



ADMINISTRATION

Above: Rainbow above Coventry Town Hall.

Town Clerk



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

Brooke R. Manning
Assistant Town Clerk

Lori Tollmann
Town Clerk

Dianna Grindle
Assistant Town Clerk

VITAL STATISTICS:

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

Coventry Vital Statistics 2014

Births of residents occurring in other towns	109
Births in Town	0
Marriage Licenses issued in Coventry	38
Marriage Licenses of residents issued by other towns	45
Deaths occurring in Coventry	33
Deaths of Coventry residents occurring in other town	39
Fetal Deaths	0
Burial Permits/Cremation Permits	42

All Vital Certificates issued in our office have to be certified copies. The Town Clerk's Office issued 433 Certified Copies in 2014.

Marriage Licenses: Marriage licenses are applied for only in the town in which the ceremony is to be performed. Information and a worksheet are available for download from the Town Clerk's webpage www.coventryct.org.



VETERAN'S DISCHARGES:

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



Discharges Filed FY 2014-2015: 17



LIQUOR PERMIT FY 2014-2015:

The Permittee must present to the Town Clerk's Office where the business is located their current permit from the State of Connecticut. The permit is receipted, signed, sealed and copied for filing. The fee for filling is \$2.00 (CGS 30-53).

Liquor Permits Filed: 15



RABIES CLINIC:



Our annual Rabies Clinic held in cooperation with the Connecticut Veterinary Medical Association on May 16, 2015 at the Captain Nathan Hale School was a success. We vaccinated **Ninety** dogs and cats at the two hour clinic. Our office prepared, printed, and delivered flyers to students at Coventry Grammar School, G.H. Robertson School and Captain Nathan Hale School.

Our office issued Press Releases to all local newspapers and appeared on the Town of Coventry website. Clinic volunteers this year were Brooke Manning, Dianna Grindle, Susan Cyr (former Coventry Town Clerk), Lori Tollmann and our clinic veterinarian and Coventry resident Dr. Wendy Ernst, DVM.

DOG LICENSES:

June is dog licensing month in the State of Connecticut, but dog licenses are sold throughout the year in the Town Clerk's office. All dogs who are six months or older must be licensed. The owner should bring written proof of the dog's rabies vaccination expiration date, and written proof of the dog's spaying or neutering, if applicable, to the Town Clerk's office so that the license can be issued. The base (June) price to license a spayed or neutered dog is \$8; the base price for a non-spayed or non-neutered dog is \$19. There is a \$1 per month late penalty beginning in July. We prepared and mailed 1,650 license renewal notices to all dog owners of record this year.



Dog Licenses issued FY 2014-2015: 1,468 dog licenses and 13 Kennels

To encourage timely licensing in June, our office had a contest to receive the #1 Dog Tag. Dog owners who sent in their renewals before June 1st had a chance for their name to be picked to receive the #1 Tag, and a free dog license for the year. The winner this year was Steven Robertson with his German Shepherd Lucie.

FISH & GAME LICENSES & PERMITS:

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

Licenses & Permits Issued FY 2014-2015: 510 Licenses & permits

ELECTIONS AND PRIMARIES:



The Town Clerk's duties include assisting the Registrar of Voters in administering elections and primaries. The clerk is required to publish notice of party endorsements and warning of the primary and election in Connecticut records retention law and notifies the Head Moderator when a close vote re-cavass must be conducted. Additionally, the clerk determines the maximum number of members of any political party who may be elected to a board. Our office files Legal Notices in the newspaper; files the list of offices to be filled, list of candidates, list of elected officials, vacancy in office and an accounting of absentee ballot forms with the Secretary of the State. The clerk prepares the layout, and arranges for the printing of sample ballots, posters, official and absentee ballots. The Clerk's office issues all absentee ballots, (regular, blank 90 day and 45 day, emergency and overseas) has absolute charge of absentee ballot applications and is responsible to deliver absentee ballots to the Registrars of Voters on Election Day to be counted by sworn absentee ballot counters. During a Federal Election, the clerk is also in charge of issuing Presidential Ballot applications and

