

AGENDA
COVENTRY TOWN COUNCIL MEETING
June 6, 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)
4. Acceptance Of Minutes:

4.A. May 16, 2016 (E)

Documents:

[MAY 16, 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. Booth & Dimock Library: Intent To Transfer Building And Land To Town As Condition Of Expansion Project (E)

Documents:

[LIBRARY TRANSFER BUILDING LAND.PDF](#)

6.A.2. Board Of Education Union Negotiations (E)

Documents:

[BOE ESTIMATED TIME COMMITMENT NEGOTIATIONS.PDF](#)

6.B. Council Members:

6.C. Steering Committee: Thomas Pope

6.C.1. Reappointments (E)

6.C.1.a. Eastern Highlands Health District: John Elsesser (E)

Documents:

[STATEMENT OF INTEREST ELSESSER.PDF](#)

6.C.2. Appointments (E)

6.C.2.a. Building Code Board Of Appeals: Kathy Fournier (E)

Documents:

[STATEMENT OF INTEREST FOURNIER.PDF](#)

6.C.2.b. School Building & Energy Efficiency Building Committee: Danielle Kloster (E)

Documents:

[STATEMENT OF INTEREST KLOSTER.PDF](#)

6.C.3. * Minutes: 5/23/16 (E)

Documents:

[MAY 23, 2016 MINUTES WITH ATTACHMENTS.PDF](#)

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

6.E. COVRRRA - John A. Elsesser:

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

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

Documents:

[6-6-16 PROJECT MEMO.PDF](#)

6.F.2. Coventry Crime Statistics: Five-Year Trend (E)

Documents:

[COVENTRY 2015 5 YEAR TREND.PDF](#)

6.F.3. High Risk Rural Road Horizontal Curve Signing Grant (E)

Documents:

[HIGH RISK RURAL ROAD CURVE SIGNING GRANT.PDF](#)

6.F.4. *Board Of Education: Decision Regarding Participation In OpenGov (E)

Documents:

[BOE RESPONSE OPENGOV.PDF](#)

6.F.5. * Playful City 2016 Designation (E)

Documents:

[PCUSA-2016-PRESS-RELEASE COVENTRY.PDF](#)
[PLAYFUL CITY ARTICLE JOURNAL INQUIRER.PDF](#)

6.F.6. * ProAct Prescription Drug Program: April 2016 Results (E)

Documents:

[COPY OF COVENTRY DISCOUNT CARD USAGE APRIL 2016.PDF](#)

6.F.7. * EHHD: Healthy Communities Toolkit (E)

Documents:

[HEALTHY COMMUNITIES TOOLKIT.PDF](#)

6.F.8. * Notes From Staff Meeting: 5/18/16 (E)

Documents:

[STAFF MEETING MAY 18, 2016.PDF](#)

6.F.9. * Eversource: Home Energy Audit Program 2016 (E)

Documents:

[EVERSOURCE HOME ENERGY AUDIT 2016.PDF](#)

6.F.10. CRCOG: Notice Of Selection, Inter-Town Cooperation Award (E)

Documents:

[CRCOG INTER TOWN COOPERATION AWARD SELECTION NOTICE.PDF](#)
[CRCOG INTERTOWN COOPERATION AWARD SUBMISSION 2016.PDF](#)

7. Unfinished Business:

7.A. 15/16-97: Invitation To Provide Input To Negotiation Process, Coventry Board Of Education And Education Association Of Coventry And Possible Selection Of Council Representative (E)

Documents:

[BOE NEGOTIATIONS QUERY.PDF](#)
[BOE INVITATION NEGOTIATIONS.PDF](#)

8. New Business:

8.A. 15/16-98: Consideration/Possible Recommendations: Resolution Encouraging Development Of Multi-Faceted Approach To Assist Citizens Affected By Crumbling Concrete Foundations (E)

Documents:

[CRUMBLINGFOUNDATIONS-31MAY16REVISION.PDF](#)

8.B. 15/16-99: Consideration And Possible Action To Call To Special Town Meeting On June 20, 2014 To Consider Purchasing Land At 1145 Main Street (E)

Documents:

[LEGAL NOTICE_ SPECIAL TOWN MEETING - PURCHASE OF HOTTENSTINE PROPERTY.PDF](#)
[HOTTENSTINE LAND OFFER.PDF](#)

8.C. 15/16-100: Consideration/Authorization Of Town Manager To Sign MOU With Board Of Education For Operation Of Preschool Fund (E)

Documents:

MOU W-TOWN FOR USE OF PRESCHOOL EDUCATION FUNDS.PDF

8.D. 15/16-101: Consideration/Authorization To Accept Gift Of Golf Cart Valued At \$3,000 For Coventry Farmers' Market At Hale Homestead From Highland Park Market

9. Miscellaneous/Correspondence:

9.A. * Employee Recognition (E)

Documents:

EMPLOYEE RECOGNITION.PDF

9.B. * Citizen Correspondence: Request For Consideration, ATV And/Or Noise Ordinance (E)

Documents:

NOTHEM ATV USE.PDF

9.C. * Board Of Education: (E)

1. Minutes, 5/12/16
2. Agenda, 5/26/16

Documents:

05-12-16 BOE UNAPPROVED MEETING MINUTES.PDF
05-26-16 BOE MEETING AGENDA.PDF

9.D. * Public Hearing, Proposed Amendment To Zoning Regulations, Town Of Vernon, Thursday, July 21, 2016 (E)

Documents:

PUBLIC HEARING VERNON.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.

Minutes
Coventry Town Council Meeting
May 16, 2016
Town Hall Annex

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

2. The Pledge of Allegiance was recited.

3. **Audience of Citizens:**

Dorothy Grady, 42 Cornwall Drive, is concerned about accusatory comments that were made about staff by Councilman Pope during a recent public hearing of the Parks & Recreation Commission about a potential increase in beach sticker fees. She feels it was an intimidating and insulting attack and was wrong. She believes a Council member with a concern can ask the Town Manager to respond or meet in executive session if there needs to be a discussion of personnel concerns or disciplinary actions, and that staff should be told in advance if there is an issue or question so that they can provide an explanation or clarify the issue. She said this kind of attack is not new in Coventry and shared an article from the *Chronicle* dated 2-14-06 addressing the tenor of Council meetings and asking for civility. She asked that Town Council members be respectful to one another, to staff, to volunteers and residents. *Ms. Grady's full remarks are attached to these minutes.*

Harvey Barrette, 24 Avery Shores, said a couple of meetings ago there was mention of a possible ordinance change to address dog waste in the lake area and Patriots Park. He is wondering if it has been talked about since the budget is over. He is also wondering if he missed an email on the start of hydrilla treatment on Coventry Lake. He thinks it should be done before boats get out and disrupt the plants and spread it more quickly. John Elsesser responded, saying the Council Steering Committee discussed the pet waste issue and felt increased education was the best approach, so an article was published in the spring newsletter. Enforcement would be very difficult for the police to do. We are waiting for CT DEEP on hydrilla – and we have been reminding them. June was the original target and we were told they wanted it to grow a bit. Mr. Barrette said if signs need to be put up he has volunteers to help. He is also concerned about rowing crew safety. There have 3 accidents so far. They are not required to wear life preservers. In one accident a boat drove over the other one. Fortunately no one was hit but he imagines they would not survive if knocked unconscious into the water. He used to serve as chair of the Recreation Commission and at that time we required life preservers in the chase boat. He sees none at present. He feels if something happened it could be deemed the Town's responsibility because we have contracts with four organizations that are approved by Recreation. He would like this matter to be looked into. The regulations also stipulate one chase boat per three boats. One boat had eight people in it and one chase boat won't cover it. John Elsesser said he talked with the E.O. Smith Superintendent and they have developed a new set of guidelines. They take the issue very seriously and he believes they have life jackets. The guidelines are modeled after the women's crew team guidelines which are very detailed. Mr. Barrette said there is an inflatable life support which is only \$60. If it were his child he would want that investment made. He also thanked the Town Council for their work on the budget.

Police Chief Mark Palmer presented two commendations the Officer Thomas Kuhns. The first commendation is for an incident that occurred in April 2016. While working on patrol assignment

Officer Kuhns was dispatched to aid an unconscious person experiencing a potential opioid overdose. After determining this to be the case, Officer Kuhns delivered two doses of Narcan and the subject regained consciousness and was transported to hospital. Chief Palmer says the opioid addiction epidemic knows no boundaries and we have lost far too many lives. The actions of a trained officer at the scene of an overdose can be a lifesaving measure. He praised Officer Kuhn's quick thinking. The second commendation is for traffic safety, a core police function. We try to do education as part of that along with enforcement. Traffic enforcement is the number one complaint we have heard over the years. Every year we take a look at statistics per officer and Officer Kuhns had over 400 traffic stops by himself during 2015. Not all resulted in a citation; some were warnings which are part of our safety effort. The Chief issued a meritorious commendation certificate to Officer Kuhns, who received a round of applause.

Julie Blanchard announced that Chief Mark Palmer was nominated as law enforcement officer of the year for the Windham Chamber of Commerce and was given the honor of being selected for the award at their annual awards ceremony this month. She read the nomination aloud (*attached to these minutes*) and presented the award plaque to the Chief, who received a round of applause. Chief Palmer said he appreciates the Town Manager nominating him and the Council's recognition, but in reality the real work is done by the officers on patrol. For his entire tenure here he feels he just gives them a little guidance and training and the equipment to do their job. They are here 24 hours a day, seven days a week, 365 days a year and the recognition should go to them. They are doing the hard work.

Harvey Barrette also mentioned he is involved with the Memorial Day parade if anyone wants to do a float to contact him.

4. **Acceptance of Minutes, May 2, 2016:**

Motion #15/16-377: Matthew O'Brien moved to accept the minutes of May 2, 2016. Lisa Thomas seconded the motion. The following corrections were requested:

- Page 1, item 7, 2nd paragraph, 7th line: change "phase it over" to "phase it in." Change "because they are close..." to "because the boilers are close..."
- Page 2, 4th paragraph, 8th line: change "because ours went" to "because our boiler went."
- Page 4, 4th paragraph, first line: change "Lisa Thomas said asked..." to "Lisa Thomas asked..."
- Page 6, Item 6B, 1st paragraph, last line: add "of over \$250,000" after the word surplus.
- Page 8, 3rd paragraph, last line: add "for summer camp" after the word providing.
- Page 9, last paragraph, 4th line: add "what" after the word asked.

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

5. **Consent Agenda:**

Motion #15/16-378: Lisa Thomas moved to accept the Consent Agenda. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

Reports:

A. Council Chairwoman Julie Blanchard: No report.

B. Council Members:

Lisa Thomas said an article in last Friday's *Chronicle* has rekindled her concern about Council members publicly berating Commission members and staff. The Parks & Recreation Commission and Recreation Director are the most recent victims. She feels such behavior indicates poor judgment and unethical contact and is in violation of the code of conduct set forth in the Handbook for Elected and Appointed

Officials and Volunteers. She feels such behavior is especially disturbing when it comes from the Chairman of the Steering Committee which is tasked with finding and appointing members to our volunteer commissions, and wonders if anyone would want to volunteer when they know they will be working under the threat of being publicly demeaned by a Town Council member. Additionally, she disagreed with Mr. Pope that the Town Council was not informed during the budget process of the Recreation Department's need to increase fees to support the beach operations, citing several instances from minutes and the video of the special Council budget meeting on March 28, 2016. She noted that a written document was also given to the Council before the budget meeting with Recreation so we could understand the Department's budget request. The minutes of that meeting do indicate the need for an increase and the Council voted to approve those minutes. At the Council's May 2, 2016 meeting, the Town Manager explained to the Council that we could choose to send a letter to the Parks and Recreation Commission regarding the proposed restructuring of fees, or individuals could speak at the hearing as private citizens. This Council did not choose to write a letter. She thinks the Commission is owed an apology. *(Ms. Thomas' full remarks are attached to these minutes.)*

Hannah Pietrantonio said that this week is the 47th annual EMT Week. EMT Week was authorized by President Gerald Ford to thank emergency services providers for their service. The men and women who perform these services deserve our thanks.

C. Finance Committee – Matthew O'Brien:

Matthew O'Brien reported on the status of revenue and expenditures as outlined in a monthly report from Finance Director Beth Bauer. Projections for budget transfers were discussed – the current total is about \$63,000. Updated numbers and plans to address the transfers will be presented at the June meeting.

The Finance Committee also discussed the history of salary allocations to the COVRAA funds from 2002 – 2003 to the present, and John Elsesser described how he had decided at the January 2016 staff meeting to allocate ¼ of the DPW's Assistant to COVRAA resulting in a surplus in the salary account for DPW. We discussed whether the Town Manager is authorized to approve such a transfer without discussion with the Council. It was decided that the Council should discuss and address this issue, particularly for such decisions in the future.

We discussed a preliminary draft of State grants for the 2016-2017 year that shows a projected shortfall of \$334,643. Beth and John presented some ideas on how we can consider offsetting some of that shortfall in next year's budget. We will have a more detailed discussion when the Town Council considers setting the mil rate.

The Committee unanimously agreed to recommend that the Town Council approve a request by the Board of Education to transfer \$50,000 from the 2016 general fund to their reserve fund for capital expenditures.

We also discussed the 2015-2016 Council Unencumbered Report and it was noted that the March 2016 settlement for Heart & Hypertension was settled at \$75,000, saving \$8,000 from the appropriation and that it is anticipated that none of the \$38,640 February 2016 appropriation for the Town Hall Boiler will be needed, saving \$38,640 from the appropriation. We are waiting for final numbers for the other expenses made for the Town Hall Boiler from the October 2015 appropriation. The current total of all appropriations made is \$193,868.87. The above adjustments will reduce the total appropriation by at least \$46,640.

The Finance Committee requested that a joint session with the Board of Education's Finance Committee be scheduled for our next scheduled committee meeting, if possible.

(Mr. O'Brien's full report is attached to these minutes.)

D. COVRRRA – John Elsesser: No report.

Matthew O'Brien said he would like to get clarity going forward regarding whether the Town Manager can change allocations between COVRRRA and the general fund. John Elsesser replied that he stated at the Finance Committee meeting if the Council wants it undone they can do so. He also stated at the meeting that he believes he has the authority to do this because it doesn't change the budget. He believes when a bill comes in he has the authority to allocate it to the appropriate account. Every bill that comes in has to be allocated to an account and he thought this allocation was more transparent. If the Council wants to, they could make a policy change. Matthew said he is not saying he wants to re-do it. He would just like to get clarity. We had a statement earlier that the amount was going to be \$7,000 but it looks like it will be over \$9,000. John replied that the Finance Director will need to clarify this as she prepared the report. He will check with her.

E. Town Manager – John Elsesser:

1. Projects update: A written memo is contained in the Council packet. Updates include:

- The tax sale is tomorrow. We are down to only two properties. We started with 21. The two that are remaining are estates with probate/heir issues. We are addressing community issues where properties would remain vacant.
- Last week we held a crumbling concrete foundations meeting with four towns. State officials were present. 300 people attended. This is a very significant and emotional issue. In tonight's folders is a draft resolution that towns are talking about asking their Councils to adopt. If the Council could look at it then we will put it on a future agenda for consideration. A lot of people feel local officials aren't getting involved and they are all alone. We are looking at interim needs for testing and repairs, as well as potential abuses by insurance companies to raise rates or banks that may foreclose on home equity lines of credit if the value of a property goes down. We are waiting for the Governor's signature on a bill that will allow people to come in and reduce their assessments. The resolution talks about towns seeking guidance to establish those new values. We are worried that towns will be played against each other and we need to be consistent. People should understand the implications of lowering tax values because everyone else's will go up. We sent out letters to 1515 people and if only a quarter come in for reduced assessments it will be very damaging to the community. We are already getting emails. The resolution also calls for an economic impact statement for the region to be developed. Right now the State is only talking about doing loans. If this were a hurricane or blizzard it would be different. Thomas Pope asked if there is anything from CCM to establish standards for assessors so we can all be on the same page. John said yes, we are working with CRCOG and the Assessor's Association. The method should be uniform and we may need help from the national association. It is not just the cost of repair. We don't know what the formula is. We are seeing a lot of towns that are worse than us that are already seeing short sales. A \$450,000 home sold for \$150,000 last week. The impact to our grand list would be dramatic. Generally a foreclosure doesn't count because it is a distressed sale. This has not been defined and could lead to a lot of legal issues. The meeting was fairly productive although somewhat loud and violent. The resolution also calls for emotional support. Matthew O'Brien said he hears they may have found the issue in another state and that may impact federal assistance. John replied yes, the situation definitely goes into Massachusetts. There is no magic number for FEMA assistance. Federal emergencies have been declared at less than 563 homes and denied in cases of more than that. Our senators and congressmen are working to address it at the federal level. There are certain State programs that could be reallocated, like STEAP or CDBG. The Governor could issue an executive order. Other things would suffer but this has to rise to the top level of priority issues. Sometimes Eastern Connecticut gets lost in the shuffle when setting priorities. Lisa Thomas asked about next steps. John said over the next couple of weeks towns will be looking at the resolution and trying to get it adopted. We are trying to get it done by the first Council meeting in June. Lisa asked if it should go to Steering. John

replied that Steering does have a meeting between now and then. Thomas Pope said it could get killed in Steering very quickly by not having enough time to get it done. He suggested we do it as a full Council. John suggested that Council members could send ideas individually and he will edit the document, which can then be discussed at the next meeting. Lisa urged an initial review at Steering. Julie Blanchard decided that Council members should send their ideas to John and we will do it at the Council table on 6/6/16 so all members are involved.

- Laidlaw Park soccer field irrigation will finish up tomorrow. We are cleaning the water tank and seeding on Friday.
- The train that recycles pavement is coming to the South Street area next week. It chews up road, adds aggregate and paves at same time. It can be used on certain types of roads without underground utilities or catchbasins. It is a more economical approach in some areas. Roads will be drivable throughout the process. South Street will get full amosite on top. Case Road will get cold mix. That is cheaper and ok for lower volume roads. Every road is getting a slightly different treatment depending on conditions.
- Village drainage work finished this week. Loaming and seeding at Mt. Ridge will be done next week.
- The Flyboard legislation did pass and is waiting for the Governor's signature. It does prevent flyboard use in no-wake zones.
- The building committee meetings are this week with natural gas a priority.
- We got word that the Bond Commission will be approving the MSRA money at their meeting this week.
- Hannah Pietrantonio said she has been approached by people about the Rt. 31 project and asked if there is a way to see the plans so people can see the vision of what it will be like. John will check.
- Hannah also asked about the meeting with CT Water that was mentioned in the Manager's update, and the statement that maybe this is a shrinking project. John replied he met with them today. They withdrew for a year - they have a well they are going to bring online. The water tower here would be after that and the question is whether we want to stay on the list for State money because the project is convoluted. CT Water's priority is to do the Village first and then come up here. The Housing Authority has not come on to the project yet but we can go with or without them.

2. Update - Public Hearing: Proposed Beach Rate Increases: The hearing for the beach rate fee increase was held last week and the attachments included with the agenda clarify the outcome. The senior citizen pass was broadened to offer weekday discounts. Most of the increases will impact out-of-town visitors. Local impact could be either an increase or decrease depending how many cars get stickers. Lisa Thomas noted that the one-day \$5 pass is new with a credit if the person decides to go to a full season pass. John said there was a great deal of discussion at the hearing about ability to pay, mostly for senior citizens. The Commission discussed resources that are available for people who have difficulties to pay. The Commission will be doing an education effort on that.

3. Reminder, Memorial Day Parade: The parade is Monday, 5/30. If you are marching be at Robertson School by 9:45AM at the latest. The parade starts at 10.

8. New Business:

A. 15/16-95: Board of Education: Request to Transfer \$50,000 of FY 16 Funds to Non-Lapsing Account: Matthew O'Brien indicated that the Finance Committee recommends approval of this request. In his report he put in the actual name of the account and he thinks we should start using it. The correct name is the Board of Education Reserve Fund for Capital Expenditures. **Motion #15/16-379: Matthew O'Brien moved to authorize a transfer of \$50,000 from the Board of Education's operating budget of FY 2015/16 to the Board of Education Reserve Fund for Capital**

Expenditures. Thomas Pope seconded the motion. Matthew noted these transfers can only come from budget surplus. **The motion carried on unanimous vote.**

B. 15/16-96: Establishment of mil rate for FY 2016/17: Motion #15/16-380: Matthew O'Brien moved to set the mil rate for the Town of Coventry at the same rate as last year: 31.2 mils. Thomas Pope seconded the motion. Matthew said that Beth Bauer put forward an idea of where some of the offsetting funds (to cover State aid reductions) might come from, i.e. tax sales. Is the estimate of \$335,000 fairly accurate? John replied yes. There are two sources of revenue we are hoping to use to make up the difference – CIRMA, due to stock market gains last quarter, will be able to issue us a dividend check. Last year it was about \$20,000 and we believe it will be in that neighborhood. Regarding the tax sale properties – he assigned that project to the Assessor to get it done. Beth's initial estimate was approximately \$300,000 and if we are frugal through the budget process and spending we should be ok. Using one-time revenue puts more pressure on matching it the following year but he believes we are fortunate it is not worse than that. If we aren't able to bring in the whole amount it will have to come out of fund balance. That was done once before when a mid-year cut was made to Town Aid. Matthew said it was suggested to hold back on some capital items in case funds are needed. John said that could be discussed and prioritized at Finance – it would be helpful to know what to order as some of the timelines to build the trucks can be lengthy. **Motion #15/16-380 carried on unanimous vote.**

C. 15/16-97: Invitation to provide input to negotiation process, Coventry Board of Education and Education Association of Coventry, and possible selection of Council representative: Julie Blanchard said she would like Matthew O'Brien to serve as the Council's representative. Matthew asked if there is any way to get information as to when they plan to hold their meetings. He can't do it if they meet during the day. Jennifer Beausoleil of the Board of Education was present at the meeting and said she sat on 4 of these negotiations, and we need a quorum so we meet at night. Matthew said he needs to have an idea of the commitment level. Is it only one Council representative? John replied we were hoping it would be one person so we would have the flow of negotiations. Matthew said he would be interested if we can get more details. Julie will follow up.

10. **Executive session:**

Motion #15/16-381: Matthew O'Brien moved 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 present and the Town Manager. The motion was seconded by Lisa Thomas and carried on unanimous vote.

Motion #15/16-382: Matthew O'Brien 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 present and the Town Manager. The motion was seconded by Andy Brodersen and carried on unanimous vote.

Executive Session commenced at 8:45 PM.

Motion #15/16-383: Hannah Pietrantonio moved to leave Executive Session at 9:10 PM. The

motion was seconded by Matthew O'Brien and carried on unanimous vote.

11. Adjournment:

Motion #15/16-384: Matthew O'Brien moved to adjourn the meeting at 9:11 PM. The motion was seconded by Thomas Pope and carried on unanimous vote.

Respectfully submitted,

Laura Stone
Town Council Clerk

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

ATTACHMENTS

May 16, 2016

“Silence is the voice of complicity.” (Author unknown) This phrase quoted so often has been running through my head.

At the last town council meeting, Councilman Pope raised the issue about the Parks and Recreation committee and the parking fees for the town beaches. But it wasn't a comment or an announcement about the upcoming Public Hearing, it was an angry accusatory diatribe attacking the Recreation Director and staff. .

What concerns me, is not whether or not fees must be increased but the inappropriate, intimidating and insulting attack on a professional town staff member. I worked for the town of Coventry for more than twenty six years. I know how hard it is to predict in December when the department budget is developed the exact costs for the budget year eighteen months out. The budget is a plan for the department and throughout the year adjustments are made. Attacking staff members and commission members is just plain wrong. Clearly a councilman can ask the Town Manager to respond to concerns with the staff or the Council could meet in executive session if some personnel concerns or disciplinary actions need to be discussed. The staff should be told in advance if there is an issue or question so that they can provide an explanation or clarify the issue.

In Coventry, unfortunately, this kind of attack is not new. In the Willimantic Chronicle dated 2-14-06, there is a LTE addressing the tenor of the meetings and asking for civility. The writer is a long time resident and WW II veteran who outlined a meeting. I am attaching that letter to my comments for the record as a reminder.

Town Council members represent the town and everyone who lives and works in the town. Please be respectful to one another, to the staff, the volunteers and the residents. We all care about our community.

Dorothy Grady
42 Cornwall Drive
Coventry, CT 06238



Council Meetings Lacking In Civility

As a citizen of Coventry, I have become increasingly dismayed over the tenor of recent meetings among the newly elected town council members. The meetings are beginning to be tinged with harsh rhetoric, and there seems to be an increasing atmosphere of distrust at the table. This will hardly be conducive to the council being able to conduct the town's business in a positive and constructive manner.

At the Feb. 6 meeting, one of the council members, Tom Pope, harshly criticized the "Winter 2006 Coventry Town Council Newsletter." He was extremely incensed that, despite the title being town council newsletter, the newly elected council had not been given the opportunity to review the contents before it was distributed townwide. Then he read a lengthy statement he had prepared to enumerate what he considered to be the problems with the publication, much of which was his opinion. I, for one, found this newsletter to be extremely informative and well done. I thought his remarks were nit-picking minutiae while overlooking the fact that it was chock-full of important updates and information for its citizens.

If Mr. Pope's intent was to suggest a change to standard operating procedure by involving the council in the publication, it would have been far more constructive had he made a motion to that effect. In fact, because he didn't make such a motion, the issue remains in limbo. Instead, he launched a harsh, angry attack that was highly critical of, and directed at, Town Manager John Elsesser.

Mr. Elsesser is a very dedicated and hard-working town manager and has provided Coventry with many years of knowledgeable, strong leadership. He deserves to be treated fairly and with respect. The practice of blind-siding him at public, televised meetings is unfair and counter-productive.

2.14.06 PAUL JATKOWSKI
COVENTRY

*The writer is a member of the
Democratic town committee*

**Nomination: Windham Chamber of Commerce
Law Enforcement Officer of the Year 2016: Chief Mark Palmer, Coventry CT**

It is the Town of Coventry's pleasure to nominate Chief Mark Palmer for the Windham Chamber of Commerce's Law Enforcement Officer of the Year.

Chief Palmer joined the Coventry Police Department in November 2006 after 28 years with the Norwalk Police Department where he rose to the rank of Deputy Chief. During his tenure with the Town of Coventry, Chief Palmer has brought a modern focus to community policing with an emphasis on personal interaction. He was instrumental in the Department's successful application for national accreditation through the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). Obtaining this accreditation is an extensive process designed to improve the delivery of public service agencies through adherence to a set of 484 standards which address all aspects of professional law enforcement. When the accreditation was awarded in 2010, Coventry Police Department was one of only 28 departments in the country with less than 25 employees to receive such distinction. The Department successfully achieved CALEA re-accreditation in 2013 under Chief Palmer's leadership and is applying for re-accreditation under CALEA's Gold Standard – an even more stringent set of requirements – in 2016.

On the local front, Chief Palmer is well respected in the field and serves as a member of the Emergency Medical Services Advisory Board of the Connecticut Chiefs of Police Association, an appointment made by the Governor of Connecticut. He also serves as the Treasurer for the Capitol Region Chiefs of Police Association. He is actively involved in programs to improve public safety at the local level, serving on the Town's Emergency Coordinating Committee, helping Coventry Public Schools with the development of school security initiatives and participating in the development of numerous programs to address domestic violence, traffic safety and youth mentoring.

Chief Palmer participated on the Town's Website Redesign Committee during a recent upgrade, improving the Police Department's [website](#) to provide greater interactivity and ease of use by community residents. He has also been successful in obtaining funding through numerous grant programs to expand the Department's technological resources at no increase to Coventry taxpayers, including the use of tablet devices in police cruisers which provides access to information more rapidly during enforcement operations.

