

**AGENDA**  
**Coventry Town Council Meeting**  
**January 20, 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, January 5, 2026 (E):  
Documents:

[UNOFFICIAL 1.5.26 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.A.1. Discussion Of Budget Meeting Dates (E)

Documents:

[BUDGET MEETING DATE SCHEDULE.PDF](#)

6.B. Council Members:

6.C. Finance Committee: Robyn Gallagher, Chairperson

6.C.1. \* Monthly Financial Report (E)

Documents:

[0 DEPARTMENT UPDATE.PDF](#)

6.C.2. \*Finance Committee Minutes: 1/12/2026 (E)

Documents:

[TOWN COUNCIL FINANCE COMMITTEE UNOFFICIAL MEETING MINUTES, JANUARY 12, 2026.PDF](#)

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

6.D.1. \*Steering Committee Minutes, 12/22/2025 (E)

Documents:

[UNOFFICIAL 12.22.25 STEERING MINUTES.PDF](#)

6.E. \*COVRRRA:

6.F. Town Manager: James D. Drumm

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

Documents:

[1-15-26 PROJECT ISSUE MEMO.PDF](#)

6.F.2. \* Winter 2026 Town Newsletter

Link to document: [HTTPS://WWW.COVENTRY-CT.GOV/ARCHIVECENTER/VIEWFILE/ITEM/1580](https://www.coventry-ct.gov/archivecenter/viewfile/item/1580)

7. Unfinished Business:

8. New Business:

8.A. 25/26-32: Consideration/Possible Action: Resolution: Janette Smith 50 Years Of Service As Library Assistant (E)

Documents:

[25-26 - 32 SUMMARY SHEET.PDF](#)  
[RESOLUTION 2026-1 JANETTE SMITH 50 YEARS OF SERVICE.PDF](#)

8.B. 25/26-33: Consideration/Possible Action: Establishment Of School Building Committee To Evaluate Current And Future Facility Needs For Coventry Public Schools (E)

Documents:

[25-26 - 33 SUMMARY SHEET.PDF](#)  
[TOWN COUNCIL LETTER TO FORM SBC 01-2026.PDF](#)  
[CPS FACILITIES VISIONING 2033 - UPDATE TO BOE 12\\_11\\_25.PDF](#)  
[FILE\\_STATE REIMBURSEMENT FOR PRE-K.PDF](#)

9. Miscellaneous/Correspondence:

9.A. \* CCM In Your Inbox: Your Weekly CCM Digest - January 7, 2026 (E)

Documents:

[CCM IN YOUR INBOX\\_ YOUR WEEKLY CCM DIGEST - JANUARY 7, 2026.PDF](#)

9.B. \* Fire And Police Dept. Statistics, December 2025 (E)

Documents:

[FIRE-EMS JANUARY 2026 LECC REPORT.PDF](#)  
[POLICE JANUARY 2026 LECC REPORT.PDF](#)

9.C. \* Senator Murphy 2025 End Of Year Report (E)

Documents:

[SEN. MURPHY.PDF](#)

10. Adjournment

---

*(E) denotes enclosure*

**UNOFFICIAL MINUTES**  
**Coventry Town Council Meeting**  
**January 5, 2026 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.

Also Present: James Drumm-Town Manager, Cherie Trahan-Finance Director, and Alex Taylor-Special Projects Coordinator.

**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):**

Chris Kuhn, 70 Riley Mountain Road:

Kuhn shared that he is speaking in opposition of proposed Firearms Safety Ordinance drafted by the Firearms Safety Home Shooting Range Study Committee, as there are too many flaws in the ordinance. He felt the Firearms Committee was biased and had no true representation for average citizens of the Town of Coventry. Additionally, there is no grandfather clause for ranges already approved by Chief of Police, which should strongly be considered.

Kuhn also shared that the ordinance is too vague, quotes hunting regulations that have nothing to do with practice ranges and does not clearly identify a structure containing flammable materials. The ordinance also does not identify sufficient specifications for a backstop.

Kuhn questioned who the responsible party will be for inspecting the ranges, as the Police Chief has stated he would defer to the ordinance. He continued that a Range Safety Officer, unaffiliated with Town Staff, is a more appropriate person to do so.

Kuhn also felt it unfair that restrictions are put on homeowners for a limited time frame to practice shooting, when the same restrictions do not apply to gun clubs and hunting.

Kuhn expressed that this ordinance makes it easier for those who don't want shooting next to their house to prevent it from happening, infringing on 2<sup>nd</sup> Amendment Rights.

Cheryl Kuhn, 70 Riley Mountain Road:

Kuhn commented that she would like to reiterate everything Chris Kuhn stated and strongly agreed with the statement that there has been no average citizen representation on the Committee.

Kuhn continued that she had been told that her existing berm was safe, then was told it was unsafe and moved it back per request from Chief Peterson. Then noise issues arose, and it became less about safety. Kuhn explained a demonstration was held when firing took place, and officers were at the neighboring property. At that time, Kuhn shared that Chief Peterson stated that the neighbors could live with the noise. For this reason, she believes

she should be allowed a grandfather clause and not being given one infringes on her rights. She continued that both time and money have been wasted by her and the town from this situation.

Kuhn stated that Chief Peterson commented that any existing range would have to comply with an adopted ordinance. She stressed that this is concerning considering her neighbor has built a structure in the middle of the woods to prevent her and her family from shooting.

Kuhn also questioned who would be determining whether or not a backstop is adequate. She felt that if Chief Peterson is the one inspecting the ranges, it makes both him and the town liable.

She also reiterated previous statements that giving home ranges time restrictions when gun clubs do not have to comply with the same restrictions is very hypocritical and encourages neighbors to do policing on time restrictions. She disagreed with this as she claims her neighbor has lied every time they have called Coventry PD to report her shooting.

Kuhn stated this ordinance rewrites CT State Laws that are on the books for hunting, and applies them to home shooting ranges, with the exception of a 250-foot distance requirement. She stressed that the State of CT allows people to conceal carry with a permit, but the Town of Coventry is trying to stop people from practicing safe shooting on their own property.

Jen Beausoleil, 1040 Cedar Swamp Road:

Beausoleil spoke in support of the draft ordinance regarding recreational shooting of firearms going to public hearing.

Beausoleil thanked the volunteers who served on the Committee and felt there was a good combination of people representing experts in the field and interest groups related to recreational firearm use. She also shared gratitude for their genuine interest in a solution to balance community safety and the right to bear arms, the various resources they used during their study, and their patience during the entire process and public comment portions.

Beausoleil reminded that in 1998, there was a fatal shooting of a man walking his dog in her neighborhood. During this time, her neighborhood learned a lot about hunting regulations and gun laws. She explained that she was unaware that the state laws regarding gun safety for hunting do not apply to the discharge of a gun for non-hunting uses.

Beausoleil stated that she supports the right of people to own guns and to bear arms.

Beausoleil explained that she provided feedback to the Firearms Safety Committee that comes from her experience and knowledge stemming from the situation back in 1998, as well as includes a preference for mirroring established hunting laws. She stated appreciation for the distance setbacks as well as the time restrictions.

She encouraged those who find this ordinance unnecessary to look up Cody Adams, from Comanche, OK, who was arrested on Christmas day for the manslaughter death of a neighbor who was simply sitting on her porch, after firing a new handgun at an inadequate backstop.



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

Against:

Abstain:

## **6. Reports:**

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

Thomas read the following report:

- Happy New Year to our community! I look forward to shining a bright light on our town and working to build on all that makes it a wonderful place to live.
- I attended the Capital Region Council of Governments (CRCOG) quarterly meeting of chief elected municipal leaders. Hartford's Mayor Arulampalam hosted us at Hartford Stage. Our discussion focused for the most part of transit systems and how we can support expansion east of the river. This is one of the CRCOG legislative priorities this session. We also discussed the role of the arts in bringing vitality to our cities and towns. Part of the discussion was around the possibility of creating an arts trail throughout the CRCOG region and tying it into public transit.
- My office hours this month will be on Thursday, January 22. Come chat with me at the Senior Center from 11-12 or at the Booth and Dimock Library from 6:30-7:30.
- For my fellow Councilors, please note that Vice Chair Peter Larson and I have a standing meeting with the Town Manager on the fourth Thursday of the month. Please let me know if there are ever items you would like brought to the Town Manager during those meetings. Please remember as well that you can always send suggestions to me for regular agenda items.

### **6.B. Council Members:** None

### **6.C. Steering Committee: Jonathan Hand, Chairperson:**

Hand reported that many of the items from the last Steering Committee Meeting will be discussed later on tonight's agenda.

#### **6.C.1. Steering Committee Recommended Appointments:**

##### **6.C.1.a. Conservation Commission: Coss:**

**Motion:** I move to appoint Brian Coss to the Conservation Commission for a term to expire 1/1/2030, as recommended by Steering.

By: Hand

Second: Kyer

Discussion: It was noted that Coss currently serves as Chair.

Voting:

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

Against:

Abstain:



By: Hand                      Second: Kyer

Discussion: Hand noted that Belsito is currently serving as Chair and thanked him for his continued service. Hand also noted that this Committee was able to begin meeting again today, as it finally had enough members for a quorum.

Voting:

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

Against:

Abstain:

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

**Motion:** I move to appoint Jamie DePaola to the Veterans Memorial and Events Commission for a term to expire 1/1/2028, as recommended by Steering.

By: Hand                      Second: Blanchard

Discussion: Hand thanked her for her continued service.

Voting:

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

Against:

Abstain: Thomas

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

**Motion:** I move to appoint Peter DePaola to the Veterans Memorial and Events Commission for a term to expire 1/1/2028, as recommended by Steering.

By: Hand                      Second: Blanchard

Discussion: Hand thanked him for his continued service, and for continuing as Chair.

Voting:

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

Against:

Abstain: Thomas

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

**Motion:** I move to appoint William Glenney to the Veterans Memorial and Events Commission for a term to expire 1/1/2028, as recommended by Steering.

By: Hand                      Second: Kyer

Discussion: Hand thanked him for his continued service.

Voting:

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

Against:

Abstain:

6.C.1.i. Veterans Memorial & events Commission: Nowsch:

**Motion:** I move to appoint Rick Nowsch to the Veterans Memorial and Events Commission for a term to expire 1/1/2028, as recommended by Steering.

By: Hand

Second: Kyer

Discussion: Hand thanked him for his continued service.

Voting:

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

Against:

Abstain:

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

**6.D.1. \* 12-8-2025 Finance Committee Minutes: 18801**

**6.E. \*COVRRRA**

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

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

Town Manager Drumm shared the following highlights:

- LOTCIP (Local Transportation Capital Improvement Project)- Provides grant funding through CRCOG and allows municipalities to have 2 active projects at 1 time. Coventry currently has 2 underway, both in the engineering stage. However, the South Street project appears to be ready to go to construction in the near future. A presentation from town staff will be given to the Town Council in early February in order to request Town Council approval to move forward in seeking funding. Drumm explained there is a deadline for the end of February to get funding applications in.
- Charter Revision Commission- The Commission continues to meet, and has meetings scheduled for January 7<sup>th</sup> and January 15<sup>th</sup>. At the next meeting, they plan to have discussions with the Registrars of Voters and the Town Clerk.
- Committee/Commission Reviews- The 1<sup>st</sup> review and report was on the Parks and Recreation Commission. The proposed ordinance was presented to the Steering Committee, who reviewed suggestions from the Parks and Rec Commission as well as completed an in-depth review themselves. The amended draft ordinance recommended by the Steering Committee is later on tonight's agenda.
- Plains Road/Salt Impacted Wells- The town is still waiting for the project to be cleared by DPH, in order to go to bid. Drumm expects to go to bid in January, in order to stay on track with the amended schedule.



Discussion: Thomas suggested moving the public hearing to the February 17<sup>th</sup> meeting, as the ordinance still needs to be reviewed by legal counsel, and there are other large priority items on the February 2<sup>nd</sup> agenda, and she does not want to over crowd it.

Gallagher commented that it appears that the revised ordinance takes the obligations of day-to-day operations off of the Parks and Rec Commission and places the responsibility with the Parks and Rec Director, which she feels makes perfect sense.

Gallagher questioned Section 70-70, which states, “The Director may choose to consult with the Commission on proposed regulations.” and was curious why that language was used. She felt using the “may” does not bind the Parks and Rec Director to do so and felt that regulations should always be brought forward for a consultation process. Drumm explained that the regulations discussed were more day-to-day administrative regulations that don’t need to wait 30 days for the Commission to meet. He added that this does not necessarily include statutory regulations, and why the “may” language was used. He reminded that important items are suggested to be brought to the Commission and stated that it is always in the benefit of the town to ask Committees and Commissions for their advice on anything that will have a community impact.

Blanchard agreed with Gallagher’s comments and felt that if there were regulation changes, that there should be Town Council input. Thomas noted that the use of the word regulation seems to be throwing people off, as it is typically used with a law or ordinance, but that is not the intention of the word “regulation” in this context. She suggested using “rules” but was unsure if that is legally accurate.

Blanchard also suggested that there are certain matters that the Town Council should be aware of. Thomas agreed but reminded that the Parks and Rec Director should not have to come to the Town Council or Parks and Rec Commission to put up “No Parking” signs and things of the like.

Gallagher agreed and stated having smaller items go before the Commission could become burdensome and can slow town operations. However, she feels the definition is somewhat loose and shared concerns that things could happen outside of the public view. Gallagher suggested changing the sentence to say, “The Director shall apprise the Commission on proposed or new regulations.” She explained that way, a memo can be presented to the Commission on what is happening, and if they chose to discuss, it can be added to their agenda, but the action does not need to wait for the Commission to have the discussion. It also allows the information to become available to the public.

Blanchard asked to discuss Section 70-31, as the language was changed quite a bit from the original version. The Council discussed that this section lays out the responsibilities and involvement of the Commission and does so in a cleaner format. Thomas stated that she feels that how it is currently written spells out more than was originally included. She added that the Commission having responsibility over day-to-day operations existed prior to their being a Parks and Recreation Director.

Gallagher suggested that in Section 70-34 that the word “proposed” be added before “department”, so the Section reads, “The Commission shall annually review the proposed Department operating budget and recommend capital improvements to the Director during the regular budgetary process.”, to clarify that the Commission will have an opportunity to provide feedback on the proposal. She reminded that the Commission does not have the final say in setting the budget and never did.

