

AGENDA
Coventry Town Council Meeting
February 2, 2026
7:00 PM
Town Hall Annex

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

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

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

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

1. Call To Order, Roll Call
2. Pledge Of Allegiance
3. Audience Of Citizens:
(30 Minutes - 5 minutes maximum per citizen)
4. Acceptance Of Minutes, January 20, 2026 (E):
Documents:

[1-20-26 MINUTES THOMAS SUGGESTED EDITS.PDF](#)
[UNOFFICIAL 1.20.26 TOWN COUNCIL MEETING MINUTES.PDF](#)

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

6. Reports:

6.A. Council Chairwoman: Lisa Thomas

- 6.A.1. Bond Commission Request To Gov. Lamont (E)

Documents:

[BOND COMMISSION REQUEST TO GOV. LAMONT.PDF](#)

6.B. Council Members:

6.C. Steering Committee: Jonathan Hand, Chairperson

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

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

Documents:

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

6.C.1.b. CRCOG: Regional Planning Commission - Thomas (E)

Documents:

[STATEMENT OF INTEREST THOMAS.PDF](#)

6.C.1.c. Economic Development Commission: Barry (E)

Documents:

[STATEMENT OF INTEREST BARRY.PDF](#)

6.C.1.d. Pension & Retirement Committee: Elsesser (E)

Documents:

[STATEMENT OF INTEREST ELSESSER.PDF](#)

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

Documents:

[STATEMENT OF INTEREST MURPHY.PDF](#)

6.C.1.f. Special Constable: Chipman (E)

Documents:

[SPECIAL CONSTABLE CHIPMAN.PDF](#)

6.C.1.g. Water Pollution Control Authority: Twerdy (E)

Documents:

[STATEMENT OF INTEREST TWERDY.PDF](#)

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

6.E. *COVRRRA:

6.F. Town Manager: James D. Drumm

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

Documents:

[1-29-26 PROJECT ISSUE MEMO.PDF](#)

6.F.2. * Quarterly Reports: October - December 2025

[LINK TO DOCUMENT](#)

7. Unfinished Business:

8. New Business:

8.A. 25/26-34: Presentation, CT Municipal Development Authority (7:15 PM) (E)

Documents:

[25-26 - 34 SUMMARY SHEET.PDF](#)
[CMDA - FORM OPT-IN RESOLUTION FOR MUNICIPALITIES \(EFFECTIVE 10_1_25\).PDF](#)
[CMDA DETAILED FLOW CHART.PDF](#)
[CONNECTICUT MUNICIPAL DEVELOPMENT AUTHORITY FAQs.PDF](#)

8.B. 25/26-35: Consideration/Possible Action: Excess Tax Payment Ordinance And Call To Public Hearing (E)

Documents:

[25-26 - 35 SUMMARY SHEET.PDF](#)
[EXCESS PAYMENTS RETENTION AND TAX WAIVER ORDINANCE MEMO.PDF](#)
[EXCESS PAYMENTS RETENTION AND TAX WAIVER ORDINANCE DRAFT LANGUAGE V1.PDF](#)

8.C. 25/26-36: Consideration/Possible Action: Modifications To Job Description, Mechanic I (E)

Documents:

[25-26 - 36 SUMMARY SHEET.PDF](#)
[MECHANIC 1 REVISED JAN 26 WITH CHANGES \(POST STEERING\).PDF](#)
[MECHANIC 1 REVISED JAN 26.PDF](#)
[MECHANIC I REV. 9-2013_201504070742571457.PDF](#)

8.D. 25/26-37: Consideration/Possible Action: Direct The Town Manager To Draft A RESOLUTION REGARDING JOINING THE CONNECTICUT MUNICIPAL DEVELOPMENT AUTHORITY AS A MEMBER MUNICIPALITY

Documents:

[25-26 - 37 SUMMARY SHEET.PDF](#)

8.E. 25/26-38: Presentation By Town Engineer And Possible Action: Proposed LOTCIP Grant Project (7:30 PM)

Documents:

[25-26 - 38 SUMMARY SHEET.PDF](#)

9. Miscellaneous/Correspondence:

9.A. * Board Of Education: Minutes - 1/8/26 & 1/13/26; Agenda - 1/22/26 (E)

Documents:

[01-08-26UNAPPROVEDBOEMINUTES.PDF](#)
[01-13-26UNAPPROVEDMINUTES.PDF](#)
[01-22-26 BOE SPECIAL AGENDA 700 PM.PDF](#)

9.B. * DiMella: Action Requested On Discriminatory Refugee Arrests (E)

Documents:

[DISCRIMINATORY REFUGEE ARRESTS.PDF](#)

9.C. * Town Council 2026 Budget Meeting Dates (Finalized 1/20/2026): (E)

Documents:

[2026 BUDGET MEETING SCHEDULE.PDF](#)

9.D. * Workshop, May 16, 2026: Using Plants To Protect Water Quality (E)

Documents:

[SAVE THE DATE-SOCIAL MEDIA 1 15 2026 VERSION.PDF](#)

10. Adjournment

(E) denotes enclosure

UNOFFICIAL MINUTES
Coventry Town Council Meeting
January 20, 2026 7:00 PM
Town Hall Annex

1. Call To Order, Roll Call:

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

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

Members Absent: None

Also Present: James Drumm-Town Manager, Cherie Trahan-Finance Director (remote).

2. Pledge Of Allegiance:

Town Council members stood to recite the Pledge of Allegiance.

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

Katie Martin, 107 Camilleri Drive: (A copy of her submitted statement is at the end of the minutes)

Martin spoke on behalf of the Actors Colony Estate Association. This Association, established in the 1950s, is located on the back side of the lake and features private roads and a private beach. Due to lack of interest in the Association and Board Membership, along with financial insolvability, the Board has expressed interest in terminating the Association. However, they do not want to do so without a solution for the roads or beach. Martin proposed to the Town Council to make the roads public becoming a responsibility of the town but making the private beach a public resource for the entire town to use in return. Martin explained she has met with both Town Manager Drumm and Town Engineer Todd Penney about this proposal but wanted to share this proposal with the Town Council as well.

Thomas requested that Town Manager Drumm put together a memo about this proposal based on his meetings with Martin and other Association Board Members, to be shared with the Town Council. She explained that it cannot be discussed at this time as it is not an agenda item, but it will be looked into and discussed further among Councilors once the memo is received. Thomas noted that she will inform Martin when the information has been shared to keep her up to date on the status of discussions.

Nan Kyer, 4 Wall Street:

N. Kyer shared a poem she wrote in response to the shooting of Renee Nicole Good. Her poem titled "Common Ground" expressed her desire to live in a better society. A society grounded in good outside of political affiliations and beliefs, where humans are treated with respect, free speech is respected, education and science are valued, working families are supported, the environment is cared for, and people feel safe in their communities. She shared that she hopes everyone else dreams of a better society as she does, and a place where we can all sow common ground.

Mary Ann Hansen, 74 Avery Shores: (A copy of her submitted statement is included at the end of the minutes)

Hansen shared her disappointment surrounding an issue regarding the sale of her property, and zoning issues that resulted in legal action by the town. Hansen stressed that she spoke to the Town Manager,

Town Planner, and ZBA Chair to explain she wants to do what is necessary to resolve the problem. She reminded that she even came to the Town Council last month to ask for the court case to be dropped or postponed allowing for the corrective action to be taken, but nothing was done. Hansen stated she expedited the necessary actions required as explained to her by the Town Planner. At last night's Planning and Zoning Emergency Meeting, they voted that Hansen and her buyer are now required to get an A2 survey of the lots to confirm compliance. She expressed confusion that the town continues to expend town funds on something her and the buyer would work out.

Hansen stressed that this whole situation has been ridiculous, and shared the following ~~reasons~~ areas of her concern:

1. Zoning Regulations are outdated and need to be revised.
2. Better communication among town departments and staff is needed.
3. Appointed Committee/Commission members should be properly vetted.

She hoped that these things could be addressed by the Town Council moving forward.

Patti Cronin, 99 Sean Circle: (A copy of her submitted statement is included at the end of the minutes)

Cronin expressed concerns that there seems to be a silent push, with the formation of a School Building Committee, towards an expensive School Building Project before residents are fully informed. She requested honesty, transparency, and a full understanding of consequences for the residents of Coventry before they are asked to take on more debt, because this is what Coventry residents deserve.

Cronin added that with declining school enrollment and new ~~build~~ homes being out of financial reach of young families, Coventry needs to examine the actual needs and not aspirational hopes. She requested that the process be paused, and work be shown to let residents decide what happens in town.

Thomas explained that this is an item later on the agenda for the Town Council to review sending a request from the BOE to the Steering Committee for a further review as the 1st step in the process. There is no process underway at this time, as the Council has just received information from the BOE. She added that at this time, the request is to establish a School Building Study Committee. She emphasized that there is no project or predetermined outcome with an associated cost as the Study Committee has not even been established yet. She added that the information spread through the chatter in town is often not always correct.

Tim Timberman, 1194 Main Street: (A copy of ~~her~~ his submitted statement is included at the end of the minutes)

Timberman shared that he is the President of the Coventry Arts Guild, an arts organization that celebrated 10 years as a 501(c)3 non-profit in 2025. He shared that the organization consists of 65 members who share a variety of art skills and talents. Timberman gave highlights from 2025 including Art Workshops, Music Performances, Open Mics, and the very popular events: Arts on Main and Christmas in the Village and informed of the available activities supplied by the Coventry Arts Guild at these events.

