

Town of Coventry  
Connecticut



*View of Edmonson's Island  
from Oak Grove Beach.  
Photo by Laura Stone*

**Annual Report**  
Fiscal Year  
July 1, 2010 - June 30, 2011

Office of the Town Manager  
1712 Main Street  
Coventry, CT 06238

860-742-6324  
[www.coventryct.org](http://www.coventryct.org)





# **TOWN OF COVENTRY ANNUAL REPORT FY 2010 – 2011**





*Fireworks at CoventryFest: June 2011.*

# TABLE OF CONTENTS

<b>COUNCIL &amp; MANAGER</b> .....	<b>7</b>
TOWN COUNCIL .....	9
TOWN MANAGER .....	14
<b>OFFICIALS</b> .....	<b>17</b>
OFFICIALS/VOLUNTEERS .....	19
<b>ADMINISTRATION</b> .....	<b>23</b>
TOWN CLERK .....	25
SUMMARY OF TOWN MEETINGS.....	37
REGISTRARS OF VOTERS.....	39
<b>PUBLIC SAFETY</b> .....	<b>41</b>
POLICE.....	43
FIRE MARSHAL/EMERGENCY MANAGEMENT.....	57
NORTH COVENTRY VOLUNTEER FIRE DEPARTMENT.....	58
COVENTRY VOLUNTEER FIRE ASSOCIATION.....	60
<b>PUBLIC WORKS</b> .....	<b>65</b>
ADMINISTRATION.....	67
OPERATIONS .....	69
FLEET MAINTENANCE.....	71
ENGINEERING.....	73
COVRRRA .....	75
WPCA.....	79
PERMITS/CODE ENFORCEMENT.....	82
CEMETERY COMMISSION.....	85
<b>LAND USE</b> .....	<b>87</b>
PLANNING & ZONING .....	93
INLAND WETLANDS .....	102
ZONING BOARD OF APPEALS.....	104
ECONOMIC DEVELOPMENT .....	110
CONSERVATION COMMISSION.....	112
<b>EDUCATION</b> .....	<b>115</b>
BOARD OF EDUCATION/SCHOOLS.....	117
<b>HUMAN SERVICES/CIVIC/CULTURAL</b> .....	<b>127</b>
HUMAN SERVICES .....	129
HOUSING AUTHORITY.....	134
RECREATION.....	135
BOOTH & DIMOCK MEMORIAL LIBRARY.....	144
<b>FINANCIAL</b> .....	<b>153</b>
FINANCE DIRECTOR .....	156
TOWN TREASURER .....	160
ASSESSOR .....	161
BOARD ASSESSMENT APPEALS .....	164
COLLECTOR OF REVENUE.....	165
AUDITOR’S REPORT .....	168
<b>AGENCIES</b> .....	<b>215</b>
EASTERN HIGHLANDS HEALTH DISTRICT.....	217





# **TOWN COUNCIL & TOWN MANAGER**

*Right: The Town crest. The motto, Altiora in votis, in Latin, translates as "I pray for the higher things."*



# Town Council



*L to R: Julie Blanchard, Joan Lewis, Steven Hall, Elizabeth Woolf, Mike Griswold, Jeff Shorts, Lisa Thomas.*

## Report Card for Coventry Town Council - Years 2010 and 2011

Thank you for the opportunity to serve the Town of Coventry. Our overall purpose is to create a framework for decision-making and action for the Council itself, as well as for the Town Manager and his staff. Our council goals and priorities for the fiscal years 2010 and 2011 fall under the following categories: Financial Management; Land Use and Economic Development; Citizen Involvement and Communications, Municipal Infrastructure and Services; Community Quality of Life. I am pleased to report that the Council has made good progress in each of these categories. Following are some of the most notable accomplishments for the 2010/11 fiscal year.

### I. Financial Management

#### Goals

#### Results

Deliver fair and equitable Board of Education, Town and Capital budgets that are fiscally responsible and reflect a balance of competing priorities with available economic resources.	Budgets for 2010 and 2011 increased the mil rates by .58 or 2.2% and .42 or 1.59%, respectively and were each passed on the first referendum. High level of town & school services maintained despite minimal increases.
Ensure that Council decisions to expend public funds are judicious and align with the Town's short and long-term goals.	Achieved.
Continue reporting the Town's financial condition using the CAFR standard.	Achieved.
Continue work toward the goal of increasing the unreserved Fund Balance to 10% of total General Fund Expenditures.	Ongoing. Did not use fund balance to reduce taxes.
Continue to strive toward achieving an 80% funded ratio for Town Employees' Pension Plans.	Appropriated additional \$99,000 in 2010 and \$100,000 in 2011 to the pension plans over and above the amount recommended by actuaries.
Communicate the "whys" of budget decisions to our townspeople, including a full explanation of any proposed building projects and infrastructure improvements.	Explanatory texts for referenda sent to all households; additional and improved TV coverage for Council and BOE meetings.
Seek opportunities for sharing services both regionally and between the Town and Board of Education, thereby increasing efficiency and reducing costs. Work with the BOE and WINCOG to identify possible opportunities.	Regional cooperative accomplishments: online building permitting; regional GIS; shared trail maintenance equipment; shared IT resources with S. Windsor; BOE and town cooperation in transferring health insurance to CIGNA.
Develop strategies to reduce liability from other post-employment benefits.	Ongoing
Continue regular meetings with the Board of Education Fiscal Committee to identify and address areas of concern.	Council Finance and BOE Fiscal Committees held 3-4 joint meetings each of the two years.

## II. Land Use & Economic Development

### Goals

### Results

<p>Continue to schedule Land Use Consortiums for members from Conservation, Economic Development, Inland/Wetlands, Parks and Recreation, Planning &amp; Zoning, Town Council, Water Pollution Control Authority, and Zoning Board of Appeals.</p>	<p>2-3 Consortiums held in each of the two years.</p>
<p>In conjunction with development of the Plan of Conservation and Development, using the update to the POCD and the 2010 Open Space Plan, identify key parcels for open space preservation, easements and future unanticipated needs. Add to the Land Acquisition Fund through donations, fees “in lieu of,” grants and other non-taxpayer options such as land trusts, etc. Consider bonded funding to take advantage of open space preservation opportunities as they become available, including acquiring development rights. Consider the use of funds to facilitate such transactions.</p>	<p>Will acquire 35 acres of open space on Pucker St. by year end 2011. Property was designated high priority in Open Space Plan. Negotiating funds to acquire development rights for farm on Flanders Rd from a variety of sources including our own Land Acquisition Fund, CT Department of Agriculture, Joshua’s Trust and CT Farmland Trust. Budgeted \$30,000 in each of the two years’ Capital Budgets for open space.</p>
<p>Support our farmers and farmland by promoting the Coventry Regional Farmers Market, agri-tourism and farmland preservation programs, including assistance in submitting applications where necessary.</p>	<p>Have provided Farmers’ Market with technical and in-kind services for each of the two years. Provide education to farmers on programs available for farmland preservation.</p>
<p>Enhance tourism information to promote all of Coventry’s historic properties and retail businesses. Encourage visitors from one of the Town’s attractions (i.e. Coventry Regional Farmers’ Market) to patronize/visit other Coventry attractions by making the tourism information available at strategic locations.</p>	<p>EDC encourages businesses to place brochures at Farmer’s Market.</p>
<p>Encourage economic development that is appropriately scaled and aligns with the POCD and the rural character of the community. Work toward realization of the vision for Coventry Village Center in conjunction with the realignment of Main Street.</p>	<p>Received recommitment from DOT for 50% funding for realignment of Main St. in Coventry Village. Vision for Village to conform with P&amp;Z Design Guidelines.</p>

### III. Citizen Involvement and Communications

<b>Goals</b>	<b>Results</b>
Continue focus on attracting citizen volunteers for Boards and Commissions.	Ongoing outreach for volunteers for Boards and Commissions. Regular advertisements for openings on web site, at Council meetings and Coventry Town News.
Schedule and hold "Volunteer Appreciation Day" in the January/February 2010 time frame at the Lodge at Patriot's Park for Council-appointed volunteers.	Volunteer Appreciation Days held in each year.
Continue improving the quality of town communications, including regular updating of the web site, televising of Council and BOE meetings, newsletters and press releases.	Improved quality of the televised Town Council and Board of Education meetings. Introduced Video on Demand Peg Central system for previously broadcast events such as Town Council meetings, BOE meetings, Coventry Conversations. Monthly e-blasts sent to announce events for the upcoming month; Town Newsletters issued for each of the seasons of the year; frequent press releases.
Produce a handbook for all volunteers that would include, among other items, a copy of the Town Charter and our Code of Conduct.	Done

### IV. Municipal Infrastructure and Services

<b>Goals</b>	<b>Results</b>
Partner with the BOE to prioritize and plan funding for reconstruction of the school roofs.	Done.
Oversee and monitor quarterly - through to conclusion - various village projects and applications for grants. Projects include: <ol style="list-style-type: none"> <li>a. Acquisition of a portion of the Bray property for the construction of access road to our new property.</li> <li>b. Going through formal processes to finalize and approve construction of the salt shed and move forward with the project.</li> <li>c. Sending to referendum the proposal for the construction of a new public works garage.</li> <li>d. Sending to referendum the proposal for the North Coventry Fire Department building addition and renovation.</li> <li>e. Completing and executing formal contracts between the Town and each of the two Volunteer Fire Departments.</li> <li>f. Determining if we should move forward with the Pucker Street Bridge reconstruction regardless of whether Columbia agrees to their share of the cost,</li> </ol>	<p>Done.</p> <p>Done.</p> <p>Done.</p> <p>Done.</p> <p>Done.</p> <p>Done pending results of referendum 10-18-11</p>

<p>or risk losing 80% federal funding for the project.</p> <p>g. Finalizing South Street reconstruction project and undertaking construction as paid for with 80% Federal funding.</p> <p>h. Continuing work on roadway improvements, including the association roads that are now town owned and upon acceptance and improvement of any additional association roads.</p> <p>i. Finalizing plans and constructing a pedestrian walkway from the new Daisy's Creamery to opposite Paden Road using stimulus funds. Work toward extending pedestrian walkway to the high school/middle school complex.</p>	<p>Awaiting Federal funding.</p> <p>Working with three Associations to turn over roads.</p> <p>Done.</p>
<p>Follow through to conclusion realignment of Main Street by the State from just west of Rte. 275 to just past Woods Lane. Expected date for commencement of project - spring 2011-2012.</p>	<p>Delayed by State until 2014.</p>
<p>Follow through to conclusion renovations of the mechanical and security systems of the Town Hall and improvements to the building's energy efficiency.</p>	<p>Mechanicals done. Await proposals for security systems.</p>
<p>Continue to work toward securing National Accreditation of the Coventry Police Department.</p>	<p>Done.</p>
<p>Develop a plan for the upgrade to our town-wide financial system to be Windows-based and acquisition of new software packages starting with payroll, budgeting and purchasing.</p>	<p>In place</p>
<p>Develop plan for continued recycling and waste disposal. Provide continued communications and education to the public on the importance of waste stream reduction and recycling.</p>	<p>Tipper barrel system in place for recycling and waste disposal.</p>

## V. Community Quality of Life

Goals	Result
Evaluate alternative housing options for a diverse population, such as multi-family housing, self-care facilities, workforce housing and mixed-use housing. Conduct a study as to the feasibility of expanding housing units at the Orchard Hills site.	Incentive Housing Plan in place. Orchard Hills considered expansion, but declined. Waiting list was small and expansion without demand would have increased costs for current renters.
Track opportunities for State funded pre-school in partnership with BOE and Administration.	Committee created and STEPS program formed. Received vesting money to continue program.
Review soon to be released consultant's concept plan to integrate the Miller-Richardson/Landfill recreation area for baseball, football and multi-use fields. Have Park & Recreation review plan, determine next steps and present recommendations to the Council. Council, in turn, to decide feasibility and how best to proceed.	Completed. First phase football fields constructed. Dedication scheduled for 10-30-2011.
Evaluate opportunities to provide adequate recreation and athletic fields, both in terms of condition and space.	Evaluation completed for Laidlaw Park. Recommendations acted upon: parking improvement overall, including handicap access.
Continue and expand inter-municipal cooperation for trail systems such as the Hop River Rail trail and the Willimantic River Greenway.	Ongoing activity. Trails maintained through use of regional trail sharing equipment.
Continue to promote and support initiatives for green environmental systems and be a model of best practices.	CLEAN Team recommendations implemented to preserve Coventry Lake and prevent invasive plants. Public Works garage to have water & run-off systems for filtering a water before discharge. RFPs issued for installation of Solar Photovoltaic panel system at new garage. Photovoltaic panels installed on Annex Roof and wind turbine erected at school campus. One Energy Fair held in 2010 and another scheduled for November 2011. Energy Conservation Comm. established.

# Town Manager



*John A. Elsesser, Town  
Manager and Laura Stone,  
Executive Assistant*

I am pleased to present the Annual Report for the Town of Coventry for the period of July 1, 2010 through June 30, 2011. We selected the cover photo since it represented the Town for the year. With storm clouds of economic times and snowfalls of epic proportion we weathered the year and our ships of state were ship shape and we sailed forward on calm water. It was a year of very significant progress in resolving long-standing issues and we worked hard to improve the quality of life and the quality of government service. I will discuss the major projects and grants received, policies implemented, and the financial condition of the Town. As always, let me express appreciation to all the volunteers and staff for their efforts in making it happen. I believe we are a great community because we have great volunteers.

We continue to dodge the worst of the economic downturn and have been able to take advantage of historically low interest rates, a good construction market and Federal and State dollars to get things done. Projects include new roofs for GH Robertson, Coventry Grammar and Capt. Nathan Hale Middle School with approximately \$1,750,000 of State aid towards the \$3,350,000 project. ARRA Stimulus money provided a new air conditioning system for the Town Hall, and

sidewalks up Manning Hill on Main Street (\$660,000 in grants). Orchard Hills Estates received \$500,000 in improvements for new siding, windows, doors, toilets, thermostats and exterior lighting. We received State aid for bleachers and scoreboards at Coventry High School (\$250,000); door openers at Town Hall, Library and Senior Center (\$10,000); \$600,000 for a salt shed and site improvements; \$40,000 for a new senior van; \$75,000 for improvements to Channel 13 and 17 including internet broadcast; \$500,000 to reconstruct Kings Road; \$300,000 Housing Rehab grant; a wind turbine; solar array; Open Space grant; LEEF equipment grant for small power tools; Historic Preservation grant; Traffic Safety grant; Invasive Species grant; Sewer Study grant; Homeland Security Radio Trunking System grant and a \$200,000 grant to convert our closed landfill into two athletic fields. We also are using a \$400,000 grant towards the North Coventry Fire Station. Applying for, managing and finishing these grants requires major effort of staff. I'm sure I've missed a couple smaller grants but these are dollars brought into our community to solve local problems.

The largest and most notable projects are the Public Works facility and North Coventry Fire Station. After decades of study and several no votes, both found a new course to sail to get them underway. Using a Design/Build approach more control over cost and quality was achieved. We finished Parker Bridge Road Bridge and the preliminary design for the Pucker Street Bridge repair. After a scare that the long-awaited Rt. 31 Curve and Sidewalk project was cancelled we were able to revive a shorter project from Rt. 275 to the Visitor's Center.

We continue to try to make customer service a priority and working with the Capital Region Council of Governments we have been able to offer on-line building permits. Working with 3 other towns we have also replaced our Land Records software which will allow on-line access to recent deeds and the opportunity to add older deeds as time and funds allow. We also have used regional cooperation to contract with the Town of South Windsor for computer (IT) support.

Many public policies were analyzed to review and modify Town procedures. The one which impacted every household was changing to a volume-based tipper barrel system. Overall the change went smoothly and as the Public Works report shows, recycling rates substantially increased. The Council and staff worked out a Blight Ordinance which has been effective in resolving numerous complaints. A Reverse Notification System was

implemented and used more than ever envisioned in this year with two major storms. Finally, with cooperation of the school system and all employees we changed health insurance carriers, saving over \$600,000.

We took great pride that our Police Department received both State and National accreditation. We are also proud to once again receive an Achievement Award for our annual Comprehensive Financial Report. Fund balance increased and we were able to reverse the negative pension trend through supplemental appropriations and better investment returns. Our Bond Rating was re-affirmed at Aa3 and we issued bonds at 3.54% for the Public Works building.

So even though clouds threatened stormy weather, we were able to accomplish many positive things. A good year with waves of progress.

Respectfully submitted,

John A. Elsesser  
Town Manager





## TOWN OFFICIALS

*Above: Groundbreaking ceremony for the new DPW facility.*



## OFFICERS, BOARDS, COMMISSIONS

As Of June 30, 2011

### ELECTED

#### TOWN COUNCIL

Elizabeth A. Woolf  
William J. Zenko  
Julie A. Blanchard  
Steven L. Hall  
Lisa D. Thomas  
Valdis Vinkels  
Richard L. Williams

#### BOARD OF EDUCATION

John M. Barrett  
Jennifer E. Beausoleil  
Mary Ann T. Emanuele  
Mary S. Kortmann  
Mark N. Malcolm  
Eugene T. Marchand  
Cheryl A. Trudon

#### BOARD ASSESSMENT APPEALS

Steven W. Anderson  
Marcella C. Fahey  
Erin Emily Henry  
Robert Kramer  
Robert McMahon, Jr.

#### ZONING BOARD OF APPEALS

Charles Clapp, Jr.  
David S. Eddy  
Thomas Pope  
Jeffrey Shorts  
Erik A. Williams

#### ZEA ALTERNATES

Jacques R. Collard  
John R. Henry  
William J. Riordan

#### REGISTRAR OF VOTERS

Marjorie L. Roach  
Inge Pope

#### JUDGE OF PROBATE

Claire T. Twerdy

#### JUSTICE OF PEACE

Constance Anderson  
Albert E. Bradley  
John M. Barrett  
Hustus Falana Jr.  
Marcella Fahey  
Dorothy M. Grady  
Jesse H. Haskell  
Paul F. Jatkowski  
David E. Lamore  
Glen Merrill, Sr.  
Martha E. Miranda  
Patricia Naegeli  
Thomas Pope  
Shannon M. Ransom  
Sondra A. Stave  
Shelton J. Stewart

### APPOINTED

#### TOWN MANAGER

John A. Elsesser

#### TOWN ATTORNEY

Duncan Forsyth

#### SUPERINTENDENT OF SCHOOLS

Donna Bernard, PhD

#### AUDITOR

Blum Shapiro

#### FINANCE DIRECTOR/TREASURER

Elizabeth Bauer

#### CHIEF OF POLICE

Mark A. Palmer

#### DIRECTOR OF HEALTH

Robert Miller

#### TOWN CLERK/ TREASURER

Susan J. Cyr

#### TAX COLLECTOR

Linda L. Greenbacker

#### ASSESSOR

Michael D'Amicol

#### HUMAN SERVICES ADMINISTRATOR

Courtney Chan

#### YOUTH SERVICES ADMINISTRATOR

Crystal Morawitz

#### SENIOR CENTER COORDINATOR

Joan Oros

#### BUILDING OFFICIAL

Joseph Callahan

#### SANITARIAN

Glenn Bagdoian

#### PUBLIC WORKS DIRECTOR

Timothy Webb

#### TOWN PLANNER

Eric M. Trott

#### ZONING AGENT

Bonnie Potocki

#### TOWN ENGINEER

#### INLAND WETLANDS AGENT

Todd Penney

### RECREATION DIRECTOR

Wendy L. Rubin

### CANINE CONTROL

John H. Chipman, III

### EMERGENCY MANAGEMENT

Noel Waite

### Municipal Agent

Dorothy M. Grady

### PUBLIC HEALTH

Visiting Nurse Health

### BURNING OFFICIAL/ FIRE MARSHAL

Noel Waite

### TREE WARDEN

Douglas Reese

Tim Webb

### BLDG CODE BD APPEALS

Brian W. Canny

David Eddy

Richard Pelletier

Michael F. Cleary

John N. Motycka

### CEMETERY COMM

Deborah L. Blakeley

Thomas Boudreau

Sherry L. Chapman

Michael Griswold

1 vacancy

### CONSERVATION COMM

Robert J. Guliano, Jr.

Arthur Hall, Jr.

Leroy Lowe, Jr.

Paul C. Manzone

James C. Parda

Robert R. Proctor

Roy A. Shook, Jr.

### ECONOMIC DEVELOPMENT COMM

Barbara Barry

Samuel Belsito

Richard Giggey

William J. Jobbagy

Mark C. Lavitt

Timothy Liptrap

Carol Polsky

Sondra A. Stave

Robert A. Wilmot

### HOUSING AUTHORITY

Albert E. Bradley

Marilyn E. Barrette

Harlene W. Fairbanks

Paul Grandpre

Lorraine U. Lynch

**HUD HOUSING REHAB/  
FAIR HOUSING COMM**

Albert Bradley  
Thomas W. Brainard  
Mark C. Lavitt  
Marjorie L. Roach  
1 vacancy

**INSURANCE ADVISORY**

Christopher J. Belliveau  
Samuel P. Belsito III  
David E. Forte  
Frank S. Mansella  
Paul G. Noel

**PARKS & RECREATION**

Sean S. Butler  
Jennifer L. Bynes  
Todd S. Cancelliere  
Antonia C. Conti  
Donald J. Figiela  
Jared Luce, Sr.  
Jennifer M. Ojala

**PARKS/RECREATION**

**ALTERNATES**  
Teresa S. Merisotis  
2 vacancies

**COVENTRYVISION COMMITTEE**

David Lamore  
Jennifer A. Meunier  
Robert A. Plant  
Bruce M. Stave  
1 vacancy

**PENSION & RETIREMENT**

Benedict D. Emanuele  
Paul E. Jatkowski  
Robert Murzyn  
David C. Powers  
Cara M. Revett

**PERSONNEL APPEALS BOARD**

Benedict Emanuele  
Peter L. Halvorson  
Paul F. Jatkowski  
Barbara E. Riordan  
Linda A. Scussel  
2 vacancies

**PLANNING & ZONING  
COMMISSION**

Raymond P. Giglio  
William Jobaggy  
Jonathan Kreisberg  
Christine Pattee  
Roberta E. Wilmot

**P&Z ALTERNATES**

Michael E. Griswold  
Darby L. Pollansky  
Carol F. Polsky

**INLAND WETLANDS  
AGENCY**

Raymond D. Chicoine  
Charles S. Clapp, Jr.  
Lori J. Mathieu  
Darby L. Pollansky  
Thomas P. Woolf

**INLAND WETLANDS  
ALTERNATES**

Michael John Burokas  
David W. Sorich

**SCHOOL ROOF BUILDING  
COMMITTEE**

Jeffrey S. Arn  
Harvey R. Barrette, Jr.  
Raymond P. Giglio  
Robert P. Lezotte  
Cheryl A. Trudon

**PUBLIC WORKS BUILDING COMM**

Karl F. Acimovic  
Paul F. Carl  
Robert P. Lezotte  
Mark A. Messier  
John L. Twerdy

**WATER POLLUTION  
CONTROL AUTHORITY**

Richard W. Brand  
Susan E. Jamaitis  
Daniel R. Murphy  
Matthew J. Twerdy  
Lyndon Wilmot

**HUMAN RIGHTS  
COMMISSION**

Albert E. Bradley  
Thomas W. Brainard  
Amy S. Eisner  
Michael J. Kurpiewski  
Patricia P. Naegeli

**YOUTH ADVISORY  
BOARD**

Annie Bobbitt  
Phyllis C. Bishop  
Terrie Carpenter  
Maria L. Genca  
David J. Hoyt  
Florence Lajeunesse  
Roger J. LaPierre  
Paul C. Manzone  
Michael McDonagh  
Ginny Molleur  
Crystal Morawitz  
Elizabeth R. Murphy  
Kathy Walker

**VETERANS MEMORIAL  
COMMISSION**

Leroy A. Lowe, Jr.  
Bonnie Ohlund  
Eric Ohlund  
Joseph Recesso, Sr.

William H. Root  
Donna L. Sanborn-LeDoyt  
Richard C. Sanborn, Jr.

**N.COVENTRY FIRE STATION  
BUILDING COMMITTEE**

Charles S. Beecher  
Kenneth M. Boutin  
Paul F. Carl  
Rick W. Landry  
Scott Morris

**LOCAL EMERGENCY  
COORDINATING COMMITTEE**

Julie Blanchard, Council  
Leonard Bragdon, CVFA  
Joseph Carilli, CVFA  
John Elsesser, Tn. Mgr.  
Noel Miller, NCVFD  
Scott Morris, NCVFD  
Mark Palmer, Police Chief  
Noel Waite, Emerg. Manag.  
Tim Webb, Public Works  
William Zenko, Council

**ENERGY CONSERVATION  
/ALTERNATIVE ENERGY**

Jennifer Jillson  
Matthew Mullen  
Paul Noel  
Wayne Vaillancourt  
1 vacancy

**TERCENTENARY COMMITTEE**

Andrea Ader  
Joyce Chellstorp-Bonney  
Virginia Dilk  
William Jobbagy  
Beverly R. Rice

**ROUTE 31 ADVISORY**

Karl Acimovic  
William Jobbagy  
Mark Lavitt  
Patricia Pelkey  
Michael Williams

**AD-HOC CONSERVATION CORPS**

Michael Griswold  
Robert Proctor  
Eric Thomas  
Jasmine E. Wolf  
1 vacancy

**HEALTH DISTRICT**

John A. Elsesser  
M. Deborah Walsh  
1 vacancy

**CORRECTIONAL  
FACILITY LIAISON**

Walter Solenski, Jr.

**MUNICIPAL HISTORIAN**

Vacant

CT WATER CO.  
ADVISORY  
Albert Landry, Jr.

WINDHAM REGIONAL  
COMMUNITY COUNCIL REP.  
Marjorie Roach

CABLE TELEVISION ADVISORY  
COMMITTEE  
Joan Meldrum  
Kathleen Elliott  
Steven King, Jr.

WINCOG  
Alexander S. Acimovic  
Arthur Hall

WINDHAM REGIONAL TRANSIT  
Marjorie Roach

REGIONAL MENTAL HEALTH  
Christine J. Brunell

REGIONAL FEDERATED  
SERVICES FOR OLDER  
AMERICANS  
Marjorie L. Roach  
1 vacancy





## ADMINISTRATION

*Above: Coventry Town Hall, 1712 Main Street*



# OFFICE OF THE TOWN CLERK

Publications

Land Records

Copies  
Copies

HUNTING LICENSE Indexing

Dog License

Elections

Vital Statistics

Military Records

Legal Notices

Referendum

Notarization

Fishing License

Marriage License

Tradenames

Probate Records

Warranty Deed

Release

Agendas

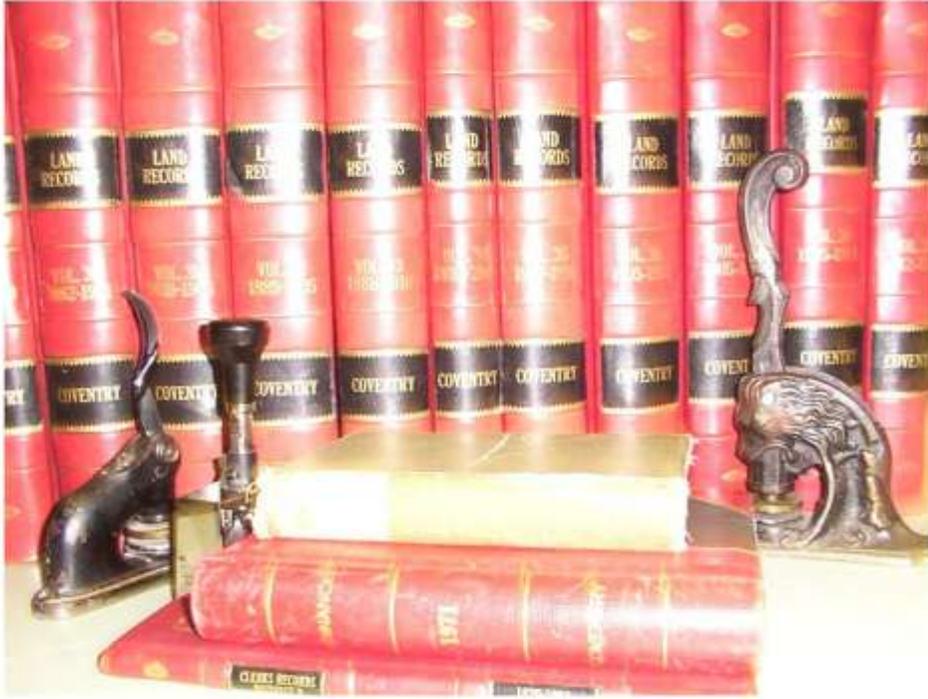
Notary Registration

Liens

Mortgages

Minutes

Liquor Permit



The General Statutes of the State of Connecticut determine the duties and responsibilities of the Town Clerk. The Clerk's office serves as the center for public records and information from which most other departments receive the data necessary to perform their specific duties. The Clerk's office is responsible for filing and maintaining all land records, vital statistics, minutes and agendas of all boards and commissions, and issuing dog and sports licenses. The office is also responsible for the registration of trade name certificates, liquor permits, Notary Public appointments and veteran's discharges and to assist in the administration of elections.



**Deem & Coy  
Town Clerk**

One of the major responsibilities of the Town Clerk's office is the issuance and maintenance of vital statistics records. The indexing of these records is tracked on a calendar year rather than a fiscal year basis.

**COVENTRY 2010 VITAL STATISTICS**

Births of residents occurring in other towns	114
Births in town	1
Marriage Licenses issued in Coventry	39
Marriage Licenses of residents issued by other towns	51
Deaths occurring in Coventry	24
Deaths of Coventry residents occurring in other towns	48
Fetal Deaths	0
Burial Permits/Cremation Permits	34

This office also issues *Certified Copies of Vital Records* upon proper application. Accounted for by fiscal year, 379 copies were issued.

**MARRIAGE LICENSES:** May be applied for only in the town in which the ceremony is to be performed. Pre-marital blood tests are not required. The Town Clerk's Office can furnish further instructions. Information and a worksheet are available for download from our website at [www.coventryct.org](http://www.coventryct.org).



**SAME SEX MARRIAGE:** On November 12, 2008 the New Haven Superior Court entered the final judgment in the case of Kerrigan v. Commissioner of Department of Public Health granting same sex marriages in Connecticut. Pursuant to PA 09-13, on October 1, 2010, all civil unions previously performed became marriages under the law unless the couple has, or was in the process of annulling or dissolving their union. New forms and the option of two procedures are required to issue a copy of the vital record. One option allows for the issuance of the civil union certificate accompanied by a statement that the union has been converted to a marriage. The other provides for the conversion of the civil union certificate to a marriage certificate. The 2<sup>nd</sup> option is issued only upon the request of the parties.



**RABIES CLINIC:** Our twenty-seventh Annual Rabies Vaccination Clinic, in cooperation with the Connecticut Veterinary Medical Association, was held Saturday, May 1, 2011 at the Capt. Nathan Hale School. 1,271 flyers were prepared, printed, packaged and delivered to CGS, GHR and CNH for distribution to the students to take home to their parents. 770 Rabies Clinic Notices were prepared and mailed to all dog owners of record whose animal's rabies vaccination expired prior to September 30<sup>th</sup> encouraging them to take advantage of this low cost clinic. Press Releases were issued to all local newspapers and announcements were made on Channel 13. Clinic information also appeared on the Town of Coventry website and was announced on "Coventry Today". **Seventy-eight** cats and dogs were vaccinated against rabies during the 2 hour clinic. Town of Coventry employees volunteered their time to help make this low cost clinic a success. Volunteer certificate writers were John Chipman, ACO; Linda Greenbacker, Tax Collector; Ellen Jamaitus, Assistant to the Chief of Police; Yvonne O'Brien, citizen and Lori Tollmann, Assistant Town Clerk. Susan Cyr, Town Clerk, acted as coordinator and collected the fees. Coventry resident, Wendy Ernst, DVM, volunteered her time as Clinic Veterinarian.

## Various licenses and permits are issued by the Town Clerk's Office.

**DOG LICENSES:** Must be purchased when the dog is six months of age and annually thereafter during the month of June. If paid after June 30<sup>th</sup>, penalties of \$1.00 per month are due. New owners of dogs are required to license them immediately if the animal is six months of age or older. A valid rabies certificate is required at the time the license is purchased. The license is valid from July 1<sup>st</sup> through June 30<sup>th</sup> of the following year. We prepared and mailed 1,020 license renewal notices to all dog owners of record this year.

**DOG LICENSES ISSUED:**                      **FY 2010-2011**  
1,663 individual dogs  
17 kennel

**VETERAN'S DISCHARGES:** Must be on file by September 30<sup>th</sup> to entitle the eligible veteran to an exemption on taxes due the following July. The veteran must present the original discharge (DD-214) in the new town of residence if moving from Coventry.



**DISCHARGES FILED:**                              **FY 2010-2011**  
27

**LIQUOR PERMITS:** Must be presented by the Permittee to the Town Clerk of the town where the business is located. The fee for filing is \$2.00 (30-53). The permit is receipted, signed and copied for filing. A certificate of revocation, suspension, or reinstatement must be sent by the Department of Consumer Protection to the Town Clerk to be attached to the copy of the permit on file.

**LIQUOR PERMITS FILED:**                      **FY 2010-2011**  
17



**FISH & GAME LICENSES:** Valid for the calendar year, licenses, and most permits, may be purchased anytime during the year. For each new calendar year licenses become available the previous December.

<b><u>LICENSES &amp; PERMITS ISSUED:</u></b>	<b><u>2010/2011</u></b>
Licenses	476
Pheasant Tags	6
Migratory Bird Stamp	16
HIP Permit	23
Hunting/Archery Permits	98



## **ELECTIONS AND PRIMARIES**

The Town Clerk's duties include assisting the Registrar of Voters in administering the election or primary. The clerk is required to publish notice of party endorsements and warning of the primary and election in the newspaper; file the list of offices to be filled, list of candidates, list of elected officials, vacancy in office and an accounting of absentee ballot forms with the Secretary of the State. The clerk prepares the layout, and arranges for the printing of sample ballots, posters and official absentee ballots. The Clerk's office issues all absentee ballots, (regular, blank 90 day and 45 day, emergency and overseas) has complete charge of absentee ballot applications and is responsible to deliver absentee ballots to the Registrars of Voters on Election Day to be counted by sworn absentee ballot counters. During a Federal Election, the clerk is also in charge of issuing Presidential Ballot applications and Ballots to unregistered voters. This office registers voters in the absence of the Registrar of Voters. The Town Clerk receives and maintains election returns, official check lists and depository envelopes containing executed absentee ballots in accordance with Connecticut records retention law and notifies the Head Moderator when a close vote re-canvass must be conducted. Additionally, the clerk determines the maximum number of members of any political party who may be elected to a board.



**DEMOCRATIC & REPUBLICAN PRIMARIES:** A Democratic Primary and a Republican Primary were held on August 10, 2010 for nomination to the offices of Governor and Lieutenant Governor, United States Senator, Representative in Congress, Secretary of the State, Comptroller and Attorney General. Town wide, 31% of enrolled party members cast ballots at the polls or by absentee.

The Clerks Office filed the list of offices to be filled with the Secretary of the State and prepared and published warnings of both Primaries. Sample ballots, official ballots, absentee ballots and moderator's returns were prepared and sent to the printer July 1st. A set of Absentee ballot packets was prepared for each party; 48 absentee ballots were issued. We prepared forms for the Official Returns of each Primary and provided them to the Head Moderator for completion. The Clerk received the Official Returns from the Head Moderator and forwarded them to the Secretary of the State accompanied by a Certification of the Voting Tabulator receipts.

**STATE ELECTION:** On November 2, 2010, eligible voters for the Town of Coventry cast their vote for candidates for election to the offices of Governor and Lieutenant Governor, United States Senator, Representative in Congress, State Senator, State Representative, Secretary of the State, Treasurer, Comptroller, Attorney General and Judge of Probate. Voter turnout was 67%. Of the 7381 registered voters in Coventry, 4,790 voted at the polls and 192 voted by absentee ballot. A local question on the ballot to appropriate \$2,400,000 and authorizing bonds of \$400,000 for the rehabilitation/replacement of the Pucker Street Bridge over the Hop River, failed by a vote of 2,303 in favor to 2,312 opposed.

Prior to the November election, Congress passed the Military and Overseas Voter Empowerment Act, "MOVE Act", enabling military and overseas voters to request voter registration applications and absentee ballot applications for Federal Offices through internet links. This should expedite the process allowing more time for the ballot to be returned to the Town Clerks office.

## **SUMMARY OF ORDINANCES ADOPTED**

**Ordinance  
Number 231**

**Ordinance Title**

**Ordinance to Create and Become a Member of the Central Connecticut Solid Waste Authority**

(Effective September 2, 2010)

The Town of Coventry designated the Central Connecticut Solid Waste Authority (CCSWA) as its regional solid waste authority and to become a member of the authority. This does not constitute a commitment of Coventry's solid waste or recycling streams or to commit any funding toward the Authority without further authorization by the Town Council.

**Ordinance  
Number 232**

**Ordinance Title**

**Blight Ordinance Amendment**

(Effective February 12, 2011)

Amended Sec. 18-45 of the Code of Ordinances related to blight. The amendment authorizes the town manager, or his designee, to enter upon a property during reasonable business hours for the purpose of inspection and remediation of any blighted condition, but not to enter any house or structure on the property.

**Ordinance  
Number 233**

**Ordinance Title**

**Permit, Inspection and Review Fees Amendment**

(Effective March 19, 2011)

Amended Sec. 18-1 of the Code of Ordinances. The amendment increases various fees for certain items including building permits, demolition or moving of buildings, fuel stove installation, building plan review and fines for starting work without a permit. Also revised is the method of calculating the value of work to include the schedule established by the International Code Council, Inc. in lieu of that established by the Building Officials and Code Administration, Inc.

## **BOARDS AND COMMISSIONS**

**Schedule of Meetings Annual Notice #31:** Sent to 28 active committees, boards & commissions & respective town staff liaisons on September 30, 2010, the packet contains information on the mandatory filing of each committee's schedule of meeting dates for the forthcoming calendar year. A review of the Connecticut General Statutes pertaining to public meetings, examples of the proper method of recording and filing minutes and available meeting room locations were included in the packet.

## **Boards & Commissions Directory**

The Town of Coventry has more than 25 active, elected and volunteer Boards & Commissions that hold regular meetings each month. One of the duties of the Town Clerk's Office is to maintain the Boards & Commissions Directory and present up-to-date information to the Town Council Steering Committee for review monthly. Many hours of staff time are required to keep the information current so that the essential business of the town may be conducted.

The Town Council Steering Committee makes recommendations to the full membership of the Town Council from the requests that they receive from the registered voters of Coventry who are willing to serve their community on a town board or commission. When a new member is appointed to a Board or Commission by the Town Council, whether to a new committee or to fill a vacancy, we send a letter notifying the appointee of when and where the next meeting will be held, contact information and expiration date of term. The appointees name, address, telephone number, email address and term expiration date is added to our current index, the "Boards & Commissions Directory" and to the "Appointed List" which is a permanent index. Cross reference information is kept in the permanent index regarding length of service, date of appointment and resignation, and who the appointee replaced or was replaced by. The Chairpersons of the appropriate committee and any staff members acting as liaisons to the committee are notified. Record books containing the appointees request to be appointed are updated.

When the term of a board member is due to expire, we send a form be completed and returned to the Town Clerk requesting his or her interest in reappointment. If the board member chooses to be reappointed, the statement of interest form is forwarded to the Town Council Steering Committee for recommendation and the cycle begins anew. Should the board member decide to resign, or not be reappointed, a vacancy is created for which a new member must be sought. A list of vacancies on various boards & commissions, along with a summary description of each board, is available on the town's website and updated by the Town Clerk as changes occur.

PA- 08-3 made changes to the posting requirements for minutes and agendas of public meetings. The provisions of The Freedom of Information Act require all public agencies to post all agendas and minutes on their Internet websites that are required to be available to the public and to do so within the existing time limits for filing with the town clerk. Although amendments to the law no longer require such posting, we consider this to be a public service for our community and shall continue to do so. The Clerk's office currently posts agendas and minutes for:

- ❖ Ad-hoc Coventry Conservation Corp;
- ❖ Local Emergency Coordinating Committee (f/k/a ad-hoc Joint Fire/Public Safety Committee);
- ❖ Building Code Board of Appeals;
- ❖ Cemetery Commission;
- ❖ Energy Conservation/Alternative Energy Advisory Committee;
- ❖ Housing Authority;
- ❖ HUD Housing Rehab;
- ❖ Fair Housing Commission;
- ❖ Human Rights Commission;
- ❖ North Coventry Fire Station Building;
- ❖ Public Works Building Committee;
- ❖ 300<sup>th</sup> Anniversary Committee (f/k/a Tercentenary Committee);
- ❖ Veterans Memorial Commission.

Other remaining Boards and Commissions have affiliations with Town Departments. These departments are posting agendas & minutes on the website for their respective boards.

# Revenues & Disbursements

**The Town Clerk collects revenue for the Town and is required to act as agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit those fees to various state agencies. Revenues and disbursements comparisons to Town & State for the last two fiscal years were as follows:**

<u>RECEIPTS:</u>	<u>2010-11</u>
Recording Instruments	\$ 64,892.00 (2,589 Instruments, 37 maps)
Conveyance Tax	\$221,992.01
Vital Statistics	8,822.00
Copies of Town Records	13,051.50
Misc. (permits, postage, etc.)	1,744.89
Notary Fees & Filings	1,520.00
*PA-05-228 & PA -09-229	97,000.00
**PA-00-146	7,275.00
Fish & Games Licenses	10,282.00
Dog Licenses	<u>16,654.00</u>
<b>Total</b>	<b>\$443,233.40</b>
<u>DISBURSEMENTS:</u>	
Cash Pool (Town Revenue)	\$177,446.72
State Treasurer (Fish & Game)	9,953.00
Special Dog Fund	14,967.00
ST Treasurer (Marriage)	722.00
**ST Treasurer PA-00-146	4,850.00
*ST Treasurer PA-09-229	87,300.00
Dept of Revenue (ST Conveyance)	<u>147,994.68</u>
<b>Total</b>	<b>\$443,233.40</b>

**\*PA 09-229:** Public Act 05-228, which became effective October 1, 2005, required the Town Clerk to collect an additional \$30 fee for each document recorded in the town's land records. The State of Connecticut received \$26 of this fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, as defined in Sec. 7-536 of the Connecticut General Statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. Effective July 1, 2009 this legislation requires an additional \$10 for the first page of land recordings. The additional \$10 fee is collected, combined and reported with Public Act 05-228 and remitted to the State of Connecticut. The purpose is to provide a safety net program for Connecticut's one billion dollar dairy industry. PA 11-48 made this recording fee permanent. This fiscal year, the Clerk's office has collected \$97,000 of which \$9,700 has been added to the Town's Cash Pool (General Fund).

**\*\*PA 00-146:** Effective July 1, 2000, this Public Act requires the Town Clerk to receive a fee of \$3 for each document that is recorded in the town's land records. Two-thirds of the fees (\$2 of every \$3) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. One dollar of the fees is retained by the Town Clerk for preservation and management of historic records. PA 11-48 made this recording fee permanent. These funds may not be used to supplant budgeted funds. This fiscal year \$2,425 was retained by the clerk's office.

# LEGISLATIVE UPDATES AFFECTING THE TOWN CLERKS OFFICE

**Public Act 09-1 – An Act Concerning the Recommendations of the Probate Redistricting Commission:** Passed during the 2009 September Special Session, the act created 54 Connecticut Probate Districts. Our newly created Probate District #25 represents constituents from the towns of Coventry, Mansfield, Tolland and Willington. Claire Twerdy, Judge of Probate was elected November 2, 2010. Effective January 5, 2011 the court is physically located at 21 Tolland Green, Tolland, Ct.

**PA 10-171 An Act Concerning Municipal Mandate Relief:** Effective October 1, 2010, repealed the requirement to post Boards & Commissions minutes on the Town's Internet Website. Coventry continues to provide this public service.

**PA 11-6 An Act Concerning the Budget for the Biennium Ending June 30, 2013 and Other Provisions Relating to Revenue:** Effective July 1, 2011 and applicable to conveyances occurring on or after that date. The State conveyance tax rate increases by ¼% to .75 for conveyances under \$800,000 and to 1.25 for conveyances over \$800,000. The Municipal conveyance tax rate remains the same at .25 (.50 for certain eligible towns) and did not sunset on June 30, 2011. Because the law pertains to the date conveyed, not the date recorded, we have both rates in our system and use the one appropriate for that specific deed.

**PA 11-20 An Act Concerning Technical and Minor Revisions to Elections Related Statutes:** Effective from passage, the Secretary of the State is no longer required to provide a ballot facsimile to the municipal clerk to use in preparation of the ballot form. If paper ballots are required, the clerk shall print the ballot in consultation with the Registrars.

**PA 11-46 An Act Concerning the Integrity of Elections:** Also effective from passage, in consultation with the Town Clerk and with approval of the legislative body of the town, Registrars shall create an emergency contingency plan for elections to include solutions for ballot shortages, shortage of poll workers, voting machine malfunctions, etc. If the municipality fails to create and approve a plan, they will be considered to have adopted the Model Plan to be developed by the Secretary of the State. Registrars and Clerks shall jointly certify the number of ballots that have been ordered for each polling place to the Secretary of the State. If they do not submit certification, they are required to order ballots equal to 100% of registered voters. Registrars and Clerks can jointly apply for a waiver of the requirements.

**PA 11-48 An Act Implementing Provisions of the Budget Concerning General Government:** Effective July 1, 2011 this act makes the current land recording fee of \$53 permanent.