A recent grant initiative spearheaded by Chief Palmer equipped Coventry Police officers with body cameras and the ability to dispense Naloxone, a potentially life-saving intervention, in the event of a drug overdose. In February 2016, Chief Palmer presented an Award of Meritorious Commendation to one of Coventry's Police Officers for the successful administration of Naloxone on two separate incidents during December 2015. During the presentation, Chief Palmer noted that a trained officer's actions at the scene of an overdose can make the difference between life and death. Chief Palmer has been invited to sit on a statewide forum regarding opiate use and he is pleased that elected officials are discussing it as the epidemic knows no boundaries. Another grant program implemented by Chief Palmer recently provided a prescription drug drop-off box, located in the lobby of the Coventry Police Department, that helps keep prescription drugs off the street – and through proper disposal, out of our rivers and streams.

Town Manager John Elsesser considers Chief Palmer to be a star employee and integral member of the Town's leadership team, noting that "he handles tough situations with grace and resolve."

April 11, 2016

Comments for May 16 TC Meeting - Lisa Thomas

An article in last Friday's *Chronicle* newspaper has rekindled my concern over members of this Town Council publicly berating volunteer members of town commissions, town staff, and even entire town commissions. The Parks and Rec Commission and our Parks and Rec Director are the most recent victims. The vitriol directed at these town residents and at our staff has more times than not been based on unfounded accusations and misrepresentations. Such behavior indicates not just poor judgment on the part of those Council members, but - I believe - unethical conduct. Whether we, as elected officials, are speaking "officially" or as private citizens, we are always viewed through a lens that holds us to a higher standard. Our Town of Coventry "Handbook for Elected and Appointed Officials and Volunteers" mandates we follow a code of conduct that includes:

1. Acting professionally and in the best interest of the Town of Coventry at all times
2. Treating people with respect, even when they disagree
3. Avoiding discourteous or abusive language or conduct toward others while representing the Town of Coventry

I believe each of these have been violated both at this table and away from this table during public statements.

This behavior is especially disturbing when it comes from the Chairman of the Steering Committee. Steering is tasked with finding and appointing members to our volunteer commissions. I have to wonder which residents will want to volunteer when they know they will be working under threat of being publicly demeaned by a Town Council member.

At our May 2 Town Council meeting Councilman Pope commented that (see page 8 of the minutes) the Parks and Rec department didn't start to examine their numbers until after we met with them on March 28 for budget discussions. He commented that increasing fees puts an undue burden on taxpayers. He also stated that nothing in the minutes of the March 28 meeting with parks and Rec reflects that a fee increase is needed. I stated that the fees most definitely have come up before with consistent conversation about restructuring the beach sticker price.

Then, at the May 4 Parks and Rec public hearing, Councilmen Pope, Broderson and Williams each spoke. I would like to quote the *Chronicle's* reporting on Councilman Pope's comments to the Commission:

From *The Chronicle*:

Thomas Pope, a town council member who spoke as an individual during the recent public hearing, was outraged the recreation commission is seeking a fee increase the day after the budget passed.

"You wait until a day after taxpayers approve it, now you're putting a new tax on their back," Pope said. "This sounds like the Malloy administration. Thank God our debt isn't as deep as his."

Pope said the recreation commission presented its budget to the town council March 28 and at that time there was "no problems and no shortage of funds."

"There wasn't a problem because you didn't do the work or your representative didn't do the work," Pope said to Rubin, further stating the board could have requested more money if needed.

Pope also referenced minutes from the April 6 recreation commission meeting that stated through research and "number crunching," more revenue would be needed for the town beaches.

"The town council sets aside times to discuss budgets, to adequately fund, so there's not a problem for the community," Pope said.

I would like to make a side note here that whether the cost of running our parks facilities, including the beaches, is funded through direct user fees or through the town budget, the funds are coming from taxpayers. Mr. Pope can not have his cake and eat it, too. He can not say at our May 2 Council meeting that raising fees is an undue burden, and then state at the public hearing that the Parks Director could have requested more money from the Council in the budget.

Regarding Mr. Pope's statements at the May 2 Town Council meeting and then again at the May 4 public hearing that the Parks Commission and our Parks and Recreation staff did not do their due diligence to provide information about a need for additional funding and that they were looking to restructure fees, let me note the following times when they did exactly that:

In the Parks and Rec Transmittal Letter that was attached to our agenda for our March 28 special budget meeting with the Parks and Staff:

Goal 2: To oversee the Town's investments by maintaining all Town equipment, buildings and infrastructure. Risk reduction and minimizing our liability exposure is accomplished by maintaining our town's assets (facilities/ parks) at a proper operating level to meet the needs and demands of public use. Regular communication and coordination with DPW is required for on-going routine maintenance and special projects. The Department of Public Works had a Facilities Maintenance Division in prior years that supported our infrastructure with a more dedicated work force and operating budget than we have today. The shift away from DPW support has created a need to hire our own seasonal park maintainers. In FY 2009/2010, in response to the economic downturn, the Department absorbed all operational costs, except for a Lifeguard payroll subsidy and the Director's salary by transferring the burden from the General Fund to the Special Revenue Fund totaling \$19,000. Due to inflation, increased use of facilities, and expanding programs, costs continue to rise. In FY 14/15, the operational costs have increased to approximately \$86,000 per year. When we made the shift, it was agreed upon that the issue would be revisited once the economy rebounded. We have spent down our fund balance for major maintenance and repairs of our aging infrastructure. In order to remain competitive and attract renters, the facilities must be aesthetically pleasing and provide basic services needed to serve as a function hall.

2. Departmental activities of financial impact

Parks & Recreation staff is constantly looking for new and different ways of engaging the public, thusly impacting our financial bottom line. A major area of financial impact that we have continued to bear over the last few years, and will continue to feel the effects of, is the rising minimum wage. As of January 1, 2016, minimum wage rose .45 to \$9.60, and will rise once again on January 1, 2017, .50 to \$10.10. To say this will impact our Camp, After School, and

Aquatics budget would be an understatement. **As a result of these changes, staff is currently researching appropriate fee increases for these core services, to accommodate the increase in payroll. Spending went up this year as increased charges were incurred,**

4. Revenue Estimates (fees, grants, other sources):

In addition to user fees, Parks & Recreation is constantly looking for other sources of income to help subsidize our activities and initiatives. This past year, we were able to secure the following from various sources: \$4,000 Sponsorship from the United Bank Foundation (Summer Concerts) \$6,000 Catalyst Grant (Arts Guild) \$1,200 in Crowdsourcing (Laidlaw Playscape Project) In anticipation of FY 16-17, staff is continuing to innovate and expand those programs that have proven successful for the Department, and the community: **A cost comparison study is underway with other Lake communities, to determine an appropriate rate increase on Resident Beach Stickers. Resident sticker fees have remained at \$10 since the inception of the program back in 2009 and with rising costs (i.e. minimum wage, supplies), revenues are simply not covering the costs effectively.**

5. Significant increases, decreases and changes in Budget from Past Years: Although we did not implement any new strategies for cost-savings, our thorough review and implementation of a variety of cost cutting measures from the past few years continue to be our ongoing mode of operation. These include increasing fees, reducing services, increased fundraising, sponsorships and grants, reducing overtime, etc.

The minutes 3/28 special budget meeting do, indeed, indicate that Ms. Rubin and Ms. Merriam discussed the needs and action plans presented in the transmittal letter. At our May 2 meeting we voted to approve those minutes, presumably after all Council members had carefully reviewed them. The video of the March 28 meeting is especially helpful, mostly at these points:

@48:22 discussion of restructuring lifeguard hours to meet actual need

@49:55 Ms. Rubin comments that the biggest challenge is cost recovery rate; she reviews how much Parks and Rec needs to raise in order to self-fund 87% of their budget; she warns that the cost of facilities maintenance is coming to a head;

- The Council actually revised its proposed budget to help address some of the facility needs

@50:00 questions from Council members and discussion of how to find further efficiencies, increase revenues, etc. This discussion lasted for over 8 minutes

@1:00:19 Richard Williams asks "So how do you increase revenues?" Ms Rubin replies they are in the process of reviewing fees; notes that our fees for summer camp are lower than surrounding towns; try to keep that fee lower; other programs and fees we can increase more readily;

@1:06:00 Hannah Pietrantonio asks about increasing facility rental fees

@ 1:08:30 Ms. Merriam states that it is on the next Parks and Rec Commission agenda to continue discussion of fee structures and increases to cover costs, including fees for parking at Patriots Park and at Lisicke Beach during the summer season.. A male voice- can't see on camera - states praise for the department, saying: "You're right on it!"

@1:08:55 Ms. Rubin talks about beach parking fees vs. taxes and the fact that some residents feel that the parks and rec costs should be addressed through the budget rather than through parking stickers; they don't necessarily agree with the user fee vs. spreading across all taxpayers so we do get comments about this; she notes the Parks and Recreation Commission will most likely be holding a public hearing to address the proposed fee changes; **(as an aside here - it is difficult to hear this exchange on video because there are, again, people at the Council table talking over the speaker, however a male member's voice says, regarding the complaints about parking sticker fees - "Just forward those phone calls to John")**

Finally, I would like to return to Mr. Pope's comments at the public hearing. When Mr. Pope began his comments, he claimed to be speaking as a private citizen. However, the nature of his words - which I quoted from the Chronicle earlier but will again - says otherwise:

Thomas Pope . . . was outraged the recreation commission is seeking a fee increase the day after the budget passed.

Pope said the recreation commission presented its budget to the town council March 28 and at that time there was "no problems and no shortage of funds."

"There wasn't a problem because you didn't do the work or your representative didn't do the work," Pope said to Rubin, further stating the board could have requested more money if needed.

"The town council sets aside times to discuss budgets, to adequately fund, so there's not a problem for the community," Pope said.

It seems to me that only a Town Council member can make promises about adding more money to the town budget. Furthermore, when Mr. Pope began to speak, he cited his own comments at the May 2 Town Council meeting questioning the parks fees - including where they could be found in video of that meeting. What were members of the commission and of the audience supposed to presume from this? That he was speaking as a private individual or that he was trying to exert undue influence as a Town Councilman? And what did it mean that three other members of this Council also stood to speak in opposition to the proposal? Well, we can have some sense of what the Parks and Rec Commissioners thought. Here is how they are quoted in the *Chronicle* article in response to Mr. Pope's ire:

Recreation Chairman Todd Messier said they are all volunteers on the board and the commission was not "ill-prepared." Following Pope's hammering of the board, he said the commission "doesn't really need to be talked to like that ... ever again."

Also:

"We were instructed to keep our costs down," said recreation commission member Marie Gallo-Hall. "We were told there was the desire to keep the budget at a 0-percent growth."

"It's a little disingenuous for those individuals on the town council to say you should have come to the town council and we could have given more to you," she said.

I know that neither Mr. Pope nor Mr. Broderson nor Mr. Williams represented me at the public hearing. At the Council's May 2 meeting, the Town Manager explained to the Council that we could choose to send a letter to the Parks Commission regarding the proposed restructuring of fees, or individuals could speak at the hearing as private citizens. This Council did not choose to write a letter. I think the Commission is owed an apology.

Finance Committee Report (5/9/16 meeting)

Beth Bauer reported that as of April 30th the Town has collected 100.44% of anticipated property tax revenue and ahead of last year's collections.

Our general fund revenue collections are at 99.63% of anticipated.

Our anticipated revenues from the State of Connecticut have been reduced, as previously reported, have been reduced by \$64,852.

The Conveyance tax and Building department revenues are on pace to exceed the budgeted amount by \$67,000 and on another good note, the final ECS payment as adjusted was \$20,187 higher than expected.

COVRAA revenue collections are now at 106.4% of anticipated revenues and are on track with collections from last year. The projected end of the year balance is now \$515,772 AFTER accounting for the Transfer Station study and the allocation of ½ year if ¼ of the DPW Assistant's salary to COVRAA (done by the Manager on January 1, 2016).

Beth Bauer discussed her projections for Budget Transfers that she is anticipating (as of our meeting) that will be needed to be made by the Town Council to address shortfalls in some accounts in the 2015-2016 year. The current total is about \$63,000. Beth presented a plan on what line item surpluses could be used to satisfy the projected shortfalls. Beth suggested and the committee agreed that she will bring back updated numbers with an updated plan to address them at the June meeting and recommend the Council make transfers after that.

We discussed the history of salary allocations to the COVRAA funds from 2002 – 2003 to the present and the Manager pointed out that they have been reasonably similar over all of that time – fluctuating from a low of \$33,000 in 2002-2003 to a high of \$79,000 in 2010-2011. Projected salaries for the current year will be approximately \$68,000 (not precisely calculated).

John Elsesser described how he had decided at the January 2016 staff meeting to allocate ¼ of the DPW's Assistant to COVRAA and resulting in a surplus in the salary account for DPW. We discussed whether the Town Manager is authorized to approve such a transfer without discussion with the Council. It was decided that the Council should discuss and address this issue, particularly for such decisions in the future.

We received and briefly discussed the preliminary draft of state grants for the 2016-2017 year. That draft showed a projected shortfall (from information at the time the budget was approved) of \$334,643. Beth and John presented some ideas on how we can consider offsetting some of that shortfall in next year's budget.

We should have updated projected state grant information for 2016-2017 and will have a more detailed discussion when the Town Council considers setting the mil rate.

The Board of Education requested that the Council transfer \$50,000 from the 2016 general fund of the Board of Education's operating budget surplus to their non-lapsing account (BOE Reserve fund for Capital Expenditures). The Committee unanimously recommended to the Council that we make this transfer.

We also discussed the 2015-2016 Council Unencumbered Report and it was noted that the 3/31/16 settlement for Heart & Hypertension was settled at \$75,000 (saving \$8,000 from the appropriation) and that it is anticipated that none of the \$38,640 2/29/16 appropriation for the Town Hall Boiler will not be needed (saving \$38,640 from the appropriation) and we are waiting for final numbers for the other expenses made for the Town Hall Boiler from the 10/19/15 appropriation. The current total of all appropriations made is \$193,868.87. The above adjustments will reduce the total appropriation by at least \$46,640.

The Finance Committee requested that a joint session with the Board of Education's Finance committee be scheduled for our next scheduled committee meeting, if possible.

Matthew O'Brien
Chairman, Finance Committee

BOOTH & DIMOCK MEMORIAL LIBRARY

1134 Main Street

Coventry, Connecticut 06238

(860) 742-7606

May 25, 2016

Ms. Julie A. Blanchard
Chairwoman
Town Council
Town of Coventry
Town Office Building
1712 Main Street
Coventry, CT 06238

Re: Booth & Dimock Memorial Library Expansion: Letter of Intent

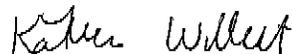
Dear Ms. Blanchard:

I write in my official capacity as President of the Board of Trustees of the Booth & Dimock Memorial Library Association ("the Trustees") to confirm the mutual intentions of the Library and the Town of Coventry ("the Town") regarding funding and development of the Library Expansion Building Project ("the Project"), future ownership and maintenance of the Library building and land, and the continued control of the personal property and operation of the Library by our Association and Board of Trustees.

At a meeting of the Trustees duly held on May 25, 2016, the membership voted unanimously that upon final appropriation by the Town of funding sufficient to develop the Project as specified by the Library Expansion Building Committee ("the Committee") and subject to probate court approval, the Library will transfer rights to ownership of the building and land only at 1134 Main Street to the Town, subject to right of reversion of the property to the Board of Trustees if final completion and official acceptance of the Project as specified by the Committee does not occur within two years of the transfer.

The Town will agree to reasonably maintain the property and authorize our Library Association and Board of Trustees to continue to manage and operate the Library in accordance with our by-laws and without interference, supported by reasonably sufficient funding from the Town.

Very truly yours,



Kathleen Willett

cc: John Elsesser, Town Manager



Laura Stone

From: John Elsesser
Sent: Wednesday, June 01, 2016 3:06 PM
To: Laura Stone
Subject: FW: Negotiations

For Julie's report

-----Original Message-----

From: Julie Blanchard
Sent: Wednesday, June 01, 2016 2:54 PM
To: John Elsesser
Subject: FW: Negotiations

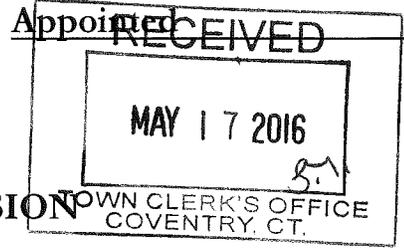
From: William Oros [oroswm@snet.net]
Sent: Tuesday, May 17, 2016 4:23 PM
To: Julie Blanchard
Subject: Negotiations

You can figure on an average duration of 4 hrs per meeting starting in mid August at least once a week or at the discretion of attorneys ...usually more than once a week as we get closer to our deadline.....

Sent from my iPad



STATEMENT OF INTEREST
IN SERVING ON A
TOWN BOARD OR COMMISSION



Use this form to apply online to serve on a Town Board of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 5/17/16
First Name: John Eldeste Last Name: _____
Address: 533 Silver St
Telephone (Day) 860 742-6324 (Evening) 860 742-7025
Email address: JEldeste@coventryct.org
Board or Commission name: E H H District

Current members please indicate:

I wish to be reappointed I do not wish to be reappointed

Prospective members, please answer the following questions.

Where did you hear of this opening?

Channel 191 Website Word of mouth Town e-blast Recruited by Committee Member or Town Council Other: (specify) letter on town web

How long have you lived in Coventry? 28 years

Are you a registered voter of Coventry? (Must be a resident elector to serve)

Yes No

What is your political party affiliation? Democratic Republican Unaffiliated

Other (specify): _____

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

Continue great work at district

Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

currently vice chairman of Health District

Conflict of Interest Statement

In order to promote impartiality of decisions and fairness in the treatment of those having business with the Town of Coventry through its Boards and Commissions, any conflict of interest must be eliminated. Members of any Board or Commission having direct or indirect financial or personal interest in any contract, transaction or decision of that board to commission, or any officer or agent of the Town of Coventry, shall disclose that interest to said Board or Commission and disqualify themselves from any awarding, assignment or discussion of any contract, transaction, or decision regarding their personal interests.

By signing below, I certify that the information I have provided on this form is true and accurate to the best of my knowledge, that I desire appointment to a Board or Commission in Coventry, that I am willing to adhere to the conflict of interest policy stated above, and that I will abide by Council policies for volunteers as detailed in the Volunteer Handbook.

Date: 5/17/16 Signature: [Handwritten Signature]

TOWN COMMITTEE ENDORSEMENT: (optional)

The _____
recommends _____
for (re)appointment to _____
Official _____ Office _____



Town of Coventry

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

Office of the Town Clerk
860-742-7966

April 28, 2016

John A. Elsesser
1712 Main St.
Coventry, CT 06238

Dear Mr. Elsesser,

Our records indicate that your term as a member of the **Health District - Eastern Highlands will be expiring on June 7, 2016.**

If you are interested in reappointment, please complete the enclosed 'Statement of Interest' form, sign and return to my attention prior to your term expiration. At reappointment the new **3 year term** will be **June 7, 2019.**

Alternatively, if you are not interested in reappointment, please so indicate, sign and return this form to my attention at the address below. Upon receipt, a vacancy shall be created for which a suitable candidate may be selected.

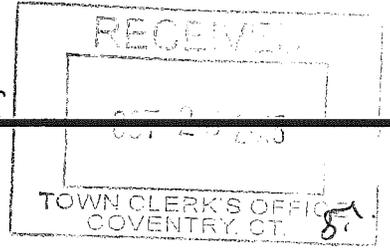
Yours truly,

Lori Tollmann
Town Clerk of Coventry

SECTION 5-2 OF THE COVENTRY TOWN CHARTER - TERMS OF OFFICE: All such appointees shall take office on the day they are appointed and qualified, shall serve such terms as are herein specified and until their respective successors have been appointed and qualified.

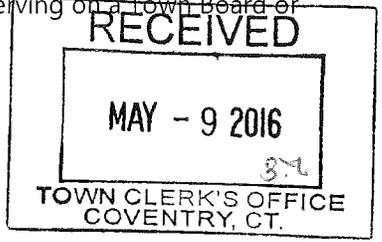
Enclosure: "Statement of Interest Application"

~~To fill vacancy of Eddy term to expire
(and Applicant for position) 6/1/2019~~



Lori Tollmann To fill Motycka vacancy term to expire 6/1/2021

From: noreply@civicplus.com
Sent: Sunday, October 25, 2015 9:47 AM
To: Lori Tollmann; Laura Stone
Subject: Online Form Submittal: Statement of Interest In Serving on a Town Board or Commission



Follow Up Flag: Flag for follow up
Flag Status: Flagged

Statement of Interest In Serving on a Town Board or Commission

STATEMENT OF INTEREST IN SERVING ON A TOWN BOARD OR COMMISSION

Date 10/24/2015

Use this form to apply online to serve on a Town Board or Commission. This helps the Town Council get to know those being considered for appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

First Name Kathy

Last Name Fournier

Address 312 Hannah Lane

City Coventry

State Ct

Zip 06289

Telephone (Day): 860-628-1184

Telephone (Evening): 860-628-1184

Email address: kfhouseplans@aol.com

Board or Commission name: Building Code Board of Appeals

Current members please indicate: *Field not completed.*

Where did you hear of Other:

this opening?

If other please specify Town News

Prospective members:
how long have you lived
in Coventry? 5 years

Are you a registered voter
in Coventry? Yes

What is your party
affiliation? Other (see next column)

Other party (please
specify) Independent

Briefly explain why you
are interested in serving
on this Board or
Commission and what
you would like to
accomplish. After living in Coventry for 5 years, I am interested in starting to get involved in the community. I feel that the Building Code Board of Appeals is an ideal way to begin, given my job experience. With more than 26 years experience in the area of designing and drafting homes in the State of Connecticut and dealing with the most up to date building codes on a daily basis, I have a good working knowledge of code interpretation and can make a positive contribution to the Board.

Please provide a brief resume of your education and employment experience:

College or University: Porter and Chester Institute - Trade School

Degree: Certificate (2 year program)

Major: Architectural & Civil Design & Drafting

Employment: Presently- Owner/Designer Architectural Design and Drafting Services, LLC, 133 Main St. , Southington, CT. 06489 Phone: 860-620-9597

Duties: Design and draft residential homes, condominiums, and additions to homes for approval thru local building departments for permitting. Assuring that all National, State, and local building codes are met, I work closely with both home owners and builders to develop their plans.

Employment: Past Employment- Harry E. Cole and Son (Civil Engineering and Surveying) South Main Street, Plantsville, Ct. 06479

Duties: Drafting site plans, plot plans and subdivision plans. Giving me a good working knowledge of septic systems and plotting field locations, and reading topographic mapping. This was a

valuable learning experience and a resource with whom I consult regularly giving me an up to date working knowledge of this field as well.

Employment: *Field not completed.*

Duties: *Field not completed.*

Upload resume, if desired. *Field not completed.*

Please outline other experience which would be helpful to the Board or Commission to which you are applying: *Field not completed.*

Conflict of Interest Statement:
In order to promote impartiality of decisions and fairness in the treatment of those having business with the Town of Coventry through its Boards and Commissions, any conflict of interest must be eliminated. Members of any Board or Commission having direct or indirect financial or personal interest in any contract, transaction or decision of that Board or Commission, or any officer or agent of the Town of Coventry, shall disclose that interest to said Board or Commission and disqualify themselves from any awarding, assignment or discussion of any contract, transaction, or decision regarding their personal interests.

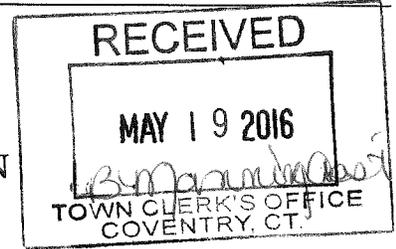
Electronic verification of Conflict of Interest Statement: By checking this box, I am indicating my desire for an appointment to a Board or Commission in Coventry and declare my willingness to adhere to the conflict of interest policy stated above.

Email not displaying correctly? [View it in your browser.](#)

Appointed



STATEMENT OF INTEREST
IN SERVING ON A
TOWN BOARD OR COMMISSION



Use this form to apply online to serve on a Town Board of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 4/25/2016

First Name: Danielle Last Name: Kloster

Address: PO Box 235 947 Pucker St. Coventry, CT 06238

Telephone (Day) 845 661 2316 (Evening) Same

Email address: danielle.kloster@uconn.edu

Board or Commission name: School Building Energy Efficiency

Current members please indicate:

I wish to be reappointed I do not wish to be reappointed

Prospective members, please answer the following questions.

Where did you hear of this opening?

Channel 191 Website Word of mouth Town e-blast Recruited by
Committee Member or Town Council Other: (specify) _____

How long have you lived in Coventry? 2 years

Are you a registered voter of Coventry? (Must be a resident elector to serve)

Yes No

What is your political party affiliation? Democratic Republican Unaffiliated

Other (specify): _____

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

I would like to serve as a representative from the Alternative Energy & Energy Conservation Committee to the Building Committee, to allow for communication between the two committees.

Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

- I have been on the Alternative Energy Committee for one year.
- I have a Master's degree in Environmental Science with a focus on biomass/wood energy and I am currently getting a PhD in Natural Resources at UConn.

Conflict of Interest Statement

In order to promote impartiality of decisions and fairness in the treatment of those having business with the Town of Coventry through its Boards and Commissions, any conflict of interest must be eliminated. Members of any Board or Commission having direct or indirect financial or personal interest in any contract, transaction or decision of that board to commission, or any officer or agent of the Town of Coventry, shall disclose that interest to said Board or Commission and disqualify themselves from any awarding, assignment or discussion of any contract, transaction, or decision regarding their personal interests.

By signing below, I certify that the information I have provided on this form is true and accurate to the best of my knowledge, that I desire appointment to a Board or Commission in Coventry, that I am willing to adhere to the conflict of interest policy stated above, and that I will abide by Council policies for volunteers as detailed in the Volunteer Handbook.

Date: 4/25/2016 Signature: Danielle P. Koster

TOWN COMMITTEE ENDORSEMENT: (optional)

The _____
recommends _____
for (re)appointment to _____
Official _____ Office _____

Minutes
Town Council Steering Committee meeting
May 23, 2016
Town Hall Conference Room B

1. The meeting was called to order at 7:00 PM.
Present: Thomas Pope, Richard Williams, Lisa Thomas, Julie Blanchard
Also present: John Elsesser, Town Manager; Mark Kiefer, Director of Public Works
2. **Acceptance of Minutes:**
Richard Williams moved to accept the minutes of the Steering Committee meeting on April 25, 2016. The motion was seconded by Lisa Thomas and carried on unanimous vote.
7. **Booth & Dimock Library Building Expansion Project: Policy Considerations:**
Richard Williams made a motion to move up item 7 to accommodate guests from the Booth & Dimock Library. The motion was seconded by Lisa Thomas and carried on unanimous vote. Kristi Sadowski, Tim Timberman and Kathleen Willett were present.

Kathleen Willett, President of the Library Board of Trustees, indicated that the Board received a draft of letter of intent from their lawyer Thursday regarding turning over the building and land to the Town as a condition of the proposed expansion project. The Board has called a special meeting this week to approve the letter of intent and will get it to the Council right after that. John Elsesser said that the Town Attorney may have some feedback also.

Thomas Pope said an item that was brought forward to us that may impact the project and the Library should be aware. It comes from the WPCA and can be found in the minutes of their meetings of April 7, 2016 and May 5, 2016 (*attached to these minutes*). During these meetings there was discussion with town staff about development in the sewer area and concerns about treatment plant capacity. Apparently there is not sufficient capacity to facilitate development at this time. The plant will have reached its capacity if all units connect. Tim Timberman noted that the Library is presently connected to the sewers. Thomas said yes but at its existing level and additional capacity could be a problem. Tim said he thinks they were talking about adding capacity for development. He doesn't think this is a factor. Thomas said if someone were to open a business and bring an additional 100 people in, would they approve it? John Elsesser said when they were talking about capacity they are talking about 80 percent and they can go over 100 at any point in time. We can get them the Library information for review. Thomas said we were counting on development and this did not come as welcome news. John noted this concern was in response to a proposed large apartment complex.

