



## ADMINISTRATION

*Above: Preparing for the 2012 Tree Lighting Ceremony at Coventry Town Hall.  
Photo by Laura Stone.*



# OFFICE OF THE TOWN CLERK



**Anne Lewis and Lori Tollmann, Assistant Town Clerks**



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, and recording, maintaining and security filming all land records and maps,. The office is also responsible for the registration of trade name certificates, liquor permits, Notary Public appointments and veteran's discharges and to assist in the administration of elections.



**Debra A. Giff**  
**Town Clerk**

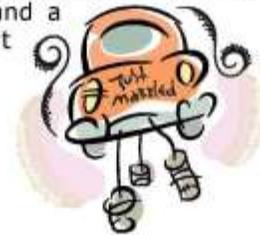
**One of the major responsibilities of the Town Clerk's office is the issuance and maintenance of vital statistics records. The indexing of these records is tracked on a calendar year rather than a fiscal year basis.**

**COVENTRY 2012 VITAL STATISTICS**

Births of residents occurring in other towns	109
Births in town	1
Marriage Licenses issued in Coventry	40
Marriage Licenses of residents issued by other towns	37
Deaths occurring in Coventry	24
Deaths of Coventry residents occurring in other towns	43
Fetal Deaths	1
Burial Permits/Cremation Permits	26

This office issues *Certified Copies of Vital Records* upon proper application. Accounted for by fiscal year, 358 copies were issued.

**MARRIAGE LICENSES:** May be applied for only in the town in which the ceremony is to be performed. Pre-marital blood tests are not required. Information and a worksheet are available for download from our website at [www.coventryct.org](http://www.coventryct.org).



**RABIES CLINIC:** Our twenty-ninth Annual Rabies Vaccination Clinic, in cooperation with the Connecticut Veterinary Medical Association, was held Saturday, May 4, 2013 at the Capt. Nathan Hale School. 1,350 flyers were prepared, printed, packaged and delivered to CGS, GHR and CNH for distribution to the students to take home to their parents. This year we included the Rabies Clinic announcement on the dog license renewal mailed to all dog owners of record. Thanks to a dog licensing program upgrade, we were able to print twice the number of notices per sheet of cardstock. We saved close to \$600 by combining the clinic and dog licensing on one notice.

Press Releases were issued to all local newspapers and announcements were made on Channel 13. Clinic information also appeared on the Town of Coventry website. **Eighty-four** cats and dogs were vaccinated during the 2 hour clinic. Volunteers donated their time to help make this low cost clinic a success. Volunteer certificate writers were Laura Stone and Lori Tollmann and Ellen Jamaitus. Madison Jamaitus performed traffic control. Susan Cyr, Town Clerk, acted as coordinator and collected the fees. Coventry resident, Wendy Ernst, DVM, volunteered her time as Clinic Veterinarian.

**Various licenses and permits issued by the Town Clerk's Office**

**DOG LICENSES:** Must be purchased when the dog is six months of age and annually thereafter during the month of June. If paid after June 30<sup>th</sup>, penalties of \$1.00 per month are due. New owners of dogs are required to license them immediately if the animal is six months of age or older. A valid rabies certificate is required at the time the license is purchased. The license is

valid from July 1<sup>st</sup> through June 30<sup>th</sup> of the following year. We prepared and mailed 1,724 license renewal notices to all dog owners of record this year.

**DOG LICENSES ISSUED:**

**FY 2012-2013**  
1,454 individual dogs  
12 kennel

**VETERAN'S DISCHARGES:** Must be on file by September 30<sup>th</sup> 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 2012-2013**  
30

**LIQUOR PERMITS:** Must be presented by the Permittee to the Town Clerk of the town where the business is located. The fee for filing is \$2.00 (CGS 30-53). The permit is receipted, signed and copied for filing. A certificate of revocation, suspension, or reinstatement must be sent by the Department of Consumer Protection to the Town Clerk to be attached to the copy of the permit on file.

**LIQUOR PERMITS FILED:**

**FY 2012-2013**  
15



**FISH & GAME LICENSES & PERMITS:** Valid for the calendar year, licenses, and most permits, may be purchased anytime during the year. For each new calendar year licenses become available for sale the preceding December.

