

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

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

2. The Pledge of Allegiance was recited.

3. **Audience of Citizens:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. New Business:

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

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

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

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

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

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

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

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

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

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

Citizens' Fire Academy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Acceptance of Minutes:

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

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

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

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

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

5. Consent Agenda:

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

6. Reports:

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

B. Council Members:

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

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

D. Steering Committee – Richard Williams for Thomas Pope:

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

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

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

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

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

E. COVRRRA – John Elsesser:

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

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

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

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

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

F. Town Manager – John Elsesser:

1. Projects update:

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

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

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

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

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

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

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

7. Unfinished Business:

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

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

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

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

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

8. New Business:

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

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

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

10. Executive Session:

Motion #15/16-315: Lisa Thomas moved move that the Town Council enter into Executive Session pursuant to Connecticut General Statutes 1-200(6)(B)-discussion of strategy and negotiation with respect to pending claims and litigation to which the public agency or a member thereof, because of his conduct as a member of such agency is a party until such litigation claim has been finally adjudicated or otherwise settled with the following people in attendance: Town Council members, the Town Manager and the Finance Director. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

Motion #15/16-316: Lisa Thomas moved that the Town Council enter into Executive Session pursuant to Connecticut General Statutes 1-200(6)(D)-discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such a site, lease, sale, purchase or construction would cause a likelihood of an

increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned with the following people in attendance: Town Council members, the Town Manager and the Finance Director. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.

Executive Session commenced at 10:27 PM.

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

11. Adjournment:

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

Respectfully submitted,

Laura Stone
Town Council Clerk

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

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

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

- 5: Regarding the east and west ends of Avery Shores:

On the east end:

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

On the west end,

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

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

6. Other easements:

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

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

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

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

Boiler replacement 2/29/16

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

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

Requested not to exceed amount \$38,640.00

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

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

best case scenario

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

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

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

Chimney rebuild 6500

fund balance \$3,627.00

ANNUAL REPORT HIGHLIGHTS

FY 2014-2015

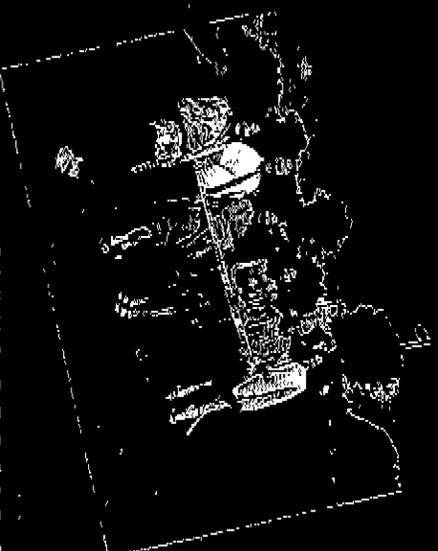


HIGHLIGHTS

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



TOWN COUNCIL



TOWN MANAGER

HIGHLIGHTS

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

HIGHLIGHTS

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

TOWN CLERK



ENERGY CONSERVATION/ ALT. ENERGY ADVISORY COMMITTEE



HIGHLIGHTS

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

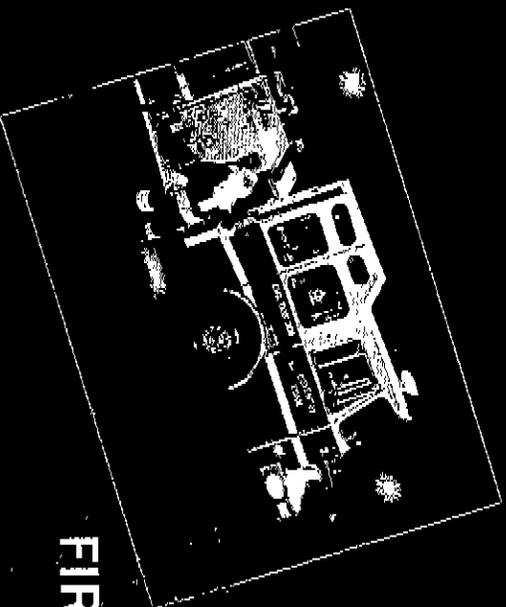
HIGHLIGHTS

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

POLICE



FIRE



HIGHLIGHTS

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

HIGHLIGHTS

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

PUBLIC WORKS

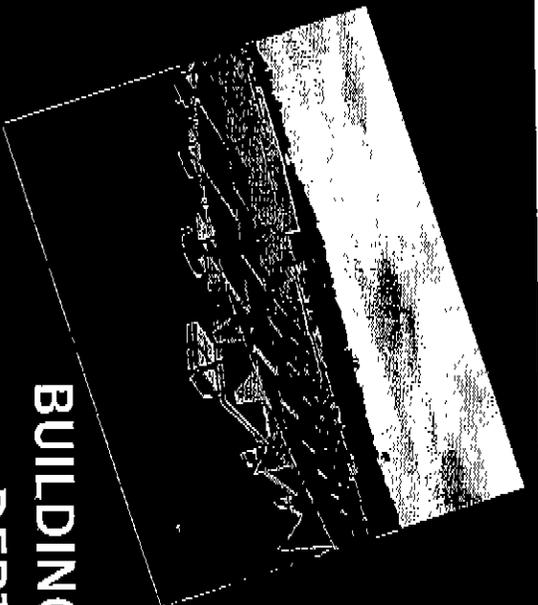
WPCA

HIGHLIGHTS

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

HIGHLIGHTS

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



**BUILDING
DEPT.**



**CEMETERY
COMMISSION**

HIGHLIGHTS

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

HIGHLIGHTS

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

PLANNING & ZONING



ECONOMIC DEVELOPMENT



HIGHLIGHTS

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

HIGHLIGHTS

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



CONSERVATION COMMISSION



BOARD OF EDUCATION

HIGHLIGHTS

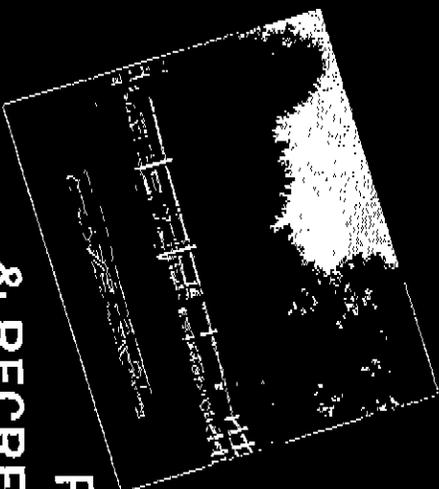
- SMART START GRANT - NEW COVENTRY PRESCHOOL AT CNH CAMPUS
- CONTINUED IMPLEMENTATION OF COMMON CORE STANDARDS
- RANKED AS A TOP HIGH SCHOOL IN CT IN WASHINGTON POST'S ANNUAL HIGH SCHOOL CHALLENGE - PLACING 11TH IN STATE
- EARLY COLLEGE EXPERIENCE STUDENTS EARNED 334 COLLEGE CREDITS AT UCONN; 454 CREDITS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