**PA 11-49 An Act Concerning Death Certificate Fee Waivers for Veterans:** Effective October 1, 2011, the fee shall be waived for one certified copy of a death certificate of a deceased veteran when requested by spouse, child or parent.

**PA 11-143 An Act Concerning the Presidential Preference Primary:** The Presidential Preference Primary will be held on the last Tuesday in April.

**PA 11-173 An Act Concerning Revisions to Elections Related Statutes:** Effective from passage this act authorizes municipalities to publish joint notices of elections and primaries in the newspaper. The deadline for Registrars to file the preliminary registry list with the Town Clerk is eliminated and the deadline to file the final and updated lists is extended. All Municipal office candidates can now determine how their name appears on the ballot by signing a consent form. Ballots must indicate how many candidates for each office an elector may vote for. The Town Clerk will continue to prepare and print absentee ballots but Registrars are authorized to provide comments concerning content and form. The new law expands the circumstances when paper ballots may be used if tabulators cannot be and establishes a procedure for assigning "unknown votes" (i.e., cross-endorsed candidates). Electors with permanent disabilities will be eligible for permanent absentee ballots by filing an absentee ballot application and a doctor's certificate stating that they are unable to appear in person at their polling place. Registrars must send an annual written notice in January to electors with this status to determine residence.

**PA 11-201 An Act Concerning Foreclosure Mediation and Assistance Programs, etc.:** Effective October 1, 2011, any person who commences foreclosure action on residential property is required to register a form entitled "Notice to Municipality: Registration of Property Being Foreclosed", with the Town Clerk at the same time as recording the notice of lis pendens. The fee has been reduced from \$100, of which the total amount remained with the town of registration, to a \$53 land record filing fee, from which \$38 is remitted to the State of Connecticut. The registration, however, is kept in a separate file from the land records.

Any person in who title to residential property vests through foreclosure must file an updated registration within 15 days and pay a land record filing fee. Thereafter, changes to the information must be provided to the Town Clerk within 30 days of the change.

**PA 11-242 An Act Concerning Various Revisions to Public Health Related Statutes:** Appointments and Vacancies of the Registrar and Assistant Registrar of Vital Statistics must be reported to the Department of Public Health within 10 days. Conservators will have access to birth certificates and Title Examiners will no longer have access effective October 1, 2011.

## HAPPENINGS

**Anne Lewis, Assistant Town Clerk:** Grant No. 032-PC-11 was utilized to restore 100 land record maps. The maps had deteriorated inside the protective sleeves in which they had been stored for many years. For much of the fall and winter, Anne devoted a great deal of her time to re-hanging them in new storage equipment. In addition, she removed linen maps from the hanging slots, re-housed them in protective tubes, made repairs to tears in old paper maps, enclosed them in archival sleeves and stored them in flat map drawers. A total of 654 maps were relocated. Updates were made to the "Map by Owner" and "Map by Street" indices.

**Map Re-Indexing:** The Connecticut Light & Power map book, containing 75 easement maps from the 1920's and 1930's, and 35 State of Connecticut highway maps are now indexed and will need to be microfilmed and digitized. It is unknown why these maps were never indexed when received for recording many years ago. Additionally, many gaps in microfilming were discovered during the course of this project and will need to be done soon for security purposes.

**Connecticut State Library FY 2012 Historic Document Preservation Grant #032-PC-12:** We made application to the State of Connecticut State Library Public Records Administrator for a targeted grant on April 13th. The purpose of the grant is to clean and restore the remaining 56 mylar maps which have become damaged as a result of a chemical reaction between the maps and the PVC envelopes they were stored in for many years. This chemical reaction caused the maps to become sticky and adhere to the storage envelopes. In July, 2010, the first 100 maps were restored with a previous grant. On June 28, 2011 we were informed that our preservation grant is approved. Brown's River Marotti Co, an archival preservation and imaging company, was chosen to perform the restoration. Work will begin in July when the funds are received. This will complete the final phase of this multi-year project.



Twenty-two maps, which were in less serious stages of deterioration, were cleaned in-house by Anne with an archival document cleaning pad and absorbent powder. Ten other maps were so badly deteriorated that they had to be reproduced. A few were reproduced with the use of the existing images currently linked to the indexes on our records management system. Some of the images were not satisfactory for this purpose so paper maps filed in the Land Use Department were utilized. Others were reproduced by the original surveyor from their records. Two of the maps were never microfilmed therefore no images existed. Fortunately, paper copies were obtained from the property owner so that mylars could be made. Great care was taken to be certain that the copies used for reproduction were exactly like the original map received for record.

All maps originally filed here, which have been replaced, will be packaged and stored permanently.

**Lori Tollmann, Assistant Town Clerk:** Lori became a member of the International Institute of Municipal Clerks and New England Association of City and Town Clerks (NEACTC) in 2010 and is working toward advanced certification.

Lori attended the Master Municipal Clerks Academy School for Connecticut Town Clerks on Wednesday and Thursday, December 1<sup>st</sup> and 2<sup>nd</sup>, at Memorial Hall, Central Connecticut State University. Hosted by the Connecticut Town Clerks Association & Center for Public Policy & Social Research at Central Connecticut University, Lori attended 2 workshops, Municipal Records Preservation presented by Donia Conn, Workshop Program & Reference Coordinator for the Northeast Document Conservation Center in Andover, Massachusetts and Ethics in American Government presented by Dr. Paul Petterson, Chairman of the Political Science Department AT CCSU. Completion of both sessions awarded 6 hours, or 3 Master Municipal Clerk and Ct Advanced Academy points.

March 23<sup>rd</sup>, Lori attended the free Customer Service Workshop sponsored by the Connecticut Conference of Municipalities held in Windham. She learned that good customer service is really about using common sense and making an effort to understand your customer's needs.

June 14, 2011 Lori participated in a program entitled "Disaster Recovery: The Damp, the Wet and the Ugly!" sponsored by the Certified Municipal Clerk Institute and conducted by Donia Conn, Workshop Program and Reference Coordinator for the Northeast Document Conservation Center in Andover, Massachusetts. The half-day workshop explained salvage techniques for paper-based collections, discussed salvage priorities, demonstrated techniques for the salvage of wet materials and provided information on qualified vendors. Lori was awarded 1.5 credits toward CMC/ACTA certification.

The week of July 16-22, 2011, Lori attended the New England Municipal Clerk's Institute & Academy at Plymouth State University in New Hampshire on a scholarship. NEMCI is a three year Institute for Municipal Clerks to obtain Certified Municipal Clerk (CMC) Certification. She reported that it was a great learning experience for her. The week long, 12 hour days were very demanding and sessions ranged from finance to time management. The diversity of classes challenged her intellectually. The "Effective Communications" workshop encouraged her to grow beyond her comfort zone. She looks forward to the next 2 years and reconnecting with the great people she met from all over New England.

**New Records Management System:** In a combined effort with the Towns of Windsor, Hebron and Windham we conducted a search for a qualified vendor to replace the existing Town Clerks operating system. Our contract expired in July, 2009 but our current vendor did not respond to the multi-town RFP in November. During the months of October and November, the Town Clerk visited town offices that presently use the equipment provided by the 4 vendors who met the December 13<sup>th</sup> deadline for proposals. It is essential that the new system offer the ability to interface with other department systems, afford internet functions and allow for e-government (electronic recording) transactions. On January 26, 2011, the towns reached a consensus and awarded the right to negotiate separate contracts for each town with Info-Quick solutions, (IQS). Our contract was signed in March, equipment has been procured, and installation and conversion is anticipated in the fall.

**Electronic Death Registry System:** June 15, 2011, Susan attended training for the Electronic Death Registry System to be implemented by the Department of Public Health in the fall of 2011. The objective is to replace the paper based Death Certificate process with a web-based system; improve the quality and timeliness of information; and automate the issuance of Burial Permits and Cremation Permits. Each clerk attending the training session is required to train office staff. Similar sessions were conducted for funeral directors.

**Workers Safety Committee:** The Town Clerk, representing the Supervisors Union, attends the Workers Safety Committee meetings acting as recording secretary. Meetings were held on July 28, 2010, January 19, 2011, and March 23rd. The meetings are generally held quarterly to identify training needs, facilitate job related safety training, review Workers Compensation injury claims, develop and recommend guidelines, and support and offer wellness initiatives. Susan has been a member since 2005.

**Connecticut Town Clerks Association Conference:** Anne Lewis, Assistant Town Clerk attended the Friday, September 17<sup>th</sup> session of the fall 2010 conference held in Westbrook, CT. Judge Paul J. Knierim, Connecticut's Probate Court Administrator and Staff Attorney Bonnie Bennett discussed changes and answered questions regarding the re-defined probate system in Connecticut.

Coventry became part of a new consolidated probate court district #25 entitled the Tolland-Mansfield Probate District which includes the towns of Mansfield, Willington and Tolland. The court is located in the Tolland Town Hall. Pursuant to Public Act 09-114, new judges must be attorneys and all courts shall be open 40 hours per week. Claire Twerdy was elected Probate Court District Judge on November 2, 2010.

Filing requirements have change for decedents' estates; interest charges shall be assessed for late filing and failure to file. The manner in which probate fees are calculated have changed as well.

April 14<sup>th</sup> and 15<sup>th</sup> 2011, Lori Tollmann, Assistant Town Clerk, attended the Spring Conference in Hartford. Thursday sessions included a presentation by the State Elections Division concerning Absentee Ballot Processing, the Central Voter Registration System, Military/Overseas voting and Federal Post Card Application updates; a refresher on records management best practices, including historic preservation and eRecording presented by the Public Records Administrator's Office; and a review and update of the laws regarding access, pending litigation and concerns about future legislation conducted by the Freedom of Information Commission staff. Lori earned 2 points toward CMC, Certified Municipal Clerk designation for conference attendance. On Friday a presentation entitled "Develop Best Practices with Mandatory Duties from the Connecticut Town Clerk Handbook" covered a review from an Advanced Academy perspective on a section of the Town Clerks Manual and included panel discussions and individual presentations. In recognition of completing the 4.5 hour course, Lori earned 2 points toward Connecticut Town Clerks Advanced Education Academy Credit/CMC certification.

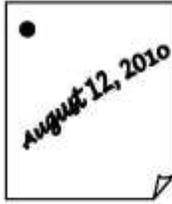
**Tolland County Town Clerks Association:** June 15<sup>th</sup>, Anne Lewis, Lori Tollmann and Susan Cyr attended the regular meeting of the Tolland county Town Clerk's Association held at Mansfield Town Hall. The agenda featured a discussion on Town Clerks Special Projects and Disaster Recovery Plans. It was agreed that our county would undertake the project of completing a Disaster Preservation and Recovery Plan through group collaboration and with the aid of an on-line Disaster Planning tool called the D-Plan. This tool provides step-by-step guidance through each aspect of preparation.

**Fiscal Year 2011-2012 Operating Budget:** Budget preparation began in mid-November; the Town Clerk's departmental request was submitted December 21<sup>st</sup>. Gathering, processing, analyzing and organizing this essential information is especially involved and time consuming. A great deal time and energy is put forth to assemble accurate data which reflects this office's needs in order to provide the many services for which we are statutorily charged. Every effort is made to deliver a responsible budget request. The fluctuating state of the economy further complicates the challenge of forecasting anticipated revenues.

**Real Property Electronic Recording Advisory Committee:** The Town Clerk attended the November 8<sup>th</sup> Real Property Electronic Recording Committee meeting at the Connecticut State Library in Hartford. The speaker was Joanne Scanlon, SVP, Data and Vendor Management, ISGN, Rocky Hill, CT. The committee is exploring how e-recording is performing in other states and attempting to set the standards to enable implementation in Connecticut.

Susan attended the committee meeting May 18<sup>th</sup> at the Connecticut State Library, Van Block Facility. Discussions covered the proposed drafts for the Connecticut eRecording Regulations and Memorandum of Understanding. Electronic recording has been happening in the United States for over 10 years now, currently 35 states are accepting recording in this manner.

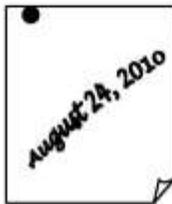
## SUMMARY OF TOWN MEETINGS



### Special Town Meeting

To consider a resolution entitled "Resolution Appropriating \$3,350,000 For The Planning, Design, Acquisition And Construction of A New Public Works Facility And Authorizing The Issuance Of \$3,350,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", pursuant to the provisions of Sections 9-1 and 9-3 of the Town of Coventry Charter, the final vote was adjourned by the Moderator to Tuesday, August 31, 2010.

To consider a resolution entitled "Resolution Appropriating \$3,243,000 For Roof Replacement At Capt. Nathan Hale Middle School, George H. Robertson School And Coventry Grammar School And Authorizing The Issuance Of \$1,600,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", pursuant to the provisions of Sections 9-1 and 9-3 of the Town of Coventry Charter, the final vote was adjourned by the Moderator to Tuesday, August 31, 2010.



### Special Town Meeting

To consider a resolution entitled "Resolution Appropriating \$2,400,000 For The Design Of The Rehabilitation/Replacement Of The Pucker Street Bridge Over The Hop River, Bridge No. 04621 And Authorizing The Issuance Of \$400,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", pursuant to the provisions of Sections 9-1 and 9-3 of the Town of Coventry Charter, the final vote was adjourned by the Moderator to Tuesday, November 2, 2010.

### August 31, 2010

#### Adjourned Town Meeting and Referendum

"Shall the resolution making an appropriation of \$3,350,000 for the planning, design, acquisition and construction of a new public works facility, and authorizing \$3,350,000 bonds of the Town to meet said appropriation, be approved?" YES/NO

**Results:**      Yes      692                      No      594

Question Passed

"Shall the resolution making an appropriation of \$3,243,000 for roof replacement at Capt. Nathan Hale Middle School, George H. Robertson School and Coventry Grammar School and authorizing \$1,600,000 bonds of the Town to meet said appropriation, be approved?" YES/NO

**Results:**      Yes      906                      No      377

Question Passed

### November 2, 2010

#### Adjourned Town Meeting and Referendum

"Shall the resolution making an appropriation of \$2,400,000 for the design of the rehabilitation/replacement of the Pucker Street Bridge over the Hop River, Bridge No. 04621 and authorizing \$400,000 bonds of the Town to meet said appropriation, be approved?" YES/NO

**Results:**      Yes      2,303                      No      2,312

Question Failed

**April 23, 2011**

**Annual Town Meeting**



To consider and take action on the Town Council's recommendation for the 2011-2012 fiscal year appropriation of \$36,723,207, pursuant to Section 9-1 of the Town Charter, the final vote was adjourned by the Moderator to May 3, 2011.



To authorize the Town Manager to enter into an agreement with the Commissioner of Transportation for Town Aid Funds for roads available to the Town of Coventry under Chapter 240 of the Connecticut General Statutes. Voted in the affirmative.



To take action on the Town Council's recommendation for the FY 2012 Local Capital Improvement Plan (LOCIP) and to authorize the Town Manager to make application pursuant to Chapter 116b of the Connecticut General Statutes for funding of \$10,000 for Automatic Door Openers at the Senior Center, Town Hall and Library; \$20,000 for Town Hall Renovations; \$20,000 for Laidlaw Park Improvements; \$20,000 for Miller Richardson/Landfill fields; \$20,000 for Small Bridge Projects and \$10,000 for High visibility Signs for a total of \$100,000. Voted in the affirmative.



To authorize the Town Manager and the Town Treasurer to borrow money from time to time in anticipation of tax collections to meet current expenditures. Voted in the affirmative.

**May 3, 2011**

**Adjourned Annual Town Meeting**



"Shall the 2011-2012 fiscal year appropriation of \$36,723,207 be approved?" YES/NO

**Results:**      **Yes**      781      **No**      714

Question Passed

**New Mil Rate Effective July 1, 2011 is 27.00 mils**

# REGISTRARS OF VOTERS

The Registrars of Voters are responsible for conducting elections, primaries, referenda, enrolling voters, and maintaining the voter list. Registrars are required by the General Statutes of Connecticut to conduct an annual canvass of electors between January 1 and May 1. If we receive notice an elector has moved, he will receive a notice at his place of residence. If the notice is not returned by June 1 and he cannot be reached, he will be placed on the inactive list.

Coventry is in the 2<sup>nd</sup> Congressional District and is represented in the Connecticut State Legislature in the 8<sup>th</sup> General Assembly and the 35<sup>th</sup> Senate Districts.

Special enrollment sessions are held in the summer and the fall as required by law. An additional session is held at the high school for students who are 17 and will be 18 by the November election. Residents can register to vote in the Registrar's office during posted hours, at the Town Clerk's Office during regular office hours, by mail, at the Library, when renewing a driver's license, or in any Town Hall in the State of Connecticut. Registration forms can also be obtained on the internet.

Coventry has two voting districts. The First District for all November elections is at the George Hersey Robertson School, 227 Cross Street and for all other elections and referenda at the Central Fire Station, 1755 Main Street. The Second District for November elections is at the Coventry Grammar School, 3453 Main Street and for all other elections and referenda at the North Coventry Fire Station, 3427 Main Street.

All 169 cities and towns are directly connected to the Secretary of the State's office by computer. New voters, changes and removals are done in the State's data base. If you were a voter in another Connecticut town, when you register to vote in Coventry your record will be taken from your previous town. The optical scan voting machines are now being used for all elections except for referenda where paper ballots will still be used.

This year 39 new voters were made. District 1 has a total of 3702 voters: Republicans 752, Democrats 1145, Unaffiliated 1780, other parties 25. District 2 has a total of 3619 voters: Republicans 750, Democrats 1087, Unaffiliated 1768, other parties 14.





## **PUBLIC SAFETY**

*Above: Communications Tower at Town Hall*



# COVENTRY POLICE DEPARTMENT

1585 MAIN STREET



## ANNUAL REPORT

Fiscal Year 2010-2011

Mark A. Palmer  
Chief of Police



We are pleased to present this annual report that describes some of the highlights and accomplishments of the Coventry Police Department during the past fiscal year. Hopefully, this report will not only be informative, but also help the reader to gain an understanding of the variety of services that the Coventry Police Department provides throughout the year.

As submitted in our budget document last year, our goals for fiscal year 10/11 were;

### ADMINISTRATION

- Be awarded accredited status by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) in July 2010.

*The Coventry Police Department was awarded CALEA Accredited status at the Commission meeting on July 31, 2010. The Coventry Police Department became one of only 28 departments throughout the country with less than 25 employees who have achieved this distinction and one of only 12 (of over 100) municipal police departments in the State of Connecticut to receive CALEA accreditation.*



*Chief Palmer and Administrative Assistant Ellen Jamaitus receive the CALEA Award from Executive Director Sylvester Daughtry and Commission Chair Loius Dekmar*

*The accreditation award is for a period of three years. During this time, the department must maintain compliance with the applicable standards, keep its proofs of compliance up-to-date, and live by the letter and spirit of those standards. An assessment team will revisit the department at the end of this three year period to verify continued compliance with the standards for reaccreditation.*

*While the citizens of Coventry should be very proud of this significant accomplishment, the men and women of the Coventry Police Department pledge their continued service to the citizens of Coventry. This award signifies their dedication to the pursuit of professional excellence and their on-going commitment to the community.*



- Continue to comply with POST accreditation standards.

*We continue to comply with POST standards and prepare the appropriate reports, inspections and analysis to demonstrate compliance with the applicable standards. As a result of receiving CALEA Accreditation, we will receive POST Reaccreditation in March 2012 by providing evidence of continued compliance with the eight standards that are specific to the State process.*

- Increase specialized training for field officers particularly in evidence collection and traffic services.

*Seven officers received their required three-year recertification during this fiscal year. In addition to minimum training requirements, the agency sent personnel to numerous specialized training programs. A complete list of training assignments is attached.*



*Officers Opdenbrouw, McDonnell and Spadjinske practice their firearms and Taser skills at an outdoor range*

- Evaluate fee structure for records and permit services.

*Implemented on-line accident report retrieval process to reduce volume of record requests processed.*

- Evaluate implementation of alarm ordinance in an effort to decrease false alarms.

*A review of the data regarding alarm response showed a majority of alarms received were from public buildings. Steps will be taken to help to reduce the amount of false alarms at these facilities. Camera systems were installed at school facilities. An alarm ordinance will be reconsidered at a later time if private alarms become problematic.*

## **OPERATIONS**

- Provide adequate patrol staffing to effectively cover shifts 24 hours a day.

*Staffing patrol shifts continued to be a challenge during this past year. An effort to increase the staff size by one officer, although well-received, did not survive the budget process. Overtime hiring was necessary approximately 26% of all shifts to ensure minimum staffing levels, and approximately 5% of those shift were order-ins.*



- Increase crime prevention efforts and presentations to crime watch and neighborhood groups.

*The agency is actively involved in the Coventry STEPS early childhood development initiative. Neighborhood crime watch groups continue to meet and be organized when necessary. A number of news releases focused on crime prevention efforts, particularly in the area of burglaries, identity theft and personal property crimes. Members of the department participated in the October Health and Safety Fair.*

- Collaborate with School District and Youth Services office on presenting traffic safety programs and prevention programs to school-aged youth.

*A traffic safety letter was drafted and sent home to all high school parents about distracted driving dangers. The department sponsored the I-Promise Campaign at Coventry High School which focuses on urging teen drivers to commit to safe driving practices. The Seatbelt Convincer was brought to Coventry High School in June during the Health and Safety Fair. Participated in research efforts on Safe Routes to School grant application.*



*Sergeant Mike McDonagh along with Superintendent of Schools Dr. Donna Bernard and CHS Principal Michelle Mullaly have students sign the 'I-Promise' Pledge not to drive while distracted.*



- Respond to all calls for service and investigate reports of criminal and suspicious activity in an efficient manner.

*The level of activity remains fairly constant, however, the complexity of investigations continues to increase. There were four commercial robberies that took place during the year. They occurred at the 7-11, Subway Restaurant, the Rockville Bank, and the New Alliance Bank on Main St. Arrests were made in three of these cases. The fourth continues to be under investigation.*

- Continue to participate with Metro Traffic Services to aggressively enforce DUI laws and hazardous moving traffic violations. Conduct three sobriety checkpoints, two seatbelt checkpoints and four concentrated enforcement efforts focusing on hazardous moving violations.

*The agency continues its active participation with the Metro Traffic Services Unit. There were two DUI checkpoints and two seatbelt checkpoints in Coventry during this fiscal year. There were four concentrated enforcement efforts concentrating on hazardous moving violations, as well as ten directed enforcement patrol shifts, targeting DUI. The agency continued to apply for and receive grant funding to assist in funding these efforts.*

- Increase enforcement of distracted driving violations.

*Patrol officers concentrated on distracted driving violations as well as seat belt enforcement. Over 200 citations for these violations alone were issued during the year.*

## **SUPPORT**

- Continue to utilize the Community Service Officer in order to make more efficient use of police officer's time.

*The Community Service officer has been appointed as the agency delegate to the Blight Committee and ensures the investigation and follow-up of abandoned vehicle reports on private property. The CSO has also been trained on the Seat belt Convincer and Rollover Simulator in order to assist at traffic safety presentations.*



*Community Service Officer John Chipman operates the CT Police Chiefs Seat Belt Convincer to demonstrate the effectiveness of seat belts even in a low speed crash*

- Complete upgrade to Dispatch facility in order to provide for two redundant dispatch stations.

*Completed in August 2010. The Dispatch area is now more functional and modern. It now provides the needed space and equipment for an efficient work area.*

- Coordinate with other law enforcement agencies participating in the regional service sharing agreement in motor vehicle and other enforcement efforts and seek grant funding to support operational goals.

The agency continues to participate in the Metro Traffic Services Agreement which includes Traffic Enforcement and Investigative efforts.

The agency continues to participate in regional planning meetings and training efforts with other area departments. Chief Palmer participates in regular informational and planning meetings with the Police Chiefs from Vernon, Manchester and South Windsor.

- Foster more efficient administrative processes by using existing technologies and creating electronic forms and reports and minimize duplication of effort.

*This is an ongoing effort. We continue to review and improve our electronics reporting efforts and look for ways to keep members of the public informed. Monthly arrest logs are now included on the agency website. The agency began using the Everbridge notification system.*



## Other Agency Highlights



*Members of the Coventry Police Department helped to host the Channel 3 Kid's Camp Law Enforcement Day. Campers got to meet police officers and see police equipment from around the State.*

Several significant snowstorms this year caused difficulties with travel and challenges to access to certain areas by emergency personnel. Agency personnel were put on standby to ensure adequate staffing levels. Police personnel teamed up with the Public Works and Fire Departments to ensure public safety.



The agency submitted an application to the International Association of Police Chief's and the Connecticut Police Chief's Association's for the Law Enforcement Challenge Award. The department won first place in its size category. As a result, the department became eligible to win a fully outfitted Harley-Davidson Police Motorcycle. Through randomly selecting the winning key from one of one of eighteen keys to the motorcycle, the agency was presented this motorcycle by the CT Police Chief's Association and the CT Department of Transportation. This vehicle will be used for ceremonial events and escorts as well as motor vehicle enforcement and routine patrol.



*Sergeant Chris Fiore sits on the Department's new Harley Davidson Motorcycle while Sergeant Mike McDonagh displays the CT Police Chiefs Law Enforcement Challenge Award plaque*



A number of police employees were recognized for exemplary performance during the year. Awards and certificates were presented during Town Council meetings for the following employees;

- **Officer Michael Hicks and Marine Officer Norm Meikle** were commended for their response to a jet ski accident on Coventry Lake. Marine Officer Meikle had witnessed this accident as three young females were thrown from the jet ski, one receiving head and facial injuries. Officer Meikle went into the water and assisted the victim onto the police boat while Officer Hicks administered first aid and helped facilitate transport to a medical facility.
- **Police volunteers Robert Simmons and Patty Naegeli** were given Meritorious Commendation Certificates and letters of appreciation for their volunteer activities with the Coventry Police Department. Ms. Naegeli is the Department Chaplain while Mr. Simmons volunteers delivering paperwork and arrest reports to Rockville Court.
- **Officer Michael Hicks and Officer Jeff Spadjinske** were recognized by Mothers Against Drunk Driving (MADD) for their enforcement efforts during the past year.

In addition, a citizen recognition certificate was given by the Police Department to a local resident who helped in apprehending a subject who was breaking into vehicles at Coventry Motor Cars on Boston Turnpike.

After serving a four year assignment in the Detective position, Jeff Spadjinske was transferred back into Patrol on June 1<sup>st</sup>. Michael Hicks was assigned to the Detective position.



The department continued to participate with the regional Metro Traffic Unit in conducting enforcement efforts as well as providing a highly trained officer to be part of the Accident Investigation Unit. The department sponsored two Sobriety checkpoints during the fiscal year as well as conducting concentrated enforcement of speeding and seatbelt violations. The department was awarded a grant from the Department of Transportation to purchase additional traffic safety equipment including signs and barricades.

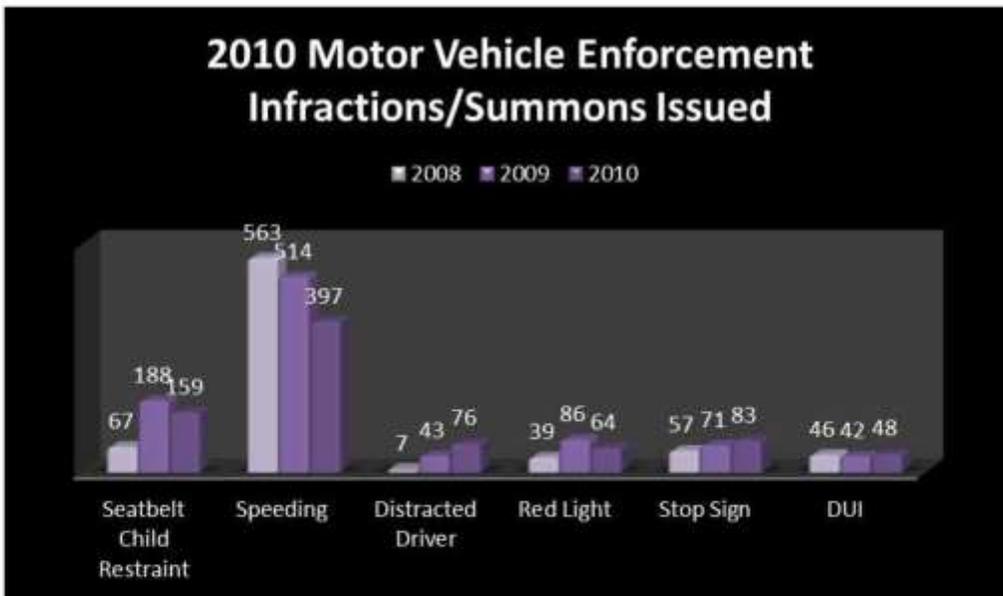
There were two fatal traffic accidents during the fiscal year in addition to several other serious crashes. The Metro Accident Investigation Unit assisted during these investigations.

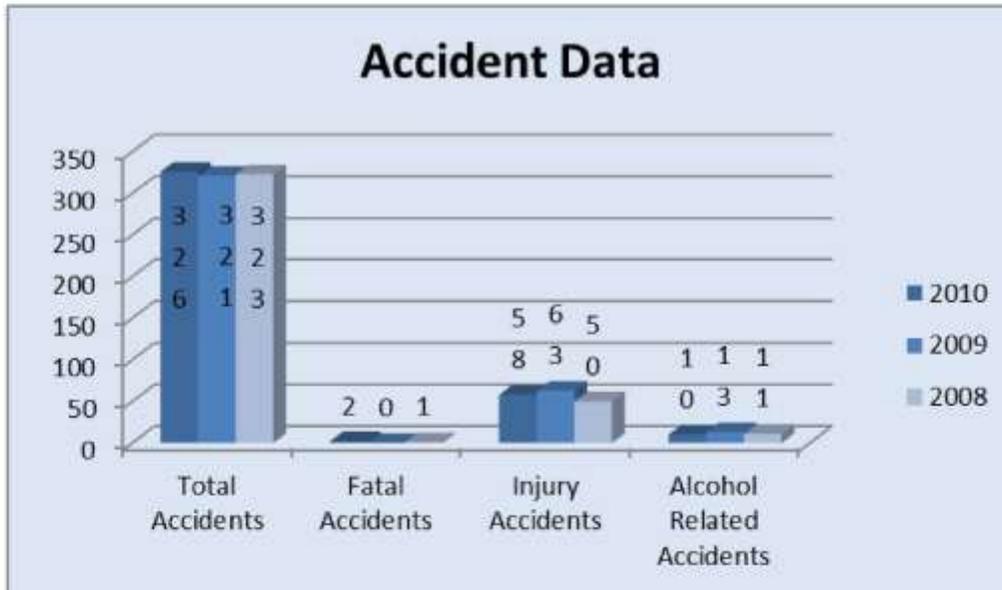


This trailer was recently acquired by the Coventry Police Department. It was awarded from an insurance company after it was recovered as stolen in 2006. The trailer is used to transport traffic safety and training equipment.

Motor vehicle enforcement activity continues to be a priority for the agency. Officers on routine patrol and on special assignment details conduct speed enforcement and look for other hazardous violations. Our philosophy is to concentrate on those areas where accidents occur and on those violations which are causative factors in accidents. We also focus on Impaired Driving by using directed patrols and conducting Sobriety Checkpoints.

The below charts summarize accident and enforcement data over the past three years.





The number of calls for service remained fairly consistent with previous years. However as the complexity and scope of investigations increases, the time required to thoroughly investigate these incidents also increases. The number of reported crimes decreased 4.7% from 2009 to 2010. A listing of the type and number of calls for service during the fiscal year is attached. A yearly comparison of crimes investigated each year between 2006 and 2010 is also attached.

The agency's budget for last fiscal year was \$1,592,923 which included funding for the Lake Patrol function. This was less than the amount budgeted for in the last fiscal year. The budget provides for nineteen full time positions which includes fourteen sworn officers (including the Chief), three dispatchers, an Administrative Assistant and a Community Service Officer. In addition, the department employs part-time dispatchers to cover weekend assignments and a Constable for patrolling the Lake during the boating season.

The department remained within its allocated budget for the fiscal year while at the same time trying to address increased demands for service and filling in for long-term personnel absences.



Members of the department became involved in five (5) vehicle pursuits during calendar year 2010. Three of these pursuits were terminated by the officer or supervisor. All of the pursuits received administrative review and were found to be within the law and consistent with department guidelines. Both the written policy and culture of the agency is to engage in pursuits only as a last resort and to not risk the safety of the officers or the general public for minor violations or motor vehicle infractions.

There were six (6) instances where it was necessary for officers to use force during the course of their duties. All of these incidents received administrative review and were found to be within the law and departmental guidelines.

It is the policy of the Coventry Police Department to investigate all complaints of alleged employee misconduct and to equitably determine whether the allegations are valid or invalid and to take appropriate action. All allegations of departmental or officer misconduct shall be properly investigated whether such complaints are received verbally, in writing, through a third party, or anonymously.

The Coventry Police Department employs a structured disciplinary system to be followed in cases of alleged or suspected violations of department rules, orders, Town of Coventry personnel rules, or any applicable state or federal statutes by members of the department. This procedure is meant to assure prompt and thorough investigation of complaints to clear the innocent, establish guilt of wrongdoers, and facilitate fair, suitable and consistent disciplinary action. The personnel complaint procedure is explained on the department website.

There were two personnel complaints involving members of the agency. One of these complaints was from a member of the public, and the other was generated internally. Both complaints, which were relatively minor rules infractions were sustained and were resolved with counseling. We believe this minimal level of personnel complaints speaks highly of the professionalism and courtesy exhibited by members of the department and demonstrates a well-disciplined agency. We will continue to be diligent in ensuring the highest levels of integrity and standards of police service and to investigate all personnel complaints thoroughly and fairly.



The past fiscal year offered many challenges and opportunities for the Coventry Police Department as we continued to develop and improve our contemporary police practices and training opportunities while building and strengthening our collaborative relationships with citizens. Through these on-going efforts we strive to not only abide by the high standards of ethical conduct but also to ensure citizen satisfaction by providing responsive and effective police service. The members of the Coventry Police Department remain committed to its mission:

*Professional Policing – Community Commitment*





# Coventry Police Department Incident Analysis

7/1/2010...6/30/2011

1st	Shift 2nd	3rd	Total
1322	3059	2637	<b>7018</b>

UCR	Nature	1st	2nd	3rd	Total
001	Marine Patrol Activity	2	8	4	14
002	Beach Association Check	0	0	1	1
029	Disabled Motor Vehicle	36	62	61	159
11A	Sex Forcible Rape	0	1	3	4
11D	Sex Forcible Fondling	1	2	1	4
120	Robbery	1	3	1	5
13A	Assault Aggravated	0	0	2	2
13B	Assault Simple	3	9	15	27
13C	Intimidation	5	13	15	33
151	Suicide	1	0	0	1
152	Suicide Threat	0	6	10	16
200	Arson	0	1	0	1
220	Burglary	7	18	15	40
23A	Larceny Pocket-picking	0	0	1	1
23C	Larceny Shoplifting	0	3	1	4
23D	Larceny Theft From Building	0	4	5	9
23F	Larceny Theft From MV	4	17	7	28
23G	Larceny Theft of MV Parts	2	2	1	5
23H	Larceny All Other	1	37	22	60
240	MV Theft	3	6	2	11
250	Counter/Forgery	0	3	0	3
2604	Fireworks/Gunshots	3	5	36	44
2608	Abandoned MV	0	3	2	5
2609	Littering	1	16	4	21
2619	Building Check	1	5	2	8
2625	Notification	1	0	0	1
2631	Public Hazard	9	60	42	111
26A	Fraud False Pretenses	0	8	1	9
26B	Fraud Credit Card/ATM	0	27	13	40
26C	Fraud Impersonation	2	1	5	8
26E	Fraud Wire	1	2	0	3
270	Embezzlement	0	1	0	1
290	Vandalism	14	54	19	87
2914	Animal Complaint	37	243	77	357
3009	Susp Person/Activity/MV	159	178	243	580
326	Illegal Parking	4	16	12	32
332	Harassment/Harassing Phone Calls	1	40	41	82
334	Untimely Death	2	5	2	9
343	MV Accident (Injuries)	11	21	18	50
344	MV Accident Evading	5	14	12	31
345	MV Accident Fatal	1	0	1	2
346	MV Accident (No Injuries)	29	69	70	168



# Coventry Police Department Incident Analysis

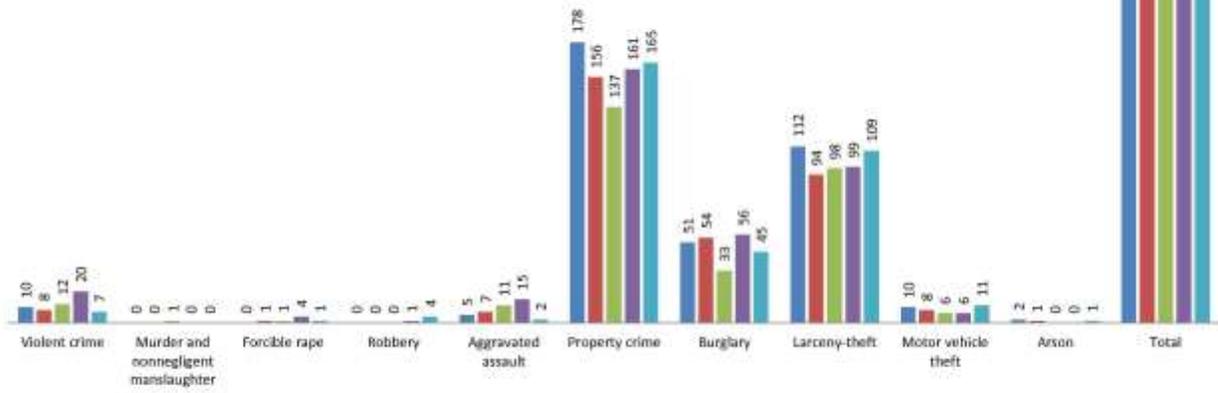
7/1/2010...6/30/2011

347	MV Accident Summary	3	19	13	35
351	Alarm	79	144	113	336
353	Medical	76	164	147	387
355	MV Stop	420	354	505	1279
35A	Drug/Narcotic Violation	6	6	4	16
35B	Drug Equipment Violation	0	1	1	2
367	Prowler	1	0	2	3
36B	Sex Statutory Rape	0	1	0	1
375	Routine Assistance	17	115	97	229
377	Open Door/Window	4	5	2	11
388	Miscellaneous	44	100	85	229
396	Escort	4	21	15	40
398	Missing Person	4	5	7	16
399	Lost And Found	2	51	15	68
400	Family Matter - Non Arrest	7	30	30	67
4811	Finger Printing	4	238	7	249
4858	Fire	9	22	28	59
4873	Assist Other Agency	36	80	69	185
520	Weapon Law Violations	0	1	0	1
861	Disturbance (Non-Domestic)	21	37	52	110
866	Noise Complaint	10	5	17	32
889	Check Welfare	11	55	52	118
890	MV Erratic Operation	10	60	72	142
891	MV Lock Out	7	51	20	78
90C	Disorderly Conduct	1	4	3	8
90D	DWI	24	5	22	51
90F	Family Offenses, Nonviolent	0	0	1	1
90G	Liquor Law Violation	0	0	3	3
90J	Trespass of Real Property	0	0	1	1
90Z	All Other Offenses	4	5	16	25
911	911 Hang Up Call	24	57	82	163
H109	Junk MV	0	7	0	7
Sup	Supplemental	146	453	389	988
sup	Supplemental	1	0	0	1

## Crime Reports 2006-2010

**Percentage Increase/Decrease**  
 2009-2010    -4.7%  
 2006-2010   -3.6%

■ 2006    ■ 2007    ■ 2008    ■ 2009    ■ 2010





## **FIRE MARSHAL/ EMERGENCY MANAGEMENT**

*Noel Waite, Fire Marshal/Director EMHS*

Fire Marshal- The number of fires being investigated in town declined slightly this year to a total of 14. The number of annual inspections remained steady; approximately 180 inspections were conducted on mulct-family dwelling and businesses in town.

The large amount of snow fall this past winter required special inspections on all the schools and a few businesses in town to establish safe means of egress.

Emergency Management- The radio/communications project is proceeding at a steady pace with the installation of new equipment in the south end of town and also at a tower located in Mansfield. These new sites will allow for expanded coverage for the southerly part of town using a voting system that connects them to the main tower located at the town hall. The next phase is to connect the new Public Works Garage to the system which will expand the coverage in the central portion of town.

Emergency Services- With the help of both Fire Companies we were able to combine all their insurance policies in to one police which will be managed by the town and reduce the annual premiums being paid.

Respectfully,

Noel Waite  
Fire Marshal

# NORTH COVENTRY VOLUNTEER FIRE DEPARTMENT

The North Coventry Volunteer Fire Department has been providing fire suppression and emergency medical services since 1947 to the Town of Coventry. We operate out of two fire stations; 3427 Main Street and 999 Merrow Road, Coventry CT. Our fleet of equipment includes two engine tanks, one engine, one heavy rescue, a light duty rescue, a quick response medical vehicle and a forestry truck.

During the period of June 2010 through May 2011, the North Coventry Volunteer Fire Department responded to 604 calls for service. The duties of the NCFD are not limited to fire suppression. They also include emergency medical services, Haz-mat operations, vehicle extrication, ice rescue and mutual aid to surrounding departments. The men and women of NCFD are classified as first responders which means that they are certified to the Emergency Medical Responder or Emergency Medical Technician level.

The North Coventry Volunteer Fire Department is certified to the Mobile Intensive Care level and is therefore responsible for initiating and providing patient care and preparing the patient for transportation by the ambulance. As MIC providers, members are also responsible for the administration of epinephrine, defibrillation and aspirin.

Our membership consists of 30 dedicated men and women who respond to calls and attend mandatory training sessions required by OSHA, NFPA and the State of Connecticut. Members log in over 1750 hours of training to meet these requirements and provide a professional service to the residents of Coventry.

The fire department continues to take part in the "Fill the Boot" campaign for Muscular Dystrophy and recently collected approximately one thousand three hundred dollars at Dunkin Donuts and Highland Park Market. Thank you to all who donated to this very worthy cause!

We continually seek new membership. Please feel free to stop in and see us any Wednesday night beginning at 7:00 pm in Station 11, located at 3427 Main Street or feel free to stop by on the 4<sup>th</sup> Monday of the month for our General Business Meeting. This meeting begins at 7:30pm and is also held at Station 11.

For additional information please contact Chief Noel Miller at (860) 450.6105, President Beth Mancini at (860) 712-0252, or any member at station 11 at (860) 742-1606.



We would like to thank all those who voted in favor of our new fire house on September 27. We are excited about our new home and look forward to our continued service to the residents of Coventry. Thank you for helping us help you!

*Groundbreaking ceremony, new fire house.*

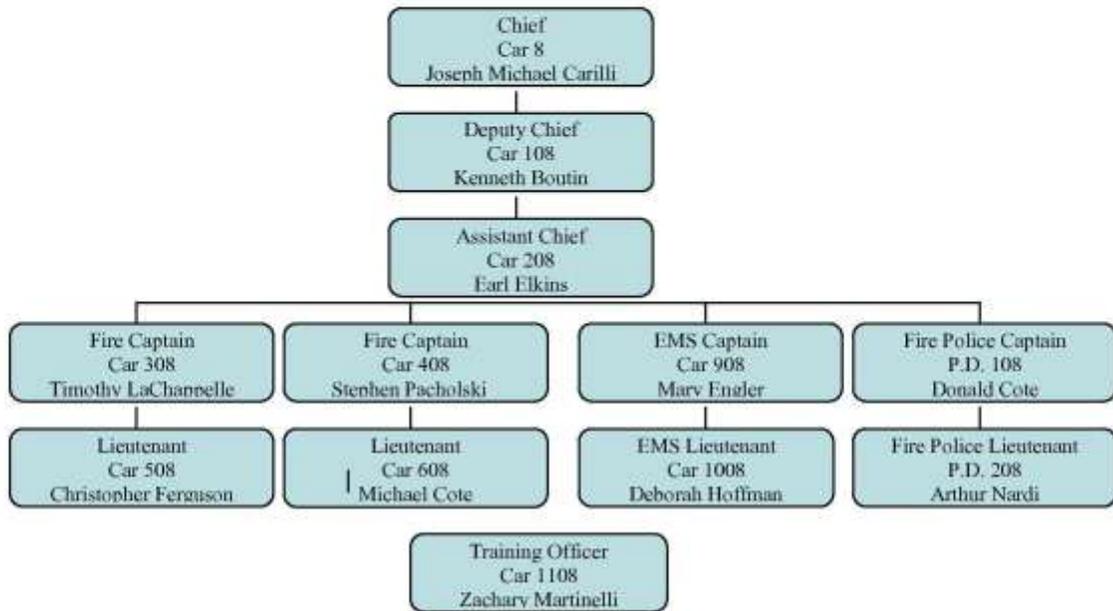
604 Calls for Service: May 2010-June 2011

<b>Type</b>	<b>Number</b>
Medical	288
Mutual Aid Medical	1
Structure Fire/Smoke in the Building	26
Mutual Aid Structure Fire/Smoke in the Building	18
Fire Alarm	17
Vehicle Fires	5
Chimney Fires	4
Brush Fires	5
MVA	48
Mutual Aid MVA	40
Haz –Mat	9
Carbon Monoxide	6
Wires/Trees Down	16
Service	93
Officer	14
Station Coverage	2
Search/Water Rescue	1
Investigation	6
Stand-by/Misc.	5

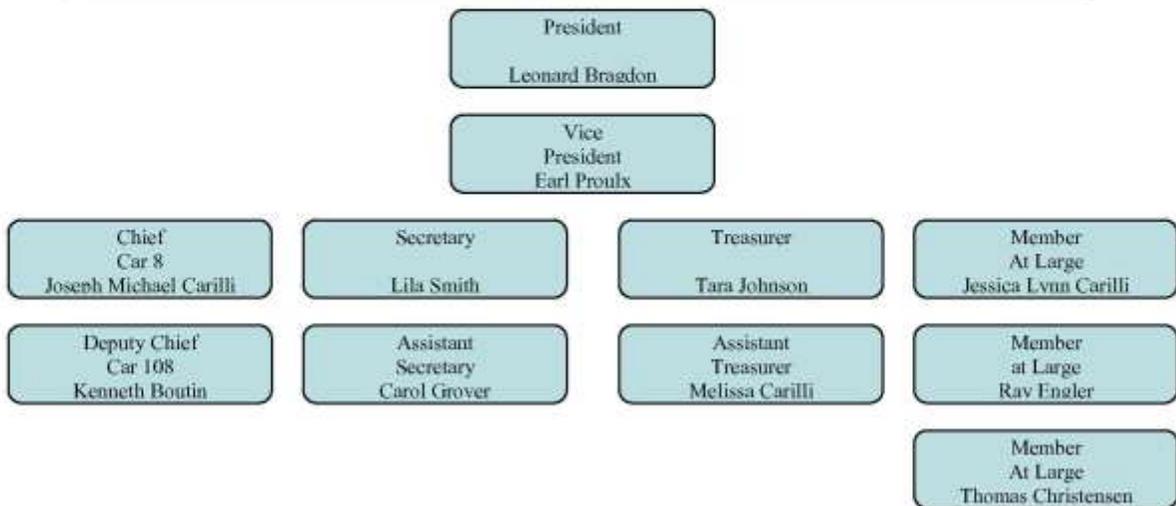


# Coventry Volunteer Fire Assoc. Inc.

P.O. Box 1 • 1755 Main Street  
Coventry, Connecticut 06238



## Coventry Volunteer Fire Association Inc. Board of Directors





# Coventry Volunteer Fire Assoc. Inc.

P.O. Box 1 • 1755 Main Street  
Coventry, Connecticut 06238



Coventry Volunteer Fire Department (CVFA) is comprised of over 120 dedicated volunteers or which over 80 are active: trained in firefighting, emergency medical services, rescue diving and community service. Each year CVFA sets goals to provide the most current education in emergency response.

