

Town of Coventry
Firearms Safety/Home Shooting Range Study Committee
Regular Meeting
Thursday June 19, 2025
6:30 PM
Conference Room B, 1712 Main Street
Zoom Meeting Link Below

1. Call To Order, Roll Call

2. Approval Of Minutes

A. Minutes, May 15, 2025

Documents:

[FSHRSC MEETING MINUTES, MAY 15.PDF](#)

3. Draft Of Firearms Ordinance

Documents:

[FIREARMS ORDINANCE DRAFT LANGUAGE 5 WITH CHANGES.PDF](#)
[FIREARMS ORDINANCE DRAFT LANGUAGE 5.PDF](#)

4. Discussion Of Ability To Redact Shooter Names

Documents:

[CHIEF PETERSON ON DISCLOSURE REQUIREMENTS.PDF](#)

5. Draft Committee Presentation

Documents:

[FSHRSC COUNCIL PRESENTATION DRAFT.PDF](#)

6. Discussion Of Presenting Proposed Ordinance To Council

7. Volunteer Handbook Update

Documents:

[ACKNOWLEDGEMENT OF RECIEPT OF HANDBOOK.PDF](#)
[VOLUNTEER HANDBOOK MARCH 3, 2025-ADOPTED.PDF](#)

8. Other Business

9. Adjournment

Topic: Shooting Range Committee

Time: Jun 19, 2025 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

[https://us02web.zoom.us/j/82742689593?
pwd=FHV80cASCGEadjU0ax0oOxmDUqXzC1.1](https://us02web.zoom.us/j/82742689593?pwd=FHV80cASCGEadjU0ax0oOxmDUqXzC1.1)

Meeting ID: 827 4268 9593

Passcode: 772

One tap mobile

+13126266799,,82742689593#,,,,*772# US (Chicago)

+16469313860,,82742689593#,,,,*772# US

Dial by your location

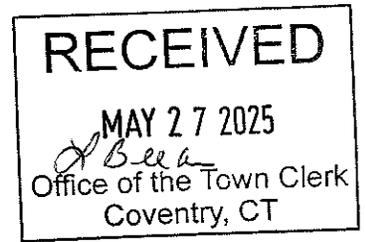
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- +1 646 931 3860 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
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Find your local number: <https://us02web.zoom.us/j/kACr4KYgZ>

**Town of Coventry
Firearms Safety/Home Shooting Range Study Committee
Meeting Minutes
Thursday May 15, 2025**



1. Call To Order, Roll Call:

By: Murray Time: 6:33 p.m. Place: Conference Room B & Zoom

		PRESENT	ABSENT
REGULAR MEMBERS:	Brian Murray, Chairperson	X	
	Kenneth Stein, Vice Chairperson	X	
	Dudley Brand	X	
	Mike Mangiafico	X	
	Carolyn Batz-remote		X
STAFF:	Jana Roberson, Director of Planning & Dev't.	X	
	Chief of Police Eric Peterson-Joined at 6:47 PM	X	

Also present: Special Projects Coordinator Alex Taylor, and Town Manager James Drumm (Joined 6:54 PM)

2. Approval Of Minutes:

A. Minutes, April 17, 2025:

Motion: I move to accept the April 17th, 2025, Firearms Safety/Home Shooting Range Study Committee Meeting Minutes.

By: Brand Second: Mangiafico

Discussion: None

Vote: Unanimously in favor

Agenda Items 3 & 4 were discussed simultaneously

3. Draft of Firearms Ordinance:

Taylor explained that the newest version was attached as a clean document, and a version that showed the edits that were made from last meeting, in which changes were minor. He reviewed the changes briefly. He explained that the latest version has been reviewed by the town's attorney, and they felt that the draft ordinance was in line with similar ordinances, and there appear to be no issues or legal dilemmas with how it is currently written. However, it was noted in the memorandum from the attorney that courts have not dealt with such an ordinance, and this should be kept in mind should the ordinance be legally pursued in the future.

Mangiafico felt that the ordinance seemed to make the matter over complicated and wished there was a simpler way to address the issues that have come up in town. There is a lot that has been involved and covered by this committee. It shows that a lot of thought and effort has gone into this, but it's too bad that it has gotten to this point. Mangiafico shared concerns that people don't like change, and this ordinance will be a hard sell to the community. He added that he expects quite a bit of push back on this. He noted that when presenting this to the community, the language should be simplified to spell it out for the community

Taylor agreed these were legitimate concerns, but the committee has spent a considerable amount of time and effort to put this together. All those who would be impacted were considered, and exceptions were included as seen fit. Taylor also reminded that ordinances were reviewed from several other towns. Tolland's ordinance was developed due to a specific incident, and since its adoption in 2010 it has not had to be enforced. There could be a few reasons as to why this is the case, but it is similar to what is going on here in

It was reminded that moving forward is ultimately up to the Town Council. The Council and Police Chief will also have a part in explaining the purpose of this ordinance to the community, should it be adopted.

The committee did not have any further questions or issues with the ordinance as presented. Brand stated that the draft ordinance, as written, would likely cover any future problems and there is little gray area. It was thought that the ordinance would prove itself worthwhile. Chief Peterson felt it looks good and thinks it will work well as a reference tool for officer. He was happy to see that the attorney reviewed and made no revisions.

Murray questioned if there was anything Chief Peterson is aware of that is not included in the ordinance that should be. Chief Peterson stated no and explained that the main issues he encounters is the closeness of a range or firing is to someone's house, and the duration of shooting. It was noted that 4 hours is more than reasonable, and most people will not go that long. Chief Peterson also explained that officers will approximate the time frame and be reasonable. He reminded that the best thing is for everyone to have a mutual understanding.

It was stressed that the goal of this committee is to solve issues in town, not to be activists. The items included in the ordinance, are based on actual situations that have happened in town.

Chief Peterson commented that he thinks 250 feet is too close. However, it was discussed that moving the distance to 500 feet would exclude a lot of people. Since the Town Council still has to review, and public feedback is wanted, it was suggested to leave the 250 feet, and it can be changed if there is an issue. Chief Peterson explained that he liked 350 feet better. It was noted that this section can be highlighted on the draft

as a specific area to get feedback on from the public. It was suggested to add language that if the distance is less than 350 feet, an individual could get written permission from their neighbor. Brand also reminded that flammable materials should be included. He reminded that per hunting regulations, there is a required distance from flammable materials. The ordinance does not currently include this, it shooting may be required to be more than 250 feet from these materials.

It was discussed that another town ordinance had a restriction that there could be no firearms discharge within a half mile of a school during school hours. The committee felt that this would not likely be an issue and decided to not include it in the ordinance. The committee noted that most people are reasonable, and only a few situations have been difficult. Chief Peterson explained that there have been no calls or concerns that were close to the schools in the last 2 years. The committee felt that a half mile radius may be too large.

Safety concerns were brought up regarding accidental discharge. It was suggested to include the distance from property lines. Taylor explained that this was intentionally left out as property lines are invisible and it is difficult to know where they are. The committee also discussed how the layouts of different properties, will impact the need for different distances and safety measures.

