

**AGENDA**  
**Town Council Steering Committee Meeting**  
**March 23, 2026**  
**6:00 PM**  
**Town Hall Annex**

1. Call To Order, Roll Call

2. Acceptance Of Minutes, March 2, 2026: (E)

Documents:

[UNOFFICIAL 3.2.26 STEERING COMMITTEE MINUTES.PDF](#)

3. Reports:

3.A. Chairperson

3.B. Committee Members:

3.C. Monthly Board And Commission Reports: (E)

Documents:

[VACANCY REPORT 3-19-2026.PDF](#)  
[EXPIRATION REPORT 3-19-2026.PDF](#)  
[BOARD MEMBER REPORT 3-19-2026.PDF](#)

4. Resignations/Not Wishing To Be Reappointed:

4.A. Zoning Board Of Appeals: Zenko (E)

Documents:

[RESIGNATION ZENKO.PDF](#)

5. Appointments:

5.A. Energy Conservation/Alternative Energy Committee: Reilly (E)

Documents:

[STATEMENT OF INTEREST REILLY.PDF](#)

5.B. Human Services Advisory Board: (E) (Not Ready For Action)

- Bennett
- Cooper

Documents:

[STATEMENT OF INTEREST BENNETT.PDF](#)  
[STATEMENT OF INTEREST COOPER.PDF](#)

5.C. Inland Wetlands Agency: Goldsnider (E)

Documents:

[STATEMENT OF INTEREST GOLDSNIDER.PDF](#)

5.D. Pension & Retirement Committee: Maher (E)

Documents:

[STATEMENT OF INTEREST MAHER.PDF](#)

6. Review Of Road Turnovers Policy (E)

Documents:

[ROAD ACCEPTANCE STANDARDS AND POLICY ADOPTED 5-2-2016.PDF](#)

7. Consideration/Possible Action: Establishment Of School Building Committee To Evaluate Current And Future Facility Needs For Coventry Public Schools

Documents:

[TOWN COUNCIL LETTER TO FORM SBC 01-2026.PDF](#)  
[CURRENT SCHOOL BUILDING AND ENERGY EFFICIENCY BUILDING COMMITTEE CHARGE.PDF](#)  
[NEW SCHOOL BUILDING COMMITTEE DRAFT CHARGE.PDF](#)

8. Discussion: Ordinance For Fire Prevention And Protection Cost Recovery (E)

Documents:

[DRAFT ERCR ORDINANCE.PDF](#)

9. Consideration/Possible Action: Discharge Of The Human Services Advisory Committee

Documents:

[HUMAN SERVICES ADVISORY COMMITTEE BY-LAWS REVISED 2021.PDF](#)  
[HSAC BACKGROUND FROM 2021.PDF](#)  
[TOWN COUNCIL MINUTES FEBRUARY 16 2021.PDF](#)

10. Consideration/Possible Action: Discharge Of The Softball Field Study Committee (E)

Documents:

[CHARGE TO SOFTBALL FIELD STUDY COMMITTEE.PDF](#)  
[TOWN COUNCIL MINUTES 9-4-2018.PDF](#)

11. Attendance Policy Compliance Review For Boards, Committees, And Commissions (E)  
(Not Ready For Action)

Documents:

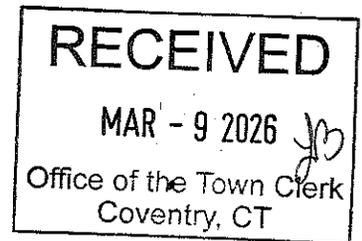
[RESOLUTION 2025-01 ATTENDANCE POLICY.PDF](#)

12. Consideration/Possible Action: Expanded Veterans Residential Property Tax Exemptions  
(Not Ready For Action) (E)

13. Adjournment



**UNOFFICIAL MINUTES**  
**Town Council Steering Committee Special Meeting**  
**March 2, 2026 6:00 PM**  
**Town Hall Annex**



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

The meeting was called to order by Chair Jonathan Hand at 6:00 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, January 27, 2026:**

Kyer moved to accept the minutes of January 27, 2026, Hand seconds.

Discussion/Changes:

- Pg. 6, Agenda Item 6, 3<sup>rd</sup> to last paragraph, 2<sup>nd</sup> sentence, change "Han" to "Hand".

Vote: Unanimously in favor.

**3. Reports:**

**3.A. Chairperson:** None

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

**3.C. Monthly Board and Commission Reports:**

**Vacancy Report:**

Kyer asked Drumm if he was aware of any vacancies that need to be addressed more than others. Drumm explained that all Boards and Commissions have been able to make quorum. He noted that the Pension and Retirement Committee has been able to make quorum with the addition of members but could still use more.

**4. Resignations/Not Wishing to be Reappointed:**

**4.A. Ad-hoc protected spaces stewardship committee: Beausoleil:**

Hand thanked Beausoleil for his long and dedicated service. He added that he is aware Beausoleil has expressed interest in continuing to volunteer with trail maintenance.

**4.B. Veterans Memorial and Events Commission: Brand:**

Hand thanked Brand for his long service on this Commission.

**5. Appointments:**

**5.A. Energy Conservation/Alternative Energy Committee: Castillo:**

**Motion:** I move to recommend to the full Town Council to appoint Julie Castillo to the Energy Conservation/Alternative Energy Committee for a term to expire 3/1/2029.

By: Kyer

Second: Wheaton



**Motion:** I move to recommend to the full Town Council to appoint Simon Hecht as an alternate member to the Parks & Recreation Commission.

By: Kyer

Second: Wheaton

Discussion: Wheaton asked if party affiliations were checked. It was confirmed that this appointment recommendation was OK based on other party affiliations on the Commission.

Thomas spoke on Hecht's involvement and experience, and explained he is involved with Coventry Little League and expressed interest in being more involved with the community and park planning. She encouraged him to submit a statement of interest when there was an opening.

Thomas explained that she wants to have something for all the other people who put in their names (Orcutt, Garcia, and Drumm) for the Parks and Rec Commission vacancy. She spoke on the qualifications and experience of the other candidates and felt they could put their skills in other commissions like the Conservation Commission, as they need more members, or any others that have vacancies should they still wish to serve the community.

Hand added that Hecht has a good overlap of parks and rec service in the community already, bringing relative experience to the table making him a good fit.

Vote: Unanimously in favor.

**5.D. Veterans Memorial and Events Commission - Zetterstrom:**

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

By: Kyer

Second: Wheaton

Discussion: Hand commented that Zetterstrom is the Post Commander for the American Legion.

Vote: Unanimously in favor.

**6. Consideration/possible action: Establishment of School Building Committee to evaluate current and future facility needs for Coventry Public Schools:**

Drumm reminded that at the last meeting it was requested for the staff to put together a draft charge for this committee should it be established. He explained that it is attached to the agenda for review along with the charge for the current School Building Committee.

Hand read an excerpt from a letter sent from Dr. Petrone about the BOE's request:

**"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."**

**Motion:** I move to consider, with the possibility of taking action, the establishment of a School Building Committee to evaluate current and future facility needs for Coventry Public Schools.

By: Kyer

Second: Wheaton

Discussion: Hand reviewed the charge to the School Energy and Building Efficiency Building Committee, which was charged back in 2014, and noted that their charge covers a lot of areas.

Kyer asked Drumm and Taylor to explain any overlap of the 2 charges, and what areas in the existing School Building Charge would not apply to the charge of the new committee. Drumm explained that the project management aspect would remain the same, if a project happens to be one of the results, as well as the structure of the charge/committee. He added that the committee was scaled back to 7 members, which is still large, and noted that even with a board of 7 members having 3 BOE members serve may be too many.

Taylor explained that he kept the structure similar, as the committees would be doing similar evaluation work and project oversight. Taylor continued that he reviewed the charges of other School Building Committees from other towns, and their structure was similar. He added that the School Energy and Building Efficiency Building Committee was charged with energy related in their charge as there were grant opportunities for energy related projects.

Notable changes are:

- Increase board size to 7 members, to include those with building, engineering, construction experience, and stakeholders.
- Inclusion of CT General Statutes language that was not in place at the establishment of the School Energy and Building Efficiency Building Committee.
- Inclusion of language that requires all contracts to be brought before the Town Council in all phases of the evaluation and project.

Kyer stressed that options be evaluated, and the research be presented to the Town Council as to what each option would look like and their recommendation, which is not stated in the current charge. Wheaton agreed and asked that more Town Council involvement be outlined in the charge as it is not indicated until section 10 of the charge. He requested that meetings with the Town Council be more than quarterly and requirements of Town Council involvement be added after section 4. Drumm added that Board of Education involvement needs to be added as well, to get their input before moving forward. Thomas agreed with consistent communication, and suggested item 10 be moved up in the charge. She reminded that the committee would be required to have a representative of the Town Council as a member, and they can be requested to come to a Town Council meeting to provide updates. It was stressed that the Town Council should be given more routine updates, prior to there being a contract.

Hand suggested that Taylor add language that states the Town Council be presented with options, and reasoning on why a specific reason is recommended.

Hand recognized the BOE Chair, Jen Beausoleil, who was in the audience. Kyer was curious about the reasoning for why 3 Board of Ed members were requested to be on the committee. Beausoleil commented that the CHS addition project that was done in the 1990s is more comparable to what the new School Building Committee would be doing, rather than the current School Energy and Building Efficiency Building Committee.

Beausoleil also suggested having someone who can talk to the Steering Committee about the state statutes related to a building committee's responsibilities, since it has been a while since this type of committee was established. She continued that it is her understanding that when a building committee is established that there is a primary focus to solve a problem or need and then presents a recommendation for funding. She explained that it is not typical that the group would do research and then present options to the municipality to determine what should be funded. She further explained that the DAS, State Department of Ed, and other municipalities who have done this recently may have more insight into this process.

Beausoleil explained that when a Board of Ed asks for a building committee, there are options available, one of which being the Board of Ed is asked to be the building committee as a whole. Beausoleil noted that Coventry has done this in the past. However, since the scope of work for the Pre K –5 focus was large, the BOE felt they did not have the capacity to take this on and is the reasoning behind requesting 3 BOE members having seats on the new board. Ultimately, the number of BOE members to serve on the committee is up to the Town Council.

Beausoleil also shared that the Pre K-5 focus is based on evaluations of the current facilities and their needs, as well as upcoming mandates that would be costly for these outdated facilities. Thomas asked if there was something Beausoleil suggests for the charge as it relates to Pre K-5 or just reminding where the BOE needs to go. Beausoleil explained that the HVAC project and its requirements made it the focus, especially as there is a timeline. She continued that the BOE expects CHS to pass but believes CGS and GHR will fail the HVAC inspections. With the cost to replace the HVAC, the Town Council should look into getting the best reimbursement from the state and evaluating options. She explained that if a municipality has a school building project planned, then the HVAC testing can be delayed.

Beausoleil was thanked for the information she shared. The Steering Committee had consensus to continue this item until a future meeting,

#### **7. Discussion: Ordinance for Fire Prevention and Protection Cost Recovery:**

Fire Chief Bud Meyers and Captain Milan were in attendance to share information with the Steering Committee.

Meyers explained that Fire Departments began charging for their services, back in the 1970's, with the belief that cost recovery was paid through taxes. Courts determined that taxes paid for preparation, not recovery, and there is legislation that allows municipalities to seek cost recovery from the insurance companies. Meyers noted that there are several towns around Coventry who have an ordinance to do this. However, it has been a slow process to follow the legislation, with interest spiking in 2005 and 2021.

Meyers explained that what is happening for fire related incidents is the same thing that insurance companies do for EMS services, where the insurance companies are claiming funds from taxpayers to insure them in not paying out on ambulance fees. This way, ambulance companies and commercials were receiving the fees, but fire-based departments were not. This resulted in the taxpayers getting hit twice.

Meyers continued that with budgets getting harder and tighter, something he can do is attempt to bring in more revenue. Meyers also explained that adopting an ordinance for cost recovery would allow the Town Council to determine the things the department would or would not charge for. He stated that the fees aren't set in the ordinance and that he can continue to work with the Town Manager on things the department would bring to the Town Council.

Wheaton commented that it was his understanding that the fees for services would be assessed to the insurance companies, not the individual. This was confirmed as correct. However, Wheaton felt the language in the ordinance conflicts that intent. He suggested removing the use of the term “responsible party”. Chief Meyers explained that the department has to initiate payment and has no control over whether the insurance company shifts the bill to the individual. He explained that it is “soft billing” and if that happens to be the case, the ordinance does not require that the department go after the funds from the individual. He explained that this is the same way the EMS department operates billing. Drumm emphasized that if a citizen is liable for payment, then the insurance company is required to pay under their policy.

Wheaton also suggested adding an item to Section D of the draft ordinance, for ‘Special Events’, as the section lists all the variations that may trigger a billing response.

The Steering Committee had consensus to continue Agenda Item 7, and the rest of the agenda to a future meeting.

**8. Consideration/Possible Action: Discharge of the Human Services Advisory Committee:**

Continued to a future meeting.

**9. Consideration/Possible Action: Discharge of the Softball Field Study Committee:**

Continued to a future meeting.

**10. Consideration/possible action: Expanded Veterans Residential Property Tax Exemptions (Not ready for action):**

Continued to a future meeting.

**11. Adjournment:**

Kyer moves to adjourn at 6:55 PM, Wheaton seconds. The meeting was adjourned by unanimous vote at 6:55 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.**

# Vacancy Report (Saved as: Vacancy Report February 2026)

Board Name	Number of Seats	Position	Appointed By	Status	Calculated Start Date	Calculated End Date	Actual End Date	Previous Position Holder First Name	Previous Position Holder Last Name	Previous Position Holder Political Party
Ad-Hoc Coventry Lake Advisory and Monitoring Committee	7	Seat 4	Town Council	Vacant	5/8/2024	5/7/2027	7/29/2024	Carly	Levine	Democrat
Ad-Hoc Farmers' Market Operating Committee	7	Chairperson	Town Council	Expired	12/7/2025	12/6/2027		Janine	Coughlin	Unaffiliated
Ad-Hoc Farmers' Market Operating Committee	7	Ct Landmarks Rep. Non-Voting Member	Town Council	Expired	12/28/2024	12/27/2027		Anne Marie	Charland	
Ad-Hoc Town Protected Spaces Stewardship	5	Vice Chairperson	Town Council	Vacant	6/1/2024	5/31/2027	2/2/2026	Vernon	Beausoleil	Unaffiliated
Cable Television Advisory Committee	3	Seat 1	Town Council	Vacant	11/6/2024	11/5/2026				
Cable Television Advisory Committee	3	Seat 2	Town Council	Vacant	3/2/2026	3/1/2028				
Cable Television Advisory Committee	3	Seat 3	Town Council	Vacant	3/2/2026	3/1/2028				
Capitol Region Council of Governments (CRCOG)	2	Alternate	Town Council	Expired	1/1/2026	12/31/2026		Carol	Polsky	Democrat
Conservation Commission	7	Seat 7	Town Council	Vacant	1/2/2024	1/1/2028	6/5/2025	Valerie	Peters	Republican
CoventryVision	5	Seat 1	Town Council	Vacant	5/4/2025	5/3/2028	8/8/2022	Gregory	Butler	Republican
CoventryVision	5	Seat 2	Town Council	Expired	5/4/2025	5/3/2028		Laura	Stone	Democrat
CoventryVision	5	Seat 4	Town Council	Vacant	5/4/2024	5/3/2027	12/5/2024	Konrad	Mroczek	Unaffiliated
CoventryVision	5	Seat 5	Town Council	Vacant	5/4/2025	5/3/2028	1/27/2020	Sondra	Stave	Democrat

<b>Board Name</b>	<b>Number of Seats</b>	<b>Position</b>	<b>Appointed By</b>	<b>Status</b>	<b>Calculated Start Date</b>	<b>Calculated End Date</b>	<b>Actual End Date</b>	<b>Previous Position Holder First Name</b>	<b>Previous Position Holder Last Name</b>	<b>Previous Position Holder Political Party</b>
CT Water Co Advisory Council	1	Seat 1	Town Council	Vacant	3/19/2026	Life Term	10/7/2025	Albert	Landry, Jr	Unaffiliated
Eastern Regional Tourism District	1	Member	Town Council	Vacant	12/2/2025	12/1/2028	9/16/2024	Cathy	Mitchell	Democrat
Economic Development Commission	9	Seat 1	Town Council	Vacant	2/2/2025	2/1/2030	2/1/2025	Carolyn	Gerrity	Republican
Energy Conservation/Alternative Energy Advisory Comm. Alt	1	Seat 1	Town Council	Vacant	3/2/2024	3/1/2027	1/12/2023	William	Glenney	Democrat
Energy Conservation/Alternative Energy Advisory Committee	5	Chairperson	Town Council	Expired	3/2/2026	3/1/2029		Jennifer	Reilly	Democrat
Energy Conservation/Alternative Energy Advisory Committee	5	Seat 3	Town Council	Vacant	3/2/2024	3/1/2027	3/1/2024	Cameron	Croutch	Democrat
Hud Housing Rehab/Fair Housing Commission	6	Seat 1	Town Council	Vacant	1/1/2026	12/31/2027	2/17/2023	Albert	Bradley	Democrat
Hud Housing Rehab/Fair Housing Commission	6	Seat 2	Town Council	Expired	12/31/2025	12/30/2027		Dorothy	Grady	Democrat
Hud Housing Rehab/Fair Housing Commission	6	Seat 3	Town Council	Vacant	1/1/2026	12/31/2027	3/19/2025	Marjorie	Roach	Democrat
Hud Housing Rehab/Fair Housing Commission	6	Seat 4	Town Council	Vacant	1/1/2025	12/31/2026	4/9/2018	Sarah	Szczebak	Unaffiliated
Hud Housing Rehab/Fair Housing Commission	6	Seat 5	Town Council	Vacant	1/1/2026	12/31/2027	12/31/2019	Patricia	Laramee	Unaffiliated
Human Rights Commission	6	Seat 2	Town Council	Expired	1/2/2026	1/1/2028		Mike	Shor	Unaffiliated
Human Rights Commission	6	Seat 3	Town Council	Vacant	1/4/2025	1/3/2027	3/27/2025	Carol	Kent	Republican
Inland Wetlands Agency Alternate	2	Seat 1	Town Council	Vacant	9/16/2025	9/15/2028	9/15/2025	David	Epstein	Democrat

Board Name	Number of Seats	Position	Appointed By	Status	Calculated Start Date	Calculated End Date	Actual End Date	Previous Position Holder First Name	Previous Position Holder Last Name	Previous Position Holder Political Party
Pension and Retirement	5	Seat 3	Town Council	Vacant	1/2/2026	1/1/2029	12/31/2025	Benedict	Emanuele	Republican
Pension and Retirement	5	Seat 4	Town Council	Expired	1/2/2026	1/1/2029		David	Powers	Republican
Planning and Zoning Alternate	3	Seat 2	Town Council	Vacant	11/2/2025	11/1/2028	11/1/2025	Steven	Reviczky	Democrat
School Energy and Building Efficiency Building Committee Alt	1	Seat 1	Town Council	Vacant	3/19/2026	Life Term	8/24/2022	Julie	Castillo	Unaffiliated
VNA East	2	Seat 1	Town Council	Vacant	3/19/2026	Life Term	3/19/2025	Marjorie	Roach	Democrat
Water Pollution Control Authority	5	Seat 5	Town Council	Vacant	11/8/2024	11/7/2026	9/21/2022	Susan	Jamaitus	Unaffiliated

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## Expiration Report (Saved as: Expiration Report February 2026)

Expiring between 3/19/2026 and 6/2/2026.