Blanchard commented that she did not like how the whole Commission review went down, and how the Commission was made to feel. She added that she feels the process should have been more inclusive with them. She suggested that when it is time to review another Committee or Commission that Steering has more input, have more discussions with the Town Manager and town staff, and be more inclusive with whatever Commission or Committee is under review.

Thomas agreed that this process was adversarial from the beginning, but Special Project Coordinator Alex Taylor worked with the Commission in depth, and the Steering Chair requested that the Commission members submit their own comments about the process and their thoughts. Unfortunately, due to some miscommunications at the beginning, this led to negative comments all around. Taylor added that the Parks and Rec Director Lesley Munshower met with the Commission on multiple occasions and spoke with them regularly throughout the process.

Hand agreed that things got started off on the wrong foot and hopes that things were learned from this process. However, he commented that throughout the process there was ample communication between the Steering Committee, town staff, Parks and Recreation Commission members. He hopes Parks and Rec Commission members feel they have had sufficient opportunity to get their point across.

Blanchard reminded that she understands the role of town staff but commented that the Parks and Rec Commission members are those who live in the community and use the parks and participate in the programs. She continued that not all town staff live in town and may not truly understand how Coventry citizens like things. Blanchard shared that she fears the town could lose a little bit of the community, and citizens may lose faith in the Town Council or town staff.

Thomas understood Blanchard's point, but felt that town staff, teachers, police officers, etc., who work in Coventry but don't live in Coventry, still have interest in what is best for Coventry.

Thomas also reminded that the responsibility of the Town Council is to look past the people currently in Board Member seats, or those currently employed as that is not going to be the person serving that position forever, and actions need to be carried into the future beyond the current moment. She reminded that it needed to be reviewed to see who should be handling daily operations, legal decisions, and policy decisions. Additionally, there were items in the original ordinance that contradicted current state statutes.

Thomas added appreciation for the many hours that went into reviewing and discussing the ordinance by all those involved.

Blanchard discussed Section 70-87, subsection (d), and wanted to confirm that the Parks and Recreation Commission was the correct authority to give permission, or if it was an oversight. Drumm confirmed that off-trail use needs the written permission of the Parks and Recreation Commission, as it is not an emergency situation.

Gallagher agreed with Blanchard's point and stated that there seem to be some areas where the written permission of the Town Manager or Parks and Rec Director is required, and others where permission of the Parks and Rec Commission is needed. She was curious as to how that distinction was made. Thomas discussed that there may be a time where a person is seeking permission outside policy, and the Parks and Rec Commission is not meeting for 2 maybe 4 weeks, and it is best to have authority for permission to be granted in

a shorter time frame, which is why the Town Manager or Parks and Rec Director have that authority in many places. Certain matters where time isn't necessarily that important, the Commission was thought to have authority so that they can still have a say and be involved. For consistency, it was suggested that the written permission be given from the Town Manager and/or Parks and Rec Director. However, the Commission can still be involved in requests that are not time sensitive. Thomas reminded that the Town Manager and Parks and Rec Director are adhering to policies set into place by the Commission and as listed in the ordinance.

To make the ordinance consistent, it was recommended that if the Commission designates the use, then the Parks and Rec Director would give the exception.

Additional Town Council Edits Summary:

- Change the Public Hearing date to February 17<sup>th</sup>, 2026.
- Section 70-70, Change “The Director may choose to consult with the Commission on proposed regulations.” to “The Director shall apprise the Commission on proposed or new regulations.”
- Section 70-34, add the “proposed” before “department”, so the Section reads, “The Commission shall annually review the proposed Department operating budget and recommend capital improvements to the Director during the regular budgetary process.”
- Section 70-87, subsection (d), change “specifically designated by the Parks and Recreation Department for that purpose without the express written permission of the Commission or its designated representative” to “specifically designated by the Parks and Recreation Commission for that purpose without the express written permission of the Town Manager or the Director.”
- Section 70-87, subsection (d), add a comma after “ski” and “walkways”.

Voting:

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

Against:

Abstain:

**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:**

**Motion:** I move to approve the wording of the proposed Firearms Safety Ordinance and to call for a public hearing on this Ordinance for March 2, 2026, at 7:00 PM to be held in the Town Hall Annex.

By: Larson

Second: Hand

Discussion: Hand read from Drumm's summary sheet to give background on the proposed ordinance. Hand asked if any Councilors had questions or comments regarding the proposed ordinance.

Gallagher thanked the Firearms Committee, and those who attended the meetings to comment. She shared that firearms concerns are not ones that she is familiar with based on the location of her residence in town. For that reason, she explained that she defers to the experienced individuals who are on the committee and have come in to speak about their background and experiences. She encouraged interested individuals to attend the public hearing on March 2<sup>nd</sup> to hear feedback from the community.

Gallagher did note that in Section 66-78, subsection (b), she felt that it was not clear in how it related to subsection (a). Gallagher suggested that subsection (b) read, “Persons wishing to discharge Firearms shall select a four (4) hour window per calendar day in accordance with subsection (a) in which to do so.” The other Councilors felt this was clarifying and agreed with this change.

Thomas shared, based on comments brought up during Audience of Citizens, that people who buy their homes near a gun club are expected to have done their research and have reasonable expectations about the noise and frequency of gunfire they hear. However, someone buying a home in a residential area, not near a gun club, is likely not expecting to hear gunfire regularly. If a home range is built on a property next to them, it could become disruptive to their quality of life, depending on usage. She added that this is an important distinction and stressed the importance of both firearms safety along with the quality-of-life aspects in these situations.

Thomas stated that the next step is to vote to approve having this ordinance reviewed by Town Attorneys in preparation to go to a public hearing on March 2<sup>nd</sup>, 2026.

Blanchard asked Gallagher if she felt this ordinance was an infringement on rights. Gallagher explained that this is not her area of expertise. Gallagher did state that the only other issue she saw related to the definition of Commercial Shooting Range/Private Gun Club. She was curious if there is already a clear definition of this somewhere, like CT General State Statutes, rather than the town staff creating their own definition, which could be conflicting.

Taylor explained that he did look for a standardized definition or term and was unable to find one. He continued that this definition was constructed during discussions with the members of the Firearms Committee who have experience apart of shooting ranges and gun clubs.

Taylor responded to Blanchard's concerns about infringement of rights, and explained that upon primary review of the ordinance, his understanding of the attorney’s response is that there is nothing within the ordinance that seems out of line or unusual compared to other types of regulations used by other municipalities in the State of CT. He added that nothing is truly known unless the ordinance was brought before a court of law. It was clarified that the attorney will issue a new letter following their next review of the final draft. Drumm added that changes were made from the primary review that made the ordinance less restrictive and feels that it is in good shape. Once an updated letter is received from the attorney, it will be attached to the meeting agenda when the public hearing for this ordinance is scheduled.

Blanchard shared that she is not in favor of being restricted on her private property and stated that there are CT General State Statutes and laws that cover homeowners firing a firearm in a manner to cause bodily injury or death. She expressed that she is not concerned about responsible gun owners in town exercising their rights on their private property.

#### Additional Town Council Edits Summary:

- Section 66-78, subsection (b) be edited to read, “Persons wishing to discharge Firearms shall select a four (4) hour window per calendar day in accordance with subsection (a) in which to do so.”

Voting:

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

Against: Wheaton and Blanchard

Abstain:

Thomas explained that following the edits suggested tonight, the final draft ordinance will go to town attorneys for review. Then the process will be followed to advertise a public hearing to be held on March 2<sup>nd</sup>.

**8.C. 25/26-31: Consideration/Possible Action: Modification to Senior Center Van/Bus Driver Job**

**Description:**

**Motion:** I move to approve the wording of the proposed job description for Senior Center Van/Bus Driver.

By: Larson

Second: Wheaton

Discussion: Drumm explained that the job description was outdated from a time when there was 1 bus driver. Since that time, the Senior Center has added a Transportation Coordinator, and multiple van/bus drivers. The original job description had higher requirements for licensing, higher than a commercial CDL, and it had been difficult to find a candidate with that required license. He explained that people have applied who have lower-level licenses that allow them to drive the van (primarily used), but not the bus, which hinders the hiring process.

It was suggested to amend the job description to have lower-level license requirements. During the description amendments, it allowed Taylor the opportunity to bring this job description up to date with the current formatting.

Drumm continued that at the last Steering meeting, the Steering members found that the job description included outdated responsibilities and abilities for this position that existed prior to the town having a transportation coordinator. These responsibilities and desired abilities were removed.

Hand commented that with these changes, it should expand the pool of applicants and make it easier for the town to provide this service.

Drumm clarified that the van and bus drivers are a small network of part-time employees who take seniors to appointments, shopping, etc. He added that the van/bus driver position is fully grant funded, and no Coventry tax dollars are used for these positions.

Larson questioned how long grant funding will allow the town to have these positions. Drumm explained that the grant funding is periodically reviewed. He stated that there have been concerns with the potential of losing federal funding that could impact this, but the grant has been consistently received for more than 10 years and seems like solid funding. He added that the amount received has increased over time. This has allowed the funds to be built up. In the case that federal funding was lost, there are enough funds built up to continue this service for about a year.

Blanchard commented that Drumm mentioned the van/bus driver takes Seniors to medical appointments and shopping, but that is not listed in the Position Purpose of the job description. It only specifically lists transportation to and from the Senior Center and enrichment activities. Taylor expressed that he could edit to purpose to be more inclusive. Drumm felt it should be more general. Thomas suggested that the purpose state, "Provides comprehensive, efficient, and safe transportation for the Town's elderly and individuals with

disabilities to and from such places as the Coventry Senior Center, enrichment activities, medical appointments, or other department approved activities.”

Blanchard commented that the 1<sup>st</sup> bullet under Essential Duties and Responsibilities list transporting up to 14 passengers, but the vans and buses do not have that type of capacity. Drumm agreed that the vehicles can transport 12, and that number could be changed. Thomas suggested leaving it to allow for flexibility. Blanchard questioned the 5<sup>th</sup> bullet, as she felt the duty requirements are well above the pay grade. These duties were reviewed and agreed that these responsibilities would be required of the transportation coordinator. The Town Council had consensus to strike the 5<sup>th</sup> bullet of the Essential Duties and Responsibilities section.

Additional Town Council Edits Summary:

- Change Position Purpose to read, “Provides comprehensive, efficient, and safe transportation for the Town’s elderly and individuals with disabilities to and from such places as the Coventry Senior Center, enrichment activities, medical appointments, or other department approved activities.”
- Under Essential Duties and Responsibilities, strike the 5th bullet.

Voting:

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

Against:

Abstain:

9. Miscellaneous/Correspondence:

9.A. \* Board of Education: Minutes 12/11/25

10. Executive Session:

- Personnel:

**Motion:** I move that the Town Council enter into Executive Session pursuant to the Connecticut General State 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, all members of the Town Councilors (Jon Hand, Matthew Kyer, Robyn Gallagher, Lisa Thomas, Peter Larson, Julie Blanchard, and Mark Wheaton), Town Manager James Drumm, and Finance Director Cherie Trahan.

By: Gallagher

Second: Blanchard

The Town Council entered Executive Session by unanimous vote at 9:09 PM.

The Town Council exited Executive Session at 9:49 PM.

11. Adjournment:

**Motion:** I move that the Town Council adjourn the meeting at 9:49 PM.

By: Kyer

Second: Wheaton

The meeting was adjourned at 9:49 PM by unanimous vote.

Respectfully Submitted,

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.**

1/20/2026

### Proposed Budget Meeting Dates

- March 2
  - Town Manager presents budget to TC
- March 5
  - Public Hearing on FY 26-27 budget as presented by Town Manager and Superintendent of Schools (High School Lecture Hall)
- March 9
  - 6:00 - 7:00 Finance meeting
  - 7:00 Special Town Council meeting with BOE and Library to discuss their budget requests
- March 12 (special meeting)
  - DPW; Parks and Rec (with audience of citizens)
- March 16
  - Fire/EMS; Police
- March 23
  - 6:00 - 7:00 Steering meeting
  - 7:00 Special Town Council meeting for budget deliberations
- March 30
  - 7:00 Special TC meeting for budget deliberations (with audience of citizens)
- April 6
  - Last day for Council to adopt a budget to send to referendum



# *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 – December  
**Date:** January 8, 2026

### FINANCIAL STATEMENTS AS OF DECEMBER 31, 2025

#### FISCAL YEAR 2026 – GENERAL FUND

##### Revenues

Since the conversion to the Quality Data collections module, we have been working to address some issues with the interface to the General Ledger. These issues have been resolved, but we now need to catch up on the reporting that was missed. The report as of December 31, 2025, from the General Ledger is still incomplete. Attached also please see the report of property tax collections from the Collector's office. Total property tax, interest and lien fees collected from July 1 – December 31, 2025 is \$25,075,183 or 65.7% of budget. Also unrecorded at this time is investment income budgeted at \$300,000, which appears to be on track to meet budget at this time.

##### Expenditure

As of December 31, 2025 General Fund General Government expenditures total \$5,127,446 or 48.1% of the budget appropriation of \$12,593,776. Transfers to Capital have not been recorded yet.

#### SPECIAL REVENUE FUNDS

##### Recreation

As of December 31, 2025, Recreation collections totaled \$368,082 while Recreation expenditures for the same period totaled \$281,342 (excluding encumbrances). Fund balance increased from \$394,698 on July 1, 2025 to \$481,438 on December 31, 2025.

##### COVRRRA

As of December 31, 2025, COVRRRA revenue collections are \$1,565,323 per the Collector's report. Again, not all revenues have posted to the General Ledger yet. COVRRRA expenditures (excluding encumbrances) total \$702,751. Fund balance increased from \$27,445 on July 1, 2025 to \$890,017 on December 31, 2025. This balance will be drawn down as expenses are met.

### **Sewer Use**

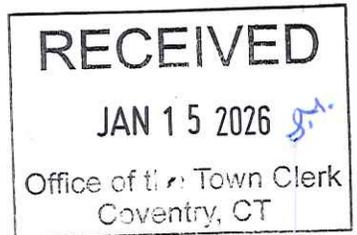
As of December 31, 2025, sewer use collections totaled \$109,089 per the Collector's report, as not all collections have been posted to the General Ledger. Sewer expenditures total \$202,321 excluding encumbrances. Fund balance decreased from \$690,846 on July 1, 2025 to \$597,614 on December 31, 2025.

### **EMS Fund**

As of December 31, 2025, EMS revenue collections totaled \$298,059 with EMS expenditures to date \$407,265 (excluding encumbrances). Fund Balance decreased from \$200,188 on July 1, 2025 to \$90,982 on December 31, 2025. This reflects the timing of ambulance revenue recovery.

