

Amended 7-15-16
AGENDA
COVENTRY TOWN COUNCIL MEETING
July 18, 2016
7:30 PM
Town Hall Annex

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

4.A. June 20, 2016 (E)

Documents:

[JUNE 20, 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.B. Council Members:

6.C. Finance Committee: Matthew O'Brien

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

Documents:

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

6.C.2. * Minutes:7/11/16 (To Be Distributed)

6.D. Steering Committee: Thomas Pope

6.D.1. Cancellation: Steering Committee Meeting, 7/25/16 (E)

Documents:

[CANCELLATION 7-25-16 STEERING.PDF](#)

6.D.2. * Minutes: June 27, 2016 (E)

Documents:

[JUNE 27, 2016 MINUTES WITH ATTACHMENTS.PDF](#)

6.E. COVRRRA - John A. Elsesser:

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

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

Documents:

[7-18- 16 PROJECT MEMO.PDF](#)

6.F.2. CRCOG: Annual Report And Member Benefits (E)

Documents:

[CRCOG ANNUAL REPORT AND MEMBER BENEFITS.PDF](#)

6.F.3. * Notification To Households: Work To Begin On Natural Gas Extension (E)

Documents:

[CNG NATURAL GAS PROJECT CONSTRUCTION TO BEGIN 7-11-16.PDF](#)

6.F.4. * Informational Meeting 7/21/16: Hydrilla Treatment On Coventry Lake (E)

Documents:

[HYDRILLA TREATMENT INFO FLYER.PDF](#)

6.F.5. * Solarize Coventry Announcement And Kick-Off Workshop (E)

Documents:

[COVENTRY LAUNCH FLYER.PDF](#)
[SOLARIZE COVENTRY LAUNCH PRESS RELEASE.PDF](#)

6.F.6. * Community Connectivity Program: Coventry Road Safety Audit (E)

Documents:

[ROAD SAFETY AUDIT.PDF](#)

6.F.7. * Kaboom! Playful Cities Newsletter: Coventry CT Playful City Of The Month (E)

Documents:

[COVENTRY PLAYFUL CITY OF THE MONTH.PDF](#)

6.F.8. * CDBG 2016 Small Cities Grant Application Notification (E)

Documents:

[CDBG NOTIFICATION.PDF](#)

6.F.9. * GFOA: Notification Of Certificate Of Achievement For Excellence In Financial Reporting FY Ending 6/30/2015 (E)

Documents:

[GFOA NOTIFICATION CERTIFICATE OF ACHIEVEMENT.PDF](#)

7. Unfinished Business:

7.A. 16/17-1: Booth & Dimock Library Expansion Project: Next Steps (E)

Documents:

[BDL L OF I JUNE29 2018.PDF](#)

7.B. 15/16-113: Discussion/Possible Action: Request For Financial Information From The Coventry Board Of Education

8. New Business:

8.A. 16/17-2: Update From School Energy And Building Efficiency Building Committee On Natural Gas Conversions (E)

Documents:

[2016-07-13 - GAS CONVERSION OPTIONS.PDF](#)

8.B. 16/17-3: Consideration/Acceptance: Conveyances, Warwickshire On Godiva Lane (E)

Documents:

[CONVEYANCES WARWICKSHIRE GODIVA LANE.PDF](#)

9. Miscellaneous/Correspondence:

9.A. * Hartford Courant: Coventry Tops Study Of Town Aid For Solar Power (E)

Documents:

[HARTFORD COURANT - COVENTRY TOPS STUDY OF TOWN AID FOR SOLAR POWER.PDF](#)

9.B. * Town Of Bolton: Request To CT DOT For Safety Study Due To Increased Tanker Truck Traffic

Documents:

[REQUEST FOR SAFETY STUDY INCREASE TRUCK TRAFFIC.PDF](#)

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

1. Cancellation, 7/21/16 meetings

Documents:

[BOE 7-21 CANCELLATION.PDF](#)

10. Executive Session:

1. Litigation
2. Negotiations
3. Personnel

Documents:

[EXECUTIVE SESSION MOTION B LITIGATION.PDF](#)
[EXEC SESSION E.PDF](#)
[EXEC SESSION A EMPLOYMENT.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
June 20, 2016
Town Hall Annex**

1. The meeting was called to order at 7:30 PM.
Present: Julie Blanchard, Hannah Pietrantonio, Lisa Tomas, Richard Williams, Matthew O'Brien, Thomas Pope, Andy Brodersen
Also present: John Elsesser, Town Manager; Beth Bauer, Finance Director
2. The pledge of allegiance was recited.
3. **Audience of citizens:** none.
4. **Acceptance of Minutes – June 6, 2016:**
Motion #15/16-397: Thomas Pope moved and Andy Brodersen seconded to accept the minutes of June 6, 2016. The following corrections were requested:
 - Page 2, item 2, third line: change "She" to "Julie."
 - Page 3, item D, 3rd line: change "allocation" to "allocations."
 - Page 4, 3rd bullet, 2nd line: change "\$400,000" to "350,000."
 - Page 6, 3rd paragraph, 3rd line: change "\$100,000" to "\$190,000."**The motion to accept the minutes as corrected carried on unanimous vote.**
5. **Consent Agenda:**
Motion #15/16-398: Lisa Thomas moved to accept the consent agenda, seconded by Andy Brodersen. Lisa requested to remove item 8F6. Hannah requested to remove item 8F5. **The motion to accept the consent agenda with the removal of the requested items carried on unanimous vote.**
6. **Reports:**
A. Council Chairwoman – Julie Blanchard: Tonight Julie hopes we can all be respectful and watch our language for the public and the audience. She would like to cancel the July 5th meeting due to a potential quorum issue. **Motion #15/16-399: Matthew O'Brien moved to cancel the July 5, 2016 meeting, seconded by Andy Brodersen. The motion carried on unanimous vote.**
9. **Old Business:**
B. Motion #15/16-400: Hannah Pietrantonio made a motion to move up item 9B, Consideration/Authorization for Town Manager to Sign MOU with Board of Education for Operation of Preschool, as the next item of business. The motion was seconded by Matthew O'Brien and carried on unanimous vote. Superintendent of Schools David Petrone and Board of Education Chair Jen Beausoleil joined the Council to discuss this matter.

Jen Beausoleil provided background information, indicating that the Board of Education is responsible for the education of preschool students who are special education students. It is part of our operating budget. Those students have to be educated with their regular education peers so several years ago the Board of Education entered into a relationship with CECC to do that. It has been a good relationship for many years. We got a Smart Start grant to provide the third piece, the Smart Start classrooms and money to

renovate the middle school wing for the preschool. As part of this grant we get operating funds from the State for 10 years. It was a very good way to repurpose the space and reduce our costs for rent. It is a win-win situation for the students and Coventry taxpayers. CECC recently approached us about taking over the operation of the preschool funds from a management perspective. They are struggling to retain board members. We wanted an MOU to clarify the language and so it is not hidden in a report. The Board of Education has discussed the matter and has had a lot of the same questions about impact on the operating budget. We only support a program that is self-sufficient through tuition. Revenue would go into that fund. A variety of questions were raised as to how it would affect the operating budget. The Board wants it to have no impact. If there was, then tuition would be raised so the program would be self-sufficient, or it would be canceled.

Lisa Thomas asked if for some reason the program was discontinued, whether it would be the regular education preschool. David Petrone said we would make program adjustments but we would still have to have a program for special education students to interact with their peers. We would discontinue pieces and make adjustments accordingly. Matthew O'Brien asked if they have a list of actual expenses. David replied yes. Matthew asked if they could explain how things are paid for now, i.e. pension. David replied they don't have a pension program. They pay a higher fee for their healthcare – he believes it is 40%. Mathew asked if our coverage is better. David replied yes. Matthew asked if their health insurance is built into the rent they pay. David replied we don't have anything to do with how the funds are flowing with CECC. Jen said their piece of it is paid for by their tuition. Our grants don't go toward CECC cost. They pay the District rent for the space, where before we paid them rent. David said their rent covers electricity, water, and any professional development they participate in they pay us a small fee for. He provided a spreadsheet of expenses per Matthew's request (*attached to these minutes*). Julie Blanchard asked if special education teachers are paid for by the Board of Education including their healthcare. David replied yes. The only change would be for the students who sign up on the regular education side of the program. Any tuition we collect for students in the Smart Start program goes into the account that is currently held by the Town. For some items, i.e. latex gloves, we came up with the same formula we have always followed – which is to divide the cost by the number of special education students in the CECC program. Matthew asked if there is a requirement for special education students under the Smart Start grant. David replied you have to have a specific number of students that qualify as low income. Some can be special education but the requirement is for low income. Andy asked if CECC is privately incorporated. David replied that CECC is a nonprofit. Andy asked if they have their own accountant. David replied yes. Matthew noted that the Finance Committee was given the MOU request to consider and developed a list of questions for the Board of Education to answer - they are dealing with our questions now.

Thomas Pope asked how the MOU changes the special fund that was created last June. David replied it doesn't change it. It makes the flow of funds clearer, as well as going forward for future Board of Educations and Town Councils. The fund was maintained by the Town. Thomas said if nothing changes there is no real need to sign the MOU. Jen said we didn't have to ask for an MOU to be done – the Board could have easily just approved this operation by the Superintendent and the District. We did this to be open and honest. We wanted to be open about our plan and clarify the process so people don't have to dig through meeting minutes to find where things were done. Effectively it doesn't change anything. The process is still managed by Beth (Bauer, Finance Director)

and Bob (Carroll, Business Manager). David said money that comes in would now be accounted for by the Board of Education and then turned over to the Town. Currently CECC collects the money and accounts for it, and then we account for it and then turn it over to the Town. Then the Town maintains and oversees it. If we want an item out of the account we would put in for it which is approved by Beth.

Matthew asked if we could we put in the MOU that this is for regular education expenditures only. David replied if you want it specifically about regular education we can do that. Legally we can't collect tuition for special education. In the event we need brand new desks for the classroom and 6 of the students are special education, then you could say some are being used for special education. We want to be clear that we may paint the inside of a room and then would say we used funds for that. If a student needs special equipment we don't cover it under the regular education funds, but items for all the students we would. Matthew said he would just like clarifying language. David noted it could be a teacher's salary. It is too complicated to separate some of it out. It is really difficult to pinpoint every single little piece. There are many working and moving parts.

Thomas asked about buying special equipment and what happens when the student outgrows it or moves on. David replied sometimes we try to lease specialized equipment, or return it to get a credit. It depends on the situation. If it is very expensive we usually look at lease options. Thomas said he asked at a town meeting many years ago and was told it is just given to the student. David replied we don't do that now. It complicates things and could be considered that something valuable is being given away. We try to make smart decisions as we project these needs. Sometimes we try to purchase things that are universal that could be used by another student coming up.

Richard Williams said as he understands it nothing changes – the company that is there would still be there. David replied no, the company would be dissolved. We would repost any of the public positions under the CECC umbrella to make the program profitable and move along in efficient manner. Some positions would fall under the union. Richard asked if the preschool that was operating will now be dissolved. David replied no, it will still be there. Richard said so the company running it will no longer be there. Jen replied they will cease to exist. Richard said so that preschool put a company out of business. Jen replied they approached us because they were struggling. Richard asked how many new employees we are getting. David replied a secretary, teacher and para. Richard asked at what point we start getting rid of people. We keep growing. Jen replied these positions are not part of the operating budget so they are not really an addition. Richard asked why we need to be in the business of running a preschool. Why are we growing. David replied if we take over this preschool we are adding 75 students so we would need to add staff. Richard asked why we need to do it. David replied it is good for the community. The preschool is a good feeder for our grammar school. It is good for families who need support for programs. Health insurance is also getting out of control for them. Richard said why put that burden on the taxpayers. David replied we are not - tuition is covering that. Richard said so we are in the business of running a preschool. David replied we have been for the last year. A preschool for special education is mandated for us. Matthew asked if there are other preschools in town. David replied yes. Matthew asked how our tuition compares. David replied we use the State rate scale. Matthew said they wouldn't be in another preschool. If we are charging less and it is a good program, is it taking away from other businesses? David replied CECC has been around for 40 years so it is not like this is something new. Our Smart Start classes could pull students away.

Thomas asked if there is a waiting list to get in. David replied not right now. There has been off and on. We will have to take a look at enrollment in another month or so. Sometimes we need to get the word out, because families don't realize preschool is an option until they see how reasonable the cost is. Thomas said he had seen around town that other preschools are looking for students. David said that is not uncommon at this time of year.

Lisa asked if the Board didn't merge in with CECC what you think would happen. David replied he imagines some families would step up, but it is hard to make that kind of commitment - a lot of fundraising is needed to cover insurance, equipment, etc. They are looking to the future and we believe it would be a great fit. Jen said a benefit is the cost for that staff is less than what CECC would be paying.

Richard asked what the ages are of the kids who go there. David replied 3 and 4. Richard said he knows when his child was going to preschool/daycare it cost a lot of money and he couldn't wait for him to go to kindergarten. Now we get them at age 3. What is the maximum tuition? David said he doesn't have that information in front of him. Richard asked what is the least they would pay. David replied a couple hundred dollars a year. Richard commented that this is subsidized daycare. David disagreed. Richard said what we have done is taken kids that are 3 years old and created how much revenue? David replied \$365,000 for the school-year program. This summer we have a 4-week summer school program as part of Smart Start. Next year we are looking at doing an 8-week program. Matthew asked if they have to have certain licenses. David replied they are NAYEC accredited. We will have to go through that process. We fell under CECC's accreditation for Smart Start. We will start that process for this coming school year. Richard asked how many of the students will be tuition-paying. David replied all of the regular education students. We estimate about 100 students.

Matthew requested a copy of the financial spreadsheet. David replied he will provide a full packet with our letter, the MOU and spreadsheet. Julie said we will then have the Finance Committee look at it again. Matthew said he appreciates all the input - his questions go more toward language.

10. New Business:

F. Motion #15/16-401: Matthew O'Brien made a motion to move up item 10F, Consideration/Approval: Board of Education request to transfer \$100,000 to Reserve Fund for Capital Expenditures. The motion was seconded by Thomas Pope and carried on unanimous vote.

Motion #15/16-402: Matthew O'Brien moved to authorize the transfer of \$100,000 from the Board of Education operating budget for FY 2015/16 to the Board of Education Reserve Fund for Capital Expenditures. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.

L. Motion #15/16-403: Richard Williams made a motion to move up item 10L, Discussion/possible action: Request for financial information from the Coventry Board of Education. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

Matthew noted this matter was discussed at the last Finance Committee meeting. At the

last Town Council meeting there was a request to submit a Freedom of Information (FOI) request for monthly financial information from the Board of Education. Finance reviewed a sample check register page but it had limited information – it doesn't really explain what the transaction was for and we wanted Richard to consider a different report that would give better information. Richard said he would like the Town Manager to request sample reports that the Board of Education creates that include all or part of:

- Detail of transaction
- Date
- Payee
- Amount of transaction
- Place where expended

This would typically be called a general ledger or cash disbursement ledger.

Motion #15/16-404: Richard Williams moved to instruct the Town Manager to request of David Petrone an example of the financial documentation outlined above so the Council can then form our FOI request. Matthew O'Brien seconded the motion. David Petrone said he will see if a report exists with that information. Lisa said she is a little uncomfortable – she is not sure why we are talking about FOI requests – the Board of Education is our partner, not our enemy. Has anybody asked? Richard said we have asked for many things and haven't gotten a response anywhere near what we asked for. OpenGov (online financial reporting software used by the Town) would have taken care of that but the Board of Education chose not to do it. Jen replied that our Business Manager said we would get quote for OpenGov but we didn't agree that we would do it. We are bound by another system, the Universal Chart of Accounts that comes from the State that should provide much of the same information. We didn't want to add a double system. **Motion #15/16-404 carried with Hannah Pietrantonio and Lisa Thomas opposed and all other Council members in favor.**

E. Motion #15/16-405: Matthew O'Brien made motion to move up item 10E, Consideration/Authorization: Waiver of Purchasing Procedures and Authorize Town Manager to Execute contract with Freightliner of Hartford/Five Star Fire for purchase of Quint Fire Apparatus. The motion was seconded by Thomas Pope and carried on unanimous vote.

Motion #15/16-406: Lisa Thomas moved to waive purchasing procedures and authorize the Town Manager to execute a contract with Freightliner of Hartford/Five Star Fire for the purchase of a Quint fire apparatus. Matthew O'Brien seconded the motion. Noel Waite, Fire/EMS Administrator, Ann Brierley CVFA EMS Captain, and Sean Brierley, CVFA Deputy Chief, joined the discussion.

John Elsesser said we have to waive bid procedures because this is a one-off item. The bid process doesn't work when you are buying a used item. We have verified the market in terms of pricing and believe the price is very competitive. We would need to be authorized to sign a contract. We would receive the truck sometime in November when their replacement truck comes in. The estimated maximum price when the truck is fully equipped with hose, signage, additional lights, oil pan, etc. is not to exceed \$225,000, but the Council would be authorizing contract at \$187,350.

Matthew said he has a question on item 12, "Freightliner shall deliver the vehicle in a fully operational condition and inspected (DOT, valid pump/aerial certifications executed

within one year of delivery...)" Does this mean we can't use it until it is certified? Noel said the pumps have to be certified every year. We will have to do it when that period is up (next May). John said ladder inspection is in the range of \$75. Noel said funding for that is in the maintenance line item in budget.

Lisa Thomas said there are two typos in the agreement:

- #2 payment: the words and digits do not match. Typically words overrule numbers.
- #4 warranties: should say no warrantee either express or implied.

Noel said it is a very nice truck. The truck committee and town mechanic looked at it. We agreed it is a "parade piece." Rocky Hill has a full time mechanic who said if it saw 3 fires in its life he would be surprised. We feel lucky to get it. When the truck gets transferred to the Town it does not go into service immediately. Training will be required and some relief valves will need to be installed.

Thomas Pope said some trucks in town are red and some are yellow. What color is this truck? Noel said it is a different color of yellow. It is not going to match exactly but the color does not matter. Sean said the Department agreed the color doesn't matter - what is important is getting the right piece of equipment.

Motion #15/16-406 carried unanimously.

J. Motion #15/16-407: Matthew O'Brien made a motion to move up item 10J, Authorization: Increase Vintech staffing for ambulance services per budget allocation: Andy Brodersen seconded the motion.

Motion #15/16-408: Matthew O'Brien moved to authorize an increase in Vintech staffing per budget allocation to 5 days a week effective July 1, 2016. Andy Brodersen seconded the motion. Noel said we started with Vintech 3 days a week in February – at that time members thought they could cover Wednesdays and Thursdays, but we noticed Wednesdays were scarce and we were starting to turn over calls. We increase to 4 days in June. The budget for FY 2016/17 is 5 days. John Elsesser said we are supposed to give Vintech two weeks' notice prior to staff changes. **Motion #15/16-408 carried on unanimous vote.**

K. Motion #15/16-409: Matthew O'Brien made a motion to move up item 10K, Authorization for Town Manager to execute agreement for ambulance recovery billing: The motion was seconded by Lisa Thomas and carried on unanimous vote.

John Elsesser said CVFA has had a long standing relationship with a revenue recovery firm and we felt it was time to put that service out to bid. We wrote bid specs and received 4 bids back. There was a dual-department review of the firms and we came to a joint recommendation.

Ann Brierley said that she and Bud Meyers collaborated with Noel Waite on the RFP process. We went out to bid on an RFP we all agreed on. We got 4 bids back. Two were at 7.5%, one with the current vendor was at 6% and the vendor we are recommending – ComStar - came in at 5%. Noel said we currently pay 9%. Ann said the decision was not only based on price. We are staying with our current software. ComStar will also pay for faxing to hospitals. They are also including credit card payments - we currently pay an

extra fee for that. They will come out every 6 months and provide training, and they have online reporting which we don't currently have. They go through a clearinghouse and are also significantly bigger than the other firms. John said ComStar has long-standing reputation in Massachusetts and is starting to move into Connecticut. They have 5 other towns in Connecticut now.

