

Annual Report

Town of Coventry
Connecticut

Fiscal Year
July 1, 2016 –
June 30, 2017

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

860-742-6324
www.coventryct.org



Front cover: Milestones during 2016-2017 (top to bottom): construction of a new gazebo at Millbrook Park; construction of a new playscape at Laidlaw Park, and start of the replacement of the lake gate/dam at Coventry Lake.



TOWN OF COVENTRY ANNUAL REPORT FY 2016 – 2017

Above right: A Bald Eagle visits the radio tower at Town Hall in September of 2016. Several pairs of Eagles have made Coventry Lake their home recently. Photo by Laura Stone.

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Above: members of the Village Improvement Society plant daffodil bulbs in front of Town Hall during the fall of 2016 as part of their annual Daffodil Beautification Project. Since the program's inception in 1990, VIS members and friends have donated and planted over 100,000 daffodils in public places around Coventry. Photo by Laura Stone.

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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



July 1, 2016 through June 30, 2017 presented many challenges to the Town Council. Our number one obstacle was the State of Connecticut's lack of a budget. Due to the inability of our State's leaders to pass a budget or even provide guidance on state revenues and new unfunded mandates, we as a Council made the unprecedented decision to postpone sending a budget to Referendum during this fiscal year. This was not a decision made lightly. In 2016 – 2017 Coventry's grand list grew by only .1%. The State's budget proposals ranged in cuts and new mandates adding over \$6 million in taxpayer burden to just over ½ mill.

In the last months of the year, Town Councilman Tom Pope became very ill and passed away. Tom's leadership and input on the Town Council and his friendship are greatly missed.

In order to provide some stability to taxpayers we established the mill rate at 32 mills in June 2017, an increase of .8 mills from the existing 31.2 mills. Because the Governor had proposed capping motor vehicle taxes at 32 mills our decision gave the Council a target to try and hold the line to going forward and would eliminate the need to send out supplemental motor vehicle tax bills once the State passed their budget. We now know that the Council took exactly the best path for Coventry during these times of constantly changing state proposals and unprecedented impacts to our town budget. The final budget approved in November 2017 remains at the 32 mill rate.

2016 – 2017 was a very busy year. The Town Council raised questions about the proposed Library expansion project and worked with the Library Building committee and Town staff to reduce the proposal we received from the prior Council by \$1,500,000. The Council sought further changes in the plan to further reduce its costs but the Library Building committee did not agree to make additional changes in the scope of the project.

The Town had an opportunity to bring natural gas to the Town Hall, Middle School/High School complex, the School administration building, the Town Annex, the police station and the Fire Station across from the town hall and the Council seized on this opportunity. Working with one of our committees who had access to engineering services the Council and the Board of Education, we entered into an agreement to convert these buildings to natural gas which was predicted to save millions of dollars in future fuel and maintenance costs and would enable the town to create a mini-grid that would continue to function during emergencies. It also enabled homeowners along the route of the gas line to convert to natural gas if they wished.

Coventry has been well served by many wonderful volunteers in our fire and ambulance services for many years. In early 2016 the Town Council was told that we were no longer able to provide volunteer coverage during the regular work week. Working with town staff and the volunteers on our ambulance service the Town Council chose a staffing company that is now providing ambulance services during the day on weekdays. This provides much faster response times for our town residents and the insurance fees from the new coverage has been able to pay for the costs of this service.

The prior Council had brought to referendum in November 2015 a request to purchase a new Quint fire truck for \$950,000. Working with town staff and the fire association the Town found and purchased a used Quint in fantastic condition for \$187,000. Our volunteers have been training on this new equipment

and it is now available. The Town Council also approved the purchase of a much needed Water Tanker to solve a long standing problem of lack of water at fire scenes. The Town Council then authorized our Fire Administrator and Fire Chiefs to reduce our fleet of apparatus and sell items no longer in service.

The Town council continued to support our award winning police force and our Fire Departments and continued to work with the Fire Departments to continue to consolidate them into one Coventry Fire Department.

We added a fourth tennis court at the High School so our school teams could host home matches – something they have never been able to do before. The Council reduced the annual COVRRA (waste collection) fees for every Coventry household.

Julie Blanchard
Town Council Chairwoman

Town Manager



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

To the Town Council and Community:

The Town Charter requires that an annual report be prepared to create a record of the activities of the past fiscal year. It is an opportunity to look back and reflect on what was accomplished and what the financial position of the Town is. I am pleased to submit the annual report for the Town of Coventry for the period of July 1, 2016 through June 30, 2017. I want to thank the many volunteers, elected officials and especially my staff who worked hard to produce quality results. I can proudly say that this was a year of significant progress.

Projects years in the making finally entered the construction stage. The most notable is the reconstruction of the Village section of Main Street.

While construction impacts were difficult it has led to a transformation of the area which was recognized by the Connecticut Conference of Municipalities with a Municipal Excellence Award. The new sidewalks with lighting, adaptive reuse of the Tracy Shoddy Mill (now Millbrook Place), and a gazebo in Millbrook Park will lead to strong economic growth.

We also started addressing community concerns, working on identifying the order of magnitude and solutions to crumbling concrete foundations to many of our homes. Working with the Eastern Highlands Health District we started efforts at facing the opioid epidemic affecting our state.

We also realigned our fire fleet by purchasing a long-requested tanker truck and used aerial apparatus and selling off older equipment. The Town completed the transition of accepting the ambulance license from Coventry Volunteer Fire Association and hired a temporary staffing agency to provide daytime response Monday-Friday while continuing to rely on volunteers for nights and weekends.

Other projects of note include:

- Extending waste recycling and disposal contracts
- Police re-accreditation: Gold Standard
- Senior citizen tax abatement program
- Activating the CHS Walls Building Committee
- Starting a study to bring sewers in from Bolton on Rt. 44 for a limited commercial development district
- Starting the update of the Plan of Conservation and Development

In personnel matters we negotiated a record 4 contracts with our unions and working together arrived at fair agreements on wages and increased insurance premium cost sharing. We note the retirements of Elizabeth Bauer, Noel Waite, Leigh Wajda and Gail McDonnell and the departures of Carrie Concatelli, Mark Samsel and Richard Pleasant. New hires include: Amanda Backhaus, Emma King, Kelsey Carpenter, Olaph Anderson, Oliva Beausoleil and Eric Hurlburt.

Please review the Finance Department section to see the Town is fiscally strong with improvements to fund balance and pension funding, despite mid-year State funding budget cuts and a painful process of the State not having a budget completed when the next fiscal year started. We once again received an

award for our Comprehensive Annual Financial Report. It should be noted that our regional health insurance pool produced savings allowing stable rates and a major 7% premium reduction for FY 17/18.

We continued to be good stewards of our environment and reduced our energy use and changed to cleaner fuels. One of the most significant projects was completing the first year of running the Farmers' Market. Other projects include:

- Treating Eagleville Lake for Fanwort
- Treating Coventry Lake for Hydrilla
- Obtaining two America the Beautiful grants and planting over 50 trees
- Working of renewing the Creaser Park lease with the State, enlarging the community gardens and working with students to add a beehive there
- Adding solar to North Coventry Fire Station
- Converting streetlights to LED
- Completing the purchase of development rights for the Reynolds Farm on Flanders Road
- Acquiring 272 acres of land from CT DOT as dedicated open space
- Continuing to work through issues to purchase the Williams parcel on Cooper Lane as open space

On the energy front the biggest project was to work with CT Natural Gas to bring natural gas to our municipal/school complex on Main Street/Ripley Hill. This allowed installation of cost efficient and cleaner natural gas boilers at the high school, middle school, police department, fire station, Town Hall and school administration building. It also opens the door to a microgrid resiliency project.

We also were recognized for our efforts and received a national SolSmart Gold award, a Greenbank award for our Home Energy Solutions audit work and ran a second round of Solarize Coventry to increase the number of residential solar installations.

On the construction front we finished the Road and Hardscape Bond work including adding a tennis court, improving basketball courts and introducing pickle ball to our town. Working with Coventry Soccer we were able to add an additional soccer field at Laidlaw Park including the first irrigated field. Permits were approved for the grant-funded lake gate replacement and sidewalks continued from the middle school to Hemlock Point. Pucker Street Bridge was completed and plans finalized for a Library building expansion referendum.

We had a successful year for grants including:

- CDBG Small Cities for roof replacement and more at all Orchard Hills senior housing buildings
- Historic documents preservation to scan documents in the Town Clerk's office
- "Telling Stories that Matter" grant from the Last Green Valley to share a collection of old photos of Coventry with the community
- Creation of a pocket park on Depot Road at the old mill side of the dam
- Bullet-proof vests for the Police Department
- A study of UConn traffic impacts to the region
- Concept design of a possible trail over the former Rt. 6 Expressway land
- A replacement van for the Elderly Transportation program
- An Agricultural Viability grant for linking businesses to our Farmers' Market
- Replacement of Folly Lane Bridge
- CDBG funds for a handicapped lift at Millbrook Place
- Lake/Cross Street reconstruction

- Main Street sidewalk extension to the Library from the State project, a pocket park, adaptive reuse of Tracy Shoddy Mill (now Millbrook Place) and a gazebo at Millbrook Park

So I hope you agree that there has been a lot of work and progress for twelve months. I continue to be proud to serve as your Town Manager.

John A. Elsesser
Town Manager



TOWN OFFICIALS

Above right: Justin Trzaskos is sworn in as a member of the Coventry Town Council in December 2016 to fill the vacancy of a departing member.

OFFICERS, BOARDS, COMMISSIONS

As Of June 30, 2017

ELECTED

TOWN COUNCIL

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

BOARD OF EDUCATION

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

BOARD ASSESSMENT APPEALS

Joyce Chellstrop-Bonney
Robert E. Dextrateur
Joan Lewis
Joan M. Oros
Jill Wood Reviczky

ZONING BOARD OF APPEALS

Raymond Chicoine
Carol Chipkin
William Riordan
Claire Twerdy
JoAnn Watson

ZBA ALTERNATES

Elizabeth Bauer
William Bonney
Suzanne Pollinger

REGISTRAR OF VOTERS

Marjorie L. Roach
Pamela Sewell

JUDGE OF PROBATE

Barbara Gardner-Riordan

JUSTICE OF PEACE

Albert E. Bradley
Joyce Bonney
Dorothy M. Grady
M. Kathleen Krider
Patricia Naegeli
Joan M. Oros
Darby Pollansky
Jill Wood Reviczky
Sondra A. Stave

APPOINTED

TOWN MANAGER

John A. Elsesser

TOWN ATTORNEY

Duncan Forsyth

SUPERINTENDENT OF SCHOOLS

David Petrone

AUDITOR

Blum Shapiro

FINANCE DIRECTOR/TREASURER

Amanda Backhaus

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

Emma King

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

Harvey Barrette

Brian W. Canny

Michael F. Cleary

Kathy Fournier

John Wilnauer

CEMETERY COMM

Kevin Arpin

Thomas Scott Boudreau

Roger "Michael" Chapman

Anne Claudine Vieten

1 vacancy

CONSERVATION COMM

Brian D. Coss

Arthur Hall, Jr.

Leroy Lowe, Jr.

Paul C. Manzone

Vincent E. Messino

Robert R. Proctor

1 vacancy

ECONOMIC DEVELOPMENT COMM

Barbara Barry

Kristen Bilotta

Samuel Belsito

Richard Giggey

William J. Jobbagy

Alex Koenigsberg

Mark C. Lavitt

Timothy Liptrap

Sondra A. Stave

HOUSING AUTHORITY

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

**HUD HOUSING REHAB/
FAIR HOUSING COMM**

Albert Bradley
Dorothy Grady
Marjorie L. Roach
Sarah Szczbak
1 vacancy

INSURANCE ADVISORY

Dena DeJulius
David E. Forte
3 vacancies

PARKS & RECREATION

Sean Butler
Marie Gallo-Hall
Todd W. Messier
Jillian Miner
Jennifer Rodgers

PARKS/RECREATION ALT.

Nicolette Rustic
1 vacancy

COVENTRYVISION COMMITTEE

David Lamore
Konrad Mroczek
Bruce M. Stave
Laura Stone
1 vacancy

PENSION & RETIREMENT

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

PERSONNEL APPEALS BOARD

Benedict Emanuele
Paul F. Jatkowski
Barbara E. Riordan
William J. Zenko
3 vacancies

**PLANNING & ZONING
COMMISSION**

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

P&Z ALTERNATES

Robert Burrington
Steven Hall
1 vacancy

**INLAND WETLANDS
AGENCY**

Charles S. Clapp, Jr.
Lori J. Mathieu
Luke McNaboe
Sam Norman
Thomas P. Woolf

**INLAND WETLANDS
ALTERNATES**

David W. Sorch
1 vacancy

**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
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 Molleur
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 Dittrich, CVFA
Ray Eldridge, Jr., NCVFD
John Elsesser, Tn. Mgr.
Geoff Firth, CVFA
Mark Kiefer, Pub. Works
Rick Landry, NCVFD
Mark Palmer, Police Chief
Bill Trudelle, CPS
Noel Waite, Emerg. Manag.

**ENERGY CONSERVATION
/ALTERNATIVE ENERGY**

Laura Blake
Brandon Bradley
Jesse Hayes
Danielle Kloster
Jennifer Lynn Reilly
1 vacancy - alternate

**LIBRARY EXPANSION
BUILDING COMMITTEE**

William Bonney
Felicia LaPlante
Kathleen M. Ryan
Sondra Astor Stave
DeWilton Timberman
1 vacancy - 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

Carol North

CT WATER CO. ADVISORY

Albert Landry, Jr.

**CAPITOL REGION
COUNCIL OF GOVERNMENTS**

Stephen (Ed) Marek

WINDHAM REGIONAL TRANSIT

Marjorie Roach

REGIONAL MENTAL HEALTH

Christine J. Brunell

**EASTERN REGION MENTAL
HEALTH**

Linda Comeau

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

Charles Brown
John C. Clausen
Linda Comeau
Scott Gallo
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
Justin Trzaskos
Richard Williams, Jr.



ADMINISTRATION

Above: Town Manager John Elsesser and Superintendent of Schools David Petrone present their recommended budgets at the annual budget hearing in March of 2017.

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 2016

Births of residents occurring in other towns	111
Births in Town	1
Marriage Licenses issued in Coventry	92
Marriage Licenses of residents issued by other towns	78
Deaths occurring in Coventry	42
Deaths of Coventry residents occurring in other town	42
Fetal Deaths	0
Burial Permits/Cremation Permits	40

All Vital Certificates issued in our office have to be certified copies. The Town Clerk's Office issued 287 Certified Copies in 2016.

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 2016-2017: 27

LIQUOR PERMITS FY 2016-2017:

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



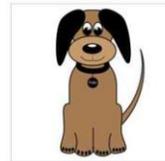
RABIES CLINIC:

Our annual Rabies Clinic held in cooperation with the Connecticut Veterinary Medical Association on May 20, 2017 at the Captain Nathan Hale School was a success. We vaccinated **FIFTY-EIGHT** 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 1,800 license renewal notices to all dog owners of record this year.



Dog Licenses issued FY 2016-2017: 1,488 dog licenses, 4 Service dogs and 15 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 for 2017 was NIKKI, who belongs to Donald & Barbara Gorneault.

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 2016-2017: 220 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.



PRESIDENTIAL ELECTION 2016:

On November 8, 2016, eligible voters for the Town of Coventry cast their vote for President of the United States, United States Senators, Representative in Congress, State Senator, State Representative, and Registrar of Voters. Town wide voter turnout was 84%. Of 8,219 registered voters in Coventry, 6,894 voted at the polls and 361 absentee ballots were cast, along with 127 Election Day Registration (EDR) Votes. The Town Clerk certified the election results to the Secretary of the State on November 8, 2016.

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 seven voters are taking advantage of this service.

FISCAL YEAR 2017-2018 BUDGET:

The budget preparation process begins 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 10th, 2016.

HISTORIC DOCUMENT PRESERVATION GRANT FY16/17:

The \$4,000 grant funds awarded were applied to scan and digitize vital records 1955-1974 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 over 30 active committees, boards and commissions, and respective town staff liaisons at the beginning of October, 2016. 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 elected and 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.



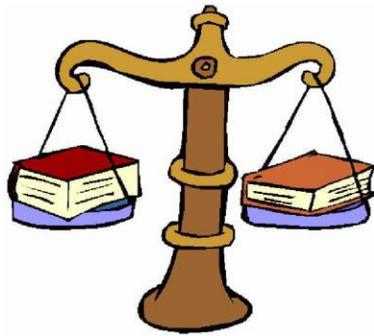
REVENUES & DISBURSEMENTS

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	2016-2017
Documents & Maps 2,417 Recorded documents, including 45 maps	\$70,713.00
Conveyance Tax	\$462,753.51
Vital Statistics	\$10,685.00
Copies of Town Records	\$14,034.25
Miscellaneous Permits, Trade Names, Postage, etc.	\$340.00
Notary	\$1,440.00
PA 05-228, 11-201, 09-229 & 13-247	122,350.00
PA 00-146	5,580.00
Fish & Game Licenses	8,035.00
Dog Licenses	24,836.75
TOTAL	\$719,768.55
DISBURSEMENTS	2016-2017
Town Revenue	229,566.17
State – Fish & Game	7,815.00
Special Dog Fund	12,571.00
State – Marriage Fees	817.00
**State PA 00-146	3,720.00
*State – PA 05-228, 11-201, 09-229 & 13-247	118,040.00
State Conveyance Tax	347,239.38
TOTAL	\$719,768.55

*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**

Elections

Accessibility of Polling Places

By law, a town's registrar of voters or legislative body must select polling places that are accessible to people with physical disabilities. If no such site is available that can reasonably be made accessible, the registrar or legislative body may file a waiver application.

A new law requires the town's building official, instead of the Office of Protection and Advocacy for Persons with Disabilities (OPA), to approve the waiver application and file a copy of the approval with the secretary of the state. (OPA is no longer funded, and its duties have been transferred to other entities.) The new law also changes the waiver submission process. Under prior law, applicants had to submit the waiver application to the secretary, who had to refer it to OPA for review within seven days of receiving it. OPA was required to inform her of its approval or disapproval within 30 days after receiving it. The new law instead requires (1) applicants to submit the waiver application to the building official for approval and (2) the secretary, within 30 days after the application is filed, to file a written objection to the waiver if she has reason to believe it should not be granted (PA 17-96, § 4, effective July 1, 2017).

Certain Endorsement and Nomination Certificates Filed with Town Clerks

A new law changes election procedures affecting certain endorsement and nomination certificates. Among other things, it (1) requires that nomination certificates for single-town district legislative candidates in a vacancy election be filed with the secretary of the state, rather than with the town clerk; (2) eliminates the requirement that endorsed candidates for town committee member sign the endorsement certificate that, by law, parties must file with the town clerk; and (3) reduces, from two to one, the number of party officials who must sign certain endorsement or nomination certificates (PA 17-143, effective upon passage).

Land Records and Real Property

Filing False Records

A new law (1) makes it a crime, classified as a class D felony, to file a false record on a municipal land record or under the Uniform Commercial Code and (2) gives victims a cause of action to petition the court to have such a record invalidated (PA 17-99, §§ 46-49, effective October 1, 2017). 2017-R-0143 July 13, 2017

Recording Trust Instruments

Existing law establishes the validity of conveyance of interest in real property by, or to, trusts and trustees. A new law requires town clerks to index an instrument by the name of the trust and trustee identified in the instrument if the grantor, grantee, releasor, releasee, assignor, assignee, transferor, or transferee is a trust (PA 17-99, § 50, effective October 1, 2017).

Miscellaneous

Beekeepers' Registrations

A new law requires beekeepers to register their bee hives with the state entomologist when they acquire bees as well as annually by October 1, as under existing law. The entomologist must make the registration information publicly available. Under the new law, however, he no longer has to forward registration information to the town clerk in the municipality where the registrant lives (PA 17-21, effective upon passage).

Registrars of Vital Statistics

Assistant Registrars of Vital Statistics

A new law removes the statutory cap on the number of assistant registrars a town's elected, appointed, or ex-officio registrar of vital statistics may appoint. Prior law allowed up to four such appointments per town. By law, assistant registrars may exercise the same powers and duties as the registrar (PA 17-46, effective October 1, 2017).

Legal Age to Marry

A new law (1) prohibits anyone younger than age 16 from being issued a marriage license under any circumstances and (2) narrows the circumstances in which such a license may be issued to a 16- or 17-year-old.

Under prior law, a 16- or 17-year-old could be issued a marriage license if the registrar of vital statistics had on file the written consent of the minor's parent or guardian. If the minor was younger than age 16, he or she also needed the written consent of the probate judge where the minor resides. (The probate judge's written consent alone could suffice for a minor's marriage license if no parent or guardian was a U.S. resident.) 2017-R-0143 July 13, 2017 Page 7 of 7

Under the act, a 16- or 17-year-old may obtain a marriage license only if the probate court where the minor resides approves a petition filed on the minor's behalf by his or her parent or guardians. (PA 17-54, effective October 1, 2017).

HAPPENINGS

Historic Document Preservation Grant FY 2018: Application for a Cycle 1 Grant was applied for and approved in the preservation category. This is an ongoing project for our office. Our bound vital records will be scanned, and digitized. Our office will have certificates scanned back to 1915. These records will be uploaded on to our IQS software. This will eliminate the need to handle these certificates and preserve them.

Special Taxing Districts: Eleven 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.

STAFF UPDATES

In December the Town Clerk's Office rang the bell for the Human Service Department. This is our second year and will be annual event.

Lori Tollmann, Town Clerk attended the Fall 2016 Connecticut Town Clerks conference in Westbrook, Ct., Spring 2017 Connecticut Town Clerks conference in Mystic, CT. Attended Pension Trustees meeting acting as recording secretary and the Tolland County Clerks Assn. for discussion for hosting 2017 Fall Conference.

Brooke R. Manning, Assistant Town Clerk, attended the Tolland County Clerks Assn meeting. Brooke is Treasurer.

Dianna Grindle, Assistant Town Clerk, attended Town Clerk School in December 2016 and May 2017. Dianna needs one more class and she will qualify to sit for her certification. She also attended the Tolland County Clerk Assn meeting.

Ordinances Adopted:

Ordinance # 250

Local Tax Deferral/Alternate Tax- All residents who have been taxpayers in the town for one year immediately preceding their receipt of tax deferral benefits under this section and meet the other requirements in this article may apply for the town local tax deferral program on real property owned and occupied as their principal residence. Principal residence shall include the house and lot on which the house is situated but shall not include excess acreage as determined by the assessor. Unit owners of a cooperative condominium or other common interest ownership unit will also qualify if they meet the other requirements of this program. (effective December 29, 2016)

Ordinance #251 Permit, Inspection and Review Fees-Generally - Ordinance would allow the Town's Building Official to waive the fees for building permits as well as electrical, plumbing and similar fees as may be related to the replacement of an existing crumbling foundation in certain circumstances. (effective March 20, 2017)



Summary of Town Meetings



There was no Annual Town Meeting or Adjourned Town Meeting.

REGISTRARS OF VOTERS

Marjorie L. Roach (D)

Inge Pope (R) (through Dec. 2016)

Pamela S. Sewell (R) (Jan 2017-June 2017)

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 that an elector has moved, he/she will receive a notice at his/her place of residence with a form to be returned. If there is no response 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 on dates set by the CT Secretary of the State. A special session is also held at the high school in the spring for students who are 17 and will be 18 by the November election. Residents may register to vote in the Registrar's office during posted hours, online at www.sots.ct.gov, in the Town Clerk's Office during regular office hours, by mail, at the Library, when renewing a driver's license at DMV, or in any Town Hall in the State of Connecticut. Registration forms can also be obtained on the internet.

New voters in Coventry as well as changes and removals are stored in the State Voter 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. When a voter moves to another town, their Coventry voter file is forwarded to that new 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. First District: budget, primaries and special elections are held at the Coventry Volunteer Fire Association, 1755 Main Street and for the November elections are held at the George H. Robertson School, 227 Cross Street. The Second District votes at the North Coventry Fire Station 3427 Main Street and the November elections at the Coventry Grammar School, 3453 Main Street. During the November elections, Election Day Registration (EDR) is held in the Town Hall Annex. Absentee ballots may be obtained through the Town Clerk's Office.

STATISTICS:

The number of voters

2015/2016 District #1 3,815; District #2 3,709

Total: 7,524 voters

2016/2017 District #1 4,242; District #2 4,053

Total: 8,295 Voters

There was one election during 2016-2017 year as the town budget usually held in the spring (2017) was postponed. On November 8, 2016 the presidential election was held. Of the 8,219 residents registered to vote, 6,894 residents voted. This was 83.8% of the eligible voters.

On December 31, 2016, Barbara Johnson retired as the Deputy Registrar of Voters (D) after 40 years of service to the town. We appreciate her many, many years of service. Dorothy Grady was sworn in as the Deputy Registrar in January 2017.

Inge Pope was the Registrar of Voters (R) through December 2016 and became the Deputy Registrar of Voters in January 2017. Pamela Sewell was the Deputy Registrar of Voters (R) through December 2016, was elected Registrar in November 2016 and was sworn in January 2017.

M. Deborah Walsh was certified as an election Moderator in June 2017.

In 2016, new legislation required that all Registrars complete the CT Registrars Certification and Training Program. Each Registrar has two years to complete the eight classes (25 hours) and the exams following each class. Once completed, the certification exam may be taken. The program is offered through the University of CT School of Business and the CT Information Technology Institute.



PUBLIC SAFETY

Above: Truck 111, an aerial apparatus that offers many improvements to Coventry's fire-fighting capabilities, was put into service in early summer of 2017. Photo courtesy of the North Coventry Volunteer Fire Department.

**COVENTRY POLICE DEPARTMENT
1585 MAIN STREET**



**ANNUAL REPORT
Fiscal Year 2016 - 2017**

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.

We would like to extend our sincere appreciation to all of the town residents who have been so thoughtful and supportive toward their police department this past year. Many have taken the time to send in cards or notes thanking our officers for the work they do, and we are truly grateful.

As submitted in our budget document last year, our goals for fiscal year 16/17 were

ADMINISTRATION

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

Objectives:

- Transition to the four-year on-site assessment cycle.
- Utilize Power DMS for task reminders for all required reports and reviews.
- Have a Gold Standard CALEA on-site conducted in April 2016.

