



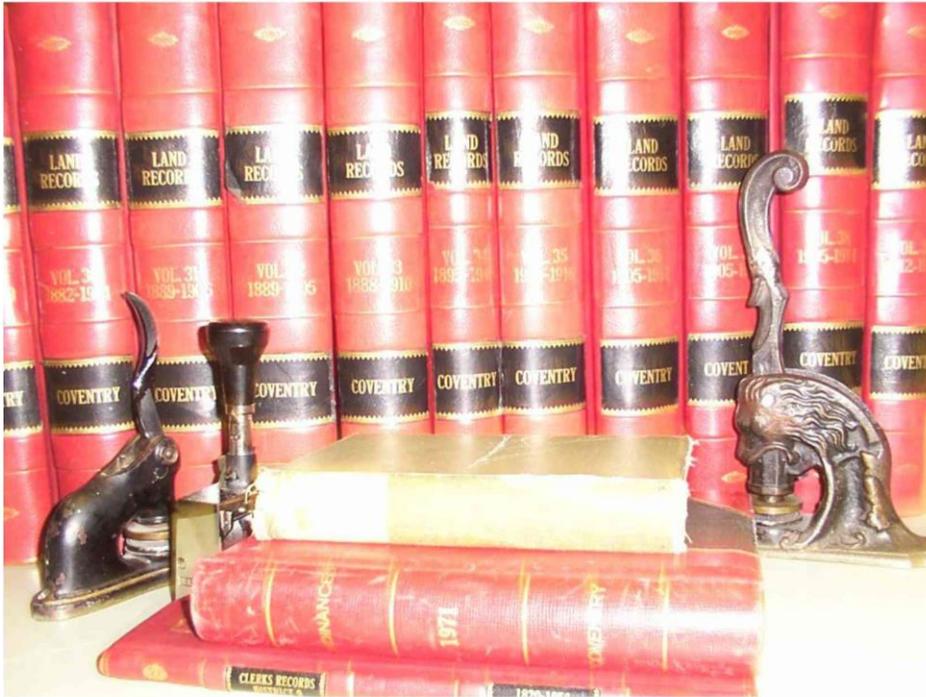
## ADMINISTRATION

*Above: Historical sign at Coventry Town Hall.  
Photo by Laura Stone.*



*FROM THE  
OFFICE OF  
THE 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, and 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.



**Susan A. Gyn**  
**Town Clerk**

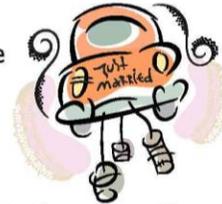
**One of the major responsibilities of the Town Clerk's office is the issuance and maintenance of vital statistics records. The indexing of these records is tracked on a calendar year, rather than a fiscal year, basis.**

**COVENTRY 2013 VITAL STATISTICS**

Births of residents occurring in other towns	95
Births in town	1
Marriage Licenses issued in Coventry	31
Marriage Licenses of residents issued by other towns	39
Deaths occurring in Coventry	29
Deaths of Coventry residents occurring in other towns	45
Fetal Deaths	0
Burial Permits/Cremation Permits	38

This office issues *Certified Copies of Vital Records* upon proper application. This fiscal year, 408 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 thirtieth Annual Rabies Vaccination Clinic, in cooperation with the Connecticut Veterinary Medical Association, was held Saturday, May 17, 2014 at the Capt. Nathan Hale School. 1,149 flyers were prepared, printed, packaged and delivered to CGS, GHR and CNH for distribution to the students to take home. Rabies Clinic information was included on the dog license renewal mailed in May to all dog owners of record.

Press Releases were issued to all local newspapers and the clinic was announced on Channel 13. Clinic information also appeared on the Town of Coventry website. **Seventy-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 Nicole Boutot, Brooke Manning, Laura Stone and Lori Tollmann. Susan Cyr, Town Clerk, acted as coordinator and collected the fees. Coventry resident, Wendy Ernst, DVM, volunteered her time as Clinic Veterinarian.

**Other 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.

To encourage timely licensing in June, town employees donated dog supplies and treats to create a Dog Gift Basket. Each dog owner could enter one dog tag number in the raffle box. Town Clerk staff entered a tag number for each mail in renewal. The winning number will be drawn by John Chipman, Animal Control Officer, in July. Thank you to all who donated.

