

AGENDA
COVENTRY TOWN COUNCIL MEETING
Monday, March 21, 2016
Town Hall Annex
7:30 PM

1. Call To Order, Roll Call

2. Pledge Of Allegiance

3. Audience Of Citizens:
(30 minutes - 5 minutes maximum per citizen)

3.A. Resolution: John (Jack) O'Connell, Eagle Scout Award

Documents:

[EAGLE SCOUT AWARD.PDF](#)

4. Acceptance Of Minutes:

4.A. Special Meeting: February 29, 2016 (E)

Documents:

[FEBRUARY 29, 2016 SPECIAL MTG WITH ATTACHMENTS.PDF](#)

4.B. March 7, 2016 (E)

Documents:

[MARCH 7, 2016 WITH ATTACHMENTS.PDF](#)

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.A.1. Schedule Budget Deliberation Meetings (E)

Documents:

[SPECIAL MEETING AGENDA 3-23-16.PDF](#)
[BUDGET MEETINGS 2016.PDF](#)

6.B. Council Members:

6.C. Finance Committee - Matthew O'Brien:

6.C.1. * Monthly Financial Reports (E)

Documents:

FINANCE DIRECTOR REPORT.PDF
COUNCILOBJ.PDF
SHORTCUMS.PDF

6.C.2. * Minutes: March 14, 2016 (E)

Documents:

[MINUTES 3-14-16.PDF](#)

6.D. * Steering Committee - Thomas Pope

6.E. COVRRA - John A. Elsesser:

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

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

Documents:

[3-21-16 PROJECT MEMO.PDF](#)

6.F.2. Investigation Of Voting Referendum Policies And Practices Under The ADA (E)

Documents:

[VOTING REFERENDUM POLICIES.PDF](#)

6.F.3. Tax Sale: May 17, 2016 (E)

Documents:

[TAX SALE PROPERTY CARDS.PDF](#)
[TAX SALE.PDF](#)

6.F.4. International Assoc. Fire Chiefs: Two-Day Summit (E)

Documents:

[FIRE CHIEF ASSOC SUMMIT.PDF](#)

6.F.5. EHHD: Healthy Communities Toolkit Workshops (E)

Documents:

[HEALTHY COMMUNITIES TOOLKIT MEMO.PDF](#)
[PLAN4HEALTH PRESS RELEASE 3_15_16.PDF](#)

6.F.6. * CRCOG Monthly Report: February 2016 (E)

Documents:

[CRCOG FEBRUARY 2016.PDF](#)

6.F.7. * CCM Updates (E)

Documents:

[CCM UPDATES.PDF](#)

6.F.8. * State Of CT: Pending Deficit Reduction Proposals (E)

Documents:

[DEFICIT REDUCTION PROPOSALS.PDF](#)

6.F.9. * CT Water, Pump Station Improvements (E)

Documents:

[CT WATER PUMPING STATION IMPROVEMENT.PDF](#)

6.F.10. * Electricity Bid Results (E)

Documents:

[COVENTRY PRICING MEMO 3-16-16 FINAL.PDF](#)

7. Unfinished Business:

7.A. 15/16-68: Consideration Of CNG Proposal To Extend Natural Gas To Coventry (E)

Documents:

[COVENTRY MUNICIPAL METER LOCATIONS\(REVISED\).PDF](#)
[COVENTRY HEAT SMART FINAL _02_29_2016.PDF](#)

7.B. 15/16-69: FY 2016-2017 Budget (E)

1. Public Works (7:45 PM)
2. Police (8:15 PM)

Documents:

[PUBLIC WORKS BUDGET COMMENTARY.PDF](#)

7.C. 15/16-72: Adoption Of Job Description For Construction Inspector (E)

Documents:

[CONSTRUCTION INSPECTOR REV. 3-16-16.PDF](#)

8. New Business:

8.A. 15/16-77: Authorization Of Town Manager To Execute: America The Beautiful Grant (E)

Documents:

[AMERICA THE BEAUTIFUL GRANT.PDF](#)

8.B. 15/16-78: Authorization Of Town Manager To Execute: 2015 Farm Viability Grant (E)

Documents:

[AG VIABILITY GRANT.PDF](#)

8.C. 15/16-79: Consideration: Leasing Caretaker House To Commercial Enterprise Per Recommendation Of Recreation Commission (E)

Documents:

[CARETAKER HOUSE LEASING.PDF](#)

9. Miscellaneous/Correspondence:

9.A. * 2016 Neighborhood Assistance Act (E)

Documents:

[2016 NEIGHBORHOOD ASSISTANCE ACT.PDF](#)

9.B. * CT DEEP: Comments Sought On Draft Comprehensive Materials Management Strategy, Solid Waste Management Plan (E)

Documents:

[CT DEEP COMMENTS COMPREHENSIVE MATERIALS MGMT.PDF](#)

9.C. * Board Of Education (E)

1. 3/10/2016 Agenda

Documents:

[03-10-16 BOE AGENDA - REVISED.PDF](#)

10. Executive Session:

1. Litigation
2. Real Estate

Documents:

[EXECUTIVE SESSION MOTION B LITIGATION.PDF](#)
[EXEC SESSION D REAL ESTATE.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 at least 48 hours in advance to discuss special needs.

12 Laurel Rd
Ellington, Ct 06029

February 21, 2016

Town Manager
1712 Main ST
Coventry, CT 06238

Mr. John Elesser:

It is with pleasure that I inform you that my grandson, John (Jack) Oconnell has achieved the highest ranking in Boy Scouts, The Eagle Award. To achieve his goal he had to earn 21 merit badges and perform many leadership roles from being a cook to being a mentor to incoming scouts. As part of his requirements he had to complete a community project and in his case it was the rebuilding of a bridge over a stream on the Willimantic River, in North Coventry, Connecticut. Jack is a senior at Coventry High School, is co-captain of the swim team and upon graduation he will be attending the University of Colorado with plans to major in international business.

To make this ceremony even more special I have been asked to write this letter to people like you informing them of his accomplishments. It would be appreciated if perhaps you could recognize his efforts by sending him a letter of appreciation and any other items to recognize what he has done

The award ceremony will take place March 26, 2016, at 4: 00 PM at the Lodge at Patriot Park, 172 Lake St, Coventry, Connecticut, 06238.

If you wish to send anything to Jack would you please address it to his scout master and if you wish to attend the ceremony please RSVP to :

Mr.Dan Cormier
34 North Farms Rd
Coventry, Ct 06238
860-324-5711

Any recognition will be placed in a scrapbook and presented to him at the time of the ceremony. Thank you so much for making this a special occasion.

John Watts





Minutes
Special Town Council Meeting
February 29, 2016
Town Hall Annex

1. The meeting was called to order at 7:00 PM.
Present: Julie Blanchard, Thomas Pope, Richard Williams, Hannah Pietrantonio, Matthew O'Brien, Andy Brodersen
Also present: John Elsesser, Town Manager
Absent: Lisa Thomas

2. **New Business:**

- A. **5/16-68: Consideration of CNG proposal to extend natural gas to Coventry:**

Tony Sherman, Manager of Expansion Projects, and Eric Robie of CNG were present to discuss their proposal. Mr. Sherman said they met with Town Manager John Elsesser a couple weeks ago and made a presentation to him. They added some information to the information distributed tonight. The proposal is attached to these minutes.

The proposed expansion would add 4 miles of new gas infrastructure. The main would start at UConn Depot in Mansfield, ending at the Main St. Town/School complex. It would serve town offices, the high school/middle school, Coventry Fire station, the Police station and 65 homes.

A cost analysis chart was reviewed, based on oil at \$1.79 per gallon and the fuel usage of town buildings. It shows a projected cost savings of \$49,642 annually. This does not include the School Administration building and propane for schools.

Attributes and advantages of natural gas were outlined: It is economical, abundant and reliable. It is the cleanest fossil fuel. It extends the life of heating equipment and minimizes equipment service. It is the fuel of choice for back up generators, fuel cells and micro grids. John Elsesser explained the concept of a micro grid. It gets us off the grid during emergency times. The Emergency Operations Center is here at the Town Hall Annex. The High School is sometimes used as a shelter. Fire and police operations are in this complex. If we ever lost power for over a week then we could still have electricity here through the micro grid. It only works with natural gas. Diesel can't do it. Solar can't do it alone but could add to it. If the main went down to the gas station, then all we would need would be a grocery store and bank.

Matthew O'Brien asked whether CNG had considered going further than the town complex. Mr. Sherman replied for now this is just an initial pass. We wouldn't rule it out in the future. Also it depends on what happens with economic development. Matthew mentioned that we will be digging up Coventry Village roads this year so it would be good to look at it now for paving.

An image of a gas main installation from the town of Essex was shown. It requires a 3 foot-deep trench, 18-24 inches wide. Sand is poured above and below, then backfill and patching of the road. The roads are permanently restored. CNG installs services to all customers with signed service agreements along the route. The Town of Essex is very happy with the installation.

CNG is responsible for all pipes and meters up to the home. CNG installs all infrastructure including the meter. Those costs are figured into cost of project. The customer's responsibility begins after the meter.

Safety points of natural gas were emphasized. Natural gas provides 1/4 of the nation's energy in 65 million homes daily with 2.2 million miles of pipeline. In Connecticut, natural gas is the fuel for 562,000 homes and businesses. CNG's safety record was outlined. They provide round-the-clock monitoring, safety education programs and training for first responders and contractors. Design and construction of systems are subject to State and Federal regulations. There is a customer center in East Hartford and 24/7 service contracts are available.

Projects in the past 3 years include the towns of Essex, East Hampton, and Deep River as well as 30 school conversions. Testimonials are available. There is an economic development component. We are looking at a phase two installation in those three towns.

Financial calculations for the proposed Coventry installation were provided including a 25-year investment recovery schedule. If we meet the rate of return no contribution is required. There is no risk to the Town if revenue is underestimated or costs are higher than anticipated. If more customers convert then the hurdle rate improves.

A chart of projected costs with 10 year and 25 year abatements was presented. CNG offsets the shortfall by contributing non-firm margin and applying to the project with a Town contribution of \$629,000. CNG typically accepts a 5-year repayment plan. The Town would pay roughly 35% of the shortfall. John Elsesser said under State law the Town could not collect taxes for 10 or 25 years. Richard Williams asked how much the property taxes would be. Mr. Sherman replied \$110,000 over ten years.

Thomas Pope asked if CNG has a net book value figured for the project. Mr. Sherman said they would have to provide it at a future date. We have estimates at this point. It is a public model and you will be able to see everything that goes into it.

Matthew O'Brien asked what other requirements CNG would have. Mr. Sherman replied the Town would need to convert the buildings by Dec. 2016. We are using 2016 funds to do this project. We would need the financial contribution from the Town on one of the three abatements. Road paving and restoration on town roads would need to be done, plus expedited construction permitting. John Elsesser noted that not all the mains are in the road. Sometimes they are in the shoulder. Eastview and Gardner Tavern Road have lots of room on the side. Mr. Sherman said we do the best we can to get off the road. The timeline is aggressive. It calls for Town approval in April 2016, contracts in April, engineering final design and permitting in May, construction in June/July with completion by the end of summer 2016. We want to do large-scale construction projects during the off-season. The schedule is dependent on permits. There are railroad crossings.

There are some incentives for conversions. John Elsesser said some of these incentives would come into play if we convert the town hall boiler. It would be 10% at Town Hall, \$8 per BTU on boiler. It is based on how much you're using.

Hannah Pietrantonio asked what the typical conversion cost is for the homeowner. Mr. Sherman said it depends on what is chosen. They could do a conversion burner which is typically cheaper than replacing the entire piece of equipment. Homeowners should shop around. Hannah said she is thinking about the schools too. John Elsesser said for the big boilers at the schools we could put a conversion burner on, but we would not be gaining a lot of efficiency. A modulating furnace takes outside temperatures into account. Sometimes conversion can be done in stages. There is a payback period depending on how much you use. Some of the newer units are much smaller. Some of the house units are small enough to be hung on the wall. Mr. Robie said there is no one typical system. He would encourage getting multiple quotes layering in all the incentives. There is a lot of money available for conversions, plus the societal benefit of using cleaner fuel.

Matthew O'Brien asked how prices compare to propane. Mr. Sherman replied it depends on where you're getting your propane. There are more BTUs in gas than propane. We beat oil and propane in cost. It depends on consumption. If you send us your usage we can run it through our system and give an estimate.

John Elsesser said the Town has been talking about natural gas for decades. Some of the changes allow a longer look so the payback has changed. Last year when we looked at it the payback was faster because the cost of oil was higher. A year ago the Town's contribution would have been \$1.1 million. The price has narrowed. One of the reasons we picked the route we picked is because a lot of those homes are reaching their 20-25 year timeframe on furnace life expectancy. This would give them more options. Mr. Robie mentioned the need to remove buried tanks as another consideration. John noted that the high school tank has to go regardless. The 16-year old one could maybe do a conversion. Matthew O'Brien asked if there would be less maintenance. Mr. Sherman said yes.

Hannah Pietrantonio asked where the gas comes from. Mr. Sherman replied the Gulf of Mexico and Canada, and now with the shale deposits in the mid-Atlantic region we get it from there also. Hannah asked if fracking was done there. Mr. Sherman replied yes. The closer you are the cheaper it becomes. Oil and propane have been cheaper but our prices have come down as well. Hannah noted there has been a lot of controversy regarding fracking.

Richard Williams said when he looks at projects CNG has done over the past few years it doesn't seem like they have added a lot of customers. Mr. Sherman replied that 117 miles of pipe is a lot. Thirteen miles in the gas world is a huge expansion. We are making gas available in areas of the state where it is not currently available. Over time towns are going to expand and when they do the gas will be there. Once a neighborhood is started we can do short main extensions that add a lot of customers. This is the initial trunk and we can expand off that. Richard asked what we could expect in 10 years. Mr. Sherman replied it depends. If the tools are there to grow our system we will. The expectation is 900 miles of main over 10 years. Mr. Robie said people are not forced to connect but they are given the access and have the option. Matthew O'Brien asked who the authority is that is encouraging CNG to expand. Mr. Sherman said it was originally CT DEEP and it is regulated by PURA. Mr. Robie said the expansion rules are under the Governor's comprehensive energy strategy from 2013. No state funds are being used and there are no tax increases. We are using company funds. Richard asked if they didn't spend the funds where they would go. Mr. Sherman said they would go back to ratepayers. Mr. Robie said the model is designed not to put a burden onto ratepayers. We have to treat all ratepayers fairly.

Thomas Pope asked if the new pipeline proposed to come through Connecticut would impact their company. Mr. Robie replied that is a transmission pipeline. It will make more gas available. It doesn't affect us because if you contract with us we have to secure your gas to be available on the coldest day of the year. It really affects the natural gas power plants. They buy gas on the spot market. If they do then your electric rates will go up. John Elsesser noted this project would not need the Interstate pipeline.

Richard Williams asked what happens when there is a problem with one of the pipes - they must leak from time to time. Mr. Robie replied we have mandated response times. We must have someone on site within 30 minutes. Richard asked how they know when there is a problem. Mr. Sherman replied someone would smell it. We also inspect every mile every year and do a walking-line inspection every 3 years. Mr. Robie said the majority of issues are construction related – such as a contractor who didn't call before digging. Matthew O'Brien asked if there are shut off valves at intervals. Mr. Sherman replied yes. CNG has a really good safety record. It is the most important thing we do.

Matthew O'Brien asked about CNG's customer service record. Mr. Sherman replied we have service

quality measures that we have to hit with PURA. They are pretty stringent. There are some Better Business Bureau cases that weren't happy with us but we have over 165,000 customers. Our record is good. Nobody is perfect but 1.9 million bills with only 13 complaints is good. It is in our best interest to make our customers happy.

The Council thanked the CNG representatives for their proposal and they departed the meeting. John Elsesser said we will put the presentation up on the Town website tomorrow.

Discussion ensued. Matthew O'Brien asked John Elsesser to get information regarding conversion costs and also where our equipment is on its lifecycle. Andy Brodersen would like to know the exact number of additional customers they might get. John replied the estimate was in their charts. Of 65 homes they estimate they might get 60%. That is their estimate and their risk. Matthew said it would be \$102,000 in taxes over 10 years. Thomas Pope said we need the net value to start with.

Matthew O'Brien said if we were to consider it, that 10 years looks possible but 25 years doesn't seem worthwhile. Hannah Pietrantonio said she is concerned about depleting capital funds. It will put us further behind with others things we want to do. Richard Williams asked if the cost differential between natural gas and propane is extreme. John Elsesser replied yes. Propane is not regulated at all and there are some unscrupulous dealers that have been on news. Propane mirrors fuel oil. Natural gas has tended to be the lowest and most stable. Richard asked if natural gas is the best solution for efficiency and best cost. John replied that during some recent storms propane delivery was nearly impossible. We tried to get it to Orchard Hills. Everyone was running generators, etc. and it doesn't run through a pipeline. Richard said he heard one of our furnaces was 52 years old. John said one of the oil tanks has to come out of the ground this year. We need to do some financial modeling. The high school boiler has already been repaired several times. It has cracks. The middle school one is probably close to that too. The one in the connecting wing is probably in the middle of that. We are probably about a year and a half behind where we wanted to be on that project. It will require serious capital dollars. Conversions of the town hall and school administration building would be thousands, not tens of thousands of dollars. We would use a converter. We would have to look at the police station and fire station.

Matthew O'Brien noted that the efficiency of a new gas burner vs. the old oil one is tremendous. John Elsesser replied yes. Oil burner efficiency is about 82% and natural gas is approximately 95%. Richard Williams asked if it would be able to serve the kitchens. John replied yes. William Trudelle, School Facilities Director was present and said it would cover the rooftops, science wing and kitchens. John noted it would not just be the cost of the burner – we would also have to run piping in the buildings.

John Elsesser said he would follow up on the question of taking payments over 5 years. For us it makes a big difference if that is calendar year or fiscal year. Thomas Pope asked if we have used up our inventory commitment on oil. John replied that is another issue we have to look at. The whole process of how to fund it is a question.

B. 15/16-73: Consideration of waiving bid procedures and appropriation of funds for boiler replacement and related expenses at Coventry Town Hall:

John Elsesser said last Tuesday night we got a call that there was water on the boiler room floor. We came down and Mark Kiefer turned off the boiler. We looked and could see water inside. We turned it off and got Mechanical Maintenance, our current provider, to come down. They declared it was cracked. We called our insurance company and they helped us to get temporary heat. By 10 PM that night we had a temporary heating unit. We started investigating alternatives and the insurance claims process. We are insured for boiler coverage through Hartford Steamboiler. They were unable to get in touch with us until Friday after it went through their chain. We did asbestos removal and testing over the weekend and kept the boiler in pieces on our front lawn for their inspection. They verified the crack and that at 51 years old

no replacement parts were available. We were working in the meantime with Mechanical Maintenance on replacement options. The boiler they had recommended last fall is no longer available. They recommended two smaller units instead. It is more efficient on warmer days because only one would operate. They run on alternate days so we would be using them equally.

Asbestos removal was done by Bestech of Ellington for \$6343 for the boiler and hallway tile. We have asbestos removal under the Hartford Steamboiler coverage. It will have to be apportioned. They feel we got a good price. A lot of it is set up, delivery and air monitoring. We are at the end of the first week with temporary heat.

If go to propane we have a tank rental, installation and fill cost. A loaned tank would be \$2000. It leaves our options open. We have a full oil tank in the ground. We would leave it alone until we can take the oil out and distribute it to other buildings. We do not have prices for oil tank removal. While the hole is open we could buy a propane tank and put it in the ground. If we go with natural gas the tank goes away.

Cost details for replacement of the boiler were outlined. It would be \$53,014 for the energy efficient twin units. There are some options. We could replace the electric pumps to variable speed pumps. We think our pumps have reached their end of efficiency. We could add glycol to prevent freezing. Venting of the chimney is needed. Direct vent is another option but there is a lot of stuff in back of the room. That is where the solar unit is. We added a contingency for total cost of \$68,000. The Council gave \$40,000 in October toward the boiler. We did the firewall repair and EMME duct work so \$29,400 is available. In the worst-case scenario we are requesting a not-to-exceed amount of \$28,000, less if we don't want to do the pumps. In the best-case scenario, with rebates, insurance coverage, etc., we think we are going to have insurance coverage for the boiler. Temporary heat is covered. So there may be \$53,843 of credits against \$68,000 in expenses. With the rebate it would be \$14,197. We have \$29,000 available. If the insurance company decides they get the rebate our cost would be \$18,000. If the boiler is covered we won't need any of the \$38,000. If the boiler is not covered we will.

Andy Brodersen asked in the event of failure with the dual smaller boilers whether one would heat the building. John Elsesser replied yes. It would not be comfortable but we would not be freezing. They have a 10-year warranty. It is slightly less than the large boiler that was quoted last fall. Matthew O'Brien's recommendation is to do it right. John said going without glycol is not an option. We need it given the way our attic is. Andy asked if there is any idea what another company might have cost. John replied we got other pricing in the fall and this is very good. Nutmeg's price just for an oil furnace was \$49,000.

Julie Blanchard asked about the process for waiving bid procedures. Is it a Council policy or required by the Town Charter? John replied Council policy says the Council has right to waive. We don't have time to bid. This company has been very responsive and we think we are getting very fair treatment.

Hannah Pietrantonio asked if there is any liability from the work done previously? John said we asked that question. It might have been thermal shock from filling with cold water. It was two weeks afterwards. We will leave it to the insurance companies to decide.

Motion #15/16-306: Matthew O'Brien moved to waive the bid process and enable the Town Manager to enter into contracts with Mechanical Maintenance for replacement of the Town Hall boiler and to appropriate an amount up to \$38,640 from the Council's 1.5% fund for the project. Richard Williams seconded the motion. Discussion ensued regarding whether to take the funds from the Council's 1.5% fund or CNREF. Beth Bauer, Finance Director was asked for an opinion. She said she has not done a recent analysis so she wouldn't want to discuss it at this point. John Elsesser said if want to move funds around later we can do so. We want to make sure we have something we can charge it to now. **Motion #15/16-306 carried on unanimous vote.**

3. Adjournment:

Motion #15/16-307: Andy Brodersen moved to adjourn the meeting at 8:31 PM. The motion was seconded by Thomas Pope and carried on unanimous vote.

Respectfully submitted,

Laura Stone
Town Council Clerk

Heat Smart.

Natural Gas is Smart for Coventry

Our Company

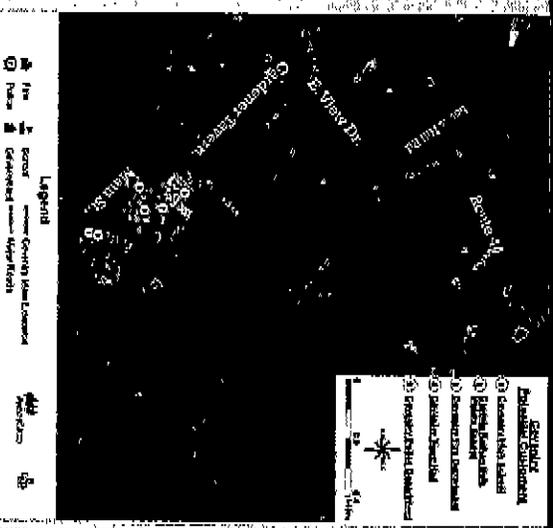
- Connecticut Natural Gas Corporation, the Southern Connecticut Gas Company, and The United Illuminating Company, are now part of AVANGRID, Inc.
- Together, the AVANGRID companies will be a leader in the transformation to a clean energy future by providing sustainable, innovative energy solutions that benefit customers, communities, stakeholders, and the environment.
- AVANGRID has a presence in 25 states with a workforce of approximately 7,000 employees in three subsidiary companies.
- Connecticut Natural Gas has a presence in 23 towns and has been operating in the State of Ct for 150+ years.
- The company owns and operates 2,050 miles of main and serves ~165,000 customers.

Agenda

- Introduction / Overview of Our Company
- Proposed Natural Gas Expansion Project in Coventry
- Advantages of Natural Gas
- Safety of Natural Gas
- Benefits of Natural Gas
- Project Costs & Details
- Requirements to Commence
- Action Items & Timeline
- Questions

Coventry Proposed Expansion

- Proposed 4 miles of new gas infrastructure
- Main to be installed starting from Mansfield in the vicinity of the UConn Depot Campus and will continue ending at Main Street.
- Natural Gas available to:
 - Coventry High School
 - Nathan Hale Middle School
 - Coventry Town Offices
 - Fire Station
 - Police Station
- 65 homes along the route



Heat Dependably, Switch to Natural Gas

Municipal Buildings - Goventry High School and Nathan Hale Middle School
 Town Offices
 Police Station and Fire Station



Natural Gas Delivers Value & Diversity

Heat Economically

The most abundant fuel source in the US (supply and demand)
 The Least expensive way to heat your home.
 Stable pricing - Utilities are publicly regulated & can't manipulate prices.

Heat Sustainably

Clearest fossil fuel available
 Domestic fuel, sourced right here in the North East

Heat Reliably

No Deliveries - On demand, piped directly to your facility.
 Abundant - The U.S. has a supply of Natural Gas for ~100 years.
 Fuel of choice for back up generators, fuel cells and microgrids.

Heat Economically, Switch to Natural Gas

| Facilities | Fuel Type | Fuel Usage (Gall) | Fuel Per Gallon | Current Fuel Cost | Gas Equip. Usage (GCF) | Natural Gas Cost | Cost Savings |
|---------------------------|-----------|-------------------|-----------------|-------------------|------------------------|-------------------|------------------|
| Goventry High School | Oil | 28,800 | \$ 1.79 | \$ 51,522 | 40,320 | \$ 30,442 | \$ 21,080 |
| Nathan Hale Middle School | Oil | 16,800 | \$ 1.30 | \$ 20,072 | 29,520 | \$ 20,909 | \$ 9,163 |
| HSJMS Shared Addition | Oil | 22,800 | \$ 1.79 | \$ 40,612 | 31,920 | \$ 25,313 | \$ 15,302 |
| Town Office Building | Oil | 9,600 | \$ 1.79 | \$ 17,194 | 13,440 | \$ 10,158 | \$ 7,036 |
| Police Station | Oil | 1,800 | \$ 1.79 | \$ 3,222 | 2,880 | \$ 3,576 | \$ 384 |
| Fire Station | Oil | 4,200 | \$ 1.79 | \$ 7,518 | 6,960 | \$ 7,321 | \$ 1,603 |
| TOTALS | | | | \$ 150,359 | | \$ 100,718 | \$ 49,642 |

NOTE: Fuel consumption history and cost per gallon provided by the Town of Goventry.
 Natural gas costs based on approved CNG distribution rates and approved 12 month historical CNG contractivity costs.

Heat Consistently, Switch to Natural Gas.

Focus on your business

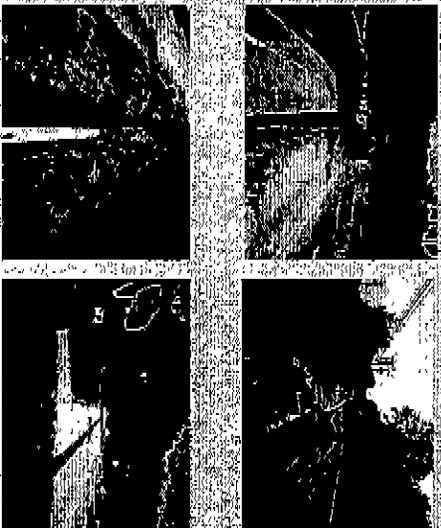
Natural gas is a cleaner more consistent fuel source and extends the life of heating equipment and minimizes equipment service.



Heat Effortlessly. Switch to Natural Gas.

Natural Gas is Safe and Reliable with minimal impact to Covertity

- GNG Engineers & designs
- GNG Contractors excavate an 18 to 24 inch wide trench and install the main
- GNG backfills and patches the roads
- GNG permanently restores all state roads and town roads as required
- GNG installs services to all customers with signed service agreements along the route



Natural Gas Safety

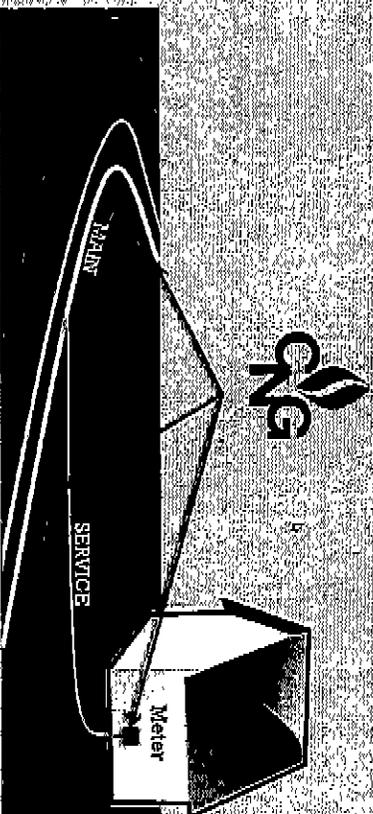
General Information

When it comes to safety, the natural gas industry has an excellent record, which is the result of extensive industry safety programs, overseen by state officials and the U.S. Department of Transportation (DOT). Billions of dollars are spent each year to ensure that natural gas is delivered safely and efficiently.

- Natural gas provides one-fourth of the nation's energy for heating, cooking, manufacturing and many other uses.
- Gas is a leading fuel of choice for industry, power plants, schools and hospitals
- Nationally, natural gas serves more than \$5 million homes & businesses daily
- ~2.2 million miles of pipeline quietly, reliably and efficiently deliver natural gas everyday
- In Connecticut 562,000 homes & businesses rely on clean natural gas and this number is growing daily.
- Southern Connecticut Gas Company (SCG), Connecticut Natural Gas Corporation (CNG), and The Berkshire Gas Company (Berkshire) serve 66 communities across two states. Each company has been safely delivering natural gas for more than 100 years each.

Heat Effortlessly. Switch to Natural Gas.

CNG Constructs, Owns, Maintains & Inspects all pipes and meters up to the home or business. The customer's responsibility begins after the meter.



Natural Gas Safety

Safety Record of SCG, CNG and BG

Nothing's more important to Ull Holdings than providing safe and reliable electric and natural gas service. The company adheres to the highest State and Federal safety standards.

To help ensure the highest level of public safety, CNG, SCG and Berkshire provide around the clock monitoring, inspection and emergency response services. In addition, the companies conduct year round safety education programs, public informational sessions and natural gas safety training for first responders, other emergency officials, and excavators and contractors.

System Integrity

The design, construction, operation, inspection and maintenance of all operating pipelines are subject to state and federal regulations and requirements. SCG, CNG and BG install new plastic pipe.

Plastic pipe remains the material of choice because of its excellent bonding capabilities, flexibility and resistance to corrosion.

Customer Service is Important

- CNG has an excellent reputation with the Connecticut Public Utility Regulatory Authority.
- CNG strives to meet all customer service appointment windows.
- CNG Customer bills are based on actual meter readings.
- CNG has a full complement of staff with a Customer Care Center located in East Hartford, CT
- CNG provides, for 24 hours a day / 7 day a week service
- Residential equipment service contracts are available



Testimonials

Town of Essex Expansion

"We believe the expansion of natural gas service into Essex will make the town more competitive, helping us attract new businesses and giving existing businesses greater flexibility in their energy choices. It will also provide another fuel option for the residents of the area served by the new natural gas main, potentially helping them to lower their energy costs and reduce their impact on the environment." Norm Needelman, First Selectman

East Hampton Franchise Expansion

"This project creates a major savings opportunity for the town," said Michael Mantiscalco, East Hampton Town Manager, "but everyone in the community will benefit in some way. Residential and commercial property owners who have been paying big heating bills are excited about the chance for another energy option, and the Town is excited about enhancing infrastructure and diversifying our tax base."

Expanding the Gas Distribution System

Since 2014, Connecticut Natural Gas and Southern Connecticut Gas have installed a combined 117 miles of new natural gas main.

Recently Completed Franchise Expansion Projects:

- Essex Franchise Expansion – 5 miles of new main installed in 2 months
- East Hampton Franchise Expansion – 13 miles of new main installed in 8 months
- Deep River Franchise Expansion – 4 miles of new main installed in 2 months
- SCG and CNG have converted more than 30 schools (K-12) in the past three years

White Przech, Windsor's building and facilities manager, said "Lower operating cost was the driving factor behind the conversions," he said. "When we started this project, I knew the savings were there."

Testimonials

Deep River Expansion

First Selectman Richard Smith congratulated Southern Connecticut Gas for their timely installation of the new six-inch pipeline, which was completed—and placed in service—in just over two months.

Smith noted that "The benefits to our Town are more far-reaching than the direct savings to customer's alone. Confirming our focus on maintaining and expanding infrastructure, our inventory of utilities has grown, embellishing our reputation as business-friendly. As the commercial / industrial sector expands, our tax base will strengthen, and our economy will grow."

"On behalf of the Board of Selectmen," Smith concluded, "Our thanks to SCG for helping ensure a bright future for every Deep River resident and business."

Financial Calculation — The Hurdle Rate Test

- GNG provides upfront investment for all construction, pipes, trailers & infrastructure up to the home of business
- CNG operates, maintains, & inspects the system
- CNG Pays municipal taxes for all infrastructure in the town
- GNG recovers this investment over 25 Years



Risks?

GNG Underestimates revenue: GNG Responsible for the shortfall
 Cost are higher than expected: CNG Responsible for the shortfall
 Customer(s) stop using gas: CNG Responsible for the shortfall
 More customers convert: The Hurdle Rate improves & the town increases tax base.

Requirements to Commence

- ❑ Municipal commitment to convert all town buildings and schools located along the route by December 31, 2016.
- ❑ Financial contribution from the Town of Coventry
 - ❑ The projected financial contribution from the town is either
 - ❑ \$629,200 based on no tax abatement
 - ❑ \$587,200 based on a 10 year tax abatement
 - ❑ \$572,200 based on a 25 year tax abatement
- ❑ Road paving and restoration on Town roads.
- ❑ Expedited construction permitting.

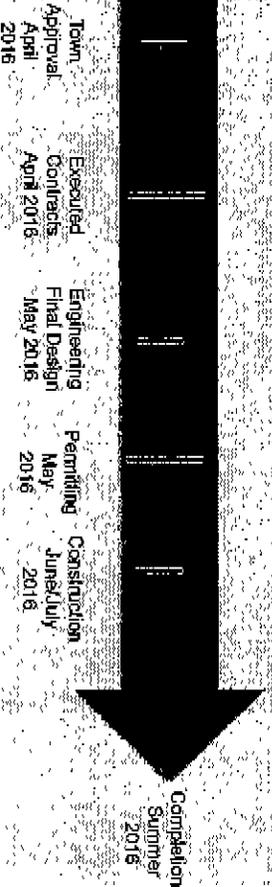
Project Costs

| | Under No Tax Abatement | Under 10 Year Tax Abatement | Under 25 Year Tax Abatement |
|--|------------------------|-----------------------------|-----------------------------|
| Project Construction Costs | \$ 2,887,000 | \$ 2,887,000 | \$ 2,887,000 |
| Shortfall based on projected revenue | \$ 1,784,000 | \$ 1,742,000 | \$ 1,727,000 |
| Non-Firm Margin Contributed by GNG (40% of project construction costs) | \$ 1,154,800 | \$ 1,154,800 | \$ 1,154,800 |
| % of Shortfall from GNG/NFM Funds | 65% | 66% | 67% |
| Town Contribution | \$ 629,200 | \$ 587,200 | \$ 572,200 |
| % of Shortfall Payment from Town | 35% | 34% | 33% |

NOTE: All numbers are estimates and included for discussion purposes only.

Project Timeline

- Town approval and executed contracts by April 2016
- Engineering/Final Design and Permitting by May 2016
- Gas Main Construction to commence in June/July 2016
- Natural gas available to all residents and businesses Summer 2016

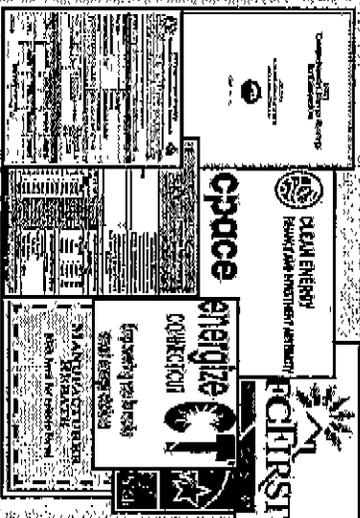


Take Advantage of Incentives

The costs associated with converting your equipment are unique for every building.

Take advantage of the many incentives available to defray the cost of converting.

- ✓ On Bill Financing
- ✓ Low Interest Loans
- ✓ Manufacture Rebates
- ✓ Utility Incentives
- ✓ Conservation Incentives
- ✓ CT Green Bank CPACE loans



Project Contacts

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Thank you.

Q&A Section

Minutes
Coventry Town Council Meeting
March 7, 2016
Town Hall Annex

1. The meeting was called to order at 7:30 PM.
Present: Julie Blanchard, Andy Brodersen, Lisa Thomas, Hannah Pietrantonio, Matthew O'Brien, Richard Williams
Also present: John Elsesser, Town Manager; Beth Bauer, Finance Director
Absent: Thomas Pope

2. The Pledge of Allegiance was recited.

3. **Audience of Citizens:**

Susan Frarie, 24 Round Hill Drive, voiced her support for the Board of Education proposed budget. She urged Council members to read it carefully. She is co-president of the PTO at GHR School. The School is in need of more support for students and this budget addresses that. She urged Council members to support it.

Catherine Kennelly, 2293 Main Street, spoke of the importance of the upcoming budget process, especially for the school system. She has a grandchild that attends Coventry Grammar School. She hopes recent reports for information requested from the school system that may or may not have been provided will not hinder an objective review of their budget request. She understands that Supt. Petrone will work to clarify any areas of misunderstanding. She feels it is unrealistic for the Council to set a budget at a 0% increase. Coventry is in the lowest 15% for per-pupil expenditures when you look at towns with similar economic conditions and in the lowest 11% statewide. Some schools have a one-to-one ratio for technology but Coventry does not. It is unrealistic to expect a zero budget and no increase in property tax. She expects to carry a greater burden because of the woes of the State. Each child has only one opportunity in each grade to achieve their full potential. Failure has consequences. Coventry maintains its rural atmosphere by eschewing commercial development and this places a burden on Coventry taxpayers. She is willing to pay her fair share and holds Council members responsible for their decisions.

Kathleen Breitenwischer, 61 Barbara Drive, moved to Coventry 6 years ago when her son was 18 months old. She was hesitant about the school system, but decided when the time came if she was not happy she would send him to Catholic school. She is pleased to say she loves the education her son is getting at CGS. He is in second grade and she will have another child in the system in 3 years. She has heard talk around town that no matter what budget is presented by the Board of Education, that the Republican majority on the Town Council would reject it and tell them to come back with a zero percent increase. If this is accurate she is truly disappointed. Everyone should approach the budget with an open mind and listen to our Superintendent explain what he feels our students need to succeed. Status quo in education is not enough anymore to get ahead in life. She commented that Mr. O'Brien seems to be the most outspoken one in expressing his disappointment and concern about the Board of Education's lack of transparency. She read the minutes of the February 16th meeting and his statement, and said he is absolutely correct that the taxpayers have a right to expect the Town Council to make sure that the money is being spent wisely and efficiently. She asked if he is being transparent with his agenda, and whether he is truly willing to listen or if his mind is already made up when the information has not even been presented yet. She asked if he is willing to listen to all taxpayers' voices and said she can assure him that not all of us agree with his stance. Her son will be attending GHR in the fall. She noticed one part of particular concern that is an increase from this year. The

budget for GHR includes a full time social worker because there has been a dramatic increase in students in crisis this year, as well as students and families involved with DCF. These situations use up the time of social workers and result in reduced services for others when there is only one part-time social worker. That seems like a critical and necessary increase to her. When they bought their house, they planned on their mortgage going up over the years because our taxes would go up. It's a part of homeownership, and is a part of life. She invited Council members to attend a PTO meeting so they can see fundraising efforts that try to make up the extras that are under-funded in areas where they are trying to provide extra enrichment to our children's lives. The next meeting is tomorrow night at 6:30 in the CGS Library. Please come and listen and open your mind up to different possibilities other than a zero percent increase.

Martha McKerley, 66 Springdale Avenue, is a parent of two daughters - one at GHR and one at the middle school. She asked that the Council give careful consideration to the education budget. She has great faith in Mr. Petrone and the Board of Education. They have the students' best interest at heart and she asks that they give people in town an opportunity to vote on the budget as it is.

Michael Ader, 284 Carpenter Road, has concerns regarding the potential CNG pipeline that is under consideration. While making natural gas available to a limited number of public and private buildings may be viewed an opportunity for development, the cost of the proposal will have lasting impact upon any annual savings when you consider the initial buy-in cost, the tax abatement and the purchase or conversion of the facility heating plants that are supposed to be connected by December 31st of this year. He wants to know how this will affect his taxes now and down the road. There is no guarantee that natural gas will remain cheaper than oil. The regulatory agencies seem to have a way of benefitting their stockholders more than ordinary citizens. With oil at least there is competition. This would be an expensive contribution for the Town to make and other options might come forward that we haven't thought about. He cited the Town of Madison's initiatives with photo voltaic, geothermal and fuel cells as an example of forward thinking. If it's energy efficiency that we want, what other options have been explored? Do the heating plants at the high school and middle school need to be replaced right now? Council members were elected to act prudently. If we take this approach it will lock Coventry into a single fossil fuel approach for the next two generations. CNG is asking for the decision to be made too quickly. It should not be an impulse buy. All residents should decide.

Jerry Dallas, 1820 South Street, thanked the Council members for their service to the Town. He is a long time resident of the Gerald Park Association. In years past he has served on their Board of Directors in many capacities, currently as treasurer. This year the tax bill on real estate in the Association cumulatively was over \$500,000. He is here to seek the Town Council's advice to turn over their only remaining road, Avery Shores. It is a small road running east to west parallel to the south shore of the lake. A review of the road by town officials indicated the road is in relatively good shape. We have been working over the years to meet the procedures for turning the road over. The process has spanned almost six years and there have been changes in town staff, association members and the Town Council, all of which may have contributed to the delays we are experiencing. We feel we are making negative progress at this point. The process seems to have broken down. We have done what has been asked. We hired a surveyor to conduct a survey, hired a contractor to excavate a snow shelf and to provide adequate turnaround space. We prepared an offer for the Town that we feel is fair. When attempting to arrange a final meeting on our offer we discovered there are show stoppers. He is not here to point fingers – it took a lot of time and effort to end at this stalemate. He feels another fresh set of eyes might help. He hopes that the Town Council can advise us how to proceed to bring the project to fruition.

Ben Emmanuele, 44 Avery Shores, thanked the Council for taking time to hear us. He wanted to follow up to Jerry Dallas' comments. We have been observing as best we can what has been taking

place regarding turning over lake association roads to the Town. Bellevue was turned over in essentially 'as is' condition. Pine Lake turned over their main road. We were making progress in the beginning. The Town Engineer said the road is in good shape and acquiring it should be a piece of cake. Five years later we are going nowhere. We have responded in good faith to all the town proposals but suddenly they were taken off the table and replaced with proposals that are insurmountable, including bullying a neighbor to give up his front lawn to create a parking area. We had understandings in writing. Now we are being told the neighbor must convey his property to the town. We are put into the position of having to offer to construct a 200 square foot turnaround on a neighbor's lot at our own expense. Now the Town won't tell us even if we do that if it will be good enough. We watched the process with other associations over the years. The list of items given to Lakeview Terrace was things like "remove this rock, fix this drain." Those are things you would expect. No one else was told to give up property. This can't be what the Town wants. We ask your assistance and guidance.

Harvey Barrette, 24 Avery Shores, said we're looking at \$10,000 to comply with the latest directives from the Town to have the road accepted. We don't want to be like Pine Lake Shores at \$21,000. The Town did change the requirements every time we turned around. Other associations such as Waterfront Park have similar situations and they are not being made to change their turnarounds like we are. He would like to know why. He would like to make sure you put us on the agenda and send a notice to the president of the association when the meeting will take place.

John Elsesser, Town Manager, noted that the Town Council has assigned the Avery Shores road issue to the Steering Committee to discuss in April.

MaryAnn Hansen, 74 Avery Shores, said we pay very high town taxes. We pay for our roads in taxes. The Town used to reimburse us for 2/3 of road work but that was phased out after the sewer project. We shouldn't have to pay these taxes twice. She would rather have the roads turned over. John Elsesser noted there are Association roads matching funds proposed in the budget. He also said we have been dealing with Avery Shores' road foreman people, but people keep changing and it is frustrating.

Sam Norman, 225 Avery Shores, thanked the Council for listening to all of us. He is Chair of the committee to turn over the road to the Town. He is aware of and has witnessed a number of things the citizens said before him. Last fall (DPW Director) Mark Kiefer walked with us from one end of the neighborhood to other. He took notes about what he saw as problems with the road and afterwards we created a good faith plan of action for what we thought Mr. Kiefer would require. He asked (Council Member) Lisa Thomas what we should do next and she suggested Planning & Zoning. He contacted (Director of Planning & Development) Eric Trott and he agreed to schedule a meeting. Mr. Trott indicated the plan was given to Mark Kiefer and Town Engineer Todd Penney. Another month went by so he called to follow up and was told they are having issues with item number 6 of the plan. He distributed a copy of plan. Mr. Kiefer and Mr. Penney have had it for 3-4 months now. He is wondering why they didn't call us if they had a problem. He called Mark Kiefer to discuss it and that is why we are all here. Mr. Kiefer said we need a new A2 survey showing all of the right of ways and all of the easements completed. He said we needed all the physical work done at additional \$6000 before he would pass it on to Planning & Zoning. We can't pay to do all that work without some guarantee of a positive result. He can't understand how it has come to this. We are here tonight for a call of action. If we do what is on the plan, will you accept our road? We need something before proceeding with all this work. No other road has had to go onto a private citizen's property to create a turn-around. The neighbor agreed but is losing 600 square feet of his yard to get it done. We are bending over backward but just want some assurance that it will be accepted. Also, he supports the education budget.

Linda Comeau, 96 Avery Shores, is here because her family walks in the neighborhood and surrounding neighborhoods just about every day and there are many people that don't clean up after their pets. It is unhealthy and eventually the waste rolls downhill to the lake. Someone in the neighborhood is filling up produce bags, not closing them and tossing them into the woods. Three can be seen in the woods near Fitzgerald, and another on Avery Shores. She did some research about the dangers of pet waste, which she distributed for Council review. The Town of Manchester has laws regarding pet waste disposal. Coventry has a litter ordinance – there may be a quick way to do this simply – by changing the litter definition to include pet waste. She is not a lawyer but would think pet waste falls under that. The ordinance has a fine of not more than \$25 per day. It is not a lot of money but it is something. She is also a member of Gerald Park Association and supports the road issue. She hopes we can make progress so we can enjoy our neighborhood walks.

Sharon Powers, 96 Avery Shores, supports the Gerald Park Association members on the roads discussion tonight as well as the pet waste issue. She is here to speak about Hydrilla concerns. Since Hydrilla needs to be addressed and treated and the report was inconclusive at best, she requests that all flyboarding activity stop until the impacts can be determined. Also, that those areas where Hydrilla exists be marked by buoys. She has contacted many residents who support this issue. She can be reached by email at lakefront96@charter.net for follow-up. John Elsesser noted that the Town has a meeting tomorrow with CT DEEP on Hydrilla. Dr. Kortmann will be there as well as members of the Lake Advisory Committee. We will provide follow-up communication. Right now we do not have authority to post buoys. Ms. Powers said a lot of fisherman are there already and don't know about it.

