

**AGENDA**  
**Coventry Town Council Meeting**  
January 5, 2026  
**7:00 PM**  
**Town Hall Annex**

**In-person attendance is permitted for the Audience of Citizens Portion of the meeting. If you would prefer to submit comments for inclusion under correspondence at the next meeting, email them to [audience@coventryct.org](mailto:audience@coventryct.org) no later than 4 PM on the Tuesday prior to the day of the meeting.**

**Contact information for general correspondence to the Town Council is available on the Town website at <https://www.coventryct.org/225/Town-Council>**

**A recording of the meeting is available on the Town's video-on-demand system for those who wish to watch the meeting at this link: <https://coventryct.viebit.com/?folder=ALL>**

**Please allow approximately 48 business hours after the meeting for the video to be published.**

1. Call To Order, Roll Call
2. Pledge Of Allegiance
3. Audience Of Citizens:  
(30 Minutes - 5 minutes maximum per citizen)
4. Acceptance Of Minutes, December 15, 2025: (E):  
Documents:

[UNOFFICIAL 12.15.25 TOWN COUNCIL MEETING MINUTES.PDF](#)

5. Consent Agenda:  
All items listed with an asterisk (\*) will be acted on by one motion. There will be no separate discussion on this items unless a Council member so requests, in which case, the item will be removed from the consent agenda and considered in its normal sequence on the agenda.

6. Reports:

6.A. Council Chairwoman: Lisa Thomas

6.B. Council Members:

6.C. Steering Committee: Jonathan Hand, Chairperson

6.C.1. Steering Committee Recommended Appointments: (E)

6.C.1.a. Conservation Commission: Coss (E)

Documents:

[STATEMENT OF INTEREST COSS BRIAN J.PDF](#)

6.C.1.b. Human Rights Commission: Bauch (E)

Documents:

[STATEMENT OF INTEREST BAUCH.PDF](#)

6.C.1.c. Human Rights Commission: Conant (E)

Documents:

[STATEMENT OF INTEREST CONANT.PDF](#)

6.C.1.d. Human Rights Commission: Martin (E)

Documents:

[STATEMENT OF INTEREST MARTIN.PDF](#)

6.C.1.e. Pension & Retirement Committee: Belsito (E)

Documents:

[STATEMENT OF INTEREST BELSITO.PDF](#)

6.C.1.f. Veterans Memorial & Events Commission: DePaola, Jamie (E)

Documents:

[STATEMENT OF INTEREST DEPAOLA J.PDF](#)

6.C.1.g. Veterans Memorial & Events Commission: DePaola, Peter (E)

Documents:

[STATEMENT OF INTEREST DEPAOLA P.PDF](#)

6.C.1.h. Veterans Memorial & Events Commission: Glenney (E)

Documents:

[STATEMENT OF INTEREST GLANNEY.PDF](#)

6.C.1.i. Veterans Memorial & Events Commission: Nowsch (E)

Documents:

[STATEMENT OF INTEREST NOWSCH.PDF](#)

6.D. \* Finance Committee: Robyn Gallagher, Chairperson

6.D.1. \* 12-8-2025 Finance Committee Minutes (E)

Documents:

[UNOFFICIAL 12.8.25 JOINT FINANCE AND REGULAR FINANCE COMMITTEE MEETING MINUTES.PDF](#)

6.E. \*COVRRRA:

6.F. Town Manager: James D. Drumm

6.F.1. Projects/Issues Update (E):

Documents:

12-30-25 PROJECT ISSUE MEMO.PDF

7. Unfinished Business:

7.A. 25/26-27: Consideration/Possible Action: Town Council Goals For 2025-2027 (E)

Documents:

[PROPOSED TOWN COUNCIL GOALS 2025-2027 REV. 12-15-2025.PDF](#)

8. New Business:

8.A. 25/26-29: Consideration/Possible Action To Call For A Public Hearing: Amendment And Update Of Parks And Rec Commission Ordinance (E)

Documents:

[25-26 - 29 SUMMARY SHEET.PDF](#)  
[DRAFT REVISION OF PARKS AND REC COMMISSION V6 \(STEERING FINAL\) \(CLEAN\).PDF](#)  
[DRAFT REVISION OF PARKS AND REC COMMISSION V6 \(STEERING FINAL\).PDF](#)

8.B. 25/26-30: Consideration/Possible Action To Call For A Public Hearing: Adoption Of Firearms Safety Ordinance Recommended By Firearms Safety/Home Shooting Range Study Committee (E)

Documents:

[25-26 - 30 SUMMARY SHEET.PDF](#)  
[FIREARMS ORDINANCE DRAFT LANGUAGE 9 \(CHANGES FROM FS-HSRSC\).PDF](#)  
[FIREARMS ORDINANCE DRAFT LANGUAGE 9 \(STEERING FINAL\).PDF](#)

8.C. 25/26-31: Consideration/Possible Action: Modification To Senior Center Van/Bus Driver Job Description (E)

Documents:

[25-26 - 31 SUMMARY SHEET.PDF](#)  
[SENIOR CENTER VAN DRIVER JOB DESCRIPTION REVISED DEC 2025.PDF](#)  
[VAN DRIVER \(OLD\).PDF](#)

9. Miscellaneous/Correspondence:

9.A. \* Board Of Education: Minutes 12/11/25 (E)

Documents:

[12-11-25UNAPPROVEDBOEMINUTES.PDF](#)

10. Executive Session (E):

- Personnel

Documents:

[EXECUTIVE SESSION A PERSONNEL.PDF](#)

11. Adjournment

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*(E) Denotes Enclosures*

**UNOFFICIAL MINUTES**  
**Coventry Town Council Meeting**  
**December 15, 2025    7:00 PM    Town Hall Annex**

**1. Call To Order, Roll Call:**

The Meeting was called to order by Council Chairwoman Lisa Thomas at 7:00 PM

Members Present: Lisa Thomas-Chairwoman, Peter Larson-Vice Chairman, Matthew Kyer-Secretary, Jon Hand, Robyn Gallagher, Mark Wheaton, and Julie Blanchard.

Members Absent: None

Also Present: James Drumm-Town Manager.

**2. Pledge Of Allegiance:**

Town Council members stood to recite the Pledge of Allegiance.

**3. Audience Of Citizens: (30 Minutes - 5 minutes maximum per citizen):**

Mary Ann Hansen, 74 Avery Shores:

Hansen read the following statement:

**Town Council, December 15, 2025 (Mary Ann Hansen, 74 Avery Shores)**

A year ago, I sold a 35,487 sq. ft. lot in the lake rural zone. My family and I held it as a separate lot since 1929. Little did I know, when I acquired new family land around it, boundary lines disappeared. I sold the lot as a building lot using the description in the deed without knowledge of the regulation. I have seen many, many building lots approved since the regulation with much less land. The buyer did a title search that did not reveal the regulation's existence. The lot has an architectural approval suitable for building, and the owner has spent significant money in preparation for building. The owner appeared before ZBA to ask for a variance on lot size. Normally a lot over 30,000 sq. ft. doesn't even have to go to ZBA for approval. **After the overwhelming audience support, ZBA voted unanimously in favor of the appeal.**

A few days later, P&Z met in executive session to appeal the ZBA decision to Superior Court. I do feel a responsibility, perhaps not legally, to help the buyer by rescinding the transaction or selling her more land. She still wants to build on this unique and beautiful lot, so she doesn't want to rescind the transaction. I do own land above the buyer's lot on Ross Avenue that has about 30,000 sq. ft. with a 100-ft frontage. If I sell her more land, that will reduce it to about 25,000 sq. ft., and the frontage on Ross will be reduced to 63 feet. The buyer now has 327 feet of frontage on Ross. The extra frontage adds little to her land, and significantly detracts from mine.

I know ZBA recognizes the lot-size problem. 40,000 sq. ft. is aspirational, rather than real. Virtually all lots around the lake have to come before ZBA for lot-size variance, and they are approved with much less land. For example: A five-bedroom house on 15,000 sq. ft. was approved at the bottom of Ross, and another house next to it with 15,000 sq. ft. A house across the street on Ross was approved on a 25,000 sq. ft. lot. A house at the top of Ross is on a 20,000 sq. ft. lot. A house on Lake View was recently approved with only a 10,000 sq. ft. lot! Only four lots in the Gerald Park Association (or 2% ) are over 30,000 sq. ft. The lot I sold is one of them. My block is one of the most underdeveloped areas around the lake, because of my family. While most new construction around the lake has lot coverage of 15%, the buyer's lot coverage will be closer to 5%. I should be rewarded for protecting the lake, not penalized. ALMOST ALL the lots in the lake zone are under 40,000 sq. ft.,

and a purpose of ZBA is to alter zoning regulations set by the Town Council when the factual situation warrants it. I believe ZBA approved the buyer's application in anticipation of needed zoning changes.

Under Connecticut General Statutes 8-26, a Commission may waive requirements under special circumstances. Coventry's own zoning document states, "The Commission recognizes that each parcel of property is unique in location, dimensions, orientation, topography, etc., and the various factors in the design of the subdivisions are variable in relation to each other and to the above characteristics of the property." Not really understanding this, I think the town planner was telling me to apply for this waiver, but my lawyers told me I had no standing since I had already sold the property. I believe ZBA in a sense applied the intent of the waiver provision in its decision to approve.

P&Z says there is no hardship. Clearly the buyer has hardship, because the town refused her application to build. I, too, have experienced hardship. During the sewer project, the town contractors knocked down three of my concrete boundary markers, redrew the Avery Shores right of way THROUGH my garage, and forced me to connect to the sewer even though I had plenty of land and a new septic system. Over the past 20 years I have watched McMansions grow around me on postage-stamp lots. Moreover, my family and I have paid ever-increasing taxes on this land for over 130 years. We have preserved the open land when most others over developed. I am asking for a little discretion from you so the buyer can build and I can retain property the buyer neither needs nor wants that is much more valuable to me.

It's a really bad precedent for one town commission to sue another. For reasons not understandable to me nor the buyer, P&Z expended town resources to appeal a decision of the ZBA to Superior Court. This action was taken even though the lot is fully suitable for building and the ZBA so recognized.

ZBA will meet tomorrow in another executive session, this time to reconsider its decision. ~~I am respectfully requesting that ZBA cancel its meeting and that the Town Council consider overturning the P&Z appeal and let the ZBA approval stand.~~ As a life-long lake resident whose taxes rose 14% this year on already high taxes, I am appalled the town would spend this kind of money suing itself. The town is going after a technicality rather than looking at the big picture. You can stop this. You can drop the lawsuit, overrule the P&Z appeal, and let the unanimous ZBA approval stand. **This better alternative will save the town money.**

*(or reconsider and grant a waiver.)*

#### Dorothy Grady, 32 Cornwall Drive:

Grady shared congratulatory statements to the newly elected Town Councilors and thanked all who ran as the residents and town of Coventry are lucky there are people willing to step up to serve in this capacity.

Grady also shared a thank you to previous Town Councilor, Marty Milkovic, who retired from serving on the Town Council this term. She noted that she typically watches Town Council meetings on TV and added that she always appreciated Milkovic's preparedness and different perspectives.

#### Tim Ackert, 1265 Main Street:

Ackert also shared thanks to Milkovic for his service. Additionally, Ackert shared appreciation for those who run for office or work and support the residents of Coventry, especially as volunteers.

Ackert stated that he has known previous Town Councilor Matt O'Brien for many years and thanked him for all the time he put into analytical work while serving on the Town Council and all the hard work he provided for the residents of Coventry.

Ana Gopoian, Executive Director of TriCircle, (Services provided at 1153 Main Street):

Gopoian shared services that are provided at the 1153 Main Street location for hope and support of those battling mental health struggles, and/or addiction, as well as hope after loss groups. By attending tonight's meeting, she is hoping to expand the reach of available groups in Coventry.

She shared that since 2015, the town of Coventry has lost 19 people due to an overdose. She wanted to let residents know that the services she offers are available at no cost to the attendees as they receive funding from the Department of Mental Health and Addiction. Gopoian stated that these groups are provided with a licensed professional and a person with lived experience.

She stated that she has spoken with the Youth and Social Services Coordinator in town, and left emails for Town Council Chair Lisa Thomas and Town Manager Jamed Drumm. Gopoian also commented that she hopes that someone will reach out if there is anything she can do to be of support in addition to the things that are currently available in town. She shared that she would like to open more conversations and reduce the stigma around talking about addiction and mental health struggles. She shared the website for her organization: [Home - Tricircle](#).

Richard Williams, 508 Wrights Mill Road:

Williams started by thanking Gopoian for sharing about the services that are provided in town. He commented that he has been affected by addiction in his family, and it hurts having to watch family members suffer without having the right place to solve the problem. He stated he appreciates anyone who provides those services and attempts to help.

Williams also commented that he is here to share thanks to Matt O'Brien for all his years of service. He added that he is a dear friend and appreciates that he always did what he felt was best for the town of Coventry. Williams added that O'Brien always put his heart into his work and meant what he said. He explained that he appreciates O'Brien and all of his efforts and believes the town does too.

Williams also shared appreciation for Milkovic for the time he served on the Town Council as well as all others who served on the Town Council and thanked all those mentioned for their service to the town.

**3.A. Recognition of Departing Town Council Members Milkovic & O'Brien:**

Thomas explained that previously, departing Town Councilors used to be recognized and at some point, that fell off. She continued that she spoke with Drumm, who worked with town staff to put together recognition plaques for those who have retired from the Town Council and added that this should continue to happen at the end of every term. She reminded that this practice allows people the opportunity to come to the podium to express appreciation and gratitude for those retiring members. Thomas thanked those who spoke during Audience of Citizens.

Thomas presented O'Brien with a plaque of recognition that highlighted his years of service. O'Brien shared appreciation for those currently serving, as he understands the devotion to the community it requires. He commented that he always tried to do the best thing for the taxpayers of Coventry and hopes he succeeded. He added appreciation for those he worked with during his service on the Town Council.

Thomas presented Milkovic with his plaque of recognition highlighting his service of 2 consecutive terms from 2021 to 2025, in which he served as Vice Chair. Milkovic commented that he enjoyed his time on the Council

and working with everyone. He stated that everyone on the Town Council is working for the betterment of the town. While everyone does not always agree, everyone is working in the same direction.

#### **4. Acceptance Of Minutes:**

- December 1, 2025:

**Motion:** I move to accept the December 1, 2025, Town Council Meeting Minutes.

By: Larson

Second: Kyer

Discussion/Edits:

- Pg. 4, Under 6.F.1., Bunker Hill Bridge Bullet, change the paragraph for clarification from “Drumm noted that the part of this bridge in Andover is part of the Coventry project, but it is not. The Bunker Hill Bridge in Coventry is a large culvert that is within the town limits of Coventry. Construction on this has not begun, outside of planning and engineering. Construction was delayed from 2025 until the summer of 2026. Drumm updated that the bridge in Andover was paved last week and is in good condition. Next, railings will be installed, with hopes of it opening up by Christmas.” to “The Bunker Hill Bridge in Coventry is a large culvert that is within the town limits of Coventry. This is not the same as Bunker Hill Bridge in Andover. Construction on this has not begun, outside of planning and engineering. Construction was delayed from 2025 until the summer of 2026. Drumm updated that Andover’s Bunker Hill Bridge, a separate bridge project, was paved last week and is in good condition. Next, railings will be installed, with hopes of it opening up by Christmas.”
- Pg. 4, Under 6.F.1., Under Questions/Comments, 2<sup>nd</sup> paragraph, change “Wish Recycling” to “Wish-cycling”.
- Pg. 3, Under 6.F.1., 2<sup>nd</sup> bullet, 4<sup>th</sup> sentence, change “The plan to invite in the Registrar of Voters, to ask some questions.” to “Their plan is to invite in the Registrar of Voters, to ask some questions.”

For: Kyer, Hand, Gallagher, Thomas, Larson, Wheaton, and Blanchard.

Against:

Abstain:

#### **5. Consent Agenda:**

All items listed with an asterisk (\*) will be acted on by one motion. There will be no separate discussion on these items unless a Council member so requests, in which case, the item will be removed from the consent agenda and considered in its normal sequence on the agenda.

**Motion:** I move to accept the consent agenda.

By: Hand

Second: Gallagher

Discussion: None

Voting:

For: Kyer, Hand, Gallagher, Thomas, Larson, Wheaton, and Blanchard.

Against:

Abstain:

#### **6. Reports:**

## **6.A. Council Chairwoman: Lisa Thomas:**

### Thomas read the following report:

I would like us to start with a moment of silence to honor the lives senselessly lost at Brown University over the weekend.

I feel the urgency of this moment to reflect not just on the murders at Brown University, but the increasing rise in intolerance, exclusion, divisiveness, and cruelty between human beings around this globe. Yesterday, as many of us prepared for our Chanukah celebrations, we were met with news of the targeted killing of Jewish people and others celebrating Chanukah in Bondi Beach, Australia. I can only hope that federal leadership comes to understand that the cruelty, intolerance, prejudice, exclusion, and divisiveness that it preaches causes great harm. For my part, I pledge to do everything here in Coventry to push back on such behavior. Recently, we have seen increased incidences of prejudice, anti-semitism, and targeted bullying between adults right here in our community, though we are a very caring community in so many ways. I have reached out to our Human Rights Commission to ask what we can do to provide resources and programming to help keep such behavior from spreading, and to ensure that each and every resident feels safe and welcome here.

The Coventry Cemetery Commission sponsored and organized the annual Wreaths Across America observance on Dec. 13. It was an honor to join State Rep. Tim Ackert, fellow Councilor Matthew Kyer, and Town Manager Jim Drumm to share some thoughts on this day. Many thanks to the Coventry Cemetery Commission, most especially to Claudine Vieten who organizes the event. Our gratitude as well to scout troop 65, Coventry High School's talented musicians, our veterans, and our Town of Coventry Fire EMS for their support of the event. May the memories of our deceased veterans be for a blessing, and may we find joy in those memories.

## **6.B. Council Members:**

### Gallagher reported:

- Thanks to those who came out and supported the PTO Craft Show. She added that the event raised over \$2,000 per school. She thanked all those who volunteered, including elected officials, such as herself, Jon Hand, Emma Eaton (BOE), Courtney Rossignol (BOE), and Josh Clark (BOE).
- Her family enjoyed Christmas in the Village, and she thanked all those involved in putting that event together.
- Her family also enjoyed PJ Night at CHS, where she got to watch Matthew Kyer lead the Sing-Along.

### Kyer reported:

- PJ Day and Movie Night were very successful in Coventry this year, raising \$17,297 for CCMC, which is the highest amount Coventry has ever raised. He stated that this shows Coventry is a loving community.

### Larson reported:

- Appreciation for all the work that was put into these big events, like PJ Day Movie Night, PTO Craft Fair, and Christmas in the Village. He added that he attended the PTO Craft Fair, Breakfast with Santa, and Christmas in the Village which were all well attended, and it is great to see local groups involved and community members coming together.

### Hand reported:

- Also attended PJ Day Movie Night, which was amazing and had quite a crowd. He added it was great to see all the kids' faces light up participating in the Sing-Along.

- He added appreciation for all the other events in town, like Christmas in the Village and the PTO Craft Fair and all the hard work that went into them.

**6.C. Finance Committee: Robyn Gallagher, Chairperson:**

Gallagher discussed that the Finance Committee held a Joint BOE Fiscal Committee and Finance Committee meeting on 12/8/25, with a regular Finance Committee meeting to follow. She highlighted the following from those meetings:

**Joint Fiscal:**

- Briefly discussed shared services and reviewed the ongoing list of shared services.
- Discussed a timeline and status for making a decision on health insurance. A presentation to the entire Town Council and Board of Ed regarding this has been scheduled for February 10<sup>th</sup> at 6 PM.
- Reviewed the BOE’s CIP spreadsheet and narrative with mandatory and priority items.
- Discussed budget drivers and concerns for the BOE. Unexpected increases with special education costs have caused that line item to go over budget and required the BOE to establish a spending freeze.
- Discussed the status of the audit and look forward to a presentation to both Finance and the BOE sometime in March.

Larson noted that there was also discussion on signed agreements about locking in electrical, gas, and diesel at more reasonable rates. It was reminded that this is a part of the shared services between the town and BOE. Gallagher added that this is something that is not typically done due to a mismatch in timing, but thanks to Trahan and her advanced planning which allowed the town and BOR to address this early enough to lock in these rates.

**Regular Finance:**

- Received a Finance Department update from Finance Director Cherie Trahan.
- Discussed and reviewed items for future bonding.

**6.D. \*Steering Committee: Jonathan Hand, Chairperson**

**6.D.1. \* Steering Committee minutes: 11/24/2025**

**6.E. \* COVRRRA**

**6.F. Town Manager: James Drumm:**

**6.F.1 Projects/Issues Update:**

Drumm highlighted the following updates:

- Mentioned earlier in the meeting that he attended the WILI radio show with Parks and Rec Director Lesley Munshower on PJ Day. During the interview, they discussed the success of the basketball program.
- CRCOG Municipal Services Committee Meeting:
  - Discussed the possibility of smaller towns having a shared Economic Development Director. Coventry has the Economic Development Commission but does not have a professional staff member in that role.
  - Future issues being looked into: Stormwater Authority, as most towns are going to be required to be a part of NPDES (National Pollutant Discharge Elimination System). This will include federal guidelines (MS4 permits) to take care of stormwater treatment.

- Meeting with the Board of Directors of the Eastern Highlands Health District to discuss normal operations. They also informed that Coventry will be looking at a 3.7% increase in the service fee that is paid to the EHHD.
- Charter Revision Commission- Next meeting will be Thursday, December 18<sup>th</sup>. The Registrar of Voters and the Town Clerk were invited and will be in attendance.
- Pension Committee- Finally have enough members for a quorum and will be meeting for the 1<sup>st</sup> time in a while on January 5<sup>th</sup> at 4 PM to review the programs in place and alternatives. Drumm noted that this is great timing as he recently received a letter from the Police Union expressing a desire to renegotiate their pension plan.
- Plains Road-Permits were received from DEEP, and the town is still waiting for DPH to approve the bid package and documents. Once released, the town will go out to bid for the project and should have them returned in January, with planned construction in the Spring.
- Applied for the Aquatic Invasive Species Grant through DEEP, which allows for Coventry to receive funding of \$75,000 to go towards treating the hydrilla issue in Coventry Lake. The hope is to have an answer back in February to know if we were awarded the funds.
- Lisicke Beach- Some update pictures were provided in the Town Manager's report, and construction has finished. There is still some landscaping that needs to be done which will be completed in the spring.
- Patriots Park Improvements- A contractor has taken the tree down, and the DPW has leveled out the ground and removed the roots. The stone wall in that area was also removed in order to level out the ground for the new playground.
- Flanders Road/Cider Mill Bridge- This is a \$7M project, and the engineers meet with both Coventry and Mansfield on 12/11/25. Next steps are to have a public meeting in 2026 to receive public comments, followed by the design phase, which is expected to be completed in 2028, and construction to conclude by 2030. This is 4 years later than originally anticipated to be completed but is 100% funded between federal and state funds.
- Road Resurfacing and Sewer and Drainage- All 2025 work has been completed. Director of DPW, Bill Watkins, is now researching roadway conditions, and will provide information for road bond consideration. This list will also help to know where to allocate TAR Funds, which are state funds allocated for small town roads.

#### Questions/Comments:

Wheaton questioned the stormwater authority, and MS4 that Drumm mentioned, and asked if it was a state or federal designation and what it means.

