Minutes
Coventry Town Council Meeting
March 4, 2019
Town Hall Annex

1. The meeting was called to order at 7:30 PM.
   Present: Joan Lewis, Jonathan Hand, Lisa Conant, Carolyn Arabolos, Matthew O’Brien, Mike Sobol
   Also present: John Elsesser, Town Manager; Amanda Backhaus, Finance Director
   Absent: Julie Blanchard

2. The Pledge of Allegiance was recited.


4. Acceptance of Minutes:
   Motion #18/19-218: Carolyn Arabolos moved and Lisa Conant seconded to accept the minutes of the Town Council meeting on February 19, 2019. The following corrections were requested:
   - Page 3, item B, last bullet. Change 5th line to read, “...part of our package and now he is questioning if it has been amended a week later.”
   - Page 4, first line. Change first sentence to read, “...vote on the memorandum and there would be no reason for it to come back to the Council.”
   - Page 5, 3rd paragraph, second line. Change first sentence to read, “...appointed except for Josh Gemmell who withdrew.”
   - Page 7, item 3, first line. Change John Elsesser to Joan Lewis. At the beginning of the second sentence, add, “John Elsesser said...”
   The motion to accept the minutes as corrected carried on unanimous vote.

5. Consent Agenda:
   Motion #18/19-219: Jonathan Hand moved and Carolyn Arabolos seconded to accept the Consent Agenda. Matthew O’Brien requested to remove item 6.D.1, Finance Committee minutes. The motion to accept the Consent Agenda as amended carried on unanimous vote.

6. Reports:
   A. Council Chairwoman – Joan Lewis: The Consortium of Land Use agencies meeting was held on Thursday. John Elsesser and Eric Trott gave an introduction to ideas about the future of Caprilands and asked for feedback from attendees on how the town might be involved. Boards and Commissions gave reports. It was interesting and uplifting to see the work done by all of these volunteer boards and commissions. Carolyn said she was pleased with town’s vote of support for the purchase of the Rose property as open space. The meeting was covered by WTIC AM and Eric Trott was featured.

   B. Council Members:
   Carolyn Arabolos said that yesterday we had a 5k road race in town to benefit the Make a Wish Foundation. She ran in the race and so did Rep. Ackert and Kelly Sobol. People participated from all over the state. It was a phenomenal turnout and a beautiful day. The race was organized by Connor Ratte under an initiative where each member raises $6,000. The route was comfortable and really showcased how beautiful our town is. Carolyn commended Connor on how well organized the event was. Mike Sobol said he heard they raised $7,000 and that it was...
also good exposure for the winter farmers market.

Matthew O’Brien said he and Joan attended a pot luck lunch at the senior center. There were a number of different soups and chili and it was interesting to hear what the seniors are interested in. It was a nice event and we were pleased to be invited.

Lisa Conant said she was thrilled to be invited to read at the Read Across America event on Friday. She read at the HEEC preschool three-year-old class. They enjoyed it and so did she. Joan said that she, the Town Manager and the Police Chief read at Coventry Grammar School. It was a lot of fun. John Elsesser said he also read at HEEC. Joan said that all of us had children come to guide us to their rooms.

Mike Sobol recognized the Department of Public Works for all their hard work after yesterday’s storm. The roads were in great shape this morning.

8. New Business:

A. 18/19-56: FY 2019/2020 Budget:

1. Police Department. Police Chief Mark Palmer was present to provide an overview of the department’s proposed budget. (Presentation attached to minutes). Chief Palmer said he has been with the police department since 2006 and we have always stayed within our budget and have submitted a fiscally responsible budget. We don’t just look at areas for increases but also where reductions can be made. He and his assistant go through the budget line by line to see where we can achieve efficiencies.

Chief Palmer began with a review of the Capital budget. It includes one marked vehicle with equipment. The last year we got two in one year was 2015. The cars do get a lot of miles in addition to idling time. Next year we will ask for two cars again. Mike Sobol asked whether this is a new addition to the fleet or a replacement. Chief Palmer replied it is a replacement. John Elsesser noted that mileage is shown on all vehicles in the back of the budget. The vehicle that comes off line will be used as a staff vehicle to replace the Astro van which failed. It has 120,000 miles but is fine for staff use.

Also requested in the Capital budget is $12,000 for Far ozone scene mapping equipment. This does 3D mapping of crime and crash scenes and also allows integration of drone footage. Chief Palmer said we don’t have a drone but can use footage from others. Two officers are already trained in the Far ozone equipment through the Metro Traffic Unit. All of the other 8 towns in that unit own that piece of equipment except us. Carolyn Arabolos asked how often you have to borrow it. Chief Palmer replied about a half dozen times a year, and if we had one we would probably use it more often.

