Minutes
Coventry Town Council Meeting
Town Hall Annex

7:00 PM: Public Hearing – Consideration of proposed ordinance prohibiting simultaneous service on Land Use Boards

1. The Public Hearing was called to order at 7:00 PM.

Present: Julie Blanchard, Richard Williams, Andy Brodersen, Thomas Pope, Lisa Thomas, Hannah Pietrantonio, Matthew O'Brien
Also present: John Elsesser, Town Manager

The legal notice for the proposed resolution was read aloud by Hannah Pietrantonio. The notice is attached to these minutes.

Council Chairwoman Julie Blanchard opened the hearing to public comment.

Kathryn Smith, 347 Root Road, said she agrees with and supports the proposed change. She said she is not the first to point out that land use commissions have significant power rivaling the Town Council, but citizens do not vote for them except Zoning Board of Appeals. She doesn't think the proposed change goes far enough. She thinks there should be term limits. She understands the initial term is three years, and members can reapply with incumbents given the first opportunity to reapply, leaving limited opportunities for others. She looked through past minutes and some members have served for decades. She feels this should not be the case and perhaps more people would be motivated to serve if they don't have to wait years in limbo to do so. There are many people willing to serve and we don't need to keep the same people on for decades. She also feels that when commission members are determined to be in violation of regulations they should be suspended from serving until the matter is resolved. When such people act in violation and continue to serve it casts a shadow that harms and degrades our community.

Thomas Pope said as Chair of the Steering Committee he would like to address Ms. Smith's concerns. He indicated her statement that existing members are given consideration to reapply before new members are considered is not true. An existing member has no guarantee of a replacement spot. The biggest problem is finding people to serve. Inland Wetlands has one if not two vacancies. Also, if a committee member has an issue with the Town it doesn't remove their rights as a citizen, which include having their case fully adjudicated. Depriving them of their right to volunteer because they have an issue, which might be found in their favor, diminishes their rights. Ms. Smith replied that she spoke with the Town Clerk who indicated people currently serving are generally considered first. Thomas said that is not a policy. He thinks there should be a term limit on the Town Council too. Regarding continuing to serve with an issue pending, Ms. Smith indicated she means when there is a determined violation. Thomas replied that resolving issues is sometimes difficult and can require a lengthy amount of time. Matthew O'Brien suggested speaking to the Town Council when an opening is coming up because they are the ones who determine the appointment. Thomas said if you know of a person interested in an opening we would be happy to hear it. Kathryn said she knows of 3 people who are waiting to serve on Planning & Zoning.

2. Hearing no further requests to speak, Julie Blanchard closed the public hearing at 7:13 PM.

Regular Town Council Meeting

3. The meeting was called to order at 7:30 PM.

   Present: Julie Blanchard, Richard Williams, Andy Brodersen, Thomas Pope, Lisa Thomas, Hannah Pietrantonio, Matthew O'Brien
   Also present: John Elsesser, Town Manager; Beth Bauer, Finance Director

4. The Pledge of Allegiance was recited.

5. **Audience of Citizens:**

   Louise Napolitano, 246 Pine Lake Drive, is President of the Pine Lake Shores Assoc. She is here tonight with Board members and residents of the Association to request assistance. In the 85 years the association has been active many changes have occurred. Our roads were never designed to meet the standards of today. We have 65 homes accessed by roads and the days of volunteers to maintain them have long passed. Our goal was to release this burden with the Town Council's 2007 guidelines to turn over Association roads to the town. The process seems insurmountable. We began the necessary requirements but as we continued with the process new requirements and expenses have come up that exceed our $100 annual dues, of which we have a 78% collection rate. After meeting our other requirements little is left to maintain roads. We respectfully stand before you to request an increase in matching funds for 2016 to help us bring our roads up to Town standards so they can be turned over.

   Hearing no further requests to speak, Julie Blanchard closed Audience of Citizens.

6. **Acceptance of Minutes – January 19, 2016:**
   Motion #15/16-282: Lisa Thomas moved to accept the minutes of the Coventry Town Council meeting from January 19, 2016. Matthew O'Brien seconded the motion. The following corrections were requested:
   - **Page 7, Item D, first line: Change "Blum Shapiro" to "BlumShapiro."**
   - **Page 11, Item D, 6th paragraph: Add the following sentence to the end of the paragraph: "This will be a covered expense under this motion."**
   - **Page 12, first paragraph, second sentence: Add the word "the" so the sentence reads, "Also some of <u>the</u> information provided…"**

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

7. **Consent Agenda:**
   Motion #15/16-283: Hannah Pietrantonio moved to accept the Consent Agenda, seconded by Matthew O'Brien. Lisa Thomas requested to remove item 8.F.3, Staff Meeting Minutes. **The motion to approve the Consent Agenda with the removal of item 8.F.3 carried on unanimous vote.**

8. **Reports:**
   A. Council Chairwoman – Julie Blanchard: The Board of Education Chairman sent an email asking what our Finance Chairman was referring to when he said the Board provided inaccurate and misleading information. Julie would like Matthew O'Brien to craft a response. He will do so. Also, Julie would like the Council to let her know via email what town departments they would like to hear from during budget season. We need to schedule those meetings during March.

   B. Council members:
   Lisa Thomas noticed in meeting minutes that Town Assessor Mike D'Amicol is back from military

deployment and she knows he sacrificed a lot for our benefit while he was away. It is nice to have him back.

Hannah Pietrantonio said because of the warm weather the Department of Public Works is really out doing things. The work at the transfer station really looks good – it is all cleaned up. She has received a few communications from constituents – if the Council Chair could reiterate that if citizens want to write about budget issues they could write to her and we could all get copies. Julie Blanchard replied yes. Citizens can email councilchair@coventryct.org or jblanchard@coventryct.org. Hannah also said it has come to her attention that two families in town are dealing with the issue of crumbling foundations. They have had their foundations bored and are facing huge expenses. She asked if there are any avenues for them. John Elsesser replied that the State Consumer Protection Agency is leading the investigation. He knows there is skepticism about self-reporting but if the State doesn't know how bad it is they won't take it seriously. Several other class action suits are going on - one is against insurance agencies. The Town is in an awkward position because some people are seeking a reduction in assessment. It is not fair that people because of no fault of their own are facing this with no help. Canada set up a fund. The government needs to treat this like a disaster just like a hurricane or flood. It is a naturally occurring condition no one was aware of and it is a growing problem. He heard of a condo complex in another town where all the units have it. None of those units will sell. Matthew O'Brien asked if we should we draft a letter to the government. Hannah said she thinks of the "UnWillington" grass roots efforts to prevent a gun range. She wishes these people could get organized like that. John noted that Rep. Ackert & Sen. Guglielmo are actively involved. Hannah said the first step is to write your congressman.