Drumm explained that this originated from the Clean Water Act that Congress passed in 1972. The goal was to clean waterways from industry contamination and pollution, as there was a lot in the Northeast and Midwest. However, there was not a lot of detail in the Act, and it was left to federal government staff to create rules over the years. New rules and regulations with deadlines have been created over time since 1990. At first it started statewide, then by county, to cities and large towns. Now smaller municipalities are being impacted by the regulations and will require Coventry to inventory all storms drains (of which there are few) and identify those that a most likely to be an issue for pollutants. Testing will need to take place, monthly or quarterly, depending on the outcome. This will unfortunately be a high expense to the town, that can no longer be avoided.

#### 7. Unfinished Business: None

## **8. New Business:**

### **8.A. 25/26-26: Consideration/Possible Action: Selection of Projects for Bonding and Authorizing a Draft Resolution be Written Establishing a Referendum:**

Drumm gave a little background, explaining that the Finance Committee looked at bonding some larger items that were not going to make the list for the approved capital improvement plan. The following list was recommended to the Town Council and approved for a future referendum.

Drumm reviewed each project in detail and discussed the reasons why these items are a priority:

- Fire Alarm Upgrade (CGS/GHR)- Systems are old and outdated. Replacement parts are becoming increasingly difficult to find. If the system fails, the school will be required to have a fire officer on fire watch 24/7.
- Intercoms (all schools)-Systems are old and outdated. Replacement parts are becoming increasingly difficult to find. During recent lockdown drills, there were difficulties with communication, and the system was not working effectively.
- Quint/Tanker/Ladder Firetruck- Current ladder truck is over 20 years old, and the steering system is failing, leading to difficulties in emergency situations. A tanker allows for large quantities of water to be transported to put out fires, which is crucial with Coventry's limited fire suppression sources available. With this new purchase, 2 other firetrucks within the department can be taken out of service and sold. This saves on maintenance expenses, and the money made from the sale can be used as a credit towards the cost of the new truck. There is a lead time of 3 years for the new firetruck to be received.
- DPW Streetsweeper- The DPW has a long list of items needed, but their priority is the streetsweeper, as it is almost 20 years old. It is a specialized piece of equipment, with replacement parts hard to find, and it is out of service often. Once it breaks down, the DPW stops for the season as it can't be fixed fast enough to continue with the work. Drumm shared that the NPDES will require the town to sweep the streets when the time comes to enact the MS4 permits, at least 4X/year.
- Ambulance- The EMS Department has 2 ambulances, with the goal of replacing one every 4 years. Last year's replacement was cut from the budget. In the past 6 months, 1 has been out of service more than it has been operational, leaving the department with 1 operating ambulance. This requires calling outside help for transport services, leading to longer response times. The goal is to save money by removing the "box" and putting it on a new vehicle, as this is a cabin chassis set up.

### **Questions and Comments:**

Hand asked if Drumm knew the lead time on a new cabin chassis; Drumm replied it would take about 8 months.

Kyer was concerned that with the almost 30-year truck needing to come out of service, that no one would want to buy it. Drumm clarified that this is not the truck that would be sold, but rather 2 others that are less old.

Drumm noted that the old firetruck could be sold as replacement parts.

Kyer also commented, from personal experience, that the intercoms at Coventry Grammar Schools stop working randomly and needs to be replaced. He added that this is frustrating on a day-to-day basis and concerning for safety and security reasons.

Gallagher commented that with the lead time of 3 years on the firetruck, that it would not need to be paid for (bonded) until it is delivered, however the price is locked in at the time of the order. However, it cannot be ordered until it is approved at referendum. Gallagher also reminded that in 3 years time, Coventry will have a significant decrease in their debt.

Wheaton asked how the \$3.5M total for all these projects impacts the debt profile if it was approved, as the town website does not go past 2026. Gallagher answered that Finance Director Cherie Trahan is working on this. Wheaton stressed that this is important information for the voters when voting in a referendum and hopes that updated information that includes the debt profile overtime will be included in the communication, which Drumm confirmed it would be. Drumm also stated that the goal is to keep it flat.

Blanchard stated that she would like to see these items separated in the referendum question either by school items and town vehicles, or have people vote yes/no on all the individual items. Thomas reminded that tonight they are just approving the items that will go to referendum, not actually deciding on referendum date, etc. Wheaton commented that he thought this was approved by the prior Town Council. Thomas confirmed, but since they never made it to referendum, it should be re-approved by the current Town Council. Wheaton commented that depending on how the debt service profile would look, it would alter his decision. He requested that information be made available prior to making a decision on approving the items on this list to be put forward.

Larson agreed that he would like to have that budgetary information prior to approving but stated it seems that information will come at a later time, prior to approving the referendum. Additionally, the items discussed are all high priority safety and security items or needed due to mandatory requirements coming down the line. Drumm agreed and explained the actions are to:

1. Approve the list of items, which can be done tonight.
2. When the Council is ready, which could be tonight, they would vote to authorize the Bond Counsel to draft a resolution to go to referendum, that would need to come back to the Town Council for approval. At this time, items could be removed, or the draft resolution could be edited for whatever reason.

Gallagher explained that the projects are necessities and there are limited ways to fund them:

1. Pay it out of the 1.5% fund, which still requires a referendum as the amount is over \$100,000.
  - This impacts the bond rating.
2. Put it in the CIP, which will be included in the budget. She noted that the CIP will never be big enough to cover the amount of all these projects.
  - The total of last year's CIP was equal to only 1 of the items on the list, and it is unlikely that all these items would be approved.
3. Bond the projects, if approved at referendum.
  - Seems to be the only affordable option in order to do all these necessary projects.

Gallagher also explained that the list of projects was much longer, but the current list survived as they were deemed safety and security necessities. She clarified that regardless of the debt impact data, it would not change her decision on this matter as there is no other way to fund these items.

Kyer reminded that even with all the discussions at Town Council level, there is still the final step of voter approval. He also agreed with Blanchard's suggestion of having voters vote on the items individually to help the Council get a sense of what items voters find important. Wheaton also agreed with not lumping all items together, as it might result in all items failing at referendum due to some very large price tags.

Larson asked what it would look like if the fire engine they have fails in the 3 years it takes to get a new one. Drumm stated that there are other tanker engines, to address issues, but they would lose the ladder. Coventry



year to clarify or go into more detail on the specific goals. Thomas reminded that she drafted the goals this way to keep them broad, as she felt the sub-bullets tried to dictate how staff went about working towards these goals. She felt suggestions should come from staff on how to move forward with these things, and the Council can do what they can to support them.

Thomas explained that the Town Council goals hold the Town Council accountable to certain policy goals and provide guidance to the Town Manager and staff

Gallagher suggested having Steering looking at 1 board or commission per meeting to review the charge and have a general discussion, as long as there is not a lengthy agenda. Thomas felt staff needs to look at this first and then bring items to the Town Council. However, she reminded that it is important to be mindful of limited staff and resources. Blanchard agreed with Gallagher on having more Town Council involvement on this bullet. Blanchard also felt that not every board or commission needs a staff person, but one could be made available for certain meetings if the Board or Commission needed help. Hand mentioned that having a staff member keeps the Boards and Commissions tethered to the reality of town staff resources and abilities. It was also reminded that there are many boards and commissions that only meet quarterly, or on a much less frequent basis than the Town Council.

Blanchard suggested that for the 1<sup>st</sup> bullet, it should include information about recycling, home shooting ranges, ordinances and other items that have been brought up lately that need public education. Thomas felt that they should start with the Town Manager structure of government, as that is crucial for understanding how the town works. Depending on how successful it is, they can certainly add in other things. She felt Blanchard's suggestions were great for further down the line.

Blanchard questioned who would run the Citizens Government Academy. Thomas felt it should be staff driven, but depending on the topics could include additional participation and involvement from the Town Council or other entities. Drumm explained that many town staff could share in the efforts to serve as the “professor” for specific topics, and can include tours of DPW or the firehouses, etc. He reminded he has seen this done in other communities he has worked for.

Hand suggested if the town moves forward with the Citizens Government Academy, that a product comes out of it, like an explainer video, as the information presented and provided is reuseable.

Wheaton suggested looking into a flat mil rate budgeting process and adjusting town spending to fit that mil rate. That way the mil rate does not change yearly, town spending does. Additionally, Wheaton suggested setting a debt ceiling that the Town Council sets and does not exceed. As a Town Council goal, this would read, “Adopt a constant mil rate approach to town and BOE fiscal planning and budgeting.”

Hand was curious on how to do this, knowing that a large portion of the town budget includes contractually obligated pay increases. Even with leaving town services at the same level, there will always be an increase in staff pay. Wheaton suggested that maybe a flat mil rate may not work, but the Council could agree on an inflation-adjusted mil rate approach to town and BOE budgeting.

Kyer shared concerns voting for a goal like this without knowing more information or fully understanding the ramifications. However, he explained that he would be more comfortable voting for a goal that commits to exploring these options further to see what make sense.

Gallagher stated that the Coventry often has budgets that have increases less than inflation. However, Coventry has also been operating too thin for too long. She shared concerns that this could lead to extreme cuts by keeping a flat or inflation adjusted level without consideration of what the needs of a particular year are. She stated that if there were opportunities to spend more money, the Town Council needs to look into building back up to what was previously cut, including capital improvement.

Larson agreed with Kyer about having a hard time agreeing to this goal without more information but is interested in learning more information to see if it fits Coventry or not.

Hand shared further concerns about the unpredictable special education costs and how it would impact the budget if there was a set mil rate. He encouraged people to really dive into the budget and compare to other towns to see that Coventry runs a lean ship, while getting a lot of bang for our buck.

Thomas felt the spirit of Wheaton's comment was to look at other ways of budgeting and explained that this is something her and Drumm have seen presentations about. She agreed it was a good idea to discuss them and ask the Town Manager to include more information about the different budgeting types in the budget presentation. Hand commented it might be a useful tool for the public to see how the different types of budgeting would work and impact the town.

Blanchard explained that as part of the last bullet goal, she is still going to advocate for a joint Finance Department. Thomas agreed that this is an ongoing consideration. For now, there seems to be much better communication between the 2 finance agencies.

Wheaton reminded of a goal from the previous term regarding upgrading IT and meeting accessibility. He expressed that he was curious if this had been completed. Thomas explained that it was not completed, but it is underway and did not think it needed to be added back into the goals. Blanchard asked that Drumm add this to the Town Manager's update, in order to keep tabs with what is happening with IT upgrades.

Thomas added that it would be good to have a Town Council discussion on policies surrounding live streaming and if it is worth it for the town to continue to do, or if the on-demand video is enough.

Blanchard discussed the 2<sup>nd</sup> bullet and thought that there was an existing list of these items. Thomas clarified that the point of this goal was to look at all town properties with a birds-eye view to determine long term plans for the properties. She reminded the BOE is looking to do a facility study of the schools which may include some consolidation. If this results in the BOE no longer using CGS, that is a town owned building/property that will need to be repurposed. She reminded that the town's needs should not be isolated but connected through this goal. Blanchard agreed and stated she would like to see more collaboration and more working together under 1 tent, as 1 town and 1 budget. Thomas agreed.

Thomas also discussed the importance of positioning Coventry to be 1<sup>st</sup> in line to secure grant dollars for needed infrastructure upgrades.

#### Edits:

- 4<sup>th</sup> bullet, add "duplicative" after "still active". To read, "up to date, still active, or duplicative."



Nicole Archambault

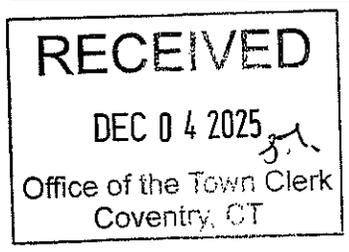
Nicole Archambault, Minutes Clerk

**PLEASE NOTE: These minutes are not official until approved by the Coventry Town Council at the next Town Council meeting. Please see the next Town Council meeting minutes for approval or changes to these minutes.**

existing member new term to expire 11/1/2030

Appointed

STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION



Use this form to apply online to serve on a Town Board of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 12-3-26

**Brian J. Coss**  
**65 Bissell Road**  
**Coventry, CT 06238**

Telephone (Day) (860) 930-5538 (Evening) same

Email address: jamie.coss316@gmail.com

**Conservation Commission**  
**New Term to Expire on January 1, 2030**

Current member?  
 Yes  No

Where did you hear of this opening?  
 Currently Serving  Channel 191  Website  Word of mouth  Town e-blast  
 Recruited by Committee Member or Town Council  Other: (specify) \_\_\_\_\_

How long have you lived in Coventry? 32 years

Are you a registered voter of Coventry? (Must be a resident elector to serve)  Yes  No

What is your political party affiliation?  Democratic  Republican  Unaffiliated  Other (specify):

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

Already serving as chair. Would like to continue working to preserve our beautiful town.

Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

4 years experience on this commission.

**Conflict of Interest Statement**

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By signing below, I certify that the information I have provided on this form is true and accurate to the best of my knowledge, that I desire appointment to a Board or Commission in Coventry, that I am willing to adhere to the conflict of interest policy stated above, and that I will abide by Council policies for volunteers as detailed in the Volunteer Handbook.

Date: 12-3-25 Signature: 

**TOWN COMMITTEE ENDORSEMENT: (optional)**

The \_\_\_\_\_  
recommends \_\_\_\_\_  
for (re)appointment to \_\_\_\_\_  
Official \_\_\_\_\_ Office \_\_\_\_\_

RECEIVED

Appointed DEC 03 2025

Office of the Town Clerk  
Coventry, CT

**STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION**

Use this form to apply online to serve on a Town Board of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 12/3/25

**Elizabeth Bauch  
110 Seagraves Road  
Coventry, CT 06238**

Telephone (Day) 468-462-465 (Evening) 860-462-465

Email address: nalib26@comcast.net

**Human Right Commission  
New Term to Expire on January 1, 2028**

Current member?

Yes  No

Where did you hear of this opening?

Currently Serving  Channel 191  Website  Word of mouth  Town e-blast  
 Recruited by Committee Member or Town Council  Other: (specify) \_\_\_\_\_

How long have you lived in Coventry? 17 years

Are you a registered voter of Coventry? (Must be a resident elector to serve)  Yes  No

What is your political party affiliation?  Democratic  Republican   
Unaffiliated  Other (specify): \_\_\_\_\_

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

To continue to protect the rights of Coventry Citizens,  
I would like to continue the projects the Commission is  
working on.

Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

Autism Speaks Advocate

Bachelor Degree Criminal Justice

Associate Degree Acctg Services

**Conflict of Interest Statement**

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Date: 12/3/25 Signature: Eliya B.

**TOWN COMMITTEE ENDORSEMENT: (optional)**

The \_\_\_\_\_  
recommends \_\_\_\_\_  
for (re)appointment to \_\_\_\_\_  
Official \_\_\_\_\_ Office \_\_\_\_\_

Existing member new term to expire 1/1/2028

Appointed \_\_\_\_\_

**STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION**

**RECEIVED**  
DEC 09 2025  
Office of the Town Clerk  
Coventry, CT

Use this form to apply online to serve on a Town Board of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 11/23/2025

**Lisa Conant  
173 Pucker Street  
Coventry, CT 06238**

Telephone (Day) (860) 436-7716 (Evening) same

Email address: mjclkc@hotmail.com

**Human Right Commission  
New Term to Expire on January 1, 2028**

Current member?

Yes  No

Where did you hear of this opening?

Currently Serving  Channel 191  Website  Word of mouth  Town e-blast  
 Recruited by Committee Member or Town Council  Other: (specify) \_\_\_\_\_

How long have you lived in Coventry? 31 years

Are you a registered voter of Coventry? (Must be a resident elector to serve)  Yes  No

What is your political party affiliation?  Democratic  Republican  Unaffiliated  Other (specify): \_\_\_\_\_

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

I would like to continue the Commission's work

Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

- former town council member (2 terms)
- ~~former~~ Current ZBA alternate
- 25 years working in the human services field
- 8 years working in municipal government

#### Conflict of Interest Statement

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Date: 11/23/25 Signature: Yvona Conant

#### TOWN COMMITTEE ENDORSEMENT: (optional)

The \_\_\_\_\_  
recommends \_\_\_\_\_  
for (re)appointment to \_\_\_\_\_  
Official \_\_\_\_\_ Office \_\_\_\_\_

Existing member new term to expire January 1, 2028

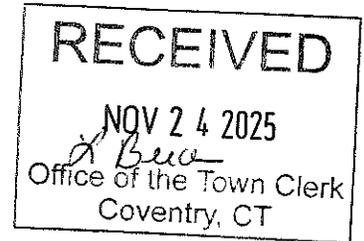
Appointed \_\_\_\_\_

**STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION**

Use this form to apply online to serve on a Town Board of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 11/24/25

**Richard Martin  
195 Northfield Road  
Coventry, CT 06238**



Telephone (Day) 860-209-0045 (Evening) 860-209-0045

Email address: RMartin65@hotmail.com

**Human Right Commission  
New Term to Expire on January 1, 2028**

Current member?

Yes  No

Where did you hear of this opening?

Currently Serving  Channel 191  Website  Word of mouth  Town e-blast  
 Recruited by Committee Member or Town Council  Other: (specify) \_\_\_\_\_

How long have you lived in Coventry? 40 years

Are you a registered voter of Coventry? (Must be a resident elector to serve)  Yes  No

What is your political party affiliation?  Democratic  Republican  Unaffiliated  Other (specify): \_\_\_\_\_

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

There are issues in town that need to be looked at and discussed. We need to have a town wide conversation on these issues and I want to be a part of that conversation

Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

**Conflict of Interest Statement**

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By signing below, I certify that the information I have provided on this form is true and accurate to the best of my knowledge, that I desire appointment to a Board or Commission in Coventry, that I am willing to adhere to the conflict of interest policy stated above, and that I will abide by Council policies for volunteers as detailed in the Volunteer Handbook.

Date: 11-24-25 Signature: [Handwritten Signature]

**TOWN COMMITTEE ENDORSEMENT: (optional)**

The \_\_\_\_\_  
recommends \_\_\_\_\_  
for (re)appointment to \_\_\_\_\_  
Official \_\_\_\_\_ Office \_\_\_\_\_

wishes to be reappointed New term to expire 11/2029

Appointed \_\_\_\_\_

STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION

RECEIVED  
DEC 10 2025  
Office of the Town Clerk  
Coventry, CT

Use this form to apply online to serve on a Town Board or Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 12-10-25

Samuel Belsito  
11 Noor Drive  
Coventry, CT 06238

Telephone (Day) 8603060176 (Evening) \_\_\_\_\_

Email address: sambelsito@gmail.com

Pension & Retirement Committee  
New Term to Expire on January 1, 2029

Current member?

Yes  No

Where did you hear of this opening?

Currently Serving  Channel 191  Website  Word of mouth  Town e-blast  
 Recruited by Committee Member or Town Council  Other: (specify) \_\_\_\_\_

How long have you lived in Coventry? 18 yrs.

Are you a registered voter of Coventry? (Must be a resident elector to serve)  Yes  No

What is your political party affiliation?  Democratic  Republican  Unaffiliated  Other (specify):

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

Knowledge of persons and interest to support the town.

Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

CFP  
25+ years in Financial Services

**Conflict of Interest Statement**

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Date: 12-10-25 Signature: 

**TOWN COMMITTEE ENDORSEMENT: (optional)**

The \_\_\_\_\_  
recommends \_\_\_\_\_  
for (re)appointment to \_\_\_\_\_  
Official \_\_\_\_\_ Office \_\_\_\_\_

Wishes to be reappointed new term to expire 11/1/2028

Appointed \_\_\_\_\_

**STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION**

**RECEIVED**  
DEC 1 8 2025  
Office of the Town Clerk  
Coventry, CT

Use this form to apply online to serve on a Town Board or Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: Nov. 28, 2025

**Jamie DePaola  
82 Wall Street  
Coventry, CT 06238**

Telephone (Day) 860-985-2064 (Evening) \_\_\_\_\_

Email address: sgtmajd@hotmail.com

**Veterans Memorial Events Commission  
New Term to Expire on January 1, 2028**

Current member?

Yes  No

Where did you hear of this opening?

Currently Serving  Channel 191  Website  Word of mouth  Town e-blast  
 Recruited by Committee Member or Town Council  Other: (specify) \_\_\_\_\_

How long have you lived in Coventry? 37 yrs.

Are you a registered voter of Coventry? (Must be a resident elector to serve)  Yes  No

What is your political party affiliation?  Democratic  Republican  Unaffiliated  Other (specify):

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

To promote Veterans in Coventry and the events that support them. To maintain and enhance Veterans Memorial Green in Coventry.

Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

Served 24 years in the USMC, Retired as a Sergeant Major in a command billet.

**Conflict of Interest Statement**

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By signing below, I certify that the information I have provided on this form is true and accurate to the best of my knowledge, that I desire appointment to a Board or Commission in Coventry, that I am willing to adhere to the conflict of interest policy stated above, and that I will abide by Council policies for volunteers as detailed in the Volunteer Handbook.

Date: Nov. 28, 2025 Signature: *James DePaola*

**TOWN COMMITTEE ENDORSEMENT: (optional)**

The \_\_\_\_\_  
recommends \_\_\_\_\_  
for (re)appointment to \_\_\_\_\_  
Official \_\_\_\_\_ Office \_\_\_\_\_

Wishes to be reappointed new term to expire 1/1/2028

Appointed \_\_\_\_\_

**STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION**

**RECEIVED**  
DEC 18 2025  
Office of the Town Clerk  
Coventry, CT

Use this form to apply online to serve on a Town Board of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 18 Dec 2025

**Peter DePaola  
82 Wall Street  
Coventry, CT 06238**

Telephone (Day) 8604786802 (Evening) \_\_\_\_\_

Email address: PIDPAOLA SR @ Gmail . Com

**Veterans Memorial Events Commission  
New Term to Expire on January 1, 2028**

**Current member?**

Yes       No

Where did you hear of this opening?

Currently Serving    Channel 191    Website    Word of mouth    Town e-blast  
 Recruited by Committee Member or Town Council    Other: (specify) \_\_\_\_\_

How long have you lived in Coventry? 37 years

Are you a registered voter of Coventry? (Must be a resident elector to serve)  Yes    No

What is your political party affiliation?    Democratic    Republican    Unaffiliated    Other (specify): \_\_\_\_\_

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

To serve to veterans in Coventry and their families w/ events, services, and recognition they deserve

Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

Served 442 years Active Duty 12 years Reserves. Active w/ Marine Corps League and the state of CT Dept of Veteran Affairs quarterly meetings.

**Conflict of Interest Statement**

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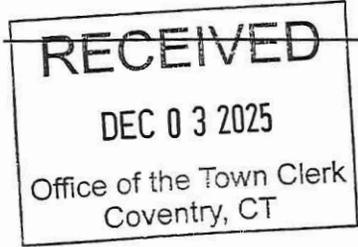
Date: 18 Dec 2025 Signature: [Handwritten Signature]

**TOWN COMMITTEE ENDORSEMENT: (optional)**

The \_\_\_\_\_ recommends \_\_\_\_\_ for (re)appointment to \_\_\_\_\_ Official \_\_\_\_\_ Office \_\_\_\_\_

new term to expire on 1/1/2028

Appointed



STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION

Use this form to apply online to serve on a Town Board of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 30 NOV 25

**William Glenney**  
**664 Silver Street**  
**Coventry, CT 06238**

Telephone (Day) 860-912-0003 (Evening) 860-912-0003

Email address: wglenney@901.com

**Veterans Memorial Events Commission**  
**New Term to Expire on January 1, 2028**

Current member?

Yes  No

Where did you hear of this opening?

