

**AGENDA**  
**COVENTRY TOWN COUNCIL MEETING**  
**Tuesday, January 19, 2016**  
**7:30 PM**  
**Town Hall Annex**

1. Call To Order, Roll Call
2. Pledge Of Allegiance
3. Audience Of Citizens:  
(30 minutes - 5 minutes maximum per citizen)
4. Acceptance Of Minutes:

4.A. January 4, 2016 (E)

Documents:

[JANUARY 4, 2016 WITH ATTACHMENTS.PDF](#)  
[MINUTES JANUARY 4, 2016.DOCX](#)

5. Consent Agenda:

All items listed with an asterisk (\*) will be acted on by one motion. There will be no separate discussion on these items unless a Council member so requests, in which case, the item will be removed from the consent agenda and considered in its normal sequence on the agenda.

6. Reports:

6.A. Council Chairwoman: Julie Blanchard

6.B. Council Members:

6.C. \* Steering Committee, Thomas Pope, Chairperson

6.D. Finance Committee - Matthew D. O'Brien, Chairperson

6.D.1. \* Monthly Financial Reports (E)

Documents:

[FINANCE DIRECTOR REPORT.PDF](#)  
[COUNCILOBJ.PDF](#)  
[SHORTCUMS.PDF](#)

6.D.2. \* Minutes, 1/11/2016 (To Be Distributed)

6.E. COVRRRA - John A. Elsesser:

6.F. Town Manager - John A. Elsesser:

6.F.1. Projects Update (E):

Documents:

[1-19-16 PROJECT MEMO.PDF](#)

6.F.2. CT DEEP: Notice Of Funding, Aquative Invasives Phase 2 Treatment (E)

Documents:

[AQUATIVE INVASIVES FUNDING NOTIFICATION.PDF](#)

6.F.3. Economic Development Kit (E)

Documents:

[ECONOMIC DEVELOPMENT KIT.PDF](#)

6.F.4. \* Notice Of Inland Wetlands Permit Application: Coventry Lake Gate/Dam Construction (E)

Documents:

[PERMIT APPLICATION COVENTRY LAKE DAM.PDF](#)

6.F.5. \* CRCOG: Monthly Report, December 2015 (E)

Documents:

[CRCOG MONTHLY REPORT.PDF](#)

6.F.6. \* CRCOG: Draft Legislative Agenda, 1-6-2016 (E)

Documents:

[CRCOG DRAFT LEGISLATIVE AGENDA 1-6-16.PDF](#)

6.F.7. \* CCJEF Release: CCJEF V. Rell Trial To Begin (E)

Documents:

[CCJEF TRIAL BEGINS.PDF](#)

6.F.8. \* Notes From Staff Meeting: 1/6/2016 (E)

Documents:

[JANUARY 6, 2016.PDF](#)

7. Unfinished Business:

7.A. 15/16-24: Consideration: Planning & Zoning Commission's Recommendation To Approve A Land Swap Of Town-Owned Property On Dorothy Drive Lot 17 With Property At 77 Reynolds Drive (E)

Documents:

[ZONING RECOMMENDATION LOT 17 DOROTHY DRIVE.PDF](#)

7.B. 15/16-35: Consideration Of Fire Truck Replacement/Refurbishment (E)

Documents:

[FIRE FIGHTING CAPACITY-PROPOSED REPLACEMENT.PDF](#)

7.C. 15/16-47: Board Of Education: Request For Increase To FY 2015/2016 Appropriation For Special Education Budget (E)

Documents:

[COUNCIL REQUEST TO BOE 1-3.PDF](#)  
[BOE RESPONSE TO COUNCIL REQUESTS.PDF](#)  
[SPECIAL EDUCATION INFORMATION SHEET.PDF](#)

8. New Business:

8.A. 15/16-59: Acceptance, FY 2014/2015 Audit  
[2014-2015 AUDIT](#)

8.B. 15/16-60: Consideration Of Temporary Staffing Agency For Ambulance Response During Daytime Hours (E)

Documents:

[VINTECH PROPOSAL.PDF](#)  
[VINTECH ASSOCIATE AGREEMENT.PDF](#)  
[VINTECH MANAGEMENT SERVICES.PDF](#)  
[CVFA PSA RELEASE AND VINTECH CONTRACT.PDF](#)

8.C. 15/16-61: Creation Of Special Revenue Fund For Ambulance Expenses Per Ordinance (E)

Documents:

[EMS SERVICES SPECIAL REVENUE FUND.PDF](#)

8.D. 15/16-62: Consideration Of Request For 2016-2017 Budget Information From Board Of Education (E)

Documents:

[REQUEST FOR INFORMATION BOARD OF EDUCATION 2016-2017 BUDGET APPROPRIATION REQUEST.PDF](#)

9. Miscellaneous/Correspondence:

9.A. \* Charter Community Television: Public Access Opportunities (E)

Documents:

[CHARTER PUBLIC ACCESS OPPORTUNITIES.PDF](#)

9.B. \* Board Of Education: Agenda, 1/14/2016 (E)

Documents:

[01-14-16 BOE AGENDA.PDF](#)

10. Executive Session:

1. Real Estate
2. Litigation

Documents:

[EXEC SESSION D REAL ESTATE.PDF](#)  
[EXECUTIVE SESSION MOTION B LITIGATION.PDF](#)

11. Adjournment

(E) *Denotes Enclosure*

**Open Participation in Public Meetings:** The Town of Coventry will provide reasonable accommodations to assist those with special needs to attend & participate in public meetings. Contact the Town Manager's Office at 742-6324 or e-mail [Lstone@Coventryct.org](mailto:Lstone@Coventryct.org) at least 48 hours in advance to discuss special needs.

**Minutes**  
**Coventry Town Council Meeting**  
**January 4, 2016**  
**Town Hall Annex**

1. The meeting was called to order at 7:30 PM.  
Present: Julie Blanchard, Andy Brodersen, Thomas Pope, Lisa Thomas, Hannah Pietrantonio, Richard Williams, Matthew O'Brien  
Also present: John Elsesser, Town Manager, Todd Penney, Town Engineer; Mark Kiefer, Director of Public Works, Wendy Rubin, Director of Parks & Recreation

2. The Pledge of Allegiance was recited.

3. **Audience of Citizens:**

Dick Brand, 650 Wrights Mill Road, expressed concern about the water level in Coventry Lake. He requested that the Town not lower the water to winter level until the last week of October or the first week of November. He knows there are issues with the lake gate and that we can't control the water flow accurately. He has a sailboat and typically sails until the third week of October. He needs help dragging his boat across the shoreline to the water and this could damage the hull. He assumes other residents have the same issues. He said it is also better for the ecosystem in the lake to hold off on lowering the water level. It would be better for aquatic species to do this later in the season. He understands that fire prevention is needed for the mill and that work needs to be done on people's docks. He is not sure how the date is set but would like to see the Town come up with a policy to do it later unless construction warrants an earlier time.

With no further requests to speak, Audience of Citizens was closed.

4. **Acceptance of Minutes: December 21, 2015:**

**Motion #15/16-246: Thomas Pope moved and Matthew O'Brien seconded to accept the minutes from the Town Council Meeting of December 21, 2015.** The following corrections were requested:

- Page 4, second bulleted paragraph: change "susurface" to "surface."
- Page 5, third paragraph: add "proposal" after Holistic Center.
- Page 7, second paragraph, second to last line: change "ready-builts" to "ready builds."
- Page 7, third paragraph, change "more friendly" to "friendlier."
- Page 7, first paragraph, third line: remove comma after Boggini.
- Page 8, third paragraph, third line: change "that property" to "which property."
- Page 3, fifth paragraph, 4<sup>th</sup> line from bottom: add date so sentence reads, "...the first ET off line as of July 1, 2017..."
- Page 9, Item A, Revise motion at bottom of paragraph to read, "Motion #15/16-239: Matthew O'Brien moved not to grant the funding request but to suggest that the Board of Education request formation of a building committee to move forward with the process."

**The motion to accept the minutes as corrected carried on unanimous vote.**

5. **Consent Agenda:**

**Motion #15/16-247: Lisa Thomas moved to accept the Consent Agenda, seconded by Hannah Pietrantonio. Matthew O'Brien requested to remove item 6D, Finance Committee Report. The motion to accept the Consent Agenda with the removal of item 6D carried on unanimous vote.**

8. **New Business:**

**D. Motion #15/16-248: Thomas Pope moved and Matthew O'Brien seconded to move up item 8D, 15/16-57: Consideration and possible action to authorize use of previously allocated Town Hall HVAC (boiler) funds to install an EMME duct control system for a sum not to exceed \$10,000, as the next item of business. The motion carried on unanimous vote.** John Elsesser introduced Matt Mullen, a previous member of Energy Conservation/Alternative Energy Committee and Building/Energy Efficiency Building Committee. Mr. Mullen is well aware of the Town Hall from both sides. The Town Hall heating system doesn't work well and needs frequent repairs. Our office finally reached 62 degrees last week after getting cold because of a problem with the water supply system. There are issues with the duct work. The heating system had been recommended for replacement which gets expensive. Air conditioning replacement was done as part of the Stimulus Act several years ago but the ducts aren't the right size and they aren't going to the right offices. Mr. Mullen works for EMCOR, formerly CT Mechanical. He is a member of the American Society of Heating & Air Conditioning Engineers. He became familiar with a product which he will describe. We have a one-time offer to do a demonstration project at a \$4300 savings over what we were planning to put in next year's budget.

Mr. Mullen noted he does not work for EMME and has no affiliation with the firm. Their product started out as a residential system and is growing into commercial. They are headquartered in Bristol, CT. He feels confident it is a good system. As Mr. Elsesser mentioned, he is very familiar with the issues at Town Hall. There needs to be a balance between the number of zones and the way the duct work is constructed, plus limitations of budget. With this system everybody gets their own thermostat and the system moves heat around as needed. On each diffuser there is a balloon that opens or closes depending whether warm or cold air is needed. The system is guaranteed to maintain temperature within two degrees of the thermostat setting. He thinks it is a good solution for the Town. Alternatives would be to remove the duct work and replace it or do a new system which would be more expensive. Over time walls have gone up in the building - when it used to be open it was easier to regulate the temperature. With this special deal it seems like a great opportunity. It would be a simple installation with minimal disruption compared to other options.

John Elsesser said his recommendation is to use the money that the Council gave to replace the boiler. We did a temporary patch because we found out we didn't have enough money for the replacement. We would need to replace the tank. We're going to put a little extra money in LoCIP to finish the project out. He recommends we use these funds now and make up balance with LoCIP for the boiler repair/replacement. Matthew O'Brien asked whether the company provides follow-up service. Mr. Mullen replied there is a one-year warranty on parts. He is not sure about service. Matthew asked if air conditioning can operate at same time as heat. Mr. Mullen replied yes - the air going into the building is relatively cool. Even this time of year with sun on the building and lights on you will need both heating and cooling. We mitigate this with controls to make it just comfortable enough. This system will minimize that. Richard Williams asked how it moves air around. Mr. Mullen replied by opening and closing dampers. It is all managed by computer. Richard asked how many applications Mr. Mullen has seen in a commercial building. Mr. Mullen replied he has personally seen one and there is one other site he feels confident about. 5-6 case studies are done with testimonials available. John said he called the Town of Old Lyme and they are very happy with the system at their Town Hall. They have a few programming things they still want done but it solved the issue of a 10-15 degree difference in temperature between offices. Mr. Mullen said the reason EMME is interested is because this project would be a shining example. They are looking to demonstrate that the system works. John said they are rushing because they know towns are doing their budgets. They would be here next week if this is approved. Thomas Pope said if it works anywhere near well as they are saying, people at Town Hall will be absolutely thrilled particularly in the Registrars and Assessing offices.

**Motion #15/16-249: Thomas Pope moved and Matthew O'Brien seconded to use funds previously appropriated for the Town Hall boiler replacement for the EMME duct work project.** Lisa Thomas said she imagines the company has a vested interest in the system working well. She asked if John Elsesser could explain what happened to the funding the Council previously authorized. John replied we were moving pretty fast because cold weather was setting in, and then the issue of the chimney liner came up. A liner is required by code for propane unless you do a direct vent. A high energy efficiency oil burner also requires a stainless steel liner because more moisture is present and can eat away at the interior of the chimney. Then we got into prices for a propane tank which were high, plus the life of the oil tank and decided to take a step back rather than rush. We got a price of \$2500-\$3000 to get us through the season, but then we found a vendor to do it for \$650 which allowed us the time to explore other options. We still have to determine the best approach for the long term. We have pre-committed to oil for the remainder of this year so that is also a factor. So \$650 of the \$40,000 that was authorized has been spent and this approach would be a little less than \$10,000. We anticipate the price to replace the whole system will be \$50,000. **Motion #15/16-249 carried on unanimous vote.**

**B. Motion #15/16-250: Andy Brodersen made a motion to move up item 8B, 15/16-55: Consideration of Laidlaw soccer field expansion, as the next item of business. The motion was seconded by Thomas Pope and carried on unanimous vote.** Town Engineer Todd Penney; Director of Parks & Recreation Wendy Rubin; Director of Public Works Mark Kiefer; Jim Galey of Fuss & O'Neill Design Build and Paul Strycharz, President of Coventry Soccer, joined the Council at the table. John Elsesser said we have been looking at improvements to Laidlaw Park for the past several years. There is a need for fields. It is a pretty complicated migration – we had to look at Laidlaw to see if there is room for expansion, get baseball off, and move football to Miller Richardson. We improved the baseball fields at Richardson and now we are getting back to looking at Laidlaw. We had \$450,000 in Capital to look at improvements. We had to remove the playscape because it was dangerous. We have been meeting with Coventry Soccer from time to time. A local vendor, Water Wizards, was willing to install an irrigation system – and Coventry Soccer was willing to pay for installation costs. Then another vendor said they had time over the winter to work on fields. We are looking at ways to get three good fields up there. Jim Galey has made a commitment to put \$40,000 into the project. We have \$10,000 left from the LoCIP/parking lot project. So we have \$50,000 and think we need \$80,000 to do it right. The clock is ticking between now and planting grass on April 15th. Water is a big factor in getting grass to grow so we can begin playing in the spring of 2017.

Todd Penney, Town Engineer/Wetlands Agent, reviewed a diagram of the proposed improvements, which would focus on soccer recreation. The diagram is attached to these minutes. Todd said we have done some access improvements, including paving, three handicapped parking spaces, and a 42-space gravel parking area. An access road leads to the lower field where there are a few more accessible spaces. The existing fields were constructed in the early 90s. A top-notch field would be shown by the red box on the drawing. The other red line is the limit of clearing and grading activity. This results in 1.5 to 1.7 acres of land clearing. There is a little bit of a grading issue between the fields so the cut areas would be used for fill – there will be no removal of material from the site. The playscape would be centralized for the convenience of parents with multiple children. The trail system is shown as a yellow dotted line. We are still in line with the master plan to put in a fourth field in the future. Soccer has parking needs. Currently we have taken some of the excess material from the Mt. Ridge drainage project to build a gravel parking area. Matthew O'Brien asked if the red line is the outside of the actual field. Todd replied it is the field with buffer. The underdrain between the two fields needs maintenance. We would run another one to the other field. John Elsesser said we would eventually do fences to contain balls and prevent ATVs from damaging the fields.

Paul Strycharz, President of Coventry Soccer, said that at every meeting we have discussions about how to improve fields – this is not a new issue. He has heard of 4-5 master plans but nothing ever comes through. We have talked about playscapes, parking safety and field conditions. The current state at Laidlaw is very poor. Drainage is terrible. The grass is getting thinner. We have done seed studies with UConn to try and improve the turf. The goalposts are not good. It is getting to the point where other towns don't want to come to play here. The Town tries very hard. Monica (Bragdon, DPW) works very hard. Membership is growing. We have roughly 400 kids each season and we are the biggest program in this end of state. We have a good reputation for sportsmanship. We have a lot of players and a lot of teams so we don't have the ability to rest fields to let grass grow. There is not enough space to play. We urge the Council to listen to this proposal – we think it is a good value. We are “all in” money-wise. We would be left with nothing but think it is worth it.

Richard Williams asked whether Coventry Soccer is part of the Recreation Department or a private organization. Paul Strycharz replied we are a nonprofit. It is an endorsed program for the Town. We sign paperwork addressing insurance, training, etc. Richard asked if there is another program - he is aware of something. Paul replied that is the Premier League which is not the same. We do not get paid. Richard asked what the total revenue is for the program. Paul replied we run two seasons at \$70 per child for the travel program. Younger kids are \$45 each. John Elsesser noted they also hire officials and buy goals. Youth Basketball used to be run differently but now comes through Recreation because there is too much work. It is taking a lot of staff hours. We are running a good program but it is a lot of stress on staff, so a viable outside partner is good for us. Wendy Rubin, Director of Parks & Recreation, noted that oversight is provided by CT Junior Soccer – Coventry Soccer follows all their instructions and process for background checks. Our role is to ensure they are doing that and that all kids are treated fairly. John said our chief responsibility for soccer is mowing and lining of the fields. Richard said his son plays in various programs. He likes that this is for Coventry kids. Hannah Pietrantonio said she thinks it is great.

Thomas Pope thanked Coventry Soccer for being here and for the amount of time they have put in over the years. He said when we were first given the map it was very small and it seemed the playscape was in a very unsafe location. Are they comfortable with putting it there? Playscapes are generally used by younger children that need supervision. Soccer balls are coming from three different directions. Paul Strycharz replied he has been up there when there are 200 kids running around, climbing fences, trees, etc. We think the location is perfect. The first spot that was considered was behind the goal behind a big fence. Most leagues won't let spectating occur behind goals because it is too distracting. The playscape was moved further toward the woods so as not to be in direct line of the fields. Andy Brodersen asked if it would be usable by all Coventry kids. (Yes.) Thomas asked why not put the playscape closer to the parking lot. The group felt that location would be more dangerous. There is not enough safe space and parents wouldn't be able to supervise while watching the game. Another potential spot closer to the neighborhood was too far from the parking lot. Jim Galey said he is a Coventry resident and part of a soccer family. He has worked with the club a lot over the years. He works at Fuss & O'Neill and they do a lot of athletic field designs. This playscape location is central in terms of access and public use and is not behind the goals. There would be ADA-compliant access. The area will be a bit elevated. The previous spot had issues of kids too close to the parking lot. John noted there is a utility building in the central corridor so if we add a bathroom or snack shack in the future all of these features would be in the central hub. Also, the area is 30 feet away from each of the fields although that is difficult to tell from the map. Jim said the intent is to do an underdrain stone system to get water off the site. He thinks it will work well.

Matthew O'Brien asked if bleachers are in the plan. Jim Galey replied the club would like to see them – there is room for them but he is not sure about money. Lisa Thomas said when it rains or there is

snowmelt there is typically a big pond at the site. Todd Penney said the area will be graded and drained. We did a topographic survey and there was a low spot. That's why it was always wet. The road acts like a dam and prevents shedding of water. There is still lot of work to do.

Richard Williams asked how they would rate the fields on a scale of 1-10 compared to other towns. Paul Strycharz replied if 1 is bad he would say 3. Jim Galeley said we are way below other towns. John Elsesser said the upper field was designed to be of top notch quality. Some trees weren't taken along the woods line so we get too much shade. The field needs to be rebuilt but we can't take it off line. Jim said once another full field is available we can take fields off line in rotation for repair.

Matthew O'Brien asked whether Coventry Soccer does ongoing fundraising. Paul Strycharz replied they used to but not in the last couple years. John Elsesser noted one of the priorities is to get a fence up. Jim Galeley said once impetus gets started fundraising becomes easier. Matthew asked what they are seeking for funds. John Elsesser replied \$30,000. We could take it out of Council's 1.5% fund or out of CNREF. His recommendation would be the 1.5% fund. At the end of this for the Town's \$30,000 we are getting a \$100,000 field.

**Motion #15/16-251: Richard Williams moved to appropriate \$30,000 from The Capital Non-Recurring Expenditures Fund for improvements to the Laidlaw Park soccer fields. Matthew O'Brien seconded the motion.** It was noted that the Council could always put funds back into CNREF at a future point. Richard asked who is going to do all the other work. Mark Kiefer said Public Works is committed to working with Fuss & O'Neill Design Build. Jim Galeley said they have an established network of contractors who do a lot of work in town. His son is with Earth Dynamics and they will do a lot of the work. We have a cooperative relationship with the Department of Public Works. We would contract outside for seeding and tree clearing. Fuss & O'Neill has offered design work if needed but we probably won't with Todd Penney's work.

Thomas Pope asked when the fence would be put up. Jim Galeley said not until we are ready to play. Thomas asked whether they are worried about somebody riding on it. Jim replied it is a legitimate concern. We will work to limit access. Matthew O'Brien asked about costs for the fence. John Elsesser replied we didn't have time to cost it out but anticipate \$15-20,000. Todd Penney showed areas where existing fence can be salvaged and reused. There is no fencing in the upper field area or to the south or west. We could need 750-800 feet of fencing. Mark thinks we should concentrate on the area where we are removing old fencing. John said we can get pricing.

Richard thinks it is a great plan. If the fields are that bad we should be working to get them at least to average or above average level. If they are subpar kids can get hurt. Hannah Pietrantonio recalled correspondence the Council received from parents last fall about their embarrassment over the condition of our fields. Mark Kiefer noted that irrigation is a big factor. Lisa Thomas asked if there are wetlands in the area that would be impacted by drainage. Todd Penney replied no. The wetlands area is well away from any field area. We got a permit on the easterly side where we did a little parking work. Wetlands are 250 feet away on the westerly side. Andy Brodersen thanked the group for a great job. John Elsesser said we appreciate the Council's consideration. We know it is awkward to approve projects quickly. **Motion #15/16-251 carried on unanimous vote.**

## 6. Reports:

**A. Council Chairwoman – Julie Blanchard:** One of our goals was to start taking care of recreation fields so this plan for Laidlaw Park is a step in the right direction.

### **B. Council Members:**

Lisa Thomas said that the Last Green Valley, which Coventry is a gateway into, just received

recognition from the National Parks Service for the water trail that goes through Coventry along the Willimantic River. This is excellent for the Town and the community

Thomas Pope noted that the Library Building Committee ignored his policy question regarding charging admission for book sales. He wants to encourage people to buy and read books. On January 23<sup>rd</sup> from 9:30-4:30 the Welles Turner Library in Glastonbury is doing a book sale with no charge for admission. He said it is too bad our own Library doesn't choose to do that.

### **C. Steering Committee – Thomas Pope:**

Details of the last Steering Committee meeting are available in the Council packet and on the website. Highlights of the meeting include:

- We finalized a proposed ordinance which would prohibit appointment and simultaneous service on Land Use Boards and Commissions. The committee voted to send the proposal to the Town Council for your consideration and possible action calling of a Public Hearing. This is on tonight's agenda as item 8E.
- The Committee reviewed a conceptual draft for elderly tax relief designed to freeze residential taxes for some of our citizens over age 65. We will continue to refine the proposal and have voted to also refer the matter to the Finance Committee to review fiscal tax impact. The Town Manager is also sending the proposal to CRCOG to develop an estimate of qualifying households. After doing a rough count by reviewing public records in town he anticipates approximately 700 households would qualify before taking the residency requirement into account.
- We received a letter concerning the conduct of our Building Inspector Joe Callahan. In a job known for the challenges of enforcement colliding with public perception, Joe's approach and performance has been applauded by a citizen who took the time to write about his superior interaction on the job. Thanks to Joe for continued great effort.

#### **1. Reappointments:**

- a. **Motion #15/16-252: Thomas Pope moved to reappoint Robert Proctor to the Conservation Commission, term to expire 1-1-2020. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
- b. **Motion #15/16-253: Thomas Pope moved to reappoint Barbara Barry to the Economic Development Commission, term to expire 2-1-2021. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.**
- c. **Motion #15/16-254: Thomas Pope moved to reappoint Heather Bear to the Human Rights Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
- d. **Motion #15/16-255: Thomas Pope moved to reappoint Albert Bradley to the Human Rights Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
- e. **Motion #15/16-256: Thomas Pope moved to reappoint Bruce Stave to the Human Rights Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
- f. **Motion #15/16-257: Thomas Pope moved to reappoint Marie Gallo-Hall to the Parks & Recreation Commission, term to expire 1-1-2018. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.**
- g. **Motion #15/16-258: Thomas Pope moved to reappoint Paul Jatkowski to the Personnel Appeals Board, term to expire 1-1-2019. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**

- h. **Motion #15/16-259:** Thomas Pope moved to reappoint Eric Ohlund to the Veteran's Memorial Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.
- i. **Motion #15/16-260:** Thomas Pope moved to reappoint Donna Louise Sanborn to the Veteran's Memorial Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.
- j. **Motion #15/16-261:** Thomas Pope moved to reappoint Richard Sanborn Jr. to the Veteran's Memorial Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.
- k. **Motion #15/16-262:** Thomas Pope moved to reappoint Michael Kurpiewski to the Human Rights Commission, term to expire 1-1-2017. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

**2. Appointments:**

- a. **Motion #15/16-263:** Thomas Pope moved to appoint Theodore Jarrett to the Ad-Hoc Farmers' Market Operating Committee as an out of Town member and representative of CT Landmarks for a 3-year term. The motion was seconded by Matthew O'Brien and carried on unanimous vote.
- b. **Motion #15/16-264:** Thomas Pope moved to appoint Jean Nelson to the Ad-Hoc Farmers' Market Operating Committee as an out of Town member and vendor representative for a 2-year term. The motion was seconded by Matthew O'Brien and carried on unanimous vote.
- c. **Motion #15/16-265:** Thomas Pope moved to appoint Susan Noyes to the Orchard Hills Board of Commissions, term to expire 11-17-2020. The motion was seconded by Matthew O'Brien and carried on unanimous vote.
- d. **Motion #15/16-266:** Thomas Pope moved to appoint Felicia LaPlante as an Alternate to the Library Expansion Committee with an indefinite term. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

Lisa Thomas said she had a question regarding the Steering Committee meeting and apologized for not attending due to family obligations. She questioned why Mark Lavitt was not reappointed to the Economic Development Commission. The minutes indicated that there was feeling that it was time for fresh ideas. She said Mr. Lavitt just sat at this table and spoke about EDC's activities. He has put in a great deal of time and she feels uncomfortable with the limited detail provided by the minutes. Thomas Pope said he is not going to rehash the conversation. Mr. Lavitt's term had expired. Lisa replied that a lot of people get reappointed. Thomas said the minutes speak for themselves. Lisa said she wants to go on record stating her disagreement with this decision. She feels it is a slap in face to Mr. Lavitt to not speak with him further. He put in a great deal of time on economic development and just met with us at this table. She would have supported speaking with him further and potentially reappointing him but certainly more than expressing a desire for new ideas.

**D. Finance Committee – Matthew O'Brien:**

The Finance Committee received a letter from the Superintendent of Schools confirming they are going to go forward with a request for a building committee for the structural walls issue at CHS/CNH Middle School. He wanted to authorize John to share the information with them containing the rest of the documents that we didn't authorize at the last meeting, including our recommendations on how to move forward.

**E. COVRRRA – John Elsesser:** no report.

**F. Town Manager – John Elsesser:**

The Council has the projects memo and he can answer questions. A few highlights:

- We swore in Kelsey Carpenter as our new police officer. She has reported to the academy for the next half year. It was a long search. She is a highly qualified candidate and we are pleased to have her join us.
- The Boy Scouts are once again selling sand/salt for \$8 per bucket. They will be at K of C Hall on Mondays and if you want more than one bucket they will deliver.
- We got a nice letter on Dec 31st informing us that the CT DEEP has bought 37 acres of land in town, the former Nutmeg Vineyard which abuts the Nathan Hale forest. This provides good linkages. We received a letter from the Maulucci family and they are ecstatic. It is good land in a key location.
- The winter newsletter is at the printer should be in homes in about a week.
- Matthew O'Brien asked for details under the Main St. Investment grant regarding the pocket park. John replied it is on the bend near Teleflex where the road is moving away. What is left will be a small park area which will have a couple benches and a clock.
- Thomas Pope asked about the aquatic invasive grant. He thought those were cut with the State budget reductions. John replied at this point they were. We will have to talk about it during the budget process. Sometimes the State finds additional money. The second treatment is less expensive. Thomas asked whether we have wasted money if the second treatment is not done. John replied not totally but somewhat.
- Thomas Pope asked whether we will need continuous funding to cover expenses for the caretakers home. John replied no. Part of that becomes the affordability of it. There are other grants out there that do some of the infrastructure. They understand they would be covering at least heating.
- Thomas asked whether the Town Hall STEAP grant application is done. John replied no. We have until January 15<sup>th</sup>. He spent some time talking with Columbia to talk them into applying for a STEAP grant for the Hop River Bridge. We got some additional ratings that show it really does need to be done. If they apply for \$500,000 we can do a match for \$60,000.
- Matthew O'Brien noted the Eversource LED lighting initiative and thanked John for applying years of pressure. He asked how all the lights would be changed in 5 years with no program. John replied they have applied to PURA to get a rate but haven't implemented the program. There are 250 lights in our town. He thinks they will go through the state and do all of them. It is a better approach for us than owning and servicing them. Matthew applauded all John's effort, saying he is always very diligent.

**7. Unfinished Business:**

**A. 15/16-49: Library Expansion Project:** Julie Blanchard would like to refer this to Finance and then onto Steering. Lisa Thomas asked what the goal is for each committee. Julie replied to look at and ask questions. Thomas Pope would like to add the question of proper parking availability. He distributed a document which is attached to these minutes. Per the building committee's space needs formula we would need 115 parking spaces. The current proposal indicates 64 at the Library and 18 across the street for a total of 82. There appears to be a shortage of 33 spaces. Also trash dumpsters are not shown and may further reduce available parking space. At Steering there are two policy issues: charging for the book sale and ownership of the building and land. Julie Blanchard referred the matter to both committees.

8. **New Business:**

**A. 15/16-54: Consideration/acceptance: Wolf Hill Road and Carnic Alps Road in Grant Hill Estates as Town Roads:** John Elsesser asked Town Engineer Todd Penney to outline how a town road gets accepted through the P&Z process. Todd said the first step is the subdivision is approved. We go through a bonding mechanism to determine the value of the road. Then we go through milestone inspections. Todd is the primary inspector. Mark Kiefer, Director of Public Works, is also involved. Milestones are broader points in the inspection process. Todd walks the road and reviews design compliance. Once the bond is posted we allow the contractor to start work. They work at their own pace as long they as maintain communication with Todd during the process. Todd does erosion and sediment control. He makes periodic unannounced visits to ensure the site is being properly managed. As we reach certain milestones a roll test is done of the entire corridor. This ensures that unsuitable material has been removed. Once that is done we give approval to start applying layers of road. Then roll tests are done. Once that passes we give permission to do process gravel. Drainage is constructed. Catch basins and pipes are spot-inspected. Matthew O'Brien asked whether the developer has an engineer certifying the project. Todd replied we don't require that. If there are long runs where we think joints might be an issue he will be there. He also inspects storm drainage at unanticipated times. Once the road is to gravel and drainage is constructed then we pave. That process is more critical and he is there for most of that time. We monitor the temperature of the asphalt, thickness and total tonnage. When the surface is done for about a year for settling to take place, then certain areas may need to be saw-cut, backfilled and repaved at the developer's expense. When the developer is ready for the road to be accepted a 10% maintenance bond is required. At that point 90% of the work is done. The maintenance bond is in place for two years to get minor issues addressed. John said when Todd feels it is ready he talks with Eric Trott who brings it before P&Z and then to the Council to accept as Town property. Todd said these roads have been ready since last December but the developer had an issue with their deeds. Matthew asked whether the utilities are underground. Todd replied yes unless a waiver is granted by P&Z. Todd inspects the conduits. We have good contractors in town and haven't had many issues. Julie thanked Todd for providing this additional detail. **Motion #15/16-267: Andy Brodersen moved to accept Wolf Hill Road and Carnic Alps Road as Town roads. The motion was seconded by Matthew O'Brien and carried with Julie Blanchard abstaining and all other members in favor.**

**C. 15/16- 56: Consideration of acceptance of donation of Lot 20 Beebe Farms Road as recommended by Planning and Zoning:** John Elsesser said this is a small lot that people inherited. The person probably originally bought it for lake rights. It could provide access to a public walkway and potential emergency access. The owner would rather give it to the Town for a tax break than offer it to the abutter. **Motion #15/16-268: Richard Williams moved to accept the donation of Lot 20 Beebe Farms Road as recommended by Planning and Zoning. The motion was seconded by Andy Brodersen and carried on unanimous vote.**

**E. 15/16-58: Consideration of possible ordinance to prohibit simultaneous membership on land use commissions and possible call to Public hearing:** John Elsesser recommended if the Council wants to proceed that the public hearing be scheduled for February 1<sup>st</sup> to give time to place notices. Julie Blanchard said she was wondering if it should include even more commissions because they are so interrelated. Lisa Thomas said it seems like the intent was to look at regulatory agencies. Thomas Pope said it was looked at as land use commissions because that's where the concern was at the time. Lisa said between Inland Wetlands and P&Z there is concern because an applicant might need to go to both, and a person serving on both would have been privy to previous discussions and wouldn't be hearing the applicant as a blank slate. **Motion #15/16-269: Thomas Pope moved to send consideration of an ordinance prohibiting simultaneous membership on land use commissions to public hearing at 7 PM on February 1, 2016 in the Town Hall Annex. The motion was seconded by Lisa Thomas and carried on unanimous vote.**

9. **Adjournment:**

**Motion #15/16-270: Matthew O'Brien moved to adjourn the meeting at 9:38 PM. The motion was seconded by Thomas Pope and carried on unanimous vote.**

Respectfully submitted,

Laura Stone  
Town Council Clerk

*Note: These minutes are not official until acted on by the Town Council at its next regular meeting. Those meeting minutes will reflect approval or changes to these minutes.*



- Legend**
- Laidlaw boundary
  - Proposed Field Area
  - Proposed Play Area
  - Proposed Clearing Lines
  - Proposed Pathway
  - Proposed Parking (SBM)
  - Access Improvements - Fencing
  - Access Improvements - Gravel
  - Existing Field Area
  - Existing Path Trail



**LAIDLAW PARK - PROPOSED IMPROVEMENTS PLAN**

## Estimate of Parking Required for Proposed Booth and Dimock Expansion Proposal

Proper parking availability is essential for the public to use the proposed expansion to the maximum level of utility. The formula for parking requirements is found in the Booth and Dimock Space Needs Report of 2013 on page 25. The follow information is based on the representations found in schematic drawings provided for the Booth and Dimock Memorial Library proposal presentation. The adult seating is one of the required elements of consideration for determining recommended parking requirements. The total computation will be shown at the end of this tabulation of adult seating.

List of seating by section or area of completed project:

# of adult seats	Area or room
21	Computer area
3	New materials area
1	Electronic media area
6	Small conference room
10	Large conference room
2	Adult stacks
2	Study alcove
8	Local history room
8	Parlor room
14	Large print room
10	Periodicals room
1	Quiet study
86	Total adult seating*

\*The adult seating total does not include any of the seating on the lower level which may also accommodate young adults old enough to drive to the library and require parking.

The formula to determine parking is as follows

One space for every two seats in meeting room plus one space for every two adult seats in the library and one parking space for the number of staff divided by two.

According to a published news report there is a staff of 16 plus one additional custodian. The meeting room has a planned capacity of 127.

Parking space required as per Booth Dimock Space Need formula would therefore be calculated as follows:

86 Adult seats divided by 2 =	43
17 Total staff divided by 2 =	8.5
127 Meeting room capacity divided by 2 =	<u>63.5</u>
	115.0 Required parking spaces

The current proposal indicates 64 spaces would be available at the library and additional nearby public parking across the street of 18 or a total of 82 available spaces.

Based on the formula provided by the Library Expansion Committee for determining required parking and the amount of parking proposed it would appear there is a shortage of 33 parking spaces. The parking schematic does not show a location for trash dumpsters which may also reduce parking space but is not included within the above calculation.

**Minutes**  
**Coventry Town Council Meeting**  
**January 4, 2016**  
**Town Hall Annex**

1. The meeting was called to order at 7:30 PM.  
Present: Julie Blanchard, Andy Brodersen, Thomas Pope, Lisa Thomas, Hannah Pietrantonio, Richard Williams, Matthew O'Brien  
Also present: John Elsesser, Town Manager, Todd Penney, Town Engineer; Mark Kiefer, Director of Public Works, Wendy Rubin, Director of Parks & Recreation

2. The Pledge of Allegiance was recited.

3. **Audience of Citizens:**

Dick Brand, 650 Wrights Mill Road, expressed concern about the water level in Coventry Lake. He requested that the Town not lower the water to winter level until the last week of October or the first week of November. He knows there are issues with the lake gate and that we can't control the water flow accurately. He has a sailboat and typically sails until the third week of October. He needs help dragging his boat across the shoreline to the water and this could damage the hull. He assumes other residents have the same issues. He said it is also better for the ecosystem in the lake to hold off on lowering the water level. It would be better for aquatic species to do this later in the season. He understands that fire prevention is needed for the mill and that work needs to be done on people's docks. He is not sure how the date is set but would like to see the Town come up with a policy to do it later unless construction warrants an earlier time.

With no further requests to speak, Audience of Citizens was closed.

4. **Acceptance of Minutes: December 21, 2015:**

**Motion #15/16-246: Thomas Pope moved and Matthew O'Brien seconded to accept the minutes from the Town Council Meeting of December 21, 2015.** The following corrections were requested:

- Page 4, second bulleted paragraph: change "susurface" to "surface."
- Page 5, third paragraph: add "proposal" after Holistic Center.
- Page 7, second paragraph, second to last line: change "ready-builts" to "ready builds."
- Page 7, third paragraph, change "more friendly" to "friendlier."
- Page 7, first paragraph, third line: remove comma after Boggini.
- Page 8, third paragraph, third line: change "that property" to "which property."
- Page 3, fifth paragraph, 4<sup>th</sup> line from bottom: add date so sentence reads, "...the first ET off line as of July 1, 2017..."
- Page 9, Item A, Revise motion at bottom of paragraph to read, "Motion #15/16-239: Matthew O'Brien moved not to grant the funding request but to suggest that the Board of Education request formation of a building committee to move forward with the process."

**The motion to accept the minutes as corrected carried on unanimous vote.**

5. **Consent Agenda:**

**Motion #15/16-247: Lisa Thomas moved to accept the Consent Agenda, seconded by Hannah Pietrantonio. Matthew O'Brien requested to remove item 6D, Finance Committee Report. The motion to accept the Consent Agenda with the removal of item 6D carried on unanimous vote.**

8. **New Business:**

**D. Motion #15/16-248: Thomas Pope moved and Matthew O'Brien seconded to move up item 8D, 15/16-57: Consideration and possible action to authorize use of previously allocated Town Hall HVAC (boiler) funds to install an EMME duct control system for a sum not to exceed \$10,000, as the next item of business. The motion carried on unanimous vote.** John Elsesser introduced Matt Mullen, a previous member of Energy Conservation/Alternative Energy Committee and Building/Energy Efficiency Building Committee. Mr. Mullen is well aware of the Town Hall from both sides. The Town Hall heating system doesn't work well and needs frequent repairs. Our office finally reached 62 degrees last week after getting cold because of a problem with the water supply system. There are issues with the duct work. The heating system had been recommended for replacement which gets expensive. Air conditioning replacement was done as part of the Stimulus Act several years ago but the ducts aren't the right size and they aren't going to the right offices. Mr. Mullen works for EMCOR, formerly CT Mechanical. He is a member of the American Society of Heating & Air Conditioning Engineers. He became familiar with a product which he will describe. We have a one-time offer to do a demonstration project at a \$4300 savings over what we were planning to put in next year's budget.

Mr. Mullen noted he does not work for EMME and has no affiliation with the firm. Their product started out as a residential system and is growing into commercial. They are headquartered in Bristol, CT. He feels confident it is a good system. As Mr. Elsesser mentioned, he is very familiar with the issues at Town Hall. There needs to be a balance between the number of zones and the way the duct work is constructed, plus limitations of budget. With this system everybody gets their own thermostat and the system moves heat around as needed. On each diffuser there is a balloon that opens or closes depending whether warm or cold air is needed. The system is guaranteed to maintain temperature within two degrees of the thermostat setting. He thinks it is a good solution for the Town. Alternatives would be to remove the duct work and replace it or do a new system which would be more expensive. Over time walls have gone up in the building - when it used to be open it was easier to regulate the temperature. With this special deal it seems like a great opportunity. It would be a simple installation with minimal disruption compared to other options.

John Elsesser said his recommendation is to use the money that the Council gave to replace the boiler. We did a temporary patch because we found out we didn't have enough money for the replacement. We would need to replace the tank. We're going to put a little extra money in LoCIP to finish the project out. He recommends we use these funds now and make up balance with LoCIP for the boiler repair/replacement. Matthew O'Brien asked whether the company provides follow-up service. Mr. Mullen replied there is a one-year warranty on parts. He is not sure about service. Matthew asked if air conditioning can operate at same time as heat. Mr. Mullen replied yes - the air going into the building is relatively cool. Even this time of year with sun on the building and lights on you will need both heating and cooling. We mitigate this with controls to make it just comfortable enough. This system will minimize that. Richard Williams asked how it moves air around. Mr. Mullen replied by opening and closing dampers. It is all managed by computer. Richard asked how many applications Mr. Mullen has seen in a commercial building. Mr. Mullen replied he has personally seen one and there is one other site he feels confident about. 5-6 case studies are done with testimonials available. John said he called the Town of Old Lyme and they are very happy with the system at their Town Hall. They have a few programming things they still want done but it solved the issue of a 10-15 degree difference in temperature between offices. Mr. Mullen said the reason EMME is interested is because this project would be a shining example. They are looking to demonstrate that the system works. John said they are rushing because they know towns are doing their budgets. They would be here next week if this is approved. Thomas Pope said if it works anywhere near well as they are saying, people at Town Hall will be absolutely thrilled particularly in the Registrars and Assessing offices.

**Motion #15/16-249: Thomas Pope moved and Matthew O'Brien seconded to use funds previously appropriated for the Town Hall boiler replacement for the EMME duct work project.** Lisa Thomas said she imagines the company has a vested interest in the system working well. She asked if John Elsesser could explain what happened to the funding the Council previously authorized. John replied we were moving pretty fast because cold weather was setting in, and then the issue of the chimney liner came up. A liner is required by code for propane unless you do a direct vent. A high energy efficiency oil burner also requires a stainless steel liner because more moisture is present and can eat away at the interior of the chimney. Then we got into prices for a propane tank which were high, plus the life of the oil tank and decided to take a step back rather than rush. We got a price of \$2500-\$3000 to get us through the season, but then we found a vendor to do it for \$650 which allowed us the time to explore other options. We still have to determine the best approach for the long term. We have pre-committed to oil for the remainder of this year so that is also a factor. So \$650 of the \$40,000 that was authorized has been spent and this approach would be a little less than \$10,000. We anticipate the price to replace the whole system will be \$50,000. **Motion #15/16-249 carried on unanimous vote.**

**B. Motion #15/16-250: Andy Brodersen made a motion to move up item 8B, 15/16-55: Consideration of Laidlaw soccer field expansion, as the next item of business. The motion was seconded by Thomas Pope and carried on unanimous vote.** Town Engineer Todd Penney; Director of Parks & Recreation Wendy Rubin; Director of Public Works Mark Kiefer; Jim Gale of Fuss & O'Neill Design Build and Paul Strycharz, President of Coventry Soccer, joined the Council at the table. John Elsesser said we have been looking at improvements to Laidlaw Park for the past several years. There is a need for fields. It is a pretty complicated migration – we had to look at Laidlaw to see if there is room for expansion, get baseball off, and move football to Miller Richardson. We improved the baseball fields at Richardson and now we are getting back to looking at Laidlaw. We had \$450,000 in Capital to look at improvements. We had to remove the playscape because it was dangerous. We have been meeting with Coventry Soccer from time to time. A local vendor, Water Wizards, was willing to install an irrigation system – and Coventry Soccer was willing to pay for installation costs. Then another vendor said they had time over the winter to work on fields. We are looking at ways to get three good fields up there. Jim Gale has made a commitment to put \$40,000 into the project. We have \$10,000 left from the LoCIP/parking lot project. So we have \$50,000 and think we need \$80,000 to do it right. The clock is ticking between now and planting grass on April 15th. Water is a big factor in getting grass to grow so we can begin playing in the spring of 2017.

Todd Penney, Town Engineer/Wetlands Agent, reviewed a diagram of the proposed improvements, which would focus on soccer recreation. The diagram is attached to these minutes. Todd said we have done some access improvements, including paving, three handicapped parking spaces, and a 42-space gravel parking area. An access road leads to the lower field where there are a few more accessible spaces. The existing fields were constructed in the early 90s. A top-notch field would be shown by the red box on the drawing. The other red line is the limit of clearing and grading activity. This results in 1.5 to 1.7 acres of land clearing. There is a little bit of a grading issue between the fields so the cut areas would be used for fill – there will be no removal of material from the site. The playscape would be centralized for the convenience of parents with multiple children. The trail system is shown as a yellow dotted line. We are still in line with the master plan to put in a fourth field in the future. Soccer has parking needs. Currently we have taken some of the excess material from the Mt. Ridge drainage project to build a gravel parking area. Matthew O'Brien asked if the red line is the outside of the actual field. Todd replied it is the field with buffer. The underdrain between the two fields needs maintenance. We would run another one to the other field. John Elsesser said we would eventually do fences to contain balls and prevent ATVs from damaging the fields.

Paul Strycharz, President of Coventry Soccer, said that at every meeting we have discussions about how to improve fields – this is not a new issue. He has heard of 4-5 master plans but nothing ever comes through. We have talked about playscapes, parking safety and field conditions. The current state at Laidlaw is very poor. Drainage is terrible. The grass is getting thinner. We have done seed studies with UConn to try and improve the turf. The goalposts are not good. It is getting to the point where other towns don't want to come to play here. The Town tries very hard. Monica (Bragdon, DPW) works very hard. Membership is growing. We have roughly 400 kids each season and we are the biggest program in this end of state. We have a good reputation for sportsmanship. We have a lot of players and a lot of teams so we don't have the ability to rest fields to let grass grow. There is not enough space to play. We urge the Council to listen to this proposal – we think it is a good value. We are “all in” money-wise. We would be left with nothing but think it is worth it.

Richard Williams asked whether Coventry Soccer is part of the Recreation Department or a private organization. Paul Strycharz replied we are a nonprofit. It is an endorsed program for the Town. We sign paperwork addressing insurance, training, etc. Richard asked if there is another program - he is aware of something. Paul replied that is the Premier League which is not the same. We do not get paid. Richard asked what the total revenue is for the program. Paul replied we run two seasons at \$70 per child for the travel program. Younger kids are \$45 each. John Elsesser noted they also hire officials and buy goals. Youth Basketball used to be run differently but now comes through Recreation because there is too much work. It is taking a lot of staff hours. We are running a good program but it is a lot of stress on staff, so a viable outside partner is good for us. Wendy Rubin, Director of Parks & Recreation, noted that oversight is provided by CT Junior Soccer – Coventry Soccer follows all their instructions and process for background checks. Our role is to ensure they are doing that and that all kids are treated fairly. John said our chief responsibility for soccer is mowing and lining of the fields. Richard said his son plays in various programs. He likes that this is for Coventry kids. Hannah Pietrantonio said she thinks it is great.

Thomas Pope thanked Coventry Soccer for being here and for the amount of time they have put in over the years. He said when we were first given the map it was very small and it seemed the playscape was in a very unsafe location. Are they comfortable with putting it there? Playscapes are generally used by younger children that need supervision. Soccer balls are coming from three different directions. Paul Strycharz replied he has been up there when there are 200 kids running around, climbing fences, trees, etc. We think the location is perfect. The first spot that was considered was behind the goal behind a big fence. Most leagues won't let spectating occur behind goals because it is too distracting. The playscape was moved further toward the woods so as not to be in direct line of the fields. Andy Brodersen asked if it would be usable by all Coventry kids. (Yes.) Thomas asked why not put the playscape closer to the parking lot. The group felt that location would be more dangerous. There is not enough safe space and parents wouldn't be able to supervise while watching the game. Another potential spot closer to the neighborhood was too far from the parking lot. Jim Galey said he is a Coventry resident and part of a soccer family. He has worked with the club a lot over the years. He works at Fuss & O'Neill and they do a lot of athletic field designs. This playscape location is central in terms of access and public use and is not behind the goals. There would be ADA-compliant access. The area will be a bit elevated. The previous spot had issues of kids too close to the parking lot. John noted there is a utility building in the central corridor so if we add a bathroom or snack shack in the future all of these features would be in the central hub. Also, the area is 30 feet away from each of the fields although that is difficult to tell from the map. Jim said the intent is to do an underdrain stone system to get water off the site. He thinks it will work well.