Timberman also shared all the upcoming events in 2026 including a Winter Poetry Festival, Watercolor Workshops, and a Poetry Open Mic which are scheduled to take place in the next 2 months.

Timberman expressed the need for increased membership and funding for the Arts Guild. He reminded that \$2,750 is raised for Arts on Main by local sponsors, but they would like to increase this amount to improve the free community event. The goals of the Arts Guild are to increase sponsor raised funds to \$3,500 and request \$1,000 of town funds to be supplied by the Town Council.

Thomas asked Timberman to put his request in writing to the Town Manager for review, so that it can be shared with the Town Council for consideration during upcoming budget deliberations.

4. Acceptance Of Minutes, January 5, 2026:

Motion: I move to accept the January 5, 2026, Town Council Meeting Minutes.

By: Hand

Second: Kyer

Discussion/Edits:

- Pg. 4, Under 6.A, 2nd bullet, 3rd sentence, change “part of transit” to “part on transit”.
- Pg. 9 Under 8.A, 7th paragraph, last line, change “their” to “there”.
- Pg. 12, Under 8.B., 5th paragraph, last line, change “apart” to “as a part”.
- Pg. 13, Under 8.C., 1st paragraph, 3rd line, “ , higher than a commercial CDL,”

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

Against:

Abstain:

5. Consent Agenda:

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

Motion: I move to accept the consent agenda.

By: Hand

Second: Kyer

Discussion: None

Voting:

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

Against:

Abstain:

6. Reports:

6.A. Council Chairwoman: Lisa Thomas:

Thomas read the following report:

- Monthly Conversation Hours on Thursday Jan. 22
 - 11:00 a.m. - 12:00 at the Senior Center
 - 6:30 p.m. - 7:30 p.m. at Booth and Dimock Library

- I attended the January staff meeting to share with Department Heads the adopted Town Council goals. Everyone seemed excited to have an opportunity to get the word out about their departments during a Citizens Government Academy, as well as to create strategic plans to address infrastructure and facilities needs.
- I am pleased to share that last week I was elected to Chair the Capitol Region Council of Governments Legislative Committee. I look forward to collaborating with the elected leaders and staff of the 38 CRCOG communities to move our priorities forward. I have given you copies this evening of the adopted priorities for the 2026 legislative session. A link to the full document will be provided in the minutes from tonight's meeting. I want to specifically highlight:
 - CT Fastrak expansion east of the CT River - I will be advocating that the expansion go at least to UConn, preferably traveling along rt 44.
 - Expansion of micro transit programs that use services similar to Lyft and Uber in order to have mobility in communities that lack the population density to support traditional fixed route service such as buses and trains.
 - Expand the uses of STEAP grants to allow regional or inter-municipal projects, and simplify the STEAP application and reporting requirements for small towns with limited administrative capacity
 - In alignment with CT Conference of Municipalities (CCM), support increasing special education funding and adopting reforms that deliver sustained, predictable relief for municipalities
 - LINK TO FULL DOCUMENT: <https://crocogct.gov/wp-content/uploads/2025/12/11.-AIS-2026-CRCOG-Legislative-Agenda.pdf>

6.A.1. Discussion of Budget Meeting Dates:

Thomas discussed the following proposed budget meeting schedule which included dates, times, and departments that will be met with: [18915](#) (can this link be renamed "budget meeting dates")

She highlighted the following:

- March 2nd-At the regularly scheduled Town Council Meeting, the Town Manager will present his proposed budget to the Town Council, and Councilors will receive their budget binders.
- March 5th at 7PM- Annual Town Meeting with presentations from Superintendent of Schools David Petrone and Town Manager Jim Drumm. The budget shared by Petrone will be the proposed BOE budget approved by the BOE. The budget shared by Drumm will be his proposed Town Budget. Neither of which will have been reviewed in depth or been deliberated on by the Town Council. Thomas emphasized the importance of residents attending this meeting to share their input that the Town Council can refer to during deliberations.
- Thomas encouraged citizen involvement throughout the budget process by attending the upcoming meetings, sending emails, and speaking at Audience of Citizens (AOC). She reminded that town staff is also working on a Citizen's Budget Guide that will be made available.
- All upcoming regularly scheduled and special Town Council meetings will begin at 7PM and have an AOC (3/2, 3/12, 3/16, 3/30, and 4/6).

The Town Council had consensus to adopt this budget meeting schedule.

6.B. Council Members:

Larson reported:

- Issues that arose recently regarding the PA490, legislation that allows farmlands/agricultural fields to have their land assessed in a fairer way (based on what it is used for, not its best value). PA490 is

revised every 5 years and was recently revised in November of 2025. The new values released were astronomical, especially with a state as small as CT, where the farms are equally small compared to others across the nation. The assessments were at a level that would put farmers out of business fairly quickly as farming does not have a high profit margin. The state came back and revised the assessment numbers so they were better, but slightly lesser numbers were not low enough to make a lasting difference. The CT Farm Bureau put a lot of time and energy to lobby with and for farmers and has worked with legislators as well to pressure the Governor to recognize the impact this has. He shared that the system is flawed and hopes that a better system is created that recognizes the needs of farmers and municipalities. He also shared hopes for a push for fair action for farmers and for more CT grown.

- Tolland County Farm Bureau, an organization Larson is involved in, is holding a Friends of Agricultural gathering on January 31st from 10AM to 12PM at Rockville High School. Local leaders and legislators will be in attendance, and everyone is welcome.

Kyer reported:

- Kyer gave a shout out to the Winters Farmer's Market that takes place on Sundays at CHS from 10AM to 12:30PM, and local farmers are represented.

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

Gallagher shared that the Finance Committee met on 1/12/26 and highlighted the following from the meeting and discussions:

- Thanked Finance Director Cherie Trahan for providing all the Admins financial reports. Some financial data is still being caught up to date, so they were not 100% but still helpful to review town financials.
- Received updated report on the CNREF balance. The current balance is \$69,949.
- Trahan informed that updated reports will be sent to the BOE soon in order to reconcile accounts.
- Trahan provided a report on the debt service schedule which was reviewed.
- Received an Audit update. Audit work had slowed due to other department responsibilities but is still underway and moving forward.
- Discussed the budget process, how it is going with town departments, and the reimplementation of ClearGov budget software.
- Discussed Citizen's Budget Guide.

Questions:

After reviewing the financial reports related to the sewer service, Wheaton questioned if the wastewater treatment was self-funding based on collections from those utilizing the service. Drumm explained that it is for day-to-day operations, but not for capital expenditures.

6.C.1. * Monthly Financial Report:

6.C.2. *Finance Committee Minutes: 1/12/2026:

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

6.D.1. * Steering Committee Minutes: 12/22/2025

6.E. * COVRRRA

6.F. Town Manager: James Drumm:

6.F.1 Projects/Issues Update:

Drumm highlighted the following updates:

- The Assessor plans to have the Grand List certified by January 27th, 2026, which is ahead of schedule.
- The ECHIP (Town of Coventry's Current Insurance) Board of Directors have voted to draft a separation agreement for towns to pull out of ECHIP and resolve the funds. This will take some time, and ECHIP will keep going until the mechanisms are determined by attorneys (Robinson and Cole).
- DEEP Resiliency Fund Grant- This grant was applied for to get funding to locate and inventory the town's stormwater basins and outfalls as well as their condition to identify improvements. If awarded, Coventry would receive up to \$650,000 and does not require a town match. Additionally, these funds would allow Coventry to build a database needed to fulfill upcoming requirements from the state of CT to submit geo spatial files to OPM. This information is also required for the NPDES permit that will be required once the state declares Coventry an MS4 town. Having this information on file will also help the town seek grant funding for needed repairs and replacements.
- The Pension Committee has begun meeting again. They reviewed the plan and determined that both the pension plan and market is in good shape. However, during their review they realized the Financial Advisor being used has been in place for 17 years, and determined it is in the best interest to go out to bid for other options.
- The Charter Revision Commission's work is still underway. At their last meeting, they had discussions with the Registrar of Voters and the Town Clerk. The most recent substantial proposed change is going from 2 voting districts to 1. This would allow for a more streamlined voting process, ease and efficiency, as well as cost savings. The CRC has been making good progress and will be reviewing difficult sections of the Charter regarding finance in their upcoming meetings.
- A Maintainer 2A position was hired for the DPW to fill a staffing vacancy. Drumm explained this is a great addition as in the past any DPW employees hired were coming in at an entry level. He explained concerns have been raised that there will be an inevitable skills gap given the amount of entry level staff being hired with more experienced DPW staff reaching retirement age.
- Thomas added that the Town was notified they were awarded a \$446,000 Community Projects Congressional Grant through Congressman Courtney. An application for these funds was submitted by Police Chief Peterson for Police Equipment, including dispatch equipment, body cams, and dashboard cams. It has been known for some time that the current equipment is outdated, and Chief Peterson has requested replacements for the past few budget cycles, and the equipment hasn't made the final cut. This grant funding will allow the Police Department to get new equipment, and it will not need to be funded with tax dollars from Coventry residents. **Thomas pointed out that this grant brings tax dollars back to Coventry so that we are not having to raise new revenue to make these purchases that would otherwise be in the budget proposal.**

Questions/Comments:

- ECHIP- Wheaton commented that disbanding ECHIP seems counterintuitive as larger groups typically get better insurance rates. Drumm agreed that it is often the case. However, there has been discussion around this in the past, as there were issues with one of the ECHIP members (EastConn). There is a scheduled special meeting with the entire Town Council and the Board of Ed coming up to discuss other insurance options and the related savings to pulling out of ECHIP.
- CHS HVAC- Wheaton commented that Drumm's memo lists the final cost of the CHS HVAC as \$12.6M, but he was under the impression it was much higher. Drumm explained that \$12.6M is the max the project would end up at, but they are not there yet. He reminded that the current cost is lower than this (around \$12.4M), but the project has not been closed out yet.

