

Annual Report



Town of Coventry Connecticut

Fiscal Year
July 1, 2017 –
June 30, 2018

Office of the Town Manager
1712 Main Street
Coventry, CT 06238
860-742-6324
www.coventryct.org

Front cover: Replacement of the lake gate/dam at Coventry Lake was completed in 2018. Photo courtesy of Earth Dynamics.



TOWN OF COVENTRY ANNUAL REPORT FY 2017 – 2018

*Above right: The long-awaited State reconstruction of the Main Street curve in Coventry Village was completed during 2018. The project included traffic-calming and pedestrian safety improvements, and a pocket park with historical markers and a vintage-inspired street clock.
Photo by Laura Stone.*



Above: The historic factory building formerly known as Tracy Shoddy Mill was renovated under an adaptive re-use grant and opened to the public as a facility rental space during 2018. The building is on the National Register of Historic Places. Photo by Laura Stone.

TABLE OF CONTENTS

COUNCIL & MANAGER	7
TOWN COUNCIL	9
TOWN MANAGER	10
OFFICIALS	13
OFFICIALS/VOLUNTEERS	15
ADMINISTRATION	17
TOWN CLERK	19
SUMMARY OF TOWN MEETINGS	28
REGISTRARS OF VOTERS	29
PUBLIC SAFETY	31
POLICE	33
FIRE MARSHAL/EMERGENCY MANAGEMENT	55
PUBLIC WORKS	61
WPCA	69
CEMETERY COMMISSION	72
PERMITS/CODE ENFORCEMENT	73
LAND USE	79
PLANNING & ZONING	87
INLAND WETLANDS	96
ZONING BOARD OF APPEALS	98
ECONOMIC DEVELOPMENT	102
CONSERVATION COMMISSION	106
EDUCATION	109
BOARD OF EDUCATION/SCHOOLS	111
HUMAN SERVICES/CIVIC/CULTURAL	117
HUMAN SERVICES	119
HOUSING AUTHORITY	130
RECREATION	134
BOOTH & DIMOCK MEMORIAL LIBRARY	138
FINANCIAL	151
FINANCE DIVISION	153
COLLECTOR OF REVENUE	162
ASSESSOR	164
BOARD ASSESSMENT APPEALS	168
AUDITOR'S REPORT (Appendix)	
AGENCIES	169
EASTERN HIGHLANDS HEALTH DISTRICT	171



TOWN COUNCIL & TOWN MANAGER

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

Town Council



The current Council was elected and took office in November of 2017 and will serve until November of 2019. The members are L to R: Jon Hand, Carolyn Arabolos, Lisa Conant, Joan Lewis, Michael Sobol, Julie Blanchard and Matthew O'Brien.

One of the most memorable happenings of 2018 was the completion of the Main Street project that included the reduction of the curve, sidewalks in the village and the addition of the lights along Main Street. It seems a new spirit was generated in the Village and it came alive with new businesses that opened in 2018 (some technically in the 2018-2019 fiscal year), including Preserved Antiques, eyeTrade - a new optical shop, the Coventry Village Professional Building where lovely office spaces are available for \$5 an hour, and Country Way Realty. A loss to the Village businesses was the closing of Sanborn's garage as owner, Sandy Sanborn, retired. The fine services he provided for many years will be missed by Coventry's residents.

The renovated Shoddy Mill was renamed as "Mill Brook Place" and an official dedication ceremony celebrated the naming of its hall in memory of Arnold Carlson, and the naming of the Gazebo in the adjoining park in memory of Rose Fowler. Both served in the position of Coventry's historian and both were strong advocates for the Village. Mill Brook Place is available for community meetings and events and is also available to rent by the public. The Town Council hosted a breakfast at Mill Brook Place for the Village businesses to hear their ideas and concerns and thank them for their patience during the construction on Main Street.

In other business happenings, we were all saddened by the fire at Vinton Village that forced the temporary closing of Wicked Pizza and the move of the Can-Dance Studio to another location. We are hopeful that construction to repair the damage from the fire will move quickly.

There were many important activities that occurred throughout the fiscal year, including the purchase of a new engine tanker truck and a new ambulance, both purchases to replace aging equipment for the public's safety; and the passage at referendum of bonding in the amount of \$3,700,000 for the repair of the Jones Crossing Bridge, the replacement of boilers and oil tanks at the schools and library and other energy and code improvement to the buildings. Grants were received for both the bridge and the school projects to offset a portion of the costs.

The Council was informed by the States Department of Energy and Environmental Protection in May of a significant problem in Coventry Lake of an invasive plant known as Hydrilla. Previous treatments had failed. Lake wide treatment was recommended at a total cost of \$123,000. The State contributed \$63,000 towards the 2018 treatments. Likely more funds will be needed for 2019; and hopefully additional State funds are available to help offset the Town's cost. It may take 7 to 10 years of treatment to eliminate this threat to our lake.

Due to the State's budget difficulties, the Town Council spent many meetings discussing first a Deficit Mitigation Plan for the FY 17/18 budget to address State holdbacks in funding and then in the preparation of the Town's Annual Budget for FY 18/19 with reductions in State funding. Working with the Town's Departments and the Board of Education, the budget was held to 1.24% increase and was passed at referendum.

Joan A. Lewis
Town Council Chairwoman

Town Manager



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

It is my honor to submit to the Coventry Town Council and citizens of Coventry the Annual Town Report for the period of July 1, 2017 through June 30, 2018. Please take this opportunity to learn about the activity of your town and join in the celebration of our successes and advise us on the areas identified for improvements. The year was one of difficult decisions due to State budget chaos and failure to adopt a budget until mid-October, significant capital projects and grants. In November 2017 a new Council was selected with only two of the seven previously serving.

Fiscally the Town managed the maze of State budgetary decisions and despite not having a budget until November, came through the year in good shape. We were able to hold approved spending to \$179,801 less than authorized to make up for mid-year State aid cuts. Additional appropriations were made for snow removal and lake treatment for Hydrilla. Unfortunately, our bond rating was reduced by Moody's Investment Services to Aa3 from Aa2 citing State aid uncertainties.

The Town moved forward with improvements despite State budget difficulties. We enhanced services with a website upgrade, the creation of a Town EMS operation known as Department 18 and made major improvements to Town facilities and parks.

A new soccer field at Laidlaw Park came on line, and a grant-funded pocket park on Depot Road known as Mill Pond Park was created. Pickleball courts and an additional tennis court were added at the high school and improvements to basketball courts at Lisicke Beach and Patriots Park were completed. We extended our lease for Creaser Park from the State for an additional 20 years. The most exciting project was completing the reconstruction of an 18th century mill building known as Mill Brook Place into a public space for multi-purpose use.

The schools also receive attention with funding for energy efficiency work and code work, school security upgrades and facilities modifications to specialized educational buildings at the high school and Patriots Park. HVAC and elevator funds were also approved for Booth & Dimock Memorial Library.

Our roads also received attention with work started on replacing a failing culvert on Jones Crossing Road, re-decking Flanders Road Bridge and Flanders River Road Bridge. Grant-funded work on Lake and Cross Street was completed with a goal to make it safer for students. At long last the State reconstruction of Main Street in the Village was completed, making a true pedestrian-friendly village center.

Several energy and sustainability projects were completed and recognized. The Town was awarded SolSmart Gold status by the Federal Department of Energy and a Bronze certification by Sustainable CT. We converted both the Town Hall and Police Station to interior LED lighting under an Eversource energy program. Additionally, we received a Bright Ideas grant to allow demonstration of Smart House technology at the Market Barn at the Coventry Farmers' Market, and LED small solar outdoor lighting.

Coventry Lake received the second year of treatment to address the invasive aquatic plant known as Hydrilla. The State paid for more than half of the costs. Our lake gate replacement project was completed

with a significant grant paying for about 75%. The Ad-hoc Lake Advisory and Monitoring Committee continued to monitor and put on workshops for residents.

We received many other grants including a \$800,000 grant for roof replacement and sidewalks at Orchard Hills under the Small Cities CDBG program. We also received \$250,000 of CDBG funds for a multi-town concrete testing program to address the crumbling foundation issue. Under the State LOCIP program we received grants to replace the Folly Lane Bridge, realign Swamp Road with Bread & Milk Street and road reconstruction of a section of South Street between Seagraves to just past the Strong-Porter Museum. This will include pedestrian safety improvements. These three grants brought around \$5 million to our town.

Smaller grants included a trails grant to build Mill Pond Park on Depot Road, an open space grant to purchase the Williams Preserve open space parcel on Cooper Lane, several tree planting grants, a trail study grant to plan the re-use of the land taken for the Expressway Six project which we talked the State into donating to the Town, three small historic grants to preserve Town Clerk records, save old photographs of the Town, and to study the possible renovation of Caprilands. We also received a small grant to promote composting with subsidized homeowner bins and installed bins at the Middle School.

A significant grant to construct a microgrid for the Town Hall/High School area was submitted and is working its way through the approval process. If it proceeds it would allow all our public facilities to become an island in a power failure and continue to operate for at least 14 days.

We also received a \$46,000 grant to retire a large dump truck early to buy one which does not produce as much harmful air emissions. A grant-funded senior van also came on line and grants also subsidized special van trips to medical appointments and recreational events for seniors.

Working with the Economic Development Commission we continue to work on growing the business sector of our grand lists. As each new residential dwelling is built our percentage of our business/industrial grand list declines. Statewide the average for towns is 17.5% of the grand list is business/industrial. Coventry has the 19th lowest in the state at 3.8%. Only five towns in Eastern Connecticut are lower than ours including Hampton, Scotland, and Andover. This unbalance places a lot of demand on residential taxes, so we are working on creating opportunities with the Town of Bolton to hopefully connect to their sewers and have joint development. We hired a design professional to prepare concept plans for both towns. We also are working with Tolland, Mansfield and Bolton to hire an economic development consultant to use the data gathered by a Pathways to UConn traffic study contracted by the Capital Region Council of Governments on Rt. 44 and Rt. 195 traffic improvements.

While we finished celebrating the 15th anniversary of the Coventry Farmers' Market in 2018, we need to entice the market visitors to stay local and visit local shops. To that end we revitalized our Main Street partnership and started hosting events on Main. This will be another strategy to grow.

Changes continued with the Fire/EMS program. Following up with the Town's take-over of the ambulance responsibilities we created Department 18 (a merger of Department 8 and Department 11). We purchased a new engine water tanker and ambulance and sold off the old equipment. We also acquired a used Quint aerial apparatus. We reduced our ambulance fleet to two vehicles and also added additional Vintech staffing hours. The biggest new initiative was starting discussions on a proposed merger of both Fire Departments. A study committee will review options in 2019.

The crumbling concrete foundations issue continue to emerge as a major community issue. More homeowners have sought reductions of assessments as permitted by State law. Working with the Capitol Region Council of Governments, progress was made for State support for testing and repairs. The Town also spearheaded a regional testing program for low/moderate income households. The Council also waived building permit fees for replacement foundations. This issue will take several decades to resolve.

John A. Elsesser
Town Manager



TOWN OFFICIALS

*Above right: Jonathan Hand, a member of the Coventry Town Council, enjoys marching in the 2018 Memorial Day Parade with other Council members and Town officials.
Photo by Laura Stone.*

OFFICERS, BOARDS, COMMISSIONS

As of June 30, 2018

ELECTED

TOWN COUNCIL

Carolyn Arabolos
Lisa Conant
Jonathan Hand
Joan Lewis
Julie Blanchard
Matthew O'Brien
Michael Sobol

BOARD OF EDUCATION

Jennifer E. Beausoleil
Frank Infante
Mary S. Kortmann
Peter Larson
Eugene T. Marchand
William M. Oros, Sr.
Kelly Sobol

BOARD ASSESSMENT APPEALS

Joyce Chellstrop-Bonney
Ronald Dextradeur
Mary Jo Lewis
Joan M. Oros
Jill Wood Reviczky

ZONING BOARD OF APPEALS

Elizabeth Bauer
Carol Chipkin
Suzanne Pollinger
Cheryl Ann Resha
Claire Twerdy

ZBA ALTERNATES

William Bonney
Courtney Rossignol
Lisa Thomas

REGISTRAR OF VOTERS

Marjorie L. Roach
Pamela Sewell

JUDGE OF PROBATE

Barbara Gardner-Riordan

JUSTICE OF THE PEACE

Victor Birch
Albert E. Bradley
Joyce Bonney
Marie Gallo-Hall
Dorothy M. Grady
M. Kathleen Krider
David Lamore
Patricia Naegeli
Joan M. Oros
Jill Wood Reviczky
Sondra A. Stave
Valdis Vinkels

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

Brenda Bennett

BUILDING OFFICIAL

Joseph Callahan

SANITARIAN

Glenn Bagdoian

PUBLIC WORKS DIRECTOR

Mark Kiefer

TOWN PLANNER

Eric M. Trott

ZONING AGENT

Mark Landolina

TOWN ENGINEER -

INLAND WETLANDS AGENT

Todd Penney

RECREATION DIRECTOR

Wendy L. Rubin

CANINE CONTROL

John H. Chipman, III

EMERGENCY MANAGEMENT

James McLoughlin

MUNICIPAL AGENT

Courtney Chan

PUBLIC HEALTH

Visiting Nurse Health

FIRE MARSHAL

Bud Meyers

TREE WARDEN

Mark Kiefer

BLDG CODE BD APPEALS

Brian W. Canny
Kathy Fournier
John Wilnauer
2 vacancies

CEMETERY COMMISSION

Kevin Arpin
Roger "Michael" Chapman
John Marvin
Anne Claudine Vieten
1 vacancy

CONSERVATION COMMISSION

Charles Brown
Brian D. Coss
Arthur Hall, Jr.
Leroy Lowe, Jr.
Paul C. Manzone
Vincent E. Messino
Robert R. Proctor

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
Patricia Laramée
Marjorie L. Roach
1 vacancy

INSURANCE ADVISORY

Dena DeJulius
4 vacancies

PARKS & RECREATION

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

PARKS/RECREATION ALT.

Jennifer Bynes
Bob Martin

COVENTRYVISION COMMITTEE

David Lamore
Francis Lombard
Konrad Mroczek
Laura Stone
1 vacancy

PENSION & RETIREMENT

Benedict D. Emanuele
 Paul E. Jatkowski
 Robert Murzyn
 David C. Powers
 1 vacancy

PERSONNEL APPEALS BOARD

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

PLANNING & ZONING COMMISSION

Steven Hall
 William Jobaggy
 Stephen (Ed) Marek
 Christine Pattee
 Darby L. Pollansky
 2 vacancies

P&Z ALTERNATES

Robert Burrington
 Carol Polsky
 1 vacancy

INLAND WETLANDS AGENCY

Martin Briggs
 Lori J. Mathieu
 Luke McNaboe
 Sam Norman
 Thomas P. Woolf

INLAND WETLANDS ALTERNATES

Patricia Laramee
 Michael Powers

WATER POLLUTION CONTROL AUTHORITY

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

HUMAN RIGHTS COMMISSION

Albert E. Bradley
 Michael J. Kurpiewski
 Marjorie L. Roach
 2 vacancies

YOUTH ADVISORY BOARD

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 Mollieur
 Crystal Morawitz
 Lynn Obomalayat
 David Petrone

VETERANS MEMORIAL COMMISSION

Harvey Barrette
 Leroy A. Lowe, Jr.
 Eric Ohlund
 Richard C. Sanborn, Jr.
 3 vacancies

LOCAL EMERGENCY COORDINATING COMMITTEE

John Alosky, NCVFD
 Jonathan Hand, Council
 Joan Lewis, Council
 Michael Dombkowski, CVFA
 Ray Eldridge, Jr., NCVFD
 John Elsesser, Tn. Mgr.
 Geoff Firth, CVFA
 Mark Kiefer, Pub. Works
 Mark Palmer, Police Chief
 Bill Trudelle, CPS
 James McLoughlin, Emergency Management

ENERGY CONSERVATION /ALTERNATIVE ENERGY

Jesse Hayes
 Danielle Kloster
 Jennifer Lynn Reilly
 2 vacancies

LIBRARY EXPANSION BUILDING COMMITTEE

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

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
 Linda Comeau
 Laurie Felix
 Scott Gallo
 Michael Hicks
 William Piotroski
 Deborah B. Zeppa

AD-HOC FARMERS' MARKET OPERATING COMMITTEE

Amanda Backhaus
 Barbara Barry
 Anne Marie Charland
 Janine Coughlin
 Jean Nelson
 Michelle Pesce
 Katrina Weaver

AD-HOC WATER SUPPLY STUDY COMMITTEE

Albert E. Bradley
 Christine Pattee
 William J. Zenko
 2 vacancies

FLOOD & EROSION CONTROL BOARD

Carolyn Arabolos
 Lisa Conant
 Jonathan Hand
 Joan Lewis
 Julie Blanchard
 Matthew O'Brien
 Michael Sobol

CHS WALLS CODE COMPLIANCE COMMITTEE

Nathan Carter
 Gary Jonas
 Edward Cofrancesco
 Jonathan Hand
 Eugene Marchand
 Michael Hicks - alt.

SCHOOL ENERGY/BUILDING EFFICIENCY COMMITTEE

Danielle Kloster
 Mary Kortmann
 Thomas Kolodziej
 Cheryl Trudon
 Jesse Hayes
 Mark Tomaszewsky

SCHOOL READINESS COUNCIL

Joan Lewis



ADMINISTRATION

Above: Town Manager John Elsesser accepts a Bronze Certification award from Sustainable CT in recognition of the Town's sustainability initiatives in impact areas ranging from thriving local economics and vibrant arts and culture to clean transportation and diverse housing. Town staff worked diligently during 2017-18 to research and prepare Coventry's application for this prestigious certification, with goals to achieve silver and gold levels in future years.

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

Karen Dory

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 2017

Births of residents occurring in other towns	91
Births in Town	2
Marriage Licenses issued in Coventry	76
Marriage Licenses of residents issued by other towns	72
Deaths occurring in Coventry	31
Deaths of Coventry residents occurring in other town	51
Fetal Deaths	0
Burial Permits/Cremation Permits	42

All Vital Certificates issued in our office have to be certified copies. The Town Clerk's Office issued 430 Certified Copies in 2017. Vitals fee is \$20.

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. Marriage license fee is \$30.



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 2017-2018: 28



LIQUOR PERMITS FY 2017-2018:

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 received, signed, sealed and copied for filing. The fee for filing is \$2.00 (CGS 30-53).

Liquor Permits Filed: 14

RABIES CLINIC:

Our annual Rabies Clinic held in cooperation with the Connecticut Veterinary Medical Association on May 5, 2018 at the Captain Nathan Hale School was a success. We vaccinated **Seventy-Four** 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, Laura Stone, 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 1,500 license renewal notices to all dog owners of record this year.



Dog Licenses issued FY 2017-2018: 1,468 dog licenses, 3 Service dogs and 16 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 for the tag year 2017 was NIKKI, who belongs to Donald & Barbara Gorneault. Our 2018 tag winner was MAGGIE who belongs to Philip Richmond.

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 2017-2018: 544 Licenses & permits

ELECTIONS AND PRIMARIES:



The Town Clerk's duties include assisting the Registrar of Voters in administering elections and primaries. The clerk is required to publish notice of party endorsements and warning of the primary and elections. The clerk determines the maximum number of members of any political party who may be elected to a board. Our office files Legal Notices in the newspaper; files the list of offices to be filled, list of candidates, list of elected officials, vacancy in office and an accounting of absentee ballot forms with the Secretary of the State. The clerk prepares the layout, and arranges for the printing of sample ballots, posters, official and absentee ballots. The Clerk's office issues all absentee ballots, (regular, blank 90 day and 45 day, emergency and overseas) has absolute charge of absentee ballot applications and is responsible to deliver absentee ballots to the Registrars of Voters on Election Day to be counted by sworn absentee ballot counters. This office registers voters in the absence of the Registrar of Voters. The Town Clerk receives and maintains election returns, official check lists and depository envelopes containing executed absentee ballots.



MUNICIPAL ELECTION 2017:

On November 7, 2017, eligible voters for the Town of Coventry cast their vote for Town Council, Board of Education, Board of Assessment Appeals Full Term, Board of Assessment Appeals To Fill Vacancy for Two Years, Zoning Board of Appeals, Zoning Board of Appeals Alternates. Due a close race in the Zoning Board of Appeals and the Zoning Board of Appeals Alternate races the Town had a canvass to determine the winners. Town wide voter turnout was 32%. Of 8,292 registered voters in Coventry, 2,714 voted at the polls and 69 absentee ballots were cast, along with 8 Election Day Registration (EDR) Votes, The Town Clerk certified the canvass results to the Secretary of the State on November 20, 2018.

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 4 voters are taking advantage of this service.

FISCAL YEAR 2018-2019 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, 2018.

HISTORIC DOCUMENT PRESERVATION GRANT FY17/18:

The \$4,000 grant funds awarded were applied to scan and digitize vital records 1919-1955 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, 2017. 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 agendas for 11 active Boards & Commissions. Other remaining Boards & Commissions have affiliations with town Departments. These departments post their respective boards on the website.



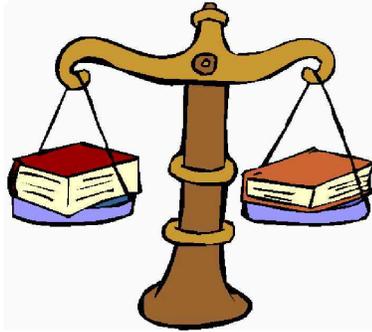
REVENUES & DISBURSEMENTS

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	2017-2018
Documents & Maps 2,270 Recorded documents, including 23 maps	\$68,001.00
Conveyance Tax	\$696,325.27
Vital Statistics	\$8,600.00
Copies of Town Records	\$13,760.00
Miscellaneous Permits, Trade Names, Postage, etc.	\$568.00
Notary	\$1580.00
PA 05-228, 11-201, 09-229 & 13-247	\$125,181.00
PA 00-146	\$11,807.00
Fish & Game Licenses	\$7,875.00
Dog Licenses	\$13,630.00
Marriage Licenses	\$1,200.00
TOTAL	\$948,527.27
DISBURSEMENTS	2017-2018
Town Revenue	\$276,650.71
State – Fish & Game	\$7,605.00
Special Dog Fund	\$12,184.00
State – Marriage Fees	\$760.00
**State PA 00-146	\$9,134.00
*State – PA 05-228, 11-201, 09-229 & 13-247	\$115,747.00
State Conveyance Tax	\$526,446.56
TOTAL	\$948,527.27

*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 2019: 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 third year and will be annual event.

Lori Tollmann, Town Clerk attended the Fall 2017 Connecticut Town Clerks conference in Westbrook, Ct., Spring 2018 Connecticut Town Clerks conference in Southbury, CT. Attended Pension Trustees meetings acting as recording secretary and the Tolland County Clerks Association.

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

Dianna Grindle, Assistant Town Clerk, attended Town Clerk School in December 2017. April, 2018 Dianna Received a job in Human Services for the Town of Coventry.

Karen Dory is our newest Assistant Town Clerk. Karen was hired in June, and a great asset to the Town Clerk's Office.

Ordinances Adopted:

Ordinance #253 – Land Use Fee Ordinance – Amended

This amended ordinance amended subsection 1(f) to change the \$450 public hearing fee to a Legal Notice fee to \$200 per printing event for all applications for which a legal notice is required to be published.



Summary of Town Meetings



Annual Town Meeting (postponed from April)

November 17, 2017, 7:00 p.m. @ Large Lecture Hall, Coventry High School

Adjourned Town Meeting/Referendum (Library Expansion)

November 28, 2017, 6:00 AM - 8:00 PM @ Polling places at the firehouses.
Budget passed/Library failed

Annual Town Meeting

April 28, 2018, 10:00 AM @ Coventry High School Veterans Auditorium

Adjourned Town Meeting/Referendum (Library appropriation for renovations)

May 8, 2018, 6:00 a.m. – 8:00 p.m. @ Polling place at firehouses.
Budget & Referendum passed.

ANNUAL REPORT

July 2017 through June 2018

Registrars of Voters

Marjorie L. Roach (D)

Pamela S. Sewell (R)

This was a very busy year registering new voters (565), imputing the voter name and address changes (1,309), and preparing for the two votes on the town budget (Nov. 28, 2017 and May 8, 2018) and the Municipal election on Nov 7, 2017.

As of June 2018, there were 8,197 registered voters in Coventry

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. This year 51 students at Coventry High School registered and 3 at E. O. Smith High School registered as voters. 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.

Recent legislation has required that all Registrars of Voters complete the Certification and Training Program within two years of their election. Marjorie Roach completed the eight courses and received her certification in May 2018.

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. In the first District the budget, and special elections are held at the Coventry Volunteer Fire Association, 1755 Main Street and 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. Residents, who are permanently unable to vote in person, may obtain a Permanent Absentee ballot from the Town Clerk's office.