## Administration:

- Working with the Town Manager, Town Council and Fire Marshal to provide quality, rapid and safe response to emergency calls .
- Fifth year in a row ask for a Zero budget increase from the town
- Participate in Fundraising for Special Olympics, Breast Cancer research, Lung Cancer and the Connecticut Fallen Firefighters Memorial

## Operations:

- Provide 24 hour volunteer duty crews
- Increase membership and retention of members through training
- Increase Junior Firefighter membership
- Certify 16 members in Swift Water Rescue

## Support:

- Increase certification of first responders to have emergency medical services personnel in all areas of Coventry
- Coordination between mutual aid towns to assist with large scale incidents
- Utilization of Computer generated Patient Care Reports to provide accurate documentation



# Coventry Volunteer Fire Assoc. Inc.

P.O. Box 1 • 1755 Main Street  
Coventry, Connecticut 06238



Coventry Lake

Swift Water Rescue Training



Flanders Road

Education and training are the foundation of the Fire Service. Search/rescue, dive operations, ambulance and fire operation, rehabilitation, hazardous materials, fire police, certification and recertification are areas members become proficient in.

The focus this year was on a trained Swift Water Team. This enables Coventry Volunteers to provide rescue services when the flood waters come and the rivers rise. Zoar Outdoor is a accredited training facility. Coventry Fire sent 16 members for the two day training which included many scenario in swift water.

Coventry Volunteer Fire Department Dive team members enroll and become certified in Open Water, Advance Diver and Rescue Diver. Dive team members participate in monthly training dives with the Tolland County Dive Team. Divers complete ice dive training, black water training, lake and river training. Also members are enrolled in swift water training due to the many overflowing rivers in the spring.

The Coventry Volunteer Firefighters save the Town of Coventry approximately \$1,500,000.00 each year. This is based upon the over 60,000 hours the volunteers contribute each year.

Coventry Volunteer Fire Association Incorporated





# Coventry Volunteer Fire Assoc. Inc.

P.O. Box 1 • 1755 Main Street  
Coventry, Connecticut 06238



## Call Volume January 1, 2008- December 31, 2010

	1/1/08-12/31/08	01/01/08-12/31/00	01/01/09-12/31/09	01/01/10-12/31/10
Ambulance	802	832	872	919
Ambulance Standby	25	26	11	15
Drill/Training	349	329	371	296
Fire	225	245	171	220
Fire Prevention	20	18	15	9
Fire Standby	1	1	1	1
Meeting	124	119	115	76
Parade	2	1	2	2
Search	4	1	1	1
<b>Totals</b>	<b>1552</b>	<b>1572</b>	<b>1559</b>	<b>1539</b>





## **PUBLIC WORKS**

*Above: Construction of the new Public Works Facility on Olsen Farm Road.*



# about us ...

<u>Job Title</u>	<u>Employee Name</u>	<u>Years of Service</u>
Director .....	Timothy Webb .....	7
Supt. of Operations .....	Doug Reese .....	1
Administrative Secretary .....	Donna Wrubel .....	18
Mechanic II .....	Daniel Caron .....	28
Mechanic I .....	Erik Johansen .....	8
Facility Maintainer II .....	Monica Bragdon .....	22
Facility Maintainer I .....	Michael Mangiafico .....	12
Public Works Maintainer I.....	Todd Rychling .....	10
Equipment Operator.....	Clifton Labrec .....	25
Truck Driver.....	Joseph Deslauries.....	43
Truck Driver.....	Gale Hoyt.....	28
Truck Driver.....	Richard Watts.....	22
Truck Driver.....	Charles Harakaly.....	13
Truck Driver.....	Rick Landry .....	12
Public Works Maintainer I.....	John Hoffman.....	10
Public Works Maintainer I.....	Robert Maxwell .....	7
Public Works Maintainer I.....	Lee Davey .....	7
Town Engineer.....	Todd Penney .....	3
WPCA Technician .....	Michael Ruef.....	2

Facility Location: 46 Bradbury Lane  
 Telephone: (860) 742-6588  
 Fax: (860) 742-5467

Business Hours: Monday – Friday 7:00 a.m. until 3:00 p.m.

## ADMINISTRATION

### STAFF:

Director of Public Works  
Administrative Secretary

### Overview of activities in this past fiscal year of 2010 / 2011

- Pucker Street Bridge:
  - This project is waiting as this is written referendum approval to move forward. This is under the Federal Bridge Program with 80% paid by the Federal Gov. and 20% split between the Towns of Coventry and Columbia.
- Sewer Study:
  - This project is being under taken by the Water Pollution Control Authority with WMC Engineers. The study is looking at the feasibility to provide sewers to the Cheney Lane, Upper Oak Grove, Hemlock Point, Bolton Town Line and the upgrading of the treatment plant vs. pumping to Willimantic.
- Route 31 Curve Project:
  - This project is moving again and the number one issue is the property abutter agreements.
- South Street Curves:
  - One more long outstanding project started in 2003 and still under consideration, project is currently on hold with the State due to Federal funding issues.
- Ballfield Construction at Closed Landfill:
  - Bids were opened and awarded. Trucking and screening were done with the Department of Public Works Staff.
- Public Works Building:
  - All bids have been put out to bid and should be awarded and it is a matter of keeping project on target for expected completion of November 15<sup>th</sup>.
- Summer Roads:
  - Pavement Leveling by State Bid is prearranged; plan is to level in July Chip Seal in August.
- Electrical Up-grades at the WPCP:
  - This is out to bid and work should start in September.
- Laidlaw Park Parking:
  - Design should be complete in late August with work starting as staff time available.
- The close of Fiscal year 2010-2011 brought a poignant close to Director Timothy Webb's tenure as head of the department. After 7 years of service to Coventry, Tim reluctantly moved on to the next stage in his career.

## OPERATIONS

### STAFF:

- 1-Superintendent of Operations
- 1-Equipment operator
- 5-Truck Drivers
- 1-Facility Maintainer II
- 1 Facility Maintainer I
- 3-Public Works Maintainer I

### OVERVIEW OF ACTIVITIES

There are no longer separate supervisors for the Facilities and Highway divisions. The Superintendent of Operations is responsible for the implementation of all road and facility duties and responsibilities. This position was filled November 8, 2010 and this report reflects projects during this time period.

We are responsible for the maintenance and snow removal of all town roadways, and facilities. There are about 104.28 miles of improved roadways and 4.97 miles of unimproved (gravel) roadways owned by the Town. We also are responsible for snow removal on the Lake Association owned roads and trails roadways totaling approximately 6.17 miles.

The Department of Public Works employees did all of the preparation work for Summer Roads Maintenance Program. The work included preparations on the roads to be chip sealed. The Public Works Department contracted All States Asphalt for leveling and Gorman Brothers for Chip Sealing.

#### ➤ **Winter Operations**

This past winter was a record setter in terms of weather. The first snow fell on November 8, 2010, which required treatment applied to the roadways. The Public Works crews utilize a treated salt mixture, which has proven effective on quickly improving winter road conditions. Sand was not routinely used on improved roadways, although unimproved roadways did receive a sand mixture, with untreated salt.

5,124 man hours were used in the active treatment and removal of snow from roadways this past winter season. We were called out a total of 49 times this season to handle snow and ice conditions. Winter operations were concluded on April 1, 2011 after the winter event.

After April 1<sup>st</sup>, the crews were kept busy repairing broken curbing and embankment damage caused by the plows during the course of the winter.

#### ➤ **Street Sweeping**

Public Works began street sweeping on March 28<sup>th</sup>, taking 885 man hours to complete, which includes hauling material, operating the street sweeper and operating the water truck. Our job was made much easier having not used sand for the improved roadways this winter. Even so, approximately 2500 yards of material was removed from the roadways during our spring cleaning, the majority of which was decomposed organic material.

➤ **Facilities Maintenance**

Facilities maintenance encompasses a wide variety of activities and jobs that our highly trained and motivated employees undertake. Every facet of maintenance performed in all of the town buildings (with the exception of the school department's facilities) is undertaken by in house staff when applicable. Outside contractors are utilized when the job requires a licensed electrician or plumber.

All of the Town of Coventry athletic fields are maintained by our personnel. Mowing, infield maintenance, striping, and rolling are just a few of the many activities undertaken on a daily basis. We use an Integrated Pest Management system to keep the fields looking spiffy. There are no harmful pesticides or herbicides used in the maintenance of our athletic and recreational facilities. We over seed the fields twice a year and also fertilize and apply lime as required.

We have sent staff members to numerous training classes on turf management, Kindergarten to 8<sup>th</sup> grade field maintenance and invasive and noxious weed control, to name a few.

By utilizing our in house staff, we are able to keep costs down, while providing the best possible level of service.

➤ **Coventry Lake Information**

Our staff maintains the proper level of our most preeminent natural feature, Lake Wangumbaug, also known as Coventry Lake. This lake covers approximately 373 acres. The level of the lake is controlled at a gatehouse and sluiceway at the one natural outlet, Coventry Lake Brook.

This year, repairs were undertaken by an underwater diving specialist, who repaired the grout in the stone lining of the sluiceway. This appears to have solved the problem of water leaking out of this area.

➤ **Improved Record Keeping**

Operations now have a new ally in the day to day operations of the department. A new computer system was implemented, which allows for tracking statistics and requests for service. Since this was instituted in November, there are no statistics from last summer and fall pertaining to mowing or field maintenance.

➤ **Overall**

The Department of Public works team is excited about our new facility, which we should be soon moving to. We certainly hope that the inclement weather of the winter season holds off until we are set up in the new building. Our men and women are thankful to the citizens of this community for allowing us to utilize such a good facility.

We remain committed to providing you with the best possible service in the most cost efficient and effective manner. We can always be reached by telephone or email. We encourage everyone to call in any problems with our infrastructure that may be noticed. This allows us to concentrate on the repair, maintenance and improvement of all town facilities. Thank you for allowing us the opportunity to serve you.

## FLEET MAINTENANCE

### STAFF:

- 1 Lead Mechanic
- 1 Mechanic I
- 1 Mechanic's Helper (shared position)

This year's maintenance records show a number of rust repairs. These types of repairs are considered routine for our climate, but we will continue to take aggressive measures to ensure that all is being done to prevent the corrosion that we are seeing.

Truck & equipment repairs were common this year as a result of a busy snow season.

Along with scheduled and routine maintenance it has been a very busy year.

Back in the spring of the year we auctioned off replaced vehicles at southern auto auction:

- 1995 international dump truck
- 2002 chevy pickup
- 1997 ford f-350 small dump truck
- 1995 international board of ed bus
- 2002 ford crown vic staff car
- 1997 ford dump truck

Extensive work was done to a number of trucks & equipment due to the age.

We received our new 2010 newholland skid steer loader back in Dec. and installed a back-up camera which will increase safety.

Board of Education received a new ford van back in Nov.

Bob Maxwell & Cliff Labrec attended APWA mechanics workshop on sweeper maintenance in April.

Fleet maintenance also has been upgrading to L.E.D. lighting on trucks & equipment for added safety and reducing future maintenance.

Fiscal year 2010-2011 has been a year of continuing transformation and growth that is because looking back over this time the year was filled with new responsibilities and equipment also a significant amount of maintenance.

Listed below is a summary of the vehicles and equipment maintained by the Fleet Maintenance Division of Public Works.

**Highway Division:**

- 42 registered vehicles
- 6 non registered pieces of heavy equipment
- 30 pieces of small equipment
- 31 pieces of snow removal equipment
- 1 Standby Generator
- 1 Mobile Generator
- Numerous saws and hand tools

**Police Department:**

- 10 registered vehicles
- 1 Radar trailer
- 1 boat
- 1 Stand-By Generator

**Board of Education:**

- 1 Student transport service bus
- 2 Vans assigned to facilities
- 1 Trailer

**Town Hall Staff:**

- 8 registered vehicles
- 1 Standby Generator
- 1 Radio Tower Generator

**Coventry Housing Authority:**

- 1 Registered vehicle
- 2 Tractors
- 2 utility carts

**Water Pollution Control Authority**

- 1 Registered Vehicle
- 2 Standby Generators
- 2 Tractors

**Cemetery Commission**

- 2 registered vehicles
- 3 Pieces Grounds Maintenance Equipment

**WINCOG Rails-To-Trails**

- 7 Pieces of equipment

Fleet Maintenance has remained attentive to the needs of those we serve and will continue that while always looking to improve our standard of care.

## ENGINEERING

### STAFF:

1 Town Engineer

## TOWN/DPW PROJECTS

**New DPW Facility/Salt Shed:** Local inland permit approved in September 2010. Site Inspections for compliance to IWA permit. Project completion anticipated for November 2011.

**Main Street Sidewalk – ARRA Stimulus Project:** Construction started July 1, 2010 and completed in late October 2010. Working on project closeout for CDOT audit into fiscal year 12.

**Kings Road Reconstruction:** Construction was completed in November 2010. Project limits expanded to include paved portion of road to capitalize on the balance of the grant funds due to the competitive bidding process. Project closeout and audit from State completed.

**Coventry High School Bleachers:** Construction oversight performed until construction completion in August 2010.

### **Boston Turnpike & Stage Road Improvements**

Realigned intersection to “T” intersection to fulfill Coventry PZC stipulation for Walgreens approval. Completed in December 2010.

**Miller Richardson Park STEAP Grant:** Coventry award STEAP Grant for \$200,000 for the development of football & practice fields with gravel parking area. Construction Documents developed and project bid and awarded to Fuss & O’Neill Design Build Service. Project commencing in July 2011 and to be complete for November 2011.

**Laidlaw Park Accessibility Improvements:** Developing plans to improve ADA accessibility to the upper fields and provide better parking and circulation improvements. Construction activities expected to start in Spring FY 2012.

## **LAND USE**

The Town Engineer serves as the Town of Coventry's Inland Wetlands Agent to the Inland Wetlands Agency. The following is the list of all approved projects that receive Wetlands Agency approval between July 1, 2010 - June 30, 2011:

1.	10-11W	Stewart	Knollwood Dr.	Pond Construction
2.	10-16W	Town of Coventry	Fern Road	DPW Site Development
3.	10-27W	England	Boston Turnpike	Subdivision & septic
4.	10-30W	Rick	South River Rd	Single Family Home w/septic
5.	10-31W	Papas	Lake Street	Demo & New SF Home
6.	10-32W	Farr	Pucker Street	5-lot subdivision-brook crossing
7.	11-02W	Olmer	Brewster Street	Subdivision in Andover
8.	11-03W	Boston Tnpk, LLC	Boston Tnpk	Site improvements
9.	11-12W	Kennedy	Standish Road	Beach/site improvement
10.	11-13W	Town of Coventry	Main Street	Athletic fields & Parking
11.	11-17W	Weston	Beebe Farms Rd	Beach/site improvement
12.	11-18W	Town of Coventry	South Street	Drainage Culvert

23 Minimal Impact Permits were issued by the Wetlands agent.

4 Permitted Uses As of Right were issued by the Wetlands Agent.

Provide engineering review for all Planning and Zoning Commission applications, zoning board of appeal applications, single family residential building as well as individual zoning permits.

## **MISCELLANEOUS**

- Provide daily interact with general Coventry public on a variety of property concerns.
- Support All Town Departments.
- Serve as Town G.I.S. Librarian to control data. Continue to update parcel data to correct existing inaccuracies.
- Manage and review all Driveway and Road cut permits to insure that they comply with Town standards.

COVRA

STAFF:

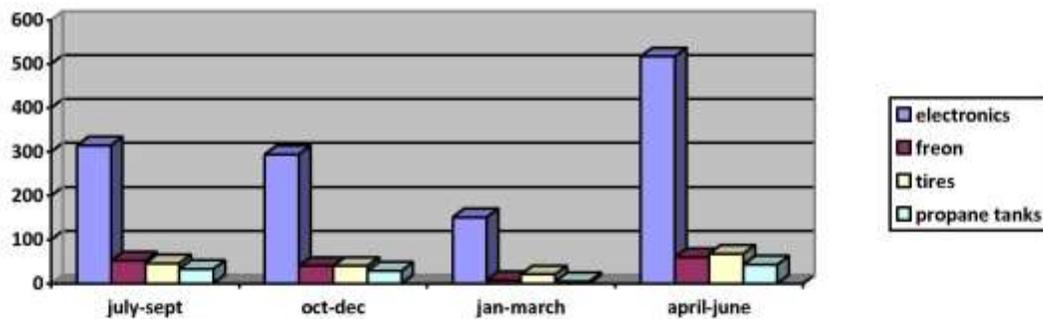
Administration by Public Works Director and Public Works Administrative Secretary  
1 Public Works Maintainer I (shared with roads division)

Curbside Municipal Solid Waste and recycling removal services subcontracted to All American Waste began year one of a six year contract August 1, 2010.

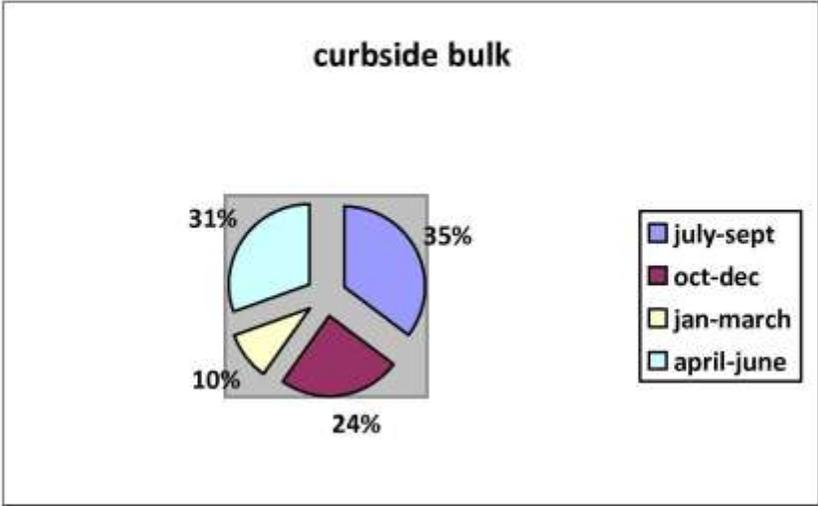
This division is responsible for the Administration of the town's Municipal Solid Waste Program which includes: resident requests and questions, monitoring the monthly bulk curbside pickup program, managing the Transfer Station and the leaf composting area, attendance to Mid-NEROC and the local committee meetings, Quarterly and Annual Recycling Reports to State and coordinating information and concerns.

Conducted the 9th annual sneaker recycling program "NIKE Grind"...Collect old athletic shoes for recycling. Coventry's share – 386 pair!!!

Tonnage of materials received from residents at town Transfer Station:



Construction Debris, Stumps/Brush (tons)	209.16
Metal (tons)	36.15
Leaves (tons)	49.4
Electronics (each)	1276
Freon (each)	160
Tires (each)	175
Propane tanks (each)	110

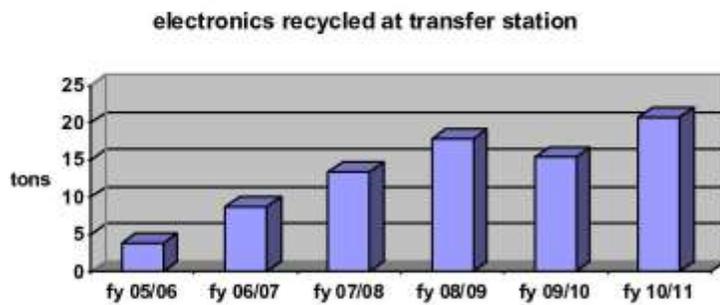
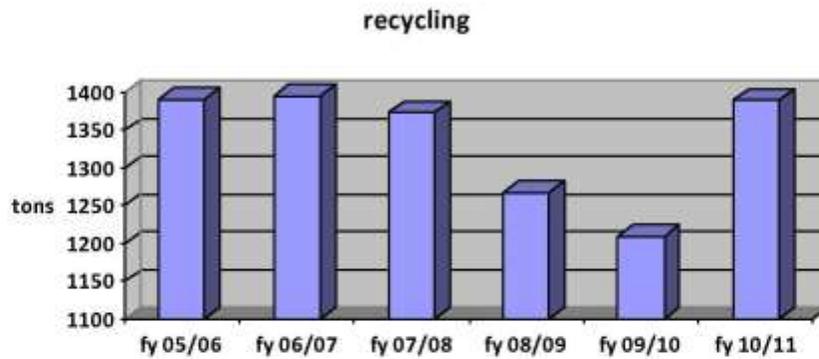


Curbside bulk tonnage 164.17 tons brought to Manchester Landfill.



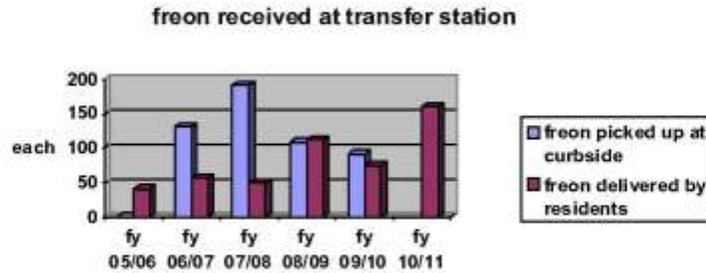
COVRRRA (continued)

This chart reflects Coventry's recycling rate for residential curbside recycling only. We start the chart with fy 06/07 when Waste Management was the town's hauler until April 07 when their name changed to All American Waste. In September 2008 All American Waste in conjunction with the upgraded CRRRA facility switched to single stream recycling pickup. In November 2010 the town made some changes to its Pay As You Throw program which brought about the swap from 14 gallon recycle bins to 65 or 95 gallon tipper carts.

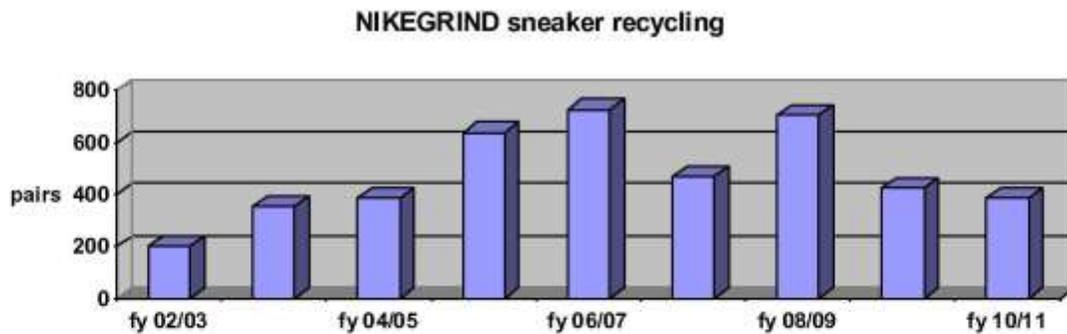


Tons of Electronics recycled at Transfer Station since November 2006.

COVRRRA (continued)



In June 2007 the town allowed All American Waste to bring the Freon items they collected at curbside during the quarterly metal collection to the transfer station as opposed to their facility in South Windsor. It saves them fuel costs and time and the town receives the metal proceeds. In June 2010 the town discontinued Freon and scrap metal curbside pickup.



WATER POLLUTION CONTROL AUTHORITY (WPCA) DIVISION

STAFF:

1 WPCA Technician

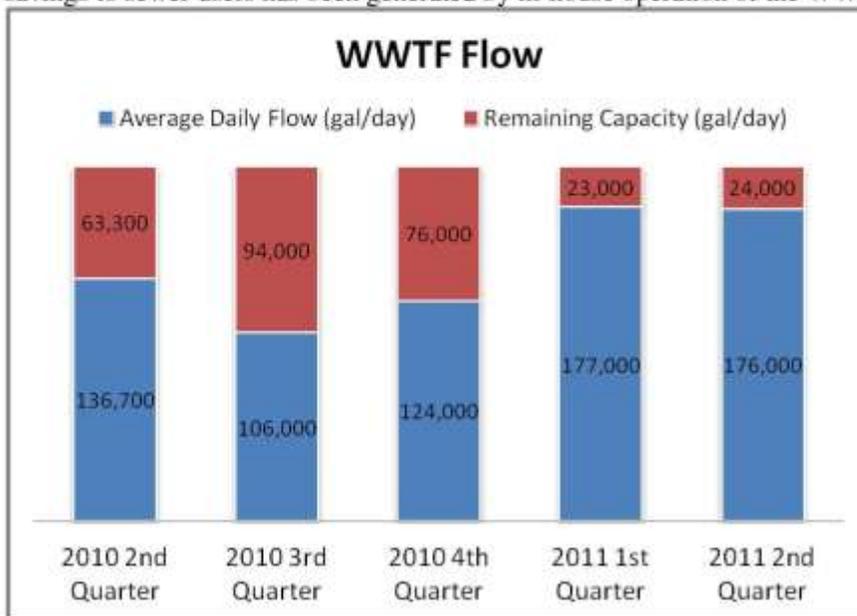
**Members: Matthew Twerdy, (Chairman), Richard Brand (Vice-Chairman), Lyndon Wilmot, Susan Jamaitus, and Daniel Murphy.**

The Water Pollution Control Authority (WPCA) of the Town of Coventry was created March 17, 1980 pursuant to Section 7-246 of the Connecticut General Statutes. The Town Council appoints the five (5) members to two-year terms. The WPCA is responsible for the effective management of the public sewer system.

The Town's existing sanitary sewer collection system currently serves approximately 840 properties and about 110 properties still need to connect. The sewer service district extends around Coventry Lake (with the exception of Cheney Lane and Hemlock Point), along Route 31 from Ripley Hill Rd down to the Wastewater Treatment Facility (WWTF), and throughout most of the Coventry Village area. The collection system is approximately 16 linear miles in length, includes 49 town-owned residential grinder pumps, and 2 pump stations.

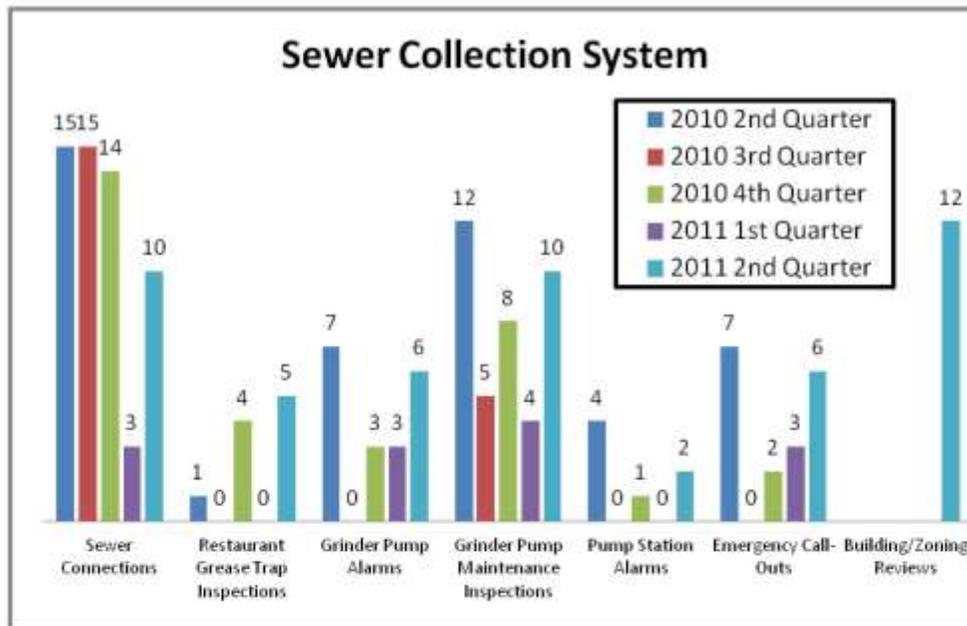
The WWTF is located off Route 31 behind the Coventry Cemetery, adjacent to the Willimantic River. The 200,000 gallon/day capacity WWTF consists of primary treatment and rapid infiltration beds and has been in operation since February 1987. The WWTF is at approximately 75% capacity treating an average 150,000 gallons/day.

Operation of the WWTF was taken over by the Town on January 1<sup>st</sup>, 2010 after nine years of operation by contractors. Tim Webb served as Grade 2 Chief Operator and Mike Ruef served as Grade 1 Shift Operator. In March of 2011 Mike Ruef earned his Grade 2 operators license and in the end of June Tim Webb announced that he would be resigning from his position in Coventry. Mike Ruef was appointed Acting Chief Operator and we began training two Public Works employees to operate the WWTF as Shift Operators. A significant cost savings to sewer users has been generated by in-house operation of the WWTF.



This graph shows the flow into the WWTF over the past 5 quarters. The significantly higher flows in the 1<sup>st</sup> and 2<sup>nd</sup> Quarters of 2011 were due to major rain events. Infiltration of rainwater and groundwater into sewer systems is a common problem.

The graph below depicts the types and numbers of various routine but significant activities performed by the WPCA Technician/Operator.



In addition to assisting with operation of the WWTF, and the above noted activities, WPCA Technician/Operator Mike Ruef serves as the WPCA Clerk;

- Tracking sewer connection permits and contractor licenses
- Writing agendas for and taking minutes at all WPCA Meetings and Public Hearings
- Writing Town Newsletters, Quarterly Reports, and Annual Reports
- Assisting with budget development, purchasing equipment, coordinating work by contractors, and tracking all bills and purchase orders
- Corresponding with homeowners, contractors, developers, and realtors

As the WPCA Administrator, WWTP Chief Operator, and Director of Public Works, Tim Webb oversaw all activities of the WPCA. In addition to Operating the WWTF he was responsible for;

- Budget development, reviewing and approving all WPCA purchases
- Reviewing all WPCA correspondence and Meeting documentation
- Preparing and evaluating invitations to bid for major expense contracts
- Identifying, prioritizing, and overseeing major upgrades to the WWTF and Sewer Collection System
- Performing all responsibilities of the WPCA Technician/Operator in his absence

Mr. Webb had continued to ensure assistance from the Public Works Dept. for specialized projects. The Fleet Maintenance Division services 4 WPCA standby generators and both WPCA vehicles. The Highway and Facilities Maintenance Divisions assist the WPCA with grinder pump repairs, maintenance of the rapid infiltration beds at the WWTF, inspecting and “jetting out” the collection system, and numerous other tasks. The WPCA greatly appreciates this much needed assistance. We would also like to express gratitude to the Town Engineer, Town Sanitarian, and the Building and Land Use Departments for their continuing support and collaboration. The Revenue Collection Department sends out and collects all sewer use bills and sewer assessments. The Finance

Department makes payments for all WPCA expenditures. The spirit of teamwork between all departments enables us to serve our residents efficiently and economically.

During fiscal year 2011 we made several upgrades to the WWTF;

- Two underground oil tanks were removed and replaced with above ground secondary containment tanks.
- An additional access hatchway was cut into the floor of the comminutor room to facilitate cleaning of the wet well and provide added safety.
- An air diffuser was installed in the primary effluent junction/distribution box.
- A new boiler water chemical treatment system was installed.
- A faulty backflow valve downstream of influent pump #2 was replaced.
- We have purchased a new 125 kW generator and 400 Amp automatic transfer switch and have gone out to bid for their installation, as well as significant electrical upgrades.

We have hired WMC Consulting Engineers to perform a sewer expansion feasibility study. The study is being 55% funded by a DEP Clean Water Funds Grant. Primary study areas include Cheney Lane, Hemlock Point, and Upper Oak Grove. The purpose of the study is to determine if sewers would be beneficial to these areas; and if so what the most economical method for conveying any wastewater from these areas to existing sewer infrastructure would be. CT DEP is also requiring that we demonstrate that our WWTF would be capable of treating the increased flow of wastewater that would be generated from these proposed expansions. We are studying the feasibility of pumping all of our wastewater to the Windham Water Pollution Control Facility or upgrading our WWTF to meet today's treatment requirements. We also added a preliminary study of the Route 44 corridor at the Bolton Town Line.

## BUILDING DIVISION

### PERMITS/INSPECTION AND CODE ENFORCEMENT



*L to R: Joe Callahan, Building Official; Brigit Tanganelli, Permit Technician; Noel Waite, Assistant Building Inspector/Fire Marshal.*

The Coventry Building Department is the source of building, septic, well and Health Department information and is the satellite office for the Eastern Highlands Health District. Individual property files are kept in this office in street files. Pending applications as well as closed out permits are stored in these files.

The Building Official and Assistant Building Inspector review applications and plans submitted to determine code compliance. Permit Technicians check submitted applications for proper licensure, registration and workers' compensation insurance if applicable. The review process for permit applications by the Building Official is started after approval by the Sanitarian, WPCA Technician, Zoning Agent, Wetlands Agent and Town Engineer if applicable. Commercial, Public and Industrial plans

are also reviewed by the Fire Marshal for compliance with the State Fire Safety Code. Applicants are notified by the office technician when approvals are completed. Permits are processed and issued upon payment by the applicant. Field inspections are scheduled daily on projects under construction to ensure compliance with the approved plans and the 2005 Connecticut State Building Code as amended by supplements and the Connecticut General Statutes. Certificates of Occupancy, Use and Completion are issued upon approval of the final inspection that has been requested by the permit applicant or owner of the property.

The Building Official act upon complaints from the public regarding structural safety, egress issues, accessibility and general code provisions that may be in question. Storm damage and post fire inspections are completed to determine the status of structures and dwellings in regards to continued use, or the need for posting unsafe or condemned status due to extensive damage. These inspections and orders are completed and issued to protect the health, safety and welfare of the occupants and property owners. Guides providing details on how to file an application and what types of information need to be included are available on permit packets.

Our Permit Technician, Karen Osborne retired in December of 2010. Many thanks go out to her for her hard work and dedication in helping our customers and contractors. In February of 2011 the Department welcomed Brigit Tanganelli as out new Permit Technician. Brigit provides clerical support to the Building Official, Fire Marshal, Sanitarian and the Building Code Board of Appeals. Building files are maintained daily to provide current up-to-date information to town departments and the public. Statistical information is forwarded to Government agencies and the Census Bureau. Receipt books and building reports are updated regularly to assist the auditors review and create monthly, quarterly and yearly reports.

## **RESIDENTIAL ACTIVITY**

The issuance of twenty-four (24) permits for both single family dwellings and completion of dwelling units in the Kenyon Falls Condominium project have kept the department busy this year. Many of our surrounding towns experienced little to no new construction activity.

### **New Homes Issued Certificate of Occupancies** **2010-2011**

<b><u>ADDRESS</u></b>	<b><u>DATE</u></b>
359 Pucker Street	8/23/2010
436 Hop River Road	8/24/2010
311 Plains Road	8/31/2010
366 Nathan Hale Rd	9/02/2010
37 Roberta's Court	9/14/2010
216 Skyview Drive	9/14/2010
60 Trowbridge Road	9/30/2010
352 Riley Mountain Road	9/30/2010
1026 Cedar Swamp Road	10/25/2010
235 Skyview Drive	10/28/2010
141 Appian Way	11/12/2010
239 Skyview Drive	11/18/2010
312 Hannah Lane	11/29/2010
573 South Street	12/02/2010
24 Riverview Drive	12/08/2010
124 Wolf Hill Road	12/08/2010
582 Old Tolland Turnpike	12/21/2010
186 Windswept Way	1/04/2011
54 Vernon Branch Road	1/07/2011
323 Woodland Road	5/16/2011
30 Edgewater Drive	5/17/2011
98 Appian Way	6/03/2011

## **COMMERCIAL PROJECT**

Renovations were completed for Rosie's Deli on Daly Road. A tenant fit out for a new barber shop at 1159 Main Street and interior renovations were completed at Teleflex on Main Street.



*Salt Shed trusses.*

## **TOWN PROJECTS**

- The timber framed wood trussed salt shed has been completed and the foundation work and steel frame is nearly completed at the new Public Works facility.
- A new heating system and repairs to the mechanical room at the North Coventry Fire Department were completed, along with removal of an in ground oil tank replaced with a new pad mounted tank.
- The wind turbine has been completed.
- Removal and replacement of school roofs at G.H. Robertson, Coventry Grammar School and Capt. Nathan Hale are in progress.

## **SEWER PROJECT**

A total of twenty-seven (27) venting inspections were approved for sewer connection work to proceed. Many of these connections required new drainage in basement and crawl spaces.

## **BLIGHT INSPECTIONS**

Blight meetings have been attended monthly, along with site visits and notifications sent out. We are currently working with several property owners to close out complaints.

## **CERTIFICATES OF OCCUPANCY, USE AND COMPLETION ISSUED**

The total number of certificates issued this fiscal year is 343.

## **INSPECTIONS**

The Building Official and Assistant Building Official conducted 1470 inspections.

## **CONTINUING EDUCATION**

The Building Official completed 25 hours of continuing education towards the 90 hour statutory requirement.

## **TECHNOLOGY IMPROVEMENTS**

Work on our View Permit tracking system is working well and we continue to expand other modules of the system including inspection tracking. We are receiving on-line permits from contractors and home owners for express permits.



*Steel frame of new  
DPW Facility.*

**COVENTRY CEMETERY COMMISSION**  
**Annual Report**  
**July 1, 2010-June 30, 2011**

**Cemetery Commission Members**

Sherry Chapman, Chair  
Deborah Blakeley  
Thomas Boudreau, Secretary  
Mike Griswold  
Leonard Gotkin

**Sexton**

Vacancy

**Treasurer**

Beth Bauer



New Entrance Sign at  
Nathan Hale Cemetery

**Town-owned Cemeteries**

Carpenter Cemetery, Silver Street  
Coventry Cemetery, Main Street  
Grant Hill Cemetery, Grant Hill Road (AKA Minister's Hill, North, Strong, or Flint Yard Cemetery)  
Nathan Hale Cemetery, Lake Street  
Old South Burying Ground, South Street (AKA South Street, Holy Grove or South Yard, Wright's Mill Cemetery)

**Function**

The function of the Cemetery Commission is to control, manage, maintain and direct the acquisition, apportionment, use, and disposition of all town-owned cemetery properties and their appurtenances, including land, plantings, buildings, and equipment related to them.

**Summary of Service and Highlights (July 1, 2010-June 30, 2011)**

- The Commission established informational and entrance signage at Nathan Hale Cemetery at a public unveiling event held in September 2010.
- The Commission developed a landscape design and oversaw plantings surrounding the monument and in the contemplation area of Nathan Hale Cemetery.
- The Commission sold a total of ten lots, and oversaw six full burials and four cremation burials.
- The Commission oversaw the repair of six ancient headstones.
- The Commission resolved a grave mix-up in the Grace Daniels section of Nathan Hale Cemetery.
- Commission members participated in the annual symposium sponsored by the CT Gravestone Network.
- The Commission oversaw tree removal and general landscape and other maintenance in all town-managed cemeteries.





## **LAND USE**

*Above: Autumn in North Coventry.*



**ANNUAL REPORT**  
**FISCAL YEAR**  
*2010 – 2011*



*'Barn at Broadway Bridge Crossing'*

**LAND USE OFFICE**

*Inland Wetlands Agency*

*Zoning Board of Appeals*

*Economic Development Commission*

*Planning and Zoning Commission*

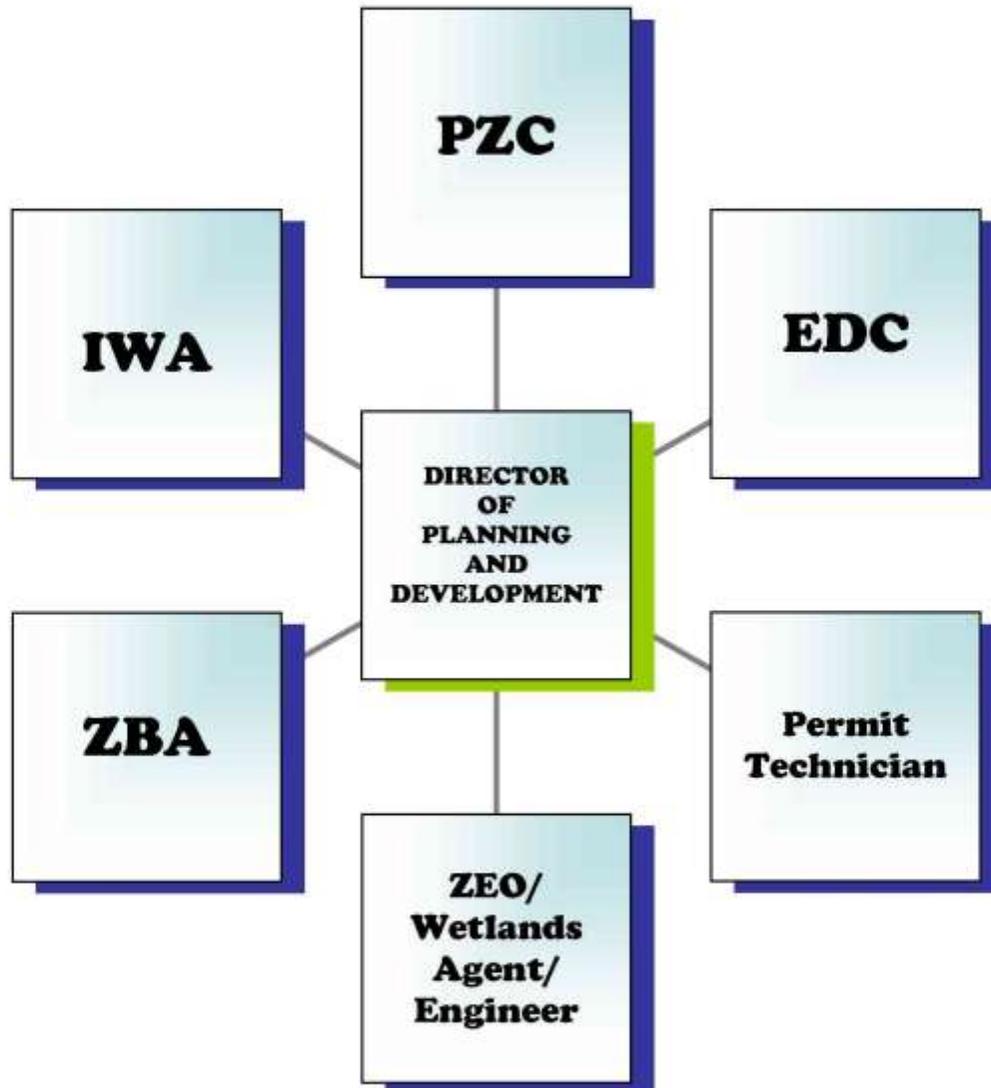
*Eric M. Trott, Director of Planning and Development*

*Bonnie Potocki, Zoning Agent*

*Todd Penney, P.E., Town Engineer / Wetlands Agent*

*Brenda Bennett, Permit Technician*

## ORGANIZATION AND STAFFING CHARTS





**Planning and Zoning Commission**

	06/07	07/08	08/09	09/10	10/11
Meetings	27*	25*	59*	49*	22*
Applications:	40	28	21	25	27

The Commission meets twice a month for regular meetings. Only one meeting is regularly scheduled for the month of December.

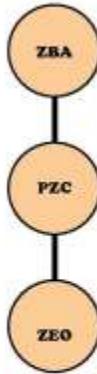
\*The number of meetings changed due to the fact that the Commission held special meetings for review of the revised Zoning Regulations, Zoning Map and Plan of Conservation and Development.