- Radio Tower Contract-Wheaton questioned if the town is any closer to closing contract negotiations or are we still continuing with legal back and forth. Drumm explained that Special Project Coordinator Alex Taylor has been working on the negotiations between the company, attorneys, and CIRMA. He continued that after lengthy back and forth, and last-minute additions, the town has finally just received a final clean version that all parties agree to and can be signed off on. Drumm shared a few details about the new contract but will be able to explain more at a future Town Council meeting after a more in-depth review of the contract.

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

7. Unfinished Business: None

8. New Business:

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

Motion: I move to approve Resolution 2026-1, honoring Janette Smith and her 50 years of service as a Library Assistant at Booth and Dimock Library.

By: Kyer

Second: Hand

Discussion: Thomas shared that the Library Director Margaret Kahn brought Smith's years of service to her attention and asked the Council to consider a resolution for her many years of service. They will be having a separate ceremony for her at the library. If the resolution is approved, it will be sent over to the library for her recognition ceremony.

Hand commented that this is an impressive amount of time to stay in 1 workplace, especially through all the changes the library has experienced over the years from building changes, construction projects, and COVID, etc. He continued that her dedication is amazing.

Voting:

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

Against:

Abstain:

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

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

By: Larson

Second: Wheaton

Discussion: Wheaton explained that Blanchard and he discussed this prior to the meeting and wanted to make sure ways to improve citizen awareness were discussed in advance of forming a new building committee. Thomas agreed that this is important and reminded that the 1st place to start these discussions is at the Steering

Committee level. She reminded that there are a lot of steps in the process, including Steering creating a charge for the Study Committee, that will need to be reviewed by the entire Council.

Hand commented that one of the things that can be pushed to the community for awareness is the purpose of establishing this committee as stated in Drumm's memo to the Council, which states: *"To evaluate current and future facility needs, engaging in long range planning, and ensuring that any proposed solutions are thoughtful, fiscally responsible, and aligned with the educational needs of our students and community."* He added that this is step 1 of the process.

Gallagher stated that she agrees with community awareness. However, she highlighted times in the past she has tried to share information publicly regarding the budget, along with the various communication methods utilized by the town to share information and community involvement is still lower than she hopes to see. She reminded that they could do all they can to get the information out there but cannot force community engagement.

Kyer questioned the status of the existing School Building Committee. Drumm explained that they will continue with their work on the CHS HVAC project until it is complete. Once everything is fully finalized, they will be discharged. He added that they did not want to assign the study work onto the existing committee but wanted to create a new one to keep the work separate, which the BOE agrees with. Both committees can exist simultaneously for a short period of time.

Hand shared the importance of getting information out to the community, but reminded that it is equally important not to miscommunicate information. Larson agreed and added the importance of maintaining consistency in the information.

Blanchard commented that she is not opposed to forming the School Building Study Committee in order to meet the needs of students in town but urged that the Town Council be cautious on how they proceed.

Voting:

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

Against:

Abstain:

9. Miscellaneous/Correspondence:

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

9.B. * Fire and Police Dept. Statistics, December 2025:

9.C. * Senator Murphy 2025 End of Year Report:

10. Adjournment

Motion: I move that the Town Council adjourn the meeting at 8:38 PM.

By: Larson

Second: Gallagher

The meeting was adjourned by unanimous vote at 8:38 PM.

Respectfully Submitted,

Nicole Archambault

Nicole Archambault, Minutes Clerk

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

Audience of Citizen's Written Statements:

ACTORS COLONY ESTATES ASSOCIATION

P.O. BOX 363

COVENTRY, CT 06238

contacts

Mckenna Considine mckconsidine@gmail.com or Katie Martin kmartint10@outlook.com

01/20/2026

Town Council Meeting, 7:00pm

Town Annex 1712 Main St Coventry CT 06238

Re: Actors Colony Estate Association Beach and Roads

To Chairperson Lisa Thomas and members of the Coventry Town Council and James Drumm Town Manager:

Thank you for the opportunity to speak with you tonight regarding the status of the Actors Colony Estate Association. My name is Katie Martin and I am a member of the Board of Directors for the Association which is located on the back side of Coventry Lake in between the Nathan Hale Homestead and South Street.

We were established sometime in the 1950's as a special districting neighborhood that has private roads and a private beach which is located at the end of Beebe Farms Road.

I have lived in Coventry for 21 years and have served on the Association's Board of Directors on multiple occasions during that time. The Association has approximately 140 members and a budget of approximately \$13.5K. As a special district we are required to collect taxes in addition to town/state taxes for liability insurance, and funds to maintain a handful of private roads and the association beach. While the Association provides a lovely recreational beach for its members in a quiet neighborhood, over the years interest in the Association and the beach has dwindled.

We are a 5-member board and often are unable to fill the board seats. Annual meetings may only have 5 members show up, this has been a chronic issue. As such the Association held a special meeting in September 2025 to discuss terminating the Association due to lack of interest and financial insolvability. At that meeting, we had the highest attendance of members in years. Members want the board to terminate the association. Additionally, the Association wants to be a responsible steward and ensure that the beach will be available for public use and turn over private roads that are used by residents to the Town ensuring safety and residential access.

ACTORS COLONY ESTATES ASSOCIATION
P.O. BOX 363
COVENTRY, CT 06238
contacts

Mckenna Considine mckconsidine@gmail.com or Katie Martin kmartint10@outlook.com

In November 2025, we had a preliminary meeting with Todd Penny the Town Engineer and James Drumm to discuss options for the beach and roads. We were interested in exploring if the Town would be willing to take the beach in exchange for taking over some of the roads within the Association.

There were concerns raised about the Town taking the beach but ultimately it was our understanding that it would be the Town council that would make that decision. The beach is located at the end of Beebe Farms Rd it includes a gate and parking area, two picnic tables, and a storage shed with kayak rack. Would the Council be interested in making Association beach a resource for the whole town?

At that meeting we also reviewed the Town's Special Requirements for Acceptance of Lake Association Roads Policy dated April 02, 2007, which expired September 1, 2017. Given this policy has expired we were wondering is there any flexibility in all the requirements given that sewers are not involved and the roads up for consideration are already established with gravel or pavement. All our roads are on the south side of South Street where sewers are already established and not near the lake.

Currently the Town is plowing all the roads necessary for the safety and welfare of our residents and access of emergency services. Residents also receive trash pick-up on the roads being considered. We greatly appreciate the Town providing this service.

The expired Lake Association policy indicated that the Town would require A-2 surveys which would be extremely costly in addition to the making modifications to the roads such as clearing trees. This year alone we have 55 accounts of the 140 that are unpaid, this does not include previous years that have gone unpaid. We have placed liens on properties, but it does not resolve meeting overall expenses.

As an association we do not want to terminate without resolution to the roads and or the beach and we are looking to partner with the Town to find a solution that would not overburden either party.

We have a total of 27 roads within our Association, 16 of which are listed as private. There are several that are called "paper roads" which are not maintained because there is no value in doing so i.e. no access to residential buildings etc. As such we would like to transfer only the roads that are necessary for residents. The following roads we would like to turn over to the town with their current material status.

ACTORS COLONY ESTATES ASSOCIATION

P.O. BOX 363

COVENTRY, CT 06238

contacts

Mckenna Considine mckconsidine@gmail.com or Katie Martin kmartint10@outlook.com

Upper Gable gravel

Camilleri Dr gravel

Barry Rd paved

Healy Rd paved

Briston Rd paved

Newton Rd paved

Kenneth Ave paved

Swanson Rd paved

We would like to know if the Town's interest in the beach as well as working with the Association to turn over the roads.

We are requesting to work with a point person on the Town council in coordination with Todd and Jim to move forward on this. As a board we need to be able to report to members the Town's position and next steps towards terminating the Association in a responsible manner.