HIGHLIGHTS

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



HUMAN SERVICES



PARKS & RECREATION



HIGHLIGHTS

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

HIGHLIGHTS

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



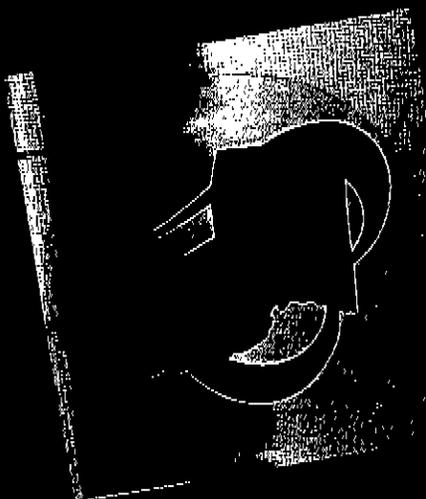
BOOTH & DIMOCK MEMORIAL LIBRARY



FINANCIAL

HIGHLIGHTS

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



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

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

Town of Coventry
Connecticut

Fair Housing

Action Plan

2016

John A. Elsesser
Town Manager

**FAIR HOUSING RESOLUTION
TOWN OF COVENTRY**

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

SEAL

Lori Tollmann, Town Clerk

Date

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

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

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

FAIR HOUSING PLAN

I. Policy Statement

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

Title VI of the Civil Rights Act of 1964

The Fair Housing Act – Title VIII of the Civil Rights Act of 1968, as amended

Executive Order 11063, as amended by Executive Order 12259

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

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

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

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

The Americans with Disabilities Act of 1990

The Age Discrimination Act of 1975, as amended

Executive Order 11246 (as amended by Executive Orders 12375 and 12086) Equal

Opportunity under HUD Contracts and HUD-assisted Construction Contracts

Executive Order 12892, Leadership and Coordination of Fair Housing

Connecticut General Statutes 46a-64c as amended

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

II. Selection of Fair Housing Officer

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

Eric Trott

Director of Planning and Development

1712 Main Street

Coventry, CT 06238

860-742-4062

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

III. Complaint Process

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

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

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

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

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

IV. Opportunity Mapping

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

V. Implementation and Action Steps

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

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

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

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

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

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

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

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

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

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

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

Additional Steps

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

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

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

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

VI. Analysis of Impediments

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

VII. Timetable

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

VIII. Amendments

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

John A. Elsesser, Town Manager

Date

DATA SOURCES

1. Percentage of Ownership Stock
According to the most recent (Oct. 2014) CERC Town Profiles the Town of Coventry has a 92.3% single unit ownership stock.
2. Median Price Home
According to the most recent (Oct. 2014) CERC Town Profiles the median price of a home in the Town of Coventry is \$225,000.
3. Percentage of Rental Stock
According to the most recent (Oct. 2014) CERC Town Profiles the Town of Coventry has a 7.7% rental stock.
4. Median Rent
According to HUD's FY2016 Fair Market Rent Documentation System, the median rent for a three (3) bedroom home is \$1,502.
5. Actual Mill Rate
According to the Town of Coventry's Assessors Office the Actual Mill Rate for the Town of Coventry is 31.2.
6. Monthly Home Insurance Cost
Three square footage amounts were taken from three random listings on www.realtor.com for a "typical two-story, three-bedroom home". The three square footage amounts were added together and divided by the sum of 3 to get the average square footage of 2,726 square feet.