Matthew O'Brien asked if bleachers are in the plan. Jim Galey replied the club would like to see them – there is room for them but he is not sure about money. Lisa Thomas said when it rains or there is

snowmelt there is typically a big pond at the site. Todd Penney said the area will be graded and drained. We did a topographic survey and there was a low spot. That's why it was always wet. The road acts like a dam and prevents shedding of water. There is still lot of work to do.

Richard Williams asked how they would rate the fields on a scale of 1-10 compared to other towns. Paul Strycharz replied if 1 is bad he would say 3. Jim Galey said we are way below other towns. John Elsesser said the upper field was designed to be of top notch quality. Some trees weren't taken along the woods line so we get too much shade. The field needs to be rebuilt but we can't take it off line. Jim said once another full field is available we can take fields off line in rotation for repair.

Matthew O'Brien asked whether Coventry Soccer does ongoing fundraising. Paul Strycharz replied they used to but not in the last couple years. John Elsesser noted one of the priorities is to get a fence up. Jim Galey said once impetus gets started fundraising becomes easier. Matthew asked what they are seeking for funds. John Elsesser replied \$30,000. We could take it out of Council's 1.5% fund or out of CNREF. His recommendation would be the 1.5% fund. At the end of this for the Town's \$30,000 we are getting a \$100,000 field.

**Motion #15/16-251: Richard Williams moved to appropriate \$30,000 from The Capital Non-Recurring Expenditures Fund for improvements to the Laidlaw Park soccer fields. Matthew O'Brien seconded the motion.** It was noted that the Council could always put funds back into CNREF at a future point. Richard asked who is going to do all the other work. Mark Kiefer said Public Works is committed to working with Fuss & O'Neill Design Build. Jim Galey said they have an established network of contractors who do a lot of work in town. His son is with Earth Dynamics and they will do a lot of the work. We have a cooperative relationship with the Department of Public Works. We would contract outside for seeding and tree clearing. Fuss & O'Neill has offered design work if needed but we probably won't with Todd Penney's work.

Thomas Pope asked when the fence would be put up. Jim Galey said not until we are ready to play. Thomas asked whether they are worried about somebody riding on it. Jim replied it is a legitimate concern. We will work to limit access. Matthew O'Brien asked about costs for the fence. John Elsesser replied we didn't have time to cost it out but anticipate \$15-20,000. Todd Penney showed areas where existing fence can be salvaged and reused. There is no fencing in the upper field area or to the south or west. We could need 750-800 feet of fencing. Mark thinks we should concentrate on the area where we are removing old fencing. John said we can get pricing.

Richard thinks it is a great plan. If the fields are that bad we should be working to get them at least to average or above average level. If they are subpar kids can get hurt. Hannah Pietrantonio recalled correspondence the Council received from parents last fall about their embarrassment over the condition of our fields. Mark Kiefer noted that irrigation is a big factor. Lisa Thomas asked if there are wetlands in the area that would be impacted by drainage. Todd Penney replied no. The wetlands area is well away from any field area. We got a permit on the easterly side where we did a little parking work. Wetlands are 250 feet away on the westerly side. Andy Brodersen thanked the group for a great job. John Elsesser said we appreciate the Council's consideration. We know it is awkward to approve projects quickly. **Motion #15/16-251 carried on unanimous vote.**

## 6. Reports:

**A. Council Chairwoman – Julie Blanchard:** One of our goals was to start taking care of recreation fields so this plan for Laidlaw Park is a step in the right direction.

### **B. Council Members:**

Lisa Thomas said that the Last Green Valley, which Coventry is a gateway into, just received

recognition from the National Parks Service for the water trail that goes through Coventry along the Willimantic River. This is excellent for the Town and the community

Thomas Pope noted that the Library Building Committee ignored his policy question regarding charging admission for book sales. He wants to encourage people to buy and read books. On January 23<sup>rd</sup> from 9:30-4:30 the Welles Turner Library in Glastonbury is doing a book sale with no charge for admission. He said it is too bad our own Library doesn't choose to do that.

### **C. Steering Committee – Thomas Pope:**

Details of the last Steering Committee meeting are available in the Council packet and on the website. Highlights of the meeting include:

- We finalized a proposed ordinance which would prohibit appointment and simultaneous service on Land Use Boards and Commissions. The committee voted to send the proposal to the Town Council for your consideration and possible action calling of a Public Hearing. This is on tonight's agenda as item 8E.
- The Committee reviewed a conceptual draft for elderly tax relief designed to freeze residential taxes for some of our citizens over age 65. We will continue to refine the proposal and have voted to also refer the matter to the Finance Committee to review fiscal tax impact. The Town Manager is also sending the proposal to CRCOG to develop an estimate of qualifying households. After doing a rough count by reviewing public records in town he anticipates approximately 700 households would qualify before taking the residency requirement into account.
- We received a letter concerning the conduct of our Building Inspector Joe Callahan. In a job known for the challenges of enforcement colliding with public perception, Joe's approach and performance has been applauded by a citizen who took the time to write about his superior interaction on the job. Thanks to Joe for continued great effort.

#### **1. Reappointments:**

- a. Motion #15/16-252: Thomas Pope moved to reappoint Robert Proctor to the Conservation Commission, term to expire 1-1-2020. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
- b. Motion #15/16-253: Thomas Pope moved to reappoint Barbara Barry to the Economic Development Commission, term to expire 2-1-2021. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.**
- c. Motion #15/16-254: Thomas Pope moved to reappoint Heather Bear to the Human Rights Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
- d. Motion #15/16-255: Thomas Pope moved to reappoint Albert Bradley to the Human Rights Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
- e. Motion #15/16-256: Thomas Pope moved to reappoint Bruce Stave to the Human Rights Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
- f. Motion #15/16-257: Thomas Pope moved to reappoint Marie Gallo-Hall to the Parks & Recreation Commission, term to expire 1-1-2018. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.**
- g. Motion #15/16-258: Thomas Pope moved to reappoint Paul Jatkowski to the Personnel Appeals Board, term to expire 1-1-2019. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**

- h. **Motion #15/16-259: Thomas Pope moved to reappoint Eric Ohlund to the Veteran’s Memorial Commission, term to expire 1-1-2018. The motion was seconded by Matthew O’Brien and carried on unanimous vote.**
- i. **Motion #15/16-260: Thomas Pope moved to reappoint Donna Louise Sanborn to the Veteran’s Memorial Commission, term to expire 1-1-2018. The motion was seconded by Matthew O’Brien and carried on unanimous vote.**
- j. **Motion #15/16-261: Thomas Pope moved to reappoint Richard Sanborn Jr. to the Veteran’s Memorial Commission, term to expire 1-1-2018. The motion was seconded by Matthew O’Brien and carried on unanimous vote.**
- k. **Motion #15/16-262: Thomas Pope moved to reappoint Michael Kurpiewski to the Human Rights Commission, term to expire 1-1-2017. The motion was seconded by Matthew O’Brien and carried on unanimous vote.**

**2. Appointments:**

- a. **Motion #15/16-263: Thomas Pope moved to appoint Theodore Jarrett to the Ad-Hoc Farmers’ Market Operating Committee as an out of Town member and representative of CT Landmarks for a 3-year term. The motion was seconded by Matthew O’Brien and carried on unanimous vote.**
- b. **Motion #15/16-264: Thomas Pope moved to appoint Jean Nelson to the Ad-Hoc Farmers’ Market Operating Committee as an out of Town member and vendor representative for a 2-year term. The motion was seconded by Matthew O’Brien and carried on unanimous vote.**
- c. **Motion #15/16-265: Thomas Pope moved to appoint Susan Noyes to the Orchard Hills Board of Commissions, term to expire 11-17-2020. The motion was seconded by Matthew O’Brien and carried on unanimous vote.**
- d. **Motion #15/16-266: Thomas Pope moved to appoint Felicia LaPlante as an Alternate to the Library Expansion Committee with an indefinite term. The motion was seconded by Matthew O’Brien and carried on unanimous vote.**

Lisa Thomas said she had a question regarding the Steering Committee meeting and apologized for not attending due to family obligations. She questioned why Mark Lavitt was not reappointed to the Economic Development Commission. The minutes indicated that there was feeling that it was time for fresh ideas. She said Mr. Lavitt just sat at this table and spoke about EDC’s activities. He has put in a great deal of time and she feels uncomfortable with the limited detail provided by the minutes. Thomas Pope said he is not going to rehash the conversation. Mr. Lavitt’s term had expired. Lisa replied that a lot of people get reappointed. Thomas said the minutes speak for themselves. Lisa said she wants to go on record stating her disagreement with this decision. She feels it is a slap in face to Mr. Lavitt to not speak with him further. He put in a great deal of time on economic development and just met with us at this table. She would have supported speaking with him further and potentially reappointing him but certainly more than expressing a desire for new ideas.

**D. Finance Committee – Matthew O’Brien:**

The Finance Committee received a letter from the Superintendent of Schools confirming they are going to go forward with a request for a building committee for the structural walls issue at CHS/CNH Middle School. He wanted to authorize John to share the information with them containing the rest of the documents that we didn’t authorize at the last meeting, including our recommendations on how to move forward.

**E. COVRRRA – John Elsesser:** no report.

**F. Town Manager – John Elsesser:**

The Council has the projects memo and he can answer questions. A few highlights:

- We swore in Kelsey Carpenter as our new police officer. She has reported to the academy for the next half year. It was a long search. She is a highly qualified candidate and we are pleased to have her join us.
- The Boy Scouts are once again selling sand/salt for \$8 per bucket. The will be at K of C Hall on Mondays and if you want more than one bucket they will deliver.
- We got a nice letter on Dec 31st informing us that the CT DEEP has bought 37 acres of land in town, the former Nutmeg Vineyard which abuts the Nathan Hale forest. This provides good linkages. We received a letter from the Maulucci family and they are ecstatic. It is good land in a key location.
- The winter newsletter is at the printer should be in homes in about a week.
- Matthew O'Brien asked for details under the Main St. Investment grant regarding the pocket park. John replied it is on the bend near Teleflex where the road is moving away. What is left will be a small park area which will have a couple benches and a clock.
- Thomas Pope asked about the aquatic invasive grant. He thought those were cut with the State budget reductions. John replied at this point they were. We will have to talk about it during the budget process. Sometimes the State finds additional money. The second treatment is less expensive. Thomas asked whether we have wasted money if the second treatment is not done. John replied not totally but somewhat.
- Thomas Pope asked whether we will need continuous funding to cover expenses for the caretakers home. John replied no. Part of that becomes the affordability of it. There are other grants out there that do some of the infrastructure. They understand they would be covering at least heating.
- Thomas asked whether the Town Hall STEAP grant application is done. John replied no. We have until January 15<sup>th</sup>. He spent some time talking with Columbia to talk them into applying for a STEAP grant for the Hop River Bridge. We got some additional ratings that show it really does need to be done. If they apply for \$500,000 we can do a match for \$60,000.
- Matthew O'Brien noted the Eversource LED lighting initiative and thanked John for applying years of pressure. He asked how all the lights would be changed in 5 years with no program. John replied they have applied to PURA to get a rate but haven't implemented the program. There are 250 lights in our town. He thinks they will go through the state and do all of them. It is a better approach for us than owning and servicing them. Matthew applauded all John's effort, saying he is always very diligent.

**7. Unfinished Business:**

**A. 15/16-49: Library Expansion Project:** Julie Blanchard would like to refer this to Finance and then onto Steering. Lisa Thomas asked what the goal is for each committee. Julie replied to look at and ask questions. Thomas Pope would like to add the question of proper parking availability. He distributed a document which is attached to these minutes. Per the building committee's space needs formula we would need 115 parking spaces. The current proposal indicates 64 at the Library and 18 across the street for a total of 82. There appears to be a shortage of 33 spaces. Also trash dumpsters are not shown and may further reduce available parking space. At Steering there are two policy issues: charging for the book sale and ownership of the building and land. Julie Blanchard referred the matter to both committees.

8. **New Business:**

**A. 15/16-54: Consideration/acceptance: Wolf Hill Road and Carnic Alps Road in Grant Hill Estates as Town Roads:** John Elsesser asked Town Engineer Todd Penney to outline how a town road gets accepted through the P&Z process. Todd said the first step is the subdivision is approved. We go through a bonding mechanism to determine the value of the road. Then we go through milestone inspections. Todd is the primary inspector. Mark Kiefer, Director of Public Works, is also involved. Milestones are broader points in the inspection process. Todd walks the road and reviews design compliance. Once the bond is posted we allow the contractor to start work. They work at their own pace as long they as maintain communication with Todd during the process. Todd does erosion and sediment control. He makes periodic unannounced visits to ensure the site is being properly managed. As we reach certain milestones a roll test is done of the entire corridor. This ensures that unsuitable material has been removed. Once that is done we give approval to start applying layers of road. Then roll tests are done. Once that passes we give permission to do process gravel. Drainage is constructed. Catch basins and pipes are spot-inspected. Matthew O'Brien asked whether the developer has an engineer certifying the project. Todd replied we don't require that. If there are long runs where we think joints might be an issue he will be there. He also inspects storm drainage at unanticipated times. Once the road is to gravel and drainage is constructed then we pave. That process is more critical and he is there for most of that time. We monitor the temperature of the asphalt, thickness and total tonnage. When the surface is done for about a year for settling to take place, then certain areas may need to be saw-cut, backfilled and repaved at the developer's expense. When the developer is ready for the road to be accepted a 10% maintenance bond is required. At that point 90% of the work is done. The maintenance bond is in place for two years to get minor issues addressed. John said when Todd feels it is ready he talks with Eric Trott who brings it before P&Z and then to the Council to accept as Town property. Todd said these roads have been ready since last December but the developer had an issue with their deeds. Matthew asked whether the utilities are underground. Todd replied yes unless a waiver is granted by P&Z. Todd inspects the conduits. We have good contractors in town and haven't had many issues. Julie thanked Todd for providing this additional detail. **Motion #15/16-267: Andy Brodersen moved to accept Wolf Hill Road and Carnic Alps Road as Town roads. The motion was seconded by Matthew O'Brien and carried with Julie Blanchard abstaining and all other members in favor.**

**C. 15/16- 56: Consideration of acceptance of donation of Lot 20 Beebe Farms Road as recommended by Planning and Zoning:** John Elsesser said this is a small lot that people inherited. The person probably originally bought it for lake rights. It could provide access to a public walkway and potential emergency access. The owner would rather give it to the Town for a tax break than offer it to the abutter. **Motion #15/16-268: Richard Williams moved to accept the donation of Lot 20 Beebe Farms Road as recommended by Planning and Zoning. The motion was seconded by Andy Brodersen and carried on unanimous vote.**

**E. 15/16-58: Consideration of possible ordinance to prohibit simultaneous membership on land use commissions and possible call to Public hearing:** John Elsesser recommended if the Council wants to proceed that the public hearing be scheduled for February 1<sup>st</sup> to give time to place notices. Julie Blanchard said she was wondering if it should include even more commissions because they are so interrelated. Lisa Thomas said it seems like the intent was to look at regulatory agencies. Thomas Pope said it was looked at as land use commissions because that's where the concern was at the time. Lisa said between Inland Wetlands and P&Z there is concern because an applicant might need to go to both, and a person serving on both would have been privy to previous discussions and wouldn't be hearing the applicant as a blank slate. **Motion #15/16-269: Thomas Pope moved to send consideration of an ordinance prohibiting simultaneous membership on land use commissions to public hearing at 7 PM on February 1, 2016 in the Town Hall Annex. The motion was seconded by Lisa Thomas and carried on unanimous vote.**

9. **Adjournment:**

**Motion #15/16-270: Matthew O'Brien moved to adjourn the meeting at 9:38 PM. The motion was seconded by Thomas Pope and carried on unanimous vote.**

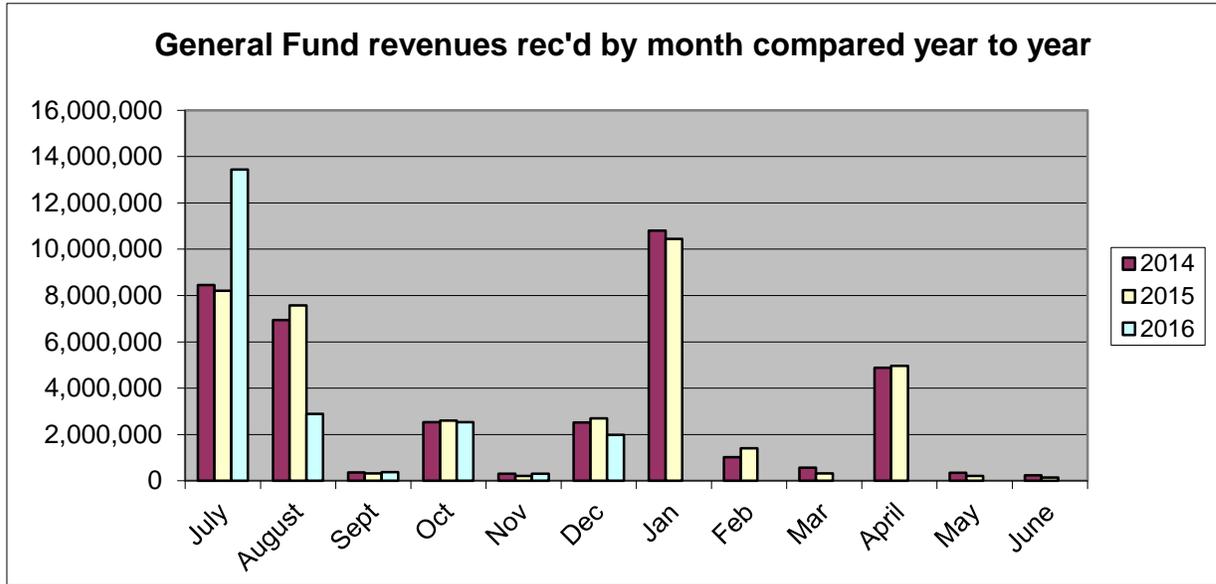
Respectfully submitted,

Laura Stone  
Town Council Clerk

*Note: These minutes are not official until acted on by the Town Council at its next regular meeting. Those meeting minutes will reflect approval or changes to these minutes.*

Date: January 6, 2016  
 To: Finance Committee  
 From: Elizabeth Bauer, Director of Finance  
 Re: Monthly Update

**Revenues**

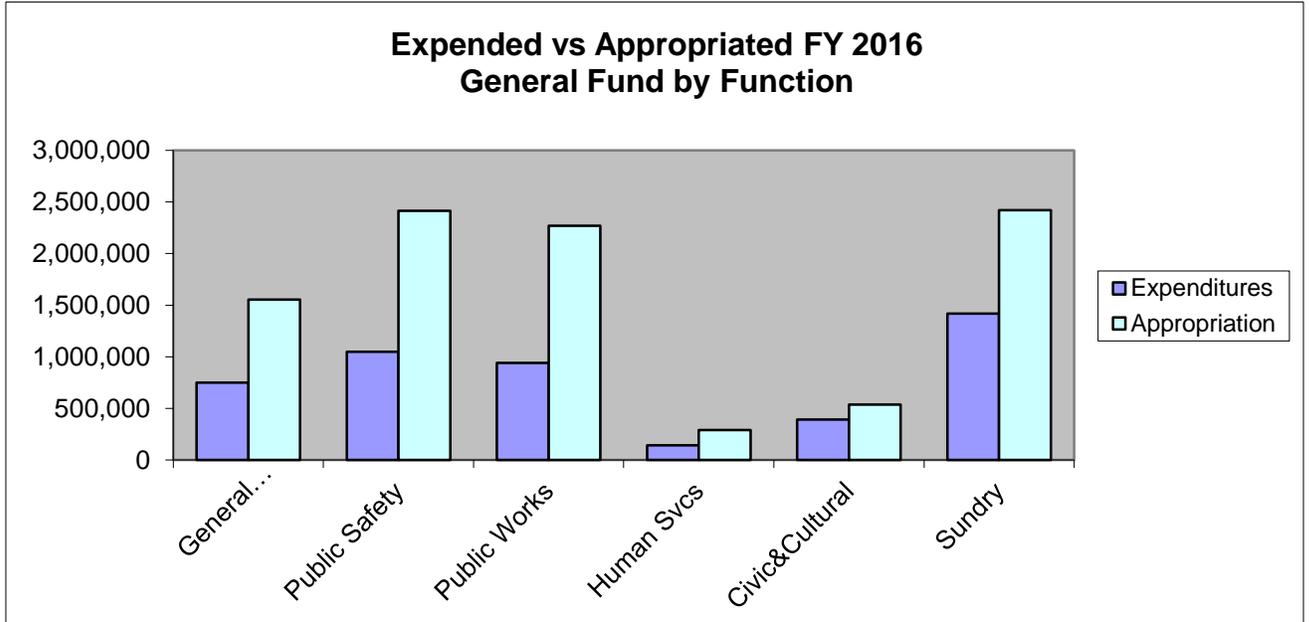


As of December 31, 2015, the Town of Coventry has collected \$18,509,444 or 63.16% of \$29,305,320 (anticipated) property tax revenue. The same period last year saw property tax revenue at 65.3% of anticipated revenue.

General fund revenue collections are \$21,514,268 or 54.15% of \$39,727,778 anticipated. Anticipated revenues from the State of Connecticut have been reduced by the \$48,673 PILOT payment, \$8,339 in ECS payments and 5,646 of public school transportation money for a total reduction of \$62,647. A positive note: if Conveyance tax and Building department revenues continue at the same pace through fiscal year end, we will exceed those revenues by \$110,000.

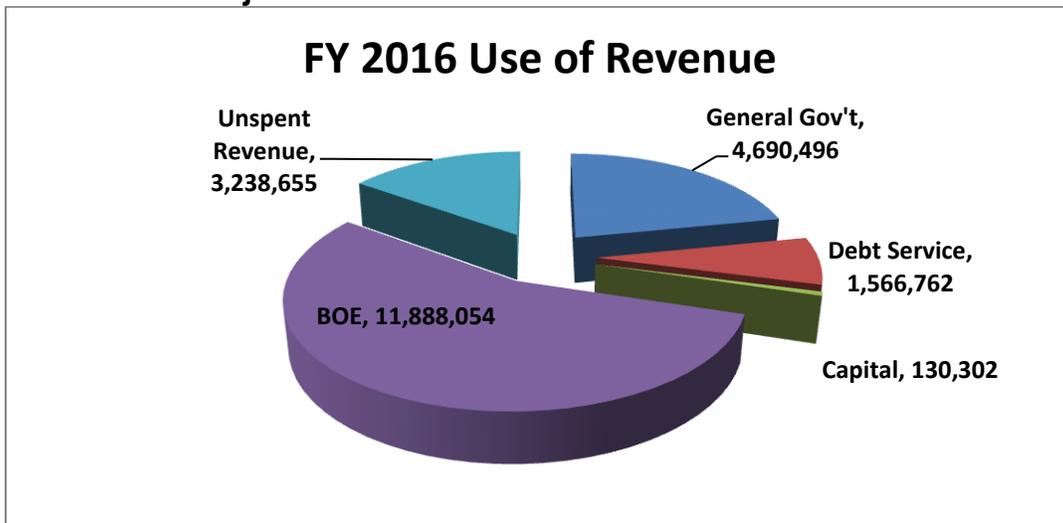
COVRRRA collections are \$935,919 or 95.9% of \$976,183 anticipated. The same period last year saw COVRRRA collections at 96.47% of anticipated.

## Expenditures



Current Fiscal year General Fund expenditures and encumbrances are at 55.49% of the adjusted budget appropriation, compared with 54.33% for the same period last year. Projected over expenditures include the advertising line item in the Town Managers budget (110-1201-52170), Town Hall building repairs/maintenance (110-1801-52160) due to emergency repairs to the boiler/HVAC systems and Claims and losses (110-8303-53230).

## Cash Position/Projection



The chart above shows what has been spent from the revenues received this current fiscal year. As of December 31st, we have an unspent cash balance of \$3,238,655 and unspent appropriation of \$20,891,308. Available funds are currently invested at rates from .15% to .6%.

## **Tax Collector**

During December 125 back tax statements were prepared and sent, along with 89 delinquent notices for unpaid sewer assessment. The office prepared and mailed 2,244 Supplemental Tax bills in advance of the January 1<sup>st</sup> due date. Of the 24 properties originally proposed for the next tax sale, 19 have been forwarded to the attorney for continued action. Of the 5 properties removed, 3 made significant payments, 1 expects that the taxes will be paid by their insurance company, and 1 property is in the process of being sold.

## **Tax Assessor**

December begins the work of the 2015 Motor Vehicle grand list, after the files are received from the DMV. Work continues on the Real Estate and Personal Property files in anticipation of the grand list signing in late January.

For the 2014 grand list, the office has processed 755 Motor Vehicle corrections, 29 Personal Property corrections and 126 Real Estate certificates of correction. The Real Estate corrections include 36 newly constructed prorates.

The year to date corrections against 10/1/2013 and 10/1/2014 grand lists are as follows:

	2013	2014
Original Grand List	999,714,550	930,973,231
BAA Reductions March	(215,059)	(407,900)
Corrections	(2,208,232)	(2,335,043)
BAA Reductions September	(32,780)	(16,370)
Prorates New Construction*	1,534,004	2,123,246
Supplemental MV GL	10,866,051	11,190,476
Total Net Grand List	1,009,658,534	941,527,640

## **Accounting**

The office staff concentrated on year end issues, preparing for W2's, 1099's and the new ACA requirements for form 1095. The audit work continued with the final document released on 12/30. Open enrollment was held for the HDHP plan, no additional employees enrolled, and one switched back to the PPO plan.

## **IT**

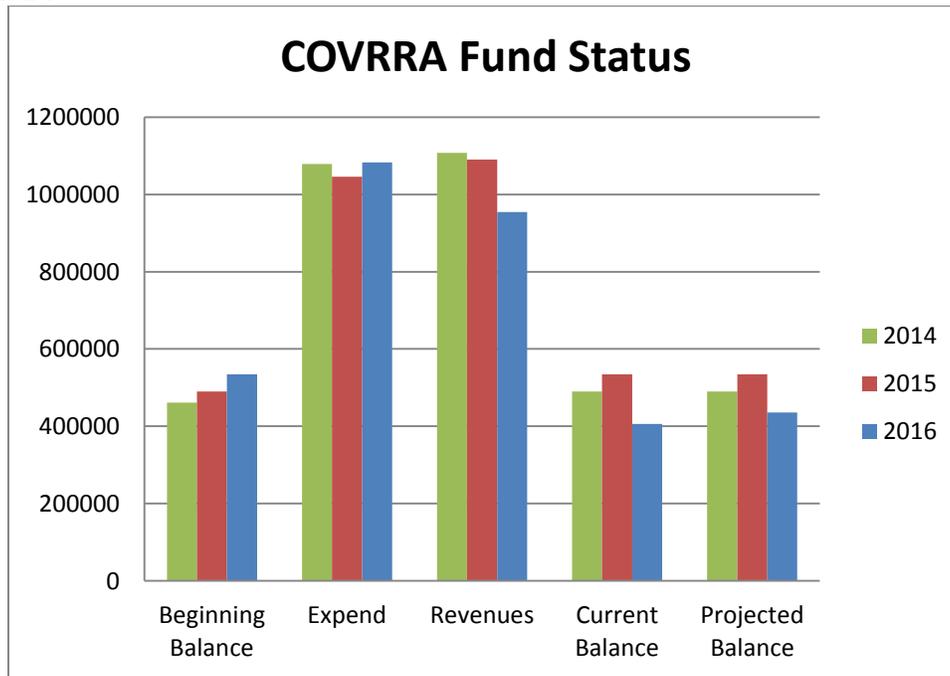
Working with the BOE on a cooperative solution to our mutual phone system issues, a discussion was held with an interested vendor. We are planning have price proposals in time for budget conversations.

**BOE status**

	BOE Expenditures to date
	FY 2016
Budget appropriation	26,811,045
Adjustments to approp	18,171
Encumbrances	
Expended to date	<u>11,888,054</u>
Balance remaining	14,941,162

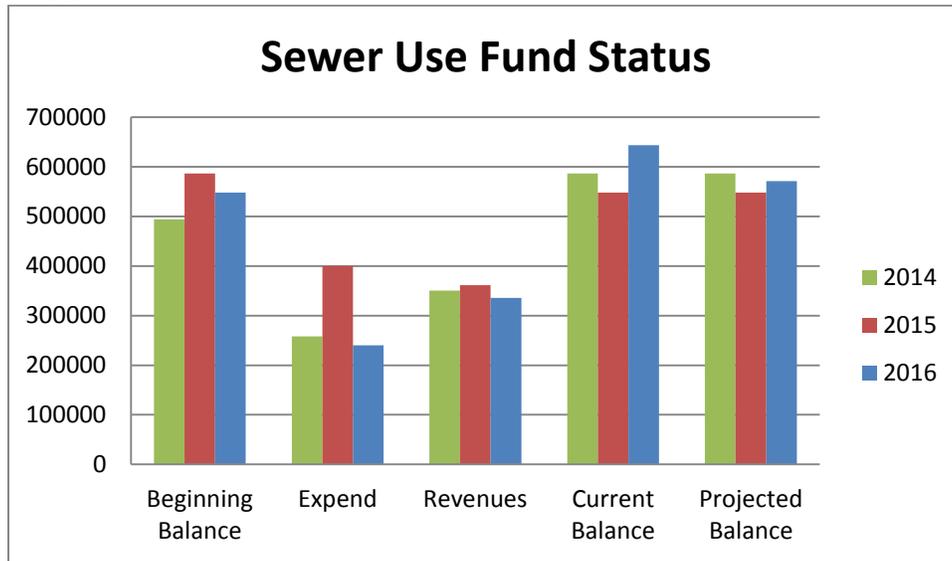
**Special Revenue Funds**

**COVRRRA**



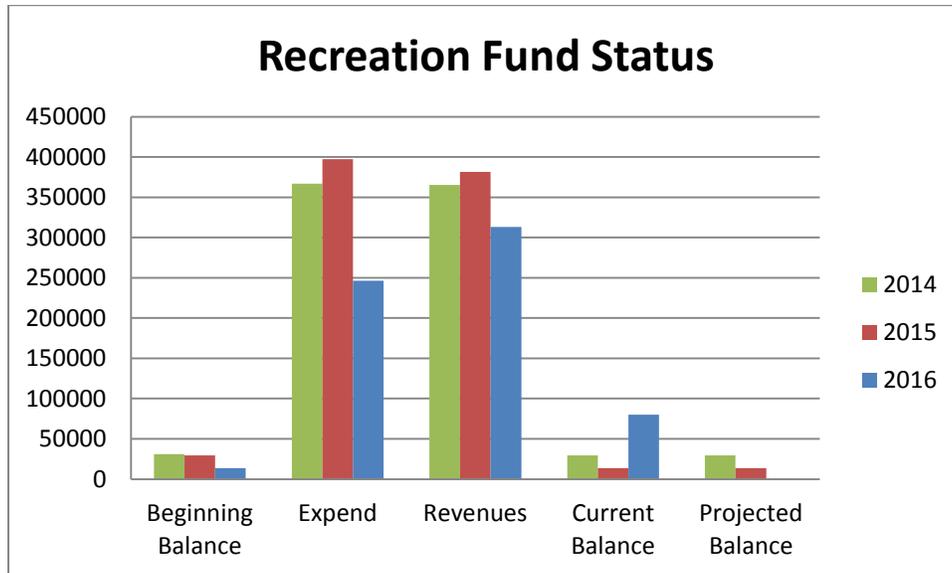
	Beginning Balance	Expend	Revenues	Current Balance	Projected Balance
2016	534282	1082925	954360	405716	436028
2015	489808	1045363	1089836	534282	534282
2014	461074	1078893	1107627	489808	489808

**SEWER USE**



	Beginning Balance	Expend	Revenues	Current Balance	Projected Balance
2016	548115	240378	335746	643483	571115
2015	586372	399792	361535	548115	548115
2014	494117	257880	350135	586372	586372

**RECREATION**



	Beginning Balance	Expend	Revenues	Current Balance	Projected Balance
2016	13567	246541	312967	79993	195
2015	29304	397283	381546	13567	13567
2014	30951	366927	365280	29304	29304

Town of Coventry  
 Monthly Expenditure Summary - (COUNCILOBJ.REP)

Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 31-Dec-2015

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
51000 SALARY AND WAGES	273,134.00	.00	.00	74,396.81	198,737.19	27.24
51010 REGULAR FULL TIME	4,019,898.00	(10,694.00)	.00	1,824,637.36	2,184,566.64	45.51
51020 PART TIME	95,101.00	18,000.00	.00	44,694.18	68,406.82	39.52
51030 OVERTIME	229,056.00	(1,280.25)	.00	68,294.09	159,481.66	29.98
51040 TEMPORARY	30,310.00	8,444.25	.00	18,339.34	20,414.91	47.32
51059 PAYROLL TAXES & INSURANCE	26,309.00	.00	.00	6,345.00	19,964.00	24.12
51063 FICA - GA	77,237.00	.00	.00	35,202.93	42,034.07	45.58
51064 FICA - PS	147,460.00	.00	.00	69,070.95	78,389.05	46.84
51065 FICA - PW	116,250.00	.00	.00	54,607.10	61,642.90	46.97
51066 FICA - HUMAN SVCS	16,740.00	.00	.00	8,491.93	8,248.07	50.73
51067 FICA - CIVIC/CULTURAL	5,016.00	.00	.00	2,507.35	2,508.65	49.99
51070 PENSION	32,800.00	.00	.00	.00	32,800.00	.00
51071 PENSION - GA	122,210.00	.00	314.47	107,948.78	13,946.75	88.59
51072 PENSION - PS	216,963.00	.00	.00	187,225.68	29,737.32	86.29
51073 PENSION - PW	144,000.00	.00	.00	97,187.50	46,812.50	67.49
51074 PENSION - HS	27,860.00	.00	.00	26,165.65	1,694.35	93.92
51075 PENSION - CC	14,266.00	.00	.00	13,006.14	1,259.86	91.17
51090 OTHER	69,785.00	2,000.00	.00	31,088.27	40,696.73	43.31
51100 LONGEVITY	48,700.00	(15.00)	.00	47,700.00	985.00	97.98
51110 DIFFERENTIAL	4,199.00	1,423.00	.00	2,379.13	3,242.87	42.32
51121 FRINGE BENEFITS	23,270.00	.00	.00	6,688.35	16,581.65	28.74
51711 HEALTH INS GENERAL ADMIN	239,855.00	.00	.00	114,990.00	124,865.00	47.94
51712 HEALTH INS PUBLIC SAFETY	417,230.00	.00	.00	170,440.19	246,789.81	40.85
51713 HEALTH INS PUBLIC WORKS	393,015.00	.00	.00	200,377.11	192,637.89	50.99
51714 HEALTH INS HUMAN SERVICES	34,880.00	.00	.00	12,699.43	22,180.57	36.41
51715 HEALTH INS CIVIC & CULTURAL	9,225.00	.00	.00	4,798.03	4,426.97	52.01
51720 LIFE INSURANCE	6,500.00	.00	.00	3,702.53	2,797.47	56.96
51999 REVENUE OFFSET	(14,800.00)	.00	.00	(5,447.56)	(9,352.44)	36.81
52010 ARCHITECTS AND ENGINEERING	8,240.00	7,660.00	5,003.33	10,892.21	4.46	99.97
52020 FINANCE AND ACCOUNTING	8,930.00	.00	.00	1,870.00	7,060.00	20.94
52030 LEGAL	93,000.00	.00	.00	66,466.44	26,533.56	71.47
52040 LICENSES/SUPPORT-DATA PROCESSING	113,987.00	.00	6,273.14	97,566.62	10,147.24	91.10
52050 INSURANCE	138,750.00	.00	32,869.00	103,070.78	2,810.22	97.98
52060 INDEXING RECORDING	26,650.00	.00	805.00	6,827.58	19,017.42	28.64
52070 OTHER PROFESSIONAL SERVICES	104,835.00	2,820.00	34,087.15	43,350.23	30,217.62	71.93
52080 PROFESSIONAL AFFILIATION	31,293.00	13.00	385.00	26,010.00	4,911.00	84.31
52090 TRAVEL MEETINGS MILEAGE	75,790.00	1,338.48	188.52	5,620.49	71,319.47	7.53
52100 TRAINING	35,030.00	(186.00)	650.00	9,300.00	24,894.00	28.56
52110 POSTAGE	37,200.00	.00	.00	2,873.27	34,326.73	7.72
52130 SERVICE CONTRACTS	217,171.00	230.00	29,165.97	90,112.30	98,122.73	54.87
52140 EQUIPMENT REPAIRS	61,919.00	(400.00)	3,794.81	18,633.72	39,090.47	36.46
52150 RADIO AND ALARM REPAIRS	16,150.00	(45.00)	1,436.68	7,707.57	6,960.75	56.78
52160 BUILDING REPAIRS/MAINTENANCE	55,070.00	425.39	192.73	28,058.54	27,244.12	50.91
52170 ADVERTISING	18,180.00	87.00	5,218.39	6,612.31	6,436.30	64.77
52180 PRINTING	27,415.00	(3.00)	494.00	4,411.46	22,506.54	17.90
52190 COPIERS	4,950.00	.00	261.40	1,522.68	3,165.92	36.04
52200 EQUIPMENT RENTAL	2,400.00	(1,400.00)	.00	774.65	225.35	77.47
52220 MEALS	5,030.00	.00	500.00	709.82	3,820.18	24.05
52240 MISCELLANEOUS	3,800.00	.00	.00	492.10	3,307.90	12.95
52250 GRANTS AND CONTRIBUTIONS	99,954.00	3,033.87	141,093.81	282,250.99	(320,356.93)	411.06
52260 NEGOTIATED UNION CONTRACT	6,000.00	.00	.00	4,274.60	1,725.40	71.24

Town of Coventry  
 Monthly Expenditure Summary - (COUNCILOBJ.REP)

Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 31-Dec-2015

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
52270 OTHER SERVICES	300.00	.00	.00	.00	300.00	.00
52280 AUDIT	30,845.00	.00	11,455.00	16,721.60	2,668.40	91.35
52291 WORKER COMP - GA	23,340.00	.00	5,172.00	15,516.00	2,652.00	88.64
52292 WORKER COMP - PS	128,280.00	.00	28,688.25	86,058.75	13,533.00	89.45
52293 WORKER COMP - PW	101,800.00	.00	22,794.04	68,377.96	10,628.00	89.56
52294 WORKER COMP - HS	2,810.00	.00	601.74	1,804.26	404.00	85.62
52295 WORKER COMP - CC	12,545.00	.00	2,885.91	8,659.57	999.52	92.03
52840 VETERANS' PROGRAMS	1,000.00	.00	.00	543.40	456.60	54.34
52869 FEES	3,500.00	.00	.00	3,470.00	30.00	99.14
53010 OFFICE SUPPLIES	23,080.00	(241.00)	1,917.77	5,012.71	15,908.52	30.35
53020 OFFICE EQUIPMENT	650.00	.00	.00	.00	650.00	.00
53030 MICROFILM PHOTO SUPPLIES	1,300.00	.00	.00	.00	1,300.00	.00
53040 GASOLINE	62,625.00	.00	17,150.66	16,084.28	29,390.06	53.07
53050 DIESEL FUEL	54,500.00	.00	13,158.21	11,117.17	30,224.62	44.54
53060 MOTOR OIL LUBRICANTS	7,700.00	(100.00)	1,193.28	5,792.42	614.30	91.92
53070 CUSTODIAL SUPPLIES	6,350.00	(277.00)	759.30	1,718.94	3,594.76	40.81
53080 PAPER GOODS	6,900.00	.00	3,683.75	838.30	2,377.95	65.54
53090 CLOTHING SAFETY EQUIPMENT	44,950.00	(290.32)	9,264.60	16,956.14	18,438.94	58.71
53091 OSHA REQMTS	4,350.00	.00	.00	.00	4,350.00	.00
53092 NFPA REQMTS	10,010.00	.00	.00	7,085.45	2,924.55	70.78
53100 AUTO PARTS	22,950.00	(30.00)	5,392.09	7,550.21	9,977.70	56.47
53110 TRUCK PARTS	61,500.00	.00	10,823.03	34,619.86	16,057.11	73.89
53120 EQUIPMENT PARTS	64,600.00	(1,000.00)	11,755.49	25,338.25	26,506.26	58.32
53130 WELDING SUPPLIES	2,375.00	.00	.00	.00	2,375.00	.00
53140 HAND TOOLS	6,200.00	(1,001.00)	1,465.05	3,402.32	331.63	93.62
53150 BUILDING SUPPLIES	1,350.00	.00	.00	261.28	1,088.72	19.35
53160 CEMENT SAND SALT GRAVEL	198,200.00	(1,300.00)	75,625.14	44,942.11	76,332.75	61.23
53170 GROUND SUPPLIES	27,100.00	.00	6,262.24	17,142.48	3,695.28	86.36
53180 STREET CLEANING SUPPLIES	2,500.00	.00	.00	2,349.18	150.82	93.97
53190 POLICE EQUIPMENT SUPPLIES	9,250.00	.00	.00	3,748.26	5,501.74	40.52
53200 TRAFFIC CONTROL SIGNS	6,000.00	.00	1,965.00	35.00	4,000.00	33.33
53210 OTHER PURCHASED	16,800.00	1,000.00	3,995.12	7,782.43	6,022.45	66.17
53220 SUBSCRIPTIONS BOOKS	41,680.00	(74.43)	843.23	8,435.13	32,327.21	22.30
53225 PROGRAM COSTS	17,050.00	.00	254.14	3,791.96	13,003.90	23.73
53230 TRANSFERS	86,350.00	.00	1,250.00	79,899.06	5,200.94	93.98
53240 TIRES	25,850.00	.00	1,602.01	19,702.26	4,545.73	82.42
53280 ASPHALT/HOT & COLD PATCH	25,000.00	.00	4,863.36	5,136.64	15,000.00	40.00
53290 KENNEL SERVICES	3,000.00	.00	.00	.00	3,000.00	.00
53300 PUBLIC RELATIONS	5,385.00	155.56	.00	3,944.45	1,596.11	71.19
53610 VAN EXPENSES	1,350.00	.00	400.48	259.26	690.26	48.87
53640 LAUNDRY	580.00	.00	.00	12.11	567.89	2.09
54010 IMPROVEMENTS NOT BUILDING	1,300.00	.00	.00	.00	1,300.00	.00
54020 OFFICE FURNITURE & EQUIPMENT	3,500.00	(164.00)	.00	1,282.53	2,053.47	38.45
54050 OTHER EQUIPMENT	17,169.00	3,843.00	2,012.87	10,379.57	8,619.56	58.98
54540 COMPUTER REPLACEMENT AND UPGRADES	3,000.00	.00	.00	685.91	2,314.09	22.86
54960 EQUIPMENT PURCHASES	3,200.00	.00	624.95	1,130.00	1,445.05	54.84
55010 TELEPHONE	23,132.00	164.00	1,142.29	12,381.00	9,772.71	58.05
55020 ELECTRIC	174,200.00	19.87	43,873.02	65,431.85	64,915.00	62.74
55030 HEATING FUEL	73,169.00	.00	33,573.70	12,744.94	26,850.36	63.30
55040 WATER	1,040.00	.00	305.31	340.79	393.90	62.13
55050 SEWER	3,920.00	72.45	.00	3,687.45	305.00	92.36

Town of Coventry  
 Monthly Expenditure Summary - (COUNCILOBJ.REP)

Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 31-Dec-2015

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
55130 DISPOSAL FEES	3,165.00	.00	.00	698.02	2,466.98	22.05
57040 DOG TAGS	200.00	.00	.00	.00	200.00	.00
57050 VETERINARY FEES	1,250.00	.00	.00	680.60	569.40	54.45
57060 ST CT LICENSE FEES	4,100.00	.00	.00	.00	4,100.00	.00
57064 PET ADOPTION FEES DEP	250.00	.00	.00	.00	250.00	.00
58190 ANNIVERSARY CELEBRATIONS	500.00	.00	.00	.00	500.00	.00
*** Grand Total ***	9,483,213.00	32,228.87	589,486.43	4,690,496.49	4,235,458.95	55.49

==== Selection Legend =====

Account Type: E  
 FY: 2016 to 2016  
 Trx. Date: 01-Jul-2015 to 31-Dec-2015  
 Department: 0000 to 8900  
 From Fund: 110 to 110  
 Account Sub Type: CP

Town of Coventry  
 Monthly Expenditure Summary - (SHORTCUMS.REP)

Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 31-Dec-2015

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
<b>OPERATING BUDGET</b>						
1101 TOWN COUNCIL	33,418.00	.00	44.00	23,892.93	9,481.07	71.63
1201 TOWN MANAGER	208,462.00	.00	107.81	102,475.38	105,878.81	49.21
1300 FINANCE ADMINISTRATION	114,289.00	.00	11,535.00	55,457.55	47,296.45	58.62
1301 ACCOUNTING	110,300.00	3,426.00	.00	54,237.75	59,488.25	47.69
1302 COLLECTOR OF REVENUE	114,209.00	.00	.00	47,687.23	66,521.77	41.75
1303 ASSESSOR	137,699.00	.00	.00	45,055.95	92,643.05	32.72
1304 ASSESSMENT APPEALS	800.00	.00	.00	102.62	697.38	12.83
1305 TREASURER	24,956.00	.00	2,890.00	11,218.29	10,847.71	56.53
1306 INFORMATION TECHNOLOGY	150,367.00	.00	27,770.52	110,273.39	12,323.09	91.81
1401 PLANNING	143,983.00	.00	.00	66,111.77	77,871.23	45.92
1402 ZONING BOARD/APPEALS	23,872.00	(55.56)	1,077.45	5,793.27	16,945.72	28.85
1403 CONSERVATION	2,135.00	.00	.00	82.50	2,052.50	3.86
1404 ECONOMIC DEVELOPMENT	14,093.00	20,055.56	127.00	8,277.62	25,743.94	24.61
1406 INLAND WETLANDS	47,274.00	.00	1,494.34	19,458.68	26,320.98	44.32
1407 P&Z COMMISSION	4,200.00	.00	2,504.46	980.37	715.17	82.97
1501 LEGAL COUNSEL	90,000.00	.00	.00	66,466.44	23,533.56	73.85
1502 PROBATE COURT	7,055.00	.00	.00	7,053.06	1.94	99.97
1601 RECORDING/LICENSES	144,461.00	.00	805.00	62,172.66	81,483.34	43.60
1701 ELECTIONS	43,560.00	.00	.00	19,174.53	24,385.47	44.02
1801 TOWN OFFICE BLDG.	80,808.00	.00	3,380.51	34,470.87	42,956.62	46.84
1802 CENTRAL SERS./SUPPLY	59,001.00	.00	4,457.79	8,833.92	45,709.29	22.53
2101 POLICE ADMINISTRATION	185,551.00	.00	90.83	92,069.70	93,390.47	49.67
2102 POLICE OPERATIONS	1,247,711.00	.00	1,569.52	578,004.98	668,136.50	46.45
2103 POLICE SUPPORTIVE SERVICES	319,630.00	.00	7,063.56	143,563.12	169,003.32	47.13
2104 POLICE MARINE PATROL	7,850.00	.00	.00	5,084.08	2,765.92	64.77
2105 POLICE STATION	59,480.00	.00	12,416.33	19,548.21	27,515.46	53.74
2201 FIRE MARSHAL	26,446.00	.00	.00	13,239.87	13,206.13	50.06
2202 COVENTRY VOL FIRE ASSN	112,466.00	.00	28,869.64	36,376.57	47,219.79	58.01
2203 NORTH COV. VOL. FIRE DEPT	111,441.00	.00	18,956.15	38,861.32	53,623.53	51.88
2206 NO. COV. SUB-STATION	9,600.00	.00	2,162.28	637.72	6,800.00	29.17
2207 JOINT FIRE BUDGET	218,466.00	.00	12,289.88	76,526.68	129,649.44	40.66
2208 CVFA SOUTH ST. SUBSTATION	18,410.00	.00	6,215.63	2,893.37	9,301.00	49.48
2301 EMERGENCY MANAGEMENT	26,711.00	.00	.00	11,602.29	15,108.71	43.44
2401 ANIMAL CONTROL	70,891.00	.00	142.14	30,259.41	40,489.45	42.89
3100 ROADS & DRAINAGE	549,362.00	(1,983.32)	14,014.43	231,149.74	302,214.51	44.79
3101 PUBLIC WORKS BUILDING	57,592.00	47.32	27,166.71	19,670.02	10,802.59	81.26
3102 SNOW REMOVAL	276,000.00	.00	76,184.43	52,117.05	147,698.52	46.49
3103 FACILITY MAINTENANCE	292,991.00	436.00	1,764.37	155,332.34	136,330.29	53.54
3104 PUBLIC WORKS ADMINISTRATION	248,867.00	2,000.00	8,349.60	113,532.27	128,985.13	48.58
3105 FLEET MAINTENANCE	461,599.00	(500.00)	66,667.59	197,938.48	196,492.93	57.39
3107 MATCHING FUNDS	1,500.00	.00	.00	1,500.00	.00	100.00
3108 STREET LIGHTS	46,050.00	.00	.00	16,909.19	29,140.81	36.72
3109 CEMETERY COMM.	25,772.00	.00	320.95	9,785.85	15,665.20	39.22
3110 TREE WARDEN	23,000.00	.00	1,787.50	12,762.50	8,450.00	63.26
3201 ENGINEERING	77,099.00	6,000.00	6,515.47	35,355.19	41,228.34	50.39
3301 BLDG. INSPECTION	146,150.00	.00	.00	63,535.99	82,614.01	43.47
3302 BUILDING CODE BD. OF APPEALS	45.00	.00	.00	.00	45.00	.00
3501 HEALTH DEPT.	62,180.00	.00	31,089.56	31,089.56	.88	100.00
4102 VISITING NURSE & COMM. CARE	3,000.00	.00	1,876.00	624.00	500.00	83.33

Town of Coventry  
 Monthly Expenditure Summary - (SHORTCUMS.REP)

Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 31-Dec-2015

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
4200 HUMAN SERVICES/GA	190,736.00	.00	332.10	91,322.94	99,080.96	48.05
4205 ELDERLY SERVICES	94,982.00	2,802.87	9,667.47	49,024.49	39,092.91	60.02
5101 BOOTH DIMOCK/PORTER LIBRARIES	432,513.00	.00	108,298.25	324,554.75	(340.00)	100.08
5201 PARKS & REC SUPV/OPERATIONS	100,419.00	.00	.00	65,962.20	34,456.80	65.69
5301 MEMORIAL DAY	3,175.00	.00	.00	543.40	2,631.60	17.12
8101 MUNICIPAL INSURANCE	386,775.00	.00	87,917.69	267,872.07	30,985.24	91.99
8102 PENSION/SOCIAL SECURITY	883,106.00	.00	314.47	601,414.01	281,377.52	68.14
8103 HEALTH INSURANCE	1,100,705.00	.00	.00	507,007.29	593,697.71	46.06
8301 CONTINGENCY	10,000.00	.00	.00	434.90	9,565.10	4.35
8303 CLAIMS AND LOSSES	40,000.00	.00	1,250.00	43,114.16	(4,364.16)	110.91
<b>Total OPERATING BUDGET</b>	<b>9,483,213.00</b>	<b>32,228.87</b>	<b>589,486.43</b>	<b>4,690,496.49</b>	<b>4,235,458.95</b>	<b>55.49</b>
<b>DEBT SERVICE / CAPITAL EXPENDITURES</b>						
9101 DEBT SERVICE	2,638,900.00	.00	.00	1,566,761.73	1,072,138.27	59.37
9201 CAPITAL EXPENDITURES	794,620.00	40,000.00	61,768.95	130,301.85	642,549.20	23.01
9301 ADDITIONAL APPROPRIATIONS	.00	(72,228.87)	.00	.00	(72,228.87)	.00
<b>Total DEBT SERVICE / CAPITAL EXPENDITURES</b>	<b>3,433,520.00</b>	<b>(32,228.87)</b>	<b>61,768.95</b>	<b>1,697,063.58</b>	<b>1,642,458.60</b>	<b>51.71</b>
<b>*** Grand Total ***</b>	<b>12,916,733.00</b>	<b>.00</b>	<b>651,255.38</b>	<b>6,387,560.07</b>	<b>5,877,917.55</b>	<b>54.49</b>

==== Selection Legend =====

Account Type: E  
 FY: 2016 to 2016  
 Trx. Date: 01-Jul-2015 to 31-Dec-2015  
 From Fund: 110 to 110  
 Account Sub Type: CP  
 Department :

## Manager's project update: January 19, 2016 meeting

Below please find a brief summary and update of on-going projects:

### Public Works/Engineering

Road Bonding/summer roads:

- 1.) Work is underway to plan out next summer's bonding and a recap of this year's work for the Council for a February presentation. New State bids for asphalt are out and we are reworking our numbers.
- 2.) Survey and design complete for additional tennis court to get out to bid this winter for early spring construction. Due to workload we are having an outside engineering firm prepare the bid specs. Optional pricing for recoating existing tennis courts will be included.