Thank you for your consideration

Katie Martin Secretary on behalf of the Board

Mckenna Considine President

Nick Considine Vice President

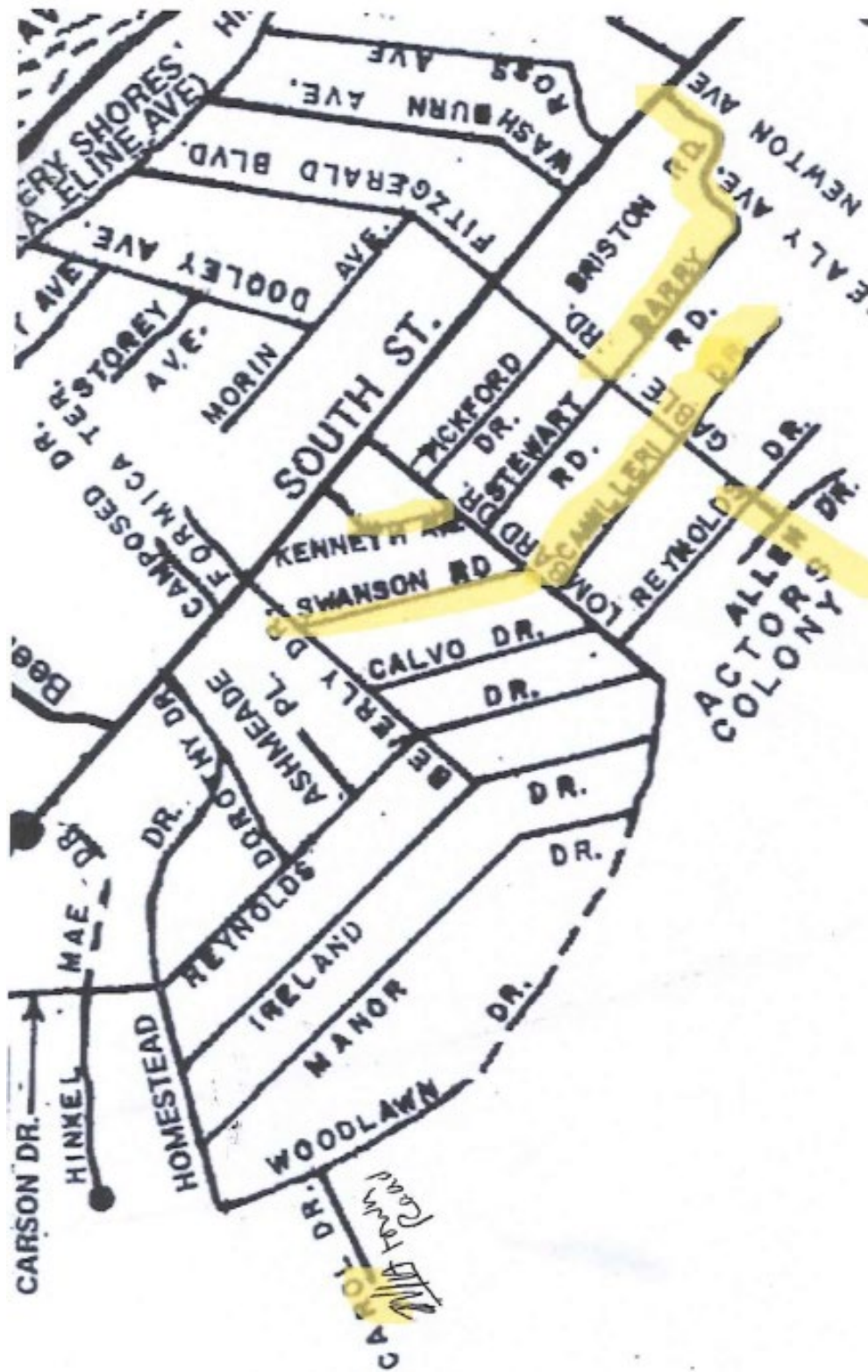
Mike Mangiafico Road Foreman

Elizabeth Carson Treasurer

Anthony Skut Beach Foreman

Map of roads attached





1/20/76. Highlighted Roads
that need to be addressed

Mary Ann Hansen, 74 Avery Shores

January 20, 2026

How does Coventry welcome people into town? You send a sheriff to their door with a subpoena ordering them to appear in Superior Court.

My neighbor, the P&Z chair, blindsided everyone, using her role as P&Z chair to expend town funds to orchestrate an appeal of a unanimous ZBA decision with overwhelming community support. I had told the town manager, the town planner and the ZBA chair I wanted to do what was necessary to resolve the problem. I even came to you last month to ask you to drop the case or postpone the court order until after the holidays so we could do that. You did nothing. I rushed to sell the buyer the additional 4525 sq. feet to make up the 40,000 sq. ft., and the buyer filed it with the town before the January 8 court appearance deadline. The town planner had told me TWICE that all I had to do to resolve the issue was sell her the additional sq. feet. Still the town didn't drop the case. Was the remaining lot over 40,000 sq. ft.? It's inconceivable that the town planner would tell me to correct one problem by creating another illegal lot. Using simple math, I calculated 42,248 sq. ft. Last evening, P&Z imposed yet another hurdle. We must provide a new A-2 survey of both lots and parcel history to prove both lots are compliant. It's beyond common sense why you kept expending town money for something the buyer and I said we would work out.

Anyway, what's done is done. I'd like to address three issues of great concern that have come out of this ridiculous episode so things can be corrected for the future. You asked for town input in your latest newsletter.

First, the need to revise zoning regulations. Second, the need for better communication among town departments and with the public. Third, the vetting of town commission appointees.

FIRST. One of the charges of the Town Council for 2025-2027 is to “review existing boards and commissions’ establishing charges or ordinances to determine whether they are up to date, still active, or duplicative.”

I spent two years writing regulations for the Connecticut Department of Education. I can tell you with some authority, the Coventry zoning regulations are incomprehensible, contradictory, and out of date, particularly in the lake residential zone. The guiding idea of the lake residential zone is to protect the water quality of our beautiful lake. What’s happened is the town is allowing 5- and 8-bedroom houses on 15,000 sq. ft. lots. One huge mistake was increasing lot coverage from 10% to 15%. The result of this over-development according to the scientists is that oxygen levels in the lake are going down. It makes no sense that the town would deny approval for building a house on a 35,000 sq. ft. lot with a responsible 5% lot coverage. Moreover, it makes even less sense since lots with 30,000 sq. ft. normally don’t even have to go before ZBA, and new state law could potentially allow six affordable houses to be built on a 30,000 sq. ft. lot. At the same meeting where P&Z voted to appeal the unanimous ZBA decision, it approved a condominium application that didn’t comply with zoning regulations, saying the regulations need to be changed! YES THEY DO.

SECOND. I don’t know if I got caught in the transition of town staffing last year, but the communication among departments and with me and the buyer

was lacking. I sold the land in November 2024. It still wasn't recorded in the assessor's office in 2025. The buyer and I both talked to the assessor's office. They said they would take care of it. It still wasn't corrected. It wasn't until a year later that the buyer found out from the planner the lot "had red flags." This whole thing was poorly handled by the town. Why doesn't the assessor's office talk to the planner's office, and if there was a question, why did no one talk to me or the buyer for over a year?

THIRD. I believe the P&Z appeal of the unanimous ZBA decision was personal. The P&Z chair is a neighbor with whom I have had run-ins over the years, starting 30 years ago when she and her husband cut three large trees on my property without permission to get a better view of the lake. They have been running a construction company from their home in the lake residential zone. Evidently the storage container in their yard is illegal and possibly two of their trucks. Their house in the lake residential zone on an 18,750 sq. ft. lot is not connected to the sewer, defying the court order that everyone else had to obey. Why is the town enforcing the laws and regulations for some and not for others? Why is someone who openly flaunts the zoning laws and regulations appointed by you over and over to serve on P&Z?

CONCLUSION: Long-term, I hope the town will adopt responsible and fair zoning changes, particularly in the lake residential zone, that better address the protection of the lake water quality; that town departments communicate better among themselves and become more user friendly with the public; that you pay more attention when vetting the people you appoint to town commissions.

Why Coventry Residents Should Pause the Push for a New School

To My Fellow Coventry Residents,

There appears to be a quiet but steady push underway toward forming a building committee for a new school — a step that may sound harmless, but in reality signals momentum toward a **\$70 million project** long before residents have been fully informed or meaningfully engaged.

Let's address something head-on, because it matters.

In discussions like this, people often resort to saying that a town or its children "deserve" a new school. That word is not neutral. It is used to shut down debate, to imply that anyone who asks questions is somehow heartless, anti-child, or immoral.

No one deserves a \$70 million project.

What residents deserve is honesty, transparency, and the right to fully understand the consequences before being asked to take on decades of debt. Using moral language to short-circuit financial scrutiny is not leadership — it's pressure.

So far, residents have been told the headline number — roughly \$70 million — and reassured that the state would cover about 70% of the cost, with the possibility of additional contributions if early childhood education is included.

What does that \$70 million actually include?

Does it cover just the building shell, or also waste and water infrastructure, electrical systems, HVAC, kitchen and cafeteria infrastructure, classroom furniture, technology, fixtures — down to every desk, chair, whiteboard, and eraser?

Residents deserve to know whether the number being discussed represents the true, all-in cost, or whether significant expenses will appear later as "additional," "unanticipated," or "outside the scope" of the bond.

Even if state funding reduces the local share, the remaining bond still represents a very real and lasting burden for Coventry taxpayers — one that cannot be discussed in isolation.

Coventry is experiencing declining enrollment, not growth. Housing prices for new construction are starting around \$700,000, putting the town increasingly out of reach for young families.

If enrollment continues to decline, the town may eventually find itself bussing in out-of-town students to fill capacity. That raises a fundamental question: **are we building for projected need, or for aspirational hope?**

Without clear public information, forming a building committee creates inevitability. Once committees form and consultants are hired, the question quietly shifts from "Should we do this?" to "How do we sell it?"

Pause the process. Show the work. Let residents decide — not inertia.