Currently Serving  Channel 191  Website  Word of mouth  Town e-blast  
 Recruited by Committee Member or Town Council  Other: (specify) \_\_\_\_\_

How long have you lived in Coventry? 35 years

Are you a registered voter of Coventry? (Must be a resident elector to serve)  Yes  No

What is your political party affiliation?  Democratic  Republican  Unaffiliated  Other (specify): \_\_\_\_\_

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

Current member

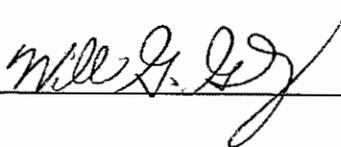
Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

Current member

**Conflict of Interest Statement**

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Date: 30 NOV 25 Signature: 

**TOWN COMMITTEE ENDORSEMENT: (optional)**

The \_\_\_\_\_  
recommends \_\_\_\_\_  
for (re)appointment to \_\_\_\_\_  
Official \_\_\_\_\_ Office \_\_\_\_\_

Term to expire on 11/1/2028

Appointed \_\_\_\_\_

**STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION**

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Date: 11/21/2025

**Rick Nowsch**  
~~899 South Street~~ 152 RICHMOND RD.  
**Coventry, CT 06238**

Telephone (Day) 860 712 5403 (Evening) SAME

Email address: RICKNEWSCH@GMAIL.COM

**Veterans Memorial Events Commission  
New Term to Expire on January 1, 2028**

Current member?

Yes  No

Where did you hear of this opening?

Currently Serving  Channel 191  Website  Word of mouth  Town e-blast  
 Recruited by Committee Member or Town Council  Other: (specify) \_\_\_\_\_

How long have you lived in Coventry? 32 YEARS

Are you a registered voter of Coventry? (Must be a resident elector to serve)  Yes  No

What is your political party affiliation?  Democratic  Republican   
Unaffiliated  Other (specify): \_\_\_\_\_

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

I LIKE DOING WHAT WE DO AND I WANT TO KEEP DOING IT.

Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

2 YEARS IN USMC.

**Conflict of Interest Statement**

In order to promote impartiality of decisions and fairness in the treatment of those having business with the Town of Coventry through its Boards and Commissions, any conflict of interest must be eliminated. Members of any Board or Commission having direct or indirect financial or personal interest in any contract, transaction or decision of that board to commission, or any officer or agent of the Town of Coventry, shall disclose that interest to said Board or Commission and disqualify themselves from any awarding, assignment or discussion of any contract, transaction, or decision regarding their personal interests.

By signing below, I certify that the information I have provided on this form is true and accurate to the best of my knowledge, that I desire appointment to a Board or Commission in Coventry, that I am willing to adhere to the conflict of interest policy stated above, and that I will abide by Council policies for volunteers as detailed in the Volunteer Handbook.

Date: 11/21/2025 Signature: [Handwritten Signature]

**TOWN COMMITTEE ENDORSEMENT: (optional)**

The \_\_\_\_\_  
recommends \_\_\_\_\_  
for (re)appointment to \_\_\_\_\_  
Official \_\_\_\_\_ Office \_\_\_\_\_

**UNOFFICIAL MINUTES**  
**Town Council Finance Committee/Board of Education Fiscal Committee Meeting**  
**And**  
**Town Council Finance Committee Meeting**  
**December 8, 2025, 5:30 pm**  
**Town Hall Conf. B**

**1. Board of Education Fiscal Committee/Town Council Finance Committee Joint Meeting:**

**1.A. Call to Order, Roll Call:**

The Meeting was called to order by Finance Committee Chair Robyn Gallagher at 5:33 PM.

Members Present: Robyn Gallagher-Chairperson (remote), Julie Blanchard, Peter Larson, and Lisa Thomas, Council Chairwoman & Ex-Officio Member.

Absent: None

Board of Ed Fiscal Committee Members: Jen Beausoleil-BOE Chairperson, Mary Kortmann-Fiscal Committee Chairperson, Emma Easton, and Courtney Rossignol (Joined at 5:58 PM).

Also Present: James Drumm-Town Manager, Cherie Trahan-Finance Director, Charmaine Bradshaw-Hill-BOE Business and Operations Manager, David Petrone-Superintendent of Schools, and Shawn Cyr-Intern to Superintendent Petrone.

**1.B. Audience of Citizens: (30 Minutes - 5 minutes maximum per citizen):**

None

**1.C. Discussion: Shared Services:**

Petrone explained that he reviewed the list last week, and there were no updates. Bradshaw-Hill had no updates either.

Kortmann reminded about the shared service that was brought up during the last Town Council Finance Meeting and will need to be added to the shared services spread sheet. Drumm explained that the shared service was janitorial services of the bathrooms by the radio tower used by school athletics. There were some misunderstandings regarding the use of the restrooms and that the doors are always locked. Use of these restrooms, and door codes are being looked into by Drumm for clarification purposes. Bradshaw-Hill will need to add it to the spreadsheet.

Kortmann also discussed sharing bidding on electric, oil, gas, diesel, and heating fuel at times. Petrone stated that an agreement was just locked in for oil jointly, which resulted in savings. Trahan also explained that electric, diesel fuel, heating oil and gasoline were also locked in, as there were 9 accounts that weren't on the contract that were being charged a higher rate. Dr. Petrone explained he was not aware that electric contracts were locked in.

Trahan explained that upon review of the existing contract details and the constantly fluctuating rates, it was in the best interest for both entities to go out to bid now. The BOE stressed that the Superintendent always needs

to be made aware of these contracts, and things can't be locked in without someone in the district knowing. Bradshaw-Hill apologized but explained that the timeframe to lock in was done quickly and she only had a day. It was requested that the Superintendent be notified moving forward, as he authorizes the purchases.

Gallagher stated that electric, diesel, and heating fuel can be added to the shared services list.

Trahan explained why Titan Energy Consultants was used, and that she has used them in the past. She highlighted that Titan will negotiate contracts, go out to bid for you, and then their fee is built into the rates that you're getting. She felt the biggest advantage with using them is that the town can do it earlier and not wait for CRCOG. She added that Titan runs the CRCOG program as well, so She knows they're going out to bid to the same groups that they would be bidding with. She added that Dime Oil for diesel, heating oil, and gasoline has been one of the lowest bidders for several years.

Gallagher questioned how much their fee adds to the price per gallon. Trahan was unsure, but Drumm reminded that with them running the program through CRCOG, Coventry would have to pay it anyways. Gallagher understood the sense of urgency for these matters and felt it should help with the BOE budgeting process. Gallagher also asked that a note be made to contact them earlier next year so that the town and BOE don't run into a "crunch" scenario where administrators are not aware of the contracts being locked in. Trahan agreed.

Gallagher shared that she is happy to see these contracts be included in shared services again, as it used to be done, but the BOE and town had been separate for a while due to delays with CRCOG. She added appreciation for staff finding a way to make this a shared service again, especially based on concerns from residents.

**1.D. Timeline and status of health insurance provider/decision tasks:**

Petrone, Drumm, and Bradshaw-Hill met with USI last week to finalize a timeline. Everything is out to bid now, and ECHIP was made aware of the desire to explore other options. It was determined a good idea to have USI make a presentation to Town Council and BOE, hopefully in the 1st week of February, which would need to be a special meeting. Petrone commented that USI feels optimistic that Coventry will get positive numbers back from the bids. Additionally, they think they will be able to go out a 2<sup>nd</sup> time and ask the companies to be more aggressive with numbers.

Drumm explained that staying with ECHIP is the potential for at least a 10% increase. Petrone commented that they have budgeted for a 10.4% increase. USI will be reaching out to ECHIP, to ensure that Coventry will not incur any penalties or fees and get in writing. Drumm commented that if both Putnam and Coventry dropped out, that ECHIP would disband as it wouldn't be worth staying together. Petrone explained that typically co-ops start off positive, but with rising healthcare costs and different needs of a community, there could be 1 town really dragging the whole co-op down, making them less appealing.

Beausoleil asked if the dates on timeline allow the BOE to vote on the insurance number would be based on the selection. Petrone explained that the BOE would likely need to make adjustments after the Board of Ed sends the budget to the town. Drumm reminded that the goal is for savings, so there should be decreases to the budget not increases.

Beausoleil stated that the BOE usually tries to get their numbers reduced and refined each week, and typically are more aggressive with the numbers, and it is always higher in the 1<sup>st</sup> volume.

Petrone commented that he understands Trahan is working on policies moving forward, and a plan in place to draw down on reserves for the town, but it is a long-term plan and will not happen in 1-5 years.

Kimberlee Delorme and Laura Stone will reach out for dates in early February for both BOE and Town Council to attend the USI presentation, with a Joint Fiscal Meeting to follow. It was clarified that there will not be enough time to hold a regular Finance meeting after, which will need to be scheduled for another time.

**1.E. Board of Education draft CIP spreadsheet and narrative:**

Gallagher reminded that the BOE's CIP draft was reviewed at the last fiscal meeting. She asked if there were any new items that have been added or questions about the CIP. There were none. Gallagher thanked the BOE for providing the CIP in advance.

Beausoleil stated that there are a number of things that have legislative timelines, so some of the CIP items have higher priority. Kortmann explained that the district needs to have something in place to cool the classrooms by July 1, 2026, and there is a legal requirement to have potable water tanks inspected every 10 years, which is coming up. It was emphasized that while they can choose to delay a roof, window, or door replacement, they cannot push off EPA or DPH items.

Dr. Petrone discussed that there are issues at both CGS and GHR, that will be discussed at the Thursday BOE meeting. He reminded that both buildings are old, with old equipment that is failing. These items cannot continue to be pushed off as the reserve fund can only cover so many of the emergency items.

**1.F. FY 25/26 Board of Education Budget - drivers, concerns:**

Beausoleil explained that the BOE is currently in a spending freeze as a response to last month's operating update. She continued that the BOE is significantly over on the Special Education expense line. As of last month, the overages totaled \$180,000, and it is expected that this amount will increase when reviewed at Thursday's meeting putting the total over \$200,000. The freeze requires that expenses over a certain spending threshold need to be approved by Dr. Petrone. Students will continue to get what they need, but the district may not be able to provide what they want.

Beausoleil reminded that it is important that this is brought to the Town Council's attention as these expenses will exist next year. The Special Education budget line item will increase next year, as some of the increases experienced this year are only for ½ a year. Next year the costs will likely be for the full year.

Gallagher asked if the additional Special Education costs will take the form of additional FTEs at certain schools or, how would they be reflected in the budget. Dr. Petrone stated that at the moment, the expenses are a direct result of outplacements. Additionally, transportation is a large portion of Special Education costs, which will be even more expensive when the district has to cover the full year. He explained that adding to the challenges, the district cannot even plan to get fully reimbursed from the state 100% as they are supposed to.

Dr. Petron discussed the outside costs related to students attending magnet and charter schools, with special education needs and expenses. He reminded that the district does not have control of hourly rates they charge or increases to program costs. He stated that they plan to put a line in the budget to incorporate these costs ahead of time for the upcoming year, using historical data.

Dr. Petrone stated that he understands last year was a tough year with reval, but his job is to advocate for teachers and kids. Due to budget reductions last year, the district lost a lot of staff and resources. He reminded that Coventry schools already operate bare bones. He asked the Town Council to consider this when doing the upcoming budget. He stressed that the district cannot take another hit, as it will affect the progress made over the past several years.

Kortmann also reminded that the Challenge and Enrichment Programs were able to come back, due to a generous \$25,000 donation. She explained that the district will need to cover these programs in the upcoming budget or remove them again. She reminded that removing them upset a lot of residents. Beausoleil also discussed that the BOE is going to discuss things to restore based on parent and community feedback, which will cause increases over last year's appropriation.

Gallagher reminded the best way to maintain BOE funding and Town Services is to pass budget referenda. She stressed that it is always painful to make cuts after the 1<sup>st</sup> referendum. She encouraged community involvement earlier in the budget process as it will help the Town Council with the difficult decisions to be made and putting out a budget.

Gallagher thanked the Board of Ed for sharing their concerns. She stated that Special Educational costs are something that the BOE shares as a concern on a regular basis due to increasing costs and not something they can plan ahead for as it is out of anyone's control depending on varying student needs.

**1.G. Status of FY 24/25 audit:**

Trahan shared the communication from CLA (Auditors), as required, to explain what the audit does, what they are responsible for, and what they are looking for in terms of compliance with internal controls and misstatement of the financial statements. All financial statements and federal and state grants will be reviewed. Trahan reminded that the town received comments over the last 2 years, and she expects these comments to come up this year as well, as she did not come on until the end of April.

CLA will test transactions, express an opinion on compliance for both federal and state grants, test transactions, review all internal controls, and do a walkthrough with departments to follow up that these steps are followed. They will also review any estimates the town uses for allowance for doubtful accounts, etc., are based on reasonable history/estimates.

The CLA communication also contains contact info for Leslie Zoll. Any BOE members or Town Councilors can contact her directly with questions or concerns.

Trahan explained she was hopeful for Dec. 31st but even if she got everything to CLA before Thanksgiving, there was not enough time for the auditors to complete their review. Trahan stated that she took extra time to

analyze the grant funds and carryover projects to make sure they were right. She stated that she had to do some fixes from the audit last year to make sure everything was correct and the books agree with the audit report.

Trahan stated the goal is to have all deliverables to them by next Monday. Then CLA will start their field work and financial statement preparation. Trahan explained that she expects the wrap up from CLA will take time. Once she receives that audit draft, she will need to review and write letters for the audit report. Trahan feels that this should be almost finalized by the end of January. Zoll expects to present the audit issuance in February.

Bradshaw-Hill met with CLA last week. She explained that she met with the Director to ensure that they have everything they needed to ensure the BOE meets their CSDE deadline. She commented that CLA will be out inspecting the BOE as well. The audit meeting is TBD, based on timing and progression.

### **1.H. Status of Auditor RFP:**

Trahan explained that it is customary to finish the current audit before going out to RFP. She stated the plan would be to issue an RFP for the end of February/early March, with a requested response time of 3 weeks. Then interviews will take place. She stated that this should allow plenty of time before the preliminary audit work takes place at the end of May.

### **1.I. Schedule of Future Joint Finance Committee/Fiscal Committee meetings:**

#### **Currently under consideration:**

#### **February 26, 2026, (BoE to host) 5:30 PM**

It was stated that the Joint meeting will no longer be on February 26<sup>th</sup>, as the Joint meeting will likely be in early February to follow USI presentation.

#### **Proposed Joint Meeting Schedule:**

- Early February: TBD based on date proposed by Kimberlee Delorme and Laura Stone. (BOE to host).
- March 9<sup>th</sup>: Tentative Budget Meeting (During Regular Town Council Meeting).
- April (13<sup>th</sup> or 23<sup>rd</sup>): Joint Fiscal with Audit Presentation (Finance Committee to Host).
  - Audit presentation could be any time after report.
  - Ask Leslie Zoll what date works best for April. April 23<sup>rd</sup> is preferred.
- Meeting start times are TBD but will likely be 5:30 PM/6:00 PM.

### **1.J. Budget Kickoff Meeting:**

Gallagher explained this idea was discussed at the last Town Council Finance Meeting.

Trahan explained the point of the kickoff meeting is to discuss budgetary drivers and concerns for both the BOE and Town Council to get on same page, in order to go to the community as 1 entity.

Beausoleil explained she appreciated the sentiment, but adding another meeting into the BOE schedule is not desired. Drumm felt that it could be done in the early February meeting, after the USI presentation. He explained that sharing the challenges that both organizations are facing early can help get word out to the

community on the challenges both are facing. It will be added to the February meeting agenda to discuss drivers and concerns in more detail.

Kortmann asked about the bond referendum that is in the works, and if there is an open security grant. Dr. Petrone responded that it is not yet, but there will be some opening soon.

Kortmann commented that the bond question and explanatory text would have to be written to reflect the possibility of getting grant funding, and that the town doesn't get stuck paying their full share if the cost went down due to grant funding. Thomas explained the bond question is to authorize the total spending amount, which needs to be the full amount, if they don't know the exact cost to the town. The explanatory text needs to explain what money is being spent on and would explain it could be less if grant funding is received. Depending on the actual cost, the town would just take out the bonds needed. Dr. Petrone commented that the BOE would not know grant status until possibly June. Drumm assured this was no issue.

Kortmann explained that there are other items (security window film and security cameras) that are not in the bond. She stated that if the BOE applied for these items through a grant and got them, it would require a 40% town match from the Council. Drumm explained that the explanatory text would state that the 40% match would be funded through the bonds, if grant funds were awarded for these items, but the town will not move forward if we do not get the grant. Unfortunately, these things are too expensive to do on their own, but it is much more affordable if grants cover 60% of the costs. Drumm reviewed that the full cost for these 2 items are \$220,000.

It was discussed that the fire pump was removed from the bond items, as the amount is under \$100,000. It was determined best to not pay interest on this small of an amount over the life of the bond. The alarms and intercoms will remain in the bond.

Kortmann stated that the school inspections are not included in the CIP. Dr. Petrone explained that there is 1 included, as they plan to fund 1 every year for the next 5 years, as required. CHS is being done right now, and expected to pass, but the BOE believes they will fail the others. Dr. Petrone reminded that this is something that has to happen to meet state requirements. Coventry Academy and the Preschool will need to be added to the list for inspections.

BOE Fiscal Committee left at 6:47 PM.

## **2. Regular Town Council Finance Committee Meeting:**

### **2.A. Call To Order, Roll Call:**

The Meeting was called to order by Chair Robyn Gallagher at 7:00 PM.

Members Present: Robyn Gallagher-Chairperson (remote), Julie Blanchard, Peter Larson, and Lisa Thomas, Council Chairwoman & Ex-Officio Member.

Absent: None

Also Present: James Drumm-Town Manager and Cherie Trahan-Finance Director

**2.B. Acceptance Of Minutes:**

- **November 10, 2025:**

**Motion:** I move to accept the November 10, 2025, Finance Committee Minutes.

By: Blanchard

Second: Larson

Discussion/Edits: None

Voting: Unanimously in favor

**2.C. Reports:**

**2.C.1. Committee Chair - Robyn Gallagher:**

No report

**2.C.2. Committee Members:**

Larson shared that he sat down with Drumm and Trahan to get an update and be brought up to speed. He commented he was appreciative of their time.

**2.C.3. Monthly Financial Reports: *A copy of the department update can be found attached to these minutes.***

Trahan highlighted the following:

- No November financials, due to Audit.

**Revenue Collectors Office:**

- Tax collections overall, as of 10/31/25, at just under 80% collected. This does not include motor vehicle supplement, as those will go out in January. The Assessor is still working on how this compares to last year, as well as finalizing the grand list.
- The town has contracted 8-10 hrs. a week of additional support for the Assessor.

**The Finance Office:**

- Extremely busy with day-to-day management.
- The department has been working on the audit and going out to bid for energy contracts. Trahan stressed the importance of locking in good rates quickly. Trahan explained that Bradshaw-Hill had seen fluctuating rates for electric, so it was good for the BOE to get a lower price locked in.
- Treasury Management Meetings- Trahan explained that the town uses a lot of banks, about 6. There are 2 main accounts, and several smaller ones. A lot of treasury management has been done to try and maximize investment income. It was determined that staff was not moving money regularly to STIF (State Treasurer Investment Fund) or doing an overnight sweep. It seemed that these tasks dropped off staff changes and transitions. Trahan stressed that the money should be moved into a higher yield account, which is a common practice.

### Questions/Comments:

Larson asked if the banking/accounting could be simplified by putting all accounts into 1 institution. Drumm explained that this was the way things were when he got here, and Trahan is looking at adjusting what is used in order to gain efficiencies, as it has taken a significant amount of time to reconcile bank statements for the audit. She commented that the Finance Office spends time moving money and reconciling. No changes have been made yet, but Trahan is looking at ways to move forward.

Gallagher questioned if there will be budgetary impacts from the electricity contract increases of 13% to the 9 locations that were not previously under contract. Trahan had to look into this more but feels the 13% is below what they are currently paying.

Thomas asked if the Finance Office would benefit from staffing assistance. Trahan stated that by the time she and other staff were able to get new hires up to speed on processes and software, it would be better to do it herself. She added that she would prefer to focus her energy on training current staff.

### **3. Discussion: Finance Committee Goals:**

Gallagher commented that this was discussed last meeting, but since Larson was absent, it was carried forward so that he could participate in the discussion.

Larson agreed with helping people understand the budget process more and continue education for the town. He commented that there was a higher number of those engaged in civic engagement than has been seen in the past. He would like to continue to get people to understand the budget process. He added that as great as an increase in civic engagement is, the total participation is still under 50%.

He felt there should be more education on the BOE and how their budget works, as they are such a large part of the budget process. Especially with the large impact that special education costs have on their budget.

Thomas agreed and explained this is why she proposed the Coventry Citizens Government Academy, which can educate the public on how both the Town Council and budget operate. She also stated that a Capital Spending Policy is a good goal to have.

Blanchard asked if Trahan was going to send out information regarding a Citizen Budget Guide as discussed at the last Finance meeting. Trahan made a note to gather some information. Thomas felt that Trahan could also reach out to other towns through CCM, COST, and CRCOG. Trahan commented that there is someone in Mansfield who has good experience with this she can reach out to.

### **4. Consideration/possible action: Review of items for future bonding:**

Gallagher explained that the bond items spreadsheet attached to the agenda and reminded it was briefly discussed last meeting. Drumm was to get updated numbers for the items for the Finance Committee to review.

Ladder Truck-Drumm explained that Fire Chief Bud Meyers updated the cost of the ladder truck. The current rough estimate is \$2.245M, which is \$150,000 less than anticipated.

Streetsweeper- Cost is the same.

Ambulance- The cost is the same, but Meyers thinks he can get a new box for the cabin chassis, which will ultimately be the same amount as a new ambulance. However, the department has the option to choose which type of vehicle works best for their needs.

Thomas asked if there is going to be a road bond too, which the streetsweeper and a dump truck would be put into. Drumm explained that Watkins still has to study the roads to put together a list of roads to include in a road bond, which is 6-8 months away. Watkins asked what he would prefer, and he stated that he would take the street sweeper but needs both the streetsweeper and a dump truck.

It was discussed to share the cost of the fire pump between the Town Council and the BOE's 2% fund. Gallagher shared concerns about doing this still with the rising costs of Special Education, which the Town Council will inevitably ask them to pull some of their 2% fund to cover those costs. Gallagher did not think it would be fair to ask them to use their 2% fund for Special Education overages and the fire pump. Thomas agreed. Drumm will put the fire pump on the CIP, along with the \$90,000 for HVAC inspections.

Thomas was curious what the town/BOE will do if the HVAC systems fail the inspections. Drumm explained that the inspection will produce a plan that will identify issues which the town can use to prepare HVAC grants. Blanchard commented that the inspections are expensive and asked if these schools fail; are the re-inspections the same amount or cheaper? Drumm explained that we won't need to have an inspection within the same year, as there won't be funds to make all the necessary corrections. We will use the plans to make corrections, which will need to be done over time. This will be true for all the schools.

Thomas reminded that in the meantime the BOE will be putting out a Facilities Study Plan to see what can be done about CGS.

Gallagher reminded that it's still early years for these inspections, and she expects a lot of districts will fail. She felt this should help with expediency and needs in terms of grant applications.

Drumm clarified that there will be an amendment to Fire Truck cost, but all other numbers are accurate. Thomas suggested putting the dump truck into CIP or an upcoming road bond, which is 6-8 months away. It was agreed that the dump truck would not survive the in the CIP during budget.

