

AGENDA
Town Council Steering Special Committee Meeting
January 27, 2026
7:00 PM
Town Hall Conf. Room B

1. Call To Order, Roll Call
2. Acceptance Of Minutes, December 22, 2025: (E)

Documents:

[UNOFFICIAL 12.22.25 STEERING MINUTES.PDF](#)

3. Reports:
 - 3.A. Chairperson
 - 3.B. Committee Members:
 - 3.C. Monthly Board And Commission Reports: (E)

Documents:

[VACANCY REPORT.PDF](#)
[EXPIRATION REPORT.PDF](#)
[BOARD MEMBER REPORT.PDF](#)

4. Resignations/Not Wishing To Be Reappointed:
 - 4.A. Parks & Recreation Commission: Miller (E)

Documents:

[RESIGNATION MILLER.PDF](#)

5. Appointments:
 - 5.A. Conservation Commission: Coss, Brian (E)

Documents:

[STATEMENT OF INTEREST COSS B.PDF](#)

- 5.B. Human Services Advisory Board: (E)

- Bennett
- Cooper

Documents:

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

- 5.C. Parks & Recreation Commission Alt. To Full: Considine (E)

Documents:

[CONSIDINE ALT TO FULL.PDF](#)

5.D. Parks & Recreation Commission (E)

- Drumm
- Garcia
- Orcutt
- Rodgers (currently serving)

Documents:

[STATEMENT OF INTEREST DRUMM.PDF](#)
[STATEMENT OF INTEREST GARCIA.PDF](#)
[STATEMENT OF INTEREST ORCUTT.PDF](#)
[STATEMENT OF INTEREST RODGERS.PDF](#)

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

- Elsesser
- Murphy

Documents:

[STATEMENT OF INTEREST ELSESSER.PDF](#)
[STATEMENT OF INTEREST MURPHY.PDF](#)

5.F. Special Constable: Chipman (E)

Documents:

[SPECIAL CONSTABLE CHIPMAN.PDF](#)

5.G. Veterans Memorial And Events Commission: (E)

- Brand (currently serving)
- Zetterstrom

Documents:

[STATEMENT OF INTEREST BRAND.PDF](#)
[STATEMENT OF INTEREST ZETTERSTROM.PDF](#)

5.H. Water Pollution Control Authority: Twerdy (E)

Documents:

[STATEMENT OF INTEREST TWERDY.PDF](#)

6. Consideration/Possible Action: Revision To Job Description, Mechanic I (E)

Documents:

[MECHANIC 1 REVISED JAN 26.PDF](#)

[MECHANIC 1 REVISED JAN 26 WITH CHANGES.PDF](#)
[MECHANIC I REV. 9-2013_201504070742571457.PDF](#)

7. Consideration/Possible Action: Excess Tax Payments Ordinance (E)

Documents:

[EXCESS PAYMENTS RETENTION AND TAX WAIVER ORDINANCE MEMO.PDF](#)
[EXCESS PAYMENTS RETENTION AND TAX WAIVER ORDINANCE DRAFT
LANGUAGE V1.PDF](#)

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

Documents:

[DRAFT ERCR ORDINANCE.PDF](#)

9. 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](#)

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

11. Adjournment

(E) Denotes enclosure

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

1. Call To Order, Roll Call:

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

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

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

Absent: None

2. Acceptance Of Minutes, November 24, 2025:

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

Discussion/Changes:

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

Vote: Unanimously in favor.

3. Reports:

3.A. Chairperson: None

3.B. Committee Members: None

3.C. Monthly Board and Commission Reports:

Vacancy Report:

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

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

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

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

Hand made a list of the vacant and expired seats he needs to contact to ensure they received their statement of interest form and gauge their interest for serving another term.

Wheaton also reminded that the Pension and Retirement Commission seems important but has a vacant seat. He noted that it appears that they have the ability to make a quorum as long as everyone shows up but felt it would be important to have all seats filled. He added that it appears the rest of the terms for this board are expiring soon as well.

Steering members briefly discussed the attendance policy, in order to change the status of members on the reports who have not officially resigned but have not been serving. Drumm explained that this has been the 1st year with the attendance policy in place, and they are going to encourage receiving attendance reports from the board and commission chairs. Once this has been done, members who will be removed will be notified and the reports can be updated.

Thomas requested that Hand give a list of vacancies that Steering is looking to fill (Pension and Retirement, CLAM, Inland Wetlands Alternate, and P&Z Alternate) during his Steering Report at the next Town Council meeting

Steering requested that Town Manager Drumm look into the status of the Cable Television Committee, as well as provide a report on which Board and Commissions need positions filled to ensure their work is being completed. This will aid Steering members in recruitment efforts. It was suggested that vacancies be posted on the Town Manager's Facebook page as this has been successful in the past.

4. Appointments:

4.A. Conservation Commission: Coss:

Motion: I move to recommend to the full Town Council to appoint Brian Coss to the Conservation Commission for a term to expire 1/1/2030.

By: Kyer Second: Wheaton

Discussion: It was noted that Coss is an existing member, who is serving as chair.

Vote: Unanimously in favor.

4.B. Human Rights Commission: Conant:

Motion: I move to recommend to the full Town Council to appoint Lisa Conant to the Human Rights Commission for a term to expire 1/1/2028.

By: Kyer Second: Wheaton

Discussion: Wheaton commented that all 3 candidates for the Human Rights Commission are Democrats and wanted to ensure that party affiliations were checked. Thomas noted that Conant is the current Chair. Hand thanked Conant for her continued service.

Vote: Unanimously in favor.

4.C. Human Rights Commission: Bauch:

Motion: I move to recommend to the full Town Council to appoint Elizabeth Bauch to the Human Rights Commission for a term to expire 1/1/2028.

By: Kyer

Second: Wheaton

Discussion: Kyer commented that he appreciates what Bauch brings to the table, as she is a big advocate for those with disabilities. Hand thanked Bauch for her continued service.

Vote: Unanimously in favor.