On July 30, 2016, the agency was awarded CALEA recertification at the advance level at the conference in Baltimore. Furthermore, the agency received the distinction of being accredited 'With Excellence' which is a designation for those agencies who have shown consistent adherence to all advance-level standards. CALEA Commissioner Cindy Coyne attended the Town Council meeting on September 6th to present the agency with its certificate of Accreditation.



The agency has transitioned to the four-year CALEA accreditation cycle. We have been using Power DMS in a more effective manner to prepare task reports for all required reports and reviews. So far, this has been working well.

Since our last accreditation award in July 2016, CALEA has transitioned to a four-year reaccreditation cycle, with an annual review of approximately one-fourth of the standards. We have been providing proofs of compliance to demonstrate compliance with CALEA and POST standards. We are preparing for our first year review by CALEA which is done remotely through PowerDMS by a CALEA client service member. This review is scheduled for August 2017.

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 2016. Seatbelt enforcement funding grant was submitted and approved. Special seatbelt enforcement 'waves' were conducted in November 2016 and May 2017.

Goal: *Ensure that all personnel provide services using a model of procedural justice and a guardian mindset.*

Objectives:

- Provide training in fair and impartial policing by December 1, 2016.
- Support and encourage those who demonstrate the tenets of procedural justice and provide additional guidance and training for those who do not.
- Create opportunities in schools for positive non-enforcement interactions with police. Publicize the beneficial outcomes and images of positive, trust-building partnerships and initiatives.

Officers completing review credit training during this fiscal year have received training on fair and impartial policing and procedural justice. Several training bulletins on procedural justice have been distributed to officer through Power DMS.

OPERATIONS

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

Objectives:

- Schedule at least two officers on duty 24 hours each day. Provide additional staffing when available to conduct additional patrols, enforcement of traffic laws and contacts with residents and businesses.

- Complete field training for new patrol officer by September 30, 2016.

After 20 years of faithful and dedicated service to the community, Officer Gail McDonnell retired from the department on September 23, 2016.

Officer Kelsey Carpenter completed her field training assignment of twelve weeks in September 2016 and is filling a patrol position.

Officer Olivia Beausoleil graduated the police academy on June 19, 2017. She will be in a field training assignment until mid-September, after which she will fill a patrol position.

We have hired a new recruit, Olaph Anderson for an open patrol position. He will attend the police academy starting in July 2017 with a graduation date of December 2017. The department will be at full staffing once Officer Anderson graduates the academy.



Officer Olivia Beausoleil is congratulated by Chief Palmer upon her graduation from the police academy

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

There were a total of 7282 case reports including calls for service and officer-initiated activity. There were 185 criminal arrests.



Olaph Anderson was sworn in on June 29, 2017 and begins the police academy on July 7, 2017.

Goal: *Select and train an officer to participate as a tactical officer in the Capitol Region Emergency Response Team.*

Objectives:

- Select a candidate by December 2016.
- Candidate to take physical agility entry exam by February 2017.
- Outfit and equip tactical officer by May 2017.

Officer Dexter successfully completed tactical operator's training in April 2017. He is now an active member of the Capitol Region Emergency Services (CREST) unit. Officer Dexter has been supplied monthly training drills with the unit.

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.

There were 1305 motor vehicle stops for the period. Of those, there 427 citations and 26 criminal arrests. There were 852 written and verbal warnings.

There were two seatbelt checkpoint as well as directed patrols for DUI enforcement and seatbelt enforcement funded through DOT grants. There was one sobriety checkpoint.

There were 168 citations issued for distracted driving which represents virtually the same amount as in last fiscal years. There were 561 citations issued for speeding violations.

SUPPORT

Goal: *Prepare for Next Generation 911 (NG911) service by ensuring dispatch capabilities comply with system requirements.*

Objectives:

- Determine the best alternative to NG911 and dispatch services by September 1, 2016

Tolland County Mutual Aid Dispatch along with our computer-aided dispatch vendor has been working on a solution to transmit 911 data to the police dispatch center. A Public Safety Data Network (PSDN) communication has been approved to transmit the data. Computer system interfaces are still being developed. We hope to have this project accomplished by December 2017.

OTHER ITEMS OF INTEREST

Agency Awards:

Sergeant Michael McDonagh was awarded a community policing award from US Attorney for Connecticut Deidre Daly. Sgt. McDonagh was one of 22 law enforcement officers selected from a statewide pool of applicants.

Officer Greener was awarded a Meritorious Commendation Certificate for his efforts in locating a man who was in medical distress inside a home. A citizen reported hearing a man yelling for help somewhere inside a home on Edgewater Dr. Officer Greener went house to house, finally locating the man who was in medical distress

and unable to move. Officer Greener climbed through a window of the house finding that the man had been unable to move for over 14 hours. Medical assistance was summoned.

For the seventh consecutive year, the department received first place award in its size category for the CT Law Enforcement Challenge. The award in giving to those agencies who demonstrate a commitment to traffic safety through education and enforcement in an effort to reduce vehicle crashes and their injuries.

Officer Brian Flanagan was awarded the department's Distinguished Service Award for his diligent work in a complicated financial investigation involving the theft of over \$400,000.00 for a business.

Sergeant Ted Opdenbrouw received a perfect attendance award for 2016.

Officer Tom Kuhns received a perfect attendance award for 2016.

Detective Jeffrey Spadjinske was awarded a Meritorious Commendation certificate for his winning submission of the Law Enforcement Challenge application.

Officer Brian Flanagan, Officer Thomas Kuhns, Officer Wayne Greener and Officer Kelsey Carpenter were awarded meritorious commendation certificates for their commitment to traffic safety and their diligent enforcement efforts to reduce accidents and injuries.



Sergeant Michael McDonagh visits with children at the breakfast with the Easter Bunny at Coventry High School

Officer Michelle Hicks and Officer Wayne Greener were awarded the MADD award for their enforcement efforts in 2016.

Other items of Interest

Chief Palmer attended a briefing hosted by the White House on promoting 21st century policing recommendations.

Officer Michelle Hicks, Officer Wayne Greener and Chief Palmer attended the Channel 3 Kid's Camp law enforcement day to spend time with the campers and serve lunch

The agency participated in the planning of the regional Opioid Forum hosted by the Eastern Highlands Health District. Chief Palmer participated as a panelist during the forum held on February 8, 2017.

Chief Palmer was appointed as a member of the POST Council. The POST Council established the training curriculum for recruit level and in-service training and is charged with adopting and enforcing standards for certification and de-certification pursuant to law. The POST Council is also responsible for developing and ensuring compliance with state accreditation standards.

The department organized an Officer Wellness Committee led by Officer Russ Iger. The committee works toward bringing information and programs to members of the department to promote physical and mental well-being.

We have begun using online training for certain topics. The training is presented free of charge by LocalGov University through an agreement with CIRMA.

Through our CAD vendor, we have begun reporting arrest information to the Connecticut Criminal Justice Information System (CISS). The goal of the CISS project is to share arrest information among all criminal justice agencies in real time. Future upgrades to the project include electronic submission of arrest reports to the courts.

The Town Council approved a request for John Dittrich to be appointed a Special Constable. Mr. Dittrich, who is currently a part-time dispatcher with the department worked in conjunction with Norm Meikle on Lake Patrol during the boating season.

The department applied for and received a \$16,000 grant to upgrade all of its body cameras and video storage servers.

Pursuits

There were no pursuits during the fiscal year

Use of Force

On October 20, 2016 at 11:53 PM, an officer arrested a female subject for Assault 3rd degree and Disorderly Conduct after she threatened harm to her mother. The subject appeared to be under the influence of narcotics. Once at police headquarters, medics were called as the officers filled out an emergency committal for the subject. When medical staff arrived, the subject became combative. After attempting to convince the subject to go with the medical staff, three officers had to physically pick up the woman with the assistance of medical staff to place her on a stretcher for transport. As the woman continued to struggle, she struck her toe on a metal door causing a laceration to her tow. No additional charges were filed on the subject.

On October 28, 2016 at 8:44 PM, Coventry officers, along with the CT State Police went to a residence in Bolton as a follow up to an assault and threatening incident

that happened earlier in Coventry. By consent of the victim, the officers and trooper entered the apartment (which was shared by the victim and suspect), then began to search the apartment for the subject. As one of the officers was checking the dark basement, he had his handgun out using the attached light as he searched. The suspect that was being sought was hiding under a table in the basement. The officer briefly pointed his firearm at the subject while using the light. Once located, the officer holstered his weapon and took the subject into custody. Body camera footage reviewed. The officer's actions were found to be policy compliant.

On December 11, 2016 at 10:04 PM, officers responded to Edgemere Rd on a report that there was a physical altercation in progress at a neighbor's home. Officers located a home where based upon their observations, they believed the altercation was occurring. As soon as they knocked on the door, a female came to the door crying and what appeared to be a state of relief that the officers were there. Officers looked inside the door and saw a male subject in the home. One of the responding officers pointed the laser of his Taser device at the subject as another officer took the subject into custody for Assault and Breach of Peace. Use of force justified and in compliance with policy.

December 14, 2016 at 6:50 PM, an officer responded to the Riverview Dr. group home on a call from staff of an unruly client. The officer had been there earlier that evening in dealing with the same subject involving a disturbance with the staff. The officer was able to resolve the issue without further action. On the return visit, group home staff had contacted the ambulance who was on scene prior to the arrival of the officer. It was determined that the subject had ripped off a necessary medical device and was emotionally upset. The ambulance crew was concerned of what the subject had in his pockets as the subject refused to remove his hands. The officer tried to reason with the subject to remove his hand which was unsuccessful. The officer used a brief (2-3 second) spark test from a Taser unit to try to gain compliance. That also was unsuccessful. The officer along with medical personnel physically removed the subject's hands from his pockets in order to transport him by ambulance. There were no criminal charges filed. No injuries to subject.

December 18, 2016 at 11:54 AM, headquarters received a call that there was a female that had just exited a truck on Main St. and that she appeared to be in distress. An officer responded and found a woman walking on the side of the road with an injury to her mouth area and seemed as if she had just gotten assaulted. Although somewhat uncooperative, she indicated that her boyfriend had assaulted her. While being interviewed in the officer's vehicle, the woman pointed out a vehicle that had just driven by that was being driven by her boyfriend. She told the officer that her boyfriend usually has a gun in his possession. The officer stopped the vehicle and another officer responded as backup. As the officer had the subject step out of the vehicle, the backup officer had the laser on his Taser unit pointed at the subject. The subject was arrested and charged with Assault and Disorderly Conduct. No injuries reported.

January 1, 2017, officers responded to the Dunn Rd. group home on the report from staff of an unruly 17 year old male client who was believed to be under the influence. The officers confronted the subject as they were approaching the house. After a brief struggle, the subject tried to run from the officers. One officer deployed his Taser and the subject was apprehended. No charges were filed, the subject was transported to a medical facility for evaluation and treatment.

January 7, 2017, an officer responded to a call of a violent, unruly youth at the home of her mother. The young girl was found to be hysterical and combative as her mother was attempting to bring her to a medical facility. The officer used physical restraint on her so that she could be transported by ambulance for treatment. No charges were filed and no injuries.

January 16, 2017, two officers responded to Shore Dr. on the report of an ongoing disturbance occurring at 3:30 AM. Upon arrival, the officers observed two males arguing and acting unruly. As an officer approached one of the subjects, he saw that he was holding a baseball bat while closing in on him. The officer drew his Taser and ordered the subject to drop the bat. After several commands, the subject then threw the bat toward the officer, nearly striking him. The officer ordered the subject to sit on the ground and then took him into custody. No injuries.

May 16, 2017, an officer was summoned to the Dunn Rd. group home on a report of a subject mentioning suicidal thoughts to staff members while at the same time acting hostile and combative toward staff members. An officer responded and found the subject walking down the travel lane of the roadway. The officer followed in his vehicle attempting to get the subject to stop and submit to him in order to be treated at a medical facility. The officer finally was able to stop the individual who became combative. The officer used his body to put the subject on the ground. The subject was handcuffed and the ambulance responded. No injuries and no arrest. Subject was transported to a medical facility for treatment.



Detective Jeffrey Spadjinske and Officer Kelsey Carpenter attended the annual Law Enforcement Summit to accept the first place law enforcement challenge award on behalf of the department

May 21, 2017, the department was contacted by the CT state Police who requested assistance with a suspect at Walgreen wanted in connection with an incident in their jurisdiction. A Coventry officer responded and deployed his patrol rifle toward the

suspect as the troopers took him into custody. No injuries and no charges in this jurisdiction.

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 five personnel complaints during the fiscal year. Three were generated from external citizen complaints and two were generated internally.

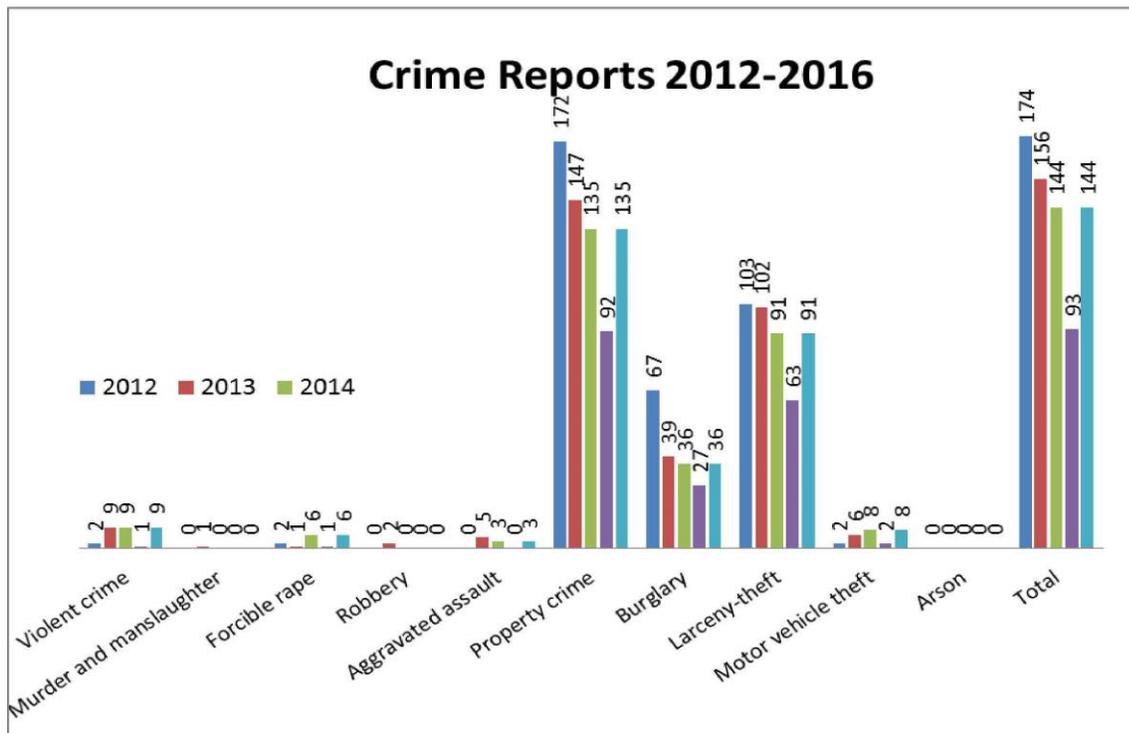
Complaints and Internal Affairs Investigations

External	2016
Citizen Complaint	3
Sustained	2
Not Sustained	1
Unfounded	
Exonerated	
Internal	
Directed complaint	2
Sustained	2
Not Sustained	
Unfounded	
Exonerated	
Total	

Grievances

There were no grievances filed during the fiscal year.

A listing of calls for service for the fiscal year is attached. The graph below shows the crime statistics for the previous five year period.





**Coventry Police Department
Incident Analysis**

7/1/2016...6/30/2017

Shift		Total
1st	2nd	3rd
1197	3443	2643
		7282

UCR	Nature	1st	2nd	3rd	Total
		0	1	0	0
001	Marine Patrol Activity	0	8	9	17
002	Beach Association Check	0	1	1	2
029	Disabled Motor Vehicle	25	65	70	160
1040	Tax Fraud	0	1	1	2
11D	Sex Forcible Fondling	0	0	1	1
120	Robbery	0	0	1	1
13B	Assault Simple	7	7	8	22
13C	Intimidation	3	9	17	29
13C	Intimidation	0	0	1	1
152	Suicide Threat/Attempt	2	15	19	36
220	Burglary	7	17	9	33
23C	Larceny Shoplifting	2	5	5	12
23D	Larceny Theft From Building	1	15	2	18
23F	Larceny Theft From MV	9	17	7	33
23G	Larceny Theft of MV Parts	0	1	1	2
23H	Larceny All Other	0	28	7	35
240	MV Theft	5	3	0	8
250	Counter/Forgery	0	4	0	4
2601	Animal Nuisance	0	0	1	1
2604	Fireworks/Gunshots	2	6	27	35
2608	Abandoned MV	0	3	1	4
2609	Littering	0	10	3	13
2619	Building Check	0	6	5	11
2625	Notification	1	1	0	2
2631	Public Hazard	36	64	55	155
26A	Fraud False Pretenses	0	8	2	10
26B	Fraud Credit Card/ATM	0	16	5	21
26C	Fraud Impersonation	0	2	1	3
26E	Fraud Wire	0	1	0	1
290	Vandalism	5	13	11	29
2903	Missing Adult/Age 16 and Over	0	1	0	1
2914	Animal Complaint	48	213	101	362
3009	Susp Person/Activity/MV	165	198	351	714
3009	Susp Person/Activity/MV	0	0	1	1
326	Illegal Parking	1	2	8	11
332	Harassment/Harassing Phone Calls	4	31	26	61
334	Untimely Death	2	7	5	14
343	MV Accident (Injuries)	4	14	13	31
344	MV Accident Evading	6	15	14	35
345	MV Accident Fatal	0	0	1	1
346	MV Accident (No Injuries)	24	87	50	161



Coventry Police Department Incident Analysis

7/1/2016...6/30/2017

349	Subpoena Service	0	3	0	3
351	Alarm	82	169	134	385
353	Medical	114	326	216	656
355	MV Stop	294	560	455	1309
35A	Drug/Narcotic Violation	0	6	13	19
36B	Sex Statutory Rape	0	1	1	2
375	Routine Assistance	41	166	117	324
377	Open Door/Window	4	7	7	18
388	Miscellaneous	32	46	31	109
390	Police Information	3	30	14	47
396	Escort	0	20	13	33
398	Missing Person	3	11	18	32
399	Lost And Found	1	49	26	76
400	Family Matter - Non Arrest	8	15	37	60
401	Repossessed Vehicle	1	3	4	8
4811	Finger Printing	4	349	2	355
4858	Fire	6	35	19	60
4867	Background Investigation	0	6	0	6
4873	Assist Other Agency	35	80	77	192
520	Weapon Law Violations	1	1	0	2
82	Runaway/Non NIBRS	3	5	18	26
861	Disturbance (Non-Domestic)	10	31	42	83
863	Town Ordinance Violation	5	2	4	11
866	Noise Complaint	13	12	35	60
889	Check Welfare	10	61	48	119
890	MV Erratic Operation	14	75	93	182
891	MV Lock Out	6	40	22	68
90A	Bad Checks	0	2	0	2
90C	Disorderly Conduct	0	3	1	4
90D	DWI	9	4	21	34
90F	Family Offenses, Nonviolent	0	1	0	1
90G	Liquor Law Violation	0	0	1	1
90Z	All Other Offenses	6	9	21	36
911	911 Hang Up Call	2	13	12	27
H109	Junk MV	0	8	0	8
Sup	Supplemental	131	399	301	831

TOWN OF COVENTRY FIRE-EMS DEPARTMENT

ANNUAL REPORT

2016 – 2017



in partnership with



Message from the Fire Administrator



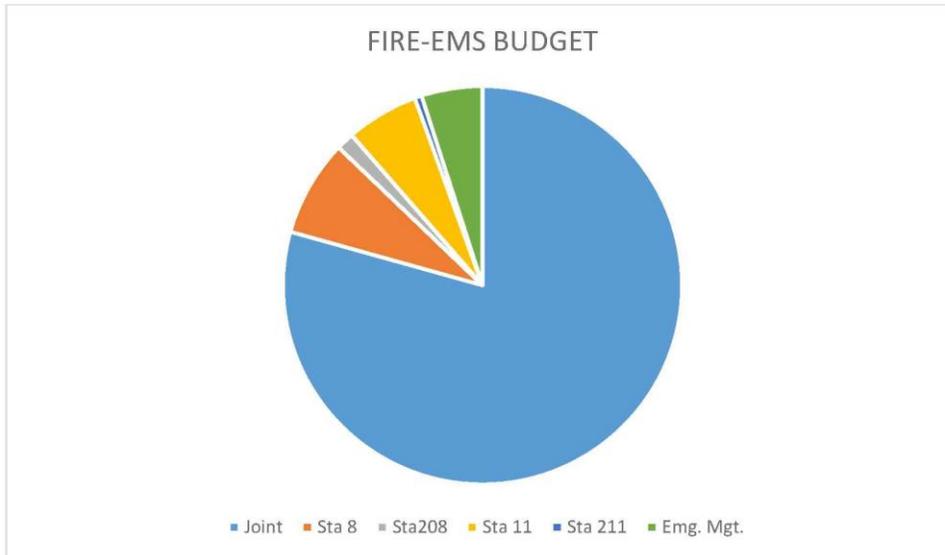
During the summer of 2017 the Town of Coventry hired James McLoughlin to be the Fire Administrator and Emergency Management Director. McLoughlin has an extensive background in the fire service. James was a volunteer firefighter in Westchester County, NY and then in Bloomfield, CT, both in the fire service and as an Emergency Medical Technician. McLoughlin has a bachelor's degree in Criminal Justice from the University of Hartford and graduated high school from Fordham Preparatory School in the Bronx, NY.

McLoughlin spent the last 23 years with the City of Hartford Fire Department, retiring as the Senior Deputy Chief of Operations; he had been the Executive Officer and Public Information Officer for several years and created volunteer organizations at the local, state and national levels.

“As your Fire Administrator, I am enthusiastic about working with the members of the fire service and the community to help the Town of Coventry Fire-EMS Department achieve its maximum potential.” Please feel free to contact James McLoughlin with any thoughts and ideas about making this a reality. Are you ready to volunteer for our Fire-EMS department? Please call 860-742-4064 or email jmcloughlin@coventryct.org

Annual Budget Summary 2016-2017

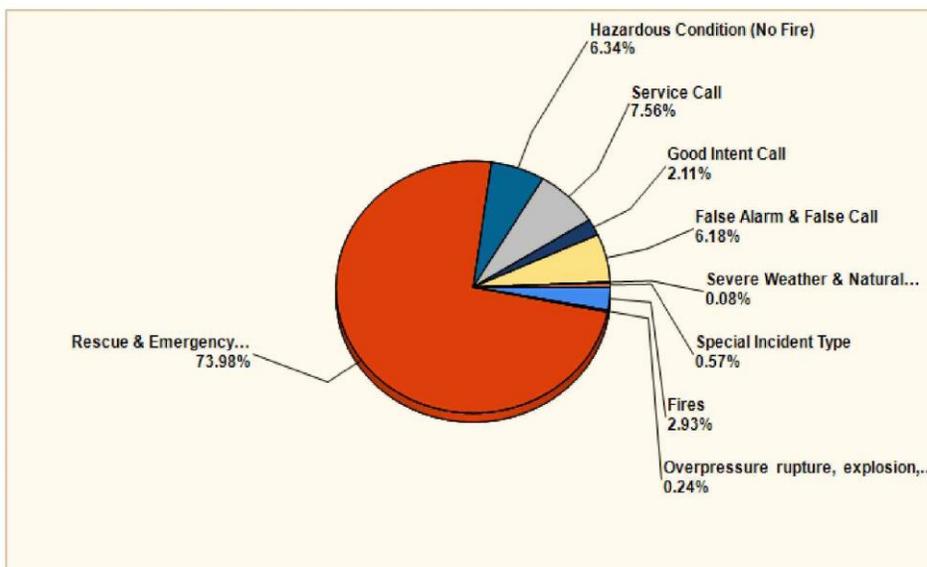
The FY 2016-2017 dollar figures are represented in the pie chart below. These figures do not include the Office of the Fire Marshal. The budget dollars spent for FY 16-17 totaled \$522,937.04. The joint budget, which represents the bulk of the dollars spent, is a combined account which has allowed the Town to streamline and consolidate purchasing increasing efficiency and saving taxpayer dollars.



Joint Budget	\$414,845.46
Sta #8	\$40,983.84
Sta #208	\$7,508.92
Sta #11	\$30,724.38
Sta #211	\$3,007.40
Emg Mgt	<u>\$25,867.04</u>
Total	\$522,937.04

Annual Incident Summary

2016-2017



MAJOR INCIDENT TYPE	INCIDENTS	% of TOTAL
Fires	36	2.93%
Overpressure rupture, explosion, overheating - no fire	3	0.24%
Rescue & Emergency Medical Service	910	73.98%
Hazardous Condition (No Fire)	78	6.34%
Service Call	93	7.56%
Good Intent Call	26	2.11%
False Alarm & False Call	76	6.18%
Severe Weather & Natural Disaster	1	0.08%
Special Incident Type	7	0.57%
TOTAL	1230	100.00%

Annual Personnel Summary

2016-2017

The Fire Departments in Coventry responded to 1230 fire and emergency medical calls from July 1, 2016 to June 30, 2017. The volunteers that make up the workforce are invaluable to the town. They provide personnel for emergency response. They attend training on a weekly basis to stay on top of the many requirements necessary to be a certified firefighter. No other volunteer organization requires as much training, certification and recertification as the Fire-EMS field. These volunteers are members of their respective departments, regional teams, county organizations and give countless hours to serve our community.

Each department has an organizational structure to account for the equipment, supplies, training and response policies. Our ultimate goal is to keep our members as safe as possible and provide them with the tools to do the job.

Coventry Volunteer Fire Association (CVFA) has a roster of 59 personnel and North Coventry Fire Department (NCFD) has a roster of 35 personnel. These dedicated men and women deserve our gratitude for their service.

Annual Equipment Summary

2016-2017

The apparatus and equipment that make up the fleet in Coventry is diverse and seasoned. The equipment varies in age from 1992 – 2016. The newest apparatus is a 2016 Freightliner / Midwest Tanker which carries 3000 gallons of water to any fire scene from its Main Station at the Coventry Volunteer Fire Association.



Rescue 111 is a 2013 Spartan Rescue truck housed in the North Coventry Fire Headquarters. It carries vehicle extrication equipment and other specialized tools & equipment.

