

Annual Report

Town of Coventry
Connecticut

Fiscal Year
July 1, 2015 –
June 30, 2016

Office of the Town Manager
1712 Main Street
Coventry, CT 06238

860-742-6324
www.coventryct.org



Front cover: *Milestones during 2015-2016 (top to bottom): installation of solar LED lights at Patriots Park; replacement of Pucker Street Bridge; irrigation system installation at Laidlaw Park soccer fields; the start of a new Coventry Farmers' Market under Town oversight; ribbon cutting for the completion of the Safe Routes to School sidewalk project on Main Street from Capt. Nathan Hale Middle School to the corner of Ripley Hill Road.*



TOWN OF COVENTRY ANNUAL REPORT FY 2015 – 2016

Above right: The Town of Coventry was one of the first in the State of Connecticut to become a Purple Heart Town. Signs at the entrances to town, including this one at the Bolton town line on Rt. 44, were dedicated in August of 2015.



Above: Installation of a pipeline for the conversion of the Town Hall complex to natural gas.

TABLE OF CONTENTS

COUNCIL & MANAGER	7
TOWN COUNCIL	9
TOWN MANAGER	10
OFFICIALS	13
OFFICIALS/VOLUNTEERS	15
ADMINISTRATION	17
TOWN CLERK	19
SUMMARY OF TOWN MEETINGS.....	28
REGISTRARS OF VOTERS.....	29
PUBLIC SAFETY	31
POLICE.....	33
FIRE MARSHAL/EMERGENCY MANAGEMENT.....	48
NORTH COVENTRY VOLUNTEER FIRE DEPARTMENT.....	49
PUBLIC WORKS	51
WPCA	60
PERMITS/CODE ENFORCEMENT.....	64
CEMETERY COMMISSION.....	68
LAND USE	69
PLANNING & ZONING	77
INLAND WETLANDS	86
ZONING BOARD OF APPEALS.....	88
ECONOMIC DEVELOPMENT	93
CONSERVATION COMMISSION.....	96
EDUCATION	97
BOARD OF EDUCATION/SCHOOLS.....	99
HUMAN SERVICES/CIVIC/CULTURAL	103
HUMAN SERVICES	105
HOUSING AUTHORITY.....	115
RECREATION.....	116
BOOTH & DIMOCK MEMORIAL LIBRARY.....	121
FINANCIAL	139
FINANCE DIVISION	141
COLLECTOR OF REVENUE.....	148
ASSESSOR	150
BOARD ASSESSMENT APPEALS	153
AUDITOR’S REPORT	154
AGENCIES	215
EASTERN HIGHLANDS HEALTH DISTRICT.....	217



TOWN COUNCIL & TOWN MANAGER

Right: The Town crest. The motto, Altiora in votis, in Latin, translates as "I pray for the higher things."

Town Council



The Town Council at a May 2016 Council meeting. L to R: Hannah Pietrantonio, Lisa Thomas, Richard Williams, Town Manager John Elsesser, Julie Blanchard, Matthew O'Brien, Thomas Pope, Andy Brodersen.

2016 was once again a good year thanks to our Town Manager, Town Staff, Town Council and volunteers.

The Town Council provides the oversight and leadership required to establish policies that guide the direction of the Town and ensure the optimum delivery of services to residents in the most cost-effective manner possible. Members of the Town Council serve without compensation and elect their own chairperson and vice chairperson. The policies that are established by the Town Council are delegated to the Office of the Town Manager for execution.

We ended our fiscal year on June 30, 2016 staying within budget and had unexpended funds that we had moved to our Capital Non-Recurring Fund for future capital expenditures. This was not an exception but the norm for how the Town of Coventry has managed throughout the years. Our annual audit has been completed, and the **unmodified opinion is that the Town of Coventry's financial statements for the fiscal year ending 6/30/16 are fairly presented in conformity with GAAP**, and our Finance Department excels in meeting the standards of Government Finance Officers Association (GFOA). The Government Finance Officers Association of the United States and Canada awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of Coventry for its comprehensive annual financial report for the fiscal year ended June 30, 2015. This is the eighth year that the Town of Coventry has achieved this prestigious award.

The Town Council prepared a budget for the fiscal year 2016/2017 (7/1/16 – 6/30/17) for the Town, Board, Capital and Debt Service calling for a 2.07% spending increase and did not require a tax increase.

I encourage citizens to watch the Town Council meetings that are televised and streamed live over the internet on the first and third Monday of the month at <http://www.coventryct.org/index.aspx?NID=326>. Visit the Town of Coventry website at www.coventryct.org where you may view our agendas with attachments, and our minutes. Write to your Town Council members jblanchard@coventryct.org; mobrien@coventryct.org; tpope@coventryct.org; abrodersen@coventryct.org; rwilliamsjr@coventryct.org; hpietrantoniotc@coventryct.org; and lthomas@coventryct.org. Attend a Town Council meeting and speak during the Audience of Citizen portion of our meeting. Visit Opengov.org to view financial reports of the Town of Coventry. Visit the Board of Education's website at coventrypublicschools.org. We have made it a priority to make government in Coventry transparent and all these tools are available for you to be informed.

Town Manager



*John A. Elsesser, Town
Manager and Laura Stone,
Executive Assistant*

To the Town Council and Community:

It is my honor and privilege to present to you the Annual Report for the Town of Coventry for the period of July 1, 2015 through June 30, 2016. This report contains valuable information about the activities of various Town agencies and the financial reports commonly called the Town audit. We had a very productive year and remain financially strong. My report will touch on highlights of Town policy changes, construction projects and other items of interest.

In November a newly elected Town Council was installed into office so this report covers the transition between one Town Council and the current Council. Four new (some former) Council members joined three returning Council members. New goals were set and work started on devising a tax break for some senior citizens which was subsequently adopted and will go into effect during Fiscal Year 17/18.

It was a very active construction period with major road and bridge work completed through the resources provided by local borrowing and grants. Pucker Street Bridge was replaced and major road reconstruction (see Public works) from the \$3,000,000 Road Bond was completed. The State Main Street Curve project started after almost 20 years of planning, which will make the Village area safer and more pedestrian-friendly. Sidewalks were completed to the Middle School via a Safe Routes to School grant. Solar projects including carports at the Town Hall and Police Department were completed under a 20-year power purchase agreement which will assure clean energy at fixed stable pricing.

Of great significance, we were approached by Connecticut Natural Gas to extend gas lines into our town from Mansfield, and agreed to a seven-year agreement to cover the unfunded portion of the project out of energy savings and future taxes. This will allow cheaper and cleaner fuel for the High School, Middle School, Town Hall, School Administration building and the Fire and Police stations. Residents along the route may also tie in.

Several important community issues emerged. The long-time managers of the Coventry Regional Farmers' Market chose to cease operation and through the efforts of the Town Council and Economic Development Commission, the Market was saved and rebranded as the Coventry Farmers' Market. It had a great re-opening in June and a successful season.

We were stunned to have a highly-invasive aquatic plant discovered in Coventry Lake, but working with CT DEEP we were able to treat to reduce the growth of Hydrilla. We also obtained a permit to replace the 50-year old lake gate, scheduled for fall/winter 2016/17.

Working with Coventry Youth Soccer the Town Council matched funding to construct a new soccer field at Laidlaw Park which is the first irrigated field in town.

We continued our efforts to enhance communications with our citizens by giving a major facelift to our community newsletter and monthly e-blast alert. We also started more Facebook notices to adapt to the social media world. The Council also provided funding for OpenGov, which allows citizens access to the Town's financial records, creating transparency about where their tax dollars go.

Looking forward a Library addition building committee is underway and has completed concept plans and obtained a \$1,000,000 grant. A school building/energy efficiency committee is working on various energy and code issues primarily for the schools. We await completion of the Main Street project which will include a revitalized Tracy-Shoddy Mill.

So while we had a very active and productive year, many projects and issues are ahead of us. The State's financial position is weak which will put severe pressure on Town grants. We also have a new emerging issue of crumbling concrete foundations which could impact an estimated 600 households in town. Working together your Town can address these issues and continue to progress toward a bright future.

John A. Elsesser
Town Manager



TOWN OFFICIALS

***Above:** Michael D'Amicol, Town Assessor, returned from National Guard deployment to Guantanamo, Cuba in the spring of 2016. At a Town Council meeting, he presented the Town with an American flag which he had made arrangements to fly over the base in recognition of the Town of Coventry. L to R: Beth Bauer, Finance Director; Michael D'Amicol, Assessor; John Elsesser, Town Manager.*

OFFICERS, BOARDS, COMMISSIONS

As Of June 30, 2016

ELECTED

TOWN COUNCIL

Julie Blanchard
Andy Brodersen
Matthew O'Brien
Thomas Pope
Hannah Pietrantonio
Liss Thomas
Richard Williams Jr.

BOARD OF EDUCATION

Jennifer E. Beausoleil
Michael Griswold
Frank Infante
Mary S. Kortmann
Eugene T. Marchand
William M. Gros, Sr.
Michael A. Sobol

BOARD ASSESSMENT APPEALS

Joyce Chellstrop-Sonney
Robert E. Dextrateur
Robert McMahon, Jr.
Joan M. Gros
Jill Wood Reviczky

ZONING BOARD OF APPEALS

Raymond Chiccoine
Carol Chipkin
William Riordan
Claire Twerdy
JoAnn Watson

EBA ALTERNATES

William Bonney
Stephen Curtiss
Suzanne Pollinger

REGISTRAR OF VOTERS

Inge Pope
Marjorie L. Roach

JUDGE OF PROBATE

Barbara Gardner-Riordan

JUSTICE OF PEACE

Albert E. Bradley
Harvey Barrette
Victor Birch
Robert Birge
Joyce Bonney
Phyllis Chiccoine
Raymond Chiccoine
Dorothy M. Grady
Paul F. Jatkowski
M. Kathleen Krider
David E. Lamore
Patricia Naegeli
Joan M. Gros
Jacqueline Piccolo
Darby Pollansky
Thomas Pope
Jill G. Wood Reviczky
Barbara Riordan
Valerie Shortz
Sondra A. Stave

APPOINTED

TOWN MANAGER

John A. Elsassner

TOWN ATTORNEY

Duncan Forsyth

SUPERINTENDENT OF SCHOOLS

David Petrone

AUDITOR

Blum Shapiro

FINANCE DIRECTOR/TREASURER

Elizabeth Bauer

CHIEF OF POLICE

Mark A. Palmer

DIRECTOR OF HEALTH

Robert Miller

TOWN CLERK/REGISTRAR VITAL STATISTICS

Lori Tollmann

TAX COLLECTOR

Linda L. Greenbacker

ASSESSOR

Michael D'Amicol

HUMAN SERVICES ADMINISTRATOR

Courtney Chan

YOUTH SERVICES ADMINISTRATOR

Crystal Morawitz

SENIOR CENTER COORDINATOR

Carrie Concatelli

BUILDING OFFICIAL

Joseph Callahan

SANITARIAN

Glenn Bagdoian

PUBLIC WORKS DIRECTOR

Mark Kiefer

TOWN PLANNER

Eric M. Trott

ZONING AGENT

Mason Perrone

TOWN ENGINEER - INLAND WETLANDS AGENT

Todd Penney

RECREATION DIRECTOR

Wendy L. Rubin

CANINE CONTROL

John H. Chipman, III

EMERGENCY MANAGEMENT

Noel Waite

Municipal Agent

Courtney Chan

PUBLIC HEALTH

Visiting Nurse Health

BURNING OFFICIAL/ FIRE MARSHAL

Noel Waite

TREE WARDEN

Mark Kiefer

BLDG CODE BD APPEALS

Brian W. Canny
Michael F. Cleary
John N. Motycka
Harvey Barrette
John Wilnauer

CEMETERY COMM

Thomas Scott Boudreau
Patricia Naegeli
Linda G. Paqliucco
Susan Palmer
Anne Claudine Vieten

CONSERVATION COMM

Brian D. Coss
Arthur Hall, Jr.
Leroy Lowe, Jr.
Paul C. Manzoni
Vincent E. Messino
Robert R. Proctor
1 vacancy

ECONOMIC DEVELOPMENT COMM

Barbara Barry
Samuel Belsito
Richard Giggey
William J. Jobbagy
Alex Koenigsberg
Mark C. Lavitt
Timothy Liptrap
Carol Polsky
Sondra A. Stave

HOUSING AUTHORITY

Jeffrey S. Arn
Albert E. Bradley
Marilyn E. Barrette
Lorraine U. Lynch
Susan Noyes

HUD HOUSING REHAB/ FAIR HOUSING COMM

Albert Bradley
Dorothy Grady
Mark C. Lavitt
Marjorie L. Roach
Sarah Szczbak

INSURANCE ADVISORY

Robert Chipkin
Dena DeJulius
David E. Forte
1 vacancy

PARKS & RECREATION

Sean Butler
Antonia C. Conti
Marie Gallo-Hall
Todd W. Messier
Jennifer Rodgers

PARKS/RECREATION ALT.

Jillian Miner
1 vacancy

COVENTRYVISION COMMITTEE

Konrad Mroczek
Robert A. Plant
Bruce M. Stave
2 vacancies

PENSION & RETIREMENT

Benedict D. Emanuele
Paul E. Jatkowski
Robert Murzyn
David C. Powers
Cara M. Revett

PERSONNEL APPEALS BOARD

Benedict Emanuele
Peter L. Halvorson
Paul P. Jatkowski
Barbara E. Riordan
William J. Zenko
2 vacancies

PLANNING & ZONING COMMISSION

Raymond P. Giglio
William Jobaggy
Stephen (Ed) Marek
Christine Pattee
Darby L. Pollansky

P&Z ALTERNATES

Brent A. Genovese
Steven Hall
1 vacancy

INLAND WETLANDS AGENCY

Harvey Barrette
Raymond D. Chiccoine
Charles S. Clapp, Jr.
Lori J. Mathieu
Sam Norman
Thomas P. Woolf

INLAND WETLANDS ALTERNATES

Michael John Burokas
David W. Sorich

WATER POLLUTION CONTROL AUTHORITY

Richard W. Brand
Susan E. Jamaitis
Daniel R. Murphy
Matthew J. Twerdy
Lyndon Wilmot

HUMAN RIGHTS COMMISSION

Heather A. Bear
Albert E. Bradley
Michael J. Kurpiewski
Marjorie L. Roach
Bruce M. Stave

YOUTH ADVISORY BOARD

Phyllis C. Bishop
Annie Bobbitt
Judy Burr
Bill Cannon
Terrie D. Carpenter
Vicki Deveau
John Elsesser
Maria L. Genca
Arthur J. Houlberg

Shannon E. King
Florence Lajeunesse
Roger J. LaPierre
Heather MacKintosh
Michael McDonagh
Ginny Mollieur
Crystal Morawitz
Lynn Obomalayat
David Petrone

VETERANS MEMORIAL COMMISSION

Leroy A. Lowe, Jr.
Eric Ohlund
Donna L. Sanborn-LeDoyt
Richard C. Sanborn, Jr.
3 vacancies

LOCAL EMERGENCY**COORDINATING COMMITTEE**

Julie Blanchard, Council
Andy Brodersen, Council
W. Dennis Dittich, CVFA
Ray Eldridge, Jr., NCVFD
John Elsesser, Tn. Mgr.
Geoff Firth, CVPA
Mark Kiefer, Pub. Works
Bud Meyers, NCVFD
Mark Palmer, Police Chief
Bill Trudelle, CPS
Noel Waite, Emerg. Manag.

ENERGY CONSERVATION /ALTERNATIVE ENERGY

Laura Blake
Brandon Bradley
Danielle Kloster
Matthew E. Mullen
Jennifer Lynn Reilly
Andy DePalma - alternate

LIBRARY EXPANSION BUILDING COMMITTEE

William Bonney
Glenn P. Miller
Kathleen M. Ryan
Sondra Astor Stave
DeWilton Timberman
Felicia LaPlante - alt.

AD-HOC PROTECTED SPACES STEWARDSHIP

Joan Oros
Eric Thomas
Jasmine E. Wolf
2 vacancies

HEALTH DISTRICT

John A. Elsesser
M. Deborah Walsh

MUNICIPAL HISTORIAN

1 vacancy

CT WATER CO. ADVISORY

Albert Landry, Jr.

CAPITOL REGION COUNCIL OF GOVERNMENTS

Arthur Hall

CABLE TELEVISION ADVISORY COMMITTEE

3 vacancies

WINDHAM REGIONAL TRANSIT

Marjorie Roach

REGIONAL MENTAL HEALTH

Christine J. Brunell

EASTERN REGION MENTAL HEALTH

David Ruth

AD-HOC LAKE COVENTRY LAKE ADVISORY & MONITORING**COMMITTEE**

Charles Brown
Linda Comeau
John C. Clausen
Scott Gallo
Leslie McCabe Shor
Gerard F. Zak
Deborah B. Zeppa

AD-HOC WATER SUPPLY STUDY COMMITTEE

Albert E. Bradley
Frank Infante
Mark C. Lavitt
Christine Pattee
William J. Zenko

FLOOD & EROSION CONTROL BOARD

Julie Blanchard
Andy Brodersen
Matthew O'Brien
Hannah G. Pietrantonio
Thomas Pope
Lisa D. Thomas
Richard Williams, Jr.



ADMINISTRATION

Above: New solar panels help to defray electricity costs at the Coventry Town Hall. Parking lot improvements were also made this year – shown in the foreground is preparation for that project.

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 2015

Births of residents occurring in other towns	124
Births in Town	3
Marriage Licenses issued in Coventry	86
Marriage Licenses of residents issued by other towns	82
Deaths occurring in Coventry	14
Deaths of Coventry residents occurring in other town	58
Fetal Deaths	0
Burial Permits/Cremation Permits	20

All Vital Certificates issued in our office have to be certified copies. The Town Clerk's Office issued 302 Certified Copies in 2015.



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 2015-2016: 19



LIQUOR PERMIT FY 2015-2016:

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 filing is \$2.00 (CGS 30-53).

Liquor Permits Filed: 12



RABIES CLINIC:



Our annual Rabies Clinic held in cooperation with the Connecticut Veterinary Medical Association on May 21, 2016 at the Captain Nathan Hale School was a success. We vaccinated **FIFTY** 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 1,792 license renewal notices to all dog owners of record this year.



Dog Licenses issued FY 2015-2016: 1,438 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 Todd & Brandi Gaulin's dog Venus.

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 2015-2016: 505 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 elections. 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. 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.



MUNICIPAL ELECTION 2015:

On November 3, 2015, 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 27%. Of the 7,620 registered voters in Coventry, 2,019 voted at the polls and 49 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.

This was the first election which permitted individuals to register to vote on Election Day and cast an absentee ballot. There were 5 ballots cast and counted. Also, for the first time, Public Act 12-57, "An Act Concerning Permanent Absentee Ballot Status" for the permanently disabled became effective. 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 four voters is taking advantage of this service.

FISCAL YEAR 2015-2016 BUDGET:

The budget preparation process began in late 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. The Town Clerk's departmental request was submitted January 6th, 2016.

HISTORIC DOCUMENT PRESERVATION GRANT FY15/16:

The \$4,000 grant funds awarded were applied to scan and digitize vital records from 1975 back and will link the images to our computers. This project is a continuance of last year's project. This will preserve our documents and give us easy access to them. Our land records vendor, IQS, custodian of the security microfilm, is performing the project.

Boards and Commissions:



Schedule of Meetings Annual Notice: This notice is sent out to 30 active committees, boards and commissions, and respective town staff liaisons at the beginning of October, 2015. 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.

All Agendas & Minutes are posted in the Town Clerk's Office .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 & DISBURSEMENTS

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	2015-2016
Documents & Maps 2,322 Recorded documents and 51 maps	\$67,027.00
Conveyance Tax	\$490,777.40
Vital Statistics	\$7,545.00
Copies of Town Records	\$14,743.75
Miscellaneous Permits, Trade Names, Postage, etc.	1,9.00
Notary	1,438.00
PA 05-228, 11-201, 09-229 & 13-247	121,187.00
PA 00-146	5,385.00
Fish & Game Licenses	8,328.00
Dog Licenses	13,904.50
TOTAL	\$732,318.65
DISBURSEMENTS	2015-2016
Town Revenue	226,297.63
State – Fish & Game	8,100.00
Special Dog Fund	12,429.00
State – Marriage Fees	912.00
**State PA 00-146	3,590.00
*State – PA 05-228, 11-201, 09-229 & 13-247	111,807.00
State Conveyance Tax	369,183.02
TOTAL	\$732,318.65

*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.

**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. .



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

CAMPAIGN FINANCE

Filing Campaign Finance Reports Electronically

A new law lowers, from \$250,000 to \$1,000, the receipt and expenditure threshold at which statewide office candidate committees must file periodic campaign finance statements electronically with the State Elections Enforcement Commission (SEEC) using its web-based program known as "eCRIS." It also (1) extends the requirement to specified exploratory committees, candidate committees, party committees, political committees (i.e., PACs), and persons making independent expenditures; (2) expands it to cover all financial disclosure statements; and (3) authorizes SEEC to waive the requirement for good cause (**PA 16-203**, effective July 1, 2017).

Timely Filing of Campaign Finance Disclosure Statements

Campaign finance disclosure statements that candidates or committees file in hard copy are considered timely when SEEC receives them by 5:00 pm on the date they are due. Prior law prohibited SEEC from levying a penalty for failure to timely file a hard copy if a treasurer had a return receipt from the U.S. Postal Service, or a similar receipt from a commercial delivery service, confirming receipt by the deadline. A new law instead prohibits SEEC from levying a penalty if the receipt confirms that the statement was delivered, or should have been delivered, by the deadline (**PA 16-203**, effective upon passage).

Use of Public Funds by State and Municipal Employees and Candidates

Campaign finance law generally prohibits state and municipal officials and employees, during the 12 months before an election, from allowing public funds to be spent on advertisements featuring or promoting a candidate for public office. It also prohibits incumbents, during the three months preceding an election in which they are running, from using public funds to mail or print promotional materials to help them get elected. Under a new law, a candidate's participation in an activity of the Council of State Governments is not considered a violation of these public funds prohibitions (**PA 16-181**, effective upon passage).

ELECTION ADMINISTRATION

Mandatory Saturday Registrar Session

A new law eliminates the requirement that registrars of voters hold a voter registration session from 10:00 a.m. to 2:00 p.m. on the Saturday of the third week before a regular election. It retains requirements that registrars hold four other mandatory registration sessions, including one from 9:00 a.m. to 8:00 p.m. on the seventh day before a regular election (**PA 16-31**, effective July 1, 2016). June 17, 2016 Page 5 of 6 **2016-R-0117**

MISCELLANEOUS

Approval of Subregistrars for Burial Permits

By law, local registrars of vital statistics (generally town clerks) may appoint subregistrars to issue removal, transit, and burial permits and cremation permits when the registrar's office is closed. A new law requires a town's chief elected official, rather than the selectmen, to approve the appointment (**PA 16-22**, effective October 1, 2016).

Reporting Municipal Election Results

A new law changes how local elections officials report municipal election results. Generally, it requires them to follow the same procedures as they follow for reporting state election results. For multi-district towns, it also requires (1) election officials to meet after municipal, not only state, elections to identify any errors in the election night returns previously submitted to the secretary of the state and (2) head moderators to file any amended election returns with town clerks, not only the secretary and registrars of voters (**PA 16-14**, effective upon passage).

NOTICE REQUIREMENTS

Minor Party Representation

The law generally requires minority party representation on state and municipal boards, legislative bodies, and similar entities, and it sets a maximum number of members who can be from one party. For appointed boards and commissions, a new law requires appointing authorities to notify all other appointing authorities within five calendar days after making an appointment and provide the appointee's name, town of residence, and political affiliation. Notice may be by electronic means (**PA 16-185, § 15**, effective upon passage).

Notice of Workers' Compensation Claims

A new law requires a municipal employee who files a claim with the Workers' Compensation Commission to send a copy of the notice of the claim to the town clerk of the municipality where he or she works. By law, an employee must notify his or her employer or a workers' compensation commissioner of the claim and a state employee must send a copy of the notice to the administrative services commissioner. The notice must state the (1) date and place of the accident and nature of the injury or date an occupational disease's symptom first became clear and the nature of the disease and (2) name and address of the employee and person in whose interest compensation is claimed (**PA 16-112**, effective July 1, 2016).

HAPPENINGS

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 2016-2017 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 2015 Fall and Spring 2016 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 September, 2015 and May, 2016 as recording secretary. Pension Committee actions and recent retirement approvals were reviewed.

Brooke R. Manning: Brooke took her certification test June, 2016. She passed her test and is now a Certified Connecticut Town Clerk.

Dianna Grindle: attended her December 2015 certification class (Vitals) and in May (other duties of the Town Clerk). Dianna has 2 classes to attend before she can sit for her certification test.

Ordinances Adopted:

Ordinance #248:

Ordinance prohibiting the storage, disposal, treatment and/or processing of waste from oil and gas exploration or extraction activities in the town of Coventry, Connecticut
(Effective October 24, 2015)

Ordinance #249:

Simultaneous Membership Ordinance (Effective February 27, 2016):

The adopted ordinance is a new section to an existing ordinance (Dual Chairmanship Ordinance)

No person shall be elected or appointed serve simultaneously on the Planning & Zoning Commission, Inland Wetlands (Agency) commission and/or the Zoning Board of Appeals.



Summary of Town Meetings



October 1, 2015 **Special Town Meeting – Ordinance #248**

To consider an ordinance prohibiting the storage, Disposal, Treatment, and/or Processing of Waste From Oil and Gas Exploration or Extraction or Extraction Activities in the Town of Coventry, Connecticut. Ordinance passed.

November 17, 2015 **Housing Authority Representative Election**

The Town Clerk’s Office participated in the election by issuing and receiving their Absentee Ballots

February 27, 2016 **Special Town Meeting –Ordinance #249**

Pursuant to the provisions of Section 3-5 of the Charter of the Town of Coventry, the Town Council, at a meeting held on February 1, 2016 adopted an Ordinance prohibiting any person from simultaneously serving on the Planning & Zoning Commission, Inland Wetlands Commission and/or Zoning Board of Appeals and granting the Town Council the authority to remove any person who attempts simultaneously serve on two such agencies.

April 23, 2016 **Annual Town Meeting**

Item #1: To hear the Town Council’s estimate of expenditures for the fiscal year July 1, 2016 through June 30, 2017.

Item #2: To consider and take action on the Town Council’s recommendation for the 2016-2017 fiscal year appropriation, pursuant to Section 9-1 of Item #3: 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.

Item #4: To take action on the Town Council’s recommendation on the FY 2017 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) .

Item #5: 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.
the Town Charter, the final vote shall be adjourned by the Moderator to May 3, 2016.

May 3, 2016 **Adjourned Town Meeting**

RESULTS OF ADJOURNED ANNUAL TOWN MEETING

Question #1: “Shall the 2016-2017 fiscal year appropriation of \$40,550,802 be approved?”

	YES	NO
District #1	376	243
District #2	<u>388</u>	<u>230</u>
Grand Totals	764	473

Question Passed

June 6, 2016 **Special Town Meeting**

Shall the Town of Coventry approve the purchase of 1145 Main Street, Coventry, Connecticut for the purchase price of \$55,615? **Motion Passed**

REGISTRARS OF VOTERS

Marge Roach (D), Inge Pope (R)

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 2015/2016 fiscal year were as follows:

	District #1	3,815
	District #2	3,709
Total voters for Coventry		7,524



PUBLIC SAFETY

Above: Officer Russ Iger speaks to visiting Chinese students in their native language about policing in Coventry.

**COVENTRY POLICE DEPARTMENT
1585 MAIN STREET**



**ANNUAL REPORT
Fiscal Year 2015 - 2016**

We are pleased to present this annual report that describes some of the highlights and accomplishments of the Coventry Police Department during the past fiscal year. This report also provides the Department and the community an opportunity to evaluate whether we have met the goals that were set out at the beginning of the year. Hopefully, this report will not only be informative, but also help the reader to gain an understanding of the variety of services that the Coventry Police Department provides throughout the year.

The members of the department are committed to working hard to ensure the safety and security of all who live in and visit the town of Coventry.



As submitted in our budget document last year, our goals for fiscal year 15/16 were

ADMINISTRATION

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

Objectives:

- Conduct a mock CALEA on-site by January 2016.

- Have a Gold Standard CALEA on-site conducted in April 2016.
- Be awarded Advance Accreditation at the Baltimore MD Conference in July 2016.
- Submit annual reports to POST on State accreditation.

Due to scheduling issues, the mock on-site assessment was conducted on March 23, 2016 in preparation of the CALEA assessment.

CALEA assessors visited the agency from April 4-7, 2016. The agency requested a Gold Standard Assessment which is eligible to agencies who have performed well during their last two on-site assessment with no deficiencies. The assessors conducted a thorough review of all aspects of police management, operations and support services. No deficiencies were noted. The assessors submitted their report to the Commission and a hearing will be held at the CALEA Conference in late July 2016 to make a determination on reaccreditation.

All annual reports have been submitted on time to POST regarding the state accreditation standards. A determination on reaccreditation will be made after the CALEA Commission hearing.

Goal: *Continue to seek grant funding for costs associated with motor vehicle enforcement initiatives as well as equipment needs.*

Objectives:

- Submit one grant application with the CT Department of Transportation for comprehensive DUI Enforcement.
- Submit one grant application for funding for seatbelt enforcement.

The annual comprehensive DUI enforcement grant was submitted and approved in September 2015. One sobriety checkpoint and numerous individual DUI patrols were scheduled during the remainder of the fiscal year.

Seatbelt enforcement funding grant was submitted and approved. Special seatbelt enforcement 'waves' were conducted in September 2015 and May 2016.

OPERATIONS

Goal: *Provide adequate patrol staffing to effectively cover shifts.*

Objectives:

- Schedule at least two officers on duty 24 hours each day.
- Successfully complete field training of officer who is in recruit training by December, 2015.

All shifts were covered with at least two officers. Overtime was used to supplement staffing only when necessary.

Officer Wayne Greener graduated the police academy on September 15, 2015 and successfully completed his field training period. He remains on probation until October 1, 2016.

Officer Kelsey Carpenter was hired on December 28, 2015 and graduated the police academy on June 20, 2016. She began her field training of 12 to 14 weeks.

Officer Mark Samsel resigned in June 2016.

There was an increase in calls for service from this fiscal year compared to last fiscal year of 8.2%. There was a total of 8015 calls during the year. The statistical report of the types of calls for service is attached.

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

Objectives:

- Supervisors will review 100% of reports of all officers assigned to their squad.
- Ensure 100% of traffic stops statistics are filled out and completed by officers.
- Supervisors will conduct quarterly audits of officer activity including traffic stops, calls for service and self-initiated activity.

Supervisors continue to review reports from those in their assigned squads. Due to vacations and other time off, sergeant occasionally fill in to review reports of those assigned to other patrol squads.

Traffic stop statistics are being filled out and reported by officers. Our CAD vendor collects the stop statistics on a monthly basis and transmits them to the required agencies.

The report entitled Traffic Stop Analysis and Findings was released in 2016. This is the second such report issues by the Connecticut Racial Profiling Prohibition Project managed through the State of CT Office of Policy and Management. The report is consistent with our internal annual reports regarding traffic stops statistics and racial profiling. The report concluded that the agency did not engage in profiling during traffic stops. We continue to monitor traffic stops by individual officers to ensure impartial policing tactics.

Supervisors are reviewing quarterly statistics of officers under their command. These reviews include calls for service, traffic enforcement and arrest data.

Goal: *Participate with the Regional Computer Forensics Lab in order to assist in investigating computer crimes and related offenses.*

Objectives:

- Select an officer to participate with the Regional Computer Forensics Lab by September 30, 2015
- The assigned officer will attend at least two training classes in computer forensics.
- The assigned officer will spend 6 – 8 hours per week in investigating computer-related offenses.

Due to concerns about providing sufficient staffing locally, we were unable to have an officer participate with the regional forensics lab. However, we continue to use the services of the lab. The lab has changed name to the Connecticut Center for Digital Investigations.

The Capitol Region Chiefs of Police Association dedicated \$20,000.00 from its treasury to provided necessary hardware and software products so the lab can stay current with changing technologies.

Goal: Continue to aggressively enforce DUI laws and hazardous moving traffic violations.

Objectives:

- Conduct two sobriety checkpoints during the year with the participation of Metro Traffic Services.
- Conduct two seatbelt checkpoints and four concentrated enforcement efforts focusing on hazardous moving violations.
- Increase enforcement of distracted driving violations and speeding violations by 5 percent over the previous fiscal year.

Two seatbelt checkpoints were held, one in November, the other in May. In addition, eight directed patrol assignments were conducted to concentrate on seatbelt enforcement.

A sobriety checkpoint was held in June and numerous directed patrols occurred throughout the year.

SUPPORT

Goal: *Transition to tablet-based CAD/RMS system.*

Objectives:

- Purchase tablets for vehicles by July 15, 2015.
- Begin software transition by August 1, 2015.
- Complete installation and transition of tablets by September 1, 2015.

New laptop units were purchased for the five marked patrol vehicles.

We have held off on the full transition due to pricing and on-going maintenance costs. We are still working with our CAD vendor to resolve these issues during the next fiscal year.

Goal: *Becoming a PREA certified lockup facility.*

Objectives:

- Complete training of officers by August 15, 2015.
- Arrange for PREA audit by September 30, 2015.
- Have PREA audit completed by January 15, 2016.

We have worked on training materials and developing policy to comply with the Prison Rape Elimination Act (PREA) standards that apply to local lockup facilities. We have been unable to begin staff training or prepare for an actual audit.

We will carry this goal over to next fiscal year to continue to work on compliance.

OTHER ITEMS OF INTEREST

Agency Awards:

Officer Michelle Hicks Meritorious Commendation – successful Narcan deployment

Sergeant Ted Opdenbrouw – Perfect Attendance for calendar year 2015

Officer Thomas Kuhns – Perfect Attendance for calendar year 2015

Officer Thomas Kuhns – Top performer, motor vehicle enforcement

Officer Thomas Kuhns – successful Narcan deployment

Sergeant Michael Hicks, Officer Kevin Vail and Officer Russ Iger for disarming an individual armed with a knife threatening to harm himself and others.

Dispatcher Michael Cote for effectively handling the call of the person armed with a knife and threatening himself and others.

Sergeant Michael Hicks and Officer Michelle Hicks received awards from Mothers Against Drunk Driving for their DUI enforcement efforts.

For the sixth consecutive year, the agency was awarded first place in the Connecticut Law



Meritorious Commendations are presented to Dispatcher Michael Cote, Officer Kevin Vail and Officer Russ Iger.

Enforcement Challenge for its traffic safety efforts. Detective Spadjinske was responsible for submitting the award-winning application.

Officer Wayne Greener completed the CT Police Academy on September 15, 2015 and completed his period of field training on December 6, 2015.

Officer Kelsey Carpenter was hired on December 28, 2015. She attended the CT Police Academy which she completed on June 20, 2016. Officer Carpenter will continue in a field training capacity until early September 2016.

We are pleased to welcome Officer Greener and Officer Carpenter.

The department purchased body cameras with Justice Assistance Grant funding. Officers received training in the use and function of the body camera based upon agency directives and state law. A presentation was made to the Town Council regarding the use of the body cameras. The cameras were deployed in the field in mid-July. Several news releases were made and articles appeared in local papers. The agency policy on body cameras was published on its website.

The department underwent a CALEA on-site assessment in April 2016. The department was eligible to participate in the Gold Standard assessment model. A Commission hearing is scheduled for July 30, 2016 to make a determination on reaccreditation.

Pursuits

Members of the department became involved in two pursuits during the fiscal year.

The first pursuit occurred on February 19, 2016 at 9:50 PM. An officer was conducting traffic enforcement on Route 44 near North River Rd. The officer observed the vehicle driving westbound at a high rate of speed (88 MPH) and illegally passed four vehicles at the same time. The officer activated his emergency lights and siren in an attempt to stop the vehicle. The vehicle did not stop and the officer terminated the pursuit at around Swamp Rd. due to the high speeds. The officer proceeded at normal speed to the Bolton town line and then turned around. Shortly thereafter, the officer observed the same vehicle heading westbound. The officer activated his emergency equipment, turned around and tried to stop the vehicle which was illegally passing numerous vehicles at a high rate of speed. The officer lost sight of the vehicle at the Bolton town line and he ended the pursuit due to the high speeds. The officer lowered his speed to approximately 40 mph and continued into Bolton to ensure the vehicle he had been pursuing did not crash. The officer came across a witness who had observed the vehicle crash into the Redwood Landscaping building at Bolton Notch and leave the scene. The State Police were summoned to investigate the accident. The vehicle and driver were later located in Vernon attempting to enter I-84. The subject was arrested for Reckless Driving and Engaging and Officer in Pursuit. This pursuit was reviewed by a sergeant pursuant to policy and found to be in compliance.

On June 9, 2016 at 4:22 PM, dispatch received a call from a resident of an occupied suspicious vehicle in a driveway on Richmond Rd. The caller stated that the vehicle had out of state plates and the vehicle had left and come back several times. One of the units at the house was vacant and there was a concern that there was a burglary in progress. An officer arrived and saw the vehicle in question. The officer positioned his vehicle in an attempt to block the vehicle from leaving the driveway. The operator, seeing the officer, drove across the lawn and out on Boston Turnpike heading westbound. The officer activated his emergency lights and siren in an attempt to stop the vehicle, however the vehicle accelerated. The officer caught up to the vehicle near Carpenter Rd. The vehicle slowed and was moving with the flow of traffic. At the intersection of Route 44 and Main St, the vehicle accelerated again, heading in the westbound direction and began to illegally pass vehicles. The officer broke off the pursuit due to the danger to other vehicles on the roadway. The pursuit was reviewed by a sergeant pursuant to policy and found to be compliant.

On June 15, 2016 at 6:14 AM, an officer observed a black Harley Davidson MC heading westbound on Route 44 at approximately 70 MPH. The officer activated his emergency lights and siren in an attempt to stop the motorcycle. The motorcycle accelerated at speeds estimated at over 100 MPH and started illegally passing other cars on the road and went through the red traffic signal on Route 44 at Main St. The officer broke off the pursuit due to the dangers to other vehicles on the road as well as the motorcycle operator. The pursuit was reviewed by a sergeant and found to be in compliance with policy.

Use of Force

On August 3, 2015 at 2:50 PM, officers were dispatched to the Grant House group home on Dunn Rd. for a report of a 14 year old client out of control and combative with staff. Officer responded and found four staff members restraining the individuals. Officers held the young person down until the arrival of the ambulance to transport him to the hospital. Minimal use of force used. Body camera reviewed. Use of force was found to be justified and consistent with policy.

On August 3, 2015 at 9:27 PM, officers were dispatched to the Channel 3 Kids' Camp on a report of a 13 year old boy causing a disturbance. The subject was ejected from camp for assaulting other campers. As he was waiting for transportation, the subject became unruly. As the officer arrived, the subject tried to get away. The officer grabbed the subject and placed him on the ground to maintain control until his transportation arrived. No arrest or injuries of subject. Body camera was reviewed. Use of force found to be justified and in compliance with policy.

August 27, 2015 at 4:37 PM, officers were dispatched to the Hendee Rd. group home on a report that a client was sitting in a chair in the driveway blocking staff member's vehicles from leaving. The officer arrived and attempt to persuade the young woman from getting out of the way. Upon refusal, the officer physically moved the individual so staff members could leave. There was no arrest or injuries. As the officer tried to leave,

the individual tried to block the officer's vehicle. The officer moved the individual out of the way and left. Body camera reviewed. Use of force was found to be justified and in compliance with policy.

On September 15, 2015 at 11:30 AM, an officer responded to a home on Ripley Hill Rd. at the request of the Department of Mental Health and Addiction Services who were committing an individual for psychiatric evaluation. As the officer attempted to speak with the individual he became verbally and physically abusive toward the officer. A state police trooper who happened to be driving by, stopped to assist the officer. As they tried to take the subject into custody pursuant to the order, the subject became combative and tried to strike the officer. The subject was taken to the floor. As they were holding him on the ground waiting for the ambulance, the officer took out his Taser and pointed it at the individual in the event he began to fight again. The subject was transported by ambulance to the hospital. No injuries occurred. The subject was later arrested by warrant for disorderly conduct. Body camera video was reviewed and use of force was found to be in compliance with policy.

On September 20, 2015 at 2:10 AM, an officer responded to assist troopers with a fatal accident on Route 6 in Andover. A bystander approached the officer and notified him that the driver of the vehicle responsible was attempting to run away from the scene. The officer pursued him and brought him to the ground after a struggle. The individual was turned over to troopers at the scene. No injuries reported. Body worn camera video reviewed. Incident was found to be compliant with policy.

On October 9, 2015 at 10:15 PM, officers responded to Carpenter Rd on a report that the boyfriend of the complainant's daughter was found sleeping in a closet and he was prohibited from being there. As officers checked the house, they found the subject hiding behind some furniture. As the subject was ordered from behind the furniture, one of the officers had his Taser pointed at the individual in the event he tried to flee or fight the officers. The subject was taken into custody and charged with first degree criminal trespass. There were no injuries. Body camera video was reviewed. Use of force was found to be justified and in compliance with policy.

On October 14, 2015 at 1:30 AM officers responded to a wellness check from an anonymous caller. The caller reported that the individual was highly intoxicated and combative with other people in the apartment. Officers responded and found the individual to be intoxicated and argumentative. The individual was transported to the hospital for evaluation but was released after medical staff found nothing wrong with her. The officers ultimately arrested the woman for breach of peace and were transporting her to the police station while being handcuffed in front. As she was being transported to the police department, the individual attempted to harm herself in the rear of the police vehicle by choking herself with her shirt. The officer pulled over to the side of the road and struggled with the individual while the officer handcuffed her in the back. Body camera video was reviewed. The use of force was found to be justified and in compliance with policy.

On November 7, 2015 at 11:23 PM, officer responded to a medical call on Main St due to a subject ingesting narcotics. Medical personnel were on scene and the subject was acting aggressively toward them as they tried to administer care. At one point, the subject became combative. The officer on the scene intervened and struggled with him briefly as the medical personnel were able to restrain him. Subject was transported to a medical facility. No arrest made. Body camera video was reviewed. Use of force found to be justified and in compliance with policy.

On November 21, 2015 at 3:21 AM, officers were dispatched to Swamp Rd, on a report of a person with a head injury and being uncooperative with people at the scene. While on the scene with medical personnel, one of the subjects on the scene became aggressive toward the officers and medical staff. The subject tried to go into the basement as officer tried to stop him. The subject struggled with officer who eventually handcuffed the individual and charged him with Disorderly Conduct and Interfering with an officer. Body camera video reviewed. Use of force was found to be justified and consistent with policy.

On April 19, 2016 at 4:42 AM, officers responded to Flanders Rd on a report of an assault against a person repossessing a vehicle. Officers determined that the person that had previous possession of the vehicle assaulted the truck driver. Officer arrested the subject for Disorderly Conduct. The subject struggled briefly with officers during the arrest. Body camera video was reviewed. Use of force was found to be justified and consistent with policy.

On April 19, 2016 at 11:26 AM, officers responded to the Hendee Rd. group home on a report from staff of disorderly behavior by a client. Upon arrival, the officers found a client leaving who had just 'destroyed' the house by causing damage. Officers grabbed her as she tried to leave but she broke away and fled. Officers followed and apprehended her by grabbing her and brought her back to the house. The subject then fled the house again. Officer found her outside and brought her back in. Subject was transported to the hospital for evaluation. No criminal charges. Body camera video reviewed. Use of force found to be justified and consistent with policy.

