniors on November 15th, and 8 Seniors on December 20th. Dr. Anthony Morgan provided toenail clipping and podiatric evaluations to 6 Seniors on November 15th.
- 5 Seniors attended the Fitness Room Orientation sessions offered on October 16th, November 13th & December 11th, where they met with a personal trainer from Coventry Fitness and learned how to utilize the equipment in the safest and most effective ways. Seniors who have completed the orientations as well as the required paperwork are now free to use the Fitness Room when the Senior Center is open. To date, 24 Seniors have completed their paperwork and the Fitness Room Orientations; during the months of October, November & December, Seniors logged 13 visits to the Fitness Room.
- Visiting Nurse & Health Services of Connecticut offered a Wellness Presentation entitled Strategies to be Stress-free through the Holidays on December 13th; however, no Seniors registered and the presentation was cancelled.

5. Special/Seasonal Programming:

- On October 1st, Seniors had the opportunity to meet with State Representative Tim Ackert for a Legislative Wrap-Up. 11 Seniors attended this informative event.
- 5 Seniors got together on October 11th for Sticks & Weeds & Pumpkins for an afternoon of fall crafting and wreath-making. Fall treats and refreshments were served, beautiful wreaths were made and a great time was had by all!
- On October 15th, Congressman Joe Courtney visited the Senior Center and hosted a question and answer session for Seniors. 17 Seniors attended this informative event.
- 2 Seniors attended a low-impact "walktober" hike on October 22nd at Creaser Park.
- 20 Seniors registered for our Halloween Party that was scheduled for October 31; however, due to Hurricane Sandy and loss of power at the Senior Center, the party was cancelled.
- The Senior Center hosted the AARP Safe Driving Course for Seniors on November 2nd. 12 Seniors

- took advantage of this offering which entitles most to a discount on their car insurance rate.
- The Senior Center and American Legion Post 52 hosted a Veterans Day Tribute on November 9th. Town Manager John Elsesser gave the opening remarks, followed by guest speaker State Representative Tim Ackert. Manny Rodriguez, commander of American Legion Post 52, conducted a Flag Ceremony and a hearty lunch was served. Over 50 Seniors attended the tribute.
 - On November 26th, the Senior Center held its first Medicare Enrollment Event during which Seniors had the opportunity to meet individually with CHOICES counselors to review, enroll and/or make changes to their Medicare plans. 17 Seniors were individually seen and supported during this all-day event. In addition to the Medicare Enrollment Event, a volunteer CHOICES counselor was available at the Senior Center on as needed basis for individual appointments during Medicare's Open Enrollment period. 6 additional Seniors took advantage of this offering.
 - On December 3rd, the Senior Center hosted a Spa Day. It was a lovely event where Seniors were able to come in for haircuts, manicures and pedicures. The Senior Center offered this service free of charge to our Seniors as a way to thank them for their support throughout the year. 14 Seniors attended, thoroughly enjoyed this relaxing event, and immediately requested to do it again!
 - Seniors celebrated the Holidays with a festive Luncheon on December 5th. Local members of the Quiet Corner Fiddlers played carols and Seniors participated in a great activity called "The Gift of Sharing" where they were encouraged to share a special memory with those at their table. 42 Seniors attended and had a wonderful afternoon!
 - Youth Services and Coventry Seniors hosted Spread the Cheer on December 10th, where children from town attended the Senior Center to shop for & wrap a gift for a loved one. Hot chocolate and treats were served, and kids enjoyed doing winter crafts as well. 10 Seniors participated, helped kids pick out and wrap their gifts, made hot chocolate and enjoyed spending the afternoon with them.
 - On December 12th, the Senior Center and American Legion Post 52 hosted a Welcome Home Reception for First Lieutenant Patrick Reilly, who was returning from serving in Afghanistan. Lieutenant Reilly was welcomed and honored by over 50 Seniors and members of the American Legion Post 52 at this very special event.
 - On December 17th, 10 Seniors played Bingo for Prizes and enjoyed an afternoon of fun!

COVENTRY RIDES VAN PROGRAM

Days of Operation: 38
 # of Individuals Riding: 47
 # of One-Way Trips: 340
 # Volunteer Hours: 147
 # Miles Total: 2069
 Average # of One-way Trips per Day: 9
 Average # of Miles per Day: 54
 Average # of Volunteer Hours per Day: 4



Volunteers Drivers: Tim Ackert, Brian Coss, Christine Coss, Dick Frye, Mary Ellen Hetrick, 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. It is a great sadness to report the death of Mary Ellen Hetrick in October. She was a truly dedicated driver and will be sorely missed.

The high demand for van/bus service continues. Only the dedication of the volunteer drivers made it possible provide service three days a week. Several drivers have volunteered to drive more than one day per month to provide service three days per week. Additional drivers are desperately needed replace the drivers who have retired or left for employment.