Chief Palmer gave an overview of the department’s operating budget. The department has 21 total staff members and that number has not changed since 2013. Sixteen staff members are sworn and five are non-sworn. We made one change since last year to create a 5th sergeant with the intent that it be an administrative position.

Matthew O’Brien asked how much of those positions were fully staffed. Chief Palmer replied that we had some retirements, and ran 3 people short for about 18 months. We had two people go through the Academy – they are still in field training. We hired an experienced officer from another agency who has been a tremendous asset. Chief Palmer showed a staffing chart which will be in effect in about 3 weeks. Carolyn Arabolos asked what is the average number of years
before an officer is considered to be seasoned. Chief Palmer replied approximately six,
particularly in our town where there isn’t as high of an incidence of a serious crime.

The next item in the presentation was a chart showing the number of officers per 10,000
residents which was restricted to towns under 20,000 in population. The chart gives a graphic
representation of where Coventry lies in comparison. Carolyn asked if it is cross referenced to
crime rates. Chief Palmer said he can provide additional data about that but can’t comment
without researching. John Elsesser cautioned that crime rates can swing widely because one
wave can skew the results. Generally, our town is considered safe. Chief Palmer said that the
annual report also provides crime data.

The next item was an overview of sworn employees with years in the department, which shows
that the average time on the job is 8.44 years. Chief Palmer said it used to be more like 13 years.
Matthew O’Brien asked when was the last time the department was fully staffed. Chief Palmer
replied that there have only been a few months when we were fully staffed. Since 2006 when he
came here, probably only about six months. There are issues such as maternity leave, long-term
injury leave, and we now have several employees eligible to retire at 20 years, although we have
no indication that they are going to be leaving any time soon. We hope they stay around for a
while.

Modifications to the current budget for salary items were reviewed. Chief Palmer noted these
numbers are placeholders put in place by the Finance Office. The final numbers may be
different. Our collective bargaining agreement expires 6/30/19 and we are negotiating with the
union.

Overtime was discussed. Chief Palmer said we are not requesting to increase this line item.
Matthew O’Brien asked that since we have been operating under-staffed, whether we could
reduce this item. Chief Palmer said he already considers it a reduction because of the salary
increase. We are requesting a 4.6% increase for salary items. John Elsesser noted that this
number would have been larger, had we not taken retirement savings. We took the savings for all
those people who retired and hired new people who get step increases.

Non salary items were reviewed. Chief Palmer said we reduced funds for testing because we did
it last year. There are modest increases for CALEA fees and Power DMS fees. We are asking
for additional training funds for patrol officers. There have been significant cuts to staff at the
police academy, so we need to pursue private training for specialized topics. There is an increase
for in-car computer equipment licensing fees which is offset by a decrease in modem fees. We
are also showing the police department share of service contracts for cleaning, etc. Amanda
Backhaus said that in past budgets, the town hall line item paid a greater percentage of fees for
services that also are done at police, DPW and recreation. We are shifting costs to appropriately
match the fee with the service. The budget also includes a modest cost for the CSO vehicle tires.
The total requested increase is 0.19%.

In summary, the department is requesting a total increase of $95,839 or 4.79%. John Elsesser
said that a couple of other things got pushed back and are in future capital budget years,
including a license plate reader and rigid inflatable boat. Chief Palmer said that the boat is tired.
It was originally used by CT DEEP on the Connecticut River. It was the best we could do at the
time, but we really need to get the rigid inflatable. There is a lot of traffic on the lake in the
summer – the marine patrol officer is busy. Mike Sobol asked if the Fire Department has a boat.
John replied that they have two. We have talked about selling one of them for 5 years. Last year
they used it once, at CoventryFest. They have a rigid inflatable that is smaller – it wouldn’t be
suitable for the police department – it is used as part of the regional dive team. Water and ice rescue is important to us. The need for equipment may change as our personnel changes - we might have to look at some of the specialized services we used to do.

Joan Lewis asked about the number of calls. Chief Palmer said it fluctuates from year to year. It includes such things as alarms, etc. This year we had a larger number of motor vehicle stops.

Carolyn Arabolos asked about the Farazone equipment and whether it also helps with other efficiencies. Chief Palmer replied that most of those types of cases - crashes - end up in civil court in additional to criminal court. One of our primary functions is to collect data about the case and the manner of the accident. The equipment is a measuring tool but the software helps with collection of data about speed, direction of travel, etc. It is much more accurate than a tape or stick measurement device. It helps the investigator come to a conclusion. On a crime scene, where sketches and measurements are needed, it sometimes picks up things that an officer might miss.

Mike Sobol asked with the switch to the new radio system if there is any impact to the budget for repairs, maintenance, etc. Chief Palmer said he is hoping it will go down. John said there may be some expenses if we bring Public Works online, to reprogram the units to talk with each other, but that can be done online. He noted that Coventry was featured in a story on NBC CT on radio systems, comparing favorably to other towns that are spending much more.