Patti Cronin
99 Sean Circle

Coventry Arts Guild 2025

I am the President of the Coventry Arts Guild which in 2025 we celebrated ten years as a 501(c)3 non-profit arts organization. We have 65 members, a ten member board of directors and have our own website and FaceBook pages.

Our members are painters, potters, sculptors, photographers, poets, play writers, authors, musicians and educators

Highlights from 2025:

Art Workshops - 6 - 60 attendees

Artist of the Month - 10 at BDML

Members Show 2 at BDML

Music Performances at BDML - 2

Make Music Day - at MBP June 21st 4-9PM - 12- 20min acts

Music - Arts on Main - 6 acts

Poetry Open Mic - 8 - 150 people in attendance includes 100 readers

Coventry Play writers Cooperative

4 One Act Plays during Arts on Main - 20 attendees

Play writer's Fall Festival - Three evening performances of self written plays. 40 attendees

Arts on Main - Funded by local business sponsors (\$2,750 in 2025)

CAG Member show

Music Venues

Dance

Poetry Readings

Interactive Children's Art Installation

Take home children's art at BDML

Face painting

Musical instrument petting zoo

Arts and Crafts Vendors

Food Trucks

Sidewalk chalk art

Shuttle bus

1,500 attendees

Coventry Arts Guild

Christmas in the Village

CAG Winter show BDML

Poetry Readings

Lions Club Christmas Tree Decoration

Upcoming Events for 2026

Artist of the Month - January - Barbara Timberman,

February - Nancy Bunnell

March -Patricia Naegelli

April- Adam Palozie

May- Coventry Arts and Antiques

Winter Poetry Festival -January 31, 2026 at 6PM at MBP

Watercolor Workshops - February 21, March 21 & April 18 at MBP

Poetry Open Mic - February 13, March 13, April 10, & May 8 at BDML

Make Music Day -June 21st MBP 5 - 9PM

Arts on Main - August 29th - Main Street

Play writer's Fall Festival TBD MBP

Christmas in the Village - Village

Needs

Members

Additional Funding for Arts On Main (Free Community Event)

\$3,500 local sponsorship goal

\$1,000 Town Funds (EDC?)

Sponsoring funds are generally late in coming in and make contracting musicians and other acts difficult to commit in a timely fashion.

UNOFFICIAL MINUTES
Coventry Town Council Meeting
January 20, 2026 7:00 PM
Town Hall Annex

1. Call To Order, Roll Call:

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

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

Members Absent: None

Also Present: James Drumm-Town Manager, Cherie Trahan-Finance Director (remote).

2. Pledge Of Allegiance:

Town Council members stood to recite the Pledge of Allegiance.

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

Katie Martin, 107 Camilleri Drive: (A copy of her submitted statement is at the end of the minutes)

Martin spoke on behalf of the Actors Colony Estate Association. This Association, established in the 1950s, is located on the back side of the lake and features private roads and a private beach. Due to lack of interest in the Association and Board Membership, along with financial insolvability, the Board has expressed interest in terminating the Association. However, they do not want to do so without a solution for the roads or beach. Martin proposed to the Town Council to make the roads public becoming a responsibility of the town but making the private beach a public resource for the entire town to use in return. Martin explained she has met with both Town Manager Drumm and Town Engineer Todd Penney about this proposal but wanted to share this proposal with the Town Council as well.

Thomas requested that Town Manager Drumm put together a memo about this proposal based on his meetings with Martin and other Association Board Members, to be shared with the Town Council. She explained that it cannot be discussed at this time as it is not an agenda item, but it will be looked into and discussed further among Councilors once the memo is received. Thomas noted that she will inform Martin when the information has been shared to keep her up to date on the status of discussions.

Nan Kyer, 4 Wall Street:

N. Kyer shared a poem she wrote in response to the shooting of Renee Nicole Good. Her poem titled "Common Ground" expressed her desire to live in a better society. A society grounded in good outside of political affiliations and beliefs, where humans are treated with respect, free speech is respected, education and science are valued, working families are supported, the environment is cared for, and people feel safe in their communities. She shared that she hopes everyone else dreams of a better society as she does, and a place where we can all sow common ground.

Mary Ann Hansen, 74 Avery Shores: (A copy of her submitted statement is included at the end of the minutes)

Hansen shared her disappointment surrounding an issue regarding the sale of her property, and zoning issues that resulted in legal action by the town. Hansen stressed that she spoke to the Town Manager,

Town Planner, and ZBA Chair to explain she wants to do what is necessary to resolve the problem. She reminded that she even came to the Town Council last month to ask for the court case to be dropped or postponed allowing for the corrective action to be taken, but nothing was done. Hansen stated she expedited the necessary actions required as explained to her by the Town Planner. At last night's Planning and Zoning Emergency Meeting, they voted that Hansen and her buyer are now required to get an A2 survey of the lots to confirm compliance. She expressed confusion that the town continues to expend town funds on something her and the buyer would work out.

Hansen stressed that this whole situation has been ridiculous, and shared the following reasons of concern:

1. Zoning Regulations are outdated and need to be revised.
2. Better communication among town departments and staff is needed.
3. Appointed Committee/Commission members should be properly vetted.

She hoped that these things could be addressed by the Town Council moving forward.

Patti Cronin, 99 Sean Circle: (A copy of her submitted statement is included at the end of the minutes)

Cronin expressed concerns that there seems to be a silent push, with the formation of a School Building Committee, towards an expensive School Building Project before residents are fully informed. She requested honesty, transparency, and a full understanding of consequences for the residents of Coventry before they are asked to take on more debt, because this is what Coventry residents deserve.

Cronin added that with declining school enrollment and new build homes being out of financial reach of young families, Coventry needs to examine the actual needs and not aspirational hopes. She requested that the process be paused, and work be shown to let residents decide what happens in town.

Thomas explained that this is an item later on the agenda for the Town Council to review sending a request from the BOE to the Steering Committee for a further review as the 1st step in the process. There is no process underway at this time, as the Council has just received information from the BOE. She added that at this time, the request is to establish a School Building Study Committee. She emphasized that there is no project or predetermined outcome with an associated cost as the Study Committee has not even been established yet. She added that the information spread through the chatter in town is often not always correct.

Tim Timberman, 1194 Main Street: (A copy of her submitted statement is included at the end of the minutes)

Timberman shared that he is the President of the Coventry Arts Guild, an arts organization that celebrated 10 years as a 501(c)3 non-profit in 2025. He shared that the organization consists of 65 members who share a variety of art skills and talents. Timberman gave highlights from 2025 including Art Workshops, Music Performances, Open Mics, and the very popular events: Arts on Main and Christmas in the Village and informed of the available activities supplied by the Coventry Arts Guild at these events.

Timberman also shared all the upcoming events in 2026 including a Winter Poetry Festival, Watercolor Workshops, and a Poetry Open Mic which are scheduled to take place in the next 2 months.

Timberman expressed the need for increased membership and funding for the Arts Guild. He reminded that \$2,750 is raised for Arts on Main by local sponsors, but they would like to increase this amount to improve the free community event. The goals of the Arts Guild are to increase sponsor raised funds to \$3,500 and request \$1,000 of town funds to be supplied by the Town Council.

Thomas asked Timberman to put his request in writing to the Town Manager for review, so that it can be shared with the Town Council for consideration during upcoming budget deliberations.

4. Acceptance Of Minutes, January 5, 2026:

Motion: I move to accept the January 5, 2026, Town Council Meeting Minutes.

By: Hand

Second: Kyer

Discussion/Edits:

- Pg. 4, Under 6.A, 2nd bullet, 3rd sentence, change “part of transit” to “part on transit”.
- Pg. 9 Under 8.A, 7th paragraph, last line, change “their” to “there”.
- Pg. 12, Under 8.B., 5th paragraph, last line, change “apart” to “as a part”.
- Pg. 13, Under 8.C., 1st paragraph, 3rd line, “ , higher than a commercial CDL,”

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

Against:

Abstain:

5. Consent Agenda:

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

Motion: I move to accept the consent agenda.