Each polling place is staffed with a certified Moderator, Assistant Registrars, checkers, ballot clerks, tabulator tenders and student help. Newly certified Moderators, Mary Ann Hansen, Jillian Wood Reviczky, and Kerri Wojcik joined M. Deborah Walsh and Beverly Rice who passed the recertification program. The Head Moderator is Lori Tollmann, who is the Town Clerk and the Data Clerk is Brooke Manning who is the Assistant Town Clerk. The Deputy Registrars of Voters are Dorothy Grady (D) and Inge Pope (R).

Voting is the basis of our democracy. Residents are encouraged to let the office know of any address or name changes so that on Election Day, all the records are up to date. If someone is temporarily unable to walk into the polling place to vote and did not get an absentee ballot, curbside voting is available.



PUBLIC SAFETY

*Above: The latest additions to Coventry's emergency fleet were showcased at a Town Council meeting in July of 2017. The aerial apparatus provides enhanced safety for firefighters and is beneficial during a multi-story structure or commercial building fire. The new tanker truck provides greater water capacity at a fire scene.
Photo by Laura Stone.*

**COVENTRY POLICE DEPARTMENT
1585 MAIN STREET**



**ANNUAL REPORT
Fiscal Year 2017 - 2018**

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 fiscal year as part of our budgeting process. 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, work and visit in 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 17/18 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.

This goal and the stated objectives have been successfully met.

After our last CALEA on-site assessment in April 2016, the department has transitioned to a four-year assessment cycle. The process has further changed by having a remote-based annual review of approximately 25% of the applicable CALEA standards (484 total standards).

Our first year remote-based review was conducted during the last week of July 2017 during which approximately 85 standards were reviewed for compliance by a CALEA Compliance Service Manager (CSM). The CSM's report was received and all standards reviewed were in compliance.

In July, the agency began utilizing more functions available in PowerDMS (document management system) which allows us to enter date reminder prompts for completion of required reports and reviews.

We continually review our agency directives and revise them when necessary based on new protocols, court cases or legislation.

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.

This goal and stated objectives were successfully met to the extent possible.

The agency submitted and received the annual comprehensive DUI Enforcement grant in the amount of \$12,500.00. These funds from the Department of Transportation were used to continue our DUI countermeasures program by conducting directed patrols during select hours including weekends and holidays. There were 38 DUI arrests during the fiscal year.

The Department of Transportation is no longer making funds available for seatbelt enforcement checkpoints or directed patrol. This was due in part to the percentage rate increase of seatbelt use in Connecticut. Our officers continue to enforce seatbelt laws during routine patrol and traffic enforcement.

Goal: Become recognized through the Connecticut Police Chiefs Association as a 'Serve Well – Be Well' agency.

Objectives:

- Conduct two group activities focusing on officer wellness.
- Offer an annual officer wellness checkup through our service provider.

We have attained partial success with this goal and the stated objectives.

The Officer Wellness Committee of the Connecticut Police Chiefs Association has not yet announced the full criteria for recognition as a 'Serve Well – Be Well' agency which was to have been announced near the beginning of the fiscal year.

The agency has offered annual wellness checkup for all agency staff and a number of agency members have taken advantage of these. We will continue to offer these annually.

Our wellness committee shifted focus somewhat during the year with efforts to obtain training in De-escalation and Critical Incident Response techniques for more officers, which we were able to accomplish.

OPERATIONS

Goal: *Provide adequate patrol staffing to effectively cover shifts, conduct selective enforcement activities and to provide additional crime prevention services.*

Objectives:

- Complete field training for new patrol officer by April 15, 2018.
- Hold two crime prevention seminars for the community.
- Hold an 'Open House' at the police department in the spring of 2018.

We attained partial success of this goal. The first two objectives were met, but not the last.

Due to two retirements, and one officer on extended leave, providing adequate patrol coverage proved challenging. Overtime funds were used to regularly cover patrol shifts and officers were often ordered in to duty to ensure coverage.

The department hired Olaph Anderson for an open patrol officer position. He entered the police academy on July 7, 2017 and graduated on December 21, 2017. Officer Anderson completed his field training on April 7, 2018. He is a welcome addition to the agency.

In addition to the sergeants and officers holding six crime prevention sessions for various groups, Sergeant Opdenbrouw and Chief Palmer conducted five presentations to school teachers and staff about school safety response plans.



Chief Palmer congratulates Officer Olaph Anderson upon his graduation from the police academy

The agency did not plan or organize an open house. This proved not to be feasible this year due to staffing shortages and other pressing issues.

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

Objectives:

- Conduct one sobriety checkpoint 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.

The agency met the stated goals but fell short on one of the objectives.

The agency held one sobriety checkpoint with the participation of Metro Traffic Services during the year.

The agency held one seatbelt checkpoint and three concentrated enforcement efforts during the year. Additional efforts were hampered by limited manpower due to staffing shortages.

There was a drop in the number of cellphone violations. This may be due to decreased staffing during the period.

SUPPORT

Goal: Purchase and install in-car video system with remote downloads and local file management server and software.

Objectives:

- Evaluate video systems by February 23, 2018
- Purchase and install cameras, servers and software by May 31, 2018

The agency met this goal.

After evaluating several in-car camera systems, the agency purchased the ProVision in-car camera system. This system features a forward-facing camera as well as a camera that records the rear seat of the vehicle where detainees are transported. In addition, video from the system is automatically wirelessly downloaded when a vehicle pulls into the police parking lot. Recorded video is



Sergeant McDonagh speaks with children at breakfast with the Easter Bunny



The department was recognized for its donation of unclaimed bicycles to the Little Angels Program

managed through a software system.

Prior to purchasing the camera system, we learned that the State of Connecticut revised the body camera reimbursement grant to include in-car cameras.

In addition to the camera, we purchased a new server and redundant storage devices to store and manage the recorded video. The camera purchase, installation, servers and storage units will be reimbursed by the State of Connecticut.

OTHER ITEMS OF INTEREST

Agency Awards:

Sergeant Ted Opendbrouw, Detective Jeff Spadjinske, Officer Wayne Greener and Officer Kelsey Carpenter were awarded perfect attendance commendations.

Officer Thomas Kuhns, Officer Kelsey Carpenter and Officer Olivia Beausoleil were awarded commendations for their efforts in enforcement of traffic laws.

Dispatcher Michael Cote was awarded a Meritorious Commendation for his expertise in dispatching while handling a serious shooting call.

Officer Thomas Kuhns and Officer Kelsey Carpenter received the Mothers Against Drunk Driving (MADD) award for their diligent efforts in enforcing driving while impaired laws.

Other items of Interest

Sergeant Chris Fiore retired on February 21, 2018 after nearly 21 years of service

Officer Brian Flanagan retired on April 1, 2018 after 23 years of service.

Officer Olivia Beausoleil, who graduated to police academy on June 20, 2017, successfully completed her field training on September 25, 2017.

Officer Olaph Anderson graduated the police academy on December 21, 2017 and successfully completed his field training on April 7, 2018. During his academy training, Officer Anderson was one of only three recruits out of 48 who was presented with a shooting award for shooting three perfect scores during the firearms qualification course.

New recruit officers Glen Bona and Robert Michaud were sworn in on June 28, 2018 to fill two vacancies. This was the first time since the founding of the agency in 1965 that two officers were sworn in at the same time. They will attend the police academy until mid-December after which they will enter a three month field training program.

Officer Wayne Greener was appointed as the new firearms instructor to replace Sergeant Fiore. Officer Greener has extensive training in firearms and shooting tactics.

The police collective bargaining agreement was settled in July with a two-year agreement after one bargaining session. The agreement remains in effect until June 30, 2019.

Agency members participate in the annual law enforcement day at Channel 3 Kid's Camp. During this event, police officers and equipment from around the state spend the day with the campers, serve the campers lunch and display the various types of police equipment. In addition to Chief Palmer, Officer Wayne Greener and Officer Olivia Beausoleil represented the department.

The TV program 'On the Case with Paula Zahn' featured a profile of a homicide that took place in Coventry in May of 1980. In this incident, Louisa Scott was killed by Edward Boyle, who was convicted of the crime. With the consent of Ms. Scott's family, the department provided reports and assistance by current and retired Coventry police officers.

Chief Palmer worked with the school district in preparation of the School Security Grant application. This included conducting and documenting security reviews at each of the schools. The department worked with the school district on the previous two security grants. Funding was received for the two previous applications.

Sergeant Michael Hicks was recognized as Officer of the Year by the Rockville State's Attorney's office for his work on an investigation into on-line synthetic marijuana sales. The investigation resulted in the conviction of the subject as well as the seizure and forfeiture of two vehicles.

The department made an arrest in the case involving a threat at Key Bank. On May 13th, officers responded to Key Bank on Main St. on a report from employees of an envelope containing unknown white powder being found in the night deposit box. The incident prompted a large-scale HAZMAT response and required the bank to be closed for a week. An arrest was made after a thorough investigation by Officer Flanagan.



Sergeant Michael Hicks receives the Officer of the Year award from State's Attorney Matthew Gedansky

The department, in conjunction with the Coventry Fire Department, hosted a stuff-a-truck toy drive on December 2nd. All donated toys were delivered to the Coventry Human Services Department for distribution to Coventry families.

In conjunction with the school district and the Attorney General's Office for the District of CT, the department delivered an opioid prevention program to the school district. All High School students participated in the assembly. All parents of students in all grades were also invited.

Sergeant Opdenbrouw conducted three safety and security presentations at the local schools as well as a presentation on safety and active threats at the First Congregational Church. Staff and members of other local churches were invited and present.

Pursuits

There was one pursuit during the fiscal year. An officer was attempting to conduct a traffic stop on a vehicle for an equipment violation. The vehicle did not stop and accelerated to approximately 90 MPH and began to illegally pass other vehicles on the road. The officer terminated the pursuit to minimize danger to other motorists on the roadway.

Use of Force

On September 10, 2017, a subject was in the cell under arrest for failure to appear in the 2nd degree. While checking on the subject, he told an officer that he was going to try to choke himself and cut off his blood supply so he would pass out and strike his head on the bench in the cell. Another officer was summoned for assistance. Both of them entered the cell and one of the officers used his body to take the subject down to the bench in the cell. The on-duty sergeant contacted the judge who signed the warrant and the judge changed the bond to a non-surety bond. The subject was then released. The use of force by the officer was found to be justified.

On October 6, 2017, officers responded to a report of a subject on Route 44 passed out in a vehicle in the middle of the road. The officers found the vehicle with a subject passed out. An officer reached into the car and put the emergency brake on and put the car in park. The subject continued to press the accelerator of the vehicle. The officers opened the door, took the subject out of the vehicle and placed him on the ground. Troopers came and arrested the subject, as it was determined to be in Bolton. The use of force was determined to be justified.



Officer Kelsey Carpenter and Officer Tom Kuhns are presented with the MAAD award for their efforts in combating impaired driving

On October 12 2017, the principal of Coventry Grammar School called to report a six year old child physically and mentally out of control. She indicated that the child ran out of

the school and onto the field area. The child kept running from the staff. Two officers responded and they were able to catch the child and had to physically restrain him based upon the way he was acting out. The child was transported by ambulance. The use of force by the officers was justified.

On November 16, 2017, Officers responded to a report of an irrational male approaching vehicles and harassing people. The officers located the subject nearby who was acting irrationally. The subject was resisting the officer's commands and one officer drew their Taser and pointed the laser at the subject. A sergeant responded to assist the officers. The subject was calmed down and released with no charges. No injuries.

On December 3, 2017, Officers responded to a report of a suicidal female armed with a knife. Officers tried to make verbal contact, but she would not respond and turned up the music to a very loud level. Officers went into the apartment and found her in the bedroom of the apartment. As officers went in, the female had her arms under a blanket and would not remove them. An officer used their Taser as cover as two other officers grabbed her arms to ensure she didn't have a knife. The subject was transported to the hospital for an emergency psychiatric evaluation. No charges were filed. Use of force was appropriate.

On December 26, 2017, officers responded to Dunn Rd. group home on a report of a resident assaulting a staff member. Officers located the subject on the second floor. The subject refused to comply with the officers. They pulled him to the standing position and placed him in handcuffs. He was placed on a stretcher to be transported to a medical facility. Subject was charged with assault 3rd and disorderly conduct. Use of force found to be justified.

January 5, 2018, headquarters received a call reporting that their 17 year old son was acting abnormally and hallucinating. After calming the subject down, officers found him to have an altered mental state as well as the subject admitting he had taken several pills. An ambulance was summoned and the subject transported to a hospital while an officer followed the ambulance. Once at the hospital, the subject tried to jump from the stretcher and flee the hospital. The officer had to pin the subject down on the stretcher until he was assisted by hospital staff to restrain him to the bed pending treatment. No injuries.

January 18, 2018, officers responded to a DMHAS group home on a report of one of the clients on the roof of the house acting strange. Three officers arrived and found the subject refusing to come down while swinging a golf club and other items. One officer distracted the subject while another was able to reach through a second floor window and grab the subject and pull him inside the house. Subject was transported to the hospital based upon an emergency committal. No injuries.

January 21, 2018, officers responded to a home on a noise complaint and had the subjects lower the volume of music. Shortly thereafter, officers received a second

noise complaint call and returned to the house, this time to arrest the subject. Once contacted, the subject began to resist the officer's attempts to arrest him. One officer gave a warning arc with the Taser unit. Officers were able to take the subject into custody. Subject was charged with Breach of Peace. No injuries.

April 25, 2018, an officer on routine patrol located a vehicle at the public boat launch on Lake St. She noticed two subjects who were fishing and asked to see their fishing licenses. One of the subjects, who appeared to be intoxicated, became argumentative and refused to show the officer his license. A backup officer was requested. As the officers were interviewing the non-cooperating subject, he began to move toward one officer in an aggressive manner. The officer drew his Taser and ordered the subject to stop and back up, which he did. After an investigation, the subject was released without arrest. No injuries.

June 4, 2018, officers responded to a report of a disturbance. Officers determined there was a loud verbal argument between a male and female. The male subject, who was intoxicated, decided he would sleep in the vehicle to avoid further confrontation. The officer confiscated his keys so he would not drive as he was intoxicated. Later that evening, headquarters received a second call of a disturbance. After an investigation, officers decided to arrest the male subject. As officers began to place the subject in the vehicle, he began to resist. Officers tried to push him in the car but at that time, the subject apparently had some type of seizure. Officers provided medical assistance until arrival of the ambulance. The subject was charged with Breach of Peace. No injuries apparent from the use of force.

June 17, 2018, headquarters received information from a third party (child) who was in a different state that there was an active domestic incident with children present. Officer responded and found a male and female subject at the home. The male subject was apparently under the influence of some type of substance; as he was talking nonsense and did not believe the people at his house were police, although identifying themselves as such and being in full uniform. The officer attempted to place the subject in handcuffs and he began to violently resist. The subject refused to allow the officers to take him into custody. During the fight, one officer attempted to use their Taser in the drive-stun mode but it was ineffective due to the close-quarter fighting and positions of the other officer and subject. Eventually the subject tired from fighting so violently and officers were able to take him into custody. Subject sustained a facial injury from one officer punching him and also some contact abrasions from the drive-stun. The subject was transported to police HQ and medics were called to treat his injuries. As the medics were treating the subject, he jumped up and began to attack one of the fire department members. An officer used his Taser against the subject which allowed other officers to assist in restraining the subject and restrain him to the stretcher for transport. The subject was charged with Disorderly Conduct, Unlawful Restraint, Assault on Medical Personnel, Resisting Arrest and Violating a Protective Order.

June 25, 2018, officers responded to a DCF group home on a report of a female client breaking car windows. Upon arrival, the officers found that the female had already ran off into the woods. As officers checked the area, one officer located the subject on the road nearby. An officer approached her as he believed she was going to run from him. As the officer approached, the subject took an object and began to cut her forearms and wrist. The officer ran to her and brought her to the ground in an attempt to stop her from injuring herself. The female began to fight with the officer. She was eventually subdued and brought to the hospital for medical and psychological treatment. No arrest. No injuries due to the use of force.

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.



Officer Olivia Beausoleil greets campers at the Channel 3 Kid's Camp Law Enforcement Day

The department has a robust and transparent personnel complaint process. Complaint forms are located at the lobby of the police department and at town hall. Complaint forms are also available on the town and agency's website in addition to the forms.

There were five personnel complaints during the fiscal year. Three were generated from external citizen complaints and two were generated internally by supervisors or other agency members.

Complaints and Internal Affairs Investigations

External	
Citizen Complaint	5
Sustained	1
Not Sustained	4
Unfounded	0
Exonerated	0
Internal	
Directed complaint	3
Sustained	3
Not Sustained	0
Unfounded	0
Exonerated	0
Total	8

Grievances

There was one grievance filed during the fiscal year. This grievance was in regards to assignment of a sergeant to a different shift. The grievance was resolved by the Town Manager entering into an agreement with the police union regarding these types of assignments.

A listing of calls for service for the fiscal year is attached. There was a 9.4% increase in calls for service and self-initiated activity over the previous year. The report attached shows the crime trends and statistics for the previous ten year period.

Sergeant Fiore receives a shadowbox commemorating his 20 years of service to the town



Officer Brian Flanagan's last day at work after over 23 years of service to the town.



**Coventry Police Department
Incident Analysis**

7/1/2017...6/30/2018

	Shift		Total
1st	2nd	3rd	
1432	3469	3067	7968

UCR	Nature	1st	2nd	3rd	Total
001	Marine Patrol Activity	0	45	21	66
029	Disabled Motor Vehicle	27	50	84	161
11A	Sex Forcible Rape	0	2	0	2
11B	Sex Forcible Sodomy	0	1	0	1
11D	Sex Forcible Fondling	0	2	2	4
120	Robbery	0	1	0	1
13A	Assault Aggravated	0	1	1	2
13B	Assault Simple	2	6	9	17
13C	Intimidation	6	7	14	27
151	Suicide	0	1	1	2
152	Suicide Threat/Attempt	3	9	13	25
210	Extortion/Blackmail	0	2	0	2
220	Burglary	1	8	11	20
23C	Larceny Shoplifting	0	2	3	5
23D	Larceny Theft From Building	0	7	4	11
23F	Larceny Theft From MV	3	11	3	17
23G	Larceny Theft of MV Parts	0	2	0	2
23H	Larceny All Other	2	19	8	29
240	MV Theft	3	3	1	7
250	Counter/Forgery	0	2	0	2
2604	Fireworks/Gunshots	1	14	32	47
2608	Abandoned MV	1	3	3	7
2609	Littering	1	3	2	6
2619	Building Check	0	5	1	6
2625	Notification	0	0	2	2
2631	Public Hazard	63	90	72	225
26A	Fraud False Pretenses	0	9	2	11
26B	Fraud Credit Card/ATM	0	18	5	23
26C	Fraud Impersonation	0	6	2	8
26E	Fraud Wire	0	2	0	2
290	Vandalism	6	13	7	26
2914	Animal Complaint	43	195	76	314
3009	Susp Person/Activity/MV	196	171	402	769
3009	Susp Person/Activity/MV	1	0	0	1
326	Illegal Parking	1	7	2	10
332	Harassment/Harassing Phone Calls	5	21	17	43
334	Untimely Death	1	6	3	10
343	MV Accident (Injuries)	7	15	11	33
344	MV Accident Evading	6	11	13	30
346	MV Accident (No Injuries)	28	81	45	154
347	MV Accident (Private Property)	4	6	4	14



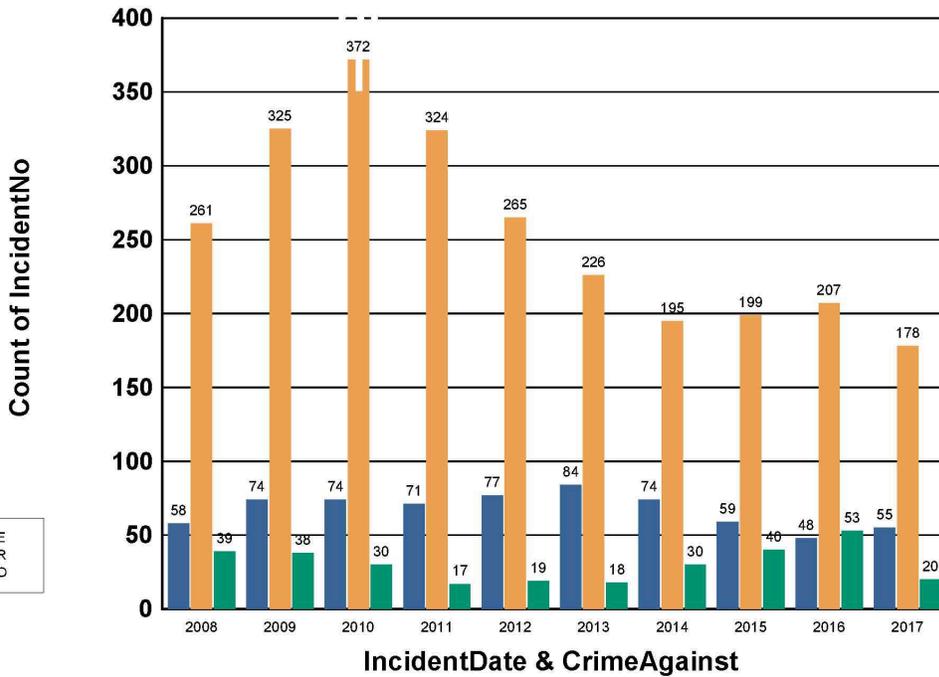
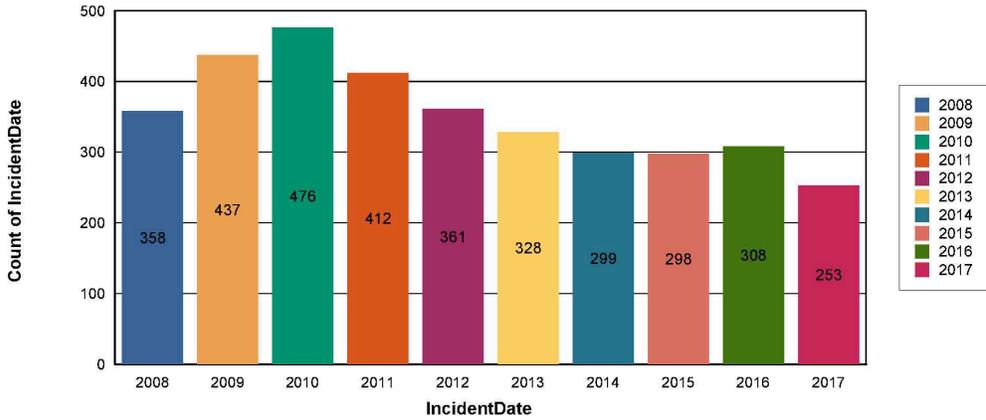
Coventry Police Department Incident Analysis

7/1/2017...6/30/2018

349	Subpoena Service	0	2	0	2
351	Alarm	78	135	92	305
353	Medical	128	318	169	615
355	MV Stop	411	625	777	1813
35A	Drug/Narcotic Violation	5	4	17	26
367	Prowler	1	0	0	1
36B	Sex Statutory Rape	0	0	1	1
375	Routine Assistance	26	151	152	329
377	Open Door/Window	5	12	6	23
388	Miscellaneous	22	49	31	102
390	Police Information	3	29	19	51
396	Escort	1	16	10	27
398	Missing Person	2	9	11	22
399	Lost And Found	5	47	23	75
400	Family Matter - Non Arrest	7	28	35	70
401	Repossessed Vehicle	21	3	2	26
4811	Finger Printing	2	355	7	364
4858	Fire	8	53	29	90
4867	Background Investigation	0	2	0	2
4873	Assist Other Agency	35	69	80	184
520	Weapon Law Violations	1	0	1	2
82	Runaway/Non NIBRS	6	11	23	40
861	Disturbance (Non-Domestic)	6	27	41	74
863	Town Ordinance Violation	23	1	2	26
866	Noise Complaint	14	9	47	70
889	Check Welfare	18	87	67	172
890	MV Erratic Operation	28	76	86	190
891	MV Lock Out	7	32	30	69
90C	Disorderly Conduct	2	2	0	4
90D	DWI	11	3	24	38
90F	Family Offenses, Nonviolent	0	1	1	2
90J	Trespass of Real Property	0	0	1	1
90Z	All Other Offenses	4	18	29	51
911	911 Hang Up Call	7	4	12	23
H109	Junk MV	0	9	0	9
Sup	Supplemental	134	425	366	925