Board Name	Is Active	Position	Appointed By	First Name	Last Name	Political Party	Calculated End Date	Actual Start Date	Days Until Exp
Building Code Board of Appeals	Yes	Seat 5	Town Council	Timothy	Ackert	Republican	6/1/2026	2/3/2025	74

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# Board Member Report (Saved as: Board and Commissions Council Appointed)

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
Ad-Hoc Coventry Lake Advisory and Monitoring Committee	Committee	Yes	7	Est by Conser Comm. 5-7 members 3yr term from appt	Seat 1	Town Council	Yes	Scott	Gallo	Democrat	8/1/2026	Member	4	8/2/2023
Ad-Hoc Coventry Lake Advisory and Monitoring Committee	Committee	Yes	7	Est by Conser Comm. 5-7 members 3yr term from appt	Seat 2	Town Council	Yes	Amanda	L'Etoile	Unaffiliated	12/5/2026	Member	2	12/6/2023
Ad-Hoc Coventry Lake Advisory and Monitoring Committee	Committee	Yes	7	Est by Conser Comm. 5-7 members 3yr term from appt	Seat 3	Town Council	Yes	Deborah	Zeppa	Democrat	8/1/2026	Chairperson	5	8/2/2023
Ad-Hoc Coventry Lake Advisory and Monitoring Committee	Committee	Yes	7	Est by Conser Comm. 5-7 members 3yr term from appt	Seat 5	Town Council	Yes	Richard	Pearson	Democrat	5/7/2027	Member	2	5/8/2024
Ad-Hoc Coventry Lake Advisory and Monitoring Committee	Committee	Yes	7	Est by Conser Comm. 5-7 members 3yr term from appt	Seat 6	Town Council	Yes	Ken	Staten	Republican	8/1/2026	Member	1	8/2/2023
Ad-Hoc Coventry Lake Advisory and Monitoring Committee	Committee	Yes	7	Est by Conser Comm. 5-7 members 3yr term from appt	Seat 7	Town Council	Yes	Charles	Brown	Democrat	5/4/2027	Member	4	5/5/2024
Ad-Hoc Farmers' Market Operating Committee	Committee	Yes	7	7 members, 3 yr term (staggered). 1 vendor/1 Landmarks Rep	Vice Chairperson	Town Council	Yes	Barbara	Barry	Republican	12/6/2027	Member	4	12/7/2024
Ad-Hoc Farmers' Market Operating Committee	Committee	Yes	7	7 members, 3 yr term (staggered). 1 vendor/1 Landmarks Rep	Secretary	Town Council	Yes	Cathy	Mitchell	Democrat	11/1/2027	Member	2	11/2/2024
Ad-Hoc Farmers' Market Operating Committee	Committee	Yes	7	7 members, 3 yr term (staggered). 1 vendor/1 Landmarks Rep	Chairperson	Town Council	Yes	Janine	Coughlin	Unaffiliated	12/6/2025	Member	4	12/7/2023
Ad-Hoc Farmers' Market Operating Committee	Committee	Yes	7	7 members, 3 yr term (staggered). 1 vendor/1 Landmarks Rep	Seat 4	Town Council	Yes	Donna	Titus	Unaffiliated	12/27/2027	Member	2	12/28/2024

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
Ad-Hoc Farmers' Market Operating Committee	Committee	Yes	7	7 members, 3 yr term (staggered). 1 vendor/1 Landmarks Rep	Vendor Rep. Non-Voting Member	Town Council	Yes	William	Bailey	Republican	12/27/2027	Member	1	12/28/2024
Ad-Hoc Farmers' Market Operating Committee	Committee	Yes	7	7 members, 3 yr term (staggered). 1 vendor/1 Landmarks Rep	Ct Landmarks Rep. Non-Voting Member	Town Council	Yes	Anne Marie	Charland		12/27/2024	Representative	3	1/4/2022
Ad-Hoc Farmers' Market Operating Committee	Committee	Yes	7	7 members, 3 yr term (staggered). 1 vendor/1 Landmarks Rep	Finance Director Non-Voting Member	Town Council	Yes	Cheryl	Trahan		Life Term	Finance Director	1	4/15/2025
Ad-Hoc Senior & Affordable Housing Alternatives Study Committee	Committee	Yes	7	Committee will have 7 members with a life term. 5 members constitute a quorum. Adopted by Town Council 11/7/2022.	Seat 1	Town Council	Yes	Richard	Brand	Unaffiliated	Life Term	Member	1	1/3/2023
Ad-Hoc Senior & Affordable Housing Alternatives Study Committee	Committee	Yes	7	Committee will have 7 members with a life term. 5 members constitute a quorum. Adopted by Town Council 11/7/2022.	Seat 2	Town Council	Yes	Richard	Martin	Democrat	Life Term	Member	1	12/5/2022
Ad-Hoc Senior & Affordable Housing Alternatives Study Committee	Committee	Yes	7	Committee will have 7 members with a life term. 5 members constitute a quorum. Adopted by Town Council 11/7/2022.	Seat 3	Town Council	Yes	Christine	Pattee	Democrat	Life Term	Member	1	12/5/2022
Ad-Hoc Senior & Affordable Housing Alternatives Study Committee	Committee	Yes	7	Committee will have 7 members with a life term. 5 members constitute a quorum. Adopted by Town Council 11/7/2022.	Seat 4	Town Council	Yes	Robin	Newton	Republican	Life Term	Member	1	1/2/2024
Ad-Hoc Senior & Affordable Housing Alternatives Study Committee	Committee	Yes	7	Committee will have 7 members with a life term. 5 members constitute a	Seat 5	Town Council	Yes	Jennifer	Petro	Democrat	Life Term	Member	1	12/5/2022

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
				quorum. Adopted by Town Council 11/7/2022.										
Ad-Hoc Senior & Affordable Housing Alternatives Study Committee	Committee	Yes	7	Committee will have 7 members with a life term. 5 members constitute a quorum. Adopted by Town Council 11/7/2022.	Seat 6	Town Council	Yes	Carol	Polsky	Democrat	Life Term	Member	1	11/4/2025
Ad-Hoc Senior & Affordable Housing Alternatives Study Committee	Committee	Yes	7	Committee will have 7 members with a life term. 5 members constitute a quorum. Adopted by Town Council 11/7/2022.	Seat 7	Town Council	Yes	Richard	Gold	Unaffiliated	Life Term	Member	1	2/6/2023
Ad-Hoc Town Protected Spaces Stewardship	Sub-Committee	Yes	5	5 Mem initially 3yr/2yr then 3 yr terms	Chairperson	Town Council	Yes	Eric	Thomas	Democrat	5/31/2027	Member	4	6/1/2024
Ad-Hoc Town Protected Spaces Stewardship	Sub-Committee	Yes	5	5 Mem initially 3yr/2yr then 3 yr terms	Seat 4	Town Council	Yes	Nannette	Kyer	Democrat	5/31/2027	Member	2	6/1/2024
Ad-Hoc Town Protected Spaces Stewardship	Sub-Committee	Yes	5	5 Mem initially 3yr/2yr then 3 yr terms	Member	Town Council	Yes	Jeff	Cappadora	Democrat	5/31/2027	Member	1	10/1/2024
Ad-Hoc Town Protected Spaces Stewardship	Sub-Committee	Yes	5	5 Mem initially 3yr/2yr then 3 yr terms	Seat 5	Town Council	Yes	Keith	Miller	Unaffiliated	5/31/2027	Member	1	8/5/2025
America 250	Committee	Yes	8		Municipal Historian	Town Council	Yes	John	Holmy	Democrat	Life Term	Chairperson	1	1/23/2025
America 250	Committee	Yes	8		Town Council Rep	Town Council	Yes	Victoria (Torrie)	Phillips		Life Term	Board of Ed Rep	1	1/23/2025
America 250	Committee	Yes	8		Coventry Historical Society Rep	Town Council	Yes	Jim	Murphy	Democrat	Life Term	Member	1	2/3/2025
America 250	Committee	Yes	8		Coventry Public Schools Rep	Town Council	Yes	Emily	Kennedy	Democrat	Life Term	Board of Ed Rep	1	2/10/2025
America 250	Committee	Yes	8		Booth & Dimock Library Rep	Town Council	Yes	Jacob	Orcutt	Democrat	Life Term	Member	1	2/3/2025

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
America 250	Committee	Yes	8		Member	Town Council	Yes	Ruth	O'Neil	Democrat	Life Term	Member	1	2/3/2025
America 250	Committee	Yes	8		Member	Town Council	Yes	Mary Ann	Hansen	Democrat	Life Term	Member	1	2/3/2025
America 250	Committee	Yes	8		Ct Landmarks Rep. Non-Voting Member	Town Council	Yes	Anne Marie	Charland		Life Term	Member	1	2/3/2025
Auditor	Department	Yes	1		Vendor Representative	Town Council	Yes	CliftonLarsonAllen LLP	(CLP)		Life Term	Auditor	1	5/3/2022
Building Code Board of Appeals	Board	Yes	5	Staggered 1 per year. 3 REP 2 DEM 5 Year Term	Seat 1	Town Council	Yes	Brian	Canny	Democrat	6/1/2027	Vice Chair	3	7/6/2022
Building Code Board of Appeals	Board	Yes	5	Staggered 1 per year. 3 REP 2 DEM 5 Year Term	Seat 2	Town Council	Yes	John	Willnauer	Democrat	6/1/2029	Member	3	6/2/2024
Building Code Board of Appeals	Board	Yes	5	Staggered 1 per year. 3 REP 2 DEM 5 Year Term	Seat 3	Town Council	Yes	Benjamin	Funk	Democrat	6/1/2028	Member	2	6/2/2023
Building Code Board of Appeals	Board	Yes	5	Staggered 1 per year. 3 REP 2 DEM 5 Year Term	Seat 4	Town Council	Yes	Richard	Mannarino	Republican	6/1/2030	Member	2	6/2/2025
Building Code Board of Appeals	Board	Yes	5	Staggered 1 per year. 3 REP 2 DEM 5 Year Term	Seat 5	Town Council	Yes	Timothy	Ackert	Republican	6/1/2026	Member	1	2/3/2025
Capitol Region Council of Governments (CRCOG)	Commission	Yes	2	Date of appointment through December 31st. Planning & Zoning Commission recommends and the Town Council appoints a representative and alternate to the CRCOG commission.	Member	Town Council	Yes	Eric	Thomas	Democrat	12/31/2026	Member	3	1/1/2026
Capitol Region Council of Governments (CRCOG)	Commission	Yes	2	Date of appointment through December 31st. Planning & Zoning Commission recommends and the Town Council appoints a	Alternate	Town Council	Yes	Carol	Polsky	Democrat	12/31/2025	Alternate	2	1/1/2025

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
				representative and alternate to the CRCOG commission.										
Cemetery Commission	Commission	Yes	6	Ord#131(Town owned/maintained) 5 mem 3 yr terms 3/2 staggered 3 Dem 2 Un	Seat 1	Town Council	Yes	Mark	Messier	Democrat	10/17/2027	Member	3	10/18/2024
Cemetery Commission	Commission	Yes	6	Ord#131(Town owned/maintained) 5 mem 3 yr terms 3/2 staggered 3 Dem 2 Un	Seat 2	Town Council	Yes	Michael	Mangiafico	Republican	10/17/2026	Member	1	6/6/2024
Cemetery Commission	Commission	Yes	6	Ord#131(Town owned/maintained) 5 mem 3 yr terms 3/2 staggered 3 Dem 2 Un	Seat 3	Town Council	Yes	Anne	Vieten	Democrat	10/17/2028	Member	5	10/18/2025
Cemetery Commission	Commission	Yes	6	Ord#131(Town owned/maintained) 5 mem 3 yr terms 3/2 staggered 3 Dem 2 Un	Seat 4	Town Council	Yes	John	Marvin	Republican	10/17/2028	Member	4	11/4/2025
Cemetery Commission	Commission	Yes	6	Ord#131(Town owned/maintained) 5 mem 3 yr terms 3/2 staggered 3 Dem 2 Un	Member - Chairperson	Town Council	Yes	Kevin	Arpin	Republican	10/17/2028	Member	4	10/18/2025
Charter Revision Commission	Board	Yes	7		Member	Town Council	Yes	Timothy	Liptrap	Unaffiliated	Life Term	Member	1	9/3/2025
Charter Revision Commission	Board	Yes	7		Member	Town Council	Yes	Jennifer	Beausoleil	Democrat	Life Term	Member	1	9/3/2025
Charter Revision Commission	Board	Yes	7		Member	Town Council	Yes	John	Elsesser	Unaffiliated	Life Term	Member	1	9/3/2025
Charter Revision Commission	Board	Yes	7		Member	Town Council	Yes	Monica	Gallegos Ramirez	Republican	Life Term	Member	1	9/3/2025
Charter Revision Commission	Board	Yes	7		Member	Town Council	Yes	Justin	Murphy	Democrat	Life Term	Member	1	9/3/2025
Charter Revision Commission	Board	Yes	7		Chair	Town Council	Yes	Michael	Petro	Unaffiliated	Life Term	Member	1	9/3/2025
Charter Revision Commission	Board	Yes	7		Member	Town Council	Yes	Cheryl Ann	Resha	Democrat	Life Term	Member	1	9/3/2025

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
Conservation Commission	Commission	Yes	7	7 mem 4yr term. term exp 1/1 staggered 4 Dem 2 Un	Seat 1	Town Council	Yes	Brian J.	Coss	Unaffiliated	1/1/2030	Member	3	1/2/2026
Conservation Commission	Commission	Yes	7	7 mem 4yr term. term exp 1/1 staggered 4 Dem 2 Un	Seat 2	Town Council	Yes	Brian	Coss	Democrat	1/1/2030	Member	4	1/2/2026
Conservation Commission	Commission	Yes	7	7 mem 4yr term. term exp 1/1 staggered 4 Dem 2 Un	Seat 3	Town Council	Yes	Arthur	Hall, Jr	Democrat	1/1/2027	Member	4	1/2/2023
Conservation Commission	Commission	Yes	7	7 mem 4yr term. term exp 1/1 staggered 4 Dem 2 Un	Seat 4	Town Council	Yes	Brandon	Shaw	Unaffiliated	1/1/2028	Member	1	5/7/2024
Conservation Commission	Commission	Yes	7	7 mem 4yr term. term exp 1/1 staggered 4 Dem 2 Un	Seat 5	Town Council	Yes	Paul	Manzone	Democrat	1/1/2029	Member	5	1/2/2025
Conservation Commission	Commission	Yes	7	7 mem 4yr term. term exp 1/1 staggered 4 Dem 2 Un	Seat 6	Town Council	Yes	Vincent	Messino	Unaffiliated	1/1/2029	Member	4	1/2/2025
Coventry Softball Field Study Committee	Committee	Yes	6		Chairperson	Town Council	Yes	Jennifer	Rodgers	Republican	Life Term	Parks & Rec Representative	1	10/1/2018
Coventry Softball Field Study Committee	Committee	Yes	6		Member	Town Council	Yes	Michael	Blouin	Unaffiliated	Life Term	Coventry Softball Inc. Representative	1	10/1/2018
Coventry Softball Field Study Committee	Committee	Yes	6		Member	Town Council	Yes	Matthew	Harrington	Unaffiliated	Life Term	Member	1	10/1/2018
Coventry Softball Field Study Committee	Committee	Yes	6		Member	Town Council	Yes	Bonnie	Edmondson	Democrat	Life Term	Council Rep	1	11/6/2018
Coventry Softball Field Study Committee	Committee	Yes	6		Member	Town Council	Yes	Ashley	Gagnon	Unaffiliated	Life Term	Alternate	1	11/6/2018
Coventry Softball Field Study Committee	Committee	Yes	6		Alternate	Town Council	Yes	Matthew	Hunt	Republican	Life Term	Member	1	11/6/2018
CoventryVision	Committee	Yes	5	3 term staggered	Seat 2	Town Council	Yes	Laura	Stone	Democrat	5/3/2025	Secretary	3	5/4/2022
CoventryVision	Committee	Yes	5	3 term staggered	Seat 3	Town Council	Yes	Francis	Lombard	Republican	5/3/2027	Vice Chair	3	5/4/2024
CTWater Advisory Committee	Board	Yes	1	CTWater & UConn water systems	Member	Town Council	Yes	Arthur	Hall		12/30/2024	Member	1	12/31/2022

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
Eastern Connecticut Mental Health Board	Board	Yes	1		Seat 1	Town Council	Yes	Linda	Comeau	Republican	Life Term	Member	1	10/26/2016
Economic Development Commission	Commission	Yes	9	9 Mem 5yr terms. terms staggered 2,2,2,2,1. CGS 136 5 Dem 1 Rep 1 Un	Seat 2	Town Council	Yes	Justin	Murphy	Democrat	2/1/2028	Member	1	9/5/2023
Economic Development Commission	Commission	Yes	9	9 Mem 5yr terms. terms staggered 2,2,2,2,1. CGS 136 5 Dem 1 Rep 1 Un	Seat 3	Town Council	Yes	Cathy	Mitchell	Democrat	2/1/2028	Member	2	2/2/2023
Economic Development Commission	Commission	Yes	9	9 Mem 5yr terms. terms staggered 2,2,2,2,1. CGS 136 5 Dem 1 Rep 1 Un	Seat 4	Town Council	Yes	Darby	Pollansky	Republican	2/1/2027	Member	2	5/2/2022
Economic Development Commission	Commission	Yes	9	9 Mem 5yr terms. terms staggered 2,2,2,2,1. CGS 136 5 Dem 1 Rep 1 Un	Seat 5	Town Council	Yes	Heather	Neal	Unaffiliated	2/1/2029	Member	2	2/2/2024
Economic Development Commission	Commission	Yes	9	9 Mem 5yr terms. terms staggered 2,2,2,2,1. CGS 136 5 Dem 1 Rep 1 Un	Seat 6	Town Council	Yes	Barbara	Barry	Republican	2/1/2031	Member	4	2/2/2026
Economic Development Commission	Commission	Yes	9	9 Mem 5yr terms. terms staggered 2,2,2,2,1. CGS 136 5 Dem 1 Rep 1 Un	Seat 7	Town Council	Yes	Peter	Edmondson	Unaffiliated	2/1/2029	Member	1	12/2/2024
Economic Development Commission	Commission	Yes	9	9 Mem 5yr terms. terms staggered 2,2,2,2,1. CGS 136 5 Dem 1 Rep 1 Un	Chairperson	Town Council	Yes	William	Jobbagy	Unaffiliated	2/1/2027	Vice Chair	4	5/2/2022
Economic Development Commission	Commission	Yes	9	9 Mem 5yr terms. terms staggered 2,2,2,2,1. CGS 136 5 Dem 1 Rep 1 Un	Seat 9	Town Council	Yes	Timothy	Liptrap	Unaffiliated	2/1/2030	Member	3	2/2/2025
Energy Conservation/Alternative Energy Advisory Committee	Committee	Yes	5	5 members 3 year terms staggered	Chairperson	Town Council	Yes	Jennifer	Reilly	Democrat	3/1/2026	Chairperson	5	3/2/2023
Energy Conservation/Alternative Energy Advisory Committee	Committee	Yes	5	5 members 3 year terms staggered	Seat 2	Town Council	Yes	Allison	Pilcher	Unaffiliated	3/1/2027	1st Captain	1	11/18/2024
Energy Conservation/Alternative Energy Advisory Committee	Committee	Yes	5	5 members 3 year terms staggered	Seat 4	Town Council	Yes	Julie	Castillo	Unaffiliated	3/1/2029	Member	2	3/2/2026