C. Steering Committee – Thomas Pope:
We spent the majority of our meeting interviewing three law firms with a goal to bring a recommendation for a firm to be retained to represent the Town of Coventry in labor matters. Our recommendation shall be discussed as item 10C on tonight's agenda.

We also reviewed, corrected and updated the form used to express interest in serving on a commission or board. This will provide the Steering Committee and applicant with a better understanding of the form and more reliability on the information requested.

The committee continues to refine and move forward on some method to provide tax considerations for senior citizens. This issue has much to consider not only in drafting but also consideration for implementation and will be a continued item going forward.

Richard Brand during a previous audience of citizens asked this Council to review our policy for regulation of the water level on Coventry Lake. The Steering Committee shared the concerns expressed by Mr. Brand and wants to maximize public use of the lake while also addressing the appropriate needs that require the lake to be lowered at times. This will be an unusual year for regulating the lake due to the work that is required on the mechanism used to regulate the lake. We anticipate the work to be done this fall and we will make every attempt to keep the public informed and ask for some patience as the new system is refined and adjusted. There will be some learning curve time as the impact of adjustments is made over a period of time.

We also addressed the need for the establishment of a Building Committee related to structural issues at CNH/CHS complex. We will discuss this tonight under item 10A.

i.

1. **Reappointments:**

a. **Motion #15/16-284: Thomas Pope moved to reappoint Leroy Lowe to the Veterans' Memorial Commission, term to expire 1/1/2018. The motion was seconded by Lisa Thomas and carried on unanimous vote.**
b. **Motion #15/16-285: Thomas Pope moved to reappoint Leroy Lowe to the Conservation Commission, term to expire 1/1/2020. The motion was seconded by Richard Williams and carried on unanimous vote.**
c. **Motion #15/16-286: Thomas Pope moved to reappoint Jillian Miner to the Parks and Recreation Commission, term to expire 1/1/2018. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.**
d. **Motion #15/16-287: Thomas Pope moved to reappoint Jennifer Rodgers as an alternate to the Parks and Recreation Commission, term to expire 1/1/2018. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.**
e. **Motion #15/16-288: Thomas Pope moved to reappoint Barbara Riordan to the Personnel Appeals Board, term to expire 1/1/2019. The motion was seconded by Lisa Thomas and carried on unanimous vote.**

Lisa Thomas has some concerns regarding the Steering Committee's recent decision not to reappoint a member of the Economic Development Committee. She feels the decision was politically motivated. Her written notes are attached to these minutes.

Thomas Pope said it is interesting that Lisa brings up party affiliation. Had she been at the meeting she would have known party affiliation was not discussed. Lisa said she had asked for additional information at the last Council meeting and the only response given was that they were looking for fresh ideas. It is unclear to her why one person was reappointed and one person wasn't. She would surmise neither one was giving fresh ideas. There was no other distinction between the candidates. Commissions have been functioning in a nonpartisan way and she hopes that would continue. Volunteers are difficult to find and any sense of partisanship will make recruitment even more difficult.

D. COVRRA – John Elsesser:
We talk about a lot of things with staff when we begin to discuss budget. Mark Kiefer and I talked about COVRRA and the future of the transfer station. Some people were able to go on a tour. The transfer station has some deficiencies that need to be taken care of to be in compliance with our permit. We looked at the opportunity to go to a regional station built by Willimantic Waste four miles away with the towns of Mansfield and Columbia. They would have accepted municipal solid waste. Columbia withdrew so Willimantic Waste withdrew their proposal. We also looked at various realignments of the baseball fields and one option was to put a field where the transfer station is. We moved on to fix the fields we have while deliberating. We have issues because the dumpsters are supposed to be covered. We need to build a structure over them. We added several containers as the State's program has expanded to accept batteries, fluorescent lights, tires etc. We need to know what our options are. The State is now recycling mattresses. We should be getting into more cardboard, municipal solid waste overflow containers, swap areas, etc. to comply with the State's goal of 60% recycling. The only way to meet that is to get into food recycling. There are issues with the scale also. We would like to call upon the engineer who originally designed the transfer station to evaluate costs for services, staffing and location. We want to run it by the Council first. COVRRA has the money for the study. Matthew O'Brien asked what the cost would be. John said we anticipate $25,000. Matthew replied that sounds high. John said there would be hours. It requires a preliminary discussion with CT DEEP. Mark Kiefer said the goal would be to limit spending at the site if we are going to move. John said a lot of people contact us saying their regular tipping barrel is full and what to do with their trash. Matthew asked if

they have the biggest barrel. John said yes. They can go to Public Works now and pay for a bag. But Saturdays we are not open. We get lots of cardboard and the container fills up - should we go to a bailer? Julie asked if we have any idea what percentage we are at. John replied 39.3%. Mark Kiefer said that is about as good as we can get without going to food. John said there are some recycling grants available but we have not applied for them because we don't know what direction we are going. It doesn't have to all be onsite. Our percentage could be much higher if we do leaf collection but we don't recommend that. Thomas Pope said the State is notorious for putting out goals that are pie in the sky. He asked how we stand compared to other communities our size. John replied we are much better. We get $25/ton for recycling and avoid a $63/ton charge for disposing of it. There is a big swing there. There are larger urban areas that are virtually not doing any recycling. The State average is probably 25%. Lisa Thomas asked what the calculation is if we take our tons of recycling vs. the tons we throw out. John replied we don't calculate leaves. It is what is weighed. Lisa asked if there is a consequence for not meeting the goal. John said not yet. MIRA will likely close within 2-3 years - that's why the State has a goal. He doesn't believe trash to energy is the way they want to go – they will probably ship everything to Ohio. Lisa asked if we add mattresses whether it would it increase our percentage. John said right now they go into bulky waste. Mark said people are not charged for them. John said there is a State mattress program where we would get credit for recycling but they would have to be brought to the transfer station and we would have to deal with them there. Lisa said we used to be able to put electronics at curbside but now we can't. People adjust. John said we also don't do paint. Right now people have to go out of town to a hardware store. Matthew said he would like an estimate before we go forward. John said the engineer is Tim Wentzell. He works with 10 other towns. Richard Williams asked what the consequence would be of not doing anything. John replied we have to get covers at a minimum. We have had problems with mice and rats eating the wiring of the scale. That could be repaired. Mark said enclosures are the biggest thing. John said a tarp is not realistic for one person to handle. We need a mechanical awning or structure. Mark said a structure can be done but will be expensive. He thinks a retractable cover would be the best approach. There are several different models and some are better than others. Richard noted the expense to move the transfer station would be really costly – we could buy a lot of covers for that. John said there is not a lot involved to move the transfer station. We will get some prices and come back.