Coventry Police Department

Group A Incidents By Year



Uniform Crime Reporting NIBRS DATA

March 23/2018
Page 2

Coventry Police Department

Number of Group A Offenses By Offense and Year

		2008	2009	2010	2011	2012	2013	2014	2015	2016	2017		
PE	ASSAULT OFFENSES	13A	8	7	2	5	0	4	2	0	2	1	
		13B	16	21	25	21	19	23	20	34	15	20	
		13C	28	35	39	37	44	50	44	19	26	30	
		Total	52	63	66	63	63	77	66	53	43	51	
	HOMICIDE OFFENSES	09A	1	0	0	0	0	1	0	0	0	0	
		Total	1	0	0	0	0	1	0	0	0	0	
	SEX OFFENSES, FORCIBLE	11A	0	5	1	5	3	1	3	1	1	0	
		11B	1	1	1	0	0	0	1	0	0	1	
		11C	0	1	0	0	1	0	1	0	0	0	
		11D	3	3	5	2	7	2	1	4	3	3	
		Total	4	10	7	7	11	3	6	5	4	4	
	SEX OFFENSES, NONFORCIBLE	36A	0	0	0	0	1	0	0	1	0	0	
		36B	1	1	1	1	2	3	2	0	1	0	
		Total	1	1	1	1	3	3	2	1	1	0	
	Total		58	74	74	71	77	84	74	59	48	55	
	PR	ARSON	200	0	0	1	1	0	0	0	0	0	0
			Total	0	0	1	1	0	0	0	0	0	0
		BURGLARY/BREAKING & ENTERING	220	34	56	45	71	67	39	36	27	21	29
			Total	34	56	45	71	67	39	36	27	21	29
COUNTERFEITING /FORGERY		250	4	4	5	2	1	5	3	4	3	4	
		Total	4	4	5	2	1	5	3	4	3	4	
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY		290	84	108	121	79	61	46	27	46	34	28	
		Total	84	108	121	79	61	46	27	46	34	28	
EMBEZZLEMENT		270	0	0	0	1	0	1	0	0	0	0	
		Total	0	0	0	1	0	1	0	0	0	0	
EXTORTION/BLACKMAIL		210	0	0	0	0	0	1	0	0	0	0	
		Total	0	0	0	0	0	1	0	0	0	0	
FRAUD		26A	7	3	12	6	3	5	9	13	12	8	
		Total	7	3	12	6	3	5	9	13	12	8	

Uniform Crime Reporting NIBRS DATA

March 23/2018
Page 3

Coventry Police Department

			2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
PR	FRAUD OFFENSES	26B	13	26	55	19	9	10	9	26	20	26	
		26C	4	10	5	8	13	5	7	13	3	4	
		26E	1	0	2	0	3	2	3	4	5	1	
		Total	25	39	74	33	28	22	28	56	40	39	
	LARCENY/THEFT OFFENSES	23A	0	0	1	0	0	0	0	0	0	0	0
		23C	2	3	2	2	5	3	5	2	7	7	
		23D	4	3	5	14	6	20	13	8	15	13	
		23E	0	1	0	0	0	0	0	0	0	0	
		23F	32	25	30	22	22	30	25	11	36	18	
		23G	5	2	4	4	3	3	5	1	3	0	
		23H	63	78	70	85	69	47	45	42	40	31	
		Total	106	112	112	127	105	103	93	64	101	69	
	MOTOR VEHICLE THEFT	240	8	5	10	6	2	5	8	2	8	7	
		Total	8	5	10	6	2	5	8	2	8	7	
	ROBBERY	120	0	1	4	4	0	2	0	0	0	2	
		Total	0	1	4	4	0	2	0	0	0	2	
	STOLEN PROPERTY OFFENSES	280	0	0	0	0	1	2	0	0	0	0	
		Total	0	0	0	0	1	2	0	0	0	0	
	Total			261	325	372	324	265	226	195	199	207	178
	SO	DRUG/NARCOTIC OFFENSES	35A	23	21	17	14	14	13	22	28	42	16
			35B	14	14	10	2	2	4	4	9	9	3
			Total	37	35	27	16	16	17	26	37	51	19
PORNOGRAPHY/O BSCENE MATERIAL		370	1	1	0	0	2	0	0	0	0	0	
		Total	1	1	0	0	2	0	0	0	0	0	
PROSTITUTION OFFENSES		40A	0	0	1	0	0	0	0	0	0	0	
		Total	0	0	1	0	0	0	0	0	0	0	
WEAPON LAW VIOLATIONS		520	1	2	2	1	1	1	4	3	2	1	
		Total	1	2	2	1	1	1	4	3	2	1	
Total			39	38	30	17	19	18	30	40	53	20	

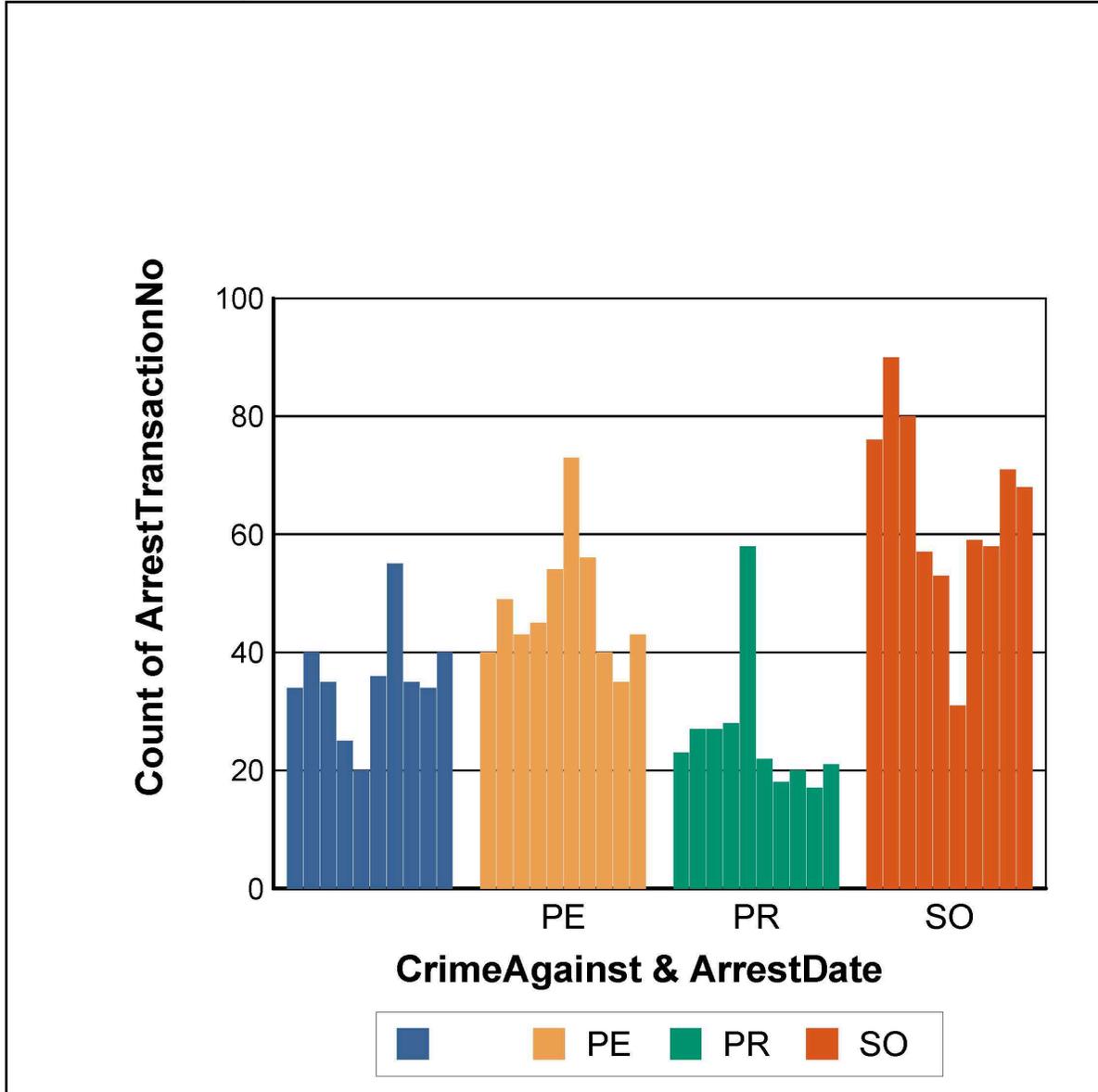
Uniform Crime Reporting NIBRS DATA

March 23/2018
Page 4

Coventry Police Department

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Total	358	437	476	412	361	328	299	298	308	253

Number of Arrests By Offense and Year



Uniform Crime Reporting NIBRS DATA

March 23/2018
Page 6

Coventry Police Department

			2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
	GROUP "B" OFFENSE	All Other Offenses	30	39	34	24	19	32	53	33	34	39
		Family Offenses (N	4	1	1	1	1	4	2	2	0	1
		Total	34	40	35	25	20	36	55	35	34	40
	Total	34	40	35	25	20	36	55	35	34	40	
P E	ASSAULT OFFENSE S	Aggravated Assault	4	3	3	3	1	1	1	1	2	2
		Intimidation	22	25	23	21	31	43	38	19	20	24
		Simple Assault	10	18	16	18	20	25	14	20	11	15
		Total	36	46	42	42	52	69	53	40	33	41
	HOMICID E OFFENSE	Murder and Nonneg	1	0	0	0	0	0	0	0	0	0
		Total	1	0	0	0	0	0	0	0	0	0
	SEX OFFENSE S,	Forcible Fondling	2	3	1	1	1	1	1	0	1	1
		Forcible Rape	1	0	0	2	0	0	1	0	1	1
		Forcible Sodomy	0	0	0	0	0	0	1	0	0	0
		Total	3	3	1	3	1	1	3	0	2	2
	SEX OFFENSE S,	Statutory Rape	0	0	0	0	1	3	0	0	0	0
		Total	0	0	0	0	1	3	0	0	0	0
	Total	40	49	43	45	54	73	56	40	35	43	
P R	ARSON	Arson	0	0	0	1	0	0	0	0	0	0
		Total	0	0	0	1	0	0	0	0	0	0
	BURGLAR Y/BREAKI NG &	Burglary/Breaking &	5	6	8	4	29	10	8	6	4	10
		Total	5	6	8	4	29	10	8	6	4	10
	COUNTER FEITING/F ORGERY	Counterfeiting/Forg	2	1	2	0	1	2	0	1	3	0
		Total	2	1	2	0	1	2	0	1	3	0
	DESTRUC TION/DAM AGE/VAN	Destruction/Damag	2	6	8	2	2	2	2	5	1	0
		Total	2	6	8	2	2	2	2	5	1	0
	EMBEZZL EMENT	Embezzlement	0	0	0	1	0	1	0	0	0	0
		Total	0	0	0	1	0	1	0	0	0	0
	FRAUD OFFENSE S	Credit Card/Automa	2	1	1	0	1	0	0	0	3	2
		False Pretenses/Sw	0	2	0	0	0	1	0	0	0	0

Uniform Crime Reporting NIBRS DATA

March 23/2018
Page 7

Coventry Police Department

			2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
P R	FRAUD OFFENSE S	Impersonation	0	1	2	3	0	0	0	0	1	1	
		Total	2	4	3	3	1	1	0	0	4	3	
	GROUP "B" OFFENSE	Bad Checks	1	0	0	1	0	0	0	0	0	0	2
		Total	1	0	0	1	0	0	0	0	0	0	2
	LARCENY /THEFT OFFENSE	All Other Larceny	3	5	1	4	6	3	4	5	2	2	
		Pocket-picking	0	0	1	0	0	0	0	0	0	0	
		Shoplifting	1	1	0	0	1	0	0	0	0	0	
		Theft From Building	1	1	1	3	0	0	4	3	2	0	
		Theft From Motor V	0	0	0	4	11	1	0	0	1	3	
		Theft of Motor Vehic	0	0	0	2	0	0	0	0	0	0	
		Total	5	7	3	13	18	4	8	8	5	5	
	MOTOR VEHICLE THEFT	Motor Vehicle Theft	6	1	1	1	4	1	0	0	0	1	
		Total	6	1	1	1	4	1	0	0	0	1	
	ROBBERY	Robbery	0	2	2	2	3	1	0	0	0	0	
		Total	0	2	2	2	3	1	0	0	0	0	
Total			23	27	27	28	58	22	18	20	17	21	
S O	DRUG/NA RCOTIC OFFENSE	Drug Equipment Vio	3	4	4	0	1	0	1	4	2	0	
		Drug/Narcotic Viola	24	20	24	12	3	4	31	28	50	15	
		Total	27	24	28	12	4	4	32	32	52	15	
	GROUP "B" OFFENSE	Disorderly Conduct	23	26	14	16	17	12	18	10	16	11	
		Driving Under The I	19	33	34	25	30	13	4	15	3	41	
		Liquor Law Violation	0	4	0	1	0	1	0	0	0	0	
		Trespass of Real P	6	1	2	1	1	0	0	0	0	0	
		Total	48	64	50	43	48	26	22	25	19	52	
	PORNOG RAPHY/O BSCENE	Pornography/Obsce	0	1	0	0	0	0	0	0	0	0	
		Total	0	1	0	0	0	0	0	0	0	0	
	PROSTIT UTION OFFENSE	Assisting or Promot	0	0	0	1	0	0	0	0	0	0	
		Prostitution	0	0	0	1	0	0	0	0	0	0	
		Total	0	0	0	2	0	0	0	0	0	0	

Uniform Crime Reporting NIBRS DATA

March 23/2018
Page 8

Coventry Police Department

			2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
S O	WEAPON LAW VIOLATIO	Weapon Law Violat	1	1	2	0	1	1	5	1	0	1
		Total	1	1	2	0	1	1	5	1	0	1
	Total		76	90	80	57	53	31	59	58	71	68
Total			173	206	185	155	185	162	188	153	157	172

Unit of Count: Report reflects the total count of Arrestees with an arrest date within the report parameters.

*TOWN OF COVENTRY
FIRE-EMS DEPARTMENT*



ANNUAL REPORT

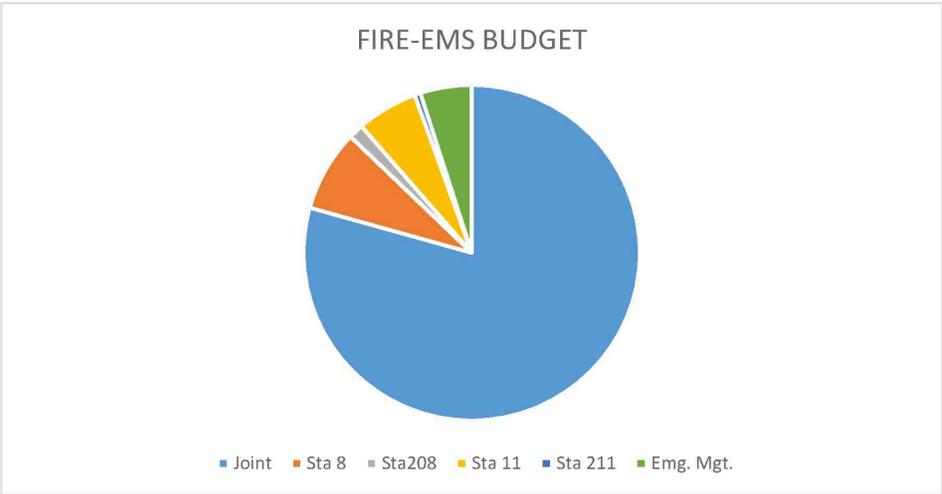
2017 – 2018

in partnership with



Annual Budget Summary

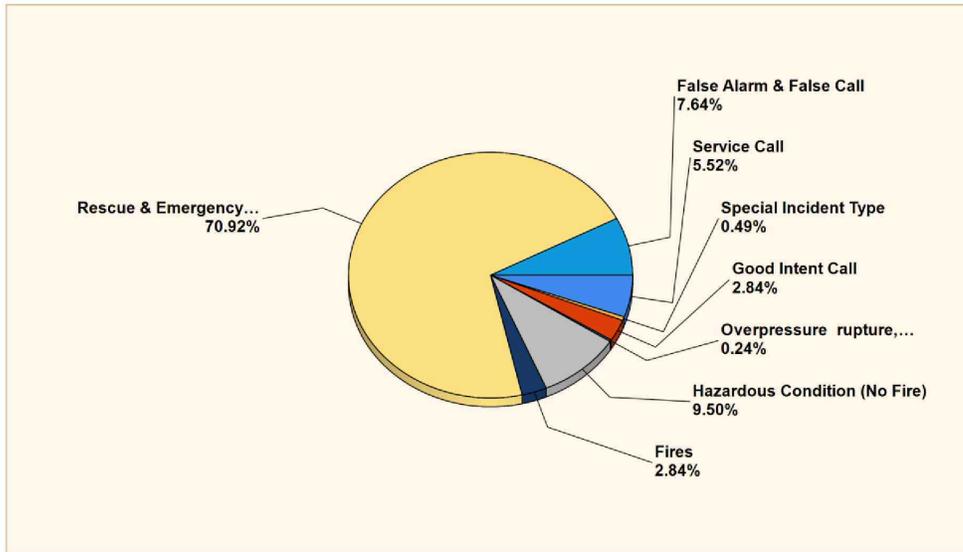
The current FY dollar figures are represented in the pie chart below. These figures do not include the Office of the Fire Marshal. The budget dollars allocated is \$498,655; which is a reduction over last year's budget of \$24,282. The joint budget, which represents the bulk of the dollars spent, is a combined account which has allowed the Town to streamline and consolidate purchasing increasing efficiency and saving taxpayer dollars.



Joint Budget	\$385,575
Sta #8	\$37,010
Sta #208	\$12,695
Sta #11	\$29,500
Sta #211	\$6,125
Emg Mgt	<u>\$27,750</u>
Total	\$498,655

Annual Incident Summary

2017-2018



MAJOR INCIDENT TYPE

Fires	35	2.84%
Overpressure, overhear	3	0.24%
Rescue & EMS	873	70.92%
Hazardous Condition	117	9.50%
Service Call	68	5.52%
Good Intent Call	35	2.84%
False Alarms	94	7.64%
Special Incident Type	6	0.49%

TOTAL **1231**

Start Date: 07/01/2017 | End Date: 06/30/2018

Doc Id: 553

Annual Personnel Summary

2017-2018

The Fire Departments in Coventry responded to 1231 fire and emergency medical calls from July 1, 2017 to June 30, 2018. 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.

We currently have an active combined roster of approximately 75 men and women serving the volunteer fire – ems department. These dedicated men and women deserve our gratitude for their

service.

Annual Equipment Summary

2017-2018

The apparatus and equipment that make up our fleet in Coventry is diverse. The newest fire apparatus is a 2017 Spartan Engine Tanker which carries 1000 gallons of water to any fire scene from its Main St Station at the North Coventry Volunteer Fire Department. We took delivery of this new truck on January 10, 2018.

Our other apparatus consists of a ladder truck, tanker truck, rescue truck as well as other Engine Tankers. We also have two forestry units and a 6x6 ATV. All vehicles carry specialized



equipment based on its intended purpose for response. We have 2 marine units for immediate deployment as well as their involvement with the County Dive Team.

Additionally, with a new apparatus coming into the fleet, we auctioned off the oldest to maintain our current fleet size. ET211 was over 26 years old and had served our community well.

Annual Highlights

2017-2018

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 always 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)

Other things we do in addition to emergency Responses:

- Christmas in the Village, Patriot Race; Pub Ed presentations, Coventry Fest and many other community events as requested.

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



PUBLIC WORKS

***Above Right:** Girl Scouts Lauren Hille and Brynn Croye planted roses and hydrangeas around the new gazebo near Tracy Shoddy Mill as part of a Silver Award project. Funds for the materials were provided through an award the Town of Coventry won from the Connecticut Conference of Municipalities for the revitalization of Coventry Village. Coventry Public Works employees assisted with materials selection and site preparation. Thanks to Lauren and Brynn for a job well done! Photo by Laura Stone.*

PUBLIC WORKS
DEPARTMENT

ANNUAL REPORT

FISCAL
YEAR
17 / 18

about us ...

<u>Job Title</u>	<u>Employee Name</u>	<u>Years of Service</u>
Director	Mark Kiefer.....	3
Supt. of Operations	Mark Owens.....	<1
Administrative Secretary	Donna Wrubel.....	25
Lead Mechanic	Daniel Caron	35
Mechanic I	Robert Maxwell	14
Mechanic I	Jeremy Rooke.....	4
Equip Op/Crew Leader	Clifton Labrec	32
Facility Crew Leader.....	Monica Bragdon.....	29
Equip Op/Crew Leader	Charles Harakaly.....	19
Facility Maintainer I	Michael Mangiafico	19
Public Works Maintainer I.....	Troy Stout	3
Public Works Maintainer I.....	Charles Grossmann	3
Public Works Maintainer I.....	Colin Dunnack	3
Public Works Maintainer I.....	Eric Hurlburt	<1
Sanitation Maintainer	Daniel Smith	5
Truck Driver.....	Richard Watts.....	29
Truck Driver.....	John Hoffman.....	17
Truck Driver.....	Erik Johansen	15
Truck Driver.....	Lee Davey	14
Cemetery Maintainer	Lance Kozikowski	2
Town Engineer	Todd Penney	10
(Office at Town Hall, 1712 Main Street)		
WPCA Technician	Michael Ruef.....	9
(Office at Town Hall, 1712 Main Street)		

Eric Hurlburt was hired July 24, 2017
 Doug Reese, Supt. Of Operations, retired March 23, 2018
 Todd Rychling, Public Works Maintainer I, retired May 6, 2018
 Mark Owens was hired June 25, 2018

Capital Project Projects

Main Street Reconstruction: (CDOT #32-130): Project complete.

Lake and Cross Street Improvement (LOTICIP): Final punch list items completed. Project completed.

STEAP Sidewalk – Main Street Sidewalk Extension (CDOT #32-147): Project completed.

Jones Crossing Road Bridge Project: Coventry Inland Wetlands Agency Permit obtained. Connecticut Department of Energy and Environmental Protection (CT DEEP) and Army Corps of Engineers (ACOE) permit package has been submitted for review and approval. Received nearly \$400,000 from Connecticut Department of Transportation (CDOT) State Local Bridge Program for 50% funding of Design, Construction and Construction Inspection and Administration. Huge win for Coventry. Project is expected to be under construction in early summer 2019 and last for 3 months. Bridge continues to operate under alternating one-way stop condition.

Decew Dam Property Improvements Project (Mill Pond Park): Executed and oversaw several contracts to develop the Mill Pond Park from CT DEEP Recreation Trail Grant won by Eric Trott, Town Planner. Grant funds covered ~70% of the costs to take the abandoned Decew Dam Property, acquired through tax sale in 2016, and develop it into a passive park. The project took the wildly over grown and unkempt parcel into a passive park that will provide water side access to the Mill Brook and the pond for fishing and picnicking. The park includes historic interpretive signs to depict how the property was used with its Mill history. The project was completed with the exception of the picnic table and benches as they will be procured in 2019.

Sam Green Road Realignment at Richmond Road: Survey and design was completed to accommodate the Richmond Road paving project. The project took the skewed Sam Green Road intersection and normalized it perpendicular. This realignment was executed due to the conveyance of land to the Town of Coventry from the 1996 Eugene Bay Subdivision on Sam Green Road by the Planning and Zoning Commission. The project was completed with the combined efforts of my office, DPW Department and private contractors.

LOTICIP Applications: Three (3) Capital Region Council of Governments (CRCOG) LOTICIP applications were submitted for 100% Construction cost for the following improvements:

1. ***Folly Lane Bridge over Skungamaug River Replacement Project:*** Addresses the complete replacement of the aging and deficient super and sub-structure that conveys Folly Lane over the Skungamaug River. The proposed project will keep the bridge in its existing location but will widen the bridge deck to convey two-way traffic. Estimated Grant value is \$1,132,000.
2. ***South Street Roadway and Pedestrian Improvements Project (Phase I):*** Addresses the poor pavement surface and drainage from Seagraves Road to historic Porter House. The project will extend the sidewalk from the South Street roundabout to the Nathan Hale Homestead to address pedestrian concerns. The project components will be designed and implemented while maintain the scenic characteristics of the corridor. Estimated Grant value is \$1,484,000. Construction is anticipated to be executed in 2019 or 2020.
3. ***Swamp Road at Boston Turnpike Intersection Improvements Project:*** Addresses Level of Service, Traffic movements and Safety at the Swamp Road, Bread and Milk Road, and Northfields Drive locale. The project will look to realign Swamp Road opposite of Bread & Milk Road and modify the

Northfields Drive intersection to restrict turning movements. Estimated Grant value is \$1,419,600.
Construction is anticipated to be executed in 2020.

All three of these applications received CRCOG approval and are awaiting final authorization CDOT.
Approval from CDOT is expected.