**Economic Development Commission**

	06/07	07/08	08/09	09/10	10/11
Meetings	10	11	11	11	11

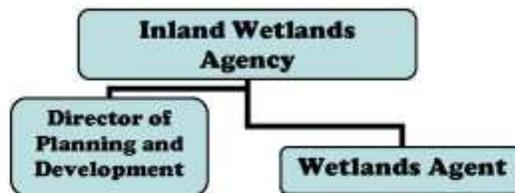
The EDC is scheduled to meet once a month excluding the month of November.



**Zoning Board of Appeals**

	06/07	07/08	08/09	09/10	10/11
Regular Meetings	11	8	5	7	10
Special Meetings				1	
Applications	17	9	9	17	15

The Board is scheduled to meet once a month.



**INLAND WETLANDS AGENCY**

	06/07	07/08	08/09	09/10	10/11
Meetings	14	12	*13	11	13
Applications	69	50	51	35	39

The Agency is scheduled to meet once a month.

LAND USE OFFICE  
BOARDS AND COMMISSIONS SERVED

Planning and Zoning Commission

The purpose of the Land Use Office and Commission is to protect public health, safety and welfare through the administration of the zoning and subdivision regulations. The Office/Commission is responsible for reviewing development applications (i.e. subdivision, special permit, text/map amendment, site plan review) as well as guiding and managing land use activities. The Commission reviews and updates the zoning regulations, subdivision regulations, plan of conservation and development, and zoning map.

The Director of Planning and Development reviews all subdivision, special permit, site plan review and text/map amendment applications. In addition, technical assistance is provided to the Planning and Zoning, Economic Development, and Conservation Commissions. The Director of Planning and Development oversees the Land Use Office and staff (Zoning Agent, Wetlands Agent, Permit Technician and Recording Secretaries.) The Director regularly meets with members of the public, realtors, attorneys, etc., to discuss development procedures and options to provide guidance and advice on land use matters.

The Zoning/Wetlands Agent position was split into a full-time zoning agent and a part-time wetland position in 2001. The purpose was to provide an improved level of service and better meet the demands of the position.

The Zoning Agent is responsible for insuring that the Town's zoning regulations are complied with and directs enforcement activities when necessary. The ZEO reviews all zoning permit applications, inspects properties for certificates of compliance, and proper erosion and sedimentation controls. The ZEO answers daily zoning inquiries (phone, walk-in). The ZEO provides staff assistance to the Zoning Board of Appeals.

Inland Wetlands Agency

The Inland Wetlands Agency reviews all applications/activities that could potentially impact the Town's wetland areas (i.e. subdivision, single-family, accessory use, etc.) The IWA reviews enforcement activities directed by the Wetlands Agent. The IWA reviews and updates its regulations. The IWA is responsible for administering the State's Aquifer Protection Regulations as directed by D.E.P.

The Inland Wetlands Agent is responsible for ensuring that the Town of Coventry's wetlands regulations are complied with and directs enforcement activities when necessary. The Wetlands Agent reviews all zoning permit applications that may involve regulated wetlands activities and inspects properties for proper installation of erosion and sedimentation controls. The wetlands agent answers daily wetlands inquiries and provides staff assistance to the Inland Wetlands Agency. The Zoning Agent and Director of Planning and Development assist in the basic Wetlands Agent functions when the Agent is not in the office.

Due to the resignation of the prior Wetlands Agent staff who served as a contractual consultant from the North Central Conservation District and the retirement of the Engineering Technician, a new arrangement involving the Wetlands Agent duties was created. In 2007, the Town hired a full-time Town Engineer/Wetlands Agent who serves as Staff to the Inland Wetlands Agency and administers the applications for the Agency.

#### Zoning Board of Appeals

The Zoning Board of Appeals is responsible for the review of variance, special exception and motor vehicle dealer and repairer applications. The ZBA also reviews appeals taken of the decisions/actions of the ZEO.

#### Economic Development Commission

The Economic Development Commission is responsible for promoting the Town's business development in an effort to provide a blend of necessary services and employment while enhancing the commercial tax base of the Town. The EDC reviews all major economic development proposals and provides recommendations on an advisory capacity. The Director of Planning and Development provides staff support to the EDC.



'Skungamaug River -- Folly Lane'

## PLANNING AND ZONING COMMISSION

**Members: (As of June 30, 2011 end of fiscal year)**

**Raymond Giglio, Roberta Wilmot, Mike Griswold, Darby Pollansky, Bill Jobbagy, Christine Pattee, Jonathan Kreisberg, Carol Polsky**

**Eric M. Trott, Director of Planning and Development**

**Brenda Bennett - Permit Technician**

### COMMISSION HIGHLIGHTS:

#### ECONOMIC DEVELOPMENT PROJECTS:

Due to economic downturn, fewer economic development projects have been administered by the Staff and Commission. This provided the Commission with the opportunity to carefully plan for the Town's future in the long and short terms, while still evaluating several smaller commercially related projects and issues.

The Commission adopted Design Guidelines for Commercial Development which serves as a template for the design and layout for commercial projects. The Guidelines are the result of the work between Planning Staff, Green Valley Institute Staff and culminating in a committee review between members of the Planning and Zoning and Economic Development Commissions. They are an important resource that will provide for clear and effective guidance on how new development can harmonize with the existing built and natural environment to ensure compatibility with the community.

The Commission revised the commercial zoning districts use categorizations in the zoning regulations to allow for better alignment with the Guidelines. These changes allow for a more concerted use of the Guidelines in some cases as well as broader Staff approval allowances as well.

The Commission reviewed and approved two separate requests for amendments of the zoning regulations that created new and expanded opportunities to support commercially related agricultural uses. One amendment provides for the opportunity for wineries to be formally allowed in the GR 40/80 zones and also allows for the operation of gatherings on the premises, such as weddings and other celebrations. The combining of such uses is a recent trend that other wineries have successfully employed elsewhere in the State. The second amendment created broader flexibility for commercially related agricultural uses to be allowed where a relative agricultural operation currently exists. These changes have properly reacted to the needs of the commercial agricultural business community in a manner to assist those who requested them and others who may be interested in such ventures in the future.

The Corner Store, a retail convenience store on South Street, received Special Permit approval from the Commission in order to construct a new addition which has the capacity to provide drive-thru services to the customers. Staff worked closely with the owners and designers to create a compatible design that supports the new use and coincides with the needs of the existing operation.

Matt's Outback Paintball returned to the Commission for a renewal of their commercial recreation use on Riley Mountain Road and were granted full approval to continue the use which includes the formalization of the all-season inflatable 'bubble' building as well. Previously, the operation was

granted two year approvals which provided an opportunity for the Commission to work with the owner to correct any neighborhood issues that arose during their temporary permit timeframe. Matt's Outback Paintball is a very unique and popular use that attracts a large and diverse group of customers, including the UCONN Huskies Paintball National Champion Team.

Planning Staff and the Commission met on two occasions with prospective buyers of the 'On the Run' gas station/convenience store at the corner of RTE 31/44 to review plans to expand and upgrade the site. The plans include a new canopy, new and larger convenience store, expanded landscaping and a picnic area for customers. This project is the first to be subject of the newly adopted Commercial Development Design Guidelines. They were very instrumental in creating a compatible and attractive design for this prominent site.

#### RESIDENTIAL DEVELOPMENT PROJECTS:

Due to the current economic downturn, very few residential subdivisions and developments have been submitted for consideration. It appears that this trend will continue for the foreseeable future. However, the Town is fortunate to be in a situation where a number of larger subdivisions were approved in the past which provide an adequate 'bank' of available lots for development.

The Commission adopted a series of amendments to the Open Space Design Subdivision Regulations that provide a focus on a natural resource based design and relies heavily on a strong preliminary and conceptual design process at the onset of the project. These initial discussions would occur between Staff, Commission members, designer, developer and applicant to best understand the constraints of the land to be developed and provide for a reflective design to best protect the natural and cultural resources on site. These amendments are the result of the efforts of Planning Staff and a committee of members of the Planning and Zoning and Conservation Commissions.

A 5 lot open space subdivision was approved for a portion of a large tract at the corner of Babcock Hill Road and Pucker Street. Planning and Engineering Staff worked closely with the designer to establish a layout that addressed the needs of this sensitive parcel with respect to the Thornton Brook corridor as well as the challenging topography on site.

The Commission approved an extension of time to complete the remaining phases of the Bidwell Village active adult community on Stonehouse Road. The project has unfortunately been slowed by the economic downturn and only phase 1 has been completed. The owners of the development have been seeking creative mechanisms that would enable them to proceed and complete the project. Several minor, but important adjustments have been made to the plan to accommodate the ongoing needs of the existing residents in the development.

#### OTHER PROJECTS:

The Commission adopted a new digital zoning map which replaces the former map. The new map possesses a more accurate parcel line database and has a color coded key which is easier to interpret. It will also be incorporated into the Land Use Office's GIS platform and will be much easier to copy for customers when requested.

A series of Staff and Commission initiated zoning regulation amendments were approved by the Commission. These changes are simple, yet important revisions that increase the clarity, simplicity and streamlining in a variety of areas. Some of the changes were specifically focused on providing broader allowances for small scale agricultural use expansions on residential properties. A second

round of similar changes are being evaluated for another amendment application in the near future. These changes are in the same spirit and intent as the first round of revisions that the Commission approved.

#### PLANNING STAFF HIGHLIGHTS:

Planning Staff continues to serve as the Town's representative on the Route 6 Regional Economic Development Council and serves as secretary of the Council. The Council was formed by the Towns of Andover, Bolton, Columbia and Coventry to analyze the economic development potential for the Route 6 corridor that traverses each of the member towns. The Towns recognize the importance of working cooperatively to plan for the region's future along a significant transportation corridor. The Council received \$195,000 of grant funding assistance from the State OPM to allow for a corridor study to be performed which will continue to be implemented over the next fiscal year. The final report was completed and adopted by the member Towns in early 2011. This report received awards from the American Planning Association and American Society of Landscape Architects due to its creative planning solutions.

A transportation planning grant is also being administered by the Capitol Region Council of Governments through the work of a consultant who is applying the recommendations and goals of the Corridor Plan. This will enable the transportation planning consultant to suggest appropriate solutions that will coincide with the future development suggested in the corridor. This portion of the project will continue into the next fiscal year.

Land Use Staff continues to improve the GIS platform in the office. A GIS User group consisting of a number of Town Hall Staff has been meeting once a month with the Town's IT consultant to discuss ways of improving and expanding the GIS system. The Land Use Office can use the information to provide more effective and comprehensive research and planning for the community as well as permit administration. The capacity of the office to utilize and expand the GIS system increased with the skills of the new Town Engineer, who is adept in GIS and AUTOCAD. Staff has worked closely with the Regional Planner and a specialized GIS consultant to organize and structure the existing GIS mapping resources and files to improve the overall operation and effectiveness of this resource.

Previously, Planning Staff spearheaded a campaign to create the Coventry Conservation Corps in Town. This group has been formed to allow for the stewardship and oversight of many of the Town's open space properties. The group visits and monitors the properties to ensure no inappropriate or illegal activity is occurring, as well as document the status of the sites. This volunteer service is of great importance to the Town because it allows for the task to be performed on a long-term basis by members of the public who have a vested interest in the preservation of their neighborhoods. Planning Staff continues in the role of Staff support for the Corps and coordinates efforts to address issues that arise as a result of the ongoing inspections by the members. These issues include safety matters, invasive species and open space boundary demarcation.

Planning Staff was previously successful in obtaining a \$50,000.00 technical assistance grant from the State Office of Policy and Management to hire a consultant to assist the Town in evaluating where it would be most prudent to consider establishing workforce style housing. The grant includes the opportunity to draft and adopt new zoning regulations that will assist in inspiring the development of such housing. Another aspect of the grant is a market study and housing needs assessment for the Town to help better understand the housing and real estate needs of a broad spectrum of the community. This information can be incorporated into the Plan of Conservation and Development in the future as well as an important resource that can be utilized to establish new planning and zoning

policy. The State has clearly prioritized workforce housing as a critical amenity for our communities and this grant process is a significant mechanism and opportunity to establish more of this needed community component. The Town hired the consultant in April 2010 and the project was completed in the spring of 2011. The project received the support of the Town Council and the Planning and Zoning Commission. Staff will likely be submitting the draft regulations and guidelines to OPM in the fall of 2011, when the OPM is accepting such applications.

Planning Staff prepared and submitted and received a \$2,100.00 grant request to the Connecticut Federation of Lakes to conduct an aquatic invasives and fertilizer usage educational campaign for Coventry Lake. The grant involved work with a newly formed group of high school students (CLEAN), who have dedicated their efforts to conduct outreach efforts to the community at large on potential threats to Coventry Lake and offer insight into mechanisms that can serve to protect it. Another partner with the grant is the Consortium of Coventry Lake Associations, an organization that consists of various representatives of the numerous associations around Coventry Lake. The grant funds will ultimately be used for the creation of signage identifying the aquatic invasive species in the Lake that will be placed at various access points around the Lake. In addition, the Town Council created a Lake Monitoring and Education Committee that will serve as a subcommittee of the Conservation Commission.

Planning Staff submitted and was awarded a \$190,000.00 DEP Open Space Acquisition Grant in order to obtain a portion of a property that is available off of Pucker Street that possesses significant natural resources (Thornton Brook) and is adjacent to other open space properties owned by the Town. Prior to the submittal of the grant, Staff worked closely with the Conservation Commission to analyze and prioritize several potential sites/areas in Town that could be subject to the grant opportunity. Staff has worked closely with the surveying consultant and Town Attorney to prepare the survey, legal description, purchase and sales agreement that are required for the conveyance. The ultimate closing for the conveyance of the property is anticipated in the fall of 2011.

Planning Staff continues to work the State of CT Department of Agriculture on a project that involves the purchase of development rights on a significant 55 acre agricultural property that possesses frontage on the Willimantic River. The Town intends to utilize existing open space purchase funds and leverage them with funds from the CT Farmland Trust, Joshua's Trust and the CT DoAg. This project has needed to remain private in its early stages, but public announcements on the purchase of the development rights on this important property are expected in the fall of 2011.

The Town Council adopted a Blight Ordinance to address properties that have become distressed or abandoned. The focus is to gain compliance from the property owners to correct weed lots, dilapidated structures, debris storage and motor vehicle/equipment storage. The Land Use and Building, Health and Fire Offices are the hub of activity for enforcing the ordinance. Planning Staff serves as the coordinating staff for the enforcement activities by receiving, coordinating and administering efforts with the various Town Staff involved. A great deal of time has been dedicated to coordinate initial efforts of the enforcement program. The program has proven to be successful overall in addressing many blighted properties throughout Town. The Town Council also adopted a revision to the Ordinance that provides broader allowances for the Town to enter private property and assist in clean-up efforts when required.

Planning Staff worked with a volunteer citizen who assisted in revising and updating the Land Use Guidebook, which is a comprehensive resource that provides guidance and step-by-step instructions on the building/development/permitting process between the Land Use and Building, Health and Fire Offices. The draft has been completed and is now placed on the Town website to assist the public in

better understanding the Office's various processes. Additionally, Land Use Office Staff continue to improve and expand the resources on the office's portion of the Town website to provide helpful information and resource links to the public. For example, a frequently asked question and Coventry Lake section have been added.

The Land Use Office worked with an intern from the Three Rivers Community College for fifteen weeks though funding from the CT Clean Energy Fund to work on a project that would serve to address climate related issues. Planning Staff chose to have the intern assist in the development of a Safe Routes to School (SRTS) Plan and Grant Funds request to the State DOT. The Plan was completed in a very short timeframe due to the requirements of the grant. A SRTS Committee was formed and comprises representation from various stakeholders who are involved in the numerous aspects of the Plan development – schools, engineering, planning, etc. The diligent efforts of the Planning Staff and committee allowed for the preparation of a great planning resource for years to come that serves to advocate and improve walking and biking opportunities for students in the community. A final decision on the grant award is expected in the winter of 2011.

Planning Staff served as the Town's liaison with a regional permitting software project being spearheaded by the CRCOG that was enabled by a Federal Grant. The project involves the development of a land use module that will serve as the sister component to the building permit electronic permitting software module that is currently in place in town. Planning Staff was the secretary for the committee and provided input into the development of the software that is to be made available to communities in the region. The software was anticipated to be fully available to the communities in the late summer of 2011.

Planning and Zoning Staff continue to work with the Conservation Commission to prepare new trail maps of various Town parks that can be available as either a hardcopy or for download on the Town's website. Staff have done site walks to obtain GPS data points for the mapping and site inventories and evaluations have been collected that will serve as a basis for the map narrative. The Town's IT consultant has been instrumental in assisting with this project due to the GIS needs. The project is expected to be completed by late fall of 2011.

## **PLANNING AND ZONING COMMISSION – ACTIVITY LEVEL**

A comparison between FY 09/10 and 10/11 indicates that the overall number of applications remained relatively the same from the previous fiscal year.

The number of special permits was virtually the same from the previous fiscal year. However, four additional special permit amendments were administered compared to the previous fiscal year.

The number zoning text amendments increased slightly from the previous fiscal year in an effort to accommodate flexibility and creative mechanisms to support the agricultural community and other elements of the zoning regulations.

The number of subdivisions decreased by four from the previous fiscal year. The low number of subdivision applications is due to the nature of the economy and the impact to the residential market. Nearly all of the subdivisions were small in nature.



*Eric M. Trott ~ Director of Planning and Development*

**PLANNING AND ZONING COMMISSION**

**ACTIVITY LEVELS**

	<u>ACTION</u>	<u>09/10 AMOUNT</u>	<u>10/11 AMOUNT</u>	<u>APPLICATION DIFFERENCE</u>
SPECIAL PERMIT	APPROVED	10	9	-1
	DENIED	0	0	0
	PENDING	0	0	0
SUBDIVISION	APPROVED	7	3	-4
	DENIED	0	0	0
	PENDING	0	0	0
ZONE CHANGES	APPROVED	1	2	+1
	DENIED	0	0	0
	PENDING	0	0	0
ZONING TEXT CHANGES	APPROVED	4	5	+1
	DENIED	0	0	0
	PENDING	0	0	0
SUBDIVISION TEXT CHANGES	APPROVED	0	1	+1
	DENIED	0	0	0
	PENDING	0	0	0
SUBDIVISION AMENDMENTS	APPROVED	0	0	0
	DENIED	0	0	0
	PENDING	0	0	0
SPECIAL PERMIT AMENDMENTS	APPROVED	1	5	+4
	DENIED	0	0	0
	PENDING	0	0	0
SITE PLAN REVIEW	APPROVED	1	0	-1
	DENIED	0	0	0
	PENDING	0	0	0
SCENIC ROAD DESIGNATION	APPROVED	0	0	0
	DENIED	0	0	0
	PENDING	0	0	0

## INLAND WETLANDS AGENCY

**Members: (As of June 30, 2011 end of fiscal year)**

**Darby Pollansky, Lori Mathieu, David Sorich, Raymond Chicoine, Thomas Woolf, Charlie Clapp, Michael Burokas**

**Todd Penney, PE - Inland Wetlands Agent**

Total number of applications considered by the Inland Wetlands Agency (IWA) for permits: **19**

❖ Outcome of applications:

➤ No jurisdiction	3
➤ Denied	0
➤ Approved	12
➤ Pending	3
➤ Withdrawn	1
➤ Agricultural	0

Total number of applications considered by the Inland Wetlands Agent: **21**

❖ Outcome of application:

➤ Denied:	0
➤ Approved:	21
➤ Pending:	0
➤ Withdrawn:	0

Nature of activities reviewed/regulated:

- ❖ Residential subdivisions/condominium developments.
- ❖ Drainage improvements
- ❖ Other:
  - Utility work.
  - Accessory structures
  - Lake drainage improvements.
  - Filling/grading.
  - Commercial proposal reviews.

## **INLAND WETLANDS AGENT**

The Wetlands Agent serves as staff support to the IWA for their regular monthly meetings. The Agency continues to operate very efficiently under the Agent's guidance and has provided a very smooth transition in the level of service to the Agency and community at large.

The number of Inland Wetlands Agency permits increased to 19 in FY11; up from 13 permits in FY10. The number of Agent permits has remained steady at 21 in FY11 from 20 in FY10. The Agent applications are administrated in a shorter time frame and simpler process as compared to full Wetlands Agency permits. This has proven to be a valuable option for applicants.

The Agency administered two publicly significant projects involving the Town of Coventry as the applicant. The first permit was for the site plan development of the new Department of Public Works Facility off of Fern Road. Here, low impact design techniques were implemented and approved to provide stormwater management quality prior to discharge into the wetlands. The second project, Miller Richardson Park Expansion, involved the construction of a football field, practice fields and gravel parking a top of the landfill site. Some of the grading operations for the football field end zones were within the upland review area of localized on site wetland complexes for which appropriate erosion and sedimentation controls were designed to minimize the short term impacts during construction.

Most of the other approved permitted activities involved minor watercourse alterations, culvert installations, lake front restoration and site plan developments.

*Todd Penney, PE – Town Engineer/Wetlands Agent*



## ZONING BOARD OF APPEALS

**Members: (As of June 30, 2011 end of fiscal year)**

**David Eddy, Erik Williams, Charles Clapp, Tom Pope, William Riordan, Jacque Collard, Jeffrey Shorts.**

**Bonnie Potocki, Zoning Enforcement Officer**

PETITIONS:            21

Approved	19
Denied	1
Pending	0
Withdrawn	0
Appeal	1

In February 2011, ZBA heard an appeal of the Cease & Desist Order issued by Zoning Enforcement Officer to remove an 8'x10' shed at 100 John Hand Drive. The Board's function was is to decide on an appeal of the Cease and Desist order served to the applicant by the ZEO. The task was to evaluate whether there has been an error, an omission, or incorrect process related to the serving of the order. The Board was held to regulations that the applicant cannot comply with because of the lot location and being a corner lot. Suggestions have been made to change the regulation text to allow some flexibility. However, at the time of the initial hearing, PZC did not want to take the time to process a regulation change because it can be a lengthy process and, in the meantime, the shed was partially located on a neighboring property. The Board denied the appeal and the order was upheld. In May 2011, the applicant applied again for a variance with a new location of the shed which was moved off the neighbor's property. The variance was granted. In February 2011, ZEO recommended to PZC to consider changing the zoning regulation regarding to potential location of a shed less than 10-feet in height being 75-feet from a street as part of the proposed zoning regulations amendments. The PZC is currently working on text change of the applicable Section.

## ZONING ENFORCEMENT

*Bonnie Potocki, Zoning Enforcement Officer*

### ZONING PERMITS ISSUED (Agent Approved) 222

* Single Family Dwellings	20
* Condominium unit	2
* Accessory Structures	149
* In law units	7
* Residential Additions/Attached Garages	41
* Home Occupations	12
* Commercial Use/Signage	8
* Interior Renovations	17
* Outdoor Wood Furnaces, etc.	0
* Town of Coventry Projects	<u>1</u>
Total	253*

\*Total differs due to more than one item proposed on a zoning permit.

### CERTIFICATES OF USE AND OCCUPANCY 118

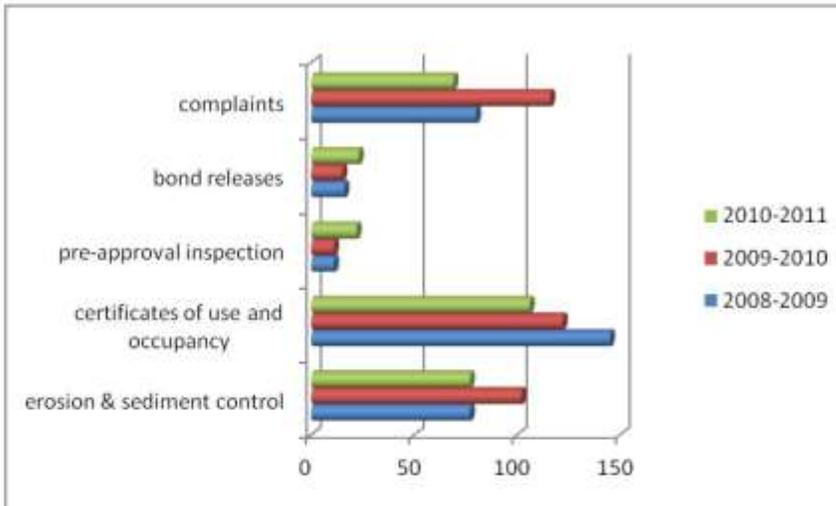
(Signed for zoning compliance by ZEO)

* Single Family Dwellings	23
* Condominium/Adult Community	4
* In-law units	3
* Accessory Uses – Building and Structures	77
* Residential Additions/Attached Garages	31
* Commercial Signage	19
* Interior Renovations	13
* Outdoor Woodburning Furnace	<u>1</u>
Total	152*

\* Total differs due to more than one permit included on single C.O.

### ZONING INSPECTIONS

* Erosion and Sediment Control	77
* Certificates of Occupancy	106
* Pre-Approval Inspection	22
* Seed & Mulch/Grading – Bond Release	23
* Zoning Complaints (See breakdown)	69
* Blight Complaints	419
* Street Number Assignment	15
* Other	<u>12</u>
Total	367**



There has been an increase of pre-construction inspections requested by applicants in response to the current status of the economy. Applicants prefer to meet with the ZEO before submitting permit applications and spending any money.

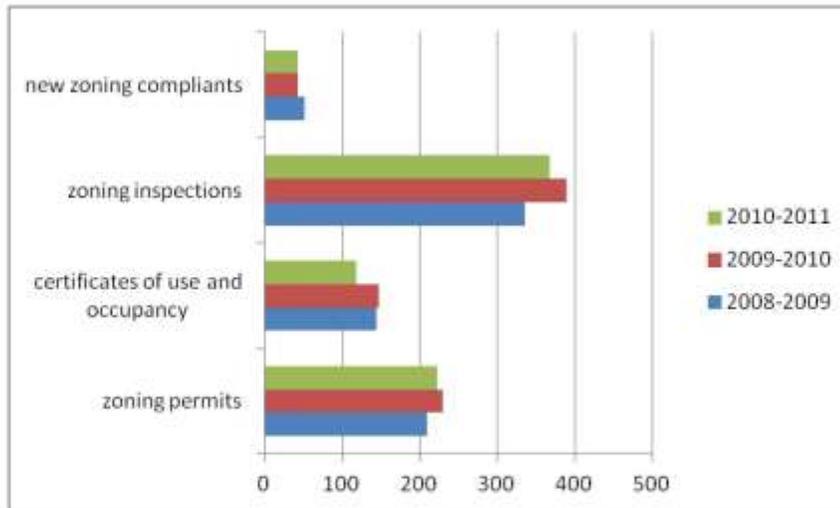
VIOLATION ENFORCEMENT INSPECTIONS (Initial Inspections Only):

The following is a breakdown of the types of inspections made by the Zoning Enforcement Officer in response to written, signed complaints lodged by citizens for potential zoning violations.

Erosion and sedimentation, outdoor wood-burning furnaces, and drainage complaints associated with poor grading are investigated expediently by the ZEO due to their potential impact on the environment, and possible harm to citizens and private property.

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion and Sediment Control	2
Drainage	3
Permit conditions not met	7
Non-permitted Activity or Structure	7
Conservation Easement	4
Outdoor Wood Burning Furnace	1
Home Occupation	1
Unregistered motor vehicles for sale	2
Illegal Dumping	2
Illegal clearing, filling	2
Signs	9
Unlicensed motor vehicle dealer & repair	3
<b>Total:</b>	<b>43**</b>

Listed are INITIAL inspections only. Additional inspections are commonly required to ensure compliance with the Regulations.



Zoning complaint inspections have decreased. This trend may be attributed to the fact that more complaints are now submitted as blight complaints.

#### Zoning Regulations

In early January 2011 Eric Trott requested that the ZEO start reviewing the current zoning regulations and made text recommendations. ZEO reviewed zoning regulations except for Section 4.12, Section 5.02, Section 5.08, Section 5.09, Section 5.11, Section 5.12, Section 5.13, Section 6.01 and Section 7.03

Throughout this fiscal year the ZEO observed that paved driveways produce self created hardship for the applicants requesting additional lot coverage associated with new construction when reviewing zoning applications submitted by applicants living in the Lake Residence. In response to this observation, Eric Trott, Director of Planning and Development wrote an article for the winter 2010-2011 newsletter to alert property owners that paving a driveway can affect lot coverage. In addition, Mr. Trott and the ZEO recommended to the Town Engineer Mr. Penney that the driveway apron permit application should be revised to notify applicants that about the driveway separation distance of 5ft from the property line and possibly affecting lot coverage when the driveway is paved.

#### Trail Mapping Project

In June 2010, the Conservation Commission began improving and expanding the town's trail system.

In July 2010, the Commission discussed the feasibility of creating a substantial walking trail in the Coventry Brook/Skungamaug River Corridor. In December 2010, the Commission reviewed the trail information in the Town's Plan of Conservation and Development. In February 2011, the ZEO, Ms Potocki and Ms. Rubin, Director of Parks & Recreation met with the Commission. Ms. Rubin discussed accessibility issues for trails in light of recent changes in the Americans with Disabilities Act. She also cautioned about liability concerns unique to municipalities. The Commission discussed approaches other towns have taken, including some innovative practices. The goal is to create an overall town map/guide identifying the various trails as well as an individual map for each trail. Initial tasks for the project were identified and were as follows: walk each trail to determine viability; evaluate each trail using an agreed upon matrix; inventory the amenities and significant natural,

historic and cultural resources of each trail; use GPS to mark location of trail and amenities to assist in map production; consider accessibility of the trail and skill level of potential users; consider layout of brochure/resource and information to include/exclude photographs. The trails that were selected included Millbrook Greenway and South Street sidewalks; Riverview Trail; Patriots Park Forest Trail; Creaser Park and Laidlaw Park.

In March 2011, the ZEO provided aerial photographs for each trail site from GIS to the Commission. Three existing trails were targeted for the use suitability evaluations by the Commission and included Millbrook Park, Riverview Trail, and Patriots Park Forest Trail. In May 2011, the Commissioners started walking these trails to determine their suitability, and then rate them by their features, amenities, and physical challenges they may pose, among other criteria. In June 2011, the Zoning Department secured the use of a Blackberry cell phone from the Town of South Windsor to map the trails. The Blackberry cell phone is programmed to take GPS readings and the data can be imported into GIS. Scott Roberts, the Town of South Windsor GIS professional, presented to the Commission on the use of wireless technology for trail mapping. In July 2011, the ZEO and Roy Shook, a Conservation Commissioner received training on use of the GPS receiver and Blackberry from the Town of South Windsor IT staff.

In June and July 2011, the Conservation Commission walked the two trails: Patriots Park Forest and Riverview Park to determine viability and evaluate the trail's using the agreed upon matrix; inventory the amenities and significant natural, historic and cultural resources and considered accessibility of the trail and skill level of potential users. In July 2011, Roy Shook and Bonnie Potocki used GPS receiver & Blackberry to record the trail route of the Patriots Park Forest. The Town of South Windsor processed the GPS trail data and was sent to ZEO to incorporate into the GIS system and produce two trail maps.

#### Geographic Information System

The contracted Town of South Windsor GIS professional meets with ZEO and the Director of Planning and Development and other Town Staff on a monthly basis with the GIS Usergroup. The ZEO attended one day at the Northeast Arc Users Group Conference on November 9, 2010. In April 2, 2011, the ZEO attended a free half-day presentation on the basics of GIS with presentations from Connecticut GIS professionals on applications, data, hardware, software and people at Central Connecticut State University. The breakout sessions with hands-on demonstrations in five application areas:

- Environment,
- Urban and Regional Planning,
- Municipal Information Technology,
- K-12 Education and
- Non-Profits.

#### Storm water Management Guidance for Homeowners

In May 2011, applicants in the Lake Residential Zone inquired about permeable pavers because their lot was at 10 % or have reached the maximum lot coverage of 15% per the zoning regulations. Per Eric Trott's request, the Town Engineer reviewed the pervious paver product that one applicant proposed to utilize. The Town Engineer recommended the zoning department accept the proposal of the paver product with the caveat to allow the Town to perform an evaluative period to review the function of the product for the next 12 to 18 months. This evaluation review will allow the town to document visual and data collection for the use of evaluating permeable pavers in the future. The Town Engineer proposed a plan of evaluation to the owner, which is the Town Engineer inspect the function of the driveway in rain events. The ZEO requested similar permeable paver evaluation guidance from Eric Thomas as a CTDEP watershed manager and a resident of Coventry because the DEP Watershed

Management office has compiling this type of information from towns which received DEP Low Impact Development grants. Mr. Thomas provided the Land Use Office with the *Final Report Evaluation of Connecticut's Storm water General Permits and Alternatives for Incorporation of Low Impact Development* (May, 2011).

#### Zoning Enforcement

This fiscal year, there was an increase in zoning complaints from abutting property owners due to keeping of chickens. This new trend of homeowners wanting to start backyard flocks, but often they do not know that a zoning permit and a building permit for the chicken coop is required. In four cases, the homeowners raising chickens could not comply with the zoning regulations and thus these applicants applied for special permits with the PZC. In September 27, 2010, PZC adopted agriculture accessory regulations which allowed for enclosure of poultry that is less than 100 square feet could be 25 feet from a property line and no less than 50 feet to a neighboring residence.

#### Sign Enforcement

In May 2011, the PZC noticed an increase of sign pollution on certain streets, however they did not feel that town-wide sign enforcement was necessary. The reason is most likely associated with the poor economy. They also concluded that multiple signs for various businesses were a problem. Instead of sending a notice of violation per the zoning enforcement policy, Mr. Trott requested to the ZEO to meet with the owners with a copy of the sign regulations to expedite the zoning enforcement process and request voluntary compliance. An email complaint with the name of the complainant providing clear details on the matter sent to the Town Manager and forwarded onto the ZEO can now be considered a formal signed written complaint per the town's zoning enforcement policy therefore the ZEO can proceed with investigation immediately.

Based on the discussion at July 11, 2011 PZC meeting, the ZEO recommended to the Planning Zoning Commission (PZC) to prepare a letter for distribution to the businesses in town. The purpose would be to poll the interest of business community in the use of wayfarers' signs (such as seen in VT) at intersections because PZC has observed increase in illegal little signs placed around town which are distracting and create driving hazard. The business owners would be informed that a pole could be provided and maintained by the Town. A business would pay for their sign themselves. These business-finding signs could be used at intersections.

Another suggestion from the ZEO to reduce sign pollution that was presented to the PZC was to endorse a plan of action for sign enforcement. PZC could divide up the Town into sectors. The ZEO could inspect with camera in-hand & clipboard. For each sector, the ZEO could take dated photos of what is 'illegal' and make a list of the addresses. With a draft boiler plate letter approved by PZC and Eric Trott, the land use permit technician could mail letters. The letter would give owner at each address 10 days to two weeks to contact the ZEO or remedy the situation. This approach gives a record for the files. The letters should be mailed "return receipt requested", so we have record that they were mailed and signed for. This approach avoids targeting an individual business and a sense of 'fair play'.

## **ECONOMIC DEVELOPMENT COMMISSION**

**Members: (As of June 30, 2011 end of fiscal year)**

**Sondra Astor Stave, Bill Jobaggy, Roberta Wilmot, Timothy Liptrap, Barbara Barry, Richard Giggey, Mark Lavitt, Sam Belsito.**

**John Elsesser, Town Manager**

**Eric M. Trott, Director of Planning and Development**

Coventry's Economic Development Commission (EDC) continued their efforts to attract new business appropriate for the community while supporting existing business and tourism efforts. The EDC recognizes that economic development requires a long-term commitment to create a positive atmosphere to attract appropriate development proposals.

A member of the EDC continues to revise and improve a 'New Business Primer' education resource for the business community. The primer is a 'one-stop-shop' source of information on what is required and recommended to start or expand a business. This resource is distributed to new home occupation businesses to assist them in their 'start ups'.

The same member of the EDC also serves as a Committee volunteer with The Last Green Valley. This offers a link between the Town and an important regional organization that assists with grant funding and other vital resources.

The Chairman of the EDC is a free-lance writer who prepares articles on restaurant reviews for the Journal Inquirer. Due to her exposure in the restaurant business, she has made several connections with local and regional restaurant owners in order to attract more food services to the community.

A member of the EDC continues to be involved with the operation of the Visitor's Center, which serves as a business, cultural and civic information resource for the Town and the region. The Visitor's Center is being operated solely by the efforts of the volunteers.

The EDC strongly supports the efforts of the Coventry Farmer's Market. The Market was moved to the Hale Family Homestead in 2008 and has proven to be extremely successful and a significant economic development feature which supports the local agricultural community as well. Members of the EDC met with representatives of the Farmer's Market Board, The Landmarks Society and Town Staff to assist in the dialogue relative to the ongoing agreement for the use of the Hale Homestead Property.

An equine event was sponsored by the EDC to highlight two significant equine businesses and raise awareness of the breadth of these types of businesses in the community. There is a unique opportunity to engage these businesses and expand on the potential of growth in this industry. Two events were held on the same day at Crossens' Arabians and Warmbloods and at the CT Equestrian Center. Each facility provided a unique event that was extremely well attended by the public. The EDC continues to examine how the Town can further support the equine industry and related agricultural businesses.

Staff and the EDC have developed a commercial property target development list that serves as a important quick reference resource that identifies key locations in Town that have economic development potential. The list describes the benefits of the site and potential compatible uses that

could be considered on each. Additionally, each EDC member has been assigned a property and serves as the 'steward' of the property by acting as a contact person and advocate as interest in the property increases or a development application is considered.

A forum was held in the fall of 2010 where commercial property owners, developers, and other associated individuals were invited to learn about the economic development activities that have occurred recently and meet the property stewards. This developer forum was valuable to the attendees to understand the Town's position on economic development and how it can be of assistance to them.

Nichols College students worked with the Farmer's Market Committee to study expanded opportunities for sponsorship with the Market. A presentation was provided to the EDC, Staff and the Committee detailing various methods of broadening the sponsorship program that would benefit the Market overall.

The EDC continues to revise and update the Town's economic development brochure/business listing to maintain its relevance and accuracy. This marketing piece is a simple, yet effective way to identify the local businesses and provide a quick reference that can be easily offered to the public at various visible locations in Town.

The EDC continues to discuss and provide support to various businesses seeking approvals from the Planning and Zoning Commission. The EDC often serves as the 'business cheerleader' or advocate to assist in the processing of an application.

# OFFICE OF CONSERVATION COMMISSION

To: John Elsesser Town Manager

From: Coventry Conservation Commission: Leroy A. Lowe Jr., Chairman; Rob Guliano, Vice Chairman; Bob Proctor, Sec./Treas.; Art Hall, Paul Manzone, James Parda, Roy Shook members.

Date: September 30, 2011

Subject: 2010/2011 Annual Report

The Coventry Conservation Commission has been busy this past year, as this report will show.

## Trails Evaluation, Mapping and Brochures

The Coventry Conservation Commission is working on mapping and the construction of brochures for the town trails.

## Site Plan and Town Referrals

1. 10-12S Anthony Skut proposed home on lot #28.
2. Colvest Phase II request special permit extension for review and input..
3. 10-17S Matt's Outback Paintball Tom Brierton. 677 Riley Mountain Road.
5. S.D. Williams LLC Hertzal Lane re-subdivision (1 lot 4.7 acres). For review and comment.
6. Jane Penfield and David Klotz, 82 Goose Lane (small hen house).
7. Michael Dombkowski, Chicken coop and run with compost area.
8. 11-08 Calfar Country Acres, Pucker Street/Babcock Hill Road, 5 lots on 8.91 acres.
9. 11-13 1657 Boston Turnpike, LLC 1657 Boston Turnpike, Rte. 44/31 2-lot subdivision, 78.68 acres.
10. 11-15S: 1657 Boston Turnpike LLC 1657 Boston Turnpike, gas station.

The Commission reviewed and made comments on the site plans and town referrals. This information was sent to the town staff and other agencies for their review and comment.

## Workshops

None

## Adopt-A-Road Program

As always the program is running smoothly with the support of the Land use Office and the Department of Public Works.

## Publications at Booth and Dimock Library

Inactive at this time.

## Items of general interest

1. We submit items to the town newsletter.
2. We hold elections of officers.
3. We submit a new budget for the year.
4. We participate in land use commission consortium meetings hosted by the Coventry Town Council.
5. Commission agendas, past meeting minutes, information flyers and postings are available for review on a commission-sponsored bulletin board in the Town Hall.
6. We post our agenda's and minutes on the town web site.

The Coventry Conservation Commission Worked on the following items of Special interest.

1. The Conservation Commission sponsored a Stonewall Clean Up Day, And members of the conservation commission cleaned up the stone wall at the Nathan Hall Homestead (adj. to the farmers market and parking area).
2. The conservation commission had a meeting with Wendy Rubin Director of Parks and Recreation: Bonnie Polocki, Planning office Zoning Officer on the construction of trails brochures and writing trail evaluation reports.
3. The conservation commission worked on a proposal for updating the 490 Regulations for the town.

The Coventry Conservation Commission would like to thank the town staff for its assistance and guidance in helping us accomplish many of our projects throughout the year.

I would like to thank the members of the Conservation Commission for their dedication and hard work throughout the year.

Respectfully Submitted

Leroy A. Lowe Jr.  
Chairman





## **EDUCATION**



*Annual Report of the  
Coventry Board of Education  
and  
Coventry Public Schools  
2010 – 2011*



**2010-2011 Annual Report**  
**Coventry Board of Education and**  
**Coventry Public Schools**

**Board of Education**

**Cheryl Trudon, Chairman**  
**Jennifer Beausoleil, Vice-Chairman**  
**Mary Ann Emanuele, Secretary**  
**John Barrett**  
**Mary Kortmann**  
**Mark Malcolm**  
**Gene Marchand**

**Superintendent of Schools**  
**Dr. Donna Bernard**

**MISSION STATEMENT**

The mission of the Coventry Public Schools is to provide all of its students with the opportunity to acquire the knowledge and skills necessary to learn as well as to contribute and to participate in a culturally diverse, rapidly changing society and to live a productive life. By working in concert with the family and community, an educational partnership will assist all children to achieve these skills and knowledge.

We work to ensure that all children will reach their individual potential with an appreciation of the lifelong learning process. We support the premise that learning is challenging, rewarding, and fun. We encourage teachers to provide opportunities for participation in the democratic process and the development of democratic values and ideas. We encourage family and community involvement in support of our schools.



**District-wide Goals, Annual Objectives and Subsequent Achievements 2010-2011**

**1.0 Improve outside resources, partnerships, and revenues, consistent with district objectives.**

**1.1 Continue development of Coventry High School's Project Opening Doors initiative.**

- Coventry High School staff members serve in leadership positions in this statewide effort. We have continued to increase both the numbers of advanced placement courses offered and the number of staff members involved in advanced placement training. In addition, we have increased the number of students enrolled in these courses, as well as the number of students scoring well on the exams. Plans are in process for the development of an advanced placement Psychology course for the 2011-2012 school year.



**1.2 Work with Police, Fire, and Town agencies on simulated emergency responsiveness.**

- Coventry Public Schools continues to improve its multi-agency emergency preparedness. Regular meetings with all agencies are held with school staff representatives. Plans and coordination procedures are ongoing and were seriously tested during this very trying "winter of snow (WOS)"! I'm very pleased to report that our long-term interactive training and discussions resulted in a much more successful resolution to our winter challenges.

- 1.3 Expand improvement of student achievement on district assessments training (CALI) with EASTCONN, the State Department of Education's agency, to include grades K-12.

- Extensive work has been undertaken again this year in working with the Connecticut Assessment and Learning Initiative (CALI). All schools have coordinated their efforts with Coventry's Regional Educational Service Center (RESC), EASTCONN. Staff and administration are to be commended for their diligence in expanding and enhancing this very complex and exhausting work.



- 1.4 Use American Recovery and Reinvestment Act (ARRA) stimulus funds to develop supplemental programs to increase achievement.

- Pupil and Staff Support Services (PSSS) has used stimulus funds to better meet student needs. In addition, the ARRA funds were used to maintain programs that would have otherwise been cut during last year's difficult budget season.

- 1.5 Work within the Discovery Grant to address early childhood student needs and program development.

- Our School Readiness Council coordinates both the Discovery Grant and the interaction between the Coventry Early Childhood Center (CECC) and the school district. Its efforts with the Coventry Grammar School principal to enhance services to youngsters prior to their kindergarten experience are commendable. Their collaboration and quality interactions with the staff of the Graustein Foundation should serve us well through this application evaluation process.



- 1.6 Revise school use facility policy and lease charges; recommend Educational Facilities Use Fees Fund use requirements.

- What a project this has been. There are so many layers of public reaction, formula development, implementation challenges, and community effects. The Policy Committee has received significant input, worked very hard as a team, and should be presenting the final policy recommendations to the Board this spring.

- 1.7 Expand information to the Board regarding use of outside resources, partnerships, and revenues as practicable.

- Administrators and staff members have worked very hard this year to provide timely and comprehensive information in a very dynamic and changing environment. The most notable improvements have been in the Business Office area where the information flow to the Board is strikingly improved. In addition, the WOS provided many opportunities to increase our use of the ALERTNOW, e-blast, and website systems for information exchange. The economic, political, and legal climate is demanding ever greater levels of speed and yet the need for accuracy is paramount.

**2.0 Promote efficient functioning and consistent refinement of subsystems within the larger organization.**

- 2.1 Continue enhancement of Food Service operations to improve quality food initiatives, including the new Point of Sale program.

- The Food Service Department was extensively reorganized to provide for better quality services at reduced costs and continues to operate at seriously increased levels of efficiency. Radical improvements in service delivery are notable. Staff took on different roles and responsibilities as



they worked collaboratively with new teams to modify the way business was conducted. Although there were several start-up struggles, the Point of Sale system was implemented during this school year.