On May 3, 2016 at 3:02 AM, an officer responded to a suicidal male who left a Bolton residence heading toward Coventry on Route 44 in a vehicle. The officer and a state police trooper observed the vehicle. The trooper engaged the vehicle in a pursuit. The vehicle pulled into a residence and the subject ran into an apartment building. The trooper followed the subject into the apartment with his Taser as the Coventry Officer accompanied the trooper for backup assistance. The Coventry officer had his weapon drawn at the time. The trooper deployed his Taser on the subject after which he was taken into custody. No injuries to subject. Use of force by Coventry officer found to be justified and consistent with policy.

On May 3, 2016 at 9:00 AM, officers responded to Bradbury Lane on a reported disturbance where one individual was reported to be under the influence of narcotics and acting out violently. When officers arrived, the person became agitated that the

police had been called. The subject's mother indicated that her daughter had been taking narcotics and threw an object at her. While the officers were present, the subject took an aggressive fighting stance toward her mother. One of the officers tackled the person onto the couch and placed her in handcuffs. Subject was arrested for disorderly conduct. No injuries occurred. Body camera video reviewed. Use of force found to be justified and consistent with policy.

On May 20, 2016 at 1:09 PM, officers responded to a welfare check on a subject requested by his physician. Officers were allowed inside the house. The subject was speaking of nonsocial things. The officers tried to convince the subject to voluntarily go to the hospital for an examination. The subject refused and the officers were going to perform an emergency committal. The subject became uncooperative and combative with the officers and medical staff. One of the officers conducted a spark test on his Taser and they eventually were able to take custody of him and have him transported to the hospital for evaluation. No injuries. A review of the officer's body camera video was conducted. Use of force found to be justified and consistent with policy.

On June 30, 2016 at 8:27 AM, officers responded to Main St for a report of a person threatening suicide by use of prescription pills and alcohol. Officers found the person crying, shouting and intoxicated. The person admitted to making statements threatening suicide. The officers determined that based upon the person's behavior, she needed to be evaluated at a medical facility. Medical personnel responded and when the person was being taken to the ambulance, she struggled briefly with the officers. The person was placed in handcuffs. As she was walking outside, she pushed one of the officers and they all fell to the ground. She suffered a small laceration to her forehead as she fell. She was transported to a medical facility. No charges were filed. Body camera video was reviewed. It was determined that the use of force was justified and consistent with policy.

Personnel Complaints

It is the policy of the Coventry Police Department to investigate all complaints of alleged employee misconduct and to equitably determine whether the allegations are valid or invalid and to take appropriate action. All allegations of departmental or officer misconduct shall be properly investigated whether such complaints are received verbally, in writing, through a third party or anonymously.

The Coventry Police Department employs a structured disciplinary system to be followed in cases of alleged or suspected violations of department rules, orders, Town of Coventry personnel rules or any applicable state or federal statutes by members of the department. This procedure is meant to assure prompt and thorough investigation of complaints to clear the innocent, establish guilt of wrong doers and facilitate fair, suitable and consistent disciplinary action. The personnel complaint procedure is explained on the department website. Personnel complaint forms are available on the town website, the police department website, at police headquarters or at town hall.

There were eight personnel complaints involving members of the agency during this fiscal year. Two of the complaints were generated by citizen complaints and one was generated internally off an external incident.

On July 23, 2015, a complaint was received from an individual who believed that a member of the department was being too aggressive over the phone in investigating complaints of abandoned motor vehicles on his property. An investigation was conducted which include a review of recorded telephone conversations. The complaint was not sustained.

On July 25, 2015, a complaint was received from a motorist who was stopped for suspicion of drunk driving. The subject was not arrested for drunk driving, but was issued a citation for texting and driving. The motorist complained that he felt he was targeted due to the appearance and color of his vehicle. An internal investigation was conducted which included a review of body camera video. The complaint was not sustained.

On August 21, 2015, a complaint was received from a motorist who was stopped by an officer for not yielding to the vehicle emergency lights while traffic enforcement was being conducted. The motorist complained about the way they were treated during the traffic stop. An internal investigation was conducted which included a review of the officer's body camera video. The complaint about rudeness was not sustained however it was determined that although the officer had the emergency lights activated, the siren was not activated pursuant to agency policy and law. The officer was counselled about proper use of emergency equipment.

On November 10, 2015, a complaint was received via mail regarding an incident on September 7, 2015 in which officers conducted an emergency committal under CGS 17a-503. The complainant did not wish to be further interviewed about the matter however, an internal affairs investigation was conducted. It was determined that the officers acted reasonably, in good faith and within Connecticut law and agency policy. The complaint was not sustained.

On March 14, 2016 a complaint was received alleging that an officer was rude during the course of investigating a motor vehicle accident in which the complainant was involved. An investigation was conducted which included a review of the officer's body camera recording of the incident and the conversation between the officer and the complainant. The complaint was not sustained.

On March 17, 2016, a complaint was received regarding an incident that occurred on November 21, 2015 which resulted in a criminal arrest. The case went to trial in March 2016. The complainant indicated that she disagreed with information contained in the officer's report. An investigation was initiated but the complainant subsequently withdrew the complaint. A review of the matter found no department violations on the part of the officer.

On June 6, 2016, a complaint was received that an arrest was not made of a family member for violating a restraining order. An internal investigation was conducted which included a number of interview with officers, review of recorded telephone calls and review of body camera video from a number of officers. It was determined that although there was a specific policy violation, the officer could have handled the situation in a better manner and the officer was counseled to prevent future occurrences. In addition, partly based upon this complaint, policy modifications were made to ensure clear direction in these types of cases.

On June 8, 2016, a complaint was received for an incident that occurred on May 14, 2016. The complainant, who had come to the police department to be fingerprinted for a pistol permit believed that the officer was rushing the taking of fingerprints and would thereby make the prints unreadable so the complainant would not be able to get a permit. An internal investigation was conducted which included a review of the booking area video. There was no basis for the complaint as the officer took an extraordinarily long time in attempting to obtain acceptable fingerprints. The complaint was not sustained.

Grievances

There were no grievances filed during the fiscal year.



Sergeant Ted Opdenbrouw and Officer Kelsey Carpenter stop by a local lemonade stand raising funds for Connecticut Children's Medical Center



Coventry Police Department Incident Analysis

7/1/2015...6/30/2016

1st	Shift 2nd	3rd	Total
1329	3670	3017	8015

UCR	Nature	1st	2nd	3rd	Total
		0	0	1	0
001	Marine Patrol Activity	0	16	13	29
029	Disabled Motor Vehicle	21	74	45	140
1040	Tax Fraud	0	9	3	12
11A	Sex Forcible Rape	0	2	0	2
11D	Sex Forcible Fondling	1	0	3	4
120	Robbery	1	0	0	1
13A	Assault Aggravated	0	2	0	2
13B	Assault Simple	1	6	12	19
13C	Intimidation	4	11	10	25
151	Suicide	0	1	0	1
152	Suicide Threat/Attempt	3	9	14	26
220	Burglary	4	7	6	17
23C	Larceny Shoplifting	0	0	1	1
23D	Larceny Theft From Building	0	7	2	9
23F	Larceny Theft From MV	2	11	5	18
23G	Larceny Theft of MV Parts	0	2	0	2
23H	Larceny All Other	1	27	16	44
240	MV Theft	1	0	3	4
250	Counter/Forgery	0	0	3	3
2604	Fireworks/Gunshots	4	17	23	44
2608	Abandoned MV	3	3	3	9
2609	Littering	0	15	1	16
2619	Building Check	0	4	0	4
2625	Notification	0	2	2	4
2631	Public Hazard	42	92	60	194
26A	Fraud False Pretenses	0	8	2	10
26B	Fraud Credit Card/ATM	0	14	7	21
26C	Fraud Impersonation	0	4	4	8
26E	Fraud Wire	0	6	0	6
290	Vandalism	6	23	12	41
2914	Animal Complaint	39	200	108	347
3009	Susp Person/Activity/MV	85	161	269	515
326	Illegal Parking	1	7	4	12
332	Harassment/Harassing Phone Calls	3	36	28	67
334	Untimely Death	0	2	4	6
343	MV Accident (Injuries)	5	17	17	39
344	MV Accident Evading	4	9	7	20
345	MV Accident Fatal	1	0	1	2
346	MV Accident (No Injuries)	26	84	63	173
349	Subpoena Service	0	1	3	4
351	Alarm	82	153	104	339



Coventry Police Department Incident Analysis

7/1/2015...6/30/2016

353	Medical	129	282	181	592
355	MV Stop	447	602	823	1872
35A	Drug/Narcotic Violation	17	6	25	48
35B	Drug Equipment Violation	4	0	0	4
375	Routine Assistance	28	177	173	378
377	Open Door/Window	2	7	10	19
388	Miscellaneous	27	57	30	114
390	Police Information	2	35	12	49
396	Escort	2	11	7	20
398	Missing Person	1	4	16	21
399	Lost And Found	8	40	26	74
400	Family Matter - Non Arrest	8	19	37	64
401	Repossessed Vehicle	5	1	2	8
4811	Finger Printing	9	438	3	450
4858	Fire	8	57	23	88
4867	Background Investigation	0	3	0	3
4873	Assist Other Agency	41	89	71	201
520	Weapon Law Violations	1	1	0	2
82	Runaway/Non NIBRS	6	4	13	23
861	Disturbance (Non-Domestic)	5	23	38	66
863	Town Ordinance Violation	4	1	7	12
866	Noise Complaint	7	6	34	47
889	Check Welfare	18	65	47	130
890	MV Erratic Operation	21	65	111	197
891	MV Lock Out	6	35	22	63
90C	Disorderly Conduct	5	3	4	12
90D	DWI	15	3	22	40
90J	Trespass of Real Property	0	0	1	1
90Z	All Other Offenses	4	14	26	44
911	911 Hang Up Call	4	13	10	27
H109	Junk MV	0	7	0	7
Sup	Supplemental	155	560	384	1099



FIRE MARSHAL/ EMERGENCY MANAGEMENT

Noel Waite, Fire Administrator/Fire Marshal

There have been a lot of exciting changes to the Fire and EMS service for the town of Coventry this past year. Effective July 1, 2015 the town adopted an ordinance creating the Town of Coventry Fire/EMS Department. With the adoption of this ordinance the Fire Marshal was appointed to the position of Fire Administrator, overseeing the financial and managerial responsibilities of the two volunteer fire departments.

The two separate Fire Department budgets were combined into one joint fire budget to better track expenses and the cost of providing fire services for the town.

In September of 2015 the Coventry Volunteer Fire Association, the present EMS provider for the town voted to turn over their primary service area responsibilities to the town. The town is in the process of obtaining the service provider license and primary service area provider certificates from the state Department of Public Health, Office of Emergency Medical Services. This is a lengthy and time-consuming process but will be beneficial to the town once completed.

In February of 2016 the town contracted with a staffing agency to provide EMS personnel for daytime staffing of the ambulances Monday through Friday. With the department's responded to over 1200 calls per year, this additional staff is beneficial and lessens the burden on the volunteers and insurers daytime response for emergency medical calls.

Two committees were formed, one for the purchase of a used Quint fire apparatus and one for the purchase of a new 3000 gallons tank truck. The used quint will have firefighting capabilities as well as aerial/ladder capabilities. The tanker will provide additional water capacity for the initial response to fires.

The fire marshal conducted over 105 inspections, including multifamily residence, group homes, liquor license renewals and hoarding/unsafe condition special requests.

There were a total of seven fire investigations conducted, with fortunately only one being a large dollar loss house fire. This is approximately a 50% reduction in fire investigations from previous years.

The volunteers continue to provide medical staffing at all sporting and special events as well as fire prevention programs for all the schools throughout the year. A big thank you to all those dedicated individuals that continued to be active in providing a great service to the town.

Noel Waite, Fire Administrator/ Fire Marshal

NORTH COVENTRY VOLUNTEER FIRE DEPARTMENT

The following report is a snap shot of the department's activity and membership.

In conjunction with the Town Fire and EMS Administrator and CVFA, the NCVFD was able to begin the process of a new era in the emergency services here in Coventry. Monthly meetings, the return of joint training, and continued on scene cooperation has allowed all entities to join forces when needed and provide a service we are proud of.

The call volume for 2016 was 922. These calls include EMS, Fire, Service related incidents, and Mutual Aid requests. The department has stayed busy. Fire calls have again seen an overall decline but the EMS related incidents have continued to rise.

We joined the Volunteer Workforce Solutions campaign to try and reach out to the public to see who may be interested in joining the Volunteer ranks of the emergency services. We were fortunate to gain 5 regular members and 4 junior members. The campaign was worth it. The process was simple; use social media to the best of our ability, have a sign-up day, and use our new permanent sign to display the need. We have a new Junior Member advisor in house. Some of the folks that joined our ranks already had past experience in the emergency services. Others have made us proud and accomplished certification classes in Fire Fighting and Traffic Control.

Training never stops. We hold weekly training nights on various topics including vehicle extrication, vehicle and building fires, hazmat operations, medical emergencies, cancer awareness, power line and natural gas awareness, and our annual Mandatory topics that include blood and airborne diseases-defibrillator-Narcan- Epinephrine-Aspirin, and policy review to name only a few.

We held local events for the public. The Volunteer Workforce sign-up day was also a smaller Open House for the public to stop in and ask questions. The power of knowledge is in the education. We held our annual Flower Sale which was well attended and teamed up with the Coventry Police Department for a Stuff-A-Truck-Cruiser event to benefit the Coventry Human Services. This was another great success. We assisted at the annual tree lighting with our rescue truck and light tower. Fire Prevention was held at Station 11 with the children from the Coventry Grammar School. The kids had a fire station tour, were able to use fire hoses, and gain some important knowledge on fire safety. We were requested to the Hale Homestead for a meet and greet and assistance was given at the annual Coventry Fest. We continue to promote the reflective house number signs along with CVFA which aides in the emergency response for EMS, Fire, and Law Enforcement.

We continue to work with the Town and CVFA to bring new equipment/tools to help aide us in doing our job in a safe and expedient manner. The NCVFD is eagerly awaiting the delivery of the Quint aerial truck that will allow us many options with not only fire attack but technical rescue. Training will continue into the spring before we are ready to place the apparatus into service. Budgets are always in our sights. We continue to look at ways to save money and cut costs without a decline in service. We had solar added to the station, exterior lights were upgraded to LED, and our cable service was modified to allow for a better savings. Apparatus replacement/refurbishment will be an ongoing project and we look forward to working with the Town with this project.

Thank you for this opportunity to report our year in review. If anyone should have any questions, please feel free to contact Chief Ray Eldridge Jr. or President Rick Landry at any time.

Respectfully Submitted,



Rick W. Landry, President



Raymond Eldridge Jr., Chief



PUBLIC WORKS

Above: 17 miles of roadway received major road reconstruction this year, including this section of Vernon Branch Road.

about us ...

<u>Job Title</u>	<u>Employee Name</u>	<u>Years of Service</u>
Director	Mark Kiefer.....	1
Supt. of Operations	Doug Reese	5
Administrative Secretary	Donna Wrubel.....	23
Lead Mechanic	Daniel Caron	33
Mechanic I	Robert Maxwell	12
Mechanic I	Jeremy Rooke.....	2
Equip Op/Crew Leader	Clifton Labrec	30
Facility Crew Leader.....	Monica Bragdon.....	27
Equip Op/Crew Leader	Charles Harakaly.....	17
Facility Maintainer I	Michael Mangiafico	17
Public Works Maintainer I.....	Todd Rychling	15
Public Works Maintainer I.....	Troy Stout	1
Public Works Maintainer I.....	Charles Grossmann	1
Public Works Maintainer I.....	Colin Dunnack	1
Public Works Maintainer I.....	Richard Pleasant.....	<1
Public Works Sanitation Maintainer	Daniel Smith	3
Truck Driver.....	Richard Watts.....	27
Truck Driver.....	John Hoffman.....	15
Truck Driver.....	Erik Johansen	13
Truck Driver.....	Lee Davey	12
Town Engineer.....	Todd Penney	8
(Office at Town Hall, 1712 Main Street)		
WPCA Technician	Michael Ruef.....	7
(Office at Town Hall, 1712 Main Street)		

Richard Pleasant is our newest Public Works Maintainer I. He was hired on October 5, 2015.

Facility Location: 100 Olsen Farm Road
 Telephone: (860) 742-6588 and Fax: (860) 742-5467
 Business Hours: Monday – Friday 7:00 a.m. to 3:00 p.m.

The Village improvements were completed on Wall Street, Mason Street and Prospect Street including drainage, resetting of granite curb and additional bituminous curbing. Full depth reclamation and bituminous overlay completed the project.



The winter of 2016 was fairly mild with only 14 storms. The Department of Public Works spread 1774 tons of salt and 870 tons of sand on Town Roadways and parking lots this winter and staff worked a total of 1827 hours of overtime fighting winter storms. The milder weather allowed work to be completed on several construction projects. This work Included supporting the contractor with construction of a new soccer field at Laidlaw Park.



The new soccer field and playscape were completed at Laidlaw Park. It is the first irrigated field in town, completing of the project included fencing the field perimeter.



Public Works was able to complete approximately one mile of the Rails to Trails system.



Phase II of the removal of hazardous trees at Miller Richardson Baseball fields and construction of a new parking area on Plains Road was completed before opening day.



The Department of Public Works hit the streets running to complete the second phase of the Road Bond. Work included drainage improvements, full depth reclamation, final paving and curbing. Mountain Ridge Subdivision was completed in spring of 2016.



The Town Crew performed drainage improvements to prepare roads for Full depth reclamation and Cold in Place Recycling. 17 miles of roadway received major road reconstruction and 15 miles of road were crack sealed over the fiscal year.



COVRA ANNUAL REPORT FY 15/16

TRANSFER STATION: MATERIALS RECEIVED

	1st QTR. JULY- SEPT	2nd QTR. OCT- DEC	3rd QTR. JAN- MARCH	4th QTR. APRIL- JUNE	ANNUAL TOTALS
Receipts	7869.8	6937.65	5210.16	10173.1	30190.71
Ewaste - each	513	644	539	591	2287
Propane Tanks - each	46	35	24	32	137
Bulky CD/Stumps - tons	62.49	56.01	43.28	87.14	248.92
Scrap Metal - tons	5.58	4.39	3.9	8.21	22.08
Tires - each	54	47	28	61	190
Leaves - tons	0	47.8	5.56	5.77	59.13
Freon - each	85	88	53	71	297
Users*	n/a	n/a	588	1405	1993

*began counting users at the request of Town Council mid February 2016.

TRANSFER STATION: MATERIALS TRANSFERRED

Willi Waste - Bulk (cd) ton	66.49	48.32	48.37	80.97	244.15
Willi Waste - Bulk (brush) ton	7.81	3.76	4.35	18.26	34.18
Willi Waste - Recycling (metal) ton	19.18	8.92	10.17	16.75	55.02
Take2 - CFC units	89	0	79	6	174
Take2 - electronics lbs.	18780	23905	18824	14863	76372
Take2 Recycling - lamps, mixed lbs.*	0	0	200	59	259
Take2 Recycling - batteries, mixed lbs.*	0	0	125	0	125
Mighty Flame- propane- each	101	0	107	32	240
Bob's Tire - each	17	48	0	67	132
Bay State Textiles	2620	2200	1680	780	7280

*July through December these recyclable items were reported in the electronics category.

CURBSIDE PICK UP

msw to wwp @ \$64.58 / ton	953.34	913.1	835.99	920.9	3623.33
	\$61,566.70	\$58,968.00	\$53,988.23	\$59,471.72	\$233,994.65
recycling to wwp @ \$-25.00 / ton	341.78	347.08	320.74	334.04	1343.64
	-\$8,544.50	-\$8,677.00	-\$8,018.50	-\$8,351.00	-\$33,591.00
curbside bulk to wwp @ \$73.22 / ton	73.64	55.68	36.39	60.14	225.85
	\$5,391.92	\$4,076.89	\$2,664.48	\$4,403.45	\$16,536.74
curbside mattress to wwp n/c - each	224	156	121	180	681

WATER POLLUTION CONTROL AUTHORITY
ANNUAL REPORT July 1, 2015- June 30, 2016 (FY 2016)

Members: Matthew Twerdy, (Chairman), Richard Brand (Vice-Chairman), Lyndon Wilmot, Susan Jamaitus, and Daniel Murphy.

The Water Pollution Control Authority (WPCA) of the Town of Coventry was created March 17, 1980 pursuant to Section 7-246 of the Connecticut General Statutes. The Town Council appoints the five (5) members to two-year terms. The WPCA is responsible for the effective management of the public sewer system.

The Town's existing sewer service area currently includes approximately 1000 properties, and of those about 90% are connected. The sewer service area extends around Coventry Lake (with the exception of Cheney Lane and Hemlock Point), along Route 31 from Ripley Hill Rd down to the Wastewater Treatment Plant (WWTP), and throughout most of the Coventry Village area. The collection system is approximately 16 linear miles in length, includes 48 town-owned residential grinder pumps, and 2 major pump stations.

The WWTP is located off Route 31 behind the Coventry Cemetery, adjacent to the Willimantic River. The 200,000 gallon/day capacity WWTP consists of primary treatment and rapid infiltration beds and has been in operation since February 1987. The WWTP is treating an average 128,180 gallons/day over the last 6 months. The WPCA continues to monitor flow to the WWTP in order to reserve capacity for approved developments which have not yet been completed and for homes that have been levied sewer assessments.

- **2013 Wastewater Management Study:** This study was completed in 2013 and the final report was accepted by CT DEEP in 2014. The study assessed the feasibility of extending sewers into Upper Oak Grove, Cheney Lane, and Hemlock Point. CT DEEP also instructed us to evaluate either upgrading our Treatment Plant or connecting to Windham's sewer system. DEEP agreed with the findings of our study that sewers would benefit groundwater quality in our 3 study areas but notified us that if we reach 90% capacity at the Treatment Plant we would most likely be ordered to either upgrade the plant or connect to Windham's Treatment Plant as a customer.
- **Treatment Plant Upgrade/Windham Connection:** Cost estimates for upgrading our plant ranged from \$4 Million to \$14 Million and connecting to Windham would cost approximately \$8 Million per the estimate provided by the consultants that completed the Wastewater Management Study. The plant is operating properly and the WPCA is continually assessing treatment upgrade options for the WWTP for planning purposes.
- **Western Route 44 Sewer Planning Area:** We met with Officials from Bolton and Manchester in February 2016 to discuss the Western Route 44 Sewer Planning Area. The WPCA would like to enter into an inter-municipal agreement with Bolton in order to use their sewer system for properties in this planning area. Our wastewater would flow through Bolton's system to Manchester's Treatment Plant. Manchester has excess capacity and would be happy to accept us as a customer. Bolton wants to assist us with our wastewater disposal needs but their sewer system is very new and is not a conventional gravity system. We are working with our engineering team to perform a hydraulic study of Bolton's system to evaluate our options. This study was requested by Bolton and they would like us to complete this prior to entering into an agreement.

- **Sewer Connections:** Sewer connections have slowed down as the vast majority of homes have tied in. Most of the new connections we see now are replacement/rebuilds of old cottages and bank foreclosures.
- **Inflow & Infiltration (I&I) Work:** The sewer system had two groundwater leaks that were repaired in July and August of 2016. Sump pumps and other non-permitted clean water connections continue to be a concern. Staff continue inspecting properties for these types of connections and providing guidance to owners on how to deal with groundwater and stormwater. Staff are also continually conducting maintenance on the system, specifically rehabbing manholes.

Construction Projects:

- **Laurel Trail Sewer Extension:** One year after construction we performed final inspections and accepted the sewer extension on Laurel Trail (WM) which serves a home that had a marginal septic system.
- **Lake Street Sewer Extension:** The WPCA approved a sewer extension on Lake St. that will serve 2 properties in close proximity to the lake. The extension was added to the Main Street reconstruction project to save on mobilization and repaving costs. Construction was completed in May 2016 and needs final vacuum testing before it can be used.



- **Main Street Reconstruction Project:** The CT DOT Main St Reconstruction Project started up in April 2016. This \$5.5 Million project is expected to take 2 years to complete and includes approximately \$400,000 worth of sewer relocation. The WPCA is responsible for a percentage of the sewer work since we are replacing 30 year old infrastructure with brand new materials.



- **Bidwell Village Phase 2:** Bidwell Village has completed construction of the sewer mains and manholes for phase 2 of the development. Several new units are currently under construction.



- **Town Road Work:** Along with many other roads outside of the sewer service area our contractors paved Maple St., Wall St., Mason St., Prospect St., and Bradbury Lane. Prior to paving we rehabbed 25 sewer manholes. After paving we cleaned all manholes and 4,000 feet of sewer main. We also had our vendor raise 3 sunken manholes to grade in Gerald Park.



- **Treatment Plant:** We replaced 4 failing valves and upgraded 2 pumps at the Treatment Plant. The 'Muffin Monster' comminutor (grinder) was refurbished by the factory. We did not receive any violations as a result of the June 2016 OSHA inspection.



**ANNUAL REPORT
FISCAL YEAR 2015-2016
BUILDING DIVISION
PERMITS/INSPECTION AND CODE ENFORCEMENT**

The Coventry Building Department is the source of building, septic, well and Health Department information and is the satellite office for the Eastern Highlands Health District. Individual property files are kept in this office in street files. Pending applications as well as closed out permits are stored in these files.

The Building Official reviews applications and plans submitted to determine code compliance. Permit Technicians check submitted applications for proper licensure, registration and workers' compensation insurance if applicable. The review process for permit applications by the Building Official is started after approval by the Sanitarian, WPCA Technician, Zoning Agent, and Wetland Agent/Town Engineer if applicable. Commercial, Public and Industrial plans are also reviewed by the Fire Marshal for compliance with the State Fire Safety Code. Applicants are notified by the office technician when approvals are completed. Permits are processed and issued upon payment by the applicant. Field inspections are scheduled daily on projects under construction to ensure compliance with the approved plans and the 2005 Connecticut State Building Code as amended by supplements and the Connecticut General Statutes. Certificates of Occupancy, Use and Completion are issued upon approval of the final inspection that has been requested by the permit applicant or owner of the property.

The Building Official acts upon complaints from the public regarding structural safety, egress issues, accessibility and general code provisions that may be in question. Storm damage and post fire inspections are completed to determine the status of structures and dwellings in regards to continued use, or the need for posting unsafe or condemned status due to extensive damage. These inspections and orders are completed and issued to protect the health, safety and welfare of the occupants and property owners. Guides providing details on how to file an application and what types of information need to be included are available on permit packets.

Our Permit Technicians are Brigit Tanganelli and Heidi Leech. Brigit is here to assist in Building Department matters as the permit technician and provides assistance to the Building Official, Fire Marshal, Sanitarian and the Building Code Board of Appeals. Building files are maintained daily to provide current up-to-date information to town departments and the public. Statistical information is forwarded to government agencies and the Census Bureau. Receipt books and building reports are updated regularly to assist the auditors review and create monthly, quarterly and yearly reports.

RESIDENTIAL ACTIVITY

The issuance of thirty-three (31) Certificate of Occupancies for single family dwellings have kept the department busy this year.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2015-2016 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
88 PROSPECT ST	7/7/2015
12 FLANDERS WOODS LN	7/8/2015
24 GODIVA LN	7/13/2015
11 FLANDERS WOODS LN	7/21/2015
28 ARMSTRONG UNIT 32	8/12/2015
28 ARMSTRONG UNIT 34	8/12/2015
179 WINDSWEPT WAY	8/13/2015
78 BELLEVUE DR	8/17/2015
2794 MAIN ST	9/2/2015
24 BEAVER TR	9/24/2015
19 OLD OAK TR	10/8/2015
550 DUNN RD	10/27/2015
558 DUNN RD	10/27/2015
755 BABCOCK HILL RD	11/9/2015
NONE FOR DECEMBER 2015	
310 HANNAH LANE	1/5/2016
136 APPIAN WAY	1/14/2016
14 FLANDERS WOODS LN	1/15/2016
16 FLANDERS WOODS LN	1/15/2016
615 SOUTH STREET	1/29/2016
3 FLANDERS WOODS LN	2/16/2016
335 RILEY MOUNTAIN RD	2/16/2016
261 BUENA VISTA RD	2/22/2016
2724 MAIN ST	2/22/2016
34 APPIAN WAY	3/18/2016
141 WINDSWEPT WAY	3/30/2016
12 APPIAN WAY	4/5/2016
222 TALCOTT HILL RD	4/6/2016
341 RILEY MOUNTAIN RD.	4/7/2016
28 ARMSTRONG RD UNIT C-24	4/14/2016
28 ARMSTRONG RD UNIT C-25	4/14/2016
NONE FOR MAY 2016	
85 APPIAN WAY	6/2/2016

Permit Counts Reflected over the Past 5 Fiscal Years

Permit Type Info:	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
	<u>ANNUAL TOTALS</u>				
Houses only	18	25	36	30	22
Foundation only	23	24	29	30	26
Condominiums	0	4	0	0	1
Commercial Bldg/Renov	6	8	5	10	9
Industrial Bldg/Renov	0	0	0	0	0
Public Bldg/Renov	2	1	0	3	3
Additions	20	16	9	13	21
Garages/Carports	10	4	4	19	14
Sheds/Barns	47	27	35	10	21
Decks/Porches	32	21	33	32	43
Pools	11	19	14	15	8
Demolition	10	7	8	7	10
Woodstove	55	49	67	59	42
Miscellaneous	51	57	72	66	72
Renov/Repair/Alter	145	129	144	138	181
Plumbing	41	44	47	54	70
Heating	143	149	173	167	171
Electric	186	205	212	168	222
TOTAL PERMITS	800	789	847	821	938
PERMIT VALUE	\$13,623,161	\$10,154,351	\$13,349,232	\$12,673,888	\$12,843,239
FEES COLLECTED	\$134,461	\$130,736	\$199,102	\$164,302	\$180,791
Certificate of Completion	400	453	575	629	670
C/O's - New Homes/Condos	14	27	32	30	31
C/O's - Other	40	47	29	36	34

COMMERCIAL PROJECTS

- There was a tenant fit out for the relocation of Worn Yesterday Consignment Shop at 1364 Main Street and a permit for an addition to Coventry Motors at 2152 Boston Turnpike in the month of July. At the end of the first quarter another consignment shop (Brass Tacks) at 1600 Boston Turnpike received a permit.
- In the third quarter, the Connecticut Water Company obtained permits to start the work for a new pump house at their Northfield Rd location. They are working to also obtain permits for their Main Street location, but need to work closely with the Town due to wetlands there. New cell tower antennas were permitted for at 400 Riley Mountain Road. March was a very busy time for commercial activity. Three new businesses opened in town; Fish Window Washing Services at 2181 Boston Turnpike, Studio on Main (photography) at 1276 Main Street, and Red House Yoga Studio at 21 Bread & Milk Street.

- The last permit for commercial work in town was in June of the last quarter. It was for the opening of another photography studio called Melissa Hartigan Photography (specializing in baby photography) at 44 Depot Road.

TOWN PROJECTS

- Town Hall installed a carport with solar roof mounts in the first quarter.
- In the second quarter of the fiscal year, permitting was issued for the interior revitalization of the Tracy Shoddy Mills. These buildings will be used for future town events. The Housing Authority had new doors installed at their Community Room and security cameras placed there.
- During the first and third quarters changes were made to the 999 Merrow Road substation. An oil tank was removed and a new gas boiler was installed there. There was also a secondary bathroom that was not used or needed, so it was removed to provide a mop sink area and create more space in the building. Also in the third quarter, LED lighting for the fields and electricals to the snack shack were performed at Miller Richardson.
- In the third and fourth quarter permitting was issued to convert the Town Hall's heating system over to gas with the failing of the building's heating system. Also, new condenser units were needing to be replaced and the Town Hall Annex. All of the schools as well as the Board of Education had new card entry systems put in place in the fourth quarter.

SEWER PROJECT

A total of 6 venting inspections were approved for sewer connection work to proceed.

BLIGHT INSPECTIONS

Blight complaints are initially taken in and reviewed by the Zoning Officer. Site visits and notifications are sent out to property owners when the Building Official needs to follow-up on a specific blight matter pertaining to the building code. We are currently working with several property owners to close out complaints.

CERTIFICATES OF OCCUPANCY, USE AND COMPLETION ISSUED

The total number of certificates issued this fiscal year is seven hundred thirty-five (735).

INSPECTIONS

The Building Official conducted one thousand eight hundred seventy-six (1876) inspections.

CONTINUING EDUCATION

The Building Official completed forty-seven (47) hours of continuing education towards a 3 year cycle requiring 90 hours of training.

TECHNOLOGY IMPROVEMENTS

View Permit is our permit tracking system used in the Building Department. Through this system, we have continued to receive on-line permits from contractors and home owners for express permits. This past year we took in 132 on-line permits.

**Coventry Cemetery Commission
Annual Report
July 1, 2015 – June 30, 2016**

Cemetery Commission Members:

Thomas Boudreau – Chair
Linda Pagluico – Secretary
Beth Bauer – Treasurer
Mike Merriam – Cemetery Caretaker
Claudine Victen
Patty Naegeli
Susan Palmer

Town-Owned Cemeteries:

Carpenter Cemetery – Silver Street
Coventry Cemetery (CC) – Main Street
Grant Hill Cemetery (GHC) – Grant Hill Road
Nathan Hale Cemetery (NHC) – Lake Street
Old South Burying Ground – South Street

Function:

The function of the Commission is to provide oversight, management and direction in the acquisition, use and disposition of all town-owned cemeteries and accessories (to include land, plantings, buildings and equipment) to meet the needs of the people of Coventry.

Summary of Services and Annual Highlights:

- The Commission oversaw the general upkeep, maintenance and landscaping in all five town-owned cemeteries.
- The Commission removed decaying trees in GHC.
- The Commission was part of "Walktober 2015" and was noted on the front page of Chronicle, with Commission member Linda Pagluico being the tour guide.
- The Commission changed by-laws in CC to allow allocated double cremation lots a single larger flat marker and addressed interred cremains according to CT law.
- The Commission approved using trust fund monies to repair the front stone wall of NHC and area was restored.
- New signage installed for walking tours of NHC and GH.
- All existing cemetery signs now have matching groundwork.
- Bird baths installed at CC and in Contemplation area of NHC.
- Flag holders were obtained and installed on every veteran's grave in every one of our cemeteries!
- The Commission facebook page is active and has a link to computerized program of pictures and gravestone writings/carvings by local photographer - Bill Canon.



Nathan Hale Cemetery wall.



LAND USE

Above: The Town of Coventry, under the leadership of the Economic Development Commission, transitioned to a new Coventry Farmers' Market at the close of the 2015 season when the former organizers moved on to other endeavors. We began the summer 2016 season with a new Operating Committee and a paid Market Master. Photo by Laura Stone.

TOWN OF COVENTRY ANNUAL REPORT

Fiscal Year:
2015 – 2016



*Seedlings – Coventry Farmers' Market at Hale Homestead
Photo by Laura Stone*

LAND USE OFFICE

Inland Wetlands Agency

Zoning Board of Appeals

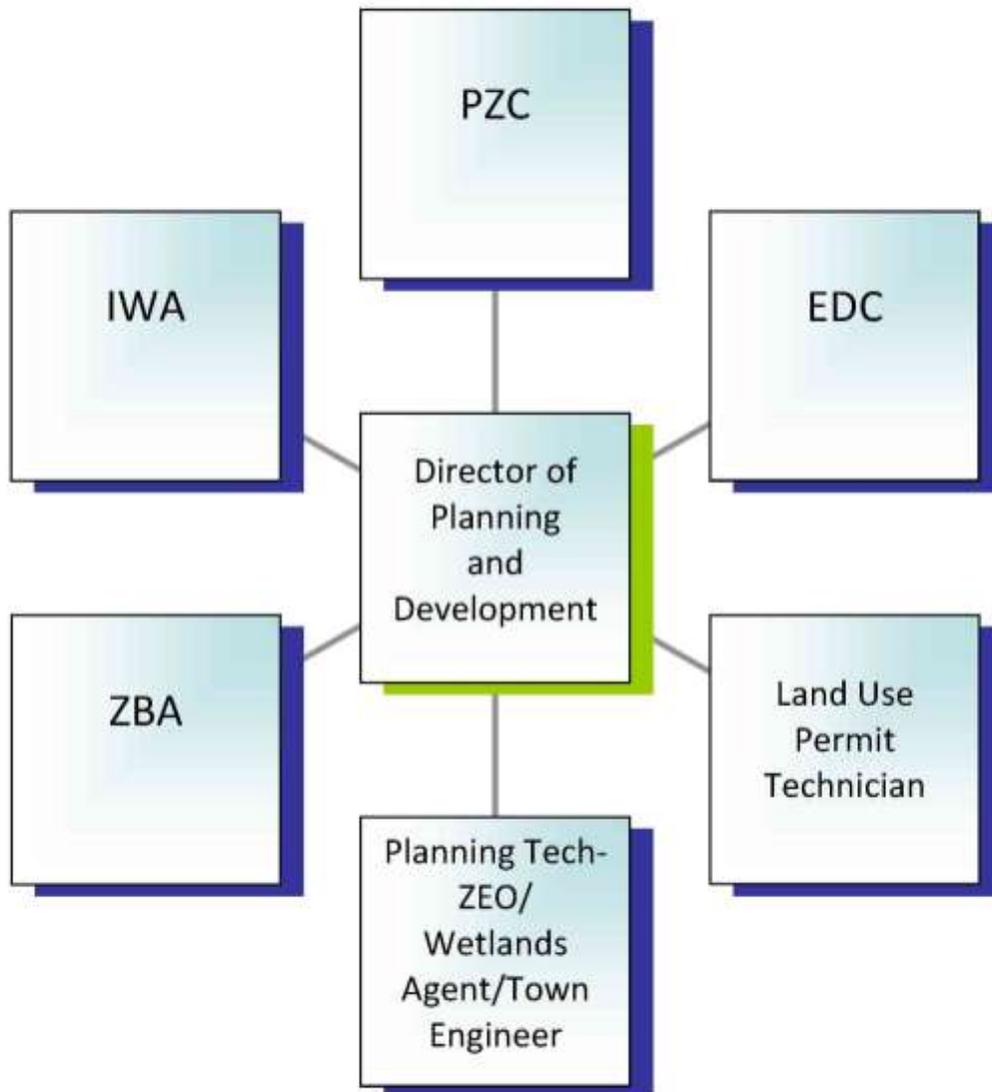
Economic Development Commission

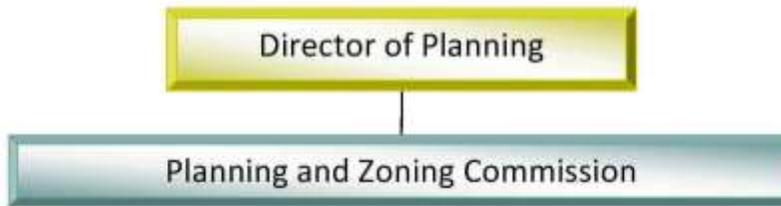
Planning and Zoning Commission

Coventry Farmers' Market at Hale Homestead

Eric M. Trott, Director of Planning and Development
Mason Perrone, Planning Technician/Zoning Enforcement Officer
Todd Penney, P.E, Town Engineer/Wetlands Agent
Heidi A. Leech, Land Use Permit Technician
Erica Pagliuco, Coventry Farmers' Market Master

Organization and Staffing Charts





Planning and Zoning Commission

Fiscal Year	10/11	11/12	12/13	13/14	14/15	15/16
Meetings	22*	20	17	14	16	13
Applications	27	13	10	13	15	8

The Commission meets twice a month for regular meetings. Only one meeting is regularly scheduled for the month of December.

*The number of meetings was higher during certain fiscal years due to the fact that the Commission held special meetings for review of the revised Zoning Regulations, Zoning Map and Plan of Conservation and Development.



Economic Development Commission

Fiscal Year	10/11	11/12	12/13	13/14	14/15	15/16
Meetings	11	9	10	10	8	32*

** Includes 22 Farmers' Market Subcommittee/Operating Committee Meetings*

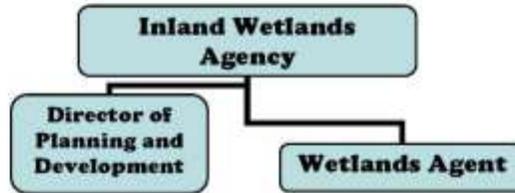
The EDC is scheduled to meet once a month excluding the month of November.



Zoning Board of Appeals

Fiscal Year	10/11	11/12	12/13	13/14	14/15	15/16
Regular Meetings	10	6	4	7	5	6
Special Meetings	1	0	0	1	0	1
Applications	15	7	2	5	7	8

The Board is scheduled to meet once a month.



Inland Wetlands Agency

Fiscal Year	10/11	11/12	12/13	13/14	14/15	15/16
Meetings	13	12	12	13	11	11
Applications	39	28	28	31	24	28

The Agency is scheduled to meet once a month.

**LAND USE OFFICE
BOARDS AND COMMISSIONS SERVED**

Planning and Zoning Commission

The purpose of the Land Use Office and Commission is to protect public health, safety and welfare through the administration of the zoning and subdivision regulations. The Office/Commission is responsible for reviewing development applications (i.e. subdivision, special permit, text/map amendment, site plan review) as well as guiding and managing land use activities. The Commission reviews and updates the zoning regulations, subdivision regulations, plan of conservation and development, and zoning map.

The Director of Planning and Development reviews all subdivision, special permit, site plan review and text/map amendment applications. In addition, technical assistance is provided to the Planning and Zoning, Economic Development, Conservation Commission, Coventry Lake Advisory and Monitoring Committee. The Director of Planning and Development oversees the Land Use Office and staff (Planning Technician/Zoning Agent, Wetlands Agent, Permit Technician and Recording Secretaries.) The Director regularly meets with members of the public, realtors, attorneys, etc., to discuss development procedures and options to provide guidance and advice on land use matters.

The Planning Technician/Zoning Agent is responsible for insuring that the Town's zoning regulations are complied with and directs enforcement activities when necessary. The PT/ZEO reviews all zoning permit applications, inspects properties for certificates of compliance, and proper erosion and sedimentation controls. The PT/ZEO answers daily zoning inquiries (phone, walk-in). The PT/ZEO provides staff assistance to the Zoning Board of Appeals, Planning and Zoning Commission and Conservation Commission.

Inland Wetlands Agency

The Inland Wetlands Agency (IWA) provides regulatory oversight for all activities (land disturbances as defined by the Regulations) involving wetlands, water bodies, and watercourses; including defined upland review areas from the wetlands, water bodies, and watercourses. The IWA reviews enforcement activities directed by the Wetlands Agent. The IWA reviews and updates its regulations. The IWA is responsible for administering the State's Aquifer Protection Regulations as directed by Department of Energy and Environmental Protection (D.E.E.P.).

The Inland Wetlands Agent is responsible for ensuring that the Town of Coventry's wetlands regulations are complied with and directs enforcement activities when necessary. The Wetlands Agent reviews all zoning permit applications that may involve regulated wetlands activities and inspects properties for proper installation of erosion and sedimentation controls. The Wetlands Agent answers daily wetlands inquiries and provides staff assistance to the Inland Wetlands Agency. The Planning Technician/Zoning Agent and Director of Planning and Development assist in the basic Wetlands Agent functions when the Agent is not in the office.