COVRA ANNUAL REPORT FY 17/18
TRANSFER STATION: MATERIALS RECEIVED

	1st Q	2nd Q	3rd Q	4th Q	ANNUAL
	JULY-	OCT-	JAN-	APRIL-	
	SEPT	DEC	MARCH	JUNE	TOTALS
Receipts	\$9755	\$5800	\$4093	\$11369	\$31016
Ewaste - each	867	681	599	864	3011
Propane tanks - each	63	21	20	44	148
Bulky CD/Brush - ton	82	49	33	99	263
Scrap Metal - ton	9	4	4	6	23
Tires – each	45	29	17	61	152
Leaves - ton	1	28	1	12	42
Refrigerant – unit	107	69	40	91	307
Users	1373	1099	818	1741	5031

TRANSFER STATION: MATERIALS TRANSFERRED

	1st Q	2nd Q	3rd Q	4th Q	ANNUAL
	JULY-	OCT-	JAN-	APRIL-	
	SEPT	DEC	MARCH	JUNE	TOTALS
Willi Waste – Bulk (cd) ton	75	47	42	90	253
Willi Waste – Bulk (brush) ton	11	7	0	26	45
Willi Waste – Scrap Metal ton	15	10	6	16	48
Take2– Refrigerant – unit	63	151	0	132	346
Take2– Ewaste (CED) lb	15774	11369	8174	13455	48772
Take2– Ewaste (non) lb	5381	3193	3032	4319	15925
Take2– lamps, mixed lb	663	0	145	283	1091
Take2– batteries, mixed lb	392	0	125	206	723
Mighty Flame – propane each	121	0	0	0	121
Bob’s Tire – each	0	24	0	57	81
Bay State Textiles – lb	4940	4085	4400	5495	18920

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-	
	SEPT	DEC	MARCH	JUNE	TOTALS
MSW @ \$66.20 / ton	978	944	846	972	3740
Expenditure	\$64742	\$62499	\$55987	\$64335	\$247562
Recycling @ (\$25.00) / ton*	330	332	304	328	1294
Revenue*	(\$8249)	(\$5717)	(\$3045)	(\$3276)	(\$20287)
Bulk @ \$75.05 / ton	67	57	27	73	224
Expenditure	\$5043	\$4277	\$2019	\$5481	\$16820
Mattresses @ n/c – ea	296	212	147	287	942

*reduced to \$-10.00 in mid November 2017

Textile and Electronics Revenue Tracking

	lbs. textiles .05/lb	lbs. electronics					
		computers @ \$.04/lbs.	monitors, tv, printers @ \$80/ton	other @ no charge	lamps	batteries, mixed	refrigerant
july	1120 / \$56.00 pd ck 14419459	178	4847	1790	96	0	0
august	2080 / \$104.00 pd ck 22727437	229	3755	1719	396	227	63
september	1740 / \$87.00 pd ck 37617138	0	6765	1872	171	165	0
october	1040 / \$52.00 pd ck 0044848166	383	4183	1735	0	0	0
november	2420 / \$121.00 pd ck 0056068169	0	3123	520	0	0	130
december	625 / \$31.25 pd ck 0063761789	0	3680	938	0	0	21
january	995 / \$49.75 pd ck 0074208412	0	2429	771	145	0	0
february	2390 / \$119.50 pd ck 0083138431	167	3024	1063	0	125	0
march	1015 / \$50.75 pd ck 0000007639	0	2554	1198	0	0	0
april	1195 / \$59.75 pd ck 0000007965	0	3167	855	0	0	0
may	2825 / \$141.25 pd ck 0006981030	328	6033	2201	283	206	65
june	1475 / \$73.75 pd ck 0000008688	111	3816	1263	0	0	67
		paid july aug sept check # 9455 \$630.96 (CED rate \$0.04 x 15,774 lbs.)					
		paid oct nov dec check # 9676 \$454.76 (CED rate \$0.04 x 11,369 lbs.)					
		paid jan feb mar check # 10013 \$326.96 (CED rate \$0.04 x 8,174 lbs.)					
		paid april may june check # 10649 \$538.20 (CED rate \$0.04 x 13,455 lbs.)					

WATER POLLUTION CONTROL AUTHORITY
ANNUAL REPORT July 1, 2017- June 30, 2018 (FY 2018)

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 80 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 50 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 on which sewer assessments have been levied.

- **Western Route 44 Sewer Planning Area:** Your WPCA has been working with officials from Bolton and Manchester to secure intermunicipal agreements to provide public sewers on Western Route 44. The area has high groundwater, poorly draining soils, and a history of septic failures and septic exceptions. Due to the distance from our WWTP it is not feasible to tie this area in with our existing sewers so we propose to connect to the Bolton Lakes Regional WPCA (BLRWPCA) sewer system which ends at the Bolton/Coventry Town line. Public sewer would help to protect water quality in the area and potentially facilitate limited commercial development. At the request of the BLRPWCA we have completed a hydraulic study of their existing sewer system and the results demonstrate that adding 21 properties in Coventry would not have any adverse effects. Our next steps will be to enter into an agreement with the BLRWPCA in which we join the Authority with 1 voting member, create a separate billing district for this area, establish regulations, and apply to the Manchester Board of Directors for approval.
- **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:** 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. In 2018 we upgraded our flow meters and monitoring system to collect more data on flow trends and have identified areas with higher I/I rates which will be prioritized for inspections.

Construction Projects:

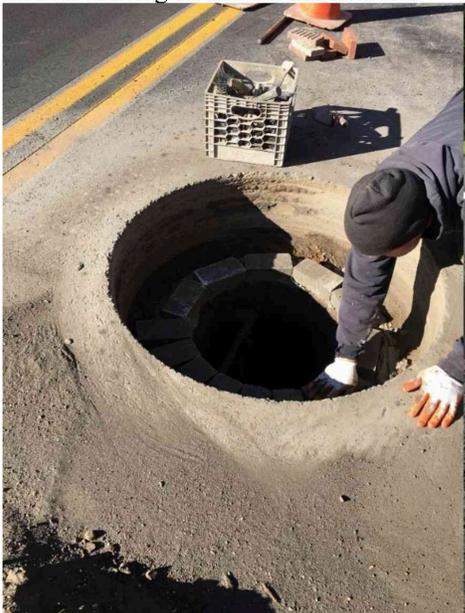
- **Southern Main Street Paving/Manhole Work:** The WPCA hired a vendor to raise 26 manholes on southern Main St. in fall of 2017. A lot of planning went into the project and we are very pleased with the results. The total cost was under \$1,000 per manhole which included replacement of old crumbling bricks and brand new US made frames and covers.



Above: looking down into old manhole



Above: circular cutter in action



Above: laying new concrete bricks



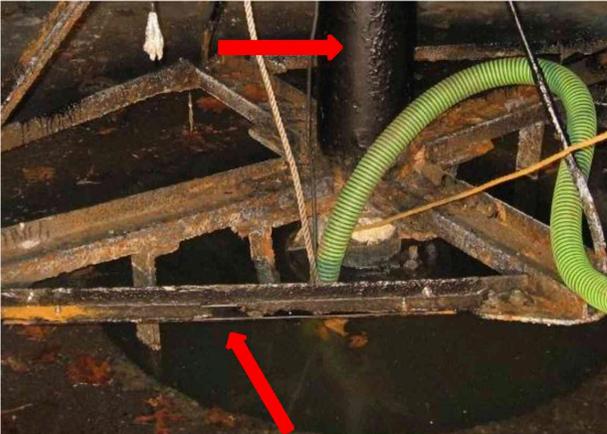
Above: finished product

Wastewater Treatment Plant:

- **Digester Tank Repairs:** Bi-annual inspections of the digester tanks are showing progressive deterioration of steel beams inside the tanks. Town staff and vendors have been making small repairs over the years. To ensure long-term reliability of the Treatment Plant we have asked our consulting engineers to compile cost estimates for replacement of steel inside the digester portion of the tank and coating the concrete tank walls with an epoxy.

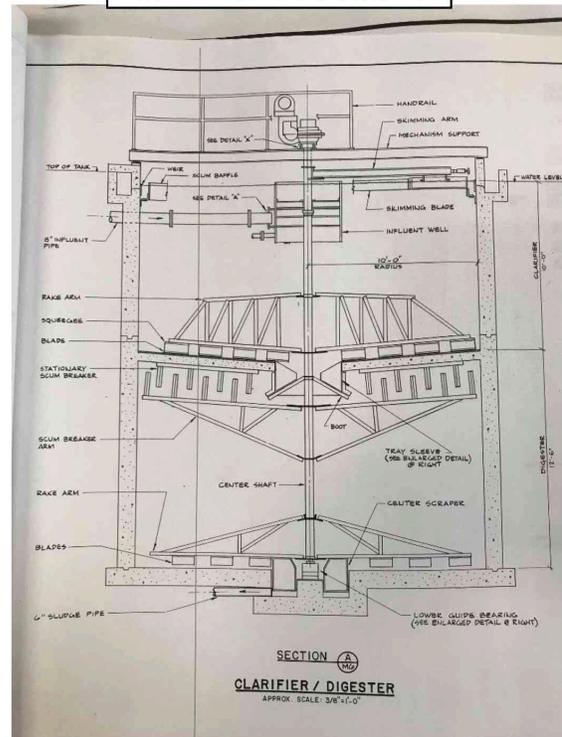


Above: corrosion of steel support beams inside digester



Above: after in-house repairs and painting with coal-tar epoxy.

Below: sectional plan of clarifier-digester units. The tanks are 20 feet in diameter and 22 feet deep. The upper 10 feet is the clarifier and the lower 12 feet is the digester.



COVENTRY CEMETERY COMMISSION
Annual Report
July 1, 2017-June 30, 2018

Cemetery Commission Members
(as of June 30, 2018)

R. Michael Chapman, Chair
Kevin Arpin, Secretary
John Marvin
A. Claudine Vieten



Town-Owned Cemeteries

Carpenter Cemetery, Silver Street
Coventry Cemetery, Main Street
Grant Hill Cemetery, Grant Hill Road (AKA
Minister's Hill, North, Strong, or Flint Yard Cemetery)
Nathan Hale Cemetery, Lake Street
Old South Burying Ground, South Street (AKA South Street, Holy Grove or South Yard,
Wright's Mill Cemetery)

Function

The Cemetery Commission shall control, manage, maintain, and direct the acquisition, apportionment, use, and disposition of all town-owned cemetery properties and their appurtenances, including land, plantings, buildings, and equipment related thereto.

Summary of Services and Fiscal-Year Highlights

- The Commission, in coordination with the Director of Public Works, oversaw the general upkeep, maintenance and landscaping of all town-owned cemeteries.
- The Commission, in coordination with the Finance Director, advanced the GIS mapping project for Coventry Cemetery.
- The Commission amended the Cemetery Rules and Regulations to address (i) interments within burial lots and (ii) monument installation.
- The Commission evaluated and approved green burials in town-owned cemeteries.
- The Commission closed the sales of cremation lots in the Grace Daniels area of Nathan Hale Cemetery.
- The Commission arranged for a cemetery display of unidentified footstones at the Coventry Visitor's Center.
- The Commission oversaw (i) the sale of nine lots, (ii) six full burials and (iii) fourteen cremation burials.
- The Cemetery Sexton job description was revised.
- Michael Merriam resigned as Cemetery Sexton for the Town of Coventry.
- Sherry Chapman was hired as Cemetery Sexton for the Town of Coventry.
- John Marvin was appointed as a new member of the Commission.
- Thomas Boudreau resigned as a member and chairman of the Commission.
- R. Michael Chapman was appointed as chairman of the Commission.

**ANNUAL REPORT
FISCAL YEAR 2017-2018
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 Wetland Agent/Town Engineer, Sanitarian, WPCA Technician, Zoning Agent, and Fire Marshal 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-one (21) Certificate of Occupancies for single family dwellings have kept the department busy this year.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2017-2018 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
373 PLAINS RD	7/11/2017
15 WINDY HILL RD	7/13/2017
30 WINDY HILL RD	8/2/2017
21 MINK TR	8/30/2017
36 JOHN HAND DR	9/14/2017
94 STONEHOUSE RD UNIT 25	9/18/2017
271 SKYVIEW DRIVE	10/18/2017
94 STONEHOUSE RD UNIT 18	11/6/2017
230 HANNAH LN	11/8/2017
269 SKYVIEW DR	11/14/2017
183 ROOT RD	11/16/2017
94 STONEHOUSE RD UNIT 19	12/6/2017
118 CHENEY LANE	1/10/2018 (TEMP CO)
28 ARMSTRONG RD UNIT D 30	1/10/2018
28 ARMSTRONG RD UNIT D 31	1/10/2018
28 ARMSTRONG RD UNIT D 33	1/10/2018
353 RILEY MOUNTAIN ROAD	1/30/2018
32 WINDY HILL RD	2/9/2018
1200 SOUTH ST	2/15/2018
118 CHENEY LANE	3/15/2018 FINAL CO
41 EDGEWATER DR	3/28/2018
757 BABCOCK HILL ROAD	4/24/2018
NO NEW HOMES CO'D IN MAY	
109 WOLF HILL ROAD	6/15/2018

Permit Counts Reflected over the Past 5 Fiscal Years

PERMIT TYPE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
	ANNUAL TOTALS				
Houses only	36	30	22	19	30
Foundation only	29	30	26	23	31
Condominiums	0	0	1	0	0
Commercial Bldg/Renov	5	10	9	15	17
Industrial Bldg/Renov	0	0	0	0	0
Public Bldg/Renov	0	3	3	4	3
Additions	9	13	21	17	16
Garages/Carports	4	19	14	8	8
Sheds/Barns	35	10	21	8	20
Decks/Porches	33	32	43	45	63
Pools	14	15	8	13	15
Demolition	8	7	10	7	7
Woodstove	67	59	42	30	28
Miscellaneous	72	66	72	79	108
Renov/Repair/Alter	144	138	181	143	153
Plumbing	47	54	70	35	32
Heating	173	167	171	184	216
Electric	212	168	222	179	181
TOTAL PERMITS	847	821	938	810	917
PERMIT VALUE	\$13,349,232	\$12,673,888	\$12,843,239	\$12,139,797	\$14,710,298
FEES COLLECTED	\$199,102	\$164,302	\$180,791	\$166,374	\$204,654
Certificate of Completion	575	629	670	641	678
C/O's - New Homes/Condos	32	30	31	26	21
C/O's - Other	29	36	34	18	10

COMMERCIAL PROJECTS

First Quarter, Fiscal Year 2016-2017:

- Permits issued for fire damage repairs at Cowles Apartments located at 1264 Main Street.
- A permit for cell tower improvements at the cell tower located at 712 Bread & Milk Street.
- Permits were issued in the month of August to Highland Park Market for the removal of their pizza ovens to make way for a new sushi area in the deli and to-go foods section of the store located at 1721 Boston Turnpike.
- A permit for the removal of underground gas tanks and installation of new tanks and the installation of a new canopy at the 7-11 at 2711 Boston Turnpike.

Second Quarter, Fiscal Year 2016-2017:

- Interior renovations and new signs were installed at the Key Bank on Main Street.
- Continued work was inspected, completed, and closed out for new underground gas tanks, gas pumps, and canopy at the Seven-11 on Boston Turnpike.
- A permit was issued for new signage at the Seven-11.
- Interior upgrades at the CVS on Main Street.
- Tenant fit out and sign for the new Rusty Relic business that opened in the village in December.

Third Quarter, Fiscal Year 2016-2017:

- Interior renovations at the CVS on Main Street.
- Multiple permits were issued for the conversion of a dentist office to apartments at 16 Lake Street.
- A tenant fit out and new sign permit was issued to C. Ward Electric for their new business location at 2799 Boston Turnpike.
- A tenant fit out and new sign permit was issued to Preserved, an antique store that took over the Karate Spirit's space at 1155 Main Street.
- Permits were issued to the Channel 3 Kids Camp at 73 Times Farm Road to renovate a hall and expand Open Arms Daycare at that location.
- Permits were issued to Hair Trendz II in Meadowbrook Plaza on Boston Turnpike to renovate their existing space and allow for two (2) more styling stations.

Fourth Quarter, Fiscal Year 2016-2017:

- A permit was issued to Country Way Realty to open a real estate business at 1276 Main Street.
- An interior fit out permit for what used to be the veterinary office in the village, which will now be professional office space at 1153 Main Street.
- Permitting was issued for high/low houses and sheds at the Manchester Sportsman Club at 612 Merrow Road
- A cell tower antenna permit at 400 Riley Mountain Road.

TOWN PROJECTS

First Quarter, Fiscal Year 2016-2017:

- The only municipal permit issued this quarter was to 325 Main Street for replacing a back stop and installing approximately eighty (80) linear feet of fencing at Miller Richardson field. This permit was issued in the month of August and was funded by the Coventry Youth Baseball Association.

Second Quarter, Fiscal Year 2016-2017:

- A new press box was installed at Miller Richardson Park this past quarter. The project was funded by the Little League Association.
- The central A/C for the Board of Education Building was replaced.

Third Quarter, Fiscal Year 2016-2017:

- In February, Coventry High School was issued an electrical permit for installing more electronic card systems at the interior quadrants of the school. This stems from an ongoing use of a grant to increase school security.

Fourth Quarter, Fiscal Year 2016-2017:

- The town started the completion of the Tracy Shoddy Mills breezeway connector
- An extensive roof and sidewalk replacement at Orchard Hills Estates was permitted.
- More card access entries and new entry way configurations were permitted for all of the Coventry schools to increase security at these locations.

SEWER PROJECT

A total of 5 venting inspections were approved for sewer connection work to proceed.

BLIGHT INSPECTIONS

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

CERTIFICATES OF OCCUPANCY, USE AND COMPLETION ISSUED

The total number of certificates issued this fiscal year is seven hundred nine (709). Two (2) of these certificates were for crumbling foundations that were replaced in town.

INSPECTIONS

The Building Official conducted one thousand seven hundred sixty (1760) inspections.

CONTINUING EDUCATION

The Building Official completed fifty-one (51) 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 one thousand twenty-seven (1027) on-line permits.



LAND USE

*Above: Mill Pond Park, a pocket park on Depot Road, was completed in 2018. The grant-funded project includes historical markers and the site provides an additional area for passive recreation.
Photo by Eric Trott.*

TOWN OF COVENTRY ANNUAL REPORT

Fiscal Year:
2017-2018



Arts on Main Community Activity – Photo by Amelia Ingraham

LAND USE OFFICE

Planning and Zoning Commission

Zoning Board of Appeals

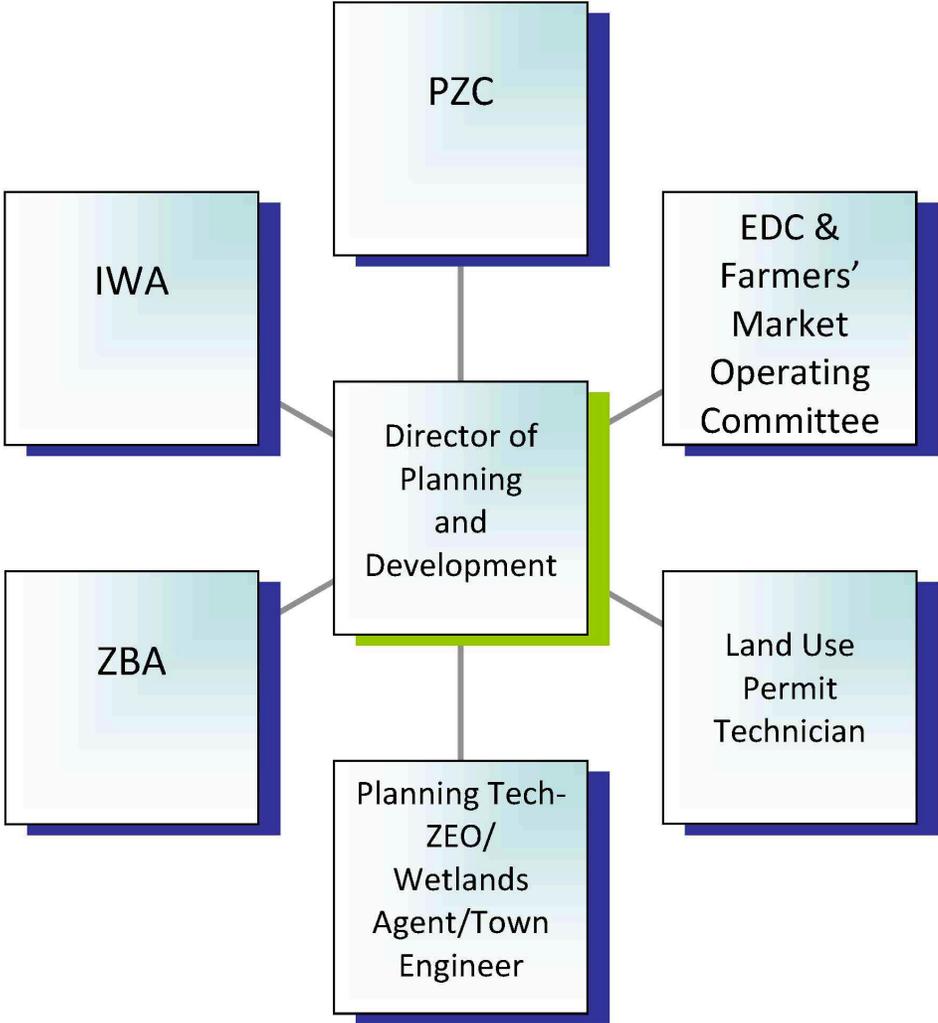
Inland Wetlands Agency

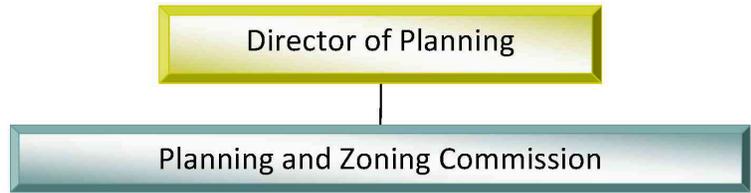
Coventry Farmers' Market at Hale Homestead

Economic Development Commission

Eric M. Trott, Director of Planning and Development
Mark Landolina, 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	12/13	13/14	14/15	15/16	16/17	17/18
Meetings	17	14	16	13	16	32*
Applications	10	13	15	8	6	7

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 Plan of Conservation and Development.

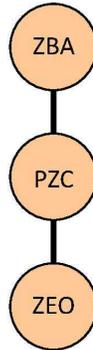


Economic Development Commission

Fiscal Year	12/13	13/14	14/15	15/16	16/17	17/18
Meetings	10	10	8	32*	21*	18*

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

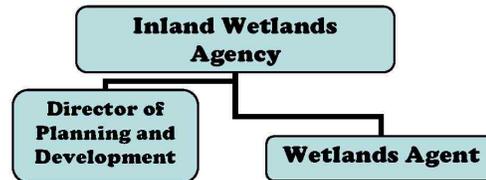
The EDC is scheduled to meet once a month excluding the month of November.



Zoning Board of Appeals

Fiscal Year	12/13	13/14	14/15	15/16	16/17	17/18
Regular Meetings	4	7	5	6	8	4
Special Meetings	0	1	0	1	0	2
Applications	2	5	7	8	15	7

The Board is scheduled to meet once a month.



Inland Wetlands Agency

Fiscal Year	12/13	13/14	14/15	15/16	16/17	17/18
Meetings	12	13	11	11	14	10
Applications	28	31	24	28	43	33

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, 2018 end of fiscal year)

William Jobbagy, Chair	Christine Pattee, Vice Chair	Stephen Hall, Secretary
Darby Pollansky	Ed Marek	Bob Burrington
Carol Polsky		
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 spent a great deal of time and effort considering a new Cumberland Farms gas station and convenience store proposal at the corner of Boston Turnpike and Bread and Milk Street, spanning the months of May through July of 2018. Part of the review occurred during FY 17/18 and continued into FY 18/19. The Commission ultimately approved the special permit application with conditions.

The major concern with the project involved traffic safety on RTE 44 and a new entrance that was being proposed on that State road. The Town hired Fitzgerald and Haliday, Inc. to conduct a peer review of the traffic study prepared for the applicant in order to insure that the study was properly conducted and to provide guidance to the Commission. Planning Staff worked closely with the consultant as well as the State Department of Transportation to thoroughly evaluate the proposal and make appropriate recommendations protect the safety of the public.

The public hearing process was challenging at times due to the length of the public hearings, the often emotional public comment that was received, as well as the number of meetings that were necessary to evaluate the proposal. However, the Commission and Planning Staff were vigilant in maintaining a professional and courteous atmosphere that respected the administrative process and assured a legally compliant decision.