### Other Construction\projects

- 1) Plans to improve Miller Richardson parking lots this fall/spring. Rafferty to mill road up that section of Plains Road to facilitate parking lot. Remainder of pine trees near entrance to transfer station to be removed this winter. We met with Youth Baseball and are supporting their fundraising for a new backstop and storage shed.
- 2) Lake/Cross Street project moving with Wetlands permit approved - winter bid and spring construction. Will now be affected by required 25% MBE/SBE set-aside. Plans complete and at CRCOG for peer review. Need one sidewalk easement before bidding.
- 3) Work on Laidlaw field scheduled to start on Monday. The Laidlaw Playscape phase one is slated for installation after the regrading. Using the gravel removed from Mt. Ridge to expand parking lots. Tree removal has started.
- 4) Working on HVAC bid and also propane bid. Hoping to get an intern in to help on some of these smaller projects. Issue set aside until Town Hall boiler approach resolved. Town Hall boiler temporary repair completed and needed further repair. The duct work project has been installed and awaiting an interface connection with the TRANE air handling system.
- 5) Will apply gravel (state purchased) to Hop River trail in January. State looking at re-decking the old rail bridge which would eliminate the Kings Road detour. State bonding for design approved last week. Columbia to be lead town.

### Grants

Aquatic invasive grant: Grant submitted for next year. Just learned that we are getting funds though slightly reduced.

Main Street investment grant: Funds are inadequate to allow a Certificate of Occupancy at end of work but building will be closed in and almost finished. Need funds for ADA lift, utilities (in conjunction with Main street project) and completion of bathrooms and kitchen and connecting vestibule. Asked contractor for price to complete and they are still fine tuning scope of work. Some funds from the pocket park may be able to be redirected. Wetlands permit in process for outside grading (by town crew), survey completed. Gazebos priced, clock and sidewalks in conjunction with State Main Street project as change orders in spring 2016. Building plans for mill approved. Delayed concrete work to save in temporary heating cost. The schedule is not critical for this project.

STEAP: got permission to move sidewalks to get from middle school drive to Ripley Hill from OPM; CTDOT wants full bid package review, encroachment permit and review bid results which means it is likely to mean this is now a spring project. Lake Gate STEAP grant underway with preliminary plans complete and permit application submitted. Permit to take 4 to 6 months. Construction deferred until fall 2016 to avoid low water issues during summer. 2016 STEAP grant submitted on time for meeting room and ADA bathroom addition to Town Hall. Have been working with the Town of Columbia to get them to resubmit a scaled back Hop River Road bridge grant (which was not funded last round). It would be in the \$560,000 range with the grant covering \$500,000 and Coventry covering the balance out of some Locip funds I have set aside for bridges. This was also submitted.

Small community water systems: Received formal grant notice and have delayed this grant at least one year while we work through some issues with CT Water. We have been invited to Housing Authority meeting now in February. This is a very complicated Private Public partnership which has never been tried before so the various State agencies normally not involved will be involved. It appears that after another meeting with the State that they want a lot of engineering at our risk before a final go ahead. We are working with CT Water (who would be paying for that expense) and they may shrink the project back to the water tower and line up the hill with CT Water doing the well to the village on their own outside the grant. They may decide to do the new well to the village outside the program to avoid burdensome regulations (and expenses) which will assist getting the water tower project moving.

ICE: Catchbasin cleaner ordered. Computer purchase authorized by Town Council and submitted.

Catalyst Arts grant: Phase 1 completed into next phase and created an Arts Guild. They are looking at the Caretakers house as a potential home base and will be meeting with the Rec. Commission.

DEEP open space: William property survey work found minor issue which is easy to resolve but time consuming. Still progressing. CT DEEP ok with progress. Farmland development rights: Reynolds survey is also underway.

State Open space grant: Appraisals have been received and are substantially less than the Town's valuation which means we will need further discussion with the property owner. The land owner was not willing to adjust to the new valuation so we will not be submitting a grant this year.

Still putting finishing work on grant reimbursement of \$12,500 from Greenbank from Clean Communities program. Working with Energy Committee focused on solar lighting and LED conversion at Patriots Park. Direct ordered lights from China. Other outdoor LED lighting has been ordered from electrician and most has been installed. Note this will allow a planned project to come out of the CIP budget. Participating in a new Sunshot program on residential solar to assure a 7 day permit turn around. Received Silver award from Green Bank.

Also was awarded another Greenbank grant for \$4,500 which will be put toward re-lamping the Town Hall in conjunction with Eversource lighting rebate program. Sent out invitations for proposals to three electrical firms; one firm walked through Town Hall, waiting for proposal. Salesman left firm and need to start over.

Submitted Trail grant for the DeCew parcel on Depot road to tie to Willimantic River and make a small pocket park. Waiting on outcome of application which is likely several months away.

Eversource has changed some high pressure sodium street lights to LED as a Pilot project (I think first in state with them) on Rt 31 and Rt 44. No cost to us. Will save over \$2,500 annually. This was in response to years of pressure by me. There is no public program yet - within five years all lights are expected to be changed. They were to change at least 50 lights, but they obviously missed some which I am working with Eversource to remedy.

Library Building Committee has submitted answers to Council questions.

### Public Safety

Starting review of dispatch options with other police departments due to the pending upgrade of the Next Gen 911 system. In discussions with our existing dispatch (Tolland County) who does not presently do Police and two Police clusters 1) Manchester, South Windsor, Vernon and 2) Glastonbury, East Hampton and Marlborough. It appears the status quo will not be a viable option since the State will not allow the new equipment required for us to become a full Public Safety Answering Point

and the current call transfer method will not include text messages or video. Work proceeding slowly.

Fire EMS/Administrator; CVFA voted to turn over the license for ambulance effective July 1. All engine tankers evaluated by DPW for the truck committee which is working on a capital improvement plan. Their new proposal is to focus on a combination of new equipment not to exceed \$650,000....a savings of \$250,000 over the defeated referendum and to start a refurbishment program. This has been reviewed by Finance for Council consideration. Revised paramedic contract executed which will result in a savings. Meeting with the State Department of Public Health to assist in the transfer of the ambulance license and getting pricing for outside staffing agencies to provide coverage for daytime since volunteers do not seem to be available. I have asked Noel Waite to have a presentation ready for tonight's meeting since they want to start with a staffing agency for 3 days a week as soon as possible. This also means we have very limited daytime fire coverage.

#### Finance

Coverage for Assessing office seems to be working. Special Counsel for Walgreens appeal selected. Case delayed by judge who wants to use a West Hartford case as a sample since they have filed over 15 appeals. Imperial Development tax appeal on PA 490 denial set for trial in February. Seeking new Accountant.

#### Development group

PZC has issued final notice to Lance Stewart to remove the parts of an old house on the property on Knollwood. He has proposed an agreement to remedy to avoid court expenses. Deadline for compliance is up on Lewis Hill construction equipment on residential property and violation sent to attorney. This also was discussed at PZC. Unresolved Blight enforcement case on Maple Trail and another on Avery shore sent to attorney for legal action. Court action expected this week on these two cases.

New Farmers Market proceeding and Market Master hired and starting the vendor sign-ups and marketing sponsor recruitment. Two major sponsors have indicated strong interest. Bought a state surplus golf cart for \$50 which needs considerable repair but it will be a project for our Mechanics.

Pushing ahead to seek authorization to allow sewer connection on RT. 44 for very limited extension from Bolton system into Coventry, Bolton/Vernon system complete enough to analyze flow and capacity. Good news that under a private developer's agreement it could be approved quickly by the State. A meeting with Bolton is being set up for later this month to start the discussions.

#### HR issues

Starting to think about negotiations with the Public Works Union which will start this winter. Recruitment for a replacement Town Accountant underway. Interviews set up for Jan. 20<sup>th</sup>.

Other projects:

Working on sale of town acquired property. Maybe another intern project.

New software for board lists underway for January, much slower than envisioned.

Solar carports at preschool and police almost are nearing completion. Final electrical work completed. NCFD solar building permit approved and awaiting an installation schedule.

Working with neighboring towns we had a positive meeting with the State and they are more engaged with the “crumbling foundations” issue than we knew. Brochures distributed. State to start a more aggressive push. We have asked for some type of confidential survey to get a better handle on how big a problem this is since many people don’t want the Towns or State to know of their issue. One house has already been vacated in a different town.

Flyboards report submitted to Town. DEEP has been very cooperative and helpful. DEEP may be looking for funding assistance and is very interested in the results. DEEP rapid response team searched for a Hydrilla colony which was located in three small locations near Underwood Island on the north side of lake. Treatment options under consideration now, with benthic barriers being the leading choice so far. Eric Trott has been following up with the State and Dr. Kortmann.



January 7, 2016,

Eric M. Trott  
Town Manager  
Town of Coventry  
1712 Main Street  
Coventry, CT 06238

Jennifer Kaufman  
Town Manager  
Town of Mansfield  
10 South Eagleville Road  
Mansfield, CT 06268

CT DEEP Grants to Municipalities for the control of Aquatic Invasive Species.

Dear Mr. Trott and Ms. Kaufman,

I am writing to inform you that the proposal submitted on behalf of the Town of Coventry and Mansfield titled "*Eagleville Lake Fanwort Management Project*" has been selected to receive funding through the Department of Energy and Environmental Protection's (DEEP) Grants to Municipalities for the Control of Aquatic Invasive Species Program. Congratulations on the selection of your project for funding, as the application process was extremely competitive. There were several strong proposals, and total requests for funding exceeded \$197,000, although only \$121,000 is available.

Prior to the disbursement of your funds, you must agree to the following conditions:

- Any and all unused grant funds must be returned to DEEP.
- A complete and comprehensive report must be filed with DEEP at the completion of the project. Additionally, awardees may be required to submit updates on project progress to DEEP.
- A more detailed update and reporting schedule will be provided in a Personal Service Agreement (PSA).
- Any other conditions of approval will be provided in the PSA.

Your project will be funded in the amount of \$13,000.00. You will receive a copy of the Personal Service Agreement and other information in the near future. However, before your PSA can be

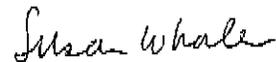
completed, DEEP will review your submittal to ensure that you have provided all required documentation (NDDDB sheet, signature resolution, etc.) and staff will contact you should any materials be needed.

Once you receive the PSA, please review it carefully, as it contains the legal requirements and conditions for the grant, including any modifications and stipulations.

After receiving the signed PSA, DEEP will process your award. If you determine that you cannot provide some of the required documentation in a timely manner, that your funding requirements have been reduced due to a change in the scope, or if you have any questions about how to properly complete the PSA, please contact Bill Foreman at 860-424-3868 as soon as possible to discuss the issue.

Again, congratulations, and I wish you the best of luck with your project.

Sincerely,

A handwritten signature in cursive script that reads "Susan Whalen".

Susan Whalen  
Deputy Commissioner

SW/wjf

## THE TOWN OF COVENTRY

offers rural ambience and historic character, while providing modern conveniences and opportunities in the emerging market place east of the Connecticut River. The birthplace of Nathan Hale invites you to grow your business with us. The advantages of locating in Coventry include:

- A population that is underserved in retail, medical and commercial services and jobs
- Limited competition
- Affordable housing
- High median income
- Available commercial property on state routes 6, 31 & 44 within two miles of the interstates
- Recently adopted zoning regulations that are streamlined and predictable
- Close proximity to educational and recreational resources

### DEMOGRAPHICS

Located 22 miles east of Hartford, the State's capital city, and 26 miles northwest of Norwich, Coventry is primarily a rural residential community of approximately 37 square miles. 2006 demographics show Coventry with 12,500 residents in 4,650 homes. A population of 193,000 exists within 10 miles of town. Our median household income is \$69,840, well above the state average. 65% of the population is in the key demographic age group of 18-65, with 26% children and 9% seniors. 59% of the adults have continued their education past high school. The Partnership for Strong Communities recently ranked Coventry as first in the state for housing affordability.

### ECONOMIC DEVELOPMENT

The town's commitment to economic development has been realized by recent, significant improvements to zoning regulations, which include new and expanded districts to accommodate the needs of the community and new mechanisms for clear and streamlined processes. Two of the focus areas of town include the Route 44 corridor having convenient access to routes I-84 and I-384, close proximity to the Vernon/Manchester marketplace and a traffic count of 20,000 vehicles per day. The other area is the historic Coventry Village with its multiple mill sites, shops and restaurants and good infrastructure (water and sewer).

### REGIONAL AMENITIES

Coventry has convenient access to Bradley International Airport and the interstate highway system and is within two hours of Boston, New York City and major New England ski areas by automobile. Although the community has several small commercial areas, including North Coventry (Route 44 near Bolton, and in North Coventry Village), and the historic South Coventry Village, home-based businesses dominate Coventry's economic base. Among Coventry's amenities and attractions are its historic sites (including the Hale

Family Homestead), an herb farm, a vineyard, antique shops, two public beaches, two 18-hole golf courses and a boat launch on Coventry's lake. Regional amenities include: Wadsworth Athenaeum, Hartford Stage, Bushnell Memorial Auditorium, Mystic Seaport and Aquarium, Mark Twain House,

Hartford Conference Center, U.S. Coast Guard Academy, and easy access to the Connecticut and Rhode Island shorelines. Coventry is adjacent to the University of Connecticut Storrs Campus, home to the 2004 men's and women's Basketball NCAA

Division I National Champions. Other notable Connecticut institutions of higher learning include Trinity College, Wesleyan University, Yale University, Central, Southern and Eastern Connecticut State Universities, Manchester Community and Technical College, Quinebaug Valley Community College and the University of Hartford.

### HISTORY OF COVENTRY

The area that is now the town of Coventry was originally occupied by the Mohegan Indians who named our lake "Wangumbaug" or "crooked pond" due to its curved shape. Coventry is the birthplace of Nathan Hale, whose patriotism during the American Revolution distinguishes him as Connecticut's official State Hero. Nathan Hale is famous for his last words "I only regret that I have but one life to lose for my country." In the late 1800's and early 1900's, South Coventry was a bustling mill village, and many features of that village remain today.

### FIRE PROTECTION

The South Coventry Volunteer Fire Association provides primary fire protection for the first voting district and ambulance services throughout the town. There is an active membership of over forty members trained in fire fighting and emergency medical services. There is also a Lifestar Air Ambulance available when needed. The North Coventry Volunteer Fire Department provides primary fire protection for the second voting district and rescue services throughout the town.

### POLICE DEPARTMENT

The Coventry Police Department is a full-time, full-service law enforcement agency. The Department is staffed at all times, and the station encourages people to call with requests of service, to report a crime or suspicious activity, or to make a simple inquiry. The department also provides a lake patrol for boating safety. A new police station facility became operational in June of 2006.

### COVENTRY'S PUBLIC SCHOOLS

Coventry Public School programs and practices reflect a serious focus on the continuous improvement of student academic accomplishments. The analysis of the Connecticut Mastery Test (CMT) and the Connecticut Academic Performance Test (APT) results indicate that Coventry students continue to improve in a variety of test areas. Many new programs, such as the Academic Assistance program, have been administered over the past several years to help students. These programs provide guidance, monitoring, and tutorial assistance to struggling students. High school practices are continuously being re-evaluated to provide for greater instructional focus and attention to academics. Reading and math intervention programs at both Coventry Grammar School and G.H. Robertson Intermediate School are being developed and implemented to ensure that grade level competent learners are sent to Captain Nathan Hale Middle School. Coventry Public School students continue to win awards across the state and are recognized for their outstanding accomplishments in a wide variety of areas.

### RECREATIONAL ACTIVITIES

There are many recreational activities within the Town of Coventry ranging from boating on the Lake to pickup basketball at the High School. The recreational activities in the town are suited to all ages. The High/Middle School Complex located on Ripley Hill Road is a 90-acre parcel that includes outdoor track, two basketball courts, three tennis courts, two multipurpose fields, two soccer fields, two baseball fields, a football field, a softball field, and a picnic area. The Grammar School located on Main Street has a half-mile walking trail, two playgrounds, a soccer field covering six acres of land, and nature trails. The G.H. Robertson School on Cross Street has walking trails, a soccer field, a baseball field, and a playground that cover the surrounding seven acres. Laidlaw Park on Merrow Road has a half-mile walking trail, a softball field and two soccer fields. The park stretches over 37 acres and is handicap accessible. Creaser Park on Case Road has over two miles of walking trails, two fishing ponds, a bird sanctuary, a dog-walk area, three rentable cabins, and a picnic pavilion stretching across 57 acres of land. Eagleville Lake on Stonehouse Road has a canoe launch, fishing access, and a picnic area. The late George Dudley Seymour originally purchased Nathan Hale State Forest which consists of over 1610 acres with walking trails. Millbrook Park on Wall Street consists of 7.5 acres within Historic Coventry Village, and offers a low impact circular loop of the mostly wooded parcel. Riverfront Trails is a beautiful riverfront trail located on Merrow Road and offers fishing, canoeing, and biking opportunities.

### HISTORIC COVENTRY VILLAGE

South Coventry Village, located along lower Main Street, is listed on the National Register of Historic Places. During the 19th century, the Village with its Mill Brook, became the centerpiece of one of the most vital small mill districts in New England, boasting sixteen waterpower privileges along its two-mile course. The mills are no longer functional, but several mill buildings exist and are candidates for adaptive re-use. The buildings in Coventry Village have a wide variety of architectural styles. One of the most unique is the First Church of Coventry. Coventry Village offers art galleries, gift shops, a visitor center, boutiques, a country

store, several restaurants, and a flea market. Two miles from the Village is the Hale Family Homestead, a well-preserved museum and recreation area. Adjacent is the Coventry Historical Society's museum and information center called the Strong-Porter Farm.

### VISITORS CENTER

The Visitors Center is located in the heart of Coventry Village and is housed in an 1876 building that once contained the town administrative offices. The Visitors Center serves as a clearinghouse for local information on destinations and points of interest. Additionally, the Visitors Center supports local artisans by providing showcase space. The facility is served by volunteer hosts who assist visitors to the community and region.

### LAKE WANGUMBAUG

Lake Wangumbaug, also known as Coventry Lake, is a large, spring-fed lake. It is popular for its multiple public beaches where the community can relax, swim, or use their own private boats. Lisicke Beach, located on Main Street is a public beach with lifeguards, public bathrooms, picnic pavilion, basketball court and beach volleyball. Patriots Park on Lake Wangumbaug provides an excellent area for retreats, with a guarded beach for swimming, playground, picnic area pavilion, lodge facilities, community center, recreational fields, skating pond with a warming hut, and band shell for summer concerts. The park is also handicap accessible. The State of Connecticut has a boat launch that provides access for boaters and vehicle parking. The town's annual "Coventry Fest" celebration occurs in Patriot's Park each year.

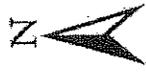
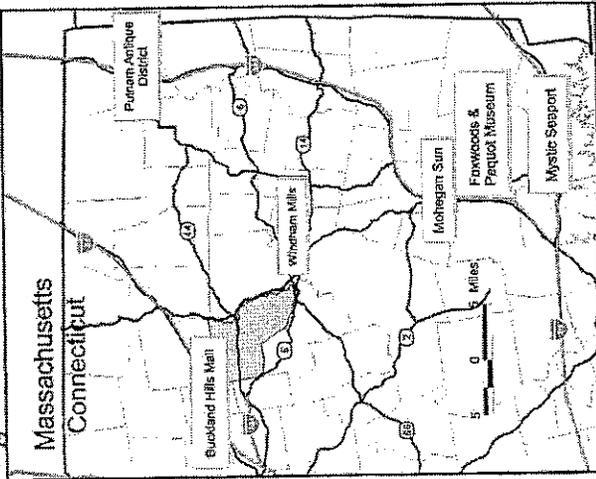
### THE BOOTH AND DIMOCK MEMORIAL LIBRARY

The Booth & Dimock Memorial Library is located in South Coventry Village on Main Street. The library provides materials and services to help all residents of the community meet their recreational, educational, and informational needs. Fiction and nonfiction, selected quality reference sources, periodicals, high speed internet access, museum passes, non-print materials, and workshops are available. The Library will also provide access to the resources of other libraries through Interlibrary loans.

**TOWN OF COVENTRY  
ECONOMIC DEVELOPMENT COMMISSION**  
For more information contact the Director of Planning, Eric Trott,  
at [etrott@coventryct.org](mailto:etrott@coventryct.org) or at 860-742-4062.  
For further town information, visit [www.coventryct.org](http://www.coventryct.org).

# COVENTRY CONNECTICUT

## Regional Attractions

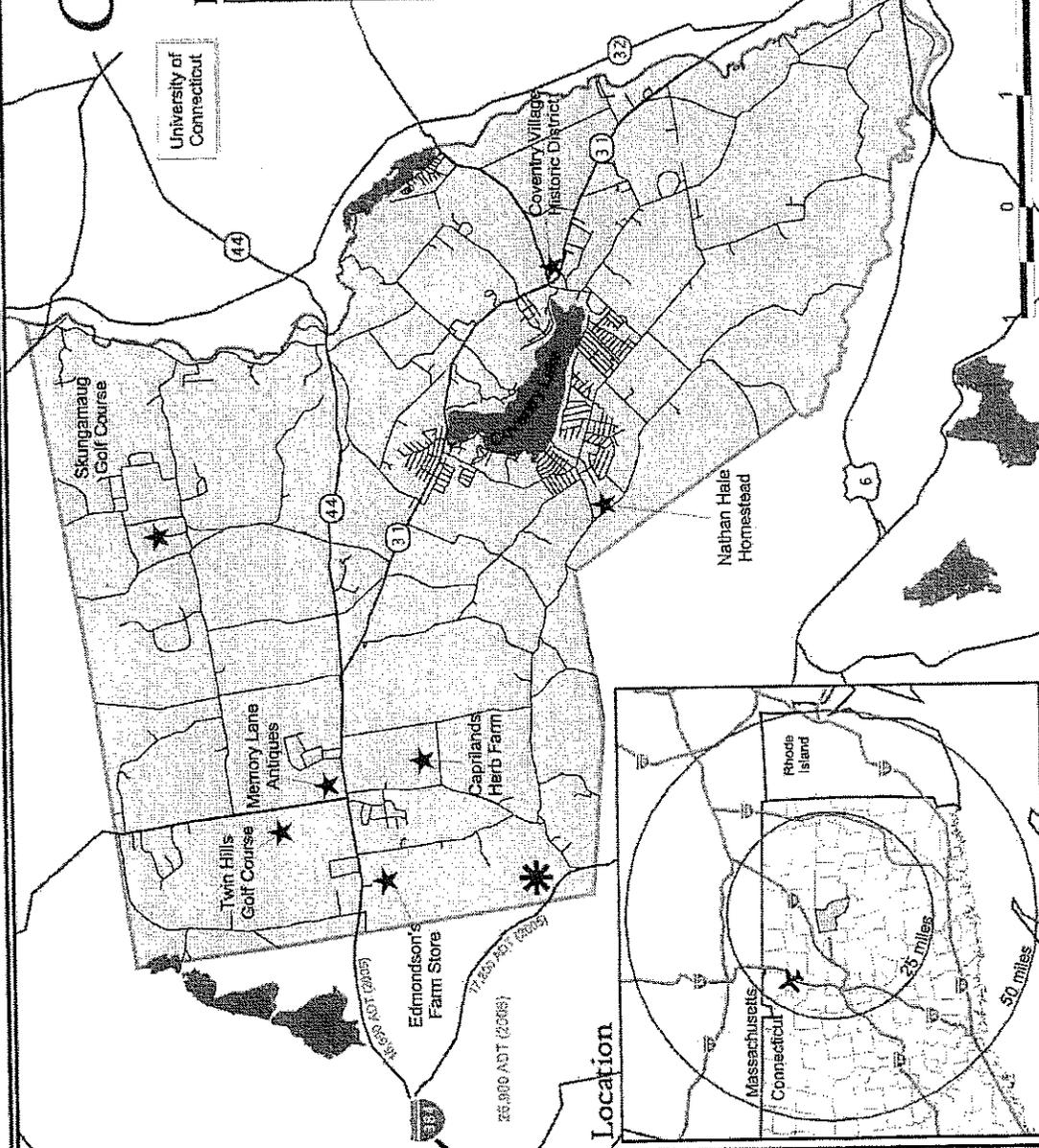


Eastern Connecticut  
State University

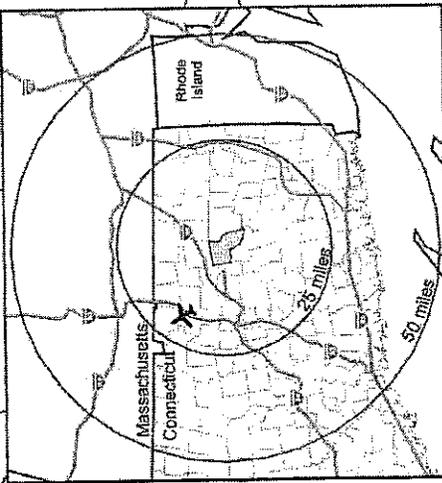
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Prepared for the Town of Coventry  
by the Windham Region Council of Governments

University of  
Connecticut



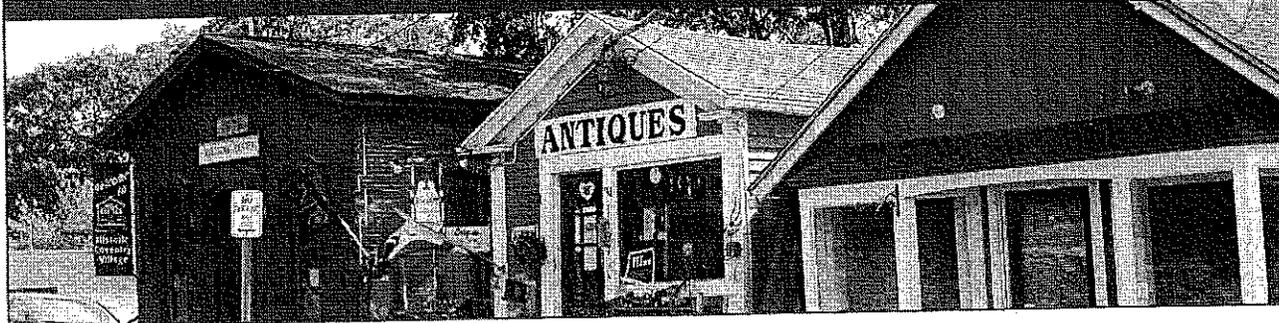
## Location



ASD (2009)  
25 800 ASD (2008)  
11 251 7501 2005

# COVENTRY

*Our Past Can be Your Future*



The Town of Coventry offers rural ambience and historic character, while providing modern conveniences and opportunities in the emerging market place east of the Connecticut River. Coventry possesses a blend of strong historic, agricultural, educational and recreational quality of life amenities coupled with a business friendly administration and prime development sites.

## Economic Development

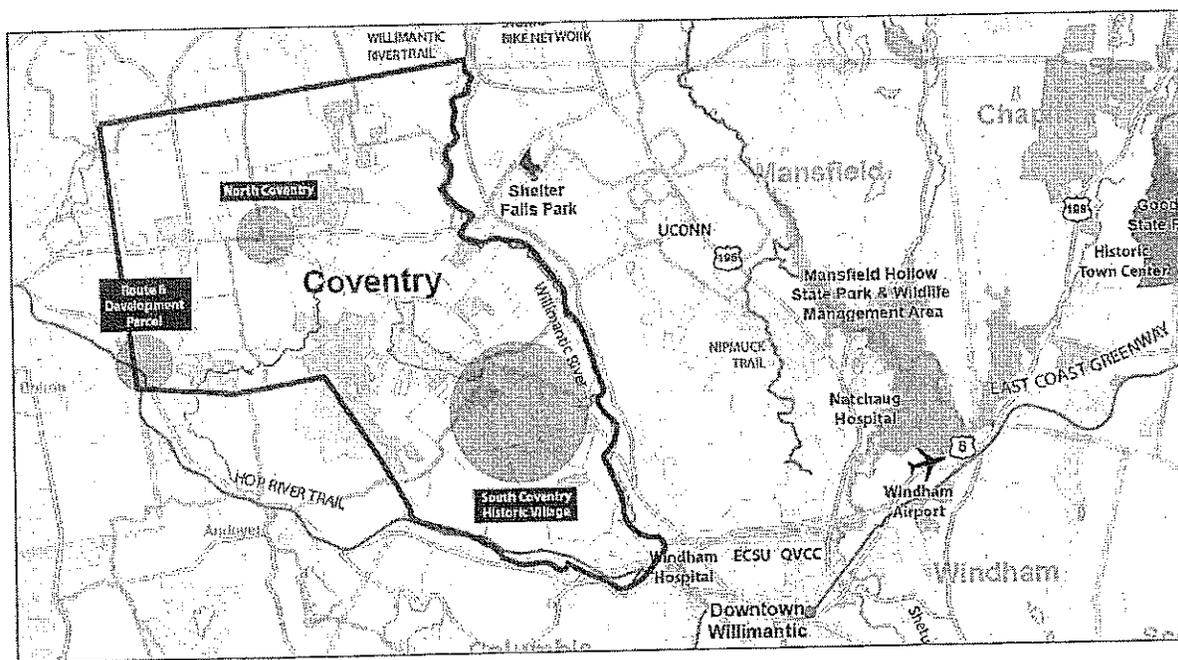
The birthplace of Nathan Hale invites you to grow your business here. The advantages of locating in Coventry include:

- A population that is underserved in retails, medical and commercial services and jobs;
- Limited Competition
- Affordable Housing
- High Median Income
- Available commercial property on state route 6, 31 and 44 within two miles of the interstates

- Recently adopted zoning regulations and permitting processes that are streamlined and predictable
- Close proximity to educational and recreational resources

The town's commitment to economic development has been realized by recent, significant improvements to zoning regulations which include new and expanded districts to accommodate the needs of the community and new mechanisms for a clear and streamlined permitting process. Three special development focus areas of the Town of Coventry are described below.

*(Continued on the back page)*

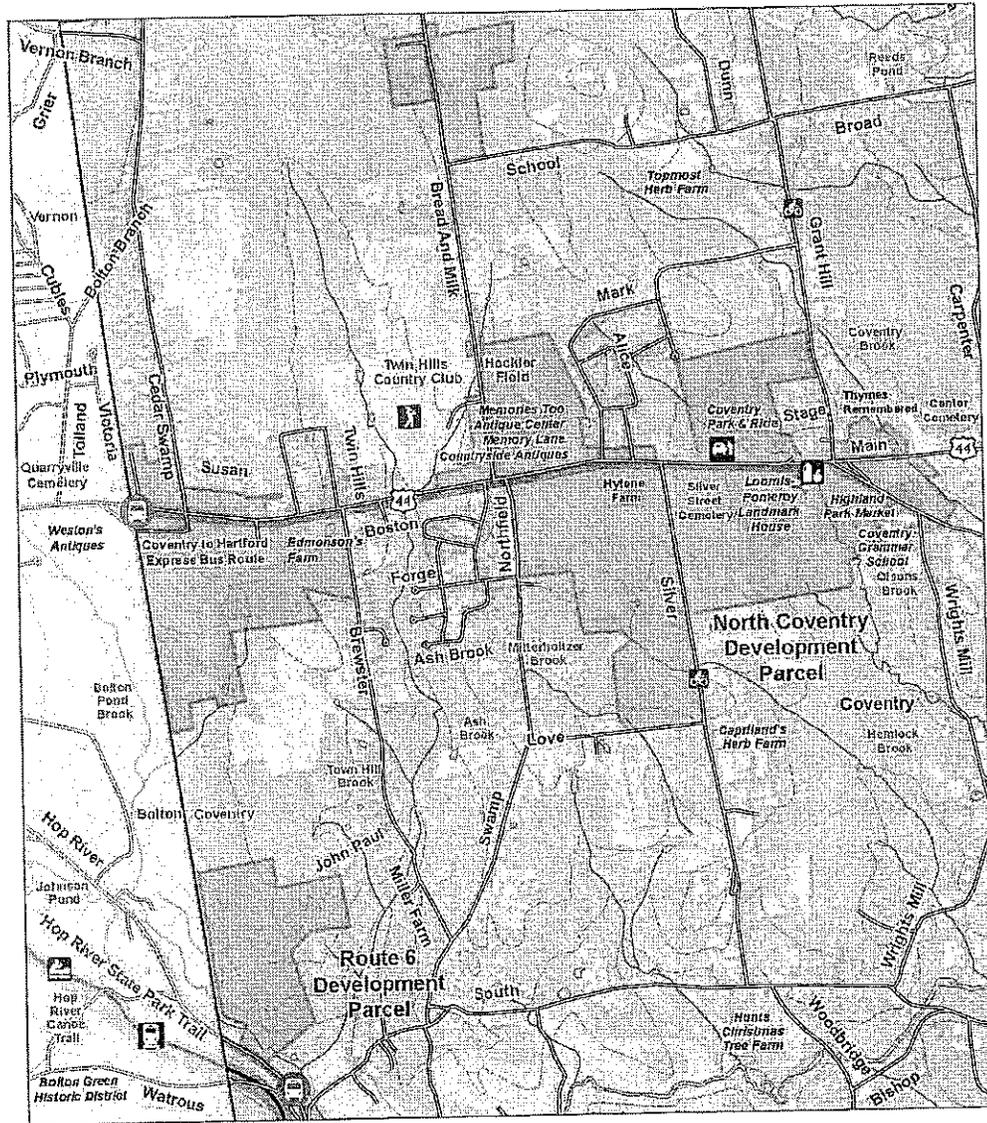


### Route 44 Corridor

The Route 44 corridor, having convenient access to Route I-84 and I-384, close proximity to the Vernon/Manchester marketplace and a traffic count of 20,000 vehicles per day has been the subject of recent development at the Route 44 and Route 31 junction. This node includes a recently constructed Walgreens and a renovated Highland Park Market. The Town has developed design guidelines for the area and envisions embracing the Town's Colonial Agricultural History. Nearby farms, agro-tourism shops, and antiques foster the sense of Coventry's heritage.

### Route 6 Parcel

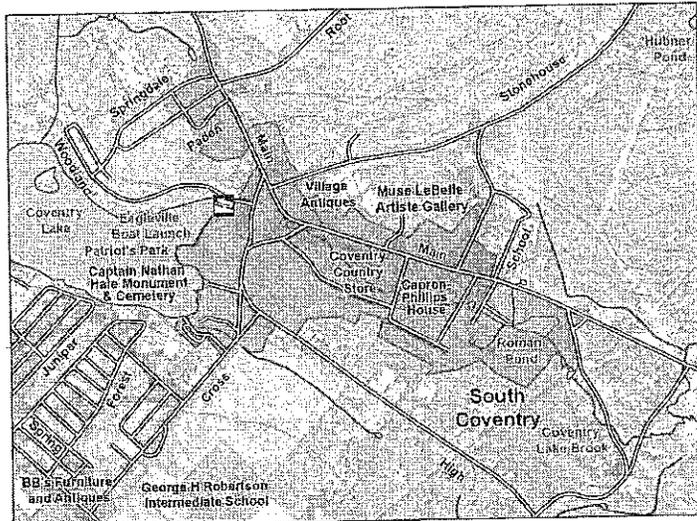
A 150 acre parcel located in the western portion of Town, along Route 6 also offers interesting development opportunities for a mixed use project including residential, service, office, and retail. This site is located along the Hop River and includes bedrock outcrops and open fields. Previous development plans have confirmed the location and design of various site development possibilities. The Town is eager to develop the property appropriately and tie it into the Route 6/Hop River Corridor economic development vision plan and traffic engineering and access study which are underway.



Populated Area   
  Open Space   
  20 Meter Contour   
  Coventry Planned Development Area  
 0 1,000 Feet   
 Freight Rail Service   
 Transit Service   
**Route 6 & North Coventry Parcels**

### South Coventry Historic Village District

The Historic Coventry Village, located on Route 31 at the junction of Lake Street, has multiple mill sites, shops, restaurants, antique centers, and good infrastructure. The Coventry Village Main Street Partnership is a not-for-profit corporation dedicated to the preservation and economic development of the South Coventry Village Historic District. The town has prepared design guidelines for this area that accentuate the area historic industrial past. There are numerous opportunities for adaptive reuse and infill in the village. A context sensitive streetscape including cobble sidewalks, benches, period lighting, and bike racks has been approved for the village and is planned by the State for completion in 2012. The streetscape will connect sidewalks to the north in the area of the Coventry High School and create a more pedestrian oriented "downtown" feel. The area has access to sewer and water services.

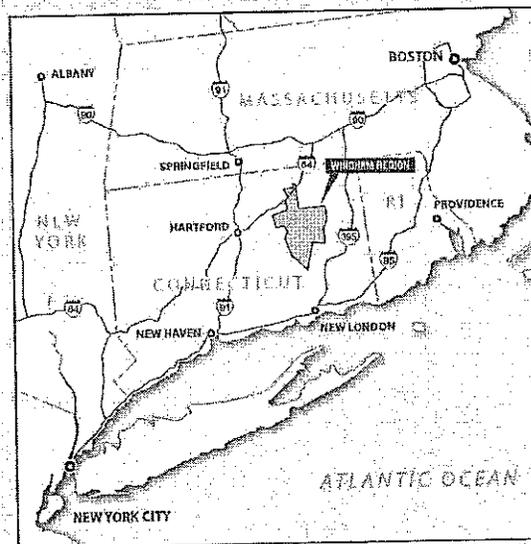


### Regional Assets:

Coventry is one of nine towns that make up the Windham Council of Governments. The Council provides transportation, planning, and economic development services, thereby fostering collaboration and efficiency in government.

The Windham region is located in Connecticut's "Quiet Corner" and is noted for its expanses of protected forests, lakes and rivers, and farms. But it is so much more than just its rural beauty as arts, culture, education, historic sites, and accessible communities and neighborhoods truly make for a great place to live, to visit and explore, and to grow a business.

- University of Connecticut
- Eastern Connecticut State University
- Quinebaug Valley Community College
- Windham Hospital
- Natchaug Hospital
- Windham Airport – Freedom Jets Aviation
- The Last Green Valley
- Windham Regional Chamber of Commerce
- Local Farmer's Markets and Farms
- Historic Sites and Cultural Resources
- Connecticut Wine Trail
- Lakes and River Systems
- Willimantic White Water Alliance
- Extensive State Forests and Parks
- Great Independent Shops and Eateries
- Convenient Shopping Centers
- Windham Council of Governments





# Demographic and Income Profile

Coventry town  
 Coventry town, CT (0901317800)  
 County Subdivision

Summary	Census 2010	2014	2019
	Population	12,435	12,598
Households	4,783	4,871	4,922
Families	3,426	3,461	3,478
Average Household Size	2.59	2.58	2.57
Owner Occupied Housing Units	4,186	4,202	4,243
Renter Occupied Housing Units	597	669	679
Median Age	41.4	42.8	43.7
Trends: 2014 - 2019 Annual Rate	Area	State	National
Population	0.16%	0.26%	0.73%
Households	0.21%	0.27%	0.75%
Families	0.10%	0.16%	0.66%
Owner HHS	0.19%	0.26%	0.69%
Median Household Income	1.58%	3.04%	2.74%

Households by Income	2014		2019	
	Number	Percent	Number	Percent
<\$15,000	302	6.2%	255	5.2%
\$15,000 - \$24,999	170	3.5%	124	2.5%
\$25,000 - \$34,999	270	5.5%	170	3.5%
\$35,000 - \$49,999	393	8.1%	369	7.5%
\$50,000 - \$74,999	759	15.6%	720	14.6%
\$75,000 - \$99,999	871	17.9%	943	19.2%
\$100,000 - \$149,999	1,459	30.0%	1,455	29.6%
\$150,000 - \$199,999	494	10.1%	677	13.8%
\$200,000+	153	3.1%	209	4.2%
Median Household Income		\$88,620		\$95,840
Average Household Income		\$98,679		\$109,252
Per Capita Income		\$38,193		\$42,397

Population by Age	Census 2010		2014		2019	
	Number	Percent	Number	Percent	Number	Percent
0 - 4	672	5.4%	627	5.0%	622	4.9%
5 - 9	754	6.1%	736	5.8%	712	5.6%
10 - 14	914	7.4%	807	6.4%	817	6.4%
15 - 19	812	6.5%	792	6.3%	719	5.7%
20 - 24	698	5.6%	667	5.3%	593	4.7%
25 - 34	1,222	9.8%	1,452	11.5%	1,559	12.3%
35 - 44	1,888	15.2%	1,616	12.8%	1,519	12.0%
45 - 54	2,394	19.3%	2,252	17.9%	1,984	15.6%
55 - 64	1,752	14.1%	2,006	15.9%	2,149	16.9%
65 - 74	829	6.7%	1,121	8.9%	1,373	10.8%
75 - 84	359	2.9%	371	2.9%	507	4.0%
85+	141	1.1%	151	1.2%	144	1.1%

Race and Ethnicity	Census 2010		2014		2019	
	Number	Percent	Number	Percent	Number	Percent
White Alone	11,910	95.8%	12,019	95.4%	12,048	94.9%
Black Alone	128	1.0%	131	1.0%	134	1.1%
American Indian Alone	30	0.2%	32	0.3%	34	0.3%
Asian Alone	107	0.9%	126	1.0%	154	1.2%
Pacific Islander Alone	1	0.0%	1	0.0%	1	0.0%
Some Other Race Alone	68	0.5%	81	0.6%	96	0.8%
Two or More Races	191	1.5%	208	1.7%	231	1.8%
Hispanic Origin (Any Race)	325	2.6%	380	3.0%	456	3.6%

Data Note: Income is expressed in current dollars.

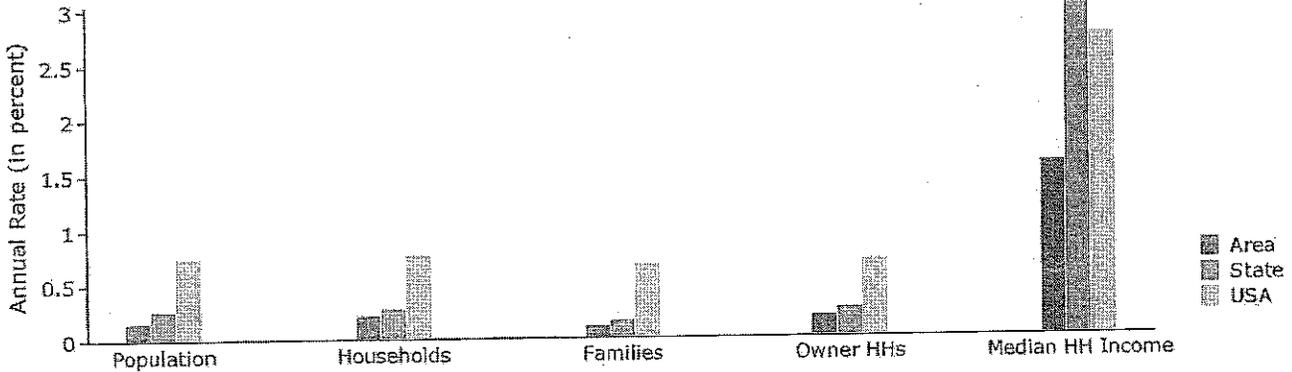
Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2014 and 2019.