I had hoped to provide the new format for reporting this month, however, as I looked to update the data, I realized that the monthly figures required for this format had not been updated since the beginning of calendar year 2023. I do anticipate returning to this format as soon as possible.

**UNOFFICIAL MINUTES**  
**Town Council Finance Committee Meeting**  
**January 12, 2026 7:00pm**  
**Town Hall Conference Room B**



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

The meeting was called to order by Chairwoman Robyn Gallagher at 7:00 PM.

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

Absent: None

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

**2. Acceptance of Minutes: December 8, 2025:**

**Motion:** I move to accept the December 8, 2025, Finance Committee Minutes.

By: Blanchard

Second: Larson

Discussion/Edits:

- Pg. 1, Under BOR Fiscal Committee Members, change “Emma Easton” to “Emma Eaton”.
- Pg. 2, 3<sup>rd</sup> paragraph, 4<sup>th</sup> line, change “She” to “she”.
- Pg. 2, last paragraph, 1<sup>st</sup> sentence, change “Beausoleil asked if the dates on timeline allow the BOE to vote on the insurance number would be based on the selection.” to “Beausoleil asked if the dates for the budget timeline would allow the BOE to vote on the insurance number after selection of a provider.”
- Pg. 4, 1<sup>st</sup> paragraph, 1<sup>st</sup> sentence, change “Petron” to “Petrone”.
- Pg. 4, Under 1.G., 1<sup>st</sup> paragraph, add “potential” before “misstatement”.
- Pg. 7, Under “The Finance Office”, last bullet, 2<sup>nd</sup> to last sentence, add “during” before “staff changes”.
- Pg. 9, Under “Ambulance”, 1<sup>st</sup> sentence, change “cabin chassis” to “cab and chassis”.
- Pg. 9, 8<sup>th</sup> paragraph, starting with “Drumm clarified...”, remove “the” after “survive”.

Voting: Unanimously in favor

**3. Reports:**

**3.A. Committee Chair - Robyn Gallagher:**

Gallagher wished everyone a Happy New Year and noted that work will begin on the town budget soon. She expressed that if citizens have certain issues that are important to them that it is important to get involved early on, rather than after the budget fails a first time.

She shared that Dr. Petrone gave his presentation on his proposed budget to the Board of Ed last Thursday. The annual meeting to see presentations from Dr. Petrone and Town Manager Jim Drumm on the proposed budgets is scheduled for March 5<sup>th</sup>, 2026, at 7 PM in the CHS Lecture Hall.

**3.B. Committee Members:** None

**3.C. Monthly Financial Reports:**

**3.C.1. Overview: Cherie Trahan, Finance Director:**

Trahan explained that she was unable to get the reports into the new formats that were requested, as she needs to look into more historical data. Since the new format was not able to be used, there is more detail in the monthly reports.

Trahan highlighted the following:

- General Fund:
  - There were issues with the Quality Data collections recording revenues in the general ledger. This has been fixed, but there is still a period of time (July and August) that the department has not caught up with and needs to record in the ledger.
  - Total property tax, interest, and lien fees collected from July-December 31<sup>st</sup> are \$25,075,183 (65.7%). Trahan believes this is about where collections should be.
  - Trahan is still working on getting the historical data to see how this compares to previous years.
  - Investment income is still unrecorded due to the amount of catch up that needs to be done, along with staff learning curves.
  - Expenditures are about 48% of the budgeted appropriation. Transfers (to Capital, EMS, etc.) still need to be booked. Trahan believes this is on target.
- Recreation:
  - Collections-\$368,000
  - Expenditures-\$281,0000
  - Fund balance increased from \$394,698 to \$481,438.
- COVRA:
  - Revenues (as recorded with the Collector of Revenue) are \$1,565,323.
  - Expenditures (excluding encumbrances) totaled \$702,751.
  - Fund balance increased from \$27,445 to \$890,017.
  - It was explained that the majority of revenues are received at the beginning of the year, and carry covering the expenses for the entire year.
- Sewer:
  - Collections-\$109,000
  - Expenditures-\$202,000
  - Fund balance has decreased, from \$690,846 to \$597,614, likely due to a timing issue with revenue collections.
  - Thomas questioned when collections from residents already hooked up are going to stop for the sewer assessment. Trahan was unsure but will look into it. Drumm commented that it has been phasing out over time.
- EMS:
  - Revenues-\$298,000. This does not account for the Town Council General Fund transfer.
  - Expenditures-\$407,000

- Fund balance decreased from \$200,000 to \$90,000. This is due to the timing of the ambulance recovery revenues.
- Gallagher discussed the expected revenues and expenditures and felt that the EMS fund is on track with where it should be.
- Gallagher also thanked Fire Chief Bud Meyers for the tremendous work he does keeping the fund on track.

Trahan discussed the different reports, revenue summaries, and expenditure summaries are attached to the agenda in different formats. She highlighted that there are expenditure summaries, 1 by department, 1 by object, and a monthly expenditure summary that lists the line items for each department. She noted that the monthly expenditure summary is a similar format to what is seen during budget.

#### Questions and Comments:

Blanchard questioned line item 1502-Probate Court which was over budget by \$2,000. She was curious if this was miscalculated. Drumm responded that the budgeted amount (\$9,900) was correct and what was expected. However, there is a state statute that states if a probate court makes improvements to their offices or needs equipment to keep records, they can assess the individual towns. Coventry had notified the probate court that there were historical records in the Town Hall vault. These records were transferred to the probate court who needed to purchase additional fire safe cabinets to store records from Coventry and other towns. The probate court did an assessment to cover the cabinet purchase, which required a \$2,000 assessment from Coventry.

Gallagher questioned the line item for office furniture in town offices, which was over by \$2,500. Trahan explained she was going to have to look into the details for this.

Gallagher also asked if workman's' comp is being recorded differently than it has been in the past, as there is 1 line item that is -\$167,000. Trahan agreed this is incorrect, as the workman's comp should have been broken out.

Blanchard questioned what the claims and losses were as the town has encumbered \$93,000. Trahan explained that this was for the police vehicles and was coded incorrectly as it should have been charged to the capital projects.

Trahan commented that she will make the adjustments mentioned to correct the reports.

Blanchard questioned the tax collection report that was included. Trahan explained that this was prepared by the Tax Collector who generates the reports on a quarterly basis. Included are taxes collected from July through September, and October through December. Blanchard noted that in the 1<sup>st</sup> quarter there were no supplemental motor vehicles listed, but in the 2<sup>nd</sup> quarter \$2,500 is listed. It was discussed that this could have been an individual who came in and paid their supplemental motor vehicle taxes early. Blanchard asked if the Finance Committee will get a similar report at the end of March for the 3<sup>rd</sup> quarter and expect to see a larger amount listed for supplemental motor vehicles, Trahan confirmed.

Larson questioned the \$20,000 expense for OSHA requirements. Drumm explained that OSHA inspected all town departments and issued 18 citations. Improvements were required, and the \$20,000 expense went to making those improvements. Coventry was also fined as well for the citations.

Thomas noted that Fire Chief Bud Meyers typically does a proactive survey of the department to take care of items before the formal inspection. Drumm noted that Coventry knew they were inspecting other municipalities in the area, so he tried to address things ahead of time. However, it had been about 7 years since OSHA's last inspection. He added that the inspections resulted in additional required staff training on certain things.

### **3.D. Capital non-recurring expenditures account status:**

Gallagher shared that this came up during past Town Council meetings, where it was thought that there could be a potentially large balance in CNREF.

Trahan did some research to get an accurate balance. This required her to review spreadsheets with detailed appropriations from the past couple of years but were never included in the financial management system. She believes she has caught everything. There was approximately \$240,000 that had been appropriated that was unable to be viewed in the ledger. It included appropriations from approved projects including:

- South Street LOTCIP Project
- Senior Affordable Housing Study
- Miller Richardson Improvements
- '25-'26 General Fund Transfer
- Swamp Rd. and South St. Right of Way Acquisitions

Trahan will get a detailed list of all items appropriated from CNREF to the Finance Committee. The current balance in CNREF is \$69,949. Trahan also informed the 1% reserve fund has \$432,463.

### **3.E. Board of Education Reports - November 2025:**

Trahan noted that she plans to send updated financial reports to the BOE soon in order to reconcile accounts.

Blanchard questioned the notice about additional camera needs in the schools and was curious if the BOE had received a grant. Drumm explained that the BOE has applied for a grant for the cameras but has yet to hear the outcome. However, the request looks like it is from 2023. Drumm explained he is unaware if it is the same request from 2023 included in the BOE report, or if there are new additional surveillance needs for 2025 as well.

The Finance Committee discussed that the BOE is also looking to get window films and will likely include this request in a grant. However, Drumm explained he received a letter from Superintendent Petrone asking that the film be included in a Capital Security Bonding Budget. Drumm explained that he does not plan on doing this as the film was thought to be funded through grants or other BOE funding sources.

Gallagher stated that security film for the windows is expensive to be included in the CIP. It was suggested to wait and see what the outcome of grant funding applications are, and which items can be covered if funds are awarded.

### **3.F. Debt service schedule:**

Gallagher reminded that this came up during Town Council meetings as Councilor Wheaton requested this information.

Trahan explained that the most recent information she has regarding the debt service schedule comes from the offering statement from the bond anticipation notes. She noted that the first schedule is a combined schedule of long-term debt for both the general fund and the sewer fund.

At the end of 2025, the existing debt amount for the year will be \$18,599,040. This does not include interest costs or total debt service. She reminded that this amount does not include the CHS HVAC debt, as only bond anticipation notes were issued at this time. The HVAC debt will be included in the debt service amount next year.

Drumm reminded that if the bond referendum is passed by voters, the items approved (except the firetruck) will go to bond this summer along with the HVAC bonds. The firetruck would not be bonded until it is received in approximately 3 years.

Gallagher questioned the \$800,000 between additional debt and the budgeted amount, as that seemed high. Drumm and Trahan reviewed the debt service schedule. Trahan was unable to figure out the difference but will be looking into it more.

Blanchard suggested adding a color-coded chart for debt service to be included in the budget in brief as a clear way for both the Town Council and town citizens to visualize and understand the current debt service as itemized projects and when items are planned to drop off. Trahan noted that the report she attached to the agenda is not a visual chart but does include the maturity date of the items.

Larson questioned how bond rates are determined and if they are variable or fixed. Trahan explained that the bonds go out to bid for banks to bid on them. However, they can be split if there is an investor who has multiple bidders. This may result in different rates for different coupons, but the rates are fixed. Larson questioned if you could refinance bonding projects if better rates become available. Trahan commented that you can refinance old notes, which is done occasionally. Gallagher commented that the town has to be careful doing so as there are severe limitations regarding paying off municipal bonds early. Trahan added that there are usually specific terms included in the bond agreement surrounding refinancing.

### **4. Audit Update:**

Trahan shared that the audit work is still underway. She will be speaking with the auditors tomorrow, but the Finance Department still has a lot of details that need to be pulled for them, and questions to answer. Trahan added that there is 1 bank they have been working with over the past couple months, and still are, in order to reconcile.

The manager of the account started working on the financial statements, but the Finance Department has to do the background work. Trahan noted that some are trickier than others and require more digging. Trahan stated that she does not plan to be done before February. Once she is complete, the auditors need 3 weeks to review.

#### **5. Budget Process Update:**

Drumm explained that the town departments have already been working on this and are turning in their budgets for him to review. He noted that he had requested them by the 9<sup>th</sup>, but the departments are navigating new software.

He stated that the software change had begun during Amanda Backhaus's tenure. The previous Finance Director Julie Chapman continued it but encountered difficulties which required her to make entries manually. The new finance staff has encountered a learning curve switching from Admins to ClearGov. He noted that Trahan is familiar with ClearGov as she has used it before, but the software has been updated since she last used it. For these reasons, Drumm gave the departments extra time to submit their budgets. Trahan added that there was some extra work at the beginning to upload files, but since then things have been moving along smoothly.

Drumm noted that the software allows for a digital budget book to be created which should make things easier than it has been in the past. He is unsure if it will be easy enough to generate for this year, but the goal is to definitely have it for next year's budget.

Drumm shared that he was able to meet with the Fire/EMS Department on their budget, which had some adjustments from the previous year. He stated that Fire Chief Bud Meyers has requested an increase of 1.7% for the operating budget, which is rather conservative. However, the capital budget is much higher due to aging equipment in all departments. The Fire/EMS Department uses SUVs for certain calls, and one had the engine die, and the other is in bad shape with high mileage. Drumm noted that the town is seeing many vehicles drop off, with no plans to replace them. He shared that the 2<sup>nd</sup> ambulance went back into service about 2 weeks ago after \$40,000 worth of repairs this year, but it unfortunately had to be removed from service today as the engine continues to fail. Fire Chief Meyers plans to leave the ambulance out of service and operate with only 1 for the time being. To replace the 2 SUVs, it would cost \$160,000. Drumm noted it is a good investment as they get a lot of use.

Drumm explained that another department in need of new equipment and vehicles is public works. He expects both Public Works and Fire/EMS to put forth large requests this year. He reminded that the town needs to start addressing capital issues. He suggested pocketing money away each year so that the town does not need to commit to borrowing or buying outright.

Public Works alone, needs over \$3M worth of equipment, which the DPW scheduled out over a 10-year window. Drumm shared that the DPW has pickup trucks from 2006, some with holes in the floorboards. Drumm asked the DPW Director to list his priorities, and all were listed as priority 1's. Drumm explained that not everything could be replaced as a priority 1 this year as the items he requested for the upcoming budget total to \$2.3M. It was noted that if the streetsweeper passes through the referendum, then it will be removed from the CIP.

It was noted that the DPW finally received a new large dump truck that had been ordered 2 years ago and replaced a 20-year-old truck. There are several other older trucks that need to be replaced, and the DPW is requesting another large dump truck. Fortunately, they are no longer taking 2 years to come in and can be delivered in 7 months.

Gallagher stated that she hopes this year will be less chaotic. Thomas noted that it appears the grand list will be in on time as well, along with having a Finance Director.

Gallagher requested that a memo be presented with the budget that briefly explains why any line item is increasing more than 5% or more than \$10,000. Drumm noted that he has informed staff of this and explained that ClearGov allows for notes to be made next to line items.

Drumm shared that the WPCA has increased the sewer rates to over 7%, and all sewer line items will be going up. He noted this is being done in preparation for the potential sewer plant project but did not want it to come as a surprise to the Town Council.