The Commission re-approved the license for the Lakeview Restaurant to host live music entertainment on the outdoor patio. Outdoor music is a key element to the success of the Restaurant during the warmer months of the year. The Commission carefully considered and balanced the needs of the business owner and the neighbors as the applicant requested additional days and time to host music on the patio. Ultimately, the Commission allowed the days and times that were permitted previously as it believed additional time would create a negative impact to the neighborhood.

The Commission approved a new establishment that produces mead (honey wine) under the 'farm winery' provision in the zoning regulations. The proposal involves the renovation of an existing garage on a property that is near the intersection of Main Street and Depot Road. A production room and tasting/sales room will be created in the existing space. Dragonfire Meadery is one of only 3 mead producers in the State of Connecticut and promises to be a unique use that will be just south of Coventry Village.

The Twin Hills Country Club was purchased by a new owner and he has been meeting with Town Staff to discuss improvements to the golf course to enhance the establishment and encourage new members and usage. The Commission examined a proposal to install a new driving range on site and allowed it to be approved under Staff review with their discretion as they considered the zoning provisions, which created a simpler and streamlined approach. The owner has also consulted with the Town Staff about the potential of other site improvements that may result in future applications to the Commission.

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 approved a six lot open space subdivision on a 29.85-acre parcel of land located on the substandard section of South Street Extension. A 13.4-acre conservation easement was provided to protect a significant wetland and flood plain area that exists on site. The open space design allowed for the reduction of negative impact to the natural resources on site by preserving nearly 45% of the property. The Commission and Staff focused a great deal of attention on the stormwater management features, reduction of clearing activities, and insuring that no off-site impacts would occur in the road right of way and neighboring properties.

The Commission approved two smaller subdivisions, each involved the creation of only one new lot from an existing parcel. One project is located on Wrights Mill Road and the other is located on Daly Road.

OTHER ACTIVITIES:

The Commission formed a three-member subcommittee to work on the revision to the Plan of Conservation and Development in early 2017. 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 subcommittee continues to meet on a regular basis to work on the revision.

PLANNING STAFF HIGHLIGHTS:

The former Zoning Agent resigned to accept a position with the City of Providence in September of 2017. Due to budgetary issues, the position remained vacant for approximately nine months. During this time, the Director of Planning and Development assumed the duties of the Zoning Agent. A new Zoning Agent was hired and began in May of 2018. Planning Staff continues to train the new Zoning Staff.

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 2018 season. This marked the third year that the Market was operated by the Town after an extremely successful inaugural season in 2016.

Planning Staff closed out the State of CT Department of Agriculture Farm Viability Grant that was awarded to the Town in 2015 and reimbursement of funds was received from the State. 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 was applied to the 2018 season. This grant provides funds to expand programming, demonstrations and education at the Market. Food education, healthy menu planning, recipes, cooking demonstrations and other relevant events that related to weekly Market themes were created. This grant was 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 as well as Yankee Magazine and the was in the top ten with the American Farmland Trust.

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 Zoning Agent is a key staff person who works regularly with the GIS system to maintain the integrity of the data and has worked diligently to correct error with the mapping in cooperation with the Assessor's Office. New Assessor parcel mapping has been created by the efforts of the User Group. These maps are a significant improvement to the prior mapping, with enhancements to accuracy, readability, and presentation.

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 coordinating and administering efforts with the various Town Staff involved. 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. The grant was closed out and the conveyance of land occurred in early 2018. Additional time was required to administer this grant since 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. The 'Williams Preserve' is a significant open space asset that is possesses frontage on the Willimantic River and abuts a parcel owned by Joshua's Trust.

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 and other Town Staff worked closely with the State of CT DEEP and the Town's Lake consultant to facilitate the treatment of hydrilla, an aquatic invasive species, in Coventry Lake. This is the second year that the treatment was necessary to address the infestation and likely will be necessary for a total of at least ten years to fully treat the problem. The Town and the State partnered to fund and the execution of the treatment.

Planning Staff coordinated with the Coventry Lake Advisory & Monitoring Committee to plan for the 2018 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. Dr. Kortmann, the Town's lake specialist, will speak in detail about the aquatic invasive situation as well as the general health of the Lake. 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.

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 a trail, picnic tables, landscaping and trailhead and historic interpretive signage. At the end of the fiscal year, 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. The design plans are nearing the completion and the DPW has performed an initial clean-up on the site. The project needs to be completed by September of 2018.

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 also attends regular Board meetings.

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 project was completed in the Spring of 2018 and is anticipated to be closed out and reimbursement from the State occur during the Summer.

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 fall 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 occurred 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. Planning 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 an initial hive as well as a second hive. Unfortunately, the hive did not survive the winter and the colony perished. This caused for the project to be moved to a private residential property instead. Staff also completed work with DEEP to finalize 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, Glastonbury and Mansfield 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 on site.

Planning Staff from the Towns of Bolton and Coventry submitted a DEEP Recreational Trails Grant to gain funds to perform preliminary design of a low impact pedestrian path on the former RTE 6 Expressway properties that were formerly owned by the State of CT DOT. These properties were conveyed to the Towns as open space. The grant was funded and allows for the preparation of a preliminary feasibility plan and mapping to create an interconnected series of properties referred to as the 'Nathan Hale Greenway'. A public informational meeting was conducted in early 2018 to gain input on the initial design. The Town Staff and the consultant, the BSC Group, continue work on the feasibility plan. A second public forum is anticipated to be scheduled in the fall of 2018.

Planning Staff coordinated involvement with the First Impressions Program that is sponsored by the UConn Cooperative Extension Service. The program involves representatives from a town visiting another similar town and performs a detailed assessment of that similar town by utilizing a series of evaluative criteria and questions that are specifically prepared for the Program. The Town of Branford was chosen as the one the Coventry representatives visited. Members of the Planning and Zoning and Economic Development Commission and Planning Staff served as the Coventry's representatives. A detailed report indicating all the specific responses to the evaluation and an executive summary was provided to each town. The evaluation touches on all aspects of the community in order for the town to learn of insights from another similar town relative to strengths, weaknesses and opportunities. The results will be helpful as the Planning and Zoning Commission works on the update to the Plan of Conservation and Development.

Planning Staff prepared a CCM Municipal Excellence award for the Towns of Bolton and Coventry for the collaborative work that both towns continue to perform on a variety of fronts. The award was received due to the level of successful inter-municipal cooperation that has occurred over time. Relative projects include the following: development of conceptual site plan development for properties located in both towns at the town line on Boston Turnpike to encourage economic development, extension of public sewers from Bolton into Coventry on Boston Turnpike, the

preparation of feasibility plan for the Nathan Hale Greenway by utilizing a DEEP Recreational Trails Grant.

Planning Staff prepared a grant request to the State of CT Office of Historic Preservation to seek funds to conduct a structural assessment of the historic residence and accessory buildings at the Caprilands site. The grant was approved for \$20,000.00 which will be used to hire a professional consultant who has expertise with historic structure renovations to determine the status of the structures and recommend necessary improvements. Due to the complications that have been encountered in working through the Probate Court matters associated with the Estate of Adelma Simmons, work has not been initiated as of yet.

Planning Staff worked with the Coventry Arts Guild, Village businesses, Tolland County Chamber of Commerce and other community groups to plan and execute a special event in Coventry Village in August of 2018. The event is intended to bring all the stakeholders together to work cooperatively on a project that can provide mutual benefit to all involved, host an arts related event, support the Village businesses and celebrate the new improvements that were constructed from the State of CT DOT transportation enhancement project. A new relationship was created between the Town and the family of the world renown sculptor, David Hayes. A reception was held to recognize his work and several sculptures were on display for several weeks at Mill Brook Place. The 'Arts on Main' event was very successful and serves as a springboard for continued work in creating a Main Street business organization that supports the local businesses, arts community and help facilitate the ongoing revitalization of Coventry Village.

Planning and other Town Staff worked collaboratively to submit an application to receive certification as a sustainable community from the SustainableCT program that is operated via the Eastern CT State University Office of Sustainability. The program evaluates all aspects of municipal government to determine if the practices, projects, and overall operations are in fact deemed sustainable. A great deal of time was devoted to collecting the necessary documentation that was submitted in the spring of 2018 for the preliminary review by the program evaluators. After the documents are reviewed, feedback is given to the town on how to improve the submittal and better fulfill the certification requirements. Final determination for certification is to occur in the fall of 2018.



Celebrating 15 Years - Coventry Farmers' Market – Opening Day 2018

PLANNING AND ZONING COMMISSION – ACTIVITY LEVEL

A comparison between FY 16/17 and 17/18 indicates that the overall number of applications remained relatively the same from the previous fiscal year.

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

PLANNING DEPARTMENT STAFF



Eric M. Trott
Director of Planning and Development



Mark Landolina
Planning Technician/Zoning Enforcement Officer



Erica Pagliuco
Market Master



Heidi A. Leech
Land Use Permit Technician

PLANNING AND ZONING COMMISSION
ACTIVITY LEVELS

	ACTION	16/17	17/18	APPLICATION DIFFERENCE
Special Permit	Approved	2	3	+1
	Denied			
	Pending			
Subdivision	Approved	3	3	0
	Denied			
	Pending			
Zone Changes	Approved	1	0	-1
	Denied			
	Pending			
Zoning Text Changes	Approved	0	0	0
	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	0	0	0
	Denied			
	Pending			
Scenic Road Designation	Approved	0	0	0
	Denied			
	Pending			

INLAND WETLANDS AGENCY

Members: (As of June 30, 2018 end of fiscal year)

Lori Mathieu, Chair	Thomas Woolf, Vice Chair	Martin Briggs
Sam Norman	Patricia Laramee	Michael Powers, Alternate
Open, Alternate		
Todd Penney, PE – Town Engineer/Inland Wetlands Agent		

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

- ❖ Outcome of applications:
 - Non Jurisdiction Ruling: 1
 - As of Right Ruling: 0
 - Permit Denials: 0
 - Permit Approvals: 10
 - Permit Extensions: 0
 - Permit Withdrawals: 2
 - Permit Modifications: 0
 - Pending 1

Total number of applications considered by the Inland Wetlands Agent: **19**

- ❖ Outcome of application:
 - Permit Denial: 0
 - Permit Denials: 0
 - Permit Approvals: 19
 - Permit Extensions: 0
 - Permit Withdrawals: 0
 - Permit Modifications: 0

Nature of activities reviewed/regulated:

- ❖ Residential Subdivisions/Condominium Development
- ❖ Single Family Home Additions/Site Development
- ❖ Commercial Development/Modifications
- ❖ 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 decreased to **14** in FY17/18; from 25 in FY16/17. The number of Agent permits increased slightly to **19** in FY17/18; from 18 in FY16/17. 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.

During the last fiscal year, the Agency approved several subdivision and resubdivision applications. They also approved applications to construct single family homes within Upland Review Areas. In April of 2018, the Wetlands Agency approved an application to construct a Cumberland Farms gasoline and retail store at the corner of Boston Turnpike and Bread and Milk Street. The Agency also approved replacement of the sidewalks at Orchard Hill Estates.

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, pools, drainage improvements and additions to single-family homes in the Upland Review Area both in the Lake Area and other Intermittent Watercourse Areas. Approvals were also issued for sheds, septic systems, curtain drains, 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, 2018 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: 7

Approved 5
Denied 2
Pending 0
Withdrawn 0
Appeal 0

In fiscal year 2017-2018, we accepted 7 applications for ZBA. Two applications were denied, both for the same property relating to the construction of a single family home on a non-conforming lot. The other five 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. The number of variances requested this year went down by 5 from last year to this year.



ZONING ENFORCEMENT

Mark Landolina, Planning Technician/Zoning Enforcement Officer

ZONING PERMITS ISSUED (Agent Approved) 220

Single Family Dwellings	28
Condominium Units	0
Accessory Structures	92
In-law Units	1
Clubhouse	0
Residential Additions/Attached Garages	14
Home Occupations	8
Commercial Use/Signage	5
Interior Renovations	17
Other	57
Total:	222*

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

CERTIFICATES OF USE AND OCCUPANCY 45
(Signed for zoning compliance by ZEO)

Single Family Dwellings	15
Condominium/Adult Community	1
In-law Units	0
Accessory Uses – Building and Structures	22
Residential Additions/Attached Garages	3
Commercial Signage	2
Other	2
Total:	45*

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

ZONING INSPECTIONS 358

Erosion and Sediment Control	15
Limits of Clearing	0
Certificates of Occupancy	45
Pre-Approval Inspection	2
Seed & Mulch/Grading – Bond Release	4
Zoning Complaints (Initial & Follow-up)	15
Blight Complaints (Initial & Follow-up)	45
Other	1
Total:	120

** Total Zoning Inspections decreased due to the absence of a ZEO for 9 months

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 active enforcement matters at the end of the fiscal year
Erosion and Sediment Control	0
Drainage	0
Permit Conditions Not Met	0
Non-Permitted Activity or Structure	7
Signage	0
Illegal Dumping/Oil Spills	0
Clearing/Filling	0
Junk Yard	3
Greater than 1 Unregistered Vehicle	8
Unlicensed motor vehicle dealer/repair	1
Outdoor wood burning furnace	0
Residential motor vehicle sales	1
Nuisance	0
Blight	16
Total:	36*

*Due to constraints related to the vacancy of the ZEO position, individual circumstances of property owners and the large amount of active enforcement matters; most matters were not able to be resolved during the fiscal year.

Planning Tech/Zoning Enforcement Officer, Mason Perrone, took another planning position in the Providence, RI Planning Department in September of 2017. Mason did a wonderful job during his two-year tenure. Mason worked very diligently to address any outstanding enforcement and permitting issues prior to his departure.

The Director of Planning and Development, Eric Trott, took over the duties of the position until a replacement was found. Due to time constraints, it was very difficult to maintain the same focus on enforcement activities in particular when the position is vacant for nine months. This caused a backlog of enforcement matters that will need to be resumed when the new ZEO began work. Permits, inspections, support of Zoning Board of Appeals and day to day interactions with the public were the priorities when the position was vacant.

New Planning Tech/Zoning Enforcement Officer, Mark Landolina, started working with the town as of mid-May. He trained under Eric Trott in the Land Use Department to take on zoning enforcement tasks, permitting and assist in planning projects. Some of the main focus over the remaining six weeks of the fiscal year were to gain familiarity with the position, to learn Coventry's zoning regulations, to review zoning permits, and to conduct field inspections for COs, erosion control and bond releases. In addition, a top priority of the new ZEO is to evaluate the status of outstanding zoning/blight issues, and to take necessary action to bring these issues into compliance. As he is finishing resolving issues that were left open over the past year, he began the process with new zoning/blight complaints that came in when the position was vacant.

The Planning Technician attended several meeting for a variety of town projects, such as the Arts on Main event, Coventry Farmers Market, the Coventry Lake Hydrilla control meetings, a Cumberland Farms public hearing, the Sustainable CT project and the Nathan Hale Greenway project. Mark will be assisting in the planning aspects and GIS work for many of these projects. In addition, Mark started to review and update existing GIS maps.

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.



Williams Open Space Preserve Dedication

ECONOMIC DEVELOPMENT COMMISSION

Members: (As of June 30, 2018 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 Board member 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.

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.

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.

The Commission continues to support the expansion of the Bolton sewers into Coventry to address wastewater and economic development needs on RTE 44 near the town line. The WPCA Staff has

Land Use

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 was conducted to analyze the capacity of the piping system to accommodate flows from properties in Coventry. It was determined that there is adequate capacity.

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.

Planning Staff completed 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 Commission was involved with providing input on the development of the plans.

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 continues to conduct a business visitation program with. 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 Commission hosted several business forums that demonstrated how Facebook Tools for Business can assist with businesses connecting with potential customers and improve visibility on the internet. The forums were conducted by one of the Commission's members, who is a professor of Nichols College. The forums were well attended and provided valuable information to those who attended.

Three members of the Commission were directly involved in the work associated with the First Impressions Program. Planning Staff coordinated the project which is sponsored by the UCONN Cooperative Extension Service and Eversource. The program involves representatives from a town visiting another similar town and performs a detailed assessment of that similar town by utilizing a series of evaluative criteria and questions that are specifically prepared for the Program. The Town of Branford was chosen as the one that the Coventry representatives visited. Members of the Planning and Zoning and Economic Development Commission and Planning Staff served as the Coventry's representatives. A detailed report indicating all the specific responses to the evaluation and an executive summary was provided to each town. The evaluation touches on all aspects of the community in order for the town to learn of insights from another similar town relative to strengths,

weaknesses and opportunities. The results will be helpful as the Planning and Zoning Commission works on the update to the Plan of Conservation and Development.

The Coventry Arts Guild presented their updated Strategic Arts Plan to the Commission. This Plan demonstrates the recent work that the Guild has done to analyze the work that they have accomplished over the past three years and examine future goals for the Guild. The Plan provides specific guidance on how the Guild can work to support, expand, and enhance the cultural arts in the community. The creation of the Plan was funded by and Department of Economic and Community Development Office of the Arts grant which was administered by Planning Staff and the Director of Parks and Recreation.

The Commission requested funds be budgeted by the Town Council for the preparation of an economic development study that involves working with the towns of Bolton, Mansfield and Tolland. The goal is to hire a professional consultant who can provide guidance on ways the towns can work cooperatively and leverage resources, assets and project to provide mutual benefit from an economic development perspective. Discussion on the project was initiated and will likely be conducted during the fall and winter of 2018.

The Commission hosted a Village Business Forum at Mill Brook Place and invited the businesses in the Village and other associated community stakeholders to meet and discuss ways of supporting the growth and wellbeing of the Village. Staff from the CT Main Street Center, a downtown revitalization support entity that is modeled from program sponsored by the National Trust for Historic Preservation, provided a presentation at the forum. The presentation detailed how the town could become an 'affiliate' of the program and what benefits could be provided.

The outcome of the forum was that Planning Staff would spearhead the planning and execution of an arts related street festival in Coventry Village during the summer of 2018. A number of stakeholder were invited to be involve, who eventually became the Main Street Partners, and the committee who worked cooperatively to plan the event. Village businesses, Town Staff, Coventry Arts Guild, Tolland County Chamber of Commerce, Lion's Club, Parks and Recreation Department and Economic Development Commission all partnered in the project. Planning continued through winter, spring and summer of 2018. The event was targeted for August of 2018.

The goal of the 'Arts on Main' festival was to demonstrate how the various stakeholders, especially businesses, can work collaboratively on a project that encourages customers and visitors to Coventry Village to support the local businesses, as well as celebrate all of the significant improvements that have occurred with the State of CT Department of Transportation Village project. The hope is that a successful effort could lead to the creation of an entity that would seek involvement in the CT Main Street program.

Planning Staff and the Commission prepared a business and development preference community survey that was conducted via Survey Monkey. The survey involved a series of questions that focused on gain insight about the citizen's feelings on where, how and in what manner economic development growth should occur in town. The results of the survey were analyzed and will be reflected in the revision to the Plan of Conservation and Development.

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.



Arts on Main Event – Photos by Laura Stone



COVENTRY CONSERVATION COMMISSION

2017/2018 Annual Report

Members (as of June 30, 2018 end of fiscal year)

Leroy Lowe, Art Hall, Robert Proctor, Paul Manzone, Vincent Messino, and Charles Brown.

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

COMMISSION HIGHLIGHTS:

SITE PLAN AND TOWN REFERRALS

Preliminary discussion regarding Cumberland Farms on the corner of Rte. 44 & 31 (Bread and Milk street).

Special Meeting agenda 18-01 Re- Subdivision land of Phillip C. DeSiato, South Street Extension.

#18-02 Murzyn, 2-Lot Re-subdivision, 173 Wright's Mill Road.

Special Permit: Cumberland Farms, 2224 Boston Tpk, gas station.

18-05S Derek Batz. 580 Main Street, Winery and accessory. Tasting room and production facility.

OPEN SPACE MANAGEMENT PLAN

The Commission has completed the final draft of the Open Space Management Plan for the Patriots Park Woods property on Cross Street (need new trail map). 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 undertaking 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

Mr. Bill Jobbagy met with the commission to discuss the last Green valley and future opportunities.

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

The Commission also performs trail clean up on Patriots Park Woods and other trails.

Respectfully submitted,

Leroy Lowe

Chairman



EDUCATION

Above: Students at the Captain Nathan Hale Middle School will learn about the benefits of composting through a grant-funded initiative with the CT Department of Energy and Environmental Protection that also subsidized the cost for home compost bins for Coventry residents. Plans are underway to install bins at the Coventry Community Gardens at Creaser Park, too. Photo by John Elsesser.



Coventry Board of Education 2017-2018 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: Jennifer Beausoleil, Chairman; Eugene Marchand, Vice-Chairman; William Oros, Secretary; Frank Infante; Mary Kortmann; Peter Larson; and Kelly Sobol. 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 and the Director of Pupil and Staff Support Services, establish 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 2017-2018 Noteworthy Accomplishments:

Coventry High School; Joseph Blake, Principal



During the 2017-18 school year at Coventry High School (CHS) a variety of initiatives and programs helped support student learning and achievement. A primary focus was to continue to prepare students for the newer version of the Scholastic Aptitude Test (SAT) that was mandated as one of our standardized measures by the State of Connecticut. Teachers and administrators worked hard to adjust curriculum, instruction and assessment based on student performance data to ensure that students possess the skills necessary for high achievement on the SAT and for college and career readiness. During 2017-18, we gave the first pilot of the Next Generation Science Standards (NGSS) assessment to our students. Although we will not receive any performance data, the pilot gives us a much better understanding of the skills and content students will need to master this assessment. We have also offered professional development to teachers 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. This year, CHS and Eastern Connecticut State University (ECSU) have entered into a dual enrollment agreement where, beginning in 2018-19, students will be able to take a course at CHS and earn both high school and college credit for successful completion of the course. Our first ECSU dual enrollment course is Medical Terminology. We have also continued to support our cooperative agreements with ECSU and the University of Connecticut 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 continued 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 Chromebooks to support the transition from iPads to Chromebooks in the 2018-19 school year. 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 343 credits at the University of Connecticut, and through the College Pathway Partnership, students earned 430 credits at Manchester Community College. Our athletic program had a very successful year, including 15 post season/state tournament appearances, an NCCC championship for girls' volleyball, girls tennis and boys golf, and a Pequot



Coventry Board of Education 2017-2018 Annual Report

Conference championship for football. Additionally, the baseball team made it to the state finals this spring and the girls' volleyball team won the Class S State Championship last fall.

Capt. Nathan Hale Middle School; Dena DeJulius, Principal



Capt. Nathan Hale Middle School (CNHMS) prides itself on building positive relationships and providing students with strong academic programming that integrates advanced learning and current technology. CNHMS offers students a wide variety of related arts programming as well as extra-curricular offerings. In 2017-2018, the English Language Arts (ELA) and Mathematics departments continued their curriculum work aligning instruction and assessments with the Connecticut Core Standards. The science department continued its work on preparing for the Next Generation Science Standards (NGSS) curriculum. Science classrooms are incorporating anchor phenomena, 3-dimensional learning, and engineering practices into their units of study. We continued with year two of our one-to-one technology initiative that included having all Grade 8 students have individual iPads. Teacher training in the use of Google Apps for Education (G Suite) is ongoing across grade levels. Student Led Conferences were held for the first time with all Grade 7 students leading their own conferences and 95 percent of our parents attended these student-led conferences! In April, Capt. Nathan Hale Middle School was awarded the New England League of Middle Schools (NELMS) Spotlight School Award. The purpose of the Spotlight School Award is to recognize schools that have a record of effective teaching and learning for young adolescents and consistently implement best middle level practices. For the past two years (2016-2017; 2017-2018), CNHMS has been the recipient of a U.S. Department of State's Bureau of Educational and Cultural Affairs funded Teachers of Critical Language Program (TCLP) grant which supported the addition of the Mandarin Chinese program at Capt. Nathan Hale Middle School and provided a teacher from China each of the two years. TCLP supported our students' study of the Terracotta Warriors of the First Emperor and subsidized the overnight field trip in February to the Franklin Institute in Philadelphia where students visited the Terracotta Warriors exhibit, which is on loan to the U.S. from China. We are thrilled to be able to have the addition of a teacher for the 2018-2019 school year to support our Chinese curriculum at Capt. Nathan Hale Middle School. The CNHMS Student Council supports our positive school culture with promoting school wide events that enhance student learning, school spirit and a stronger sense of community. Accomplishments for 2017-2018 include school 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. New this year was the first annual Playing in PJs after school event which was a huge success with about 175 students attending. Our Citizen of the Quarter luncheon highlights the accomplishments of 15 students each quarter for their academic commitment and positive school attitude. In May, CNHMS held its first National Junior Honor Society Induction Ceremony where it recognized 26 Grade 7 students who demonstrate great character and academic excellence.