The Town Council will need to decide when to put out a bond referendum, for everything but the fire pump. Finance can move it forward to the next Town Council agenda (Jan. 5<sup>th</sup>), then address legal pieces. The Finance Committee discussed the process and felt that the Town Council could have a resolution back from Bond Counsel for their 1<sup>st</sup> meeting in February. Gallagher suggested looking into another Bond Counsel besides Robinson and Cole. Trahan will be reaching out to the financial advisor for others he worked with.

It was discussed that the bond total is less than \$4M, and there will be a significant debt drop in 2027. Drumm reminded that the town will not be bonding immediately, as some items ordered won't need to be paid for until

they are delivered. Drumm expects that the funds will likely start to roll into bonds in July. Drumm explained that it's best to order the firetruck soon to lock in the price, and it takes 3 years to be delivered. So, the firetruck may not need to be paid for until 2029. Needs to be clearly explained, locking in price. Thomas emphasized explaining this to the public clearly and carefully, so it is understood that the town will ultimately be paying this money but are locking in prices for these items during a time where costs are not coming down.

Thomas stressed that this needs to be on next Monday's Town Council Meeting agenda for approval, so that work can begin with the Financial Advisor and Bond Counsel. Trahan reminded that doing this along with the audit and budget puts the Finance Department in a tight timeframe, with limited staff resources. Thomas understood but wants to start taking the 1<sup>st</sup> steps to get these previously approved items in front of the new Town Council. Gallagher stated that it may make sense to include this with the budget referendum; Thomas agreed but felt if it is possible to do it earlier, they should try.

Blanchard commented that she feels that the school security items and town emergency vehicles could be separate questions. Thomas reminded that what is going to the full Town Council are the items to go to bond, not how to do the questions. She stated they can still approve these items to go to bond and then separate questions at the appropriate time. The Finance Committee agreed on the items that were on the list, as school security is important, and there have been many issues with the vehicles.

**Motion:** I move to recommend to the full Town Council to considering approving the following for bonding and referendum:

- Fire Alarm Upgrade-CGS & GHR.
- Intercoms-CGS, GHR, and CNH/CHS.
- Quint Firetruck
- Street Sweeper
- Ambulance

By: Larson

2<sup>nd</sup>: Gallagher

Discussion: None

Vote: Unanimously in favor

### **5. Adjournment:**

Blanchard motions to adjourn at 7:48 PM, Larson seconds. The meeting adjourned at 7:48 PM.

Submitted by,

Nicole Archambault

Nicole Archambault

**PLEASE NOTE: These minutes are not official until approved by the Finance Committee at the next Finance Committee Meeting. Please see the next Finance Committee meeting minutes for approval or changes to these minutes.**

**Shared Services List:**

**Coventry Shared Services**

<b>Service</b>	<b>Description</b>	<b>EFS InKind</b>	<b>Town/Board Cost Share</b>
Audit Services	Town and Board share one Auditor		60/40 Split
Finance	The Town processes the Town and BOE's paychecks and payroll wire transfers. The Town administers capital fund payments for BOE projects and keeps detailed accounting records for each one	X	Town
Maintenance of Athletic Fields	DPW maintains parks; roadways; and athletic fields at all schools.	X	Town
Parking Lots	The Town Highway Crew maintains all school parking lots	X	Town
Use of Town Equipment	Town loans tools/equipment for BOE related projects not being managed by the Town. Additionally, the Town has offered staff if needed to operate the equipment	X	Town
LAP Insurance	The Town and BOE are covered under CIRMA as one plan		CIRMA Splits
Health Insurance	Town and BOE are covered under the ECHIP plan		Based on Census
Dental Insurance	Town/BOE maximize savings by sharing the same plan		Based on Census
Town Pension Plan (non-certified)	Town and BOE maximize our investments and minimize our fees bby having a combined pension fund		Based on Census
BOE/IT Streaming Services	BOE IT will provide for vdeo and streaming for joint meetings and/or Town Meetings (i.e.; Budget Hearing, Annual Town Meetings; etc.)		Board
Solar Panel Canopies	Joint project to save energy for the overall Town and Board operations		Town

### Coventry Shared Services

Service	Description	EFS InKind	Town/Board Cost Share
EV Charging Stations	Joint project to install EV stations across the Town/Board		Grant Funded
Town Building for ESY Program	Program is located at Patriots Park for 10 months out of the year and Town and BOE share repair costs		10/90 Split
BOE Buildings for Park & Rec	The Town Recreation programs use the gym and other school spaces (i.e.; field; meeting spaces; etc.) for youth programming		\$500 donation to BOE
Use of Buses	Shared between Town and Board for the benefit of youth transportation		No Fees Exchanged
Network Oversight by BOE	Town and BOE are on same computer network infrastructure for servers and data redundnacies. Overseen and maintained by the BOE.		Shared expense

**Finance Department Update:**



# Town of Coventry

1712 Main Street • Coventry, CT 06238 • Fax (860) 742-8911

## Memorandum

**To:** Finance Committee  
**From:** Cherie Trahan, Finance Director  
**Re:** Monthly Update – October 2025  
**Date:** December 5, 2025

### DEPARTMENT UPDATE

#### Collector's Office:

The Collector's office reports the following tax collections as of October 31, 2025:

2024GL Statistics	Type	Total Billed	Adjustments	Total Paid	Total Due	GL % Collected
<b>Original Levy</b>						
33,478,381.80	REAL ESTATE	33,448,307.56	(4.00)	17,678,162.56	15,770,145.00	52.85
1,305,358.05	PERSONAL PRO	1,305,295.52	5.12	1,283,061.10	22,234.42	98.30
2,613,207.42	MOTOR VEHICL	2,585,598.24	(1,569.41)	2,289,833.64	295,764.60	88.56
	MV SUPP	-		-		-
<b>Totals</b>		<b>37,339,201.32</b>	<b>(1,568.29)</b>	<b>21,251,057.30</b>	<b>16,088,144.02</b>	<b>79.90</b>

#### Assessor's Office:

The Assessor's office continues to focus on finalizing the October 1, 2025 Grand List, including recording all transfers, compiling the supplemental motor vehicle pricing, updates for partial construction, etc. We have contracted for 8 – 10 hours per week of support to assist in finalizing the Grand List for January.

#### Finance Office:

The Finance office continues day-to-day operations for payroll, HR, accounts payable/purchasing, treasury management and information technology support. The primary focus this month has been to wrap up the fiscal year review and prepare for the audit. We are expecting to have all deliverables to the auditors by December 15<sup>th</sup>. They will then complete their final field work and assemble the financial statements. The Finance office will still need to provide statistical tables, a transmittal letter and the Management Discussion & Analysis. This and CLA's extensive quality control review will take us into January. We will need to request a one-month extension to complete the audit.

Supporting invoices and proof of payment have been pulled and provided to the District Finance office to submit for reimbursement under the School Construction Grant program for the CHS HVAC project, the CHS Roof project and for the code work.

In addition, we went out to bid for energy contracts for the Town and School District. Normally I would bid in early spring after the winter months, however, I found that we did not have contracts for some utilities or for some accounts. Prices are good right now, and we were able to lock in today's pricing through FY 2026/27. We have locked in pricing for gasoline for **12/1/25** through 6/30/27 at \$2.2509/gallon. We will see savings on gasoline of approximately \$12,000/year since our contract expired in 2023. Average price per gallon was running \$2.65/gallon. The current contract for heating oil (\$2.4828) and diesel (\$2.4131) will run through 06/30/26. Rates locked in for FY 2026/27 for heating oil (\$2.4682) and diesel (\$2.4987), a slight increase for diesel.

The current electricity supply contract (Nextera) runs through December, 2026 at \$.09926 per kWh but it contained a clause for a variable charge based on fuel security programs. There were 9 locations/accounts for electricity that were not included in this contract. The new contract (BP Energy) will be locked in for 60 months at \$.11187. It will begin immediately for the 9 locations and on 1/1/27 for all other accounts.

For Treasury management, we have met with our current banking providers to review fees and services provided. During the staff turnover, cash management was done only on an as needed basis. We are looking to optimize our investment income through more timely transfers to the State Treasurer's Investment Fund and taking advantage of "sweep" accounts where excess funds are moved to a higher yield account until needed.

Along with finalizing the audit, our next priority is to review the current year, booking all transfers and reconciling all bank accounts. December is also the month that we kick off the FY 2026/27 budget preparation.



# Town of Coventry

1712 Main Street • Coventry, CT 06238 • Fax (860) 742-8911

**To:** Town Council  
**From:**  James Drumm, Town Manager  
**Date:** December 30, 2025  
**Ref:** Project/Issue Updates

During the holidays there has been little change to report on our projects. As usual, underlined sentences within this memo indicate more recent updates.

**Local transportation Capital Improvement Project (LOTICIP):** the Town is considering options for the next LOTICIP Project for Coventry. The program provides State funds to municipal governments through Council of Governments (COG's) for transportation projects of regional significance, including reconstruction, pavement rehabilitation, sidewalk, bridge, intersection improvement, and multi-use trail projects. CTDOT LOTICIP program guidelines (last updated November 2021) establish the responsibilities for municipalities, planning regions, and CTDOT. Since 2014, the State has consistently allocated between \$45 and \$74 million annually for LOTICIP. LOTICIP projects are subject to a competitive selection process prior to being advanced. Through a collaborative, transparent process projects are numerically rated on a pre-determined criteria ranging from structural improvement and traffic volume to environmental and complete street components. A project's regional significance also factors into the criteria. The Town currently has two active LOTICIP Projects. One being the Swamp/South Street Re-construction Project and the other the Daly Road Re-construction Project. Both projects will realign and provide a better level road surface. Town staff have been evaluating potential qualified projects and will be bringing these options to the Town Council at the February 2<sup>nd</sup> Town Council Meeting for review and consideration prior to making application to the CRCOG.

**Charter Revision Commission:** The Town Council appointed the members of the Charter Revision Commission (CRC) on September 2, 2025. The Council appointed Michael Petro as the Chair on September 15<sup>th</sup>. The first meeting of the CRC was on Monday October 1<sup>st</sup>. They selected Justin Murphy as the Vice Chair and Monica Gallegos Ramirez as the Secretary. They set their meeting schedule as the first Wednesday and the third Thursday of the month, starting on November 20<sup>th</sup>. At their meeting on October 23<sup>rd</sup>, the CRC was briefed by Attorney Rich Roberts (Halloran and Sage: Town Attorney's Office) on the Charter Revision process as established within State Statutes. They were also briefed on State regulations related to public meetings, public records and the FOIA. The first part of the process, before they were able to review and deliberate on sections of the Charter, was to hold a Public Hearing to accept comments on the existing Charter and to accept suggestions for possible amendments. The Public Hearing was advertised and held on November 20, 2025 at 6:30 PM at the Town Hall Annex. The CRC has begun reviewing the Charter. They will interview the Registrars and Town Clerk at their next meeting. Their next meeting is January 7<sup>th</sup>.

**Committee/Commission and ad hoc Committee Review:** Upon coming on board as Town Manager, I had the need to review some of the Ordinances and Charges of our various committees. In that limited review I found that some committees were not in compliance with their charge. The Town has numerous standing committees that cover many facets of municipal government and community interests and issues. The Town Council expressed that Committee charges and ordinances need to be reviewed and updated. There may be committees with similar overlapping charges; there may be committees that are not in compliance with their charges; there may be committees that may need their charges updated; and there may be committees that need to be discharged as they are no longer active or required. I have planned to present my findings to the Town Council Steering Committee in groupings for review and possible recommendations. The first report was on the Parks and Recreation Commission. A proposed Ordinance was presented for consideration to the Steering Committee. The Committee studied possible changes to the Ordinance with much input from the Parks and Recreation Commission. The draft Ordinance was thoroughly reviewed and amended by the Steering Committee. This draft Ordinance will come before the Town Council on January 5<sup>th</sup> for review and consideration.

**Materials Management Infrastructure (MMI) grant:** the CT Department of Energy and Environmental Protection has awarded the MMI grant to the Town to construct a food waste/leaf composting facility at DPW. The Preliminary site planning is under review for permit by DEEP. Tree removal will begin in late winter. Construction will occur after permits are received in Spring of 2026. This program will also include the purchase of counter-top collection containers, which will come in summer 2026 when the program is implemented with the public. The total amount of the grant is \$202, 895. The Town Council has pledged up to \$5,000 in NIPS funding for the containers.

**Nip Money Recycling Projects:** The State passed the “Nickel for Nips” bottle program in 2021 after having had many complaints about littering, especially nip bottles, along Connecticut roadways. The funds must be used for recycling, litter prevention and related activities. The Town currently has a balance of \$69,749.48. On November 3, 2025, the Town Council voted to allocate funds to several qualified initiatives:

1) A waste oil container that will provide a clean and environmentally safe way to collect waste oil. This initiative includes funding a pad and a shed to contain the tank, which is planned to be placed at the Transfer Station. Amount approved is up to \$22,000

2) The Town has seen an increase in the amount of waste oil and this expense is rising. This initiative will cover these disposal costs. Amount approved is up to \$3,000 per year. This will be reviewed annually.

3) A MetroSTOR container is planned to be placed at the Transfer Station and will limit odor and animal intrusion. This initiative will improve the voluntary public food waste collection that is planned to begin in 2026. Amount approved is up to up to \$3,500

4) Storm drain markers educate/warn the public on that dumping in the drain will impact lake water quality and the environment. These would only be placed on drains in the lake watershed. Amount approved is up to up to \$1,000

5) An antifreeze containment unit will cover any overflow or leakage from the two barrels used to store the liquid waste. Amount approved is up to \$2,000

6) Additional hours being allocated to part-time staff (Transfer Station Operators) would be used to monitor recycling in the field and to provide public education so to reduce recycling contamination. Amount approved is up to \$8,000 per year. This will be reviewed annually.

The Public Works Department is currently planning the implementation of these initiatives. Updates on these initiatives will be reported as they progress.

**CHS Roof Project:** The Roofing contractor (Greenwood Industries) and the HVAC contractor (Pro-mech coordinated roof cuts over the fall of 2024 and winter 2024-25. All roof work has been satisfactorily completed. The BOE has made a request for a reimbursement with grant funding. The portion of grant funding for the architectural services has been found to be in jeopardy, as it was determined that the Town did not follow State Statutes regarding the selection process in 2022. The Statutes called for not more than four vendors to be interviewed and evaluated. The Town/BOE at that time interviewed and evaluated five engineers. In July of 2024, this requirement which stifled competition was repealed. In fall of 2024, the Town made an official request to the Department of Administrative Services (DAS) to waive the Statue on the record in 2022, when this evaluation process occurred. Since we have not had any determination to our response after several months and inquiries, we have asked Rep. Ackert to sponsor special legislation to waive the application of the old requirement on our project, so that the Town could recoup the grant funding that was awarded. We believed that this was especially appropriate as the General Assembly found in 2024 that this policy restricting competition needed to be removed. A bill unfortunately was not filed in time for this past session, and so we have asked for one next session to recover the grant amount toward the engineering. It is estimated that the grant will be approximately \$10,000 for the GHR roof project and \$12,000 for the CHS roof project.

**CHS HVAC Project:** Our contractor Pro-Mech, Inc. of Bloomfield is still on the job. Construction of the overall system is now complete, but they are working on a punch list. The project passed final inspection in mid-October. They are working with Aramark, the commissioning agent, to test and to adjust the system. The Town received a State HVAC grant which covers over 50% of this project. The Town has requested a six-month extension on this grant, just in case a valid test of the Chiller cannot be done until warmer weather arrives. The total cost of the original construction contract is \$11,897,800. Additional change orders are being processed now due to Eversource changing the Transformer size which is increasing the total project cost. An additional \$46,000 has been added to the project cost for the commissioning agent. State grant funding will cover \$6,602,148 of the project, with the remaining amount being financed by bond funds. The total cost of the project is expected to be approximately \$12,642,000. Voters within the Town on November 4, 2025 approved the referendum question that will transfer previously approved unused bonding debt that was saved from recent school projects to cover the cost increases for this much-needed project.

**Town Hall Radio Tower-Telecommunications contract:** Staff are currently negotiating with T-Mobile on a new contract replacing the outdated contract which was approved in 1996. There is no additional telecommunications equipment being placed on the tower by this firm at this time. The contract is currently being reviewed by the attorneys representing T-Mobile. This has been going back and forth with multiple amendments. Their attorneys have been and remain slow to respond. Though we thought we were at the point of a final draft, T-Mobile has presented new language on liability due to pollution, and so the review and suggested language from our insurance representative and attorney will continue.

**Coventry Village Water Tower Project:** The Town was notified last year by Congressman Courtney that we have received a Congressional Directed Spending (CDS) grant of \$1 million toward the construction of an elevated water tower to strengthen and improve the village water system. The water tower would provide additional pressure and steady volume of water for the system. This is especially important for fire suppression systems that are needed for new commercial development and historic mill re-development in Coventry Village. This project could also improve the fire suppression systems at the high school, the middle school, and GHR. The total project was estimated to be \$2.5 million. The

request made by the Town was for \$1.875 million dollars. The grant requires at least a 25% match. The grant will be administered starting in 2025-26 through the U.S. Department of Agriculture Rural Development Program. The Town coordinated with Connecticut Water Company on possible locations. Connecticut Water conducted a review and made recommendations for the siting of the Tower. They presented the findings of the review to the Finance Committee on October 30<sup>th</sup>. Town Engineer Todd Penney presented their recommendations to Town Council on November 3<sup>rd</sup>. As the Water Tower Project was found to best be sited on the Stonehouse Road property, the Town Council approved the use of the unspent preliminary engineering funds to be used to evaluate that site. The Town staff has applied for State bonding funds to cover the full cost of the Project, which is now estimated to be \$3 million. Local businesses, including Teleflex, have shown interest in the extra fire protection the water tower would provide.

**Plains Road/Salt Impacted Potable Wells:** This water extension project involves much coordination with the Connecticut Water Company to complete. They have tentatively agreed to connect a newly constructed water line to their existing system in the Nathan Hale Drive area. The Town currently has State grant funding pledged for approval for 50%. However, to secure the funding, the project must be ready with design and authorized by a public referendum. CT Department of Health (DPH) has informed us that we have secured a Small Disadvantaged Communities (SDC) grant from the U.S. EPA in the amount of \$787,000 to add on top of the approximate 50% subsidy. This will reduce the Town's expenses to less than 25% of the total project cost. The construction cost is estimated to be \$2.6 million. The survey work has been completed. Our contract engineer, GZA Geoenvironmental, Inc., is now completing the engineering and providing services for permitting. The project was presented to the Town Council at the January 21, 2025 Town Council meeting. The Town Council determined at that meeting that this project should be placed on a future public referendum requesting authorization for debt to construct the improvements. At the February 18, 2025 meeting the Town Council authorized funding for permitting that would allow the installation of a water line along the South Street extension right of way. Application has been made for SRF grant/loan funds so that funding may be designated by the State. The Town has received a DPH notice of funding for the project. This would include additional funding for possible project contingency needs. The funds are now pledged but will be obligated by DPH after completion and execution of the loan documents. Town staff held a meeting with DPH staff and found that the loan documents will be prepared after the permitting is complete and the bids for construction have been received. DPH indicates the loan is a 10 year or a 20-year loan at 2% interest. Staff and our legal team are preparing our construction bid package. It is anticipated that the bids will now be received in January. DEEP has finished its review of the permits. The Town is standing by for DPH approval of the bid package documents. Upon approval we will send it out. Due to the length of time taken by DEEP to review the project, construction is now expected to be in spring.

**Water Pollution Control Authority (WPCA) - Plant upgrade vs. Willimantic Wastewater Treatment Plant (WWTP) connection:** The engineers, Tighe & Bond, completed their review of the costs to connect our wastewater system to the Willimantic WWTP. The study shows that the connection to the treatment plant in Willimantic will be nearly the same cost as the upgrade to the existing Coventry WWTP. However, with that reported, it is likely that the Town would be eligible for more grant funding for the Coventry WWTP upgrade than a line extension to the Willimantic WWTP. The study was forwarded to the Department of Energy and Environmental Protection (DEEP) for their review and comment. Town staff, our engineering consultants and the WPCA did meet with DEEP representatives in June 2024. DEEP indicated that the WPCA will need to conduct an environmental impact study regarding the preferred option of upgrading the wastewater treatment plant. The Town must take action one way or the other as the Coventry WWTP does not meet current State wastewater treatment

standards. The WPCA is selecting an independent firm to conduct the evaluation of the upgrade of the Wastewater Treatment Plant project under the requirements of the Connecticut Environmental Protection Act (CEPA). Request for Qualifications (RFQs) were received December 19, 2024. Only one was received by SLR International Corporation of New Haven, CT. An interview was held in March 2025. The WPCA has contracted for services for the CEPA project. This study is expected to take one year to complete. The contractor was delayed in their project start time. It is expected to be completed by late summer 2026.

**Bolton/Coventry Sewer Extension:** The Town has planned for a sewer line extension project from the existing sewer service in the Town of Bolton eastward along US Route 44 into the town of Coventry. This was planned in the expectation that the Town may attract additional commercial growth along that corridor, which currently has some commercial development. Town staff are negotiating with the Bolton Lakes Water Pollution Control Authority on the connection fees to their utility system. The BLWPCA will soon be providing a new proposal for the Town's consideration. After approving the connection fees, a separate agreement will be required to address maintenance requirements, annual use fees, billing, permitting, service area, flows, etc. The Town has also been working with the United States EPA to prepare the grant contract. The project is partially funded through the passage of the Consolidated Appropriations Act, 2023, Community Projects grants. Additional funding will be required possibly through bonding and sewer connection assessments. We will continue to explore our options for additional funding for this project. We have learned that this money, if not used for the Bolton project, could possibly be re-directed to another sewer project.

**Coventry Lake/Lake Wangumbaug Hydrilla Control Project:** The Town has received the CT Department of Energy and Environmental Protection (DEEP) for the Aquatic Invasive Species (AIS) grant for the 2025 fluoridone treatments. Matching funds and funds for monitoring the lake are held in capital reserves and also some have been budgeted in FY2025-26. Summer 2025 was the second year of the three-year Treatment Plan that has been recommended by our consultants. The work for 2025 is complete. The next AIS grant cycle opened in December and the Town has applied for funding for treatments for summer 2026. Matching funds will be required and will be added to the Town Manager's Proposed FY2026-27 Capital Improvement Budget.

**Booth and Dimock Library Historic Preservation Grant:** The Town was selected to receive the \$6000 grant by the State Historic Preservation Office for repairs to the historic portion of the Booth and Dimock Library. The project specifically will make repairs to the framing and joists supporting the floors in the reading rooms under the bookshelves. As you may recall the project is a total of \$12,000 with the library providing the match from their endowment fund. The Town will be seeking proposals for construction in January 2026 with construction likely to happen in winter and early spring 2026.

**Lisicke Beach Improvements:** LoCIP grant funds (\$21,000) were budgeted for Lisicke Beach for FY 2024-25 to replace the leaning retaining wall and to construct new stairs. The Town successfully received an IWA permit to work along the lake front. VP Lawn and Landscaping has been contracted to construct the improvements for \$19,500. They have completed the construction. New landscaping will be planted in spring as part of this project.