The Committee thanked the Library representatives for their update. Kathleen asked when the letter is signed if it can be submitted to the full Council, or does it need to be presented at Steering again? Thomas replied to submit it to the Town Manager and the Council will get it.

8. Consideration: Acceptance of Avery Shores as Town Road:

Richard Williams made a motion to move up item 8 to accommodate guests from the Gerald Park Association. The motion was seconded by Lisa Thomas and carried on unanimous vote. Jerry Dallas, Sam Norman, Mary Ann Hansen, Harvey Barrette and Ben Emanuele were present.

Jerry Dallas said this is our second time appearing before Steering regarding the turnover of Avery Shores Road. We have been working with town officials for the past six years and it has been a frustrating process. Solutions we thought we have made progress on over the years were subsequently rescinded. We appeared on March 7, 2016 before the Town Council to express our frustration and ask for guidance and at the April 25, 2016 Steering Committee meeting. We left that meeting to see what progress we could make and the Town Attorney was to be contacted for a legal opinion. We called a meeting of the road committee and board of directors and received permission to submit a revised offer to turn over the road to the Town Council and officials. The only response we received was from Tom Pope - as appears to be the custom, we got no response from any of the town officials involved. Only through Sam Norman's efforts did we receive a copy of the Town Attorney's opinion. We have tried to work with town officials but got nothing but frustration and we have spent thousands. We are not asking the Town to do anything that has not already been done for other associations.

Ben Emmanuele disputed the validity of the Town Attorney's opinion. He said it doesn't mention law or any legal provisions and is just commentary. He feels the authors are saying what someone has told them to say. In paragraph 3 they sound like they are acting as engineers. They indicate a 5 foot easement is impractical to meet the Town's needs. He doesn't know where they got the authority to say that as there are many instances where the Town has accepted roads with less or no easement at all. John Elsesser asked for specifics to follow up. Ben said Pine Lake Drive in Pine Lake Shores. Unless he is misreading the map it looks like the Town got nothing more than this. He drove over there earlier today to look at it. He wanted to make sure there was no place where the Town acquired anything wider than what we are proposing. From what he can see from the attorney's document they have not seen the area - the attorneys who wrote it should look at Pine Lake Drive. We don't understand why that would trouble Halloran and Sage when that situation, which was more egregious, was no problem. Jerry said if you take the width of our paved surface and add 5 feet on either side that is more than what the Town got at Pine Lake Shores. Ben said he is also concerned about the statement in the letter that the Town should not plow. This seems to be a very un-neighborly response - we have tried to negotiate in good faith and to slap us with a threat from the attorney when the road has been plowed for over 50 years - he doesn't think we should be treated this way. John Elsesser said the attorney raised the plowing issue, not us. He noted that this is a guidance document for the Town Council, not something they have to take verbatim. He finds it offensive they would disparage the law firm and question their credentials and ethics. Thomas Pope said that the attorney sent a draft to John including that language and John refused to make changes to it. He has met Town Attorney Duncan Forsyth and he is a fine attorney. Jerry asked since when do we bear the burden of plowing - the Town has done it for 70 years. The Association pays over \$500,000 per year for property taxes for basic services such as plowing the road. He views the letter as an implied threat.

John Elsesser asked Mark Kiefer to relay what was said about plowing at the meeting. Mark said nothing was discussed about plowing. The Attorney brought it up. John said we plow the road for public safety and to get our fire trucks in there. The Attorney raised the issue that it is not our property and should not be done for liability purposes. We have plowed and we should continue. Mary Ann Hansen said she can confirm that she has heard John say the Town should continue to plow.

Lisa Thomas said regarding the memo from the attorney, as an attorney herself, your clients will often ask you to write memos and it is your job to do due diligence and it is your job to do all the research and respond in your client's best interest. The document understandably created an emotional response but she has always heard John say our approach to association roads is to plow them as matter of public safety. She is sure it is not a conspiracy and that the attorneys were doing due diligence.

Sam Norman said he had a question on the memo from March 18th that was included with the Steering agenda packet. He is confused why items #3 and #4 are still on this paper. His impression at last Steering Committee meeting was that both Mark and John confirmed that the Town was ok with the street parking solution. Mark confirmed that is correct and that was his response from the time he met with them and did the walk through. He believes we can turn a truck around with the compromise that was made. Sam said regarding item #3 he was under the impression that it would be all right that Ms. Ries gives an easement over the paved surface. We feel like things we have solved keep coming back into the conversation. That is partially where our frustration lies. It makes us lose sight of what we need to accomplish. He thought we went really far at the last meeting. Then we see the same issues at the next meeting. Thomas Pope said we received shortly after the last meeting a document from the Association that he responded to. The document seemed like an ultimatum. He wrote back saying the Steering Committee would review it with an open mind. It is up to us to consider it and accept or reject. If the association's proposal meets the standards our attorney has outlined we should accept it. If it doesn't we should reject. Jerry said when we left the last meeting we did everything we could to get an offer together and we thought the attorney would respond to that offer - his document has very little to do with our offer. It is a bunch of stuff we have been through in the past and can't get through. He asked what is wrong with our offer. Thomas asked the other Steering Committee members if they saw the document as an ultimatum or the opening of negotiations. Lisa said she saw it as negotiation.

Richard Williams said the problem as he sees it is the Town sought a legal opinion and they gave a different viewpoint and unfortunately it didn't come back in the way anyone expected. He thinks we are bound to abide by what is being said by the attorney. He doesn't think we can go forward without clarifying his opinion. He says we need 50 feet (of easement) and he doesn't know how we can get around that. If we were to do something different it could be a problem. He asked about the history of Pine Lake Drive when it was turned over to the Town. John said it was about two years ago. Pine Lake Shores gave us all they had. We took the full road - we know where the roads and sewers are. In the attorney's mind this is a different situation. Here Gerald Park Association is unwilling to give the town that which they have. That is the attorney's opinion, not ours. The attorney also raised the issue of 5 feet on either side vs. both sides. Sam said that is a misunderstanding and that we meant both

sides. John said that language raised the attorney's concern. He did his work from the previous document not the new one, and we just got his opinion back last Thursday to get it into the agenda. The Council could have chosen to talk about this as attorney/client privilege but we chose not to do that. We brought a new party in with a fresh set of eyes.

Thomas Pope said during the last meeting we discussed that 50 foot easement. He had asked why the Association didn't want to convey those rights and they said the Town would tear down their buildings. Then we said we wouldn't because the Town would only have the same rights the Association has. It is fully acceptable if the Association keeps the road. There is nothing saying the Town has to accept it. The Town has a responsibility to make the best decision for our taxpayers.

Harvey Barrette said when Pine Lake Shores roads were turned over it cost them \$21,000. The cost to our association is about \$10,000. When he first lived on Avery Shores he found out there were matching funds. He came down to the Town and got \$12,000 to get the road cut and process gravel so he could get a VA mortgage. Then the sewer was put in. We got a brand new road when the sewer came in – the road should have been turned over at that time. Everything in there was put in with federal money. There was not contention about turning roads over in Waterfront Heights and there are about 4-5 other places. In Oak Grove there will never be anything in there but a pick-up truck. Mark Kiefer said he never said anything about getting big trucks in to Avery Shores. Harvey said he doesn't want to put \$10,000 in of his money when money has already been put in there. The boundaries and lawyers are another issue. The road should have automatically gone to the Town. The Town took the road for sewers and put it back in the same footprint. The sewer went in on the footpath of the existing road.

Jerry said he found out two things tonight. One, that somehow the word “either” was interpreted to mean on one side of the road or the other and that changes even his perspective. The other was that the attorney didn't see our new document. John said he doesn't believe the attorney has seen the new document, which was submitted by the Association on May 3rd. We know he reviewed all the deeds of all the properties. Jerry noted the attorney addressed his comments to town policy, not our offer. Thomas said that is what we asked him to do. If the Association doesn't want to do it that's ok. You have that right.

Mary Ann Hansen said she thinks there is a lot of fear and misunderstanding about what an easement means. Maybe clarifying the wording would help. Thomas said the Association has the easement. Mary Ann asked if it would be a shared easement. John said it could be. Thomas said if you need to put in a stop sign or a no parking sign you need to have the right to do that. The easement isn't going to change that. The Association is not giving up something you don't already have. John said you could make it more restrictive when you turn it over. Mary Ann said with the new proposal we didn't mean it to be an ultimatum. John said we are willing to negotiate. We think we could work that out. The road is on her property a little bit. Mary Ann asked if there is also an issue of trees needing to be removed. John said we got an opinion or guidance from the attorney - what you don't have is staff recommendations. Mark Kiefer said he did go through and made a report of what work he feels needs to be done. The report does not address who would do it or pay for it. It is not a

list of demands but there are issues that have to be addressed. The report was distributed to Association members present (*attached to these minutes*). Trees are identified, as well as crack sealing and catch basin repairs. Other associations had to spend a great deal of money to get their roads ready to be taken over. It is difficult to go in with a mindset of “where does this road fall” and how to compare this road to other roads. The issues identified are not typical of roads in the general area. He put this document together based on what he feels are the needs of the road based on his inspection. Harvey Barrette asked what was found in other associations and suggested that Mr. Kiefer take a look at Waterfront Park, and Oak Grove because he thinks he would write another report. Mark replied he doesn't think so, because we are spending a lot of money in those areas and we don't want to spend a lot of money taking a pig in a poke. Thomas Pope said we do same thing with every subdivision that comes in. How it measures up to other subdivisions is not as much of a concern as how it measures up to policy. We are not looking at other areas. It is not up to us to accept things that we don't accept for a subdivision. Either they will do it as lined out or not, and that's ok. We have a role to protect the town taxpayers. We don't have to agree all the time but can remain friends. This document is one brick in the building we are building. The attorney's information is another brick. It might hold a little more weight. That is who we went to for advice.

Ben Emanuele said he thought we offered an easement. The attorney seems to have changed it to a deed. Thomas Pope said if you were saying you were ready to grant full easement we might be more amenable to doing some of the things in the report. Drainage is another issue that is significant. The issue of the 50 foot easement may be a game-breaker. Sam Norman said as he looks at the attorney's document, it references policy. In our first meeting we asked to take a look at the policy and see where it can be changed or adapted. We felt there were some hindrances with the policy as it stands now. There are some things that are very hard to comply with. Regarding the 50 foot easement, he would like to speak on behalf of the people who are not here. The road meanders and that is part of the problem. When we look at handing over the easement there are some owners who would feel they are having an easement 30 feet into what they consider to be their property. In some cases it is only a few feet from their doors. There is concern about someone deciding to park a dump truck. We have to take those concerns into consideration. The document we presented means both not either, and we are not trying to sneak in a change. You say we already have that easement but for right or wrong the Association members trust the board not to do that. There is less trust for the Town, so we are trying to ease their state of mind as well as trying to be fair to the town, so that is why we came up with the 5 foot easement. We didn't come up with it out of thin air – we took it from Public Works document that says 5 to 25 feet. We have made some pretty big compromises on our part. He is creating a 600 s.f. easement on his property so trucks can turn around. He is willing to do so because he agrees safety is paramount and wants to get this done. We did the cut-outs and are almost there. We are absolutely willing to work with the Town, but there are some people in the Association where a 50 foot easement goes right up to their house. John Elsesser noted we didn't have zoning until 1960. Sam said we appreciate your taking the time to listen to us. We didn't intend our offer to be final – it was meant to be negotiation. Ben said we didn't take the easement off the table – it came back as deeded. John said he thinks the attorney was talking about deeding the easement.

Mary Ann Hansen said she hopes we can resolve this. There is only one house that would be affected by the difference between a 5 or 50 foot easement. The rest are garages. Jerry Dallas said he really does like the offer of a 50 foot easement. The problem we have is the way things were done in the 30's. Roads were defined as the area that exists and we have right of way. Do we have an opportunity to define that now? Thomas Pope said when you convey you can put in anything you want. He cited Stop & Shop as example. They are buying up properties and defining what can be sold there, effectively limiting competition from other grocery stores. He hasn't read the Association's easement but assumes it is very broad. This would be your opportunity to define it and have your attorney talk to our attorney. While you have the right to define, it is our right to accept or reject. Ben said from the very beginning we were told we would need to grant an easement for road maintenance, drainage, etc. and we said fine. Sam thanked Mark Kiefer for his work.

John Elsesser said one other thing has come up in discussion with our contractor – and we have an opportunity to go see it. We are reconstructing a road with a train vehicle. It chews the road up and puts it back down. It goes straight. Our concern with jigs is when the road is dug up it could move a little straighter. The attorney had concerns with that too because the benchmark is gone. Over time paved roads have gone wider – from 25 feet to 40 feet. Now they are caving in because there is no base. We are trying to keep consistency because that is how drainage is done. We know where the road is today. What you don't see is the staff recommendation. If the Steering Committee wants we could try to put one more document together to say what we could live with. Right now the Association document is in conflict with Council policy. We are trying to avoid those future bills, too.

Thomas Pope asked if any of group has read their easement. There seems like such objection to conveying the easement and no one has read it. Mary Ann said as she recalls it was just pass and repass. John said in an easement you can specify that the road move no closer to such and such as identified by deed. Thomas Pope thanked the Association members for attending the meeting. We are going to continue our discussion. Sam Norman will be the contact person from the Association.

Steering Committee discussion continued. Thomas Pope said he doesn't think we will come to a final vote tonight. It was agreed the Committee would like to hear more from staff about what they could accept. Richard Williams said perhaps we could draft a boilerplate easement. Lisa Thomas said there might be things the Association wants to put into the easement. We could give them guidelines what we would be looking for, and then they could review and edit. John said in terms of Mark's list he wants to know what Mark feels should be done in advance (of acceptance). Thomas suggested establishing an order of priority. The Association has their annual meeting in late June. John said this will not happen incredibly fast. Lisa said we can grant an extension for the road acceptance deadline if necessary. Thomas said he doesn't think we will have to. John said he imagines we could have something together by September.

3. Reports: None.

4. Resignations:

A. Building Code Board of Appeals – John Motycka. Noted with thanks for his service.

- B. CoventryVision – Robert Plant.** Noted with thanks for his service.
- C. School Building and Energy Efficiency Building Committee – Matthew Mullen.** Noted with thanks for his service.
- D. Energy Conservation/Alternative Energy Advisory Committee – Matthew Mullen.** Noted with thanks for his service.

5. Reappointments:

A. Eastern Highlands Health District – John Elsesser. Richard Williams moved to recommend the appointment of John Elsesser to the Eastern Highlands Health District, term to expire 6/7/2019. The motion was seconded by Lisa Thomas and carried on unanimous vote.

6. Appointments:

A. Building Code Board of Appeals – Kathy Fournier. Lisa Thomas moved to recommend the appointment of Kathy Fournier to the Building Code Board of Appeals, term to expire 6/1/21. The motion was seconded by Richard Williams and carried on unanimous vote.

B. School Building and Energy Efficiency Building Committee – Danielle Kloster. Richard Williams moved to appoint Danielle Kloster to the School Building and Energy Efficiency Building Committee for an indefinite term. The motion was seconded by Lisa Thomas and carried on unanimous vote. John Elsesser noted this is the seat that goes to a representative of the Energy Conservation/Alternative Energy Committee, on which Ms. Kloster serves.

9. Consideration: Tax Abatement for Seniors:

No discussion. Continued to next meeting.

10. Adjournment:

The meeting was adjourned at 8:50 PM on a motion by Richard Williams, seconded by Lisa Thomas and unanimously approved.

Respectfully submitted,

Laura Stone
Town Council Clerk

Coventry Water Pollution Control Authority
Regular Meeting Minutes
May 5, 2016



MEMBERS PRESENT: Matthew Twerdy, Richard Brand, Daniel Murphy, Susan Jamaitus, Lyndon Wilmot

OTHERS PRESENT: Mark Kiefer, Director of Public Works
Mike Ruef, WWTP Operator

MEMBERS ABSENT: None

1. **CALL TO ORDER:** Matthew Twerdy called the May 5, 2016 WPCA Regular Meeting to order at 6:45 P.M. in the Coventry Public Works Facility, 100 Olsen Farm Rd. Coventry, CT.

2. **AUDIENCE OF CITIZENS:** None

3. **NEW BUSINESS:**

a. The Minutes from the April 7, 2016 WPCA Regular Meeting were reviewed.

MOTION 5-5-2016-1: To approve April 7, 2016 WPCA Regular Meeting Minutes.

By: Jamaitus Seconded: Murphy
The Motion carried with the following vote:
For: Brand, Twerdy, Murphy, Jamaitus
Against: None
Abstain: Wilmot

b. The sludge hauling and tank cleaning bids were discussed. Due to new regulations mandated by EPA for sludge incinerators now is a bad time to get competitive pricing for sludge disposal. We are happy with our current vendor and compared to other municipalities feel we have a fair price for sludge disposal and tank cleaning.

MOTION 5-5-2016-2: To extend the Sludge Hauling and Tank Cleaning bid contracts with Skips Wastewater Services until June 30, 2018 pending approval by the Town Manager.

By: Wilmot Seconded: Murphy
The Motion carried with the following vote:
For: Brand, Twerdy, Murphy, Jamaitus, Wilmot
Against: None
Abstain: None

- c. Capacity of the sewer system/WWTP was discussed. Recent projections have shown that once all properties with sewers available connect to the system we will reach capacity. Staff will continue to inspect the system for sources of clean water and work to remove them. We will ask the Town Attorney about right to enter properties to inspect for sump pumps and other illegal connections. We will ask our engineering consultant if they have experience with capacity issues in other municipalities. The WPCA agreed that while they wish they could help the Town facilitate development with use of sewers it is unlikely that new connections to undeveloped lots can be approved at this time. Existing properties with failing septic systems will be evaluated on a case by case basis.

4. OLD BUSINESS:

- a. Revisions to the WPCA Regulations, Ordinance, and Water Pollution Control Plan were discussed. Staff gathered Regulations from 5 other CT municipalities and they will be reviewed for formatting and content. Much more work is needed and review will continue during the next meeting.
- b. The status of construction projects was discussed.
 - i. Main Street project: Staff fielded several concerns related to blasting. Blasting has not been shown to have damaged any buildings.
 - ii. Lake Street sewer extension: Ledge was encountered in higher quantities than expected. CT DOT will negotiate additional cost for rock excavation with the contractor at cost plus, which the Town will need to pay.
 - iii. Bidwell Village: Almost all of the sewer mains for phase 2 have been installed. After the last manhole is complete pressure testing will be performed and laterals will be installed.

5. WPCA STAFF REPORT:

- a. Mike Ruef presented the Treatment Plant Operator Report for April 2016.
- b. Mike Ruef presented the Collection System Report for April 2016.
 - i. Manhole rehab was discussed. The WPCA will pay \$3,000 for new manhole frames and covers to be installed on roads we are paving this year. Going forward we will budget \$10,000 per year with the goal of repairing 20 manholes per year.
 - ii. The sewer extension on Laurel Trail that serves 102 Spring Trail was installed 1 year ago via a Developer's Agreement. Staff have inspected the sewer extension and accompanying roadwork and the work is satisfactory.

MOTION 5-5-2016-3: To accept the sanitary sewer extension on Laurel Trail constructed by Skips Wastewater Services through a Developer's Agreement with Richard and Diana Liberatore, 102 Spring Trail.

By: Wilmot Seconded: Brand
The Motion carried with the following vote:
For: Brand, Twerdy, Murphy, Jamaitus, Wilmot
Against: None
Abstain: None

A copy of these minutes will be mailed to the Developers and the Construction Company.

6. CORRESPONDENCE/COMMUNICATION:

- a. WPCA 2016 1st Quarter Report

7. ADJOURNMENT:

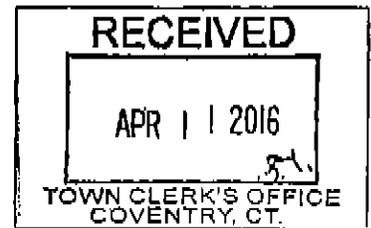
MOTION 5-5-2016-4: To adjourn the May 5, 2016 WPCA Regular Meeting at 8:40 P.M.

By: Wilmot Second: Brand
The Motion carried with the following vote:
For: Twerdy, Brand, Murphy, Jamaitus, Wilmot
Against: None
Abstain: None

Respectfully submitted,

Mike Ruef, WWTP Operator

**These minutes are not official until approved by the WPCA at the next regular WPCA meeting.*



Coventry Water Pollution Control Authority
Regular Meeting Minutes
April 7, 2016

MEMBERS PRESENT: Matthew Twerdy, Richard Brand, Daniel Murphy, Susan Jamaitus

OTHERS PRESENT: Mark Kiefer, Director of Public Works
Mike Ruef, WWTP Operator

MEMBERS ABSENT: Lyndon Wilmot

1. **CALL TO ORDER:** Matthew Twerdy called the April 7, 2016 WPCA Regular Meeting to order at 6:45 P.M. in the Coventry Public Works Facility, 100 Olsen Farm Rd. Coventry, CT.
2. **AUDIENCE OF CITIZENS:**
3. **NEW BUSINESS:**
 - a. The Minutes from the March 3, 2016 WPCA Public Hearing & Regular Meeting were reviewed.

MOTION 4-7-2016-1: To approve March 3, 2016 WPCA Public Hearing & Regular Meeting Minutes.

By: Brand Seconded: Jamaitus
The Motion carried with the following vote:
For: Brand, Twerdy, Murphy, Jamaitus
Against: None
Abstain: None

- b. Town staff had discussions about development potential in the sewer service area and capacity in the sewer system. There is not sufficient capacity in the sewer system to facilitate development at this time. Performing an Inflow and Infiltration (I/I) study to identify and remove sources of clean water that enter the sewer system through cracks and illegal connections and take up capacity was discussed. Previous discussions with engineers and consultants has revealed that it is very unlikely that an I/I study would remove enough clean water to gain substantial capacity.

4. **OLD BUSINESS:**
 - a. Revisions to the WPCA Regulations, Ordinance, and Water Pollution Control Plan were discussed. Draft regulations written by Fuss & O'Neill were reviewed. Much more work is needed and review will continue during the next meeting.

- b. The status of CT DOT project 32-130 (Main Street Reconstruction) was discussed. Blasting began this week. We met with the inspectors and have had several utility and progress meetings. The contractor came up with a plan to avoid bypass pumping of the sewer main during construction.
- c. The status of the proposed Lake Street sewer extension was discussed. Work was pushed back due to weather and is scheduled to begin Monday April 11th and to take about 1 week. A Public Hearing will be scheduled after construction is complete to levy sewer assessments on 16 & 28 Lake St.
- d. The proposed sewer extension to serve 210 Cross Street was discussed. Sewers will be extended approximately 200 feet and a new manhole will be installed off the roadway. Town staff are working on design. Sewer work will be added to the bid for road reconstruction. The WPCA will pay for the sewer portion of the job and the Town will reimburse the WPCA after the property is sold. Sleeves will be installed under Cross Street before it is paved to facilitate any future sewer extensions.
- e. The status of the Western Route 44 sewer planning area was discussed. A letter of intent to enter into an intermunicipal agreement was provided to Bolton along with a sewer planning area map and estimated flow calculations. The Town Council requested a copy of the map and it was provided by staff. Town Council also asked about the process for adding this planning area to the sewer service area. If/when a property owner in the area requests a sewer connection they will enter into a Developer's Agreement with the Town and will pay the cost of the sewer extension. A Public Hearing will be held and the WPCA will revise the sewer service area.

5. WPCA STAFF REPORT:

- a. Mike Ruef presented the Treatment Plant Operator Report for March 2016.
 - Two quotes for installation of a new alarm/remote monitoring system were reviewed. The WPCA instructed staff to solicit a 3rd quote, review all 3, and go ahead with installation.
- b. Mike Ruef presented the Collection System Report for March 2016.

6. CORRESPONDENCE/COMMUNICATION:

- a. WPCA 2016 Spring Newsletter
- b. Letter of Intent to Enter Intermunicipal Agreement with Bolton for sewers.

7. ADJOURNMENT:

MOTION 4-7-2016-2: To adjourn the April 7, 2016 WPCA Regular Meeting at 9:12 P.M.

By: Jamaitus Second: Murphy

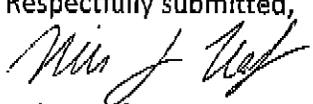
The Motion carried with the following vote:

For: Twerdy, Brand, Murphy, Jamaitus

Against: None

Abstain: None

Respectfully submitted,

 4/11/2016

Mike Ruef, WWTP Operator

**These minutes are not official until approved by the WPCA at the next regular WPCA meeting.*



Town of Coventry

PUBLIC WORKS DEPARTMENT
(860) 742-6588 phone
(860) 742-5467 fax

100 Olsen Farm Road
Coventry, Connecticut 06238

May 23, 2016

Report to the Steering Committee concerning condition of Avery Shores:

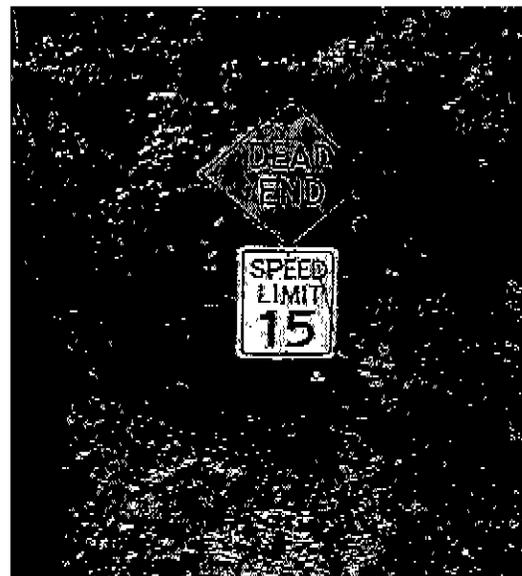
I have inspected Avery Shores in accordance with sections 6, 7 and 8 of the Town Council Policy for acceptance of Lake Association Roads.

I find the following deficiencies:

- 1.) Five dead Ash Trees near the intersection of Washburn need to be removed for public safety. Three Birch Trees across the street from #24 Avery Shores should be removed for public safety.
- 2.) Traffic Signs at three locations should be upgraded to meet the MUTCD and be approved by the Town of Coventry Traffic Authority.



1.) Dangerous Trees.

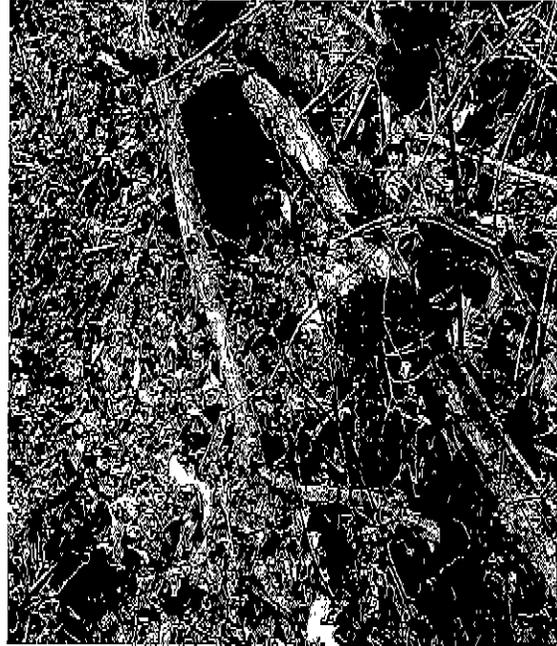


2.) Deficient Traffic Signs.

3.) The overall drainage system of Avery Shores needs to be toughly cleaned, is in disrepair and needs to be upgraded. The catch basins that need repair do not have adequate sumps to filter sedimentation from entering the lake.