George Hersey Robertson School; Beth Giller, Principal

G.H. Robertson School (GHR) staff is proud of our continuous dedication to and support of our intermediate students' emotional, social, behavioral, and academic needs. In addition, our work supports both school and district initiatives. Most impressive and significant this year was the success of our Student Led Conferences (SLC). Growth Mindset and student friendly learning targets introduced last year, and writing learning progressions and rubrics previously introduced, provided the foundation necessary to plan and implement Student Led Conferences. With carefully designed planning sessions, students were well prepared to explain to their parents and/or SLC Coach about their progress towards achieving their individualized learning goals in writing. Another significant achievement at GHR this year was the successful expansion of Coventry's Autism program. Again, with purposeful planning and training to deepen our understanding of the program needs, we identified and reconfigured space, appropriately staffed the program, and engaged in collaborative planning sessions to ensure students' success. Teachers across Grades 3-5 also worked on preparing for the shift to the Next Generation Science Standards (NGSS) curriculum. With the support of University of Connecticut graduate interns, Grade 3 teachers partially implemented NGSS this school year. Science teachers in Grades 4 and 5 attended training sessions at Capital Region Education Council (CREC) to further develop their understanding of the shifts to NGSS by participating in curriculum writing with other educators from across the State of Connecticut. Curriculum work in reading, writing, and mathematics continues to refine and align pacing, instruction, and assessment to ensure academic success. In addition, GHR students and staff have benefitted from the Teachers of Critical Languages Program Grant received by CNH with the assigned teacher visiting our students on Thursday mornings to share the Chinese culture. The GHR family continues to support a



Coventry Board of Education 2017-2018 Annual Report

positive school environment beginning with a daily morning meeting to foster community and trust within the classroom. In addition, CARES (Cooperation, Assertion, Responsibility, Empathy, and Self-Control) and Kindness are both promoted across the building with designated mentor texts and specific lessons to promote these positive attributes. For the first time in many years, Grade 2 students visited GHR as part of their transition from Coventry Grammar School to our intermediate school. The students enjoyed classroom activities, a tour of GHR, and a snack where they were serenaded by our Grade 5 band students. Community service projects that we are most proud of include our high rate of participation in our fall food drive as well as Connecticut Children's Medical Center (CCMC) PJ day. We are fortunate that GHR students had the opportunity to participate in many afterschool activities: Homework Club, Mentoring, Art in the Afternoon, Paints on Fire, Multi-Sport, Ski Club, and Chess Club as well as our morning class, Exercise for Life. 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, and overall school spirit.

Coventry Grammar School; Ronda Carrie, Principal



Coventry Grammar School (CGS) staff are enthusiastic educators who embrace the development of the whole child. The successful implementation of Student Led Conferences served as a primary example of surpassing ambitious plans for young children to set goals, chart progress, and discuss learning targets in depth with teachers and parents. With age-appropriate forms and materials, students discussed their progress in math, reading and writing, as well as social skills, such as friendship, and study skills, such as completing work on time. More than ninety-percent of families attended the event on May 22, with the remaining parents attending make-up sessions, nearing a 100% turn out! This marked the second year of Next Generation Science Standards (NGSS) professional development for teachers. The prior year's work on curriculum was expanded with the development of assessments. In kindergarten, students learned about forces and motion, human impacts on Earth systems and weather and climate. First graders embarked on the study of light and sound, space systems, and plants and animals. Second graders investigated properties of matter, ecosystems, and the Earth's systems. Our scientists even wore lab coats and learning experiences were enhanced by the leadership of fifth-year interns from the University of Connecticut. Teachers continually improved instructional practices via Instructional Rounds, within and across schools. Coaching sessions held multiple times a year to address Literacy and Mathematics content, and participation at conferences where respected educators in the field presented. Establishing a positive, healthy and safe school climate and culture has been essential to our mission at CGS. This year we introduced a Social-Emotional Learning (SEL) program in kindergarten, Second Step. Lessons addressed skills for learning, such as attention, and self-talk, empathy, emotion management, and problem solving. As more students, who have experienced adverse childhood experiences, enter our doors we are providing increased emotional supports. This includes the creation of the CGS Aquarium, a place where children can decompress with items such as thinking putty, kinetic sand, and a cave-like quiet corner, all presented in an underwater theme with ocean blue walls and fish decals. Chromebooks, iPads, and the computer lab provide integrated experiences with technology. 3D printers were utilized in second grade to make learning about shapes exciting, tangible, and novel. Students created images on iPads that were printed in 2D and 3D and finalized as a medallion. Learning comes to life at CGS! The Parent and Teacher Organization (PTO) supported several enrichment activities and presentations that made a mark this year. In particular, the visit by Suzy Kline, author of the Horrible Harry book series as well as the Herbie Jones books, was a show stopper. Our students' belief in themselves as writers skyrocketed after her visit. Many students took home signed copies of her books, along with great tips on how to capture small moments and develop them into stories. The PTO also provides funding for field trips that provide essential off campus learning. Grade 2 traveled to the Southwick Zoo, first grade attended a live performance of Pete the Cat, and kindergarten visited our local grocery store.

Business Office; Robert Carroll, Director of Finance and Operations



The office worked with the Director of Educational Technology in developing a strategy to transition the school district from iPads to Chromebooks. The departments worked closely together to maximize purchasing power by leveraging eligible equipment upgrades through the Federal Universal Service Fund, also known as E-Rate. The Director was a member of the District's Technology Committee, which this year developed a new 3-Year District Technology Plan. Numerous meetings were held with town office personnel, the Town Council, and the Board of Education after the budget referendum failed at Town Meeting and the Board had to operate on temporary 30-day budgets. The parties also collaborated to develop a Budget Mitigation Plan to deal with State funding "Holdbacks" imposed after



Coventry Board of Education 2017-2018 Annual Report

the Town Referendum adopted the annual operating budget in November. The office assisted the HEEC staff during the NAEYC re-accreditation process. Our office collaborated with the Town Manager and the School Energy and Building Efficiency Building Committee to secure funding for several HVAC and Building Code Violation construction projects. Applications were filed with the State of Connecticut to recover funding for these projects at a reimbursement rate of 58.93%. The Business Office staff consulted with the Town Finance Office staff to streamline processes, including the alignment of each office's cash disbursement process. Staff continues its efforts to operate more efficiently with an emphasis on reducing paperwork. The Business Office also assisted in the successful application and the financial oversight of several new grants awarded by various state agencies, including the School Security Grant, an IDEA grant for Assisting Students with Significant Cognitive Abilities, and the Academic Enrichment grant.



Physical Plant and Facilities; William Trudelle, Director

As we continue work with the School Building Energy Efficiency Committee, the Facilities Department and the Committee presented a bond for the first phase of upgrades to the district schools, that was passed at the town referendum. This phase includes oil tank replacements district wide, asbestos abatement at Coventry High School, boiler replacement at CGS and GHR, fire door installation at CNH and CHS, HVAC upgrades at CNH and CHS, and replacement of the HEEC electric rooftop units with natural gas. This work is set to start in October 2018, and will continue over the next year and a half. Working with the Superintendent's Office, Business Office, and other local agencies, the district applied for and received round three (3) of the State's Security Grant for \$291,000. The grant reimburses for work that has been completed in the district, along with reconfiguring the districts main entrances to meet new school safety guidelines. While working with the School Building Energy Efficiency Committee, we applied for a state funded micro-grid grant that would service CHS, CNH, Town Hall, Administration Building, Police Department, Fire Department, and Senior Housing. The micro-grid would allow these areas to run independent of the electrical grid, allowing these facilities to run even if the electrical grid is down. The Town is in the final review a phase of the grant, with the State looking to approve the grants in early 2019.

Educational Technology Department; Cathie Drury, Director



The Coventry Public Schools Educational Technology Department works to support students, staff, families, and community members in their use of technology to benefit all stakeholders. 2017-2018 marked year three of our three year District Technology Plan during which we worked to further embed technology skills into curriculum across all levels, as well as development of a K-12 Library Media Curriculum. In alignment with the plan, we rolled out our new data warehouse to help streamline access information to key student data and help inform curricular and instructional decisions to best support our students. Continuing on with previous efforts, we regularly monitored the network to ensure ongoing activity and access to key resources. In alignment with our district obsolescence plan, we updated various devices around the district. Throughout the year, we also worked with key district stakeholders to develop our 2018-2021 District Technology Plan. For this, we examined district progress through completion of the ISTE Lead & Transform Diagnostic Tool, researched new and emerging trends in technology, and explored the newly developed state technology plan. Our new plan will work to build on our progress to further increase technology access and support the entire Coventry community. In addition to our work with the District Technology Plan, we worked with staff to maximize resources and increase efficiencies. We enhanced our school/community connection by expanding our use of the SchoolMessenger platform to the Hale Early Education Center, supported the expansion and integration of social media, and worked to ensure ADA compliance for our district website. We also provided support to students, staff, and families with regards to technology resources by providing informational sessions and just in time support as needed. We are proud of the accomplishments made this year and look forward to continuing to build on our efforts to support and serve the Coventry 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.



Coventry Board of Education 2017-2018 Annual Report

In the 2017-2018 school year in Grades K-3, 6, and 9 we implemented new curricular units in science aligned to the Next Generation Science Standards (NGSS) and incorporated the three dimensions of the NGSS: Science and Engineering Practices, Crosscutting concepts, and Disciplinary Core Ideas. We also evaluated and revised science curriculum in Grades 4-5, 7-8, and 10-11. In addition, at all schools we continued to promote students' ownership of their own learning by involving students in setting standards based goals for learning and in tracking and reporting their own progress on achieving those goals. For the first time at CGS, GHR, CNH, and CHS, we held Student Led Conferences for parents and families during which students shared their progress on learning and their goals and used their student work as evidence of their growth.

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 21st century skills and technology competencies into teaching and learning across the grade levels and in all subject areas. Rigorous student project work promoted critical thinking and collaboration. Examples include using 3D printing in a Grade 2 geometry unit to involve students in learning about angles and vertices in 2 and 3 D shapes and using 3d Printers to create ramps for students to test hypotheses about forces and motions in a 3rd grade science unit. Project based learning involved Grade 5 students in the Salmon River Project and Grade 7 students in a Trout in the Classroom Project. We expanded our Program of Studies at Coventry High School to include Aquaponics, Aviation, and Advanced Placement Research, the second course in the Advanced Placement Capstone Program which involves students in employing research methods to plan and conduct an in -depth study in an area of student's own choice. To support implementation of these and other teaching and learning initiatives, we developed a professional development plan and implemented teacher trainings aligned to the Coventry Public Schools District Strategic Plan.

With the award of a second 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 continued Mandarin Chinese Language courses at Capt. Nathan Hale Middle School. We were one of only 25 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. In 2017-2018 our Board of Education brought forward and voters approved the inclusion of a Coventry Public Schools district self-sustained Chinese language program for 2018-2019!

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 2017-2018 school year, the 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. This past year, the district's autism program had a successful expansion to the George H. Robertson School (GHR). This expansion enabled students to seamlessly transition from Coventry Grammar School (CGS) to GHR. Additionally, staff strategically expanded the program to Capt. Nathan Hale Middle School (CNH) for the 2018-2019 school year. PSSS staff members worked collaboratively with administrators and district staff to explore appropriate social-emotional learning, restorative and trauma informed practices to support students across our district. In addition, the variety of research based interventions were broadened to effectively support students in reading and mathematics. Staff received training in programs such as Orton Gillingham, Visualizing and Verbalizing, and Bridges mathematics. Mid-year, the Coventry Board of Education designated Coventry Academy as its own school. Coventry Academy provides individualized instruction to secondary students who benefit from an alternative education setting. Coventry Public Schools facilities coordinated the expansion of Coventry Academy to enhance the learning environment. Staff collaborated with the Coventry Parks and Recreation Department to develop a plan to house our 18-21 year old transition program in the Youth Building at Patriots Park. Over the summer, upgrades to the building were planned to simulate an efficiency style living space. With this additional space, students will have opportunities to learn life skills such as, preparing food and cooking, laundry, etc. The students participating in this program also engage in off-site work experiences and support the local food bank. Successful



Coventry Board of Education 2017-2018 Annual Report

efforts have been made to expand the current business base for work opportunities. In addition, staff worked collaboratively with students at Coventry Academy

to increase post-secondary opportunities such as community service and job placement . This summer during Extended School Year (ESY), students in grades PreK-12 will receive academic and related services as they continued to make progress towards



learning goals in accordance with his/her Individualized Education Plan (IEP). The members of the PSSS Department remain a resource across the district, supporting improved outcomes district-wide for all students.

Hale Early Education Center; Lois Hasty, Preschool and Early Childhood Education Coordinator

Staff of the Hale Early Education Center spent the school year preparing for a re-accreditation visit from the National Association for the Education of Young Children (NAEYC). The two-day visit took place in May and involved evaluation of Program and Classroom Portfolios, inspection of the center's inside and outside spaces, and classroom observations. HEEC received commendations (scores of 100% or higher) for meeting Program Standards in 8 out of 10 standards, receiving a rating 100%+ in six of those standards. Ratings for the remaining two standards scored well-above the required 80% mark (90% and 95% respectively). All classrooms observed also received outstanding marks for the percentage of standards met. In addition, HEEC's Program Portfolio received a Commended Rating, indicating that it scored among the top 25% of all portfolios scored nationwide. HEEC received reaccreditation for another five years. Other highlights of the 2017-2018 school year included the development of a standards-based report card, work to coordinate math (Eureka Math) and science (STEMscopes) initiatives with Coventry Grammar school, and an enhanced focus on social-emotional learning with the introduction of the 2nd Step Curriculum. HEEC also continued to offer a Smart Start summer camp experience. This 8-week themed-based camp provided a fun, safe environment for students to continue learn and grow over the summer months.



HUMAN SERVICES, CIVIC & CULTURAL

*Above: The Orchard Hills Estates Senior Housing community was improved with a sidewalk and roof replacement in 2018, courtesy of a \$800,000 Small Cities Community Development Block Grant.
Photo by Laura Stone.*

COVENTRY HUMAN SERVICES

ANNUAL REPORT 2017-2018

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
Dianna L. Grindle, Administrative Assistant, dgrindle@coventryct.org

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

Coventry Senior Center

Staff: Brenda Bennett, Senior Center Coordinator bbennett@coventryct.org
Sarah Leete, Senior Transportation Coordinator sleete@coventryct.org
Leah Whitaker, Senior Center Assistant lwhitaker@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 - **120** cases

- Drug and Alcohol Information
- Emergency Call List
- Energy Assistance ACCESS Applications – **89 applications**
- Operation Fuel Program (winter) – **2 families**
- Operation Fuel Program (summer) - **2 families**
- Clergy Fuel - **24 families**
- Food Bank – **192 requests; 51 total households**
- Fundraising
- Housing Information
- Department of Social Services Information and referrals
- Landlord/Tenant Rights information
- Special Needs Program – **23 families**

ADDITIONAL PROGRAMS

- **Department of Agriculture** –46, \$15.00 vouchers for the Farmer’s Market were distributed to Coventry seniors and persons with disabilities and who received Renter’s Rebate assistance.

- **Renter’s Rebate Program** – **88** applications were processed for senior and disabled renters in the form of checks by the State Office of Policy and Management. The total amount granted under this program is \$37270. This program runs from April 1st -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: 61 families, single adults, elderly and disabled residents received Thanksgiving food; 65 hot meals to Orchard Hills residents.

Christmas: 72 families, single adults, elderly and disabled received food and gifts for the holidays; 61 hot meals to Orchard Hills residents.

FUNDRAISING/DONATIONS

- **Special Needs Fund** -Donations received from individuals, churches, businesses and civic organizations. **23 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” – \$5542.66 total funds raised during the holiday season. 90% (\$4988.34) of the funds raised was returned to Coventry to benefit children and families in need.

Bell Ringing Locations - Highland Park Market, Walgreens and Dunkin Donuts.

Total Bell Ringing Hours: **63** (volunteers counted for each hour of bell ringing), total volunteers: **27**. Thank you to everyone for a job well done!

- **Clergy Fuel Fund** – \$4846 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 (85 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** - **14** families met the criteria to receive energy assistance and **\$6511.83** 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.

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 ANNUAL REPORT FY 2017-2018

The 2017-2018 fiscal year was a year of transition for the Senior Center. The Senior Center Coordinator, Emma King announced her resignation in February 2018 and a newly created, part-time *Staff Assistant* position (approved in this fiscal budget) was filled in June 2018. In March 2018, Brenda Bennett, Administrative Assistant in the Human Services Office was hired to fill the Coordinator vacancy. This transition led to a short gap in new programming for the Center. In June 2018, the Center welcomed Leah Whitaker, former intern with the Parks & Recreation was hired as the part-time *Staff Assistant* for 13 hours per week.

These staffing gaps contributed to a slight decrease in new programming for the remainder of the 2017-2018 fiscal year. The Center is proud to report an increase in new membership and programs and recognizes the importance of continuity in the Senior Center Coordinator role. The introduction of new and creative ideas to increase membership for our population of “working” active adults while at the same time maintaining our current programs for our older adults will be the goal for the upcoming fiscal year.

The Center celebrated its 10th Anniversary Year! On May 23, 2018, the Center celebrated the day with light refreshments and attendees from the original Building Committee, Town Council Chair, Town Manager and staff who shared memories and spoke about the Center’s future.

Total Participation:

Program Indicator	FY 14/15	FY 15/16	FY 16/17	FY 17/18
Senior Center Visits	5200	6008	5565	5267

A new program called “*MySeniorCenter*” was purchased for new automated check-in designed specifically for senior centers. The system is key tag based with an easy-to-navigate touchscreen that allows you to quickly register for activities. Staff and volunteers assisted in registering participants to receive their tag.

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.

- In May 2018, a Senior Center Interest Survey was sent out for feedback on Social Activity & Interaction; Health Education; Active Lifestyles/Fitness; Meals and Trips. The survey was provided in each monthly newsletter, webpage, Facebook and Survey Monkey. A total of 33 responses were received.
- Craft spaces, computers, puzzles, reading materials and discussion tables are available.
- Games of Wii bowling, cribbage, bingo, billiards, mahjongg and setback are played on a regular weekly schedule.
- Creative Arts and Wellness activities, Folk music, Writing for Fun, Yoga, Line Dancing and Spa appointments and Monthly Luncheons.
- 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.
- In March, 2018 the Center was very fortunate to be able to purchase 2 pieces of new equipment to replace the “residential” grade recombinant bike and treadmill with new “commercial” grade equipment.

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 Level 1 group fitness class. A new Level 2 group fitness class premiered for 4 “free” sessions in June and will be offered 1x per week.
- Thames Valley Community Council on Action (TVCCA) provided 87 individual meals during the 1st quarter in the fiscal year. Unfortunately, due to funding cuts to the program, TVCCA gave notice they would not be able to provide low cost meals to the Center and their services were discontinued. In the 2nd quarter, the Center partnered with MACC (Manchester Area Conference of Churches). MACC meals came to an end at the end of January, 2018 and a gap in services until April, 2018. In April, the Center collaborated with the Coventry Food Service Program and the 1st lunch served 52 attendees. Meals were served 1x/month in April and May and became 2x/month in June. The program served 129 meals.
- A Licensed Massage Therapist provides massage 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.

- Audiology Concierge – Hearing Clinic/Seminar – The seminar featured information on the importance of treating hearing conditions, the anatomy and physiology of hearing, advances in technology and the opportunity for one-on-one hearing screenings.

Program Indicator	FY 14/15	FY 15/16	FY 16/17	FY17/18
Group Fitness Class – Level 1	666	1,089	952	1142
Group Fitness Class – Level 2 <i>NEW</i>				Launched in May/June as “free” – 4 classes offered with 21 participants
TVCCA Lunch	440	444	626	87
MACC – Manchester Area Conference of Churches				147
Coventry Food Service Program				129
Massage/Reflexology	127	155	132	63
Haircut/Nail Trim	86	121	178	153
Podiatry Foot Care	42	36	35	30

Seasonal Programming:

- *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: Mitchell’s Restaurant, Dimitri’s, Applebees, Bidwell Tavern, Georgina’s Vernon Diner, 99 Restaurant, Willimantic Brewing Company, and TGI Fridays.
- Trips: Volunteer driver, Howard Haberan began providing monthly trips (Friday) to Walmart for residents of Orchard Hills. Due to popular demand, seated has been limited but is averaging 5-9 participants since its debut.
- Special events and holiday celebrations are well attended, including some at room capacity. Our annual Ice Cream Social, Veterans Day, Pizza Party, Memorial Day BBQ continues to be very popular.

Event	Total
August Ice Cream Social	15
Veterans Day Tribute with American Legion	75
Spread the Cheer with Coventry Youth and Family Services	16
October Soup Sampler	15
10 th Anniversary Celebration	33
Spring Fling – sponsored by the Coventry High School Tri-M Music National Honor Society	13

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

Presentation	Total
Memory Loss – Brookdale Senior Living	11
Summer Prevention – Summer Hydration – Integrated Rehab	15
Orchard Hills Informational Seminar – Transportation	88
Goodwin Dental College – Fall	3
January ‘New Year New Ideas’ Open Forum	7
Massage Therapy – NEW	5-8 per session
Fall Yoga Series – NEW	2-8 per session
Booth & Dimock Library – Tech Talk	2
Home Safety Discussion	4
Wadsworth Atheneum Museum of Art	3
Connecticut Repertory Theater	25
Florence Griswold Museum – Old Lyme	44
Roger Williams Zoo Jack-O-Lantern Spectacular	40

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. Senior Center Coordinator Emma King served 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	FY17/18
CHOICES Appointments	54	164	104	141
Elderly Services Appointments	35	92	57	37

Coventry Rides Transportation Program Annual Report FY 2017-2018

Days of Vehicle Usage: 141

of Individuals Riding: 141

of One-Way Trips: 866

of Volunteer Hours: 536.5

Miles Total: 4361

Volunteer Van and Bus Drivers: Brian Coss, Christine Coss, Howard Haberem, Jerry Haugh, Kim Homans, John Thayer, Jim Wicks and Joyce Wicks.

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 Volunteers: Lori Boucher, Sue Chvirko, Christine Coss, Trena Gale, Silvia Jobbagy, Phyllis Lapierre, Paulette Marquis, Claudette Polhemus, Bill Root, John Thayer and Terry Thayer.

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.

Coventry Rides took receipt of a new Section 5310 handicap accessible vehicle in December. The volunteer drivers were trained on the new vehicle and it officially went on the road in January, 2018. On February 7th, after only eleven days of use, the van was vandalized and had to be taken off the road. The bus was also vandalized and removed from service. One-way rides decreased from 1545 in FY17 to 866 in FY18 due to the Rides Program vehicles being vandalized at the beginning of February and being taken off the road until the end of March while specialized glass was ordered and installed.

The program continues to offer transportation for senior citizens and disabled residents on Mondays, Tuesdays and Thursdays to locations in Coventry, Bolton, Manchester, Tolland and Vernon. Wednesday transportation is provided for Lunch Bunch and 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.

Special low cost “wellness” trips continue to be offered to senior citizens and residents with disabilities. 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 \$10-\$30 dollars with lunch included on some trips. The following trips were offered this year: Florence Griswold Museum in Lyme with lunch at Lenny and Joes, The Roger Williams Zoo in Providence, RI with dinner at Chelo’s in Cranston, RI, Mystic Aquarium and Olde Mystic Village. Monthly small group trips from Orchard Hills to Walmart have taken place, typically on the third Friday of each month.

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.

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 Annual Report
July 2017-June 2018

- Submitted final reports and grant applications for SDE YSB Entitlement and Enhancement grant.

Direct Service Programs:

- 22 **Camperships** were awarded to 13 families; allowing youth to attend summer that otherwise would not be able to.
- Assisted 1 family, register 1 child for 3 weeks of Salvation Army **Camp Connri**, located in Ashford, CT. The week-long, multi-session, over-night camp is free to qualifying families, funded by the Salvation Army.
- **Gearing Up to Learn**, back to school program, assisted 11 Coventry families with backpacks, school supplies and Payless shoe cards. 24 children started the school year off on the right foot as a result of this program.
- **Positive Connections Mentoring** program matched 10 high school students with 10 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.
- Youth Services, in collaboration with members of the UCONN women's rowing team and CGS Social Worker, Vicki DeVeau, completed the pilot mentoring program "**You Matter.**" 5 Mentors were matched with 5 mentees, where the focus was on positive interactions, one-on-one support, reading, and engaging activities. The program closed with cupcake decorating, and a visit to the playground.
- **Babysitter 101 (Intro to Babysitting) and 102 (CPR certification)** training was offered on June 25, 2018 by Life Safe Services. 13 students completed and received their certificate for babysitters training and 12 students completed and received their CPR certification.
- Held individual **Youth Job Bank** appointments for 10 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 10th annual "**Spread the Cheer**" holiday program for Coventry Grammar School students was held on December 11th, 2017. 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 5 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.