Zoning Board of Appeals

The Zoning Board of Appeals is responsible for the review of variance, special exception and motor vehicle dealer and repairer applications. The ZBA also reviews appeals taken of the decisions/actions of the ZEO.

Economic Development Commission

The Economic Development Commission is responsible for promoting the Town's business development in an effort to provide a blend of necessary services and employment while enhancing the commercial tax base of the Town. The EDC reviews all major economic development proposals and provides recommendations on an advisory capacity. The Director of Planning and Development provides staff support to the EDC.

Conservation Commission

The Conservation Commission is an advisory commission that focuses on environmental, conservation and open space matters. The Commission is responsible for making recommendations on open space purchases, planning and updates to the Open Space Plan and Natural Resource Inventory. The Commission is also involved in other efforts, such as stone wall awareness and maintenance, Adopt a Road program and provides recommendations to the Planning and Zoning Commission on land use applications.

Coventry Lake Advisory & Monitoring Committee

The Coventry Lake Advisory & Monitoring Committee is a subcommittee of the Conservation Commission that focuses on issues relative to Coventry Lake and its associated watershed. The Committee serves as an advocate for the Lake, compiles data and performs analysis on information that pertains to lake water quality, aquatic invasives and other threats to it. The Committee organizes activities for the Coventry Lake Awareness Month each July and works with Staff to organize the yearly State of Coventry Lake Forum. The Committee recently completed a Coventry Lake Management Plan.

Ad Hoc Farmers' Market Operating Committee

After the announcement in March of 2015 by the operators of the Coventry Regional Farmers' Market that 2015 would be their last season, the EDC swiftly created a subcommittee to plan for an ongoing presence of a farmers' market at the Hale Homestead in 2016 and beyond. Planning Staff served as staff support of the subcommittee. The Committee supported the efforts to maintain the Market as it transitioned to the Oversight Committee of the Market. A Market Master was hired to provide day to day support of the Market in addition to the Director of Planning and Development. In early 2016, the Ad Hoc Farmers' Market Operating Committee was created and members were appointed by the Town Council.

PLANNING AND ZONING COMMISSION

Members: (As of June 30, 2016 end of fiscal year)

Raymond Giglio	Ed Marek	Darby Pollansky
William Jobbagy	Christine Pattee	
Eric M. Trott, Director of Planning and Development		
Heidi Leech, Permit Technician		

COMMISSION HIGHLIGHTS

ECONOMIC DEVELOPMENT PROJECTS:

Due to the downturn of the economy over the past few years, the number of economic development projects approved by the Commission during the fiscal year continues to be on the same level of previous fiscal years. Although the volume of projects has decreased, these projects still involve substantial improvements.

In 2015, the Commission reviewed and approved a zone change application for a property located at the corner of Depot Road and Main Street. The application involved the change of zoning classification from GR – 40 to Neighborhood Commercial to allow for a new commercial building that would support office and service opportunities. The Commission approved the change due to its consistency with the Plan of Conservation and Development and harmonizing with the neighborhood. Unfortunately, the decision was appealed to Rockville Superior Court by a neighbor. A decision was rendered by the Court in 2016 and it supported the decision of the Commission. The parcel's new designation stands as Neighborhood Commercial.

The Commission approved two separate CT Water Company special permit applications to upgrade the public water systems in two residential developments. The Northfields Subdivision off of RTE 44 and Nathan Hale Heights off of Flanders Road will have significant improvements to their water systems. The Northfields project may have the capacity to support other economic development in a nearby commercial node on RTE 44 in the future.

The Commission approved an extension of time to commence the motor vehicle dealer and repairer project of Ladyga on RTE 44. The owner has requested extensions previously and they were subsequently approved by the Commission. The Commission urged the owner to consider how the project can dovetail with other commercial development on the property, since only a portion of the property will be affected by the initial project.

RESIDENTIAL DEVELOPMENT PROJECTS:

Due to the current economic downturn, fewer residential subdivisions and developments have been submitted for consideration when compared to previous years. It appears that this trend will continue for the foreseeable future. The Town is fortunate to be in a situation where a number of larger subdivisions were approved in the past which provide an adequate 'bank' of available lots for development.

The Commission re-approved the Bidwell Village over 55 active adult condominium development on Stonehouse Road. The ongoing development of the project had been delayed in recent years due to the sluggish real estate market as well as a low demand for the style of units that were being proposed. The project has recently found new life with new investors. The stormwater management design for the new construction in the project was entirely revised by the applicant's engineer. This required a new special permit application and 'reset' of the approval timeframes as well. It is the developer's intent to complete all of the infrastructure improvements in the fall of 2016 and continue the construction of the individual units as sales occur.

The Commission approved a one lot subdivision for the creation of a new rear lot on Flanders Road and approved a resubdivision of the Maynard Subdivision to create three new lots resulting from the reconfiguration of previously approved lots.

The Commission approved a special permit to allow for the redevelopment of existing residential lot on Coventry Lake. This trend has increased slightly over the past couple of years. Staff attributes the availability of public sewer as assisting the situation, since the wastewater needs are more easily addressed.

OTHER ACTIVITIES:

The Commission approved a zoning text amendment at the request of a citizen. The amendment involves a new allowance for the creation of large residential garages in very specific circumstances. The applicant wished to construct a large accessory building to house a variety of recreational equipment as well as areas for family usage and the current regulations limited the size of the structure. The new regulation allows for the Commission to consider a special permit application for larger residential garages when they are adequately screened from the public and neighbor's view and there is a sufficient amount of acreage.

The Commission and Staff worked with the Booth Dimock Memorial Library Building Expansion Committee to evaluate parking needs for a proposed expansion project being considered. The Commission and Staff carefully analyzed a variety of relevant land use regulations, parking demand criteria and similar projects in the State to provide regulatory guidance to the Committee.

The Commission and Staff participated in the Eastern Highlands Health District 'Plan 4 Health' campaign and the creation of a land use commissioner healthy community toolkit. The project was funded by a Planning and Health Grant awarded to the District. The toolkit took the form of an interactive website that serves as a significant clearinghouse of information, data and examples to assist communities with the sustainable concepts to support active and healthy lifestyles.

PLANNING STAFF HIGHLIGHTS:

The Planning Technician/Zoning Enforcement Officer resigned from the position in August of 2015 to pursue a planning position closer to his home in Massachusetts. The Director of Planning and Development performed the duties of the position during the process of hiring a new staff person. The new staff person was hired in October of 2015 and has proven to be a great asset to the office due to his excellent customer service, GIS, planning background and organizational skills.

Planning Staff served as the lead staff with a subcommittee that was formed from the Economic Development Commission to organize efforts to continue a farmers' market presence at the Hale Homestead, since the current Market announced that 2015 was the last year in March of 2015. Staff coordinated several public forums to gain input from the general public, vendors and volunteers in order to best shape the next evolution of the Market for 2016. Staff worked with staff from the State of CT Dept. of Agriculture to gain insight on how to proceed in the planning of the Market. The Subcommittee and Staff prepared a detailed presentation which outlined all of the findings and information that was gained from ongoing investigation on how to best operate the Market by the Town and presented it to the Town Council. The Town Council agreed to provide \$20,000.00 of seed money to prepare for the Market and hire a part-time Market Master. These funds allowed for the leveraging of a Farm Viability Grant that was prepared by Planning Staff. These funds provided critical financial support for the Market operation by enabling the purchase of necessary equipment, supplies as well as marketing and advertising. The Town is committed to maintaining a farmers' market at the Hale Homestead and continues to provide a successful community event that supports local agriculture and business.

A great deal of time and effort from the entire Land Use Office Staff was devoted to pre-market season activities and the planning of the 2016 season. A Market Master was hired to run the day to day operations of the Market, under the supervision of the Director of Planning and Development. The Market Master and Director serve as staff support to the Ad Hoc Farmer's Market Operating Committee that was formed as a successor to the EDC Subcommittee. The Town Council appointed members to the Committee and they carried on the work that had been accomplished by the Subcommittee. The Market has proven to be a great success and has operated smoothly since its opening in June.

Planning Staff continues to serve as the Town's representative on the Route 6 Regional Economic Development Council and serves as secretary of the Council. The Council was formed by the Towns of Andover, Bolton, Columbia and Coventry to analyze the economic development potential for the Route 6 corridor that traverses each of the member towns. The Towns recognize the importance of working cooperatively to plan for the region's future along a significant transportation corridor. Although the Council does not meet on a regular basis as it did in the past to orchestrate the preparation of the Corridor Studies, the main task that the REDC continues to work on is the preparation of zoning regulations and design guidelines that will serve all four towns of the Corridor. The goal is to have harmonious and consistent regulations and design criteria that will achieve the goals and recommendations of the Corridor Studies. Due to vacancies that occurred in the Bolton, Coventry and Columbia Planning Offices, as well as project priority conflicts, it caused for a delay in the work associated with the project.

Land Use Staff continues to improve the GIS platform in the office. A GIS User group consisting of a number of Town Hall Staff continues to meet once a month with the Town's IT consultant to discuss ways of improving and expanding the GIS system. The Land Use Office uses the information to provide more effective and comprehensive research and planning for the community as well as permit administration.

The Town Council adopted a Blight Ordinance in 2010 to address properties that have become distressed or abandoned. The focus is to gain compliance from the property owners to correct weed lots, dilapidated structures, debris storage and motor vehicle/equipment storage. The Land Use and Building, Health and Fire Offices are the hub of activity for enforcing the ordinance. Planning Staff serves as the coordinating staff for the enforcement activities by receiving, coordinating and administering efforts with the various Town Staff involved. A great deal of time continues to be dedicated to coordinate efforts of the enforcement program. The program has proven to be successful overall in addressing many blighted properties throughout Town. The Town Council also adopted a revision to the Ordinance that provides broader allowances for the Town to enter private property and assist in clean-up efforts when required. A great deal of time has been spent during the past fiscal year working with the Town Attorney's office to address several significant blight matters that needed a court remedy.

In 2014, Planning Staff prepared a DEEP Open Space Acquisition Grant in order to purchase the Williams property on Cooper Lane, which was ultimately approved for funding. The Town has financially partnered with Joshua's Trust to leverage funding with the State grant. The 63 acre property is a very significant one due to the fact that it abuts the Couch Preserve, which is owned by Joshua's Trust, as well as other important natural resource features. Staff continues to administer the grant, but complications arose when during the preparation of the property survey there was a discovery that a small strip of land that fronted on the Willimantic River was owned by another property owner. This area was initially believed to be part of the current property owner, but was not. This issue continues to be addressed with the assistance of the Town Attorney and the owner's attorney through the Probate Court since the small property had been part of a previous estate.

Planning Staff worked with the Director of Parks and Recreation to prepare a DECD Office of the Arts Placemaking Grant in order to prepare a strategic arts plan for the community. The Grant was funded and allowed for a consultant to be hired through the Peer Advisory Network, which is an agency who typically works with the Office of the Arts. In early 2015, public forums were held to encourage involvement from the arts community and begin work on the Plan. These forums became the initiative to create the Coventry Arts Guild, an independent group representing all forms of art and artists in the community. The Guild is committed to partnering and working cooperatively to further the arts in Coventry. They have received nonprofit status and have worked on executing the various tasks outlined in the Plan. The Plan was completed in early 2016 and serves as the foundation of the Guild's work as well as the Parks and Recreation Commission who are also charged with duties to support the cultural arts in the community.

The Planning and Zoning Staff and Parks and Recreation Department continue to work with the Conservation Commission to prepare new trail maps of various Town parks that can be available as either a hardcopy or for download on the Town's website. Staff performs site walks to obtain GPS data points for the mapping and site inventories and evaluations are collected that serve as a basis

for the map narrative. Maps are available on the Parks and Recreation Department website for the following Town properties: Millbrook Park, Riverview Trail Park, Patriot's Park Woods, Creaser Park and Thornton Brook Preserve. Work continues on one for Laidlaw Park that continues in the Rolling Woods Subdivision and will further be continued in the recently approved Maynard Subdivision where the respective open space areas that abut each other.

Planning Staff continues to work with the State of CT Department of Agriculture on a project that involves the purchase of development rights on the Reynolds Farm, a significant 100 acre agricultural property that possesses frontage on the Willimantic River. The Town intends to utilize existing open space purchase funds and leverage them with funds from the CT Farmland Trust, Joshua's Trust and the CT Department of Agriculture. The closing on this project is expected in the winter of 2016/2017.

Planning Staff worked closely with the Coventry Lake Advisory & Monitoring Committee to plan for the 2016 State of Coventry Lake public forum that is held annually in September. Guest speakers are chosen for the yearly forum based upon an agreed upon topic. This year's focus was on the treatment of hydrilla, an aquatic invasive species. Dr. Kortmann, the Town's lake specialist, spoke in detail about the aquatic invasive situation in the Lake as well as other potential issues of concern. The consultant that was hired by the State to perform the chemical treatment to address the hydrilla, as well as the State of CT DEEP Staff, also presented at the forum. The Committee provided an update on their work to execute the numerous recommendations contained in the recently completed Coventry Lake Management Plan. Planning Staff assisted in the preparation of the Plan and also nominated the Committee for the Capitol Region Council of Governments Sustainability Award, for all of their dedicated efforts to protect Coventry Lake. The Committee did receive the award from CRCOG.

In 2014, Planning Staff prepared a Department of Housing Main Street Investment Fund Grant to request funds to execute a number of improvement projects in Coventry Village that dovetail with other grants and projects are in the process of being executed or will soon be executed. The proposed projects include: continuation of sidewalks where the CT DOT project and STEAP project ends; pocket park at Teleflex; gazebo, bridge, landscaping in Millbrook Park; improvements to the Tracy Shoddy Mill to allow for adaptive re-use. The Town was awarded the grant and continues to execute the various projects, some of which are directly involved with the State of CT DOT Village project.

Planning Staff worked with Staff from the Town of Mansfield to prepare a DEEP Aquatic Invasives Grant to request funds to execute an eradication plan that will address the Fanwort infestation in Eagleville Lake. DEEP awarded funds for the project in 2015 and the subsequent request for funding in 2016 was also awarded. The Town learned of the problem by way of a report that was prepared by the CT Agricultural Experiment Station in 2013. The grant enabled the hiring of a consultant to apply an herbicide in the Lake to eradicate the Fanwort effectively. However, additional treatments are recommended for continued effectiveness. The Lake will need to be continually monitored to determine the need for future treatments or other methods to address the infestation.

Planning and Zoning Staff continue to work on an ongoing vision of the extension of the Millbrook Greenway. In the spring of 2014, a community forum was held to seek input on a variety of planning options for the continuation of the trail system, some involving private property. The input was very helpful to determine the most feasible connections. One key parcel in the corridor is the Decew property on Depot Road that the Town acquired via a tax sale last year. Planning Staff prepared a DEEP Recreation Trails Grant in mid-2015 to request funds to construct improvements that will continue the Greenway. These improvements include the creation of parking, overlook area to view the mill pond, railings to protect visitors from the sloped areas and dam, creation of an informal trail, picnic tables, landscaping and historic interpretive signage. The grant was awarded and the Town has begun work to coordinate an archaeological survey of the property with a consultant to respond to potential concerns of the State Archaeologist with the old mill site on the property.

Planning Staff serves as the Coventry representative with the Tolland County Chamber of Commerce Economic Development Committee. Staff attends meetings every other month with the Committee and participates in a variety of activities sponsored by the Chamber and Committee. This year, Planning Staff submitted a nomination for the Coventry Farmers' Market to be recognized with an economic development award for small business and agricultural support in the region. The Market received the award.

Planning Staff continued to be involved in the coordinated effort with the Towns of Andover and Bolton as well as the Capitol Region Council of Governments (CRCOG) to pursue the acceptance of the former RTE 6 Expressway properties that were obtained by the State of CT DOT during the Expressway's design. Since the Expressway will not occur, these properties can serve as significant open space properties for the Towns. Some properties located in Bolton are key for significant transportation related improvements that were identified in the planning studies of the RTE 6 Regional Economic Development Council. Approximately 275 acres of land was conveyed to the town as open space during the summer of 2016.

Planning Staff prepared two State of CT DEEP America the Beautiful Award Grant applications in 2015 and 2016, which were awarded to fund the planting of trees to enhance Town owned properties on RTE 31. In 2015, street trees were planted along the recently completed Safe Routes to School project that enabled sidewalks to be continued from Root Road to the High School/ Middle School complex in order to provide streetscape enhancements. Trees were also placed along Main Street at the Miller Richardson Fields as an enhancement to the recently improved baseball fields. The 2016 grant will allow for more street trees to be installed along the sidewalk extension project in front of the High School complex on RTE 31 as well as legacy trees to be installed at Laidlaw Park.

Planning Staff serves as the Coventry representative on the Technical Advisory Committee for the Eastern Gateways Transportation Study that is being spearheaded by the Capitol Region Council of Governments. The towns of Bolton, Coventry, Mansfield and Tolland are involved in the analysis of the RTE 44 and 195 corridors which is examining existing conditions and will provide recommendations on multi-modal transportation improvements in each town. The growth that is occurring at UCONN as well as within the region has caused for a need to evaluate two of the more significant corridors in the region. Public meetings are scheduled to occur in the member towns during the fall/winter of 2016. The study is expected to be completed in the summer of 2017.

Planning Staff prepared a Last Green Valley 'Telling Stories That Matter' grant to request funding to showcase the historic photos that were donated to the Town by John Brainard in 2015. Several hundred photographs that were originally glass negatives taken in Coventry and the region provide an incredible insight into the rich cultural history of the area during the early 1900's. The funding will allow for a select 25 large scale prints, easels, and mounting boards to display the photos at community events and public buildings. A digital photograph collection will be shared on a web based platform that will allow for interaction and comments by the public. The goal is to share the photos with the community, gain assistance with identifying some of the subjects of the photos and provide a long-lasting forum for the photos to be enjoyed. The grant will be administered during the fall and winter of 2016 and 2017.



Coventry Farmers' Market at Hale Homestead

PLANNING AND ZONING COMMISSION – ACTIVITY LEVEL

A comparison between FY 14/15 and 15/16 indicates that the overall number of applications remained relatively the same from the previous fiscal year.

The number of special permits increased and subdivisions decreased over the past fiscal year.



Eric M. Trott
Director of Planning and Development



Mason Perrone
Planning Technician/Zoning Enforcement Officer
(Hired 10/13/2015)



Erica Pagliuco
Market Master
(Hired 11/13/2015)



Heidi A. Leech
Land Use Permit Technician

**PLANNING AND ZONING COMMISSION
ACTIVITY LEVELS**

	ACTION	14/15	15/16	APPLICATION DIFFERENCE
Special Permit	Approved	3	5	+2
	Denied	0		
	Pending	0		
Subdivision	Approved	4	1	-3
	Denied	0		
	Pending	0		
Zone Changes	Approved	1	0	-1
	Denied	0		
	Pending	0		
Zoning Text Changes	Approved	3	1	-2
	Denied	0		
	Pending	0		
Subdivision Text Changes	Approved	0	0	0
	Denied	0		
	Pending	0		
Subdivision Amendments	Approved	3	0	-3
	Denied	0		
	Pending	0		
Special Permit Amendments	Approved	1	0	-1
	Denied	0		
	Pending	0		
Site Plan Review	Approved	0	1	+1
	Denied	0		
	Pending	0		
Scenic Road Designation	Approved	0	0	0
	Denied	0		
	Pending	0		

INLAND WETLANDS AGENCY

Members: (As of June 30, 2016 end of fiscal year)

Lori Mathieu, Chair	Thomas Woolf, Vice Chair	David Sorich
Harvey Barrett	Charles Clapp	
Sam Norman		
Todd Penney, PE – Town Engineer/Inland Wetlands Agent		

Total number of applications considered by the Inland Wetlands Agency (IWA): **14**

- ❖ Outcome of applications:
 - Non Jurisdiction Ruling: 1
 - As of Right Ruling: 2
 - Permit Denials: 0
 - Permit Approvals: 11
 - Permit Extensions: 0
 - Permit Withdrawals: 0
 - Permit Modifications: 0

Total number of applications considered by the Inland Wetlands Agent: **14**

- ❖ Outcome of application:
 - Permit Denial: 0
 - Permit Denials: 0
 - Permit Approvals: 14
 - Permit Extensions: 0
 - Permit Withdrawals: 0
 - Permit Modifications: 0

Nature of activities reviewed/regulated:

- ❖ Residential Subdivisions/condominium Development
- ❖ Single Family Home Additions/Site Development
- ❖ Main Street Sidewalk Construction Project
- ❖ Drainage improvements
- ❖ Municipal Drainage, Expansion and Redevelopment Projects
- ❖ Other:
 - Utility work/CT Water Pump Station Replacements
 - Accessory structures
 - Filling/grading

INLAND WETLANDS AGENT

The Wetlands Agent serves as staff support to the Inland Wetlands Agency (IWA) for their regular monthly meetings. The Agency continues to operate very efficiently under the Agent's guidance and has provided a very smooth transition in the level of service to the Agency and community at large.

The number of Inland Wetlands Agency applications held steady at **14** in FY15/16; with 14 in FY14/15. The number of Agent permits decreased to **14** in FY15/16; from 20 in FY14/15. Wetlands Agent Permit applications are administrated in a shorter timeframe and with a simpler process compared to full Wetlands Agency permits. This has proven to be a valuable option for applicants.

In 2015, the Agency approved an application to construct a two-family home with its subsurface disposal system falling in the Upland Review Area on a property located on Main Street. The Agency took a very judicious review of the application with the applicant's experts, along with the testimony of the intervener's experts and ruled in favor of the applicant. An appeal was filed by the abutter. A decision by Rockville Superior Court was made in 2016, which supported the Agency's decision.

Over the past fiscal year, there were a variety of applications considered by the Agency. Connecticut Water Company proposed two projects to improve the building and infrastructure at public water supply properties in the Northfield and Nathan Hale Heights developments. Several lakeside projects involving accessory structures and the rebuilding of residences adjacent to Coventry Lake were approved. The Town proposed improvements to the historic Tracy Shoddy Mill remains in Coventry Village, as well as drainage improvements on Homestead Lane and tennis court improvements at the High School. Two commercial projects were proposed involving propane tank installation at Highland Park Market and Teleflex Medical. The balance of the applications related to residentially oriented projects. For example, a 5 lot resubdivision of the previously approved Windy Hill Subdivision and other proposals for septic work and accessory buildings.

Wetlands Staff continues to work with all of the Coventry residents who need to be involved in a Wetlands permitting process. The approach to each application is consistent; help the applicant navigate through the permitting requirements while maintaining the health and integrity of each wetland complex involved.



Todd Penney, PE – Town Engineer/Wetlands Agent

ZONING BOARD OF APPEALS

Members: (As of June 30, 2016 end of fiscal year)

Raymond Chicoine– Chair	William Riordan - Secretary	
Carol Chipkin	Claire Twerdy	
William Bonney (alternate)	Stephen Curtiss (alternate)	Suzanne Pollinger (alternate)
Mason Perrone, Planning Technician/Zoning Enforcement Officer		

PETITIONS: 8

Approved 7

Denied 0

Pending 0

Withdrawn 1

Appeal 0

In fiscal year 2015-2016, we accepted eight applications for ZBA. One application was withdrawn, which resulted in a new project that did not need a variance. The other seven applications were heard for relief from setbacks, lot coverage, and extension of nonconforming structures for the most part.

Town staff works with property owners to limit the number of variances that are needed for projects. Meetings and site visits occur so the home owner can speak with the Zoning Enforcement Officer about ways to conduct projects where a Zoning Board of Appeals application is not needed. This helps demonstrate the flexibility of our regulations to assist in helping homeowners come up with solutions for zoning issues on their properties.

ZONING ENFORCEMENT

Mason Perrone, Planning Technician/Zoning Enforcement Officer

ZONING PERMITS ISSUED (Agent Approved) **204**

Single Family Dwellings	25
Condominium Units	2
Accessory Structures	102
In-law Units	4
Clubhouse	0
Residential Additions/Attached Garages	13
Home Occupations	11
Commercial Use/Signage	7
Interior Renovations	9
Agricultural Buildings	3
Other	82
Total:	258*

*Total differs due to more than one item per permit.

CERTIFICATES OF USE AND OCCUPANCY **64**

(Signed for zoning compliance by ZEO)

Single Family Dwellings	25
Condominium/Adult Community	4
In-law Units	2
Accessory Uses – Building and Structures	25
Residential Additions/Attached Garages	10
Commercial Signage	0
Agricultural Structures	0
Outdoor Wood-burning Furnace	0
Total:	66*

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

ZONING INSPECTIONS

190

Erosion and Sediment Control	14
Limits of Clearing	1
Certificates of Occupancy	57
Pre-Approval Inspection	14
Seed & Mulch/Grading – Bond Release	7
Zoning Complaints (Initial & Follow-up)	33
Blight Complaints (Initial & Follow-up)	58
Other	6
Total:	190

VIOLATION ENFORCEMENT INSPECTIONS (Initial Inspections Only):

The following is a breakdown of the types of inspections made by the Zoning Enforcement Officer in response to written, signed complaints lodged by citizens for potential zoning and blight violations.

Erosion and sedimentation, outdoor wood-burning furnaces, and drainage complaints associated with poor grading are investigated expediently by the PT/ZEO due to their potential impact on the environment, and possible harm to citizens and private property.

	# of Complaints Investigated
Erosion and Sediment Control	2
Drainage	2
Permit Conditions Not Met	0
Non-Permitted Activity or Structure	10
Signage	1
Illegal Dumping/Oil Spills	1
Clearing/Filling	1
Junk Yard	0
Greater than 1 Unregistered Vehicle	2
Unlicensed motor vehicle dealer/repair	1
Outdoor wood burning furnace	0
Residential motor vehicle sales	1
Nuisance	2
Blight	16
Total:	39*

*Listed are INITIAL inspections only. Additional inspections are commonly required to ensure compliance with the Regulations.

Enforcement from both blight and zoning follows a timeline for that particular complaint. This generally gives the violator a chance to resolve the issue through voluntary compliance before a notice of violation is issued. Through our blight ordinance, notices of violation follow two attempts to contact the owner if no contact has been made. Through the zoning enforcement policy, a cease and desist follows

three notices to the violator, with the latter being a notice of violation. Time must lapse before the next step is taken, which often holds up compliance if property owners are not in contact with our Office. This can mean months pass before cases are passed on to the Town Attorney for further enforcement. Those committing zoning violations are given ample opportunity to comply through our regulations, and are given more time if they have submitted a timeline for compliance, or are in constant contact with our Office.

Complaints are down slightly compared to last year; however, this could have been due to the lack of a ZEO for a couple months in the summer/fall of 2015. Complaints that are reopened are also not reviewed as new, but as continuation cases. While we have seen great progress in some complaints around Town, there are still opened cases that show property owners neglecting action or contact. While we are working diligently to close these cases out, it is difficult to move forward when we are not hearing from the owners.

There have also been several calls and walk-ins to the Land Use Office where issues are mentioned, but are not acted on as they fear retaliation. Our office encourages civil communication with neighbors to help voice concerns so the Town does not have to intervene.

PERMITTING AND APPLICATION PROCESS

Current Planning Technician/Zoning Enforcement Officer, Mason Perrone, began work for the Town in October of 2015. The first 2-3 months were spent heavily on training (blight and zoning enforcement processes, permit process, ZBA administration, etc.). Through this training process, PT/ZEO learned how to best handle issues coming in from the public, as well as how to best apply the zoning regulations for potential developers and home owners.

Many prospective home owners, attorneys, realtors, and developers come in and call/email daily for advice on the interpretation of our zoning regulations. In turn, much of the PT/ZEO's time is spent in pre-submittal meetings, either in the office or in the field at the site in question. It is important for our residents and those who want to do business in Town to know what is regulated, and speak with us to ensure projects go smoothly. While we do our best to be time-efficient with these requests for information, a little more time spent on the planning end saves projects from being out of compliance after they are either submitted for approval or constructed.

After projects begin, as time permits, PT/ZEO does inspections on both Erosion and Sedimentation control, and general construction visits to ensure that the project goes according to plan, and that neighbors have no reason to be concerned with this construction. This can also involve issues pertaining to drainage, stormwater features, lot clearing, and construction maintenance.

OTHER PROJECTS:

Geographic Information Systems (GIS)

PT/ZEO serves the Town as GIS Librarian. This involves sifting through data to keep it current, attending webinars to stay up to date on the latest technology, making maps for all departments as needed, and running queries through our GIS system for different analytics. Mapping has been done for the Solarize Coventry program, Conservation Commission needs, Parks and Recreation parking, DPW road work, potential target economic development sites in Town, as well as numerous other

projects. PT/ZEO has also been working to compile map data dating back to 2008 to bring our parcel mapping up to date. Our GIS system is an integral part of our daily operations, and is also used online by many of our residents.

CAZEO

PT/ZEO is in the process of obtaining his CZEO certification through CCSU's Center for Continuing Education. This involves a year of classes, five exams, and a case study showing the implementation of zoning in the Town. Classes are set to finish in October with the last exam in November. After these are complete, the case study is submitted for final certification in late 2017.

Economic Development

PT/ZEO has been involved in projects over the past year involving the EDC and local businesses. The "Let's Put Coventry on the Map" forum discussed local economic development by way of teaching businesses how to get registered online to improve their exposure to the public. This forum led to another involving Search Engine Optimization (SEO), where businesses learned ways to have their business websites become more easily queried.

There are future plans to utilize ESRI data to create a profile for the average resident in Coventry. We have access to data while will help us to learn more about the retail needs, market potential, and other amenities that could help improve the quality of life here in Town.

ECONOMIC DEVELOPMENT COMMISSION

Members: (As of June 30, 2016 end of fiscal year)

Sondra Astor Stave	Bill Jobbagy	Alex Koenigsberg
Timothy Liptrap	Barbara Barry	Richard Giggey
Mark Lavitt	Sam Belsito	Carol Polsky
Eric M. Trott, Director of Planning and Development		
John Elsesser, Town Manager		

Coventry's Economic Development Commission (EDC) continued their efforts to attract new business appropriate for the community while supporting existing business and tourism efforts. The EDC recognizes that economic development requires a long-term commitment to create a positive atmosphere to attract appropriate development proposals.

Town Staff and a member of the EDC continue to revise and improve a 'New Business Primer' education resource for the business community. The primer is a 'one-stop-shop' source of information on what is required and recommended to start or expand a business. This resource is distributed to new home occupation businesses to assist them in their 'start ups'. The member also is involved with the Northeast CT Economic Alliance a regional business financing source that supports small business development.

The same member of the EDC also serves as a Committee volunteer with The Last Green Valley. This offers a link between the Town and an important regional organization that assists with grant funding, education and other vital resources.

A member of the EDC continues to be involved with the operation of the Visitor's Center, which serves as a business, cultural and civic information resource for the Town and the region. The Visitor's Center is being operated solely by the efforts of the volunteers. The Commission and Staff have discussed new opportunities to encourage visibility and expand the volunteer support of the Visitor's Center. One idea that is likely to be implemented involves working with the artist community to provide showcase space at the Visitor's Center in exchange for staffing it and greeting visitors. The newly formed Coventry Arts Guild provides a unique opportunity for this.

The EDC continues to strongly support the efforts of the Coventry Farmers' Market. The Market was moved to the Hale Family Homestead in 2008 and has proven to be extremely successful and a significant economic development feature which supports the local agricultural and small business community as well. The Commission continues to consider ways in which the visitors of the Market can be connected to the other businesses in Town in order to further support the local economy.

Due to the announcement that the Market's last season will be 2015, the EDC established a subcommittee to pursue the ongoing presence of a farmers' market at the Hale Homestead. The subcommittee worked since March of 2015 to conduct public forums and research on methods to best operate the market by the Town. The Committee evolved into the Ad Hoc Farmers' Market Operating Committee, a subcommittee of the EDC. The Town Council appointed members to the Board and they have provided organizational oversight of the Market.

Planning Staff and the EDC have developed and maintains a commercial property target development list that serves as an important quick reference resource that identifies key locations in Town that have economic development potential. The list describes the benefits of the site and potential compatible uses that could be considered on each.

The EDC continues to revise and update the Town's economic development brochure/business listing to maintain its relevance and accuracy. This marketing piece is a simple, yet effective way to identify the local businesses and provide a quick reference that can be easily offered to the public at various visible locations in Town. The EDC portion of the Town website also offers useful and informative materials regarding the Town as a destination and attraction for visitors and businesses.

Planning Staff continued to work with Water Pollution Control Staff, State of CT DEEP and State of CT Office of Policy and Management to promote the expansion of the Bolton sewers into Coventry to address wastewater and economic development needs on RTE 44 near the town line. In addition, Staff remained vigilant in its efforts to satisfy the concerns of DEEP Staff relative to sewer service area expansions in this area. Ultimately, DEEP and OPM agreed to the establishment of the sewer service area along a portion of RTE 44 between the Bolton town line and approximately to Twin Hills Drive. The WPCA Staff has been working with the Town of Bolton WPCA to develop an inter-municipal agreement to allow for the effluent to flow through Bolton's sewer system as it ultimately travels to the treatment plant in Manchester.

The EDC also has significant interest in the capacity of the Coventry sewer treatment plant and its ability to allow new economic development and/or mixed use housing opportunities. The WPCA is currently working with a consultant to examine the current system capacity and determine amounts of service that can be provided for new projects.

Planning Staff worked with the Director of Parks and Recreation to prepare a DECD Office of the Arts Placemaking Grant in order to prepare a strategic arts plan for the community. In the process of developing the plan, the Coventry Arts Guild was created. Since its inception, the Guild has grown in membership and energy and now serves as a non-profit independent group representing all forms of art and artists in the community. The Guild is committed to partnering and working cooperatively to further the arts in Coventry. The Guild met with the Commission, who partnered to support the plan development, and shared details on the status of the Guild's development and the execution of the various recommendations outline in the strategic plan.

The EDC met formally with the Town Council at one of their regular meetings to discuss recent and relevant history pertaining to the status of economic development generally in town as well as the actions of the Commission. The meeting provided a good opportunity for communication and sharing of ideas in order to set priorities and focuses for the Council and Commission. Following the meeting, the Commission began planning a forum for the boards and commissions that work on economic development to delve deeper into the subject. The CT Economic Resource Center was contacted about providing their 'Fundamentals of Economic Development' workshop to the town officials. The Town of Bolton was also contacted since there is ongoing collaboration between the two towns on the RTE 44 sewer project and the RTE 6 Regional Economic Development Commission. The meeting has been planned for late summer of 2016.

Planning Staff and the Commission created a series of questions for a business survey that will be administered through survey monkey and through business visitation meetings. The questions were carefully crafted in order to better understand the needs of the businesses and how the Town can assist them in being more successful. The survey will be released in the fall of 2016.

In the current fiscal year budget, the Town Council appropriated funds to the Commission to prepare detailed conceptual site plans of key developable commercial parcels. The intention is to have a series of plans that can demonstrate the development potential of the properties and conformity with the current zoning regulations and design guidelines in order to attract development to the town. The Commission identified the parcels that are to be subject to the design and will be prepared by a consulting design service during the winter of 2016/2017.

The Commission hosted two small business forums that focused on assisting business owners in having a more prominent presence on the internet. In the first forum, the Commission partnered with Google with its 'Let's put our cities on the map campaign. The workshop guided business owners on how they can have the business appear on Google Maps and be more visible in an internet search. The second workshop concentrated on search engine optimization, which also enables businesses to be more visible to their customers on the internet.

In an effort to maintain open communication with businesses in the community, the EDC has made efforts to meet one on one with several businesses at the Commission level. The goal is to better understand the needs of the businesses and determine how the Commission can assist. The meetings have been helpful for both parties by sharing information and insight into small business support.

The Commission recognizes the investment that businesses make to their property or commitment to locate in the town. The Chair of the Commission personally meets with many of these new or newly improved businesses to give them a certificate of appreciation from the EDC as a small token of recognition and appreciation for their work.

The EDC continues to discuss and provide support to various businesses seeking approvals from the Planning and Zoning Commission. The EDC often serves as the 'business cheerleader' or advocate to assist in the processing of an application.



The Market Barn at Hale Homestead – Photo by Laura Stone

CONSERVATION COMMISSION

Members (as of June 30, 2016 end of fiscal year)

Leroy Lowe, Art Hall, Robert Proctor, Paul Manzone, Vincent Messino, Mauri Liberati

Staff: Eric M. Trott, Director of Planning and Development

COMMISSION HIGHLIGHTS:

SITE PLAN AND TOWN REFERRALS

#15-10S – Special Permit of CT Water Company – pump station replacement – Northfield Road

#16-01 – Resubdivision of Country Way Development – Windy Hill Road – 3 new lots

#16-03S – Special Permit of CT Water Company – pump station replacement – Nathan Hale Road

#16-04S – Special Permit of Daniel Lagosh – new house construction – 66 Beaver Trail

#16-05S – Special Permit of Mary Lou Breen – new rear lot – 696 Flanders Road

#16-06S – Special Permit of Bidwell Village, LLC – site plan modifications – 94 Stonehouse Road

#16-07S – Special Permit of Desiato Sand and Gravel – renewal of permit – Old Eagleville Road

8-24 sale of town property request of Calabro – Cooper – Dorothy Avenue

OPEN SPACE MANAGEMENT PLAN

The Commission is working on the final draft of the Open Space Management Plan for the Patriots Park Woods property on Cross Street. The Commission has gained input from the Land Use Office and Department of Public Works. This is the first plan that has been developed by the Commission. This plan will serve as the template for the preparation of plans for other open space properties.

COVENTRY LAKE MANAGEMENT PLAN

The Commission reviewed and commented on the draft Coventry Lake Management Plan that was prepared by the Coventry Lake Advisory and Monitoring Committee, a subcommittee of the Commission.

TOWN HALL ANNEX RAIN GARDEN

The Commission worked with Conservation Volunteer Eric Thomas and Town Staff to rehabilitate the rain garden that serves the Town Hall Annex. The Commission members and volunteers worked with local businesses to gain new plantings and bedding materials and installed them to revive the rain garden to ensure its proper functioning and aesthetic value.

ADOPT A ROAD PROGRAM

The Commission continues to support the Town Adopt a Road Program in cooperation with the Land Use Office.

BIKE PLAN AND ROUTES

The Commission continues to work on the development of a bike plan for the community. Five bike routes have been developed by the Commission which offer guidance on suggested routes for different levels of cyclists.



EDUCATION

Above: Coventry's new preschool, Hale Education Center, accepted their first group of students for the 2015/2016 school year in their new facility adjacent to the middle school.

Coventry Board of Education 2015-2016 Annual Report

David J. Petrone, Superintendent of Schools



The Coventry Board of Education is the governing and policy making body of the Coventry Public Schools. The Board derives its power from the Constitution and General Statutes of the State of Connecticut as well as from the State Board of Education and the Charter of the Town of Coventry. The Board of Education is responsible for establishing policy and educational goals that guide the school system toward the continuous improvement of the educational program for Coventry's children. The Board is also responsible for the ongoing evaluation of the school program against its goals and for the evaluation of the Superintendent.

The Board consists of seven elected members: William Oros, Chairman; Jennifer Beausoleil, Vice-Chairman; Mike Sobol, Secretary; Michael Griswold; Frank Infante; Mary Kortmann; and Eugene Marchand. The Board meets twice a month in the Administration Building conference room. Agendas and minutes of the meetings are posted on the Board of Education page of the district website www.coventrypublicschools.org.

The Board's Mission Statement and Goals provide direction and focus to the improvement work of the district. They are as follows:

- Mission Statement – The Coventry Public Schools will prepare every student for life, learning and work in the 21st century.
- Goals – 1) Identify, define, and measure the critical skills and attributes that are required for success and align systems to continuously improve student performance and achievement. 2) Maintain and promote a positive and respectful learning community. 3) Recruit, retain and develop high quality staff at every level.

Each year the Superintendent, as well as each Principal/Director, establishes a personal set of goals which align with the Board of Education main goals. In addition, goal achievement documents are developed in the spring verifying the year's accomplishments. Those documents and related details can be found on the district website.

Coventry Public Schools 2015-16 Noteworthy Accomplishments

Coventry High School; Joseph Blake, Principal



During the 2015-16 school year at Coventry High School (CHS), a variety of initiatives and programs helped support student learning and achievement. A primary focus was our second year of the two year New England Association of Schools and Colleges (NEASC) self-study process in which we reviewed and analyzed every aspect of our program to assess the alignment to the NEASC Accreditation Standards of Core Values and Beliefs, Curriculum, Instruction, Assessment, Leadership, School Resources for Learning, and Community Resources for Learning. This self-study prepared us for our NEASC accreditation visitation which occurred

May 1-4 of this year. The visit was a very successful collaborative effort between staff, administration, Board of Education members, students and parents. The commendations and recommendations that emerged from this report will guide our future program development. In addition, we continued the implementation of the Connecticut Core Standards (CCS) curriculum in math and English Language Arts to support student learning through relevant and rigorous performance based learning opportunities. We also adjusted our curriculum in Mathematics and English to adjust content and skills to the newly redesigned SAT which was given for the first time on March 3rd of this year. In 2015-2016 with cooperation from the School of Education and Professional Studies at ECSU, we created a Master's Degree internship for pre-professionals in education. Placements occurred in September 2016. ECSU undergraduate and Psychology interns continue to be engaged with at-risk students as observers, and student teachers. In 2015-16 we became a partner school with the Neag School of Education at UCONN. Placements have already been made for September 2016. The one-to-one iPad initiative was expanded to include all students at Coventry High School and professional development time was allocated to train teachers on effective use of iPads in instruction and assessment. Students continued to take advantage of the opportunity to earn college credits while taking classes at Coventry High School. Last year alone, through the Early College Experience program, students earned 363 credits at the University of Connecticut, and through the College Pathway Partnership students earned 428 credits at Manchester Community College. As a result of our Advanced Placement achievement and participation rate, we were ranked as a top high school in Connecticut in the Washington Post's annual High School Challenge, placing 16th in the state. Our Athletic program had a very successful year, including 14 state tournament appearances, a state finals appearance for Boys' Soccer and a Class S State Championship for Girls' Volleyball.

Capt. Nathan Hale School; Dena DeJulius, Principal



Capt. Nathan Hale School (CNH) is a middle school community that prides itself on providing students with strong academic programming that integrates current technology trends in education and that fosters student engagement and supports their growth for success in high school, college and future career paths. Academic achievement, character development, a commitment to safety, and a sense of belonging are all high priorities at CNH. The English Language Arts (ELA) and Mathematics departments continued their curriculum work aligning instruction and assessments with the Connecticut Core Standards. The data gathered from the administration of benchmark assessments aligned with the Smarter Balanced Assessment Consortium (SBAC) has proven to be a valuable teaching tool as well as a great indicator of growth for our students. Both departments have streamlined lessons to be sure all the necessary grade level standards are covered. Pacing guides were revisited across grade levels to be sure that enough time was spent on priority standards and that all material was covered prior to students taking the SBAC. Content area planning time and professional development days were used to complete Student Work Protocols in order to analyze our student work and readjust both our lessons and assessments accordingly. The Social Studies department worked all year writing new curricula aligned with the recently released K-12 Social Studies Frameworks. In addition, the department worked closely with an EASTCONN consultant several days during 2015-2016 to be sure their revised curriculum meets all necessary inquiry based learning opportunities and best approaches for technology integration. The CNH Student Council supports and promotes a positive school culture that includes promoting school wide events that enhance student learning, school spirit and a stronger sense of community for the middle school as a whole. The CNH Student Council had numerous accomplishments this year including monthly school spirit initiatives, community service projects, as well as student leadership initiatives. This year's 26 council members led the way for our annual Pajama Day in December where over \$900 and 200 toys were collected and donated to Connecticut Children's Medical Center. We continue to showcase our students' work throughout the school year. During the November 2015 Parent-Teacher conferences, Grade 8 teachers prepared a work portfolio for 57 students focusing on a combined ELA/Social Studies focus on first person narrative writing. At our March 9, 2016 PTO Meeting, we featured the Grade 6 Social Studies Virtual Egyptian Museum Projects. We had about 110 students and parents in attendance! Student work included a compare and contrast family tree diagram integrating a historical fiction book as well as the integration of technology using the iPad and the Aurasma App. On Saturday, March 12, we had an *End of Winter Carnival* showcasing many of our students' talents. In addition to students having a venue to create and sell their own crafts, their work in a variety of classes was showcased including World Language, Family & Consumer Science, Math and Science.