**DOG LICENSES ISSUED:**

**FY 2013-2014**  
1,533 individual dogs  
13 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 2013-2014**

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**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 2013-2014**

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**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:** **2013-2014**

Licenses	539
Pheasant Tags	4
Migratory Bird Stamp	15
HIP Permit	17
Hunting/Archery Permits	103



## **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 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. During a Federal Election, the clerk is also in charge of issuing Presidential Ballot applications and Ballots to unregistered former residents of Coventry. 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.



**MUNICIPAL ELECTION 2013:** The Municipal Election process began in April, 2013 when the Town Clerk submitted the "List of Offices to be Filled" to the Secretary of the State's Office as required by CGS 9-254. Upon return receipt of the filing in May, letters were sent to the chairman of the town committee of each major party along with a copy of the list. The letter reminded the Chairman of the dates within which endorsements for municipal offices must be certified to the Town Clerk. Certifications of party endorsed candidates were received in July and the Town Clerk published legal notices of receipt of the party endorsements on July 25<sup>th</sup>. On September 9<sup>th</sup> the Town Clerk furnished a list of candidates to the Registrar of Voters for the Ballot Lottery conducted on September 11<sup>th</sup>. The Town Clerk prepared and certified the "List of Nominees for Municipal Office" pursuant to CGS 9-461, and sent to the Secretary of the State on September 12<sup>th</sup> along with the certification of the number of ballots to be ordered for the election for each district. On September 13<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 along with a list of offices and candidates. The layout of the ballot, and the ballot and supplies order was prepared by the Clerk and jointly approved with the Registrars of voters on September 18<sup>th</sup>. After approval of the ballot by the Secretary of the State, 1800 ballots for each polling place and 150 absentee ballots were ordered. The Clerk published the legal notice on October 21, 2013.

Absentee ballot packets were prepared during the month of September as applications were received. When the printed absentee ballots arrived we simply added them to each packet.

On November 5, 2013, eligible voters for the Town of Coventry cast their vote for candidates for the election to the offices of Town Council, Board of Education, Board of Assessment Appeals, Zoning Board of Appeals and Zoning Board of Appeals Alternates. Town wide voter turnout was 27%. Of the 7,620 registered voters in Coventry, 2,019 voted at the polls and 49 absentee ballots were cast. Two candidates waived their right to a recount due to a very close number of votes for the final remaining seat on the Town Council. The Town Clerk administered the oath of office to the Town Council members at the Inauguration and certified the election results to the Secretary of the State on November 6, 2014.

This was the first election which permitted individuals to register to vote on Election Day and cast an absentee ballot. There were 5 ballots cast and counted. Also, for the first time, Public Act 12-57, "An Act Concerning Permanent Absentee Ballot Status" for the permanently disabled became effective. Any elector who is permanently physically disabled and who files an application for an absentee ballot along with a certification from a primary care provider is eligible for permanent absentee ballot status. We posted information and instructions on the Town of Coventry website at [www.coventryct.org](http://www.coventryct.org). Currently one voter is taking advantage of this service.



## **SUMMARY OF ORDINANCES ADOPTED**

**Ordinance**   **Ordinance Title**  
**Number 241**

**An Ordinance Creating the Coventry Municipal Flood and Erosion Control Board**

*(Effective November 7, 2013)*

The ordinance establishes a Flood and Erosion Control Board pursuant to Sections 25-84 to 25-94 of the Connecticut General Statutes.

**Ordinance**   **Ordinance Title**  
**Number 242**

**Dual Chairmanship Ordinance**

*(Effective January 25, 2014)*

The adopted ordinance prevents any individual from being appointed as the Chairman of more than one standing municipal office, board, committee, agency, authority or commission.

**Ordinance**   **Ordinance Title**  
**Number 243**

**Amended Parking Ordinance**

*(Effective March 5, 2014)*

The Town Council adopted revisions to the Town's Parking Ordinance. This ordinance modifies and expands upon acts which comprise parking violations and revises fines and penalties for violations.

**Ordinance**   **Ordinance Title**  
**Number 244**

**Ordinance Withdrawing from the Windham Region Council of Governments as of June 30, 2014 and Joining the Capitol Region Council of Governments as of July 1, 2014.**

*(Effective March 29, 2014)*

**Ordinance**   **Ordinance Title**  
**Number 245**

**Repeal of Ordinance #197 as of July 1, 2014**

*(Effective March 29, 2014)*

In conjunction with withdrawing from WINCOG and joining CRCOG, Ordinance #197, which established the Town's membership with the Windham Region Council of Governments, was repealed.