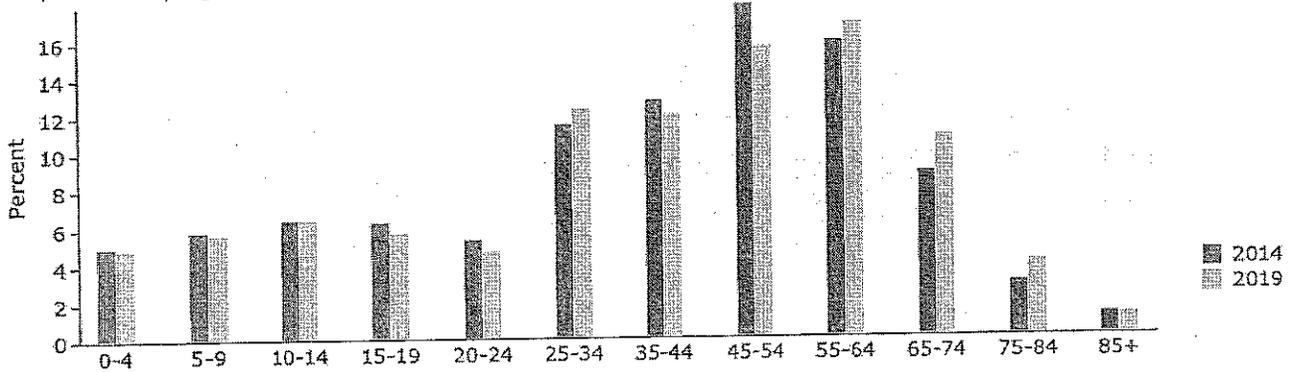
# Demographic and Income Profile

Coventry town  
 Coventry town, CT (0901317800)  
 County Subdivision

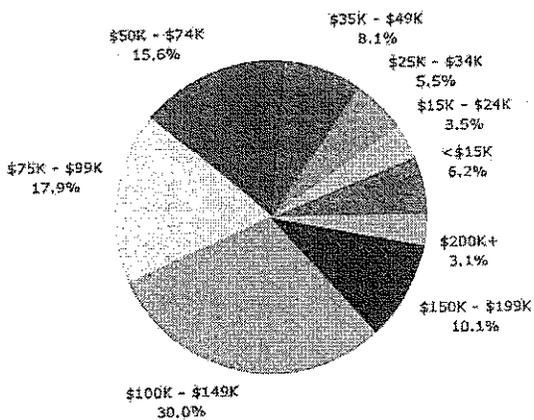
Trends 2014-2019



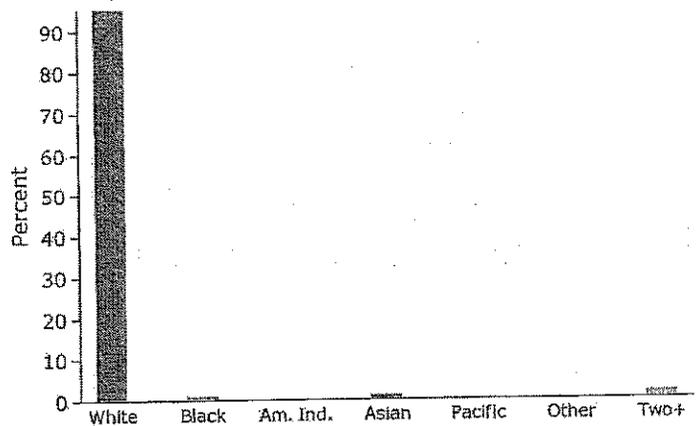
Population by Age



2014 Household Income



2014 Population by Race



2014 Percent Hispanic Origin: 3.0%

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2014 and 2019.



## Market Profile

Coventry town  
 Coventry town, CT (0901317800)  
 County Subdivision

	Coventry town, C...
<b>Population Summary</b>	
2000 Total Population	11,504
2010 Total Population	12,435
2014 Total Population	12,598
2014 Group Quarters	38
2019 Total Population	12,698
2014-2019 Annual Rate	0.16%
<b>Household Summary</b>	
2000 Households	4,261
2000 Average Household Size	2.69
2010 Households	4,783
2010 Average Household Size	2.59
2014 Households	4,871
2014 Average Household Size	2.58
2019 Households	4,922
2019 Average Household Size	2.57
2014-2019 Annual Rate	0.21%
2010 Families	3,426
2010 Average Family Size	3.01
2014 Families	3,461
2014 Average Family Size	3.01
2019 Families	3,478
2019 Average Family Size	3.01
2014-2019 Annual Rate	0.10%
<b>Housing Unit Summary</b>	
2000 Housing Units	4,486
Owner Occupied Housing Units	82.1%
Renter Occupied Housing Units	12.9%
Vacant Housing Units	5.0%
2010 Housing Units	5,099
Owner Occupied Housing Units	82.1%
Renter Occupied Housing Units	11.7%
Vacant Housing Units	6.2%
2014 Housing Units	5,200
Owner Occupied Housing Units	80.8%
Renter Occupied Housing Units	12.9%
Vacant Housing Units	6.3%
2019 Housing Units	5,275
Owner Occupied Housing Units	80.4%
Renter Occupied Housing Units	12.9%
Vacant Housing Units	6.7%
<b>Median Household Income</b>	
2014	\$88,620
2019	\$95,840
<b>Median Home Value</b>	
2014	\$224,510
2019	\$283,154
<b>Per Capita Income</b>	
2014	\$38,193
2019	\$42,397
<b>Median Age</b>	
2010	41.4
2014	42.8
2019	43.7

**Data Note:** Household population includes persons not residing in group quarters. Average Household Size is the household population divided by total households. Persons in families include the householder and persons related to the householder by birth, marriage, or adoption. Per Capita Income represents the income received by all persons aged 15 years and over divided by the total population.  
**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2014 and 2019. Esri converted Census 2000 data into 2010 geography.



# Market Profile

Coventry town  
 Coventry town, CT (0901317800)  
 County Subdivision

	Coventry town, Cn.
<b>2014 Households by Income</b>	
Household Income Base	4,871
<\$15,000	6.2%
\$15,000 - \$24,999	3.5%
\$25,000 - \$34,999	5.5%
\$35,000 - \$49,999	8.1%
\$50,000 - \$74,999	15.6%
\$75,000 - \$99,999	17.9%
\$100,000 - \$149,999	30.0%
\$150,000 - \$199,999	10.1%
\$200,000+	3.1%
Average Household Income	\$98,679
<b>2019 Households by Income</b>	
Household Income Base	4,922
<\$15,000	5.2%
\$15,000 - \$24,999	2.5%
\$25,000 - \$34,999	3.5%
\$35,000 - \$49,999	7.5%
\$50,000 - \$74,999	14.6%
\$75,000 - \$99,999	19.2%
\$100,000 - \$149,999	29.6%
\$150,000 - \$199,999	13.8%
\$200,000+	4.2%
Average Household Income	\$109,252
<b>2014 Owner Occupied Housing Units by Value</b>	
Total	4,202
<\$50,000	0.5%
\$50,000 - \$99,999	2.5%
\$100,000 - \$149,999	12.3%
\$150,000 - \$199,999	23.4%
\$200,000 - \$249,999	23.1%
\$250,000 - \$299,999	15.0%
\$300,000 - \$399,999	17.5%
\$400,000 - \$499,999	3.9%
\$500,000 - \$749,999	1.6%
\$750,000 - \$999,999	0.1%
\$1,000,000 +	0.1%
Average Home Value	\$242,777
<b>2019 Owner Occupied Housing Units by Value</b>	
Total	4,243
<\$50,000	0.5%
\$50,000 - \$99,999	1.8%
\$100,000 - \$149,999	5.4%
\$150,000 - \$199,999	12.1%
\$200,000 - \$249,999	17.9%
\$250,000 - \$299,999	18.6%
\$300,000 - \$399,999	30.3%
\$400,000 - \$499,999	8.1%
\$500,000 - \$749,999	4.7%
\$750,000 - \$999,999	0.6%
\$1,000,000 +	0.1%
Average Home Value	\$298,586

**Data Note:** Income represents the preceding year, expressed in current dollars. Household income includes wage and salary earnings, interest dividends, net rents, pensions, SSI and welfare payments, child support, and alimony.  
**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2014 and 2019. Esri converted Census 2000 data into 2010 geography.

September 16, 2014



## Market Profile

Coventry town  
 Coventry town, CT (0901317800)  
 County Subdivision

	Coventry town, C...
<b>2010 Population by Age</b>	
Total	12,435
0 - 4	5.4%
5 - 9	6.1%
10 - 14	7.4%
15 - 24	12.1%
25 - 34	9.8%
35 - 44	15.2%
45 - 54	19.3%
55 - 64	14.1%
65 - 74	6.7%
75 - 84	2.9%
85 +	1.1%
18 +	76.7%
<b>2014 Population by Age</b>	
Total	12,598
0 - 4	5.0%
5 - 9	5.8%
10 - 14	6.4%
15 - 24	11.6%
25 - 34	11.5%
35 - 44	12.8%
45 - 54	17.9%
55 - 64	15.9%
65 - 74	8.9%
75 - 84	2.9%
85 +	1.2%
18 +	78.5%
<b>2019 Population by Age</b>	
Total	12,698
0 - 4	4.9%
5 - 9	5.6%
10 - 14	6.4%
15 - 24	10.3%
25 - 34	12.3%
35 - 44	12.0%
45 - 54	15.6%
55 - 64	16.9%
65 - 74	10.8%
75 - 84	4.0%
85 +	1.1%
18 +	79.2%
<b>2010 Population by Sex</b>	
Males	6,296
Females	6,139
<b>2014 Population by Sex</b>	
Males	6,377
Females	6,221
<b>2019 Population by Sex</b>	
Males	6,427
Females	6,271

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2014 and 2019. Esri converted Census 2000 data into 2010 geography.

September 16, 2014



## Market Profile

Coventry town  
 Coventry town, CT (0901317800)  
 County Subdivision

	Coventry town, C...
<b>2010 Population by Race/Ethnicity</b>	
Total	12,435
White Alone	95.8%
Black Alone	1.0%
American Indian Alone	0.2%
Asian Alone	0.9%
Pacific Islander Alone	0.0%
Some Other Race Alone	0.5%
Two or More Races	1.5%
Hispanic Origin	2.6%
Diversity Index	12.9
<b>2014 Population by Race/Ethnicity</b>	
Total	12,598
White Alone	95.4%
Black Alone	1.0%
American Indian Alone	0.3%
Asian Alone	1.0%
Pacific Islander Alone	0.0%
Some Other Race Alone	0.6%
Two or More Races	1.7%
Hispanic Origin	3.0%
Diversity Index	14.3
<b>2019 Population by Race/Ethnicity</b>	
Total	12,698
White Alone	94.9%
Black Alone	1.1%
American Indian Alone	0.3%
Asian Alone	1.2%
Pacific Islander Alone	0.0%
Some Other Race Alone	0.8%
Two or More Races	1.8%
Hispanic Origin	3.6%
Diversity Index	16.2
<b>2010 Population by Relationship and Household Type</b>	
Total	12,435
In Households	99.7%
In Family Households	85.1%
Householder	27.6%
Spouse	22.9%
Child	30.2%
Other relative	2.4%
Nonrelative	2.1%
In Nonfamily Households	14.6%
In Group Quarters	0.3%
Institutionalized Population	0.1%
Noninstitutionalized Population	0.2%

**Data Note:** Persons of Hispanic Origin may be of any race. The Diversity Index measures the probability that two people from the same area will be from different race/ethnic groups.  
**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2014 and 2019. Esri converted Census 2000 data into 2010 geography.

September 16, 2014



## Market Profile

Coventry town  
 Coventry town, CT (0901317800)  
 County Subdivision

	Coventry town, C...
<b>2014 Population 25+ by Educational Attainment</b>	
Total	8,969
Less than 9th Grade	2.7%
9th - 12th Grade, No Diploma	3.8%
High School Graduate	24.4%
GED/Alternative Credential	3.3%
Some College, No Degree	20.2%
Associate Degree	10.6%
Bachelor's Degree	20.7%
Graduate/Professional Degree	14.3%
<b>2014 Population 15+ by Marital Status</b>	
Total	10,428
Never Married	26.6%
Married	60.8%
Widowed	3.4%
Divorced	9.2%
<b>2014 Civilian Population 16+ in Labor Force</b>	
Civilian Employed	95.2%
Civilian Unemployed	4.8%
<b>2014 Employed Population 16+ by Industry</b>	
Total	7,269
Agriculture/Mining	0.4%
Construction	5.8%
Manufacturing	10.4%
Wholesale Trade	2.1%
Retail Trade	9.8%
Transportation/Utilities	4.2%
Information	2.7%
Finance/Insurance/Real Estate	8.0%
Services	54.3%
Public Administration	2.4%
<b>2014 Employed Population 16+ by Occupation</b>	
Total	7,269
White Collar	60.7%
Management/Business/Financial	16.1%
Professional	20.8%
Sales	7.5%
Administrative Support	16.3%
Services	17.6%
Blue Collar	21.7%
Farming/Forestry/Fishing	0.0%
Construction/Extraction	6.0%
Installation/Maintenance/Repair	4.4%
Production	4.7%
Transportation/Material Moving	6.5%

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2014 and 2019. Esri converted Census 2000 data into 2010 geography.

September 16, 2014



## Market Profile

Coventry town  
 Coventry town, CT (0901317800)  
 County Subdivision

	Coventry town, C...
<b>2010 Households by Type</b>	
Total	4,783
Households with 1 Person	20.9%
Households with 2+ People	79.1%
Family Households	71.6%
Husband-wife Families	59.5%
With Related Children	25.7%
Other Family (No Spouse Present)	12.2%
Other Family with Male Householder	4.4%
With Related Children	2.8%
Other Family with Female Householder	7.7%
With Related Children	4.7%
Nonfamily Households	7.4%
All Households with Children	33.8%
Multigenerational Households	2.7%
Unmarried Partner Households	7.4%
Male-female	6.4%
Same-sex	1.0%
<b>2010 Households by Size</b>	
Total	4,783
1 Person Household	20.9%
2 Person Household	36.2%
3 Person Household	17.8%
4 Person Household	16.6%
5 Person Household	5.8%
6 Person Household	1.8%
7 + Person Household	0.8%
<b>2010 Households by Tenure and Mortgage Status</b>	
Total	4,783
Owner Occupied	87.5%
Owned with a Mortgage/Loan	69.5%
Owned Free and Clear	18.1%
Renter Occupied	12.5%

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2014 and 2019. Esri converted Census 2000 data into 2010 geography.

September 16, 2014



# Retail MarketPlace Profile

Coventry town  
 Coventry town (0901317800)  
 Geography: County Subdivision

## Summary Demographics

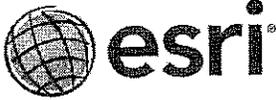
2013 Population	12,561
2013 Households	4,852
2013 Median Disposable Income	\$62,726
2013 Per Capita Income	\$38,105

Industry Summary	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Total Retail Trade and Food & Drink	44-45,722	\$190,059,798	\$39,145,668	\$150,914,130	65.8	76
Total Retail Trade	44-45	\$171,332,886	\$33,542,088	\$137,790,798	67.3	65
Total Food & Drink	722	\$18,726,912	\$5,603,580	\$13,123,332	53.9	11

Industry Group	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Motor Vehicle & Parts Dealers	441	\$33,681,989	\$960,744	\$32,721,245	94.5	3
Automobile Dealers	4411	\$29,011,519	\$442,270	\$28,569,249	97.0	1
Other Motor Vehicle Dealers	4412	\$2,209,397	\$518,474	\$1,690,923	62	2
Auto Parts, Accessories & Tire Stores	4413	\$2,461,073	\$0	\$2,461,073	100.0	0
Furniture & Home Furnishings Stores	442	\$4,237,816	\$507,371	\$3,730,445	78.6	5
Furniture Stores	4421	\$2,222,357	\$0	\$2,222,357	100.0	0
Home Furnishings Stores	4422	\$2,015,459	\$507,371	\$1,508,088	59.8	5
Electronics & Appliance Stores	443	\$5,473,359	\$335,885	\$5,137,474	88.4	3
Bldg Materials, Garden Equip. & Supply Stores	444	\$5,785,327	\$1,986,335	\$3,798,992	48.9	9
Bldg Material & Supplies Dealers	4441	\$4,902,134	\$839,218	\$4,062,916	70.8	6
Lawn & Garden Equip & Supply Stores	4442	\$883,193	\$1,147,117	-\$263,924	-13.0	3
Food & Beverage Stores	445	\$33,288,815	\$16,021,177	\$17,267,638	35.0	11
Grocery Stores	4451	\$29,213,789	\$12,102,408	\$17,111,381	41.4	5
Specialty Food Stores	4452	\$639,098	\$969,546	-\$330,448	-20.5	2
Beer, Wine & Liquor Stores	4453	\$3,435,928	\$2,949,223	\$486,705	7.6	4
Health & Personal Care Stores	446,4461	\$16,661,253	\$4,803,260	\$11,857,993	55.2	4
Gasoline Stations	447,4471	\$15,539,815	\$1,652,256	\$13,907,559	80.8	2
Clothing & Clothing Accessories Stores	448	\$12,074,762	\$243,120	\$11,831,642	96.1	2
Clothing Stores	4481	\$9,007,950	\$243,120	\$8,764,830	94.7	2
Shoe Stores	4482	\$1,466,499	\$0	\$1,466,499	100.0	0
Jewelry, Luggage & Leather Goods Stores	4483	\$1,600,313	\$0	\$1,600,313	100.0	0
Sporting Goods, Hobby, Book & Music Stores	451	\$4,508,985	\$250,020	\$4,258,965	89.5	3
Sporting Goods/Hobby/Musical Instr Stores	4511	\$3,626,073	\$175,790	\$3,450,283	90.8	2
Book, Periodical & Music Stores	4512	\$882,912	\$74,230	\$808,682	84.5	1
General Merchandise Stores	452	\$23,166,079	\$0	\$23,166,079	100.0	0
Department Stores Excluding Leased Depts.	4521	\$12,675,233	\$0	\$12,675,233	100.0	0
Other General Merchandise Stores	4529	\$10,490,846	\$0	\$10,490,846	100.0	0
Miscellaneous Store Retailers	453	\$5,627,605	\$2,989,512	\$2,638,093	30.6	19
Florists	4531	\$291,744	\$0	\$291,744	100.0	0
Office Supplies, Stationery & Gift Stores	4532	\$1,646,275	\$58,106	\$1,588,169	93.2	2
Used Merchandise Stores	4533	\$356,918	\$585,987	-\$229,069	-24.3	8
Other Miscellaneous Store Retailers	4539	\$3,332,668	\$2,345,419	\$987,249	17.4	9
Nonstore Retailers	454	\$11,267,081	\$3,792,408	\$7,474,673	49.6	4
Electronic Shopping & Mail-Order Houses	4541	\$7,595,733	\$561,741	\$7,033,992	86.2	1
Vending Machine Operators	4542	\$376,688	\$0	\$376,688	100.0	0
Direct Selling Establishments	4543	\$3,294,660	\$3,230,667	\$63,993	1.0	3
Food Services & Drinking Places	722	\$18,726,912	\$5,603,580	\$13,123,332	53.9	11
Full-Service Restaurants	7221	\$7,828,039	\$3,392,706	\$4,435,333	39.5	4
Limited-Service Eating Places	7222	\$8,621,171	\$1,493,171	\$7,128,000	70.5	3
Special Food Services	7223	\$1,879,768	\$99,831	\$1,779,937	89.9	1
Drinking Places - Alcoholic Beverages	7224	\$397,934	\$617,872	-\$219,938	-21.7	3

**Data Note:** Supply (retail sales) estimates sales to consumers by establishments. Sales to businesses are excluded. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments. Supply and demand estimates are in current dollars. The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges from +100 (total leakage) to -100 (total surplus). A positive value represents 'leakage' of retail opportunity outside the trade area. A negative value represents a surplus of retail sales, a market where customers are drawn in from outside the trade area. The Retail Gap represents the difference between Retail Potential and Retail Sales. Esri uses the North American Industry Classification System (NAICS) to classify businesses by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector. For more information on the Retail MarketPlace data, please view the methodology statement at <https://www.esri.com/library/whitepapers/pdfs/esri-data-retail-marketplace.pdf>.

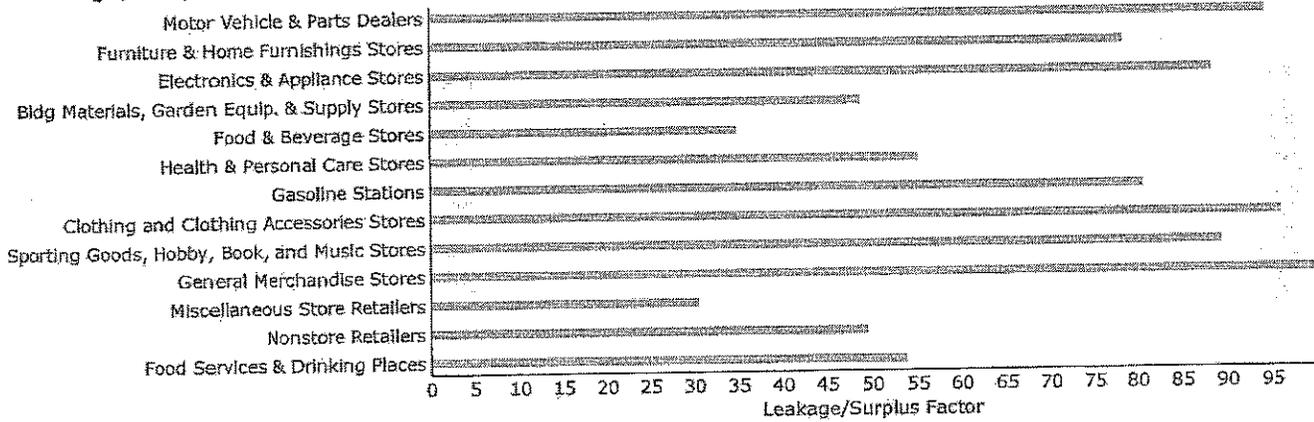
**Source:** Esri and Dun & Bradstreet. Copyright 2013 Dun & Bradstreet, Inc. All rights reserved.



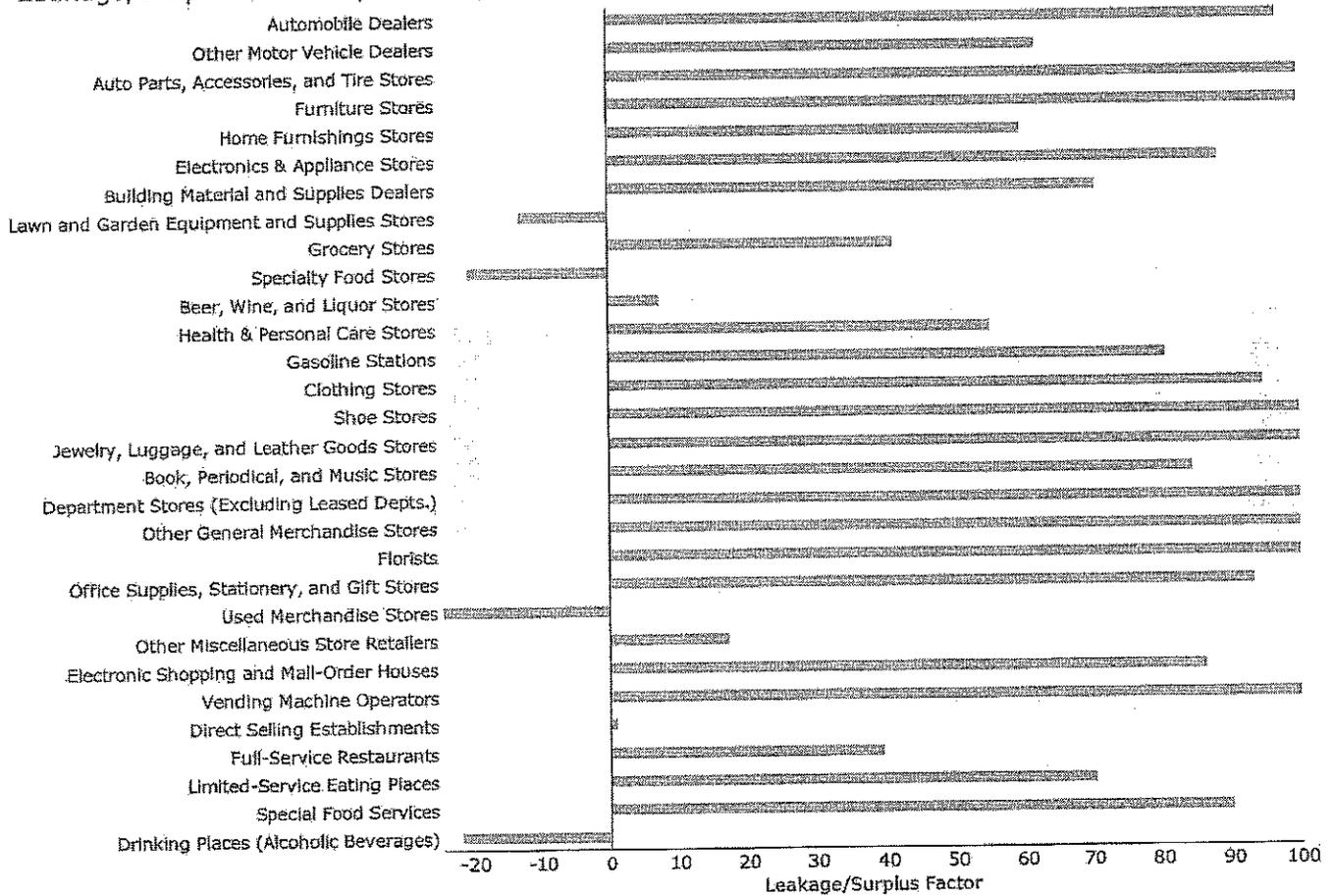
# Retail MarketPlace Profile

Coventry town  
 Coventry town (0901317800)  
 Geography: County Subdivision

## Leakage/Surplus Factor by Industry Subsector



## Leakage/Surplus Factor by Industry Group



Source: Esri and Dun & Bradstreet. Copyright 2013 Dun & Bradstreet, Inc. All rights reserved.

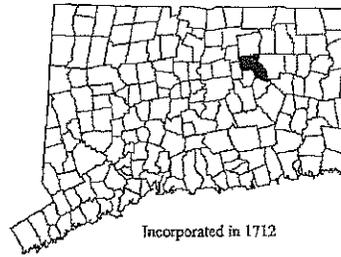
September 16, 2014

# Coventry, Connecticut

## CERC Town Profile 2014

Town Hall  
P.O. Box 189  
Coventry, CT 06238  
(860) 742-6324

*Belongs to*  
Tolland County  
LMA Hartford  
Northeast Economic Dev. Region  
Windham Planning Area



### Demographics

Population (2012)	Town	County	State	Race/Ethnicity (2012)	Town	County	State
2000	11,504	136,364	3,405,565	White	11,880	136,874	2,802,217
2010	12,354	151,073	3,545,837	Black	80	4,411	355,660
2012	12,445	152,137	3,572,213	Asian Pacific	241	5,115	139,827
2020	13,026	160,094	3,690,997	Native American	24	135	8,531
'12-'20 Growth / Yr	0.6%	0.6%	0.4%	Other/Multi-Race	220	5,602	265,978
				Hispanic (any race)	298	6,655	480,185
Land Area (sq. miles)	38	410	4,845	Poverty Rate (2012)	3.5%	7.0%	10.0%
Pop./ Sq. Mile (2012)	330	371	737	Educational Attainment (2012)			
Median Age (2012)	43	38	40	Persons Age 25 or Older	Town	%	State
Households (2012)	4,653	54,499	1,360,184	High School Graduate	2,517	29%	677,253
Med HH Inc. (2012)	\$92,308	\$80,887	\$69,519	Associates Degree	959	11%	177,531
				Bachelors or Higher	2,914	33%	879,089

Age Distribution (2012)	0-4	5-17	18-24	25-49	50-64	65+	Total
Male	199 2%	1,184 10%	513 4%	2,109 17%	1,541 12%	662 5%	6,208
Female	194 2%	1,086 9%	527 4%	2,159 17%	1,486 12%	785 6%	6,237
County Total	6,811 4%	23,671 16%	24,990 16%	47,522 31%	30,601 20%	18,542 12%	152,137
State Total	200,031 6%	612,181 17%	328,661 9%	1,194,793 33%	726,725 20%	509,822 14%	3,572,213

### Economics

Business Profile (2013)	Units	Employment	Top Five Grand List (2011)	Amount	% of Net
Total - All Industries	194	1,404	Connecticut Light & Power	\$9,460,020	1.0%
23 Construction	40	109	Coventry Funding	\$2,994,100	0.3%
31 Manufacturing	6	51	White Mountain-Coventry LLC	\$2,702,200	0.3%
44 Retail Trade	20	238	CIL Development of Coventry Inc	\$2,160,400	0.2%
62 Health Care and Social Assistance	15	127	Algonquin Gas Transmission Co	\$2,157,600	0.2%
72 Accommodation and Food Services	13	156	Net Grand List (2011)	\$983,526,745	
Total Government	11	441	Major Employers (2014)		
Local/Municipal Government	10	438	East of River Veterinary Emerg	George Hersey Robertson School	
			Captain Nathan Hale Middle	Highland Park Market	
			Coventry High School		

### Education

2010-2011 School Year	Town	State	Connecticut Mastery Test Percent Above Goal								
			Grade 4		Grade 6		Grade 8				
			Town	State	Town	State	Town	State			
Total Town School Enrollment	1,988	548,313									
Most public school students in Coventry attend Coventry School District, which has 1,822 students.			Reading	74 63	84 76	81 75					
			Math	77 67	92 72	65 67					
			Writing	74 67	85 65	74 65					
			Average SAT Score								
			Average Class Size			Town			State		
For more education data see:	Students per Computer	Town	State	Grade K	17.9	Grade 2	19.3	Reading	508	502	
<a href="http://sdeportal.ct.gov/Cedar/WEB/ResearchandReports/SSPReports.aspx">http://sdeportal.ct.gov/Cedar/WEB/ResearchandReports/SSPReports.aspx</a>	Elementary:	4.1	4.1	Grade 5	26.2	Grade 7	24.0	Writing	523	506	
	Middle:	2.5	2.7	High School	16.2	Math	503	506			
	Secondary:	1.8	2.9								

# Coventry Connecticut



## Government

Government Form: Council-Manager				Annual Debt Service (2012)	\$2,746,647
Total Revenue (2012)	\$39,759,918	Total Expenditures (2012)	\$39,287,534	As % of Expenditures	7.0%
Tax Revenue	\$26,509,011	Education	\$27,995,105	Eq. Net Grand List (2010)	\$1,331,531,195
Non-tax Revenue	\$13,250,907	Other	\$11,292,429	Per Capita	\$106,993
Intergovernmental	\$12,694,185	Total Indebtness (2012)	\$23,984,608	As % of State Average	74%
Per Capita Tax (2012)	\$2,130	As % of Expenditures	61.0%	Moody's Bond Rating (2012)	Aa3
As % of State Average	82.5%	Per Capita	\$1,927	Actual Mill Rate (2012)	27.00
		As % of State Average	85.4%	Equalized Mill Rate (2012)	19.82
				% of Grand List Com/Ind (2010)	3.6%

## Housing/Real Estate

Housing Stock (2012)	Town	County	State	Owner Occupied Dwellings (2012)	4,128	41,273	929,560
Total Units	4,879	57,912	1,485,445	As % Total Dwellings	85%	71%	63%
% Single Unit	92.3%	74.5%	64.6%	Subsidized Housing (2012)	261	4,882	161,379
New Permits Auth. (2012)	24	236	4,669	<i>Distribution of House Sales (2011)</i>			
As % Existing Units	0.49%	0.41%	0.31%	Number of Sales			
Demolitions (2012)	3	18	955	Less than \$100,000	2	16	392
House Sales (2011)	80	480	13,847	\$100,000-\$199,999	24	114	3,205
Median Price	\$225,000	\$241,500	\$291,000	\$200,000-\$299,999	42	213	3,494
Built Pre 1950 share (2012)	25.2%	20.6%	30.2%	\$300,000-\$399,999	10	81	2,086
				\$400,000 or More	2	56	4,670

## Labor Force

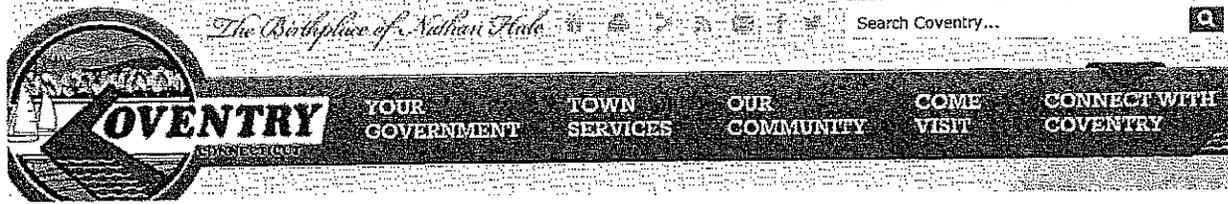
Place of Residence (2013)	Town	County	State	<i>Connecticut Commuters (2011)</i>			
Labor Force	7,042	84,381	1,859,934	Commuters into Town from:	Town Residents Commuting to:		
Employed	6,544	78,700	1,715,398	Coventry	495	Hartford	810
Unemployed	498	5,681	144,536	Manchester	93	Manchester	671
Unemployment Rate	7.1%	6.7%	7.8%	Windham	63	Coventry	495
				Mansfield	55	Mansfield	420
				Vernon	48	East Hartford	399
<i>Place of Work (2013)</i>				Tolland	39	Windham	237
Units	194	3,043	113,697	Columbia	28	Vernon	213
Total Employment	1,404	42,714	1,640,223	Ellington	22	South Windsor	174
2000-'13 AAGR	1.0%	1.1%	0.2%	East Hartford	22	Tolland	156
Mfg Employment	51	50,511	163,828				

## Other Information

Crime Rate (2012)	Town	State	Distance to Major Cities	Miles	Residential Utilities
Per 100,000 Residents	1,435	2,433	Hartford	17	Electric Provider
			Boston	78	Connecticut Light & Power
			New York City	113	(800) 286-2000
<i>Library (2013)</i>			Providence	48	Gas Provider
Public Web Computers	23				CNG Corp
Circulation per Capita	9				(860) 727-3000
					Water Provider
<i>Families Receiving (2014)</i>					Connecticut Water Company
Temporary Assistance	38				(800) 286-5700
					Cable Provider
<i>Population Receiving (2014)</i>					Charter Communications of Northeastern CT
Food Stamps	662				(800) 827-8288

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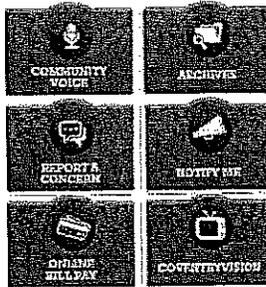


Blight

Conservation & Development

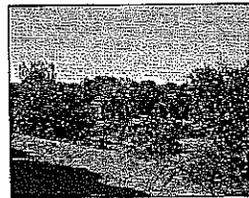
You are here: [Home](#) > [Your Government](#) > [Departments](#) > Land Use

### Land Use



#### Protecting the Community

The Land Use Office assists in guiding the growth, preservation and development of our town. The office and its respective staff utilizes such resources as the Zoning Regulations, Wetlands Regulations, and Plan of Conservation and Development to protect the health, safety, and welfare of the community.

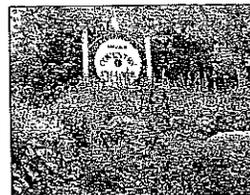


#### Land Use Applications & Materials

- [Abutters List Guide](#)
- [Abutters Notice](#)
- [Application for a Zoning/Building Permit](#)
- [Accessory Structure Placement Example](#)
- [Accessory Structure Placement Example - Non-conforming lot](#)
- [Curb Cut/Driveway Apron Permit](#)
- [Zoning Board of Appeals \(ZBA\) Application](#)
- [Fee Schedule](#)
- [Land Use Guide](#)
- [Zoning Map](#)
- [New Business Checklist](#)
- [Public Hearing Sign Affidavit Form](#)
- [Sign Permit Application](#)
- [Special Permit Application](#)
  - [Notes for Application Process](#)
- [Subdivision Application](#)
- [Town Green Event Sign Request](#)
- [Forestry Notification Form](#)
- [Open Space Working Group Report - Final Report \(Link 1 of 2\)](#)
- [Open Space Working Group Report - Final Report - Toolbox \(Link 2 of 2\)](#)

#### Regulations

- [Inland Wetlands Regulations](#)  
Amended August 22, 2007
- [Subdivision Regulations](#)  
Amended March 24, 2014
- [Zoning Regulations](#)  
Amended June 8, 2015
- [Commercial Design Guidelines](#)  
Amended October 12, 2010
- [Village Gateway Design Guidelines](#)  
Developed September 2003



#### Sample Easement Agreements (Word documents available by request)

- [Conservation Easements](#)
- [Emergency Access Right of Way](#)
- [Common Driveway Easements](#)
- [Drainage Easements](#)

### CONTACT US

Eric Trott  
Director  
[Email](#)

Ph: 860-742-4062  
Fx: 860-742-8911

[Staff Directory](#)

### QUICK LINKS

- [Land Use Guide](#)
- [General Zoning Permit Instructions](#)
- [Building On a Lot](#)
- [Zoning Enforcement Policy](#)
- [Zoning Complaint Form](#)

[VIEW ALL](#)

Helpful Links

[Map of Coventry](#)

Helpful Numbers

Building Department 860-742-4064



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[Town Budget](#)

[Human Services 860-742-5324](#)  
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Police Department 860-742-7331  
Public Works 860-742-6588  
Recreation 860-742-4068  
Senior Center 860-742-3525  
Town Clerk 860-742-7986  
Tax Collector 860-742-4066

[FAQs](#)  
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[What are the hours for Town Hall?](#)  
[How do I apply for a job?](#)

1712 Main St | Coventry, CT 06238 | Ph: 860-742-5324 | Fx: 860-742-8911  
Hours: Monday - Wednesday 8:30 a.m. - 4:30 p.m., Thursday 8:30 a.m. - 6:30 p.m., Friday 8:30 a.m. - 1:30 p.m.

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TOWN OF COVENTRY, CT  
COVENTRY INVESTMENT INCENTIVE PROGRAM

ADOPTED May 21, 2007

**SECTION 1 - PURPOSE**

1. The town of Coventry has adopted this investment incentive policy in accordance with Connecticut General Statutes 12-65b and 12-65h (as amended). This policy establishes an investment incentive program for the Town and allows the Town to enter into written agreements with the owners and /or lessees of certain real property located within the Town of Coventry in order to fix tax assessments of real and/or personal property in the manner set forth by this policy.
2. The intent of this Investment Incentive Program is:
  - a. To preserve or provide and create substantial jobs for local and area residents.
  - b. To create long-term tax base growth by encouraging the construction of new facilities, and replacement, reconstruction, expansion or remodeling of existing commercial and industrial facilities.
  - c. To encourage substantial investment in new equipment and other personal property subject to taxation within the Town
  - d. To assist and encourage the establishment and expansion of service providers that will enhance quality of life within the Town.

**SECTION 2 – GENERAL REQUIREMENTS**

A. Eligibility

1. In accordance with the provisions of Connecticut General Statutes 12-65b the Town Council **MAY** enter into written tax agreements with owners and/or lessees of real and/or personal property if the improvements are for one of the following:
  - a. Manufacturing use
  - b. Office use
  - c. Retail use
  - d. Storage, warehouse or distribution use providing new employment of not less than one job per each 1,000 square feet
  - e. Information technology
  - f. Recreation facilities

2. Only legally existing uses, businesses relocating to the Town, new business development and business expansion listed in Section 2A(1) above and located within a district zoned for such purpose by the Planning and Zoning Commission are eligible to participate in a tax incentive program under this policy.
3. No person, or legal entity shall be eligible to participate in this tax incentive program if there are any past due tax or fee liabilities of any kind due the Town.
4. If the applicant is a tenant, the tax benefits must be reflected in the lease and ANY such lease must be for at least the term of the tax abatement period.
5. The proposed project will comply and will continue to comply with all applicable federal, state and local codes and regulations.
6. The proposed project will create at least one or more opportunities for employment which shall be filled and maintained for the duration of the abatement
7. Taxes assessed and levied upon motor vehicles shall not be subject to any agreement for tax abatement under this policy and shall remain due and owing.

#### B. Local Employment Requirements

- (1) To the extent feasible, the developer/owner shall commit to utilization of town-based businesses and local residents during the bidding, construction and operation phases of the project.

### SECTION 3 – APPLICATION

#### A. Procedure

1. Any eligible owner and/or lessee may apply under this policy in writing to the Town Manager on an application form provided by the Building Department. The applicant shall provide all required information in sufficient detail to allow the Town to determine costs and benefits associated with the implementation of a requested tax abatement agreement. The completed application shall be returned to the office of Town Manager.
2. Upon receipt of the completed application the Town Manager shall refer the application to the Committee for Investment Incentives which shall commence tax abatement review and further evaluation and tax health extensive review. The Committee for Investment Incentives will be a committee that shall consist of seven (7) members as follows: The Town Manager, Finance Director, Assessor, Chairperson of the Economic Development Commission or designee, Chairperson of the Town Council or designee, Finance Committee Chairperson or designee and the Director of Planning & Development.
3. Each application shall be reviewed on a case-by-case basis and to the extent possible shall be conducted during the normal business hours of Town Hall operation. The review shall be completed within thirty (30) days of receipt of the application and a recommendation for action, along with a written analysis, shall be referred to the Town Council at the next scheduled meeting of the Town Council.
4. The Town Council shall have sole discretion to act on this matter and shall be obligated to take final action by acting to approve, approve with modifications or conditions, or to deny the application within thirty (30) days from the date of the first regularly scheduled meeting at which the referral appears on the Town Council's agenda. The Town Council's decision shall be based upon the Connecticut General Statutes, the information provided in the application package, the recommendations of the Tax Abatement Review Committee and information contained in this document.

B. Application (See attached Addendum A)

#### SECTION 4 - AGREEMENT

1. Pursuant to the Town Council's decision the Town will enter into a written agreement with the owner or lessee of real property, fixing the assessment of the real or personal property.
2. After approval of any such tax agreement, construction shall commence within twelve (12) months and shall be completed within twenty-four (24) months, unless otherwise stated in the agreement. In the event that construction is not commenced and/or completed within the specified time frame, then any agreement entered into pursuant to this policy shall immediately terminate and the full amount of the tax (including accrued interest) that would otherwise be due shall immediately become due and payable, unless the Town Council authorizes alternative arrangements.
3. If an applicant fails to comply with the payment of taxes or fees due the Town upon the due date required, then any agreement entered into pursuant to this program shall immediately terminate and the full amount of the tax including accrued interest that would otherwise be due shall immediately become due and payable.
4. Any applicant requesting a personal property tax incentive must commit to remain in Town for a period of two (2) times the length of any tax abatement that shall be granted. If the applicant, their successor, or assigns shall cease to do business or move from Town within such period all taxes that would have been due shall become due retroactive to the due date of the taxes deferred, and any delinquencies shall carry interest and penalties as if the taxes had not been deferred.
5. Any applicant requesting tax abatement under Schedule B of this policy must remain operating and in business with full compliance of any agreement signed pursuant to this policy for the full period of such tax abatement granted. If the applicant, their successor, or assigns shall cease to do business or move from Town within such period all taxes that would have been due shall become due retroactive to the due date of the taxes deferred, and any delinquencies shall carry interest and penalties as if the taxes had not been deferred.
6. Any tax agreement entered into pursuant to this policy shall not be subject to assignment, transfer or sale without the consent of the Town Council. In the event that any such agreement is assigned, transferred or sold without the Town Council's consent then the agreement shall terminate as of the effective date of the assignment, transfer or sale and the full amount of the tax that would otherwise be due the Town shall immediately become due and payable.
7. Nothing in this policy shall require the Town Council to enter into a tax agreement.
8. This policy shall not be retroactive and no application for tax abatement shall be accepted for any personal property acquired or approved prior to enactment of this policy. No abatement shall be approved for any application under Schedule A or B for permits applied for prior to the enactment of this policy.

**SECTION 5 – ABATEMENT SCHEDULES A AND B**

(Note: Personal Property shall receive one half (1/2) the discount for real property)

**Schedule A – Partial Tax Exemption for Real Estate Improvements**

(000's)

Cost of Improvements	\$100	\$500	\$1,000	\$5,000	\$10,000+
Years of Partial Tax Exemptions	Abatement %				
Yr. 1	20	25	30	30	30
Yr. 2	20	20	25	30	30
Yr. 3	10	10	10	25	30
Yr. 4	0	0	0	20	20
Yr. 5	0	0	0	15	20
Yr. 6	0	0	0	10	10
Yr. 7	0	0	0	5	10

**Schedule B – Partial Tax Exemption for New Real Estate Placed in Service**

(000's)

Improvement Value	\$500	\$1,000	\$5,000	\$10,000	\$25,000+
Years of Partial Tax Exemptions	Abatement %				
Yr. 1	65	70	75	75	80
Yr. 2	50	50	55	55	60
Yr. 3	25	30	30	40	50
Yr. 4	0	15	20	30	40
Yr. 5	0	0	15	20	30
Yr. 6	0	0	0	10	20
Yr. 7	0	0	0	0	10

**Notes applicable to Schedule A and Schedule B above**

Note 1: All discounts are expressed in maximum value and are subject to negotiation up to that value.

Note 2: All applications will be considered on a case-by-case basis.

Note 3: All discounts shall commence with the first fiscal year of the Town of Coventry for which a tax list is prepared on October 1 immediately following the issuance of a certificate of occupancy for any construction. The assessment of real property for the period prior to the affixed assessment period shall be determined in the normal course pursuant to state and local laws and ordinances.



# Town of Coventry

1712 Main Street • Coventry, CT 06238 • Fax (860) 742-8911

## TOWN OF COVENTRY, CT TAX ABATEMENT PROGRAM APPLICATION

1. Name of Person/Entity Submitting this Application:

\_\_\_\_\_

2. Address:

\_\_\_\_\_

\_\_\_\_\_

3. Telephone Number:

\_\_\_\_\_

Fax Number:

\_\_\_\_\_

4. Property Location for Which Tax Abatement is Requested:

\_\_\_\_\_

5. Do You Own or Lease this Property: \_\_\_\_\_

6. If You Lease, Provide the Name and Address of the Owner:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Duration of Lease: \_\_\_\_\_

7. Please Check Which is Applicable:

New Construction : \_\_\_\_\_ Industrial \_\_\_\_\_ Commercial \_\_\_\_\_

Rehabilitation: \_\_\_\_\_ Industrial \_\_\_\_\_ Commercial \_\_\_\_\_

8. Estimated Value of Improvements: \$ \_\_\_\_\_

Basis for this Estimate: \_\_\_\_\_

Land Acquisition Cost: \_\_\_\_\_

Estimated value of Personal Property Associated with this Property:

\_\_\_\_\_

9. Only the Following Proposed Uses are Eligible, Please Check Which is Applicable:

Office \_\_\_\_\_

Retail \_\_\_\_\_

Manufacturing \_\_\_\_\_

Warehouse \_\_\_\_\_ Storage \_\_\_\_\_ Distribution \_\_\_\_\_

Hotels / Motels \_\_\_\_\_

10. Provide a Description of your Project Including: Estimated Cost of the Improvements; Impact on Employment (new jobs created as well as existing jobs retained); Fiscal Impacts; Time Frame. Please provide any additional information you feel may be relevant for the Tax Partnership Screening Committee to review.

11. Describe the plan for hiring local contractors and estimate the number of local construction jobs:

12. Attach a Site Map or Plot Plan for the Project:

13. Have you received any other incentive abatements in the past five years from any other Connecticut Municipality? \_\_\_\_\_

If yes please list the name of the Municipalities below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# Housing Data Profiles

# 2015



## Population, Households & Age

Source: 2009-13 American Community Survey

	2009-13	2000	% Change		2009-13	2000	% Change
Population	12,435	11,504	8%	Householders living alone	14%	19%	-5%
Households	4,732	4,261	11%	Residents living in families	81%	75%	6%
Average household size	2.62	2.69	-3%	Households with someone <18	35%	40%	-5%
Average family size	2.86	3.09	-7%	Households with someone > 65	24%	17%	7%

Median age for those living in Coventry is 44.4 years old, 4.2 years older than CT's median age of 40.2 years old.