George H. Robertson School; Beth Giller, Principal



Meeting the social, emotional, behavioral and academic needs of all of our students is the priority at George Hersey Robertson Intermediate School (GHR). In 2015-2016 we added an additional component to our existing positive behavioral support system to be Spike CARES (Cooperation, Assertion, Responsibility, Empathy and Self-Control) about Kindness. Using the mentor text, *Each Kindness* by Jacqueline Woodson, students recognized one another for their 'Acts of Kindness' with hopes that every kind act begets another. The areas of focus for GHR this year included mathematics, reading, writing, and instructional team structure and collaboration. Mathematics was a priority area of focus in which teachers worked to ensure appropriate sequencing and pacing, the use of effective instructional strategies to develop students' conceptual understanding of mathematical practices, and the development of learning tasks and assessments directly aligned with grade level standards. Reflex Math, an on-line math fact fluency program, was used to further develop students' fact fluency so students could focus their efforts on the application of skills rather than becoming stymied by facts. We continued to build our culture of reading by honing our implementation of the Daily 5 Framework – Read to Self, Read to Someone, Listen to Reading, Write about Reading, and Wordwork. Research supports the need for students to practice reading. Students' reading ability and vocabulary knowledge expand the more they read. A staff developer from Columbia University, Teachers College Reading and Writing Project, continues to guide us through the shifts in writing. As instructors of mathematics, reading, writing, and content areas, our elementary teachers worked in collaboration with one another to identify students' areas of strengths and challenges and determine the most effective instructional strategies to promote student achievement. Student use of iPads is fully integrated in lessons throughout all instructional areas. GHR students have the opportunity to participate in afterschool activities: Homework Club, Mentoring, Camp Ventures, Art in the Afternoon, Multi-Sport, Ski Club, Hiking, and Chess Club. New this year was our GHR Musical, *The Legend of Sleepy Hollow*, performed by 5th grade students. Also new this year was *Exercise for Life*, a morning exercise class for students. We have worked to promote wellness to our students, families, and staff members with

Wellness Challenges and Newsletters. Finally, the GHR PTO continued to be a great support for our learning community. PTO Board members and volunteers worked tirelessly to financially support many areas including field trips, reading incentives, school spirit, and of special interest, a 3D printer.

Coventry Grammar School; Marybeth Moyer, Principal



At Coventry Grammar School we pride ourselves in fostering a nurturing and supportive learning community that aligns instruction to the Connecticut Core Standards. During the 2015-2016 school year, our mission was to ensure that our students were given the strategies and support to fully maximize their learning potential through reading, writing and math instruction. Our instructional focus in reading and writing was strengthened through our continuous review of data and the increased use of authentic performance assessments, which incorporated the 21st century skills of collaboration, communication and critical and creative thinking. This goal was supported in partnership with school and district reading and math specialists and on-site training from Teachers College Reading & Writing Project. The year-end results indicated that our students made significant gains in both reading and writing! With a district focus on math instruction, professional development was offered throughout the year. Classroom teachers actively developed interactive units that aligned with the Connecticut Core Standards, effectively demonstrated strategies and tools within their defined instructional blocks with strong and unified results. Our school's advocacy of early intervention was evident in each grade level as teachers and support staff provided instructional intervention or enrichment opportunities for all students, administered grade-level assessments and implemented progress monitoring practices. The infusion of technology through the use of interactive boards, sets of classroom iPads and computer lab instruction supported digital learning, research and the expansion of independent learning. As we embraced new science standards with the theme "STEAM through the Seasons" (science, technology, engineering, art and math) engaging hands-on lessons were introduced by our challenge and enrichment instructors at all grade levels. To support this initiative, our active PTO supported the construction of an outdoor pavilion which created an ideal learning environment for hands-on lessons. At the close of the school year, the CGS community celebrated their dedication to the collaboration of the arts through the annual art show and tours of the newly planted butterfly garden.



The Business Office; Robert Carroll, Director of Finance and Operations

The Business Office expanded the implementation of the Time and Attendance Management system to the custodial and maintenance staff. In the future, the system will be expanded to cover all hourly school staff. The application assists the district by improving payroll accuracy and reduces labor costs through electronic time capture and management of employee classifications and labor contracts. The Business Office continues its efforts to operate more efficiently with an emphasis on reducing paperwork. The hiring process has been completely automated with the Frontline Recruiting and Hiring software platform. Also, much like the Direct Deposit process for payroll, we have begun transitioning Accounts Payable Vendors to ACH payment. This reduces the need for check stock and postage, while at the same time improving accuracy and timeliness of payment. The Business Office also assisted in the successful application for, and the financial oversight of several new grants awarded by various State Agencies, including the Technology Infrastructure grant, the Intertown Capital Equipment (ICE) grant, the Smart Start Early Education grant, and an Electric Vehicle/EV Charging Station grant.



Physical Plant and Facilities; William Trudelle, Director

The Facilities Department has continued to implement a preventive maintenance program along with inventorying equipment. This will allow us to track equipment information for end-of-life estimations in order to properly budget for Capital Improvement Projects (CIP). In collaboration with the IT Department, we have upgraded the district's cameras, as well as FOB system to continue security enhancements to make Coventry Public Schools a more secure environment to teach and learn. We have worked together with town agencies and the School Building Energy Efficiency Committee on the Natural Gas Conversion Project, as well as specs for the Energy Efficiency Project. Coventry Public Schools had a greatly anticipated opening of our newest facility, the Hale Early Education Center. The Facilities Department, working with our engineer and construction teams, was able to help open the doors with a fully operational and staffed preschool at our Capt. Nathan Hale Middle School and Coventry High School Complex. In conjunction with that project, we also completed the playground adjacent to the facility. At the high school/middle school complex, the fire pump water tank was brought up to code as well as the neutralization tank at Coventry High School. Working with the Fire Marshal, we have addressed areas of potential concern including fire doors, training, monthly inspections, etc. We continue work on the school's Indoor Air-Quality Plan (IAP) that includes annual cleaning of the HVAC system and Green Cleaning. We have taken the information compiled by our risk management team from our insurance carrier, CIRMA, to reorganize our staff development and deploy the

appropriate training in areas that need improvement. All of these initiatives continue to ensure Coventry Public Schools remain a healthy environment for our students and staff to thrive and grow in.

Educational Technology Department; Cathie Drury, Director



During the 2015-2016 school year, the Coventry Public Schools Educational Technology Department continued to support and enhance student learning and achievement. We built on the work of previous years to expand and enhance our network infrastructure which included modifications that helped to increase network connection speeds and expand the wireless capability at the schools. We entered Year 3 of our District iPad initiative, expanding to complete the 1-to-1 program at the high school. iPads have also been utilized at the K-5 level to support literacy and enhance learning. The Educational Technology department worked to support continued meaningful integration of technology through providing targeted and differentiated technology professional development and coaching. Building on the work of members of the District Technology Team, 2015-2016 marked year 1 in the implementation of our 3 year District Technology Plan. This plan provides the roadmap of where we are moving for technology integration in the district. Year 1 included a focus on integration of Digital Citizenship skills, enhanced professional development opportunities and review of inventory to ensure compliance with the recommended 5 year obsolescence plan. As a department, we also worked this year to integrate different systems so as to increase efficiencies. The Technology Department partnered with the Business Department on computer based kiosks for hourly employees and worked with the Director of Pupil and Staff Support Services to integrate IEP Direct with our student information system (PowerSchool). We expanded our use of the Visitor Express system and badged doors to the Hale Early Education Center as well. In the high school, we expanded our student tech team to 14 students who worked to provide technology support and assistance to students and staff. Lastly, at the end of the school year we launched our new Coventry Public Schools website. We are very excited at the progress we have made thus far with regards to technology and look forward to continuing to expand our offerings and resources to help best serve the needs of the Coventry Public Schools' learning community.

Department of Teaching and Learning; Michele Mullaly, Director

The focus of the Department of Teaching and Learning is on the development of an outstanding educational program to support all Coventry students in reaching high levels of achievement and in acquiring the knowledge and skills that will prepare them for life, learning, and work in the 21st century. We are proud of our students' many achievements, the instruction provided by our teachers, and the wide-breadth of educational programs and opportunities offered in our schools. Through the collaborative efforts of parents, students, schools, and the community, we have fostered an exemplary learning community which supports innovation and is committed to challenging all learners. In the 2015-2016 school year, we continued to evaluate and revise our curriculum, particularly in the area of social studies, utilizing the new Connecticut Elementary and Social Studies Frameworks and Larry Ainsworth's Rigorous Curriculum Design Model which is constructed to connect standards, instruction, and assessment in unit design to promote the acquisition of 21st century skills and prepare students to be career and college ready upon graduation. As our school system designs curriculum and instruction to promote continued high achievement, especially in the core areas of literacy, mathematics, and science, we also integrated the 21st century skills and Coventry Public Schools Technology Competencies related to digital citizenship into teaching and learning across the grade levels and in all subject areas as an area of focus in 2015-2016. To support achievement of these goals, we coordinated our professional development program to align to them, utilized them in developing our instructional budget proposal, and designed programs and initiatives in support of them. With the support of a Connecticut State Department of Education Grant, we implemented year one of our action steps from the Assessment Reduction Grant designed to support our recommendations to modify, reduce, replace, or augment assessments. As a result, we have eliminated a number of assessments, modified our assessments to align well with the Connecticut Core Standards and all content standards. As part of this initiative, we have developed processes and protocols to ensure that teachers are able to work collaboratively to examine assessment data and student work and continue to receive training in the best practices in the use of research based instructional strategies to customize teaching based on the review of assessments and student work. We continue to offer our students welcome and nurturing classroom environments in which our teachers encourage students to problem solve, think critically, collaborate with others, and utilize technology to research, create, and present meaningful student work for real-world audiences. We have high expectations for all students and strive to support positive school climates that engage all learners and prepare them for life, learning, and work in the 21st century!





HUMAN SERVICES, CIVIC & CULTURAL

Above: New fencing at the Community Gardens at Creaser Park, an initiative coordinated by the Coventry Parks & Recreation Department.

**Coventry Human Services
Social Services/Youth Services/Elderly Services
Annual Report 2015-2016**



Coventry Human Services

Staff: Courtney L. Chan, MSW, Human Services Administrator, cchan@coventryct.org
Crystal D. Morawitz, Youth Services Coordinator, cmorawitz@coventryct.org
Brenda Bennett, Administrative Assistant, bbennett@coventryct.org

Tele#: 860 742-5324; Fax 860 742-3505

Coventry Senior Center

Staff: Carrie Concatelli, Senior Center Director
Leigh H. Wajda, Senior Transportation Coordinator

Tele#: 860 742-3525; Fax 860 742-3506

HUMAN SERVICES HIGHLIGHTS

The Coventry Human Services Department is a multi-generational service agency. The goal of our department is to allow Coventry residents to achieve and maintain personal and social well-being and to provide positive youth development programs. The Human Services Administrator holds a MSW, is a member of the National Association of Social Workers, Municipal Human Rights Officer, Secretary of CLASS, (Connecticut Local Administrators of Social Services) and attends their monthly training meetings. The Youth Services Coordinator is the Municipal Agent for Youth and staffs the Youth Service Bureau, which is funded in part through the State Department of Education. She administers the grant from the North East Communities Against Substance Abuse. We oversee the grants to regional agencies that provide services to residents.

Year Round Programs:

- Advocacy
- Adult Wellness Clinics
- Budget Counseling
- Case Management
- Civil Preparedness Emergency List
- Counseling Services
- Crisis Intervention
- Direct Services:
 - ❖ Social Services - **206** cases

- Drug and Alcohol Information
- Emergency Call List
- Energy Assistance ACCESS Applications – **98 applications**
- Operation Fuel Program (winter) – **2 families**
- Operation Fuel Program (summer) - **5 families**
- Clergy Fuel - **4 families**
- Food Bank – **148 requests**
- Fundraising
- Housing Information
- Information and Referrals
- Landlord/Tenant Rights information
- Special Needs Program – **19 families**



Holiday food drive and distribution at the Community Center at Patriots Park

ADDITIONAL PROGRAMS

- **Department of Agriculture** –80-\$15.00 vouchers for the Farmer’s Market were distributed to Coventry seniors and persons with disabilities and who received Renter’s Rebate assistance.
- **Renter’s Rebate Program** – 77 applications were processed for senior and disabled renters in the form of checks by the State Office of Policy and Management for this program. (program runs April-October)
- **Holiday Committee:** Staff as well as volunteers from the community coordinated the distribution of donated food and gifts to residents.

Thanksgiving: 80 families, single adults, elderly and disabled residents received Thanksgiving food; 45 hot meals to Orchard Hills residents.

Christmas: 87 families, single adults, elderly and disabled received food and gifts for the holidays; 61 hot meals to Orchard Hills residents.

FUNDRAISING/DONATIONS

- **Special Needs Fund** -Donations received from individuals, churches, businesses and civic organizations. **19 families** were assisted with rental assistance, fuel, utilities, prescriptions and grocery cards.
- **Salvation Army** - Fundraising

“Bell Ringers” – \$10,742.79 total funds raised during the holiday season. 90% (\$9,668.51) of the funds raised was returned to Coventry to benefit children and families in need.

Bell Ringing Locations - Highland Park Market (87 hours) Walgreens (79 hours) Subway in the Village (32 hours) and Dunkin Donuts (38 hours).

Total Bell Ringing Hours: 236; Total #volunteers: 108 (volunteers counted for each hour of bell ringing).

On-line “Red Kettle” donation system was launched this year on the town’s website.

- **Clergy Fuel Fund** – donations received to assist residents in need of emergency heating assistance during the winter months.

EXPENDITURES FOR EMERGENCY ASSISTANCE ~

- **Salvation Army Fund** - 22 households (56 people) were assisted with food, utilities, housing, medical, “Gearing up to Learn Program”, summer camp, etc. (families may be helped with more than one need depending on circumstances).
- **Fuel Assistance - Clergy Fuel Fund** - 22 families met the criteria to receive assistance. \$4,151.15 was raised through the annual holiday mail appeal. Donations have been received from generous individuals, churches, business and organizations. Funds collected help to pay for deliverable fuel and is administered by Pastor Maria Yocum, Second Congregational Church. The Human Services Office screens clients for emergency fuel eligibility, explores all other options for fuel assistance with other agencies before utilizing the Fuel Fund, authorizes fuel deliveries with vendors, coordinates deposits which are processed c/o the Finance Office, and will authorize the deliveries.

INTERN: Janay Gonzales began interning in our office in September, 2015. Janay is a senior at Eastern CT State University majoring in Social Work and will be interning with our office until May, 2016. Janay has been a tremendous help to our office during the holidays, meeting with clients, matching families with donors and coordinating the donation schedule for pick up and drop off during the holiday distributions. She also helped coordinate and deliver to the residents at Orchard Hills Estates. Janay has been a huge asset to our office and increased her client intakes during her internship as well as helped out with various client-centered tasks around the office.

THE HUMAN SERVICES ADVISORY COMMITTEE

Representatives from the town, churches, schools, Police Department, Recreation Department, senior groups and other organizations attend the meetings. The public is always welcome. The Committee met on 7 occasions.

SENIOR CENTER HIGHLIGHTS

The Coventry Senior Center experienced growth in all service and program areas this fiscal year. The Senior Center is open Monday through Friday from 9 a.m. to 4 p.m. and is available for all local seniors or persons with disabilities.

Total Participation: The number of regular visitors has steadily increased.

Program Indicator	FY 13/14	FY 14/15	FY 15/16
Senior Center Visits	4969	5200	6008

Basic Programming: There is a regular schedule of activities for independent or group use of the facilities on a drop-in basis during all open hours.

- Craft spaces, computers, puzzles, reading materials and discussion tables are available.
- Games of cribbage, bingo, billiards and setback are played on a regular weekly schedule and a local traveling bridge group plays monthly.
- In a joint effort with American Legion Post 52, care packages are sent to local soldiers who are currently deployed.
- Participants enjoy independent use of the exercise equipment in the fitness room.

Program Indicator	FY 13/14	FY 14/15	FY 15/16
Fitness Room	367	312	408

Health and Wellness Programming: These extended services and programs may carry an additional fee or require advance notice or appointment.

- There are a steady number of participants in the twice weekly one hour group fitness class.
- Thames Valley Community Council on Action (TVCCA) provided 19 low cost lunches throughout the year to encourage senior nutrition.
- A Licensed Massage Therapist provides massage or reflexology appointments twice a month.
- Value priced haircuts and nail trimming are offered every other month.
- A local Podiatrist provides podiatric exams every other month.
- A Nurse from Visiting Nurse and Health Services of Connecticut visits monthly to provide confidential appointments for blood pressure and blood sugar screenings or questions.

Program Indicator	FY 13/14	FY 14/15	FY 15/16
Group Fitness Class	NA	666	1,089
TVCCA Lunch	279	440	444
Massage/Reflexology	93	127	155
Haircut/Nail Trim	61	86	121
Podiatry Foot Care	26	42	36

Seasonal Programming:

- The AARP Tax Aide Program is offered from February until April. The program trains volunteers to provide free Federal and State tax preparation and filing. There are no income or age restrictions for participants. The tax program was held on nine Fridays and provided services for a total of 131 households. There were 104 tax returns submitted with an additional 12 amended returns, one extension and 14 appointments for questions and answers.

Program Indicator	FY 13/14	FY 14/15	FY 15/16
Filed Tax Returns (by household)	52	56	104

- Out to Lunch Bunch brings seniors to local restaurants. Coventry Seniors went to Hometown Buffet, Coventry Pizza, Maggie McFly's, Willington Pizza, Nita's Restaurant, Elmo's Dockside and Toast.
- Day trips bring seniors to local attractions. Coventry Seniors traveled to the New Haven History Museum with lunch at IKEA, to the Quiet Corner for fall foliage with lunch in Putnam, to the New Britain Art Museum with lunch at East Side, to the Norman Rockwell Museum with lunch in Stockbridge, and to Harkness Memorial State Park for a picnic lunch at the beach.
- Special events and holiday celebrations are well attended, including some at room capacity.

Event	Total
End of Summer Ice Cream Social	50
Halloween "Soup to Nuts" Potluck Lunch	36
Veterans Day Tribute with American Legion	65
Spread the Cheer with Coventry Youth and Family Services	15
Holiday Luncheon and Connecticut Yuletide Carolers	63
First Warm Up Winter Potluck Lunch	18
Second Warm Up Winter Potluck Lunch	25
Downton Abbey Springtime Tea Party	23
Volunteer Appreciation Luncheon and We Got Rhythm	40
Memorial Day Cookout	64
End of Spring Fling Dance with Brian Gille	24
Welcome Summer Ice Cream Social	56

- Education presentations are offered on health, safety or civic topics.

Presentation	Total
AARP Fraud Watch	11
Smartphones Made Easy	6

Supplemental Nutrition Assistance Program	8
Medicare Savings Program	10
Fall Prevention	8
Meet the Town Council Candidates	8
Hearing Screenings with UConn Audiology Students	16
Health Seminar with UConn Public Health Students	1
Author Faire with Booth and Dimock Library	1
Legislative Update with Tim Ackert	3
AARP Driver Safety Class	18
Pharmacist Appointments	2

Social Services: The CHOICES program provides unbiased education and assistance with Medicare and other related programs. Senior Center Coordinator Carrie Concatelli and Volunteer Penny Whitaker are Certified CHOICES Counselors through the Senior Resources Area Agency on Aging. Senior Center Coordinator Carrie Concatelli serves as Coventry's Municipal Agent for the Elderly to provide information and referral to community resources.

Program Indicator	FY 13/14	FY 14/15	FY 15/16
CHOICES Appointments	85	54	164
Elderly Services Appointments	NA	35	92

COVENTRY RIDES TRANSPORTATION PROGRAM

Days of Vehicle Usage: 281
 # of Individuals Riding: 67
 # of One-Way Trips: 1744
 # Volunteer Hours: 241
 # Miles Total: 10622

Volunteers Drivers: Dick Frye*, Bill Hoffman*, Ken Stein*, Bill Wajda*, Kim Homans*, David McCrory*, Bill Root*, Tim Ackert, Christine Coss*, John Thayer*, Howard Haberern, Elaine Gelinias, Jim Wicks, Joyce Wicks, Debbie Locke* and Gerry Haugh.

Private car volunteers include: Carol Moriarty*, Dick Gawitt*, Claudette Polhemus*, David McCrory*, Bill Wajda*, Jane Homick, Cathy Root* and Bill Root*, Christine Coss*, Karen Renfro*, Trena Gale and Lori Boucher, Joyce Wicks, Gelinias, Donalda Matthews, Jade Coast, Sue Chvirko, Judy Ringette, Penny Whitaker, and Diane Zeppa.

One-way rides increased from 1496 in FY15 to 1744 in FY16 due to the milder weather during the winter months this year and the increase in the programming at Senior Center.

Volunteer drivers are asked to drive one morning a month (about four hours). Several drivers have volunteered to drive more than one morning a month and on several days, two vehicles had to be used to accommodate the many requests for transportation.

* Indicates five or more years of volunteer service.

Private car drivers are called upon for requests to locations beyond the scope of the Coventry program. These requests are primarily for medical appointments in Hartford, Farmington, and Glastonbury. Private car drivers also assist when daily schedules are overloaded.

Coventry's State Matching Grant for Elderly and Disabled Demand Responsive Transportation (MGP) from the Connecticut Department of Transportation was fully funded for FY16 and the State has approved Coventry's grant application for FY17. Grant funds provide operating expenses for the Coventry Transportation Program's two vehicles (fuel, repairs and maintenance, coordinator salary), Senior Wellness Trips for the elderly and disabled and the Mileage Reimbursement Program (allows reimbursement of mileage expenses to riders for transportation to medical facilities and related services beyond what is currently provided by the Coventry Transportation Program.)

Coventry has submitted a grant application to the Section 5310 Grant Program to purchase a new, smaller handicap-accessible vehicle. This is a matching grant with the State providing 80% of the cost of proposed vehicle with Coventry providing a 20% match. Coventry currently operated two vehicles: 8-passenger handicap-accessible van purchased in 2006 and a 15-passenger handicap-accessible mini-bus purchased in 2010.

The Program continues to offer transportation for senior citizens and disabled residents on Mondays, Tuesdays, Wednesdays, and Thursdays to locations in Coventry, Manchester, Tolland, and Vernon. Wednesday transportation is provided primarily for Lunch Bunch, TVCCA Lunches at Senior Center and Senior Club. Sunday and evening transportation is provided upon request. Transportation is provided for medical appointments, employment, nutritional and other types of counseling, shopping and personal errands, voting, education, Senior Center and other social activities, town events and entertainment.

Word of mouth is our best form of advertisement. Handouts and mailings are provided for the residents of Orchard Hills, Senior Club members and the Coventry Senior Center/Transportation Mailing List. Brochures are available in offices and businesses throughout Coventry.

Special low-cost "Wellness" Trips continue to be offered to senior citizens and the disabled. Transportations costs associated with these trips are paid for with MGP Department of Transportation Grant funding, allowing the cost of the trips to be kept very affordable. The average cost of these trips is between \$12 and \$15 dollars with lunch included on some trips. The following trips were offered this year: Norman Rockwell Museum, Harkness State Park Picnic, Fall Foliage Trip to Monson, MA and the Quiet Corner of Connecticut, New Britain Museum of Art with East Side Restaurant, and the New Haven Museum and Historical Society with lunch at IKEA. Handicap-accessible coach transportation was used for these trips.

Coventry's 14-passenger mini-bus has provided transportation for smaller, local wellness trips. "Lunch Bunch" trips to local restaurants were offered monthly in spring, summer and fall. Transportation was provided for Coventry High School Concerts, Coventry's Farmer's Market and Manchester Community College Events. We continue to take small groups of seniors to explore the State's new Fastrak Bus System. Seniors can purchase CT Transit tickets for *67½ cents* for a one-way ride. The new Bus system provides seniors and disabled residents with another options for independent travel.

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

REGIONAL GRANTS

CT Legal Services (\$925.00 grant) Legal services provided at “no charge” to low income residents, 1-800 453-3320. 1-800-296-1467.

Dial-A-Ride: (\$17,502.87 grant) Door-to-door transportation service for Coventry residents. Service is offered throughout the Windham Region (10 towns). A 48-hour notice is required. A fee donation of \$2.00 per ride is requested. Each year they provide more than 2,200 rides. 860-456-1462

Meals On Wheels (\$2,700 grant) TVCCA Senior Nutrition Program provides home-delivered meals to residents who are unable to provide their own meals. A medical referral is necessary. 1-800-953-1365

NECASA (Northeast Communities Against Substance Abuse) (\$300 grant). They monitor and provide technical support to the local prevention councils and oversight of the \$2,400 town grant. They distribute discount cards with prevention information to all fifth and eighth grade students. 860-779-9253

Sexual Assault Crisis Center of Eastern CT (\$1,000 grant) Provides information, prevention education, support and advocacy for victims of sexual assault. 456-3595

United Services (\$2,000.00 grant) Local funding is matched by state funding to provide child abuse prevention treatment programs, Domestic Violence programs, shelters, group therapy and other services. 860-456-2261

Hockanum Valley Community Council (\$1,500 grant) Counseling services and general referral assistance (case management) to a growing number of clients. Clients without insurance or state funding are assisted regardless of their payment abilities which require a constant stream of externally sourced income to fund the programs.

Visiting Nurse and Health Services of CT, Inc. (Budget: \$2,500, fee for service funding) Provides skilled nursing, home health aides, homemaker-companion services, medical social work, speech therapy, occupational therapy, physical therapy adult daycare and meals programs to homebound residents and elder wellness programs and the flu vaccine program. 860-872-9163

Youth Services

- Submitted final reports and grant applications for SDE YSB Entitlement and Enhancement grant, in addition to DMHAS/NECASA grant.

Direct Service Programs:

- 12 Camperships were awarded to 8 families; allowing youth to attend summer that otherwise would not be able to.
- Assisted 2 families, register 3 children for Salvation Army Camp Connri, located in Ashford, CT. The week-long, multi-session, over-night camp is free to qualifying families, funded by the Salvation Army.
- Gearing Up to Learn, Back to School Program, assisted 19 Coventry families with backpacks, school supplies and Payless shoe cards. 39 children started the school year off on the right foot as a result of this program.
- Positive Connections Mentoring program matched 6 high school students with 6 Robertson School 3rd, 4th and 5th graders. The group met on Thursday from November through June. In addition to their strong commitment to homework, the group was engaged in many arts and crafts, teambuilding, and cultural activities.
- Held individual Youth Job Bank appointments for 4 new members to go over program policies, procedures and job skills overview.
- Provided drop in office hours as part of open door policy to middle and high school youth.
- The 8th annual “**Spread the Cheer**” holiday program for Coventry Grammar School students was held on December 9, 2015. Youth Services and the Senior Center collaborated once again, allowing 35 students to pick out gifts for family members. Senior center volunteers helped with wrapping, disbursing snacks and helping students shop, while arts and craft activities were supervised by 10 high school students who volunteered as part of their community service component. All items were donated by community members. This continues to be a very successful program that fills up quickly, and allows multiple generations to interact and work together.
- The 3rd Annual Promaganza was held on March 12th. 35 girls from Coventry and Bolton attended, picking from over 100 (donated) dresses, shoes, and accessories. Many local businesses donated services (dry cleaning, salon services, alterations, etc.) which were raffled off. The program continues to grow and serve students in the community.
- Project Graduation invitations were created and mailed to all students in the class of 2016. On June 11, 2016, 97 students attended Project Graduation at the Mansfield Community Center to celebrate their accomplishments.
- Coventry Youth Services now has a Facebook page to promote programs, services, youth and families related articles and resources.
- Other programs: Students from GHR School made ornaments that were delivered to Orchard Hills residents along with prepared December holiday meals (delivered by high school students).

- Youth & Family Cases 33 cases
- Community Service 112 cases
- Community Restitution 1 case
- Youth Job Bank Requests 33
- Youth Job Bank Matches 25
- Youth Job Bank Members Trained 4
- Juvenile Review Board 9 cases
- Counseling Clients 2



CHS and GHR students in the Positive Connections Mentoring program delivered Highland Park Market prepared meals to residents at Orchard Hills.



Coventry Housing Authority Annual Report 2016

The Coventry Housing Authority is a non-profit public corporation that operates Orchard Hill Estates I & II Elderly Housing complex. The Authority consists of five volunteer Commissioners appointed by the Town Council. We report continued occupancy of all 80 units.

The current census is 57 female and 33 male tenants; 9 couples are included in this census. There are 58 single apartments and 22 double apartments. Of the 80 apartments, 8 are fully handicapped accessible units. All are one bedroom and all are equipped with emergency alarms as well as smoke detectors.

Current income limits are as follows:

HUD Project

One Person	\$18,800
Two Persons	\$21,450

State Project

One Person	\$46,000
Two Persons	\$52,600

Laurie Pinkston is the Executive Director. She takes care of all administrative and accounting for both projects. Colleen Harvey is the Resident Service Coordinator. She assists tenants with Title 19 applications, does tenant assessments, sets up homemaking and home health aide services, and copies and prepares all information for the Renters Rebate program. The Coventry Housing Authority is also an Energy Assistance site for Orchard Hill Estates working in conjunction with the Access Agency in Willimantic. Colleen is in charge of gathering all the information for this program as well.

We have a monthly blood pressure and blood sugar screening clinic. This clinic is available to all Coventry residents as well. The Coventry Senior Center provides us with a schedule of events and the Town van is used frequently for transportation for the residents.

The current operating budget is \$385,918. which is a Per Unit Monthly Cost of \$402. and includes property taxes of \$18,869. paid to the Town of Coventry and an annual sewer fee of \$3755 paid to the WPCA.

The Authority maintains representation on the Coventry Fair Housing Committee and on the Housing Rehabilitation Commission.



2015-2016 Annual Report

ADMINISTRATION & INITIATIVES

Budget

With the minimum wage increasing as of January 1st, 2016 (\$9.60), the budgets for Camp, Aquatics and Rec. Daze all had to be re-calculated. Revenues and expenses were examined in depth, to help us anticipate what the coming year will look like. Significant staff effort was made to revamping and updating our annual report to be more informative by incorporating charts and graphs.

A great deal of staff time was required to review various software options for on-line program registrations and facility reservations, to improve customer service, ease of use, mobile applications and reduce fees & charges. There is a need to use a program that meets specific criteria for afterschool care & day camp operations. Ms. Rubin and Ms. Merriam entertained several demonstrations of new recreation software with lower transaction fees, including Rec1, Community Pass, Facility Dude, MaxGalaxy, RecDesk, RecPro, and Your Active World.

Parks & Recreation Commission

A major initiative for the Parks & Recreation Commission this year was the updating of fees charged for resident beach parking stickers, and non-resident parking fees at Patriots Park. They conducted a Public Hearing on Wednesday, May 4th regarding their proposed fee structure for this year, which also included the implementation of new initiatives such as caregiver/nanny passes, and one-day guest passes. The proposal was approved, and staff began publicizing the changes and selling resident beach parking stickers on June 1st.

Beaches opened for the 2016 season on Saturday, June 18th, and with good, hot weather, the increases have been proven helpful to raise needed revenue to offset operating costs.

For the month of June, 2016 when we began selling parking passes, we collected a total of \$12954 and issued the following quantities:

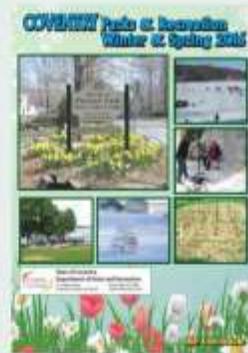
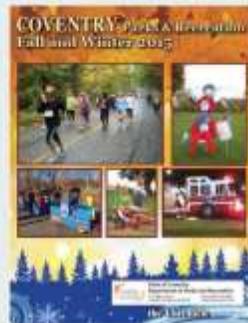
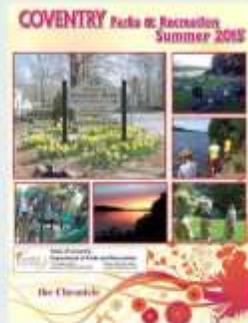
Senior Passes:	186 issued by Senior Center
Resident 1st Vehicle:	463 sold
Resident additional vehicles:	95 sold
Resident Guest Passes:	17 sold
Non-Resident Daily Parking passes:	115 sold



Health & Wellness Initiatives

Ms. Rubin regularly attended CHART meetings, meetings, to represent Coventry for our Health District. She also assisted Plan4Health Grant staff by serving on interview panel for hiring a consultants, and attended Plan4Health meetings at EHHD.

2015-2016 Publications



Coventry Parks and Recreation Department fosters active lifestyles, social well-being, and environmental stewardship.

It is our vision to have well maintained and actively used parks, open spaces, and trails that provide opportunities for all citizens to maintain active, healthy lifestyles; while appreciating our community's natural resources and preserving them for future generations. Community spirit is fostered by the town's diverse cultural fabric; facilitated and coordinated in quality recreational programs, facilities, services and special events.

STAFF

**Wendy Rubin, CPRP,
Director**

**Caterina Merriam,
Recreation Supervisor**

REC. DAZE: EXPANSION

Much of this year was spent discussing the feasibility of expanding the Rec. Daze program for the '16-'17 school year. The 2015-2016 enrollment numbers showed that the program was at capacity, Monday-Friday for the afternoon hours, with a waitlist of 12 kids!

As a result of much planning and preparation, plans are now in place for the expansion of the program and subsequent relocation of the program to the Community Center. By moving to a much larger facility, the program will now be able to accommodate 10 additional registrants, and 1 additional staff member.

RECREATION DAZE BEFORE & AFTER SCHOOL

Registration for the '15-'16 program began in early July. The after school program was filled, with a waitlist by August 7th! Registration requests continued to come in after the program began, with folks wanting to register for M-F care, a few days per week, and/or the Early Release & Staff Development Days. Megan Yanez returned this year as our Rec. Daze Program Director, alongside support staff Dan Manzi, Emily Robinson & Eli Trott. Under Megan's leadership our program has grown significantly, with very positive word-of-mouth having a definitive impact on our registration numbers.

A few staffing changes did come up throughout the year: Ms. Yanez went on maternity leave at the end of February with Ms. Robinson assuming the role of Director until her return in April. Dan Manzi left the program in May, to relocate to Maine for an internship, so additional Camp staff were brought in to cover those absences.

By Spring, calls became more and more frequent from new families (including those on the waitlist), regarding the 2016-2017 school year and when registration will be available. Staff met in May to review plans for the fall and finalize the 2016-2017 program brochure which was distributed to current families during the last week of school. Registrations for the '16-'17 school year is set to begin in July.

The last day of school was Friday, June 10th. At the end of the school year, Rec. Daze staff began resetting the Youth Building in preparation for the start of Camp.

2016 marks our 6th year as a Playful City USA designee! Go Coventry!



A beautiful Summer day at Lisicke Beach!

PARKS & BEACHES

Beach Operations

Daily on-going supervision of beach staff, troubleshooting issues with patrons, providing guidance & support was done quite well in the summer of 2015 by our Aquatics Director Carmina Valente. Ms. Valente assisted Ms. Rubin in the closing out of the beaches, which covers closing out the facilities, taking in ropes & buoys, dumpsters & port-a-johns removal, final tallies and recordkeeping.

Pre-season preparations for the 2016 season began in the winter as we confirmed returning staff and began the hiring process. We were able to set up Point of Sale (POS) on an iPad for the first time to sell beach parking stickers. We were fortunate to have a summer intern lined up from Southern CT State University to help in the office.

Patriots Park

The Dept. of Public Health conducted the well inspections (done every 5 years), resulting in needed yet minor upgrades. AmeriGas replaced a propane tank at Youth Building; we purchased 10 6' tables and 6 60" round tables for the community center to replace broken ones; and new swing set replacement parts were installed.

Ms. Rubin researched feasibility for commercial rental of the Caretaker House property and met with BOE Facilities Director re: cleaning contract for buildings.

Laidlaw Park

Paul Strycharz, President of Youth Soccer and Mr. Jim Galey of Fuss & O'Neill joined us at a Town Council meeting to discuss the soccer field expansion & irrigation project, which was being donated. About \$62,000 was invested not including the \$40,000 donated by Coventry Soccer Inc., and the town's share of \$30,000. Ground preparation for the Playscape was included in the project & we were able to install Phase 1 the spring, 2016.



Creaser Park

Met on-site with volunteers offering to design a Frisbee Golf Course, and began researching feasibility.

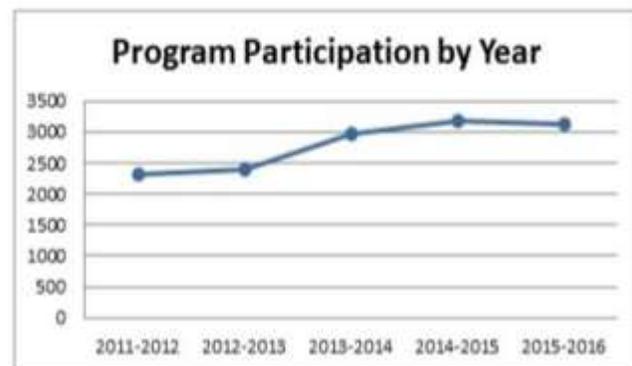
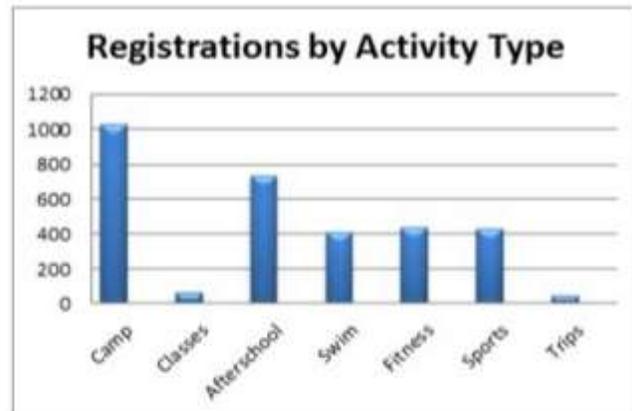
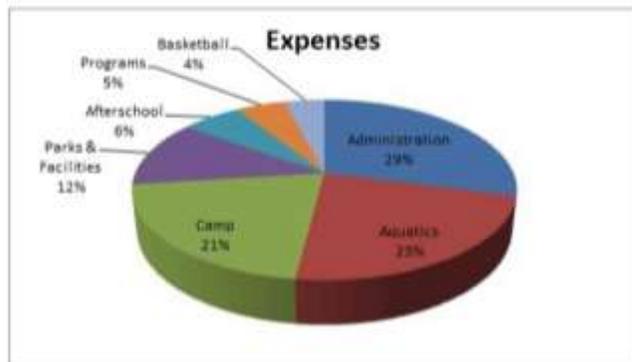
Hale Homestead Market Barn

After the Farmers Market season ended, the Market Barn was inspected and prepared for the turnover in operation for the future. Ms. Rubin assisted by serving on the interview panel for the Market Master ahead of the 2016 season.

Miller Richardson

Tree clearing was completed to increase parking spaces; the parking areas were graded; & new trees were planted. Approximately \$21,000 was invested into the baseball field area of the park this year.

THE NUMBERS



NOTEWORTHY ACTIVITIES

ARTS AS A CATALYST TO PLACEMAKING: COVENTRY ARTS GUILD

Town Planner Eric Trott & Recreation Director Wendy Rubin have co-facilitated the process of hiring a consultant, facilitating several public open forums and providing guidance to the consultant. As a result, the newly formed Coventry Arts Guild was created. Ms. Rubin provided an on-site viewing of the Patriots Park Caretaker House as a possible future option for their use. Several conference calls with Barbara Ally, consultant, and a Recreation Commission meeting with Arts Guild President Justin Trzaskos and Guild members provided input to the Strategic Plan.



Ms. Rubin also met with Mr. Trott and Ms. Ally to wrap up & draft final reports for the arts grant & public info, and also met on site with Arts Guild members to prepare for the group's inaugural Arts in the Park event, to be held in September 2016.



PLAYFUL CITY USA: 6 YEARS STRONG!

Staff celebrated yet another recognition, in our 6th year as a Playful City USA honoree! As part of our entry application, we were required to make a 2 minute video, which can be seen here: <https://youtu.be/1c26QRcT8E>

COVENTRY PARKS & RECREATION GOES SOCIAL:

Thanks to some additional pleas on social media by current Zumba participants, several additional registrations came in, "saving" the Thursday session from being cancelled. As a result, new sessions of Thursday Zumba are back to being scheduled regularly! We are also utilizing Social Media resources as ways of promoting existing, and new programs. "Mighty Mite Multi Sport" a new program scheduled between Program Publications was promoted solely by word of mouth, e-blasts and Facebook posts, bringing in 15 registrations!



SPECIAL EVENT HIGHLIGHTS:

Sunset Sounds Concert Series:

The 2015 concert series was our most well-attended, thanks in large part to our event sponsor, The United Bank Foundation of Connecticut! Thanks to their continued support of the program, we have been able to bring in well-known and high quality performers, attracting folks from across the state to enjoy the music and the beautiful venue! Concerts were held for four consecutive Thursday evenings, beginning on July 23rd, featuring the ever-popular Eight to the Bar. Subsequent concerts included performances by 42nd Street Band, Nightshift, and Memphis Soul Spectacular. We estimate that over 300 folks attended our opening show, and approximately 200-250 were in attendance for the remaining three!



Harvest Run 5K:

Race Director Ayako Mitchell and Ms. Rubin organized the Third Annual race. We were lucky to have Cheryl Connolly step in as our new Co-Director, who did an amazing job of obtaining sponsors. The event was held on Saturday, October 3rd at the Nathan Hale Homestead. In spite of the dismal weather (again), 121 runners finished the race. The Kids Fun Run was also held successfully by CECC. Approximately 25 kids participated in the Fun Run! Due to a variety of factors, the Farm Day and Pumpkin Play Day were not scheduled for this year.



Due to a variety of factors, the Farm Day and Pumpkin Play Day were not scheduled for this year.

CAMP WANGUMBAUG

Campers, Minis and CITs enjoyed a great variety of activities in 2015, including trips to the CT Science Center, Nomad's AdventureQuest, and others. Kids also participated in fun activities & performances including the Hip Hop Dance Workshop with Red Supreme Productions and a game show with the folks from Campardy! The Camp season wrapped up on Friday, August 14th after another GREAT season!

