

**Minutes**  
**Town Council Steering Committee Meeting**  
**August 22, 2016**  
**Town Hall Conference Room B**

1. The meeting was called to order at 7:00 PM.  
**Present:** Thomas Pope, Lisa Thomas, Richard Williams  
**Also present:** John Elsesser, Town Manager  
**Absent:** Julie Blanchard
  
2. **Acceptance of minutes, June 27, 2016:**  
The minutes were accepted as written.
  
3. **Reports:**
  - A. **Chairman – Thomas Pope:**  
The September 26, 2016 Steering Committee meeting will take place at 5:30 PM.
  
  - B. **Committee Members:** none.
  
  - C. **Possible recommendations/Vacancies/Board & Commission List:**  
Lisa Thomas said there needs to be a way to show party affiliation on the Board and Commission reports. The new format doesn't show us this information. Thomas Pope said the Board Members report still has some inconsistencies – ending term dates are in the past. The report needs to be reviewed and updated. Laura Stone will review and discuss with the Town Clerk's office.
  
4. **Resignations/not wishing to be reappointed:**
  - A. **Inland Wetlands Agency – Clapp:** Acknowledged. A note of thanks will be sent.
  
  - B. **Insurance Advisory Committee – Chipkin:** Acknowledged. A note of thanks will be sent.
  
5. **Reappointments:**
  - A. **Inland Wetlands Agency – Mathieu:** Richard Williams moved to recommend the reappointment of Lori Mathieu to the Inland Wetlands Agency, term to expire 9/15/2019. The motion was seconded by Lisa Thomas and carried on unanimous vote.
  
6. **Appointments:**
  - A. **Coventry Farmers' Market Operating Committee – Weaver:** Lisa Thomas moved to recommend the appointment of Katrina Weaver to the Coventry Farmers' Market Operating Committee, term to expire 12/17/2018. The motion was seconded by Richard Williams and carried on unanimous vote.
  
  - B. **Parks & Recreation Commission Alt. – Parkinson:** Richard Williams moved to

recommend the appointment of Cory Parkinson as an alternate to the Parks & Recreation Commission, term to expire 1/1/2017. The motion was seconded by Lisa Thomas and carried on unanimous vote.

**C. Inland Wetlands Agency – Rosa:** Lisa Thomas moved to recommend the appointment of David Rosa to the Inland Wetlands Agency, term to expire 9/15/2019. The motion was seconded by Richard Williams and carried on unanimous vote.

**D. & E. Ad-hoc Coventry Lake Advisory & Monitoring Committee – Rosa, McNaboe:** No openings at the present time. Mr. McNaboe will be contacted to see if he might be interested in serving on Inland Wetlands since his expertise seems relevant. Mr. Rosa is being recommended for Inland Wetlands.

**F. Conservation Commission – Liberati:** Richard Williams moved to recommend the appointment of Marjorie Liberati to the Conservation Commission, term to expire 1/1/2018. The motion was seconded by Lisa Thomas and carried on unanimous vote.

**G. Energy Conservation/Alternative Energy Advisory Committee – Hayes:** Richard Williams moved to recommend the appointment of Jesse Hayes to the Energy Conservation/Alternative Energy Advisory Committee to fill the Mullen vacancy, term to expire 3/1/2017. The motion was seconded by Lisa Thomas and carried on unanimous vote.

**H. Cemetery Commission – Chapman:** Lisa Thomas moved to recommend the appointment of Michael Chapman to the Cemetery Commission, term to expire 10/17/2017, subject to verification of appropriate ratio of committee political party representation. The motion was seconded by Richard Williams and carried on unanimous vote.

Lisa Thomas said it might be helpful to include available seats by political party affiliation when posting a vacancy. Thomas Pope said it could create problems. John Elsesser said it is often better to get a volunteer who is interested and divert them to a Commission with an appropriate opening, rather than discouraging them to apply.

**7. Consideration – Acceptance of Avery Shores as a Town Road:**

John Elsesser distributed a memo outlining some potential options (*attached to these minutes.*) The sample deed shows how it might be done. Items 6 and 7 are relevant – regarding pass and re-pass and the right to enter a property for road and drainage maintenance. If Gerald Park Association transfers their rights to the Town then the Town would have the right to maintain the road. Item 2 indicates the Association could place additional restrictions so they could retain some defined rights. The Association's biggest concern seemed to be that they might be made to tear down buildings. Item 8 addresses that and may satisfy them that we are not trying to tear their buildings down. Our attorney feels this approach would be legally appropriate. We wanted to get the Council's thoughts before talking with the Association. In addition (DPW Director) Mark Kiefer's list of needed improvements still needs to be addressed. Thomas Pope said he likes the concepts in general although specifics need to be determined. He asked what would happen if the Association dissolves. John replied we could put in a clause that if the Association dissolves then rights go to the Town. Acceptance of off-road drainage also still needs to be clarified.