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
Energy Conservation/Alternative Energy Advisory Committee	Committee	Yes	5	5 members 3 year terms staggered	Seat 5	Town Council	Yes	Matthew	Hannon	Republican	3/1/2027	Member	1	10/7/2025
Firearms Safety-Home Shooting Range Study Committee	Committee	Yes	7		Chairperson	Town Council	Yes	Brian	Murray	Unaffiliated	Life Term	Chairperson	1	9/3/2024
Firearms Safety-Home Shooting Range Study Committee	Committee	Yes	7		Member	Town Council	Yes	Dudley	Brand	Democrat	Life Term	Member	1	9/3/2024
Firearms Safety-Home Shooting Range Study Committee	Committee	Yes	7		Member	Town Council	Yes	Kenneth	Stein	Republican	Life Term	Member	1	9/3/2024
Firearms Safety-Home Shooting Range Study Committee	Committee	Yes	7		Member	Town Council	Yes	Michael	Mangiafico	Republican	Life Term	Member	1	4/15/2025
Firearms Safety-Home Shooting Range Study Committee	Committee	Yes	7		Planner	Town Council	Yes	Jana	Roberson		Life Term	Planner	1	9/3/2024
Firearms Safety-Home Shooting Range Study Committee	Committee	Yes	7		Police Chief	Town Council	Yes	Eric	Peterson		Life Term	Police Chief	1	9/3/2024
Flood and Erosion Control Board	Board	Yes	7	7 Mem 2yr term. Council Member serves elected term Chapter 46 in the Ordinance Book	Seat 1	Town Council	Yes	Jonathan	Hand	Democrat	11/3/2027	Member	1	11/5/2025
Flood and Erosion Control Board	Board	Yes	7	7 Mem 2yr term. Council Member serves elected term Chapter 46 in the Ordinance Book	Seat 2	Town Council	Yes	Julie	Blanchard	Republican	11/3/2027	Member	1	11/5/2025
Flood and Erosion Control Board	Board	Yes	7	7 Mem 2yr term. Council Member serves elected term Chapter 46 in the Ordinance Book	Seat 3	Town Council	Yes	Lisa	Thomas	Democrat	11/3/2027	Member	1	11/5/2025
Flood and Erosion Control Board	Board	Yes	7	7 Mem 2yr term. Council Member serves elected term Chapter 46 in the Ordinance Book	Seat 4	Town Council	Yes	Mark	Wheaton	Republican	11/3/2027	Member	1	11/5/2025
Flood and Erosion Control Board	Board	Yes	7	7 Mem 2yr term. Council Member serves elected term	Seat 5	Town Council	Yes	Matthew	Kyer	Democrat	11/3/2027	Member	1	11/5/2025

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
				Chapter 46 in the Ordinance Book										
Flood and Erosion Control Board	Board	Yes	7	7 Mem 2yr term. Council Member serves elected term Chapter 46 in the Ordinance Book	Seat 6	Town Council	Yes	Peter	Larson	Democrat	11/3/2027	Member	1	11/5/2025
Flood and Erosion Control Board	Board	Yes	7	7 Mem 2yr term. Council Member serves elected term Chapter 46 in the Ordinance Book	Seat 7	Town Council	Yes	Robyn	Gallagher	Democrat	11/3/2027	Member	1	11/5/2025
Health District Eastern Highlands	Board	Yes	2	2 Mem 3yr term	Seat 1	Town Council	Yes	John	Elsesser	Unaffiliated	6/7/2028	Member	6	8/4/2025
Health District Eastern Highlands	Board	Yes	2	2 Mem 3yr term	Seat 2	Town Council	Yes	James	Drumm		6/7/2026	Town Manager	1	4/16/2024
Housing Authority	Board	Yes	6	Staggered 1 per yr 5 yr terms. 3 Dem 2 Rep	Seat 1	Town Council	Yes	Bruce	Borders	Democrat	11/30/2027	Member	1	4/4/2023
Housing Authority	Board	Yes	6	Staggered 1 per yr 5 yr terms. 3 Dem 2 Rep	Seat 2	Town Council	Yes	John	Ohlund	Unaffiliated	11/30/2029	Member	2	12/2/2024
Housing Authority	Board	Yes	6	Staggered 1 per yr 5 yr terms. 3 Dem 2 Rep	Seat 3	Town Council	Yes	Cynthia	Skripol	Republican	11/30/2030	Member	2	12/1/2025
Housing Authority	Board	Yes	6	Staggered 1 per yr 5 yr terms. 3 Dem 2 Rep	Seat 4	Town Council	Yes	Jeffrey	Arn	Unaffiliated	11/30/2026	Member	3	1/4/2022
Housing Authority	Board	Yes	6	Staggered 1 per yr 5 yr terms. 3 Dem 2 Rep	Seat 5	Town Council	Yes	Marilyn	Barrette	Republican	11/30/2028	Secretary/Treasurer	3	12/5/2023
Hud Housing Rehab/Fair Housing Commission	Commission	Yes	6	5 Mem 2 yr terms	Seat 2	Town Council	Yes	Dorothy	Grady	Democrat	12/30/2025	Member	5	12/31/2023
Hud Housing Rehab/Fair Housing Commission	Commission	Yes	6	5 Mem 2 yr terms	Community Consult	Town Council	Yes	Peter	Huckins		Life Term	Consultant	1	1/1/2000
Human Rights Commission	Commission	Yes	6	5 Mem 2yr term. Ord# 146 and 185	Seat 1	Town Council	Yes	Lisa	Conant	Democrat	1/1/2028	Member	3	1/2/2026
Human Rights Commission	Commission	Yes	6	5 Mem 2yr term. Ord# 146 and 185	Seat 2	Town Council	Yes	Mike	Shor	Unaffiliated	1/1/2026	Member	2	1/2/2024
Human Rights Commission	Commission	Yes	6	5 Mem 2yr term. Ord# 146 and 185	Seat 4	Town Council	Yes	Elizabeth	Bauch	Democrat	1/1/2028	Member	2	1/2/2026
Human Rights Commission	Commission	Yes	6	5 Mem 2yr term. Ord# 146 and 185	Seat 5	Town Council	Yes	Richard	Martin	Democrat	1/1/2028	Member	3	1/2/2026

## Board Member Report (Saved as: Board and Commissions Council Appointed)

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
Human Services Advisory Committee	Committee	Yes	9		Seat 1	Town Council	Yes	Anne	Turcotte		3/23/2027	2nd Congregational Church Rep	1	3/23/2024
Human Services Advisory Committee	Committee	Yes	9		Seat 2	Town Council	Yes	Kelsey	Carpenter		3/23/2027	Member	2	3/23/2024
Inland Wetlands Agency	Commission	Yes	6	5 member 3yr term. Ord # 190 staggered (2,2,1)	Seat 1	Town Council	Yes	William	Johnson	Republican	9/15/2026	Member	1	4/1/2024
Inland Wetlands Agency	Commission	Yes	6	5 member 3yr term. Ord # 190 staggered (2,2,1)	Seat 2	Town Council	Yes	Richard	Pearson	Democrat	9/15/2026	Member	2	9/16/2023
Inland Wetlands Agency	Commission	Yes	6	5 member 3yr term. Ord # 190 staggered (2,2,1)	Seat 3	Town Council	Yes	Stefanie	Wierszchalek	Unaffiliated	9/15/2028	Member	2	9/16/2025
Inland Wetlands Agency	Commission	Yes	6	5 member 3yr term. Ord # 190 staggered (2,2,1)	Seat 4	Town Council	Yes	Lori	Mathieu	Unaffiliated	9/15/2028	Member	5	9/16/2025
Inland Wetlands Agency	Commission	Yes	6	5 member 3yr term. Ord # 190 staggered (2,2,1)	Seat 5	Town Council	Yes	William	Glenney	Democrat	9/15/2027	Member	2	9/16/2024
Inland Wetlands Agency Alternate	Commission	Yes	2	2 mem 3yr terms. Ord # 190 Staggered	Seat 2	Town Council	Yes	Laura	Heemskerk	Republican	9/15/2027	Member	1	4/15/2025
Local Emergency Coordinating Committee	Committee	Yes	11	FKA JT Fire/Safe	Director of Physical Plant & Facilities	Town Council	Yes	Bill	Trudelle		Life Term	Board of Ed Rep	1	1/1/2000
Local Emergency Coordinating Committee	Committee	Yes	11	FKA JT Fire/Safe	Town Council Rep	Town Council	Yes	Jonathan	Hand	Democrat	11/2/2027	Council Member	3	11/5/2025
Local Emergency Coordinating Committee	Committee	Yes	11	FKA JT Fire/Safe	Town Council Rep	Town Council	Yes	Lisa	Thomas	Democrat	11/2/2027	1st Captain	3	11/5/2025
Mid- NEROC	Board	Yes	1		Seat 1	Town Council	Yes	William	Watkins		Life Term	Public Works	1	7/2/2024
Municipal Historian	Department	Yes	1	4 year term/Council appt	Seat 1	Town Council	Yes	John	Holmy	Democrat	6/19/2028	Member	2	6/20/2024
Parks and Recreation Commission	Commission	Yes	6	5 mbr 2yr terms. Ord# 122,122A,216,238. Staggered terms (3,4)	Vice Chairperson	Town Council	Yes	Jillian	Miner	Democrat	1/1/2027	Member	5	1/2/2025
Parks and Recreation Commission	Commission	Yes	6	5 mbr 2yr terms. Ord# 122,122A,216,238.	Seat 2	Town Council	Yes	McKenna	Considine	Democrat	1/1/2028	Member	1	3/3/2026

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
				Staggered terms (3,4)										
Parks and Recreation Commission	Commission	Yes	6	5 mbr 2yr terms. Ord# 122,122A,216,238. Staggered terms (3,4)	Seat 3	Town Council	Yes	Beverly	Carlson	Democrat	1/1/2027	Member	4	1/2/2025
Parks and Recreation Commission	Commission	Yes	6	5 mbr 2yr terms. Ord# 122,122A,216,238. Staggered terms (3,4)	Seat 4	Town Council	Yes	Bob	Martin	Republican	1/1/2027	Member	4	5/5/2025
Parks and Recreation Commission	Commission	Yes	6	5 mbr 2yr terms. Ord# 122,122A,216,238. Staggered terms (3,4)	Chairperson	Town Council	Yes	Jennifer	Rodgers	Republican	1/1/2028	Chairperson	6	1/2/2026
Parks and Recreation Commission	Commission	Yes	6	5 mbr 2yr terms. Ord# 122,122A,216,238. Staggered terms (3,4)	Seat 6	Town Council	Yes	Lesley	Munshower		Life Term	Rec Director	1	9/4/2021
Parks and Recreation Commission Alternates	Commission	Yes	2	2 mem 2yr term. Ord# 226,238. 1 exp odd yr 1 exp even yr	Seat 1	Town Council	Yes	Simon	Hecht	Democrat	1/1/2028	Member	1	3/3/2026
Parks and Recreation Commission Alternates	Commission	Yes	2	2 mem 2yr term. Ord# 226,238. 1 exp odd yr 1 exp even yr	Seat 2	Town Council	Yes	Ashlee	Pascarelli	Unaffiliated	1/1/2027	Member	3	8/4/2025
Pension and Retirement	Board	Yes	5	3-5 Members 3yr terms	Seat 1	Town Council	Yes	Justin	Murphy	Democrat	1/1/2029	Member	2	1/2/2026
Pension and Retirement	Board	Yes	5	3-5 Members 3yr terms	Seat 2	Town Council	Yes	John	Elsesser	Unaffiliated	1/1/2029	Member	2	1/2/2026
Pension and Retirement	Board	Yes	5	3-5 Members 3yr terms	Seat 4	Town Council	Yes	David	Powers	Republican	1/1/2023	Member	4	1/6/2020
Pension and Retirement	Board	Yes	5	3-5 Members 3yr terms	Seat 5	Town Council	Yes	Samuel	Belsito	Unaffiliated	1/1/2029	Member	3	1/2/2026
Planning and Zoning Alternate	Commission	Yes	3	3 member 3yr term. charter sec 5-7 staggered (1,1,1)	Seat 1	Town Council	Yes	Mindy	Gosselin	Unaffiliated	11/1/2026	Member	1	3/4/2025
Planning and Zoning Alternate	Commission	Yes	3	3 member 3yr term. charter sec 5-7 staggered (1,1,1)	Seat 3	Town Council	Yes	M. Kathleen	Krider	Democrat	11/1/2027	Member	1	7/8/2025

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
Planning and Zoning Commission	Commission	Yes	6	5 mem 3yr term. Charter 5-7 staggered (2,2,1)	Seat 1	Town Council	Yes	Brian	Murray	Unaffiliated	11/1/2026	Member	1	11/2/2023
Planning and Zoning Commission	Commission	Yes	6	5 mem 3yr term. Charter 5-7 staggered (2,2,1)	Secretary	Town Council	Yes	Steven	Reviczky	Democrat	11/1/2026	Member	1	11/4/2025
Planning and Zoning Commission	Commission	Yes	6	5 mem 3yr term. Charter 5-7 staggered (2,2,1)	Seat 3	Town Council	Yes	Eric	Thomas	Democrat	11/1/2027	Member	2	11/2/2024
Planning and Zoning Commission	Commission	Yes	6	5 mem 3yr term. Charter 5-7 staggered (2,2,1)	Chairperson	Town Council	Yes	Darby	Pollansky	Republican	11/1/2028	Member	5	11/2/2025
Planning and Zoning Commission	Commission	Yes	6	5 mem 3yr term. Charter 5-7 staggered (2,2,1)	Vice Chairperson	Town Council	Yes	William	Jobbagy	Unaffiliated	11/1/2027	Member	5	11/2/2024
Regional Mental Health Council Rep	Board	Yes	1		Seat 1	Town Council	Yes	Christine	Brunell	Democrat	Life Term	Member	1	10/5/1992
School Energy and Building Efficiency Building Committee	Committee	Yes	5	5 Members: 1 Council, 1 BoE, 1 Energy Adv. Comm, 2 at large. Indefinite terms	Seat 1	Town Council	Yes	Michael	Soucy	Unaffiliated	Life Term	Member	1	7/5/2022
School Energy and Building Efficiency Building Committee	Committee	Yes	5	5 Members: 1 Council, 1 BoE, 1 Energy Adv. Comm, 2 at large. Indefinite terms	Seat 4	Town Council	Yes	Julie	Castillo	Unaffiliated	Life Term	Member	1	7/6/2022
School Energy and Building Efficiency Building Committee	Committee	Yes	5	5 Members: 1 Council, 1 BoE, 1 Energy Adv. Comm, 2 at large. Indefinite terms	Seat 5	Town Council	Yes	Jennifer	Reilly	Democrat	Life Term	Member	1	10/9/2019
Special Constable	Department	Yes	3	Council appt./2 yr terms/PD recommendation	Seat 1	Town Council	Yes	John	Chipman, III		3/17/2028	Special Constable	7	3/17/2026
Town Attorney	Department	Yes	1	Charter Sec 5-10	Vendor Representative	Town Council	Yes	Duncan	Forsyth		Life Term	Attorney	1	5/4/2009
Town Council Finance Committee	Sub-Committee	Yes	3		Chairperson	Town Council	Yes	Robyn	Gallagher	Democrat	11/3/2027	Chairperson	3	11/5/2025
Town Council Finance Committee	Sub-Committee	Yes	3		Seat 2	Town Council	Yes	Peter	Larson	Democrat	11/3/2027	Member	1	11/5/2025
Town Council Finance Committee	Sub-Committee	Yes	3		Seat 3	Town Council	Yes	Julie	Blanchard	Republican	11/3/2027	Member	1	11/5/2025

## Board Member Report (Saved as: Board and Commissions Council Appointed)

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
Town Council Steering/Liaison Committee	Sub-Committee	Yes	3		Chairperson	Town Council	Yes	Jonathan	Hand	Democrat	11/3/2027	Chairperson	2	11/5/2025
Town Council Steering/Liaison Committee	Sub-Committee	Yes	3		Seat 2	Town Council	Yes	Matthew	Kyer	Democrat	11/3/2027	Member	2	11/5/2025
Town Council Steering/Liaison Committee	Sub-Committee	Yes	3		Seat 3	Town Council	Yes	Mark	Wheaton	Republican	11/3/2027	Member	1	11/5/2025
Town Manager	Department	Yes	1	Charter 6-1	Town Manager	Town Council	Yes	James	Drumm		Life Term	Town Manager	1	8/21/2023
Traffic Authority	Board	Yes	3	Town Mgr, Police Chief, Public Works Director	Seat 1	Town Council	Yes	James	Drumm		Life Term	Town Manager	1	8/21/2023
Traffic Authority	Board	Yes	3	Town Mgr, Police Chief, Public Works Director	Seat 2	Town Council	Yes	William	Watkins		Life Term	Member	1	1/19/2021
Traffic Authority	Board	Yes	3	Town Mgr, Police Chief, Public Works Director	Seat 3	Town Council	Yes	Eric	Peterson		Life Term	Chief	1	1/12/2023
Veterans Memorial & Events Commission	Commission	Yes	5	2 year term Ord # 151 + 171	Seat 1	Town Council	Yes	Carl	Zetterstrom	Democrat	1/1/2028	Member	1	3/3/2026
Veterans Memorial & Events Commission	Commission	Yes	5	2 year term Ord # 151 + 171	Seat 2	Town Council	Yes	Rick	Nowsch	Unaffiliated	1/1/2028	Member	4	1/2/2026
Veterans Memorial & Events Commission	Commission	Yes	5	2 year term Ord # 151 + 171	Seat 3	Town Council	Yes	Jamie	DePaola	Republican	1/1/2028	Member	3	1/2/2026
Veterans Memorial & Events Commission	Commission	Yes	5	2 year term Ord # 151 + 171	Seat 4	Town Council	Yes	Peter	DePaola	Republican	1/1/2028	Member	4	1/2/2026
Veterans Memorial & Events Commission	Commission	Yes	5	2 year term Ord # 151 + 171	Seat 5	Town Council	Yes	William	Glenney	Democrat	1/1/2028	Member	4	1/2/2026
Visiting Nurses Board of Directors	Board	Yes	1		Seat 1	Town Council	Yes	Annie	Bobbitt	Democrat	Life Term	Liaison	1	3/7/2011
VNA East	Board	Yes	2		Seat 2	Town Council	Yes	John	Ohlund, III	Republican	Life Term	Co-Pres	1	2/11/2016
Water Pollution Control Authority	Board	Yes	5	5 Mem 2yr term\Ord# 134 and 173	Seat 1	Town Council	Yes	Daniel	Murphy	Democrat	11/7/2026	Member	6	11/8/2024
Water Pollution Control Authority	Board	Yes	5	5 Mem 2yr term\Ord# 134 and 173	Seat 2	Town Council	Yes	Matthew	Twerdy	Democrat	11/7/2027	Chairperson	6	11/8/2025

Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
Water Pollution Control Authority	Board	Yes	5	5 Mem 2yr term\\Ord# 134 and 173	Seat 3	Town Council	Yes	Todd	Matthewson	Unaffiliated	11/7/2026	1st Captain	2	11/8/2024
Water Pollution Control Authority	Board	Yes	5	5 Mem 2yr term\\Ord# 134 and 173	Seat 4	Town Council	Yes	Richard	Brand	Unaffiliated	11/7/2027	Vice Chair	6	11/8/2025
Windham Regional Transit District	Board	Yes	1		Seat 1	Town Council	Yes	Shawn	Fillmore	Unaffiliated	Life Term	Member	1	8/5/2025

Generated on 3/19/2026, 8:54:43 AM.

RECEIVED

MAR 18 2026

Office of the Town Clerk  
Coventry, CT

To: Lori Tollmann, Town Clerk

From: William Zenko, Chair Coventry ZBA

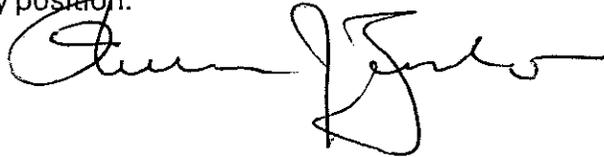
Date: March 18, 2026

Re: Resignation Effective April 1, 2026

After over 30 years of public service to the citizens and the Town of Coventry, and due to personal travel schedule and impending medical issues, I hereby resign my elected position on The Coventry Zoning Board of Appeals effective April 1, 2026.