Enrollment was UP in the full-day program (with many weeks filling to capacity for the first time in years), so staff is planning the hiring of additional staff for the 2016 season.

Camp Enrollment Comparisons (Numbers include Mini, CIT & Full Day Campers)				
Week	2012	2013	2014	2015
B	84	77	96	118
C	114	114	119	142
D	89	97	124	136
E	92	110	118	114
F	94	104	102	128
G	101	120	119	122
H	107	121	134	136
Total	681	743	812	896

Ms. Merriam and Camp Director Matt Kyer met to debrief at the conclusion of the season. Sadly, Mr. Kyer had decided not to return for the 2016 season; as a full-time teacher he is looking forward to having his summers free again! We will miss him greatly; however Mr. Kyer's

positive influence will be carried on through our wonderful staff and the Campers who had the privilege of experiencing Camp under his direction.

The 2016 Brochure & theme calendar were finalized during the winter season, and released electronically via Facebook and e-blasts. Registration began on Friday, 4/1.



Due to ongoing increases in minimum wage, Camp fees have increased slightly this year (\$10 per week). The impact of rising payroll costs has been significant, and while fees have been held at the same rate since 2011, this year's wage increase to \$9.60 per hour, and next year's increase to \$10.10 has made it unfeasible to hold down fees.

We happily welcomed Cheri Johnson as the 2016 Camp Director in the Spring 2016! She started work in April, beginning with staff hiring and developing the training schedule.

Registrations continued coming in throughout the Spring season. The 2016 Camp season kicked-off on Monday, June 20th with a record 121 kids registered (our highest opening week enrollment since 2008). Week B, held June 27th-July 1st boasted 122 kids registered!



06238 Community Calendar is the result of collaborative efforts between Parks & Recreation, Booth & Dimock Library, Human Services, Youth Services, the Coventry Senior Center and Coventry's Economic Development Commission. It's mission is to offer folks a way to find out "what's going on" in town, all in 1 place! The hope is to increase attendance at events held in Coventry, either Town-sponsored or brought to you by non-profit organizations. The calendar officially launched in the Spring 2016, with additional promotion to be done in the Fall 2016.

Rather than going to each organization's website for info, simply click on the link below for a comprehensive list of everything going on in Coventry!

www.coventryct.org/06238

COMMUNITY GARDENS



The gardeners were very patient, being that the Summer of 2015 was our first season. In order to meet the planting deadlines, it was a hurried effort in the spring, to get fence installed, water hook-ups, etc.

Director Rubin & Town Planner Eric Trott met with the committee regularly throughout the season and sent out end of season close out and winterize instructions, as well as a survey to review & evaluate operations. The following spring season, plots sold out early for the 2016 planting season. The Community Gardeners met twice, to arrange for storage and restroom access, lime & compost to be spread by DPW. They coordinated compost delivery, soil samples, and a Potluck Dinner with guest speakers in preparation for the summer growing season.



Coventry was recognized by Capital Region Council of Governments for an Inter-town Cooperation Award for our Lakes Region Youth Basketball League!

YOUTH BASKETBALL

Gearing up for the 2015-2016 season, many preparations begin in the summer, including the gym scheduling meeting.

Ms. Rubin and coaches attended the first Travel Team League meeting of the year in East Windsor, and referee meetings with IAABO District 8 officials.

Recruitment of coaches and participant registrations began in September, once gyms were secured. We had to confirm returning coaches while recruiting new ones. Try-outs & player skill assessments were conducted in October to assist in organizing fair teams at the Player Selection meeting.

Orders were placed for uniforms/t-shirts, balls, and storage rental. Instructional Coordinator, Callie Cordner arranged for the baskets to be repaired at GH Robertson School so that we can lower the hoops for the younger children.

We also provided coaches with training resources such as Alpha Sports electronic resources and a

WINS4Life skills clinic. Background checks were conducted for all volunteers, coaches handbooks/resources were ordered & distributed, and mandatory concussion training was provided. 3 gym supervisors were hired and trained, and referee fees were processed. We held a successful Picture Day, this year including instructional & Mighty Mites players.

Meetings were held to coordinate the upcoming season included scheduling & rule changes with Rec Dept. staff in Ashford, Mansfield, Bolton & Hebron for the Lakes Region League.

We evaluated several league scheduling software firms and decided on a group purchase of Quickscores League Scheduling software, which is now used and shared amongst the Lakes Region League towns.

League Administrators met to plan the end of season jamboree, review scheduling conflicts, address weather procedures.

The End of Season Jamboree held



successfully in all 5 towns. We also provided pizza gift cards to coaches for end of season team party. Collection of equipment, evaluations etc. were part of the Youth Basketball season wrap-up.

Annual Report

2015 - 2016

BOOTH & DIMOCK MEMORIAL LIBRARY

MORE
than just books

BOOTH & DIMOCK MEMORIAL LIBRARY ANNUAL REPORT



DRIVE IN MOVIE



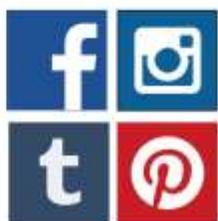
1134 MAIN STREET
COVENTRY, CT 06238



860-742-7606



WWW.COVENTRYPL.ORG
BDLIBRARY@COVENTRYCT.ORG



MISSION STATEMENT

The Booth & Dimock Memorial Library provides materials and services to help all residents of the community meet their informational, educational, cultural, and creative needs.

LIBRARY STAFF

LIBRARY DIRECTOR

KRISTI SADOWSKI, M.L.S.

HEAD OF CHILDREN'S SERVICES

MEG SCHIEBEL, M.L.S.

HEAD OF TEEN SERVICES / MAKERSPACE

CHRISTOPHER CARNEY, M.S.I.S.

AMY DEXTER, M.L.S.

NORA DEXTER

LAURA DILLER, M.L.S.

CAROL EDMONDS

JOANNE ENGLISH

BENJAMIN GARCIA

KATHERINE GARCIA

BARBARA HALL

ROSLYN KORNFELD

ABIGAIL MAVER

DONNA MURPHY

MARGARET NORRIS

JOYCE PETERSON

ELAINA PLESZ

ERIN RILEY

MANNY RODRIGUES

JANETTE SMITH

BOARD OF TRUSTEES

KATHLEEN WILLETT

TIM TIMBERMAN

KIRSTEN FAULKNER

SHARON PACHOLSKI

LIBBY PARDA

NAN KYER

SUE NOEL

MARY SCHWEITZER

BRUCE STAVE

2015-2016

HIGH SPEED WIFI PILOT PROJECT WITH CEN

Wireless Internet access has been growing in demand over the past several years, but providing unlimited high speed access has been a challenge for small libraries. This year we partnered with the Connecticut Education Network who provided the infrastructure allowing us to provide stronger more reliable wireless internet access to the community.

JANETTE SMITH CELEBRATING 40 YEARS

Library Assistant, Janette Smith, celebrated her 40th anniversary of employment at the Booth & Dimock Memorial Library this past January.



1772 FOUNDATION CLOCK TOWER REPAIR

A matching grant from the 1772 Foundation allowed us to restore the clock tower atop our historic Main Street facade. In addition to a fresh coat of paint, the wood was treated so that it would be better protected from the harsher elements at the higher elevation.



HOME SCHOOL GROUP

This year the library looked at how to support our local home school youth and their parent instructors. Multiple families came each month and invited other local families. The group grew each month from word of mouth and provided children with an educational place for socialization while providing parents with an opportunity to network and an introduction to the educational tools available at the Library.

The children were given the opportunity to pick each month's topic, and they requested many technological topics. Lessons included graphic design, robotics and dissecting a computer with Coventry Public Schools Senior Technology Technician. Non-technological topics included studying and replicating Caldecott winning children's book illustrations.

HIGHLIGHTS



LIBBY PARDA TRUSTEE OF THE YEAR

The Association of Connecticut Library Boards honored Booth & Dimock Memorial Library Trustee, Libby Parada, as one of the 2015 Trustees of the Year for her enthusiasm and leadership skills.

PUBLICITY AWARD HONORABLE MENTION



Meg Schiebel and Kristi Sadowski accepted an honorable mention at the Connecticut Library Association Conference for the thematic project category of their annual publicity awards for the many designs created for last year's summer reading kick-off Comic Con event.



1,000 BOOKS BEFORE KINDERGARTEN

Ten preschoolers were celebrated in the first 1,000 Books before Kindergarten graduation celebration. Each child received a certificate and book from the Library and a separate certificate from the Connecticut State House, presented by Representative Tim Ackert.

CONSTRUCTION GRANT

The Connecticut State Library awarded us a \$1,000,000 construction grant, in November 2015, for improvements to the Library. This was the largest denomination available.

VERSO 5 LIBRARY CATALOG



Upgrades to our catalog have made it easier to look up books and manage reserves on the go. Now mobile device friendly, the Library Catalog is better than ever.

“

THIS IS ONE OF THE
FEW PLACES WHERE
EVERYONE IS
WELCOME & WHERE
ALL CAN INCREASE
THEIR KNOWLEDGE
WITHOUT COST.

Community response from the 2015 Coventry
Voices on the Booth & Dimock Memorial
Library survey.

”

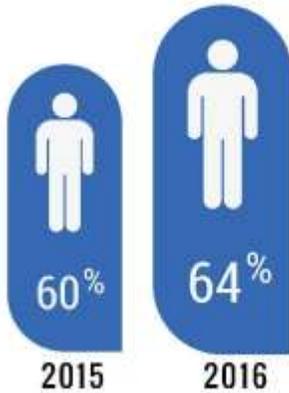
A photograph of a busy children's room during a summer reading kick-off event. The room is filled with people, including children and adults. In the foreground, a young boy in a green t-shirt and plaid shorts stands with his arms crossed. To his right, a group of people is seated around a table playing a board game. In the background, several adults are standing and talking, and a woman is leaning over a table on the left. The room has a drop ceiling with fluorescent lights and a wooden door labeled "Restroom".

A busy Children's Room
June, 2015
Summer Reading Kick-Off
& Ice Cream Social

ONE YEAR BY THE #S

67,056 LIBRARY VISITS
89,484 ITEMS BORROWED
457 PROGRAMS HELD

USAGE



- 8,024 COVENTRY RESIDENTS WITH ACTIVE LIBRARY CARDS (531 more than last year!)
- 9,965 TOTAL ACTIVE BORROWERS
- 438 NEW BORROWERS



COMPUTER USE

20,742 HALF-HOUR SESSIONS



WiFi

1,721 WIRELESS INTERNET USERS



ANNUAL VISITS

- 67,056 VISITS



REFERENCE/ASSISTANCE

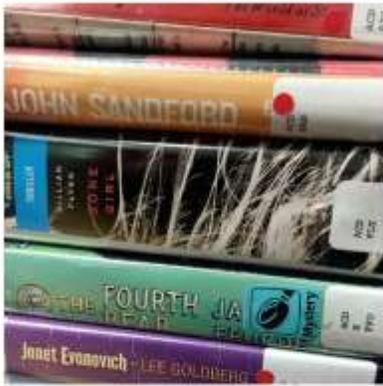
- 5,394 QUESTIONS ANSWERED BY TRAINED STAFF
- 979 WERE COMPUTER USE QUESTIONS



HOMEBOUND DELIVERY

- 11 MONTHLY DELIVERIES





CIRCULATION

- 84,253 PHYSICAL ITEMS
- 5,231 DIGITAL ITEMS
- 41,412 ITEMS USED AT LIBRARY



PRINT

- 60,947 BOOKS
- 2,949 MAGAZINES



A/V

- 14,404 MOVIES
- 4,499 AUDIOBOOKS



MISC.

- 323 MUSEUM PASSES, GAMES, KITS, & MORE

MOST POPULAR DISCOUNT PASSES

- Lutz Children's Museum
- CT State Parks
- Mystic Aquarium



DIGITAL ITEMS

- 3,487 eBOOKS
- 1,284 eAUDIOBOOKS
- 676 eMAGAZINES
- 4 eVIDEOS



BY COLLECTION

- 37,242 Adult Collection Items
- 4,915 Teen Collection Items
- 43,268 Kids Room Items
- 4,059 Miscellaneous Items



INTERLIBRARY LOAN

- 1,706 Items borrowed from other libraries
- 899 Items lent to other libraries

This usage is particularly high, considering the lack of Statewide catalog since July 2015, and delivery interruptions.



PROGRAMS

9,665 PEOPLE ATTENDED
457 LIBRARY SPONSORED EVENTS

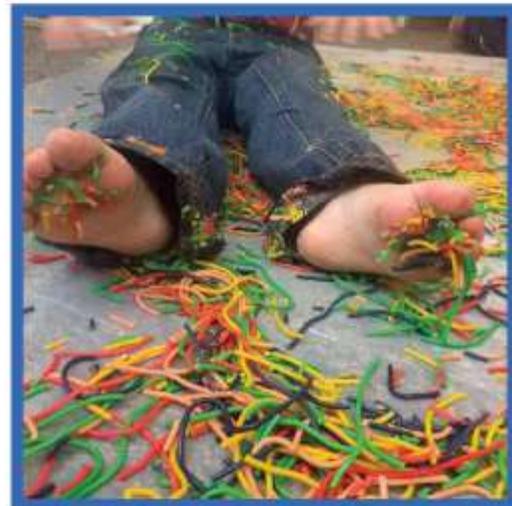
★ NEW GROUPS

- HOMESCHOOL GROUP
- COLORING & CONVERSATION
- ADULT TECH CLASSES
- BOARD TO DEATH
- SENSORY PLAYGROUP

- 719 people attended 125 events geared towards adults.
- 511 people attended 99 events presented by the Teen Zone.
- 5,060 people attended 230 events presented by the Children's Room.
- 705 people attended 3 all ages events.



Board to Death



Little Explorer's Sensory Playgroup



Archaeology with Charlie Blanchard

EDUCATIONAL, ENTERTAINING,
SOCIAL, CULTURAL, CREATIVE

EXPANDING MINDS

Fun and Free for All Ages

2015-2016 PROGRAMS AND EVENTS

Connecticut Authors Trail, Archeology with Charlie Blanchard, Will Siss-Alco Journalist, Black Bears in Connecticut, Local Author Faire, D.I.Y. Glass Painting, Tea and Chocolate Lecture, Goodbye to Downton Abbey, Feminism & Activism: Then & Now, Successful Digital Marketing Strategies, Passport to Connecticut Libraries, Mindfulness,

Mystery Book Club, Wednesday Night Book Club, Cookbook Club, Board to Death, Coloring and Conversation,

Individual Tech Assistance, Cookie Cutter Design and 3D Print, iOS Star Up, Text Messaging How-To, Google Apps, Label Making, Smart Phone Photography, Geocaching,

Tiny Tots Storytime, Preschool Storytime, Music & Movement, Early Literacy Playgroup, Parents Participating Together Workshop, Homeschool Group, 1,000 Books Before Kindergarten, Little Explorer's Sensory Playgroup,

Superhero Training Camp, Science Lab, Maker Mornings, Mr. Magic, LEGO® Club, Read It and Eat Book Club, Afterschool Club, Hero Crafts, Toddler Dance Party, Stuffed Animal Sleepover, Halloween Crafts, Dreamcatchers, Drive in Movie, Valentine's

Day Party, Scavenger Hunts, The Day the Crayons Came to the Library, Comics Club, Wii Party, Fairy Houses, Un-Birthday Party,

Gaming Club, Movie Nights, Harry Potter Fandom, Halloween Food Decoration, Board Games, Magic: The Gathering, Minecraft Meetups, Maker Club, Anime, Peep Dioramas, Circuitry & Soldering, Stop Motion Animation, Screen Printing



Feminism & Activism: Then and Now

COMMUNITY PARTNERS

Local Author Faire



In November, 2015, the Coventry Senior Center and Library created an all day celebration of 17 authors from Coventry (and surrounding towns).

Christmas in the Village

Continuing tradition, the Board of Trustees passed out cookies and hot cider during this annual village event. This year the newly formed Coventry Arts Guild held their Youth Art Show in the community room.

CT Authors Trail



Celebrating the great local author talent, The Connecticut Authors Trail stops in Coventry once each summer. Cindy L. Rodriguez, the author of **When Reason Breaks** visited in July, 2015.

Passport to CT Libraries



The Connecticut Library Association sponsored a program which encouraged CT residents to visit as many libraries as possible across the state during the month of April. 82 people participated in Coventry.



COMMUNITY CALENDAR & COOPERATIVE

Coventry Parks & Recreation, Human Services, Youth Services, Senior Center, & Booth & Dimock Memorial Library spent the winter and spring strengthening relationships and looking for new ways to collaborate for the benefit of the Coventry community.

The first goal was to create a community wide calendar for all events open to the public happening within the 06238 zip code. Joined by the Economic Development Commission, this group created the 06238 Community Calendar which can be accessed at www.coventryct.org/06238 and is open to submissions from local organizations, non-profits and businesses. The goal is to have a one stop location for residents to learn about the many and varied events and activities that happen every day in our town.

Coventry Historical Society



The Daniel Burnap Clock, on loan from the Coventry Historical Society, has found a new home in the Booth & Dimock Memorial Library. The clock dial has been stamped with Burnap and Coventry. Burnap (1759-1839) was a clockmaker in Coventry.

Members of the Coventry Historical Society have been showcasing local history in the Library display cabinet. Their most recent display was a comprehensive look at the Mill Brook region.

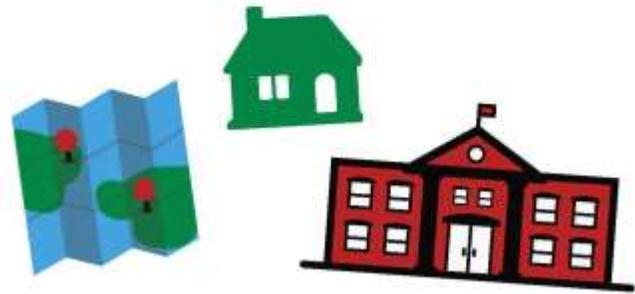
AROUND TOWN

The Booth & Dimock Memorial Library is more than just books and more than just a building. Staff can be found around Coventry, at many events and working with other organizations.



DAYCARE VISITS

Miss Meg brought Summer Reading, storytimes and other library services directly to several daycares around Coventry during monthly visits.



PATRIOTS PARK SUMMER CAMP

Miss Meg took storytime on the road and visited Camp Wangumbaug's youngest campers once a week.



COVENTRY PUBLIC SCHOOL SYSTEM

The Library maintained a presence at all four school Open Houses to share information about Library programs and services and encouraging families to access the many library resources.

Monthly visits were made to CECC for storytime to every classroom.

Full day Library Card registration was offered at Coventry High School in both the fall and spring.

A 3rd grade class from GHR held a publishing party at the Library and displayed their creative fiction.

Miss Meg talked to grades 3 & 4 at GHR about the process of Nutmeg book selection, and booktalked the 2017 Intermediate Nominees.

Summer Reading presentations were made to each class and grade K-8 to encourage reading for fun and prevent summer learning loss.



WINDHAM TECH

During National Library Week, Chris went to Windham Tech, along with librarians from surrounding towns, to register high school students for library cards.



COVENTRY STEPS

Meg is part of the early literacy group, Sharing Together Enriches Potential Success for Children, and also sits on the School Readiness Council.



SCARECROW CONTEST

A collaborative "Where the Wild Things Are" scarecrow display, created with the Coventry Public School Media Specialists, was entered into the annual Parks and Recreation contest.



COVENTRY FARMER'S MARKET

As part of Youth Market Day, STEPS asked Miss Meg to provide storytime at the market.

SKILLED STAFF



All Staff Training

- Customer Service
- Active Assailant Training with Coventry Police Department

Certifications

- Kristi Sadowski and Christopher Carney were certified in Youth Mental Health First Aid.

Professional Affiliations

- Connecticut Library Association
- Connecticut Library Consortium
- American Library Association
- Connecticut Education Network
- Association of Connecticut Library Boards

Involvement

- Kristi Sadowski is a reviewer for VOYA (the Voice of Youth Advocates).
- Christopher Carney co-founded a Gaming Roundtable through the Connecticut Library Consortium.

Presentations

- Kristi Sadowski was invited to participate in a Poster Session, at the Connecticut Library Association Conference in April, on the wireless internet pilot program with the Connecticut Education Network.
- Kristi Sadowski was a speaker at a session of the Connecticut Education Network Annual Conference in May, to discuss the pilot WiFi program and the benefits to Coventry.

Conferences, Roundtables & Workshops

- InterLibrary Loan Roundtable
- Eastern Connecticut Young Adult Roundtable
- KidLib Unconference
- American Library Association Midwinter Conference
- Connecticut Library Association Annual Conference
- Connecticut Education Network Annual Conference
- Association of Connecticut Library Boards Conference
- Best Practices for Connecticut Libraries
- Unquiet Zone Advocacy Workshop
- Make Your Voice Heard: Public Speaking to Advocate for your Library
- Excite Innovation: Transform Your Library

Committees

- Meg Schiebel is co-chairing the Nutmeg Book Award Intermediate Book Selection Committee.
- Christopher Carney is serving on the Nutmeg Book Award High School Book Selection Committee.

FINANCIALS

REVENUE

\$447,186.00

BUDGET

\$447,313.00

EXPENDITURES

\$447,599.00

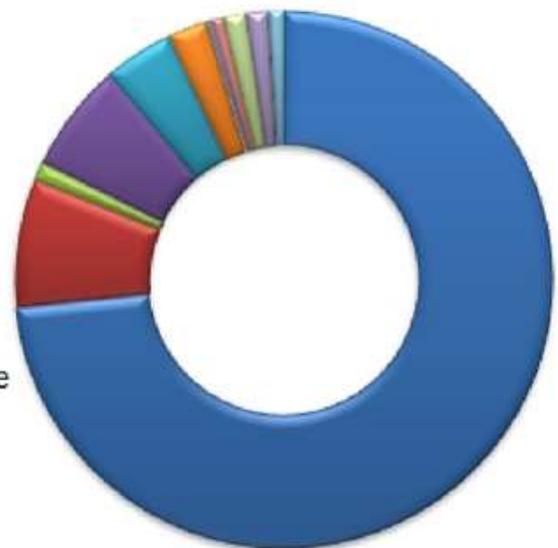
REVENUE

As a private 501(3)c, The Booth & Dimock Memorial Library receives only part of its funding from the Town of Coventry. The rest of the operating income comes from fundraising, grants and partnerships.

- COVENTRY TOWN GRANT
- CONNECTICUT STATE GRANT
- FUNDRAISING
- BANK INTEREST
- FINES & PRINTING FEES
- DONATIONS & CONTRIBUTIONS
- USED BOOK SALE
- MEMBERSHIP DRIVE
- AMAZON SMILE
- TELEVEND FAX 24

EXPENDITURES

- Employee Costs
- Books & Materials
- Programs
- Utilities
- Building Maintenance
- Equipment Repairs & Digital Resources
- Computer Upgrades & Purchases
- Professional Development, Mileage & Outreach Mileage
- Supplies
- Finance & Accounting
- Miscellaneous



The above chart reflects the amount of the operating budget spent in each category. The Board of Trustees expended additional money not reflected here in the area of computer replacements.

SUMMER READING 2015

ADULTS

28 Adults Participated and
Read 94 Books

TEENS

88 Teens Participated and
Read 508 Books

KIDS

369 Participants

Birth - 2nd Grade

212 Kids Read 4,247 Books and earned 336 Free Books

3rd - 6th Grade

157 Kids Read 168,584 Pages and earned 245 Free Books

“ The more that you read, the more things you will know. The more that you learn, the more places you'll go. - Dr. Seuss ”



Booth & Dimodi Memorial Library

**SUPER
READERS**

SERVICES



Fiction & Non Fiction
Books, AudioBooks, eBooks
Large Print
DVDs

Local Newspapers
Magazines and Digital Magazines
Local History & Town Publications
Genealogical Research Materials

eReaders
Readers Advisory
Kill-a-Watt meters

Outreach to Homebound Individuals

Musical CDs
Video Games
Board Games
Puzzles
Coloring

Coupon Swap Basket
Used Book Sale
Databases

Digital Literacy Training
Access to Tax Forms

Access to other Connecticut Library Collections

Internet, Computer and WiFi Access
Photocopying and Printing
Outgoing Fax

Individual Technology Assistance
Discounted and Free Museum Passes
Monthly Book Discussion Groups

3D Printing
MakerSpace

After-school Programs
Storytimes

Early Literacy

Outreach to Day Cares and Schools
Homework Help

Homeschool Resources
Summer Reading
Parenting Resources



LOOKING TO THE

Plans

A Town Council appointed Building Expansion Committee reviewed a space needs report, as created by the Connecticut State Library and evaluated its findings with regards to the needs of Coventry.

With DRA Architectural Firm, the Committee has created an 8,000 sq ft addition that keeps everything the community loves about the Booth & Dimock Memorial Library, while addressing the community's expanding need for space, technology and resources necessarily for the 21st century.

Every consideration to keep the cost low was considered. It is estimated that in order to build a new facility on a new parcel of land it would cost over nine million dollars. The proposed project, which resolves several building concerns, is projected to cost \$5,300,000.

Status

A one million dollar grant from the Connecticut State Library has been awarded for this project.

The Coventry Planning and Zoning Commission supported the Committee's recommendation of providing 76 on-site parking spaces (an increase of 34 over current availability).

The Coventry Water Pollution Control Authority determined there would be no changes to the Library's allotted sewer use and approved continued sewer service as the project moves forward.

The Coventry Town Council has reviewed the findings and plans of the Building Expansion Committee and has indicated plans to re-address the project in Spring 2017.





Benefits, in Brief

A Children's room that is bright, fun and safe, equipped with a storytime room, accessible shelving and adaptable technology.

A dedicated Teen Space, divided into spaces conducive to studying and learning and a safe and supervised location for socialization.

Community collaboration space, including small meeting rooms, quiet study rooms and a business center.

Local History room to archive and showcase items of local and historical importance.

125 person meeting room for library and community events.

Details

Cost: The current projected cost is \$5,300,000.

Parking: 34 on-site parking spaces are to be added to those currently available, for a total of 76 spaces.

How to Find Out More: <http://www.coventrypl.org/library-expansion>

Library Building Expansion Committee

Tim Timberman, Chair
 Sondra Astor Stave, Vice-Chair
 Kathleen Ryan, Secretary
 William Bonney
 Glenn Miller

FUTURE



FINANCIAL

Above: Installation of a solar carport behind the Town Hall parking lot. The structure helps to defray electricity costs and provides shelter to Town vehicles during inclement weather.



*Beth Bauer,
Finance Director*

FINANCE DIVISION Annual Report 2016

GOALS/PURPOSE

The primary purpose of the Finance Division is to carry out the various financial activities of the Town of Coventry and its many departments, in compliance with various Federal, State, and Town regulations and laws. These activities include revenue collection, maintenance of property assessments and exemptions, disbursement processing, payroll, budgeting and monitoring budget compliance, investment management, fixed asset accounting, cash management, insurance and risk management, benefit administration, general accounting, financial reporting, computer/network management, central supply ordering and distribution, and Pension administration.

Office Staff

Elizabeth E. Bauer, Finance Director/Treasurer
Debbie Kratochvil, Town Accountant
Christine Small, Assistant Town Accountant
Linda Greenbacker, Collector of Revenue
Carrie Zahner, Assistant to the Collector
Ida Cabral, Revenue Collection Clerk
Michael D'Amicol, Assessor
Rachel Lewandowski, Assistant to the Assessor

Goals and Accomplishments - Fiscal Year ending 6/30/2016

It is a primary goal of the Finance division to provide reliable and open access to the data needed to allow the decision makers and policy setting groups to take informed actions.

The Accounting office, striving to support the goals of the Town Council, worked to achieve a certificate of achievement for excellence in financial reporting from the Governmental Finance Officers Association. The Town of Coventry's comprehensive annual financial report for the year ended 6/30/2015 was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance officers Association of the United States and Canada (GFOA). The Certificate of Achievement is the highest form of recognition for excellence in state and local government financial reporting. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. The report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only and has been received for the past eight years. Annual audits, budget documents and other financial reports are available for review on the web at www.coventryct.org. Financial transactions for the General Government are available for review through our Open Gov portal which can be accessed through the Towns website. Our goal is to provide information to the public in an understandable manner, and your feedback is welcomed. Please contact the Finance office at 742-3528, or e-mail comments directly to financedirector@coventryct.org. Anyone who would prefer a face to face conversation is welcome to call to make an appointment.

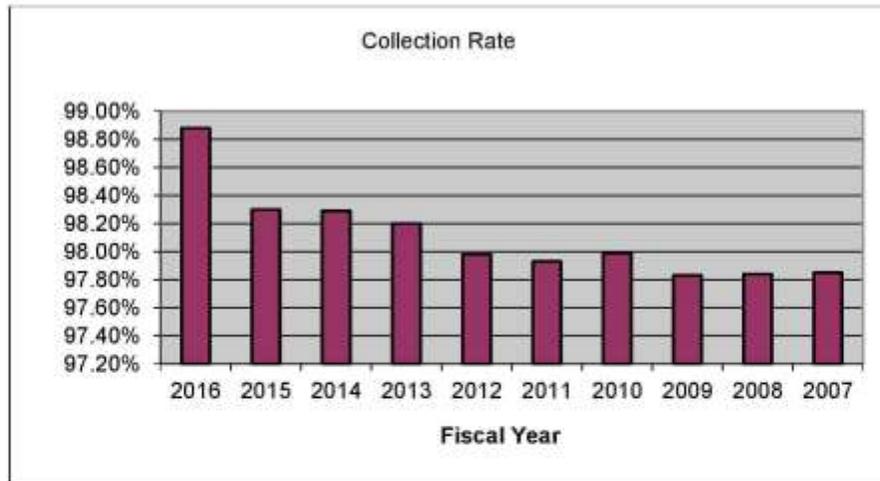
A second goal is to look for opportunities to reduce costs through collaboration. The Town continues to participate in the Health Insurance Collaborative. We have initiated several Wellness programs through the Collaborative in conjunction with the Board of Education.

A third goal is to take steps to ensure financial stability. In the year ending 6-30-2016 we are able to report several very positive benchmarks. The fund balance for the General Fund of the Town increased to 12.1%. The Pension Plan funded liability continues at a high level, 79.06%. Pension funding is critical to future financial health as assets must be in place to support the contracted benefits. Careful stewardship of plan assets, along with plan design changes is keeping us on a sustainable path. The Tax Collection rate for current year collections increased at 98.88%, the same percentage as the previous year. These positive trends reflect overall good economic health for our residents.

General Overview

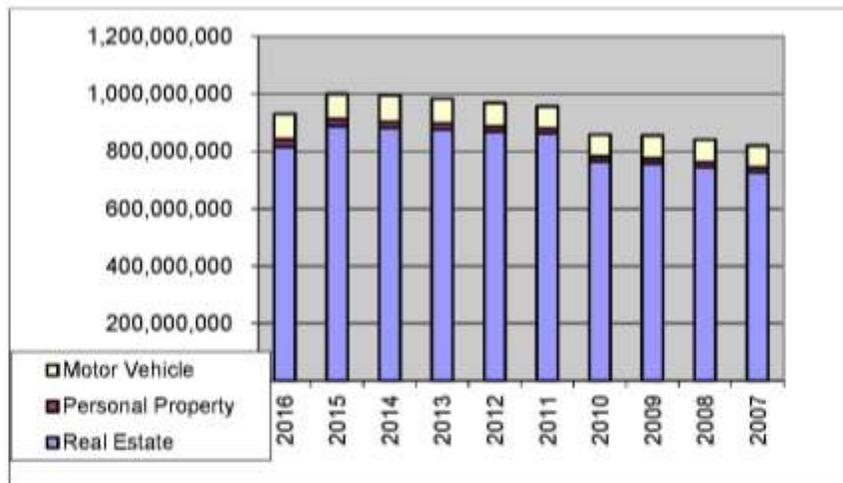
Revenue Collection – 860-742-4066

This office collects all revenues received by the Town of Coventry. The major component of General Fund revenues is the property tax, and the collection of current and delinquent taxes is the primary focus of the office staff. During the fiscal year ending 6/30/16, the percentage of current year property taxes collected was 98.88%. The collection of all property taxes provided 57% of the overall amount needed to support the services provided to the residents of Coventry.



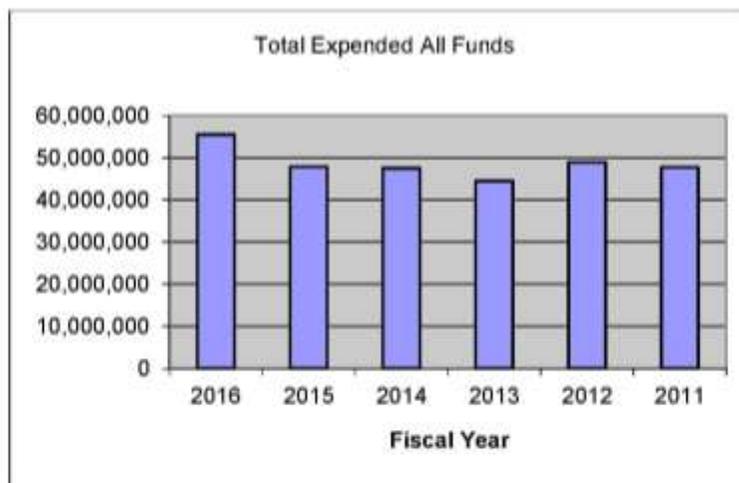
Assessor – 860-742-4067

The maintenance of property valuations and proper application of exemptions is performed by the office of the Assessor. The grand list valuations are the base upon which tax revenues are set and are revalued every 5 years. The last revaluation occurred on the grand list of 2014 which was the base for taxes in the fiscal year ending 6/30/16. The following chart shows the grand list growth over the past ten years, and the distribution of property values between the categories of real estate, personal property and motor vehicle.



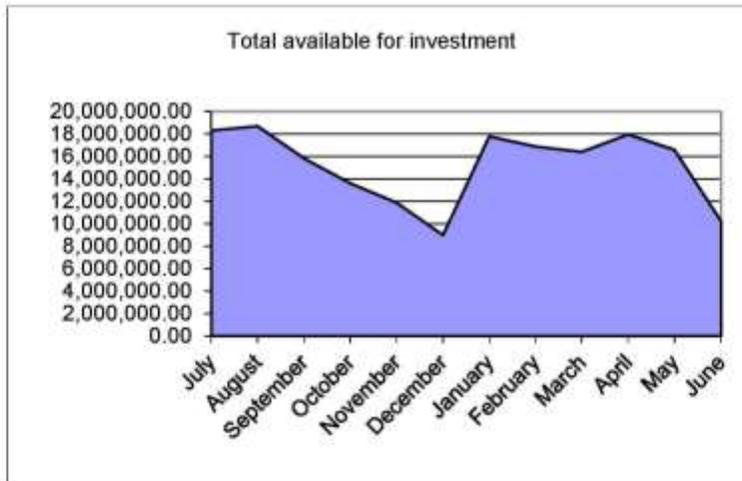
Accounting – 860-742-3528

Supervision of the disbursement of money, payroll and accounts payable is performed by the staff of the accounting office. All financial records, revenue and general ledger accounts are maintained. In addition the staff is responsible for monitoring grants, administration of health and property insurance, and fixed asset inventory maintenance. In the fiscal year ending 6/30/2016 the total dollars expended was 51.9 million, an increase over the prior year of 4 million. This increase is primarily due to an increase in capital outlay for several road construction projects. The Chart below shows the total annual expenditures for the last six years.

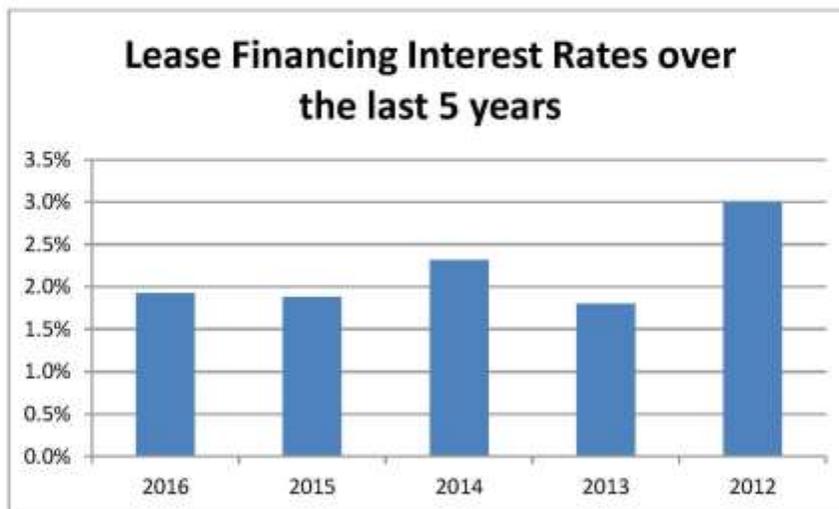


Treasurer – 860-742-3528

Investment of Town funds, maintenance of bank accounts, debt service and required reporting is managed by the Treasurer. Total funds available for investment each month ranged from 8.9 to 18.7 million during the last fiscal year. Interest rates available to the Town averaged .3% in the last fiscal year.



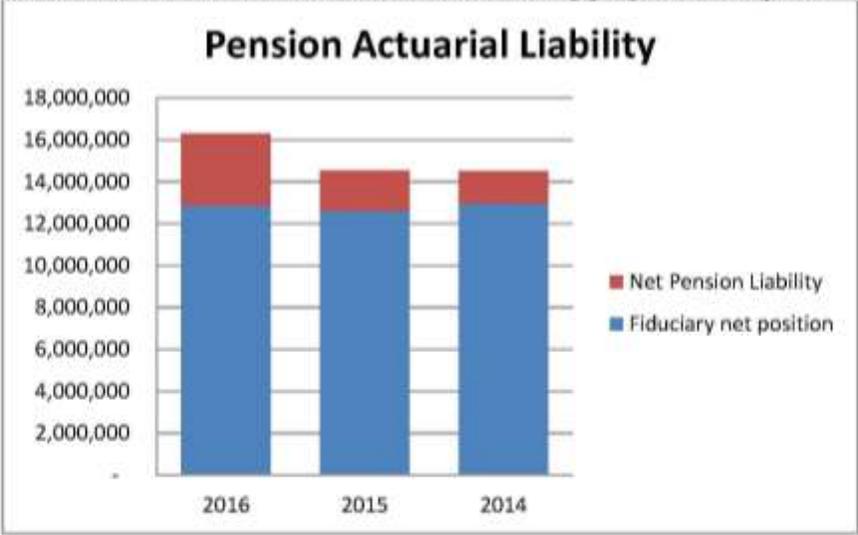
The Town sold bonds to finance the repair and reconstruction of Town Roads and the replacement of the Pucker St Bridge in March 2016 in the amount of \$3,400,000. The Town entered into a 5 year lease financing for a large dump truck. Financing for this vehicle was obtained at a rate of 1.93%. The chart below shows the history of rates over the last 5 years.



Pension – 860-742-3528

The Pension Plan for the Town of Coventry is a defined benefit retirement system administered by the Town to provide pension benefits to Town and BOE employees, except for those covered by the State of Connecticut Teachers Retirement System. The plan is administered by the Pension Committee and Pension Trustees. During the year

ending 6-30-2016 pensions were processed for 4 employees, (1 active, 2 deferred and 1 death benefit). Pension assets are invested with a target of 60% in equities and 40% in fixed investments. The plan fiduciary net position as a percentage of total liability is 79.06% as of 6/30/16. The chart below shows the funding progress of the plan.



Information Technology – 860-742-3528

For the year ending 6-30-2016 the financial system of the general government of the Town of Coventry is maintained on a Windows 2008 server. The system supports distributed entry of data and most of the purchase orders created by departments are now entered directly. The Tax Collection and Assessors administrative systems are running on a Windows 2008 server. The computer assisted mass appraisal software used by the Assessor's office for tracking real estate data is also running in the Windows environment. Network support is provided through an agreement with the town of South Windsor to provide advice, training, professional expertise and guidance to the staff of the Town of Coventry for our technology infrastructure.

TREASURER'S REPORT

Elizabeth E. Bauer, Treasurer

The Treasurer is responsible for maintaining all fund accounts for the Town of Coventry. Numerous reports are prepared for the State of Connecticut, federal government, Moody's Investor service, Bureau of the Census, Canine control and others.

The rates earned on invested funds for the year ending 6/30/16 averaged .3% for the year. The rate of return reflects the low interest rates available from the investments available to a municipality in the State of Connecticut.

REVENUE RECEIVED
FROM
THE INVESTMENT OF GENERAL FUND MONIES:

2006-2007	338,312
2007-2008	259,242
2008-2009	106,855
2009-2010	61,184
2010-2011	59,097
2011-2012	61,888
2012-2013	45,070
2013-2014	42,424
2014-2015	43,669
2015-2016	46,337

COLLECTOR OF REVENUE

The Collector of Revenue is responsible for collecting all tax money owed the town on the current and prior Grand Lists along with accrued charges of interest and liens. This money is processed, balanced and deposited daily. A collection report of the daily deposit is provided to the Finance Director/ Town Treasurer. Tax money includes real estate, personal property, motor vehicle and supplemental motor vehicle. In addition to these taxes, this office also collects sewer assessment, sewer use, and trash (COVRRRA) fees. Interest and fees, where applicable, are also processed and collected. All collections require daily, monthly, quarterly and annual reports.

The 2014 Grand List bills for Real Estate (6,389), Motor Vehicle (13,270) Personal Property (818), Supplemental Motor Vehicle (2,244), and COVRRRA (4,696) were printed, and posted by an outside vendor. Any cost savings realized in the past has, in recent years, been lost to the rising postal charges, equipment and complicated procedures implemented by the USPO. The Sewer Assessment (419) and Sewer Use (905) bills continue to be printed and mailed from this office as this is a more manageable number to handle in house.

The Supplemental Motor Vehicle tax bills are printed in December for a January 1 due date. This billing is for vehicles registered after the October 1 Grand List date. A list of delinquent motor vehicle taxpayers is compiled by this office and sent to the Department of Motor Vehicles in Wethersfield on a regular basis throughout the year. This report to DMV will hold up the registration of any vehicle until all delinquent taxes and interest are paid.

Delinquent notices as well as Tax Collector's Demand (TCD) letters are sent throughout the year. Taxpayers that fail to comply with the TCD have their accounts turned over to the State Marshall in the form of an Alias Tax Warrant for collection. Notices of intent to lien on Real Estate, Sewer Use and COVRRRA accounts were mailed out in March. After the statutory requirement of 15 days notice had passed, liens were filed in April on the remaining unpaid accounts.

This year Coventry conducted another successful Tax Sale of delinquent properties. Twenty property owners were notified in November 2015 that their tax delinquencies met the criteria for their property to be sold at a sale scheduled for May 2016. Over the course of the next six months, all but two properties were brought current and removed from the sale. The remaining properties were sold in May 2015.

The number of taxpayers paying on- line continues to increase. This convenience is greatly appreciated by those taxpayers living in or out of town, out of state or even out of the country. We have a number of taxpayers temporarily overseas who are pleased to be able to pay their taxes on line.