- **Project Graduation** invitations were created and mailed to all students in the class of 2018. On June 23, 2018, 81 students attended Project Graduation at the Mansfield Community Center to celebrate their accomplishments.
- Coventry Youth Services was active on their Facebook page promoting programs, services, and youth and families related articles and resources.
- 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 high school student volunteers delivered meals in December.

- | | |
|----------------------------------|--------------|
| • Youth & Family Cases | 55 cases |
| • Community Service | 30 cases |
| • Community Restitution | 1 case |
| • Youth Job Bank Requests | 16 |
| • Youth Job Bank Matches | 15 |
| • Youth Job Bank Members Trained | 10 |
| • Juvenile Review Board | 1 case |
| • Counseling Clients | 4 waitlisted |

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

Annual Report 2018

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, 2018.

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 10.

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. This project was well underway with the sidewalks nearly complete at the close of this fiscal year.

The Executive Director has done a "Mark-Up-To-Market" early contract renewal for the HUD property. This renewal will go into effect on July 1, 2018 and will more than double the income for the property, ensuring sustainability.

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
Cody Morin, Maintenance Assistant
James Dorsey, Maintenance Aide
Rachel Elliott, 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.

2018 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 69 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 71 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 Long-Term Care Facilities.

Payment in Lieu of Taxes (PILOT)

The Coventry Housing Authority has increased the amount of PILOT payment made to the town to \$18,994. The PILOT payment in 2017 was \$18,869.

Sewer Use Fees

The Coventry Housing Authority paid \$5130.99 in sewer use fees to the town.

FACILITIES

Work Orders

Through the fiscal year June 30, 2018, The Coventry Housing Authority maintenance staff completed 341 work orders for maintenance service.

Unit Turnovers

The Coventry Housing Authority maintenance staff renovated 8 apartments in the fiscal year ending June 30, 2018. 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 2017 was completed and filed as required. 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, 2018.

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).



ANNUAL REPORT: 2017-2018

Coventry Parks & Recreation

This year included some milestone accomplishments in the world of **Youth Basketball:**

We have been designated a **Better Sports for Kids Quality Program Provider** by the National Alliance for Youth Sports (NAYS). This honor, like the Good Housekeeping Seal given to household products that meet high standards, recognizes organizations that have met an equally high standard when it comes to administering youth sports programming.



To improve the quality of the youth basketball program for the future, the **Recreation Commission** held a Special Meeting which resulted in the establishment of a Steering Committee. A formal Youth Basketball Board of Directors was established who assumed responsibility for vetting coaches, running league evaluations and tryouts, and addressing any concerns or issues that arose throughout the season.

North Central Connecticut League **CHAMPIONS!**



Congratulations to Coach Chris Jones, Assistant Coach Corine Cagianello-Jones and the Coventry Travel Grade 5/6 Girls' Basketball Team! Members of the team are Hannah Simko, Anaka Eaton, Greta Neal, Emma Bynes, Julia Mansella, Leah Michalski, Sydney DeLuca, Sophia Jones and Isabella Jones. These student athletes represented the town of Coventry with positive sportsmanship and made their coaches, parents and fans unbelievably proud! Out of the 15 teams in the league you are Number One! Congratulations again on this amazing achievement!

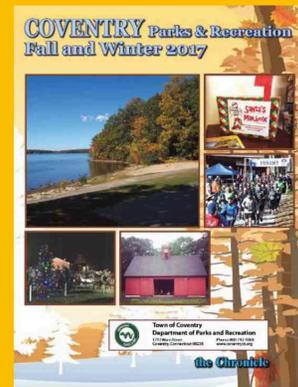
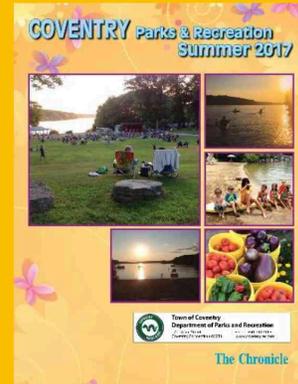
Upon successful completion of the **National Alliance of Youth Sports Youth Sports Administrator Certification**, Recreation Director Wendy Rubin began to implement many of the new concepts and best practices she learned, by meeting with the Boards of Directors of Youth Soccer, Youth Football and Youth Baseball.



Coventry Parks & Recreation

Wendy L. Rubin, CPRP, Director
Caterina Merriam, Recreation Supervisor

www.coventryct.org
860-742-4068



WHAT'S NEW!

CIVICREC[®]

Powered by 

This year saw the launch of Coventry Parks & Recreation's BRAND NEW registration software system & website! Now all online traffic goes through the Town's webpage, rather than needing to go to a separate website. Our new online system is not only more user-friendly, but has expanded capabilities, including online facility bookings and social media engagement!

The software transition was not an easy task, as we needed to carry over all the records from the old database, clean that up and learn the new system all while remaining open to serve the public! An unexpectedly large amount of Customer Service was required for those navigating the new system for program registrations & facility bookings.

New Rental Facility: Mill Brook Place!

Beginning in March, 2018, Mill Brook Place, formally known as Tracy Shoddy Mill was available for rent by the general public. In advance, staff continued setting up the facility including updates on website, DigiQuatics staff location, ordering signs, etc.

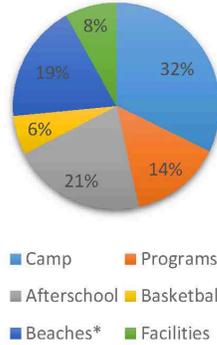
Ms. Rubin met with Song A Day owners to accept loan & learn how to use the sound system for Mill Brook Place.

Staff also updated Facility Rental forms & guidelines to include Mill Brook Place. Rentals of the space have been steady since first becoming available, becoming a favorite location for various non-profit groups and organizations.

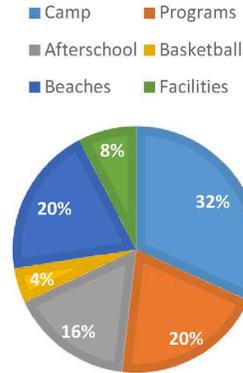


2017-2018: BY THE NUMBERS

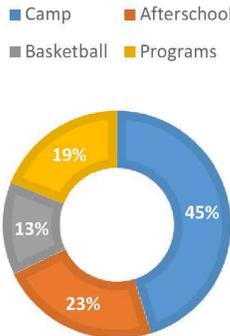
REVENUE



EXPENSES



PROGRAM PARTICIPATION



FACILITY USAGE (Hrs)



Coventry Beaches: Efficiency is KEY



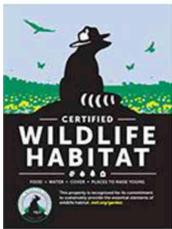
DigiQuatics

We began using an on-line software program and app for smart phones called **DigiQuatics**, for shift schedule planning and timeclock that can be used by seasonal staff on location at the various beaches. The messaging app improves our ability to communicate with staff, maintain employee records, Lifeguard and safety certifications and file storage.

This summer we added 2 adult & 2 youth SUP's (Stand up Paddleboards) to our fleet of rental vessels on the Lake. We also made adjustments to our operations to be more efficient and improve customer service, including lowering the rental fee rates.

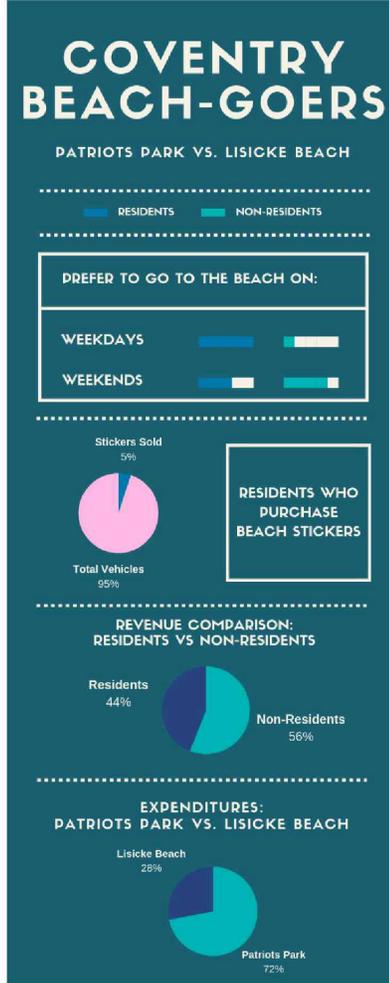


Community Garden: More than Just Tomatoes!



Coventry Community Gardeners and the Parks and Recreation Department has successfully created a **Certified Wildlife Habitat**® by the **National Wildlife Federation** (NWF), America's largest wildlife conservation and education organization. NWF celebrates efforts to create a garden that improves habitat for birds, butterflies, frogs and other wildlife by providing essential elements needed by all wildlife – natural food sources, clean water, cover and places to raise young.

Bill Oros, our resident Master Gardener recruited Sarah Farrell to be an intern with the Coventry Community Garden throughout the 2018 growing season. Sarah is currently a student in the *Master Gardener Program* through UConn Extension, and plans to graduate this fall. She authored a monthly educational newsletter for the gardeners. Plots were sold out & the crops had a great yield.



2017 Patriot Race:



The second annual Patriot Race, held on November 4th at Patriots Park brought 189 runners from 5 states and 63 towns. 51 runners from Coventry and 138 from out of town, with at least 80 volunteers. Parks & Recreation staff met throughout the fall season with organizers, helping with volunteer recruitment, planning, and handled day of event On-site logistics coordination.

PARKS REPORT:

The Lions Club of Coventry **donated 5 bike racks** for the town parks, which were installed by DPW staff.



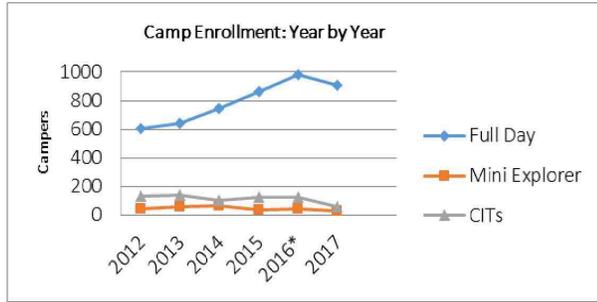
A new **basketball court** was completed at Patriots Park that also includes a **pickle ball court**.



Arranged for **Poison Ivy control** prior to Coventry Fest & **Goose eradication** at Patriots Park. Assisted in coordination of scouts & community service cleanup projects at parks; Developed volunteer waivers for **Friends of Parks Group**.

Camp Wangumbaug: Out with the Old, In with the New
 After much discussion and evaluation of the 2016 program, it was determined that while the full-day program was growing in enrollment (especially kids in grades 6-9) the mini-explorer preschool program was floundering. Over the course of the next 2 summers, a few changes were made:

- Introduced in the 2017 season, the Trailblazers program for kids ages 12-13, was a huge success with many weeks selling out! Feedback from kids and parents was extremely positive, so staff worked during the off-season to expand the program offerings for the 2018 season.
- For the 2018 season, staff switched things up again, and offered the Mini-Explorer program for only 2 weeks, instead of all 8. Both weeks sold out before the season began on June 25th, even generating waitlists!



The Youth Building: Another Board of Education/Parks & Recreation Collaborative



FY 17-18 also brought about a new collaborative effort between Parks & Rec. and the Board of Education. Beginning in January 2018, staff coordinated details regarding a Memorandum of Understanding between the organizations for the Board of Ed’s exclusive usage of the Youth Building. As of the 2018-2019 school year, the Board of Education’s Age 18-21 program will be housed in the Youth Building, which has otherwise been minimally used outside of the summer season. Camp Wangumbaug will still have primary access during the summer season, as it serves at the Camp “Headquarters.” The Board is planning on some major improvements of the facility, including paint (both interior & exterior), installation of WiFi, new flooring, the installation of a kitchen & washer/dryer.

LOOKING AHEAD TO 2018-2019:

Arts on Main

Ms. Merriam worked on the newly formed planning committee for the new event, *Arts on Main*, scheduled for August 26th, 2018. The planning committee included representatives from village businesses, Town Planner Eric Trott, and members from the Coventry Arts Guild & Lions Club.

Beginning in January 2018, the group met weekly, planning, scheduling and booking events and entertainment. The Parks & Recreation/United Bank Foundation-sponsored Summer Concert Series is being reimagined, and instead of offering our traditional 4-week concert series at Patriots Park, Parks & Recreation is helping to offer the various musical performances throughout the day at *Arts on Main*.



Disc Golf Course

CT DEEP has granted the Town permission to install a Disc Golf Course at Creaser Park. Starting with a 9-hole course, it will be designed to provide an activity that everyone can play. Because disc golf is so easy to understand and enjoy, no one is excluded. Players merely match their pace to their capabilities.

Disc Golf is played much like traditional golf. Instead of hitting a ball into a hole, you throw a more streamlined looking Frisbee® disc into a supported metal basket. The trees, shrubs and terrain changes in and around the fairways provide challenging obstacles for the golfer. The Course designer is working with us and DPW to plan out the installation of tees and baskets over the winter (weather providing).



2017 2018

Annual Report

Booth & Dimock Memorial Library

**Prepared and Submitted by
Margaret Khan, Director**

LIBRARY STAFF 2018

Library Director
Kristi Sadowski, MLS

Head of Children's Services
Meg Schiebel, MLS

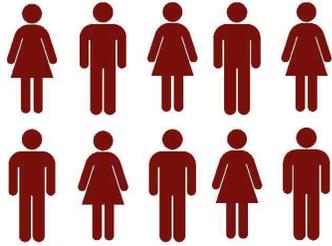
Teen and Reference Librarian
Chris Carney, MLS
Kayla Fontaine, MLS



Amy Dexter
Carol Edmonds
Joanne English
Benjamin Garcia
Barbara Hall
Roslyn Kornfield
Abigail Maver
Donna Murphy
Margaret Norris
Joyce Peterson
Elaina Plesz
Erin Riley
Manny Rodrigues
Janette Smith

Year in Review

VISITATION

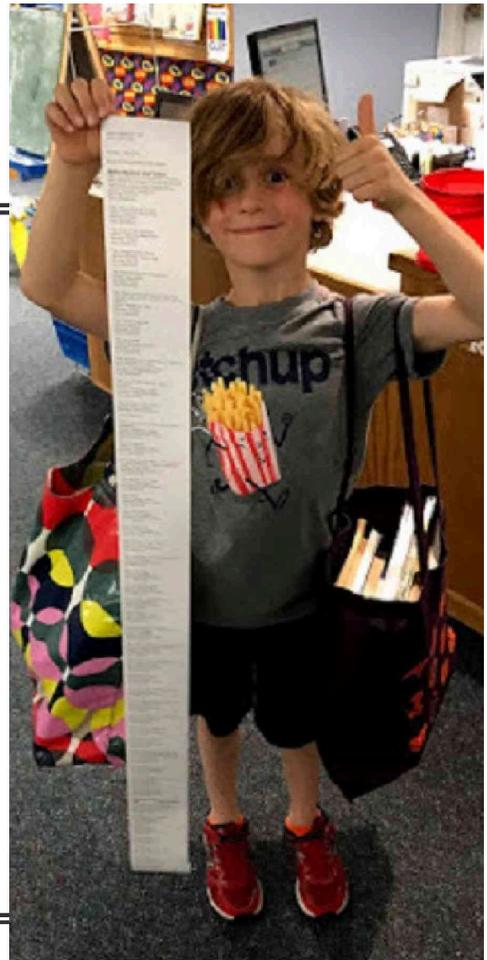


The library had
46,491 visits in
the last year.

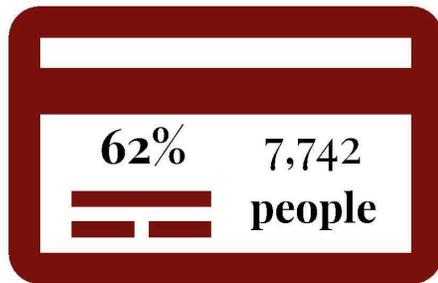
REGISTRATION



318 people signed
up for a library
card.
205 Adults
113 Children
64 non-residents



Residents with Active Library Cards



Circulated
77,279 items



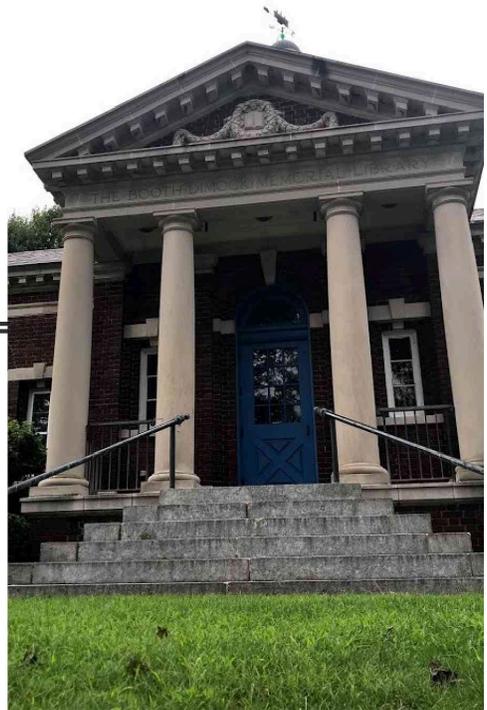
Added 3,429
new items



6,762
reference
questions



114,737
internet
sessions



Circulation



Total Circulation 77,278

Books and serials 60,693
Audio materials 5,918
Video materials 10,368
Other 299

Adult circulation 32,005
YA circulation 5,008
Juvenile circulation 35,402
Other 4,863

Reference



Total Reference 6,761

3112 Questions asked by
Adults

2277 questions asked by
Juvéniles

828 Computer Assistant
Questions

Programs

5327 people attended

372 programs

Our best attended programs...

Ice Cream Social - 167	Fairy Tale Ball - 115
Historic Photos - 60	Sing and Stomp - 56
Magic Show - 50	Drive-In Movie - 47
Messy Munchkins - 47	Toddler Time - 45



Above, some young magicians practice their magic at the Library's Magic Show. To the right, Miss Meg reads to attendees of our Annual Fairy Tale Ball.



Pictured left, children sit in their cardboard cars before enjoying a Drive-In Movie.

Programs

Our regular programs,
which take place monthly
or weekly include...

Cookbook Club (pictured
right)

Wednesday Night Book
Club

Mystery Book Club

Board to Death (board
game group)

Crafternoons

86o Rocks (rock painting)

Baby Bookworms (pictured)

Toddler Time

Play & Learn Group

Messy Munchkins

Slime Time (pictured)

Preschool Explorers

Building Club

Gaming Club

Study Breaks



616 people registered for
our Summer Reading
Program

78 Adults read 616 Books

93 Teens read 399 Books

445 Children read 2938
Hours

SUMMER READING 2018



Miss Meg and library patrons interact during our 2017 Summer Reading Maker's Fair.

T E E N Z O N E



In April 2018, Booth and Dimock Memorial Library welcomed new Teen and Reference Librarian - Kayla Fontaine (pictured on page 4 under "reference"). Over the last year, our teens checked out over 5,000 items and enjoyed 65 programs!

Above, teens gather in the teen area to study and solve puzzle in the library's Escape room. Our Tween Advisory board (TWAB) was formed in January 2018. Below, we see our TWAB officers and the brain-child of the TWAB Programming Committee - The Annual Toast Party!



Children's Room



Above, graduates of our "1000 Books Before Kindergarten" Program pose with Head of Children's Services, Miss Meg, Town manager John Elsesser, and Representative Tim Ackert. Right, Toddler Time Participants have fun dancing through bubbles!



3,423 children attended 182 programs at Booth & Dimock Memorial Library. Children also checked out 35,402 items!

How did you have fun reading over Spring Break?

I went to the library and got so many books to read!



Above, our custodian opens the library to find all of the stuffed animals who slept over at the library!
To the right, a trio plays a game in the children's room.



Above, children tape colorful cutouts to the wall as part of an interactive, sensory program. To the left, a family enjoys some games under a blanket fort in the children's room.

Outreach and Accomplishments



Above, families enjoy some books outdoors at Coventry Farmer's market

Below, Kristi, Meg, and Kayla accept the award for 2018 Coventry Business of the Year.



Above, Miss Meg mans the table at the Health and Resource Fair at Second Congregational Church in Coventry.

Below, Miss Meg receives the Connecticut Library Association Publicity Award for her "Coventry Reads" Program.



Library staff went on 27 outreach visits and interacted with 2,153 citizens outside of the library!

Finances

Expenses:

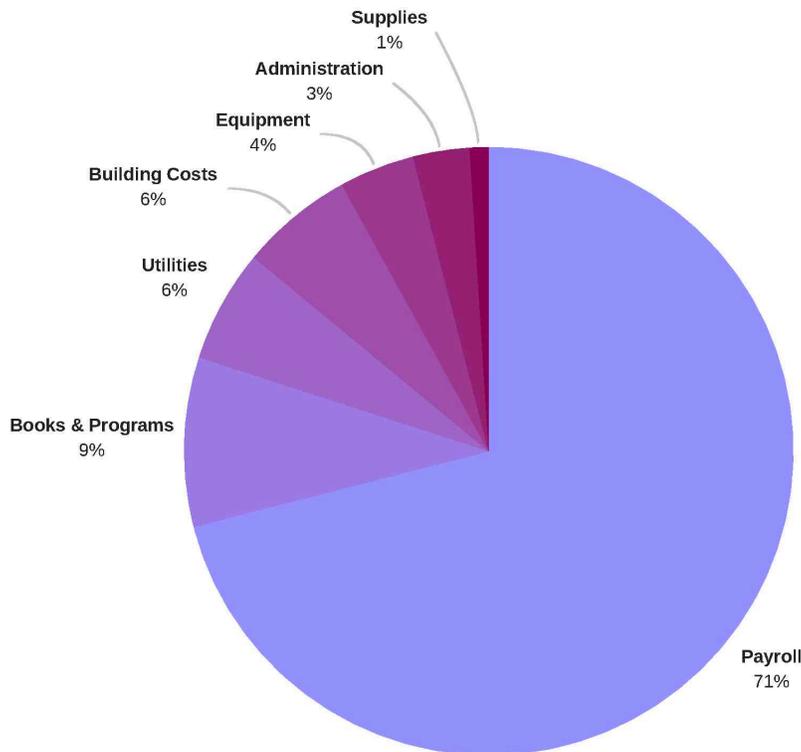
\$471,086.96

Revenue:

\$482,563.33

Sources of Revenue

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





FINANCIAL

*Above: The gateway to Coventry Village is all spruced up for the Memorial Day holiday.
Photo by Laura Stone.*

FINANCE DIVISION ANNUAL REPORT FY 2017 - 2018

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
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, 2018

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 2017 Comprehensive Annual Financial Report, and has submitted the fiscal year 2018 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.

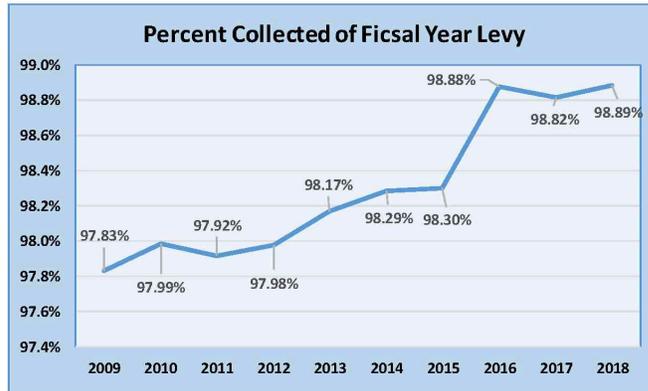
A second goal is to look for opportunities to reduce costs through collaboration. The Town continues to participate in the Health Insurance Collaborative in conjunction with the Board of Education – which has shown great benefit to the Town. In addition, our IT assistance continues to be contracted through 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. Along with the regional collaboration, the Town continues to work with the Board of Education on local collaborative efforts – including the Town's custodial contracts, additional collaboration on IT projects and snow removal assistance. The Town will continue to work with the Board of Education and other local Towns in efforts for further cost reduction.

In the year ending June 30, 2018 we are able to report several very positive benchmarks. The unassigned fund balance for the General Fund of the Town remained at 13.2%. The Town's Pension Plan's funding level remained strong, ending the fiscal year at 83.35% 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 98.89%. These positive trends reflect overall good economic health for our residents.

Fiscal year 2018 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 shortfall of only \$34,029 after receiving cuts to the General Fund Operating budget of over \$720 thousand.