Don't be shy about visiting the firehouses to see first-hand the equipment that we have to serve you.



Annual Goals & Objectives

2016-2017

Each year we strive to maintain mandatory training, testing of hose, ladders, pumps and evaluation of tools and equipment. We do this while balancing the budgetary parameters provided and being creative in accomplishing our goals. We seek to obtain grant funding for operational assets and we are currently reviewing areas of purchasing, policies and training to streamline the processes in order to be responsible to the taxpayers while keeping the safety of our personnel as a top priority.

Items we perform annually include:

- testing of pumps, ladders, and hose
- DOT truck inspections
- Annual reports to DMV
- Mandatory fit testing
- Ambulance inspection (every 6 months)

It's our mission to provide the Town of Coventry with the best Fire-EMS protection that we possibly can.

Respectfully submitted,

James McLoughlin,
Fire Administrator
Emergency Management Director

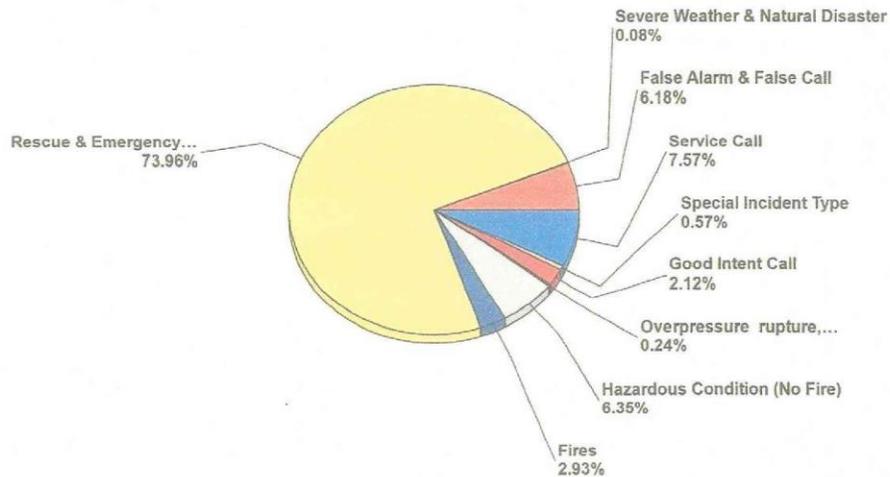
NORTH COVENTRY FIRE DEPARTMENT ANNUAL REPORT

2017 ANNUAL REPORT

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

The 2016-2017 fiscal year found the NCFD to be active in our community. Call volumes were up from last year and we continued to reach out to the community during social and educational events. Continued work with the Town Government regarding spending, appropriation of equipment including apparatus, and streamlining administrative duties are just some of the examples of how we spend our time when we are not responding to calls for service.

The call volume for 2016-2017 saw a slight increase to approx. 1200 (up from 922 last fiscal year). EMS related incidents still continue to top the charts. The department has continued to stay busy. The graph below shows the percentage breakdown of all categories.



The Membership within the NCFD has seen been steady. We have gained a couple new faces and have seen a few leave for new adventures in life. We are always sad to see a dedicated volunteer leave, but we are very supportive of each one as they have either joined the US Military or had new job opportunities to concentrate on. We wish them all well. We again joined with the Volunteer Workforce Solutions campaign. This allows us several other platforms to reach out to the public and find out who may be interested in volunteering. Our Membership Committee is dedicated. They perform 5 different background checks, interview, and reference checks before bringing the candidate to the Membership for acceptance. This happens 4 times a year, once each quarter.

As you have already read in this report, the call volume takes many hours. The dedication does not stop there. We are involved with weekly training. We constantly have recertification courses. The Fire and EMS Service is always changing and we need to stay on top of these changes. Learned skills are perishable if not used on a regular basis. We have spent over 1000 hours training. EMT and EMR, hazmat, live fire, and EMS specific skills are just some of the mandatory training requirements. We were very fortunate to purchase a very well maintained, used, aerial truck to better complement our service delivery. This was a huge accomplishment for the Department and the Town. A combined committee of NCFD and CVFA personnel worked very well together to search, find, negotiate, and put into service our 2001 Pierce 105-foot Quint aerial truck. The training is very specific for this apparatus. At a minimum, each qualified operator must be fully qualified on every other apparatus, have a minimum of 2 years' experience driving and operating a pumper truck, and spend at least 30 hours training. Each qualified member has spent well over 40 hours of training to hone the skills needed to provide the best response and tactical deployment as possible.

We have continued to work on policies, standard operating guidelines, requirements for physicals, and a plethora of other mandated duties. The Emergency Services world is always changing and we need to change with it. In order to provide the community with the best service possible we strive to be leaders in our field, gain the knowledge and skills required.

Local events are always highlights for our department. This is a chance for us to reach out to the public and explain who we are and what we do. Fire Prevention in conjunction with the school system is a way to begin the education at an early age. We have hosted our annual Flower Sale/Open House. We joined with the Coventry Police Department for a toy drive for the holidays. We adopted families for Thanksgiving and Christmas. We have been invited to the Coventry Farmers Market several times with great results. We have been to the Channel 3 Country Camp for a touch-a-truck event. The Town's annual summer bash at Patriots Park required us to stand-by and provide Fire Police. The Town tree lighting required additional lighting for safety and we were glad to provide that with our Rescue truck. We look forward to more of these events in the coming years.

We are celebrating 5 years in our new home (September 2012 we dedicated the building). The solar panel installation has been finalized and we are producing solar power. We were fortunate to obtain a donation from a local fire department to aid us in outfitting our ladder truck with needed equipment. These are just some examples of tremendous cost savings for Coventry.

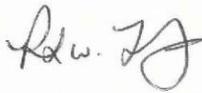
We look forward to continuing our working relationship with the Town as we pride ourselves on the service we provide. We understand and each personally feel the budget woes of our community. We strive to continue to be fiscally responsible, planning for future expenses, sticking to the plan, and letting the plan work for all of us. We continue to apply for grants, as this tends to alleviate the burden from all of us.

We continue to support the need for each home and business to be well marked with a street number in the case of an emergency. This aides the fire, ambulance, and police departments when you call 911. Visit our website for an application <http://www.northcoventryfire.org>.

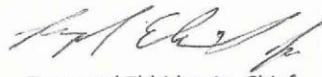
If you would like to learn more about the NCFD and what we do or to stay in touch with our events and happenings, like our Facebook page https://www.facebook.com/North-Coventry-Volunteer-Fire-Department-205831672934002/?ref=aymt_homepage_panel.

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

Respectfully Submitted,



Rick W. Landry, President



Raymond Eldridge Jr., Chief



PUBLIC WORKS

Above: an irrigation system was installed at Laidlaw Park in July 2016 to help keep the new soccer field turf in top condition.

about us ...

<u>Job Title</u>	<u>Employee Name</u>	<u>Years of Service</u>
Director	Mark Kiefer.....	2
Supt. of Operations	Doug Reese	6
Administrative Secretary	Donna Wrubel.....	24
Lead Mechanic.....	Daniel Caron	34
Mechanic I	Robert Maxwell	13
Mechanic I	Jeremy Rooke.....	3
Equip Op/Crew Leader	Clifton Labrec	31
Facility Crew Leader.....	Monica Bragdon.....	28
Equip Op/Crew Leader	Charles Harakaly.....	18
Facility Maintainer I.....	Michael Mangiafico.....	18
Public Works Maintainer I.....	Todd Rychling	16
Public Works Maintainer I.....	Troy Stout	2
Public Works Maintainer I.....	Charles Grossmann	2
Public Works Maintainer I.....	Colin Dunnack	2
Public Works Maintainer I.....	Richard Pleasent.....	<1*
Public Works Sanitation		
Maintainer	Daniel Smith	4
Truck Driver.....	Richard Watts.....	28
Truck Driver.....	John Hoffman.....	16
Truck Driver.....	Erik Johansen	14
Truck Driver.....	Lee Davey	13
Town Engineer.....	Todd Penney	9
(Office at Town Hall, 1712 Main Street)		
WPCA Technician	Michael Ruef.....	8
(Office at Town Hall, 1712 Main Street)		

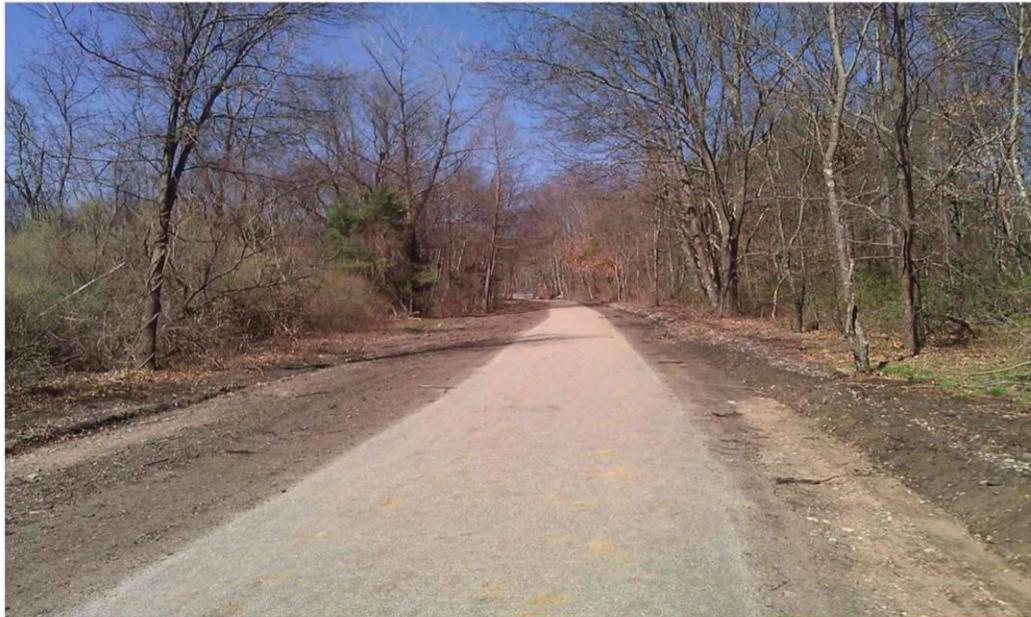
Richard Pleasent's last day of work with the Town of Coventry was 04/28/17.

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 Coventry Lake Dam Improvement Project was completed. The new Dam will allow more water to be held in the lake and will give the Town a greater flexibility to make adjustments to the lake level as needed.



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



The Department of Public Works completed the final phase of the Road Bond with shimming, chip seal and crack sealing of Town Roadways.

The Town Crew performed drainage improvements to prepare roads for the final phase of the Road Bond. Approximately 17 miles of roadway received major road reconstruction and 15 miles of town roads were crack sealed.



COVRA ANNUAL REPORT FY 16/17
TRANSFER STATION: MATERIALS RECEIVED

	1st Q	2nd Q	3rd Q	4th Q	ANNUAL
	JULY-	OCT-	JAN-	APRIL-	TOTALS
	SEPT	DEC	MARCH	JUNE	
Receipts	\$8154	\$6960	\$3292	\$9861	\$28267
Electronic waste – ea	740	682	556	853	2831
Propane tanks – ea	59	27	18	55	159
Bulky CD/brush – tons	66	55	29	85	235
Scrap metal – tons	7	5	2	6	20
Tires – ea	29	95	9	45	178
Leaves – tons	2	21	1	8	32
Refrigerant – unit	94	91	40	62	287
Users	1312	1265	610	1489	4676

TRANSFER STATION: MATERIALS TRANSFERRED

	1st Q	2nd Q	3rd Q	4th Q	ANNUAL
	JULY-	OCT-	JAN-	APRIL-	TOTALS
	SEPT	DEC	MARCH	JUNE	
Willi Waste – cd – tons	68	60	25	89	242
Willi Waste – brush – tons	7	4	0	15	26
Willi Waste – metal – tons	15	17	6	12	50
Take2– refrigerant – units	110	115	61	0	286
Take2– electronics – lbs	19670	16432	14152	12664	62918
Take2– lamps, mixed – lbs	265	0	313	91	669
Take2– batteries, mixed – lbs	75	0	220	0	295
Mighty Flame – pro tanks – ea	0	57	0	53	110
Bob’s Tire – ea	0	64	20	34	118
Bay State Textiles – lbs	4200	4260	3820	6920	19200

CURBSIDE PICK UP

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

	1st Q	2nd Q	3rd Q	4th Q	ANNUAL
	JULY-	OCT-	JAN-	APRIL-	TOTALS
	SEPT	DEC	MARCH	JUNE	
MSW @ \$66.20 / ton	965	898	831	967	3661
Expenditure	\$63906	\$59450	\$54996	\$63993	\$242345
Recycling @ (\$25.00) / ton	338	334	312	337	1321
Revenue	(\$8440)	(\$8351)	(\$7801)	(\$8419)	(\$33011)
Bulk @ \$75.05 / ton	59	58	20	72	209
Expenditure	\$4411	\$4368	\$1517	\$5434	\$15730
Mattresses @ n/c – ea	142	179	136	351	808

WATER POLLUTION CONTROL AUTHORITY

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. Town Council appoints the five (5) members to two-year terms. The WPCA has a combined total of 75 years of experience and service to our community. The Authority 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 156,000 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.

- **Western Route 44 Sewer Planning Area:** Your WPCA has been working with officials from Bolton and Manchester on an intermunicipal agreement for Route 44. The area has high groundwater, poorly draining soils, and a history of septic failures and septic exceptions. This agreement would help to protect water quality in the area and potentially facilitate limited commercial development. At the request of the Bolton Lakes Regional WPCA (BLRWPCA) we have begun a hydraulic study of their sewer system. The study will determine if adding flow from a small area of Coventry would impede the operation of Bolton's system in any way. We hope to have the study completed by the end of 2017. Our next steps will be to certify compliance with CT DEEP Regulations and enter into inter-municipal agreements with Manchester and Bolton to enable future connections into their system.
- **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:** Two leaks where groundwater was entering the sewer system were repaired in July and August of 2016. Another leak was repaired in May 2017. Sump pumps and other non-permitted clean water connections continue to be a concern. Staff continue to inspect the system for these types of connections and provide guidance to owners on how to deal with groundwater and stormwater. Our ongoing manhole inspection and rehab program will allow us to identify and correct new problems as they arise in the system. We are currently upgrading our flow meters and monitoring system to collect more data on flow trends and hopefully narrow down areas with higher I/I rates.

Construction Projects:

- **Lake Street Sewer Extension:** This short extension to serve 2 properties in close proximity to the Lake was completed in May of 2016 by the contract working on the Main St. curve realignment and reconstruction. The contractor still needs to fix an invert and clean the line.

- **Main Street Reconstruction Project:** The CT DOT Main Street Reconstruction Project started up in April 2016 and is on schedule for completion by November 2017. Sewer work in 2017 included installing new manholes and service laterals (pictures below of service lateral work).



- **Bidwell Village Phase 2:** Sewer mains for phase 2 were completed in 2016. Four new units have already sold and several new units are currently under construction (picture below of a new unit with water and sewer installed).



- **Lake and Cross Street Reconstruction:** This project began in spring of 2017 and includes rehab to several manholes as well as a short sewer extension.

Other Projects:

- **Sewer System Maintenance:** We had our selected vendor clean a total of 6,550 feet of sewer main and 37 manholes. A different vendor rehabbed 10 manholes in old areas of the system (picture below, our vendor's combination cleaning truck).



- **Treatment Plant:** The plant is 32 years old so we spend a fair amount of time maintaining existing equipment, replacing machinery that breaks, and updating critical systems. In FY 2017 we had to replace the generator controller, the pump control interface, and the boiler condensate return pumps. We upgraded the third and final main influent pump. We also installed seal fail and over temp alarms on the new larger pumps so we can diagnose and repair the pumps before a catastrophic failure occurs.

**ANNUAL REPORT
FISCAL YEAR 2016-2017
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 twenty-six (26) Certificate of Occupancies for single family dwellings have kept the department busy this year.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2016-2017 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
155 WINDSWEEP WAY	7/5/2016
223 WOODLAND RD	7/14/2016
166 APPIAN WAY	7/20/2016
100 EDGEWATER DR	7/25/2016
54 BRIGHAM TAVERN RD	8/6/2016
10 WINDY HILL RD	8/22/2016
730 DUNN RD	9/22/2016
9 WOLF HILL RD.	10/4/2016
94 STONEHOUSE RD UNIT 17	10/6/2016
94 STONEHOUSE RD UNIT 24	11/7/2016
94 STONEHOUSE RD UNIT 27	11/7/2016
10 BOSTON TPK	11/7/2016
1030 CEDAR SWAMP RD	11/9/2016
84 STONEBRIDGE RD	11/15/2016
343 RILEY MTN. RD	11/16/2016
94 STONEHOUSE RD UNIT 34	11/21/2016
94 STONEHOUSE RD UNIT 26	11/29/2016
29 ENGLEWOOD TR	12/2/2016
642 DUNN RD	12/21/2016
NONE FOR JANUARY	
NONE FOR FEBRUARY	
NONE FOR MARCH	
NONE FOR APRIL	
94 STONEHOUSE RD UNIT 35	5/1/2017
218 HANNAH LN	5/8/2017
92 APPIAN WAY	5/16/2017
28 ARMSTRONG RD UNIT D-29	5/23/2017
50 JOHN HAND DR	6/2/2017
76 TALCOTT HILL RD	6/9/2017
740 DUNN RD	6/22/2017

Permit Counts Reflected over the Past 5 Fiscal Years

PERMIT TYPE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
	<u>ANNUAL TOTALS</u>				
Houses only	25	36	30	22	19
Foundation only	24	29	30	26	23
Condominiums	4	0	0	1	0
Commercial Bldg/Renov	8	5	10	9	15
Industrial Bldg/Renov	0	0	0	0	0
Public Bldg/Renov	1	0	3	3	4
Additions	16	9	13	21	17
Garages/Carports	4	4	19	14	8
Sheds/Barns	27	35	10	21	8
Decks/Porches	21	33	32	43	45
Pools	19	14	15	8	13
Demolition	7	8	7	10	7
Woodstove	49	67	59	42	30
Miscellaneous	57	72	66	72	79
Renov/Repair/Alter	129	144	138	181	143
Plumbing	44	47	54	70	35
Heating	149	173	167	171	184
Electric	205	212	168	222	179
TOTAL PERMITS	789	847	821	938	810
PERMIT VALUE	\$10,154,351	\$13,349,232	\$12,673,888	\$12,843,239	\$12,139,797
FEES COLLECTED	\$130,736	\$199,102	\$164,302	\$180,791	\$166,374
Certificate of Completion	453	575	629	670	641
C/O's - New Homes/Condos	27	32	30	31	26
C/O's - Other	47	29	36	34	18

COMMERCIAL PROJECTS

- **First Quarter, Fiscal Year 2016-2017:** The Channel 3 Kids Camp was issued a permit to add boys and a girls cabins at 73 Times Farm Road. A new sign was erected to the exterior of 3466 Main Street to display the names of businesses at this location. Teleflex at 1295 Main Street was issued a permit to repair their front entry way and the bridge behind their business. A permit was issued and closed out for repairs to a gas pump island at Pelletier Construction at 138 Main Street.
- **Second Quarter, Fiscal Year 2016-2017:** Wicked Slice Pizza located at 3466 Main Street opened in October. Titanium Real Estate had purchased and started renovating the property at 1465 Main St. in order to open it as a home for their real estate business,

as well as utilizing a portion of the space as a personal training facility by appointment. Due to unforeseen expenses with the project, it is progressing slowly, but is still being pursued.

- **Third Quarter, Fiscal Year 2016-2017:** In January, permits for interior renovations of the United Bank at Meadowbrook Plaza were issued. They made two new offices out of one larger one. Also in January, a permit was issued for Connecticut Water to have a new pump house built at their 101 Nathan Hale Drive location. In March, a tenant fit-out permit was issued to the First Congregational Church at 1171 Main Street for an electronics business (LMC Systems) to be established in the lower level of the church. A new roof was put on the business at 1199 Main Street.
- **Fourth Quarter, Fiscal Year 2016-2017:** In April we issued the CO for the two (2) dairy barns at the Nathan Hale Homestead that have had renovations (one with a catering kitchen for events). Three (3) cabins at the Channel Three Kids Camp at 73 Times Farm Road were also permitted in April. At the end of the quarter we received three (3) more commercial permits, all for new business tenant fit outs. The first was for H&R Block at 1671 Boston Turnpike (Meadowbrook Plaza). Next was a massage therapy business (ELM Human Performance) at 1199 Main Street. Finally, a cleaning business (The Cleaning Guy) opened at 1197 Main Street. A deck at the Manchester Sportsman Association at 612 Mellow Road was completed.

TOWN PROJECTS (ADDED INFO FROM QUARTERLYS BUT NEED TO CLEAN THIS AREA UP)

- **First Quarter, Fiscal Year 2016-2017:** The Building Department issued permits for the renovation of a middle school classroom in order to add a classroom to the Hale Early Education Center.
- **Second Quarter, Fiscal Year 2016-2017:** A walkway connector between the two buildings at the Tracy Shoddy Mills, as well as a plumbing permit for bathrooms and a water heater there were permitted. Demolition of a shed at the Lake Gate Project on Lake Street was performed. Permits were issued for the gas piping of the future gas boilers at the high school, middle school, and the connector. Finally, a furnace and A/C system was replaced at the Senior Center Lodge in October.
- **Third Quarter, Fiscal Year 2016-2017:** In January, a permit was pulled for the installation of acoustic panels to be installed at the Senior Center on Lake Street. In February there was a permit issued for a temporary trailer installed for the Lake Gate Project on Lake Street along with permitting for temporary electrical service to it. Also in February, there were permits and inspections for gas piping placed at Town Hall, the Board of Education and the middle and high schools to prepare for the conversion to gas heating.
- **Fourth Quarter, Fiscal Year 2016-2017:** In April, a permit was issued for a wheelchair lift at the Tracey Shoddy Mills on Main Street. Permits have also been issued this quarter for temporary electrical service and temporary construction trailers, as well as a bridge permit for the sluice way, all in correlation to the Lake Street Lake Gate Project.

SEWER PROJECT

A total of 4 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 six hundred eighty-five (685).

INSPECTIONS

The Building Official conducted one thousand six hundred sixty-two (1662) inspections.

CONTINUING EDUCATION

The Building Official completed forty (40) 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 nine hundred twenty-seven (927) on-line permits.

Coventry Cemetery Commission
Annual Report
July 1, 2016 – June 30, 2017

Cemetery Commission Members:

Thomas Boudreau – Chair
Linda Pagluico/ Kevin Arpin – Secretary
Beth Bauer / Amanda Backaus – Treasurer
Mike Merriam – Cemetery Caretaker
Claudine Vieten
Michael Chapman
Empty Seat

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.

rule about internet headstones. Trees removed in South St and Grant Hill. Established and "vetted" approved grave diggers

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 addressed by-laws to address internet headstones and installation by “vetted” approved grave diggers.
- All existing cemetery signs now have matching groundwork.
- Beautification throughout all cemeteries 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.
- Updates and efforts completed for the GIS program and coordinating items at the CC for computerizing the information.



LAND USE

Above: members of the Coventry Farmers' Market Operating Committee accepted an award from the Tolland County Chamber of Commerce in the fall of 2016 in recognition of the Market as a driving force in economic development in the region.

Photo by John Elsesser.

TOWN OF COVENTRY ANNUAL REPORT

Fiscal Year:
2016-2017



Historical View of Main Street Looking South

LAND USE OFFICE

Planning and Zoning Commission

Zoning Board of Appeals

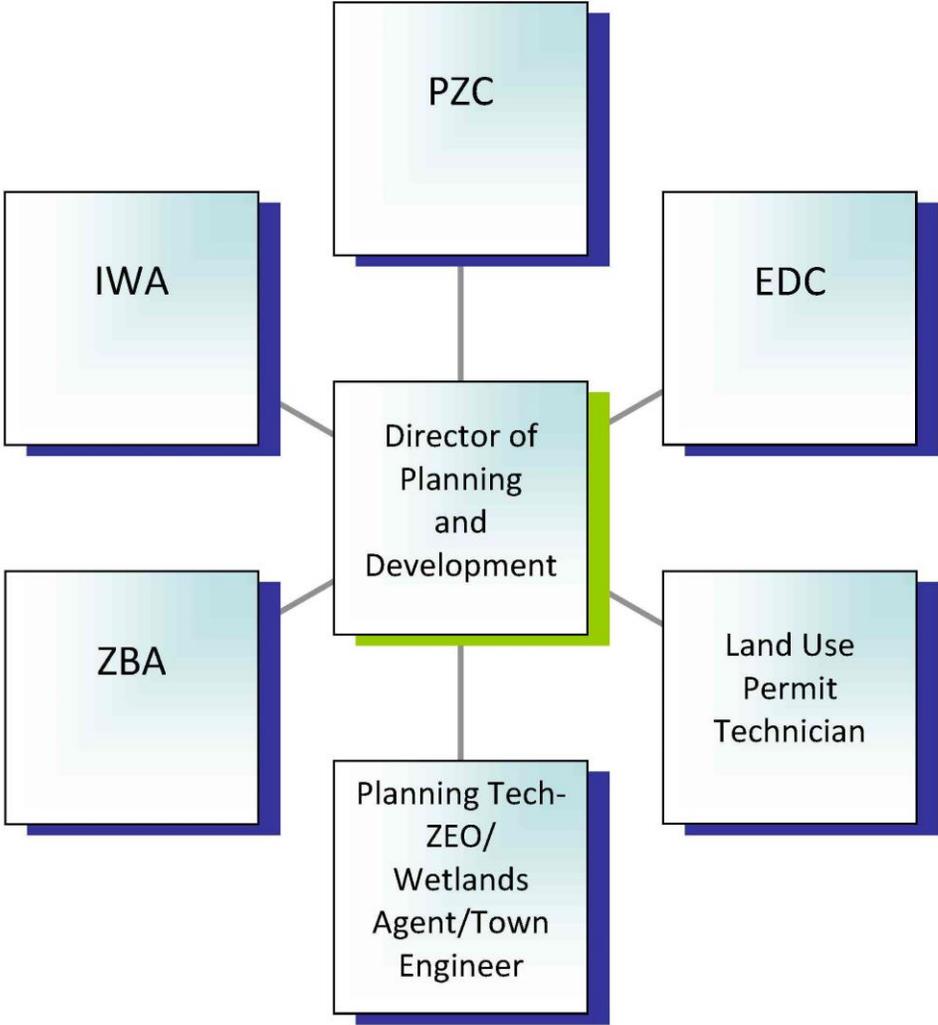
Inland Wetlands Agency

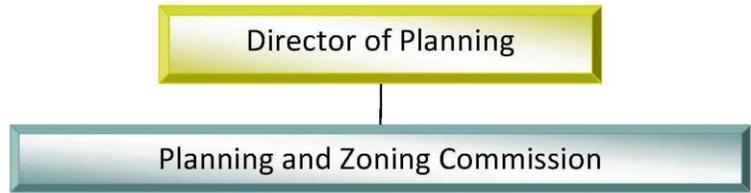
Coventry Farmers' Market at Hale Homestead

Economic Development Commission

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	11/12	12/13	13/14	14/15	15/16	16/17
Meetings	20	17	14	16	13	16
Applications	13	10	13	15	8	6

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.