**LICENSES & PERMITS ISSUED:**

**2012-2013**

Licenses	602
Pheasant Tags	9
Migratory Bird Stamp	11
HIP Permit	20
Hunting/Archery Permits	115



## **ELECTIONS AND PRIMARIES**

The Town Clerk's duties include assisting the Registrar of Voters in administering elections and primaries. The clerk is required to publish notice of party endorsements and warning of the primary and election in the newspaper; file 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 and official absentee ballots. The Clerk's office issues all absentee ballots, (regular, blank 90 day and 45 day, emergency and overseas) has complete charge of absentee ballot applications and is responsible to deliver absentee ballots to the Registrars of Voters on Election Day to be counted by sworn absentee ballot counters. During a Federal Election, the clerk is also in charge of issuing Presidential Ballot applications and Ballots to unregistered voters. This office registers voters in the absence of the Registrar of Voters. The Town Clerk receives and maintains election returns, official check lists and depository envelopes containing executed absentee ballots in accordance with Connecticut records retention law and notifies the Head Moderator when a close vote re-canvass must be conducted. Additionally, the clerk determines the maximum number of members of any political party who may be elected to a board.



**DEMOCRATIC & REPUBLICAN PRIMARY:** Simultaneous primaries were held August 14, 2012. Enrolled members of the Republican and Democratic parties, districts 1 & 2, voted in the Central Fire Station at 1755 Main Street. Candidates for nomination to the office of United States Senator, Representative in Congress 2<sup>nd</sup> Congressional District and Registrar of Voters were on the Republican ballot, while candidates for nomination to the office of United States Senator only appeared on the Democratic ballot.

The Clerks Office filed the list of offices to be filled with the Secretary of the State and prepared and published warnings of the primaries in The Chronicle on July 2<sup>nd</sup>. Sample ballots, official ballots, absentee ballots, manual tabulation sheets and moderator's returns were designed and printed in the Town Clerks Office. Due to Public Act 11-173, towns are not required to use Electronic Tabulators for primaries, elections and referendums and may use hand counted paper ballots when practical to do so. Because Memory cards and encoded ballots were not used, the town realized a substantial cost savings.

An affidavit certifying the number of ballots prepared for each primary, and a sample of each completed absentee and sample ballot were mailed July 10<sup>th</sup> to the Secretary of the State for approval. The day after the primaries the Clerk received the Official Returns from the Head Moderator, reviewed and certified them to the Secretary of the State.

The percentage of voter turnout for the primary was 30.4% Republican; 18.2% Democratic.

**STATE AND FEDERAL ELECTION:** As soon as the candidate's names became available after the primary, candidate lists, required to be sent with blank and overseas ballots, were prepared. By September 20<sup>th</sup>, blank ballots for which an application had been received from a registered elector temporarily living or traveling overseas and servicemen, spouses and dependents living within or outside the U.S. were mailed to the voter. Similarly, overseas ballots, for federal offices only, were sent to those unregistered citizens permanently residing outside the U.S. Pursuant to UOCAVA, Uniformed and Overseas Citizens Absentee Voting Act, 7 Blank and 4 Overseas ballot packets were transmitted electronically on September 20<sup>th</sup>. Once the voter writes the candidate's names of their choice onto the ballot, they drop the materials in the mail and return to us.

Pursuant to Public Act 11-46 "An Act Concerning the Integrity of Elections" the Registrars and Town Clerk jointly certified to the State of Connecticut the number of poll ballots that were ordered for each polling place. Due to a court action to determine which major party would be placed on the top line of the ballot, they could not be ordered until the court made the decision and the Secretary of the State provided the Order by Party for the ballot. The order in which

minor parties appeared on the ballot varied in some towns compared to the order that they appeared in the majority of the state. When the court finally ruled the ballot data entry spreadsheet and supply order was completed and emailed to Adkins Printers on Friday, September 28<sup>th</sup>. With regular full absentee ballots due to be available to voters on October 5<sup>th</sup>, we were concerned that the printer might not meet the deadline, but the ballots arrived early Monday morning October 1<sup>st</sup>. The printer worked through the weekend to ensure all contracted towns received their ballot orders in time.

