

AGENDA
COVENTRY TOWN COUNCIL MEETING
November 7, 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. October 17, 2016 (E)
Documents:

[OCTOBER 17, 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. Steering Committee: Thomas Pope
 - 6.C.1. Reappointments (E)
 - 6.C.1.a. Cemetery Commission: Pagliuco (E)
Documents:

[STATEMENT OF INTEREST PAGLIUCO.PDF](#)

- 6.C.1.b. WPCA: Jamaitus (E)
Documents:

[STATEMENT OF INTEREST JAMAITUS.PDF](#)

- 6.C.2. * Minutes, October 24, 2016 (E)
Documents:

[MINUTES OCTOBER 24, 2016.PDF](#)

- 6.D. * Finance Committee: Matthew O'Brien
- 6.E. * COVRRRA - John A. Elsesser:

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

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

Documents:

[11-17-16 PROJECT MEMO.PDF](#)

6.F.2. Update, Senior Center Coordinator Hire (E)

Documents:

[ANNOUNCEMENT EMMA KING.PDF](#)

6.F.3. Booth & Dimock Library: Request For Council Funding For Unanticipated Internet Expenses (E)

Documents:

[LIBRARY REQUEST FOR INTERNET FUNDING.PDF](#)
[MEMO CEN AND CHARTER COSTS.PDF](#)
[BOE LIBRARY CEN AND CHARTER COSTS \(3\).PDF](#)

6.F.4. Crumbling Concrete Foundations: CRCOG Activities (E)

Documents:

[AMEND TOLLAND CODE CRUMBLING FOUNDATIONS.PDF](#)

6.F.5. CT Siting Council: Eversource Petition, 900 Transmission Line (E)

Documents:

[CT SITING COUNCIL EVERSOURCE PETITION.PDF](#)

6.F.6. 2017-18 Capital Improvement Program And Budget Calendar (E)

Documents:

[CIP INSTRUCTIONS 2017-2018 WITH ATTACHMENTS.PDF](#)

6.F.7. * Quarterly Report, July-September 2016 (E)

[LINK TO DOCUMENT](#)

6.F.8. * Human Services: 2016 Holiday Programs (E)

Documents:

[HUMAN SERVICES 2016 HOLIDAY.PDF](#)

6.F.9. * EHHD Regional Opioid Presentation (E)

Documents:

[EHHD WORKGROUP MEETING NOTES 10-18-16.PDF](#)
[ADMISSIONS TO OPIOID TREATMENT.PDF](#)

7. Unfinished Business:

8. New Business:

- 8.A. 16/17-18: Consideration/Possible Action: Amendment To Tax Abatement Ordinance To Allow Tax Credit Option And Possible Call To Public Hearing (E)

Documents:

[MEMO RE OPTIONS TO ADDRESS SENIOR TAX ABATEMENT PROPOSAL.PDF](#)
[MEMO SENIOR TAX RELIEF.PDF](#)
[TAX CREDIT ORDINANCE.PDF](#)
[LEGAL NOTICE - PUBLIC HEARING - ELDERLY TAX CREDIT.PDF](#)

- 8.B. 16/17-19: Consideration/Possible Action: Policy Governing Authority To Make Inter-Fund Allocations (E)

Documents:

[INTERFUND SALARY ALLOCATIONS REV. 10-19-16.PDF](#)

9. Miscellaneous/Correspondence:

- 9.A. Pepin: Call For Advocacy To Federal Government For Assistance With Crumbling Concrete Foundations (E)

Documents:

[PEPIN CONCRETE FOUNDATIONS.PDF](#)

- 9.B. * Magnano: Testimonial, Coventry Farmers' Market (E)

Documents:

[CORRESPONDENCE MAGNANO FARMERS MARKET.PDF](#)

- 9.C. * Board Of Education:

1. October 13, 2016 minutes
2. October 27, 2016 agenda
3. October 27, 2016 minutes

Documents:

[10-13-16_BOE_APPROVED_MINUTES.PDF](#)
[10-27-16 BOE AGENDA.PDF](#)
[10-27-16_BOE_UNAPPROVED_MINUTES.PDF](#)

10. Executive Session (E)

1. Negotiations

Documents:

[EXEC SESSION E.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
October 17, 2016
Town Hall Annex

1. The meeting was called to order at 7:30 PM.
Present: Julie Blanchard, Richard Williams, Hannah Pietrantonio, Lisa Thomas, Andy Brodersen, Matthew O'Brien, Thomas Pope
Also present: John Elsesser, Town Manager; Beth Bauer, Finance Director
2. The Pledge of Allegiance was recited.
3. **Audience of Citizens:**
Police Chief Mark Palmer presented special awards for two officers of the Coventry Police Department. In introducing the awards, he noted that the two officers being recognized are the two most senior officers in the department: To commemorate National Community Policing Week, the United States Attorney's Office for the District of Connecticut hosted a Community Policing Awards Ceremony on October 7, 2016 in New Haven that recognized 22 law enforcement officers and community members from cities and towns across the state. Sergeant Michael McDonagh was one of the recipients, having been selected from numerous nominations throughout the State. U.S. Attorney Deirdre M. Daly said that "the officers and community members recognized are excellent examples of the best in community policing and community relations. I am confident that their efforts are making meaningful and lasting progress, and it is my great privilege to honor each of them and to thank them for their invaluable work." Chief Palmer and Sergeant McDonagh's family were on hand to congratulate him on the award at the ceremony. His nomination reads "Sergeant Michael McDonagh has been a member of the Coventry Police Department for 27 years, is the senior member of the agency and is assigned as a patrol sergeant. Sergeant McDonagh has been an integral part of the community his entire career. He knows thousands of people in the community and uses his knowledge as both an investigator and a problem-solver. Everyone in town either knows Sergeant McDonagh, or knows of him. He is active on his off-duty time in many community activities including high school sports. Sgt. McDonagh regularly works at the high school football games and often goes into the grandstands with the band members and will play various instruments to the amusement of the students and the attendees. The high school band even has a song they dedicate to Sgt. McDonagh at each game. Sergeant McDonagh maintains close ties with the Coventry School District and regularly communicates with the administration, principals, teachers and students. On a regular basis, he goes into each school and has lunch with the students. He has a special connection with members of the community, especially children and has a great sense of humor which often puts people at ease. As a strong advocate of our agency and community policing, Sergeant McDonagh's email signature states: "Citizens never forget their experiences with Police Officers. You represent not only yourself, but the entire department and the community."

The second award is for Officer Brian Flanagan, who has been with the Police Department for almost 22 years. Chief Palmer said that Officer Flanagan has always distinguished himself as a tenacious investigator. He is here with family and friends to receive an award for his involvement in a recent investigation regarding an embezzlement case. When the case came in we discussed the best person to investigate it and he was the unanimous choice. As he began to investigate it became

very complex. The thefts occurred over several years. It required hundreds of hours of investigative work. We applied for and received 6 search and seizure warrants for related records. Officer Flanagan worked with other agencies to conduct a thorough investigation on top of his other duties. As a result of his efforts over a ten-month period, we uncovered a complicated scheme of theft and larceny. On 09/28/2016, Coventry Police Officers arrested Michele LaBrec, 51, of Ronkonkoma, NY on an outstanding arrest warrant. LaBrec was charged with Larceny 1st Degree, Identity Theft 1st Degree, and Forgery 2nd Degree (114 counts). LaBrec was the former manager of accounts payable at Allied Community Resources in East Windsor, a non-profit that helps the elderly, as well as people with developmental, intellectual and physical disabilities. She is accused of embezzling more than \$400,000 of funds that had been allocated to Allied Community Resources by the State Department of Social Services. Officer Flanagan was presented with the Coventry Police Department's Distinguished Service Award.

Kathy Willett, 22 Windswept Way and President of the Booth & Dimock Memorial Library Board of Directors, was present to recap a recent meeting between the Library and Coventry Board of Education (BoE). She read a letter aloud regarding this meeting (*attached to minutes*). The Board of Education says they can no longer pay for the fiber connection between the schools and the library. This connection is how the library receives its Internet. In May 2016, the BoE learned that the library was not eligible for an e-rate discount. The cost of the library's connection went from a budgeted \$160 per month to \$400 per month. They are seeking that amount from Library from July 2016 through the end of the contract with Charter in June 2017, a total sum of \$4800. The BoE has indicated they will sever the connection if the Library does not pay. The contract with Charter was negotiated on behalf of the Library between the Town, the BoE and Charter Spectrum. It has existed since 2000 after it was deemed more efficient for the Library to sever its existing separate connection with the Connecticut Education Network (CEN), which until this year provided free Internet access. Notice of the BoE's nonpayment was made after the library budget for 2016-17 was complete. At no time was the Board of Trustees informed in writing of this request or invited to discuss changes to the 16-year agreement. This is over 1% of the library's total annual budget. We have not budgeted for this and cannot absorb it. Plus the BoE signed a contract agreeing to pay \$400 per month for the pipeline to the library and we believe refusing to pay the library's portion may be legally untenable. The \$160 per month is already budgeted. By asking the library to pay the total amount of \$400 per month, in effect it means the Town will be paying \$1,920 twice for the same service. The Library Director has submitted a grant application to the Connecticut State Library, and they have indicated that we will have a fiber connection at no cost to the Library or Town as early as February 2017. The BoE is facing many unbudgeted increases in their services and we are not unsympathetic to their plight. However, we feel they are going about this the wrong way. The BoE has directed us to ask the Town Council for the amount they say we owe if we cannot pay for it out of our budget. We respectfully request that the Town Council act to make a special payment of \$4,800 to be applied to the current fiscal year or to pay the BoE monthly the amount they are requesting until the connection through Charter Spectrum is no longer needed.

Matthew O'Brien asked what the rationale was for this decision. He agrees that the library should have Internet. John Elsesser said it was part of the school addition and renovation project. They entered into an agreement with Charter. They paid cash to construct the line and agreed to a monthly fee to rent the line. That portion has been in the budget since then. Matthew asked if it has been steady or has it gone up. John

replied that there are two pieces to this issue – the lease of the line from Charter which has changed over time. The BoE signed a new lease in January of this year. What is new is the Internet that runs over that fiber was free until May when the State cut the CEN budget by 1/3 and took away free Library Internet access. Matthew asked how much the new charges are that are being imposed. Kristi Sadowski, Library Director, said the amount the BoE has with CEN for their speed is \$400 per month. When we connect we are told our level of speed will only be \$150. Matthew asked how much is the bill that the BoE has had to pay. Kathy Willett said we have never seen a bill. Thomas Pope said the library will have free Internet as of February. Kristi replied we will not have to pay the lease. Kathy said they want reimbursement. John said the library's whole catalog is internet based. They won't have access to see what books are out. Matthew asked if the BoE mentioned they had a \$533,000 surplus last year. Kristi said we were informed that we would need to pay but we haven't seen anything in writing. Thomas asked if they mentioned they had a half million in surplus but chose to cut you out. John said there have never been any fees so there was nothing in the budget. Matthew said he is confused why they aren't continuing to pay the \$160 per month. Thomas said they already knocked the taxpayers for that, plus they have extra money from taxpayers they could have chosen to use and did not. Lisa Thomas said we received some information about this – we received a request to reimburse invoices from the Board of Education. Kathy said we have seen a fiber agreement with Spectrum that says the BoE agrees to pay \$400 for the fiber connection. Kristi said those are the bills they are sending. They haven't asked us to reimburse them for the CEN costs. Lisa asked how the Library will pay for Internet access come February. Kristi replied we will pay CEN directly. Lisa asked how it would be funded. Kristi said we are trying to rework the budget. Laying of the fiber is optimistic but not guaranteed for February. Site work is needed.

Richard Williams said he was at this meeting. What he understood was the BoE recently discovered they had new amounts they had to pay. Because it is not part of the education budget they cannot afford to pay that fee anymore. He understood the connection was going to be cut off whether the library likes it or not. Julie Blanchard agreed, saying they were pretty harsh that they would do that if the library did not come up with the money. Hannah Pietrantonio said there was an agreement between the Board, the Town and Charter 14 years ago. Somebody wasn't watching when it became null. John replied it is being intentionally renewed. There is hardware which is the line and that was renewed by the Board with Charter last January. At that point there wasn't any discussion of anybody but the Board paying that. What changed were the State cuts to Internet fees which came in May. That wasn't budgeted so the BoE is trying to recover by billing the library. Lisa asked if we know how much the Board is being asked to pay. John said we don't have anything in writing. He thinks we need to hear that officially. The Town is also paying for Internet for first time at \$3600 per year. Lisa asked if we budgeted for that. John replied yes. Kristi said she has an email from Robert Carroll (School Business Manager) indicating their cost is now \$1200 per month for all the schools including the library. She called CEN and they are not separated out but CEN is indicating our fee will be \$150. Kathy said she is sympathetic to unforeseen increases but feels the BoE should be here. They signed a contract. Thomas asked for an explanation about the Town paying double. Kathy said it looks like all along they have been paying \$160 for the library plus \$160 for the schools and then all of a sudden the library jumped but the schools didn't. Thomas replied but if nothing increased the \$160 was already budgeted. Kathy said we can only assume so if they signed a contract in

January. Matthew said we will investigate. We will make sure there is internet for the library.

6. **Town Manager – John Elsesser:**

1. **Motion #16/17-59: Matthew O'Brien made a motion to move up item 6.F.4, Ecosystem Consulting Service: Follow-up Monitoring of Environmental and Ecological Impacts, as the new item of business. The motion was seconded by Lisa Thomas and carried on unanimous vote.** Dr. Kortmann joined the meeting to provide an update on the results of the treatment for Hydrilla in Coventry Lake. Dr. Kortmann said from all reports the treatment was quite successful. Follow up monitoring showed that the Hydrilla collapsed and was on its way out in the treatment areas. Another very small sprig was found by the boat ramp. This was found by random sampling so it was fortuitous. We expect it to pop up in other areas of the lake. Dr. Kortmann said he was initially concerned about treating 10 acres of lush vegetation in the beginning of the summer when cold water is sitting on warm water. Doing so can trigger blue/green algae blooms. Coventry Lake is in very good shape. Algae densities are very low, not like most Connecticut lakes. However, although algae numbers are low, more than half of it is cyanobacteria. His initial concerns about water quality are lessened. The herbicide didn't kill everything so not as much organic matter went to the bottom. Also it took longer - 3 weeks. Unlike the herbicide that was used in Eagleville Lake, this chemical doesn't kill the plant immediately but it runs out of steam and eventually dies. Treatment was also delayed a little bit from July to August. There were some positive influences including several storm events. Information suggests any future treatment timeframe would be similar to this year. Certainly not the 4th of July but into August would be fine for this plan. He would like to see no more area or dose than was done this year. Thomas Pope said over the years he has heard Dr. Kortmann's presentations on the lake and thanked him for his dedication. Dr. Kortmann said one thing the testing reveals is how valuable it is to have a long-term database. We had a decade of tests to compare to. Monitoring the lake is very useful when something happens. Thomas Pope said Dr. Kortmann is an asset to the community.

4. **Acceptance of Minutes, October 3, 2016:**

Motion #16/17-60: Andy Brødersen moved to accept the minutes of the Coventry Town Council meeting on October 3, 2016, seconded by Matthew O'Brien. The following corrections were requested:

1. Page 4, last paragraph, 8th line: change "possibility" to "possible."

The motion to accept the minutes as corrected carried with Lisa Thomas abstaining and all other members in favor.

5. **Consent Agenda:**

Motion #16/17-61: Lisa Thomas moved to accept the Consent Agenda, seconded by Andy Brødersen. Richard Williams requested to remove item 9A. Lisa Thomas requested to remove item 6F6. **The motion to accept the Consent Agenda with the removal of items 9A and 6F6 carried on unanimous vote.**

6. **Reports:**

A. Council Chairwoman – Julie Blanchard: No report.

B. Committee members: Lisa Thomas thanked Chief Palmer for recognizing the police officers with their families here. It is so important, especially for children who get to see

their parents as role models. She is glad the chief takes the opportunity to do that.

C. Finance Committee – Matthew O'Brien: (*See full written report attached to these minutes.*) The Finance Director reported that as of September 30th the Town's property tax and general fund revenue collections are in line with or ahead of collections last year. We have not received an update from the State regarding the impact of the \$22 million in municipal grant cuts included in the 2016-17 state budget. Once Town figures are finalized with the audit for 2015-16 they will show we added a healthy amount to our general fund. COVRRA collections are a little behind last year. Some of the difference may be because a reduction in COVRRA fees was passed by the Town Council and was not identified when the budget was originally created, thereby reducing anticipated collections. The chair asked Beth Bauer why the 2016 projected balance was adjusted downward by \$93,000 from last month's report. She replied this number reflected \$93,000 plus expenses that were paid out in the summer but were part of the 2015-16 budget. Further calculations will be done to see if this number reflects encumbrances from 2015-16 that should be released as not spent. Once calculations are done it appears that revenues will exceed expenses for the year.

We discussed conversion costs related to the Town changing to natural gas for the high school/middle school, the Town Hall, the Police Station and CVFA fire station. The Town Manager reported that the existing Police Station boiler cannot be converted to gas and the fire station boiler is experiencing many problems so it is recommended that we purchase new boilers for both. This is a change from our original plan that would have converted them both to gas. The Town Manager presented a proposal outlining a financing plan to pay for the new boilers. The thrust of the plan is to pay for the other costs excluding the costs of the boilers and to lease purchase the actual boiler equipment. The committee agreed with this approach and asked the Town Manager to get firm numbers for the Town Council's consideration. We will consider his completed report and recommendation under item 8B on tonight's agenda.

We also asked the Town Manager to work with the Superintendent to schedule future joint meetings with the Board of Education's Fiscal Committee. We considered dates in December to set the stage for the budget, January to review audit results and May for an update on major items in the Board's budget as we approach the end of the fiscal year. The Council will also meet with the Board to discuss their budget in March.

Thomas Pope said in looking at the financial report from Beth Bauer dated 10/5/16, on page 5 is a section dedicated to Recreation Fund status. He noted the beginning balance of \$56,069 and that the projected balance is exactly the same as last year's. He thinks that is probably a typo as it is unlikely it would be exactly the same as last year's. Beth Bauer replied that is assuming the budget perfectly balances and we haven't had any information to the contrary. It is very early in the year and the Recreation Department doesn't have an even revenue/expenditure stream. It is too early to make adjustments to budget appropriations without factual information that would lead you to conclude we need to do so. We don't really begin looking at this seriously until late winter.

6. Town Manager – John Elsesser:

1. An updated project memo was provided in the agenda packet. The sidewalk out front will be substantially complete this week. The lake dam project was supposed to start today. Lake/Cross has been delayed because we were able to

go back and get more money for pavement repairs. It is going back out to bid for spring and will be worth the delay.