4.D. Human Rights Commission: Martin:

Motion: I move to recommend to the full Town Council to appoint Richard Martin to the Human Rights Commission for a term to expire 1/1/2028.

By: Kyer

Second: Wheaton

Discussion: Martin was thanked for his continued service.

Vote: Unanimously in favor.

4.E. Parks & Recreation Commission Alt: Considine:

Motion: I move to continue all Parks and Recreation Commission appointments (4.E., 4.F., 4.G., and 4.H.) to the next Steering meeting.

By: Kyer

Second: Wheaton

Discussion: It was explained that a current full member has expressed interest in stepping down. This will be formally confirmed, and her resignation will be added as an agenda item at the next meeting. Additionally, once confirmed, the candidate applying for an alternate seat will be notified that a full position is available, should they be interested in switching positions they are applying for.

Vote: Unanimously in favor.

4.F. Parks & Recreation Commission: Drumm:

Agenda Item has been continued.

4.G. Parks & Recreation Commission: Garcia:

Agenda Item has been continued.

4.H. Parks & Recreation Commission: Orcutt:

Agenda Item has been continued.

4.I. Pension & Retirement Committee: Belsito:

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

By: Kyer

Second: Wheaton

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

Vote: Unanimously in favor.

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

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

By: Kyer

Second: Wheaton

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

Vote: Unanimously in favor.

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

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

By: Kyer

Second: Wheaton

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

Vote: Unanimously in favor.

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

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

By: Kyer

Second: Wheaton

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

Vote: Unanimously in favor.

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

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

Discussion: Hand thanked Nowsch for his continued service.

Vote: Unanimously in favor.

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

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

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

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

- Throughout the document, restructure the sentences for clarity.
 - Section 70-66, change “ No person shall use the shore or beach of any designated swimming area of any town park for the purpose of fishing, angling, floating or launching any boat without the express written permission of the Town Manager or the Director, into the waters of Lake Wangumbaug, or for the purpose of landing any boat thereon from the waters of such lake.” to “No person shall use the shore or beach of any designated swimming area of any town park for the purpose of fishing, angling, floating or launching any boat into the waters of Lake Wangumbaug, or for the purpose of landing any boat thereon from the waters of such lake without the express written permission of the Town Manager or the Director.”
 - Section 70-76, subsection (b)(4), move “as parking areas” after “designated”.
 - Section 70-77, subsections (1), (2), and (3), move “without the express written permission of the Town Manager” to the end of the sections.
 - Section 70-79, move “within designated, marked-off areas” before “without the express written permission of the Town Manager...”
- Wheaton questioned why Section 70-69, subsection (d) was left with the authority of the Commission when others were changed to be at the authority of the Town Manager, or Parks and Rec Director.
 - Drumm responded that most emergency or time sensitive matters were placed in the authority of the Town Manager or Parks and Rec Director, as certain situations cannot wait a month for the Parks and Rec Commission meetings. However, it was felt that camping excursions are typically planned in advance and would be less likely of an emergency situation. The Commission has expressed concerns over lost authority and say, and it was felt that this is one of the items that could be left at their discretion due to the nature of the requests.
 - Kyer noted if a situation arose where the Commission could not meet, they also have the authority to authorize a designee to grant permission.
- Section 70-70, Wheaton questioned if there is value in the Parks and Rec Director consulting with the Commission on future regulation changes.
 - Drumm and Thomas noted that this does not prevent her from doing so. It is likely that the Parks and Recreation Director would do this, but it is not required by ordinance.

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

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

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

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

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

By: Kyer

Second: Wheaton

Discussion: None

Vote: Unanimously in favor.

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

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

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

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

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

Taylor explained that Steering could decide 1 of the following:

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

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

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

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

The Steering Committee agreed to leave the ordinance as is.

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

By: Kyer

Second: Wheaton

Discussion: None

Vote: Unanimously in favor.

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

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

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

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

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

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

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

Wheaton suggested removing the following from ‘Desired Minimum Qualifications’, “Ability” sub-bullet:

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

Changes to job description:

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

Vote: Unanimously in favor.

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

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

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

By: Kyer

Second: Wheaton

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

Vote: Unanimously in favor

10. Adjournment:

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

Submitted by,

Nicole Archambault

Nicole Archambault

Steering Committee Minutes Clerk

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



Town of Coventry

Vacancy Report



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	
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	3/2/2024	3/1/2026				
Cable Television Advisory Committee	3	Seat 3	Town Council	Vacant	3/2/2024	3/1/2026				
Capitol Region Council of Governments (CRCOG)	2	Member	Town Council	Expired	1/1/2026	12/31/2026		Eric	Thomas	Democrat
Capitol Region Council of Governments (CRCOG)	2	Alternate	Town Council	Expired	1/1/2026	12/31/2026		Carol	Polsky	Democrat
Conservation Commission	7	Seat 2	Town Council	Expired	1/2/2026	1/1/2030		Brian	Coss	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

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
CoventryVision	5	Seat 5	Town Council	Vacant	5/4/2025	5/3/2028	1/27/2020	Sondra	Stave	Democrat
CT Water Co Advisory Council	1	Seat 1	Town Council	Vacant	1/22/2026	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	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
Parks and Recreation Commission	6	Seat 2	Town Council	Vacant	1/2/2026	1/1/2028	12/31/2025	Pamela	Miller	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
Parks and Recreation Commission Alternates	2	Seat 1	Town Council	Expired	1/2/2026	1/1/2028		McKenna	Considine	Democrat
Pension and Retirement	5	Seat 1	Town Council	Expired	1/2/2026	1/1/2029		Justin	Murphy	Democrat
Pension and Retirement	5	Seat 2	Town Council	Expired	1/2/2026	1/1/2029		John	Elsesser	Unaffiliated
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	1/22/2026	Life Term	8/24/2022	Julie	Castillo	Unaffiliated
Veterans Memorial & Events Commission	5	Seat 1	Town Council	Expired	1/2/2026	1/1/2028		Dudley	Brand	Democrat
VNA East	2	Seat 1	Town Council	Vacant	1/22/2026	Life Term	3/19/2025	Marjorie	Roach	Democrat
Water Pollution Control Authority	5	Seat 2	Town Council	Expired	11/8/2025	11/7/2027		Matthew	Twerdy	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

Expiring between 1/22/2026 and 3/23/2026.