Private car drivers include Dick Gawitt, Barbara Rose, Carol Moriarty, Claudette Polhemus, David McCrory, Karen Renfro, Bill Root, Cathy Root, Chris Coss, Brian Coss Karen Renfro, Monica Maneri, Bill Wajda and Carol Kent. 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.

Wellness Trips using the bus and the van included a Fall Foliage Trip to the Clara Barton Museum with a stop for lunch in Putnam, CT and the Holiday Fantasia Lights Trip with supper at the Olive Garden in Manchester, CT.

We also provided shuttle transportation for the elderly and disabled between the Coventry Senior Center and the Community Center the Tea and Fashion Show in October.

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



Coventry Parks & Recreation

Quarterly Report: October – November – December 2012

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

GENERAL ADMINISTRATION



Parade Follow Up

- Follow up to Parade – thank you notes, pay bills, final financial review with Finance Director & 300th Committee Chairman

Ordinances

- Town Council, Police Chief and Town Manager re: ordinances
- Attended Town Council hearing Dec 3rd on ordinances, began plan for implementation

Budget Preparation

- Submitted CIP Budget proposal
- Prepared FY13/14 Operating Budget Proposal: Cost-saving measures, performance measures, and the budget line items for the 224 revenue accounts.

Coaches Training

- Ordered and reviewed DVDs and training materials for upcoming National Association of Youth Sports Coaches training
- Presented Youth basketball Coaches training to 10 coaches from the Coventry Youth Basketball organization, follow up press release and chapter paperwork

Reports & Meetings

- Attended CHART meeting – conducted self-evaluation of Coventry Parks & Recreation health related policies and environment
- Met with Northern Nurseries sales rep re: spring delivery of Nathan Hale Mt. Laurels
- Began to update PRORAGIS database – coordinating GIS component with town staff
- Completed analysis of CPM 101 performance measures 2011 report
- Completed first quarter report FY 12-13
- Attended Department Heads meetings Complete d Plan of Open Space, Conservation and Development (POCD) action plan status report
- Met with Conservation Commission regarding a Bicycle Plan
- Assisted Ad hoc Football Field Lighting committee by getting references from local schools

PROFESSIONAL DEVELOPMENT

Wendy:

- Met with Recreation Supervisor to review annual goals and performance, operating budget preparation
- NRPA webinar: *Health Promotion Marketing for Parks & Recreation*
- CRPA Annual State Conference - *presented a session on Playful Cities USA and attended a session on PRORAGIS database from NRPA.*
- Updated and expanded Pinterest website, a valuable resource to the public, which was also used as demo/ model at CRPA technology session



Cat:

- Prepared 2013 goals for performance review session with Wendy
- Webinar: *The Social Customer Lifestyle*, by Adweek
- Attended CRPA Annual Conference on 11/19. Attended the following workshops: *Politics: The Good, the Bad & the Ugly*, *Glow Up the Night: Nighttime Programming*, & *Market for Less*.

FACILITIES

Patriots Park

- Met with Christina Pierce re: coordination and communication re: Patriots Park rentals' supervision
- Met with WPCA Technician to inspect grease trap in Community Center kitchen
- Started getting price estimates for keyless entry system for rental buildings
- Met with DPW re: snack shack demolition – arranged electricity shutdown, pricing estimates for new shed
- Met with UConn Athletics re: Caretaker house rental

Laidlaw Park

- Prepared a business plan for fundraising for the Playscape project at Laidlaw Park
- Designed a promotional brochure for the Laidlaw Park Playscape Committee

Miller Richardson

- Met with DPW Director & Town Engineer re: updating CIP and LoCip projects at Laidlaw and Miller Richardson, obtained price estimates for bleachers and team benches



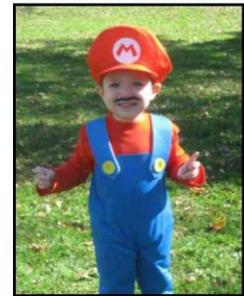
Market Barn

- Continued barn rental forms & procedures update
- Met with Nathan Hale Homestead and Farmers' Market staff re: upcoming year's schedule

PROGRAMS

Special Events

Pumpkin Play Day was held on Saturday, October 13th, from 12pm-3pm at Patriots Park. The estimated attendance was between 300 and 400 people total! Many more kids came in costume this year than in past years, which made the costume parade exceptional this year. *The Can Dance Studio* was a great collaborator at this year's event, offering a dance contest, a dance demo and running the costume parade! *Song A Day Music Center* also participated, performing "Halloween Carols" that the younger kids enjoyed. *Sue's Sunlight Café* was also on hand selling sandwiches, chips, desserts and beverages to hungry patrons, and a moon bounce, pumpkin carving/painting, face painting, cotton candy, arts & crafts, pumpkin-themed games and music & dancing were all included in the \$10 ticket price. *Coventry STEPS* and the *Daffodil Beautification Project* were both on hand, however due to low sales for both, they left the event early.