Ballots to unregistered former residents of Coventry. This office registers voters in the absence of the Registrar of Voters. The Town Clerk receives and maintains election returns, official check lists and depository envelopes containing executed absentee ballots in accordance with

2014 Republican Primary:

The Republican Primary was held August 12, 2014 the clerk published a Legal Notice on June 30, 2014. This primary was for the Republican offices of Governor, Lt. Governor and Comptroller. Total Republicans voting in the Primary was 342, which includes 34 Absentees.

MUNICIPAL ELECTION 2014:

The Municipal Election process began in April, 2014 when the Town Clerk submitted the "List of Offices to be Filled" to the Secretary of the State's Office as required by CGS 9-254. Upon return receipt of the filing in May, letters were sent to the chairman of the town committee of each major party along with a copy of the list. The letter reminded the Chairman of the dates within which endorsements for municipal offices must be certified to the Town Clerk. Certifications of party endorsed candidates were received in July and the Town Clerk published legal notices of receipt of the party endorsements. On September 22nd the certification of the number of ballots to be ordered for the election for each district was sent to the Secretary of State. On September 17th, blank ballots were available with application for any registered elector temporarily living or traveling overseas and servicemen, spouses and dependents living within or outside the U.S. were mailed to the voter along with a list of offices and candidates. The layout of the ballot, and the ballot and supplies order was prepared by the Clerk and jointly approved with the Registrars of Voters for November's election. After approval of the ballot by the Secretary of the State, 2,000 ballots for each polling place and 200 absentee ballots were ordered. The Clerk published the legal notice October 20th, 2014.

Absentee ballot packets were prepared during the month of September as applications were received. When the printed absentee ballots arrived we simply added them to each packet and they were available October 3, 2014.

On November 4, 2014, eligible voters for the Town of Coventry cast their vote for candidates for the election to the offices of Town Council, Board of Education, Board of Assessment Appeals, Zoning Board of Appeals and Zoning Board of Appeals Alternates. Town wide voter turnout was 65%. Of the 7,311 registered voters in Coventry, 4,874 voted at the polls and 36 absentee ballots were cast. The Town Clerk administered the oath of office to the Town Council members at the Inauguration and certified the election results to the Secretary of the State on November 6, 2014.

Any elector who is permanently physically disabled and who files an application for an absentee ballot along with a certification from a primary care provider is eligible for permanent absentee ballot status. We posted information and instructions on the Town of Coventry website at www.coventryct.org. Currently 3 voters are taking advantage of this service.

Ordinances Adopted:

Ordinance #247:

Establishment of Town of Coventry Fire & EMS Departments (Effective July 1, 2015)

The adopted ordinance establishes a unified town-wide Fire and Ems Department for the Town of Coventry.

Ordinance #246:

Additional Property Tax Exemption for Modified Housing for Disabled Veterans (Effective December 31, 2014)

The adopted ordinance provide for an additional property tax exemption for veterans with a 100% disability rating. The additional exemption amount would be as established by Section 12-81g(b)(1) of the Connecticut General Statutes.

Boards and Commissions:



Schedule of Meetings Annual Notice: This notice is sent out to 43 active committees, boards and commissions, and respective town staff liaisons at the beginning of October, 2014. The packet contains information on the mandatory filing of each committee's schedule of meeting dates for the upcoming calendar year. Review of the Connecticut General Statutes pertaining to the public meetings and available meeting room locations were included in the packet as well.