Taylor summarized the additional changes to make to the draft ordinance:

1. Look at including being more than 250 feet from flammable materials
2. Increase shooting/range distance to 350 feet, pending public feedback. Also include that if the shooting distance is less than 350 feet it can be done so with the written permission of the neighbor(s).
3. Reach out to the town attorney and FOIA regarding releasability of names/addresses of people who call to notify the PD that they will be shooting. Chief Peterson explained he would handle this task. It was noted that other towns have this included in their ordinance and requests for recordings are rare.

4. Review of Questions for Chief Peterson:

Concerns were expressed about the Police Department taking calls. Chief Peterson explained that the department receives these types of calls already and prefers that people do call to notify the department of this activity.

Stein state that the pistol permit information is protected by state law. He expressed concerns that this information could be made available if someone requested copies/recordings of phone calls to the police department under FOIA. He stressed that if the individual's name, who is calling to inform the department they will be shooting, cannot be redacted under FOIA then he is against having the potential shooter calling to notify the police department. Chief Peterson stated that he thinks that information would be releasable. He explained that there would be no violations of laws, as they are not giving out the pistol permit information. However, he explained that this is something he can request the attorney look into further. Stein continued that it is implied that if a person is shooting, they would have purchased a firearm and ammo, both of which require a permit to do. If that person's name and address are available on the call that it is not protecting the rights of the permit holder. He shared concerns that this would lead to an increase of stolen firearms if bad guys knew where to find the guns.

Chief Peterson still stated that having individuals call before shooting is a good idea and that it would be good for the department to have a heads up. This saves department resources. He explained that if it had to come out of the ordinance, it would not be a big deal. Roberson reminded that the call to the Police Department is what started the clock on the 4-hour shooting window. Chief Peterson explained that the timing can be approximate. The responding officer can get the start time from the caller or shooter. He stated that if there was an issue where there was an extreme discrepancy (5 mins vs 5 hours), whoever is lying will be caught through a simple investigation speaking with neighboring properties.

Murray questioned situations in which the ordinance would be referenced versus a criminal charge. Chief Peterson explained past situations that involved recklessness, that warranted a criminal charge. He explained that most situations in which people are firing at their homes can be resolved by talking to the resident, education, and explaining the ordinance. He stated that his officers will use general common sense during investigations and to verify safety.

5. Ordinance Background Presentation Progress Review:

The committee discussed preparing a presentation that will be used when the results of the study and suggestion for a solution is presented to the Town Council. Additionally, this presentation could be used to inform the public as well. Murray commented that he has started working on it.

It was questioned whether the committee should bring their findings to Steering first. Roberson explained that their charge simply states to report back to the Town Council, so she explained that there is no need to go to Steering. Taylor read the charge of the committee.

The presentation should include the reasoning why the ordinance was created, and why it is the recommended solution. Drumm explained that he Town Council will review and determine next steps/direction. At that time, the Town Council may decide to extend the life of this committee and/or request them to host the public meeting/feedback session. After hearing from the public, the Town Council may have changes they want this committee to make.

6. Discussion of Future Agendas/Citizen Feedback:

The next Firearms Committee meeting is scheduled for June 19th. At that meeting, the committee's goal will be to make final changes to the draft ordinance and polish the draft presentation for the Town Council. The committee will then be on the Town Council's 1st meeting agenda in July (July 7th) to share their presentation. The committee will need to have consensus or a motion to move the presentation and draft ordinance forward to the Town Council. This can be done at the June meeting.

Stein shared concerns with whether there will be enough time to extend the life of the committee, if this is the decision at the July meeting. Drumm assured that it is a simple amendment to the resolution to extend the time allowed to the committee. It was reminded that the copy of the presentation will need to be submitted no later than July 3rd to be included on the Town Council agenda, as well as to allow Councilors adequate time to review it prior to the meeting. The hope is to have the presentation draft completed at the June 19th Firearms Safety/HSR meeting. It was suggested the Chief Peterson be in attendance to the

July 7th Town Council meeting for the presentation and to help with any questions the Town Council may have. He stated that he would be in attendance.

It was reiterated that the goals of the June 19th meeting are to have a final draft presentation and a clean draft ordinance.

7. **Other Business:** None

8. **Adjournment:**

The meeting was adjourned by consensus at 8:10 PM.

Submitted by,

Nicole Archambault

Nicole Archambault

Minutes Clerk

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

Chapter 66 – OFFENSES AND MISCELLANEOUS PROVISIONS

ARTICLE III. – HOME SHOOTING RANGES

Sec. 66-75 Purpose

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

Sec. 66-76 Definitions

Firearm

Any shotgun, pistol, rifle, revolver, muzzle-loading device or other such weapon which uses chemical propellant to expel a projectile capable of killing, injuring, or inflicting physical damage

Air gun

Any device which uses springs, air, compressed gas, or other non-explosive force to expel a projectile capable of killing, injuring, or inflicting physical damage

Backstop

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

Commercial Shooting Range/Private Gun Club

An organization of individuals which meets the following criteria:

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

Recreational Shooting

For the purposes of this chapter, recreational shooting is understood to be shooting a **Firearm** or **Air Gun** at an inanimate target

Sec. 66-77 Safety Requirements

The following restrictions apply within the Town of Coventry:

- a) Persons wishing to engage in recreational shooting with **Firearms** or **Air Guns** must be the owner of the property on which the discharge is to occur, be the spouse or lineal descendant of the owner of the property, have on their person the written permission from the owner of the property, or be an invited guest with the owner of the property present. The same requirements apply for the location of the backstop at which projectiles are being directed.

Commented [AT1]: This ordinance is a draft based on preferences expressed by the FS/HRSC. This is not finalized, and all language present within may be subject to change.

Commented [AT2]: A separate definition was given for the sake of clarity, and Air Guns were specifically included on restrictions based on safety but excluded from those where noise may be the central concern

- b) Persons wishing to engage in recreational shooting with **Firearms** or **Air Guns** must do so only with an adequate backstop capable of stopping all projectiles intended to be used. The backstop must be of sufficient depth and strength to contain any projectiles fired or intended to be fired at a range and must be of a sufficient height or size to stop projectiles at any position the shooter intends to use.
- c) Persons wishing to engage in recreational shooting with **Firearms** must do so at a distance of greater than 250ft-350ft from any structure or enclosed outdoor space occupied by people or domestic animals, or used for the storage of flammable materials unless they are the owner of such property, the spouse or lineal descendant of the owner of the property, or have on their person the written permission from the owner of the property to do so. A building is considered to be occupied for the purposes of this ordinance unless it appears from a reasonable inspection of the structure to be unoccupied.
- d) Persons wishing to engage in recreational shooting with **Firearms** or **Air Guns** must not shoot across any public roads or public trails.
- e) Persons wishing to engage in recreational shooting with **Firearms** or **Air Guns** must do so at an inanimate target which does not possess any secondary reaction upon being hit by a projectile, including explosions, incineration, or expelling projectiles or shrapnel.
- f) Minors under 18 years of age wishing to shoot **Firearms** must be properly supervised by a parent or legal guardian of such minor, or another adult with the approval of their parent or legal guardian.