2.2 Implement second year of grades 6-12 schedule coordination and evaluate the effectiveness and recommend refinements.

- Staff and administration, as well as the Technology Resource Team, collaborated to make this happen and the student programming has been very well served. This schedule alignment is seen as essential given these economic conditions, as it enables the resource coordination in so many ways across the grades 6-12 levels. The administration is designing a mid-term evaluative process that will further enable schedule modifications and enhancements.



2.3 Implement processes and practices that further increase academic achievement.

- Adequate Yearly Progress (AYP) and CALI continually focus staff on curriculum and instructional practices that improve academic rigor for students. Teachers are individually and collectively addressing program changes and adjustments made necessary by the annual administration of the Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT). The extensive work executed on behalf of the ABC curriculum coordination project is a large part of increasing instructional efficiencies.

2.4 Implement Scientific Research-Based Interventions (SRBI) programmatic modifications and practices at all sites.

- The implementation of Tier I, II, and III interventions is ongoing and requiring a great deal of staff development and focus. The further implementation of the Response to Intervention (RtI) practices is making very large scale changes in Coventry Public Schools. Administrators are working in teams developing compliant student interventions, assessments, and record keeping as they manage their progress. Coordination of these efforts with the schools and Pupil and Staff Support Services (PSSS) is ongoing and very extensive. The speed of the changes, as well as the complex implications, is so critical.

2.5 Expand vocational educational opportunities for high school students.

- Under the direction of our high school staff and administration, vocational collaborations are expanding and becoming more integrated into our high school curriculum. Of particular note is the expanded Coventry Alternative Learning Program (CALP) program's vocational opportunities for students. In addition, the staff is integrating vocational relevance throughout many of their curricular experiences.



2.6 Improve and expand security and safety procedures.

- Under the supervision of the Physical Plant and Facilities staff and the Administrative Council, many additional security and safety procedures were implemented this year. A student supervisor was hired at the high school. The safety committee coordinates with the Chemical Hygiene Officer and the Safety Officer. They work with staff to insure compliance in areas that need attention. In addition, staff implemented more security cameras this year, which turned out to be very useful during investigations.

2.7 Improve and expand environmentally friendly "green" activities.

- Thanks to the efforts of Physical Plant and Facilities, in coordination with various student groups and staff initiatives, Coventry Public Schools is "greener" than ever. The disposable cafeteria trays at all schools have



been replaced by non-consumable trays. The district saves money and the environment by its ever expanding recycling program. Our participation on the town's energy committee has resulted in a better "green" integration with student science and curricular programs.

2.8 Analyze and modify current business and fiscal management systems.

- Unbelievable! That would be the only word to describe the Business Office's systemic modifications of protocols this year. Under the supervision of new staff, the analysis and restructuring of procedures is beyond notable. It is anticipated that this improvement of efficiencies and operations will continue.

**3.0 Provide clear and regular communication to all constituencies, building a support base for school programs.**

3.1 Extend the collaboration between town Finance and school Fiscal committees.

- The collaboration between the town Finance and Board Fiscal committees continues to provide information between the groups like never before. Again, the restructuring of the Business Office, has facilitated this collaboration. Staff members are to be commended for the provision of accurate and timely information.



3.2 Expand Board and public information regarding department and school goal achievement, including technology and curriculum.

- We continue to provide information via many sources and venues. A Channel 17 video regarding maintenance of our school buildings is in development for presentation in May. Board presentations this year included goal setting and achievement presentations by the Technology and Curriculum Resource Teams for the first time.

3.3 Use staff evaluation results to develop staff development programs and initiatives.

- The Administrative Council regularly addresses the skill set as reflected in staff evaluations. This input regarding staff development needs is then addressed by the Curriculum Resource Team. Following a design and development phase, the Curriculum Resource Team, often in conjunction with other system subgroups, develops the staff development plan.

3.4 Ensure that the town has facilities' needs information.

- Leadership and staff worked to provide Capital Improvement Plan information in a very detailed way. Serious efforts were expended regarding the roof repair and replacement project. Beyond that, the WOS provided exceptionally extensive opportunities for ensuring that the town had facility information. A joint meeting was called of the Board of Education and the Town Council to address such issues. Further conversations regarding school structural issues will involve both the town and school organizations.

3.5 Expand school programs and opportunities serving as resources for parents.

- Of the many opportunities that are provided for parents, the one-to-one communication with staff members still serves as an instrumental force in developing young people. Parents validate again and again how helpful our staff is to them as they take on the challenges of parenthood. However, technology is dramatically changing the ways in which information flows in all organizations. Although conferences with teachers continue to be an important vehicle, the use of the [abalancedcurriculum.com](http://abalancedcurriculum.com) and [mygradebook.com](http://mygradebook.com) websites is ever-increasing.



- 3.6 Improve public information regarding school budgets and financial transactions.
- As noted, this was another area of exponential growth and change this year. The Business Office and the Business Manager are to be commended for their timely and responsive operations as they have provided to the public more and more financial information.
- 3.7 Implement second year of Mygradebook.com with consistency.
- Our staff is to be commended for its management of [mygradebook.com](http://mygradebook.com) in this second year. We have continued with refinements and have demonstrated greater consistency of implementation. This effort requires a level of technological sophistication by staff as well as time and effort with increased expectations for student assessments and grade recording. There are plans underway to potentially increase the implementation to the middle school.
- 3.8 Improve timely notices to parents by continuing with the second year of ALERTNOW notifications.
- This is an exceptionally powerful and valuable initiative. Parents can now immediately be alerted regarding emergency notices. In addition, evaluative input is resulting in the snow call being changed to an earlier morning time for the 2011-2012 school year. Beyond that, for the first time, the staff will use the ALERTNOW system for snow calls and the decades old “phone tree” will give way to technology. Once again, staff is to be applauded for working with their changed roles and responsibilities.
- 3.9 Improve school sites’ physical “welcoming” logistics by providing clear instruction and signs to visitors.
- The Administrative Council addresses issues of welcoming environments on a regular basis. This year, improvement initiatives have included changes in conference rooms, hallway signage, landscape upgrades, and murals. There are plans underway to seriously review and improve the front of Coventry High School, as it requires the most work in order to be perceived as welcoming.
- 3.10 Provide information regarding the Roof Replacement Project.
- There has been so much information exchanged regarding the roof replacement project compared to building committees in years passed. The building committees before the age of technology simply updated political groups as needed. Now, every decision and bid package nuance goes out in hyper speed via technological capacities. The information regarding the roofs in this district is more attended to than so many other aspects of the organization.
- 3.11 Provide family seminars to assist with child development.
- One of the ways families learn about child development initiatives here in Coventry are the presentations made at Board of Education meetings, now that they are televised. More people are watching these Board meetings than one might have ever projected. In addition, we have modified our channel 17 procedures as we coordinated with town staff to increase variability and reduce redundancy. Family seminars are held at the school level as well as the community conversations held with the Superintendent.



**4.0 Implement curriculum programs and practices that improve student educational performance, ensuring alignment with state standards.**

- 4.1 Continue curriculum and assessment development for the newly revised world language program at the Capt. Nathan Hale School.



- The administration and staff are to be commended for taking on this world language curriculum and program modification, which was enabled by the change in the 6-12 schedule. The initial implementation feedback from staff, parents, and students is quite positive. More students are capably addressing advanced levels of the language when they enter high school. The next revision task will be to address the expansion of foreign languages to include Asian languages for global relevancy.

4.2 Expand efforts in academic rigor including programs such as Future Problem Solvers.

- The extension of Future Problem Solvers' activities is assisting the district in developing higher level programs. The Future Problem Solvers' teams continue to be award winning at an astounding level considering the size of our district. Higher order thinking standards have been integrated into the significant tasks, via the ABC website. This has resulted in improved levels of curriculum delivery at the schools. The curricular coordination efforts at all schools between teams of teachers increases the probability of students learning at more competitive levels.



4.3 Increase development, monitoring, schedule modification, and the student achievement results of our Academic Assist Programs.

- With the increase of documentation mandates related to SRBI, the daily life of student instruction has significantly changed. Administrators have modified staff schedules at all levels. In addition, the staff monitoring of student growth is now documented via a standards based report card and its related assessment system. In addition, benchmark and universal assessments continue to be developed. Building principals work with the staff and the school Superintendent to review these programs and make continuous progress adjustments for each succeeding year.

4.4 Provide more program alternatives (including Coventry Alternative Learning Program; CALP).

- The continual development of alternative programs is a reflection of students staying in school longer and the very seat-based, high tech mandates of instructional programs. Being locked into a program of limited physicality is not the right answer for some students. The staff continues to modify schedules and opportunities for students in order to continually engage them and have them reflect success in school. CALP students work off campus in the afternoons in vocational education settings and this newly developing special education initiative is showing early signs of success.

4.5 Continue to improve curriculum alignment coordination between classroom offerings, grades and departments, and state standards through A Balanced Curriculum program.

- We continue to refine our ABC curriculum coordination project, which turns out to be one of the best initiatives of this administration. Grade level teams and departments across the district are refining their curriculum, identifying issues of curricular duplication or absence, and making instructional and curricular modifications to further attend to state standards. This is a complex and demanding project that is comprehensive and extraordinary in its scope and ramifications. The staff is to be commended for their diligent and focused efforts as we continue to approach the ever moving target of student achievement standards.



4.6 Expand curriculum offerings by providing additional online coursework and distance learning opportunities.

- Coventry High School belongs to the EASTCONN Virtual High School Connecticut Consortium. The virtual programs are currently being integrated into the high school's tutoring center, providing flexibility to students and increasing efficiencies for staff.

The further development of this on-line course work will be essential as we customize the student experience.

- 4.7 Increase transition efforts between schools (Pre-K to K, 2nd to 3rd, 5th to 6th, and 8th to 9th) in order to enhance resource utilization and student achievement.
- Teachers are regularly visiting with other teachers to address curricular complications and issues across grade levels. The rotation of building administrators has further expanded the coordination between buildings. This very integrated administrative team is central to making progress between schools. Staff and administration are regularly addressing curriculum and instructional preparedness of students transitioning from one school to another. Joint faculty meetings, joint goals, and joint staff development has been important to these initiatives.

## 5.0 Improve the implementation of technology systems for educational and administrative use.

- 5.1 Increase the integration of curricular technology projects and district technology support systems.

- By rubric specifications, grade level units need to reflect curricular integration. With the assistance of the Technology Resource Team, we have increased the number of computer stations this year in several places. In addition, we have increased the software capacity quite significantly. These two initiatives, along with related staff development are making strides in our curricular integration of technology focus.



- 5.2 Document further integration of technology including assistive technology in curriculum.

- Research is validating that the use of smart boards and other assistive technology devices are correlated to improvements in student test results, if the engagement of students is objective-based. We have continued to install and use smart boards in order to further engage students in the learning process. Teachers are making significant strides in integrating technological requirements into their students' class projects. The pressure to have students demonstrate technological literacy is intense. Customized and IEP-specific projects are made possible by assistive technology. This area is ripe for continual diagnosis, debate, and review, as we analyze integration of roles of student and roles of machines.

- 5.3 Increase the use of instructional technology, including computer labs, in classroom technology, and interactive white boards, in order to enhance student achievement.

- Across the district there has been a continuous increase in the use of instructional technology, including computer labs, in-classroom technology, and smart boards, in order to enhance student achievement. There is a huge learning curve happening as staff works with administration to ensure that these educational innovations are used in a very tightly coordinated way. Their use will really enhance student achievement results if the lessons are aligned to state standards. It is worth the use and focus as properly engaged students learn and retain more information in their long-term memory.

- 5.4 Refine and further develop the Capstone Project (student portfolio system) at Coventry High School.

- The high school staff has modified its procedures and practices related to student portfolios. In particular, there are more extensive orientation efforts with the ninth graders and more support sessions for students after school. The revised portfolio system, focusing on furthering the quality of the student work collected, is challenged by staff contractual limitations. The students will continue



to showcase their work at a “portfolio night” as a part of their graduation requirements. This portfolio project is a model for other high schools.

5.5 Reduce costs and increase efficiencies by having internal staff assist with technology support.

- The maintenance staff members are the “go to” people in this district. They are at the hub of every operation in every school. This under resourced system has had to call on people from all divisions to assist with this growth in technology use. The maintenance staff is to be commended for “stepping up to the plate” when needed.

## 6.0 Compile and use data to evaluate and improve programs and practices.

6.1 Improve the use of site data teams by evaluating and modifying programs as connected to results.

- Student data teams focus on student achievement results as they relate to state standards and clearly defined objectives. The attention given to enhancing student achievement can be seen in the improvement of district student assessment results at many levels. Our major strides in curriculum development also assist with these data team procedures. When the principals present their goal achievement reports, they will provide the Board samples of these data analysis efforts.



6.2 Continue work with the web-based Individualized Education Plan (IEP) and Response to Intervention (RtI) Direct programs in order to document student growth.

- The further development of the Response to Intervention (RtI) practices is making very large scale changes at Coventry Public Schools. Administrators are working in teams developing compliant student interventions, assessments, and record keeping as they manage their progress. Staff has been assigned to further work with web-based protocols for special student needs. Samples from this web-based RtI software system are available.

6.3 Use technology developed data to track and be better informed regarding utility and facility expenses and usage.

- Our staff, under the skilled guidance of Physical Plant and Facilities, is making serious inroads in the area of utility efficiencies. Continual cost/benefit analysis and historical trending work is being done by the Director of Physical Plant and Facilities in conjunction with the new Business Manager. The system uses data to implement changes in utility and facility related operations.

6.4 Collect data required for bid packages and related supplemental costs.

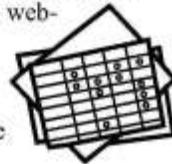
- The Business Manager has worked in a most integrated fashion with the town finance services as related to health insurance and oil bids. He has also used data from a variety of sources to reduce costs in the district, including our printer and copier cost this year. In addition, he works with Physical Plant and Facilities in a variety of bid areas and was a part of the building committee roof bidding project. He has been instrumental in using bid data at several levels.

6.5 Collect student and parent data related to the pilot K-5 standards based report card.

- The K-5 staff and administration continues to collect data related to the standards based report card system. While some information was presented to the Board of Education early-on, additional charts and data will be presented during the principal’s goal achievement reports this spring.



- 6.6 Continue evaluation and refinement of school improvement plans (includes Adequate Yearly Progress; AYP) based on analysis of assessment data.
- The school improvement efforts based in student data collection continues across the system and in all departments. Significant changes were made at Coventry High School in the area of CAPT preparation in particular. School improvement plans and evaluation efforts at the other schools resulted in additional instructional modifications, supplementary program initiatives, and the further customization of small group and individual programs.
- 6.7 Develop a procedure to evaluate the effectiveness of interventions and teaching strategies as a result of data analysis.
- This RtI direct Project is a huge undertaking and significantly changes the ways in which student progress and program development are implemented. The RtI software is being used across the district for the first time. Training continues to facilitate this new direction. Our professional learning community is assessing student progress and making curricular changes related to this highly evaluative model.
- 6.8 Expand the use of CTReports.com to customize instruction, revise curriculum and improve achievement.
- CTReports.com is a powerful resource for our staff. Under the leadership of our Testing Coordinator, staff has had additional training in the use of this web-based capacity. Once the data is used by staff, the patterns are evident, and then the modifications of classroom practices and materials follow. The power is in the seeking and understanding of these student achievement patterns and results. Samples of CTReports.com are available for Board review.





## **HUMAN SERVICES CIVIC & CULTURAL**

*Above: 2011 Ice-Fishing Derby Winner Daniel Galaska with his prize-winning fish.*





**Coventry Human Services  
Social Services/Youth Services/Elderly Services  
Annual Report 2010/2011**



**Coventry Town Office Building**

Staff: Courtney L. Chan, MSW, Human Services Administrator, [cchan@coventryct.org](mailto:cchan@coventryct.org)  
Heidi M. Donnelly, Administrative Assistant, [hdonnelly@coventryct.org](mailto:hdonnelly@coventryct.org)  
Crystal D. Morawitz, Youth Services Coordinator, [cmorawitz@coventryct.org](mailto:cmorawitz@coventryct.org)

Telephone: 860 742-5324 FAX 860 742-3505

**Coventry Senior Center**

Leigh H. Wajda, Senior Transportation Coordinator [lwajda@coventryct.org](mailto:lwajda@coventryct.org)  
Joan M. Oros, Senior Center Coordinator ( 7/10-3/11)

Telephone: 860 742-3525 FAX 860 742-3506

**The Coventry Human Services Department** is a multi-generational service agency. The goal of our department is to allow Coventry residents to achieve and maintain personal and social well being and to provide positive youth development programs. The Human Services Administrator holds her MSW and is a member of the National Association of Social Workers, she is the Municipal Human Rights Officer, Municipal Agent for the Elderly, she is the Secretary of CLASS, (Connecticut Local Administrators of Social Services and attends their monthly training meetings. The Administrative Assistant is a certified CHOICES Counselor (Connecticut's Health, Outreach, Information, Counseling & Eligibility Screening Program), and attends the Connecticut's Eastern Area Agency on Aging bi-monthly training workshops. The Youth Services Coordinator is the Municipal Agent for Youth and staffs the Youth Service Bureau, which is funded in part through the State Department of Education. She administers the grant from the North East Communities Against Substance Abuse. We oversee the grants to regional agencies that provide services to residents.

All services are offered FREE OF CHARGE to Coventry residents.

- Advocacy
  - Adult Wellness Clinics
  - Benefits Counseling
  - Budget Counseling
  - Case Management
  - CHOICE's Counseling -259 clients received help with ConnPACE, Title 19, Medicare Savings Plans, as well as the Medicare D Prescription Drug Program enrollment and information...
  - Civil Preparedness Emergency List
  - Crisis Intervention & Counseling
  - Community Restitution Programs  
Adult: 6 cases
  - Direct Services:
    - ❖ Social Services – 204 cases
    - ❖ Elderly Services – 210 cases
  - Drug and Alcohol Information
  - Emergency Call List
  - Energy Assistance ACCESS Applications -151
  - Food Bank – 88 requests
  - Fuel Assistance (Clergy Fuel Bank) – 25
- Fundraising/Donations**
- Special Needs Fund
    - ❖ Donations \$14,791.24
  - Salvation Army - Fundraising
    - ❖ "Bell Ringers" – \$ 11,535.52
    - ❖ Mail appeal - \$1,200
    - ❖ FEMA – Zero this year
  - WISH Fund (Fuel Bank)
    - ❖ Donations \$12,445.30

- **Housing Information**
  - ❖ Section 8
  - ❖ Tenant/landlord information
- **Information and Referral**
- **Expenditures for Emergency Needs**
  - ❖ Salvation Army Fund **\$12,479.72** for 70 households for food, utilities, housing, medical, "Gearing up to Learn Program", camp, etc. (families may be helped with more than one need).
- **Special Needs Fund - \$ 15,544.31** used for client needs, housing, utilities, prescriptions, etc., grocery gift cards
- **Holiday Programs:**
  - Holiday food baskets – Thanksgiving & Christmas
  - ❖ Families, single, elderly & persons on disability,
  - ❖ Toys & Gifts –children

### Programs

- **Dept. of Agriculture** – 71 -\$15.00 vouchers for the Farmer's Market were distributed to Coventry seniors and persons with disabilities who received Renter's Rebate assistance.
- **The Community Health & Wellness Fair and Flu Shot Clinic** was held had nearly approx. 200 attendees with 30 vendors.
- **Renter's Rebate Program** – 84 applications were processed and **\$41,103.24** was rebated to senior and disabled renters in the form of checks by the State Office of Policy and Management for this program.
- **The Trash Bag Waiver Program** was replaced by the tipper barrel program and in yard service increased as senior and disabled residents needed more help taking the barrels to and from the street for pick up.
- **Holiday Committee:** Volunteers and staff coordinate the distribution of donated food and gifts.

**THE HUMAN SERVICES ADVISORY COMMITTEE** meets the second Tuesday of each month (September - June) from 9:00-10:15 a.m. in the Town Hall Board Room. Representatives from the town, churches, schools, Police Department., the Recreation Department, senior groups and other organizations attend the meetings. The public is always welcome.

## DEPARTMENT HIGHLIGHTS:

### Youth Services Annual Report

**July 2010-June 2011**

- Submitted final reports and grant applications for SDE YSB Entitlement and Enhancement grant, in addition to DMHAS/NECASA grant.

#### **Direct Service Programs:**

- **30 Camperships** were awarded to **16 families**, allowing youth to attend summer who otherwise would not be able.
- The first annual, "Chocolate, Cheese and Cheers" fundraising event was held at Cassidy Hill Vineyard. All proceeds went to the Campership fund. Over \$2000 was raised through ticket sales and silent auction items. The event was well received and will be likely be held again in 2012.

- Assisted **1 family, register 1 kid** for the **Salvation Army Camp Connri**, located in Ashford, CT. The week-long, over-night camp is free to qualifying families, funded by the Salvation Army.
  - **Gearing Up to Learn, Back to School Program**, assisted **22** Coventry families with backpacks, school supplies and Payless shoe cards. **44** children started the school year off on the right foot as a result of this program.
  - **NOMADS** held one activity per month throughout the school year. Trips included, indoor rock climbing, skiing, snowboarding, tubing and zip lining.
  - **Positive Connections Mentoring program** matched **7** high school students with **7** Robertson School 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders. The group met every Tuesday from January through June. In addition to their strong commitment to homework, the group was engaged in many arts and crafts, teambuilding, and cultural activities.
  - Conducted mandatory **Youth Job Bank** meeting/training on 6/2/11 for new members to go over program policies, procedures and job skills overview. Ice-breakers, program nuts and bolts and refreshments rounded out the event, attended by **12 youth** in middle and high school.
  - Staff from the CPR-O Heart offered a Babysitters Certification Course to students 11-18 years old. **25 kids** received their certification, and the program was funded by grant monies received from the State Department of Education.
  - As a result of state funding, **3** Coventry high school students participated in the **Summer Youth Employment Program**, administered by EASTCONN.
  - **Girls' Circle** met for four weeks with **6** girls. The model, a nationally recognized *promising practice program* helping girls focus on peer relations, positive self-esteem, communication, and character development skills, through a variety of activities
  - Provided drop in office hours as part of open door policy to middle and high school youth.
- 
- Youth & Family Cases 35 cases
  - Community Service 33 cases
  - Community Restitution 0 cases
  - Youth Job Bank Matches 36 matches
  - Youth Job Bank Members 12 new members
  - Juvenile Review Board 0 cases

## SENIOR VAN PROGRAM:

# Days of Van Usage: 137  
 # of People Riding: 110  
 # of One-Way Trips: 874  
 # Volunteer Hours: 479  
 # Miles Total: 5505

Volunteers Drivers: Dave Lamore, Dick Frye, Bill Hoffman, Joe Drain, Ken Stein, Bill Wajda, Kim Homans, Mary Ellen Hetrick, David McCrory, Bill Root, Tim Ackert, Brian Coss, Max Ferguson, John Thayer and Bill Bavier. Several of these people also provide private car transportation beyond the scope of the Van Program. Private car volunteers include: Carol

Moriarty, Dick Gawitt, Barbara Rose, Howard Reiter, Claudette Polhemus, David McCrory and Bill Wajda.

Coventry's State Matching Grant for Elderly and Disabled Demand Responsive Transportation from the Connecticut Department of Transportation was fully funded for FY11. This grant has been reduced by 25% for FY12. The grant provides funding for Coventry's Transportation Program, including operating expenses for the Coventry Van (fuel, repairs and maintenance, coordinator salary), extended Dial-A-Ride hours provided to Coventry residents before and after the regular DAR hours of operation (transportation for early medical appointments and employment); Senior Wellness Trips for elderly and disabled residents of Coventry, and the Mileage Reimbursement Program (allows reimbursement of mileage expenses to riders for transportation to medical facilities and related services beyond what is currently provided by the Coventry Van Program.)

The Van continued to provide transportation for Coventry seniors and disabled residents on Mondays, Tuesdays, Wednesdays, Thursdays and Sundays to locations in Coventry, Manchester, Tolland, and Vernon. We cooperate with WRTD Dial-A-Ride to meet the transportation needs of Coventry residents. Van transportation was used for medical appointments, senior day programs, grocery and personal shopping, voting, senior workshops, Senior Center, town events and entertainment. Monday van transportation has been expanded to include medical and personal requests. Wednesday van trips were limited to once per month for Senior Club meetings. On Sundays, the van transportation was used for trips to Farmers' Market.

The "Coventry Rides" Van Program is advertised on the town web page as well as in the Coventry Monthly, local newspapers and Channel 13. Handouts and mailings are provided for the residents of Orchard Hills, Senior Club members and the Coventry Transportation Mailing List. Brochures are available in offices and businesses throughout Coventry.

Special low-cost "Wellness" Trips were offered to Coventry seniors and the disabled. Transportations costs associated with these trips were paid for by the Department of Transportation Grant allowing the cost of the trips to be kept very affordable. The following trips were offered this year: Senior Outing, Mashantucket Pequot Museum, Florence Griswold Museum, American Antique Machinery Museum, Bright Nights at Forest Park, Springfield, MA, and New Britain Museum of Art. In all, a total of 176 people attended these trips.

The Coventry Rides Transportation Program is supported by the Town of Coventry and grants from the Department of Transportation.

## **COVENTRY SENIOR CENTER:**

### **REGIONAL GRANTS:**

**Ct Legal Services** (\$1,000 grant) Legal Services provide services at no charge to low income residents, 1-800 453-3320. 1-800-296-1467.

**Dial-A-Ride:** (\$12,966 grant) Door-to-door transportation service for Coventry residents. Service is offered throughout the 10 town Windham Region. A 48 hour notice is required. A fee donation of \$2.00 per ride is requested. Each year they provide more than 2,200 rides. 456-1462

**McSweeney Senior Center** (\$1,500 grant) A regional senior center offering educational, social, recreational, health and dental programs, serves daily nutritious meals and has a Senior discount program. 423-4524

**Meals On Wheels** (\$3,335 grant) The TVCCA provides home delivered meals to persons unable to provide their own meals. A medical referral is necessary. 1-800-953-1365

**NECASA (Northeast Communities Against Substance Abuse)** (\$300 grant). They monitor and provide technical support to the local prevention councils and oversee the \$2,400 town grant. They distribute discount cards with prevention information to all fifth and eighth grade students. 779-9253

**Sexual Assault Crisis Center Of Eastern CT** (\$1,000 grant) Provides information, prevention education, support and advocacy for victims of sexual assault. 456-3595

**United Services** (\$3,000 grant) Local, state, and federal funding is used to provide child abuse prevention treatment programs, Domestic Violence programs, shelters, group therapy and other counseling services. 456-2261

**Visiting Nurse And Health Services of CT, Inc.** (Budget: \$4,500, fee for service funding) Provides skilled nursing, home health aides, homemaker-companion services, medical social work, speech therapy, occupational therapy, physical therapy adult day care and meals programs to homebound residents and elder wellness programs and the flu vaccine program. 872-9163

## Coventry Housing Authority Annual Report 2011



The Coventry Housing Authority is a non-profit public corporation that operates Orchard Hill Estates I & II Elderly Housing complex. The Authority consists of five volunteer Commissioners appointed by the Town Council. We report continued occupancy of all 80 units.

The current census is 59 female and 27 male tenants; 7 couples are included in this census. There are 58 single apartments and 22 double apartments. Of the 80 apartments,

8 are fully handicapped accessible units. All are one bedroom and all are equipped with emergency alarms as well as smoke detectors.

Current income limits are as follows:

### **HUD Project**

One Person	\$18,200
Two Persons	\$20,800

### **State Project**

One Person	\$44,900
Two Persons	\$51,400

Laurie Pinkston is the Executive Director. She takes care of all administrative and accounting for both projects. Julie Bradley is the Resident Service Coordinator. She assists tenants with ConnPACE applications, Title 19 applications, setting up home-making services and does tenant assessments. The office is also an Energy Assistance site working in conjunction with the Access Agency in Willimantic.

We have a monthly blood pressure and blood sugar screening clinic. This clinic is available to all Coventry residents as well. We have a bi-monthly foot care clinic that is also available to all Coventry residents. A librarian from the Booth and Dimock Library brings new books monthly that can be signed out of the office.

The current operating budget is \$335,070 which is a Per Unit Monthly Cost of \$349. and includes property taxes of \$17,775. paid to the Town of Coventry and an annual sewer fee of \$3348 paid to the WPCA.

The Authority maintains representation on the Coventry Fair Housing Committee and on the Housing Rehabilitation Commission.



TOWN OF COVENTRY  
DEPARTMENT OF PARKS AND RECREATION  
ANNUAL REPORT FY 2010/2011



GENERAL ADMINISTRATION/PLANNING AND OVERVIEW



The budget planning process was the priority this year. Staff reviewed the Capital Improvement Plan, Operating & Special Revenue Funds budgets for FY11-12, and first draft of the Strategic Plan with the Town Manager & Finance Director. A follow up meeting with Finance Director regarding the budget provided an opportunity to review our budget planning processes and evaluate our existing financial status in depth. Recreation Director Rubin also attended the town Budget Hearing, and attended a meeting to review LoCIP funds available and work schedules. Consideration was given to appointing the Recreation Director as a

Special Constable to assist in enforcement of town ordinances at public parks.

Ms. Rubin attended the usual monthly Department Heads meeting, Commission meeting, CRPA Legislative Committee, meetings and monthly meetings with Town Manager to review departmental progress. Typical administrative duties that occur quarterly include the completion of our quarterly and Annual Reports, and staff performance reviews, Capital, Operating, and Special Revenue Budget Preparation.

PROFESSIONAL DEVELOPMENT

To support staff development, Ms. Rubin prepared the Recreation Supervisor's annual performance review and goals for the coming year. She also attended the following professional development trainings:

- The CRPA Summer Quarterly meeting @ Quassy Amusement Park with sessions on Communication Skills and programming roundtables.
- New England Park Association Spring Meeting at Wickham Park and the Fall Conference in Dennis Ma. Workshops included: Dog Parks, Riding the Wave of the Recession, Playground Safety, Dealing with Changes in *Today's Economy*, and *Lightning Safety*.
- Safe Routes to Schools: attended grant writing workshop & several follow-up meetings.
- Worker Safety Committee: Employee Safety & Wellness Committee began an assessment process to determine best practices for healthy worksites with support of Eastern Highlands Health District & ACHIEVE grant. Many new ideas have been generated from this process and the committee is anxious to implement some programs for the town's workforce. Also held regular quarterly meeting, Health & Wellness assessment workshop, and played in the Town Employee Golf Tournament.
- CIRMA workshops: "Nuts & Bolts of Being a Supervisor", and "Achieving Excellence in Customer Service". Ms. Torcasio attended the "Future of Social Networking" workshop sponsored by the Connecticut Conference of Municipalities.
- Ms. Rubin presented a workshop session on strategic planning at the Massachusetts Recreation & Park Association Annual Conference and, due to the success of our social media campaign, she was also asked to present a workshop on Social Media for Parks & Recreation to the Westchester NY Recreation & Park Society.
- At the request of a Town Managers' group, Ms. Rubin was asked to coordinate a Regional Recreation Directors meeting to begin to look at ways we can share regional services with 18 neighboring towns. A meeting was hosted in October at the Lodge at Patriots Park. A survey was conducted of Regional Directors to help us set goals for the next few meetings; the summer meeting was hosted by Tolland, both Cat & Wendy attended.
- Both Ms. Rubin and Ms. Torcasio attended the Connecticut Recreation and Parks Association Annual 2-day Conference at the Mohegan Sun Conference Center. Wendy attended sessions on Operational Planning and Revenue Systems; while Cat attended Camp Burnout Prevention, Leadership Skills of Superheroes, and Government Finance for Non-Government People.

PARKS AND RECREATION COMMISSION

The Commission has been busy with strategic planning efforts and facility rental procedures/policies. They decided to meet at different park locations throughout the Town over the year to better familiarize themselves with the operational

challenges of these properties. New member Teri Merisotis was provided with training and orientation before attending her first meeting in July.

The Commission instituted a rental fee for facility use by non-profit groups at \$5 per hour for the Lodge, Community Center, and Creaser Park facilities to partially off-set overhead expenses, effective January 1<sup>st</sup>, 2011. The Parks & Recreation Director has the ability to reduce/waive fees for hardship cases, using current scholarship determination practices. They discussed the need to off-set utility expenses like heat and electricity, but the need to still keep fees low so as not to create a hardship for our community groups.

The Recreation Commission updated and expanded the existing Facility Use Guidelines to include:

- Definition of "Sanctioned," requiring all groups to report to Commission on an annual basis to provide information
- Determine a Proper Code of Conduct Policy with "Complaint/Grievance Procedures"
- Clarify Residency Requirements
- Define Sport Season Priority for Field Use

For the youth sports leagues, the Commission planned and hosted a Sports Council spring meeting with a guest speaker from Positive Coaching Alliance. Positive Coaching Alliance ([www.positivecoach.org](http://www.positivecoach.org)) is a 501(c) (3) non-profit formed at Stanford University in 1998 to transform the culture of youth sports to ensure that all youth athletes can have a positive, character-building experience.



The Recreation Commission closely monitored the progress of the Board of Education's School Facility Policy Subcommittee regarding their facility fee proposal. They drafted a letter to the Board of Education, in hopes that their changes would not have a negative impact on ours and other sports leagues use of schools for recreation programs.

They also approved a policy that all facility users that provide their own dumpsters and portable toilets must be preapproved for location of units, and ADA accessibility by the DPW Director and Recreation Director prior to their delivery each season.

In anticipation of a difficult budget year, the Commission drafted a Strategic Plan to guide us over the next few years. As part of their Strategic Planning process, they have begun the steps to put an Action Plan in place. Commission member Sean Butler is facilitating this process. The Commission discussed and reviewed both the Capital and General Budget proposals for the 2011/2012 Fiscal Year and prepared a PowerPoint presentation for a presentation to the Town Council Steering Committee.

The Commission approved use of the existing boathouse (EO Smith) by the UConn Men's Crew Club, and staff is working with the Club Sports Department to draft a lease agreement and planning for facility improvements. This will include demolition of the old snack shack to be replaced with a pre-fab storage shed. Staff also provided follow-up information to the Planning & Zoning Board regarding the permitting process.

## COMMUNITY OUTREACH

In honor of National Recreation & Park Month, Ms. Rubin was July's Secret Chef at Senior Center, hosted about 20 seniors for a weenie roast and s'mores on the grill while singing camp songs and having lots of fun!

Eric Trott, Town Planner and Ms. Rubin have enlisted help from others with horse industry experience to develop several events to highlight & promote Coventry's Equestrian industry. Several planning meetings were held to prepare for the very successful Fall Open Barn event.

Ms. Rubin is also co-chairing the 300<sup>th</sup> Anniversary Parade Committee with Joan Lewis and Tim Ackert. Several meetings were held resulting in a firm date & route (Sept 29, 2012) for the parade. A family oriented community event (concert, games, etc.) at Patriots Park is also being planned.

Ms. Rubin also attended a Community Rowing interest group meeting, assisted in preparation for CoventryFest, and organized materials for display at CCM Annual Convention's Town Green booth. She also participated in several community groups' activities:

- School Readiness Council meeting and STEPS Collaborative meetings
- Human Services Advisory Board meetings
- Farmers' Market re: providing on-line registrations for their upcoming workshops
- CoventryVision Committee – plan for coverage of spring & summer events
- BNI Business breakfast meeting to seek sponsors, promote our facility rentals and network with local businesses

The Eastern Connecticut State University Community Relations staff met with Recreation and Public Works to plan a Day of Service at Patriots Park in the spring, where over 300 students volunteered for a day of clean-up, painting and landscaping. We were able to include the Girl Scouts in the project as well. As a pilot experiment, the event was videotaped with interviews of participants by Laura Stone of the Town Manager's office and Ms. Rubin, specifically for use by CoventryVision cable access television.

## HEALTH & WELLNESS



Coventry is an ACHIEVE Initiative Grant Recipient, a program to address policy and environmental changes we can make in our community to improve overall health of our residents. The grant is administered by the Eastern Highland Health District and Ms. Rubin is serving as the Coventry representative on the Community Health Action Response Team (CHART). As a team member, she attends monthly meetings & assisted in the pre-event planning for the Farm to Table dinner which was a huge success.

The FREE Canoe/Kayak Loaner program continues to grow, keeping the Department's staff busy with appointments for pick-up and drop-offs throughout the summer. By the close of the season, over 120 loans were made. Staff also developed a "Get Out & Play" Picnic Kit program to make equipment available such as horseshoes, bocce ball, baseball bats, bases and balls, and hula hoops!

Several planning meetings were held with Team Training New England regarding our first annual Youth Triathlon event, including an appearance at the Coventry Farmer's Market in August for their "Youth Market Day." The goal was to create a tie-in to healthy active living with healthy eating promoted at the Farmers Market. The Coventry Kids Triathlon was held on Sunday, September 5<sup>th</sup> with 35 kids participating. Our thanks to Lynne Tapper, Janice Cohen & Renee Kleinman for volunteering their time and expertise to making the Youth Market Day and the Kids Triathlon a great success as well as helping us establish the event planning details for future triathlons.



Ms. Rubin spent a great deal of time preparing a grant application for Playful City USA nomination. The process for applying required 5 letters of support, compilation of budget & demographic profiles, designation of a youth representative on the committee, establishment of a play task force, joining Michelle Obama's Let's Move Campaign, conducting audits of all town & school parks & playgrounds, and uploading photos & information on the same. This designation will make us eligible for significant grant monies over the next 3 years.

## PARKS & CAPITAL IMPROVEMENTS

Continued effort has been placed on bringing our facilities up to speed, with regular meetings/calls/emails with Public Works to review work orders scheduled as needed. The CIRMA risk management assessment recommendations continue to be addressed by Public Works staff. Staff also met with DPW staff, Tim Webb and the new Superintendent of Operations, Doug Reese regarding the Capital Improvement Plan budget proposals. The weather also affected our facilities with roof concerns at buildings and damage to shrubs & plants. Contractors were hired for snow & ice dam removal at Patriots Park, and an insurance claim was filed with a follow-up on-site inspection by a claims adjuster. A late start to spring also delayed ball field openings.

## Trails

Recreation continues to support the Conservation Commission's trail mapping project with Bonnie Potocki & Eric Trott. Ms. Rubin attended a Conservation Commission meeting to share ideas and help develop a plan on how to proceed with the project.

## Going Green

The Recreation Commission had adopted an environmental policy several months ago. As a result, Ms. Rubin, Public Works Director Tim Webb, and Town Planner Eric Trott completed a comprehensive environmental audit of our policies and practices to benchmark our current "green score." This will help us identify areas that we can improve, expand or add policies and practices that will support our efforts to protect the environment. As part of this process, we had CL&P conduct an energy audit of our facilities, and ACCESS has begun weatherization services for the Caretaker House. We also submitted another grant application for Coca-Cola recycling bins for park use.

## Patriots Park

The Town of Columbia offered us an outdoor awning & outdoor furniture for the senior center/lodge deck area. There was vandalism at the boathouse at Patriots Park (graffiti) which was one location of many in town on the same Sunday evening. Time was spent addressing issues with the Patriots Park Caretaker's hours by revising the contract and lease to reflect needed additional hours. Ms. Rubin met with Joe Briordy, of the UConn Club Sports regarding men's crew space at Patriots Park for boat storage. We completed our first year with Anita Dusza serving as Patriots Park Caretaker. With Anita's help, we were able to learn more about program needs, facility conditions and have made great strides in overall daily maintenance routines and service to our rental customers. We have upgraded the number of hours the Caretaker will work to better serve the demands of our park users. The CT Dept. of Public Health conducted an inspection of the public water supply at Patriots Park. Follow-up work was needed on the well pump to comply with their reports.

- The electricity & water connections to the old Snack Shack at Patriots Park were severed so we can demolish the building;
- Obtained price estimates for Caretaker's house to meet OSHA regulations, completed work required by OSHA and filed required paperwork;
- Met with Building Inspector to address fire damage on Caretaker's front porch;
- Met with Earthlight Technologies re: CL&P energy program to upgrade fixtures to reduce costs;
- Follow-up re: insurance claim for snow damages at Patriots Park, repaired broken window in Community Center, and had carpets cleaned from winter ice damage;
- Conducted a pre-season site review of Patriots Park with DPW Director & DPW Supt. of Operations;
- Ordered & had installed several signs for Patriots Park parking lots;
- Assisted several groups with park rentals (Church services, benefit concert, etc.);
- Contracted with an exterminator re: bees & ants at Band shell, Arts Hut and all buildings;
- Coventry Fest on-site meeting.

## Creaser Park

The buildings at Creaser received the beginnings of a face lift with a fresh coat of paint by ECSU students, with the balance of the work to be completed by Community Service workers. Inspected vandalism at the pond area, where picnic tables were dumped in the pond, and graffiti was painted on a bench and sidewalk areas. The lights at the pavilion were being turned on overnight as well.



## Miller Richardson

With help from the Public Works Director, Town Planner & Town Engineer, a Small Town Economic Assistance Program (STEAP) grant for the Miller Richardson Landfill Ball Field Project was submitted and approved for \$300,000 for Phase I of the project; which would include the construction of the ball fields and parking lot at the landfill location. The Miller Richardson/Landfill Project staff team met regularly to prepare bid specs for final grading, spreading loam and seeding to be done by an outside contractor. DPW screened material while they had a screener available from the new Public Works facility work. Seeding is expected to be done on the football field in August 2011, with a full year of rest so playing

can begin the following August, 2012. Ms. Rubin attended a Coventry Youth Baseball board meeting to discuss plans and answer questions regarding the project.

EHHD Water testing was completed, septic emptied to prepare the Snack Shack for upcoming baseball season and electric work on the vent fan at the Miller Richardson snack shack was brought up to health code for use of the grill.

### **Laidlaw Park**

Ms. Rubin and Mr. Webb met on-site at Laidlaw Park to address ADA access parking and maintenance concerns. DPW hopes to work on a new gravel parking lot throughout the winter months, weather permitting, which will include more parking spaces than what is currently available.

- Met President of CSI Soccer on site to review their facility needs;
- Site review of Laidlaw Park with DPW Supt. of Operations Doug Reese for turf maintenance; needs and to review facility needs for upcoming parking lot project;
- Reviewed preliminary plans with Town Engineer Todd Penney.

### **Beaches/Aquatics**

Throughout the summer, staff provided on-site support to lifeguard, gate & maintenance staffs while the office staff kept very busy selling beach stickers and taking swim registrations. Additional gate staff & park maintainers were hired and trained to cover shifts due to increased park use from extraordinarily warm weather. Training included Boot Camp for Site Lifeguard Supervisors, an all staff training and Bloodborne Pathogens review. Additional beach passes and hang tags were ordered to avoid running out with increased beach activity. This summer we experienced higher than usual incidents of vandalism & poor treatment of restroom facilities at both beaches. The new lifeguard chairs, made of recycled plastic lumber allowed us to install them permanently with concrete footings, thus reducing the opportunity for vandals to throw the chairs in the lake, etc.



CT Rec & Parks Lifeguard College  
Class of 2010.

The 2010 beach season wrapped up with Patriots Park open on weekends through Labor Day and Lisicke closing when day camp ended in August. Staff helped clean out the storage sheds, inventory and paperwork to close the season. Buoys & rope/floats were brought in, cleaned and stored for the winter. Overall, attendance and revenues were up from the previous summer and staff did an excellent job providing safe & clean beaches for our residents and visitors during one of the hottest summers on record.

Planning for the 2011 summer season begins over the winter months and includes ordering beach stickers, prepping for ropes & buoys to be installed, etc. Ms. Rubin met with some returning lifeguards over their college break to begin planning schedules and training. She also met with Swim Instruction Director Carmina Valente to prepare for the year's swim lesson schedule and procedures. Interviews, letters of intent to return, background checks and other preparations for summer hiring are also in full swing during the winter months.

2011 Pre-season preparation also included:

- Finalized seasonal staff hiring, preparing employment contracts, schedules, etc;
- Updated all forms for beach permits, boat rentals etc;
- Meeting with Columbia, Bolton & Andover Lake administrators to share lifeguard staffing & training ideas;
- Updated seasonal staff manuals, prepared orientation, conducted orientation and on-site training for Gatekeepers, Park Maintainers, and Lifeguards;
- We opened bids for Ice Cream Truck services at beaches. The winning bid was for \$750 per beach, which is \$1200 more than last year. Permits were issued to the ice cream truck vendor;
- Buoys, ropes & floats were installed – purchased 3 new swim area buoys for Patriots Park;
- Met with Triathlon organizers to work out logistics for their events;
- Had office safe combination lock changed for enhanced security;
- Ordered lifeguard shirts, suits, whistles, a new megaphone and first aid supplies;
- Prepared lifeguard sheds and paperwork for on-site needs;
- Met with Caretaker to review summer operations.

The 2011 season began rather quietly with not so great weather for the Memorial Day weekend opening. June weekends were also mostly quiet and much effort focused on training. The remainder of summer had a pretty steady flow of patrons, and the heat wave had people at the beaches later than usual. Staff training was elevated to weekly in-services, and a new emergency action plan was developed. Staff did a great job this year and overall the beaches ran very smoothly.

## PROGRAM PLANNING AND OVERVIEW

Throughout the year, staff is busy with many tasks other than program implementation, especially when Mother Nature throws a few curve balls. For example, this winter's record breaking snowfall added an additional layer to our program operations with constant monitoring of weather reports and planning ahead for contingencies when cancellations and re-scheduling of events was required. Phone calls, e-blasts, TV announcements, Facebook & Twitter and our phone answering machine are means we use to notify the public and our participants of any changes.