Thomas Pope noted the grant award from the Last Green Valley to share our story and asked for details. John Elsesser asked Laura Stone, who is participating on the committee for this project, to provide details. Laura said we received funding to share a collection of historical photos we received from John Welles Brainard with the community. The collection, consisting of over 400 photos from the late 1800s – early 1900s will be reviewed and a selection of 25 notable images will be enlarged for a travelling display exhibit. The remaining photos will be uploaded into an online library with outreach to the public to help us identify the places and people depicted in them. We hope to do a soft launch of a few of the display exhibit images during this year's Christmas in the Village event, with a more formal reception in the spring of 2017. Town staff, members of the Coventry Historical Society and staff from the Booth & Dimock Memorial Library are teaming up for this project. Lisa Thomas noted that the Last Green Valley is more than just an environmental organization. They also focus on economic development. She hopes we can put something in writing to thank them for this grant.

2. LOTCIP Lake/Cross St Project, Revised Commitment to Fund, 9/28/16: This has already been mentioned. We got a little extra money and are revising plans.
3. 2016 Bureau of Justice Assistance award: Chief Palmer applied for this grant and got funding for some bulletproof vests. This saves local tax dollars.
5. Crumbling concrete foundation update: There is a lot of information in the Council packet that shows what CRCOG is doing - they are taking a strong leadership role on this issue. They are putting out bids for testing and repair services to try and protect citizens from fraud, and getting towns to work together for equal treatment. They are also nudging the state to step up their game. We are going to need some help. Thomas Pope noted that 13 towns met on October 5th but Coventry was noticeably missing. John replied he was at the pre-meeting and post meeting, but had union negotiations during that session. However, we were well represented and he is on their committee. He had given his comments on the draft information before the meeting. Matthew O'Brien asked if that occurs again if there would be any value to having someone else from the Town represent us. John said yes, and that (Building Official) Joe Callahan and (Assessor) Mike D'Amicol are also involved. Matthew suggested a Council representative might also be possible if someone were available.
6. Metro Hartford progress points: Lisa Thomas removed this from the consent agenda noting it looks like a really valuable conversation. She can't go but was wondering if anyone else from the Council is considering it. The points they are going over are some of the things we talk about. Matthew O'Brien replied he doesn't know his schedule yet but might consider it as the date gets closer. He noted some of the bullets in the material. Some things are going well but not enough. Lisa said she thinks it is good the group is trying to bring different people together to problem solve. Matthew agreed that we need new ideas.

8. Tolland County Chamber of Commerce, 59th Annual Meeting & Economic Development Business Awards: The Coventry Farmers' Market is getting an economic development award for their assistance in small business development. Members of the market, John and Eric Trott will be there to accept the award. Council members may also wish to attend. The event takes place on October 26th at Villa Louisa in Bolton. There are limited funds in the Council budget to cover registration fees, so if you are interested in attending let him know.

8. **New Business:**

A. 16/17-15: Approval, Town Council 2017 Meeting Schedule: John Elsesser noted that before the Council meeting, the meeting scheduled for July 3, 2017 was questioned. We often cancel that meeting due to the holiday and could do it now. Thomas Pope said you never know with budget votes if we are going to need that meeting so he would hate to cancel it now. **Motion #16/17-62: Thomas Pope moved to approve the Town Council meeting schedule for 2017. The motion was seconded by Andy Brodersen and carried on unanimous vote.**

B. 16/17-16: Authorization, lease purchasing for CNG natural gas conversion project: John Elsesser noted that a cost overview was included with the Council packet. A cover memo outlining recommendations was sent separately (*attached to these minutes*). He recommends paying as much cash as the Council is comfortable with and using the CNREF fund for the rest. Full replacement of the Police Station and CVFA fire house is now included in this cost vs. the conversion that was originally anticipated. The total project cost is estimated at \$590,279 minus rebates anticipated at \$71,376, for net of \$518,903. We anticipate fuel savings of over \$80,000. Under this program if we get back all the rebates and put them back in the CNREF fund, it will leave approximately \$120,000 in that fund. Alternatively if the Council wants more in the reserve fund they can take more out of the Council's 1.5% fund. We think this is a pretty clean line for how to do the project and he requests authorization to sign a contract with the boiler company and arrange financing per this plan. Matthew O'Brien noted we got savings with the purchase of the fire truck and asked why not take those savings. Beth Bauer replied we had originally budgeted for one new and one used fire truck, and we might not be able to get a 10 year lease on a used vehicle. John said we would get one 5 year lease for both. It is easier to keep the fire truck separate and pay the lease off faster. Richard Williams asked why wouldn't we put more money into the lease and lease the entire cost of this. Julie Blanchard replied it costs money. Matthew noted we had talked about that at the Finance Committee meeting. John said he thought having a lease on the actual equipment makes more sense. Different companies will have different comfort levels. If the Town ever decided not to pay it would be more confusing what they would take and that might be reflected in a higher interest rate. It is no different than what other towns are doing. We don't see any scenario where we wouldn't pay. Matthew noted the costs are already budgeted. We are just setting the way we are going to finance it. John said it is a good balance. We haven't spent any of the Council's 1.5% so we are in a good spot right now. If something comes up we have other resources. Matthew asked if we might receive any residual monies for the police boiler unit. It is still operating. John replied he is not sure how easily it can be disconnected and reinstalled but we can ask. It has 10 years of life. Lisa Thomas asked the Town Manager to explain for the benefit of people watching why lease purchasing is not a referendum item. John replied because we are not borrowing. There is a non-funding appropriation clause. It is an operating lease with a dollar buyout at the end of the period. Lisa asked where the funds come from to pay the bill. John replied the annual budgets. \$23,500 will be in next year's

budget, offset by fuel savings. Richard said we are way ahead with this deal. John said the payback is about 5 years and after that we are good. Oil prices are projected to go up 38% vs. 11% for gas so the savings could come faster. **Motion #16/17-63: Matthew O'Brien moved to accept the financing plan for the boilers as follows: a payment of \$377,223 from CNREF, and a lease purchase of \$213,056 for the remainder. The motion was seconded by Richard Williams and carried on unanimous vote.**

C. 16/17-17: Consideration/possible action: CDBG Reuse Spending Plan. John Elsesser said when we went out for the Orchard Hills project we had a program income plan as part of the CDBG grant application. We did not get the grant so now we have to do this spending plan separately. An amount of \$35,000 will allow a handicapped accessible lift at Tracy Shoddy Mill. Right now the request is for up to \$30,000 for ADA (American with Disabilities Act) projects per year. At this point we don't have any other ADA projects pending. It has to be ADA at town buildings. Matthew O'Brien asked whether money is being put out for new loans. John replied everything that comes back goes back into the program for new loans. This is equivalent to a house and a half. Matthew asked if there is anything problematic with the language. John said it is standard language. The State could say no but has approved accessibility projects in the past at Orchard Hills and Lisicke Beach. **Motion #16/17-64: Thomas Pope moved to adopt the resolution for the CDBG Reuse Spending Plan as presented (attached to minutes). The motion was seconded by Andy Brodersen and carried on unanimous vote.**

9. **Miscellaneous/Correspondence:**

A. Board of Education 9/29/16 meeting minutes and 10/13/16 agenda: Richard Williams said he attended both the finance and Board of Education meetings the other day. He was looking for clarification on a couple things: regarding enrollment – he was led to believe we had an enrollment increase of 42 students. He wasn't sure if that was a projection or an actual number. It seems like a huge increase. He really wants to know what the current enrollment is by school and by outplacement. He wants to know how many kids we educate. The other issue is special education. It was discussed during their finance and Board of Education meetings - how they are accounting for that. The way he understood it is they have students who are pending and he is not sure what that means. There was not much discussion about that. It is pending and they are pushing the money back into the general fund monthly. It didn't make a lot of sense to him. He would like clarification about the accounting mechanism. He is sure there is a reason why there are kids pending. Matthew O'Brien said last month they showed a deficit in special education. Richard replied there was no special education information provided in the agenda packet that we received. He doesn't know if the Board had the information. John Elsesser said October first is their enrollment reporting date per state requirement so we should be able to get the information. Lisa Thomas noted that enrollment numbers can fluctuate dramatically during the course of a year. Julie Blanchard said she will try to get answers for Richard's questions.

10. **Executive session:**

Motion #16/17-65: Matthew O'Brien moved 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: Town Council members, the Town Manager and Town Finance Director. The motion was seconded by Andy Brodersen and carried on unanimous vote.

Motion #16/17-66: Matthew O'Brien moved that the Town Council enter into Executive Session pursuant to Connecticut General Statutes 1-200(6)(B)-discussion of strategy and negotiation with respect to pending claims and litigation to which the public agency or a member thereof, because of his conduct as a member of such agency is a party until such litigation claim has been finally adjudicated or otherwise settled with the following people in attendance: Town Council members, the Town Manager and Town Finance Director. The motion was seconded by Lisa Thomas and carried on unanimous vote.

Executive Session commenced at 8:55 PM.

Motion #16/17-67: Matthew O'Brien moved to leave Executive Session at 9:18 PM. The motion was seconded by Lisa Thomas and carried on unanimous vote.

11. Adjournment:

Motion #16/17-68: Thomas Pope moved to adjourn the meeting at 9:19 PM. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

Respectfully submitted,

Laura Stone
Town Council Clerk

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

THE BOOTH & DIMOCK MEMORIAL LIBRARY

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(860) 742-7606

YA materials and acquisitions budget, and is more than the annual supply budget. This amount more than constitutes a hardship as it is money we have not budgeted for, and quite simply cannot find.

- Third, this contract is a binding one that the BoE agreed to; most recently, they signed an agreement in January of this year to pay \$400 per month for the pipeline to the library, for the fiscal year 2016-17. Refusing to pay the library's portion is likely legally untenable.

The Library Board of Trustees also pointed out that because the contract with Charter was part of the BoE's budget, at the least \$160 per month of the \$400 per month they are refusing to pay is already budgeted for. By asking the library to pay the total amount of \$400 per month, in effect means the Town will be paying \$1,920.00 twice, for the same service.

In an effort to assist with the climbing internet costs, which have been a discussion at quarterly town technology meetings, the Library Director has submitted a grant application with the Connecticut State Library for funds to install our own fiber connection. The Connecticut State Library, Connecticut Education Network and their chosen vendor, Lighttower, have indicated that we will have a fiber connection (at no cost to the Library or Town) as early as February 2017.

The situation the Board of Ed is in is lamentable. I am not unsympathetic to their plight. They are facing many unforeseen and unbudgeted increases in their chartered services. I do think, however, they are going about this the wrong way.

The Board of Ed directed us to ask the town council for the amount they say we owe, if we cannot pay for it out of budget.

The Booth & Dimock Memorial Library Association respectfully requests the Town Council to act and thus ensure that all residents of Coventry will retain equal access to information through the public internet connection provided through the Booth & Dimock Memorial Library. This could be accomplished through a one-time special payment of \$4,800.00 to be applied to the current fiscal year to cover the leased fiber costs, or to pay the BoE monthly, the amount they are requesting, until the connection through Charter Spectrum is no longer needed.

Thank you,

Kathleen Willett
President, Booth & Dimock Memorial Library Board of Trustees



Finance Committee Report (10/17/16 meeting)

Beth Bauer reported that as of ^{9/30}July 31st the Town 's property tax and general fund revenue collections are in line with or ahead of collections last year.

We have not received any update from the State as to the impact of the \$22m of municipal grant cuts included in the 2016-2017 state budget.

Beth Bauer reported that once the figures are finalized for the 2015-2016 year we will show that we added a healthy amount to our general fund. We will get final numbers as the audit is completed.

Beth reported that the percentage of COVRRA collections are a little behind last year and said that some of that difference may be because the reduction in COVRRA fees passed by the Council as part of the budget was not identified when the budget was originally created thereby not reducing the anticipated amount to be collected that is being reported.

The chair asked Beth why the 2016 Projected Balance was adjusted downward by approximately \$93,000 from last month's report. Beth said that this number reflected \$93,000+ expenses that were paid out in the summer but were part of the 2015-2016 budget. Beth said that she will do some further calculations to see if this number reflects encumbrances from the 2015-16 budget that should be released as not spent. The chair said that as of September Revenues reported exceeded Expenses for the year. Beth said that she thought once all the calculations are done that will likely still be the case.

The Board of Education September reports were not available as of our Finance Committee meeting.

We then discussed the conversion costs related to the Town changing to Natural Gas for the High School/Middle School, the Town Hall, and the Police station and CVFA Fire station. John Elsesser reported that the existing Police station boiler cannot be converted to gas and the Fire Station boiler is experiencing many problems so it is recommended that we purchase new boilers for both. This is a change from our original plan that would have converted them both to gas.

John presented a proposal to the committee outlining a plan to pay for the new boilers for the schools and the police station and fire station. The thrust of the plan is to pay for the other costs excluding the actual costs of the boilers themselves and then lease purchase the boilers (actual equipment).

The committee generally agreed with this approach and asked John to get firm numbers for the Town Council meeting including total costs, potential rebates, a break down of expenses to isolate the cost of the boilers, and the estimated fuel savings that the School Building & Energy Efficiency Building Committee included in their recommendation to pursue hooking up the schools to the natural gas line.

John reported that the current balance of the CNREF is about \$450,000. He recommended that we consider paying for the expenses other than the actual boiler costs from CNREF noting that we had included money in this year's budget to help pay for the conversion costs.

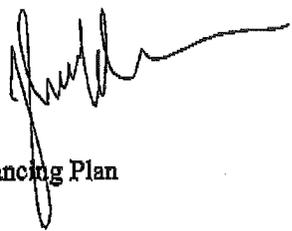
We will consider John's completed report and recommendation under item 8B on tonight's agenda.

We also asked the Town Manager to work with the Superintendent to schedule some future joint meetings with the Board's Finance committee. We considered possible dates in December to set the stage for the budget, January to consider the audit results and May to receive an update on major items in

the Board's budget as we approach the end of the fiscal year. John also noted that the Council will meet with the Board to discuss their budget in March.

Matthew O'Brien
Chairman, Finance Committee

TO: Town Council
FROM: John A. Elsesser
RE: Recommended Financing Plan
DATE: October 14, 2016



Attached please find a worksheet with a recommendation for financing the boiler projects. The recommendation is to fund the labor and miscellaneous hardware with cash from the CNREF fund and lease purchase the boiler units themselves for 10 years at an annual estimated cost of \$23,500. This compares to the estimated fuel savings at the schools of \$76,302 (plus other buildings). The total project cost is estimated at \$590,279 (minus rebates anticipated at \$71,376; so net of \$518,903).

Full replacement of the Police Station and CVFA Fire House is now included in this cost versus anticipated conversion. The Police boiler manufacturer's book specifically recommends against conversion. The CVFA system is having difficulties with motors, dampers and hot water heater which will be solved by full replacement. On April 1, 2016 the total costs of replacements and conversions were estimated at between \$790,500 and \$840,000 before rebates so our proposed budget is still \$200,221 less than initially projected last spring. This does not include fuel savings or fuel tank replacement savings.

The delay until April will significantly lessen surplus fuel oil concerns. A side note that in today's *Hartford Courant* there was an article predicting this winter's fuel oil to increase 38% compared to natural gas at 11%.

Finally at Finance we discussed using the savings in fire truck lease purchases toward this project. Beth Bauer, Director of Finance, recommends instead to shorten the length of those leases to pay them off faster. I concur.

RESOLUTION

Certified is a true copy of a resolution adopted by the Town of Coventry at a meeting of its Town Council on October 17, 2016, and which has not been modified or rescinded in any way whatsoever.

SEAL

Lori Tollmann, Town Clerk

Date

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

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

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

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

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

WHEREAS, All remaining program income, during a program year (July 1 through June 30), will be used again for the same activity from which it was derived: Housing Rehabilitation within the Town of Coventry.

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

PROGRAM INCOME PLAN

Town of Coventry

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

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

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

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

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

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

be used to fund *eligible* CDBG activities that meet a *national objective*. Eligible activities and national objective requirements are specified in federal statute at Section 105(a) and in federal regulations at 24 CFR 570.482 and 24 CFR 570.483. The PI Reuse Plan shall be used for Housing Rehabilitation and ADA improvements to Community Facilities.

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

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

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

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

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

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

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

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

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

Housing Rehabilitation Revolving Loan Account.

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

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

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

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

Signature

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

Date

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

Continue work begun in my first 2 terms.

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

Conflict of Interest Statement

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

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

Date: 10/12/16 Signature: Linda P. Pagano

TOWN COMMITTEE ENDORSEMENT: (optional)

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

Rev. 3/3/2016

Reappoint New term to expire 11/7/2018



STATEMENT OF INTEREST
IN SERVING ON A
TOWN BOARD OR COMMISSION

RECEIVED
Appointed
MAY 13 2016
TOWN CLERK'S OFFICE
COVENTRY, CT

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

Date: 10-8-16

First Name: **Susan Jamaitus**

Address: **128 David Drive**

Telephone (Day) 860-803-0547 (Evening) 860-742-6195

Email address: Suezeegve@earthlink.net

Board or Commission name: **Water Pollution Control Authority**
New term to expire **11-7-2018**

Current members please indicate:

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

Prospective members, please answer the following questions.

Where did you hear of this opening?

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

How long have you lived in Coventry? 60 ±

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

Yes No

What is your political party affiliation? Democratic Republican Unaffiliated

Other (specify): _____

**Minutes
Town Council Steering Committee Meeting
October 24, 2016
Town Hall Conference Room B**

1. The meeting was called to order at 7:00 PM.
Present: Thomas Pope, Julie Blanchard, Richard Williams
Also present: John Elsesser, Town Manager
Absent: Lisa Thomas

2. **Acceptance of Minutes:**
Richard Williams moved to accept the minutes of the Steering Committee meeting on September 26, 2016. The motion was seconded by Julie Blanchard and carried on unanimous vote.

3. **Board & Commission Reports:**
A number of questions were raised on the Board & Commission reports:
 - Page 16 of the Board Member report shows Joyce Bonney as the Deputy Treasurer for the Republican Party. It should be Matthew O'Brien.
 - Peter Krawetzky is shown as president for NCFVD and is no longer a resident.
 - Two chiefs are shown for NCVFD. Bud Meyers should not be listed.
 - The Fire Department appointments are shown as being appointed by the Town Council. Those appointments should be shown as being made by the Department.
 - On page 4 of the Board Member report Michael Cleary is listed twice for the same seat under Building Code of Appeals.
 - David Ruth is listed as being Eastern CT Mental Health Board representative. He has passed away so this should show as a vacancy.
 - Valerie Shorts is still listed as a Justice of the Peace. This listing should be removed.Laura Stone will review these issues with the Town Clerk's office.