It has been an honor to have been an elected and appointed official on various Boards and Commissions for a long time.

My best to the remaining ZBA members. To be fair to the ZBA, they would best be served by having a full-time replacement for my position.



XC: Heidi Leech

ZBA Board Members

Democratic Town Committee

Wishes to continue new term to expire 3/1/29

Appointed \_\_\_\_\_

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

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

Date: Feb 22, 2026

**Jennifer Reilly  
496 Bunker Hill Road  
Coventry, CT 06238**

Telephone (Day) 970-846-8748 (Evening) \_\_\_\_\_

Email address: jennlj79@gmail.com

**Energy Conservation/Alternative Energy Advisory Committee  
New Term to Expire on March 1, 2029**

Current member?

Yes  No

Where did you hear of this opening?

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

How long have you lived in Coventry? 18 years

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

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

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

I am interested in this Board because I like to see this town become more energy efficient + sustainable. I want to help educate residents on how to be "green" and help the town + residents save \$ and resources.

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

### Conflict of Interest Statement

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

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

Date: 2/22/26 Signature: Jennifer Ruddy

### TOWN COMMITTEE ENDORSEMENT: (optional)

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

### Statement of Interest In Serving on a Town Board or Commission

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

Date 1/22/2026

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

First Name	Kari
Last Name	Bennett
Address	355 Riley Mountain Rd
City	Coventry
State	CT
Zip	06238
Telephone (Day):	8608773283
Telephone (Evening):	8608773283
Email address:	karibennett419@gmail.com
Board or Commission name:	Human Services Advisory Board
Current member?	No
Where did you hear of this opening?	Recruited by Committee Member or Town Council
If other please specify	Field not completed.
How long have you lived in Coventry?	Since 2007
Are you a registered voter in Coventry? (Must be a resident elector to serve)	Yes
What is your party affiliation?	<del>Other (see next column)</del>
Other party (please specify)	Registered Republican but haven't voted republican in many Democrat

years

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

I would like to give back to my community. Our family has a very long standing of being involved in town sports, school boards and recreational activities. Both of my children have worked for the town for many years.

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

Business marketing degree and currently working for a large insurance company as a supervisor in the claims department. I feel working with the general public has given me a wide knowledge base on how to deal with multi tasking, conflict resolution and being able to make fair and accurate decisions considering all parties and outcomes.

**Conflict of Interest Statement:**

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Electronic verification of accuracy and adherence to Conflict of Interest Statement:

Verified

Email not displaying correctly? [View it in your browser.](#)

## Statement of Interest In Serving on a Town Board or Commission

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

Date 1/22/2026

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

First Name Denise

Last Name Cooper

Address 321 Hemlock Point Drive

City Coventry

State CT

Zip 06238-2339

Telephone (Day): 8608362601

Telephone (Evening): *Field not completed.*

Email address: coopdenise@gmail.com

Board or Commission name: Human Services Advisory Board

Current member? No

Where did you hear of this opening? Other:

If other please specify Human Services Department

How long have you lived in Coventry? 65 years

Are you a registered voter in Coventry? (Must be a resident elector to serve) Yes

What is your party affiliation? Democratic

Other party (please specify) *Field not completed.*

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish. I am currently a volunteer with the Food Bank and understand the issues. Storage is the biggest issue and needs to be addressed. I would like to explore the possibility of establishing a "food bank" at the middle/high school.

---

Please outline other education or experience which would be helpful to the Board or Commission to which you are applying: I have served on several Boards/Commissions in town over the years. I worked for the Town of Hebron as the WPCA Administrator retiring in 2012. I also worked for the Town of Coventry prior to Hebron.

---

**Conflict of Interest Statement:**

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---

Electronic verification of accuracy and adherence to Conflict of Interest Statement: Verified

---

Email not displaying correctly? [View it in your browser.](#)

Term to Expire 9/15/28

**Brooke Manning**

**From:** noreply@civicplus.com  
**Sent:** Tuesday, March 3, 2026 2:10 PM  
**To:** Lori Tollmann; Laura Stone; Jon Hand  
**Subject:** (EXTERNAL MESSAGE)Online Form Submittal: Statement of Interest In Serving on a Town Board or Commission

Statement of Interest In Serving on a Town Board or Commission

STATEMENT OF INTEREST IN SERVING ON A TOWN BOARD OR COMMISSION

Date 3/3/2026

**RECEIVED**  
MAR - 3 2026  
Office of the Town Clerk  
Coventry, CT

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

First Name	Jessana
Last Name	Goldsneider
Address	16 Spring Road
City	Coventry
State	CT
Zip	02638
Telephone (Day):	866525168
Telephone (Evening):	866525168
Email address:	jessanagoldsneider@gmail.com
Board or Commission name:	Inlands Wetlands Agency
Current member?	No
Where did you hear of this opening?	Word of Mouth
If other please specify	Field not completed.

How long have you lived in Coventry? 7 years

---

Are you a registered voter in Coventry? (Must be a resident elector to serve) Yes

---

What is your party affiliation? Democratic

---

Other party (please specify) *Field not completed.*

---

Membership Level Desired Alternate Member

---

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish. I am interested lending my years of professional experience in natural resource management and wetland science to my town. I am also interested in gaining experience in reviewing applications and gaining career experience on the regulatory side.

---

Please outline other education or experience which would be helpful to the Board or Commission to which you are applying: I have a wetland Professional in Training (WPIT) certification and currently work as a biologist at SWCA Environmental Consultants. At SWCA I have conducted wetland delineations, monitoring and compliance on active construction sites and local, state and federal permitting applications for wetlands and water resources. I have 9 years of industry experience with natural resource surveys, permit document submittal and other environmental planning initiatives.

---

**Conflict of Interest Statement:**

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---

Electronic verification of accuracy and adherence to Conflict of Interest Statement: Verified

---

Email not displaying correctly? [View it in your browser.](#)

Term to expire 1/1/2029

**Laura Stone**

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 18, 2026 3:36 PM  
**To:** Lori Tollmann; Laura Stone; Jon Hand  
**Subject:** (EXTERNAL MESSAGE)Online Form Submittal: Statement of Interest In Serving on a Town Board or Commission

## Statement of Interest In Serving on a Town Board or Commission

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

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Date 3/18/2026

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

---

First Name kenneth

---

Last Name maher

---

Address 42 john hand dr

---

City coventry

---

State Connecticut

---

Zip 06238

---

Telephone (Day): 8602804428

---

Telephone (Evening): 8602804428

---

Email address: maherk37@gmail.com

---

Board or Commission name: pension & retirement

---

Current member? No

---

Where did you hear of this opening? Website

---

If other please specify *Field not completed.*

---

How long have you lived in Coventry? 20+ yrs

---

Are you a registered voter in Coventry? (Must be a resident elector to serve) Yes

---

What is your party affiliation? Unaffiliated

---

Other party (please specify) *Field not completed.*

---

Membership Level Desired Either Level (as available)

---

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish. I am retired and am looking for ways to volunteer and give back.

---

Please outline other education or experience which would be helpful to the Board or Commission to which you are applying: I am a UCONN law school graduate and was admitted to the Connecticut bar. I was the owner of a pension consulting firm that provided administrative services to retirement plans. I am currently retired from the practice of law and the pension consulting firm.

---

**Conflict of Interest Statement:**

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Electronic verification of accuracy and adherence to Conflict of Interest Statement: Verified

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TOWN OF COVENTRY  
COUNCIL POLICY  
ADOPTED – APRIL 2, 2007  
SPECIAL REQUIREMENTS FOR ACCEPTANCE  
OF LAKE ASSOCIATION ROADS

The following Standards and Procedures shall be used by the Town in determining whether to accept private roads, currently owned by lake associations, into the public roads system.

- 1.0 The acceptance of a private road into the public road system has unique characteristics and the circumstances surrounding the acceptance cannot be fully anticipated in any statement of general policy. Therefore, the Standards and Procedures set forth in this Policy are intended to be general guidelines only, and they shall not bind the Town, under any circumstances, to accept any private road into the public road system.
  
- 2.0 Roads constructed prior to December 31, 1980, and currently owned by lake associations, are being given a special opportunity and consideration for acceptance, in accordance with this temporary policy, because of the historical circumstances surrounding, and the problems arising from, the creation, ownership and maintenance of those roads. This policy shall apply only to those lake-association roads for which the Town Council has received, on or before September 1, 2007, written notification of the association's request to transfer ownership of the road right-of-way to the Town. Any request, received on or after September 2, 2007, for transfer of a lake-association road to the Town shall be processed under the Town's existing general policy for acceptance of such roads. The Associations shall complete all the requirements listed in the below sections no later than September 1, 2017 or the special conditions shall be revoked. Requests for extensions will be considered on a case-by-case basis by the Town Council.
  
- 3.0 The transferor shall provide the Town with a current A-2 Property Survey of the existing right-of-way of the road. All surface and subsurface drainage systems and utilities should be noted within the right of way. The right-of-way must be of sufficient width and regularity to allow the Town to conduct normal maintenance (including, but not limited to, paving, patching, sealing and snow removal) and repair, as well as to provide sufficient room for the installation, maintenance, repair and replacement of drainage facilities. Where the right-of-way contains public sewer or public water facilities, it must also be of sufficient width to allow access to those facilities for maintenance, repair and replacement. The Town Council may consider all relevant factors in determining whether the width of the right-of-way is adequate. In extraordinary circumstances, the Council may accept

defined easements over abutting private land in lieu of a deeded right-of-way, but such easements shall not generally be deemed adequate.

- 4.0 Title to the right-of-way shall be conveyed to the Town with warranty covenants. If the conveyance is by a corporation, association, or other legal entity, the transferor must supply suitable evidence that the transfer has been properly and lawfully authorized.
- 5.0 Whenever existing road drainage systems cross private property, the transferor must arrange for the conveyance to the Town of easements of adequate width (generally, no less than 20 feet in width) from the property owner(s) to allow the Town to maintain these systems when all rights of way are transferred to the Town. The easements shall be conveyed with warranty covenants, and the Town may require a title opinion or title insurance of suitable amount.
- 6.0 The transferor and the Town shall inspect and review all right of ways that are proposed to be transferred to the Town. During these inspections, any deficiencies (i.e., conditions that need to be corrected to ensure safe travel within the right of ways) will be noted. All deficiencies shall be addressed by the transferor to the satisfaction of the Town prior to any vote on acceptance by the Town. Deficiencies may include, but are not limited to, problems with existing drainage structures, the need for tree removal or trimming, and sight-line obstructions.
- 7.0 If any major obstacles, such as stone walls, fences, trees or structures are in the right of way, although not presently a problem, the transferor shall notify the property owner(s) in writing, copying the Town, that the obstacle is within the right of way being transferred to the Town and will be subject to conditions governed by the Town after the transfer is completed. The Town may enter into agreement with person or persons claiming ownership or possession of such obstacles, assuring the Town that such obstacles will not be replaced unless a written agreement is entered into with the Town to grandfather such obstacles.
- 8.0 The A-2 Property Survey and recommendations with a final inspection report from the Public Works Department will be referred to the Town Planning and Zoning Commission through the Town Planner's Office. The Planning and Zoning Commission shall issue its recommendations with regard to the proposed acceptance of the right(s)-of-way to the Town Council under Conn. Gen. Stat. Section 8-24.

Adopted: April 2, 2007

Draft revision April 26, 2016

Adopted by Town Council: May 2, 2016



# 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

RECEIVED

JUN - 9 2014

TOWN CLERK'S OFFICE  
COVENTRY, CT.

School

**CHARGE TO THE ENERGY & BUILDING EFFICIENCY**  
**BUILDING COMMITTEE**

**WHEREAS:** the Coventry Board of Education and Town Manager have identified the need for energy efficiency repairs and related electrical and other improvements at George Hersey Robertson Intermediate School, Coventry Grammar School, Captain Nathan Hale Middle School/Coventry High School, the Town Hall and Booth & Dimock Memorial Library, and other Town facilities

**NOW, THEREFORE,** the Coventry Town Council hereby establishes the SCHOOL ENERGY AND BUILDING EFFICIENCY BUILDING COMMITTEE and requests it conduct its business as follows:

1. The Committee shall have five (5) members and one (1) alternate, each one being a resident elector of Coventry. There shall be one member representing the interests of the Town Council, one member representing the interests of the Board of Education, one designee of the Town's Energy Advisory Committee and two citizens at large. The alternate shall also be an at large representative. Three (3) members shall constitute a quorum. With the exception of the Board's representative, the members shall be recommended by the Steering/Liaison Committee. The Board of Education shall forward their recommended candidate to the Town Council directly. The Council shall hear the recommendations of the Steering/Liaison Committee and Board of Education and appoint the committee membership.
2. The Committee shall conduct its business with due regard to all laws and regulations governing the actions of municipal agencies, including those requirements of the Freedom of Information Act and procedures established by the State Department of Education for school facilities projects.
3. The Committee shall choose its officers annually, including a Chairman, Vice Chairman and Secretary and establish a calendar of regular meeting dates.
4. The Committee shall review the Capital budget requests submitted by the Coventry Board of Education as amended by the Town Manager and adopted at the Annual Town Meeting for projects at George Hersey Robertson Intermediate School, Coventry Grammar School, Capt. Nathan Hale/Coventry High School and projects at Booth & Dimock Memorial Library and Town Hall. The Committee shall review energy audits and other plans and develop a projected scope with cost estimates. The Committee shall present their recommendations to both the Board of Education and the Town Council.

5. The committee shall consider traditional funding techniques as well as performance contracting techniques and make a recommendation on their preference to the Town Council along with a rationale for their approach.
6. If the Committee feels that additional funds to develop concept plans and cost estimates are needed they may request funds from the Town Council. If appropriated these funds may be utilized for uses such as, but not limited to, architect/engineer fees, committee clerk, materials testing, printing and advertising.
7. The Committee shall procure the services of an architectural/engineering firm utilizing the process established by the State Department of Education to assure qualification for grant in aid.
8. Upon acceptance of the Committee's recommendation, with or without modifications by the Board of Education and the Town Council, and after the Town Council calls a Town Meeting on a proposed project, the Committee shall present its report to public forums, including a Special Town Meeting, to educate the public prior to the referendum.
9. If the proposal receives a favorable vote by the Town Meeting/Referendum, the Committee shall enter the construction phase. In this phase, the Committee shall be responsible for: a) the expenditure of any funds provided by the Town; b) for putting out to bid and monitoring any construction plan that may be approved by the voters; c) assuring timely submittal of requests for grant reimbursements/payments from the State of Connecticut; d) hiring a Clerk of the Works, if required, to assure quality construction practices and to keep a log of construction.
10. The Committee shall maintain contact with both the Town Council and Board of Education and provide timely updates at least quarterly and seek advice as necessary.

Adopted by the Coventry Town Council: May 5, 2014

## School Building Committee Draft Charge

WHEREAS the Coventry Board of Education and Town Council have identified the need for evaluating current and future facility needs for education; and

WHEREAS there is a need for a board to perform research, review potential solutions, oversee projects, and ensure collaborations between stakeholders;

NOW, THEREFORE, the Coventry Council hereby establishes the SCHOOL BUILDING COMMITTEE to conduct its business as follows:

1. The Committee shall have seven (7) members and one (1) alternate, each one being a resident elector of Coventry. One member shall be a member of the Coventry Town Council or their designated representative, one member shall be a member of the Coventry Board of Education or their designated representative, with five (5) citizens at large. The alternate shall also be an at large representative. Four (4) members shall constitute a quorum. As per C.G.S. Sec. 10-292v, one member must have “experience in the construction industry.” With the exception of the Board's representative, the members shall be recommended by the Town Council Steering Committee. The Board of Education shall forward their recommended candidate to the Town Council directly. The Council shall hear the recommendations of the Steering Committee and Board of Education and appoint the committee membership.
2. The Committee shall conduct its business with due regard to all laws and regulations governing the actions of municipal agencies, including those requirements of the Freedom of Information Act and procedures established by the State of Connecticut for school construction projects.
3. The Committee shall choose its officers annually, including a Chair, Vice Chair and Secretary, and shall establish a calendar of regular meeting dates.
4. The Committee shall perform research to identify current and future need for educational facilities. Based on the results of this study, the Committee shall oversee the development and implementation of a multi-year plan for construction or renovation projects to meet educational facility needs.
5. In all project phases, the Committee shall bring all contracts before the Coventry Town Council for final approval.
6. The Committee shall oversee the selection of planning, engineering, architectural, educational, financial, or other consultant or contract services necessary for the development and implementation of the plan. This process shall be performed in accordance with the process established by the State of the Connecticut to assure eligibility for school construction grants.
7. The Committee shall request needed funds for the implementation of this plan from the Town Council. If appropriated, these funds may be used for purposes such as, but not

limited to: architect/engineering fees, committee clerk, materials testing, printing and advertising.

8. The Committee shall present its proposed plan to public forums, including a Special Town Meeting, to educate the public prior to the referendum.
9. If the proposal receives a favorable vote by the Town Meeting/Referendum, the Committee shall enter the construction phase. In this phase, the Committee shall be responsible for:
  - a. The expenditure of any funds provided by the Town;
  - b. Putting out to bid, hiring, and monitoring contractors for any construction plan that may be approved by the voters;
  - c. Assuring timely submittal of requests for grant reimbursements/payments from the State of Connecticut;
  - d. Hiring consultant or project management services, if required, to assure quality construction practices and to keep a log of construction.
  - e. Ensuring all work is performed accordance with the process established by the State of the Connecticut to assure eligibility for school construction grants.
10. The Committee shall maintain contact with both the Town Council and Board of Education and provide timely updates at least quarterly and seek advice as necessary.

Adopted by the Coventry Town Council: \_\_\_\_\_

## **Chapter 42**

### **FIRE PREVENTION AND PROTECTION**

#### **Sec. 42-2. Emergency response, legislative findings, authority, and fees.**

##### **(a) Legislative findings.**

The Town finds that: (1) protection of life and property is a fundamental municipal function; (2) the provision of emergency-response services (fire suppression, hazardous-materials mitigation, vehicle extrication, and similar services) imposes direct, identifiable costs to the Town; and (3) where such costs are recoverable through a liable party's insurance coverage, the Town may recover reasonable costs to defray those expenses without converting those fees into a tax. This ordinance is enacted pursuant to the Town's statutory powers and consistent with state law governing municipal duties and fee schedules.

##### **(b) Authority.**

The Town Council is authorized to adopt and amend, by resolution, a schedule of fees under this section. Fees imposed under this section are not taxes and are intended to be billed to liable third-party payors, including insurance carriers, when coverage exists.

##### **(c) Definitions.**

For this section the following definitions shall apply:

- 1) "Fire Department" means the Town of Coventry Fire/EMS Department and any mutual aid agency operating under the Town's command at an emergency incident.
- 2) "Emergency incident" means any incident requiring a response by the Fire Department including but not limited to fire suppression, motor vehicle collision, (with or without injuries) hazardous-materials incident, or technical rescue, and any other emergency response in which town personnel, apparatus, or specialized equipment are deployed.
- 3) "Responsible party" means any person, business, entity, or insurer liable for costs incurred by the Town as a result of an incident described in subsection (d).

##### **(d) Billable responses.**

Fees may be assessed for town responses that include, but are not limited to: (1) fire suppression (structure, vehicle, brush); (2) motor vehicle collisions requiring stabilization, extrication, or spill control; (3) hazardous materials mitigation or containment; (4) responses that deploy specialized equipment or apparatus beyond routine standby; and (5) false alarm or unnecessary alarm responses after the first response within a 12-month period, as set by the fee schedule.

##### **(e) Fee schedule and methodology.**

(1) The Town shall adopt a fee schedule by separate resolution that reasonably apportions recoverable costs among personnel time, apparatus time (hourly apparatus rates), consumable supplies, and specialized equipment. The fee schedule shall be based on actual cost data, reviewed at least annually, and posted on the Town website. (2) The Town may adopt a reasonable minimum time charge and differentials for night/holiday responses consistent with local practice.