By: Hand

Second: Kyer

Discussion: None

Voting:

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

Against:

Abstain:

6. Reports:

6.A. Council Chairwoman: Lisa Thomas:

Thomas read the following report:

- Monthly Conversation Hours on Thursday Jan. 22
 - o 11:00 a.m. - 12:00 at the Senior Center
 - o 6:30 p.m. - 7:30 p.m. at Booth and Dimock Library
- I attended the January staff meeting to share with Department Heads the adopted Town Council goals. Everyone seemed excited to have an opportunity to get the word out about their departments during a Citizens Government Academy, as well as to create strategic plans to address infrastructure and facilities needs.
- I am pleased to share that last week I was elected to Chair the Capitol Region Council of Governments Legislative Committee. I look forward to collaborating with the elected leaders and staff of the 38 CRCOG

communities to move our priorities forward. I have given you copies this evening of the adopted priorities for the 2026 legislative session. A link to the full document will be provided in the minutes from tonight's meeting. I want to specifically highlight:

- o CT Fastrak expansion east of the CT River - I will be advocating that the expansion go at least to UConn, preferably traveling along rt 44.
- o Expansion of micro transit programs that use services similar to Lyft and Uber in order to have mobility in communities that lack the population density to support traditional fixed route service such as buses and trains.
- o Expand the uses of STEAP grants to allow regional or inter-municipal projects, and simplify the STEAP application and reporting requirements for small towns with limited administrative capacity
- o In alignment with CT Conference of Municipalities (CCM), support increasing special education funding and adopting reforms that deliver sustained, predictable relief for municipalities
- o LINK TO FULL DOCUMENT: <https://crcogct.gov/wp-content/uploads/2025/12/11.-AIS-2026-CRCOG-Legislative-Agenda.pdf>

6.A.1. Discussion of Budget Meeting Dates:

Thomas discussed the following proposed budget meeting schedule which included dates, times, and departments that will be met with: [18915](#)

She highlighted the following:

- March 2nd-At the regularly scheduled Town Council Meeting, the Town Manager will present his proposed budget to the Town Council, and Councilors will receive their budget binders.
- March 5th at 7PM- Annual Town Meeting with presentations from Superintendent of Schools David Petrone and Town Manager Jim Drumm. The budget shared by Petrone will be the proposed BOE budget approved by the BOE. The budget shared by Drumm will be his proposed Town Budget. Neither of which will have been reviewed in depth or been deliberated on by the Town Council. Thomas emphasized the importance of residents attending this meeting to share their input that the Town Council can refer to during deliberations.
- Thomas encouraged citizen involvement throughout the budget process by attending the upcoming meetings, sending emails, and speaking at Audience of Citizens (AOC). She reminded that town staff is also working on a Citizen's Budget Guide that will be made available.
- All upcoming regularly scheduled and special Town Council meetings will begin at 7PM and have an AOC (3/2, 3/12, 3/16, 3/30, and 4/6).

The Town Council had consensus to adopt this budget meeting schedule.

6.B. Council Members:

Larson reported:

- Issues that arose recently regarding the PA490, legislation that allows farmlands/agricultural fields to have their land assessed in a fairer way (based on what it is used for, not its best value). PA490 is revised every 5 years and was recently revised in November of 2025. The new values released were astronomical, especially with a state as small as CT, where the farms are equally small compared to others across the nation. The assessments were at a level that would put farmers out of business fairly quickly as farming does not have a high profit margin. The state came back and revised the assessment numbers so they were better, but slightly lesser numbers were not low enough to make a lasting difference. The CT Farm Bureau put a lot of time and energy to lobby with and for farmers and has worked with legislators as well to pressure the Governor to recognize the impact this has. He shared that

the system is flawed and hopes that a better system is created that recognizes the needs of farmers and municipalities. He also shared hopes for a push for fair action for farmers and for more CT grown.

- Tolland County Farm Bureau, an organization Larson is involved in, is holding a Friends of Agricultural gathering on January 31st from 10AM to 12PM at Rockville High School. Local leaders and legislators will be in attendance, and everyone is welcome.

Kyer reported:

- Kyer gave a shout out to the Winters Farmer's Market that takes place on Sundays at CHS from 10AM to 12:30PM, and local farmers are represented.

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

Gallagher shared that the Finance Committee met on 1/12/26 and highlighted the following from the meeting and discussions:

- Thanked Finance Director Cherie Trahan for providing all the Admins financial reports. Some financial data is still being caught up to date, so they were not 100% but still helpful to review town financials.
- Received updated report on the CNREF balance. The current balance is \$69,949.
- Trahan informed that updated reports will be sent to the BOE soon in order to reconcile accounts.
- Trahan provided a report on the debt service schedule which was reviewed.
- Received an Audit update. Audit work had slowed due to other department responsibilities but is still underway and moving forward.
- Discussed the budget process, how it is going with town departments, and the reimplementation of ClearGov budget software.
- Discussed Citizen's Budget Guide.

Questions:

After reviewing the financial reports related to the sewer service, Wheaton questioned if the wastewater treatment was self-funding based on collections from those utilizing the service. Drumm explained that it is for day-to-day operations, but not for capital expenditures.

6.C.1. * Monthly Financial Report:

6.C.2. *Finance Committee Minutes: 1/12/2026:

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

6.D.1. * Steering Committee Minutes: 12/22/2025

6.E. * COVRRRA

6.F. Town Manager: James Drumm:

6.F.1 Projects/Issues Update:

Drumm highlighted the following updates:

- The Assessor plans to have the Grand List certified by January 27th, 2026, which is ahead of schedule.
- The ECHIP (Town of Coventry's Current Insurance) Board of Directors have voted to draft a separation agreement for towns to pull out of ECHIP and resolve the funds. This will take some time, and ECHIP will keep going until the mechanisms are determined by attorneys (Robinson and Cole).
- DEEP Resiliency Fund Grant- This grant was applied for to get funding to locate and inventory the town's stormwater basins and outfalls as well as their condition to identify improvements. If awarded, Coventry

would receive up to \$650,000 and does not require a town match. Additionally, these funds would allow Coventry to build a database needed to fulfill upcoming requirements from the state of CT to submit geo spatial files to OPM. This information is also required for the NPDES permit that will be required once the state declares Coventry an MS4 town. Having this information on file will also help the town seek grant funding for needed repairs and replacements.

- The Pension Committee has begun meeting again. They reviewed the plan and determined that both the pension plan and market is in good shape. However, during their review they realized the Financial Advisor being used has been in place for 17 years, and determined it is in the best interest to go out to bid for other options.
- The Charter Revision Commission's work is still underway. At their last meeting, they had discussions with the Registrar of Voters and the Town Clerk. The most recent substantial proposed change is going from 2 voting districts to 1. This would allow for a more streamlined voting process, ease and efficiency, as well as cost savings. The CRC has been making good progress and will be reviewing difficult sections of the Charter regarding finance in their upcoming meetings.
- A Maintainer 2A position was hired for the DPW to fill a staffing vacancy. Drumm explained this is a great addition as in the past any DPW employees hired were coming in at an entry level. He explained concerns have been raised that there will be an inevitable skills gap given the amount of entry level staff being hired with more experienced DPW staff reaching retirement age.
- Thomas added that the Town was notified they were awarded a \$446,000 Community Projects Congressional Grant through Congressman Courtney. An application for these funds was submitted by Police Chief Peterson for Police Equipment, including dispatch equipment, body cams, and dashboard cams. It has been known for some time that the current equipment is outdated, and Chief Peterson has requested replacements for the past few budget cycles, and the equipment hasn't made the final cut. This grant funding will allow the Police Department to get new equipment, and it will not need to be funded with tax dollars from Coventry residents.

Questions/Comments:

- ECHIP- Wheaton commented that disbanding ECHIP seems counterintuitive as larger groups typically get better insurance rates. Drumm agreed that it is often the case. However, there has been discussion around this in the past, as there were issues with one of the ECHIP members (EastConn). There is a scheduled special meeting with the entire Town Council and the Board of Ed coming up to discuss other insurance options and the related savings to pulling out of ECHIP.
- CHS HVAC- Wheaton commented that Drumm's memo lists the final cost of the CHS HVAC as \$12.6M, but he was under the impression it was much higher. Drumm explained that \$12.6M is the max the project would end up at, but they are not there yet. He reminded that the current cost is lower than this (around \$12.4M), but the project has not been closed out yet.
- Radio Tower Contract-Wheaton questioned if the town is any closer to closing contract negotiations or are we still continuing with legal back and forth. Drumm explained that Special Project Coordinator Alex Taylor has been working on the negotiations between the company, attorneys, and CIRMA. He continued that after lengthy back and forth, and last-minute additions, the town has finally just received a final clean version that all parties agree to and can be signed off on. Drumm shared a few details about the new contract but will be able to explain more at a future Town Council meeting after a more in-depth review of the contract.

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

7. Unfinished Business: None

8. New Business:

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

Motion: I move to approve Resolution 2026-1, honoring Janette Smith and her 50 years of service as a Library Assistant at Booth and Dimock Library.

By: Kyer

Second: Hand

Discussion: Thomas shared that the Library Director Margaret Kahn brought Smith's years of service to her attention and asked the Council to consider a resolution for her many years of service. They will be having a separate ceremony for her at the library. If the resolution is approved, it will be sent over to the library for her recognition ceremony.

Hand commented that this is an impressive amount of time to stay in 1 workplace, especially through all the changes the library has experienced over the years from building changes, construction projects, and COVID, etc. He continued that her dedication is amazing.

Voting:

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

Against:

Abstain:

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

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

By: Larson

Second: Wheaton

Discussion: Wheaton explained that Blanchard and he discussed this prior to the meeting and wanted to make sure ways to improve citizen awareness were discussed in advance of forming a new building committee. Thomas agreed that this is important and reminded that the 1st place to start these discussions is at the Steering Committee level. She reminded that there are a lot of steps in the process, including Steering creating a charge for the Study Committee, that will need to be reviewed by the entire Council.

Hand commented that one of the things that can be pushed to the community for awareness is the purpose of establishing this committee as stated in Drumm's memo to the Council, which states: *"To evaluate current and future facility needs, engaging in long range planning, and ensuring that any proposed solutions are thoughtful, fiscally responsible, and aligned with the educational needs of our students and community."* He added that this is step 1 of the process.

Gallagher stated that she agrees with community awareness. However, she highlighted times in the past she has tried to share information publicly regarding the budget, along with the various communication methods

utilized by the town to share information and community involvement is still lower than she hopes to see. She reminded that they could do all they can to get the information out there but cannot force community engagement.