Thomas Pope said he is guessing that the cemeteries are church owned. John Elsesser replied that some are. We have town cemeteries which have a cemetery board. There is also one church cemetery and one private cemetery. Thomas asked who owns Center Cemetery. John replied it is an association that spun off from the church. Thomas noted that the report indicates that the church appoints people to oversee it.

4. **Reappointments:**
 - A. Richard Williams moved to recommend the reappointment of Linda Pagliuco to the Cemetery Commission, term to expire 10/17/19. The motion was seconded by Julie Blanchard and carried on unanimous vote.

 - B. Julie Blanchard moved to recommend the reappointment of Susan Jamaitus to the Water Pollution Control Authority, term to expire 11/7/2018. The motion was seconded by Richard Williams and carried on unanimous vote.

5. **Appointments:**
 - A. Cemetery Commission – Sabino: There is no space for a Democrat on this Commission per guidelines set forth in the Town Charter for minority party

representation. The Town Manager will instruct the Town Clerk's office to inform Ms. Sabino that no vacancy is available.

B. Housing Rehab/Fair Housing Commission – Pinkston: Richard Williams moved to table this item to the next meeting so all committee members can be present for further discussion. The motion was seconded by Julie Blanchard and carried on unanimous vote.

6. **Consideration – Acceptance of Avery Shores as a Town Road:** Thomas Pope said the Association was looking to have this road turned over to the Town. Town staff put a lot of time and effort into it, and sent them a letter on September 20th. They have not responded. We could reject the request, drop the item from the agenda and let the Association raise it again if they choose to, or table the item. Julie Blanchard said the Town has done a lot of work on this. Plus people in neighborhood have also invested a large amount of time. Julie Blanchard moved to table discussion of this item, seconded by Richard Williams and unanimously approved.
7. **Consideration - Tax abatement for Seniors:** The committee reviewed a proposed draft of a tax credit ordinance. John Elsesser said he was not at the last meeting but understands a question came up regarding financial impact. His understanding is that implementing this tax abatement program would result in \$20,000-\$30,000 in reduced revenue. Thomas Pope noted we had always intended the age in sec. 94-104 to be 65 or older. Is the change to age 60 per state statute? John replied yes. Thomas said he doesn't understand the logic to accept someone at age 60 but it is in the state statute so we will live with it. John asked if the Council wants to bring this matter to a public hearing. We need to keep it moving if we want to implement the program in July. Julie Blanchard instructed the Town Manager to put this item on the Town Council agenda for November 7th. Richard Williams said he thinks this is great. The Steering Committee put a lot of work into this. John noted it will be very easy to administer.
8. **Consideration – Policy Governing Authority to Make Inter-Fund Allocations:** The Committee reviewed changes made to the 4th paragraph of a draft policy for this item per discussion at the September 2016 meeting. Richard Williams moved to recommend adoption of a policy governing the authority to make inter-fund allocations to the Town Council. The motion was seconded by Julie Blanchard and carried on unanimous vote.
9. **Consideration – Relocation of Transfer Station:** John Elsesser said we are starting to cost out repairing the station in place vs. costs to acquire land near the Department of Public Works for relocation. No action is ready for tonight. The Committee will review this matter again at their November meeting.
10. **Adjournment:** Richard Williams moved to adjourn the meeting at 7:22 PM. The motion was seconded by Julie Blanchard and carried on unanimous vote.

Respectfully submitted,

Laura Stone
Town Council Clerk

Manager's project update: November 7, 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 spring construction. Optional pricing for recoating existing tennis courts will be included.
- 2.) Summer road work wrapping up. Association roads have been graded and we are still working on minor drainage on Sean Circle. We decided to defer chip seal work until July to put money into doing additional shimming on lower Grant Hill, sections of Brewster, Springdale, Sean Circle, Oak Leaf, Zeya and Satari. We are making progress on roadside mowing and curb repair too.

Other Construction projects

- 1) Laidlaw Soccer Field: Fields were again overseeded and fertilized and the grass is catching. Crab grass preventer will be spread in spring. The field will likely not be ready for play until next fall. Keep off the growing grass signs are being ordered for spring. Irrigation system is scheduled for winterization.
- 2) Lake/Cross Street project is almost at bid stage (still anticipated real soon). We have received permission to extend scope for more pavement work and need minor design work. This will allow more pavement work on their dime. Construction inspector job advertised, candidates interviewed and we hired Eric Ohlund. He will monitor the lake gate construction and then move into the road project. For the Lake/Cross project it is an eligible project expense. We expect the work will start in winter and finish in spring.
- 3) We have elected to change to High Grade Propane for most Town buildings where we own the tanks. Lower cost, better service.
- 4) The Depot Road Trails grant was awarded to us and grant contract is complete. We had a planning meeting for fall/spring work. Most of the work will be contracted out. Required historical review has been completed with a finding of no impact. Matching funds for this are from the sale of the old town garage which was set aside by Council for the Millbrook greenway.

- 5) Main Street Investment Fund project continues. Our sidewalk change order work is almost completed with the lighting installed. The State is milling and paving this section (between 1st Church and the Library) over the next two weeks. Utilities installation to Tracy-Shoddy Mill now delayed until November/December due to Main Street project delays. We have started the balance of work with budget funds in the mill building. Stone work, painting and floors are complete. Connector construction is also complete for this stage. It will be fully enclosed in the future. We had a goal of being operational for Christmas in the Village which is no longer likely. Handicap lift funding from CDBG bid specs are being prepared and we are waiting for State authorization. Town Crews to finish up exterior parking and grading this month.



Connector at Tracy Shoddy Mill.

- 6) Continuing to work on association road concerns (no response to my letter from Gerald Park association yet) and the senior tax freeze for Steering (on your agenda for consideration tonight). Mark Kiefer is working with Pine Lake Shores on turn arounds on dead ends.
- 7) The replacement propane furnace was installed in the Lodge with work continuing on the closet for it.
- 8) Transfer Station plan is being considered. We await the outcome of some litigation on abutting land before considering moving any further with the option next to the Public Works facility. In the meantime we will cost out repairs.

Grants

STEAP Grants: CHS sidewalk is significantly complete. We are adding tree planting through the America the Beautiful grant program to the scope of work. Lake Gate STEAP grant has started mobilization and coffer dam shop drawings are supposed to be underway. In a surprise, which was confirmed yesterday, the winning bidder has elected to sub contract a great deal of this work to Earth Dynamics of Coventry. We do not select subcontractors. Depending on the delivery of the coffer dams they have to have a majority of the work done by the end of December. Our contract remains with the prime vendor. Just telling you in case people mention it to you. The project is getting off to a slow start. The Council will need to start consideration of the round of STEAP grant applications. I will put together an options list for a future discussion.

DEEP open space: Williams' property survey work found minor title issue which required some probate work which was just approved. One heir is gathering family signatures, need 8 signatures, to clear the title issue. Progress is being made and CT DEEP is still ok.

Farmland development rights: State says we are now on deck and hope it is finalized soon. They had some technical survey issues which are being resolved.

We are proceeding ahead with completing the Greenbank, Clean Communities program Led lighting program. Now we are focusing on indoor lighting replacement in the Community Center and lodge ceiling fans. Received revised pricing and have verified grant funds are still available. The Work is underway. This will be the last of this program since the State has eliminated the Clean Communities funding. Big Update: Eversource will proceed with replacing the balance of our streetlights and are changing to a warmer color (3000 Kelvin) to avoid the harshness of the blueish lights (4000 Kelvin). No time frame announced but we are high on their list.

Got a small grant from Last Green Valley to "tell our story" and will use it to share the old photographs we received from John Brainard. Initial work will be presented somewhere at Christmas in the Village.

Public Safety

Onto the next round for police recruits. We have two slots for January and will consider candidates and options over the next month or so. Have ordered the Police staff vehicle in this year's budget.

Fire EMS/Administrator:

We continue to work with the State Department of Public Health to transfer the ambulance license. Post-hearing requested information has been submitted to the State within the deadlines and we await the outcome. The Quint has been secured for late fall/early winter (early December) delivery. We have ordered a new tanker truck from Midwest using the HGAC buying consortium. We are also finalizing the contract with Comstar for billing services (need to have DPH license first) which will save about \$8,000 per year.

Finance:

Tax bills were sent out and so far the DMV issues are manageable. Still do not know the financial impact to the Town of vehicles not garaged here. Supplemental MV taxes list is in and being priced. Crumbling foundation inspections are underway with around 14 households requesting relief. The ICE grant for computers has been approved by Bond Commission, a 50% grant for the Town/Schools/Library and equipment ordered. We have been informed by the State

this program will not be offered this year. Audit work has started and year end work is underway to close out the year. OpenGov data was again updated.

Development group:

PZC has geared up enforcement issues. Continue to work with attorney on stubborn cases. One case which sought a corrective agreement has been non responsive for 6 months and is now going to litigation. Court action expected in several other cases. The Court allowed the person who failed to appear in one zoning case, to now represent himself. A court deadline for a corrective action plan was requested. Another owner feels they are moving toward compliance but significant blight remains and we are demanding entry into the house for inspection. In response they have put the house on the market which may be the fastest way to resolve this violation. EDC is working on selected sites for concept planning approved in the July budget. 2016 Farmers Market had a good season and was named number one market in state by *CT Magazine*, 10th in the nation by American Farmland Trust and received an economic development award from the Tolland County Chamber of Commerce. Staff is working on an Ag Viability grant for next year.

Pushing ahead to seek authorization to allow sewer connection on RT. 44 for very limited extension from Bolton system. Had a positive meeting with Bolton and have submitted a formal request. They need to conduct a flow capacity test and don't have money right now. We are getting a price for the Bolton flow study. We held a special WPCA meeting in August to discuss our long term sewer capacity issues and concerns and recommended a consortium meeting in late fall.

HR issues:

Negotiations with the Public Works Union are continuing and we expect to resolve this month. I am having our new labor attorney review our Personnel Rules which haven't had a major look since adopted in 1992. Selected a new Senior Center Coordinator and Emma King will be starting on 11/21.

Other projects:

Working with the Assessing office on the sale of town acquired property. The first trial bid has an opening scheduled for Nov. 3rd. With the acceptance of the 272 acres of Rte. 6 open space I have asked staff to start planning a tour for interested land use groups. We also had a conference call about a possible grant submission with Bolton, with assistance from CRCOG, for a trails planning grant.

NCFD solar building permit approved and installation is finally underway. Panels are installed and should be operational this month.

Working with CRCOG and neighboring towns we have set up a series of meetings on the crumbling concrete foundation issue. CRCOG's ad-hoc study committee is continuing to share experiences and get everyone on the same page. The Assessors met in early August and developed common methodology for establishing values for affected applicants. CRCOG has received bids for engineering and testing services to try to help Towns help residents avoid fraud. The CNG natural gas project is still underway. They have finished work on Rte. 31 and are working on Rte. 44. The gas service lines to the schools and town buildings and Rte. 31 are in place. I understand that they believe they will get the Railroad permit soon. We are being allowed to wait until April to connect. The Energy Building committee contract for boiler replacement is being finalized. The balance of the energy and ADA projects are now getting attention and pricing should be in place for Capital Budget consideration. Hydrilla: Dr. Kortmann has completed his pre and post treatment water analysis so we can see the impact of the State's treatment procedure. The review does not look like the treatment caused hugely detrimental effects. It was discussed at the Lake Forum on September 20th and at the last Council Meeting. The same dosage and timing for next year should be acceptable. CT DEEP announced they have funds to continue monitoring and likely treatment next year also. Eversource presented an update at the 9/19 Council Meeting regarding the high tension power line project in town. The work they characterized as minor vegetation removal is really full road construction with metal replacement poles at slightly higher height. A formal permit is now required. Work will proceed when this permit is granted by the State which now looks like a spring project.

SolarizeCoventry: Latest program stats – 8 contracts signed to date. Several events pending including a workshop on 11/9 and presence at the ChiliFest and Veterans' Day Run. Our goal is 50 more houses in this phase. Deadline to participate is 12/1.

October 25, 2016

We are happy to announce the arrival of our new Senior Center Coordinator, Emma King!

Emma will be starting her new position at our Senior Center beginning Monday, November 21, 2016.

Emma has a Master's Degree in Social Work from Wheelock College, and her previous employment includes work with Congressman Joe Courtney handling logistics as well as providing full-time case management to individuals and families experiencing foreclosure. Emma has a wealth of knowledge in social and senior services through her work with Thompson Ecumenical Empowerment Group (TEEG) where she managed the Senior Center in Pomfret. She is familiar with various programs like TVCAA Senior Nutrition program, Senior Resources and has many connections with other social services agencies regarding the needs of seniors. Most recently, she was the Family Services Manager for Habitat for Humanity Metro West in Worcester, Massachusetts.

Emma grew up in Coventry and is very excited to return and be a part of our amazing Senior Center. She is very enthusiastic and can't wait to meet everyone at the Senior Center to learn and share new ideas. Please welcome Emma on Monday, November 21!

BOOTH & DIMOCK MEMORIAL LIBRARY

www.CoventryPL.org

1134 Main Street

Coventry, Connecticut 06238

(860) 742-7606

October 17, 2016

Dear Town Council Members,

Members of the Booth and Dimock Memorial Library Association Board of Trustees and its library director, Kristi Sadowski, attended a meeting with Coventry's Board of Education on October 12, 2016 at the Board of Trustee's request.

At the meeting, the Board of Education said they can and will no longer pay for the fiber connection between the schools and the library. This connection is how the library receives its internet.

The Board of Education gave the following argument. In May, 2016, the BoE learned that the library was not eligible for an e-rate discount. The cost of the library's connection went from a budgeted \$160 per month to \$400 per month. Further, the Board of Ed concluded that they never should have paid for this connection, and its payment stopped, effective the start of this fiscal year. They are seeking \$400 per month from the library, from July 2016 until the end of their contract with Charter, in June 2017. They are, I believe, requesting from the library a total sum of \$4,800.00. The BoE has indicated they will call Charter Spectrum to sever the connection if the Library Association does not pay this amount. The Library records over 20,000 computer/internet use sessions and nearly 2,000 additional WiFi internet uses annually. These are community members, Coventry citizens, most of who will be directly and detrimentally affected by this action.

The Library Trustees made the following arguments at the meeting.

- First, the contract with Charter is one that was negotiated on behalf of the Library, between the Town and BoE and Charter Spectrum. This is a contract that has existed since 2000, with several renewals and occurred after it was deemed more efficient for the Library to sever its existing separate connection with the Connecticut Education Network which until this year provided free internet access (minus the lease of fiber to run that access).
- Second, notice of the BoE's nonpayment was made after the library budget for 2016-2017 fiscal year was complete. At no time was the Board of Trustees informed in writing of this request or invited to discuss changes to the standing 16 year agreement.



BOOTH & DIMOCK MEMORIAL LIBRARY

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To put this amount into perspective for the Library Budget, it is 1.03% of our total annual budget and equivalent to the following line items: total annual programming budget, total YA materials and acquisitions budget, and is more than the annual supply budget. This amount more than constitutes a hardship as it is money we have not budgeted for, and quite simply cannot find.

- Third, this contract is a binding one that the BoE agreed to; most recently, they signed an agreement in January of this year to pay \$400 per month for the pipeline to the library, for the fiscal year 2016-17. Refusing to pay the library's portion is likely legally untenable.

The Library Board of Trustees also pointed out that because the contract with Charter was part of the BoE's budget, at the least \$160 per month of the \$400 per month they are refusing to pay is already budgeted for. By asking the library to pay the total amount of \$400 per month, in effect means the Town will be paying \$1,920.00 twice, for the same service.

In an effort to assist with the climbing internet costs, which have been a discussion at quarterly town technology meetings, the Library Director has submitted a grant application with the Connecticut State Library for funds to install our own fiber connection. The Connecticut State Library, Connecticut Education Network and their chosen vendor, Lightower, have indicated that we will have a fiber connection (at no cost to the Library or Town) as early as February 2017.

The situation the Board of Ed is in is lamentable. I am not unsympathetic to their plight. They are facing many unforeseen and unbudgeted increases in their chartered services. I do think, however, they are going about this the wrong way.

The Board of Ed directed us to ask the town council for the amount they say we owe, if we cannot pay for it out of budget.

The Booth & Dimock Memorial Library Association respectfully requests the Town Council to act and thus ensure that all residents of Coventry will retain equal access to information through the public internet connection provided through the Booth & Dimock Memorial Library. This could be accomplished through a one-time special payment of \$4,800.00 to be applied to the current fiscal year to cover the leased fiber costs, or to pay the BoE monthly, the amount they are requesting, until the connection through Charter Spectrum is no longer needed.

Thank you,

Kathleen Willett

Kathleen Willett

President, Booth & Dimock Memorial Library Board of Trustees



Laura Stone

From: John Elsesser
Sent: Wednesday, October 19, 2016 4:27 PM
To: Andy Brodersen; Beth Bauer; Hannah HPietrantonioTC; John Elsesser; Julie Blanchard; Laura Stone; Lisa thomas; Matthew OBrien; Richard Williams Jr.; Thomas Pope
Subject: FW: CEN and Charter costs
Attachments: BOE Library CEN and Charter costs.xlsx

I had asked Beth to talk with Bob to confirm what the Board budgeted for charter and CEN internet. Below is the analysis. Dave Petrone and I are discussing the possibility that the Board will continue to pay what was budgeted in the Board budget but not the increase due to the loss of e-rate for the Charter portion or internet which was not budgeted at all. This would be only for this fiscal year since we the Library is getting their own connection this spring and will not need Charter and will get e rate to reduce internet cost.

Dave is agreeable to the concept but we will discuss more next week.

I will add this to the November 7th agenda for consideration of an appropriation from the Council's 1.5% for a sum not to exceed \$4,680 for CEN and Charter expenses for the library. This assumes the Board will continue to pay the \$1,920 they budgeted. The internet will not be shut off in the interim.

From: Beth Bauer
Sent: Wednesday, October 19, 2016 4:10 PM
To: John Elsesser
Subject: CEN and Charter costs

John,

The budget and costs for the library and BOE CEN and Charter costs are summarized below:

The original BOE Budget was \$9,600 for Charter costs. This included \$1,920 to cover expenditures on behalf of the library. The actual billings from Charter for the BOE are now estimated to be \$12,480. This includes expenditures of \$4,800 on behalf of the library. The overall budget shortfall to pay the Charter bill is \$2,880.

The original BOE and Library budgets did not include the costs of the CEN connection. The estimated billings from CEN for the BOE are \$5,760. The maximum estimated billings from CEN for the library are \$1,800.

The maximum total cost for the library is \$4,800 + \$1,800 less the budgeted BOE amount of \$1,920 for a total shortfall of \$4,680.

Attached is a spreadsheet which shows the above numbers.