Consensus was reached to have the Town Manager start a discussion with the Association.

**8. Consideration: Tax Abatements for Seniors:**

John Elsesser reviewed information showing the number of participants Coventry currently has in the State circuit breaker program. There are 124 participants - 60 were renewals and 64 were new applications – we don't remember seeing that many in recent years. It could mean people are getting older and more people are income qualified. One concern would be if that number keeps going up. Many people who are eligible don't want to have a lien put on their home so they do not do it. Towns have a lot of ways to give additional benefits. Some give the same amount as the State, some do a percentage, some do a flat fee, some do a sliding scale based on income. Thomas Pope said he would like to keep it simple administratively. John said we talked with our attorney who said it could certainly be done. There is a maximum - no one can get more than 75% of their house value. The policy questions are whether you want to look at a piggyback method (that is most common across the state), and how much you want to give. Then the remaining issue is what you want to do with liens that are already in place. Thomas said he doesn't want to revise history. John said we could do it like the P.A. 490 program and release a portion over time. Thomas said he thinks it would anger those who didn't take it because they didn't want a lien. John said if we don't give 100% then the people who were willing to take the lien will get less money next year. We could do either program - one would have a higher limit than the other. Manchester does that. Thomas said he likes 50% - it somewhat limits our liability. John said long term the ordinance has a maximum cap. We could set that lower to protect the community as a whole. Consensus was to draft a program with 50%, lowering the maximum cap and leaving the lien option. Lisa asked if people with liens could switch. John said yes but the liens would remain. Lisa asked if the Town is comfortable with potential revenue impact. John replied it means \$35,000 is not available for something else but it is a relatively small amount of money. The town budget won't go up. Richard asked about the cost of administering this program. John replied it would be negligible because we already do it. A computer could do the calculations. There is no need to meet with people.

**9. Consideration: Development of Policy Governing Authority to Make Inter-Fund Allocations:**

Finance Committee meeting minutes were reviewed for the Finance Chairman's recommendations. Thomas said he thinks there is valid concern, but he doesn't think it is a reflection on John Elsesser's judgment or method of budget. It is more of a concern that it could be done improperly, not that it ever has. With COVRRRA we took an expense from the town budget and moved it over to the COVRRRA budget. The Council didn't move it, John did. There was nothing sinister about it but a future town manager could move 10 employees over. The Town passed the budget based on what was supposed to be in it. Moving money within the budget has never been a problem. Having some kind of authorization to move it to a separate budget seems to make sense. Lisa Thomas asked if that would be a policy or an ordinance. John Elsesser said the Council has the right to have Council policies. He has no issues or qualms with the recommendations dealing with the personnel side. Regarding the suggestion to seek authorization on anything that is going to affect a future budget, that is a little harder to define. Also any changes in excess of a certain dollar amount - with Recreation and COVRRRA they generate their own revenue and there are expenses, so that also would have to be defined. Is it a new expense or is it related to quantities that we don't control? Those numbers can fluctuate dramatically. We might need a higher threshold. There are lots of times expenses are split for shared services. Thomas noted the transfer of personnel affects that budget going forward. Lisa said the first part of the Finance Chairman's recommendations make sense – she has a

problem with the last one. It feels like we would be ham-stringing ourselves. Thomas said he thinks we need to keep it relatively simple and develop a policy for the personnel change. John asked if they want a dollar threshold. He said it doesn't happen very often. Thomas said if we limit it to personnel then we don't have to worry about other areas. If we do this now we can address other problems in the future if they come up. John said he will have (Finance Director) Beth (Bauer) draft something and bring it back to Steering.

**10. Consideration: 2016 Volunteer Recognition:**

A price quote for wall calendars was reviewed. The Committee would like to do something different and asked to see prices for a coffee cup instead. John Elsesser said he would like to upgrade the Town seal at some point – the original has gotten blurry over time. The artist who designed the Nathan Hale statue gave permission for us to use his sketch. The Town Charter specifies it must be Nathan Hale standing. The Committee agreed to have John look into it.