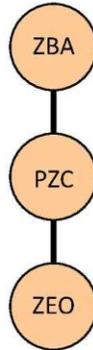


Economic Development Commission

Fiscal Year	11/12	12/13	13/14	14/15	15/16	16/17
Meetings	9	10	10	8	32*	21*

** Includes 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	11/12	12/13	13/14	14/15	15/16	16/17
Regular Meetings	6	4	7	5	6	8
Special Meetings	0	0	1	0	1	0
Applications	7	2	5	7	8	15

The Board is scheduled to meet once a month.



Inland Wetlands Agency

Fiscal Year	11/12	12/13	13/14	14/15	15/16	16/17
Meetings	12	12	13	11	11	14
Applications	28	28	31	24	28	43

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, 2017 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 last fiscal year continued to be on the same level of previous fiscal years. Although the volume of projects has decreased, these projects still involve substantial improvements.

The Commission approved the special permit application of 7-11 on Boston Turnpike involving the construction of new gas pumps, signage and a larger gas canopy. A Zoning Board of Appeals variance was approved to allow for the canopy to be enlarged but maintain the same nonconforming setback from the street. The project will serve to provide significant aesthetic and functional improvements to the site. The Commercial District Design Guidelines were applied on the subject application which resulted in the gas canopy having a pitched/shingled roof and a more appropriate signage scheme which overall improves the look of the location.

The Commission approved an extension of time to commence the motor vehicle dealer and repairer project of Andrew 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.

The Commission held a public informational hearing on a proposed telecommunications tower at the Skungamaug River Golf Course on Folly Lane. Verizon is pursuing the new tower at a location that will serve to provide better cellular coverage in that part of town and will also provide co-location opportunities for emergency services communication for improved service to the Town as well. The project is subject to consideration with the CT Siting Council.

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 renewed 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. Construction of the units in the project continues to occur.

The Commission approved a one lot subdivision for the creation of a new lot on South Street and a new rear lot at the end of Skyview Drive. Both proposals involved new lots to serve family members of the property owners.

The Commission approve a significant resubdivision of the Windy Hill Subdivision, formerly the Maynard Subdivision, off of Woodmont Drive. The current owner of the subdivision prepared a more logical design for the project that eliminated the extremely long rear lot driveways and instead created a road extension that serves as frontage for the newly configured lots. The new layout involves less disturbance of the site overall and is a more functional design in order to create a neighborhood that compliments the Rolling Woods Subdivision that is adjacent to it.

OTHER ACTIVITIES:

The Commission formed a three-member subcommittee to work on the revision to the Plan of Conservation and Development. The revision is due by May of 2020, but the Staff and Commission wished to get a head start on the work in order to spend ample time on important sections of the Plan such as housing and economic development. The Commission is contemplating citizens' preference surveys, public visioning sessions, and developer visioning sessions in the coming months.

The Commission approved a revision to the Zoning Map which provided corrections to certain properties, updates to reflect the Trepkus Zone Change appeal and other changes of use that affect the zoning classification of properties.

PLANNING STAFF HIGHLIGHTS:

Planning Staff continued to serve as staff support to the Farmers' Market Oversight Committee and management of the Market operations in conjunction with the Market Master, who is the day to day staff support during the active Market season between June and October. 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 2017 season. This marked the second year that the Market was operated by the Town after an extremely successful inaugural season in 2016.

Planning Staff continues to administer the State of CT Department of Agriculture Farm Viability Grant that was awarded to the Town in 2015. This grant enabled the purchase of important equipment, supplies and materials that were necessary for the operation of the Market during the first and second seasons. Planning Staff obtained a second Farm Viability Grant in 2016 that will provide funds to expand programming, demonstrations and education at the Market. Food

education, healthy menu planning, recipes, cooking demonstrations and other relevant events will be created. This grant will be executed during the 2018 season since the funds were not released until the 2017 season had already started. The Market was awarded the #1 Farmers' Market by CTNow, Best of Hartford reader's poll. The Market was also awarded an economic development award from the Tolland County Chamber of Commerce.

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 matter has been addressed and the strip of land in question was conveyed to the Town. The Town continues work to close out the grant and the conveyance of the property, which is anticipated to occur during the fall/winter of 2017.

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 continued to work with the State of CT Department of Agriculture on a project that involved the purchase of development rights on the Reynolds Farm located on Flanders Road, a significant 100-acre agricultural property that possesses frontage on the Willimantic River. The Town utilized existing open space purchase funds and leveraged them with funds from the CT Farmland Trust, Joshua's Trust and the CT Department of Agriculture. The purchase was finalized during the summer of 2017.

Planning Staff worked closely with the Coventry Lake Advisory & Monitoring Committee to plan for the 2017 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 will be on the treatment of hydrilla, an aquatic invasive species. Dr. Kortmann, the Town's lake specialist, will speak 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 Fisheries Staff, also will present at the forum. An update on the construction of the new lake gate will also be provided.

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 executed the various projects, some of which are directly involved with the State of CT DOT Village project. This grant was closed out and the funds were expended.

Planning Staff worked with Staff from the Town of Mansfield to work with a consultant to execute an eradication plan that continues to 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. But, the next treatment round was to be paid for between the two towns. The Towns learned of the problem by way of a report that was prepared by the CT Agricultural Experiment Station in 2013. 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. This year's treatment was scheduled to occur in July.

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. Planning Staff prepared and was awarded a DEEP Recreation Trails Grant for 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. To date, the Town coordinated 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, is nearing the completion of the design plans, and has performed initial clean-up work on the site.

Planning Staff serves as the Coventry representative with the Tolland County Chamber of Commerce Economic Development Committee. In the summer of 2017, Planning Staff was elected to the Chamber Board of Directors. Staff attends meetings every other month with the Committee and participates in a variety of activities sponsored by the Chamber and Committee and will also attend regular Board meetings. This year, Planning Staff submitted a nomination for the Skungamaug River Golf Course to be recognized with an economic development award for corporate citizenship in the region.

Planning Staff prepared another State of CT DEEP America the Beautiful Award Grant application in 2017, which was awarded to fund the planting of trees to enhance the Nathan Hale Homestead, Holy Grove and streetscape projects on South Street. This marks the third year in a row that Planning Staff submitted grant applications that were awarded. The previous awards enabled tree planting projects along the new sidewalks on Main Street, at Miller Richardson Field as well as Laidlaw Park. These previous grants have all been successfully closed out with the State.

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. The study is expected to be completed in the spring of 2018.

Planning Staff prepared and was awarded 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 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 the Town website 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 was administered during the fall and winter of 2016 and into 2017. A 'soft' showcasing of the five of the photo enlargements occurred at the Christmas in the Village event in December of 2016. The grand showcasing will occur in September of 2017 with a special planned event.

Planning Staff worked with a Future Problem Solvers of America student team from the Capt. Nathan Hale Middle School on a 'pollinator' project at Creaser Park. Staff assisted the team in their preparation of a proposal for a project that entailed the construction and placement of a bee hive at the Park as an education and demonstration project. Staff worked with the State of CT DEEP on behalf of the team to facilitate an approval from DEEP to allow for the placement of the hive. Staff also continues to work with DEEP to continue the lease agreement with the Town to continue the municipal use and stewardship of the Park.

Planning Staff continues to work with the Conservation Commission on the preparation of a Bike Plan for the town. Staff had worked with the Commission previously to create bike route mapping that provide a variety of routes for different biking capacities. The Plan is in draft form at this time and is in the process of being revised by the Commission, with Staff's assistance. The Towns of South Windsor and Glastonbury Bike Plans were used as guidance for Coventry's.

Planning Staff continues to be involved in the ongoing Probate Court matter with the Caprilands Estate. Staff has attended the ongoing Court hearings that are held to close out the Estate. However, numerous complications have occurred over the past seventeen years that have not allowed for the matter to be resolved. The Town is very interested in this matter coming to resolution with the hopes that an adaptive re-use of the property can occur that harmonizes with the prior 'agri-tourism' use that existed previously.

Planning Staff spearheaded a project in cooperation with the State of CT Department of Transportation to perform a road safety audit (RSA) that focused on the section of RTE 31 between Ripley Hill Road and Daley Road. The RSA, which is part of the Department's Community Connectivity Program, provided technical assistance from a transportation planning consultant to the town to analyze the right of way to increase the capacity for pedestrians and cyclists. A formal report was provided to the town with design and engineering solutions to accommodate bikers and walkers. The report can be used as a basis for future grant funding opportunities to construct improvements in this area to support more pedestrian and bicyclist use.



Historic Photo Coventry Train Depot – Depot Road

PLANNING AND ZONING COMMISSION – ACTIVITY LEVEL

A comparison between FY 15/16 and 16/17 indicates that the overall number of applications remained relatively the same from the previous fiscal year.

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

PLANNING DEPARTMENT STAFF



Eric M. Trott
Director of Planning and Development



Mason Perrone
Planning Technician/Zoning Enforcement Officer



Erica Pagliuco
Market Master



Heidi A. Leech
Land Use Permit Technician

**PLANNING AND ZONING COMMISSION
ACTIVITY LEVELS**

	ACTION	15/16	16/17	APPLICATION DIFFERENCE
Special Permit	Approved	5	2	-3
	Denied			
	Pending			
Subdivision	Approved	1	3	+2
	Denied			
	Pending			
Zone Changes	Approved	0	1	+1
	Denied			
	Pending			
Zoning Text Changes	Approved	1	0	-1
	Denied			
	Pending			
Subdivision Text Changes	Approved	0	0	0
	Denied			
	Pending			
Subdivision Amendments	Approved	0	0	0
	Denied			
	Pending			
Special Permit Amendments	Approved	0	0	0
	Denied			
	Pending			
Site Plan Review	Approved	1	0	-1
	Denied			
	Pending			
Scenic Road Designation	Approved	0	0	0
	Denied			
	Pending			

INLAND WETLANDS AGENCY

Members: (As of June 30, 2017 end of fiscal year)

Lori Mathieu, Chair	Thomas Woolf, Vice Chair	David Sorich
Sam Norman	Luke McNaboe	
Todd Penney, PE – Town Engineer/Inland Wetlands Agent		

Total number of applications considered by the Inland Wetlands Agency (IWA): **25**

- ❖ Outcome of applications:
 - Non Jurisdiction Ruling: 2
 - As of Right Ruling: 0
 - Permit Denials: 1
 - Permit Approvals: 22
 - Permit Extensions: 0
 - Permit Withdrawals: 0
 - Permit Modifications: 0

Total number of applications considered by the Inland Wetlands Agent: **18**

- ❖ Outcome of application:
 - Permit Denial: 0
 - Permit Denials: 0
 - Permit Approvals: 14
 - Permit Extensions: 0
 - Permit Withdrawals: 0
 - Permit Modifications: 1

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 increased dramatically to **25** in FY 16/17; from 14 in FY15/16. The number of Agent permits also increased to **18** in FY16/17; from 14 in FY15/16. 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 late 2016, the Agency approved five applications from Coventry Lakefront homeowners looking to take advantage of the low water levels to reclaim beach sand. The Agency also approved an application from The Town of Coventry to reclaim sand at Patriots Park Beach and Lisicke Beach. The water levels had been drawn down lower than normal winter levels in order to facilitate the replacement of the lake gate. The IWA prefers the reclaiming of sand to seeing additional sand brought in which will eventually erode into the lake. The Agency also approved several applications to construct or modify single family homes within an Upland Review. The Wetlands Agency approved the relocation of one home at the corner of Broad Way and Carpenter Road that was being raised up to replace its crumbling foundation. The new foundation was placed in a different location and a new driveway constructed on Carpenter Road with a wetlands crossing. A culvert and drainage project in the Waterfront Heights Association was approved by the Agency but was overseen by the Wetlands Agent.

Over the past fiscal year, there were a variety of applications and projects overseen by the Wetlands Agent. The Wetlands Agent approved and oversaw decks and additions to single-family homes in the Upland Review Area both in the Lake Area and other Intermittent Watercourse Areas such as Sam Green Road, Dunn Road and Hop River Road. Approvals were also issued for sheds, septic systems, curtain drains, pergolas, garages and new homes.

Wetlands Staff - Todd Penny, Wetlands Agent, and Heidi Leech, Land Use Permit Technician, continue to work with 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 Penny, PE – Town Engineer/Wetlands Agent

ZONING BOARD OF APPEALS

Members: (As of June 30, 2017 end of fiscal year)

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

PETITIONS: 13

Approved 12

Denied 1

Pending 0

Withdrawn 0

Appeal 0

In fiscal year 2016-2017, we accepted 13 applications for ZBA. One application was denied due mostly to concerns of neighbors. The other twelve 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. Even with this extra work, the number of variances requested this year went up by 5 from last year to this year.



Main Street Trolley – Coventry Historic Photo

ZONING ENFORCEMENT

Mason Perrone, Planning Technician/Zoning Enforcement Officer

ZONING PERMITS ISSUED (Agent Approved) **225**

Single Family Dwellings	28
Condominium Units	0
Accessory Structures	80
In-law Units	2
Clubhouse	0
Residential Additions/Attached Garages	20
Home Occupations	15
Commercial Use/Signage	3
Interior Renovations	17
Other	64
Total:	229*

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

CERTIFICATES OF USE AND OCCUPANCY **46**
(Signed for zoning compliance by ZEO)

Single Family Dwellings	15
Condominium/Adult Community	1
In-law Units	2
Accessory Uses – Building and Structures	22
Residential Additions/Attached Garages	8
Commercial Signage	0
Other	3
Total:	51*

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

ZONING INSPECTIONS

358

Erosion and Sediment Control	70
Limits of Clearing	2
Certificates of Occupancy	46
Pre-Approval Inspection	2
Seed & Mulch/Grading – Bond Release	6
Zoning Complaints (Initial & Follow-up)	122
Blight Complaints (Initial & Follow-up)	99
Other	5
Total:	358

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	1
Drainage	2
Permit Conditions Not Met	0
Non-Permitted Activity or Structure	12
Signage	0
Illegal Dumping/Oil Spills	0
Clearing/Filling	1
Junk Yard	3
Greater than 1 Unregistered Vehicle	5
Unlicensed motor vehicle dealer/repair	1
Outdoor wood burning furnace	0
Residential motor vehicle sales	3
Nuisance	0
Blight	17
Total:	45*

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

Complaints have increased over the past year. There have been several matters that have not been inspected because they are civil issues between neighbors (property line disputes, trees, fences, etc.). Enforcement has had to ramp up inspections to ensure that matters are being addressed in a

timely fashion. Several cases have been moved to the Town Attorney which have mostly shown progress since being forwarded.

We want to reiterate that our enforcement ordinances for both Blight and Zoning are **COMPLAINT BASED**. This means that in order to legally investigate a potential violation that is not of immediate danger to citizens, a complaint must first be filed in writing with the Land Use Office. Our ordinance states that named complaints are addressed as priority over anonymous complaints.

OTHER PROJECTS:

Geographic Information Systems (GIS)

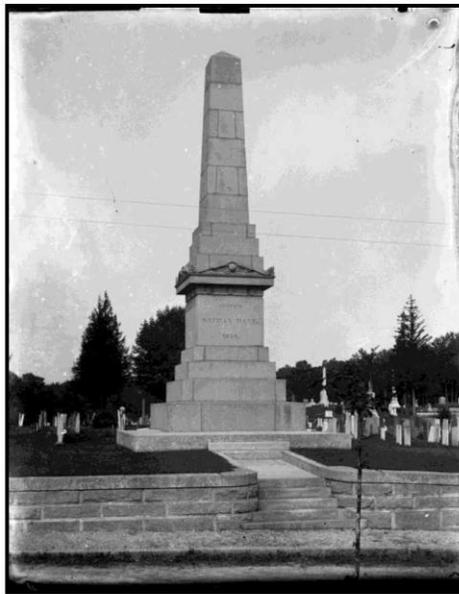
Over the past year, PT/ZEO has worked with the Assessor to make several edits to our GIS to correct parcel lines, ownership issues, and mismatches. This has helped us create a more cohesive parcel layer that is currently in the works to be used in new Tax Maps. While parcels are always a work in progress, this has helped us address over 60 issues with mapping errors in our system and helped us create a routing system for new parcel edits to be made in the future.

CAZEO

PT/ZEO obtained Certified Zoning Enforcement Technician (CZET) certification earlier this year.

Cemetery Commission Mapping

PT/ZEO has recently began assisting the Cemetery Commission in digitizing their records with the help of Scott Roberts. Together, we have assisted them in putting together a map that shows grave records which will be made public on our website very soon. This is a project that can assist family members in finding burial records from their own homes.



Nathan Hale Monument, Historic Photo

ECONOMIC DEVELOPMENT COMMISSION

Members: (As of June 30, 2017 end of fiscal year)

Sondra Astor Stave	Bill Jobbagy	Alex Koenigsberg
Timothy Liptrap	Barbara Barry	Richard Giggey
Mark Lavitt	Sam Belsito	Kristen Bilotta
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 under the former management was 2015, the EDC established a subcommittee to pursue the ongoing presence of a farmers' market at the Hale Homestead. The subcommittee worked for approximately one year 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.

Land Use

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. A study is currently being conducted to analyze the capacity of the piping system to accommodate flows from properties in Coventry.

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 continues to examine the current system capacity and determine amounts of service that can be provided for new projects.

The EDC hosted a forum with the Town of Bolton that involved The CT Economic Resource Center presenting their 'Fundamentals of Economic Development' workshop to the town officials. The two towns believe that the forum is pertinent since there is ongoing collaboration on the RTE 44 sewer project and the RTE 6 Regional Economic Development Council. Further, there is consideration of a potentially larger master plan that can be developed between the two towns at the town line that encompasses several properties in each town. This comprises the RTE 44 Bolton Gateway Growth Node.

Planning Staff and the Commission created a business survey that was administered through survey monkey and 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 results of the survey indicated that the businesses wished to have the opportunity to gain more information on internet marketing and visibility. The EDC responded by hosting a series of educational sessions on how the business platform in Facebook can assist in connecting their business to potential customers. The businesses that have attended have found the forums to be very helpful. More forums are in the process of being planned to be held.

Planning Staff initiated a project involving the hiring of a design consultant to prepare detailed conceptual site plans of key developable commercial parcels in town. Due to the interest that both

Bolton and Coventry have in working collaboratively to plan for economic development growth at the RTE 44 Bolton/Coventry town line, Bolton was invited to participate in the project. 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. Another option is to build new zoning regulations that could be tailored for the growth node, based on the concept plans. The consultant who worked on the RTE 6 Regional Economic Development Council corridor plans was hired to prepare the site plans. The project is expected to be completed in the late fall/early winter of 2017.

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 also administered a business visitation program with several businesses in town. The results of the conversations have inspired programming for future forums as well as assisting the Commission and Staff on the priorities for the Commission.

The Town was recognized by the Capitol Region Council of Governments with special awards relative to inter-municipal cooperation and economic development. Specifically, the cooperative work between Bolton and Coventry to support trail building, transportation corridor planning, and economic development planning. The Coventry Farmers' Market was noted for its success and impact in the region by supporting agriculture and small businesses.

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.



Historic Coventry Lake Photo

Land Use

CONSERVATION COMMISSION

Members (as of June 30, 2017 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

- #16-085 – Elizabeth Drouin, 134 Lancaster Road. Keep and maintain chickens for eggs, and kids, etc.
- #17-01 – Re-subdivision of Land of T&S of CT. LLC South Street, 3lots.
- #17-02S –2711 Boston TPKE., Seven-Eleven: Replace tanks and add new pump and new canopy.
- #17-03 – Windy Hill re-subdivision, Windy Hill Road. Please note Charlie Brown will attend the meeting.

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. The Commission met with The Inland Wetlands Commission to discuss the modification we are interested in doing and to discuss the best way to cross the wet lands.

ADOPT A ROAD PROGRAM

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

BIKE/Pedestrian PLAN AND ROUTES

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

ITEMS OF INTEREST

The Commission does the stone wall clean-up for the Farmers Market. At the Nathen Hale Homestead. The cleanup is scheduled for the last Sunday in March. (weather permitting)

On Earth Day Weekend (Sunday) the Commission does a street cleanup on Daly Road. We fill from 16 to 24 bags of trash each year.

Respectfully submitted,

Leroy Lowe
Chairman



EDUCATION

Above: Students in the Coventry Youth Services' Mentoring Program gather to make their own edible arrangements. The mentoring program matches high school students with Robertson School 3rd, 4th and 5th graders. The group met on Thursdays 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.



Coventry Board of Education 2016-2017 Annual Report

David J. Petrone, Ed.D., 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; Mary Minor; 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 at 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 2016-2017 Noteworthy Accomplishments:

Coventry High School; Joseph Blake, Principal



During the 2016-17 school year at Coventry High School (CHS), a variety of initiatives and programs helped support student learning and achievement. A primary focus was preparing our students for the new version of the Scholastic Aptitude Test (SAT) that was recently mandated as one of our standardized measures by the State of Connecticut. Teachers and administrators worked hard to adjust curriculum, instruction, and assessment to ensure that students possess the skills necessary for high achievement on the SAT and for college and career readiness. During 2016-2017, we also began the transition to the Next Generation Science Standards (NGSS) by offering professional development on curriculum development and effective implementation of the NGSS in the classroom. We will continue this work as the NGSS is rolled out to each grade level and course in science. 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 have also continued to support our cooperative agreements with Eastern Connecticut State University and the UCONN Neag School of Education to place interns and pre-professionals who will support our students' academic and social development and/or complete their student teaching.

The one-to-one iPad initiative continues to include all students at Coventry High School, and professional development time was allocated to train teachers on effective use of Google Apps for education and iPads for 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 374 credits at the University of Connecticut, and through the College Pathway Partnership, students earned 575 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 eighth in the state of Connecticut and in the top 3% of high schools in the nation. In 2016-2017, we added to our impressive AP course catalog by offering an AP Seminar course, and we will be offering AP Music Theory and AP Research for the first time in the 2017-2018 school year. Our athletic program had a very successful year, including 14 post season/state tournament appearances, a NCCC



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Championship for Girls' Volleyball and Boys' Track and Field, a state finals runner up in Boys Indoor Track, and a Class S State Championship for Boys' Soccer.

Capt. Nathan Hale Middle School; Dena DeJulius, Principal



Academic achievement, character development, a commitment to safety, and a sense of belonging are all high priorities at Capt. Nathan Hale Middle School. CNHMS is a middle school community that prides itself on providing students with strong academic programming that integrates current technology, and that fosters the development of the whole child through offering a variety of related arts programming as well as extra-curricular offerings. In 2016-2017 the English Language Arts (ELA) and Mathematics departments continued their curriculum work aligning instruction and assessments with the Connecticut Core Standards. The CNHM science

department worked extensively on preparing for the shift to the Next Generation Science Standards (NGSS) curriculum. A CREC science consultant worked with the department to guide them in incorporating anchor phenomena, 3-dimensional learning, engineering practices, and 5E lesson planning (engage, explore, explain, elaborate, evaluate) to our new curriculum. CNHMS received a Teachers of Critical Languages Program Grant sponsored by the Bureau of Educational and Cultural Affairs of the U.S. Department of State and implemented by American Councils for International Education. Through this grant, Gu Wenming, an experienced English teacher from China, taught the Chinese language and culture to students for the 2016-2017 academic year. Grade 6 students had the opportunity to participate in an exploratory Chinese class while smaller classes consisted of Grade 7 through Grade 9 students. Continuing our Chinese-American exchange program with our sister school, No. 57 Middle School in Qingdao, Shandong, China, five students in Grade 7 through Grade 9, two staff members from Coventry Public Schools, and three parents traveled to Beijing and Qingdao from April 13-25. This trip reinforced and built upon what most of these students have been learning in their Chinese classes at CNHMS as well as strengthened the ties our two schools have been developing since their first visit in February of 2012. The CNHMS Student Council continues to support 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. Accomplishments for 2016-2017 include school spirit initiatives such as spirit days and grade-level competitions, service initiatives such as our annual Thanksgiving Food Drive to benefit our local food pantry and our annual Pajama Day fundraiser to benefit Connecticut Children's Medical Center Oncology Unit. Our Citizen of the Quarter luncheon highlights the accomplishments of fifteen students each quarter for their academic commitment and positive school attitude. This year, CNHMS applied for a National Junior Honor Society Membership in an effort to recognize students who demonstrate great character and academic excellence. Career Day took place on Friday, April 28, 2017, with twenty-six presenters from various area businesses sharing their skills and knowledge pertaining to their fields. In addition, CNHMS showcased student work throughout the building highlighting various academic standards covered across Grade 6 through Grade 8.



George Hersey Robertson Intermediate School; Beth Giller, Principal

District and school initiatives established for the 2016-2017 school year supported our priority at George Hersey Robertson Intermediate School (GHR): to meet the social, emotional, behavioral, and academic needs of all of our students. First, we encouraged students to embrace challenges, give their best effort, learn from feedback, become inspired by other people's successes, and believe their intelligence can change if they work hard! We encouraged Growth Mindset and practiced **The Power of Yet!** (i.e. "I can't do it – YET!"). With this Growth Mindset, teachers developed learning targets in the form of "I Can" statements, for students to then set "I Can" goals to measure their progress in learning. Celebrations of Learning throughout the year provided students with the opportunity to share this with their parents. The unveiling of our Spike's Buddy Bench on the playground provided students with the opportunity to look out for peers in need of a buddy to play with at recess. This has been a wonderful addition to our playground, with students using it frequently and appropriately. The pilot of Eureka mathematics brought changes in math vocabulary and instructional strategies, while simultaneously deepening our students' understanding of mathematical concepts. We continued to foster our culture of reading through the use 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 daily. Technology is embedded in daily instruction with students' access of classroom iPads, access to a new Chrome Book cart, and the introduction of Google Classroom. Our Grade 5 students collaborated with CGS Kindergarten students to include our 3D printer to create a wonderful memento for parents: kindergarten student's hands from GHR's 3D printer. To promote positive transitions for students as they move from one level to the next, teachers have participated in Instructional Rounds with colleagues at CGS and CNH to deepen



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their understanding of standards and expectations from one grade level to the next. Community service projects that we are most proud of include our high rate of participation in Connecticut Children's Medical Center (CCMC) PJ day, and our support of Tara Farms, bring your stuffed animal to school day. We are fortunate in that GHR students had the opportunity to participate in many afterschool activities: Homework Club, Mentoring, Art in the Afternoon, Multi-Sport, Ski Club, Hiking, and Chess Club. Morning activities included Exercise for Life and Chorus. 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, teacher grants, school spirit, and a new kiln for art.