Blanchard asked Trahan to explain the ClearGov software. Trahan explained that it is a budget module that has applications to do the primary budget, capital budget, operating budget, and a personnel budget. Trahan explained that she would like to get the personnel budget piece up and running along with the digital budget

book. She noted that the digital budget book is easy to go through, creates all the graphs, and stores budget history for comparisons.

The Finance Committee discussed new financial software, Munis, that would be beneficial for the department and is compatible with ClearGov. However, Gallagher felt the upfront cost to switch software is too high at this time and would likely be cut from the budget, especially as there are annual fees for support/membership.

Gallagher thanked Drumm and Trahan for the update. She commented that preliminary numbers are startlingly high, but she is not surprised as the town has been shortchanging capital for years.

#### **6. Citizens Budget Guide:**

Trahan provided 2 examples from Mansfield. Gallagher commented that one of the examples is similar to Coventry's budget in brief, but she feels the earlier one, from 2016, is better for a citizen's guide. Trahan agreed as it explains the different aspects of budget, how they differ, the budget process, and meeting dates.

Trahan explained that Mansfield originally mailed these out to all households. This became costly, so the town posted it on their website to save money.

Thomas suggested adding a section to the budget guide explaining how motor vehicles taxes work, as the calculations for this have recently changed. She also suggested that hard copies be made available at the annual town meeting, the library, the senior center, town hall offices (town clerk and tax collector), and school administration offices. It was noted that it will be online as well. Thomas requested a budget tab be added to the website, that is on the home page linking to where everything budget related is kept.

The Finance Committee also discussed having the Citizen's Academy be launched to have information shared from the different department heads on what the specific departments do and their needs. Trahan stressed that it is a good idea, but it is going to be a challenge for staff to find the time. Thomas stated that resources will need to be looked into, to help with videos, etc., but staff will need to provide the data.

Blanchard asked Drumm to have Laura Stone look at the agenda center, as the website seems wrong. She noted that when looking at previous versions of tonight's agenda in the agenda center, there are several versions listed. She shared concerns that this is taking up storage space.

Trahan noted she had the publisher's version of the Citizen's Budget Guide from Mansfield, that Special Projects Coordinator can use to tweak and draft something up for Coventry. Thomas noted that it shouldn't have this year's budget specific information, as that is what the budget in brief is for. She suggested that something

be drafted that can be used year-round. Drumm and Trahan expressed that it is important to include specific dates for the meetings, which can be edited yearly.

Thomas commented that it is likely that the Town Council will adopt budget dates for meetings with department heads at their next meeting. She explained that meeting with all departments is not necessary, and the Town Council only needs to meet with the Library, DPW, BOE, Police, Fire/EMS, and Parks and Rec. Gallagher commented that these departments make sense, and the Town Council would only want to hear from other departments if they are making a large unusual request.

It was requested that the Citizen's Budget Guide be made available as a handout to the public as soon as possible. The Finance Committee would like to see a version back at the next finance meeting with sections for COVRRRA and Sewer added in. Blanchard suggested a schedule of tax payments be included as well. Trahan will share items with Alex Taylor that he can add in to the guide that would be beneficial and informational.

Thomas expressed that the Citizen's Budget Guide should take 1<sup>st</sup> priority but commented that after it is completed, town staff can work on how to incorporate this knowledge into a Citizens Academy workshop. She requested that Drumm contact staff in Mansfield to see how it is structured and get information for modeling Coventry's Citizen Academy. Trahan shared how things worked when she worked for Mansfield to give some background.

## **7. Adjournment**

**Motion:** I move that the Town Council Finance Meeting adjourn at 8:37 PM.

By: Larson

Second: Blanchard

The meeting was adjourned at 8:37 PM, by unanimous vote.

Respectfully Submitted,

*Nicole Archambault*

Nicole Archambault

Finance Committee Minutes Clerk

**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.**

**UNOFFICIAL MINUTES**  
**Town Council Steering Committee Meeting**  
**December 22, 2025      7:00 PM**  
**Town Hall Conf. Room B and Virtual**

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

The meeting was called to order by Chair Jonathan Hand at 7:02 PM

Members Present: Jonathan Hand-Chairperson, Matthew Kyer, Mark Wheaton, and Lisa Thomas (Ex-Officio Member & Council Chairwoman).

Also Present: James Drumm-Town Manager and Alex Taylor-Special Projects Coordinator.

Absent: None

**2. Acceptance Of Minutes, November 24, 2025:**

Kyer moved to accept the minutes of November 24, 2025, Wheaton seconds.

Discussion/Changes:

- Pg. 4, bulleted section regarding violating the ordinance, last bullet, change “to” to “too”.

Vote: Unanimously in favor.

**3. Reports:**

3.A. Chairperson: None

3.B. Committee Members: None

3.C. Monthly Board and Commission Reports:

Vacancy Report:

Wheaton commented that a position is listed in row 2 of the report with a status of “expired” when their calculated end date was in the future. Hand also mentioned that it currently shows them actively serving on the Board Member report. It was clarified that a person remains “active” on the Board Member report as they continue to serve after their term expires until they resign, or someone else is appointed to the seat. It was also clarified that the end date of the position is listed for a future date (12/6/27), as that is the new term end date for this seat. The status is listed as expired because it is past the prior term’s end date of 12/6/25, and a candidate has not been appointed to fill this seat. In order to change the expired status, the volunteer would need to submit a new statement of interest form to be appointed to the seat for a new term, or a new candidate can submit a statement of interest form to be considered for appointment.

It was reminded that this is a different scenario than a vacancy, as a vacancy does not have a person actively seated.

It was requested that any seats listed as expired be followed up on to see if the person currently serving past their term is interested in being appointed for a new term.

Wheaton also brought up vacant seats on the WPCA, as he felt this board is important to have all seats filled, and the current vacancy is the Chairperson.





**Motion:** I move to recommend to the full Town Council to appoint Sam Belsito to the Pension and Retirement Committee for a term to expire 1/1/2029.

By: Kyer

Second: Wheaton

Discussion: Kyer commented that Belsito is highly qualified and really appreciates his commitment; Hand agreed. Wheaton asked that party affiliation be checked. It was confirmed that Belsito is a registered Republican making the current Committee make-up is 2 Republicans, 1 Democrat, and 1 Unaffiliated.

Vote: Unanimously in favor.

**4.J. Veterans Memorial & Events Commission: DePaola, Jamie:**

**Motion:** I move to recommend to the full Town Council to appoint Jamie DePaola to the Veterans Memorial and Events Commission for a term to expire 1/1/2028.

By: Kyer

Second: Wheaton

Discussion: Kyer shared appreciation for her passion; Hand agreed.

Vote: Unanimously in favor.

**4.K. Veterans Memorial & Events Commission: DePaola, Peter:**

**Motion:** I move to recommend to the full Town Council to appoint Peter DePaola to the Veterans Memorial and Events Commission for a term to expire 1/1/2028.

By: Kyer

Second: Wheaton

Discussion: Kyer appreciated his passion as well and commented that the DePaola's are wonderful for the community.

Vote: Unanimously in favor.

**4.L. Veterans Memorial & Events Commission: Glenney:**

**Motion:** I move to recommend to the full Town Council to appoint William Glenney to the Veterans Memorial and Events Commission for a term to expire 1/1/2028.

By: Kyer

Second: Wheaton

Discussion: Hand noted that Glenney is currently a serving member and thanked him for his continued service.

Vote: Unanimously in favor.

**4.M. Veterans Memorial & events Commission: Nowsch:**

**Motion:** I move to recommend to the full Town Council to appoint Rick DePaola to the Veterans Memorial and Events Commission for a term to expire 1/1/2028.

By: Kyer

Second: Wheaton

Discussion: Hand thanked Nowsch for his continued service.

Vote: Unanimously in favor.

Drumm noted that there is a 5<sup>th</sup> seat for the Veterans Memorial and Events Commission, whose term has expired, and they have not received either a statement of interest or a letter of resignation. Hand will be contacting the Commission Chair to follow up on this.

#### **5. Discussion/Possible Action: Change to Ordinance for Parks and Recreation Commission:**

Taylor briefly reviewed the changes to the Parks and Recreation Ordinance that he made following the last Steering meeting.

Taylor also read through current changes from the original review of the ordinance, section by section, for the Steering Committee to continue their discussion and review from Article III. The following edits were suggested:

- Throughout the document, restructure the sentences for clarity.
  - Section 70-66, change “ 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 Town Manager or the Director, into the waters of Lake Wangumbaug, or for the purpose of landing any boat thereon from the waters of such lake.” to “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.”
  - Section 70-76, subsection (b)(4), move “as parking areas” after “designated”.
  - Section 70-77, subsections (1), (2), and (3), move “without the express written permission of the Town Manager” to the end of the sections.
  - Section 70-79, move “within designated, marked-off areas” before “without the express written permission of the Town Manager...”
- Wheaton questioned why Section 70-69, subsection (d) was left with the authority of the Commission when others were changed to be at the authority of the Town Manager, or Parks and Rec Director.
  - Drumm responded that most emergency or time sensitive matters were placed in the authority of the Town Manager or Parks and Rec Director, as certain situations cannot wait a month for the Parks and Rec Commission meetings. However, it was felt that camping excursions are typically planned in advance and would be less likely of an emergency situation. The Commission has expressed concerns over lost authority and say, and it was felt that this is one of the items that could be left at their discretion due to the nature of the requests.
  - Kyer noted if a situation arose where the Commission could not meet, they also have the authority to authorize a designee to grant permission.
- Section 70-70, Wheaton questioned if there is value in the Parks and Rec Director consulting with the Commission on future regulation changes.
  - Drumm and Thomas noted that this does not prevent her from doing so. It is likely that the Parks and Recreation Director would do this, but it is not required by ordinance.

- Wheaton suggested adding language to note that the Parks and Rec Director can consult with the Commission. Thomas proposed adding, “The Director may choose to consult with the Commission on proposed regulations.” after the 1<sup>st</sup> sentence. Steering members agreed with this addition.
- Section 70-71, Wheaton suggested adding “Vaping” to the title, and within subsection (f).
- Section 70-71, subsection (f), change “on” to “in”.
- Section 70-71, Taylor to add references to “in town parks” to relevant subsections for clarity.
- Section 70-74, subsection (d), remove, “, and at Lisicke Beach and Patriots Park.” as this information is already included in subsection (a).
- Section 70-74, subsection (a), Taylor to look for and include a broader language surrounding service animals or remove the language, “accompanying a blind, deaf or mobility-impaired person” based on best practices.
- Section 70-74, subsection (e), remove the last sentence referring to fines, and add a reference to section 1-10 of the Code of Ordinances to standardize language surrounding fines for violation of an ordinance. This was a suggestion from a Parks and Rec Commission Board Member.
- Section 70-74, subsection (e), Kyer suggested adding language that owners of animals pick up after their animal and dispose of the waste. He commented that there are often dog waste bags left at trails, parks, etc. Taylor will add language to be more explicit.
- Section 70-84, add a sentence that states, “The Town Manager may choose to consult with the Commission on proposed activities.” and reference “in accordance with CT General State Statutes”.
- Section 70-85, change “Commission” to “Town Manager or Parks and Recreation Director.”
- Taylor to check/verify the ordinances listed at the end of each section in parenthesis prior to the ordinance being published.

Wheaton discussed Article IV, Section 70-119: Boat Use. He shared concerns that subsection (b) does not allow drinking alcohol while operating a vessel, and that “operating” is not clearly defined. He stated the boat could be docked or moored, which is still technically operating the vessel even though it is not being steered/navigated. It was discussed that this section was outside the scope of the review of the ordinance as staff was only tasked with looking at Parks and Recreation authority. Drumm added that operating a vessel while consuming alcohol also falls under the purview of the Coventry Police Department.

Taylor finalized his read through, and clarified that Article IV was mostly left untouched, outside of Section 70-124, which covers penalties for violations. A reference to Section 1-10 of the Coventry Code of Ordinances was added to standardized language for fines, as requested by Parks and Recreation Commission members.

Thomas requested that Taylor get a clean draft out to all Town Councilors via Laura Stone prior to the next Town Council meeting.

**Motion:** I move to bring the amended draft Ordinance for the Parks and Recreation Commission to the full Town Council for their consideration.

By: Kyer

Second: Wheaton

Discussion: None

Vote: Unanimously in favor.

Hand thanked everyone for their efforts and collaboration during this process.

**6. Discussion of proposed ordinance prepared by the Firearms Safety/Home Shooting Range Study Committee:**

Drumm and Taylor explained that there are minor changes to the draft that were implemented after the last Steering Committee meeting. Taylor reviewed the most recent changes made to the draft.

Wheaton suggested including or adding an exception around bows or crossbows, as they fit under the air gun definition of expelling a projectile without explosive force. He stated that they are typically silent and would not pose a noise issue. However, the arrows are projectiles, and you would want a shooter of either of those to have an adequate backstop.

Thomas explained that she does not disagree that a bow or crossbow would need a backstop, but the committee was specifically tasked with studying home shooting ranges and firearms safety and were not looking to regulate bow and crossbow usage. She added that it also doesn't seem like an issue that has come up.

Taylor explained that Steering could decide 1 of the following:

- Include bows and cross bows in the exceptions, so the ordinance does not apply.
- Include bow and cross bows in the definitions of air guns, so restrictions around air guns apply.
- Leave the bows and cross bows out of the ordinance.

Kyer stated that he did not feel comfortable adding anything further at this point. He reminded that the ordinance could be amended if needed.

Taylor reminded that the Committee's intentions behind the ordinance were to do so in a minimally restrictive way, but to construct it in a way that allows the Coventry PD to work with and reference in the event of unsafe or disruptive behavior.

Thomas requested that the period be removed from the definition of "Backstop".

The Steering Committee agreed to leave the ordinance as is.

**Motion:** I move to add to the agenda, agenda item 9: Possible Action of Proposed Ordinance Prepared by the Firearms Safety/Home Shooting Range Study Committee.

By: Kyer

Second: Wheaton

Discussion: None

Vote: Unanimously in favor.

**7. Consideration/possible action: Modification to Senior Center Van Driver job description:**

**Motion:** I move to recommend to the full Town Council to accept the modified Senior Center/Van Driver Job Description.

By: Wheaton

Second: Kyer

Discussion: Drumm explained that there has been a vacancy in this position for a while, as well as a lot of turnover in the position. Drumm continues that the Human Services Department recommended the job description be amended to alter the license required. This was recommended as the van is the primary vehicle used and handles the same amount of people, but does not require the same license as a bus driver. Additionally, the town has a bus driver on staff for the Senior Center.