Board Name	Is Active	Position	Appointed By	First Name	Last Name	Political Party	Calculated End Date	Actual Start Date	Days Until Exp
Economic Development Commission	Yes	Seat 6	Town Council	Barbara	Barry	Republican	2/1/2026	2/2/2021	10
Energy Conservation/Alternative Energy Advisory Committee	Yes	Chairperson	Town Council	Jennifer	Reilly	Democrat	3/1/2026	3/2/2023	38
Energy Conservation/Alternative Energy Advisory Committee	Yes	Seat 4	Town Council	Julie	Castillo	Unaffiliated	3/1/2026	3/2/2023	38
Special Constable	Yes	Seat 1	Town Council	John	Chipman, III		3/17/2026	3/17/2024	53

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Town of Coventry



Board Member Report

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	Seat 4	Town Council	Yes	Donna	Titus	Unaffiliated	12/27/2027	Member	2	12/28/2024
Ad-Hoc Farmers' Market Operating Committee	Committee	Yes	7	7 members, 3 yr term (staggered). 1	Vendor Rep. Non-Voting Member	Town Council	Yes	William	Bailey	Republican	12/27/2027	Member	1	12/28/2024
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				vendor/1 Landmarks Rep										
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 quorum. Adopted by Town Council 11/7/2022.	Seat 5	Town Council	Yes	Jennifer	Petro	Democrat	Life Term	Member	1	12/5/2022
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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	Vice Chairperson	Town Council	Yes	Vernon	Beausoleil	Unaffiliated	5/31/2027	Member	3	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 (Torrle)	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	Town Council	Yes	Jacob	Orcutt	Democrat	Life Term	Member	1	2/3/2025
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					Library Rep									
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
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
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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
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 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
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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 3	Town Council	Yes	Francis	Lombard	Republican	5/3/2027	Vice Chair	3	5/4/2024
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	2/1/2026	Member	3	2/2/2021
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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	3/1/2026	Member	1	3/2/2023
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
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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 Chapter 46 in the Ordinance Book	Seat 5	Town Council	Yes	Matthew	Kyer	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 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	Seat 1	Town Council	Yes	Bruce	Borders	Democrat	11/30/2027	Member	1	4/4/2023
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				Rep										
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	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 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
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	Seat 5	Town Council	Yes	William	Glenney	Democrat	9/15/2027	Member	2	9/16/2024
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				staggered (2,2,1)										
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. 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
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

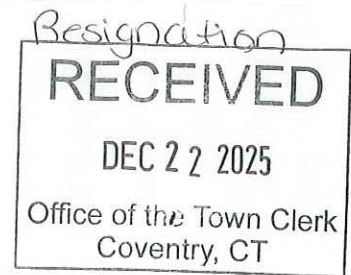
Board Name	Board Type	Is Active	# of seats	Notes	Position	Appointed By	Seat Enabled	First Name	Last Name	Political Party	Calculated End Date	Title	Term Counter	Actual Start Date
Parks and Recreation Commission Alternates	Commission	Yes	2	2 mem 2yr term. Ord# 226,238. 1 exp odd yr 1 exp even yr	Seat 2	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 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
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.	Seat 5	Town Council	Yes	Jennifer	Reilly	Democrat	Life Term	Member	1	10/9/2019
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

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
				Comm, 2 at large. Indefinite terms										
Special Constable	Department	Yes	3	Council appt./2 yr terms/PD recommendation	Seat 1	Town Council	Yes	John	Chipman, III		3/17/2026	Special Constable	6	3/17/2024
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
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 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
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

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
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 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
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

Generated on 1/22/2026, 11:21:43 AM.

December 22, 2025



Dear Ms. Tollmann,

While I would love to continue, my schedule in the coming year will limit the time and attention I can give to the role, and I don't feel I could serve as effectively as the Commission deserves. For that reason, I feel it's best to step back at this time.

I would like to thank you and the town for the opportunity to serve on the Coventry Parks and Recreation Commission. I've truly appreciated the chance to contribute and to work alongside people who care deeply about our town and its shared spaces.

I'm grateful for the experience and the trust placed in me, and I remain supportive of the important work the Commission does for Coventry. I hope to stay involved in the community in other ways as my schedule allows.

Happy Holiday Season,



Pamela Miller

Wishes to be reappointed new term to expire 11/1/2030

Lori Tollmann

From: noreply@civicplus.com
Sent: Wednesday, December 31, 2025 10:47 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 12/30/2025

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 Brian

Last Name Coss

Address 192 Maple Dr

City COVENTRY

State CT

Zip 06238

Telephone (Day): 860-817-2310

Telephone (Evening): Same

Email address: bcoss7658@gmail.com

Board or Commission name: Conservation

Current member? Yes

Where did you hear of this opening? Currently serving

If other please specify NA

How long have you lived in Coventry? 42 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.

To continue the valuable work the Commission does.

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

DEEP retired and served over 31 yea

Former Derby Conservation Commissioner

Lake Housatonic Authority Member(former)

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 or 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.

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

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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?	Other (see next column)
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
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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

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Wishes to be a full member (she is already an ~~Alternate~~)
Term to expire 1/1/2028

Appointed _____

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

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

Date: 1/5/26

First Name: McKenna Last Name: Considine

Address: 29 Gable rd Coventry CT

Telephone (Day) 410-693-5475 (Evening) _____

Email address: mckconsidine@gmail.com

Board or Commission name: Parks & Rec (full member)

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? 5 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 want to be a part of building & maintaining the local parks. I also want to be active in helping organize & plan clubs & events for my community

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

Bachelors in zoology - classes in maintaining green zones to serve both people & animals
Mom: I've learned what kids like & how to incorporate adult entertainment alongside children

Conflict of Interest Statement

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

Date: 1/5/26 Signature: McKenna Gonsichine

TOWN COMMITTEE ENDORSEMENT: (optional)

The _____
recommends _____
for (re)appointment to _____
Official _____ Office _____

No vacancies at this time

Lori Tollmann

From: noreply@civicplus.com
Sent: Friday, December 19, 2025 10:58 AM
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 12/19/2025

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 Dawne

Last Name Drumm

Address 331 Riley Mountain Road

City Coventry

State Connecticut

Zip 06238

Telephone (Day): 386-433-6050

Telephone (Evening): same

Email address: dawnedrumm@gmail.com

Board or Commission name: Parks and Recreation Commission

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? 1.5 years

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.