Kyer questioned the status of the existing School Building Committee. Drumm explained that they will continue with their work on the CHS HVAC project until it is complete. Once everything is fully finalized, they will be discharged. He added that they did not want to assign the study work onto the existing committee but wanted to create a new one to keep the work separate, which the BOE agrees with. Both committees can exist simultaneously for a short period of time.

Hand shared the importance of getting information out to the community, but reminded that it is equally important not to miscommunicate information. Larson agreed and added the importance of maintaining consistency in the information.

Blanchard commented that she is not opposed to forming the School Building Study Committee in order to meet the needs of students in town but urged that the Town Council be cautious on how they proceed.

Voting:

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

Against:

Abstain:

9. Miscellaneous/Correspondence:

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

9.B. * Fire and Police Dept. Statistics, December 2025:

9.C. * Senator Murphy 2025 End of Year Report:

10. Adjournment

Motion: I move that the Town Council adjourn the meeting at 8:38 PM.

By: Larson

Second: Gallagher

The meeting was adjourned by unanimous vote at 8:38 PM.

Respectfully Submitted,

Nicole Archambault

Nicole Archambault, Minutes Clerk

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

Audience of Citizen's Written Statements:

ACTORS COLONY ESTATES ASSOCIATION

P.O. BOX 363

COVENTRY, CT 06238

contacts

Mckenna Considine mckconsidine@gmail.com or Katie Martin kmartint10@outlook.com

01/20/2026

Town Council Meeting, 7:00pm

Town Annex 1712 Main St Coventry CT 06238

Re: Actors Colony Estate Association Beach and Roads

To Chairperson Lisa Thomas and members of the Coventry Town Council and James Drumm Town Manager:

Thank you for the opportunity to speak with you tonight regarding the status of the Actors Colony Estate Association. My name is Katie Martin and I am a member of the Board of Directors for the Association which is located on the back side of Coventry Lake in between the Nathan Hale Homestead and South Street.

We were established sometime in the 1950's as a special districting neighborhood that has private roads and a private beach which is located at the end of Beebe Farms Road.

I have lived in Coventry for 21 years and have served on the Association's Board of Directors on multiple occasions during that time. The Association has approximately 140 members and a budget of approximately \$13.5K. As a special district we are required to collect taxes in addition to town/state taxes for liability insurance, and funds to maintain a handful of private roads and the association beach. While the Association provides a lovely recreational beach for its members in a quiet neighborhood, over the years interest in the Association and the beach has dwindled.

We are a 5-member board and often are unable to fill the board seats. Annual meetings may only have 5 members show up, this has been a chronic issue. As such the Association held a special meeting in September 2025 to discuss terminating the Association due to lack of interest and financial insolvability. At that meeting, we had the highest attendance of members in years. Members want the board to terminate the association. Additionally, the Association wants to be a responsible steward and ensure that the beach will be available for public use and turn over private roads that are used by residents to the Town ensuring safety and residential access.

ACTORS COLONY ESTATES ASSOCIATION
P.O. BOX 363
COVENTRY, CT 06238
contacts

Mckenna Considine mckconsidine@gmail.com or Katie Martin kmartint10@outlook.com

In November 2025, we had a preliminary meeting with Todd Penny the Town Engineer and James Drumm to discuss options for the beach and roads. We were interested in exploring if the Town would be willing to take the beach in exchange for taking over some of the roads within the Association.

There were concerns raised about the Town taking the beach but ultimately it was our understanding that it would be the Town council that would make that decision. The beach is located at the end of Beebe Farms Rd it includes a gate and parking area, two picnic tables, and a storage shed with kayak rack. Would the Council be interested in making Association beach a resource for the whole town?

At that meeting we also reviewed the Town's Special Requirements for Acceptance of Lake Association Roads Policy dated April 02, 2007, which expired September 1, 2017. Given this policy has expired we were wondering is there any flexibility in all the requirements given that sewers are not involved and the roads up for consideration are already established with gravel or pavement. All our roads are on the south side of South Street where sewers are already established and not near the lake.

Currently the Town is plowing all the roads necessary for the safety and welfare of our residents and access of emergency services. Residents also receive trash pick-up on the roads being considered. We greatly appreciate the Town providing this service.

The expired Lake Association policy indicated that the Town would require A-2 surveys which would be extremely costly in addition to the making modifications to the roads such as clearing trees. This year alone we have 55 accounts of the 140 that are unpaid, this does not include previous years that have gone unpaid. We have placed liens on properties, but it does not resolve meeting overall expenses.

As an association we do not want to terminate without resolution to the roads and or the beach and we are looking to partner with the Town to find a solution that would not overburden either party.

We have a total of 27 roads within our Association, 16 of which are listed as private. There are several that are called "paper roads" which are not maintained because there is no value in doing so i.e. no access to residential buildings etc. As such we would like to transfer only the roads that are necessary for residents. The following roads we would like to turn over to the town with their current material status.

ACTORS COLONY ESTATES ASSOCIATION

P.O. BOX 363

COVENTRY, CT 06238

contacts

Mckenna Considine mckconsidine@gmail.com or Katie Martin kmartint10@outlook.com

Upper Gable gravel

Camilleri Dr gravel

Barry Rd paved

Healy Rd paved

Briston Rd paved

Newton Rd paved

Kenneth Ave paved

Swanson Rd paved

We would like to know if the Town's interest in the beach as well as working with the Association to turn over the roads.

We are requesting to work with a point person on the Town council in coordination with Todd and Jim to move forward on this. As a board we need to be able to report to members the Town's position and next steps towards terminating the Association in a responsible manner.

Thank you for your consideration

Katie Martin Secretary on behalf of the Board

Mckenna Considine President

Nick Considine Vice President

Mike Mangiafico Road Foreman

Elizabeth Carson Treasurer

Anthony Skut Beach Foreman

Map of roads attached



Mary Ann Hansen, 74 Avery Shores

January 20, 2026

How does Coventry welcome people into town? You send a sheriff to their door with a subpoena ordering them to appear in Superior Court.

My neighbor, the P&Z chair, blindsided everyone, using her role as P&Z chair to expend town funds to orchestrate an appeal of a unanimous ZBA decision with overwhelming community support. I had told the town manager, the town planner and the ZBA chair I wanted to do what was necessary to resolve the problem. I even came to you last month to ask you to drop the case or postpone the court order until after the holidays so we could do that. You did nothing. I rushed to sell the buyer the additional 4525 sq. feet to make up the 40,000 sq. ft., and the buyer filed it with the town before the January 8 court appearance deadline. The town planner had told me TWICE that all I had to do to resolve the issue was sell her the additional sq. feet. Still the town didn't drop the case. Was the remaining lot over 40,000 sq. ft.? It's inconceivable that the town planner would tell me to correct one problem by creating another illegal lot. Using simple math, I calculated 42,248 sq. ft. Last evening, P&Z imposed yet another hurdle. We must provide a new A-2 survey of both lots and parcel history to prove both lots are compliant. It's beyond common sense why you kept expending town money for something the buyer and I said we would work out.

Anyway, what's done is done. I'd like to address three issues of great concern that have come out of this ridiculous episode so things can be corrected for the future. You asked for town input in your latest newsletter.

First, the need to revise zoning regulations. Second, the need for better communication among town departments and with the public. Third, the vetting of town commission appointees.

FIRST. One of the charges of the Town Council for 2025-2027 is to “review existing boards and commissions’ establishing charges or ordinances to determine whether they are up to date, still active, or duplicative.”

I spent two years writing regulations for the Connecticut Department of Education. I can tell you with some authority, the Coventry zoning regulations are incomprehensible, contradictory, and out of date, particularly in the lake residential zone. The guiding idea of the lake residential zone is to protect the water quality of our beautiful lake. What’s happened is the town is allowing 5- and 8-bedroom houses on 15,000 sq. ft. lots. One huge mistake was increasing lot coverage from 10% to 15%. The result of this over-development according to the scientists is that oxygen levels in the lake are going down. It makes no sense that the town would deny approval for building a house on a 35,000 sq. ft. lot with a responsible 5% lot coverage. Moreover, it makes even less sense since lots with 30,000 sq. ft. normally don’t even have to go before ZBA, and new state law could potentially allow six affordable houses to be built on a 30,000 sq. ft. lot. At the same meeting where P&Z voted to appeal the unanimous ZBA decision, it approved a condominium application that didn’t comply with zoning regulations, saying the regulations need to be changed! YES THEY DO.

SECOND. I don’t know if I got caught in the transition of town staffing last year, but the communication among departments and with me and the buyer

was lacking. I sold the land in November 2024. It still wasn't recorded in the assessor's office in 2025. The buyer and I both talked to the assessor's office. They said they would take care of it. It still wasn't corrected. It wasn't until a year later that the buyer found out from the planner the lot "had red flags." This whole thing was poorly handled by the town. Why doesn't the assessor's office talk to the planner's office, and if there was a question, why did no one talk to me or the buyer for over a year?

THIRD. I believe the P&Z appeal of the unanimous ZBA decision was personal. The P&Z chair is a neighbor with whom I have had run-ins over the years, starting 30 years ago when she and her husband cut three large trees on my property without permission to get a better view of the lake. They have been running a construction company from their home in the lake residential zone. Evidently the storage container in their yard is illegal and possibly two of their trucks. Their house in the lake residential zone on an 18,750 sq. ft. lot is not connected to the sewer, defying the court order that everyone else had to obey. Why is the town enforcing the laws and regulations for some and not for others? Why is someone who openly flaunts the zoning laws and regulations appointed by you over and over to serve on P&Z?