Andy asked what the length of the contract would be. Noel replied two years. Julie asked if there is a built-in increase after one year. Noel said no. John said how effective they are at getting money in determines how much money they make. A lot of bills go uncollected. Richard asked if the effectiveness of the firms in getting collections was considered. Ann replied we didn't rate them on collection. A lot of that depends on the patient demographic, the insurance they use and other factors. We rely on the hospital to get current information and billing company to collect. The patients we transport are usually in an emergency situation and may not provide adequate insurance information. Billing company collection rate depends on many factors. Richard what our current company's collection rate is. Ann replied low 80s. Richard asked what the proposed company's is. Ann replied low 90s. She noted that recovery rates have gone down over the years because of lack of insurance. John said our current policy is if people say there is no insurance after a couple bills it goes away.

Motion #15/16-410: Matthew O'Brien moved to authorize the Town Manager enter into a contract with ComStar for ambulance recovery billing, subject to approval by the Town Attorney. Thomas Pope seconded the motion. John said we received a chart today that provides a side-by-side comparison of the 4 firms with advantages of each. It will be forwarded to the Council (*attached to these minutes*).

Motion #15/16-410 carried on unanimous vote.

John said that the State Office of Emergency Management Services said 11 months ago we had plenty of time to convert the PSA to the Town. We have submitted full packets both in draft form and full form. We are being told it is not a transfer, that we are a new provider. Noel said CVFA holds the PSA for the Town of Coventry - we told OEMS that CVFA voted to transfer it to the Town. OEMS said that would not be a problem. We started back in March. We put the packet together and sent it to OEMS – it went to legal and we were told we had to be a service provider to get a PSA. We asked for the service provider packet and submitted that. We went through many minor revisions and submitted it again two weeks ago. Then we were requested to provide a local EMS plan. We already submitted that back in January of 2015. Then they got back to us and said the plan doesn't talk about the Town taking over the PSA. That situation didn't become known until September of last year. John said he talked to a couple of his peers who have dealt with the Department of Health and a lot of them have brought in their attorneys. We may need to do the same. Our Town Attorney has some experience as does a former attorney with Murtha Cullina. Noel said we will keep pushing forward. We had hoped to have it by July 1, 2016. John said there is some confusion about whether we need a public hearing. Noel said billing will continue under CVFA at this point. John said we need to develop a joint contract. Ann said in the meantime we will continue to do business as usual. The contract with the new billing company will not begin until the PSA is done.

Reports:

A. Council Chairwoman – Julie Blanchard: none.

B. Council members:

Lisa Thomas said this is the time of year when people start to ask questions about where to go hiking or biking. She and her husband hiked a piece of a new trail that connects to the Airline Trail. You can get on it behind Mackey's. It is very beautiful and is paved. You will eventually be able to get on the Hop River Trail and go toward Vernon through Coventry. You should check it out.

C. Finance Committee – Matthew O'Brien:

Beth Bauer reported that as of May 31st the Town has collected 100.46% of anticipated property tax revenue and ahead of last year's collections. Our general fund revenue collections are at 100.78% of anticipated. Anticipated Revenues for 2015 - 2016 from the State of Connecticut have been reduced by \$26,000. The Conveyance tax and Building department revenues are projected to exceed anticipated by \$54,000.

COVRAA revenue collections are now at 110.2% of anticipated revenues and ahead of collections from last year. The projected end of the year balance is now \$544,282 after accounting for the Transfer Station study and the allocation of 5/12 year of ¼ of the DPW Assistant's salary to COVRAA (done by the Manager on January 31, 2016).

The committee reviewed and recommended approval by the Council of the end of the year transfers recommended by Beth Bauer. The operating budget is projected to show a modest surplus at year end. Action on this item will be taken under Agenda item 10A. Some items were higher than anticipated and can be discussed later in the agenda.

The Board of Education requested that the Council transfer an additional \$100,000 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. Action on this item will be taken under Agenda item 10F. The Finance Committee has requested that the Town Manager formally invite the Board of Education's Finance Committee to come to our July meeting.

The Committee reviewed a proposed CIP freeze that would temporarily put a hold on some items until September 1st to give the Council time to assess any additional cuts imposed on Coventry by the budget imposed by Governor Malloy and also assess our expected revenues. The Committee recommended the Council approve this item under Agenda item 10H.

The Manager was finalizing the proposal with DSCI for Voice Over IP Telephone System. Agenda item 10I asks for the Council to authorize the Town to execute this contract. The Manager will provide more details.

We discussed the Board of Education's request for the Council to enter into a new MOA with the Board of Education for the operation of the Preschool Fund. The Committee did not feel we had enough information and asked the Town Manager to forward some questions to the Board. We had invited the Board's Fiscal Committee to join us at that meeting but they were not able to attend.

The Committee met with two members of the Library Expansion Building Committee – Tim Timberman and Kristi Sadowski. They presented two space reduction plans that the committee had considered to reduce the scope and cost of the proposed project. Tim Timberman explained that the committee had rejected both options as not having a large enough impact on the budget

to justify the reduction in space or that reducing the space as proposed would interfere with the daily supervision of all areas of the library by the Librarian. More details of these discussions can be found in the Finance Committee minutes.

The building committee also reviewed the original proposal with an eye towards tightening up their numbers and look for cost savings. They reported that savings could be gained in the area of the site work because they felt the consultant had over-estimated and they reduced the estimated costs of furnishings, phones, etc.

Now the estimated cost of the original proposed project is about \$5.3 million compared to the \$6.6 million original estimate. Taking into consideration the \$1 million grant secured by the Library Expansion Committee the proposed cost to the Town would be about \$4.3 million plus financing costs. They said that they are continuing to seek out other potential grants as well.

The Finance committee reviewed a potential impact on the mil rate attributed to the project using various funding scenarios and the potential to delay the impact to coincide better with a coming reduction in our capital expenses. The Manager also mentioned other options that may be available and is going to explore those further.

We asked if the Library committee had addressed the number of parking space issue and they said that this will be discussed further with the Steering committee but they had gotten approval from Planning & Zoning on their plan. Tim Timberman reported that their plan now includes 75 parking spaces on site. The Finance chair noted that this number was far below the committee's estimated need outlined in their space needs report. Tim Timberman explained that the space needs report included a recommendation from the Library Association but was only a guideline.

The Finance chair expressed some concerns and will wait to learn what happens when they meet with Steering to discuss it further.

The Finance committee discussed the Council's proposal to make FOI requests for the Board of Education's check registry. Beth Bauer provided the committee with an example of the check register and we felt the information provided was not as detailed as hoped. We suggest the Council consider requesting the complete Transaction Data (either separately or together with the Check Registry).

As Chairman I would recommend that the Council consider authorizing funds to pay for the set up cost and first year cost of OpenGov.com for the Board of Education and request that the Board cooperate and join the town in providing transparency to our taxpayers. I also recommend that we allocate \$200,000 to the CNREF. Both of these should be added to the agenda and should come from the Council's one and one half percent.

Motion #15/16-411: Matthew O'Brien moved to add consideration of the transfer of \$200,000 from the Council's 1.5% Fund to the Capital Non-Recurring Expenditures Fund to the agenda as item 10M. The motion was seconded by Thomas Pope and carried on unanimous vote.

Motion #15/16-412: Matthew O'Brien moved to add to the agenda as item 10N authorization of an appropriation of expenses from the Council's 1.5% Fund to pay for setup costs and first year expenditures for the Board of Education to implement OpenGov. Richard Williams seconded the motion, which carried with Lisa Thomas opposed and all other members in favor.

E. COVRRRA – John Elsesser:

The engineer is finishing up draft of the transfer station plan and should be ready for the July meeting.

F. Town Manager – John Elsesser:

1. Project Updates: A written memo was distributed. A lot of road work is coming up over the next couple weeks, including cold mix pavement process, traditional asphalt pavement, milling and overlay. Public Works is also prepping for chip seal work in August – they are flat out trying to get it all done. So far the plan is holding together and the weather has been cooperative. Matthew asked if propane specs are drafted. John said last year we started a project to jointly bid out propane with the Board of Education. We put that on hold until we can figure out the specs for gas. There is some question about ownership of one tank. It is probably more cost effective to rent rather than own. On the gas project we are waiting to get a timeframe. We are working on getting specs and permits.

Julie asked about the Historical Society's wooded land being restored to a field in exchange for parking for the Farmers' Market - is this Strong Porter? John said yes, in the pine grove that was historically a farm field. It would not be for this season. We are looking at an Ag Viability grant for next year. CT Landmarks turned down our request to do it on their land right across the street. Julie asked if we have any idea of cost. John said for the land at CT Landmarks we got a price of \$3400 to create about 60 parking spaces. They declined the offer to do that with the funds that were available to the Market this year. It is historically appropriate as it was farmer's fields there, not woods.

Matthew asked if there are any updates on Hydrilla treatment action. John said no - we have calls into the firm that has been awarded the work. Regarding the flyboard study – the State doesn't see any relevance to other lakes in Connecticut in terms of funding the study. Dr. Kortmann listed at least 5 other lakes where flyboards could go - basically anywhere jet skis can go. We asked him to fine-tune his numbers to see if we want to do a study on our own with the funds the Council authorized. While the dam is being repaired this fall, Dr. Kortmann is recommending removing about 20 feet of the jetty to allow better water flow. Water stagnates there. We are waiting for Todd Penney to get back from vacation to investigate permit issues. Dr. Kortmann also has a proposal to stir the water with a solar-powered device on a platform. We sent it to a solar agency to see if they will fund it. Occasionally, about two days a year, Patriots Park beach has to close due to high bathing load and bacteria content. It is the middle section of the jetty that Dr. Kortmann is proposing to remove.

2. CT DEEP Notification of Tentative Determination to Approve Application for Dam Safety Permit and Waive Public Hearing: CT DEEP is waiving the hearing portion of the dam replacement project.

5. Invasive aquatic plants workshop: Hannah Pietrantonio noted on July 13th at Patriots Park the Coventry Lake Advisory & Monitoring Committee (CLAM) is having a public workshop about invasive plants, run by a plant expert from CT Ag Station. She is wondering if this could be put on our web page and a TV slide made for Ch. 191. John said this has already been done. Hannah asked if there is a way to notify the Lake Associations. John said he believes we have a list. Lisa asked if we have a list of the names of the presidents of each Association and contact information. John said the Tax Collector's office does. Lisa said there are a number of issues going on right now with the potential to impact those residents. She asked that John develop a list to communicate with them about the issues facing the lake,

workshops, etc. She said we need to enlist the help of people who live along the lake to address these issues. The more direct contact there is the better. John said we can try - a lot of these associations have their elections in June so we might have to dig a little bit. Lisa said even if an email was sent to the past president she is sure they would pass it on. John said he believes CLAM has a list - we will take ownership of some communication activities.

6. Retirement of Officer Gail McDonnell: Lisa said she hates to see this item relegated to the consent agenda. Officer McDonnell has been with the Town for a very long time and is a big part of the community. She would personally like to express her thanks.

9. Unfinished Business:

A. 15/16-98: Consideration/Possible Action: Letter Encouraging Development of multi-faceted approach to assist citizens affected by crumbling concrete foundations:

Motion #15/16-413: Andy Brodersen moved to approve a letter in conjunction with three other towns encouraging Gov. Malloy to develop a multi-faceted approach to assist citizens affected by crumbling concrete foundations. The motion was seconded by Matthew O'Brien. Matthew said the letter looks good. John said it has been approved by the other three towns. Hannah noted a typo on the 6th bulleted item, "sway from foundations" should be "away from foundations." She thinks this will ease folks to know there might be some options to raising foundations. John said we don't know for sure but getting water away from foundations may help. Julie asked who signs the letter. John replied he will on behalf of the Town, as well as the other town managers. Lisa said she spent some time with Congressman Courtney and he shared some of this information with his staff. She suggested they might want to take a look at it - perhaps we can get some additional support. Is this something FEMA can help with? John replied there are no strict FEMA guidelines. There are some rough numbers (563) but the issue has to be big enough for them to look at it. Whether FEMA is involved or not there have been some other federal issues like the Chinese sheetrock situation in Florida that the federal government got involved with. **Motion #15/16-413 carried on unanimous vote.**

10. New Business:

A. 15/16-102: Consideration/possible action: Budget Transfers FY 2015-2016:

Motion #15/16-414: Matthew O'Brien moved to authorize the recommended budget transfers as outlined in the document contained with the Council agenda. Andy Brodersen seconded the motion. Matthew noted this was discussed at the Finance Committee meeting. The document was prepared by Finance Director Beth Bauer. It seems to be a good plan and we recommend it. **Motion #15/16-414 carried on unanimous vote.**

B. 15/16-103: Consideration/approval: Transfer to Suspense Tax Book:

Motion #15/16-414: Matthew O'Brien moved to authorize the transfer to suspense tax book list as outlined in the document contained with the Council agenda. The motion was seconded by Andy Brodersen and carried on unanimous vote.

C. 15/16-104: Authorization of Appointment: Jennifer West, Coventry-Pietras Funeral Home, as Sub-Registrar of Vital Statistics:

Motion #15/16-415: Matthew O'Brien moved to authorize the appointment of Jennifer West, Coventry-Pietras Funeral Home, as Sub-Register of Vital Statistics. Lisa Thomas seconded the motion. Julie asked how long the appointment is. John said he think it is until the person leaves. Matthew asked if we should put a limit on it. Thomas said he thinks it should be for some period of time. John said it goes with employment at the funeral home so we could do it for as long as she is employed by the funeral home. Matthew accepted this friendly amendment to his motion. Lisa said she is concerned we might be roping ourselves in. Does the per-

son who fulfills this role have to be an employee of a funeral home? John said they traditionally are because they are serving the role of doing this paperwork when we are not around. Lisa accepted the amendment to the motion. **Motion #15/16-415 as amended carried on unanimous vote.**

D. 15/16-105: Acceptance of Donation to Cemetery Commission for Flag Holders: Motion #15/16-416: Matthew O'Brien moved to accept the donation of flag holders to the Coventry Cemetery Commission. Thomas Pope seconded the motion. Lisa noted that in the letter that the chair of the commission wrote it indicates they received donations from two different groups. Beth Bauer staffs this commission and indicated the Commission had been talking about replacing the flag holders and the question was how to afford it. They approached the Veterans Memorial Commission which has a budget in the general fund. They did not expend all their funds this year and had about \$450 so they agreed to help fund the purchase. Then Center Cemetery purchased all of them so there was no need for Commission to expend their funds. Lisa said it was very generous of Center Cemetery to do that. **Motion #15/16-416 carried on unanimous vote.** Lisa would like a thank-you note to go out. John will ask the Cemetery Commission to do it. Beth noted that they are very appreciative.

G. 15/16-108: Consideration: Development of Policy Governing Authority to Make Inter-Fund Allocations:

Matthew O'Brien had requested this item be placed on the Council agenda in consideration of future actions of the Town, pertaining to the reallocation of funds from the Town budget to a closed funds budget. He wants to discuss whether we want to set a policy asking that the Council be informed or whether we simply authorize the Town Manager to use his discretion. John suggested this matter go to the Finance or Steering Committees as there are different types of circumstances we would need to have discussion on than the task at hand. It would be helpful to have Beth Bauer discuss these issues at greater length.

H. 15/16-109: Consideration: Freeze of certain Capital Budget Items Until September 1, 2016:

Matthew O'Brien said that the Finance Committee had recommended this as a partial response to reduction of revenues from the State and our anticipated ability to make up these revenues through tax sales and other initiatives. Now another \$20 million in additional cuts is being proposed by the Governor that we don't know the impact of, so we thought we should get a handle on our expenses until we know more. Most of the items are partial and shouldn't be totally disruptive. **Motion #15/16-417: Matthew O'Brien moved to authorize a freeze in Capital spending as outlined in the document contained with the Council agenda until September 1, 2016. Richard Williams seconded the motion.** Andy noted it is really not a freeze - just a postponement. John said to make it a permanent freeze there would need to be a vote. Matthew noted we are realizing savings on the purchase of the Quint fire apparatus. **Motion #15/16-417 carried on unanimous vote.**

I. 15/16-110: Authorization to execute contract with DSCI for Voice over IP telephone system:

Motion #15/16-418: Matthew O'Brien moved to authorize the execution of a contract with DSCI for a Voice-Over IP telephone system per the document contained in the Council agenda packet. Lisa Thomas seconded the motion. Matthew noted the Town attorney has already reviewed this contract. Julie noted the Board of Education took the lead on this project. John said yes, and kudos to them for finding a more feature-rich solution at a lower cost. We are tagging onto their system. They are already implementing it - we can't spend our funds until July 1st. We are looking to downgrade a phone or two in areas where we don't need as feature rich

devices, and upgrade to a conference phone in the Annex and Conference Room B. It would still be in same budget ballpark. We will have to extend our computer network wiring in a couple areas. Matthew noted that backups are suggested, and he assumes we are doing that. John said we are looking at PSDN to back up if the CEN network goes out. Each building will still have at least one plain old telephone line so if the internet goes down we would still have a phone. Certain devices such as fax machines and alarms do not work in a digital environment. Matthew asked if the 911 system will be covered by a generator. John said yes. A system integrator will do the final review - they will come out one more time. It is complicated and we want to get it right. The good thing about VOIP is it is highly programmable. Andy asked if we do video. John said the system has that capability but we are not doing it right now. We could add it later. Richard asked what the cost is. John said \$28,000 which is probably the price of one phone system and the system at Town Hall is 25 years old. We will have it in all the buildings and annual operating costs are less than we are paying now. We are getting a good discount - they are a large company moving into Connecticut. They are on the Nutmeg Network. **Motion #15/16-418 carried on unanimous vote.**

M. 15/16-114: Consideration/Authorization: Appropriation of \$200,000 from Town Council's 1.5% Fund to CNREF:

Motion #15/16-419: Matthew O'Brien moved to authorize the appropriation of \$200,000 from the Town Council's 1.5% Fund to the Capital Non-Recurring Expenditures Fund. Thomas Pope seconded the motion. Lisa asked why this is being recommended. Matthew replied he looked at property tax revenues and they exceeded the budget by \$400,000. It will give us some flexibility in the budget for this year and if it is not used it will also help for next year's budget. Part of this replaces funds that were taken for the soccer field. Lisa said it sounds like Coventry is in really good shape. Matthew applauded John Elsesser and Beth Bauer on their conservative budgeting approach and said we have a great team. **Motion #15/16-419 carried on unanimous vote.**

N. 15/16-115: Consideration/Authorization: Appropriation of funds from Town Council's 1.5% Fund for the setup and first-year operating costs for the Board of Education to join in the OpenGov Financial Reporting initiative:

Motion #15/16-420: Matthew O'Brien moved to appropriate funds for the setup and first-year operating costs for the Board of Education to join OpenGov for this coming fiscal year. Thomas Pope seconded the motion. Matthew said he believes the cost is \$4,900 for the set-up and asked Beth Bauer to verify the total. Beth indicated the set-up costs would be \$4,900 with an annual fee of \$2,050. Matthew said he is recommending this because he was not persuaded that lack of funds was an adequate reason for the Board of Education not to be transparent. Andy asked if we are going to put a timeframe on their acceptance. Matthew said the motion is for this fiscal year. Richard said that Ms. Beausoleil and Mr. Petrone had expressed concern about the cost to do both systems. With this action we have taken away the cost factor. This would give us clear transparency on where \$27 million is spent. Matthew noted the Board of Education has identified \$277,000 in surplus and they clearly have the funds to do it. We would like to invite them to join us. Lisa said the Board of Education mentioned a second system - the Universal Chart of Accounts - that they are accountable to. Matthew said OpenGov would put the information online and have it be available to everyone. The Universal Chart of Accounts would not make information available to the town. John said we had to participate in the Universal Chart of Accounts migration last year - it is up on the website now so you can compare towns. It is big picture data, not detailed information. There is no transaction or vendor detail. Richard said we talk about 21st century education and giving our kids this great technology. This is \$6,000 to give complete transparency to the Board of Education and it is money well spent. It is the bare minimum they should be doing. Thomas noted the Uniform Chart of Ac-

counts merely establishes a list of accounts to determine where funds are expended. It does nothing to put it out to the public. If you go with OpenGov you can compare towns such as Coventry, Ellington and Granby and see how they are allocating their money. **Motion #15/16-420 carried on unanimous vote.**

12. Executive Session:

Motion #15/16-421: Thomas Pope 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, the Town Manager and the Finance Director. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

Motion #15/16-422: Thomas Pope moved that the Town Council enter into Executive Session pursuant to Connecticut General Statutes 1-200(6)(D)-discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such a site, lease, sale, purchase or construction would cause a likelihood of an increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned with the following people in attendance: Town Council members, the Town Manager and the Finance Director. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

Executive Session commenced at 10:10 PM.