Louise Napoletano, 246 Pine Lake Shores, said when she became president of their neighborhood association, we began work with Todd Penney regarding road turnover. He was clear and concise regarding what needed to be done. She knew she could trust him. Pine Lake Road was turned over. When we began working on the process to turn over side roads, Mr. Kiefer came in with a new requirement for turnarounds. Nowhere was this in the requirements. Perhaps it changed with the hiring of Mr. Kiefer. We requested an extension which was denied. This can't happen without 3 things: 1) Time - an extension of 10 years would allow us to do one road per year. 2) Money. We will be spending \$8,000 on one trail and hope the Town can match it. 3) We would like to work with someone who can truly assist us. John Elsesser said a year and a half ago the request was deemed to be premature. The current request for additional time is subject to review at the Steering Committee meeting in April.

Dan Murphy, 144 Eastview Drive, supports the CNG natural gas pipeline. His heating equipment is almost 20 years old and he would welcome the opportunity to switch to natural gas. He thanked the Council for considering the project.

8. New Business:

A. 15/16-69: FY 2016-2017 Budget – Fire/EMS:

Motion #15/16-308: Lisa Thomas made a motion to move up item 8A as the next item of business. The motion was seconded by Richard Williams and carried on unanimous vote.

Noel Waite, Fire/EMS Administrator; Bud Meyers, President of North Coventry Volunteer Fire; Ray Eldridge, Chief of North Coventry Volunteer Fire; and Dennis Dittrich, Chief of Coventry Volunteer Fire Association were present to discuss the Fire/EMS budget. John Elsesser noted this is a transition year to a combined department. He emailed out a crosswalk of where the old budget numbers were and where the new budget numbers are. Noel Waite came up with a budget to centralize accounts that it makes sense to centralize. Core building issues were left in individual departments. The budget starts on page 5.13 with Coventry Volunteer Fire Association. Also there is a Central EMS budget in the appendix. Some things

were transferred there. Big changes besides the reductions are the subsidy for going to two additional days of daytime ambulance staffing coverage - \$65,000; and savings from consolidation of accounts. We put in an additional \$16,000 to equalize mileage reimbursements and recruitment/retention efforts and \$9,000 into training. Both items were suggested in the CRCOG report.

Noel Waite began with the Fire Marshal's budget, section 5.11, account 2201. He took everything to do with the fire side of it and put it into the joint account to get a better idea of what it costs the Town for fire service. Gear and the reporting software system have been combined. The CVFA budget is basically for the maintenance of building, i.e., heating oil, electric and custodial. The Substation accounts will be the same – just the costs to run the facility. Everything else was transferred into the joint account which starts in section 5.19. This being the first year we have combined the fire side into one, some of it was estimated, some are actuals spent and some are increases to make things equitable across the board. The descriptions show where the items came from originally.

Lisa Thomas asked for details about the reductions. Noel Waite replied we achieved \$27,000 in reductions in electrical and some heating. We did some upgrades with timers and motion sensors on lighting. We changed our heating system on one of substations and are seeing savings there. John Elsesser said there are also some savings on stipends and contractual services. Consolidation of equipment purchases saved money by buying items such as uniforms in bulk. Noel said when we purchased gear this time the RFP was for 20 sets instead of 6. Lisa said when she heard the word reductions she thought it meant they took things out. Noel replied no - most of it is savings. We are also having minor vehicle maintenance done at Public Works which is saving us money instead of paying a dealer. Matthew O'Brien noted these items haven't been eliminated from the budget - just redirected. John said in some ways there are increases in buildings – for example at CVFA we left in heat melt wiring to address ice dams.

Matthew O'Brien said Tom Pope couldn't be here tonight and has asked him to read a statement about recruitment:

"I am sorry I am not physically able to attend the meeting tonight. I did want to discuss the need for volunteers for the services you provide. Along those lines I would like to hear your input as to an idea used by other departments to inform and attract the public through exposure to what it is exactly that you do.

Specifically I am talking about a Citizens' Fire Academy either by video or actual participation training. I am providing a link to a video Citizen Fire Academy. The second video they offer is one in which they address EMT services and seem to do an excellent job, The second half of the video is a simulated chest pain call and response, well worth watching for an EMT presentation.

The second example of is an actual participation Fire Academy conducted by the Avon Volunteer Firefighter. I am asking another Council member to read this up to this point and to then provide you a copy with the information below for your viewing and evaluation. Thank you for your service to our community.

Citizens' Fire Academy

Have you ever wondered what an Avon Volunteer Firefighter does? Would you like to find out? Join the Avon Citizens' Fire Academy and see for yourself in a fun-filled environment. Students in the Citizens Fire Academy learn how to put on firefighter's gear, use a fire hose, and rescue a victim during a mock automobile accident.

The Citizens' Fire Academy is an eight-week course that meets weekly each spring. The mock automobile accident takes place during a special Saturday morning class which also includes the involvement of other emergency services such as Life Star helicopter, AMR ambulance and Rescue 2, a paramedic unit from UCONN Health Center (unless on medical calls).

Among the many topics covered are fire behavior, hazardous materials, training of firefighters, tours of all 4 firehouses, fire prevention, hoses and water flow, and the history of the AVFD. In 2015, the AVFD CFA will meet on Thursdays from 6:30-9:00 p.m. Classes begin April 2, 2015, and run through May 21, 2015.

Below is a link to a video that is very informative to educate the public and maybe attract folks interested in EMT or fire services. This is a link to the Harwich Mass Fire Department and includes their Citizen Fire Academy videos. <http://www.harwichfire.com/videos.aspx>.”

Noel Waite said these are all good ideas. The Town of Hebron did a video of responding to calls, drills and the training that is required. Citizens are more than welcome to come to the firehouse any drill night. You can get a list of training nights from the chiefs. Both departments are doing open house events on April 9th. Bud Meyers said this is a recruitment event and will be publicized. Matthew said he thinks Tom was hoping this would help you advertise more and share information without having people have to come to the station.

John suggested the departments share information about recent recruitment and promotions. Bud Meyers said a couple members have just recently joined. Two joined and became EMTs. The life expectancy of a volunteer in fire service is 5 years because of the time expenditure and training. Dennis Dittrich said that CVFA just brought in 6 new members. All but one of them were EMTs already. They are college students so they can't put in a lot of time. We are constantly recruiting. You may notice our recruitment messages on our sign in front of the station. John Elsesser said he has also been working with the Volunteer Chiefs Association. They invited him to a meeting a month ago. They have received a SAFER grant and some of these issues tie into that in terms of best practices for recruiting. The event in April is part of that. It is the reason why money was put into the budget.

Matthew O'Brien indicated that Tom Pope has two questions to ask. The first is that they are meeting together twice per month rather than once and increased dual trailing. Is there anything about those new procedures, the impact or results that we should be aware of? Noel Waite replied it is going well. It keeps us focused on what we have to do next. Since the ordinance took effect we had goals and objectives worked out, and have worked on things toward that. Daytime staff is working out very well. We received a compliment from Med Control regarding the professionalism of the staff. We will continue to have two meetings a month – it will be helpful until we get straightened out. John Elsesser said there are still some equality issues still to be worked out regarding length of service awards. Some of the items are little things but they are sources of competition and satisfaction. We have reached the first step toward agreement and are working to resolve it in time for this year's filing.

Mr. Pope's second question: What was the source of the problem that initiated the mold remediation project at NCVFD station 2? Has the remediation project been completed? Bud Meyers replied we are not sure where it came from. It doesn't seem like there is any standing moisture. There is a high water table in the area. Noel Waite said we are getting prices on an exhaust system. When trucks start up the air flow isn't all that great. The building is not used a lot, with doors opening and closing. We got a quote for fans but it was \$12,000 and we feel we can do it cheaper. John Elsesser noted they had multiple purposes for the work that was done – they need more space in the building so we went to one unisex bathroom.

Hannah Pietrantonio said in regard to public relations - could they use more? Noel said we have increased

it. Hannah replied not by much. John Elsesser said a lot of that is used for Fire Safety Prevention Week. Noel said it went up from \$1000 to \$2500. We use these funds to get banners, the fire safety trailer, etc.

Noel Waite reviewed the Fire marshal budget, section 5.24. Fortunately last year was a quiet year. We didn't have to open the Emergency Operations Center as often as in previous years. It is a pretty simple budget. Radio repair and licensing is for equipment in the radio tower. Equipment needs to be upgraded and updated periodically. Costs for FCC licenses, electric and sewers went up. Part of the Emergency Manager's salary is offset by an EMPG grant. We just got notice that we were awarded again for the 15/16 year. John Elsesser said if you look at salaries you will see it hasn't gone up much. We used to split it four ways including the Assistant Building Official but it is split three ways now. Julie asked where the grant is shown in the budget. John replied in revenues.

Matthew O'Brien asked if the Fire/EMS officers have any comments regarding the natural gas proposals. Noel Waite said there are two large-capacity lines running through town now. We have never had a call on them. The updates and cleaning are done. In 25 years we never had an issue with any of the stations or pass-throughs. On the other side of the coin we can show you a lot of cases where houses have been flooded with oil and a handful of oil truck accidents. It is hard to say natural gas would pollute town more than oil has. On the safety side he and fire department personnel have been to training sessions provided by Duke Energy. They have always been very helpful and willing to train. Matthew asked whether the ability to create a microgrid would be helpful. Noel replied yes. Richard Williams asked where the existing gas lines are located. John Elsesser replied there is a major junction in our town that feeds down to Electric Boat and out to UConn. The lines are in the south end of town. We can't tap in because it is extremely high pressure.

Hannah Pietrantonio asked if this Fire/EMS budget will protect our investments. Noel replied yes. John Elsesser noted the water tanker is in the capital budget. Noel said this is the first year we have tried to combine everything. It has been a learning curve but we think we have done as well as we could.

Richard Williams asked about ambulance revenue. Noel said we have made changes for the way billing is done under the new contract that should result in reduced loss. We will also bill before rather than after. Dennis Dittrich said the changes require more paperwork for us but should be worth it. Richard asked if there is any sense for when we will have projections. Noel replied at least six months.

Matthew O'Brien asked how things are working out with the ambulance staffing provided by Vintech. Noel and Dennis replied that it is working out very well so far. Matthew asked if volunteer coverage on the other days is ok. Noel said yes. Last Wednesday which was a regular volunteer staff day we had 3 calls in a row, seven for the day and all were answered by our volunteers. Dennis said if we can get people that will commit to a day or half a day we won't be looking for five days' coverage. Then we could use those funds for ambulance replacement which is our biggest single need. Membership seems to have perked up with having paid people there. There will still be times when we have a hard time getting a crew – it is because we are volunteers.

The Council thanked the Fire/EMS members for attending the meeting to discuss their needs.

4. Acceptance of Minutes:

A. February 16, 2016: Motion #15/16-309: Andy Brodersen moved to accept the minutes of the Town Council Meeting of February 16, 2016. Lisa Thomas seconded the motion. The following corrections were requested:

- Page 5, Item F1, 3rd bullet, second line: change 1.89% to 1.98%.
- Page 6, first paragraph, 4th line: change “would like to get sewer to...” to “would like to extend the sewers to...”

- Page 7, Item 3, 4th line: remove first instance of the word “put.”
- Page 7, Item 3, last line: change “year we find we can” to “year we find we have excess revenues or cost savings.”
- Page 9, first paragraph, 16th line: remove word “there” before pet stores.
- Page 9, Item 8, first line: change “interested” to “interest.”

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

B. February 29, 2016: Motion #15/16-310: Richard Williams move to continue acceptance of the minutes of February 29, 2016 to the next meeting. The motion was seconded by Matthew O’Brien and carried on unanimous vote.

5. Consent Agenda:

Motion #15/16-311: Lisa Thomas moved to accept the Consent Agenda. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.

6. Reports:

A. Council Chairwoman – Julie Blanchard: Julie reminded the Town Manager that Lisa Thomas had asked about having the Coventry Lake group put in for an Aquarion Award. John Elsesser replied that staff will prepare the application but need time to fit it in with other work priorities. The nomination is due in May.

B. Council Members:

Lisa Thomas encouraged everyone to come to the budget hearing Thursday March 10th at 7 PM in the High School lecture hall. This is the most important opportunity for people to express their opinions about the budget and what they support. Coming to the Annual Town Meeting is a little late because the Council has met with all the groups by then. The Council will be meeting with the Board of Education on the 14th so people who want to know more might want to attend that meeting. Lisa also said there are two more winter farmers’ markets left and encouraged people to get there. She thanked the people who have been running it. It is a phenomenal volunteer effort and kept momentum going to the summer market opening on June 5th. Also, Lisa has a child going to prom – it is a huge expense for families. The Promaganza! event run by Coventry Human Services helps defray costs. The event is March 19th from 11-1 at Patriots Park Lodge. There are dresses, services such as nails and hair, and accessories free of charge. It might be a great option for many of our girls.

C. Finance Committee – Matthew O’Brien: No report.

D. Steering Committee – Richard Williams for Thomas Pope:

The Committee met with members of the Library Expansion Building Committee, the Trustees and the Director, Kristi Sadowski. There was some discussion concerning the reconfiguration of plans for additional parking. The minimum requirement for parking will be reviewed by the Planning and Zoning Commission as they have responsibility to set a standard. The Planning and Zoning Commission is scheduled to have the Library on their agenda for the meeting of March 14th. On the issue of parking, Expansion Committee Chairman Tim Timberman said, “We are trying to get that number to come up with realistic numbers for Planning and Zoning’s review of our particular site.”

The Library Committee was asked if they are willing to deed the property to the Town and Mr. Timberman replied, “Not at this time.” There was a cordial exchange of ideas on this subject and

it was agreed that the Library Trustees would be discussing this matter in detail at their next meeting and further advise the Steering Committee on the issue.

We also discussed the book sale fundraisers and some of the limitations that we have due to limited space. It has been difficult to have successful sales with the current space to accumulate, coordinate and hold a successful sale. At current levels the book sale is a lot of work and does not bring the return it used to. However, the public should be aware there are always books on sale at the Library and there is also a swap basket, plus books on cassettes.

Finally the Steering Committee discussed and recommended some revisions to the Statement of Interest Form to serve on Boards and Commissions. There are currently a number of volunteer opportunities for people wanting to contribute some of their talents to their community. To see the list of opportunities you may go to the Town website, www.coventryvt.org, go to "Connect with Coventry" under "How Do I" and at the bottom of the list is a link to "Volunteer for a Board or Commission." There you can find all the details you need to volunteer. The Steering Committee will be happy to have more volunteers and your efforts are very much appreciated.

E. COVRRRA – John Elsesser:

We have received a proposal to do the study on modernizing and upgrading the transfer station. It was in the price range we anticipated. Julie Blanchard asked if John is happy with what the consultant is suggesting. John said yes, and he would recommend proceeding ahead with the study. We have been in a holding pattern. The money would come from COVRRRA.

Richard Williams asked why we have to do this. John replied the current system is old and has had some failures. We either have to upgrade or move. Plus we are providing new services the community has asked for – including recycling of electronics, batteries, cardboard, florescent bulbs, etc. Richard asked what is really wrong with station other than the need for a new scale and covering the dumpsters. John replied we want to make sure we are making the right decisions and everything we do has to be permitted. Richard said it seems like the intent is to move us closer to the Public Works facility. He asked why we can't keep it simple. John replied the station is tying up an area where we were going to construct a baseball field. If we do not do the field there we have to decide where else to construct it. That would mean a separate snack shack and the need for parents of more than one child to be in two places. Alternatively we could decide not to do another field. Andy Brodersen asked who did the plan. John replied the Recreation Commission, Planning & Zoning and the Town Council – it was done 3 years ago. It is in the capital budget. The plan is to have baseball all together in one location. Richard noted we have fields here. John replied those are school fields and there are conflicts for them in spring and fall. If we don't want to spend money that is one thing, but he thinks we are in violation where we are. Matthew O'Brien asked if we are recommending the study be done to evaluate options. John replied yes. If the Council wants to eliminate other options and have us stay where we are then that changes things. It is a remote location and is difficult to staff. There are inefficiencies. Julie Blanchard asked when the study work could begin. John replied immediately. It is a long-range study. We have been saving up money to implement some of the improvements we know we need. COVRRRA has the funds to do the study and pay for the needed improvements. We are trying not to raise taxes to pay for trash. Julie asked how long you think study will take. John replied 3-4 months. Matthew asked what they look at when evaluating sites. John replied potential and cost of the site. Matthew said he is trying to get a sense of what the consultant would be doing for \$23,000. John replied the work would include site plans, cost of construction, etc. Richard asked whether our town engineer could do this work. John replied the town engineer has an 8-week backlog. We have projects we have to get done – we don't have enough staff. He also doesn't have the credentials to do this study.

Lisa Thomas asked if the study will also involve soil testing. John replied yes – we will have to look at drainage, flows, bringing in power, etc. All these are issues that somebody has to spend time with. Lisa asked about the COVRRRA fund. This is what the majority of the Council was calling a slush fund during the election campaign. Is it a slush fund, or is it money that was set aside to solve these problems? This seems to be one of the reasons money exists in this fund - to make sure we are in compliance and do the studies that need to be done. Is there consensus that this is a valid fund? If not, she doesn't know if we should be spending money on it.

Andy Brodersen noted that \$23,000 is only for the study. What will it cost us to move? Richard Williams asked about putting a recreational field on the transfer station site and what the condition of the soil is there. How polluted is it? John replied that transfer stations are fairly non-contaminated. We just put a field on top of a closed landfill.

Motion #15/16-312: Matthew O'Brien moved to authorize the Town Manager to enter into an agreement for the transfer station study as outlined, to be paid for by the COVRRRA fund. Lisa Thomas seconded the motion which carried with Richard Williams opposed, Andy Brodersen abstaining and all other members in favor.

F. Town Manager – John Elsesser:

1. Projects update:

- The Town Hall boiler was pressurized today and hopefully will be operational tomorrow or Wednesday. We got a chimney company to do the ducts in the chimney. It cracked over the winter and needs to be brought down to the roof and repaired. The revised memo distributed tonight is based on our latest conversation with the insurance company (attached to minutes). They agreed to pay for the boiler only, not pumps or glycol. They will take the rebate. If the Council authorizes the chimney work we will still have \$3,627. It looks like we can stay within the original \$40,000 appropriation and not take any of the additional \$38,000. Our goal was not to use any of it. We will still have an oil tank in the ground but are not ready to deal with that yet. We don't have a price on that yet. The carpeting in the foyer was done over the weekend. The floor tile is due Friday and by this weekend we should be done.
- We will be picking up the donated fencing for Laidlaw Park. We are still getting pricing for installation. Matthew O'Brien asked if we are keeping the new field separate and keeping it protected for year. John replied we have to decide how it would lay out. Matthew said the fencing was a great find and to please thank John Twerdy for us.
- There is a meeting with CT DEEP tomorrow regarding hydrilla. Dr. Kortmann, members of the Coventry Lake Advisory and Monitoring Committee, Eric Trott and I will be there.
- The Manager's Budget Hearing is Thursday, March 10, 2016 at 7 PM in CHS Lecture Hall.
- Due to favorable weather this week Public Works is working on Rails to Trails, Miller Richardson and the Laidlaw playscape.
- We will be getting some publicity out for Main Street businesses on the construction project – a briefing will be held on March 21st at 9 AM. This will be a chance for business owners to meet the players and know who to talk to, see the plans, etc.
- Matthew O'Brien asked about the Governor's proposal to put the MBE/SBE set-aside requirement on hold. John said we have asked. We think they are considering it. It is 100% funded by the State so it doesn't create a local match issue for us. Matthew asked if we will have any difficulty finding contractors. John replied that a couple of highly

qualified contractors meet the requirement, but they are busy. We are still working out whether to wait another month. We were able to work through COST to talk to the right people about the CDBG block grant money – we raised a ruckus that it is really a federal money pass through and the Attorney General's office agreed so we won't be subject to the requirement for those funds.

- We sent out an e-blast on a couple of proposed bills on crumbling concrete foundations. I submitted testimony in support of legislation to assist homeowners. More of our neighbors and residents are starting to call, identifying that they have this issue. It is hard for them emotionally to talk about and it is hard to take those calls. There are some very good people who are having really bad things happen. Matthew O'Brien noted he has heard of one contractor who has so much work on this issue that he is not available until 2017.
- Richard Williams expressed concern about the tennis courts and if we can get the lights working there or have the school board address it. John said the matter has been referred to the Superintendent. If people need lights they should call the athletic director and ask that the lights be left on. Richard said that doesn't solve the problem and asked how we can address it. John replied it is a Board of Education issue. Richard asked if we can we give them \$100 to fix the lights. John conveyed the concern and they said if you want them to let them know.
- Matthew O'Brien asked how the aquatic invasive issue will impact our budget. John replied it is what we budgeted. Matthew asked if we will be talking to the State about buoys. John replied it is one of the recommendations in the report. The other solution was to quarantine the lake. Dr. Kortmann suggested booms, so if we go with a chemical treatment they will contain the flow. Otherwise the chemicals would travel to the lake gate. Hydrilla seed pods can last a long time, as long as 25 years. Even if it is below a mat it might escape. Hannah Pietrantonio asked about the residents who live there – might they not be able to use their own boats? John said we don't know yet. If they travel through an affected area it could be a problem. He thinks there will be some requirements for personal sacrifice. If not we could lose the whole lake. It is in their best interest to work cooperatively. The impacts may not be pleasant but we need to look at the long view.

2. Legal notice - budget hearing: Citizens who want to watch the budget hearing on TV are reminded it will be broadcast on Channel 194 – which is the school channel. We are not streaming the meeting live on the Internet as that equipment is in the Annex.

3. Annual report: John Elsesser gave a presentation of highlights from the FY 2014-2015 Annual Report. A copy of the presentation is attached to these minutes. The full report is available online. Hard copies are available upon request.

4. Blight Enforcement update: A status report on blight enforcement was distributed with the agenda packet. We provide updates on a quarterly basis. If the Council wants staff to come in for further details they are willing to do so. We were able to clear out a lot of cases voluntarily, which was our goal. Two cases are with the attorney and 100 cases were cleared.

5. Resignation, Revenue Collection Clerk: Our Revenue Collection Clerk resigned to help with her family business. We are recruiting now and getting a lot of applications in.

7. Unfinished Business:

A. 15/16-68: Consideration of CNG proposal to extend natural gas to Coventry: John Elsesser

said we are starting to try to put together a game plan. Bill Trudelle (School Facilities Director) is getting pricing for conversions and/or upgrades at the middle school/high school and he is doing the same for Town buildings. Then we will also try to look at savings. The oil tank at the high school has to come out, regardless of whether we pursue the gas project. We will look at efficiencies as well as avoided expenses. We have asked for a copy of what type of contract CNG will want us to enter into. We need to get that before making any decisions. If we split payments out over 5 years the first one would be in the next fiscal year. We have had mixed messages from the Town of Hebron – the *Chronicle* said they were proceeding ahead but the town manager said they are getting some concerns from the regional school district – it involves 3 towns not just one. We are waiting to hear feedback from the Town of Essex.

Lisa Thomas said she watched the video of meeting. It was a little difficult to follow the video because oftentimes multiple conversations were going on. We might want to be aware of that for the benefit of the audience. From what she understands the reason CNG needs to do this is they have a bunch of profits they need to get rid of. John replied yes. Lisa said so they either need to return the profits to their ratepayers or invest in infrastructure. So if they have all this profit why are they asking us for a tax abatement? John said it is an option to reduce how much we pay up front. It delays the starting date of when they would start paying. They are not paying now because they don't have a system here. Lisa said they should use all their profits and help one town and not charge them anything. Hebron's proposed cost is less than ours. Is it because Hebron has more potential residences? John said they have a major industrial user that would hook up. It is a regulated formula. Lisa said even if our payments are spread out over 5 years it is over \$100,000. Do we have to go to referendum every year? John said it would be in the budget and that goes to referendum every year. We have to see the agreement - a lot depends on that language. We can't decide how to fund it until then. There would have to be discussion on the process to pay for it. Lisa asked in terms of conversion to natural gas, would we have to pay to convert all of our buildings by December? John replied yes. Lisa asked if the homeowners would need to convert by December also. John said no, they can convert when they are ready. CNG's proposal is based on a certain number of residential conversions - 60%. Lisa asked if the cost to convert could also potentially require a town meeting. John said we don't know yet. A lot depends on what we do. If we do a converter that cost is lower, about \$5,000 each. But the question is if that is the right way to go. Two of the boilers at the schools need to be replaced. The two at the high school are over 53 years old. We have a committee that was charged to replace them. The timing is appropriate to look at that. They looked at alternative systems using wood pellets but it was too complicated and the Board of Education rejected it. Lisa said it appears the Board of Education would also have to be in agreement. John said yes - that's why they were invited to the meeting. Lisa asked about CNG's requirement for expedited permitting. John replied the concern with permitting is not ours – it is the railroad. Lisa said she is concerned about the timeline and when these serious questions will need to be answered.

Julie Blanchard asked if John can explain a little more about the percentage of houses that need to hook up and what happens if they all don't. John replied that CNG said it was their risk. We do not get anything more if more people hook up.

Julie Blanchard said this item will stay on the agenda until we get more information. John said this is a lot of work in a short period of time. We have to do full vetting and evaluate all the pros and cons. Richard Williams asked how we base the price of natural gas to oil. Right now they are both at historic lows. John said if we do 10-year look-back natural gas has always been lower. A couple years ago it was a lot lower. Long term, oil is projected to stay low for a while but it is volatile. Oil is a blood fuel. If there is a problem in the Middle East that could be a factor.

8. New Business:

B. 15/16-72: Adoption of job description for Construction Inspector: Andy Brodersen asked if this job description is to work with the State. John Elsesser said no; it is for the Lake/Cross St. project. The project requires a full-time resident inspector. The salary is covered by the grant. We would like to get approval because we need time to recruit. Andy asked if this is a new permanent employee. John said no; it is a temporary seasonal position. Matthew O'Brien noted there are minimal requirements for experience. It reads like someone right out of school could do it. John replied he doesn't think so - the essential duties cover it. This is basically what the Town of Mansfield is using. Matthew said he thinks the educational experience section needs work. He would be glad to look at it. Julie Blanchard said it will go on the Finance Committee's next agenda and they will have a special meeting Monday March 14th from 6-7 PM.

C. 15/16-74: Consideration/Authorization: CDBG Small Cities Application and Authorization of Town Manager to Execute: Motion #15/16-313: Andy Brodersen moved to adopt the Fair Housing resolution and the spending reuse plan as submitted and to authorize the Town Manager to execute the grant. Richard Williams seconded the motion. John Elsesser said at the public hearing we had raised the issue of program income. We may be able to set aside a certain amount of money for ADA projects. Peter Huckins said we can save a certain amount for each project. We agreed to do 35,000, which could address civil rights complaints at the schools, an ADA lift, etc. It would be nice to have a pot of money to address accessibility issues when they come up. Matthew O'Brien asked what the total amount of money is. John replied the typical amount is \$5,000 and we get approximately 5 per year. Last year we used program income money to do automatic door openers at Orchard Hills. We had to request it specifically. This would allow us more flexibility. Housing rehab would come first. **Motion #15/16-313 carried on unanimous vote.**

D. 15/16-75: Consideration: application for CT DOT Application for Elderly and Disabled Demand Responsive Transportation Program, FY 2016 and authorization of Town Manager to Execute: John Elsesser showed brochure of what we are considering for the new Dial-a-Ride van. Matthew O'Brien said the new vehicle should make it easier to get drivers. John said actually it will. This vehicle doesn't require a passenger endorsement like the current van. The red van is starting to have engine problems. The new one has fully adjustable seats and we can get two wheelchairs in the back. The cost is \$61,000 minus some discounts. We have \$10,000 in CIP budget which would be a 10% match. The funds are competitive but hope we can get it. **Motion #15/16-314: Matthew O'Brien moved to authorize the CT DOT application for Elderly and Disabled Demand Responsive Transportation Program, FY 2016 and authorize the Town Manager to Execute. The motion was seconded by Lisa Thomas and carried on unanimous vote.**

10. Executive Session:

Motion #15/16-315: Lisa Thomas moved 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: Town Council members, the Town Manager and the Finance Director. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

Motion #15/16-316: Lisa Thomas moved 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: Town Council members, the Town Manager and the Finance Director. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.

Executive Session commenced at 10:27 PM.

Motion #15/16-317: Lisa Thomas moved to leave Executive Session at 10:55 PM. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

11. Adjournment:

Motion #15/16-318: Lisa Thomas moved to adjourn the meeting at 10:56 PM. The motion was seconded by Matthew O'Brien 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.

Gerald Park Offer to Turn Avery Shores Over to the Town of Coventry

- 1: The Gerald Park Association will provide a quit claim deed transferring the paved surface of Avery Shores over to the Town of Coventry wherever the paved surface of Avery Shores lies within the fifty foot right-of-way, subject to items #3 and item #4 below.
- 2: The Gerald Park Association will provide a deed assigning an easement for highway maintenance purposes over, under, and through a five foot strip of land on either side of Avery Shores wherever the five foot strip of land lies within the fifty foot right of way. The deed will reference the volume and page for each previously conveyed portion right of way deeded to abutting property owners by the Gerald Park Association.
- 3: Jean Ries, of 14 Avery Shores, will provide an Easement for Highway Purposes for the property she owns extending into the paved surface of Avery Shores as well as an easement for highway maintenance purposes for an additional five foot strip of land abutting that property along the southern boundary of the paved surface of Avery Shores.
- 4: The Gerald Park Association will quit claim an area approximately eighteen feet deep and forty feet wide to the owner of #6 Avery Shores to be used for parking for #6 and #8 Avery Shores. This area will not be transferred to the Town; it will be used to satisfy the parking rights referred to in the Town records for #6 and #8 Avery Shores.
- 5: Regarding the east and west ends of Avery Shores:

On the east end:

The Gerald Park Association will hire, at its own expense, a contractor to do excavation and grading work to provide an extra five to six feet of snow shelf for pushing snow further off of the easternmost end of the paved surface of the road, as recommended by Mark Kiefer, Director of Public Works during a walkthrough of Avery Shores on October 15, 2015..

On the west end,

Sam and Teri Norman, of 225 Avery Shores, will provide an easement on their property for a twenty foot wide by thirty foot deep turn around area for the Town trucks to use when plowing, and the Town will continue plowing to the east end terminus of Avery Shores.

The Gerald Park Association will, at its own expense, and as indicated by Town-supplied specifications, have this area known as the Norman's "old driveway" graded and paved. Once constructed, any future maintenance of this turnaround will be the responsibility of the Town.

6. Other easements:

The Town of Coventry will advise the Gerald Park Association of any other easements requested, such as drainage easements, and the Gerald Park Association will make every effort possible to secure such easements.

7. The Gerald Park Association will provide an A-2 Survey map that depicts all the items mentioned in items 1 through 6 above.

Please feel free to direct questions about or responses to this offer to:

either Ben Emanuele 860-742-5082 Emanuele88@aol.com
or Sam Norman 860-498-0559 Snorman2252@gmail.com

Boiler replacement 2/29/16

| | |
|---|---|
| Asbestos removal(boiler and hallway tile) | \$6,340.00 Bestech |
| Temp Heat from DRYCO | \$4,186.00 assumes 2 @ 1875/wk plus 436 delivery & uninstal |
| Propane tank rental install and fill | \$2,000.00 Hy grade propane |
| Boiler replacment and venting/chimney | \$53,014.00 Mechancial Maintenance Company |
| contingency | <u>\$2,500.00</u> |
| | \$68,040.00 |

| | |
|--|-------------------|
| Funds from Council appropriation in fall | \$40,000.00 |
| Fire wall repair | \$650.00 |
| Emme install | <u>\$9,950.00</u> |
| available balance | \$29,400.00 |

Requested not to exceed amount \$38,640.00

| | | |
|---------------|--------|-------------------|
| without pumps | deduct | <u>\$7,133.00</u> |
| | | \$31,507.00 |

Note: still working with Insurance companies on boiler coverage and temp heat coverage
Also may get rebate on propane heaters (\$4,576).

best case scenario

insurance for temp heat, partial asbestos, no changes, and new boiler...and rebate.

| | | |
|-------------|---------------------|---|
| asbestos | \$2,500.00 | actual split tile/boiler |
| temp heat | \$4,186.00 | |
| boiler only | \$39,581.00 | no glycol or valve reimbursement |
| rebate | \$0.00 | Note: insurance deducted this out. |
| contingency | \$2,500.00 | no extra costs but 1 extra chimney work will be required. |
| | \$48,767.00 credits | |
| net | \$19,273.00 | |

NOTE: Under either of these best scenarios no Council funds in this request will be needed and should have money for oil tank removal and fuel relocation. Maybe also propane tank purchase if required

Chimney rebuild 6500

fund balance \$3,627.00

ANNUAL REPORT HIGHLIGHTS

FY 2014-2015

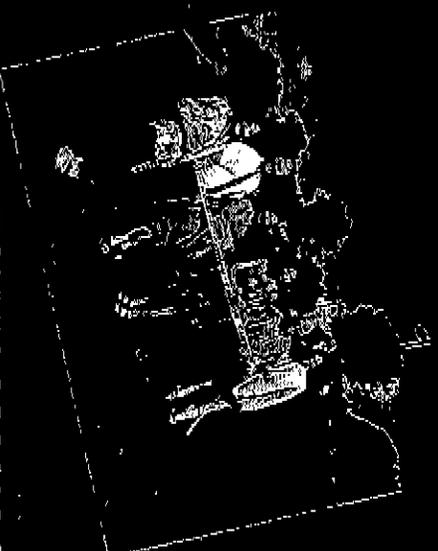


HIGHLIGHTS

- PROGRESS TOWARD GOAL OF 10% IN UNRESERVED FUND BALANCE OF GENERAL FUND AND 85% FUNDED RATIO FOR TOWN EMPLOYEES' PENSION FUND
- HIRED FIRE ADMINISTRATOR TO OVERSEE NEW COVENTRY FIRE DEPARTMENT
- AUTHORIZED \$3,000,000 ROAD BOND TO SUCCESSFUL REFERENDUM INCLUDING FUNDING FOR PARKING LOT CONSTRUCTION AT NEW COVENTRY PRESCHOOL
- GREATER COMMITTEE TO PROVIDE STEWARDSHIP FOR TOWN OPEN SPACE
- CONTINUED LEADERSHIP IN GREEN ENERGY INITIATIVES:
 - ENERGIZE CT'S CLEAN ENERGY COMMUNITIES SILVER AWARD
 - SOLAR PANEL INSTALLATIONS AT TOWN HALL, POLICE DEPT.
- DECLARATION OF GOVENTRY AS A "PURPLE HEART TOWN" - ONE OF 1ST IN STATE



TOWN COUNCIL



TOWN MANAGER

HIGHLIGHTS

- INFRASTRUCTURE IMPROVEMENTS:
 - ROAD & HARDSCAPE BOND WORK
 - MILLER-RICHARDSON FIELD IMPROVEMENTS
 - REPLACEMENT OF PUCKER STREET BRIDGE BEGUN
 - SAFE ROUTES TO SCHOOL SIDEWALK FROM HILL TO MIDDLE SCHOOL
 - PROGRESS TOWARD MAIN STREET CURVE REALIGNMENT PROJECT
- CONTINUED FISCAL STRENGTH:
 - GFOA CERTIFICATE OF EXCELLENCE AWARD
 - ACHIEVED Aa2 BOND RATING
 - \$338,073 IN SAVINGS BY REFINANCING OLD DEBT
- SUCCESSFUL YEAR OBTAINING GRANTS:
 - STEAR, CDBG, MAIN ST. LOTCIP, AMERICA THE BEAUTIFUL, ICE AQUATIC INVASIVES, CATALYST ARTS, NUTMEG NETWORK, BRIGHT IDEAS
- ASSUMED OPERATION OF COVENTRY FARMERS' MARKET AT HALE HOMESTEAD FOR TRANSITION TO 2016 SEASON

HIGHLIGHTS

- RETIREMENT OF SUSAN CYR & APPOINTMENT OF LORI TOLLMANN AS TOWN CLERK
- BROOKE MANNING PROMOTED TO ASSISTANT TOWN CLERK. HIRED DIANNA GRINDLE TO PART-TIME POSITION
- HISTORIC DOCUMENT PRESERVATION GRANT SUCCESSFULLY OBTAINED \$5,000
- SUMMARY OF TOWN MEETINGS:
 - 3/30: SPECIAL TOWN MEETING - ROAD & HARDSCAPE BOND
 - 4/25: ANNUAL TOWN MEETING
 - 5/5: ADJOURNED TOWN MEETING
 - 5/21: SPECIAL BUDGET MEETING
 - 6/2: ADJOURNED SPECIAL BUDGET MEETING

TOWN CLERK



ENERGY CONSERVATION/ ALT. ENERGY ADVISORY COMMITTEE



HIGHLIGHTS

- PROMOTED HOME ENERGY SOLUTIONS AUDITS
- INSTALLATION OF SOLAR PANELS/CARPOITS AT TOWN HALL & POLICE DEPT.
- PROPOSAL FOR SOLAR LIGHTING AT PATRIOTS PARK
- HELD FREE ENERGY FAIR: MAY 2015
- TOWN RECEIPT OF ENERGIZE CT'S CLEAN COMMUNITIES SILVER AWARD
- CONTINUED MONITORING OF ENERGY CONSUMPTION TO CREATE BENCHMARKS FOR ENERGY USAGE

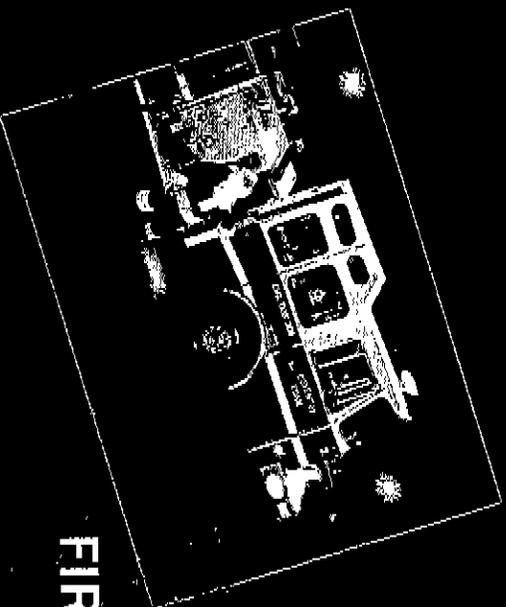
HIGHLIGHTS

- RESPONDED TO 7441 CALLS FOR SERVICE:
 - BUGLARIES DECREASED BY 30%
 - THEFTS FROM BUILDINGS DECREASED BY 60%
 - MOTOR VEHICLE STOPS INCREASED BY 30%
 - ENFORCEMENT OF DISTRACTED DRIVING INCREASED BY 5%
- DEVELOPED POLICY AND ISSUED BODY CAMERAS TO OFFICERS
- RETIREMENTS OF SERGEANT OGHITERA (29 YRS), DISPATCHER WOLFE (29 YRS.)
- PROMOTED OFFICERS HICKS AND OPDENBROUW TO SERGEANT, BOUSQUET TO DISPATCHER/CLERK
- HIRED OFFICER GREENER, ADMIN. ASSISTANT ROBERTO

POLICE



FIRE



HIGHLIGHTS

- WORK BY FIRE IMPLEMENTATION COMMITTEE CULMINATES IN PASSAGE OF ORDINANCE CREATING TOWN OF COVENTRY FIRE DEPARTMENT
- STREAMLINED PROCESSES FOR PURCHASING OF SUPPLIES TO REDUCE OPERATIONAL COSTS
- WORKING TOWARD UNIFIED OPERATING GUIDELINES
- PROPOSED PURCHASE OF AERIAL APPARATUS TO REPLACE AGED EQUIPMENT FAILED AT REFERENDUM
- COMBINED CALLS FOR SERVICE:
 - FIRE: 296
 - MEDICAL/EMS: 1109
 - RESCUE: 214

HIGHLIGHTS

- PASSAGE OF \$3 MILLION BOND FOR ROAD AND HARDSCAPE IMPROVEMENTS - \$1.2 MILLION IN WORK COMPLETED DURING 2015 SEASON
- REMOVAL OF HAZARDOUS TREES & CONSTRUCTION OF LARGER PARKING LOT AT MILLER RICHARDSON FIELD
- OVERSIGHT ON MANY PROJECTS: LAKE GATE, VILLAGE ROADS, NATHAN HALE CEMETERY WALL REPAIR, MAIN ST. STREETSCAPE
- STARTED TEXTILE RECYCLING PROGRAM
- PERSONNEL CHANGES:
 - DEPARTURE OF DPW DIRECTOR DAVID GOFSTEIN - HIRED NEW DIRECTOR MARK KIEFER
 - PROMOTIONS: SMITH - TRANSFER STATION; DAVEY - TRUCK DRIVER
 - NEW EMPLOYEES: STOUT, GROSSMAN, DUNNACK

PUBLIC WORKS

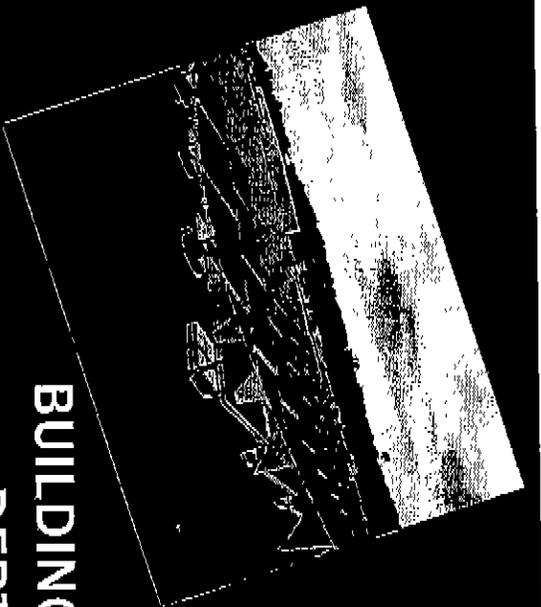
WPCA

HIGHLIGHTS

- SEWER EXPANSION FEASIBILITY STUDY ACCEPTED BY CT DEEP - STATE REQUESTED TOWN DEVELOP 20-YEAR PLAN TO ADDRESS CAPACITY & NUTRIENT REDUCTION AT PLANT
- PROVIDED ASSISTANCE WITH PLANS FOR RELOCATION OF SEWER MAINS AND CATCHBASINS AS PART OF RT. 31 CURVE REALIGNMENT PROJECT
- APPROVED SHORT SEWER EXTENSION ON LAUREL TRAIL, APPROVAL TO PURSUE EXTENSION ON RT. 44 AT BOLTON LINE PENDING FUNDING
- HIRED PART-TIME EMPLOYEE DAN SMITH - EARNED WASTEWATER CLASS 1 LICENSE IN LESS THAN A YEAR
- CONTINUED WORK WITH RESIDENTS TO FACILITATE SEWER CONNECTIONS

HIGHLIGHTS

- 1744 INSPECTIONS
- 695 CERTIFICATES OF OCCUPANCY, USE AND COMPLETION
- 33 PERMITS FOR SINGLE-FAMILY DWELLINGS
- NOTABLE PROJECTS:
 - SAVE-N-GO GAS STATION/CONVENIENCE STORE
 - CHANNEL 3 KIDS CAMP - PRESCHOOL, HANDICAP RAMP AND BATH HOUSE
 - SOLAR PANELS AT HIGH SCHOOL, MIDDLE SCHOOL, ROBERTSON & GRAMMAR SCHOOL
 - LED LIGHTING AT COVENTRY FIRE DEPT.
 - GENERATOR AT SENIOR CENTER



**BUILDING
DEPT.**



**CEMETERY
COMMISSION**

HIGHLIGHTS

- CONDUCTED "WALKTOBER 2014" TOUR - FEATURED ON FRONT PAGE OF CHRONICLE
- BEGAN PARTNERSHIP WITH CCSU TO USE COVENTRY CEMETERIES AS LONG-TERM PROJECT FOR DEVELOPMENT OF INTERACTIVE COMPUTER SYSTEM TO ALLOW VIRTUAL ACCESS TO CEMETERIES BY PUBLIC
- JOINED CT GRAVESTONE NETWORK AND PARTICIPATED IN 2015 SYMPOSIUM
- ACCEPTED FOOTSTONES FROM JOY FAMILY FARM AND REUNITED ONE FOOTSTONE TO ORIGINAL GRAVE
- RESIGNATION OF CHAPMAN AFTER 10 YEARS AS CHAIR
- TWO NEW MEMBERS: NAESELL AND PALMER

HIGHLIGHTS

- TRANSITION OF GIS SYSTEM FROM WINCOG TO GRCOG
- RESOLUTION OF SEVERAL LONG-STANDING BLIGHT ENFORCEMENT ISSUES
- GRANT AWARDS:
 - OPEN SPACE ACQUISITION - WILLIAMS PROPERTY
 - DECD OFFICE OF ARTS PLACEMAKING FOR STRATEGIC ARTS PLAN
 - MAIN STREET INVESTMENT FUND
 - AQUATIC INVASIVES - TREATMENT OF FANWORT IN EAGLEVILLE LAKE
- TRAIL IMPROVEMENTS AND MAPPING, DEVELOPMENT OF MY TOWN TRAILS APP
- ACQUISITION OF DECEW PARCEL AND PLANNING FOR CONTINUATION OF MILLBROOK GREENWAY
- WORK WITH CT DOT & GRCOG ON TRANSFER OF RT. 6 PARCELS

PLANNING & ZONING



ECONOMIC DEVELOPMENT



HIGHLIGHTS

- ESTABLISHED SUBCOMMITTEE TO ASSUME RESPONSIBILITY FOR CONTINUED OPERATION OF FARMERS' MARKET FOR 2016 SEASON:
 - PUBLIC FORUMS TO GAIN COMMUNITY AND VENDOR INPUT
 - NAME CHANGE TO "COVENTRY FARMERS' MARKET AT HALE HOMESTEAD"
 - WEB PAGE, ENEWSLETTERS AND SOCIAL MEDIA TO BUILD AWARENESS & SUPPORT
- REVISED NEW BUSINESS PRIMER FOR BUSINESS COMMUNITY
- CONTINUED INVOLVEMENT WITH WPCA, CT DEEP TO PROMOTE EXPANSION OF RT. 44 SEWERS FROM BOLTON LINE INTO COVENTRY
- ONE-ON-ONE MEETINGS TO SUPPORT LOCAL BUSINESSES

HIGHLIGHTS

- MANAGEMENT PLAN FOR PATRIOTS PARK WOODS
- BIKE PLAN DEVELOPMENT - 5 ROUTES COMPLETE
- STONE WALL CLEANUP DAY
- EARTH DAY CLEAN-UP OF DALY ROAD



CONSERVATION COMMISSION



BOARD OF EDUCATION

HIGHLIGHTS

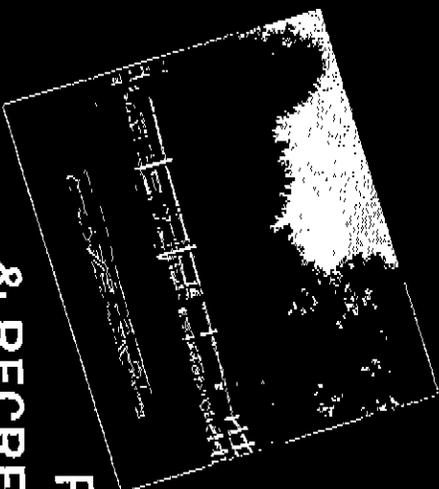
- SMART START GRANT - NEW COVENTRY PRESCHOOL AT CNH CAMPUS
- CONTINUED IMPLEMENTATION OF COMMON CORE STANDARDS
- RANKED AS A TOP HIGH SCHOOL IN CT IN WASHINGTON POST'S ANNUAL HIGH SCHOOL CHALLENGE - PLACING 11TH IN STATE
- EARLY COLLEGE EXPERIENCE STUDENTS EARNED 334 COLLEGE CREDITS AT UCONN; 454 CREDITS AT MCC
- BUILDING SECURITY ENHANCEMENTS - NEW DOOR LOCKS & VISITOR EXPRESS SYSTEM
- BUSINESS OFFICE CONVERSION TO ONLINE ELECTRONIC TIMESHEETS

HIGHLIGHTS

- DIRECT SERVICES: 226 CASES
- ENERGY ASSISTANCE ACCESS APPLICATIONS: 95
- OPERATION FUEL PROGRAM: 19 FAMILIES
- CLERGY FUEL: 22 FAMILIES
- FOOD BANK: 188 REQUESTS
- SPECIAL NEEDS PROGRAM: 26 FAMILIES
- YOUTH & FAMILY CASES: 31
- HOLIDAY DISTRIBUTION: THANKSGIVING: 80 FAMILIES, CHRISTMAS: 87 FAMILIES
- BELL RINGERS PROGRAM FUNDS RAISED: \$10,742.79
- SENIOR CENTER: 5200 VISITS - CONCATELLI HIRED AS COORDINATOR - STARTED SENIOR MEALS THROUGH TVCOA
- COVENTRY RIDES PROGRAM: TOTAL MILES: 8916
 - DAYS OF VEHICLE USAGE: 259
 - # PEOPLE RIDING: 59
 - # ONE-WAY TRIPS: 1496
 - # VOLUNTEER HOURS: 807



HUMAN SERVICES



PARKS & RECREATION



HIGHLIGHTS

- AWARDED PLAYFUL CITY USA STATUS FOR 6TH YEAR IN A ROW
- ARTS CATALYZE PLACEMAKING GRANT APPROVED – HIRED CONSULTANT FOR ARTS PLAN, FORMATION OF COVENTRY ARTS GUILD
- LAUNCHED COMMUNITY GARDENS AT GREASER PARK
- CROWDSOURCING PROJECT RAISED \$1228 FOR PLAYScape AT LAIDLAW PARK, CAPITAL BUDGET ALLOCATION FUNDED PURCHASE OF FIRST PHASE
- PROGRAM PARTICIPATION UP TO OVER 3000, CAMP WANGUMBALG OVER 900
- ASSUMED SOLE OVERSIGHT OF RECREATION DAZE, BEFORE & AFTER SCHOOL PROGRAM
- FIRST CHILDREN: POLAR EXPRESS EVENTS – 179 RUNNERS IN ANNUAL HARVEST 5K
- LAUNCHED "YOUNG LUNGS AT PLAY" SMOKE-FREE CAMPAIGN FOR TOWN PARKS

HIGHLIGHTS

- HIRED ARCHITECT FOR CONCEPTUAL PLANS FOR LIBRARY BUILDING EXPANSION
 - COMPLETED CELEBRATION OF 100TH YEAR OF SERVICE WITH CENTENNIAL CARNIVAL EVENT ATTENDED BY OVER 300 PEOPLE
 - "EVERY HERO HAS A STORY" SUMMER READING PROGRAM – COMINGSON EVENT ATTENDED BY OVER 450 PEOPLE
 - SELECTED AS GOOGLE MAKER CAMP AFFILIATE FOR 2014 FREE VIRTUAL CAMP
- STATISTICS:**
- | | | | |
|------------------------------|--------|--------------------------|-------|
| • CIRCULATION OF MATERIALS: | 98,281 | • AUDIOBOOKS, MUSIC CDS: | 2,166 |
| • LIBRARY VISITS: | 57,357 | • DVDS: | 3,235 |
| • WIFI USES: | 1,117 | • MAGAZINES, NEWSPAPERS: | 70 |
| • TOTAL PHYSICAL COLLECTION: | 50,714 | • VIDEO GAMES, KITS, | |
| • ADULT PRINT BOOKS | 23,515 | • MUSEUM PASSES, OTHER: | 356 |
| • TEEN PRINT BOOKS | 3,846 | • DATABASES: | 45 |
| • CHILDREN'S PRINT BOOKS | 23,282 | • DIGITAL COLLECTION : | 2,451 |



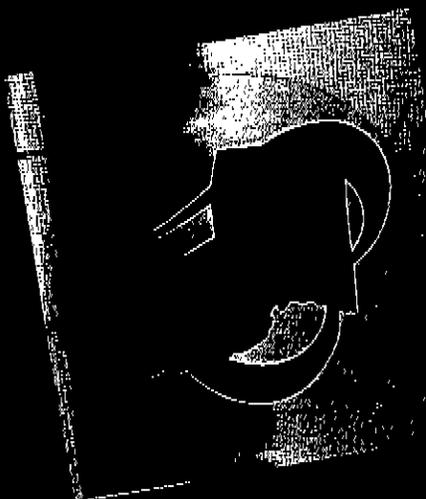
BOOTH & DIMOCK MEMORIAL LIBRARY



FINANCIAL

HIGHLIGHTS

- CONTINUED FISCAL STRENGTH:
 - GFOA CERTIFICATE OF EXCELLENCE AWARD
 - ACHIEVED Aa2 BOND RATING
 - \$338,073 IN SAVINGS BY REFINANCING OLD DEBT
 - FUND BALANCE REMAINED AT 10.9; GOAL MODIFIED TO 15%
 - PENSION PLAN FUNDED LIABILITY 86.68%
- REDUCED COSTS THROUGH COLLABORATION: HEALTH INSURANCE COLLABORATIVE, WELLNESS PROGRAMS, ICE EQUIPMENT
- PERCENTAGE OF PROPERTY TAX COLLECTED: 98.3%
- 2014 ADJUSTED GRAND LIST: \$930,973,231
- STARTED OPEN GOV PROJECT



For a complete copy of the 2014/2015 Annual Report, visit the Town website at www.coventryvt.org

or contact:
Town Manager's Office,
860-742-6324.