2. Booth & Dimock Memorial Library. Margaret Khan, Library Director; and Libby Parda, Treasurer of the Library Board of Trustees; were present to discuss the Library’s budget request. (A copy of their PowerPoint present is attached to these minutes.)

The Library’s mission statement was presented. Margaret mentioned that 41% of libraries in the state, including Booth & Dimock Memorial Library, operate as a 501c3 organization.

An overview was provided of some of the free services offered at the library, as well as measures of success, need and value. Statistics about library patrons and services were provided. The library is open 43 hours a week. Margaret said we wish we could be open on Mondays.

Circulation and programming statistics were provided. Carolyn Arabolos asked for a specific breakdown and Margaret will follow up.

The proposed budget was reviewed. John Elsesser noted that details are provided on pages 8-1 and 8-2 of the Manager’s proposed budget. The library is asking for a 3.4% increase from the Town to provide raises to librarians and COLA to part time library staff. They are also requesting a 2.5% increase to building maintenance and repair. Margaret said a big goal for 2020 is to increase our outreach and public presence. Our goal last year was to increase children’s services and that was achieved. Meg and Kayla are presenting on the TWAB program at the National Library conference next week in Miami, all expenses paid. Libby Parda said that’s indicative of the kind of quality people we have and we want to keep them. Carolyn asked about tenure. Margaret replied it is not high. Meg, the Children’s Librarian, has been here the longest – at 5 years. Margaret has been here for six months, and Kayla, Teen Services and Technical Assistant, is coming up on a year. Joan Lewis said one of the reasons we wanted to look at this is because we know Coventry’s salaries are below market.

Sources of revenue were outlined. BDML anticipates $15,200 in revenue for FY20. This is a 5% decrease from FY19 due to no State grant being awarded. Other sources of revenue include bank
interest, fines, printing and fax fees, the membership drive, contributions and donations, and the used book sale. BDML is discontinuing the big annual book sale because storage and water leaks in the lower level make it impractical at this time.

A pie chart was shown to illustrate distribution of budget. Categories include salaries, benefits, maintenance and repairs, materials and supplies, utilities, computer equipment and maintenance, programs, and administration. John Elsesser noted if an increase to minimum wage goes into effect that this budget will be significantly affected. Margaret said that our shelvers make minimum wage and we can’t just increase that – then those salaries would be out of line with other staff.

Matthew O’Brien asked if there will be any insurance reimbursement for losses due to damage. John replied that we brought our insurance company in to give us advice on the problem. Matthew asked if there will be any claims. John replied no – there is a $2500 deductible. Matthew also noted there appears to be a difference in what is in the budget book vs. the audit. Amanda will follow up with Margaret.

Joan Lewis said that we have a new renovation committee in place. She asked if there is concern that you are living with damage that cannot wait. Margaret replied that ideally everything would be addressed as soon as possible. There was concern among both staff and patrons regarding the possibility of mold. That that has lessened since testing was done, but the children’s room of the library is largely usable during weather events. Matthew O’Brien asked to clarify that this has been going on for some time. Margaret replied yes and that this winter has taken a toll. The longer we wait the worse it will get. Carolyn noted that also the library staff are doing clean up chores when these leakage issues happen. Libby said that these are issues that have been dealt with by the Town and Board of Trustees, but many of these are not an easy fix.

Matthew O’Brien asked for an update on the capital items from last year. John replied that the AC has been installed. The boiler went out to bid; two very divergent bids came in and we did not feel comfortable accepting one. We also wanted to wait to see how the budget vote went on the expansion, and then it was fall and we didn’t want to replace a boiler in the winter. We got an estimate from BL Companies for $63,000. We said no. We are waiting on the elevator changes to make sure we have enough money for the boiler. The AC came in a couple thousand dollars over. We are hoping to bundle the oil tank replacement with the school boilers being replaced this spring. One option to prevent water intrusion might be to enclose the courtyard but we don’t want to buy a boiler that is too small for that space if we go with that approach. Carolyn asked to clarify that these problems are not new. John replied no – they go back over 10 years. We have looked at a variety of methods to address the water intrusion, including sewer pipes, sidewalk replacement over the roof, etc. Matthew said that we didn’t have a conversation about these issues with prior Town Councils that he was aware of.