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

I am interested in the development of the parks for people of all ages. I am aware of the master plans that are in place and that there is going to be further work, and even fund raising, needed to improve these parks. I would like to be a part of the planning of future master plans for the other parks. I am a mother of a teenage son at CHS and he is active in soccer, swimming and scouting. He is often at Creaser Park, Laidlaw Park, and Lisicke Beach using the facilities. I also understand the the Commission is the Art Commission and I have studied in art. I would like to see more public art displayed in the community.

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

I am a Registered Nurse, but I also have studied art at Flagler College, St. Augustine, Florida. I have been involved with my son's little league baseball teams in the past. I have served terms on municipal Boards: 1) City of High Springs, FL, Tree Board, Vice Chair and Chair. 2) City of Zephyrhills, Parks and Recreation Advisory Board. On my last Board appointment I along with the Board members planned recreation improvements to parks. Some of the more memorable projects were a renovation to a community pool complex and in a different park the addition of a new skate park.

Conflict of Interest Statement:

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Electronic verification of accuracy and Verified

adherence to Conflict of
Interest Statement:

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No vacancies at this time.

Lori Tollmann

RECEIVED

DEC 19 2025

Office of the Town Clerk
Coventry, CT

From: noreply@civicplus.com
Sent: Friday, December 19, 2025 6:31 AM
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 12/19/2025

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	Nathan
Last Name	Garcia
Address	386 Talcott Hill Road
City	Coventry
State	CT
Zip	06238
Telephone (Day):	8609447746
Telephone (Evening):	8609447746
Email address:	nategarcia42@yahoo.com
Board or Commission name:	Nathan Garcia
Current member?	No
Where did you hear of this opening?	Other:
If other please specify	Lesley Munshower

How long have you lived in Coventry? 2 years but I have owned for 6 Months

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.

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

I work at the UConn Recreation department, and feel that I could contribute a fresh perspective on outdoors and recreation.

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

I am currently enrolled in UConn's Business School, and pursuing my MBA. I have also been a director in a number of industries including, Recreation, Corporate & Nonprofit Fitness, Outdoor Adventure, and Sales.

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.](#)



No vacancies at this time

Lori Tollmann

From: noreply@civicplus.com
Sent: Thursday, December 18, 2025 7:07 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 12/18/2025

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 Jacob

Last Name Orcutt

Address 55 Tall Oak Dr

City Coventry

State CT

Zip 06238

Telephone (Day): 8609186055

Telephone (Evening): 8609186055

Email address: jorcutt.history@gmail.com

Board or Commission name: Parks and Recreation

Current member? No

Where did you hear of this opening? Other:

If other please specify Referred by Parks and Rec Director

How long have you lived in Coventry? 9 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.

As a parent of two young children (8 and 6) who participate in Parks and Rec programming, I would be eager to share my perspective and my family's experience with Coventry's parks and P&R programming. There are no specific agendas or projects that I would like to see accomplished, but I would like to play a part in ensuring that the Parks and Recreation department continues to provide parks and recreation program offerings (as well as parks themselves) that are accessible, safe, and fun for Coventry residents and visitors.

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

I have worked for 11 years as a museum professional, most recently as Director of Operations at Connecticut's Old State House, a national historic landmark and our state's former state Capitol building. I have helped organize programming and field trips at that museum, in addition to coordinating to support the maintenance of the building and property. I have experience with non-profits, budgeting, and reporting to various stakeholders. I also currently serve as the secretary of the Booth and Dimock Library's Board of Directors and as a member of the town's America 250 | Coventry CT committee.

Conflict of Interest Statement:

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

Verified

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

Appointed

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

RECEIVED

JAN 12 2026 P.M.

Office of the Town Clerk
Coventry, CT

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

Date: 1/1/26

**Jennifer Rodgers
274 Hannah Lane
Coventry, CT 06238**

Telephone (Day) 860 268 4673 (Evening) _____

Email address: jrodgers334@gmail.com

**Park & Recreation Commission
New Term to Expire on January 1, 2028**

Current member?

☒ Yes ☐ No

Where did you hear of this opening?

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

How long have you lived in Coventry? Since 2015

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.

been serving on commission for over 10 years

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: 1/1/20 Signature: Rodger

TOWN COMMITTEE ENDORSEMENT: (optional)

The _____
recommends _____
for (re)appointment to _____
Official _____ Office _____

Wishes to be reappointed New term to Expire
11/1/2029

Appointed _____

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

RECEIVED

JAN 2 2025

Office of the Town Clerk
Coventry, CT

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

Date: 12/29/25

**John Elsesser
533 Silver Street
Coventry, CT 06238**

Telephone (Day) 860 982-6034 (Evening) _____

Email address: JohnElsesser@gmail.com

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

Current member?

☒ Yes ☐ No

Where did you hear of this opening?

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

How long have you lived in Coventry? 37 yrs

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

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

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

- currently serving
- knowledgeable about plan

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

MPTA. Former Town Manager

Conflict of Interest Statement

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

Date: 12/29/25 Signature: [Signature]

TOWN COMMITTEE ENDORSEMENT: (optional)

The _____
recommends _____
for (re)appointment to _____
Official _____ Office _____

wishes to be reappointed new term to expire 1/1/2029

Appointed

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

RECEIVED

JAN 15 2026

Office of the Town Clerk
Coventry, CT

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

Date: 1/6/2026

**Justin Murphy
36 Kathy Circle
Coventry, CT 06238**

Telephone (Day) (860) 930-4788 (Evening) _____

Email address: jmurphy3636@aol.com

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

Current member?