## **BOARDS AND COMMISSIONS**

**Schedule of Meetings Annual Notice #33:** Sent to 39 active committees, boards & commissions & respective town staff liaisons on August 20, 2013, the packet contains information on the mandatory filing of each committee's schedule of meeting dates for the upcoming 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 23 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** so as to 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 program we are using, although useful, is somewhat archaic. Duplicate entries must be made in several areas of the program to complete an update to the Boards Directory and the history of the town's boards. A more progressive system should be explored to adequately manage the many active boards of the Town.

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 desire 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 if there is 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 to the full council and the cycle begins anew. Should the board member decide to resign, or not be reappointed at the 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;
- ❖ Fair Housing Commission;
- ❖ Housing Authority;
- ❖ HUD Housing Rehab;
- ❖ 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:

RECEIPTS	2013-2014
Documents & Maps Recorded	\$73,064.00 2,552 documents and 38 maps
Conveyance Tax	424,266.52
Vital Statistics	9,184.00
Copies of Town Records	14,284.81
Miscellaneous Permits, Trade Names, Postage, etc.	543.31
Notary	2,611.00
PA 05-228, 11-201, 09-229 & 13-247	132,276.00
PA 00-146	6,051.00
PA-490 Farm, Open Space & Forest	2,500.00
Fish & Game Licenses	10,411.00
Dog Licenses	15,011.50
<b>TOTAL</b>	<b>\$690,203.14</b>

DISBURSEMENTS	2013-2014
Town Revenue	\$221,581.52
State – Fish & Game	10,131.00
Special Dog Fund	13,462.00
State – Marriage Fees	589.00
**State PA 00-146	4,034.00
*State – PA 05-228, 11-201, 09-229 & 13-247	121,898.00
State Conveyance Tax	318,507.62
<b>TOTAL</b>	<b>\$690,203.14</b>

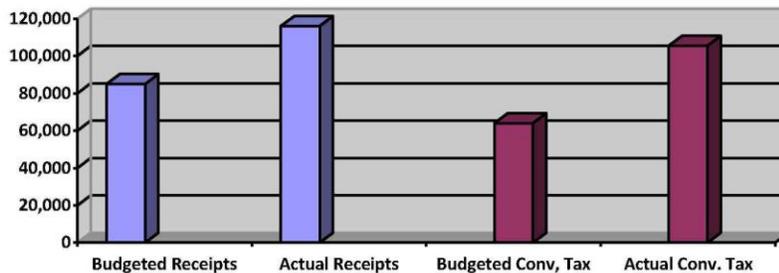
\*Public Act 05-228, which became effective October 1, 2005, required the Town Clerk to collect an additional \$30 fee for each document recorded in the town's land records. The State of Connecticut received \$26 of this fee to fund affordable housing development and farmland, open space and historic 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. This fiscal year, the Clerk's office has collected \$132,276 of which \$121,898 was disbursed to the State.

\*\*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. This fiscal year \$6,051 was collected of which \$2,037 was retained by the clerk's office for historic preservation.



**The Chart below is a comparison of budgeted revenue figures and actual revenues received**



## LEGISLATIVE UPDATES AFFECTING THE TOWN CLERKS OFFICE

**PA 12-56 An Act Concerning Voting Rights - *Effective July 1, 2013*** – Makes changes to various election laws affecting voter registration, voting and the statewide centralized voter registration system. The Election Day process allows eligible people to register to vote and cast a ballot on Election Day, establishes specific Election Day Registration procedures and eliminates the use of presidential ballots by current state residents as they may vote under the act's provisions instead. EDR applies only to the General Election Day and does not apply to a primary, special election, town committee primary or referendum.

**PA 13-142 An Act Concerning Birth Certificates for Homeless Youth –*Effective October 1, 2013*** – Allows certified homeless youth and emancipated minors to access or receive their birth certificates. Accompanied by the person certifying him/her as homeless, the youth must present a written request in person to the Town Clerk's Office in either the town where birth occurred, or the town where the mother resided at the time of the birth, or a town in the state with access to the electronic vital records system or the Department of Public Health. The person certifying and the homeless youth need to present sufficient identifying information.

**PA 13-247 An Act Implementing Provisions of the State Budget for the Biennium Ending June 20, 2015 - *Effective July 15, 2013*** – Increases the fees a "nominee of a mortgage" (currently only Mortgage Electronic Registration Systems) must pay when recording certain documents and specifies how the fee revenue must be allocated based on the type of document. Generally the fees increased from \$53 to \$159 for the first page of MERS documents.