Our new online registration website [www.coventryrec.com](http://www.coventryrec.com) has been running successfully since September 2010. Since going live, the general consensus is that customers are happy we have this service available. Staff is reminding everyone who calls to use the new online system, and a new flyer has been made to post and send with receipts for forms that come in through the mail. By the end of the year, 29% of all registrations this year have come in through the online system, whereas prior to this new system, 100% of registrations were done by office staff. Staff continues researching how to implement Credit Card PCI Compliance for our registration process. Staff have also updated forms and in-office procedures so that any credit card transaction is done in person, or from the registrant's home, online.

Ms. Rubin, Ms. Torcasio and Laura Stone, Assistant to the Town Manager engaged in ongoing discussions regarding printing options including advertising for both the Town Newsletter and Recreation Brochure, in an effort to reduce costs. Ms. Torcasio and Ms. Stone met with representatives from various printing facilities and are still working on future plans.



Ms. Torcasio began work with a consultant to develop a sponsorship plan to increase revenues for our summer concert series. Ms. Torcasio began with a meeting with Rockville Bank Manager Sue Bellemore in February about a "title sponsorship" which the Rockville Bank Foundation approved. In addition to the Rockville Bank Foundation, we secured co-sponsorships from area businesses Columbia Marine, Connecticut Light & Power Company, RJ Ouellette Plumbing and Heating, Ackert Electric and LJ's BBQ and Country Kitchen, and Direct Energy. The 2011 Concert Series, aptly named "Rockville Bank

Foundation's Sunset Sounds" will consist of four Thursday night concerts beginning at 6:30pm, with pre-concert activities for kids and families beginning at 6pm at Patriots Park. This year's performance roster included Latanya Farrell on July 14<sup>th</sup>, Tirebiter on July 21<sup>st</sup>, Eight to the Bar on July 28<sup>th</sup>, and the NY City Swing Band on August 4<sup>th</sup>.

In an effort to increase arts programming for our residents, Ms. Rubin attended a CT Commission on Culture & Tourism grant workshop in Willimantic. Many of the ideas gained were shared with the town planner as they relate to economic development and tourism as well. She also met with the Merchandising Director for S&S Worldwide® to establish a "test site" for their various arts & crafts products using our Recreation Daze and summer camps as test sites. S&S® provided us with free materials and guidance in exchange for our input & their opportunity to observe children using their new products.

Ms. Torcasio and Crystal Morawitz, Youth Services Coordinator worked together regarding a newly formed community group discussing the need for a "Teen Center" in Town. A meeting with the group's coordinator was held in March to get an idea of what they are looking for and how they foresee the Center coming to fruition. It was suggested that the group begin with a survey of the Middle School and High School kids in Town to get a clear idea of what kinds of activities they would like to see offered, and what they would be willing to participate in. It was also explained that many teen programming offered by Parks & Rec. and Youth Services in the past that have been cancelled due to low enrollment.

In preparation for upcoming seasons, staff worked with many outside groups and organizations to discuss future programming ideas. Ms. Torcasio and Ms. Rubin met with Steve Montgomery, Project Genesis Director to plan for a new inclusion program designed to offer young adults with social challenges and/or cognitive disabilities the chance to meet people in a social setting. Ms. Rubin met with CGS Principal Marybeth Moyer and parent Michelle Rach to develop a

track program for families as a fundraiser for school technology. The first "Race Series" was held in the spring with another held in the fall for families. Ms. Rubin also met with the staff from Team Training New England to schedule their open water clinics and set the date for our Second Annual Kids Triathlon, which is scheduled for Saturday, August 27<sup>th</sup> at Patriots Park.

## PROGRAMS



### Special Events

In July 2010, the Community Concert Series sponsored by the Rockville Bank Foundation continued with 3 concerts in July, August and September featuring the Tirebiter Band, Dr. Yaya's Gumbo Party and Bottom Drawer. Attendance at each concert increased as the season went on, and staff and sponsors continually spoke about ways to improve the series for the following year. The last concert featuring Bottom Drawer was rescheduled due to inclement weather, and they performed as a part of the 2010 Pumpkin Fest event in October.

The Annual Pumpkin Fest was held at Patriots Park on Saturday, October 9<sup>th</sup> from 12-3PM, featuring the Bottom Drawer Concert. Attendance was down a bit this year with approximately 150 kids and their parents enjoying a professional face painter, moon bounce, music, games, refreshments, door prizes, a costume parade/contest, and special guest Elmo! Following the Pumpkin Fest, the Lake Paddle event sponsored by the CLEAN Team was held on October 10<sup>th</sup>. 8 participants enjoyed learning about the lake and paddling around in canoes/kayaks provided by the Department. It was a great opportunity for collaboration between organizations, and plans are in the works for an event in fall 2011.

This was the first year that Parks & Rec. co-sponsored the Community Health Fair with Human Services. The event was held on Saturday, October 23<sup>rd</sup>, and Human Services coordinated the vendors and door prizes, while Parks & Rec. scheduled the demos and helped with promotion and advertising. While promotion efforts were increased this year, attendance went down yet again this year (attendance has been on a slight decline for the past few years), so it has been determined that the event will not be continued in the future.

The Letters to Santa program began on November 15<sup>th</sup> with mailboxes placed at Town Hall and at the Booth & Dimock Library. Mailboxes were picked up on December 4<sup>th</sup> from both locations and sent to Santa for his replies. Reply letters were sent out to each child who included their mailing address. Over 100 letters were received and Santa responded personally to each child! The Annual Tree Lighting event was held on Thursday, December 2<sup>nd</sup>, 2010 with approximately 300 people in attendance. The tree was dressed in brand new LED lights and many wonderful ornaments provided by the Coventry STEPS program in conjunction with Coventry preschools and other kids in attendance.

The nationally renowned U.S. Coast Guard Band made their triumphant return to Coventry for their Holiday Concert held on Thursday, December 16<sup>th</sup> with approximately 400 in attendance. The Band played for 2 hours and featured harp players and exceptionally talented singers.

Next up was the Family Ice Fishing Class and Derby events held in January. The Class scheduled for January 20<sup>th</sup> was cancelled due to low enrollment, and those who were registered were directed to other Towns offering the same program. Due to the immense amounts of snow we got this winter, preparation for the popular Ice Fishing Derby was especially involved this year, including plowing and shoveling on and off the ice. Parks & Recreation once again supplied the breakfast for those 250 ice fishers in attendance!



This year's Father Daughter Valentine's Dance was held on Friday, February 4<sup>th</sup> at the Coventry High School Gym. This year's dance was held at a new location, which presented a few challenges but all in all, the event was a success, bringing out 400 fathers and daughters for a fun evening of dancing.

The first ever Town Wide Tag Sale was held on Saturday, May 7<sup>th</sup> at 13 locations around Town as a fundraiser for the Camp Scholarship Fund. Tag Sale participants paid \$20 for advertising including road signage and ads placed in the Journal Inquirer, and the Reminder. Our promotional efforts did bring in quite a few people, and . We plan to offer this program again next spring.

The Chocolate, Cheese & Cheers event was offered as a joint fundraising effort between Recreation and Youth Services to raise money for this year's Camp Scholarship Program. This event was planned to replace the aging "Community Talent Show" event usually held in February. The event was held on Thursday, May 19<sup>th</sup> at Cassidy Hill Vineyard in Coventry, and was a huge success! 53 tickets were sold, and a grand total of \$2,282.66 was raised through ticket sales and silent auction sales. Sponsors and silent auction contributors include: Cassidy Hill Vineyard, Highland Park Market, Ackert Electric, Meet Me On Main, Laura Stone Photography, Munson's Chocolates, The Wild Raspberry Specialty Shop, Meadowbrook Wine & Spirits, The Dandelion Cottage, Skungamaug River Golf Club, Twin Hills Country Club, Edmonson's Farm, Hairtrends II, Amazing Hardwood Floors, Inc., Lakeview Family Restaurant, Village Pizza, Dimitri's Restaurant, Rosie's Deli Market, Daisy's Creamery, Studio at Maplebrook, Baubles for Madels, Silver Dragon Tai Chi, Pampered Chef, and Lani Collier Armelin.

Get Out & Play Day was originally scheduled for Saturday, April 16<sup>th</sup> but was postponed due to the threat of rain. It was rescheduled for and held on Saturday, April 30<sup>th</sup> at Patriots Park, resulting in lower attendance, about 30 families. And finally, the Annual Children's Performance Series began on Wednesday, June 29<sup>th</sup> with a performance by "Marvelous Marvin" who taught the kids about the "Magic of Science" at the Patriots Park Community Center.



### **Youth/Adult Programs**

Recreation Daze, our afterschool program, began the fall 2010 season on Monday, August 30<sup>th</sup>, the first day of school. With 24 registered kids, this is the most we've had for the program since its inception 2 years ago! Staff is doing a great job with programming, introducing new games every week, cooking activities, and new arts & crafts projects. Staff coordinated holiday parties throughout the school year, featuring special treats and activities. Rec. Daze also participated in the Human Services "Holiday Program," adopting a family

for both Thanksgiving and Christmas by supplying food items and new/unwrapped gifts.

The year's most popular Bus Trips, Radio City Music Hall Christmas Spectacular on November 14<sup>th</sup>, Macy's Thanksgiving Day Parade on November 25<sup>th</sup>, and New York City on Your Own in December ran at full capacity. Tickets for Radio City were in the Orchestra section for the first time ever! Later trips including Newport on Your Own, Boston on Your Own, the Keene Pumpkin Festival, and Maker Faire were all cancelled due to low enrollment, however the Bronx Zoo, James Taylor & Carole King at Tanglewood and Whale Watch all ran successfully.

Other programs held this year include the December and April School Vacation Programs, swim lessons, specialty sports camps, golf lessons, and several adult fitness classes including Zumba®, Yoga, and Tai Chi.

### **Summer Day Camp**

Although 2010 Summer Camp registration was up this year, many families are still feeling the effects of the economic downturn. This led to many weekly registrations throughout the summer, rather than registering and paying for the entire summer up front. In-service staff trainings continued throughout the summer, with workshops on Public Perception, Drowning, and 5-Minute Scanning Techniques to gain insight into the role of our lifeguards and the importance of safety around the waterfront. Other highlights included trips to the Roger Williams Zoo, Sparetime Bowling, Mystic Aquarium, Quassy Amusement Park and Great Escape, and special activities including the Human Sundae, Campardy, The On-The-Spot-Jug Band, Skyhawks Soccer Clinic, and the Mobile Petting Zoo from Sharon Family Farm in Tolland.



Camp attendance was not only up in 2010, but the program ran extremely well under the new leadership provided by our new co-Camp Directors. With only a month to go before Camp began, staff had to reorganize to fill the newly opened Camp Director position, which was ultimately filled with two senior staff members (Brynn Darling and Chris Murphy). Our new Directors did a great job being flexible and holding staff accountable for programming and supervision. Our Program Coordinators excelled this year, introducing new games, activities and craft projects, and special events and trips were very popular with both kids and staff.

In the fall and winter months, staff looked forward to Camp 2011, in which many of the changes made in 2010 were again implemented with other improvements being planned as well. Fees have not only been increased, but they have been restructured with trips no longer being included in the weekly fees. Trips will now require a separate enrollment to help give families an option as to how much they have to spend on their child's Camp experience. Registration began in March

and they continued to come in via office visits and online registrations. In addition to program planning, we also hired a brand new Camp Director who began work with us in April, helping with interviews and staff training. Jackie Madore is a mother of 4 from Manchester, and she has been a professional childcare provider for the past 5 years, in addition to her involvement as President of the Manchester PTA.



Interviews were held on April 14<sup>th</sup> and 4 new camp counselors were hired, joining our returning staff for this year. Many upper-management staff members have left this year since graduating recently graduating college and joining the workforce, so many returning staff members have been promoted this year including Kaitlyn Caldwell (Asst. Dir.), Corey Boudreau (Asst. Dir.), Kevin Clancy (Archery & Nature Coord.), Brian Jacobs (Drama Coord.) and Sarah Marchand (Arts Coord.).

Camp staff training began in May with First Aid/CPR/AED Training in May, and staff meetings, trainings, and Camp Clean Up in June. The first round of CIT interviews was held in early May, and Camp registrations steadily increased as the weeks pass. 2011 Summer Camp began on Monday, June 27<sup>th</sup> with 72 kids enrolled in the Full-Day program (49 for the trip), 17 CITs (13 for the trip), and 10 Mini-Explorers, compared to 111 in Full-Day, 24 CITs, and 17 in Mini-Explorers for 2010 Summer Camp.

### In Closing

Too many kids are missing one of the most important childhood experiences—play. Play is on the decline throughout America. Kids are spending twice as much time in front of a television or computer. The number of accessible and safe playspaces is decreasing. “Structured” activities such as organized sports are replacing free, “unstructured” play. Under pressure to deliver certain academic assessments, schools are cutting down on the frequency and time kids spend in recess. If we want a world full of healthy, happy, and successful adults, we need to be sure we create a world where kids can play. Coventry Parks and Recreation encourages all of our residents to take advantage of the many programs, facilities and serves offer to Get Out & Play as often as possible! For constant updates of Department goings-on, please visit our webpage at [www.coventryrec.com](http://www.coventryrec.com), and our Facebook, YouTube, and Twitter pages.

### Work Measurement (Program Activity Indicators)

	'09/'10	'10/'11
Patriots Park Lodge Rentals	147	117
Community Center Rentals	88	123
Creaser Park Building 4 Rentals	15	11
Creaser Park Building 3 Rentals	3	6
Number of Unique Program Enrollees	1297	N/A
Number of Registrations Processed	2441	2716
Number of Programs Offered	87	83
Number of Programs with Enrollments	65	67
# of Program Sessions Offered	245	253
Program Revenue	\$226,678.00	\$228,573.80
Program Expenditures	\$206,653.00	\$204,852.11
Program Net	\$20,025.00	\$23,721.69
Facility Rental Revenue	\$19,716.00	\$28,226.00
Facility Rental Expenditures	\$65,753.00	\$51,970.66
Facility Rental Net	-\$46,037.00	-\$23,744.66
Beach Operations	\$69,859.00	\$68,205.00
Beach Expenditures	\$92,988.00	\$81,417.29
Beach Net	-\$23,129.00	-\$13,212.29
<b>Total Net</b>	<b>-\$49,141.00</b>	<b>-\$13,235.26</b>



# 2010-2011 Annual Report

## Booth & Dimock Memorial Library

Providing More Than Information  
For Ninety-Eight years

Amy Dexter, Co-Director  
Kristi Sadowski, Co-Director & Teen Services  
Jennifer Needham, Children's Services



**Booth & Dimock Memorial Library  
Annual Report  
July 2010 to June 2011**

Amy Dexter, Co-Director  
Kristi Sadowski, Co-Director and Teen Services  
Jennifer Needham, Children's Librarian

Phone: 860-742-7606  
E-Mail: [BDLibrary@CoventryCT.org](mailto:BDLibrary@CoventryCT.org)  
URL: [www.CoventryPL.org](http://www.CoventryPL.org)

**MISSION**

The Booth & Dimock Memorial Library provides materials and services to help all residents of the community meet their informational, educational, and recreational needs.

Fiction and nonfiction, selected quality reference sources, periodicals, non-print materials, and programming will all be used to help meet those needs. The Booth & Dimock Memorial Library will also provide access to other resources through interlibrary loan and on-line databases.

**COVER PHOTOGRAPHS**

At top: The Booth & Dimock Memorial Library

From bottom right: Children enjoying a presentation by Riverside Reptiles, Holiday Stories with the Board during an Old Fashioned Christmas in Coventry, a registrant in the Curious George reading program, the Teen & Young Adult Zone, Members of the Teen Advisory Board, the Fancy Nancy Celebration, Touch-a-Truck Day.

## HIGHLIGHTS

Barbara Hall, Library Technical Assistant, served on a panel of presenters at the Connecticut Library Association Annual Conference in Stamford. Hall presented the paperless Inter-Library Loan (ILL) system which the library utilizes, allowing residents access to thousands of materials throughout Connecticut as well as other states. We are one of the few CT libraries able to interface seamlessly with the iCONN ReQuest ILL.

Kristi Sadowski presented the Teen & Young Adult Zone, particularly the Gaming Club, in October to the Connecticut Library Association in a program entitled Idea Factory 2010: A Showcase of Excellence in Public Libraries highlighting both the winners and the nominees for the 2010 Excellence in Public Libraries Service Awards.

The Booth & Dimock Memorial Library applied for and was awarded a Library Services Technology Act grant, entitled Reading 2.0 for Older Adults from the Institute of Museum and Library Services. This grant will provide access for Coventry residents to downloadable e-books. It will also allow the Library to purchase several e-readers for public use and provide training on the e-readers and e-book database. These materials will become available during the 2011-2012 fiscal year.

Jennifer Needham instituted the BabyGarten early literacy program for ages birth through 2 years. The program runs in 6-week sessions and focuses on how nursery rhymes, songs and books can enrich a child's life from the very beginning, providing them with a foundation for the future.

The Booth & Dimock Memorial Library upgraded both the Library Catalog and Website this year and has created and maintained a Facebook presence, allowing for more opportunities to disseminate information, publicize programs and make library materials more accessible to all. The Teen Zone webpage was featured as the YA Clicks Kudos Website in the online portion of VOYA magazine for the month of June.

The Curious George Reading Program, for children, ages five and under, incorporates reading and sharing books with fun-filled activities you can do with your child to support early literacy development. 108 children were registered between April and June 30, 2011.

The Board of Trustees and the Staff of the Booth & Dimock Memorial Library would like to thank the 2010/2011 members of the Booth & Dimock Memorial Library Association for their very generous contributions. With these funds we were able to clear trees for extra parking space.

## STATISTICS

Total circulation for the 2010-2011 fiscal year was 102,438 materials. The in-house use of library materials is another 18,472, for a total of 120,910 items. This is a 4% increase from the 2009-2010 fiscal year.

Total cataloged Library holdings are 60,506. 6,876 items were added, 6,628 items were removed from the collection and an additional 3,209 were edited.

Electronic door counters marked our annual patronage at 39,793 visitors.

The 2010-2011 fiscal year closed with 8,721 library card holders registered with the Booth & Dimock Memorial Library. 543 were new patron registrations.

Staff members answered 4,976 reference questions in person, via e-mail and over the phone. This is 13% increase from the previous year.

The Booth & Dimock Memorial Library supplied 659 InterLibrary Loan requests to other participating libraries and requested 3,485 items from other libraries, including over 25 from out of state libraries. 2,052 items were made available to patrons through the InterLibrary Loan service.

4040 patrons were able to use our public computers for internet access, word processing, and more. This is a 39% increase in usage from the previous year. An additional 149 patrons were able to use our wireless network for internet access on their personal devices.

## WHAT WE DID WITH YOUR TAX DOLLARS THIS YEAR, 2010-2011

\$370,882.00 of Town Funds were used to support the Booth & Dimock Memorial Library during the 2010-2011 fiscal year. An additional \$15,340.00 of funds were provided by the State of Connecticut, the Board of Trustees, member donations and collected from fines and printing supplemented the operating budget.

\$270,011.00 for salaries, benefits and payroll taxes which compensate the hardworking and friendly staff who:

- Check-in and check-out over 100,000 items.
- Answer nearly 5,000 reference questions in person, over the phone and via e-mail
- Select and catalog the 6,876 books, CDs, audiobooks, DVDs, video games, magazines and more that were added to the Booth & Dimock Memorial Library collection.
- Troubleshoot and assist patrons on public access computers and networked computers.
- Facilitate summer reading programs for adults, teens and children.
- Offer over 250 programs for adults, children and teens including, book discussion groups, crafts, technology workshops and reading incentives.
- Attend meetings, classes, roundtable and webinars to keep current on library methods and materials, technologies and community occurrences.

The remaining \$116,211.00 of our budget was spent to:

- Add 6,876 new items to the library collection.
- Present the over 250 programs for adults, teens and children.
- Utilities and building maintenance.
- Library supplies, including paper, ink, toner for the public computers, printers and copier, library cards and other materials.
- Provide free wireless.
- Maintain the copier, public and staff computers.
- Replace six of the public and staff computers over five years old.

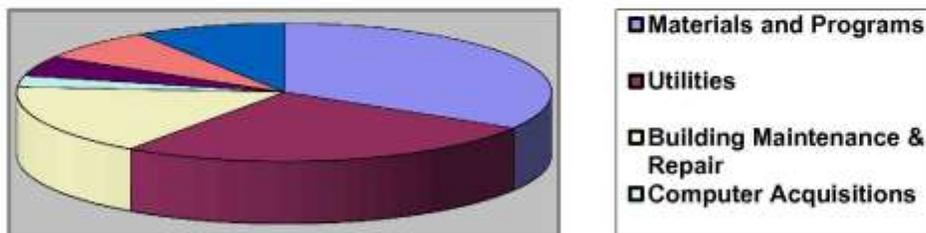


Figure 1: Breakdown of 2010-2011 Expenditures (not including salaries, taxes and benefits)

## LIBRARY PROGRAMS

The Booth & Dimock Memorial Library hosted or sponsored 255 programs for adults, teens and children during the 2010-2011 fiscal year. 34 programs were for adults with a total of 288 attendees, 68 programs for Teens with a 686 total attendees and 153 children's programs with 3732 total attendees.

22 adults registered and read 81 books during the Water Your Mind adult summer reading program. 24 teens registered for and read 70 books during the Make Waves summer reading program. 220 readers and 116 pre-readers registered for the Make a Splash children's summer reading program. Time spent reading was measured by the children's reading program and during the 2010 summer, they read a grand total of 107 days—an 8% increase in participation

Additional programs included the following:

### Adult Programs

- Wednesday Night Book Club
- Mystery Book Club
- Savvy Stickers
- Computer Workshops, held at the Coventry Senior Center

### Teen Programs

- Teen Advisory Board
- Great Scavenger Hunt Reading Program
- Gaming Club
- National Gaming Day
- Mario Kart Tournament
- Teen Book Club
- Chess Club—First meeting was attended by Members of the UCONN Chess Club
- Movie Events
- Murder at the Library, A Murder Mystery Event
- Teen Cooking: Apple Pie, Chocolate Fest, Cake-Pops
- Teen Tech Week-Electronics Case Craft
- Beads and String, A Make Your Own Bead Event
- D.I.Y. Comics
- Make Your Own Make Waves Summer Reading T-Shirt

### Children's Programs

- BabyGarten for ages Birth -2
- Story-Times for Preschoolers
- Story-Times with Miss Grace
- Curious George Reading Program
- Halloween Costume Party
- Leaf Ornament Craft Children's Craft
- St. Patrick's Craft Program
- Movie Events
- Book Time with Ronald McDonald
- Farm Friends Book Club'
- Tissue Fish Craft
- Seahorse & Starfish Puppet Craft
- Steve Wronker's Funny Business: The Water Wonderland Magic Show!
- Design-Your-Own Ducks
- Riverside Reptiles
- Jumbo Fish
- Sea Life Teach Tank! Presented by Schooner Inc.
- R.E.A.D. to the Dogs
- Coffee Filter Sea Creatures
- Fan Yourself! Craft
- End-Of-Summer Reading Program Party

## **BOOK SALE**

Income from the Book Sale purchased discount museum and event passes to Rodger Williams Zoo, The Science Center of Connecticut, The Lutz Children's Museum, Connecticut State Parks and Forests, The Connecticut Science Center, The New England Air Museum. Funds from the Book Sale also allow the Booth & Dimock Memorial Library to print the quarterly Library Lingo newsletter, and were used for Children's and Young Adult Programs.

## **LION'S CLUB**

The Lion's Club of Coventry generously funded the TumbleBooks database for the fifth year. 8,082 books were read online through the TumbleBooks database during the year. The Library is very grateful for the Lion's continued support.

## **MEMBERSHIP**

Membership in the Booth & Dimock Memorial Library Association stands at 329. Due to the generosity of our members, we were able to clear trees for extra parking space.

## **COMMUNITY INVOLVEMENT**

Sharon Pacholski attended quarterly town wide Technology Committee meetings and monthly STEPS Meetings when possible. She also provided monthly computer workshops at the Senior Center.

The Booth & Dimock Memorial Library was open on Sunday December 5, 2010 for an Old Fashioned Christmas in Coventry Village. Trustees read holiday stories and provided hot cider and cookies for visitors. A tree was decorated by the Teen Advisory Board for the Tree Auction.

The Teen Advisory Board fundraised at the Old Fashioned Christmas in Coventry Village and at the Library Annual Used Book Sale to raise money for Human Services Holiday Committee and Food and Gift Drive.

Many Middle School and High School students earned community service hours, volunteering at the Library.

Kristi Sadowski and Jennifer Needham attended Open Houses at Coventry Grammar School, G.H. Robertson Intermediate School, Captain Nathan Hale Middle School and Coventry High School.

Jennifer Needham presented story-times and library tours to the Coventry Early Education Center and kindergarten classes.

### **LIBRARY / SCHOOL PARTNERSHIP**

Kristi Sadowski and Jennifer Needham attended Open Houses at Coventry Grammar School, G.H. Robertson Intermediate School, Captain Nathan Hale Middle School and Coventry High School. They provided an opportunity for patrons to sign up for library cards and check out materials.

Bulk loans of materials were provided to the Coventry High School.

Jennifer Needham led library tours for the Kindergarten classes at the Coventry Grammar School.

Nutmeg Nominees, used as summer reading materials at Captain Nathan Hale Middle School, were loaned to the Booth & Dimock Memorial Library during the summer months.

### **OUTREACH**

Sharon Pacholski attended many School Readiness Council meeting, maintained a Library presence at the Heath Fair and held monthly computer classes and technology workshops at the senior center.

Jennifer Needham facilitated Coventry Early Education Center tours, including story-times.

The Teen Gaming Club competed against Libraries from across the nation in a Super Smash Brothers Brawl Wii tournament on National Gaming Day in November.

Donuts with Donna was held in the spring at the Booth & Dimock Memorial Library.

The Garden Club held meetings at the Booth & Dimock Memorial Library.

Bulk loans of large print books were provided to Orchard Hill housing complex.

Staff continued to accept requests for individual delivery of materials to homebound patrons, who were unable to visit the Library.

## PROFESSIONAL INVOLVEMENT

Sharon Pacholski attended the Director's Roundtable sponsored by the Connecticut Library Consortium. Barbara Hall and Donna Murphy attend the Inter-Library Loan Roundtable sponsored by the Connecticut Library Consortium. Kristi Sadowski attends the Eastern Connecticut Young Adult Roundtable sponsored by the Connecticut Library Consortium. Jennifer Needham has continued to Co-Chair the Northeast Children's Librarians' Roundtable.

Kristi Sadowski served on the 2013 Teen Nutmeg Selection Committee and has begun reviewing young adult literature for VOYA magazine—the Voice of Youth Advocate.

Jennifer Needham took an online course entitled Early Literacy Enhanced Storytimes: Reaching Parents and Caregivers, Too. This class corresponds to the district push for early literacy skills.

Staff members attended many workshops and webinars ranging in topics some of which were circulation changes, gaming, downloadable audiobooks, and ILL changes, Reading 2.0, ePrep testing, downloadable audio, iConn databases, graphic novels, teen book discussions, serving teens in the library, genealogy and the historic Hartford Courant.



*Left: Congratulations to Sharon Pacholski upon her retirement after 25 years at the Library.*



## **FINANCIAL**

*Above: Winter at the Town Hall*



# FINANCE DIVISION

## Annual Report 2011

### GOALS/PURPOSE

The primary purpose of the Finance Division is to carry out the various financial activities of the Town of Coventry and its many departments, in compliance with various Federal, State, and Town regulations and laws. These activities include revenue collection, maintenance of property assessments and exemptions, disbursement processing, payroll, budgeting and monitoring budget compliance, investment management, fixed asset accounting, cash management, insurance and risk management, benefit administration, general accounting, financial reporting, computer/network management, central supply ordering and distribution, and Pension administration.

### Office Staff

Elizabeth E. Bauer, Finance Director/Treasurer  
Donna Ferree, Town Accountant  
Marcia Biase, Assistant to Town Accountant  
Linda Greenbacker, Collector of Revenue  
Rosemary Klambt, Assistant to the Collector  
Carrie Zahner, Revenue Clerk  
Michael D'Amicol, Assessor  
Cynthia Roman, Assistant Assessor



*Beth Bauer,  
Finance Director*

## **Goals and Accomplishments - Fiscal Year ending 6/30/2011**

It is a primary goal of the Finance division to provide reliable and open access to the data needed to allow the decision makers and policy setting groups to take informed actions.

The Accounting office, striving to support the goals of the Town Council, worked to achieve a certificate of achievement for excellence in financial reporting from the Governmental Finance Officers Association. The Town of Coventry's comprehensive annual financial report for the year ended 6/30/2010, was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance officers Association of the United States and Canada (GFOA). The Certificate of Achievement is the highest form of recognition for excellence in state and local government financial reporting. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized

comprehensive annual financial report. The report must satisfy both generally accepted accounting principles and applicable legal requirements.

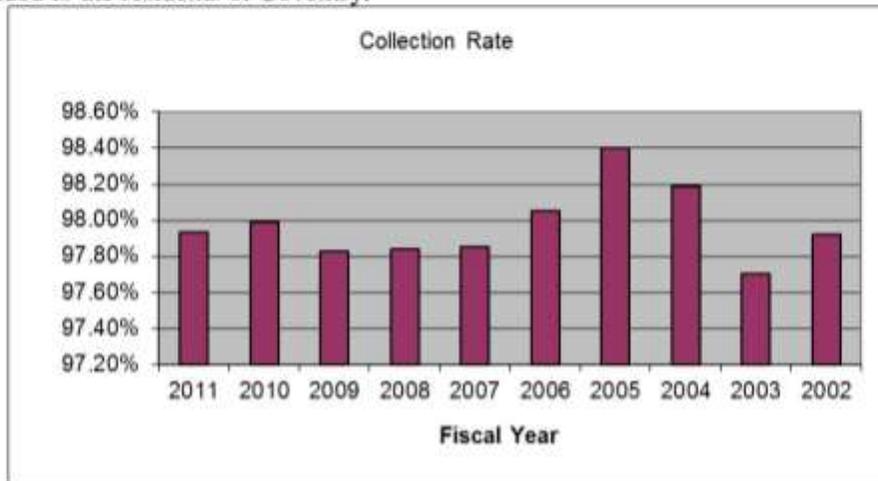
A Certificate of Achievement is valid for a period of one year only and has been received for the past three years. Annual audits, budget documents and other financial reports are available for review on the web at [www.coventryct.org](http://www.coventryct.org). Our goal is to provide information to the public in an understandable manner, and your feedback is welcomed. Please contact the Finance office at 742-3528, or e-mail comments directly to [financedirector@coventryct.org](mailto:financedirector@coventryct.org). Anyone who would prefer a face to face conversation is welcome to call to make an appointment.

The office of Accounting has undertaken the installation of new financial software, replacing a system running in a VMS environment with software utilizing Windows. This change will allow easier access to data and utilization of electronic vs. paper communications.

## General Overview

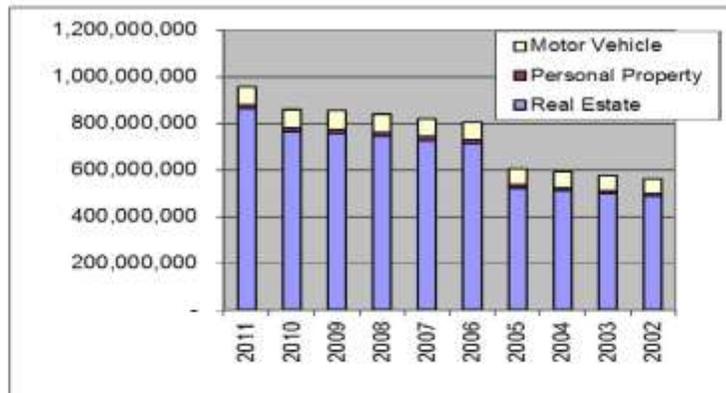
### Revenue Collection – 860-742-4066

This office collects all revenues received by the Town of Coventry. The major component of General Fund revenues is the property tax, and the collection of current and delinquent taxes is the primary focus of the office staff. During the fiscal year ending 6/30/11, the percentage of current year property taxes collected was 97.93%. The collection of taxes provided 56% of the overall amount needed to support the services provided to the residents of Coventry.



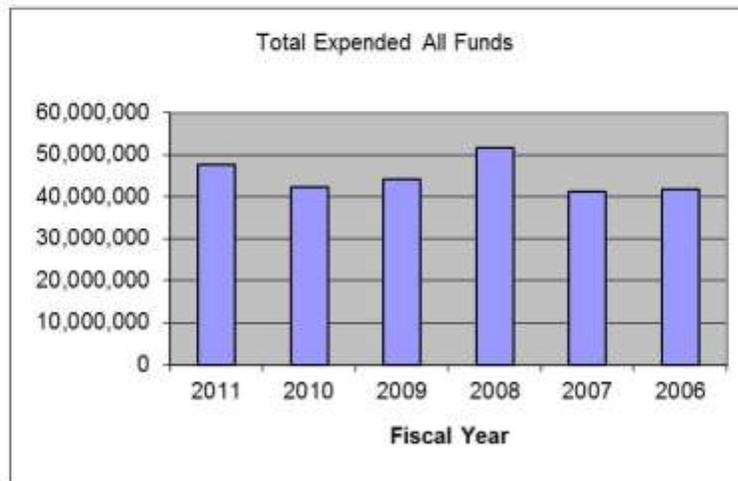
### Assessor – 860-742-4067

The maintenance of property valuations and proper application of exemptions is performed by the office of the Assessor. The importance of the work of this office can not be overstated. The grand list valuations are the base upon which tax revenues are set and are revalued every 5 years. The last revaluation occurred on the grand list of 2009 which was the base for taxes in the fiscal year ending 6/30/10. The following chart shows the grand list growth over the past ten year, and the distribution of property values between the categories of real estate, personal property and motor vehicle.



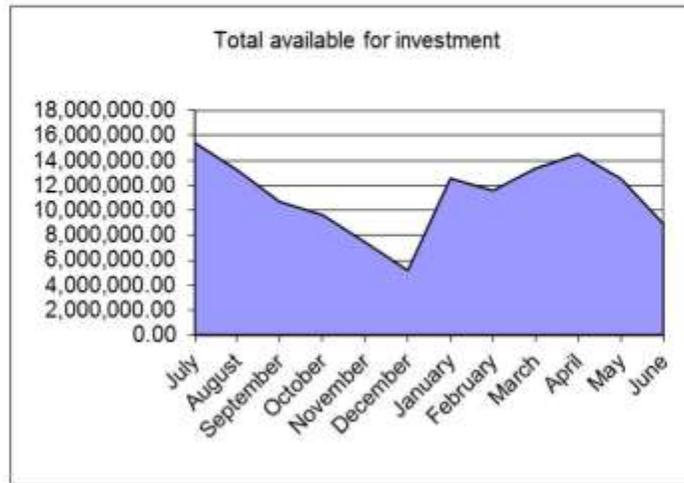
Accounting – 860-742-3528

Supervision of the disbursement of money, payroll and accounts payable is performed by the staff of the accounting office. All financial records, revenue and general ledger accounts are maintained. In addition the staff is responsible for monitoring grants, administration of health and property insurance, and fixed asset inventory maintenance. In the fiscal year ending 6/30/2011 the total dollars expended was 47.8 million an increase over the prior year of 5.3million. This increase is due to several capital projects which were started in the fiscal year. The Chart below shows the total annual expenditures for the last six years,



Treasurer – 860-742-3528

Investment of Town funds, maintenance of bank accounts, debt service and required reporting is managed by the Treasurer. Total funds available for investment each month ranged from 5.2 to 15.4 million during the last fiscal year.



Information Technology – 860-742-3528

For the year ending 6-30-2011 the financial system of the general government of the Town of Coventry was maintained on an Alpha Server running OpenVMS, and used an open source software program written in the ADMINS programming language. This system supported the full financial system with the exception of the computer assisted mass appraisal software used by the Assessors office for tracking real estate data. During the year new financial software was installed which runs in a windows environment. By the end of the next fiscal year the general ledger, accounts payable, purchase order, budget, and payroll systems will be converted. Network support is provided through an agreement with the town of South Windsor to provide advice, training, professional expertise and guidance to the staff of the Town of Coventry for our technology infrastructure.

## **TREASURER'S REPORT**

**Elizabeth E. Bauer, Treasurer**  
**Cheryl A McIntire, Assistant Treasurer**

The Treasurer is responsible for maintaining all fund accounts for the Town of Coventry. Numerous reports are prepared for the State of Connecticut, federal government, Moody's Investor service, Bureau of the Census, Canine control and others.

The rates earned on invested funds for the year ending 6/30/11 averaged .73% for the year. The rate of return reflects the low interest rates available from the investments available to a municipality in the State of Connecticut.

### **REVENUE RECEIVED** **FROM** **THE INVESTMENT OF GENERAL FUND MONIES:**

2001-2002	101,431
2002-2003	68,368
2003-2004	82,318
2004-2005	96,602
2005-2006	220,132
2006-2007	338,312
2007-2008	259,242
2008-2009	106,855
2009-2010	61,184
2010-2011	59,097

## ASSESSOR'S OFFICE



*From left to right:  
Michael J. D'Amicol,  
(Assessor), Cynthia  
Roman (Assistant  
Assessor)*

The Office of the Assessor is responsible for discovering, listing and valuing taxable and exempt real and personal property within the corporate limits of the Town of Coventry. We appraise real estate based on the market value and maintain a "property card" on every parcel. State statutes govern almost every function and responsibility of the Assessor's Office and requires us to perform revaluations every five years. Every ten years our office must inspect all properties located in the Town of Coventry. Coventry will conduct its next town-wide revaluation for the October 1, 2014 Grand List.

We also are responsible for assessing Business Personal Property, registered and unregistered Motor Vehicles. Pursuant to State Statutes, the Office of Policy and Management recommends what to use to value motor vehicles. Motor vehicles are valued NOT based on their market value, but solely on 100% of the clean retail book value out of the N.A.D.A guide New England Edition which is what OPM recommends every year. Our Personal Property list showed a decrease in the number of accounts but an increase in value. The Motor Vehicle list showed increases in the number of accounts and total growth for this year's grand list.

The 2010 Grand List indicates 6,335 real property accounts, 819 personal property accounts, and 13,445 registered motor vehicles.

It is our responsibility to update the property cards when any changes occur. In the 2010-2011 fiscal year, there were numerous changes in both ownership and condition. Even though new home development has decreased in the past couple of years our office has completed approximately 365 permits. These permits are inspected by us and cover any improvement to a property that may change the fair market value. Subdivisions bring new streets, new building lots, new owners, new homes and additional motor vehicles. The Assessor must inspect and value all newly created lots and newly constructed homes, as well as any changes, improvements or additions to existing properties. The following figures reflect those changes in the Grand List for this assessment year. Remember that the large increase in real estate was due to the state mandated revaluation for the October 1, 2010 grand list.

### 2010 Adjusted Grand List

Motor Vehicle's	\$ 76,999,770
Personal Property	\$ 18,264,822
Real Estate	<u>\$861,756,230</u>
Totals	\$957,020,822

### 2011 Adjusted Grand List

Motor Vehicles	\$ 81,071,850
Personal Property	\$ 19,064,409
Real Estate	<u>\$868,489,300</u>
Totals	\$968,625,559

The difference in last year's grand list equates to a 1.21 percent increase over the prior year.



Fiscal Year 10/11

Elderly Applications Processed	107
Tax Deferrals	15
Additional Veterans Applications	64
Building Permits	397
New Dwellings	32
Certificate of Correction + Prorates	22
Transfers	270
Reports Filed State, Local	50
Motor Vehicle Priced (Regular)	13,445
Motor Vehicle Priced (Supplemental)	2,101
Personal Property Added	32
Farm, Forest, Open Space Applications	12
Disabled Applications Processed	1
Blind Applications Processed	1

Our office also implements exemption programs for the blind, disabled, elderly, veterans who served during wartime, and disabled veterans. Veterans must file their DD-214 no later than October 1<sup>st</sup> on the Town Clerks land records in order to receive the \$3,000 exemption. Veterans must also serve ninety (90) days active duty, not including training, during a time of conflict or war. The dates for this are in Connecticut General State Statutes and can be found in our office.

The blind and totally disabled programs have the same January 31<sup>st</sup> deadline for application. The blind exemption is \$3,000 and the totally disabled program is a \$1,000 exemption. These like the veterans exemption are off the assessment of the property owned and located in the Town of Coventry. It is not a tax credit!

The Elderly and Disabled program is for anyone over the age of 65 or over the age of 18 and totally disabled by social security. This is a state program and is income qualified. The filing dates are February 1<sup>st</sup> thru May 15<sup>th</sup> and the income limits change yearly so contact our office for further information regarding any of the above mentioned programs. The Town of Coventry also offers a local tax relief program which mirrors the state benefit. Unlike the state program it is a deferral, and a lien is filed on the Town Clerk's land records until it is paid or the property is sold at which time the deferred taxes must be paid.

Respectfully submitted,

Michael J. D'Amicol  
Assessor  
Town of Coventry

## **BOARD OF ASSESSMENT APPEALS**

**BOARD MEMBERS: ROBERT MCMAHON, CHARIMAN; STEVEN ANDERSON SECRETARY; ERIN EMILY HENRY, MARCELLA C. FAHEY AND ROBERT KRAMER.**

The Board of Assessment Appeals met September 7, 2011 to hear appeals for motor vehicles on the 2010 Grand List. A total of 8 cases were scheduled. Of those 8, 3 failed to appear or withdrew their application. One application was for personal property which according to State Statute cannot be appealed during the September Board of Assessment Appeals. The remaining appeals resulted in 4 reductions and zero denials. The total reduction for the September Board of Assessment Appeals was \$13,675.

The Board of Assessment Appeals also met the 21st of March of 2011 to hear appeals of the 2010 Grand List. A total of 14 cases were scheduled. The appeals resulted in 6 reductions and 8 denials. The total reduction for the March Board of Assessment Appeals was \$23,890.

Respectfully submitted,

Robert McMahon, Chairman  
Board of Assessment Appeals

## COLLECTOR OF REVENUE

The Collector of Revenue is responsible for collecting all tax money owed the town on the various Grand Lists along with accrued charges of interest and liens. This money is processed, balanced and deposited daily. A collection report of the daily deposit is provided to the Finance Director/Town Treasurer. Tax money includes real estate, personal property, motor vehicle and supplemental motor vehicle. In addition to these taxes, this office also collects sewer assessment, sewer use, state owned/leased rents and trash user (COVRRRA) fees. Interest and fees, where applicable, are also processed and collected. All collections require daily, monthly, quarterly and annual reports.

The bills for Real Estate, Personal Property, Supplemental Motor Vehicle, COVRRRA, Sewer Assessment, and Sewer User are printed, and posted in house by the staff in this office. This year that number totaled approximately 15,300 bills. The Motor Vehicle tax bills are printed and stuffed by a commercial vendor due to the volume of bills required. This year 13,326 Motor Vehicle tax bills were then returned back to the Tax office to be posted and delivered to the post office.

The Supplemental Motor Vehicle tax bills are printed in December for a January 1 due date. This year we printed 2,101 SMV tax bills. This billing is for vehicles registered after the October 1 Grand List date. A list of delinquent motor vehicle taxpayers is compiled by this office and sent to the Department of Motor Vehicles in Wethersfield on a regular basis throughout the year. This report to DMV will hold up the registration of any vehicle until all delinquent taxes and interest are paid. The DMV provides this service to Coventry at a cost of approximately \$2,350 per year. Each town, in the state, is billed proportionately by the Department of Motor Vehicles for this service.

Delinquent notices as well as Tax Collector's Demand (TCD) letters are sent throughout the year. Taxpayers that fail to comply with the TCD have their accounts turned over to the State Marshall in the form of an Alias Tax Warrant for collection. Notices of intent to lien on Sewer Use and COVRRRA accounts were mailed out in November. After the statutory requirement of 15 days notice had passed, liens were filed in December on the remaining unpaid accounts. Unpaid Real Estate accounts were liened in June.

The number of taxpayers paying on line continues to increase. This convenience is greatly appreciated by those taxpayers living out of town, out of state or even out of the country. We have a number of taxpayers temporarily overseas who are pleased to be able to pay their taxes on line.

This office also processes and deposits payments from other departments and the school lunch program, in conjunction with the support and guidance from the Finance department. Cash and checks are delivered to the Collector's office throughout the week and are verified upon receipt. Once or twice a week, these payments are posted and deposited. A report of these posted miscellaneous accounts is delivered to the Finance department on the day of deposit. In addition to the daily billing, collecting, processing, balancing, depositing, and reporting, this office also provides information requested by attorneys, realtors, mortgage institutions, and the public.

The staff of the Tax Collector's office invites and welcomes delinquent taxpayers to come in and set up a schedule of regular payments. We continue in our commitment to provide both quality and compassionate service to the citizens of Coventry.