Motion #15/16-423: Matthew O'Brien moved to leave Executive Session at 10:20 PM. The motion was seconded by Lisa Thomas and carried on unanimous vote.

13. Adjournment:

Motion #15/16-424: Matthew O'Brien moved to adjourn the meeting at 10:21 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

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

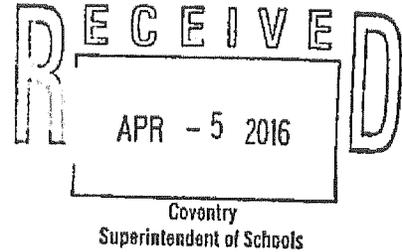
Date

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

Date

April 1, 2016

Coventry Board of Education
1700 Main Street
Coventry, CT 06238



Dear Board of Education Members;

As you may know, the preschool program in Coventry has undergone numerous changes over the years, both fundamentally and logistically. Beginning as the Coventry Early Education and Development (CEED) program at Coventry Grammar School, servicing children with special needs, the program later moved to the basement of the First Congregational Church. A separate program was operating out of that same space, the Coventry Cooperative Nursery School (CCNS). Over time, CEED and CCNS operated more and more in collaboration with one another, eventually leading to the point where the two programs were completely intertwined with one another.

In 2005, in order to receive School Readiness funding, CCNS became the Coventry Early Childhood Center, a non-profit 501(c) 3 organization, and worked to pursue accreditation from the National Association for the Education of Young Children (NAEYC). Currently housed at the Hale Early Education Center are 6 preschool classrooms, each serving a combination of students paying full-tuition, students receiving financial assistance (through either the School Readiness grant or the Smart Start grant), and students receiving Special Education services. Two classroom teachers are supported by the Smart Start grant, two teachers by Board of Education to service our students with special education needs, one teacher by the School Readiness grant, and one teacher by the non-profit organization. Numerous other paraprofessionals and support staff are employed by these multiple entities as well.

For decades, our partnership has been very successful and extremely unique. Despite the fact that various programs exist under the same roof, the staff members operate as one cohesive team. This team approach is one of the program's greatest assets. We believe the next natural step in order to strengthen our growth potential is to officially become one entity, in order to work more efficiently and effectively as an organization.

Therefore, as the CECC Board of Directors, we respectfully request your consideration of possibly assuming the CECC non-profit organization in its entirety. We believe the adoption of this program will be a natural evolution that will lead to greater success of our preschool initiatives. This mutually beneficial proposal would allow for a seamless delivery of services as we strive to improve access to high quality early education opportunities for all Coventry children.

We look forward to further discussing this proposal with you.

Thank you,

The CECC Board of Directors

Kelly Young, Kim Davey, Jodi Curtiss, and Michelle Johnson

Handwritten signatures in black ink. From left to right: Kelly Young, Kim Davey, Jodi Curtiss, and Michelle Johnson.

CECC Budget

	12/13 Budget	13/14 Budget	14/15 Budget	15/16 Budget	16/17 Budget	16/17 Budget
REVENUE						BOE
Collab Agent Program	\$ 200.00	\$ 200.00	\$ 1,200.00	\$ 1,200.00		
Fundraising/Donations	\$ 10,000.00	\$ 10,800.00	\$ 9,900.00	\$ 10,000.00	\$ 10,000.00	PTO
Lunch Bunch	\$ 5,500.00	\$ 5,000.00	\$ 4,700.00	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00
Registration Fee	\$ 3,300.00	\$ 3,400.00	\$ 3,200.00	\$ 4,000.00	\$ 4,000.00	\$ 4,750.00
Reimbursed Expenses	\$ 3,840.00	\$ 2,775.00	\$ 2,000.00	\$ 2,300.00		
School Readiness Tuition & Reg	\$ 16,000.00	\$ 13,000.00	\$ 15,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
School Readiness Disbursement	\$ 78,000.00	\$ 78,000.00	\$ 120,300.00	\$ 131,300.00	\$ 131,300.00	\$ 131,300.00
Tuition	\$ 113,000.00	\$ 143,000.00	\$ 156,300.00	\$ 89,500.00	\$ 93,500.00	\$ 93,500.00
Before/After Care	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 33,000.00	\$ 33,000.00
Smart Start						\$ 78,000.00
Total Revenue	\$ 229,840.00	\$ 256,175.00	\$ 312,600.00	\$ 293,100.00	\$ 296,600.00	\$ 365,350.00

min. w/ full program all
@ 20%smi*

EXPENSES						
Computer - Laptop - Software				\$ 1,312.84	\$ -	\$ -
Payroll & 1099 SR stipends	\$ 158,000.00	\$ 187,500.00	\$ 225,300.00	\$ 233,600.00	\$ 235,660.00	\$ 10,800.00
Certified Salaries						\$ 92,000.00
Non-certified Salaries						\$ 100,350.00
Soc Sec match						\$ 9,250.00
Payroll Expense (QB Tax Svc)	\$ 1,460.00	\$ 3,400.00	\$ 343.00	\$ 2,000.00	\$ 2,000.00	
Rent - \$16,400 line of credit*	\$ 16,330.00	\$ 16,980.00	\$ 17,660.00	\$ 3,600.00	\$ 10,660.00	
SR Rent	\$ -	\$ -	\$ -	\$ 3,600.00	\$ 5,740.00	
Phone/After Care Cell Phone	\$ 1,900.00	\$ 1,920.00	\$ 2,200.00	\$ 1,500.00	\$ 1,300.00	
Custodial Supplies	\$ 15,000.00	\$ 15,250.00	\$ 14,675.00	\$ 2,014.00	\$ 650.00	\$ 1,625.00
Office Supplies	\$ 2,300.00	\$ 2,330.00	\$ 2,000.00	\$ 2,300.00	\$ 1,000.00	\$ 2,300.00
Copier Lease	\$ 1,600.00	\$ 1,700.00	\$ 1,700.00	\$ 1,800.00	\$ 450.00	
School Supplies	\$ 2,400.00	\$ 2,200.00	\$ 2,800.00	\$ 2,400.00	\$ 1,000.00	\$ 2,600.00
Insurance: Workers C.	\$ 3,750.00	\$ 2,100.00	\$ 4,500.00	\$ 5,315.00	\$ 5,315.00	
Acc. Liab.	\$ 2,650.00	\$ 2,730.00	\$ 2,800.00	\$ 2,821.00	\$ 2,821.00	
Health/Dental*	\$ 21,250.00	\$ 21,150.00	\$ 22,500.00	\$ 25,700.00	\$ 27,000.00	\$ 102,000.00
Printing & Reproduction	\$ 300.00	\$ 1,400.00	\$ 150.00		\$ 150.00	
School Field Trips		\$ 525.00	\$ 500.00	\$ 600.00	\$ 200.00	
Postage & Meter	\$ 960.00	\$ 1,030.00	\$ 930.00	\$ 650.00	\$ 150.00	
Lic & Fees/NAEYC	\$ 600.00	\$ 650.00	\$ 600.00	\$ 665.00	\$ 260.00	\$ 650.00
Professional fees						
Attorney	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -
Accountant	\$ 1,000.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,200.00	
Playground	\$ 2,100.00	\$ -	\$ 425.00	\$ 2,700.00	\$ 167.00	\$ 400.00
Cert/PD Train	\$ 900.00	\$ 80.00	\$ 540.00	\$ 1,730.00	\$ 250.00	\$ 1,700.00
Web (CTPAF/NAEYC)	\$ 209.00	\$ 350.00	\$ 609.00	\$ 809.00	\$ 260.00	\$ 900.00
Move				\$ 10,200.00	\$ -	\$ -
Total Expenses	\$ 232,909.00	\$ 262,295.00	\$ 301,332.00	\$ 306,516.84	\$ 296,233.00	\$ 324,575.00

SR 1099 stipends

dental incl. 16-17*

CECC Proposal – Informational Items
May 2016

2015-16 Preschool Rate for Students (resident and non-resident):

- Full-time School Day \$4,500
- Before/Afterschool 3,000
- Part-day (5 days) 2,600
- Part-day (3 days) 1,900
- Part-day (2 days) 1,300

Maximum enrollment

- 100 students
- No more than 80 students at one time (license capacity)

CIP Items

- Roof ventilators

Slot breakdown for **2016-2017** school year with the 3rd Smart Start classroom will be:

- School Day – 3 classrooms at 18* in each = 54 slots plus 1 classroom at 11 = 65 slots
- Part Day – 3 classrooms at 11 in each (33) x 2 (am and pm) = 66 slots**

2016-2017 enrollment – FULL PROGRAM totals

- 131 (or higher with 2 day potential additions)
- 98 license capacity

*There is a small chance we may only be able to have 15 in the new Smart Start classroom, if that is the case then the max enrollment would be 62 school day and 66 part day = 128

**If you have a “2 day” and a “3 day” the part day numbers will increase

Requirements	Comstar	Holdsworth	CAG	EM/S2
Rate	4% - no software 4.5% - Zoll (not internet based) 5% - EMSCharts	7.50%	6% with 3% discount if you pay in 15 days	7.50%
Software	Zoll/EMSCharts	Zoll/EMSCharts	EMSCharts	EMSCharts
Rescue Billing Location	Not discussed Rowley, MA	Yes Cromwell, CT	Yes Wethersfield, CT	Yes Ansonia, CT
Credit Card	Yes - no additional fee	Yes - no additional fee	Not discussed - additional fees based upon current status	Not discussed
Online Reporting Access	Yes - using Vmware's Horizon View	Not discussed	shared files in cloud system	Read only access to check patient status of account
State Reporting	Yes	Yes	Yes	Not discussed
eFax	Yes	Not discussed	Not discussed - additional fees based upon current status	Additional cost not identified
Return Envelopes	Yes EFT	Yes	Not discussed - not done based upon current status	Not discussed
Money Handling	Mailed to Designee Mailed Certified to bank Physically deposited to Santander, TD Bank or Bank of America	Direct Deposit and EFT	Not discussed - current status is EFT or drive to bank and deposit	Not discussed
Consulting and Training Software	Included RescueNet Billing	Included? Tri-Tech	Not discussed Tri-Tech	Not discussed Not discussed
Internet Based	No - info resides on Server for Zoll EMSCharts is internet based	EMSCharts is internet based	EMSCharts is internet based	EMSCharts is internet based
Clearinghouse	Trizetto	Zirned	Gateway	Zirned
Volume of Bills Processed	250,000/year	70,000/year	99984/year	35,000/year
Turn Around Time	48 hours	24 hours	5 days	72 hours
CAC coders	8	All	20	7
Collection Agency Fees	Not discussed	Not discussed	First Financial - 33.3%, 50%	24-30%
Training	6 hour train the trainer and then yearly	2/year	Yes - unclear how much	Not discussed
Special Reports	Appears to offer online reporting capabilities - would need to investigate further	90/hour plus vendor cost	Not discussed - current status is that these are provided but take time	Not discussed

Notes:

Currently we pay Deb \$6,000/yr to obtain billing info and forward to CAG - she does not scan or attach billing sheets or medic forms

Holdsworth currently does the WCMH Medic runs - he has access to hospital records and would be doing the matching of runs which would save Town money, time and be more accurate

We need to determine who will be the point of contact and where info, reports, checks, etc will be mailed. Must maintain Hipaa - should be a separate address from Town Hall

Anticipated Revenue

327,000

290,177.75

Anticipated Fees to Billing Company

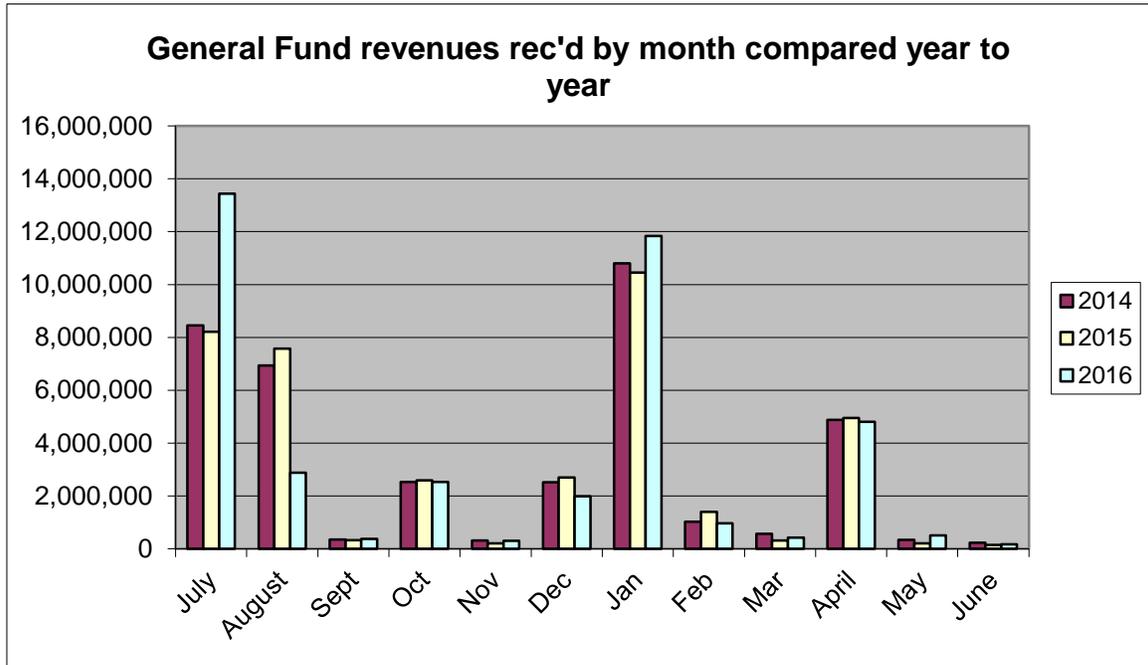
16350 @5%

21763 @ 7.5%

13080 @4%

Date: July 5, 2016
 To: Finance Committee
 From: Elizabeth Bauer, Director of Finance
 Re: Monthly Update

Revenues

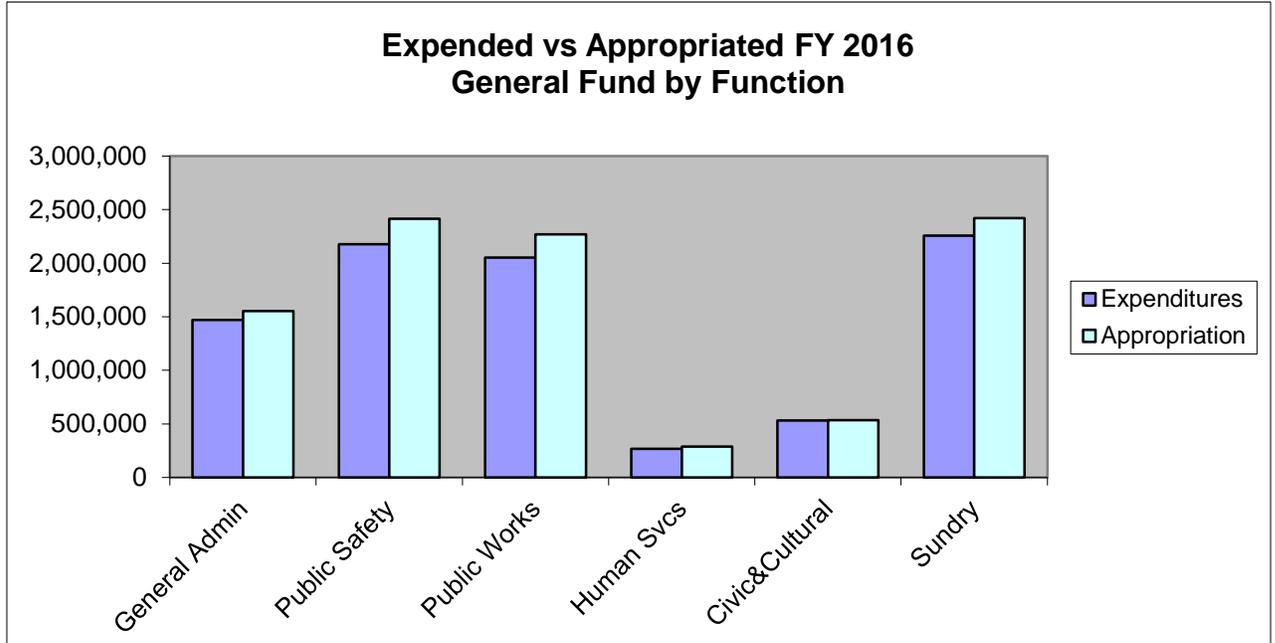


As of June 30, 2016, the Town of Coventry has collected \$29,773,790 or 101.6% of \$29,305,320 (anticipated) property tax revenue. The same period last year saw property tax revenue at 100.17% of anticipated revenue.

General fund revenue collections are \$40,262,197 or 101.19% of \$39,727,778 anticipated. Anticipated revenues from the State of Connecticut have been reduced by the \$48,673 PILOT payment, and \$18,861 of public school transportation money. The State payment for the ECS grant was higher than anticipated by 20,187. The total reduction of State revenue will be approximately \$26,000. A positive note: Conveyance tax and Building department revenues will exceed estimated revenues by approximately \$54,000.

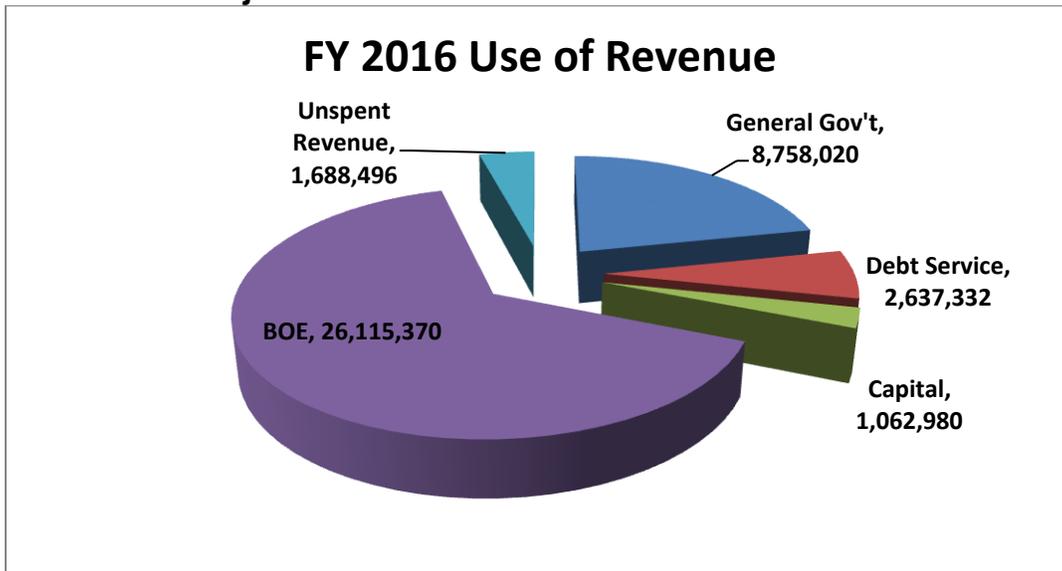
COVRRA user fee collections are \$1,089,361 or 111.6% of \$976,183 anticipated. The same period last year saw COVRRA collections at 108.5% of anticipated.

Expenditures



Current Fiscal year General Fund expenditures and encumbrances are at 93.73% of the adjusted budget appropriation, compared with 94.83% for the same period last year. As of this report there is one more payroll to be posted, final allocation of health insurance, all accounts payable transactions in July and August, and BOE encumbrances, as well as any audit adjustments.

Cash Position/Projection



The chart above shows what has been spent from the revenues received this current fiscal year. As of June 30th, we have an unspent cash balance of \$1,688,496 and unspent appropriation of \$1,407,597. Available funds are currently invested at rates from .4% to .6%.

Tax Collector

Delinquent sewer assessment notices were sent on 138 accounts. Back tax statements which combine all taxes and fees owed were sent to 50 delinquent taxpayers. The bill file was received from the Assessor's office and tax and COVRRRA bills were printed and mailed. The on-line payment file was uploaded; the lockbox process was tested and approved. The M1 report, a notification of mil rate and tax levy, was prepared and submitted to OPM.

Tax Assessor

The month of June the office focus is on the final changes to bills prior to the July mailing.

For the 2015 grand list, the office has processed 830 Motor Vehicle corrections, 34 Personal Property corrections and 149 Real Estate corrections.