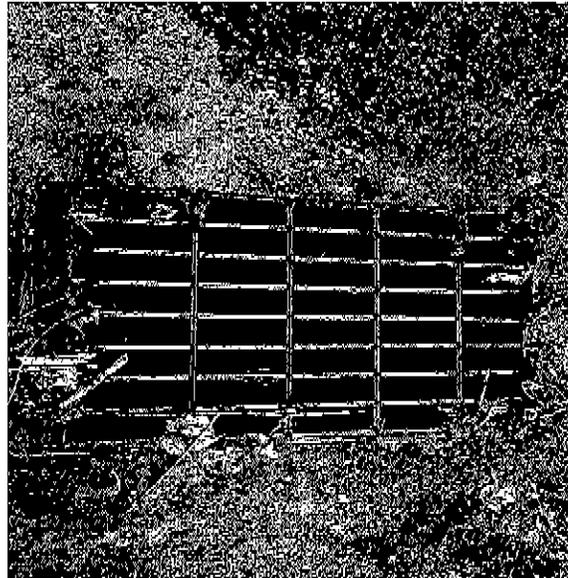
3.) Inlet to CB at intersection of Dooley Ave.



4.) Inlet to CB east end of Avery Shores



5.) CB top at east end structurally deficient.



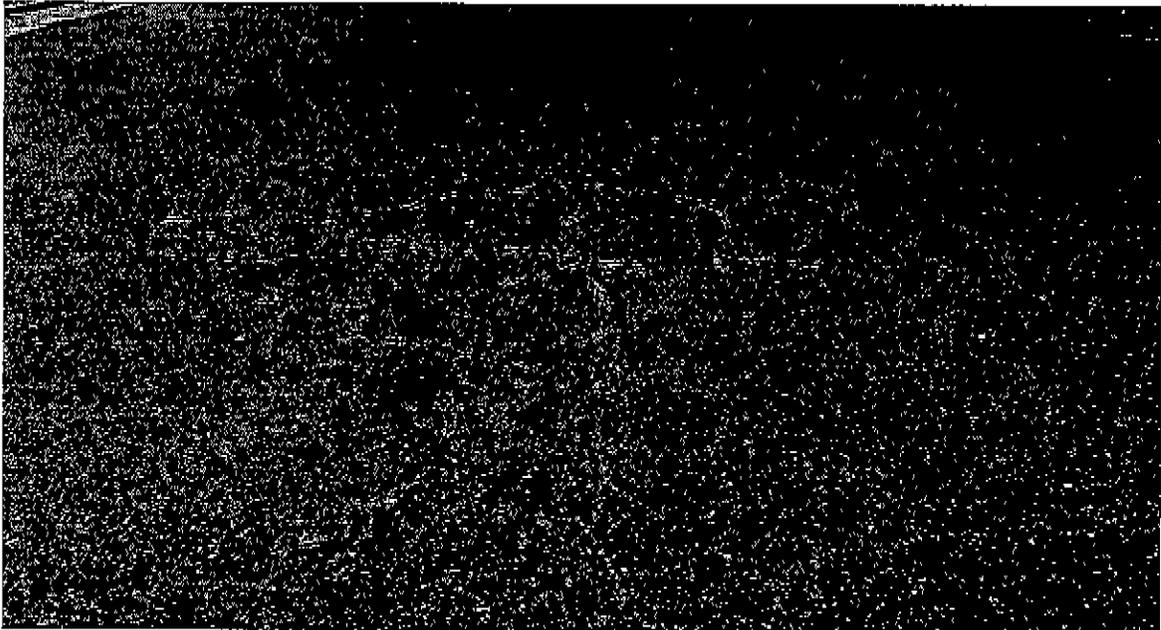
6.) CB at east end with direct discharge to lake.

Both catch basins are structurally deficient and cannot be cleaned using the Town Vac-All.

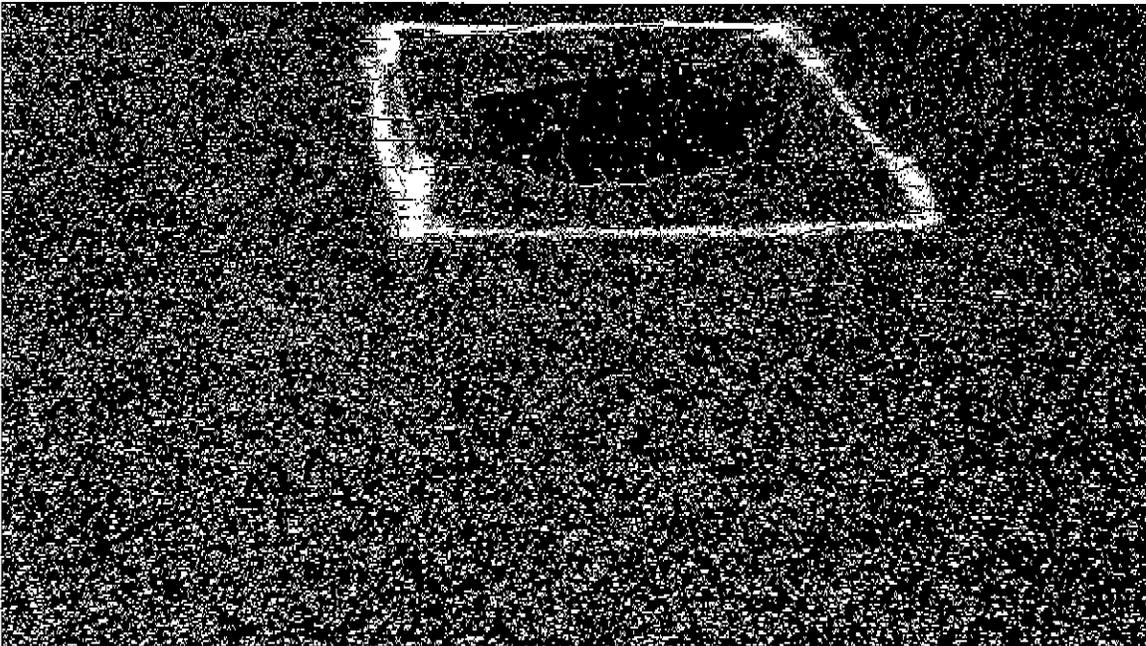
The drainage structures located near the intersection of Washburn Ave. are raised above the road and the cross culvert is heaved; both discharge directly to the lake. This entire system is inadequate, structurally deficient and cannot be properly cleaned with the Town Vac-All. The structures should be lowered for public safety.



- 4.) The condition of the road up to # 34 Avery Shores is in need of crack sealing.
Crack sealing will seal the surface to slow further deterioration of the road.



The road from #34 Avery shores to the east end (150 feet). This section of road has several areas that need full depth patch due alligator cracking and asphalt failure.



The east end of the road needs to be full depth patched to keep the road safe for public travel.



5.) The turnaround at the east end needs to be completed and stabilized for erosion. The turnaround on the west end needs to be constructed as specified.



6.) Several areas of Avery Shores need the brush cut back to allow for safe travel.



7.) Rocks and stumps should be removed from the road edge for safe public travel.



I have completed a thorough inspection of Avery shores, this report identifies the areas of concern that I feel should be addressed as part of the Town acceptance.

I would also recommend that the drainage pipes that discharge directly to the lake be videoed for structural integrity.

Mark Kiefer
Public Works Director
Town of Coventry

Manager's project update: June 6, 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 be put out to bid for early summer construction. Expect to bid this in June for July/August work (still needs Wetlands permit). Optional pricing for recoating existing tennis courts will be included.
- 2.) Summer road work is scheduled. Mountain Ridge work is complete and within budget. Milling of Maple, Homestead and a section of Bellevue is complete and scheduled for cold mix paving, along with Edgmere area and Woods lane in late June. Drainage work is needed first on Homestead and completed on Maple and Lakeview. The recycling train work is complete on South Street (Silver to South River), South River (sections) and Case road. Milling of the gutterline of sections of South from round-a- bout to around Gable and several bridge decks is being scheduled for June. They will be passable during construction. Village roads drainage work is almost complete will be milled and paved in late June. A lot of drainage and road prep by Town forces and outside contractors over next several months getting ready for the August chip seal work including Flanders, Flanders River, Grant Hill, Springdale, Olde Tavern, and the CVFA parking lot. Crack sealing is complete. Shimming for next year's Chip Sealing planned in August for Richmond, Zeya, Satari, Sean Circle (plus drainage), and Oak Leaf.

Other Construction\projects

- 1) Locip funds have been released which will allow contractors to complete some fencing, back stop at Miller Richardson baseball. Getting pricing.
- 2) Cross Street project is slowly moving. Still need one sidewalk easement before bidding, owner agreeable. Work on some related sewer extensions are under construction. Seeking additional assistance from Jacobson Engineering to get bid packet out. Construction inspector job advertised and candidates being reviewed.
- 3) Laidlaw soccer field: Seeding complete. Water tank has been installed and irrigation installed and pump work is underway and should finish soon. The Laidlaw Playscape phase one is slated for installation in the next several weeks. It was delayed to allow field construction. We are using the gravel removed from Mt. Ridge to expand parking lots. Due to work load this will be a late summer project. Working on pricing for fence installation, planned for July when funds are available.
- 4) Propane specs drafted and have been approved by school staff. Will get out now that we know what buildings are involved.
- 5) Depot Road Trails grant awarded to us; just got the contract and will start the planning.

- 6) Main Street project has started with blasting wrapping up soon. Taking longer than predicted. BSC design group has submitted paperwork for our Main street grant to the State which will be handled as a change order to the State project. Change order completed and state is negotiating final price. Per State timetable this work needs to be completed by September 5th. CTDOT will ask for an extension. Clock has been selected and ordered. Gazebo selected and site prep scheduled for this week.
- 7) Working on association road concerns and the senior tax freeze.
- 8) Waiting for final prices from one last vendor for deck replacement at the senior center.

Grants

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

Main Street Investment grant: 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 have been budgeted. Narrowed change order to outer shell work due to pricing. Will seek other vendors for fit out work pricing. They are working on interior walls, electrical and insulation. Wetlands permit was approved and site work completed.

STEAP: CTDOT wants full bid package review; encroachment permit has been filed with State and newly added gutter flow analysis complete and a couple of drains will need to be added. Lake Gate STEAP grant underway with preliminary plans complete and needs revision to allow eels to climb from stream to lake. Construction still planned for fall 2016 to avoid low water issues during summer but running out of time.

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. I have reminded them of this request. Had meeting with CT Water week of May 16th on their plans since they indicated they may shrink the project back to the water tower and line up the hill. Current plans call for CT Water to do the well to the Village on their own within in 3 years 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. Manchester Probate court has discussed issue and

asked for some supplemental information. Found a lot of heirs which may need to sign off on the purchase. CT DEEP is still 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 work has been completed. Solar lights all working now, got spare parts free of charge under warranty from China. Now we are looking at indoor lighting replacement in the Community Center. Initial pricing was over budget so the scope is being scaled back (waiting for revised pricing). 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 and it also came in over budget so we will need to scale back work. Have asked the energy committee for help. Still waiting on Eversource to complete the LED Pilot streetlight project on Rt. 31/44 which missed a few lights. 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. Successfully closed out last year's grant.

Library Building Committee continues to address the Council questions. The issue raised at Steering regarding ownership of building and land was discussed at their Board of Trustees meeting and they have submitted an intent to turn over the building and land to the Council. They are planning on meeting with the finance committee in June.

Public Safety

Continuing review of dispatch options with other police departments due to the pending upgrade of the Next Gen 911 system. Work proceeding slowly.

New in-car computers (in this year's budget) being evaluated the Chief met with Vendors this week. This year's cruiser is in and on the road. Holding onto the old one until this roadwork is done since multiple cruisers are needed for the construction zone.

Fire EMS/Administrator: We continue to work with the State Department of Public Health to transfer the ambulance license. Application has been submitted and reviewed by the State. A public hearing may be needed. Vintech contract in place and the first month

went well. Starting the second week of June a 4th day of Vintech Services will be added at the request of CVFA due to lack of volunteer availability and multiple requests for mutual aid. Bid specs for a medical insurance billing agency were received and evaluated for July 1 start with savings of 2.5% to 4.55 depending on firm selected. The Town of Rocky Hill will be trading in a Quint in fall which is within our budget and is being evaluated. Starting to look at tanker trucks.

Finance

Tax sale was held on May 17th for only two properties. We accepted on for several thousand less than owed to avoid taking it as town property and to preserve a CDBG loan for \$16,000. Open Gov went live on April 15th. The Board of Ed is getting prices to join our page. Budget passed and Mil Rate set so tax bills are in preparation. New wellness initiatives underway and employee kayaks available. ICE grant for computers has been screened for approval by OPM staff and awaits Bond Commission approval slated for June. Audit work has started and year end work looms.

Development group:

PZC has geared up enforcement issues. Continue to work with attorney on stubborn cases. Court action expected in several cases. EDC is working on selected sites for concept planning with July budget. 2016 Farmers Market ready for opening day with over 140 vendor applications and notching up marketing for sponsors. Some positive possibilities arose from discussions with the Fife and Drum corps last week and they will allow parking for about 40 cars....but will ask for donations. Coventry Historical Society may be interested in having their wooded land restored to field in exchange for parking use. These can be looked at as part of a grant for next year.

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. Scheduled a staff meeting to discuss long term sewer capacity issues and concerns with a consortium meeting likely for fall.

HR issues:

Negotiations with the Public Works Union have started.

Other projects:

Working on sale of town acquired property. Have assigned project to Assessor's office.

NCFD solar building permit approved and still awaiting an installation schedule this summer....next on the list.

Working with neighboring towns we have set up a forum on the crumbling foundation issue. Met with Lt Gov. Wyman this week a gear up support for individuals and are involving CRCOG. Draft resolution or letter being considered.

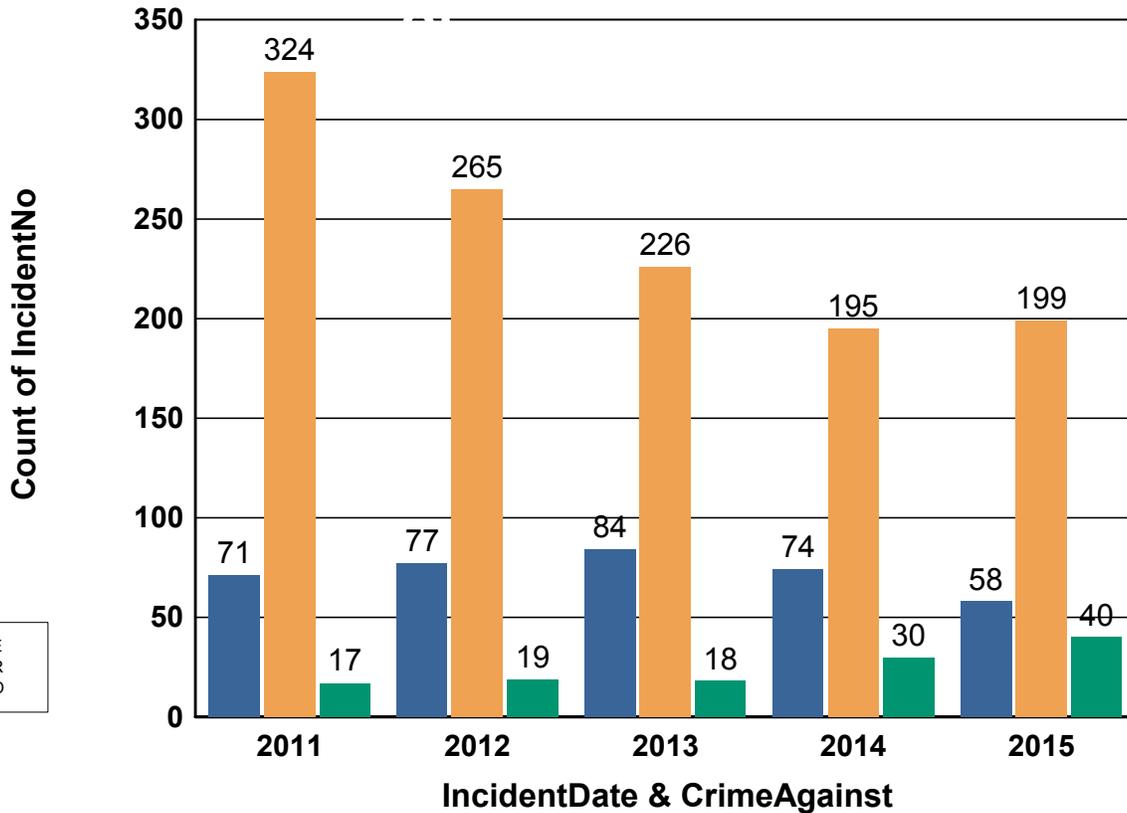
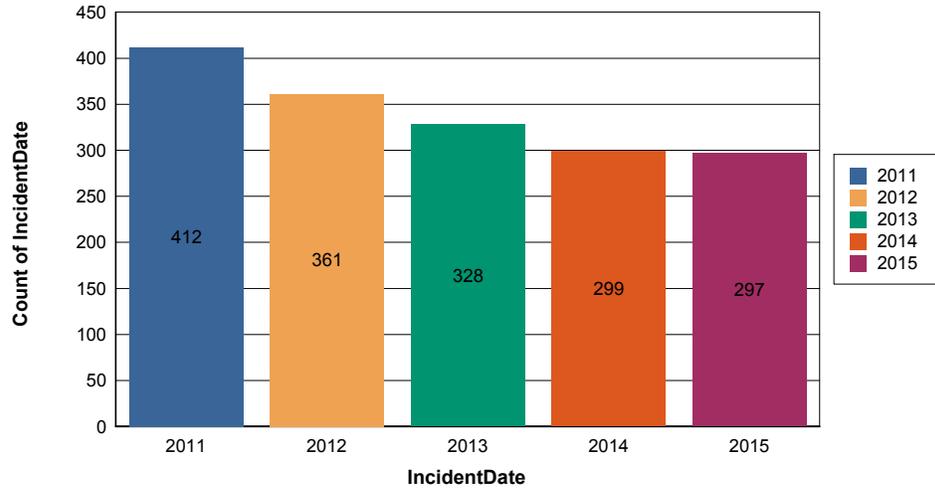
CNG natural gas project was approved and is underway. Have final community agreement documents and individual building agreements. Finalized a Memorandum of Understanding with the Board of Ed on how this project work will flow and will now submit agreement. CNG field work already underway. Approached by a fuel cell company (former UTC product) interested in putting in a cell at CHS which would reduce the payments to CNG and generate our own electricity as a PPA (no cost to us)but it was over double the size we needed with a June 15 deadline. They are developing a smaller sized cell so maybe in the future.

Hydrilla: DEEP is still reviewing Dr. Kortmann's treatment recommendation. Also still working on finding funding for the Flyboard study.

Had a meeting with Eversource on April 1 to discuss the high tension power line project in town. The work they characterized as minor vegetation removal is really full road construction. Our citizens are not happy with work or communications from Eversource. Project will be coming to a pause to allow design for metal replacement poles at slightly higher height. A public hearing will be held over summer with a fall restart. Rep. Ackert is now involve

Coventry Police Department

Group A Incidents By Year



Coventry Police Department

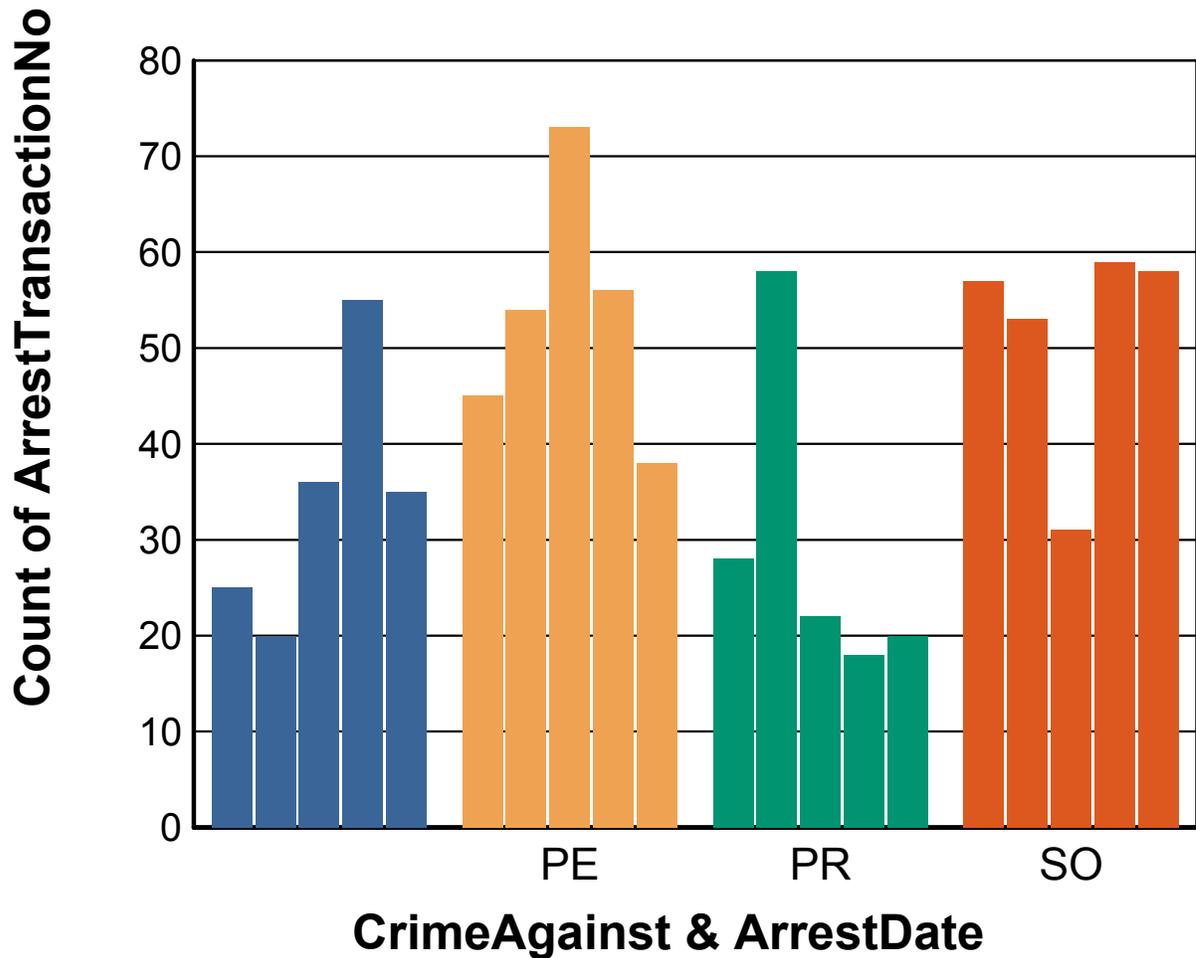
Number of Group A Offenses By Offense and Year

			2011	2012	2013	2014	2015
PE	ASSAULT OFFENSES	13A	5	0	4	2	0
		13B	21	19	23	20	33
		13C	37	44	50	44	19
		Total	63	63	77	66	52
	HOMICIDE OFFENSES	09A	0	0	1	0	0
		Total	0	0	1	0	0
	SEX OFFENSES, FORCIBLE	11A	5	3	1	3	1
		11B	0	0	0	1	0
		11C	0	1	0	1	0
		11D	2	7	2	1	4
		Total	7	11	3	6	5
	SEX OFFENSES, NONFORCIBL	36A	0	1	0	0	1
		36B	1	2	3	2	0
		Total	1	3	3	2	1
	Total		71	77	84	74	58
PR	ARSON	200	1	0	0	0	0
		Total	1	0	0	0	0
	BURGLARY/B REAKING & ENTERING	220	71	67	39	36	27
		Total	71	67	39	36	27
	COUNTERFEIT ING/FORGERY	250	2	1	5	3	4
		Total	2	1	5	3	4
	DESTRUCTION /DAMAGE/VAN DALISM OF	290	79	61	46	27	46
		Total	79	61	46	27	46
	EMBEZZLEME NT	270	1	0	1	0	0
		Total	1	0	1	0	0
	EXTORTION/B LACKMAIL	210	0	0	1	0	0
		Total	0	0	1	0	0
	FRAUD	26A	6	3	5	9	13

Coventry Police Department

			2011	2012	2013	2014	2015
PR	FRAUD OFFENSES	26B	19	9	10	9	26
		26C	8	13	5	7	13
		26E	0	3	2	3	4
		Total	33	28	22	28	56
	LARCENY/THEFT OFFENSES	23C	2	5	3	5	2
		23D	14	6	20	13	8
		23F	22	22	30	25	11
		23G	4	3	3	5	1
		23H	85	69	47	45	42
		Total	127	105	103	93	64
	MOTOR VEHICLE THEFT	240	6	2	5	8	2
		Total	6	2	5	8	2
	ROBBERY	120	4	0	2	0	0
		Total	4	0	2	0	0
	STOLEN PROPERTY OFFENSES	280	0	1	2	0	0
		Total	0	1	2	0	0
	Total		324	265	226	195	199
SO	DRUG/NARCOTIC OFFENSES	35A	14	14	13	22	28
		35B	2	2	4	4	9
		Total	16	16	17	26	37
	PORNOGRAPHY/OBSCENE MATERIAL	370	0	2	0	0	0
		Total	0	2	0	0	0
	WEAPON LAW VIOLATIONS	520	1	1	1	4	3
		Total	1	1	1	4	3
	Total		17	19	18	30	40
	Total		412	361	328	299	297

Number of Arrests By Offense and Year



		2011	2012	2013	2014	2015
GROUP "B" OFFENSES	All Other Offenses	24	19	32	53	33
	Family Offenses (Nonviole	1	1	4	2	2

Coventry Police Department

			2011	2012	2013	2014	2015	
	GROUP "B"	Total	25	20	36	55	35	
	Total		25	20	36	55	35	
PE	ASSAULT OFFENSES	Aggravated Assault	3	1	1	1	1	
		Intimidation	21	31	43	38	17	
		Simple Assault	18	20	25	14	20	
		Total	42	52	69	53	38	
	SEX OFFENSES, FORCIBLE	Forcible Fondling	1	1	1	1	0	
		Forcible Rape	2	0	0	1	0	
		Forcible Sodomy	0	0	0	1	0	
		Total	3	1	1	3	0	
	SEX OFFENSES, NONFORCIBL	Statutory Rape	0	1	3	0	0	
		Total	0	1	3	0	0	
	Total		45	54	73	56	38	
	PR	ARSON	Arson	1	0	0	0	0
			Total	1	0	0	0	0
BURGLARY/BREAKING & ENTERING		Burglary/Breaking & Enter	4	29	10	8	6	
		Total	4	29	10	8	6	
COUNTERFEITING/FORGERY		Counterfeiting/Forgery	0	1	2	0	1	
		Total	0	1	2	0	1	
DESTRUCTION /DAMAGE/VANDALISM OF		Destruction/Damage/Vand	2	2	2	2	5	
		Total	2	2	2	2	5	
EMBEZZLEMENT		Embezzlement	1	0	1	0	0	
		Total	1	0	1	0	0	
FRAUD OFFENSES		Credit Card/Automatic Tel	0	1	0	0	0	
		False Pretenses/Swindle/C	0	0	1	0	0	
		Impersonation	3	0	0	0	0	
		Total	3	1	1	0	0	
GROUP "B" OFFENSES		Bad Checks	1	0	0	0	0	
		Total	1	0	0	0	0	