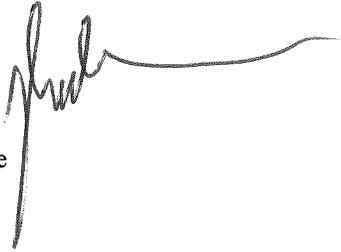
**11. Adjournment:**

**The meeting was adjourned at 8:45 PM on a motion by Lisa Thomas, seconded by Richard Williams and unanimously approved.**

Respectfully submitted,

Laura Stone  
Town Council Clerk

TO: Council Steering Committee  
FROM: John A. Elsesser, Town Manager  
RE: Conveyance of Avery Shores Drive  
DATE: August 22, 2016



Here is a suggestion for an option to proceed with the transfer of road ownership for Avery Shores Drive which may address most of the issues which have been obstacles:

1. Gerald Park Association conveys to the Town the rights they reserved in their conveyance to adjacent property owners including “the right to enter the property for road maintenance and improvements and drainage maintenance and improvements.” (See attached sample deed.)
2. The Association could place additional restrictions on this conveyance to the Town that any “significant” (or other appropriate legal term) improvement will require the affirmative agreement of the Gerald Park Association Board of Directors which shall not unreasonably be withheld. Significant could be defined as any improvement work:
  - Beyond 5 feet of paved surface, or some other negotiated restriction.
  - It could also clearly state that no existing buildings could be required to be moved or not reconstructed per item 8 of their original conveyance.

Additionally, per the Council’s Road Acceptance Policy the work identified in Mark Kiefer’s memo dated May 22, 2016 will need to be addressed.

There remain other smaller issues such as some parcels without conveyances which the Association would need to convey to the Town and some areas which the Association does not appear to own anything more than a right to pass and re-pass.

**GERALD PARK ASSOCIATION**, a corporation specially chartered by the State of Connecticut for no consideration paid, grant to **BENEDICT D. EMANUELE** and **MARY ANN T. EMANUELE** of Coventry, Connecticut, as joint tenants, with **QUIT CLAIM COVENANTS** that certain piece or parcel of land located in the Town of Coventry, County of Tolland and State of Connecticut and more particularly bounded and described as follows:

NORTHERLY	by land of the Grantees
EASTERLY	by a line which is an extension of the Grantee's easterly boundary line to the paved portion of Avery Shores Drive
SOUTHERLY	by the paved portion of Avery Shores Drive
WESTERLY	by a line which is an extension of the Grantee's westerly boundary line to the paved portion of Avery Shores Drive

Said property is subject to:

1. Any and all provisions of any ordinance, municipal regulation, public or private law.
2. Any facts which an accurate survey or personal inspection of the premises would disclose.
3. Easements and restrictions as of record appear.
4. Taxes due the Town of Coventry on the List of October 1, 2005, which the Grantees assume and agree to pay.
5. Rights of way as set forth in an instrument recorded in Volume 66 at Page 91 of the Coventry Land Records.
6. The right of the Grantor and the owners of property, shown on a map entitled "Map of Gerald Park and Vicinity Lake Wamgumbaug So. Coventry Conn. By J.H. FitzGerald C.E." which map is on file in the Coventry Town Clerk's Office, to pass and repass over the property herein conveyed.
7. The Grantor reserves the right to enter the property for road maintenance and improvement and drainage maintenance and improvement.
8. The Grantees agree that by the acceptance and recording of this deed that the parcel described herein shall be merged with the Grantee's adjoining land known as 44 Avery Shores Drive and shall not be conveyed separately from the conveyance of the adjoining property. The Grantees further agree that no structures shall be built, enlarged or extended within the area of the property conveyed.

*Handwritten mark resembling a stylized 'A' or star.*

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These restrictions shall be a covenant running with the land and shall be enforceable by the property owner owning property shown on the map referenced above.

Signed this 6<sup>th</sup> day of September, 2006

Witnessed by:

GERALD PARK ASSOCIATION

David C. Rappe  
David C. Rappe

By Stewart E. Hillman II  
Stewart E. Hillman II  
Its President

Sharon Powers  
Sharon Powers

STATE OF CONNECTICUT)

( SS: COVENTRY

September 6, 2006

COUNTY OF TOLLAND )

On this the 6<sup>th</sup> day of September, 2006, before me, David C. Rappe, the undersigned officer, personally appeared STEWART E. HILLMAN II, who acknowledged himself to be the President of GERALD PARK ASSOCIATION, a corporation, and that he as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as such officer.

In Witness Whereof I hereunto set my hand.

David C. Rappe  
David C. Rappe  
Commissioner of the Superior Court

Grantees' Mailing Address  
44 Avery Shores Drive  
Coventry, CT 06238

CONVEYANCE TAX RECEIVED

Local \$ 00 State \$ 00

Received for record Nov 21, 2006  
At 11:54A. Recorded in Coventry  
Land Records, Vol 1021 Page 288  
By Coventry Town Clerk

Cheryl A. McEntere, Asst