This office also processes and deposits payments from other departments and the school lunch program, in conjunction with the support and guidance from the Finance department. Cash and checks are delivered to the Collector's office throughout the week and are verified upon receipt. Once or twice a week, these payments are posted and deposited. A report of these posted miscellaneous accounts is delivered to the Finance department on the day of deposit. In addition to the daily billing, collecting, processing, balancing, depositing, and reporting, this office also provides information requested by attorneys, realtors, mortgage institutions, and the public.

The staff of the Tax Collector's office invites and welcomes delinquent taxpayers to come in and set up a schedule of regular payments. We continue in our commitment to provide both quality and compassionate service to the citizens of Coventry.

Collectors report to the Treasurer

Date Range:
7/01/2015
6/30/2016

Year	Real Estate	Motor Vehicle	Personal Property	M.V. Supplements	Total	Interest	Liens	Fees	Grand Total
2014	25,145,455.05	2,664,660.41	791,441.13	307,575.83	28,909,132.42	105,075.72	1,295.00	196.00	29,015,699.14
2014 *	65,973.79	0.00	0.00	0.00	65,973.79	802.48	0.00	0.00	66,776.27
2013	271,775.41	53,407.51	5,927.26	28,198.36	359,308.54	79,127.31	2,596.00	0.00	441,031.85
2012	115,119.19	11,317.42	1,138.67	3,207.84	130,783.12	49,765.29	1,272.00	0.00	181,820.41
2011	52,099.30	0.00	0.00	0.00	52,099.30	28,844.57	648.00	0.00	81,591.87
2010	10,390.63	0.00	0.00	0.00	10,390.63	8,317.33	192.00	0.00	18,899.96
2009	3,568.37	0.00	0.00	0.00	3,568.37	3,441.18	48.00	0.00	7,057.55
2008	1,587.73	0.00	0.00	0.00	1,587.73	381.06	24.00	0.00	1,992.79
2007	0.00	213.48	0.00	0.00	213.48	0.00	0.00	0.00	213.48
2004	600.50	69.47	0.00	0.00	669.97	2,411.03	0.00	0.00	3,081.00
2003	2.42	0.00	0.00	0.00	2.42	1.52	24.00	0.00	27.94
2001	29.52	0.00	0.00	0.00	29.52	79.96	22.00	0.00	131.48
2000	31.25	0.00	0.00	0.00	31.25	83.91	24.00	0.00	139.16
	25,666,633.16	2,729,668.29	798,507.06	338,982.03	29,533,790.54	278,331.36	6,145.00	196.00	29,818,462.90
<u>Suspense Accounts</u>									
2011	0.00	3,463.47	1,739.59	1,136.09	6,339.15	4,736.59	0.00	20.00	11,095.74
2010	0.00	1,353.80	932.29	240.76	2,526.85	2,594.31	0.00	0.00	5,121.16
2009	0.00	1,173.25	963.54	402.66	2,539.45	2,319.87	0.00	0.00	4,859.32
2008	0.00	1,835.11	538.86	30.79	2,404.76	2,716.71	0.00	0.00	5,121.47
2007	0.00	818.83	171.74	654.73	1,645.30	2,126.06	0.00	0.00	3,771.36
2006	0.00	525.03	0.00	147.36	672.39	1,377.41	0.00	0.00	2,049.80
2005	0.00	570.97	332.20	89.37	992.54	1,683.28	0.00	0.00	2,675.82
2004	0.00	65.84	141.01	0.00	206.85	356.75	0.00	0.00	563.60
2003	0.00	210.22	0.00	0.00	210.22	611.51	0.00	0.00	821.73
2002	0.00	771.62	0.00	21.55	793.17	1,824.00	0.00	0.00	2,617.17
2001	0.00	768.31	0.00	209.30	977.61	2,418.37	0.00	0.00	3,395.98
2000	0.00	682.44	0.00	0.00	682.44	1,843.32	0.00	0.00	2,525.76
Suspense	0.00	12,238.89	4,819.23	2,932.61	19,990.73	24,608.18	0.00	20.00	44,618.91
Grand Totals	25,666,633.16	2,741,907.18	803,326.29	341,914.64	29,553,781.27	302,939.54	6,145.00	216.00	29,863,081.81

2016 Annual Report

ASSESSOR'S OFFICE

Michael J. D'Amicol (Assessor)

Rachel Lewandowski (Assistant Assessor)

The Office of the Assessor is responsible for discovering, listing and valuing taxable and exempt real and personal property within the corporate limits of the Town of Coventry. We appraise real estate based on the market value and maintain a "property card" on every parcel. State statutes govern almost every function and responsibility of the Assessor's Office and requires us to perform revaluations every five years. Every ten years our office must meet the statutory requirements for the inspection of all properties located in the Town of Coventry. Coventry is conducting its next town-wide revaluation for the October 1, 2019 Grand List.

We also are responsible for assessing Business Personal Property, registered and unregistered Motor Vehicles. Pursuant to State Statutes, the Office of Policy and Management recommends what to use to value motor vehicles. Motor vehicles are valued NOT based on their market value, but solely on 100% of the clean retail book value out of the N.A.D.A guide New England Edition which is what OPM recommends every year. Our Personal Property list showed a decrease in the number of accounts but an increase in value. The Motor Vehicle Department sent incorrect data regarding every town's grand lists. The number of vehicles on our grand list was increased for this year and valuation, due to incorrect pricing of 1995 and 2004 vehicles, and leased vehicles that should not have been on our grand list.

The 2015 Grand List indicates 6,852 real property accounts, 818 personal property accounts, and 13,307 registered motor vehicles.

It is our responsibility to update the property cards when any changes occur. On the 2015 Grand List, there were numerous changes in both ownership and condition. Even though new home development has increased this year compared to last and our office has completed approximately 318 permits. These permits are inspected by us and cover any improvement to a property that may change the fair market value. Subdivisions bring new streets, new building lots, new owners, new homes and additional motor vehicles. The Assessor must inspect and value all newly created lots and newly constructed homes, as well as any changes, improvements or additions to existing properties. The following figures reflect those changes in the Grand List for this assessment year.

2014 Adjusted Grand List

Motor Vehicle's	\$ 89,541,693
Personal Property	\$ 26,399,488
Real Estate	<u>\$815,032,050</u>
Totals	\$930,973,231

2015 Adjusted Grand List

Motor Vehicles	\$ 99,675,478
Personal Property	\$ 29,316,513
Real Estate	<u>\$820,782,150</u>
Totals	\$949,774,141

The difference in last year's grand list equates to a 2.0 percent increase over the prior year. This increase is inflated due to the Motor Vehicle Grand List being incorrect.



Fiscal Year 15/16

Elderly Applications Processed	124
Tax Deferrals	10
Additional Veterans Applications	46
Building Permits	318
New Dwellings	19
Certificate of Correction + Prorates	1046
Transfers	301
Reports Filed State, Local	50
Motor Vehicle Priced (Regular)	13,307
Motor Vehicle Priced (Supplemental)	2,370
Personal Property Added	0-no change from 2014
Farm, Forest, Open Space Applications	6
Disabled Applications Processed	60
Blind Applications Processed	0

Our office also implements exemption programs for the blind, disabled, elderly, veterans who served during wartime, and disabled veterans. Veterans must file their DD-214 no later than October 1st in the Town Clerks land records in order to receive the \$3,000 exemption. Veterans must also serve ninety (90) days active duty, not including training, during a time of conflict or war. The dates for this are in Connecticut General State Statutes and can be found in our office.

The blind and totally disabled programs have the same January 31st deadline for application. The blind exemption is \$3,000 and the totally disabled program is a \$1,000 exemption. These like the veterans exemption are off the assessment of the property owned and located in the Town of Coventry. It is not a tax credit!

The Elderly and Disabled program is for anyone over the age of 65 or over the age of 18 and totally disabled by social security. This is a state program and is income qualified. The filing dates are February 1st thru May 15th and the income limits change yearly so contact our office for further information regarding any of the above mentioned programs. The Town of Coventry also offers a local tax relief program which mirrors the income limits of the state benefit. The program has changed this year and it is offered as both a tax credit, that is equal to half of the state benefit, or it is a deferral, where a lien is filed on the Town Clerk's land records until it is paid or the property is sold at which time the deferred taxes must be paid.

Since returning from deployment in February of this year, this office has been attempting to work on the town's Geographical Information System as well as new tax maps. We were able to correct numerous issues with parcel mismatches and we were also able to get the automatic update to work for the map express website. The office did not have time to get very far into the mapping project, but we intend to make it a priority for the Spring of 2017. For up to date information on the GIS please visit the Town of Coventry's website www.coventryct.org. Information will also be posted in the Town Hall for public viewing.

Respectfully submitted,

Michael J. D'Amicol
Assessor
Town of Coventry

BOARD OF ASSESSMENT APPEALS

BOARD MEMBERS: ROBERT MCMAHON, CHARIMAN; JOAN OROS AS ACTING SECRETARY; JILLIAN G. WOOD RICZKY; AND RONALD DEXTRADEUR.

The Board of Assessment Appeals met on September 10, 2015 to hear appeals for motor vehicles on the 2014 Grand List. A total of 11 cases were scheduled. All appellants were present for their scheduled appeal. There were only 2 Board members present to hear the appeals on the 10th, Robert McMahon and Ronald Dextrateur. Therefore the appeals were heard and the decisions were tabled until September 16, 2015. Board members present on the 16th were Robert McMahon, Ronald Dextrateur and Joan Oros. Those decisions resulted in 5 reductions and 6 denials. The total reduction for the September Board of Assessment Appeals was \$22,520.

BOARD MEMBERS: ROBERT MCMAHON, CHARIMAN; JOAN OROS AS SECRETARY; JILLIAN G. WOOD RICZKY; RONALD DEXTRADEUR; JOYCE BONNEY.

The Board of Assessment Appeals also met on the 10th of March 2016 to hear appeals on the 2015 Grand List. A total of 9 applications were received. Of those 9, 2 failed to appear, 5 were denied and 2 were reduced. The total reduction for the March Board of Assessment Appeals was \$22,040.

Respectfully submitted,

Joan Oros, Chairman
Board of Assessment Appeals

AUDITOR'S REPORT

29 South Main Street
P.O. Box 272000
West Hartford, CT 06127-2000

Tel 860.561.4000
Fax 860.521.9241
blumshapiro.com

BlumShapiro

Accounting | Tax | Business Consulting

Independent Auditors' Report

To the Town Council
Town of Coventry, Connecticut

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Coventry, Connecticut, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Town of Coventry, Connecticut's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

We also previously audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statement of the Town of Coventry, Connecticut as of and for the year ended June 30, 2015 (not presented herein), and have issued our report thereon dated December 22, 2015, which contained unmodified opinions on the respective financial statements of the governmental activities, each major fund and the aggregate remaining fund information. The accompanying General Fund balance sheet as of June 30, 2015 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the 2015 financial statements. The accompanying General Fund balance sheet has been subjected to the auditing procedures applied in the audit of the 2015 basic financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare those financial statements or to those financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the General Fund balance sheet is fairly stated in all material respects in relation to the basic financial statements as a whole for the year ended June 30, 2015.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2016 on our consideration of the Town of Coventry, Connecticut's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Coventry, Connecticut's internal control over financial reporting and compliance.

Blum, Shapiro & Company, P.C.

West Hartford, Connecticut
December 15, 2016

**TOWN OF COVENTRY, CONNECTICUT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

This discussion and analysis of the Town of Coventry, Connecticut's (the Town) financial performance is provided by management to provide an overview of the Town's financial activities for the fiscal year ended June 30, 2016. Please read this MD&A in conjunction with the Town's financial statements, Exhibits I to IX.

Financial Highlights

- The bond rating for the Town of Coventry was reviewed by Moody's in conjunction with a bond issue in March. On February 3, 2016 the Town's bond rating of Aa2 was affirmed. The review noted credit strengths, a healthy reserve level, manageable debt and pension liability, experienced management and a favorable location near Hartford and Storrs.
- Net position of the Town of Coventry's governmental activities increased by \$9 million. This increase is due to acceptance of roads and open space conveyances, installation of sidewalks, construction of the Pucker St Bridge, renovation of the Tracy Shoddy Mill, replacement of the Lake Gate, purchase of land on Main Street, and purchase of a dump truck, a service van, a police cruiser and a vehicle for the Animal Control Officer. These additions are offset by depreciation on existing infrastructure.
- During the year, the Town had \$51.4 million in tax and other revenues for governmental programs (Table 2).
- Total cost of all of the Town's programs was \$50.4 million with no new programs added this year.
- The Town's total general obligation bonded debt increased by \$1.9 million or 16%. The increase was due to the addition of 3.4 million in bonds less the annual payments made towards debt principal.
- The General Fund reports a GAAP fund balance this year of \$5,998,594 less an assigned balance for encumbrances of \$728,280, a non-spendable balance of \$417,956, a restricted balance of \$37,845, leaving an unassigned fund balance of \$4,814,513. The Fiscal Management policy of the Town Council sets a target of fund balance at 15%. At the close of the current fiscal year, unassigned fund balance for the General Fund when expressed as a percentage of approved budget appropriation is 12.1%.
- The State of Connecticut contributed \$2,738,989 on behalf of Coventry certified staff to the teachers' retirement fund. This amount is reflected in both expenditures and revenues.
- A new special revenue fund was created by Town Council resolution to account for revenues and expenditures for an EMS/Ambulance program which will become active in the next fiscal year.
- The popular Coventry Farmers Market which had been run by private interests was reactivated as a Town run operation for the 2017 Market season.
- The preschool completed the first year of activity under the direction of the Board of Education.

Overview of the Financial Statements

This annual report consists of a series of financial statements. The statement of net position and the statement of activities (Exhibits I and II, respectively) provide information about the activities of the Town as a whole and present a longer-term view of the Town's finances. Fund financial statements are presented in Exhibits III to IX. For governmental activities, these statements tell how these services were financed in the short term, as well as what remains for future spending. Fund financial statements also report the Town's operations in more detail than the government-wide statements by providing information about the Town's most significant funds. The remaining statements provide financial information about activities for which the Town acts solely as a trustee or agent for the benefit of those outside of the government.

Government-Wide Financial Statements

The analysis of the Town as a whole begins on Exhibits I and II. The statement of net position and the statement of activities report information about the Town and about its activities for the current period. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. These two statements report the Town's net position and changes in them. The Town's net position, defined as the difference between assets and liabilities, is one way to measure the Town's financial health, or financial position. Over time, increases or decreases in the Town's net position are one indicator of whether its financial health is improving or deteriorating. The reader needs to consider other nonfinancial factors, however, such as changes in the Town's property tax base and the condition of the Town's capital assets, to assess the overall health of the Town.

The government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Town include general government, public safety, public works, human services, culture and recreation, insurance and sundry, and education. The Town has no business-type activities.

Fund Financial Statements

The fund financial statements begin with Exhibit III and provide detailed information about the most significant funds, not the Town as a whole. Some funds are required to be established by Charter. However, the Town establishes many other funds to help control and manage financial activities for particular purposes (such as the Educational Facility Use fund) or to show that it is meeting legal responsibilities for using grants and other money (like grants received from the State of Connecticut). The Town's funds are divided into three categories: governmental, proprietary and fiduciary.

- *Governmental Funds (Exhibits III and IV)* - Most of the Town's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. The relationship (or differences) between governmental activities (reported in the statement of net position and the statement of activities) and governmental funds is described in a reconciliation at the bottom of the fund financial statements.
- *Proprietary Funds (Exhibits V to VII)* - When the Town charges customers for the services it provides, whether to outside customers or to other units of the Town, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the statement of net position and the statement of activities. The Town's proprietary funds consist of the Town's internal service fund used to report activities to pay for the dental and medical self-insurance costs.
- *Fiduciary Funds (Exhibits VIII and IX)* - The Town is the trustee, or fiduciary, for its employees' pension plans. It is also responsible for other assets that, because of a trust arrangement, can be used only for the trust beneficiaries. All of the Town's fiduciary activities are reported in separate statements of fiduciary net position and changes in fiduciary net position. These activities are excluded from the Town's other financial statements because the Town cannot use these assets to finance its operations. The Town is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

Government-Wide Financial Analysis

The Town's combined net position increased from a year ago. The analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the Town's governmental activities.

**TABLE 1
NET POSITION**

	Governmental Activities	
	2016	2015
Current assets	\$ 20,893,157	\$ 19,051,856
Capital assets, net of accumulated depreciation	119,135,074	118,102,332
Total assets	<u>140,028,231</u>	<u>137,154,188</u>
Deferred outflows of resources	<u>1,954,748</u>	<u>835,520</u>
Long-term liabilities outstanding	28,783,573	25,458,033
Other liabilities	2,145,066	2,278,987
Total liabilities	<u>30,928,639</u>	<u>27,737,020</u>
Deferred inflows of resources	<u>113,152</u>	<u>264,565</u>
Net Position:		
Net investment in capital assets	98,581,273	99,037,215
Restricted	5,128	3,994
Unrestricted	<u>12,354,787</u>	<u>10,946,914</u>
Total Net Position	<u>\$ 110,941,188</u>	<u>\$ 109,988,123</u>

Overall, net position increased by \$.9 million or .9% over the prior year net position, as adjusted (\$110.9 million compared to \$110 million). Unrestricted net position - the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation or other legal requirements - changed from \$10.947 million at June 30, 2015 to \$12.355 million at June 30, 2016. The largest portion of the Town of Coventry's net position (\$98.6 million or 89%) reflects its investment in capital assets (e.g., land, buildings, vehicles, furniture and equipment, water systems and infrastructure) less related debt used to acquire those assets that is still outstanding. These capital assets are a fundamental part of our service delivery to our citizens but are not available for future spending since the capital assets themselves cannot be used to liquidate these liabilities.

Changes in governmental net position can be explained as follows:

- Increase in current net position of \$953,065 as outlined in Exhibit II is explained by the increase in deferred outflows of resources (resulting from the deferred charge on refunding and the difference in pension investments - see Exhibit I), and increase in cash and cash equivalents. The increase in total liabilities due to the increase in long-term debt but was less than the total increase in assets.
- Total assets increased during the fiscal year. Current assets are detailed in Exhibit I. During the year major construction projects funded with grant monies included installation of sidewalks, roadway improvements, sewer improvements, lake gate replacement, bridge construction, Tracy Shoddy Mill renovation and the Town Hall boiler replacement. The Town purchased a small property in the Coventry village and acquired additional properties and road ways through donations and foreclosure. Also included is the purchase of several larger ticket items; a large dump truck, a service truck, a vehicle for the Animal Control Officer, and a police cruiser.

- Long-term and other liabilities increased with the addition of a 3.4 million bond issue to support road and bridge construction. This increase was offset by the annual debt service payment of 1.5 million made against debt principal. The Landfill postclosure liability, compensated absences, deferred inflows related to pension actuarial experience, and Bond premium declined while Net pension liability, Net other post-employment benefit obligation, capital leases and increased.

**TABLE 2
CHANGE IN NET POSITION**

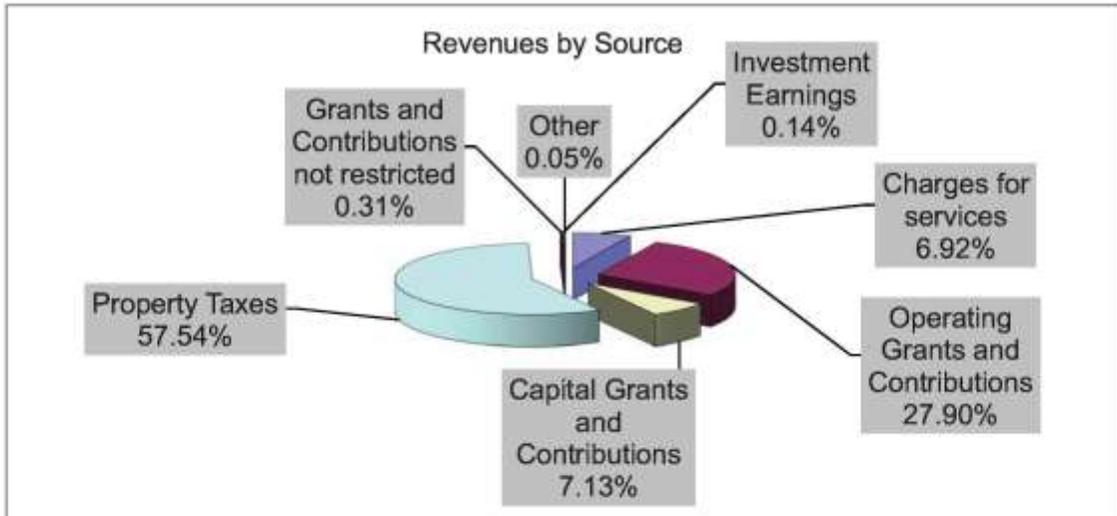
	Governmental Activities	
	2016	2015
Revenues:		
Program revenues:		
Charges for services	\$ 3,555,636	\$ 2,951,728
Operating grants and contributions	14,338,686	13,508,801
Capital grants and contributions	3,663,969	2,056,052
General revenues:		
Property taxes	29,571,806	28,749,185
Grants and contributions not restricted to specific purposes	160,039	209,899
Unrestricted investment earnings	74,375	60,069
Other general revenues	28,094	111,575
Total revenues	<u>51,392,605</u>	<u>47,647,309</u>
Expenses:		
General government	2,156,537	2,484,135
Public safety	3,690,030	3,365,991
Public works	9,587,885	7,097,616
Human services	944,061	586,088
Culture and recreation	1,035,628	941,684
Education	32,494,869	31,327,868
Debt service	530,530	629,053
Total expenses	<u>50,439,540</u>	<u>46,432,435</u>
Increase in Net Position	953,065	1,214,874
Net Position July 1	<u>109,988,123</u>	<u>108,773,249</u>
Net Position June 30	<u>\$ 110,941,188</u>	<u>\$ 109,988,123</u>

Revenues

The Town's total revenues were \$51.4 million. Major revenue changes include the following:

- Program revenues: Charges for services increased by .6 million or 20.5% due to increases in local revenues and payments from the non-major governmental funds, specifically School Lunch, Police Special Duty, Recreation and COVRRRA. Operating grants and contributions increased by 0.8 million or 6.1% due to increases in education and CDBG grant funding. Capital grants and contributions increased by 1.6 million or 78% due to the grants received for the Pucker St Bridge, Tracy Shoddy Mill and Lake Gate projects.
- General revenues: Property taxes increased over the previous year by .8 million. The revaluation of the grand list of 2015 impacted the mil rate with an increase of 2.73% and a grand list decrease of 6.9%. Unrestricted grants and contributions show a decrease of .05 million reflecting the decline in state revenues. Investment earnings increased reflecting the higher level of cash on hand.

The following chart shows the breakdown of revenues by source:



Expenses

The total cost of all programs and services was \$50.4 million. The following is an explanation of the major changes:

- Overall budget increase for General Government of 3.17%
- Overall budget increase for Education of 1.1%
- Special Duty expenses increased 100% due to major road construction projects through the year.
- Additional Police Officer position funded.
- Main St streetscape and Tracy Shoddy Mill renovation project totaling \$523,822.
- Increase in Pucker St Bridge expenses of \$359,140.
- Roadway and other hardscape repair and replacements expenses of \$2,400,669.
- Farmers Market startup
- State payment on-behalf increase of \$368,376
- Increase for Preschool operations of \$314,685

The following chart shows expenses by function:

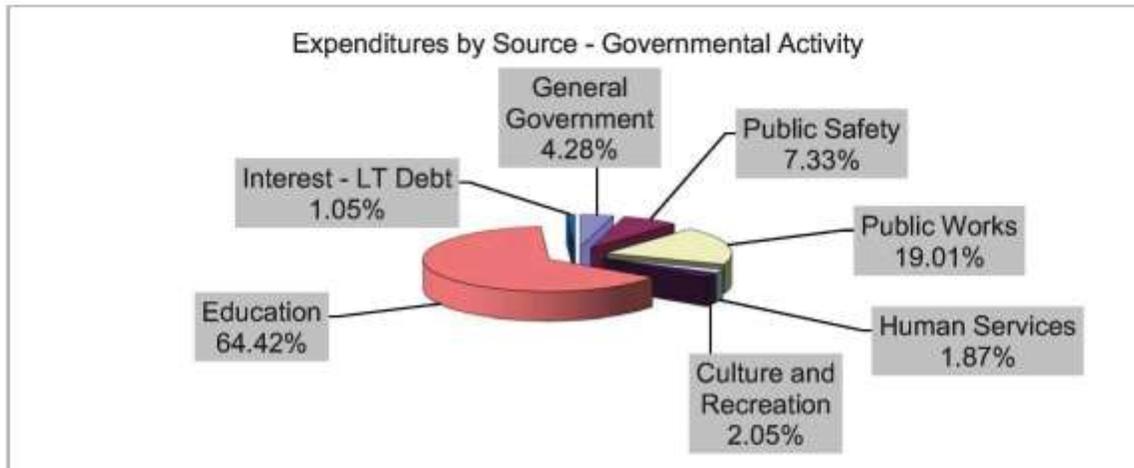


Table 3 presents the cost of each of the Town's programs - general government, public safety, public works, human services, culture and recreation, education and debt service - as well as each program's net cost (total cost less revenues generated by the activities). The net cost shows the financial burden that was placed on the Town's taxpayers by each of these functions.

The General Government function includes costs related to overall governmental administration, and includes recording of legally required documents, computer system management, finance system management, assessment and collection of taxes, elections, land use planning and economic development.

Public Safety encompasses a full service police department, volunteer fire services and an ambulance service with contracted paramedic services.

Public Works includes the maintenance of Town roadways, repairs of the town fleet, maintenance at town parks and athletic facilities, management of the Town's cemeteries, code enforcement and engineering services. The solid waste and sewer operating programs are supported by user fees. This program is self-supporting and reduces the overall burden on the property tax.

Human Services include general family services, youth services and elderly services. In addition, this function incorporates the Community Development Block Grant program, which provides grants and no-interest loans for home improvement and community construction projects.

Culture and Recreation funds a grant to the Booth-Dimock Memorial Library and provides support for the full parks and recreation program. The General Fund provided 19% of the costs of recreation and park maintenance. The balance is supported by the fees charged for a variety of programs offered to Town residents, summer camps for youth, full waterfront services at Coventry Lake and miscellaneous programs offered at the Town parks.

**TABLE 3
GOVERNMENTAL ACTIVITIES**

	Total Cost of Services		Net Cost of Services	
	2016	2015	2016	2015
General government	\$ 2,156,537	\$ 2,484,135	\$ (1,604,575)	\$ (2,000,525)
Public safety	3,690,030	3,365,991	(3,553,749)	(3,298,942)
Public works	9,587,885	7,097,616	(4,294,150)	(3,775,123)
Human services	944,061	586,088	(194,701)	(367,153)
Culture and recreation	1,035,628	941,684	(574,650)	(660,135)
Education	32,494,869	31,327,868	(18,128,894)	(17,758,852)
Debt service	530,530	629,053	(530,530)	(629,053)
Total	\$ 50,439,540	\$ 46,432,435	\$ (28,881,249)	\$ (28,489,783)

Town Funds Financial Analysis

Governmental Funds

At the close of the fiscal year the Town of Coventry reported (as presented in the balance sheet - Exhibit III) a combined fund balance of \$10.37 million, which is an increase from last year's total of \$8.34 million. The changes are explained as follows:

- General Fund balance increased by \$602,383 an 11% increase. Revenues exceeded the original budget by \$580,276 and Expenditures exceeded the original budget by \$107,674.
- Sewer Assessment fund balance decreased \$104,093 or 23%. Upon the completion of the sewer expansion project around the lake, increased debt service requirements will cause this fund to shrink until all assessments have been collected and all debt has been paid.
- CDBG fund balance increased \$17,302 or 43.6%. This fund uses grant monies to support its projects and only spends funds on hand.
- Capital Projects fund balance increased by \$1,436,021 or 276.5%. The bonds were issued for the road work scheduled to be completed in by FY 2017-18. The Pucker Street bridge was almost complete, and additional construction projects begun for the Tracy Shoddy Mill and the Lake Gate reconstruction.
- Non-major Governmental Funds fund balance increased \$83,897 or 4%. The major changes were as follows: Town Aid Road decreased by 51% due to timing of grant receipt. Cemetery commission decreased by 21.5% due to a major expense for a wall repair. COVRRR increased by 13% as planned capital improvements have been delayed. Miscellaneous Highway funds decreased by 20.6% as equipment was purchased from prior year's sales. Land Acquisition increased by 5%, several planned purchases are waiting on grant approval. Education Facility Use increased by 87% due to unspent rental fees. Sewer Operating decreased by 7% due to sewer line installation in Coventry village. School Lunch decreased by 6% due to a reduction of revenues. Recreation increased by 437%, as participation in programs increased.

The most significant expenditures were:

Road Work/Hardscape improvements	\$	2,354,160
Pucker St Bridge - Hop River		1,205,201
Summer Road/Other Roads Program		601,416
Tracy Shoddy Mill		319,134
Vac-All		266,474
Main St Streetscape		187,584
Dump Truck		185,000
Preschool construction		150,000
BOE Computers		88,726
Town Hall Boiler repair/replacement		82,610
Lake Gate replacement		67,213
Hottenstine Land purchase		55,615

General Fund Budget Highlights

Overall, revenues exceeded original budget appropriation by \$580,276. Taxes exceeded estimates by \$428,412. Local Revenues for building permits exceeded estimates by \$31,818. Tuition/Medicare revenue was high by \$149,639. The Education cost sharing grant was high by \$20,187. These increases were offset by reductions to state aid for PILOT of \$48,673, and Transportation of \$18,861 and to the sale of land account of \$50,000.

Expenditures were within final budget authorization. Throughout the fiscal year the Town Council approved appropriation increases of \$518,220 split between \$61,738 from unanticipated education revenues and transfers, \$55,615 approved by Town Meeting for land purchase, and \$400,867 for General Fund appropriation increases. Appropriations were increased for the Farmers Market staffing, increase in transit district dues, salary adjustments for new hires, repair/replacement of the Town Hall boiler, a heart/hypertension payment, transfer to the Capital Non-recurring fund and a payment for the BOE software at OpenGov. Actual budgetary expenditures of \$39,835,452 were under the final budget appropriation by \$410,546.

Capital Assets and Debt Administration

Capital Assets

At June 30, 2016, the Town had \$119.1 million invested in a broad range of capital assets, including land, buildings, park facilities, vehicles and equipment, roads and bridges as shown in Table 4. This amount represents a net increase (including additions and deductions) of \$1.03 million, or .9%, over last year.

**TABLE 4
CAPITAL ASSETS (Net of Depreciation)**

	Governmental Activities	
	2016	2015
Land	\$ 3,455,311	\$ 3,166,011
Buildings	37,473,361	37,921,885
Improvements other than buildings	1,623,424	1,656,674
Equipment	3,830,406	3,599,160
Infrastructure	72,334,604	70,525,113
Construction in progress	417,968	1,233,489
Total	\$ 119,135,074	\$ 118,102,332

This year's major additions included:

- Side walk installation
- Pucker St Bridge construction
- Town Hall Boiler Repair and replacement
- Purchase of Main St property
- Roadway and Hardscape improvements
- Sewer line install - Main St
- Main St Streetscape improvements
- Tracy Shoddy Mill renovation
- Lake gate replacement
- Vac-All machine
- Dump Truck
- Donation of land and roadways
- Preschool construction

More detailed information about the Town's capital assets is presented in Note 1 and Note 5 to the financial statements.

Long-Term Debt

At June 30, 2016, the Town had \$13,905,000 in general obligation bonds outstanding versus \$11,960,000 last year - an increase of \$1,945,000. Clean Water Fund Loans of \$5,440,469 are a reduction of \$447,505 from the last fiscal year balance of \$5,887,974.

The Town's general obligation bond rating was reaffirmed at Aa2 in March 2016. The Town has held the Aa2 rating since March of 2015. The State limits the amount of general obligation debt that cities can issue based on a formula determined under State Statutes based on type of debt and tax base. The Town's outstanding general obligation debt is significantly below the state-imposed limit.

Other obligations include accrued vacation pay and sick leave. More detailed information about the Town's long-term liabilities is presented in Note 8 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Town's elected and appointed officials considered many factors when setting the fiscal year 2017 budget tax rates. The relatively low ratio of commercial to residential property places a high burden on the residential taxpayer. Opportunities to relieve this burden through the implementation of fees or the application for grant monies are always pursued. The per capita taxes for the Town as reported in the Municipal Fiscal Indicators 2010-2014 by OPM are \$2,240 compared to the state average of \$2,708. Education spending per pupil is \$14,636 while the state average is \$15,178.

During the budget process the Town Council considered the uncertainty of State aid to municipalities, an improving real estate market, the low interest rate environment, and general taxpayer sentiment when adopting the General Fund budget for 2016-17. The final proposed budget had a 2.08% increase for General Government, 1.23% for Education, a 21.92% increase in Capital and a 4.59% increase for Debt Service. The adopted budget General Fund budget is \$40,550,802. The property tax revenue increase needed was 1.92% from the previous year to fund this budget. The mil rate did not change from 31.2. The budget was approved by the voters at the first adjourned Town meeting.

The Town will use budget revenues to finance programs currently offered. No new programs are proposed. The adopted budget for 2016-17 includes no transfer of funds from fund balance to offset expenditures. Council policy has established a goal for an unassigned general fund balance of 15% of expenditures. General Fund balance as of 6/30/16 is 12.1%.

CONTACTING THE TOWN'S FINANCIAL MANAGEMENT

This financial report is designed to provide citizens, taxpayers, customers, investors and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Finance Director, Town of Coventry, 1712 Main Street, Coventry, Connecticut, 06238.

Basic Financial Statements

**TOWN OF COVENTRY, CONNECTICUT
STATEMENT OF NET POSITION
JUNE 30, 2016**

	Governmental Activities
Assets:	
Cash and cash equivalents	\$ 10,560,654
Investments	4,193
Receivables, net	7,289,765
Inventory	28,718
Prepaid items	417,956
Due from fiduciary funds	8
Advance to plan administrator	2,591,863
Capital assets not being depreciated	3,873,279
Capital assets being depreciated, net of accumulated depreciation	115,261,795
Total assets	<u>140,028,231</u>
Deferred Outflows of Resources:	
Difference between projected and actual earnings on pension plan investments	1,280,517
Changes in pension assumptions	109,299
Difference between projected and actual pension plan experience	383,008
Deferred charge on refunding	181,924
Total deferred outflows of resources	<u>1,954,748</u>
Liabilities:	
Accounts payable and accrued liabilities	1,723,231
Unearned revenue	421,835
Noncurrent liabilities:	
Due within one year	2,182,926
Due in more than one year	26,600,647
Total liabilities	<u>30,928,639</u>
Deferred Inflows of Resources:	
Difference between expected and actual pension plan experience	107,240
Advanced property tax collections	5,912
Total deferred inflows of resources	<u>113,152</u>
Net Position:	
Net investment in capital assets	98,581,273
Restricted for:	
Trust purposes - nonexpendable	1,524
Trust purposes - expendable	3,604
Unrestricted	<u>12,354,787</u>
Total Net Position	\$ <u>110,941,188</u>

The accompanying notes are an integral part of the financial statements

TOWN OF COVENTRY, CONNECTICUT
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2016

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
General government	\$ 2,156,537	\$ 537,762	\$ 14,200	\$	\$ (1,604,575)
Public safety	3,690,030	107,486	28,795		(3,553,749)
Public works	9,587,885	1,643,266		3,650,489	(4,294,150)
Human services	944,061	259,858	489,502		(194,701)
Culture and recreation	1,035,628	433,114	27,864		(574,650)
Education	32,494,869	574,150	13,778,325	13,500	(18,126,894)
Interest on long-term debt	530,530				(530,530)
Total	\$ 50,439,540	\$ 3,555,636	\$ 14,338,686	\$ 3,663,969	(28,881,249)
General revenues:					
Property taxes					29,571,806
Grants and contributions not restricted to specific programs					160,039
Unrestricted investment earnings					74,375
Miscellaneous					28,094
Total general revenues					<u>29,834,314</u>
Change in net position					953,065
Net Position at Beginning of Year					<u>109,968,123</u>
Net Position at End of Year					<u>\$ 110,941,188</u>

The accompanying notes are an integral part of the financial statements

TOWN OF COVENTRY, CONNECTICUT
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2016

	General	Sewer Assessment	CDBG Grant	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS						
Cash and cash equivalents	\$ 5,856,829	\$ 342,666	\$ 57,398	\$ 1,773,285	\$ 2,342,876	\$ 10,373,054
Investments					4,193	4,193
Receivables, net	669,580	2,937,328	2,421,094	363,432	898,331	7,289,765
Due from other funds	8					8
Other	417,956					417,956
Inventories					28,718	28,718
Total Assets	\$ 6,944,373	\$ 3,279,994	\$ 2,478,492	\$ 2,136,717	\$ 3,274,118	\$ 18,113,694
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES						
Liabilities:						
Accounts and other payables	\$ 390,135	\$	\$	\$ 165,001	\$ 477,900	\$ 1,033,036
Unearned revenue	14,279			16,342	391,214	421,835
Total liabilities	404,414	-	-	181,343	869,114	1,454,871
Deferred inflows of resources:						
Unavailable revenue:						
Property taxes	535,453					535,453
Special assessments		2,937,328				2,937,328
Sewer receivable					117,496	117,496
COVRRA receivable					262,692	262,692
Loans receivable			2,421,520			2,421,520
Advance property tax collections	5,912					5,912
Total deferred inflows of resources	541,365	2,937,328	2,421,520	-	380,188	6,280,401
Fund balances:						
Nonspendable	417,956				30,242	448,198
Restricted	37,845	342,666	56,972	1,955,374	247,072	2,639,929
Committed					1,744,138	1,744,138
Assigned	728,280					728,280
Unassigned	4,814,513				3,364	4,817,877
Total fund balances	5,998,594	342,666	56,972	1,955,374	2,024,816	10,378,422
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 6,944,373	\$ 3,279,994	\$ 2,478,492	\$ 2,136,717	\$ 3,274,118	\$ 18,113,694

(Continued on next page)

TOWN OF COVENTRY, CONNECTICUT
BALANCE SHEET - GOVERNMENTAL FUNDS (CONTINUED)
JUNE 30, 2016

Reconciliation of the Balance Sheet - Governmental Funds
to the Statement of Net Position:

Amounts reported for governmental activities in the statement of net position (Exhibit I)
are different because of the following:

Fund balances - total governmental funds (Exhibit III)	\$ 10,378,422
--	---------------

Capital assets used in governmental activities are not financial
resources and, therefore, are not reported in the funds:

Governmental capital assets	\$ 165,771,051	
Less accumulated depreciation	<u>(46,635,977)</u>	
Net capital assets		119,135,074

Other long-term assets are not available to pay for
current-period expenditures and, therefore, are recorded as
deferred inflows of resources in the funds:

Property tax receivables greater than 60 days	415,830
Interest receivable on property taxes	119,623
Assessments receivable	2,937,328
Sewer use receivable	117,496
Mortgage loans	2,421,520
COVRRRA receivables	262,692
Deferred outflow related to changes in projected investments earnings	1,280,517
Deferred outflow related to changes in pension assumptions	109,299
Deferred outflow related to pension actuarial experience	383,008

Internal service funds are used by management to charge the costs of
risk management to individual funds. The assets and liabilities of
the internal service funds are reported with governmental activities
in the statement of net position.