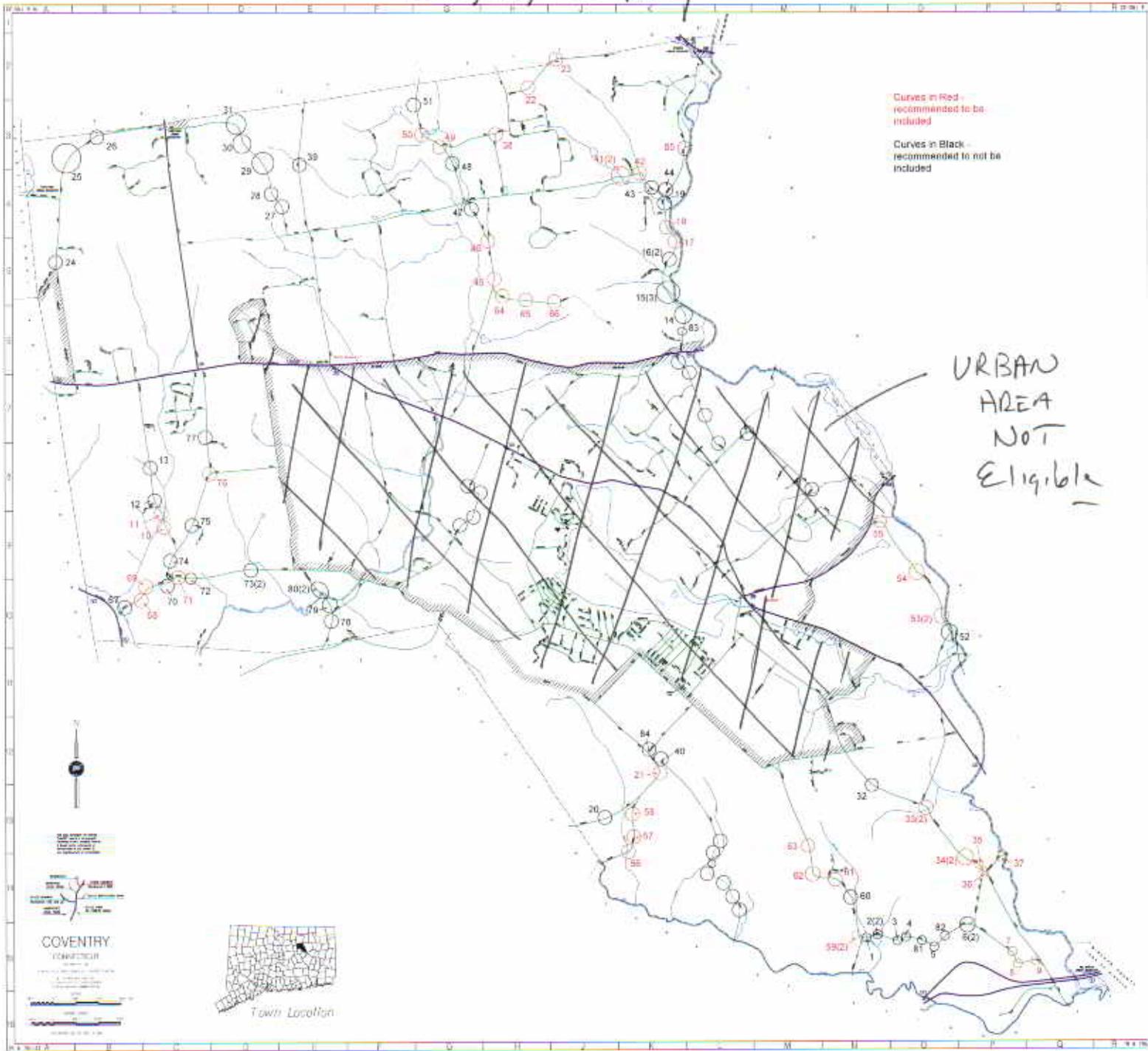
Coventry Police Department

			2011	2012	2013	2014	2015	
PR	LARCENY/THEFT OFFENSES	All Other Larceny	4	6	3	4	5	
		Shoplifting	0	1	0	0	0	
		Theft From Building	3	0	0	4	3	
		Theft From Motor Vehicle	4	11	1	0	0	
		Theft of Motor Vehicle Par	2	0	0	0	0	
		Total	13	18	4	8	8	
	MOTOR VEHICLE THEFT	Motor Vehicle Theft	1	4	1	0	0	
		Total	1	4	1	0	0	
	ROBBERY	Robbery	2	3	1	0	0	
		Total	2	3	1	0	0	
	Total		28	58	22	18	20	
	SO	DRUG/NARCOTIC OFFENSES	Drug Equipment Violation	0	1	0	1	4
			Drug/Narcotic Violations	12	3	4	31	28
Total			12	4	4	32	32	
GROUP "B" OFFENSES		Disorderly Conduct	16	17	12	18	10	
		Driving Under The Influen	25	30	13	4	15	
		Liquor Law Violations	1	0	1	0	0	
		Trespass of Real Property	1	1	0	0	0	
		Total	43	48	26	22	25	
PROSTITUTION OFFENSES		Assisting or Promoting Pr	1	0	0	0	0	
		Prostitution	1	0	0	0	0	
		Total	2	0	0	0	0	
WEAPON LAW VIOLATIONS		Weapon Law Violations	0	1	1	5	1	
		Total	0	1	1	5	1	
Total		57	53	31	59	58		
Total			155	185	162	188	151	

CTDOT High Risk Rural Road Horizontal Curve SIGNATURE Grant -

- Planneh installation Summer of 2017

+/- 40 Signs, Stripping



Town	Street Name	Curve ID	RC/WR	# Risk Factors	# Potential Low Volume Factors	Posted Speed (MPH)	Advisory Speed (MPH)	Radius (FT.)	Length (FT.)	Degree of Curvature	Deflection Angle
COVENTRY	BABCOCK HILL RD	7	X	5	0	25		315	252	18.2	45.7
COVENTRY	BABCOCK HILL RD	8		4	0	25		190	272	30.2	82.2
COVENTRY	BABCOCK HILL RD	9		4	0	25		332	300	17.2	51.7
COVENTRY	BREWSTER ST	10	X	5	0	30		410	388	14.0	54.1
COVENTRY	BREWSTER ST	11		4	0	30		348	323	16.5	53.3
COVENTRY	BRIGHAM TAVERN RD	17		4	0	25		346	481	16.5	79.5
COVENTRY	BRIGHAM TAVERN RD	18		4	0	25		157	513	36.6	187.7
COVENTRY	BUNKER HILL RD	21		5	0	30		282	392	20.3	79.6
COVENTRY	BUNKER HILL RD	84		7	0	30		250	357	23.0	81.9
COVENTRY	CASSIDY HILL RD	22a	X	4	0	25		360	317	15.9	50.5
COVENTRY	CASSIDY HILL RD	22a		4	0	25		360	317	15.9	50.5
COVENTRY	CASSIDY HILL RD	23		4	0	25		330	335	17.3	58.0
COVENTRY	FLANDERS RD	33a	X	5	0	25		193	209	29.7	62.0
COVENTRY	FLANDERS RD	33b		5	0	25		402	269	14.2	38.3
COVENTRY	FLANDERS RD	34a	X	4	0	25		529	308	10.8	33.4
COVENTRY	FLANDERS RD	34b		4	0	25		810	414	7.1	29.3
COVENTRY	FLANDERS RD	35		4	0	25		165	151	34.7	52.5
COVENTRY	FLANDERS RD	36		5	0	25		162	322	35.4	113.9
COVENTRY	FLANDERS RD	37		4	0	25		332	273	17.2	47.1
COVENTRY	GOOSE LANE RD NO. 2	38		5	0	25		198	303	29.0	87.7
COVENTRY	MERROW RD	41a	X	7	0	30		459	323	12.5	40.3
COVENTRY	MERROW RD	41b		7	0	30		517	353	11.1	39.2
COVENTRY	MERROW RD	42		4	0	30		161	269	35.6	95.7
COVENTRY	MERROW RD	85		5	0	30		328	323	17.5	56.4
COVENTRY	NORTH RIVER RD	45		6	0	25		392	306	14.6	44.7
COVENTRY	NORTH RIVER RD	46		5	0	25		854	620	6.7	41.6
COVENTRY	NORTH RIVER RD	49		5	0	25		172	185	33.4	61.9
COVENTRY	NORTH RIVER RD	50		4	0	25		371	295	15.4	45.6
COVENTRY	PARKER BRIDGE RD	56		4	0	25		380	316	15.1	47.7
COVENTRY	PARKER BRIDGE RD	57		4	0	25		296	308	19.4	59.7
COVENTRY	PARKER BRIDGE RD	58a	X	4	0	25		200	239	28.6	68.5
COVENTRY	PARKER BRIDGE RD	58b		4	0	25		518	476	11.1	52.6
COVENTRY	PUCKER ST	59		5	0	30		236	227	24.2	55.1
COVENTRY	PUCKER ST	61	X	4	0	30		266	316	21.5	68.0
COVENTRY	PUCKER ST	62		3	0	30		178	245	32.2	78.9
COVENTRY	PUCKER ST	63		5	0	30		326	371	17.6	65.2
COVENTRY	SOUTH ST	68	X	3	0	30		151	169	37.8	63.9
COVENTRY	SOUTH ST	69		4	0	30		118	169	48.7	82.4
COVENTRY	SOUTH ST	71		5	0	30		169	261	33.9	88.5
COVENTRY	SWAMP RD	76		6	0	30		253	230	22.6	52.0

Laura Stone

From: John Elsesser
Sent: Thursday, May 19, 2016 7:21 AM
To: Laura Stone
Subject: Fwd: Open Gov

Next agenda mgr rep consent

Sent from my iPad

Begin forwarded message:

From: David Petrone <dpetrone@coventryct.org>
Date: May 18, 2016 at 9:16:58 PM EDT
To: John Elsesser <jelsesser@coventryct.org>
Cc: Kimberlee Delorme <KDelorme@coventryct.org>
Subject: Open Gov

John,

The Board has decided *not* to move forward with Open Gov for 2016-17.

They noted several reasons:

- Not in FY17 Budget
- Schools already have specific FOI guidelines to follow
- Unique/specific user data requested (members would like to see how much it is used by the public before funds are invested)

If you have any questions, please let me know.

Thanks, John.
David

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



FOR IMMEDIATE RELEASE

CONTACT:

Wendy Rubin, Coventry Parks & Recreation wrubin@coventryct.org, (860) 742-4068

Coventry Recognized as 2016 Playful City USA Community

257 communities exhibiting Playability to be recognized as part of 2016 Playful City USA Program

Coventry CT - (May 18, 2016) – Coventry is being honored with a 2016 Playful City USA designation for the sixth time. Celebrating its 10th anniversary, the national recognition program honors cities and towns across the country for making their cities more playable.

According to Parks & Recreation Director Wendy Rubin, “Some examples of community initiatives taken to make Coventry more playful, we have, in the past year, refurbished a basketball court at Lisicke Beach, upgraded baseball fields at Miller Richardson Park, installed outdoor solar lighting at Patriots Park, and built a new, irrigated full-sized soccer field at Laidlaw Park. A new Playscape is soon to be completed as part of that project.”



Laidlaw Park soccer field and Playscape under construction

Communities across the country are creating innovative ways to bring back play and attract residents through family friendly activities. Interactive sidewalk art, designated play spaces on trails and the transformation of schoolyards into active play areas are just a few examples of how cities are becoming more playful.

Town Manager John A. Elsesser noted, “We all have fond memories of growing up spending time with friends in parks, sometimes in organized play, and other times in just kicking back and making it up as the hours passed by. I commend our Parks & Recreation Department for pursuing opportunities to increase the chances of both bringing back the best of those times while also moving into the future to connect with this generation of children.”

-Cont.-

Coventry Recognized as Playful City Community
2-2-2

“We are thrilled to recognize these communities that have invested their time and efforts to put kids first,” said KaBOOM! CEO James Siegal. “*Balanced and active play* is crucial to the well-being of kids and the communities that they thrive in. By integrating play into cities, the leaders of Playful Cities USA are working to attract and retain the thousands of families that want homes in close proximity to safe places to play.”

To learn more about these cities, see the full list of the 257 communities named 2016 Playful City USA honorees, or to gather more information on the Playful City USA program, visit www.playfulcityusa.org. We also encourage you to take part in the conversation on [#playability](#) with these thought leaders on [Twitter](#) and [Facebook](#).

#

About Coventry, CT:

Known as the birthplace of Nathan Hale, historic Coventry was incorporated in 1712. Today it is the Gateway to Northeast Connecticut's Quiet Corner. Spread over 37 square miles of woods and old farmlands, our town of 12,500 offers historic sites, herb farms and shops, antique and specialty shops, public beaches and a state boat launch on Lake Wangumbaug, good places to eat, and several cozy bed-and-breakfast inns. For more information visit <http://www.coventryct.org/>.

About KaBOOM!

KaBOOM! is the national non-profit dedicated to giving all kids – particularly those growing up in poverty in America – the childhood they deserve filled with balanced and active play, so they can thrive. Since 1996, KaBOOM! has collaborated with partners to build, open or improve nearly 16,300 playgrounds, engaged more than one million volunteers and served 8.1 million kids. KaBOOM! creates great places to play, inspires communities to promote and support play, and works to drive the national discussion about the importance of play in fostering healthy and productive lives. To learn why #playmatters: visit kaboom.org or join the conversation at twitter.com/kaboom or facebook.com/kaboom.

-End-

Coventry receives 6th straight 'playful' honor

By Tim Leininger

Journal Inquirer | Posted: Thursday, May 19, 2016 12:30 pm

COVENTRY — For the sixth consecutive year, the town is being honored as a Playful City USA Community and is the only town in Connecticut to receive the honor.

The national program sponsored by Kaboom, a nonprofit based in Washington, D.C. that's dedicated to children's physical health, is in its tenth year and annually honors 257 towns nationwide for making their communities playable for their children.

“They developed the playful city program to get towns more involved,” Parks and Recreation Director Wendy Rubin said. “They wanted to get more communities to become more aware of the program.”

Rubin said the town has continued to make itself more playful for children. These include refurbishment of a basketball court at Lisicke Beach, upgraded baseball fields at Miller Richardson Park, solar lighting at Patriots Park, and a new full-sized soccer field at Laidlaw Park.

Town Manager John A. Elsesser said, “I commend our Parks and Recreation Department for pursuing opportunities to increase the chances of both bringing back the best of those times, while also moving into the future to connect with this generation of children.”

Rubin said that the town would receive a road sign that can be posted acknowledging its achievement.

She said town officials would also get access to maps and resources regarding demographics that give them support to continue to improve the community. They will also get access to training webinars that will help advance their work.

Town of Coventry CT
Savings Report by Month
4/30/2016 12:00:00 AM -



Year	Month	Total Claims	Total Cards Used	Member Rx Cost	Avg. Member Rx Cost	Price Savings	Avg. Price Savings	% Savings
2012	Sep-12	5	3	\$116.49	\$23.30	\$58.47	\$11.69	33%
2012	Oct-12	24	15	\$870.84	\$36.29	\$551.24	\$22.97	39%
2012	Nov-12	30	20	\$1,469.36	\$48.98	\$812.43	\$27.08	36%
2012	Dec-12	34	19	\$1,902.63	\$55.96	\$853.78	\$25.11	31%
2012	Year Total:	93	57	\$4,359.32	\$46.87	\$2,275.92	\$24.47	34%
2013	Jan-13	29	17	\$1,444.27	\$49.80	\$794.10	\$27.38	35%
2013	Feb-13	41	21	\$1,865.09	\$45.49	\$1,405.79	\$34.29	43%
2013	Mar-13	34	17	\$1,625.87	\$47.82	\$1,307.95	\$38.47	45%
2013	Apr-13	30	17	\$2,274.87	\$75.83	\$1,261.39	\$42.05	36%
2013	May-13	49	23	\$2,436.15	\$49.72	\$1,435.20	\$29.29	37%
2013	Jun-13	40	21	\$2,180.43	\$54.51	\$1,410.73	\$35.27	39%
2013	Jul-13	32	15	\$2,855.55	\$89.24	\$1,554.90	\$48.59	35%
2013	Aug-13	25	14	\$2,007.48	\$80.30	\$812.74	\$32.51	29%
2013	Sep-13	23	17	\$1,439.00	\$62.57	\$991.56	\$43.11	41%
2013	Oct-13	27	14	\$2,001.37	\$74.12	\$1,176.41	\$43.57	37%
2013	Nov-13	34	19	\$2,560.01	\$75.29	\$1,172.08	\$34.47	31%
2013	Dec-13	23	18	\$765.00	\$33.26	\$1,307.78	\$56.86	63%
2013	Year Total:	387	213	\$23,455.09	\$60.61	\$14,630.63	\$37.81	38%
2014	Jan-14	34	16	\$2,370.73	\$69.73	\$1,147.09	\$33.74	33%
2014	Feb-14	24	17	\$1,029.56	\$42.90	\$1,092.89	\$45.54	51%
2014	Mar-14	19	12	\$2,605.59	\$137.14	\$1,122.57	\$59.08	30%
2014	Apr-14	30	16	\$2,084.37	\$69.48	\$1,772.69	\$59.09	46%
2014	May-14	30	13	\$1,759.70	\$58.66	\$1,394.26	\$46.48	44%
2014	Jun-14	29	14	\$2,434.17	\$83.94	\$2,377.42	\$81.98	49%
2014	Jul-14	24	15	\$1,452.34	\$60.51	\$1,830.87	\$76.29	56%
2014	Aug-14	28	15	\$1,422.00	\$50.79	\$1,428.51	\$51.02	50%
2014	Sep-14	32	16	\$1,678.71	\$52.46	\$3,054.19	\$95.44	65%
2014	Oct-14	28	17	\$734.51	\$26.23	\$1,659.21	\$59.26	69%
2014	Nov-14	23	17	\$432.23	\$18.79	\$525.06	\$22.83	55%
2014	Dec-14	29	20	\$699.02	\$24.10	\$1,762.65	\$60.78	72%
2014	Year Total:	330	188	\$18,702.93	\$56.68	\$19,167.41	\$58.08	51%
2015	Jan-15	17	18	\$323.07	\$19.00	\$585.49	\$34.44	64%
2015	Feb-15	22	16	\$680.53	\$30.93	\$397.54	\$18.07	37%
2015	Mar-15	15	13	\$283.77	\$18.92	\$190.29	\$12.69	40%
2015	Apr-15	16	13	\$374.71	\$23.42	\$1,053.38	\$65.84	74%
2015	May-15	10	11	\$165.22	\$16.52	\$312.25	\$31.23	65%
2015	Jun-15	11	11	\$212.82	\$19.35	\$254.81	\$23.16	54%
2015	Jul-15	7	9	\$345.70	\$49.39	\$367.67	\$52.52	52%
2015	Aug-15	16	14	\$277.76	\$17.36	\$401.13	\$25.07	59%
2015	Sep-15	11	8	\$303.43	\$27.58	\$764.80	\$69.53	72%
2015	Oct-15	10	10	\$394.76	\$39.48	\$118.39	\$11.84	23%
2015	Nov-15	11	9	\$159.84	\$14.53	\$169.80	\$15.44	52%
2015	Dec-15	8	9	\$169.56	\$21.20	\$647.60	\$80.95	79%

EMENT

2015	Year Total:	154	141	\$3,691.17	\$23.97	\$5,263.15	\$34.18	59%
2016	Jan-16	5	7	\$63.31	\$12.66	\$88.85	\$17.77	58%
2016	Feb-16	11	7	\$182.94	\$16.63	\$205.27	\$18.66	53%
2016	Mar-16	11	8	\$185.34	\$16.85	\$207.58	\$18.87	53%
2016	Apr-16	14	13	\$319.73	\$22.84	\$163.24	\$11.66	34%
2016	Year Total:	41	35	\$751.32	\$18.32	\$664.94	\$16.22	47%
Total		1,005	634	\$50,959.83	\$50.71	\$42,002.05	\$41.79	45%

HEALTHY COMMUNITIES TOOLKIT

Website Synopsis and Information You Can Find in This Website



FHI

WHAT ARE HEALTHY COMMUNITIES?



Patrick Dugan

Healthy communities are places that offer opportunities to maintain a good state of health including physical activity (such as walking) and healthy foods (such as those available at farmer's markets).

HOW THIS TOOLKIT CAME ABOUT

In 2015, in partnership with the Connecticut Chapter of the American Planning Association (CCAPA), EHHD was awarded a Plan4Health grant by the American Planning Association (APA) and the American Public Health Association.

The focus of this grant is to support EHHD/CCAPA efforts to increase physical activity and access to healthy foods in the region's towns by helping them link their planning and public health programs with a focus on healthier communities. This toolkit is designed to support the EHHD region towns, as well as any other small, rural towns, in these efforts.

WHAT'S IN THIS TOOLKIT?



Patrick Dugan

This website is a compilation of various tools to help people make their communities healthier places to live, work, and play.

These include planning and regulatory tools focused on growing options for physical activity and access to local, healthy foods. Specifically, these tools are for local officials who make land development decisions in small and rural Connecticut towns.

WHY HEALTHY COMMUNITIES MATTER

Communities with ample opportunities to get and stay healthy are more desirable places to live. They offer clean air and water, ample food choices, places to walk and bicycle comfortably, and places for recreation. Healthy places attract new residents and in doing so, become more lively and dynamic.



Kim Bova

New businesses that serve people engaged in healthy lifestyles are attracted to those communities and can enrich the local economy. A healthier population can reduce burden on local governments for health and social services. Where quality of life is elevated, in part with healthy options, redevelopment and restoration efforts tend to be more successful long-term.

In rural and small towns, creating healthier communities can be of particular importance. Where homes and businesses are far apart from one another, the car becomes the easiest way to get from one destination to another. Walking and bicycling may be more difficult and most often takes place in the shoulders of the road. Safety becomes a concern. In addition, many small towns struggle to keep a successful variety of food stores with healthy options in the community.



EHHD

Flip the page to learn more!

HEALTHYEASTERNCT.COM PAGE-BY-PAGE

OPPORTUNITIES FOR PHYSICAL ACTIVITY

This page includes tools to:

- » Assess your community’s resources and gaps in options for physical activity
- » Develop trails and greenways
- » Make trail connections
- » Prepare a sidewalk or bicycle network plan
- » Leverage CTDOT tools and resources
- » Adopt supportive zoning: overlay districts, design guidelines, bicycle parking and sidewalk requirements
- » Develop and adopt a Complete Street program
- » Engage in Placemaking
- » Strengthen wayfinding
- » Require open space set asides
- » Develop play spaces and recreation programs

FUNDING AND PARTNERSHIPS

This page includes sources for:

- » General opportunities for state, and federal funding
- » Transportation project funding
- » Funding to support agriculture
- » Open space and greenways funding
- » Private Non-Profit opportunities

ACCESS TO HEALTHY FOODS

This page includes tools to:

- » Incentivize agriculture on all scales
- » Adopt farm preservation programs
- » Develop farm stand programs
- » Support farmer’s markets
- » Support Community agriculture
- » Permit and regulate food trucks
- » Foster healthy food stores
- » Create a food hub
- » Redevelop food market sites
- » Create a local food directory
- » Cultivate a rural transportation program for access to markets

And tools to:

- » Create public-private partnerships
- » Develop shared services agreements



Notes from Staff meeting, 5-18-16

Present: Courtney Chan, Linda Greenbacker, Joe Callahan, Lori Tollmann, Mark Palmer, Chris Small, John Elsesser, Noel Waite, Wendy Rubin, Eric Trott, Meg Schiebel, Laura Stone, Mark Kiefer

Council meeting, 5-16-16:

John Elsesser provided highlights of the Council meeting. Minutes are available separately.

- Audience of Citizens: Dorothy Grady spoke of her concern about Council member behavior at the Recreation Commission hearing. Harvey Barrette inquired about a dog waste ordinance and floatation devices for crew team members although they are exempt from these regulations. He is also seeking floats for Memorial Day parade and inquired about action on the eradication of hydrilla in Coventry Lake. Mark Palmer presented two commendations to Officer Kuhns. The Council recognized Mark Palmer for receiving the Windham Chamber of Commerce Law Enforcement Officer of the Year award.
- COVRRRA funding and allocation of expenses was discussed.
- Project updates: The crumbling concrete foundations meeting was attended by John and Joe. It was a hostile crowd and a very emotional issue. The State is going through a methodical process to find science, look at alternatives and negotiate with insurance companies and banks. The crowd did not like hearing the State is broke and can't help. The public believes government needs to help because they did nothing wrong. Some will lose all the equity in their homes. The stories people told were disturbing. The meeting was hosted by 4 towns including Coventry who are preparing to draft a resolution asking the State to do more, from funding to emotional support. It is going to be a long-term issue but right now there is not enough information. Joe Callahan noted if the timeline is brought up to the closing of the concrete firm it would add another 13 years (1983 – 2016). John said the State passed a law which hasn't been signed by the Governor yet that would allow people to come in and get their property values reduced. It would be up to the Assessor – and go into effect for the grand list coming up in October (not the July 2016 bill). If only 30 households come in that is \$1 million off our grand list, so everyone's taxes would go up. We sent letters to 1515 households only in the original 20 year period, not the 33 year period. We are anticipating houses built during that timeframe will see their values plummet. People won't be able to borrow to make repairs if they have their assessments reduced. Saving \$2000 per year in reduced property taxes will not get them to a \$200,000 repair. We are working on the resolution – the State has seen a draft and asked us not to move forward. Towns are at odds regarding what to do and will discuss it again at a CRCOG meeting to see if other towns want to be involved. The issue is not limited to just 4 towns - is a 35-mile region including Manchester, South Windsor, etc. It is a major region and the full impact is unknown.
- The beach parking pass hearing was discussed. Lisa Thomas spent considerable time showing that the Council was informed of the need for a fee increase, despite other member's comments that they were unaware. Where the Commission ended up was a good balance – there will be free passes for seniors during the week. Part of it lowers fees for families with multiple cars but raises fees for out-of-town residents and there is a modest increase for a single vehicle. It is not a significant impact and there are programs to help people who can't afford an increase.
- The State budget passed. Be aware our budget has a \$330,000 hole in it for next year. We will try to make it up by selling properties to raise raising revenues. The Council may put a freeze on capital spending until they can evaluate the situation. Don't expect to order capital items July 1st. We are in much better shape than some other towns. East Hartford is talking layoffs, Hartford is doing major layoffs. This is the start of a few really bad years. We will have to see.
- The Board of Education's request to transfer \$50,000 in surplus to their reserve fund for capital expenditures was approved.
- The mil rate was set at the current rate of 31.2.

- The Council discussed appointing a representative to serve on the Board of Education negotiations team. Further information was requested regarding the level of time commitment and times of meetings.

Department updates:

Finance Office – Chris Small: The audit is underway – please be understanding during the process.

Police Department – Mark Palmer:

- Officer Tom Kuhns received two commendations, one for the use of Narcan to save the life of a 20 year old and the other for top stats in traffic enforcement efforts during 2015. The top speed recorded was 88 mph.
- Our Facebook page is getting a lot of hits. A Gator was stolen last week and recovered last night based on a tip from a reader. It was recovered in Willimantic and returned to the owner. An arrest may be pending.
- There was a bear sighting on Main St. near Sam Green. If you see a bear take any animals you might have inside and if it approaches your house make a lot of noise.
- We have received 66 police officer applications so far. We will be putting additional recruitment materials out.
- We are having the main computer switch replaced at the Department so we will be down for 1-2 hours.
- In looking at a 5 year trend, crime is reducing every year. We made significant progress with robberies – there were none last year. Our officers are very visible and we like to think that is one reason why crime is down. Drug arrests are up, mostly based on traffic stops.
- John Elsesser mentioned a poll showing that Coventry is the 10th safest place to live in CT and the safest in Eastern CT. Also, in studies on racial profiling, Coventry is not on the list of towns where there are concerns.

Town Clerk – Lori Tollmann:

- We are very busy with the primary, the budget and the rabies clinic. The clinic is Saturday 5/21 from 2-4 PM.
- We sent out 1500 dog tag renewals to remind people of license renewal, the rabies clinic and the contest for the #1 dog tag.

Building Office – Joe Callahan: A lot is going on everywhere in town and we are trying to keep ahead.