Lisicke Beach new wall and with completed steps with rail with solar lights

**Patriots Park Improvement Project:** A Small Town Economic Assistance Program (STEAP) grant has been awarded by the State to the Town in the amount of \$315,000 for Patriots Park improvements. The project totals \$350,000, including a \$5,000 donation from the Coventry Lions Club and the municipal match of \$30,000. The project involves improvements to the pavilion, playground replacement, fencing and geese deterrent measures. In late 2024 and early 2025, the Town conducted a master plan process for the park. The process is now complete. The grant has been amended, and construction plans are being developed. The Town Engineer has prepared a plan for the new playground area. Also, geese deterrent measures are being planned. These plans have been reviewed by the Inland Wetlands Agency. A separate permit is being requested for the geese remediation involving a water circulator near the swim area. The project has begun construction in December with tree removal and earthwork preparing a level area for the new playground. The project should be completed in Spring/Summer 2026. Now that the Town has actively begun construction, we are eligible to apply for future STEAP grant funding. The Town Council was briefed on this STEAP Grant project at their October 20, 2025 Town Council Meeting.



Patriots Park Playground earth work being done (adjacent to Senior Center/Lodge parking)

**Main Street/South Street Pedestrian Crossing Project:** The Town was awarded a Transportation Rural Improvement Program (TRIP), a newly created state grant program designed to support rural municipalities, which are often ineligible for many federal transportation programs. The grant is \$498,000. This is a 100% funded grant for construction, with engineering being the responsibility of the Town. This project will provide crosswalks and pedestrian safety features along Main Street in the Village and along South Street. Improvements will include signage, flashing lights and curb ramps (sidewalk bumps) that are compliant with the Americans with Disabilities Act (ADA). Engineering is complete. This project is being prepared for bidding. The project is planned for construction in spring 2026.

**Main Street sidewalk project:** This project is funded by a Community Connectivity grant. This project will begin at Hemlock Point Lane and go northeasterly to Winterberry. The design had been reviewed by CDOT for permitting and rejected. Construction plans have been amended to move retaining walls outside of the right of way at the request of CDOT. Work has involved acquiring additional easements for retaining walls. Upon completion of the easements, the Town will seek bids. Bid packets are being prepared. Construction is expected in summer 2026. Upon completion of this project the Town will be eligible to apply for another Community Connectivity grant to extend the sidewalk further on Main Street to Lisicke Park and additionally westward to Daly Road. This will eventually connect to planned (currently in design) future sidewalks along Daly Road. When all is complete within the next couple of years, there will be sidewalks in place that circle Coventry Lake.

**Hale Trails Project:** This is a Connecticut Department of Energy and Environmental Protection (DEEP) grant. The project budget is \$500,000 and is funded 50% State and 50% local. The Town's match is primarily in-kind services and in-house engineering. The project design is currently paused to evaluate

the wetland impact and possible alternative crossings on Bear Swamp Road at Rufus Creek. Staff had a meeting with the Department of Energy and Environmental Protection (DEEP) to explain project difficulties in working with the wetland component of the project and have found that we can phase the project with the current award and apply for additional funding at a later cycle to address the wetland crossing or bypass. This project has been placed on hold as additional engineering is needed to reflect project changes.

**Depot Road Bridge replacement:** The Town has been awarded a \$7.4 million State/Federal grant for 100% funding for this project. The State has agreed to provide engineering with one of their consulting engineers. CHA Engineering of Rocky Hill, CT has been assigned the project by the Connecticut DOT. Scouring tests have been completed showing that replacement is warranted. In October the State notified the Town that they have funded design engineering so it can move forward.

**Brigham Hill Bridge replacement:** The Town has been awarded a \$5.2 million State/Federal grant for 100% funding for this project. The State has agreed to provide engineering with one of their consulting engineers. CHA Engineering of Rocky Hill, CT has been assigned the project by the Connecticut DOT. Scouring tests have been completed showing that replacement is warranted. In October, the State notified the Town that they will be designating funds soon for design engineering so it can then move forward.

**Bunker Hill Bridge Replacement (Rufus Creek):** Though this project is described as a bridge, it is described more accurately as a large culvert structure that is constructed under the roadway. The project is in design with Jacobson Engineering. The Town is coordinating with the Town of Andover, as they have a bridge project over the Hop River moving forward and we do not want to isolate the residents on this road with two construction projects active at the same time. As Andover's permitting and began construction in 2025, we had to delay construction of this project until summer 2026. CDOT has given the Town an extension on this grant award. The Town was awarded a \$700,000 grant for this project. This is a 50/50 State/Local funded project. The local match was budgeted with existing road bond funds. The Inland Wetlands Agency has issued a permit. Easements are currently being completed with adjacent landowners.

**Parker Bridge Road-Bridge (Culvert) replacement grant:** In 2023 the Town applied for Federal/State funding to replace the smaller bridge on Parker Bridge Road. It is actually a large culvert that the adjacent creek runs through. The grant was not funded that year. Staff has again applied for this funding for the 2024 grant cycle. The Town was awarded a \$714,000 grant for this project. The total project cost is \$1,428,000. This is a 50/50 State/Local funded project. The local match was budgeted with existing bond funds. The project is now in engineering and will require adjacent right of way at the crossing of an unnamed creek, so to re-align the crossing. A preliminary design plan is complete. Easements are being sought from adjacent property owners.

**Flanders Rd/Cider Mill Bridge:** The Town has been awarded a Federal bridge replacement grant. We have contracted and obligated these Federal grant funds. The State has changed the process and time frame of this project. They were hoping to complete multiple bridges with five towns with one design/contacter. That has changed. The State will directly contract engineering and then directly hire a separate contractor. The Towns of Mansfield and Coventry will be included in the design phase and will coordinate efforts. A project meeting was held with the project engineers and the Town of Mansfield on December 11<sup>th</sup>. The project is now planned to begin with a public meeting in 2026; followed by design completion in 2028; and then construction to be completed by December 2030 (four

years later than first suggested by CDOT). The estimated cost of the project is \$7,070, 000. The State/Federal grant award is to be 100% funded.

**South Street/Swamp Road Project:** This is a major project that will improve safety on these roads and will raise the elevation of the intersection of South Street and Swamp Road. Preliminary plans are complete. This project was reviewed by the Capitol Region Council of Governments (CRCOG) last fall. The comments caused minor adjustments to be made to the preliminary plans. The revised plans were presented at the public involvement meeting that was held on October 24, 2023. It was well attended by the residents of the area. Public involvement meetings are required by the Connecticut Department of Transportation (DOT) for funding from the Local Transportation Capital Improvement Program (LOTICIP). Good feedback from residents/property owners was received by staff and the project engineers. In late 2024, design plans were amended further to include a gap area along South Street and the State awarded an additional \$442,800 to cover this area. The design amendments did not significantly delay the project's engineering, however this addition required the need to acquire multiple new easements. The focus now is on easement acquisition from property owners. The Town Council has approved additional funding to complete this process in a timely manner. Bidding for this project will be in spring of 2026. Construction is now planned for summer/fall of 2026.

**Daly Road Construction Project:** This is a road and sidewalk construction project from Rt. 31 to South Street. Two Local Option Transportation Capital Improvement Program (LOTICIP) grants have been approved and have been combined into one project. Funding for construction is 100%. The project will modify curves and increase pedestrian safety. Funding for design will be funded by the Town. Barton and Loguidice of Glastonbury is conducting engineering on this project. The preliminary design has been reviewed by CRCOG and CDOT. Now that all preliminary plans have been approved, design engineering is the next step. This funding is the match requirement from the Town. There is currently insufficient funds in CNREF. The Town will need to consider possible sources to fund this next step of this project. This could be funded in a future Road Bond that Town Council has discussed for later in 2026.

**Road resurfacing/drainage Improvements:** The Town has completed the Summer 2025 road paving list. The Town is reviewing road conditions for next years summer paving and for a potential road bond project.

## Town Council Goals 2025-27

Goals = **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime Bound

The Coventry Town Council pledges to listen to our constituents' voices and to consider all perspectives during decision-making. We understand that once we are elected to office, we represent all residents no matter their age, party affiliation or individual belief systems. We recognize that none of us always gets 100% of what we want. But when we engage in creative problem-solving and the hard work of compromise, we ensure that everyone receives some of the benefits they seek. We encourage full participation in our local government by residents.

- Establish a Coventry Citizens Government Academy to provide residents with information about, but not limited to, the Town Manager-Town Council Government structure, town department functions, the budget process, and projects management.
- Create a long term strategic plan for town owned buildings and community infrastructure needs. (e.g. sewage treatment facility upgrade, roads, Transfer Station, master planning for town parks, school buildings, Town Hall)
- Develop a strategic plan for economic development including attainable and workforce housing while maintaining historic and rural character
- Review existing boards and commissions' establishing charges or ordinances to determine whether they are up to date, still active, or duplicative.
- Continue working in collaboration with agencies such as Council of Small Towns (COST), Capital Region Council of Governments (CRCOG), Connecticut Conference of Municipalities (CCM), the Board of Education, and other surrounding municipalities to find opportunities for cost savings while providing high quality services to residents.

**7.A. 25/26-29: Consideration/Possible Action to call for Public Hearing: Amend and Update Parks and Recreation Commission Ordinance (E)**

**Town Council Action Requested:** Town Council will review and consider a draft ordinance amending the current Parks and Recreation Commission Ordinance to provide updates, to clarify authority and to remove conflicts. Additionally, Town Council will consider whether or not to move forward with the issue and call for a public hearing on the draft Ordinance.

**Purpose:** Town Council in their 2023-25 goals requested that the Town Manager review the charges of Boards, Commissions and Committees to see if there was need for updates and to see if there were overlaps in authority. The review of the Parks and Recreation Ordinance found that there were practices that were outdated and that were in conflict with the Charter and actual operations. The proposed Ordinance clarifies responsibilities and updates the regulations.

**History:** The current Parks and Recreation Commission Ordinance was adopted prior to the current structure of the Town. Today we have a Town Council-Town Manager form of government with professional department heads, including a Parks and Recreation Director. The previous structure involved management of programs and operations by committee. The current Ordinance conflicts with the Charter in the placement of authority and can make completing administration tasks difficult and not timely. Additionally, the current Ordinance did not recognize the need for environmental permits when impacting wetlands, open space and habitat. The Parks and Recreation Commission, during the review process, was concerned that they would no longer be a Commission. Many of the concerns expressed were considered and added to amendments within the draft document throughout the process. This draft Ordinance preserves this board as a Commission. They remain instrumental in overseeing the planning and development of parks and programs. The Ordinance clarifies what authority is with staff and what remains with the Commission.

**Facts about the issue:** The Town Council may choose to make amendments to the proposed Ordinance as drafted. If and when Town Council is ready to advance this Ordinance, a call for a public hearing may be authorized for community input prior to final Town Council consideration and adoption. Due to advertising requirements, the earliest date for a hearing would be February 2, 2026.

**Funding Information:** There is no financial impact to this proposed amendment to the Parks and Recreation Commission Ordinance.

**Steering Committee Recommendation:** The Steering Committee, at their December 22, 2025, meeting voted to recommend to Town Council that the proposed Ordinance be adopted.

**Town Manager Comments:** none.

**Town Manager's Recommendation:** Motion to approve the wording of the proposed Ordinance and to call for a public hearing on this Ordinance for February 2, 2026, at 7:00 PM to be held in the Town Hall Annex.

**Chapter 70 PARKS AND RECREATION<sup>1</sup>**

**ARTICLE I. IN GENERAL**

**Sec. 70-1 General provisions.**

Parks belong to the people and were created to provide for recreational facilities, the enjoyment and leisure pursuits of the citizenry and for the preservation and interpretation of natural, cultural and historical resources.

The Town Parks and Recreation Commission, and the Parks and Recreation Department are proud to be hosts for public activities, but reserve the right to regulate these activities in the best interest of the parks, their users, neighbors and the general public.

In order to protect public parks, assure the safety of park users and maximize the public's enjoyment of these parks, it is necessary that regulations be established and adhered to by all park patrons. These regulations shall also apply to all paid and volunteer park staff except in those instances where an exception to these regulations is required for staff to complete tasks as part of their assigned duties. This document seeks to define those activities that are prohibited and/or regulated by law in the town parks. In addition to these regulations, all applicable state and/or local codes, including but not limited to, fire prevention codes, traffic and game laws are enforceable on park property.

Park patrons shall follow the lawful orders of park employees given to enforce or uphold these regulations. Park employees include both paid and authorized volunteer staff. For the purposes of these regulations, a lawful order is any direction by a law enforcement officer or park employee or public works personnel for a person or persons to comply with park regulations, state laws or local ordinances or to provide for public safety.

If any of these regulations or the application thereof to any person or circumstances, is held invalid the remainder of the regulations and the application of such provision to other persons or circumstances shall remain in full force and effect.

In addition to these regulations, park patrons shall follow rules, procedures or policies, established by the Commission governing the use of parks and recreation facilities.

(Ord. No. 238, 12-17-12)

**Sec. 70-2. Definitions.**

For the purpose of administering, enforcing or interpreting these regulations the following definitions shall apply:

*Commission* shall mean the Town Parks and Recreation Commission.

*Department* shall mean the Parks and Recreation Department of the town.

*Designated swimming area* shall mean the area within swim buoys, ropes and floats, as determined by the state department of energy and environmental protection.

<sup>1</sup>Cross reference(s)—Environment, ch. 38; litter in parks, § 82-39; streets, sidewalks and other public places, ch. 86.

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*Director* shall mean the appointed head of the Parks and Recreation Department for the town and any designee as appropriate.

*Parks* shall include all parks, greens, playgrounds, beaches and open spaces located within the town, and which are managed by the Town Parks and Recreation Department.

*PFJ's (Personal Flotation Devices)* are lifejackets, either coast guard approved or not.

*Possess* shall mean having on one's person, among one's personal possessions, or in one's control.

*Public gathering* shall be defined as demonstrations, picketing, speeches, vigils, parades, ceremonies, meetings, rallies, entertainment, games, shows, concerts, picnics, weddings and all other forms of public assembly.

*Recreational facilities* shall include all buildings, stadiums, sports fields, sports complexes, and community centers located within the town, and which are managed by the town Parks and Recreation Department pursuant to sections 70-31, et seq.

*Swimming aids* may include toys, rubber balls, masks, fins and flotation devices, inflatable aids including "floaties", arm-wings, and buoyant bathing suits.

*Tobacco products* shall include cigarettes, cigars, pipe, chew tobacco, or any other products containing tobacco.

(Ord. No. 238, 12-17-12)

**Secs. 70-3—70-30. Reserved.**

## **ARTICLE II. PARKS AND RECREATION COMMISSION<sup>2</sup>**

### **Sec. 70-31. Establishment.**

There is hereby established a parks and recreation commission ("Commission") for the purposes of making recommendations on and reviewing the development of town parks and recreational facilities and programs. The Commission shall have the following responsibilities:

- Identify and advocate for community recreation goals
- Advise and make recommendations to the Town Council, Town Manager, and Parks and Recreation Department in matters related to parks and recreation
- Assist with planning for recreation programs
- Participate in future development of parks and other recreation facilities
- Act as an arts commission, overseeing cultural and enrichment activities

(Ord. No. 122, § 1, 1-6-75; Ord. No. 122a, § 1, 1-17-83; Ord. No. 216, 3-3-03; Ord. No. 226, § 2, 7-17-06; Ord. No. 238, 12-17-12)

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<sup>2</sup>Cross reference(s)—Boards, committees, commissions, § 2-146 et seq.

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**Sec. 70-32. Appointment; terms.**

- (a) The Commission shall consist of five regular members and two alternate members. Each regular member and alternate member shall be an elector of the town who shall be appointed by the town council. Minority representation rules shall apply to both regular members and alternate members.
- (b) Hereafter, all appointments (except vacancy appointments) shall be for two-year terms, and each such appointment shall commence upon the expiration of the term of a current Commission member. The term of the first alternate member to be appointed shall expire on January 1, in odd years. The term of the other alternate member to be appointed shall expire on January 1, in an even year. Vacancy appointments may be made by the town council for the period of time necessary to fill the remainder of the term of any member who has resigned or has otherwise vacated his or her position.

(Ord. No. 122, § 2, 1-6-75; Ord. No. 122a, § 2, 1-17-83; Ord. No. 216, 3-3-03; Ord. No. 226, § 2, 7-17-06; Ord. No. 238, 12-17-12)

**Sec. 70-33. Officers; recordkeeping; annual report.**

The Commission shall hold regular meetings on a monthly basis and may hold special meetings as needed or desired. The Commission shall file with the town clerk a schedule of its regular meetings for each calendar year no later than December 31 of the immediately preceding year. In January of each year, the Commission shall choose a chair, vice chair and secretary from its members. The Commission shall keep records of its meetings and activities and shall review the annual report.

(Ord. No. 122, § 3, 1-6-75; Ord. No. 122a, § 3, 1-17-83; Ord. No. 216, 3-3-03; Ord. No. 226, § 2, 7-17-06; Ord. No. 238, 12-17-12)

**Sec. 70-34. Budget request for funding.**

The Commission shall annually review the Department operating budget and recommend capital improvements to the Director during the regular budgetary process.

(Ord. No. 122, § 4, 1-6-75; Ord. No. 122a, § 4, 1-17-83; Ord. No. 216, 3-3-03; Ord. No. 238, 12-17-12)

**Secs. 70-35—70-65. Reserved.**

***ARTICLE III. USE OF TOWN PARKS AND BEACHES***

**Sec. 70-66. Fishing and boating restricted; exceptions.**

No person shall use the shore or beach of any designated swimming area of any town park for the purpose of fishing, angling, floating or launching any boat into the waters of Lake Wangumbaug, or for the purpose of landing any boat thereon from the waters of such lake without the express written permission of the Town Manager or the Director.

Fishing is allowed on park property in designated areas. Persons who fish or participate in the act of fishing shall have a fishing license as required by the state.

(Ord. No. 174, § 1, 9-16-91; Ord. No. 216, 3-3-03; Ord. No. 238, 12-17-12)

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**Sec. 70-67. Placing, leaving, standing or parking of boats or boat trailers.**

No person shall place, leave, stand or park any boat or boat trailer of any kind whatsoever within Lissicke Park, Patriots Park, or the parking area of either park, except as may be specifically authorized by the Town Manager or the Director.

(Ord. No. 174, § 2, 9-16-91; Ord. No. 216, 3-3-03; Ord. No. 238, 12-17-12)

**Sec. 70-68. Placing, leaving, standing or parking of motor vehicles within Lissicke Park and Patriots Park; permit required, eligibility for permit, and exceptions.**

- (a) No person shall place, leave, stand or park any motor vehicle, automobile, motor bus, motor truck, motorcycle, camp or house trailer or any other means of conveyance, excluding non-motorized bicycles, within Lissicke Park, Patriots Park, or the parking area of either park, unless such vehicle shall have visibly displayed thereon a permit issued by the town authorizing the parking of such vehicle in the relevant parking area.
- (b) All persons who are town residents or taxpayers, or bona fide lessees of such residents or taxpayers, shall be eligible to apply for and receive such parking permits. Persons who are not town residents or taxpayers may purchase a daily parking ticket for Patriots Park only. The Commission shall recommend the fee for such tickets or permits to the Director.

(Ord. No. 174, § 3, 9-16-91; Ord. No. 216, 3-3-03; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-68 to read as set out herein. Former § 70-68 pertained to placing, leaving, standing or parking of motor vehicles within Lissicke Park and Patriot's Park; permit required, eligibility for permit.

Cross reference(s)—Traffic and motor vehicles, ch. 98.

**Sec. 70-69. Hours of operation.**

- (a) *Opening and closing.* No person shall enter a park before sunrise or remain in a park after sunset unless the person is:
  - (1) Using a lighted facility (as provided for in subsection (b)),
  - (2) Attending a permitted special event,
  - (3) Traveling along footpaths lighted by pedestrian lights for that purpose, or
  - (4) Has the express written permission of the Town Manager or the Director, to be in a park before opening or after closing.

If a patron is in a park outside of operating hours in accordance with exceptions (1)—(4), the patron must leave the park by the closing time posted for the facility, park or event or specified in the permit.

- (b) *Lighted facilities.* Hours of operation for facilities for which the Department furnishes artificial lighting shall be posted at the facility or stipulated in a use permit.
- (c) *Interpretations.* In no way shall this section be interpreted to permit persons to remain between sundown and sunrise in areas lighted by security lights, including concession stand areas, walkways and athletic fields without the express written permission of the Town Manager or the Director.

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- (d) *Camping.* No person shall set up an overnight camping or lodging site in a park without the express written permission of the Commission or its designated representative.

(Ord. No. 174, § 4, 9-16-91; Ord. No. 216, 3-3-03; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-69 to read as set out herein. Former § 70-69 pertained to closing hours; exception.

#### **Sec. 70-70. Regulations concerning parks and recreational facilities.**

The Director shall have authority to promulgate reasonable regulations subject to the approval of the Town Manager, concerning the use of all town parks and recreational facilities. The Director may choose to consult with the Commission on proposed regulations. Such regulations shall not be in conflict with regulations laid out in Chapter 70 of the Town of Coventry Code of Ordinances.

(Ord. No. 174, § 5, 9-16-91; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-70 to read as set out herein. Former § 70-70 pertained to regulations concerning parking and beach supervision.

Cross reference(s)—Stopping, standing and parking, § 98-31 et seq.

#### **Sec. 70-71. Possession or consumption of alcoholic beverages, Smoking, Vaping.**

- (a) Offer or sale. No person shall sell or offer any alcoholic beverage to members of the public in Town Parks without the express written permission of the Town Manager or the Director as well as the Chief of Police in accordance with the rules and regulations set forth therein.
- (b) Possession or consumption. No person is allowed to possess or consume alcoholic beverages in Town Parks without the express written permission of the Town Manager or the Director as well as the Chief of Police. The possession or consumption of permitted alcoholic beverages shall be allowed only in areas designated by the Town Manager or the Director.
- (c) Prohibitions. Under no circumstances will the consumption of alcoholic beverages in Town Parks be allowed by those under the legal drinking age established by the state.
- (d) Persons possessing or offering for sale any alcoholic beverage in Town Parks must comply with the regulations of the state liquor control commission.
- (e) The Town Manager or the Director as well as the Chief of Police may require the person or organization sponsoring an event to provide security if deemed necessary.
- (f) Smoking tobacco, cannabis, or other such products are prohibited in Town Parks in accordance with Sec. 50-1 of the Coventry Code of Ordinances.
- (g) The use of e-cigarettes/vapes, or other similar aerosol producing devices is prohibited in Town Parks in accordance with Sec 50-1 of the Coventry Code of Ordinances.

(Ord. No. 174, § 6, 9-16-91; Ord. No. 238, 12-17-12)

Cross reference(s)—Alcoholic beverages, ch. 6.

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**Sec. 70-72. Enumeration of prohibited acts.**

No person shall throw rocks, mud or sand; engage in roughhousing on the beaches or in the water; use swimming aids in the water; use a boat or engage in fishing in swimming areas; swim under or past buoys which designate swimming areas; push or otherwise move buoys from their designated position or area; engage in unauthorized scuba diving; or scuba dive from an area designated for swimmers.

(Ord. No. 174, § 7, 9-16-91; Ord. No. 238, 12-17-12)

**Sec. 70-73. Supervision of children.**

No person shall permit any child under 12 years of age on the beach or in the water unless accompanied by a parent, legal guardian or adult (18 years or older).

(Ord. No. 174, § 8, 9-16-91; Ord. No. 238, 12-17-12)

**Sec. 70-74. Animals; regulations.**

- (a) Cages and leashes. No person shall have in his or her custody within a Park any animal, excluding any service animal in accordance with Connecticut General Statutes, or police dogs, that is not either caged, or on a leash and under the person's control; except that a dog may be under the direct supervision of its owner or their agent without a cage or a leash in an area designated as an off-leash dog exercise area. Leashed animals are not permitted at Lisicke Park or Patriots Park during posted beach hours from May 20<sup>th</sup> to Sept 15<sup>th</sup>.
- (b) Horses. No person shall ride or lead a horse other than in an area designated for horseback riding without the express written permission of the Town Manager or the Director.
- (c) Feeding domestic animals. No person shall feed any domestic animal other than his or her personal pet within a park unless the Town Manager or the Director expressly authorizes such feeding by a posted sign or in writing.
- (d) Exceptions. No animals are allowed on any athletic fields and the adjoining spectator areas.
- (e) All persons bringing animals into any parks, including designated off-leash areas, shall remove and properly dispose of all waste left by their animal. Persons failing to do so shall be subject to a penalty fine subject to Section 1-10 of the Coventry Code of Ordinances.