Beth Bauer
Finance Director
Town of Coventry
1712 Main St
Coventry CT 06238

860-742-3528
860-742-8911 (fax)

**Amend Tolland Code
Section A173-4 (L)**

The Building Official is authorized to waive all Town fees related to building permits for work on crumbling foundations. The waiver shall not apply to any fee required to be charged by the State of Connecticut. At the discretion of the Building Official the waiver may include fees for electrical, plumbing or other building fees.

The waiver only applies to work for the direct replacement for the existing foundation. At the discretion of the Building Official, the fees may be waived for permits for other related work required to restore the structure to its previously permitted condition.

Upon waiver of the fee, the Building Official shall notify the homeowner in writing that the fee has been waived including the amount of all fees waived.

This waiver provision shall be effective December 1, 2016. Work that has commenced but not been completed prior to this effective date may be eligible for a refund of said fees.



STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: siting.council@ct.gov

www.ct.gov/csc

October 28, 2016

Kathleen M. Shanley
Manager-Transmission Siting-CT
Eversource Energy
56 Prospect Street
Hartford, CT 06103

RE: **PETITION NO. 1251** – Eversource Energy petition for a declaratory ruling that no Certificate of Environmental Compatibility and Public Need is required for the proposed rebuilding and reconductoring of approximately 3.8 miles of its existing No. 900 69-kV transmission line within existing right of way between Skungamaug Substation and Mansfield Junction in Coventry, Connecticut, and related transmission line structure improvements.

Dear Ms. Shanley:

At a public meeting held on October 27, 2016, the Connecticut Siting Council (Council) voted to set the date by which to make a decision on the above-referenced petition by March 8, 2017 in accordance with Conn. Gen. Stat. §4-176(e) and with Section 16-50j-40(c) of the Regulations of Connecticut State Agencies.

Very truly yours,

Robert Stein
Chairman

RS/FOC/cm

- c: The Honorable Julie A. Blanchard, Chairman, Town of Coventry
- John A. Elsesser, Town Manager, Town of Coventry
- Eric M. Trott, Director of Planning & Development, Town of Coventry

OFFICE OF THE TOWN MANAGER
(860) 742-6324

To: Department Heads, Boards, Commissions, Agencies
From: John A. Elsesser, Town Manager
Date: October 24, 2016

RE: **2017/2018 through 2026/2027 CAPITAL IMPROVEMENT PROGRAM**

Enclosed please find the Capital Improvement Program Budget Manual for the years 2017/2018 through 2026/27. **Projects submitted for the FY 2017/2018-2022/2023 Capital Budget should be well justified with appropriate documentation. This documentation should include how your project relates to Town priorities.** Also enclosed is the budget calendar for FY 17/18. It is very evident that resources will continue to be remain tight due to economic conditions and state budget deficit issues. Please keep this in mind while preparing your requests.

Please read the instructions carefully. All submissions should be e-mailed to "CIP" (or, outside the network, CIP@Coventryct.org). Should you have any questions concerning the instructions, format or whether a project does or doesn't qualify please feel free to call my office at 742-6324.

As you are aware the Capital Budget's responsibility, per the Town Charter, lies with the Town Manager. However, it is not feasible to prepare a valid and practical Capital Budget without feedback from the departments, agencies and elected officials. Therefore, for the last several years I have shared some of the significant capital submissions with the Town Council for informal review prior to preparing my recommended Capital Budget.

Because the Town Council will be reviewing these items during their January and February meetings in advance of the normal budget process, it is requested that you return them to CIP@Coventryct.org with hard copies to both myself and Beth Bauer, Finance Director, no later than **December 19, 2016** in accordance with the proposed budget calendar, which is enclosed as a part of this manual. **Please adhere to this deadline.**

If you have any questions concerning the above, or the enclosed material please feel free to call my office; we will be glad to help you. If you do not have a project at this time please take a minute to call Laura Stone at 742-6324 to let us know.

/s
enclosure: Budget Manual
cc: David Petrone, Superintendent of Schools
Robert Carroll, Business Manager

TOWN OF COVENTRY

CAPITAL BUDGET PREPARATION MANUAL

FY 2017/18 – 2026/27 CAPITAL IMPROVEMENT PROGRAM

Town Manager's Office
October 24, 2016

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FOREWORD

The Coventry Town Council will be reviewing all Capital Projects listed in the upcoming Fiscal Year 2017/2018 and years 2017/2018 through 2022/2023 Capital Improvement Program during December and January in advance of reviewing the General Operating Budget. They will focus upon each project or piece of equipment. The purpose of the review is to determine whether changes can or should be made in the priority, scheduling and cost of the projects listed. Projects submitted for the Fiscal Years 2018-2023 Capital Budget should be well justified with appropriate documentation. It is important to discuss how this project relates to town wide priorities. These reviews are informational in nature. As required by the Town Charter I will submit to the Town Council my recommendations for a five year plan.

This year you are also asked to list those projects, facilities or pieces of equipment which you feel will need to be added or replaced during the years 2024/2027. The Town Council is interested in looking at projects that might occur in the longer term in an effort to gauge the overall impact on the town's debt structure. These projects need considerably less detail and only need to be listed with a description and projected cost.

As this document improves over the next several years it should become very comprehensive. Projects which, for whatever reason, have not been included in the first five year plan will be given very low priority. **Rarely will a project be initiated and funded in the same year.** A good deal of effort should be spent anticipating the need for vehicle equipment replacement, building repairs such as re-roofing, window replacement, and heating system replacement. All these items have an estimated life and if repairs or replacements are anticipated within the five or ten year time frame they must be included.

To assist the development of new requests, the Capital Budget plan from last year is attached. If a project has been submitted in the past, but is no longer needed, please indicate that it should be removed. All other projects should be reviewed for accuracy of description and cost, and updated as needed. For your own files, all existing projects in the plan should be copied into the new spreadsheet format, and updated as necessary.

CAPITAL BUDGET PREPARATION

A. **Letter of Transmittal:** The Letter of Transmittal is the narrative for those activities covered in the Capital Budget document. It should:

1. Discuss in brief terms any departmental activities of a financial impact since the last budget submission which impacts the Capital Budget.
2. Review and provide the justification and rationale behind any new or expanded programs or activities requiring capital expenditures.

B. **FY 2017/2018 – 2026/27 CAPITAL IMPROVEMENT PROGRAM:** The Capital Improvement Program is a comprehensive list of major public improvement projects which are proposed for the town during the upcoming fiscal year; the next five (5) years; and a summary list of projects for the seventh (7th) to tenth (10th) year. In a growing community like Coventry the Capital Improvement Program is vital for anticipating and planning for the physical assets of the town required for the education, safety, health and welfare of the people.

The Capital Improvement Program provides an effective method for the town to provide for the attainment of long-range capital investment goals within the financial capabilities of the municipality. The Capital Improvement Program also provides a means of coordinating the requests of the various departments and agencies, thus avoiding wasteful overlap, duplication and delay.

Each year the Capital Improvement Program is reviewed and extended another year, to maintain a rolling five year program. This annual review of the program allows the community to adjust to changing circumstances and, as needs change, modify plans and priorities can be adjusted.

WHAT IS A CAPITAL IMPROVEMENT?

There are several types of Capital Improvements. One type is a major improvement to the town of a non-recurring nature as differentiated from ordinary repairs or maintenance of a recurring nature. For the purposes of the Capital Improvement Program, a "major improvement" is a single project exceeding \$10,000 in cost with a life expectancy of five (5) years. For Board of Education projects the threshold to be considered as Capital Improvement is \$20,000. **Unrelated items may not be combined to reach these thresholds.** The acquisition of land, construction of improvements thereon, reconstruction or major alteration of current town properties and requests for preliminary studies are all capital projects. Examples would be new or remodeled schools and other public buildings, new or improved bridges, streets, storm drains and culverts, park land acquisition, and engineering plans.

CAPITAL IMPROVEMENT PREPARATION

WHAT IS A CAPITAL IMPROVEMENT? (CONTINUED)

Low dollar value equipment purchases are not normally considered to be Capital Improvements and are included in the Capital Outlay section of the departmental (for Town budget 54000 Accounts) budgets rather than the Capital Improvement Program. Sometimes items should be included in the Capital Improvement Program. Equipment for new facilities or major equipment costing more than \$10,000 with a life expectancy of over five (5) years is to be considered as a Capital Improvement and included. A third type of project which can be considered as a Capital Improvement is a multi-year study or consulting project costing over \$10,000. Examples of this are re-evaluation, update of the Master Plan or architectural fees. Additional staffing is not a capital improvement.

Please keep in mind that each major project should be substantiated by preliminary plans and cost estimates and a description on how it relates to Town priorities. Agency and Department Heads are encouraged, wherever needed, to request Capital Funds to conduct preliminary studies. All requests must be accompanied by an impact statement detailing and updating projected operating and maintenance costs of the requested/proposed project or maintenance costs of the requested/proposed project or piece of equipment and how such operating and maintenance costs are to be paid for i.e. General Fund, special revenues, etc. Operating and maintenance costs should include but not necessarily be limited to the cost of: additional personnel needed to operate or man the requested project, utilities, supplies or insurance.

FORMS TO SUBMIT:

Capital Improvement Project estimates are to be submitted on the attached Capital Budget Form. Electronic submissions are requested and preferred. Make a copy of the spreadsheet for your own use and submit same with all supporting documentation, (ie. Plans, descriptions, photos) via e-mail to user CIP. If you are unable to send the file electronically, please prepare a copy for the Town Manager and a copy for the Finance Director. A sample of the spreadsheet follows the form instructions.

C. Instructions: Capital Budget Request Form

1. Enter your department name, (i.e. Public Works) and the name of the person who should be contacted for additional information about the request.
2. Project # - If the project is being requested for the first time do not enter a number. If the project already exists use the number previously assigned. Project Name – if the project is being requested for the first time, enter a short descriptive name, or use the name previously assigned.

3. Category codes are the fixed asset category such as Land, Building, Bridge, Equipment, Roads. If you do not know the category, leave this blank.
4. Check the appropriate box.
5. Priority – enter a number from 1 to 5, 1 is the highest and 5 the lowest. This is your assessment of the need for this expenditure. The justification for this expense will need to support the priority assignment.
6. Useful Life – This is the estimated life of the item.
7. Description – Enter a brief description. Additional materials such as vendor brochures, needs assessment studies, photographs, project budgets, design schematics should be attached. If it is not possible to include the attachments electronically, copies should be sent through the regular mail.
8. Justification – Enter the reasons for the expenditure. This section will describe the need and the benefits of the requested project. It has to be succinct, informative and persuasive.
9. Expenditure Schedule – This section has 9 columns. Prior totals are the amounts previously appropriated in prior year budgets. The projected project costs are to be entered by year for the next six years. If the expenses will extend beyond the six years, the remainder of the costs should be shown in the future total, and the projected costs by year should be noted in the comments section. The total estimated cost is to be reflected at today's cost. The spreadsheet allows for multiple lines of entry; most projects will only have one line.
10. Funding Sources – Enter recommended funding sources such as Bonding, State and Federal Grants/Loans, LOCIP, Town Aid for Roads, Lease Purchase, General Fund, and Cafeteria Fund. If grant money is to be used, enter the correct name of the grant. Use the same format as was described in section 9 above.
11. Operational Impact/Other – Enter a description of the impact that this project will have on other areas of the budget. For example, the construction of a skate park might require a change in the insurance coverage.
12. Operating Budget Impact - Using the format in section 9, enter any projected costs to the operating budget.

**CAPITAL REQUEST
2018-2027**

Department _____
Responsible Person _____

PROJECT # _____
PROJECT NAME _____

CATEGORY _____ Improvement _____ or Equipment _____
PRIORITY _____ (1 High...5 Low) Useful Life _____

DESCRIPTION _____

**** SPREADSHEET FOR GATHERING
CAPITAL EQUIPMENT or IMPROVEMENT DETAILS
FROM THE DEPARTMENTS**

JUSTIFICATION _____

Expenditure Schedule

PRIOR TOTAL	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	TOTAL	FUTURE TOTAL
_____	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Sources

PRIOR TOTAL	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	TOTAL	FUTURE TOTAL
_____	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

OPERATIONAL IMPACT/OTHER _____

Operating Budget Impact

PRIOR TOTAL	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	TOTAL	FUTURE TOTAL
_____	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL BUDGET FORM

Ten Year Forecast

As indicated the Town Council would like a summary listing of those projects and equipment you expect will be needed between FY 2023 and 2027. It is not necessary to provide the specific cost or data or designate the specific year you expect the project to be implemented; a simple listing is sufficient. If you desire to provide detail, this is also acceptable. This is your opportunity to brainstorm your long term future needs and desires.

Appendix

2017/2018 BUDGET CALENDAR

ACTIVITY	LATEST DATE PER TOWN CHARTER	RECOMMENDED DATE
Capital Budget forms prepared & sent out.		October 22, 2016
Completed Capital Budget forms returned to Town Manager (including Board of Education)		December 19, 2016
Operating Budget forms prepared & sent out.		November 18, 2016
Completed Operating Budget forms returned to Town Manager (excluding Board of Education)	March 12, 2017	December 30, 2016
Capital Budget discussion & presentation before Council		January- February 2017
Operating Budget meetings with Town Manager, Departments, Boards		Jan. 3-Jan 27, 2017
Capital Budget forwarded to Planning & Zoning		February 8, 2017
Board of Education Budget <u>totals</u> to Town Manager	March 12, 2017	February 20, 2017
Planning & Zoning 8-24 Review		February 13, 2017
Board of Education Budget filed with Town Clerk & forwarded to Town Council	March 12, 2017	February 22, 2017
Town Manager's Proposed Operating & Capital Budget to Town Council & Town Clerk (filed)	March 23, 2017	March 1, 2017
Public Copies for Hearing Available	April 11, 2017	March 1, 2017

**2017/18 Budget Calendar
Page 2**

Legal Notice on Hearing	April 11, 2017	February 27, 2017
Public Hearing on Town, School & Capital Budget	April 21, 2017	March 9, 2017
Council meets with Board of Education on Budget		March 13, 2017
Council Budget Adjustments		March 1-April 3, 2017
Council's Final Adjustments & Budget Adoption & Warning of Town Meeting		April 3, 2017
Document Preparation		April 4-7, 2017
Legal Notice to Paper		April 17, 2017 AM Latest
Annual Meeting Legal Notice	April 11, 2017	April 10, 2017
Annual Town Meeting	April 22, 2017	April 22, 2017
Adjourned Town Meeting/ Referendum	May 2, 2017	May 2, 2017

NOTE: SCHOOL VACATION DATES

February 20,21
March 10
April 10-14 Spring Break

APPENDIX: CATEGORIES

Dept name
Culture & Recreation
Education
General Administration
Human Services
Public Safety
Public Works

Expenditure code	Description
E	Equipment
I	Improvement
L	Land
M	Maintenance
S	Study
Z	Unassigned

Category Name
Bridges
Buildings
Buildings - Additions
Buildings - Asbestos
Buildings - HVAC & Electrical
Buildings - Portable Structure
Buildings - Roof
Buildings - Septic
Equipment
Equipment - Computers
Equipment - Communication
Equipment - Contractors
Equipment - Ground Maintenance
Equipment - Highway Equip
Equipment - Office
Equipment-generators
Improvements - Not Building
Infrastructure
Infrastructure - Asphalt Roadway

CAPITAL IMPROVEMENT PLAN

SUMMARY

CAPITAL IMPROVEMENT PROGRAM: FY 2016-2021

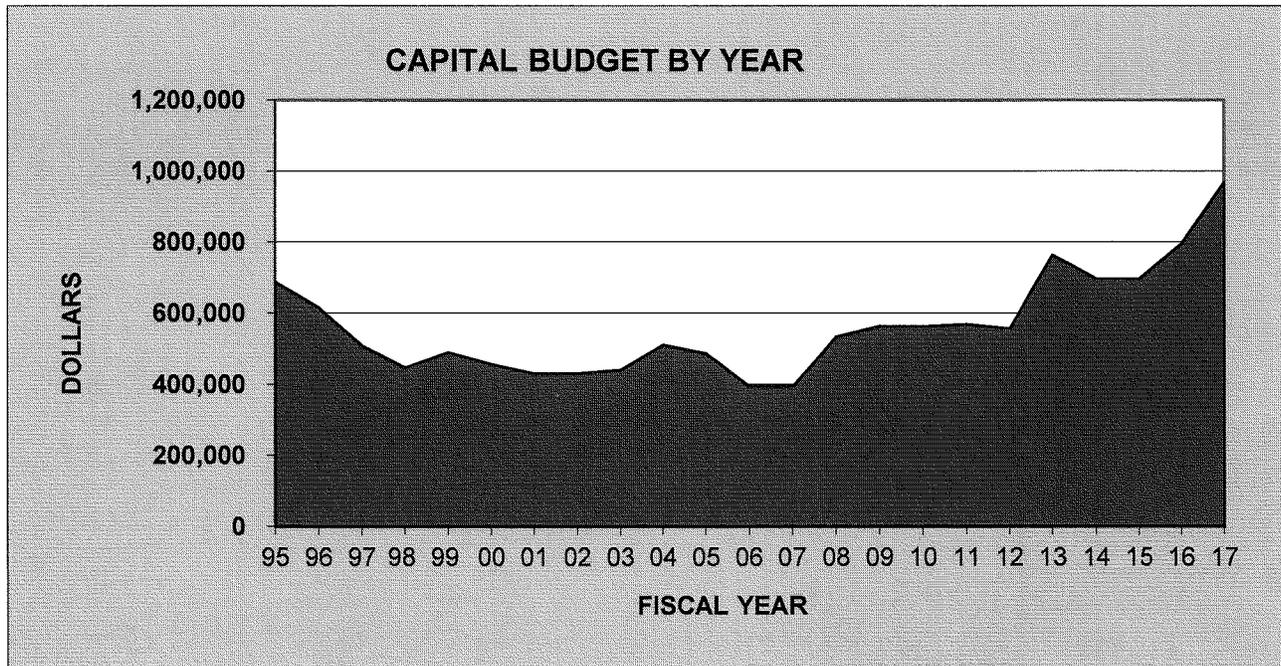
PROGRAM DESCRIPTION

**CAPITAL IMPROVEMENT PROGRAM BUDGET SUMMARY
FISCAL YEAR 16-17**

Estimated Revenues	Adopted 15/16	Requested 16/17	Inc/dec
General	794,620	968,787	174,167
Town Aid Road	290,000	290,000	0
LOCIP	100,000	100,000	0
Capital Non-Recurring Reserve	93,700	77,000	-16,700
State & Federal Grants	530,000	2,203,500	1,673,500
Notes & Bonds	2,921,000	4,500,000	1,579,000
Other	43,000	87,400	44,400
Lease Purchase	1,060,000	773,000	-287,000
TOTAL	5,832,320	8,999,687	3,167,367

Estimated Expenditures

General Administration	656,620	661,700	5,080
Public Safety	1,039,000	816,000	-223,000
Public Works	3,393,700	890,487	-2,503,213
Human Services	0	50,000	50,000
Culture & Recreation	65,000	6,052,000	5,987,000
Education	628,000	329,500	-298,500
Reserve for Capital (CNREF)	50,000	200,000	150,000
TOTAL	5,832,320	8,999,687	3,167,367



CAPITAL IMPROVEMENT PROGRAM-Capital Project Funds

The following Capital Project Funds are established to account for the resources used for the acquisition of capital facilities and infrastructure for the Town of Coventry with the exception of those items financed by Special Revenue Funds.