##### **(f) Billing procedures.**

(1) The Fire Department shall submit invoices to the responsible party or that party's insurer

within a commercially reasonable time following the incident and shall include incident documentation sufficient to support the charge. (2) If insurance proceeds are available, the fee shall be billed to the insurer. (3) If no insurance coverage exists, the Town may pursue collection from a responsible party consistent with state law and the Town's billing and collection policies. (4) The Town shall not refuse, or delay emergency response based on billing considerations.

**(g) Exemptions and limits.**

(1) The following are exempt from fees under this section: (A) nonprofit, social, charitable, and religious institutions not covered by insurance (as already exempted under Sec. 42-1); (B) mutual aid responses requested by another governmental jurisdiction; and (C) town-owned property responses, except where the Town elects to bill a third-party insurer pursuant to contract or law.

(2) Fees shall not be charged in a manner that conflicts with state law or applicable federal law.

**(h) Appeals and billing disputes.**

A responsible party or insurer may contest billed charges in writing within 30 days of receipt; disputes shall be handled under an administrative review process established by the Town Manager/Finance Director prior to any collection action.

**(i) Records and transparency.**

The Fire Department shall maintain contemporaneous incident and cost records for at least five years and shall make non-confidential billing policies and the fee schedule available to the public.

**(j) Severability.**

If any provision of this section is held invalid, or its application to any person, or circumstance, is held invalid or unenforceable by a court or competent jurisdiction, the remaining provisions shall remain in full force and effect to the maximum extent permitted by law.

**(k) Effective date.**

This section shall take effect on [date]. The initial emergency response cost-recovery fee schedule shall be presented to the Town Council for adoption within 60 days of adoption of the effective date of this section..

Town of Coventry  
Coventry Human Services Advisory Committee  
By-laws revised 2021

Article I. Name

The name of this organization shall be the Coventry Human Services Advisory Committee.

Article II. Purpose and Objective

*The purpose of this organization is to advise and make recommendations on the overall program direction to the Town of Coventry Human Services Office. The Board will assist the Human Services Administrator, Senior Center Coordinator, and Youth Services Coordinator in developing and enriching the lives of the citizens in Coventry and will assist both in coordinating existing services and in the planning of new programs. The function of the Human Services Advisory Committee is to act as a resource and as a monitor for Town programs by assessing the progress of Human Services programs.*

Article III. Membership

A. The Human Services Committee shall have no less than nine (9) members, all of whom are voting members. This group shall include the following:

1. One (1) representative of the Coventry Schools.
2. One (1) community representative under the age of 21.
3. One (1) representative from the Police Department.
4. Three (3) representatives from non-profit agencies who serve the Human Services needs of Coventry citizens.
5. Three (3) service providers or interested citizens.
6. Members do not need to be Resident Electors to serve on this advisory committee.

B. Membership Approval:

1. To ensure there is no conflict of interest, any new application for membership to the Human Services Advisory Committee will be reviewed by the Town Manager and ratified by the Town Council.
2. Interested applicants should contact the Town Clerk's office to request a membership form.

Article IV. Term of office

Appointments shall be for three (3) years with staggered terms for 1/3 each year.

Article V. Organization

A. The Committee shall choose from among its membership a Chairperson, a Vice-Chairperson, and a Secretary.

1. The Chairperson shall preside at all meetings of the board, appoint sub-committee members and may call special meetings.

2. The Vice-Chairperson shall assume the duties of the Chairperson, as needed.
  3. The Secretary shall keep records of the Committee activities as deemed necessary, as well as handle the correspondence of the Committee.
  4. The above officers shall serve for two (2) years.
- B. The Board shall meet 10 times per year (September- June) at the call of the Chairperson. A written notification of the meeting, including the agenda shall be sent to all members at least one 24 hours in advance.
  - C. The presence of five (5) of the Committee membership shall constitute a quorum.
  - D. A simple majority vote of the quorum present is needed to pass any resolution of the Board, unless specified otherwise in these by-laws.
  - E. All meetings shall comply with the current regulations of the Connecticut Freedom of Information regulations. Executive Session shall only be permitted as allowed by these regulations.

#### Article VI. Responsibilities

1. The Committee shall serve as a clearinghouse and nexus to provide coordinated services by the various Human Services provides to Coventry residents; to assist in establishing goals and priorities, and avoid conflicts and duplication of services.
2. Focus shall include needs of individuals, families, seniors, and youth. The Committee shall also serve as the Coventry Council for the Prevention of Student Drug and Alcohol Abuse.
3. The Committee may establish subcommittees to allow focus on particular areas of special attention.
4. Other Human Services providers in town and the region should be welcome to attend meetings and share information, but will not be eligible to vote.

#### Article VII. Amendment

These by-laws may be amended by the Human Services Advisory Committee as follows:

A proposed amendment must be accepted by 2/3 of the membership of the Human Services Advisory Committee voting at the next regular monthly meeting following the discussion meeting.

#### Article VIII. Effective Date

Adopted by the Coventry Town Council, February 16, 2021

TO: Coventry Town Council

FROM: John A. Elsesser, Town Manager 

RE: Proposed merger of Youth Services Advisory Committee and Human Services Advisory Committee

DATE: January 28, 2021

The Steering Committee is recommending that based upon staff recommendations, the existing Youth Services Committee and Human Services Advisory Committee be merged into one committee named, "Human Services Advisory Committee."

Enclosed is some background information and the recommendation, as follows:

1. Memo from Annemarie Sundgren on the proposed merger.
2. Background on the establishment of the Human Services Advisory Committee in 1978.
3. Bylaws of the Youth Advisory Board and Council for Prevention of Alcohol Abuse (2018).
4. Recommended charge of merged committee.

Suggested motion: "I move that the recommended charge of the merged Human Services Advisory Committee be approved."

January 21, 2021

①

To: John Elsesser, Town Manager

RE: Merger of Youth Services Advisory Committee and Human Services Advisory Committee

This memo serves as a follow up to discussion in the Town Council meeting 1/4/2021. The question arose regarding the Human Services Advisory committee's role in supporting the Human Rights Commission.

Background: The previous grant funding for Youth Services was through the State Department of Education, who mandated the Youth Services Advisory Committee. The current Youth Services grant funding is through CT Department of Children & Families (DCF). It is not required by DCF to have an Advisory Committee. The Youth Services Advisory Committee (YSAC) was previously comprised of eight individuals including Coventry Board of Education representatives, Social Workers, youth, and Human Services staff.

The charge for the YSAC was to support the Youth Services department in decisions regarding the Youth Services Bureau (YSB) referrals and prevention strategies and education. The group met once a month.

The Human Services Advisory Committee (HSAC) has been in place to perform similar oversight and support to the Human Services department. The charge of the HSAC is to foster a community of health and well-being for residents of Coventry. HSAC assists in coordinating social services, resources, activities and education in support of a higher quality of life. The charge would remain the same for youth matters. As the Youth Services department is under the Human Services umbrella, the merger of the two committees is prudent.

In regards to the Human Rights Commission, the HSAC would be available to provide information, education, and guidance to support their mission and goals.

"The Human Rights Commission fosters mutual understanding and respect among people. Encourages equality of treatment of all people, regardless of race, color, religious creed, sex, sexual orientation, civil union status, gender identity or expression, marital status, familial status, genetic information, age, economic status, lawful source of income, national origin or ancestry, or present or past history of physical, mental or intellectual or learning disability including but not limited to blindness."

Respectfully submitted: Annemarie Sundgren, Human Services Administrator / Human Rights Officer

Attachments:

Coventry Youth Services Advisory Committee (CYSAC )

Coventry Human Services Advisory Committee (CHSAC)



# Town of Coventry

Elizabeth Rychling  
Town Clerk

(2)

COVENTRY, CONNECTICUT 06238

OFFICE OF THE TOWN MANAGER  
(203) 742-6324

TO: Persons Involved with Social Services in Coventry  
FROM: Frank B. Connolly, Town Manager *E*  
David A. Cayer, Social Services Co-ordinator *DC*  
RE: Social Service Meeting  
DATE: November 14, 1978

NOTICE  
SOCIAL SERVICES MEETING  
TUESDAY, NOVEMBER 28, 1978  
TOWN HALL - 8:30-9:30 am  
TOPIC: APPOINTMENTS TO C.H.S.A.C

A meeting was called to order at 8:32, Tuesday, November 14, in the Board Room by David Cayer and was chaired by Arthur Kay. Attached is a list of those attending.

The topic of discussion was the by-laws.

The Committee's name - Coventry Human Services Advisory Committee (C.H.S.A.C.)

A motion was made by R. Bechtold and seconded by E. Harris that the number of persons on this committee will be six. The motion was voted in the affirmative.

R. Bechtold motioned that the date of the annual appointments to the committee be discussed with the Town Manager and the Town Council. When the month for the appointments have been determined, this information will be added to the by-laws. The motion was seconded by W. Kennedy and voted in the affirmative.

A discussion as to whether the six (6) persons appointed to the committee must be town residents followed and it was determined that residency in the Town is required. Although, persons interested and/or involved in human services may participate in a non-voting capacity.

R. Fowler motioned that C.H.S.A.C. meet regularly and be open to all interested persons. At least once a year a meeting will be held for anyone interested in social services for the purposes of evaluation, co-ordination and review. The motion was seconded by R. Bechtold and voted in the affirmative.

K. Danis motioned that the initial appointments to the committee include persons representing the following six (6) areas: Aging, Welfare, Schools, Health, Police and Churches. The motion was seconded by E. Harris.

Social Services Meeting

November 14, 1978

Page 2 of 2

Discussion followed and it was agreed that it not be necessary for professionals to be members of the committee in the aforementioned areas. The members, which may be consumers, must have an awareness of these areas. The motion, as discussed, was voted in the affirmative. This will not be included in the by-laws.

R. Fowler motioned that the by-laws as proposed and amended be presented to the Town Manager and Town Council. This motion was seconded by R. Pender and was voted in the affirmative.

The next meeting will be Tuesday, November 28, 1978 at 8:30 am in the Board Room. At this meeting, a review of names to be considered for appointment will be discussed.

At 9:40 am, B. Mohan made a motion to adjourn. E. Harris seconded at the motion was voted in the affirmative.

Attachments: List of persons present at meeting  
Preliminary by-laws

SOCIAL SERVICES PARTICIPANTS 11/14/78

<u>NAME</u>	<u>AGENCY</u>
Dorothy Grady Burrell	Welfare Board, P.T.O.
Bernard F. Mohan	Counselor, Capt. Nathan Hale School
Prall Merriam	4H Town Committee
Barbara Wandersee	PHNA of Coventry
Rose Marie Fowler	Parents Adv. Council, Christmas Wish Fund
Rolland Ewing	Committee on the Needs of the Aging
Bill Kennedy	Social Services Dept. Mansfield, Coventry resident
Robert Kjellquist	Chief of Police
Robert Bechtold	Second Congregational Church
Elsa Martin	Senior Citizens Club
Raymond Pender	Senior Citizens Club
Stan Harris	Dial-A-Ride, WRFSA, WCCA, Cov. Com./Needs/Aging
Fred Miller	Municipal Agent, Com.Needs of the Aging
Ethel C. Harris	PHNA Board, Board of Health
Kate Danis	School Psychologist
Arthur L. Kay	Coventry House
Laura Forte	Welfare Board
Frank B. Connolly	Town Manager
David A. Cayer	Social Service Coordinator

PRELIMINARY  
BY-LAWS OF THE COVENTRY HUMAN SERVICES  
ADVISORY COMMITTEE

Article I

Name

The name of the committee shall be the Coventry Human Services Advisory Committee.

Article II

Purpose and Objective

The purpose of the C.H.S.A.C. shall be to serve in an advisory capacity to the Town Manager and the Town Council in the area of Human Services.

The objective of the C.H.S.A.C. shall be to promote Human Services, to recommend priorities, and, through the work of ad-hoc or subcommittees, (See article VI) provide a broad base of support to the Human Services Staff.

Article III

Membership

- Section 1 The C.H.S.A.C. shall be composed of six (6) Coventry residents with the interest and capacity to provide guidance in the area of Human Services.
- Section 2 Members shall be appointed by the Town Manager and approved by the Town Council.
- Section 3 Terms of appointment shall be for three (3) years.  
Initial Appointments:  
Two members....one (1) year  
Two members....two (2) years  
Two members....three (3) years  
These will be followed by annual appointments.
- Section 4 All terms of office shall terminate on midnight December 31 of the final year of the term.

Article IV

Officers

- Section 1 There shall be, as officers of the Committee, the following:  
A. Chairperson  
B. Vice-Chairperson  
C. Recording Secretary
- Section 2 Officers shall be elected by C.H.S.A.C. members at the first meeting following the annual appointments.
- Section 3 The duties and authority of the officers shall be:  
A. The Chairperson shall call and preside over all meetings and perform those functions usual to the office of Chairperson.  
B. The Vice-Chairperson shall assume the duties and authorities of the Chairperson, when absent, and shall perform such other duties as are allocated by the Chairperson.  
C. The Recording Secretary shall keep minutes of the C.H.S.A.C. and shall give notice of all such meetings.

Article V

Meetings

- Section 1 The C.H.S.A.C. shall hold regular meeting open to the public.
- Section 2 The C.H.S.A.C. shall call at least one meeting annually of all Human Services (both providers and consumers), consisting of organizations, committees, boards, individuals, etc. The meeting(s) shall be for the purposes of evaluation, coordination and review.

Article VI

Ad-Hoc or Sub-Committees

Committees shall be formed upon the approval of C.H.S.A.C. Said sub-committees shall be chaired by a C.H.S.A.C. member unless other arrangements are approved by the C.H.S.A.C.

Town of Coventry  
Youth Advisory Board & Coventry Council for the Prevention of Student Drug & Alcohol Abuse

By-laws revised 2018

Article I. Name

The name of this organization shall be the Coventry Youth Advisory Board & The Coventry Council for the Prevention of Student Drug & Alcohol Abuse.

Article II. Charter

*The purpose of this organization is to advise and make recommendations on the overall program direction to the Youth Services Coordinator. The Board will assist the Youth Services Coordinator in developing and enriching the lives of the youth in Coventry and will assist both in coordinating existing services and in the planning of new programs. The function of the Youth Advisory Board is to act as a resource and as a monitor for youth service programs by assessing the progress of youth programs.*

Article III. Membership

- A. The Youth Advisory Board shall have no less than seven (7) members, all of whom are voting members. This group shall include the following:
  - 1. One (1) representative of the Coventry Schools.
  - 2. One (1) community representative under the age of 21.
  - 3. One (1) representative from the Police Department.
  - 4. One (1) representative from a private youth serving agency.
  - 5. Three (3) service consumers. Service consumer shall mean any Coventry resident who receives less than 50% of his or her wages or livelihood by delivering services to youth and their families, and who has a vested interest in Youth Services.
- B. Membership Approval:
  - 1. To ensure there is no conflict of interest, any new application for membership to the Youth Advisory Board & Coventry Council for the Prevention of Student Drug & Alcohol Abuse will be reviewed by current board members.
  - 2. Approval of applications will be determined by a majority vote.
  - 3. Interested applicants should contact Youth Services to request a membership form.

Article IV. Term of office

Article V. Organization

- A. The board shall choose from among its membership a Chairperson, a Vice-Chairperson, and a Secretary.
  - 1. The Chairperson shall preside at all meetings of the board, appoint sub-committee members and may call special meetings.
  - 2. The Vice-Chairperson shall assume the duties of the Chairperson, as needed.
  - 3. The Secretary shall keep records of the Board activities as deemed necessary, as well as handle the correspondence of the Board.
  - 4. The above officers shall serve for one (1) year.
- B. The Board shall meet 10 times per year (September- June) at the call of the Chairperson. A written notification of the meeting, including the agenda shall be sent to all members at least one week in advance.

- C. The presence of four (4) of the Board membership shall constitute a quorum.
- D. A simple majority vote of the quorum present is needed to pass any resolution of the Board, unless specified otherwise in these by-laws.

#### Article VI. Amendment

These by-laws may be amended by the Youth Advisory Board as follows:

A proposed amendment must be accepted by 2/3 of the membership of the Youth Advisory Board voting at the next regular monthly meeting following the discussion meeting.

#### Article VII. Effective Date

These by-laws are effective as of 10.11.18

Town of Coventry  
Coventry Human Services Advisory Committee  
By-laws revised 2021

Article I. Name

The name of this organization shall be the Coventry Human Services Advisory Committee.

Article II. Purpose and Objective

*The purpose of this organization is to advise and make recommendations on the overall program direction to the Town of Coventry Human Services Office. The Board will assist the Human Services Administrator, Senior Center Coordinator, and Youth Services Coordinator in developing and enriching the lives of the citizens in Coventry and will assist both in coordinating existing services and in the planning of new programs. The function of the Human Services Advisory Committee is to act as a resource and as a monitor for Town programs by assessing the progress of Human Services programs.*

Article III. Membership

A. The Human Services Committee shall have no less than nine (9) members, all of whom are voting members. This group shall include the following:

1. One (1) representative of the Coventry Schools.
2. One (1) community representative under the age of 21.
3. One (1) representative from the Police Department.
4. Three (3) representatives from non-profit agencies who serve the Human Services needs of Coventry citizens.
5. Three (3) service providers or interested citizens.
6. Members do not need to be Resident Electors to serve on this advisory committee.

B. Membership Approval:

1. To ensure there is no conflict of interest, any new application for membership to the Human Services Advisory Committee will be reviewed by the Town Manager and ratified by the Town Council.
2. Interested applicants should contact the Town Clerk's office to request a membership form.

Article IV. Term of office

Appointments shall be for three (3) years with staggered terms for 1/3 each year.

Article V. Organization

A. The Committee shall choose from among its membership a Chairperson, a Vice-Chairperson, and a Secretary.

1. The Chairperson shall preside at all meetings of the board, appoint sub-committee members and may call special meetings.

2. The Vice-Chairperson shall assume the duties of the Chairperson, as needed.
  3. The Secretary shall keep records of the Committee activities as deemed necessary, as well as handle the correspondence of the Committee.
  4. The above officers shall serve for two (2) years.
- B. The Board shall meet 10 times per year (September- June) at the call of the Chairperson. A written notification of the meeting, including the agenda shall be sent to all members at least one 24 hours in advance.
  - C. The presence of five (5) of the Committee membership shall constitute a quorum.
  - D. A simple majority vote of the quorum present is needed to pass any resolution of the Board, unless specified otherwise in these by-laws.
  - E. All meetings shall comply with the current regulations of the Connecticut Freedom of Information regulations. Executive Session shall only be permitted as allowed by these regulations.

#### Article VI. Responsibilities

1. The Committee shall serve as a clearinghouse and nexus to provide coordinated services by the various Human Services provides to Coventry residents; to assist in establishing goals and priorities, and avoid conflicts and duplication of services.
2. Focus shall include needs of individuals, families, seniors, and youth. The Committee shall also serve as the Coventry Council for the Prevention of Student Drug and Alcohol Abuse.
3. The Committee may establish subcommittees to allow focus on particular areas of special attention.
4. Other Human Services providers in town and the region should be welcome to attend meetings and share information, but will not be eligible to vote.

#### Article VII. Amendment

These by-laws may be amended by the Human Services Advisory Committee as follows:

A proposed amendment must be accepted by 2/3 of the membership of the Human Services Advisory Committee voting at the next regular monthly meeting following the discussion meeting.

#### Article VIII. Effective Date

These by-laws are effective as of \_\_\_\_\_

**MINUTES  
COVENTRY TOWN COUNCIL  
FEBRUARY 16, 2021  
7:30 P.M. – REGULAR MEETING  
TOWN HALL ANNEX & VIRTUAL**

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

The meeting was called to order by Blanchard at 7:30 p.m.