The new requirement for the driver would be an F license, and the job description now reflects this. Additional changes made to the job description were formatting changes to keep with the current, newer, format that has been implemented with other job descriptions.

Wheaton shared concerns that this job description mixes both high and low complexity skills. The main duty is to drive the van, and another duty listed is to plan trips and develop new activities. He felt that planning trips and activities is more of the responsibility of a deputy program coordinator.

Drumm explained that there are other people who are planning the trips, and the Van/Bus Driver more so assists with planning and encourages ideas based on recent activities or trips. Drumm added that the Van Driver likely had more of the planning trips responsibilities before there was a transportation coordinator. He suggested changing the bullet to read, "Assists in planning trips and development of new activities and programs outside the Senior Center including enrichment, shopping, lunches, and community events."

Thomas agreed with Wheaton and felt that this bullet should be removed, as having it listed creates higher expectations and demand for compensation for a Van/Bus Driver. She noted that the staff involved in Senior Center transportation can still all sit and meet together, but this does not need to be an essential duty and responsibility for this position.

Wheaton suggested removing the following from 'Desired Minimum Qualifications', "Ability" sub-bullet:

- The last bullet on Page 1, which reads, "Ability to develop, coordinate, and direct varied activities involved in senior programming."
- The 1<sup>st</sup> bullet on Page 2, which reads, "Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public."
  - Hand disagreed with this, as it is stating that the employee needs to work well with others, and felt it should remain in the job description.
- The 3<sup>rd</sup> bullet on Page 2, which reads, "Ability to plan and coordinate work independently without supervision."

Changes to job description:

- Under Essential Duties and Responsibilities, remove 7<sup>th</sup> bullet that reads, "Plans trips and develop new activities and programs outside the Senior Center including enrichment, shopping, lunches, and community events."
- Under Desired Minimum Qualifications, "Ability" sub-bullet, strike the 4<sup>th</sup> and 7<sup>th</sup> bullets.

Vote: Unanimously in favor.

**8. Consideration/possible action: Expanded Veterans Residential Property Tax Exemptions (Not ready for action):** No discussion, as the item is not ready for action.

**9. Possible Action of Proposed Ordinance Prepared by the Firearms Safety/Home Shooting Range Study Committee:**

**Motion:** I move to recommend to the full Town Council to consider adopting the Final Draft of the Proposed Ordinance Prepared by the Firearms Safety/Home Shooting Range Study Committee.

By: Kyer

Second: Wheaton

Discussion: Thomas clarified that the next step is that the entire Town Council will review the proposed draft ordinance and discuss it. At that time, there could be additional changes made if the majority of the Town Council agrees on further changes. The draft would then go back to Taylor for edits, and a clean copy brought back to the Town Council at a future meeting. She continued that if the Town Council majority agrees with adopting it as is, then the full Town Council will discuss a Resolution to be drafted and reviewed by legal counsel. Then the ordinance would go to Public Hearing to take place as the 1<sup>st</sup> order of business during a Town Council meeting.

Vote: Unanimously in favor

**10. Adjournment:**

Kyer moves to adjourn at 10:30 PM, Wheaton seconds. The meeting was adjourned by unanimous vote at 10:30 PM.

Submitted by,

Nicole Archambault

Nicole Archambault

Steering Committee Minutes Clerk

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



# Town of Coventry

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

To: Town Council  
From:  James Drumm, Town Manager  
Date: January 18, 2026  
Ref: Project/Issue Updates

Over the last two weeks after coming out of the holidays there has been little change to report on our projects. As usual, underlined sentences within this memo indicate more recent updates.

**DEEP Climate Resiliency Fund (DCRF) Grant:** The Town has applied today to the Department of Energy and Environmental Protection (DEEP) for grant funding for a project to locate and inventory our stormwater basins and outfalls. The Grant amount is \$650,000 and requires no Town financial match. CT PA-25-33 passed in June of 2025 requires that Connecticut municipalities send a geo spatial file listing each culvert and bridge within the control and boundaries of the municipality to the Office of Policy and Management (OPM) by May 1, 2028. The project, if funded, would create the database needed to fulfill the State requirement. This information is also needed for the Town to be ready for the National Pollutant Elimination Discharge System (NPDES) Permit once we are declared by the State to be a MS4 Town. The project will not only identify the location but will evaluate the condition of the system to allow the Town to consider projects for stormwater system improvements. These professional evaluations would also allow us to potentially seek grant funding for repairs/replacements.

**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. Tonight, they interviewed the Registrars and the Town Clerk at their meeting. They will interview the Finance Director and the Collector of Revenue at their next meeting. Their next meeting is February 4th.

**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 came before the Town Council on January 5<sup>th</sup> for review and consideration. A Public Hearing has been set for February 17<sup>th</sup>.

**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 summer of 2026. This program will also include the purchase of counter-top collection containers, which will come in fall 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 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 the 2025 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 BOE submitted Grant Reimbursement #2 to the State two months ago and we are awaiting payment. We expect they will request Grant Reimbursement #3 soon. 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 February. 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 February 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 completed the construction in December. 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 swimming area. The project began construction in December with tree removal and earthwork preparing a level area for the new playground. The bid documents are being prepared for the

playscape. 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.

**8.A. 25/26-32 : Consideration/possible Action: Resolution: Janette Smith 50 Years of Service as Library Assistant**

**Town Council Action Requested:** Town Council will consider Resolution 2026-1, recognizing Janette Smith for her 50 years of service as a Library Assistant at Booth and Dimock Library..

**Purpose:** The Resolution is to honor her 50 years of dedicated service to our community at the Booth and Dimock Library.

**History:** NA

**Facts about the issue:** NA

**Funding Information:** There is no financial impact as these proposed changes will not increase/decrease employee pay. Also, this position is 100% grant funded

**Town Manager Comments:** In a time where people change jobs fairly often, it is remarkable that Janette Smith spent her career of service with one employer, the Booth and Dimock Library. It certainly shows her care for the people of our community and that the Library is a great place to work.

**Town Manager's Recommendation:** Motion to approve Resolution 2026-1, honoring Jennette Smith and her 50 years of service as a Library Assistant at Booth and Dimock Library.



**TOWN OF COVENTRY**  
**RESOLUTION 2026-1**  
**Janette Smith – 50 Years of Service**

**WHEREAS**, the Booth & Dimock Memorial Library has long served as a cornerstone of learning, literacy, and community engagement for residents of all ages; and

**WHEREAS, Janette Smith** began employment with the Booth & Dimock Memorial Library in 1976, and has faithfully served the community for fifty (50) years as a Library Assistant; and

**WHEREAS**, throughout this remarkable tenure, **Janette Smith** has demonstrated exceptional dedication, professionalism, and care in assisting patrons, supporting library staff, and ensuring the library remains a welcoming and accessible place for all; and

**WHEREAS, Janette Smith's** institutional knowledge, reliability, and commitment to public service have significantly contributed to the growth, continuity, and success of the Booth & Dimock Memorial Library over five decades;

**NOW THEREFORE**, on this 20<sup>th</sup> day of January, 2026, it is hereby resolved that the Coventry Town Council extends its deep appreciation to Janette Smith for the remarkable accomplishment of 50 years of community service as a Library Assistant at the Booth & Dimock Memorial Library.

---

Lisa Thomas  
Town Council Chairwoman  
On behalf of the Coventry Town Council

Attest:

---

Lori Tollmann  
Town Clerk

**8.B. 25/26-33: Consideration/possible action: Establishment of School Building Committee to evaluate current and future facility needs for Coventry Public Schools**

**Town Council Action Requested:** Town Council will review the request by the Board of Education to create a new School building Committee with regard to the planned program of increasing educational space for the Coventry schools, with the focus on PreK-5, and appoint at least three members of the Board of Education to the School Building Committee. Town Council will consider sending this request to the Steering Committee for review and recommendation.

**Purpose:** To evaluate current and future facility needs, engaging in long range planning, and ensuring that any proposed solutions are thoughtful, fiscally responsible, and aligned with the educational needs of our students and community.

**History:** The Town has created School Building Committees in the past to study facility needs and to oversee the projects through concept, design and construction. The School Energy & Building Efficiency Building Committee, which is the current active school building committee, was established in 2015 to consider various projects that included energy efficiency, roofs and most recently the CHS HVAC Project. The work of this Committee is winding down.

**Facts about the issue:** Town Council will consider sending this request to the Town Council Steering Committee for review and recommendation. If recommended by the Steering Committee, it would be expected that the Steering Committee would draft a resolution with the Committee's charge, responsibilities, and authority for Town Council to consider at a future Town Council Meeting.

**Funding Information:** There is no financial impact to creating a committee to study future facility needs for Coventry Public Schools. Town Council could in the future authorized funding for a project if they believed it to be warranted.

**Town Manager Comments:** The existing School Energy & Building Efficiency Building Committee should continue with its work and be discharged. A new School Building Committee would need to be created if it were to have a structure with three members of the Board of Education. This would also allow for the Steering Committee to carefully draft the charge and the authority for a new school building committee.

**Town Manager's Recommendation:** Motion to send the Board of Education's request for a School Building Committee to evaluate current and future facility needs for Coventry Public Schools to the Steering Committee for review and recommendation.



# COVENTRY PUBLIC SCHOOLS

1700 MAIN STREET COVENTRY, CONNECTICUT 06238-1654  
PHONE (860) 742-7317 FAX (860) 742-4567  
www.coventrypublicschools.org

DAVID J. PETRONE, Ed.D.  
Superintendent

MICHELE MULLALY  
Director of Teaching & Learning

CHARMAINE BRADSHAW-HILL  
Director of Finance & Operations

LAURA ZURELL  
Director of Pupil & Staff Support Services

January 13, 2026

Coventry Town Council  
Town of Coventry  
1712 Main Street  
Coventry, CT 06238

Dear Members of the Town Council,

On behalf of the Coventry Board of Education, please accept this letter as a request that the Town Council appoint a School Building Committee to support the planned program of increasing educational space for the Coventry Public Schools, with a particular focus on grades PreK through 5.

At its regularly scheduled meeting on January 8, 2026, the Coventry Board of Education took formal action on this matter. The following motion was made and approved by the Board:

**“The Coventry Board of Education respectfully requests that the Town Council appoint a School Building Committee with regard to the planned program of increasing educational space for the Coventry schools, with the focus on PreK-5, and appoint at least three members of the Board of Education to the School Building Committee.”**

The establishment of a School Building Committee is a critical step in evaluating current and future facility needs, engaging in long range planning, and ensuring that any proposed solutions are thoughtful, fiscally responsible, and aligned with the educational needs of our students and community. The inclusion of Board of Education members will help ensure continuity, collaboration, and clear communication throughout this important process.

The Board of Education appreciates the Town Council’s consideration of this request and looks forward to working collaboratively in support of Coventry’s students, families, and schools. Please do not hesitate to contact my office should you require any additional information.

Sincerely,

David J. Petrone, Ed.D.  
Superintendent of Schools

cc: Board of Education  
James Drumm, Town Manager

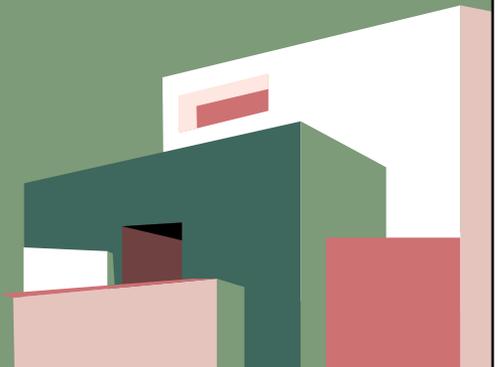
# EVALUATION AND PROJECTION COMMITTEE UPDATE

Board of Education Meeting December 11, 2025



## Coventry Board of Education: Mission Statement

The Coventry Public Schools will  
prepare every student for life, learning  
and work in the 21st century.

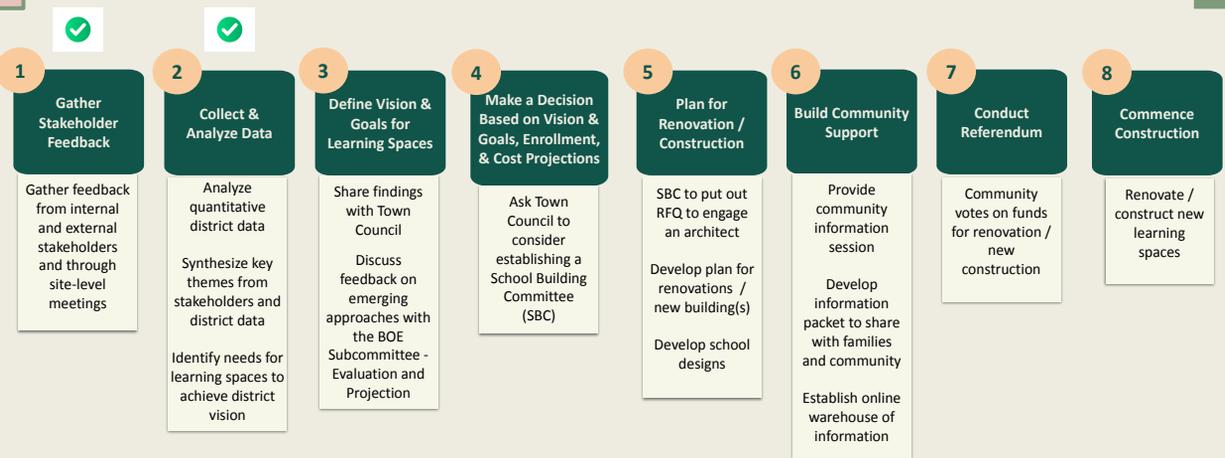


# EVALUATION AND PROJECTION COMMITTEE INTENT / PURPOSE

- Evaluate current facilities across Coventry Public Schools to understand conditions, capacities, and the ability to support students now and in the future.
- Develop a long-term facility plan: A forward-looking strategy that supports evolving educational needs and prepares the district for the future of learning.
- Enhance educational support through infrastructure, ensuring that the physical environment fosters student success, operational efficiency, and adaptability.
- Maximize efficiency, optimizing district resources through cost-effective facility planning and operations aligned with future district needs.



## 8 - Step Process\* to Develop the Vision and Plan for CPS Learning Spaces



\* Modified from DMGroup and Mansfield Public Schools Presentation

*Nine Goals For Learning Spaces* guide the facilities planning process in a transparent and focused way.