☒ Yes ☐ No

Where did you hear of this opening?

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

How long have you lived in Coventry? 20+ yrs

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

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

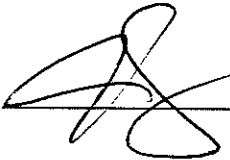
Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

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: 1/6/2026 Signature: 

TOWN COMMITTEE ENDORSEMENT: (optional)

The _____
recommends _____
for (re)appointment to _____
Official _____ Office _____

Term expiration 2/5/28

Memo

26-1

To: James Drumm, Town Manager
From: Chief Eric Peterson
Date: January 16, 2026
Re: Special Constable status for Community Service Officer John Chipman

The Special Constable status for Community Service Officer John Chipman as approved by the Town Council will expire on February 5, 2026. I am requesting that the Town Council reappoint Mr. Chipman as a Special Constable pursuant to Sections 5-1 and 5-18 of the Town Charter and Connecticut General Statute 7-92 (copied below).

Please contact me if you need any additional information regarding this matter.

Section 5-1. - General (Town Charter)

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, representative to the Windham Regional Planning Agency.

Section 5-18. - Constables (Town Charter)

The council shall appoint two (2) constables who shall have the powers and duties prescribed by the General Statutes. The council may appoint special constables in such number as it may deem necessary and proper and the appointment of such special constables shall be exempt from the minority representation provisions of this Charter.

Sec. 7-92. Special constables (CT General Statutes)

The chief executive officer of any municipality may appoint such number of special constables as he or she deems necessary to preserve the public peace within such municipality, who may serve for terms of not more than two years or during any public celebration or gathering or any riot or unusual excitement, and such special officers shall have the authority of constables of such town to serve criminal process and make arrests for commission of crime. The chief executive officer may appoint special constables: (1) With limited geographical jurisdiction; or (2) who are appointed at the request of corporations, associations or businesses and are subject to such limitations, restrictions and conditions as the chief executive officer of the municipality deems appropriate, and who shall: (A) Have jurisdiction only on land controlled by such corporation, association or business; (B) be deemed for all purposes to be agents and employees of such corporation, association or business; and (C) be paid for their services by such corporation, association or business.

Does NOT wish to be reappointed
opening available with term
to expire 11/1/2026

Wishes

Lori Tollmann

From: noreply@civicplus.com
Sent: Monday, December 29, 2025 7:29 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 12/29/2025

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 Dudley

Last Name Brand

Address 899 South St

City Coventry

State CT

Zip 06238

Telephone (Day): 860-967-8568

Telephone (Evening): Field not completed.

Email address: dudleybrand51@gmail.com

Board or Commission name: Veterans Memorial and Events Commission

Current member? Yes

Where did you hear of this opening? Currently serving

If other please specify Field not completed.

How long have you lived in Coventry? 74 years

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.

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish. To continue our work to obtain monuments for the two wars not recognized.

Please outline other education or experience which would be helpful to the Board or Commission to which you are applying: Involved with the maintenance of our current monuments and was responsible for getting the cannon wheels replaced.

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 or 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.

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

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



Wishes to be appointed ~~term~~ term to expire on 1/1/2028

Appointed

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

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

Date: 1/21/2025

First Name: CARL Last Name: ZETTERSTROM

Address: 796 BABCOCK HILL RD COVENTRY CT

Telephone (Day) 860 944 5770 (Evening) 860 944 5770

Email address: CANADARRIG 1960 @ GMAIL.COM

Board or Commission name: VETERANS MEMORIAL Commission

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) DEFEOLA

How long have you lived in Coventry? 30+ 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.

WANT TO HELP WITH VETERANS AFFAIRS

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

POST COMMANDER POST 52 COVENTRY MANS FIED.

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: 1/21/2025 Signature: Carl Zettler

TOWN COMMITTEE ENDORSEMENT: (optional)

The _____
recommends _____
for (re)appointment to _____
Official _____ Office _____

Wishes to be reappointed new term to expire on 11/7/2027

Lori Tollmann

From: noreply@civicplus.com
Sent: Wednesday, December 31, 2025 10:47 AM
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 12/31/2025

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	Matthew
Last Name	Twerdy
Address	730 Pucker Street
City	Coventry
State	CT
Zip	06238
Telephone (Day):	8603773906
Telephone (Evening):	8603773906
Email address:	mjtwedy@gmail.com
Board or Commission name:	WPCA
Current member?	Yes
Where did you hear of this opening?	Currently serving
If other please specify	Field not completed.

How long have you lived in Coventry? Over 50 years

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.

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish. I would like to continue serving on the WPCA and continue supporting the mission of protecting water quality in Coventry and the region. We have done some great work over the last 30 years, but the work continues. We have great staff and members on the WPCA. It would be an honor to continue working with these dedicated individuals.

Please outline other education or experience which would be helpful to the Board or Commission to which you are applying: Chairman of the WPCA since the late 90s. Environment, Health, and Safety (EH&S) professional with over 30 years of experience

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 or 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.

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

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





Town of Coventry, CT Job Description

Position: Mechanic 1

Department: Public Works Department

Position Purpose: Performs a variety of routine & preventative maintenance tasks to maintain various vehicles and equipment owned by the Town of Coventry; May be assigned to any division on a temporary basis to meet operational needs of Public Works Department. This position is required to work during winter storm and emergency operations.

Supervision:

- Received:
 - Works under the direct and indirect supervision of the Mechanic II, the Lead Mechanic, and the Public Works Director. Receives direction from Supervisor-In-Charge of inclement weather or emergency service operations.