Boards & Commissions Directory: The Town of Coventry is an active town with more than 25 elected or volunteer Boards & Commissions that hold regular meetings each month. It's the duty of the Town Clerk's Office to maintain the boards & commissions Directory so as to present up-to-date information to the Town Council Steering Committee. Many hours of staff time are required to keep the information current so that the essential business of the town may be conducted. The Town Council Steering Committee makes recommendations to the full Council from the requests that they receive from the registered voters of Coventry who wish to serve on a town board or commission. When a new member is appointed to a Board or Commission our office will send a letter to notify them that they were appointed along with the Town of Coventry's "Code of Ethics". We also notify the chairman of that committee of their new member. Directory is then updated.

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

We posts Agendas & Minutes to our website as a public service for our community. All Agendas & Minutes are posted in the Town Clerk's Office per statute. We post agenda for 11 active Boards & Commissions. Other remaining Boards & Commissions have affiliations with town Departments. These departments post their respective boards on the website.



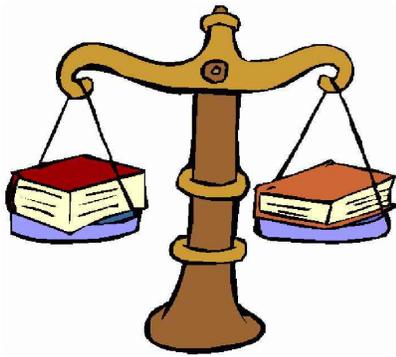
REVENUES & DISBUREMENTS

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

RECEIPTS	2014-2015
Documents & Maps Recorded 2,461 documents and 47 maps	\$68,695.00
Conveyance Tax	523,808.25
Vital Statistics	7,435.00
Copies of Town Records	14,640.50
Miscellaneous Permits, Trade Names, Postage, etc.	8,668.00
Notary	1,355.00
PA 05-228, 11-201, 09-229 & 13-247	122,768.00
PA 00-146	5,697.00
Fish & Game Licenses	8,495.00
Dog Licenses	14,960.00
TOTAL	\$776,521.75
DISBURSEMENTS	2014-2015
Town Revenue	\$227,871.33
State – Fish & Game	8,265.00
Special Dog Fund	13,463.00
State – Marriage Fees	874
**State PA 00-146	3,798.00
*State – PA 05-228, 11-201, 09-229 & 13-247	118,769.00
State Conveyance Tax	403,481.42
TOTAL	\$776,521.75

*Public Act 05-228, which became effective October 1, 2005, required the Town Clerk to collect an additional \$30 fee for each document recorded in the town's land records. The State of Connecticut received \$26 of this fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, as defined in Sec. 7-536 of the Connecticut General Statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. Effective July 1, 2009 the legislation required an additional \$10 fee for the first page of land recordings. That \$10 fee is collected, combined and reported with Public Act 05-228 and remitted to the State. PA 11-201 made changes to foreclosure laws. The act requires anyone commencing foreclosure action to register the subject property with the town clerk and pay a "land record filing fee" of \$53. However, the registration document is not recorded or scanned into the land records but is maintained in a separate file. Prior law required a filing fee of \$100 be paid to the municipality but now \$36 of the reduced filing fee is combined and reported with Public Act 09-229 and is remitted to the State of Connecticut. PA 13-247 became effective July 15, 2013. The public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from the effective date forward. Filing certain MERS documents requires that \$127, or for others \$110, of the filing fees be remitted to the State of Connecticut. Monthly these fees are collected, combined and remitted with three respective reports to the State of Connecticut. This fiscal year, the Clerk's office has collected \$132,276 of which \$121,898 was disbursed to the State.

**Public Act 00-146, effective July 1, 2000, this Public Act requires the Town Clerk to receive a fee of \$3 for each document that is recorded in the town's land records. Two-thirds of the fees (\$2 of every \$3) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. One dollar of the fees is retained by the Town Clerk for preservation and management of historic records. These funds may not be used to supplant budgeted funds. This fiscal year \$6,051 was collected of which \$2,037 was retained by the clerk's office for historic preservation.