**PA 12-295 Delivery of Absentee Ballot– *Effective July 1, 2013*** – Town Clerks may deliver absentee ballots to the Registrars of Voters on Election Day at a time mutually agreed upon, provided that all ballots are delivered by 8:00 p.m. for counting.

**PA 13-296 An Act Concerning Amended Election Returns – *Effective January 1, 2014*** – Requires that the head moderator, registrar of voters and town clerk of any town divided into voting districts identify any errors not later than seven days following an election and requires the head moderator to correct the errors and file an amended election return within fourteen days.

**PA 14-133 Access to Birth Certificates – *Effective July 1, 2015*** – Changes accessibility to birth certificates for adopted persons.

**PA 14-146 An Act Concerning the Administration of Oaths and the Validation of Certain Marriages – *Effective from passage – signed by the Governor June 6, 2014*** – Provides the chief elected official of a municipality with the authority to administer oaths. Also, the new law validates marriages performed by unauthorized justices of the peace or those occurring in a town other than the town in which such marriage took place or where either party resided at the time of the license application.

# HAPPENINGS

**Maps Security Microfilmed and Digitized:** During the month of October, eighty-seven land record maps were sent to our land records vendor, IQS, to be security filmed, digitized and uploaded to the land record index. Maps are available to view electronically in the Town Clerk's office and on line.

**Historic Document Preservation Grant FY 2015:** We made application for a Cycle 1 Targeted Grant on April 23, 2014 in the amount of \$5,000 in the Storage and Facilities category. If approved, the funds will be utilized to purchase 2 secure locking cabinets for confidential vitals storage.



**Connecticut State Library FY 2014 Historic Preservation Grant No. 032-OI-14:** We received approval of our application for a \$4,000 preservation and conservation grant from the Connecticut State Library on July 12, 2013. The funds were used to digitize and link approximately 41,000 images from 116 land record books to the existing electronic index in order to improve access to public records. Info Quick Solutions, our records management vendor, custodian of the security microfilm, performed the backfile conversion. Images became available for viewing the first week in October, 2013.

**Electronic Document Recording:** The State of Connecticut Legislative Regulation Review Committee approved the Real Property Electronic Recording Regulation (e-recording) on March 26, 2013. The Town Clerk drafted an electronic recording agreement and business operating procedures and submitted the documents to the Town Attorney for review last fall. In March, 2014, the agreements were executed by three electronic recording delivery agents, Simplifile, eRecording Partners Network and Corporation Service Company.

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

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

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

Our first electronic land record filing was received and processed on April 17, 2014. Each day we receive a summary report by email from the delivery agent showing the recording fees which have been electronically deposited to the Town's account. We provide that report to the Accounting Office for reconciliation. Our land records vendor, IQS, is currently partnered with the delivery agents and has processed electronic recording in other states for many years. There is no cost to the Town. Property transfers cannot be processed currently as the State of Connecticut Department of Revenue Services is not ready to accept real estate conveyances taxes electronically.

The Town Clerk served as a member of the committee that drafted the electronic recording regulations. This is an exciting advancement in the way business is done.

**Fiscal Year 2014-2015 Budget:** The budget preparation process began in November. Gathering, computing, evaluating and organizing the information necessary to make an appropriate request is extremely involved and time consuming. Considerable time and energy is put forth to compile accurate data which reflects this office's needs in order to provide the many services for which we are statutorily charged. Every effort is made to deliver a responsible budget request. The Town Clerk's departmental request was submitted December 19<sup>th</sup>.

**Special Taxing Districts:** On May 13, 2014 notices were prepared and mailed to the Officials of all 11 Special Taxing Districts in Coventry requesting updated financial and annual reports as required by Section 7-325(c) and 7-392 of the Connecticut General Statutes.

**Lori Tollmann, Assistant Town Clerk:** Lori attended the **Fall, 2013 Connecticut Town Clerks Association Conference** in Westbrook, CT from September 11 – 13, 2013. She was awarded 3 points towards advanced certification. The Tolland County Town Clerks Association hosted the conference. Our very own hometown Fog Hollow Art Studio donated 3 wonderful items for the raffle; an 11 x 14 original "Itaglio Print" of 2 rabbits; a pen & ink "Father's Day II" print of ties; and a gift certificate for an animal portrait. Lori delivered the invocation at the luncheon.