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

	2014	2015
Original Grand List	930,973,231	949,163,141
BAA Reductions March	(407,900)	(22,040)
Corrections	(2,718,217)	(3,374,193)
BAA Reductions September	(16,370)	-
Prorates New Construction*	2,123,246	-
Supplemental MV GL	11,190,476	-
Total Net Grand List	941,146,480	945,766,908

Accounting

The office completed the annual incentive payments for NCFD and CVFA. We prepared for the year end payroll which is split between fiscal years.

IT

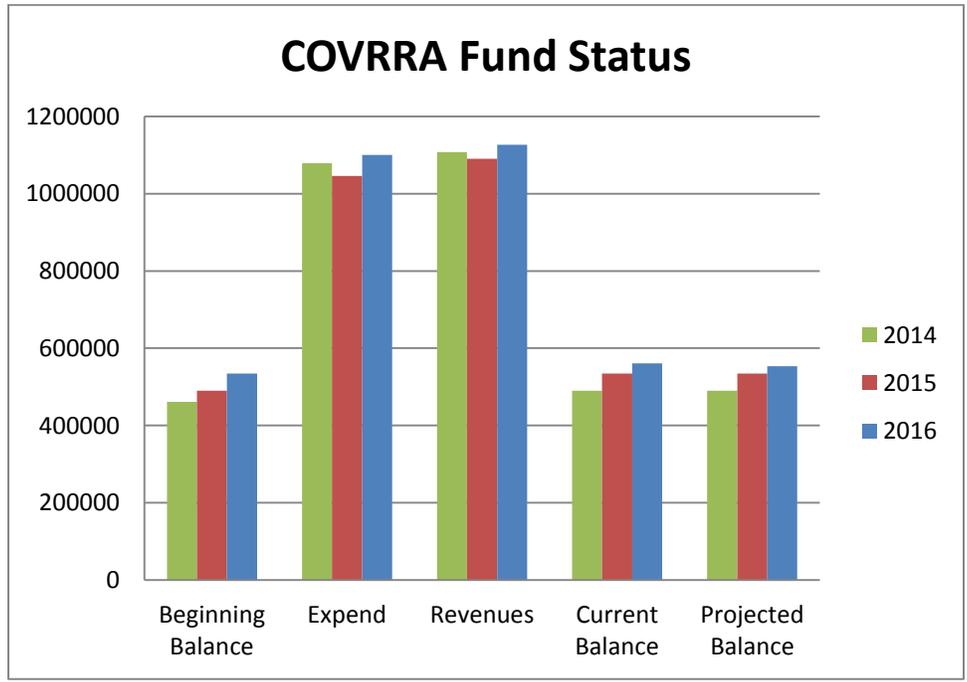
Received another update on our ICE grant for computer purchases, the state has not yet funded the grant but expects to make a decision on 7/12/16. We are delaying purchases this year as we wait for the final decision.

BOE status

BOE Expenditures to date	
	FY 2016
Budget appropriation	26,811,045
Adjustments to approp	61,738
Encumbrances	
Expended to date	<u>26,115,370</u>
Balance remaining	757,413

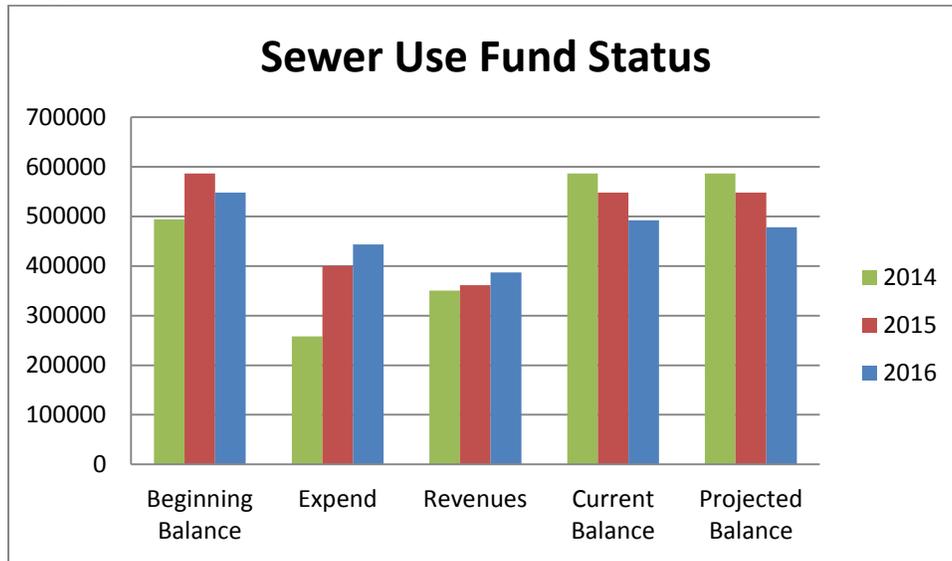
Special Revenue Funds

COVRRRA



	Beginning Balance	Expend	Revenues	Current Balance	Projected Balance
2016	534282	1099810	1126778	561250	553282
2015	489808	1045363	1089836	534282	534282
2014	461074	1078893	1107627	489808	489808

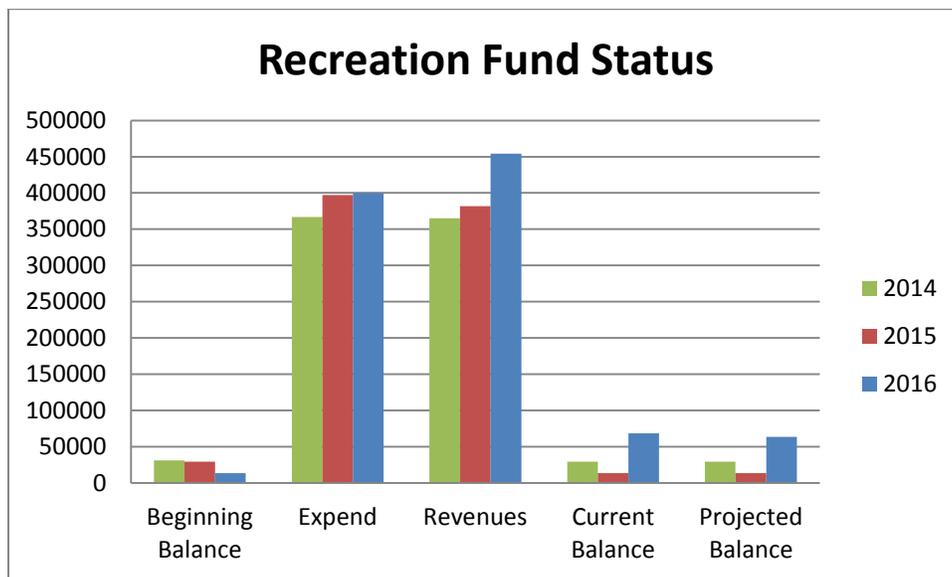
SEWER USE



Sewer User Fund Balance

	Beginning Balance	Expend	Revenues	Current Balance	Projected Balance
2016	548115	443057	386739	491797	478115
2015	586372	399792	361535	548115	548115
2014	494117	257880	350135	586372	586372

RECREATION



	Beginning Balance	Expend	Revenues	Current Balance	Projected Balance
2016	13567	399789	454403	68181	63567
2015	29304	397283	381546	13567	13567
2014	30951	366927	365280	29304	29304

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

Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 30-Jun-2016

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
51000 SALARY AND WAGES	273,134.00	.00	.00	212,448.62	60,685.38	77.78
51010 REGULAR FULL TIME	4,019,898.00	(42,504.38)	.00	3,811,131.29	166,262.33	95.82
51020 PART TIME	95,101.00	23,737.50	.00	107,992.80	10,845.70	90.87
51030 OVERTIME	229,056.00	(345.75)	.00	203,047.03	25,663.22	88.78
51040 TEMPORARY	30,310.00	2,784.71	.00	24,402.32	8,692.39	73.74
51059 PAYROLL TAXES & INSURANCE	26,309.00	.00	.00	18,614.45	7,694.55	70.75
51063 FICA - GA	77,237.00	.00	.00	72,044.95	5,192.05	93.28
51064 FICA - PS	147,460.00	.00	2,816.60	142,793.04	1,850.36	98.75
51065 FICA - PW	116,250.00	1,100.00	.00	113,855.62	3,494.38	97.02
51066 FICA - HUMAN SVCS	16,740.00	650.00	.00	16,940.33	449.67	97.41
51067 FICA - CIVIC/CULTURAL	5,016.00	100.00	.00	4,953.90	162.10	96.83
51070 PENSION	32,800.00	(1,000.00)	.00	31,800.00	.00	100.00
51071 PENSION - GA	122,210.00	.00	.00	120,870.48	1,339.52	98.90
51072 PENSION - PS	216,963.00	.00	.00	215,837.05	1,125.95	99.48
51073 PENSION - PW	144,000.00	(4,440.00)	.00	111,985.60	27,574.40	80.24
51074 PENSION - HS	27,860.00	590.00	.00	28,308.08	141.92	99.50
51075 PENSION - CC	14,266.00	.00	.00	14,199.28	66.72	99.53
51090 OTHER	69,785.00	2,000.02	.00	64,717.42	7,067.60	90.15
51100 LONGEVITY	48,700.00	(1,000.00)	.00	47,700.00	.00	100.00
51110 DIFFERENTIAL	4,199.00	2,564.00	.00	5,983.79	779.21	88.48
51121 FRINGE BENEFITS	23,270.00	.00	.00	19,304.66	3,965.34	82.96
51711 HEALTH INS GENERAL ADMIN	239,855.00	.00	.00	205,624.55	34,230.45	85.73
51712 HEALTH INS PUBLIC SAFETY	417,230.00	(60,000.00)	.00	312,655.32	44,574.68	87.52
51713 HEALTH INS PUBLIC WORKS	393,015.00	16,000.00	.00	369,009.59	40,005.41	90.22
51714 HEALTH INS HUMAN SERVICES	34,880.00	.00	.00	26,371.06	8,508.94	75.61
51715 HEALTH INS CIVIC & CULTURAL	9,225.00	.00	.00	8,714.57	510.43	94.47
51720 LIFE INSURANCE	6,500.00	.00	.00	5,831.03	668.97	89.71
51999 REVENUE OFFSET	(14,800.00)	.00	.00	(5,447.56)	(9,352.44)	36.81
52010 ARCHITECTS AND ENGINEERING	8,240.00	8,055.54	200.00	13,713.08	2,382.46	85.38
52020 FINANCE AND ACCOUNTING	8,930.00	.00	.00	5,400.00	3,530.00	60.47
52030 LEGAL	93,000.00	65,000.00	491.30	138,658.26	18,850.44	88.07
52040 LICENSES/SUPPORT-DATA PROCESSING	113,987.00	.00	2,443.25	106,886.42	4,657.33	95.91
52050 INSURANCE	138,750.00	.00	2,439.00	133,549.92	2,761.08	98.01
52060 INDEXING RECORDING	26,650.00	(1,192.00)	4,700.00	19,048.37	1,709.63	93.29
52070 OTHER PROFESSIONAL SERVICES	104,835.00	(414.82)	11,756.51	86,835.45	5,828.22	94.42
52080 PROFESSIONAL AFFILIATION	31,293.00	(877.02)	.00	28,675.60	1,740.38	94.28
52090 TRAVEL MEETINGS MILEAGE	75,790.00	(210.02)	36,854.32	36,341.53	2,384.13	96.85
52100 TRAINING	35,030.00	3,385.03	3,521.00	29,011.20	5,882.83	84.69
52110 POSTAGE	37,200.00	.00	15,960.95	17,731.14	3,507.91	90.57
52130 SERVICE CONTRACTS	217,171.00	(8,732.11)	16,084.77	179,530.28	12,823.84	93.85
52140 EQUIPMENT REPAIRS	61,919.00	(3,309.27)	2,272.31	44,212.15	12,125.27	79.31
52150 RADIO AND ALARM REPAIRS	16,150.00	4,911.95	378.10	18,545.72	2,138.13	89.85
52160 BUILDING REPAIRS/MAINTENANCE	55,070.00	19,590.48	4,466.19	55,277.02	14,917.27	80.02
52170 ADVERTISING	18,180.00	1,815.85	724.04	17,525.97	1,745.84	91.27
52180 PRINTING	27,415.00	(1,070.05)	8,502.00	12,388.14	5,454.81	79.30
52190 COPIERS	4,950.00	(1,061.46)	583.86	3,176.41	128.27	96.70
52200 EQUIPMENT RENTAL	2,400.00	(1,400.00)	.00	899.65	100.35	89.97
52220 MEALS	5,030.00	(1,293.50)	.00	2,870.24	866.26	76.82
52240 MISCELLANEOUS	3,800.00	.00	.00	3,796.39	3.61	99.91
52250 GRANTS AND CONTRIBUTIONS	99,954.00	3,033.87	640.00	205,494.24	(103,146.37)	200.15
52260 NEGOTIATED UNION CONTRACT	6,000.00	(400.00)	.00	5,024.60	575.40	89.73

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

Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 30-Jun-2016

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
52270 OTHER SERVICES	300.00	.00	.00	46.00	254.00	15.33
52280 AUDIT	30,845.00	(2,564.05)	.00	28,176.60	104.35	99.63
52291 WORKER COMP - GA	23,340.00	.00	.00	20,688.00	2,652.00	88.64
52292 WORKER COMP - PS	128,280.00	.00	5,000.00	114,744.75	8,535.25	93.35
52293 WORKER COMP - PW	101,800.00	.00	5,000.00	91,172.00	5,628.00	94.47
52294 WORKER COMP - HS	2,810.00	.00	.00	2,406.00	404.00	85.62
52295 WORKER COMP - CC	12,545.00	.00	.00	11,544.25	1,000.75	92.02
52840 VETERANS' PROGRAMS	1,000.00	.00	.00	543.40	456.60	54.34
52869 FEES	3,500.00	.00	.00	3,500.00	.00	100.00
53010 OFFICE SUPPLIES	23,080.00	950.80	5,316.76	15,367.60	3,346.44	86.07
53020 OFFICE EQUIPMENT	650.00	4,174.05	3,099.05	1,660.70	64.30	98.67
53030 MICROFILM PHOTO SUPPLIES	1,300.00	(120.97)	.00	1,179.03	.00	100.00
53040 GASOLINE	62,625.00	(7,050.00)	.00	43,604.38	11,970.62	78.46
53050 DIESEL FUEL	54,500.00	2,500.00	10,000.00	43,117.93	3,882.07	93.19
53060 MOTOR OIL LUBRICANTS	7,700.00	1,700.00	.00	9,242.46	157.54	98.32
53070 CUSTODIAL SUPPLIES	6,350.00	(2,077.00)	348.58	2,791.00	1,133.42	73.48
53080 PAPER GOODS	6,900.00	(186.11)	248.25	5,586.31	879.33	86.90
53090 CLOTHING SAFETY EQUIPMENT	44,950.00	(431.27)	4,786.73	34,932.85	4,799.15	89.22
53091 OSHA REQMTS	4,350.00	(1,700.00)	.00	774.95	1,875.05	29.24
53092 NFPA REQMTS	10,010.00	.00	2,325.00	7,581.65	103.35	98.97
53100 AUTO PARTS	22,950.00	970.00	613.00	18,340.70	4,966.30	79.24
53110 TRUCK PARTS	61,500.00	100.00	2,085.56	58,309.59	1,204.85	98.04
53120 EQUIPMENT PARTS	64,600.00	868.00	5,201.89	57,649.59	2,616.52	96.00
53130 WELDING SUPPLIES	2,375.00	.00	.00	2,269.11	105.89	95.54
53140 HAND TOOLS	6,200.00	(451.00)	.00	5,648.94	100.06	98.26
53150 BUILDING SUPPLIES	1,350.00	649.70	.00	1,154.85	844.85	57.75
53160 CEMENT SAND SALT GRAVEL	198,200.00	(300.00)	34,011.02	163,220.64	668.34	99.66
53170 GROUND SUPPLIES	27,100.00	(2,030.00)	1,612.55	21,470.55	1,986.90	92.08
53180 STREET CLEANING SUPPLIES	2,500.00	(150.00)	.00	2,349.18	.82	99.97
53190 POLICE EQUIPMENT SUPPLIES	9,250.00	70.53	.00	9,233.41	87.12	99.07
53200 TRAFFIC CONTROL SIGNS	6,000.00	.00	5,314.00	622.00	64.00	98.93
53210 OTHER PURCHASED	16,800.00	2,635.36	2,580.05	14,483.50	2,371.81	87.80
53220 SUBSCRIPTIONS BOOKS	41,680.00	(1,445.73)	214.54	25,980.29	14,039.44	65.11
53225 PROGRAM COSTS	17,050.00	85.00	1,108.16	8,986.08	7,040.76	58.91
53230 TRANSFERS	86,350.00	92,365.38	318.00	168,372.71	10,024.67	94.39
53240 TIRES	25,850.00	(630.88)	.00	24,140.04	1,079.08	95.72
53280 ASPHALT/HOT & COLD PATCH	25,000.00	(7,260.00)	6,408.37	10,532.18	799.45	95.49
53290 KENNEL SERVICES	3,000.00	.00	.00	3,000.00	.00	100.00
53300 PUBLIC RELATIONS	5,385.00	(158.44)	.00	4,226.45	1,000.11	80.87
53610 VAN EXPENSES	1,350.00	(237.88)	.00	1,111.49	.63	99.94
53640 LAUNDRY	580.00	.00	.00	12.11	567.89	2.09
54010 IMPROVEMENTS NOT BUILDING	1,300.00	650.00	1,300.00	643.08	6.92	99.65
54020 OFFICE FURNITURE & EQUIPMENT	3,500.00	(1,842.46)	74.01	1,447.24	136.29	91.78
54050 OTHER EQUIPMENT	17,169.00	12,323.00	10,280.00	18,673.15	538.85	98.17
54540 COMPUTER REPLACEMENT AND UPGRADES	3,000.00	.00	.00	1,532.41	1,467.59	51.08
54960 EQUIPMENT PURCHASES	3,200.00	7,000.00	1,425.48	6,128.38	2,646.14	74.06
55010 TELEPHONE	23,132.00	414.00	84.00	20,918.72	2,543.28	89.20
55020 ELECTRIC	174,200.00	(9,859.13)	6,690.93	130,496.73	27,153.21	83.48
55030 HEATING FUEL	73,169.00	(250.00)	8,018.66	53,382.56	11,517.78	84.21
55040 WATER	1,040.00	.00	199.61	691.73	148.66	85.71
55050 SEWER	3,920.00	72.45	.00	3,687.45	305.00	92.36

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

Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 30-Jun-2016

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
55130 DISPOSAL FEES	3,165.00	.00	.00	2,065.94	1,099.06	65.28
57040 DOG TAGS	200.00	76.95	.00	276.95	.00	100.00
57050 VETERINARY FEES	1,250.00	300.00	.00	1,341.00	209.00	86.52
57060 ST CT LICENSE FEES	4,100.00	.00	.00	.00	4,100.00	.00
57064 PET ADOPTION FEES DEP	250.00	.00	.00	180.00	70.00	72.00
58190 ANNIVERSARY CELEBRATIONS	500.00	.00	.00	500.00	.00	100.00
*** Grand Total ***	9,483,213.00	115,228.87	238,498.40	8,758,019.66	601,923.81	93.73

==== Selection Legend =====

Account Type: E
 FY: 2016 to 2016
 Trx. Date: 01-Jul-2015 to 30-Jun-2016
 Department: 0000 to 8900
 From Fund: 110 to 110
 Account Sub Type: CP