2,315,356

Long-term liabilities, including bonds payable, are not due and payable
in the current period and, therefore, are not reported in the funds:

Net pension liability	(3,415,656)
Bonds and notes payable	(19,345,169)
Interest payable on bonds and notes	(226,088)
Compensated absences	(979,809)
Capital lease	(741,145)
Bond premium	(649,411)
Net other post employment benefit obligation	(3,490,408)
Deferred charge on refunding	181,924
Landfill postclosure liability	(161,975)
Deferred inflows related to pension actuarial experience	<u>(107,240)</u>

Net Position of Governmental Activities (Exhibit I)	<u>\$ 110,941,188</u>
---	-----------------------

The accompanying notes are an integral part of the financial statements

TOWN OF COVENTRY, CONNECTICUT
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCES - GOVERNMENTAL FUNDS
 FOR THE YEAR ENDED JUNE 30, 2016

	General	Sewer Assessments	CDBG Grant	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:						
Property taxes	\$ 29,733,732	\$	\$	\$	\$	\$ 29,733,732
Intergovernmental	12,724,221		442,500	1,279,491	2,299,075	16,745,287
Charges for services	563,174	450,824	113,837	5,385	2,580,685	3,713,905
Investment earnings	46,337	917		1,172	10,531	58,957
Miscellaneous				585	74,762	75,347
Total revenues	<u>43,067,464</u>	<u>451,741</u>	<u>556,337</u>	<u>1,286,633</u>	<u>4,965,053</u>	<u>50,327,228</u>
Expenditures:						
Current:						
General government	1,535,905				58,716	1,594,621
Public safety	2,290,128				85,884	2,376,012
Public works	2,158,358				2,465,376	4,623,734
Human services	278,721		539,035		38,929	856,685
Culture and recreation	500,233				447,582	947,815
Insurance and sundry	2,336,362					2,336,362
Education	30,014,124				1,697,292	31,711,416
Debt service	2,637,335					2,637,335
Capital outlay	292,423			4,417,995	146,841	4,857,259
Total expenditures	<u>42,043,589</u>	<u>-</u>	<u>539,035</u>	<u>4,417,995</u>	<u>4,940,620</u>	<u>51,941,239</u>
Excess (Deficiency) of Revenues over Expenditures	<u>1,023,875</u>	<u>451,741</u>	<u>17,302</u>	<u>(3,131,362)</u>	<u>24,433</u>	<u>(1,614,011)</u>
Other Financing Sources (Uses):						
Issuance of bonds				3,400,000		3,400,000
Bond premium				64,521		64,521
Issuance of capital lease				185,000		185,000
Transfers in	556,720			917,862	60,350	1,534,932
Transfers out	(978,212)	(555,834)			(886)	(1,534,932)
Total other financing sources (uses)	<u>(421,492)</u>	<u>(555,834)</u>	<u>-</u>	<u>4,567,383</u>	<u>59,464</u>	<u>3,649,521</u>
Net Change in Fund Balances	602,383	(104,093)	17,302	1,436,021	83,897	2,035,510
Fund Balances at Beginning of Year	<u>5,396,211</u>	<u>446,759</u>	<u>39,670</u>	<u>519,353</u>	<u>1,940,919</u>	<u>8,342,912</u>
Fund Balances at End of Year	<u>\$ 5,998,594</u>	<u>\$ 342,666</u>	<u>\$ 56,972</u>	<u>\$ 1,955,374</u>	<u>\$ 2,024,816</u>	<u>\$ 10,378,422</u>

(Continued on next page)

TOWN OF COVENTRY, CONNECTICUT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2016

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities:

Amounts reported for governmental activities in the statement of activities (Exhibit II) are different because:

Net change in fund balances - total governmental funds (Exhibit IV)	\$ 2,035,510
---	--------------

Governmental funds report capital outlays as expenditures. In the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:

Capital outlay	2,350,448
Depreciation expense	(2,743,206)

Donations of capital assets increase net position in the statement of activities, but do not appear in the governmental funds because they are not financial resources.	1,425,500
---	-----------

Change in deferred outflow related to differences between projected and actual earnings on pension plan investments	645,655
Change in deferred outflow related to changes in pension assumptions	109,299
Change in deferred outflow related to differences between projected and actual pension plan experience	383,008

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds, and revenues recognized in the funds are not reported in the statement of activities:

School building grant receipts	
Property tax receivable - accrual basis change	(197,865)
Property tax interest and lien revenue - accrual basis change	35,939
Sewer use and assessment receivable - accrual basis change	(333,596)
Loans and other receivables - accrual basis change	146,021
Amortization of bond premiums	58,871
Other receivables	(20,867)

The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of premiums, discounts and similar items when debt is first issued, whereas these amounts are amortized and deferred in the statement of activities. The details of these differences in the treatment of long-term debt and related items are as follows:

Bond and note principal payments	1,892,805
Issuance of bonds and notes	(3,400,000)
Capital lease payments	227,895
Capital lease financing	(185,000)
Premium on bond issuance	(64,521)

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds:

Compensated absences	23,610
Accrued interest	(54,032)
Amortization of deferred charge on refunding	(18,734)
Net other post employment benefit expense	(419,606)
Net pension expense	(1,478,519)
Change in deferred inflow related to the difference between expectations and pension actuarial experience	18,814
Landfill postclosure care	18,925

Internal service funds are used by management to charge costs to individual funds. The net revenue of certain activities of internal services funds is reported with governmental activities.	<u>496,711</u>
---	----------------

Change in Net Position of Governmental Activities (Exhibit II)	<u>\$ 953,065</u>
--	-------------------

The accompanying notes are an integral part of the financial statements

**TOWN OF COVENTRY, CONNECTICUT
STATEMENT OF NET POSITION - PROPRIETARY FUNDS
JUNE 30, 2016**

	<u>Governmental Activities Internal Service Funds</u>
Current Assets:	
Cash and cash equivalents	\$ 187,600
Advance to plan administrator	<u>2,591,863</u>
Total assets	<u>2,779,463</u>
Current Liabilities:	
Claims payable	<u>464,107</u>
Net Position:	
Unrestricted	<u>\$ 2,315,356</u>

The accompanying notes are an integral part of the financial statements

**TOWN OF COVENTRY, CONNECTICUT
STATEMENT OF REVENUES, EXPENSES AND CHANGES
IN NET POSITION - PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>Governmental Activities Internal Service Funds</u>
Operating Revenues:	
Employer contributions	\$ <u>5,795,699</u>
Operating Expenses:	
Administrative expense	587,519
Employee benefits	<u>4,726,887</u>
Total operating expenses	<u>5,314,406</u>
Operating Income (Loss)	<u>481,293</u>
Nonoperating Revenue:	
Investment income	<u>15,418</u>
Change in Net Position	496,711
Net Position at Beginning of Year	<u>1,818,645</u>
Net Position at End of Year	<u>\$ <u>2,315,356</u></u>

The accompanying notes are an integral part of the financial statements

**TOWN OF COVENTRY, CONNECTICUT
STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>Governmental Activities Internal Service Funds</u>
Cash Flows from Operating Activities:	
Cash received from users	\$ 5,795,699
Cash payments to providers of benefits	<u>(5,842,701)</u>
Net cash provided by (used in) operating activities	<u>(47,002)</u>
Cash Flows from Investing Activities:	
Investment income	<u>15,418</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(31,584)
Cash and Cash Equivalents at Beginning of Year	<u>219,184</u>
Cash and Cash Equivalents at End of Year	<u>\$ 187,600</u>
Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:	
Operating income (loss)	\$ 481,293
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities	
Increase in advance to plan administrator	(575,991)
Increase in claims payable	<u>47,696</u>
Net Cash Provided by (Used in) Operating Activities	<u>\$ (47,002)</u>

The accompanying notes are an integral part of the financial statements

**TOWN OF COVENTRY, CONNECTICUT
STATEMENT OF NET POSITION - FIDUCIARY FUNDS
JUNE 30, 2016**

	<u>Pension Trust Fund</u>	<u>Agency Funds</u>
Assets:		
Cash and cash equivalents	\$ 6,681	\$ 630,391
Mutual funds	<u>12,887,255</u>	
Total Assets	12,893,936	<u>\$ 630,391</u>
Liabilities:		
Due to other funds	8	
Due to others		<u>\$ 630,391</u>
Total Liabilities	<u>8</u>	<u>\$ 630,391</u>
Net Position:		
Net Position Restricted for Pensions	<u>\$ 12,893,928</u>	

The accompanying notes are an integral part of the financial statements

**TOWN OF COVENTRY, CONNECTICUT
STATEMENT OF CHANGES IN NET POSITION
FIDUCIARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2016**

Additions:	
Contributions:	
Employer	\$ 565,362
Plan members	245,912
Total contributions	<u>811,274</u>
Investment income:	
Change in fair value of investments	(124)
Investment expense	<u>(47,496)</u>
Net investment income	<u>(47,620)</u>
Total additions	<u>763,654</u>
Deductions:	
Benefits	440,070
Administration	<u>36,641</u>
Total deductions	<u>476,711</u>
Change in Net Position	286,943
Net Position at Beginning of Year	<u>12,606,985</u>
Net Position at End of Year	<u>\$ 12,893,928</u>

The accompanying notes are an integral part of the financial statements

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town of Coventry, Connecticut (the Town) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant policies of the Town are described below.

A. Reporting Entity

The Town was incorporated in 1712 and operates under a Council/Manager form of government adopted by Charter in 1967. The seven-member Town Council is the legislative body responsible for enacting ordinances, budget preparation and establishing a property tax mill rate. The Town Manager serves as the Chief Executive Officer in charge of the daily operation of the Town organization in accordance with Council policy and regulation. A seven-member Board of Education, a separately elected body, is responsible for the educational policy of the Coventry Public School system.

The Town provides the following services: general government, public safety, public works, human services, culture and recreation, and education.

The Town has the power to incur indebtedness by issuing bonds or notes as provided by the Connecticut General Statutes.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported as general revenues.

The fund financial statements provide information about the Town's funds, including its fiduciary funds. Separate statements for each fund category - governmental, proprietary and fiduciary - are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

Separate financial statements are provided for governmental, proprietary and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the pension trust fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, charges for services, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received.

Agency funds use the accrual basis of accounting, but have no measurement focus since they report only assets and liabilities.

The Town reports the following major governmental funds:

The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the Town, except those required to be accounted for in another fund.

The *Sewer Assessment Fund* accounts for the extension and maintenance of sewer lines. The major source of revenue for this fund is sewer assessment charges.

The *CDBG Grant Fund* accounts for the Community Development Block Grant program grants and loans. The major sources of revenue for this fund are capital grants and repayments on loans.

The *Capital Projects Fund* accounts for financial resources to be used for capital expenditures or for the acquisition or construction of capital facilities, improvements and/or equipment. The major sources of financing for this fund are the issuance of general obligation bonds and capital grants.

Additionally, the Town reports the following fiduciary fund types:

The *Internal Service Fund* accounts for the self-insured activities of the Town.

The *Pension Trust Fund* accounts for resources held in trust for the members and beneficiaries of the Town of Coventry Retirement System.

The *Agency Funds* account for resources held by the Town in a purely custodial capacity. The Town maintains two agency funds, the School Activities Fund and the Escrow Deposit Fund.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes and other charges between certain Town functions because the elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include property taxes.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed. Unrestricted resources are used in the following order: committed, assigned then unassigned.

D. Deposits and Investments

Cash and cash equivalents include short-term, highly liquid investments with original maturities of three months or less when purchased.

State statutes authorize the Town to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, repurchase agreements and certain other investments as described in Note 3.

Investments for the Town are reported at fair value.

E. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." All property tax receivables are shown net of an allowance for uncollectibles. An amount of \$181,903 has been established as an allowance for uncollectible taxes. At June 30, 2016, this represents 30.01% of all property taxes receivable.

Property taxes become an enforceable lien and are assessed on property as of October 1; however, the legal right to attach property does not exist until July 1. Property assessments are made at 70% of the market value. Real estate taxes are billed on July 1 and are payable in semiannual installments on July 1 and January 1. Personal property and motor vehicle taxes are billed and due July 1, and motor vehicle supplement taxes are billed and due January 1. Liens are effective on the assessment date and are continued by filing before the end of the year following the due date.

Upon completion of projects, sewer assessments are levied and assessed to the users each October. Usage charges are billed in May and November. Assessments and user charges are due and payable within 30 days, and delinquent amounts are subject to interest at prevailing rates. Liens are filed on all properties until the assessment is paid in full.

F. Inventories and Prepaid Items

Inventories are reported at cost using the first-in first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

G. Capital Assets

Capital assets, which include property, equipment and infrastructure assets (e.g. roads, bridges, sidewalks and similar items), are reported in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial individual cost of more than \$10,000 for land, \$5,000 for furniture and equipment, and \$100,000 for infrastructure. Such assets are recorded at historical cost, or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of a capital asset or materially extend capital asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is not included as part of the capitalized value of the assets constructed.

Capital assets of the Town are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	10-50
System infrastructure	40-75
Furniture and equipment	3-20

H. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position or fund balance that applies to a future period or periods and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town reports a deferred charge on refunding and deferred outflows related to pension in the government-wide statement of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. A deferred outflow of resources related to pension results from differences between expected and actual experience, changes in assumptions or other inputs. These amounts are deferred and included in pension expense in a systematic and rational manner over a period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active employees and inactive employees).

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to a future period or periods and so will not be recognized as an inflow of resources (revenue) until that time. The Town reports advance property tax collections and advance fee collections in the government-wide statement of net position and in the governmental funds balance sheet. Advance property tax collections and advance fee collections represent taxes and fees inherently associated with a future period. This amount is recognized during the period in which the revenue is associated. Also in the government-wide statement of net position, the Town reports deferred inflows of resources related to pensions. A deferred inflow of resources related to pension results from differences between expected and actual

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

experience, changes in assumptions or other inputs. These amounts are deferred and included in pension expense in a systematic and rational manner over a period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active employees and inactive employees). In addition, for governmental funds, the Town reports unavailable revenue, which arises only under the modified accrual basis of accounting. The governmental funds report unavailable revenues from several sources: property taxes, special assessments, sewer receivables, COVRRRA receivables and long-term loans. These amounts are deferred and recognized as an inflow of resources (revenue) in the period in which the amounts become available.

I. Compensated Absences

Town and Board of Education employees earn vacation and sick time based upon years of service and the terms of various union contracts.

All compensated absences are accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured. Expenditures for compensated absences are recognized in the governmental fund financial statements in the current year to the extent they are paid during the year or the vested amount is expected to be paid with available resources.

J. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

K. Equity

Equity in the government-wide financial statements is defined as "net position" and is classified in the following categories:

Net Investment in Capital Assets

This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

Restricted Net Position

Net position is restricted by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position

This component consists of net position that does not meet the definition of "restricted" or "net investment in capital assets."

The equity of the fund financial statements is defined as "fund balance" and is classified in the following categories:

Nonspendable Fund Balance

This represents amounts that cannot be spent due to form (e.g., inventories and prepaid amounts).

Restricted Fund Balance

This represents amounts constrained for a specific purpose by external parties, such as grantors, creditors, contributors or laws and regulations of their governments.

Committed Fund Balance

This represents amounts constrained for a specific purpose by a government using its highest level of decision-making authority (Town of Coventry Town Council). The Town Council may commit resources, when a member puts forth a resolution and this resolution is passed by the Council, prior to the end of the fiscal year. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

Assigned Fund Balance

This represents amounts constrained for the intent to be used for a specific purpose by the Town Manager who has been delegated authority to assign amounts by ordinance within the Town Charter.

Unassigned Fund Balance

This represents fund balance in the General Fund in excess of nonspendable, restricted, committed and assigned fund balance. If another governmental fund has a fund balance deficit, it is reported as a negative amount in unassigned fund balance.

The Town has a minimum fund balance policy that establishes a goal for unassigned fund balance in the General Fund at 10% of the General Fund expenditures.

L. Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities including disclosures of contingent assets and liabilities and reported revenues, expenses and expenditures during the fiscal year. Accordingly, actual results could differ from those estimates.

2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

The Town adheres to the following procedures in establishing the budgetary data included in the General Fund financial statements:

- The Town Manager prepares an operating, capital and debt service budget from information provided by various Town departments. The Board of Education also prepares an operating budget. The budget includes the proposed expenditures and the means to finance them.
- These budgets are presented at a public hearing before being amended and adopted by the Town Council. The Council's operating or General Fund budget is submitted to a Town meeting that approves, rejects or reduces the budget, which is subsequently adjourned to a referendum for ratification.
- Expenditures are budgeted by function, department and object. The legal level of budgetary control, the level at which expenditures may not exceed appropriations, is established by function and department. Upon request, the Town Council may, by resolution, transfer any unencumbered appropriation, balance or portion thereof from one department, commission, board or office to another. No transfer shall be made from any appropriations for debt service and other statutory charges. Transfers between line items within a department may be made with the approval of the Town Manager.
- The Town Council can make additional appropriations, subject to fund balance availability and other restrictions, up to 1.5% of the current year's property tax levy. Additional appropriations can be made when unanticipated revenue is made available for specific purposes. Additional appropriations during the year were \$518,220, of which \$456,482 came from fund balance and \$61,738 came from unanticipated revenue. All additional appropriations were made in accordance with Charter provisions.
- Appropriations not encumbered at the end of the fiscal year lapse. Encumbrances for capital additions lapse at the end of three years (if there is no activity), and all other encumbrances lapse at the end of one year.
- Formal budgetary integration is employed as a management control device during the year for the General Fund.
- The General Fund budget is prepared on a modified accrual basis of accounting except for encumbrances, which are recognized as a valid and proper charge against a budget appropriation in the year in which the purchase order, contract or other commitment is issued. Encumbrances outstanding at year end are reflected in budgetary reports as expenditures in the current year. Additionally, the Town does not budget for revenues or expenditures associated with pension contributions made by the State of Connecticut on behalf of Town of Coventry teachers or for expenditures reimbursed by the State of Connecticut for excess costs related to certain special education students.

B. Deficit Fund Balances

The Special Education Grants Fund, a nonmajor special revenue fund, had a deficit of \$1,809. This deficit will be funded by future grants and charges for services.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

3. CASH, CASH EQUIVALENTS AND INVESTMENTS

The deposit of public funds is controlled by the Connecticut General Statutes (Section 7-402). Deposits may be made in a "qualified public depository" as defined by Statute or, in amounts not exceeding the Federal Deposit Insurance Corporation insurance limit, in an "out of state bank" as defined by the Statutes, which is not a "qualified public depository."

The Connecticut General Statutes (Section 7-400) permit municipalities to invest in: 1) obligations of the United States and its agencies, 2) highly rated obligations of any state of the United States or of any political subdivision, authority or agency thereof, and 3) shares or other interests in custodial arrangements or pools maintaining constant net asset values and in highly rated no-load open end money market and mutual funds (with constant or fluctuating net asset values) whose portfolios are limited to obligations of the United States and its agencies, and repurchase agreements fully collateralized by such obligations. Other provisions of the Statutes cover specific municipal funds with particular investment authority. The provisions of the Statutes regarding the investment of municipal pension funds do not specify permitted investments. Therefore, investment of such funds is generally controlled by the laws applicable to fiduciaries and the provisions of the applicable plan.

The Statutes (Sections 3-24f and 3-27f) also provide for investment in shares of the State Short-Term Investment Fund (STIF). This investment pool is under the control of the State Treasurer, with oversight provided by the Treasurer's Cash Management Advisory Board, and are regulated under the State Statutes and subject to annual audit by the Auditors of Public Accounts. Investment yields are accounted for on an amortized-cost basis with an investment portfolio that is designed to attain a market-average rate of return throughout budgetary and economic cycles. Investors accrue interest daily based on actual earnings, less expenses and transfers to the designated surplus reserve, and the fair value of the position in the pool is the same as the value of the pool shares.

A. Deposits

Deposit Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure, the Town's deposit will not be returned. The Town does not have a deposit policy for custodial credit risk. The deposit of public funds is controlled by the Connecticut General Statutes. Deposits may be placed with any qualified public depository that has its main place of business in the State of Connecticut.

Based on the criteria described in GASB Statement No. 40, *Deposits and Investment Risk Disclosures*, \$9,277,476 of the Town's bank balance of \$10,929,348 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$ 8,224,728
Uninsured and collateral held by the pledging bank's trust department, not in the Town's name	<u>1,052,748</u>
Total Amount Subject to Custodial Credit Risk	\$ <u>9,277,476</u>

Connecticut General Statutes require that each depository maintain segregated collateral (not required to be based on a security agreement between the depository and the municipality and, therefore, not perfected in accordance with federal law) in an amount equal to a defined percentage of its public deposits based upon the depository's risk-based capital ratio.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Cash Equivalents

Cash equivalents are short-term, highly liquid investments that are both readily convertible to known amounts of cash and purchased within 90 days of maturity. At June 30, 2016, the Town's cash equivalents amounted to \$899,759. The following table provides a summary of the Town's cash equivalents (excluding U.S. government guaranteed obligations) as rated by nationally recognized statistical rating organizations.

	<u>Standard & Poor's</u>
State Short-Term Investment Fund (STIF)	AAAm

B. Investments

Investments as of June 30, 2016 in all funds are as follows:

<u>Investment Type</u>	<u>Fair Value</u>
Other investments:	
Mutual Funds	\$ 12,887,255
Common Stock	<u>4,193</u>
Total Investments	<u>\$ 12,891,448</u>

The Town adopted new accounting guidance, GASB Statement No. 72, *Fair Value Measurement and Application*. The new disclosure is presented below:

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements); followed by quoted prices in inactive markets or for similar assets or with observable inputs (Level 2 measurements); and the lowest priority to unobservable inputs (Level 3 measurements). The Town has the following recurring fair value measurements as of June 30, 2016:

	<u>June 30, 2016</u>	<u>Fair Value Measurements Using</u>		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments by fair value level:				
Common stock	\$ 4,193	\$ 4,193	\$	\$
Mutual funds	<u>12,887,255</u>	<u>12,887,255</u>	<u></u>	<u></u>
Total investments by fair value level	<u>12,891,448</u>	<u>\$ 12,891,448</u>	<u>\$ -</u>	<u>\$ -</u>
Total Investments Measured at Fair Value	<u>\$ 12,891,448</u>			

Debt and equity securities classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Debt securities classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices. Commercial and residential mortgage-backed securities classified in Level 3 are valued using discounted cash flow techniques. Collateralized debt obligations classified in Level 3 are valued using consensus pricing.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Interest Rate Risk

The Town's formal investment policy does not limit investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk - Investments

As indicated above, State Statutes limit the investment options of cities and towns. The Town's investment policy provides investment guidelines and lists prohibited investments.

Concentration of Credit Risk

The Town's investment policy does not allow for an investment in any one issuer that is in excess of 5% of the Town's total investments.

Custodial Credit Risk

Custodial credit risk for an investment is the risk that, in the event of the failure of the counterparty (the institution that pledges collateral or repurchase agreement securities to the Town or that sells investments to or buys them for the Town), the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Town does not have a policy for custodial credit risk. At June 30, 2016, the Town had \$4,193 in uninsured and unregistered securities held by the counterparty, or by its trust department or agent that were not in the Town's name.

4. RECEIVABLES

Receivables as of year end for the Town's individual major funds, and nonmajor funds and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	<u>General</u>	<u>Sewer Assessment</u>	<u>CDBG Grant</u>	<u>Capital Projects</u>	<u>Nonmajor and Other Funds</u>	<u>Total</u>
Receivables:						
Interest	\$ 274,562					\$ 274,562
Taxes	606,194					606,194
Accounts	47,737				416,731	464,468
Intergovernmental				363,432	481,600	845,032
Special assessments		2,937,328				2,937,328
Loans			2,421,094			2,421,094
Gross receivables	<u>928,493</u>	<u>2,937,328</u>	<u>2,421,094</u>	<u>363,432</u>	<u>898,331</u>	<u>7,548,678</u>
Less allowance for uncollectibles:						
Taxes	(103,974)					(103,974)
Delinquent interest	<u>(154,939)</u>					<u>(154,939)</u>
Net Total Receivables	<u>\$ 669,580</u>	<u>\$ 2,937,328</u>	<u>\$ 2,421,094</u>	<u>\$ 363,432</u>	<u>\$ 898,331</u>	<u>\$ 7,289,765</u>

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

5. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2016 consisted of the following:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 3,166,011	\$ 289,300	\$ -	\$ 3,455,311
Construction in progress	1,233,489	392,967	(1,208,488)	417,968
Total capital assets not being depreciated	<u>4,399,500</u>	<u>682,267</u>	<u>(1,208,488)</u>	<u>3,873,279</u>
Capital assets being depreciated:				
Buildings	52,167,477	360,800	-	52,528,277
Improvements other than buildings	1,945,384	17,796	-	1,963,180
Furniture and equipment	6,999,380	646,695	-	7,646,075
Infrastructure	96,483,362	3,276,878	-	99,760,240
Total capital assets being depreciated	<u>157,595,603</u>	<u>4,302,169</u>	<u>-</u>	<u>161,897,772</u>
Less accumulated depreciation for:				
Buildings	(14,245,592)	(809,324)	-	(15,054,916)
Improvements other than buildings	(288,710)	(51,046)	-	(339,756)
Furniture and equipment	(3,400,220)	(415,449)	-	(3,815,669)
Infrastructure	(25,958,249)	(1,467,387)	-	(27,425,636)
Total accumulated depreciation	<u>(43,892,771)</u>	<u>(2,743,206)</u>	<u>-</u>	<u>(46,635,977)</u>
Total capital assets being depreciated, net	<u>113,702,832</u>	<u>1,558,963</u>	<u>-</u>	<u>115,261,795</u>
Governmental Activities Capital Assets, Net	<u>\$ 118,102,332</u>	<u>\$ 2,241,230</u>	<u>\$ (1,208,488)</u>	<u>\$ 119,135,074</u>

Depreciation and amortization expense was charged to functions of the Town as follows:

Governmental Activities:	
General government	\$ 46,126
Public safety	209,811
Public works	1,866,181
Culture and recreation	51,927
Education	569,161
Total Depreciation and Amortization Expense - Governmental Activities	<u>\$ 2,743,206</u>

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

6. FUND BALANCES

The components of fund balances for the governmental funds at June 30, 2016 are as follows:

	<u>Major Funds</u>				<u>Nonmajor Governmental Funds</u>	<u>Total</u>
	<u>General Fund</u>	<u>Sewer Assessments</u>	<u>CDBG Grant</u>	<u>Capital Projects</u>		
Fund balances:						
Nonspendable:						
Inventory	\$	\$	\$	\$	28,718	28,718
Prepaid items	417,956					417,956
Permanent fund principal					1,524	1,524
Restricted for:						
Sewer projects		342,666				342,666
Unspent grant balances			56,972		159,382	216,354
Special assessment project				1,955,374		1,955,374
Health insurance	37,845					37,845
Cemeteries					71,325	71,325
Police services					12,761	12,761
Permanent funds					3,604	3,604
Committed to:						
Police services					2,704	2,704
Land acquisition					279,990	279,990
Recreation					79,975	79,975
Patriots Park					17,542	17,542
Sewer					508,357	508,357
Trash					605,102	605,102
Foodbank					35,109	35,109
Highway projects					61,937	61,937
Food service					31,361	31,361
Farmer's Market					63,862	63,862
Preschool					36,769	36,769
Education					21,430	21,430
Assigned to:						
Purchases on order	728,280					728,280
Unassigned	4,814,513				3,364	4,817,877
Total Fund Balances	\$ 5,998,594	\$ 342,666	\$ 56,972	\$ 1,955,374	\$ 2,024,816	\$ 10,378,422

Encumbrances of \$728,280, \$630,931 and \$452,552 at June 30, 2016 are contained in the above table in the assigned category of the General Fund, the restricted category of the Capital Projects fund, and the restricted and committed categories of the Nonmajor Governmental funds, respectively.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

7. INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2016 consisted of the following:

	Transfers In			Total
	General Fund	Capital Projects	Nonmajor Governmental	
Transfers out:				
General Fund	\$	\$ 917,862	\$ 60,350	\$ 978,212
Sewer Assessment	555,834			555,834
Nonmajor governmental funds	886			886
	<u>\$ 556,720</u>	<u>\$ 917,862</u>	<u>\$ 60,350</u>	<u>\$ 1,534,932</u>

Transfers are used to 1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and 2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

8. LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities for the year ended June 30, 2016:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Bonds and loans payable:					
General obligation bonds	\$ 11,960,000	\$ 3,400,000	\$ 1,455,000	\$ 13,905,000	\$ 1,445,000
Premium on issuance	643,761	64,521	58,871	649,411	
Loans payable - Clean Water Fund	5,877,974		437,805	5,440,169	446,642
	<u>18,481,735</u>	<u>3,464,521</u>	<u>1,951,676</u>	<u>19,994,580</u>	<u>1,891,642</u>
Other liabilities:					
Capital leases	784,040	185,000	227,895	741,145	195,086
Landfill postclosure	180,900		18,925	161,975	18,925
Net OPEB obligation	3,070,802	419,606		3,490,408	
Net pension liability	1,937,137	1,478,519		3,415,656	
Compensated absences	1,003,419	73,604	97,214	979,809	77,273
Total Governmental Activities					
Long-Term Liabilities	<u>\$ 25,458,033</u>	<u>\$ 5,621,250</u>	<u>\$ 2,295,710</u>	<u>\$ 28,783,573</u>	<u>\$ 2,182,926</u>

General obligation bonds allocable to sewer projects are secured by the full faith and credit of the Town but are substantially liquidated by sewer assessments. The remaining liabilities above have typically been liquidated by the General Fund.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

General Obligation Bonds

A summary of general obligation bonds outstanding at June 30, 2016 is as follows:

<u>Description</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Interest Rate (%)</u>	<u>Amount of Original Issue</u>	<u>Balance Outstanding June 30, 2016</u>
2002 Refunding Bonds	12/1/2002	2022	3.25%-4.9%	\$ 1,350,000	\$ 160,000
2010 Refunding Bonds Series A	2/9/2010	2025	1%-3.5%	2,500,000	795,000
2010 Refunding Bonds Series B	2/9/2010	2025	2-4%	3,438,000	954,000
2010 Refunding Bonds Series B	2/9/2010	2025	2-4%	57,000	15,000
2010 Refunding Bonds Series B	2/9/2010	2025	2-4%	3,105,000	936,000
2010 Refunding Bonds Series B	2/9/2010	2025	2-4%	2,605,000	1,330,000
2010 Refunding Bonds Series B	2/9/2010	2025	2-4%	1,200,000	710,000
2015 Refunding General Obligation	3/24/2015	2025	2.00%	100,000	60,000
2015 Refunding NCFD GO	3/24/2015	2032	2.88%	1,675,000	1,405,000
2015 Refunding Parker Bridge GO	3/24/2015	2025	2.34%	215,000	123,000
2015 Refunding PW garage GO	3/24/2015	2031	2.34%	3,350,000	2,325,000
2015 Refunding School Asbestos GO	3/24/2015	2025	2.34%	465,000	266,000
2015 Refunding School Roof GO	3/24/2015	2031	3.55%	1,600,000	1,160,000
2015 Refunding Water System GO	3/24/2015	2025	2.00%	455,000	266,000
2016 Road Bonds	3/1/2016	2036	2.41%	3,000,000	3,000,000
2016 Pucker Street Bridge	3/1/2016	2036	2.41%	400,000	400,000
					<u>\$ 13,905,000</u>

Clean Water Fund Loan Payable

The Town is currently participating in the State of Connecticut Clean Water Fund Loan program. The loan matures on June 30, 2027, has an outstanding balance as of June 30, 2016 of \$5,440,169 and is payable monthly with interest at 2%.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Bonds and Notes Payable

Annual debt service requirements to maturity on general obligation bonds and Clean Water Fund loans are as follows as of June 30, 2016:

Year Ending June 30	Principal	Interest	Total
2017	\$ 1,891,642	\$ 534,324	\$ 2,425,966
2018	1,920,657	475,614	2,396,271
2019	2,114,854	416,671	2,531,525
2020	1,489,237	363,685	1,852,922
2021	1,498,809	320,575	1,819,384
2022-2026	6,374,530	1,036,027	7,410,557
2027-2031	3,045,440	372,152	3,417,592
2032-2036	1,010,000	85,194	1,095,194
	<u>\$ 19,345,169</u>	<u>\$ 3,604,242</u>	<u>\$ 22,949,411</u>

The Town's indebtedness does not exceed the legal debt limitations as required by the Connecticut General Statutes as reflected in the following schedule:

Category	Debt Limit	Indebtedness	Balance
General purpose	\$ 66,962,545	\$ 8,198,000	\$ 58,764,545
Schools	133,925,090	5,441,000	128,484,090
Sewers	111,604,241	2,594,440	109,009,801
Urban renewal	96,723,676		96,723,676
Pension deficit	89,283,393		89,283,393

The total overall statutory debt limit for the Town is equal to seven times annual receipts from taxation or \$208,327,917.

Amounts above do not include \$266,000 of Water System Improvement bonds issued, which are excluded from the Town's statutory debt limit pursuant to Connecticut General Statutes.

Bond Authorizations

At June 30, 2016, debt authorized but unissued is as follows:

Project	Appropriation/ Authorization	Prior Bonds Issued	Paydown Grants Expected/ Received	Authorized But Unissued Debt
Sewers				
Wangumbaug Lake Sewer Extension	\$ 17,800,000	\$ 9,815,810	\$ 7,892,591	\$ 91,599

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Capital Leases

A summary of assets acquired through capital leases is as follows as of June 30, 2016:

	<u>Governmental Activities</u>
Machinery and equipment	\$ 1,292,623
Less accumulated amortization	<u>(141,431)</u>
	<u>\$ 1,151,192</u>

Future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2016 are as follows:

<u>Year Ending June 30</u>	<u>Governmental Activities</u>
2017	\$ 209,134
2018	184,333
2019	153,040
2020	103,435
2021	64,994
Thereafter	<u>64,994</u>
Total minimum lease payments	779,930
Less amount representing interest	<u>(38,785)</u>
Present Value of Minimum Lease Payments	<u>\$ 741,145</u>

Landfill Postclosure

State and federal laws and regulations require the Town to place a final cover on its landfill site and to perform certain maintenance and monitoring functions at the site for 30 years after closure. The Town's landfill has stopped accepting waste, closure has been completed and monitoring is continuing. The remaining postclosure costs are estimated to be \$161,975 over the next 8 years. Actual costs may be higher due to inflation, changes in technology or changes in regulations. The Town will appropriate the costs of monitoring on an ongoing basis through the General Fund budget.

9. PENSION PLANS

A. Defined Benefit Plan

Plan Description

The Town of Coventry Employee Retirement System (CERS or the Plan) is a single-employer retirement system established and administered by the Town to provide pension benefits to substantially all Town and Board of Education employees, except for professional employees of the Board of Education who are covered under the State of Connecticut Teachers Retirement System. The CERS is a defined benefit plan. The CERS is considered to be a part of the Town's financial reporting entity and is included in the Town's basic financial statements as a pension trust fund. Contribution provisions and benefit provisions of the CERS are established by and can be amended by the Town Council subject to ratification of various bargaining units. A separate stand-alone financial report for the CERS is not issued by the Town.

Management of the plan rests with the Pension Committee, which consists of no fewer than three, nor more than five, members all appointed by the Town Council.

All employees except for sworn officers of the police department are included as participants in the Plan on the first July 1 following the attainment of age 21 and the completion of two years of service. Sworn officers of the police department are included on their dates of hire. No employees are included before the effective date. Police and nonunion employees are vested 100% after 5 years, and all other employees are vested after 10 years.

Benefits are calculated on a percentage of earnings times years of service. The percentage varies by group. The Plan also provides for early retirement, deferred retirement and disability retirement. Participants have a nonforfeitable right to accrued benefits at the date of termination of employment provided that they have completed the years required for 100% vesting. Normal retirement age varies from 45 to 62 based on the bargaining unit.

The accrued benefit is paid in the form of a monthly life annuity. Benefits will be actuarially adjusted to reflect any other form of annuity payable. Administrative costs for the plan are paid from the plan investment earnings.

The membership of the Plan consisted of the following at July 1, 2015, the date of the latest actuarial valuation:

Retired members	24
Terminated plan members entitled to but not yet receiving benefits	22
Active plan members	135
Total	181

Summary of Significant Accounting Policies

Plan financial statements are prepared using the accrual basis of accounting. Employee contributions are recognized in the period in which employee services are performed. Employer contributions are recognized when due and the employer has made a formal commitment to provide contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

All investments are reported at fair value. Securities traded on a national exchange are valued at the last reported sales price. Investment income is recognized as earned.

Investments

Investment Policy

The Pension Committee recommended the adoption of an investment policy to the Town Council. The current policy was adopted in August of 2007. The goals of the policy are to create a framework for a well-diversified asset mix that can be expected to generate acceptable long-term returns at a level of risk suitable to the Town. The following was the adopted asset allocation as of June 30, 2016:

<u>Asset Class</u>	<u>Target Allocation</u>
U.S. Large Cap	6.00%
U.S. Large Cap Value	9.54%
U.S. Small Value	6.00%
U.S. Micro Cap	6.00%
International Large Value	6.00%
International Small	8.40%
Emerging Large	3.00%
Emerging Small	6.00%
U.S. REITS	4.50%
International REITS	4.50%
Cash	0.06%
Fixed Income	<u>40.00%</u>
Total	<u>100.00%</u>

Concentrations

The pension plan held fixed income investments of \$4,912,334 with Metlife representing 5% or more of the pension trust fund's fiduciary net position as of June 30, 2016.

Rate of Return

For the year ended June 30, 2016, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was (0.37%). The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Net Pension Liability of the Town

The components of the net pension liability of the Town at June 30, 2016 were as follows:

Total pension liability	\$ 16,309,584
Plan fiduciary net position	<u>12,893,928</u>
Net Pension Liability	<u>\$ 3,415,656</u>
Plan fiduciary net position as a percentage of the total pension liability	79.06%

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of July 1, 2015, using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0%
Salary increases	3.0%, average, including inflation
Investment rate of return	7.5%, net of pension plan investment expense, including inflation

Pre-retirement mortality rates were based on the RP-2000 Mortality Table with separate male and female rates, with no collar adjustment, separate tables for nonannuitants and annuitants, projected to the valuation date with Scale BB. Post-retirement mortality rates were based on IRS 417(e) applicable mortality.

The actuarial assumptions used in the July 1, 2015 valuation were based on standard tables adjusted for certain plan features.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2015 (see the discussion of the pension plan's investment policy) are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
U.S. Large Cap	7.60%
U.S. Large Cap Value	7.95%
U.S. Small Value	9.00%
U.S. Micro Cap	9.25%
International Large Value	9.10%
International Small	9.50%
Emerging Large	11.40%
Emerging Small	11.75%
U.S. REITS	8.17%
International REITS	7.93%
Cash	0.00%
Fixed Income	3.00%

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Discount Rate

The discount rate used to measure the total pension liability was 7.50%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that Town contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a)-(b)
Balances as of June 30, 2015	\$ 14,544,122	\$ 12,806,985	\$ 1,937,137
Changes for the year:			
Service cost	509,257		509,257
Interest on total pension liability	1,112,799		1,112,799
Differences between expected and actual experience	453,936		453,936
Changes in assumptions	129,540		129,540
Employer contributions		565,362	(565,362)
Member contributions		245,912	(245,912)
Net investment income		(47,620)	47,620
Benefit payments, including refund to employee contributions	(440,070)	(440,070)	-
Administrative expenses		(36,641)	36,641
Net changes	1,765,462	286,943	1,478,519
Balances as of June 30, 2016	\$ 16,309,584	\$ 12,893,928	\$ 3,415,656

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the Town, calculated using the discount rate of 7.50%, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.50%) or 1 percentage point higher (8.50%) than the current rate:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net Pension Liability	\$ 4,297,517	\$ 3,415,656	\$ 2,625,875

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2016, the Town recognized pension expense of \$321,743. At June 30, 2016, the Town reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 383,008	\$ 107,240
Changes of assumptions	109,299	
Net difference between projected and actual earning on pension plan investments	<u>1,280,517</u>	
Total	<u>\$ 1,772,824</u>	<u>\$ 107,240</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year Ending June 30

2017	\$ 432,164
2018	432,164
2019	432,162
2020	273,447
2021	72,355
Thereafter	23,292

Funding Policy

The Town's funding policy provides for periodic contributions at rates that, when expressed as a percentage of annual covered payroll, are designed to accumulate sufficient assets to pay benefits when due. The contribution rate for normal costs of the Plan was determined using the projected unit credit method. Town employees contribute 1.75% of covered payroll, except for police employees who are required to contribute a rate equal to 6.5% of covered payroll. For the year ended June 30, 2016, the Town contributed \$565,362 to the Plan.

B. Teachers' Retirement System

Plan Description

Teachers, principals, superintendents or supervisors engaged in service of public schools are provided with pensions through the Connecticut State Teachers' Retirement System, a cost sharing multiple-employer defined benefit pension plan administered by the Teachers Retirement Board. Chapter 167a of the State Statutes grants authority to establish and amend the benefit terms to the Teachers Retirement Board. The Teachers Retirement Board issues a publicly available financial report that can be obtained at www.ct.gov.

Benefit Provisions

The plan provides retirement, disability and death benefits. Employees are eligible to retire at age 60 with 20 years of credited service in Connecticut, or 35 years of credited service including at least 25 years of service in Connecticut.

Normal Retirement

Retirement benefits for employees are calculated as 2% of the average annual salary times the years of credited service (maximum benefit is 75% of average annual salary during the 3 years of highest salary).

Early Retirement

Employees are eligible after 25 years of credited service including 20 years of Connecticut service, or age 55 with 20 years of credited service including 15 years of Connecticut service with reduced benefit amounts.

Disability Retirement

Employees are eligible for service-related disability benefits regardless of length of service. Five years of credited service is required for nonservice-related disability eligibility. Disability benefits are calculated as 2% of average annual salary times credited service to date of disability, but not less than 15% of average annual salary, nor more than 50% of average annual salary.

Contributions

Per Connecticut General Statutes Section 10-183z (which reflects Public Act 79-436 as amended), contribution requirements of active employees and the State of Connecticut are approved, amended and certified by the State Teachers Retirement Board and appropriated by the General Assembly.

Employer (School Districts)

School District employers are not required to make contributions to the plan.

The statutes require the State of Connecticut to contribute 100% of each school districts' required contributions, which are actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of the benefits earned by employees during the year, with any additional amount to finance any unfunded accrued liability.

Employees

Effective July 1, 1992, each teacher is required to contribute 6% of salary for the pension benefit.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2016, the Town reports no amounts for its proportionate share of the net pension liability, and related deferred outflows and inflows, due to the statutory requirement that the State pay 100% of the required contribution. The amount recognized by the Town as its proportionate share of the net pension liability, the related state support, and the total portion of the net pension liability that was associated with the Town were as follows:

Town's proportionate share of the net pension liability	\$ -
State's proportionate share of the net pension liability associated with the Town	<u>34,183,863</u>
Total	<u>\$ 34,183,863</u>

The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2014. At June 30, 2016, the Town has no proportionate share of the net pension liability.

For the year ended June 30, 2016, the Town recognized pension expense and revenue of \$2,738,989 in Exhibit II for on-behalf amounts for the benefits provided by the State.

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of June 30, 2015, using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.00%
Salary increase	3.75-7.00%, including inflation
Investment rate of return	8.50%, net of pension plan investment expense, including inflation

Mortality rates were based on the RP-2000 Combined Mortality Table projected 19 years using scale AA, with a two-year setback for males and females for the period after service retirement and for dependent beneficiaries.

The actuarial assumptions used in the June 30, 2014 valuation were based on the results of an actuarial experience study for the period July 1, 2005 - June 30, 2010.

Future cost-of-living increases for members who retire on or after September 1, 1992 are assumed to be an annual cost-of-living adjustment of 2%.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

The long-term expected rate of return on pension plan investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimates of arithmetic real rates of return for each major class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Large Cap U.S. equities	21.0%	5.8%
Developed non-U.S. equities	18.0%	6.6%
Emerging markets (non-U.S.)	9.0%	8.3%
Core fixed income	7.0%	1.3%
Inflation linked bond fund	3.0%	1.0%
Emerging market bond	5.0%	3.7%
High yield bonds	5.0%	3.9%
Real estate	7.0%	5.1%
Private equity	11.0%	7.6%
Alternative investments	8.0%	4.1%
Cash	6.0%	0.4%
Total	<u>100.0%</u>	

Discount Rate

The discount rate used to measure the total pension liability was 8.50%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that State contributions will be made at the actuarially determined contribution rates in the future years. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The Town's proportionate share of the net pension liability is \$-0- and, therefore, the change in the discount rate would only impact the amount recorded by the State of Connecticut.

Other Information

Additional information is included in the required supplementary information section of the financial statements. A schedule of contributions is not presented as the Town has no obligation to contribute to the plan.

10. OTHER POST EMPLOYMENT BENEFITS

A. Plan Description

The Town, in accordance with various collective bargaining agreements, is committed to providing medical benefits to certain eligible retirees and their spouses, under a single employer plan. The Post-Retirement Medical Program (RMP) covers Town and Board of Education employees. All Town of Coventry employees are eligible to purchase medical insurance. The benefits include individual, two-person or family coverage under the Blue Cross Health Plan (or equivalent), including hospitalization, surgical, prescriptions, dental and major medical. Employees who choose to participate must pay the full premium cost. Board of Education employees may also purchase life insurance at the full premium cost. Spouses can continue coverage after the retiree's death. The Town does not issue a separate stand-alone financial statement for this program.

At July 1, 2014, plan membership consisted of the following:

	<u>Post-Retirement Medical Program</u>
Retired participants and spouses	27
Active plan members	<u>350</u>
Total	<u>377</u>

B. Funding Policy

The Town funding and payment of post employment benefits are accounted for in the General Fund on a pay-as-you-go basis. The Town has not established a trust fund to irrevocably segregate assets to fund the liability associated with post employment benefits in accordance with GASB guidelines. The Town is currently developing a funding strategy to provide for normal cost and the amortization of the accrued liability. Although a trust fund may not be established in the future to exclusively control the funding and reporting of post employment benefits, the Town anticipates a commitment to fund normal cost and a long-term approach to the amortization of the actuarial accrued liability. The goal is to absorb, within the budgetary process, the actual cost of benefits in the determination of the costs of providing services to taxpayers.

The Town's funding strategy for post employment obligations are based upon characteristics of benefits on four distinct groups of employees established within their respective collective bargaining units and/or contracts and include the following:

Teachers

- Eligible for Medical, Dental and Life Coverage if age 50 with 25 years of service or age 55 with 20 years of service or age 60 with 10 years of service.
- Retirees pay full cost of insurance and spouse can continue coverage after retiree's death.

Police

- Eligible for Medical and Dental Coverage if age 45 and 20 years for Sworn Police, and rule of 85 for nonsworn employees.
- Retirees pay full cost of insurance and spouse can continue coverage after retiree's death.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Town Employees (non-Police)

- Eligible for Medical and Dental Coverage if age 62 with 10 years of service.
- Retirees pay full cost of insurance and spouse can continue coverage after retiree's death.

Board of Education (other than Teachers)

- Eligible for Dental and Life Coverage if age 62 with 10 years of service.
- Retirees pay full cost of insurance and spouse can continue coverage after retiree's death.