10. New Business:

Motion #15/16/289: Richard Williams made a motion to move up item 10B, 5/16-64: Summer Roads/Hardscape Bonding Work Update. The motion was seconded by Thomas Pope and carried on unanimous vote.

B. 5/16-64: Summer Roads/Hardscape Bonding Work Update: Mark Kiefer, Director of Public Works, and Todd Penney, Town Engineer, joined the meeting. John Elsesser said Mark would go through what we have done under the road bond so far and where we are going to go. Todd may add comments if needed. There are two documents in the Council package. The first is a report of what we completed in 2015, which includes a couple items partially completed. The second includes plans for 2016. The documents are attached to these minutes.

Mark Kiefer said he is pleased with the results of cold in place recycling vs. complete reclamation. We did it on Talcott Hill and it has held up well for nearly 20 years. It is a good value for taxpayers. Our goal is to use different treatment methods to achieve a 20-year road at a lower cost than full depth reclamation. He outlined which roads we were able to address with lower-cost methods and those which required full depth reclamation and the cost spent during

2015. He noted that road work is costly. When we add drainage improvements on a large scale it can drive the cost up to $500,000-$600,000 per mile easily.

Work will be picked up again in April. We extended the bid for the last phase and it is on track and scheduled. When the town bids a project we don't necessarily have to bid like State does as a big package deal. We ask contractors for labor and equipment and we buy materials directly off the State bid. It puts a burden on him and Todd to manage the schedule, order the appropriate amount of materials, etc. We don't want to hold up a good contractor waiting for materials. Drainage repairs were made to prepare for the next phase of the bond. We are trying to create a program where drainage preparation is done before we build on top of it. We try to do drainage a year before we do finish work.

We have not done a very good job with crack sealing over the years. It is the first line of defense. It is the easiest form of road maintenance and it is critical. We need to save roads by crack sealing to prevent penetration of water from above. The freeze and thaw cycle destroys roads. We spent $105,382 for crack sealing and need to spend that amount for the next couple of years to catch up. We are trying to extend tax dollars to do a proper treatment in the most cost-effective manner, including bituminous shimming, etc. John said there are some roads where we will dig up sections but not the whole road.

Thomas Pope asked if this was our total road work for the year or is there was other road work that was not covered by the bond. John replied we had summer roads on top of that, plus the work in the Village that was grant funded. Our annual budget for summer roads is $555,000. Thomas asked if that includes the announcement made today by the Governor. John replied that is not new money. It was a reassurance that we are getting money that was budgeted.

Hardscape work at Coventry High School, Town Hall, etc. was also discussed. Matthew O'Brien asked if the preschool work was part of the bond. John replied that the parking lot was. We paved it under the State contract to save money. Richard asked if the preschool project was a Board of Education project. John replied yes, but this portion was in the bond referendum that went to the public for $100,000. Richard asked if the Board of Education has money left over. John said the parking lot pavement was the only aspect we were responsible for. Richard said the preschool was done through a grant. John replied it was part of the whole budget. They got a grant. It was paid in pieces. This was in addition to the grant. Matthew asked if they are paying the Town back for the parking lot expenses. John said no. Richard asked why not. If they have money left they should pay. John said he thinks it is operation vs. capital but he can't speak to the finances of that. We were only involved in capital. Construction was a shared expense. Our pledge was $100,000. Lisa Thomas said the preschool is a public private partnership, so some of the funds that are part of that are not Board of Education funds. Richard said he might be getting a little confused about what he heard at a Board of Education meeting about expenses being paid for. John noted we still have the tennis court to do and some of the basketball court under the hardscape portion of the bond.

Mark Kiefer said he included an overview of work done in the Village although it is not part of the road bond. Phase one is complete which includes drainage and bituminous overlay. We are getting ready to go out to bid for the second phase in March to get a contractor in place as soon as possible. It was a good summer for road work. It didn't rain much. We are hoping for another season of good weather as we have an aggressive schedule.

For the second phase of the bond, once drainage is complete on Mt. Ridge we will reclaim Mt. Ridge and Timber Trail and stabilize with calcium chloride. The road grade will be elevated with

4 inches of asphalt on top. We will have to match in driveways. Most rise up from road so it will be easy. The big cost is asphalt. Any time you can do something other than reclaiming it is more cost effective. Costs have gone down due to oil costs. The bond was done at the right time and contractors are bidding low. Most of the drainage pipes were in good condition. We will replace the tops to better hold up to road chemicals.

Richard Williams asked how many miles of road we have. John Elsesser replied 120. Matthew O'Brien noted if we do 3 miles a year it would take 50 years. Mark Kiefer replied that is why we have to find innovative ways to do preventive maintenance so they don't get bad before their time. Richard asked how long a road lasts. Mark replied with good maintenance 25 years. Richard said then we have real problems. John said back in '92 when asphalt was $45 ton our Public Works Director was saying we needed to spend $1 million per year on roads. That was for grade C roads. To get to grade B we would have to spend $1.8 million now. Mark said the road bond has elevated our roads – it has given us a 2-3 year jump. It is important to maintain that commitment and not slide back. You will see that when he comes to discuss budget. This is a great start - most small towns are in the same position. John said existing staff couldn't handle much more while running through the bond. Mark said the key is we have a plan – we are looking 3-5 years out beyond the bond. Timber Trail will be another candidate for reclamation. Crack sealing is simple but we need to spend $80,000-$100,000 per year on it. Matthew O'Brien asked how many miles that represents. Mark said it depends but we did 10 miles for $108,000 this year. Thomas Pope noted if we had a continuous amount of money we would catch up eventually.