Town of Coventry
Connecticut

Fair Housing

Action Plan

2016

John A. Elsesser
Town Manager

**FAIR HOUSING RESOLUTION
TOWN OF COVENTRY**

Certified is a true copy of a resolution adopted by the Town of Coventry at a meeting of its Town Council on _____, 2016, and which has not been modified or rescinded in any way whatsoever.

SEAL

Lori Tollmann, Town Clerk

Date

- Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and
- Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, The Town of Coventry is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOLVED, That the Town of Coventry hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the Chief Executive Officer of the Town of Coventry or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Coventry and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

FAIR HOUSING PLAN

I. Policy Statement

It shall be the policy and commitment of the Town of Coventry to ensure that fair and equal housing opportunities are granted to all persons, in all housing opportunities and development activities funded by the town, regardless of race, color, religion, gender, sexual orientation, gender identity or expression, marital status, lawful source of income, familial status, national origin, ancestry, age or mental or physical disability. This shall be done through a program of education, an analysis of impediments, and designation of a Fair Housing Officer and development of a procedure for complaints of discrimination. This plan will incorporate the directives of State and Federal laws and Executive Orders, including, but not limited to:

Title VI of the Civil Rights Act of 1964

The Fair Housing Act – Title VIII of the Civil Rights Act of 1968, as amended
Executive Order 11063, as amended by Executive Order 12259

Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended

Section 109 of Title I of the Housing and Community Development Act of 1974, as amended

Section 3 of the Housing and Community Development Act of 1968, as amended

Sections 503 and 504 of the Rehabilitation Act of 1973, as amended

The Americans with Disabilities Act of 1990

The Age Discrimination Act of 1975, as amended

Executive Order 11246 (as amended by Executive Orders 12375 and 12086) Equal
Opportunity under HUD Contracts and HUD-assisted Construction Contracts

Executive Order 12892, Leadership and Coordination of Fair Housing

Connecticut General Statutes 46a-64c as amended

The Town of Coventry commits to providing and promoting racial and economic integration in any housing development financially supported with DOH funding and will take affirmative steps to reach beneficiaries from all racial and ethnic groups as well as the physically or mentally handicapped and families with children and to reach a broad range of income eligible beneficiaries for appropriate and applicable housing opportunities.

II. Selection of Fair Housing Officer

In accordance with Title VIII, Civil Rights Act of 1968, as amended, the Fair Housing Officer below has been designated to handle fair housing complaints and activities.

Eric Trott

Director of Planning and Development

1712 Main Street

Coventry, CT 06238

860-742-4062

The Fair Housing Officer is responsible for the intake and processing of all housing complaints as well as implementation of the Fair Housing Plan activities and actions. While not expected to be an "expert" in Fair Housing Laws, at a minimum, the officer will be familiar with the complaint process and Federal and State Laws, which address Fair Housing. Records which show the date, time, nature of complaint and decisions made in the complaint process will be fully documented. A separate file will maintain a record of all housing discrimination complaints and follow-up actions.

III. Complaint Process

Housing discrimination complaint forms such as Forms HUD-903 and HUD-903A (Spanish version) from HUD, as well as a summary of actions which may constitute housing discrimination, and instructions for completing and filing housing discrimination complaints will be made available to citizens at Coventry Town Hall, 1712 Main Street, Coventry, CT 06238. Complaints need not be made on official forms to be valid.

Forms will also be distributed to lenders, realtors, and at other public places such as the Library periodically.

The Fair Housing Officer will reasonably assist the complainant in submitting the complaint to the appropriate body by providing assistance in explaining the form and/or contacting the appropriate office and allowing the use of Town phones for communication.

The individual(s) filing the complaint will then be advised of the option of filing directly with the U.S. Department of Housing and Urban Development (HUD) within one year after an alleged violation, the Connecticut Commission on Human Rights and Opportunities (CHRO) by filing a notarized complaint within 180 days of the alleged violation, or the Equal Employment Opportunity Commission or with all agencies simultaneously. The individual should also be advised of the option of filing suit, at his/her expense in Federal District Court or State Court within two years of an alleged violation. The individual should be further advised that if he/she cannot afford an attorney, the Court may appoint one that a suit may be commenced even after filing a complaint, if the individual has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

The Fair Housing Officer will keep a record of the progress on the number of complaints filed, actions taken, and the status of each complaint.

IV. Opportunity Mapping

Using the Connecticut Opportunity Map, which is available at the DOH website, the Town has determined that the target area for the proposed project or activity is a High area.

V. Implementation and Action Steps

The town will take specific action steps and implementation activities over the next three-year period following the guidelines provided by DOH.

Action Steps 1, 2, 9, 10, 11 or 12 (SET I)

1. Identify developable land within municipality for developers of affordable housing. The Town has been working on this issue for a number of years on a couple of different fronts. First, the Town was involved with the State's effort to encourage affordable (attainable) housing by considering the establishment of Incentive Housing Zones (IHZ) in the Zoning Regulations. Several potential 'receiving' properties were identified that could potentially enable an affordable housing project. The Town will further analyze where such projects can be sited by using GIS based data and associated mapping. An inventory of potential sites will be prepared.

The Town is in the process of setting up times for the staff at the Partnership of Strong Communities to meet with the Town Council and Planning and Zoning Commission to discuss ways that the Town can further affordable housing by way of utilizing the IHZ mechanism. The Partnership is a very strong advocate of the development of affordable housing and the Town hopes to learn more on how it can better act to make this a reality.

Second, the Town maintains a list of active enforcement on properties that are considered 'blighted' which can serve as potential properties for rehabilitation and re-use to increase the stock of affordable housing in the Town. Often times, these properties are distressed or abandoned and can be acquired at a low cost, rehabilitated and sold at an affordable price. The Town has had experience in working with property owners to facilitate this situation which corrects a known violation, but provides for a positive outcome by improving a property for re-use at an affordable cost.

Action Steps 3, 4, 5, 6, 7, 8, 13, 14 or 15 (Set II)

3. Report municipal and regional racial and ethnic composition data in municipal POCDs. The Town will pursue the revision of the Plan of Conservation and Development to include up to date regional racial and ethnic composition data. Initial sources of data were found on the CT Economic Resource Center's (CERC) municipal profile as well as the Partnership for Strong Communities town housing profile.

5. Review occupancy ordinances, regulations and/or guidelines to ensure that the rules are not unnecessarily restrictive for families with children. At a minimum, they should be in line with reasonable local fire and building codes. Over time the Town of Coventry has examined its Zoning Regulations and Town Ordinances and made amendments and revisions to them in an effort to improve their function, reasonableness and streamlined nature. Several years ago, the Town revised its Housing Code Ordinance to modernize it and reduce impediments to fair housing.

Town Staff has recently performed a careful examination of the definition of 'family' in the Zoning Regulations with the Town Attorney. The goal was to evaluate the fairness and legal test of the definition and determine that it was effective. It was the Town Attorney's opinion that the definition was reasonable, fair and appropriate. Especially, considering the number of members of a family and how a housekeeping unit is defined.

Previously, the Zoning Regulations were revised to eliminate square footage requirements for single family residences, because they were not viewed as legally appropriate and contrary to encouraging affordable housing. Instead, the Town relies on the Building and Fire Codes as having the most appropriate jurisdiction on such matters.

The Town will further evaluate the Zoning Regulations and Town Ordinances to determine if more revisions to them are required, so as to ensure that they are not creating impediments to fair housing practices.

Additional Steps

The Town of Coventry will adopt annually the Fair Housing Policy Statement and a Fair Housing Resolution as an indication of its commitment to Fair Housing Month during the month of April.

The Town of Coventry will display its fair housing policies/procedures and ADA policies and grievance procedure on its website.

The Town of Coventry will display Fair Housing posters identifying the town's Fair Housing Officer, title, address and phone number in prominent locations. In addition, fair housing information will be distributed outside of traditional municipal locations including local realtors and banks.

All advertising of residential real estate owned by the Town of Coventry for sale, rent or financing will contain the Fair Housing logo, equal opportunity slogan as a means of educating the home seeking public that the property is available to all persons regardless of race, color, religion, sex, mental or physical disability, sexual orientation, gender identity or expression, familial status, marital status, national origin, age, ancestry, or lawful source of income. All bid advertisements by town-sponsored programs must include the phrase "Equal Opportunity/Affirmative Action Employer." The type of logo, statement or slogan will depend on the type of media being used (visual or auditory). All logos/statements must appear at the end of the advertisement.

VI. Analysis of Impediments

The Town will cooperate and assist the State with its periodic Analysis of Impediments and conduct a review of policies, practices and procedures that affect the availability and accessibility of housing.

VII. Timetable

The Town will carry out the abovementioned action steps within three years of the adoption of this Plan.

VIII. Amendments

The Town of Coventry Town Manager shall amend and revise this Plan as required to keep current with State/Federal affirmative action and equal opportunity policies and procedures and local actions and activities to further the purposes of this Plan.

John A. Elsesser, Town Manager

Date

DATA SOURCES

1. Percentage of Ownership Stock
According to the most recent (Oct. 2014) CERC Town Profiles the Town of Coventry has a 92.3% single unit ownership stock.

2. Median Price Home
According to the most recent (Oct. 2014) CERC Town Profiles the median price of a home in the Town of Coventry is \$225,000.

3. Percentage of Rental Stock
According to the most recent (Oct. 2014) CERC Town Profiles the Town of Coventry has a 7.7% rental stock.

4. Median Rent
According to HUD's FY2016 Fair Market Rent Documentation System, the median rent for a three (3) bedroom home is \$1,502.

5. Actual Mill Rate
According to the Town of Coventry's Assessors Office the Actual Mill Rate for the Town of Coventry is 31.2.

6. Monthly Home Insurance Cost
Three square footage amounts were taken from three random listings on www.realtor.com for a "typical two-story, three-bedroom home". The three square footage amounts were added together and divided by the sum of 3 to get the average square footage of 2,726 square feet.

The Town of Coventry conducted a telephone survey of three local insurance agencies to determine the monthly home insurance cost for a typical two-story, three-bedroom house with an average square footage of 2,726. An average of the information gathered indicated that the yearly insurance premium would be \$1,108 making the monthly premium \$98.33.

7. Monthly Principal and Interest Payment

The principle was calculated by taking the median price of a house in the Town of Coventry and subtracting the minimum down payment (5%) to get a principle amount of \$213,750. According to Bankrate.com's weekly national survey of large banks, the average interest rate for a 30-year fixed mortgage is 3.94%.

The monthly principal and interest payment was calculated at www.mortgage-calc.com.

For a 30-year fixed mortgage with principal amount of at \$213,750 at an average percentage rate of 3.94%, the monthly principal and interest payment would be \$1,013.10.

8. Monthly Private Mortgage Insurance Cost

The average yearly private mortgage insurance (PMI) cost is \$2,137.50, making the average monthly cost \$178.13. The PMI cost was determined by multiplying the principal amount of the mortgage by .01 to determine the total cost of PMI. The yearly amount was then divided by 12 to get the monthly cost of PMI.

9. Monthly Utility Costs

According to the most recently published state-wide Section 8 program utility allowance for a 3-bedroom single family home using oil heat and hot water, electrical cooking and lighting and includes allowances for a range, refrigerator and trash collection, the monthly utility costs are \$337.

10. Regional Median Household Income

According to the most recent (Oct. 2014) CERC Town Profiles the median household income in the Town of Coventry is \$92,308.

11. State Median Household Income

According to the most recent (Oct. 2014) CERC Town Profiles the Median Household Income for the State of Connecticut is \$69,519.

CALCULATIONS
Income Needed for Housing

I. Income Needed to Rent at Median Rent

Multiply the Fair Market Rent for a 3 BR. unit by 12 and divide the product by 30%

$$(\$ \underline{1,502.00} \times 12) / 30\% = \underline{\$ 60,080.00}$$

II. Income Needed to Purchase a Median Price HOME

A. Add the following five (5) amounts

1. Monthly Property Taxes \$ 409.50

Multiply the "median price" (item 2 of the "Data Sources") of a home in your community by seventy percent (70%) and multiply the resulting amount by the "actual mille rate." This is the annual amount of the property for the home. Divide the annual amount by twelve (12) to get the monthly property taxes for the home.

2. Monthly Home Insurance Cost \$ 98.33

Determined in accordance with item 6 of the "Data Sources"

3. Monthly Principle and Interest Payment \$ 1,013.10

Determined in accordance with item 7 of the "Data Sources"

4. Monthly Private Mortgage Insurance (PMI) cost \$ 178.13

Determined in accordance with item 8 of the "Data Sources"

5. Monthly Utility Costs \$ 337.00

Enter the current State-wide Section 8 Program's utility allowance for a three-bedroom single family home that uses oil heat & hot water, electric cooking and lighting, and includes allowances for a range, refrigerator and trash collection.

**Total Monthly Property Taxes, Home Insurance Cost,
Principle & Interest Payment, Private Mortgage
Insurance Cost and Utility Costs**

\$ 2,036.06

B. Multiply the "Total Monthly Property Taxes, Home Insurance Cost, Principal & Interest Payment, Private Mortgage Insurance Cost, and Utility Costs" by 12 and divide the product by twenty-eight percent (28%).

$$(\$ \underline{2,036.06} \times 12) / 28\% = \underline{\$ 87,259.71}$$

AFFORDABILITY CLASSIFICATION

1. Calculate "Income Needed For Housing" (INH)

(% of ownership stock X income needed to purchase a median priced home in the community) + (% of rental stock X income needed to rent at the median rent) = INH

$$\begin{array}{rcl} \underline{(92.3\% \times \$87,259.71)} & + & \underline{(7.7\% \times \$60,080.00)} & = & \underline{\$85,166.87} \\ \% \text{ of} & \text{income needed to} & \% \text{ of} & \text{income needed to} & \text{income needed} \\ \text{owner} & \text{to purchase median} & \text{rental} & \text{rent at the median} & \text{for housing} \\ \text{stock} & \text{price home} & \text{stock} & \text{rent} & \end{array}$$

2. Enter the lower of the State or Regional Median Income \$69,519.00

State Median Income = \$69,519.00

Regional Median Income = \$92,308.00

3. Determine the following amounts:

(a) 120% of the lower of the State or Regional Median Income: \$83,422.80
(120% * the amount shown in # 2 above)

(b) 80% of the lower of the State or Regional Median Income: \$55,615.20
(80% * the amount shown in # 2 above)

4. Check the appropriate "Affordability Classification"

X Limited Affordability \$85,166.87 is greater than \$83,422.80
Community INH from #1 (a) of #3

 Moderate Affordability \$ is between \$ and \$
Community INH from #1 (b) of #3 (a) of #3

 Substantial Affordability \$ is less than \$
Community INH from #1 (b) of #3

COMMUNITY CLASSIFICATION AND CATEGORIZATION

I. Community Classification

Based on the definitions provided for the "Matrix for Local Fair Housing Action," (page 12 of the "Fair Housing Action Plan Guidelines"), select one (1) of the following four (4) "Community Classifications" for your community:

- Urban
- First Tier Suburb
- Second Tier Suburb
- Rural

II. Community Categorization

Based on the "Affordability Classification" selected in accordance with Number 6 of the "Fair Housing Action Plan Guidelines" and the "Community Classification" selected above, select the "Community Categorization" from the "Matrix for Local Fair Housing Action" that applies to your community. This "Community Categorization" must be selected from one of the fourteen categories listed in Number 7 of the "Fair Housing Action Plan Guidelines."

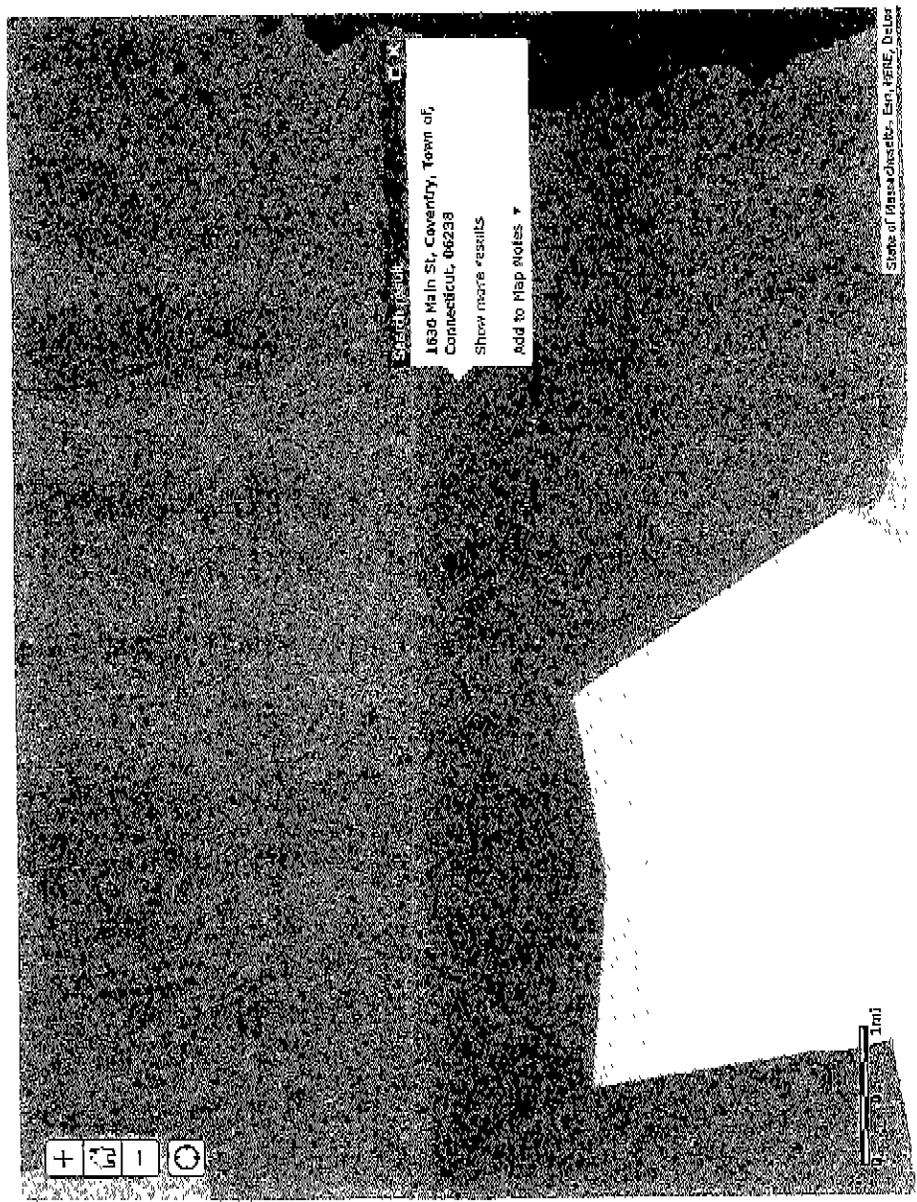
Community Categorization: Second Tier Suburb

Limited Affordability Community

Legend

Comprehensive Opportunity (Open Communities Alliance)

-  Very High
-  High
-  Moderate
-  Low
-  Very Low

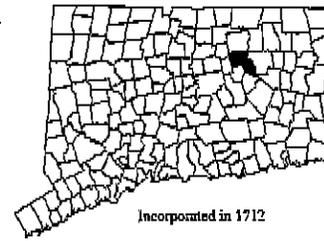


Coventry, Connecticut

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) | | | | Race/Ethnicity (2012) | | | | |
|-------------------------|------------|-------------|------------|-------------------------------|-------------|-------------|-----------|-----|
| Town | County | State | | 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 | 28% |
| Med HH Inc. (2012) | \$92,308 | \$80,887 | \$69,319 | Associates Degree | 959 | 11% | 177,531 | 7% |
| | | | | Bachelors or Higher | 2,914 | 33% | 879,089 | 36% |
| 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) | | | Top Five Grand List (2011) | | Amount | % of Net |
|--------------------------------------|-------|------------|---------------------------------|--------------------------------|---------------|----------|
| Sector | Units | Employment | | | | |
| 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 | | | | | | | |
| | | Students per Computer | Town | State | Average Class Size | | Town | | State | | |
| For more education data see: | | Elementary: | 4.1 | 4.1 | Grade K | 17.9 | Grade 2 | 19.3 | Reading | 508 | 502 |
| http://sdeportal.ct.gov/Cedar/ | | Middle: | 2.5 | 2.7 | Grade 5 | 26.2 | Grade 7 | 24.0 | Writing | 523 | 506 |
| Web Research and Reports/SS | | Secondary: | 1.8 | 2.9 | High School | | 16.2 | Math | 503 | 506 | |
| PReports.aspx | | | | | | | | | | | |

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 Indebtedness (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 | Distribution of House Sales (2011) | | | |
| 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 | \$223,000 | \$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 | Connecticut Commuters (2011) | | | |
| 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 |
| Place of Work (2013) | | | | Mansfield | 55 | Mansfield | 420 |
| Units | 194 | 3,043 | 113,697 | Vernon | 48 | East Hartford | 399 |
| Total Employment | 1,404 | 42,714 | 1,640,223 | Tolland | 39 | Windham | 237 |
| 2000-13 AAGR | 1.0% | 1.1% | 0.2% | Columbia | 28 | Vernon | 213 |
| Mfg Employment | 51 | 50,511 | 163,828 | Ellington | 22 | South Windsor | 174 |
| | | | | East Hartford | 22 | Tolland | 156 |

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 |
| Library (2013) | | | Boston | 78 | Connecticut Light & Power |
| Public Web Computers | 23 | | New York City | 113 | (800) 286-2000 |
| Circulation per Capita | 9 | | Providence | 48 | Gas Provider |
| Families Receiving (2014) | | | | | CNG Corp |
| Temporary Assistance | 38 | | | | (860) 727-3000 |
| Population Receiving (2014) | | | | | Water Provider |
| Food Stamps | 662 | | | | Connecticut Water Company |
| | | | | | (800) 286-5700 |
| | | | | | Cable Provider |
| | | | | | Charter Communications of Northeastern CT |
| | | | | | (800) 827-8288 |

| | | | | | |
|-----------|------------|--------------|----------------|------|-------|
| MORTGAGES | BANK RATES | CREDIT CARDS | PERSONAL LOANS | AUTO | TAXES |
|-----------|------------|--------------|----------------|------|-------|

Today's Mortgage Rates

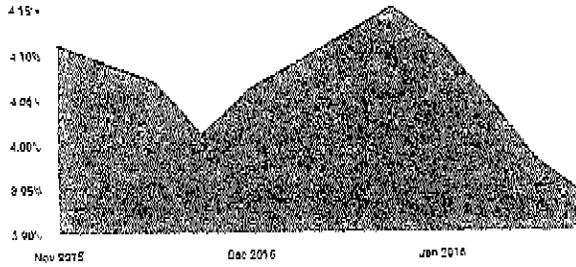
| | | | | | | |
|-------------------------|------------------------|------------------------|------------------|-----------|-----------|-----------|
| 3.01% APR ARM | 30-Year Fixed 3.50% | 15-Year Fixed 3.00% | 5/1 ARM 3.00% | 3.61% APR | 3.02% APR | 3.01% APR |
|-------------------------|------------------------|------------------------|------------------|-----------|-----------|-----------|

MORTGAGE Buy Now

Current Mortgage Interest Rates

| | | | | |
|-----------|-----|------------|-------------|--------------|
| MORTGAGES | CDS | AUTO LOANS | HOME EQUITY | CREDIT CARDS |
|-----------|-----|------------|-------------|--------------|

30-year fixed mortgage



Find the best mortgage rates in your area.

| 3-month trend | 30-year fixed | 15-year fixed | 5/1 ARM | 20-year fixed |
|---------------|---------------|---------------|---------|---------------|
| 12/7/2015 | 3.94 | 3.21 | 3.3 | 3.85 |
| 12/6/2015 | 3.93 | 3.23 | 3.31 | 3.87 |
| 1/13/2016 | 4.05 | 3.29 | 3.4 | 3.93 |
| 1/9/2016 | 4.11 | 3.30 | 3.46 | 4.05 |
| 12/30/2015 | 4.15 | 3.33 | 3.49 | 4.1 |
| 12/22/2015 | 4.12 | 3.33 | 3.44 | 4.08 |
| 12/18/2015 | 4.02 | 3.34 | 3.42 | 4.03 |
| 12/8/2015 | 4.05 | 3.27 | 3.4 | 4.01 |
| 12/2/2015 | 4.01 | 3.25 | 3.39 | 3.99 |
| 11/24/2015 | 4.07 | 3.20 | 3.33 | 3.94 |

Add this table to your page → get code

SHARE THIS STORY





MORTGAGE
CALCULATOR

YOUR
MONTHLY
PAYMENT

MORTGAGE

Use this simple home mortgage calculator to calculate monthly payment. It will also help you determine which mortgage is right for you. Payment includes principal and interest.

CALCULATE

| | | |
|----------|---------------|-----------|
| Interest | Term | Principal |
| 3.94% | 30 year fixed | \$210,750 |

MONTHLY PAYMENT

\$1,013.10

Calculate



CONNECTICUT DEPARTMENT OF HOUSING
Section 8 Housing Choice Voucher Program
Utility Allowance Schedule
for the period 06/01/2015 - 05/31/2016



| Services ↓ Bedroom | | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
|-------------------------|-------------|-----|-----|-----|-----|-----|-----|-----|
| Size → | | | | | | | | |
| Utility Type ↓ | | | | | | | | |
| Heating: | | | | | | | | |
| Single | Natural Gas | 27 | 41 | 48 | 55 | 68 | 75 | 83 |
| Family | Oil | 83 | 97 | 110 | 130 | 160 | 177 | 193 |
| (S16) | Electric | 103 | 129 | 172 | 194 | 226 | 249 | 274 |
| | Propane | 85 | 114 | 142 | 165 | 199 | 219 | 241 |
| Heating: | | | | | | | | |
| Row & | Natural Gas | 19 | 34 | 43 | 51 | 58 | 64 | 72 |
| Garden | Oil | 61 | 80 | 99 | 119 | 138 | 152 | 168 |
| Apts. | Electric | 86 | 108 | 145 | 167 | 205 | 225 | 248 |
| (R16) | Propane | 77 | 88 | 119 | 148 | 170 | 187 | 207 |
| Heating: | | | | | | | | |
| High | Natural Gas | 14 | 30 | 38 | 47 | 51 | 56 | 62 |
| Rise | Oil | 55 | 69 | 91 | 110 | 119 | 130 | 144 |
| (H16) | Electric | 65 | 86 | 118 | 151 | 183 | 201 | 222 |
| | Propane | 51 | 74 | 114 | 136 | 170 | 187 | 207 |
| Heating: | | | | | | | | |
| Mobile | Coal | 51 | 61 | 88 | 106 | 124 | | |
| Home | Oil | 72 | 88 | 105 | 124 | 149 | | |
| (M16) | Propane | 82 | 99 | 133 | 156 | 185 | | |
| Cooking: | | | | | | | | |
| | Natural Gas | 6 | 7 | 10 | 12 | 15 | 17 | 20 |
| | Electric | 14 | 18 | 22 | 29 | 33 | 37 | 40 |
| | Propane | 11 | 14 | 20 | 26 | 31 | 37 | 43 |
| Water: | | | | | | | | |
| | Natural Gas | 15 | 18 | 25 | 37 | 49 | 54 | 59 |
| Heating: | | | | | | | | |
| (Hot H20) | Oil | 19 | 30 | 41 | 61 | 80 | 99 | 119 |
| | Electric | 64 | 78 | 89 | 100 | 111 | 122 | 134 |
| | Propane | 26 | 37 | 51 | 71 | 91 | 99 | 111 |
| Other: | | | | | | | | |
| Electricity: | | 42 | 53 | 70 | 81 | 98 | 125 | 131 |
| Cold Water: | | 22 | 34 | 58 | 81 | 105 | 129 | 152 |
| Sewer: | | 7 | 15 | 30 | 45 | 60 | 74 | 89 |
| Trash: | | 30 | 30 | 30 | 30 | 30 | 30 | 30 |
| Refrigerator: | | 3 | 3 | 3 | 3 | 4 | 4 | 4 |
| Range/Stove: | | 2 | 2 | 3 | 3 | 4 | 4 | 4 |
| Gas Service Fee: | | 17 | 17 | 17 | 17 | 17 | 17 | 17 |



FY 2016 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2016 FMRs for All Bedroom Sizes

| Final FY 2016 FMRs By Unit Bedrooms | | | | |
|-------------------------------------|-------------|-------------|---------------|--------------|
| Efficiency | One-Bedroom | Two-Bedroom | Three-Bedroom | Four-Bedroom |
| \$758 | \$968 | \$1,210 | \$1,502 | \$1,721 |

The Office of Management and Budget release new Core Based Statistical Area definitions in February 2013. The Census American Community Survey incorporated these definitions in the [ACS 2013 release](#), which are the basis for FY2016 Fair Market Rents. HUD has elected to continue use of the pre-2013 definitions except where the post-2013 definitions result in a smaller FMR area. This is consistent with HUD's objective to maximize tenant choice by allowing FMRs to vary locally.

NOTE: This is a 50th Percentile Final FY 2016 FMR area as established by HUD regulations. To see the Final 40th Percentile Rents for Hartford-West Hartford-East Hartford, CT HUD Metro FMR Area please click [here](#).

Coventry town, Connecticut is part of the Hartford-West Hartford-East Hartford, CT HUD Metro FMR Area, which consists of the following towns: Avon town (Hartford County), Connecticut; Berlin town (Hartford County), Connecticut; Bloomfield town (Hartford County), Connecticut; Bristol town (Hartford County), Connecticut; Burlington town (Hartford County), Connecticut; Canton town (Hartford County), Connecticut; East Granby town (Hartford County), Connecticut; East Hartford town (Hartford County), Connecticut; East Windsor town (Hartford County), Connecticut; Enfield town (Hartford County), Connecticut; Farmington town (Hartford County), Connecticut; Glastonbury town (Hartford County), Connecticut; Granby town (Hartford County), Connecticut; Hartford town (Hartford County), Connecticut; Hartland town (Hartford County), Connecticut; Manchester town (Hartford County), Connecticut; Marlborough town (Hartford County), Connecticut; New Britain town (Hartford County), Connecticut; Newington town (Hartford County), Connecticut; Plainville town (Hartford County), Connecticut; Rocky Hill town (Hartford County), Connecticut; Simsbury town

RESOLUTION

Certified is a true copy of a resolution adopted by the Town of Coventry at a meeting of its Town Council on _____, and which has not been modified or rescinded in any way whatsoever.

SEAL

Lori Tollmann, Town Clerk

Date

WHEREAS, Program Income is defined in federal regulation at 24 CFR 570.489 (e) which specify that program income is the gross income received by the jurisdiction that has been directly generated from the use of Community Development Block Grant Program.

WHEREAS, Examples of program income include: payments of principal and interest on housing rehabilitation loans made using Community Development Block Grant funds; interest earned on program income pending its disposition, and interest earned on funds that have been placed in a revolving loan account;

WHEREAS, One revolving loan account (RLA) or PI account has been established to utilize the Town of Coventry's program income;

WHEREAS, 100 percent (100%) of all program income derived from Housing Rehabilitation within the Town of Coventry will be deposited into the Town of Coventry's Revolving Loan Account;

WHEREAS, Up to \$35,000 of program income, during a program year (July 1 through June 30), will be allocated for ADA improvements to Community Facilities within the Town of Coventry;

WHEREAS, All remaining program income will be used again for the same activity from which it was derived: Housing Rehabilitation within the Town of Coventry.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that the following Program Income Plan is hereby approved and further authorizes, Town Manager John A. Elsesser, to sign such document.

PROGRAM INCOME PLAN

Town of Coventry

A Reuse Plan Governing Program Income from CDBG-Assisted Activities. The purpose of this plan is to establish guidelines on the policies and procedures for the administration and utilization of program income received as a result of activities funded under the State Community Development Block Grant Program.

Need for Plan Governing Reuse of Program Income. This Plan is intended to satisfy the requirements specified in Federal statute and regulation at Section 104 (j) of the Housing and Community Development Act ("the Act"), as amended in 1992 and 24 CFR 570.489 (e) (3). These statutory and regulatory sections permit a unit of local government to retain program income for CDBG-eligible community development activities. Under federal guidelines adopted by the State of Connecticut's CDBG program, local governments are permitted to retain program income so long as the local government has received advance approval from the state of a local plan that will govern the expenditure of the program income. This plan has been developed to meet that requirement.

Program Income Defined. Program Income is defined in federal regulation at 24 CFR 570.489 (e) which specify that program income is the gross income received by the jurisdiction that has been directly generated from the use of CDBG funds. (For those program income-generating activities that are only partially funded with CDBG funds, such income is prorated to reflect the actual percentage of CDBG participation). Examples of program income include: payments of principal and interest on housing rehabilitation or business loans made using CDBG funds; interest earned on program income pending its disposition, and interest earned on funds that have been placed in a revolving loan account; net proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds; income (net of costs that are incidental to the generation of the income) from the use or rental of real property that has been acquired, constructed or improved with CDBG funds and that is owned (in whole or in part) by the participating jurisdiction or subrecipient.

If the total amount of income generated from the use of CDBG funds (and retained by the Town) during a single program year (July 1 through June 30) is less than \$25,000, then these funds shall not be deemed to be program income and shall not be subject to these policies and procedures. However, any program revenue, regardless of the amount, generated from a Revolving Loan Fund is considered PI and is not subject to the \$25,000 limitation. In addition, Quarterly Reports must be submitted regardless of whether the \$25,000 threshold is reached or not. Costs incurred that are incidental to the generation of Program Income may be deducted from the gross program revenue to determine the net Program Income amount.

General Administration (GA) Cost Limitation. Program income is subject to an eight percent (8%) limit on administration costs and a twelve percent (12%) limit on program costs per the amount of PI allocated toward a specific activity.

Reuses of Program Income. Program income must be: a) disbursed for an activity funded under an existing open grant prior to drawing down additional Federal funds (i.e. disbursed to an amount that is \$25,000 or less); b) forwarded to the State of Connecticut Department of Housing (the Department); c) with DOH's permission, apply to a future grant; or d) distributed according to this

Program Income Plan that has been approved by the Department. The Town's program income will be used to fund *eligible* CDBG activities that meet a *national objective*. Eligible activities and national objective requirements are specified in federal statute at Section 105(a) and in federal regulations at 24 CFR 570.482 and 24 CFR 570.483. The PI Reuse Plan shall be used for Housing Rehabilitation and ADA improvements to Community Facilities.

The Town reserves the option of utilizing program income to fund/augment a CDBG funded activity (that is different from the activity that generated the PI) included in a grant agreement. The Town must first follow the citizen participation process, provide for public disclosure (public notice), obtain a governing body resolution, and obtain approval from the State CDBG Program.

Planning Activities. The Town reserves the option of utilizing program income, within the sixteen percent (16%) general administration annual cap, to fund planning for CDBG-eligible activities. Such planning activities may include: environmental reviews or other studies necessary for CDBG-eligible projects or programs; or application preparation for CDBG or other grants/loans to supplement funding for CDBG-eligible activities. The costs of such planning activities may be charged to an RLA if the planning is for the same activity as the RLA. Otherwise, PI may only be expended on planning activities in conjunction with an existing open CDBG Planning grant.

Distribution for Reuse of Program Income. The Town's program income that has not been committed to an existing open grant will be distributed, as follows:

1. One revolving loan account (RLA) or PI account has been established to utilize the Town of Coventry's program income. The allocations to the RLA are as follows:
 - a) 100 percent (100%) of all program income derived from Housing Rehabilitation within the Town of Coventry will be deposited into the Town of Coventry's Revolving Loan Account;
 - b) Up to \$35,000 of program income, during a program year (July 1 through June 30), will be allocated for ADA improvements to Community Facilities within the Town of Coventry;
 - c) All remaining program income will be used again for the same activity from which it was derived: Housing Rehabilitation within the Town of Coventry.

Funds shall not be transferred between RLAs or to an open grant activity without conducting a properly noticed CDBG Citizen Participation public hearing. If it becomes necessary to transfer funds between RLAs we will consider revising the above distribution formula.

Reporting and Federal Overlay Compliance. The Town of Coventry shall comply with all State CDBG reporting requirements, including submittal of a Quarterly GPR on all PI. The Town shall ensure that the use of program income under this PI Plan complies with all CDBG program requirements, including citizen participation, environmental review, equal opportunity, Section 3 employment, lead-based paint, labor standards, procurement and property management, and maintenance of adequate accounting and recordkeeping systems. To ensure ongoing compliance with CDBG requirements, the Town shall utilize the latest available State CDBG Program Grant Management Manual for guidance on compliance procedures and polices. The Town shall obtain the Department's written approval before proceeding with any PI-funded activity.

Maximum Funds that may be Retained from One Program Year to Another. Program Income received by the RLA during the program year (July 1 through June 30) shall be substantially expended by the end of the program year (June 30). At any given time, the funding balance for the RLA should not exceed \$25,000.

Revising this plan. The Town of Coventry has the authority to amend this document with a properly noticed Council meeting and approval by the State Department of Housing (DOH).

Revolving Loan Funds. The purposes and allowed uses of funds under this RLA are as follows:

Housing Rehabilitation Revolving Loan Account.

Up to \$35,000 of program income, during a program year (July 1 through June 30), will be allocated for ADA improvements to Community Facilities within the Town of Coventry. All remaining program income will be used again for the same activity from which it was derived: Housing Rehabilitation within the Town of Coventry, which is used for the purpose of making loans to rehabilitate residential units occupied by households which have an annual income which is eighty percent (80%) or less of the area's median income.

No more than eight percent (8%) of the total PI expended during a PY may be used for CDBG general administration (GA) expenses and no more than twelve percent (12%) may be used for program costs.

The review and funding of requests for CDBG Housing Rehabilitation loans or grant assistance under this RLA shall be conducted under the Housing Rehabilitation Program Guidelines that have been adopted by the Town. All assistance provided to activities under this RLA shall be made for activities that are located within the Town's jurisdiction.

If the activities funded under the RLA are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLA shall be expended prior to drawing down funds from the State CDBG program.