Absentee ballot packets were prepared during the months of August and September as applications were received. When the printed absentee ballots arrived we simply added them to each packet and mailed to the applicants on time.

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



## **SUMMARY OF ORDINANCES ADOPTED**

**Ordinance**   **Ordinance Title**  
**Number 237**

**An Ordinance to Amend the Fee Schedule for Land Use Applications**

*(Effective July 6, 2012)*

The amended ordinance establishes an additional fee for applications requiring the publication of notice of a public hearing.

**Ordinance**   **Ordinance Title**  
**Number 238**

**Parks & Recreation Ordinance**

*(Effective January 12, 2013)*

The amended ordinance contains revisions to certain provisions of Chapter 70, Article II related to the establishment of the Parks and Recreation Commission and the appointment of its members. The amended ordinance also revises certain provisions of Article III related to the use of town parks and beaches. Finally, the amended ordinance creates a series of General Provisions and a set of Definitions.

**Ordinance**   **Ordinance Title**  
**Number 239**

**Hearing Procedure for Parking Violations Ordinance**

*(Effective June 3, 2013)*

The ordinance establishes a hearing procedure for the appeal and enforcement of violations of local parking ordinances and State of Connecticut parking laws enforceable by municipal authorities as well as the procedure for an appeal of the hearing officer's decision.

**Ordinance**   **Ordinance Title**  
**Number 240**

**Right to Farm Ordinance**

*(Effective June 25, 2013)*

The ordinance encourages, promotes and protects agriculture in the Town of Coventry.

## **BOARDS AND COMMISSIONS**

**Schedule of Meetings Annual Notice #33:** Sent to 30 active committees, boards & commissions & respective town staff liaisons on August 21, 2012, the packet contains information on the mandatory filing of each committee's schedule of meeting dates for the forthcoming calendar year. A review of the Connecticut General Statutes pertaining to public meetings, examples of the proper method of recording and filing minutes and available meeting room locations were included in the packet as well.

## **Boards & Commissions Directory**

The Town of Coventry has more than 25 active, elected or volunteer Boards & Commissions that hold regular meetings each month. One of the duties of the Town Clerk's Office is to maintain the Boards & Commissions Directory and present up-to-date information to the Town Council Steering Committee for review monthly. 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 membership of the Town Council from the requests that they receive from the registered voters of Coventry who are willing to serve their community on a town board or commission. When a new member is appointed to a Board or Commission by the Town Council, whether to a new committee or to fill a vacancy, we send a letter to notify the appointee of the place and time of the next meeting, contact information and expiration date of term. The appointees name, address, telephone number, email address and term expiration date is added to our current index, the "Boards & Commissions Directory" and to the "Appointed List" which is a permanent index. Cross reference information is kept in the permanent index regarding length of service, date of appointment and resignation, and who the appointee replaced or was replaced by. The Chairpersons of the appropriate committee and any staff members acting as liaisons to the committee are notified. Record books containing the appointments are updated.

When the term of a board member is due to expire, we send a form be completed and returned to the Town Clerk requesting that he or she indicate interest in reappointment. If the board member chooses to be reappointed, the statement of interest form is forwarded to the Town Council Steering Committee for recommendation and the cycle begins anew. Should the board member decide to resign, or not be reappointed at expiration of their term, a vacancy is created for which a new member must be sought. A list of vacancies on various boards & commissions, along with a summary description of each board, is available on the town's website and updated by the Town Clerk as changes occur.

PA 08-3 made changes to the posting requirements for minutes and agendas of public meetings. The provisions of The Freedom of Information Act required all public agencies to post all agendas and minutes on their Internet websites that are required to be available to the public and to do so within the existing time limits for filing with the town clerk. Although PA-171 repealed the requirement to post Boards & Commissions minutes on the Town's internet website effective October 1, 2010, we consider this to be a public service for our community and continue to do so. The Clerk's office currently posts agendas and minutes for:

- ❖ Ad-hoc Coventry Conservation Corp;
- ❖ Building Code Board of Appeals;
- ❖ Cemetery Commission;
- ❖ Energy Conservation/Alternative Energy Advisory Committee;
- ❖ Housing Authority;
- ❖ HUD Housing Rehab;
- ❖ Fair Housing Commission;
- ❖ Human Rights Commission;
- ❖ Veterans Memorial Commission.