CAPITAL EXPENDITURES (General Fund):

This funding source relies on the use of Town cash, raised through taxes, to undertake necessary capital improvements or make capital purchases. This year \$968,787 is requested, an increase of \$174,167 over last year's Capital Budget. The budget was essentially frozen last year and had not made significant progress toward our need of at least \$1,000,000 per year until this year. We have established a threshold of not lease purchasing items under \$50,000. Industry standards for capital replacement call for funding 10% of the annual operating budget for capital replacement. We fall far short of that standard by over \$3,000,000. This means that over time we rely on borrowing to pay for projects and incur interest expenses which could be avoided if we properly funded this account. It should be noted that the Capital Expenditures budget for FY 95/96 was \$615,500 which, if adjusted for inflation, would be over \$1,000,000 today. Sixteen (16) projects are planned for this activity. They include:

1 Summer Road Program (partial-see also Town Aid)	270,000
2 School Computers	150,000
3 Town Hall Computer Upgrades	36,700
4 Classroom furniture	30,000
5 Police admin. vehicle	22,500
6 SCBA fire paks\ hose	15,000
7 Fire gear	20,000
8 Open Space Fund	25,000
9 Pat. Park: Lodge furnace replacement	17,000
10 CNREF	200,000
11 Town Hall VOIP telephone hardware	30,000
12 Small senior van replacement: grant match	10,000
13 Zero radius mower-small	12,500
14 CHS Hurlock gym floor refinishing	27,500
15 Fire scba air tank compressor CVFA	65,000
16 Lake management; Fanwort & Benthic Barrier match	37,587
TOTAL	<u>968,787</u>

TOWN AID ROADS

The State of Connecticut grants money to the Town based upon the number of miles of improved and unimproved roads. The improved road funds supplement town tax dollars for the annual road resurfacing program. The unimproved road fund is designed to upgrade non-paved roads. We hope to receive \$290,000 in Town Aid for Roads (TAR) funds from the State. TAR funds are supplemented by \$270,000 of local funds for a total summer roads program of \$560,000.

LOCAL CAPITAL IMPROVEMENT PROGRAM (LOCIP)

The State of Connecticut has established a trust fund to promote local infrastructure repair. The State will reimburse the Town for 100% of eligible improvement projects to Town roadways, buildings and facilities. LoCIP, in general, cannot be utilized to purchase equipment or furnishings, or on school buildings. The Town will not receive these funds if the projects are not completed. The funds are not included in the revenue projections per auditor's advice. Instead a separate Special Revenue Fund has been created. A separate question at Town meeting is required. Annually the fund receives around \$100,000 and balances can be carried forward. Seven (7) projects totaling \$100,000 have been proposed:

1	Tracy Shoddy Mill completion	\$35,000
2	Miller Richardson improvements	\$11,000
3	Field irrigation	\$20,000
4	Laidlaw soccer fence	\$9,000
5	Guardrail	\$8,500
6	Police station carpet replacement	\$6,500
7	Patriots Park Community Center renovations	\$10,000
	Total	\$100,000

CAPITAL & NON-RECURRING EXPENDITURES FUND (CNREF)

The Town Charter provides for the establishment and funding of a Capital Non-Recurring Expenditures Fund for the purpose of paying the cost of capital improvements over multi-year periods. In accordance with Chapter 108 of the Connecticut General Statutes, the Town Council may levy an annual tax not to exceed two (2) mils for the benefit of CNREF. In addition, the Council may transfer to the CNREF any portion of resources of the General Fund not otherwise appropriated. In an effort to restore this fund, increasing appropriations are scheduled to get to the point where major equipment purchases can be made. This year a more significant contribution is proposed for this fund of \$200,000 which

should bring the fund balance to around \$372,827. One purchase out of the fund balance is envisioned to purchase a small dump truck in the amount of \$77,000.

STATE & FEDERAL GRANTS

Occasionally the Town becomes aware of opportunities to undertake special projects utilizing funds from government or private grants. Grants pending include a \$500,000 STEAP grant to add a small addition to the rear of the Town Hall for a meeting room. Columbia is also reapplying for a STEAP grant for repairs for the Hop River Road Bridge. It is envisioned to apply for funds to assist in funding for the proposed Library expansion and renovation under this year's STEAP grant round.

NOTES & BONDS

The Town borrows money from time to time to finance large expenditures beyond the Town's ability to pay on a cash basis. To borrow money or undertake a project of more than \$100,000, approval of a Town meeting and referendum is required in accordance with Section 9-3 of the Town Charter. The Town has received a million dollar grant for the expansion and renovation of the Booth Dimock Library which is being studied for a possible fall referendum. This budget has a place holder of a \$4,500,000 local share which will be decided during early summer as more information is received. No debt service funds are proposed in this budget for this project. A plan is also being developed for the following year to address projects for energy, codes and civil rights compliance issues improvements for Town and school buildings. An architectural firm has just been hired.

OTHER

Special project funds are established from time to time for specific projects. Several projects are envisioned this year. Verizon rental income from leases on the radio tower (\$25,000) will be used to implement the recommendations from the town-wide Communications Study. Priority this year is targeted at resolving any outstanding dead spots in the north east corner. Funds are also reserved for the on-going operation of Verizon phones used by emergency responders, the Everbridge system, and vehicle location systems.

1.	Patriots Park improvements	P Park fund	\$5,000
2.	Tower equipment	Radio Tower fund	\$10,000
3.	Cafeteria upgrades	Café fund	\$25,000
4.	Tracey Shoddy mill completion	Local Locip fund	\$20,000
5.	High visibility signs	Misc. Hwy fund	\$10,000
6	1 ton dump body	Misc. Hwy fund	\$10,000
	Total		\$80,000

LEASE PURCHASE

From time to time the Town decides to lease purchase equipment over time to lessen the immediate impact of the acquisition cost. These lease purchase agreements must contain a clause which releases the Town from the agreement if the payment is not funded. The annual payments are carried in the debt service portion of the budget. Lease purchases are proposed for two fire apparatus; a large water tanker (10 year lease for \$32,500) and a used Quint totaling \$650,000 (5 year lease for \$76,000 annually). These will eventually replace two current Engine Tankers which have reached the end of the recommended use cycle. Also proposed is a replacement 4 x 4 Backhoe (\$123,000 over 10 years or \$13,500 annually). These new lease/purchases will cost \$122,000 annually including interest (See debt service section of budget). One lease purchase for a dump truck was paid off freeing up \$33,475 so the net increase for lease purchasing is \$88,525.

Town of Coventry, Connecticut

Capital Improvement Plan

FY '17 thru FY '21

PROJECTS BY DEPARTMENT

Department	Project#	Priority	FY '17	FY '18	FY '19	FY '20	FY '21	Total
CNREF								
CNREF FUND	12-GA-001	2	200,000	100,000	200,000	225,000	250,000	975,000
CNREF Total			200,000	100,000	200,000	225,000	250,000	975,000
Culture & Recreation								
Chiller replacement: Library	09-cr-003	1			75,000			75,000
Carpet replacement/interior painting: Library	09-cr-004	3			35,000			35,000
Patriots Park Improvements	09-cr-006	2	32,000	15,000	15,000	15,000	15,000	92,000
Miller Richardson Improvements	09-cr-007	1	11,000	33,500	400,000			444,500
Laidlaw Park Improvements	09-cr-008	3	9,000	250,000				259,000
Creaser Park	09-cr-011	3			10,000			10,000
Library boiler upgrade and oil tank replacement	10-cr-4	3			65,000			65,000
Canoe/kayak launch	11-cr-2	3		18,000				18,000
Elevator upgrade	12-CR-2	3			24,500			24,500
Library expansion	15-cr-1	3	6,000,000					6,000,000
Culture & Recreation Total			6,052,000	316,500	624,500	15,000	15,000	7,023,000
Education								
Classroom computerization & network upgrades	09-ed-001	1	247,000	200,000	275,000	300,000	200,000	1,222,000
Classroom Furniture	09-ed-011	2	30,000	42,000	42,000	45,000	45,000	204,000
School Carpet replacement	09-ed-014	4		30,000				30,000
School Energy/electrical/security upgrades/ada	12-ED-7	1		3,000,000				3,000,000
Bus Parking facility	13-ed-2	3					125,000	125,000
CHS tile replacement	14-ed-10	2		180,000				180,000
tennis courts	14-ed-11	3				25,000		25,000
School Custodial equipment	14-ed-3	3				25,000		25,000
School wood Floor refinishing	14-ed-6	3	27,500	22,000	75,000	32,500	32,500	189,500
Additional School Maintenance truck	14-ed-8	3		30,000				30,000
CHS Lecture hall seating	14-ed-9	3			70,000			70,000
CHS track resurfacing	16-ED-1	4				65,000		65,000
Kitchen equipment upgrades	16-ED-2	2	25,000	27,000				52,000
Window replacement	17-ed-1	3					5,000,000	5,000,000
Education Total			329,500	3,531,000	462,000	492,500	5,402,500	10,217,500
General Administration								
Information Technology	09-ga-001	1	36,700	37,334	37,981	38,640	39,313	189,968
Revaluation	09-ga-002	1		60,000	60,000			120,000
Open space acquisition	09-ga-005	2	25,000	25,000	25,000	25,000	25,000	125,000
Town hall Renovations	09-ga-009	1	30,000					30,000
Citizens survey	14-ga-1	4		14,000				14,000
Water tower	14-ga-2	3	500,000					500,000
Tracy Shoddy Mill	17-ga-1	3	70,000					70,000

Department	Project#	Priority	FY '17	FY '18	FY '19	FY '20	FY '21	Total
General Administration Total			661,700	136,334	122,981	63,640	64,313	1,048,968
Human Services								
Elderly Van replacement	09-HS-001	3	50,000					50,000
Human Services Total			50,000					50,000
Public Safety								
Police Cruiser/staff cars replacements	09-ps-001	1	22,500	41,000	82,000	42,000	84,000	271,500
Turn-out gear	09-ps-004	2	20,000	20,000	20,000	20,000	20,000	100,000
Self Contained Breathing Apparatus\ hose etc.	09-ps-005	1	15,000	20,000	20,000	20,000	20,000	95,000
Radio replacement/enhancement	09-ps-008	2	10,000	10,000	10,000	10,000	10,000	50,000
Tanker Truck	09-ps-009	1	300,000					300,000
ET 311 replacement with used Quint	09-ps-014	1	350,000					350,000
ET refurbishment	09-ps-015	2		200,000				200,000
Replacement flooring: Police Station	13-ps-1	3	6,500	10,000				16,500
Dayroom addition to Merrow substation	13-ps-6	4				400,000		400,000
Service 211 replacement	14-ps-2	4			60,000			60,000
Police technology	15-ps-1	2	27,000	38,000				65,000
Replacement of ET	16-ps-2	3				750,000		750,000
SCBA compressor replacement	16-ps-4	1	65,000					65,000
Roof heating cables	17-ps-1	3		17,000				17,000
Public Safety Total			816,000	356,000	192,000	1,242,000	134,000	2,740,000
Public Works								
Large Dump replacement	09-pw-001	1		190,000	190,000		190,000	570,000
Staff cars	09-pw-003	3				15,000		15,000
Summer Roads	09-pw-006	1	560,000	590,000	590,000	590,000	590,000	2,920,000
Large drainage projects	09-pw-007	3		20,000		50,000	15,000	85,000
Large bridges	09-pw-008	2			60,000		40,000	100,000
Small bridge & culverts	09-pw-009	3				25,000	25,000	50,000
Field irrigation	09-pw-011	4	20,000	20,000				40,000
Small Dump trucks	09-pw-014	2	77,000				80,000	157,000
Pick up trucks	09-pw-015	3		36,000		35,000		71,000
Mowers: fine cut, small area	09-pw-016	2	12,500	15,000			18,500	46,000
Urban Forestry Stewardship	09-pw-018	3		10,000		10,000		20,000
Sidewalk extension/repair	11-pw-03	4				15,000		15,000
High-visibility sign replacement	11-pw-04	2	10,000					10,000
Wheelloader	13-pw-10	2		225,000				225,000
4 x 4 mid size Backhoe	13-pw-4	3	123,000					123,000
Open space stewardship	13-pw-5	3			10,000		10,000	20,000
Tri-axle dump	13-pw-7	3			225,000			225,000
Guardrail	13-pw-8	3	8,500		10,000			18,500
Cemetery expansion	14-pw-4	3		30,000				30,000
Sewer Expansion-Upper Oak Grove	14-pw-7	3					500,000	500,000
Dump body replacements	16-pw-1	1	10,000					10,000
Lake management projects	17-pw-1	1	69,487					69,487
Public Works Total			890,487	1,136,000	1,085,000	740,000	1,468,500	5,319,987
GRAND TOTAL			8,999,687	5,575,834	2,686,481	2,778,140	7,334,313	27,374,455

Budget Fiscal Year: 2017 to 2017

Account# and Description	2015		2016		Dept Head	Town Manager	Cou/Bud		%
	Actual	Base Budget	Actual YTD	Est. Actual			Council	Inc/Dec	
9201 CAPITAL EXPENDITUR								0	.00
54190 OPEN SPACE	30,000	25,000	25,000	25,000	25,000	25,000	25,000	150,000	300.00
54300 CAPITAL & NONRECURRING	25,000	50,000	50,000	50,000	50,000	50,000	200,000	5,000	20.00
54910 CLASSROOM FURNITURE	30,000	25,000	25,000	25,000	30,000	30,000	30,000	17,000	.00
57470 PATRIOTS PARK RENOVATIONS	0	0	0	0	17,000	17,000	17,000	17,000	.00
57532 SCHOOL ENERGY, ELECTRICAL, SECU	0	75,000	344	0	0	0	0	(75,000)	(100.0)
57980 LAKE MANAGEMENT PROJECTS	0	0	0	0	15,000	15,000	37,587	37,587	.00
Hydrilla, flyboard, fanwort									
58022 CAD/RMS MOBILE SOLUTION	0	30,000	7,200	30,000	0	0	0	(30,000)	(100.0)
58465 BOE WOOD FLOOR REFINISHING	0	0	0	0	27,500	27,500	27,500	27,500	.00
58540 COMPUTER REPLACEMENT AND UPG	30,131	31,620	0	31,620	36,700	36,700	36,700	5,080	16.07
58685 DUMP BODY REPLACEMENTS	0	10,000	8,511	10,000	10,000	10,000	0	(10,000)	(100.0)
58702 POLICE CRUISER	36,965	38,000	29,359	38,000	17,500	17,500	22,500	(15,500)	(40.79)
58709 MOWER	0	0	0	0	12,500	12,500	12,500	12,500	.00
58712 ED OF ED VAN	0	25,000	25,000	25,000	0	0	0	(25,000)	(100.0)
58721 VAN - SENIOR TRANSPORTION	0	0	0	0	10,000	10,000	10,000	10,000	.00
58727 SCBA FIRE PAKS	20,000	20,000	4,085	20,000	15,000	15,000	15,000	(5,000)	(25.00)
58728 ACO VEHICLE	0	30,000	30,000	30,000	0	0	0	(30,000)	(100.0)
58729 SCBA COMPRESSOR	0	0	0	0	85,000	85,000	65,000	65,000	.00
58730 FIRE EQUIPMENT/GEAR	49,041	20,000	0	20,000	20,000	20,000	20,000	0	.00
59840 TOWN HALL IMPROVEMENTS	0	0	0	0	30,000	30,000	30,000	30,000	.00
59880 SUMMER ROAD PROGRAM	265,000	265,000	19,397	265,000	270,000	270,000	270,000	5,000	1.89
59910 EDUCATIONAL COMPUTERS	161,409	150,000	0	150,000	150,000	150,000	150,000	0	.00
Total 9201 CAPITAL EXPE	647,546	794,620	223,896	719,620	821,200	821,200	968,787	174,167	21.92

Produced Using the Future-Capital & Resources System

**Team
Challenge!**



HOLIDAY

BELLRINGING



All Ages!

Calling all businesses, organizations, clubs, families and groups of friends!

Why Belling?

- Community Spirit
- A family tradition
- Give back to the community
- Help others in need
- Have FUN!

Log the most hours as a team and win a prize!

1. **CREATE A TEAM**
2. **CREATE A TEAM NAME**
3. **CHOOSE YOUR LOCATION AND HOURS**

Help Others!

Funds raised through Salvation Army bellringing helps those in need with heating, rent, medical assistance, camp scholarships, back-to-school supplies and new shoe gift cards!

When:

**NOVEMBER 28-DECEMBER 24, 2016
FLEXIBLE HOURS**

Where:

**HIGHLAND PARK MARKET, SUBWAY,
DUNKIN DONUTS, WALGREENS**

Get Involved!

Coventry Human Services

Call (860) 742-5324 to register your team, and reserve your location & time slots!

The Holiday Committee
c/o Coventry Human Services
1712 Main Street, Coventry, CT 06238

September, 2016

Dear Friends:

For some organizations and families, "adopting" a family or a senior for the holidays has become an annual tradition. Inquiries from local groups and individuals wanting to help with food and gifts for the upcoming holiday season have already started coming in. We are very fortunate again this year to have such a wonderful team of volunteers working with our office staff to accomplish our mission.

Please take a moment to indicate how you or your organization would like to help and return the enclosed form by **TUESDAY, NOVEMBER 1st**. If you choose to make a gift donation, we ask the gifts be new and UNWRAPPED.

We extend a warm *thank you* in advance for helping make this holiday season better for our neighbors. If you have any questions, feel free to contact Human Services at 860-742-5324 for more information. We look forward to another successful year.

Sincerely,

Courtney Chan, Brenda Bennett, Crystal Morawitz and Holiday Volunteers

DROP-OFF TIME AND LOCATION
Senior Center, 172 Lake Street, Coventry, CT

****PLEASE USE THE SIDE DOOR****

Thanksgiving - **SATURDAY, NOVEMBER 19th, 8:00a.m.-Noon**

December Holiday - **THURSDAY, DECEMBER 15th, 2:00p.m.-7:00p.m. OR**
FRIDAY, DECEMBER 16th, 7:00 a.m.-noon

****CONTACT TELEPHONE # FOR THIS DAY ONLY 860-234-1831****

Be sure to like us on Facebook for updates and information!