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

7. Monthly Principal and Interest Payment

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

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

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

8. Monthly Private Mortgage Insurance Cost

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

9. Monthly Utility Costs

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

10. Regional Median Household Income

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

11. State Median Household Income

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

CALCULATIONS
Income Needed for Housing

I. Income Needed to Rent at Median Rent

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

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

II. Income Needed to Purchase a Median Price HOME

A. Add the following five (5) amounts

1. Monthly Property Taxes \$ 409.50

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

2. Monthly Home Insurance Cost \$ 98.33

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

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

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

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

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

5. Monthly Utility Costs \$ 337.00

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

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

\$ 2,036.06

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

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

AFFORDABILITY CLASSIFICATION

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

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

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

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

State Median Income = \$69,519.00

Regional Median Income = \$92,308.00

3. Determine the following amounts:

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

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

4. Check the appropriate "Affordability Classification"

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

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

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

COMMUNITY CLASSIFICATION AND CATEGORIZATION

I. Community Classification

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

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

II. Community Categorization

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

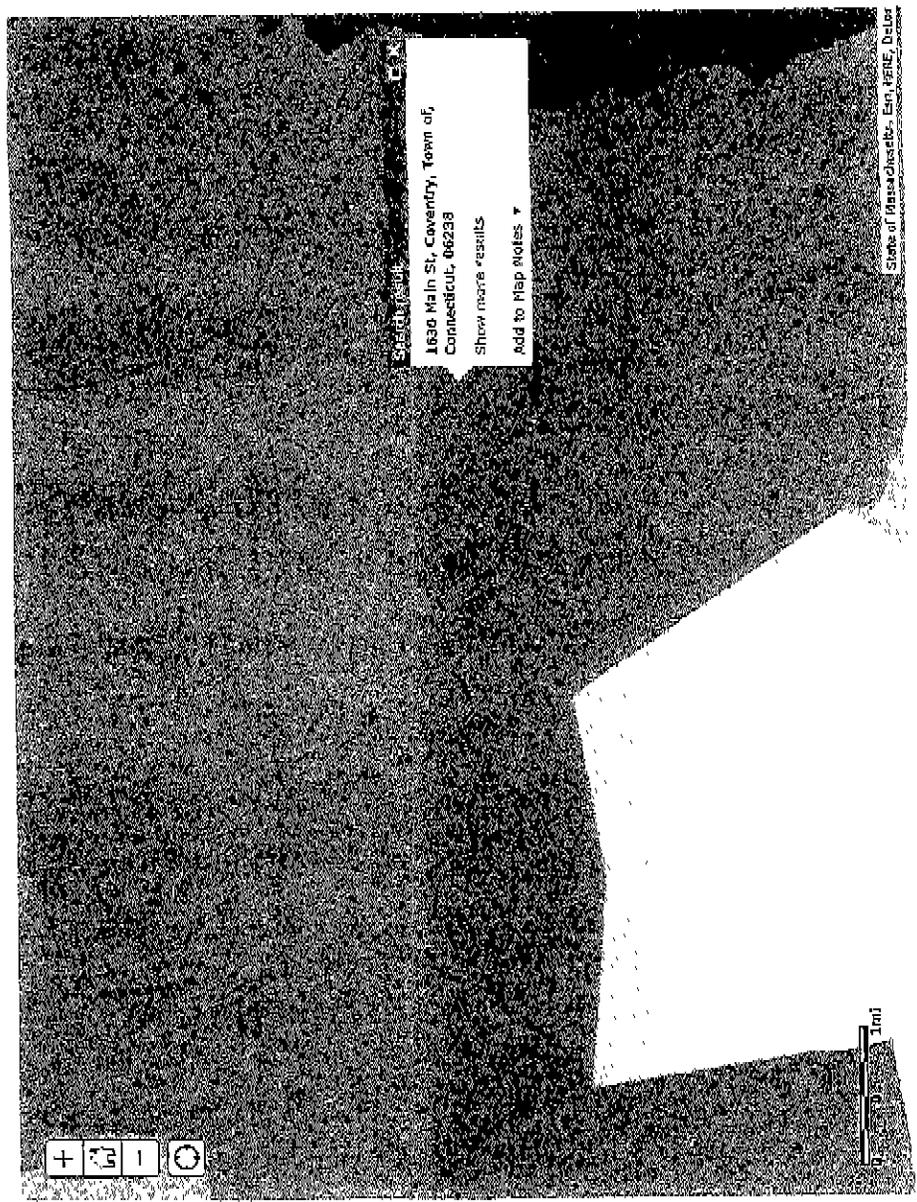
Community Categorization: Second Tier Suburb

Limited Affordability Community

Legend

Comprehensive Opportunity (Open Communities Alliance)

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

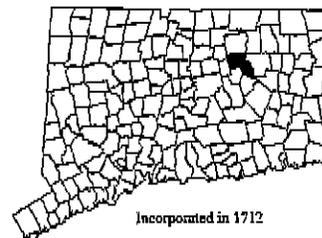


Coventry, Connecticut

CERC Town Profile 2014

Town Hall
P.O. Box 189
Coventry, CT 06238
(860) 742-6324

Belongs to
Tolland County
LMA Hartford
Northeast Economic Dev. Region
Windham Planning Area



Demographics

Population (2012)	Town	County	State	Race/Ethnicity (2012)	Town	County	State
2000	11,504	136,364	3,405,565	White	11,880	136,874	2,802,217
2010	12,354	151,073	3,545,837	Black	80	4,411	355,660
2012	12,445	152,137	3,572,213	Asian Pacific	241	5,115	139,827
2020	13,026	160,094	3,690,997	Native American	24	135	8,531
12-20 Growth / Yr	0.6%	0.6%	0.4%	Other/Multi-Race	220	5,602	265,978
				Hispanic (any race)	298	6,655	480,185
Land Area (sq. miles)	38	410	4,845	Poverty Rate (2012)	3.5%	7.0%	10.0%
Pop / Sq. Mile (2012)	330	371	737	Educational Attainment (2012)			
Median Age (2012)	43	38	40	Persons Age 25 or Older	Town	%	State
Households (2012)	4,653	54,499	1,360,184	High School Graduate	2,517	29%	677,253
Med HH Inc. (2012)	\$92,308	\$80,887	\$69,319	Associates Degree	959	11%	177,531
				Bachelors or Higher	2,914	33%	879,089
Age Distribution (2012)							
	0-4	5-17	18-24	25-49	50-64	65+	Total
Male	199 2%	1,184 10%	513 4%	2,109 17%	1,541 12%	662 5%	6,208
Female	194 2%	1,086 9%	527 4%	2,159 17%	1,486 12%	785 6%	6,237
County Total	6,811 4%	23,671 16%	24,990 16%	47,522 31%	30,601 20%	18,542 12%	152,137
State Total	200,031 6%	612,181 17%	328,661 9%	1,194,793 33%	726,725 20%	509,822 14%	3,572,213