Other remaining Boards and Commissions have affiliations with Town Departments. These departments post agendas & minutes on the website for their respective boards.

## Revenues & Disbursements

The Town Clerk 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:

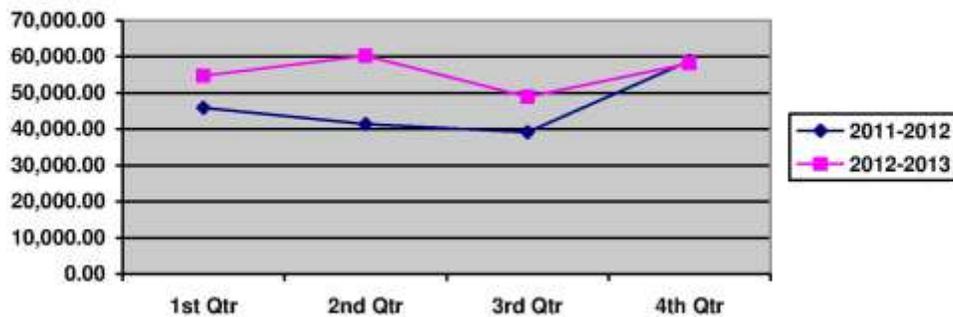
<b><u>RECEIPTS:</u></b>	<b><u>2012-13</u></b>
Recording Instruments	\$ 83,650.00 (3,007 Instruments, 76 maps)
Conveyance Tax	349,245.89
Vital Statistics	8,228.00
Copies of Town Records	16,285.50
Misc. (permits, postage, etc.)	1,212.00
Notary Fees & Filings	1,535.00
*PA -09-229 & PA 11-201	117,000.00
**PA-00-146	8,775.00
PA-490	11,285.00
Fish & Games Licenses	11,226.00
Dog Licenses	<u>14,083.50</u>
<b>Total</b>	<b>\$622,525.89</b>
<b><u>DISBURSEMENTS:</u></b>	
Cash Pool (Town Revenue)	\$221,974.23
State Treasurer (Fish & Game)	10,902.00
Special Dog Fund	12,620.00
ST Treasurer (Marriage)	665.00
**ST Treasurer PA-00-146	5,850.00
*ST Treasurer PA-11-201	105,300.00
Dept of Revenue (ST Conveyance)	<u>265,214.66</u>
<b>Total</b>	<b>\$622,525.89</b>

**\*PA 11-201:** 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". However, the registration is not actually filed in the land records but is maintained in a separate file. Prior law required a payment of \$100 to the municipality but now \$36 of the filing fee is combined and reported with Public Act 09-229 and is remitted to

the State of Connecticut. This fiscal year, the Clerk's office has collected \$117,000 of which \$11,700 has been added to the Town's Cash Pool (General Fund).

**\*\*PA 00-146:** Effective July 1, 2000, this Public Act requires the Town Clerk to receive a fee of \$3 for each document that is recorded in the town's land records. Two-thirds of the fees (\$2 of every \$3) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. One dollar of the fees is retained by the Town Clerk for preservation and management of historic records. These funds may not be used to supplant budgeted funds. This fiscal year \$8,775 was collected of which \$2,925 was retained by the clerk's office.

The chart below compares quarterly revenues retained by the Town which were collected by the Town Clerk's office for the last two fiscal years. Revenues for the 2011-2012 fiscal year totaled \$185,205.18; the 2012-2013 fiscal year totaled \$221,974.23. This is an increase of \$36,769.05.