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

Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 30-Jun-2016

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
OPERATING BUDGET						
1101 TOWN COUNCIL	33,418.00	.00	43.97	31,263.75	2,110.28	93.69
1201 TOWN MANAGER	208,462.00	1,625.00	.00	202,792.29	7,294.71	96.53
1300 FINANCE ADMINISTRATION	114,289.00	.00	2,564.05	108,163.73	3,561.22	96.88
1301 ACCOUNTING	110,300.00	(699.00)	.00	100,530.53	9,070.47	91.72
1302 COLLECTOR OF REVENUE	114,209.00	.00	10,720.00	97,462.18	6,026.82	94.72
1303 ASSESSOR	137,699.00	(13,070.00)	3,400.00	111,587.23	9,641.77	92.26
1304 ASSESSMENT APPEALS	800.00	.00	.00	196.40	603.60	24.55
1305 TREASURER	24,956.00	720.00	470.00	24,340.52	865.48	96.63
1306 INFORMATION TECHNOLOGY	150,367.00	.00	6,923.30	140,576.40	2,867.30	98.09
1401 PLANNING	143,983.00	(8,940.39)	.00	130,545.78	4,496.83	96.67
1402 ZONING BOARD/APPEALS	23,872.00	(355.56)	.00	21,302.63	2,213.81	90.59
1403 CONSERVATION	2,135.00	.00	414.24	228.50	1,492.26	30.11
1404 ECONOMIC DEVELOPMENT	14,093.00	20,464.15	.00	29,935.29	4,621.86	86.63
1406 INLAND WETLANDS	47,274.00	(729.58)	546.86	42,109.14	3,888.42	91.65
1407 P&Z COMMISSION	4,200.00	(600.00)	.00	3,281.26	318.74	91.15
1501 LEGAL COUNSEL	90,000.00	65,000.00	491.30	138,658.26	15,850.44	89.77
1502 PROBATE COURT	7,055.00	.00	.00	7,053.06	1.94	99.97
1601 RECORDING/LICENSING	144,461.00	(4,000.00)	2,036.00	132,463.56	5,961.44	95.76
1701 ELECTIONS	43,560.00	6,500.00	177.18	43,393.09	6,489.73	87.04
1801 TOWN OFFICE BLDG.	80,808.00	5,088.33	399.03	73,883.67	11,613.63	86.48
1802 CENTRAL SERS./SUPPLY	59,001.00	(38.33)	16,988.68	31,611.23	10,362.76	82.43
2101 POLICE ADMINISTRATION	185,551.00	(1,152.53)	.00	175,453.16	8,945.31	95.15
2102 POLICE OPERATIONS	1,247,711.00	(400.00)	4,303.00	1,184,206.87	58,801.13	95.29
2103 POLICE SUPPORTIVE SERVICES	319,630.00	1,061.23	4,641.68	291,854.91	24,194.64	92.46
2104 POLICE MARINE PATROL	7,850.00	.00	1,038.00	5,975.08	836.92	89.34
2105 POLICE STATION	59,480.00	491.30	725.48	54,862.60	4,383.22	92.69
2201 FIRE MARSHAL	26,446.00	.00	.00	24,506.29	1,939.71	92.67
2202 COVENTRY VOL FIRE ASSN	112,466.00	(50.00)	8,470.06	82,773.67	21,172.27	81.17
2203 NORTH COV. VOL. FIRE DEPT	111,441.00	1,200.00	8,970.24	87,971.35	15,699.41	86.06
2206 NO. COV. SUB-STATION	9,600.00	(1,200.00)	180.94	2,202.88	6,016.18	28.38
2207 JOINT FIRE BUDGET	218,466.00	3,160.00	47,582.93	170,652.72	3,390.35	98.47
2208 CVFA SOUTH ST. SUBSTATION	18,410.00	.00	6,444.34	10,288.66	1,677.00	90.89
2301 EMERGENCY MANAGEMENT	26,711.00	1,680.00	.00	23,995.52	4,395.48	84.52
2401 ANIMAL CONTROL	70,891.00	.00	.00	63,865.92	7,025.08	90.09
3100 ROADS & DRAINAGE	549,362.00	(3,416.32)	31,946.38	500,262.93	13,736.37	97.48
3101 PUBLIC WORKS BUILDING	57,592.00	1,747.32	6,129.09	51,303.67	1,906.56	96.79
3102 SNOW REMOVAL	276,000.00	(5,430.00)	23,000.00	247,133.04	436.96	99.84
3103 FACILITY MAINTENANCE	292,991.00	(181.00)	3,197.85	273,106.49	16,505.66	94.36
3104 PUBLIC WORKS ADMINISTRATION	248,867.00	2,296.00	1,815.44	228,381.35	20,966.21	91.65
3105 FLEET MAINTENANCE	461,599.00	(500.00)	23,627.44	412,945.22	24,526.34	94.68
3107 MATCHING FUNDS	1,500.00	.00	1,500.00	.00	.00	100.00
3108 STREET LIGHTS	46,050.00	(2,316.00)	.00	38,072.52	5,661.48	87.06
3109 CEMETERY COMM.	25,772.00	.00	2,300.00	19,341.85	4,130.15	83.97
3110 TREE WARDEN	23,000.00	650.00	3,687.50	19,162.50	800.00	96.62
3201 ENGINEERING	77,099.00	2,296.00	1,712.00	67,619.37	10,063.63	87.33
3301 BLDG. INSPECTION	146,150.00	(4,840.00)	.00	130,048.53	11,261.47	92.03
3302 BUILDING CODE BD. OF APPEALS	45.00	.00	.00	45.00	.00	100.00
3501 HEALTH DEPT.	62,180.00	.00	.00	62,179.12	.88	100.00
4102 VISITING NURSE & COMM. CARE	3,000.00	.00	640.00	1,860.00	500.00	83.33

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

Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 30-Jun-2016

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
4200 HUMAN SERVICES/GA	190,736.00	.00	322.10	178,639.15	11,774.75	93.83
4205 ELDERLY SERVICES	94,982.00	2,802.87	2,271.32	88,295.70	7,217.85	92.62
5101 BOOTH DIMOCK/PORTER LIBRARIES	432,513.00	.00	.00	432,513.00	.00	100.00
5201 PARKS & REC SUPV/OPERATIONS	100,419.00	.00	.00	98,112.25	2,306.75	97.70
5301 MEMORIAL DAY	3,175.00	.00	.00	1,652.52	1,522.48	52.05
8101 MUNICIPAL INSURANCE	386,775.00	.00	10,000.00	355,835.42	20,939.58	94.59
8102 PENSION/SOCIAL SECURITY	883,106.00	(2,000.00)	.00	839,793.07	41,312.93	95.31
8103 HEALTH INSURANCE	1,100,705.00	(44,000.00)	.00	928,206.12	128,498.88	87.84
8301 CONTINGENCY	10,000.00	(9,534.62)	.00	465.38	.00	100.00
8303 CLAIMS AND LOSSES	40,000.00	101,900.00	318.00	131,557.33	10,024.67	92.94
Total OPERATING BUDGET	9,483,213.00	115,228.87	238,498.40	8,758,019.66	601,923.81	93.73
DEBT SERVICE / CAPITAL EXPENDITURES						
9101 DEBT SERVICE	2,638,900.00	.00	.00	2,637,331.99	1,568.01	99.94
9201 CAPITAL EXPENDITURES	794,620.00	341,255.00	26,202.89	1,062,980.08	46,692.03	95.89
9301 ADDITIONAL APPROPRIATIONS	.00	(400,868.87)	.00	.00	(400,868.87)	.00
Total DEBT SERVICE / CAPITAL EXPENDITURES	3,433,520.00	(59,613.87)	26,202.89	3,700,312.07	(352,608.83)	110.45
*** Grand Total ***	12,916,733.00	55,615.00	264,701.29	12,458,331.73	249,314.98	98.08

==== Selection Legend =====

Account Type: E
 FY: 2016 to 2016
 Trx. Date: 01-Jul-2015 to 30-Jun-2016
 From Fund: 110 to 110
 Account Sub Type: CP
 Department :

OFFICE OF THE TOWN COUNCIL
(860) 742-6324

July 8, 2016

Lori Tollmann, Town Clerk
1712 Main Street
Coventry, CT 06238

Dear Lori,

This is to inform you that the Town Council Steering Committee meeting scheduled for Monday, July 25, 2016 is canceled due to lack of a quorum.

Sincerely,

A handwritten signature in black ink that reads "Thomas Pope" followed by a stylized set of initials in parentheses, likely "CT".

Thomas Pope
Chairperson

/s

**Minutes
Town Council Steering Committee Meeting
June 27, 2016
Town Hall Conference Room B**

1. The meeting was called to order at 7:02 PM.
Present: Thomas Pope, Lisa Thomas, Julie Blanchard
Also present: John Elsesser, Town Manager
Absent: Richard Williams
2. **Acceptance of minutes, May 23, 2016.**
The minutes of May 23, 2016 were accepted as submitted.
3. **Reports:**
Chairman: none.
Committee members: none.
Vacancy/Board & Commission Reports: Reviewed.
4. **Resignations:**
School Building/Energy Efficiency Building Committee, Jeffrey Arn: Resignation accepted with thanks for service to be sent.

Lisa asked what is going on right now to try and fill vacancies especially the Zoning Board of Appeals which is elected and needs to be filled by a Republican. Also the School Building Committee – it looks like the term dates are flipped on the report. The School Energy and Building Committee is in jeopardy. John said he thinks someone moved over so they are just down one member. Lisa said there is also still an open seat on the Farmers Market Operating Committee. If we get that information out she is sure someone would want to sit there. People must not know.

5. **Library Building Expansion Project – Policy Considerations, WPCA Issues:**
Tim Timberman, Chair of the Building Expansion Committee, Kristi Sadowski, Library Director and Kathleen Willett, President of the Library Board of Trustees were present. Several other Library Board and Expansion Committee members were present as observers.

Tim Timberman said the Steering Committee has asked about a number of issues several times and we are here to address those concerns, which including parking ratios, book sale fees, ownership of the building and land, and WPCA capacity. Kristi Sadowski distributed a handout outlining each issue and outcome for each (*attached to these minutes*).

- a. **Parking.** The concern about adequate number of parking spaces was referred to the Planning & Zoning Commission (PZC) on March 14, 2016. We made a presentation before them utilizing established formulas to determine parking needs. The conclusion from the research and formula was that off-street parking for 76 spaces would be appropriate for the community and needs of the proposed Library facility. This could be supplemented on rare occasions with the 17 spaces located in the nearby municipal parking lot, although that is not required by PZC. The following motion carried by the PZC: *“The Coventry Planning and Zoning Commission supports the research and conclusions for*

parking requirements in regards to the Library expansion project.” Thomas Pope asked how many spaces were added from the original proposal. Tim said it went from 67 to 76, so 12 in total. Thomas asked if there were any other changes from the original proposal. Tim said no.

- b. **WPCA – sewer capacity:** At the last meeting the Steering Committee informed us that WPCA had concerns regarding sewer capacity issues related to the expansion. We went to WPCA on June 2, 2016. Despite the addition of bathrooms and sinks, the WPCA reviewed water usage data and determined that the proposed expansion would not contribute a substantial amount of flow to the sewer system. The following motion carried by the WPCA: *“To approve sewer service for the proposed expansion of Booth Dimock Library with no change in billing based on water usage readings.”*

Thomas Pope asked if WPCA said anything about the impact on other development in the area. Lisa said she doesn’t think it would have been relevant for WPCA to bring that up in the conversation. Tim noted that each property is assessed a per-equivalent dwelling usage (EDU), and 1 equals 600 gallons per day. Residential dwellings with washing machines, showers, etc. are more. The Library is far below one EDU, and WPCA said we could add ten bathrooms and still not get to the equivalent of one EDU. The expansion will not alter what we are already being allotted.

- c. **Annual Used Book Sale Preview Fees:** This event is a fundraiser for the Library. Each year the decision to offer a preview, and at what price, as a perk to Library members is evaluated. Over the past 15 years the price has varied from \$1 to \$15, most recently in 2015 at \$7. In April 2016 the Board made a decision not to offer a preview price for the book sale any longer and we think that addresses the Council’s concern.
- d. **Ownership of building and land:** The Board of Trustees has supplied the Town Council with a letter of intent to transfer future ownership of the library building and land, subsequent to a favorable referendum and completion of a project supported by the Town Council appointed Building Committee Expansion Committee. We accept this is a working document provided that all final terms are agreed upon by both the Board of Trustees, Town Council and their representative legal counsel. Kristi indicated that a lot of the Board members are present tonight to discuss the letter of intent or to clarify/answer questions.

Thomas asked if there are more questions. Lisa said she thought (Council member) Matthew O’Brien had questions, but he didn’t share them with her. Kathleen Willett said she was at the last Council meeting when he brought it up. He seemed concerned that we might be boxing ourselves in if changes were to occur going forward. As long as the expansion committee is on board with those changes the Board of Trustees supports that. John said he had also mentioned the two year timeframe as a concern. Kathleen said at the rate the project is proceeding we could be past the deadline for the state grant. If the project should not go forward due to loss of the grant and cannot be completed then the transfer would not go forward. John noted there are other alternatives such as holding the deed in escrow. Tim said we not sure when we will have a referendum. We want some assurances if we lose the grant. John said the State Library can also

issue an extension. Thomas asked to clarify the grant deadline. Kristi replied it is three years from fall 2015 (fall 2018). John said he believes it is three years to have funding in place. They have historically granted extensions but we are in different times now. Lebanon got their grant a number of years ago but they are still in line to proceed. Kathleen said once we are on the same page we can get everything prepared and have everything to sign once the referendum goes forward.

Tim said the Building Committee has answered everything that the Steering Committee asked of us. Thomas asked if there have been any other changes. Tim replied the project scope has been reduced from 24,000 square feet to 20,000 square feet. We did that by centralizing where staff is located to provide visual sightlines, and tightening up estimates for site and staff work. There is a firewall between the existing library and the expansion. An advantage to that is we don't have to close down during construction or remove books for storage or pay storage rental fees. The Council Finance committee had asked us if we could reduce the size further. We asked our architect to cut the size but the new plan didn't meet our objectives because there was no expansion to the assembly area and it did not address sight lines which is important for safety and security. Because of that the Expansion Committee did not support the revised plan. Kristi said in addition the reading and conference space would be completely cut off, and we would have computers in the middle of aisles which was another problem. Also there would be no windows in the children's room which would be dungeon-like. It also took away the existing staircase which complicated entering and exiting the building. John noted that one of the other reasons to maintain the firewall is to avoid the cost of a sprinkler system. To do a larger building would require sprinklers which would require a generator or water tank. He also noted that the revised plan calls for an interior corner which is more expensive.

Tim said the Expansion Committee did not feel the revised plan met their objectives or achieved significant cost savings. Kristi researched size of meeting space in other communities. (*See list on attached document*). We felt space for 125 people was in the ballpark with norms throughout similar towns and the state. The Expansion Committee felt right from the beginning of the project that cost and space would be paramount. Each space we went over with the architect was always in a cost-conscious manner. We felt confident and still feel confident this was the right plan. We feel we can achieve some savings with site work and staff work, reducing this to a 4.3 million project with the million dollar grant, so the project went from \$6.6 million to \$5.3 million. Thomas said it looks like the committee made a good rejection of the additional size reductions – it doesn't seem like it would have saved much. He asked what they did to save in technology costs. John said that the Finance Committee had asked that durable goods be separated out so they would not be financed for 20 years. A lot of what they did was to modify what the architect specified for a full scale renovation of the existing library, resulting in savings for items like shelving units etc. and they also felt the price per square foot in the existing library was high. Also in the parking lot, since it is already there it just needs drainage enhancements instead of new lot. Plus the materials specified for retaining wall to the left of the driveway could be significantly reduced. So basically we went from an architect's planning number to a hard look at several aspects from a construction aspect.

Thomas said he has some concerns with getting the short-term items out of the bond - how are you going to get the items you need? Kristi replied that the items we think will

last will still be included. Some things will be reused. We will use the computers we currently have and will acquire one at a time until we fill the space. Thomas asked if they would need additional appropriations in future budgets to cover furniture or technology. He wants to make sure the "gotta-have" items are funded. Tim replied were asked by Finance to remove them because they could be funded by the general annual budget or capital. John said that computers are already in the Capital Improvement Plan on a five-year replacement cycle. Phones are being done now and will just carry over. There is not a lot that would show up in future budgets. There is no looming bill coming. There has also been discussion about how some special projects can be targeted for fundraising. When we built the existing building the Lions Club focused on equipment for visually impaired children. We should net out from the CIP budget the cost for items such as the boiler, oil tank etc. that would be covered by this project. The boiler, HVAC system and elevator have been due for repairs for several years. If the project does not proceed will have to those costs factor back in at approximately a half-million dollars.

Thomas asked what the majority of the savings was. Tim replied the retaining wall and parking lot. We can use modular materials for the wall and do not need a full scale installation of a parking lot. We can mill and reclaim it. Thomas asked when we added in parking across the street if there was any discussion of adding additional safety features. Tim said we will have to see what improvements are put in place. We know a sidewalk and lighting is coming in. If the referendum passes and we need that parking we will look at safety features to include. John said there will be a textured crosswalk feature – the State will put it in at their expense at the end of construction to match the rest of the Main Street project. Other safety features such as paddle light controls would have to be looked at as a separate project. They are not in this budget at this time, but the State is starting to allow such projects which they did not before.

Thomas asked the Steering Committee if they had any further questions. Lisa and Julie said no. Kristi asked if there are any further concerns or other questions. Thomas replied there are some concerns with letter of intent, but it says what it says so we will take it as it is. Kristi said we have indicated it is a living document and we are prepared to address whatever concerns there are. Lisa said she thought Council Member O'Brien had concerns. Thomas said he does not want to make up questions for Mr. O'Brien. Tim said the Expansion Committee is here to address your concerns. If you don't have any at present you can send them to us - we will come back if desired. We are at your pleasure; just give us some direction.

Thomas said the two-year transfer stipulation might be a problem. If that is the final word we can take it or leave it. Tim said he doesn't think those are the options. We submitted the letter in good faith and it is not a take-it-or-leave-it document. It is a dialogue and if you have wording concerns we are prepared to address them. Thomas said he asked if there were any changes to the project you said no. Tim apologized, saying he misunderstood Thomas' question. He thought he meant the items Steering had raised, i.e. the parking, WPCA, book sale and ownership. Kathleen said the Board is not assuming there will be no changes between now and the referendum – if the Expansion Committee is happy then the Board is happy. John noted this is a concept plan. There will be changes once we get to construction and permitting. If that is the concern we could see whether something could be changed to reference the concept plan as attached so it is in one packet, so three years from now there is no issue. We could ask the attorneys to work out the two-year transfer issue in case the project runs longer. Thomas said he doesn't want to see the type of code issues that have come up like in

Hartford with the baseball stadium. When the document says "will be done in two years" he has some concerns. Lisa said she wishes Thomas had expressed that in the beginning of the meeting. Language issues could be tackled without such a lengthy discussion. Thomas said we have the letter and he is perfectly willing to act upon it. Tim asked if the letter will be forwarded to entire Council. Lisa asked if there is a possibility the letter might be revised before going to the Council. Kathleen said we are happy to make revisions to address areas of concern. That's why we thought we were here tonight. Lisa said she thinks they heard some specific areas of concern. Thomas said the Steering Committee doesn't speak for the full Council. Tim said it was our understanding that we would receive some initial direction here. This letter has been approved by our Board and revisions will need the Board's review. Then if so, will we keep coming back to Steering and then to the Council? Julie said she wouldn't send it back to Steering again. She thinks the whole Council should discuss it. The next Council meeting is July 18, 2016.

6. **Consideration: Acceptance of Avery Shores as Town Road:** John said he had hoped to have a document prepared to modify Gerald Park Association's terms of transfer to be more amenable to the Town. It is not done and he will have it for the next meeting. Thomas asked for Lisa's opinion on the requirement for a 50 foot easement. Lisa said she would like to know more about what kinds of solutions or problems they are going to have. It is very volatile and has been an issue for a long time. Thomas asked if she feels the 50 foot easement is something we should stay with. Lisa said she is not sure it is possible and if not we will have to be very careful with our language. Thomas said he feels it is possible they already have it. Our job is to protect the taxpayers rather than a small group of people. Lisa said she could make the same argument about S.T.O.P. (senior tax abatement program). She would like to hear back from Avery Shores.
7. **Consideration: Implementation of a noise and/or ATV ordinance:** A large volume of background information was provided with the agenda regarding other towns' experience with noise and/or ATV ordinances. Lisa said the Willington article was helpful as well as the CCM documents. She questioned how we can measure and enforce such an ordinance. Thomas asked how severe the problem is. Do we hear a lot of complaints? John replied in his first-hand knowledge nobody has an ordinance they feel really works. First you have to buy the equipment. Ongoing calibration is required. Operators must be certified and trained and those certifications have to be renewed. Then there are overtime issues because noise issues usually happen on nights and weekends. Thomas said in reading the volume of information it doesn't seem any one of them is easily enforced. John said there are some things that can be done with breach of peace. If people are using ATVs illegally something can be done. Julie said even if we were to create an ordinance it might not apply to use of an ATV on private property. Lisa said she feels it creates an expectation we can't live up to.
8. **Consideration: Tax Abatements for Seniors:** Thomas noted the background material provided was interesting to read. You can't just decide you want to give your residents a tax break without getting the State involved. Lisa said it looks like concerns about establishing age and residency are addressed. There is also potential to conflict with our code of ordinances. Do we have a sense of what the tax savings would be? Thomas said it is very minor. John said one option would be to eliminate the lien. It extends our program which is income based. If it applies to everybody then there is no conflict because you are not creating a special class of citizens. Lisa said since the original idea seems complicated and would offer a minimal benefit, should we be doing more to

publicize the program we already have? John said the program we have has about 65 that qualify and only a handful take the benefit because they don't want a lien on their house. Contrary to popular perception a lot of Coventry's senior population is not poor. Thomas said if you look at the criteria he believes it is about 300 households. John said the financial impact is not huge but it is cumulative over time. Lisa asked if this is something to still pursue or should we try to maximize what we already have. Thomas said he would like to eliminate the lien. John said we could have our attorney look at the language going forward but he doesn't think we can forgive the ones already in place. We could run numbers showing the impact of releasing the lien. Lisa said she cannot make the July meeting but would like to see the information so she can give some feedback. Thomas asked if we decide to go forward with this method if we would need a study committee. John said he doesn't think so.