Coventry Grammar School; Ronda Lezberg, Principal



At Coventry Grammar School we take great pride in educating students in a nurturing and supportive learning community that aligns instruction to the Connecticut Core Standards. During the 2016-2017 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. As part of a district initiative, the staff focused on developing "Growth Mindset" in their classrooms. The classroom environments focused on explicit teaching, setting class and student goals and communicating confidence in all students' ability to rise to learning challenges. Our instructional focus in reading and writing was strengthened through our continuous review of data and the collaborative use of the student work protocol. Our mission was supported in partnership with school and district reading and math specialists and on-site training from Teachers College Reading and 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 supported monthly as we rolled out a new resource with great success. Classroom teachers actively developed well-paced units, strongly implemented lesson components and effectively demonstrated mathematical strategies within their defined instructional blocks with positive results. Our school's advocacy of early intervention was evident at each grade level as teachers worked with support staff to provide instructional intervention and enrichment opportunities for all students, implemented progress monitoring practices and collaborated with school specialists to ensure differentiated instruction. The infusion of technology through the use of interactive boards, sets of classroom iPads, Chromebooks and computer lab instruction supported digital learning, student research and the expansion of independent learning. As we embraced new science standards, engaging hands-on lessons were supported by our challenge and enrichment instructors at all grade levels and included a Kindergarten and Grade 5 partnership in the use of the 3-D printer. Finally, the CGS PTO continued to be a great support for our learning community. With partnerships playing a key role in our success, we are grateful to the PTO Board members and volunteers who worked tirelessly to financially support our classroom initiatives, our field trips, cultural arts performances and the supported the positive school spirit throughout the year.



Business Office; Robert Carroll, Director of Finance and Operations

The Business Office successfully expanded the implementation of the Time and Attendance Management system to all hourly staff. The application significantly improved payroll accuracy and reduced the need for manual entry of paper timesheets. Staff continues its efforts to operate more efficiently with an emphasis on reducing paperwork. The office worked with the Director of Educational Technology in executing Year 2 of the District's Technology Plan. Numerous pieces of equipment were acquired and deployed throughout the district. The departments worked closely together to maximize our purchasing power by leveraging eligible equipment upgrades thru the Federal Universal Service Fund, also known as E-Rate. Numerous meetings were held with Town Office personnel, the Town Council, the Board of Education, and Hale Early Education Center (HEEC) staff to ensure all aspects of the transition of the Preschool program from the HEEC to the Board of Education were addressed. A proposed budget was developed, and a chart of accounts were established. Staff worked with the Educational Technology Department to install a Voice Over IP system district wide. Our office collaborated with the Director of Physical Plant and Facilities and School Energy and Building Efficiency Building Committees to convert the heating systems at the CNHMS/CHS Complex and the Administration Building from fuel oil to natural gas. Human Resources implemented enhanced background checks on all new hires as mandated by the State of Connecticut. The Business Office also assisted in the successful application and the financial oversight of several new grants awarded by various state agencies, including the Smart Start Early Education grant, the Intertown Capital Equipment (ICE) grant, and the Excellence in Volunteerism grant.



Physical Plant and Facilities; William Trudelle, Director

While working together with numerous town agencies and the School Building Energy Efficiency Committee, we finished the first phase of the natural gas conversion. This phase included bringing



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natural gas to the buildings, installing three new gas boilers at Coventry High School, replacing the oil burners with natural gas at the complex, along with installing two new gas boilers at Capt. Nathan Hale Middle School. In conjunction with the gas project, the Facilities Department worked with the Committee and BL Engineering on energy and safety upgrades, district wide, and it was presented to the Town Council on April 17, 2017. We also worked with the CHS Walls Code Compliance Building Committee on the best course of action to determine the extent of any compliance issues, along with an action plan to correct any compliance issues that may be found. We also supported the IT department in the transition to the new Voice Over IP phone system, district wide. With the assistance of the risk management team from our insurance carrier, CIRMA, we corrected areas of concern to both the playground equipment and fall protection at Coventry Grammar School, George Hersey Robertson Intermediate School, and Hale Early Education Center schools. We assisted the Hale Early Education Center staff on their NAEYC accreditation to include the licensing for the preschool program. All of these initiatives continue to ensure that Coventry Public Schools remains a healthy atmosphere to thrive and grow in for our students and staff.



Educational Technology Department; Cathie Drury, Director

The Coventry Public Schools Educational Technology Department works to support all stakeholders in the use of technology to enhance learning and productivity. To start the 2016-2017 school year and in collaboration with the Business Office, district administration, and Town of Coventry Personnel, we migrated all phones over to a Voice Over IP system. The new phone system includes enhanced voice features and capability, 911 safety alerts, better redundancy, and capability to integrate with cell phones and computers. All staff were trained in the new system prior to the start of school and supported throughout the year. Following the school system rollover, we worked with the town to support them during their transition. 2016-2017 also marked Year Two of our Three Year District Technology Plan. Building on our work from previous years, we continued to enhance network infrastructure to increase speed and ensure greater connectivity for students and staff. In accordance with our district obsolescence plan, we updated computer labs and teacher computers in numerous locations. As a department, we continued to integrate PowerSchool with other ancillary systems. These connections along with the development of reports for staff helped us take greater advantage of our student information system. To help support all staff in the use and integration of technology, we collaborated with district administration and staff to further develop differentiated and individualized professional development opportunities through the expansion of the Educational Technology Coach position to full time. Throughout the year, we researched and implemented a new student data warehouse. In addition, we implemented an app and blended learning resource approval process to help ensure compliance with new state legislation and alignment of technology based resources to curriculum. We are very pleased with the progress made regarding technology and look forward to continuing our efforts in the coming year to best serve the Coventry Public Schools' 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 2016-2017 school year, we continued to evaluate and revise our curriculum, particularly in the area of science, utilizing the Next Generation Science Standards (NGSS) and following the Connecticut Department of Education's timelines for implementing the new standards, targeting curriculum for Grades K-3, 6, and 9 and incorporating the three dimensions of the NGSS: Science and Engineering Practices, Crosscutting Concepts, and Disciplinary Core Ideas. In addition, we adopted and implemented the Eureka Math program in Grades K-5. Developed by the writers of the Common Core State Standards, Eureka Math is a comprehensive math resource which supports our existing curriculum with a focus on building students' concepts, ability to apply them, and developing their critical thinking and computational skills. This program sequences the introduction of concepts and skills and partners them with methods of instruction that drive student understanding beyond solving problems to deep mastery of mathematical concepts.

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 continued the integration of the 21st century skills and Coventry Public



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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 2016-2017. In addition, we continued the integration of the Google Suite, previously known as Google Apps for Education, a free, online suite of tools that is highly interactive, allows real time and anywhere opportunities for collaboration between students or groups of students and enhances opportunities for teachers to provide students with feedback on their work while it is in progress. 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 award of a Teachers of Critical Languages Program grant, a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State, implemented by the American Councils for International Education, we began Mandarin Chinese Language courses at Capt. Nathan Hale Middle School. We were one of only 24 schools nationwide to receive this grant funding which enables schools to strengthen their teaching of Mandarin by bringing Chinese teachers to the U.S. to teach their native language and culture for one academic year. We are also a recipient of a TCLP grant for the 2017-2018 school year!

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!



Pupil and Staff Support Services; Todd Giansanti, Director

Pupil and Staff Support Services (PSSS) is committed to providing equal access and equal opportunities for all Coventry school children in the least restrictive environment. During the 2016-2017 school year, PSSS staff worked collaboratively with key stakeholders and support staff to develop a multi-year plan to review, evaluate, and enhance the continuum of services districtwide. Continuing with the district's autism program, as well, as ensuring consistent transition programming across all settings in order to meet individualized student needs.

Staff collaborated with community agencies and key stakeholders to develop and provide resources to support students with disabilities and their families as they transition within the PK-12 structure, as well as, plan for post-secondary opportunities. We continued our relationship with the Coventry Police Department in order to support the "Project Safe Return" initiative. The department was represented at our family transition night and Autism Committee meetings. Staff has continued participation with the Youth Advisory Board, Coventry Council for the Prevention of Drug & Alcohol Abuse, Juvenile Review Board, and Eastern Highlands Health District. This summer, students in Grades PreK-12 received academic and related services as they continued to make progress towards learning goals in accordance with his/her Individualized Education Plan (IEP). Students participating in the vocational program engaged in the world of work and in accessing community-based resources. Members of the PSSS Department, including special education teachers, related services staff, school counselors, nurses, para-educators, and clerical and support staff, remain a resource across the district, supporting improved outcomes district-wide for all students.



Hale Early Education Center; Lois Hasty, Program Director

It's an exciting time for the Hale Early Education Center (HEEC)! This past summer, the Preschool became part of the Coventry Public Schools in an effort to streamline program leadership and operation. As a result of the acquisition, many program enhancements have been implemented.

Staff worked extremely hard throughout the 2016-2017 school year to create a curriculum based on the Connecticut Early Learning and Development Standards (ELDS). Standards were prioritized and sorted into theme based monthly units which will ensure that all students have received critical instruction for mastery of the standards. Teachers participated in the pilot of a new CT ELDS assessment, the CT DOTS (Documentation and Observation for Teaching System), which the State of Connecticut is developing to accompany the standards. To ensure a smooth transition for students entering Kindergarten, staff also participated in vertical team meetings with Kindergarten teachers.

Overall quality improvement and policy refinement efforts have been underway in preparation for NAEYC re-accreditation scheduled for the spring of 2018. Additionally, the Preschool is proud to report that the Office of Early Childhood conducted an inspection and issued a new license to continue operation as the "Hale Early Education Center".



Coventry Board of Education 2016-2017 Annual Report

HEEC expanded the Preschool program from six weeks in the summer of 2016 to eight weeks in 2017. The summer program offered frequent visits by the Lutz Museum and Booth & Dimock librarian. Families are now provided the opportunity to enroll their child up to 50 weeks per year. HEEC offers school-day and part-day programs with before and after care options for families. Financial assistance is available for those who qualify through the Smart Start and School Readiness grants.



HUMAN SERVICES, CIVIC & CULTURAL

Above: the deck at the Patriots Park Lodge/Senior Center was replaced in July of 2016, making it more pleasant to enjoy the fabulous view of Coventry Lake.

COVENTRY HUMAN SERVICES

ANNUAL REPORT 2016-2017

HUMAN SERVICES

YOUTH SERVICES

SENIOR CENTER and SENIOR TRANSPORTATION PROGRAM



Coventry Human Services

Staff: Courtney L. Chan, LMSW, 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: Emma P. King, MSW, Senior Center Coordinator eking@coventryct.org
Sarah Leete, Senior Transportation Coordinator sleete@coventryct.org

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 the department is to allow Coventry residents the ability to achieve and maintain personal and social well-being and to provide positive youth development programs. The Human Services Administrator holds a LMSW, 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 CLASS monthly training meetings. The Youth Services Coordinator is the Municipal Agent for Youth, staffs the Youth Service Bureau, which is funded in part through the State Department of Education, administers the grant from North East Communities Against Substance Abuse and oversees the grants to regional agencies that provide services to residents.

YEAR ROUND PROGRAMS

- Advocacy
- Budget Counseling
- Case Management
- Civil Preparedness Emergency List
- Counseling Services
- Crisis Intervention
- Direct Services:
 - ❖ Social Services - **230 cases**
- Drug and Alcohol Information
- Emergency Call List
- Energy Assistance ACCESS Applications – **97 applications**
- Operation Fuel Program (winter) – **2 families**
- Operation Fuel Program (summer) - **2 families**
- Clergy Fuel - **19 families**
- Food Bank – **272 requests; 79 total households**
- Fundraising
- Housing Information
- Department of Social Services Information and referrals
- Landlord/Tenant Rights information
- Special Needs Program – **17 families**

ADDITIONAL PROGRAMS

- **Department of Agriculture** –Due to the lack of a State budget, funding for the Senior Farmers' Market Nutrition Program was effectively eliminated for the 2017 market season.
- **Renter's Rebate Program** – **79** applications were processed for senior and disabled renters in the form of checks by the State Office of Policy and Management. This program runs from April 1-October 1st.



Holiday food drive and distribution

- **Holiday Program:** Staff as well as volunteers from the community coordinated the distribution of donated food and gifts to residents.

Thanksgiving: 60 families, single adults, elderly and disabled residents received Thanksgiving food; 64 hot meals to Orchard Hills residents.

Christmas: 77 families, single adults, elderly and disabled received food and gifts for the holidays; 62 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, energy assistance, electric utilities, clothing vouchers, gift cards, grocery cards, plumbing repairs, snow removal and food bank items.
- **Salvation Army - Fundraising**
“Bell Ringers” – \$7,685.99 total funds raised during the holiday season. 90% (\$6,917.38) of the funds raised was returned to Coventry to benefit children and families in need.

Bell Ringing Locations - Highland Park Market, Walgreens, Subway (in the Village) and Dunkin Donuts.

Total Bell Ringing Hours: **130 hours** (volunteers counted for each hour of bell ringing), total volunteers: **62 hours** “thank you” to everyone for a job well done!

- **Clergy Fuel Fund** – \$9,087.39 was received in donations to assist residents in need of emergency heating assistance during the winter season.

EXPENDITURES FOR EMERGENCY ASSISTANCE ~

- **Salvation Army Fund** – 31 households (82 people) were assisted with grocery vouchers, housing assistance, energy assistance, summer camp, the “Gearing Up to Learn” program, (families may be helped with more than one need depending on circumstances).
- **Fuel Assistance - Clergy Fuel Fund** - **19 families** met the criteria to receive energy assistance and \$5,687.13 was provided in fuel assistance to families in need of during the winter season. Donations have been received from generous individuals, churches, business and organizations. Funds collected help to pay for deliverable fuel as well as

electric heat 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 and coordinates deposits which are processed c/o the Finance Office.

INTERN: Nora Ingle began interning in our office in October, 2016. Nora graduated with her BSW from Eastern CT State University in May, 2017. Nora 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 two holiday distributions. She also helped coordinate and deliver meals to the residents at Orchard Hills Estates. Nora has been a huge asset to our office, has 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 town departments, local churches, school district, police department, library, Visiting Nurse & Health Services of CT, senior groups and other organizations attend the meetings. The public is always welcome to attend. The Committee meets the 1st Tuesday of the month, October – June.

SENIOR CENTER HIGHLIGHTS

The 2016-2017 fiscal year was a “year of transition” for the Senior Center. The Center had two staff members transition to other opportunities and retirement, respectfully. This led to a 6-week gap in the Senior Center Coordinator role, during which time, Coventry Human Services staff assisted in keeping the Center open.

At the end of November 2016, Emma King, MSW was hired as the full-time Senior Center Coordinator. Additionally, the Center saw a 6-month gap in the Transportation Coordinator role. During this time, the Center’s Transportation Program was managed in partnership with the Senior Center Coordinator and the Windham Region Transit District. Sarah Leete was hired as the new Transportation Coordinator in July 2017. These staffing gaps contributed to a decrease in a number of performance measures over the course of the year. However, the Center is proud to report strong growth toward the end of the fiscal year, indicating the importance of continuity in the senior center coordinator role, and the introduction of new programming.

New marketing techniques have been implemented including: the 06238 Community Calendar, the Events Calendar with both the Journal Inquirer and Chronicle newspapers and; cross promotion of events through the Booth and Dimock Library.

Total Participation:

Program Indicator	FY 14/15	FY 15/16	FY 16/17
Senior Center Visits	5200	6008	5565

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.
- Mahjongg became a weekly addition to our schedule this year and we now average 8-12 players on Thursday mornings.
- 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 14/15	FY 15/16	FY 16/17
Fitness Room	312	408	367

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 626 individual meals throughout the year to encourage senior nutrition.
- A Licensed Massage Therapist provides massage and/or reflexology appointments once a month.
- Due to demand, value priced haircuts and nail trimming are now offered monthly and continue to be our most highly requested service.
- 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 14/15	FY 15/16	FY 16/17
Group Fitness Class	666	1,089	952
TVCCA Lunch	440	444	626
Massage/Reflexology	127	155	132
Haircut/Nail Trim	86	121	178
Podiatry Foot Care	42	36	35

Seasonal Programming:

- Unfortunately, this year saw the loss of AARP Tax Aide Program. The staff transition and lack of volunteer tax preparers (previous years volunteers indicated at the end of FY 15/16 that they would no longer be available) meant that the Center would no longer offer this service to residents. Those who needed tax preparation services were referred to other area

centers who host the program (Bolton, Mansfield and Tolland Senior Centers). It does not look like the Center will be able to re-establish this program for the 17/18 fiscal year due to a lack of AARP staffing state-wide and diminished availability of tax preparer volunteers.

Program Indicator	FY 14/15	FY 15/16	FY 16/17
Filed Tax Returns (by household)	56	104	0

- *Out to Lunch Bunch* brings seniors to local restaurants. This continues to be one of our more popular program, averaging 20-30 participants and is entirely senior organized. This year's restaurants included Vernon Diner, 99 Restaurant, Willimantic Brewing Company and TGI Fridays.
- Day trips bring seniors to local attractions. FY 16/17 saw a decreased number of recreation activities, via our transportation program, due to a lack of Transportation Coordinator for the latter 6 months of the fiscal year. In July of 2016, the Center took a trip to the Trolley Museum and Cracker Barrel Restaurant.
- Special events and holiday celebrations are well attended, including some at room capacity. Our annual Veterans Day, St. Patrick's Day and Memorial Day luncheons continue to be very popular.

Event	Total
July Ice Cream Social	21
Summer Field Day	41
Veterans Day Tribute with American Legion	45
Spread the Cheer with Coventry Youth and Family Services	12
October Soup Sampler	31
Holiday Luncheon and Sing-A-Long	37
Out to Lunch Holiday Luncheon – Bidwell	42
New Year New You Potluck	10
Wii Bowl-A-Thon	16
Valentine Potluck	22
St. Patrick's Day Lunch	75
Memorial Day Luncheon with Bruce John	56
Summer Pancake Breakfast	25

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

Presentation	Total
AARP Safe Driving	22
Memory Loss Presentation Summer 2016	14
Medicare 101 Summer 2016	2
Senior Led Housing Discussion Series (4 sessions)	48

Fall Prevention – Integrated Rehab	10
January ‘New Year New Ideas’ Open Forum	7
Dynamic Stretching for Golf	5
Folk Dancing – 6 week Series	10

Social Services: The CHOICES program provides unbiased education and assistance with Medicare and other related programs. Senior Center Coordinator, Emma King and volunteer, Penny Whitaker are Certified CHOICES Counselors through the Senior Resources Area Agency on Aging. During the first quarter of this year, Carrie Concatelli served as the Town’s Municipal Agent to the Elderly & a CHOICES counselor during her tenure as senior center coordinator. The annual numbers reflect appointments provided by Carrie Concatelli, Penny Whitaker and Emma King. Senior Center Coordinator, Emma King now serves as Coventry’s Municipal Agent for the Elderly to provide information and referral to community resources.

Program Indicator	FY 14/15	FY 15/16	FY 16/17
CHOICES Appointments	54	164	104
Elderly Services Appointments	35	92	57

COVENTRY RIDES TRANSPORTATION PROGRAM

Days of vehicle usage: 238
of Individuals Riding: 171
of One-Way Trips: 1334
Volunteer Hours: 852
Miles Total: 8556

Volunteer Van and Bus Drivers: Brian Coss, Christine Coss, Dick Frye, Elaine Gelinis, Howard Haberern, Jerry Haugh, Bill Hoffman, Kim Homans, Debbie Locke, David McCrory, Bill Root, Ken Stein, John Thayer, Bill Wajda, Jim Wicks and Joyce Wicks.

Private car volunteers: Sue Chvirko, Christine Coss, Lori Boucher, Trena Gale, Karen Renfro, Dick Gawitt, Paulette Marquis, Carol Moriarty, Mary Jane Newman, Claudette Polhemus, Cathy Root, Bill Root, David McCrory and Bill Wajda.

One-way rides decreased from 1744 in FY16 to 1545 in FY17 due to the previous transportation coordinator retiring and a new transportation coordinator not being hired for several months. During the vacant months (January-June) WRTD served as the dispatch center for the Coventry Rides program and also created rider schedules for the days the program was running (M, T, & Th/weekly).

Volunteer drivers are asked to drive one morning a month for about four hours. Several drivers are currently volunteering to drive two mornings a month.

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

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

Handouts and mailings are provided for the residents of Orchard Hills and the Coventry Senior Center 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. Transportation costs associated with these trips are paid for with the MGP Department of Transportation Grant funding, allowing the cost of these trips to be kept low. The average cost of these trips is between \$12-\$30 dollars with lunch included on some trips. The following trips were offered this year: Florence Griswold Museum in Lyme with lunch at Lenny & Joe's Restaurant, the Norman Rockwell Museum, and The Jorgensen Auditorium at UConn to see a production of Newsies.

The town's application for the 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.)

In 2016, the Town submitted a grant application to the Section 5310 Grant Program (State of CT, Dept. of Transportation) to purchase a new, smaller handicap-accessible vehicle which was approved. We are awaiting receipt of the new vehicle with an anticipated arrival date of Fall, 2017. This is a matching grant with the State providing 80% of the cost of the proposed vehicle with Coventry providing a 20% match. Coventry currently operates two vehicles: 8-passenger handicap-accessible van purchased in 2006 and a 15-passenger handicap-accessible mini-bus purchased in 2010.

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:

- 17 Camperships were awarded to 11 families; allowing youth to attend summer that otherwise would not be able to.
- Assisted 3 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*, the back-to-school program, assisted 15 Coventry families with backpacks, school supplies and Payless shoe cards. 35 children started the school year off on the right foot as a result of this program.

- *Gearing Up to Learn*, the back-to-school program, assisted 15 Coventry families with backpacks, school supplies and Payless shoe cards. 35 children started the school year off on the right foot as a result of this program.
- Positive Connections Mentoring program matched 7 high school students with 8 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 14 new members to go over program policies, procedures and job skills overview.
- Provided drop in office hours as part of open door policy to parents, middle and high school youth, and other citizens as needed.
- The 9th annual “**Spread the Cheer**” holiday program for Coventry Grammar School students was held on December 19, 2016. Youth Services and the Senior Center collaborated once again, allowing 40 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 8 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 4th Annual Promaganza was held on March 18th. 13 girls from Coventry and Bolton attended, picking from over 300 (donated) dresses, shoes, and accessories. Many local businesses donated services (dry cleaning, salon services, alterations, etc) which were raffled off.
- Project Graduation invitations were created and mailed to all students in the class of 2017. On June 1, 2017, 96 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.
- Youth Services and the Senior Center offered a “Grandparents Raising Grandchildren Resource Fair” on April 3, 2017 at the Coventry Senior Center. 21 participants, 17 vendors and 3 guest speakers attended the event aimed at providing grandparents raising grandchildren a forum to gather information, gain support, ask questions, and connect with services, resources, professionals and other grandparents raising grandchildren.
- Students from GHR School made ornaments that were delivered to Orchard Hills residents along with prepared December holiday meals (delivered by high school students).
- CHS and GHR students in the Positive Connections Mentoring program delivered Highland Park prepared meals to residents at Orchard Hills in November and December.

• Youth & Family Cases	68 cases
• Community Service	62 cases
• Community Restitution	5 cases
• Youth Job Bank Requests	17
• Youth Job Bank Matches	15
• Youth Job Bank Members Trained	14
• Juvenile Review Board	5 cases
• Counseling Clients	4



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

**Coventry Housing Authority
1630 Main St.
Coventry, CT 06238**

Annual Report 2017

On behalf of the Board of Commissioners, I am pleased to present the Annual Report for the Housing Authority of the Town of Coventry for the Fiscal Year ending June 30, 2017.

The Coventry Housing Authority had a 100% occupancy rate for both Orchard Hill Estates I & II. The number of residents served in our State of CT E-RAP program was 11.

The Coventry Housing Authority applied for and was awarded an \$800,000 Small Cities CDBG grant that will facilitate the replacement of aging roofs in both projects. The money will also be used to replace the sidewalks in both Orchard Hill Estates I & II.

The Coventry Housing Authority Board of Commissioners and the staff are committed to providing safe, affordable housing for the Elderly and Disabled.

Respectfully Submitted,

Laurie J. Bradley
Executive Director

ORGANIZATIONAL SUMMARY

Board of Commissioners

Mr. Albert Bradley, Chairman
Mr. Jeffrey Arn, Vice Chairman
Ms. Marilyn Barrette, Secretary/Treasurer
Ms. Lorraine Lynch, Commissioner
Ms. Susan Noyes, Resident Commissioner

Housing Authority Staff

Laurie Bradley, Executive Director
Sharon Boisvert, Resident Service Coordinator, Ass't Director
Peter Kasacek, Maintenance Supervisor
James Dorsey, Maintenance Aide

Housing Property and Summary

Orchard Hill Estates I - Federally Funded Elderly & Disabled Housing

Residents pay rents based on 30% of their adjusted gross income less a Utility Allowance. The Utility Allowance is adjusted annually and is reflective of the average monthly electric use for the same size apartment. There are no utilities other than water provided in this rent. The Market Rents for these units are currently \$402 for an efficiency and \$456 for a one bedroom.

Orchard Hill Estates II – State Elderly & Disabled Housing

Residents pay rents based on 30% of their adjusted gross income less a Utility Allowance. There are no utilities other than water provided in this rent. The base (or minimum) rent for these units are currently \$250 for an efficiency and \$275 for a one bedroom.