Economics

Business Profile (2013)	Units	Employment	Top Five Grand List (2011)	Amount	% of Net
Sector			Connecticut Light & Power	\$9,460,020	1.0%
Total - All Industries	194	1,404	Coventry Funding	\$2,994,100	0.3%
23 Construction	40	109	White Mountain-Coventry LLC	\$2,702,200	0.3%
31 Manufacturing	6	51	CIL Development of Coventry Inc	\$2,160,400	0.2%
44 Retail Trade	20	238	Algonquin Gas Transmission Co	\$2,157,600	0.2%
62 Health Care and Social Assistance	15	127	Net Grand List (2011)	\$983,526,745	
72 Accommodation and Food Services	13	156	Major Employers (2014)		
Total Government	11	441	East of River Veterinary Emerg	George Hersey Robertson School	
Local/Municipal Government	10	438	Captain Nathan Hale Middle	Highland Park Market	
			Coventry High School		

Education

2010-2011 School Year	Town	State	Connecticut Mastery Test Percent Above Goal							
			Grade 4		Grade 6		Grade 8			
			Town	State	Town	State	Town	State		
Total Town School Enrollment	1,988	548,313								
Most public school students in Coventry attend Coventry School District, which has 1,822 students.			Reading	74	63	84	76	81	75	
			Math	77	67	92	72	65	67	
			Writing	74	67	85	65	74	65	
			Average SAT Score			Average Class Size				
			Students per Computer	Town	State	Grade K	Grade 2	Grade 5	Grade 7	High School
For more education data see:			Elementary:	4.1	4.1	17.9	19.3	26.2	24.0	16.2
http://sdeportal.ct.gov/Cedar/			Middle:	2.5	2.7					
Web Research and Reports/SS			Secondary:	1.8	2.9					
PRReports.aspx										

Coventry Connecticut



Government

Government Form: Council-Manager		Annual Debt Service (2012)		\$2,746,647	
Total Revenue (2012)	\$39,759,918	Total Expenditures (2012)	\$39,287,534	As % of Expenditures	7.0%
Tax Revenue	\$26,509,011	Education	\$27,995,105	Eq. Net Grand List (2010)	\$1,331,531,195
Non-tax Revenue	\$13,250,907	Other	\$11,292,429	Per Capita	\$106,993
Intergovernmental	\$12,694,185	Total Indebtedness (2012)	\$23,984,608	As % of State Average	74%
Per Capita Tax (2012)	\$2,130	As % of Expenditures	61.0%	Moody's Bond Rating (2012)	Aa3
As % of State Average	82.5%	Per Capita	\$1,927	Actual Mill Rate (2012)	27.00
		As % of State Average	85.4%	Equalized Mill Rate (2012)	19.82
				% of Grand List Com/Ind (2010)	3.6%

Housing/Real Estate

Housing Stock (2012)	Town	County	State	Owner Occupied Dwellings (2012)	4,128	41,273	929,560
Total Units	4,879	57,912	1,485,445	As % Total Dwellings	85%	71%	63%
% Single Unit	92.3%	74.5%	64.6%	Subsidized Housing (2012)	261	4,882	161,379
New Permits Auth. (2012)	24	236	4,669	Distribution of House Sales (2011)			
As % Existing Units	0.49%	0.41%	0.31%	Number of Sales			
Demolitions (2012)	3	18	955	Less than \$100,000	2	16	392
House Sales (2011)	80	480	13,847	\$100,000-\$199,999	24	114	3,205
Median Price	\$223,000	\$241,500	\$291,000	\$200,000-\$299,999	42	213	3,494
Built Pre 1950 share (2012)	25.2%	20.6%	30.2%	\$300,000-\$399,999	10	81	2,086
				\$400,000 or More	2	56	4,670