## LEGISLATIVE UPDATES AFFECTING THE TOWN CLERKS OFFICE

**PA 12-29 An Act Concerning the Definition of "Notarial Act" - Effective October 1, 2012 - 3-94a to 3-95 - Defines terms including "Copy certification" means a notarial act in which a notary public is presented with an original document, copies or supervises the copying of such document, compares the original to the copy and certifies the copy is an accurate and complete reproduction of the original. A notary may not complete a copy certification if the original document presented is a vital record, a document that is required to be recorded by state of political subdivision, or is issued by a federal agency and federal law prohibits copying of such document.**

**PA 12-57 An Act Concerning Permanent Absentee Ballot Status for the Permanently Disabled - Effective January 1, 2013 - Any elector who is permanently physically disabled and files an application for an absentee ballot with a certification from a primary care provider shall be eligible for permanent absentee ballot status.**

**PA 12-187 An Act Concerning Recording Fees - Effective October 1, 2012 - 7-34a (a) Clarifies copy fees: Town Clerks shall receive, for a copy in any format of any document either recorded or filed in their offices, one dollar for each page or fractional part - removes "marginal notation of an assignment"; increases from \$1 to \$2 fee for assignments subsequent to the first two. 7-29 (b) Limits recording of multiple assignments to twenty on a single document.**

**PA 12-163 An Act Concerning Delayed Birth Registration - Effective October 1, 2012 - The Department of Public Health will create the birth certificate and transmit a copy to the registrar of the town where the birth occurred and to the registrar of the town where the mother resided at the time of the birth.**

**PA 12-193 An Act Increasing Penalties for Voter Intimidation and Interference - Effective July 1, 2012 - Increases penalties for violating certain election laws. Adds a provision on absentee voting to allow town clerks, registrars and staff to vote by absentee ballot.**

**PA 13-180 An Act Concerning Disclosure of Independent Expenditures and Changes to other Campaign Finance Laws and Election Laws - Effective from passage - The Bill makes various changes to election and campaign finance. Sec. 40 of the bill requires the word "Party" after the name of a political party on the ballot. Signed by Governor 6/18/13**

# HAPPENINGS

**Infodex Index Book Automation:** Info Quick Solutions (IQS) developed a method to automate the manual land record indexes which allows documents to be searched and retrieved without the expense of re-indexing. In September, grantor and grantee index books dating from 1885 through 1947 were sent for processing. By December all of the remaining indexes through June, 1983 had been processed and were searchable on-line as of January 29<sup>th</sup>. Indexes beginning with the year 1712 were added from existing microfilm. When searching on-line, clicking the Infodex tab allows the indexes to be viewed. The project was paid for by the Historic Documents Preservation Fund.

On September 27<sup>th</sup>, images of land record documents recorded from October, 2003 to date became available for viewing on the internet. Anyone may research the records for free by logging on to the IQS website at <http://www.searchiqs.com/Coventry.html>. Also, the site may be accessed by logging on to the Town of Coventry website at [www.coventryct.org](http://www.coventryct.org). From the Home Page, click on departments, town clerk and follow the land records link. No password is required. Copies of documents may be downloaded for a fee. Quarterly checks received for copies printed totaled \$430.86.

**Connecticut State Library FY 2013 Historic Document Preservation Grant #032-PC-13:**



Sent in blocks of approximately 100-200, the first of 628 land record maps left our office in November to be filmed, digitized and linked to the existing index. The project was completed in March utilizing grant funds received from the Connecticut State Library for Historic Preservation and Conservation. Our government records management vendor, Info Quick Solutions, performed the service.

**Historic Preservation Grant FY 2014:** March 11, 2013 our application was submitted to the Connecticut State Library for a \$4,000 preservation and conservation grant for the new fiscal year. We plan to digitize and link approximately 41,000 images from 116 land record books to the electronic index in order to improve access to public records. Info Quick Solutions, our current records management vendor, has been contracted to perform the backfile conversion.

**Electronic Document Recording:** The State of Connecticut Legislative Regulation Review Committee approved the Real Property Electronic Recording Regulation (e-recording) on March 26<sup>th</sup>. After minor technical changes were completed as recommended by the Legislative Commissioners Office, the approved regulation was filed with the Secretary of the State and became effective April 1, 2013 making Connecticut the 43<sup>rd</sup> state to commence electronic recording. Should the town decide to accept electronic recordings, the Town Clerk must implement in accordance with CGS Chapter 92a. Implementation is currently under review.