REVENUE COLLECTION OVERVIEW – 860-742-4066

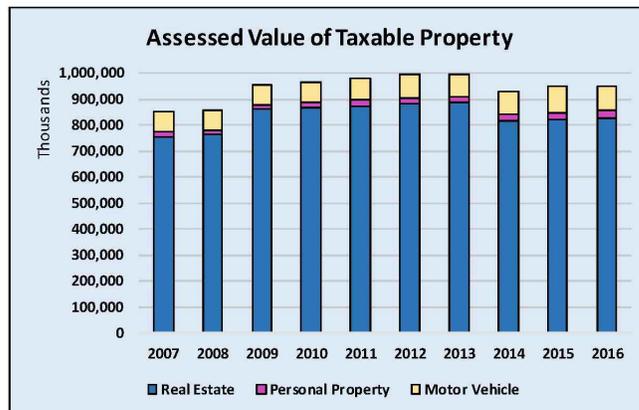
This office collects all revenues received by the Town of Coventry for property tax, sewer assessment and usage, and COVRRRA fees. The major component of General Fund revenues is the property tax, and the collection of current and delinquent taxes is the primary focus of the office staff. During the fiscal year ended June 30, 2018, the percentage of current year property taxes collected was 98.89%. The collection of all property taxes represents 67.4% of the General Fund operating revenue and operating transfers 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, 2018 (grand list year 2016). The next revaluation will occur for grand list year 2019 and is currently in process.

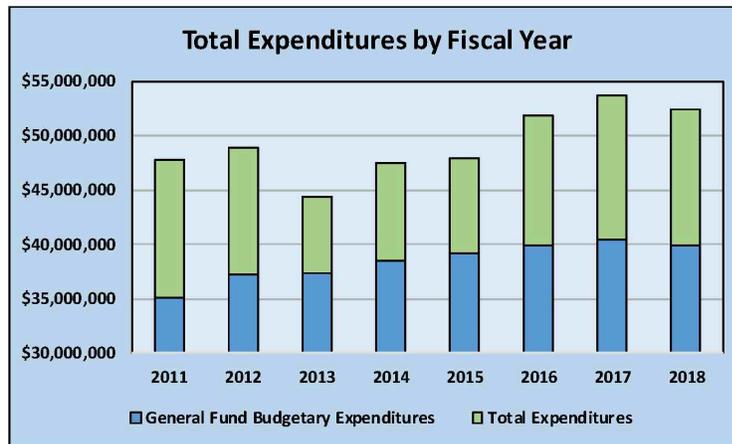
The following chart shows the grand list growth over the past ten years, and the distribution of property values between the categories of real estate, personal property and motor vehicle. The 2016 grand list showed an increase in taxable property value of approximately 0.2%.



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 \$52.8 million, a decrease over the prior year of \$1.3 million. This decrease was primarily due to a decrease in public works expenses due to the completion of a road bond in the prior year. The chart below shows the total annual expenditures for the last seven years for both the General Operating Fund and in total.



FY2018 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, 2018 are as follows:

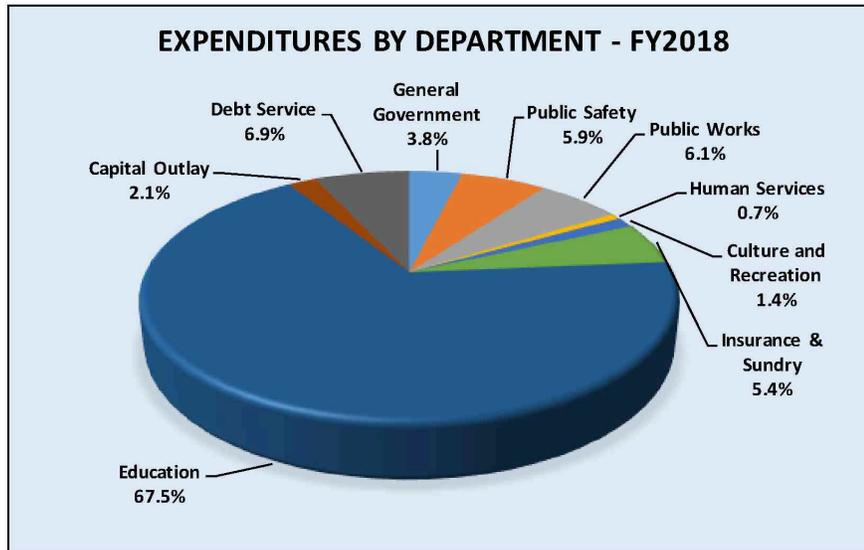
Source	Amount	%
Property Tax	\$ 30,838,673	77.4%
Federal and State Grants	7,775,656	19.5%
Charges for Services	687,637	1.7%
Sewer Assessments	495,722	1.2%
Investment Earnings	54,911	0.1%
	<u>\$ 39,852,599</u>	

The Town heavily relies on both property taxes and State grants to maintain its current levels of operations and services provided. The Town collected 98.86% of the total revenue originally budgeted (\$40,313,975) and 99.60% of the final budgeted revenue (\$40,009,275). Better than anticipated collection on current and supplemental motor vehicle tax revenues, and increases in conveyance taxes and building permits helped to offset the \$720 thousand that was cut from State aid in the middle of the fiscal year.

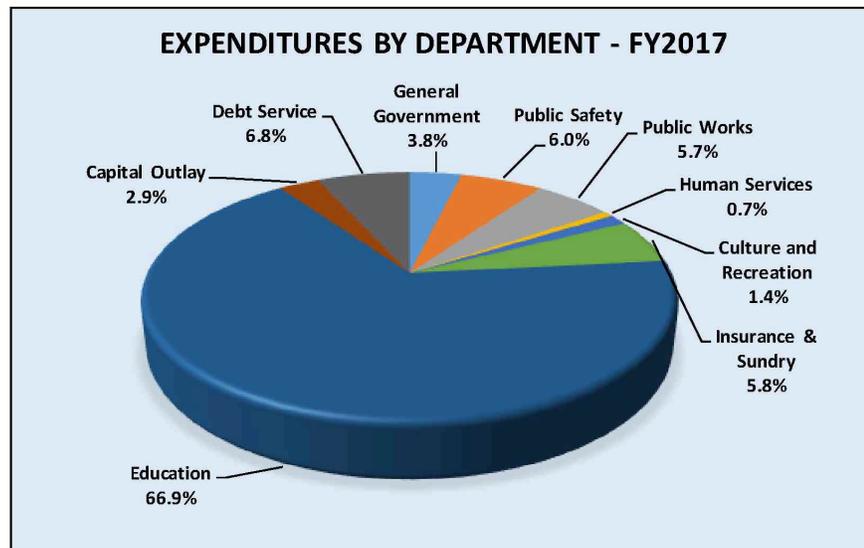
ACCOUNTING AND TREASURY DEPARTMENT

FY2018 Operating Results (Continued)

The total expenditures incurred in the General Fund on a budgetary basis for the year ended June 30, 2018 can be broken down by department as follows:



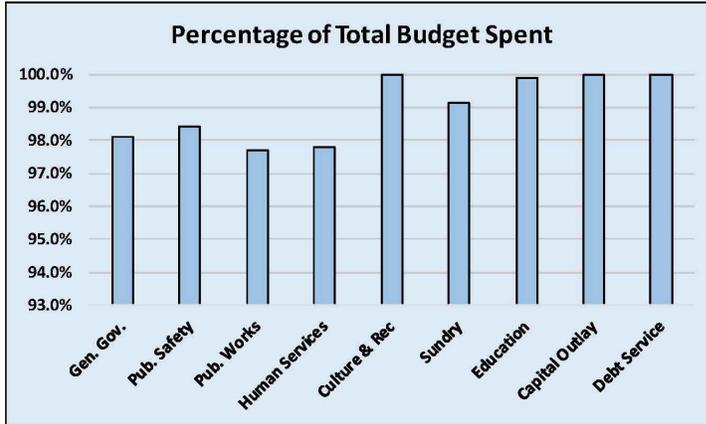
For comparative purposes, the budgetary basis expenditures by department for the previous fiscal year ended June 30, 2017 are broken out as follows:



ACCOUNTING AND TREASURY DEPARTMENT

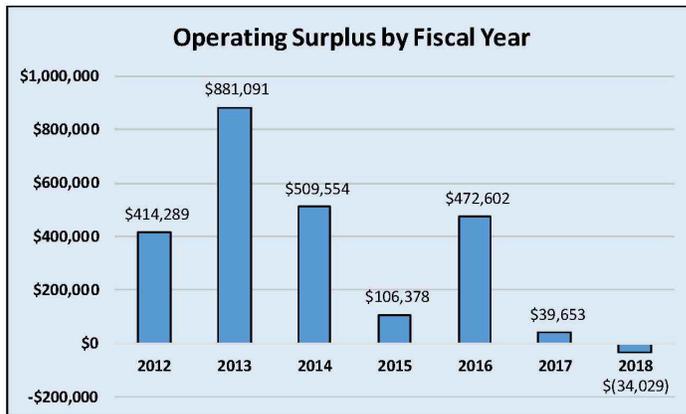
FY2018 Operating Results (Continued)

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, 2018 and with in-depth budget review, and continuous and detailed budgetary monitoring, the Town ended the fiscal year spending 98.46% of the originally adopted General Fund budget and 98.98% of the final General Fund budget. Budget remediation efforts approved by the Town Council in January 2018 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. The majority of the frozen capital was able to be released prior to year-end based on additional budget savings in various departments.

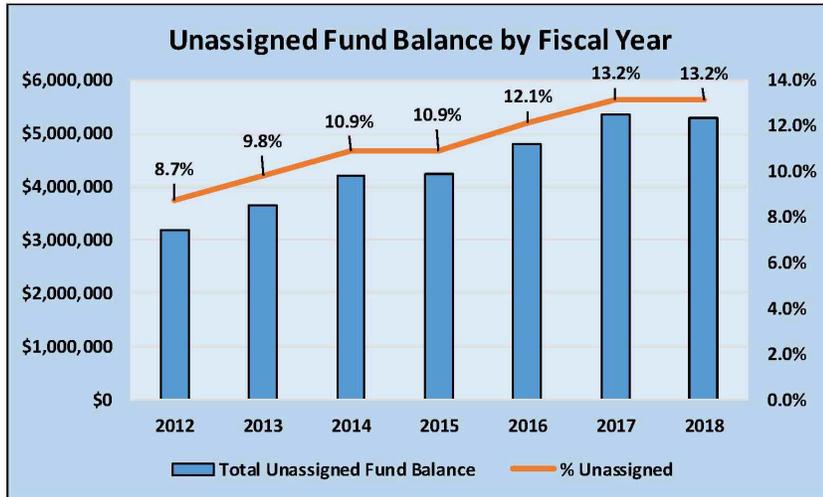
Budgetary operating results for fiscal year ended June 30, 2018 included a deficit of \$34,029. Comparison of General Fund operating results by year are as follows:



ACCOUNTING AND TREASURY DEPARTMENT

FY2018 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 2018, Coventry’s unassigned fund balance as a percentage of final 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:

<u>Fiscal Year Ended</u>	<u>Town Interest Earned</u>	<u>Fiscal Year Ended</u>	<u>Town Interest Earned</u>
2018	\$ 129,581	2012	\$ 45,070
2017	82,884	2012	61,888
2016	46,337	2011	59,097
2015	43,669	2010	61,184
2014	42,424	2009	106,855

ACCOUNTING AND TREASURY DEPARTMENT

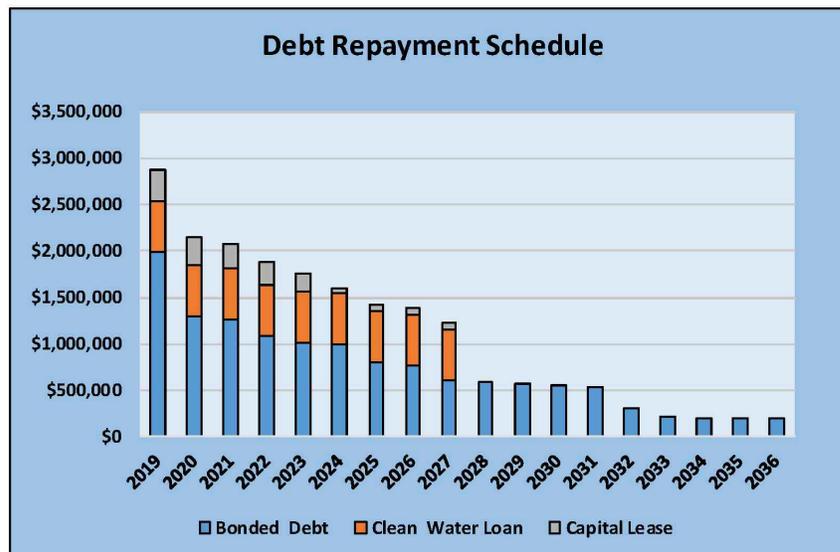
Debt Service

The Town issued one new capital lease in fiscal year 2018, for the purchase of a tanker truck for the fire department and a dump truck for the public works department. The year-year lease totaled \$548.5 thousand and has an interest rate of 3.25%. The Town's total lease liability as of June 30, 2018 was \$1.48 million dollars. This debt will mature through fiscal year 2027 and has interest rates ranging from 1.81% to 3.75%.

The Town has a clean water loan that was used for sewer installation in fiscal year 2009. This loan has a balance of \$4.54 million as of June 30, 2018. 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, 2018 was \$10.995 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

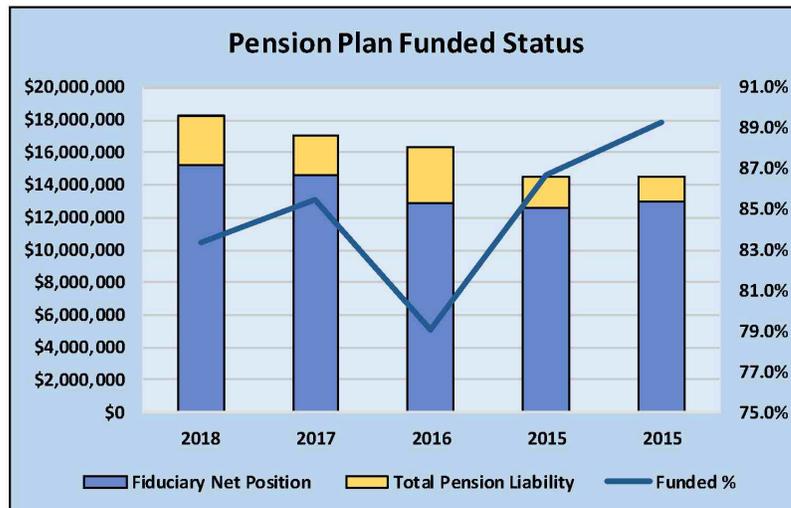
Pension – 860-742-3528

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, 2018, pension calculations were processed for 11 employees, (5 active, 3 early retirements, 2 deferred, and 1 disability).

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 6.81% for the year ended June 30, 2018. Historical earning trends are as follows:

<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
6.81%	13.15%	-0.37%	1.25%	15.71%

The Plan’s fiduciary net position as a percentage of total liability is 83.35% as of June 30, 2018. 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 2016 Grand List bills for Real Estate (6,361), Motor Vehicle (13,441) Personal Property (711), Supplemental Motor Vehicle (2,195), and COVRRRA (4,764) were printed, stuffed and mailed by an outside vendor. The Sewer Assessment (388) and Sewer Use (913) 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. A similar report is sent to DMV to release the hold on the registration once the taxes 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 January of delinquent properties that met the criteria for inclusion in a Tax Sale. The attorney notified nine property owners of the steps they needed to take to avoid having their properties sold at auction scheduled for June 29, 2018. As of May 30, 2018 seven 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. On July 1, 2017, we began processing credit card payments here at the counter. The online payment option 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 discuss 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 TreasurerDate Range:
7/01/2017 -
6/30/2018

Year	Real Estate	Motor Vehicle	Personal Property	M.V. Supplements	Total	Interest	Liens	Fees	Grand Total
2016	26,172,375.99	2,846,462.21	1,021,657.57	371,942.40	30,412,438.17	105,496.88	707.52	132.00	30,518,774.57
2016 *	25,013.83	0.00	0.00	0.00	25,013.83	201.13	0.00	0.00	25,214.96
2015	136,571.61	59,363.48	7,063.30	32,690.92	235,689.31	50,159.57	1,752.00	64.00	287,664.88
2015 *	1,014.78	0.00	0.00	0.00	1,014.78	197.88	24.00	0.00	1,236.66
2014	61,195.96	7,539.72	1,401.50	2,480.17	72,617.35	24,975.27	768.00	6.00	98,366.62
2013	21,756.47	0.00	0.00	0.00	21,756.47	10,937.40	360.00	0.00	33,053.87
2012	7,480.61	0.00	0.00	0.00	7,480.61	5,005.71	192.00	0.00	12,678.32
2011	3,156.26	0.00	0.00	0.00	3,156.26	1,987.78	120.00	0.00	5,264.04
2010	29.70	0.00	0.00	0.00	29.70	36.53	24.00	0.00	90.23
2009	29.24	0.00	0.00	0.00	29.24	77.87	24.00	0.00	131.11
2008	43.86	0.00	0.00	0.00	43.86	48.05	48.00	0.00	139.91
2007	29.21	0.00	0.00	0.00	29.21	51.70	24.00	0.00	104.91
2006	28.69	0.00	0.00	0.00	28.69	55.95	24.00	0.00	108.64
2005	28.00	0.00	0.00	0.00	28.00	2,518.05	24.00	0.00	2,570.05
2004	676.20	0.00	0.00	0.00	676.20	80.63	48.00	0.00	804.83
2003	33.44	0.00	0.00	0.00	33.44	83.27	24.00	0.00	140.71
2002	31.87	0.00	0.00	0.00	31.87	85.09	24.00	0.00	140.96
Suspense	26,429,495.72	2,913,365.41	1,030,122.37	407,113.49	30,780,096.99	201,998.76	4,187.52	202.00	30,986,485.27

Suspense Accounts

Year	Real Estate	Motor Vehicle	Personal Property	M.V. Supplements	Total	Interest	Liens	Fees	Grand Total
2013	0.00	4,569.05	166.83	274.39	5,010.27	3,066.77	0.00	0.00	8,077.04
2012	0.00	1,799.88	163.91	831.02	2,794.81	2,168.74	0.00	0.00	4,963.55
2011	0.00	527.85	101.64	182.66	812.15	708.24	0.00	0.00	1,520.39
2010	0.00	1,219.11	0.00	29.30	1,248.41	1,525.27	0.00	0.00	2,773.68
2009	0.00	0.00	0.00	187.20	187.20	234.17	0.00	0.00	421.37
2008	0.00	0.00	0.00	0.00	0.00	241.71	0.00	0.00	241.71
2007	0.00	164.33	0.00	111.77	276.10	451.32	0.00	0.00	727.42
2006	0.00	250.64	0.00	147.33	397.97	738.12	0.00	0.00	1,136.09
2005	0.00	199.81	0.00	175.25	375.06	384.85	0.00	0.00	759.91
2004	0.00	0.52	0.00	0.00	0.52	79.48	0.00	0.00	80.00
2003	0.00	0.00	211.80	0.00	211.80	489.25	0.00	0.00	701.05
Suspense	0.00	8,731.19	644.18	1,938.92	11,314.29	10,087.92	0.00	0.00	21,402.21

Year	Real Estate	Motor Vehicle	Personal Property	M.V. Supplements	Total	Interest	Liens	Fees	Grand Total
Grand Totals	26,429,495.72	2,922,096.60	1,030,766.55	409,052.41	30,791,411.28	212,086.68	4,187.52	202.00	31,007,887.48

2018 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 have contracted with Vision Government Solutions to assist the Assessor in the revaluation process. The request for proposal was sent out in May 2019 as a joint venture along with the Town of Mansfield. Both Towns signed the contract with Vision Government Solutions for a total cost to the Town of Coventry of \$91,363.06.

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 2017 Grand List indicates 6881 real property accounts, 743 personal property accounts, and 13,538 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. New home development has not slowed over the past year and has steadily increased this year compared to last and our office has completed approximately 591 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.

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

2017 Adjusted Grand List

Motor Vehicles	\$ 95,031,720
Personal Property	\$ 38,363,265
Real Estate	<u>\$832,173,150</u>
Totals	\$965,961,835

The difference in last year's grand list equates to a 1.47 percent increase over the prior year. This increase also includes any reductions to the Real Estate Grand List for properties that have crumbling foundations.



Fiscal Year 17/18

Elderly Applications Processed	121
Tax Deferrals/Credit	111
Additional Veterans Applications	43
Building Permits	591
New Dwellings	25
Certificate of Correction + Prorates	772
Transfers	518
Reports Filed State, Local	49
Motor Vehicle Priced (Regular)	13,538
Motor Vehicle Priced (Supplemental)	2,331
Personal Property Added	-2 from 2016
Farm, Forest, Open Space Applications	12
Disabled Applications Processed	74
Blind Applications Processed	0

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

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

The Elderly and Disabled program is for anyone over the age of 65 or over the age of 18 and totally disabled by social security. This is a state program and is income qualified. The filing dates are February 1st thru May 15th and the income limits change yearly so contact our office for further information regarding any of the above mentioned programs. The Town of Coventry also offers a local tax relief program which mirrors the income limits of the state benefit. The program changed 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. Crumbling foundations has become a top priority for this office. We have attempted to get any and all information out to the public, while also assisting them in any way we can. We have had 42 properties from when. The total reduction to the grand list is about \$2,750,000 up to date. We have seen increased traffic regarding this issue over the past year, and I expect that the number of property owners that file for the tax relief is going to increase. Below is the information regarding the State of Connecticut passed Substitute House Bill No. 5180 "AN ACT CONCERNING CONCRETE FOUNDATIONS".

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, 2018 Grand List is December 1, 2018. This Grand List will affect the July 2019 and January 2020 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 some issues with parcel mismatches and we still have automatic update to work for the map express website. The office is continuing to work and make progress on the mapping project we have 90 percent of the final maps printed. 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'Amico
Assessor
Town of Coventry

BOARD OF ASSESSMENT APPEALS

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

The Board of Assessment Appeals met on September 6, 2017 to hear appeals for motor vehicles on the 2016 Grand List. Board members present on both days were Joan Oros, Ronald Dextrateur, Mary Jo Lewis and Joyce C. Bonney. A total of five applications were received. Two people requested daytime appointments but the board could not accommodate their request. Of those five, four were reduced and one was denied. The total reduction for the September Board of Assessment Appeals was \$10,200.

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 24th and the 26th of March 2018 to hear appeals on the 2017 Grand List. Board members present on both days were Joan Oros, Ronald Dextrateur, Jillian Wood-Riczky, Mary Jo Lewis and Joyce C. Bonney. A total of 14 applications were received. Of those Fourteen, eleven were denied and the total reduction for the March Board of Assessment Appeals was \$29,910.

Respectfully submitted,

Joan Oros, Chairman
Board of Assessment Appeals



Image above: The Eastern Highlands Health District's Facebook page. The Town of Coventry is a member of this health district.

AGENCIES

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 2017-2018

- Board of Directors adoption of an operating budget of \$812,237 for FY 18/19, which is a 0.5% 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 a train the trainer program targeting first responders on NARCAN administration. They also developed and distributed a tri-fold brochure listing all treatment programs and service options in the region.
- With the passing of new legislation this past year, the State of Connecticut has adopted the FDA Food Code. Parts of the Code went into effect this past year, and eventually the entire code will apply to all restaurants state-wide. Over this fiscal year much has gone into preparing for this transition. This includes retraining field staff, informing and educating food establishments, and revising local policies. We look forward to continuing the important partnership we have with our area restaurants as we work together to implement this important change.
- We recently partnered with our sister agency the Northeast District Department of Health in an initiative to share an emergency public health program coordinator. In just a short time, our new coordinator has successfully re-engaged and expanded our Medical Reserve Corps unit by providing training opportunities, staffing MRC events, and promoting recruitment.
- Salient projects and initiatives in support of specific member towns include: Bolton Board of Education technical support regarding risk and control of suspected case of infectious illness; Coventry risk communication support regarding Coventry Lake Hydrilla treatment; technical support for Tolland in addressing elevated NaCl in wells; and, hosting private water supply well fairs in Chaplin and Ashford in partnership with DPH.
- Communicable disease control activities included review and follow up (as needed) of 1404 case reports; and, conducted 23 disease outbreak or individual case investigations.
- Main indicators for environmental health activity in Coventry include: 177 site inspections for septic systems; 59 septic permits issued; 29 well permits issued; 6 complaints investigated; 122 environmental samples taken for lab analysis; 210 food establishment inspections and other health inspections; 88 B100a building permit reviews; and, 181 test pits and perc tests.

Plans for FY 2018-2019

- Launch of public portal for web-based permit application and payment system
- Complete transition to FDA Food Code
- Update agency strategic plan
- Address the individual public health needs of member towns as they arise