Sec. 66-78 Time Requirements

The following restrictions apply within the Town of Coventry:

- a) Persons wishing to engage in recreational shooting with **Firearms** must do so between the hours of 9:00 AM to sunset as defined in the current Connecticut Hunting and Trapping Guide.
- b) Persons wishing to engage in recreational shooting with **Firearms** must call the Coventry Police Department and give notice fifteen (15) minutes before the intended start of shooting. Once shooting begins, persons engaging in recreational shooting shall have a four (4) hour window in which to do so. One such window shall be granted per calendar day.

Sec. 66-79 Exceptions

The restrictions within this Sec. 66 Article III shall not be construed to apply in the following circumstances:

- a) The use of a **Firearm** or **Air Gun** by a police officer or animal control officer acting within the scope of their official duties;
- b) The use of a **Firearm** or **Air Gun** for the purposes of hunting as defined by the Connecticut General Statutes, Sec. 26-1;
- c) The use of a **Firearm** or **Air Gun** for the purposes of defending oneself or other persons from physical force in accordance with all federal, state and local laws;

- d) The use of a **Firearm** or **Air Gun** for the purposes of shooting wildlife actively causing property damage or posing an active threat to public safety in accordance with Connecticut General Statutes;
- e) The use of a **Firearm** or **Air Gun** at a range on the property of The Manchester Sportsmen’s Association, Manchester Coon and Fox Club, or a Commercial Shooting Range/Private Gun Club duly organized in accordance with Town zoning requirements;
- f) The use of a device designed and operated solely for the purposes of construction, such as a nail or staple gun, which by its design might otherwise fall under the definition of a **Firearm** or **Air Gun**;
- g) The use of a **Firearm** or **Air Gun** as a part of a memorial ceremony or parade by police officers, active duty members in military service of the United States or Connecticut National Guard, or by a nationally recognized veteran’s organization; and
- h) The use of a **Firearm** or **Air Gun** as a part of an authorized historical reenactment.

Sec. 66-80 Penalty for violation of article

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

Commented [AT3]: Sec. 1-10 indicates fines shall be at most \$100 if not otherwise specified. Each day a violation continues may be counted as a separate offense.

Secs. 66-81 – 66-96 Reserved

DRAFT

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Secs. 66-81 – 66-96 Reserved

DRAFT



Outlook

Firearms Committee

From Eric Peterson <epeterson@coventry-ct.gov>

Date Thu 6/19/2025 11:02 AM

To Alex Taylor <ataylor@coventry-ct.gov>

Hello Alex,

I spoke with the FOI office and confirmed that someone requesting police reports on issues involving home shooting ranges would be entitled to receive such reports. Very little information, if any, would be able to be redacted. The location of the home shooting range and someone a police officer spoke with would, in most cases, be disclosed in the report and would not be able to be redacted. The statute 29-28 is intended to not disclose the name or address of a person who was issued a permit to sell firearms or someone who has been issued a local permit to carry pistols or revolvers. We would not be able to extend the confidentiality to someone requesting a report on a home shooting range. I spoke with Attorney Forsyth, and he is in agreement that we would have to disclose information on someone looking to obtain a police report on a home shooting range.

Further, I spoke the Chief of the Newtown Police Department. He stated to the best of his knowledge they have not received any inquiries on someone looking for a police report on a home shooting ranges.

Chief Eric Peterson
Coventry Police Department
1585 Main Street
Coventry, CT 06238
(860)742-7331

**** PLEASE UPDATE MY NEW EMAIL ADDRESS:**

epeterson@coventry-ct.gov

NOTICE:

This e-mail message and any attachments to it may contain confidential information. The information contained in this transmission is intended solely for the use of the individual(s) or entities to which the e-mail is addressed. If you are not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that you are prohibited from reviewing, retransmitting, converting to hard copy, copying, disseminating, or otherwise using in any manner this e-mail or any attachments to it. If you have received this message in error, please notify the sender by replying to this message and delete it from your computer.

Coventry Firearms Safety & Home Shooting Range Study Committee

Town of Coventry, Connecticut
Presented by: Brian Murray–Chair
Date: TBD

Committee Purpose

- ▶ Assess firearm use in Coventry for public health, safety, and welfare considerations
 - ▶ Evaluate the need for potential ordinances to address identified concerns
 - ▶ Balance individual firearm rights with the safety and well-being of the broader community
 - ▶ Report findings and recommendations to the Town Council
- 

Committee Objectives

- ▶ Review existing local, state, and federal firearms laws and ordinances
 - ▶ Analyze firearm-related regulations in other Connecticut municipalities
 - ▶ Collect data and input from law enforcement agencies
 - ▶ Develop draft ordinances or policy recommendations, if warranted
 - ▶ Present conclusions and proposals to town leadership
- 

Research and Data Collection

- ▶ **Police Incident Reports:**
 - Sample from the past 4 years of Coventry Police Department Incidents
- ▶ **Comparable Municipalities Studied:**
 - Towns: Newtown, Tolland, Avon, Cromwell, South Windsor
 - Cities: Norwalk, Stratford, Middletown, Hartford

Police Report Summary

- ▶ Safety risks to both firearm users and nearby residents
- ▶ Lack of clear, enforceable safety guidelines
 - Bullet containment and backstop requirements
 - Minimum distance from homes and structures
- ▶ Excessive noise levels and duration of use
- ▶ Limited tools for law enforcement to regulate informal shooting activity

Current Regulatory Framework

- ▶ State Law Highlights:

- Unlawful discharge provisions
- Hunting restrictions: 500 feet minimum from dwellings and livestock

- ▶ Local Gaps:

- No local ordinances guiding recreational discharge or backyard ranges
- Enforcement challenges during neighborhood incidents

Committee Recommendations?

- ▶ Do we need an ordinance based on findings to be finalized during the June 19 meeting
- ▶ Proposed ordinance or safety guidelines
- ▶ Suggested enforcement mechanisms and regulatory language

Next Steps for the Town Council

- ▶ Review committee findings and proposed recommendations
 - ▶ Hold a public hearing (TBD) to gather resident input
 - ▶ Revise, finalize, and vote on any proposed ordinance changes
- 



Town of Coventry

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

I, _____, am an appointed member of the following Commission, Board or Committee: _____.
I have received a copy of the Town of Coventry Handbook for Elected and Appointed Officials that has taken effect on April 7, 2025, which includes the new Ethics Policy and Attendance Policy that are listed in the Appendix,

Elected or Appointed Official-Signature

Date

Handbook for Elected and Appointed Officials and Volunteers

Town of Coventry, CT



Dear Coventry Commission, Committee, or Board Member:

On behalf of the Town Council, we sincerely thank you for your interest in serving on one of the Town's many boards, commissions, or committees. It is your willingness to work on behalf of others, without any expectation of tangible gain that contributes greatly to the caring, cohesive community that we are. It makes an enormous difference in the quality of life of your fellow townspeople. We applaud you!!