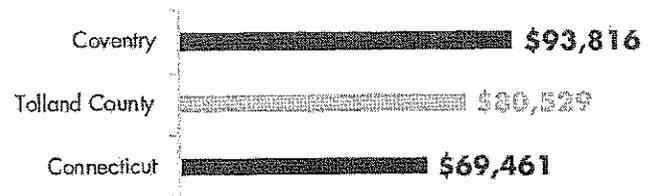


## Income & Age

Coventry's annual median household income in 2013 was \$93,816, 35% more than Connecticut's median household income of \$69,461. It is 16% more than Tolland County's median household income of \$80,529. Coventry's median household income ranks 43 (1=highest, 169=lowest) among CT's 169 municipalities.

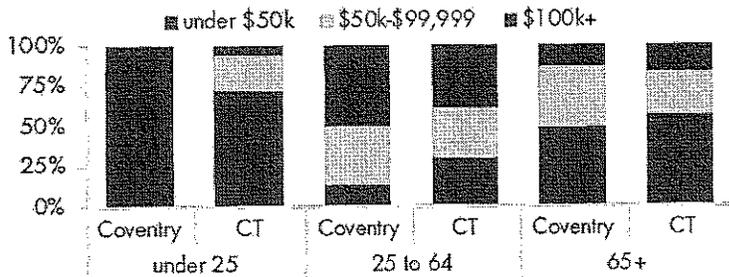
### Median Household Income

Source: 2009-13 American Community Survey



### Income by Age of Head of Household: Coventry

Source: American Community Survey 2009-13



In Coventry, 1% (36) of the heads of households were under 25 years old, 29% (1,366) were 25-44 years old, 51% (2,431) were 45-64 years old and 19% (899) were 65 or older.

Throughout Connecticut, households headed by those under 25 and those 65 and over tend to have lower incomes than those 25-64 years old, limiting their housing options.

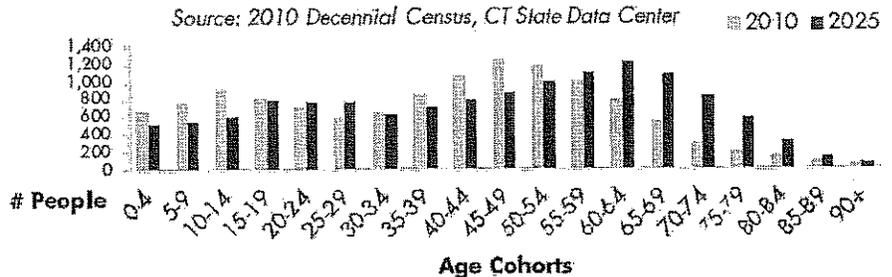


## Aging of the Population

Coventry is one of the 153 Connecticut municipalities projected to see a drop in school-age population between 2015 and 2025. Many municipalities will see declines over 30%. The projected decrease for Coventry is 21%. Meanwhile the 65+ population for Coventry is projected to increase by 67%.

### Age Cohorts - 2010 Population, 2025 Population Projections: Coventry

Source: 2010 Decennial Census, CT State Data Center



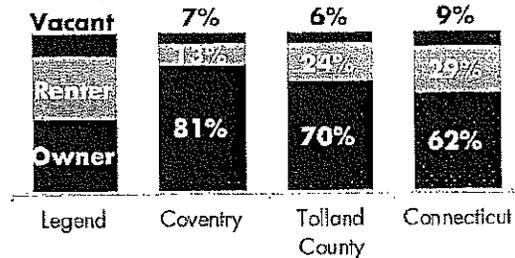
**Characteristics of Housing Stock**

**Tenure**

	Coventry	Tolland County	Connecticut
Total	5,062	58,067	1,486,995
Owner-Occupied	4,093	40,397	919,488
Renter-Occupied	639	13,930	436,361
Vacant	330	3,740	131,146

Source: 2009-13 American Community Survey

**Percent of Owner-Occupied, Renter-Occupied and Vacant Housing Units**



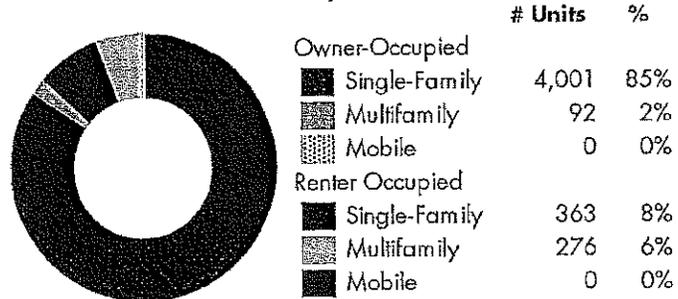
Coventry saw its number of housing units increase by 13% from 2000 to 2013. Renters live in 13% of Coventry's housing stock, compared to 24% for Tolland County and 29% for Connecticut.

**Units in Structure**

Overall, 67% of CT's occupied housing stock is comprised of single-family housing, while 33% is multifamily housing (2+ units in structure) and 1% is mobile homes.

In Coventry, 92% of occupied homes are single-family, 8% are multifamily (2+ units in structure), and 0% are mobile homes. Renters live in 75% of Coventry's 368 multifamily homes, and owners occupy 92% of its 4,364 single-family homes.

**Units in Structure by Tenure: Coventry**



Source: 2009-13 American Community Survey

**Year Built**

CT's housing stock varies in age, with 23% built before 1939, 36% built from 1940 to 1969 and 41% built from 1970 on.

In Coventry, 18% of the housing stock was built prior to 1939, 33% was built between 1940 and 1969 and the remaining 48% was built after 1970. Shifting demographics indicate that housing built from 1970 on may not meet the needs of CT's current and future residents.

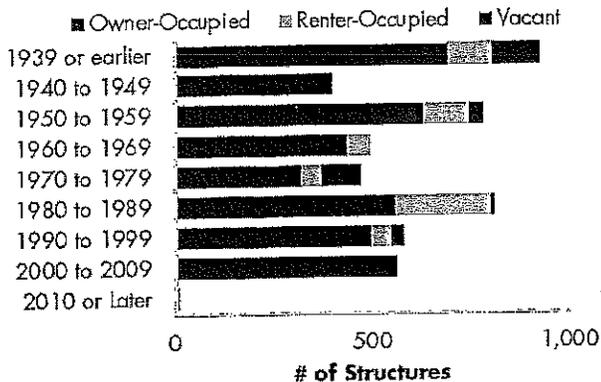
**Bedrooms**

A majority of homes in CT have 3 or more bedrooms, with 37% having 3 bedrooms and 22% having 4 or more. 42% of the homes in the state have 2 or fewer bedrooms.

Over 75% of homes in Coventry have 3 or more bedrooms, while 25% have 2 or fewer bedrooms. Towns and cities that have larger homes with more bedrooms offer fewer housing options for younger workers or downsizing Baby Boomers.

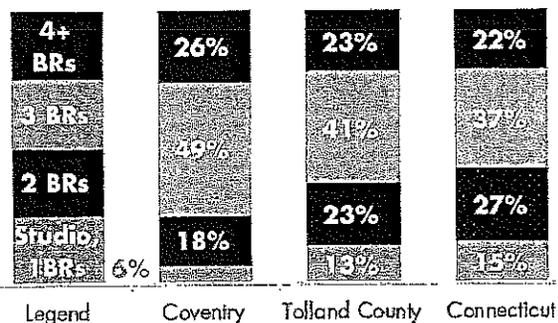
**Tenure by Year Structure Built: Coventry**

Source: 2009-2013 American Community Survey



**Housing Units by Number of Bedrooms**

Source: 2009-13 American Community Survey

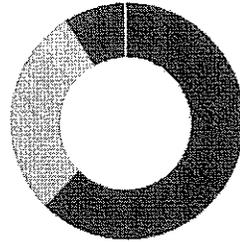


# Housing Costs for Owners and Renters

## Affordability

Across CT, 50% of renters and 35% of owners spend more than 30% of their income on housing. In Coventry, 40% of renters spend more than 30% of their income on housing, while 27% of owners do the same. Households that spend more than 30% of their income on housing may have little left over for necessities such as transportation, food, health care, etc.

## Housing Costs as a % of Household Income: Coventry



	# Units	% Total
<b>Owner-Occupied</b>		
Spending <30%	2,894	62%
Spending >=30%	1,101	24%
Not computed	9	0%
<b>Renter-Occupied</b>		
Spending <30%	327	7%
Spending >=30%	255	5%
Not computed	57	1%

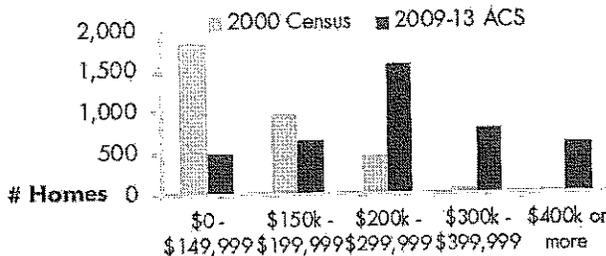
Source: 2009-13 American Community Survey

## Home Value

The value of homes in Connecticut has risen significantly over the last 15 years, putting home ownership out of reach for many middle-class households. In Coventry, 55% of homes were valued under \$150,000 in 2000, compared to 12% now. The median home value in Coventry is now \$259,600, an increase of 78% since 2000.

## Self-Reported Value of Owner-Occupied Homes: Coventry

Source: Census 2000, 2009-2013 American Community Survey

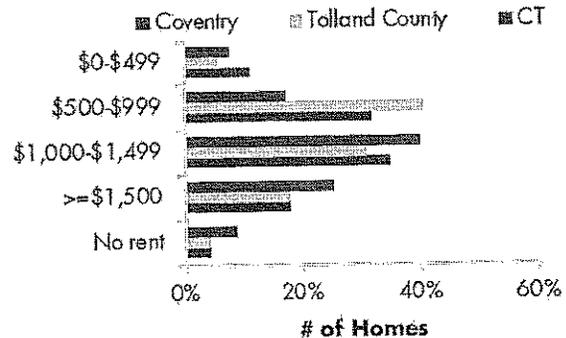


## Gross Rent

According to 2009-13 American Community Survey data, 66% of Coventry's 639 rental units have a gross rent over \$1,000 per month and 16% have a gross rent under \$750 per month.

## Rental Units by Gross Rent: Coventry

Source: 2009-2013 American Community Survey



## Housing Costs & Income

### Owner Households: Coventry

The average homeowner household in Coventry has a median income of

**\$99,124**

Households with a Mortgage

Median Income:

**\$106,152**

Median Monthly Owner Costs:

**\$1,882**

Households w/out a Mortgage

Median Income:

**\$81,200**

Median Monthly Owner Costs:

**\$693**

In Connecticut, incomes among those who own their homes tend to be much higher than incomes for renter households. Incomes for owners who no longer pay a mortgage also tend to be lower than for those paying a mortgage, as those no longer paying a mortgage may be retired and living on fixed incomes.

Source: 2009-13 American Community Survey

### Renter Households: Coventry

Median Income Renter Households =

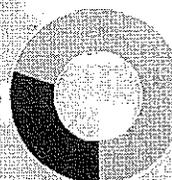
**\$47,868**

49% less than the median income of all households.

Median Gross Rent =

**\$1,200**

30% of income spent on rent.



70% of income for all other expenses.



## Analysis of Housing Conditions

### Key Stats

#### Population

12,435

#### Households

4,732

#### Projected Change in Population from 2015-2025

5-19 Year Olds: -21%

65+ Year Old: 67%

#### Median Household Income

All Households: \$93,816

Owners: \$99,124

Renters: \$47,868

#### Housing Units

Total Units: 4,732

Owner-Occupied: 81%

Renter-Occupied: 13%

Vacant: 7%

#### Single-Family/Multifamily

Single Family: 92%

Multifamily: 8%

#### Median Home Value

\$259,600

#### Median Gross Rent

\$1,200

#### Households Spending 30% or More on Housing

All Households: 30%

Owners: 27%

Renters: 40%

#### Housing Built 1970 or Later

48%

#### 2014 Affordable Housing Appeals List

Assisted Units: 6%

#### % Change in Total Real Property, 2008-2013

16%

### Coventry's Housing Data Profile: The Story Behind the Numbers

Coventry, like most of Connecticut's municipalities, has a high median household income, high housing costs, few units for a variety of the municipality's workforce (such as, teachers, nurses, electricians, firefighters and town employees), and a narrow range of housing choices for Baby Boomers seeking to downsize and Millennials and young families seeking to move to town.

Housing remains expensive in Coventry relative to the median household income. Statewide, 50% of renters and 35% of homeowners spend 30% or more of their household incomes on housing. In Coventry, where the \$93,816 median household income is higher than the statewide median of \$69,461, 40% of renters and 27% of homeowners spend 30% or more of their income on housing.

Coventry is one of the 153 Connecticut municipalities that could see a potentially significant decline in school enrollment through 2025 because of a projected decline in school-age (5-19) population of 21% from 2015 to 2025. At the same time, its population is getting older, with a projected increase of 67% in the 65+ population from 2015 to 2025, potentially leading to the need for smaller, denser, more affordable homes closer to the town center, services and, if possible, transit connections.

While the number of renting households in Connecticut has increased from 30% to 34% since 2007, many towns are ill-prepared to accommodate the needs of renters. Coventry is one of 114 Connecticut municipalities with single-family homes dominating its housing stock (92%) and little modest or multifamily housing to offer (25% units are 0-2 bedrooms, compared to 42% statewide), mostly because many of those towns built the bulk of their homes after 1970 (48% in Coventry) to accommodate the needs of new Baby Boomer families then in their 20s.

Now in their 60s, those families are seeking more modest homes. But their attempts to sell are being met by few offers because few young families can afford to move to those towns, flattening median sales prices and stunting the growth of Grand Lists – the towns' total value of real property – and thus property tax revenues needed to pay for increasingly expensive services. From 2008 through 2013 (latest OPM figures), 151 towns experienced negative growth in real property values, 1 had no growth and 3 had only slight growth of 2 percent or less. The total real property Grand List in Coventry has grown by 16% from 2008 through 2013.

Across the state, 138 of the 169 municipalities have affordable homes totaling less than 10% of their housing stock. These are the kinds of homes increasingly sought by young professionals, families, town workers, downsizing Baby Boomers and others. In Coventry, 6% of the homes are affordable, according to the state's 2014 Affordable Housing Appeals List.



## Data Sources & Notes

### Page 1

- ⇒ Populations, Households & Age
  - DP-1 - Profile of General Demographic Characteristics: 2000, Census 2000 Summary File 1 (SF 1) 100-Percent Data
  - DP02 - Selected Social Characteristics in The United States, 2009-2013 American Community Survey 5-Year Estimates
  - DP05 - ACS Demographic And Housing Estimates, 2009-2013 American Community Survey 5-Year Estimates
- ⇒ Age & Income
  - Median Household Income
    - B25119 - Median Household Income The Past 12 Months (In 2013 Inflation-Adjusted Dollars) By Tenure, Universe: Occupied Housing Units More Information, 2009-2013 American Community Survey 5-Year Estimates
  - Income by Age of Head of Householder
    - B19037 - Age Of Householder By Household Income In The Past 12 Months (In 2013 Inflation-Adjusted Dollars), Universe: Households, 2009-13 American Community Survey 5-Year Estimates
- ⇒ Aging of Population
  - P12 - Sex by Age, Universe: Total population, 2010 Census Summary File 1
  - 2015-2025 Population Projections for Connecticut, November 1, 2012 edition, CT State Data Center

### Page 2

- ⇒ Tenure, Units in Structure, Year Built, Bedrooms
  - DP04 - Selected Housing Characteristics, 2009-2013 American Community Survey 5-Year Estimates
- ⇒ Tenure note: Universe is all housing units. Total housing stock includes vacant units.
- ⇒ Units in Structure notes: Multifamily includes all units with 2+ units in structure. Does not include boats, RVs, vans, etc. Universe is occupied housing units (does not include vacant units).

### Page 3

- ⇒ Affordability
  - DP04 - Selected Housing Characteristics, 2009-2013 American Community Survey 5-Year Estimates, Note: Percent income spent on housing costs is not calculated for some households, noted in chart as "Not computed."
- ⇒ Home Value
  - B25075 - Value, Universe: Owner-occupied housing units, 2009-2013 American Community Survey 5-Year Estimates
- ⇒ Gross Rent
  - DP04 - Selected Housing Characteristics, 2009-2013 American Community Survey 5-Year Estimates
- ⇒ Housing Costs & Income
  - Median Household Income by Tenure
    - B25119 Median Household Income The Past 12 Months (In 2013 Inflation-Adjusted Dollars) By Tenure, Universe: Occupied housing units, 2009-2013 American Community Survey 5-Year Estimates
  - Median Household Income for Owner-Occupied Households by Mortgage Status
    - B25099 - Mortgage Status By Median Household Income The Past 12 Months (In 2013 Inflation-Adjusted Dollars), Universe: Owner-occupied housing units, 2009-2013 American Community Survey 5-Year Estimates
  - Median Monthly Housing Costs by Mortgage Status, Median Gross Rent
    - DP04 - Selected Housing Characteristics, 2009-2013 American Community Survey 5-Year Estimates, Note: Median Gross Rent data suppressed for some geographies by Census Bureau, reasons for suppression may vary.

### Page 4

- ⇒ Housing Wage
  - Out of Reach 2015, 2-Bedroom Housing Wage, National Low Income Housing Coalition
- ⇒ Grand Lists
  - Total Grand Lists by Town, 2008 and 2013, CT Office of Policy and Management
- ⇒ Building Permits
  - Connecticut New Housing Authorizations in 2014, Construction Report: Housing Production & Permits, CT Dept. of Economic and Community Development
- ⇒ Affordable Housing Appeals List
  - 2014 Affordable Housing Appeals List, CT Dept. of Housing

**Housing Market General Information**

Housing Wage

**2015 Housing Wage: Coventry**

 **\$22.00**

Coventry is included in the Hartford-West Hartford-East Hartford Metro Area.

Each year, the National Low Income Housing Coalition calculates the "housing wage," the hourly wage needed for a household to afford a typical 2-bedroom apartment in metro areas throughout the United States.

Connecticut's housing costs are typically high, ranking #8 in 2015 with a housing wage of \$24.29.

Grand List

**Real Property Grand List Values,  
2008-13: Coventry**

Total Real Property 2008	\$768,674,610
Total Real Property 2013	\$891,719,220
<b>% Change, 2008-13</b>	<b>16%</b>

Connecticut housing prices declined precipitously after the 2008 financial crisis and have not rebounded to pre-crisis levels, particularly in municipalities - 114 of 169 - where housing stock is dominated by single-family homes. Across the state, 152 municipalities have seen either no change in real property grand lists, or declines, forcing most to raise mil rates, reduce services, or both.

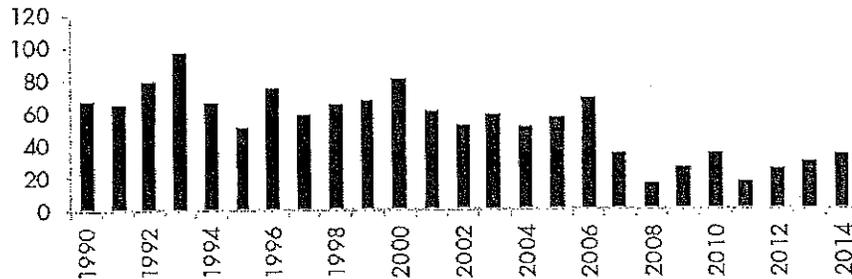
Source: CT Office of Policy and Management

Building Permits

Connecticut saw a sharp decline in building permits following the crash of the housing market in the mid-2000s. As the housing market slowly recovers, statewide building permits have increased by small amounts since 2011, with permits for multifamily units at levels not seen for a decade. Building permits issued, however, remain well below the levels seen in the 1980s and 1990s.

**Building Permits by Year, 1990-2014:  
Coventry**

Source: CT Department of Economic and Community Development



Affordable Housing Appeals List

Each year the CT Department Of Housing surveys municipalities in the state to determine the number of affordable units each has. The data is compiled for the Affordable Housing Appeals List. The following housing units are counted as affordable in Coventry in 2014:

**Assisted Units Counted in 2014 Appeals List:**

<b>Coventry</b>	
103	Governmentally Assisted Units
1	Tenant Rental Assistance
176	CHFA/USDA Mortgages
+	20 Deed Restricted Units
<hr/>	
300	Total Assisted Units

**Calculation of % of Total Units Assisted:**

		<b>Coventry</b>			
300	÷	5,099	=	5.9%	
Total Assisted Units		Total Units, 2010 Census		Units Assisted	

Housing Data Profiles are produced by the Partnership for Strong Communities. Updated November 16, 2015. For more information about the information presented or to use any of the graphics presented in the Housing Data Profiles, please contact: Christina Rubenstein, Deputy Policy Director, christina@pschousing.org.

## Notice of Permit Application

Town(s): Coventry

Notice is hereby given that the Town of Coventry (the "applicant") of 1712 Main Street, Coventry, CT 06238 has submitted to the Department of Energy & Environmental Protection an application under Connecticut General Statutes Section(s) 22a-39 (INLAND WETLANDS), 22a-403 (DAM CONSTRUCTION); and 401 of the federal Clean Water Act, 33 U.S.C. sec. 1341 (WATER QUALITY CERTIFICATION) for a permit to - 22a-39: conduct an activity in a wetland or watercourse; 22a-403: alter a dam; SEC. 401: discharge into the waters of the state.

Specifically, the applicant proposes to increase the spillway capacity of Coventry Lake Dam and make improvements to the shoreline area of Coventry Lake. The proposed activity will take place at 44 and 50 Lake Street, Coventry, CT. The proposed activity will potentially affect: Coventry Lake and Mill Brook.

Interested persons may obtain copies of the application from Philip Forzley, PE, Fuss & O'Neill, Inc., 146 Hartford Road, Manchester, CT 06040.

The application is available for inspection at the Department of Energy & Environmental Protection, Inland Water Resources Division, 79 Elm Street, Hartford, CT 06106-5127, telephone 860-424-3019, from 8:30am to 4:30pm Monday through Friday.

**Date:** January 6, 2016  
**To:** CRCOG Policy Board  
**From:** Lyle Wray, Executive Director  
**Subject:** **CRCOG Monthly Report for the Month of December 2015**

Happy New Year to each of you. Here is the CRCOG monthly report for December 2015. As always, if you have suggestions, questions, or comments on this monthly report please give me a call at 860-522-2217, extension 232, or email me at [lwray@crcog.org](mailto:lwray@crcog.org).

**Airport System Plan Input.** The Connecticut Airport Authority (CAA) and the Federal Airport Administration (FAA) are in the process of conducting an update of the airport system plan for Connecticut, and are providing an opportunity for CRCOG to comment on the recommendations chapter of the draft plan. The Plan examines the interrelationships of airports to determine current and future statewide user needs within the context of the state and the changing economy and population within New England. Previous chapters were shared with the Policy Board for input last fall, the recommendations section (Chapter 7) of the report is now available here <http://www.crcog.org/transportation/airportsystemplan.html> for your review and comment by January 25, 2016.

#### Administration and Finance Highlights, Winsome Barnaby

Finalized work on 2014-15 Annual Audit. Prepared Management Discussion & Analysis. Annual Audit was issued and filed on December 26, 2015 with no findings

Participated in webinar on Basic Employment Law and Human Resources Practice conducted by David Cassidy from Grants Management System. Topics covered included employment at will and its implications, laws against employment discrimination, including disability discrimination, laws regulating overtime work and premium compensation, obligations under federal law to employees with serious health conditions or compelling family circumstances and techniques for letting employees know what is expected and informing employees of the bad news when expectations are not met

Participated in webinar on The Importance of Form 990.

Administration Special Projects Highlights, Pauline Yoder

**GIS**

*Mentioned  
by Todd Penney*

The review panel of municipal, regional, state and university representatives reviewed proposals for the 2016 statewide flyover and is in negotiations with the potential vendor.

CRCOG GIS staff is working with federal and state agencies, the University of CT, and CT utilities to further leverage the Spring flight to possibly upgrade data accuracy and/or to provide additional statewide data layers.

CRCOG GIS staff has completed its update of the Multi-Use Trail dataset and is reviewing with municipal staff before publishing as a new theme for the CRCOG Regional Web GIS system.

CRCOG GIS staff continues to collect updated parcel and assessors data from our member municipalities for update of the regional parcel database and Regional Web GIS.

**Regional Online Permitting System**

Continued follow-up with View Permit regarding issues.

Continued recruitment and support of towns that are using the system.

Enfield has gone live with the front-end.

Twenty-three municipalities currently use this CRCOG cooperative program.

For the RFP for Online Permitting System, four finalists were chosen and a demonstration will take place on January 20<sup>th</sup> at the SCRCOG offices.

**Transportation / MPO Related Activities**

*This includes Coventry*

MPO redesignation activities: The new towns will also have to be incorporated into the Long Range Transportation Plan and the Public Participation Plan (along with its associated Title VI and Limited English Proficiency policies). CRCOG has hired a consultant to update the Public Participation Plan. Other MPO redesignation activities are complete.

Continuing work on Farmington Canal Heritage Trail Gap Closure Study through Plainville and the northern portion of Southington, including a connection to CTfastrak. Preferred consultant has been chosen and CRCOG is in the process of finalizing the contract.

## Other

Ongoing work on CCRPA Hazard Mitigation Grant. A completed draft of the CCRPA Hazard Mitigation Plan has been reviewed by DEHMS and will go to FEMA for review.

Continued on-going RPIP Grant activities, reporting, funding requests and follow-up, and assisting in project decision making when needed.

Six RPIP applications were submitted on December 17<sup>th</sup> (5 previous unfunded applications and 1 new application (Anchor Institutions Engagement Implementation)). Resolutions for Anchor Institutions Engagement Implementation will be due March 31<sup>st</sup>.

← Includes  
Canaan  
Pittsford  
Bolton  
Manchester  
Eco Devel  
Plan.

Ongoing research of CEDS options for CRCOG and related follow-up activities. CRCOG applied for a grant from the Economic Development Administration on November 12 to develop a Comprehensive Economic Development Strategy for the 38 town region.

Contract was signed with a vendor (MRW) for CRCOG's website redesign and CRCOG staff is actively working on the transition.

### Municipal Services Highlights, Jennifer March-Wackers

#### **Municipal Services Committee**

The Municipal Services Committee met on December 15, 2015. The group discussed the CT Gig initiative with Bill Vallee, the CT Broadband Policy Coordinator.

#### **MUNICIPAL SERVICE SHARING**

##### **Nutmeg Network Demonstration Projects**

CCM, CCAT and CRCOG met on December 3, 2015 to choose the participating municipalities for the last two Nutmeg Network Demonstration Projects. CRCOG received 28 applications for the Electronic Document Management and HR Portal projects. The chosen participants are: **Electronic Document Management** – Bolton, Essex, New Britain, Newtown, Norwalk, Putnam and Waterford; **Human Resources Portal** – Columbia, Danbury, Hebron, Manchester, Milford, Prospect, South Windsor, Southington and Windsor Locks.

CRCOG held an internal organizational meeting of project managers for EDMS and HR Portal to discuss project approach and timelines. Kick off meetings were scheduled (see individual project information below). CRCOG is currently managing five state funded Nutmeg Network Demonstration projects. More information on the individual projects below. Staff continue to conduct weekly check-ins with CCAT and all staff and contract Project Managers.

**Nutmeg Network Hosting Services Project (\$105,748)**

Final cost models were developed and communicated to the towns. Software is now fully implemented in the CRCOG Data Center. Towns are being lined up for individual full deployments in December, January and February.

**Nutmeg Network VoIP Project (\$95,200)**

*— Evaluating this as an option.*

A contract was established with the towns' chosen vendor (Genie Innovations). Software was installed in the CRCOG Data Center. Barkhamsted and Hebron are now connected. Local installations are expected to continue through January 2016 with one town likely to implement in February 2016 due to delays with make-ready pole attachment work by the local telephone carrier. One town has exited the grant as they opted to contract with a vendor not chosen by the pilot towns.

**Nutmeg Network Streaming Video Project (\$101,000)**

*— We are in this. Getting scheduled for installation*

Equipment price proposals have been submitted to all six pilot towns. Southbury and Putnam equipment has been installed. CRCOG will defray up to \$1,000 per pilot town of equipment costs with grant funds. CRCOG used grant funding to pay for the core software system to be installed on servers in the CRCOG Data Center.

**Nutmeg Network Electronic Document Management Project (\$603,500)**

Continued to research EDMS systems to discover functional requirements for a future RFP. Scheduled a kick-off meeting with the seven pilot towns for January 2016.

**Nutmeg Network Human Resources Portal (\$405,750)**

Continue to research software solutions to help inform functional requirements for group consensus building. Scheduled a kick-off meeting with the nine pilot towns for January 2016.

**MORE Commission**

Successfully advocated for five demonstration projects to showcase the value of the Nutmeg Network. Staff remain connected to this group through project implementation and ongoing issue identification (see "Nutmeg Network Demonstration Projects," above).

**OPM Regional Performance Incentive Grants**

OPM Regional Performance Incentive Grants 2015

CRCOG submitted applications for six RPIP grants (totaling \$1.395 million) in the 2015 round:

1. Anchor Institution and Neighborhood Engagement in TOD – Implementation of Next Steps (\$200,000)
2. Regional Computer Forensics Laboratory (\$150,000)
3. Economic Development Grant for the Towns of Bolton, Coventry, Mansfield and Tolland (\$160,000)
4. Regional Service Management (CRM) System (\$285,000)
5. Code Enforcement Software (\$450,000)
6. Call Handling and Response Triage (\$150,000)

OPM Regional Performance Incentive Grants 2014

Statewide Ortho Flight (\$2,175,125) – on behalf of the 9 COGs and state agencies CRCOG executed the MOU between DOT, CRCOG and OPM for Statewide GIS flight. Received NOGA for Statewide GIS flight. In process of evaluating RFP responses from vendors to perform the services associated with the Ortho Flight.

OPM Regional Performance Incentive Grants 2013

Regional Data / Disaster Recovery Center (estimated \$500K). This project proposal was partially funded to support the five Nutmeg Network Demonstration Projects.

OPM Regional Performance Incentive Grants 2011

CAPTAIN 4G. (\$400,000) Received work plan. Preliminary scoping work has begun on this project. — May help our Police Dispatcher issues.

OPM Regional Performance Incentive Grants 2007

Law Enforcement Data Sharing. The working group continues to make significant progress and was rolled out on a pilot basis in Newington at the end of March 2014. Final licensing and updates have been on-going.

Solid Waste Management

Continued administrative support for Central CT Solid Waste Authority. A Textiles Recycling contract is available to any interested municipality with a \$100 per ton rebate. CCSWA continues to monitor the Resource Rediscovery RFP released by DEEP.

we participate

Human Resources Initiative

Attention is focused on the HR Portal project at this time. Once the project goals and objectives are established, the remainder of tasks that CRCOG wants to achieve outside of the grant will fall under the CRCOG HR Initiative.

Human Services Coordinating Council

— I chair this committee

Continue to reach out to social services professionals to solicit questions and issues they would like to address on a regional basis.

Planning a post-January 1, 2016 Human Services Coordinating Council meeting to discuss the new Statewide Hoarding Task Force and the Uniform Relocation Act.

— My suggestion —

COG Regional Election Monitoring

Reviewed response to the requested changes of the Regional Election Monitor draft MOU and Job Description developed by the CT Secretary of the State (SotS). Forwarded a summary memo with recommended next steps to the COG Directors.

CONNECTICUT REGIONAL E-GOVERNMENT INITIATIVE

IT Services Cooperative

The cooperative consists of CRCOG, CRPC and COST municipalities. They can access two contracts for service at this time (with more to come): IT Services assistance

from the Connecticut Center for Advanced Technology (CCAT), and Fiber Infrastructure from SERTEX. — use Lte install Fiber from CHS to Tam Hill.

To date, seven towns have completed over \$1 million of infrastructure work through this contract.

CRCOG updated the terms of the SERTEX agreement to include fiber maintenance for ANY municipal fiber (built by SERTEX or not). In addition, an annual pricing update will be effective August 18, 2015 for labor and materials.

More information on these cooperative contracts can be found on the CRCOG website at: [www.crcog.org/municipal\\_ser/IT-services.html](http://www.crcog.org/municipal_ser/IT-services.html).

### **Nutmeg Network Connections**

To date, 28 CRCOG towns are connected to the Nutmeg Network with 6 additional — *got this 6 more* connections pending. Additional towns are improving their internal infrastructure before connecting to the network or waiting on other factors delaying their adoption.

Towns have received their connection funding from OPM for the Nutmeg Network. They have the choice of using the CRCOG SERTEX agreement (“lease to own”), the CT state contract with FiberTech (lease) or to go to bid on their own.

Alternative funding sources for connections and building out of fiber infrastructure include STEAP and LoCIP which were updated to allow wiring and IT expenses in 2013.

### **Regional Online Permitting System**

Finalized an amendment with ViewPoint for ViewPoint Cloud – a 100% on-line permitting system that is separate from the current ViewPermit product (not an upgrade but a change in system). — *We participate looking at upgrade.*

Continued follow-up with ViewPermit regarding issues.

Continued recruitment and support of towns that are using the system.

23 municipalities currently use this CRCOG cooperative program.

Vendor interviews for the RFP for Online Permitting System are scheduled for late January 2016.

### **CAPITOL REGION PURCHASING COUNCIL**

The CRPC Executive Board will be working with state agencies and vendor communities to put together regional workshops bringing together DAS, CHRO, vendors and municipalities so all can learn exactly what they need to do to comply with the statute. — *Buy Salt, oil, Lubricants, Gasoline, Grass Seed, Fire Gear*

### e-Procurement System

Continued use of the Bid Sync system.

### eziQC (Indefinite Quantity Construction) Program

As of December 30, 2015, **thirty-nine (39)** towns have issued purchase orders totaling nearly **\$19.8 million** — *Evaluators have been able to create bids.*

The following towns/entities issued new purchase orders between November 30, 2015 and December 30, 2015: **Branford and South Windsor**

The following towns held joint scope meetings this month: **Danbury, Granby, and Redding.**

Continued outreach efforts to state agencies in order to pursue more universal approval of eziQC on projects involving state grant funds.

Continued monitoring of member use of this procurement tool.

### Energy Programs

#### **Electricity**

Continued to support towns in the use of this program. — *USE CCM program*

#### **Natural Gas**

This program began a one year hiatus on July 1, 2014. A procurement for a cooperative market rate contract is not advisable at this time due to lower than market rate utility costs.

#### Annual Bids

CRPC staff opened the following bids: Gasoline, Traffic Guidelines, Motor Oil and Grease, Storm water Monitoring Services, Catch Basin Cleaning Services, and Portable Toilets. *(found item price to vendor).*

### Policy Development and Planning Highlights, Mary Ellen Kowalewski

**Sustainable/Livable Communities Work.** Staff continue to post new materials to the **Green Clearinghouse** site ([www.GreenRegionCT.org](http://www.GreenRegionCT.org)). Local officials and their staff are encouraged to share examples of municipal project work and best practices for posting to the site and can submit materials (reports, plans, model codes, upcoming events, etc.) to Hedy Ayers at [hayers@crcog.org](mailto:hayers@crcog.org).

#### **Regional Planning Commission (RPC).**

Staff solicited updated 2016 RPC Appointments from CRCOG communities and worked to update the RPC list in the CRCOG database. This process will continue into January 2016.

**Municipal Zoning, Subdivision and Plan Referrals.** In December, CRCOG received referrals of six proposed zoning amendments and a proposed amendment to Windsor's plan of conservation and development. Most notably among the referrals is the City of Hartford's proposed overhaul of its zoning regulations into a form-based code. Staff prepared comments on a number of these referrals for consideration by the Regional Planning Commission. Reviews of the most recently received referrals are ongoing.

**MetroHartford Brownfields Program.** <sup>No interest from our local business.</sup> In December, work continued on several aspects of the program. The draft Phase I Environmental Site Assessment and Hazardous Building Materials Assessment reports prepared by our environmental consultant, Tighe & Bond, for the Citizen's Block project in Vernon were reviewed by CRCOG and Vernon staff. Staff accompanied Tighe & Bond on site visits to the Gerich Service Station in Manchester and to two sites on Poquonock Avenue in Windsor. Tighe & Bond prepared scopes of work for environmental assessments for the Windsor sites and for a site at 296 Homestead Avenue in Hartford. These proposals were reviewed by CRCOG and municipal staff and authorizations to proceed will be issued soon. A proposal for the Manchester site will be developed shortly; its scope will be dependent upon the availability of data from assessments undertaken previously by consultants hired by a prospective developer. Each of these four sites received approval for use of EPA petroleum funding by DEEP. In December, Tighe & Bond also began assessment work on the DECD funded projects in Hartford at 150 Windsor Street and 85 Hawthorn Street. This month, staff also conferred with Naugatuck Valley Council of Governments staff regarding their Revolving Loan Fund program for advice on establishing an RLF in the Capitol Region. Finally, staff prepared letters of support on behalf of the City of Hartford, the Town of Hebron, and the Town of Suffield for their applications for DECD Brownfields grants.

**Transit Oriented Development (TOD). On-Call Technical Assistance.** The consultant team and CRCOG staff delivered the final Flatbush Station Area memo to the City of Hartford and Town of West Hartford. Staff hope to organize early 2016 meetings with city and town planning and zoning commission members to review the memo. **Other TOD Activities.** CRCOG staff worked with CTDOT staff and its Consultant team on the CT **fastrak** TOD Capacity Study. Work this month focused on holding TOD Desire and Readiness Workshops in two of the four CT **fastrak** communities: Hartford and New Britain. The West Hartford Meeting will take place on January 7, 2016.

**Bicycle and Pedestrian Planning.** Staff analyzed and presented data and preliminary results of the 2015 CRCOG Bike Ped Count to the CRCOG Bike Ped Committee at its meeting on December 8. The meeting also featured updates from towns on current activities related to bikability and walkability.

CRCOG staff and the consultant on the West Hartford Road Diet and Safety Study are working on refining the alternatives that were conceived during the three-day public workshop, and are continuing to collect feedback. Staff met with the consultant team to present origin and destination modeling, utilizing the CRCOG transportation model to

determine average trip length in the North Main Street corridor. Other activities this month included administrative work on invoicing and contract amendment to include extra work fees.

Staff also met to discuss the potential for submitting a proposal for the Step it Up! Action Institute to Increase Walking and Walkability, which could bring together a team to work on furthering regional bike and pedestrian planning and implementation. Proposals are due on January 22, 2016.

**CRCOG Foundation.** On Monday, December 7<sup>th</sup>, CRCOG staff hosted an entrepreneurship workshop planning committee meeting to brainstorm ideas for the Foundation's second session on Next Generation Economic Development in Connecticut, which will be held on **Friday, January 29<sup>th</sup> from 8:30-11:00 a.m.** at the Legislative Office Building. A follow-up meeting was held on December 16<sup>th</sup> with Senator Steve Cassano to identify speakers, legislative panelists, and programs to highlight as part of a new interactive exhibit hall component. A save the date notice for the workshop, entitled **Innovation and Entrepreneurship: Key Drivers of Job Growth in Connecticut**, was distributed before Christmas and can be accessed [here](#). Watch for a formal invitation with additional program details shortly.

The University of Hartford's television studio has graciously offered to donate a day of recording services in support of the Foundation's proposed Video Testimonials Project. The Foundation is interested in creating a library of video testimonials—featuring local officials—to spread the word about the benefits of regional cooperation, and potentially, to help archive how some critical advancements have been accomplished via a collaborative approach. A project planning committee will be convened in early February to determine messaging, key issues/topics/programs to feature, possible speakers, interview questions and script ideas.

#### Public Safety and Homeland Security Highlights, Cheryl Assis

##### **CRCOG Homeland Security & UASI Grant Initiatives.**

Work is well underway on the FY 14 and 15 funds which include training and exercise, Hartford Bomb Squad equipment, and maintenance of regional equipment.

Cheryl Assis joined the DEMHS Region III coordinator on visits to new elected officials and their chiefs of staff. Thus far meeting with New Britain and Ellington with additional meetings scheduled for January.

Currently working with FEMA to deliver a 6 hour course entitled "Integrating Whole Community Inclusive Planning into the Emergency Management Process". There was a great deal of interest in the course and as a result it will be run on January 21<sup>st</sup> in Manchester and then again on the 22<sup>nd</sup> in Southington.

On December 10th ESF-8 conducted an Improvement Planning conference for the Regional Ebola preparedness and response activities that occurred from October 2014 through this past spring. In addition a planning conference was held to prepare for a full scale exercise in regard to Ebola and other infectious disease.

CRCOG is reviewing and updating the Region 3 Tactical Interoperable Communications Plan (TIC-P) and held meetings with ESF-2 leadership.

Various training courses were held.

### **Other Highlights**

Staff began working on preparing project plans and budgets for the new Ebola and infectious disease funding to be provided to each region by the Department of Public Health. ESF 8 Health and Medical Services is beginning a strategic planning process.

Staff continues regular status meetings with ConnDOT in terms of eCrash. Working in conjunction with ConnDOT an eCrash A third user group meeting was held this month.

CRCOG staff/contractors attended the following: DEMHS Advisory Council meeting, eCrash user group meeting, CRCOPA meeting, Medical Reserve Corps meeting, HEARTBEAT Project Management meeting, ESF 5 Duty Officer meeting, CT-CHIEF user session, Get Ready website training session, various meetings with CJIS, DEMHS Regional Collaboration committee meeting, and a Capitol Region Fire Chiefs meeting.

### Transportation Highlights, Jennifer Carrier

#### **Management of the Planning Process**

Prepared and participated in the December 7 Transportation Committee Meeting, topics discussed at the meeting included updates on CTfastrak East, the I84 Economic Impact Analysis, the bicycle - pedestrian count, retro-reflectivity, CTDOT's five-year Capital Plan, and transportation reauthorization. A presentation on challenges facing senior drivers and AARP driver safety was made at the Transportation Committee meeting. Prepared and participated in the December 9 Policy Board meeting.

Attended and participated in December 1 quarterly CTDOT-RPO coordination meeting. Discussions focused on the DOT's statewide bus study, the Crash Data Repository, a new community connectivity program DOT is spearheading, and road safety.

Met with Richard Andreski, the new Bureau Chief of Public Transportation at CTDOT, on December 8 to discuss transit coordination efforts and strategic visioning.

Monitored responses received under the Principal Transportation Planning / Engineering position and began reviewing resumes.

Held internal Transportation staff lunch meeting on December 23.

Worked to coordinate with internal and external peers as it relates to the Manager Development program being conducted by Leadership Greater Hartford for CRCOG managers.

Attended Transportation Funding Forum on December 16. The forum included remarks from Governor Malloy, a keynote speech by Transportation for America, a Q&A panel regarding transportation funding in Connecticut, and an update on on-going transportation initiatives.

Participated in Ribbon Cutting Ceremony on December 22 at the CTfastrak Elmwood Station. DOT Commissioner Redecker, joined by Jennifer Carrier of CRCOG and West Hartford Council Member Ben Wenograd to announce the expansion of parking at CTfastrak stations. By the end of 2016 there will be an increase of more than 250 parking spaces (an increase of 142% over current spaces).

#### **FFY 2015-2018 Transportation Improvement Program (TIP)**

Amendments to the TIP were prepared for the Transportation Committee's consideration in December. TIP actions were routinely processed. CRCOG's website was updated with approved TIP amendments and actions.

#### **Transit Related**

Participated in project coordination calls for the Comprehensive Transit Service Analysis and outreached to CTDOT and CT*transit* as needed. Worked with consultant to refine high-level service improvement strategies and scenarios. Continued planning for Public Meetings in January. Submitted final draft of a public flyer for CT*transit* to translate and post on buses to inform passengers. Began creating stakeholder list for Extra Work effort.

Continued work on the TOD On-Call Assistance project by coordinating the production of the final memo for the Flatbush Station area. Worked to coordinate final edits with staff from the City of Hartford and Town of West Hartford and the consultant team.

CRCOG staff worked with CTDOT staff and its Consultant team on the CT*fastrak* TOD Capacity Study. CRCOG staff helped coordinate and participated in two of the three meetings to be held in three CRCOG towns along the CTfastrak corridor. The Hartford TOD Desire and Readiness Workshop was held on December 9 and the New Britain Workshop on December 10. The West Hartford Workshop was rescheduled for January 7.

Continued to coordinate with CT*transit*, Greater Hartford Transit District, and member municipalities to advance the regional bus shelter program. Coordinated with South Windsor to discuss changes to locations and converting shelters to solar power. Construction has begun in South Windsor. Coordinated with Wethersfield to resolve final items before scheduling installations.

Attended monthly HNS meeting at CTDOT on December 21. Received updates on potential service impacts of Gold St. construction, plans for winter operations, and the future of the existing CT *transit* Hartford facility.

Continued review of the NEC Future Tier 1 Draft Environmental Impact Statement. Comments are due on January 30, 2016.

Coordinated with CTDOT on stakeholder list for CT *fastrak* East. Attended second Stakeholder Meeting for CT *fastrak* East on December 15. Coordinated with CT *fastrak* study team on scheduling of public meetings in January 2016. Met with consultant on December 28 to discuss transit study efforts by CRCOG and coordination with the CT *fastrak* East Study.

Continued work on a short project sheet on a potential wayfinding sign program that supports CT *fastrak* stations.

Continued work on an internal case study of Enfield's Magic Carpet transit service.

Organized a meeting with CTDOT and CT *transit* on December 17 to discuss the future steps and roles in advancing the development of a tool for the APC and AVL data analysis. Worked with consultant to revise the transit repository study scope of work according to the discussion and recommendations from the meeting.

Participated in a December 22 transit survey coordination meeting with CTDOT, CT *transit* and DOT's consultants. The meeting focused on the on-board travel surveys that will be undertaken early in 2016 and coordination with other survey efforts.

### **Sustainable Communities**

CRCOG staff prepared for and held the CRCOG Bike Ped Committee meeting on December 8. CRCOG staff presented the preliminary results of the 2015 Bike Pedestrian Count and Audits.

CRCOG staff and the consultant are working on refining West Hartford Road Diet and Safety Study alternatives that were conceived during the three-day event and continuing to collect feedback. Staff have worked on origin and destination modeling, utilizing the CRCOG model to determine average trip length in the North Main Street corridor. The team hopes to wrap up its analysis and refinement of alternatives in January and hold a final TSC Meeting as well as a final public meeting to present that study results.

### **Project Funding & Development**

CRCOG staff regularly works with towns and CTDOT staff to advance projects funded through federal and state programs. Efforts this month included:

- Coordination with CTDOT staff to discuss various projects as they relate to schedule and costs
- Continued discussions with CTDOT regarding the need for a CRCOG LOTCIP administrative fees contract extension (which expired November 1). Worked with

- CTDOT to receive interim documentation allowing the resuming of administrative charges to the program ← Lake & Cross getting 1.6 million from this program
- Completed internal review of and forwarded Manchester and South Windsor LOTCIP applications to CTDOT for review
  - Fielded and replied to various inquiries regarding the upcoming LOTCIP solicitation for proposals
  - Met with CTDOT staff on December 2 for annual review of the STP-Urban program and DOT responses to CRCOG comments on the CTDOT 5 year (2016-2020) Capital Plan
  - Met with City of Hartford on December 1 to discuss the downtown north project and I84 modeling to date
  - Met with Marlborough engineering consultant and staff on December 4 for a kick-off meeting for the South Main Street LOTCIP project
  - Met with CTDOT and Tolland Staff on December 7 to prepare for upcoming public meetings regarding the Town Green STP-Urban project. Attended December 10 public open house meeting.
  - Met with City of Hartford, University of Hartford and CTDOT staff on December 21 to discuss the potential of a new University of Hartford to Weaver High School vehicle and/or pedestrian crossing of the Griffin Rail Line
  - Met with DOT on December 30 to discuss operations and management coordination opportunities.
- They broke log jam last week which was stalling going out to bid.