Tax Office – Linda Greenbacker:

- We had a successful tax sale yesterday. The number of properties came down from 21 to two, and both went at auction. One sold for more than half again what was due so we are pleased that the owners or debtors will get some funds. Just in tax sale redemptions we processed \$150,000 in revenue across all categories. The last two properties were on Daly Road and Brewster Street. John noted they have to wait until November 17th to take ownership. An eviction may be needed at one of the properties.
- The office is ready to work with the auditors on testing.
- We are ordering supplies for bill processing.

Human Services – Courtney Chan:

- We are really busy with a lot of new residents coming into town from down south who need services. Some are former clients who have come back. We are working on getting them situated.

- Energy applications got expanded to the end of May.
- Brenda is working on renters rebate and will be doing a day at Orchard Hills.
- The Post Office annual food drive was done – we didn't get as much as last year. We are grateful though. There was not a lot of advance notice for people to participate. We are stocking up the Food Bank and cleaning up for summer.
- Crystal is busy with Project Graduation. Invitations will go out next week. A babysitting course is scheduled for 6/14.
- We are getting a lot of campership applications and a lot of applications for Camp Conri.
- At the Senior Center Carrie is having an intern this summer from Eastern who wants to see what it is like working with seniors. She heard Carrie speak at a social workers panel discussion and was interested. Carrie also met with her professional network to review a veterans program.

Booth & Dimock Library – Meg Schiebel:

- We are busy preparing for summer reading. The summer programs brochure is being printed now. School visits are scheduled over the next couple weeks to talk about summer reading.
- We are doing a collaboration this summer to do story times at Recreation and CECC summer camps.
- We are hiring a new Library Assistant and Library Page.
- We are looking into circulating board games and tabletop games.
- John Elsesser said that Kristi Sadowski presented at the CEN conference on high speed WIFI. He was at the conference and talking with people – our library has a good reputation for being advanced and doing great stuff. The next big thing is teaching teens how to code. Meg said that Chris is doing a workshop on coding tomorrow. John said that kids who learn to code in games like Minecraft are transitioning to real-world skills for things like app development. There is thinking that coding should become a standard core skill.

Administration – Laura Stone: The June e-blast will go out on May 26th to provide an extra round of publicity for the Memorial Day events. Primary focus of this issue will be opening day of the Farmers' Market.

Land Use/Development – Eric Trott:

- Opening day of the Farmers Market 6/5. We are working on details for the opening ceremony. We are hiring traffic flaggers and a contractor for trash is in place.
- On the Hydrilla issue, CT DEEP will be working with the company we are familiar with who did the Eagleville Lake fanwort treatment. They have been hired and we will have details in a week.
- The Lake Management Plan forum is tonight. There are breakout sessions and establishment of next steps. July is lake awareness month and we will be bringing in a specialist to identify aquatic invasives. We are working with the State on round two of fanwort treatment.
- We are firming up probate work on the Williams open space property and anticipate it will be wrapped up in 30-60 days.
- We are finalizing the arts plan and closing up the grant.
- We are making purchases for the Main St. Investment grant. The street clock will be put together soon.
- We are also working on the DEEP Recreation trails program and the Decew property.
- We are moving forward on a lot of blight enforcement. A lot of matters are in court right now.
- The Coventry Lake Advisory & Monitoring Committee was nominated for an Aquarion Environmental Champions award. We also plan to submit their work as the focus for a CRCOG sustainability award.

Parks & Recreation – Wendy Rubin:

- Today is the official day we can announce we have been selected as a Playful City USA 2016 designee. It is our 6th year in a row and we are one of 244 in the country and the only town in CT. We made a video as part of the application and will publicize it.
- Our intern Leah started yesterday. She is in class for 3 more weeks and then will be here full time. She attends school at Southern and is experienced in Recreation.
- We are gearing up for summer opening of the beaches – we are getting floats out by Memorial Day.
- The Community Garden project is thriving – it has become a community club which is great.
- Kayaks are ready to go for rentals to the public next week.
- Staff training starts for camp on the 26th.
- The beach sticker process has generated a lot of work to update our signs and stickers, etc. Because of the changes we are not starting to sell stickers until 6/1.

Fire/EMS – Noel Waite:

- Noel is working to set up a community shred day at one of the firehouses
- We are working on budget close-out.

Public Works – Mark Kiefer:

- Public Works is crazy with contractors working on 6 town jobs plus getting ready for other projects.
- It snowed on 4/4 but Mt. Ridge will be completed within a six-week timeline. Hydro seeding is next week and it is probably the best road in town right now.
- Village drainage is wrapping up this week with reclaiming next week and paving mid-June.
- Maple Drive was reclaimed and paving is next month.
- The Town crew is prepping South River, Case and South for the asphalt recycling train.
- We are working with contractors to get Laidlaw field done - water wizards will be getting the irrigation done. We moved the water tank up there and are prepping it. We will have water on the fields next week.
- At Tracy Shoddy we are getting excavation work done to prevent water infiltration to the foundation.
- We are also working on the Farmers' Market field to prep for opening day, in addition to normal ballfield, mowing and sweeping work that is underway.

Town Manager – John Elsesser:

- We will be changing our phone system over to VOIP in all our buildings. The Board of Education is finalizing the contract with the vendor. We are getting a great discount because we will be their first CT customer. We will be riding on the Nutmeg Network. Once the Board gets going we will be dealing with changing over our systems. It is high quality equipment. We will have some automated options. The system is easy to program and will have lots of options. Training will be provided. We anticipate July/August beginning at the schools. The current system at Town Hall is at least 18 years old if not older.
- This is a busy summer for everybody. We hope for good weather to complete projects and make our citizens happy.



May 25, 2016

Dear Coventry Resident,

Get ahead of the summer heat! The Town of Coventry is a Clean Energy Community and, to help you save energy, save money, and stay cool this summer, we are partnering with Eversource and Energize ConnecticutSM to bring you Home Energy SolutionsSM.

Why participate? In just one in-home visit, our certified and insured partner-contractors, Victory Energy Solutions and New England Conservation Services, will leave you with:

- An energy assessment and report that can guide your home improvement decisions.
- A more comfortable home - air sealing eliminates drafts, keeps dust and pollen out, and will keep your cooled air in this summer and warmed air in next winter.
- Reduced energy usage - the average customer achieves approximately \$200 in energy savings each year as a result of weatherization efforts, water-saving measures, and energy-efficient light bulbs installed during the visit.
- Rebates, incentives and financing options available only through Home Energy Solutions. With less impact to your budget, you can make energy improvements, such as upgraded kitchen appliances and insulation.

Home Energy Solutions is available to you for just \$99* but the average household receives approximately \$1,000 worth of services. Funding comes from a small charge on electric and natural gas bills - **it's your money, so take advantage and start saving today.**

**To schedule your Home Energy Solutions appointment call 877-306-4483 today.
Visit EnergizeCT.com/hes to learn more.**

**Schedule your service by June 30 and receive four additional LED light bulbs
(a \$40 value) at no additional cost.**

Now through December 31, 2016, for every Coventry resident who completes their Home Energy Solutions service, a \$25 donation will be made to the **Coventry Fuel Bank**. These donations will be made by Coventry's Home Energy Solutions partner-contractors.

Participation in Energize Connecticut programs makes Coventry eligible for grants for energy saving projects and efforts. Coventry has partnered with Energize Connecticut and Eversource to make these programs available. Thank you for helping make Coventry a clean, energy-efficient community.

Very truly yours,

Julie A. Blanchard
Chairwoman, Town Council

John Elsesser
Town Manager

Jenn Reilly
Chairwoman, Energy
Advisory Committee

* \$99 fee for all Eversource customers. Program availability and price is subject to change. Fee may be waived for income-eligible residents. Eligibility guidelines are available at EnergizeCT.com/hes, or call 877-306-4483.



Empowering you to make
smart energy choices



John Elsesser

From: Brittany Stephenson <bstephenson@crcog.org>
Sent: Thursday, June 02, 2016 12:33 PM
To: John Elsesser
Cc: Cheryl Assis; Lyle Wray
Subject: Inter-Town Cooperation Awards

Importance: High

Hi Mr. Elsesser,

Thank you for your May 24, 2016 Inter-Town Cooperation Awards submission. We are pleased to announce your nominees have been selected and will be awarded at our Annual Meeting and Luncheon on Wednesday, June 8, 2016 at the Glastonbury Boathouse. We encourage you to invite Ms. Wendy Rubin and Ms. Caterina Merriam to accept this award. If you have any questions, comments, or concerns, please do not hesitate to contact me immediately.

Congratulations again!

Brittany N. Stephenson
Executive Administrative Assistant
241 Main Street, 4th Floor
Hartford, CT 06106
*860-522-2217 *213*
860-724-1274 (fax)
bstephenson@crcog.org



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Capitol Region Council of Governments
241 Main St., Hartford, CT 06106-5310
Phone: (860) 522-2217 FAX: (860) 724-1274

To: CRCOG Policy Board Members and Alternates
From: Lyle Wray
Date: May 11, 2016
Subject: CRCOG Annual Meeting: Inter-town Cooperation Awards

In preparation for CRCOG's Annual Meeting, scheduled for **June 8, 2016**, we are soliciting nominations for the Inter-town Cooperation Awards, designed to recognize significant examples of inter-town cooperation within the region.

Your input would be appreciated. As noted on the form below, please e-mail your nominations to Brittany Stephenson before **June 1, 2016**.

Name: JOHN ELSESSER

Town: COVENTRY

Name(s) of Nominee(s):
WENDY RUBIN] PARKS & RECREATION DEPT.
CATERINA MERRIAM]

Organization Person Town/City Dept Committee Other

Towns Involved: COVENTRY, MANSFIELD, BULTON, ASHFORD, HEBRON

Description of completed or ongoing Inter-town Cooperative Initiative. Add additional sheet if needed.

Coventry participated in & took a leadership role in a regional
youth basketball program involving 5 towns.
(see attached).

Please complete this form and return before **June 1, 2016** to:

Brittany Stephenson
bstephenson@crcog.org
Or fax to: (860) 724-1274

Starting in 2015, Coventry Parks & Recreation was asked to take over the volunteer run youth basketball league in town. Due to the limited size of our program, teams would have no else to play but themselves repeatedly throughout the season. Ms. Rubin reached out to the surrounding towns to be included on their schedules for some games.

She offered to host a meeting which eventually became the Lakes Region Youth Basketball League. The town administrators met regularly to develop the program so that games could incorporate 5 towns with over 8 gym locations. A game scheduling software package was researched and later purchased by all the towns together to assist with the intricate and complicated schedules.

Throughout the season the administrators group met to review scheduling conflicts, address any concerns with officials, players, coaches & spectators, address weather policies & procedures and to plan the end of season jamboree. They also set up training sessions for all towns to participate.

Other cooperative ventures in the past several years have included sharing bus trip planning & coordination, regionalized summer camp training, regular communication regarding issues of concern and best practices.

Laura Stone

From: Julie Blanchard
Sent: Tuesday, May 17, 2016 11:22 AM
To: William Oros; David Petrone
Cc: Matthew OBrien; Thomas Pope; Andy Brodersen; Richard Williams Jr.; Lisa thomas; Hannah HPietrantonioTC; John Elsesser; Laura Stone; Julie Blanchard
Subject: Council Represtative for Teacher Contract Negotiations

Dear Bill:

The person I would like to appoint to be the Council's representative, Matt O'Brien, had asked if you have an estimate of how many meetings, what dates and time will they be held?

Thanks.

Julie Blanchard
Chairwoman, Town Council



COVENTRY PUBLIC SCHOOLS

1700 MAIN STREET COVENTRY, CONNECTICUT 06238-1654
PHONE (860) 742-7317 FAX (860) 742-4567
www.coventrypublicschools.org

DAVID J. PETRONE
Superintendent

MICHELE MULLALY
Director of Teaching & Learning

ROBERT CARROLL
Director of Finance & Operations

CHRISTINE C. MURPHY
Director of Pupil &
Staff Support Services

May 6, 2016

Ms. Julie Blanchard, Chairman
Town Council
Town of Coventry
1712 Main Street
Coventry, CT 06238

Re: Renegotiation of Education Association of Coventry Agreement

Dear Ms. Blanchard,

The Agreement between the Coventry Board of Education and the Education Association of Coventry will expire on June 30, 2017. Under the timelines established by the Teacher Negotiation Act, the negotiations for this contract must commence not later than August 16, 2016. The deadline for the start of mediation is October 5, 2016, and, if there is no agreement, we will be in interest arbitration as of October 30, 2016.

The Teacher Negotiations Act requires that the Town Council be given an opportunity to provide input to the negotiations. Please accept this letter as an invitation for the Council to provide said input. We hope that the Council will name a representative to be present at all sessions.

Please contact my office if and when a member is chosen. We look forward to working with you as we strive to reach an agreement which is acceptable to all parties involved.

Sincerely,

David J. Petrone
Superintendent of Schools

DJP/kd

Cc: Board of Education Members
Kevin Roy, Shipman and Goodwin
John Elsesser, Town Manager



Whereas, area municipalities in eastern Connecticut with residents impacted by crumbling home foundations recognize and appreciate the diligent work performed by State Officials led by Lieutenant Governor Wyman and Commissioner Jonathan Harris of the Office of Consumer Protection to investigate the cause of the problem, to explore possible means of assisting homeowners, and to review possible legal remedies; and

Whereas, the complexity of the issue requires time to thoroughly investigate all facets of the issue, which review is necessary should there be any legal remedies available; and

Whereas, while the State works through its deliberate process, homeowners are finding it necessary in some cases to take immediate action to protect their legal rights and/or to make costly repairs to failing foundations; and

Whereas, it is the collective opinion of the municipalities that are signatories to this resolution that impacted homeowners need immediate interim relief:

Now, therefore, be it resolved that the State Of Connecticut is strongly encouraged to establish an emergency repair fund under the auspices of the State Treasurer and administered by the Department of Consumer Protection to provide a means of interim financial relief to those residents currently impacted by crumbling foundations and who have had to expend funds for legal assistance related to the problem and/or to make repairs to foundations; and, furthermore,

Possible sources of funds for the recommended emergency repair fund could include the Small Town Economic Assistance Program, an adjustment to the conveyance tax, and the Small Cities grant fund; and, furthermore,

The State of Connecticut should engage qualified analysts to conduct a financial impact study to assess the impacts of the issue of crumbling home foundations on communities in eastern Connecticut, including, but not limited to the effect on the overall economy, the housing market, and municipal grand lists; and, furthermore,

The State of Connecticut should convene a meeting with the Connecticut Assessors Association, local Assessors, Chief Elected Officials, and Town Managers to develop a uniform method for determining any future reductions in the value of impacted homes, based on recently adopted legislation pertaining to this matter; and, furthermore,

Using the purchasing services provided by the Connecticut Department of Administrative Services and the Capitol Region Council of Governments, the State should identify a list of qualified contractors to conduct inspection services and foundation repairs, including a less expensive testing means; and develop a pricing index including a maximum per square foot cost that qualified contractors can charge homeowners for services; and, furthermore,

The State should provide specialized training pertaining to crumbling foundations for home inspectors and municipal building officials; and develop residential maintenance guides providing homeowners with information on drainage, water sealants and other means to ensure proper care for residential foundations; and, furthermore,

The State should conduct a septic survey and analyze the problem with septic companies to ascertain the possible impact of crumbling residential foundations on septic systems in the area; and, furthermore,

The State should continue to work with the Banking Commissioner to seek protections from insurance companies unduly increasing home insurance rates in eastern Connecticut, and banks from unjustifiably calling line of credit and equity loans for homeowners dealing with crumbling foundations; and, furthermore,

The State should provide emotional support systems to assist impacted residents with family complications associated with this problem; and, furthermore,

The State should convene a task force or authority comprised of appropriate state and municipal officials charged with effecting the recommendations set out above. This task force or authority should receive a specific charge with appropriate staffing and a set schedule for issuing periodic progress reports.

Municipal officials stand ready to work with State officials to ensure immediate attention to the interim relief measures identified herein.

LEGAL NOTICE
TOWN OF COVENTRY, CONNECTICUT
SPECIAL TOWN MEETING
Monday, June 20, 2016

Notice is hereby given to the electors of the Town of Coventry and those qualified taxpayers lawfully entitled to vote in Coventry Town Meetings pursuant to Section 7-6 of the Connecticut General Statutes that a Special Town Meeting will be commenced on Monday, June 20, 2016 at 7:00 PM at the Annex Building of the Coventry Town Hall, 1712 Main Street, Coventry, Connecticut, to consider and take action on the following question:

Shall the Town of Coventry approve the purchase of 1145 Main Street, Coventry, Connecticut for the purchase price of \$55,615?

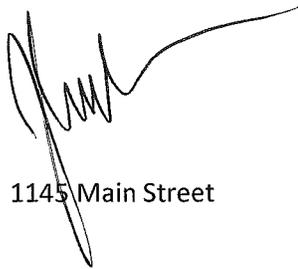
Dated at Coventry, Connecticut this ____ day of June, 2016

Lori Tollmann, Coventry Town Clerk

To: Town Council

From: John A. Elsesser, Town Manager

Re: Land offer from Frieda Hottenstine: 1145 Main Street



I met with Dr. Hottenstine and we reached an agreement in value for the land where the Town parking lot is at 1145 Main Street. She is willing to \$55,615 for a direct sale. She is willing to take back tax forgiveness on this and 1153 Main Street as part of the offer which currently is in the neighborhood of \$12,703.16 (with interest accruing). If this transaction does not conclude until July an additional payment of approximately \$5,912 on 1145 Main could also be included. Under this scenario the Town would be required to make a payment in the amount of \$37,000. The Town's valuation is \$59,400 and Dr. Hottenstine's valuation was \$58,700.

Attached is information on the property and the lease line which includes only a portion of the property. You will note that the property includes a fenced in area for pet relief. We would continue to all this use but not guarantee it. Additionally traffic flow between the two parcels would also be maintained.

The process for the Town to proceed with a purchase would be to for the Council to make a decision and request a CGS 8-24 review by the Planning and Zoning commission and then to call a Special Town meeting to consider the purchase as required by Section 9-3(a) of the Town Charter. During these steps a title search and deed would be prepared. Dry Hottenstine made a point that speed is important so it may be necessary to do a purchase agreement with some type of good faith money. The Council would also need to determine where to take the balance of money from to make the purchase. The Council could take funds from their 1.55 fund or allow the Town Meeting to make the appropriation directly.

STATEMENT OF ACCOUNT CONDITION



LINDA GREENBACKER
TOWN OF COVENTRY
1712 MAIN STREET
COVENTRY CT 06238

PHONE (860)742-4066

HOTTENSTINE FRIEDA M
1153 MAIN ST
COVENTRY, CT 06238

2/18/2016

Note: State Law requires that interest be charged and collected on all past due property taxes/installments, at a rate of 1 1/2% per month (18%/yr) from due date. Payments must be applied to oldest outstanding interest, tax and lien in order. Minimum interest is \$2.00 for each overdue installment.

ADDITIONAL INTEREST IS DUE IF NOT PAID BY: **2/18/2016**

Make checks payable to: TOWN OF COVENTRY

List #	Year	Type	Property Desc	Amt Due	Interest	Fees	Liens	Bond	Total
2596	2013	REAL ESTATE	1153 MAIN ST	5,654.90	0.00	0.00	24.00	0.00	5,678.90
2596	2014	REAL ESTATE	1153 MAIN ST	5,912.40	443.43	0.00	0.00	0.00	6,355.83
2597	2014	REAL ESTATE	1145 MAIN ST	648.96	19.47	0.00	0.00	0.00	668.43
				<u>12,216.26</u>	<u>462.90</u>	<u>0.00</u>	<u>24.00</u>	<u>0.00</u>	<u>12,703.16</u>

Please return Original Bill(s) or this statement with your payment.

July 1, 2016 5912.26
 TOTAL \$12,615

APPRAISAL OF REAL PROPERTY



LOCATED AT

1145 Main St
Coventry, CT 06238

As recorded in the Coventry land records in Volume 655, Page 328.

FOR

Frieda M. Hottenstine, DVM
1153 Main St
Coventry, CT 06238

OPINION OF VALUE

58,700

AS OF

02/17/2016

BY

Frederick L. Speno, SRA
Speno Associates Real Estate Appraisers, LLC
51 Gilead St (Rear), P.O. Box 154
Hebron, CT 06248-0154
(860) 530-1643
FredSpeno@spenoassociates.com
<http://www.SpenoAssociates.com>

Subject Photo Page

Borrower	Frieda M. Hottenstine, DVM				
Property Address	1145 Main St				
City	Coventry	County	State	CT	Zip Code 06238
Lender/Client	Frieda M. Hottenstine, DVM				



Subject Front

1145 Main St
Sales Price
Gross Living Area
Total Rooms
Total Bedrooms
Total Bathrooms
Location Average
View Neighborhood
Site 0.30 Acres
Quality Average
Age



Northerly Street View



Southerly Street View

Assumptions, Limiting Conditions & Scope of Work

1145 Main St
File No.: 16-053LN.FLS
State: CT Zip Code: 06238

Property Address: 1145 Main St City: Coventry
Client: Frieda M. Hottenstine, DVM Address: 1153 Main St, Coventry, CT 06238
Appraiser: Frederick L. Speno, SRA Address: 51 Gilead St (Rear), P.O. Box 154, Hebron, CT 06248-0154

STATEMENT OF ASSUMPTIONS & LIMITING CONDITIONS

- The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis

of it being under responsible ownership.

- The appraiser may have provided a sketch in the appraisal report to show approximate dimensions of the improvements, and any such sketch

is included only to assist the reader of the report in visualizing the property and understanding the appraiser's determination of its size. Unless otherwise indicated, a Land Survey was not performed.

- If so indicated, the appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other

data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.

- The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.

- If the cost approach is included in this appraisal, the appraiser has estimated the value of the land in the cost approach at its highest and best

use, and the improvements at their contributory value. These separate valuations of the land and improvements must not be used in conjunction

with any other appraisal and are invalid if they are so used. Unless otherwise specifically indicated, the cost approach value is not an insurance

value, and should not be used as such.

- The appraiser has noted in the appraisal report any adverse conditions (including, but not limited to, needed repairs, depreciation, the presence

of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property, or that he or she became aware of during the

normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property, or adverse environmental conditions (including, but not limited to, the presence of hazardous

wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of

the property.

- The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items

that were furnished by other parties.

- The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.

- If this appraisal is indicated as subject to satisfactory completion, repairs, or alterations, the appraiser has based his or her appraisal report and valuation conclusion on the assumption that completion of the improvements will be performed in a workmanlike manner.

- An appraiser's client is the party (or parties) who engage an appraiser in a specific assignment. Any other party acquiring this report from the

client does not become a party to the appraiser-client relationship. Any persons receiving this appraisal report because of disclosure requirements

applicable to the appraiser's client do not become intended users of this report unless specifically identified by the client at the time of the assignment.

- The appraiser's written consent and approval must be obtained before this appraisal report can be conveyed by anyone to the public, through advertising, public relations, news, sales, or by means of any other media, or by its inclusion in a private or public database.

- An appraisal of real property is not a 'home inspection' and should not be construed as such. As part of the valuation process, the appraiser performs a non-invasive visual inventory that is not intended to reveal defects or detrimental conditions that are not readily apparent. The presence

of such conditions or defects could adversely affect the appraiser's opinion of value. Clients with concerns about such potential negative factors

are encouraged to engage the appropriate type of expert to investigate.

The Scope of Work is the type and extent of research and analyses performed in an appraisal assignment that is required to produce credible assignment results, given the nature of the appraisal problem, the specific requirements of the intended user(s) and the intended use of the appraisal report. Reliance upon this report, regardless of how acquired, by any party or for any use, other than those specified in this report by the Appraiser, is prohibited. The Opinion of Value that is the conclusion of this report is credible only within the context of the Scope of Work, Effective Date, the Date of Report, the Intended User(s), the Intended Use, the stated Assumptions and Limiting Conditions, any Hypothetical Conditions and/or Extraordinary Assumptions, and the Type of Value, as defined herein. The appraiser, appraisal firm, and related parties assume no obligation, liability, or accountability, and will not be responsible for any unauthorized use of this report or its conclusions.

Additional Comments (Scope of Work, Extraordinary Assumptions, Hypothetical Conditions, etc.):

The Scope of Work for this appraisal assignment consists of me, Frederick L. Speno, SRA performing a visual inspection of the subject property and its improvements, researching the Multiple Listing Service (MLS) records for this type of property and researching the land records for the subject town and verifying the data presented in this report. The comparable sales presented are inspected from the street and sales data is verified through the MLS and the town land records.

APPRAISAL REPORT

1145 Main St

File No.: 16-053LN.FLS

My research <input type="checkbox"/> did <input checked="" type="checkbox"/> did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.	
Data Source(s): The Multiple Listing Service (MLS), town clerk's records and assessor's records.	
1st Prior Subject Sale/Transfer	Analysis of sale/transfer history and/or any current agreement of sale/listing: The subject has not sold within the last three years and it is not listed for sale in the Multiple Listing Service.
Date: None	
Price: Not Applicable	
Source(s): Public Records/MLS	
2nd Prior Subject Sale/Transfer	
Date:	
Price:	
Source(s):	

FEATURE	SUBJECT PROPERTY	COMPARABLE NO. 1	COMPARABLE NO. 2	COMPARABLE NO. 3
Address	1145 Main St Coventry, CT 06238	Church St Hebron, CT 06248	37 Pendleton Dr Hebron, CT 06248	31 Courtney Dr Ellington, CT 06029
Proximity to Subject				
Sale Price	\$	\$ 50,000	\$ 85,000	\$ 110,000
Price/ ACB		\$ 94,339.62	\$ 184,782.61	\$ 59,782.61
Data Source(s)	PubRec/DriveBy	Drive by/MLS/Public Records	Drive by/MLS/Public Records	Drive by/MLS/Public Records
Verification Source(s)	MLS	Volume 527, Page 333	Volume 526, Page 443	Volume 469, Page 716
VALUE ADJUSTMENT	DESCRIPTION	DESCRIPTION	+(-) \$ Adjust	DESCRIPTION
Sales or Financing	N/A	None		None
Concessions	N/A	Recorded		Recorded
Date of Sale/Time	N/A	12/15/2015		09/03/2015
Rights Appraised	Fee Simple	Fee Simple		Fee Simple
Location	Average	Inferior	+5,000	Superior
Site Area (in Acres)	0.30 Acres	0.53 Acres	-600	1.84 Acres
Zone	VC	HG		01
Other	Paved Parking Area	None	0	None
Other	None	None	None	None
Other	None	None	None	None
Other	None	None	None	None
Net Adjustment (Total, in \$)		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 4,400	<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -21,900	<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -42,400
Adjusted Sale Price (in \$)		\$ 54,400	\$ 63,100	\$ 67,600
Summary of Sales Comparison Approach See addendum.				