(Ord. No. 174, § 9, 9-16-91; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-74 to read as set out herein. Former § 70-74 pertained to animals prohibited; exceptions.

Cross reference(s)—Animals, ch. 14.

**Sec. 70-75. Littering.**

No person shall possess glass containers, break glass, litter or permit children under his or her supervision to litter or otherwise deposit refuse of any type in any park. All litter that was carried in must be carried out of the park by park patrons, except in areas where trash receptacles are provided by the town.

(Ord. No. 174, § 10, 9-16-91; Ord. No. 238, 12-17-12)

Cross reference(s)—Solid waste, ch. 82.

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**Sec. 70-76. Riding of horses, bicycles, skateboards or motorized vehicles, exceptions.**

- (a) No person shall ride horses, bicycles, skateboards, motorized vehicles of any type, including motorcycles, on any beach, ball field or play area at any time, including hours when the parks are officially closed, except by special permit or where specifically designated.
- (b) Motor vehicles and traffic.
  - (1) *Speed limit where none is posted.* Where no speed limit is posted, no person shall operate a motor vehicle within a park at a speed greater than ten miles per hour.
  - (2) *Motorized wheelchairs and assistive devices.* Motorized wheelchairs and other motorized assistive devices for mobility-impaired persons, park personnel, law enforcement and emergency services personnel are permitted in all areas where pedestrian access is permitted, unless otherwise posted.
  - (3) *Off-road vehicle operation.* No person shall operate any type of motorized vehicle in areas of a park other than established roadways without the express written permission of the Town Manager or the Director except as noted in subsection (b)(2).
  - (4) *Parking and overnight parking.* No person shall park a motor vehicle in areas of a park other than those designated as parking areas by the Town Manager or the Director. Motor vehicles may not be parked overnight in a park without the express written permission of the Town Manager or the Director. Motor vehicles left over night in violation of this regulation may be ticketed and/or towed.
  - (5) *Maintenance of motor vehicles.* No person shall repair, clean, wax or otherwise maintain a motor vehicle in a park. In no case shall anyone discharge or cause to be discharged hazardous substances, including but not limited to, gasoline, antifreeze or motor oil, in any park.

(Ord. No. 174, § 11, 9-16-91; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-76 to read as set out herein. Former § 70-76 pertained to riding of horses, bicycles, skateboards or motorized vehicles.

Cross reference(s)—Horses, § 14-2; traffic and vehicles, ch. 98.

**Sec. 70-77. Use or possession of firearms or other dangerous devices.**

- (a) *Dangerous devices.*
  - (1) *Guns.* While in a park, no person, other than a police officer, shall possess a firearm or other gun. This includes projectile devices using air (e.g. BB gun) or gas (e.g. pellet/paintball guns) for exhibition purposes without the express written permission of the Town Manager.
  - (2) *Projectiles.* No person shall possess or use a slingshot, bow and arrow, dart device, javelin or similar pointed projectiles and other devices designed for high-speed missile projection, for recreational, educational or exhibition purposes without the express written permission of the Town Manager.
  - (3) *Dangerous sports.* No person shall engage in any sporting activity, including the practice of golf, archery, javelin, hammer, shot put or similar devices except in those areas specifically designated for that purpose without the express written permission of the Town Manager or the Director. No person will participate in paintball or other combative sports without the express written permission of the Town Manager or the Director.
  - (4) *Knives.* No person shall possess a knife with a blade more than four inches in length within a park except for the purpose of food preparation or exhibition purposes.

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(5) *Fireworks.* No person shall possess or discharge fireworks in a park without the express written permission of the Town Manager.

(b) *Remote-control devices and powered models or toys.* No person shall operate hobby rockets, remote-control gliders or powered remote-control or tethered planes, boats, cars, drones or other like devices in a park except during times and in areas designated by the Commission or its designated representative.

(c) *Hunting and trapping.* Hunting and trapping of wildlife are prohibited in a park except when expressly permitted in writing as part of a town controlled activity.

(Ord. No. 174, § 12, 9-16-91; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-77 to read as set out herein. Former § 70-77 pertained to use or possession of firearms or other weapons.

#### **Sec. 70-78. Rafts or docks in swimming areas.**

No rafts or docks shall be permitted in swimming areas.

(Ord. No. 174, § 13, 9-16-91; Ord. No. 238, 12-17-12)

#### **Sec. 70-79. Swimming areas—Bathing and wading.**

Swimming, bathing and wading in a park are permitted only in water facilities established by the Commission, or their designee, and only during posted hours of operation. No person shall be allowed to wade, swim, or bathe in any park fountain, pond, brook, or natural body of water on Town Properties except within designated, marked-off areas or with the express written permission of the Town Manager or the Director. Entering water on Town properties in designated areas for the purposes of fishing shall be governed by section 70-66.

(Ord. No. 174, § 14, 9-16-91; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-79 to read as set out herein. Former § 70-79 pertained to swimming areas.

#### **Sec. 70-80. Open fires.**

No open fires shall be permitted in any town park, except upon express written permission of the Town Manager or the Director and with permit from the town burning official in areas designated for such purpose.

(Ord. No. 174, § 17, 9-16-91; Ord. No. 238, 12-17-12)

Cross reference(s)—Fire prevention and protection generally, ch. 42.

#### **Sec. 70-81. Amplified sound.**

No person shall operate in a park any device designed to produce, reproduce or amplify sound in a manner unreasonably loud to others, without the express written permission of the Town Manager or the Director.

(Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, added §§ 70-81—70-91 and renumbered § 70-81, penalty for violation of article, as § 70-92.

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**Sec. 70-82. Business activities, soliciting and advertising.**

- (a) *Business activities.* No person shall sell or offer to sell any goods, merchandise or services or conduct business activities including advertising, within a park without the express written permission of the Town Manager or the Director.
- (b) *Solicitation.* No person shall solicit monetary or other valuable contributions; collect admissions or request donations from others in any park without the express written permission of the Town Manager or the Director.

(Ord. No. 238, 12-17-12)

**Sec. 70-83. Infringement.**

No person or group shall engage in conduct or participate in any activity that infringes on the rights or the enjoyment of any other allowed or permitted activity.

(Ord. No. 238, 12-17-12)

**Sec. 70-84. Historic artifacts, features and man-made objects.**

No person shall damage, disturb or remove any historic artifacts, historic features or other man-made objects from a park without the express written permission of the Town Manager. The Town Manager may choose to consult with the Commission on proposed activities. For the purposes of these regulations, "historic artifacts" are any material remains that give physical evidence of human occupation, habitation, use or activity; and "historic features" include, but are not limited to, walls, fence lines, cellars, fire pits, mill races or any other man-made arrangement of materials or the trace thereof.

(Ord. No. 238, 12-17-12)

**Sec. 70-85. Ice skating.**

No person shall go upon the ice of any body of water in a park except at such places and at such times as may be designated by the Town Manager or the Director. Ice-skating is permitted at rinks operated by the Department for such use, at such times and subject to the rules prescribed and posted at the facility.

(Ord. No. 238, 12-17-12)

**Sec. 70-86. Metal detectors.**

No person shall use a metal detector or similar device within a park without the express written permission of the Town Manager.

(Ord. No. 238, 12-17-12)

**Sec. 70-87. Protection of park property.**

- (a) *Construction.* No person shall erect or construct any structure of any kind, install or perform any maintenance on any utility, equipment or other device on, below, over or across a park without the express written permission of the Town Manager or the Director and approvals as needed from the Planning and

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Zoning Commission and Inland Wetlands Agency as required or in accordance with the terms of an existing easement duly recorded in the town's land records.

- (b) *Encroachments.* No person shall in any way alter, damage, remove or deface any facilities, features, vegetation, man-made objects or equipment in any park or place; nor erect or store personal property, plant vegetation or deposit debris or any park as an extension of a use on adjacent property without the express written permission of the Town Manager or the Director and approvals as needed from the Planning and Zoning Commission and Inland Wetlands Agency as required.
- (c) *Excavation.* No person shall make any excavation by tool, equipment, blasting or other means in any park without the express written permission of the Town Manager or the Director and approvals as needed from the Planning and Zoning Commission and Inland Wetlands Agency as required or in accordance with the terms of an existing easement duly recorded in the town's land records.
- (d) *Off-trail use.* No person shall bicycle, skate, ski or ride horses off of trails, walkways or roadways specifically designated by the Parks and Recreation Department for that purpose without the express written permission of the Commission or its designated representative.
- (e) *Trails.* Any person, board, or other organization that wishes to create a new trail or series of trails must, in addition to all other relevant permits or approvals, have plans reviewed and approved by the Parks and Recreation Commission or its designated representative. This section shall not apply to maintenance performed on existing trails.

(Ord. No. 238, 12-17-12)

**Sec. 70-88. Public gathering.**

Any public gathering shall be conducted in accordance with section 66-37.

(Ord. No. 238, 12-17-12; Ord. No. 255, 1-21-20)

**Sec. 70-89. Restricted areas.**

No person shall enter any area in any park designated and posted as restricted without the express written permission of the Town Manager or the Director.

(Ord. No. 238, 12-17-12)

**Sec. 70-90. Signs.**

No person shall post signs in any park except at locations designated by and in accordance with Department of Parks and Recreation policy, or with the express written permission of the Town Manager or the Director.

(Ord. No. 238, 12-17-12)

**Sec. 70-91. Wildlife and habitat protection.**

- (a) *Animals.* No person or his or her pet shall harass, capture, remove, injure or kill any animal or its young or eggs found in any park, or disturb the nest, den, burrow, lodge, roost, dam or other structure of any animal found in any park, or attempt to do so, without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director.

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- (b) *Feeding of wild animals.* No person shall feed any wild animal within any park without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director.
  - (c) *Removal of plants and fungi.* No person shall remove from any park any plant or fungus (e.g., mushrooms) or parts thereof including, but not limited to, cuttings, flowers, seeds, berries, nuts or foliage, without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director.
  - (d) *Abandonment or release of animals.* No person shall abandon, release or cause to be released into any park any animal or other organism without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director.
  - (e) *Planting or release of seeds or spores.* No person shall plant any plant or release or cause to be released into a park any plant or fungus, seeds, spores or invasive species without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director.
  - (f) *Habitat preservation.* No person shall disturb or modify woodlands, streams, stream banks, meadows, ponds, lakes or other natural areas within any park without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director.
  - (g) *Removal of natural materials.* No person shall remove or use any wood, wood chips, sod, earth, humus, rocks, minerals, fossils, sand, water or any other natural material from any park without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director.

(Ord. No. 238, 12-17-12)

**Sec. 70-92. Penalty for violation of article.**

Any person who violates any of the provisions of this article shall be subject to a fine for such a violation pursuant to Sec. 1-10 of the Coventry Code of Ordinances.

(Ord. No. 174, § 18, 9-16-91; Ord. No. 238, 12-17-12)

Editor's note(s)—See note at § 70-81.

**Secs. 70-93—70-115. Reserved.**

***ARTICLE IV. COVENTRY LAKE (LAKE WANGUMBAUG)***

**Sec. 70-116. Intent of article.**

It is the intent of this article to regulate the waters of Lake Wangumbaug, also known as Coventry Lake, within the town, and to promote public safety.

(Ord. No. 161, § II, 4-1-89)

**Sec. 70-117. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Coventry Lake or the lake* refers to Lake Wangumbaug, also known as Coventry Lake.

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*Motorboat* means any vessel, propelled by machinery, whether or not such machinery is the principal source of propulsion.

*Operate* means to navigate or otherwise use a vessel.

*Sailboat* means any vessel propelled by sail alone.

*Vessel* means every description of watercraft, other than a seaplane on water, used or capable of being used as a means of transportation on water.

*Waterskiing* means aquaplaning, towing of any person behind a vessel under power and similar forms of activity.

(Ord. No. 161, § III, 4-1-89)

Cross reference(s)—Definitions generally, § 1-2.

### **Sec. 70-118. Speed limits.**

- (a) No person shall operate a vessel on Coventry Lake at a rate of speed greater than 40 miles per hour.
- (b) From sunset to one hour after sunrise no motor boat shall be driven more than six miles per hour.
- (c) Between the hours of 12:00 noon and 4:00 p.m. on Sundays from May 15 to September 15 and between the hours of 12:00 noon and 2:00 p.m. on July 4, no motor boat shall be driven more than six miles per hour. Publicly owned police vessels of the United States, the state, the town and private vessels when responding to a verified emergency, i.e. rescue, are exempt from this limitation.
- (d) Notwithstanding subsections (a) through (c), no person shall operate a vessel in excess of slow-no-wake when the water level is at or above 94 feet as measured at the weir gate. The town manager shall be the sole judge as to the water level and shall communicate to the public when the slow-no-wake restriction is in effect and when it is ended. For the purposes of this section, "slow-no-wake" shall have the same meaning as in Section 15-121-A1 of the Regulation of the Connecticut State Agencies.

(Ord. No. 161, § IV, 4-1-89; Ord. No. 172, § I, 11-5-90; Ord. No. 211, § 1, 8-7-00; Ord. No. 261, 10-4-21)

Editor's note(s)—As set out in RCSA 15-121-A1 (j) and referenced in subsection (d) above, "slow-no-wake" means that a vessel shall not produce more than a minimum wake and shall not attain speeds greater than six miles per hour over the ground unless a higher minimum speed is necessary to maintain steerageway when traveling with a strong current. In no case shall the wake produced by the vessel be such that it creates a danger of injury to persons, or will damage vessels or structures of any kind.

Cross reference(s)—Traffic and vehicles, ch. 98.

### **Sec. 70-119. Boat use.**

- (a) All vessels towing a water skier on Coventry Lake are to proceed and operate in a counter-clockwise direction.
- (b) Drinking of any alcoholic beverages while operating any vessel is prohibited.
- (c) No person operating a vessel on Coventry Lake shall cross or jump the wake of another vessel, when within 200 feet of the vessel creating such wake, in such a manner that the hull of the vessel crossing the wake completely leaves the water.

(Ord. No. 161, §§ V, VI, 4-1-89; Ord. No. 172, § I, 11-5-90; Ord. No. 211, § 1, 8-7-00)

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**Sec. 70-120. Special events.**

- (a) The chief of police and the town manager shall be the individuals authorized by the town to act upon applications for persons seeking authorization from the state department of environmental protection to host any marine parade, regatta, race, tournament or exhibition on Coventry Lake.
- (b) The chief of police may suspend the times and speed limit restrictions of section 70-118(c) if a Sunday special event is approved. Such a suspension will be included in all advertisements and notices regarding the event.

(Ord. No. 161, § VI, 4-1-89)

**Sec. 70-121. Waterskiing.**

The maximum number of water skiers to be towed by a motorboat is two at any one time. Towing more than two skiers shall be regarded as a special event requiring a chase boat and notification of the chief of police that the special event is going to take place.

(Ord. No. 161, § VII, 4-1-89)

**Sec. 70-122. Parasailing.**

Parasailing shall be considered a special event requiring a chase boat. A permit issued by the chief of police is required for this type of event.

(Ord. No. 161, § VIII, 4-1-89)

**Sec. 70-123. Reserved.**

**Sec. 70-124. Penalty for violation of article.**

Any person who violates any provision of this article shall be subject to a fine for such violation pursuant to Sec. 1-10 of the Coventry Code of Ordinances.

(Ord. No. 161, § XI, 4-1-89)

## Chapter 70 PARKS AND RECREATION<sup>1</sup>

### ARTICLE I. IN GENERAL

#### Sec. 70-1 General provisions.

Parks belong to the people and were created to provide for recreational facilities, the enjoyment and leisure pursuits of the citizenry and for the preservation and interpretation of natural, cultural and historical resources.

The Town Parks and Recreation Commission, and the Parks and Recreation department are proud to be hosts for public activities, but reserve the right to regulate these activities in the best interest of the parks, their users, neighbors and the general public.

In order to protect public parks, assure the safety of park users and maximize the public's enjoyment of these parks, it is necessary that regulations be established and adhered to by all park patrons. These regulations shall also apply to all paid and volunteer park staff except in those instances where an exception to these regulations is required for staff to complete tasks as part of their assigned duties. This document seeks to define those activities that are prohibited and/or regulated by law in the town parks. In addition to these regulations, all applicable state and/or local codes, including but not limited to, fire prevention codes, traffic and game laws are enforceable on park property.

Park patrons shall follow the lawful orders of park employees given to enforce or uphold these regulations. Park employees include both paid and authorized volunteer staff. For the purposes of these regulations, a lawful order is any direction by a law enforcement officer or park employee or public works personnel for a person or persons to comply with park regulations, state laws or local ordinances or to provide for public safety.

If any of these regulations or the application thereof to any person or circumstances, is held invalid the remainder of the regulations and the application of such provision to other persons or circumstances shall remain in full force and effect.

In addition to these regulations, park patrons shall follow rules, procedures or policies, established by the Commission governing the use of parks and recreation facilities.

(Ord. No. 238, 12-17-12)

#### Sec. 70-2. Definitions.

For the purpose of administering, enforcing or interpreting these regulations the following definitions shall apply:

*Commission* shall mean the Town Parks and Recreation Commission.

*Department* shall mean the Parks and Recreation Department of the town.

*Designated swimming area* shall mean the area within ~~the~~ swim buoys, ropes and floats, as determined by the state department of energy and environmental protection.

<sup>1</sup>Cross reference(s)—Environment, ch. 38; litter in parks, § 82-39; streets, sidewalks and other public places, ch. 86.

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*Director* shall mean the appointed head of the Parks and Recreation Department for the town and any designee as appropriate.

*Parks* shall include all parks, greens, playgrounds, beaches and open spaces located within the town, and which are under the authority of the town parks and recreation commission managed by the Town Parks and Recreation Department pursuant to sections 70-31, et seq.

*PFD's (Personal Flotation Devices)* are lifejackets, either coast guard approved or not.

*Possess* shall mean having on one's person, among one's personal possessions, or in one's control.

*Public gathering* shall be defined as demonstrations, picketing, speeches, vigils, parades, ceremonies, meetings, rallies, entertainment, games, shows, concerts, picnics, weddings and all other forms of public assembly.

*Recreational facilities* shall include all buildings, stadiums, sports fields, sports complexes, and community centers located within the town, and which are under the authority of managed by the town Parks and Recreation commission-Department pursuant to sections 70-31, et seq.

*Swimming aids* may include toys, rubber balls, masks, fins and flotation devices, inflatable aids including "floaties", arm-wings, and buoyant bathing suits.

*Tobacco products* shall include cigarettes, cigars, pipe, chew tobacco, or any other products containing tobacco.

(Ord. No. 238, 12-17-12)

**Secs. 70-3—70-30. Reserved.**

## **ARTICLE II. PARKS AND RECREATION COMMISSION<sup>2</sup>**

### **Sec. 70-31. Establishment.**

~~There is hereby established a parks and recreation commission ("commission") for the purposes of developing policies for town parks and recreational programs and facilities, overseeing the development and operation of town recreational programs, and developing town recreational facilities. The commission shall also act as an arts commission, that oversees cultural and enrichment activities.~~

There is hereby established a parks and recreation commission ("Commission") for the purposes of making recommendations on and reviewing the development of town parks and recreational facilities and programs. The Commission shall have the following responsibilities:

- Identify and advocate for community recreation goals
- Advise and make recommendations to the Town Council, Town Manager, and Parks and Recreation Department in matters related to parks and recreation
- Assist with planning for recreation programs
- Participate in future development of parks and other recreation facilities
- Act as an arts commission, overseeing cultural and enrichment activities

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<sup>2</sup>Cross reference(s)—Boards, committees, commissions, § 2-146 et seq.

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(Ord. No. 122, § 1, 1-6-75; Ord. No. 122a, § 1, 1-17-83; Ord. No. 216, 3-3-03; Ord. No. 226, § 2, 7-17-06; Ord. No. 238, 12-17-12)

**Sec. 70-32. Appointment; terms.**

- (a) The Commission shall consist of five regular members and two alternate members. Each regular member and alternate member shall be an elector of the town who shall be appointed by the town council. Minority representation rules shall apply to both regular members and alternate members.
- (b) Hereafter, all appointments (except vacancy appointments) shall be for two-year terms, and each such appointment shall commence upon the expiration of the term of a current Commission member. The term of the first alternate member to be appointed shall expire on January 1, in odd years. The term of the other alternate member to be appointed shall expire on January 1, in an even year. Vacancy appointments may be made by the town council for the period of time necessary to fill the remainder of the term of any member who has resigned or has otherwise vacated his or her position.

~~Upon resignation, or the expiration of the term, of an incumbent member, the seat will remain vacant until only five regular seats remain.~~

(Ord. No. 122, § 2, 1-6-75; Ord. No. 122a, § 2, 1-17-83; Ord. No. 216, 3-3-03; Ord. No. 226, § 2, 7-17-06; Ord. No. 238, 12-17-12)

**Sec. 70-33. Officers; recordkeeping; annual report.**

The Commission shall hold regular meetings on a monthly basis and may hold special meetings as needed or desired. The Commission shall file with the town clerk a schedule of its regular meetings for each calendar year no later than December 31 of the immediately preceding year. In January of each year, the Commission shall choose a chairman, vice chairman and secretary from its members. The Commission shall keep records of its meetings and activities and shall ~~make an review the~~ annual report ~~to the town council~~.

(Ord. No. 122, § 3, 1-6-75; Ord. No. 122a, § 3, 1-17-83; Ord. No. 216, 3-3-03; Ord. No. 226, § 2, 7-17-06; Ord. No. 238, 12-17-12)

**Sec. 70-34. Budget request for funding.**

The Commission shall annually ~~assist review the Department operating budget and recommend capital improvements to the department-Director during the regular budgetary process. in preparing and submitting budget requests and proposals to the town council for funding parks and recreation programs and facilities. All proposals for new projects and for the development of new facilities or improvements made to existing facilities must be submitted to and approved by the town council.~~

(Ord. No. 122, § 4, 1-6-75; Ord. No. 122a, § 4, 1-17-83; Ord. No. 216, 3-3-03; Ord. No. 238, 12-17-12)

**Secs. 70-35—70-65. Reserved.**

**ARTICLE III. USE OF TOWN PARKS AND BEACHES**

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**Sec. 70-66. Fishing and boating restricted; exceptions.**

No person shall use the shore or beach of any designated swimming area of any town park for the purpose of fishing, angling, floating or launching any boat ~~without the express written permission of the commission or its designated representative,~~ into the waters of Lake Wangumbaug, or for the purpose of landing any boat thereon from the waters of such lake ~~without the express written permission of the Town Manager or the Director.~~

Fishing is allowed on park property ~~where-in~~ designated ~~areas~~by the commission. Persons who fish or participate in the act of fishing shall have a fishing license as required by the state.

(Ord. No. 174, § 1, 9-16-91; Ord. No. 216, 3-3-03; Ord. No. 238, 12-17-12)

**Sec. 70-67. Placing, leaving, standing or parking of boats or boat trailers.**

No person shall place, leave, stand or park any boat or boat trailer of any kind whatsoever within Lisicke Park, Patriots Park, or the parking area of either park, except as may be specifically authorized by the ~~town~~ Town Manager or the Director.