Presently, all documents may be recorded electronically with the exclusion of transfers of real estate which currently require an original Department of Revenue Services real estate conveyance return to be filed along with a separate check payable to the Commissioner of Revenue Services. D.R.S. is working on a solution.

The Town Clerk has served on the Real Property Electronic Recording Advisory Committee since 2009.

**Fiscal Year 2013-2014 Budget:** Preparation for the Town Clerk's department request began the first week in December. Many hours of evaluating and organizing data are required to compile a request which reflects the needs of the department. Every effort is made to deliver a responsible budget request which enables us to provide the many services for which we are statutorily charged. The Town Clerks Office request was submitted December 27<sup>th</sup>.

**Lori Tollmann, Assistant Town Clerk:** Lori attended the spring, **2013 Connecticut Town Clerks Association Conference** in Norwalk, Connecticut from April 3 – April 5. She participated in the accredited course entitled, **"Freedom of Information and Beyond"**. In recognition of completing the 4 hour course, she earned 2 credits toward Master Municipal Clerk certification.

On March 12, 2013 Lori participated in the Essential Records Course certified by FEMA. The Council of State Archivists awarded her a Certificate of Completion and classroom hours were accredited toward advanced certification.

The week of July 14 through 20, 2012, Lori attended the **New England Municipal Clerk's Institute & Academy** at Plymouth State University in New Hampshire on a scholarship. NEMCI is a three year Institute for Municipal Clerks to obtain Certified Municipal Clerk (CMC) Certification. The week long, intermediate level course covered topics related to professional administration, management, decision making, written communication, public speaking, parliamentary procedure and interpersonal communication. Lori earned a certificate of completion for year two, 42 hours, toward advanced certification. Three years of attendance is required for graduation.

**Tolland County Town Clerks Association:** Lori attended the February 13, 2013 Tolland County Town Clerks meeting. Topics of discussion were Electronic Recording legislation, electronic document delivery vendors and Connecticut State Library Historic Preservation Grant ideas. County officers were elected to serve from May 1, 2013 to April 30, 2015. The Town Clerk was re-elected County Treasurer and Lori was elected Assistant Treasurer.



Lori Tollmann, Assistant

Lori and the Town Clerk attended the April 10<sup>th</sup> and May 15<sup>th</sup> County Association meetings held at Willington Senior Center. Our county has been chosen to hosting the Connecticut Town Clerks Association Conference in Westbrook, CT in September. All details, registration, educational sessions, printing of programs, etc. must be arranged and coordinated with the venue. There will be additional meetings over the summer.

**Anne Lewis, Assistant Town Clerk:** For several months of the year Anne compiled the hundreds of maps that were sent to IQs for security filming and digitizing under the Historic Preservation grant funding. She ensured the comprehensive listing of all maps against the index before they were removed from the office. Anne took responsibility to verify the safe return of the maps and correct replacement to storage in the clerk's vault.



Susan J. Cyr, Town Clerk & Anne Lewis, Assistant

**Susan Cyr, Town Clerk:** The Town Clerk attended the **Connecticut Town Clerks Association 2012 Fall Conference** in Westbrook, CT from September 14 – 16. Agency presentations included speakers from the Freedom of Information Commission, State Elections Enforcement Commission, Department of Public Health, the State Library Public Records Administrator and the FBI.

Susan attended the **Pension Trustees Meetings** of February 5<sup>th</sup> and May 14<sup>th</sup> and acted as recording secretary. Pension Committee actions and recent retirement approvals were reviewed.

Susan participated in the **Info Quick Solutions Connecticut Users Meeting** on March 14, 2013 in Windsor, Connecticut. IQS conducts workshops periodically with the Town Clerks currently utilizing their records management system in an effort to improve efficiency, develop improved reporting capabilities, introduce and rollout program updates and gather user input. Dog Licensing Program changes were discussed and upgrades to the Absentee Ballot Program were presented. A representative from Simplifile, Brian Kilfoyle, conducted an electronic document recording demonstration using the IQS system.