TOWN OF CONVENTRY COLLECTORS'S REPORT  
 FISCAL YEAR 2010 - 2011  
 COLLECTIONS THROUGH 30-Jun-2011

YEAR	BEGINNING			TO SUSP	FROM SUSP	COLLECTIBLE	NET COLLECTIONS										TAXES UNCOLLECTED	SUSPENSE BALANCE
	COLLECTIBLE	ADDITIONS	DEDUCTIONS				TAXES	REFUNDS	INTEREST	FEE	PENALTY	NEG BAL	TOTAL PAID	TOTAL PAID	UNCOLLECTED			
2009	25,587,694.52	60,511.20	-135,030.94	.00	.00	25,513,164.78	24,983,527.77	.00	96,370.31	624.00	.00	-139.03	25,082,522.08	529,637.01	.00			
2008	508,298.35	1,612.84	-3,564.58	.00	.00	506,346.61	244,743.70	-976.56	51,813.41	2,545.18	.00	-24.69	298,125.73	262,575.47	.00			
2007	227,091.79	859.71	-1,941.97	40,594.30	59.57	185,474.80	58,442.20	-945.79	18,743.74	576.00	.00	.00	76,815.15	127,979.39	40,534.73			
2006	124,131.02	.00	-865.51	23,991.47	1,102.14	100,376.18	19,806.13	-120.02	7,565.80	192.00	.00	.00	26,643.91	81,490.07	37,703.67			
2005	60,012.81	32.98	-538.40	4,895.11	3,342.22	58,044.50	4,689.17	-80.76	4,057.00	32.47	.00	.00	8,697.88	53,436.09	33,012.50			
2004	26,746.36	.00	-381.80	871.20	1,623.22	27,116.58	-6,709.82	.00	3,784.45	48.00	.00	-6,215.29	-2,877.37	33,826.40	34,834.26			
2003	23,505.74	.00	-449.10	3.14	1,127.74	24,181.24	-4,367.36	.00	6,478.38	72.00	.00	-1,000.63	2,183.02	28,548.60	42,360.13			
2002	9,916.26	.00	-412.16	596.09	1,524.84	10,432.85	-3,820.62	.00	2,740.01	48.00	.00	-5,060.38	-1,032.61	14,253.47	34,772.30			
2001	2,860.29	.00	-37.68	256.38	959.89	3,517.12	-3,209.42	.00	1,290.34	.00	.00	-8,712.91	-1,919.08	6,726.54	37,571.05			
2000	-3,390.04	.00	.00	210.92	506.39	-3,094.57	-12,112.79	.00	1,637.24	.00	.00	-3,956.02	-10,475.95	9,018.22	37,149.34			
1999	2,972.60	1.86	.00	201.02	.00	2,773.44	1,117.29	.00	2,729.83	.00	.00	-5,365.44	3,847.12	1,666.15	25,540.63			
1998	-8,748.57	.00	.00	168.00	19.50	-8,897.07	-5,963.31	.00	2,125.93	.00	.00	-9,554.71	-3,737.38	-3,033.76	20,242.85			
1997	-7,355.64	33.60	.00	53.71	160.08	-7,215.67	-3,623.51	.00	1,628.73	24.00	.00	-7,790.48	-1,970.78	-3,592.16	19,359.68			
1996	-3,009.58	.00	.00	.00	.00	-3,009.58	-1,725.84	.00	.00	.00	.00	-5,421.66	-1,725.84	-1,283.74	17,205.61			
1995	3,083.07	.00	.00	.00	441.64	3,524.71	306.87	.00	1,147.59	.00	.00	-798.33	1,454.46	3,217.84	14,839.47			
<hr/>																		
26,553,798.98	63,652.19	-143,222.14	71,751.34	10,858.23	26,412,735.92	25,270,400.46	-2,124.13	294,112.76	4,161.65	.00	-54,028.56	25,476,550.74	1,144,459.59	395,135.22				

**REPORT OF TOP DELINQUENT TAXPAYERS**  
**6/30/2011**

<b>TAXPAYER</b>	<b>DUE</b>
1. JACOBSON ALVIN & KAREN J	45,114.50
2. GERENT JOHN J	36,954.98
3. DECEW BARBARA	32,220.42
4. BECHTOLD MERIANNE F	29,906.77
5. LAFLAMME EDMUND A SR	26,606.09
6. CARLSON DAVID E & MARGARET	24,668.69
7. BRAGG CAROL	20,927.50
8. AINSWORTH SHARON	16,893.36
9. MILIKOWSKI ROBERT M	15,464.59
10. NELSON SYLVIA & LINDINGER GEORGE	15,212.70

## BlumShapiro

Accounting | Tax | Business Consulting

### Independent Auditors' Report

To the Town Council  
Town of Coventry, Connecticut

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Coventry, Connecticut, as of and for the year ended June 30, 2011, which collectively comprise the Town of Coventry, Connecticut's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Coventry, Connecticut, as of June 30, 2011 and the respective changes in financial position and cash flows, where applicable, thereof, for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Management's discussion and analysis on pages A-3 through A-11, and the budgetary comparison information on pages A-43 through A-46, are not required parts of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

*Blum, Shapiro & Company, P.C.*

December 9, 2011

**TOWN OF COVENTRY, CONNECTICUT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2011**

This discussion and analysis of the Town of Coventry, Connecticut's (the Town) financial performance is provided by management to provide an overview of the Town's financial activities for the fiscal year ended June 30, 2011. Please read this MD&A in conjunction with the Town's financial statements, Exhibits I to IX.

**Financial Highlights**

- Net assets of the Town of Coventry's governmental activities increased by \$.6 million. This increase is due to the start of construction for the School Roof replacement and the Public Works facility.
- During the year, the Town had \$45.6 million in tax and other revenues for governmental programs.
- Total cost of all of the Town's programs was \$44.9 million with no new programs added this year.
- The Town's total general obligation bonded debt increased by \$3.4 million or 25.8%. The increase was the result of bonds issued in March 2011 to support the costs to replace roofs on three of the four Town schools, and the construction of a Public Works Garage.
- The General Fund reported a GAAP fund balance this year of \$3,064,463 less an assigned balance for encumbrances of \$235,582, nonspendable balance of \$37,612 reserved for prepaid items and committed balance of \$4,352 for matching funds, leaving an undesignated fund balance of \$2,788,992. The Fiscal Management policy of the Town Council requires a minimum fund balance of 5%. The Town's bond rating agency has suggested a target of 10% to preserve the Town's bond rating. At the close of the current fiscal year, unreserved fund balance for the General Fund when expressed as a percentage of final budget appropriation is 7.9%.
- The State of Connecticut contributed \$1,774,856 on behalf of Coventry certified staff to the teachers' retirement fund. This amount is reflected in both expenditures and revenues.

**Overview of the Financial Statements**

This annual report consists of a series of financial statements. The statement of net assets and the statement of activities (Exhibits I and II, respectively) provide information about the activities of the Town as a whole and present a longer-term view of the Town's finances. Fund financial statements are presented in Exhibits III to IX. For governmental activities, these statements tell how these services were financed in the short term, as well as what remains for future spending. Fund financial statements also report the Town's operations in more detail than the government-wide statements by providing information about the Town's most significant funds. The remaining statements provide financial information about activities for which the Town acts solely as a trustee or agent for the benefit of those outside of the government.

**Government-Wide Financial Statements**

The analysis of the Town as a whole begins on Exhibits I and II. The statement of net assets and the statement of activities report information about the Town and about its activities for the current period. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Town's net assets and changes in them. The Town's net assets, the difference between assets and liabilities, is one way to measure the Town's financial health, or financial position. Over time, increases or decreases in the Town's net assets are one indicator of whether its financial health is improving or deteriorating. The reader needs to consider other nonfinancial factors, however, such as changes in the Town's property tax base and the condition of the Town's capital assets, to assess the overall health of the Town.

The government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Town include general government, public safety, public works, human services, culture and recreation, insurance and sundry and education. The Town has no business-type activities.

### **Fund Financial Statements**

The fund financial statements begin with Exhibit III and provide detailed information about the most significant funds, not the Town as a whole. Some funds are required to be established by Charter. However, the Town establishes many other funds to help control and manage financial activities for particular purposes (such as the Coventry Regional Farmers Market) or to show that it is meeting legal responsibilities for using grants and other money (like grants received from the State of Connecticut). The Town's funds are divided into three categories: governmental, proprietary and fiduciary.

- *Governmental Funds (Exhibits III and IV)* - Most of the Town's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. The relationship (or differences) between governmental activities (reported in the statement of net assets and the statement of activities) and governmental funds is described in a reconciliation at the bottom of the fund financial statements.
- *Proprietary Funds (Exhibits V to VII)* - When the Town charges customers for the services it provides, whether to outside customers or to other units of the Town, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the statement of net assets and the statement of activities. The Town's proprietary funds consist of the Town's internal service fund used to report activities to pay for the dental self-insurance costs.
- *Fiduciary Funds (Exhibits VIII and IX)* - The Town is the trustee, or fiduciary, for its employees' pension plans. It is also responsible for other assets that, because of a trust arrangement, can be used only for the trust beneficiaries. The Town self insures dental insurance for employees. All of the Town's fiduciary activities are reported in separate statements of fiduciary net assets and changes in fiduciary net assets. These activities are excluded from the Town's other financial statements because the Town cannot use these assets to finance its operations. The Town is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

### **Government-Wide Financial Analysis**

The Town's combined net assets increased from a year ago. The analysis below focuses on the net assets (Table 1) and changes in net assets (Table 2) of the Town's governmental activities.

**TABLE 1  
NET ASSETS**

	<b>Governmental Activities</b>	
	<b>2011</b>	<b>2010</b>
Current assets	\$ 19,971,220	\$ 17,091,995
Capital assets, net of accumulated depreciation	117,234,088	115,568,692
Total assets	<u>137,205,308</u>	<u>132,660,687</u>
Long-term liabilities outstanding	27,270,485	24,204,404
Other liabilities	3,064,108	2,176,468
Total liabilities	<u>30,334,593</u>	<u>26,380,872</u>
Net Assets:		
Invested in capital assets, net of related debt	94,777,800	94,010,187
Restricted	3,224	2,469
Unrestricted	<u>12,089,691</u>	<u>12,267,159</u>
Total Net Assets	<u>\$ 106,870,715</u>	<u>\$ 106,279,815</u>

Overall, net assets increased by \$.6 million or .6% over the prior year net assets, as adjusted (\$106.9 million compared to \$106.3 million). Unrestricted net assets - the part of net assets that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation or other legal requirements - changed from \$12.267 million at June 30, 2010 to \$12.090 million at the end of this year. The largest portion of the Town of Coventry's net assets (\$94.8 million or 89%) reflects its investment in capital assets (e.g., land, buildings, vehicles, furniture and equipment, water systems and infrastructure) less related debt used to acquire those assets that is still outstanding. These capital assets are a fundamental part of our service delivery to our citizens but are not available for future spending since the capital assets themselves cannot be used to liquidate these liabilities.

Changes in governmental net assets can be explained as follows:

- Increase in current net assets of \$590,900 as outlined in Exhibit II is due to an increase in cash on hand, an increase in investments, an increase in receivables and an increase in the value of capital assets. These increases are related to the start of construction of the Public Works facility and the School Roof replacement for three of the four schools in town.
- Capital assets increased during the fiscal year. The added value of the Public Works facility exceeded the depreciation of existing capital assets.
- Long-term and other liabilities increased because of the sale of \$4.9 million in bonds to fund the construction of the Public Works facility and the School Roof project. This addition to long-term debt exceeded the amount paid to reduce existing debt. This increase also includes an increase in the other post employment benefit obligation from \$1,013,228 to \$1,406,123.
- Other liabilities increased with higher than normal accounts payable due to construction expenses.

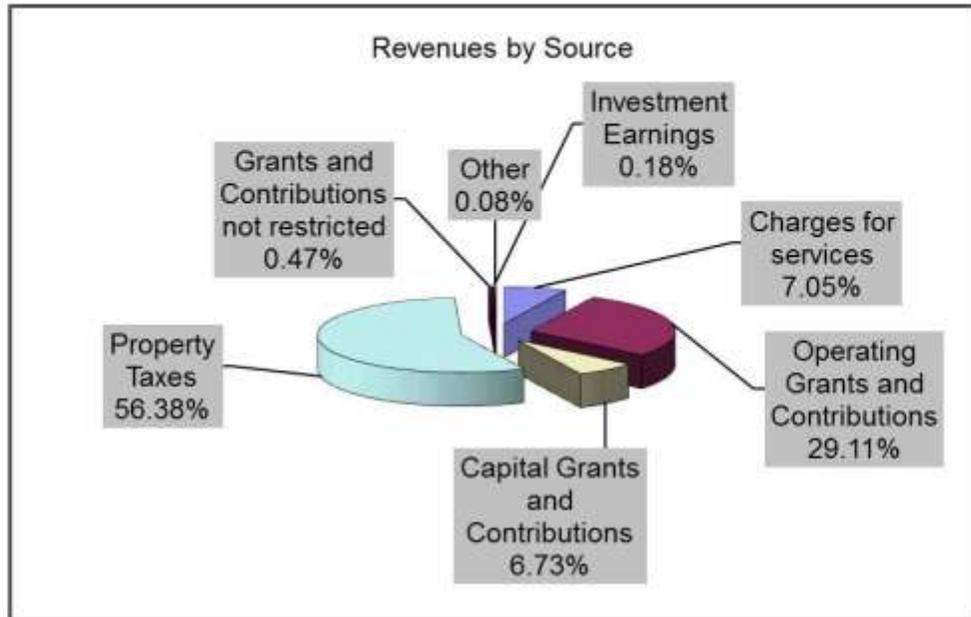
**TABLE 2  
CHANGE IN NET ASSETS**

	<b>Governmental Activities</b>	
	<b>2011</b>	<b>2010</b>
<b>Revenues:</b>		
Program revenues:		
Charges for services	\$ 3,212,371	\$ 2,983,777
Operating grants and contributions	13,269,107	13,279,083
Capital grants and contributions	3,066,858	1,354,230
General revenues:		
Property taxes	25,699,911	24,824,120
Grants and contributions not restricted to specific purposes	215,403	218,729
Unrestricted investment earnings	83,872	81,947
Other general revenues	38,407	75,581
Total revenues	<u>45,585,929</u>	<u>42,817,467</u>
<b>Expenses:</b>		
General government	1,944,976	1,947,349
Public safety	3,175,894	2,903,254
Public works	6,311,688	5,675,470
Human services	1,305,469	776,674
Culture and recreation	991,766	910,242
Sundry		
Education	30,525,168	28,845,981
Debt service	740,068	1,039,693
Total expenses	<u>44,995,029</u>	<u>42,098,663</u>
<b>Increase in Net Assets</b>	<b>\$ <u>590,900</u></b>	<b>\$ <u>718,804</u></b>

**Revenues**

The Town's total revenues were \$45.6 million. Major revenue changes include the following:

- Program revenues: Charges for services increased 7.6%. The Town changed the trash collection from a pay-as-you-throw to a tipper barrel system and the funding mechanism shifted from a use-driven bag purchase to a yearly billing. The Town received an insurance reimbursement of \$214,533. This is a one-time addition to our revenue. Without this entry charges for services would be essentially even with the charges for services in FY 2009/10.
- Capital grants increased by \$1.7 million. The largest part of the increase (\$1.2 million) is due to the School Roof project. A portion of these costs will be reimbursed by the State of Connecticut. Other new capital grants include a sidewalk installation, new bleachers at the high school, upgrade to the HVAC system at the Town Hall, installation of video equipment at the Town Hall, construction of a permanent sand/salt shed and a road/sewer installation.
- Property tax revenue increased over the previous year by \$.88 million.
- Other general revenues decreased due to receipt of one-time revenues in the prior fiscal period.



**Expenditures**

The total cost of all programs and services was \$44.9 million. The following is an explanation of the major changes:

- Net OPEB liability increased by \$392,895.
- Education expenditures increased by \$1,679,187 reflecting the receipt of several ARRA grants.
- Total interest on long-term debt decreased by \$299,625. These savings were the result of a bond refunding in the prior fiscal year.
- Human services decreased by \$528,795 due to the completion of a CDBG grant project.

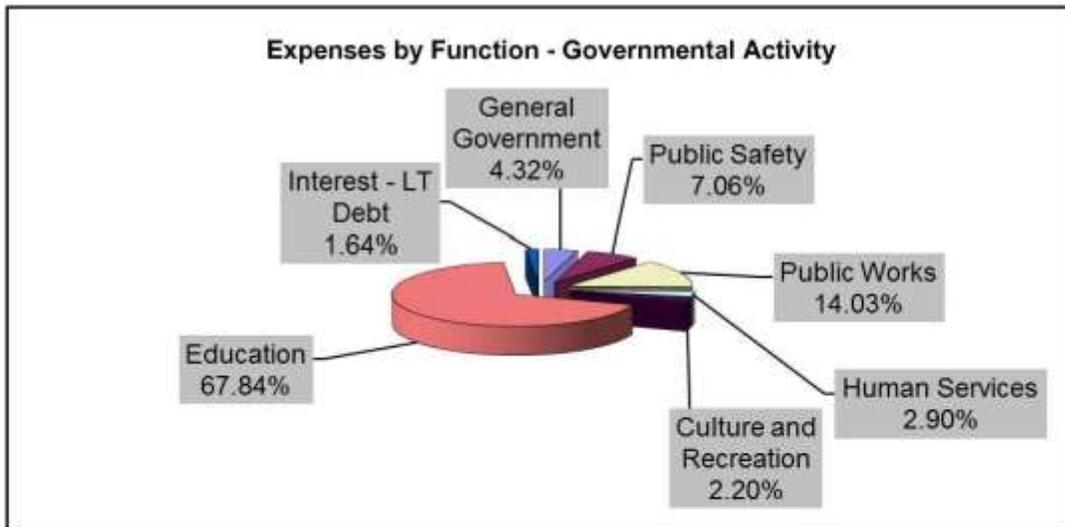


Table 3 presents the cost of each of the Town's programs - general government, public safety, public works, human services, culture and recreation, education and debt service - as well as each program's net cost (total cost less revenues generated by the activities). The net cost shows the financial burden that was placed on the Town's taxpayers by each of these functions.

The general government function includes expenses related to overall governmental administration, and includes recording of legally required documents, computer system management, finance system management, assessment and collection of taxes, elections, land use planning and economic development.

Public safety encompasses a full service police department, volunteer fire services and an ambulance service with contracted paramedic services.

Public works includes the maintenance of Town roadways, repairs of the town fleet, maintenance at town parks and athletic facilities, management of the Town's cemeteries, code enforcement and engineering services. The solid waste program is supported by user fees. This program is self supporting and reduces the overall burden on the property tax.

Human services includes general family services, youth services and elderly services. In addition, this function incorporates the Community Development Block Grant program, which provides grants and no-interest loans for home improvement and community construction projects.

Culture and recreation funds a grant to the Booth-Dimock Memorial Library and provides support for the full parks and recreation program. The General Fund provided 26% of the costs of recreation and park maintenance. The balance is supported by the fees charged for a variety of programs offered to Town residents, summer camps for youth, full waterfront services at Coventry Lake and miscellaneous programs offered at the Town parks.

**TABLE 3  
GOVERNMENTAL ACTIVITIES**

	<u>Total Cost of Services</u>		<u>Net Cost of Services</u>	
	<u>2011</u>	<u>2010</u>	<u>2011</u>	<u>2010</u>
General government	\$ 1,944,976	\$ 1,947,349	\$ (1,160,600)	\$ (1,181,959)
Public safety	3,175,894	2,903,254	(3,098,636)	(2,829,657)
Public works	6,311,688	5,675,470	(2,875,607)	(3,171,611)
Human services	1,305,469	776,674	(317,502)	(209,178)
Culture and recreation	991,766	910,242	(632,479)	(554,472)
Education	30,525,168	28,845,981	(16,625,866)	(15,507,200)
Debt service	740,068	1,039,693	(736,003)	(1,027,496)
<b>Total</b>	<b>\$ 44,995,029</b>	<b>\$ 42,098,663</b>	<b>\$ (25,446,693)</b>	<b>\$ (24,481,573)</b>

## **Town Funds Financial Analysis**

### **Governmental Funds**

At the close of the fiscal year the Town of Coventry reported (as presented in the balance sheet - Exhibit III) a combined fund balance of \$8.5 million, which is an increase from last year's total of \$6.4 million. The changes are explained as follows:

- General Fund fund balance increased \$23,081 a .8% increase over last year's balance. Revenues exceeded budget estimates, which offset increases in expenditures caused by snow related costs.
- Sewer Assessment fund balance decreased \$162,733 or (14.6)%. Upon the completion of the sewer expansion project around the lake, increased debt service requirements will cause this fund to shrink until all assessments have been collected and all debt has been paid.
- CDBG fund balance decreased \$14,077 or (36.5)%. This fund uses grant monies to support its projects. This year a project was funded to renovate and replace windows at Orchard Hills, an elderly low-income housing complex.
- Capital Projects fund balance increased by \$2,513,121. This year the Town of Coventry started construction on a new Public Works Facility. In addition, roofs on three of the four Town schools were replaced, having reached the end of their life expectancy.
- Nonmajor Governmental Funds fund balance decreased \$230,022 or (12.4)%. Town Aid Road spent funds saved from the previous year and fund balance dropped by 30%. School Lunch increased fund balance by 34%. Miscellaneous Highway decreased fund balance by 35%, spending the proceeds of prior year sale of goods and beginning a radio system upgrade. COVRRRA fund balance reduced by (14)% as the new tipper barrel system is implemented. Recreation decreased fund balance by 47.5% as program expenditures exceeded program revenues. The Sewer Operating fund balance decreased by (10)% as several major maintenance projects were begun to improve the sewer infrastructure.

The most significant expenditures were:

Public Works Garage	\$1,787,229
School Roofs	1,280,521
Sidewalks	428,521
Sand/Salt Shed	350,000
Summer Road Program	255,000
Bleachers	190,370
Kings Road	150,627
Town Hall HVAC	106,514

### **General Fund Budget Highlights**

Overall, revenues exceeded budget expectations by \$67,686. Tax revenues fell short by \$90,056 primarily due to a drop in delinquent collections. Local building permit and conveyance tax revenues also fell short by approximately \$145,000 reflecting a slowing building and real estate market. These shortfalls were offset by higher than expected state grant payments of approximately \$60,000 and a one-time insurance payment of \$214,533.

Expenditures were within budget authorization. Throughout the fiscal year the Town Council approved appropriation increases of \$300,784. Actual budgetary expenditures of \$35,083,938 were under the final budget appropriation by \$229,088. Increases to appropriations were made for special education tuition expenses, excessive snow removal costs, emergency repairs to the lake gate and a supplemental pension contribution.

## Capital Assets and Debt Administration

### *Capital Assets*

At June 30, 2011, the Town had \$117.2 million invested in a broad range of capital assets, including land, buildings, park facilities, vehicles and equipment, roads and bridges as shown in Table 4. This amount represents a net increase (including additions and deductions) of \$1.7 million, or 1.4%, over last year.

**TABLE 4**  
**CAPITAL ASSETS (Net of Depreciation)**  
**(In Thousands)**

	<b>Governmental</b>	
	<b>Activities</b>	
	<u>2011</u>	<u>2010</u>
Land	\$ 1,931,626	\$ 1,924,926
Buildings	35,312,296	35,677,438
Improvements other than buildings	1,496,600	1,342,747
Equipment	2,785,427	2,748,049
Infrastructure	72,055,145	72,166,044
Construction in progress	<u>3,652,994</u>	<u>1,709,488</u>
Total	<u>\$ 117,234,088</u>	<u>\$ 115,568,692</u>

This year's major additions included:

- Public Works garage
- Bleacher installation
- Sand/Salt shed
- Sidewalk installation Paden Rd to Post Office
- Town Hall HVAC renovation
- Video broadcast equipment
- Kings Road reconstruction
- NCFD station renovation
- WPCA generator/switch
- Bolton sewer line
- Finance computer system install
- Acceptance of various land open space conveyances
- Acceptance of various roads (lake association and developments)

More detailed information about the Town's capital assets is presented in Note 1 and Note 5 to the financial statements.

### ***Long-Term Debt***

At June 30, 2011, the Town had \$16,320,000 in general obligation bonds outstanding versus \$12,965,000 last year - an increase of \$3,355,000. Clean Water Fund Loans of \$7,544,272 show a reduction of \$396,176 from the last fiscal year balance of \$7,940,448.

The Town's general obligation bond rating was affirmed as Aa3 in January 2011. The Town has held this rating since May of 2010. The State limits the amount of general obligation debt that cities can issue based on a formula determined under State Statutes based on type of debt and tax base. The Town's outstanding general obligation debt is significantly below the state-imposed limit.

Other obligations include accrued vacation pay and sick leave. More detailed information about the Town's long-term liabilities is presented in Note 7 to the financial statements.

### **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Town's elected and appointed officials considered many factors when setting the fiscal year 2011 budget tax rates. The relatively low ratio of commercial to residential property places a high burden on the residential taxpayer. Opportunities to relieve this burden through the implementation of fees or the application for grant monies are always pursued. The per capita taxes for the Town as reported by OPM are \$1,956 compared to the state average of \$2,416. Education spending per pupil is \$11,891 while the state average is \$13,111.

The budget process considered the promise of level support in State aid to municipalities, a slowing real estate market, low interest environment, unemployment rates and general taxpayer anxiety when adopting the General Fund budget for 2011-12. The budget was balanced with the assistance from most Town employees (including teachers) who negotiated a zero increase in pay. The final proposed budget had a 1.3% increase for General Government, 1.65% for Education, and a decrease of (1.94)% for Capital and (2.12)% for Debt Service. The adopted budget General Fund budget is \$36,723,207. The property tax revenue increase needed was 2.8% from the previous year to fund this budget. The mil rate increased from 26.58 to 27.0, an increase of 1.59%. The budget was approved by the voters at the first referendum.

The Town will use budget revenues to finance programs currently offered. No new programs are proposed. The adopted budget for 2011-12 includes no transfer of funds from fund balance to offset expenditures. Council policy has established a goal for fund balance of not less than 5% of expenditures. Current fund balance is 7.9%. Moody's, the bond rating agent for the Town, has indicated that a fund balance of 10% is desirable. At this time, no transfer is recommended.

### **CONTACTING THE TOWN'S FINANCIAL MANAGEMENT**

This financial report is designed to provide citizens, taxpayers, customers, investors and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Finance Director, Town of Coventry, 1712 Main Street, Coventry, Connecticut, 06238.

## TOWN OF COVENTRY, CONNECTICUT

## STATEMENT OF NET ASSETS

JUNE 30, 2011

	<u>Governmental Activities</u>
Assets:	
Cash and cash equivalents	\$ 8,161,402
Investments	1,831,915
Receivables, net	9,744,392
Inventory	14,535
Prepaid items	37,612
Deferred charges	181,364
Capital assets not being depreciated	5,584,620
Capital assets being depreciated, net of accumulated depreciation	111,649,468
Total assets	<u>137,205,308</u>
Liabilities:	
Accounts payable and accrued liabilities	2,774,019
Unearned revenue	290,089
Noncurrent liabilities:	
Due within one year	2,015,434
Due in more than one year	25,255,051
Total liabilities	<u>30,334,593</u>
Net Assets:	
Invested in capital assets, net of related debt	94,777,800
Restricted for:	
Trust purposes - nonexpendable	1,524
Trust purposes - expendable	1,700
Unrestricted	<u>12,089,691</u>
Total Net Assets	<u>\$ 106,870,715</u>

The accompanying notes are an integral part of the financial statements

**TOWN OF COVENTRY, CONNECTICUT  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2011**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
General government	\$ 1,944,976	\$ 618,815	\$ 158,861	\$ 6,700	\$ (1,160,600)
Public safety	3,175,894	55,721	6,338	15,199	(3,098,636)
Public works	6,311,688	1,585,769	1,050	1,849,262	(2,875,607)
Human services	1,305,469	142,647	287,427	557,893	(317,502)
Culture and recreation	991,766	327,000	26,643	5,644	(632,479)
Education	30,525,168	482,419	12,784,723	632,160	(16,625,866)
Interest on long-term debt	740,068		4,065		(736,003)
<b>Total</b>	<b>\$ 44,995,029</b>	<b>\$ 3,212,371</b>	<b>\$ 13,269,107</b>	<b>\$ 3,066,858</b>	<b>(25,446,693)</b>
General revenues:					
Property taxes					25,699,911
Grants and contributions not restricted to specific programs					215,403
Unrestricted investment earnings					83,872
Miscellaneous					38,407
Total general revenues					<u>26,037,593</u>
Change in net assets					590,900
Net Assets at Beginning of Year					<u>106,279,815</u>
Net Assets at End of Year					<u>\$ 106,870,715</u>

A-13

The accompanying notes are an integral part of the financial statements

**TOWN OF COVENTRY, CONNECTICUT**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**JUNE 30, 2011**

	<u>General</u>	<u>Sewer Assessment</u>	<u>CDBG Grant</u>	<u>Capital Projects</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>						
Cash and cash equivalents	\$ 1,716,219	\$ 447,722	\$ 46,692	\$ 3,953,704	\$ 1,839,863	\$ 8,004,200
Investments	1,301,044	504,374			26,497	1,831,915
Receivables, net	1,543,381	4,778,482	2,073,038	860,633	488,858	9,744,392
Other	37,612					37,612
Inventories					14,535	14,535
<b>Total Assets</b>	<u>\$ 4,598,256</u>	<u>\$ 5,730,578</u>	<u>\$ 2,119,730</u>	<u>\$ 4,814,337</u>	<u>\$ 2,369,753</u>	<u>\$ 19,632,654</u>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>Liabilities:</b>						
Accounts and other payables	\$ 305,616	\$	\$ 56,555	\$ 1,964,001	\$ 241,931	\$ 2,568,103
Deferred revenue	1,228,177	4,778,482	2,038,740		500,973	8,546,372
<b>Total liabilities</b>	<u>1,533,793</u>	<u>4,778,482</u>	<u>2,095,295</u>	<u>1,964,001</u>	<u>742,904</u>	<u>11,114,475</u>
<b>Fund balances:</b>						
Nonspendable	37,612				16,059	53,671
Restricted		952,096	24,435	2,850,336	206,717	4,033,584
Committed	4,352				1,416,239	1,420,591
Assigned	233,507					233,507
Unassigned	2,788,992				(12,166)	2,776,826
<b>Total fund balances</b>	<u>3,064,463</u>	<u>952,096</u>	<u>24,435</u>	<u>2,850,336</u>	<u>1,626,849</u>	<u>8,518,179</u>
<b>Total Liabilities and Fund Balances</b>	<u>\$ 4,598,256</u>	<u>\$ 5,730,578</u>	<u>\$ 2,119,730</u>	<u>\$ 4,814,337</u>	<u>\$ 2,369,753</u>	<u>\$ 19,632,654</u>

(Continued on next page)

## TOWN OF COVENTRY, CONNECTICUT

## BALANCE SHEET - GOVERNMENTAL FUNDS (CONTINUED)

JUNE 30, 2011

Reconciliation of the Balance Sheet - Governmental Funds  
to the Statement of Net Assets:

Amounts reported for governmental activities in the statement of net assets (Exhibit I)  
are different because of the following:

Fund balances - total governmental funds (Exhibit III)	\$	8,518,179
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds:		
Governmental capital assets	\$	151,964,227
Less accumulated depreciation		<u>(34,730,139)</u>
Net capital assets		117,234,088
Other long-term assets are not available to pay for current-period expenditures and, therefore, are not recorded in the funds:		
Property tax receivables greater than 60 days		913,427
Interest receivable on property taxes		296,140
Assessments receivable		4,778,482
Sewer use receivable		65,918
Mortgage loans		2,038,740
Bond issuance costs		181,364
COVRRRA receivables		163,576
Internal service funds are used by management to charge the costs of risk management to individual funds. The assets and liabilities of the internal service funds are reported with governmental activities in the statement of net assets.		157,202
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the funds:		
Bonds and notes payable		(23,864,272)
Interest payable on bonds and notes		(205,916)
Compensated absences		(973,121)
Capital lease		(254,534)
Bond premium		(413,209)
Net pension obligation		(220,482)
Net other post employment benefit obligation		(1,406,123)
Deferred charges on refunding		122,556
Landfill postclosure liability		<u>(261,300)</u>
Net Assets of Governmental Activities (Exhibit I)	\$	<u>106,870,715</u>

The accompanying notes are an integral part of the financial statements

**TOWN OF COVENTRY, CONNECTICUT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES - GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	<u>General</u>	<u>Sewer Assessments</u>	<u>CDBG Grant</u>	<u>Capital Projects</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>Revenues:</b>						
Property taxes	\$ 25,462,109					\$ 25,462,109
Intergovernmental	10,795,520		793,938	1,046,356	3,228,044	15,863,858
Charges for services	638,064	520,987	78,432	7,278	2,205,647	3,450,408
Investment earnings	59,097	5,432		350	18,993	83,872
Miscellaneous					67,779	67,779
Total revenues	<u>36,954,790</u>	<u>526,419</u>	<u>872,370</u>	<u>1,053,984</u>	<u>5,520,463</u>	<u>44,928,026</u>
<b>Expenditures:</b>						
<b>Current:</b>						
General government	1,409,890				114,451	1,524,341
Public safety	2,028,317				26,946	2,055,263
Public works	1,928,393				2,188,571	4,116,964
Human services	231,538		886,447		95,759	1,213,744
Culture and recreation	433,133				459,159	892,292
Insurance and sundry	2,419,958					2,419,958
Education	25,860,037				2,784,181	28,644,218
Debt service	2,715,202			70,920		2,786,122
Capital outlay	475,594			3,527,636	135,535	4,138,765
Total expenditures	<u>37,502,062</u>	<u>-</u>	<u>886,447</u>	<u>3,598,556</u>	<u>5,804,602</u>	<u>47,791,667</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(547,272)</u>	<u>526,419</u>	<u>(14,077)</u>	<u>(2,544,572)</u>	<u>(284,139)</u>	<u>(2,863,641)</u>
<b>Other Financing Sources (Uses):</b>						
Issuance of bonds				4,950,000		4,950,000
Bond premiums				43,011		43,011
Transfers in	699,035			64,682	64,000	827,717
Transfers out	(128,682)	(689,152)			(9,883)	(827,717)
Total other financing sources (uses)	<u>570,353</u>	<u>(689,152)</u>		<u>5,057,693</u>	<u>54,117</u>	<u>4,993,011</u>
Net Change in Fund Balances	23,081	(162,733)	(14,077)	2,513,121	(230,022)	2,129,370
Fund Balances at Beginning of Year, as Restated	<u>3,041,382</u>	<u>1,114,829</u>	<u>38,512</u>	<u>337,215</u>	<u>1,856,871</u>	<u>6,388,809</u>
Fund Balances at End of Year	<u>\$ 3,064,463</u>	<u>\$ 952,096</u>	<u>\$ 24,435</u>	<u>\$ 2,850,336</u>	<u>\$ 1,626,849</u>	<u>\$ 8,518,179</u>

(Continued on next page)

**TOWN OF COVENTRY, CONNECTICUT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES - GOVERNMENTAL FUNDS (CONTINUED)**  
**FOR THE YEAR ENDED JUNE 30, 2011**

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund  
Balances of Governmental Funds to the Statement of Activities:

Amounts reported for governmental activities in the statement of activities (Exhibit II) are different because:

Net change in fund balances - total governmental funds (Exhibit IV)	\$ 2,129,370
Governmental funds report capital outlays as expenditures. In the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:	
Capital outlay	3,391,619
Depreciation expense	(2,409,874)
Donations of capital assets increase net assets in the statement of activities, but do not appear in the governmental funds because they are not financial resources.	770,399
The statement of activities reports losses arising from the trade-in of existing capital assets to acquire new capital assets. Conversely, governmental funds do not report any gain or loss on a trade-in of capital assets.	(86,748)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds, and revenues recognized in the funds are not reported in the statement of activities:	
School building grant receipts	(112,261)
Property tax receivable - accrual basis change	203,036
Property tax interest and lien revenue - accrual basis change	34,766
Sewer use and assessment receivable - accrual basis change	(356,915)
Loans and other receivables - accrual basis change	64,215
Amortization of bond premiums	30,591
Other receivables	54,663
The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net assets. Also, governmental funds report the effect of issuance costs, premiums, discounts and similar items when debt is first issued, whereas these amounts are amortized and deferred in the statement of activities. The details of these differences in the treatment of long-term debt and related items are as follows:	
Bond principal payments	1,991,176
Issuance of bonds and notes	(4,950,000)
Capital lease payments	131,740
Premium on bond issuance	(43,011)
Bond issuance costs	
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds:	
Compensated absences	48,660
Accrued interest	(79,634)
Amortization of deferred charge on refunding	(11,450)
Amortization of issuance costs	(16,369)
Net other post employment benefit expense	(392,895)
Net pension expense	109,008
Landfill postclosure care	20,100
Internal service funds are used by management to charge costs to individual funds. The net revenue of certain activities of internal services funds is reported with governmental activities.	70,714
Change in Net Assets of Governmental Activities (Exhibit II)	<u>\$ 590,900</u>

The accompanying notes are an integral part of the financial statements

## TOWN OF COVENTRY, CONNECTICUT

## STATEMENT OF NET ASSETS - PROPRIETARY FUNDS

JUNE 30, 2011

	<u>Governmental Activities Internal Service Fund</u>
Assets:	
Current:	
Cash and cash equivalents	\$ <u>157,202</u>
Net Assets:	
Unrestricted	<u>157,202</u>
Total Net Assets	\$ <u><u>157,202</u></u>

The accompanying notes are an integral part of the financial statements

**TOWN OF COVENTRY, CONNECTICUT**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES**  
**IN FUND NET ASSETS - PROPRIETARY FUNDS**

**FOR THE YEAR ENDED JUNE 30, 2011**

	<u>Governmental Activities</u>
	<u>Internal Service Fund</u>
Operating Revenues:	
Employer contributions	\$ <u>290,324</u>
Operating Expenses:	
Administrative expense	18,338
Employee benefits	<u>201,272</u>
Total operating expenses	<u>219,610</u>
Operating Income	70,714
Net Assets at Beginning of Year	<u>86,488</u>
Net Assets at End of Year	\$ <u><u>157,202</u></u>

The accompanying notes are an integral part of the financial statements

**TOWN OF COVENTRY, CONNECTICUT**  
**STATEMENT OF CASH FLOWS - PROPRIETARY FUND**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	<u>Governmental Activities</u> <u>Internal Service Fund</u>
Cash Flows from Operating Activities:	
Cash received from users	\$ 290,324
Cash payments to providers of benefits	<u>(219,610)</u>
Net cash provided by operating activities	<u>70,714</u>
Net Increase in Cash and Cash Equivalents	70,714
Cash and Cash Equivalents at Beginning of Year	<u>86,488</u>
Cash and Cash Equivalents at End of Year	<u>\$ 157,202</u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities:	
Operating income	<u>\$ 70,714</u>
Net Cash Provided by Operating Activities	<u>\$ 70,714</u>

The accompanying notes are an integral part of the financial statements

## TOWN OF COVENTRY, CONNECTICUT

## STATEMENT OF FIDUCIARY NET ASSETS - FIDUCIARY FUNDS

JUNE 30, 2011

	<u>Pension Trust Fund</u>	<u>Agency Funds</u>
Assets:		
Cash and cash equivalents	\$ 7,891	\$ 1,120,887
Investments - mutual funds	7,887,156	
Accounts receivable	<u>4,494</u>	
Total assets	<u>7,899,541</u>	<u>\$ 1,120,887</u>
Liabilities:		
Due to others		<u>\$ 1,120,887</u>
Net Assets:		
Held in trust for pension benefits	<u>\$ 7,899,541</u>	

The accompanying notes are an integral part of the financial statements

## TOWN OF COVENTRY, CONNECTICUT

STATEMENT OF CHANGES IN PLAN NET ASSETS - FIDUCIARY FUNDS  
PENSION TRUST FUND

FOR THE YEAR ENDED JUNE 30, 2011

Additions:	
Contributions:	
Employer	\$ 1,139,895
Plan members	<u>175,776</u>
Total contributions	1,315,671
Investment income:	
Net investment gain	<u>1,314,239</u>
Total additions	<u>2,629,910</u>
Deductions:	
Benefits	454,640
Administration	<u>47,447</u>
Total deductions	<u>502,087</u>
Change in Net Assets	2,127,823
Net Assets - Beginning of Year	<u>5,771,718</u>
Net Assets - End of Year	<u>\$ 7,899,541</u>

The accompanying notes are an integral part of the financial statements

**TOWN OF COVENTRY, CONNECTICUT**  
**NOTES TO THE FINANCIAL STATEMENTS**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Town of Coventry, Connecticut (the Town) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant policies of the Town are described below.

**A. Reporting Entity**

The Town was incorporated in 1712 and operates under a Council/Manager form of government adopted by Charter in 1967. The seven-member Town Council is the legislative body responsible for enacting ordinances, budget preparation and establishing a property tax mill rate. The Town Manager serves as the Chief Executive Officer in charge of the daily operation of the Town organization in accordance with Council policy and regulation. A seven-member Board of Education, a separately elected body, is responsible for the educational policy of the Coventry Public School system.

The Town provides the following services: general government, public safety, public works, human services, culture and recreation, and education.

The Town has the power to incur indebtedness by issuing bonds or notes as provided by the Connecticut General Statutes.

**B. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported as general revenues.

The fund financial statements provide information about the Town's funds, including its fiduciary funds. Separate statements for each fund category - governmental, proprietary and fiduciary - are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

Separate financial statements are provided for governmental, proprietary and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

### C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the pension trust fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, charges for services, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received.

Agency funds use the accrual basis of accounting, but have no measurement focus since they report only assets and liabilities.

The Town reports the following major governmental funds:

The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the Town, except those required to be accounted for in another fund.

The *Sewer Assessment Fund* accounts for the extension and maintenance of sewer lines. The major source of revenue for this fund is sewer assessment charges.

The *CDBG Grant Fund* accounts for the Community Development Block Grant program grants and loans. The major sources of revenue for this fund are capital grants and repayments on loans.

The *Capital Projects Fund* accounts for financial resources to be used for capital expenditures or for the acquisition or construction of capital facilities, improvements and/or equipment. The major sources of financing for this fund are the issuance of general obligation bonds and capital grants.

Additionally, the Town reports the following fiduciary fund types:

The *Internal Service Fund* accounts for the self-insured activities of the Town.

The *Pension Trust Fund* accounts for resources held in trust for the members and beneficiaries of the Town of Coventry Retirement System.

The *Agency Funds* account for resources held by the Town in a purely custodial capacity. The Town maintains two agency funds, the School Activities Fund and the Escrow Deposit Fund.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes and other charges between certain Town functions because the elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include property taxes.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed. Unrestricted resources are used in the following order: committed, assigned then unassigned.

#### **D. Deposits and Investments**

Cash and cash equivalents include short-term, highly liquid investments with original maturities of three months or less when purchased.

State statutes authorize the Town to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds, repurchase agreements and certain other investments as described in Note 3.

Investments for the Town are reported at fair value.

#### **E. Receivables and Payables**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." All property tax receivables are shown net of an allowance for uncollectibles. An amount of \$141,531 has been established as an allowance for uncollectible taxes. At June 30, 2011, this represents 12.36% of all property taxes receivable.

Property taxes become an enforceable lien and are assessed on property as of October 1; however, the legal right to attach property does not exist until July 1. Property assessments are made at 70% of the market value. Real estate taxes are billed on July 1 and are payable in semiannual installments on July 1 and January 1. Personal property and motor vehicle taxes are billed and due July 1, and motor vehicle supplement taxes are billed and due January 1. Liens are effective on the assessment date and are continued by filing before the end of the year following the due date.

Upon completion of projects, sewer assessments are levied and assessed to the users each October. Usage charges are billed in May and November. Assessments and user charges are due and payable within 30 days, and delinquent amounts are subject to interest at prevailing rates. Liens are filed on all properties until the assessment is paid in full.

#### **F. Inventories and Prepaid Items**

Inventories are reported at cost using the first-in first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

#### **G. Capital Assets**

Capital assets, which include property, equipment and infrastructure assets (e.g. roads, bridges, sidewalks and similar items), are reported in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial individual cost of more than \$10,000 for land, \$5,000 for furniture and equipment, and \$100,000 for infrastructure. Such assets are recorded at historical cost, or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of a capital asset or materially extend capital asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is not included as part of the capitalized value of the assets constructed.

Capital assets of the Town are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	10-50
System infrastructure	40-75
Furniture and equipment	3-20

#### **H. Unearned/Deferred Revenue**

In the government-wide and fund financial statements, this liability represents resources that have been received but not yet earned. In the fund financial statements, this liability also represents revenues considered measurable but not available during the current period.

#### **I. Compensated Absences**

Town and Board of Education employees earn vacation and sick time based upon years of service and the terms of various union contracts.

All compensated absences are accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured. Expenditures for compensated absences are recognized in the governmental fund financial statements in the current year to the extent they are paid during the year or the vested amount is expected to be paid with available resources.

#### **J. Long-Term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

#### **K. Equity**

Equity in the government-wide financial statements is defined as "net assets" and is classified in the following categories:

Invested in Capital Assets, Net of Related Debt - This component of net assets consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

Restricted Net Assets - Net assets are restricted because they are externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Assets - This component consists of net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

The equity of the fund financial statements is defined as "fund balance" and is classified in the following categories:

Nonspendable Fund Balance - This represents amounts that cannot be spent due to form (e.g., inventories and prepaid amounts).

Restricted Fund Balance - This represents amounts constrained for a specific purpose by external parties, such as grantors, creditors, contributors, or laws and regulations of their governments.

Committed Fund Balance - This represents amounts constrained for a specific purpose by a government using its highest level of decision-making authority (Town of Coventry Town Council).

Assigned Fund Balance - For all governmental funds other than the General Fund, this represents any remaining positive amounts not classified as restricted or committed. For the General Fund, this includes amounts constrained for the intent to be used for a specific purpose by the Town Manager who has been delegated authority to assign amounts by the Town Charter.

Unassigned Fund Balance - This represents fund balance in the General Fund in excess of nonspendable, restricted, committed and assigned fund balance. If another governmental fund has a fund balance deficit, it is reported as a negative amount in unassigned fund balance.