- 01 1. **Common Spaces** - Open, flexible common spaces that prompt collaboration, teamwork, movement, and play
- 02 2. **Classroom Spaces** - Large, flexible classrooms that allow for project-based learning, collaboration, and movement
- 03 3. **Quiet Spaces** - Enclosed, soundproof spaces for individual reflection and quiet work time
- 04 4. **Furniture and Seating** - Multiple options for comfortable seating and standing which can be reconfigured to promote student agency in creating the environment that best meets their learning needs
- 05 5. **Outdoor Spaces** - Outdoor learning spaces which support the integration of the environment and academic learning and are ADA compliant and welcoming for individuals of all abilities
- 06 6. **Accessible Resources** - Accessible physical and digital resources, materials, and tools to facilitate student creativity and exploration
- 07 7. **HVAC** - Ensure the district meets the new mandated regulations for air quality and temperature
- 08 8. **School Security** - Design and equip buildings to support best practices related to school security
- 09 9. **Energy-Efficient Buildings** - Use less energy to perform the same task or produce the same result. Use less energy to heat, cool, and run appliances and electronics

## Student Enrollment Projections

Cohort Roll Up Model



# HEEC Current Facility Conditions



HEEC Original Siding - 1984



HEEC Original Wallpaper 1984

## HEEC Financial Needs Projections - 10 Year Look Ahead

| <u>Project</u>             | <u>1 - 5 Years</u> | <u>6 - 10 Years</u> |
|----------------------------|--------------------|---------------------|
| Windows                    | \$20,000           |                     |
| Refinish walls             | \$18,000           |                     |
| Bathroom update            |                    | \$12,000            |
| Replace Flooring           |                    | \$50,000            |
| Roof Replacement * & **    |                    | \$52,000            |
| HVAC Upgrade *             |                    | \$45,000            |
| General Classroom Upgrades | \$15,000           | \$15,000            |
| <b>Totals</b>              | <b>\$53,000</b>    | <b>\$174,000</b>    |

**Total \$227,000**

1984 - 2025  
41 Years Old

**\$227,000** in the next 10-12 years

\* Number is the Town's cost after State reimbursement  
\*\* Roof needed in 12 years

## CGS Current Facility Conditions



Air Handler - Gym - 1978



Electrical  
Panels  
1989

## CGS Current Facility Conditions



Grease Trap - 1989

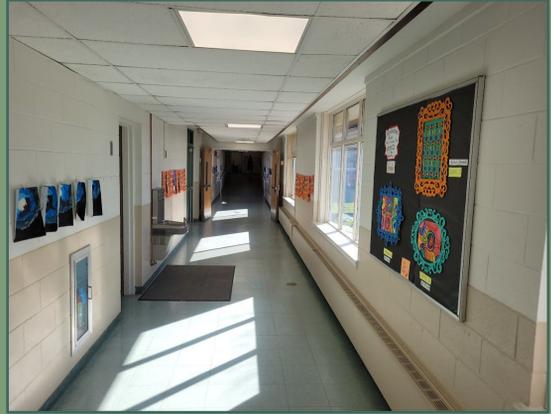


Heat Pumps & Piping - 1989

## CGS Current Facility Conditions



Boiler Room (2018 Boilers) -  
Room Always Wet Due to  
Groundwater



Original Windows and Heating - 1955

## CGS Current Facility Conditions



Original Classroom Unit Ventilator - 1955



Classroom Sinks - 1985

## CGS Current Facility Conditions

Original Classroom Doors 1955



Exterior Doors 1989 Rusting at Base



## CGS Financial Needs Projections - 10 Year Look Ahead

| Project                        | 1 - 5 Years         | 6 - 10 Years        |
|--------------------------------|---------------------|---------------------|
| Sidewalk Replacement           | \$ 90,000           |                     |
| Exterior Door Replacement      | \$ 120,000          |                     |
| HVAC Upgrades *                | \$ 6,200,000        |                     |
| Fire Alarm Replacement         | \$ 155,000          |                     |
| Intercom System Replacement    | \$ 100,000          |                     |
| Septic System                  | \$ 65,000           |                     |
| Well Pump Controls Replacement |                     | \$ 25,000           |
| Refrigerator                   |                     | \$ 26,000           |
| Gym Floor Major Sanding        |                     | \$ 17,000           |
| Roof Replacement *             |                     | \$ 600,000          |
| Water System Replacement       |                     | \$ 40,000           |
| Window Replacement             |                     | \$ 1,200,000        |
| Carpet Replacement             |                     | \$ 10,000           |
| General Classroom Upgrades     | \$ 50,000           | \$ 50,000           |
| <b>Totals</b>                  | <b>\$ 6,780,000</b> | <b>\$ 1,968,000</b> |
|                                | <b>Total</b>        | <b>\$ 8,748,000</b> |

1955 - 2025  
70 Years Old

**\$8,748,000** in  
the next 10 years

\* Number is the Town's cost after  
State reimbursement

## GHR Current Facility Conditions



Original Outside Stairs - 1949



Original Classroom  
Doors  
3rd & 4th  
Grade  
Wings  
1949

## GHR Current Facility Conditions



Fire Panel - 1981



Cafeteria  
Air  
Handler  
1985

## GHR Current Facility Conditions

Boiler Room Air Handler  
1983



Original Water Pipes - 1949

## GHR Current Facility Conditions

Walls 3rd & 4th  
Grade Wings  
Asbestos  
1949



## GHR Financial Needs Projections - 10 Year Look Ahead

| Project                                 | 1 - 5 Years        | 6 - 10 Years       |
|---|--------------------|--------------------|
| Parking Lot Replacement                 | \$ 600,000         |                    |
| Sidewalk Replacement                    | \$ 90,000          |                    |
| Portable Repairs                        | \$ 50,000          |                    |
| HVAC Upgrades *                         | \$ 6,500,000       |                    |
| Fire Alarm Replacement                  | \$ 155,000         |                    |
| Intercom System Replacement             | \$ 100,000         |                    |
| Gym Floor Major Sanding                 | \$ 20,000          |                    |
| Well Pump Controls Replacement          | \$ 25,000          |                    |
| Refrigerator                            |                    | \$ 26,000          |
| 3rd & 4th Grade Wing Roof Replacement * |                    | \$ 550,000         |
| Water System Replacement                |                    | \$ 40,000          |
| Exterior Door Replacement               |                    | \$ 70,000          |
| 3rd & 4th Grade Wing Wall Abatement *   |                    | \$ 3,000,000       |
| Carpet Replacement                      |                    | \$ 10,000          |
| Window Replacement                      |                    | \$ 800,000         |
| General Classroom Upgrades              | \$ 50,000          | \$ 50,000          |
| <b>Totals</b>                           | <b>\$7,590,000</b> | <b>\$4,546,000</b> |
| <b>Total \$12,136,000</b>               |                    |                    |

1949 - 2025  
76 Years Old

---

**\$12,136,000** in  
the next 10 years

---

\* Number is the Town's cost after  
State reimbursement

## CNH/CHS Current Facility Conditions



CHS Old  
Gymnasium  
Air Handler  
1974

## CNH/CHS Current Facility Conditions

CNH Heat  
Pumps  
1980

Original  
Piping  
1968



CNH Cafeteria Air Handler - 1968

## CNH/CHS Current Facility Conditions



CNH Original Piping - 1968



CNH/CHS Original Unit Ventilators - 1968

## CNH Financial Needs Projections - 10 Year Look Ahead

| Project                     | 1 - 5 Years         | 6 - 10 Years        |
|-----------------------------|---------------------|---------------------|
| Sidewalk Replacement        | \$ 35,000           |                     |
| Exterior Door Replacement   | \$ 85,000           |                     |
| HVAC Upgrades *             | \$ 8,200,000        |                     |
| Intercom System Replacement | \$ 90,000           |                     |
| Security Window Film        | \$ 100,000          |                     |
| Lockers                     | \$ 65,000           |                     |
| Refrigerator                |                     | \$ 26,000           |
| Freezer                     |                     | \$ 26,000           |
| Roof Replacement *          |                     | \$ 800,000          |
| Water System Replacement    |                     | \$ 20,000           |
| Carpet Replacement          |                     | \$ 45,000           |
| Parking Lot Replacement     |                     | \$ 800,000          |
| Gym Floor Major Sanding     |                     | \$ 20,000           |
| Window Replacement          |                     | \$ 2,000,000        |
| General Classroom Upgrades  | \$ 50,000           | \$ 50,000           |
| <b>Totals</b>               | <b>\$ 8,625,000</b> | <b>\$ 3,787,000</b> |
| <b>Total \$ 12,412,000</b>  |                     |                     |



## CHS Financial Needs Projections - 10 Year Look Ahead

| Project                     | 1 - 5 Years       | 6 - 10 Years        |
|-----------------------------|-------------------|---------------------|
| Fire Pump Replacement       | \$ 65,000         |                     |
| Flooring Replacement        | \$ 55,000         |                     |
| Intercom System Replacement | \$ 90,000         |                     |
| Generator                   | \$ 260,000        |                     |
| Lecture Hall Seats          | \$ 70,000         |                     |
| Security Window Film        | \$ 100,000        |                     |
| Window Replacement          |                   | \$ 3,000,000        |
| HVAC Replacements *         |                   | \$ 4,000,000        |
| Gym Floor Major Sanding     |                   | \$ 24,000           |
| Asbestos Abatement *        |                   | \$ 250,000          |
| Water System Replacement    |                   | \$ 20,000           |
| Parking Lot                 |                   | \$ 900,000          |
| General Classroom Upgrades  | \$ 50,000         | \$ 50,000           |
| <b>Totals</b>               | <b>\$ 690,000</b> | <b>\$ 8,244,000</b> |
| <b>Total \$ 8,934,000</b>   |                   |                     |



## Coventry Public Schools Financial Needs Projections - 10 Year Look Ahead

| <u>Grades PK - 5</u>        | <u>Needs</u>        | <u>Grades 6 - 12</u>     | <u>Needs</u>        |
|-----------------------------|---------------------|--------------------------|---------------------|
| Hale Early Education Center | \$227,000           | Capt. Nathan Hale School | \$12,412,000        |
| Coventry Grammar School     | \$8,748,000         | Coventry High School     | \$8,934,000         |
| G. H. Robertson School      | \$12,136,000        |                          |                     |
| <b>Total</b>                | <b>\$21,111,000</b> | <b>Total</b>             | <b>\$21,346,000</b> |

District-Wide Building Financial Needs  
In the next 10 years

**\$42,457,000 \***

\* based on 2025 cost estimate

### HVAC Future Funding Considerations

Effective August 1, 2025, the HVAC indoor air quality for public schools grant program was discontinued and is now part of the non-priority list process, which can be administratively approved by the DAS commissioner. This will give public school districts an opportunity to apply for funding to upgrade HVAC systems or make other improvements to indoor air quality in school buildings on a rolling, monthly basis.



## 2024-2025 Maintenance Expenses (Annual)

| Line Item                                      | CGS                  | GHR                  | CNH                  | CHS                  | HEEC                |
|--|----------------------|----------------------|----------------------|----------------------|---------------------|
| 3H Backflow (Backflow testing)                 | \$ 126.25            | \$ 126.25            | \$ 126.25            | \$ 126.25            | \$ -                |
| A & A Pest Control                             | \$ 904.32            | \$ 904.32            | \$ 904.32            | \$ 904.32            | \$ 250.00           |
| AirCare Environmental Services (Duct cleaning) | \$ 1,647.50          | \$ 1,647.50          | \$ 1,647.50          | \$ 1,647.50          | \$ -                |
| Aqua Pump                                      | \$ 1,045.00          | \$ 1,045.00          | \$ 783.75            | \$ 1,045.00          | \$ 261.25           |
| Automated Building Systems                     | \$ 2,413.34          | \$ 2,413.34          | \$ 1,206.66          | \$ 1,206.66          | \$ -                |
| Casella Waste                                  | \$ 5,640.00          | \$ 5,100.00          | \$ 3,520.00          | \$ 7,140.00          | \$ 1,760.00         |
| CT Natural Gas                                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| Dime Oil                                       | \$ 48,967.50         | \$ 54,391.70         | \$ -                 | \$ -                 | \$ -                |
| Envirotech Lab (Water testing)                 | \$ 1,188.75          | \$ 1,188.75          | \$ 792.75            | \$ 1,188.75          | \$ 396.00           |
| Eversource                                     | \$ 42,778.70         | \$ 74,466.18         | \$ 76,599.61         | \$ 231,247.27        | \$ -                |
| FASD (Using Johnson Controls now)              | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| J & J Gym Floors (doing floors internally)     | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| Johnson Controls Fire Protection               | \$ 1,849.90          | \$ 4,079.90          | \$ 3,202.49          | \$ 4,435.17          | \$ 1,067.50         |
| Matchless Fire Prot. (Using Johnson Controls)  | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| Mystic Air Quality (Asbestos)                  | \$ 223.75            | \$ 223.75            | \$ 167.81            | \$ 223.75            | \$ 55.93            |
| Ryan Industries (not using this year)          | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| Savol (Potassium pellets for water) estimate   | \$ 525.00            | \$ 525.00            | \$ 393.75            | \$ 525.00            | \$ 131.25           |
| Savol-ice pellets-estimate                     | \$ 634.55            | \$ 634.55            | \$ 475.91            | \$ 634.55            | \$ 158.64           |
| Skips Wastewater                               | \$ 3,360.00          | \$ 539.00            | \$ -                 | \$ 349.00            | \$ 349.00           |
| State of CT-Boiler inspections                 | \$ 80.00             | \$ 80.00             | \$ 80.00             | \$ 80.00             | \$ -                |
| Stericycle                                     | \$ 668.58            | \$ 668.58            | \$ 501.44            | \$ 668.58            | \$ 167.14           |
| Stewart & Stevenson (Fire pump/generator)      | \$ -                 | \$ -                 | \$ -                 | \$ 3,597.50          | \$ -                |
| Town of Coventry (Sewer fees)                  | \$ -                 | \$ 15,444.00         | \$ 10,602.00         | \$ 17,253.00         | \$ 5,301.00         |
| Uncas Gas                                      | \$ 506.24            | \$ 1,703.80          | \$ -                 | \$ 6,533.87          | \$ -                |
| USA Hauling (now Casella)                      | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                |
| Wygant Construction (Playground mulch)         | \$ 2,016.00          | \$ 864.00            | \$ -                 | \$ -                 | \$ 576.00           |
| <b>Totals</b>                                  | <b>\$ 114,575.38</b> | <b>\$ 166,045.62</b> | <b>\$ 101,004.24</b> | <b>\$ 278,806.17</b> | <b>\$ 10,473.71</b> |

**\$236,990.34**  
Line items that could be combined and possibly reduced

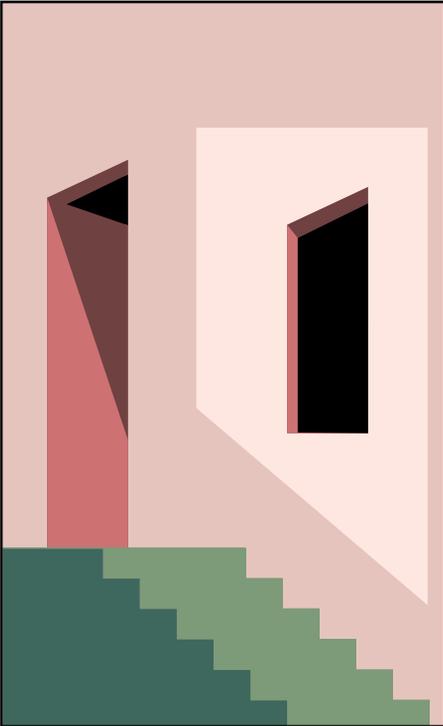
**\$25,194.32**  
Line items that possibly would be removed if we built a new PK-5 and a new middle school

The district would also save the cost of one full-time custodian by combining CGS and GHR.