Signature

John A. Elsesser, Town Manager
Typed or Printed Name of Authorized Official

Date

TOWN COUNCIL SPECIAL BUDGET MEETING
March 23, 2016
7:00 PM
Town Hall Annex

1. Call To Order, Roll Call
2. Unfinished Business:
 - 2.A. 15/16-69: FY 2016-2017 Budget (E)
 1. Board of Education continued discussion
 2. Town Budget items

Documents: [REQUEST FOR ADDITIONAL INFORMATION FROM BOARD OF EDUCATION 3-16-16.PDF](#), [FY17 PROPOSED BUDGET - BOE 02-11-16.PDF](#)

3. Adjournment

(E) Denotes Enclosure

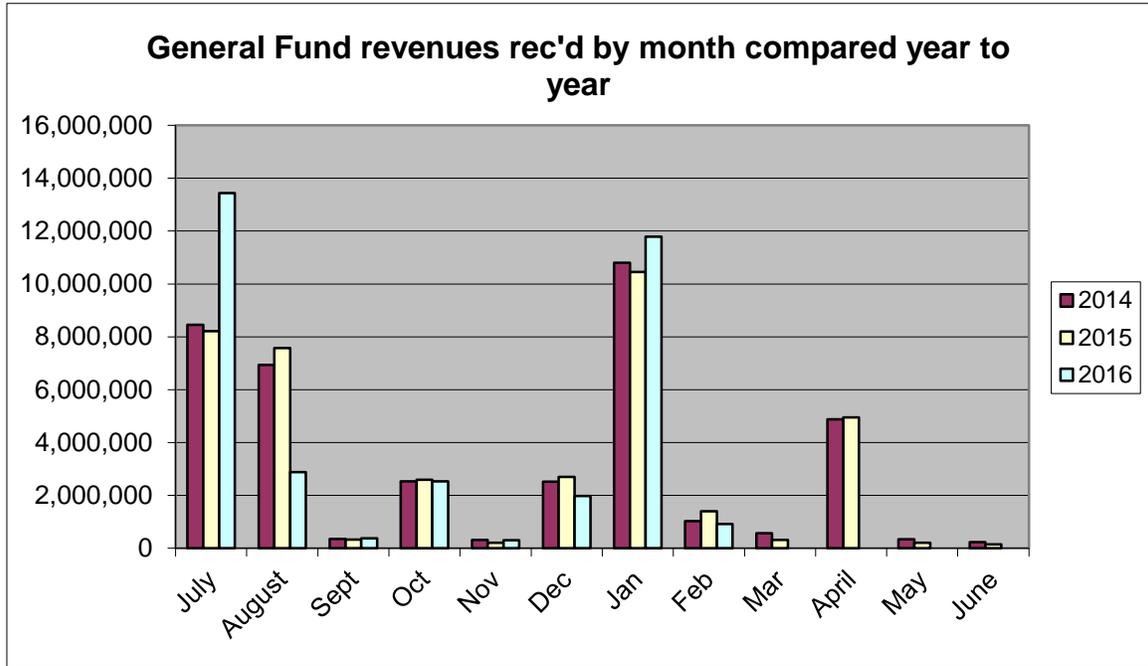
Open Participation in Public Meetings: The Town of Coventry will provide reasonable accommodations to assist those with special needs to attend & participate in public meetings. Contact the Town Manager's Office at 742-6324 or e-mail Lstone@Coventryct.org at least 48 hours in advance to discuss special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

**Town Council
Budget Meetings – March 2016**

| Date | Meeting Type | Time | Location | Group(s) |
|-------------|---------------------|-------------|-----------------|--|
| 3/7 | Regular | 7:30 PM | Annex | Fire (7:45 PM) |
| 3/14 | Special | 7:00 PM | Annex | Board of Education |
| 3/21 | Regular | 7:30 PM | Annex | Public Works (7:45 PM) Police (8:15 PM) |
| 3/28 | Special | 7:00 PM | Annex | Human Services (7:00 PM) Parks & Recreation (7:30 PM) |

Date: March 4, 2016
 To: Finance Committee
 From: Elizabeth Bauer, Director of Finance
 Re: Monthly Update

Revenues

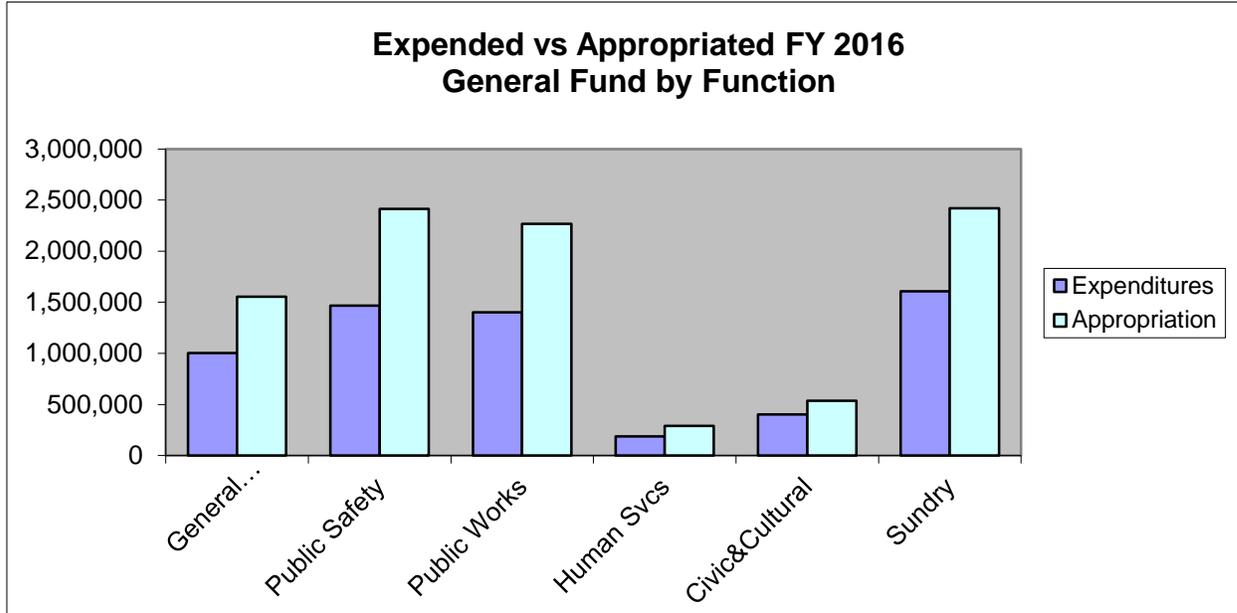


As of February 29, 2016, the Town of Coventry has collected \$28,892,890.43 or 98.59% of \$29,305,320 (anticipated) property tax revenue. The same period last year saw property tax revenue at 98.37% of anticipated revenue.

General fund revenue collections are \$34,240,145.92 or 86.19% 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 \$91,000.

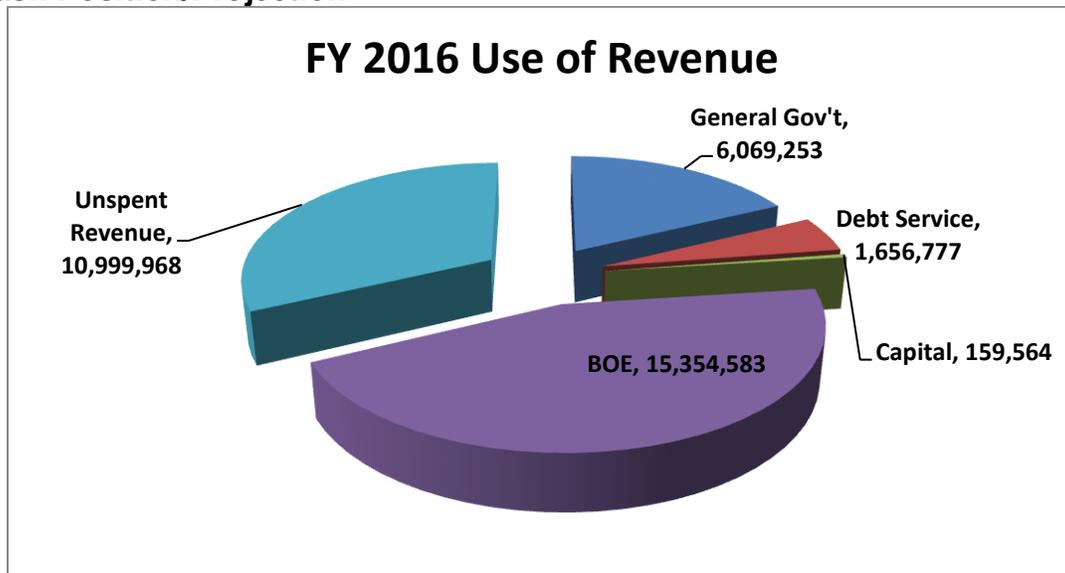
COVRA collections are \$976,664 or 100.01% of \$976,183 anticipated. The same period last year saw COVRA collections at 100.2% of anticipated.

Expenditures



Current Fiscal year General Fund expenditures and encumbrances are at 69.13% of the adjusted budget appropriation, compared with 71.11% for the same period last year. Projected over expenditures include the advertising line item in the Town Managers budget (110-1201-52170), Legal (110-1501-52030), 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 February 29th, we have an unspent cash balance of \$10,999,968 and unspent appropriation of \$16,035,384. Available funds are currently invested at rates from .3% to .6%.

Tax Collector

A date for the tax sale has been set. It is scheduled for May 17th, 2016 at 10am in the Annex. Delinquent notices have been mailed to 1075 Real Estate and Trash accounts. Motor Vehicle delinquent notices were mailed to 1,835 accounts.

Tax Assessor

In February increase notices are sent and the Board of Assessment appeals applications are received for the hearings scheduled on March 10th. Nine applications have been received, a low number. Applications are being taken for the Elderly, Totally Disabled and Additional Veterans programs.

For the 2014 grand list, the office has processed 771 Motor Vehicle corrections, 121 Supplemental MV corrections, 29 Personal Property corrections and 131 Real Estate certificates of correction. The Real Estate corrections include 36 newly constructed prorates.

The year to date corrections against 10/1/2014 and 10/1/2015 grand lists are as follows:

| | 2014 | 2014 |
|----------------------------|-------------|-------------|
| Original Grand List | 930,973,231 | 949,163,141 |
| BAA Reductions March | (407,900) | - |
| Corrections | (2,668,888) | - |
| BAA Reductions September | (16,370) | - |
| Prorates New Construction* | 2,123,246 | - |
| Supplemental MV GL | 11,190,476 | - |
| Total Net Grand List | 941,193,795 | 949,163,141 |

Accounting

The Town Managers budget was prepared prior to the March 10th public hearing. Debbie Kratochvil was hired as Town Accountant. Bonds were sold for the Road project and Pucker St Bridge. Moody's review confirmed our bond rating, and we sold \$3,400,000 of bonds at a favorable 2.41%.

IT

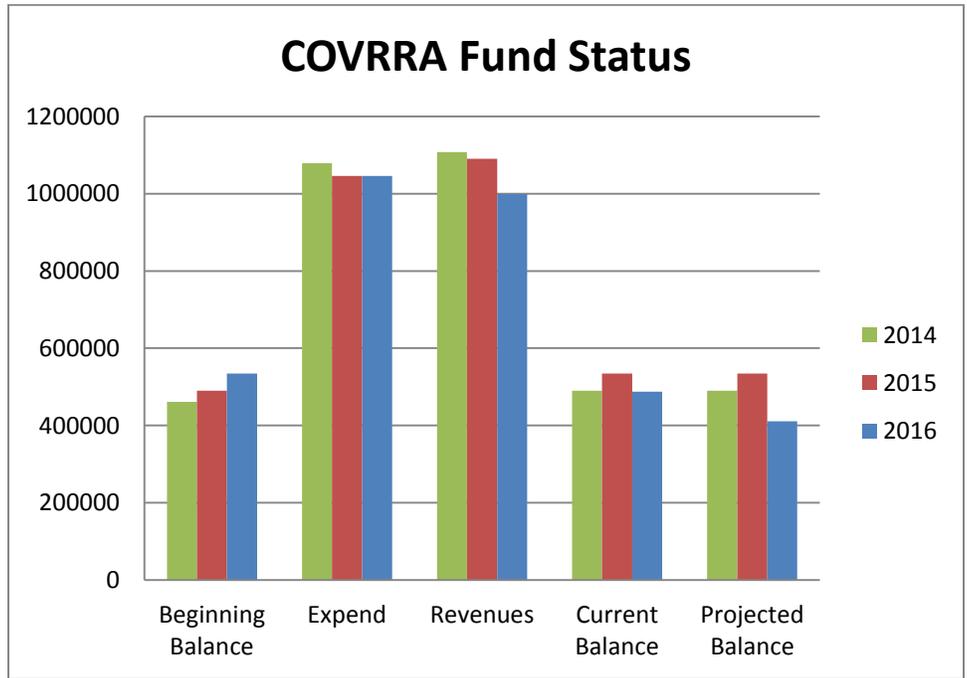
A review of proposals for a VOIP telephone system continues.

BOE status

| | |
|-----------------------|--------------------------|
| | BOE Expenditures to date |
| | FY 2016 |
| Budget appropriation | 26,811,045 |
| Adjustments to approp | 19,992 |
| Encumbrances | |
| Expended to date | <u>15,354,583</u> |
| Balance remaining | 11,476,454 |

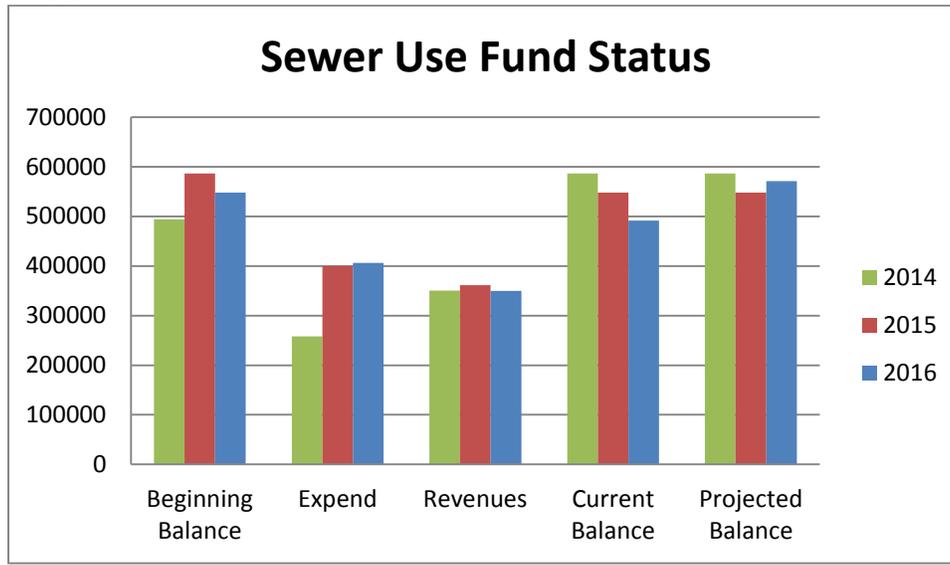
Special Revenue Funds

COVRRRA



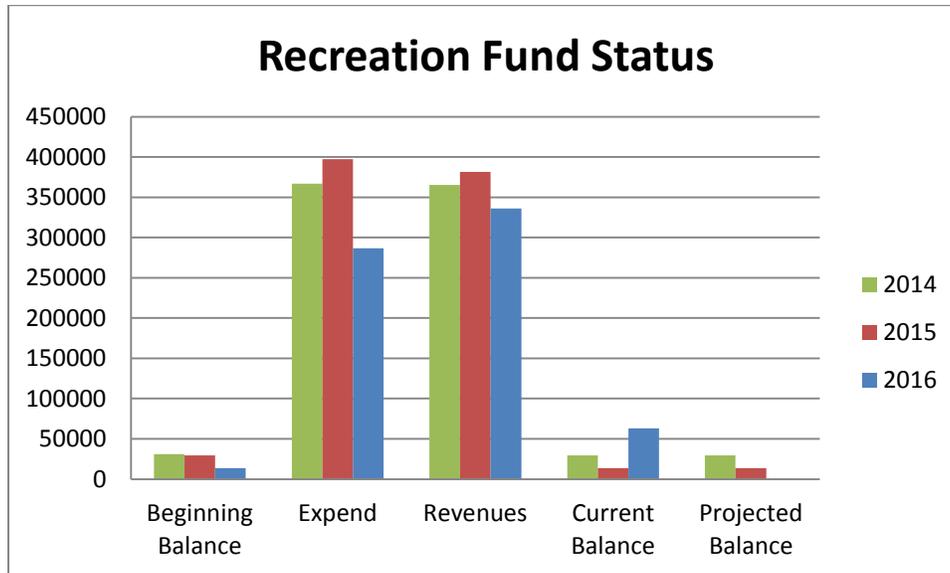
| | Beginning Balance | Expend | Revenues | Current Balance | Projected Balance |
|------|-------------------|---------|----------|-----------------|-------------------|
| 2016 | 534282 | 1045484 | 998751 | 487549 | 411028 |
| 2015 | 489808 | 1045363 | 1089836 | 534282 | 534282 |
| 2014 | 461074 | 1078893 | 1107627 | 489808 | 489808 |

SEWER USE



| | Beginning Balance | Expend | Revenues | Current Balance | Projected Balance |
|------|-------------------|--------|----------|-----------------|-------------------|
| 2016 | 548115 | 406439 | 349533 | 491208 | 571115 |
| 2015 | 586372 | 399792 | 361535 | 548115 | 548115 |
| 2014 | 494117 | 257880 | 350135 | 586372 | 586372 |

RECREATION



| | Beginning Balance | Expend | Revenues | Current Balance | Projected Balance |
|------|-------------------|--------|----------|-----------------|-------------------|
| 2016 | 13567 | 286711 | 336206 | 63062 | 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 29-Feb-2016

| Account and Description | Appropriation | Appropriation Adj | Encumbrances | Expenditures | Remaining Balance | % Used |
|--|---------------|-------------------|--------------|--------------|-------------------|--------|
| 51000 SALARY AND WAGES | 273,134.00 | .00 | .00 | 149,524.30 | 123,609.70 | 54.74 |
| 51010 REGULAR FULL TIME | 4,019,898.00 | (11,003.00) | .00 | 2,581,548.01 | 1,427,346.99 | 64.40 |
| 51020 PART TIME | 95,101.00 | 18,000.00 | .00 | 62,959.17 | 50,141.83 | 55.67 |
| 51030 OVERTIME | 229,056.00 | 199.75 | .00 | 143,137.42 | 86,118.33 | 62.44 |
| 51040 TEMPORARY | 30,310.00 | 8,444.25 | .00 | 20,903.82 | 17,850.43 | 53.94 |
| 51059 PAYROLL TAXES & INSURANCE | 26,309.00 | .00 | .00 | 12,605.19 | 13,703.81 | 47.91 |
| 51063 FICA - GA | 77,237.00 | .00 | .00 | 48,565.46 | 28,671.54 | 62.88 |
| 51064 FICA - PS | 147,460.00 | .00 | .00 | 95,492.23 | 51,967.77 | 64.76 |
| 51065 FICA - PW | 116,250.00 | .00 | .00 | 79,486.96 | 36,763.04 | 68.38 |
| 51066 FICA - HUMAN SVCS | 16,740.00 | .00 | .00 | 11,736.95 | 5,003.05 | 70.11 |
| 51067 FICA - CIVIC/CULTURAL | 5,016.00 | .00 | .00 | 3,452.25 | 1,563.75 | 68.83 |
| 51070 PENSION | 32,800.00 | (1,000.00) | .00 | 31,800.00 | .00 | 100.00 |
| 51071 PENSION - GA | 122,210.00 | .00 | 723.33 | 112,802.05 | 8,684.62 | 92.89 |
| 51072 PENSION - PS | 216,963.00 | .00 | .00 | 198,385.49 | 18,577.51 | 91.44 |
| 51073 PENSION - PW | 144,000.00 | .00 | .00 | 103,060.30 | 40,939.70 | 71.57 |
| 51074 PENSION - HS | 27,860.00 | .00 | .00 | 27,040.70 | 819.30 | 97.06 |
| 51075 PENSION - CC | 14,266.00 | .00 | .00 | 13,465.04 | 800.96 | 94.39 |
| 51090 OTHER | 69,785.00 | 2,000.00 | .00 | 49,594.15 | 22,190.85 | 69.09 |
| 51100 LONGEVITY | 48,700.00 | (15.00) | .00 | 47,700.00 | 985.00 | 97.98 |
| 51110 DIFFERENTIAL | 4,199.00 | 1,895.00 | .00 | 4,230.03 | 1,863.97 | 69.41 |
| 51121 FRINGE BENEFITS | 23,270.00 | .00 | .00 | 13,362.48 | 9,907.52 | 57.42 |
| 51711 HEALTH INS GENERAL ADMIN | 239,855.00 | .00 | 640.47 | 136,410.33 | 102,804.20 | 57.14 |
| 51712 HEALTH INS PUBLIC SAFETY | 417,230.00 | .00 | 1,349.38 | 201,331.10 | 214,549.52 | 48.58 |
| 51713 HEALTH INS PUBLIC WORKS | 393,015.00 | .00 | 1,014.81 | 236,602.16 | 155,398.03 | 60.46 |
| 51714 HEALTH INS HUMAN SERVICES | 34,880.00 | .00 | 57.51 | 15,991.90 | 18,830.59 | 46.01 |
| 51715 HEALTH INS CIVIC & CULTURAL | 9,225.00 | .00 | 60.19 | 5,691.11 | 3,473.70 | 62.35 |
| 51720 LIFE INSURANCE | 6,500.00 | .00 | 1,782.48 | 4,545.05 | 172.47 | 97.35 |
| 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 | 4,230.00 | 4,700.00 | 47.37 |
| 52030 LEGAL | 93,000.00 | .00 | .00 | 91,430.66 | 1,569.34 | 98.31 |
| 52040 LICENSES/SUPPORT-DATA PROCESSING | 113,987.00 | .00 | 4,085.51 | 102,080.25 | 7,821.24 | 93.14 |
| 52050 INSURANCE | 138,750.00 | .00 | 32,869.00 | 103,070.78 | 2,810.22 | 97.98 |
| 52060 INDEXING RECORDING | 26,650.00 | .00 | 2,520.00 | 9,455.47 | 14,674.53 | 44.94 |
| 52070 OTHER PROFESSIONAL SERVICES | 104,835.00 | 777.13 | 26,810.43 | 53,308.95 | 25,492.75 | 75.86 |
| 52080 PROFESSIONAL AFFILIATION | 31,293.00 | (18.00) | 45.00 | 28,210.60 | 3,019.40 | 90.35 |
| 52090 TRAVEL MEETINGS MILEAGE | 75,790.00 | 1,245.98 | 455.52 | 6,801.79 | 69,778.67 | 9.42 |
| 52100 TRAINING | 35,030.00 | (256.00) | 2,440.00 | 13,563.48 | 18,770.52 | 46.02 |
| 52110 POSTAGE | 37,200.00 | .00 | .00 | 2,970.02 | 34,229.98 | 7.98 |
| 52130 SERVICE CONTRACTS | 217,171.00 | 1,032.00 | 26,941.59 | 116,289.42 | 74,971.99 | 65.64 |
| 52140 EQUIPMENT REPAIRS | 61,919.00 | 68.00 | 1,614.58 | 24,016.34 | 36,356.08 | 41.35 |
| 52150 RADIO AND ALARM REPAIRS | 16,150.00 | 1,655.00 | 2,193.88 | 9,427.12 | 6,184.00 | 65.27 |
| 52160 BUILDING REPAIRS/MAINTENANCE | 55,070.00 | 3,779.66 | 1,872.73 | 39,404.27 | 17,572.66 | 70.14 |
| 52170 ADVERTISING | 18,180.00 | 87.00 | 5,123.70 | 9,138.59 | 4,004.71 | 78.08 |
| 52180 PRINTING | 27,415.00 | (3.00) | 327.30 | 7,901.90 | 19,182.80 | 30.02 |
| 52190 COPIERS | 4,950.00 | .00 | 200.26 | 1,788.03 | 2,961.71 | 40.17 |
| 52200 EQUIPMENT RENTAL | 2,400.00 | (1,400.00) | .00 | 774.65 | 225.35 | 77.47 |
| 52220 MEALS | 5,030.00 | (7.50) | 500.00 | 1,975.66 | 2,546.84 | 49.29 |
| 52240 MISCELLANEOUS | 3,800.00 | .00 | .00 | 3,569.90 | 230.10 | 93.95 |
| 52250 GRANTS AND CONTRIBUTIONS | 99,954.00 | 3,033.87 | 125,285.03 | 177,096.82 | (199,393.98) | 293.61 |
| 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 29-Feb-2016

| 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 | .00 | 28,176.60 | 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 | 133.88 | 2,312.45 | 8,073.92 | 12,827.51 | 44.74 |
| 53020 OFFICE EQUIPMENT | 650.00 | .00 | .00 | .00 | 650.00 | .00 |
| 53030 MICROFILM PHOTO SUPPLIES | 1,300.00 | .00 | .00 | 463.28 | 836.72 | 35.64 |
| 53040 GASOLINE | 62,625.00 | .00 | 10,000.00 | 20,662.93 | 31,962.07 | 48.96 |
| 53050 DIESEL FUEL | 54,500.00 | .00 | 10,000.00 | 15,918.15 | 28,581.85 | 47.56 |
| 53060 MOTOR OIL LUBRICANTS | 7,700.00 | 1,700.00 | 3,063.92 | 5,839.61 | 496.47 | 94.72 |
| 53070 CUSTODIAL SUPPLIES | 6,350.00 | (277.00) | 348.83 | 2,774.60 | 2,949.57 | 51.43 |
| 53080 PAPER GOODS | 6,900.00 | (18.40) | 452.00 | 3,941.20 | 2,488.40 | 63.84 |
| 53090 CLOTHING SAFETY EQUIPMENT | 44,950.00 | (290.32) | 8,320.16 | 19,935.18 | 16,404.34 | 63.27 |
| 53091 OSHA REQMTS | 4,350.00 | (1,700.00) | 174.95 | .00 | 2,475.05 | 6.60 |
| 53092 NFPA REQMTS | 10,010.00 | .00 | .00 | 7,085.45 | 2,924.55 | 70.78 |
| 53100 AUTO PARTS | 22,950.00 | (30.00) | 3,748.56 | 9,440.25 | 9,731.19 | 57.54 |
| 53110 TRUCK PARTS | 61,500.00 | (1,800.00) | 8,186.20 | 43,170.81 | 8,342.99 | 86.03 |
| 53120 EQUIPMENT PARTS | 64,600.00 | (1,150.00) | 16,877.61 | 35,432.20 | 11,140.19 | 82.44 |
| 53130 WELDING SUPPLIES | 2,375.00 | .00 | 2,300.00 | .00 | 75.00 | 96.84 |
| 53140 HAND TOOLS | 6,200.00 | (1,001.00) | 1,350.00 | 3,748.94 | 100.06 | 98.08 |
| 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) | 50,926.36 | 119,986.02 | 25,987.62 | 86.80 |
| 53170 GROUND SUPPLIES | 27,100.00 | .00 | 5,292.17 | 19,036.83 | 2,771.00 | 89.78 |
| 53180 STREET CLEANING SUPPLIES | 2,500.00 | .00 | .00 | 2,349.18 | 150.82 | 93.97 |
| 53190 POLICE EQUIPMENT SUPPLIES | 9,250.00 | .00 | 492.51 | 5,344.49 | 3,413.00 | 63.10 |
| 53200 TRAFFIC CONTROL SIGNS | 6,000.00 | .00 | 1,638.00 | (1,138.00) | 5,500.00 | 8.33 |
| 53210 OTHER PURCHASED | 16,800.00 | 1,000.00 | 6,541.11 | 8,224.43 | 3,034.46 | 82.95 |
| 53220 SUBSCRIPTIONS BOOKS | 41,680.00 | (74.43) | 663.27 | 19,412.66 | 21,529.64 | 48.25 |
| 53225 PROGRAM COSTS | 17,050.00 | .00 | 1,393.91 | 5,430.90 | 10,225.19 | 40.03 |
| 53230 TRANSFERS | 86,350.00 | .00 | 1,250.00 | 81,673.30 | 3,426.70 | 96.03 |
| 53240 TIRES | 25,850.00 | (150.00) | 1,297.39 | 20,006.88 | 4,395.73 | 82.90 |
| 53280 ASPHALT/HOT & COLD PATCH | 25,000.00 | .00 | 6,526.96 | 8,296.45 | 10,176.59 | 59.29 |
| 53290 KENNEL SERVICES | 3,000.00 | .00 | .00 | .00 | 3,000.00 | .00 |
| 53300 PUBLIC RELATIONS | 5,385.00 | 191.56 | .00 | 4,000.45 | 1,576.11 | 71.74 |
| 53610 VAN EXPENSES | 1,350.00 | (237.88) | 550.48 | 259.26 | 302.38 | 72.81 |
| 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 | (364.00) | .00 | 1,282.53 | 1,853.47 | 40.90 |
| 54050 OTHER EQUIPMENT | 17,169.00 | 3,843.00 | .00 | 14,107.72 | 6,904.28 | 67.14 |
| 54540 COMPUTER REPLACEMENT AND UPGRADES | 3,000.00 | .00 | .00 | 1,387.46 | 1,612.54 | 46.25 |
| 54960 EQUIPMENT PURCHASES | 3,200.00 | .00 | .00 | 1,750.00 | 1,450.00 | 54.69 |
| 55010 TELEPHONE | 23,132.00 | 164.00 | 786.95 | 15,282.23 | 7,226.82 | 68.98 |
| 55020 ELECTRIC | 174,200.00 | (2,958.13) | 35,701.76 | 86,864.32 | 48,675.79 | 71.58 |
| 55030 HEATING FUEL | 73,169.00 | .00 | 23,851.01 | 31,322.80 | 17,995.19 | 75.41 |
| 55040 WATER | 1,040.00 | .00 | 249.98 | 526.66 | 263.36 | 74.68 |
| 55050 SEWER | 3,920.00 | 72.45 | .00 | 3,992.45 | .00 | 100.00 |

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

Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 29-Feb-2016

| Account and Description | Appropriation | Appropriation Adj | Encumbrances | Expenditures | Remaining Balance | % Used |
|--------------------------------|---------------|-------------------|--------------|--------------|-------------------|--------|
| 55130 DISPOSAL FEES | 3,165.00 | .00 | .00 | 1,387.23 | 1,777.77 | 43.83 |
| 57040 DOG TAGS | 200.00 | .00 | .00 | .00 | 200.00 | .00 |
| 57050 VETERINARY FEES | 1,250.00 | 300.00 | .00 | 1,273.00 | 277.00 | 82.13 |
| 57060 ST CT LICENSE FEES | 4,100.00 | .00 | .00 | .00 | 4,100.00 | .00 |
| 57064 PET ADOPTION FEES DEP | 250.00 | .00 | .00 | 180.00 | 70.00 | 72.00 |
| 58190 ANNIVERSARY CELEBRATIONS | 500.00 | .00 | .00 | .00 | 500.00 | .00 |
| *** Grand Total *** | 9,483,213.00 | 32,228.87 | 508,354.51 | 6,069,253.30 | 2,937,834.06 | 69.13 |

==== Selection Legend =====

Account Type: E
 FY: 2016 to 2016
 Trx. Date: 01-Jul-2015 to 29-Feb-2016
 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 29-Feb-2016

Table with 7 columns: Account and Description, Appropriation, Appropriation Adj, Encumbrances, Expenditures, Remaining Balance, % Used. Rows include various budget categories like OPERATING BUDGET, TOWN COUNCIL, TOWN MANAGER, FINANCE ADMINISTRATION, etc.

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

Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 29-Feb-2016

| Account and Description | Appropriation | Appropriation Adj | Encumbrances | Expenditures | Remaining Balance | % Used |
|--|----------------------|--------------------|-------------------|---------------------|---------------------|--------------|
| 4200 HUMAN SERVICES/GA | 190,736.00 | .00 | 87.10 | 124,883.81 | 65,765.09 | 65.52 |
| 4205 ELDERLY SERVICES | 94,982.00 | 2,802.87 | 8,585.16 | 60,877.77 | 28,321.94 | 71.04 |
| 5101 BOOTH DIMOCK/PORTER LIBRARIES | 432,513.00 | .00 | 108,128.25 | 324,724.75 | (340.00) | 100.08 |
| 5201 PARKS & REC SUPV/OPERATIONS | 100,419.00 | .00 | .00 | 78,327.60 | 22,091.40 | 78.00 |
| 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 | 723.33 | 693,487.43 | 188,895.24 | 78.61 |
| 8103 HEALTH INSURANCE | 1,100,705.00 | .00 | 4,904.84 | 600,571.65 | 495,228.51 | 55.01 |
| 8301 CONTINGENCY | 10,000.00 | .00 | .00 | 465.38 | 9,534.62 | 4.65 |
| 8303 CLAIMS AND LOSSES | 40,000.00 | .00 | 1,250.00 | 44,857.92 | (6,107.92) | 115.27 |
| Total OPERATING BUDGET | 9,483,213.00 | 32,228.87 | 508,354.51 | 6,069,253.30 | 2,937,834.06 | 69.13 |
| DEBT SERVICE / CAPITAL EXPENDITURES | | | | | | |
| 9101 DEBT SERVICE | 2,638,900.00 | .00 | .00 | 1,656,777.36 | 982,122.64 | 62.78 |
| 9201 CAPITAL EXPENDITURES | 794,620.00 | 78,640.00 | 74,721.72 | 159,564.08 | 638,974.20 | 26.83 |
| 9301 ADDITIONAL APPROPRIATIONS | .00 | (110,868.87) | .00 | .00 | (110,868.87) | .00 |
| Total DEBT SERVICE / CAPITAL EXPENDITURES | 3,433,520.00 | (32,228.87) | 74,721.72 | 1,816,341.44 | 1,510,227.97 | 55.60 |
| *** Grand Total *** | 12,916,733.00 | .00 | 583,076.23 | 7,885,594.74 | 4,448,062.03 | 65.56 |

==== Selection Legend =====

Account Type: E
 FY: 2016 to 2016
 Trx. Date: 01-Jul-2015 to 29-Feb-2016
 From Fund: 110 to 110
 Account Sub Type: CP
 Department :

Minutes
Special Finance Committee Meeting
March 14, 2016
Town Hall Annex

1. The meeting was called to order at 6:00 PM.
Present: Matthew O'Brien, Andy Brodersen, Hannah Pietrantonio, Julie Blanchard
Also present: John Elsesser, Town Manager; Beth Bauer, Finance Director

2. **Acceptance of Minutes:**
Hannah Pietrantonio moved to accept the minutes of February 16, 2016, seconded by Andy Brodersen. The following corrections were requested:
 - Page 1, item 3a, second line: remove line break on word "inaccurate."
 - Page 3, item 9, 6th line, second sentence: add clarifying language so the sentence reads, "We have to look at the life of the bond and come up with an average."The motion to accept the minutes as corrected carried on unanimous vote.

3. **Reports:**
 - A. **Chairman – Matthew O'Brien:** Deferred.

 - B. **Committee Members:** None.

 - C. **Finance Director – Beth Bauer:** Revenues continue to keep pace with last year – they are a little higher now. The list of revenues that we anticipate being in excess of budget appropriation has not changed, and revenues are still coming in at that rate. If that rate maintains we will be \$91,000 to the good which will offset known loss of revenue from the State of CT in the amount of \$62,000. COVRRRA collections are essentially at the same level as last year as a percentage of appropriation. On the expenditures side there are four accounts we anticipate will be over-expended. The most serious one will be the legal budget which has hit its appropriation and if we keep going at that rate it will be well over-expended. Andy Brodersen asked if Beth could give us an approximate idea of the amount of legal over-expenditures. Beth replied if you take the number spent to date times 12 it is in the neighborhood of \$30,000. John Elsesser said he doesn't think that pace will continue because some court cases have wrapped up. We are still waiting for some bills though. Several blight matters are still working their way through legal issues.

The Board of Assessment Appeals has made their decisions and it was a total reduction in assessment of \$22,040. That is very minor which is good news. Matthew noted that the document which was distributed still says 2014 in the left hand column - Beth will get that corrected.

 - D. **Review/Discussion: Financial Reports:** Matthew O'Brien noted that COVRRRA is at \$47,000 less than what was brought in last year. He is curious as to the difference. Beth Bauer replied the percentage of expected collection is within a tenth of a percent. She would have to look to see what a tenth of a percent is. The comparisons of 2014 and 2015 are full year. 2016 is just current year to date. John Elsesser said last year we collected more than we thought we would. Revenue also includes things like brush and metals, etc. It is seasonal and in the spring we get a lot more. We would have to look at it on a monthly basis to provide more detail.

Andy Brodersen asked if we are still having any issues with CT DMV on cars. Beth said her understanding is that the computer conversion that created the extra hassles has worked itself out. We don't know if our issues are completely resolved. Julie Blanchard asked if we got corrected bills. Beth replied she believes the initial mis-reporting issue has been addressed. We haven't

heard that it is still ongoing. John said he thinks the issue with our grand list is not totally resolved - the State is saying more like April. We are pretty comfortable with a \$1.7 million reduction but we are not totally confident. Beth said people won't know until they get a tax bill. We are dealing with people who received a tax bill previously or were doing something like registering which triggered an interaction with DMV.

Matthew asked if we start flagging over-expended accounts about this time of year. Beth replied yes. We can do the first appropriation transfers at the Council level in April. We will try to identify things that can be transferred. She did not have an opportunity to do the full analysis she normally does in March, but she did do a surface review and the four accounts listed in the report are the ones that look troublesome.

E. Supplemental Appropriation Status: Matthew O'Brien noted if we are going to have another withdrawal from the Council's 1.5% fund that we need to remember we won't be using funds from last authorization for the Town Hall boiler. John Elsesser confirmed that most of those funds will not be used but there still may be a few bills pending.

F. Board of Education Financial Reports: Matthew O'Brien noted that two sets of reports were included with the agenda packet – we got the February reports Friday. He asked if Beth is familiar with the Expenditure Report for all Activity – the bottom sets of numbers are different every month and he wants to know why the budget balance number is not the same. John Elsesser said if he had to guess it might be because one report is off their system and other report is off an Excel spreadsheet. It might be anticipated changes. In reviewing the reports, Beth said if you look at the Management Report from January, it shows a balance of \$13,827.455. If you go to the spreadsheet the number is the same. If you go to encumbrance that number is the same also. Matthew said he was questioning the budget balance line at the bottom of both reports. One shows a surplus of \$153,000 and the other says \$94,000 and they are the same numbers. Beth said the numbers appear to match up. One column is the budget balance. The column titled Estimated to End of Year is a guess about additional expenditures. Matthew asked if those would be encumbered. Beth said they apparently weren't. Matthew asked if they can encumber new expenditures before the end of the year. Beth replied there might be something they know is not encumbered.

Matthew asked whether the chart of accounts is just for our information. Beth said she thought it was interesting. It looks like it was a presentation they received. She hasn't had a chance to talk with them. Municipalities were in the first level of implementation for the Uniform Chart of Accounts - Boards of Education were delayed. It could be that the Board of Education implementation is coming.

4. **Job description – Construction Inspector:** Matthew O'Brien said he would recommend putting in something like, "Level of experience generally obtained through (3) year's inspection experience." This would indicate we are looking for an experienced professional without locking in to a specific requirement. John Elsesser believes there are prerequisites for inspection for the federal funding and has asked staff to check. Matthew said the current version of the job description just wasn't clear what level of experience we were expecting. John said we will strengthen the experience level on a revised version for review at the next Council meeting.
5. **Tax sale:** The tax sale date is 5/17/16. Julie Blanchard asked about the selection criteria for the properties chosen to be in the tax sale. Beth Bauer required there must be at least 3 years of delinquency or \$10,000 past due. The attachment included with the agenda is the formal notice that was in the newspaper. Andy Brodersen asked whether property owners can still pay it off up

to the last day. Beth replied yes. Hannah Pietrantonio asked what the notification procedure is. Beth replied that people are notified as soon as they are delinquent, once a year. Beyond that if they have multiple years of delinquency they would get a listing of all they owe. So they are notified at least once a year and sometimes more depending on what their delinquencies are. The amounts on this list are everything owed. It includes trash, sewer, and motor vehicles - not just real estate... Once they are on this list they have to pay everything in full. They are notified months ahead with opportunities to make significant payments. If they don't and it moves forward, then the only way to get clear is to pay in full. Andy asked if the property is sold whether the price has to be enough to cover all expenses. Beth said the Town usually sets a minimum in the auction to cover the delinquencies. If the price does not cover delinquencies there are two scenarios: 1) No bids, at which point the Town takes the property in lieu of taxes, or 2) A bid that is less than the amount owed and we can say whether it's close enough or not. John Elsesser said our instructions to the attorney who runs auction is to set a minimum bid. We had one case where someone was willing to give something, and there was a CDBG lien. We accepted that one. We have taken 5-6 properties and action on them is still pending. Sometimes we tear them down because they are dilapidated. If we sell them there is no guarantee a neglected property will be taken care of. Sometimes ownership is cloudy and the tax sale clears that up. After the tax sale there is a redemption period and the owners still have six months to buy it out with a surcharge. It is held in escrow and they get interest on it if it is paid off. The attorney's expenses must also be covered. It is a very complicated process and there are constitutional issues. The attorney fees are built into the sale. The attorney we use specializes in this area. He does sales all over the state, and has a client list that follows him who are interested in buying properties to flip. Matthew asked if before it gets to this point whether people can do payment plans. Beth replied we don't do formal payment plans anymore. It becomes problematic. John said in the past we have had people who were paying for 10 years while still accruing interest. It doesn't do anybody any favors.

6. **Adjournment:** The meeting was adjourned at 6:40 PM on a motion by Andy Brodersen, seconded by Hannah Pietrantonio and unanimously approved.

Respectfully submitted,

Laura Stone
Town Council Clerk

Manager's project update: March 21, 2016 meeting

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

Public Works/Engineering

- 1.) Survey and design complete for additional tennis court to get out to bid for early spring construction. Expect to bid this in April for late June or July work. Optional pricing for recoating existing tennis courts will be included.
- 2.) Summer road work is scheduled. Mountain Ridge work will be out of the gate quickly. Roads which are being milled are scheduled for April and paving in May. They will be passable during construction. Village roads will be started by May. A lot of drainage and road prep by Town forces and outside contractors over next several months. A detailed schedule is forthcoming and a communications plan is in development.

Other Construction\projects

- 1) Plans continue to improve Miller Richardson parking lots this spring. Rafferty to mill road up that section of Plains Road to facilitate parking lot with road millings. Remainder of pine trees near entrance to transfer station to be removed starting this month. We met with Youth Baseball and are supporting their fundraising for a new backstop and storage shed.
- 2) Lake/Cross Street project moving - looking at winter bid and spring construction. Will now be affected by required 25% MBE/SBE set-aside...Governor has proposed putting this on hold which creates a limbo. Plans complete, CRCOG peer review now complete and modest spec tweaks underway. Need one sidewalk easement before bidding, owner agreeable. Still working on some related sewer impacts to project.
- 3) Laidlaw soccer field: Tree removal complete and grading underway- is restarting now with grass seeding planned for April. The Laidlaw Playscape phase one is slated for installation in next several weeks. Using the gravel removed from Mt. Ridge to expand parking lots. Fundraising also started. High quality used fencing for new field located by John Twerdy as a donation. He also obtained some gravel for drainage. Working on pricing for fence installation. Have worked out details for irrigation system with donated install. That is planned to be completed for after seeding.
- 4) Propane specs drafted and have been approved by school staff. Now need to amend based on possible CNG issue. Placed on hold pending the outcome of that decision.
- 5) Have started applying gravel (state purchased) to Hop River trail. Future Depot Road Trails grant somewhat dependent on this being completed. We are short listed for receiving our grant.

- 6) Main Street project is gearing up to start on April 1. Some blasting and tree removal may start earlier. A special meeting is scheduled for March 21 at 9:00 AM for our local businesses to meet with the construction team to learn about the project and who to call as issues arise. We have signed with BSC for design work for sidewalk extension from Church to Library, which would be a change order to the State project and start in fall. Clock will be picked within the next two weeks to allow design of foundation.

Grants

Aquatic invasive grant: We are getting funds though slightly reduced. Match was included in proposed budget for next year.

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 (maybe project income from CDBG grant), utilities (Contractor will install in conjunction with Main Street project in exchange for use of Stonehouse Road property) and completion of bathrooms and kitchen and connecting vestibule. Asked contractor for price to complete and they are still fine-tuning scope of work. Work to resume after winter shutdown within a week. Some funds from the pocket park may be able to be redirected. Wetlands permit filed for consideration of the Commission: outside grading (by town crew) when permit received. Gazebos priced, clock and sidewalks in conjunction with State Main Street project as change orders in spring 2016.

STEAP: CTDOT wants full bid package review; encroachment permit has been filed with State and they will review of bid results before project will be allowed to start. Will defer construction of at least driveway crossing until school is out. 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.

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. Discussed with Housing Authority - they have some concerns and we have asked for formal questions we can respond to. 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. 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 to avoid burdensome regulations (and expenses) which will assist getting the water tower project moving.

DEEP open space: Williams' property survey work found minor issue which will require some probate work. Should be easy to resolve, but time consuming. CT DEEP ok with progress.

Farmland development rights: Reynolds survey is also underway.

Still putting finishing work on grant reimbursement of \$12,500 from Greenbank from Clean Communities program. Other outdoor LED lighting has been ordered from electrician and we are still final installation almost complete. 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. Eversource completed review last week. Submitted Trail grant for the DeCew parcel on Depot road to tie to Willimantic River and make a small pocket park and have been short listed. Waiting on Eversource on the LED Pilot project on Rt. 31/44 for them to fill in the missed lights that are controlled by the Town. About 4 lights are controlled by the State and they will ask the State if they are also willing to convert.

Staff submitted another America the Beautiful grant for a little over \$10,000 to plant trees along the next phase of sidewalks, replace the next phase of pine trees removed at Miller Richardson and some legacy trees in the center area at Laidlaw. It was awarded.

Library Building Committee continues to address the Council questions. Issue raised at Steering regarding ownership of building and land to be discussed at their next Board of Trustees meeting in April.

Public Safety

Continuing review of dispatch options with other police departments due to the pending upgrade of the Next Gen 911 system. Tolland County Dispatch is putting together a study committee to add in some level of Police dispatch to their current service. Also continue discussion with 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.

New in-car computers (in this year's budget) being evaluated.

Fire EMS/Administrator: Continue to work with the State Department of Public Health to transfer the ambulance license. Vintek contract in place and the first few weeks went well.

Finance

Imperial Development tax appeal on PA 490 denial was heard by the court and written briefs filed. We await the ruling, but had positive feelings on how we did. Tax sale is scheduled for May 17th.

Development group

PZC has geared up enforcement issues. Resolved one issue of a person living in an RV in a driveway. Continue to work with attorney on stubborn cases. Court action expected in several cases. Motion for Default in in case for nonappearance in court

2016 Farmers Market proceeding. Already received over 120 vendor applications and notching up marketing for sponsors. 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. We are working on option to clear wooded lot across the street from the homestead for additional parking. Have had one meeting with CT landmarks to discuss restoring this to a field which will allow parking.

Pushing ahead to seek authorization to allow sewer connection on RT. 44 for very limited extension from Bolton system. Had a positive meeting with Bolton and have submitted a formal request in place for their March meeting.

HR issues

Starting to plan negotiations with the Public Works Union which will start next month. CHRO case dismissed for failure to appear.

Other projects:

Working on sale of town acquired property. Draft bid specs prepared by intern. Intern has left after accepting full time job in an accounting office in East Hartford.

New software for board lists underway. Training session for staff completed and data entry complete. Will share with Steering this month.

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. Limited number of municipal leaders have a meeting with Lt Governor Wyman later this month. Julie and I are attending.

CRCOG-funded video streaming is up and running. The 2/29 special meeting had 20 people streaming the meeting. Still had hiccups at the off site server. It is working again.

Boiler replacement is almost complete. The Boiler is working but still installing the glycol system. Chimney work should be finished this week. All other restoration work has been completed. Still waiting on final billings to settle with insurance company.

CNG natural gas questions underway. Bill Trudelle will be focusing on school impacts and we are working on Town Buildings. I am still waiting to receive CNG agreement to work on many of the process questions.

Hydrilla: good meeting with DEEP who committed limited funds for treatment. Dr. Kortmann has a slightly different suggestion which has been submitted to DEEP for consideration. It may be slightly more expensive but would have less impact of shoreline abutters and Dr. Kortmann feels it would be more effective.

RECEIVED

MAR 10 2016

TOWN CLERK'S OFFICE
COVENTRY, CT.

MEMORANDUM FROM THE LAW OFFICES OF
HALLORAN & SAGE LLP
225 Asylum Street
Hartford Connecticut 06103

| | |
|-------|--|
| TO: | Municipal Officials |
| FROM: | Duncan J. Forsyth Kelly C. McKeon Richard P. Roberts Kenneth R. Slater, Jr. |
| DATE: | March 8, 2016 |
| RE: | Investigation of Voting Referendum Policies and Practices Under the ADA |

Your town recently received a letter from Assistant U.S. Attorney Ndidi N. Moses, dated February 1, 2016, regarding the above-captioned matter. The letter states that a complaint had been filed with the Department of Justice (DOJ) and that a formal investigation has been opened as a result. The complaint is then summarized, stating that "various towns and cities in Connecticut" have allegedly failed to provide appropriate access to disabled voters who wish to vote in local referenda. The letter goes on to ask each addressee to respond to the allegations of the complaint within 30 days and to provide information about local policies, procedures and the voting equipment used in elections and referenda.

On February 24, 2016, Kelly McKeon of our office attended a meeting that was held at the Connecticut Conference of Municipalities (CCM) office in New Haven to discuss the collective concerns of numerous Connecticut municipalities about both the letter and the circumstances that led to it. In attendance were two representatives of the U.S. Attorney's office (John Hughes, Chief of the Civil Division of the U.S. Attorney's office, and Ndidi N. Moses, Assistant U.S. Attorney and author of the letter). They also had a paralegal with them, Cindy Gartland. No one from the Secretary of State's office or the Attorney General's office was in attendance. Many municipal attorneys were also in attendance (approximately 30+), some in person and some joining via phone. This memorandum is an attempt to summarize the discussion at the meeting and the next steps.