9. Other Business:

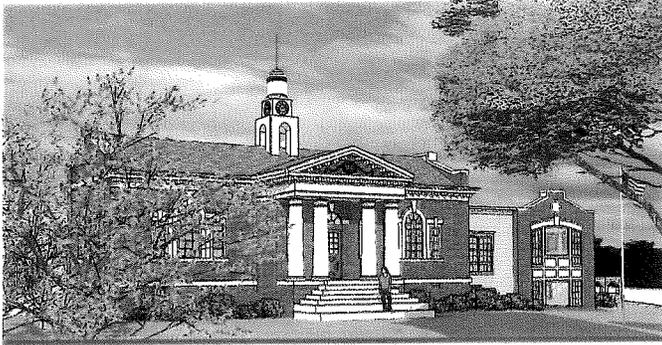
The July 2016 Steering Committee meeting will be cancelled due to lack of a quorum.

10. Adjournment:

The meeting was adjourned at 8:35 PM on a motion by Lisa Thomas, seconded by Julie Blanchard and unanimously approved.

Respectfully submitted,

Laura Stone
Town Council Clerk



BOOTH & DIMOCK MEMORIAL LIBRARY
BUILDING EXPANSION COMMITTEE &
BOARD OF TRUSTEES
REPORT OF QUESTIONS ANSWERED TO THE
TOWN COUNCIL STEERING COMMITTEE
JUNE 27, 2016

PARKING:

Referred to the Coventry Planning and Zoning Commission meeting on March 14, 2016.

Motion carried by PZC: *“The Coventry Planning and Zoning Commissions supports the research and conclusions for parking requirements in regards to the library expansion project.”*

The below formula was acquired using studies and recommendations from the Institute of Transportation Engineers (ITE), examples provided by the American Planning Association (APA) through CROG, research from the Connecticut State Library Statistical Report supplemented with information from local libraries and Coventry Zoning Regulations as pertains to retail, businesses, museums and assembly spaces. A more comprehensive derivation of this formula is on the reverse. The conclusion from this research and formula was that off-street parking for 76 spaces would be appropriate for the community and needs of the proposed Library facility. This could be supplemented on rare occasions with the 17 spaces located in the nearby municipal parking lot.

Booth and Dimock Library Proposed Renovation

	Gross Area (S.F.) (GA)	Public Access Area (S.F.) (PAA)	Assembly (Seats)	Spaces Required Assembly	Spaces Required (PAA)	Spaces Required (PAA - Assembly Area)	Spaces Provided On Site
Proposed Library	20,000	14,400	125	42			
Proposed Library (minus Assembly Area)		12,988	125	42		34	76
						Additional Parking Off-site	17
						Total Parking Available	93

OWNERSHIP:

The Board of Trustees has supplied the Town Council with a Letter of Intent to transfer future ownership of the Booth & Dimock Memorial Library building and land, subsequent to a favorable referendum, and completion of a project supported by the Town Council appointed Building Expansion Committee, as dictated in the aforementioned Letter. We accept this is a working document, provided that all final terms are agreed upon by both the Board of Trustees, Town Council and their representative legal council.

ANNUAL USED BOOK SALE:

The Annual Used Book Sale is a fundraiser for the Booth & Dimock Memorial Library, as is membership to the Library Association, which works similarly to joining a Friend’s of the Library group, and is quite common for Association Libraries. Each year the decision to offer a preview, at what price, and as a perk to “Members” is evaluated. In the past 15 years that price has varied from \$1.00 to \$15.00, most recently in 2015 at \$7.00 (less than half the cost of membership). In April 2016 a decision was made not to offer a preview for that particular sale.

SEWER USAGE

Referred to the Coventry Water Pollution Control Authority meeting on June 2, 2016.

Motion 6-2-2016-2: *“To approve sewer service for the proposed expansion of the Booth Dimock Library with no change in billing based on water usage readings.”*

Despite the addition of bathrooms and sinks, the WPCA reviewed water usage data and determined that the proposed expansion would not contribute a substantial amount of flow to the sewer system.

Parking Requirements Booth and Dimock Memorial Library

Coventry Zoning Proposed Library Expansion

	Public Access Area (S.F.)(PAA)	Assembly (Seats)	Spaces Required Assembly	Spaces Required (PAA)	Total
Section 5.02.04 Off-Street Parking Requirements					
Assembly	1 space / 3 seats	125 seats	42		
Retail	1 space / 250 S.F. (PAA)	12,988	42	52	94
Museum	1 space / 500 S.F. (PAA)	12,988	42	26	68
Library	1 space / 375 S.F. (PAA)	12,988	42	34	76

Institute of Transportation Engineers (ITE)

	Spaces / 1,000 S.F.	Spaces for 20,000 S.F
Average Peak Spaces / 1,000 S.F.	2.61	52
Average Supply / 1,000 S.F.	3.5	70
ITE Formula	$P=1.48x+27$ (x=1,000 S.F Building)	57

Connecticut Zoning from American Planning Association (APA)

Town	Population	Library GA	Assembly (Seats)	Spaces Provided	Spaces / 1,000 S.F GA	One Space / S.F.
Enfield	11,303	19,509	93	56	2.9	348.4
Meriden	5,934	12,630	120	60	4.8	210.5
Newtown	7,591	21,428	125	46	2.1	465.8
New Fairfield						

Connecticut Library Parking Comparison

Town	Population	Library GA	Assembly (Seats)	Spaces Provided	Spaces / 1,000 S.F GA	One Space / S.F.
Coventry	12,419	20,000	125	76	3.8	263.2

Booth and Dimock Library Proposed Renovation

	Gross Area (S.F.) (GA)	Public Access Area (S.F.) (PAA)	Assembly (Seats)	Spaces Required Assembly	Spaces Required (PAA)	Spaces Required (PAA - Assembly Area)	Spaces Provided On Site
Proposed Library	20,000	14,400	125	42		34	76
Proposed Library (minus Assembly Area)	12,988	12,988	125	42			17
							93
							Additional Parking Off-site
							Total Parking Available

Manager's project update: July 18, 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 late summer construction. Expect to bid this soon for August work. Optional pricing for recoating existing tennis courts will be included.
- 2.) Summer road work is scheduled and on track. This was a big time week for paving including portions of South from round-a- bout to near Judd, several bridge decks, sections of South River/South to west of Silver and portions of Mason, Bradbury and Woods Lane in the Village and a portion of Cross Street (Robertson to South), Maple, Homestead/Carol, and a section of Bellevue, along with Edgmere area and Woods Lane, and Case road. Follow up curbing and driveway aprons and minor drainage work is now needed. A lot of drainage and road prep by Town forces and outside contractors over next month 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, but depending on funding remaining, more work maybe scheduled for fall. Shimming for next year's Chip Sealing planned in August for Richmond, Zeya, Satari, Sean Circle (plus drainage), and Oak Leaf. This work will pretty much spend the bonding funds. We are far behind in roadside mowing and sweeping and curb repair, but doing the best we can with our work force.

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 for summer work.
- 2) Lake/Cross Street project is slowly moving. Have all the required easements Construction inspector job advertised and candidates being reviewed (on hold until project is bid). Likely work will start in fall and finish in spring.
- 3) Laidlaw soccer field: Seeding complete and grass is growing. Water tank has been installed and irrigation installed and the delayed pump work is almost complete and should finish by next week. The Laidlaw Playscape (phase one) may now be contracted out with the savings from the senior center deck. The parking lot is still planned for installation as a late summer project by the town.
- 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 for fall/spring work.

- 6) Main Street project continues. Our sidewalk change order work is well underway and should be completed by the end of August. Clock has been completed and is being shipped. The gazebo scheduled for July 17th installation.
- 7) Working on association road concerns and the senior tax freeze for September Steering.
- 8) The deck replacement at the senior center is complete. Kept existing rail to get project back within budget.

Grants

Eagleville Aquatic invasive grant: We are getting funds though slightly reduced. Match was included in proposed budget for next year. All grant paperwork in order and work is scheduled for July 13th and July 27th.

Main Street Investment grant: Tracy Shoddy mill contractor should be done by end of month. More work remains to be completed. Funds for a required ADA lift may use project income from CDBG grant repayments, utilities need to be installed and Red Technologies will install in conjunction with Main Street project in exchange for use of Stonehouse Road property. Completion of bathrooms and kitchen and connecting vestibule has been at least partially budgeted. Will seek other vendors for fit out work pricing.

STEAP Grants: CHS sidewalk bid package was approved by CTDOT district and the encroachment permit has been issued. We are awaiting one more final CTDOT approval to get the bid out hopefully next week. Lake Gate STEAP grant underway with preliminary plans to complete wrapping up final revisions. Construction still planned for fall 2016 to avoid low water issues during summer but running out of time. State has waived public hearing requirements. Concerns are starting to arise about budget on this project. We will wait and see how the bids come in.

Small community water systems: Nothing new to report on project status- 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. Still nothing received...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. Progress is being made. CT DEEP is still ok with progress.

Farmland development rights: State says we are now on deck and hope it is soon.

Still putting finishing work on grant reimbursement of \$12,500 from Greenbank from Clean Communities program. 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 several months now for revised pricing-keep nagging). 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. 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 and will be scheduled for fall planting. 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 a revised intent to turn over the building and land to the Council. The met with the Finance committee in June and shared revised budgets and financing plan.

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 last year's budget) are being purchased. The Chief and determined to stay with tough books versus tablets. Chief Palmer was invited to the White House and was there for a one day visit last week!

Fire EMS/Administrator; we continue to work with the State Department of Public Health to transfer the ambulance license. Application has been submitted and rejected by the State. Revisions are underway. The Quint has been secured for late fall delivery. Starting to look at tanker trucks. Have started the five day a week service with Vintech for ambulance service.

Finance: Budget passed, Mil Rate set and tax bills sent out. So far the DMV issues are manageable. ICE grant for computers has been approved by Bond Commission this

week, a 50% grant for the Town/Schools/Library. Audit work has started and year end work is underway to close out the year. One Finance employee out for 6 weeks of medical leave causing some operational strains.

Development group: PZC has geared up enforcement issues. Continue to work with attorney on stubborn cases. Case which sought a corrective agreement have been non responsive for 6 months and is now going to litigation. Court action expected in several other cases. One case finalized with the transfer of ownership to town (to be sold). EDC is working on selected sites for concept planning approved in the July budget. 2016 Farmers Market opened with over 140 vendor applications and notching up marketing for sponsors. So far the market seems successful and traffic flow seems to work.

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.

EDC has arranged for CERC to run an EDC municipal leaders workshop jointly with Bolton on September 22. Council members and PZC members can participate. Please mark your calendars

HR issues: Negotiations with the Public Works Union have started and are making some progress. I am having our new labor attorney review our Personnel Rules which haven't had a major look since adopted in 1992.

Other projects:

Working on sale of town acquired property. Rte. 6 open space transfer is moving along and we expect deeds for filing in 2 weeks.

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. Sent letter to Governor and expecting response next week. CRCOG is setting up a municipal leaders meeting for July 25th to share experiences and get everyone on the same page. The Assessors are meeting later this month to develop a common methodology for establishing values. Meeting of leaders and assessors scheduled for late August

CNG natural gas project was approved and is underway. CNG field work is already underway with the road work starting. They don't have State permits yet for Rte. 31 and Rte. 44. The gas service lines to the schools (on school property) will be in place prior to the start of school to avoid conflicts. The Town sent letters to the neighborhood to inform

them of the construction and let them know that marketing information by CNG is in the works. The Building committee finalizing their work plan and will report to the Council this month. Hoping to get bid specs out in a few weeks.

Hydrilla: DEEP will not be following Dr. Kortmann's treatment recommendation. They plan to proceed with their consultant's approach. They feel that the survey shows the Hydrilla has spread enough that a broader treatment is required and they feel a late July timeframe is needed for the growth cycle. A forum has been scheduled for July 21st in the annex and letters set out to Woodland Road shorefront households and other advertising means. Have asked Dr. Kortmann to submit quote for pre and post treatment water analysis (received today) so we can see the impact of the State's treatment. Also Dr. Kortmann is still working on finding funding or UCONN support for the Flyboard study. CT DEEP felt it did not have statewide impact so they will not fund further 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 has come to a pause to allow design for metal replacement poles at slightly higher height. A public hearing will be held over summer with a planned fall restart. Rep. Ackert is now involved. No update on when this meeting will occur yet.

Solarize: Back by popular demand we are offering the State sponsored Solarize program. The official kick off will be on July 28th at the lodge at 7:30 PM. After interviews with four firms and checking references we selected Encon for another round. We were able to get them to drop their pricing. The other firms had marketing or installation issues we didn't feel comfortable with. Our goal is 50 more houses. We were also named as the Number 1 solar friendly town in solar study by Yale.

Tuesday, July 12, 2016

Julie Blanchard, Chairwoman
Town of Coventry
1712 Main Street
Coventry, CT 06238

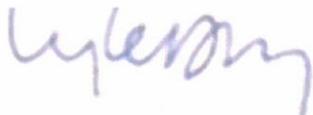
Re: CRCOG Annual Report and Member Benefits Information

On behalf of the CRCOG Policy Board I am happy to send you CRCOG's annual report and your CRCOG member benefits information which lays out some of the details of what you receive for your dues. All of our members receive more in benefits than paid in dues.

CRCOG is committed to addressing a wide range of issues of concern to municipalities such as transportation, homeland security, public safety, solid waste management, and brownfields assessment and remediation, and crumbling foundations to name a few. In addition, CRCOG assists in developing and sharing best practices in planning related to transit oriented development, green infrastructure, complete streets, environmental protection, alternative energy, food security and many other topics. CRCOG is your place to bring forward issues on which we might work together.

I thank you for your participation to make our metro region the best it can be. If you have questions or suggestions, please feel free to contact me at (860 522 2217 extension 232 or lwrap@crcog.org).

Sincerely,



Lyle D. Wray
Executive Director

Membership Benefits FY 2015-2016

Coventry | \$6.00 of Benefits Per Dollar of Dues



NOTE: The above chart does not include one-time town-specific benefits, such as corridor studies or funded capital projects.

Coventry | Highlights

- » CRCOG will continue to work with the Town and other stakeholders to advance a \$540,000 study of gateway corridors to UConn Storrs. CRCOG will also continue to assist the town in advancing the \$1.4 million Lake Street / Cross Street LOTCIP project.
- » CRCOG served as a member of the action team which developed a Heathy Communities Toolkit for Eastern Highlands Health District communities, and contributed input and resources to support development of the toolkit.

Highlights



CTfastrak celebrates one year of operations; ridership exceeds targets.



\$1.6 million saved by member municipalities through the Purchasing Council.



CRCOOG is managing statewide aerial imagery flyover. Online permitting system serves 24 municipalities.



Re-launched MetroHartford Brownfields Program and initiated a workshop series on Next Generation Economic Development in Connecticut

Return on Investment

\$1 of local dues helps CRCOOG access \$11 of state, federal, and other funding.

Financial Highlights 2015-2016 Projections

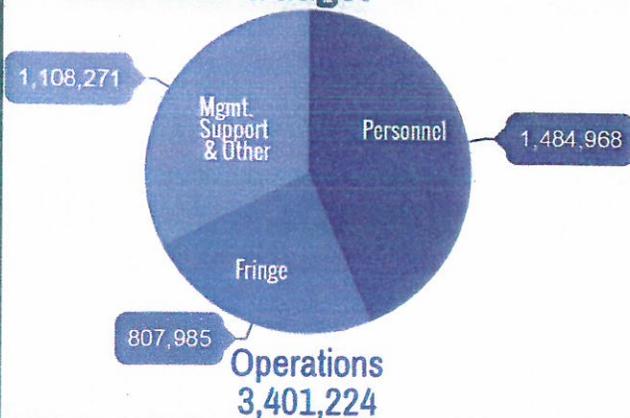
Revenues: \$8,318,228



Expenditures: \$8,050,710



2016-2017 Budget



Homeland Security & Public Safety



The Get Ready Capitol Region website was fully upgraded and continues to be the go to site for citizen emergency preparedness in the region. An ambassador program was launched to promote the site and a new partnership formed with the Hartford Marathon Foundation.

The CAPTAIN mobile data communications system is currently undergoing an upgrade and the CT-CHIEF Records Management System is being piloted by the State Criminal Justice Information System.

CRCOG delivered the FEMA Student Tools for Emergency Preparedness Program for all 5th grades students in both Bristol and Canton and will continue to offer this service.

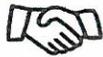
CRCOG also began receiving funding from the Department of Public Health for infectious disease preparedness. A functional exercise was held and Healthcare Coalition planning well underway.

CRCOG conducted several After Action Reviews of Real Life Incidents at the request of our member communities along with a variety of Table-Top exercises. CRCOG also sponsored several FEMA Courses including "Integrating Whole Community Inclusive Planning into the Emergency Management Process"



Municipal Services

CRCOG expanded upon the CRCOG Data Center with the expertise of CRCOG's IT Strategic Partner, CCAT. CT OPM provided at total of \$529,000 to CRCOG to establish a "home" for all five Nutmeg Network Demonstration Project services. In addition, the CRCOG Data Center will be able to house future IT cooperative software licenses and IT services through a sustainable cost model that allows for expansion as services and storage needs grow. Early savings estimates for the 17 pilot towns participating in these efforts are from 32% to 58% each year for the various projects versus commercially available options. Dollar savings for the initial pilots are \$805,876 with more to come as the services are rolled out statewide.



CRCOG also convened three meetings on a variety of topics of interest to municipal Human Services and Social Services directors from the CRCOG region as part of the CRCOG Human Services Coordinating Council. We were able to raise more complex issues than would otherwise have been discussed at the regional level for the first time through this group.

Policy, Planning and Development



In FY 2016, CRCOG advanced projects that are helping to create a more connected, competitive, vibrant, and green Capitol Region by:

- Improving the redevelopment potential of contaminated properties through environmental investigations conducted under the MetroHartford Brownfields Program. This year, the program worked on seven sites, six of which hold potential for transit oriented development (TOD).

- Providing technical assistance on TOD to member communities through the CTfastrak and CTrail-Hartford Line Corridor Advisory Committee, and TOD on-call technical assistance.

- Advancing regional complete streets planning through education on best practices in assessing and implementing complete streets, implementation of the Regional Pedestrian and Bicycle Plan, and monitoring trends in walking and biking in the region.



- With the CRCOG Foundation hosting a three-part workshop series on Next Generation Economic Development in Connecticut. Topics covered included Talent Development and Advanced Manufacturing, Innovation and Entrepreneurship, and Anchor Institutions, Neighborhood Involvement, and the Innovation Economy.

- Partnering with the CHART Coalition of the Eastern Highlands Health District on the Plan4Health Project, which produced an on-line Healthy Communities Toolkit to help rural planning and zoning commissioners better understand their roles in developing healthier communities through active transportation and access to healthy foods.

Transportation



CTfastrak, CT's first Bus Rapid Transit System, celebrated its 1 year anniversary and surpassed the year one ridership goal. April 2016 had a total of 377,717 corridor passenger trips.

