



## PUBLIC WORKS

*Above: At the commissioning ceremony for the Photovoltaic array at Coventry Public Works.  
Photo by Laura Stone.*



PUBLIC  
WORKS  
DEPARTMENT

ANNUAL REPORT

The year in pictures

FISCAL YEAR 12/13

# About us ...

<u>Job Title</u>	<u>Employee Name</u>	<u>Years of Service</u>
Director .....	David Gofstein .....	1
Supt. of Operations .....	Doug Reese .....	2
Administrative Secretary .....	Donna Wrubel.....	20
Lead Mechanic .....	Daniel Caron .....	30
Mechanic I .....	Erik Johansen .....	10
Mechanic's Helper .....	Robert Maxwell .....	8
Crew Leader-Facilities.....	Monica Bragdon.....	24
Facility Maintainer I .....	Michael Mangiafico .....	14
Public Works Maintainer I.....	Todd Rychling .....	12
Public Works Maintainer I.....	Dan Smith .....	<1
Crew Leader-Roads. ....	Clifton Labrec .....	27
Crew Leader-Roads .....	Charles Harakaly.....	15
Truck Driver.....	Gale Hoyt.....	30
Truck Driver.....	Richard Watts.....	24
Truck Driver.....	Rick Landry .....	Resigned
Public Works Maintainer I.....	John Hoffman.....	12
Public Works Maintainer I.....	Lee Davey .....	8
Transfer Station Op.....	John Remes .....	1
Town Engineer.....	Todd Penney .....	5
(Office at Town Hall, 1712 Main Street)		
WPCA Technician .....	Michael Ruef.....	4
(Office at Town Hall, 1712 Main Street)		

Facility Location: 100 Olsen Farm Road  
 Telephone: (860) 742-6588  
 Fax: (860) 742-5467

Business Hours: Monday – Friday 7:00 a.m. to 3:00 p.m.



It was a good winter for snow. We didn't get many storms, but when we got them, we got more than our share.



Somewhere west of Laramie, off in the distance is the Town Garage.



Our 75 Kilowatt solar panels have been brought on line. Right and below is the final commissioning to bring these units online and generating.



One of several small construction jobs, but by far the one that received the most attention was re grading, improving, and surfacing Babcock Hill Road Extension. This area was upgraded from a combination of dirt and gravel to bituminous asphalt concrete. Revising what dates back to the 1950's and decades of neglect of the drainage system was corrected.

Processes stone road base was added to existing materials, and evenly applied to the travel surface.



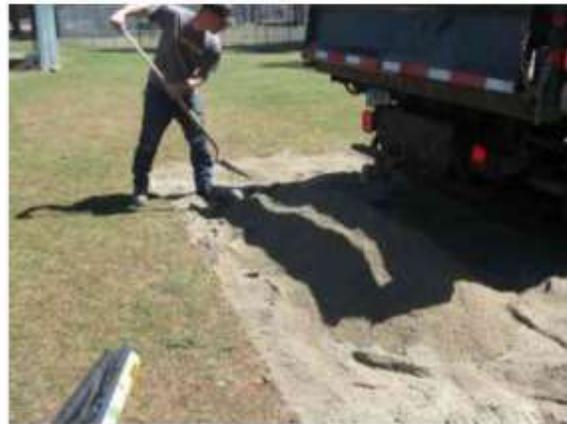
It was then carefully graded and compacted to form a new road base.



Both school and league athletic fields received all the grounds crew's attention in the beginning of the season.



Left, baseball base mounts were installed.



Right and below dugout, bleacher, and walkway areas have a stone dust base installed.





A walk behind mower is used on the initial cut of the season to train the grass to grow in an outward pattern.





Thanks to a wet winter, and a wet spring, and global climate, roadside mowing was problematic this year. We did the best with what we have; and hope to do better.





Staff forces overlay the Southern portion of Woodland Road.



In addition to maintaining the entire town's fleet of equipment, new Equipment was placed in serviced by the Fleet Services unit.