The purpose of this handbook is to provide a handy reference guide to topics of importance for members of boards, commissions, and committees. It arose out of the goals and priorities your Council established for itself at the beginning of their term in November, 2009 and continues to the present day. If there is a topic that you believe should be included, please let us know. This handbook will evolve over time and we would appreciate your input.

Again, thank you for your interest in getting involved, and we encourage you to share this handbook with friends and neighbors who might also be interested in volunteering. We look forward to your successful participation.

Sincerely,

Coventry Town Council
April 7, 2025

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HOW TO VOLUNTEER FOR A BOARD OR COMMISSION

How Vacancies are Determined

Each Board or Commission is charged with certain tasks and a structure which determines the duration of the group, the number of members, and the length of terms. This “charge” is adopted by the Town Council. The Town Clerk’s Office keeps a record of vacancies on each Board and Commission and provides the Town Council with a monthly list of vacancies. A list of vacancies is published on the Town website at www.coventry-ct.gov under the Boards & Commissions section. Critical vacancies are also advertised on Coventry’s Public Access TV station, the Town website, and the Town Manager’s Facebook Page.

Statement of Interest Form

If you are interested in serving on a Board or Commission you will need to complete a Statement of Interest form. Forms are available on the website, www.coventryct.gov, under the Boards & Commissions section and at the Town Hall. Completed forms may be submitted in person to the Town Clerk’s Office, or by completing the online form.

Council Approval Process

The Council Steering Committee reviews a list of vacancies and Statement of Interest forms at their monthly meeting and makes recommendations for appointment by the full Council at their next regularly-scheduled meeting.

Appointments to Major Land Use Commissions

It is Town Council policy to interview candidates for major land use boards such as the Planning & Zoning Commission, the Inland Wetlands Agency, and the Economic Development Commission. If you apply to serve on one of these Boards, the Steering Committee will ask to meet with you to discuss your goals and vision for land use in Coventry.

Political Appointments

The Town Charter sets forth a ratio of political appointments to ensure equal representation on each Committee. A summary can be found under Section 2.2 in “Relevant Excerpts from the Town Charter” in this manual. A complete copy of the Charter language may be viewed at www.coventry-ct.gov. Click on the government tab for “Charter and Ordinances.”

VOLUNTEER CODE OF CONDUCT

Volunteers should become familiar with the rules and procedures pertaining to their particular board, commission, or committee. In addition, all volunteers shall observe the following general code of conduct:

1. Acting professionally and in the best interest of the Town of Coventry at all times.
2. Avoiding both actual and potential conflicts of interest between private self-interest and the interest of the public, as referenced in the Town Ethics Ordinance.
3. Treating people with respect – even when they disagree.
4. Avoiding discourteous or abusive language or conduct towards others while representing the Town of Coventry.
5. Refraining from unauthorized disclosure of confidential and proprietary information, including to the media.
6. Ensuring there is no falsification of documents or records, including applications.
7. No misusing Town equipment or taking it off the premises without prior permission. Personal use of telephones, equipment, and supplies is to be avoided.
8. No violating the Town of Coventry's drug/alcohol, smoking, non-disclosure, harassment, or safety policies.
9. Bringing firearms or weapons onto Town property is prohibited.
10. Maintaining a record of excellent attendance. Arriving on time and ready to work. Notifying the Chair in advance of any unavoidable absence, as referenced in the Town of Coventry Board Attendance Policy (located in the Appendix)
11. Completing all mandated training for members of the board, commission or committee, if any, within 120 days of appointment and maintaining compliance with training requirements as may be required.

Volunteers who do not adhere to this code of conduct are subject to penalties.

Town Ethics Ordinance

Chapter 2 ADMINISTRATION (TOWN OF COVENTRY CODE OF ORDINANCES)

ARTICLE V. - ETHICS ORDINANCE

Sec. 2-276 Statement of Purpose:

Public Office is a public trust. The trust of the public is essential for government to function effectively. Public policy developed by government officials affects every citizen of the municipality, and it must be based on honest and fair deliberations and decisions. This process must be free from threats, favoritism, undue influence, and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Ordinance, this municipality seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity and fairness of their government.

- 1) Declaration of Policy: There is hereby enacted a policy of ethics for elected and appointed officials of the Town of Coventry. The purpose of this Ordinance is to establish suitable ethical standards of conduct for all such officials by prohibiting acts or actions incompatible with the best interests of the Town of Coventry.
- 2) Definition: This Ordinance shall be applicable to all officials of the Town of Coventry. The term "official" when used throughout this Ordinance shall mean with respect to the government of the Town of Coventry, CT, any holder of public office, elected or appointed, paid or unpaid, and any member of any board, commission, or committee. It shall not mean any employee of the Town who is covered by any other policy.

Sec. 2-277 Conflicts of Interest.

- a) No public official shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, which is incompatible with the public discharge of their official responsibilities in the public interest or which would tend to impair their independent judgment or action in the performance of their official responsibilities.
- b) No public official may accept any gratuity, gift, favor, or promise thereof regardless of amount, nor any promise of future position, from any person, when it is the intent of the official and the person offering the same, to influence the official in the exercise of their judgment on behalf of the Town.
- c) No public official shall accept or solicit anything of value exceeding \$25.00, whether in the form of a gift or the promise of a gift, from any person, firm or corporation which to his knowledge is involved in business dealings with the Town. For purposes of this section, a gift shall not include certificates of appreciation, plaques and ceremonial gifts and/or awards.
- d)
 - 1) A public official shall refrain from voting upon or otherwise participating in any matter on behalf of the municipality if the business with which they, or an immediate family member, are associated, has a financial or personal interest

in the transaction or contract, including, but not limited to, the sale of real estate, material, supplies, or services to the municipality.

- 2) If such participation is within the scope of the public official's official responsibility, they shall be required to provide written disclosure, which sets forth in detail the nature and extent of such interest, to the Town Council, and if serving on a board or commission, the Chair of said board or commission.
- 3) Notwithstanding the prohibition in subsection d (1), a public official may vote or otherwise participate in a matter if it involves a determination of general policy and the interest is shared with a substantial segment of the population of the Town.

e)

- 1) Except for a public official who receives no compensation for their service to the municipality, other than per diem payments and reimbursement of expenses, no public official shall appear on behalf of private interests before any board, agency, or committee of the municipality.
 - 2) Except for a public official who receives no compensation for their service to the municipality, other than per diem payments and reimbursement of expenses, no public official shall represent private interests against the interest of the municipality in any litigation to which the municipality is a party.
- f) Nothing contained in this Ordinance shall prohibit or restrict a public official from appearing before any board or commission of the municipality on their own behalf, or from being a party in any action, proceeding, or litigation brought by or against the public employee or public official to which the municipality is a party.
 - g) No public official shall disclose confidential information concerning municipal affairs, nor shall they use the information for the financial interests of themselves or others.
 - h) No public official shall request, use, or permit the use of municipality-owned vehicles, equipment, facilities, materials, or property for personal convenience or profit, except when such are available to the public generally, or are provided as municipal policy for the use of such public official in the conduct of official business.
 - i) No public official, or a business with which they are associated, or any member of their immediate family shall enter into a contract with the municipality unless it is awarded in accordance with the town's purchasing policy.