Mark Kiefer outlined other roads we want to address in 2016 off of South Street. We have to be conscious of the cost of mobilizing large equipment and address all the roads in given area so we don't pay separate charges. Maple Drive is probably the worst road in town. It needs to be reclaimed and stabilized. It is a smaller road so the costs are less. Homestead Drive in Actors Colony has a drainage problem due to a vernal pool. We need to equalize the water and let it pass. We are going to use a different product there. It is made at the location, probably at the gravel pit off South St. Ext. The advantage to this material is it is pliable and can move with the road. It cracks a little in winter and rejuvenates in summer. It is a good product for this road and something to look at for other roads around the lake. It is cheaper. It is not for every road for but for small association roads without a high traffic volume it should work very well. Bellevue will also be addressed with cold bituminous. It is almost as bad as Maple. Our goal is to stretch tax dollars, fix roads that are priority roads in those associations. Those roads will probably not be 25-30 year roads but should last 10-15 years with maintenance and crack sealing.

We will also do some cold bituminous work in Waterfront Heights. These are gravel association roads that the Town took over. We did some millings and grading. The road profiles need some work but we will do that with town forces. John noted this will save some operational time by not having to grade them twice a year.

Cold in place recycling is also planned for areas of South Street. It is a very long road. Patches will be reclaimed, overlaid, chip sealed, etc. A section from Silver to South River is a good candidate. There are few drainage structures. Minor drainage improvements will be done; some of which were started last year. A tack coat will be done. This is important. On Root Rd. at Cooper Lane where it was cut and patched the overlay pushed out and exposed big sections. A tack coat prevents that. Case Road from Wrights Mill to South River is another candidate for double chip seal. Traffic volumes are not that great. This will give us a good quality road for 20 years at minimal cost.

Thomas Pope said there is a lot of drain repair. Were they done improperly before? Mark Kiefer replied they are just old. With a lot of them the mortar goes bad and it falls in. A lot of these roads did not have drainage requirements. The Town didn't have road specifications until Jacobsen Engineering wrote them in the early 90s. We had dirt road subdivisions in Twin Hills and Mark Drive. Eventually we put chip seal over dirt. Pavement wasn't required until the 1970s. If you can sheet water off where there is no impact that is the best method. Nothing is wrong with a well maintained ditch. We are looking to make improvements to existing foundations. John Elsesser noted that in a lot of cases underdrains weren't installed.

Crack sealing will be done on Brewster, Richmond and North River. We are going to reevaluate some of those roads for priority shimming. Town forces will prep and make minor drainage repairs. Alligator cracking must be cut out. There will be a higher cost to address these roads because of mobilization fees. We still have a little bit of prep work to do on some of these roads. We will do it as soon as the weather breaks. John noted the huge price difference between chip seal and asphalt. Chip seal has 5-7 year life but stops the road from rotting from underneath. In some cases it is all you can do cost effectively. We can do it several times but in the long term it is not reconstruction. It improves rideability.

Thomas Pope asked if we do have some savings what would be the first priority. Mark replied that the end of document has a list of other roads to address in 2017. Crack sealing would be a good candidate.

Mark noted the 2016 schedule is very aggressive. We will need another dry summer like last summer. We can't do asphalt work if it is wet. If don't we complete the work in 2016 we will roll the funding over into 2017. John said we are trying to do lots of things in many places and it takes time. Mark said we spent a good amount of time to address issues and spread the wealth around town to address priority areas.

Todd Penney discussed the Lake/Cross Street improvement project. We plan to put it out to bid this spring and finish in November. We are nearly 95% done with the design process. He has to finish the bid documents – including special conditions, wage rates, etc. There are a lot of commitments on his end to meet that goal. We hope to award the project in May and start at GH Robertson when school is done so that area is completed first. This allows us to better phase in with the activity near the boat launch later in the fall and Lake/Main with the contractor who is doing the Main Street project. John said the integration of all those projects is very complicated. Todd said we are not sure how we are going to get it to work seamlessly. We are working hard on the documents to protect the Town. We hope we are lucky and the State's contractor is the low bidder. John noted this project gets us past Robertson School but not all the way to South Street. We would like to get that completed so the major loop around the lake is complete. Then the following year we will do rubberized chip seal on Daly Road.

The second phase of the Village work will also be done this summer. Paving will be complete in July. Woods Lane off Rt. 31 will be reclaimed as part of that work. This is not part of the road bond. It is funded through Town Aid and Summer Roads.

John said in the meantime we have the sidewalk project up to Ripley Hill, the soccer field opportunity, School Street drainage – there are a lot of projects. Plus we need to do the paperwork for Safe Route to School. We don't know how involved we will be in the State project but probably will be to some extent because residents will come to us. Todd noted there is also a cost for inspection done by Mike Ruef and him. We have to administrate that, as well as the LOTCIP project and interface with the Lake/Main project. It will require us to be there, and weekly

meetings. Todd also noted that Mark Kiefer has done a phenomenal amount of work in the year he has been here. The Town chose the right person to bring the bond in. Help with seasonal staffing would be good. John said we have a full plate and will work hard to get it done. Mark said we are hoping we get a good contractor for the last 1.2 miles Lake/Cross and don't have to use town funds. As for other work, priority roads are to be determined subject to budget approval. He is going to ask for additional funds at budget time to get us where we need to be. He feels fortunate he came back at the right time. He loves road work and the public spoke with their approval of the bond. We will keep our foot on the gas.

Richard Williams asked whether crack sealing will be done by our crew. Mark replied no, it will be off the CRCOG bid. We might put together a crack seal program that includes a bid – where contractors come in, see the roads and bid accordingly. We paid about $11/gallon for that material. We are talking with other towns about combining our work to get the costs for cold in place recycling down. John said vendors love the long jobs. They are calling us because they know we have money. The key is to lock in contractors early. This year because we have money we are able to do that.

The Council thanked Mr. Kiefer and Mr. Penney for their presentations.

8. **Reports:**

E. Town Manager – John A. Elsesser:

1. **Projects Update:**
   - We hired a new Town Accountant, Debbie Kratochvil, who will start February 16th. She served as Town Treasurer in Union for 8 years and then moved to the private sector.
   - The Chinese school visitors are here. John and Julie went to a welcoming reception.
   - The Grand List was signed on time. We will share it at Finance. There is some concern about the Department of Motor Vehicles and vehicles that don't belong on our list. Also the age of vehicles is off in some cases.
   - We have our bond rating interview with Moody's tomorrow. We have been preparing with the bond advisor.
2. The Coventry Lake Advisory & Monitoring Committee has submitted their lake management plan. This will be shared with other groups. It is timely with all the other issues we have to think about now.
3. Staff Meeting Minutes: Lisa Thomas had a question about the updates on Laidlaw soccer fields. It was mentioned that John Twerdy has offered to spearhead fundraising efforts. Is this for fencing? John replied for anything he can get: topsoil, fencing materials, etc. There are things he is good at requesting that the Town can't ask for. He will be working with the soccer association so donations will go there and they are a 501(c)3. Lisa said a lot of timber is stacking up. John replied it was built into the vendor's price. They are taking it.