Essential Duties and Responsibilities:

- Inspects, washes, and performs routine preventive maintenance tasks for all vehicles and equipment
- Performs minor unskilled, semi-skilled and skilled maintenance tasks and makes minor repairs to vehicles and equipment
- Maintains and repairs small engine equipment such as mowers, weed whips, pumps, chain saws, leaf blowers, snow throwers, and other landscaping & trimming tools
- Works with limited supervision in general overhaul and repair work on automobiles, heavy trucks, light and heavy construction and maintenance equipment. Repairs brakes, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems
- Repairs vehicle bodies and related metal work
- Changes and repairs tires and tubes on one-piece rims
- Travels to vendors to pick up equipment, parts, and supplies used for vehicle, equipment and building maintenance, and completes necessary purchasing paperwork
- Performs custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work in the maintenance of the Public Works facility
- Maintains inventory of repair parts stock and supply
- Assists in data entry for vehicle records system
- Plows and treats roads for snow removal and ice control operations and helps to load, unload and clean sanders when required by weather conditions
- Performs roadside maintenance and emergency repairs
- Assists the Lead Mechanic with other related tasks and duties as needed

Desired Minimum Qualifications:

- Education, Training, Experience
 - A High School or Technical School Diploma or a General Educational Development Certificate equivalent
 - Three (3) years experience as a skilled mechanic in the repair and maintenance of automotive, heavy truck and heavy construction equipment
 - A valid Connecticut Driver's License and Class B Commercial Driver's License with N (Liquid bulk/tank cargo) endorsement and valid medical card
- Tool Requirements
 - Possession of a personal tool box with all hand tools needed to perform small engine and routine vehicle maintenance and repair. Tools required include the following:
 - Sockets and ratchets (1/4, 3/8, & 1/2 drive), wrenches (both U.S. and metric up to 3/4"/19 mm), screw drivers (flat, Phillips, & torx head), allen wrenches (both U.S. and metric up to 3/8"/10 mm), hammer, rubber mallet, drifts, chisels, punches and other small tools needed for the listed duties and responsibilities
- Knowledge, Ability
 - Knowledge
 - Considerable knowledge of the materials, methods and techniques used in the maintenance of automotive and heavy public works equipment
 - Knowledge of the principles and practices of fleet maintenance
 - Qualified to operate Town equipment as required to plow snow, sand/salt roadways
 - Knowledge of environmental compliance and work safety requirements related to vehicle maintenance facilities
 - Ability
 - Ability in welding and use of skilled mechanic's tools
 - Ability to understand and carry out written and oral instructions and take written notes as needed
 - Ability to concentrate on fine details with constant interruption, some pressure and changing priorities, and return to unfinished tasks and complete them efficiently
 - Ability to learn and have basic understanding of new information, methodologies, and techniques, and how to apply them to the department's goals and objectives
 - Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public
 - Ability to deal with stressful situations
 - Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied, or previously learned
 - Ability to plan, organize work, and make decisions

- **Physical Demands**

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- The employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle or feel objects, tools, or controls
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; and talk and hear
- The employee must occasionally lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

- **Tools and Equipment Used**

- Operates all vehicles and equipment listed for Mechanic I in the equipment classification as listed in Appendix B of the current Bargaining Agreement between the Town of Coventry and the Public Works Union
- All hand, electric, and air-driven tools needed to perform maintenance and repair for vehicles, small engines, and other equipment as needed
- Diagnostic equipment used for identifying and making needed repairs
- Gas-powered torches
- Town equipment as required to plow snow, sand/salt roadways
- Basic equipment for maintenance, grounds keeping, and cleaning
- Personal Computers, smartphones, printers, Windows, Microsoft Office® Suite, and other programs or electronic devices as required
- Protective equipment such as safety-toed shoes, safety vests, and other Personal Protective Equipment as may be required

- **Work Environment**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- The noise level in the work environment is often loud
- While performing the duties of this job the employee occasionally works in outside weather conditions including wind, dust, snow, rain, or humidity
- The employee is occasionally exposed to extreme cold or heat, greases and oils, toxins, poisonous substances, dust, chemicals, electricity, electro-magnetic radiation, and other hazardous materials

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



Town of Coventry, CT Job Description

Position: Mechanic 1

Department: Public Works Department

Position Purpose: Performs a variety of routine & preventative maintenance tasks to maintain various vehicles and equipment owned by the Town of Coventry. Performs skilled work in the repair and maintenance of varied light and heavy motorized equipment used in Town operations. Makes runs to vendors for parts and supplies needed for maintenance and repair actions. May be assigned to any division on a temporary basis to meet operational needs of Public Works Department. This position is required to work during winter storm and emergency operations.

Supervision:

- Received:
 - Normally works under the general direct and indirect supervision of a the Mechanic II, the Lead Mechanic, and the Public Works Director. but may work independently chasing parts & supplies and while performing routine vehicle maintenance services. Receives and responds to guidance and tasking direction from Supervisor-In-Charge of inclement weather or emergency service operations.

Essential Duties and Responsibilities:

- Inspects, washes, and performs routine preventive maintenance tasks for all vehicles and equipment
- Performs minor unskilled, semi-skilled and skilled maintenance tasks and makes minor repairs to vehicles and equipment
- Maintains and repairs small engine equipment such as mowers, weed whips, pumps, chain saws, leaf blowers, snow throwers, and other landscaping & trimming tools
- Works with limited supervision in general overhaul and repair work on automobiles, heavy trucks, light and heavy construction and maintenance equipment. Repairs brakes, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems
- May operate a gas torch
- Repairs vehicle bodies and related metal work
- Changes and repairs tires and tubes on one-piece rims
- Travels to vendors to pick up equipment, parts, and supplies used for vehicle, equipment and building maintenance, and completes necessary purchasing paperwork
- Required to operate chain saws and other small equipment when assigned
- Performs custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work in the maintenance of the Public Works facility
- Maintains/Keep inventory of repair parts stock, and supply
- Assists in data entry for vehicle records system

Commented [AT1]: General formatting changes throughout

Commented [AT2]: Removed for redundancy with duties below.