Sec. 2-278 Complaint.

Whenever a complaint of a violation of this Ordinance is received, in writing and signed by the complainant, the Town Manager shall designate an individual to conduct an investigation and report their findings to the Town Manager upon completion of the investigation. If there is reason to believe that a violation of this Ordinance has occurred, the Town Manager shall refer the matter to the Town Council who shall initiate the procedure set forth in Section 10-4 of the Town Charter.

Section 2-279 Penalties.

Violation of any provision of this Ordinance shall constitute grounds for, and may be punished by: public censure and reprimand; Removal as detailed in Section 10-4 of the

Town Charter; and/or any other remedy as provided by law including restitution of any pecuniary benefit received because of the violation committed.

Sec. 2-280 Distribution of Ordinance.

The Town Clerk shall cause a copy of this Ordinance to be distributed to every public official within 60 days after enactment of this Ordinance. Each public official shall be furnished a copy before entering the duties of their office or employment. A signed receipt for all copies shall be returned to the Town Clerk and retained on file.

Adopted by Council: July 1, 1996

Revised: September 7, 1999

Revised: April 2022

Adopted by Council: June 6, 2022

Adopted by Council, Ordinance #265: March 3, 2025

Excerpts - Town of Coventry Charter

Chapter II. Elections

Section 2-1 General (a) Nomination and election of federal and state officers, including registrars of voters, and of such elective municipal officers, boards, and commissions as are provided for in this Charter shall be conducted, and the registrars of voters shall prepare lists of electors qualified to vote therefor, in the manner prescribed in the constitution and general laws of the State of Connecticut, except as hereinafter provided.

(b) A meeting of the electors of the Town of Coventry for the election of municipal officers shall be held on the first Tuesday after the first Monday of November in odd-numbered years. The terms of all municipal officers shall commence on the first Wednesday following their election and they shall hold office until their successors have been chosen and qualified. Except as otherwise provided in this Charter, all elective town officers, boards, and commissions shall have the powers and duties prescribed by law.

Section 2-1A. Election of council.

At the meeting of the electors of the Town of Coventry for the election of municipal officers, there shall be elected seven (7) members of the town council. Each party shall nominate a maximum of five (5) candidates to run for the council, [and] the seven (7) receiving the highest votes shall be elected. No person shall vote for more than five (5).

Section 2-2 Minority Representation Except as Provided in Section 2-1A.

Minority representation on any elective or appointed board, commission, committee, or similar body of the town shall be determined in accordance with the following provisions: When the total membership of the board is odd, not more than the bare majority shall be members of the same political party; and when the total membership of the board is even, not more than one-half (1/2) shall be members of the same political party.

Section 2-6 Eligibility

No person shall be eligible for election to any town office, or appointment to any town board, commission, committee, or similar body who is not at the time of their election, or appointment, a resident elector of said town; and any person ceasing to be a resident elector of said town shall thereupon cease to hold such elective or appointive office in town.

Chapter III. The Town Council

Section 3-1 The Council

There shall be a town council consisting of seven (7) members, hereinafter referred to as "the council," the members of which shall serve without compensation except for the reimbursement of actual expenses incurred in the performance of official duties. No member of the council shall hold any office of profit under the government of the Town of Coventry, nor shall they, during the term of office for which they are elected be appointed to any office under the government of said town.

Section 3-4 General Powers and Duties

The town council shall have the powers and duties which, on the effective date of this Charter [November 4, 1969,] were conferred by law upon officers, boards, and commissions of said town existing immediately prior to such date, except as otherwise specifically provided in this Charter. The legislative power of the towns shall be vested exclusively in the council except as otherwise specified in this Charter. Said council shall have the power to enact, amend, or repeal ordinances not inconsistent with this Charter or the General Statutes of the state; to create or abolish, by ordinance, boards, commissions, departments, and offices; and the council may contract for services and the use of facilities of the United States or any federal agency, the State of Connecticut, or any political subdivision to incorporate any nationally recognized code, rules, or regulations that have been printed in body form, or any code officially adopted by any administrative agency of the state, or portion thereof, by reference thereto in such ordinance; provided, upon adoption of any such ordinance wherein any such code, rules, or regulations, or portions thereof, have been incorporated by reference, there shall be maintained two copies of such code, rules, or regulations in the office of the town clerk for examination by the public. Said council may by resolution, regulate the internal operation of boards, commissions, and offices which it fills by appointment. Said council may fix the charges, if any, to be made for services rendered by the town, or for the execution of powers vested in the town, as provided in Chapter I of this Charter.

Chapter IV. Other Elective Offices

Section 4-1 Zoning Board of Appeals.

There shall be five (5) members of the zoning board of appeals and three (3) alternate members of the zoning board of appeals, whose term of office shall be for two (2) years.

Section 4-2 Board of Tax Review

There shall be five (5) members of the board of tax review, whose term of office shall be as provided by General Statutes.

Section 4-3 Board of Education

The board of education shall consist of seven (7) members, whose term of office shall be for two (2) years. The board of education shall be responsible for the conduct of the educational system of the town.

Section 4-4 Registrars of Voters

There shall be a registrar of voters for each political party in each voting district who shall be elected in accordance with the General Statutes. No elector shall vote for more than one (1) registrar. The registrars of voters shall have all the powers and perform such other duties as may be imposed upon them by ordinances not inconsistent with General Statutes.

Chapter V. Appointed Offices

Section 5-1 General

The council shall, by majority vote of the board (pursuant to Section 3-3), appoint personnel to boards, commissions, and offices as may be established under the provisions of this Charter or by the General Statutes. The town manager, with approval of the council, shall appoint the following offices: town clerk, tax collector, assessor, director of civil defense, building official, canine control officer, tree warden, chief of police, fire marshals, treasurer, assistant treasurer, human services administrator, and representative to the Windham Regional Planning Agency.

Section 5-2 Terms of Office

All such appointees shall take office on the day they are appointed and qualified, shall serve such terms as are herein specified, and until their respective successors have been appointed and qualified. All incumbent appointees or previously elected officers shall complete their present terms of office.

Chapter X

Section 10-3 Financial Interest Prohibited

No holder of elective or appointive office shall derive, by reason of holding such office any direct financial benefit as the result of any contract with the town or board of education, or any sale to the town or said board of education of any materials, supplies, or services.