9. **Unfinished Business:**

A. 15/16-58: Consideration of possible ordinance to prohibit simultaneous membership on land use commissions: Motion #15/16/290: Thomas Pope moved to adopt the ordinance prohibiting simultaneous membership on land use commissions as attached to these minutes. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

B. 15/16-60: Consideration of temporary staffing agency for ambulance response during

daytime hours: Not ready for action. **Motion #15/16/291: Lisa Thomas moved to continue item 9B. The motion was seconded by Richard Williams and carried on unanimous vote.**

10. **New Business:**
    A. 15/16-63: Establishment of Building Committee Related to Structural Issues at CNH/CHS Complex: Motion #15/16/292: Lisa Thomas moved to establish and adopt a charge to a Building Committee related to structural issues at CNH/CHS as attached to these minutes. The motion was seconded by Hannah Pietrantonio. John Elsesser noted some minor edits were made per Steering Committee input. **The motion to adopt the charge carried on unanimous vote.**

    C. 16/16-65: Retention of Firm to Represent Town of Coventry in Labor Matters: Thomas Pope said the Steering Committee interviewed 3 firms. All members had opportunity to talk with the candidates and ask questions. The Committee's recommendation was unanimous. The firm we are recommending - Metzger, Lazarek & Plumb, has a wealth of experience and is highly rated in the field. They offer a considerable savings to taxpayers. **Motion #15/16/293: Richard Williams moved to appoint Metzger, Lazarek & Plumb as labor attorney for the Town of Coventry. The motion was seconded by Thomas Pope and carried on unanimous vote.**

11. **Adjournment:**
    Motion #15/16/294: Richard Williams moved to adjourn the meeting at 9:52 PM. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

Respectfully submitted,

Laura Stone
Town Council Clerk

LEGAL NOTICE
PUBLIC HEARING
TOWN OF COVENTRY

Notice is hereby given that the Coventry Town Council will hold a public hearing on Monday, February 1, 2016 at 7:00 P.M. at the Coventry Town Hall Annex, 1712 Main Street, Coventry, Connecticut to consider the enactment of an Ordinance prohibiting any person from simultaneously serving on the Planning & Zoning Commission, Inland Wetlands Commission and/or Zoning Board of Appeals and granting the Town Council the authority to remove any person who attempts to simultaneously serve on two such agencies.

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.coventryctorg.

Dated at Coventry, Connecticut, this 7th day of January, 2016.

Lori Tollmann, Coventry Town Clerk

2904252v.1

LISA THOMAS REMARKS
2/1/16

At our Steering Committee meeting last Monday, I requested that we make sure our policy of writing a thank you letter to volunteers who resign from commissions or who choose not be re-appointed be extended to those volunteers who the Town Council chooses not to re-appoint when the volunteer has stated they wish to continue serving the town on a board or commission. Because there was hesitation on the part of some Steering Committee members to extend this courtesy to our volunteers, I feel it is important for me to speak further tonight.

My concern arose from the decision by a majority of the Steering Committee not to recommend a member of the Economic Development Commission, Mr. Mark Lavitt, for re-appointment. You might recall me describing the cavalier dismissal of this volunteer as a slap in his face. First, let me say that I firmly believe that the citizen volunteer in question should receive a formal apology from this Council.

The good news is that after the Council meeting I looked further into Mr. Lavitt's reappointment and discovered that his term does not expire until 2018. There was miscommunication between several people that resulted in his name being placed on the re-appointment list for Steering. Mr. Lavitt will graciously continue to serve the town of Coventry. This should have laid the issue to rest.

At the last town council meeting, though, I called a point of order when I felt that one of our members was engaged in a personal attack on me. The councilman's response was to further bully and call into question my integrity by asking if I felt guilty. This was in reference to my comments on how the Councilman, as Steering sub-Committee chairman, handled the reappointment request from Mr. Lavitt. I am not sure what he thought I might feel guilty about unless it was my stand in support of treating our citizen volunteers with respect. Second, Since my fellow councilor has called into question my integrity and suggested I might be "guilty" of something I would like to state for the record that while refusing to consider the re-appointment of Mark Lavitt due to a desire for fresh ideas, the Steering chair had no reservations at that same meeting about re-appointing another long serving member of EDC. The real difference between these two volunteers is their political affiliation. The re-appointed commissioner is a Republican. The commissioner he wanted to boot is a Democrat. This is ironic given that the EDC prides itself on its non-partisan and collaborative efforts. Thus my concern that this Council give volunteers the courtesy of a letter of non-reappointment. This will serve two purposes: one, it will put that citizen volunteer on notice and spare them the embarrassment of showing up for a meeting of a commission to which they have not been re-appointed; and, two, I hope that it will provide the volunteer with an appropriate thank you for service and a reason for non-reappointment. A reason *other* than his or her political affiliation. Given the general distaste many of us have for the partisan politics and gridlock in national government, let's make sure we honor the non-partisan spirit with which our volunteer boards and commissions function and try to do what is best for our community.

Road/Hardscape Bond Report 2015

Cold in Place Recycling with surface treatment:

1.) Cedar Swamp Road (Rt. 44 to Bolton Branch Rd.) Bituminous Overlay:

Cold in Place Recycling with Bituminous Overlay.....$196,571/mile

Cedar Swamp Road (.7 miles) Cost = $137,600

2.) Bolton Branch Road Bituminous Overlay:

Cold in Place Recycling with Bituminous Overlay.....$196,571/mile

Bolton Branch Road (.4 miles) Cost = $78,628

3.) North River Road (Broadway to the T/L) Double Chip Seal:

Cold in Place Recycling with a Double Chip Seal.....$136,193/mile

North River Road (1 mile) Cost = $136,193

4.) Vernon Branch Road Double Chip Seal:

Cold in Place Recycling with a Double Chip Seal.....$136,193/mile

Vernon Branch Road (.35 miles) Cost = $47,668

Full Depth Reclamation:

750 feet of Ripley Hill Road was reclaimed with underdrain installed on the east side of the road to eliminate ground water that was damaging the road.