A 3-year salary increase plan was reviewed (attached to minutes). Margaret said that our goal is to get a 3-year plan in place to increase the salaries of our librarians, who are some of the lowest paid in the state. The plan provided an overview of minimum salary guidelines and a comparison of BDML staff to the median averages in towns with similar populations. The plan proposes a path to achieve goal salaries by FY22, which would bring BDML librarians from the bottom 10% to the 33% mark. The effect on operating budget for each of the three years was shown as follows: FY20: $11,500 or a 2.3% increase over the FY 19 operating budget; FY 21: $10,500 or 2.1%; FY 22: $10,500 or 2.1%. The total increase over three years is $32,500. This is not built into the budget and we would like the Council to consider it.
6. Reports:

6.B.1. Testimony from Lisa Conant on HB 6637. Lake invasive funding initiatives, was attached to the agenda. Joan Lewis said she also wrote testimony regarding this bill and it is in the Council folders tonight (attached to minutes). Joan spoke to Rep. Ackert and the funding he is suggesting is different than the funding that is in the bill. Matthew O’Brien said that Rep Ackert thinks it would be difficult to enforce but encourages people to support both bills. Joan thinks the funding approach Rep. Ackert is suggesting might be better. John Elsesser said he met with Rep. Ackert and William Hyatt – and they think a hybrid approach of registration and a Clean Lakes stamp might work. A lot of good minds are working on this. He did not hear how the hearing went. Matthew said he submitted testimony online, and wanted to let people know that they can do that. John said that each committee has an email address where you can submit testimony to be read. There is an online profile for the Connecticut General Assembly. You can also go through the CCM website. Matthew said they will accept testimony up to a week after the hearing. John said testimony submissions are most effective the day before the hearing but following up afterwards can also be good. Lisa Conant said she really supports the additional language talking about how the funds would be dispersed - making sure the funds are dedicated, etc. John said that Dr. Kortmann also submitted testimony and encouraged additional measures such as education and prevention. Joan said we received a great deal of money for treatment last year and she hopes we will receive it again, otherwise there will be a big impact on our budget. John said we have some carryover funds from last year and we are hoping to get some federal pass-through money.

8. New Business:

B. Motion #18/19-220: Jonathan Hand made a motion to move up item 8.B., 18/19-57: Consideration/Possible Action: Authorization of Appropriation of $4,927.96 From Board of Education Reserve Fund for Capital Expenditures for Expenses Related to Unexpected Repairs at Complex and Capt. Nathan Hale School. The motion was seconded by Matthew O’Brien and carried on unanimous vote.

John Elsesser noted that this request this came in right after we published our last agenda. If the Council feels it is straightforward enough we can take action tonight or refer it to Finance. If we refer it to Finance, we would be pushing the deadline to respond. Motion #18/19-221: Jonathan Hand moved to approve an appropriation of $4,927.96 from the Board of Education Reserve Fund for Capital Expenditures for expenses related to unexpected repairs at the Complex and Capt. Nathan Hale School. The motion was seconded by Carolyn Arabolos. Matthew O’Brien said he has no problem with their doing this, but they are showing a surplus. Why doesn’t it come from there first? Mike Sobol noted that the surplus is a snapshot in time that can change tomorrow. He is glad to see use of fund the way it was intended and fully supports this motion. Motion #18/19-221 carried on unanimous vote.

6. Reports:

C. Steering Committee – Jonathan Hand, Chair:

a. Reappointments:

i. Motion #18/19-222: Jonathan Hand moved to reappoint Michelle Pesce to the Ad-hoc Farmers’ Market Operating Committee, term to expire 11/2/2021. The motion was seconded by Mike Sobol and carried on unanimous vote.

ii. Motion #18/19-223: Jonathan Hand moved to reappoint Samuel Belsito to the Economic Development Commission, term to expire 2/1/2024. The motion was seconded by Mike Sobol and carried on unanimous vote.

b. Appointments:
i. Motion #18/19-224: Jonathan moved to appoint Mark Tomaszewsky from an alternate to a full position on the School Energy and Building Efficiency Building Committee for the life of the committee. The motion was seconded by Mike Sobol and carried on unanimous vote.

ii. Motion #18/19-225: Jonathan Hand moved to appoint Joseph Malon as an alternate to the School Energy and Building Efficiency Building Committee for the life of the committee. The motion was seconded by Lisa Conant and carried on unanimous vote.

c. 6.D.1. Finance Committee Minutes, February 11, 2019:
Matthew O’Brien asked for this item to be removed from the Consent Agenda to express concern that he has asked questions on an ongoing basis about Board of Education finances, and at the last Finance Committee meeting they indicated that these matters are the purview of the duly elected school board officials. He disagrees with this and feels that the questions he has been asking are legitimate questions that should be asked by the Town Council. He is offended that the feedback he was given was that he could ask these questions of the Board as a citizen. (See questions attached to minutes).