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

PA 14-88 - 4 LAND-USE RESTRICTIONS ON LAND RECORDS (effective upon passage):

By law, land-use restrictions are recorded on land records, which town clerks maintain. They are often recorded after a property has been remediated and the Environmental Protection (DEEP). A new law allows property owners remediating property under the Transfer Act to submit to DEEP an interim verification concerning a property's conditions, not just a final verification as under prior law. Under the new law, a party submitting an interim verification on or before December 31, 2014 does not have to record an environmental land use restriction until September 1, 2015 necessary verification submitted to the DEEP.

PA 14-146 VALIDATION OF CERTAIN MARRIAGE LICENSES (effective on passage):

As the registrars of vital statistics, town clerks register and maintain marriage records. A new law validates marriages performed between June 7, 2006 and the law's passage that would have been valid except that:

1. the marriage license was issued in a town (a) other than the town where the ceremony was held or (b) where neither of the celebrants resided when they filed their license application or
2. the justice of the peace who performed the ceremony did not have a valid certificate but represented himself or herself as qualified and the marrying couple reasonably relied on that representation

PA 14-33-6 490 PROGRAM DEADLINE FOR FILING WITH TOWN CLERKS (effective October 1, 2014 and applicable to assessment years starting on or after that date). A new law makes procedural changes to the "490 program," in which eligible farm, forest, open space, and maritime heritage land is assessed for property tax purposes based on its current use, rather than its full market value. Prior law required tax assessors to annually, by November 30, file with the town clerk a certificate for any land classified under the 490 program. The act extends this deadline to January 31 for any year in which a revaluation of all real property becomes effective.

SB 1051 AN ACT STRENGTHENING THE STATE'S ELECTIONS SA 15-4 MUNICIPAL CAMPAIGN FINANCE FILINGS (effective on passage): A special act authorizes the State Election Enforcement Commission (SEEC), within available appropriations, to establish a pilot program to assist town clerks in up to 20 municipalities with their campaign finance filing duties. Each participating municipality must implement a plan, which SEEC designs, to transfer some or all of the town clerk's filing repository duties to the commission. The act also requires SEEC to conduct a study, within available appropriations, on the efficiency of transferring town clerk's filing repository duties to the commission. The pilot program terminates on April 6, 2018.

PA 15-224- 11-12 MAJOR PARTY MUNICIPAL OFFICE ENDORSEMENTS (effective January 1, 2016): A new law requires major parties to include the signatures of candidates they endorse to run in a primary for municipal office the certificates they file with the town clerk. Existing law establishes the signature requirement for (1) major party legislative and statewide office candidates and (2) minor party nominations of municipal, legislative, and statewide office candidates. The new law also eliminates the requirement that major parties file endorsement certificates for registrars of voters with town clerks. It instead requires that they file endorsements for all municipal office candidates elected at a state election with the secretary of the state. Thus, in state election years, town clerks must publish notice indicating that the list of endorsed candidates will be available in the secretary's office, not in the clerk's office as under prior law.

PA 15-224 21-27 ELECTION RETURNS (effective upon passage): The legislature changed several deadlines associated with canvassing election returns and submitting the official results to the Secretary of the State. Under existing law, moderators, town clerks, and registrars in towns divided into voting districts must meet to identify any errors in the election night returns previously submitted to the secretary. The act requires these officials to meet no later than 9:00 a.m. on the third day, rather than seven days, after a regular state election to identify any errors. Moderators must correct any errors and file an amended return with the secretary and registrars no later than 1:00 p.m. on the third day, rather than 14 days, after the election.

PA 15-5 June Special Session, 434 REGIONAL ELECTION MONITORS (effective upon passage): A new law establishes a “regional election monitor” within each of the state’s nine planning regions to represent, consult with, and act on the Secretary of the state’s behalf before and during each election, primary, recanvas, and audit. It (1) specifies that the monitors are not state employees and (2) requires the secretary of the state to certify them. Existing law authorizes each planning region’s regional council of Governments to determine the services it will provide its member municipalities. The act creates an exception to this authorization and requires them to provide the monitor-related services it prescribes. Specifically, the act requires each COG, by March 1 annually, to (1) contract with an individual to serve as the monitor for that planning region and (2) enter into a memorandum of understanding with the secretary of the state about the monitor.