Ripley Hill Road (.15 miles) Cost = $48,310

Driveway aprons to match new road grade after reconstruction..... **Cost = $23,981**

Tree work required for reconstructed roads.....**Cost = $5,410**

Epoxy Double Yellow striping for 2.6 miles of reconstructed roads.....**Cost = $3,420**

Major reconstruction to 2.6 miles of roadway was completed in 2015 at a cost of $185,081 per mile.

Total cost of Road Bond Reconstruction completed in 2015..... $481,210

Drainage Improvements and Full Depth Reclamation:

Mountain Ridge Subdivision: Inspection of existing drainage in the Subdivision and core samples of the sub-base were evaluated and it was determined that several existing drainage pipes had failed and that additional underdrains were needed to collect water under the road to eliminate winter frost heaves. Drainage repairs will be evaluated through the winter and a determination will be made concerning additional drainage and final surface treatment.

Drainage Repairs Cost to Date = $75,512

Drainage Repairs:

Drainage improvements were made to South Street, Cedar Swamp Road, Northfield Road, Alice Drive, Old Tavern Lane and Shore Drive to repair failed drainage and to prepare roads for future road repairs.

Drainage repairs 2015 Cost = $57,184

Crack Seal:

9.8 miles of roadway and three town parking lots were crack sealed in preparation for Chip Seal in 2016. 15 miles of road were to be crack sealed as part of the Road Bond. Approximately 5 miles of roadway will be crack sealed in spring 2016 as part of the Road Bond.

Crack seal 2015 Cost = $105,382

Bituminous Shimming:

Phase I of Road Shimming is complete with a chip seal to follow in summer 2016.

1.) Grant Hill Road
2.) North River Road (Rt. 31 to Rt. 44)
3.) Flanders Road and Flanders River Road
4.) Springdale Avenue
5.) Babcock Hill Road

Shimming in 2015 Cost = $183,225

Total cost of Road Bond Prep. Work completed in 2015..... $421,303

Total Road Bond expenditures completed in 2015..... $902,513

CHS and Town Hall Parking lots:

Reclamation, drainage improvements paving completed.....**Cost = $302,106**

Pre School parking lot:

Pre School parking lot construction completed.....**Cost = $100,000**

CVFA Parking Lot Improvements:

Crack sealing completed.....**Cost = $3,000**

Total cost of Hardscape Bond Work completed in 2015.....$405,106

Total Road/Hardscape Bond expenditures in 2015.....$1,307,619

Village Improvements: *

Phase I - Mason Street (from box culvert), Prospect Street and Wall Street:

Drainage and curbing are complete with a binder course of asphalt in place. Phase II Drainage, paving and curbing will be completed in 2016. Phase II will also include the final overlay that will complete phase I.

This project is funded from $137,000 received from the Connecticut Water Company for paving restoration and the Town Aid Approved Roads Program.

Village Improvements (.63 mi. completed) cost to date..... $274,087

*** This work is not part of the Road Bond.**

Total cost of Road/Hardscape work completed in 2015 = $1,581,706

Summer Roads Program
2016

Full Depth Reclamation with Bituminous Overlay:

Phase II Drainage improvements to Mountain Ridge Subdivision..... $40,000

Mountain Ridge Drive:

Reclamation with Stabilizer - 8,850 X $3/square yard..... $26,550

Fine grading ($5k) and 4 inch Bituminous Asphalt Overlay (1,970 ton X $69.24/ton) and Bituminous Curbing (5,800 linear feet X $6/ft.).....$176,203

Timber Trail:

Reclamation with Stabilizer - 7,250 X $3/square yard..... $21,750

Fine grading ($5k) and 4 inch Bituminous Asphalt Overlay (1,610 ton X $69.24/ton) and Bituminous Curbing (5400 linear feet X $6/ft.).....$148,876

Tall Oak Drive and Wildwood Drive:

Crack Seal ($10k) and 2 inch Bituminous Overlay (550 ton X $69.24/ton) = $48,082

Total cost for Mountain Ridge reconstruction project 2016 (1.25 mi.) = $461,461

Maple Drive - Lakeview Terrace:

Drainage repairs..... $10,000

Reclamation with Stabilizer - 3500 X $3/square yard..... $10,500

4 inch Bituminous Asphalt Overlay (850 ton X $69.24/ton).....$58,854

Homestead Drive – Actors Colony:

Drainage improvements to Vernal Pool..... $15,000

Reclamation with Stabilizer - 2350 X $3/square yard..... $7,050

3 inch Cold Bituminous Asphalt Overlay (410 ton X $45.57ton).....$18,684

Bellevue Drive – Bellevue Estates:

Drainage repairs..... $10,000

Reclamation with Stabilizer - 1525 X $3/square yard.....$4,575

3 inch Cold Bituminous Asphalt Overlay (265 ton X $45.57ton).....$12,076

Total cost for Town Association road reconstruction in 2016 (.6 mi.) = $146,739

Bituminous Overlay:

South Street (Rotary to Judd Road):

Drainage structure upgrades/repair.....$25,000

Asphalt milling of gutter line ($17k) with tack coat ($5k) and 2 inch Bituminous Asphalt Overlay (1500 ton X $69.24/ton).....$125,860

Total cost for South Street Overlay Project for 2016 (.3 mi.)..... $150,860

Waterfront Heights:

Edgemere Road, Beverly Trail, Lynnbrook Trail, Sycamore Trail, Kingswood Trail, Maplewood Trail, Knollwood Trail.

Roads will be graded and minor drainage improvements completed by Town DPW.