2017 Resident Services

We are committed to helping to provide services necessary for our residents to maintain quality independent living. We have a Resident Service Coordinator who works 16 hours per week. She screens residents for any services needed and teams up with area agencies to provide these services. She also plans events such as, ice cream socials, summer picnics, holiday parties, blood pressure clinics and miscellaneous craft making parties.

We assisted the Town of Coventry Human Services Department with 67 Renters Rebate applications by collecting and photocopying the financial information for the program.

We are an Energy Assistance Site through the ACCESS Agency. We processed 64 applications that will give assistance to the tenants in the form of a credit on their electric bills.

We have provided 89 residents with services such as Meals, Homemaking Services, Home Health Aides, Medical and Regular Transportation, Friendly Visits, Nursing Services, Mental Health Services and Protective Services.

Without these services, many of these residents would have to be placed in Nursing Facilities.

Payment in Lieu of Taxes (PILOT)

The Coventry Housing Authority has increased the amount of PILOT payment made to the town to \$18,869. The PILOT payment in 2016 was \$18,681.

FACILITIES

Work Orders

Through the fiscal year June 30, 2017, The Coventry Housing Authority maintenance staff completed 327 work orders for maintenance service.

Unit Turnovers

The Coventry Housing Authority maintenance staff renovated 10 apartments in the fiscal year ending June 30, 2017. Upgrades to cabinets, countertops, stoves and floors were done in several of these apartments.

FINANCIAL SUMMARY

Annual Financial Audit

The Audit Report for the Fiscal Year 2016 was completed and filed as required. There were no findings cited in the report. A full copy of the audited financial statements is available upon request at the office of The Coventry Housing Authority.

Management Plans

Both the Project-Based Section 8 Federal Housing and the State Elderly Housing Management plans were submitted and approved as required.

Base Rent Structure

The base rents remained the same for the Fiscal Year ending June 30, 2017.

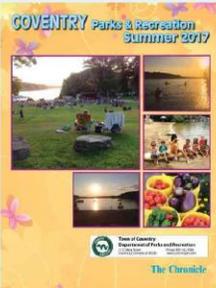
For more information regarding the Housing Authority of the Town of Coventry, please feel free to contact us at:

Coventry Housing Authority
1630 Main St.
Coventry, CT 06238
Phone: 860-742-5518
Fax: 860-742-5886

The Regular Meeting of the Coventry Housing Authority Board of Commissioners is held the second Tuesday of each month at 7 PM in the Front Community Building located at 1630 Main St., Coventry, CT 06238 (unless otherwise posted).



2016-2017 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.

STAFF
Wendy Rubin, CPRP, CYSA
Director

Caterina Merriam,
Recreation Supervisor

2016-2017 Annual Report



ADMINISTRATION & INITIATIVES

Technology & Social Media

Ms. Rubin & Ms. Merriam reviewed recreation management software options and made a decision to implement this coming fall. Staff reviewed pricing of programs for the upcoming season to offset minimum wage hikes.

Meeting with Town Manager & Finance Director to select **Recreation Registration & Reservation Software**. Finalized contract with Civic Plus for Recreation Management software signed, and participated in a Project Kick – Off meeting. Training will continue throughout the summer with a projected September "Go Live" date.

For our seasonal staff, we researched, demoed & purchased a new shift scheduling/timeclock software (DigiQuatics) & began data entry/scheduling. This new app allows staff to clock in and out using GIS technology to confirm their locations.

We started the season with our social media campaign at the end of the school year to maximize promotion of summer programs and activities. We began by promoting National Kids to Parks Day with a two week Geocache Scavenger Hunt. Our in office activity Guestimate Box was for families at the counter waiting for a Beach Sticker or registering for Camp. Winners of June, July & August received a S'more's kit. We posted daily on Facebook and Instagram about our staff trainings, special events, Camp Wangumbaug Activities, and our summer programs. We gained 100 new likes and followers during our Summer Season.

COMMUNITY COLLABORATIONS

In lieu of the Harvest Run 5K, we worked with the DePaola family of Coventry to offer a new 5K, the Patriot Race, which was held on November 12th at Patriots Park. This benefited several state-wide Veterans groups. Over 400 runners and their friends and families converged at Patriots Park for a day of festivities. Parks & Recreation Department assisted with the organization of the race from the beginning, arranged for equipment pick up & deliveries, provided & supervised several volunteers, day of logistics, attended AAR meeting.



Working with the staff at Booth & Dimock Library, and Human Services, we continued to develop the **06238 Calendar**. We also collaborated on the Pokémon Safari Special Event held 8/5/16.



The Completed Playscape!

SPOTLIGHT: LAIDLAW PARK

The installation of playground was completed using an outside contractor. DPW prepared the grounds, installed the safety mulch and borders and provided support to the contractor. Fence is completed around new soccer field, and parking lot is done.

Coventry's first Little Free Library (collaboration with Booth & Dimock Library) was installed at Laidlaw Park, nearby the playscape and a new park bench that recognizes the donors to the Playscape Project.



Free Little Library

"When is the last time your computer restarted you? Don't forget about nature. Recreation means to re-create yourself." - Bryant McGill

PATRIOTS PARK BUILDING IMPROVEMENTS

Patriots Park Buildings were re-keyed for added security.

Lodge:

The furnace in Lodge was replaced as part of the town's Capital Improvement Program. The Lodge was repainted and sound panels were installed.

Community Center:

The Community Center carpet was shampooed and the door locks were reset for Rec. Daze. Currently pricing out replacement of the community center restroom and kitchen flooring. The Arts Guild hung display strips in preparation for the Arts in the park Day exhibit.

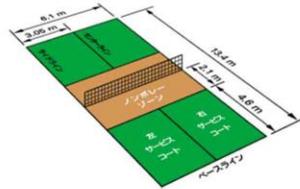
Caretaker House:

The Building Inspector & DPW Director inspected the Caretaker House. A full house inspection is recommended to help determine the future of this building.

PARKS & BEACHES

Patriots Park

- DPW removed old rusty grills from the picnic areas. They also installed new gate posts. Signs were made to delineate camp from public to show the drop off & pick up areas for camp.
- A college student conducted an ADA review of facilities at Patriots Park.
- Measured Patriots Park Basketball Court & designed court for renovations to include basketball and pickle ball.



Lisicke Beach

- The basketball court crack repairs were completed after winter damage from freezing.

Miller Richardson

- Perimeter fencing was completed, and additional parking was added to the baseball field area

Creaser Park

- Intern Leah Whitaker, Ms. Rubin, and Eric Trott have developed a scope of work to present to DEEP for the Disc Golf Course.

Beaches

2016: Successfully survived July 4th weekend, held follow up meeting with our Lifeguard & camp staff, Police &

supplies, clean boat house, extra dumpster pickups, portable toilets

Beach stickers went on sale June 1st

Ordered lifeguard equipment, including rescue tubes, whistles, new rope & floats for swim area & staff t-shirts
Held interviews for Lifeguards, Gate-



keepers, and Park Maintainers:

Conducted training for gatekeepers, park maintainers, boat rental attendants, including a make-up BBP class
Lifeguard training on-site @ Lisicke:
Lost swimmer drill with EMT, Police & Dive Team at Patriots Park

KAYAKS, CANOES & SUPS...OH MY!

In anticipation of the 2017 Beach Season we purchased four new Stand-Up Paddle Boards to add to our Kayaks and Canoes. We recreated the Rental Agreement and Flier for the public with the new and updated information. Staff were hired and participated in hands on training at the lake where they learned about interacting with the public, safe money handling and testing out all vessels. Introduction to Kayak, Canoe and Stand-Up Paddle Board Safety was implemented for the staff. Signage for around the park and by the shed were designed, ordered and picked up.

Throughout the season we advertised through our Facebook and Instagram page, had coupons and specials on holidays. We debriefed after the season on what we can do to ensure another successful season for following summers.

Overall we rented 100 canoes, 44 kayaks and 15 SUP's.



YOUTH BASKETBALL HIGHLIGHTS

The season began when we sent out registration info through schools, Facebook & web. Travel tryouts were held in late October with Rec. league player evaluations to follow on the first week in November. Player team selection was conducted by the Rec Coaches and team practices soon followed.

Several meetings with the Lakes Region Basketball League administrators, were held to address schedules, issues, rules, questions, complaints. Other routine duties included: developing & adjusting practice & game schedules, confirming referees, ordering equipment and uniforms, handling issues, complaints etc.

Of course we had a snow cancellation of 1st Saturday of games! Due to several weather cancellations and the High School gym off-line due to vandalism, a great deal of effort was spent to re-locate team practices & games.



Our thanks to the many coaches (over 50) that volunteered their time to these children – they did an amazing job! They were provided with weekly emails from Alpha Basketball that helped them prepare their drills and lesson plans for practices. Coaches also received hands on training from Wins4Life.

Coaches were background checked and provided with training in bullying, child abuse and concussion safety.

Basketball season winded up with our own brand of March Madness, with our end of season Jamboree. Each town hosted an age group and all teams played short games in a round robin style. We also arranged the end of season team pizza parties & awards.

Final close out of the season included collecting uniforms & equipment, inventory, and a survey monkey to parents & coaches for feedback on the year. The results will be analyzed and discussed at a future Recreation Commission meeting to find ways to continually improve the program.

163 Boys & Girls played Recreation League Basketball with 9 girls' teams and 11 boys' teams from grade 3-8. We had 54 kids playing in the NCCL travel league on 3 teams. Our Grade 2 Instructional program has grown to 79 children, enough to split the boys & girls into separate groups. That is 296 children playing basketball!! In total from December to March, 90 games were hosted by Coventry! The kids practiced once per week and had 1 game every Saturday.

SPOTLIGHT: WHAT'S NEW



The First Annual Arts in The Parks event was held by the Coventry Arts Guild on Sept. 10th and was very successful with a large turnout.

Ms. Rubin was interviewed for the Community Visions survey of the National Endowment for the Arts to better represent rural communities.



Ms. Rubin attended the National Alliance for Youth Sports Administrator Academy. Completing the Academy gives youth sports administrators a strong foundation of knowledge on issues pertaining to overseeing youth sports programs in today's ever-changing environment.

Some of the topics covered through the Academy are youth sports philosophy, professional development, volunteer management, child abuse prevention, parent management, conflict resolution, insurance and risk management, program evaluation and marketing. More than 3,800 professionals from around the world have earned this important certification.

**SPOTLIGHT:
COMMUNITY GARDENS**

With guidance from our own Master Gardener, Bill Oros, the garden came to full fruition with an abundant crop of vegetables and flowers! Howard & Susan Habern along with Vin Messino took the helm to coordinate efforts & support the gardeners. Bill installed a rain gage at the garden. He also provided an Integrated Pest Management presentation specific to the 5 to 6 bugs that were threatening the garden.

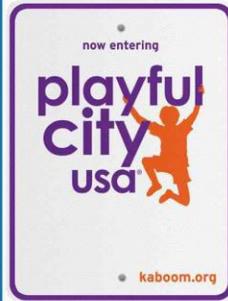
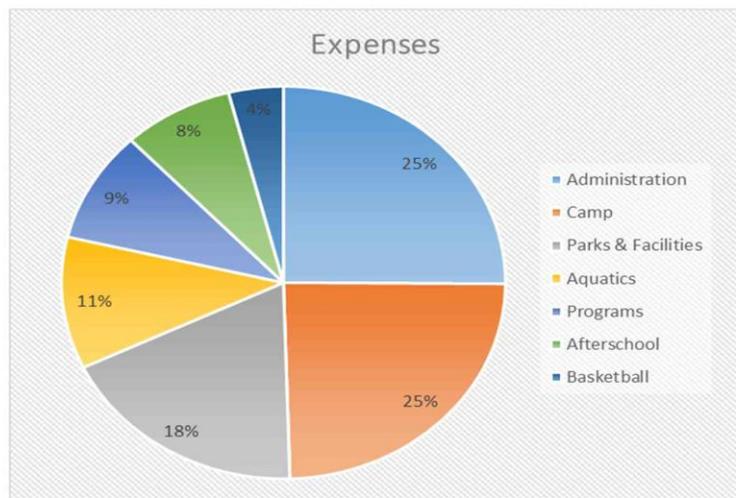
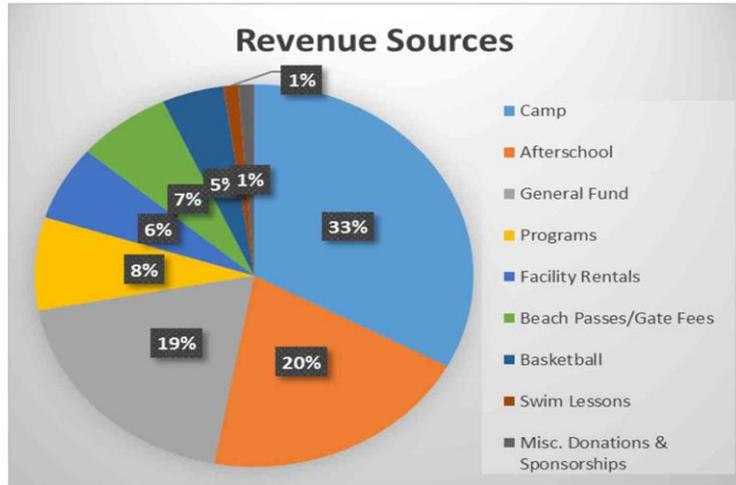
With the help of many volunteer gardeners, the meeting house was transformed from a very musty dirty building to a very clean and inviting meeting place. The Coventry Agricultural Committee met the gardeners for a social and tour of the garden. The committee devised a vacation volunteer watering system to water each other's plot if they went away. We received donations of 2 sheds. In August, master gardener, Bill Oros, discussed closing your garden down at the end of the season and answering any questions gardeners may have had.



HEALTH & WELLNESS

Ms. Rubin attended the Worker Safety & Wellness Committee quarterly meeting and Ms. Merriam scheduled/advertised/took registrations for the free wellness programs for Town & School employees. This includes Kayak rentals, Yoga (which is in its 3rd year) and a new circuit training program called Work the Circuit (WTC). Classes began the week of 9/26, and had 15 registered for Yoga, 10 registered for the M/W WTC Class, and 15 registered for the T/TH WTC Class.

BY THE NUMBERS



PLAYFUL CITY USA

Entering our 7th year in a row as a playful City USA honoree, Ms., Rubin was chosen to provide a webinar presentation for Kaboom! for the 2017 kick-off for newly selected Playful Cities. The segment of the webinar highlighted the many benefits and positive outcomes the Town of Coventry has seen as related to the Playful City USA designation for the past 6 years. Coventry is one of 258 communities across the USA (and the only one in Connecticut) to hold this recognition! Through policy changes, programs, and infrastructure investments, participating Playful City USA communities and their partners are driving a deeper understanding of the importance of play and engaging their citizens to reimagine communities with kids in mind.

RECREATION DAZE, BEFORE & AFTER SCHOOL

Before & After School Program

Recreation Daze



COVENTRY PARKS & REC.
WWW.COVENTRYREC.COM

A major initiative this year, involved new state regulations regarding programs eligible for the Care 4 Kids funding subsidy. Staff reviewed the requirements, and the implementation of new initiatives. Most changes the program will have to make to comply with regulations is to do with documentation & paperwork. Based on the inspection with State officials, it was determined that the program was deficient in a few areas, mostly regarding documentation which are easy fixes. One major deficiency is not so easy to fix – they are requiring us to fence in the playscape, blacktop, pavilion, and swing sets at Patriots Park in order to be compliant with new safety standards. Upon further discus-

sion, it was determined that we would not be able to meet that particular criteria, so we will no longer be accepting Care 4 Kids, beginning in the Fall 2017. As a result, staff is currently in discussions with Human Services staff regarding some alternatives.

The program ran at capacity for the entire school year, with new requests continuing to come in for various days, in both the before school and after school programs. Come Spring, we heard a lot of feedback from the parents of outgoing 5th graders that they would still need care for the 17-18 school year, and encouraged us to expand the program to include 6th graders.

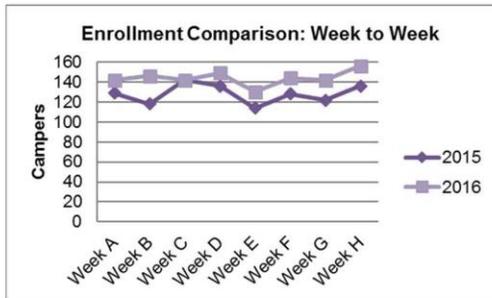
The 16-17 school closed out on the last day of school, 6/15 with special activities including a bounce house, giant games and special snacks.

be compliant with new safety standards. Upon further discus-

“People who cannot find time for recreation are obliged sooner or later to find time for illness.” – John Wanamaker

CAMP WANGUMBAUG

Due to rising enrollment, staff began looking at staffing hierarchies and numbers for the 2017 season, to not only accommodate these rising numbers but also to improve efficiency. Concurrently, the budget was under review before 2017 as minimum wage rose again (as of Jan. 1, 2017), to \$10.10 per hour.



Initial planning for the 2017 season began in January. Staff were notified through CRPA that similar regulations from the Office of Early Childhood (Care 4 Kids eligibility) will also be enforced for this season, at Camp as well as at afterschool programs. The draft regulations we have seen to date are different for Camp than for Afterschool, but upon initial inspection most initiatives are already in compliance. One major change we are planning on for this year as a result include: Changing the CIT program age requirement from 13-15 to 14-15.

Major staffing changes occurred in the off-season, as the

2016 Camp Director, Cheri Johnson resigned her post. Chelsea Constantino, 2016 CIT Director was appointed Camp Director, with Rec. Daze Program Director Megan Yanez accepting the position of Assistant Director. Both Chelsea and Megan assisted in the pre-season camp planning, with particular focus on hiring & staff training.

The Camp Brochure was printed & distributed through the Schools in April, with registration also beginning in April. The Camp Parent Handbook was also finalized, printed and distributed to those families who have registered. Our standard med form was updated this year, to be a bit more comprehensive (we modeled it after the State of CT's form). This year's packet also included a new Behavior Policy & Camper Code of Conduct.

Camp opened for the 2017 season on Monday, June 19th with 123 Campers attending!



Staff conducted 2 lost camper drills within the first 2 weeks. During both drills the Camp Directors were impressed with how quickly both returning and new staff followed procedures and located the missing camper.

Coventry READS



2016
2017

Annual Report

Booth & Dimock Memorial Library

”

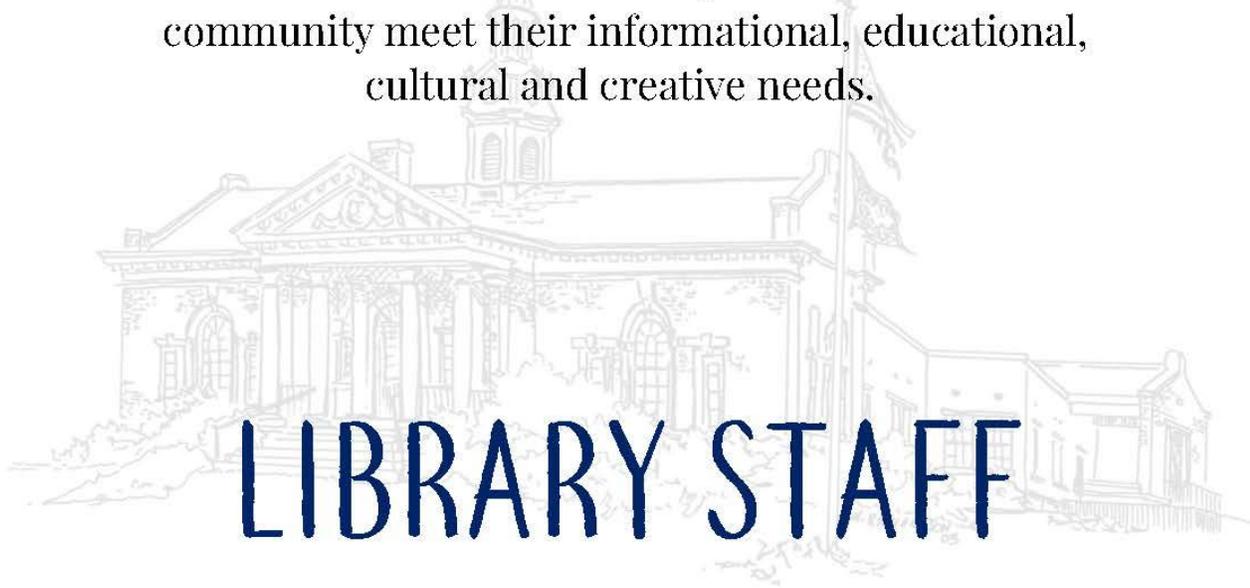
The Library is important to our community because it provides fun, knowledgeable skills for all ages. Allowing creativity to flow as well as bringing everyone together.

“

Marcella DeLussa Lowd

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

Kristi Sadowski, M.L.S.

Library Director

Meg Schiebel, M.L.S.

Head of Children's Services

Christopher Carney, M.S.I.S

Head of Teen Services & Makerspace Manager

Nina Bayer
Amy Dexter, M.L.S.
Nora Dexter
Carol Edmonds

Benjamin Garcia
Barbara Hall
Roslyn Kornfeld
Abigail Maver

Donna Murphy
Margaret Norris
Joyce Peterson
Elaina Plesz

Erin Riley
Manny Rodrigues
Janette Smith

2016-2017 HIGHLIGHTS

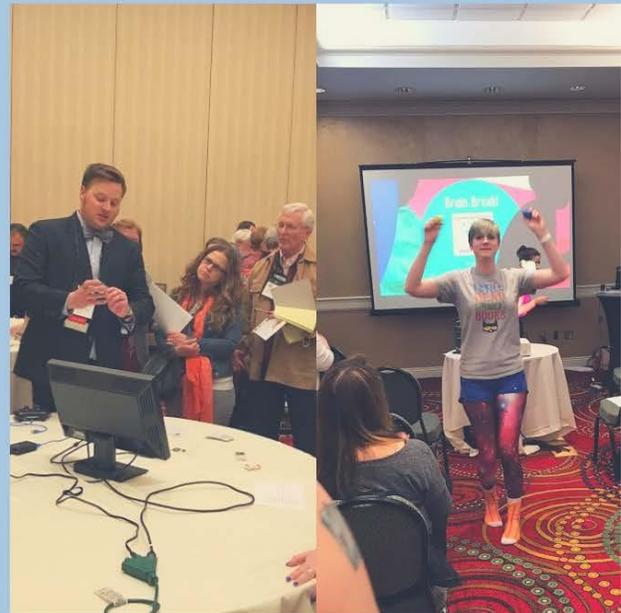
PRESENTING

At the Uncharted Waters Connecticut Library Association Annual Conference, staff from the Booth & Dimock Memorial Library presented to their peers on a variety of topics.

Christopher Carney co-presented Game On: Why Gaming Programs Matter in Public Libraries and explained Raspberry Pi technology at Tech Speed Dating

Kristi Sadowski and Meg Schiebel presented with Parks and Recreation Director, Wendy Rubin, on collaborative partnerships in Creating Community Through Collaboration.

Meg Schiebel also co-presented Sing & Stomp: Offering a Movement Based Program in Your Library about her successful music and movement program.



Meg and Chris presenting at CLA.



FIBER GRANT

Through a grant from the Connecticut State Library, the eRate program, and a partnership with the Connecticut Education Network, a fiber internet line connected the Library to the Town Hall. This connection replaces the costly Charter Spectrum Connection and ensures fast and accessible internet access for all at the Library.

CEN representatives installing new equipment.



KATE BERUBE

Coventry native and author/illustrator, Kate Berube returned to the Booth & Dimock Memorial Library for a very special storytime after immortalizing her hometown library in her illustrations of the book The Summer Nick Taught His Cats to Read.

Kate Berube reading from the book.

FAMILY EVENTS

Providing events for the whole family continued to be of importance this year, from the camping trip that Explorer's Club (and their families) went on in August to Creaser Park to the Family Fort Night, an after hours opportunity for families to read and play games in their very own library forts.



Several members of Explorer's Club camping.

TASTE OF KOREA

The Korean Spirit and Culture Promotion Project demonstrated the cooking of several dishes before serving a meal to attendees at one of this year's highest attended programs.



Korean Culture Cooking Demonstration



Family Fort Night

*The Library is
important to the
community because
it brings people
together.*

BARBARA ROYER



PROGRAMS & EVENTS



Glastonbury Ukulele Band, Messy Munchkins, Giant Jenga

7,740 People Attended
499 Library Sponsored Events

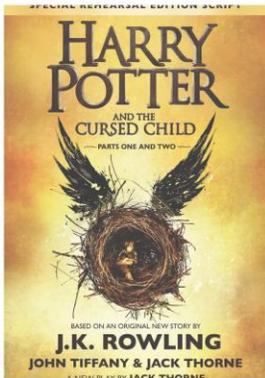
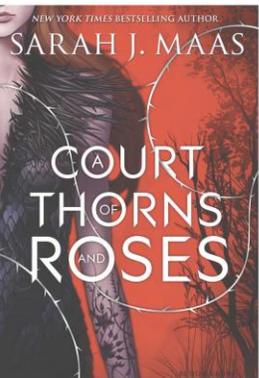
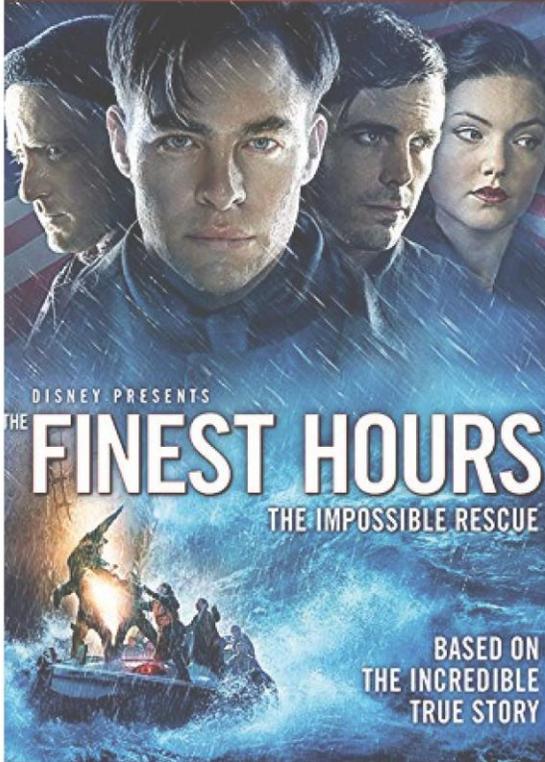
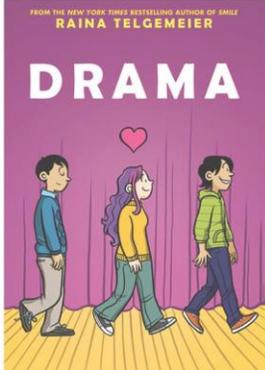
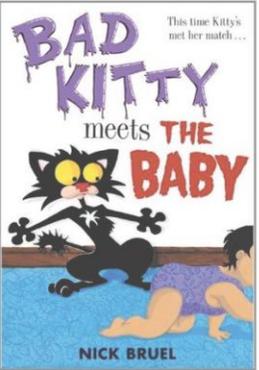
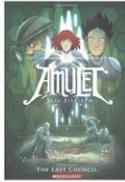
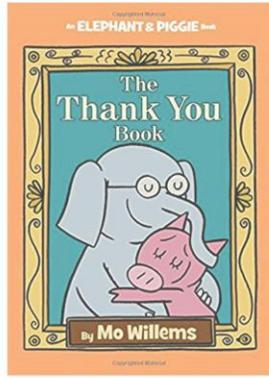
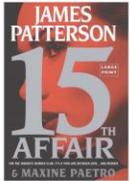
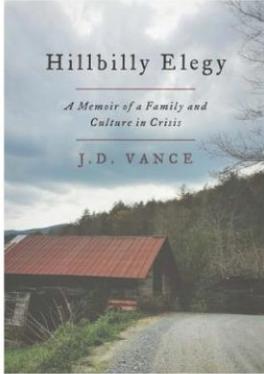
Highest Attended Events

Ice Cream Social -- June 16, 2017
Music and Movement -- Aug. 17, 2016
Family Fort Night -- June 22, 2017
Glastonbury Ukulele Band -- Feb. 28, 2017
Taste of Korea -- April 6, 2017
Cut the Cord -- May 3, 2017

- 933 people attended 199 events geared towards adults.
- 394 people attended 82 events presented by the Teen Zone.
- 5,201 people attended 214 events presented by the Children's Room.
- 1,212 people attended 4 all ages events.