Commented [AT3]: Removed for redundancy with duties below

Commented [AT4]: Moved to equipment

Commented [AT5]: As above

- ~~PERIPHERAL DUTIES: May be required to drive light trucks~~Plows and treats roads for snow removal and ice control operations and helps to load, unload ~~and~~ clean sanders ~~when required by weather conditions~~
- Performs roadside maintenance and emergency repairs
- Assists the Lead Mechanic with other related tasks and duties as needed

Commented [AT6]: Peripheral duties merged into main duties section

Desired Minimum Qualifications:

- Education, Training, Experience
 - A High School or Technical School Diploma or a General Educational Development Certificate equivalent
 - Three (3) years experience as a skilled mechanic in the repair and maintenance of automotive, heavy truck and heavy construction equipment
 - A valid Connecticut Driver's License and Class B Commercial Driver's License with N (Liquid bulk/tank cargo) endorsement and valid medical card
- Tool Requirements
 - ~~(A)~~ Possession of a personal tool box ~~and with~~ all hand tools needed to perform small engine ~~maintenance & repair~~ and routine vehicle maintenance ~~and repair~~. Tools required include the following:
 - ~~s~~ockets ~~and~~ ratchets (1/4, 3/8, & 1/2 drive), ~~&~~ wrenches ~~{~~both U.S. and metric up to 3/4"/19 mm~~}~~, screw drivers ~~{~~flat, Phillips, & torx head~~}~~, allen wrenches ~~{~~both U.S. and metric up to 3/8"/10 mm~~}~~, hammer, rubber mallet, drifts, chisels, punches and other small tools needed for the listed ~~tasks~~~~duties and responsibilities~~.
- Knowledge, Ability
 - Knowledge
 - Considerable knowledge of the materials, methods and techniques used in the maintenance of automotive and heavy public works equipment
 - ~~Ability to perform all duties detailed in Mechanic I job description~~
 - Knowledge of the principles and practices of fleet maintenance
 - Qualified to operate Town equipment as required to plow snow, sand/salt roadways
 - ~~Familiarity with windows-based personal computer~~
 - Knowledge of environmental compliance and work safety requirements related to vehicle maintenance facilities
 - Ability
 - Ability in welding and use of skilled mechanic's tools
 - ~~Ability to understand and carry out written and oral instructions and take written notes as needed~~
 - ~~Ability to concentrate on fine details with constant interruption, some pressure and changing priorities, and return to unfinished tasks and complete them efficiently~~
 - ~~Ability to learn and have basic understanding of new information, methodologies, and techniques, and how to apply them to the department's goals and objectives~~

Formatted

Commented [AT7]: Removed for redundancy

Commented [AT8]: Moved to equipment section

- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public
- Ability to deal with stressful situations
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied, or previously learned
- Ability to plan, organize work, and make decisions

Commented [AT9]: Standardized language used in other descriptions

• Physical Demands

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- The employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle or feel objects, tools, or controls
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; and talk and hear
- The employee must occasionally lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

Commented [AT10]: Standardized language

• Tools and Equipment Used

- Operates all ~~of the~~ vehicles and equipment listed for Mechanic ~~I's Helper~~ in the equipment classification ~~as listed in Appendix B~~ of the current Bargaining Agreement between the Town of Coventry and the Public Works Union.
- ~~Possession of personal tool box and a~~ All hand, electric, and air-driven tools needed to perform ~~small engine maintenance and~~ repair ~~and routine vehicle maintenance~~ for vehicles, small engines, and other equipment as needed
- Diagnostic equipment used for identifying and making needed repairs
- Gas-powered torches
- Town equipment as required to plow snow, sand/salt roadways
- Basic equipment for maintenance, grounds keeping, and cleaning
- Personal Computers, smartphones, printers, Windows, Microsoft Office® Suite, and other programs or electronic devices as required
- Protective equipment such as safety-toed shoes, safety vests, and other Personal Protective Equipment as may be required

• Work Environment

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- The noise level in the work environment is often loud
- While performing the duties of this job the employee occasionally works in outside weather conditions including wind, dust, snow, rain, or humidity
- The employee is occasionally exposed to extreme cold or heat, greases and oils, toxins, poisonous substances, dust, chemicals, electricity, electro-magnetic radiation, and other hazardous materials

Commented [AT11]: Formatting changes

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSITION DESCRIPTION

Adopted by Coventry Town Council: February 7, 2005

Corrections June 1, 2005

cdl correction 9-19-2013 drg

Class Title: Mechanic I

Department: Public Works

Division: Fleet Maintenance

Date: February 7, 2005

GENERAL PURPOSE: Works independently and assists other Mechanics in fleet maintenance activities. Performs a variety of routine & preventative maintenance tasks to maintain vehicles and equipment owned by the Town of Coventry. Performs skilled work in the repair and maintenance of varied light and heavy motorized equipment used in Town operations. Makes runs to vendors for parts and supplies needed for maintenance and repair actions.

SUPERVISION RECEIVED: Normally works under the general supervision of a Mechanic but may work 'independently chasing parts & .supplies and while performing routine vehicle maintenance services. Receives and responds to guidance and tasking from Supervisor-In—Charge of inclement weather or emergency service operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Inspects, washes, and performs routine preventive maintenance tasks for all vehicles and equipment.

Performs minor unskilled, semi—skilled and skilled maintenance tasks and makes minor repairs to vehicles and equipment.

Maintains and repairs small engine equipment such as mowers, weed whips, pumps, chain saws, leaf blowers, snow throwers, and other landscaping & trimming tools.

Works with limited supervision in general overhaul and repair work on automobiles, heavy trucks, light and heavy construction and maintenance equipment. Repairs brakes, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems. May operate a gas torch. Repairs vehicle bodies and related metal work.

Changes and repairs tires and tubes on one—piece rims.

Travels to vendors to pick up equipment, parts, and supplies used for vehicle, equipment and building maintenance, and completes necessary purchasing paperwork. Required to operate chain saws and other small equipment when assigned.

Performs custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi—skilled trades work in the maintenance of the Public Works facility.

Keep inventory of repair parts stock, and supply. Assist in data entry for vehicle records system.

PERIPHERAL DUTIES: May be required to drive light trucks for snow removal and ice control operations and help load, unload & clean sanders.