Members present:

Julie Blanchard – Chair – remote

Lisa Conant - remote

Jonathan Hand – remote

Matthew O’Brien, Jr. - remote

Matthew O’Brien, Sr. - Vice Chair – remote

Lisa Thomas - remote

Richard Williams – Secretary – remote

Members absent:

Also present:

John Elsesser – Town Manager

**2. Pledge Of Allegiance:**

Council members and Staff stood to recite the pledge.

**3. Audience Of Citizens:**

(30 minutes)

Submit comments to be read aloud to: [audience@coventry.org](mailto:audience@coventry.org)

Blanchard read a comment from the following citizen. The statement is attached to these Minutes.

Linda Blakesley, 27 Berry Avenue – Coventry must declare racism a public health crisis. We owe it to our children to create equitable systems.

**4. Acceptance Of Minutes:**

- **January 19, 2021**

**Motion:** I move to accept the minutes of January 19, 2021 meeting.

By: O’Brien, Sr.

Seconded: Thomas

With the following corrections:

- Page 4, first paragraph after signatures, seventh sentence – add “rights” after “amendment”.
- Page 5, second paragraph, second sentence – change to read “O’Brien, Sr. asked can we get the statement in writing before we adopt it?”.
- Page 9, item 6.F.2., third paragraph, seventh sentence - reverse “all” and “not”.
- Page 11, item 6.F.7., first paragraph, third sentence – remove “something”.
- Page 12, item 7.A., fourth paragraph, fifth sentence – change to read “O’Brien, Sr. and O’Brien, Jr. agreed.”.
- Page 14, first paragraph, first line – reverse “operating” and “capital”.

Voting:

For: O’Brien, Sr., O’Brien, Jr., Hand, Blanchard, Williams, Thomas, Conant

Against: None

Abstain: None

#### **4.A. Approval Of Minutes, Executive Session: February 1, 2021**

**Motion:** I move to accept the minutes of January 19, 2021 meeting.

By: Hand

Seconded: O’Brien, Sr.

Voting:

For: O’Brien, Sr., O’Brien, Jr., Hand, Blanchard, Williams, Thomas, Conant

Against: None

Abstain: None

Thomas said we don’t typically approve Executive Sessions minutes – why are we doing this? Elsesser said because this was a stand-alone meeting and it shows the Council took the steps of going into and coming out of Executive Session.

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

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

**Motion:** I move to accept the Consent Agenda.

By: O’Brien, Sr.

Seconded: Hand

Discussion: Thomas asked for item 9.B. to be removed from the Consent Agenda. Conant asked that item 6.F.11. be removed from the Consent Agenda.

Voting:

For: O’Brien, Sr., O’Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas

Against: None

Abstain: None

**6. Reports:**

**6.A. Council Chairwoman: Julie A. Blanchard**

Blanchard shared the passing of another very active citizen of Coventry – John Lavoie. He was active in the Coventry Volunteer Fire Association from 1960-2021. He served as the Chief, EMT instructor, Drill Master, and Chief Engineer. He served with the Knights of Columbus. He served the Coventry Catholic Men’s Club and was past president and permittee of CCMC. He was the Tree Warden for the town for a long time. We thank him for all of his service to us and our community. We send condolences to the family.

The next Human Services drive-through food distribution will be on February 26, 2021 from 10:00 a.m. – noon in front of Town Hall. Enter at the left entrance, use the driveway loop at the front, and exit the right entrance. Any citizens interested can contact the Human Services department with questions. There are 2-3 people volunteering from Town Hall and Public Works. Barring a snow storm those volunteers enjoy doing these types of things.

**6.B. Council Members:**

O’Brien, Sr. shared that Chester Chase passed away. He was a longtime volunteer for the town; he and his wife served the community in various capacities. He served on the Town Council in the early 90s, was a veteran and active in the Seabees as an instructor. Chester was a great guy. He helped Coventry in the early days with information on how to build roads and the best way to do so. O’Brien, Sr. was sorry to hear that Chase had passed away from cancer. O’Brien, Sr. wants to give Mr. Chase a salute from the Town Council. Elsesser added Chase hooked the town up with Jacobson Engineering for high quality engineering; we still use them today. He really improved the PZC subdivision standards.

Thomas asked if the Council could get a presentation on the highlights or key pieces of the POCD update. She also asked that information items for the agenda be sent earlier than the afternoon of the meeting. There is not enough opportunity to look at the items enough to have conversations around them.

Conant hoped that people had the chance to catch the Legacy List program on the David Hayes Sculpture Field. Elsesser did a wonderful job of representing the town. Conant recommends a visit to the field.

**6.C. Steering Committee: Matthew O’Brien, Jr., Chairperson**

O’Brien, Jr. said the last meeting was on January 25<sup>th</sup>. At the meeting the supplemental charge of the Human Rights Commission was discussed. Also discussed was the combining of the Human Services and Youth Services Advisory boards; it is felt these two boards can work together and operate efficiently. The Steering Committee also worked on the Town of Coventry’s Affirmative Action plan.

**6.C.1. \* Minutes, January 25, 2021**

**6.D. Finance Committee: Matthew D. O’Brien, Sr., Chairperson**

O'Brien, Sr. read his report into the record:

**Coventry Town Council Finance Committee Meeting  
February 8, 2021  
Report to the Town Council at the February 16, 2021 meeting**

Our committee discussed the Town's reports.

Amanda Backhaus reported that our property tax collections were higher than reported and our collections are ahead of last year. This was due to one bank that did not forward property tax payments on behalf of their customers until after February 1<sup>st</sup>. The Town's total expenditures, including encumbrances is at 65.64% of the adjusted budget which compares favorably to 67.31% last year. The Board of education has expended 49.83% of their approved budget which compares favorably to 52.79% last year.

We discussed the COVRRRA fund. Amanda said that she would take another look at the numbers reported, which now reflect that the \$200,000 that had been held to possibly upgrade the transfer station or relocate it have been added back into the operating fund of COVRRRA. The Sewer Fund is in good shape.

Amanda presented her analysis of the last three plus years of MSW tonnage, recycling and other aspects of our waste management system. Her analysis showed that there has been a significant increase in the amount of waste being generated in the past year and the committee discussed how the pandemic and more people working from home, etc. may have impacted those numbers. The committee will continue this discussion to try and determine how the ongoing vaccinations and possibly more people returning to work and students to schools may impact the 2021-2022 numbers as we consider setting the COVRRRA rates during our budget deliberations.

We then discussed the current staffing situation in Inland/Wetlands. Currently they are paying for a contractor who works 10 hours per week. We discussed if this is the most cost effective way to provide that service. The committee recommended that John Elsesser explore other options to determine if it would make sense to hire a part time person in that department who may be able to provide more hours and service that are needed.

The committee discussed the report we received from Michael D'Amicol, our Assessor, that shows that the 2020 grand list has increased by 1.6% from the 2019 net Grand List. This is an increase of \$16,325,767 in assessed value. Amanda reported that at the current collection rate and mil rate this increase would result in an additional \$498,141. Amanda also reported that if the Council decides to restore the collection rate to the historical weighted average, it would generate approximately an additional \$245,324 at the current mil rate.

We discussed the monthly reports and spent time on the budget overages that we are experiencing in the police budget. We will be discussing this further.

Then we discussed the Board of Education's December Management Report. Amanda reported that she believes the Board has accounted for a part of the \$53,000 the Board received from the first round of CRF funds but there is over \$20,000 that was not included. We also noted that the Board also received \$47,500 at the end of December from the second round of CRF funding and that those funds have not been reflected in this management report either. Future reports should remove the associated Covid expenses from this report and move them to a grant fund report that also reflects the revenues received to offset them. The committee then discussed the recent report that the Coventry will receive \$521,667 of ESSER II funds that were appropriated in the most recent federal relief package. The committee discussed how those funds would help the Board meet this year's expenses and hopefully reduce their 2020-2021 budget for any items related to Covid relief. Lisa Thomas reported that she has had discussions with the Board Chairwoman, Jenn Beausoleil, and the Board was going to discuss these potential impacts at their next meeting. The chair asked that a note be sent, on behalf of the committee, reflecting our discussion to the Board.

The Food Service Profit and Loss Statement shows the Board is continuing to generate surplus revenues each month through the federal meals program.

We discussed the Munistat Municipal Advisor Services Agreement. After our discussion with Amanda and John, the committee recommends that the Town Council enter into this agreement.

We discussed the possibility of establishing a Library Renovation Donation Fund. This is a direct result of the very generous gift of \$75,000 that Sandra Astor Stave has offered to support the Library Renovation with the hopes it will spur matching donations from the community. John explained that by having this be a Town fund rather than a fund of the Library Board, the funding will be better able to be accessed and used during the project. Based on our discussion, the committee recommends that the Town Council establish the Library Renovation Donation Fund.

We adjourned.

Respectfully,

Matthew O'Brien Sr.  
Chairman, Finance Committee

Blanchard asked how crumbling foundations affected the Grand List and what is Munistat? O'Brien, Sr. said four houses have come back onto the rolls. Elsesser said the total range is likely 150-170 houses. The number of houses is still growing. Munistat is the bond financial advisor. The former advisor has closed the Connecticut office. Munistat covers New Jersey and New York and they are setting up a new office in Connecticut.

**6.D.1. \* Minutes, 01/11/2021**

**6.D.2. \* Monthly Financial Reports**

**6.E. COVRRRA – John A. Elsesser:**

Elsesser reported we are still waiting for the State to come through with STEAP grant award. The waste tonnage went up substantially kicking in in March of last year. O'Brien, Sr. added we pay \$35 per ton for recycling and urged people to recycle whenever possible as that will save some of the waste system money we pay.

**6.F. Town Manager – John A. Elsesser**

**6.F.1. Projects Update**

Updates to Elsesser's distributed report are:

- Swamp Road plans are in for final review. These will go out to bid in April with construction from June through December. One issue that has come up is that the chosen traffic signal poles with a slightly decorative fixture are a longer order time. These will not be available until next spring and the roadway cannot be opened until they are installed. It was asked if we could change to a simpler pole standard but that cannot be done without going through the review process again.

- The next Human Services Food Drop is scheduled for February 26<sup>th</sup> from 10:00 a.m. – noon.
- The annual report and capital budget are being uploaded this week. The report will show workloads and issues affecting departments. The capital budget had major reductions to it last year which cannot be restored this year; it will take a while to get back to that funding level.

Blanchard asked why the bathroom trailer at Laidlaw Park was discussed with Coventry Soccer when this is a town recreation field. Elsesser said this was done as a courtesy as there has been a change in leadership of Coventry Soccer and they were not aware of the plan. The current leadership said a picnic pavilion would be a priority rather than bathrooms. The LOTCIP money for the bathroom trailer has to be used there or elsewhere on a similar project. The Porta-pottys are adequate for the soccer leadership and no maintenance is needed by Town staff for these. A bathroom trailer would be locked when soccer is not be played so people using the park for other activities would not have access to toilets.

Blanchard asked about the information meeting held on January 14<sup>th</sup> about the curve warning signs. Elsesser said there are only a handful of signs going in and correction of some signs in place. Elsesser said this is being run by the State and he does not have a recording of the meeting nor has he seen a report from the meeting.

Blanchard asked who the “all” refers to in the paragraph about the Annual Lake forum. Elsesser that refers to the three consultants the Town uses for lake health, including Dr. Kortmann. Their plan has been shared with the Council and the Council can decide to fund the plan or not.

Blanchard confirmed with Elsesser his report about the HVAC engineering at the schools and COVID air standards is regarding the project at the high school and middle school. Elsesser said the plan is to see if the changes work at those schools before doing the same at the Grammar and Robertson schools. The money the BOE is requesting from their 1% fund is for an emergency repair at the Robertson school.

Blanchard asked about the State paperwork for the library renovation – does this mean the State Library department the grant money was received from or another State department? Elsesser said the State Library department’s regulations do not allow a design/build plan.

Conant asked about the information about finding suitable land for a research center of autonomous vehicles. Elsesser said UConn does not seem to be enthused about having such a center on their land. This could be an exciting project in Coventry with having a Research Technology Lab, including bringing in people in need of housing. The Lee Farm tract has both hills and flat areas and UConn would be exempt from local zoning regulations. Coventry is trying to go after things that don’t seem obvious. Mansfield and UConn don’t seem interested in housing a research center for autonomous vehicles. Conant said a link between UConn research and Coventry would

be fantastic. The president of the university said he wants to double research in ten years. Hand echoes Conant's comments. Such a project sounds exciting.

O'Brien, Sr. asked what changes are being required of our police force because of the Police Accountability Act. Elsesser will gather that information.

#### **6.F.2. COVID-19 Update**

Elsesser said the good news is that numbers are down a bit as a region. There have been 31 cases in town in the last week and we are up by 8 deaths. People must continue to pay attention. Seventy percent of people over 75 years of age in town have been vaccinated. In the age groups of 18-70 Coventry is consistent with the number of cases in other towns. The cases of children under 10 is one-third the rate of the other groups. We are doing okay but must stay diligent.

#### **6.F.3. Microgrid Update**

Elsesser said the plans are in final review with DEEP. There are continued discussions with their financial people to get firmer construction prices and pricing guidelines for our consideration.

#### **6.F.4. Proposed Crumbling Concrete Foundation Bills**

Elsesser said there is good news including \$10 mill. more in funding and the extension of the timeframe with the insurance corporation.

O'Brien, Sr. asked if the \$10 mill. is coming from the fee on home insurance. Elsesser said it is in the bond budget and is in addition to the insurance fee. When the bond agenda comes up for discussion letters from people that have used the funds or need to use the fund could be helpful. Having someone tell a personal success story of replacing a crumbling foundation is important. Representative Courtney is pushing to extend the look back period for losses from replacements before the fund was in place. O'Brien, Jr. asked where Coventry is in terms of how many houses with problem foundations we are aware of. Elsesser said we are in the 60s with the number of houses but there are probably more than 150 houses that have the issue. The walking away or selling the home has stopped because there is hope if people have patience. This is a case of people power working on government and results happened fast.

#### **6.F.5. ALICE Report, 2020**

Elsesser said this is a whole different way to look at the cost of living by looking at all of the expenses a family has to bear; this shows the real cost to live in a house. Twenty-three percent of Coventry households are at the poverty level. That is better than our neighboring towns other than Tolland.

Thomas said 23% might be less than some of neighbor towns but that is still almost a quarter of our population that is income restrained. Most of these are families headed by women.

Conant said the federal poverty line has not been updated in decades. The report is more accurate of poverty and its struggles. Nearly a quarter of our population is huge. With one health event they are defaulting on their mortgage. This has an impact on the town.

O'Brien, Sr. asked if Mansfield's count includes students in the number. Elsesser said students are included.

#### **6.F.6. Lake Invasive Species Management Plan, 2021**

Elsesser has shared the plan. This plan is part of the full grant application that has been submitted. The three consultants are working together on this treatment plan. Two are meeting with neighbors on Woodland Road to look at stream patterns. Elsesser said we have the best team in New England.

O'Brien, Sr. asked if the grant is utilizing money from the boat licensing fee. Elsesser said yes and no; we are applying for those funds from the license stickers. These are competitive grants; Coventry has applied for \$50k. Hopefully, the awards will be made during the budget season. We are continuing the federal grant that we got last year which is \$30k-\$33k. The other grant maximum is \$50k and they may not want to award both of these to Coventry. Conant asked if the \$50k grant requires a match to which Elsesser said yes. The entire treatment plan is \$128k per year. A grant is being applied for, Mansfield is the lead applicant, for Eagleville Lake for a river management study. There will be \$7,500 in kind services provided by the two towns. The boating license fee is new and does not have a lot of money. We think we submitted a good grant application. We are doing research to identify by sonar if the tubers in the dirt are being killed in order to have fewer treatment applications. Conant said this is leading edge research in the nation. That may make the grant more successful. We are looking for long-term solutions with lessons that can be learned by others.

O'Brien, Sr. expressed appreciation of the Town staff for recognizing, pursuing, and getting many of these grants. Elsesser said Eric Trott did much of the grant writing along with Mansfield staff.

#### **6.F.7. Public Notice: Use Of State CDBG Program Income For Different Activity**

Elsesser said we are looking to divert money to a rebuild of touchless bathrooms at the Senior Center and Orchard Hills which is an objective for the Federal Department of Housing. Also to use \$50k towards museums in town to be made handicapped accessible, such as at the Hayes property, Strong Porter House if the Historical Society is interested, and the Glass Museum.

#### **6.F.8. 2020 Grand List**

Elsesser said O'Brien, Sr.'s report went over a lot of this information. There is \$500k in new revenue. The additional revenue will help in next year's budget. O'Brien, Sr. said it is nice to see some growth.

**6.F.9. \* Robbins – Response To Coventry Traffic Authority Re Truck Restriction On Swamp Road**

**6.F.10. \* Quarterly Report: October-December,**

**6.F.11. \* J. Nelson: Important Of Social Motivations To Attendance At Coventry Markers' Market**

Conant asked for this item to be removed from the Consent Agenda because she was interested by this research paper and is curious to know if the student is one of the agriculture school or one of the Psychology or other departments. Conant thinks the report can be used for gearing up for the next season and for doing some planning. She hopes we can get back to the former Farmer's Market format as much as we can. The vendors were frustrated by the format in 2020. People love to support farmers and market but last year's format was very different and it was understood why. However, the market was turned into a sterile experience. Elsesser said Jean Nelson is employed at UConn and is taking advantage of the benefit of taking some classes. It was his intern from UConn that created the Farmer's Market. The motivation of attending became much more of a social event with being able to buy some quality vegetables. The planners want to try having some market format in the field with limitations of how many people can attend at once. It may be less spontaneous than it was previously. The goal is to have an open field Market; traffic patterns and spacing issues are being explored.

**6.F.12. \* CCM: ProAct Prescription Drug Discount Program Report, December 2020**

**7. Unfinished Business:**

**7.A. 20/21-29: Consideration/Possible Action: Modifications To Charge, Human Rights Commission**

Steering went through the proposed modifications. Page 4 of the document included in the packet related to this item has the supplemental charge that includes four items.

**Motion:** I move that the Council adopt the supplemental charge for the Human Rights Commission.

By: Hand

Seconded: Thomas

Discussion: Thomas said she would like to see a reference to the LGBTQ community in the supplemental charge and would like number 2 to reference a community forum to be held 'on at least an annual basis' so the Commission is not limited to one per year. Conant said LGBTQ is referenced on another page of the document.

The proposed change to number 2 on page 4 was accepted by Hand and Thomas.

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas  
Against: None  
Abstain: None

Elsesser said Olivia has done a phenomenal job on this. She has been very helpful in catching up with some tasks. Elsesser was asked to tell Olivia the Town Council is pleased with her work.

**8. New Business:**

**8.A. 20/21-46: Consideration/Possible Action: Creation Of Forestry Advisory Committee**

Elsesser said this is for consideration so Coventry can quickly gain more points for Sustainable CT. The town has worked with an ad hoc team made up of some Staff members. To gain points we need to document existing practices and formalize the team to be called the Forestry Advisory Committee.

O'Brien, Sr. asked if the Committee would be making recommendations, such as thinning forests to maintain a healthy forest and removing diseased trees. Elsesser said this group would be overseeing the town-owned woodlands and would not substitute for the Tree Warden. Best practices of forestry management does include thinning out of trees. Hand said he is in support of creating the committee.

**Motion:** I move that the Council create the Forestry Advisory Committee as described in the memo dated December 25, 2020 (typo of 2021 acknowledged).

By: Hand

Seconded: O'Brien, Sr.

Discussion: O'Brien, Sr. asked if this should first be sent to Steering; Blanchard would like to see a citizen on the committee. Elsesser said Staff are already doing this function and to add a citizen would mean night meetings; Elsesser cannot ask Staff to attend additional night meetings. The Stewardship Committee will be working in partnership with this committee. Changes include adding 'Town owned woodland', change 'advice' to 'advise', and change '2021' in the memo date to '2020'. The 'town owned woodlands' phrase is to be inserted in the Objective Statement.