3 inch Cold Bituminous Asphalt Overlay (2000 ton X $45.57/ton).....$91,140

Total cost for Waterfront Heights Overlay Project for 2016 (1 mi.)..... $91,140

Cold in Place Recycling:

South Street (Silver Street to South River Road):

Drainage improvements.....$30,000

Cold in Place (20,000 square yards X $5.75/square yard)..... $115,000

2 inch Bituminous Overlay (1300 ton X $69.24/ton) with tack coat ($5k).....$95,012

Case Road:

Cold in Place Recycling (9,044 square yards X $5.75/ square yard).....$52,003

Double Chip Seal finish course (9,044 square yards X 4.10/square yard).....$37,080

South River Road (Stonecroft Lane to South Street):

Drainage improvements.....$10,000

Cold in Place Recycling (4,278 square yards X $5.75/ square yard).....$24,599

Double Chip Seal finish course (4,278 square yards X 4.10/square yard).....17,540

Total cost for Cold in Place Recycling in 2016 (2.3 mi.)..... $381,234

Bituminous Shimming:

Portions of the following roads will be full width (both lanes) shimmed 1.5 inches compacted in preparation for a Chip Seal finish course in 2017:

1.) Brewster Street
2.) Richmond Road (Sam Green Road to eastern intersection Rt. 44)
3.) North River Road (Rt. 31 to Rt. 44)
4.) Eastview Drive (Lewis Hill Road to Fredrick Drive)
5.) Upton Drive and Nathan Hale Drive
6.) Zeya Drive, Satari Drive, Noor Drive, Heather lane
7.) Sean Circle, Oak Leaf Drive
8.) Gerald Park (Roads to be re-evaluated for priority)
9.) Waterfront Manor (Roads to be re-evaluated for priority)

Town forces will prepare roads, make drainage repairs and cut keyways for all full width shimming to be done by State Bid Contractor. A total of 2000 ton of Class 2 bituminous asphalt will be put in place by State Contract @ $80/ton.

Total Bituminous Shimming = $160,000

Roads to be Chip sealed:

1.) Grant Hill Road (Broadway to Town Line)
2.) Flanders Road
3.) Flanders River Road
4.) Springdale Avenue
5) Olde Tavern Lane
6.) Cornwall Acres
7.) CVFA Parking lot

Town forces will prep, make drainage repairs to prepare for the State Bid Chip Seal @ $1.75 sq. yd. (57,200 sq. yd. = approximately 5 miles)

Total Chip Seal to be completed in 2016 (5mi.) = $100,100

Crack Seal:

Selected roads to be determined for spring 2016 Crack Sealing in preparation for roads to be overlaid or chip sealed in 2017. Total of 5 miles of crack seal..... **$50,000**

Total Road Bond funding required for 2016 = $1,541,534

Village Improvements:*

Phase II – Mason Street (box culvert to Main Street) and Bradbury Lane:

Drainage improvements and final paving will complete Phase I and Phase II of the Village Project. Final design is being completed to go out to bid in March 2016 with completing of the project in July 2016.

Estimate to complete paving of Phase I and reconstruction of Phase II.....**$274,231**

Woods Lane:*

Reclamation with Stabilizer - 1600 square yards X $3/square yard..... $4,800

3 inch Cold Bituminous Asphalt Overlay (277 ton X $45.57ton).....$12,623

Total Cost Woods Lane reconstruction (.13 mi.).....$17,423

Total cost for Village Improvements 2016 (1.13mi.)..... $291,654

*** This work is not part of the Road Bond.**

Total Cost of Road Work to be completed in 2016.....$1,833,188

Lake Street and Cross Street LOTCIP Project:

This project is a LOTCIP Grant to reconstruct Lake Street and Cross Street from Main Street to G.H. Robertson School. The LOTCIP Project is scheduled to go out to bid in March 2016 with a completion date of December 2016.

A short section of Cross Street (G.H. Robertson School to South Street) will not be included in this Grant Project. Reconstruction of this section of Cross Street will be funded from the 2017 Summer Roads Budget.

Cross Street Reconstruction from G.H. Robertson to South Street (.2 miles):

Work will include Full Depth Reclamation with reconstruction of five catch basins, a 4 inch Bituminous Overlay and curbing (estimate)..... **$100,000**

Road Work in 2017 to complete the Summer Roads Program 2015 – 2017:

Daly Road: Rubber Chip Seal 24,000 square yards X $4.50/sq. yard.....**$108,000**

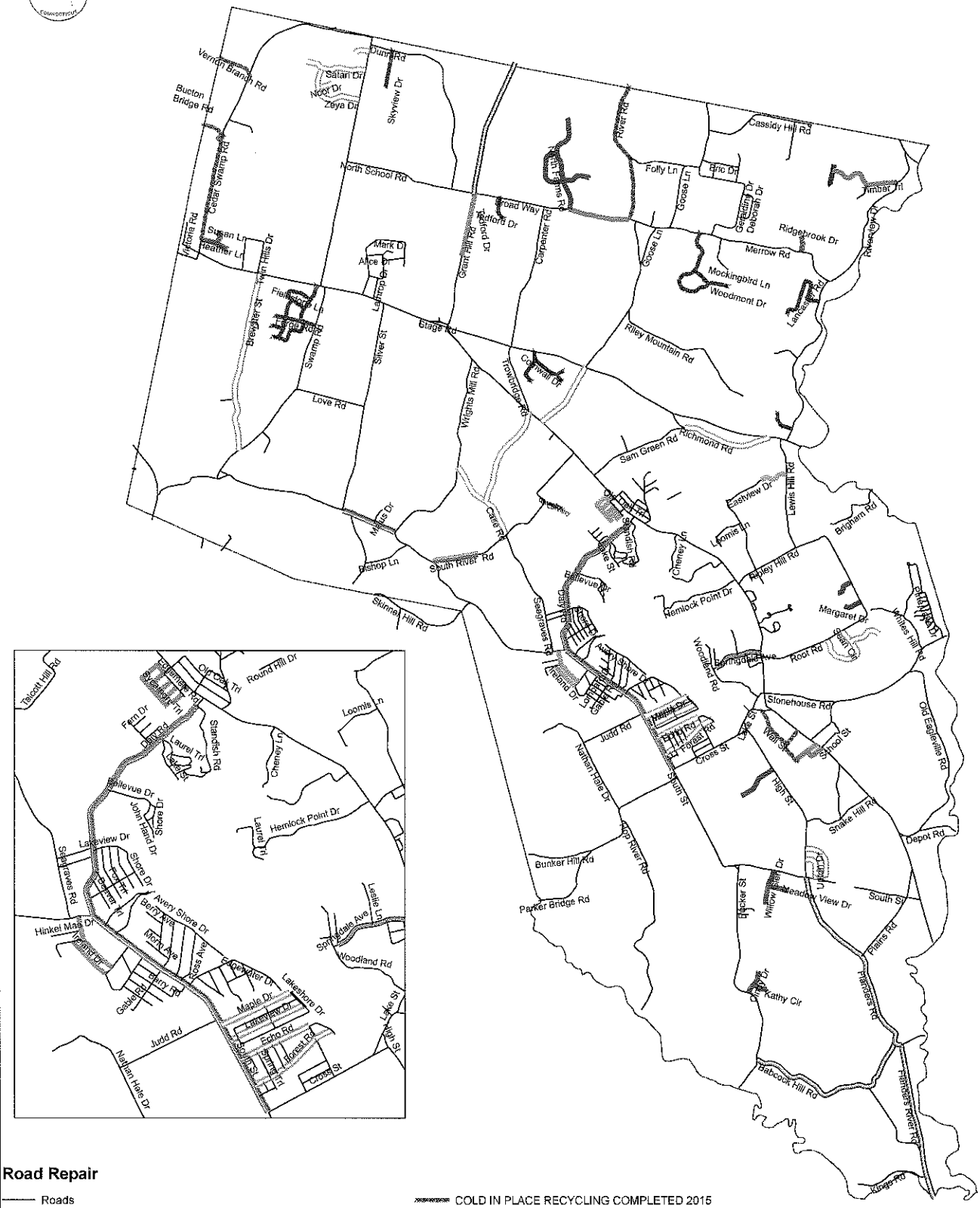
Chip Seal: Roads to be evaluated from the 2016 Shimming List.....**$150,000**