**Interstate 84 Viaduct**

Monthly CTDOT – City – CRCOG coordination meeting was held on December 3 to discuss the Interstate 84 Viaduct Reconstruction project and listen to a presentation on the Hartford Rail Alternatives Analysis study.

**Transportation Safety and Improvements Study: Farmington and Hartford**

Following consultants initial man-hour estimating, revised the scope of services to better define various work tasks including the components identified for the Hartford portion of the study. Finalized the CRCOG re-estimating of study efforts for revised scope and received consultants re-estimating for revised scope. Produced summaries of CRCOG-consultant man-hour differences for next phase of scope/fee negotiations.

**Next Gen CT Pathways to UConn: Eastern Gateways Study**

Sent a list of potential dates for a Kick-Off meeting to the consultant team. Continued collecting and reviewing methodologies, current practices and data needs for university-related special generator modeling.

**Plainville-Southington Farmington Canal Heritage Trail Gap Closure Study**

Agreed upon a tentative fee and scope of work with the preferred consultant. Coordinating with CTDOT to get final approvals in place. Continued discussions regarding a potential collaboration with the Plainville Southington Health District, who just started a study of current trail users.

Note. State bond commission just gave money for closing gap on Hop River trail in county/Columbia/Windham.

I am also pushing to support Bolton Rt 44 bikeway to extent to Town Line versus Tolland Road ... and maybe further 100% Fed/State money

Unidex  
750,000  
Study

### **Route 5 in East Windsor Corridor Study**

Refined draft scope and draft RFQ. Sent documents to town staff and CTDOT for review. Coordinated with CTDOT to start the process of getting necessary agreements in place to begin the solicitation.

### **Silver Lane in East Hartford Corridor Study**

Refined draft scope and draft RFQ. Sent documents to town staff and CTDOT for review. Coordinated with CTDOT to start the process of getting necessary agreements in place to begin the solicitation.

### **Safety Planning**

Continued analysis of accident information in the town of Berlin for critical intersection, working with UConn Crash Data Repository.

Listened to a “Regional Models of Cooperation - Safety Planning” webinar on December 10.

### **Freight**

Continued coordination with CTDOT on State Freight Plan.

Submitted 2015 MPO Freight Program Assessment to FHWA.

Participated in “Highlighted FHWA Freight Transportation Initiatives - Intermodal Connectors and Freight Analysis Framework” webinar on December 16.

### **GIS / Information Technology**

Continued working with seven other regions and several State agencies to plan a flyover of the entire State for orthophotography and LIDAR in the spring of 2016. State funding has been secured and an MOU has been signed between CRCOG, the Office of Policy and Management (OPM), CTDOT, and the Department of Emergency Services and Public Protection (DESPP), designating CRCOG as the agency managing the project. CRCOG expects to execute a contract with a selected vendor by mid-January of 2016.

Continued the modeling work for the West Hartford North Main Street Road Diet and Safety Study.

### **Public Participation, Title VI, EJ and LEP**

Issued notice to proceed for CRCOG’s Public Participation Plan update. Kick-Off meeting is scheduled for January 4.

Attended webinar on December 7 titled “Environmental Justice and Title VI: The Power of Good Data and Analysis”.

## **Congestion Management Process (CMP)**

Continued working of the current CMP document update. Staff is currently analyzing and summarizing the travel time data available through FHWA National Performance Management Research Data Set (NPMRDS) program.

### **Other**

Continued Route 6 Land Transfer coordination between representatives from CTDOT, DEEP, and the towns of Andover, Bolton, and Coventry.

Attended December 10 Technology Transfer Center Advisory Committee meeting.

Hosted a meeting with UConn's Technology Transfer Center to discuss regional traffic signal asset management.

Hosted a meeting between representatives from the City of Hartford, Metro COG, and the UConn Traffic Signal Circuit Rider program on December 3 to discuss asset management as it relates to traffic signals.

Attended and participated in the December 9 FHWA Locally Administered Federal-Aid Projects Partnering meeting/webinar with CTDOT and municipal officials.

## Executive Director Report, Lyle Wray

On Tuesday December 1 joined the Comprehensive Economic Development Strategy committee at CRCOG. Attended the Municipal Efficiencies Subcommittee of the MORE Commission at the Legislative Office Building.

On Wednesday December 2 had lunch with Dr. Bob Painter who is on the transition team for Hartford Mayor-Elect Luke Bronin.

On Thursday December 3 participated in a transit advocates conference planning call.

On Friday December 4 was a resource for the CRCOG Nominations Committee.

On Monday December 7 met with John Gale who is on the transition team for Hartford Mayor-Elect Luke Bronin. Participated in a conference planning committee for the CRCOG Foundation on innovation and entrepreneurship at CRCOG. Participated in the CRCOG Transportation Committee meeting. Attended my first meeting as a member of the CT Advisory Commission on Intergovernmental Relations at the Legislative Office Building. Participated in a transit advocates conference planning call.

On Tuesday December 8 received the CCM BEST conference report on regions: <http://www.ccm-ct.org/sites/default/files/files/2015-best-report.pdf> . Participated in the Capital Workforce Partners Board of Directors meeting. With Jennifer Carrier met with

the new CT DOT Transit Director Rich Andreski on working together. Participated in the Hartford Springfield Economic Partnership meeting in East Windsor.

On Wednesday December 9 attended the Capital Workforce Partners Consortium of Elected Officials meeting. Staffed the CRCOG Policy Board meeting.

On Thursday December 10 attended the Transit Oriented Development Desire and Readiness Workshop at New Britain City Hall. Participated in a transit advocates conference planning call. Participated in the Community Indicators Consortium Board of Directors meeting.

On Friday December 11 attended the third Progress Points forum on Demographics and Schools in Our Region. Popped into the CRCOG holiday party. Had a conference call with the incoming National Civic League President Linkhart.

On Monday December 14 participated in a transit advocates conference planning call. Participated in the 1000 Friends of CT working group on property tax reform meeting held at CRCOG.

On Tuesday December 15 attended the CRCOG Municipal Services Committee meeting.

On Wednesday December 16 provided the wrap up for the transportation funding forum at the legislative office building. The CT-N video may be found at: <http://www.ct-n.com/ctnplayer.asp?odID=12303>. Took the director James Corless of Transportation for America on tour of CTfastrak.

On Thursday December 17 attended the CT Employment and Training Commission meeting. Heard a conference call briefing on new federal transportation funding legislation.

On Friday December 18 with Jennifer March Wackers met with Doug Casey the new CET director on technology issues. With staff reviewed a Regional Performance Incentive Grant application on transit oriented development. *- I am on CET Exec. Board as*

On Monday December 21 with Jennifer March Wackers provided input on consultant services to the CT Gigabit network. Staffed the CRCOG Legislative Committee conference call and drafted materials following the meeting. *Muni: Ref.*  
*→ Need to monitor this. Not participating at this time.*

On December 22 to 24 took vacation time for Christmas vacation.

On December 25 CRCOG offices were closed for the Christmas holiday.

On Monday December 28 redrafted the 2016 CRCOG Legislative Agenda.



## **CRCOG 2016 Draft Legislative Agenda**

**January 6, 2016**

### **Connecticut State Issues**

**Hartford Rail Line Service.** Bonding funding was secured in December 2015 to complete the Hartford Rail Service from Enfield to New Haven and NYC including double tracking, positive train control safety systems and stations. Trains will increase from 6 per day to 17. Ridership is projected to rise from 300,000 to 750,000 per year. CRCOG strongly supports this project including three new stations in the region and will work to assure the on time launch in 2018.

**Advocate for Hartford Springfield Boston rail connection.** Reconnecting by rail the 1.7 million residents of metro Hartford Springfield with metro Boston's 5 million residents is a "next up" priority. The main missing link is a gap between Springfield and Worcester that needs double tracking. Since the project is largely double tracking in MA between Springfield and Worcester, MA, CRCOG will need to work with Western MA delegations to advocate for advancing this important rail service project.

**CTfastrak.** CTfastrak launched in March 2015 and has an average daily ridership of 16,500 that is beyond 2030 projections. Service east of the CT River, CTfastrak East, will launch in summer 2016. CRCOG has supported this effort since 1998 and looks forward to ultimate extension to UConn Storrs/Mansfield in the future. CRCOG supports the state offering towns and cities tools and resources to leverage transit oriented development on CTfastrak (and Hartford Rail).

**I-84 Viaduct and CT River Bridge.** Though longer term projects, CRCOG supports replacement of the I-84 viaduct and the Connecticut River Bridge. No funding has yet been identified for either of these projects. CRCOG further supports exploring alternative transportation revenue and innovation in streamlining design and construction process to assist the State in addressing a backlog of infrastructure needs.

**State Support for Shared Services Projects.** Most CRCOG towns are now connected to the Nutmeg Broadband Network and the Connecticut Municipal Cloud server so as to be able to use this as a platform for adding cost effective shared services. Internet

telephone, hosting services, internet streaming of public meetings, an HR portal and an electronic document management system are some of the first projects launching. Request that continued Regional Performance Incentive Program grants be available to support CRCOG's ability to help towns grow the use of this critically important platform. In addition, CRCOG requests continued state support for building out the Nutmeg network and supporting innovative service sharing pilots to help the towns in the region and state to move forward.

**Support Council of Government Action through Stabilized State Grant in Aid.**

State Grant in Aid to support the work of CRCOG and other Councils of Governments has enabled faster deployment of shared services and other efficiencies for towns in the region. The State Grant in Aid funding has fluctuated wildly in recent years. CRCOG has gone from \$25,000 to \$500,000. Yet funding a year or two out has uncertain prospects. Innovation and services to members benefits from relatively stable funding. The recently passed Special Session budget cuts SGIA from \$3.4 million this year to \$3 million in FY2017, while promising \$7 million in FY2018. The FY2017 MRSA allocation formula is not known at this time but it is clear that COGs will be getting less money. At the same time, the state and our municipalities are expecting COGs to ramp up regional services capabilities. Request stable funding to support regional efforts to enhance local government efficiencies.

**Council of Government Boundaries and Functions.** On July 1, 2014 CRCOG assumed new boundaries with almost 1 million residents and 38 towns. Transition to new Metropolitan Planning Organization boundaries has been completed. Future work will be needed to create a new Economic Development District incorporating three current districts. CRCOG launched a regional human services council in 2015, as required by law, to consider issues that cross cut this very complex and resource intensive area. As the administration and General Assembly consider issues suitable for being addressed at the regional level, CRCOG supports piloting innovations, such as was done with the first homeland security region to a regional level if there are savings or service improvement opportunities. CRCOG further supports decentralizing the approval and administration of projects funded by state grants or programs when the professional expertise exists at the city, town or regional level in order to achieve faster and less expensive completion of a significant number of projects.

**Strategic Use of Information Technology by the State and Efficient State**

**Services.** A number of towns participated in developing a report approved by the MORE Commission on the strategic use of IT. The final report included recommendations to support the creation of a statewide technology plan, expand the Nutmeg Network and support its funding and its use, and promote the Nutmeg Network through pilot projects that use the power of the network to enhance local government service delivery, among others.

CRCOG looks forward to state agencies moving to electronic form management, single application requirements, common application/standardization of forms and common criteria to various qualification programs to enhance our member town and private contractor partners' ability to design and implement projects and services more efficiently and faster, with less cost, to our residents that we serve.

In addition, CRCOG supports the efforts of the Office of Consumer Counsel to establish a Gigabit Network that would support businesses and residents of communities. Though separate from the Nutmeg Network effort, it can play a supportive role in statewide economic development.

The single pole administrator process has room for improvement. To facilitate installation of the Nutmeg network CRCOG encourages the state to review the timeliness of pole attachment processes and the "make ready" costs charged by the utility companies associated with the installation of the Nutmeg Network fiber cable. Municipalities should not be charged to remove attachments by others that overlap onto the municipal space on utility poles.

**K-12 Funding.** K-12 funding makes up a large majority of most local budgets. Unfunded state special education mandates cause the towns and cities great financial hardship. Communities that provide excellent special education services are apt to recruit families seeking those services and hence placing a burden on local taxpayers.

CRCOG requests that the State assume costs of Special education, holding towns harmless for providing quality programs for families in need, and families that move to towns for improved services. A streamlined needs determination process should accompany this assumption.

**Prevailing Wage Threshold Changes.** In partnership with CCM and COST, CRCOG supports updating the threshold for prevailing wage projects to \$1 million, and that the project minimum threshold be indexed automatically to inflation in the construction industry. CRCOG further supports combining the prevailing wage threshold for renovation and new construction projects into a single threshold. CRCOG additionally supports proceeding with the regulatory process by the CT Department of Labor to establish clear definitions for the criteria that identify prevailing wage projects.

## **Federal Issues**

**Implementing a Sustainable Region.** CRCOG successfully completed a Sustainability Grant from US Housing and Urban Development and requests federal support for active transportation such as pedestrian infrastructure as well as bicycling and trail completion including a regional bike share program, transit oriented

development around the ten rapid transit stations and around Hartford Rail Service stations.

Since 1997, CRCOG has engaged its municipalities, advocates, private organizations and others in its Bike Pedestrian Planning through its Bike Pedestrian Committee and through the creation of the region's Pedestrian and Bicycle Plan organized around the five E's: Engineering, Education Encouragement, Enforcement, and Evaluation & Planning. Additional safety analyses in the region help to support the need for better bicycle and pedestrian infrastructure to ensure a range of safe transportation options. Recent studies also link active transportation to better health and environmental outcomes – all part of building a more sustainable region. To bolster and enhance regional sustainability and future bicycle and pedestrian planning efforts, CRCOG also requests support for regional complete streets planning and policy making.

CRCOG is trying to connect and expand active transportation to all towns in the region as a complete system for short travel distances, relieving traffic congestion, decreasing transportation fuel use, and for the health and safety of residents from the benefits of active transportation physically while pursuing those activities in a safe environment while in public rights of way.

**Federal Homeland Security Funding.** Federal resources for homeland security for the CROCG metropolitan area has been dramatically reduced in recent years. As funding is reauthorized at the federal level, CRCOG requests that the risk areas in the region receive their fair share of funding.

Connecticut Coalition  
*for Justice in* Education Funding



FOR IMMEDIATE RELEASE: January 10, 2016

Contact: Herbert C. Rosenthal, CCJEF President (cell: 203 826-4668)

## **HISTORIC *CCJEF V. RELL* TRIAL BEGINS ON 1-12-16**

(Hartford, CT)—The landmark *CCJEF v. Rell* education adequacy and equity case goes to trial before the Hartford Superior Court beginning Tuesday, January 12, 2016. The trial will start at 10:00 am in the courthouse at 95 Washington Street.

At issue in the case is whether the State's public education finance system meets the adequacy and equity standards required by the Connecticut Constitution (PROPOSED STATEMENT OF FACTS, Plaintiffs' Preliminary Findings of Facts and Conclusions of Law, January 5, 2016).

"The journey on this long and winding judicial road has taken nearly 11 years, but now Connecticut's schoolchildren will have their day in court," said Herbert C. Rosenthal, CCJEF President. "The outcome of this historic case will have profound impacts on how public education services are delivered and funded for generations to come. It is time to acknowledge that the education finance system in our state is broken and needs to be fixed." said Rosenthal.

CCJEF ([www.ccjef.org](http://www.ccjef.org)) is dedicating our trial efforts to the memory of Dr. Dianne Kaplan deVries, CCJEF founder and long-time project director, who passed away on October 11, 2015.

**-MORE-**

## **Background**

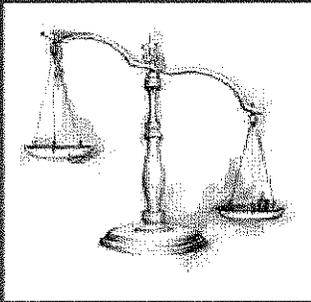
CCJEF ([www.ccjef.org](http://www.ccjef.org)), established in 2004, is a broad-based 501(c)(3) nonprofit that seeks to achieve an adequately and equitably funded PreK-12 public education system that is based on the learning needs of students and the real costs of delivering high-quality education in every community.

In 2005, CCJEF and several named school children and their parents filed suit against the State of Connecticut (*CCJEF v. Rell*) for its failure to meet its constitutional obligation to adequately and equitably fund the public schools. In a 2010 pretrial ruling, the Connecticut Supreme Court affirmed the State's constitutional obligation and remanded the case back to the trial court for full trial on the merits of Plaintiffs' adequacy and equity claims. **Trial begins January 12, 2016 before the Hartford Superior Court, 95 Washington Street.** [Current Case Details](#)

Connecticut Coalition  
*for Justice in* Education Funding



P.O. Box 260398  
Hartford, CT



## CCJEF'S MISSION

FOR A  
QUALITY  
EDUCATION  
OPPORTUNITY  
AND  
EQUITY  
FOR ALL  
SCHOOLCHILDREN

## Who We Are & What We Do

**CCJEF** is a unique statewide coalition of towns and cities, local boards of education, statewide professional education associations, unions, and other pro-education advocacy organizations, parents, public schoolchildren, and other concerned CT residents. Member school communities are home to nearly half of CT's public school students, including some three-fourths of those who are non-white, low-income, and from households where English is not the primary language.

A 501(c)(3) founded in 2004, CCJEF's key policy goals/objectives are:

**ADEQUACY:** Revamp the ECS formula and related school funding mechanisms to reflect the real cost of adequately preparing all students for the modern workforce and productive citizenship.

**EQUITY:** Ensure that adequate and equitable school funding is distributed fairly for all students and their municipalities.

**PROPERTY TAX RELIEF:** Significantly reduce the over-reliance on property taxes to pay for our public schools.

## CCJEF v. Rell

In 2005, CCJEF filed suit against the State of CT for failing to adequately and equitably fund public education in accordance with its constitutional obligation. As a result of this failure, CCJEF claims that:

- Schoolchildren have been denied a reasonable opportunity to meet the State's own learning standards;
- Schoolchildren have suffered irreparable harm from the limitations that school underfunding has placed on their ability to take full advantage of the nation's democratic processes and institutions, secure meaningful employment in the competitive high-skills/high-wage global marketplace, successfully continue their education beyond high school, and reap the monetary and intellectual rewards thereof; and
- Minority students have been disproportionately impacted by the State's funding system.

In March 2010 - on a pretrial appeal by plaintiffs in *CCJEF v. Rell* - the CT Supreme Court ruled that:

**Under the CT Constitution, all public school students have the right to an effective and meaningful (quality, adequate) education, the standard for which is "dynamic" and dependent on the "demands of an evolving world."**

The case now proceeds to trial to prove that the State is not meeting that constitutional standard. **Trial begins January 12, 2016 before the Hartford Superior Court.** The law firms of Debevoise & Plimpton LLP (New York), the Yale Law School Education Adequacy Project, and David Rosen & Associates PC (New Haven) are providing pro bono legal services to CCJEF and named schoolchildren plaintiffs and their parents.

### For More Information:

**James J. Finley, Jr., Principal Consultant to CCJEF, 203 804-6895 (M)**

[JimFinley1955@att.net](mailto:JimFinley1955@att.net) • [www.ccjef.org](http://www.ccjef.org)

## **Notes from Staff Meeting January 6, 2016**

Present: John Elsesser, Laura Stone, Noel Waite, Wendy Rubin, Joe Callahan, Eric Trott, Linda Greenbacker, Lori Tollmann, Mark Palmer, Beth Bauer, Kristi Sadowski, Courtney Chan

### **Town Council Meeting, January 4, 2016:**

John Elsesser provided highlights from the Town Council meeting of January 4<sup>th</sup>, minutes for which are available separately.

- Dick Brand spoke during Audience of Citizens regarding concerns with the timing for lowering the lake. Our current policy is to begin lowering so it is at winter level by mid-November. We will bring this up at a future Council Steering meeting. Noel Waite noted we had to open the gates up earlier last fall because the fire pond was drying out. John said this year it will be lowered early to get the lake gate construction project going. Water levels impact that cost greatly with the amount of pumping required. It could be tens of thousands of dollars.
- Council reports included a mention of recognition for the Last Green Valley by the National Parks Service for the water trail on the Willimantic River and announcement of a free book sale at a library in Glastonbury.
- A variety of reappointments and appointments were made to Boards & Commissions.
- The Manager's report highlighted a few items not on the written update, including the swearing-in ceremony for our new Police Officer Kelsey Carpenter, availability of buckets of sand/salt from the Coventry Boy Scouts at Knights of Columbus on Monday nights, and notification by CT DEEP of the purchase of a 37-acre parcel on Bunker Hill Road – site of the former Nutmeg Vineyard. This land purchase is a good extension of the forest and we received a nice thank-you note from the Maulucci family who were the former owners.
- The winter newsletter is at the printer.
- We are proceeding ahead with the Internet video streaming project. The state is providing an encoder free of charge that will tie in to our existing equipment. There will be some operating expenses and we are looking at mitigating those with video storage alternatives.
- The Council referred the Library Expansion project to both Finance and Steering for evaluation of financial impact and policy issues regarding ownership of the land and building and admission fees for the book sale. Policy issues would be between the Council and the Library Board of Directors. Finance will look at how the project fits in with other debt issuances and the Town's ability to pay.
- Wolf Hill and Carnic Alps were accepted as Town roads. These are the last of the roads in that subdivision. We are waiting for deeds.
- The Council approved to take \$30,000 from CNREF for improvements to the soccer fields at Laidlaw Park. This will be combined with some available LoCIP funds in the amount of \$10,000 and a contribution of \$40,000 from Coventry Youth Soccer for a project total of \$80,000. We have a tight timeline to get grass planted by April 15<sup>th</sup>. One soil and erosion permit will be needed. We need to post tree removal notices as well. We need a full year for grass growth but will need water there or it could be another year. A playscape will be installed and a potential future bathroom or snack shack. When the field comes on line we can look at repairing the other fields in rotation but right now we can't take a field off line. We are getting the field for about half the typical cost. The need for fencing was discussed both for ball retrieval and prevention of ATV damage and we are getting pricing for that. We are carrying \$450,000 in capital that we will be able to remove except for the cost of a future bathroom or snack shack.
- The Council accepted the donation of a lot on Beebe Farms Road. It provides connectivity between Beebe Farms and a paper road called Donovan Avenue which is a walking trail.

- A duct work project was approved for Town Hall using previously-appropriated funds for the replacement of the boiler which were not spent as originally intended. The new system uses bladders that open and close with a thermostat in each office. We got a price for \$14,000 and were going to put it in next year's budget. The vendor offered a demo project if we could do it next week at a \$4300 discount. We will supplement the boiler replacement funds in the next budget. We did a temporary repair to get us through the season but both pumps broke yesterday. We definitely need to get the system replaced next year. Hopefully we can do it in the summer and then this building will come out of the bonding package.
- Laura will be scheduling budget meetings with staff. We are starting soon and need to move quickly. We will discuss department budget meetings with the Council next month.
- The audit presentation is next week.
- Appraisals for the Haddad property came in much less than anticipated so it might be hard to bridge the gap for the purchase of this as town-owned open space.
- We are working on a STEAP grant application for an addition to Town Hall for new Council chambers, handicapped bathroom accessibility and office improvements in the Town Clerk's office.

### **Department updates:**

**Administration – Laura Stone:** The newsletter is at the printer. Quarterly reports for October-December 2015 and e-blast items for February 2016 are due by January 15<sup>th</sup>.

### **Human Services – Courtney Chan:**

- The Salvation Army bell ringing program raised \$10,237.84 which is about \$500 less than last year. We did fewer hours this year - 212 vs. 236. Nobody took advantage of the new texting option. We want to see if it was used in other towns.
- The Food Bank is going strong. We are getting volunteers in today to put food away. Families received a lot of food in their Christmas pickup but they are starting to run out now. Highland Park Market has been doing a fill-a-grocery-bag initiative since November. They will continue through January and evaluate.
- The Clergy Fuel Fund has assisted eight clients since September for emergency fuel. The weather was good so Access Agency and Operation Fuel funds have not been used yet, but will be soon. We have 70 Access applications so far.
- Christmas food and gifts distribution went really well. We served 84 families for a total of 222 people. We had help from Laura Stone, Eric Trott and Hannah Pietrantonio in addition to our other volunteers, students from the high school and middle school, as well as returning college students. Students helped deliver 53 holiday meals to Orchard Hills. We also involved students needing community service and Crystal's mentors.
- We are doing budget, Eversource assistance and as well as crisis situations that came up over the holidays.
- The Senior Center did open enrollment assistance. One woman didn't want to do it at all and wanted to stay with her plan, but when she sat down with Carrie to review, the switch saved her \$14,500 in out-of-pocket expenses by changing to a company that covered her medication. Another client achieved a \$7,900 savings. Average savings were \$150-\$2000 per year. This is a free program offered by the Senior Center. The seniors love it because they are seeing huge savings. John noted he would like to see stories like this for the quarterly reports. It sends a powerful message about the good things government can do.

**Booth & Dimock Memorial Library – Kristi Sadowski:**

- We are publicizing some ongoing services that people might not know about, such as the homebound delivery for people who can't make it to the library.
- We have an ongoing book sale that is free of charge to browse.
- We are doing technical assistance services and had 15 sessions in December. We are also doing iOS and Android startup guides this month.
- Meg is leaving on Friday to attend the American Library Association conference in Boston and we will join her over the weekend. It is rare to have that conference in our region.

**Finance – Beth Bauer:**

- Agata's last day is Friday which will put a crimp in our ability to process work. We are trying to fast-track the recruitment process as much as possible.
- If anyone is having difficulties with budget let me know. We are looking for two budgets from everyone: 1) status quo, 2) zero increase.
- We are working on issues from the drive remapping project. We are also migrating off the alpha drive as it is failing. Good replacements for some of that old VMS software seem to be nonexistent.

**Police Department – Mark Palmer:**

- Kelsey Carpenter was sworn in December 28<sup>th</sup> and she will be a great addition. She is at the academy with a June graduation and then will do 12 weeks of field training. We had 113 applicants for the position.
- We are still looking at different options for dispatch. We met with TN a couple weeks ago.
- 150-200 toys from the toy drive were turned over to Human Services. We teamed up with North Coventry Fire at their station.
- We are beginning to do annual reports and reviews for a number of items like the use of force. This is good information for the Manager and Council as well as others to evaluate our response.
- There was a recent article regarding the use of body cameras. Several towns opted out over concerns about time required to review the footage and length of retention. In six months we have only used 12 percent of our drive and it is constantly rewritten. The regulations were rewritten to require retention for 90 days rather than 30. He doesn't foresee any additional costs. The program is working well – the officers like it, the public likes it and we don't anticipate changes. The policy is on the website.
- Mark would like to attend the annual meeting of the Human Rights Commission. Courtney will coordinate a meeting with the chair of this Commission to discuss a possible forum.

**Town Clerk – Lori Tollmann:**

- Our office swore in Kelsey Carpenter.
- We received vitals back from the vendor. They are scanned and digitized and await upload to the software. We may scan more items once we see the invoice.
- We did the legal notice for the audit.
- Our staff rang the bell for Human Services for a couple hours – we managed to pick the coldest night of the season. We were at Walgreens and there was not a lot of traffic that night but the people who did donate were generous. We hope to make this an annual event.
- It is a busy couple weeks with end-of-year recordings.

**Tax Collector – Linda Greenbacker:**

- We are busy with end-of-year real estate taxes paid by people who want to claim this year.
- Supplemental bills are out and we are fielding typical calls from that.

- There has been steady traffic with people paying January real estate early in the month. We got a large payment from Core Logic for escrowed real estate and another by Leretta in December so a good amount has come in.

**Land Use/Development – Eric Trott:**

- We are busy working on the Farmers’ Market. We had a meeting on Monday with a couple potential major sponsors. We also met with the Department of Agriculture on programs for WIC and SNAP that were not offered by the prior market. We are getting good feedback from the DOAG on the next phase of the market. We are working on applications for vendors and rules guidelines. We will begin taking applications in and do event planning in March.
- We are working on another round of the America the Beautiful grant for the end of the month and a CT DEEP open space grant that is due in February. Another grant application for DEEP Rec Trails is submitted for a pocket park at the Decew property.
- There is a lot of blight enforcement and zoning activity and we are meeting with the Town of Tolland who is seeking to develop regulations.
- The Arts Guild is having regular meetings and is giving further consideration to the caretaker’s house. They are going to Parks & Recreation in February.
- EDC held a business marketing forum in early December and is planning another on search engine optimization. They are beginning to design a preference survey on what the community wants for businesses.

**Building Department – Joe Callahan:**

- We are busy with plan reviews. Last quarter was very busy with 600 inspections which are the most we have done in a quarter in 17 years.
- Seven houses are being roughed in and there are five that will be c.o.’d by the end of the month.
- Solar projects are still strong with 4-5 every month.
- We are glad the weather has turned colder because we are not in the mud.

**Parks & Recreation – Wendy Rubin:**

- The winter/spring brochure is in the mail so registrations will start soon.
- We are in the second week of Intertown Lakes Region travel for youth basketball. The second grade instructional program starts Saturday. We have a large number so we are splitting it into boys and girls groups. The Lakes Region is now five towns. To make scheduling better we agreed to rent a software package called Quick Scores. It shows where gyms are, available referees, we can post scores and do staff scheduling. It is an amazing improvement. More info at [quickscores.com/lakesregion](http://quickscores.com/lakesregion). We are also looking at a free facility reservation package.
- The Fishing Derby is two weeks away and the ice is doubtful. There is a postponement date of February 13<sup>th</sup> this year because CT DEEP really wants to do it.
- We are working on budget.

**FIRE/EMS Administration – Noel Waite:**

- We have finalized the paramedic contracts and are submitting to the hospital today. There will be a reduction in what we pay, saving money for the Ambulance Fund.
- Potential contracts just came in for paid daytime ambulance staff three days a week. We anticipate being up to five days a week by July. This will cover EMS-only calls. It will be discussed at the next Council meeting.
- There was a fire recently. We ended the year with only 6 fires which is down 7-8.
- We combined fire reporting software for both departments as of January 1<sup>st</sup> – there were some hiccups which are being worked out. We are also combining both operating budgets – it is a big

task but we should be able to achieve some reductions. Joe Callahan noted that the family who experienced the fire on Buena Vista last year is about three weeks away from being able to move in to their new house.

# memo

## Town of Coventry Land Use Office

To: John Elsesser, Town Manager  
From: Eric Trott, Director of Planning and Development EMT  
CC:  
Date: 1/13/2016  
Re: 8-24 Recommendation – Lot 17 Dorothy Dr.

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At its January 11, 2016 regular meeting, the Planning and Zoning Commission made the following decision:

The Coventry Planning and Zoning Commission recommends that the Town Council convey the town owned lot 17 located on Dorothy Drive to Calabro and Cooper. This proposal is a land swap and not a sale. The Commission further recommends that proposal #1 which was suggested by the Conservation Commission be applied, which recommends that Calabro/Cooper swap the lot in the northeast corner of their property at 77 Reynolds Drive for the Town lot.

### Reason for Decision:

The proposed conveyance serves the interest of the Town by maintaining protection of the wetlands and open space. It also serves the interest of the abutter, by allowing them more area to install required drainage for the lot, install a garden, and have a more geometrically uniform lot.



# Town of Coventry Fire & EMS Department

1712 Main Street, Coventry, CT 06238  
Ph: 860-742-4065 Fax: 860-742-8911



**Noel Waite, Fire Administrator**

Town of Coventry fire departments, current capacities and proposed apparatus replacement

January 7, 2016

Currently the fire suppression apparatus inventory includes a 1992 EONE, 1993 EONE, 1998 HME and a 2002 EONE. This apparatus is classified as engine tankers and have 1000 gallons of water per unit, for a total of 4000 gallons of water on wheels.

Although 4000 gallons may sound like a lot of water it is not. At the present time the first truck out during the day may have only three firefighters, on arrival the first entry crew uses one 1 ¾ attack line. At an average pressure of 75 pounds this line will flow approximately 150 gallons a minute allowing for approximately 6 min. firefighting time. If two lines are used the time will drop to 3 to 5 min. The next truck in carrying the additional thousand gallons of water, once connected will add an additional 3 to 5 min. of water for a total of approximately 10 min. of firefighting time.

At this time our proposal is to replace two pieces of apparatus with two different types of apparatus, one being a 3000 gallon tanker, for additional water capacity on the initial attack, and one being a Quint to provide for more firefighting capabilities. The tanker will replace a 1000 gallon engine tank and will add an additional 2000 gallons of water on the initial attack. The Quint is an apparatus that has all the capabilities of an engine tank with the addition of an aerial device which allows for safer operations at chimney fires, and also assist in rescue operations from second and third floor levels if the need arises.

Our proposal includes the purchase of a new tanker for approximately \$250,000, and the purchase of a used Quint, for a total price not to exceed 650,000 for the two pieces of apparatus.

Sincerely

Noel Waite, Fire Administrator/ EMD

Main Fire truck replacement

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Buy tanker	Buy tanker	Refurb ET			
Buy Used Quint	Buy Used Quint	Sell Reserve ET			
Sell One ET	Sell One ET				Buy new ET
Place second ET in reserve *	Place second ET in reserve *				sell ET
650,000 cost					

\* Strip equipment for Tanker and Hold in reserve . Place in active service during refurbishment. Upon completion sell  
 No increase in Fleet at end of refurbishing one ET.

**John Elsesser**

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**From:** Julie Blanchard  
**Sent:** Monday, December 07, 2015 1:54 PM  
**To:** William Oros  
**Cc:** John Elsesser  
**Subject:** Town Council Request #1 of Board of Education

Dear Bill:

Here is the Town Council's first request of the Board of Education.

Please imbed links in all agendas that are posted to the board of ed website so documents and reports that are distributed to the Board can be viewed by the Council and all Coventry citizens. With this request I would suggest they look at a Council agenda to see how ours works and suggest they contact Laura Stone regarding how this is accomplished.

Also, would you please instruct the minute taker or clerk to include more details of the discussions about your monthly financial reports that occur at the finance committee meetings in the finance committee minutes. Simply reporting that they were discussed does nothing to inform the public.

Lastly, please provide us with the BOE meeting schedule (including Fiscal, Policy, Transportation, etc.) for 2016.

I am going to send requests in individual emails so that issues can be addressed on a case by case basis.

Thank you for your anticipated cooperation.

Julie A. Blanchard  
Chairwoman, Town Council

**John Elsesser**

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**From:** Julie Blanchard  
**Sent:** Monday, December 07, 2015 2:06 PM  
**To:** William Oros  
**Cc:** John Elsesser  
**Subject:** Town Council Request #2 of Board of Education

Dear Bill:

Here is the second request of the Town Council.

Related to the Request for increase in the Board's appropriation in the amount of "up to \$85,000" of tuition payments that may be received by the Town.

Are there any students paying Coventry tuition now for education related services or that have contracted with the Board to pay Coventry tuition for services in the future during this school year? If yes, please provide details (how many students, types of students, and anticipated tuition to be received). Please include any regular education tuition paying students and special education tuition students paying/or who will be paying Coventry to attend our schools. Please provide a report of Special Ed students, their costs to date, and what amount of reimbursement we hope to realize from the State.

If yes, when did the Board enter into these agreements? Were any of them anticipated when you built your budget?

If Coventry is or will be providing services to tuition paying students (regular education or special education) will you be able to absorb the costs of providing those services within your approved budget? If not, what additional costs are you anticipating incurring?

The request asks for the town to increase your budget appropriation to pay for unanticipated special education expenses. Your September Management report from August (when the request was made) did not predict any shortfall in the special education accounts and your September Management report projected that you were projecting a \$235,786.41 surplus in your special education accounts.

In light of these facts, please explain your request to have the Council increase your budget appropriation to meet unanticipated special education expenses. Please identify any unanticipated special education expenses related to this request.

We would appreciate this information by Wednesday, December 9th so that it may be included in the Finance Agenda for our next finance meeting on December 14, 2015.

Thank you.

Julie A. Blanchard  
Chairwoman, Town Council

**John Elsesser**

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**From:** Julie Blanchard  
**Sent:** Monday, December 07, 2015 2:17 PM  
**To:** William Oros  
**Cc:** John Elsesser  
**Subject:** Town Council Request #3 of the Board of Education

Dear Bill:

This is the request #3 of the Town Council to the Board of Education.

As to the request for funds to study the potential infrastructure issues in the Middle School/High School gymnasium walls:

Could we please get an historical time line?

When was this issue discovered?

Please provide original Structural Engineer's report.

What work has been done, by whom, and at what cost?

What is the status right now?

We received information (in the minutes of the meeting between the previous Town Council Finance Committee and the previous Board of Education Fiscal Committee on October 13, 2015) that as of that date the extent of the problem was not known and additional testing was needed. The estimated cost of the tests (at that time) was projected to be \$123,000.00.

This came from an estimate provided by DiBlasi Associates. At the November 2015 Town Council meeting we received a proposal from DiBlasi Associates to conduct the investigation & Design Phase for an amount not to exceed \$65,000 (their part only - does not include other required services from Terracon, etc.). This proposal estimates the total fee for the Construction Administration Phase to be \$26,000. Have you received any additional information from DiBlasi to substantiate this estimate to repair the problems based on the preliminary investigation that was completed?

In consideration of your request for additional funding to pay for these services please provide the following information:

What was the total surplus the Board realized during the 2014-2015 budget year? What explains how the surplus was generated? How were all of the identified surplus funds spent? Were any of the surplus funds used to purchase goods or services that were included in the Board's approved 2015-2016 budget?

Did you include any funds to deal with these issues in your 2015-2016 budget?

Are you able to identify funds in this year's budget that would help the Town pay for some of these services?

Thank you.

Julie A. Blanchard  
Chairwoman, Town Council

## Laura Stone

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**Subject:** FW: Town Council Requests  
**Attachments:** Special Education Information Sheet.pdf; ATT00001.htm

**From:** J Blanchard <[pinepathabby@sbcglobal.net](mailto:pinepathabby@sbcglobal.net)>

**Date:** December 21, 2015 at 7:58:17 PM EST

**To:** Thomas Pope <[tpope@coventryct.org](mailto:tpope@coventryct.org)>, Matthew OBrien <[MattObrien@coventryct.org](mailto:MattObrien@coventryct.org)>, Andy Brodersen <[abrodersen@coventryct.org](mailto:abrodersen@coventryct.org)>, Richard Williams Jr. <[rwilliamsjr@coventryct.org](mailto:rwilliamsjr@coventryct.org)>, Hannah Pietrantonio <[hpietrantonio@coventryct.org](mailto:hpietrantonio@coventryct.org)>, Lisa thomas <[lthomas@coventryct.org](mailto:lthomas@coventryct.org)>, John Elsesser <[jelsesser@coventryct.org](mailto:jelsesser@coventryct.org)>, Laura Stone <[LStone@coventryct.org](mailto:LStone@coventryct.org)>

**Subject: Fwd: Town Council Requests**

Sent from my iPad

Begin forwarded message:

**From:** William Oros <[oroswm@snet.net](mailto:oroswm@snet.net)>

**Date:** December 19, 2015 at 8:51:36 AM EST

**To:** Julie Blanchard <[pinepathabby@sbcglobal.net](mailto:pinepathabby@sbcglobal.net)>

**Cc:** Jennifer Beausoleil <[Jebeausoleil@coventryct.org](mailto:Jebeausoleil@coventryct.org)>, Mary Kortmann <[mkortmann@charter.net](mailto:mkortmann@charter.net)>, [toxicmice@aol.com](mailto:toxicmice@aol.com), Mike Sobol <[mikesobol@msn.com](mailto:mikesobol@msn.com)>, Frank Infante <[Frank1066@aol.com](mailto:Frank1066@aol.com)>

**Subject: Fwd: Town Council Requests**

Julie here is our response to your requests for information ...I believe this should bring council members up to date and clear up any misunderstandings they have about the matters

Sent from my iPad

Begin forwarded message:

**From:** David Petrone <[dpetrone@coventryct.org](mailto:dpetrone@coventryct.org)>

**Date:** December 19, 2015 at 8:02:57 AM EST

**To:** William Oros <[woros@coventryct.org](mailto:woros@coventryct.org)>, worosoutside <[oroswm@snet.net](mailto:oroswm@snet.net)>

**Cc:** Kimberlee Delorme <[KDelorme@coventryct.org](mailto:KDelorme@coventryct.org)>

**Subject: RE: Town Council Requests**

Bill,

In addition to the answers to request #1, below you will find the answers to requests #2 and #3. There is an attachment here that goes with request #2. If you have trouble opening it, please do let us know. We can provide hard copies. Also, please know, Bob, Christine, and Bill Trudelle provided input and reviewed answers for

accuracy. Last, I am assuming you are copying the Board when you are sending the answers.

Thank you, Bill.  
David

**Town Council Request #2:**

Related to the Request for increase in the Board's appropriation in the amount of "up to \$85,000" of tuition payments that may be received by the Town.

Question:

Are there any students paying Coventry tuition now for education related services or that have contracted with the Board to pay Coventry tuition for services in the future during this school year?

**Answer: There are NO students paying Coventry for tuition, however, there are other school districts paying Coventry to reimburse the district for providing Special Education related services. Related services can include tutoring, occupational therapy, physical therapy, 1 on 1 paraprofessional support, etc. Coventry is only reimbursed for direct expenses incurred by the district. These expenses were not included in the current budget as they were unforeseeable.**

Question:

If yes, please provide details (how many students, types of students, and anticipated tuition to be received). Please include any regular education tuition (**NONE**) paying students and special education tuition students paying/or who will be paying Coventry to attend our schools.

**Answer: As of 12/16/2015 there have been 9 children placed in foster or group homes in Coventry since April 2015. Reimbursement for providing special education related services are expected to reach \$150,000, potentially. There are NO regular education students involved in the services being provided.**

Question:

Please provide a report of Special Ed students, their costs to date, and what amount of reimbursement we hope to realize from the State.

**Answer: Please see the attached special education information sheet.**

Question:

If yes, when did the Board enter into these agreements?

**Answer: These students are "placed" at the discretion of DCF. Coventry is not consulted prior to placement. Students were placed in April, June, August and November of this year. State statute allows Coventry to recover reasonable costs for providing related services from the nexus district.**

Question:

Were any of them anticipated when you built your budget?

**Answer: NO**

Question:

If Coventry is or will be providing services to tuition paying students (regular education or special education) will you be able to absorb the costs of providing those services within your approved budget?

**Answer: It is too early in the fiscal year to answer this question.**

Question:

If not, what additional costs are you anticipating incurring?

**Answer: Any additional expenses for students placed by DCF in Coventry are beyond our control. These expenses were not included in the current budget as they were unforeseeable.**

Question:

The request asks for the town to increase your budget appropriation to pay for unanticipated special education expenses. Your September Management report from August (when the request was made) did not predict any shortfall in the special education accounts and your September Management report projected that you were projecting a \$235,786.41 surplus in your special education accounts.

**Answer: There are numerous special education accounts within each object code listed on the Management Report. This is NOT an all-inclusive special education account, rather it is only services/tuition and transportation related to the provision of special education and related services for Coventry children attending school outside of the district. Expenses (such as salaries, benefits, contracted services supplies, etc.) to educate special needs students in-district are included with all other expenses in the top portion of the management report.**

Question:

In light of these facts, please explain your request to have the Council increase your budget appropriation to meet unanticipated special education expenses. Please identify any unanticipated special education expenses related to this request.

**Answer: The request is to cover the cost of the provision of special education and related services for students placed in Coventry by DCF. These additional expenses for students placed by DCF are beyond our control.**

**Additional information:**

The billing of special education services provided to a student attending Coventry Public Schools is permitted through CGS 10-76 (d)(2). This

statue is specific to special education students for whom Coventry Public Schools would not normally be fiscally responsible for.

This billing practice is for children who are DCF involved and have been placed in housing situations (foster care, group homes) in Coventry. CGS 10-76 (d)(2) states that Coventry Public Schools is responsible to provide the student residing in Coventry with educational services. However the district in which the students who have otherwise been attending (the parents resident town) are fiscally responsible for the educational services provided.

When DCF places a student in a housing situation in Coventry the district is notified via a form 603. This document informs Coventry Public Schools of the nexus of the child. This nexus of the child is the town in which the child's parent or guardian resides. There are instances when a child is considered to be a no-nexus child. In these circumstances Coventry Public Schools is fiscally responsible for the student living in Coventry. The State Department of Education allows this billing of special education services as it realizes that the placement of these children have an un-anticipate impact on their existing resources.

Please note, due to the trauma that many of the DCF placed students have encountered, their individual student needs are much greater than our community students. There are many instance in which these trauma involved students need a 1:1 paraprofessional with them throughout the day to ensure that they access to the general education curriculum.

### **Town Council Request #3:**

As to the request for funds to study the potential infrastructure issues in the Middle School/High School gymnasium walls:

Question:

Could we please get an historical time line? When was this issue discovered?

**Answer: Winter 2011**

Question:

Please provide original Structural Engineer's report.

**Answer: Available on Town Intranet**

Question:

What work has been done, by whom, and at what cost?

**Answer:**

**Evaluation by Silva \$30,943**

**TC Interiors – Siesmic Wiring \$6,950**

**Windham Industries – Joist Repairs \$6,900**

**Christopher Laux – Evaluation \$3,300**

**DiBlasi Associates \$21,700**

**In-house modifications - which included a significant amount of work accomplished by district staff to the extent that did not exceed their skill set.**

Question:

What is the status right now?

**Answer: Pending approval at town meetings and additional funding.**

Question:

We received information (in the minutes of the meeting between the previous Town Council Finance Committee and the previous Board of Education Fiscal Committee on October 13, 2015) that as of that date the extent of the problem was not known and additional testing was needed. The estimated cost of the tests (at that time) was projected to be \$123,000.00. This came from an estimate provided by DiBlasi Associates. At the November 2015 Town Council meeting we received a proposal from DiBlasi Associates to conduct the investigation & Design Phase for an amount not to exceed \$65,000 (their part only - does not include other required services from Terracon, etc.). This proposal estimates the total fee for the Construction Administration Phase to be \$26,000. Have you received any additional information from DiBlasi to substantiate this estimate to repair the problems based on the preliminary investigation that was completed?

**Answer: NO**

In consideration of your request for additional funding to pay for these services please provide the following information:

Question:

What was the total surplus the Board realized during the 2014-2015 budget year?

**Answer: \$83,409**

Question:

What explains how the surplus was generated?

**Answer: Largely attributed to special education transportation costs.**

Question:

How were all of the identified surplus funds spent?

**Answer: \$80,000 moved to BOE “non-lapsing” account for Capital Expenditures. Remaining surplus returned to Town General Fund.**

Question:

Were any of the surplus funds used to purchase goods or services that were included in the Board's approved 2015-2016 budget?

**Answer: NO**

Question:

Did you include any funds to deal with these issues in your 2015-2016 budget?

**Answer: NO**

Are you able to identify funds in this year's budget that would help the Town pay for some of these services?

**Answer: Not at this time.**

David J. Petrone  
Superintendent of Schools  
Coventry Public Schools  
1700 Main Street  
Coventry, CT 06238  
Tel: (860) 742-7317 x2  
Fax: (860) 742-4567

---

**From:** David Petrone  
**Sent:** Wednesday, December 9, 2015 11:33 PM  
**To:** William Oros <[woros@coventryct.org](mailto:woros@coventryct.org)>; worosoutside <[oroswm@snet.net](mailto:oroswm@snet.net)>  
**Cc:** Kimberlee Delorme <[KDelorme@coventryct.org](mailto:KDelorme@coventryct.org)>  
**Subject:** Town Council Requests

Bill,

Below you will find Request #1 and related answers. Requests #2 and #3 are much more involved and will require research and detailed responses, which means time is needed.

Thanks, Bill.  
David

### **Request 1**

**Request:**

Please imbed links in all agendas that are posted to the board of ed website so documents and reports that are distributed to the Board can be viewed by the Council and all Coventry citizens. With this request I would suggest they look at a Council agenda to see how ours works and suggest they contact Laura Stone regarding how this is accomplished.

**Answer:**

This has been done. Beginning with the December 10 meetings, those items can be seen by following the link on the Board's webpage: [http://www.coventrypublicschools.org/board\\_of\\_education/board\\_of\\_education\\_agendas\\_minutes/](http://www.coventrypublicschools.org/board_of_education/board_of_education_agendas_minutes/) When on that page, click on "Click here for Board of Education Agendas and Meeting Information."

**Request:**

Also, would you please instruct the minute taker or clerk to include more details of the discussions about your monthly financial reports that occur at the finance committee meetings in the finance committee minutes. Simply reporting that they were discussed does nothing to inform the public.