Holiday Committee
Donations for Holidays 2016

Name of Individual or Organization: _____

Contact Person (if Organization): _____

Address: _____

Contact Phone 1: _____ Contact Phone 2: _____

E-Mail: _____

What is the best way to reach you? _____

Type of Household I/We would like to Adopt:
___ Family (4 or less) ___ Family (5 or more)
___ Single Person
___ Multiple Families

I/We would like to donate: (please check all that apply)

___ Thanksgiving Meal: ___ Food ___ Gift Card

___ December Holiday:
___ Food Only ___ Gift(s) Only ___ Food & Gifts ___ Gift Card

___ Cash Donation \$ _____
(Check made payable to: "The Holiday Committee")

(Suggested meal donation includes: turkey, potatoes, gravy, stuffing, pie, cranberry sauce, rolls, pies, etc.)

Please return this form no later than Tuesday, November 1, 2016. You will be contacted to discuss the specific needs of your adopted family.

Coventry Human Services thanks you for your generosity.

Please return form to:
Coventry Human Services
Town Hall, 1712 Main Street
Fax: 860-742-3505;
Tel #: 860-742-5324
Email: bbennett@coventryct.org

Substance Use in Our Communities
EHHD Work-group
October 18, 2016 at 9:00am
Tolland Town Hall, Conference Room B
Meeting Notes

Present: Nancy Dunn, Rob Miller, Mark Walter, Courtney Chan, Brian Clinton, Patricia Schneider, Jennifer Janssen, Margo Martello, Christina Mailhos, Crystal Morawitz, Katheirne Bell, John Elsesser, John Littell Representative, Mark Palmer

Overview/Purpose

After introductions R Miller began by welcoming the group and providing background and summary from the September 26th meeting of the work-group.

Marketing/Advertising Plan

R Miller began the meeting by discussing the marketing and advertising. He stated that Tolland High School students had agreed to help us by creating a marketing plan. He asked M Martello to expand

M Martello stated that she has recruited 5 students from the well-established and recognized Business program at Tolland high School to assist the workgroup by creating a marketing plan. These students had some questions and concerns that needed to be answered by the group before they could begin the planning, and these questions had been sent to the group members before the meeting. She stated that she also asked that the student create a name for the event.

One question was the date of the event. The students felt that a Saturday event would not be successful as many parents and families have other commitments on Saturdays that would create a conflict.

R Miller stated that the originally date proposed on a Saturday was to piggyback off the Chris Herron event, but that did not work out.

M Martello stated that once she received the answers to the questions she would return them to the students, they would begin working on a marketing plan and present it to the group at the next meeting. Additionally, she stated that Ellington High School also has a graphic design group and might be willing to help in the creation and printing of marketing materials.

R Miller presented the questions the students had to the group. The first question asked about involving local businesses. A discussion pursued that resulted in with each town will use its own established channels and techniques to market and advertise the event. This may include speaking to business to put up posters or distribute flyers; advertising on social media platforms, adding to existing Parks and Recreation Departments material, and the possibility of taking out a local newspaper advertisement. It was also agreed that providing raffles or door prizes at the event would take away from the importance of this issue.

J Elsesser suggested that if we wanted sponsorship from a business, it should be from the health industry.

J Janssen asked if we did have a giveaway could it be health related.

R Miller stated that a good giveaway could be a packet of informational material related to substance abuse issues.

M Martello suggested that we may get sponsorship for this idea, if we gave out a bag with the events name on one side and the sponsor on the other.

Event Budget

R Miller stated that we will focus on local businesses for support but not funds. This led into the next agenda item, the budget. R Miller stated he would be speaking to the EHHD Board of Directors this week about funds for this project. He also stated that the Health District expects to be able to cover the cost of the keynote speaker, Greg Williams.

J Elsesser asked if the students could come up with a price.

M Martello stated the students will go big if we leave the budget up to them. However, we could let them go big, and choose the items we wanted from what they create.

C Mailhos suggested using a simple, canned marketing program similar to the Solarize CT campaign.

R Miller stated that this event was still in need of a title and tagline. He said he felt it was important to include the word "opioid" in the title/tagline somewhere.

A discussion began in which several ideas and topics for possible words, titles, and taglines to be included arose. Several of note were "Stop the stigma," and "our community, our solution." A conversation about the inclusion of the word heroin also took place, with the thought that the word might scare people away from attending the event. On the opposite view, the word heroin is recognizable to the general public.

All of this information will be taken back to the Tolland students for them to prepare the presentation at the next work group meeting to be held at Tolland High School.

Date and Event

R. Miller stated there were two potential dates for the presentation, Feb. 8 and Feb. 28. The group decided on Feb. 8th, and R Miller will follow-up to see if we can hold Feb. 28th as a snow day with Greg Williams.

The agenda for the event was presented. Since the event was to be held in the evening, a question about providing food was raised. After a brief discussion the consensus was this would add unneeded complexity to the event.

M Martello described the community resources part of the event and explained the hope would be to have this be a place where attendees can get more of a one-on-one with the local providers and groups there to assist with substance abuse prevention. Additionally she will be requesting a drug take-back box from the police department.

M Martello asked for the groups help in identifying local programs, and organization that would be a good fit for the community resource tables. She stated if any of the group had contacts to please email those to her.

Draft Program Agenda

J Elsesser asked for a more detailed explanation of the “Panelist Presentation” and “Facilitated Panel Discussion.”

R Miller started by giving the group some background on the keynote, Greg Williams. He went on to say that Mr. Williams is well known in the recovery community, but not as much by the general public and this might need to be a focus of our marketing plan. R Miller said that the keynote would speak and possibly show a short clip from his most recent film, then the panelist would speak for about 5 minutes on their interface with this issue. Then we would move to the question and answer portion.

A review of the potential panelist began, and in summary it was decided that the focus of this event is on the local communities and the message is there are solutions to this problem and those suffering can change. That being decided the group discussed reducing the panelist list to a behavioral health care provider, local law enforcement representative, local EMS rep., local Dept. of Humans Services Rep., a Community member in recovery, and a family member of a person in recovery. Many of the group members had mentioned they had connections to or ideas about potential panelist.

The Dept. of Public Health (DPH) and Dept. of Mental Health and Addictive Service (DMHAS) will be asked to host a table in the community resources area.

C Mailhos N asked if we could include a short time for introductions of individuals in the communities that could be seen as good resources for individuals/families dealing with addiction.

R Miller summarized the discussion by saying the event will focus on the local communities, with about 7 speakers.

N. Dunn suggested we add the words hope and change to the tag line.

J Elsesser suggested the idea of EHHD branding events such as this by using the title “EHHD Community Conversation: “this would allow the Health District to use that title and this format with other health related topics.

R. Miller concluded the meeting by asking each member of the group to send community resource information to Margot, to contact any potential panelist, and he stated he would contact the keynote to firm up the date.

Number of Admissions to Opioid Treatment by EHHD Town (data taken from DMHAS website)

Town	2012	2013	2014	2015	2016	%change/5yrs
Andover	5	4	9	17	22	340%
Ashford	20	27	17	33	29	45%
Bolton	12	14	20	24	17	42%
Chaplin	24	12	21	35	22	-8%
Columbia	12	12	25	28	24	100%
Coventry	43	54	63	69	72	67%
Mansfield	48	53	70	51	77	60%
Scotland	5	2	4	4	8	60%
Tolland	44	33	30	40	38	-14%
Willington	10	23	33	27	30	200%
Totals	223	234	292	328	339	52%
Accidental Drug Related Deaths	6	0	9	15	7	

*This spreadsheet displays the number of total admissions, by year and by town, admitted to treatment for opioid disorders.

*These data do not include people who received treatment from private physicians and privately operated practices; however, we have included data submitted by licensed, non-funded, private providers who are required to submit treatment data per state statute.

* The fatality data includes accidental deaths from all drugs (data taken from Office of the Medical Examiner website)

All Opioid Unduplicated Clients by Town in EHHD (data taken from DMHAS website)

Town	2012	2013	2014	2015	2016	%change/5yrs
Andover	3	3	7	10	9	200%
Ashford	13	19	15	23	15	15%
Bolton	10	8	10	16	11	10%
Chaplin	15	6	19	16	16	7%
Columbia	11	10	17	20	16	45%
Coventry	21	34	37	42	42	100%
Mansfield	37	35	50	28	39	5%
Scotland	3	2	3	3	3	0%
Tolland	28	16	20	25	28	0%
Willington	7	17	21	15	16	129%
Totals	148	150	199	198	195	24%

*This spreadsheet displays the number of people, by year and by town, admitted to treatment for opioid disorders.

*Each person is only counted once per town and per year. For example, if someone living in Hartford entered treatment twice during 2016, that person would only be counted once.

*These data do not include people who received treatment from private physicians and privately operated practices; however, we have included data submitted by licensed, non-funded, private providers who are required to submit treatment data per state statute.

Feb 8th Public Workshop - EHHD - Tolland High School
28th Snow Over.

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

TO:	John Elsesser, Town Manager
FROM:	Michael C. Collins Duncan J. Forsyth
DATE:	5/17/2016
RE:	Senior Tax Abatement Proposal

You have requested our guidance regarding a proposed program of tax relief for senior residents of the Town of Coventry concerning the taxes on their homes. The proposal ("Senior Tax Option Plan"), which is currently in the form of a conceptual draft only, is attached. We have reviewed pertinent statutes as well as background information that you provided to us.

It must be stated as a general proposition that a municipality's power regarding taxation comes from the state. Only through express statutory authority may a municipality levy, exempt or abate taxes.

There are certain state statutes that provide for tax relief for elderly taxpayers. See, for example, General Statutes § 12-170aa to §12-170cc which provides a state-reimbursed tax reduction to homeowners who are at least 65 years old and who meet certain income limits. See, also, General Statutes §12-170v to §12-170w, which provides municipalities with the option to provide real property relief to homeowners who are at least 70 years of age and who meet certain income limits. However, the relief programs provided by these statutes, and the requirements necessary to qualify for the programs, are specific and do not provide authority to implement the type of relief plan that we have been asked to review.

General Statutes §12-129n provides municipalities with the authority to provide tax relief to elderly homeowners with more flexibility than the statutes cited above. The flexibility provided in this statute provides authority to address most, but not all, of the proposed qualifications for the program being considered.

General Statutes §12-129n provides that any municipality may, by vote of its legislative body on recommendation of its board of finance or equivalent body, provide property tax relief to residents of such municipality, with respect to real property owned and occupied by such residents as their principal residence, or held in trust for and occupied by such residents as their principal residence, who are:

(1) sixty-five years of age and over, or (2) whose spouses, living with them, are sixty-five years of age or (3) over sixty years of age or over and the surviving spouse of a taxpayer qualified in such municipality under this section at the time of his or her death or (4) with respect to real property on which such residents or their spouses are liable for taxes under section 12-48 (life estates), or (5) under age sixty-five and eligible in accordance with certain requirements for total disability benefits.

Any of these individuals are eligible for a program established under the statute “provided such residents or their spouses under [the] subdivisions above have been taxpayers of such municipality for one year immediately preceding their receipt of tax benefits under this section...” (emphasis added).

The statute provides authority for the town to exercise the option to create a program that provides additional property tax relief to certain of its citizens. However, the group of citizens who would be eligible under the statute is larger than that contemplated by the draft plan, as certain individuals (cited above) under the age of sixty-five would be entitled to participate pursuant to the statute. Perhaps more significantly, the statute does not authorize restricting such a tax relief program to applicants who have owned and paid taxes on the residence for a minimum of 30 years, as the statute specifically provides for a one year period. However, it may be possible to at least partially address this issue in an indirect manner.

Eligibility for a program established pursuant to General Statutes §12-129n also requires that the residents “meet the requirements which may be established by such municipality with respect to maximum income allowable during the calendar year preceding the year in which application is made for the tax relief provided in this section.” (emphasis added). This portion of the statute provides that a municipality, while not required to establish income limitations, may do so. While the statute does not directly provide the authority to limit participation in a program established pursuant to its authority based upon a more lengthy time period of ownership than one year, a graduated income limitation scale could be established whereby it is easier to qualify as one owns the residence for a longer period of time. For example, for residents who have owned the property for less than 20 years, the maximum income allowable is X; for those who have owned the property for more than 20 years, but less than 30 years, the maximum income allowable is 2X; for those who have owned the property for more than 30 years, the maximum income allowable is 3X (or even waived altogether).

General Statutes §12-129n also includes a requirement that prior to the initial approval of a plan of property tax relief provided pursuant to the statute, the executive authority of the town “shall appoint a committee consisting of not less than five resident taxpayers of such municipality” to conduct “a study and investigation with respect to such property tax relief” and present a report to the Board of Finance or equivalent body. This report shall include (1) the fiscal impact of such property tax relief on property tax revenue for the town; (2) recommendations with respect to the form and extent of such property tax relief. This provides flexibility to the town in determining what the tax relief program will entail. This flexibility does provide the authority, once

the necessary process has been complied with, to establish a program which freezes residential property tax at current levels for qualified taxpayers.

Review of the proposed tax relief plan is somewhat complicated by the fact that the Town of Coventry already has a local tax referral program that appears to invoke the authority of General Statutes §12-129n. The Code of Ordinances of the Town of Coventry, Article III, Sec. 94-91 through 94-104 provides for a Local Tax Deferral Program (see attached). While the ordinance does not specifically cite the statute, the qualifications for the program and the nature of the relief follow the provisions of the General Statutes §12-129n. The nature of the relief provided is a tax deferral, as stated in the title of the article. It would be necessary to consider whether the proposed new program would be offered in place of, or as an alternative to, the existing program.¹ It does not appear that the terms of the proposed new program could be accommodated together with the terms of the existing deferral program.

Another factor that must be considered in establishing a tax relief program pursuant to the authority provided by General Statutes §12-129n, is that the statute establishes limits on the amount of relief that can be granted on both an individual basis and on an aggregate basis for the town. The statute provides, regarding individual taxpayers, that no relief provided pursuant to the statute, “together with any relief received by any such resident under the provisions of sections 12-129b to 12-129d, inclusive, and 12-170aa shall exceed in the aggregate to total taxes which would otherwise have been laid against the taxpayer. Further, General Statutes §12-129n provides the municipality with an option to place a lien on the property for which property tax relief is granted pursuant to the statute. The statute makes such a lien mandatory if the relief provided pursuant to the statute, “together with any relief received by any such resident under the provisions of sections 12-129b to 12-129d, inclusive, and 12-170aa shall exceed in the aggregate seventy-five percent of the total taxes which would otherwise have been laid against the taxpayer.

There is also a limit pursuant to the statute for the town-wide total abatement of property tax revenue pursuant to the statute. Such relief “shall not exceed an amount equal to ten per cent of the total real property tax assessed in such municipality in the preceding tax year.”

This memorandum addresses the issues presented with the proposed Senior Tax Option Plan in its current conceptual form. Please advise if you have any questions regarding this memorandum, or if you would like to discuss the issues in more detail.

¹ See the attached ordinance of the City of Stamford for an example of a tax relief program which provides two options of relief to qualified taxpayers.

Laura Stone

From: Forsyth, Duncan J. <Forsyth@halloransage.com>
Sent: Tuesday, October 25, 2016 5:04 PM
To: John Elsesser
Cc: Laura Stone
Subject: RE: senior tax relief [IWOV-iManage.FID267554]
Attachments: Memo re options to address senior tax abatement proposal.docx; Tax Credit Ordinance.docx

Good afternoon:

Section 12-129n is the statutory authority for the younger spouse exemption. I have attached a copy of our memo where that is discussed. I agree that we can expand the title – and have done so. However, in looking at Section 94-100, I am wondering if there is a historical typo at the very end of that section. Instead of referencing Section 94-103, I wonder if it should really be Section 94-93. That’s the section which discusses eligibility requirements. Both the memo and the revised ordinance are attached.

I will draft the notice of the public hearing. Let me know if there are any questions.

Thanks

RESPONSES TO:

Duncan J. Forsyth, Esq.
Halloran & Sage LLP
225 Asylum Street
Hartford, CT 06103-4303
Telephone: 860-297-4696
Fax: 860-548-
<mailto:forsyth@halloransage.com>
www.halloransage.com

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From: John Elsesser [<mailto:jelsesser@coventryct.org>]
Sent: Tuesday, October 25, 2016 8:10 AM
To: Forsyth, Duncan J.
Cc: Laura Stone
Subject: RE: senior tax relief

The Steering Committee review the draft of the last version of the senior tax credit option to the current ordinance. Two issues. They wanted to verify that Sec 94-100 which allows a 60 year to maintain the option in case of a 65 of older spouse dies is per state statute.

Second was wondering if the title should be changed “Local tax deferral/alternate tax credit program”

Finally can you draft a public hearing notice December 5, 2016 at 7:00 P.M. Town Hall Annex 1712 Main Street (rear).

They may pass the call to the hearing on 11/7 but instead of squeezing for 11/21 might be wise to give it a bit of time. Applications could not be taken until Feb 1 so we don't need an earlier effective date than 21 days after publication.

From: Forsyth, Duncan J. [<mailto:Forsyth@halloransage.com>]
Sent: Thursday, September 15, 2016 9:18 AM
To: John Elsesser
Subject: RE: senior tax relief

Will you be around this afternoon to talk about this?

RESPONSES TO:

Duncan J. Forsyth, Esq.
Halloran & Sage LLP
225 Asylum Street
Hartford, CT 06103-4303
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From: John Elsesser [<mailto:jelsesser@coventryct.org>]
Sent: Tuesday, September 13, 2016 10:05 AM
To: Forsyth, Duncan J.
Subject: senior tax relief

Duncan. The Steering committee does want to proceed with the new approach of modifying the existing ordinance for senior tax relief. They would like to leave the existing option for a tax lien equal to the State program and add a second option for an outright tax credit equal to half of the state program. They do not want to forgive the pending liens since this will remain an option....higher relief level remains a lien.

The Steering committee meets on Sept 26th with the agenda going out on 9/21 if you think we can have something by then. Do we need to chat on this or is it clear enough.

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- **ARTICLE III. - LOCAL TAX DEFERRAL/ALTERNATE TAX CREDIT PROGRAM**^[2]

- **Sec. 94-91. - Short title.**

This article shall be known and may be cited as the "Local Tax Deferral Program."

(Ord. No. 236, 5-7-12)

- **Sec. 94-92. - Qualifying.**

All residents who have been taxpayers in the town for one year immediately preceding their receipt of tax deferral benefits under this section and meet the other requirements in this article may apply for the town local tax deferral program on real property owned and occupied as their principal residence. Principal residence shall include the house and lot on which the house is situated but shall not include excess acreage as determined by the assessor. Unit owners of a cooperative, condominium or other common interest ownership unit will also qualify if they meet the other requirements of this program.