The original complaint that triggered Moses' February 1st letter was apparently filed with the DOJ in Washington D.C. back in 2010 by an undisclosed advocacy group. Apparently the complaint did not receive much attention at that time, and the complainant group felt obliged to renew its complaint in 2014. That triggered the investigation, which ultimately led to Moses' February 1st letter. The investigation is being conducted jointly by the U.S. Attorney's Office in Connecticut and by another unit of the DOJ in Washington DC. This is significant because it limits the ability of the U.S. Attorneys in Connecticut to narrow the focus of the investigation without obtaining approval from Washington DC.

From the moment that the DOJ receives a complaint, the complainant remains confidential unless and until the DOJ either brings a civil action in federal court or the case gets settled. At the meeting, Moses refused, despite repeated requests from multiple municipal representatives, to disclose the identity of the complainant, other than to indicate that the complainant was an advocacy group. She also indicated that while the complaint mentions by name some Connecticut municipalities that are allegedly in violation of the ADA, it also alleges that the issues are likely more widespread and other, unnamed Connecticut municipalities, are also in violation. Therefore, Moses indicated that DOJ made the decision to issue the letter to all 169 Connecticut municipalities and not just those named in the complaint. Moses

again refused, despite repeated requests, to identify by name the specific Connecticut municipalities that were named in the complaint. It was somewhat unclear whether she would not do so because she was prohibited from doing so or whether she simply did not have any names to disclose. This led to one of the major issues discussed: Are all 169 Connecticut municipalities the subject of an investigation or are any individual municipalities the subject of an investigation? The answers to this question were somewhat conflicting.

Moses characterized her February 1st letter as an information-gathering "compliance survey" in furtherance of their investigation of "an issue." Moses specifically stated that "no town in this room is under investigation by the DOJ." When one municipal representative pointed out that many of the towns were concerned as to whether they needed to disclose claims made against them to their auditors and/or insurance carriers, Moses specifically stated that towns should not feel obliged to do so with respect to this investigation. Yet, within minutes of making that statement, Moses and Hughes made it clear that they would not be able to provide towns with assurances that they are not exposed to liability.

In response to specific questioning about how a municipality could respond to the allegations of the complaint, especially when the DOJ will not produce a copy of it, Moses indicated that the DOJ's primary concern was with disabled voters at "referendums" which municipalities may have conducted within the past ten years. This comment brought up a fundamental question regarding the scope of the DOJ's inquiry because the February 1st letter seems to blur the distinction between referenda and elections by consistently using the phrase "referendum elections." It was also pointed out that the third request in the February 1st letter seeks information relating specifically to "elections." It was clear from the discussion that Moses did not fully appreciate the distinction between those two terms. One example that she gave regarding such "referenda" included the election of town councils. Obviously, while some municipalities may not have held referenda, all have held local elections within that 10-year time frame. When asked whether her reference to "elections" in the letter was intentionally different from the other requests relating to referenda, Moses never really gave a clear and concise answer. To complicate matters further, it was pointed out that referenda sometimes occur in conjunction with elections. Moses indicated that the investigation only relates to standalone referenda. In an attempt to have Moses clarify and narrow the scope of the investigation, two municipal attorneys that were at the meeting plan to provide Moses with further information about the distinction between referenda and elections. Moses indicated that she will consult with Washington about whether she can send out a follow-up letter in an attempt to clarify the scope of the investigation. This led Moses to grant all municipalities a 30-day extension of time to respond after the follow-up letter is issued.

Given the blurred distinction between referenda and elections, it was pointed out at the meeting that all Connecticut municipalities are bound to follow state law and the directives of the Secretary of State when holding elections and referenda. It was noted that the Secretary of State has produced written guidance opining that the use of IVS voting machines, for example, are not required in local referenda. Moses stated that this investigation is not specifically about the IVS voting machines, but is intended to be broader than that, although she did not elaborate further on this point. Perhaps it is an indication that the U.S. Attorney's office does not know what other types of voting methods are actually being used in connection with municipal referenda. The broad brush of the request for information combined with their clear lack of understanding of the referendum process was quite troubling to many municipal attorneys in attendance.

The ultimate outcome of the meeting was an agreement to have the U.S. Attorney's consult with Washington about whether they can send out a follow-up letter clarifying several issues. Specifically, it was requested that the follow-up letter indicate (1) that the time period of their request dates back ten

years, (2) what is meant by the term "referendum" in their investigation, (3) what, if any, risks of liability exist at the present time by responding to the investigation, and (4) that all municipalities have a 30-day extension of time to respond after the follow-up letter is issued. We should note that Moses did indicate that all Connecticut municipalities are required to respond, in some manner, to her February 1st letter. While she did not disclose her authority to make this statement, she did indicate that if her office did not hear back from a municipality, that they would "be in touch."

Subsequent to the meeting and through our participation in the Connecticut Association of Municipal Attorneys ("CAMA") we received confirmation that Moses would be sending a follow-up letter to all towns sometime this week. While it is unclear exactly what her letter will say, we are hopeful that she provides some clarification on the scope of the investigation. We also received confirmation that all towns have a 30-day extension of time, although it is somewhat unclear whether the 30-day extension of time runs from March 1st (the day the original 30-day time limit expired), or from the date of Moses' follow-up letter. In either case, we can always seek additional time if necessary.

At this time, we ask that each of you watch for a follow-up letter from U.S. Attorney Moses. Once received, please immediately forward a copy of the letter to our office. We also ask that each of you respond to our office with a description of how your town conducts **standalone referendums**, as we know this is the primary concern for Moses. For example, please indicate whether you use IVS voting machines, paper ballots, a combination of the above, or any other form of casting a ballot when conducting standalone referendums. If you have not held a standalone referendum within the past ten years, please indicate so. Please forward any response to Kelly McKeon, mckeon@halloransage.com. Lastly, we ask that you do not undertake any operational changes in how referendum voting is conducted in your town at this time without consulting with our office.

Please feel free to contact any of us with any questions or concerns regarding this matter.



U.S. Department of Justice
Civil Rights Division

Connecticut Financial Center (203) 821-3700
157 Church Street Fax (203) 773-5373
New Haven, Connecticut 06510 www.usdoj.gov/usao/ct

March 9, 2016

Town Manager John Elsesser
Town of Coventry
1712 Main Street
Coventry, CT 06238

Re: Investigation of Statewide Voting Referendum Policies and Practices under the Americans with Disabilities Act, DJ #204-14-179

To whom it may concern:

In response to a request from the Connecticut Association of Municipal Attorneys (CAMA), we are writing to clarify the scope of our investigation, conveyed to you by our February 1, 2016 Letter, and to provide you additional time to respond to our request. As we advised, we received a complaint under Title II of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. §§ 12131-12134, and the Department's implementing regulation, 28 C.F.R. Part 35, regarding the referendum voting practices and procedures of towns and cities in Connecticut. The complaint alleges that some towns and cities in Connecticut fail to provide accessible ballots to voters with disabilities at referendum elections, where only paper ballots are offered.

In our February Letter, we also included allegations that the voting system used in some "referendum elections" produces ballots that are segregated from other ballots and are hand counted, thus depriving voters with disabilities, and other voters who choose to use this system, the same amount of privacy and secrecy afforded to other voters. Because, as CAMA noted, the electronic voting system (IVS) used by the cities and towns is provided for by the State, we do not seek information from you at this time regarding the allegations concerning the segregation of ballots when using IVS.

CAMA has also raised concerns over the differences under state law between an "election" and a "referendum." Under Title II of the ADA, individuals with disabilities may not be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by a public entity, on the basis of disability. 42 U.S.C. § 12132, 28 C.F.R. § 35.130(a). The Title II regulation, set out at 28 C.F.R. Part 35, reflects and implements the statute's broad nondiscrimination mandate. 42 U.S.C. § 12134 (directing the Attorney General to promulgate regulations). Under Title II and its implementing regulation, a public entity, in providing any aid, benefit, or service, may not afford qualified individuals with a disability an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded to others, nor can the entity otherwise limit such individuals in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving the aid, benefit, or service. *See* 28 C.F.R. § 35.130(b)(1).

Title II's coverage is broad as it applies to everything a public entity does, including all aspects of a public entity's voting program – from voter registration to the casting of a ballot, and whether the vote is cast in an “election” or in a “referendum.” Accordingly, our request seeks information related to local elections, including referenda.

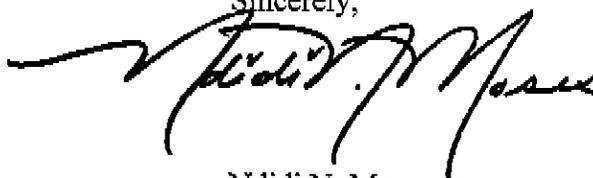
The complaint in this matter alleges that cities or towns in Connecticut holding a referendum using a paper ballot (separate from an election using the IVS system) discriminate under Title II of the ADA. We have revised our request for information originally sought in our February 1, 2016, to request the following preliminary information:

1. The name, address, and telephone number of the individual to whom this office should direct any future questions and correspondence. Please indicate if this person has authority to negotiate a settlement of this matter. If you are represented by an attorney in this matter, please provide the attorney's name, address, and telephone number;
2. Whether your town or city uses paper ballots for local elections or referenda and any additional information you consider relevant to this issue;
3. Copies of policies and procedures regarding the provision of accessible voting systems or accessible ballots when holding a referendum ;
4. A description of each type of voting system used in a referendum. For each voting system, please describe the process by which a voter casts a ballot, the process by which election officials count the ballot, and how the voting system ensures the voter's privacy and ability to cast a secret ballot; and
5. Any and all complaints, formal or informal, regarding the accessibility of a referendum from or on behalf of an individual with a disability to the Town Clerk's Office or such complaints that were forwarded from other offices to the Town Clerk's Office.

You may limit your responses to the last five years, or from 2011 to the present. If you have not had local elections or referenda in the past five years, please indicate so. Please provide these documents and information within sixty (60) days from the date of this letter. Please send the requested information and documents to the following address by overnight delivery: Cindy Gartland, Civil Rights Intake Specialist, Senior Paralegal, DOJ Contractor, United States Attorney's Office, 157 Church Street, 25th Floor, New Haven, CT 06510.

If you need additional time to respond to this letter or if you have questions or concerns, please contact Ndidi N. Moses at 203-696-3048.

Sincerely,



Ndidi N. Moses
Assistant U.S. Attorney



U.S. Department of Justice

*United States Attorney
District of Connecticut*

*Bank of America Building
157 Church Street, 25th Floor
New Haven, Connecticut 06510
www.usdoj.gov/usao/ct*

*(203) 821-3700
Fax (203) 773-5373*

February 1, 2016

Town Manager John Elsesser
Town of Coventry
1712 Main Street
Coventry, CT 06238

Re: Investigation of Voting Referendum Policies and Practices under the Americans with Disabilities Act

Dear :

In response to a complaint filed regarding the referendum voting practices and procedures in towns and cities throughout Connecticut, the U.S. Department of Justice has opened an investigation to determine whether violations of federal civil rights laws, including title II of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. §§ 12131-12134, and the Department's implementing regulation, 28 C.F.R. Part 35, have occurred.

The complaint alleges that various towns and cities in Connecticut fail to provide accessible ballots to voters with disabilities at referendum elections, where only paper ballots are offered. The complaint further alleges that the voting system used in some referendum elections produces ballots that are segregated from other ballots and are hand counted, thus depriving voters with disabilities, and other voters who choose to use this system, the same amount of privacy and secrecy afforded to other voters.

The Department of Justice is authorized to investigate alleged violations of title II of the ADA, 28 C.F.R. §§ 35.172, and, if voluntary compliance is not achieved, to take appropriate action, including filing an enforcement action in U.S. district court for injunctive relief and monetary damages. 28 C.F.R. §§ 35.172, 35.174.

To evaluate the complaint filed with the Department, this Office seeks your cooperation in providing the following preliminary information:

1. The name, address, and telephone number of the individual to whom this office should direct any future questions and correspondence. Please indicate if this person has authority to negotiate a settlement of this matter. If you are represented by an attorney in this matter, please provide the attorney's name, address, and telephone number;
2. Your response to the allegations of the complaint and any additional information you consider relevant to resolution of the complaint;

3. Your policies and procedures regarding the provision of accessible voting systems or accessible ballots in any and all elections, including referendum elections;
4. A description of each type of voting system used in referendum elections. For each voting system, please describe the process by which a voter casts a ballot, the process by which election officials count the ballot, and how the voting system ensures the voter's privacy and ability to cast a secret ballot; and
5. Any and all complaints, formal or informal, regarding voting system accessibility from or on behalf of an individual with a disability to the Clerk's Office or such complaints that were forwarded from other offices to the Clerk's Office.

Please provide these documents and information no later than thirty (30) days from the date of this letter. Please send the requested information and documents to the following address: Cindy Gartland, Civil Rights Intake Specialist, DOJ Contractor, United States Attorney's Office, 157 Church Street, 25th Floor, New Haven, CT 06510.

Be advised that no one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because he or she has filed a complaint with the Department of Justice, or otherwise either taken action or participated in an action to secure rights protected by the ADA. Such behavior would constitute an additional ADA violation.

We strongly recommend that you consult with this office before making any operational changes to resolve this complaint's allegations. Any such changes must comply with the ADA. Any modifications you undertake which are not in compliance with those requirements may need to be redone before this complaint can be resolved.

If you have questions or concerns, please contact Ndidi N. Moses at 203-696-3048 or Cindy Gartland at 203-821-3777.

Sincerely,



NDIDI N. MOSES
Assistant United States Attorney



Property Information

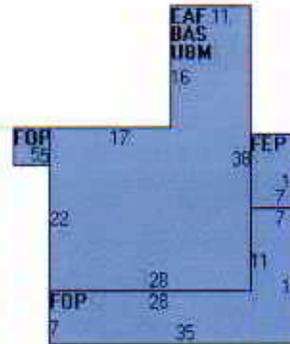
| | |
|-------------------|-----------------------------------|
| Property Location | 110 CROSS ST |
| Owner | ALLEN SUSAN B |
| Co-Owner | |
| Mailing Address | 110 CROSS ST COVENTRY CT 06238 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | LR |
| Census Tract | |

| | |
|------------------|--------|
| Neighborhood | |
| Acreage | 0.97 |
| Utilities | Septic |
| Lot Setting/Desc | Level |
| Additional Info | |

Photo



Sketch



Primary Construction Details

| | |
|--------------------|-------------|
| Year Built | 1869 |
| Stories | 1.25 |
| Building Style | Antique |
| Building Use | Residential |
| Building Condition | Average |
| Floors | Pine |
| Total Rooms | 5 |

| | |
|----------------|----------------|
| Bedrooms | 2 Bedrooms |
| Full Bathrooms | 1 |
| Half Bathrooms | |
| Bath Style | |
| Kitchen Style | Average |
| Roof Style | Gable |
| Roof Cover | Asphalt Shingl |

| | |
|-------------------|--------------|
| Exterior Walls | Clapboards |
| Interior Walls | Drywall |
| Heating Type | Forced Air |
| Heating Fuel | Oil |
| AC Type | None/partial |
| Gross Bldg Area | 2780 |
| Total Living Area | 1069 |



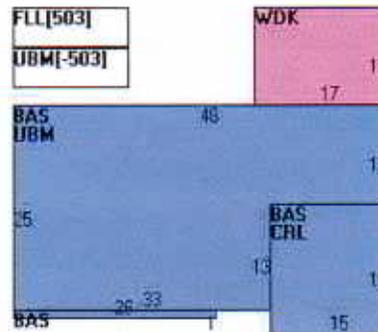
Property Information

| | |
|-------------------|-----------------------------------|
| Property Location | 50 SATARI DR |
| Owner | BISHOP PHYLLIS C + |
| Co-Owner | BISHOP MARK T |
| Mailing Address | 50 SATARI DR COVENTRY CT 06238 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | GR80 |
| Census Tract | |

Photo



Sketch



| | |
|------------------|--------|
| Neighborhood | |
| Acreage | 0.91 |
| Utilities | Septic |
| Lot Setting/Desc | Level |
| Additional Info | |

Primary Construction Details

| | |
|--------------------|-------------|
| Year Built | 1986 |
| Stories | 1 |
| Building Style | Split Level |
| Building Use | Residential |
| Building Condition | Avg + |
| Floors | Hardwood |
| Total Rooms | 5 |

| | |
|----------------|----------------|
| Bedrooms | 3 Bedrooms |
| Full Bathrooms | 2 |
| Half Bathrooms | 1 |
| Bath Style | |
| Kitchen Style | Average |
| Roof Style | Gable |
| Roof Cover | Asphalt Shingl |

| | |
|-------------------|----------------|
| Exterior Walls | Clapboards |
| Interior Walls | Drywall |
| Heating Type | Electr Basebrd |
| Heating Fuel | Electric |
| AC Type | Central |
| Gross Bldg Area | 2847 |
| Total Living Area | 1315 |



Property Information

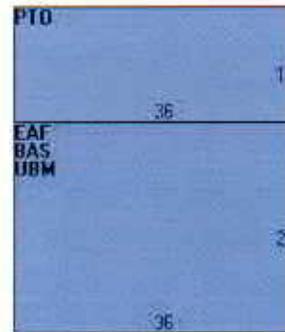
| | |
|-------------------|------------------------------------|
| Property Location | 101 MEADOW TR |
| Owner | BURRILL SUSAN E |
| Co-Owner | |
| Mailing Address | 101 MEADOW TR COVENTRY CT 06238 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | LR |
| Census Tract | |

| | |
|------------------|---------|
| Neighborhood | |
| Acreage | 0.23 |
| Utilities | Septic |
| Lot Setting/Desc | Rolling |
| Additional Info | |

Photo



Sketch



Primary Construction Details

| | | | | | |
|--------------------|--------------|----------------|----------------|-------------------|--------------|
| Year Built | 1960 | Bedrooms | 4 Bedrooms | Exterior Walls | Vinyl |
| Stories | 1.4 | Full Bathrooms | 1 | Interior Walls | Drywall |
| Building Style | Cape | Half Bathrooms | | Heating Type | Hot Water |
| Building Use | Residential | Bath Style | | Heating Fuel | Oil |
| Building Condition | Average | Kitchen Style | Average | AC Type | None/partial |
| Floors | Vnl Linolium | Roof Style | Gable | Gross Bldg Area | 3312 |
| Total Rooms | 6 | Roof Cover | Asphalt Shingl | Total Living Area | 1264 |



Property Information

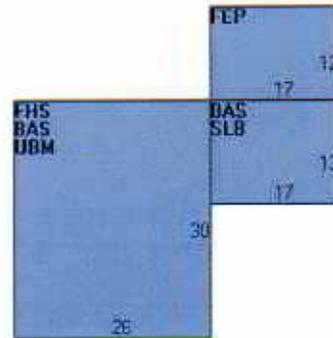
| | |
|-------------------|--|
| Property Location | 10 WALL ST |
| Owner | DANIEL BRETT C |
| Co-Owner | |
| Mailing Address | 200 FIELDSTONE LN COVENTRY CT 06238 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | VR |
| Census Tract | |

| | |
|------------------|------------|
| Neighborhood | |
| Acreage | 0.34 |
| Utilities | Sewer,Well |
| Lot Setting/Desc | Level |
| Additional Info | |

Photo



Sketch



Primary Construction Details

| | | | | | |
|--------------------|-------------|----------------|----------------|-------------------|--------------|
| Year Built | 1800 | Bedrooms | 3 Bedrooms | Exterior Walls | Asbestos |
| Stories | 1.5 | Full Bathrooms | 2 | Interior Walls | Plaster |
| Building Style | Antique | Half Bathrooms | | Heating Type | Forced Air |
| Building Use | Residential | Bath Style | | Heating Fuel | Oil |
| Building Condition | Average | Kitchen Style | Average | AC Type | None/partial |
| Floors | Pine | Roof Style | Gable | Gross Bldg Area | 2986 |
| Total Rooms | 9 | Roof Cover | Asphalt Shingl | Total Living Area | 1469 |



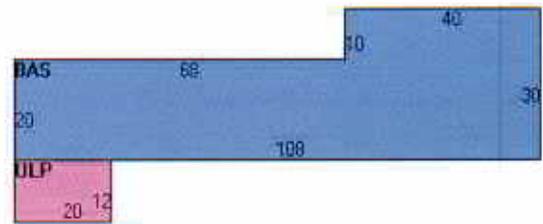
Property Information

| | |
|-------------------|--------------------------------------|
| Property Location | 1465 MAIN ST |
| Owner | DEVINE BARRY M TRUSTEE |
| Co-Owner | |
| Mailing Address | 41 EDGEWATER DR COVENTRY CT 06238 |
| Land Use | 201 Commercial Improv |
| Land Class | C |
| Zoning Code | GR80 |
| Census Tract | |

Photo



Sketch



| | |
|------------------|--------|
| Neighborhood | G |
| Acreage | 0.46 |
| Utilities | Septic |
| Lot Setting/Desc | Level |
| Additional Info | |

Primary Construction Details

| | |
|--------------------|-----------|
| Year Built | 1956 |
| Stories | 1 |
| Building Style | Warehouse |
| Building Use | Comm/Ind |
| Building Condition | C- |
| Floors | Cement |
| Total Rooms | 0 |

| | |
|----------------|--------------|
| Bedrooms | |
| Full Bathrooms | 1 |
| Half Bathrooms | |
| Bath Style | |
| Kitchen Style | |
| Roof Style | Flat |
| Roof Cover | Tar + Gravel |

| | |
|-------------------|--------------|
| Exterior Walls | Concr/Cinder |
| Interior Walls | Minimum |
| Heating Type | None |
| Heating Fuel | Oil |
| AC Type | None/partial |
| Gross Bldg Area | 2800 |
| Total Living Area | 2560 |



Property Information

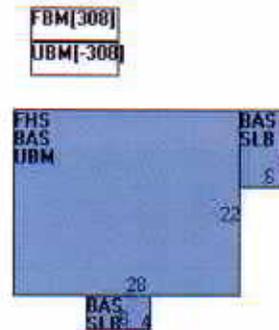
| | |
|-------------------|-------------------------------------|
| Property Location | 447 BREWSTER ST |
| Owner | DICKSON WILLIAM A EST OF + EVELYN J |
| Co-Owner | C/O DICKSON DIEDRE A |
| Mailing Address | PO BOX 154 COLUMBIA CT 06237 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | GR80 |
| Census Tract | |

| | |
|------------------|--------|
| Neighborhood | |
| Acreage | 0.61 |
| Utilities | Septic |
| Lot Setting/Desc | Level |
| Additional Info | |

Photo



Sketch



Primary Construction Details

| | |
|--------------------|-------------|
| Year Built | 1940 |
| Stories | 1.5 |
| Building Style | Cape |
| Building Use | Residential |
| Building Condition | Average |
| Floors | Carpet |
| Total Rooms | 7 |

| | |
|----------------|----------------|
| Bedrooms | 3 Bedrooms |
| Full Bathrooms | 1 |
| Half Bathrooms | |
| Bath Style | |
| Kitchen Style | Average |
| Roof Style | Gable |
| Roof Cover | Asphalt Shingl |

| | |
|-------------------|--------------|
| Exterior Walls | Vinyl |
| Interior Walls | Drywall |
| Heating Type | Steam |
| Heating Fuel | Oil |
| AC Type | None/partial |
| Gross Bldg Area | 2020 |
| Total Living Area | 1072 |



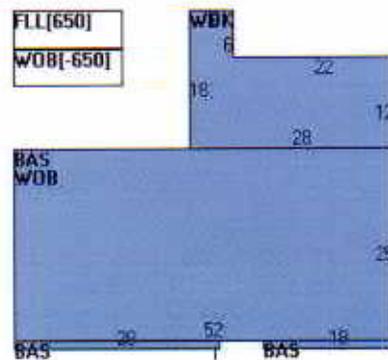
Property Information

| | |
|-------------------|-------------------------------------|
| Property Location | 132 DEBORAH DR |
| Owner | FRENCH STUART E + |
| Co-Owner | FRENCH LORRIE A E |
| Mailing Address | 132 DEBORAH DR COVENTRY CT 06238 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | GR80 |
| Census Tract | |

Photo



Sketch



Primary Construction Details

| | |
|--------------------|--------------|
| Year Built | 1972 |
| Stories | 1 |
| Building Style | Raised Ranch |
| Building Use | Residential |
| Building Condition | Avg + |
| Floors | Vnl Linoleum |
| Total Rooms | 5 |

| | |
|----------------|----------------|
| Bedrooms | 3 Bedrooms |
| Full Bathrooms | 1 |
| Half Bathrooms | 1 |
| Bath Style | |
| Kitchen Style | Average |
| Roof Style | Gable |
| Roof Cover | Asphalt Shingl |

| | |
|-------------------|---------------|
| Exterior Walls | Wood Shingles |
| Interior Walls | Drywall |
| Heating Type | Forced Air |
| Heating Fuel | Oil |
| AC Type | None/partial |
| Gross Bldg Area | 2928 |
| Total Living Area | 1346 |



Property Information

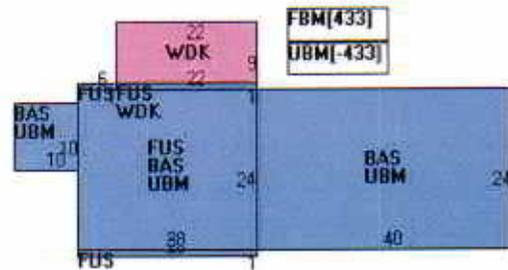
| | |
|-------------------|--|
| Property Location | 129 GARDNER TAVERN RD |
| Owner | MARCUS CRAIG F |
| Co-Owner | |
| Mailing Address | 129 GARDNER TAVERN RD COVENTRY CT 06238 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | GR40 |
| Census Tract | |

| | |
|------------------|--------|
| Neighborhood | |
| Acreage | 1.06 |
| Utilities | Septic |
| Lot Setting/Desc | Level |
| Additional Info | |

Photo



Sketch



Primary Construction Details

| | | | | | |
|--------------------|----------------|----------------|----------------|-------------------|-----------|
| Year Built | 1997 | Bedrooms | 3 Bedrooms | Exterior Walls | Vinyl |
| Stories | 2 | Full Bathrooms | 1 | Interior Walls | Drywall |
| Building Style | Colonial | Half Bathrooms | 1 | Heating Type | Hot Water |
| Building Use | Residential | Bath Style | | Heating Fuel | Oil |
| Building Condition | Avg + | Kitchen Style | Average | AC Type | Central |
| Floors | Ceram Clay Til | Roof Style | Gable | Gross Bldg Area | 4412 |
| Total Rooms | 5 | Roof Cover | Asphalt Shingl | Total Living Area | 2460 |



Property Information

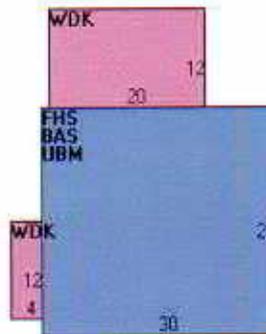
| | |
|-------------------|--|
| Property Location | 265 SNAKE HILL RD |
| Owner | MCDERMOTT JAMES F |
| Co-Owner | |
| Mailing Address | 265 SNAKE HILL RD COVENTRY CT 06238 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | GR40 |
| Census Tract | |

| | |
|------------------|--------|
| Neighborhood | |
| Acreage | 0.99 |
| Utilities | Septic |
| Lot Setting/Desc | Level |
| Additional Info | |



(http://images.vgsi.com/photos/CoventryCTPhotos//\00\00\70\87.jpg)

Sketch



Primary Construction Details

| | | | | | |
|--------------------|-------------|----------------|----------------|-------------------|----------------|
| Year Built | 1981 | Bedrooms | 3 Bedrooms | Exterior Walls | Vertical |
| Stories | 1.5 | Full Bathrooms | 1 | Interior Walls | Drywall |
| Building Style | Cape | Half Bathrooms | 1 | Heating Type | Electr Basebrd |
| Building Use | Residential | Bath Style | | Heating Fuel | Electric |
| Building Condition | Average | Kitchen Style | Average | AC Type | None/partial |
| Floors | Hardwood | Roof Style | Gable | Gross Bldg Area | 3034 |
| Total Rooms | 6 | Roof Cover | Asphalt Shingl | Total Living Area | 1134 |



Property Information

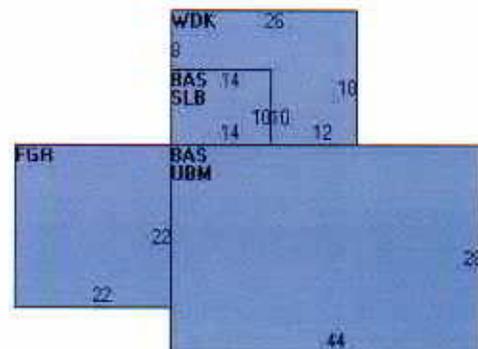
| | |
|-------------------|------------------------------------|
| Property Location | 465 PUCKER ST |
| Owner | MCDONOUGH COREY J |
| Co-Owner | |
| Mailing Address | 465 PUCKER ST COVENTRY CT 06238 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | GR80 |
| Census Tract | |

| | |
|------------------|---------|
| Neighborhood | |
| Acreage | 1.74 |
| Utilities | Septic |
| Lot Setting/Desc | Rolling |
| Additional Info | |

Photo



Sketch



Primary Construction Details

| | |
|--------------------|--------------|
| Year Built | 1987 |
| Stories | 1 |
| Building Style | Ranch |
| Building Use | Residential |
| Building Condition | Average |
| Floors | Vnl Linolium |
| Total Rooms | 5 |

| | |
|----------------|----------------|
| Bedrooms | 2 Bedrooms |
| Full Bathrooms | 2 |
| Half Bathrooms | |
| Bath Style | |
| Kitchen Style | Average |
| Roof Style | Gable |
| Roof Cover | Asphalt Shingl |

| | |
|-------------------|-----------|
| Exterior Walls | Vinyl |
| Interior Walls | Drywall |
| Heating Type | Hot Water |
| Heating Fuel | Oil |
| AC Type | Central |
| Gross Bldg Area | 3556 |
| Total Living Area | 1372 |



Property Information

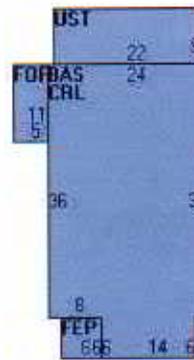
| | |
|-------------------|----------------------------------|
| Property Location | 9 WALNUT TR |
| Owner | MONTBRIAND SUSAN |
| Co-Owner | |
| Mailing Address | 9 WALNUT TR COVENTRY CT 06238 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | LR |
| Census Tract | |

| | |
|------------------|------------|
| Neighborhood | |
| Acreage | 0.11 |
| Utilities | Sewer,Well |
| Lot Setting/Desc | Rolling |
| Additional Info | |

Photo



Sketch



Primary Construction Details

| | |
|--------------------|--------------|
| Year Built | 1940 |
| Stories | 1 |
| Building Style | Bungalow |
| Building Use | Residential |
| Building Condition | Average |
| Floors | Vnl Linolium |
| Total Rooms | 4 |

| | |
|----------------|----------------|
| Bedrooms | 2 Bedrooms |
| Full Bathrooms | 1 |
| Half Bathrooms | |
| Bath Style | |
| Kitchen Style | Average |
| Roof Style | Gable |
| Roof Cover | Asphalt Shingl |

| | |
|-------------------|----------------|
| Exterior Walls | Vinyl |
| Interior Walls | Panel |
| Heating Type | Forced Air |
| Heating Fuel | Gas-Propane Ta |
| AC Type | None/partial |
| Gross Bldg Area | 2163 |
| Total Living Area | 948 |



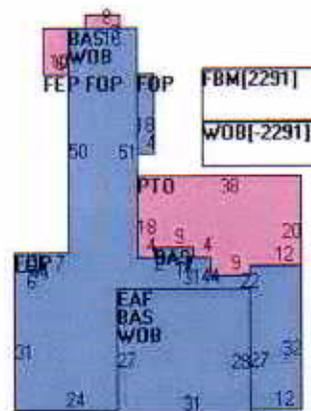
Property Information

| | |
|-------------------|----------------------------------|
| Property Location | 305 BREWSTER ST |
| Owner | NADEAU KEITH |
| Co-Owner | |
| Mailing Address | 25 HENDEE RD ANDOVER CT 06232 |
| Land Use | 104 4 Family |
| Land Class | R |
| Zoning Code | GR80 |
| Census Tract | |

Photo



Sketch



| | |
|------------------|--------|
| Neighborhood | |
| Acreage | 2.39 |
| Utilities | Septic |
| Lot Setting/Desc | Level |
| Additional Info | |

Primary Construction Details

| | | | | | |
|--------------------|--------------|----------------|----------------|-------------------|---------------|
| Year Built | 1725 | Bedrooms | 9+ Bedrooms | Exterior Walls | Wood Shingles |
| Stories | 1 | Full Bathrooms | 6 | Interior Walls | Panel |
| Building Style | Multi Family | Half Bathrooms | 1 | Heating Type | Hot Water |
| Building Use | Multi-Family | Bath Style | | Heating Fuel | Oil |
| Building Condition | Average | Kitchen Style | Average | AC Type | None/partial |
| Floors | Carpet | Roof Style | Gable | Gross Bldg Area | 7900 |
| Total Rooms | 18 | Roof Cover | Asphalt Shingl | Total Living Area | 3376 |

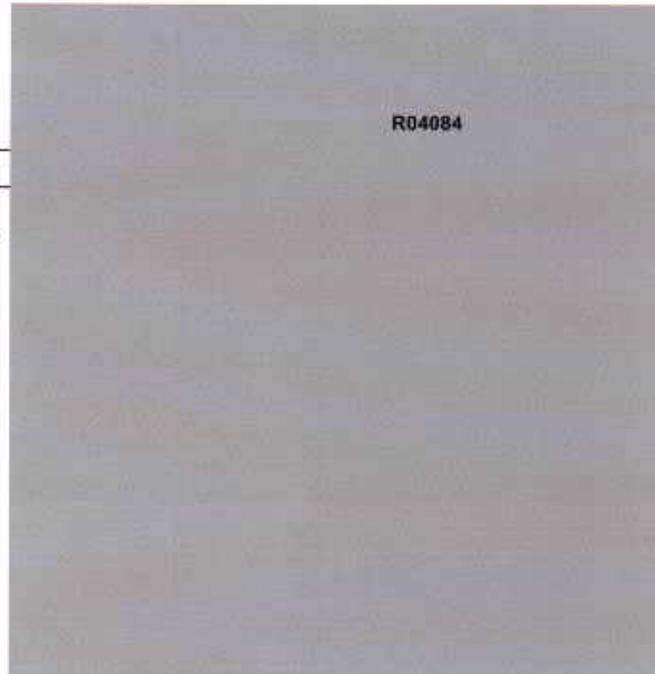


Property Information

| | |
|-------------------|----------------------------------|
| Property Location | 309 BREWSTER ST |
| Owner | NADEAU KEITH |
| Co-Owner | |
| Mailing Address | 25 HENDEE RD ANDOVER CT 06232 |
| Land Use | 100 Resid Vacant |
| Land Class | R |
| Zoning Code | GR80 |
| Census Tract | |

| | |
|------------------|--------|
| Neighborhood | |
| Acreage | 15.84 |
| Utilities | Septic |
| Lot Setting/Desc | Level |
| Additional Info | |

Photo



Sketch

Primary Construction Details

| | |
|--------------------|--|
| Year Built | |
| Stories | |
| Building Style | |
| Building Use | |
| Building Condition | |
| Floors | |
| Total Rooms | |

| | |
|----------------|--|
| Bedrooms | |
| Full Bathrooms | |
| Half Bathrooms | |
| Bath Style | |
| Kitchen Style | |
| Roof Style | |
| Roof Cover | |

| | |
|-------------------|--|
| Exterior Walls | |
| Interior Walls | |
| Heating Type | |
| Heating Fuel | |
| AC Type | |
| Gross Bldg Area | |
| Total Living Area | |



Property Information

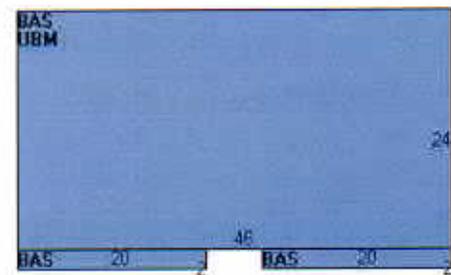
| | |
|-------------------|--|
| Property Location | 28 BABCOCK HILL RD |
| Owner | ROSS RUSSELL A |
| Co-Owner | |
| Mailing Address | 36 HIGH HEAD RD SOUTH DENNIS MA 02660 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | GR80 |
| Census Tract | |

| | |
|------------------|--------|
| Neighborhood | |
| Acreage | 2.98 |
| Utilities | Septic |
| Lot Setting/Desc | Level |
| Additional Info | |

Photo



Sketch



Primary Construction Details

| | | | | | |
|--------------------|--------------|----------------|----------------|-------------------|----------------|
| Year Built | 1980 | Bedrooms | 3 Bedrooms | Exterior Walls | Below Average |
| Stories | 1 | Full Bathrooms | 1 | Interior Walls | Drywall |
| Building Style | Raised Ranch | Half Bathrooms | 1 | Heating Type | Electr Basebrd |
| Building Use | Residential | Bath Style | | Heating Fuel | Electric |
| Building Condition | Average | Kitchen Style | Average | AC Type | None/partial |
| Floors | Hardwood | Roof Style | Gable | Gross Bldg Area | 2288 |
| Total Rooms | 5 | Roof Cover | Asphalt Shingl | Total Living Area | 1184 |



Property Information

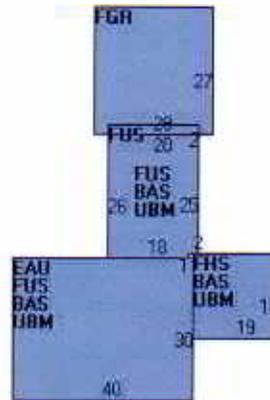
| | |
|-------------------|------------------------------------|
| Property Location | 520 BROAD WAY |
| Owner | STEPULE DAVID E |
| Co-Owner | |
| Mailing Address | 520 BROAD WAY COVENTRY CT 06238 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | GR80 |
| Census Tract | |

| | |
|------------------|---------|
| Neighborhood | |
| Acreage | 1.94 |
| Utilities | Septic |
| Lot Setting/Desc | Rolling |
| Additional Info | |

Photo



Sketch



Primary Construction Details

| | |
|--------------------|-------------|
| Year Built | 1808 |
| Stories | 2 |
| Building Style | Antique |
| Building Use | Residential |
| Building Condition | Very Good |
| Floors | Pine |
| Total Rooms | 10 |

| | |
|----------------|----------------|
| Bedrooms | 5 Bedrooms |
| Full Bathrooms | 3 |
| Half Bathrooms | 1 |
| Bath Style | |
| Kitchen Style | Modern |
| Roof Style | Gable |
| Roof Cover | Asphalt Shingl |

| | |
|-------------------|----------------|
| Exterior Walls | Clapboards |
| Interior Walls | Plaster |
| Heating Type | Hydro-air |
| Heating Fuel | Gas-Propane Ta |
| AC Type | Central |
| Gross Bldg Area | 8096 |
| Total Living Area | 3936 |



Property Information

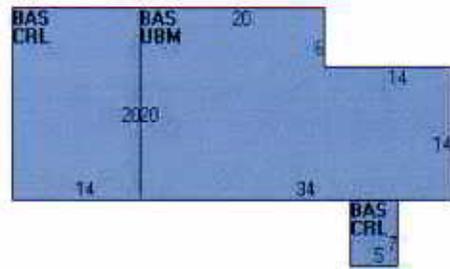
| | |
|-------------------|----------------------------------|
| Property Location | 549 DALY RD |
| Owner | WHEELER BEATRICE M EST OF |
| Co-Owner | C/O POINTER KATHLEEN M FIDUCIARY |
| Mailing Address | 51 LYMAN RD BOLTON CT 06043 |
| Land Use | 101 Single Family |
| Land Class | R |
| Zoning Code | LR |
| Census Tract | |

| | |
|------------------|------------|
| Neighborhood | |
| Acreage | 0.24 |
| Utilities | Sewer,Well |
| Lot Setting/Desc | Level |
| Additional Info | |

Photo



Sketch



Primary Construction Details

| | |
|--------------------|--------------|
| Year Built | 1955 |
| Stories | 1 |
| Building Style | Ranch |
| Building Use | Residential |
| Building Condition | Average |
| Floors | Vnl Linoleum |
| Total Rooms | 5 |

| | |
|----------------|----------------|
| Bedrooms | 3 Bedrooms |
| Full Bathrooms | 1 |
| Half Bathrooms | |
| Bath Style | |
| Kitchen Style | Average |
| Roof Style | Gable |
| Roof Cover | Asphalt Shingl |

| | |
|-------------------|---------------|
| Exterior Walls | Wood Shingles |
| Interior Walls | Drywall |
| Heating Type | Forced Air |
| Heating Fuel | Oil |
| AC Type | None/partial |
| Gross Bldg Area | 1822 |
| Total Living Area | 911 |

PUBLIC NOTICE**PUBLIC NOTICE****PROPERTY AUCTION**

The tax collector of the Town of Coventry has levied upon the following properties in Coventry and stated them for public auction to satisfy delinquent taxes and charges under C.G.S. § 12-157. Volume and page numbers refer to the Towns land records. Unless paid, these properties will be auctioned in "as is" condition at 10:00 a.m. on May 17, 2016 at the Coventry Town Hall at 1712 Main Street.

110 Cross Street (Volume 705 Page 82) owned by Susan B. Allen a/k/a Susan B. Harris, owing \$27,647.72. Philip M. Balzawski d/b/a ERA Philips Real Estate; Alfred Levesque, Petar Pekarovic, and John Ryan may have interests which will be extinguished by the sale.

50 Salari Drive (Volume 317 Page 135) owned by Phyllis C. Bishop and Mark T. Bishop, owing \$20,101.84. Household Realty Corporation may have interests which will be extinguished by the sale.

101 Meadow Trail and ±0.35 acres on South Street (Volume 471 Page 210) owned by Susan E. Burrill, owing \$14,630.80. Cheryl A. Reynolds; Windham Hospital; and ECHN d/b/a Manchester Memorial & Rockville General Hospital, Inc. may have interests which will be extinguished by the sale.

10 Wall Street (Volume 689 Page 252) owned by Brett C. Daniel, owing \$13,288.39. The Bank of New York Mellon, Trustee, Certificateholders of the CWHEQ Revolving Home Equity Loan Trust may have interests which will be extinguished by the sale.

1465 Main Street (Volume 1193 Page 179) owned by Barry M. Devine, Trustee, owing \$10,720.93. Tyler E. Devine, Trustee may have interests which will be extinguished by the sale.

447 Brewster Street and four parcels totaling ±39.61 acres on Brewster Street (Assessor Map 15 Block 5 Lots 28, 28A, and 29 and Map 14 Block 4 Lots 18 and 18A1) owned by the Estate of William A. Dickson and the Estate of Evelyn J. Dickson, owing \$32,428.16. Dieder A. Dickson; the Connecticut Department of Revenue Services; the United States Internal Revenue Service; and the surviving spouses and heirs of William A. Dickson and Evelyn J. Dickson may have interests which will be extinguished by the sale.

132 Deborah Drive (Volume 227 Page 108) owned by Lorrie A. French, owing \$12,795.99. Rogin Nassau, LLC and United Bank as successor to The Savings Bank of Rockville may have interests which will be extinguished by the sale.

129 Gardner Tavern Road (Volume 575 Page 68) owned by Craig F. Marcus, owing \$15,503.80. Bank of America, N.A. as successor to Fleet National Bank and JPMorgan Chase Bank, N.A. as successor to Chase Bank of Texas, N.A. may have interests which will be extinguished by the sale.

265 Snake Hill Road (Volume 1199 Page 235) owned by James F. McDermott, owing \$22,376.80.

465 Pucker Street (Volume 1135 Page 153) owned by Corey J. McDonough, owing \$18,804.27. Curtis C. Hanks, Trustee of the Clinton C. Hanks Trust Agreement may have interests which will be extinguished by the sale.

9 Walnut Trail (Volume 219 Page 35) owned by Alan J. Montbriand and Susan Montbriand, owing \$27,674.92. Webster Bank and ECHN d/b/a Manchester Memorial & Rockville General Hospital, Inc. may have interests which will be extinguished by the sale.

305 and 309 Brewster Street (Volume 1061 Page 283, less and excepting Volume 533 Page 5 and Volume 535 Page 326) owned by Keith Nadeau, owing \$69,515.12. Renette G. Nadeau, Trustee of the Renette G. Nadeau Revocable Living Trust may have interests which will be extinguished by the sale.

28 Babcock Hill Road (Volume 421 Page 297) owned by the Estate of Russell A. Ross, owing \$29,711.79. Russell A. Ross, Trustee of the Martin R. Ross Trust; the Connecticut Department of Revenue Services; the United States Internal Revenue Service; and the surviving spouse and heirs of Russell A. Ross may have interests which will be extinguished by the sale.

520 Broad Way (Volume 998 Page 182) owned by David E. Stepule, owing \$45,850.52. O.L. Willard Company, Inc.; Webster Bank; U.S. Insulation Corp.; PGS Business Associates, Inc. as successor to Propane Gas Service; Liberty Croft Estates, LLC; and the Connecticut Department of Revenue Services may have interests which will be extinguished by the sale.

549 Daly Road (Volume 80 Page 409) owned by the Estate of Beatrice M. Wheeler, owing \$22,917.17. Kathleen M. Pointer; Sandra J. Wheeler; James R. Wheeler; Mary R. Mills; the Connecticut Department of Revenue Services; the United States Internal Revenue Service; and the surviving spouse and heirs of Beatrice M. Wheeler may have interests which will be extinguished by the sale.

The dollar amounts listed are through the end of last month. Additional taxes, interest, fees, and other charges authorized by law accruing after the last day of the month immediately preceding this notice are owed in addition to the amount indicated as due and owing in this notice.

Bidders must present \$5,000 per property in cash or certified check payable to "Pullman & Comley, Trustee" on the day of the sale, and the winning bidder must pay the balance of the sale-price within 5 days or forfeit that deposit. Absent a redemption, the purchaser will take title "free and clear" six months after the auction except for certain encumbrances. Details at www.cttaxsales.com.

Journal Inquirer
March 7, 2016



INTERNATIONAL ASSOCIATION OF FIRE CHIEFS

Providing leadership for the fire and emergency services since 1873

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February 24, 2016

Dear Town Manager John Elsesser:

The Connecticut Fire Chiefs Association (CFCA) in partnership with the International Association of Fire Chiefs (IAFC) would like to invite you to attend a two day summit, on either April 1 or 2 in Meriden, Connecticut. The purpose of this summit is to learn more about some solutions to the burning issues that impact Connecticut volunteer firefighters and local governments. In the words of Chief Michael Thurz, President of the CECA; "I fully support the efforts of the Connecticut Volunteer Workforce Solutions Program as they seek to hold a summit designed to bring together fire departments and town managers across Connecticut, to discuss and problem-solve some of the important issues facing the Connecticut Fire Service. To have the Connecticut fire service, elected officials, and town managers working collectively together, speaks volumes about the desire to ensure the health and safety of our communities."