HIGHEST CIRCULATED ITEMS

THE OFFICIAL CONNECTICUT STATE PARKS & FORESTS



CIRCULATION

86,376 Items Borrowed
41,565 Additional Items used within Library



The percent of total circulation that was print books.



How many borrowed items came from the Children's Room.



The percent of the total circulation that was DVDs and BluRays.

Items Borrowed

- 57,923 Print Books
- 3,025 Print Magazines
- 14,486 Videos
- 3,906 Audiobooks and Music CDs
- 313 Museum Passes, games, kits, and more.

Digital Loans

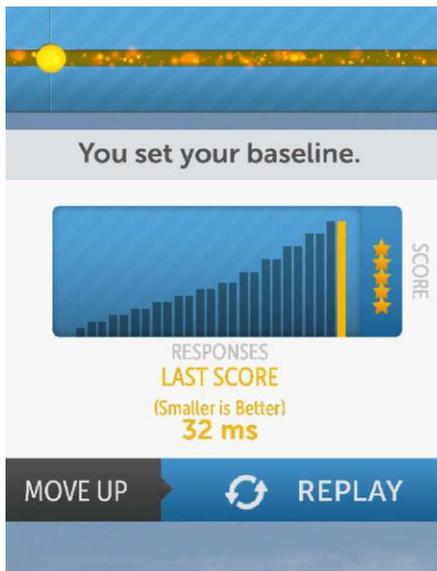
- 3,332 eBooks
- 2,073 eAudio Books
- 490 Digital Magazines
- 18 Digital Movies

By Department

- 34,239 Items from the Adult Collection
- 4,756 Items from the Teen Collection
- 42,563 Items from the Children's Collection
- 4,818 Miscellaneous Items

ILL

- 1,104 Items borrowed from other Connecticut Libraries
- 622 Items lent to other Connecticut Libraries



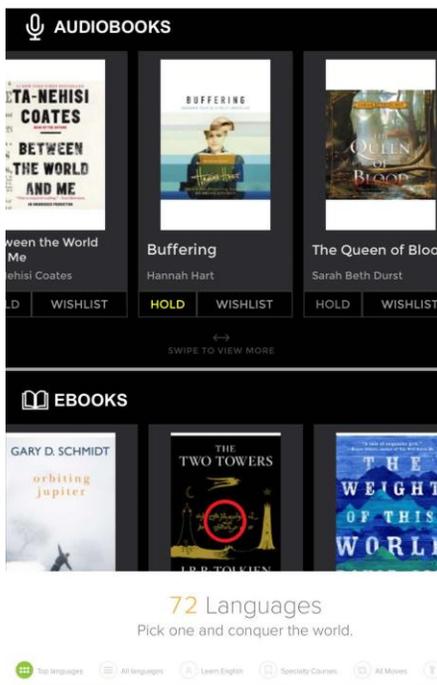
DIGITAL LIBRARY

BRAIN HQ - NEW!

BrainHQ is a suite of clinically proven inline brain fitness exercises that helps adults think faster, focus better, remember more and enjoy life.

MANGO LANGUAGES - NEW!

Mango Languages is an online learning system offering foreign language and ESL courses. Each lesson uses native speakers to focus on real life situations for real-world applications.



ZINIO/RB DIGITAL - NEW!

Zinio was a new way of accessing digital magazines, since their availability through Overdrive is dwindling. These digital magazines do not expire and back issues are also available. It is now part of the updated RB Digital service (formerly OneClick Digital), which also provides access to ebooks and eaudiobooks as well as Great Courses-recordings of lectures and classes from actual college professors.

MORE DIGITAL RESOURCES

- Overdrive Media (Now Libby) - Provides access to thousands of ebooks, digital audiobooks, some magazines and digital videos.
- Tumblebooks - An online library of animated and narrated picture books which you can read or have read to you.
- DMV Permit Practice Tests - Preparation for taking a permit test.
- ResearchIT CT - A suite of databases and research tools provided by the Connecticut State Library that includes access to medical, legal, historical, scientific and encyclopedic resources.



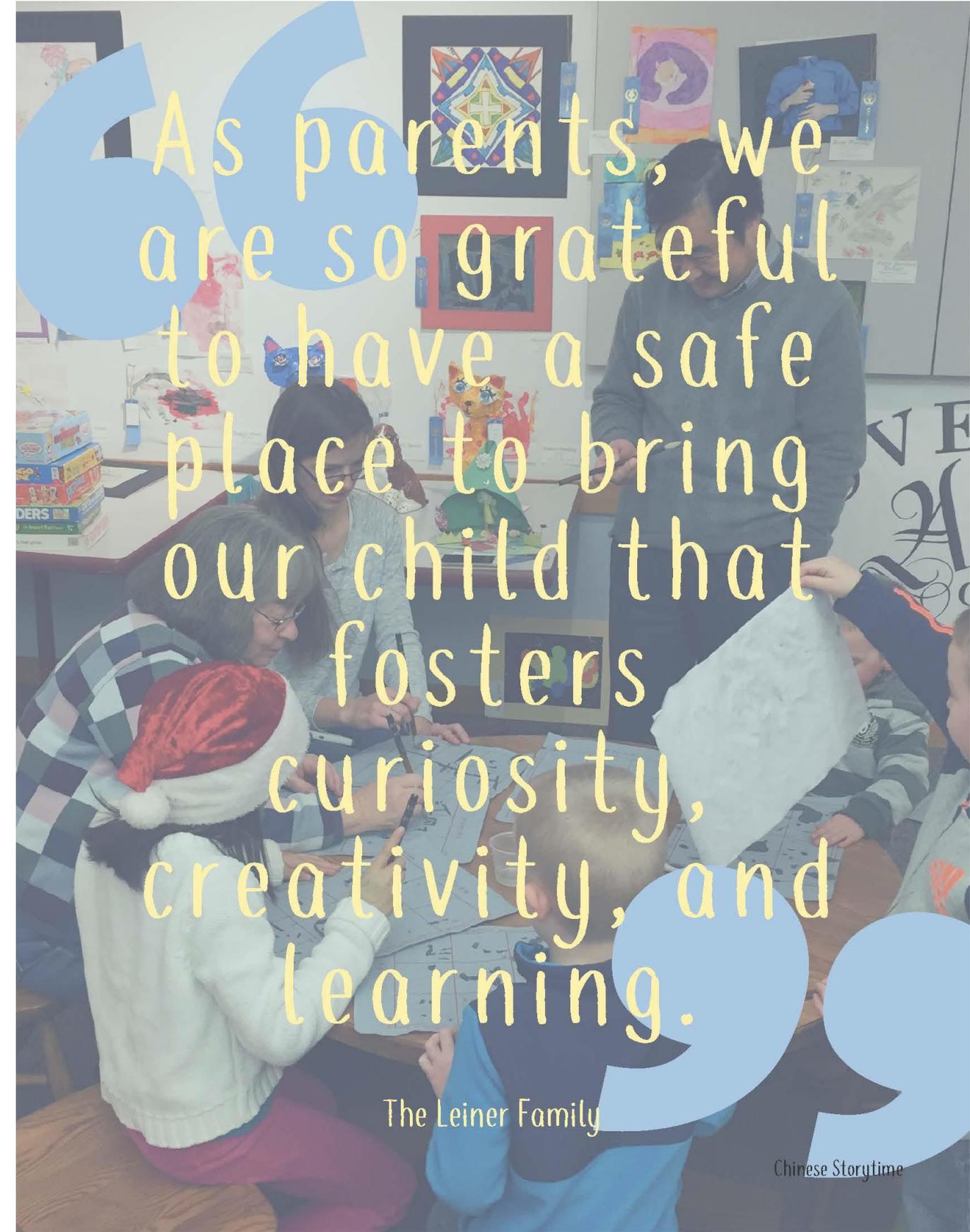
7% of Total Circulation is Digital

There was a 8.5% Increase in Digital Circulation in the past year

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 & Board Games
Puzzles
Seed Library
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





As parents, we
are so grateful
to have a safe
place to bring
our child that
fosters
curiosity,
creativity, and
learning.

The Leiner Family

Chinese Storytime

On Your Mark, Get Set... READ!

SUMMER READING

597 Participants
A 23% Increase in 1 Year

78

Early Literacy
(Birth - Pre-K)
Participants

2,938

Hours read by those
entering Kindergarten
through 5th Grade

780

Books read by 91
participants entering
grades 6-12

264

Books read by 48
participating adults.

2016 Summer Sponsors

Coventry Fitness
Coventry Early Childhood Center
Dr.s Hadden & Widden, LLC
Silver Dragon Tai Chai & Qi Gong, LLC

LIBRARY USAGE

Reference / Assistance

6,388 Questions answered by trained staff
1,036 Were computer use questions

Computer Use

24,692 Half Hour Sessions were logged on Public Computers
2,077 Additional monthly WiFi users were counted

Outreach

32 Visits were made to Homebound Individuals
92 Visits were made to the Coventry Public Schools, Preschool,
Daycares, Summer Camps and other Community Events



54,140 Visits to the Library
8,448 Coventry Residents with Library Cards
355 New Patron Registrations

LIBRARY & COMMUNITY

"The Library is a gathering place for the community in so many more ways than reading."

Heidi Diehl



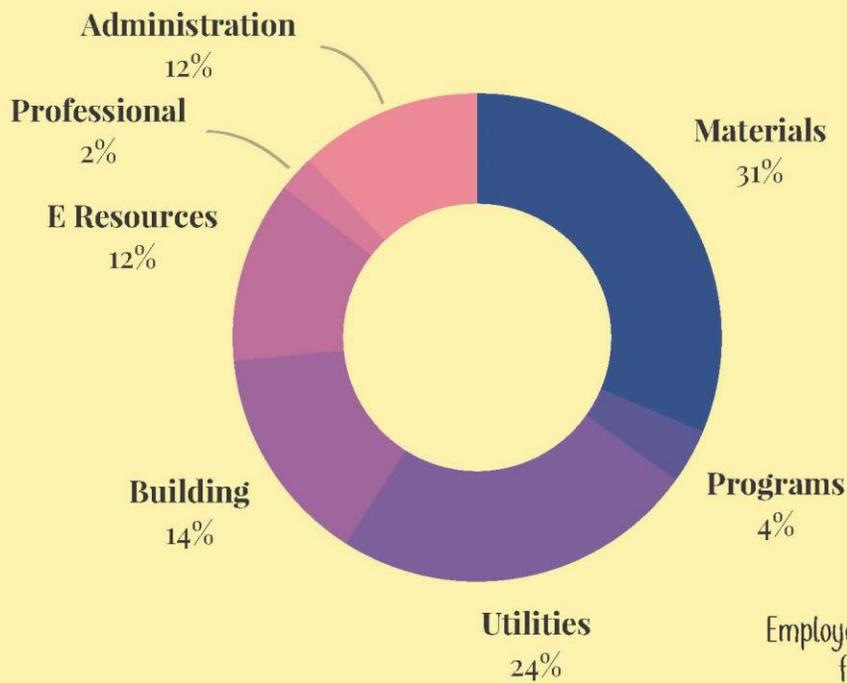
The Library is a community gathering place, but it is also part of the community. Visitors drop in to work on a puzzle, or meet with friends, and can find Library staff out in the community!

Around Town

- The Day the Crayons Went to the Library Scarecrow Contest Submission
- Coventry Farmer's Market
- Christmas in the Village
- Connecticut Author's Trail
- 06238 Community Calendar
- Arts in the Park Festival
- Coventry Schools, Daycares and Camp

Daycare Visit

FINANCIALS



*Chart does not include Employee Costs, which accounts for 70% of total budget.

Sources of Revenue

- Coventry Town Grant
- Connecticut State Grant
- Fundraising
- Bank Interest
- Fines & Printing Fees
- Donations & Contributions
- Used Book Sale
- Better World Books
- Membership Drive
- Amazon Smile
- Televend Fax 24



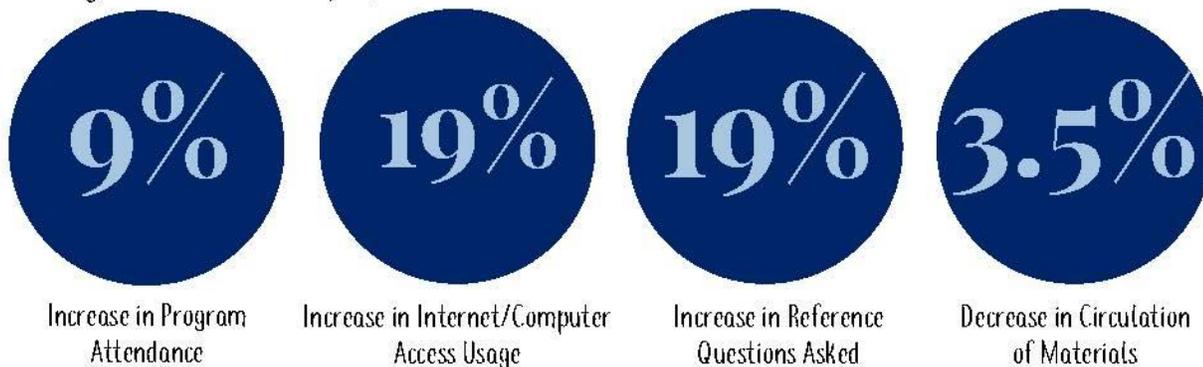
This young patron borrowed 23 items one day, providing her family with \$212.41 in savings on books and more!

Expenses	\$ 477,259
Revenue	\$ 465,234

STATISTICAL RECAP

In Keeping With Statewide Trends

Statistics from the 2016-2017 fiscal year show a decrease in annual attendance and circulation, but a continued increase in reference inquiry/assistance requests, internet and computer usage, and program attendance. However, statistics compiled by the Connecticut State Library for the 2015-2016 fiscal year show this as keeping with statewide trends.



Comparison Benchmarking

The statistics from 2015-2016 fiscal year have provided charts comparing The Booth & Dimock Memorial Library with local libraries of similar population size and AENGLC ranking.

Circulation Per Service Hour - All Outlets



Reference Transactions Per Service Hour, All Outlets

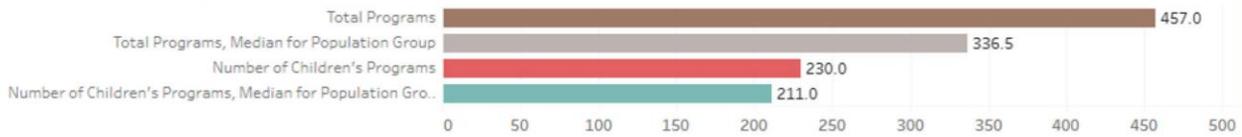


Total Operating Expenditures Per Capita

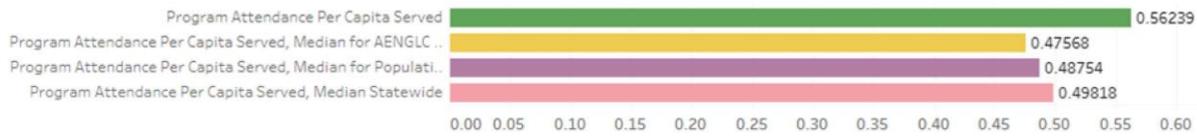


BENCHMARKING

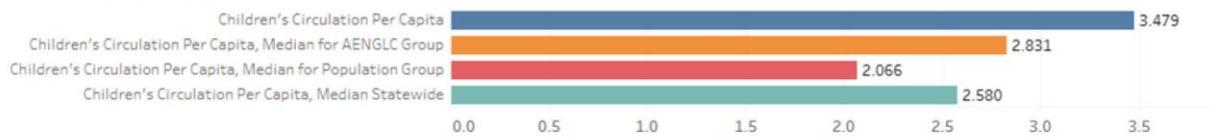
Total Number of Programs and Children's Programs



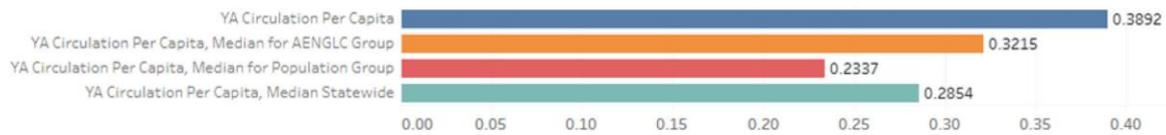
Program Attendance Per Capita



Children's Circulation Per Capita



YA Circulation Per Capita



What is clear from these charts is that services for Children and Teens continues to be a well utilized aspect of the Library; and the services provided are done so in an economically conscientious manner.

LIBRARY ASSOCIATION

The Booth & Dimock Memorial Library has been honored to serve the Coventry community for over 100 years, but requires continued support to do so. As a private non-profit the Library depends on donations every year to keep doors open and services available to the community.



BOARD OF TRUSTEES



Kathleen Willett
Tim Timberman
Sharon Pacholski
Kirsten Faulkner

Libby Parda
Mary Schweitzer
Bruce Stave
Cathy Cementina



2017-2018 GOALS

Reach More of the Community

Offer more Pop-Up Libraries, have more of a presence outside of the Library walls, and a presence at more community events.

Improve Services to Tweens

Streamline the transition between the Children's Room and the Teen Zone for young patrons.

Continue to Enhance Customer Service

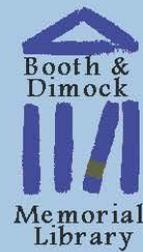
Maintain a welcoming and friendly environment for all community members.



"Libraries open doors to amazing adventures. You can travel all over the world (and beyond) through books--and that's only the beginning.

When we're in a Library we always feel welcome and part of the community--a family of readers, writers, makers and friends."

Diana Burns



Booth & Dimock Memorial Library

1134 Main Street
Coventry, CT 06238

www.coventrypl.org
860-742-7606



FINANCIAL

Above: Energize CT presents the Town of Coventry with a \$700 contribution for the Coventry Fuel Bank as a result of community participation in the Home Energy Audit initiative. The program helps homeowners evaluate their home's energy efficiency and make improvements to reduce energy usage.

FINANCE DIVISION ANNUAL REPORT FY 2016 - 2017

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, grant management, 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

Amanda L. Backhaus, CPA, Finance Director/Treasurer (4/2-6/30)

Elizabeth E. Bauer, Finance Director/Treasurer (7/1-3/17)

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 Vertefeuille, Assistant to the Assessor

GOALS AND ACCOMPLISHMENTS – FISCAL YEAR ENDING JUNE 30, 2017

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 received this award in connection with its fiscal year 2016 Comprehensive Annual Financial Report, and has submitted the fiscal year 2017 Comprehensive Annual Financial Report for consideration. 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 nine years. Annual audits, budget documents and other financial reports are available for review on the web at www.coventryct.org. 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 abackhaus@coventryct.org. Anyone who would prefer a face to face conversation is welcome to call to make an appointment.

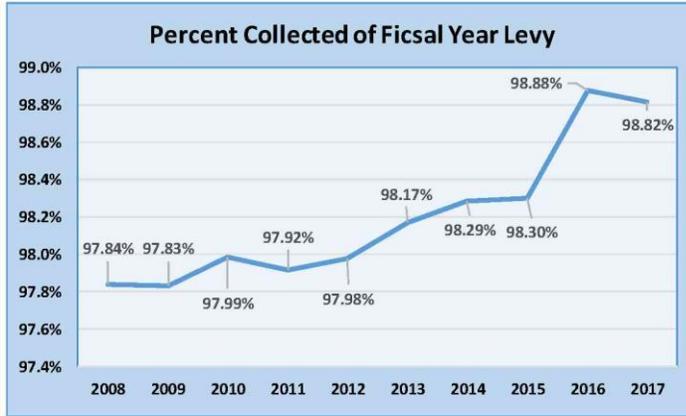
A second goal is to look for opportunities to reduce costs through collaboration. The Town continues to participate in the Health Insurance Collaborative in conjunction with the Board of Education – which has shown great benefit to the Town. Based on well managed funds and good claim years, the Town was able to decrease medical premiums by 7% for fiscal year 2017. In addition, our IT assistance continues to be contracted through the Town of South Windsor, allowing Coventry access to a larger IT department than would be possible if the work was to be done by additional hired staff. The Town will continue to work with the Board of Education and other local Towns

A third goal is to take steps to ensure financial stability. In the year ending June 30, 2017 we are able to report several very positive benchmarks. The unassigned fund balance for the General Fund of the Town increased to 13.2%. The Town's Pension Plan's funding level increased over 5%, ending the fiscal year at 85.48% fund. 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 remained steady and comparable to prior years at 98.82% and taxable property assessments increased by 2% over the previous fiscal year. These positive trends reflect overall good economic health for our residents.

Fiscal year 2017 posed additional challenges to financial stability when the State announced decreases in funding to municipalities half-way through the fiscal year. After an in-depth analysis and based on joint efforts by both the Town and Board of Education, Coventry was able to end their budget year with a surplus of \$39,653 after receiving cuts to the General Fund Operating budget of over \$380 thousand.

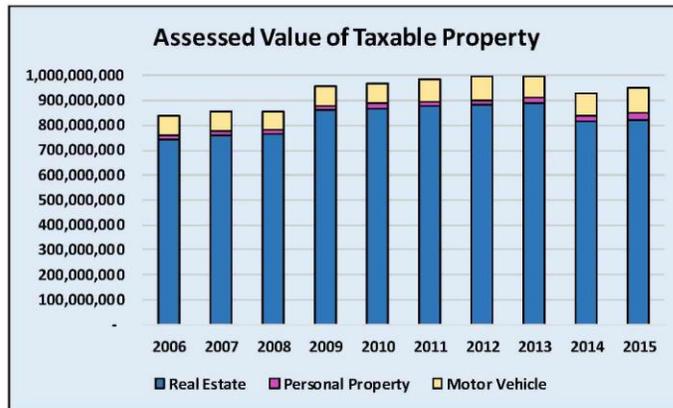
REVENUE COLLECTION OVERVIEW – 860-742-4066

This office collects all revenues received by the Town of Coventry for property tax, sewer assessment and usage, and COVRRRA fees. 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 ended June 30, 2017, the percentage of current year property taxes collected was 98.82%. The collection of all property taxes represents 74.1% of the General Fund operating revenue needed to support the services provided to the residents of Coventry.



ASSESSOR'S OVERVIEW – 860-742-4067

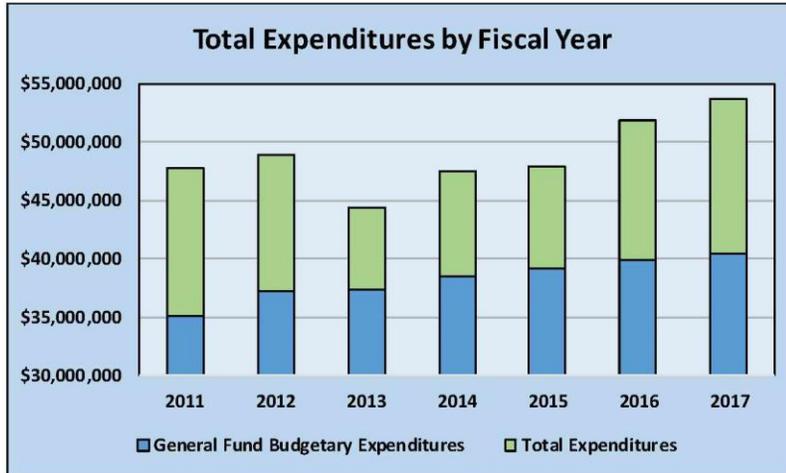
The maintenance of property valuations and proper application of exemptions is performed by the office of the Assessor. The grand list valuations are the base upon which tax revenues are set and are revalued every 5 years. The last revaluation occurred on the grand list of 2014 which was the base for taxes in the fiscal year ended June 30, 2017 (Grand List year 2015). 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. The 2015 Grand List showed an increase in taxable property value of approximately 2.0%



Additional information regarding the Revenue Collection office and the Assessor can be found after the Finance section within this Annual Report.

ACCOUNTING AND TREASURY DEPARTMENT – 860-742-3528

Supervision of the general accounting, recording of revenues, payroll and accounts payable disbursement processing is performed by the staff of the accounting office. In addition, the staff is responsible for the administration of health and property insurance, monitoring grants, and fixed asset inventory maintenance. For the fiscal year-ended the total dollars expended for all Town Funds was \$53.8 million, an increase over the prior year of \$1.9 million. This increase is primarily due to an increase in educational expenditures and road maintenance costs. The chart below shows the total annual expenditures for the last seven years for both the General Operating Fund and in total.