(Ord. No. 236, 5-7-12)

- **Sec. 94-93. - Requirements.**

All applicants must be 65 years of age by December 31 of the preceding year or reside with spouses who are 65 years of age or older by December 31 of the preceding year, or be eligible in accordance with applicable federal regulations to receive permanent total disability benefits under Social Security, or have not been engaged in employment covered by Social Security and accordingly have not qualified for benefits thereunder, but have become qualified for permanent total disability benefits under any federal, state or local government retirement or disability plan, including the Railroad Retirement Act and any government related teacher's retirement plan in which requirements with respect to such qualifications for such permanent total disability benefits are comparable to such requirements under Social Security as of December 31 preceding application with the town.

(Ord. No. 236, 5-7-12)

- **Sec. 94-94. - Declaration of income; income ceilings.**

All applicants must declare all sources of income* received during the prior calendar year as part of the application process. The income ceilings for program qualification shall be the same as those approved by the state office of policy and management for the homeowners' - elderly/disabled (circuit breaker) tax relief program, and shall be adjusted annually to reflect each year's current income standards, which are normally predicated on the cost of living index provided by the Social Security Administration.

Note— *Total income includes earned and unearned income including but not limited to all income derived from wages, Social Security, bank interest, interest and dividends from stocks and bonds, etc.

(Ord. No. 236, 5-7-12)

- **Sec. 94-95. - Time period to file application.**

All property owners who wish to apply for this tax deferral may do so from February 1 through May 15 annually by filing an application with the assessor. Upon application, all applicants must complete all of the information on a form prepared by the assessor and provide proof of all forms of income from the prior calendar year. All approved applicants will be required to re-file biennially with the assessor.

(Ord. No. 236, 5-7-12)

- **Sec. 94-96. - Lien filing upon approval of application.**

Upon approval of the application by the assessor, a lien shall be filed annually by the collector of revenue with the town clerk. This lien will be for the amount of tax annually deferred with no interest charge. This lien shall have priority in the settlement of the applicant's estate.

(Ord. No. 236, 5-7-12)

- **Sec. 94-97. - Tax adjustment based on sliding scale.**

After the processing of all other exemptions that the eligible applicant may also qualify for (e.g., veterans exemption, circuit breaker, additional veteran's exemption, etc.), the eligible applicant shall receive a tax adjustment for the local tax deferral program based on the sliding scale used by the circuit breaker program.

(Ord. No. 236, 5-7-12)

- **Sec. 94-98. - When tax deferral prorated.**

In cases where title to real property is recorded in the name of the taxpayer or his or her spouse who is eligible for tax deferral and any other person or persons, the tax deferral under this article shall be prorated to allow a tax deferral equivalent to the fractional share in the property of such taxpayer or spouse, and the persons not otherwise eligible for tax deferral shall not receive any tax deferral.

(Ord. No. 236, 5-7-12)

- **Sec. 94-99. - Applicants who are not record owners of the property.**

Applicants who are not the record owners of property but have a deeded life use to their residence which requires the applicant to pay the property taxes may qualify for a benefit under this program provided that the record owner consents to the requested tax deferral and lien upon the property and that applicants comply with all other requirements.

(Ord. No. 236, 5-7-12)

- **Sec. 94-100. - Death of beneficiary—Surviving spouse to re-file biennially.**

Upon the death of a beneficiary of this program who is elderly, the surviving spouse may continue to receive this tax deferral if he/she is 60 years of age or older as of the date of the primary applicant's death. The surviving spouse will be required to re-file biennially with the assessor and meet all other program eligibility guidelines. Should a surviving spouse not qualify for the local tax deferral program for any reason other than age, he/she shall not be eligible to continue to receive this tax deferral. The surviving spouse may apply as a primary applicant if totally disabled prior to reaching age 65 or upon reaching age 65 as specified in [section 94-93](#).

(Ord. No. 236, 5-7-12)

- **Sec. 94-101. - Same—No surviving spouse.**

Upon the death of a qualified applicant, or upon the recording of any instrument with the town clerk indicating that the local tax deferral program beneficiary is no longer the primary recipient of the local tax deferral benefit, (such as a transfer of the title of the property) and there is no surviving spouse eligible to assume continuation of the benefit, the tax deferral status shall be removed and the current assessment for that assessment year shall be prorated.

(Ord. No. 236, 5-7-12)

- **Sec. 94-102. - Assessor to determine eligibility and calculate deferral.**

The assessor shall determine the eligibility of each person who has applied for the program and shall calculate the tax deferral for all eligible persons except that a lesser deferral shall be made when and to the extent required to ensure that:

(1)

Any person may receive a property tax deferral, even if such deferral entirely eliminates/postpones payment of current taxes, when combined with any such other tax relief for which such taxpayer may be eligible in accordance with G.S. §§ 12-129b, 12-129d inclusive, 12-129h, or 12-170aa.

(2)

The total of all deferrals granted under the provisions of this article for any tax year shall not exceed an amount equal to one-half of one percent of the town's current adopted operating budget in effect as of February 1. In the event it exceeds one-half percent

of the budget, the tax deferrals given to eligible persons shall be prorated uniformly to keep the total amount of town tax deferral within the statutory limit using the following formula:

FORMULA = one-half of one percent of total operating budget = Prorate percent cost of program.

(Ord. No. 236, 5-7-12)

• **Sec. 94-103. - Duration of deferral; exceptions.**

The amount deferred shall be determined by the taxes on the grand list preceding the application period and remain in effect for two years unless one of the following occurs:

(1)

In the event that under a revaluation, and by applying the current mill rate, the tax owed on a property under this article is less than the deferred figure granted under this article, then the assessor shall re-set the deferred tax at the lower figure.

(2)

If there are improvements, changes, alterations, or additions that result in an increase in the assessed value of the deferred residential property, the property shall be reevaluated at the deferred mill rate.

(3)

In the event the total deferral of taxes of all eligible residents exceeds an amount greater than or equal to one-half of one percent of the total budget and a prorate is implemented as per section 94-102(2), the deferred tax for each recipient will be prorated to reflect the new amount.

(Ord. No. 236, 5-7-12)

• **Sec. 94-104. – Alternate Tax Credit**

A. There shall be available to any person owning real property in the Town and who occupies that property as his or her principal residence, a tax credit in the amounts set forth hereinafter, provided the following conditions are met:

1. Such person shall be 65 years of age or over, or the spouse of such person living with such person shall be 65 years of age or over; or such person shall be the surviving spouse of a taxpayer who otherwise qualified under this article at that time of his or her death, which surviving spouse shall be 60 years of age or older, or with respect to real property on which such residents or their spouses are liable for taxes under Connecticut General Statutes § 12-48.

2. Such person shall have individually, if unmarried, or jointly, if married, whether or not separate income taxes were paid by the spouses during the calendar year preceding the filing of his or her claim for the tax credit hereunder, adjusted gross income as defined pursuant to the Internal Revenue Code of 1954, as from time to time amended; plus tax-exempt interest, as defined pursuant to § 103 of the Internal Revenue Code of 1954, as from time to time amended; dividend exclusions pursuant to § 116 of the Internal Revenue Code of 1954, as from time to time amended; social security benefits; railroad retirement benefits; income from other tax-

exempt retirement and annuity sources in an amount not greater than \$28,800 if unmarried or \$35,300 if married. The foregoing income limits shall be adjusted periodically and as necessary to coincide with the income levels established pursuant to Connecticut General Statutes § 12-170aa.

3. Such person has, for one year immediately preceding the receipt of the tax credit under this article, been a resident taxpayer of the Town.

4. Any person receiving a tax credit pursuant to this article may not receive the benefits in the Town's tax deferral program as outlined in Sections 94-91 through 94-103. Upon making property application to the Town for participation in these programs, if the applicant does not specify between the tax deferral program and this alternate tax credit, the alternate tax credit shall be implemented.

5. Any person receiving a tax credit pursuant to this article may receive the benefits in the State of Connecticut tax credit program, also referred to as the homeowner's program, pursuant to Connecticut General Statutes § 12-170e.

B. The tax credit available shall be one-half the amount of the tax deferral allowed for pursuant to Section 94-97, above as calculated by the assessor. No lien shall be required for the amount of any annual credit.

C. The Town Council may review the provisions of this section periodically, to determine if any adjustments need to be made with regards to eligibility requirements and benefit provisions.

D. Notwithstanding the foregoing provisions, any person owning real property in the Town of Coventry and who receives benefits pursuant to the State of Connecticut program known as Property Tax Relief for Elderly Homeowners (elderly tax freeze program) at the time that program expired, and continues to receive the benefits of that program, is entitled to an annual tax credit from the Town of Coventry in an amount that is equal to the amount of annual real property taxes due the Town of Coventry in excess of the applicable cap that a property owner receives from the Property Tax Relief for Elderly Homeowners program. The property owner remains responsible for the annual payment of the taxes as previously capped by the program. The provisions of this section shall be applicable to the real property tax bills due on July 1, 2016, and thereafter.

- **Sec. 94-105. - Applicability.**

This article shall apply to annual real property taxes as are due and payable for the fiscal year beginning July 1, 2017, and all subsequent fiscal years.

**LEGAL NOTICE
PUBLIC HEARING
TOWN OF COVENTRY**

Notice is hereby given that the Coventry Town Council will hold a public hearing on Monday, December 5, 2016 at 7:00 P.M. at the Coventry Town Hall Annex, 1712 Main Street, Coventry, to consider an amendment to Article III of Chapter 94 of the Town Code currently entitled Local Tax Deferral Program”.

The proposed amended Ordinance would provide for an alternate property tax credit for elderly residents who meet the eligibility requirements as set forth in Section 94-93 of the current Ordinance. The new alternate elderly tax credit provision would be codified as Section 94-104. The title of Article III of Chapter 94 would be amended to read: “ARTICLE III. - LOCAL TAX DEFERRAL/ALTERNATE TAX CREDIT PROGRAM”.

The foregoing summary has been provided in lieu of publishing the proposed Ordinance in full. This document is prepared for the benefit of the public, solely for the purposes of information, summarization and explanation. This document does not represent the intent of the Town Council of the Town of Coventry for any purpose. A copy of the complete proposed Ordinance is available for inspection at the office of the Town Clerk, 1712 Main Street, Coventry during normal business hours, and also on the Town's website, www.coventryct.org.

Dated at Coventry, Connecticut, this ____day of November, 2016.

Lori Tollmann, Coventry Town Clerk

10-19-16 DRAFT

Policy concerning inter-fund allocation of personnel costs

- All personnel salary costs will be charged to the functional account that accurately reflects the work being performed by the employee.
- When the functional designation of work for an employee is appropriately assigned to more than one departments or funds, personnel costs will be allocated to a multiple account codes, using either direct charges for each hour worked or by a percentage of total costs, depending on the simplicity of the tracking method.
- An annual review of these multi department/fund designations will be done by the Town Manager, generally through the budget process.
- Changes to the designation can be made at any time to reflect changes in work flow. When a permanent change in allocation is anticipated, the Town Council will be informed of the need, in advance, with the reasons for and a description of the impact of the change. The Town Council has the authority to reject or modify the proposed change.

Mr. David R. Pepin
42 Laurel Drive
Willington, CT 06279

Ms. Julie Blanchard
Chairwoman, Town Council
1712 Main St.
Coventry, CT 06238

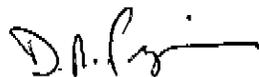
Dear Chairwoman Blanchard:

As I am sure you are aware, our Region of the State of Connecticut is in the middle of a slow moving natural disaster - crumbling foundations. The cause, iron pyrrhotite found in the concrete aggregate used by the JJ Mottes Concrete Company. The aggregate comes from the Becker quarry located in Willington, CT. Becker is the current owner and operator of the Stafford Springs based JJ Mottes Company. Former employees of the Mottes Company have been quoted as saying that thousands of foundations have been poured using the faulty aggregate, not only in North Central Connecticut but in South Central Massachusetts as well.

Although only a few of the impacted homeowners have filed complaints with the State Consumer Protection Agency, there are reported to be thousands more that for some unknown reasons have tried to "slide the issue under the rug". Some, I am told, on the advice of their attorney and others simply seem to be unaware of the problem at this point.

If you were to believe the estimates of the potential depth and breadth of this "disaster", the total dollar impact could well be in the millions, if not more; well beyond the State's ability to help. The only viable solution, in my humble opinion, is for local leaders to come together and petition the federal government directly for help. The majority of our federal Senators and Representatives have, at this point, effectively done nothing.

Sincerely,



Mr. David R. Pepin

To Whom It May Concern

My name is Christopher Magnano, owner of Skeleton Key BBQ LLC, located in Coventry, CT. Our company produces craft barbecue sauce, and we will be celebrating our two-year business anniversary this November. I am writing this letter to give our testimonial on our experience at the Coventry Farmer's Market held at the Nathan Hale Homestead. We had tried to get into the market in our first year of business; but unfortunately due to past ownership rules, we were not allowed in because of another barbecue sauce vendor. While attending the Coventry Winter Market we had the opportunity to meet Erica Pagliuco, the new market master for the summer market. Our first impressions of Erica was that she was very friendly, with a lively, warming spirit. She encouraged us to apply to the summer market and to be patient as there would be a lot of work to be done during the transition. We waited patiently as she instructed and she was very accommodating in keeping us in the loop as the winter drew on. Finally, we received the news we had been hoping and praying for all winter. We had been accepted as a bi weekly vendor for the entire season of the market. Never having done a farmer's market of this scale, it was a little intimidating to say the least. And we were a little nervous if this market would live up to the hype after all the swirling rumors of it being closed. But from day one, those doubts were quickly diminished and extinguished. Our first Sunday was a total success, selling over 50 bottles in 3 hours. We could of honestly sold more if we had extra help. As the summer progressed we noticed Erica and Jean Nelson did a phenomenal job of promoting the market and its weekly themed events via social media. This lead to more and more customers attending the market, which meant more and more sales and exposure for our company. Because of this we were able to establish relationships with other business owners and originations. With so many local markets flooding the "Market" scene, a VERY hot summer detracting customers at other markets, and more people traveling for vacation (due to a 10 year low in gas prices) the Coventry Farmer's Market hands down made our year a success. Erica and Jean ran the market with the highest form of professionalism while still making you feel welcomed and loved at all times. With updates regarding the weekly events, weather conditions, and just general information about the market, we as vendors were always kept in the loop at all times. These two

dedicated individuals should be recognized and praised for all their hard work which is on volunteered time. As the vendor representative for the Stafford Community Farmer's Market I truly understand the difficulties and challenges behind running a market on a weekly basis. I appreciate everything these two have done for the market and I look to strive to reach their quality of excellence if I continue with my duties for the Stafford Market next season. As we move forward with our business, we will be scaling back on markets next season as we will seek to push more wholesale accounts. Coventry Farmer's Market will not be one of the markets that we scale back on. A large part of this is because of the great leadership of Jean and Erica, and the hard work of all the volunteers who make this market happen every week. I will leave you with this. I recently saw on the news that the Coventry Farmer's Market was rated the 10th best market in the nation. The market does not achieve that ranking with a lack of leadership, will, and dedication to excellence. It is my firm belief that as we move forward and more people rediscover the market, that ranking will only climb higher.

Sincerely,

Christopher Magnano

Owner: Skeleton Key BBQ LLC

Coventry, CT 06238

Coventry Board of Education
Coventry, Connecticut

Regular Board of Education Meeting
Approved Minutes of Thursday, October 13, 2016
Administration Building Conference Room

Attendance Taken at 7:29 p.m.:

Board Members Present:

William Oros, Chairman
Jennifer Beausoleil, Vice Chairman
Frank Infante
Mary Kortmann
Eugene Marchand

Board Members Absent:

Michael Sobol, Secretary

Administrators Present:

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

Audience Members Present: Dena DeJulius, CNH Principal; Marybeth Moyer, CGS Principal; Beth Giller, GHR Principal; Joseph Blake, CHS Principal; Michele Mullaly, Director of Teaching and Learning; Anne Burke, GHR teacher; Brian Maltese, Athletic Director; Laura Boates, CEP teacher; several CHS student; several citizens; Julie Blanchard, Town Council Chair; Richard Williams, Town Council member and BOE candidate; Mary Minor, citizen and BOE candidate; Matthew O'Brien, Town Council member; Tom Pope, Town Council member and Chairman of the Republican Town Committee; and the Journal Inquirer was represented.

I. Call to Order

W. Oros called the meeting to order at 7:30 p.m.

II. Salute to the Flag

W. Oros led the salute to the flag.

III. Audience of Citizens

Matthew O'Brien, Town Council member - 98 Timber Trail - said he was present to urge the Board to name Richard Williams as the replacement for Michael Griswold. He submitted his comments, which are attached to these minutes.

Julie Blanchard, Town Council Chair - 763 Wrights Mill Road - said she was present to support Richard Williams as the candidate to be on the Board of Education. She dittoed everything Mr. O'Brien said.

Casandra Slossar - 485 Daly Road - said she was present regarding two issues. She said she is concerned with the legality of the use of Infosnap and also Islam in the school system. She stated she believed that Islam is being mentioned more and more in the schools.

Tom Pope, Town Council Member and Chairman of the Republic Town Committee - 683 Brigham Tavern Road - said he was present to support Richard Williams as the candidate to fill the vacancy on the Board. His comments were submitted and are attached to these minutes.

IV. Old Business

IV.A. Information and VOTE: Fill the Unexpired Term of Michael Griswold

W. Oros gave a review of the process for the evening.

IV.A.1. Statements by Candidates

Mr. Williams made a statement on his own behalf, noting he is not a stranger to the Board members. He continued talking about his past experience as a Board member and all of the things he learned. He said what he learned helped shaped his role as a parent. He said he believes he can contribute a lot.

Ms. Minor said when she learned about the vacancy she felt compelled to put her interest in. She said she feels she has a civic responsibility to serve. She added that her family and both of her children have benefited from the education system in Coventry. She talked about her past experience on the Board and that she would like to participate and contribute once again. She said she believes she could put aside party politics and put the best interest of Coventry's students first.

W. Oros asked about Ms. Minor's schedule and her availability. Ms. Minor said her schedule has changed and she does recognize the challenges and would not have a problem committing her time to the Board.

IV.A.2. Nominations and VOTE

E. Marchand nominated Mary Minor

F. Infante nominated Richard Williams

W. Oros read two statements received in. One was very brief from Mr. Griswold supporting Richard Williams. The second statement was from Mr. Sobol who supported Mary Minor. Mr. Sobol's statement is attached to these minutes.

J. Beausoleil thanked both candidates for stepping up and volunteering. She noted that having a variety of people on the Board is good and having parent advocates at the table is good and gives the Board perspective. She said while both candidates have experience, Mary Minor has more recent and relevant experience and she supports Mary Minor.