## **2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

The Town adheres to the following procedures in establishing the budgetary data included in the General Fund financial statements:

- The Town Manager prepares an operating, capital and debt service budget from information provided by various Town departments. The Board of Education also prepares an operating budget. The budget includes the proposed expenditures and the means to finance them.
- These budgets are presented at a public hearing before being amended and adopted by the Town Council. The Council's operating or General Fund budget is submitted to a Town meeting that approves, rejects or reduces the budget, which is subsequently adjourned to a referendum for ratification.
- Expenditures are budgeted by function, department and object. The legal level of budgetary control, the level at which expenditures may not exceed appropriations, is established by function and department. Upon request, the Town Council may, by resolution, transfer any unencumbered appropriation, balance or portion thereof from one department, commission, board or office to another. No transfer shall be made from any appropriations for debt service and other statutory charges. Transfers between line items within a department may be made with the approval of the Town Manager.
- The Town Council can make additional appropriations, subject to fund balance availability and other restrictions, up to 1.5% of the current year's property tax levy. Additional appropriations can be made when unanticipated revenue is made available for specific purposes. Additional appropriations during the year were \$300,784, of which \$240,550 came from fund balance and \$60,234 came from unanticipated revenue. All additional appropriations were made in accordance with Charter provisions.

- Appropriations not encumbered at the end of the fiscal year lapse. Encumbrances for capital additions lapse at the end of three years (if there is no activity), and all other encumbrances lapse at the end of one year.
- Formal budgetary integration is employed as a management control device during the year for the General Fund.
- The General Fund budget is prepared on a modified accrual basis of accounting except for encumbrances, which are recognized as a valid and proper charge against a budget appropriation in the year in which the purchase order, contract or other commitment is issued. Encumbrances outstanding at year end are reflected in budgetary reports as expenditures in the current year. Additionally, the Town does not budget for revenues or expenditures associated with pension contributions made by the State of Connecticut on behalf of Town of Coventry teachers or for expenditures reimbursed by the State of Connecticut for excess costs related to certain special education students.

The Miscellaneous Grants fund (Nonmajor Special Revenue Fund) has a deficit fund balance of \$12,166. This deficit will be funded by future grants.

### 3. CASH, CASH EQUIVALENTS AND INVESTMENTS

The deposit of public funds is controlled by the Connecticut General Statutes (Section 7-402). Deposits may be made in a “qualified public depository” as defined by Statute or in amounts not exceeding the Federal Deposit Insurance Corporation insurance limit in an “out of state bank,” as defined by the Statutes, which is not a “qualified public depository.”

The Connecticut General Statutes (Section 7-400) permit municipalities to invest in: 1) obligations of the United States and its agencies, 2) highly rated obligations of any state of the United States or of any political subdivision, authority or agency thereof, and 3) shares or other interests in custodial arrangements or pools maintaining constant net asset values and in highly rated no-load open end money market and mutual funds (with constant or fluctuating net asset values) whose portfolios are limited to obligations of the United States and its agencies, and repurchase agreements fully collateralized by such obligations. Other provisions of the Statutes cover specific municipal funds with particular investment authority. The provisions of the Statutes regarding the investment of municipal pension funds do not specify permitted investments. Therefore, investment of such funds is generally controlled by the laws applicable to fiduciaries and the provisions of the applicable plan.

The Statutes (Sections 3-24f and 3-27f) also provide for investment in shares of the State Short-Term Investment Fund (STIF) and the State Tax Exempt Proceeds Fund (TEPF). These investment pools are under the control of the State Treasurer, with oversight provided by the Treasurer’s Cash Management Advisory Board, and are regulated under the State Statutes and subject to annual audit by the Auditors of Public Accounts. Investment yields are accounted for on an amortized-cost basis with an investment portfolio that is designed to attain a market-average rate of return throughout budgetary and economic cycles. Investors accrue interest daily based on actual earnings, less expenses and transfers to the designated surplus reserve, and the fair value of the position in the pool is the same as the value of the pool shares.

#### A. Deposits

*Deposit Custodial Credit Risk* - Custodial credit risk is the risk that, in the event of a bank failure, the Town’s deposit will not be returned. The Town does not have a deposit policy for custodial credit risk. The deposit of public funds is controlled by the Connecticut General Statutes. Deposits may be placed with any qualified public depository that has its main place of business in the State of Connecticut.

Based on the criteria described in GASB Statement No. 40, *Deposits and Investment Risk Disclosures*, \$7,323,826 of the Town's bank balance of \$8,909,986 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$ 6,491,443
Uninsured and collateral held by the pledging bank's trust department, not in the Town's name	<u>832,383</u>
Total Amount Subject to Custodial Credit Risk	<u>\$ 7,323,826</u>

Connecticut General Statutes require that each depository maintain segregated collateral (not required to be based on a security agreement between the depository and the municipality and, therefore, not perfected in accordance with federal law) in an amount equal to a defined percentage of its public deposits based upon the depository's risk-based capital ratio.

### Cash Equivalents

Cash equivalents are short-term, highly liquid investments that are both readily convertible to known amounts of cash and purchased within 90 days of maturity. At June 30, 2011, the Town's cash equivalents amounted to \$701,177. The Town's cash equivalents are invested in the State Short-Term Investment Fund (STIF) pool and the State Tax Exempt Proceeds Fund, which are rated AAAM and not rated, respectively, by Standard & Poor's, a nationally recognized statistical rating organization. The pool has a maturity of less than one year.

### B. Investments

Investments as of June 30, 2011 in all funds are as follows:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturity Less Than 1 Year</u>
Interest bearing investments:		
Certificates of deposit	\$ 1,829,453	\$ 1,829,453
Other investments:		
Common stock	2,462	
Pooled open-end mutual fund accounts:		
Pension investments held by administrator	<u>7,887,156</u>	
Total	<u>\$ 9,719,071</u>	

*Interest Rate Risk* - The Town's formal investment policy does not limit investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

*Credit Risk - Investments* - As indicated above, State Statutes limit the investment options of cities and towns. The Town's investment policy provides investment guidelines and lists prohibited investments.

*Concentration of Credit Risk* - The Town's investment policy does not allow for an investment in any one issuer that is in excess of 5% of the Town's total investments.

*Custodial Credit Risk* - Custodial credit risk for an investment is the risk that, in the event of the failure of the counterparty (the institution that pledges collateral or repurchase agreement securities to the Town or that sells investments to or buys them for the Town), the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Town does not have a policy for custodial credit risk. At June 30, 2011, the Town had \$2,462 in uninsured and unregistered securities held by the counterparty, or by its trust department or agent that were not in the Town's name.

#### 4. RECEIVABLES

Receivables as of year end for the Town's individual major funds, and nonmajor funds and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	<u>General</u>	<u>Sewer Assessment</u>	<u>CDBG Grant</u>	<u>Capital Projects</u>	<u>Nonmajor and Other Funds</u>	<u>Total</u>
Receivables:						
Interest	\$ 477,526	\$	\$	\$	\$	\$ 477,526
Taxes	1,144,622					1,144,622
Accounts	244,150				238,843	482,993
Intergovernmental			34,298	860,633	254,509	1,149,440
Special assessments		4,778,482				4,778,482
Loans			2,038,740			2,038,740
Pension contribution						
Gross receivables	<u>1,866,298</u>	<u>4,778,482</u>	<u>2,073,038</u>	<u>860,633</u>	<u>493,352</u>	<u>10,071,803</u>
Less allowance for uncollectibles:						
Taxes	(141,531)					(141,531)
Delinquent interest	<u>(181,386)</u>					<u>(181,386)</u>
Net Total Receivables	<u>\$ 1,543,381</u>	<u>\$ 4,778,482</u>	<u>\$ 2,073,038</u>	<u>\$ 860,633</u>	<u>\$ 493,352</u>	<u>\$ 9,748,886</u>

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of deferred revenue reported in the governmental funds were as follows:

	<u>Unavailable</u>	<u>Unearned</u>
Delinquent property taxes receivable	\$ 913,427	\$
Interest on delinquent property taxes	296,140	
Sewer operating receivable	65,918	
Special assessments not yet due	4,778,482	
Grant drawdowns prior to meeting all eligibility requirements		52,969
Loans receivable	2,038,740	
Unearned program revenues		137,512
COVRRR receivables	163,576	
Advanced collections on COVRRR billings		<u>99,608</u>
	<u>\$ 8,256,283</u>	<u>\$ 290,089</u>

## 5. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2011 consisted of the following:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Transfers</u>	<u>Ending Balance</u>
Governmental activities:					
Capital assets not being depreciated:					
Land	\$ 1,924,926	\$ 6,700	\$ -	\$ -	\$ 1,931,626
Construction in progress	1,709,488	2,316,859	-	(373,353)	3,652,994
Total capital assets not being depreciated	<u>3,634,414</u>	<u>2,323,559</u>	<u>-</u>	<u>(373,353)</u>	<u>5,584,620</u>
Capital assets being depreciated:					
Buildings	46,067,725	360,552	-	-	46,428,277
Improvements other than buildings	1,385,426	200,000	(9,630)	-	1,575,796
Furniture and equipment	5,832,885	349,625	(232,229)	25,355	5,975,636
Infrastructure	91,208,926	928,282	(85,308)	347,998	92,399,898
Total capital assets being depreciated	<u>144,494,962</u>	<u>1,838,459</u>	<u>(327,167)</u>	<u>373,353</u>	<u>146,379,607</u>
Less accumulated depreciation for:					
Buildings	(10,390,287)	(725,694)	-	-	(11,115,981)
Improvements other than buildings	(42,679)	(36,517)	-	-	(79,196)
Furniture and equipment	(3,084,836)	(301,805)	196,432	-	(3,190,209)
Infrastructure	(19,042,882)	(1,345,858)	43,987	-	(20,344,753)
Total accumulated depreciation	<u>(32,560,684)</u>	<u>(2,409,874)</u>	<u>240,419</u>	<u>-</u>	<u>(34,730,139)</u>
Total capital assets being depreciated, net	<u>111,934,278</u>	<u>(571,415)</u>	<u>(86,748)</u>	<u>373,353</u>	<u>111,649,468</u>
Governmental Activities Capital Assets, Net	<u>\$ 115,568,692</u>	<u>\$ 1,752,144</u>	<u>\$ (86,748)</u>	<u>\$ -</u>	<u>\$ 117,234,088</u>

Depreciation and amortization expense was charged to functions of the Town as follows:

Governmental Activities:	
General government	\$ 24,245
Public safety	164,891
Public works	1,607,618
Culture and recreation	40,493
Education	<u>572,627</u>
Total Depreciation and Amortization Expense - Governmental Activities	<u>\$ 2,409,874</u>

## 6. INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2011 consisted of the following:

	<b>Transfers In</b>			<b>Total</b>
	<b>General Fund</b>	<b>Capital Projects</b>	<b>Nonmajor Governmental</b>	
Transfers out:				
General Fund	\$	\$ 64,682	\$ 64,000	\$ 128,682
Sewer Assessment	689,152			689,152
Nonmajor governmental funds	9,883			9,883
	<u>\$ 699,035</u>	<u>\$ 64,682</u>	<u>\$ 64,000</u>	<u>\$ 827,717</u>

Transfers are used to 1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and 2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

## 7. LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities for the year ended June 30, 2011:

	<b>Beginning Balance</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance</b>	<b>Due Within One Year</b>
Bonds and loans payable:					
General obligation bonds	\$ 12,965,000	\$ 4,950,000	\$ 1,595,000	\$ 16,320,000	\$ 1,400,000
Less deferred amounts:					
On refunding	(134,006)		(11,450)	(122,556)	
For issuance premiums	400,789	43,011	30,591	413,209	
Loans payable - Clean Water Fund	7,940,448		396,176	7,544,272	404,172
	<u>21,172,231</u>	<u>4,993,011</u>	<u>2,010,317</u>	<u>24,154,925</u>	<u>1,804,172</u>
Other liabilities:					
Capital leases	386,274		131,740	254,534	134,048
Landfill postclosure	281,400		20,100	261,300	20,100
Net OPEB obligation	1,013,228	392,895		1,406,123	
Net pension obligation	329,490		109,008	220,482	
Compensated absences	1,021,781	26,138	74,798	973,121	57,114
Total Governmental Activities					
Long-Term Liabilities	<u>\$ 24,204,404</u>	<u>\$ 5,412,044</u>	<u>\$ 2,345,963</u>	<u>\$ 27,270,485</u>	<u>\$ 2,015,434</u>

General obligation bonds allocable to sewer projects are secured by the full faith and credit of the Town but are substantially liquidated by sewer assessments. The remaining liabilities above have typically been liquidated by the General Fund.

### General Obligation Bonds

A summary of general obligation bonds outstanding at June 30, 2011 is as follows:

Description	Date of Issue	Date of Maturity	Interest Rate (%)	Amount of Original Issue	Balance Outstanding June 30, 2011
2002 General Obligation	12/1/2002	2013	3.25-4%	\$ 270,000	\$ 70,000
2002 Refunding Bonds	12/1/2002	2022	3.25%-4.9%	1,350,000	550,000
2007 General Obligation	7/15/2006	2025	4.25-6.25%	465,000	404,000
2007 General Obligation	7/15/2006	2025	4.25-6.25%	455,000	397,000
2007 General Obligation	7/15/2006	2025	4.25-6.25%	215,000	187,000
2007 General Obligation	7/15/2006	2025	4.25-6.25%	100,000	87,000
2010 Refunding Bonds Series A	2/9/2010	2025	1%-3.5%	2,500,000	1,580,000
2010 Refunding Bonds Series B	2/9/2010	2025	2-4%	3,438,000	2,520,000
2010 Refunding Bonds Series B	2/9/2010	2025	2-4%	57,000	39,000
2010 Refunding Bonds Series B	2/9/2010	2025	2-4%	3,105,000	2,475,000
2010 Refunding Bonds Series B	2/9/2010	2025	2-4%	270,000	121,000
2010 Refunding Bonds Series B	2/9/2010	2025	2-4%	2,605,000	1,931,000
2010 Refunding Bonds Series B	2/9/2010	2025	2-4%	1,200,000	1,009,000
2011 General Obligation	3/18/2011	2031	2-4.125%	3,350,000	3,350,000
2011 General Obligation	3/18/2011	2031	2-4.125%	1,600,000	1,600,000
					<u>\$ 16,320,000</u>

### Clean Water Fund Loan Payable

The Town is currently participating in the State of Connecticut Clean Water Fund Loan program. The loan matures on June 30, 2027. The loan currently bears interest at 2%.

### Bonds and Notes Payable

Annual debt service requirements to maturity on general obligation bonds and Clean Water Fund loans are as follows as of June 30, 2011:

Year Ending June 30	Principal	Interest	Total
2012	\$ 1,804,172	\$ 704,378	\$ 2,508,550
2013	1,867,330	661,041	2,528,371
2014	1,900,653	601,531	2,502,184
2015	1,799,143	544,033	2,343,176
2016	1,797,805	490,590	2,288,395
2017-2021	7,905,200	1,603,601	9,508,801
2022-2026	5,044,530	672,642	5,717,172
2027-2031	1,745,439	151,427	1,896,866
	<u>\$ 23,864,272</u>	<u>\$ 5,429,243</u>	<u>\$ 29,293,515</u>

The Town's indebtedness does not exceed the legal debt limitations as required by the Connecticut General Statutes as reflected in the following schedule:

<u>Category</u>	<u>Debt Limit</u>	<u>Indebtedness</u>	<u>Balance</u>
General purpose	\$ 57,448,015	\$ 4,863,000	\$ 52,585,015
Schools	114,896,030	11,029,255	103,866,475
Sewers	95,746,691	3,010,390	92,736,301
Urban renewal	82,980,466		82,980,466
Pension deficit	76,597,353		76,597,353

The total overall statutory debt limit for the Town is equal to seven times annual receipts from taxation or \$178,727,157.

Amounts above do not include \$397,000 of Water System Improvement bonds issued, which are excluded from the Town's statutory debt limit pursuant to Connecticut General Statutes.

### Capital Leases

A summary of assets acquired through capital leases is as follows as of June 30, 2011:

	<u>Governmental Activities</u>
Buildings	\$ 85,920
Machinery and equipment	1,523,026
Less accumulated amortization	<u>(821,345)</u>
	<u>\$ 787,601</u>

Future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2011 are as follows:

<u>Year Ending June 30</u>	<u>Governmental Activities</u>
2012	\$ 142,792
2013	102,202
2014	<u>23,231</u>
Total minimum lease payments	268,225
Less amount representing interest	<u>(13,691)</u>
Present Value of Minimum Lease Payments	<u>\$ 254,534</u>

### Landfill Postclosure

State and federal laws and regulations require the Town to place a final cover on its landfill site and to perform certain maintenance and monitoring functions at the site for 30 years after closure. The Town's landfill has stopped accepting waste, closure has been completed and monitoring is continuing. The remaining postclosure costs are estimated to be \$261,300 over the next 13 years. Actual costs may be higher due to inflation, changes in technology or changes in regulations. The Town will appropriate the costs of monitoring on an ongoing basis through the General Fund budget.

**8. RISK MANAGEMENT**

The Town is exposed to various risks of loss related to torts; theft of, damage to or destruction of assets; errors or omissions; injuries to employees or natural disasters. The Town purchases commercial insurance for all risks of loss. There are no significant reductions in insurance coverage from the prior year. The amount of claim settlements has not exceeded insurance coverage for each of the past three years.

The Town's self-insurance fund is used to account for dental insurance coverage for Town employees. The Town examines the coverage on a yearly basis to determine adequate coverage and minimize risk. A schedule of changes in the claims liability for the years ended June 30, 2010 and 2011, is presented below:

	<u>Claims Payable July 1</u>	<u>Claims and Changes in Estimates</u>	<u>Claims Paid</u>	<u>Claims Payable June 30</u>
2009-2010	\$ -	\$ 227,220	\$ 227,220	\$ -
2010-2011	-	219,610	219,610	-

**9. PENSION PLANS**

**A. Defined Benefit Plan**

**Plan Description**

The Town of Coventry Employee Retirement System (CERS or the Plan) is a single-employer retirement system established and administered by the Town to provide pension benefits to substantially all Town and Board of Education employees, except for professional employees of the Board of Education who are covered under the State of Connecticut Teachers Retirement System. The CERS is a defined benefit plan. The CERS is considered to be a part of the Town's financial reporting entity and is included in the Town's basic financial statements as a pension trust fund. Contribution provisions and benefit provisions of the CERS are established by and can be amended by the Town Council subject to ratification of various bargaining units. A separate stand-alone financial report for the CERS is not issued by the Town.

All employees except for sworn officers of the police department are included as participants in the Plan on the first July 1 following the attainment of age 21 and the completion of two years of service. Sworn officers of the police department are included on their dates of hire. No employees are included before the effective date. Police and nonunion employees are vested 100% after 5 years, and all other employees are vested after 10 years.

Benefits are calculated on a percentage of earnings times years of service. The percentage varies by group. The Plan also provides for early retirement, deferred retirement and disability retirement. Participants have a nonforfeitable right to accrued benefits at the date of termination of employment provided that they have completed the years required for 100% vesting. Normal retirement age varies from 45 to 62 based on the bargaining unit.

The accrued benefit is paid in the form of a monthly life annuity. Benefits will be actuarially adjusted to reflect any other form of annuity payable. Administrative costs for the plan are paid from the plan investment earnings.

The membership of the Plan consisted of the following at July 1, 2010, the date of the latest actuarial valuation:

Retired members	7
Terminated plan members entitled to but not yet receiving benefits	21
Active plan members	<u>150</u>
Total	<u>178</u>

**Summary of Significant Accounting Policies**

Plan financial statements are prepared using the accrual basis of accounting. Employee contributions are recognized in the period in which employee services are performed. Employer contributions are recognized when due and the employer has made a formal commitment to provide contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

All funds invested are reported at fair value.

**Funding Policy**

The Town's funding policy provides for periodic contributions at rates that, when expressed as a percentage of annual covered payroll, are designed to accumulate sufficient assets to pay benefits when due. The contribution rate for normal costs of the Plan was determined using the projected unit credit method. Town employees contribute 1.75% of covered payroll, except for police employees who are required to contribute a rate equal to 6.5% of covered payroll. For the year ended June 30, 2011, the Town contributed \$1,139,895 to the Plan.

**Annual Pension Cost and Net Pension Asset**

The Town's net pension obligation as of June 30, 2011 and its annual pension cost for the year then ended are as follows:

Annual required contribution	\$ 1,040,895
Interest on net pension obligation	24,712
Adjustment to annual required contribution	<u>(34,720)</u>
Annual pension cost	1,030,887
Contributions made	<u>1,139,895</u>
Decrease in net pension obligation	(109,008)
Net pension obligation - beginning of year	<u>329,490</u>
Net Pension Obligation - End of Year	<u>\$ 220,482</u>

### Additional Information and Actuarial Assumptions

Following is a summary of certain significant actuarial assumptions and other CERS information:

Valuation date	July 1, 2010
Actuarial cost method	Projected Unit Credit
Amortization method	Level Dollar
Remaining amortization period	15 years, open
Asset valuation method	4-year phase-in gains/losses
Actuarial assumptions:	
Investment rate of return*	7.5%
Projected salary increases*	3.0%
Cost of living adjustments	None

\* Includes inflation at 2.0%

### Three-Year Trend Information

Year Ended June 30	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension (Asset) Obligation	Actual Contribution
2011	\$ 1,030,887	110.6%	\$ 220,482	\$ 1,139,895
2010	822,534	101.3%	329,490	832,855
2009	778,585	0.0%	339,811	.*

### Schedule of Funding Progress

Actuarial Valuation Date July 1,	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) - Entry Age Normal Cost Method (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
2010	\$ 6,286,971	\$ 11,260,273	\$ 4,973,302	55.8%	\$ 6,161,861	80.7%
2009	5,940,132	10,659,218	4,719,086	55.7%	5,707,527	82.7%
2008	6,376,577	9,631,610	3,255,033	66.2%	5,519,736	59.0%
2007	6,176,432	9,066,240	2,889,808	68.1%	5,335,878	54.2%
2006	5,728,835	8,262,143	2,533,308	69.3%	5,254,769	48.2%
2005	5,102,210	7,586,181	2,483,971	67.3%	4,830,202	51.4%

### Schedule of Employer Contributions

Year Ended June 30	Annual Required Contributions	Percentage Contributed
2011	\$ 1,040,895	110%
2010	832,855	100%
2009	765,258	0%*
2008	736,564	107%
2007	693,822	106%
2006	630,801	110%

\* Note that the accounting of contributions were realigned with the valuation, resulting in S-0- reported contribution even though the Town did not change its pattern of contributing.

**B. Teachers' Retirement System**

The faculty and professional personnel of the Board of Education participate in a contributory defined benefit plan, established under Chapter 167a of the Connecticut General Statutes, which is administered by the Connecticut State Teachers' Retirement Board.

Certain part-time and all full-time certified teachers are eligible to participate in the plan and are required to contribute 7.25% of their annual earnings to the plan. The Town does not and is not legally responsible to contribute to the plan. After five years of service, teachers are fully vested in their own contributions. After 10 years of service, teachers are fully vested in the monthly pension benefit, which is payable at the age of 60. The State of Connecticut contributes based on actuarially determined amounts. The funding level was determined based on an actuarial valuation of the plan as a whole, which does not provide actuarial information on an individual Town basis. For the year ended June 30, 2011, Town teachers contributed \$746,752 to the plan, and covered payroll for the year was \$10,828,808.

In accordance with the provisions of GASB Statement No. 24, the Town has reported on-behalf payments of \$1,774,856 made by the State of Connecticut into the plan as intergovernmental revenues and education expenditures of the General Fund in the accompanying statement of revenues, expenditures and changes in fund balances of governmental funds.

The State of Connecticut Teachers Retirement System is considered to be a part of the State of Connecticut financial reporting entity and is included in the State's basic financial statements as a pension trust fund. Those financial statements may be obtained by writing to the State of Connecticut, Office of the State Comptroller, 55 Elm Street, Hartford, Connecticut 06106.

**10. OTHER POST EMPLOYMENT BENEFITS**

**A. Plan Description**

The Town, in accordance with various collective bargaining agreements, is committed to providing medical benefits to certain eligible retirees and their spouses, under a single employer plan. The Post-Retirement Medical Program (RMP) covers Town and Board of Education employees. All Town of Coventry employees are eligible to purchase medical insurance. The benefits include individual, two-person or family coverage under the Blue Cross Health Plan (or equivalent), including hospitalization, surgical, prescriptions, dental and major medical. Employees who choose to participate must pay the full premium cost. Board of Education employees may also purchase life insurance at the full premium cost. Spouses can continue coverage after the retiree's death. The Town does not issue a separate stand-alone financial statement for this program.

At July 1, 2010, plan membership consisted of the following:

	<u>Post-Retirement Medical Program</u>
Retired participants and spouses	32
Active plan members	<u>340</u>
Total	<u>372</u>

## **B. Funding Policy**

The Town funding and payment of post employment benefits are accounted for in the General Fund on a pay-as-you-go basis. The Town has not established a trust fund to irrevocably segregate assets to fund the liability associated with post employment benefits in accordance with GASB guidelines. The Town is currently developing a funding strategy to provide for normal cost and the amortization of the accrued liability. Although a trust fund may not be established in the future to exclusively control the funding and reporting of post employment benefits, the Town anticipates a commitment to fund normal cost and a long-term approach to the amortization of the actuarial accrued liability. The goal is to absorb, within the budgetary process, the actual cost of benefits in the determination of the costs of providing services to taxpayers.

The Town's funding strategy for post employment obligations are based upon characteristics of benefits on four distinct groups of employees established within their respective collective bargaining units and/or contracts and include the following:

### Teachers

- Eligible for Medical, Dental and Life Coverage if age 50 with 25 years of service or age 55 with 20 years of service or age 60 with 10 years of service.
- Retirees pay full cost of insurance and spouse can continue coverage after retiree's death.

### Police

- Eligible for Medical and Dental Coverage if age 45 and 20 years for Sworn Police, age 62 and 10 years for nonsworn employees.
- Retirees pay full cost of insurance and spouse can continue coverage after retiree's death.

### Town Employees (non-Police)

- Eligible for Medical and Dental Coverage if age 62 with 10 years of service.
- Retirees pay full cost of insurance and spouse can continue coverage after retiree's death.

### Board of Education (other than Teachers)

- Eligible for Dental and Life Coverage if age 62 with 10 years of service.
- Retirees pay full cost of insurance and spouse can continue coverage after retiree's death.

### C. Annual OPEB Cost and Net OPEB Obligations

The Town of Coventry's annual other post employment benefit (OPEB) cost is calculated based on the annual required contribution (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years. The following table shows the components of the Town's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town's net OPEB obligation:

	<u>Post-Retirement Medical Program</u>
Annual required contribution (ARC)	\$ 512,000
Interest on net OPEB obligation	40,529
Adjustment to annual required contribution	<u>(37,634)</u>
Annual OPEB cost	514,895
Contributions made	<u>122,000</u>
Increase in net OPEB obligation	392,895
Net OPEB obligation, beginning of year	<u>1,013,228</u>
Net OPEB Obligation, End of Year	<u>\$ 1,406,123</u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan and the net OPEB obligation for the fiscal years ended June 30, 2011, 2010 and 2009 is presented below.

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost (AOC)</u>	<u>Actual Contribution</u>	<u>Percentage of AOC Contributed</u>	<u>Net OPEB Obligation</u>
6/30/09	\$ 665,794	\$ 151,419	22.7%	\$ 514,375
6/30/10	665,414	166,561	25.03	1,013,228
6/30/11	514,895	122,000	23.69	1,406,123

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as accrual results are compared with past expectations and new estimates are made about the future. Projections for benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

### Schedule of Funding Progress

<u>Actuarial Valuation Date</u>	<u>Actuarial Accrued Liability (AAL)</u>	<u>Unfunded AAL (UAAL)</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>UAAL as a Percentage of Covered Payroll</u>
7/1/2008	\$ 7,476,232	\$ 7,476,232	0.00%	\$ 17,349,100	43%
7/1/2010	4,808,000	4,808,000	0.00%	N/A	N/A

### Schedule of Employer Contributions

<u>Year Ended</u>	<u>Annual Required Contribution</u>	<u>Actual Contribution</u>	<u>Percentage Contributed</u>
6/30/2009	\$ 665,794	\$ 151,419	23%
6/30/2010	675,132	166,561	25%
6/30/2011	514,895	122,000	24%

In the July 1, 2010 actuarial valuation, the projected unit credit actuarial cost method was used. The actuarial assumptions include a 4% investment rate of return, which is the rate of the expected long-term investment returns of plan assets calculated based on the funding policy of the plan at the valuation date. The initial inflation rate is calculated at 6.70% with an ultimate inflation rate of 4.70%. Salary increases as well as the discount rate is set at 4%. The actuarial value of assets was determined using the closed group method. The UAAL is being amortized on a level dollar basis with a remaining amortization period at July 1, 2010 at 29 years. There was a significant decrease in the AAL as of July 1, 2010 due to the changes to retirement assumptions and trended medical costs of the actuary.

### 11. COMMITMENTS AND CONTINGENCIES

The Town is currently a defendant in a number of lawsuits. The outcome and eventual liability to the Town, if any, in these matters is not known at this time. The Town's management, based upon consultation with legal counsel, estimates that potential claims against the Town, not covered by insurance, resulting from such litigation would not materially affect the financial position of the Town.

## 12. FUND BALANCE

The components of fund balance for the governmental funds at June 30, 2011 are as follows:

	Major Funds				Nonmajor Governmental Funds	Total
	General Fund	Sewer Assessments	CDBG Grant	Capital Projects		
Fund balances:						
Nonspendable:						
Inventory	\$	\$	\$	\$	14,535	\$ 14,535
Prepaid items	37,612					37,612
Permanent fund principal					1,524	1,524
Restricted for:						
Capital projects		952,096		2,850,336		3,802,432
Unspent grant balances			24,435		135,127	159,562
Public safety					3,068	3,068
Public works					66,822	66,822
Permanent funds					1,700	1,700
Committed to:						
General government	4,352				139,742	144,094
Public safety					9,597	9,597
Public works					1,079,570	1,079,570
Human services					22,882	22,882
Culture and recreation					26,019	26,019
Education					138,429	138,429
Assigned to:						
General government	66,828					66,828
Public safety	38,564					38,564
Public works	39,925					39,925
Human services	4,223					4,223
Insurance and sundry	8,000					8,000
Education	55,229					55,229
Capital projects	20,738					20,738
Unassigned	<u>2,788,992</u>				<u>(12,166)</u>	<u>2,776,826</u>
Total Fund Balances	<u>\$ 3,064,463</u>	<u>\$ 952,096</u>	<u>\$ 24,435</u>	<u>\$ 2,850,336</u>	<u>\$ 1,626,849</u>	<u>\$ 8,518,179</u>

## 13. PRIOR PERIOD ADJUSTMENTS

During the year, the Town implemented GASB Statement No. 54. This required the Town to review their special revenue funds and determine if they have a revenue source that is restricted or committed for a specific purpose. This revenue source also needs to constitute a substantial portion of the resources in the fund. As a result, the Reserve for Matching Fund did not meet those requirements and is now reported as part of the General Fund. Additionally, the Capital Projects Fund and the Capital and Nonrecurring funds are being reported together as a new major fund.

The beginning fund balances for the following funds were restated as follows:

	General Fund	Capital Projects Fund	Nonmajor Governmental Funds
Balance at June 30, 2010	\$ 3,037,517	\$	\$ 2,197,951
Reclassification to Capital Projects Fund		337,215	(337,215)
Reclassification to General Fund	<u>3,865</u>		<u>(3,865)</u>
Restated Fund Balance at June 30, 2010	<u>\$ 3,041,382</u>	<u>\$ 337,215</u>	<u>\$ 1,856,871</u>

**TOWN OF COVENTRY, CONNECTICUT**  
**SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES**  
**BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND**

**FOR THE YEAR ENDED JUNE 30, 2011**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget Over (Under)</u>
<b>Property Taxes:</b>				
Current taxes	\$ 24,852,165	\$ 24,852,165	\$ 24,792,258	\$ (59,907)
Delinquent taxes	330,000	330,000	269,988	(60,012)
Interest and penalties	170,000	170,000	208,828	38,828
Supplemental motor vehicles	200,000	200,000	191,035	(8,965)
Total property taxes	<u>25,552,165</u>	<u>25,552,165</u>	<u>25,462,109</u>	<u>(90,056)</u>
<b>Intergovernmental:</b>				
General Government:				
Elderly circuit breaker	57,500	57,500	56,063	(1,437)
Disability exemption	1,825	1,825	1,781	(44)
Grant in lieu of taxes	39,171	39,171	48,088	8,917
Veterans additional tax relief	8,487	8,487	7,535	(952)
Emergency Management Performance Grant	5,600	5,600	5,616	16
Boat registration grant			4,330	4,330
Telephone access grant	49,000	49,000	43,141	(5,859)
Youth services grant	14,500	14,500	14,511	11
Pequot State Property	45,101	45,101	46,106	1,005
Manufacturer's PILOT	6,400	6,400	8,359	1,959
Total general government	<u>227,584</u>	<u>227,584</u>	<u>235,530</u>	<u>7,946</u>
Education:				
Education cost sharing grant	7,583,721	7,583,721	7,612,054	28,333
Transportation	248,654	248,654	280,804	32,150
Adult education	10,839	10,839	10,979	140
Cost plan CGS/CNHS	116,325	116,325	116,326	1
Tuition		44,918	44,918	-
Medicaid reimbursement		15,316	15,316	-
Total education	<u>7,959,539</u>	<u>8,019,773</u>	<u>8,080,397</u>	<u>60,624</u>
Investment Earnings	<u>60,000</u>	<u>60,000</u>	<u>59,097</u>	<u>(903)</u>
<b>Local Revenues:</b>				
Housing Authority PILOT	16,500	16,500	17,142	642
Finance:				
Insurance reimbursement & claims			214,533	214,533
Conveyance tax	133,500	133,500	73,865	(59,635)
Town clerk:				
Office receipts	115,000	115,000	89,960	(25,040)
Assessor:				
Copy charges	1,500	1,500	1,086	(414)

(Continued on next page)

## TOWN OF COVENTRY, CONNECTICUT

SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES  
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2011

	Original Budget	Final Budget	Actual	Variance With Final Budget Over (Under)
Development/Planning:				
Zoning permits	\$ 10,000	\$ 10,000	\$ 11,850	\$ 1,850
Planning and zoning	3,000	3,000	2,896	(104)
Zoning board of appeals	1,000	1,000	1,563	563
Inland wetlands	2,000	2,000	2,144	144
Regulations and maps	500	500	1,206	706
Permits	100	100	138	38
Road inspection program	4,000	4,000		(4,000)
Engineering reimbursement			1,382	1,382
Building Department:				
Building permits	185,000	185,000	126,368	(58,632)
Fire inspection	1,500	1,500	830	(670)
Blasting permit	200	200	60	(140)
Penalty fees	100	100	400	300
Police Services:				
Office receipts			25	25
Warden receipts	1,200	1,200	1,251	51
Surcharge	3,900	3,900		(3,900)
Dog license	10,500	10,500	11,126	626
Fingerprinting	800	800	850	50
Local parking fines	300	300	50	(250)
Permits	3,000	3,000	4,795	1,795
Other	200	200	390	190
Judicial revenue distribution	500	500		(500)
Municipal surcharge	2,000	2,000	3,342	1,342
Miscellaneous:				
Miscellaneous unanticipated			11,752	11,752
Rents	25,000	25,000	24,990	(10)
Total local revenues	<u>521,300</u>	<u>521,300</u>	<u>603,994</u>	<u>82,694</u>
Total revenues	<u>34,320,588</u>	<u>34,380,822</u>	<u>34,441,127</u>	<u>60,305</u>
Other Financing Sources:				
Transfers in:				
Sewer Assessment Fund	689,154	689,154	689,152	(2)
Dog License Fund			6,865	6,865
Police Special Services	2,500	2,500	3,018	518
Total other financing sources	<u>691,654</u>	<u>691,654</u>	<u>699,035</u>	<u>7,381</u>
Total Revenues and Other Financing Sources	<u>\$ 35,012,242</u>	<u>\$ 35,072,476</u>	<u>35,140,162</u>	<u>\$ 67,686</u>
Budgetary revenues are different from GAAP revenues because:				
Cancellation of prior year encumbrances are recognized as budgetary revenue			34,070	
Excess cost grants are netted for budgetary reporting			704,737	
State on-behalf payments			<u>1,774,856</u>	
Total Revenues and Other Financing Sources as Reported on the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds - Exhibit IV			<u>\$ 37,653,825</u>	

## TOWN OF COVENTRY, CONNECTICUT

SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES  
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND

FOR THE YEAR ENDED JUNE 30, 2011

	Original Budget	Final Budget	Actual	Variance With Final Budget Over (Under)
<b>General Government:</b>				
Town Council	\$ 17,950	\$ 20,950	\$ 20,620	\$ 330
Town Manager	180,587	186,082	185,980	102
Finance Administration	100,124	100,124	99,728	396
Accounting	109,206	109,209	108,568	641
Tax Collector	102,744	104,944	100,865	4,079
Assessor	132,263	132,263	131,309	954
Assessment Appeals	1,010	1,010	512	498
Treasurer	20,386	20,436	18,678	1,758
Planning	126,288	128,438	128,418	20
Zoning Board of Appeals	22,497	25,474	25,158	316
Conservation	610	513	280	233
Economic Development	11,757	13,014	12,442	572
Regional grants	10,404	10,404	9,735	669
Inland Wetlands	41,399	43,479	43,061	418
Planning and Zoning Commission	4,900	6,650	5,955	695
Legal counsel	70,000	95,000	94,110	890
Probate court	5,000	5,195	5,193	2
Recording/licensing	146,810	147,410	145,612	1,798
Elections	42,290	42,290	39,497	2,793
Town Office building	81,854	83,284	76,374	6,910
Central services	61,900	60,470	55,851	4,619
Information technology	77,050	99,250	96,850	2,400
Total general government	<u>1,367,029</u>	<u>1,435,889</u>	<u>1,404,796</u>	<u>31,093</u>
<b>Public Safety:</b>				
Police Administration	163,124	162,852	159,355	3,497
Police Operations	1,074,914	1,064,909	1,048,584	16,325
Police supportive services	288,160	288,937	278,817	10,120
Police marine patrol	5,850	5,850	4,925	925
Police station	60,875	60,375	51,215	9,160
Fire Marshal	25,681	25,681	24,689	992
Coventry Volunteer Fire Association	151,418	153,883	153,882	1
North Coventry Volunteer Fire Department	100,340	110,463	110,074	389
Ambulance	9,150	9,150	9,144	6
Rescue service	20,700	12,227	11,606	621
N. Coventry substation	20,230	18,580	7,365	11,215
Joint Fire Budget	98,800	88,800	78,015	10,785
CVFA South Street Substation	14,027	11,562	11,562	-
Civil Emergency Preparedness	23,710	23,810	22,118	1,692
Animal Control	66,342	66,342	64,572	1,770
Total public safety	<u>2,123,321</u>	<u>2,103,421</u>	<u>2,035,923</u>	<u>67,498</u>
<b>Public works:</b>				
Roads and drainage	504,105	487,758	484,201	3,557
Public works building	46,350	49,435	47,644	1,791
Snow removal	238,500	359,355	336,019	23,336
Facilities maintenance	223,920	182,537	174,931	7,606
Public works administration	216,900	200,278	198,997	1,281
Fleet maintenance	360,417	369,751	359,453	10,298
Street lights	37,000	41,000	39,938	1,062
Cemetery Commission	18,800	18,800	18,607	193
Tree Warden	26,600	26,425	21,850	4,575
Engineering	71,067	66,567	62,724	3,843
Building inspection	145,819	145,819	137,881	7,938
Building code	45	45	45	-
Health Department	55,100	55,100	55,054	46
Total public works	<u>1,944,623</u>	<u>2,002,870</u>	<u>1,937,344</u>	<u>65,526</u>

(Continued on next page)

**TOWN OF COVENTRY, CONNECTICUT**  
**SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES**  
**BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND (CONTINUED)**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	Original Budget	Final Budget	Actual	Variance With Final Budget Over (Under)
<b>Human Services:</b>				
Visiting nurses	\$ 4,500	\$ 4,500	\$ 4,500	\$ -
Human services/general administration	168,219	168,219	165,337	2,882
Elderly services	74,885	70,825	62,687	8,138
Total human services	<u>247,604</u>	<u>243,544</u>	<u>232,524</u>	<u>11,020</u>
<b>Culture and Recreation:</b>				
Booth/Dimock Library	370,882	370,882	370,882	-
Parks and recreation, supervision	60,429	60,429	60,412	17
Memorial Day	1,675	2,625	1,839	786
Total culture and recreation	<u>432,986</u>	<u>433,936</u>	<u>433,133</u>	<u>803</u>
<b>Insurance and Sundry:</b>				
Municipal insurance	312,960	312,960	305,994	6,966
Pension/Social Security	970,885	1,068,985	1,066,116	2,869
Health insurance	1,010,000	995,900	989,280	6,620
Contingency	15,000	-	-	-
Claims and losses	20,000	65,453	60,309	5,144
Total insurance and sundry	<u>2,328,845</u>	<u>2,443,298</u>	<u>2,421,699</u>	<u>21,599</u>
<b>Education</b>	<u>23,223,851</u>	<u>23,284,085</u>	<u>23,278,044</u>	<u>6,041</u>
<b>Capital Outlay</b>	<u>473,818</u>	<u>495,818</u>	<u>495,091</u>	<u>727</u>
<b>Debt Service</b>	<u>2,739,983</u>	<u>2,739,983</u>	<u>2,715,202</u>	<u>24,781</u>
Total budgetary expenditures	<u>34,882,060</u>	<u>35,182,844</u>	<u>34,953,756</u>	<u>229,088</u>
<b>Other Financing Uses:</b>				
Transfers out:				
Matching funds	1,500	1,500	1,500	-
Park and recreation fund	34,000	34,000	34,000	-
Capital Projects	94,682	94,682	94,682	-
Total other financing uses	<u>130,182</u>	<u>130,182</u>	<u>130,182</u>	<u>-</u>
<b>Total</b>	<u>\$ 35,012,242</u>	<u>\$ 35,313,026</u>	<u>35,083,938</u>	<u>\$ 229,088</u>
Budgetary expenditures are different from GAAP expenditures because:				
Encumbrances for purchases and commitments ordered but not received are reported in the year the order is placed for budgetary purposes, but in the year received for financial reporting purposes			67,700	
Reserve for matching fund expenditures and transfers, net			(487)	
Excess cost grants are netted for budgetary reporting			704,737	
State on-behalf payments			<u>1,774,856</u>	
<b>Total Expenditures and Other Financing Uses as Reported on the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds - Exhibit IV</b>			<u>\$ 37,630,744</u>	





## AGENCIES

*Above: Reflections on Coventry's Lake Wangumbaug.*



# Eastern Highlands Health District 2010/2011 Annual Report for Coventry

Robert Miller, Director

The Towns of Bolton, Coventry, and Mansfield established the Eastern Highlands Health District on June 6, 1997 as a cooperative effort to pool their resources and create a regional full-time professional health department. Reducing costs and improving both the scope and quality of public health services in the community were the objectives of establishing the District. Seven more towns joined between 2000 and 2005. They are Andover, Ashford, Chaplin, Columbia, Scotland, Tolland and Willington. The mission of the Eastern Highlands Health District is to prevent illness and promote wellness in the communities it serves. The pursuit of this mission is realized by assuring that other community agencies provide certain public health services within the region and by providing specific public health services directly. The services directly provided include a communicable disease control program, public health education, community assessment and public health planning, emergency preparedness and a comprehensive environmental health program. The main components of the environmental health program include on-site subsurface sewage disposal permitting, complaint investigation program, food establishment licensing and inspection, and environmental monitoring program.

## Accomplishments Highlights for FY 2010-2011

- Board of Directors adoption of an operating budget of \$717,200 for FY 11/12, which is a 0.3% reduction from the previous fiscal year.
- Milestones in public health emergency preparedness activities for this year include an \$83,000 grant for enhanced pandemic preparedness, the execution of a mutual aid agreement with the Mansfield BOE, and the development of a seasonal influenza vaccination plan for school aged children.
- Health promotion milestones for this fiscal year include a \$45,000 grant to provide technical support to CT ACHIEVE communities, the coordination of a Farm to Table event to support area farmer markets and raise awareness of childhood obesity, and the expansion of employee wellness programming to include cash back incentives.
- Completed and closed out a 14 year monitoring program for nitrogen in residential wells in a local Mansfield neighborhood.
- Replaced and redesigned agency website resulting in significant improvements to online services.
- Completed monitoring program to measure environmental impact of road salt application in Tolland.
- Supported Town of Bolton high school construction, and first phase of sewer project.
- Communicable disease control activities included review of and follow up (as needed) with 950 case reports; and, conducting 15 disease outbreak, or individual case investigations.
- The main indicators for environmental health district activity in Coventry include: 170 site inspections for septic systems; 58 septic permits issued; 33 well permits issued; 20 complaints investigated; 187 environmental samples taken for lab analysis; 181 food establishment inspections and other health inspections; 129 B100a building permit reviews; and 229 test pits and perc tests.

**Plans for FY 2011-2012**

- Continue to update and exercise local emergency response plans. Develop a funding strategy for long-term program continuation in anticipation of federal funding reductions
- Continue to pursue other funding sources to maintain existing scope of quality services and possibly expand health promotion programs
- Expand Be Well employee wellness program to other employers in the community
- Develop and implement policy and environmental changes that promote healthy behaviors
- Address the individual public health needs of member towns as they arise