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas  
Against: None  
Abstain: None

**8.B. 20/21-47: Consideration/Possible Action: Adoption Of Watershed Health Pledge**

This item also pertains to objectives of Sustainable CT. This have been seen by the Lake Advisory Committee. They will take care of getting people to sign the pledge with July being targeted as that is Lake month.

**Motion:** I move that the Council adopt the Watershed Health Pledge that meets a Sustainable CT goal.

By: Thomas

Seconded: Hand

Discussion: O'Brien, Sr. asked if signing the pledge is voluntary? Elsesser said yes. Blanchard asked if the pledge is per household? O'Brien, Jr. said it is per person. There is a typo in the last sentence of the letter – 'health cold' instead of 'health code'.

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas

Against: None

Abstain: None

**8.C. 20/21-48: Consideration/Possible Action: Acceptance Of Conservation Easement Conveyance, Wheaton Subdivision, Grant Hill Road**

Elsesser said the last page of the documentation about this item shows the map with the gray area representing the conservation easement. This easement will be protecting the major core of the wetlands. O'Brien, Sr. said the impact of the easement is that the owner cannot cut stuff down and it can't be built on. Elsesser said this places a restriction on this part of the property, taxes on that part of the property are less, and it stays with the land forever.

**Motion:** I move that the Council accept the conservation easement conveyance of the Wheaton Subdivision on Grant Hill Road.

By: O'Brien, Sr.

Seconded: Hand

Discussion: Elsesser said this easement abuts some Town owned open space of the Liberty Croft subdivision. This adds more protected space in town; there is value in that. Blanchard confirmed with Elsesser that this conservation easement is owned by the property owner.

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas

Against: None

Abstain: None

**8.D. 20/21-49: Consideration/Possible Action: Adoption Of Updated Affirmative Action Plan Dated January 2021**

Elsesser said some time has been spent on this. The Goals was the last section worked on. The police department had a correction there and this is a follow up to that. This will end up being part of the personnel plan.

O'Brien, Sr. said there is a lot here. What is the impact of Coventry hiring the best person? Elsesser said he rarely sees two equal candidates; we generally don't have pools of people applying for positions. We hire the best candidate. O'Brien, Sr. said updating the plan and bringing those changes to attention may attract diverse people. This is making people aware

of what our needs are and have people present themselves as candidates.

**Motion:** I move that the Council adopt the updated Affirmative Action Plan dated January 2021.

By: O'Brien, Jr.

Seconded: Hand

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas

Against: None

Abstain: None

**8.E. 20/21-50: Consideration/Possible Action: Merger Of Human Services Advisory And Youth Services Advisory Committees**

**Motion:** I move that the Council approve the merger of the Human Services Advisory and Youth Services Advisory Committees.

By: O'Brien, Sr.

Seconded: Williams

Discussion: Conant said the Audience of Citizens letter had her wondering if that is something that should be addressed by the Human Rights Committee or should it be sent to Steering. Blanchard can forward the matter to Steering. Blanchard thinks it is a good idea to merge these committees.

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas

Against: None

Abstain: None

**8.F. 20/21-51: Consideration/Possible Action: Appointments To 4-Town Economic Vitality Team**

Elsesser would like to Council to approve the appointments of the Staff people who have been on this team. The meetings happen during the day. There could be a representative from the EDC or a citizen-at-large on the team at some point but they would have to be able to meet during the day.

O'Brien, Sr. asked if there is a regular meeting time? He would like to see a citizen representative or someone from the Council on the team. Elsesser said he thinks the regular meetings are on the third Thursday of each month.

Thomas said the Council is being asked to at least formalize approval of the three Staff people to start with; there is the potential to add more people.

**Motion:** I move that the Council to approve the appointments Eric Trott, Wendy Rubin, and Erica Pagliuco to the 4-Town Economic Vitality Team.

By: O'Brien, Sr.

Seconded: O'Brien, Jr.

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas

Against: None

Abstain: None

**8.G. 20/21-52: Consideration/Possible Action: Adoption Of Drought Management Plan**

Elsesser said this is another item for Sustainable CT. Much of the plan was borrowed from Glastonbury.

O'Brien, Sr. asked if this is for the water utility only or for those with wells also. Conant said we all need to conserve water. The intent is about sharing the public aquifer even if you have a private well. The plan does not specifically say that. Point three is about promoting and advocating water conservation. Elsesser said this is an educational tool versus a regulatory one.

**Motion:** I move that the Council adopt the Drought Management Plan.

By: O'Brien, Sr.

Seconded: Conant

Discussion: Blanchard said this has a lot of good stuff for our town.

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas

Against: None

Abstain: None

**8.H. 20/21-53: Consideration/Possible Action: Authorize Execution Of Contract With Munistat For Municipal Advisory Services**

**Motion:** I move that the Council authorize the execution of the contract with Munistat for Municipal Advisory Services.

By: O'Brien, Sr.

Seconded: Hand

Discussion: Elsesser said historically the Town has used banks to do the bond issuances, namely Connecticut National Bank but they have gotten out of that business. Coventry went with IBIC and Mike McKinnon. Due to insurance costs IBIC has sold out to Hilltop Securities who are now closing the office in the state. Munistat is setting up a CT office; we know the people, they advise us, and they help with refinancing. It would be advantageous as this business revolves around relationships.

O'Brien, Sr. asked if refinancing bonds is much more work than issuing new bonds. Elsesser said you have to track those bonds down. We can no longer put bonds in escrow. We have to wait longer to refinance bonds. There is more work and more risk in refinancing.

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas

Against: None

Abstain: None

**8.I. 20/21-54: Consideration/Possible Action: Donation Of Anderson Parcel On Evergreen Trail from Walter J. Anderson**

The PZC has looked at this. This Evergreen Trail parcel abuts the Frederick White Trust property.

**Motion:** I move that the Council accept the donation of the Anderson parcel on Evergreen Trail from the estate of Sylvia Anderson.

By: Thomas

Seconded: Conant

Discussion: Thanks were expressed to the Anderson family for the donation.

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas

Against: None

Abstain: None

**8.J. 20/21-55: Consideration/Possible Action: Establishment Of Library Renovation Donation Fund**

Elsesser said the Finance committee reviewed this and has recommended establishment of the fund.

**Motion:** I move that the Council establish a Library Renovation Donation fund.

By: O'Brien, Sr.

Seconded: Hand

Discussion: Hand said the town is lucky to have a generous donor in Sondra Astor-Stave. He hopes the community responds well to the fund. O'Brien, Jr asked who will have oversight of the fund, who reviews statements, and is it being set up so the only allowable expenditures will be for the library renovation project? Elsesser said this will be under the control of the Finance Director, will be in the monthly reports from Finance, and set up for use of the library renovation project only. If there are leftover funds a discussion will take place to repurpose any remaining funds.

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas

Against: None

Abstain: None

**8.K. 20/21-56: FY 2021/2022 Budget**

Blanchard said this pertains to the budget meeting schedule and the groups invited to the meetings to discuss their proposed budget. Are there any particular groups that Council members want to add in?

Thomas suggested Annmarie Sundgren may want to present the Human Services budget as she is new and has not had the opportunity to present previously. Elsesser said the Human Services department did not present last year. We can try to add them in for this year. Thomas said it may be important this year as their demands may have changed that they have to meet.

O'Brien, Sr. noticed these meetings need to be done by April. Elsesser said the budget is to be discussed in a public hearing on March 11, 2021. We can't do a live presentation but we do have to have a presentation and allow questions to be asked. Thomas asked why we can't do a live meeting. Elsesser said because the Council and Board of Education are not holding live meetings right now. It will be live over Zoom but not in person. There are still rules in place about the number of people gathering. Thomas said this meeting would be in a school and the schools are used every day. Thomas would be comfortable with having an in person meeting. Elsesser said this is not the Town Meeting and the Executive Orders end before that meeting. Elsesser would have a person to monitor the Zoom call to help with attendance and questions from attendees. Elsesser if the Council wants to it can vote on having this meeting in person and then ask the BOE to attend the meeting too. O'Brien, Sr. said he does not mind either way. This is for the presentation of the initial budget not what is sent to referendum. Blanchard said controlling the flow of questions is going to be challenging over Zoom. Not everyone has used Zoom. Williams said we could allow for questions to be emailed and let people know how to do that. The questions at this meeting usually are about what citizens hope to have in the budget and gives them a chance to bring their ideas forward. Thomas said people ask about specific line items in the budget. Conant said a compromise might be to extending the period to ask questions and get those answered. Emailed questions could be shared publicly. This manner would be sensitive to those who are not comfortable going to a public meeting at this time.

Elsesser said he will have a meeting with Dr. Petrone about this concern. Thomas said people can be masked and speaking at a microphone. Hand said we can have someone monitor the Zoom meeting and take questions via the Chat feature. Williams said not everyone is involved in Zoom. Email or phone call questions can be asked after watching the presentation on TV. O'Brien, Sr. said we can set up an email address like we did last year. O'Brien, Jr. said telephone calls would work too during the presentation.

**8.L. 20/21-57: Consideration/Possible Action: Adoption Of Resolution Denouncing Violence (To Be Distributed)**

**TOWN OF COVENTRY**

**AUTHORIZING RESOLUTION**

**THE TOWN COUNCIL OF COVENTRY HEREBY RESOLVES** to adopt a resolution denouncing all forms of political violence committed within the United States of America as follows:

Whereas; The attacks on American cities, businesses, government buildings, and human lives have intensified and become more frequent over the past several months, including but not limited to the attack on the U.S. Capital building by groups of dissidents who charged police barriers and gained access to Congress; and  
 Acknowledging; Politically motivated violence is committed by individuals and groups identifying as left leaning, right leaning, and anything in between, and that violence has been utilized as a method of intimidation and to achieve political objectives; and  
 Recognizing; Political violence endangers the right of all Americans to peaceably assemble, to petition the government for a redress of grievances, to speak freely and without fear of threat of injury or death, shuts down the dialogue between opposing viewpoints completely, and destroys the fabric of a peaceful society; and  
 Emphasizing; The rule of law and the duty to obey the law are integral to the proper function and preservation of our free society, that the Constitution protects peaceful protest, but political violence is wrong and un-American and endangers both innocent life and the process of governance by the people, for the people; and  
 Declaring; That politicians and other influential political figures must make it perfectly clear that they both condemn and disavow supporters who commit acts of violence and intimidation in their name, take care to frame their words in such a manner as to clarify that the political action they call for is always peaceful, and reaffirm their commitment to maintaining law and order; and  
 Now, therefore, be it resolved; that the Coventry Town Council condemns all forms of political violence committed by anyone: be it here at home, or anywhere in the United States of America, being mindful that all those who engage in violence hurt the very cause they claim to support; be it further  
 Resolved; that we urge our citizens and all Americans to reaffirm their support for the rule of law, peaceful protest, and the advancement of liberty and justice for all.

**Motion:** I move that the Council continue this item to the next meeting.

By: Thomas

Seconded: Hand

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas

Against: None

Abstain: None

**9. Miscellaneous/Correspondence:**

**9.A. \* Letter To Elected Officials Re: COVID Relief Funds (Rev. 1-26-2021)**

**9.B. \* Letter To Elected Officials: Request For Boat Launch Monitoring**  
 Thomas thanked John for following up. Any response? John – no.

**9.C. \* Response to Alyson Averett Re Economic Development Concerns**

**9.D. \* Board Of Education: 1/14/2021, 1/21/21 & 1/28/21 Minutes; 2/11/21 Agenda**

**9.E. \* TEC Associates: NECR 2021 Vegetation Control Program**

**10. Executive Session**

- **Labor negotiations**

Executive Session not needed per Elsesser.

- **Manager evaluation**

Executive Session not needed per Elsesser.

**11. Adjournment:**

**Motion:** I move that the Council adjourn at 9:49 p.m.

By: Hand

Seconded: O'Brien, Jr.

Voting:

For: O'Brien, Sr., O'Brien, Jr., Hand, Blanchard, Williams, Conant, Thomas

Against: None

Abstain: None

Respectfully Submitted,

Yvonne B. Filip

Yvonne B. Filip, Town Council Clerk

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



**Laura Stone**

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**Subject:** Declare Racism a Public Health Crisis

**From:** Linda Blakesley <[lindablakesley@outlook.com](mailto:lindablakesley@outlook.com)>

**Sent:** Tuesday, February 9, 2021 8:11 PM

**To:** Julie Blanchard <[jblanchard@coventryct.org](mailto:jblanchard@coventryct.org)>; Lisa Catanese <[lisacata@aol.com](mailto:lisacata@aol.com)>; Lisa Thomas <[lthomas@coventryct.org](mailto:lthomas@coventryct.org)>; Matthew O'brien Jr. <[mobrienjr@coventryct.org](mailto:mobrienjr@coventryct.org)>; Matthew OBrien <[MattOBrien@coventryct.org](mailto:MattOBrien@coventryct.org)>; Richard Williams Jr. <[rwilliamsjr@coventryct.org](mailto:rwilliamsjr@coventryct.org)>; Jon Hand <[jhand@coventryct.org](mailto:jhand@coventryct.org)>; John Elsesser <[jelsesser@coventryct.org](mailto:jelsesser@coventryct.org)>; Coventry Audience <[Audience@coventryct.org](mailto:Audience@coventryct.org)>

**Subject:** [EXTERNAL] Declare Racism a Public Health Crisis

Dear Council Members,

The Town of Coventry must declare racism a public health crisis. As local PowerUp Connecticut leader and founder, Keren Prescott, says, 'you cannot cure what you cannot diagnose.'

Just because we live in a majority white town, does not mean that racism is not impacting our residents. In fact, we owe it to all the children in this town who will one day be global citizens, to create equitable systems in which all children can thrive and outcomes are not determined by race. They are watching. They are learning. One day they will be making decisions in the world that impact all people including the most marginalized and disenfranchised populations.

Health inequities affect millions of black people and people of color through systemic barriers and social determinants. We are all a part of this system. If we are not doing everything we can to dismantle it, then we are upholding it and perpetuating it.

So, I ask all of you, will you uphold or break down? First thing first. Name the problem!

Racism is a public health crisis!

Please look at our neighbors in Manchester whose Board of Directors made this declaration last summer. We are late.

I anticipate that this will be addressed at the next Town Council meeting. Thank you.

Regards,

*Linda Blakesley*  
27 Berry Avenue  
Coventry, CT 06238  
860-888-2122



## Charge to the Coventry Softball Field Study Committee

WHEREAS: the Coventry Parks and Recreation Commission has identified the need for designated sports field for youth and adult softball, NOW, THEREFORE, the Coventry Town Council hereby establishes the COVENTRY SOFTBALL FIELD STUDY COMMITTEE and requests it conduct its business as follows:

1. The Committee shall have five (5) members and one (1) alternate, each one being a resident elector of Coventry. There shall be one member representing the interests of the Town Council, one member representing the interests of the Recreation Commission, one designee of the Coventry Youth Softball Association and three citizens at large. One of these citizens at large shall serve as an alternate. Three (3) members shall constitute a quorum. The Parks and Recreation Commission shall forward their recommended candidate to the Town Council Steering Committee for consideration. The members shall be reviewed by the Steering/Liaison Committee. The Council shall hear the recommendations of the Steering/Liaison Committee and appoint the committee membership. The Committee shall be staffed by the Recreation Department and receive input from the School Facilities unit and Public Works as required.
2. The Committee shall conduct its business with due regard to all laws and regulations governing the actions of municipal agencies, including those requirements of the Freedom of Information Act.
3. The Committee shall choose its officers biannually, including a Chairman, Vice Chairman and Secretary and establish a calendar of regular meeting dates.
4. The Committee shall take a two-step approach to this project:
  - 1) Develop a needs statement which will be reviewed and voted on by the Parks and Recreation Commission and if approved, forwarded to the Town Council for consideration. This study shall include a scope of number of fields and ancillary facilities required. Short term and long term goals should be addressed.
    - The Committee shall review existing Town and other potential land available and conducive to construction of or modification to a softball field.
    - Consider location, access, neighborhood impact, soil conditions, site preparation requirements, water supply and drainage, expected level of maintenance, amount of intensity of use.
    - Assess current sports field use and possible ways to accommodate softball through necessary improvements.
    - Select several options with cost estimates for review.
    - Review options to satisfy the Softball Association's fundraising and food service needs.
  - 2) If authorized to proceed by the Council:
    - Develop preliminary design plans, construction documents consisting of plans, specifications and bid information.
    - Prepare a final cost estimate, and prepare a phasing plan so the work can be performed in logical stages.
    - Present findings to Town Council for consideration and if authorized the Planning & Zoning Commission for C.G.S. 8-24 review.

5. The committee shall consider traditional funding techniques as well as performance contracting techniques and make a recommendation on their preference to the Town Council along with a rationale for their approach. They also shall consider alternative funding such as grants and donations.
6. If the Committee feels that funds are required to develop concept plans and cost estimates they may request these funds from the Town Council. If appropriated these funds may be utilized for uses such as, architect/engineer fees, committee clerk, materials testing, printing and advertising.
7. If Town staff cannot provide the required technical assistance the Committee shall work with the Office of the Town Manager to procure the services, within budgetary limitations, of an architectural/engineering firm utilizing the process established by the State to assure qualification for grant in aid (if any).
8. Upon acceptance of the Committee's recommendation, with or without modifications by the Parks and Recreation Commission and the Town Council, and after the Planning and Zoning review the Town Council may call a Town Meeting on a proposed project if borrowing is required. The Committee shall present its report to public forums, including a Special Town Meeting, to educate the public prior to the referendum.
9. If the proposal receives a favorable vote by the Town Meeting/Referendum, the Committee shall enter the construction phase. In this phase, the Committee shall work with the Office of the Town Manager and the Town Finance Office to be responsible for: a) properly accounting for all expenditure of any funds provided by the Town; b) for putting out to bid per Town processes and monitoring any construction plan that may be approved by the voters; c) assuring timely submittal of requests for grant reimbursements/payments from the State of Connecticut; d) hiring a Clerk of the Works, if required, to assure quality construction practices and to keep a log of construction.
10. The Committee shall maintain contact with both the Town Council and Parks and Recreation Commission and provide timely updates at least quarterly and seek advice as necessary.