PA 15-224 17 BALLOT CLERKS (effective upon passage): The legislature allowed U.S. citizens age 16 or 17 to be appointed as ballot clerks after (1) attending poll worker training and (2) receiving written permission from a parent or guardian, or in some cases, school principal. Existing law allows them to also be appointed as checkers, translators, or voting tabulator tenders after satisfying these two requirements

Pa 15-224 1-2, 4-5 CERTIFICATION, REMOVAL, and TEMPORARY RELIEF OF DUTIES (effective upon passage): A new law requires that registrars of voters be certified and establishes a formal process for removing them from office. Under this process, the secretary of the state can seek removal by filing a statement with SEEC if, in her opinion, a registrar engaged in misconduct, willful and material neglect of duty, or incompetence in office. The registrar is entitled to a full hearing in Superior Court. The law also authorizes the secretary to temporarily relieve the duties of the registrar who (1) fails to earn or maintain certification or (2) is the subject of an investigation resulting from a statement the secretary files with State Election Enforcement Committee (SEEC).

HAPPENINGS

Historic Document Preservation Grant FY 2015: We made an application for a Cycle 1 Targeted Grant on April 23, 2014 in the amount of \$5,000 in the Storage and Facilities category. The funds were approved and the purchase of 2 secure locking cabinets for confidential vitals storage was made.

Historic Document Preservation Grant FY 2016: Application for a Cycle 1 Grant was applied for and approved in the preservation category. Our bound Vital records will be unbound, scanned, and digitized. These records will be uploaded on to our IQS software. This will eliminate the need to handle these certificates and preserve them.

Fiscal Year 2015-2016 Budget: The budget preparation process began in November. Gathering, computing, evaluating and organizing the information necessary to make an appropriate request is extremely involved and time consuming. Considerable time and energy is put forth to compile accurate data which reflects this office's needs in order to provide the many services for which we are statutorily charged. Every effort is made to deliver a responsible budget request.

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

Lori Tollmann: attended the 2014 Fall and Spring 2015 Connecticut Town Clerks Association conferences. Attendance at clerk conferences is vital to update, and educate clerks about new legislation and regulations from the Secretary of State's Office. Lori also attended the **Pension Trustees Meetings** of May, 2015 and September, 2015 as recording secretary. Pension Committee actions and recent retirement approvals were reviewed.

Brooke R. Manning: attended 2 classes for her Town Clerk certification. Brooke has 1 more class to take before taking the Connecticut Town Clerk's Certification test. The classes were "Elections" and "Land Records". She also attended a customer service class and a FEMA Records Emergency Planning & Response class.

Dianna Grindle: attended her first Town Clerk School class in May, 2015 entitled "Land Records". Dianna will need to take 4 more clerk classes for her certification. Dianna also attended a CCM class on Municipal Record Management class.



Summary of Town Meetings



March 30, 2015

Special Town Meeting

To consider a resolution entitled “Resolution Appropriating \$3,000,000 For The Planning, Design, Acquisition, Construction, Reconstruction And Improvements Of Various Town Roadways, Town And School Parking Lots And Hardscape Recreational Surfaces And Authorizing The Issuance Of \$3,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”.

To receive a communication from the Town Council with respect to the resolution entitled “Resolution Appropriating \$900,000 For The Purchase Of A Fire Truck And Various Fire Apparatus And Authorizing The Issuance Of \$900,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”.

Such meeting was adjourned by the Moderator to a referendum vote at an Adjourned Town Meeting held on May 5, 2015.