The "Solutions to the Burning Issues in the Connecticut Fire Service" April 1-2 summit will be held at the Four Points by Sheraton Meriden. April 2 will be a repeat of the sessions and information presented on April 1. Some of the presentation will be done in front of the whole group and others will be short break-out sessions with a brief discussion time. The topics will include discussions on Leadership, Millennials, Social Media and some Critical questions every Fire/EMS Chief Should Ask Their Town Managers. We hope you can attend.

The CFCA was initially awarded a FEMA Staffing for Adequate Fire and Emergency Response (SAFER) grant in 2010 to assist with the recruitment and retention of volunteer firefighters in Connecticut. This grant is administered by the CFCA and the IAFC's program called Volunteer Workforce Solutions (VWS). The program helps with statewide recruitment and retention efforts but also supports specific departments. 30 departments participated in phase I of the program and 15 departments are currently participating in phase II of the program. Thus far in phase II, 342 volunteer membership applications have been received; 215 new volunteer members have joined; more than 400 media contacts have been made; 45,000 marketing materials have been distributed; and 600 recruitment/retention events have been conducted in the 15 participating departments. In addition to this, the program has offered leadership workshops and statewide media support. The program has proven to be very successful, but a continued need is training on leadership, recruitment, retention, and addressing other important issues in the volunteer fire service.

Please register online at <https://firesummitct.eventbrite.com> by March 22, 2016. Thank you for your consideration and we are looking forward to seeing you at the summit.

Sincerely,

Chief Fred Dudek, Chief Timothy Wall
and Chief Charles Flynn (CT VWS Steering Committee)



APRIL 1ST – 2ND, 2016

SOLUTIONS TO THE BURNING ISSUES IN THE CONNECTICUT FIRE SERVICE

Two Day Fire Service Summit

Event Description:

The Connecticut Volunteer Workforce Solutions (VWS) program is proud to bring you "Solutions to the Burning Issues in the Connecticut Fire Service," a summit designed to bring together fire departments across Connecticut to discuss and problem-solve some of the important issues facing the Conn. fire service. Departments are highly encouraged to invite their elected officials, town managers, and others to contribute to dialogue. Discussion topics will include:

- Leadership
- Social Media and Public Relations
- Generational/ Millennial Outreach
- Critical Questions Every Fire/ EMS Chief Should Ask Their City Managers
- Grant Writing

April 2 will be a repeat of the sessions and information presented on April 1 so attend the day that best works for you. Join us to hear some of the best up-and-coming speakers in their fields. This is sure to be an epic event that everyone should enjoy and benefit from!

Audience:

All Connecticut fire departments, recruitment and membership personnel, town elected officials, and or town managers

When:

Friday, April 1, 9 AM–5 PM

Saturday, April 2, 9 AM–5 PM

Where:

Four Points by Sheraton: 275 Research Parkway, Meriden, Connecticut 06450

Please register by March 22, 2016 at <https://firesummitct.eventbrite.com/>

Questions? Contact Abena Bonso-Bruce at 703-896-4836 or abonsoBruce@iafc.org or Chief Fred Dudek at 860-304-3206 or dudekaf@gmail.com.



Solutions to the Burning
Issues in the
Connecticut Fire Service

REGISTER TODAY at
<https://firesummitct.eventbrite.com/>

TOPICS • Leadership •
Generational/ Millennial
Outreach •
Public Relations
Communication • Social
Media • Shakers • Grants

*Refreshments and lunch will
be provided to all attendees.*

**FOUR POINTS BY
SHERATON**

275 Research Parkway
Meriden, CT 06450

<https://firesummitct.eventbrite.com/>

April 1 : 0900 - 1700

April 2 : 0900 - 1700

Follow VWS on Facebook at <https://www.facebook.com/VolunteerWorkforceSolutions/>

Laura Stone

From: Ana E. Zeller <ZellerAE@ehhd.org>
Sent: Tuesday, March 15, 2016 4:05 PM
Subject: EHHD Press Release: Plan4Health Toolkit is Available Now!
Attachments: Plan4Health Press Release 3_15_16.pdf

Greetings to you all!

The Eastern Highlands Health District is proud to announce that their Community Health Action Response Team (CHART) has completed a "Healthy Communities Toolkit." The toolkit will help residents, elected officials, and members of town commissions and advisory groups help increase healthy decisions in our region that positively impact physical activity and access to healthy food.

To view and learn more about the toolkit and the Plan4Health project, and for details and a link to register for **free Healthy Communities Toolkit workshops** EHHD is offering in March and April, please see the attached press release, or view the release on our website:

http://www.ehhd.org/filestorage/111/Plan4Health_Press_Release_3_15_16.pdf

Please feel free to forward this on to whoever may be able to post this on your town or agencies website or other frequently viewed locations. We're looking forward to helping improve the health of our district through this toolkit!

Thank you in advance for your help and have a great week,

Ana

Ana Zeller, RDN, CD-N
Community Health and Wellness Coordinator

Eastern Highlands Health District
4 South Eagleville Rd.
Mansfield, CT 06268



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 [Get EHHD Notifications](#)



EHHD
Eastern Highlands Health District

4 South Eagleville Road ♦ Mansfield CT 06268 ♦ Tel: (860) 429-3325 ♦ Fax: (860) 429-3321

Date: March 15th 2016

Contact: Aliza Makuch, Ed. M.
Plan4Health Project Coordinator
Eastern Highlands Health District
(860) 429-3361; makuchab@ehhd.org

FOR IMMEDIATE RELEASE

EHHD Uses Plan4Health Grant to Create a “Healthy Communities Toolkit”

In 2015, Eastern Highlands Health District (EHHD), in partnership with the Connecticut Chapter of the American Planning Association was awarded funding with the Plan4Health grant program. Plan4Health is funded by the American Planning Association and American Public Health Association. The program is designed to bring together the public health and town planning sectors of the community in order to increase physical activity and access to healthy foods while maintaining our small, rural town character.

The EHHD’s Community Health Action Response Team (CHART) has taken the reins on the Plan4Health project. CHART members identified that local Planning and Zoning Commissioners in small Connecticut towns are key community leaders that can positively impact a town’s walkability, bikeability, playability, and local food options. Director of Health Robert Miller comments that “town characteristics such as the safety and convenience of walking and biking are key factors in determining the physical activity opportunities of residents. Increasing physical activity is critical for preventing chronic diseases such as heart disease, diabetes, and stroke.”

Residents, elected officials, and members of town commissions and advisory groups can help increase healthy decisions in our region that positively impact physical activity and access to healthy food. Through Plan4Health, CHART developed an online toolkit designed to provide public health tips, tools, and resources tailored for land use planning within small towns. The EHHD’s CHART is conducting workshops for local officials on the toolkit during the months of March and April. More information and a link to the toolkit can be found www.ehhd.org/plan4health.

Date: March 3, 2016
To: CRCOG Policy Board
From: Lyle Wray, Executive Director
Subject: **CRCOG Monthly Report for the Month of February 2016**

Here is the CRCOG monthly report for February 2016. There will be an executive committee meeting on Wednesday, March 9, 2016 and we hope to see you there!

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.

Administration and Finance Highlights, Winsome Barnaby

- Review Life Insurance Policy re: salary cap and reductions with Chris Monroe. Suggested updates included annual salary cap of \$150,000 and age based reduction of 65% at age 70.
- Participated in Paychex Webinar on Time and Attendance portal for comparison with current Replicon software
- One-on-one meeting with Valerie Taylor (LGH) as follow up to Leadership Development Training for CRCOG Managers. Training and follow up were extremely helpful in terms of professional and personal growth.
- Attended Managers monthly meeting. Discussion on Budget preparation, office space, staff meeting plan, social media strategy
- Reviewed staff allocation to projects with managers in preparation for 2016-17 Annual Budget preparation

Administration Special Projects Highlights, Pauline Yoder

GIS

- The Spring 2016 flyover and potential data 'buy up' options were discussed at a meeting of the CT GIS User to User meeting on February 19. Nearly 100 interested parties from throughout the state were in attendance.
- 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 available as a new theme for the CRCOG Regional Web GIS system - <http://mapgeo.com/crcogct/>.

- 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 recruitment and support of towns that are using the system.
- 23 municipalities currently use this CRCOG cooperative program.
- Recommendation for the second vendor was approved by the board and contract is being reviewed by legal.

Transportation / MPO Related Activities

- 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.
- 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.

CEDS / Economic Development

- 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. This grant application has been put on hold by the Federal EDA, pending the EDA understanding the overall CEDS plan for the whole state of Connecticut.
- CRCOG staff has developed a contingency plan if there is no change in the EDD status for the state (and consequently, no change in CRCOG's grant application status with the EDA. According to the EDA, once Connecticut submits a plan that is acceptable to EDA, CRCOG's application will be granted.

Other

- Ongoing work on CCRPA Hazard Mitigation Grant. A completed draft of the CCRPA Hazard Mitigation Plan has been reviewed by DEHMS. CRCOG's consultant has completed required revisions and submitted them for further review by DEMHS and FEMA. . CRCOG is waiting for DEMHS to complete it's review and forward the plan to FEMA.
- Continued on-going RPIP Grant activities, reporting, funding requests and follow-up, and assisting in project decision making when needed.
- 6 RPIP applications were submitted on December 17th (5 previous unfunded applications and 1 new application (Anchor Institutions Engagement Implementation)). Resolutions for Anchor Institutions Engagement Implementation will be due March 31st.
- For CRCOG's website redesign and CRCOG staff is actively working on the transition with MRW.

Municipal Services Highlights, Jennifer March-Wackers

Municipal Services Committee

The Municipal Services Committee did not meet in February 2016.

MUNICIPAL SERVICE SHARING

Nutmeg Network Demonstration Projects

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. Final deployments are continuing into March.

Nutmeg Network VoIP Project (\$95,200)

Barkhamsted, Hebron, Windsor Locks and Simsbury are now connected. Somers installation is expected to continue through March 2016 due to delays with make-ready pole attachment work by the local telephone carrier.

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

Equipment price proposals have been submitted to all six pilot towns. Southbury, Mansfield, Coventry 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)

Needs assessment was completed in February. A draft RFP is being prepared. Continued to research EDMS systems to discover functional requirements for a future RFP.

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

Released an RFP for Human Resources Consulting Services on February 26th. Hosted a salary survey demo day at CCAT for the pilot communities on February 29th and previewed four existing on-line compensation tools (both custom-built and commercial offerings). Generated a comprehensive list of system requirements and desired wish list features for a statewide, web-based Classification and Compensation Survey Instrument and requested a cost proposal from CCAT to develop the tool in-house. Continue to work collaboratively with CCM to potentially offer a cobranded solution via the HR portal. Continue to research software solutions to help inform functional requirements for group consensus building.

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 seven RPIP grants (totaling \$2.045 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)
7. Stop Loss Insurance (\$650,000)

OPM Regional Performance Incentive Grants 2014

Statewide OrthoFlight (\$2,175,125) – Conducting Orthoflight on behalf of the 9 COGs and state agencies. Completed RFP process, contracted with preferred vendor to perform the services associated with the OrthoFlight. Vendor was selected and kick off meeting was held for the Spring 2016 fly over. The flyover and potential data 'buy up' options will be discussed at a meeting of the CT GIS User to User meeting on February 19. 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.

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. This project is complete.

OPM Regional Performance Incentive Grants 2011

CAPTAIN 4G. (\$400,000) Received work plan. Preliminary scoping work has begun on this project.

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.

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

Continue to reach out to social services professionals to solicit questions and issues they would like to address on a regional basis. Put together a March 21, 2016 meeting to focus on Hoarding and the Uniform Relocation Act.

COG Regional Election Monitoring

MOU with the CT Secretary of the State was finalized on February 3, 2016. Created a solicitation and advertised the REM contract opportunity on February 10, 2016. Received 3 applications as of the February 26th deadline and scheduled interviews for March 3, 2016. Resolution authorizing the Executive Director to sign the MOU and hire the REM was approved at the February 24 Policy Board meeting.

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.
 - 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.

Nutmeg Network Connections

To date, 29 CRCOG towns are connected to the Nutmeg Network with 5 additional 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

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

23 municipalities currently use this CRCOG cooperative program.

Recommendation for the second vendor was approved by the board and contract is being reviewed by legal.

CAPITOL REGION PURCHASING COUNCIL

e-Procurement System

Executed a two year extension of the contract with Periscope Holdings for the BidSync e-Procurement system. New contract expiration is March 31, 2016.

eziQC (Indefinite Quantity Construction) Program

As of February 26, 2016, forty (40) towns have issued purchase orders bringing our total POs for eziQC projects to \$20.5 million, a new high water mark for the program.

The following towns issued new purchase orders between January 31, 2016 and February 26, 2016: Granby, Rocky Hill

The following towns held joint scope meetings this month: Ashford, Bethany, Bolton, Danbury, East Haven, Portland, Rocky Hill, and Windsor

Continued outreach efforts to state agencies in order to pursue more universal approval of eziQC on projects involving state grant funds. A possible setback is an interpretation of statute favored by state agencies that states that any projects that are pursued under a consortium bid are *not* eligible for reimbursement, with state construction contracts excepted. This interpretation is driven by statute language which indicates that projects must be advertised individually, which would preclude eziQC. This decreases efficiency and may also drive up costs and time of project completion for municipalities.

Continued monitoring of member use of this procurement tool.

Energy Programs

Electricity

Began the process of scheduling a reverse auction for September 2016. Notification of this opportunity will go out to all towns in the Purchasing Council in Spring 2016.

Natural Gas

Revisited the hiatus that has been in place since 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. We will review market conditions again in July 2016.

Annual Bids

CRPC staff opened the following bids: Recycling Bins, Fuel Oil and Diesel, and Police Ammunition and Fingerprinting Supplies. CRPC Staff have solicited requirements for Swimming Pool and Water Treatment Chemicals, which will go out to bid 3/9/16 and open on 3/25/16.

Bid savings for Recycling Bins: **\$1,073.00**; for Fuel Oil and Diesel: **\$128,302.62**; for Police Ammunition and Fingerprinting Supplies: **\$8,477.73**.

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). 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.

Regional Planning Commission (RPC).

Staff continued to receive updated 2016 RPC Appointments. The next meeting of the RPC is scheduled for March 17th. CRCOG staff began preparations for that meeting which will feature a presentation from Mark Abraham, Executive Director of DataHaven on the results of a new statewide community wellbeing survey, which CRCOG helped fund.

Municipal Zoning, Subdivision and Plan Referrals. In February, CRCOG received referrals of twelve proposed zoning amendments and a proposed subdivision in Bloomfield which abuts Windsor. 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. In February, work continued on several aspects of the program. We reviewed the draft Phase I Environmental Site Assessment report prepared by our environmental consultant, Tighe & Bond, for 85 Hawthorn Street in Hartford. This assessment is being funded through our brownfields grant from the CT DECD. Also during February, Tighe & Bond continued assessment work on the DECD

funded project at 150 Windsor Street in Hartford. Tighe & Bond also began work on a Quality Assurance Project Plan (QAPP) for the Phase III environmental assessment of the Gerich Service Station in Manchester, and began work on the Phase I Environmental Site Assessments for two sites on Poquonock Avenue in Windsor. Each of these three sites received approval for use of EPA petroleum funding by DEEP.

Transit Oriented Development (TOD). On-Call Technical Assistance. Staff updated its Station Area Progress Reports for the first quarter of 2016. The station area reports can be found at

http://www.crcog.org/publications/Meeting_Documents/CAC/TODProgressReport_012616.pdf

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 determining the location and date of the final public meeting for the study, which will likely be held the first week of April.

Additionally, staff conducted additional reviews of the 2016 applications for Responsible Growth and TOD grants from the CT Office of Policy and Management. Six proposals from Canton, East Windsor, East Windsor and Windsor Locks, Mansfield, Windsor, and Rocky Hill were reviewed for consistency with regional plans and policies. The CRCOG Policy Board issued resolutions of support for these applications at its February 24, 2016 meeting, and the resolutions were transmitted to OPM.

Bicycle and Pedestrian Planning. CRCOG staff continued to work on organizing the March 8th meeting of the CRCOG Bicycle and Pedestrian Committee. The meeting will be held at the Spanish American Merchant's Association of Hartford. The reason for holding the meeting at this location is so that committee members can tour BiCi Co., a Hartford based non-profit bicycle shop that seeks to engage inner-city youth in bicycle repair and other bike related activities.

CRCOG staff also coordinated this month with the CTDOT on its Statewide Pedestrian and Bicycle Plan Update. A meeting was held at CRCOG with CTDOT and the consulting team working on the update. As a result of the meeting, CRCOG staff initiated an update of the Regional On-Road Bicycle Network Map. CRCOG staff made brief presentation to the CRCOG Transportation Committee on this update and will send out a memo to towns in early March to gain input.

CRCOG and its consultant are finalizing work on the West Hartford Road Diet and Safety Study. This month, CRCOG staff worked with the consultant team to review and make changes to the final report. The team hopes to hold final meetings in mid to late March with the Technical Study Committee and West Hartford representatives to present the final products of the study.

A CRCOG-led team has been selected by the National Association of Chronic Disease Directors to participate in a unique training opportunity: the Step it Up! Action Institute to Increase Walking and Walkability. The team was selected through a competitive

application process. The institute will provide an opportunity for the regional team to explore best practices to increase communities' walkability, and to further regional bike and pedestrian planning and implementation. An interdisciplinary team of public health professionals, a CRCOG staff representative, transportation representative and elected official from the Capitol Region have committed to attend the three-day workshop.

CRCOG Foundation. CRCOG staff met internally with the agency's Executive Director to brainstorm ideas for the Foundation's third workshop on Next Generation Economic Development, which will focus on Anchor Institutions and creating corridors of opportunity. An event planning committee will be convened in March. CRCOG and the Hartford Foundation for Public Giving (HFPG) plan to co-host a combined wrap-up event later this year covering CRCOG's Next Generation Economic Development series and HFPG's Progress Points Forums.

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 to determine messaging, key issues/topics/programs to feature, possible speakers, interview questions and script ideas.

Other Activities

Policy and Planning staff assisted the Transportation Department in the review and ranking of LOTCIP Applications.

Policy and Planning Staff (Emily Hultquist) moderated a panel discussion at the Partnership for Strong Communities iForum on "Connecting the Dots...to a Better Connecticut Transit System."

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.

A Citizen Preparedness Coalition meeting was held with a presentation from the Counterterrorism Education Learning Lab.

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

A CAPTAIN 4G user session was held to brainstorm future enhancements to the system.

The pilot project to host CT-CHIEF in the CJIS environment is well underway and Wethersfield is the first community to be set up.

Staff is continuing to work on the deliverables for the ebola/infectious disease funding. There will be a functional exercise held on March 22nd at the RCC I Manchester.

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: Public Safety Roundtable for the 84 Project, meeting with the new Ellington EMD and First Selectman, CREPC Chairs/UAWG meeting, meeting with Bruce Baxter of NBEMS, meetings on body cameras, CrimeView kick off meeting, 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, various meetings with CJIS, and a Capitol Region Fire Chiefs meeting.

Transportation Highlights, Jennifer Carrier

Management of the Planning Process

Prepared and participated in the February 22 Transportation Committee Meeting. Topics discussed at the meeting included updates on the Transportation Alternatives Program, the Comprehensive Transit Route Analysis Study, Transit Efforts in the Capitol Region, CRCOG's On-Road Bicycle Map Update, the CT**rides** Quarterly Report, FTA Section 5310 Applications, the 2016 DOT Civil Rights Virtual Symposium, the Statewide Computerized Traffic Signal Systems Needs Assessment, 2015 Congestion Mitigation and Air Quality Improvement Program Awards, LOTCIP Funding and Project Status, and Transportation Improvement Program amendments. A presentation on the Statewide Bicycle/Pedestrian Plan Update was given by CTDOT. Prepared and participated in the February 22 Cost Review Subcommittee. Topics included updates on LOTCIP and the Transportation Alternatives Program. Prepared and participated in the February 24 Policy Board meeting.

Met with the City of Hartford's new Development Services personnel on February 23 to discuss CRCOG's Transportation program.

Participated in RPO Teleconference meeting on February 23. Topics included the Community Connectivity Program, the Status of Master Municipal Agreement, and an Update on COG Handbook & Invoice Procedures.

FFY 2015-2018 Transportation Improvement Program (TIP)

Amendments to the TIP were prepared for the Transportation Committee's consideration on February 22 and the Policy Board's consideration on February 24. 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 develop a hybrid service scenario based on the input received at public meetings. Scheduled next Advisory Committee meeting for March and sent save the date to committee members. Continued compiling stakeholder list for Extra Work effort. Coordinated with CTDOT to amend the Extra work scope/budget to include data collection due to a lack of information available from transit providers. CRCOG staff worked on final project administration with the consultant and CTDOT.

CRCOG staff worked with CTDOT staff and its consultant team on the CT*fastrak* TOD Capacity Study. CRCOG staff is helping to coordinate a final meeting to take place at the end of March.

Coordinated with Bloomfield, South Windsor, and Wethersfield to advance each town's projects in the Regional Bus Shelter Program.

Attended monthly HNS meeting at CTDOT on February 24. Topics discussed include the ongoing ITS installations, recent mechanical issues with CT*transit* fleet vehicles, plans for a CT*fastrak* anniversary event, and the regional bus shelter program.

Completed review of the NEC Future Tier 1 Draft Environmental Impact Statement and finalized comments for submission to FRA. Comments were submitted via mail and email on February 5.

Attended CT*fastrak* Expansion Study public meetings at UConn on February 2-3 and Stakeholder Meeting on February 19.

Met with T.J. Clarke, Special Initiatives Coordinator for Chris Murphy, on February 1 to discuss CRCOG's transit efforts.

Started working on revising the scope of work of the transit repository study.

Completed setting up a spreadsheet to calculate ridership for the CT*fastrak* system using the APC data obtained from CT*transit*.

Prepared a summary of on-going transit projects in the Capitol Region and distributed it to the Transportation Committee and Policy Board.

Attended February 23 Connecticut Association for Community Transportation (CACT) annual legislative breakfast featuring key note speaker Commissioner James Redeker.

Sustainable Communities

CRCOG staff and the consultant are working on completing the final products of the West Hartford Road Diet and Safety Study. The team hopes to hold a final TSC Meeting as well as a final public meeting to present that study results in mid-to late March.

The CRCOG application to participate in the Step it Up Walkability Action Institute, a program of the National Association of Chronic Disease Directors was successful! The program will allow a CRCOG team to participate in a walkability action institute in April 2016. The Institute is followed up by additional project implementation steps once teams return to their home regions. CRCOG's project focuses on the creation of a Complete Streets Committee for the Capitol Region and the launch of a Complete Streets planning/policy making process.

CRCOG submitted an application to the Responsible Growth and Transit-Oriented Development Grant Program on February 4. The project, if funded, would create an inventory of "complete streets" infrastructure in the region, conduct a needs/gap analysis, develop an action plan, create and adopt an agency complete streets policy, and fund a small number of pilot implementation projects.

CRCOG staff have begun to monitor the State Vendor-In-Place pavement project program as it relates to potential bicycle improvements on roadways. CRCOG staff communicated with CTDOT on this effort and will continue to monitor these projects for restriping opportunities to better accommodate cyclists.

CRCOG staff met with CTDOT and its consultant to discuss the State Bicycle and Pedestrian Plan Update Process on February 3. CRCOG began assembling and refining data to support the update process.

Attended the monthly Complete Streets Action Team meeting for the City of Hartford.

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.
- Met with the City of Hartford staff on February 2 to discuss funding options for the Albany Avenue/North Main Street intersection.
- Received notice from CTDOT that projects in Windsor and New Britain have been selected for Congestion Mitigation and Air Quality (CMAQ) Improvement Program funding. Both projects will install advanced traffic signal systems in key corridors.
- Continued discussions with CTDOT regarding the need for a CRCOG LOTCIP administrative fees contract extension (which expired November 1) – contract received on February 19.
- Fielded and replied to various inquiries regarding the upcoming LOTCIP solicitation for proposals. Began rating LOTCIP proposals received as a result of the 2015 LOTCIP solicitation.
- Assigned the following LOTCIP project design reviews to consultants:

- Route 10 sidewalk - Granby
- Granby Street Preliminary Design review- Bloomfield
- Completed the following LOTCIP project design reviews:
 - South Road Final Design Review – Farmington
 - Hillstown Road/Spencer Street Final Design Review – Manchester
 - Avery Street Preliminary Design Review – South Windsor
 - Organized and attended February 24 On-Board review.
- Met with Town of Farmington Staff and CTDOT staff to review concept designs for safety improvements at the intersection of Colt Highway and I-84's WB Entrance Ramp.
- Coordinated with CTDOT to distribute a notice regarding the FY15 funding round of the FTA 5310 grant program.
- Coordinated with CTDOT to distribute a notice regarding the FY17 funding round of the State Matching Grant Program for Demand Responsive Transportation.
- Attended February 23 public meeting in Tolland as it relates to proposed improvements on Route 195 within the town green.

Interstate 84 Viaduct

DOT has outreached to new City department heads, requesting a meeting to brief them on the project. There was no monthly CTDOT – City – CRCOG coordination meeting scheduled for February.

Attended Project Advisory Committee (PAC) meeting and Bicycle, Pedestrian, and Transit Working Group Designed Session on February 25. Attended the February 26 Public Safety Roundtable discussion.

Participated in a kick-off meeting on February 22 at CTDOT to discuss the upcoming stated preference survey for the I-84 Viaduct study

Transportation Safety and Improvements Study: Farmington and Hartford

Finalized negotiations with the consultants on a redefined scope and fee. Began drafting a CRCOG-Consultant contract.

Next Gen CT Pathways to UConn: Eastern Gateways Study

Held bi-weekly update calls with consultant. Continued compiling list of Technical Advisory Committee (TAC) members. Met with consultant on February 11 to discuss modelling efforts related to the study. Scheduled first TAC meeting for March. Received drafts of Public Involvement Plan, Media Plan, study schedule, and study branding options from the consultant and began internal review.

Plainville-Southington Farmington Canal Heritage Trail Gap Closure Study

Distributed updated staffing plan to project selection committee for review. Coordinated with preferred consultant and selection committee to resolve final issues. Prepared contract documentation for review by CTDOT. Received CTDOT approval of CRCOG's negotiation process and draft contract. Coordinating with consultant to execute the contract.

Route 5 in East Windsor Corridor Study

Continued to coordinate with CTDOT to get the necessary agreements in place. Received and processed TIP amendment for the study.

Silver Lane in East Hartford Corridor Study

Continued to coordinate with CTDOT to get the necessary agreements in place. Received and processed TIP amendment for the study.

Safety Planning

Drafted requested feedback for the CTDOT regarding the outreach and communications plan materials that had been discussed at the January Strategic Highway Safety Plan (SHSP) Steering Committee meeting.

Attended a Traffic Records Coordinating Committee meeting on February 23.

Freight

Remained available to assist CTDOT with the Statewide Freight Plan as needed.

Participated in FHWA Talking Freight Webinar (National Freight Strategic Plan and FAST Act Freight Provisions) on February 17.

Virtually attended portions of the USDOT 2016 Freight Summit on February 29.

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 has executed a contract with Sanborn Map Company to conduct the flight. Municipalities may also contract to purchase additional datasets or upgrades. Some of the products will need to be requested early March.

Met internally on February 1 to continue discussions related to increasing CRCOG's use of GIS technology, particularly as it relates to publicly accessible information and outreach.

Met with CTDOT on February 16 as it relates to web GIS and project mapping.

Public Participation, Title VI, EJ and LEP

Held bi-weekly update calls with consultant relating to the update for the Public Participation Plan. Held internal discussions regarding stakeholders for this effort. Sent website updates to the consultant for their review.

Congestion Management Process (CMP)

Continued working on the current CMP document update. 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. E-mailed town/issue specific updates and questions to Bolton staff regarding land swap near Notch Road on February 18. Drafted and distributed e-mail summary update on corridor-wide activities to interested parties from all towns on February 19.

Met with DOT and FHWA on February 10 to discuss traffic signals and the development of a regional traffic signal coordinator.

Attended February 25 discussion on safe workzones and the use of intelligent technologies sponsored by the New England and CT chapters of Intelligent Transportation Society.

Attended February 16 meeting of Statewide Traffic Signal Circuit Rider position, CRCOG serves on the Advisory Committee.

Received results from UConn's survey regarding a regional procurement process for traffic signal systems equipment and maintenance. Scheduled and held a meeting on February 26 to discuss the survey results and next steps.

Attended ITS –CT/ITE-CT Joint Winter meeting on February 1. The meeting focused on CT's Strategic Highway Safety Plan.

Attend ITS-CT Board of Directors meeting on February 23. CRCOG staff member has recently been appointed to the ITS-CT Board of Directors.

Executive Director Report, Lyle Wray

On Monday February 1 met with CT Center for Advanced Technology on police officer cameras and storage issues. Worked with staff on the NEC rail futures letter for submission. Spoke with T.J. Clarke of US Senator Murphy's office.

On Tuesday February 2 met with CT DOT Commissioner Redeker on a number of transportation issues at his office. Participated in a Community Indicator Consortium conference planning committee conference call. Went over LOTCIP financials with staff.

On Wednesday February 3 attended a Western Massachusetts MPO meeting on Springfield Boston rail service and briefing on the Northeast Rail study. Watched the Governor give the State of the State address.

On Thursday February 4 attended beginning of the Connecticut Latino Public Policy Day at the Capitol.

On Friday February 5 met with Patrick McGoin of the Metro Hartford Alliance.

From Sunday February 7 through February 10 attended the National Association of Regional Council meeting in Washington DC. (Reported highlights to the Policy Board).

On February 11-13 attended the Partnership for Smart Growth meeting and chaired a panel on CTfastrak.

On Monday February 15 CRCOG offices were closed for the President's Day holiday.

On Tuesday February 16 attended part of the Governor's Economic Development Forum in East Hartford. Participated in a discussion on the transportation lock box at the Capitol. Participated in the Knowledge Corridor Steering Committee in East Windsor.

On Wednesday February 17 attended a press event by the CT Institute for the 21st Century updating their long term care report. Chatted with See Click Fix executive on citizen relationship management.

On Thursday February 18 attended the Capital Workforce Partners Board meeting. Participated in a meeting with Metro Hartford Progress Points group on the contours of the next report.

On Friday February 19 participated in webinar on opioid abuse presented by Vermont Governor Shumlin. Participated in a conference call on the transportation lock box.

On Monday February 22 attended the CRCOG Transportation Committee meeting.

On Tuesday February 23 attended a transit forum on transit oriented development with a guest speaker from Arlington, Virginia. With Transportation Staff, met with Hartford Development Services and planning staff on common issues and communications.

On Wednesday February 24 attended the iQuilt corporators meeting at the Hartford Public Library. Attended the CRCOG Personnel Finance Subcommittee and the presentation of the CRCOG audit. Staffed the CRCOG Policy Board meeting. Participated in the 1000 Friends Property Tax Working Group.

On Thursday February 25 attended a meeting on communications for the Knowledge Corridor held at Capital Workforce Partners. Chaired the CRCOG management team meeting.

On Friday February 26 attended a press conference with the Governor and transportation advocates on the transportation lock box. Spoke with James Corless of Transportation for America on performance measurement issues in transportation.

On Monday February 29 provided written testimony at the Legislative Office Building on the transportation lock box. Met on CRCOG budget preparation for 2016-2017 with staff.



UNFUNDED MANDATE PROPOSALS

As of March 14, 2016

CCM UNFUNDED MANDATE REPORT

HB 5047

EXPANDED EXEMPTIONS FOR PERSONAL PROPERTY FROM THE PROPERTY TAX

File#:

Sen. Cal#: 0

Hse. Cal#: 0

Would exempt personal property owned or leased by a business with a total value of under \$10,000 from the property tax.

Current Location: Finance, Revenue and Bonding Committee

HB 5055

DMV: DELINQUENT TAXES PAYMENTS MANDATE

File#:

Sen. Cal#: 0

Hse. Cal#: 0

Would eliminate the requirement that delinquent motor vehicle property taxes be paid prior to renewing a motor vehicle registration. Would cost 80 surveyed towns \$35 million.

Current Location: Transportation Committee

HB 5139

RECYCLED TIRE RUBBER AT MUNICIPAL PLAYGROUNDS

File#: 19

Sen. Cal#: 0

Hse. Cal#: 51

Would prohibit shredded or ground rubber recycled from motor vehicle tires from being installed on municipal and public school playgrounds.

Current Location: House Floor

HB 5141

CONCUSSIONS AND YOUTH ATHLETICS ON PUBLIC FIELDS

File#: 20

Sen. Cal#: 0

Hse. Cal#: 52

Would, among other things, require operators of youth athletic activities utilizing public athletic fields to follow concussion protocols substantially similar to those used for intramural/interscholastic athletic activities.

Current Location: House Floor

HB 5150

TREE WARDENS' NOTICES ON TREES AND SHRUBS AND TREE REMOVAL

File#:

Sen. Cal#: 0

Hse. Cal#: 0

Would (a) require tree warden postings on each tree, shrub or group of shrubs before removal, regardless of consent by an abutting property owner, (b) require DOT to report on tree removals along state highways and (c) require public utilities to remove debris caused by tree and shrub removals they undertake.

Current Location: Environment Committee

HB 5230

HEALTH INSURANCE COVERAGE FOR FERTILITY PRESERVATION

File#:

Sen. Cal#: 0

Hse. Cal#: 0

Would require health insurance coverage for fertility preservation for insureds diagnosed with cancer. CCM appreciates the intent of this proposal. However, OFA has determined that similar mandated expansions of healthcare coverage would result in increased premium costs for municipal employers.

Current Location: Insurance and Real Estate Committee

HB 5262

CANCER PRESUMPTION FOR FIREFIGHTERS

File#:

Sen. Cal#: 0

Hse. Cal#: 0

Would mandate workers' compensation benefits for current and former uniformed members of paid or volunteer fire departments diagnosed with various types of cancer.

Current Location: Labor and Public Employees Committee

HB 5303

CHILDHOOD OBESITY GUIDELINES

File#:

Sen. Cal#: 0

Hse. Cal#: 0

Would, among other things, require local and regional boards of education to develop guidelines, including strategies for engaging students enrolled in after-school programs, in a minimum of 20 consecutive minutes of physical activity each day.

Current Location: Committee on Children

HB 5305

SCHOOL PARAPROFESSIONAL TRAINING

File#:

Sen. Cal#: 0

Hse. Cal#: 0

Would mandate additional paid annual training for school paraprofessionals.

Current Location: Education Committee

HB 5337

ACQUISITION OF REAL PROPERTY: SCHOOL CONSTRUCTION

File#:

Sen. Cal#: 0

Hse. Cal#: 0

Would change current eminent domain law to provide that owners of real property taken for school construction purposes be compensated the greater of the average value of two independent appraisals, or the assessed value of such property according to the most recent grand list.

Current Location: Housing Committee

HB 5348**MUNICIPAL VETERANS' SERVICE CONTACT PERSON**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would mandate training for municipal employees designated as a veterans' service contact person.

*Current Location: Program Review and
 Investigations Committee*

HB 5370**MINIMUM WAGE INCREASE**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would raise the minimum wage, from \$10.10 to \$11.00, in 2018. Would then raise the minimum wage by an additional dollar in 2019, 2020, 2021 and 2020.

*Current Location: Labor and Public
 Employees Committee*

HB 5371**MINIMUM WORKWEEK FOR BUILDING MAINTENANCE WORKERS**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would institute a 30 hour minimum workweek for individuals performing building maintenance services.

*Current Location: Labor and Public
 Employees Committee*

HB 5374**DENTAL INSURANCE COVERAGE**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would require dental insurance coverage to be extended to allow children to remain on their parents dental insurance until they reach the age of twenty-six (26).

Current Location: Public Health Committee

HB 5399**STATE REIMBURSEMENT FOR TAX ABATEMENTS AND PAYMENTS IN LIEU OF TAXES**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would enact a \$3.9 million mandate on towns and cities by prohibiting municipalities from eliminating a property tax abatement or PILOT under CGS 8-215, if the State fails to provide PILOT and abatement reimbursement.

Current Location: Housing Committee

HB 5448**AGGREGATING YEARS OF SERVICE IN THE PROBATE JUDGES AND MERS**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would allow Probate Court judges and employees to aggregate their service time in the probate judges and employees retirement system and MERS and to allow for cost-of-living adjustments to continue to accrue during certain public employees' terms of reemployment.

Current Location: Labor and Public Employees Committee

HB 5449**LIABILITY FOR UNFAIR INSURANCE PRACTICES IN WORKERS' COMPENSATION CLAIMS**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would allow claimants to bring an action against an employer if the trial commissioner finds the employer unreasonably contests liability or an unreasonable delay in compensation.

Current Location: Labor and Public Employees Committee

HB 5462**SEAT BELTS ON SCHOOL BUSES**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would require all school buses purchased after 2021 be equipped with three-point restraint harnesses.

Current Location: Transportation Committee

HB 5478**GRANTS IN LIEU OF TAXES**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would specify that real property owned by a private nonprofit institution of higher learning that is used primarily for primary and secondary education purposes, is not eligible for PILOT grants.

Current Location: Planning and Development Committee

HB 5485**MUNICIPAL TAXATION**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would, among other things, (a) remove the three-year limitation regarding the correction of municipal tax assessments, and (b) allow municipalities to provide property tax relief to property owners who are unable to occupy their property due to damage from natural disasters.

Current Location: Planning and Development Committee

HB 5517**AN ACT CONCERNING COST-SHARING FOR PRESCRIPTION DRUGS**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would place a limit on coinsurance, copayments, deductibles or other out-of-pocket expenses for prescription drugs.

Current Location: Insurance and Real Estate Committee

HB 5544**PUBLIC SAFETY ANSWERING POINTS (PSAPs)**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would, among other things, require municipalities that have populations of less than 40,000 to regionalize their PSAP or risk losing state financial assistance.

Current Location: Public Safety and Security Committee

HB 5602**CONCERNING REGIONALISM**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would, among other things, (a) allow any municipality to purchase equipment, supplies, materials or services from a person who has a contract to sell such goods or services to other state governments, political subdivisions of the state, nonprofit organizations or public purchasing consortia available through a regional educational service center or regional council of governments; (b) add Regional Education Service Centers (RESCs) to the existing list of entities that may apply for grants available under the RPIP grant; (c) expand the scope of issues that must be considered when towns and cities update local Plans of Conservation and Development (POCD) to include recommendations to promote regional efficiencies in educational and educational opportunities; (d) allow any municipality to partner with one or more municipalities to share the services of resident state troopers or other law enforcement personnel; and (e) allow for RPIP funds to be used by the State Auditors of Public Accounts to audit private providers of special education services.

Current Location: Planning and Development Committee

HB 5603**REGIONAL TECHNOLOGY**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would expand the requirements to be considered when updating local Plans of Conservation and Development (POCD) to consider the application and use of technology to promote efficiencies and reduce costs.

Additionally, would establish December 31, 2017 as the deadline for municipalities or Councils of Governmnet to apply for grant funding to implement and operate the "Nutmeg Network".

Current Location: Planning and Development Committee

HB 5604

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

REGIONAL EFFICIENCIES

Would require the MORE Commission, in consultation with OPM, municipalities, labor unions and business leaders, to study regionalization best practices and develop a regionalization evaluation tool, which would be used to measure and assess the performance of and efficiencies achieved by each municipality and local and regional board of education. Additionally, would require the MORE Commission to submit recommendations for municipal aid funding based on criteria established by the regionalization evaluation tool.

Current Location: Planning and Development Committee

HB 5611

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

NOTICE OF ELECTIONS

Would, among other things, (a) invalidate certain elections if not properly noticed in accordance with statute, and (b) require that, if a municipal legislative body is to alter the location of any polling place, the legislative body will hold public hearing and place a notice regarding the public hearing in a newspaper.

Current Location: Government Administration and Elections Committee

SB 35

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

HEALTH INSURANCE: COVERAGE FOR ASSISTANCE DOGS

Would require health insurance coverage for the purchase of assistance dogs.

Current Location: Insurance and Real Estate Committee

SB 36

File#: 25
 Sen. Cal#: 77
 Hse. Cal#: 0

HEALTH INSURANCE: COVERAGE OF ORALLY AND INTRAVENOUSLY ADMINISTERED MEDS

Would require health insurance policies that currently provide coverage for intravenously administered medications for the treatment or palliation or therapeutic intervention to provide coverage for orally administered medications for such treatment, palliation or intervention on a basis no less favorable than intravenously administered medications.

Current Location: Senate Floor

SB 99**BENEFITS PAYABLE FOR ASSESSMENTS TO DIAGNOSE A
CONDITION**

File#:
Sen. Cal#: 0
Hse. Cal#: 0

Would, among others things, require health insurance coverage for consultations with certain health care providers during the assessment for a diagnosis of a condition and after a diagnosis of a mental or nervous condition.

*Current Location: Insurance and Real Estate
Committee*

SB 134**MENTAL STRESS BENEFITS FOR FIRST RESPONDERS**

File#:
Sen. Cal#: 0
Hse. Cal#: 0

Would, expand workers' compensation to provide for medical and full wage replacement for police officers and firefighters diagnosed with PTSD. As amended, greatly broadens the scope of which medical professionals can render a diagnosis by allowing for any board certified medical professional to render a diagnosis of PTSD.

*Current Location: Labor and Public
Employees Committee*

SB 175**DOE RECOMMENDATIONS**

File#:
Sen. Cal#: 0
Hse. Cal#: 0

Would implement a three percent cap on the carry forward provision of the Alliance District grant program and revise the eligibility requirements for exemptions to the Minimum Budget Requirement.

Current Location: Education Committee

SB 198**DELINQUENT PROPERTY TAXES: MILITARY**

File#:
Sen. Cal#: 0
Hse. Cal#: 0

Would prohibit towns and cities from charging or collecting interest on delinquent taxes owed by members of the armed forces called to active duty or serving overseas.

*Current Location: Veterans' Affairs
Committee*

SB 199**VETERANS' DAY OBSERVANCE MANDATE**

File#:
Sen. Cal#: 0
Hse. Cal#: 0

Would prohibit towns and cities from conducting public school sessions on Veterans' Day.

*Current Location: Veterans' Affairs
Committee*

SB 202**VETERANS' PROPERTY TAXES**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would impose a "de facto mandate" allowing municipalities to increase the current property tax exemption for Veterans, from \$10,000 to \$15,000.

*Current Location: Veterans' Affairs
Committee*

SB 307**KNOWLEDGE CENTER ENTERPRISE ZONES**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would allow the Commissioner of DECD to establish a Knowledge Center Enterprise Zone surrounding any college, university or other institution of higher learning in the State, if it feels the benefits "outweigh the anticipated costs to the state and the affected municipalities".

Current Location: Commerce Committee

SB 318**PRIVATE SCHOOL TRANSPORTATION**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would require local or regional boards of education to provide transportation for students attending a non-public school in the district if the non-public school they were initially enrolled in was closed or merged operations with another school.

Current Location: Education Committee

SB 321**PROPERTY TAXES AND DISABLED VETERANS**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would increase the property tax deduction for veterans' with a disability rating of 10% or more, from \$1000 to \$3000.

*Current Location: Veterans' Affairs
Committee*

SB 367**MENTAL-MENTAL COVERAGE FOR PTSD**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would expand workers' compensation to provide for medical and full wage replacement for first responders diagnosed with a mental or emotional impairment by a psychologist or psychiatrist.

*Current Location: Insurance and Real Estate
Committee*

SB 373**HEALTH INSURERS' PRESCRIPTION DRUG FORMULARIES**

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

Would implement a limit on when health insurance policies may change prescription drug formularies during a policy term.

*Current Location: Insurance and Real Estate
Committee*

SB 377

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

SCHOOL HEALTH CURRICULUM AND CANCER AWARENESS

Would amend school curriculum to include instruction in the performance of self-examinations for breast cancer and testicular cancer in the school health curriculum.

Current Location: Education Committee

SB 397

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

**MUNICIPAL OPTION FOR PROPERTY TAX ABATEMENTS:
ARTS AND CULTURE**

Would impose a de facto mandate by allowing municipalities to provide tax abatements to support and encourage properties devoted to arts and culture.

Current Location: Commerce Committee

SB 408

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

DELINQUENT REAL ESTATE TAXES

Would reduce the interest rate on delinquent taxpayers, by creating a different and lower rate during judicial foreclosures. Would reduce the interest rate, from 18% to 12%, upon the filing of a lis pendens (notice that a lawsuit is taking place regarding real estate).

Current Location: Banking Committee

SB 409

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

ASSIGNMENT OF LIENS AND HOMEOWNER PROTECTIONS

Would eliminate municipalities' ability to collect interest that is accruing on a tax lien when it is assigned to a third party. Would make lien assignments less attractive for investors, and that would hurt municipalities that use the process.

Current Location: Banking Committee

SB 419

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

PROPERTY TAXES FOR NONPROFIT GROUP HOMES

Would exempt from property taxes specified real property used for permanent housing owned by, or held in trust for, federally tax-exempt organizations organized exclusively for charitable purposes.

Current Location: Planning and Development Committee

SB 423

File#:
 Sen. Cal#: 0
 Hse. Cal#: 0

MUNICIPAL FIRE APPARATUS SAFETY AND TESTING

Would require municipal and volunteer fire departments to maintain certain equipment in compliance with the standards of the National Fire Protection Act.

Current Location: Planning and Development Committee



Connecticut Conference of Municipalities

CCM LEGISLATIVE UPDATE

Generated Monday, March 14, 2016

This is a list of selected bills being tracked by CCM. For additional information on these or other bills,

please visit CCM's Legislative Action Center at www.ccm-ct.org.

| Bill # | Bill Title | Staff | Current Status |
|---|--|--|--|
| HB 5044 | AN ACT MAKING ADJUSTMENTS TO STATE EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2017. | George Rafael Michael Muszynski Ron Thomas | Curr. Loc.: Appropriations Committee Last Act.: 02/05 PUBLIC HEARING 0219 |
| <u>GOVERNOR'S BUDGET RECOMMENDATIONS REGARDING PILOT AND MUNICIPAL SET-ASIDE</u> | | | |
| Would, among other things, (a) delay the implementation of the municipal small business set-aside until 2019, (b) allow the reduction of PILOT levels for FY 17 and wave other PILOT payments, and (c) require each local and regional board of education to enroll as a provider in the state medical assistance program, participate in the Medicaid School Based Child Health Program and submit billable service information electronically to the DSS. | | | |
| HB 5047 | AN ACT CONCERNING EXEMPTIONS UNDER THE PROPERTY TAX. | George Rafael Randy Collins Ron Thomas | Curr. Loc.: Finance, Revenue and Bonding Committee Last Act.: 02/22 PUBLIC HEARING 0226 |
| <u>EXPANDED EXEMPTIONS FOR PERSONAL PROPERTY FROM THE PROPERTY TAX</u> | | | |
| Would exempt personal property owned or leased by a business with a total value of under \$10,000 from the property tax. | | | |

HB 5049 AN ACT IMPLEMENTING THE GOVERNOR'S BUDGET RECOMMENDATIONS FOR GENERAL GOVERNMENT.

George Rafael
Michael Muszynski
Ron Thomas

Curr. Loc.: Appropriations Committee

Last Act.: 03/03 CHG. REF., SEN. TO COMM. ON APP

GOVERNOR'S FY 17 BUDGET PROPOSAL
See CCM's budget analysis at www.ccm-ct.org

HB 5055 AN ACT DECREASING WAIT TIMES AT THE DEPARTMENT OF MOTOR VEHICLES.