Revised: 8/27/2018, 9/4/2018

Adopted by the Town Council: September 4, 2018

**Minutes**  
**Coventry Town Council Meeting**  
**September 4, 2018**  
**Town Hall Annex**



1. The meeting was called to order at 7:30 PM.  
**Present:** Matthew O'Brien, Julie Blanchard, Mike Sobol, Joan Lewis, Lisa Conant, Jonathan Hand, Carolyn Arabolos (arrived 8:08 PM, Joan Lewis seated in interim).  
**Also present:** John Elsesser, Town Manager; Amanda Backhaus, Finance Director
2. The Pledge of Allegiance was recited.
3. **Audience of Citizens:** None.
4. **Consent Agenda:**  
**Motion #18/19-40: Lisa Conant moved to accept the Consent Agenda. The motion was seconded by Jonathan Hand and carried on unanimous vote.**
5. **Acceptance of Minutes, August 20, 2018:**  
**Motion #18/19-41: Julie Blanchard moved to accept the minutes of the Town Council meeting on August 20, 2018, seconded by Jonathan Hand.** The following corrections were requested:
  - Page two, first paragraph, first sentence: revise sentence to read, "Matthew O'Brien asked if we have talked with the Board of Education about forming a committee to consider school resource officers."
  - Page three, first full bullet, second sentence: add the words "of the herbicide" after testing.
  - Lisa Conant requested to attach her report to the minutes of the meeting. She will forward this to the clerk.**The motion to accept the minutes as corrected carried on unanimous vote.**
6. **Reports:**
  - A. Council Chairwoman – Joan Lewis:** Joan attended a BBQ at the senior center recently. There were 60 people there and everyone seemed to enjoy it. The center will be going back to their regular lunch schedule with schools this month and a great trip to Vermont is planned in October. The Arts on Main event was a wonderful afternoon. The committee put in a lot of effort and so did the people who opened their doors. There was good attendance and Joan is hoping it can be continued.
    - **6.A.1 – Special Town Meeting:** A legal notice for the special town meeting on September 5, 2018 was included on the agenda. John Elsesser noted that the meeting will take place at 7 PM in the lecture hall at Coventry High School to hear communication about the \$4.9 million Library building expansion project. The building committee and architect will be present to discuss the revised scope. Citizens will have opportunity to ask questions.
  - B. Council Members:**  
Lisa Conant gave a huge thanks to the Arts Guild, volunteers and staff who did a great job pulling together the Arts on Main event a couple weeks ago. There was great attendance including a visit from the Governor. The Hayes sculpture exhibit was a big highlight and is still available to view for a little while at Mill Brook Place. Lisa looks forward to attending next year's event. During

the Arts event, Lisa spoke with residents Ed and Sue Grace about their new temporary office space rental business at 1153 Main Street in the Village, the former location of All Creatures Veterinary Hospital. The Graces have done a wonderful job to renovate the building to offer private and shared office space and small private meeting rooms for short term rental, starting at \$5 an hour. All offices will be fully furnished. Lisa believes this is a great opportunity for small businesses to access office space in town on an as-needed basis without an expensive investment, overhead or long-term commitment. Many large cities have temporary office space rentals at much higher prices and Lisa is happy to see this offered here in Coventry. For information about renting, call 860-989-0035.

Mike Sobol said the school year is underway and staff and bus drivers are doing a great job getting things off to a good start. The school administration has done a great job to get school started despite the heat, offering areas where air conditioning is available and providing water to students. The bus drivers are doing a great job managing the heat and it will be cold before you know it. There is a school open house tomorrow night.

Joan Lewis said we had an opportunity to see the new ambulance tonight. It is beautiful and has the new number 18 on it. John Elsesser noted that there was a committee made up of members of both fire departments to select the ambulance. The most significant difference is that this is the first of a pick-up style of ambulance with 4-wheel drive that will be better able to handle our New England weather. It will offer a smoother ride for patients and more safety features. The committee did a lot of fine-tuning to select the essential equipment. It should go into service in a couple of weeks after inspections and training. Thanks to Ray Eldridge for bringing it down to show us.

## 7. Unfinished Business:

**7A. Motion #18/19-42: Matthew O'Brien made a motion to move up item 7A, Consideration/ Possible Action: Library Building Expansion Project: Response to Letter of Intent to Turn Building and Land Over to Town at Completion of Project, as the next item of business. The motion was seconded by Jonathan Hand and carried on unanimous vote.**

Kathleen Willet, President of the Library Board of Trustees and Libby Parada, Treasurer, were present for the discussion. Kathleen indicated that the Library Board has discussed and approved the most recent language to the proposed agreement which is before the Council tonight. John Elsesser noted that the Library Board took two actions, to approve the agreement and to approve the Library Building Expansion Committee's recommendations for revisions to the scope of the project. He also noted that the Planning and Zoning Commission has unanimously approved the 8-24 review. Joan Lewis noted that this agreement would only take place after a referendum passes. John said it would be triggered by a certificate of occupancy and held in escrow by the Town and Library attorneys so that both parties would be protected. The town attorney developed the original draft using standard real estate language. While there are not property taxes there might be other paperwork fees.

Joan Lewis asked if Council members had any questions regarding the agreement. John Elsesser said the intent would be to have this agreement resolved prior to the vote on November 6<sup>th</sup>, so there is still time if Council members don't feel comfortable about any aspects of the agreement.

Matthew O'Brien asked about a section on page 3D and said he thought we had already gotten approval of the probate court that this could be done. Didn't we investigate this? John Elsesser replied yes but the attorneys left this language in case there were any challenges, although that

would be unlikely.

Julie Blanchard asked about the paragraph on page 1 concerning property. She understands they are going to turn the building over. We give them a grant and they buy books. We give the fire department a grant and they buy trucks. If we were to break up with the fire departments wouldn't they still be town trucks? John replied there are some areas where things are donated to the Library, or have been done through fundraising, such as artwork, etc. that the grant funds do not pay for. Julie also noted that schedule A is currently blank. John replied that is a deed that can be attached. The Council's original intent was to own the building and land.

Matt O'Brien asked about item #7 on page 4 and how utilities, fuel oil and sewage charges are handled now. John Elsesser replied these are paid by the Library. Matthew said he wants to see an accounting of things that are covered by this. The intent is not to harm their grant but he doesn't want to enhance it either. John replied that those bills are readily available. They buy oil through the town contract. Matthew asked about insurance. John replied that the Town pays that through CIRMA. They are named as an additional insured. Matthew asked who receives payment if there is a claim. John replied that the building would be restored. Amanda Backhaus said the Library would pay the deductible and the rest would be covered. Matthew asked who would be the beneficiary. John replied it doesn't matter. They pay the deductible and the building is restored. Amanda offered to provide detail from the budget about what is covered by the grant. Matthew said it seems clear that we are in a perpetual agreement with the Board to always run the library. He is not saying he wants to change anything. John noted that we have an agreement for library services just like we do with the fire departments. We can provide that information as well.

Matthew O'Brien asked for details about item #15 on page 8, "Reasonably maintain the building at our expense." John Elsesser replied that we plow and they mow. Right now maintenance is somewhat shared. If there is a large capital item we try to go through the capital budget but there are some items like mechanical services that they cover. We would still need to budget those. We have been tracking those expenses for a number of years through our budget. Things like electricity we pay. Amanda said we may want to track things more closely at the beginning of the year.

Julie Blanchard asked about item #13 on Page 7 - Refunds. She thinks there should be some language – to adjust where it indicates a sum of \$1. She also asked regarding personal property if there is a grey area about insuring their artwork. John replied we have one policy that covers the Town, the Board of Education, the Library, etc. Matthew O'Brien said he is concerned about enumeration of personal property for loss of artwork. Libby Parda noted that the purpose of the Library is not to hang art. The purpose for insurance is to re-build the Library. Some of the artwork is on loan from the CT Historical Society. John noted that we have a limit on artwork under the policy.

Matthew O'Brien asked if a title search has been done. John Elsesser replied yes. It goes back to the probate issue discussed earlier. The library was deeded as a gift by the Dimock estate. Both attorneys agreed but we can't stop someone from filing. Libby Parda said this is the agreement we were asked to give by both attorneys, and by the previous Council and this Council.

The Council agreed that additional considerations will be reviewed under items 7 and 13, plus some questions about the grant. John Elsesser said the agreement could be approved at the next Council meeting or at the first meeting in October unless Council members see something that is a deal breaker. Mike Sobol said he doesn't see a deal breaker; he would just like to see clarifications in several areas.

**Motion #18/19-43: Matthew O'Brien made a motion to table consideration of the Library agreement to a future Council meeting. The motion was seconded by Mike Sobol and carried on unanimous vote.**

**6. Reports, Cont.**

**C. Steering Committee – Jonathan Hand.** Jonathan reported that the Steering Committee held an abbreviated meeting last month prior to the special Town Council meeting. We covered quite a few things and the main points are covered in the meeting minutes. We worked on charges for the Fire Department Transition Committee and the Girls Softball Committee for playing fields. We touched on a senior center member survey. We discussed the turnover of Avery Shores to the Town with a representative of the road committee from Gerald Park Association. The Association would like the Town to take over the road. Town standards for road takeover were discussed.

Carolyn Arabolos arrived at the meeting at 8:08 pm.

Jonathan continued that the Gerald Park Association expressed renewed interest in the road turnover and will work with Town staff to move forward. The Steering Committee also discussed development of a park and facility naming policy and an employee recognition annual event.

**C.1: Discussion with Traffic Authority: Modification to Horizontal Curve Warning Signs:**

This matter was also review by the Steering Committee. John Elsesser said we received a response from CT DOT regarding removal of the signs. Since they were installed for safety reasons the Town could be potentially liable if the signs are removed and the expectation is that they be maintained in perpetuity. This is not only liability – all expenses related to the project could be borne by the taxpayers. Police Chief Palmer looked at the uniform standards and we believe in areas where there have been a high number of complaints (Brigham Tavern and Parker Bridge Road) we could remove some of the reflective vertical stripes on the sign posts, leaving the ones at each end intact. The Traffic Authority would be willing to do that in areas where we have had complaints but we will have to wait until project is closed out by CT DOT.

Matthew O'Brien asked why we have to wait until after the project closes out. John replied because CT DOT would go over to the contractor to determine why are pieces are missing. It is a little experimental but removing these strips reduces a lot of the visual reflective area. Those people who don't want any signs at all may still not be happy but public safety has to be recognized as a legitimate concern. People who live on these roads may be familiar with the curves but those not familiar with the roads may need this signage for safety.

Mike Sobol asked if we can send a note back to CT DOT stating our intentions. John replied no. They will never give us permission to remove the installations but the relevant section of the code says the strips are optional. Mike asked if we are still getting complaints. John said only one person on Brigham Tavern has talked to him - we explained our approach and they seemed ok with it. The person on Parker Bridge is coming to see him this week and we don't think he will be satisfied with this approach.

Matthew O'Brien asked what about the other roads in town that are not covered by this initiative. John replied he thinks we will eventually have to do them at our expense. Reflectivity standards have changed. There is a big difference to take action against the manual vs. not getting to it. Right now we don't have the time or the money to upgrade all of them. Every one of those has to be engineered. It is a long-term issue. There is a specific deadline on stop signs. Joan Lewis asked to clarify if it is a federal requirement that has been imposed. John replied yes. We haven't gotten

to them all. We have a \$6,000 budget per year for signs. Reflectivity must also be maintained. At this point we are going to wait until CT DOT inspects the signs and closes the project out before taking any further action.

**C.2: Reappointments:**

**Motion #18/19-44: Jonathan Hand moved to reappoint Sam Norman to the Inland Wetlands Agency, term to expire 9-15-2021. The motion was seconded by Mike Sobol and carried on unanimous vote.**

**D. Town Manager – John Elsesser:**

**1. Project Updates:**

- Tomorrow we are boxing out the intersection of Richmond Road and Sam Green for the intersection realignment.
- Chip sealing is done except for Daly Road. We are using a rubber component that should last longer.
- Guard rail on a lot of bridges is going in next month. A lot of people are hitting the approach to our bridges.
- At the last School Board meeting, the chair of the walls committee gave an update. They have been working for a couple of years on code violations and lack of rebar. The good news is that DiBlasi Engineering has been working with the State to change the earthquake code for CT and that requirement would go away. Wind loading code is only on exterior walls, not interior. We will need to develop a solution to the wind code but it is not as complicated. With this change the magnitude diminishes a lot and we can move onto solutions.
- The other school building committee met and authorized the schools to take bids for the boilers at the Grammar and Robertson schools and replacement of the electric rooftop unit. They also authorized going out to bid for replacement and removal of the oil tanks. Matthew O'Brien asked if we are keeping any of the tanks. John replied they are 30 years old. Underground tanks are difficult to get re-certified. The committee had draft drawings done for the 5 sets of fire code doors and are setting up a meeting to review them with the building official and fire marshal. It looks like they will be within budget. The goal is to try to install them over winter vacation. We got letters from the State saying we are in the pipeline for code projects which is good news. Then the committee will move onto the unit ventilators for next summer. Mike Sobol said it is nice to see the security upgrades in place that prevent direct access to the school buildings. John replied that Dr. Petrone would like to invite Council for a tour to show the four security projects, the Academy and the youth building. The Board of Education had a very busy summer to get all these construction projects up and running before school starts. Next summer will be similar.
- We hired a new public works employee, Kevin Vincens, who will be starting in a couple of weeks. We may have another opening coming up and will use the same list of candidates.
- Shred-it Day is this Saturday from 9-noon at the Public Works garage.
- The Senior Center survey went out last week to follow up on the petition we recently received about senior center hours.
- We are setting up a meeting with representatives from Gerald Park Association about the road work needed to turn over Avery Shores to the Town.
- We signed the final paperwork for the Army Corps permit for Jones Crossing Bridge. A grant application was submitted.
- Two grant applications were submitted for LOTCIP funds and we await notification. We are meeting with the most affected property owner for the Rt. 44 project this week.

- We had ECG Engineering and Eco-Solar follow up on the micro grid projects. We anticipate comments and questions this week. ECG is also willing to evaluate LED lighting for the schools at no cost.
- We finalized the municipal action plan for energy as part of the Sustainable CT project. It was a lot of work so we hope to get some level of award. If we do not, the towns that do get an award really deserve it. Amanda was able to get all our energy data in one place for benchmarking and tracking. We have a lot of data. Some of it will be in the newsletter which is at the printer. We met our commitment of 20% electricity usage reduction by 2020 - one of only 9 towns in the state to meet that goal. Eric Trott and John were interviewed by the publisher of *Business View Magazine* and the Town will be featured in an article about sustainability. We will share the energy plan – and our new “high five” goals at a future meeting. We want to reduce electricity by another 5% through LED conversions. We also want to reduce diesel by reducing idling, reduce tonnage of solid waste by 5% and increase recycling. We now have systems in place to look at things better than we did before. We learned a lot and think we have a lot to be proud of. The information will all be online once it’s scored at the end of October. Awards will be announced at the CCM convention. The convention is on Oct. 30 and 31, 2018. If Council members want to go let us know. The Town will cover registration but not overnight accommodations. The schedule of events will include the last gubernatorial debate.

2. **The annual State of the Lake forum** will take place on September 18<sup>th</sup> at 7 PM at Patriots Park Lodge. The meeting will include an update on hydrilla by Dr. Kortmann. We hope to have it filmed.

3. **CT DOH - Orchard Hills** – The State authorized us to use the remaining grant funds to do the roofs at the two community buildings at Orchard Hills.

4. The **drug overdose mortality data** from the Health District is scary. It shows some of the stereotypes are not what you think. The average victim is a middle aged male who starts using because of some type of injury.

## 7. **Unfinished Business:**

**7B. 18/19-3: Consideration/Authorization for Town Manager to Execute: Memorandum of Agreement with Board of Education for Non-Resident Student Tuition (Not Ready for Action):** John Elsesser said that the Board of Education has tabled this matter for further policy review, so the Council should remove it from their agenda until the Board comes back with a new proposal. We don’t need it for this academic year. Matthew O’Brien asked if we could get some information about how the four tuition-paying students last year worked out. He anticipates it is five students this year. He would like to new how they dealt with the budgeting and accounting and whether the Town was reimbursed. Amanda Backhaus said she is not aware of any other situations other than special education students. Money that comes in goes against their expenditure line per Council policy. Amanda was not alerted of any non-special-education students that attended last year.

Matthew said he heard that the Board of Education has had discussions with other towns about being their high school. Is this more than 1-2 students? John replied that the Town of Columbia had discussed this a few years back but we were not prepared to provide the solution they were looking for. Windham is also shopping for a solution. Joan Lewis said one point of this MOA was to have something in place should an opportunity arise. A lot of this will be addressed in Board policies. Matthew said he would like to know how we have been handling these types of issues in our budget.

**8. New Business:**

**A. 18/19-11: Consideration/Possible Action: Charge to the Coventry Softball Field Study Committee:** Joan Lewis said that some revisions to this charge were made at the Steering Committee meeting. John Elsesser said the two changes defined who the alternate is and addresses fundraising and food service. Joan said the document was shared with the softball organization and they were amenable. **Motion #18/19-45: Mike Sobol moved to approve the charge to the Coventry Softball Field Study Committee as presented. The motion was seconded by Jonathan Hand.** Matthew O'Brien requested to change a sentence on the third bullet under item 4.1 to add the language "through necessary improvements." Mike Sobol and Jonathan Hand accepted this change as a friendly amendment. **The motion to approve the charge as amended carried on unanimous vote.**

**B. 18/19-12: Consideration/Possible Action: Moratorium on Naming of Town Properties or Facilities: Motion #18/19-46: Jonathan Hand recommended as chair of the Steering Committee that we move to impose a moratorium on naming of Town properties or facilities for six months because we are in the process of developing and finalizing a uniform policy for that type of activity.** John Elsesser said we have two separate boards that have taken it upon themselves to start naming things. The concern is that this is a power that should be maintained by the Town Council. We want to create a way for groups to recommend naming but want to put a halt to things until those criteria are finalized. Joan Lewis said that the Board of Education has a policy that is pretty good and it is one of the things we are looking at. **Lisa Conant seconded the motion, which carried on unanimous vote.**

**9. Executive session:**

**Motion #18/19-47: Matthew O'Brien moved that the Town Council enter into Executive Session at 9:13 PM pursuant to Connecticut General Statutes 1-200(6)(B)-discussion of strategy and negotiation with respect to pending claims and litigation to which the public agency or a member thereof, because of his conduct as a member of such agency is a party until such litigation claim has been finally adjudicated or otherwise settled with the following people in attendance: Town Council members, the Town Manager and the Finance Director. The motion was seconded by Julie Blanchard and carried on unanimous vote.**

**Motion #18/19-48: Matthew O'Brien moved to leave Executive Session at 9:34 PM. The motion was seconded by Jonathan Hand and carried on unanimous vote.**

**10. Adjournment:**

**Motion #18/19-49: Matthew O'Brien moved to adjourn the meeting at 9:35 PM. The motion was seconded by Jonathan Hand and carried on unanimous vote.**

Respectfully submitted,

Laura Stone  
Town Council Clerk

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

## Resolution 2025-01

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF COVENTRY, CONNECTICUT, ADOPTING A SET OF RULES KNOWN AS THE "TOWN OF COVENTRY BOARDS, COMMISSIONS, AND COMMITTEES ATTENDANCE POLICY"; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Coventry Town Council under the Town Charter has the power to "regulate the internal operation of Boards, Commissions, and Committees which it fills by appointment"; and

**WHEREAS**, it is the desire of the Town Council to adopt standards for attendance to ensure effective operations of Boards, Commissions, and Committees within the Town.

**NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF COVENTRY, CONNECTICUT THAT:** the "Town of Coventry Board Attendance Policy" hereby be adopted to read as follows:

**"Town of Coventry Boards, Commissions, and Committees Attendance Policy"**

A member appointed to any board, committee, or commission has an obligation to the Town and its residents to take seriously their responsibilities as a part of the governance of the Town as assigned to their respective committee. To that end, the following rules are in place:

1. Any appointed member of a Board, Commission, or Committee within the Town of Coventry who either fails to attend three (3) consecutive regular meetings without notifying their respective committee's chair or fails to attend at least two-thirds (2/3) of meetings within a twelve (12) month period shall be considered to have excessively poor attendance. As such, due to their poor attendance as reported to Town Council and recorded with the office of the town clerk, they will be notified of the intent to remove them from their appointed position. They may request to have scheduled a public hearing before the Town Council to be heard in their own defense in accordance with procedures of section 10-4 "Removals" of the Town of Coventry Charter. Town Council shall make the final decision of removals.
2. The chair of each board, commission, or committee shall submit a report of the attendance of their members to the Town Council annually as well as promptly notify the Town Council in writing in the event of a vacancy on their board, commission or committee."

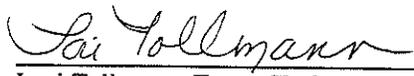
**EFFECTIVE DATE:** This Resolution will become effective on April 7, 2025.

**PASSED AND ADOPTED** by the Town Council of the Town of Coventry, Connecticut on this 18<sup>th</sup> day of February 2025.

**TOWN OF COVENTRY  
TOWN COUNCIL**

  
Lisa Thomas, Chairperson

**Attest:**

  
\_\_\_\_\_  
Lori Tollmann, Town Clerk