PROJECT INFORMATION FOR PUDs (if applicable) <input type="checkbox"/> The Subject is part of a Planned Unit Development.
Legal Name of Project:
Describe common elements and recreational facilities:
Indicated Value by Sales Comparison Approach \$ 58,700
Final Reconciliation: The sales comparison approach best reflects the actions of the typical purchaser. The Cost Approach is not developed, because there is insufficient market data to credibly support the subjects site value and depreciation of the subject improvements; therefore, the cost approach.
This appraisal is made <input checked="" type="checkbox"/> "as is", or <input type="checkbox"/> subject to the following conditions:
<input type="checkbox"/> This report is also subject to other Hypothetical Conditions and/or Extraordinary Assumptions as specified in the attached addenda.
Based upon an inspection of the subject property, defined Scope of Work, Statement of Assumptions and Limiting Conditions, and Appraiser's Certifications, my (our) Opinion of the Market Value (or other specified value type), as defined herein, of the real property that is the subject of this report is: \$ 58,700 , as of: 02/17/2016 , which is the effective date of this appraisal.
If indicated above, this Opinion of Value is subject to Hypothetical Conditions and/or Extraordinary Assumptions included in this report. See attached addenda.
A true and complete copy of this report contains 11 pages, including exhibits which are considered an integral part of the report. This appraisal report may not be properly understood without reference to the information contained in the complete report, which contains the following attached exhibits: <input type="checkbox"/> Scope of Work
<input checked="" type="checkbox"/> Limiting Cond./Certifications <input type="checkbox"/> Narrative Addendum <input checked="" type="checkbox"/> Photograph Addenda <input type="checkbox"/> Sketch Addendum <input checked="" type="checkbox"/> Map Addenda
<input type="checkbox"/> Additional Sales <input type="checkbox"/> Cost Addendum <input type="checkbox"/> Flood Addendum <input type="checkbox"/> Manuf. House Addendum <input type="checkbox"/> Hypothetical Conditions
Client Contact: Dr. Hottentstine Client Name: Frieda M. Hottentstine, DVM
E-Mail: info@allcreatures-vethosp.com Address: 1153 Main St, Coventry, CT 06238

APPRAISER  Appraiser Name: Frederick L. Speno, SRA Company: Speno Associates Real Estate Appraisers, LLC Phone: (860) 530-1643 Fax: (860) 530-1643 E-Mail: FredSpeno@spenoassociates.com Date of Report (Signature): 02/24/2016 License or Certification #: RCG-0575 State: CT Designation: Certified General Appraiser Expiration Date of License or Certification: 04/30/2016 Inspection of Subject: <input checked="" type="checkbox"/> Old Inspect <input type="checkbox"/> Did Not Inspect (Desktop) Date of Inspection: 02/17/2016	SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable) Supervisory or Co-Appraiser Name: Company: Phone: Fax: E-Mail: Date of Report (Signature): License or Certification #: State: Designation: Expiration Date of License or Certification: Inspection of Subject: <input type="checkbox"/> Did Inspect <input type="checkbox"/> Did Not Inspect Date of Inspection:
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Supplemental Addendum

File No. 16-053LN.FLS

Borrower	Frieda M. Hottensine, DVM				
Property Address	1145 Main St				
City	Coventry	County		State	CT
Lender/Client	Frieda M. Hottensine, DVM				
				Zip Code	06238

VC (Village Center) Zone

Section 6.11 Village Center Zone Section 6.11.01 Generally Permitted Uses a. Uses Not Requiring Site Plan Review By the Commission The following uses are permitted in the Village Center Zone upon the issuance of a zoning permit by the Zoning Agent: 1. Finance, insurance, real estate services. 2. Offices. 3 Personal services. 4. Professional services. 5. Art studios/galleries. 6. Residential apartment (not on primary street level). 7. Public museums. 8. Government services. 9. Tattoo studios (Added – Effective 3/7/13) b. Uses Requiring Site Plan Review By the Commission The following uses are permitted in the Village Center Zone upon the issuance of site plan approval by the Commission: 1. Business services – data processing. 2. Retail trade – up to 5,000 square feet of gross building floor area per lot. 3. Municipal public parking. 4. Churches and other places of religious worship. Section 6.11.02 Specially Permitted Uses The Commission may issue a special permit in accordance with Section 7.03 of these Regulations for the following uses in the Village Center Zone: a. Taverns and inns. b. Recreational activities. c. Educational institutions and services. d. Retail trade – over 5,000 square feet of gross building floor area per lot. e. Food service establishment (with or without outdoor seating). f. Child and adult day care facilities and nursery schools. g. Theatres. h. In a mill structure existing as of January 1, 2005, or in an expansion thereof, the following uses may be permitted: (Revised - Effective 06/15/12) 1. assembly. 2. factory outlet. 3. light manufacturing. 4. office. 5. residential uses. 6. business services. 7. retail services. i. Designed Apartment/Condominium Developments, including, but not limited to senior housing, in accordance with Section 5.13 of these Regulations. Section 6.11.03 Design Guidelines (Added – Effective 10/12/10) In addition to the standards provided elsewhere in these Regulations, the Commission shall consider, when reviewing site plans and special permit applications for property within the Village Center Zone, the “Design Guidelines, Village and Gateway Districts, Town of Coventry,” developed by the Green Valley Institute and dated September 2003, in rendering its decision on application for either (i) new construction; (ii) modifications to an existing building that would result in an increase of 25% or more in the surface area of the exterior of the building; or (iii) modifications to an existing structure that would result in an increase of 25% or more in the footprint area of the structure. The foregoing Design Guidelines are hereby incorporated into these Regulations by reference.

COMMENTS ON THE COMPARABLE SALES:

In order to obtain comparable sales, I searched the land records in Coventry and surrounding towns for the past three years. All of the comparable sales selected are closed sales, they are verified in the town land records and through the Multiple Listing Service (MLS), and are the best available and are reasonable purchase alternatives to the subject.

All of the sales are adjusted at \$2,500 per acre for site size differences; all sales are adjusted for location differences and sale 3 is adjusted for being located in an I Industrial zone which has greater versatility in use; sales 2 and 3 are adjusted for there superior locations in markets with higher predominate values and sales 1 and 4 are adjusted for there inferior locations in markets with lower predominate values.

The adjustments made to the comparable sales are for the difference in utility or amenities that either the subject or the comparable sales may or may not have. These adjustments are market driven and reflect what a typical, informed purchaser would or would not pay for the added or decreased utility of the items adjusted, rather than the cost to reproduce those items. All adjustments are rounded to the nearest \$100.

APPRAISAL DEVELOPMENT AND REPORTING PROCESS:

This is a Summary Appraisal Report which is intended to comply with the reporting requirements set forth under Standards Rule 2-2(b) of the Uniform Standards of Professional Appraisal Practice for a Summary Appraisal Report. As such, it presents only summary discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation that is not provided with the report concerning the data, reasoning, and analyses is retained in the appraiser's file. The depth of the discussion contained in this report is specific to the needs of the client and for the intended use stated in the report. The appraiser is not responsible for unauthorized use of this report.

To develop the opinion of value, the appraiser performed a complete appraisal process, as defined by the Uniform Standards of Professional Appraisal Practice.

The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics & Standards of Professional Appraisal Practice of the Appraisal Institute, which include the Uniform Standards of Professional Appraisal Practice. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

The Intended User of this appraisal report is the Lender/Client. The Intended Use is to evaluate the property that is the subject of this appraisal for a mortgage finance transaction, subject to the stated Scope of Work, purpose of the appraisal, reporting requirements of this appraisal report form, and Definition of Market Value. No additional Intended Users are identified by the appraiser. As of the date of this report, I have completed the continuing education program of the Appraisal Institute.

APPRAISAL REPORT

1145 Main St

File No.: 16-053LN.FLS

Property Address: **1145 Main St** City: **Coventry** State: **CT** Zip Code: **06238**

County: _____ Legal Description: **As recorded in the Coventry land records in Volume 655, Page 328.**

Assessor's Parcel #: **Map O, Block 62, Lot 12** Tax Year: **2015** R.E. Taxes: \$ **1,297.92** Special Assessments: \$ **None**

Market Area Name: **South Coventry** Map Reference: **25540** Census Tract: **8502.00**

Current Owner of Record: **Frieda M. Hottentstine, DVM** Borrower (if applicable): **Frieda M. Hottentstine, DVM**

Project Type (if applicable): PUD De Minimis PUD Other (describe) _____ HOA: \$ _____ per year per month

Are there any existing improvements to the property? No Yes If Yes, indicate current occupancy: Owner Tenant Vacant Not habitable

If Yes, give a brief description: _____

The purpose of this appraisal is to develop an opinion of: Market Value (as defined), or other type of value (describe)

This report reflects the following value (if not Current, see comments): Current (the Inspection Date is the Effective Date) Retrospective Prospective

Property Rights Appraised: Fee Simple Leasehold Leased Fee Other (describe)

Intended Use: **To evaluate the property that is the subject of this appraisal is for lending purposes, subject to the stated Scope of Work, purpose of the appraisal, reporting requirements of this appraisal report form, and the Definition of Market Value.**

Intended User(s) (by name or type): **Farm Credit East, ACA, Dayville, CT and the Borrowers - No other Users are intended by me.**

Client: **Frieda M. Hottentstine, DVM** Address: **1153 Main St, Coventry, CT 06238**

Appraiser: **Frederick L. Speno, SRA** Address: **51 Gilead St (Rear), P.O. Box 154, Hebron, CT 06248-0154**

Characteristics		Predominant Occupancy		One-Unit Housing		Present Land Use		Change in Land Use							
Location:	Built up:	Growth rate:	Property values:	Demand/Supply:	Marketing time:	PRICE (\$000)	AGE (yrs)	One-Unit	2-4 Unit	Multi-Unit	Comm'l	Vacant	Not Likely	Likely *	In Process *
<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Over 75%	<input type="checkbox"/> Rapid	<input type="checkbox"/> Increasing	<input type="checkbox"/> Shortage	<input type="checkbox"/> Under 3 Mos.	125	Low	40%	10%	5%	25%	20%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Suburban	<input checked="" type="checkbox"/> 25-75%	<input type="checkbox"/> Slab	<input checked="" type="checkbox"/> Stable	<input checked="" type="checkbox"/> In Balance	<input checked="" type="checkbox"/> 3-6 Mos.	350	High	5%	5%	5%	25%	20%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Rural	<input type="checkbox"/> Under 25%	<input type="checkbox"/> Slow	<input type="checkbox"/> Declining	<input type="checkbox"/> Over Supply	<input type="checkbox"/> Over 6 Mos.	275	Pred	50%	5%	5%	25%	20%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Factors Affecting Marketability

Item	Good	Average	Fair	Poor	N/A	Item	Good	Average	Fair	Poor	N/A
Employment Stability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequacy of Utilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Employment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Compatibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Shopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protection from Detrimental Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenience to Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Police and Fire Protection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of Public Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Appearance of Properties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appeal to Market	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Market Area Comments: **Coventry is 38.4 square miles with an estimated population of 11,000. It is located in eastern Connecticut on the west bank of the Willimantic River. State Routes, provide good access to shopping, employment and other services. Access to the town beaches is available to all residents. The subject is located in the South Coventry section of town in an area of compatible properties of mixed styles, utility and marketability. According to research using the MLS data, town data, and information gathered from area Realtors, the market is stable with supply and demand in balance. Properties should sell in 30-180 days when standard marketing techniques are used. Interest rates remain low, and there are few distortions from financing concessions or buy-downs.**

Dimensions: **See legal description and assessor's map** Site Area: **0.30 ACRES**

Zoning Classification: **VC (Village Center)** Description: **General commercial uses.**

Do present improvements comply with existing zoning requirements? Yes No No Improvements

Uses allowed under current zoning: **Section 6.11 of the Coventry zoning regulations indicates the generally permitted uses for this zone, a copy of that section is in the addenda of this report.**

Are CC&As applicable? Yes No Unknown Have the documents been reviewed? Yes No Ground Rent (if applicable) \$ _____ / _____

Comments: _____

Highest & Best Use as Improved: Present use, or Other use (explain) _____

Actual Use as of Effective Date: **Commercial** Use as appraised in this report: **The same as the actual use.**

Summary of Highest & Best Use: **The present commercial use of the subject property is the Highest and Best Use and the continued residential use is supported by market data.**

Utilities	Public	Other	Provider/Description	Off-site Improvements	Type	Public	Private	Frontage	Topography	Size	Shape	Drainage	View
Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Att Street	Street	Paved Asphalt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	114 +/-	Generally Level	Average/typical	Rectangular	Appears Adequate	Commercial/No Amenity View
Gas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None	Width	30' +/-	<input type="checkbox"/>	<input type="checkbox"/>						
Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Att Street	Surface	Paved Asphalt	<input type="checkbox"/>	<input type="checkbox"/>						
Sanitary Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Att Street	Curb/Gutter	None	<input type="checkbox"/>	<input type="checkbox"/>						
Storm Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Att Street	Sidewalk	None	<input type="checkbox"/>	<input type="checkbox"/>						
Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Att Street	Street Lights	Yes, typical	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Multimedia	<input type="checkbox"/>	<input type="checkbox"/>	Att Street	Alley	None	<input type="checkbox"/>	<input type="checkbox"/>						

Other site elements: Inside Lot Corner Lot Cui de Saco Underground Utilities Other (describe) **Front Lot**

FEMA Spec'l Flood Hazard Area Yes No FEMA Flood Zone **C** FEMA Map # **0901100015C** FEMA Map Date **06/04/1980**

Site Comments: **No apparent easements, encroachments or other adverse conditions were noted by the appraiser at the time of inspection. The subject site is generally level, with about half of the site improved with a paved parking area and the other half has a fenced area used as a dog park. There is no contributory value given for either the paved area or the fencing as the paved area is maintained by the town of Coventry and the fencing is considered personal property and can be removed from the site. Therefore, there is no added value for either of these improvements.**

Certifications

1145 Main St
File No.: 16-053LN.FLS

Property Address: 1145 Main St	City: Coventry	State: CT	Zip Code: 06238
Client: Frieda M. Hottenstine, DVM	Address: 1153 Main St, Coventry, CT 06238		
Appraiser: Frederick L. Speno, SRA	Address: 51 Gilead St (Rear), P.O. Box 154, Hebron, CT 06248-0154		

APPRAISER'S CERTIFICATION

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The credibility of this report, for the stated use by the stated user(s), of the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
- I did not base, either partially or completely, my analysis and/or the opinion of value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property, or of the present owners or occupants of the properties in the vicinity of the subject property.
- Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
- Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification.

Additional Certifications:

As of the date of this report, I have completed the continuing education program of the Appraisal Institute. My state of Connecticut Certified General Appraiser license is current and the required continuing education is completed for the present licensing cycle.

DEFINITION OF MARKET VALUE *:

Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised and acting in what they consider their own best interests;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

* This definition is from regulations published by federal regulatory agencies pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989 between July 5, 1990, and August 24, 1990, by the Federal Reserve System (FRS), National Credit Union Administration (NCUA), Federal Deposit Insurance Corporation (FDIC), the Office of Thrift Supervision (OTS), and the Office of Comptroller of the Currency (OCC). This definition is also referenced in regulations jointly published by the OCC, OTS, FRS, and FDIC on June 7, 1994, and in the Interagency Appraisal and Evaluation Guidelines, dated October 27, 1994.

Client Contact: Dr. Hottenstine	Client Name: Frieda M. Hottenstine, DVM
E-Mail: info@allcreatures-vethosp.com	Address: 1153 Main St, Coventry, CT 06238
APPRAISER	SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)
 Appraiser Name: Frederick L. Speno, SRA Company: Speno Associates Real Estate Appraisers, LLC Phone: (860) 530-1643 Fax: (860) 530-1643 E-Mail: FredSpeno@spenoassociates.com Date Report Signed: 02/24/2016 License or Certification #: RCG-0575 State: CT Designation: Certified General Appraiser Expiration Date of License or Certification: 04/30/2016 Inspection of Subject: <input checked="" type="checkbox"/> Interior & Exterior <input type="checkbox"/> Exterior Only <input type="checkbox"/> None Date of Inspection: 02/17/2016	Supervisory or Co-Appraiser Name: _____ Company: _____ Phone: _____ Fax: _____ E-Mail: _____ Date Report Signed: _____ License or Certification #: _____ State: _____ Designation: _____ Expiration Date of License or Certification: _____ Inspection of Subject: <input type="checkbox"/> Interior & Exterior <input type="checkbox"/> Exterior Only <input type="checkbox"/> None Date of Inspection: _____

CONFIDENTIAL

4089

NOTICE OF LEASE

FRIEDA M. HOTTENSTINE, an individual with an address at 257 Twin Hills Drive, Coventry, Connecticut 06238 ("Landlord"), and THE TOWN OF COVENTRY, a municipal corporation organized and existing under the laws of the State of Connecticut, having an address at 1712 Main Street, Coventry, Connecticut 06238 ("Tenant"), having entered into a Lease and desiring to provide Notice of the Lease in accordance with Section 47-19 of the Connecticut General Statutes, as amended, hereby give notice of the following:

1. Parties to the Lease:

- (a) Landlord: FRIEDA M. HOTTENSTINE
257 Twin Hills Drive
Coventry, CT 06238
- (b) Tenant: THE TOWN OF COVENTRY
Town Hall
1712 Main Street
Coventry, CT 06238
Attention: Town Manager

2. The Lease between the parties was executed on October 15, 2004.

3. The Term of the Lease commenced on October 15, 2004. The Lease is for a term of years which will expire ten years (10) years, plus the remainder of the partial month in which the Rent Commencement Date occurs, from and after the Rent Commencement Date as defined in the Lease. The Rent Commencement Date is the earlier to occur of (i) six (6) months following receipt by Tenant of all Project Approvals (as defined in the Lease) or (ii) the date upon which the municipal parking lot to be constructed on the Premises by Tenant is first opened for use by the general public. When the Rent Commencement Date is determined, the parties hereto shall file and record a supplement to this Notice of Lease setting forth the exact date of the Rent Commencement Date and the date of expiration of the Term of the Lease.

4. The premises demised under the lease (the "Premises") consist of a portion of that certain piece or parcel of land, commonly known as 1145-1153 Main Street, Coventry, Connecticut 06238 (the "Land"), a legal description of which Land is attached hereto as Exhibit A, incorporated herein and made a part hereof as if set forth at length. The Premises is shown and bounded by the "lease line" as outlined and designated as such on the Plan attached hereto as Exhibit B, incorporated herein and made a part hereof as if set forth at length.

5. The Lease grants to Tenant options to extend the term of the Lease for two (2) additional and successive periods of five (5) years each.

6. A copy of the Lease is on file at each of the offices of the Landlord and Tenant, as aforesaid, and is also on file at the offices of Tenant's attorney, Robert W. Sullivan, Esq., Murtha Cullina LLP, 185 Asylum Street, Hartford, CT 06103, to which reference may be had.

IN WITNESS WHEREOF, the parties hereto have caused this Notice of Lease to be executed this 29th day of November, 2004.

Signed, Sealed and Delivered
In the Presence of:

LANDLORD:
FRIEDA M. HOTTENSTINE

Constance B. Anderson
Constance B. Anderson
Susan Cyr
Susan Cyr

[Signature]
Name: Frieda M. Hottenstine

TENANT:
THE TOWN OF COVENTRY

Constance B. Anderson
Constance B. Anderson
Susan Cyr
Susan Cyr

By: [Signature]
Name: John A. Elsesser
Title: Town Manager

STATE OF CONNECTICUT

: SS. Coventry,

November 29, 2004

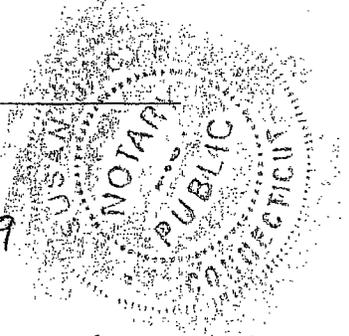
COUNTY OF TOLLAND

Personally appeared Frieda M. Hottenstine, signer and sealer of the foregoing instrument, and acknowledged the same to be her free act and deed, before me.

Swayzy

Commissioner of the Superior Court
Notary Public

My Commission Expires: 3/31/09



STATE OF CONNECTICUT

: SS. Coventry,

November 4, 2004

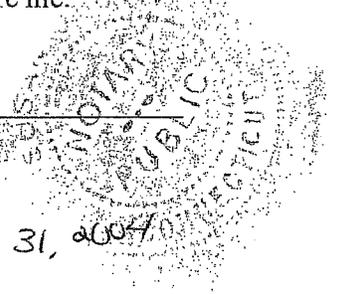
COUNTY OF TOLLAND

Personally appeared John A. Elsesser, Town Manager of the Town of Coventry, a municipal corporation organized and existing under the laws of the State of Connecticut, signer and sealer of the foregoing instrument, and acknowledged the same to be his free act and deed as such Town Manager and the free act and deed of said municipal corporation, before me.

Swayzy

Commissioner of the Superior Court
Notary Public

My Commission Expires: March 31, 2009



Received for record NOV. 29, 2004
At 11:20 a M. Recorded in Coventry
Land Records, Vol. 918, Page 175
By *Swayzy* Town Clerk

**EXHIBIT A
LEGAL DESCRIPTION OF ENTIRE PREMISES
OWNED BY LANDLORD
(THE "LAND")**

Those three certain pieces or parcels of land situated on the southerly side of Main Street in the Town of Coventry, County of Tolland and State of Connecticut, which pieces or parcels are more particularly described as follows:

FIRST PIECE:

Commencing at the southeast corner of the premises herein described, such point being marked by a pin; the line runs as follows:

Westerly, 106 feet, more or less, along land now or formerly of the National Silk Company to land now or formerly of Arthur Sebert; thence northerly, 146 feet, more or less, along land now or formerly of Arthur Sebert to land now or formerly of James J. Ferrigno; thence easterly, 112 feet, more or less, along land now or formerly of James J. Ferrigno to land now or formerly of William A. Wolfe and Faith R. Wolfe, such point being marked by a pin; thence southerly, 147 feet, more or less, along land now or formerly of William A. Wolfe and Faith R. Wolfe to the point or place of beginning.

Bounded:

NORTHERLY: by land now or formerly of James J. Ferrigno and land now or formerly of Frank Haradon, in part by each;
EASTERLY: by land now or formerly of William A. Wolfe and Faith R. Wolfe;
SOUTHERLY: by land now or formerly of National Silk Company; and
WESTERLY: by land now or formerly of Arthur Sebert.

Together with a permanent easement for drainage into a cistern located on the southwest corner of land now or formerly of William A. Wolfe and Faith R. Wolfe.

SECOND PIECE:

The line begins at the northwest corner of the premises herein described and the northwest corner of land now or formerly of Frank W. Haradon, from thence the line runs easterly along Main Street (16) feet six inches, more or less, to a stone wall, thence southerly one hundred twenty one feet six inches along land now or formerly of Frank W. Haradon, thence westerly twelve feet six inches, more or less, thence northerly one hundred twenty one feet six inches to the point of beginning.

THIRD PIECE:

Northerly by old Hartford and Providence Road;
Easterly by land of James Ferrigno;
Southerly by land of James Ferrigno
Westerly by land of James Ferrigno, containing one acre, more or less.

Being all and the same premises conveyed to the Landlord by Statutory Form Warranty Deed of Viola Ferrigno dated September 1999 (acknowledged September 24, 1999) and recorded in the Land Records of the Town of Coventry in Volume 655 at Page 328, to which reference may be made.

= What Excess Sec
11.10

MB
AB

ADD - up to 83,000.

MB
TP

MB ~~MB~~ - Man -
TP

MB
AB

Handwritten signature

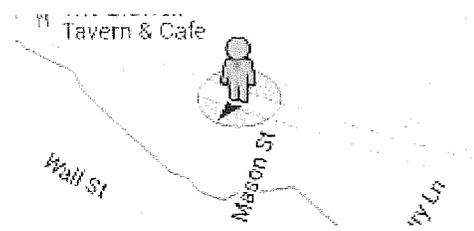
CT-31



Image capture: Aug 2011 © 2016 Google

Coventry, Connecticut

Street View - Aug 2011



Google Maps

Google Maps



Imagery ©2016 Google, Map data ©2016 Google 50 ft

Google Maps

Grade:	
Story Height	
Occupancy	
Exterior Wall 1	
Exterior Wall 2	
Roof Structure:	
Roof Cover	
Interior Wall 1	
Interior Wall 2	
Interior Flr 1	
Interior Flr 2	
Heat Fuel	
Heat Type:	
AC Type:	
Total Bedrooms:	
Total Bthrms:	
Total Half Baths:	
Extra Fixtures	
Total Rooms:	
Bath Style:	
Kitchen Style:	
Bsmt Gar	
Fireplaces	

Building Photo



(<http://images.vgsi.com/photos/CoventryCTPhotos//default.jpg>)

Building Layout

Building Layout

Building Sub-Areas	Legend
No Data for Building Sub-Areas	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use

Use Code 200
Description Commercial Vacant
Zone VC
Neighborhood
Alt Land Appr No
Category

Land Line Valuation

Size (Acres) 0.3
Frontage
Depth
Assessed Value \$41,600
Appraised Value \$59,400

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

1145 MAIN ST

Location 1145 MAIN ST **Assessment** \$41,600
Mblu 000/ 0062/ 0012/ / **Appraisal** \$59,400
Acct# R02597 **PID** 2483
Owner HOTTENSTINE FRIEDA M **Building Count** 1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2014	\$0	\$59,400	\$59,400

Assessment			
Valuation Year	Improvements	Land	Total
2014	\$0	\$41,600	\$41,600

Owner of Record

Owner HOTTENSTINE FRIEDA M **Sale Price** \$0
Co-Owner **Book & Page** 655/ 328
Address 1153 MAIN ST **Sale Date** 09/29/1999
COVENTRY, CT 06238

Ownership History

Ownership History
No Data for Ownership History

Building Information

Building 1 : Section 1

Year Built:
Living Area: 0
Replacement Cost: \$0
Building Percent Good:
Replacement Cost Less Depreciation: \$0

Building Attributes	
Field	Description
Style	Vacant Land
Model	

No Data for Outbuildings

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2013	\$0	\$55,200	\$55,200
2011	\$0	\$55,200	\$55,200
2010	\$0	\$55,200	\$55,200

Assessment			
Valuation Year	Improvements	Land	Total
2013	\$0	\$38,600	\$38,600
2011	\$0	\$38,600	\$38,600
2010	\$0	\$38,600	\$38,600

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MEMORANDUM OF AGREEMENT

**Between
The Town of Coventry and the Coventry Board of Education**

This Memorandum of Agreement (the “Agreement”) is entered into by the Town of Coventry (the “Town”) and the Coventry Board of Education (the “Board”) regarding the operation of the Coventry Preschool Fund.

WHEREAS, the operation of the Board’s preschool and early childhood education program will generate revenue collected for rental fees, tuition payments, grants and transfers from the Town’s general fund necessary for the operation of the Board’s program;

WHEREAS, on or about June 15, 2015, the Town Council unanimously voted to create a special revenue fund for the Board’s preschool and early childhood education program (the “Coventry Preschool Fund”) in order to receive revenues and record expenditures for the program supervised by the Board;

NOW THEREFORE, the Town and the Board agree as follows with respect to the Coventry Preschool Fund:

- 1) All revenue received under the Coventry Preschool Fund shall be for the sole purpose of payment of expenditures and costs associated with the administration by the Board of its preschool and early childhood education Program. Examples of such expenditures and costs may include building maintenance, salaries and benefits, consumables, and capital outlay.
- 2) All reports associated with the conduct of the Coventry Preschool Fund shall be sent and maintained by the Board’s Business Manager.

IN WITNESS WHEREOF, the undersigned have executed this Agreement.

John Elsesser, Town Manager
Town of Coventry

Date

David J. Petrone, Superintendent of Schools
Coventry Board of Education

Date

Laura Stone

Subject: FW: Employee Recognition

Begin forwarded message:

From: John Elsesser <jelsesser@coventryct.org>
Date: May 26, 2016 at 8:44:47 AM EDT
To: "Pierce, Richard S ." <Richard.Pierce@otis.com>
Subject: Re: Employee Recognition

Thank you for the thought and checking on policy. We cannot accept any gifts and it places employees in an awkward position. A note of thanks is very meaningful and I will share with our elected officials. If you are so inclined I would suggest that. Thank you

Sent from my iPad

On May 26, 2016, at 8:41 AM, Pierce, Richard S . <Richard.Pierce@otis.com> wrote:

Good morning John,

I have a building project going on right now and I'd like to recognize those who've helped me along the way to get to this point.

- Joe Callahan
- Todd Penny
- Mason Perrone
- Glenn Bagdoian
- Brigit Tangenelli
- Heidi Leach

When the project is complete sometime in October of this year I'd like to personally thank each one with a small gift of some sort. Probably something like a gift card from a local establishment. But before I do so I want to make sure doing something like that doesn't violate any ethics policy that may be in place.