Labor Force

Place of Residence (2013)	Town	County	State	Connecticut Commuters (2011)			
Labor Force	7,042	84,381	1,859,934	Commuters into Town from:	Town Residents	Commuting to:	
Employed	6,544	78,700	1,715,398	Coventry	495	Hartford	810
Unemployed	498	5,681	144,536	Manchester	93	Manchester	671
Unemployment Rate	7.1%	6.7%	7.8%	Windham	63	Coventry	495
Place of Work (2013)				Mansfield	55	Mansfield	420
Units	194	3,043	113,697	Vernon	48	East Hartford	399
Total Employment	1,404	42,714	1,640,223	Tolland	39	Windham	237
2000-13 AAGR	1.0%	1.1%	0.2%	Columbia	28	Vernon	213
Mfg Employment	51	50,511	163,828	Ellington	22	South Windsor	174
				East Hartford	22	Tolland	156

Other Information

Crime Rate (2012)	Town	State	Distance to Major Cities	Miles	Residential Utilities
Per 100,000 Residents	1,435	2,433	Hartford	17	Electric Provider
Library (2013)			Boston	78	Connecticut Light & Power
Public Web Computers	23		New York City	113	(800) 286-2000
Circulation per Capita	9		Providence	48	Gas Provider
Families Receiving (2014)					CNG Corp
Temporary Assistance	38				(860) 727-3000
Population Receiving (2014)					Water Provider
Food Stamps	662				Connecticut Water Company
					(800) 286-5700
					Cable Provider
					Charter Communications of Northeastern CT
					(800) 827-8288

MORTGAGES	BANK RATES	CREDIT CARDS	PERSONAL LOANS	AUTO	TAXES
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Today's Mortgage Rates

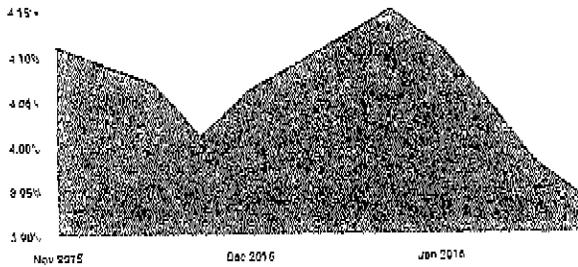
3.01% APR	30-Year Fixed	3.50%	3.61% APR
ARM	15-Year Fixed	3.00%	3.02% APR
	5/1 ARM	3.00%	3.01% APR

MORTGAGE Buy Now

Current Mortgage Interest Rates

MORTGAGES	CDS	AUTO LOANS	HOME EQUITY	CREDIT CARDS
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30-year fixed mortgage



Find the best mortgage rates in your area.

3-month trend	30-year fixed	15-year fixed	5/1 ARM	20-year fixed
12/7/2015	3.94	3.21	3.3	3.85
12/0/2015	3.93	3.28	3.31	3.67
1/13/2016	4.05	3.29	3.4	3.93
1/8/2016	4.11	3.30	3.46	4.06
12/30/2015	4.15	3.33	3.49	4.1
12/22/2015	4.12	3.33	3.44	4.08
12/16/2015	4.00	3.34	3.42	4.03
12/9/2015	4.05	3.27	3.4	4.01
12/2/2015	4.01	3.25	3.39	3.88
11/24/2015	4.07	3.20	3.33	3.84

Add this table to your page → get code

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MORTGAGE
CALCULATOR

YOUR
MONTHLY
PAYMENT

MORTGAGE

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

CALCULATE

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

MONTHLY PAYMENT

\$1,013.10

Calculate



INTEREST PRINCIPAL

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



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



FY 2016 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2016 FMRs for All Bedroom Sizes

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

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

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

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

RESOLUTION

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

SEAL

Lori Tollmann, Town Clerk

Date

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

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

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

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

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

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

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

PROGRAM INCOME PLAN

Town of Coventry

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Housing Rehabilitation Revolving Loan Account.

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

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

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

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

Signature

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

Date