FY2017 Operating Results

The Town’s General Fund is the Town’s primary operating account. The General Fund budgetary results and the unassigned fund balance of the General Fund are essential in evaluating the Town’s financial position.

Funding for the Town’s operations on a General Fund budgetary basis for the fiscal year ended June 30, 2017 are as follows:

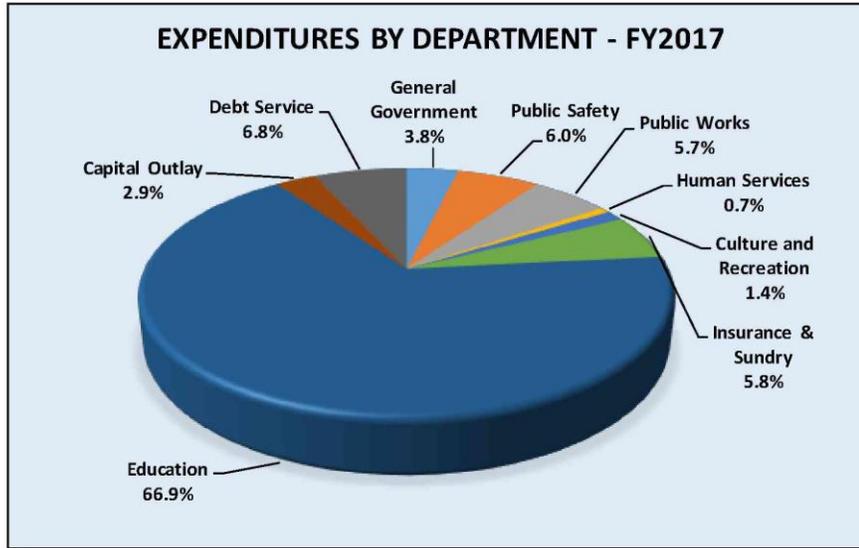
Source	Amount	%
Property Tax	\$ 30,001,160	74.1%
Federal and State Grants	9,249,995	22.8%
Charges for Services	638,615	1.6%
Sewer Assessments	555,127	1.4%
Investment Earnings	51,170	0.1%
	<u>\$ 40,496,067</u>	

The Town heavily relies on both property taxes and State grants to maintain its current levels of operations and services provided. The Town collected 99.87% of the total revenue originally budgeted (\$40,550,802). Better than anticipated collection on current and supplemental motor vehicle tax revenues, and increases in insurance reimbursements and sales of Town property helped to offset the \$380 thousand that was cut from State aid in the middle of the fiscal year.

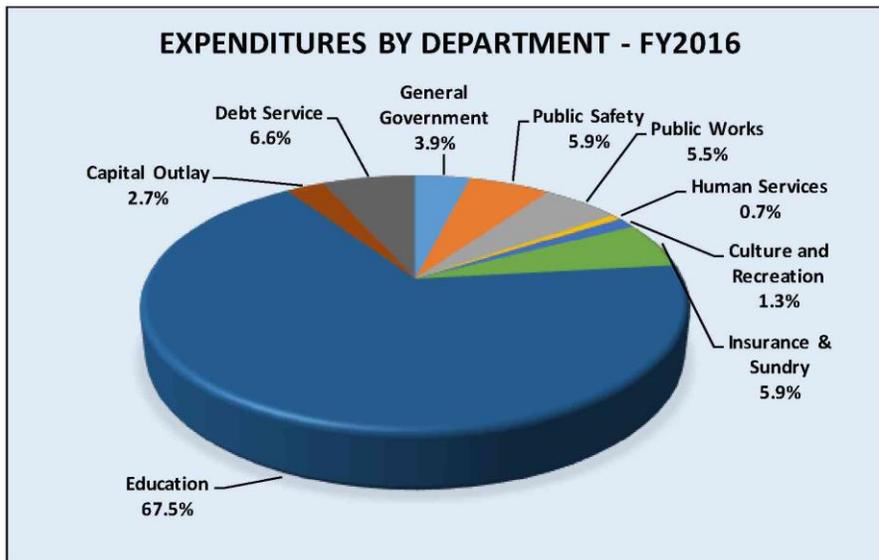
ACCOUNTING AND TREASURY DEPARTMENT

FY2017 Operating Results (Continued)

The total expenditures incurred in the General Fund on a budgetary basis for the year ended June 30, 2017 can be broken down by department as follows:



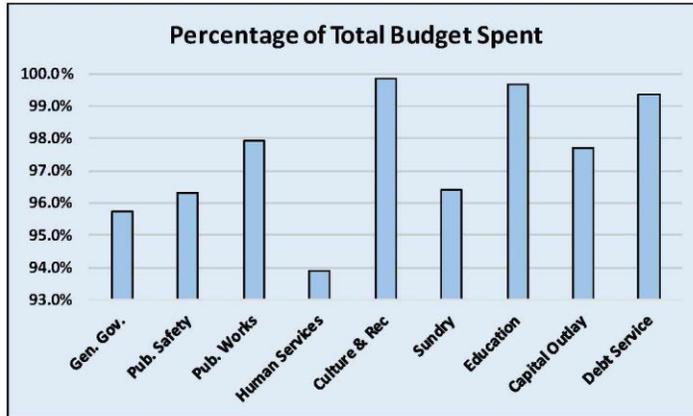
For comparative purposes, the budgetary basis expenditures by department for the previous fiscal year ended June 30, 2016 are broken out as follows:



ACCOUNTING AND TREASURY DEPARTMENT

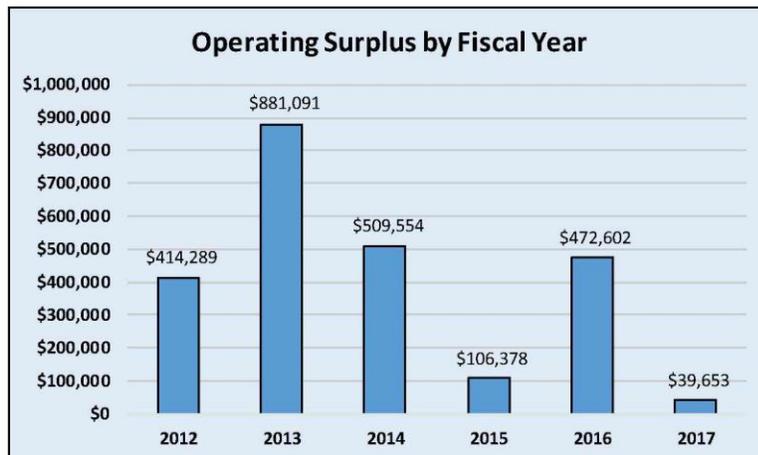
FY2017 Operating Results (Continued)

The Town’s Annual General Fund Budget is instrumental in managing the Town’s available funds and ensuring adequate levels of service based on revenues anticipated. Below outlines operating expenditure results by department in comparison to the total adjusted final General Fund budget:



Departments performed well in the fiscal year ended June 30, 2017 and with in-depth budget review, and continuous and detailed budgetary monitoring, the Town ended the fiscal year spending 99.8% of the originally adopted General Fund budget. Budget remediation efforts approved by the Town Council in January 2017 were key in offsetting the cuts in State aid that occurred mid-year. This plan included identifying increased projections in local revenue sources and a capital expenditure freeze. Both the Town and Board of Education worked very hard to ensure a balanced budget in lieu of the difficulties incurred due to cuts in State aid.

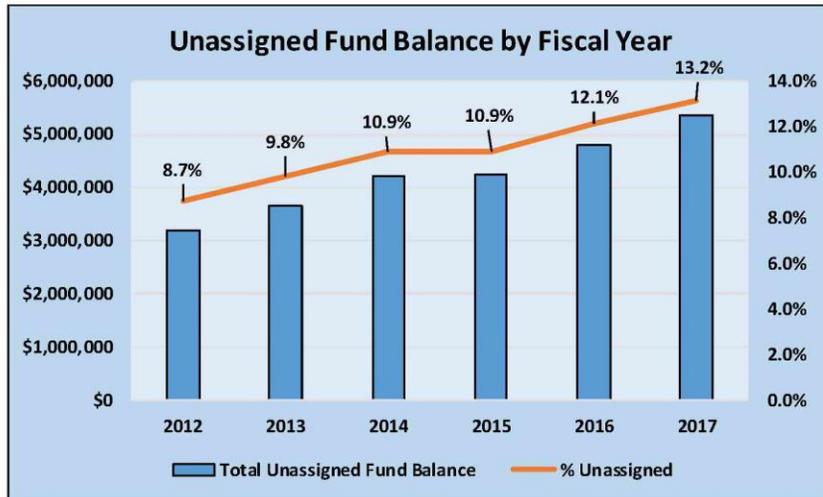
Budgetary operating results for fiscal year ended June 30, 2017 included a surplus of \$39,653. Comparison of General Fund operating results by year are as follows:



ACCOUNTING AND TREASURY DEPARTMENT

FY2017 Operating Results (Continued)

One of the major factors in evaluating a Town’s operations and financial position is the percentage of unassigned fund balance maintained in the Town’s General Fund. At the end of fiscal year 2017, Coventry’s unassigned fund balance as a percentage of adopted budget was 13.2%. The Town maintains a fund balance policy which requires a minimum of 10% and a goal of 15% for unassigned balance. Unassigned fund balance has continued to trend upwards. Historical unassigned fund balance is as follows:



Investment Income

Investment of Town funds, maintenance of bank accounts, debt service and required reporting is managed by the Treasurer. Interest rates available to the Town averaged 0.3% in the last fiscal year. The rate of return reflects the low interest rates available from the investments available to a municipality in the State of Connecticut. Historical interest income earned is as follows:

Fiscal Year Ended	Town Interest Earned	Fiscal Year Ended	Town Interest Earned
2017	\$ 82,884	2012	\$ 61,888
2016	46,337	2011	59,097
2015	43,669	2010	61,184
2014	42,424	2009	106,855
2013	45,070	2008	259,242

ACCOUNTING AND TREASURY DEPARTMENT

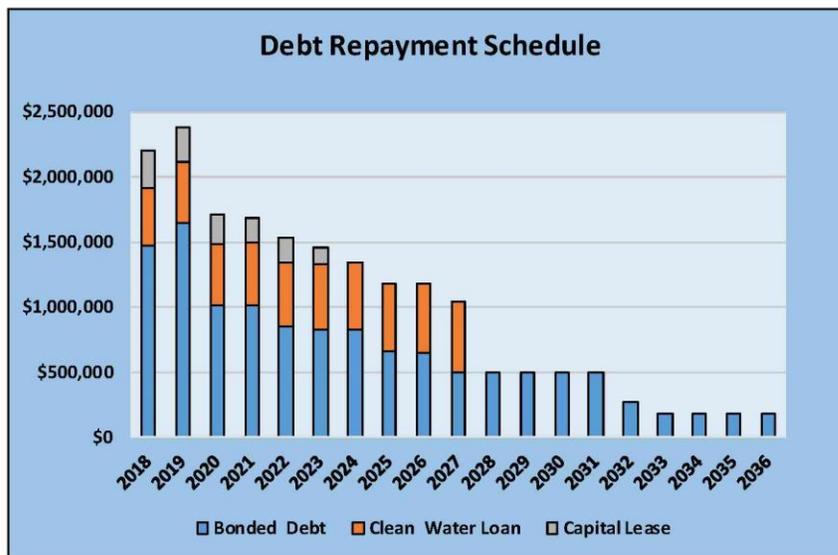
Debt Service

The Town issued one new capital lease in fiscal year 2017, for the purchase of a quint aerial, tanker truck, backhoe, and to cover partial cost of boiler replacement. The seven-year lease totaled \$866 thousand and has an interest rate of 1.92%. The Town's total lease liability as of June 30, 2017 was \$1.28 million dollars. This debt will mature through fiscal year 2022 and has interest rates ranging from 1.81% to 2.32%.

The Town has a clean water loan that was used for sewer installation in fiscal year 2009. This loan has a balance of \$4.99 million as of June 30, 2017. This loan matures in fiscal year 2027 and has an interest rate of 2.0%. Currently, the majority of this loan is paid for with sewer assessment fees that were received for sewer connections associated with the project.

In addition, the Town currently has general obligation bond debt for various school, sewer and capital projects. Total bonded debt as of June 30, 2017 was \$17.45 million, with maturity dates ranging from fiscal year 2019 to fiscal year 2036.

Future debt service payments for the Town are as follows:



In fiscal year 2020, the Town will retire what was originally \$6.6 million in general obligation bonds – allowing for a significant decrease to the Town's annual debt payments. This will allow the Town to consider funding additional projects in the future with minimal tax impact to citizens.

ACCOUNTING AND TREASURY DEPARTMENT

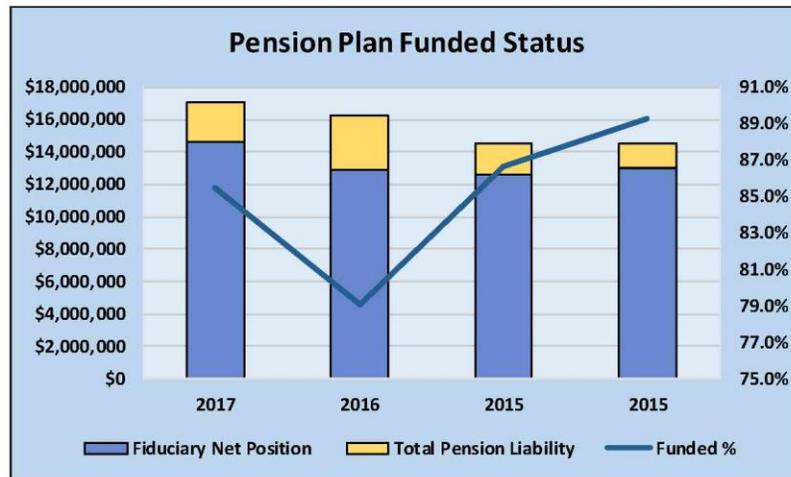
Pension – 860-742-3528

The Town of Coventry Pension Plan (the “Plan”) is a defined benefit retirement system administered by the Town to provide pension benefits to Town and Board of Education 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 ended June 30, 2017, pension calculations were processed for 15 employees, (9 active, 4 deferred, 1 disability and 1 death).

The Plan’s assets are invested in various accounts, with a target of 60% in equities and 40% in fixed investments. The Plan had an exceptionally good performance year with its investment earnings – with an annual money-weighted rate of return on investments of 13.15% for the year ended June 30, 2017. Historical earning trends are as follows:

<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
13.15%	-0.37%	1.25%	15.71%

The Plan’s fiduciary net position as a percentage of total liability is 85.48% as of June 30, 2017. This is considered very well-funded in comparison to other municipal defined benefit pension plans. The chart below shows the historical funding progress of the plan:



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 2015 Grand List bills for Real Estate (6,375), Motor Vehicle (13,519) Personal Property (716), Supplemental Motor Vehicle (2,248), and COVRRRA (4,742) 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 (409) 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 and April. After the statutory requirement of 15 days notice had passed, liens were filed in April and May on the remaining unpaid accounts.

This office compiled a list in February of delinquent properties that met the criteria for inclusion in a Tax Sale. The attorney notified fifteen property owners of the steps they needed to take to avoid having their properties sold at auction scheduled for August 2017. As of June 30, 2017, nine properties had been redeemed and removed from the Tax Sale list.

The number of taxpayers paying on- line by credit card or from their bank account 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.

TOWN OF COVENTRY
Collectors report to the Treasurer

Date Range:
7/01/2016
6/30/2017

Year	Real Estate	Motor Vehicle	Personal Property	M.V. Supplements	Total	Interest	Liens	Fees	Grand Total
2015	25,326,085.61	2,933,641.95	895,075.58	334,004.09	29,488,807.23	98,582.87	552.00	120.00	29,588,062.10
2015 *	48,278.88	0.00	0.00	0.00	48,278.88	927.72	0.00	0.00	49,206.60
2014	105,153.88	45,325.88	9,678.46	26,400.75	186,558.97	42,864.73	1,297.00	44.00	230,764.70
2014 *	1,363.99	0.00	0.00	0.00	1,363.99	143.22	24.00	0.00	1,531.21
2013	28,183.83	5,522.61	1,219.21	2,661.20	37,586.85	13,829.24	572.00	0.00	51,988.09
2012	8,753.23	0.00	0.00	0.00	8,753.23	4,964.37	408.00	0.00	14,125.60
2011	1,258.20	0.00	0.00	0.00	1,258.20	522.88	96.00	0.00	1,877.08
2010	99.90	0.00	0.00	0.00	99.90	93.20	72.00	0.00	265.10
2009	98.35	0.00	0.00	0.00	98.35	109.46	72.00	0.00	279.81
2008	90.27	0.00	0.00	0.00	90.27	137.93	72.00	0.00	300.20
2007	80.90	0.00	0.00	0.00	80.90	119.44	72.00	0.00	272.34
2006	79.46	0.00	0.00	0.00	79.46	131.60	72.00	0.00	283.06
2005	50.07	0.00	0.00	0.00	50.07	91.70	48.00	0.00	189.77
2004	2,642.41	0.00	0.00	0.00	2,642.41	429.79	24.00	0.00	3,096.20
2003	35.67	0.00	0.00	0.00	35.67	84.58	24.00	0.00	144.25
2002	33.99	0.00	0.00	0.00	33.99	80.05	24.00	0.00	138.04
2001	2.21	0.00	0.00	0.00	2.21	0.03	2.00	0.00	4.24
Grand Totals	25,522,290.85	2,984,490.44	905,973.25	363,066.04	29,775,820.58	163,112.81	3,431.00	164.00	29,942,528.39

Suspense Accounts

2013	0.00	0.00	0.00	344.09	344.09	154.84	0.00	0.00	498.93
2012	0.00	2,616.45	250.34	740.19	3,606.98	2,310.50	0.00	0.00	5,917.48
2011	0.00	679.82	201.76	111.65	993.23	901.51	0.00	0.00	1,894.74
2010	0.00	408.18	434.25	0.00	842.43	967.95	0.00	0.00	1,810.38
2009	0.00	364.42	286.80	0.00	651.22	739.74	0.00	0.00	1,390.96
2008	0.00	752.51	0.00	0.00	752.51	1,013.63	0.00	0.00	1,766.14
2007	0.00	98.32	141.30	328.23	567.85	849.18	0.00	0.00	1,417.03
2006	0.00	246.38	222.95	68.56	537.89	1,130.86	0.00	0.00	1,668.75
2005	0.00	352.86	169.06	17.12	539.04	1,377.92	0.00	0.00	1,916.96
2004	0.00	482.11	142.56	38.52	663.19	1,341.13	0.00	0.00	2,004.32
2003	0.00	472.65	159.26	165.30	797.21	1,541.18	0.00	0.00	2,338.39
2002	0.00	557.23	0.00	0.00	557.23	1,370.78	0.00	0.00	1,928.01
2001	0.00	209.64	0.00	0.00	209.64	553.45	0.00	0.00	763.09
2000	0.00	35.15	0.00	15.62	50.77	142.35	0.00	0.00	193.12
Suspense	0.00	7,275.72	2,008.28	1,829.28	11,113.28	14,395.02	0.00	0.00	25,508.30
Grand Totals	25,522,290.85	2,991,766.16	907,981.53	364,895.32	29,786,933.86	177,507.83	3,431.00	164.00	29,968,036.69

2017 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 for the 2015 grand list resulting in what looks like a large decrease on the 2016 grand list. However, when you look at the corrections from 2015 you see that this really is not the case due to the inflated number of vehicles and valuation. Some of the issues corrected on last year's grand list were incorrect pricing of 1995 and 2004 vehicles, and leased vehicles that should not have been on our grand list.

The 2016 Grand List indicates 7,001 real property accounts, 743 personal property accounts, and 13,460 registered motor vehicles.

It is our responsibility to update the property cards when any changes occur. On the 2016 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 519 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.

2015 Adjusted Grand List

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

2016 Adjusted Grand List

Motor Vehicles	\$ 92,835,480
Personal Property	\$ 32,368,638
Real Estate	<u>\$826,763,250</u>
Totals	\$951,967,368

The difference in last year's grand list equates to a .2 percent increase over the prior year. This increase is inflated due to the Motor Vehicle Grand List being incorrect.



Fiscal Year 16/17

Elderly Applications Processed	121
Tax Deferrals/Credit	100
Additional Veterans Applications	48
Building Permits	519
New Dwellings	24
Certificate of Correction + Prorates	1144
Transfers	573
Reports Filed State, Local	50
Motor Vehicle Priced (Regular)	13,460
Motor Vehicle Priced (Supplemental)	2,370
Personal Property Added	-75 from 2015
Farm, Forest, Open Space Applications	10
Disabled Applications Processed	75
Blind Applications Processed	2

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.

The Assessor's office is continuing our work with state and federal officials to seek solutions to the challenges presented by the crumbling concrete foundations issue in Eastern Connecticut. Many of these homes facing concrete issues had their foundations poured in the 1980s and 1990s. Currently we have 27 properties that have been inspected and identified as having a crumbling foundation issue. In 2016 there was legislation passed that allowed municipalities to offer tax relief to those properties affected.

5180 "AN ACT CONCERNING CONCRETE FOUNDATIONS." Section 2 of this legislation states: *Any owner of a residential building who has obtained a written evaluation from a professional engineer licensed pursuant to chapter 391 of the general statutes indicating that the foundation of such residential building was made with defective concrete may provide a copy of such evaluation to the assessor and request a reassessment of the residential building by the assessor.* This legislation is effective October 1, 2016. There are additional provisions in the legislation, and the full legislation can be found online at: <https://www.cga.ct.gov/2016/ACT/pa/2016PA-00045-R00HB-05180-PA.htm>

There are applications available on the Town's website and appointments are being made to inspect these properties. The deadline for filing for the October 1, 2017 Grand List is December 1, 2017. This Grand List will affect the July 2018 and January 2019 Payments. Please call the Assessor's Office at (860)742-4067 if you have any further questions regarding this matter.

We have been working 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 is continuing to work and make progress on the mapping project. We are very close to finishing and printing the final copies. Unfortunately our zoning agent left for another job and without him to assist the final maps will not be completed until the beginning of 2018. For up to date information on the GIS please visit the Town of Coventry's website www.coventryct.org and click on the map express link. 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: JOAN OROS, CHARIMAN; JOAN LEWIS SECRETARY;
JILLIAN G. WOOD RICZKY; JOYCE C BONNEY; AND RONALD DEXTRADEUR.**

The Board of Assessment Appeals met on September 15, 2016 to hear appeals for motor vehicles on the 2015 Grand List. Board members present on the 15th were Joan Oros, Ronald Dextrateur, Joan Lewis and Joyce C. Bonney. A total of eight applications were received. Of those eight, two failed to appear and one was denied. The total reduction for the September Board of Assessment Appeals was \$16,710.

**BOARD MEMBERS: JOAN OROS, CHARIMAN; JOAN LEWIS SECRETARY;
JILLIAN G. WOOD RICZKY; JOYCE C BONNEY; AND RONALD DEXTRADEUR.**

The Board of Assessment Appeals also met on the 4th of March 2017 to hear appeals on the 2016 Grand List. Board members present on the 4th were Joan Oros, Ronald Dextrateur, Joan Lewis and Joyce C. Bonney. A total of five applications were received. Of those five, one failed to appear and four were denied. The total reduction for the March Board of Assessment Appeals was \$0.

Respectfully submitted,

Joan Oros, Chairman
Board of Assessment Appeals



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

Robert Miller, Director

The Towns of Bolton, Coventry, and Mansfield established the Eastern Highlands Health District on June 6, 1997 as a cooperative effort to pool their resources and create a regional full-time professional health department. Reducing costs and improving both the scope and quality of public health services in the community were the objectives of establishing the District. Seven more towns joined between 2000 and 2005: Andover, Ashford, Chaplin, Columbia, Scotland, Tolland and Willington. The Eastern Highlands Health District is committed to enhancing the quality of life in its communities through the prevention of illness, promotions of wellness and protection of our human environment. The pursuit of this mission is realized by assuring that other community agencies provide certain public health services within the region and by providing specific public health services directly. The services directly provided include a communicable disease control program, public health education, community assessment and public health planning, emergency preparedness and a comprehensive environmental health program. The main components of the environmental health program include on-site subsurface sewage disposal permitting, complaint investigation program, food establishment licensing and inspection, and environmental monitoring program.

Accomplishments for FY 2016-2017

- Board of Directors adoption of an operating budget of \$816,010 for FY 17/18, which is a 0.9% reduction from the previous fiscal year.
- In partnership with many of our member towns the Substance Abuse in Our Communities Workgroup was established with the goal of advancing opioid addiction prevention, treatment, and recovery efforts in our local communities. Most notably the workgroup coordinated, and hosted the public forum: *The Opioid Epidemic: Our Communities, Our Concern*. The forum was well received by the community with over 400 persons in attendance, and 20 program and service providers participating in the resource fair. Other initiatives pursued by the workgroup include increasing the number of drug takeback stations, improving referral mechanisms for local EMS, and supporting advocacy efforts targeting policy improvements.
- The Eastern Highlands Health District was honored to receive the Connecticut Chapter of the American Planning Association Annual Award for our work with the Plan4Health Initiative. Working with our CHART coalition, the health district created an online toolkit that supports local planning and zoning commission, encouraging them make land use decisions that promote healthy behaviors.
- The Eastern Highlands Health District conducted a drive through point of dispensing set up drill. This was the first drill of its type by the health district to test its plan to stand up and operationalize a mass-dispensing clinic designed to distribute medications as participants "drive through" the clinic. By coordinating and hosting this event 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 40 staff and volunteers representing 8 community partner agencies participated.
- Salient projects and initiatives in support of specific member towns include: Waste Reduction policy technical support (Mansfield); technical support for Tolland in addressing elevated NaCl in wells; Chaplin Elementary School water supply contamination; technical support for Coventry lake advisory committee; and, ongoing support of lower Bolton lake sewer project (Bolton).
- Communicable disease control activities included review and follow up (as needed) of 1358 case

reports; and, conducted 18 disease outbreak or individual case investigations.

- Main indicators for environmental health activity in Coventry include: 88 site inspections for septic systems; 35 septic permits issued; 31 well permits issued; 6 complaints investigated; 107 environmental samples taken for lab analysis; 238 food establishment inspections and other health inspections; 87 B100a building permit reviews; and, 137 test pits and perc tests.

Plans for FY 2017-2018

- Complete implementation of web based permitting, licensing and inspection software
- Implement transition to FDA Food Code
- Address the individual public health needs of member towns as they arise