Randy Collins
Ron Thomas

Curr. Loc.: Transportation Committee

Last Act.: 02/25 PUBLIC HEARING 0229

DMV: DELINQUENT TAXES PAYMENTS MANDATE

Would eliminate the requirement that delinquent motor vehicle property taxes be paid prior to renewing a motor vehicle registration. Would cost 80 surveyed towns \$35 million.

HB 5139 AN ACT CONCERNING THE USE OF RECYCLED TIRE RUBBER AT MUNICIPAL AND PUBLIC SCHOOL PLAYGROUNDS.

Alex Beaudoin

Curr. Loc.: House Floor

Last Act.: 03/10 FILE NO. 19

RECYCLED TIRE RUBBER AT MUNICIPAL PLAYGROUNDS

Would prohibit shredded or ground rubber recycled from motor vehicle tires from being installed on municipal and public school playgrounds.

| Bill # | Bill Title | Staff | Current Status |
|--------|------------|-------|----------------|
|--------|------------|-------|----------------|

HB 5141 AN ACT CONCERNING CONCUSSIONS AND YOUTH ATHLETIC ACTIVITIES CONDUCTED ON PUBLIC ATHLETIC FIELDS. Alex Beaudoin Curr. Loc.: House Floor
Last Act.: 03/10 FILE NO. 20

CONCUSSIONS AND YOUTH ATHLETICS ON PUBLIC FIELDS
Would, among other things, require operators of youth athletic activities utilizing public athletic fields to follow concussion protocols substantially similar to those used for intramural/interscholastic athletic activities.

HB 5149 AN ACT CONCERNING BENEFICIAL END USES FOR DISCARDED TIRES AND THE EFFICACY OF TIRE HAULING LICENSES OR PERMITS. Alex Beaudoin Curr. Loc.: House Floor
Last Act.: 03/10 FILE NO. 23

TIRE RECYCLING
Would require DEEP to (a) identify a beneficial end use for discarded tires and (b) evaluate tire hauling licenses as a means to prevent the illegal disposal of tires, and (c) consider the viability of establishing a tire stewardship program.

HB 5150 AN ACT CONCERNING TREE WARDENS' NOTICES ON TREES AND SHRUBS PRIOR TO REMOVAL, TREE REMOVAL ALONG STATE HIGHWAYS AND CLEAN-UP BY PUBLIC UTILITY CORPORATIONS FOLLOWING CERTAIN TREE REMOVAL.

Alex Beaudoin

Curr. Loc.: Environment Committee

Last Act.: 02/11 PUBLIC HEARING 0219

TREE WARDENS' NOTICES ON TREES AND SHRUBS AND TREE REMOVAL

Would (a) require tree warden postings on each tree, shrub or group of shrubs before removal, regardless of consent by an abutting property owner, (b) require DOT to report on tree removals along state highways and (c) require public utilities to remove debris caused by tree and shrub removals they undertake.

HB 5175 AN ACT CONCERNING LOCAL BOARD OF EDUCATION BUDGETS.

Dan Giungi
Randy Collins

Curr. Loc.: Planning and Development Committee

Last Act.: 02/11 PUBLIC HEARING 0219

LOCAL BOARD OF EDUCATION BUDGETS

Would, among other things (a) require local boards of education and regional school districts to have annual audits of their financial statements and (b) allow local boards of finance to increase, decrease or eliminate any noneducational expense in a proposed board of education budget.

| Bill # | Bill Title | Staff | Current Status |
|--------|------------|-------|----------------|
|--------|------------|-------|----------------|

| | | | |
|----------------|---|--|--|
| HB 5262 | AN ACT CONCERNING WORKERS' COMPENSATION COVERAGE FOR CURRENT AND FORMER UNIFORMED MEMBERS OF PAID OR VOLUNTEER FIRE DEPARTMENTS. | Dan Giungi Michael Muszynski Randy Collins Ron Thomas | Curr. Loc.: Labor and Public Employees Committee |
| | | | Last Act.: 03/08 REFERRED TO OLR, OFA 03/14/16 |

CANCER PRESUMPTION FOR FIREFIGHTERS
 Would mandate workers' compensation benefits for current and former uniformed members of paid or volunteer fire departments diagnosed with various types of cancer.

| | | | |
|----------------|---|---------------|---|
| HB 5309 | AN ACT CONCERNING FACILITATION OF THE MUNICIPAL RESIDENTIAL SOLAR APPLICATION PROCESS. | Alex Beaudoin | Curr. Loc.: Energy and Technology Committee |
| | | | Last Act.: 02/26 PUBLIC HEARING 0301 |

SOLAR PERMITTING PROCESS
 Would require the Green Bank to approve a standardized solar PV system permit application form for use by municipalities.

| | | | |
|----------------|---|---------------|---------------------------------|
| HB 5337 | AN ACT CONCERNING THE ACQUISITION OF REAL PROPERTY TO BE USED FOR SCHOOL CONSTRUCTION. | Randy Collins | Curr. Loc.: Housing Committee |
| | | | Last Act.: 03/10 FILED WITH LCO |

ACQUISITION OF REAL PROPERTY: SCHOOL CONSTRUCTION
 Would change current eminent domain law to provide that owners of real property taken for school construction purposes be compensated the greater of the average value of two independent appraisals or the assessed value of such property according to the most recent grand list.

HB 5339 AN ACT CONCERNING PENALTIES FOR THE FAILURE TO REGISTER A RESIDENTIAL PROPERTY BY A FORECLOSING PARTY.

Curr. Loc.: Housing Committee

Randy Collins

Last Act.: 03/10 FILED WITH LCO

FAILURE TO REGISTER A RESIDENTIAL PROPERTY BY A FORECLOSING PARTY
 Would increase the fine for failing to register a residential property in foreclosure with municipalities, from \$100 to \$1000.

HB 5377 AN ACT CONCERNING THE PREVAILING WAGE.

Curr. Loc.: Labor and Public Employees Committee

Dan Giungi
 Randy Collins

Last Act.: 03/10 Joint Favorable

INCREASING PREVAILING WAGE THRESHOLDS
 Would establish a single prevailing wage threshold of \$1.5 million for municipally-funded projects that require 4 or more trades.

HB 5399 AN ACT CONCERNING STATE REIMBURSEMENT FOR TAX ABATEMENTS AND PAYMENTS IN LIEU OF TAXES.

Curr. Loc.: Housing Committee

Randy Collins

Last Act.: 03/10 FILED WITH LCO

STATE REIMBURSEMENT FOR TAX ABATEMENTS AND PAYMENTS IN LIEU OF TAXES
 Would enact a \$3.9 million mandate on towns and cities by prohibiting municipalities from eliminating a property tax abatement or PILOT under CGS 8-215, if the State fails to provide PILOT and abatement reimbursement.

| Bill # | Bill Title | Staff | Current Status |
|--------|------------|-------|----------------|
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| HB 5405 | AN ACT CONCERNING REIMBURSEMENT OF THE COST OF CERTIFICATION FOR A POLICE OFFICER. | Michael Muszynski | Curr. Loc.: Public Safety and Security Committee |
|----------------|---|-------------------|--|

Last Act.: 02/25 PUBLIC HEARING 0301

REIMBURSABLE COSTS FOR POLICE OFFICER TRAINING

Would require municipalities be reimbursed for the cost of the Police Officer Standards and Training Council (POST) certification when the officer is hired by another law enforcement entity within three years of his/her certification.

| | | | |
|----------------|--|---------------|--------------------------------------|
| HB 5411 | AN ACT CONCERNING DEPARTMENT OF TRANSPORTATION RECOMMENDATIONS REGARDING THE LOCAL BRIDGE PROGRAM, THE ADMINISTRATION OF PUBLIC TRANSIT, WORK ZONE SAFETY FUNDS, THE TRANSIT-ORIENTED DEVELOPMENT PROJECT, COMMUTER PARKING AREAS, REVISIONS TO STATUTES RELATED TO TRANSPORTATION AND OUTDATED REPORTING MANDATES. | Randy Collins | Curr. Loc.: Transportation Committee |
|----------------|--|---------------|--------------------------------------|

Last Act.: 02/25 PUBLIC HEARING 0229

DOT RECOMMENDATIONS

Would, among other things, increase the grant funding available to municipalities under the Local Bridge Program from the current range of 15% to 50% to a flat rate of 50%.

HB 5462 AN ACT REQUIRING THE INSTALLATION OF SEAT SAFETY BELTS ON SCHOOL BUSES.

Randy Collins

Curr. Loc.: Transportation Committee

Last Act.: 02/26 PUBLIC HEARING 0302

SEAT BELTS ON SCHOOL BUSES

Would require all school buses purchased after 2021 be equipped with three-point restraint harnesses.

HB 5478 AN ACT CONCERNING GRANTS IN LIEU OF TAXES.

Randy Collins

Curr. Loc.: Planning and Development Committee

Last Act.: 02/29 PUBLIC HEARING 0304

GRANTS IN LIEU OF TAXES

Would specify that real property owned by a private nonprofit institution of higher learning that is used primarily for primary and secondary education purposes, is not eligible for PILOT grants.

HB 5480 AN ACT CONCERNING THE APPLICATION OF LIENS RESULTING FROM UNPAID BLIGHT FINES, THE ESTABLISHMENT OF A LOAN FUND TO REMEDIATE BLIGHTED PROPERTIES, THE ESTABLISHMENT OF A TASK FORCE TO STUDY HOARDING AND THE MAINTENANCE OF PROPERTIES IN FORECLOSURE.

Randy Collins
Ron Thomas

Curr. Loc.: Planning and Development Committee

Last Act.: 02/29 PUBLIC HEARING 0304

ANTI-BLIGHT AND QUALITY OF LIFE IMPROVEMENT

Would (a) allow for the application of a municipal lien on any property within the state owned by a person has unpaid fines for violating local blight ordinances; (b) establish a Housing Revitalization Loan Fund to maintain residential properties; (c) establish a Hoarding Task Force; and (d) require a foreclosing party to maintain properties throughout the foreclosure proceedings.

| Bill # | Bill Title | Staff | Current Status |
|--------|------------|-------|----------------|
|--------|------------|-------|----------------|

HB 5485 AN ACT CONCERNING MUNICIPAL TAXATION. Randy Collins Curr. Loc.: Planning and Development Committee

Last Act.: 02/29 PUBLIC HEARING 0304

MUNICIPAL TAXATION

Would, among other things, (a) remove the three-year limitation regarding the correction of municipal tax assessments, and (b) allow municipalities to provide property tax relief to property owners who are unable to occupy their property due to damage from natural disasters.

HB 5544 AN ACT CONCERNING THE CONSOLIDATION OF PUBLIC SAFETY ANSWERING POINTS. Michael Muszynski Curr. Loc.: Public Safety and Security Committee

Last Act.: 03/10 FILED WITH LCO

PUBLIC SAFETY ANSWERING POINTS (PSAPs)

Would, among other things, require municipalities that have populations of less than 40,000 to regionalize their PSAP or risk losing state financial assistance.

HB 5551 AN ACT CONCERNING THE COMMISSIONER'S NETWORK OF SCHOOLS. Dan Giungi Curr. Loc.: Education Committee

Last Act.: 03/03 PUBLIC HEARING 0307

COMMISSIONER'S NETWORK SCHOOLS

Would, among other things, (a) remove the authority of local boards of education, in certain circumstances, in Commissioner's Network Schools, and (b) allow the Education Commissioner to close Network schools without oversight.

HB 5602 AN ACT CONCERNING REGIONALISM.Randy Collins
Ron Thomas

Curr. Loc.: Planning and Development Committee

Last Act.: 03/07 PUBLIC HEARING 0311

CONCERNING REGIONALISM

Would, among other things, (a) allow any municipality to purchase equipment, supplies, materials or services from a person who has a contract to sell such goods or services to other state governments, political subdivisions of the state, nonprofit organizations or public purchasing consortia available through a regional educational service center or regional council of governments; (b) add Regional Education Service Centers (RESCs) to the existing list of entities that may apply for grants available under the RPIP grant; (c) expand the scope of issues that must be considered when towns and cities update local Plans of Conservation and Development (POCD) to include recommendations to promote regional efficiencies in educational and educational opportunities; (d) allow any municipality to partner with one or more municipalities to share the services of resident state troopers or other law enforcement personnel; and (e) allow for RPIP funds to be used by the State Auditors of Public Accounts to audit private providers of special education services.

HB 5603 AN ACT CONCERNING REGIONAL TECHNOLOGY.Randy Collins
Ron Thomas

Curr. Loc.: Planning and Development Committee

Last Act.: 03/07 PUBLIC HEARING 0311

REGIONAL TECHNOLOGY

Would expand the requirements to be considered when updating local Plans of Conservation and Development (POCD) to consider the application and use of technology to promote efficiencies and reduce costs.

Additionally, would establish December 31, 2017 as the deadline for municipalities or Councils of Government to apply for grant funding to implement and operate the "Nutmeg Network".

HB 5604 AN ACT CONCERNING REGIONAL EFFICIENCIES.Randy Collins
Ron Thomas

Curr. Loc.: Planning and Development Committee

Last Act.: 03/07 PUBLIC HEARING 0311

REGIONAL EFFICIENCIES

Would require the MORE Commission, in consultation with OPM, municipalities, labor unions and business leaders, to study regionalization best practices and develop a regionalization evaluation tool, which would be used to measure and assess the performance of and efficiencies achieved by each municipality and local and regional board of education. Additionally, would require the MORE Commission to submit recommendations for municipal aid funding based on criteria established by the regionalization evaluation tool.

| Bill # | Bill Title | Staff | Current Status |
|--------------|--|---------------|--|
| SB 19 | AN ACT ESTABLISHING THE TRANSIT CORRIDOR DEVELOPMENT ASSISTANCE AUTHORITY. | Randy Collins | Curr. Loc.: Planning and Development Committee Last Act.: 02/29 PUBLIC HEARING 0304 |
| | <u>TRANSIT CORRIDOR DEVELOPMENT ASSISTANCE AUTHORITY</u> | | |
| | Would establish a Transit Corridor Development Assistance Authority, with which a municipality may enter into an agreement to spur economic development around transit stations. | | |
| SB 66 | AN ACT EXTENDING PAID SICK LEAVE TO SCHOOL PARAPROFESSIONALS. | Dan Giungi | Curr. Loc.: Labor and Public Employees Committee Last Act.: 02/11 PUBLIC HEARING 0216 |
| | <u>PAID SICK LEAVE: SCHOOL PARAPROFESSIONALS</u> | | |
| | Would extend paid sick leave to school paraprofessionals. | | |
| SB 88 | AN ACT CONCERNING TEMPORARY HEALTH CARE STRUCTURES. | Randy Collins | Curr. Loc.: Planning and Development Committee Last Act.: 02/11 PUBLIC HEARING 0219 |
| | <u>TEMPORARY HEALTH CARE STRUCTURES</u> | | |
| | Would allow for the placement of temporary health care structures, no larger than 300 sq. feet, to be installed for the care of a mentally or physically impaired person, regardless of local zoning ordinances. | | |

SB 91

AN ACT CONCERNING THE INTEREST RATE ON DELINQUENT PROPERTY TAXES.

Randy Collins
Ron Thomas

Curr. Loc.: Planning and Development Committee

Last Act.: 02/11 PUBLIC HEARING 0219

INTEREST RATE ON DELINQUENT PROPERTY TAXES

Would allow municipalities to set the annual interest on delinquent taxes at a rate between 10% and 18%. Current law sets the annual interest rate at 18%.

SB 100

AN ACT CONCERNING ELIGIBILITY FOR UNEMPLOYMENT COMPENSATION BENEFITS.

Michael Muszynski

Curr. Loc.: Labor and Public Employees Committee

Last Act.: 03/04 FAV. CHG. OF REF. HOUSE TO COMM.ON LAB

UNEMPLOYMENT COMPENSATION BENEFITS

Would change the unemployment threshold, from \$500 to \$2,000, which would be charged directly to the employer for the cost of the unemployment benefits. Currently, the cost of the unemployment benefits for an employee that makes \$500 or less is spread amongst all employers in the unemployment pool.

SB 134

AN ACT CONCERNING SEVERE MENTAL AND EMOTIONAL IMPAIRMENT AND WORKERS' COMPENSATION COVERAGE.

Dan Giungi
Michael Muszynski
Randy Collins
Ron Thomas

Curr. Loc.: Labor and Public Employees Committee

Last Act.: 03/08 REFERRED TO OLR, OFA 03/14/16

MENTAL STRESS BENEFITS FOR FIRST RESPONDERS

Would, expand workers' compensation to provide for medical and full wage replacement for police officers and firefighters diagnosed with PTSD. As amended, greatly broadens the scope of which medical professionals can render a diagnosis by allowing for any board certified medical professional to render a diagnosis of PTSD.

| Bill # | Bill Title | Staff | Current Status |
|---------------|---|-----------------------------|---|
| SB 175 | AN ACT CONCERNING RECOMMENDATIONS OF THE DEPARTMENT OF EDUCATION. | Dan Giungi George Rafael | Curr. Loc.: Education Committee Last Act.: 02/19 PUBLIC HEARING 0224 |
| | <u>DOE RECOMMENDATIONS</u> | | |
| | Would implement a three percent cap on the carry forward provision of the Alliance District grant program and revise the eligibility requirements for exemptions to the Minimum Budget Requirement. | | |
| SB 199 | AN ACT CONCERNING THE OBSERVANCE OF VETERANS' DAY. | Randy Collins | Curr. Loc.: Veterans' Affairs Committee Last Act.: 03/09 FILED WITH LCO |
| | <u>VETERANS' DAY OBSERVANCE MANDATE</u> | | |
| | Would prohibit towns and cities from conducting public school sessions on Veterans' Day. | | |
| SB 253 | AN ACT CONCERNING POLLING PLACES FOR PRIMARIES. | Michael Muszynski | Curr. Loc.: Government Administration and Elections Committee Last Act.: 02/25 PUBLIC HEARING 0229 |
| | <u>CONSOLIDATING POLLING PLACES FOR PRIMARIES</u> | | |
| | Would allow municipalities, under certain circumstances, to designate polling places other than those used during General Election - allowing local registrars of voters to achieve a level of savings by consolidating polling places, when appropriate. | | |
| SB 321 | AN ACT CONCERNING PROPERTY TAXES AND DISABLED VETERANS OVER THE AGE OF SIXTY-FIVE. | Randy Collins | Curr. Loc.: Veterans' Affairs Committee Last Act.: 03/09 FILED WITH LCO |
| | <u>PROPERTY TAXES AND DISABLED VETERANS</u> | | |
| | Would increase the property tax deduction for veterans' with a disability rating of 10% or more, from \$1000 to \$3000. | | |

SB 367

AN ACT CONCERNING SEVERE MENTAL AND EMOTIONAL IMPAIRMENT AND WORKERS' COMPENSATION COVERAGE.

Curr. Loc.: Insurance and Real Estate Committee

Last Act.: 03/04 PUBLIC HEARING 0310

Dan Giungi
Randy Collins

MENTAL-MENTAL COVERAGE FOR PTSD

Would expand workers' compensation to provide for medical and full wage replacement for first responders diagnosed with a mental or emotional impairment by a psychologist or psychiatrist.

SB 408

AN ACT CONCERNING THE PROTECTION OF DELINQUENT HOMEOWNERS.

Curr. Loc.: Banking Committee

Alex Beaudoin
Michael Muszynski
Randy Collins

Last Act.: 03/04 PUBLIC HEARING 0308

DELINQUENT REAL ESTATE TAXES

Would reduce the interest rate on delinquent taxpayers, by creating a different and lower rate during judicial foreclosures. Would reduce the interest rate, from 18% to 12%, upon the filing of a lis pendens (notice that a lawsuit is taking place regarding real estate).

SB 409

AN ACT CONCERNING THE ASSIGNMENT OF CERTAIN LIENS AND EXPANDING HOMEOWNER PROTECTIONS UNDER THE EMERGENCY MORTGAGE ASSISTANCE PROGRAM.

Curr. Loc.: Banking Committee

Alex Beaudoin
Michael Muszynski
Randy Collins

Last Act.: 03/04 PUBLIC HEARING 0308

ASSIGNMENT OF LIENS AND HOMEOWNER PROTECTIONS

Would eliminate municipalities' ability to collect interest that is accruing on a tax lien when it is assigned to a third party. Would make lien assignments less attractive for investors, and that would hurt municipalities that use the process.

Bill #

Bill Title

Staff

Current Status

SB 421

**AN ACT CONCERNING
COMMUNITY EMPOWERMENT AND
THE NEIGHBORHOOD
ASSISTANCE ACT.**

Randy Collins

Curr. Loc.: Planning and Development Committee

Last Act.: 03/07 PUBLIC HEARING 0311

COMMUNITY EMPOWERMENT BOARDS

Would mandate the establishment of at least one Community Investment Board (CIB) in every town and city. In particular, require these boards to determine the distribution and expenditure of municipal aid received under the Municipal Revenue Sharing Account or PILOT grants.

Would allocate that the specified municipal aid would be expended as follows: (1) 35% of such grant shall be expended on priorities identified by the CIB; (2) 35% of such grants shall be expended on priorities identified by the legislative body of the municipality; and (3) 30% shall be expended on priorities jointly agreed upon by the CIB and the legislative body of the municipality. In the event that the community investment board or community investment boards and the legislative body of the municipality cannot agree on priorities for expenditure, 30% of such grant would be remitted to the state.



Dannel P. Malloy

GOVERNOR
STATE OF CONNECTICUT

March 8, 2016

The Honorable Martin M. Looney
President Pro Tempore
Legislative Office Building, Room 3300
Hartford, CT 06106

The Honorable Brendan Sharkey
Speaker of the House
Legislative Office Building, Room 4100
Hartford, CT 06106

The Honorable Bob Duff
Senate Majority Leader
Legislative Office Building, Room 3300
Hartford, CT 06106

The Honorable Joe Aresimowicz
House Majority Leader
Legislative Office Building, Room 4110
Hartford, CT 06106

The Honorable Len Fasano
Senate Minority Leader
Legislative Office Building, Room 3400
Hartford, CT 06106

The Honorable Themis Klarides
House Minority Leader
Legislative Office Building, Room 4200
Hartford, CT 06106

Dear Legislative Leaders,

As you know, we are facing a revenue shortfall in the current fiscal year, likely in the range of \$200 million. This is a shortfall from the assumed revenue projections that leaders of both parties agreed to in the fall budget meetings. Now, I want to solicit your input – and the input of your caucus members – on how we close that gap, end the fiscal year in balance, and continue to adapt to our new economic reality.

These are difficult decisions. They are made more complicated by the fact that we are more than three-quarters of the way through the fiscal year. In other words, because most expenditures have already been made, we are more limited in what we can cut.

I understand that you are opposed to delaying payments to hospitals. I recognize that, as part of the work we did this past fall, there was agreement that these payments would be made. As Secretary Barnes made clear in his letter to hospitals, our action was a delay, not a cancelation. The delay enables us to have a more holistic discussion about how we should collectively react to revenue shortfalls that occurred *after* our fall meetings.

We need to act quickly. I ask that you work with your caucus members to develop specific recommendations on how we achieve savings in the current fiscal year. **In order to address the projected deficit in a timely way your input is requested by this Monday, March 14.**

As always, I am prepared to make proposals of my own in order to begin the conversation. Below are some areas which I believe we will be forced to explore together, given where we are in the fiscal year. I have included approximate savings which I believe – while not desirable – would be achievable for each:

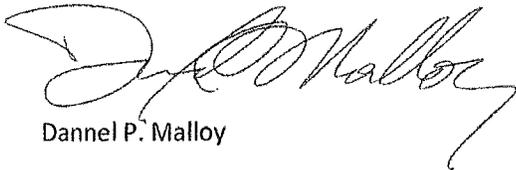
- Expedited reduction of the state workforce (\$6M)
- Forgone managerial increases, executive and judicial (\$4.6M)
- Various rescissions:
 - Legislative, 5% (\$4.2M)
 - Judicial, 2% (\$12.5M)
 - Higher Ed, 1% (\$7.3M)
 - Private providers, 3% (\$51M)
 - Executive branch, all others (\$5M)
- Eliminate revenue transfer from FY16 to FY17 (\$18M)
- Reductions to non-ECS municipal aid (\$20M)

This list totals \$128.6M. Clearly we will need to go further, but my hope is to provide a context for our discussions, and also to make clear just how stark our choices are – especially if the full hospital payments are made (the state share of which totals \$31.6M). As you will note, the list above *does not* include cuts to planned hospital payments. I stand ready to issue those payments as you have requested, but we must also recognize what cuts will now be necessary in order to do that, and in order to keep our budget in balance.

Finally, I have attached an article from this morning regarding a report by the Nelson A. Rockefeller Institute of Government. The report is yet another clear indicator that we are facing a new economic reality, especially here in Connecticut where our budget is highly dependent on the sources of revenue that are most dramatically falling short. As we make difficult decisions together about this current fiscal year and the next, I urge you to keep this new economic reality in mind.

I look forward to your input and ideas.

Sincerely,



Dannel P. Malloy

Governor

State Tax Revenue Growth Significantly Slowed in Third Quarter, Report Says

3/8/2016

BY JENNIFER DEPAUL

STATE TAX TODAY: NEWS STORIES

Tax revenue growth in the states has been much slower overall after the Great Recession than in the periods surrounding the two prior recessions and has slowed further in the third quarter of 2015, according to a March 7 Nelson A. Rockefeller Institute of Government report.

The institute's latest report on state tax collections found that growth in the third quarter of 2015 was 3.8 percent year over year, compared with second quarter growth of 6.9 percent and first quarter growth of 5.1 percent.

Preliminary figures for the fourth quarter of 2015 indicate further weakening to just 2.6 percent revenue growth, the report said. Weak forecasts for fiscal 2016, fiscal 2017, and beyond remain in place, the report also said.

Lucy Dadayan, coauthor of the report, told Tax Analysts there are several factors at play so it wasn't surprising that the third quarter numbers are soft. The weak stock market and low oil prices have had a big impact on states, particularly Alaska, New York, Massachusetts, and California, states that rely heavily on capital gains revenue, she said.

"Given the lull in the oil crisis and weak stock market, there is no good news for states in terms of tax collections in the coming quarters," Dadayan said.

Twelve states reported declines in overall state tax collections in the third quarter of 2015, the report said. More than half of those states are oil- and mineral-dependent states.

North Dakota experienced a nearly 32 percent decline in overall state tax collections, while Alaska had a 17 percent decline, the report said.

Dadayan said there are several main reasons for weak tax revenue relative to past recessions, including a larger drop in revenue at the start of the Great Recession, an overall slow economic recovery, and a reluctance on the part of state officials to increase taxes.

Personal income tax collections have taken a strong hit. The median forecast for income tax growth is 4.6 percent for 2016 and 4.4 percent for 2017, compared with 7.8 percent in 2015. Personal income tax collections declined by more than 50 percent from 14.4 percent growth in the second quarter of 2015 to 6.5 percent in the third quarter on a year-over-year basis, the report said.

The personal income tax decline from the second to third quarter was almost inevitable because second quarter collections were unusually high, with April income tax returns up 20 percent, reflecting a strong 2014 stock market and federal tax changes, the report said.

According to the report, 34 states reported growth in personal income tax collections in the third quarter, with eight states reporting double-digit growth. Nine states reported declines in personal income tax, with North Dakota and Illinois reporting the largest of 19 percent and nearly 17 percent, respectively, the report said.



State of Connecticut
GENERAL ASSEMBLY
STATE CAPITOL
HARTFORD, CONNECTICUT 06106-1591

March 11, 2016

Governor Dannel P. Malloy
Office of the Governor
210 Capitol Avenue
Hartford, Connecticut 06106

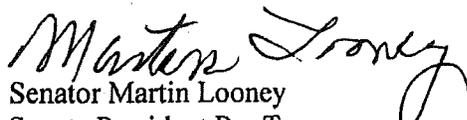
Dear Governor Malloy,

This is to provide you with an update in response to your letter dated March 8, 2016.

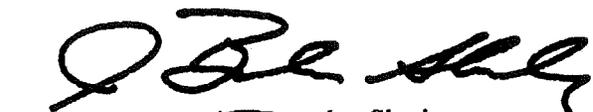
We are examining the proposals set forth in your letter. We are also exploring additional, targeted ways to make the cuts and achieve the savings necessary to bring the FY 16 budget into balance. For example, we are examining targeted cuts to municipal aid that reflect avoidable inefficiencies and foster inter-municipal cooperation; looking at programs and agencies that are not providing services in a cost effective manner; and reviewing existing state contracts with vendors. We are also examining whether certain accounts have surplus balances that are longstanding, and thus can be more efficiently diverted to alternate uses.

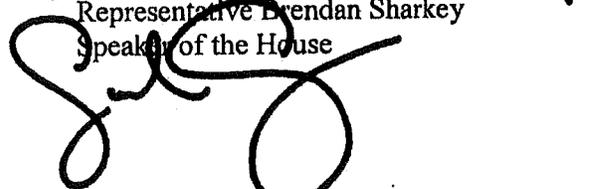
We look forward to continuing to work on a bipartisan basis with you and the leaders of the other caucuses to fully address the FY 16 budget imbalance in a well thought out yet timely manner.

Sincerely,


Senator Martin Looney
Senate President Pro Tempore


Senator Bob Duff
Senate Majority Leader


Representative Brendan Sharkey
Speaker of the House


Representative Joe Aresimowicz
House Majority Leader

CC:

Senator Len Fasano, Senate Minority Leader
Representative Themis Klarides, House Minority Leader

From: Connecticut Council of Small Towns <bgara@ctcost.org>
Sent: Saturday, March 12, 2016 9:57 AM
To: John Elsesser
Subject: Municipal Aid Cuts on the Horizon



Quick Links

[COST's Legislative Central](#)

[CT General Assembly Website](#)

Municipal Aid Cuts on the Horizon Deficit Mitigation

Recognizing that towns are in the process of developing their budgets for the upcoming fiscal year, COST wanted to make you aware that municipal aid reductions are under consideration. COST and CCM met with Speaker Brendan Sharkey on Friday to discuss the budget deficit. He indicated that Governor Malloy has proposed a cut in municipal aid of \$20 million to address the budget deficit for this fiscal year.

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\$20 million Reduction in Municipal Aid

The categories of municipal aid that would be reduced were not specified but it is unlikely that there will be a reduction in ECS funding. It *is likely*, however, that Pequot-Mohegan funding, student transportation, and any remaining PILOT funds are in jeopardy this fiscal year and also next year. Already bonded programs such as TAR, LoCIP and STEAP, are not in danger for the balance of this year.

Town Aid Road/LoCIP/STEAP

In addition to municipal aid, concerns were raised regarding the state's bonded indebtedness. One attendee suggested that towns could borrow more cheaply than the state and the state could therefore reduce Town Aid Road and LoCIP funding, which COST objected to. COST will be following up with leadership and staff to outline concerns regarding any reductions in Town Aid Road and LoCIP. There was also discussion about temporarily discontinuing STEAP.

Car Tax Cap

No changes are expected to be made to the Motor Vehicle Tax Cap, except to address the issue of towns that have recently undertaken revaluation. Municipal Revenue Sharing Account (MRSA) funds are expected to be available to municipalities to offset revenue losses associated with the

cap.

Municipal Spending Cap

COST raised concerns about the Municipal Spending Cap, particularly in light of municipal aid reductions. However, no commitment to address this issue was made. The cap is not effective until FY 18.

Regionalism/Consolidation

Speaker Sharkey stated that the state cannot continue to subsidize municipal inefficiencies and referenced the need to support bills to: 1) Eliminate funding for Public Safety Answering Points (PSAP) that fail to consolidate and serve more than 40,000 in population and/or meet a certain call volume threshold; 2) Adjust the Minimum Budget Requirement (MBR) to ensure that towns can reduce their education budgets to reflect efficiencies; and 3) Reduce funding to towns that do not achieve efficiencies, such as in school transportation.

Unfunded Mandates

Given the reductions in municipal aid under consideration, COST and CCM emphasized that the legislature must refrain from enacting any new unfunded mandates, such as Workers' Compensation benefits for PTSD and the creation of a rebuttable presumption that certain cancers are job-related for firefighters, unless there has been an agreement worked out by all parties.

Prevailing Wage

COST also urged support for increasing the prevailing wage project thresholds to reduce costs for municipal projects. There are ongoing discussions regarding prevailing wage and COST will step up our efforts to address this issue.

Please share your thoughts with COST on these issues by contacting Betsy Gara at bgara@ctcost.org or 860-841-7350.

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Connecticut Council of Small Towns, 1245 Farmington Avenue, 101, West
Hartford, CT 06107

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Sent by bgara@ctcost.org in collaboration with



93 West Main Street
Clinton, CT 06413

March 3, 2016

John A. Elsesser
Town Manager
Town of Coventry
1712 Main Street
Coventry, CT 06238

Re: Nathan Hale Pump Station Improvements
Coventry, CT

Dear Mr. Elsesser:

Connecticut Water Company (CWC) is in the process of improving an existing pumping station at 101 Nathan Hale Drive. The Nathan Hale System serves approximately 160 people in your town. The pump station improvements will help improve reliability for the Nathan Hale System and provide a better working environment for CWC operators.

The Department of Public Health (DPH) Water Company Land Permit Application requires that we notify the Chief Elected Official of the town where the proposed project is located, which is the purpose of the letter.

If you have any questions, please contact me at (860) 664-6157, or nmeder@ctwater.com.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Meder".

Nicholas J. Meder
Engineering Associate

Cc: D. Connors w/o att.
J. Racicot w/o att.
M. Labianca w/o att.



Memo

To: John Elsesser, Beth Bauer, Robert Carroll, Coventry
 Cc: Andy Merola
 From: John Shortsleeve, Susan Shortsleeve
 Date: March 16, 2016
 Re: New Electric Supply Pricing

This morning, we received pricing for electric supply, which is summarized below. All pricing is for service to begin when your current contract lapses on the December 2016 meter read dates.

Table 1 – Bids to Replace Current Contract - December 2016 start
“All-inclusive” Bids in cents per kWh (no pass through charges)

| Supplier | 12months 12/16– 12/17 | 24 months 12/16– 12/18 | 36 months 12/16– 12/19 | 48 months 12/16-12/20 |
|----------------------------|--------------------------|---------------------------|---------------------------|--------------------------|
| ConEdison | 7.83 | 8.46 | 8.74 | No Bid |
| Constellation ¹ | 7.06 | 7.55 | 7.73 | 7.8 |
| TransCanada | 7.445 | 7.979 | 8.183 | 8.241 |

Table 2 – Bids to Replace Current Contract – December 2016 start
“Base-Rate” Bids in cents per kWh 100% (pass through of capacity charge)

| Supplier | 12months 12/16– 12/17 | 24 months 12/16– 12/18 | 36 months 12/16– 12/19 | 48 months 12/16-12/20 |
|----------------------------|--------------------------|---------------------------|---------------------------|--------------------------|
| ConEdison | No Bid | No Bid | No Bid | No Bid |
| Constellation ¹ | 5.838 | 5.935 | 5.955 | 6.019 |
| TransCanada | 6.082 | 6.173 | 6.237 | 6.263 |

Today’s bid from ConEdison is non-executable, budgetary pricing.

The Town is currently paying TransCanada 8.35 cents per kWh (8.483 cents per kWh, including the CCM Energy Purchasing participation fee). The current Eversource six month commercial standard service rate is 9.371 cents per kWh. (January-June 2016).

We believe that electric supply prices will escalate for the next few years, driven primarily by rising regulatory costs. The cost of electric capacity is expected to double in June 2017 and triple by June 2018.

Recommendation:

We recommend the Constellation **Table 1 bid for 48 months of 7.8 cents per kWh** (7.933 per kWh including the CCM participation fee, which is billed separately by CCM). In our opinion the potential benefit from a load shed is not sufficient to justify the risk in the pass thru approach.

Nevertheless, if you prefer the capacity pass through approach, the amount of the capacity pass through charge will depend on the operational success in reducing the tag value at the High School, following a notice that the peak hour is expected to occur. Note: *Assuming no load shed in the peak hour and resulting reduction in tag values*, the cost of the capacity pass through charge is estimated below:

Capacity Costs in cents per kWh – Assuming No Load Shed

| Column A | Column B | Column C | Column D |
|--------------------------|--------------------|---------------------------|-----------------------------|
| | High School | All other Accounts | All Accounts Average |
| FY 17 | .6 | 1.1 | .9 |
| FY 2018 | 1.3 | 2.5 | 2.0 |
| FY 2019 | 1.8 | 3.4 | 2.7 |
| FY 20 | 1.3 | 2.5 | 2.0 |
| Weighted average 36 mos. | 1.4 | 2.6 | 2.1 |

Assuming a 50% load shed at the high school account in the peak hour in the summer of 2016 and subsequent summers, you can reduce the capacity charges in the high school account by 50% beginning in June of 2017. This type of load shed in the peak hour at the High School would save approximately \$6,000 in FY 18, \$9,000 in FY 19 and \$6,000 in FY 20 at the High School account. These savings are net of the fee paid by the High School for the peak notice program. A larger load shed at the High School would save more.

The capacity excluded low bids received this morning are comparable to the bids we procured 13 years ago in the 2003 energy market.

We will follow up with you in our conference call at 1:30 PM. **Please dial 641-715-3294 – access code: 307815#**

Note:

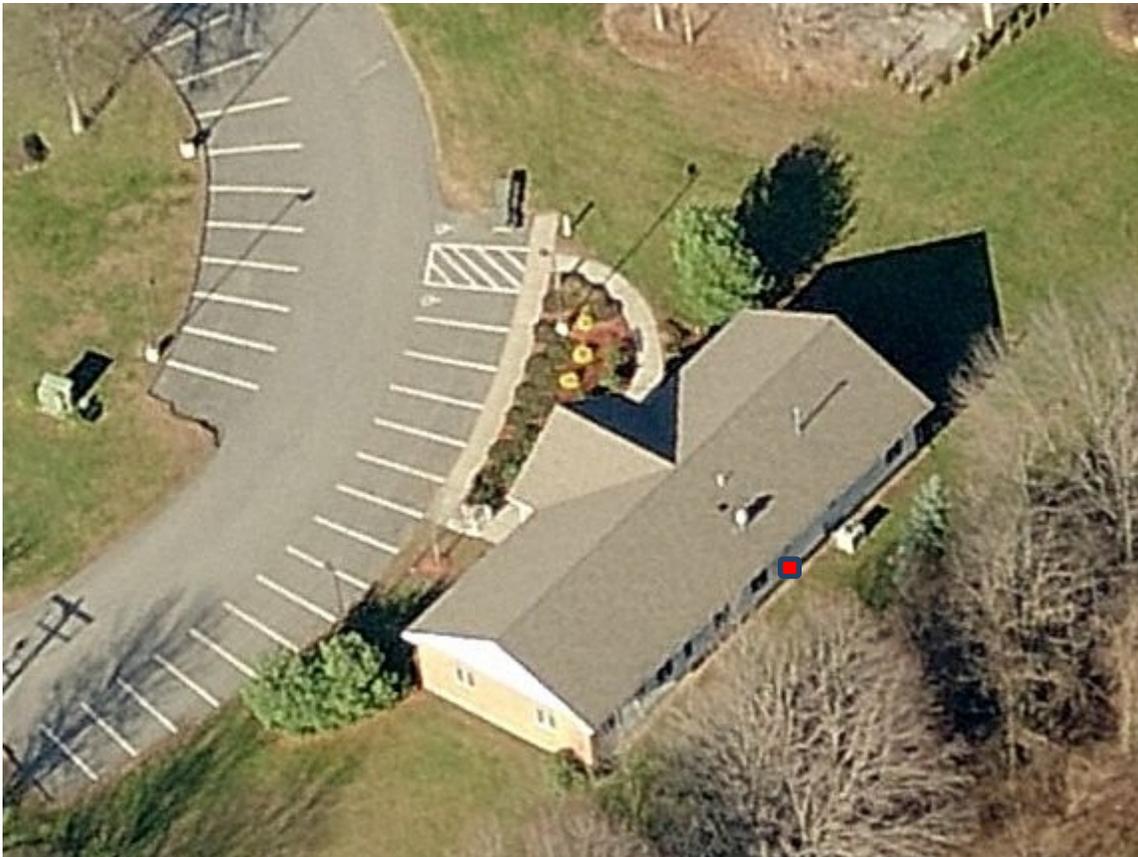
¹We have added 1 mil to the Constellation bid to cover change in law risk. TransCanada is the only supplier to accept the change in law risk. The actual price in the Constellation contract would be **7.77** cents/kWh.

Coventry Provisional Meter locations

In support of Coventry's natural gas conversion/economic analysis Connecticut Natural Gas completed site walks on 3-10-16 at the below listed buildings. Based on our initial review we are pleased to provide the provisional meter locations. Actual meter locations may vary based on engineering and construction specifications. Gas availability is subject to reaching a mutually acceptable service agreement.

■ Indicates suggested meter location

Building 1: Coventry BOE Administrative Building: 1700 Main Street



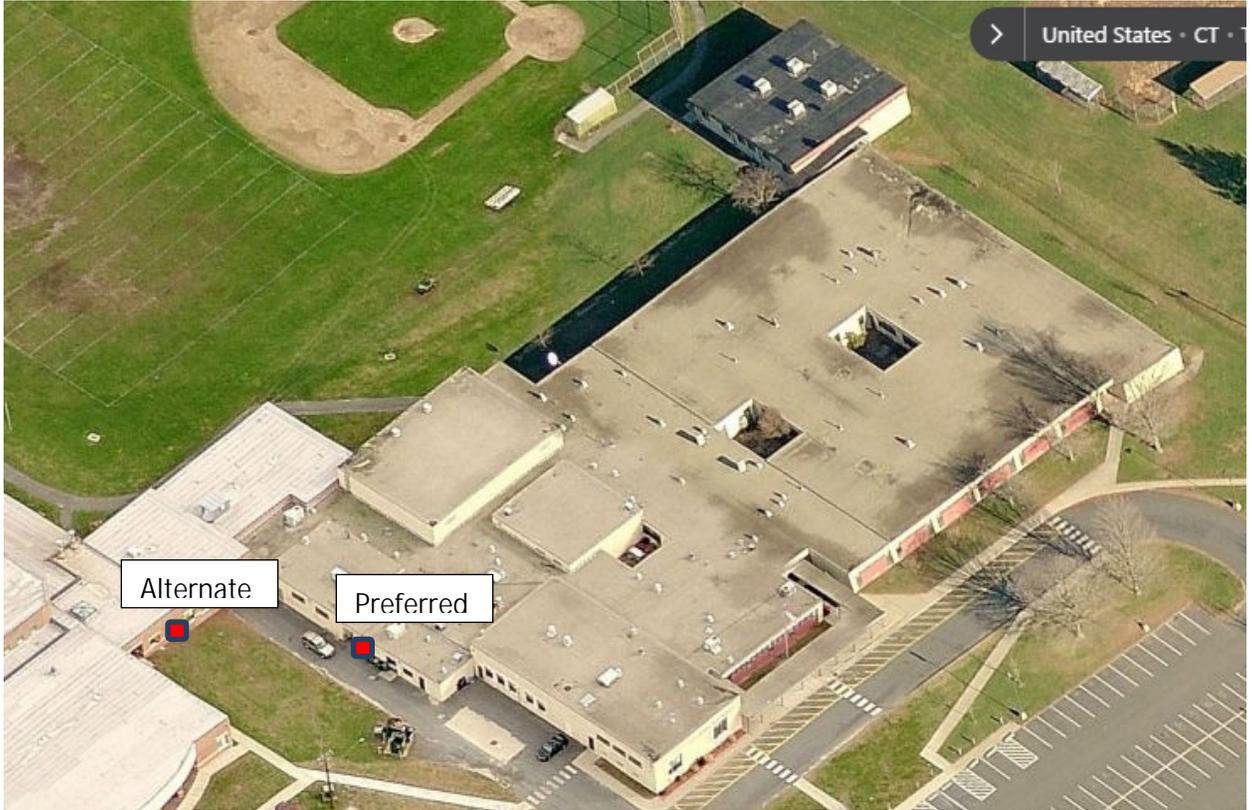
Building 2: Town Hall: 1712 Main St.



Building 3: Town Hall Annex: 1712 Main St.



Building 4&5: Hale Early Learning & Middle School (single meter for both buildings) 1776 Main St



Building 6: Coventry High School: 78 Ripley Hill Road.



Building 7: Coventry Fire Department: 1755 Main Street



Building 8: Coventry Police Department: 1585 Main Street



Heat Smart.

Natural Gas is Smart
for Coventry

Agenda

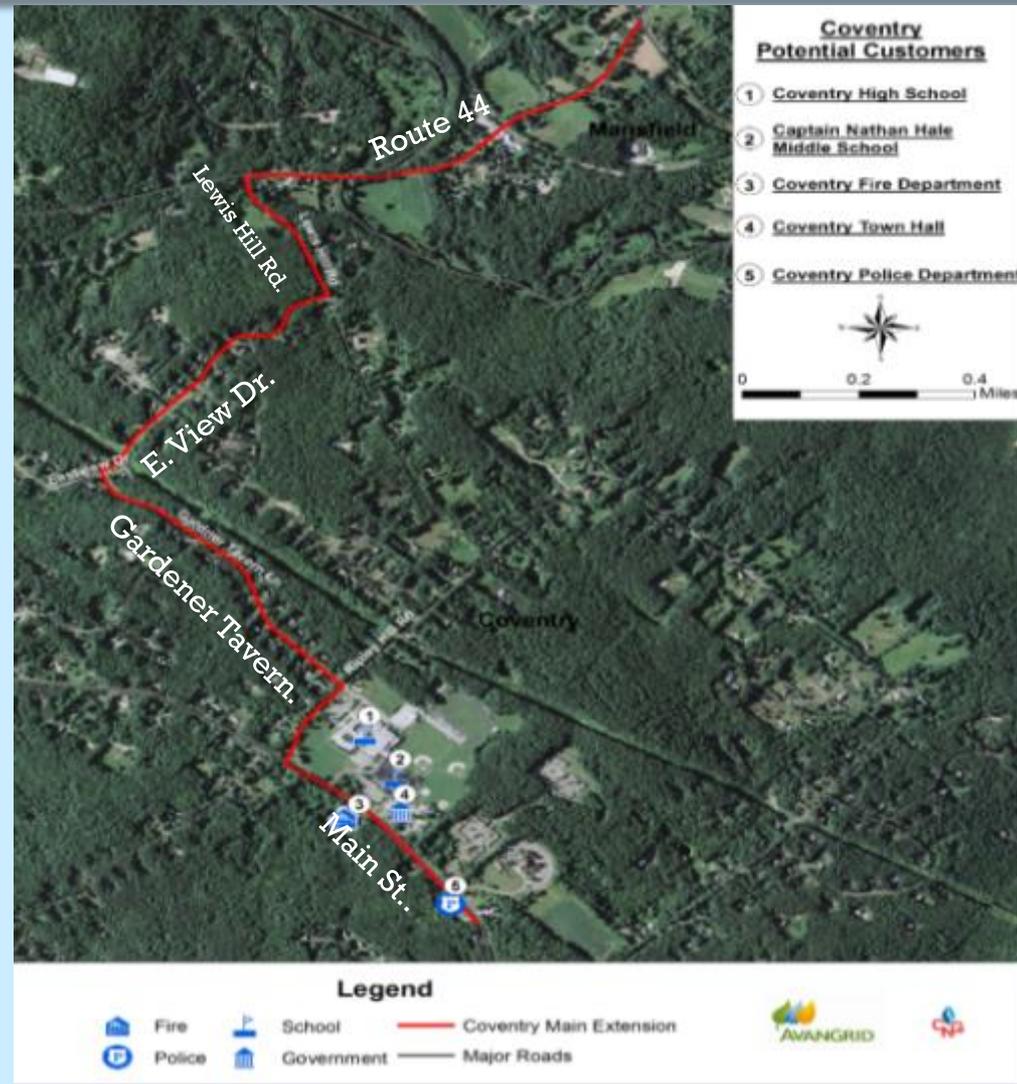
- Introduction / Overview of Our Company
- Proposed Natural Gas Expansion Project in Coventry
- Advantages of Natural Gas
- Safety of Natural Gas
- Benefits of Natural Gas
- Project Costs & Details
- Requirements to Commence
- Action Items & Timeline
- Questions

Our Company

- Connecticut Natural Gas Corporation, the Southern Connecticut Gas Company, and The United Illuminating Company, are now part of AVANGRID, Inc.
- Together, the AVANGRID companies will be a leader in the transformation to a clean energy future by providing sustainable, innovative energy solutions that benefit customers, communities, stakeholders, and the environment.
- AVANGRID has a presence in 25 states with a workforce of approximately 7,000 employees in three subsidiary companies.
- Connecticut Natural Gas has a presence in 23 towns and has been operating in the State of Ct for 150+ years.
- The company owns and operates 2,050 miles of main and serves ~165,000 customers.