Carolyn Arabolos responded that the Finance Committee recognized that the MBR question on the agreement for tuition-paying students would warrant getting some additional scrutiny, but even if there was some impact it was felt there was offsetting revenue in our favor. Secondly, she said that the questions asked by Mr. O’Brien are on a list of questions that continue to be asked over and over again, some even in the prior year, and some answers aren’t liked so he keeps asking the same question hoping to get a different answer. The committee felt we went through the whole process adequately and that the Board of Education is elected in their own right, and to continue to ask questions over and over again is not productive. The Board has their work and we have ours.

Joan Lewis said she thinks we all understand that there are issues with MBR. However, we are talking about a very small number of students – there are four. There was a lot of oversight and discussion and we oversee the account. She is having some problem seeing where Matthew is coming from. Matthew replied if the Council has questions about his questions he wishes they would have come to him.

f. Town Manager – John Elsesser:
   a. Projects Update:
      i. Snow overtime – we are out of money. Aside from this last storm we have had a lot of ice events where we had to stay out for the duration although it may not have seemed like a big storm to people. We are starting to identify transfers to cover from within departments as much as possible. We are still evaluating salt but still have enough to fill the shed. It depends on what happens over the next few weeks.
      ii. Thursday night at 7 PM is the public hearing on the proposed FY 19/20 budget. The meeting will take place in the lecture hall at the high school. This is an opportunity for citizens to come out and ask questions. We encourage people to use this opportunity to state their opinions about what should be a priority.
      iii. Bids on the Jones Crossing culvert project came in $200,000 over budget. There was a wide spread. The lowest two were within $2,000 of each other. A major issue is that late in the game CT DEEP recommended boring for pilings. That was not anticipated. The State is
willing to pay 50% of the higher number but it will also cost us more. We should still be ok but in a worst case scenario we might have to delay work on the stub of road.

iv. Data mailers will go out soon for revaluation. They are due back in early April. People only need to send them back if they disagree with the data. This minimizes the need for physical inspection.

v. We are not getting the same results we got 12 years ago in terms of response to the citizens’ survey on the Plan of Conservation and Development. Effective March 7th we will open it up to opt-in responses. Those will be tracked separately to maintain the integrity of the core sample.

vi. The Recreation Commission decided to proceed ahead with the disc golf course at Creaser Park. At their meeting last week there was good dialogue with people who were not in favor, with a channel of communication for them to share their concerns. It was a good meeting.

vii. Cumberland Farms has decided to amend their plans a bit to make the building smaller and push it back. It is a minor tweak vs. a major change. This item will be contained on upcoming agendas for PZC and IWA.

viii. Matthew O’Brien said that the Softball Field Committee asked him to inquire if open space funds can be used for athletic fields. John replied he will have to double check but he believes open space funds cannot be used for active recreation.

ix. Carolyn Arabolos asked how the compost bins are doing and whether there is still active interest. John replied that we have about 12 left out of 80. We will probably order another pallet to use the remaining grant funds. They were popular last year. Bill Oros has offered to run a composting class. Mike Sobol said he recommends venting the barrels with a series of holes.

x. Carolyn asked about the sustainability project and the tree we are being awarded. John replied that we will receive the tree sometime in the spring. They are also lining up a series of grants that communities will be eligible for through the Sustainability initiative. We haven’t started work on the Silver certification items yet. We know we can do some of the items but we have to have three equity projects and that is time-consuming.

xi. Matthew said when he was at the senior center luncheon, his whole table wanted to know about lead in the water at Orchard Hills and what should be done. John replied that we don’t have jurisdiction over the Housing Authority but we are willing to collaborate. Lead solder was used in pipes at any place over 35 years old. The recommendation is to let the water run for a minute before using it. The plan is to invite the State Department of Health out for a couple of informational sessions.

10. Executive session:
Motion #18/19-226: Matthew O’Brien moved that the Town Council enter into Executive Session at 9:52 PM pursuant to Connecticut General Statutes 1-200(6)(E)-discussion of any matter which would result in the disclosure of public records or the information therein contained described in sub-section (b) of Section 1-210 with the following people in attendance: Town Council members present, the Town Manager and the Finance Director. The motion was seconded by Mike Sobol and carried on unanimous vote.
Motion #18/19-227: Matthew O’Brien moved to leave Executive Session at 10:20 PM. The motion was seconded by Jonathan Hand and carried on unanimous vote.

11. Adjournment:
   Motion #18/19-228: Matthew O’Brien moved to adjourn the meeting at 10:21 PM. The motion was seconded by Mike Sobol and carried on unanimous vote.