## Unanticipated Repairs 2024-2025 School Year

| Unexpected Repairs in 2024-2025                   | CGS                 | GHR                | CNH                 | CHS                 | HEEC               |
|---|---------------------|--------------------|---------------------|---------------------|--------------------|
| DS Comfort HVAC repairs                           |                     | \$ 787.00          | \$ 1,804.00         | \$ 5,512.00         |                    |
| ABS HVAC Programming                              | \$ 545.00           | \$ 1,200.00        | \$ 475.00           | \$ 475.00           |                    |
| Stewart and Stevenson Power generator             |                     |                    |                     | \$ 915.00           |                    |
| Vulcan Security Technologies                      |                     | \$ 713.00          |                     |                     | \$ 1,035.00        |
| Sunbelt ( rental of HVAC because system was down) |                     |                    |                     | \$ 3,856.00         |                    |
| ITS fire alarm repair                             |                     |                    | \$ 590.00           |                     |                    |
| Willco (Basketball hoop repair)                   |                     |                    |                     | \$ 5,640.00         |                    |
| Johnson Controls fire alarm repair                | \$ 2,816.00         | \$ 2,297.00        | \$ 2,698.00         | \$ 1,954.00         |                    |
| Aqua Pump   |                     | \$ 400.00          |                     | \$ 687.00           |                    |
| ACG Electric ( upgrade to electrical)             |                     |                    |                     | \$ 3,700.00         |                    |
| Swan (HVAC replacement parts)                     | \$ 3,411.00         | \$ 2,655.00        | \$ 1,146.00         | \$ 1,840.00         | \$ 210.00          |
| FW Webb Company ( Pump replacement)               | \$ 717.00           | \$ 967.00          | \$ 341.00           | \$ 178.00           |                    |
| Grainger (HVAC replacement parts)                 | \$ 2,036.00         | \$ 566.00          | \$ 458.00           |                     | \$ 109.00          |
| Electrical Wholesalers                            | \$ 198.00           | \$ 138.00          | \$ 2,006.00         | \$ 3,564.00         | \$ 669.00          |
| Rem Industrial (Motor repairs)                    | \$ 1,890.00         |                    | \$ 78.00            | \$ 1,400.00         |                    |
| Capp (Motor replacements)                         |                     |                    | \$ 4,745.00         |                     | \$ 90.00           |
| <b>Totals</b>                                     | <b>\$ 11,613.00</b> | <b>\$ 9,723.00</b> | <b>\$ 14,341.00</b> | <b>\$ 29,721.00</b> | <b>\$ 2,113.00</b> |

**\$ 67,511**  
District-Wide Total In One Year



## Committee Meetings

|                   |   |
|-------------------|---|
| February 10, 2025 | Reviewed Facilities Visioning 2033 Work to Present and Discussed Next Steps |
| March 14, 2025    | Toured Mansfield Elementary School  |
| April 28, 2025    | Toured Tolland's Birch Grove Primary School                                 |
| May 21, 2025      | Reviewed Recent Tours and Discussed Next Steps                              |
| June 12, 2025     | Reviewed Updated Facilities Information and Determined Next Steps           |
| August 28, 2025   | Reviewed What's Been Done and Determined Next Steps                         |

## MANSFIELD ELEMENTARY SCHOOL

- The Mansfield Elementary School project was completed under budget at \$46.4M, compared to the original authorization of \$50.8M.
- Final building size reached 77,960 sq. ft., exceeding the 72,720 sq. ft. cap based on projected enrollment of 600 students.
- Declining enrollment during construction led to a slight decrease in the state reimbursement rate.
- The partnership with Newfield Construction presented challenges, and they are unlikely to provide a reference.
- Despite achieving net-zero energy performance, unfavorable utility rates from Eversource have resulted in high electric bills, becoming a point of contention and a key consideration for future projects.

2024-25 Enrollment for Mansfield Elementary (PK-4) = 549  
2024-25 Coventry Public Schools Enrollment (PK-5) = 837

# TOLLAND BIRCH GROVE PRIMARY SCHOOL

- The completed building totaled approximately 83,000 sq. ft. with a construction cost of \$46 million, including all new site work.
- The only part of the original facility retained was the septic system, which was integrated with the new building.
- Two separate playgrounds were constructed—one for Pre-K and Special Education, and one for ages 5–12—adding to overall project costs.
- Site work costs were higher due to the building's proximity to wetlands.
- A major site feature was a 25-foot-high retaining wall stretching several hundred feet along one side of the property.

2024-25 Enrollment for Birch Grove Primary (PK-2) = 539  
2024-25 Coventry Public Schools Enrollment (PK-5) = 837

## POTENTIAL CONSOLIDATION SAVINGS TO CONSIDER

Library Media Centers

Health Offices

Kitchens/Cafeterias

Buses/Transportation

Administration

Custodial Support

Secretarial Support

Contracted Services

Utilities

Maintenance Expenses

## OTHER CONSIDERATIONS

- Provide close proximity to Coventry Police and Fire Departments
- Eliminate multi-tiered bus pick-up/drop-off for K-5 and maximize efficiencies
- Update HVAC to mandated regulations for air quality and temperature
- Solve asbestos abatement required at GHR
- Achieve compliance with all building code requirements
- Provide energy efficient buildings
- State Reimbursement Rate for Construction is 59.64% and New Construction is 56.25%

# THANK YOU!

Questions?



**From:** [David Petrone](#)  
**To:** [Bd\\_Ed](#)  
**Cc:** [Kimberlee Delorme](#)  
**Subject:** State Reimbursement Discussion  
**Date:** Tuesday, December 30, 2025 9:34:00 AM

---

Board Members,

There was discussion at a recent meeting regarding State reimbursement for a new PK-5 School. Regarding that, we found the following:

“Sec. 2. Subsection (e) of section 10-285a of the general statutes is repealed and the following is substituted in lieu thereof (Effective July 1, 2025):

(e) (1) If an elementary school building project for a new building or for the expansion of an existing building **includes space for an early childhood care and education program** that provides services for children from birth to five years, the percentage determined pursuant to this section for the **entire school building project shall be increased by fifteen percentage** points, but shall not exceed one hundred per cent. [, for the portion of the building used primarily for such purpose.] Recipient districts shall maintain such early childhood care and education program for at least ten years.”

This is good news! We would have an additional 15% of reimbursement on this building project.

Best,  
David

David J. Petrone, Ed.D.  
Superintendent of Schools  
Coventry Public Schools  
1700 Main Street  
Coventry, CT 06238  
Tel: (860) 742-7317 x2  
Fax: (860) 742-4567

**Laura Stone**

---

**From:** Lisa Thomas  
**Sent:** Thursday, January 8, 2026 10:03 AM  
**To:** Laura Stone  
**Subject:** Fw: (EXTERNAL MESSAGE)CCM In Your Inbox: Your Weekly CCM Digest - January 7, 2026

Please forward to Councilors and attach to Jan. 20 agenda as correspondence. Thanks.

Get [Outlook for iOS](#)

---

**From:** CCM Communications <communications@ccm-ct.org>  
**Sent:** Wednesday, January 7, 2026 10:22:18 AM  
**To:** Lisa Thomas <lthomas@coventry-ct.gov>  
**Subject:** (EXTERNAL MESSAGE)CCM In Your Inbox: Your Weekly CCM Digest - January 7, 2026



# CCM In Your Inbox

---

Your Weekly CCM Digest

January 7, 2026

Communications

Events &  
Workshops

Policy &  
Advocacy

Research &  
Data

Your CCM ...

## A Message from the Connecticut Economic Development Association (CEDAS):



The CEDAS Hour, a monthly webinar series created in 2025, continues for 2026 this month with "Proactive vs. Reactive Resilience in Connecticut: Creating Value & the Results of Inaction." CEDAS President, Kevin Bielmeier, is joined by Weston & Sampson planning, resilience, and economic development staff to explore the value of resilience improvements, including the economic benefits of acting sooner rather than later. The presentation will cover the vulnerability assessment process and why comprehensive, proactive planning is critical for effective flood and infrastructure resilience. Attendees will gain practical insights and tools to assess their community and projects and identify funding opportunities to advance local resilience initiatives.

### W&S Staff:

Robert Collins, AICP, Connecticut Planning Lead

Lindsay Naughton, AICP, Climate Resilience Project Manager

Karen Prescott, CEcD, Economic Development Project Manager

Wednesday, January 21, 2026

12 p.m. via Zoom

Free with registration. [Click here to register.](#)



**Are Residency Requirements a valuable tool that ensures a connection to your community or a barrier to robust candidate pools?**

[Click Here To Answer](#)

## Events & Workshops

### *Events You Should Know*

**[Are you Newly Elected? Remember to Register for CCM's Newly Elected Workshop!](#)**



Newly Elected Officials Workshop:

Date: Saturday, January 10, 2026

Time: 8 a.m. to 3 p.m.

Location: Courtyard Marriott Hartford in Cromwell; 4 Sebethe Drive, Cromwell, CT 06416

CCM holds workshops for newly elected municipal officials every other year after the November elections. This event is meant to provide the basics for anyone new to municipal government and to serve as an opportunity to meet other municipal officials.

Topics include the Fundamentals of Municipal Government, FOIA Meetings & Ethics, and Municipal Finance 101.

**LIMITED ON-SITE REGISTRATION AVAILABLE.**

For questions, please e-mail [ccmtraining@ccm-ct.org](mailto:ccmtraining@ccm-ct.org)

---

*Workshop Calendar*

- January 8, 2026, 10 a.m. - 11 a.m. - [Connecticut Land Mobile Radio Network \(CLMRN\)](#)
- January 10, 2026, 9 a.m. - 3 p.m. - [2026 Newly Elected Officials Training \(In Person\)](#)
- January 21, 2026, 10 a.m. - 11 a.m. - [Protect Every Bus Stop: How CT Towns Are Reducing Illegal School Bus Passings](#)
- January 22, 2026, 10 a.m. - 11 a.m. - [Department of Emergency Services & Public Protection - Division of Fire Services Administration](#)
- January 23, 2026, 9 a.m. - 4 p.m. - [The Art of Positive Employee Relations for Leaders](#)

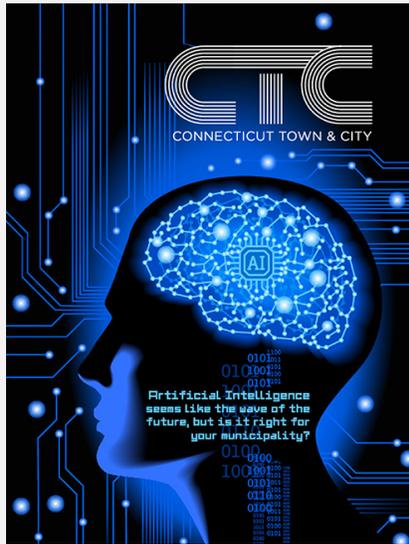
Communications

*Connecticut Town & City*

Is Artificial Intelligence right for your municipality? Can it help your town cut down on illegal bus passers?

Find this, plus an article from Joe DeLong, Executive Director and CEO on our member survey, as well as an update about the new housing bill from our Policy team, and more...

[Click here to view the latest issue of Connecticut Town & City.](#)



[Click here to listen and for more episodes of The Municipal Voice.](#)

### *CCM in the News*

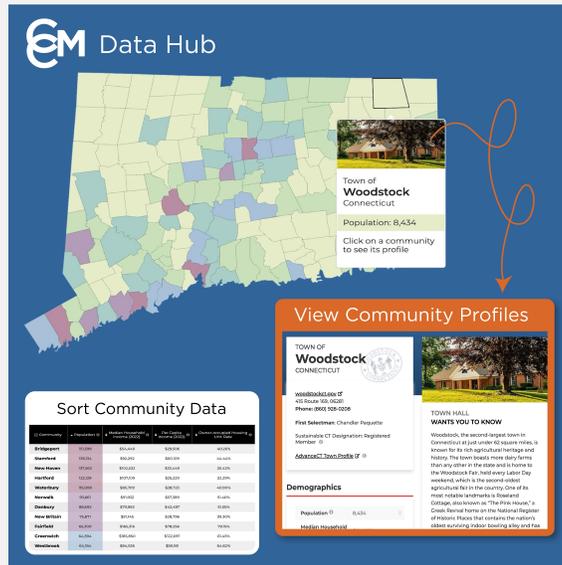
- *CT Insider*, [Joe DeLong \(opinion\): Connecticut's affordability crisis is no accident](#)
- *The Day*, [New London mayor elected president of powerful municipal lobbying group](#)
- *CT News Junkie*, [Four CT Communities Honored For Innovation, Sustainability and Resident Services](#)

### Research & Data



CCM is excited to announce the launch of its new DataHub. A one-stop-shop for municipal data, this page will feature detailed, informative information for municipal officials, policymakers, and residents.

[Check Out CCM's DataHub](#)



## Policy & Advocacy

### 2026 Legislative Session

The [2026 Legislative Session](#) is just around the corner, beginning in less than a month on **February 4 and concluding on May 6**. This year's session is a short one, meaning business will move quickly and public hearings will arrive before we know it. We encourage members to attend our [virtual Legislative Committee Meeting on Tuesday, January 12, from 9:00 a.m. to 11:00 a.m.](#), where we will discuss issues likely to come up during the legislative session and get your input on how to address them. Please feel free to reach out to members of our policy and advocacy team with any questions.