Left is our new custom built medium duty 4wd plow for the Lake District. One of the features designed specifically for this vehicle by the local International dealer and the Director of Public Works has become a regular production option for these trucks. In addition, the first Fisher snow plow designed specifically for International Terrastar 4wd chassis is installed on this truck.

This 16 foot fine cut rotary mower is one tool allowing us to not only manage our additional acreage, but do so with a superior cut.



Our Bobcat Toolcat, seen here with a rotary broom attachment, has proven invaluable in sidewalk snow removal with the snow blower attachment.



One of several regionally owned attachments that fit numerous machines we presently own is this rock picker, which is used in landscape preparation.

Public Works has acquired this 16 foot van at no cost. It will be up fitted as time permits as a tool truck. It has only 45,000 miles on it.



Another regionally numerous conditioner, which skinned baseball



owned attachment that fits machines we own is this soil conditioner, which will make short work of fields in the spring of 2015.

Silver Street, and northwest portions of South Street were reclaimed, regarded, and overlaid with new bituminous concrete. Center and edge line striping with 10 foot traffic lanes, a proven traffic calming technique, was utilized in the project.



## Shorts

If you look carefully, you'll see a climber updating the radio/data link to the town hall.



Maintainer Dan Smith graduates from the UCONN Public Works Academy.



Sans mounted equipment, our new Lake District truck arrives at the dealership for inspection and acceptance.

Just another day  
beach season  
the areas.



at the beach. Daily during the summer  
before opening, our staff rake and dress



Behind the scenes, staff make sure fields are prepared  
based upon schedules provided by various users

One of the first games played at  
the new Miller Richardson field  
football complex.





Rich Watts hand fairs in a transitions on a curb replacement job.

Catch Basin structural repair and top replacement at one of the schools.



Lee Davey takes a minute to gather his thoughts prior to going back in the catch basin he is building.



Longtime employee Monica Bragdon was promoted this year from Facility Maintainer II to Crew Leader-Facilities. Monica has worked for the town since 1988. Here she is overseeing subfloor repair in one of the town's buildings.





Chip seal and crack filling roadway surface preservation was performed in the Geraldine and Cassidy Hill subdivision area.





As usual, there is always ditch and tree work to be done.



Our installation of automated trash tipper carts in the parks has been a resounding success. Credit goes to our combination Office Manager and COVRRRA Administrator Donna Wrubel, who implemented this project.





Like Coventry, England,  
the sun never sets  
over Coventry, Connecticut.....

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

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

Our Permit Technicians are Brigit Tanganelli and Heidi Leech. Please welcome Heidi, our new addition to the Land Use family, when you are in the town hall. Heidi joined us in October after working 5 years for Fuss & O'Neil, so she brings a wealth of Land Use knowledge to her position here at Town Hall. Brigit Tanganelli is still 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-seven (27) permits for both single family dwellings and completion of dwelling units in the Kenyon Falls Condominium project have kept the department busy this year. Many of our surrounding towns experienced little to no new construction activity.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2012-2013 FISCAL YEAR</b>	
<b><u>ADDRESS</u></b>	<b><u>DATE</u></b>
237 Woodland Rd	7/1/2012
28 Armstrong Rd Unit C-13	7/2/2012
578 Old Tolland Tpk	7/11/2012
1010 Cedar Swamp Rd	7/18/2012
71 Willow Glen Unit #2	7/26/2012
648 BREWSTER ST	8/14/2012
28 ARMSTRONG C-28	8/15/2012
597 STONEHOUSE RD	8/29/2012
119 WOODLAND RD	9/20/2012
7 MILL RACE	10/10/2012
77 SHORE DR	10/23/2012
60 BELLEVUE DR	11/7/2012
28 ARMSTRONG C-22	11/8/2012
1040 CEDAR SWAMP RD	11/8/2012
50 BUNKER HILL RD	11/29/2012
591 STONEHOUSE RD	12/17/2012
202 HANNAH LN	12/27/2012
342 HANNAH LN	1/3/2013
40 STANDISH RD	1/8/2013
28 ARMSTRONG UNIT B-9	1/31/2013
29 APPIAN WAY	3/1/2013
707 BABCOCK HILL RD	3/6/2013
28 ARMSTRONG UNIT C-27	3/26/2013
1020 CEDAR SWAMP RD	3/26/2013
28 ARMSTRONG RD Unit C-19	4/10/2013
610 BUNKER HILL RD	4/15/2013
167 WINDSWEPT WAY	4/29/2013