Respectfully submitted,

Laura Stone
Town Council Clerk

Note: These minutes are not official until acted upon by the Town Council at its next regular meeting. Those meeting minutes will reflect approval or changes to these minutes.
How Busy Is Our Library

Circulation and Programming

2020 Proposed Budget

- Library cards per capita
- 3-5 internet sessions per capita
- 3-7 library visits per capita
- 3.5 reference questions per capta
- 2.5 library service hours
- 20-86 library service hours
- 1.5 library service hours
- 2-86 library service hours

Service Hours

- 2-86 library service hours
- 20-86 library service hours
- 3.7 library visits per capita
- 3-7 library visits per capita
- 2.7 library visits per capita
- 3.5 reference questions per capta
- 3-5 internet sessions per capita
- 3-7 library visits per capita
- 2-86 library service hours
DNA products were $15,200. This is a 5% decrease from FY19 due to no sales grants being awarded.

Sources of Revenue
- Used Book Sales
- Conferences & Conventions
- Membership Drive
- Printing and Fax Fees
- fines
- Bank Interest
3 Year Salary Increase Plan

Booth & Dimock Memorial Library
Out of 88 full-time Reference Librarians, BDL's ranked 80th.
Out of 102 full-time Children's Librarians, BDL's ranked 83rd.
Out of 127 full-time Directors, BDL's ranked 116th.

Librarians in the State:

Both the Dimock Memorial Libraries are some of the lowest paid full time librarians.

Library Science Librarians

Both the Dimock Memorial Libraries employ 2 full-time, MLS (Master of Library Science) Librarians

http://library.ctlstate.edulibrary.ore/id/stats

Profile, 2017-2018, available online at

All data was gathered from the Connecticut's Public Libraries: A Statistical Overview.
Library Director makes $60,000 or $28.86 per hour.

Children's Librarian makes $49,500 or $23.80 per hour.

Reference Librarian makes $44,000 or $21.15 per hour.

The Connecticut Library Association recommends a minimum entry level salary of $27,000 per hour.

The Connecticut Library Association recommends a minimum entry level salary of $27,000 per hour.

CTA Minimum Salary Guidelines
Director Salaries

40 Hours/Week

Salaries Range

$39,500 - $179,891

Average Salary

$88,790

Median Salary

$81,904

Hourly Rate $39.38

Hourly Rate $42.69

BDMT

$60,000

Hourly Rate $28.85
Children's Librarians Salaries

Hourly Rate:
- BDMT: $49,500
- BDML: $63,200
- SM: $30,000

Salary Rate:
- $38,064 - $83,034

Salary Range:
- 35 hours/week
- 40 hours/week

Average Median

Children's Librarians Salaries
(Hourly rate $22.15)
00,000
BDML

(Hourly rate $29.63)
$61,620
Median Salary

(Hourly rate $29.25)
$60,844
Average Salary

$33,984 - $82,670
Salary Range

40 Hours/Week

Reference Librarians

Reference Librarians Salaries
Wolcott.

Somes, Steafford, Suffield, Tolland, Westen, Wincbeester, Windsor Locks,
Raintield, North Branford, Old Saybrook, Orange, Oxford, Plainfield, Seymour,
Hampdon, East Windsor, Ellington, Grindy, Griswold, Groton, Kent, New
East

Towns included: Canton, Clinton, Colchester, Coventry, Cromwell, Derby, East

Full Time Employees

Town Population 10,000 - 17,000
Windsor, Windsor Locks, Wadsworth, and Woodstock.
Southbridge, Sterling, Springfield, Waterbury, Westerly,
Hebron, Lebanon, Ledyard, Newington, Preston, Prospect, Somers,
Danbury, East Windsor, Eastford, Ellington, Glastonbury, Harwinton,
Towns included: Andover, Ashford, Beacon Falls, Colebrook, Coventry,

Full Time Employees
Towns 95-125

AENGLC Wealth Ranking, $
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<th>Childcare</th>
<th>Salary</th>
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<td>Reception</td>
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Positions in Tolland and Windham Counties
$50,123
$67,384
$68,120

Sommers
Ellington
Covington

Reference Librarian
Children's Librarian
Director

$49,232
$75,601
$96,468

$44,000
$49,5000
$60,000

Three towns fit all three criteria:

95-125, and Tolland/Windsorham County
Population 10,000-17,000, Wealth Ranking
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</tr>
<tr>
<td>Southfield</td>
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</tr>
<tr>
<td>Colchester</td>
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</tr>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Coventry</td>
<td>49,660.00</td>
</tr>
<tr>
<td>Coventry</td>
<td>49,920.00</td>
</tr>
</tbody>
</table>

The towns employ full-time directors, children's librarians, and reference librarians, and meet 2 out of the 3 above criteria.

95-125, and Holland/Windham County
Population 10,000-17,000, Wealth Ranking
This plan will bring BDL librarians from the bottom 10% to the 33% mark statewide.