### Update on HB 8002

Now that Governor Lamont has [signed HB 8002 into law](#), we want to provide you with a clear overview of the major components of the bill and how they reflect the priorities and concerns raised by municipal officials throughout this process.

Leading up to last week's action by the legislature, the Connecticut Conference of Municipalities (CCM) worked closely with CCM membership, the Council of Small Towns (COST), the Connecticut Council of Governments (CTCOG), Governor Lamont, and legislative leadership over many months to ensure that municipal voices were central to the bill's development. The version passed by the General Assembly represents meaningful progress on several critical fronts.

Be on the lookout for the announcement of a joint workshop on this new bill.





Connecticut Conference of Municipalities  
545 Long Wharf Drive, 8th Floor  
New Haven, CT 06511  
ccm-ct.org

You received this email as a member of the Connecticut Conference of Municipalities.

[Unsubscribe](#)

email sent to: lthomas@coventry-ct.gov



1712 Main Street  
Coventry, Connecticut 06238  
(860) 742-1606 Ext 6007 desk



## Town of Coventry

OFFICE OF THE FIRE CHIEF  
FIRE-EMS DEPARTMENT

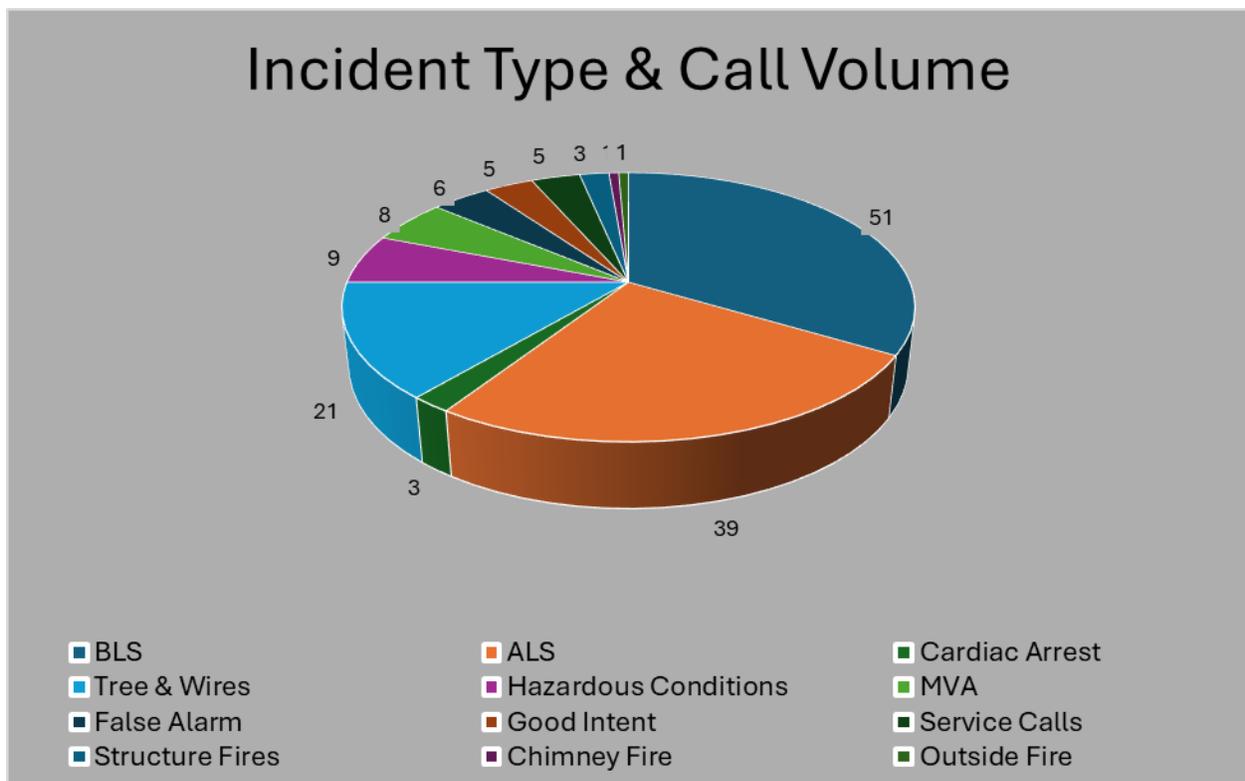
Bud Meyers, Fire Chief  
[bmeyers@coventry-ct.gov](mailto:bmeyers@coventry-ct.gov)

### LECC Report

January 08, 2026

**Calls:**

For the month of December, we responded to 152 calls consisting of: 51 BLS, 39 ALS and 3 Cardiac Arrest for a total of 93 Medical calls, 21 Tree & wires, 9 Hazardous conditions, 8 MVA, 6 False alarms, 5 Good intent, 5 Service calls, 3 Structure fires, 1 Chimney fire and 1 Outside fire.



**Apparatus:**

Happy to report December 18, Ambulance 518 went back in -service, we are without issues to date.

**Stations:**

Station 218 has a heat circulating pump issue that requires replacement.



1712 Main Street  
Coventry, Connecticut 06238  
(860) 742-1606 Ext 6007 desk



## *Town of Coventry*

OFFICE OF THE FIRE CHIEF  
FIRE-EMS DEPARTMENT

Bud Meyers, Fire Chief  
[bmeyers@coventry-ct.gov](mailto:bmeyers@coventry-ct.gov)

### **Equipment:**

Annual SCBA flow testing was completed, and no pack issues were found.

### **Administrative:**

We kicked off December with our annual toy drive in partnership with CPD, followed by Christmas in the Village and the Light Parade. We also assisted with Wreaths Across America and supported Santa's surprise visits throughout the community.

Respectfully submitted,

Bud Meyers,  
Chief  
Town of Coventry Fire & EMS Department



## **COVENTRY POLICE DEPARTMENT**

*Professional Policing – Community Commitment*

**Chief Eric Peterson**  
[epeterson@coventry-ct.gov](mailto:epeterson@coventry-ct.gov)

### **Police Activity for the month of December 2025**

Calls for service: We responded to a total of 558 calls. Each call is listed in the Incident Analysis sheet.

Some of the activities included:

- 6 domestic disturbance calls
- 24 suspicious activity complaints
- 36 motor vehicle accidents
- 10 animal complaints
- 3 larceny/fraud complaints
- 5 disturbances
- 17 check welfare
- We made an arrest where an individual drove his vehicle onto the golf course of Twin Hills. Ofc. Wesolowski was on routine patrol and came across the vehicle exiting the golf course. The vehicle fled. An investigation led to a confession and an arrest.
- We participated with the FD for the yearly Toy Drive
- We provided police presence for the annual Christmas in the Village.
- 

Officers also conducted 24 traffic stops and issued 12 infractions and 3 misdemeanor summonses. Officers also made 8 criminal arrests.



CALEA Internationally  
Accredited Law  
Enforcement Agency



# Coventry Police Department Incident Analysis

12/1/2025...12/31/2025

| Shift |     | Total      |
|-------|-----|------------|
| 1st   | 2nd | 3rd        |
| 116   | 282 | 159        |
|       |     | <b>558</b> |

| UCR  | Nature                           | 1st | 2nd | 3rd | Total |
|------|----------------------------------|-----|-----|-----|-------|
|      |                                  |     |     |     | 0     |
| 003  | Car Seat Installation            | 0   | 2   | 0   | 2     |
| 029  | Disabled Motor Vehicle           | 5   | 5   | 10  | 20    |
| 11D  | Fondling                         | 0   | 1   | 0   | 1     |
| 13C  | Intimidation                     | 0   | 1   | 1   | 2     |
| 23H  | Larceny All Other                | 0   | 3   | 0   | 3     |
| 2604 | Fireworks/Gunshots               | 0   | 1   | 1   | 2     |
| 2609 | Littering                        | 0   | 1   | 0   | 1     |
| 2619 | Building Check                   | 1   | 0   | 1   | 2     |
| 2620 | Patrol Check                     | 61  | 5   | 16  | 82    |
| 2621 | Speed Enforcement                | 0   | 0   | 3   | 3     |
| 2622 | Admin                            | 1   | 5   | 1   | 7     |
| 2623 | Visibility                       | 6   | 0   | 1   | 7     |
| 2627 | School Detail/Assist             | 0   | 4   | 0   | 4     |
| 2631 | Public Hazard                    | 5   | 21  | 5   | 31    |
| 26E  | Fraud Wire                       | 0   | 1   | 0   | 1     |
| 26F  | Identity Theft                   | 0   | 1   | 0   | 1     |
| 270  | Embezzlement                     | 0   | 1   | 0   | 1     |
| 2914 | Animal Complaint                 | 2   | 6   | 1   | 9     |
| 2915 | Domestic Bite-Person             | 0   | 1   | 0   | 1     |
| 3009 | Susp Person/Activity/MV          | 8   | 9   | 7   | 24    |
| 332  | Harassment/Harassing Phone Calls | 0   | 1   | 0   | 1     |
| 334  | Untimely Death                   | 1   | 2   | 1   | 4     |
| 343  | MV Accident (Injuries)           | 0   | 2   | 2   | 4     |
| 344  | MV Accident Evading              | 0   | 1   | 0   | 1     |
| 346  | MV Accident (No Injuries)        | 2   | 14  | 13  | 29    |
| 347  | MV Accident (Private Property)   | 0   | 1   | 1   | 2     |
| 351  | Alarm                            | 0   | 20  | 5   | 25    |
| 353  | Medical                          | 7   | 31  | 26  | 64    |
| 355  | MV Stop                          | 1   | 18  | 5   | 24    |
| 35A  | Drug/Narcotic Violation          | 0   | 1   | 0   | 1     |
| 375  | Routine Assistance               | 2   | 28  | 10  | 40    |
| 388  | Miscellaneous                    | 0   | 3   | 0   | 3     |
| 390  | Police Information               | 0   | 2   | 1   | 3     |
| 391  | CREST callout                    | 0   | 1   | 0   | 1     |
| 396  | Escort                           | 1   | 3   | 0   | 4     |
| 399  | Lost And Found                   | 0   | 2   | 0   | 2     |
| 400  | Family Matter - Non Arrest       | 2   | 3   | 1   | 6     |
| 401  | Repossessed Vehicle              | 0   | 1   | 2   | 3     |
| 4811 | Finger Printing                  | 0   | 11  | 1   | 12    |
| 4858 | Fire                             | 4   | 3   | 5   | 12    |



# Coventry Police Department Incident Analysis

12/1/2025...12/31/2025

|      |                                      |   |    |    |    |
|------|--------------------------------------|---|----|----|----|
| 4867 | Background Investigation             | 0 | 3  | 0  | 3  |
| 4873 | Assist Other Agency                  | 1 | 5  | 4  | 10 |
| 4874 | Test Ticket                          | 1 | 3  | 1  | 5  |
| 5000 | Search and Seizure Warrant Execution | 1 | 1  | 0  | 2  |
| 861  | Disturbance (Non-Domestic)           | 0 | 2  | 3  | 5  |
| 866  | Noise Complaint                      | 0 | 1  | 1  | 2  |
| 889  | Check Welfare                        | 1 | 10 | 6  | 17 |
| 890  | MV Erratic Operation                 | 0 | 3  | 2  | 5  |
| 891  | MV Lock Out                          | 0 | 2  | 0  | 2  |
| 90D  | DWI                                  | 1 | 1  | 1  | 3  |
| 90Z  | All Other Offenses                   | 0 | 1  | 4  | 5  |
| 911  | 911 Hang Up Call                     | 0 | 1  | 1  | 2  |
| Sup  | Supplemental                         | 2 | 33 | 16 | 52 |

**Laura Stone**

---

**Subject:** FW: Senator Murphy 2025 End of Year Report

---

**From:** Lisa Thomas <[lthomas@coventry-ct.gov](mailto:lthomas@coventry-ct.gov)>  
**Sent:** Wednesday, January 7, 2026 8:00 AM  
**To:** Laura Stone <[lstone@coventry-ct.gov](mailto:lstone@coventry-ct.gov)>  
**Subject:** Senator Murphy 2025 End of Year Report

Please attach as correspondence to the Jan 20th Town Council agenda.

Lisa Thomas  
Chairwoman, Coventry Town Council  
Member, CT State Comptroller's Healthcare Cabinet  
Member, CT Education Mandates Review Advisory Council  
Member, CT Grown4 CT kids Advisory Council  
860.930.7303  
**PLEASE NOTE:** my new email is [LThomas@coventry-ct.gov](mailto:LThomas@coventry-ct.gov)

---

**From:** McBride, Erin (Murphy) <[Erin\\_McBride@murphy.senate.gov](mailto:Erin_McBride@murphy.senate.gov)>  
**Sent:** Tuesday, January 6, 2026 4:58 PM  
**Subject:** (EXTERNAL MESSAGE)Senator Murphy 2025 End of Year Report

**CAUTION!** This email originated from outside of the Coventry Public Schools email system. Do not click links or open attachments unless you recognize the sender and know the content is safe to open.

Good afternoon,

Wishing you a happy New Year! Senator Murphy continues to speak out on the [Trump administration's military action in Venezuela](#) and emphasized that Americans do not support another foreign intervention.

As we begin 2026, our office is excited to share U.S. Senator Murphy's 2025 [End of Year Report](#) with you. This report highlights the measures Senator Murphy took to hold the Trump administration accountable and deliver for Connecticut families.

In 2025, Senator Murphy and his office:

- Introduced or co-sponsored 270 pieces of legislation and amendments, including 91 bills, resolutions, or amendments as the lead sponsor;
- Completed his ninth Walk Across Connecticut: four days, 67 miles, 11 towns, and hundreds of conversations with Connecticut residents along the way;
- Engaged with over 436,800 calls, emails, and letters;
- Returned more than \$7 million to constituents, including owed Social Security payments, veterans' benefits, tax refunds, and other savings from federal agencies;
- Helped over 3,233 constituents work through federal issues and get their owed benefits

Click [here](#) to download Senator Murphy's 2025 End of Year Report.

Best,

Erin

**Erin E. McBride** – *she/her/hers*  
**Senior Outreach Assistant**  
Office of U.S. Senator Chris Murphy  
120 Huyshope Avenue, Suite 401  
Hartford, CT 06106  
Phone: [\(860\) 549-8463](tel:(860)549-8463)