### **COMMERCIAL PROJECTS**

- Construction of a deck, patio, and enclosed sun porch at Lakeview Restaurant 50 Lake St.
- Reid's Grill and Creamery addition and grand opening at 1384 Main St.
- Commercial space modified and remodeled to create apartments at 16 Lake St.
- Dunkin Donuts interior remodel and exterior modifications of the drive thru at 3516 Main St.
- Cell Tower antenna work at multiple locations
- Construction of two (2) sheds for Beebe Electric at 1011 Main St.
- Construction of a new entry way at Teleflex at 1295 Main St.

### **TOWN PROJECTS**

- Lighting of Coventry High School football field
- 2 new dugouts at Coventry High School softball fields
- New storage shed and viewing platform along with 3 new scoreboard signs were erected at Miller Richardson
- Renovations to the Caretakers House at 124 Lake St
- The installation of a photovoltaic solar system at the Public Works facility on Olsen Farms Rd.

### **SEWER PROJECT**

A total of two (2) venting inspections were approved for sewer connection work to proceed. Many of these connections required new drainage in basement and crawl spaces.

### **BLIGHT INSPECTIONS**

Blight meetings have been attended monthly, along with site visits and notifications sent out. 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 527

### **INSPECTIONS**

The Building Official and Assistant Building Official conducted 1568 inspections.

### **CONTINUING EDUCATION**

The Building Official completed twenty-eight (28) hours of continuing education towards a new 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 84 on-line permits.

<b><u>COVENTRY PERMITS</u></b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
	<b>ANNUAL TOTALS</b>				
	17	29	24	18	25
	30	29	24	23	24
	0	5	2	0	4
	36	13	11	6	8
	0	2	0	0	0
	6	13	12	2	1
	33	30	20	20	16
	14	15	18	10	4
	40	39	37	47	27
	31	37	34	32	21
	7	8	24	11	19
	26	14	7	10	7
	108	55	50	55	49
	14	38	97	51	57
	174	197	158	145	129
	73	94	81	41	44
	138	157	118	143	149
	180	184	138	186	205
	897	934	855	800	789
	\$9,919,607	\$12,935,341	\$12,735,401	\$13,623,161	\$10,154,351
	\$133,237	\$175,516	\$127,392	\$134,461	\$130,736
	176	200	194	168	144
	\$10,325	\$1,250	\$11,500	\$9,360	\$8,625
	207	188	230	400	453
	33	21	27	14	27
<b><u>C/O's - Other</u></b>	145	127	86	40	47

**COVENTRY CEMETERY COMMISSION**  
**Annual Report**  
**July 1, 2012-June 30, 2013**

**Cemetery Commission Members**

Sherry Chapman, Chair  
Deborah Blakeley  
Thomas Boudreau, Secretary  
Linda Pagliuco  
Anne Claudine Vieten  
**Treasurer** Beth Bauer



**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 function of the Cemetery Commission is to 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 to them.

**Summary of Service and Highlights**

- The Commission established a self-guided walking tour and in Grant Hill Cemetery and designed an accompanying brochure.
- The Commission installed an entrance sign at Grant Hill Cemetery.
- The Commission held a monument-cleaning workshop at Grant Hill Cemetery that was open to the public.
- The Commission submitted the Nathan Hale Cemetery self-guided walking tour as one of the official *Walktober* events to be held in October.
- The Commission continued with its multi-phase expansion plan for Coventry Cemetery.
- The Commission established a Facebook page.
- The Commission sold a total of nine lots, and oversaw eight full burials and three cremation burials.
- The Commission oversaw the repair of two ancient headstones.
- Anne Claudine Vieten was appointed as a new member of the Commission.
- The Commission oversaw general landscape and maintenance in all town-managed cemeteries.