Scarecrow Contest ran through October, and 10 groups and families participated. The winners were announced at the Pumpkin Play Day however only 1 participant was there to accept their framed certificate (*Coventry STEPS*). The Department received many positive comments from the public, and as a result this event will be held again next year.

Town Hall Tree Lighting event preparation began in October and *Santa Claus*, the *Board of Education*, *Coventry School Food Services*, *Capstone Photography*, *Coventry Department of Public Works* and the *High School Band and Chorus* instructors were all confirmed. DPW coordinated

with *Tennant Tree Service* to put the lights onto the tree, and they went up during the week of November 13th. We did not have to buy any additional lights this year. We also coordinated with staff to work the event, and help with set-up & clean-up, and ordered additional décor, and craft activities for after the ceremony.

The big event was held on Wednesday, December 5th at Town Hall, with activities held at the Captain Nathan Hale Middle School CNHS Middle School. Rec. Commission Chair, Jen Bynes assisted Liz Woolf with the emceeing this year, which was a great way to bring some attention to the Rec. Commission and more specifically, our Chair. Staff instituted a special event comment card at the event, which brought in a few responses, mostly positive. The only suggestion was to have a countdown/more formal lighting of the tree, which staff will ensure for next year, along with activities before the ceremony for those participating in before-ceremony pictures as well.



Youth & Adult Programs

Recreation Daze, Afterschool Program continues to please, with approximately 30 kids registered each month. October was full of fun projects and activities at Rec. Daze, with festive Halloween-themed activities throughout the month. The program also participated in the Human Services Christmas “Adopt-A-Family” program, providing a Christmas meal, complete with turkey and all the trimmings, for a deserving family in town.

There have been new registrations for the early release days for kids not normally registered for the program but who need the care just for those days.

Fall program registrations continued for new sessions of *Zumba, Tai Chi* and *Yoga*. A free demo for the *First Year Tai Chi* program held on October 1st helped to revitalize an aging program. A few programs set to begin in October were cancelled due to low enrollment, including *Karate, Adult Self Defense, & Dancin’ with Hoops* for both kids and adults.

December Vacation Program registrations were monitored throughout the season, with additional e-blasts sent out to increase low registrations in early December. Unfortunately, only 6 kids were registered by the deadline, and the program was cancelled. Staff and those registered were notified. Staff have since discussed the aging program, and plans for next year to offer an evening and weekend day for parents time off!

According to *Google Analytics*, for our website www.coventryrec.com online registrations are holding steady, with 60.86% of site visits throughout this quarter being new customers.

Trips

The October trip, *A Day on Your Own in Salem* was successful and ran with only 2 being from Coventry. The *Day On Your Own in NY* trip set for December was a hit in Coventry, filling up with our 10 allotted seats. Meanwhile, the always-popular *Radio City Christmas Spectacular* trip stalled in Coventry for registrations, with zero! The trip did run successfully for the other towns participating, who were able to bring in the necessary registrations.

The 2013 regional trip meeting was held on Tuesday, October 2nd with representatives from the Towns of Mansfield, Tolland, Ashford, Ellington, Willington and Windham. The entire 2013 season was planned and assigned, so that the work is shared. A few new trips planned for this year (depending on availability & feasibility) are a chocolate & wine tour in the Hudson Valley of New York, and a Rhode Island Lighthouse Tour.

Winter/Spring/Summer Programming

Many new programs were discussed and planned for the winter, spring & summer this season. Ms. Torcasio met with the following instructors: George Hoffman, Tai Chi instructor to discuss plans for a new advanced topics class; Dog Obedience Instructor Deanna Nickels to plan an introductory obedience class to be held at Creaser Park in the spring; Sarah Kelley from Skyhawks Sports Camps; and Mike & Kevin Clancy, and Camp Director Matt Kyer regarding a potential new sport camp to be held in conjunction with our summer day camp, for older kids. Ms.

Torcasio also corresponded with a paddle-board instructor & LEGO representatives for potential summer programs.



Summer Camp 2014 planning began in December with budget planning, and an initial meeting with Ms. Torcasio and Camp Director Matt Kyer. The planning schedule & due dates were confirmed, staff intent to return paperwork was reviewed and updated, and potential programming and theme weeks were discussed.

The Winter/Spring Brochure was also a major focus for this season. Ms. Torcasio corresponded with the graphic designers and sales representatives at The Chronicle to make plans for the publication, and determined dates for content to be submitted, when ad sales need to be finalized, printing dates and release dates in early October. Ms. Torcasio and Ms. Rubin met to determine some new ideas for aging programs, and to review the program schedule and roster. Content, program plans and photos were sent to the graphic designers on December 19th and the first proof was received on December 31st for review. The final brochure is set for release to the post office by January 17th. All programs were updated on our website, and prepped for new registration as well.