TOOLS AND EQUIPMENT USED: Operates all of the vehicles and equipment listed for Mechanic's Helper in the equipment classification of the current Bargaining Agreement between the Town of Coventry and the Public Works Union.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air—driven tools. Data entry into Windows based personal computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must be physically able to safely operate all vehicles and equipment appropriate to this job classification;

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus for long distance sighting.

The employee must be able to get along with co—workers, supervisor, vendors, and the public at large.

The employee must be able to work in excess of normal 8-hour workday" when required due to inclement/severe weather, operations having intensive public works involvement, emergency service conditions. Employee is compensated for all work in excess of normal workday in accordance with the provisions of applicable labor agreements.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school, technical school or possessing GED equivalent certificate.

(B) Three years' experience as a skilled mechanic in the repair and maintenance of automotive, heavy truck and heavy construction equipment.

Necessary Knowledge, Skills and Abilities:

- (A) Possession of a valid Connecticut Commercial Driver's License Class B + Tank Endorsement as dictated by the US DOT Commercial Motor Vehicle Safety Act of 1986
- (B) Considerable knowledge of the materials, methods and techniques used in the maintenance of automotive and heavy public works equipment.
- (C) Ability to perform all duties detailed in Mechanic I job description.
- (D) Knowledge of the principles and practices of fleet maintenance.
- (E) Qualified to operate Town equipment as required to plow snow, sand/salt roadways.
- (F) Familiarity with windows based personal computer.
- (G) Ability in welding and use of skilled mechanic's tools.
- (H) Knowledge of environmental compliance and work safety requirements related to vehicle maintenance facilities.

Tool Requirements:

- (A) Possession of personal tool box and all hand tools needed to perform small engine maintenance & repair and routine vehicle maintenance. Tools required include sockets & ratchets (1/4, 3/8, & 1/2 drive) & wrenches [both U.S. and metric up to 3/4"/19 mm], screw drivers [flat, Phillips, & torx head], allen wrenches [both U.S. and metric up to 3/8"/10 mm], hammer, rubber mallet, drifts, chisels, punches and other small tools needed for the listed tasks.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possible exposure to hazardous waste materials; high and low temperatures; sudden fluctuations in temperature, grease and oils; toxins; poisonous substances; dust; chemicals; bodily injuries; loud or unpleasant noises; high humidity and wetness; electrical hazards; burns; electro-magnetic radiation. The employee is provided with personnel protective equipment appropriate to the hazard encountered.

The use and wearing of safety toed shoes is required at all times during work hours.

The use and wearing of appropriate safety vests/clothing is required when working in or near the edge of roadways.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Adopted by Coventry Town Council: February 7, 2005

Corrections June 1, 2005

cdl correction 9-19-2013 drg.

Date: January 22nd, 2026

To: James Drumm, Town Manager

From: Alexander Taylor, Coventry Special Projects Coordinator

Subject: Excess Payments Retention and Tax Waiver Ordinance

Overview

The Collector of Revenue and Finance Director recommend the adoption of an ordinance to allow for the retention of excess payments for property taxes and the waiving of payments due for property taxes where the amount is less than five dollars. These changes will ensure existing department practices are in compliance with statute. C.G.S. Sec. 12-129 specifically allows municipalities to authorize their tax collector to retain such payments by ordinance. Similarly, C.G.S. Sec. 12-144c allows municipalities to waive such taxes due by action of its legislative body.

Background

The Collector of Revenue and Finance Director became aware late last year that an ordinance was required to fully comply with statute. Historically, the policy within the Tax Office has been to retain excess payments and waive amounts due below five dollars to save costs. This practice has been in place for over a decade. The Collector of Revenue estimates that the cost for Coventry to issue a refund or collect on a balance is in excess of \$20, making these small payments or collections inefficient. The frequency of these small excesses or amounts due vary by year, ranging from under ten to dozens. The Collector of Revenue identified ordinances to establish these policies as being common among municipalities throughout the state. A brief review of Connecticut municipalities found multiple instances of ordinances to allow for retention of excess fees in towns such as Tolland, Bolton, Columbia, East Hartford, Bristol, Torrington, and others. Ordinances to waive fees were found in Granby, Columbia, Stonington, Windsor Locks, East Windsor, Bolton, and others.

Statutory Review

Public Act 95-283 revised C.G.S. Sec. 12-129 to state that “Notwithstanding the provisions of this section, the legislative body of a municipality may, by ordinance, authorize the tax collector to retain payments in excess of the amount due provided the amount of the excess payment is less than five dollars.” Public Act 75-489 created Sec. 12-144c which currently reads “Any municipality may waive any property tax due in an amount less than one hundred dollars by action of its legislative body.” Ordinances pursuant to these sections in towns which have chosen to adopt them are usually brief, simply referencing the statute and establishing the authorized policy.

Conclusion

The adoption of an ordinance to allow for the retention of excess payments and waiving of amounts due below \$5 is recommended. Draft language for such an ordinance has been provided. If adopted it will bring the Town into compliance with state statute while avoiding high costs associated with reimbursements sometimes as low as several cents.

Chapter 94 – TAXATION

Commented [AT1]: Ver. 1 – Drafted for the 1/26/26 meeting of the Town Council Steering Committee

ARTICLE II. – PROPERTY TAXES

DIVISION 1. – GENERALLY

Sec. 94-39 Retention of Excess Payments

Pursuant to Sec. 12-129 of the Connecticut General Statutes, the Tax Collector for the Town of Coventry is authorized to retain on behalf of the Town any tax payment in excess of the amount due, provided the amount of the excess payment is less than Five Dollars (\$5.00). No refund shall be offered or authorized for an amount less than Five Dollars (\$5.00).

Sec 94-40 Waiver of Property Taxes

Pursuant to Sec. 12-144c of the Connecticut General Statutes, the Tax Collector for the Town of Coventry is authorized to waive the payment of any property tax or interest or fees thereon due, provided the amount due is less than Five Dollars (\$5.00).

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..



COVENTRY PUBLIC SCHOOLS

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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