Coventry Proposed Expansion

- Proposed 4 miles of new gas infrastructure.
- Main to be installed starting from Mansfield in the vicinity of the UConn Depot Campus and will continue ending at Main Street.
- Natural Gas available to:
 - Coventry High School
 - Nathan Hale Middle School
 - Coventry Town Offices
 - Fire Station
 - Police Station
- 65 homes along the route





Heat Dependably. Switch to Natural Gas

- Municipal Buildings**
- Coventry High School and Nathan Hale Middle School
 - Town Offices
 - Police Station and Fire Station

Heat Economically. Switch to Natural Gas

| Hebron Facilities | Fuel Type | Fuel Usage (Gal) | Price per Gallon | Current Fuel Cost | Gas Equiv. Usage (CCF) | Natural Gas Cost | Cost Savings |
|---------------------------|-----------|------------------|------------------|-------------------|------------------------|-------------------|------------------|
| Coventry High School | Oil | 28,800 | \$ 1.79 | \$ 51,522 | 40,320 | \$ 30,442 | \$ 21,110 |
| Nathan Hale Middle School | Oil | 16,800 | \$ 1.79 | \$ 30,072 | 23,520 | \$ 20,909 | \$ 9,163 |
| HS/MS Shared Addition | Oil | 22,800 | \$ 1.79 | \$ 40,812 | 31,920 | \$ 25,313 | \$ 15,499 |
| Town Office Building | Oil | 9,600 | \$ 1.79 | \$ 17,184 | 13,440 | \$ 13,158 | \$ 4,026 |
| Police Station | Oil | 1,800 | \$ 1.79 | \$ 3,222 | 2,520 | \$ 3,576 | \$ (354) |
| Fire Station | Oil | 4,200 | \$ 1.79 | \$ 7,518 | 5,880 | \$ 7,321 | \$ 197 |
| TOTALS | | | | \$ 150,360 | | \$ 100,718 | \$ 49,642 |

NOTE: Fuel consumption history and cost per gallon provided by the Town of Coventry. Natural gas costs based on approved CNG distribution rates and approved 12 month historical CNG commodity costs.

Natural Gas Delivers Value & Diversity



Heat Economically

- The most abundant fuel source in the US (supply and demand)
- The Least expensive way to heat your home.
- Stable pricing: Utilities are publically regulated & can't manipulate prices

Heat Sustainably

- Cleanest fossil fuel available
- Domestic fuel, sourced right here in the North East

Heat Reliably

- No Deliveries - On demand, piped directly to your facility
- Abundant - The U.S. has a supply of Natural Gas for ~100 years.
- Fuel of choice for back up generators, fuel cells and microgrids.

Heating

Cooling

Cooking

Fireplace

Drying

Power

Lighting

Snow Melt

Transportation

*Emergency
Power*

Hot Water





Heat Consistently. Switch to Natural Gas.

Focus on your business

Natural gas is a cleaner more consistent fuel source and extends the life of heating equipment and minimizes equipment service.

Heat Effortlessly. Switch to Natural Gas.

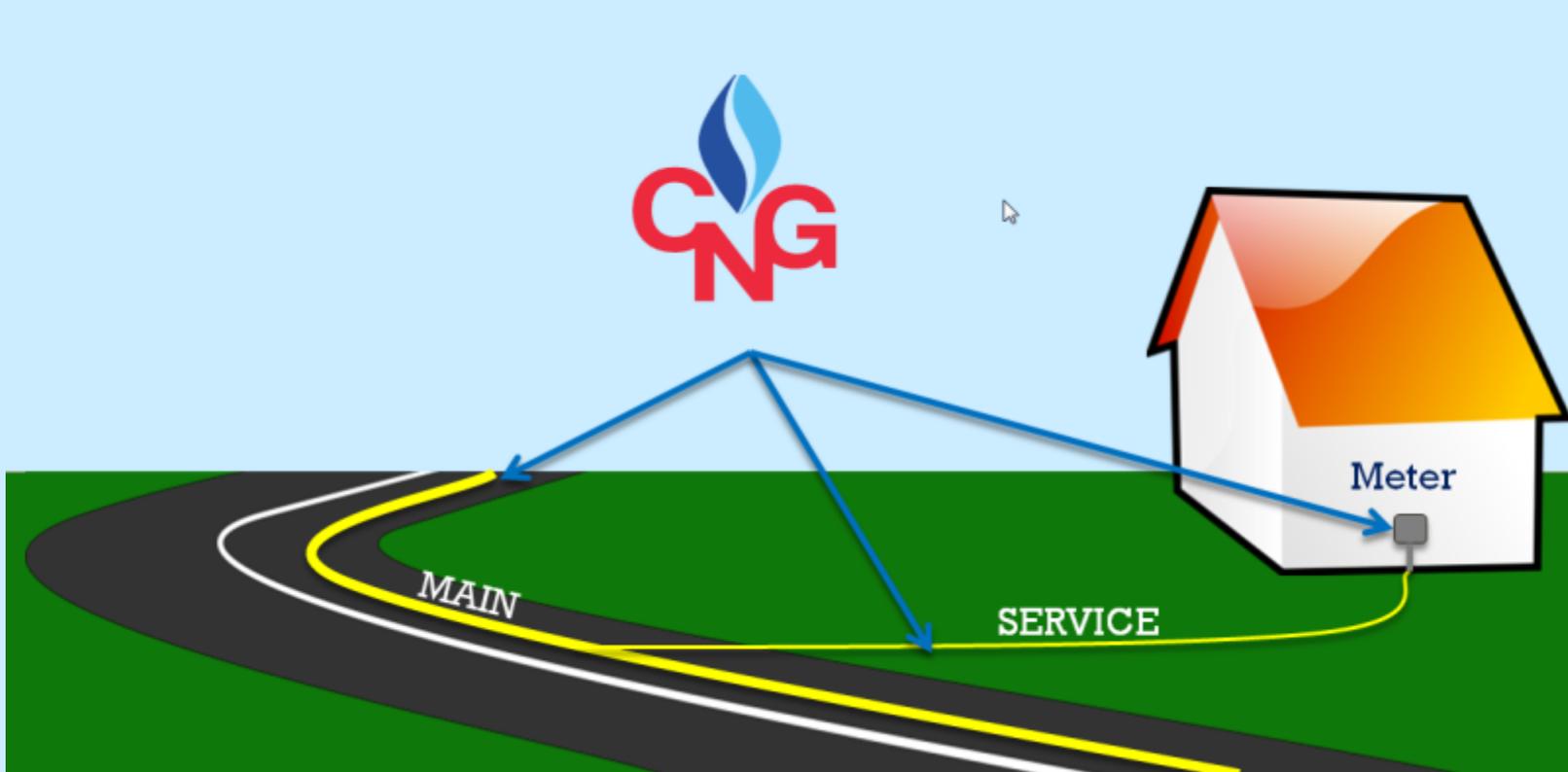
Natural Gas is Safe and Reliable with minimal impact to Coventry

- CNG Engineers & designs
- CNG Contractors excavate an ~18 to 24 inch wide trench and install the main
- CNG backfills and patches the roads
- CNG permanently restores all state roads and town roads as required
- CNG Installs services to all customers with signed service agreements along the route



Heat Effortlessly. Switch to Natural Gas.

CNG Constructs, Owns, Maintains & Inspects all pipes and meters up to the home or business. The customer's responsibility begins after the meter.



Natural Gas Safety

General Information

When it comes to safety, the natural gas industry has an excellent record, which is the result of extensive industry safety programs, overseen by state officials and the U.S. Department of Transportation (DOT). Billions of dollars are spent each year to ensure that natural gas is delivered safely and efficiently.

- Natural gas provides one-fourth of the nation's energy for heating, cooking, manufacturing and many other uses.
- Gas is a leading fuel of choice for industry, power plants, schools and hospitals
- Nationally, natural gas serves more than 65 million homes & businesses daily
- ~2.2 million miles of pipeline quietly, reliably and efficiently deliver natural gas everyday
- In Connecticut 562,000 homes & businesses rely on clean natural gas and this number is growing daily.
- Southern Connecticut Gas Company (SCG), Connecticut Natural Gas Corporation (CNG), and The Berkshire Gas Company (Berkshire) serve 66 communities across two states. Each company has been safely delivering natural gas for more than 100 years each.

Natural Gas Safety

Safety Record of SCG, CNG and BG

Nothing is more important to UIL Holdings than providing safe and reliable electric and natural gas service. The company adheres to the highest State and Federal safety standards.

To help ensure the highest level of public safety CNG, SCG and Berkshire provide around the clock monitoring, inspection and emergency response services. In addition, the companies conduct year round safety education programs, public informational sessions and natural gas safety training for first responders, other emergency officials, and excavators and contractors.

System Integrity

The design, construction, operation, inspection and maintenance of all operating pipelines are subject to state and federal regulations and requirements. SCG, CNG and BG install new plastic pipe.

Plastic pipe remains the material of choice because of its excellent bonding capabilities, flexibility and resistance to corrosion.

Customer Service is Important

- CNG has an excellent reputation with the Connecticut Public Utility Regulatory Authority.
- CNG strives to meet all customer service appointment windows
- CNG Customer bills are based on actual meter readings
- CNG has a full complement of staff with a Customer Care Center located in East Hartford, CT
- CNG provides for 24 hours a day / 7 day a week service
- Residential equipment service contracts are available



Expanding the Gas Distribution System

Since 2014, Connecticut Natural Gas and Southern Connecticut Gas have installed a combined 117 miles of new natural gas main.

Recently Completed Franchise Expansion Projects:

- Essex Franchise Expansion – 5 miles of new main installed in 2 months
- East Hampton Franchise Expansion - 13 miles of new main installed in 8 months
- Deep River Franchise Expansion - 4 miles of new main installed in 2 months
- SCG and CNG have converted more than 30 schools (K-12) in the past three years

Whit Przech, Windsor's building and facilities manager, said "Lower operating cost was the driving factor behind the conversions," he said. "When we started this project, I knew the savings were there."

Testimonials

Town of Essex Expansion

“We believe the expansion of natural gas service into Essex will make the town more competitive, helping us attract new businesses and giving existing businesses greater flexibility in their energy choices. It will also provide another fuel option for the residents of the area served by the new natural gas main, potentially helping them to lower their energy costs and reduce their impact on the environment.” Norm Needleman, First Selectman

East Hampton Franchise Expansion

“This project creates a major savings opportunity for the town,” said Michael Maniscalco, East Hampton Town Manager, “but everyone in the community will benefit in some way. Residential and commercial property owners who have been paying big heating bills are excited about the chance for another energy option, and the Town is excited about enhancing infrastructure and diversifying our tax base.

Testimonials

Deep River Expansion

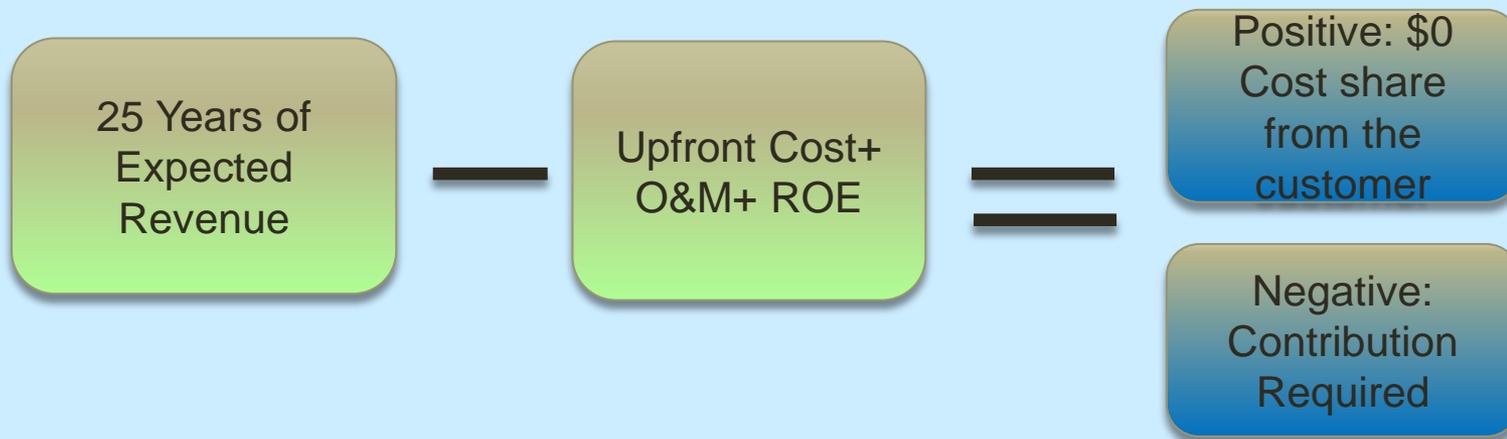
First Selectman Richard Smith congratulated Southern Connecticut Gas for their timely installation of the new six-inch pipeline, which was completed—and placed in service—in just over two months.

Smith noted that “The benefits to our Town are more far-reaching than the direct savings to customers alone. Confirming our focus on maintaining and expanding infrastructure, our inventory of utilities has grown, embellishing our reputation as business-friendly. As the commercial / industrial sector expands, our tax base will strengthen, and our economy will grow.”

“On behalf of the Board of Selectmen,” Smith concluded, “Our thanks to SCG for helping ensure a bright future for every Deep River resident and business.”

Financial Calculation – The Hurdle Rate Test

- CNG provides upfront investment for all construction, pipes, meters & infrastructure up to the home or business
- CNG operates, maintains & inspects the system
- CNG Pays municipal taxes for all infrastructure in the town
- CNG recovers this investment over 25 Years



Risks?

CNG underestimates revenue: CNG Responsible for the shortfall

Cost are higher than expected: CNG Responsible for the shortfall

Customer(s) stop using gas: CNG Responsible for the shortfall

More customers convert: The Hurdle Rate improves & the town increases tax base.

Project Costs

| | Under No Tax Abatement | Under 10 Year Tax Abatement | Under 25 Year Tax Abatement |
|---|---------------------------------------|--|--|
| Project Construction Costs | \$ 2,887,000 | \$ 2,887,000 | \$ 2,887,000 |
| Shortfall based on projected revenue | \$ 1,784,000 | \$ 1,742,000 | \$ 1,727,000 |
| Non-Firm Margin Contributed by CNG (40% of project construction costs) | \$ 1,154,800 | \$ 1,154,800 | \$ 1,154,800 |
| % of Shortfall from CNG NFM Funds | 65% | 66% | 67% |
| Town Contribution | \$ 629,200 | \$ 587,200 | \$ 572,200 |
| % of Shortfall Payment from Town | 35% | 34% | 33% |

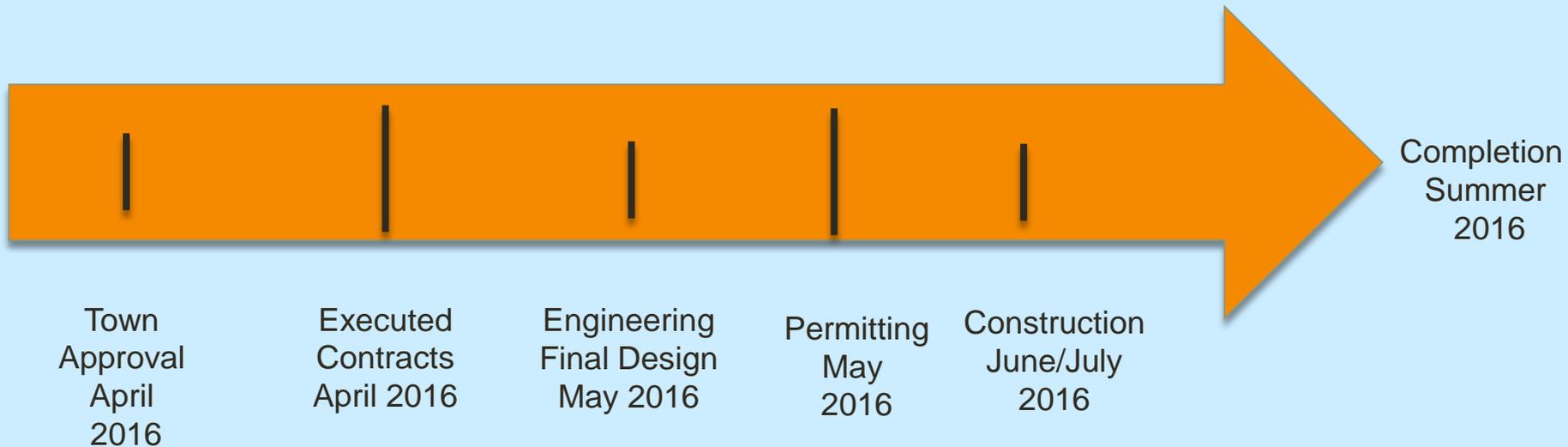
NOTE: All numbers are estimates and included for discussion purposes only.

Requirements to Commence

- ❑ Municipal commitment to convert all town buildings and schools located along the route by December 31, 2016.
- ❑ Financial contribution from the Town of Coventry
 - The projected financial contribution from the town is either:
 - ❑ \$629,200 based on no tax abatement
 - ❑ \$587,200 based on a 10 year tax abatement
 - ❑ \$572,200 based on a 25 year tax abatement
- ❑ Road paving and restoration on Town roads.
- ❑ Expedited construction permitting.

Project Timeline

- Town approval and executed contracts by April 2016
- Engineering/Final Design and Permitting by May 2016
- Gas Main Construction to commence in June/July 2016
- Natural gas available to all residents and businesses Summer 2016



Take Advantage of Incentives

The costs associated with converting your equipment are unique for every building!

Take advantage of the many incentives available to defray the cost of converting

- ✓ On Bill Financing
- ✓ Low interest loans
- ✓ Manufacture Rebates
- ✓ Utility Incentives
- ✓ Conservation Incentives
- ✓ CT Green Bank CPACE loans



Project Contacts

Tony Sherman
Manager of Gas Expansion Projects
180 Marsh Hill Rd.
Orange, CT 06477
Telephone: (203) 499-3324
Mobile: (860) 205-9683
Email: asherman@ctgcorp.com

Terri R. Eller
Director of C&I Sales
180 Marsh Hill Rd.
Orange, CT 06477
Telephone: (203) 499-2317
Mobile: (203) 494-3073
Email: terri.eller@uinet.com

Thank you.

Q&A Section

3100 ROADS & DRAINAGE

PROGRAM COMMENTARY

This Program represents staffing for the daily operational needs to maintain the infrastructure of the town. Direct services to the public include mowing of select open spaces and roadsides, public tree maintenance, street signs and markings, street sweeping, roadside trash and litter collection, roadway drainage maintenance, road construction and resident requests.

Indirect services provided by the division are warehousing furniture and equipment, trucking/hauling materials. In addition, support is provided to the School System, Building Maintenance contractors, Parks and Recreation programs, and other departments in many capacities.

PROGRAM ACTIVITY INDICATORS

| <u>Material/Indicator</u> | <u>FY 2014</u> | <u>FY 2015</u> | <u>FY 2016 (to date)</u> |
|--------------------------------------|----------------|----------------|--------------------------|
| 3/4 inch processed | 1717 | 1438 | 1693 |
| Road Sweepings, C.Y. | 933 | 736 | 170 |
| Bituminous Concrete Pavement tons | 1337 | 340 | 9796 |
| Number of Service Requests | 913 | 974 | 430 |

3101 PUBLIC WORKS BUILDING

PROGRAM DESCRIPTION

This activity tracks the true cost of operation of the Public Works Facility. This includes service contracts, building equipment repairs and maintenance, communication equipment and alarm maintenance, utility and fuel costs and custodial supplies.

3102 SNOW REMOVAL

PROGRAM DESCRIPTION

This activity covers the expense of materials including deicing materials to treat roadways, parking lots and sidewalks during the winter months. Also included in this activity are overtime salaries and supplemental equipment repair support to keep Town, Association and select private roadways open to traffic during winter conditions. Efforts include plowing, salting/sanding, snow removal, and road condition evaluations necessary to provide safe travel on approximately 240 lane miles of town roads.

Storm activity and goals are: 1.) To maintain at least one travel lane on major travel roads during storm conditions by plowing and/or deicing. 2.) Open up all other roads as storm conditions dictate. 3.) Push back snow to the full width of the roads and retreat with deicing materials. These actions start prior to winter storm conditions and continue throughout the storm. Clean up of all roads and Town Facilities will take a 5 to 6 hour commitment after an average storm event has ended. Roads are pushed back at the end of the storm with this work being done during normal working hours whenever possible. Cost of this program is driven by when the winter storm events take place and storm duration and intensity.

PROGRAM COMMENTARY

This program consists of the material and support system costs generally associated with the winter season. The primary function of this program is to provide for as timely and effective winter snow and ice removal operation. This program is accomplished within budgeted funds, established policies and in accordance with the Town Charter and State Statute.

ACTIVITIES INDICATORS

| <u>Material/Indicator</u> | <u>FY 2014</u> | <u>FY 2015</u> | <u>FY 2016 (to date)</u> |
|--|----------------|----------------|--------------------------|
| Salt/Treatment placed by Town Crew in tons | 2261 | 2509 | 1403 |

3103 FACILITY MAINTENANCE

PROGRAM DESCRIPTION

The Facility Maintenance Division is charged with maintaining all Town owned Buildings recreation areas and school athletic fields. Properties supported include Town Hall, Senior Center and Community Center, Miller Richardson Park, Laidlaw Park, Patriot's Park, Riverview Trail, Wood Trail, Lisicke Beach, Creaser Park, Town Greens, Mill Brook Park, Coventry High School, Nathan Hale Middle School, Coventry Grammar School and Robertson School. This includes two Town beaches, four school grounds, nine soccer fields, five baseball diamonds, five softball diamonds, one running track two football fields and three miles of hiking trails. Total acreage maintained is approximately 300 acres. This division works with the Highway Division during winter snow removal operations. Staffing includes one Crew Leader and three Maintainer I positions. Work activities are coordinated with the Recreation Department, Human Services, Superintendent of Schools and other Town Departments as needed.

PROGRAM COMMENTARY

As the function and role of the Department and its responsibilities and capabilities continue to evolve, and with our organization's role continuously being redefined, adjustments to long range planning and operational policy are required. This has led to much diversification for this program, which is responsible for semi-skilled interior repair and maintenance, and most exterior building maintenance issues.

ACTIVITIES INDICATORS

| Activity/Indicator | FY 2014 | FY 2015 | FY 2016 (To Date) |
|--------------------------------|---------|---------|-------------------|
| Trail Maintenance | 148 | 42 | 0 |
| Athletic Field Maintenance | 759 | 1545 | 544 |
| Grounds Maintenance | 1366 | 2725 | 2804 |
| Facility Maintenance & Repairs | 6059 | 3853 | 2765 |
| All figures in Staff-hours. | | | |

| <u>Service Request Distribution by Type</u> | <u>Count</u> | <u>Days</u> |
|---|--------------|-------------|
| Athletic Field Maintenance | 2 | 1.0 |
| Facility Maintenance | 234 | 16.7 |
| Indirect Services | 57 | 4.3 |
| <u>Winter Operations</u> | <u>70</u> | <u>1.5</u> |
| Total Requests FY 2015 | 363 | 5.87 |

3104 PUBLIC WORKS ADMINISTRATION

PROGRAM DESCRIPTION

This program element functions as the central control and record keeping point for all Public Works activities. The Administrative Assistant acts as radio and telephone relay between Supervisors, the work force, residents and other Town Departments. The Administrative Assistant is responsible for administration of personnel management, central budget control, purchasing, payroll, inventory control, and accounting. This activity provides technical administrative and oversight assistance to the COVRRRA solid waste program and residential Transfer Station Facility plus similar support to the Conservation Commission in recycling efforts. Record keeping provides COVRRRA quarterly and annual reports to the State. This office is often the first point of contact by residents seeking resolutions to infrastructure concerns.

PROGRAM COMMENTARY

All central Public Works administrative and personnel actions are coordinated and funded under this activity. Mandated programs for personnel such as DOT Drug and Alcohol testing, OSHA safety and health issues, CDL and employment physical exams and uniforms are centralized in this activity. This program is responsible for mid and long-term operations, planning, administration, control, and all other functions of the various areas served both directly and indirectly by the Public Works Department and town infrastructure issues in general. In addition, considerable support, expertise and assistance are provided to the School System, Building Maintenance contractors, and other town departments in many myriad capacities. Particularly taxing has been the need for several recruitments in the last 18 months.

PROGRAM INDICATORS

| <u>Material/Indicator</u> | <u>FY 2014</u> | <u>FY 2015</u> | <u>FY 2016(to date)</u> |
|---|----------------|----------------|-------------------------|
| DOT/FMCSA CDL Admin. To federal standards | Yes | Yes | Yes |
| OSHA Admin. to fed. standards | Yes | Yes | Yes |
| Concurrent Projects | 8-10 | 8-10 | 8-10 |
| Average complaint wait to resolve | 10-15 days | 16.2 days | 12.7 days |

3105 FLEET MAINTENANCE

PROGRAM DESCRIPTION

Fleet maintenance is tasked with providing full service maintenance on the vehicle and equipment fleets used by Public Works, Police, Board of Education, and departmental staff cars. Maintenance funding is divided and managed through four separate accounts under control of the Town Manager, Board of Education, Police and Public Works. Additional maintenance and repair assistance is provided to Housing Authority and Fire Departments as requested. Fleet Maintenance is also tasked with the initial outfitting and preparations for service on all Public Works vehicles. Fuels, lubricating oils, antifreeze, and other products necessary for the operation and upkeep of Town vehicles and equipment are funded through the Public Works accounts. This program provides labor resources for the majority of repairs, coordinates scheduling of vendor repair actions, and procures all parts necessary to maintain the fleet.

PROGRAM COMMENTARY

The Fleet Maintenance division's charge has continued to expand over the last few years, most notably in the number of assets that we maintain, i.e. the increased police fleet, the addition of the second human services van and the absorption of the Board of Education fleet into our work schedule. Additional requirements for maintenance and inspection records, as well as OSHA and DEEP mandates have required that the Lead Mechanics position dedicate additional time to fulfill the requirements.

PROGRAM INDICATORS

DPW staff is responsible for 104 pieces of equipment and vehicles (Rolling Stock). Program activity indicators for FY 15 are shown as follows:

| | |
|----------|------------------|
| Labor | \$31,182 |
| Parts | \$44,915 |
| Fuel/Oil | <u>\$106,130</u> |
| Total | \$182,227 |

With a total of 3,063,502 Miles/Hours driven in a year @ a cost of \$182,227. The average cost to maintain town vehicles serviced by DPW is \$0.06 per Mile/Hour.

3108 STREET LIGHTS

PROGRAM DESCRIPTION

Street Lights provide for traffic and pedestrian safety and aid in deterring crime. Town standards call for lights only at dangerous intersections, dangerous curves and ends of cul-de-sacs.

PROGRAM ACTIVITY INDICATORS

| | <u>FY 11</u> | <u>FY 12</u> | <u>FY 13</u> | <u>FY 14</u> | <u>FY 15</u> | <u>FY 16</u> |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Number of Lights | 241 | 247 | 247 | 250 | 255 | 255 |

3109 CEMETERY COMMISSION

PROGRAM DESCRIPTION

This part of the budget is administered by the Cemetery Commission, which has the responsibility of operating and maintaining the Town's cemeteries. This commission is appointed by the Town Council. It is assisted in its duties by Public Works as needed.

PROGRAM COMMENTARY

A plan is in place to install signage at all Town cemeteries. Work to improve and expand the New Cemetery on Main Street is on-going.

3110 TREE WARDEN

PROGRAM DESCRIPTION

Section 23-58 of the Connecticut General Statutes requires all towns in Connecticut to appoint a Tree Warden. The Warden is to ensure that all municipally owned trees are maintained, cared for, and protected. The Tree warden controls all activities related to the removal or trimming of trees within the limits of the Town's right of way on public roads and other town owned properties. Activities that affect or potentially affect trees within these areas are referred to the Warden for concurrence or direction of alternative action. An important part of the program is the replacement of trees deemed in need of removal with new stock in locations as near as possible to the removed tree when feasible without jeopardizing public safety. Additionally, the Tree Warden conducts informational programs to increase public awareness of these environmental assets.

PROGRAM COMMENTARY

The Public Works Director (Tree Warden) and Superintendent (Deputy Tree Warden), are state certified Tree Wardens. Demand far out strips funds available for tree work to remove and trim town trees. Each year additional funds are allocated but with tree blight and boring insects on the rise it is an ongoing program.

PROGRAM ACTIVITIES

Program activity indicators for this program are undergoing revision.

Town of Coventry Position Description

Class Title: Capital Construction Inspector

Group: Public Works Administrators

Pay Grade:

FLSA: Exempt Seasonal Employee

Effective Date: February 22, 2016

General Description/Definition of Work:

This position performs intermediate professional work such as field inspection, surveying and coordination of construction projects. Duties include but are not limited to: Project management, grant administration, work site inspection, report preparation and records maintenance. This position acts as Town liaison with contractors, regulators, funding agencies and Town residents. Work is performed under supervision of the Director of Public Works or his/her designee.

Essential Job Functions/Typical Tasks:

- Performs civil engineering inspection and project management work for roadway, bridge construction, recreational field construction, drainage improvements and building related projects. Manages, coordinates and inspects all aspects of assigned projects.
- Interprets plans and specifications for complicated Town projects. Interprets DOT requirements for construction projects including: Reducing field notes and plotting contours and profiles.
- Serves as Town representative on projects under construction, attends meetings and hearings relating to assigned projects and maintains liaison with contractors, regulatory/funding agencies and affected residents and abutters.
- Conducts field work, including surveying, construction inspection and materials testing.
- Maintains complex files and records.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

- General knowledge of the principles and practices of civil engineering as related to Public Works project construction; including knowledge of land and engineering survey systems, methods and techniques.
- General knowledge of grant administration and financial reporting techniques and practices.
- General knowledge of computerized engineering, drafting and analysis programs such as AutoCAD and ARCVIEW.
- Ability to inspect and coordinate civil engineering projects; including the ability to oversee the work of contractors and tradesmen.
- Ability to express ideas clearly and concisely, both orally and in writing; ability to prepare technical reports.
- Ability to establish and maintain effective working relationships with associates, contractors, state and federal officials and the general public.

Education and Experience:

Graduation from an accredited college or university with major course work in civil engineering or related field is required. **The candidate will have a minimum of 5 years inspection and construction coordination experience in a municipal environment. Experience with CDOT's construction requirements, policies and procedures are preferred. NICETT certification desirable but not required.** Consideration may be given to equivalent experience and training.

Physical Demands and Work Environment:

Construction Inspector (cont'd.)

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, and atmospheric conditions.

Special Requirements:

The candidate will possess an appropriate driver's license valid in the State of Connecticut.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Coventry and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved by: _____
John A. Elsesser, Town Manager

Date: _____

March 8, 2016

Eric M. Trott
Director of Planning and Development
Town of Coventry
1712 Main Street
Coventry, CT 06238

Dear Mr. Trott:

I am pleased to inform you that Town of Coventry's application for the America the Beautiful grant has been accepted*. We are in the process of finalizing the paperwork, but I wanted to be sure to give you the good news.

The project title is "Main Street and Laidlaw Park Planting Plan". The amount of the grant is \$4,975.

At some point over the next few weeks, I will be sending to you a Personal Services Agreement (PSA). This PSA is the contract by which the grant is established. It needs approval from both parties - the Town and DEEP - to be complete and fully executed. That typically takes a few more weeks and may take us past Spring 2016 planting season.

Please do not begin work on the project until the PSA has been fully executed and you receive a copy of the PSA back with both signatures on it.

As a part of the finalization process, it will be necessary that whoever signs the PSA be authorized by a Resolution from the Town Council. Enclosed is a sample of such a Resolution. I mention this so as to help facilitate the process. The Resolution can be voted on before the Town receives the PSA. Doing so could help keep the process moving.

In the meantime, please feel free to call or write me if you have any questions or comments. I am very pleased that we will have the opportunity to work together as part of this worthwhile project.

The best of luck and, again, congratulations.



Chris Donnelly
Urban Forestry Coordinator
CT DEEP Forestry
(860) 424-3178
chris.donnelly@ct.gov

*Eric – just a note. We cannot start this grant until we wrap up the previous one. Logistically, it would probably work out that way anyways.

The following is an example of an approved Certified Resolution:

CERTIFIED RESOLUTION

I, John Doe, Secretary of WXY Corporation, a Connecticut Corporation (the "Company"), do HEREBY certify that the following is a true and correct copy of a resolution adopted at a meeting of the Board of Directors of the Company held and convened on April 1, 2010, at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout, and that this resolution is at present in full force and effect:

RESOLVED: That the President, Regina Rex, is empowered to execute and deliver in the name and on behalf of this Company a certain contract with the Department of Energy and Environmental Protection of the State of Connecticut for the fulfillment of the America-the-Beautiful grant, and is authorized to affix the Corporate Seal.

In witness whereof, the undersigned has affixed his signature and the Corporate Seal of the Company this fifth day of May, 2010.

John Doe, Secretary

(Seal)

In lieu of a certified resolution, a certified copy of the applicable section of the corporate by-laws which authorizes execution of the contract by the signing person may be submitted, along with certification that the person signing the contract in fact holds the office in question. In lieu of a certified copy of the corporate resolution or by-laws, a certified copy of the corporate minutes of the meeting of the Board of Directors may be submitted. These minutes must specifically authorize the signing person to execute the particular contract under review or the particular type of contract, of which the one under review is an example.



STATE OF CONNECTICUT
DEPARTMENT OF AGRICULTURE



March 9,
~~January 27, 2016~~

Town of Coventry
Eric Trott
1712 Main Street
Coventry, CT 06238

Dear Eric:

Congratulations on being awarded **\$34,605** through the 2015 Farm Viability Grant! As a sub-grantee to the Department of Agriculture's award you are required to sign a contract with the State of Connecticut agreeing to complete the project submitted.

Please review the entire contract **carefully**. Each appendix highlights important information including your project commitment(s), reporting requirements, financial reporting requirements, payment schedule, among others.

Enclosed are two copies of the contract that must be signed before your project can begin. All locations needing a signature or seal have been highlighted with a flag. Please be sure to keep in mind the following information when signing:

1. Whoever signs the contract must sign their name the same way each time. For example: If you sign it Jaime L. Smith the first time do not sign it Jaime Smith the second time. It must always be Jaime L. Smith.
2. You must always use the same title. For example -- if you're Executive Director the first time you cannot become President or 'ED' the second time. You must always be Executive Director.
3. Finally, all the dates signed on all the documents must be the same. It cannot be April 10, 2015 on one document and April 14, 2015 on another.
4. The person signing the contract cover page cannot also be the secretary/clerk signing the Certified Resolution or Incumbency Certificate.
5. If there are any handwritten changes (cross outs or corrections), they must be initialed and dated by the signor.

While it seems nit-picky, staying consistent will enable the Attorney General's office to sign the contracts sooner without additional revisions. Please sign **both** copies of the contract. Return it all in the enclosed envelope. An original signed contract will be returned to you for your records after all signatures are obtained.

Again, congratulations! We look forward to working with you. If you have any questions please don't hesitate to contact me at 860-713-2559 or jaime.smith@ct.gov.

Sincerely,

Jaime L. Smith
Marketing Rep and Farm Viability Grant Program Coordinator

165 Capitol Avenue, Hartford, CT 06106
Phone: 860-713-2503 CTGrown.gov
An Equal Opportunity Employer

RESOLUTION

BE IT RESOLVED that it is in the best interest of the Town of _____ to enter into contracts with the Connecticut Department of Agriculture.

IN FUTHERANCE OF THIS RESOLUTION, the Honorable _____, (name) _____ (Title) is duly authorized to enter into and sign said contracts dated _____ on behalf of the Town of _____. The Honorable _____, (name) _____ (Title) is further authorized to provide such additional information and execute such other documents as may be required by the State of Connecticut in connection with said contract and to execute any amendments, rescission, and revisions thereto.

THE TOWN CLERK IS AUTHORIZED to impress the seal of the Town of _____ on any such document, amendment, rescission or revision.

ADOPTED BY THE TOWN COUNCIL, THIS ___ th DAY OF _____

| | |
|--|--|
| | |
| | |
| | |
| | |

I, (Name), the Clerk of the Town of _____, do hereby certify this to be a true copy of the resolution duly adopted at the Town Council meeting on (Date) and that it has not been rescinded, amended or altered in any way, and that it remains in full force and effect.

Clerk

Date

PUT TOWN SEAL HERE

From: Wendy Rubin
Sent: Thursday, March 03, 2016 10:42 AM
To: John Elsesser
Subject: Caretaker House
Attachments: FOR RENT advertisement - commercial.docx

The Rec Commission met last night and we discussed the Caretaker House. They would like to see us advertise a commercial rental space so that we can get the building occupied and generating revenue. I told them about Jen Wendry's interest and they were very supportive of that type of business. They want to put it out there to see what we will get for a response. I have started to draft an advertisement but was not sure if this is something we should run by our attorney or not. I attached the draft for your review.

Wendy L. Rubin, CPRP
Director of Parks & Recreation
Town of Coventry
1712 Main Street
Coventry, CT 06238
(860) 742-4068
wrubin@coventryct.org

FOR RENT

Town of Coventry

COMMERCIAL OFFICE SPACE

124 Lake Street
Patriots Park
Coventry CT 06238

Square feet

Two story, 3 rooms & full bath upstairs & 1/2 bath down level.

1883 square foot living space

Kitchen area, 2 bathrooms, large open room and 1 smaller room downstairs

1st Floor completely accessible

Does not include utilities. Heat: propane gas

Parking space for 2 vehicles with potential overflow

Subject to special permit requirement of nearby Planned Zoning Commission.

Deadline: ? - three weeks -

Submit proposals ~~at~~ *at* proposal use or Rent offering...

Call (860) 742-4068 or email wrubin@coventryct.org



STATE OF CONNECTICUT

DEPARTMENT OF REVENUE SERVICES

TO: All Mayors and First Selectmen
FROM: Kevin B. Sullivan, Commissioner
DATE: February 26, 2016
RE: 2016 Neighborhood Assistance Act (NAA) - Program Application

Enclosed is the 2016 Neighborhood Assistance Act program proposal application for distribution to interested organizations in your municipality. The application must be completed in full, approved locally, and submitted to the Department of Revenue Services (DRS) no later than **July 1, 2016**. Please note this deadline is set by statute.

A "fillable" Form NAA-01, *2016 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*, is available on the DRS website at www.ct.gov/DRS. Using the fillable Form NAA-01 enables you and your community organization to input information directly onto the form via computer.

Prior to your July 1 submission to DRS, your municipality must hold a public hearing on all programs, and the governing body of your municipality must vote to approve these programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted with your applications.

Please note that the total amount of credits is limited each year, so credits may be prorated.

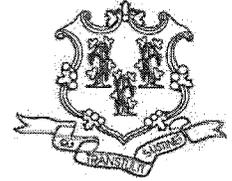
Please designate a liaison to handle all Neighborhood Assistance Act matters. You must enter the name, address, email address, phone number, and fax number of your liaison in Part IV of the application. **DRS will directly notify your liaison by email of the programs that have been approved.** You must notify your participating organizations accordingly as DRS will not contact them directly.

Direct any questions you have to Susan Sherman at 860-297-5693.

Enclosure

cc: Municipal Liaison (where previously designated)
Connecticut Conference of Municipalities
Regional Councils of Government

NAA-CVR
(Rev. 02/16)



Municipality: _____

Form NAA-01
2016 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

Complete this form in blue or black ink only.

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____

Address: _____

Federal Employer Identification Number: _____

Program title: _____

Name of contact person: _____

Telephone number: () _____

Email address: _____

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ _____

Credit percentage for which your organization is applying:

_____ 60% _____ 100% (Energy conservation programs only)

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Please check the appropriate description of your program:

- Job training/education for unemployed persons aged 50 or over;
- Job training/education for disabled persons;
- Program serving low-income persons;
- Energy conservation;
- Child care services;
- Open space acquisition fund; **or**
- Other: Specify _____

Part II — Program Information

Description of program: _____

Need for program: _____

Neighborhood area to be served: _____

Total number of recipients: _____

Administration of Program:

Identify every person or organization involved in the implementation and administration of the program. Use additional sheets if necessary.

1. Name: _____
Address: _____

Duties and responsibilities: _____

2. Name: _____
Address: _____

Duties and responsibilities: _____

Timetable:

Program start date: _____

Program completion date: _____

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Month your annual accounting period ends: _____

Method of accounting: Cash Accrual

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested _____

Other funding sources - itemized sources: _____

a) _____

b) _____

c) _____

d) _____

Total Funding: _____

Proposed Program Expenditures:

Direct operating expenses - itemized description: _____

a) _____

b) _____

c) _____

d) _____

Administrative expenses: _____

Professional fund-raising fees _____

Accounting/legal & other expenses - itemized: _____

a) _____

b) _____

c) _____

d) _____

Total Proposed Expenditures: _____

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____

Mailing address: _____

Name of municipal liaison: _____

Telephone number: () _____

Fax number: () _____

Email address: _____

Post-Project Review

Is a post-project review required for this proposal?

Yes No

If **Yes**, date post-project review due:

Date

2016 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2016 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. Direct inquiries to Department of Revenue Services (DRS), Neighborhood Assistance Act Program, Attn: Research Unit, 25 Sigourney St Ste 2, Hartford CT 06106, or call **860-297-5687**.

Part I General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Total Number of Recipients: Provide an estimate of the number of recipients this program will serve.

Administration of Program: Identify the name and address of every person or organization involved in the implementation and administration of this program. Use additional sheets if necessary.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program. This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

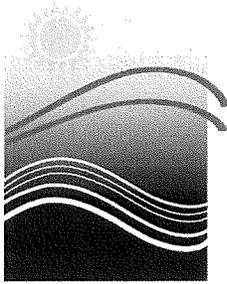
Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Review: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.



Connecticut Department
of
**ENERGY &
ENVIRONMENTAL
PROTECTION**

**Re: Seeking Municipal Comment on Draft Comprehensive Materials Management Strategy,
Update to the Statewide Solid Waste Management Plan**

Dear Town Administrator / Chief Elected Official:

In accordance with Section 22a-241a of the Connecticut General Statutes, the Department of Energy and Environmental Protection (DEEP) has proposed an update to the 2006 Solid Waste Management Plan adopted pursuant to section 22a-228 to include a strategy for diverting, through source reduction, reuse and recycling, not less than sixty percent of the solid waste generated in the state after January 1, 2024.

The draft of the revised plan, entitled the *Comprehensive Materials Management Strategy*, is posted at www.ct.gov/DEEP/CMMS. In accordance with CGS § 22a-228 and the regulations adopted thereunder, to provide an overview of the proposed amendments and solicit public comments, DEEP will be holding a public hearing on April 13, 2016 at both 2 p.m. and at 6 p.m., to continue until comments are received from those present, in the Gina McCarthy Auditorium, DEEP Headquarters, 79 Elm Street, Hartford, CT. All members of the public are invited to attend.

In addition to the public hearings, DEEP will also receive written comments on the draft during the period through and including April 22, 2016. Written comments may be submitted via email to DEEP.CMMS@ct.gov or sent to Department of Energy and Environmental Protection, Attn. Lee Sawyer, MMCA, 79 Elm Street, Hartford, CT 06106

Goals of the CMMS

The CMMS is a bold, action-oriented roadmap to achieving the state's vision for 60 percent diversion of materials from disposal by 2024. It fulfills the requirements set by the Legislature in Public Act 14-94, and when adopted, it will replace the state's current Solid Waste Management Plan, which was last updated in 2006.

The CMMS is focused on meeting three objectives that are fundamental to achieving the statewide goal:

- Connecticut must improve the performance of municipal recycling systems and increase compliance with mandatory recycling provisions.
- Connecticut must develop and improve recycling and waste conversion technologies.
- Corporations that design, produce, and market products must share responsibility for stewarding the end of life of those materials in an environmentally sustainable manner.

REMEMBER TO REDUCE, REUSE, AND RECYCLE

It's a *first* step towards a more sustainable world and in Connecticut, it's the Law.

To learn more about what you can do, go to <http://www.ct.gov/deep/swmp>, or call (860) 424-3365

To meet these objectives, specific actions called for by the CMMS include:

- Developing new programs to relieve the financial burden of recycling programs on municipalities and share responsibility for stewardship with the producers of materials.
- Increasing state-led enforcement of existing recycling provisions.
- Making continuous improvements to municipal recycling programs, including implementation of unit-based pricing approaches that incentivize waste reduction.
- Increasing outreach and education to enhance effective participation in recycling programs.
- Creating the regulatory environment and public incentives to make way for the development of new materials management infrastructure, with a focus on greener alternatives to existing waste-to-energy facilities.
- Aligning materials management planning and policy with greenhouse gas reduction goals and clean energy priorities.

Beyond the formal hearing and comment process, we always welcome the opportunity to discuss issues and ideas related to sustainable materials management. Please feel free to contact me at 860-424-3332.

Thank you.

Sincerely,



Lee Sawyer
Project Manager
Bureau of Materials Management and
Compliance Assurance

REMEMBER TO REDUCE, REUSE, AND RECYCLE

It's a *first* step towards a more sustainable world and in Connecticut, it's the Law.

To learn more about what you can do, go to <http://www.ct.gov/deep/swmp>, or call (860) 424-3365

Coventry Board of Education
Coventry, Connecticut

Regular Board of Education Meeting Agenda - REVISED
Thursday, March 10, 2016 at **8:00 p.m.**
or immediately following the Town Budget Hearing

Coventry High School Main Office Conference Room

- I.** Call to Order
- II.** Salute to the Flag
- III.** Audience of Citizens
- IV.** Old Business - Discussion: Budget FY17
- V.** New Business – Discussion: Swim Team for 2016-17
- VI.** Adjournment

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.....

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