(Ord. No. 174, § 2, 9-16-91; Ord. No. 216, 3-3-03; Ord. No. 238, 12-17-12)

**Sec. 70-68. Placing, leaving, standing or parking of motor vehicles within Lisicke Park and Patriots Park; permit required, eligibility for permit, and exceptions.**

- (a) No person shall place, leave, stand or park any motor vehicle, automobile, motor bus, motor truck, motorcycle, camp or house trailer or any other means of conveyance, excluding non-motorized bicycles, within Lisicke Park, Patriots Park, or the parking area of either park, unless such vehicle shall have visibly displayed thereon a permit issued by the town authorizing the parking of such vehicle in the relevant parking area.
- (b) All persons who are town residents or taxpayers, or bona fide lessees of such residents or taxpayers, shall be eligible to apply for and receive such parking permits. Persons who are not town residents or taxpayers may purchase a daily parking ticket for Patriots Park only. The ~~parks and recreation~~ Commission shall ~~recommend~~ determine the fee for such tickets ~~or permits to the Director.~~

(Ord. No. 174, § 3, 9-16-91; Ord. No. 216, 3-3-03; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-68 to read as set out herein. Former § 70-68 pertained to placing, leaving, standing or parking of motor vehicles within Lisicke Park and Patriot's Park; permit required, eligibility for permit.

Cross reference(s)—Traffic and motor vehicles, ch. 98.

**Sec. 70-69. Hours of operation.**

- (a) *Opening and closing.* No person shall enter a park before sunrise or remain in a park after sunset unless the person is:
  - (1) Using a lighted facility (as provided for in subsection (b)),
  - (2) Attending a permitted special event ~~permitted by the commission,~~
  - (3) Traveling along footpaths lighted by pedestrian lights for that purpose, or

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- (4) Has the express written permission of the Town Manager or the Director commission, or its designated representative, to be in a park before opening or after closing.

If a patron is in a park outside of operating hours in accordance with exceptions (1)—(4), the patron must leave the park by the closing time posted for the facility, park or event or specified in the permit.

- (b) *Lighted facilities.* Hours of operation for facilities for which the commission-Department furnishes artificial lighting shall be posted at the facility or stipulated in a use permit.
- (c) *Interpretations.* In no way shall this section be interpreted to permit persons to remain between sundown and sunrise in areas lighted by security lights, including concession stand areas, walkways and athletic fields without the express written permission of the Town Manager or the Director commission or its designated representative.
- (d) *Camping.* No person shall set up an overnight camping or lodging site in a park without the express written permission of the Commission or its designated representative.

(Ord. No. 174, § 4, 9-16-91; Ord. No. 216, 3-3-03; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-69 to read as set out herein. Former § 70-69 pertained to closing hours; exception.

#### **Sec. 70-70. Regulations concerning parks and recreational facilities.**

The commission-Director shall have authority to promulgate reasonable regulations subject to the approval of the ~~town council~~Town Manager, concerning the use of all town parks and recreational facilities. The Director may choose to consult with the Commission on proposed regulations. Such regulations shall not be in conflict with regulations laid out in Chapter 70 of the Town of Coventry Code of Ordinances.

(Ord. No. 174, § 5, 9-16-91; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-70 to read as set out herein. Former § 70-70 pertained to regulations concerning parking and beach supervision.

Cross reference(s)—Stopping, standing and parking, § 98-31 et seq.

#### **Sec. 70-71. Possession or consumption of alcoholic beverages, Smoking, Vaping.**

- (a) Offer or sale. No person shall sell or offer any alcoholic beverage to members of the public in Town Parks without the express written permission of the Town Manager or the Director as well as the Chief of Police commission or its designated representative in accordance with the rules and regulations set forth therein.
- (b) Possession or consumption. No person is allowed to possess or consume alcoholic beverages in Town Parks without the express written permission of the Town Manager or the Director as well as the Chief of Police commission or its designated representative. The possession or consumption of permitted alcoholic beverages shall be allowed only in areas designated by the commission Town Manager or the Director.
- (c) Prohibitions. Under no circumstances will the consumption of alcoholic beverages in Town Parks be allowed by those under the legal drinking age established by the state.
- (d) Persons possessing or offering for sale any alcoholic beverage in Town Parks must comply with the regulations of the state liquor control commission.

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(e) The ~~commission-Town Manager or the Director as well as the Chief of Police~~ may require the person or organization sponsoring an event to provide security ~~as determined by the chief of police if deemed necessary.~~

(f) ~~Smoking tobacco, cannabis, or other such products are prohibited in Town Parks in accordance with Sec. 50-1 of the Coventry Code of Ordinances.~~

(g) ~~The use of e-cigarettes/vapes, or other similar aerosol producing devices is prohibited in Town Parks in accordance with Sec 50-1 of the Coventry Code of Ordinances.~~

(Ord. No. 174, § 6, 9-16-91; Ord. No. 238, 12-17-12)

Cross reference(s)—Alcoholic beverages, ch. 6.

### **Sec. 70-72. Enumeration of prohibited acts.**

No person shall throw rocks, mud or sand; engage in roughhousing on the beaches or in the water; use swimming aids in the water; use a boat or engage in fishing in swimming areas; swim under or past buoys which designate swimming areas; push or otherwise move buoys from their designated position or area; engage in unauthorized scuba diving; or scuba dive from an area designated for swimmers.

(Ord. No. 174, § 7, 9-16-91; Ord. No. 238, 12-17-12)

### **Sec. 70-73. Supervision of children.**

No person shall permit any child under 12 years of age on the beach or in the water unless accompanied by a parent, legal guardian or adult (18 years or older).

(Ord. No. 174, § 8, 9-16-91; Ord. No. 238, 12-17-12)

### **Sec. 70-74. Animals; regulations.**

(a) Cages and leashes. No person shall have in his or her custody within a Park any animal, excluding any ~~guide or service animal dog accompanying a blind, deaf or mobility-impaired person~~ in accordance with ~~G.S. § 46a-44 Connecticut General Statutes~~, or police dogs, that is not either caged, or on a leash and under the person's control; except that a dog may be under the direct supervision of its owner or their agent without a cage or a leash in an area designated as an off-leash dog exercise area. ~~Leashed animals are not permitted at Lisicke Park or Patriots Park during posted beach hours from May 20<sup>th</sup> to Sept 15<sup>th</sup>.~~

(b) Horses. No person shall ride or lead a horse other than in an area designated for horseback riding without the express written permission of the ~~Town Manager or the Director commission or its designated representative.~~

(c) Feeding domestic animals. No person shall feed any domestic animal other than his or her personal pet within a park unless the ~~commission-Town Manager or the Director~~ expressly authorizes such feeding by a posted sign or in writing.

(d) Exceptions. No animals are allowed on any athletic fields and the adjoining spectator areas, ~~and at Lisicke Beach and Patriots Park.~~

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- (e) All persons bringing animals into any parks, including designated off-leash areas, shall ~~clean up after~~remove and properly dispose of all waste left by their animal. Persons failing to do so shall be subject to a penalty fine ~~of \$25.00~~subject to Section 1-10 of the Coventry Code of Ordinances.

(Ord. No. 174, § 9, 9-16-91; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-74 to read as set out herein. Former § 70-74 pertained to animals prohibited; exceptions.

Cross reference(s)—Animals, ch. 14.

#### **Sec. 70-75. Littering.**

No person shall possess glass containers, break glass, litter or permit children under his or her supervision to litter or otherwise deposit refuse of any type in any park. All litter that was carried in must be carried out of the park by park patrons, except in areas where trash receptacles are provided by the town.

(Ord. No. 174, § 10, 9-16-91; Ord. No. 238, 12-17-12)

Cross reference(s)—Solid waste, ch. 82.

#### **Sec. 70-76. Riding of horses, bicycles, skateboards or motorized vehicles, exceptions.**

- (a) No person shall ride horses, bicycles, skateboards, motorized vehicles of any type, including motorcycles, on any beach, ball field or play area at any time, including hours when the parks are officially closed, except by special permit or where specifically designated.
- (b) Motor vehicles and traffic.
- (1) *Speed limit where none is posted.* Where no speed limit is posted, no person shall operate a motor vehicle within a park at a speed greater than ten miles per hour.
  - (2) *Motorized wheelchairs and assistive devices.* Motorized wheelchairs and other motorized assistive devices for mobility-impaired persons, park personnel, law enforcement and emergency services personnel are permitted in all areas where pedestrian access is permitted, unless otherwise posted ~~by the commission.~~
  - (3) *Off-road vehicle operation.* No person shall operate any type of motorized vehicle in areas of a park other than established roadways without the express written permission of the Town Manager or the Director~~Commission or its designated representative~~ except as noted in subsection (b)(2).
  - (4) *Parking and overnight parking.* No person shall park a motor vehicle in areas of a park other than those designated as parking areas by the Town Manager or the Director~~commission or its designated representative as parking areas~~. Motor vehicles may not be parked overnight in a park without the express written permission of the Town Manager or the Director~~commission or its designated representative~~. Motor vehicles left over night in violation of this regulation may be ticketed and/or towed.
  - (5) *Maintenance of motor vehicles.* No person shall repair, clean, wax or otherwise maintain a motor vehicle in a park. In no case shall anyone discharge or cause to be discharged hazardous substances, including but not limited to, gasoline, antifreeze or motor oil, in any park.

(Ord. No. 174, § 11, 9-16-91; Ord. No. 238, 12-17-12)

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Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-76 to read as set out herein. Former § 70-76 pertained to riding of horses, bicycles, skateboards or motorized vehicles.

Cross reference(s)—Horses, § 14-2; traffic and vehicles, ch. 98.

### **Sec. 70-77. Use or possession of firearms or other dangerous devices.**

(a) *Dangerous devices.*

- (1) *Guns.* While in a park, no person, other than a police officer, shall possess a firearm or other gun. This includes projectile devices using air (e.g. BB gun) or gas (e.g. pellet/paintball guns) for exhibition purposes without the express written permission of the Town Manager ~~commission or its designated representative for exhibition purposes.~~
- (2) *Projectiles.* No person shall possess or use a slingshot, bow and arrow, dart device, javelin or similar pointed projectiles and other devices designed for high-speed missile projection, for recreational, educational or exhibition purposes without the express written permission of the Town Manager ~~commission or its designated representative, in which one or more of these devices are permitted for recreational, educational or exhibition purposes.~~
- (3) *Dangerous sports.* No person shall engage in any sporting activity, including the practice of golf, archery, javelin, hammer, shot put or similar devices except in those areas specifically designated for that purpose without the express written permission and under the supervision of the Town Manager or the Director ~~commission or its designated representative, or with their express written permission of the commission or its designated representative.~~ No person will participate in paintball or other combative sports without the express written permission of the Town Manager or the Director ~~commission or its designated representative.~~
- (4) *Knives.* No person shall possess a knife with a blade more than four inches in length within a park except for the purpose of food preparation or exhibition purposes.
- (5) *Fireworks.* No person shall possess or discharge fireworks in a park without the express written permission of the Town Manager ~~commission or its designated representative.~~

(b) *Remote-control devices and powered models or toys.* No person shall operate hobby rockets, remote-control gliders or powered remote-control or tethered planes, boats, cars, drones or other like devices in a park except during times and in areas designated by the Commission or its designated representative.

(c) *Hunting and trapping.* Hunting and trapping of wildlife are prohibited in a park except when expressly permitted in writing as part of a ~~commission or~~ town controlled activity.

(Ord. No. 174, § 12, 9-16-91; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-77 to read as set out herein. Former § 70-77 pertained to use or possession of firearms or other weapons.

### **Sec. 70-78. Rafts or docks in swimming areas.**

No rafts or docks shall be permitted in swimming areas.

(Ord. No. 174, § 13, 9-16-91; Ord. No. 238, 12-17-12)

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**Sec. 70-79. Swimming areas—Bathing and wading.**

~~Swimming, bathing and wading in a park are permitted only in water facilities established by the Commission, or their designee, and only during posted hours of operation. No person shall be allowed to wade, swim, or bathe in any park fountain, pond, brook, or natural body of water on Town Properties except within designated, marked-off areas or without the express written permission of the Town Manager or the Director commission or its designated representative. All swimmers shall be confined within designated, marked-off areas. Entering water on Town properties in designated areas for the purposes of fishing shall be governed by section 70-66. Swimming, bathing and wading in a park are permitted only in water facilities established by the commission for such purposes and only during posted hours of operation.~~

(Ord. No. 174, § 14, 9-16-91; Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, amended § 70-79 to read as set out herein. Former § 70-79 pertained to swimming areas.

**Sec. 70-80. Open fires.**

No open fires shall be permitted in any town park, except upon express written permission of the ~~Town Manager or the Director commission or its designated representative~~ and with permit from the town burning official in areas designated for such purpose.

(Ord. No. 174, § 17, 9-16-91; Ord. No. 238, 12-17-12)

Cross reference(s)—Fire prevention and protection generally, ch. 42.

**Sec. 70-81. Amplified sound.**

No person shall operate in a park; ~~in a manner unreasonably loud to others~~; any device designed to produce, reproduce or amplify sound ~~in a manner unreasonably loud to others~~, without the express written permission of the ~~Town Manager or the Director commission or its designated representative~~.

(Ord. No. 238, 12-17-12)

Editor's note(s)—Ord. No. 238, adopted December 17, 2012, added §§ 70-81—70-91 and renumbered § 70-81, penalty for violation of article, as § 70-92.

**Sec. 70-82. Business activities, soliciting and advertising.**

- (a) *Business activities.* No person shall sell or offer to sell any goods, merchandise or services or conduct business activities including advertising, within a park without the express written permission of the ~~Town Manager or the Director commission or its designated representative~~.
- (b) *Solicitation.* No person shall solicit monetary or other valuable contributions; collect admissions or request donations from others in any park without the express written permission of the ~~Town Manager or the Director commission or its designated representative~~.

(Ord. No. 238, 12-17-12)

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**Sec. 70-83. Infringement.**

No person or group shall engage in conduct or participate in any activity that infringes on the rights or the enjoyment of any other allowed or permitted activity.

(Ord. No. 238, 12-17-12)

**Sec. 70-84. Historic artifacts, features and man-made objects.**

No person shall damage, disturb or remove any historic artifacts, historic features or other man-made objects from a park without the express written permission of the ~~commission~~Town Manager. The Town Manager may choose to consult with the Commission on proposed activities. For the purposes of these regulations, "historic artifacts" are any material remains that give physical evidence of human occupation, habitation, use or activity; and "historic features" include, but are not limited to, walls, fence lines, cellars, fire pits, mill races or any other man-made arrangement of materials or the trace thereof.

(Ord. No. 238, 12-17-12)

**Sec. 70-85. Ice skating.**

No person shall go upon the ice of any body of water in a park except at such places and at such times as may be designated by the ~~Town Manager or the Director~~commission or its designated representative. Ice-skating is permitted at rinks operated by the ~~commission~~Department for such use, at such times and subject to the rules prescribed and posted at the facility.

(Ord. No. 238, 12-17-12)

**Sec. 70-86. Metal detectors.**

No person shall use a metal detector or similar device within a park without the express written permission of the ~~Town Manager~~commission or its designated representative.

(Ord. No. 238, 12-17-12)

**Sec. 70-87. Protection of park property.**

- (a) *Construction.* No person shall erect or construct any structure of any kind, install or perform any maintenance on any utility, equipment or other device on, below, over or across a park without the express written permission of the ~~Town Manager or the Director~~and approvals as needed from the Planning and Zoning Commission and Inland Wetlands Agency as required ~~commission or its designated representative or~~ in accordance with the terms of an existing easement duly recorded in the town's land records.
- (b) *Encroachments.* No person shall in any way alter, damage, remove or deface any facilities, features, vegetation, man-made objects or equipment in any park or place; nor erect or store personal property, plant vegetation or deposit debris or any park as an extension of a use on adjacent property without the express written permission of the ~~Town Manager or the Director~~commission or its designated representative and approvals as needed from the Planning and Zoning Commission and Inland Wetlands Agency as required.
- (c) *Excavation.* No person shall make any excavation by tool, equipment, blasting or other means in any park without the express written permission of the ~~Town Manager or the Director~~and approvals as needed from the Planning and Zoning Commission and Inland Wetlands Agency as required ~~commission or its designated~~

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~~representative~~ or in accordance with the terms of an existing easement duly recorded in the town's land records.

- (d) *Off-trail use.* No person shall bicycle, skate, ski or ride horses off of ~~established~~ trails, walkways or roadways specifically designated ~~for that purpose~~ by the ~~commission-Parks and Recreation Department for that purpose~~ without the express written permission of the ~~Commission~~ or its designated representative.
- (e) *Unauthorized trails*~~Trails.~~ ~~No person shall create any new trails without the express written permission of the commission or its designated representative.~~ Any person, board, or other organization that wishes to create a new trail or series of trails must, in addition to all other relevant permits or approvals, have plans reviewed and approved by the Parks and Recreation Commission or its designated representative. This section shall not apply to maintenance performed on existing trails.

(Ord. No. 238, 12-17-12)

#### **Sec. 70-88. Public gathering.**

Any public gathering shall be conducted in accordance with section 66-37.

(Ord. No. 238, 12-17-12; Ord. No. 255, 1-21-20)

#### **Sec. 70-89. Restricted areas.**

No person shall enter any area in any park designated and posted as restricted without the express written permission of the Town Manager or the Director~~commission or its designated representative.~~

(Ord. No. 238, 12-17-12)

#### **Sec. 70-90. Signs.**

No person shall post signs in any park except at locations designated by and in accordance with Department of Parks and Recreation policy, or with the express written permission of the Town Manager or the Director~~commission or its designated representative.~~

(Ord. No. 238, 12-17-12)

#### **Sec. 70-91. Wildlife and habitat protection.**

- (a) *Animals.* No person or his or her pet shall harass, capture, remove, injure or kill any animal or its young or eggs found in any park, or disturb the nest, den, burrow, lodge, roost, dam or other structure of any animal found in any park, or attempt to do so, ~~unless the person possesses an appropriate federal or state permit and has the express written permission of the commission~~without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director.
- (b) *Feeding of wild animals.* No person shall feed any wild animal within any park without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director.~~without the express written permission of the commission or its designated representative.~~
- (c) *Removal of plants and fungi.* No person shall remove from any park any plant or fungus (e.g., mushrooms) or parts thereof including, but not limited to, cuttings, flowers, seeds, berries, nuts or foliage, without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director. ~~without the express written permission of the commission or its designated representative.~~

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- (d) *Abandonment or release of animals.* No person shall abandon, release or cause to be released into any park any animal or other organism ~~without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director. without the express written permission of the commission or its designated representative.~~
  - (e) *Planting or release of seeds or spores.* No person shall plant any plant or release or cause to be released into a park any plant or fungus, seeds, spores or invasive species ~~without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director. without the express written permission of the commission or its designated representative.~~
  - (f) *Habitat preservation.* No person shall disturb or modify woodlands, streams, stream banks, meadows, ponds, lakes or other natural areas within any park ~~without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director. without the express written permission of the commission or its designated representative.~~
  - (g) *Removal of natural materials.* No person shall remove or use any wood, wood chips, sod, earth, humus, rocks, minerals, fossils, sand, water or any other natural material from any park ~~without the relevant Federal, State, and Local permits and the express written permission of the Town Manager or the Director. without the express written permission of the commission or its designated representative.~~

(Ord. No. 238, 12-17-12)

**Sec. 70-92. Penalty for violation of article.**

Any person ~~who violat~~<sup>es</sup>~~ing~~ any of the provisions of this article shall be subject to a fine ~~of \$90.00. The provisions of this ordinance are enforceable by any police officer or special constable of the town for such a violation pursuant to Sec. 1-10 of the Coventry Code of Ordinances.~~

(Ord. No. 174, § 18, 9-16-91; Ord. No. 238, 12-17-12)

Editor's note(s)—See note at § 70-81.

**Secs. 70-93—70-115. Reserved.**

***ARTICLE IV. COVENTRY LAKE (LAKE WANGUMBAUG)***

**Sec. 70-116. Intent of article.**

It is the intent of this article to regulate the waters of Lake Wangumbaug, also known as Coventry Lake, within the town, and to promote public safety.

(Ord. No. 161, § II, 4-1-89)

**Sec. 70-117. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Coventry Lake or the lake* refers to Lake Wangumbaug, also known as Coventry Lake.

*Motorboat* means any vessel, propelled by machinery, whether or not such machinery is the principal source of propulsion.

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(Supp. No. 21)

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*Operate* means to navigate or otherwise use a vessel.

*Sailboat* means any vessel propelled by sail alone.

*Vessel* means every description of watercraft, other than a seaplane on water, used or capable of being used as a means of transportation on water.

*Waterskiing* means aquaplaning, towing of any person behind a vessel under power and similar forms of activity.

(Ord. No. 161, § III, 4-1-89)

Cross reference(s)—Definitions generally, § 1-2.

### **Sec. 70-118. Speed limits.**

- (a) No person shall operate a vessel on Coventry Lake at a rate of speed greater than 40 miles per hour.
- (b) From sunset to one hour after sunrise no motor boat shall be driven more than six miles per hour.
- (c) Between the hours of 12:00 noon and 4:00 p.m. on Sundays from May 15 to September 15 and between the hours of 12:00 noon and 2:00 p.m. on July 4, no motor boat shall be driven more than six miles per hour. Publicly owned police vessels of the United States, the state, the town and private vessels when responding to a verified emergency, i.e. rescue, are exempt from this limitation.
- (d) Notwithstanding subsections (a) through (c), no person shall operate a vessel in excess of slow-no-wake when the water level is at or above 94 feet as measured at the weir gate. The town manager shall be the sole judge as to the water level and shall communicate to the public when the slow-no-wake restriction is in effect and when it is ended. For the purposes of this section, "slow-no-wake" shall have the same meaning as in Section 15-121-A1 of the Regulation of the Connecticut State Agencies.

(Ord. No. 161, § IV, 4-1-89; Ord. No. 172, § I, 11-5-90; Ord. No. 211, § 1, 8-7-00; Ord. No. 261, 10-4-21)

Editor's note(s)—As set out in RCSA 15-121-A1 (j) and referenced in subsection (d) above, "slow-no-wake" means that a vessel shall not produce more than a minimum wake and shall not attain speeds greater than six miles per hour over the ground unless a higher minimum speed is necessary to maintain steerageway when traveling with a strong current. In no case shall the wake produced by the vessel be such that it creates a danger of injury to persons, or will damage vessels or structures of any kind.

Cross reference(s)—Traffic and vehicles, ch. 98.

### **Sec. 70-119. Boat use.**

- (a) All vessels towing a water skier on Coventry Lake are to proceed and operate in a counter-clockwise direction.
- (b) Drinking of any alcoholic beverages while operating any vessel is prohibited.
- (c) No person operating a vessel on Coventry Lake shall cross or jump the wake of another vessel, when within 200 feet of the vessel creating such wake, in such a manner that the hull of the vessel crossing the wake completely leaves the water.

(Ord. No. 161, §§ V, VI, 4-1-89; Ord. No. 172, § I, 11-5-90; Ord. No. 211, § 1, 8-7-00)

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**Sec. 70-120. Special events.**

- (a) The chief of police and the town manager shall be the individuals authorized by the town to act upon applications for persons seeking authorization from the state department of environmental protection to host any marine parade, regatta, race, tournament or exhibition on Coventry Lake.
- (b) The chief of police may suspend the times and speed limit restrictions of section 70-118(c) if a Sunday special event is approved. Such a suspension will be included in all advertisements and notices regarding the event.