- In FY22 will have 4 years of service
  - Reference Librarian: $55,000
  - Children's Librarian: $60,000
  - Library Director: $70,000

Based on the CILA salary recommendation, average and median salaries for full-time librarians in towns of similar population and wealth, this is our recommended compensation for BDL's librarians.
Operational Budget

Plan for Increase

Affect on

- Total increase over 3 years - $32,500
  - 2.1% increase to FY19 budget
    - FY22 $56,000 - 7.6%
    - FY21 $52,000 - 8.3%
    - FY20 $48,000 - 9.3%
  - Reference: Library Services
  - FY22 $60,000 - 6.2%
  - FY21 $56,000 - 6.6%
  - FY20 $53,000 - 7%
  - Children's Library
  - FY22 $70,000 - 4.4%
  - FY21 $67,000 - 4.6%
  - FY20 $64,000 - 6.6%

Director
Hon. Senator Christine Cohen, Co-Chair  
Hon. Rep. Mike Demicco, Co-Chair  
Hon. Senator Julie Kushner, Vice Chair  
Hon. Rep. Joseph P. Gresko, Vice Chair  
Hon. Senator Craig Miner, Ranking Member  
Hon. Rep. Stephen G. Harding, Ranking Member  
Members of the Environment Committee

Re: H.B. NO. 6637 (COMM) AN ACT REQUIRING AN INVASIVE SPECIES STAMP FOR THE OPERATION OF A MOTORBOAT ON THE INLAND WATERWAYS OF THE STATE

Testimony submitted by Joan A. Lewis, 48 Antrim Road, Coventry, CT  
Chairman, Coventry Town Council

I am writing in strong support of HB 6637 and would like to thank the Committee and the sponsors of this Bill for presenting this very important legislation. Unfortunately, Hydrilla was discovered in Coventry Lake a few years ago. As we have a State boat ramp, we believe this is how this invasive plant was introduced to our lake. Hydrilla is an aquatic invasive species that will easily re-root and is both a perennial and an annual and poses a dangerous threat to Coventry Lake and other lakes in our state if not controlled. Treatments of Hydrilla in Coventry Lake during the summers of 2016 and 2017 failed. Preliminary results show that the treatment used in 2018 was more effective. These treatments are very expensive and pose a burden on our community. Each annual treatment consists of the initial treatment plus two follow up treatments. Coventry is looking at 6-10 years of treatment. The total cost of the 2018 treatment was $123,000. Fortunately, a portion of last year’s cost was offset by a grant from DEEP. Unfortunately, these funds are no longer available.

As I mentioned previously, Coventry has a state boat launch; so as long as Hydrilla is present in our lake, boaters using the launch or boat owners on the lake could transfer this invasive plant to other lakes and waterways in our State as well as other States in the area. It is extremely important that there be funding available to enable towns like Coventry to reduce the spread of Hydrilla and other invasive plants through effective treatment.

Costs to the State of Connecticut and to the individual municipalities will skyrocket of Hydrilla gains more of a foothold in our lakes and waterways. The proposed user-based $5 boat registration fee is quite modest and will help a great deal, especially if it is directed to a dedicated fund and the majority of the money collected is used for prevention and control measures, cleanup grants and public education initiatives in regard to Hydrilla and other invasive species. Boats are the most common vector of aquatic invasive species. Connecticut’s lakes are one of our most important assets; and I believe we must do everything we can to protect them.

Thank you very much for your time and for your consideration of this extremely important legislation to help preserve Connecticut’s lakes and waterways.
Subject: FW: Board of Education budget questions (please reply to this email to confirm you received it)
Attachments: 2-18-19 Questions for the Board of Education in preparation for the 2019-2020 budget discussions.docx

From: Matthew OBrien
Sent: Tuesday, February 19, 2019 2:23 PM
To: Joan Lewis <jlewis@coventryct.org>; Carolyn Arabolos <carabolos@coventryct.org>
Cc: John Elsesser <jelsesser@coventryct.org>; Amanda Backhaus <abackhaus@coventryct.org>
Subject: Board of Education budget questions (please reply to this email to confirm you received it)

Joan and Carolyn,

I went back and looked at the questions I had asked of the Board related to budget issues throughout the year that weren't answered because the Board said it is only obligated to answer our questions during our budget discussions.

I have created a new document with these questions and a couple more that I would ask that you forward to the Board before our joint budget meeting in the hopes that we can receive the answers before the meeting if possible.

Please let me know if you have any questions or would like additional information about these questions from me.

Matt O'Brien
2-19-19
Questions for the Board of Education related to our 2019-2020 Budget Discussions

1. Out of District Tuition Paying Students in 2017-2018 school year
   
   • How many Out of District (OOD) tuition paying students did Coventry have during 2017-2018 school year?
   
   • What was the total amount of tuition received for these students?
   
   • What, if any, amount of received funds were in excess of the allocated costs/expenses incurred for these children?
   