Agency presentations included speakers from the Department of Public Health, Vital Statistics Division and the FBI. Town Clerk panels discussed:

- Sovereign Citizens – Adverse Possession
- Foreclosed Property Registration
- Connecticut Town Clerks Association Website Review
- Newly Enacted Legislation
- Absentee Ballot Process
- eRecording Implementation

The week of July 13 through 19, 2013, **Lori** attended the New England Municipal Clerks' Institute & Academy at Plymouth State University in Plymouth, New Hampshire. The week long course covered topics related to leadership management, public speaking, parliamentary procedures, ethics, freedom of information, computer lab, budget presentation, group dynamics and handling emotions in the workplace. **Lori** earned a certificate for completion of her third year toward advanced certification and graduated from the institute. Three years attendance is required for graduation. A total of 110 points is required (50 education points & 60 experience points) for Certified Municipal Clerk (CMC) designation. Congratulations to Lori on achieving her CMC status on October 7, 2013.

On March 13, 2014 **Lori** administered the oath of office to Coventry's newest police officer, Mark Samsel, at a ceremony held at the Coventry Police Station.

**Lori** attended Basic Excel training presented by the Connecticut Town Clerks Association & Center for Public Policy & Social Research at Central Connecticut State University on March 28<sup>th</sup>. The introductory course awarded 3 points towards the total of 6 needed annually to maintain Certified Municipal Clerk (CMC) status.



**Tolland County Town Clerks Association:** **Lori Tollmann, Brooke Manning** and **Susan Cyr** attended the Tolland County Town Clerk's Association meeting held at Hilltop Restaurant in Willington on June 11<sup>th</sup>. The President of the Connecticut Town Clerk's Association, Joyce Mascena, was the guest speaker. She provided updates to the group regarding proposed statewide access to all Connecticut towns' land records hosted by a single provider.

**Anne Lewis, Assistant Town Clerk:** Anne retired on November 14, 2013 after 7 ½ years of excellent service to the Town of Coventry. Her performance was outstanding and she is truly missed.

**Brooke Manning, Assistant Town Clerk:** **Brooke Manning** joined our office December 2, 2013 as an Assistant Town Clerk to fill the vacancy created by the retirement of Anne Lewis. She attended Certified Municipal Clerk Institute School for Connecticut Town Clerks on Monday, December 9, 2013 at the Central Connecticut State University for the first of 5 courses required to achieve Certified Connecticut Town Clerk designation. The course entitled 'Other Duties' awarded 6 hours towards the certification requirement. Additional classroom training in Municipal Records Management, Elections, Land Records, Vital Statistics and 2 years on the job experience are mandatory to sit for the State exam. She is very enthusiastic, exhibits excellent customer service, and is a good fit for our office climate.

**Brooke** has been working on a Vitals indexing and scanning project to add birth, death and marriage certificates to our database. She is working backwards from January 1, 2012, which is the date we initially implemented this procedure for all vital records upon receipt. Certified copies of the records are issued electronically which eliminates handling of the original books and certificates. The result is that damage to the records is reduced and the customer is served more efficiently.



On April 10<sup>th</sup> **Brooke** participated in 2 sessions of the Spring, 2014 Connecticut Town Clerks Association Conference in Southbury, Connecticut. The morning session covered Freedom of Information, with Tom Hennick, State Public Information Officer, Probate Administration, presented by Attorney Thomas Gaffey, Chief Counsel of Probate Administration, and Absentee Ballots, conducted by Arthur Champagne, Elections Officer and Ted Bromley, Staff Attorney, Secretary of the State's Office.

**Brooke** attended the Essential Records Protection for Disaster & COOP (continuity of operations planning) offered by the Council of State Archivists in Hartford May 15<sup>th</sup>. She participated in activities that will help her determine what an Essential Record is and how to identify and assess risks in the office. The typical Town Clerk's office contains land records, vital records, voting and military records which should be available to access within 12-72 hours after a disaster. Brooke received a certificate of completion for this course.

On May 21<sup>st</sup>, **Brooke** attended the Municipal Clerk Institute. The Records Management Workshop, the second of five classes required for certification, was held at Central Connecticut State University. This classroom training encompassed public records statutes, records management principals, vaults and administrative regulations, approved processes for recording and the Historic Documents Preservation Program. She was awarded a certificate of completion and 3 points toward State of Connecticut certification.