(Ord. No. 161, § VI, 4-1-89)

**Sec. 70-121. Waterskiing.**

The maximum number of water skiers to be towed by a motorboat is two at any one time. Towing more than two skiers shall be regarded as a special event requiring a chase boat and notification of the chief of police that the special event is going to take place.

(Ord. No. 161, § VII, 4-1-89)

**Sec. 70-122. Parasailing.**

Parasailing shall be considered a special event requiring a chase boat. A permit issued by the chief of police is required for this type of event.

(Ord. No. 161, § VIII, 4-1-89)

**Sec. 70-123. Reserved.**

**Sec. 70-124. Penalty for violation of article.**

Any person who violates any provision of this article shall be ~~fined not less than \$50.00, nor more than \$99.00~~ subject to a fine for such violation pursuant to Sec. 1-10 of the Coventry Code of Ordinances.

(Ord. No. 161, § XI, 4-1-89)

**7.B. 25/26-30: Consideration/Possible Action to call for Public Hearing: Firearms Safety as recommended by the Firearms Safety/Home shooting Range Study Committee (E)**

**Town Council Action Requested:** Town Council will review and consider a draft ordinance creating new firearms safety regulations which include the need for an appropriate backstop. Additionally, Town Council will consider whether or not to move forward with the issue and call for a public hearing on the draft Ordinance.

**Purpose:** Due to several shooting safety concerns and shooting noise complaints reported to the Coventry Police around the community, Town Council in 2024 created a Firearms Safety/Home Shooting Range Study Committee to study the concerns and to determine if there was a need for firearms safety regulations in Coventry. Town Council will consider the recommendations of the Committee, including their draft Ordinance.

**History:** The Committee was appointed by Town Council to study the complaints that the Police Department was receiving in residential areas. Their Charge indicated that they could recommend an ordinance if they believed one was warranted. In late fall of 2024, they determined that an ordinance should be developed. They reviewed the policies of other CT towns and held several meetings carefully crafting language that would be in the draft Ordinance. The Committee expressed that they wanted to be careful not to be over restrictive for those wishing to use firearms while also considering safety concerns that may occur in residential areas. They had an advertised public input meeting on September 18, 2025 so that the public could comment on their draft Ordinance. Upon hearing the comments, they made additional amendments taking into consideration most of the comments.

**Facts about the issue:** The Steering Committee discussed the draft Ordinance with the Firearms Safety/Home Shooting Range Study Committee leadership and made additional amendments to the draft Ordinance before it was submitted to the Town Council.

**Funding Information:** There is no direct financial impact to the Town for adopting this Ordinance.

**Steering Committee Recommendation:** The Steering Committee, at their December 22, 2025, meeting voted to recommend to Town Council that the Town Council consider the draft Ordinance proposed by the Firearms Safety/Home Shooting Range Study Committee.

**Town Manager Comments:** none.

**Town Manager's Recommendation:** Motion to approve the wording of the proposed Ordinance and to call for a public hearing on this Ordinance for February 2, 2026, at 7:00 PM to be held in the Town Hall Annex.

Chapter 66 – OFFENSES AND MISCELLANEOUS PROVISIONS

ARTICLE III. – DISCHARGE OF FIREARMS AND AIR GUNS

Sec. 66-75 Purpose

The purpose of this article is to establish regulations surrounding the discharge of firearms and air guns on private property to provide for the safety and well-being of the residents of the Town of Coventry

Sec. 66-76 Definitions

**Firearm**

Any shotgun, pistol, rifle, revolver, muzzle-loading device or other such weapon which uses chemical propellant to expel a projectile

**Air gun**

Any device which uses springs, air, compressed gas, or other non-explosive force to expel a projectile

**Backstop**

A device, structure, or terrain designed to stop and contain projectiles fired on a range.

**Commercial Shooting Range/Private Gun Club**

An organization of individuals which meets the following criteria:

- a) Maintains in good condition a shooting range in a fixed location with an adequate design to contain fired projectiles;
- b) Said shooting range is in compliance with all federal, state, and local laws; and
- c) Has criteria for members or other range users to ensure the safe discharge of firearms.

**Recreational Shooting**

For the purposes of this chapter, recreational shooting is understood to be the discharge of a **Firearm or Air Gun**

**Flammable Materials**

For the purposes of this chapter, “flammable materials” is understood to not include wood, paper, leaves or other similar plant-based substances

Sec. 66-77 Safety Requirements

The following restrictions apply within the Town of Coventry:

- a) Persons wishing to ~~engage in recreational shooting with discharge~~ **Firearms or Air Guns** must be the owner of the property on which the discharge is to occur ~~and backstop is located~~, be the spouse or lineal descendant of the owner of the property, have on their person the written permission from the owner of the property, or be an invited guest with

**Commented [AT1]:** Ver. 9 – Revised for the 1/5/2026 meeting of the Town Council

**Commented [AT2]:** This ordinance is a draft based on preferences expressed by the FS/HRSC and Steering Committee. This is not finalized, and all language present within may be subject to change.

**Commented [AT3]:** This draft specifically shows changes by the Steering Committee from the version of the ordinance as presented by the FS/HRSC

**Commented [AT4]:** Definition added at the request of the Steering Committee to exclude wood sheds from the requirements in 66-77c

**Commented [AT5]:** Changes made throughout to consistently center language on the activity of discharge at the request of the steering committee

**Commented [AT6]:** Section reworded for clarity at the request of the steering committee

the owner of the property present. ~~The same requirements apply for the location of the backstop at which projectiles are being directed.~~

- b) Persons wishing to ~~engage in recreational shooting with discharge~~ **Firearms** or **Air Guns** must do so only with an adequate backstop capable of stopping all projectiles intended to be used. The backstop must be of sufficient depth and strength to contain any projectiles fired or intended to be fired at a range and must be of a sufficient height or size to stop projectiles at any position the shooter intends to use.
- c) Persons wishing to discharge a **Firearm** must do so at a distance of greater than 250ft from any structure or enclosed outdoor space occupied by people or domestic animals, or used for the storage of flammable materials unless they are the owner of such property, the spouse or lineal descendant of the owner of the property, or have on their person the written permission from the owner of the property to discharge a **Firearm** at a lesser distance. A building is considered to be occupied for the purposes of this ordinance unless it appears from a reasonable inspection of the structure to be unoccupied.
- d) Minors under 18 years of age wishing to shoot **Firearms** must be properly supervised by a parent or legal guardian of such minor, or another adult with the approval of their parent or legal guardian.

#### Sec. 66-78 Time Requirements

The following restrictions apply within the Town of Coventry:

- a) Persons wishing to ~~engage in recreational shooting with discharge~~ **Firearms** must do so between the hours of 9:00 AM to sunset as defined in the current Connecticut Hunting and Trapping Guide.
- b) Persons wishing to ~~engage in recreational shooting with discharge~~ **Firearms** shall have a four (4) hour window per calendar day in which to do so.

#### Sec. 66-79 Exceptions

The restrictions within this Sec. 66 Article III shall not be construed to apply in the following circumstances:

- a) The use of a **Firearm** or **Air Gun** by a police officer or animal control officer acting within the scope of their official duties;
- b) The use of a **Firearm** or **Air Gun** for the purposes of hunting as defined by the Connecticut General Statutes, Sec. 26-1;
- c) The use of a **Firearm** or **Air Gun** for the purposes of defending oneself or other persons from physical force in accordance with all federal, state and local laws;
- d) The use of a **Firearm** or **Air Gun** for the purposes of shooting wildlife actively causing property damage or posing an active threat to public safety in accordance with Connecticut General Statutes;
- e) The use of a **Firearm** or **Air Gun** at a range on the property of The Manchester Sportsmen's Association, Manchester Coon and Fox Club, or a Commercial Shooting Range/Private Gun Club duly organized in accordance with Town zoning requirements;

- f) The use of a device designed and operated solely for the purposes of construction, such as a nail or staple gun, which by its design might otherwise fall under the definition of a ***Firearm*** or ***Air Gun***;
- g) The use of a device designed and operated solely for the purposes of propelling paintballs, airsoft pellets, or other foam, rubber, or plastic projectiles, which by its design might otherwise fall under the definition of an ***Air Gun***;
- h) The use of a ***Firearm*** or ***Air Gun*** as a part of a memorial ceremony or parade by police officers, active duty members in military service of the United States or Connecticut National Guard, or by a nationally recognized veteran’s organization; and
- i) The use of a ***Firearm*** or ***Air Gun*** as a part of an authorized historical reenactment.

Sec. 66-80 Penalty for violation of article

Any person who violates the regulations set out in this article shall be punishable by a fine for such a violation pursuant to **Sec. 1-10** of the Coventry Code of Ordinances

**Commented [A7]:** Sec. 1-10 indicates fines shall be at most \$100 if not otherwise specified. Each day a violation continues may be counted as a separate offense.

Secs. 66-81 – 66-96 Reserved

DRAFT

ARTICLE III. – DISCHARGE OF FIREARMS AND AIR GUNS

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Secs. 66-81 – 66-96 Reserved

DRAFT

**7.C. 25/26-31 : Consideration/Possible Action: Modification to Senior Center Van Driver Job Description (E)**

**Town Council Action Requested:** Town Council will review and consider approving a modification to the Senior Center Bus Driver job description,

**Purpose:** This job description has not been updated in several years and does not meet the current responsibilities and does not follow our current format. The Town has had difficulty filling the position due to the current requirement of a higher-level license that is not needed any longer. Proposed amendments will make it easier to fill the vacant position.

**History:** The Senior Center Bus Driver job description was drafted years ago. It originally included planning duties for senior events. Since that time the Town created a Transportation Coordinator position and a Senior Center Assistant who are now actively involved in planning events. Though the intent of the update to the job description was to originally remove the restrictive license requirement, the Steering Committee in their review removed wording that is no longer applicable to the position.

**Facts about the issue:** There are sometimes two to three part-time employees in this classification. There is currently one.

**Funding Information:** There is no financial impact as these proposed changes will not increase/decrease employee pay. Also, this position is 100% grant funded

**Steering Committee Recommendation:** The Steering Committee, at their December 22, 2025, meeting voted to recommend to Town Council that the Town Council adopt the updated job description for the Senior Center Bus Driver.

**Town Manager Comments:** none.

**Town Manager's Recommendation:** Motion to approve the wording of the proposed job description.



## Town of Coventry, CT Job Description

**Position:** Senior Center Van/Bus Driver

**Department:** Human Services

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**Position Purpose:** Provides comprehensive, efficient, and safe transportation for the Town's elderly and individuals with disabilities to and from the Coventry Senior Center and enrichment activities

### Supervision:

- Received
  - Works under the supervision of the Human Services Administrator, with guidance from the Senior Center Coordinator and Transportation Coordinator

### Essential Duties and Responsibilities:

- Operates handicap accessible van and/or bus with up to 14 passengers
- Complies with traffic laws and regulations to operate the vehicle in a safe manner
- Adheres to planned transportation schedules for passenger pickup times
- Maintains a clean and well-kept vehicle, reporting any maintenance issues as needed
- Maintains vehicle as required for inspections, exterior and interior detailing, and DMV registration
- Ensures passengers are safe and provided with assistance on and off the vehicle as needed
- Runs errands and provides general support to Senior Center staff
- Receive and carry out oral and written directions

### Desired Minimum Qualifications:

- Education, Training, Experience
  - Must have valid State of Connecticut driver's license
  - Must acquire First Aid and CPR with AED certification within one (1) year of hiring
- Knowledge, Ability
  - Knowledge
    - Knowledge of motor vehicle operation and traffic laws
    - Knowledge of safety requirements pertaining to transportation
  - Ability
    - Ability to read and understand route directions
    - Ability to understand the needs of older adults
    - Considerable skills driving a minivan/bus preferred
    - Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public
    - Ability to communicate effectively orally and in writing

- **Physical Demands**

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- The employee is required to assist elderly and disabled passengers with wheelchairs, walkers, canes; operate objects, tools or controls
- The employee must be able to sit/drive for long periods of time
- The employee is required to climb, balance, stoop, kneel, crouch, or crawl
- The employee must occasionally lift and/or move light to medium weight (25 pounds)
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

- **Tools and Equipment Used**

- Occasional operation of handicap accessible lift
- Vehicles as required to transport elderly or disabled passengers

- **Work Environment**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- The noise level while driving is usually quiet to moderate
- The employee is occasionally required to drive in poor weather conditions

*The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

# Town of Coventry

## Van/Bus Driver – Coventry Senior Center

### **General Description**

This position is a grant-funded position funded by the State Dept. of Transportation Matching Grant Program and functions under the guidance of the Senior Center Coordinator, Transportation Coordinator and direct supervision from the Human Services Administrator.

### **Essential Functions**

*The functions or duties listed below are illustrative of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### **General Senior Center Functions**

Plans enrichment trips, develops new activities and programs outside of the Center:

- Movie afternoon at the Center (1x month) to and from Orchard Hills
- Matinee movies
- Baseball/Basketball games
- Theater/Arts Museums
- Runs errands for the Senior Center as needed.

Shopping trips:

- Eastbrook, Buckland Mall, Evergreen Walk, Michaels', Kohl's
- Monthly trips to big box stores

Additional opportunities for lunches, within the local area:

- Out to Lunch Bunch (1x month)
- Senior Center Luncheons (2x month)
- Tech High School Culinary Café

Community Events:

- High School Band/Theater opportunities

### **Other opportunities:**

- The paid driver would also have the ability to run errands for the Center.
- Maintenance of vehicles as required for inspection, exterior and interior detailing, DMV registration
- Works within a "flex-time" schedule for program needs.

### **Knowledge, Skills and Abilities**

Knowledge of laws relative to motor vehicle operation.

Ability to read and understand route directions

Ability to understand needs of the elderly population

Considerable skills driving a minivan/bus preferred.

Ability to develop, coordinate, and direct varied activities involved in senior center programming; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders and the general public; ability to communicate effectively orally and in writing; ability to plan and coordinate work.

### **Physical Demands**

While performing duties of this job, the employee is required to assist elderly and disabled passengers with wheelchairs, walkers, canes; operate objects, tools or controls. The employee is required to climb, balance, stoop, kneel, crouch or crawl.

### **Special Requirements**

Must have a valid State of CT driver's license, CDL/Passenger and/or the ability to obtain within 6 months of hire, First Aid and CPR certified with AED within one year of employment. Other duties, as assigned.

**Coventry Board of Education**  
Coventry, Connecticut

**Board of Education Regular Meeting**  
Unapproved Minutes of Thursday, December 11, 2025  
Administration Building Conference Room

Board Members Present:

Jennifer Beausoleil, Chairperson  
Mary Kortmann, Vice-Chairperson  
Megan Boshuyzen  
Joshua Clark  
Mark Larson  
Courtney Rossignol

Board Members Absent:

Emma Eaton

Administrators Present:

Dr. David J. Petrone, Superintendent of Schools  
Charmaine Bradshaw-Hill, Director of Finance and Operations

Also Present:

Maggie Coffey, Student Board of Education Representative

**I. Call to Order**

J. Beausoleil called the meeting to order at 7:06 p.m.

**II. Salute to the Flag**

J. Beausoleil led the salute to the flag.

**III. Audience of Citizens**

Peter DePaola, resident, addressed the Board regarding the CIP agenda item related to fire alarms and their funding, and the Evaluation Projection Committee agenda item concerning HVAC. He suggested considering HVAC as a service rather than purchasing a system. He also expressed support for the technology policies. J. Beausoleil noted that the building project and use of funds are matters under the Town Council's authority.

Sara, last name inaudible, addressed the Board regarding high school hockey and the high cost of fees.

**MOTION: To modify the agenda to move the Consent Agenda before the Report of the Superintendent.**

**By: C. Rossignol**

**Seconded: M. Boshuyzen**

**Result: Motion carries unanimously**

**IV. VOTE: Consent Agenda**

M. Kortmann requested the removal of Item IV.A. from the Consent Agenda

#### **IV.A. Approve the CNH June 2027 Annual Field Experience to Washington, DC**

**MOTION: To approve the CNH June 2027 Annual Field Experience to Washington, DC**

**By: M. Kortmann**

**Seconded: C. Rossignol**

Discussion: Early approval of the field trip was requested in order to secure a lower cost for families. An early-bird booking rebate to the school would also be applied toward transportation costs.

**Result: Motion carries unanimously**

#### **V. Report of the Superintendent**

Dr. Petrone provided updates on recent activities and events. He reported that he attended a CAPSS workshop, the high school presented the play Clue, and the CAPSS Legislative Committee met. He noted that third grade held its annual Charlie Brown Feast. Budget meetings with all schools are underway, and he will meet with the Executive Committee next week. Professional development was held on December 5. The PTO Craft Fair took place, a joint Town and Fiscal Committee meeting was held, a new-to-the-district teacher meeting occurred, and the CHS Band performed along with the CNH Band.

#### **V.A. Information: Board of Education Student Representative Report – Maggie Coffey**

Miss Coffey reported that the Craft Fair was held over the weekend, during which the band performed, and Best Buddies conducted fundraising activities. She noted that Best Buddies held its first match party. She reported that the high school and eighth-grade band concert will take place on Tuesday, and that the junior class will begin a candy cane fundraiser. A bottle drive is also underway, and Pajama Day is scheduled for tomorrow. She reported that the choir concert will take place next Tuesday, provided a sports update, and noted that auditions for the musical Annie were held.

#### **V.B. Information: Fostering a Positive School Climate K-5 – Ms. Hammer and Ms. DeRagon**

Ms. Hammer, Ms. DeRagon, and K-5 teachers and students presented their work on Fostering a Positive School Climate, which is available on the district's website via the BoardBook portal.

#### **V.C. Information: Coventry Early Childhood Collaborative (CECC / Local Governance Partner (LGP)) – Ms. Sposito**

Ms. Sposito presented an overview of the Early Start CT program, which is available on the district's website via the BoardBook portal.

M. Kortmann commented regarding community outreach and suggested ways to gather information on new residents.

#### **VI. Report of the Chairman**

J. Beausoleil thanked board members who attended the CABA conference and the three new board members who participated in the new board member training. She recognized community volunteers and highlighted several events to which they contributed. She noted that the budget development process is beginning, that Dr. Petrone will present to the Board in January, and that there will be an increase in meetings during that month as a result.

## **VII. Communications**

There was none.

## **VIII. VOTE: Approval of Minutes**

### **VIII.A. Approve Minutes of November 13, 2025**

Edit: In VII. Report of Chairman, the second sentence was amended to read “board technology orientation.”

**MOTION: To approve the minutes of November 13, 2025, as amended**

**By: M. Boshuyzen**

**Seconded: C. Rossignol**

**Result: Motion carries unanimously**

## **IX. Old Business**

### **IX.A. Discussion and VOTE: Approve the CIP FY2027-FY2031**

J. Beausoleil reviewed the CIP process.

M. Kortmann stated that the Fiscal Committee moved this version forward to the full Board. She noted that security cameras will be added district-wide, increasing the overall cost. In a joint meeting with the Town, a bond is expected to be proposed in the spring, potentially including paging systems and fire alarm replacements. She also mentioned that a security grant may be available and reviewed the process the district would follow if the grant is received.

J. Beausoleil shared historical information on CIP grant requests. Security cameras were discussed in terms of whether safety would be compromised if they were not funded. Dr. Petrone responded that safety would not be compromised; the cameras would provide an additional level of security. J. Beausoleil also reviewed the CIP priority levels.

**MOTION: To approve the Capital Improvement Plan FY27-FY31 as presented**

**By: C. Rossignol**

**Seconded: M. Kortmann**

**Result: Motion carries unanimously**

### **IX.B. Information: Evaluation and Projection Committee Update – Dr. Petrone**

Dr. Petrone gave a presentation on the Evaluation and Projection Committee, which is available on the district's website via the BoardBook portal. He explained that if the Board agrees to move the project plan forward, the next step would be submission to the Town Council. E. Eaton commented that the tours of the other schools were very helpful.

The Board asked questions and discussed details from the presentation, organized by school and topic:

Hale:

B. Boshuyzen asked if the plan is to move HEEC to the new elementary school; it was confirmed that it is.

M. Kortmann stated her understanding that the reimbursement for PreK is applied to the whole project.

J. Beausoleil clarified that the Hale space would be repurposed.

CGS:

M. Kortmann noted that the septic system is currently listed in the 6-10 years section, but since it's planned for next year's capital, it should be removed from the 6-10-year plan. Dr. Petrone will revise the presentation accordingly.

M. Boshuyzen asked for clarification on the HVAC system. Dr. Petrone stated that by July 1, the district must comply with classroom indoor air quality regulations.

Clarification was provided regarding the reimbursement rate: the presentation reflects the cost after reimbursement, including the added rate for HEEC.

GHR:

The gym and fifth-grade wing are the only parts of the building considered salvageable.

General Discussion:

Key takeaways from school tours were reviewed.

J. Beausoleil noted that each of the buildings reviewed has state-mandated projects with deadlines.

M. Kortmann added that if a building project is planned within three years, the deadlines for mandated items can be postponed.

It was noted that any major project requires a building committee; forming one is a Town decision, and it would be needed regardless of whether the existing building is replaced or renovated.

GHR land was donated specifically for school use; if not used as a school, it reverts to the estate rather than the Town.

It was noted that the cost of replacing what is needed versus renovating to new is nearly equal.

Dr. Petrone will update the presentation based on recommendations.

The Board reached consensus to pursue a Prek-5 building option.

A vote on the project will take place at the January 8<sup>th</sup> Board meeting.

**X. New Business**

**X.A. Information: FY2027 Budget Planning Dates**

J. Beausoleil reviewed the meeting dates and noted that an Audience of Citizens is included at all meetings. She also stated that an additional special meeting will be scheduled if needed during the first week of February.

**X.B. Information and Possible VOTE: Football Co-Op Program**

Dr. Petrone stated that a considerable amount of funds is being spent on the co-op program. He reported that after meeting with Windham Tech, it was decided that they would not take on host responsibilities next season. He provided a presentation on a new co-op proposal, which is available on the district's website via the BoardBook portal.

**MOTION: To authorize the superintendent to negotiate with Windham High School related to participating in a football program**

**By: C. Rossignol**

**Seconded: E. Eaton**

Discussion: District transportation will not be provided for the program. The revised co-op program is expected to save money for both the district and participating students. The agreement is for a two-year term.

**Result: Motion carried unanimously**

## **XI. Report of Board Members**

### **XI.A. Information: Fiscal Committee Report – M. Kortmann and Ms. Bradshaw-Hill**

#### **1. Joint Town Finance/BOE Fiscal Meeting of December 8, 2025**

M. Kortmann provided an update, noting that the list of shared services with the Town continues to grow. She added that the Town Council is developing a vision for town needs, including upgrades to the sewer system. J. Beausoleil shared details from their discussion on health insurance.

#### **2. Information: Fiscal Committee Meeting of December 11, 2025**

M. Kortmann provided an update on the meeting and noted that the Board is still awaiting town reconciliation for Food Service P&L.

## **XII. Adjournment**

**MOTION: To adjourn the meeting at 9:51 p.m.**

**By: C. Rossignol**

**Seconded: M. Kortmann**

**Result: Motion carries unanimously**

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Respectfully Submitted:

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Tricia Dean  
Board Clerk

Approved: \_\_\_\_\_

**SUGGESTED MOTION: EXECUTIVE SESSION 1-200(6)(A)**

I move that the Town Council enter into Executive Session pursuant to Connecticut General Statutes 1-200(6)(A): discussion concerning the employment, appointment, performance, evaluation, health or dismissal of a public officer or employee with the following in attendance.....