In addition, CRCOG's transportation department:

- Continued administration of the Local Transportation Capital Improvement Program and programmed approximately \$11.2 million in funding under this program for municipally sponsored projects

- Programmed approximately \$10.3 million in federal 2015 Surface Transportation Urban funds

- Approved over \$55 million for new municipally sponsored transportation projects to improve regionally significant roads, sidewalks and multi-use trails

- Completed Capitol Region Intelligent Transportation System Strategic Plan

- Initiated or advanced 7 planning transportation studies

- Continued general transportation planning and mobility management with the region (freight, vehicular, bus transit, rail, aviation, vulnerable users)



OFFICE OF THE TOWN MANAGER
(860) 742-6324

July 11, 2016

«Full_Owner_Name»
«Full_Mailing_Address»
«Mailing_City», «Mailing_State» 0«Mailing_Zip»

Dear Neighbor:

RE: Natural Gas extension

As you are most likely aware, the Town has decided to accept Connecticut Natural Gas into Town to serve Coventry High School/Capt. Nathan Hale Complex and vicinity. This will also allow households along the path from Mansfield Depot to elect to tie in, including sections of Boston Turnpike, Lewis Hill Road, Eastview Drive to Gardner Tavern, to Ripley Hill to Main Street to the Police Station. CNG will be in touch to inform you of your options to tie in if you desire.

We were informed today that work is starting this week. This will start with sawcutting the pavement on Ripley Hill and Gardner Tavern followed by the gas line installation. State permits for work have not yet been approved for work on Rt. 44 Rt. 31.

If you have concerns regarding construction during this project, please contact Todd Penney, Town Engineer, at 860-742-4078 or by email at TPenney@coventryct.org.

Sincerely,



John A. Elsesser
Town Manager



HYDRILLA TREATMENT ON COVENTRY LAKE

INFORMATIONAL MEETING

7.21.16

7:00 PM

TOWN HALL ANNEX

HEAR CT DEEP'S PLAN TO
ADDRESS THE
HYDRILLA AQUATIC
INVASIVE SPECIES
& ASK QUESTIONS

Solarize Coventry!

Solar. Simple. Affordable.



End Date
December 1, 2016

Come to our Solarize Workshop!

JULY
28
THURSDAY

Patriots Park Lodge
172 Lake Street
7:30-9:00 pm



 facebook.com/SolarizeCT

 [@SolarizeCT](https://twitter.com/SolarizeCT)

Come see how a solar
installation is completed. Solar
consultants will be on site to
answer your questions
Refreshments will be served



www.SolarizeCT.com/Coventry



**For Immediate Release
July 11, 2016**

**Contact:
Town of Coventry: John Elsesser
860-742-6324, or
SmartPower: Kate Donnelly
860-604-4846**

Solarize Coventry Back By Popular Demand

Kick off Workshop Announced for July 28th

Coventry, CT —The Town of Coventry will participate in another Solarize campaign beginning July 28. Solarize Coventry is part of Solarize Connecticut -- the ground breaking residential solar program that has been spearheaded by Connecticut's Green Bank through a partnership with SmartPower. Solarize Connecticut has helped thousands of residents save money on energy bills through solar.

Solarize Coventry is a coordinated effort across the community, supported by the Town of Coventry. Through a competitive selection process, Coventry has selected Encon Solar as their installer. Encon will provide all the solar installations in Coventry in exchange for special discount pricing.

Solarize Coventry also offers residents access to special financing options that make going solar affordable with no upfront costs.

The Solarize Coventry program will kick off with a workshop on Thursday, July 28, from 7:30 – 9 pm at Patriots Park Lodge, 172 Lake Street, Coventry. **Residents can learn about the program, be introduced to their solar installer, hear about financing options, and have a chance to learn if their house is good for solar.**

"Coventry is ranked #1 on Connecticut's [Municipal Solar Scorecard](#) for 2016, with a score of 100 out of 100 for residential solar adopted in our town," said John A. Elsesser, Town Manager. "The first round of Solarize Coventry was instrumental in propelling us to this position and we have gotten very positive feedback from the residents who participated regarding their electricity savings," he added.

(more...)

Solarize is an increasingly popular program that increases residential solar through a proven formula. It relies on an on-the-ground outreach campaign provided through the Town that helps educate consumers. The pre-selected solar installer means residents are getting the best possible price and equipment, specifically chosen for Coventry residents. And special financing makes going solar affordable.

“Over 800,000 homes in the U.S. have installed solar, with over 300 of those homes located in Coventry,” said Jenn Reilly, Chair of Coventry’s Energy Committee. “The Committee realized early on the benefits of solar power and has been working hard to support solar installations in our community because solar is a very affordable, reliable and a clean energy source,” she added. “By investing in local solar power installations, we can help our community and our residents keep more of their energy dollars at home and generate renewable energy right in our own backyards!”

“Connecticut is truly becoming a national leader in solar through the Solarize Connecticut program,” reported Brian Keane, President of SmartPower. “Working in partnership with the CT Green Bank, we have been able to add more than 18 MWs of residential solar across the state, with over 2,200 households participating. We continue to see financing and the Solarize model bringing down the cost of solar and making it affordable for more and more homeowners throughout Connecticut.”

Solarize Coventry will officially kick off with the first solar workshop on Thursday, July 28, from 7:30 – 9 pm at **Patriots Park Lodge, 172 Lake Street, Coventry**. Residents who are interested in learning more about Solarize Coventry are urged to attend. In order to participate in the benefits offered through the program, residents must sign a contract by December 1, 2016.

Homeowners who want to get started finding out if their home is good for solar can go directly to Solarizect.com/Coventry to “Get Started.” Residents who live in surrounding communities can also participate in Solarize by going to SolarizeCT.com.

More information about Solarize Coventry can be found by visiting **Solarizect.com/Coventry**, or by contacting Kate Donnelly at 860 604-4846.

-end-



Road Safety Audit – Coventry

Fact Sheet

Functional Classification:

- Route 31 is classified as a Collector

(Ripley Hill to Daley Road)

ADT

- ADT on Route 31 is 8,300 – 9,300

Population and Employment Data (2014):

- Population: 12,434
- Employment: 1,445

Urbanized Area

- The section of Route 31 in the study area is in the Willimantic Urban Cluster

Demographics

- The statewide average percentage below the poverty line is 10.31%. There are no areas in Coventry that exceed the state's average.
- The statewide average percentage minority population is 30.53%. There are no areas in Coventry that exceed the state's average.

Air Quality

- Coventry's CIPP number 704
- Coventry is within the Greater CT Marginal Ozone Area
- Coventry is within a CO Attainment Area

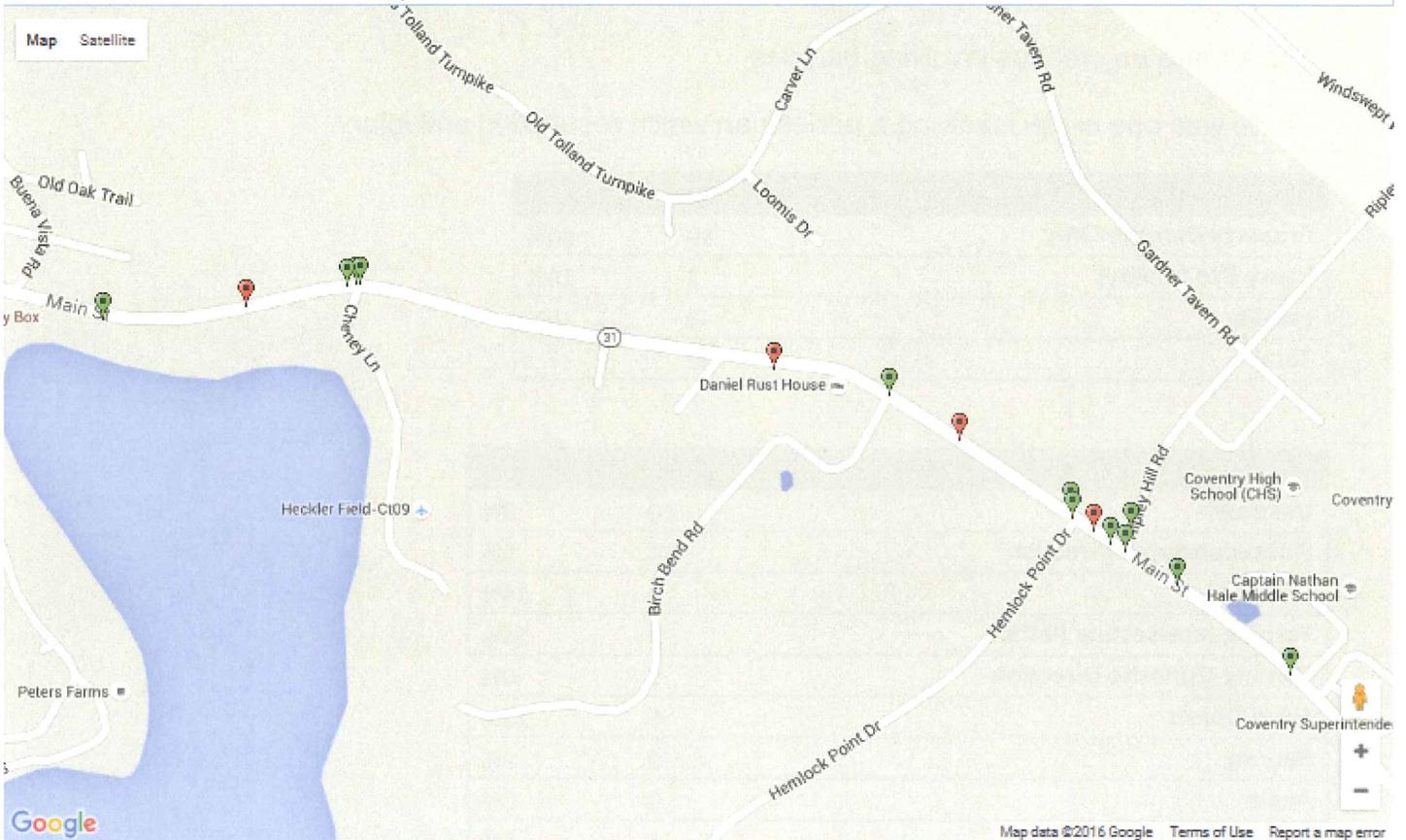
2015 Crashes

UConn

Connecticut Crash Data Repository

Search Criteria:

Dataset: mmucc
Towns: Coventry
Crash Severity: Injury of any type (Serious, Minor, Possible), Fatal (Kill), Property Damage Only
Case Status: Complete



Markers

Heatmap

Select & Query

Injury of any type (Serious, Minor, Possible) Fatal (Kill)

Select All

Query Selection

Property Damage Only

Deselect All

This web site is exempt from discovery or admission under 23 U.S.C. 409.

Connecticut Crash Data Repository [User Guide](#) [Contact Us](#)



Road Safety Audit – Coventry

Crash Summary

Data: 3 years (2012-2014)

There were no crashes involving bicycles.

There was one crash involving a pedestrian which resulted in and injury.

Severity Type	Number of Crashes	
Property Damage Only	19	86%
Injury (No fatality)	3	14%
Fatality	0	0%
Total	22	

Manner of Crash / Collision Impact	Number of Crashes	
Unknown	0	0%
Sideswipe-Same Direction	1	5%
Rear-end	3	14%
Turning-Intersecting Paths	3	14%
Turning-Opposite Direction	0	0%
Fixed Object	5	23%
Backing	0	0%
Angle	0	0%
Turning-Same Direction	1	5%
Moving Object	8	36%
Parking	0	0%
Pedestrian	0	0%
Overturn	0	0%
Head-on	1	5%
Sideswipe-Opposite Direction	0	0%
Miscellaneous- Non Collision	0	0%
Total	22	



COMMUNITY
connectivity program

Weather Condition	Number of Crashes	
Snow	4	18%
Rain	2	9%
No Adverse Condition	15	68%
Unknown	0	0%
Blowing Sand, Soil, Dirt or Snow	0	0%
Other	0	0%
Severe Crosswinds	1	5%
Sleet, Hail	0	0%
Total	22	

Light Condition	Number of Crashes	
Dark-Not Lighted	5	23%
Dark-Lighted	7	32%
Daylight	8	36%
Dusk	1	5%
Unknown	0	0%
Dawn	1	5%
Total	22	

Road Surface Condition	Number of Crashes	
Snow/Slush	6	27%
Wet	5	23%
Dry	11	50%
Unknown	0	0%
Ice	0	0%
Other	0	0%
Total	22	



Time		Number of Crashes	
0:00	0:59	1	5%
1:00	1:59	0	0%
2:00	2:59	1	5%
3:00	3:59	0	0%
4:00	4:59	1	5%
5:00	5:59	1	5%
6:00	6:59	1	5%
7:00	7:59	3	14%
8:00	8:59	1	5%
9:00	9:59	1	5%
10:00	10:59	0	0%
11:00	11:59	0	0%
12:00	12:59	0	0%
13:00	13:59	1	5%
14:00	14:59	1	5%
15:00	15:59	1	5%
16:00	16:59	2	9%
17:00	17:59	2	9%
18:00	18:59	1	5%
19:00	19:59	0	0%
20:00	20:59	1	5%
21:00	21:59	0	0%
22:00	22:59	2	9%
23:00	23:59	1	5%
Total		22	

and guide them in a direction that can bring more efficient solutions.

From Enson Playful City Newsletter

Playful City of the Month: Coventry, CT

Coventry has been a part of the Playful City USA program since 2006 and has played an instrumental role in ensuring its residents have access to the highest quality of playability. The city has utilized innovative practices in play, further showcasing that "play everywhere" is important in Coventry!



Coventry's playful programs encourage kids to spend time outdoors

The city's strategies to foster playability include:

- GET OUTSIDE! - A program that uses a series of walk, bike, paddle activities that showcase open space recreational properties.
- Parkscape and Trails Project - A plan to connect the playscape with the surrounding trail system, and to create "play pockets" that encourage environmental education and physical activity for all ages. Play pockets are spaced along the trail in a linear pattern. They attract families and can help teach about the roles that creatures, ecosystems and natural elements play in our world. This opens doors to STEM educational experiences for 21st century skill development.



Dannel P. Malloy
Governor

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Evonne M. Klein
Commissioner

June 30, 2016

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

**Re: 2016 Small Cities Grant Application
Renovations at Orchard Hill Estates**

Dear Mr. Elsesser:

I regret to inform you that the Town of Coventry's application for Renovations at Orchard Hill Estates was not selected for grant funding through the Community Development Block Grant (CDBG) Small Cities program.

The total funding requests well exceeded \$12,162,864.00 of available funding allocation received from HUD. The Department of Housing received applications for 29 projects, but unfortunately we were only able to fund 21. I appreciate the time and effort you put into your application.

If you have any questions, as to why your application was not chosen for this funding round, please contact Dimple Desai at (860) 270-8012.

Sincerely,

Evonne M. Klein
Commissioner



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

July 5, 2016

John Elsesser
Town Manager
Town of Coventry
1712 Main St.
Coventry CT 06238

Dear Mr. Elsesser:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2015** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An award for the Certificate of Achievement has been mailed to:

Elizabeth E. Bauer
Finance Director

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

07/05/2016

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Coventry** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Elizabeth E. Bauer, Finance Director

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

June 29, 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:

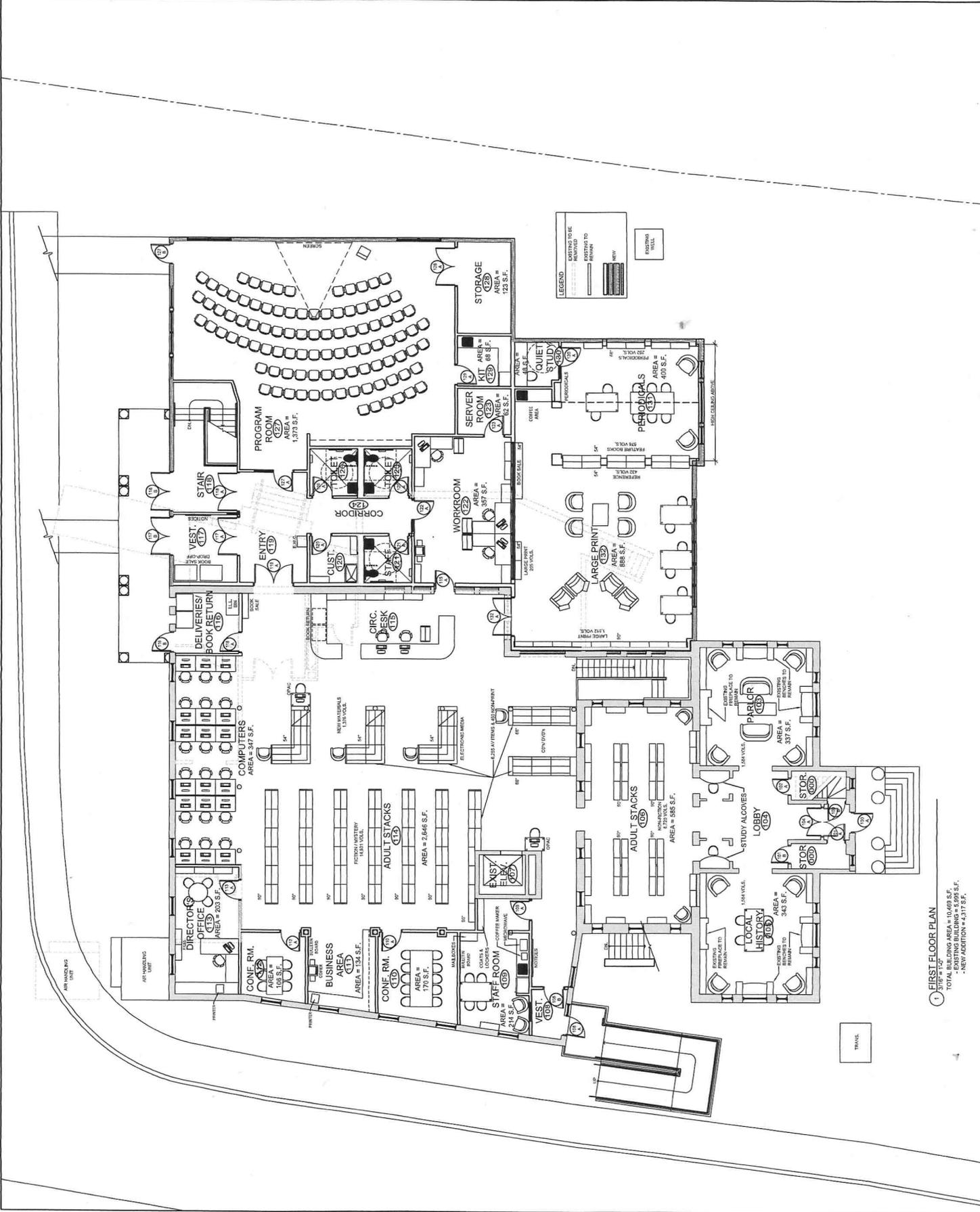
I write in my official capacity as President of the Board of Trustees of the Booth & Dimock Memorial Library Association to confirm the mutual intentions of the Library and the Town of Coventry regarding funding and development by the Town of the Library Expansion Building Project ("the Project"), future 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 June 29, 2016, the membership voted unanimously that upon receipt of a certificate of occupancy from the Town for the entire expanded Library facility as finally specified by the Library Expansion Building Committee and subject to probate court approval, the Library will transfer rights to ownership of the building and land at 1134 Main Street to the Town.

We also understand that 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, supported by reasonably sufficient funding from the Town.

Very truly yours,

Kathleen Willett
cc: John Elsesser, Town Manager



1. FIRST FLOOR PLAN

3,716 S.F. TOTAL FLOOR AREA = 10,409 S.F.
 TOTAL EXISTING BUILDING = 6,693 S.F.
 *NEW ADDITION = 4,317 S.F.