Annual Town Meeting

APRIL 25, 2015

To consider and take action on the Town Council’s recommendation for the 2015-2016 fiscal year appropriation of **\$39,863,778** , pursuant to Section 9-1 of the Town Charter, the final vote was adjourned by the Moderator to May 5, 2015. Also:

To authorize the Town Manager to enter into an agreement with the Commissioner of Transportation for Town Aid Funds for roads available to the Town of Coventry under Chapter 240 of the Connecticut General Statutes.

Voted in the affirmative.

To take action on the Town Council’s recommendation on the FY 2016 Capital Improvement Plan and to authorize the Town Manager to make application pursuant to Title 7, Chapter 116b of the Connecticut General Statutes for funding for eligible projects under the Local Capital Improvement Program (LOCIP) .

Voted in the affirmative.

To authorize the Town Manager and the Town Treasurer to borrow money from time to time in anticipation of tax collections to meet current expenditures.

Voted in the affirmative.

MAY 5, 2015

Adjourned Annual Town Meeting

“Shall the 2014-2015 fiscal year appropriation of **\$39,863,778** be approved?” YES/NO

Results: Yes 859 No 909 **Question Failed**

Referendum questions:

1. "Shall the resolution entitled 'Resolution Appropriating \$3,000,000 For The Planning, Design, Acquisition, Construction, Reconstruction And Improvements Of Various Town Roadways, Town And School Parking Lots And Hardscape Recreational Surfaces And Authorizing The Issuance Of \$3,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose', as introduced and read at a Special Town Meeting held March 30, 2015, be approved?"

YES 1066 NO 702 Question Passed

2. "Shall the resolution entitled 'Resolution Appropriating \$900,000 For The Purchase Of A Fire Truck And Various Fire Apparatus And Authorizing The Issuance Of \$900,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose', as introduced and read at a Special Town Meeting held March 30, 2015, be approved?"

YES 776 NO 991 Question Failed

May 21, 2015

Special Budget Meeting

To consider and take action on the Town Council's recommendation for the 2015-2016 fiscal year appropriation of \$39,727,778 pursuant to Section 9-1 and of the Town Charter, the final vote shall be adjourned by the Moderator to June 2, 2015

June 2, 2015

Adjourned Special Budget

Shall the 2015-2016 fiscal year appropriation of \$39,727,778 be approved? YES/NO

Yes 1,034 NO 997 **Question Passed**

REGISTRARS OF VOTERS

The Registrars of Voters are responsible for conducting elections, primaries, referenda, enrolling voters, and maintaining the voter list. Registrars are required by the General Statutes of Connecticut to conduct an annual canvass of electors between January 1 and May 1. If we receive notice an elector has moved, he/she will receive a notice at his/her place of residence. If the notice is not returned by June 1 and the elector cannot be reached, he/she will be placed on the inactive list.

Special enrollment sessions are held in the summer and the fall as required by law. An additional session is held at the high school for students who are 17 and will be 18 by the November election. Residents can register to vote in the Registrar's office during posted hours, online at the www.sots.ct.gov, at the Town Clerk's Office during regular office hours, by mail, at the Library, when renewing a driver's license, or in any Town Hall in the State of Connecticut. Registration forms can also be obtained on the internet.

All 169 cities and towns are directly connected to the Secretary of the State's office by computer. New voters, changes and removals are done in the State's data base. If you were a voter in another Connecticut town, when you register to vote in Coventry your record will be taken from your previous town.

Coventry is in the 2nd Congressional District and is represented in the Connecticut State Legislature in the 8th General Assembly and the 35th Senate Districts. Coventry has two voting districts. The First District which votes at the Central Fire House, 1755 Main Street. The Second District, which votes at the North Coventry Fire Station, 3427 Main Street.

The optical scan voting machines are now being used for all elections except for referenda where paper ballots will still be used.