Section 10-4 Removals

(a) Except as otherwise provided in this Charter, any appointive officer or appointive member of a board or commission may be removed for just cause by the authority which appointed them, provided they shall first be given notice in writing of their removal. Said officer or board or commission member shall, upon written request to the appointing authority within ten (10) days from the date of receipt of

their removal notice, be immediately given notice in writing of the specific grounds of removal. Thereafter, if requested (either in the request for specific grounds or in a subsequent request submitted to the appointing authority within five (5) days from receipt of such specific grounds) said officer, or board, or commission member shall be given written notice from the appointing authority setting forth the time and place of an opportunity to be heard in their own defense, personally and/or by counsel, at a public hearing before the appointing authority, to be held not less than five (5) nor more than twenty (20) days after receipt of such request for hearing. With the exception of the initial notice of removal, the council shall act for, and in the place of, the town manager as to each and every request, notice, and hearing provided for hereunder.

(b) No employee of the board of education, below the rank of superintendent or supervising agent, who holds a regular certificate of qualification issued by the state board of education shall be removed except in accordance with the General Statutes of Connecticut as the same may be amended.

Robert's Rules of Order (Summary Version):

Robert's Rules of Order is a system of parliamentary procedure first published in 1876 by Henry Robert, an American army general. They provide common rules and procedures, and order, in debate among full membership of a board or commission and are generally standard in the United States. Robert's Rules of Order strives to allow the whole membership of a commission the same understanding on conducting business. It allows the fundamental right of deliberating and asking questions before actions are taken. There are some basic rules for conducting meetings and making motions, but they can be modified slightly.

Below is a summary of some of the basics of Robert's Rules of Order that you may encounter at a Board or Committee meeting:

1. What is Parliamentary Procedure?
2. Why is Parliamentary Procedure Important?
3. Example of the Order of Business
4. Motions
5. Types of Motions
6. How are Motions Presented?
7. Voting on a Motion

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order (newly revised) is the basic handbook of operation for most clubs, organizations, and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters. They are unrelated to pending business and relate to the welfare of the group.

4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chair by saying, "Mr./Ms. Chair, or Mr./Ms. President."
 - c. Wait until the Chair recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chair will call for a second.
5. If there is no second to your motion, it is lost.
6. The Chair States Your Motion
 - a. The Chair will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the Chair it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chair.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chair.
8. Putting the Question to the Membership
 - a. The Chair asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move, the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chair asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as their names are called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This is the most misapplied motion! If it is used in an attempt to "kill" or avoid dealing with a measure, it is out of order! Its proper use is when there's a need to bring another motion to the table – i.e. if a commissioner has to leave but wants to vote on a more important motion, you can table the one being debated;
2. Motion to Postpone Indefinitely – This is a subsidiary motion to kill a main motion. It avoids a direct vote on the question on the floor and can be used to test the strength of a motion that a faction opposes. It was designed as a courtesy motion, to prevent a direct vote on a question that might be embarrassing to the group. Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.
 - Allow motions that are in order.
 - Have members obtain the floor properly.
 - Speak clearly and concisely.
 - Obey the rules of debate.

HIGHLIGHTS OF THE CT FREEDOM OF INFORMATION ACT

What is the CT FOIA?

The CT FOIA, codified in Title I, Chapter 14 of CT General Statutes a state law that establishes the public's right to obtain information from federal government agencies. "Any person" can file a FOIA request, including U.S. citizens, foreign nationals, organizations, associations, and universities.

"Any person" has the right to obtain records and attend meetings of all public agencies – with certain limited exceptions. This applies to

- State and local government agencies, departments, institutions, boards, commissions, authorities, and their committees.
- Executive, administrative, or legislative offices, the judicial branch, and the Division of Criminal Justice with respect to their administrative functions.
- Certain other entities based on the following criteria: (1) whether the entity performs a governmental function; (2) the level of government funding; (3) the extent of government involvement or regulation; and (4) whether the entity was created by the government.

Public Meetings

Meetings, including hearings and other proceedings, must be open to the public – except in limited situations. A public meeting is any hearing or other proceeding of a public agency, or gathering of, or communication by or to a quorum of a multi-member agency, to discuss or act on any matter over which it has authority.

The following are not public meetings: meetings of certain personnel search committees; collective bargaining strategy and negotiating sessions; caucuses; chance or social gatherings not intended to relate to official business; administrative or staff meetings of a single-member agency (e.g., mayor); and communications limited to notice of agency meetings or their agendas.

No registration or other requirements may be imposed on a member of the public seeking attendance at a public meeting. The public, as well as the news media, may photograph, record, or broadcast meetings, subject to prior reasonable rules regarding non-interference with the conduct of the meeting.

Only three kinds of meetings are recognized under FOI: Regular, Special, and Emergency. A town or city agency must file each year a schedule of its regular meetings with the clerk of the town or city. A special meeting may be called up to 24 hours (excluding weekends, holidays, and days on which the office of the municipal clerk is closed) before the time set for the meeting. A special meeting is called by filing a notice stating the time, place, and business to be transacted. An emergency

meeting may be held without complying with the preceding notice requirements. However, the agency must file its minutes, including the reason for the emergency, within 72 hours (excluding weekends and holidays) of the meeting with the municipal clerk.

An agency is required to send a notice of its meetings, where practicable, at least 1 week prior to the meeting date, to any person who has made a written request. The agency may establish a reasonable charge for this service.

Each agency must make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers. New business not on the agenda may be considered and acted on only on a 2/3 vote of the members of the agency.

The minutes of each agency meeting must be made available to the public, within 7 days of the session to which they refer, in the municipal clerk's office for local agencies. In the case of special meetings, the 7 day period excludes weekends and holidays. The minutes must contain the record of each member's vote on any issue before the agency.

The votes of each member on any issue must be put in writing and made available to the public within 48 hours, excluding weekends and holidays, of the meeting at which the votes were taken.

The minutes of a meeting at which an executive session occurs must indicate all persons who were in attendance at the closed session, except for job applicants who were interviewed.

Executive Sessions

An agency may close certain portions of its meeting by a vote of 2/3 of the members present and voting. This vote must be conducted at a public session.

Meetings to discuss the following matters may be closed: specific employees (unless the employee concerned requests that the discussions be open to the public); strategy and negotiations regarding pending claims and litigation; security matters; real estate acquisition (if openness might increase price); or any matter that would result in the disclosure of a public record exempted from the disclosure requirements for public records.

Any business or discussion in a closed session must be limited to the above areas. The agency may invite persons to present testimony or opinion in the executive session, but their attendance must be limited to only the time necessary for that testimony or opinion.

Public Records

Most records or files of State and local agencies, including minutes of all their meetings, must be available to the public for inspection or copying. This includes information or data which is typed, handwritten, tape recorded, printed, photographed, or computer-stored. It also includes most inter-agency and intra-agency memoranda or letters.

The public may inspect public records during regular office hours, but copies, print-outs, or transcripts should be requested in writing. There is a fee for copy(s) of a public record.

The public is entitled to prompt access to inspect or copy public records. If an agency fails to respond to a request within four business days, such failure can be treated as a denial of the request.