On January 2, 2013 Susan joined the Town Manager and staff members from several town departments in a workshop entitled **"Achieving Excellence in Municipal Customer Service"** sponsored by the Connecticut Conference of Municipalities. Training, held at the Rockville Town Hall, was free of charge.

**Workers Safety Committee:** The Town Clerk, representing the Supervisors Union, attended the October 10, 2012 Workers Safety Committee meeting acting as recording secretary. The meetings are generally held quarterly to identify training needs, facilitate job related safety training, review Workers Compensation injury claims, develop and recommend guidelines, and support and offer wellness initiatives. The town clerk tendered her resignation to Beth Bauer indicating that it was time to step aside after many years of service. Susan has been a member since 2005.

★★★★★★★★★★

The backbone of a transparent and accountable government is good records management" - David S. Ferriero, Archivist of the United States.

★★★★★★★★★★

**Real Property Electronic Recording Advisory Committee:** Lori Tollmann, Assistant Town Clerk, attended the eRecording Meeting at the Van Block Facility, Connecticut State Library, in Hartford on February 7<sup>th</sup>, standing in for the Town Clerk. The committee is exploring how e-recording is operating in other states and attempting to set the standards to enable implementation in Connecticut. At this meeting, the committee reviewed revisions to the final draft of the regulations.

Electronic recording has been functioning in the United States for over 10 years now, currently 35 states are accepting recording in this manner.



## SUMMARY OF TOWN MEETINGS

### Special Town Meeting

January 22, 2013

To consider and take action on the following question pursuant to the provisions of Section 9-3(a) of the Town Charter:

"Shall the Town of Coventry approve the sale of the former Department of Public Works Facility located at 46 Bradbury Lane, Coventry, Connecticut to Earth Dynamics, LLC for \$40,000.00 in cash and \$20,000.00 in site improvements?"

Question Passed Unanimously by show of hands

### Annual Town Meeting

April 27, 2013



To consider and take action on the Town Council's recommendation for the 2013-2014 fiscal year appropriation of \$38,462,213, pursuant to Section 9-1 of the Town Charter, the final vote was adjourned by the Moderator to May 7, 2013.



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



To take action on the Town Council's recommendation for the FY 2014 Capital Improvement Plan and to authorize the Town Manager to make application pursuant to Title 7, Chapter 116b of the Connecticut General Statutes for funding of \$10,000 for Patriot's Park Improvements; \$20,000 for Miller Richardson improvements; \$10,000 for Creaser Park Improvements; \$10,000 Large Drainage Projects; \$40,000 for Large Bridge-Hop River; \$15,000 for Small Bridge/culverts; \$25,000 for Lake Gate Design Work, \$25,000 for Lisicke Basketball Court and \$25,000 for Coventry High School Softball Field Enhancement for a total of \$180,000. Voted in the affirmative.



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

May 7, 2013

### Adjourned Annual Town Meeting

"Shall the 2013-2014 fiscal year appropriation of \$38,462,213 be approved?" YES/NO

**Results:**                      **Yes**    707    **No**    692

Question Passed

**New Mil Rate Effective July 1, 2013 is 27.97 mils**



# REGISTRARS OF VOTERS

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

Coventry is in the 2<sup>nd</sup> Congressional District and is represented in the Connecticut State Legislature in the 8<sup>th</sup> General Assembly and the 35<sup>th</sup> Senate Districts.

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

Coventry has two voting districts. The First District for all November elections is at the George Hersey Robertson School, 227 Cross Street and for all other elections and referenda at the Central Fire Station, 1755 Main Street. The Second District for November elections is at the Coventry Grammar School, 3453 Main Street and for all other elections and referenda at the North Coventry Fire Station, 3427 Main Street.

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

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

This year 337 new voters were made. District 1 has a total of 3929 voters: Republicans 798, Democrats 1183, Unaffiliated 1919, other parties 29. District 2 has a total of 3759 voters: Republicans 799, Democrats 1115, Unaffiliated 1818, other parties 27.