C. Annual OPEB Cost and Net OPEB Obligations

The Town of Coventry's annual other post employment benefit (OPEB) cost is calculated based on the annual required contribution (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years. The following table shows the components of the Town's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town's net OPEB obligation:

	<u>Post-Retirement Medical Program</u>
Annual required contribution (ARC)	\$ 594,125
Interest on net OPEB obligation	122,832
Adjustment to annual required contribution	<u>(138,854)</u>
Annual OPEB cost	578,103
Contributions made	<u>158,497</u>
Increase in net OPEB obligation	419,606
Net OPEB obligation, beginning of year	<u>3,070,802</u>
Net OPEB Obligation, End of Year	<u>\$ 3,490,408</u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan and the net OPEB obligation for the fiscal years ended June 30, 2016, 2015 and 2014 is presented below:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost (AOC)</u>	<u>Actual Contribution</u>	<u>Percentage of AOC Contributed</u>	<u>Net OPEB Obligation</u>
6/30/2014	\$ 535,395	\$ 149,000	27.83%	\$ 2,639,601
6/30/2015	570,201	139,000	24.38%	3,070,802
6/30/2016	578,103	158,497	27.42%	3,490,408

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as accrual results are compared with past expectations and new estimates are made about the future. Projections for benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

Schedule of Funding Progress

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets</u>	<u>Actuarial Accrued Liability (AAL)</u>	<u>Unfunded AAL (UAAL)</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>UAAL as a Percentage of Covered Payroll</u>
7/1/2010	\$	\$ 4,808,000	\$ 4,808,000	0.00%	\$ 18,651,867	26%
7/1/2012		4,777,000	4,777,000	0.00%	18,002,000	27%
7/1/2014		5,140,000	5,140,000	0.00%	18,728,000	27%

Schedule of Employer Contributions

<u>Year Ended</u>	<u>Annual Required Contribution</u>	<u>Actual Contribution</u>	<u>Percentage Contributed</u>
6/30/2014	\$ 539,000	\$ 149,000	28%
6/30/2015	579,000	139,000	24%
6/30/2016	594,125	158,497	27%

In the July 1, 2014 actuarial valuation, the projected unit credit actuarial cost method was used. The actuarial assumptions include a 4% investment rate of return, which is the rate of the expected long-term investment returns of plan assets calculated based on the funding policy of the plan at the valuation date. The initial healthcare cost inflation rate, including overall inflation assumptions, is calculated at 7.1% with an ultimate healthcare cost inflation rate, including overall inflation assumptions, of 4.70%. Salary increases as well as the discount rate is set at 4%. The actuarial value of assets was determined using the closed group method. The UAAL is being amortized on a level dollar basis with a remaining closed amortization period at July 1, 2014 at 27 years.

11. RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts; theft of, damage to or destruction of assets; errors or omissions; injuries to employees or natural disasters. The Town purchases commercial insurance for all risks of loss. There are no significant reductions in insurance coverage from the prior year. The amount of claim settlements has not exceeded insurance coverage for each of the past three years.

**TOWN OF COVENTRY, CONNECTICUT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Dental Insurance Internal Service Fund

The Town's dental self-insurance fund is used to account for dental insurance coverage for Town employees. The Town examines the coverage on a yearly basis to determine adequate coverage and minimize risk. A schedule of changes in the claims liability for the years ended June 30, 2015 and 2016, is presented below:

		<u>Claims Payable July 1</u>		<u>Claims and Changes in Estimates</u>		<u>Claims Paid</u>		<u>Claims Payable June 30</u>
2014-2015	\$	-	\$	207,693	\$	207,693	\$	-
2015-2016		-		226,294		226,294		-

Health Insurance Internal Service Fund

The Coventry Health Insurance Fund (the Fund), which has been recorded as an Internal Service Fund, was established to provide medical and dental health coverage for all eligible Town and Board of Education employees. The Fund is substantially funded by the Town's General Fund based upon estimates for the number of employees and type of coverage (single or family) as well as trends in the costs of coverage and costs of administration. The program's general objectives are to provide the members of the health insurance program with lower costs for coverage and to develop a systematic method to control health costs through wellness initiatives.

The Town and Board of Education participate in the Eastern Connecticut Health Insurance Program. This group consists of five entities, the Towns and Boards of Education of Coventry, Tolland, Plainfield and Putnam and also including EASTCONN, a regional educational service center. This partnership is the first in the state of Connecticut and was formed with a goal to reduce costs through collaboration. A third party administers the plan for which the Fund pays a fee. The Fund has purchased individual stop loss coverage of \$150,000 per claim.

The Town's health self-insurance fund is used to account for medical insurance coverage for Town and Board of Education employees. The Town examines the coverage on a yearly basis to determine adequate coverage and minimize risk. A schedule of changes in the claims liability for the years ended June 30, 2015 and 2016, is presented below:

		<u>Claims Payable July 1</u>		<u>Claims and Changes in Estimates</u>		<u>Claims Paid</u>		<u>Claims Payable June 30</u>
2014-2015	\$	331,999	\$	4,263,318	\$	4,178,906	\$	416,411
2015-2016		416,411		4,500,593		4,452,897		464,107

12. COMMITMENTS AND CONTINGENCIES

The Town is currently a defendant in a number of lawsuits. The outcome and eventual liability to the Town, if any, in these matters is not known at this time. The Town's management, based upon consultation with legal counsel, estimates that potential claims against the Town, not covered by insurance, resulting from such litigation would not materially affect the financial position of the Town.

Required Supplementary Information

**TOWN OF COVENTRY, CONNECTICUT
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget Positive (Negative)</u>
Property Taxes:				
Current taxes	\$ 28,505,320	\$ 28,505,320	\$ 28,596,187	\$ 90,867
Delinquent taxes	350,000	350,000	521,420	171,420
Interest and penalties	200,000	200,000	309,299	109,299
Supplemental motor vehicles	250,000	250,000	306,826	56,826
Total property taxes	<u>29,305,320</u>	<u>29,305,320</u>	<u>29,733,732</u>	<u>428,412</u>
Intergovernmental:				
General Government:				
Elderly circuit breaker	65,670	65,670	68,152	2,482
Disability exemption	1,500	1,500	1,811	311
Grant in lieu of taxes	48,673	48,673		(48,673)
Veterans additional tax relief	6,000	6,000	7,455	1,455
Emergency Management Performance Grant	6,209	6,209	6,212	3
Telephone access grant	20,000	20,000	24,447	4,447
Youth services grant	14,500	14,500	14,464	(36)
Pequot state property	48,068	48,068	47,641	(427)
Municipal revenue sharing	10,533	10,533	10,533	-
Total general government	<u>221,153</u>	<u>221,153</u>	<u>180,715</u>	<u>(40,438)</u>
Education:				
Education cost sharing grant	8,935,142	8,935,142	8,955,329	20,187
Transportation	142,044	142,044	123,183	(18,861)
Adult education	11,935	11,935	11,874	(61)
Tuition		27,242	115,143	87,901
Medicaid reimbursement		34,496	34,496	-
Total education	<u>9,089,121</u>	<u>9,150,859</u>	<u>9,240,025</u>	<u>89,166</u>
Investment Earnings	<u>50,000</u>	<u>50,000</u>	<u>46,337</u>	<u>(3,663)</u>
Local Revenues:				
Housing Authority PILOT	18,000	18,000	18,681	681
Finance:				
Insurance reimbursement and claims	18,900	18,900	18,909	9
Sale of town property	50,000	50,000		(50,000)
Conveyance tax	94,000	94,000	121,594	27,594
Town clerk:				
Office receipts	95,000	95,000	93,528	(1,472)
Assessor:				
Copy charges	1,200	1,200	812	(388)

(Continued on next page)

TOWN OF COVENTRY, CONNECTICUT
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2016

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget Positive (Negative)</u>
Development/Planning:				
Zoning permits	\$ 11,000	\$ 11,000	\$ 13,075	\$ 2,075
Planning and zoning	3,500	3,500	4,700	1,200
Zoning board of appeals	1,600	1,600	4,725	3,125
Inland wetlands	1,200	1,200	1,335	135
Regulations and maps	1,000	1,000	95	(905)
Permits	100	100	84	(16)
Building Department:				
Building permits	150,000	150,000	181,818	31,818
Fire inspection	1,500	1,500	1,240	(260)
Blasting permit	50	50	120	70
Penalty fees	100	100		(100)
Police Services:				
Warden receipts	1,000	1,000	900	(100)
Dog license	9,500	9,500	9,091	(409)
Fingerprinting	1,000	1,000	3,370	2,370
Local parking fines	300	300	375	75
Permits	6,000	6,000	10,160	4,160
Other	400	400	1,070	670
Municipal surcharge	4,000	4,000	5,720	1,720
Miscellaneous:				
Miscellaneous unanticipated			31,080	31,080
Rents	27,000	27,000	28,043	1,043
Total local revenues	<u>496,350</u>	<u>496,350</u>	<u>550,525</u>	<u>54,175</u>
Total revenues	<u>39,161,944</u>	<u>39,223,682</u>	<u>39,751,334</u>	<u>527,652</u>
Other Financing Sources:				
Transfers in:				
Sewer Assessment Fund	555,834	555,834	555,834	-
Police Special Services	10,000	10,000	886	(9,114)
Total other financing sources	<u>565,834</u>	<u>565,834</u>	<u>556,720</u>	<u>(9,114)</u>
Total Revenues and Other Financing Sources	<u>\$ 39,727,778</u>	<u>\$ 39,789,516</u>	40,308,054	<u>\$ 518,538</u>
Budgetary revenues are different from GAAP revenues because:				
Cancellation of prior year encumbrances are recognized as budgetary revenue			12,649	
Excess cost grants are netted for budgetary reporting			564,492	
State on-behalf payments			<u>2,738,989</u>	
Total Revenues and Other Financing Sources as Reported on the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds - Exhibit IV			<u>\$ 43,624,184</u>	

**TOWN OF COVENTRY, CONNECTICUT
SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2016**

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
General Government:				
Town Council	\$ 33,418	\$ 33,418	\$ 32,010	\$ 1,408
Town Manager	208,462	210,087	209,861	226
Finance Administration	114,289	114,289	113,551	738
Accounting	110,300	109,601	104,589	5,012
Tax Collector	114,209	114,209	111,301	2,908
Assessor	137,699	124,629	119,752	4,877
Assessment Appeals	800	800	198	604
Treasurer	24,956	25,676	25,516	160
Information Technology	150,367	150,367	147,552	2,815
Planning	143,983	135,254	135,124	130
Zoning Board of Appeals	23,872	23,305	22,530	775
Conservation	2,135	2,135	643	1,492
Economic Development	14,093	33,712	32,218	1,494
Inland Wetlands	47,274	46,544	44,619	1,925
Planning and Zoning Commission	4,200	4,445	4,235	210
Legal counsel	90,000	155,000	143,576	11,424
Probate court	7,055	7,055	7,053	2
Recording/licensing	144,461	140,461	138,492	1,969
Elections	43,560	50,060	44,542	5,518
Town Office building	80,808	85,896	75,007	10,889
Central services	59,001	58,963	48,613	10,350
Total general government	<u>1,554,942</u>	<u>1,625,906</u>	<u>1,560,980</u>	<u>64,926</u>
Public Safety:				
Police Administration	185,551	184,398	181,065	3,333
Police Operations	1,247,711	1,247,311	1,227,663	19,648
Police supportive services	319,630	320,691	304,294	16,397
Police marine patrol	7,850	7,850	7,772	78
Police station	59,480	59,971	55,986	3,985
Fire Marshal	26,446	26,446	25,235	1,211
Coventry Volunteer Fire Association	112,466	112,416	91,519	20,897
North Coventry Volunteer Fire Department	111,441	112,641	97,989	14,652
N. Coventry substation	9,600	8,400	2,384	6,016
Joint Fire Budget	218,466	221,626	220,807	819
CVFA South Street Substation	18,410	18,410	16,790	1,620
Civil Emergency Preparedness	26,711	28,391	24,727	3,664
Animal Control	70,891	70,891	69,403	1,488
Total public safety	<u>2,414,653</u>	<u>2,419,442</u>	<u>2,325,634</u>	<u>93,808</u>
Public Works:				
Roads and drainage	549,112	551,252	549,998	1,254
Public works building	57,592	59,089	57,912	1,157
Snow removal	276,000	270,570	270,133	437
Facilities maintenance	292,991	291,291	285,955	5,336
Public works administration	248,867	247,126	237,892	9,234
Fleet maintenance	461,599	461,099	443,375	17,724
Street lights	46,050	41,404	41,404	-
Cemetery Commission	25,772	25,772	22,637	3,135
Tree Warden	23,000	26,250	26,250	-
Engineering	77,099	79,395	71,444	7,951
Building inspection	146,150	141,310	134,745	6,565
Building code	45	45	45	-
Health Department	62,180	62,180	62,180	-
Total public works	<u>2,266,457</u>	<u>2,256,763</u>	<u>2,203,970</u>	<u>52,793</u>

(Continued on next page)

TOWN OF COVENTRY, CONNECTICUT
SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2016

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
Human Services:				
Visiting nurses	\$ 3,000	\$ 3,000	\$ 2,500	\$ 500
Human services/general administration	190,736	190,736	185,166	5,570
Elderly services	94,982	97,785	92,047	5,738
Total human services	<u>288,718</u>	<u>291,521</u>	<u>279,713</u>	<u>11,808</u>
Culture and Recreation:				
Booth/Dimock Library	432,513	432,513	432,513	-
Parks and recreation, supervision	65,569	65,569	65,568	1
Memorial Day	3,175	3,175	1,653	1,522
Total culture and recreation	<u>501,257</u>	<u>501,257</u>	<u>499,734</u>	<u>1,523</u>
Insurance and Sundry:				
Municipal insurance	386,775	386,775	366,187	20,588
Pension/Social Security	883,106	881,106	839,793	41,313
Health insurance	1,100,705	1,056,705	997,310	59,395
Contingency	10,000	465	465	-
Claims and losses	40,000	141,900	132,970	8,930
Total insurance and sundry	<u>2,420,586</u>	<u>2,466,951</u>	<u>2,336,725</u>	<u>130,226</u>
Education	<u>26,661,045</u>	<u>26,722,783</u>	<u>26,715,581</u>	<u>7,202</u>
Capital Outlay	<u>133,757</u>	<u>268,012</u>	<u>221,320</u>	<u>46,692</u>
Debt Service	<u>2,638,900</u>	<u>2,638,900</u>	<u>2,637,332</u>	<u>1,568</u>
Total budgetary expenditures	<u>38,880,315</u>	<u>39,191,535</u>	<u>38,780,989</u>	<u>410,546</u>
Other Financing Uses:				
Transfers out:				
BOE Capital projects	150,000	150,000	150,000	-
Matching funds	1,500	1,500	1,500	-
Parks and recreation fund	34,850	34,850	34,850	-
Capital projects	585,863	592,863	592,863	-
Land acquisition fund	25,000	25,000	25,000	-
Misc highway	250	250	250	-
CNREF	50,000	250,000	250,000	-
Total other financing uses	<u>847,463</u>	<u>1,054,463</u>	<u>1,054,463</u>	<u>-</u>
Total	<u>\$ 39,727,778</u>	<u>\$ 40,245,998</u>	<u>39,835,452</u>	<u>\$ 410,546</u>

Budgetary expenditures are different from GAAP expenditures because:

Encumbrances for purchases and commitments ordered but not received are reported in the year the order is placed for budgetary purposes, but in the year received for financial reporting purposes	(117,809)
Reserve for matching fund expenditures and transfers, net	677
Excess cost grants are netted for budgetary reporting	564,492
State on-behalf payments	<u>2,738,989</u>

Total Expenditures and Other Financing Uses as Reported on the Statement of Revenues,
Expenditures and Changes in Fund Balances - Governmental Funds - Exhibit IV

\$ 43,021,801

TOWN OF COVENTRY, CONNECTICUT
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
LAST THREE FISCAL YEARS

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total pension liability:			
Service cost	\$ 509,257	\$ 494,424	\$ 472,429
Interest	1,112,799	1,073,988	1,035,694
Differences between expected and actual experience	453,936	(144,868)	
Changes of assumptions	129,540		
Benefit payments, including refunds of member contributions	(440,070)	(1,409,674)	(618,211)
Net change in total pension liability	1,765,462	13,870	889,912
Total pension liability - beginning	14,544,122	14,530,252	13,640,340
Total pension liability - ending	<u>16,309,584</u>	<u>14,544,122</u>	<u>14,530,252</u>
Plan fiduciary net position:			
Contributions - employer	565,362	673,765	1,097,988
Contributions - member	245,912	239,053	221,335
Net investment income	(47,620)	159,678	1,768,049
Benefit payments, including refunds of member contributions	(440,070)	(1,409,674)	(618,211)
Administrative expense	(36,641)	(28,694)	(34,485)
Net change in plan fiduciary net position	286,943	(365,872)	2,434,676
Plan fiduciary net position - beginning	12,606,985	12,972,857	10,538,181
Plan fiduciary net position - ending	<u>12,893,928</u>	<u>12,606,985</u>	<u>12,972,857</u>
Net Pension Liability - Ending	<u>\$ 3,415,656</u>	<u>\$ 1,937,137</u>	<u>\$ 1,557,395</u>
Plan fiduciary net position as a percentage of the total pension liability	79.06%	86.68%	89.28%
Covered-employee payroll	\$ 6,317,675	\$ 5,828,844	\$ 5,849,479
Net pension liability as a percentage of covered-employee payroll	54.07%	33.23%	26.62%

**TOWN OF COVENTRY, CONNECTICUT
SCHEDULE OF EMPLOYER CONTRIBUTIONS
LAST TEN FISCAL YEARS**

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Actuarially determined contribution	\$ 893,822	\$ 736,564	\$ 765,258	\$ 832,855	\$ 1,040,895	\$ 1,097,988	\$ 1,079,028	\$ 728,299	\$ 673,765	\$ 565,362
Contributions in relation to the actuarial determined contribution	798,564	790,404		832,855	1,139,895	1,267,988	1,097,988	1,097,988	873,765	565,362
Contribution Deficiency (Excess)	\$ 42,742	\$ 53,840	\$ (765,258)	\$ -	\$ 98,000	\$ 170,000	\$ 18,962	\$ 369,889	\$ -	\$ -
Covered-employee payroll	\$ 5,335,678	\$ 5,519,736	\$ 5,707,527	\$ 6,161,861	\$ 6,163,476	\$ 5,811,077	\$ 5,811,077	\$ 5,849,479	\$ 5,828,844	\$ 6,317,675
Contributions as a percentage of covered-employee payroll	13.80%	14.32%	0.00%	13.52%	16.43%	21.62%	18.89%	18.77%	11.56%	8.95%

Notes to Schedule

Valuation Date: July 1, 2015
 Measurement Date: June 30, 2016
 Actuarially determined contribution rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported

Methods and assumptions used to determine contribution rates:

Actuarial cost method: Entry Age Normal
 Amortization method: Level percentage of salary - open
 Remaining amortization period: 15 Years
 Asset valuation method: Asset gains and losses are recognized over a four-year period at 25% per year.
 Inflation: 3.00%
 Salary increases: 3.00%
 Investment rate of return: 7.50%
 Retirement age: Police Sworn: 45/20
 Non-Uniformed Police: Rule of 85
 Non Police Bargaining Unit Employees: 10% at 60, increasing to 100% at 65
 Non Bargaining Unit Employees: 62/5
 Mortality: RP-2014 adjusted to 2008 Total Dataset Mortality Table projected to valuation date with Scale MP-2015.

**TOWN OF COVENTRY, CONNECTICUT
SCHEDULE OF INVESTMENT RETURNS
LAST THREE FISCAL YEARS**

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Annual money-weighted rate of return, net of investment expense	(0.37%)	1.25%	15.71%

**TOWN OF COVENTRY, CONNECTICUT
SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
TEACHERS RETIREMENT PLAN
LAST TWO FISCAL YEARS**

	<u>2016</u>	<u>2015</u>
Town's proportion of the net pension liability	0.00%	0.00%
Town's proportionate share of the net pension liability	\$ -	\$ -
State's proportionate share of the net pension liability associated with the Town	<u>34,183,863</u>	<u>31,555,211</u>
Total	<u>\$ 34,183,863</u>	<u>\$ 31,555,211</u>
Town's covered-employee payroll	\$ 12,733,792	\$ 12,100,327
Town's proportionate share of the net pension liability as a percentage of its covered-employee payroll	0.00%	0.00%
Plan fiduciary net position as a percentage of the total pension liability	59.50%	61.51%

Notes to Schedule

Changes in benefit terms	None
Changes of assumptions	During 2011, rates of withdrawal, retirement and assumed rates of salary increases were adjusted to reflect actual and anticipated experience. These assumptions were recommended as part of the Experience Study for the System for the five-year period ended June 30, 2010.
Actuarial cost method	Entry age
Amortization method	Level percent of salary, closed
Remaining amortization period	22.4 years
Asset valuation method	4-year smoothed market



AGENCIES

Image above: The Eastern Highlands Health District's web page. The Town of Coventry is a member of this health district.



Eastern Highlands Health District

2015-2016

ANNUAL REPORT



SERVING THE TOWNS OF:
ANDOVER, ASHFORD, BOLTON, CHAPLIN, COLUMBIA, COVENTRY,
MANSFIELD, SCOTLAND, TOLLAND AND WILLINGTON
POPULATION: 81,002 SERVICE AREA: APPROXIMATELY 208 SQUARE MILES

Health District Staff

Robert L. Miller, MPH, RS	Director of Health
Kenneth Dardick, MD	Medical Advisor
Glenn Bagdoian, RS	Sanitarian II
Millie Brosseau	Administrative Assistant
John Degnan, MA	Public Health Emergency Preparedness Coordinator
Holly Hood, MPH, RS	Sanitarian II
Sherry McGann, RS	Sanitarian II
Jeff Polhemus, RS	Chief Sanitarian
Jody Schmidt, MS, RS	Sanitarian II
Lynette Swanson	Environmental Health Inspector
Ana Zeller, RD	Community Health and Wellness Coordinator



Back left to Right: Glenn Bagdoian, Ana Zeller, Jody Schmidt, Jeff Polhemus, Rob Miller *Front left to Right:* Sherry McGann, Holly Hood, Millie Brosseau, John Degnan.

EHHHD Board of Directors

Elizabeth Paterson (Chair)	Town of Mansfield
John Elsesser (Vice Chair)	Town of Coventry
Joyce Stille (Assistant Treasurer)	Town of Bolton
Maria Capriola (Alternate)	Town of Mansfield
Rick Field	Town of Tolland
Matt Hart	Town of Mansfield
Christina Mailhos (Alternate)	Town of Willington
Robert Morra (Alternate)	Town of Bolton
Natasha Nau	Town of Columbia
Paul Schur	Town of Willington
Barbara Syme	Town of Scotland
M. Deborah Walsh	Town of Coventry
Steve Werbner	Town of Tolland
Mike Zambo	Town of Ashford
Vacant	Town of Andover
Vacant	Town of Chaplin



Back: Barbara Syme, Deborah Walsh, Mark Walter (Columbia as of July 2016), Joyce Stille, Steve Werbner, John Elsesser and Medical Advisor Dr. Kenneth Dardick.

Mission Statement -

Eastern Highlands Health District is committed to enhancing the quality of life in its communities through the prevention of illness, promotion of wellness and protection of our human environment.

Vision - Healthy people, healthy communities ... healthier future.



Message from the Director

Another year has gone by and once again I have the honor of presenting the Eastern Highlands Health District's Annual Report. I am pleased to report this past year was marked by a number of exciting new initiatives, events, and activities that advanced the health district's mission to prevent illness and promote wellness.

I would like to take this opportunity to highlight just a few of the agency fiscal year 2015/2016 efforts that supported our vision for a 'healthier future' for all individuals in the Eastern Highlands Health District:

Community Health - Our Plan4Health initiative, in partnership with the Connecticut Chapter of the American Planning Association, was a great success this past year. Key informant interviews and focus groups informed the development and launch of an online toolkit for local planning and zoning commissions. The toolkit targets local officials in small towns charged with control of local land use policies, seeking to support land use decisions that promote active living and healthy eating. The toolkit can be found at www.healthyeasternct.com

Emergency Public Health Preparedness - The Eastern Highlands Health District spearheaded DEMHS Region 4's contribution to the Connecticut Department of Public Health state-wide medical counter measures, full-scale exercise in April. By coordinating and hosting Region 4's clinic for mass dispensing of anti-biotics, the health district obtained valuable experience for staff and area volunteers, while testing our local and regional plans to stand up and operationalize a mass-dispensing clinic site in response to a notional community wide disease outbreak. Over 130 volunteers and 10 community partner agencies participated.

Main Office Reorganization - An appropriation by the board of directors funded the reorganization of the main health district office. The project achieved its objective to optimize space, maximize efficiencies, and enhance the welcoming, professional atmosphere for both customers and staff.

I hope this information, and the following information in this annual report is helpful, and informative. As always, it is immensely important to recognize our community partners. Their support in our efforts to prevent illness and promote wellness in the citizens we serve cannot be under-valued. Together we comprise a local public health network that continues to make great strides in protecting the communities we serve. I thank you for your dedication and commitment to local public health.

My door is always open.

Yours in Health,

Robert L. Miller, MPH, R.S.
Director of Health



Tel: (860)429-3325 • Email: ehhd@ehhd.org • www.ehhd.org

EHHD'S PROGRAMS AND SERVICES

Eastern Highlands Health District works diligently to comply with all State of Connecticut mandates for district health departments. We provide the community with a range of programs and services to promote and protect environmental, personal, and community health.

Emergency Preparedness

Public Health Emergency Preparedness Planning

Exercises are an integral part of Public Health Emergency Preparedness and Response. Although they utilize resources that are finite, exercises pay a significant return on the investment as they help us to validate our capabilities and identify our strengths and limitations. The next logical step is to correct areas that challenge our capacity to respond. Eastern Highlands Health District (EHHD) continues to update and refine its local Public Health Emergency Response Plan (PHERP) and its Mass Dispensing Annex to that plan. These plans provide the framework and processes that would be used in the event of a large-scale natural disaster or any human caused emergency such as a hazardous materials spill, a radiation incident or a terrorist event, to insure that the appropriate public health and medical resources will be readily available and their distribution will be coordinated effectively.



In the spring of 2016, the EHHD conducted a Full Scale Exercise of our Mass Dispensing Plan. EHHD took the lead role in Region 4 by opening and operating a Point of Dispensing (POD) at the E.O. Smith High School. More than 80 staff and volunteers participated. The exercise was directed by the Health District staff who assumed the lead roles in clinic operations. Other participants included Mansfield Emergency Management, Mansfield Resident Troopers, E.O. Smith High School staff, the Eastern Highlands Medical Reserve Corps, and doctors, nurses and pharmacists from UCONN Student Health Services. Additionally, staff from all of the Region 4 health districts supported the exercise and many UCONN students and local volunteer residents played the role of patients. An After Action Report and improvement plan was prepared by the Department of Public Health and will assist the district in program improvement going forward.

If you are interested in the Medical Reserve Corps or registering as a Public Health Reservist please go to www.ehhd.org/volunteer.

Environmental Programs

Water Quality – EHHD reviews and approves private well sites and drinking water analysis reports to assure that the drinking water supplies are free of harmful bacteria, chemicals and pollutants. Our sanitarians provide guidance and information to residents with water quality issues and concerns. The health district also inspects and monitors the water quality at public bathing areas and public swimming pools to assure compliance with water quality and health safety standards.

Subsurface Sewage Disposal – EHHD sanitarians conduct site evaluations and soil testing, review septic system design plans, issue permits to construct, and conduct site inspections during construction to verify compliance with codes and technical standards. The health district is also required to evaluate the septic system impacts from proposed building additions, accessory structures and use changes on all properties served by on-site subsurface sewage disposal systems.

Food Protection – All food service establishments are inspected frequently and operating licenses are renewed annually. Temporary and special events, including Farmers' Markets, where food is served to the public, are also licensed and inspected for food safety compliance.

Campground/Daycare/Youth Camp Inspections – EHHD conducts annual family campground inspections, biennial daycare inspections, and assists the State of Connecticut with youth camp kitchen inspections.

Complaint Investigation/Code Enforcement – EHHD staff investigate all complaints received by the department, ranging from food protection and water quality concerns to housing, sewage and vermin problems. Where conditions are found that violate the Public Health Code or Connecticut General Statutes, and the conditions are not immediately corrected, property owners or violators are subject to enforcement procedures.

Childhood Lead Poisoning Prevention – EHHD receives laboratory reports of blood lead tests for children under age 6 when blood lead levels are 5 µg/dL or above, and tracks these cases until the child's blood lead level is confirmed below this reference level. The health district provides re-test reminder letters and educational packets to these families to help them understand the health risks associated with lead exposure and assist them in identifying and reducing lead hazards in their child's environment. Elevated blood lead levels can require additional intervention by the health district including property inspections and lead abatement enforcement.

Communicable Disease Surveillance & Control

Disease Surveillance – EHHD conducts communicable disease surveillance to detect outbreaks. Examples of communicable diseases include but are not limited to: hepatitis, rabies, and foodborne illness. Statistics detailed at the end of this report represent the total number of reported disease cases that have public health significance in member towns. (It is generally acknowledged that these diseases are underreported within the population.)

Disease Control – Clinical laboratory and physician case reports are reviewed for possible follow-up and investigation. Outbreaks of disease are investigated, and measures to prevent and control further spread of disease are implemented when necessary.

Community Health

Health Promotion initiatives in the Health District focus on developing sustainable interventions and nurturing partnerships to build a healthier community. While targeted programming is utilized when appropriate, our current focus is on policy, systems, and environmental changes to promote and encourage healthy lifestyles for all member town residents, employees, and visitors.



Tobacco Free Living – Focusing on policy, systems, and environmental changes, EHHD developed toolkits to encourage towns in Tolland County to adopt smoke free policies or ordinances to make their workplaces smoke free. Last year, EHHD focused on making public spaces and parks smoke free. Two toolkits were developed to assist communities. They can be found here: <http://www.ehhd.org/Tobacco-Free-Living>. This year, EHHD assisted the town of Mansfield in writing and implementing a smoke free workplaces policy. A toolkit was developed to assist other organizations and communities to

implement similar policies. This toolkit can be found here: www.ehhd.org/toolkit. In addition, EHHD has developed a summary of smoking cessation resources. The resources include web, phone, and in person based cessation methods and can be found at www.ehhd.org/tobaccocessation.

Be Well – Developed by EHHD in 2006, this program provides comprehensive programming and promotion on a contractual basis to local employers. The goal of this employee wellness program is to improve the overall health and wellness of employees through initiatives that target risk factors and issues that influence health. Provided as a full contracted service to four employers in health district towns (Town of Mansfield, Mansfield BOE, Region 19 BOE, and the Town of Tolland), basic Be Well initiatives are also provided to member town, school employees and private sector business through the State Preventive Health Block Grant (to focus on policy and environmental changes to reduce the incidence of obesity in worksites). Each year Be Well contributes to strong health outcomes and a significant return-on-investment for participating employers. Examples of programs and policies implemented include, but aren't limited to, tobacco/smoke free campuses, monthly wellness newsletters, online wellness resources, onsite fitness and yoga classes, biometric health screenings, and onsite nutrition and wellness seminars and recipe demonstrations. You may learn more about the program at www.ehhd.org/be_well. If you're interested in having Be Well be part of your business or organization please email Be Well at Be_well@ehhd.org.



Health Education: EHHD provides its member towns and residents with an online web portal for health information and regular updates with health and wellness "hot topics." Our health updates and information focus on providing our communities with information to prevent chronic disease through healthy eating and active living. We focus our "hot topic" health updates on providing clear and concise information on health topics pertaining to a particular month or season (i.e. sun safety or Lyme disease.) Find more information at www.ehhd.org/healthpromotion and sign up for our "hot topic" health updates at www.ehhd.org.

PLAN4Health

An American Planning Association Project

Plan4Health Initiative: Anchored by the American Planning Association (APA) and the American Public Health Association (APHA), the Plan4Health grant funded EHHD and the Community Health Action Response Team (CHART) to implement strategies to increase physical activity and access to healthy food for our region. During the strategic planning process, CHART identified that town planning and zoning commissions and other land use managers have a significant impact on their communities in a number of ways, including community health. However, interviews of key stakeholders revealed that these leaders do not feel they have the necessary knowledge and information to make public health-related decisions. As such, CHART developed strategies to promote local public health planning partnerships. This process led us to the development of an online toolkit designed to provide public health tips, tools, and resources tailored for small town planning commissions and other local advocacy advisory groups. The toolkit is available online at: www.healthyeasternct.com



Public Health

Prevent. Promote. Protect.

Local health departments work across the nation to prevent disease, promote health and protect communities. The National Association of County and City Health Officials (NACCHO)

developed this logo to promote universal recognition of this critical work and to provide a consistent image and message for local health departments. EHHD is proud to support this national effort.

What is a Health District?

Health districts are much like full-time municipal health departments in the services they provide. They are governmental entities that carry out critical local public health functions that include: infectious disease control, code enforcement and health education. Through a binding relationship with member towns (provided for in state statutes), services are offered to a group of towns that may not otherwise have a full-time health department without district membership. Joining a health district is an attractive option for towns because they are provided access to full-time public health services at minimal cost. District membership increases the ability of a town to benefit from grant-funded public health programs. Towns that are members of health districts provide annual per capita contributions to support health district operations.

EHHD History

As one of 50 full time health departments in Connecticut, the Eastern Highlands Health District provides services to a little more than two percent of the state's population. The district was formed in June of 1997 when town leaders and residents of Bolton, Coventry and Mansfield realized that pooling resources could increase the scope and quality of public health services by providing a full-time public health staff while reducing expenses. In 2000, the Town of Tolland joined the District, and subsequently, the Towns of Willington (in 2001) and Ashford (in 2004). In June of 2005, four other contiguous towns (Andover, Chaplin, Columbia and Scotland) became part of the Health District. Each of these ten towns now has the benefits of full-time public health services, ensuring that the essential services of local public health are met for these communities.

Top 10 Benefits Your Community Receives as a Member of a Public Health District:

1. A professionally staffed department with fully trained and certified personnel.
2. Improved availability of services; seven days a week, 24 hours a day for emergencies.
3. Less fragmentation of services.
4. Uniform enforcement of state laws and regulations, codes and ordinances.
5. A regional approach to public health problems that cross town lines.
6. Pooling of manpower for backup services in times of need.
7. The capability to address a wider scope of public health problems and issues than your community could manage on its own.
8. Reduction of waste and maximized effectiveness through problem identification, priority setting, improved coordination and more efficient use of resources.
9. Eligibility for extensive state and federal funding, bringing services to the local level that might not otherwise be possible.
10. An opportunity for your town to network with other local health departments and state agencies.

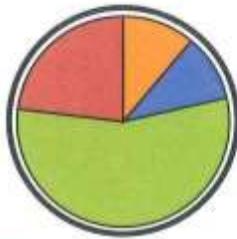
10 Essential Services of Local Public Health:

1. **Monitor** health status to identify community health problems.
2. **Diagnose** and **investigate** health problems and health hazards in the community.
3. **Inform, educate** and **empower** people about health issues.
4. **Mobilize** community partnerships to identify and solve health problems.
5. **Develop** policies and plans that support individual and community health efforts.
6. **Enforce** laws and regulations that protect health and ensure safety.
7. **Link** people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. **Assure** a competent public and personal health care workforce.
9. **Evaluate** effectiveness, accessibility and quality of personal and population-based health services.
10. **Research** for new insights and innovative solutions to public health problems.

EHHD

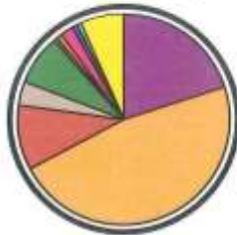
Budget Fiscal Year
2015/2016

FY 2015/2016 Revenue



License Fees	\$111,163
Program Fees	\$103,737
Local Funds	\$551,354
State Funds	\$229,444
Total Operating Revenues	\$995,698

FY 2015/2016 Expenses



Personnel: Administrative/Management	\$200,717
Personnel: Environmental Health	\$475,310
Personnel: Community Health	\$102,246
Personnel: Emergency Preparedness	\$35,546
Contractual	\$81,419
Legal	\$237
Vehicles/Travel	\$6,055
Insurance	\$22,620
Communications	\$7,057
Education/Training	\$1,419
Other	\$66,313
Total Operating Expenditures	\$998,939

* Figures not audited at the time of this publication.

EHHD Service and Activities Data by Town

	Andover	Ashford	Baltan	Chaplin	Columbia	Coventry	Mansfield	Scotland	Tolland	Willington	District Totals
COMPLAINTS											
AIR QUALITY	0	1	2	0	0	0	5	0	1	0	9
ANIMALS/ANIMAL WASTE	0	0	1	1	0	0	0	0	1	0	3
ACTIVITY WITHOUT PROPER PERMITS	2	1	0	0	0	0	0	1	1	0	5
FOOD PROTECTION	0	0	1	0	0	1	5	0	3	1	11
HOUSING ISSUES	3	4	6	0	2	2	9	0	0	5	31
EMERGENCY RESPONSE	0	0	2	0	0	0	1	0	2	0	5
REFUSE/GARBAGE	0	0	1	1	4	0	2	0	2	2	12
RODENTS/INSECTS	0	0	3	0	0	0	3	0	0	1	7
SEPTIC/SEWAGE	2	12	4	2	4	1	4	0	2	1	32
OTHER	0	1	0	0	1	0	2	1	0	2	7
WATER QUALITY	0	0	4	0	0	1	3	1	3	1	13
TOTAL	7	19	24	4	11	5	34	3	15	13	135
HEALTH INSPECTION											
GROUP HOMES	0	0	0	0	0	1	1	0	0	0	2
DAY CARE	0	1	0	1	1	2	2	0	7	2	16
CAMPS	1	2	0	1	0	0	0	1	1	1	7
PUBLIC POOL	0	5	0	0	0	2	3	1	2	3	16
OTHER	1	0	2	0	3	0	3	0	0	0	9
SCHOOLS	0	0	0	0	0	0	0	0	0	0	0
MORTGAGE, FHA, VA	0	2	0	0	0	0	1	0	0	0	3
BATHING AREAS	0	0	0	0	0	0	0	0	0	0	0
TOTAL	2	10	2	2	4	5	10	2	10	6	53
ON-SITE SEWAGE DISPOSAL											
Site inspection -- all site visits	18	67	38	60	59	172	173	36	153	65	841
Deep hole tests -- number of holes	48	50	140	33	160	128	121	15	86	57	838
Percolation tests -- number of holes	9	14	11	10	12	22	40	5	21	13	157
Permits issued, new	4	3	5	0	19	15	11	1	8	0	66
Permits issued, repair	7	5	15	4	24	34	26	2	21	11	149
Site plans reviewed	9	9	20	4	30	43	35	2	32	17	201
B100a reviews	25	44	20	14	70	117	79	5	131	33	538
WELLS											
WELL SITES INSPECTED	7	7	0	3	4	37	34	8	19	5	124
WELL PERMITS ISSUED	7	5	8	3	20	13	35	6	18	5	120
LABORATORY ACTIVITIES (Samples Taken)											
Potable water	0	0	10	0	0	3	32	0	0	0	45
Surface water	5	15	36	0	39	172	24	0	35	36	362
Ground water	0	20	4	0	0	0	0	0	0	0	24
Rabies	0	0	0	0	0	0	0	0	0	0	0
Lead	0	11	0	0	0	0	29	0	0	0	40
Other	1	0	1	0	0	1	2	0	0	0	5
FOOD PROTECTION											
Inspections	17	33	27	24	22	76	215	3	78	41	536
Reinspections	5	2	4	0	1	2	30	0	5	6	55
Temporary permits	9	42	19	2	10	77	62	11	18	14	264
Temporary inspections	10	0	6	0	0	167	7	7	1	0	198
Plan reviews	1	2	1	0	0	2	7	0	1	0	14
Pre-operational inspections	4	4	2	0	1	1	27	0	0	1	40
LEAD ACTIVITIES											
Housing inspection	0	1	0	0	0	0	7	0	0	0	8
Abate plan reviewed	0	0	0	0	0	0	0	0	0	0	0
MISCELLANEOUS ACTIVITIES											
Planning and Zoning referrals	0	0	0	0	4	1	0	1	0	2	8
Subdivision reviewed (per lot)	0	0	3	0	4	4	12	0	0	2	25

Selected Reportable Diseases for Calendar Year 2016 by Town *

	Andover	Ashford	Bolton	Chaplin	Columbia	Coventry	Mansfield	Scotland	Tolland	Willington	District Totals
Babesiosis	0	0	0	0	2	1	8	0	2	0	13
Campylobacter	0	2	0	2	0	3	2	0	3	1	13
Chlamydia	6	10	9	6	19	20	49	0	28	16	163
Cryptosporidium	0	0	0	0	0	0	1	0	3	0	4
Cyclospora	0	0	0	0	0	0	0	0	0	0	0
E. Coli O157/STEC	0	0	1	0	0	0	5	0	0	0	6
Ehrlichiosis/Anaplasmosis	0	0	0	0	0	0	0	0	0	0	0
Giardia	0	1	0	0	0	0	0	0	1	0	2
Gonorrhea	0	1	0	1	0	4	7	0	3	1	17
Group A Streptococcus	0	0	0	0	0	1	0	0	0	0	1
Group B Streptococcus	0	0	0	0	0	1	0	0	1	0	2
Haemophilus Influenzae	0	0	0	0	0	0	1	0	0	0	1
Hepatitis A	0	0	0	0	0	0	0	0	0	0	0
Hepatitis B	0	0	0	0	0	0	0	0	0	0	0
Hepatitis C	2	3	3	1	0	7	8	0	6	2	32
Lead-Elevated Blood Lead Levels in children up to age 6 (5-9.9 ug/dl)	0	2	1	0	2	5	10	0	4	5	29
Lead-Elevated Blood Lead Levels in children up to age 6 (10-19 ug/dl)	0	0	1	0	0	0	1	0	2	1	5
Lead-Elevated Blood Lead Levels in children up to age 6 >20 ug/dl	0	0	0	0	0	0	3	0	0	0	3
Listeria	0	0	0	0	0	0	0	0	0	0	0
Lyme Disease	5	15	3	9	14	22	42	6	25	14	155
Measles	0	0	0	0	0	0	0	0	0	0	0
Methicillin Resistant Staphylococcus Aureus	0	1	0	0	1	4	3	0	3	3	15
Mumps	0	0	0	0	0	0	0	0	0	0	0
Neisseria Meningitis	0	1	0	0	0	0	0	0	0	0	1
Pertussis	0	2	0	0	0	0	4	0	0	0	6
Rubella	0	0	0	0	0	0	0	0	0	0	0
Salmonella	0	2	0	0	0	1	1	0	0	0	4
Shigella	0	0	0	0	0	0	0	0	0	0	0
Streptococcus Pneumoniae	0	0	0	1	1	0	2	0	5	0	9
Syphilis	0	0	0	0	0	0	0	0	1	0	1
Tuberculosis Cases (Active)	0	0	0	0	0	0	0	0	0	0	0
Varicella	0	0	1	0	0	0	0	0	0	0	1
Vibrio	0	0	0	0	0	0	0	0	0	0	0
West Nile Virus	0	0	0	0	0	0	0	0	0	0	0
Yersinia	0	0	0	0	0	0	0	0	0	0	0

*The case numbers above are considered to be below actual figures due to under reporting.



4 South Eagleville Road
Mansfield, CT 06268