**Susan Cyr, Town Clerk:** **Susan** attended the **Pension Trustees Meetings** of November 12, 2013 and May 14, 2014 as recording secretary. Pension Committee actions and recent retirement approvals were reviewed.





# Summary of Town Meetings



## Annual Town Meeting



To consider and take action on the Town Council’s recommendation for the 2014-2015 fiscal year appropriation of \$39,340,340, pursuant to Section 9-1 of the Town Charter, the final vote shall be adjourned by the Moderator to May 6, 2014.

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 2015 Local Capital Improvement Plan (LOCIP) and to authorize the Town Manager to make application pursuant to Chapter 116b of the Connecticut General Statutes for funding of \$10,000 for Patriot’s Park improvements, \$25,000 for Miller Richardson improvements, \$10,000 for Creaser Park; \$10,000 for Laidlaw Playscape Match; \$10,000 for ball field renovations and \$25,000 Public Works Outfitting for a total of \$90,000. 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.



## Adjourned Annual Town Meeting

“Shall the 2014-2015 fiscal year appropriation of \$39,340,340 be approved?” YES/NO

**Results: Yes** 636 **No** 783

Question Failed



## Special Budget Meeting

To consider and take action on the Town Council’s recommendation for the 2014-2015 fiscal year appropriation of \$39,088,204, pursuant to Section 9-1 and of the Town Charter, the final vote shall be adjourned by the Moderator to June 3, 2014.



## Adjourned Special Budget

“Shall the 2014-2015 fiscal year appropriation of \$39,088,204 be approved?” YES/NO

**Results: Yes** 986 **No** 886

Question Passed

# 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.

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.

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**Town of Coventry**  
**Energy Conservation/Alternative Energy Advisory Committee**  
**Annual Report fiscal year 2013-2014**

**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:**

- Researched and assisted in grants/financing options to Support Energy town wide Energy Efficiency Programs including:
  - o Small Z-REC program (solar car ports, solar panels on firehouse, schools)
  - o Energy related performance contracting projects that might be feasible
- Provided Town Residents with the option to purchase electricity created in part with renewable energy sources
- Reviewed and made Recommendations on:
  - o Proposals for various lighting projects within the Coventry Public Schools and Town Buildings
  - o Proposals for Solar Car Ports at Middle School and at Police Station
  - o Compressed natural gas being extended into Coventry
  - o Purchasing a hybrid electric vehicle for the Town
  - o Installing an electric vehicle charging station at Town Hall
  - o Decommissioning of the wind turbine
  - o Retro-commissioning as a way to save money on improvements for the schools
- Advised on proposed energy conversion measures and infrastructure improvements for Town Buildings
- Committee members promoted Solarize CT to other towns
  - o Provided Yale School of Business feedback on the Solarize campaign
- 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 Farmer's Market
    - Provided HES pamphlets at local businesses
    - Published information in Coventry Newsletter

- Committee members spoke at Town Council meetings
- Handed out flyers at the Library Book Sale
- Provided information to the Coventry Boy Scout and Girl Scout groups
- Provided literature to the Senior Center, Second Church and the Lions Club of Coventry
- Committee was awarded HES mentoring from Clean Water Action
- o Explored CEFIA's Energy Efficiency Thermal Imaging project
- o Promoted CT Solar Loans, Smart E-Loans and Cozy Home Loans on Committee's website
- o Promoted C-Pace program
  - Co-hosted a breakfast with Economic Development Committee for local Coventry businesses
- Maintained the Energy Committee website and email to enable residents to interact with Committee
- Continued an open, working communication with School Superintendent's Office
  - o Continued program to send energy notices home to parents through kids backpacks
  - o Identified several teachers that could be school energy champions and be point of contacts for programs that the Committee is working on
  - o Researched educational grade school energy assembly programs
- Continued 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 about their energy policies
- 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
  - o The Committee compiled a presentation on wood gasification for:
    - The Board of Education
    - The Town Council
- Committee members represented the Coventry Energy Committee at:
  - o The Connecticut Municipal Clean Energy Community workshop
  - o Clean Water Action meetings
    - Chairman helped draft EV guidelines/tips for installing EV stations at the municipal level (Clean Water Action publication)
  - o DEEP's Microgrid Information Session
  - o Bright Idea Grant ceremony at the State Capitol where Coventry received a \$5,000 grant
- The Energy Committee met 11 times during 7/1/2013 to 6/30/14