**Answer:**

In actuality all that is needed in the minutes is the fact that a report was presented. We encourage the public to attend public meetings to gather further information. In addition, now that all documents are available to the public, as noted above, we hope this will also keep the public informed.

**Request:**

Lastly, please provide us with the BOE meeting schedule (including Fiscal, Policy, Transportation, etc.) for 2016.

**Answer:**

The Board meetings for 2016 are posted on the Board's webpage. The Fiscal meetings are scheduled to be approved this week and will also be posted on the webpage. Other committee meetings are scheduled as needed throughout the year, are appropriately warned with the Town Clerk's Office, and are always posted on the district's website.

David J. Petrone  
Superintendent of Schools  
Coventry Public Schools  
1700 Main Street  
Coventry, CT 06238  
Tel: (860) 742-7317 x2  
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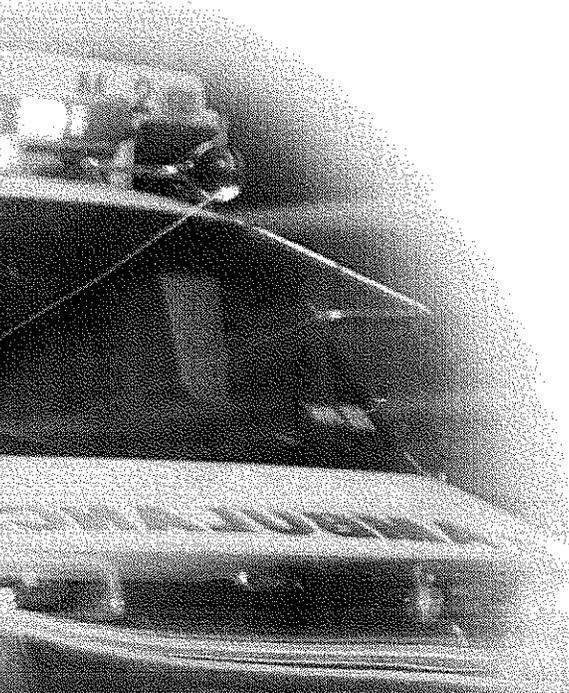
SPECIAL EDUCATION TUITION - EXCESS COST CALCULATION @ 75% - November 2015

	BUDGETED					PROJECTED					
	LOCAL STUDENTS	STATE AGENCY PLACED	TUITION	TRANSF.	EXCESS COST	LOCAL STUDENTS	STATE AGENCY PLACED	TOTAL COST	LEA CAP	EXCESS COST	VARIANCE
1			\$ 155,296	\$ 50,755	\$ 206,051	1		\$ 211,284	\$ 67,068	\$ 144,216	\$ 259
1			\$ 155,296	\$ 47,025	\$ 202,321			\$ 140,000	\$ 67,068	\$ 72,932	\$ 17,147
1			\$ 147,860	\$ 24,595	\$ 172,455	1		\$ 162,972	\$ 67,068	\$ 95,904	\$ 3,938
1			\$ 71,947	\$ 47,025	\$ 118,972	0		\$ -	\$ -	\$ -	\$ 81,611
1			\$ -	\$ -	\$ -	1		\$ 4,567	\$ 4,567	\$ -	\$ (4,567)
1			\$ 10,000	\$ -	\$ 10,000	1		\$ 3,913	\$ 3,913	\$ -	\$ (3,913)
1			\$ 39,900	\$ -	\$ 39,900	0		\$ 6,089	\$ 6,089	\$ -	\$ 3,911
1			\$ 28,400	\$ 48,400	\$ 76,800	1		\$ 59,808	\$ 59,808	\$ -	\$ 39,900
1			\$ -	\$ -	\$ -	1		\$ 12,701	\$ 12,701	\$ -	\$ (12,701)
1			\$ 6,993	\$ -	\$ 6,993	1		\$ 7,000	\$ 7,000	\$ -	\$ (7)
1			\$ 10,000	\$ -	\$ 10,000	1		\$ 3,500	\$ 3,500	\$ -	\$ 6,500
1			\$ -	\$ -	\$ -	1		\$ 4,669	\$ 4,669	\$ -	\$ (4,669)
1			\$ 10,000	\$ -	\$ 10,000	0		\$ -	\$ -	\$ -	\$ 10,000
1			\$ 7,421	\$ -	\$ 7,421	1		\$ 673	\$ 673	\$ -	\$ 6,748
TOTAL			\$ 643,113	\$ 217,800	\$ 860,913			\$ 629,287	\$ 316,236	\$ 313,052	\$ 143,304
1			\$ 150,998	\$ 1,600	\$ 152,598	1		\$ 158,789	\$ 67,068	\$ 91,721	\$ 19
TOTAL			\$ 150,998	\$ 1,600	\$ 152,598			\$ 158,789	\$ 67,068	\$ 91,721	\$ 19
1			\$ 97,228	\$ -	\$ 97,228	1		\$ 76,992	\$ 14,904	\$ 62,088	\$ 5,407
1			\$ 60,430	\$ 43,875	\$ 104,305			\$ 69,999	\$ 67,068	\$ 2,931	\$ 10,143
1			\$ 65,977	\$ 45,675	\$ 111,652			\$ 80,000	\$ 67,068	\$ 12,932	\$ 9,480
1			\$ 103,478	\$ 22,950	\$ 126,428	1		\$ 123,600	\$ 67,068	\$ 56,532	\$ 2,274
1			\$ 103,478	\$ 22,950	\$ 126,428	1		\$ 88,050	\$ 67,068	\$ 20,982	\$ 11,161
1			\$ 77,859	\$ 51,525	\$ 129,384	1		\$ -86,798	\$ 14,904	\$ 71,894	\$ (32,878)
1			\$ 219,912	\$ 48,400	\$ 268,312	1		\$ 106,108	\$ 67,068	\$ 39,040	\$ 7,386
			\$ -	\$ -	\$ -	1		\$ 265,671	\$ 67,068	\$ 198,603	\$ 2,227
			\$ -	\$ -	\$ -	1		\$ 79,920	\$ 67,068	\$ 12,852	\$ (70,281)
			\$ -	\$ -	\$ -	1		\$ 46,000	\$ 46,000	\$ -	\$ (46,000)
TOTAL			\$ 726,362	\$ 235,375	\$ 963,737			\$ 1,023,137	\$ 545,284	\$ 477,853	\$ (101,081)
18			\$ -	\$ 189,800	\$ 189,800			\$ 191,805	\$ 191,805	\$ -	\$ (2,005)
TOTALS	1		\$ 1,522,473	\$ 644,575	\$ 2,167,048	20		\$ 2,000,019	\$ 1,120,393	\$ 882,626	\$ 40,237



**Welcomes the Opportunity to Partner with**

**Conventry Volunteer  
Fire Association, Inc.**

A black and white photograph of an ambulance, viewed from the front-left. The ambulance is parked on a street, and its emergency lights are visible on the roof. The image is somewhat grainy and has a high-contrast, halftone-like appearance.

**Request for Information  
2015  
Emergency Medical Service Personnel**



## Executive Summary

Vintech Management Services was formed in 1998 to ease the growing burden of staffing shortages at many of the volunteer ambulance services around the state. Vintech pioneered supplemental staffing, of emergency personnel, in Connecticut and we are the leader in our field. During the past sixteen years, we have grown dramatically as municipal and agency leaders realize that with Vintech's solutions, they can have the best of both worlds: quality patient care and improved response times.

Vintech is licensed by the State of Connecticut Department of Public Health as an E.M.S. Management Services Organization. We are the first and largest in the state, paving the way for others to follow. Since our inception, at which time we initially serviced two towns, Vintech has grown dramatically. In July of 2015, Vintech will be celebrating seventeen years in business, providing pre-eminent professional services to seventeen towns, (see enclosed list of additional references) serving a population of over 285,000 residents in Connecticut. Vintech presently staffs a workforce of about 160 in the field weekly.

Staffing is our primary focus and is not a secondary revenue source. Our focus is on managing the paid staff for our clients. Vintech's goal is to ensure that all of our employees are focused on one thing, the highest quality of patient care. Our Paramedics and EMTs enjoy working in progressive systems and pride themselves as the leaders in the field. We work closely with our staff to ensure that quality care does not end until all facets of patient care are complete. Vintech offers an internal Q&A program to ensure all patient care reports are fully completed. This ensures consistent patient care and proper billing information.

The mission of Vintech Management Services is to provide cost conscious staffing solutions to existing EMS systems in communities throughout Connecticut. Vintech only supplies personnel and support services, we do not own any equipment, therefore our success is measured by the services we assist.

## **Principles, Staff, & Management**

Vintech's founder, Vincent Wheeler, possesses over 30 years of experience in the multiple facets of Emergency Medical Services management. His extensive experience presented an unparalleled level of knowledge and dedication ensuring solutions that work. Now owned since January 1, 2010 by Vincent W. Wheeler and John E. Wheeler, they continue the dedication the founder started.

### **Vincent Wheeler, President & EMT-Paramedic**

Vincent has been involved in EMS for over three decades. He has been Chief of a local volunteer service and has held a number of management roles in the organization. He also worked for 10 years as a paramedic supervisor for a large regional commercial ambulance service. Vincent has served on the Board of Directors for Litchfield County Dispatch and is trained in EMS dispatch services. Vincent is actively engaged in the EMS community throughout the state. Vincent has added emergency preparedness to his repertoire. He is a member of the Disaster Medical Assistance Team and promoted to the role of EMS section leader in 2006. In 2004, Vincent was appointed as the Emergency Management Director for the Town of Harwinton as well as an alternate to the Planning Commission.

### **John E. Wheeler, Vice President**

John after graduating with a degree in Electrical Engineering worked for SNET/AT&T for 30 years in Outside Network Engineering and Head Quarters Departments retiring in 1996. During his career John was in charge of long range strategic planning, implementation and budgeting of Outside Plant Engineering. Now a principle with his son, John is the Payroll & Finance Director.

### **Jonathan Barbagallo, Human Relations Director & AEMT**

Jonathan has been involved in EMS for over 20 years, during that time as a member of the Norfolk Lions Club Ambulance Service and the chief of service for 12 years. He also was a communications specialist for Life Star Helicopter, educator with the Bio-terrorism Program at Hartford Hospital and is presently the Human Relations Manager for Vintech Management Services. Jonathan is an officer at Litchfield County Dispatch and has a proficient knowledge both the EMS Service and the Dispatch Service. He serves as the support for the Vintech's on-site managers. Jonathan administers various personnel matters and the hiring of Vintech employees.

## **Cathy Cormier-Cleaveland, Training & OSHA Compliance Director & AEMT**

Cathy serves as the Director of Training at VINTECH. She is an AEMT and Instructor with over 36 years experience in EMS, Health and Safety education. Cathy's unique teaching style ranks her among the most sought-after instructors in Connecticut.

- State of Connecticut Emergency Medical Services Instructor
- American Heart Association Instructor
- American Red Cross Instructor & Instructor Trainer
- National Safety Council Instructor
- Safety Priority Blood and Airborne Pathogen Instructor
- Infection Control Emerging Concepts Bloodborne Pathogen Instructor

With Cathy and her team of Instructors, she can create an education program custom designed to fit the specific needs of your organization.

## **Jamie Shuhi, Office Manager**

Jamie had started with the company in 2003 on a temporary basis and became permanent Office Manager in 2008. With her Bachelors Degree in Business Information Technology, she takes on a variety of roles. These include but are not limited to Data Management, Personnel Records Management, Payroll Administration, and supporting Vintech's supervisors.

## **Vintech's Site Supervisors**

Our site supervisors ensure the continuity of service and quality that our clients demand. Each Vintech location is overseen by an experienced EMS professional. Our site supervisors operate within strict guidelines developed by Vintech to make certain that our clients never worry about the services rendered by our employees. Our supervisors become thoroughly familiar with the local EMS protocols and requirements of the sponsoring hospital to insure compliance by Vintech employees.



## Current List of Clients

EMS Agency	Date of Inception
Canton Memorial Ambulance	July 1999
Morris Volunteer Fire Department	July 1999 - June 2007 July 2009
North Canaan Volunteer Ambulance	June 2000
Litchfield Volunteer Ambulance	July 2000
Brookfield Volunteer Fire Department	January 2001
Thomaston Volunteer Ambulance	April 2001
Winsted Volunteer Ambulance	July 2001
Harwinton Volunteer Ambulance	June 2002
Glastonbury Volunteer Ambulance	June 2002
Storm Engine Company	July 2003
North Branford Company 4	July 2004
Georgetown Volunteer Fire Department	July 2006
Mortlake Volunteer Fire Department	January 2007
New Milford Community Ambulance	January 2009
Echo Hose Ambulance	July 2010
Trumbull Emergency Medical Services	April 2013
Southbury Ambulance Association, Inc.	Sept 2002– June 2004 May 2013
Bethel Volunteer Fire Department	July 2013

Vintech supplies a complete comprehensive service. Below you will find a description of the nuances for staffing configurations and support services for our current clients.

#### **Canton Fire and EMS Department**

Vintech has assisted Canton EMS since 1999 with supplemental staffing. Vintech supplies at a minimum one AEMT and one EMT Monday through Friday, 6AM until 6PM. In addition, Vintech supplies per diem EMS staffing nights, weekends and holidays. Starting in January 2006 Vintech supplied ancillary training support for Canton EMS which includes OSHA training, CPR (initial and recertification) classes and monthly continuing education classes. Along with the instructor lead training, Vintech has assisted Canton EMS with record keeping and medical control recertification.

#### **North Canaan Volunteer Ambulance**

In June 2000 North Canaan Volunteer Ambulance, after having trouble maintaining their own employee levels, contracted with Vintech to supplement their paid staff. Currently Vintech supplies supplemental coverage on an as needed basis.

#### **Litchfield Volunteer Ambulance**

Vintech has supplemented Litchfield with staffing support since July 2000 on a per diem basis. Initially, Vintech staffed their ambulance seven days per week with two staff members 6AM until 6PM. Over the next several months as Litchfield's volunteer staff became available, Vintech involvement decreased. To date Vintech assists Litchfield on average 24 to 32 hours per week.

#### **Brookfield Volunteer Fire Department**

Brookfield Volunteer Fire Department signed a contract with Vintech in January 2001 for full time (24 hours a day, 7 days a week) Paramedic coverage along with an EMT (16 hours a day, 7 days a week). To date Brookfield remains our largest client and they were recognized as EMS service of the year by their sponsor hospital in 2002 for service excellence. Brookfield went from covering approximately 50% of their call volume to 100% Paramedic coverage in less than one year. Vintech handles the majority of the EMS operations for the Fire Department which includes: ordering supplies, maintaining inventory and ordering oxygen, quality assurance review for all EMS responses, organizing and conducting department EMS education programs, and ensuring staff maintains proper sponsor hospital medical control.

**Winsted Area Ambulance Association**

January 2001 marked another growth year for Vintech Management Services as Winsted Volunteer Ambulance, like North Canaan, needed help supplementing their own paid staff and sign a contract with Vintech to bring additional staffing resources. Currently, Vintech staffs a combination of AEMTs and EMTs on a per diem basis approximately 60 to 100 hours per week.

**Thomaston Volunteer Ambulance**

In 2003 Vintech contracted with Thomaston for coverage Monday through Friday during daytime hours. Currently, Vintech staffs a combination of AEMTs and EMTs on a per diem basis approximately 120 hours per week.

**Harwinton Volunteer Ambulance**

In June 2002 Vintech contracted with Harwinton for per diem staffing coverage. Currently, Vintech staffs a combination of AEMTs and EMTs on a per diem basis approximately 100 to 120 hours per week.

**Glastonbury Volunteer Ambulance**

Glastonbury Volunteer Ambulance contracted with Vintech in June 2002 for staffing nights and weekends. Along with their annual call volume, Vintech's relationship with Glastonbury has grown and now supplies four EMTs Monday through Friday to staff two ambulances in their town. In addition, we supply one crew on all weekends and supplement other night and weekends working with their volunteer staff. Vintech crews are responsible for maintaining and restocking their three ambulances. The Vintech supervisor handles ordering supplies for the ambulances and the building. In addition, the supervisor is also responsible for verifying and submitting all PCRs for reimbursement.

**Storm Engine Company**

Storm Engine Company and Rescue contracted with Vintech July 2003 for two EMTs Monday through Friday. Employees that work in this division are cross trained in fire department operations and frequently respond to emergency calls where they perform rescue and extrication duties. To date Vintech supplements 168 hours of ambulance/rescue personnel.

**North Branford Ambulance**

July 2004 Vintech contracted with North Branford to supply 24 hours a day, 7 day a week ambulance staffing. In April of 2011 North Branford became an ALS Service. Vintech is presently supporting North Branford with a Paramedic 24 hours a day 7 days a week along with supplemental EMT's 7 days a week as needed.

**Georgetown Volunteer Fire Department**

In 2006 Vintech contracted with Georgetown to supply one EMT Monday through Friday 6AM until 6PM.

**Mortlake Volunteer Fire Department**

January 2007 Vintech contracted with Mortlake Fire Department to supply two EMT's seven days a week from 6AM until 6PM.

**New Milford Community Ambulance**

New Milford Community Ambulance signed a contract with Vintech in January 2009 to supply two EMTs Monday through Friday 6AM until 6PM.

**Morris Volunteer Fire Company**

A client from 1999-2007, Morris returned after a two year trial with another staffing agency. We currently provide two EMTs seven days a week.

**Echo Hose Ambulance (Shelton)**

Echo Hose started July 2010. Even with their own paid staff, they realized that additional help was needed due to their high annual call volume. After analysis Vintech identified a substantial cost savings by staffing two ambulances in addition to their Paramedic service.

**Trumbull Emergency Medical Services**

Trumbull hired a new administrator who quickly realized that their current staff needed help and relief. Vintech offered a solution where they could trial our services for 90 days. After the 90 days we were awarded the contact. We are currently staffing for 56 hours per day.

**Southbury Ambulance Association, Inc.**

A client from 2002-2004, Southbury returned in May 2013 because assistance was needed with staffing. We currently provide EMT's for 140-150 hours a week.

**Bethel Volunteer Fire Department**

Looking for a new direction with their EMS staffing, Bethel is our newest client starting in July of 2013.

Vintech LLC - Monthly calendar for Open Schedule: all EMT - Windows Internet Explorer

http://www.vintechems.com/ASP/MonthlyCalendarOpen.asp

Vintech LLC - Monthly calendar for Open Schedule: all EMT

Monthly calendar for Open Schedule: all EMT

Day by Day

Choose Jan 2010

Region Brookfield

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					5:00A-8:00P - 15-1, EMT - Ginger O'Rourke 01/01 8:00A-01/02 8:00A - 15-1, Paramedic - Wayne Woodruff	5:00A-1:00P - 15-1, EMT - Stephanie Chapman 01/02 8:00A-01/03 8:00A - 15-1, Paramedic - Tyler Bergemann 1:00P-8:00P - 15-1, EMT - Jodie Gomez
5:00A-1:00P - 15-1, EMT - Aaron Hudge 01/03 8:00A-01/04 8:00A - 15-1, Paramedic - Jay Montrose 1:00P-8:00P - 15-1, EMT - Sarah Garry-Franzoni	5:00A-1:00P - 15-1, EMT - William Romaniello II 8:00A-8:00P - 15-1, Paramedic - Michael Moore 1:00P-8:00P - 15-1, EMT - Bernie Mashan 01/04 8:00P-01/05 8:00A - 15-1, Paramedic - Vincent Wheeler	5:00A-8:00P - 15-1, EMT - Michael Collins 01/05 8:00A-01/05 8:00A - 15-1, Paramedic - Raymond Hebas	5:00A-8:00P - 15-1, EMT - Michael Burgess 8:00A-8:00P - 15-1, Paramedic - Bernie Mashan 01/06 8:00P-01/07 8:00A - 15-1, Paramedic - Wayne Woodruff	5:00A-8:00P - 15-1, EMT - Matthew Hinnan 8:00A-8:00P - 15-1, Paramedic - Glenn Schlotzger 01/07 8:00P-01/08 8:00A - 15-1, Paramedic - Tyler Bergemann	5:00A-1:00P - 15-1, EMT - Michael Burgess 8:00A-12:00P - 15-1, Paramedic - Raymond Hebas 01/08 12:00P-01/09 8:00A - 15-1, Paramedic - Jerry Myers 1:00P-8:00P - 15-1, EMT - Ginger O'Rourke	5:00A-1:00P - 15-1, EMT - Justin Renda 8:00A-8:00P - 15-1, Paramedic - Justin Vlahos 1:00P-8:00P - 15-1, EMT - Stephanie Chapman 01/09 8:00P-01/10 8:00A - 15-1, Paramedic - Vincent Wheeler
5:00A-1:00P - 15-1, EMT - Aaron Hudge 01/10 8:00A-01/11 8:00A - 15-1, Paramedic - Jay Montrose 1:00P-8:00P - 15-1, EMT - Sarah Garry-Franzoni	5:00A-1:00P - 15-1, EMT - William Romaniello II 8:00A-8:00P - 15-1, Paramedic - Vincent Wheeler 1:00P-8:00P - 15-1, EMT - Glenn Laine Jr. 01/11 8:00P-01/12 8:00A - 15-1, Paramedic - Wayne Woodruff	5:00A-8:00P - 15-1, EMT - Michael Collins 8:00A-8:00P - 15-1, Paramedic - Bernie Mashan 01/12 8:00P-01/13 8:00A - 15-1, Paramedic - Raymond Hebas	5:00A-8:00P - 15-1, EMT - Michael Burgess 01/13 8:00A-01/14 8:00A - 15-1, Paramedic - Jerry Myers	5:00A-1:00P - 15-1, EMT - Matthew Hinnan 8:00A-8:00P - 15-1, Paramedic - Glenn Schlotzger 1:00P-8:00P - 15-1, EMT - Matt Behanik 01/14 8:00P-01/15 8:00A - 15-1, Paramedic - Tyler Bergemann	5:00A-1:00P - 15-1, EMT - Richard Trade 01/15 8:00A-01/16 8:00A - 15-1, Paramedic - Eric Handau 1:00P-8:00P - 15-1, EMT - Ginger O'Rourke	5:00A-1:00P - 15-1, EMT - Justin Renda 8:00A-8:00P - 15-1, Paramedic - Justin Vlahos 1:00P-8:00P - 15-1, EMT - Sarah Garry-Franzoni 01/16 8:00P-01/17 8:00A - 15-1, Paramedic - Wayne Woodruff
5:00A-1:00P - 15-1, EMT - Aaron Hudge 01/17 8:00A-01/18 8:00A - 15-1, Paramedic - Raymond Hebas 1:00P-8:00P - 15-1, EMT - Sarah Garry-Franzoni	5:00A-1:00P - 15-1, EMT - Bernie Mashan 01/18 8:00A-01/19 8:00A - 15-1, Paramedic - Vincent Wheeler 1:00P-8:00P - 15-1, EMT - Michael Sedovick	5:00A-8:00P - 15-1, EMT - Michael Collins 8:00A-8:00P - 15-1, Paramedic - Raymond Hebas 01/19 8:00P-01/20 8:00A - 15-1, Paramedic - Tyler Bergemann	5:00A-8:00P - 15-1, EMT - Michael Burgess 01/20 8:00A-01/21 8:00A - 15-1, Paramedic - Jerry Myers	5:00A-1:00P - 15-1, EMT - Matthew Hinnan 01/21 8:00A-01/22 8:00A - 15-1, Paramedic - Eric Handau 1:00P-8:00P - 15-1, EMT - Matt Behanik	5:00A-1:00P - 15-1, EMT - Ginger O'Rourke 8:00A-8:00P - 15-1, Paramedic - Glenn Schlotzger 1:00P-8:00P - 15-1, EMT - Michael Sedovick 01/22 8:00P-01/23 8:00A - 15-1, Paramedic - Wayne Woodruff	5:00A-1:00P - 15-1, EMT - Justin Renda 8:00A-8:00P - 15-1, Paramedic - Justin Vlahos 1:00P-8:00P - 15-1, EMT - Sarah Garry-Franzoni 01/23 8:00P-01/24 8:00A - 15-1, Paramedic - Wayne Woodruff
5:00A-1:00P - 15-1, EMT - Aaron Hudge 01/24 8:00A-01/25 8:00A - 15-1, Paramedic - Jay Montrose 1:00P-8:00P - 15-1, EMT - Sarah Garry-Franzoni	5:00A-1:00P - 15-1, EMT - Jamie White 01/25 8:00A-01/26 8:00A - 15-1, Paramedic - Jerry Myers 1:00P-8:00P - 15-1, EMT - Glenn Laine Jr.	5:00A-8:00P - 15-1, EMT - Michael Collins 01/26 8:00A-01/27 8:00A - 15-1, Paramedic - Eric Handau	5:00A-8:00P - 15-1, EMT - Michael Burgess 8:00A-8:00P - 15-1, Paramedic - Tyler Bergemann 01/27 8:00P-01/28 8:00A - 15-1, Paramedic - Michael Moore	5:00A-1:00P - 15-1, EMT - Bernie Mashan 8:00A-8:00P - 15-1, Paramedic - Glenn Schlotzger 1:00P-8:00P - 15-1, EMT - Matthew Hinnan	5:00A-1:00P - 15-1, EMT - Jodie Gomez 8:00A-8:00P - 15-1, Paramedic - Raymond Hebas 1:00P-8:00P - 15-1, EMT - Ginger O'Rourke	5:00A-1:00P - 15-1, EMT - Justin Renda 8:00A-8:00P - 15-1, Paramedic - Vincent Wheeler 1:00P-8:00P - 15-1, EMT - Stephanie Chapman

Done

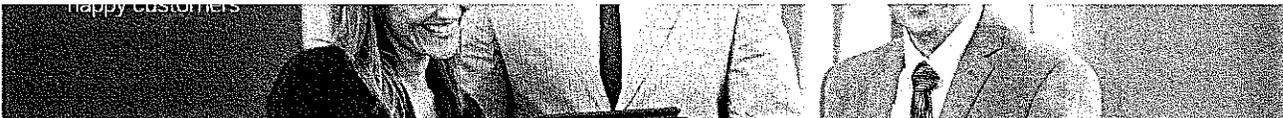
## Scheduling, Time and Attendance

Vintech uses our own proprietary website system and was the first to use such a program for time and attendance that was yet again pioneered. Owning this program allows us to quickly fix or change setting to accommodate our clients. Most shifts are scheduled in 12 hour blocks with 6 hour minimums. The Vintech website design allow department administrators as well as employees to view the schedule.

## Continuous Quality Improvement & Online Training

Vintech employees stay current with the latest medical standards and training by utilizing an online training company called Matrix. Employees no longer need to be pulled in for mandated training sessions after working a long shift or coming in on their day off for training. Training can be done during their downtime on shift and is offered in a self-paced format for students and employees. The user-friendly system for our employees has resulted in a short learning curve to get comfortable with how to use the training portal.

MATRIX
Features Pricing Demo Testimonials Contact Log in





The MATRIX feature we like the most is certainly the "individual access time limit". We can personalize the access to the course for every student and it is possible to extend their license very easily. We also love the fact that our customers can check the progress of their students on courses, assignments, attendance and many other and we don't need to provide this info to them!

The canned messages are also so very useful, you can customize them as you wish and a reminder is sent to the students when their expiry date is approaching. What is excellent about MATRIX is the customer service. Once a thread is posted in the forum, rest assured that you get a prompt, helpful response.



Our company has been using MATRIX for almost a year now and we are very pleased with this system. We were in a position where we had to find a new LMS quickly. We researched over twenty different systems and finally choose MATRIX because we found it very easy to work with, user friendly and simple to navigate. When we tried other systems, sometimes it would take hours to just post something, which was very frustrating.

The support system is very helpful and they truly listen to their customers. When an administrator asks for a feature, they are quick to help you as to how to use it or add that feature to their system. The MATRIX team is very supportive and constantly improving their system.

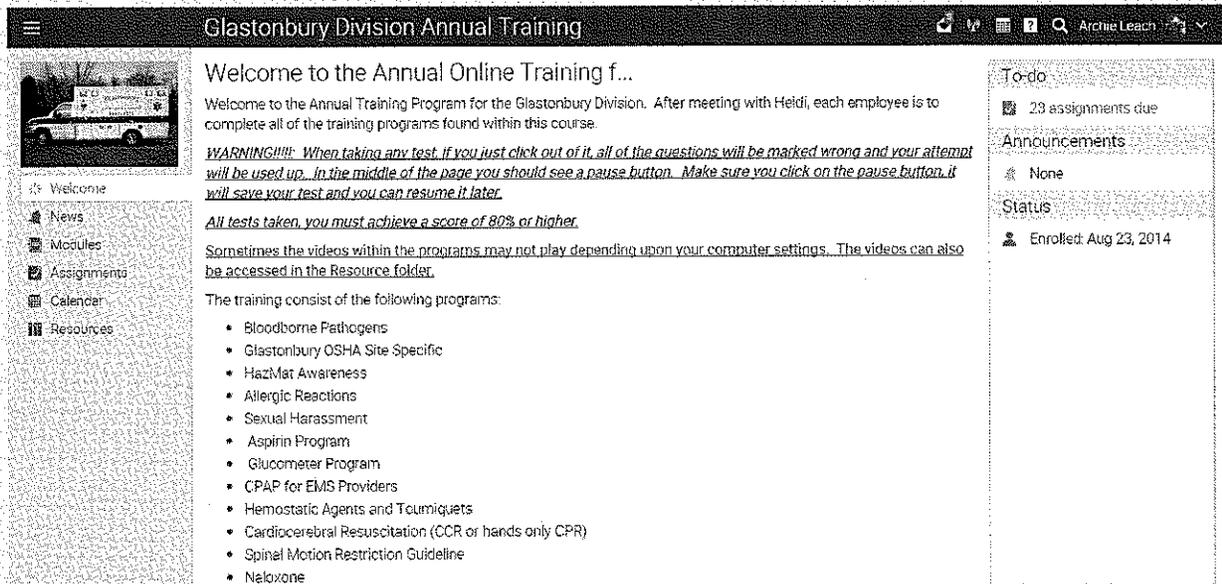
If someone is looking for a very affordable learning management system that is easy to use and has many features, we recommend MATRIX.

coaching
95%

Most programs offer voice-over and embedded video to create a better learning environment for the employee; targeting both the visual and audio learners. Employees have easy access to communicate with the instructors within the system. By using online training, higher compliance is achieved on the mandated training for all EMS personnel. Training programs can be custom-designed to meet your particular services training requirements.

Vintech currently uses the training portal for the following courses:

- EMR/EMT/AEMT Refreshers
- Narcan, Aspirin, EpiPen
- Bloodborne/Airborne/Hazmat
- Cardiocerebral Resuscitation Protocol
- Ebola Information for EMS
- Quikclot, CAT Tourniquet, AED Review
- Sexual Harassment
- Spinal Motion Restriction Protocol
- HIPPA
- SMART Triage, MARK 1
- CPAP
- Regional BLS/ILS Protocol Review



In addition to slides, video clips and audio, many other resources are available to the student for download such as various EMS themed games, crossword puzzles, lung sounds and numerous case studies.

Vintech can make this available to Coventry Volunteer Fire Association, Inc. staff and volunteers upon request.

## Experience and Educational Level of All Employees

Vintech currently employs over 240 EMTs, Advanced EMTs and Paramedics 20 of which are at our Glastonbury Division and have medical control through Hartford Hospital. Prior to assignment in any department all staff members go through an orientation process to ensure that they are properly credentialed and trained to safely complete their duties. The following is a list of just some of the credentials that our staff are required to have:

- State of Connecticut certified EMT, AEMT or Licensed Paramedic
- Professional Healthcare Provider CPR/AED in American Red Cross, American Heart Association or equivalent
- Ambulance Driver Training Certified
- NIMS 100 & NIMS 700 training

In addition, all employees are subject to a background check which includes a criminal history and driving history, social security number confirmation, licensure confirmation through the Department of Public Health's licensing website. A complete physical, including drug screen and job skills assessment by our occupational health facility rounds out the hiring process.

## **Annual Fee Agreement Between Vintech and Coventry Volunteer Fire Association, Inc.**

Vintech bills for our services monthly and in advance. We are requesting the following rate for services.

- 2015-2016 - EMS staffing 23.50 per hour

### **List of Holidays, Hours and Rate of Pay**

In the event that holiday coverage is needed, Vintech will invoice Coventry Volunteer Fire Association, Inc. for any EMS coverage that falls during a holiday at a rate of time and one half for Easter Sunday, Memorial Day, Independence Day, Labor Day and Thanksgiving Day. Christmas Eve (starting at 1800 hours), Christmas Day, New Years Eve (starting at 1800 hours), and New Years Day will be billed at double time rate.

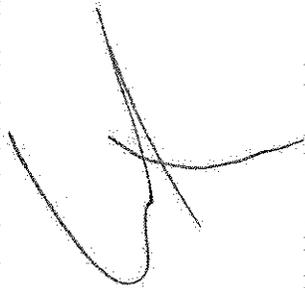
Vintech will also invoice the Department monthly for any employee hours that are beyond the contract period ("Holdovers").

### **Additional Coverage**

Vintech **does not bill overtime** hours for any employee that works beyond the 40 hour work week if requirements for coverage are requested to be in two weeks in advance. We can not predict the changing needs of our clients and they should not be penalized.

## Conclusion

EMS is all about speed and quality of delivery. The availability of in-house Emergency Medical Technicians benefits Coventry Volunteer Fire Association, Inc. Citizens of Coventry benefit from access to responsive and appropriate care that increases the confidence and performance of your town's EMS organization. You do not have to look far to find a successful Vintech partnership, as there are several operating right in the area, including our current relations with Glastonbury Volunteer Ambulance and Mortlake Volunteer Fire Department. Vintech pioneered Management Services in Connecticut and we are a leader in our field. Vintech believes that we offer the best solution for the Coventry Volunteer Fire Association, Inc. and we are ready to deliver the highest level of service as well as a true partnership to exceed you expectations and meet the needs of your citizens. Please do not hesitate in giving us a call with any questions you might have or to request more information. We thank you for taking the time to allow Vintech to present this proposal and look forward to hearing from you soon.

A handwritten signature in black ink, appearing to read "Vincent Wheeler".

Vincent Wheeler  
President, Vintech Management Services, LLC  
Office: 860-496-8199  
Toll Free: 866-496-8199  
Fax: 860-496-8200  
Email: [vintech@vintechems.com](mailto:vintech@vintechems.com)  
Website: [www.vintechems.com](http://www.vintechems.com)

## References



WILLIAM H. SEWARD, III  
FIRE CHIEF

### Town of North Branford, Connecticut Department of Fire Service

909 Foxon Road  
North Branford, CT 06471



JOSEPH CIVITELLO  
COMMISSION CHAIRPERSON

April 2, 2013

Mr. Vincent Wheeler, President  
Vintech Management Services LLC  
333 Kennedy Drive Suite R-101  
Torrington, CT 06790

Subject: EMS Personnel Provider

Dear Mr. Wheeler,

On behalf of the Town of North Branford Fire Department, I wish to offer my personal recommendations to Vintech Management Services LLC for providing this community with highly dedicated and motivated emergency medical technicians and paramedics since 2005. As you are aware, North Branford engages in a management services agreement with your company to provide our fire department based EMS service with personnel in an 80/20 split. This means 80% of the shifts are filled with Vintech staff and 20% is reserved for our volunteers.

Over the past several years you and your employees have been very helpful in times of crisis. During hurricanes and tropical storms, heavy snowfall and the recent blizzard, Vintech has assisted the fire department in upstaffing our two ambulances and supporting EMS operations along with our first responders. Furthermore, Vintech enhances our fire suppression operations by allowing employees who have the appropriate credentials to perform as firefighters while on-duty. More importantly is the fact that you effectively manage your personnel by assigning a dedicated management representative that works closely with our fire department officers and volunteers on a daily basis.

Finally, in the past two years we have been able to upgrade our level of EMS delivery from basic ambulance to mobile intensive care paramedic. With that change and working in concert with you and your staff, Vintech has hired quality paramedics that partner with volunteers to deliver superior pre-hospital care. In closing, I hope these brief but important facts assist you in future endeavors and open opportunities in other Connecticut communities that too, can witness the commitment Vintech has demonstrated here in North Branford.

Respectfully Submitted,

*William Seward, III*  
Fire Chief – Town of North Branford, CT



## **BROOKFIELD**

**Volunteer Fire Co., Inc.**

92 Pocono Rd., P.O. Box 5111

Brookfield, CT 06804-5111

**Emergency-911**

(203) 775-2555 - **Emergency**

(203) 775-1882 - *Routine*

(203) 775-1384 - *Fax*

August 1, 2010

To Whom It May Concern:

As Chief of the Brookfield Volunteer Fire Company I am pleased to write this letter of recommendation for Vintech Management Services and its owner, Vincent Wheeler.

We have been using Vintech for over ten years now. During these past ten years, Vintech has been invaluable to our EMS Program. Years ago, it was commonly known that we were having significant problems staffing our ambulances due to lack of daytime volunteer availability. Needless to say we were in serious trouble and needed immediate help. With almost no notice we were up and running with a full Vintech BLS crew overnight. A few months later we had our own Paramedic. This would not have been possible without Vintech and Vincent Wheeler. We knew immediately that we had made the right decision.

Vintech has always been a pleasure to work with. Additionally, they have been providing us with refresher programs and training classes for our EMT's. Vintech management is always in direct communication with my EMS officers and myself, providing valuable feedback should any question arise.

As we look forward to the next ten years I am certain that Vintech will continue to provide us with the professional, courteous, and trouble free service we have come to expect. Our EMS program has grown beyond anyone's expectations. I am confident that Vintech will be an asset to your EMS program.

If I can be of further assistance please feel free to call me at 203-775-1882.

Respectfully Submitted,



David Martone  
Chief



## WOODSTOCK VOLUNTEER FIRE ASSOCIATION Station 76

399 Route 169 • P.O. Box 222 • S. Woodstock, CT 06267  
(860) 928-3163 • Fax (860) 963-2211  
[www.wvfa76.org](http://www.wvfa76.org)

Here in Woodstock we operated an all volunteer ambulance service for over 30 years. With the changing climate of citizens going outside of town for employment and the economic situation which necessitates both parents in a family to hold jobs, we have been finding over the years that our level of available personnel for the volunteer service has been steadily dwindling.

In 2007 we came to the realization that we could no longer sustain our ambulance service and effectively serve the community without taking further action to provide EMS personnel. Steps needed to be taken immediately. At the time, we were not prepared to set up a self-administrating program and get it rolling within a workable time frame.

We had heard about Vintech Management Services and their success in providing EMS personnel to other departments requiring such coverage. We contacted them, set up a meeting and were up and running with a duty crew in about a month. Vintech drew from local EMS personnel so that there was a much greater level of familiarity within the community.

As of January 1, 2010, we ended our contract with Vintech in the interest of initiating a self-administrating EMS program. This was a decision we were ultimately able to make, as having Vintech as a provider gave us the time to successfully set up the supporting systems that running a business requires.

I would highly recommend Vintech EMS to any department or service that finds itself hurting for adequate personnel to staff their ambulances, whether those needs are on a short or long term basis. Vintech was an invaluable support system to us when we badly needed their services and we deeply appreciate the fact that they were there for us.

Chief Timothy D. Young  
Woodstock Volunteer Fire Association  
Woodstock, CT

## Attachment

### Towns and Contracts that Currently Utilize Vintech Management Services

Bethel Volunteer Fire Department	Fred Ingram	203-778-7414
Brookfield Volunteer Fire Department	Wayne Gravis	203-775-1228
Canton Memorial Ambulance	John Bunnell	860-693-2325
Derby (Storm Engine Company)	Louis Oliwa	203-734-1594
Georgetown Volunteer Fire Department	Mike Heibeck	203-544-8625
Glastonbury Volunteer Ambulance	Russel Hahn	860-633-6554
Harwinton Volunteer Ambulance	Jason Emery	860-485-0544
Litchfield Volunteer Ambulance	Nicole Diorio	860-567-0127
Morris Volunteer Fire Department	Joel Skilton	860-567-7441
Mortlake Volunteer Fire Department	William Skene	860-774-7555
New Milford Community Ambulance	Donna Hesper	860-355-1769
North Branford Company 4	William Seward III	860-484-2703
North Canaan Volunteer Ambulance	William Minacci	860-842-7219
Shelton (Echo Hose Ambulance)	Michael Chaffee	203-924-5500
Southbury Ambulance Association, Inc.	Geralyn Hoyt	203-262-8082
Thomaston Volunteer Ambulance	Daniella Oulette	860-283-6348
Trumbull Emergency Medical Services	Joe Laucella	203-452-5146
Winsted Area Ambulance	Rachael Dillon	860-379-6596

**“Emergency Medical Services is unique in that, the battle  
between life and death is often measured in response times”**

**~ Michele Brady**

**Thomaston Volunteer Ambulance**



**16 Bird Street  
Torrington, CT 06790  
Office: 860-496-8199  
Toll Free: 866-496-8199  
Fax: 860-496-8200  
vintech@vintechems.com  
www.vintechems.com**

## BUSINESS ASSOCIATE AGREEMENT

THIS BUSINESS ASSOCIATE AGREEMENT is made and entered into as of February 1, 2016 (“Effective Date”), by and between Vintech Management Services, LLC (Covered Entity), and, The Town of Coventry Fire/EMS Department (Business Associate).

### RECITALS:

WHEREAS, the Business Associate and the Covered Entity have entered into this Agreement dated February 1, 2016 (the Agreement) wherein the Business Associate creates, receives, maintains or transmits Protected Health Information (PHI) on behalf of the Covered Entity and to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH), and implementing regulations which are codified at 45 C.F.R. Parts 160 and 164, as amended from time to time (collectively the “HIPAA Standards”), the parties agree to the terms herein.

#### **1. Permitted Uses and Disclosures by Business Associate**

- a) The Business Associate’s use and disclosure of PHI shall comply in all respects with the HIPAA Standards.
- b) Except as otherwise limited in this Business Associate Agreement, Business Associate may use or disclose PHI to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Agreement, provided that such use or disclosure would not violate the HIPAA Standards if done by Covered Entity. Business Associate shall not use or disclose PHI other than permitted or required by this Business Associate Agreement or as required by law. The Business Associate shall limit the use and disclosure of PHI to the minimum necessary to accomplish the intended purpose of the use or disclosure of the PHI or as required pursuant to the Agreement. All such uses and disclosures shall be consistent with the Covered Entity’s minimum necessary policies and procedures.
- c) Except as otherwise limited in this Business Associate Agreement, Business Associate may use and disclose PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate, provided that (i) the disclosure is required by law and timely notice is provided to Covered Entity prior to the disclosure, or (ii) Business Associate obtains reasonable assurances from the recipient that the PHI will remain confidential and used or further disclosed only as required by law for the purposes for which it was disclosed to the recipient, and the recipient promptly notifies Business Associate of any instances of which it is aware in which the confidentiality of the PHI has been breached.
- d) Unless requested in writing by the Covered Entity, Business Associate may not use PHI to provide Data Aggregation services.
- e) Owner of PHI. Under no circumstances shall Business Associate be deemed in any respect to be the owner of any PHI used or disclosed by or to Business Associate by

Covered Entity

**2. Obligations and Activities of Business Associate**

- a) Business Associate shall ensure, through a written agreement, that any subcontractors of Business Associate that create, receive, maintain, or transmit PHI on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such PHI, including without limitation, the restrictions, conditions, and requirements of this Business Associate Agreement and the HIPAA Standards.
- b) Business Associate shall immediately report to Covered Entity any use or disclosure of PHI not provided for by this Business Associate Agreement, any Breach, or any Security Incident involving the PHI of which the Business Associate, or a subcontractor of the Business Associate, becomes aware (each, an "Incident"). The Business Associate shall identify each individual whose PHI has been, or is reasonably believed to have been, accessed, acquired, or disclosed during an Incident. Notice shall be made to the Covered Entity no later than five (5) calendar days after discovery of the Incident by Business Associate or a subcontractor of the Business Associate, whichever is earlier, except that in the event urgent notice may be required due to the possible imminent misuse of PHI, Business Associate shall notify Covered Entity in writing without unreasonable delay and in no case later than two (2) calendar days. Business Associate accepts the burden of demonstrating that such notice was timely, proper and in accordance with HIPAA Standards. Business Associate shall, at its expense, take any action necessary or requested by the Covered Entity to mitigate, to the extent practicable, any harmful effect of an Incident. Business Associate shall, at its expense, provide all information and take all action requested by Covered Entity and consistent with the HIPAA Standards to assist Covered Entity in providing notice of an Incident.
- c) Business Associate shall restrict disclosures or communicate confidentially with Individuals as required by the HIPAA Standards and as requested by the Covered Entity.
- d) If the Business Associate maintains PHI in a Designated Record Set, the Business Associate shall:
  - (1) provide access (including inspection, obtaining a copy or both), in the time and manner designated by Covered Entity, and Business Associate shall not charge any fee greater than the lesser of the amount permitted by State Law or the Business Associate's actual cost of postage, labor and supplies for complying with the request;
  - (2) make available PHI for amendment and incorporate any amendment(s) in the time and manner designated by Covered Entity; and
  - (3) provide access to PHI that is in electronic format in the form and format requested by the Individual or Covered Entity, if not readily producible in such form or format, in a readable electronic form and format agreed to by the Covered Entity and the Individual, and transmit such copy directly to an entity or person

designated by the Individual or Covered Entity. Business Associate shall not charge any fee greater than the lesser of the amount permitted by State law or the Business Associate's actual cost of postage, labor, and supplies for complying with the request.

- e) Business Associate shall make internal practices, books, and records relating to the use and disclosure of PHI available to the Covered Entity or the Secretary, in a time and manner designated by the Covered Entity or the Secretary, for purposes of the Secretary investigating or determining Covered Entity's or Business Associate's compliance with the HIPAA Standards.
- f) Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity or Business Associate under the HIPAA Standards to respond to a request by an Individual for an accounting of disclosures of PHI. Business Associate shall provide, in the time and manner designated by Covered Entity, an accounting of disclosures required by the HIPAA Standards made by the Business Associate.
- g) Business Associate shall prevent use or disclosure of the PHI other than as provided for in this Business Associate Agreement and shall comply, where applicable, with the HIPAA Standards with respect to electronic PHI, including Subpart C of 45 C.F.R. Part 164 ("Security Rule"). The Business Associate shall implement and maintain safeguards as necessary to ensure that all PHI is used or disclosed only as authorized under the HIPAA Standards and this Business Associate Agreement. Without limiting Business Associate's obligations under the HIPAA Standards, the Business Associate agrees to assess potential risks and vulnerabilities to PHI in its possession and develop, implement and maintain appropriate administrative, physical and technical safeguards set forth in the HIPAA Standards to protect the confidentiality, availability and integrity of the PHI that Business Associate creates, receives, maintains or transmits on behalf of the Covered Entity. These measures must be documented and kept current, and must include, at a minimum, those measures that fulfill the requirements outlined in the HIPAA Standards and all guidance issued by the Secretary.
- h) Business Associate recognizes that violation of any HIPAA Standard by Business Associate may subject Business Associate to civil and criminal penalties, including those set forth in 42 U.S.C. § 1320d-5 and 1320d-6 and Subparts C-E of 45 C.F.R. Part 160 ("Enforcement Rule").
- i) Business Associate shall not, and shall ensure that its subcontractors do not, directly or indirectly receive any remuneration in exchange for any PHI unless approved in advance in writing by the Covered Entity in accordance with the HIPAA Standards.
- j) Business Associate shall not, and shall ensure that its subcontractors do not, engage in any marketing or fundraising that uses or discloses PHI.
- k) Business Associate shall respond to and shall assist the Covered Entity with responding to an investigation or compliance audit by the Secretary, or an action by an attorney

general having jurisdiction involving PHI subject to this Agreement.

- l) To the extent that Business Associate is to carry out one or more of Covered Entity's obligations under Subpart E of 45 C.F.R Part 164 ("Privacy Rule"), Business Associate shall comply with such requirements that apply to Covered Entity in the performance of such obligations.
- m) Business Associate shall not create, receive, maintain, or transmit PHI outside of the United States or its Territories.