Cold Bituminous Overlay: Priority town roads in Waterfront Manor..... **$100,000**

Crack Sealing: Priority Roads to be determined..... **$100,000**

Total Cost of Road Work to be completed in 2017 (Subject to Budget Approval).....$ 558,000

2015-2017 SUMMER ROADS PROGRAM



Road Repair

- Roads
- BITIMINOUS OVERLAY & DRAINAGE & SIGHTLINE IMPROVEMENTS
- BITIMINOUS SHIMMING & DRAINAGE & SIGHTLINE IMPROVEMENTS
- BITIMINOUS SHIMMING & CHIP SEAL
- BITUMINOUS OVERLAY - 2.75 MILES
- BITUMINOUS SHIMMING - 11 MILES
- CHIP SEAL - 11 MILES
- COLD IN PLACE RECYCLING - 2 MILES
- COLD IN PLACE RECYCLING COMPLETED 2015
- CRACK SEAL
- CRACK SEAL COMPLETED 2015
- DRAINAGE AND SIGHTLINE IMPROVEMENTS
- DRAINAGE AND SIGHTLINE IMPROVEMENTS 2015
- FULL DEPTH RECLAMATION - 1.25 MILES
- SHIMMING COMPLETED 2015
- SHIMMING COMPLETED CHIP SEAL 2016

Existing Ordinance

DUAL CHAIRMANSHIP ORDINANCE

No person shall be elected or appointed to the chairmanship of more than one standing municipal office, board, committee, agency, authority or commission. Should an individual be elected to chair a second municipal office, board, committee, agency, authority or commission, such individual must resign one chairmanship prior to the next meeting of said body. The Town Council may remove any individual from a chairmanship for failure to comply with this requirement.

Notwithstanding, this Ordinance shall not apply to the Chair of the Town Council who may also chair any municipal office, board, committee, agency, authority or commission which authority vests in the Town Council.

Proposed new section

SIMULTANEOUS MEMBERSHIP ORDINANCE

No person shall be elected or appointed to serve simultaneously on the Planning and Zoning Commission, Inland Wetlands (Agency) Commission and/or the Zoning Board of Appeals. Should an individual be elected to serve a second position, such individual must resign from one position prior to the next meeting of said body. If any individual shall fail to comply with this requirement, the Town Council shall remove such individual from the position to which said individual was most recently appointed or elected.

DRAFT

CHARGE TO THE CHS WALLS CODE COMPLIANCE BUILDING COMMITTEE

WHEREAS: the Coventry Board of Education has raised issues regarding the code compliance for several walls at Coventry High School with wind and seismic code.

NOW, THEREFORE, the Coventry Town Council hereby establishes the CHS WALLS CODE COMPLIANCE BUILDING COMMITTEE and requests it conduct its business as follows:

1. The Committee shall have five (5) members and one (1) alternate, each one being a resident elector of Coventry. There shall be one member representing the interests of the Town Council, one member representing the interests of the Board of Education, and four citizens at large, one of which shall be the alternate. Three (3) members shall constitute a quorum. With the exception of the Board's representative, the members shall be recommended by the Steering/Liaison Committee. The Board of Education shall forward their recommended candidate to the Town Council directly. The Council shall hear the recommendations of the Steering/Liaison Committee and Board of Education and after consideration shall appoint the committee membership of their choosing.

2. The Committee shall conduct its business with due regard to all laws and regulations governing the actions of municipal agencies, including those requirements of the Freedom of Information Act and procedures established by the State Department of Education for school facilities projects.

3. The Committee shall choose its officers annually, including a Chairman, Vice Chairman and Secretary and establish a calendar of regular meeting dates.

4. The Committee shall implement the "educational specifications" adopted by the Coventry Board of Education for necessary code compliance work at Coventry High School including the testing, preparation of the necessary schematic drawings, cost estimates, and building specifications. The Committee shall review the work of Silva Engineering, Christopher Lau and DiBlasi Associates P.C. in preparing a solicitation for services. The project should accomplish bringing the structures into compliance with wind and earthquake loading requirements and any other pertinent code deficiency. The project should be broken into two phases – an Investigation & Design Phase and if needed a Construction Administration Phase. The Committee shall follow State guidelines for School Construction project and evaluate the potential State grant reimbursements for repair options, including timing and phasing options. The Committee shall present their recommendations to the Board of Education and the Town Council.

5. The Committee shall be able to utilize funds appropriated by the Town Council for the project to assist in the testing, development of concept plans and cost estimates. These funds may be utilized for uses such as, but not limited to, architect/engineer fees, committee clerk, testing, printing and advertising.

6. The Committee shall procure the services of an architectural/engineering firm utilizing the required process established by the State Department of Education to assure qualification for grant in aid.

7. Upon acceptance of the Committee's recommendation, with or without modifications by the Board of Education and the Town Council, and after the Town Council calls a Town Meeting on a proposed project, the Committee shall present its report to public forums, including a Special Town Meeting, to educate the public prior to the referendum (if required).

8. If the proposal receives a favorable vote by the Town Meeting/Referendum, the Committee shall enter the construction phase. In this phase, the Committee shall be responsible for: a) the expenditure of any funds provided by the Town; b) for putting out to bid and monitoring any construction plan that may be approved by the voters; c) assuring timely submittal of requests for grant reimbursements/ payments from the State of Connecticut; d) hiring a Clerk of the Works and Special Inspector, if required, to assure quality construction practices and to keep a log of construction.

Adopted: _____