   • How were the tuition payments reflected in the Board’s monthly reports that were given to the Town Council? In what reports?
   
   • How were the costs allocated to these students reflected in the Board’s monthly reports that were given to the Town Council? In what reports?
   
   • Were these tuition paying children included in the district’s monthly enrollment reports? How did they impact the report?
   
   • How, and in which reports (and sections of the reports), were the tuition payments and any incurred expenses for these children reflected in Coventry’s reporting to the State for the 2017-2018 year?

2. Transfers during the 2017-2018 school year
   
   • Please provide all of the transfers of funds, with detailed explanations of the transactions, as per the Board’s policy, for the 2017-2018 school year.
   
   • (As per Director of Finance Amanda Backhaus’ 8/13/18 memo) During the school year the Board identified $215,000 in surplus that was used to release frozen capital items, the Board also agreed to provide $48,000 per the budget remediation agreement with the Council, they transferred $50,000 for school security as noted in the April BOE Mgmt report, and they provided $55,000 for Coventry Academy as noted in the May BOE Mgmt report, and another $26,000 for the vocational program as noted in the May BOE Mgmt report, and then $29,971.15 was returned to the General Fund as per the June BOE Mgmt report, and $55,000 was transferred to the Board’s 1% (non-recurring capital account) at year end. This totaled $479,171.15.
   
   • Were transfers prepared for the movement of funds to release the frozen capital items and for the movement of funds reflected in the April and May reports?
   
   • Did any other transfers take place during the 2017-2018 budget year?

   • Did you prepare and approve end of the year transfers? Please provide them.
3. **Encumbrances for 2017-2018 school year**

- In answers provided to the Town Council by the Board on 7/12/18 it was reported that it has been the Board’s practice, during the month of May, to change “Estimated to EOY” to actual encumbrances. Did that occur in May of 2018 as well? Please explain why this is done.

- Please provide a 2017-2018 year-end encumbrance report.

- Were all of the 2017-2018 encumbered funds expended? If not, what amount of funds remain unexpended?

- What will happen to any unexpended encumbered funds? Will they be made available to the Board to spend? Or will they be returned to the Town General Fund?

4. **Surplus generated during the 2017 – 2018 school year after the budget was put in place in December 2017**

- As noted in question #2, at least $479,171.15 of surplus were realized between December 2017 and June 2018. If there are any unspent unencumbered funds remaining that amount would also be surplus. What was the total amount of surplus realized between December 2017 and June 2018?

- Please provide a narrative to explain how the surplus was generated.

5. **Personnel and Staffing Changes since the 2018-2019 budget was created in early 2018**

Since the 2018-2019 budget was formulated in early 2018 there have been many changes in the district’s staffing – resulting from retirements, resignations, health or family issues, firings, new hires, positions being eliminated, positions being created or hours for existing staff expanded, etc.

- How have these many changes impacted the districts costs for salaries and benefits during the 2018-2019 budget?

- What is the net impact of all of these changes on your non-certified staff and benefits for the 2019-2020 calculations? *(How have they affected the starting numbers you have used before you calculated the impacts of contractual increases in salaries for 2019-2020?)*

- Have all of these changes in personnel resulted in lowering or raising the district’s costs for personnel? Please provide dollar amounts for these changes with a narrative.

- Please provide the negotiated salary increases and changes in benefits for each of the district’s bargaining units.

- Please provide the negotiated salary and changes in benefits for all non-union personnel.
• What is the total financial impact for the negotiated increases in salary and changes in benefits for each bargaining unit?

• What is the total financial impact for the negotiated increases in salary and changes in benefits for non-union personnel?

6. Out of District Tuition Paying Students in the 2018-2019 school year

• How many ODD tuition paying students did/does Coventry have during the current school year?

• What was the total amount of tuition received or anticipated for these students?

• What, if any, amount of the received or anticipated funds are/are anticipated to be in excess of the allocated costs/expenses incurred for these children?

• How and in which reports were the tuition payments reflected in the Board’s monthly reports up until the new tuition account was created?

• How and in which reports were the costs allocated to these students reflected in the Board’s monthly reports up until the new tuition account was created?

• Were these children included in the district’s monthly enrollment reports during the 2018-2019 school year? How did they impact the reports?

• How, if at all, will the treatment of these tuition payments and allocated costs/expenses for these tuition paying children change the reporting the Council will be going forward? Please explain the changes in reporting that has occurred because of the creation of the new tuition account.

7. Enrollment projections for 2019-2020 school year

• Please provide the enrollment projection figures for 2019-2020 that were used to create your budget and you are forecasting for 2019-2020.

• Please distinguish between total enrollment in Coventry school and students that are the responsibility of Coventry’s taxpayers

Matthew O’Brien
2-19-19