### **3. Term and Termination**

- a) Term. The Term of this Business Associate Agreement shall be effective as of February 1, 2016, and shall terminate when all of the PHI maintained by Business Associate on behalf of Covered Entity is properly and completely destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy the PHI, protections are extended to such PHI in accordance with the termination provisions in this section.
- b) Termination for Cause. Upon Covered Entity's knowledge of a material breach of this Business Associate Agreement by Business Associate, Covered Entity shall provide an opportunity for Business Associate to cure the breach or end the violation, and Covered Entity shall terminate the Agreement if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity, or immediately terminate the Agreement if Business Associate has breached a material term of this Business Associate Agreement and cure is not possible, as determined by the Covered Entity in its reasonable discretion.
- c) Effect of Termination.
  - (1) Except as provided in subparagraph (2) of this subsection (c), upon termination of the Agreement or this Business Associate Agreement, for any reason, Business Associate shall return or if authorized by Covered Entity, destroy all PHI maintained by Business Associate on behalf of Covered Entity. This provision shall apply to PHI that is in the possession of subcontractors of Business Associate. Business Associate shall retain no copies of the PHI.
  - (2) In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. The Business Associate shall extend the protections of this Business Associate Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible. Business Associate shall not use or disclose such PHI and shall maintain its security pursuant to this Business Associate Agreement for so long as Business Associate maintains such PHI.
  - (3) The parties hereto understand and agree that the terms of this Business Associate Agreement are reasonable and necessary to protect the interests of the Covered Entity and the Business Associate. The parties further agree that the Covered

Entity would suffer irreparable harm if the Business Associate breached this Business Associate Agreement. Thus, in addition to any other rights or remedies, all of which shall be deemed cumulative, the Covered Entity shall be entitled to obtain injunctive relief to enforce the terms of this Business Associate Agreement.

#### 4. Miscellaneous

- a) Survival. The respective rights and obligations of Business Associate under Section 4(c) of this Business Associate Agreement shall survive the termination of this Business Associate Agreement.
- b) Indemnification. Business Associate agrees to indemnify, defend, and hold harmless the Covered Entity from any and all loss, liability, damage, cost, and expense, including without limitation civil monetary penalties, monetary settlements, fines, damages as a result of attorney general enforcement, and attorneys' fees resulting or arising from use or disclosure of PHI; breach of this Business Associate Agreement, or violation of the HIPAA Standards by Business Associate or its subcontractors, agents or employees, provided that Business Associate shall not indemnify Covered Entity for any act or omission made on advice, request or discretion of Covered Entity. This section 4(b) shall survive termination of this Business Associate Agreement.
- c) Insurance. Business Associate shall maintain insurance on a claims-made basis (with tail coverage for no less than three (3) years) with coverage in an amount equal to at least one (1) million dollars per claim and three (3) million dollars in the aggregate covering claims subject to indemnification pursuant to Section 4(b) above.
- d) Interpretation. Any ambiguity in this Business Associate Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the HIPAA Standards.
- e) No Private Cause of Action. This Business Associate Agreement is not intended to and does not create a private cause of action by any individual, other than the parties to this Business Associate Agreement, as a result of any claim arising out of the breach of this Business Associate Agreement, the HIPAA Standards or other state or federal law or regulation relating to privacy or security.
- f) Amendment. In the event that any law or regulation is enacted or promulgated regarding the protection of health information that is in any way inconsistent with the terms of this Business Associate Agreement or that interferes with Covered Entity's obligations with respect to the protection of health information so as to warrant a modification to this Business Associate Agreement or in the event any HIPAA Standard is amended or modified, the Covered Entity shall have the right to amend this Business Associate Agreement to effectuate such change by providing notice thereof to Business Associate but without having to obtain Business Associate's consent thereto. Except as set forth above in this Section 5(f), this Business Associate Agreement shall only be amended or modified upon written consent of the parties.
- g) Application of State Law. Where any applicable provision of State law relates to the privacy or security of health information and is not preempted by HIPAA, as determined

by application of the HIPAA Standards, the parties shall comply with the applicable provisions of State law.

- h) Severability. If any provision of this Business Associate Agreement shall be declared invalid or illegal for any reason whatsoever, then notwithstanding such invalidity or illegality, the remaining terms and provisions of this Business Associate Agreement shall remain in full force and effect.
- i) Governing Law. This Business Associate Agreement shall be interpreted, construed, and governed according to the laws of the State in which the Covered Entity maintains its principal place of business. The parties agree that venue shall lie in Federal and State courts in the State in which the Covered Entity maintains its principal place of business, without regard to its conflicts of law principles, regarding any and all disputes arising from this Business Associate Agreement.
- j) Notices. Any notice or other communication given pursuant to this Business Associate Agreement must be in writing and (a) delivered personally, (b) delivered by overnight express, or (c) sent by registered or certified mail, postage prepaid, to the address set forth above and shall be considered given upon delivery.

IN WITNESS WHEREOF, the parties hereto have executed this Business Associate Agreement as of the Effective Date.

[BUSINESS ASSOCIATE]

By: \_\_\_\_\_  
Printed Name:  
Title:

[COVERED ENTITY]:

By: \_\_\_\_\_  
Printed Name:  
Title:



## MANAGEMENT SERVICES AGREEMENT

THIS AGREEMENT made as of this first day of February 2016, by and between **VINTECH MANAGEMENT SERVICES, LLC**, a Connecticut limited liability company, whose address is 16 Bird Street, Torrington, Connecticut 06790 (**Vintech**), and **Town of Coventry Fire/EMS Department**, whose mailing address is 1712 Main Street Coventry, CT 06238

### WITNESSETH:

*WHEREAS*, Vintech is a management service organization providing certified Emergency Medical Technicians ("EMTs") to ambulance services in Connecticut; and

*WHEREAS*, Town of Coventry Fire/EMS Department provides emergency medical services for its service area staffed by trained volunteers and Town of Coventry Fire/EMS Department is duly licensed by the State of Connecticut to provide such services; and

*WHEREAS*, Town of Coventry Fire/EMS Department desires to retain Vintech to provide EMT personnel to augment volunteer staffing of Town of Coventry Fire/EMS Department.

*NOW, THEREFORE*, in consideration of the mutual promises and covenants herein contained, Vintech and Town of Coventry Fire/EMS Department agree as follows:

- 1) **Management Service Provider.** Town of Coventry Fire/EMS Department does hereby appoint Vintech as its management service provider to provide paid Vintech EMT personnel for the area it serves during the term of this Agreement. Vintech has complete discretion and the sole right to decide which of its employees will be assigned Town of Coventry Fire/EMS Department and the area served by Town of Coventry Fire/EMS Department.
- 2) **Services Provided.** Town of Coventry Fire/EMS Department agrees to purchase Vintech's services on the following terms and conditions:
  - a) **Contracted Services:** Town of Coventry Fire/EMS Department agrees to purchase EMT services from Vintech on an as needed basis. ("Contracted Services"). Hours for Contracted Services will be billed at the Contracted Services Rate as defined in Section 6(a) and in Exhibit "A".
  - b) **Non-Contracted Service:** Town of Coventry Fire/EMS Department agrees to purchase EMT services from Vintech for any hours in excess of the Contracted Services ("Non-Contracted Services") shall be billed at the Non-Contracted Services Rate as defined in Section 6(a) and in Exhibit "A".
- 3) **Vintech's Duties and Responsibilities.** Vintech agrees to:
  - a) Provide proof of current State of Connecticut EMT certification of all employees staffed at Town of Coventry Fire/EMS Department. All Vintech personnel who are stationed at Town of Coventry Fire/EMS Department shall have medical control authorization through Sponsor Hospital and only provide care at the EMT level in accordance to Sponsor Hospital protocols. All personnel shall also possess all other licenses and certifications necessary to perform EMT services for Town of Coventry Fire/EMS Department under this Agreement;

*"Your source for emergency service personnel and services."*

b) b) Provide a schedule of employee hours, with detailed billing to Town of Coventry Fire/EMS Department;

Formatted: Bullets and Numbering

- c) Ensure that all Vintech personnel performing services for Town of Coventry Fire/EMS Department use their best efforts to act according to Town of Coventry Fire/EMS Department standard operating procedures manual during assigned shifts, so long as a copy of such manual is provided in advance to Vintech. Town of Coventry Fire/EMS Department will notify Vintech if it has an issue with Vintech personnel not acting in accordance with any policies or procedure set forth in Town of Coventry Fire/EMS Department manual. Town of Coventry Fire/EMS Department will provide a description of the issue and recommendations that would fix the issue. After notification, both parties agree to work in good faith with the other party to resolve any such issues and Vintech will take appropriate action against Vintech personnel, if warranted. Except as otherwise provided in this Agreement, Vintech has sole discretion to discipline its employees as it sees fit.
- d) Provide a time clock or other time-keeping system for payroll purposes, if Vintech employees are held past their scheduled shift, time cards (or e-time cards) will reflect the ambulance case number for verification;
- e) If an on-duty Vintech employee gets sick or injured while on duty, Vintech will make every effort to provide a qualified replacement within 4 hours of the time Vintech becomes aware of the situation. Further, every effort will be made to provide staff that has current medical control authorization for Sponsor Hospital; however if such person is not available, the staff person assigned will have active medical control and be qualified in accordance with the CT statewide protocols for that level. Replacements for sick/injury related incidents will be billed at appropriate hourly rates as determined by the provisions of 6(a) and 6(b);
- f) Implement employee policies and have sole responsibility for: (1) hiring, (2) payroll, (3) compensation, (4) overtime, (5) benefits (including, but not limited to, worker's compensation), (6) tax consequences, (7) all other costs or other obligations to personnel provided under this Agreement, as well as (8) termination of personnel providing services pursuant to this Agreement;
- g) Discipline Vintech employees, according to Vintech's policies and procedures and within Vintech's discretion, for any known incidents that Town of Coventry Fire/EMS Department makes Vintech aware, any violations of Vintech's policies and procedures, or other violations of applicable federal, state, or local laws, regulations, rules, or protocols;
- h) Maintain and provide proof of workers' compensation insurance on all personnel in an amount required by state law;
- i) Maintain and provide proof of general liability and professional liability (malpractice) insurance in an amount no less than two (2) million dollars (\$2,000,000) per occurrence and not less than two (2) million dollars (\$2,000,000) in the aggregate; and excess (umbrella) liability of not less than five (5) million dollars (\$5,000,000).
- j) Provide Vintech uniforms for employees (which consist of a job shirt and a polo shirt).

**4) Duties and Responsibilities. Town of Coventry Fire/EMS Department agrees to:**

- a) Provide all equipment required for pre-hospital care at Town of Coventry Fire/EMS Department current level of certification/licensure, including, but not limited to, radios, ambulance and medical equipment. All ambulance vehicles shall be marked, supplied and equipped as required by the Connecticut Department of Public Health and otherwise complies with all state, federal and local laws and regulations regarding ambulance vehicles. All ambulances and equipment upon which Vintech personnel will be rendering services pursuant to this Agreement shall comply with any applicable safety standards, receive proper and regular maintenance and service, and be kept in good, safe, working order. Town of Coventry Fire/EMS Department shall provide Vintech each ambulance's maintenance records, maintenance schedule or other such maintenance-related documentation upon request. Vintech shall also have the right to inspect the ambulances, as Vintech reasonably requests, to ensure Town of Coventry Fire/EMS Department compliance with this Paragraph;
- b) Notify its insurance carriers of the provisions of this Agreement and take all steps necessary to ensure that all personnel operating Town of Coventry Fire/EMS Department vehicles under the terms of this Agreement are permissive or authorized users of such vehicles for purposes under Town of Coventry Fire/EMS Department vehicle insurance policies. Copies of such notifications shall be provided to Vintech upon request. Town of Coventry Fire/EMS Department shall maintain liability insurance coverage on any ambulance vehicles on which Vintech employees shall render services hereunder, with policy limits acceptable to Vintech. Town of Coventry Fire/EMS Department shall provide Vintech with motor vehicle Insurance certificate(s) naming Vintech and its employees as an additional insured. Such certificate(s) shall provide that the policy shall not be cancelled or terminated with less than thirty (30) days advance written notice to Vintech;
- c) Make its facilities, excepting any private or business-related offices, available for use by personnel providing services under this Agreement. Town of Coventry Fire/EMS Department will provide Vintech employees with appropriate quarters to stay while not working on emergency responses. Vintech certifies that the current quarters as they exist are appropriate for the scope of work outlined in section 2(a). If permanent changes to this scope of work are added Vintech will reevaluate quarters to ensure proper conditions exist (for example: in the event that overnight shifts are permanently added, sleeping quarters for male and female would have to be provided);
- d) Provide access to a computer with internet capabilities to access electronic time cards and web scheduling program;
- e) Inform Vintech within 24 hours of all claims, lawsuits, threatened litigation, incidents, accidents or unusual occurrences involving Vintech or its personnel as related to Vintech's performance under this Agreement;
- f) Ensure that personnel assigned by Vintech to Town of Coventry Fire/EMS Department are expressly permitted to operate Town of Coventry Fire/EMS Department vehicles, radios and emergency medical equipment for the purposes of carrying out their duties under this Agreement, and Vintech employees shall be considered authorized users of

such vehicles, radios and equipment for purposes of coverage under Town of Coventry Fire/EMS Department applicable insurance policies. Vintech shall be named as an additional insured on Town of Coventry Fire/EMS Department applicable insurance policies;

- g) Be responsible for any and all billing the Town of Coventry Fire/EMS Department may choose to perform for its ambulance services;
- h) Notify Vintech of all instances where Town of Coventry Fire/EMS Department feels that a Vintech employee needs to be disciplined for any reason. Town of Coventry Fire/EMS Department may suggest appropriate discipline to Vintech and Vintech shall have the right to approve or disapprove of the suggested discipline. Vintech shall have the sole discretion to discipline Vintech employees as Vintech sees fit, except under urgent circumstances. Urgent circumstances may include instances where Town of Coventry Fire/EMS Department understands and agrees that Vintech has the sole ability to terminate Vintech employees and that if termination of the Vintech employee is the desired disciplinary measure, then this must come from Vintech and not from Town of Coventry Fire/EMS Department, even under urgent circumstances.
- i) Maintain in full force and effect comprehensive general liability insurance policies for real and personal property and bodily injury with minimum limits acceptable to Vintech. Such policies shall name Vintech as an additional insured. Town of Coventry Fire/EMS Department shall provide a certificate evidencing such coverage upon the request of Vintech. Such certificate shall provide that the policy shall not be cancelled or terminated with less than thirty (30) days advance written notice to Vintech.

**5) Term of Agreement/Termination** This Agreement shall commence as of February 1, 2016 and shall terminate on January 31, 2018. The Agreement shall renew automatically on January 31, 2018 in order to continue coverage while re-contracting. Notwithstanding the foregoing, either party may cancel this Agreement at any time with or without cause by giving the other party at least sixty (60) days written notice. A non-defaulting party may also declare this Agreement void and of no further force and effect immediately upon the provision of written notice to the defaulting party.

- a) If a party shall fail to provide or pay for the services required to be performed hereunder or otherwise fail to meet or perform any of its obligations hereunder;
- b) If any party to this Agreement fails to maintain its required licenses, permits or certifications necessary to do business;
- c) If any party to this Agreement is excluded from the Medicare or Medicaid programs or convicted of a criminal offense related to any federal or state health care program;
- d) If any party to this Agreement (i) admits in writing its inability to pay its debts generally as they become due, or (ii) files a petition to be adjudicated a voluntary bankrupt in bankruptcy or a similar petition under any insolvency act, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a receiver of itself or of the whole or any substantial part of its property, or (v) has an involuntary bankruptcy petition filed against it; or
- e) If any of the representations and warranties of any party as set forth in this Agreement shall be false or misleading in any material respect.

**6) Costs and Terms of Payment**

- a) Town of Coventry Fire/EMS Department will pay Vintech an hourly rate for Contracted Services ("Contracted Services Rate") and Non-Contracted Services ("Non-Contracted Services Rate") as follows and shown in Exhibit "A":
- b) Paid Holidays are Easter Sunday, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day. Premium holidays, Christmas Eve and New Years Eve beginning at 18:00 hours until 00:00 hours, Christmas Day, and New Years Day will be billed at a rate of shown in Exhibit "A":
- c) Town of Coventry Fire/EMS Department will make monthly payments for the contracted services to Vintech on or before the tenth (10<sup>th</sup>) day from the date of invoice. A default interest charge of one and one-half percent (1.5%) per month will accrue on all unpaid balances after the tenth (10<sup>th</sup>) day from the date of such invoice.
- d) Vintech will invoice Town of Coventry Fire/EMS Department monthly for employees held over in the prior month due to late calls, "hold overs" or extensions.
- e) Vintech will invoice Town of Coventry Fire/EMS Department monthly for Non-Contracted Services for the prior month. The late charge and default interest rate set forth in 6(c) hereof shall apply to any amounts not paid by Town of Coventry Fire/EMS Department to Vintech on or before the tenth (10<sup>th</sup>) day from the date of the monthly invoice. Failure by Town of Coventry Fire/EMS Department to pay invoices, late charges and default interest in accordance with the foregoing may result in Vintech's immediate termination of this Agreement after fifteen (15) days' notice, in Vintech's discretion.
- f) Except as set forth in Paragraph 5, Town of Coventry Fire/EMS Department may reduce its hours for Contracted Services if more volunteers become available. Notification of such reduction must be given by Town of Coventry Fire/EMS Department and received by Vintech at least 14 days (two weeks) prior to the previously scheduled shift. Vintech will credit the Town of Coventry Fire/EMS Department for any such reductions the next billing period.
- g) Except as set forth in Paragraph 5 Town of Coventry Fire/EMS Department will pay Vintech for all hours it has requested in writing for Non-Contracted Services less than fourteen (14) days, even if Town of Coventry Fire/EMS Department should revoke such request Vintech will bill Town of Coventry Fire/EMS Department at an appropriate hourly rate as determined by the provisions of 6(a) and 6(b).

**7) Independent Contractor.** The relationship of Vintech to Town of Coventry Fire/EMS Department in the course of the performance of its duties pursuant hereto is that of an independent contractor and nothing contained in this Agreement shall be construed to constitute Town of Coventry Fire/EMS Department as a partner, joint venture or employee of Vintech. Neither party shall have the powers to bind or obligate the other except as set forth in this Agreement.

8) **Employment Relationship.** It is expressly understood and agreed upon by both parties that all employees under this Agreement are Vintech employees, and are not employees of Town of Coventry Fire/EMS Department respect to personnel providing services hereunder and Town of Coventry Fire/EMS Department shall not exercise control over the employees of Vintech. ***Vintech, as an independent contractor, shall be exclusively responsible for: hiring, firing, paying and determining the rate of pay, disciplining and otherwise managing and exercising control over Vintech employees.***

9) **Standard Operating Procedures Manual.** All Vintech employees will read and sign an acknowledgment that they have read, understand, and agree to act according to Town of Coventry Fire/EMS Department's Standard Operating Guidelines, subject to the provisions of this Agreement.

10) **Activation Time.** All Vintech employees will maintain activation times equal to or less than two (2) minutes for at least 95% of all EMS calls. Any activation time exceeding three (3) minutes will be documented. "Activation time" is defined as the interval between (1) the end of the dispatch announcement and the acknowledgement of the emergency via whatever appropriate means (i.e., radio, telephone) and (2) the Response. "Response" is defined as notification to the Dispatch Center that the ambulance/fly car is enroute to the call. The time of dispatch is measured from the end of dispatch announcement.

**11) Medical Control**

- a) All Vintech employees assigned to work at Town of Coventry Fire/EMS Department must have current medical control as set forth in paragraph 3(a). Vintech hereby agrees to provide Town of Coventry Fire/EMS Department with proof of each assigned employee's medical control authorization and Vintech shall keep Town of Coventry Fire/EMS Department apprised of the status of each Vintech employee's medical control, including, but not limited to, promptly notifying Town of Coventry Fire/EMS Department of any action threatened or taken on a Vintech's employee's medical control authorization, whether resulting from an incident occurring while on assignment at Town of Coventry Fire/EMS Department or otherwise.
- b) Town of Coventry Fire/EMS Department reserves the right to change its Sponsor Hospital at any time during this Agreement and shall notify Vintech promptly in the event that it elects to do so.

**12) Operating License.**

- a) Each party agrees to immediately notify the other regarding any issues involving their license/certificate to operate, up to and including suspension and/or revocation of its license and/or the failure to renew its license/certificate in a timely fashion.
- b) Loss of the Town of Coventry Fire/EMS Department R-2 (Transport) Primary Service Area Responder (PSAR) assignment due to (1) revocation by the State of Connecticut Department of Public Health, (2) declaration of emergency by the Town of Coventry Fire/EMS Department (as defined in the State of Connecticut EMS Statutes and Regulations), or 3) discontinuation of EMS service by the Town of Coventry Fire/EMS Department shall render this Agreement null and void and no further payments shall be due hereunder.
- c) In the event that Town of Coventry Fire/EMS Department is prohibited from performing

EMS duties for any reason, the Town of Coventry Fire/EMS Department will remain liable to Vintech for any and all regularly scheduled hours for fourteen days following notification in which the Association's duties are compromised.

**13) Right of Refusal.** Town of Coventry Fire/EMS Department reserves the right to refuse to have a Vintech employee assigned to Town of Coventry Fire/EMS Department. Such refusal must be for just cause, lawful and for a non-discriminatory reason. Refusal shall be made in writing by an officer of the Town of Coventry Fire/EMS Department, and shall take effect immediately. If, however, the Vintech employee is on duty Town of Coventry Fire/EMS Department when Town of Coventry Fire/EMS Department exercises this right, the Vintech employee will be allowed to finish out his or her shift unless the problem is so serious as to require removal of employee earlier. Such "emergency" removal shall be made by joint decision between Vintech and Town of Coventry Fire/EMS Department.

**14) Indemnification.**

- a) Vintech agrees to indemnify and hold harmless the Town of Coventry Fire/EMS Department and all their employees, volunteers and agents from any and all claims, causes of action, injuries and damages arising from the negligent or intentional misconduct or failure of performance of any Vintech employee during the course of their performance of this Agreement, including but not limited to all damages and attorney's fees incurred by Town of Coventry Fire/EMS Department.
- b) Town of Coventry Fire/EMS Department agrees to indemnify and hold harmless Vintech and all its employees and agents from any and all claims, causes of action, injuries and damages including, but not limited to, personal injury and property damage, to the extent caused by any act or omission on the part of Town of Coventry Fire/EMS Department or its agents, volunteers, members, officers, directors or other personnel, including attorney's fees incurred by Vintech. The Town of Coventry Fire/EMS Department further agrees to indemnify and hold harmless Vintech and all its employees and agents from any and all claims arising as a result of an act or omission of a Vintech employee while such individual is acting in the capacity of a volunteer for the Town of Coventry Fire/EMS Department including but not limited to all damages and attorney's fees incurred by Vintech. Town of Coventry Fire/EMS Department understands and acknowledges that if employees of Vintech are permitted to volunteer for Town of Coventry Fire/EMS Department, there is a substantial risk that both Vintech and Town of Coventry Fire/EMS Department could be liable to compensate the individual for time spent volunteering. Therefore, to the extent that Town of Coventry Fire/EMS Department has permitted a Vintech employee to volunteer in any capacity for Town of Coventry Fire/EMS Department, Town of Coventry Fire/EMS Department further agrees to indemnify and hold harmless Vintech and its employees and agents from any and all claims, causes of action, injuries and damages, including claims for back wages, liquidated damages, attorney's fees, civil monetary penalties, criminal penalties, and any court costs arising from any action under the Fair Labor Standards Act or similar State law.

**15) Disclaimer.** Vintech shall not be liable to the Town of Coventry Fire/EMS Department or any other entity for any Acts of God or other factors beyond its control which limit or prevent Vintech employees from properly performing their duties, including but not limited to Vintech employees not arriving for work on time.

**16) Arbitration.** It is the intention of the parties that any dispute arising under this Agreement which is not resolved within the thirty (30) day period commencing upon the issuance of

written notice of the dispute by one party to another party, shall be settled by arbitration as the exclusive means of dispute resolution in the City of Hartford, Connecticut. The arbitrator will be selected by agreement of the parties or in the event of a dispute, by superior court order. Either party may seek a judgment upon the award rendered by the arbitrator. The fees of the arbitrator in any such proceeding under this Section shall be shared equally by the parties to the dispute.

**17) Notices.** All notices, requests, claims, demands and other communications here-under shall be in writing and shall be given by hand delivery or mail (registered or certified mail, postage prepaid, return receipt requested) to the respective parties as follows:

If to  
Vintech Management Services, LLC:

16 Bird Street  
Torrington, CT 06790  
Phone: 860-496-8199  
vintech@vintechems.com

If to  
Town of Coventry Fire/EMS  
Department

1712 Main Street,  
Coventry, CT 06238

Or such other addresses as either party may have furnished to the other in writing in accordance herewith, except that notices of change of address shall be effective only upon receipt.

**18) Waiver or Breach.** The waiver by either party or a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach. No waiver shall be valid unless in writing and signed.

**19) Assignment.** This Agreement shall be binding upon and inure to the benefit of Vintech and Town of Coventry Fire/EMS Department and their respective successors and assigns. Each party may not assign its interest in this Agreement without the other party's written consent.

**20) Severability.** The invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision.

**21) Applicable Law.** This Agreement shall be governed by the laws of the State of Connecticut, including any laws that direct the application of the laws of another jurisdiction.

**22) Entire Agreement.** This Agreement contains the entire understanding of the parties and supersedes and replaces any and all previous understandings, written or oral, regarding the subject matter of this Agreement. It may not be changed orally but only by an agreement in writing signed by the party against whom enforcement of any waiver, change, modification, extension or discharge is sought.

**23) Construction.** Section headings herein are for convenience only and shall not affect the construction thereof.

**24) Counterparts; Facsimile Signatures.** This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same instrument. Facsimile signatures shall be treated as original signatures.

**25) Further Assurances.** The parties agree to execute such other documents as may be required to implement the terms and provisions and fulfill the intent of this Agreement.

**26) Construction.** This Agreement is subject to applicable state and federal laws and regulations and shall be construed so as to be consistent with the parties' obligations thereunder. In the event that any provision hereof is adjudged to any extent to be invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall not affect any other provision hereof.

**27) Regulatory Changes.** The parties recognize that this Agreement is at all times subject to applicable state, local, and federal laws and shall be construed accordingly. The parties further recognize that this Agreement may become subject to or be affected by amendments in such laws and regulations or to new legislation or regulations. Any provisions of law that invalidate, or are otherwise inconsistent with, the material terms and conditions of this Agreement, or that would cause one or both of the parties hereto to be in violation of law, shall be deemed to have superseded the terms of this Agreement and, in such event, the parties agree to utilize their best efforts to modify the terms and conditions of this Agreement to be consistent with the requirements of such law(s) in order to effectuate the purposes and intent of this Agreement. In the event that any such laws or regulations affecting this Agreement are enacted, amended or promulgated, either party may propose to the other a written amendment to this Agreement to be consistent with the provisions of such laws or regulations. In the event that the parties do not agree on such written amendments within thirty (30) days of receipt of the proposed written amendments, then either party may terminate this Agreement without further notice, unless this Agreement would expire earlier by its terms.

*IN WITNESS WHEREOF*, the parties hereto have executed these presents on the day and year first above written.

Vintech Management Services, LLC

Town of Coventry Fire/EMS Department

By \_\_\_\_\_  
Name: Vincent Wheeler  
Its: President  
Dated:

By \_\_\_\_\_  
Name:  
Its:  
Dated:

**Exhibit A**  
**Rate Schedule**

<b>Date</b>	<b>Hourly Rate (Contracted)</b>	<b>Holiday Hourly Rate</b>	<b>Premium Holiday Hourly Rate</b> (Christmas Eve and New Years Eve beginning at 18:00 hours until 00:00 hours, Christmas Day, and New Years Day)	<b>Non- Contracted</b> (additional coverage with less than two weeks notice but more than 48 hours)	<b>Premium</b> (additional coverage with less than 48 hours notice)
February 1, 2016 to January 31, 6	23.50	35.25	43.00	35.25	43.00
February 1, 2017 to January 31, 8	24.21	36.31	48.42	36.31	48.42

TM



## Coventry Volunteer Fire Association, Inc

1755 Main Street  
P.O. Box 1  
Coventry, CT 06238



January 13, 2016

Town Of Coventry  
John Elsesser, Town manager

Re: EMS services

John,

As you are aware the Coventry Volunteer Fire Association(CVFA) at their September 2015 meeting voted to release the Primary Service Area (PSA) certifications for both the First Responders and the Ambulance Transport service (R1-R2) to the town affective July 1, 2016. At that time all funds held by CVFA in the Ambulance account will be turned over to the town as per Town Ordinance No. 247. This will include all funds held for Ambulance replacement and all revenue recovery funds.

CVFA is also in support of the town entering into a contract at this time with Vintech Management Services for day time staffing to assist with EMS responses'. CVFA agrees to reimburse the town for these services for the period February 1, 2016 through June 30, 2016. CVFA will be using funds from their EMS budget as well as funds from the Ambulance replacement account as earlier discussed.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dennis Dittrich', with a horizontal line extending to the right.

Dennis Dittrich  
President, CVFA

# **Town of Coventry - Fund Establishment**

**Name:** EMS services - #250

## **General description/purpose**

A special revenue fund to receive and expend funds for EMS services in accordance with Town Council Ordinance No. 247. (see attached)

## **Revenue Sources**

Revenue sources include insurance proceeds, direct payments for receipt of service, transfers from General Fund, and other sources.

## **Allowable Expenditures**

First responder and ambulance medical vehicle replacement (including payments into vehicle replacement fund), repair and maintenance;  
Medical equipment and supplies;  
Working uniforms and required safety equipment;  
Medical training, travel and certifications;  
Mileage reimbursement, stipends and length of service award costs associated with EMS providers only;  
Contracted medical staff or EMS personnel;  
Contracted service providers including Paramedic and other service providers;  
Pro-rated share of building utility expenses and repairs;  
Property, liability insurance and workers compensation coverage;  
Legal, Audit, and other professional services related to EMS operation;  
Printing and Postage;  
Meals and food for meetings and extended emergencies;

## **Oversight reporting**

Town Manager, Director of Finance and Fire/EMS Administrator.

## **Date of Council Authorization**

## **ORDINANCE NO. 247**

### **Establishment of a Town of Coventry Fire and EMS department; purpose. Chapter 42 FIRE Prevention and Protection § 42-3.**

A unified Town-wide Fire and EMS Department (Town of Coventry Fire Department) consisting of the two independent fire associations known as Coventry Volunteer Fire Association (CVFA) and the North Coventry Volunteer Fire Department (NCVFD) is established for the purpose of providing firefighting, rescue and emergency medical services throughout the Town. (Department added to Sec 2-32 (2) b of the Code of Ordinances)

#### **§ (1) Structure; authority.**

The Department in its operations shall utilize the CVFA Main Fire Station, the NCVFD Main Fire Station, the South Street Fire Substation, the North Coventry Fire Substation, and any other station or substation as may from time to time be established. The existing volunteer fire companies shall continue as independent operating entities and shall function as constituent units of the Department. The Fire and EMS Administrator, shall be responsible to the Town Manager and is hereby charged with managing the Town of Coventry Fire Department and directing all fire, rescue and emergency medical services provided within the Town; however on-scene fire ground operations shall be commanded by the Fire Chiefs as well as their respective officers. Each independent volunteer fire association and its officers shall be responsible for operating in conformance with unified command procedures.

#### **§ (2) Board of Fire/EMS Services: membership; vacancies.**

The Board of Fire/EMS Services shall consist of five members: the Fire Chief and President from each of the two existing volunteer fire associations and the Fire and EMS Administrator. The Fire Chiefs and Presidents shall personally serve on the Board of Fire/EMS Services but written proxies will be allowed if they are unable to attend. If a Fire Chief or President is unable to fulfill his or her duties, and appoints an Acting Fire Chief/Acting President, such individual shall be permitted to serve on the Board of Fire/EMS Services so long as he or she is serving in the capacity of Acting Fire Chief/Acting President. The Fire and EMS Administrator shall serve as Chairman of the Board.

#### **§ (3) Powers and duties.**

- A. The position of Fire and EMS Administrator is hereby created. The Town Council shall be directed to adopt a comprehensive job description which shall include, but not be limited to, the duties and responsibilities outlined in this ordinance. The Fire and EMS Administrator shall have all reasonable powers necessary to fulfill the obligations of managing and being responsible for all fire, rescue and emergency medical services, excluding on-scene fire ground operations which shall be commanded by the Fire Chief(s) or duly authorized Incident commander(s), and their officers. The Fire and EMS Administrator is prohibited from serving in the role of Fire Chief or President of either independent association.
- B. The Fire and EMS Administrator, with assistance from the Board of Fire/EMS Services, shall establish standard policies, rules and procedures for providing fire-fighting, rescue and other emergency and safety services throughout the Town as from time to time is deemed appropriate. Such policies, rules and procedures shall be consistent with policies and direction from the Town Manager and shall comply with the Town Charter and any applicable Town ordinance or

personnel policy.

- C. The Fire and EMS Administrator, with assistance from the Board of Fire/EMS Services and appropriate standing and ad-hoc committees of both associations, shall coordinate the training and physical fitness programs of the Department; take appropriate steps to improve efficiency, recruitment and public relations; develop specifications for needed equipment and determine purchase requirements; evaluate risk management issues; develop annual budget recommendations; and develop strategic and tactical plans for future equipment and facilities.
- D. The Fire and EMS Administrator, with assistance from the Board of Fire/EMS Services, shall plan new programs and take necessary steps to have such programs implemented and represent the Department before the Town Council, other Town agencies, other state and local agencies and the general public. The Fire and EMS Administrator, with assistance from the Board of Fire/EMS Services, shall analyze the needs of the Department and coordinate programs to meet those needs, keeping in mind the unique nature of volunteer emergency services being rendered by the volunteer fire associations.
- E. The Fire and EMS Administrator, with assistance from the Board of Fire and EMS Services, shall interview candidates for any contracted or paid positions within the Department and recommend candidates for such positions for appointment by the Town Manager. Such recommendations shall comply with the provisions of any applicable labor laws, ordinance, personnel policy and with the Town Charter.
- F. The Fire Chiefs shall be the direct supervisors of the firefighters or EMS personnel that are members of, or assigned paid staff to, their respective fire associations. The Fire and EMS Administrator shall make recommendations to the Town Manager regarding the direction, discipline, suspension and relief from active duty of paid Town employees only, subject to the provisions of standard operating procedure, applicable collective bargaining contracts (if any) and the Town Charter. All direction from the Fire Chiefs to firefighters or EMS personnel shall be consistent with all appropriate Town and Department policies, rules and procedures.
- G. The Fire Chiefs shall be the supervisors of the volunteer firefighters assigned to their respective associations. The Fire Chiefs are responsible for carrying out the pertinent Town policies and procedures and ensuring that they are followed by the volunteer firefighters of their stations.

#### § (4) Organization.

The Board of Fire/EMS Services shall meet with the Fire and EMS Administrator as necessary to manage and conduct the operations of the Town of Coventry Fire Department.

#### § (5) Creation of a Special Revenue fund for EMS proceeds.

A Town controlled Special Revenue Fund shall be created to deposit funds received by the provision of EMS services from various sources including insurance proceeds, direct receipt payments and other revenue sources which shall be controlled by the Director of Finance and Town Manager. The special revenue fund and uses of said funding must be compliant with State and Federal regulations. The fund will not be started until CVFA and the Town reach contractual agreement to transfer the insurance proceeds.

These funds shall be restricted for the following uses only:

- (a) First responder and ambulance medical vehicle replacement (including payments into vehicle replacement fund), repair and maintenance;
- (b) Medical equipment and supplies;
- (c) Working uniforms and required safety equipment;
- (d) Medical training, travel and certifications;
- (e) Mileage reimbursement, stipends and length of service award costs associated with EMS providers only;
- (f) Contracted medical staff or EMS personnel;
- (g) Contracted service providers including Paramedic and other service providers;
- (h) Pro-rated share of building utility expenses and repairs;
- (i) Property, liability insurance and workers compensation coverage;
- (j) Legal, Audit and other professional services related to EMS operation;
- (k) Printing and Postage;
- (l) Meals and food for meetings and extended emergencies.

Public Hearing:	6/16/2015
Adoption:	6/15/2015
Publication:	6/20/2015
Effective:	7/1/2015

## **Request For Information Related to the 2016 - 2017 Board of Education Budget Appropriation**

- 1) Form ED001/C/R End of Year School Report (2 years) 2015 and 2014
- 2) Form ED001/C/R Audit End of Year School Report (2 years) 2015 and 2014
- 3) Up-to-date management reports
- 4) Student census as of June 30 (3 years) June 2015, June 2014, and June 2013
- 5) Student census as of October 1 (3 years) October 2015, October 2014, and October 2013
- 6) Projected census for 2016-2017
- 7) Class size data for grades K - 8 (4 years) 2015-2016, 2014-2015, 2013-2014 and projected 2016-2017)
- 8) Number of Students in grades 9, 10, 11 and 12 (4 years) 2015-2016, 2014-2015, 2013-2014 and projected 2016-2017)
- 9) Break out of all special education expenditures (current school year and projected 2016-2017)
- 10) Break out of all general education expenditures (current school year and projected 2016-2017)
- 11) Breakdown of staff by all categories (current school year and projected 2016-2017) - administrators, support staff, teachers, para-professionals, maintenance, finance, etc.
- 12) Separate breakdown of staff for special education and staff for general education (for example: # of teachers for special education and # teachers for general education; # para-professionals for special education and # of para-professionals for general education; etc. This portion does not need to include administrators that serve all students.
- 13) Details of retirements and changes in personnel since June 30, 2015 and projected impacts on your budget in 2015-2016 and in 2016-2017. For example if a position was/will be replaced with a candidate at a higher salary than the person who previously held that position then that would result in an increase in that line item and associated line items such as benefits, social security, etc. (with no regard to contractual increases) in the budget, If the position was/will be replaced at a lower salary then that would result in a decrease in that line item and related line items going forward. If the position has not/will not be filled going forward that would result in a decrease in the related line items.
- 14) Details of any proposed new programs/projects that will impact the 2016-2017 budget
- 15) Details of any programs/projects that will be/ or have been ended as of June 30, 2016 or that are ongoing and will realize a significant change in costs in the 2016-2017 budget
- 16) Details of any substantial one - time expenditures or any multi-year purchasing plans that are in the 2015-2016 budget and that are not planned to be included in the 2016-2017 budget
- 17) Breakout of maintenance and contracted services - for 2014-2015, actual and planned for 2015-2016 and projected for 2016-2017

- 18) Cost of all utilities (electricity, oil, propane, gasoline, phones, network services,, etc.) for 2015-2016 and projected for 2016-2017
- 19) Postage costs/delivery costs for 2015-2016 and projected for 2016-2017
- 20) Please detail any substantial changes in revenues anticipated in 2016-2017 (other than from the Coventry budget appropriation). Have governmental revenue sources formulas been changed? Have any such sources been eliminated by for example changes in the Connecticut State budget going forward, etc? Please provide a description of grants (current year and projected for 2016-2017)
- 21) Details of IT/Information Systems costs and plans (for 2014-2015, 2015-2016 and projected for 2016-2017) – to include hardware and software expenses, ongoing or planned maintenance agreements, training, licensing, etc.
- 22) Projected impacts of contractual agreements that will impact your 2016-2017 budget request – including salaries, health insurance, pensions, other benefits, staffing levels, etc.
- 23) Health insurance costs for the district for 2015-2016 and projected for 2016-2017
- 24) Pension costs for the district for 2015-2016 and projected for 2016-2017
- 25) Social security costs for the district for 2015-2016
- 26) All other benefits cost for the district for 2015-2016
- 27) Details of any ongoing or proposed cost saving initiatives – impact on the 2015-2016 budget and projected impact on the 2016-2017 budget
- 28) Details of ongoing or proposed capital projects – impact on the 2015-2016 budget and projected impact on the 2016-2017 budget
- 29) The final appropriated budget adopted by the Board of Education following the annual appropriation for 2015-2016 as per Board of Education policy 3120/3160 (original as passed and current version of the 2015-2016 budget with projected final expenses with any changes approved during the 2015-2016 school year)

# Charter 192

## NE CT Community Television

December 30, 2015

Dear Educator or Government Official:

This letter is to inform you of opportunities available through Charter's Community Television Studio. Charter Communications offers a variety of services and Public Access opportunities at no charge for individuals, groups, educational institutions, or local municipalities in our franchise area, who would like to produce programming for cable-cast on the educational, government or public access channel. This letter will provide you with a basic introduction to available services. Please feel free to contact Charter's public access studio if you have any questions, or wish to pursue a public access activity with your group!

### **A. Educational Access**

Charter Communications' channel 194 is available to designated district high schools for cable-casting of non-commercial educational programming to the households and schools within their school district. Charter provides a free use of this channel for the designated high school. All the designated district high school has to do is cover the costs of the return line and the video production equipment for making/cablecasting the programming. The State of Connecticut may provide funding for this through the Public Educational and Governmental Programming and Education Technology Investment Account (PEGPETIA) Grant Program. Schools interested in utilizing this channel should contact their district high school. E.O. Smith (Ashford, Mansfield, Willington), Lyman High (Lebanon), Coventry High School (Coventry), Parish Hill H.S. (Chaplin, Hampton, Scotland), Windham High School (Columbia & Windham), and Woodstock Academy (Woodstock, Brooklyn, Eastford, Canturbury, Pomfret) are utilizing their channels for Educational Access. Other designated district high schools (Tourtellote H.S.) within Charter's franchise area interested in utilizing the channel should contact Michael Nelson at 860-456-8500 for more information.

### **B. Government Access**

Charter Communications channel 191 is the local government access channel. This channel is available to each town for the cablecast of board meetings, municipal information, and other non-commercial items of interest to the local municipality. Charter provides the free use of the channel to a designated origination point, like the town hall, library media center, or meeting hall. All the town needs to cover are the costs of the return line and the video production equipment for recording/cablecasting the programming. The State of Connecticut may provide funding for this through the Public Educational and Governmental Programming and Education Technology Investment Account (PEGPETIA) Grant Program. This programming on channel 191 is unique to each town and is only seen within the individual town. Towns within Charter's franchise area interested in utilizing the channel should contact Michael Nelson at 860-456-8500 for more information.

### **C. Public Access**

**1. Portable Equipment Use:** Charter Communications provides portable equipment that can be borrowed to record school events for airing on the public access channel. Editing equipment for post production is also available. Equipment training is provided as needed, depending on project requirements. All equipment is provided on a first come, first serve basis. If your school or local government is interested in utilizing production equipment, you must first make a request in writing. Necessary forms can be obtained by contacting the Public Access Coordinator at Charter Communications. Any use of the public access portable equipment must be conducted with the specific intention of creating Public Access programs for airing on Community Access TV (Charter 192 and Frontier TV Channel 99).

**2. Studio Use:** Charter Communications provides, to legitimate access producers and their crews, a fully equipped T.V. production studio. Producers who wish to utilize the production facility must first complete forms (obtainable by contacting Public Access Staff) which outline their project. Charter will then meet with prospective producer(s) to define equipment and training needs and to determine a time line for production. Any use of the public access studio must be done with the specific intention of creating Public Access programs for airing on Community Access TV (Charter 192 and Frontier TV Channel 99).

**3. Community Calendar:** This service is available for advertising community events or other important information. Ads are provided free of charge to legitimate non-profit groups only. Some limitations apply. To place an ad on Community Calendar, write down the information you wish to advertise in 25 words or less and send it with your tax exempt number to:

Charter Communications  
Attn: Community Calendar  
207 Tuckie Road  
North Windham, CT 06256

By email: [bulletinboard@charter.com](mailto:bulletinboard@charter.com)

(Please try to provide at least two weeks advance notice on dated material.)

### **D. Community Event Coverage**

Charter Communications also has a mobile production truck that we use to cover local concerts, plays and other events. If your school or recreation department is having an event that you would like to have recorded and aired on CTV, please call the number listed below. The earlier you call regarding events, the greater the possibility that we may be able to tape it for you. Please note, that the studio truck is not public access equipment, but we are always interested in using it where possible, to record community events and to promote notable community projects throughout our service area!

### **E. Internships**

Public Access internships are available three times a year and start in January, June, and September. Individuals sixteen years of age and older who are interested in creating public access programming are encouraged to participate in this program. Interns learn all aspects of video production, assist in many local, public and commercial productions, and are encouraged

to create their own programs. This is an excellent opportunity for students. The next intern group starts January 28<sup>th</sup>, 2016. Please call for more information and an application.

**On Tuesday, January 26<sup>th</sup>, between 2pm and 8pm, we will be holding an open house at our studio at 207 Tuckie Road in North Windham. Feel free to stop in to take a tour of the studio and speak with us about these opportunities.**

We encourage you and your organization to take advantage of any or all of the services that are listed above. If you have any questions please feel free to call the public access staff at 860-456-8500 or visit us on the web at [www.CTV192.com](http://www.CTV192.com).

Sincerely,



Michael J. Nelson  
Public Access Studio Supervisor  
[michael.nelson@charter.com](mailto:michael.nelson@charter.com)

**CTV192 Public Access Coordinators:**

Jacob Larimore  
[jacob.larimore@charter.com](mailto:jacob.larimore@charter.com)

Michael Sweet  
[michael.sweet@charter.com](mailto:michael.sweet@charter.com)



**Coventry Board of Education**  
Coventry, Connecticut

**Regular Board of Education Meeting Agenda – Page 1 of 2**  
Thursday, January 14, 2016 at 7:30 p.m.  
Administration Building Conference Room

- I.** Call to Order
- II.** Salute to the Flag
- III.** Audience of Citizens
- IV.** Report of Superintendent
  - A.** Information: Student Board of Education Representative Report - Emily Oliver
  - B.** Recognition: CHS Volleyball Team - Championship
  - C.** Recognition: Coventry Arts Grant Recipients Recognized - CNH Teachers - Melissa Sposato, Corine Caginello-Jones, Lynne Mazzeo, and Julie Charry
- V.** Report of Chairman
- VI.** Approval of Minutes
  - A.** VOTE: Approve Minutes of December 10, 2015
- VII.** Old Business
  - A.** Information and VOTE: ADA and Structural Projects Update
- VIII.** New Business
  - A.** Discussion and Possible VOTE: Approval of the 2016-17 School Calendar
  - B.** Information: FY17 Budget Presentations
    - 1.** Presentation of the FY17 Budget - Mr. Petrone and Mr. Carroll
    - 2.** Technology Department - Ms. Drury
    - 3.** Pupil & Staff Support Services - Ms. Murphy
    - 4.** Physical Plant and Facilities - Mr. Trudelle
    - 5.** Central Office - Mr. Carroll
- IX.** Report of Board Members
  - A.** Report of Policy Committee Meeting of December 15, 2015, including Information and Discussion of New Policies and Policies up for Revision - J. Beausoleil
    - 1.** 3524.1 Pesticide Application on School Property - DRAFT Revision
    - 2.** 3541 Transportation - DRAFT Revision
    - 3.** 4000 Fingerprints and Criminal Record Checks to 4110 Employment Checks - DRAFT Revision

- 4.** 4116.35 Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees - DRAFT Revision
  - 5.** 4118.5 Employee Use of the District's Computer Systems and Electronic Communications - DRAFT Revision
  - 6.** 5110 Attendance and Truancy - DRAFT Revision
  - 7.** 5143 Restraint and Seclusion - DRAFT NEW
  - 8.** 5144 Student Discipline - DRAFT Revision
  - 9.** 9111.2 Code of Conduct for Board Members - DRAFT NEW
- B.** Information: Fiscal Committee Update - Meeting of January 14, 2016 M. Sobol and Mr. Carroll
- X.** VOTE: Executive Session (Pending Litigation)
- XI.** Open Session
- XII.** Adjournment

**SUGGESTED MOTION: EXECUTIVE SESSION 1-200(6)(D)**

I move that the Town Council enter into Executive Session pursuant to Connecticut General Statutes 1-200(6)(D)-discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such a site, lease, sale, purchase or construction would cause a likelihood of an increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned with the following people in attendance .....

**SUGGESTED MOTION: EXECUTIVE SESSION 1-200(6)(B)**

I move that the Town Council enter into Executive Session pursuant to Connecticut General Statutes 1-200(6)(B)-discussion of strategy and negotiation with respect to pending claims and litigation to which the public agency or a member thereof, because of his conduct as a member of such agency is a party until such litigation claim has been finally adjudicated or otherwise settled with the following people in attendance.....