New for the November election is same-day registration. It is done out of the Registrars' office in the Town Hall, not in the polling places. Only 5 people used it this year.

The website is up and running. This can be used by residents to see what elections, referenda and primaries are being held, and also you can find by where your street you will be voting. If they do not know the location of their polling places, they can find it by checking their street list on the website.

This year 174 new voters were made. District 1 has a total of 3911 voters: Republicans 800, Democrats 1163, Unaffiliated 1923, Other Parties 25. District 2 has a total of 3724 voters: Republicans 796, Democrats 1090, Unaffiliated 1817, Other Parties 21.

# ENERGY CONSERVATION/ALTERNATIVE ENERGY COMMITTEE

## **Purpose:**

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

## **Summary of the Committee Activities:**

- Research and assist in grants/financing options to Support Energy town wide Energy Efficiency Programs including:
  - Power purchase agreement (PPA) for Town DPW garage
  - Small Z-REC program (solar car ports, solar panels on firehouse)
- Provided Town Residents with the option to purchase electricity created in part with renewable energy sources
- Helped the Town earn CT Clean Energy Option points working with 3 Degrees and Community Energy
- Reviewed and made Recommendations on:
  - o Proposals for Solar Array on Town DPW Garage
  - o Energy Audit Proposals for Coventry Public Schools (ASHRAE Level 1 findings)
  - o Proposals for various LED lighting projects within the Coventry Public Schools and Town Buildings
  - o Proposals for Solar Car Ports at Police Station
  - o Hydroelectric project at Eagleville Dam
  - o Extension of natural gas piping into Coventry
  - o Purchasing a hybrid electric vehicle for the Town Manager
  - o Energy related performance contracting projects that might be feasible
  - o Energy conversion measures and infrastructure improvements for Town Buildings
  - o Coventry signing onto the Connecticut Communities 2.0 Clean Energy Community Pledge
- Supported and helped carry out the Solarize CT campaign in Coventry
  - o Committee members volunteered at tabling events and served as solar ambassadors
  - o Committee chair (Jenn Reilly) was Committee's representative to serve on Town Committee that evaluated, interviewed and selected solar contractor
  - o Committee chair participated in bi-weekly calls with CEFIA, Smart Power and Town staff during the Solarize campaign and reported back to Committee

- o Committee chair interviewed on Channel 13 with Encon representative
- Committee members kept current on state incentives available to Connecticut residents from the Clean Energy Finance and Investment Authority (CEFIA) to support town wide Energy Efficiency Programs including:
  - o Promoted Home Energy Solutions Audits
    - Committee members volunteered at tabling events at Coventry farmers market
  - o Promoted Commercial Solar Hot Water program
  - o Promoted Commercial Property Assessed Clean Energy (C-PACE) program
- Maintained the Energy Committee website and email to enable residents to interact with Committee
- The Committee bought two copies of the book, New Consumer Guide that Illuminates Home Energy Savings and two watt meters for the Town library for loan to residents
- Initiated and met with the Coventry Superintendent of Schools and the Administrative Council to help develop a open, working communication channel
  - o Developed a program to send notices home to parents through kids backpacks
  - o Presented to Middle School teachers on including energy related material in curriculum
  - o Identified several teachers that could be school energy champions and be point of contacts for programs that the Committee is working on
- Began formatting information to draft a Town Energy Policy
  - o Drafted an outline/mind map of ideas to include in energy policy
  - o Researched/spoke with other towns in CT
  - o Drafted an outline/mind map of ideas to include in energy policy
- Committee researched the U.S. Forest Service Wood Gasification program:
  - o Committee members (Matt Mullen & Paul Noel) worked with the Forest Service to get a preliminary feasibility study for the high school
- Committee members represented the Coventry Energy Committee at:
  - o The Northeast Regional Clean Energy Task Force workshop
  - o The Northeast State Task Force workshop
  - o The Connecticut Municipal Clean Energy Community workshop
  - o Clean Water Action meetings
  - o Solarize Coventry events (a member of the Committee was present at every Solarize event)
- The Energy Committee met 12 times during 7/1/2012 to 6/30/13