W. Oros asked for a vote and a show of hands for those who would support Richard Williams. Frank Infante was the only Board member who raised his hand.

W. Oros asked for a show of hands for those who supported Mary Minor. W. Oros, J. Beausoleil, M. Kortmann and E. Marchand raised their hands in support of Mary Minor. Mary Minor was the chosen candidate.

IV.A.3. Swearing in of New Member

Justice of the Peace, Joan Oros, swore Mary Minor in as a Board member. M. Minor took her seat at the table.

IV.A.4. Fill Committee Vacancies: Alternate for Expulsion; Fiscal; Grievance; and Residency

W. Oros assigned M. Minor to the sub-committee vacancies left by M. Griswold.

V. Report of Superintendent

Mr. Petrone talked about events happening around the state and in the district.

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

Mr. Petrone noted that Ben Urbanski was the new Student BOE Representative. He said, unfortunately, Ben was unavailable to attend this evening, but said all looked forward to his service.

V.B. Recognition: Community Member, Ginney Dilk

Mr. Petrone talked about the years of support and involvement that Ginney has given to the schools. Anne Burke said a few words about the history of the programs that Ms. Dilk has been involved in. All gave a round of applause.

V.C. Administrator 2016-2017 Goal Presentations

V.C.1. Athletics

Mr. Maltese reviewed the Athletic Department goals for the 2016-17 school year. Those goals can be found on the district's website.

E. Marchand asked about the emergency protocol. Mr. Maltese explained that. E. Marchand continued asking about the irrigation system. The Board talked about the possible use of wells and other irrigation options. Mr. Petrone noted this idea is in its very early stages.

V.C.2. Capt. Nathan Hale School

Ms. DeJulius shared the CNH goals for 2016-17 school year. Those goals are available on the district's website.

M. Kortmann asked about the Alternative Program. Ms. DeJulius said it is very new and at this point all feedback received had been very positive. M. Kortmann wanted to know how the goal would be measured for success or not. Mr. Petrone said at the end of the year, both Ms. DeJulius' and the Superintendent's goal achievement reports will have those details.

J. Beausoleil asked if it was year one or two of the new world language curriculum resources. Ms. DeJulius said it was year one and kinks are being worked out as far as the materials received in.

E. Marchand asked about the JRB and how often the group meets. Ms. DeJulius said they meet as needed and when students are referred.

V.C.3. Coventry High School

Mr. Blake reviewed the CHS goals for the 2016-17 school year. Those goals are available on the district's website.

VI. VOTE: Consent Agenda

VI.A. Approve the CNH April 2017 Field Experience to Mansfield, MA

VI.B. Approve the CHS April 2017 Field Experience to Orlando, FL

VI.C. Approve the CHS June 2017 Field Experience to Jackson, NJ

MOTION: Approve the consent agenda as presented

By: J. Beausoleil

Seconded: E. Marchand

Result: Motion passes unanimously

VII. Report of Chairman

W. Oros talked about a new STEM bus that will be available to travel to area districts.

He also mentioned that Mr. Merlino will be honored by CAS as the Assistant Principal of the Year for Connecticut on October 20, 2016.

W. Oros also mentioned the enrollment increase for this year from our projected amount. Mr. Petrone said the increase is a result of a little bit of everything. W. Oros said it is because we have a good quality school system and people are recognizing that. Mr. Petrone agreed and said he hears stories of people choosing Coventry because of the schools.

IX. Approval of Minutes

IX.A. Approve Minutes of September 29, 2016

Motion: To approve the minutes of September 29, 2016

By: E. Marchand

Seconded: M. Kortmann

Result: Motion passes 6-0-1 (M. Minor abstains)

X. Report of Board Members

X.A. Information: Fiscal Committee Report, Meeting of October 13, 2016

M. Kortmann reviewed the Fiscal meeting that took place earlier in the evening. She explained the discussion with the Booth and Dimock Library. The Board discussed the details of the discussion and the history of the original agreement. J. Beausoleil made it clear that the BOE budget cannot cover this expense for the Library, because it is not a school expense.

M. Kortmann asked all board members to review the CIP and noted that the VOTE will take place in November to finalize what will be submitted to the Town Manager.

M. Kortmann also noted the unexpected expenses in special education needs.

XI. VOTE: Executive Session (Bargaining Unit Negotiations)

MOTION: Pursuant to CGS-1-200(c)(6)(A), the Board of Education will go into Executive Session for discussions related to Bargaining Unit Negotiations with the Superintendent and Director of Finance and Operations Present at 9:12 p.m.

By: E. Marchand

Seconded: M. Kortmann

Result: Motion passes unanimously

XII. Open Session

The Board left Executive Session and returned to Open Session at 9:43 p.m.

XIII. Adjournment

MOTION: To adjourn the meeting at 9:44 p.m.

By: F. Infante

Seconded: M. Minor

Result: Motion passes unanimously

Respectfully submitted,

Kimberlee Arey Delorme
Board Clerk

Approved: October 27, 2016

I am here tonight to urge you to name Richard Williams to fill the remainder of the unexpired term of Michael Griswold.

I was on the committee of the Republican Town Committee that recruited, supported and helped to elect Mike Griswold. Mike is a good man who is committed to quality education and to looking out for the taxpayers of Coventry. We were sorry to see Mike resign but we understand the responsibilities of having a young and growing family.

I believe that Richard will be a wonderful addition to the Board and will bring strong knowledge and prior experience on the Board and the Council where he has served at least 2 terms on each.

Richard has been elected by Coventry residents several times and like Mike Griswold, is committed to providing a high quality education to our children and to being responsible to our taxpayers.

Please appoint Richard to fill Mike's open seat.

Matthew O'Brien
98 Timber Trail
Coventry, CT 06238

Tom Pope – 683 Brigham Tavern Road

Thank you for the opportunity to speak this evening concerning the resignation of Michael Griswold from your Board. Service on the Board of Education requires time and dedication to the community. Michael Griswold was a dedicated volunteer to our community as are all of you, for that I thank him and each of you for your service. While his resignation was regretful, it is understandable and commendable that he recognized his commitment to excellence in service could not be maintained and chose to step aside for the good of your Board and our community.

I speak tonight as the Chairman of the Coventry Republican Town Committee. Since Michael Griswold was serving as a Republican endorsed official the Republican Town Committee would like to offer another endorsed candidate to fill the vacancy created by Michael's resignation. I am proud to inform you the Republican Town Committee unanimously endorsed Mr. Richard Williams as our candidate to fill the current vacancy on the Coventry Board of Education.

Mr. Williams has served two terms on the Board of Education and acted in the past as your Vice-Chair, he is currently serving his second term on the Town Council in Coventry. Richard offers a wealth of knowledge, unique perspective and experienced understanding that would be a valuable asset to have available on the Board of Education. Richard has always had a demonstrated interest and commitment to improving educational opportunities for students in Coventry.

While commenting about the Board of Education and the recent NEASC accreditation report during a Town Council meeting Richard said, "they have improved their high school standards over the years. I am proud as a citizen to see the improvements made." Richard would like to contribute his skills and talents toward the goal of continuing those improvements to better facilitate educational opportunities for our students enrolled in Coventry schools. He is a man of proven skills and talents able to provide a positive contribution to your Board.

Richard's passion for educational excellence is reflected in his willingness to resign his current elected office if appointed to the Board of Education. The citizens of Coventry have recognized his past contributions with strong consistent support at the polls. Richard Williams' candidacy is a unique opportunity to have a proven experienced community supported individual fill the remaining term created by the resignation of Mike Griswold on the Board of Education.

On behalf of the Republican Town Committee and Party I ask that the Board of Education recognize the unique experience and positive role Mr. Williams can bring as a member of the Board of Education and urge all current members to vote for his appointment. We look forward to your vote and are confident that Richard Williams will, if appointed, serve the students and the citizens of Coventry with distinction.

Subject: FW: Tonight's meeting

From: Michael Sobol

Sent: Thursday, October 13, 2016 7:08 PM

To: Kimberlee Delorme <KDelorme@coventryct.org>; David Petrone <dpetrone@coventryct.org>; Bd_Ed <Bd_Ed@coventryct.org>

Subject: Re: Tonight's meeting

All,

Unfortunately I will be unable to attend tonight's meeting due to a work conflict. I would like to take the time to express my appreciation for both Richard Williams and Mary Minor for their interests in filling the void left by Mike Griswold on our BOE. While both are wonderfully qualified candidates, I feel strongly that Mary Minor is best suited to take the vacant seat. Mary's direct and recent history with our board and this school system lends itself to a seamless transition into position. Additionally Mary Minor's direct and vested interests in this BOE can be attributed to the opportunities offered to the children of Coventry, but specifically her own children as they go through our school systems. They, and all children stand to gain or loose from the decisions this board makes. I trust that Mary has the right intentions and will support the specific and known needs of our district.

I would ask that my comments be read into the minutes this evening.

Mike Sobol

Sent from my iPhone

Coventry Board of Education
Coventry, Connecticut

Regular Board of Education Meeting Agenda – Page 1 of 2

Thursday, October 27, 2016 at 7:30 p.m.
Administration Building Conference Room

- I.** Call to Order
- II.** Salute to the Flag
- III.** Audience of Citizens
- IV.** Report of Superintendent
 - A. Information: Student Board of Education Representative Report - Ben Urbanski
 - B. Recognition: Stephen Merlino, CHS Assistant Principal - CAS 2016 High School Assistant Principal of the Year
 - C. Administrator 2016-2017 Goal Presentations
 - 1. Physical Plant and Facilities - Mr. Trudelle
 - 2. Technology Department - Ms. Drury
 - 3. Pupil and Staff Support Services - Mr. Giansanti
- V.** VOTE: Consent Agenda
 - A. Approve the CHS Mar/April 2017 Field Experience to New York, NY
- VI.** Report of Chairman
- VII.** Communications
- VIII.** VOTE: Approval of Minutes
 - A. Approve Minutes of October 13, 2016
- IX.** Old Business
 - A. Information and Possible VOTE: Booth and Dimock Library CEN (Internet) and Charter Connection Costs
- X.** Report of Board Members
 - A. Policy Committee 10/27 Meeting Review - J. Beausoleil

B. Transportation Committee 10/27 Meeting Review - M. Sobol

1. Possible VOTE to waive BOE Policy 3323/3300 - Purchasing
2. Possible VOTE to approve the Agreement for Special Education Transportation Services with EASTCONN 2017-2020

XI. VOTE: Executive Session (Bargaining Unit Negotiations)

XII. Open Session

XIII. Adjournment

**Coventry Board of Education
Coventry, Connecticut**

Regular Board of Education Meeting
Unapproved Minutes of Thursday, October 27, 2016
Administration Building Conference Room

Board Members Present:

Jennifer Beausoleil, Vice-Chairman
Michael Sobol, Secretary
Frank Infante (arrived 7:58 p.m.)
Mary Kortmann
Eugene Marchand
Mary Minor

Board Members Absent:

William Oros, Chairman

Others Present:

Ben Urbanski, Student Board of Education Representative

Administrators Present:

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

Audience Members Present: Joseph Blake, CHS Principal; Catherine Drury, Director of Educational Technology; William Trudelle, Director of Physical Plant and Facilities; Todd Giansanti, Director of Pupil and Staff Support Services; Michele Mullaly, Director of Teaching and Learning; Marybeth Moyer, CGS Principal; Stephen Merlino, CHS Assistant Principal; Daniel Bologna, Dean of Students; and several CHS students.

I. Call to Order

J. Beausoleil called the meeting to order at 7:30 p.m.

II. Salute to the Flag

J. Beausoleil led the salute to the flag.

III. Audience of Citizens

There were none.

IV. Report of Superintendent

Mr. Petrone announced that Coventry's CEP students have been chosen to showcase the 3D printing program at the CABA/CAPSS Convention. He added that the Board will also be recognized by receiving the CABA Board Recognition Award for 2016, also at the CABA/CAPSS Convention. He continued and publicly acknowledged J. Beausoleil for her being recognized by Northrop Grumman as an outstanding employee volunteer. He said he is proud to note that Coventry schools will be a recipient of \$5,000 grant due to this recognition.

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

Mr. Petrone introduced Ben Urbanski as the new Student BOE Representative. Ben thanked the Board for being chosen as the new representative. He reported to the Board information of happenings at the Student Help Desk, as he is a student worker there. He also talked about other events taking place at the high school.

IV.B. Recognition: Stephen Merlino, CHS Assistant Principal - CAS 2016 High School Assistant Principal of the Year

Mr. Petrone recognized Mr. Merlino for this outstanding honor. Mr. Merlino talked about the outstanding work of the Superintendent, the Board, and the other administrators.

E. Marchand noted his appreciation of the professionalism and personal relationships that the administrators, especially Mr. Merlino show every day.

IV.C. Administrator 2016-2017 Goal Presentations

IV.C.1. Physical Plant and Facilities

Mr. Trudelle presented the Physical Plant and Facilities goals for the 2016-17 school year. Those goals can be found on the district's website.

(F. Infante arrived at 7:58 p.m.)

J. Beausoleil said how great it is to see things being tracked and noted and how nice it will be when everything is connected, even the budget items. She added that she is glad to see the security enhancements included.

IV.C.2. Technology Department

Ms. Drury presented the Technology Department goals for the 2016-17 school year. Those goals can be found on the district's website.

J. Beausoleil said she attended one of the parent workshops and noted that the staff who were manning the workshops were very patient and knowledgeable.

IV.C.3. Pupil and Staff Support Services

Mr. Giansanti shared the Pupil and Staff Support Services goals for the 2016-17 school year. Those goals can be found on the district's website.

M. Sobol talked about the preschool program and curriculum alignment and noted how important the related PSSS goal is. He added that when you see the goal in action it is very impressive.

J. Beausoleil said it is good to see the long term planning for the autism program. She also asked about the PD that is planned. Mr. Giansanti talked to those points.

J. Beausoleil thanked the administrators for all of the hard work they put into the goals every year.

V. VOTE: Consent Agenda

V.A. Approve the CHS Mar/April 2017 Field Experience to New York, NY

MOTION: To approve the consent agenda as presented

By: E. Marchand

Seconded: M. Kortmann

Result: Motion passes unanimously

VI. Report of Chairman

J. Beausoleil mentioned the CABE Board Recognition Award and how proud we are as a district to receive this honor once again.

VII. Communications

Items recently forwarded to the Town Council were noted: signed budget transfers for 2015-16 and 2016-17 and also the Board's portion of the Annual Town Report, which was forwarded to the Town Manager's office.

VIII. VOTE: Approval of Minutes

VIII.A. Approve Minutes of October 13, 2016

MOTION: To approve the minutes of October 13, 2016

By: M. Kortmann

Seconded: E. Marchand

Result: Motion passes unanimously

IX. Old Business

IX.A. Information and Possible VOTE: Booth and Dimock Library CEN (Internet) and Charter Connection Costs

Mr. Petrone suggested the Board continue to pay the \$160 a month for the Booth and Dimock's fee that was already budgeted for this year and through this year only. He said that he would ask the Town Manager to pick up the balance on the town side and noted the Town Manager would probably approach the Town Council.

Mr. Petrone did a quick review of the funding history. He noted the schools have a great relationship with the Library and it is important to move on and in the spirit of collaboration he suggests the Board approves this item that was already budgeted for.

M. Minor said it seems fair that we would pay the \$160 as it is what was budgeted.

MOTION: To approve the expense of the budgeted amount of the Booth and Dimock Library connection cost that was in the budget totaling \$160 per month through the end of the fiscal year and authorize the Superintendent to work with the Town Manager on a plan to cover the balance.

By: E. Marchand

Seconded: M. Kortmann

Result: Motion passes unanimously

X. Report of Board Members

X.A. Policy Committee 10/27 Meeting Review

J. Beausoleil said there are a large number of polices up for review this year. She noted a few of the policies up for revision. She said the committee will meet again to make final decisions on what will be forwarded to the Board.

X.B. Transportation Committee 10/27 Meeting Review

M. Sobol reviewed the meeting and noted they reviewed the ongoing discussion of a request to change a bus stop. He noted the committee made the accommodation for the morning route, but not for the afternoon, due to the timing of the route. He stressed that while the stop was not in violation of policy, it was an unusual area where the Committee could make an adjustment.

There was a discussion if the routing software was used in the decision making regarding the bus stop change. M. Sobol and E. Marchand noted that it was actual "boots on the ground" work that assisted in making that decision.

M. Sobol continued and said the Committee recommends the Board waive the policy related to going out to bid and recommends that the EASTCONN Special Education Transportation contract proposal be approved.

X.B.1. Possible VOTE to waive BOE Policy 3323/3300 - Purchasing

MOTION: To waive requirements of policy 3323/3300 related to purchasing for the special education service contract

By: M. Sobol

Seconded: M. Kortmann

Result: Motion passes unanimously

X.B.2. Possible VOTE to approve the Agreement for Special Education Transportation Services with EASTCONN 2017-2020

MOTION: To approve the Agreement for Special Education Transportation Services with EASTCONN 2017-2020

By: E. Marchand

Seconded: M. Sobol

Discussion: Mr. Carroll said there is just over a 2.1 % increase and they carry the fuel, which most transportation companies do not. He added, they provide great service to Coventry. Mr. Petrone said they have a great track record and are very reliable.

M. Minor noted that there is something to say about continuity for these children.

Result: Motion passes unanimously

MOTION: To add to the agenda the discussion of the Heating and Energy Building Committee

By: M. Sobol Seconded: E. Marchand

Result: Motion passes unanimously

Discussion: Heating Energy Building Committee

M. Kortmann talked about the discussions surrounding the boilers being purchased or lease-purchased for the gas conversion.

M. Kortmann suggested the Board send a letter regarding lease-purchasing furnaces saying the Board is uncomfortable with a clause that the furnaces may not be funded in the future.

M. Minor said the furnaces are not equipment, they are fixtures, and they should not be included in a lease-purchase agreement where equipment may not be funded.

The consensus was the letter would be drafted by the Superintendent.

XI. VOTE: Executive Session (Bargaining Unit Negotiations)

MOTION: Pursuant to CGS-1-200(c)(6)(A), the Board of Education will go into Executive Session for discussions related to Bargaining Unit Negotiations with the Superintendent and Director of Finance and Operations present at 9:10 p.m.

By: M. Sobol

Seconded: E. Marchand

Result: Motion passes unanimously

XII. Open Session

The Board came out of Executive Session and returned to Open Session at 9:35 p.m.

XIII. Adjournment

MOTION: To adjourn the meeting at 9:36 p.m.

By: M. Kortmann

Seconded: J. Beausoleil

Result: Motion passes unanimously

Respectfully submitted,

Kimberlee Arey Delorme
Board Clerk

Approved: _____

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.....