Some records are specifically exempted from disclosure by Federal Law or State Statute and may not be available to the public. There are fifteen such exemptions including: personnel, medical, and some law enforcement files; juvenile; some witness and victim identification records; pending litigation files; and real estate documents.

Visit the website at www.state.ct.us/FOI

8 Characteristics of an Effective Presiding Officer (Chair):

1. Be on time and start on time:
2. Be organized: create an agenda and stick to it – make sure you have a quorum – without a quorum can only move to recess or adjourn;
3. Be prepared: have by-laws, standing rules, Roberts Rules, list of committee members;
4. Be in control of the floor: try to allow everyone who wishes to speak the opportunity, but keep it on point and concise;
5. Be impartial: although a presiding officer has the right to debate, that right should be used sparingly.
6. Be composed;
7. Be precise: restate motion, be clear in voice vote, if necessary use hand vote (make sure everyone knows what is being debated / voted on);
8. Be focused: do not allow irrelevant discussion and if necessary request a member to “confine their remarks to the motion on the floor.”
 - Any speaker can be stopped whose speech becomes irrelevant – it is a judgment call – always avoid / stop personal attacks.
 - Personal remarks in a debate are always out of order – debate must be directed at motions and not motives, principles, not personalities.
 - Speaking time – no person may speak more than two times on any one motion on any one day with each speech less than 10 minutes – with a larger group you can limit it even further, 2-5 minutes, and offer additional time at the end, if available.
 - All comments should be directed to the Chair.

8 Characteristics of an Effective Small Group

1. **Clear purpose** - The vision, mission, goal, or task of the team has been defined and is now accepted by everyone. This is an action plan.
2. **Informality** - The climate tends to be informal, comfortable, and relaxed. There are no obvious tensions or signs of boredom.
3. **Participation** - There is much discussion and everyone is encouraged to participate.
4. **Listening** - The members use effective listening techniques such as questioning, paraphrasing, and summarizing to get out ideas.
5. **Civilized disagreement** - If there is disagreement, the team must be comfortable with this and show no signs of avoiding, smoothing over, or suppressing conflict.
6. **Consensus decisions** - For important decisions, the goal is substantial, but not necessarily unanimous, agreement through open discussion of everyone's ideas, avoidance of formal voting or easy compromises.
7. **Open communication** - Team members feel free to express their feelings on the tasks as well as on the group's operation. There are few hidden agendas. Communication takes place outside of meetings.
8. **Clear roles and work assignments** - There are clear expectations about the roles played by each team member. When action is taken, clear assignments are made, accepted, and carried out. Work is fairly distributed among team members.

APPENDIX

TOWN OF COVENTRY BOARD 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."

LIST AND DESCRIPTIONS OF BOARDS, COMMITTEES & COMMISSIONS

Ad-Hoc Protected Spaces Stewardship Committee:

An Ad-Hoc Sub-Committee of the Conservation Commission. The purpose of the Sub-Committee shall be to study, develop, coordinate, and implement programs and activities related to undertaking and/or coordinating volunteers in providing stewardship to open space and conservation easements owned by the Town of Coventry. Five (5) members, all of whom shall be resident electors of the Town of Coventry, to be appointed by the Coventry Town Council.

Ad-Hoc Coventry Lake Advisory & Monitoring Committee:

This Committee shall only be advisory in nature, and report to, and work with, the Conservation Commission on issues such as, education of best land management practices, monitoring lake quality and viability, monitoring invasive species, and serving as a sounding board for lake use issues. The Committee shall have 5-7 members, for 3 year terms.

Ad-Hoc Farmers' Market Operating Committee:

The purpose of the Committee shall be to study, develop, coordinate, and implement programs and activities related to undertaking and/or coordinating volunteers in providing a Farmers' Market overseen by the Town of Coventry. Further, the Committee will plan, arrange, supervise, coordinate, and implement such activities of the Committee and volunteers including preparing specific policies and procedures, requiring liability coverage, establishing procedures for compliance with CT Dept. of Agriculture regulations for a Farmers' Market, and cooperating with plans adopted by the Economic Development Commission. The Committee shall also coordinate educational and marketing training sessions, and material for the members and the community.

Ad-Hoc Water Supply Study Committee:

The Committee shall work with Connecticut Water Co. developing concepts and cost estimates for water system improvements that will enhance economic development and fire protection. The Committee will be 5 members made up from a representative of Board of Education, Planning & Zoning Commission, Economic Development Commission, Coventry Housing Authority, and Town Council.

Board of Assessment Appeals:

This board is charged with conducting appeals hearings for those wishing to appeal assessments on grand list property. Members are elected to 4 year terms.

Board of Education:

The Board of Education shall consist of seven members, elected, whose term of office shall be for two years. The Board of Education shall be responsible for the conduct of the educational system of the town.

Building Code Board of Appeals:

This board reviews appeals submitted by persons who wish to appeal decisions made by the Building Official. This board consists of five members who are appointed by the Town Council to serve staggered 5 year terms.

Cable Television Advisory Committee

A regional citizen advisory that provides feedback to Spectrum Cable and provides guidance to local Community Access activities. This board consists of 3 members each serving 3 year terms. Two members are Town Council appointed; one is appointed by the Board of Education.

Cemetery Commission:

The Cemetery Commission shall control, manage, and direct the acquisition, appointment, use, and disposition of all town-owned cemetery properties and the appurtenances, including land, plantings, buildings, and equipment related thereto, and maintain these said properties and appurtenances. The Commission consists of 5 members each serving staggered 3 year terms.

Conservation Commission:

The Commission shall conduct research into the utilization, and possible utilization, of land areas of the municipality and may coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, and distribute books, maps, charts, plans, and pamphlets as necessary for its purposes. It shall keep an index of all open areas, publicly or privately owned, including open marshland, swamps, and other wetlands, for the purpose of obtaining information on the proper use of such areas, and may, from time to time, recommend to the Planning Commission, plans and programs for the development and use of such areas which may include the acquisition of conservation easements. It may acquire land in the name of the municipality for any of its purposes as set out in this section. The commission consists of 7 members.

CoventryVision Committee:

The purpose of the CoventryVision Committee shall be to develop procedures and coordinate programs and activities related to events and local issues for broadcast on the community access channel provided by Spectrum Communications. The activities shall be positive and informative in tone and free from political undertones. All programs must comply with applicable regulations of Spectrum Communications, as may be amended from time to time, and in accordance with community standards. The 5 members are Town Council appointed for staggered 3 year terms.

CT Water Company Advisory Council

A feedback committee formed by CT Water Company.

Economic Development Commission:

The Economic Development Commission was created for the purpose of the promotion and development of the business and industrial resources of the Town of Coventry. The 9 members serve 5 year terms all expiring on February 1st of various years.

Energy Conservation/Alternative Energy Advisory Committee:

To Study and identify viable and feasible energy conservation projects to reduce energy consumption and/or expenses in town and school facilities; to explore and evaluate renewable energy projects to supplement or replace conventional energy to benefit town and school facilities; to explore grant and private sector opportunities, and to prepare a report to the Town Council of findings and recommendations for funding and implementations. The 5 members serve a term of 3 years each.