**BOOTH & DIMOCK LIBRARY EXPANSION BUILDING COMMITTEE
LIBRARY PRELIMINARY COST ESTIMATE**

	RDA ESTIMATE	LIBRARY EXPANSION REVISION	
	11/11/2015	4/21/2016	
<u>CONSTRUCTION COST</u>			
DEMOLITION	\$ 78,450	\$ 78,450	
SITE WORK	\$ 927,500	\$ 400,000	REDUCED RETAINING WALL & PARKING LOT UNIT COST
BUILDING CONSTRUCTION	\$ 3,745,000	\$ 3,500,000	REDUCED RENOVATION UNIT COST
CONSTRUCTION COST	\$ 4,750,950	\$ 3,978,450	
ESCALATION	\$ 187,250	\$ 159,138	
ESTIMATING CONTINGENCY	\$ 356,321	\$ 298,384	REDUCTIONS BASED ON
GC GENERAL CONDITIONS	\$ 237,548	\$ 198,923	PERCENTAGE OF CONSTRUCTION
P&P BONDS	\$ 28,506	\$ 23,870	COSTS
INSURANCE	\$ 38,008	\$ 31,827	
	\$ 5,598,583	\$ 4,690,592	
<u>SOFT COSTS</u>			
MISC. ADMIN COSTS	\$ 12,000	\$ 12,000	
ARCH TEAM FEES	\$ 427,586	\$ 200,000	DESIGN BUILD
REIMBURSABLES	\$ 5,000	\$ 5,000	
GEOTECH & SURVEY	\$ 20,000	\$ 20,000	
TESTING	\$ 15,000	\$ 15,000	
PRINTING AND MAILING	\$ 1,000	\$ 1,000	
NEW FURNISHINGS	\$ 160,000	\$ 50,000	
PHONE SYSTEM	\$ 15,000	\$ -	CURRENT VOIP PROJECT
TECHNOLOGY	\$ 75,000	\$ 30,000	CAPITAL SPENDING
SECURITY SYSTEM	\$ 15,000	\$ 7,500	EXISTING EQUIPMENT
BUILDERS RISK	\$ 12,828	\$ 12,828	
MOVING	\$ 10,000	\$ 10,000	
LEGAL	\$ 5,000	\$ 5,000	
STATE PERMIT	\$ 1,235	\$ 1,235	
COMMISSIONING	\$ 15,000	\$ 15,000	
CONTINGENCY	\$ 237,548	\$ 198,923	PERCENTAGE OF CONST. COST
TOTAL SOFT COST	\$ 1,027,197	\$ 583,486	
TOTAL PROJECT COST	\$ 6,625,780	\$ 5,274,078	
<u>REVISED PROJECT COST</u>	ROUNDED TO	<u>\$5,300,000</u>	

Natural Gas Cost Estimation Options for



High School Complex Natural Gas Expansion

Coventry High School Complex
78 Ripley Hill Road
Coventry, CT 06238

Prepared by:

BL Companies

355 Research Parkway
Meriden, Connecticut 06450
203-630-1406

www.blcompanies.com

BL#16D3011

School Energy and Building Efficiency Committee

TABLE OF CONTENTS

A. Cost Estimation Tables

A.1 Projected Costs and Options

A. COST ESTIMATION TABLES**A.1 – Projected Costs and Options**

Option 1: Boilers at Capt. Nathan Hale Middle School shall be replaced with high efficiency gas boilers, boilers at Coventry High School shall be replaced with high efficiency gas boilers, and gas conversion burners shall be installed on the existing boilers in the Complex (existing boilers to remain).

Option 2: All boilers in the Coventry High School, Capt. Nathan Hale Middle School, and the Complex shall be replaced with high efficiency gas boilers.

A summary of the option proposed and their costs are as follows:

Gas Conversion Options		
	1	2
Boiler Replacement		
CNH	\$167,221	\$167,221
COMPLEX	-	\$185,491
CHS	\$185,491	\$185,491
Conversion Burner		
CNH	-	-
COMPLEX	\$43,645	-
CHS	-	-
Sub-Total	\$396,357	\$538,203
10% Contingency	\$39,636	\$53,820
General Conditions	\$79,308	\$104,737
Permits	\$6,608	\$8,728
Escalation	\$11,891	\$16,146
Total	\$533,799	\$721,634

MEMORANDUM

TO: John Elsesser, Town Manager
FROM: Eric M. Trott, Director of Planning and Development EMT
DATE: July 5, 2016
SUBJECT: Conveyances

Attached, for the Council's acceptance, is a conveyance associated with the Warwickshire on Godiva Lane Subdivision.

The drainage easement is to convey the stormwater over the private property and for the maintenance of the infrastructure. A drainage easement currently is on file in the Town Clerk's Office, but will be replaced by the attached one, due to the need to modify the drainage infrastructure by the developer.

The Town Attorney and Staff have reviewed the document and it is acceptable at this time.

Attached, is a copy of the plan that indicates the property location and conveyances.

Please let me know if you have any questions.

Thank you.

STORM DRAINAGE EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that **BRIAN R. JOHNSTON** of the Town of Coventry, County of Tolland, and State of Connecticut, hereinafter called ("GRANTOR"), in consideration of the sum of ONE DOLLAR (1.00) and other valuable consideration received from the **TOWN OF COVENTRY**, a municipal corporation organized under the laws of the State of Connecticut ("Grantee"), receipt of which is hereby acknowledged, does give, release and convey to Grantee, its successors and assigns forever, with **WARRANTY COVENANTS**, a perpetual easement over, under and through the strip of land described in **Exhibit A (the "Easement Area")**, attached hereto and made a part hereof, for the purpose of laying, constructing, using, replacing and maintaining a water drainage system, including appurtenances thereto (the "Facilities") in any part of said Easement Area, to operate and use pipes and ditches and all appurtenances used and adapted for such pipes and ditches for the purpose of receiving, transmitting, and discharging surface and subsurface drainage waters under and through the Easement Area, and to care for said Facilities and together with the right of access to said Facilities over said Easement Area for said purposes and together with the right to grade and slope over said Easement Area and to discharge surface waters and runoff into said Easement Area from Grantee's roadway system and to allow such waters and drainage to flow therefrom onto other land of Grantor in such course as the waters and runoff may follow.

This Easement is executed and delivered and is granted upon the following conditions, to wit:

1. Grantor, for himself and his heirs, assigns and successors hereby releases Grantee, its agents, employees, assigns and successors from any and all liability for damage to Grantor's remaining lands resulting from this conveyance and the construction and maintenance of said Facilities, except damage which results from unlawful or negligent construction or maintenance by Grantee.
2. Grantor reserves the right, for himself and his heirs, successors and assigns, to use the land within the Easement Area for any use and purpose, provided such uses and purpose shall not in any way impair or interfere with Grantee's use and maintenance of the Easement Area or the Facilities. Grantor, for himself and his heirs, successors and assigns, as the case may be, covenant and agree that no structure or other improvements shall be erected or installed within the limits of the Easement Area, and that there shall be no filing, flooding, grading or excavating within said Easement Area.
3. Grantee by acceptance hereof covenants for itself and its successors and assigns that following excavation, construction, repairs, maintenance or other work by Grantee on or in said Easement Area, Grantee will promptly backfill any trench or excavation, remove all debris, surplus material and construction equipment, and restore and leave the Easement Area in a neat and presentable condition as closely resembling its original condition existing before such work as is reasonably possible. Notwithstanding anything herein to the contrary, Grantee shall not be obligated to replace any shrubs, trees, structures or improvements within the Easement Area.

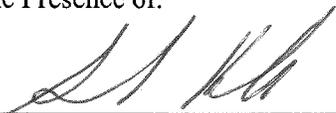
This Easement, and the covenants and agreements herein contained, shall inure to the benefit of and be binding upon, the parties hereto and their respective heirs, successors and assigns.

TO HAVE AND TO HOLD the Easement Area to Grantee, its successors and assigns forever, for the uses and purposes upon the conditions herein specified.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 16th day of June, 2016.

IN WITNESS WHEREOF, the Grantor has hereunto set or caused to be set his hand and his seal the day and year first aforementioned.

Signed, Sealed and Delivered
In the Presence of:



GRANTOR:



Brian R. Johnston



STATE OF CONNECTICUT)

) ss.

June 16, 2016

COUNTY OF TOLLAND)

Personally appeared, Brian R. Johnson, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed before me.



Commissioner of the Superior Court
Notary Public

CHERYL A. KEBALO
NOTARY PUBLIC
MY COMMISSION EXPIRES JULY 31, 2018

EXHIBIT A

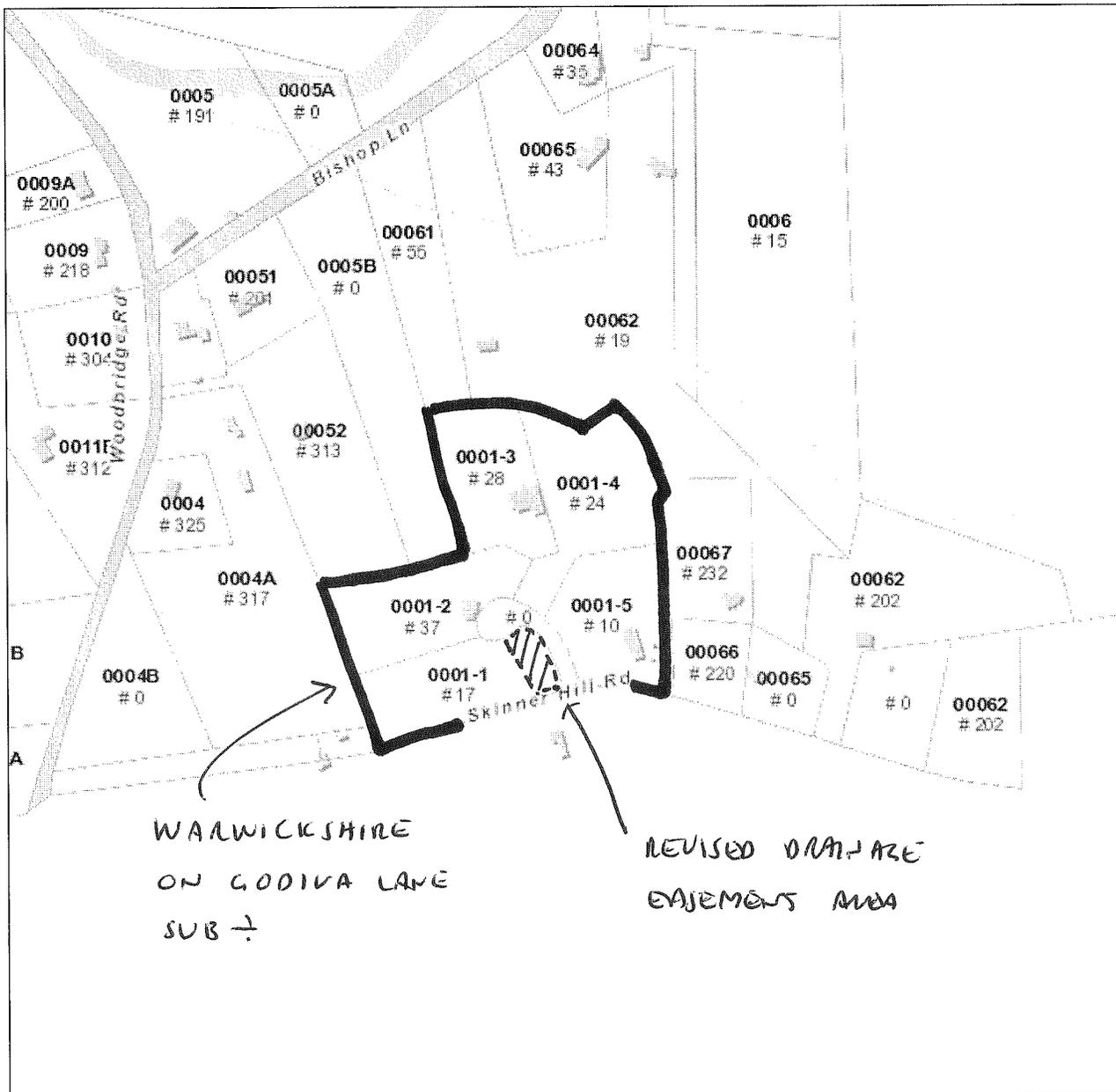
Land designated as "Proposed Storm Drainage Easement" over a portion of Lot 1 as shown on a certain map or plan entitled "Compilation Plan Map Showing Storm Drainage Easement Across The Property Of Brian R. Johnston Prepared For K F Realty LLC Lot 1 17 Godiva Lane Coventry, Connecticut Scale: 1"= 40' Date: May 19, 2016 Alford Associates, Inc. Civil Engineers Windsor Connecticut Wilson M. Alford, Jr. P.E. & L.S." which map or plan is on file or to be filed in the Coventry Land Records to which reference may be had for a more particular description.

Town of Coventry

Geographic Information System (GIS)



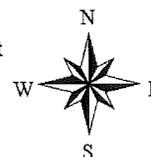
Date Printed: 7/5/2016



MAP DISCLAIMER - NOTICE OF LIABILITY

This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Coventry and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 400 feet



Coventry tops study of town aid for solar power

By GREGORY B. HLADKY

Hartford Courant

Coventry has come out on top and Bridgeport ranks dead last among Connecticut's cities and towns in terms of municipal support for residents who want solar power, according to a new study by Yale University researchers.

The Yale study looked at how much solar capacity has actually been installed in a municipality, how easy it is to get local permits for solar power, and whether a city or town offers information and assistance to homeowners going solar.

Officials in the towns ranked highest are naturally delighted by the solar study, but Bridgeport officials are less than pleased.

"We find the results of this survey highly erroneous," Av Harris, spokesman for Bridgeport Mayor Joe Ganim's administration, said in an e-mailed response for comment.

"We continue to be busy with solar work throughout the city."

Harris said Bridgeport has "averaged nearly 40 solar applications per month for the first five months of calendar 2016 ... This is not characteristic of a place that contractors don't want to work — the contrary may be true."

The survey and rankings were done by Data-Driven Yale, a research group that includes data scientists, policy experts, visual designers and programmers from the university's School of Forestry & Environmental Studies and Yale-NUS College in Singapore.

Coventry was ranked first among the state's 169 cities and towns, followed by Ashford, Mansfield, Simsbury and Windsor rounding out the top five.

Danny Macri, a research fellow with Data-Driven Yale, explained that Bridgeport was given a very low score because its solar permit fees "were the most expensive in the state" and because it had one of the longest average times for approving solar permits among all 169 municipalities.

John Elsesser, Coventry's town manager, said his community has been very active in planning for ways to help residents put in solar power, and in "speeding up the permitting process."

"We've really been promoting it to our citizens and trying to make it less awkward [to put in solar power]," said Elsesser.

John Ruzzo, Windsor's building officer, said his town has "so far approved 380 solar installation applications." Assistant Town Manager Jonathan Luiz said Windsor and several neighboring towns staged a "solarize campaign" last year that brought in 38 residential solar applications. "By showing the wide range of practices and costs for permitting solar, we acknowledge the high performers and show other municipalities that if towns like them are able to streamline permitting and offer reasonable fees, they may be able to do so as well," Macri said of the new study.

Bridgeport came in at the bottom of the rankings in terms of support for residential solar, but the state's largest city has some very wealthy company, according to the Yale study.

Some of the state's most affluent suburbs also aren't doing too well in helping their residents to go solar: Redding was ranked 168th, New Canaan 160th, Watertown 152nd, and Darien 137th among all municipalities in the state. The study found that permitting policies and fees for residential solar power vary widely among Connecticut municipalities. New Britain and West Haven residents can get a solar permit in a single day, Yale researchers reported, while it can take up to a month to get similar permits in other cities and towns.

Municipal permit fees for solar range from zero up to \$ 1,100, according to the study.

Ruzzo said Windsor's solar permit fees are set at \$ 30 for the first \$ 1,000 of installation costs, and then \$ 13 for each additional \$ 1,000 of cost for a residential project. He said Windsor's average solar permit fee, according to the study, is about \$ 390 per application — just a little above the state average of \$ 373.

Yale researchers found that “ soft costs” such as permitting fees and labor account for 46 percent of the cost of residential solar power in Connecticut.

Connecticut is one of the states that offers incentives for homeowners to install photovoltaic solar panels, and state officials have set a goal of reaching enough residential solar power to produce 300 megawatts by 2022.

Last year, an estimated 8,600 Connecticut homeowners had solar power installed on their properties.

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Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

BOARD OF SELECTMEN
(860) 649-8066
FAX (860) 643-0021

June 27, 2016

James P. Redeker, Commissioner
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06131

Request for Safety Study Due to Increased 24-Hour Tanker Truck Traffic, I-384/Route 6

Dear Commissioner Redeker:

At the Bolton Board of Selectmen meeting on Tuesday, June 7, 2016, residents submitted a petition asking the Town to request that the Connecticut Department of Transportation perform a safety study on Route 6 coming from I-384, through Bolton Notch and on to Andover. My Board of Selectmen unanimously voted to support the request for the safety study. This request comes as a result of an application of CNG Global LLC for a gas infusion station on Route 6 in Andover which will increase truck traffic by 10 trucks per hour along the Route 6 corridor coming off of I-384 travelling from Pennsylvania to Route 6 into Andover. Five of the 10 trucks will be travelling east bound and loaded with natural gas for infusion once they reach the Andover station. The remaining five trucks will be empty when heading west back to Pennsylvania.

The main concerns are:

- 1) Carrying capacity of Route 6 – As a state road, Route 6 is obviously built for truck traffic, but what is current capacity level versus the proposed capacity. This application proposes to increase tanker truck traffic by 10 trucks/hour, 24 hours/day, 7 days/week for seven months a year for five to six years.
- 2) Intersection at Bolton Notch of I-384 and Route 6 – This intersection is a dangerous intersection because of the speed, dropping of lanes, and reaction time where I-384 narrows down into one lane feeding into Route 6. This intersection has an updated plan designed for reconstruction to make it safer but the plan has not been funded.
- 3) Emergency Response – There is an emergency response protocol for an accident in this area, but would there need to be any specialized training/equipment needed when a natural gas tanker is involved.

4) The safety of the trucks themselves carrying the fuel. Are the cylinders safe?

Thank you for your consideration in this matter, and we look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert R. Morra". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Robert R. Morra
First Selectmen

Cc: Charles S. Harlow, P.E., Division of Traffic Engineering, Manager of Traffic Engineering
Office of the State Traffic Administration
Scott Hill, Engineering Administrator
Thomas J. Maziarz, Bureau Chief, Bureau of Policy and Planning
DEEP Emergency Response Department
Senator Steve Cassano
Representative Gayle Mulligan
CRCOG
John Elsesser, Town Manager, Town of Coventry
Robert Burbank, First Selectman, Town of Andover

Laura Stone

From: Kimberlee Delorme
Sent: Wednesday, July 13, 2016 12:14 PM
To: Anne Burke; Beth Bauer; Doreen Pelletier; Elizabeth Carroll; Jonathan Landry; Kenneth Goodale; Kitchen CHS; Kristen Sparks; Laura Stone; Lyle Evans; Matt Kyer; Munivision; Nancy Gwozdz; Patrick Joslin; Paula Sandahl; Philip Gatcomb; Rudi Fregin; Susan Biederman; Therese McKeever; Alice Boudreau; Ann Lang; Beth Pratt; Carol Krysiak; Fran Schenk; Heather Neal; Kate Arey; Kimberlee Delorme; Leslie Reed; Michele Mansella; Rebecca Kennedy; Terilee Boulanger; Tina Moriarty; Beth Giller; Catherine Drury; Daniel Bologna; David Petrone; Dena DeJulius; Joseph Blake; Marybeth Moyer; Michele Mullaly; Robert Carroll; Stephen Merlino; Todd Giansanti; William Trudelle; Christina Cunha; Tracy Bohr; brooke manning; Dianna Grindle; Lori Tollmann
Subject: BOE Information - July 21 Meetings Cancelled

Please know, both the regular meetings of the Fiscal Committee and the Board of Education originally scheduled for **Thursday, July 21 have been cancelled.**

Thank you!
Kimberlee

Kimberlee Arey Delorme
Executive Assistant to the
Superintendent of Schools
Coventry Public Schools
1700 Main Street
Coventry, CT 06238
Tel: (860) 742-7317 x101
Fax: (860) 742-4567

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)(E)

I move that the Town Council enter into Executive Session pursuant to Connecticut General Statutes 1-200(6)(E)-discussion of any matter which would result in the disclosure of public records or the information therein contained described in sub-section (b) of Section 1-210 with the following people in attendance.....

SUGGESTED MOTION: EXECUTIVE SESSION 1-200(6)(A)

I move that the Town Council enter into Executive Session pursuant to Connecticut General Statutes 1-200(6)(A): discussion concerning the employment, appointment, performance, evaluation, health or dismissal of a public officer or employee with the following in attendance.....