Thanks

Rich Pierce
Field Engineering
Otis Service Center
860-286-4499 Direct
860-998-3738 E Fax

You don't stop playing because you grow old, you grow old because you stop playing

June 2, 2016

Chairwoman Blanchard

Coventry Town Council

Dear Ms. Blanchard:

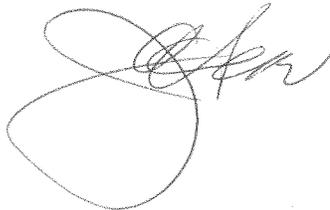
My name is James Nothem, a 45 year Coventry resident. Today I stopped at the Police Department inquiring about an ATV and/or noise ordinance. I was informed we had neither.

I have an issue at our new home in Flanders Woods. A neighbor very near us, but not in the development, owns an ATV and operates it regularly at considerable discomfort. At times it can be heard for hours.

It is my understanding that several towns regulate the use of ATV's and I'm interested in having our Town Council take up this issue. It is a quality of life issue, as well as a safety issue.

Please advise whether this issue could be added to a coming Council meeting. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Nothem', written over a large, loopy scribble.

cc. Town Manager Elsesser

**Coventry Board of Education
Coventry, Connecticut**

Regular Board of Education Meeting
Unapproved Minutes of Thursday, May 12, 2016
Administration Building Conference Room

Board Members Present:

William Oros, Chairman
Jennifer Beausoleil, Vice Chairman
Michael Sobol, Secretary
Michael Griswold (arrived 7:56 p.m.)
Frank Infante
Mary Kortmann
Eugene Marchand

Administrators Present:

David J. Petrone, Superintendent of Schools
Robert Carroll, Director of Finance and Operations

Also Present:

Emily Oliver, Student Board of Education Representative

Audience Members Present: Michele Mullaly, Director of Teaching and Learning; Dena DeJulius, CNH Principal; Cathie Drury, Director of Educational Technology; Marybeth Moyer, CGS Principal; and one citizen.

I. Call to Order

W. Oros called the meeting to order at 7:32 p.m.

II. Salute to the Flag

W. Order led the salute to the flag.

III. Audience of Citizens

Kelly Young of 35 Tedford Drive came as a member of the Board of Directors of the CECC. She read the mission statement of CECC. She reviewed the most recent history of the relationship between the preschool and the Coventry Public Schools. She said the CECC Board believes the adoption of the program into the schools would benefit the children and community. She continued to talk in favor of the program and of the Board considering its inclusion in Coventry Public Schools.

IV. Report of Superintendent

Mr. Petrone talked about the passed referendum and the amount of effort that goes into the budget process. He thanked staff and the Board. He continued to give thanks for the efforts given on behalf of the NEASC accreditation visit. He also noted other items taking place in and around the district.

IV.A. Information: Student Board of Education Representative Report

Miss Oliver said that Friday is the last day of the AP testing, the Junior Prom is Saturday and she also talked about upcoming sporting events.

IV.B. Information: 2015-2016 Administrators' Goal Achievement Update

IV.B.1. Business Office

Mr. Petrone introduced Mr. Carroll, who reviewed the goal achievements for his department (which are available on the district's website).

(M. Griswold arrived at 7:56 p.m.)

J. Beausoleil talked about the athletic expenses for parents. She also commended Mr. Carroll for the outstanding budget preparations this year. She noted the extra work that went into the development of the budget and answering additional questions this year.

IV.B.2. Technology

Ms. Drury presented the Technology Department's goal achievements for the 2015-16 school year (available on the district's website). She shared a slide show presentation that highlighted several areas of focus.

W. Oros gave kudos to Ms. Drury and the entire department for all of the efforts and advancements made. J. Beausoleil said the department is light years ahead of where it was five years ago. M. Kortmann said the amount that has been accomplished during the first year of Ms. Drury's leadership is amazing. Mr. Petrone also agreed with all of those comments.

J. Beausoleil asked about back up strategy and plan for the district's data and also the security infrastructure for that data. She also added that there is a lot of professional development for teachers and wants to be sure that IT staff members also have the training they need.

M. Griswold noted that technology is a huge part of the world we live in. He asked about the difference between students who have accessibility to technology at home vs those who do not. Ms. Drury talked about the assistance that is provided to students who might be in need. Mr. Petrone noted the percentage of students who do not have access at home is very low.

Ms. Drury said the district is doing things that will build up the skill set of all of our students. Mr. Petrone added further thoughts on how Coventry is keeping students up to speed. M. Kortmann talked about professional development for teachers and how important it is in working with the students.

V. VOTE: Consent Agenda

W. Oros asked if any Board member wanted to discuss an item separately. J. Beausoleil asked that the GRIDIRON item be removed for discussion.

V.A. Approve the 2015-2016 Tuition Rate for Non-Resident Students at \$14,044

MOTION: Approve the consent agenda without the GRIDIRON item

By: M. Sobol

Seconded: M. Kortmann

Result: Motion passes unanimously

V.B. Approve the Annual GRIDIRON Sponsorship Advertising Proposal

MOTION: Approve the annual GRIDIRON Sponsorship Advertising Proposal

By: J. Beausoleil

Seconded: E. Marchand

Discussion: J. Beausoleil noted banners are not consistently removed after games. M. Kortmann asked that the request be updated for next year to reflect current businesses.

Result: Motion passes unanimously

VI. Report of Chairman

W. Oros noted upcoming dates for Board members to remember, including the spring staff recognition celebration on May 26. He also talked about the progress the schools have made in the last few years. He thanked all of the parents for their support and for getting people out to vote.

VII. Communications

Mr. Oros noted that the Board has been invited to the grade eight promotion ceremony on Friday, June 10 at 8:15 a.m.

VIII. Approval of Minutes

VIII.A. Approve Minutes of April 27, 2016

MOTION: To approve the minutes of April 27, 2016

By: M. Kortmann

Seconded: M. Sobol

Discussion: J. Beausoleil noted page 2 of 6, the third paragraph under the 3D Printing item, and asked that the sentence read as follows: "J. Beausoleil noted how rewarding it is to see young women excited to be involved in the program, especially since this is the age when young women start to leave technology."

Result: Motion to approve the minutes with noted change passes unanimously

IX. Old Business

IX.A. Information and possible VOTE: CECC Board of Directors' Request

Mr. Petrone noted different areas of the CECC operations for the Board to consider. Mr. Petrone added that he suggests the Board wait on a vote to have time to digest all of the information presented.

M. Kortmann asked about the insurance line. Mr. Petrone and Mr. Carroll explained the cost of insurance for the CECC staff and how it would look if they became part of Coventry Public Schools. M. Kortmann talked about the pension plans. The Board talked about tuition costs for residents vs non-residents.

W. Oros reiterated that this is supposed to be a stand-alone unit that should be self-sufficient financially. J. Beausoleil said, if there is a shortfall it cannot come out of the BOE operation budget. She also wants to be sure the funds are separate and the Board has full access to those.

J. Beausoleil and M. Kortmann said there will need to be some Board level policies created for the preschool level.

The Board members gave their individual levels of positive support noting what information they would like to see before a vote happens and before a school year is chosen in which this could take place.

J. Beausoleil continued to talk about how a transition would need to take place and if this does happen there would be a morphing of the program into the next "generation" of the program; it would not look exactly the same as it does now.

W. Oros asked Board members to email questions to Mr. Petrone.

The Board continued to talk of how the program would work financially.

IX.B. Discussion and Possible VOTE: iPad Replacement Plan

Ms. Drury was introduced to share her slideshow presentation on the district's iPad replacement plan. The Board discussed the difference between a 3rd party buying older iPads vs CHS seniors buying the iPads they have been using.

F. Infante talked about the added costs of the iPads to the budget annually and asked if there was any savings realized with the addition of the iPads. Mr. Petrone talked to that point, noting several items.

E. Marchand said this is the cost of education and it is what the world is doing; it is not an option.

J. Beausoleil talked about the savings that is seen, like printing and hours staff spent on items that are now handled through this technology.

M. Griswold asked about the option of students purchasing the iPads at year one. Mr. Petrone said the district needs to maintain control of the devices and what is on the devices.

The Board thanked Ms. Drury for her time.

X. Report of Board Members

X.A. Information: Fiscal Committee Meeting of May 12 Report

M. Sobol reviewed the discussion of tonight's Fiscal meeting. He noted the Open Gov item and that the Board would wait a year, because it has not been budgeted for and to see how it works for the Town. In addition, the Board would ask for data related to users of the system over the year.

J. Beausoleil summarized the Open Gov program and noted that the Board is already required to have transparencies and this would just be an additional item that may not be worth it financially.

M. Sobol talked about the changes to CEN. Mr. Carroll said, what has been at no cost to districts, will now require districts to pay for internet access.

Mr. Carroll wanted to note that the Food Service Director has asked to combine May and June as the last operating month of the fiscal year. The Board was in agreement.

XI. VOTE: Executive Session (Terms of Conditions of Employment for Non-Union Employees)

MOTION: Pursuant to CGS-1-200(c)(6)(A), the Board of Education will go into Executive Session for discussions related to discuss Terms of Conditions of Employment for Non Union Employees

By: J. Beausoleil

Seconded: M. Kortmann

Result: Motion passes unanimously

XII. Open Session - The Board will return to Open Session to VOTE on the Terms of Conditions of Employment for Non-Union Employees

The Board came out of Executive Session and returned to Open Session at 11:34 p.m.

MOTION: To Authorize the Superintendent to enter into terms of conditions of employment for the following non-union positions Director of Finance and Operations, Executive Assistant, Director of Teaching and Learning, Director of Educational Technology, Educational Technology Project Manager, Data Management Specialist, Athletic Director, Food Service Director, Network Administrator/Systems Specialist, Senior Technology Technician, Database and Systems Specialist, Director of Physical Plant

6:30 p.m. in the CNH/CHS Library Media Center

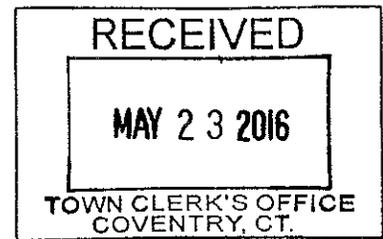
BOE Staff Spring Recognition Celebration
2016 Retirements and 25 Years of Service Recognition Celebration

Coventry Board of Education
Coventry, Connecticut

Regular Board of Education Meeting Agenda

Thursday, May 26, 2016 at 7:30 p.m.
Administration Building Conference Room

- I.** Call to Order
- II.** Salute to the Flag
- III.** Audience of Citizens
- IV.** Report of Superintendent
 - A. Information: Student Board of Education Representative Report - Emily Oliver
 - B. Recognition: CABE Student Leadership Awards to CNH Students Alexandra Dziura and Quincy Miller and to CHS Students Alison Akerley and Michael Coulombe
 - C. Information: 2015-2016 Administrators' Goal Achievement Update
 1. Athletics - Mr. Maltese
 2. Capt. Nathan Hale School - Ms. DeJulius
 3. Coventry High School - Mr. Blake
- V.** VOTE: Consent Agenda
 - A. Approve the 2016-17 Tuition Rate for Non-Resident Students at \$14,044
 - B. Accept the resignation of Stephanie Golaski, CGS Teacher
- VI.** Report of Chairman
- VII.** Communications
- VIII.** Approval of Minutes
 - A. VOTE: Approve Minutes of May 12, 2016
- IX.** Old Business
 - A. Information and possible VOTE: CECC Board of Director's Request
 - B. Information and possible VOTE: Connecticut Natural Gas Conversion
- X.** Adjournment



NOTICE OF PLANNING AND ZONING COMMISSION MATTERS
TO A NEIGHBORING MUNICIPALITY

Certified Mail #:7014-2120-0000-1400-1016

TO: Town Clerk
1712 Main Street
Coventry, CT. 06238

FROM: Vernon Planning & Zoning Commission

DATE: May 20, 2016

Notice is hereby given pursuant to Connecticut General Statutes (CGS) Section 8-3b that requires written notice to adjacent municipalities of a proposed zone change, zone use change, or zoning regulation effecting the use of a zone of which any portion is within five hundred feet (500') of the boundary of another municipality located within the area of operation of a regional planning agency.

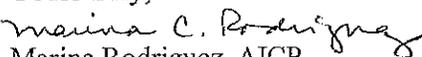
This letter is hereby informs you of the following proposed zoning amendment:

Application (PZ-2016-10) of Vernon Planning & Zoning Commission to amend the Town of Vernon Zoning Regulations regarding creating a new zone, Section 4.28 Automobile Dealership Overflow Parking Zone..

A public hearing will be held as follows:

Vernon Planning & Zoning Commission
7:30 PM, Thursday, July 21, 2016
Meeting Room, Third Floor,
Town Council Chambers
Town Hall
14 Park Place
Rockville/Vernon, CT.

A copy of the proposed change is attached and is available for examination by the public in the office of the Planning Department, Vernon Town Hall, 55 West Main Street, Vernon, Ct.

Yours truly,

Marina Rodriguez, AICP
Town Planner

MR/dr
Cc; PZ-2016-10
Town Clerk

TOWN OF VERNON PLANNING & ZONING COMMISSION (PZC)

PZ-2011-10
RECEIVED
MAY 23 2016
TOWN CLERK'S OFFICE
COVENTRY, CT.

APPLICATION

This form is to be used to apply to the Vernon Planning & Zoning Commission (PZC) for a change of zoning district, amendment of the Zoning Regulations, Site Plan of Development (POD), Special Permit(s), amendment of the Subdivision Regulations, and/or approval of a (re) subdivision, or DMV location approval. Provide all the information requested.

The applicant must be the property owner, the property owner's agent, the Town of Vernon, or someone with a direct financial interest in the subject property; said interest shall be explained and written permission for this application must be obtained from the property owner and submitted with this application if the applicant is not the property owner (ZR Section 2.3).

The list of approvals and the references to sections of the Regulations are for informational purposes only to assist with preparation of the PZC application and are not a definitive statement of the sole requirements that may apply to a specific project.

The applicant understands that the application is complete only when all information and documents required by the PZC have been submitted and, further, that any approval by the PZC relies upon complete and accurate information being provided by the applicant. Incorrect information provided by the applicant may make the approval invalid. The PZC may require additional information to be provided by the applicant in the course of reviewing the application and during the monitoring of the project.

Provide all the information requested:

I. APPLICANT:

Name: Krause Realty Trust

Title: Peter Krause, Trustee

Company: n/a

Address: 14 Hartford Turnpike
Vernon, CT 06066

Telephone: (860) 649-6550 Fax: (860) 646-4895

E-mail pkrause@krausecars.com

RECEIVED

MAY 17 2013

TOWN PLANNER'S OFFICE

II. PROPERTY OWNER (S):

Name: n/a

Title: _____

Company: _____

Address: _____

Telephone: _____ Fax _____

E-mail: _____

III. PROPERTY

Address: _____

Assessor's ID Code: Map # _____ Block # _____ Lot/Parcel # _____

Land Record Reference to Deed Description: Volume: _____ Page _____

Does this site contain a watercourse and/or wetlands? (See the Inland Wetlands Map and IWR Section 2.14, 2.15, 2.23, 2.24, 3.11; 4)

No Yes

No work will be done in regulated area

Work will be done in the regulated area

IWC application has been submitted

IWC application has not been submitted

Zoning District _____

Is this property located within five hundred (500) feet of a municipal boundary?

No

Yes:

Bolton

Coventry

Ellington

Manchester

South Windsor

Tolland

Check if Historic Status Applies:

Located in historic district:

Rockville

Talcottville

Individual historic property

_____ Other Special Permit(s). Cite ZR Section and describe activity:

_____ Special Permit modifications (ZR Sec. 17.3.2.2). Cite ZR Section and describe activity.

 X **Zoning:**

_____ Site specific change of zoning district and map (ZR Sec. 1.2; 1.3; 4)

 X Amendment of Zoning Regulations (Sec. 1.2; 1.3; 4)

_____ Site specific change to the Aquifer Protection Overlay Zone Map (ZR Sec. 20.3.2)

See Zoning Regulations Section 22 for application fee schedules.

_____ Dealer or Repairer License (location approval for DMV)

IV. PROJECT

Project Name: Creation of a new zone

Project Contact Person:

Name: Leonard Jacobs

Title: Attorney

Company: Jacobs, Walker, Rice & Barry, LLC

Address: 146 Main Street
Manchester, CT 06042

Telephone: (860) 646-0121 Fax: (860) 645-6229

E-mail: ljacobs@jwr.com

V. PZC APPLICATION PROJECT SUMMARY

Describe the project briefly in regard to the purpose of the project and the activities that will occur. Attach to this application a complete and detailed description with maps and documentation as required by the "Town of Vernon Zoning Regulations" and "Town of Vernon Subdivision Regulations".

Purpose: _____

General Activities: _____

VI. APPROVAL (S) REQUESTED

Subdivision or Resubdivision

- _____ Subdivision (Sub. Sec. 4, 5, 6)
- _____ Resubdivision (Sub. Sec. 4, 5, 6)
- _____ Minor modification of subdivision or resubdivision (Sub. Sec. 4.6)
- _____ Town acceptance of a road (Sub. Sec. 6.5-6.8 & 9)
- _____ Amendment of Subdivision Regulations (Sub. Sec. II)

See Subdivision Regulations Sec. 4 for application fee schedules.

_____ Soil Erosion and Sediment Control Plan (ESCP) (ZR Sec. 2.117; 18) (Sub. 6.14)

_____ Site Plan of Development (POD) (ZR Sec. 14)

- _____ POD approval (ZR Sec. 14.1.1.1; 14.1.2)
- _____ Modification of an approved POD (ZR Sec. 14.1.1.1)
- _____ Minor modification of a site POD (ZR Sec. 14.1.1.2)

_____ Special Permit(s) (ZR Section 17.3)

- _____ Special Permit in an aquifer area (ZR Sec. 2.4; 2.5; 2.119; 20)
- _____ Special Permit for excavation (ZR Sec. 2.52; 2.79; 15)
- _____ Special Permit for use in a district (ZR Sec. 1.2 & 4)

- _____ Special Permit for lot coverage (ZR Sec. 1.2; 2.61; 2.68; 4)
- _____ Special Permit for signs (ZR Sec. 1.2; 2.106-115; 4; 16; 21.7)
- _____ Special Permit for parking (ZR Sec. 4; 12; 21.4)

- _____ Special Permit for elderly housing (ZR Sec. 2.60; 17.4)
- _____ Special Permit for Bed & Breakfast (B & B) (ZR Sec. 2.9; 17.3.4)
- _____ Special Permit for serving alcohol (ZR Sec. 2.103, 17.1)

- _____ Special Permit for massage (ZR Sec. 2.76-78; 4)
- _____ Special Permit for telecommunications (ZR Sec. 2.21; 3.23 & 23)
- _____ Special Permit for dumps and/or incinerators (ZR Section 8)

VII. APPLICATION CONDITIONS / STIPULATIONS

The following provisions apply to all applications submitted to the Planning & Zoning Commission (PZC) and are incorporated as part of the application.

All information shall be submitted to the Town Planner and no application shall be considered as being filed if incomplete or if delivered to any other Town Official (Sub Sec.4).

If the area to be developed contains more than one-half (1/2) acre area that will be physically altered or disturbed, a completed erosion and sedimentation control plan (ESCP) in accordance with Zoning Regulations Section 18 and/or Subdivision Regulations Section 6.14, as applicable, must be submitted. The applicant shall be responsible for all costs associated with the certification of the ESCP.

By signing this application, permission is granted to Commission members, employees of the Town of Vernon, and persons assisting the Town Staff to go onto the subject property to make inspections pursuant to the application review, approval, bonding requirements, or obtaining information materially relevant to the application.

No application coming before a Commission may be withdrawn after it has been advertised for a public hearing unless the Chairman or Secretary of the Commission is notified in writing by the applicant or his representative not later than forty-eight (48) hours prior to the scheduled hearing before the Commission. All fees encumbered in the advertising and review of the application is non-refundable (ZR Section 1.5).

All applications must be submitted on drawings which are one of the following sizes: 8.5" x 11"; 12" x 18", 18" x 24"; 24" x 36". Subdivision and resubdivision maps must be 24" x 36".

The application shall include an 8.5" x 11" map showing the location of the site and an 8.5" x 11" general plan of development (POD) map showing the development proposed on the site.

A legal description of the subject property must be submitted with this PZC application. The legal description should bear the Volume number and Page number by which it is recorded in the land records.

Applications to the Planning & Zoning Commission (PZC) require notification of property owners within two hundred feet (200') of the subject property. A list of property owners and a complete set of mailing labels must be submitted with the application.

Applicants shall submit one copy of a brief narrative including a traffic impact statement, outlining the proposed activity and the reason for the application. The traffic impact statement shall provide sufficient data for the Vernon Traffic Authority and PZC to be able to access traffic conditions relative to the location, site design, and proposed activity.

Applicant shall submit twenty (20) copies of a map showing all information required in Zoning Regulations Section 14 Site Plans, and Section 17.3.2 Special Permits as may be required, and/or the Subdivision Regulations Section 4,5,7.

The map must be prepared by a licensed surveyor, if the application involves (a) exterior modification to the building or premises, such as off-street parking, which need dimensionally critical measurements to insure compliance with zoning or (b) the improvements involve disturbing more than one half acre of land.

Applicant shall submit the above-required information to the Town Planning Office accompanied by a check in the amount determined by the fees established by the State of Connecticut, Town of Vernon and/or the PZC with the application. The check, which is required as a filing fee, is to be payable to, "Town of Vernon". (See attached fee schedule).

THE APPLICATION WILL BE CONSIDERED INCOMPLETE IF ANY REQUIRED INFORMATION IS NOT SUBMITTED.

APPLICANT SHALL FILE A COPY OF ANY PROPOSED REGULATION AMENDMENT, ZONE CHANGE, OR WETLANDS REDESIGNATION WITH THE TOWN CLERK TEN (10) DAYS PRIOR TO THE HEARING AS PER SECTIONS 8-3(a) AND (d) AND 22a-42a (b) OF THE GENERAL STATUTES. CERTIFICATION OF THE FILING UNDER THESE SECTIONS BY THE APPLICANT MUST BE PRESENTED AT THE PUBLIC

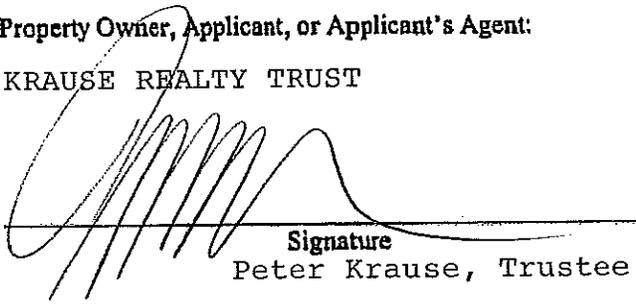
Per Connecticut General Statutes (CGS) Section 8-26: If an application submitted to the Planning & Zoning Commission (PZC) involves any activity or area regulated under the wetlands statutes, an application for this activity must be filed with the Inland Wetlands Commission (IWC) on or before the day the Planning & Zoning Commission (PZC) application is filed by the applicant. (IWR Sec. 3.11)

Per CGS Sec. 8-31: If the proposed activity is to take place within a watershed of a Water company, the applicant is required to file a copy of the application with the Water Company via certified mail within seven (7) days of the date of the application. (IWR Sec. 4.3.6).

The applicant, undersigned, has reviewed the "Town of Vernon Planning and Zoning Regulations and Inland Wetlands and Watercourses Regulations" and has prepared this application with complete and accurate information:

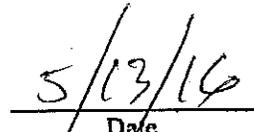
Property Owner, Applicant, or Applicant's Agent:

KRAUSE REALTY TRUST



Signature
Peter Krause, Trustee

Signature



Date

Date

TO BE FILLED IN BY THE PLANNING DEPARTMENT

Date Application Submitted 5-12-16

Date Application Received by Commission 5-19-16

PZC File: PZ-2016-10

4.28 AUTOMOBILE DEALERSHIP OVERFLOW PARKING ZONE

4.28.1 Purpose: This district has been created to address the situation where an existing licensed automobile dealership exists and there is an adjacent property which would be appropriate for use by the dealership with the use limited only to the parking of motor vehicles owned by the dealership. No other activity would be allowed in this zone other than the parking of said motor vehicles, and no work of any kind or nature may be performed with respect to the motor vehicles while they are located in this zone.

4.28.2 General Considerations: The purpose of this zone is to allow automobile dealerships to maintain motor vehicles owned by the automobile dealership on premises owned by and adjacent to the automobile dealership, but to control and limit the activities that can take place in this zone to minimize any impact on the surrounding neighborhood. No buildings may be constructed in this zone and the only activity allowed in this zone would be the parking of automobiles owned by the adjacent licensed automobile dealership.

4.28.3 Open Space Requirements:

4.28.3.1 **Minimum Lot Area:** 1 Acre

4.28.3.2 **Minimum Lot Width:** 150 Feet

4.28.3.3 **Minimum Front Yard:** 0 Feet (the front yard shall be that portion of the property that abuts the existing licensed automobile dealership)

4.28.3.4 **Minimum Side Yard:** 20 Feet

4.28.3.5 **Minimum Rear Yard:** 20 Feet

In the discretion of the Planning and Zoning Commission, the minimum side yard and/or the minimum rear yard shall be reduced to 0 feet by the commission with respect to any portion of the minimum side yard area and/or the minimum rear yard area, as applicable, that the applicant offers to donate to an abutting property owner(s) provided that the abutting property owner(s) agree to accept the donation of that portion of the minimum side yard and/or minimum rear yard which abuts their property. A decision by the abutting property owner(s) to accept the donation must be made within the time period established by the Planning and Zoning Commission in its decision of approval.

4.28.4 Permitted Uses: The use allowed in this zone is a permitted use subject to the requirement to obtain site plan approval.

4.28.5 Special Exceptions: There are no special exception uses in this zone.

4.28.6 Allowable Uses: The only use allowed in this zone is the parking of motor vehicles subject to the granting of site plan approval.

4.28.7 Application Procedure: The applicant shall file with the Planning and Zoning Commission an application for a zone change, together with an application for site plan approval for all property proposed to be located within the new Automobile Dealership Overflow Parking Zone. The Planning and Zoning Commission shall hold a public hearing with respect to the zone change application. In addition, the Planning and Zoning Commission shall determine whether or not a public hearing shall be held with respect to the site plan application, and the Planning and Zoning Commission shall make a decision with respect to the zone change application and the site plan application.

4.28.8 The Plan of Development: The plan of development shall be prepared by a registered professional engineer and shall indicate the existing topography with five foot contours and any major topographical features (included wooded and open areas, slopes greater than 15% and the approximate location of wetlands and watercourses). The location of all proposed vehicular parking areas, the location of all proposed driveways and sidewalks and other improvements to be created on the property shall be indicated.

4.28.9 Conditions with Respect to the Creation of the Automobile Dealership Overflow Parking Zone: The following conditions will apply with respect to any Automobile Dealership Overflow Parking Zone that is created:

(a) The Automobile Dealership Overflow Parking Zone must be located immediately adjacent to an existing licensed automobile dealership which sells new automobiles.

(b) The only access and egress to and from the Automobile Dealership Overflow Parking Zone must be through an existing licensed automobile dealership.

(c) All lighting to be installed within the Automobile Dealership Overflow Parking Zone must be installed in a manner which will reduce any impact on neighboring properties. All lighting must be directed downward. Lighting will be used only for security purposes.

(d) No loud speakers or public address systems shall be permitted within the Automobile Dealership Overflow Parking Zone.

AMENDMENT TO SECTION 14 – SITE PLANS

Amend Section 14.1.1.1 to include the Automobile Dealership Overflow Parking Zone within the list in Section 14.1.1.1 so that Plan of Development approval will be required for a use in the Automobile Dealership Overflow Parking Zone.

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