Flood & Erosion Control Board:

The Coventry Municipal Flood and Erosion Control Board shall have all the powers and duties conferred upon it pursuant to Sections 25-84 to 25-94 of the Connecticut

General Statutes, or otherwise imposed by law on Flood and Erosion Control Boards. The Town Council shall appoint seven members, for a term of 2 years each. The Town Council shall have the authority to appoint its members as members of the Board, each who shall serve as long as a member of the Town Council.

Health District - Eastern Highlands:

A regional health district created under State Statutes to serve the health and sanitation needs of the community. There are 2 members from Coventry serving 3 year terms.

Housing Authority:

This authority exists for the purpose of ensuring that inhabited dwellings are deemed safe and sanitary. The five members serve staggered five year terms.

HUD Housing & Rehab/ Fair Housing Commission:

The purpose of the commission is to oversee the Housing Rehab Program to ensure that policy is meeting program objectives. Five members comprise the board.

Human Rights Commission:

The purpose of this commission is to enforce all State and Federal laws that prohibit discrimination and promote enforcement and understanding of those laws; shall assist the Human Rights Officer in developing, approving, and implementing outreach programs; shall refer complaints of discrimination to the Human Rights Officer for action; shall inform the Human Rights Officer of any changes in human rights obligations or the laws they become aware of; shall enforce and implement the "Equal Opportunity Ordinance" and the "Equal Opportunity Plan" as adopted by the Coventry Town Council. All members are Town Council appointed to serve 2 year terms.

Inland Wetlands Agency:

The purpose of this agency is to enforce the existing Coventry regulations adopted by its predecessor agency in conformity with the regulations promulgated by the Commissioner of Environmental Protection pursuant to 22a-39 of the CT General Statutes, as are necessary to protect the wetlands and water courses within the territorial limits of the Town of Coventry, and shall have all powers granted by Chapter 440 of the Connecticut General Statutes to amend, modify, enforce, and promulgate new regulations as said agency deems necessary to protect the wetlands and water courses within the Town of Coventry. The agency consists of 5 full members and 2 alternates serving staggered 3 year terms.

Local Emergency Coordinating Committee (LECC):

The Committee works to plan, refine, and implement emergency operating procedures for the Town. Representatives from the Town Council, Coventry Public

Schools, Finance, Fire Department, Human Services, Public Works, Police Department, Emergency Management Director, and the Town Manager make up this Committee.

Parks and Recreation Commission:

This commission is charged with the development and supervision of recreational programs and the maintenance of recreational facilities and advancement of cultural and art activities within the Town of Coventry. Seven Commission members serve 2 year staggered terms. In 2006, upon disbanding of the Arts Commission, a Parks and Recreation Commission Alternates board was formed consisting of 3 members serving 2 year terms. One alternate's term expires in odd years, 2 in even years.

Pension and Retirement Committee:

Appointed by the Town Council, this committee is charged with the administration of the Pension Plan for Town officers, employees, and their beneficiaries. The 5 member's terms run for 3 years.

Planning and Zoning Commission:

The Planning and Zoning Commission is responsible for protecting and promoting the public's health, safety, welfare, and environment through the regulation of land use activities. The Planning and Zoning Commission is assisted by the Land Use Office and is staffed by the Director of Planning and Development. There are 5 full members and 3 alternates all of whom serve 3 year terms.

Town Council

Provides governance to the Town of Coventry and establishes an annual recommended budget for vote by the townspeople. Appoints members to various Boards and Commissions. Sets policies for the Town. Supervises the Town Manager and directs priorities for Town staff. A seven member volunteer board elected to two-year terms.

Veterans Memorial & Events Commission:

The purpose of this commission is to review and assess all existing memorials for veterans and recommend action for their repair and maintenance to the Town Council; make recommendations to the Town Council with regard to memorials that would honor all of Coventry's veterans for the Korean and Vietnam War; take such action as authorized by the Town Council to enact recommendations of the Commission. Organize and collaborate with other town agencies and outside groups to assist and facilitate events to recognize veterans, including, but not limited to, Memorial Day services and luncheons, recreational events with veteran themes, and Veterans Day events. This commission consists of 7 members serving 2 year terms and meets monthly.

Water Pollution Control Authority:

The Town of Coventry Water Pollution Control Authority (WPCA) was created March 17, 1980 pursuant to Section 7-246 of the Connecticut General Statutes. The Town Council appoints 5 members to two-year terms. The WPCA is responsible for the effective management of the community sewerage system and seeks environmentally sound and economically efficient ways to continue its sewer avoidance policy.

Windham Regional Transit District

A regional transit authority which provides Dial-A-Ride and limited, fixed-route service in the Windham region.

Youth Services Advisory Board & Council for the Prevention of Student Drug and Alcohol Abuse:

The Coventry Youth Services Advisory Board and the Coventry Council for the Prevention of Student Drug and Alcohol Abuse meets on the second Thursday of each month (September-June) at 6 pm in the Town Hall Boardroom. The Board discusses and makes program recommendations for drug and alcohol prevention, educational activities, and positive youth development programs. Members are Town Council appointed and are comprised of student, faculty, police, and community representatives.

Zoning Board of Appeals:

Elected officials who hear appeals of actions of the Zoning Enforcement Officer and decide on variance of the Town's Zoning Regulations. The board consists of 5 full members and 3 alternates elected for 2 year terms.

Boards and Commissions Meeting Dates

This schedule is subject to change. For the most current schedule please visit the Town of Coventry’s website, www.coventry-ct.gov and click on the tab for “Boards and Commissions.” Copies of this schedule are also available at the Town Manager’s Office at the Town Hall.

Assessment Appeals	March & September as Needed
Board Of Education	2 nd & Last Thursdays
Conservation Commission	2 nd & 4 th Wednesdays
Cemetery Commission	2 nd Wednesday
CoventryVision	1 st Monday
Eastern Highlands Health District	3 rd Thursday
Economic Development Commission	4 th Thursday, No November, 1 st Thursday December
Energy Conservation/Alt. Energy	1 st Wednesday
Finance Committee	2 nd Monday
Housing Authority	2 nd Tuesday

Housing Rehab/Fair Housing
Human Rights
Inland Wetlands Agency
Parks & Recreation
Pension Committee
Planning & Zoning
LECC
Steering Committee
Town Council
Veterans Memorial & Events
WPCA
Youth Services
Zoning Board of Appeals

Quarterly
As Needed
4th Wednesday except November, December
1st Wednesday
As Needed
2nd & 4th Mondays
1st Thursday
4th Monday
1st & 3rd Mondays except holidays.
Every Other Month 2nd Tuesday
1st Thursday
2nd Thursday from September - June
3rd Thursday

"Volunteers are the only human beings on the face of the earth who reflect this nation's compassion, unselfish caring, patience, and just plain love for one another."

-Erma Bombeck