The number of voters at the end of the 2014/2015 fiscal year were as follows:

	District #1	3,718
	District #2	<u>3,595</u>
Total voters for Coventry		7,313

Town of Coventry
Energy Conservation/Alternative Energy Advisory Committee
Annual Report fiscal year 2014-2015

Purpose:

The purpose of the Committee shall be to study and identify viable and feasible energy conservation projects to reduce energy consumption and/or expenses in town and school facilities and operations; to explore and evaluate renewable energy projects to supplement or replace conventional energy to benefit town and school facilities and operations; to explore grant opportunities and private sector opportunities, and to prepare a report to the Town Council of findings and recommendations for funding and implementations.

Summary of the Committee Activities:

- Researched and assisted in grants/financing options to support wide energy efficiency programs including:
 - o Small Z-REC program (solar car ports, solar panels on firehouse and schools)
 - o Energy related performance contracting projects that might be feasible
- Provided town residents with the option to purchase electricity created in part with renewable energy sources
- Organized and sponsored free Energy Fair in May of 2015 for town residents
 - o Energizing of the school solar panels
 - o Vendor presentations and displays were available
 - o Over 20 door prizes were collected and given out
- Reviewed and made recommendations on:
 - o Proposals for various lighting projects within the Coventry Public Schools and Town Buildings
 - o ASHRAE Level 1 energy audits for the town hall, library and police station
 - o Proposals for no cost solar car ports at town hall and at police station
 - o Proposal to install new and improved solar lighting in Patriot's Park
 - o Compressed natural gas being extended into Coventry
 - o Retro-commissioning as a way to save money on improvements for the schools
- Advised on proposed energy conversion measures and infrastructure improvements for town buildings
- Coordinated with school and town officials to ensure that energy consumption was being recorded in the Energy Star tracking software to help create a benchmark for energy usage
- Committee members promoted Solarize CT to other towns
 - o Provided Milford feedback on the Solarize campaign and working with Encon
- Committee members kept current on state incentives available to Connecticut residents from the Clean Energy Finance and Investment Authority (CEFIA) to support town wide Energy Efficiency Programs including:
 - o Promoted Home Energy Solutions Audits

- Facilitated partnership with NECS and Victory Energy Solutions as Coventry's HES contractors
- Helped Coventry HES contractors develop a marketing plan to inform residents of HES program
- HES letter to town residents from Town Council and Energy Committee
- Committee members volunteered at tabling events at Coventry Farmer's Market and at Coventry Chili fest
- Provided HES pamphlets to local businesses
- Published information in Coventry Newsletter
- Committee members spoke at Town Council meetings
- o Promoted CT Solar Loans, Smart E-Loans and Cozy Home Loans on Committee's website
- Maintained the Energy Committee website and email to enable residents to interact with Committee
 - o Researched and provided monthly energy tips to help residents save money and electricity
- Continued an open, working communication with School Superintendent's Office
 - o Continued program to send energy notices home to parents through kid's backpacks
 - o Identified several teachers that could be school energy champions and be point of contacts for programs that the Committee is working on
 - o Researched educational grade school energy assembly programs
- Continued formatting information to draft a Town Energy Policy
 - o Drafted an outline/mind map of ideas to include in energy policy
 - o Researched/spoke with other towns in CT about their energy policies
- Committee researched the U.S. Forest Service Wood Gasification program:
 - o Committee member Matt Mullen attended the Northeast Biomass Heating Conference in Maine to learn more about wood gasification technologies available and to meet vendors
 - o The Committee researched grant funding opportunities related to wood gasification
 - o Committee members took free e-learning classes through DOE's Federal Energy Management Program to help identify what to look for in sourcing and selecting cost effective biomass energy technologies
- Committee members represented the Coventry Energy Committee at:
 - o The Connecticut Municipal Clean Energy Community workshop
 - o Regional Clean Energy Task Force meeting in Hamden and Ashford
 - o Clean Water Action-Chairperson helped draft EV guidelines/tips for installing EV stations at the municipal level (Clean Water Action publication)
- The Energy Committee met 12 times during 7/1/2014 to 6/30/15