CONCLUSION: Long-term, I hope the town will adopt responsible and fair zoning changes, particularly in the lake residential zone, that better address the protection of the lake water quality; that town departments communicate better among themselves and become more user friendly with the public; that you pay more attention when vetting the people you appoint to town commissions.

Why Coventry Residents Should Pause the Push for a New School

To My Fellow Coventry Residents,

There appears to be a quiet but steady push underway toward forming a building committee for a new school — a step that may sound harmless, but in reality signals momentum toward a **\$70 million project** long before residents have been fully informed or meaningfully engaged.

Let's address something head-on, because it matters.

In discussions like this, people often resort to saying that a town or its children "deserve" a new school. That word is not neutral. It is used to shut down debate, to imply that anyone who asks questions is somehow heartless, anti-child, or immoral.

No one deserves a \$70 million project.

What residents deserve is honesty, transparency, and the right to fully understand the consequences before being asked to take on decades of debt. Using moral language to short-circuit financial scrutiny is not leadership — it's pressure.

So far, residents have been told the headline number — roughly \$70 million — and reassured that the state would cover about 70% of the cost, with the possibility of additional contributions if early childhood education is included.

What does that \$70 million actually include?

Does it cover just the building shell, or also waste and water infrastructure, electrical systems, HVAC, kitchen and cafeteria infrastructure, classroom furniture, technology, fixtures — down to every desk, chair, whiteboard, and eraser?

Residents deserve to know whether the number being discussed represents the true, all-in cost, or whether significant expenses will appear later as "additional," "unanticipated," or "outside the scope" of the bond.

Even if state funding reduces the local share, the remaining bond still represents a very real and lasting burden for Coventry taxpayers — one that cannot be discussed in isolation.

Coventry is experiencing declining enrollment, not growth. Housing prices for new construction are starting around \$700,000, putting the town increasingly out of reach for young families.

If enrollment continues to decline, the town may eventually find itself bussing in out-of-town students to fill capacity. That raises a fundamental question: **are we building for projected need, or for aspirational hope?**

Without clear public information, forming a building committee creates inevitability. Once committees form and consultants are hired, the question quietly shifts from "Should we do this?" to "How do we sell it?"

Pause the process. Show the work. Let residents decide — not inertia.

Patti Cronin
99 Sean Circle

Coventry Arts Guild 2025

I am the President of the Coventry Arts Guild which in 2025 we celebrated ten years as a 501(c)3 non-profit arts organization. We have 65 members, a ten member board of directors and have our own website and FaceBook pages.

Our members are painters, potters, sculptors, photographers, poets, play writers, authors, musicians and educators

Highlights from 2025:

Art Workshops - 6 - 60 attendees

Artist of the Month - 10 at BDML

Members Show 2 at BDML

Music Performances at BDML - 2

Make Music Day - at MBP June 21st 4-9PM - 12- 20min acts

Music - Arts on Main - 6 acts

Poetry Open Mic - 8 - 150 people in attendance includes 100 readers

Coventry Play writers Cooperative

4 One Act Plays during Arts on Main - 20 attendees

Play writer's Fall Festival - Three evening performances of self written plays. 40 attendees

Arts on Main - Funded by local business sponsors (\$2,750 in 2025)

CAG Member show

Music Venues

Dance

Poetry Readings

Interactive Children's Art Installation

Take home children's art at BDML

Face painting

Musical instrument petting zoo

Arts and Crafts Vendors

Food Trucks

Sidewalk chalk art

Shuttle bus

1,500 attendees

Coventry Arts Guild

Christmas in the Village

CAG Winter show BDML

Poetry Readings

Lions Club Christmas Tree Decoration

Upcoming Events for 2026

Artist of the Month - January - Barbara Timberman,

February - Nancy Bunnell

March - Patricia Naegelli

April - Adam Palozie

May - Coventry Arts and Antiques

Winter Poetry Festival - January 31, 2026 at 6PM at MBP

Watercolor Workshops - February 21, March 21 & April 18 at MBP

Poetry Open Mic - February 13, March 13, April 10, & May 8 at BDML

Make Music Day - June 21st MBP 5 - 9PM

Arts on Main - August 29th - Main Street

Play writer's Fall Festival TBD MBP

Christmas in the Village - Village

Needs

Members

Additional Funding for Arts On Main (Free Community Event)

\$3,500 local sponsorship goal

\$1,000 Town Funds (EDC?)

Sponsoring funds are generally late in coming in and make contracting musicians and other acts difficult to commit in a timely fashion.



Town of Coventry

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

Governor Ned Lamont
State Capitol
210 Capitol Avenue
Hartford, CT 06106

January 16, 2026

Governor:

I am writing because the Coventry Town Council has unanimously adopted strategic planning goals for the 2025-2027 term, at the heart of which is our desire to make significant strides towards attainable and workforce housing. We appreciate the tools and supports built into HB8002 that assist smaller towns with this process. We know that increasing attainable housing in our community will complement our economic development needs, allow retirees to stay in community, and help Connecticut retain young graduates of both UConn and Eastern CT State University. Next month, CMDA Exec. Director David Kooris will meet with us to discuss Coventry joining the Authority, and we are working with CRCOG to conduct a housing suitability study. We are serious and organized in our efforts.

In order to achieve our goal, we have several critical infrastructure needs, including:

- a water tower that can provide better fire suppression to our village area where we can increase mixed use development;
- replacement of a culvert on Broad Way, one of our main east-west corridors that is critical for emergency service response, as well as access to several small businesses including two golf courses and a winery;

The Town of Coventry has submitted two Bond Commission requests to assist us with these projects. One is for the water tower, for which we were awarded a Congressional grant for about 1/3 of the project thanks to Rep. Joe Courtney. We are seeking the remaining funds. The other is to replace the culvert on Broad Way.

The Town of Coventry and I are hopeful that you and your administration will act favorably on our requests. We are excited to show all that a small but mighty town can do!

Best Regards,

Lisa Thomas
Chairwoman, Coventry Town Council

cc via email: Lt. Governor Bysiewicz
Chief of Staff Matthew Brockman

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

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



To be reappointed new term to expire 12/31/2026

Statement of Interest In Serving on a Town Board or Commission

STATEMENT OF INTEREST IN SERVING ON A TOWN BOARD OR COMMISSION

Date 1/23/2026

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	Eric
Last Name	Thomas
Address	255 Geraldine Drive
City	Coventry
State	CT
Zip	06238
Telephone (Day):	8609307515
Telephone (Evening):	Field not completed.
Email address:	waterthames59@gmail.com
Board or Commission name:	CRCOG Regional Planning 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?	37 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 have enjoyed participating in these regional planning meetings and workshops, representing Coventry's planning interests. I would like to continue this role to support Coventry land use planning in a regional context, and provide regular updates to Land Use staff and the Planning and Zoning Commission.

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

Field not completed.

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.](#)

wishes to be reappointed new term to expire 1/1/2031

Appointed

RECEIVED

JAN 27 2026

Office of the Town Clerk
Coventry, CT

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

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

Date: _____

**Barbara Barry
PO Box 307
Coventry, CT 06238**

Telephone (Day) 860-803-7163 (Evening) Same

Email address: 307barbara@charter.net

**Economic Development Commission
New Term to Expire on February 1, 2031**

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? 50 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.

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: 1/25/2026 Signature: Barbara Barry

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 of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 12/29/25

**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): _____

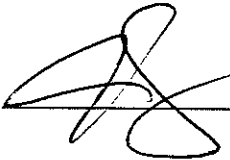
Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

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.

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: mjtwerdy@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

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Town of Coventry

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

To: Town Council
From: *JD* James Drumm, Town Manager
Date: January 29, 2026
Ref: Project/Issue Updates

There are a few minor updates on our projects. As usual, underlined sentences within this memo indicate more recent updates.

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

Charter Revision Commission: The Town Council appointed the members of the Charter Revision Commission (CRC) on September 2, 2025. The Council appointed Michael Petro as the Chair on September 15th. The first meeting of the CRC was on Monday October 1st. They selected Justin Murphy as the Vice Chair and Monica Gallegos Ramirez as the Secretary. They set their meeting schedule as the first Wednesday and the third Thursday of the month, starting on November 20th. At their meeting on October 23rd, the CRC was briefed by Attorney Rich Roberts (Halloran and Sage: Town Attorney's Office) on the Charter Revision process as established within State Statutes. They were also briefed on State regulations related to public meetings, public records and the FOIA. The first part of the process, before they were able to review and deliberate on sections of the Charter, was to hold a Public Hearing to accept comments on the existing Charter and to accept suggestions for possible amendments. The Public Hearing was advertised and held on November 20, 2025 at 6:30 PM at the Town Hall Annex. The CRC has begun reviewing the Charter. Tonight, they interviewed the Registrars and the Town Clerk at their meeting. They will interview the Finance Director and the Collector of Revenue at their next meeting. Their next meeting is February 4th.

Committee/Commission and ad hoc Committee Review: Upon coming on board as Town Manager, I had the need to review some of the Ordinances and Charges of our various committees. In that limited review I found that some committees were not in compliance with their charge. The Town has numerous standing committees that cover many facets of municipal government and community

interests and issues. The Town Council expressed that Committee charges and ordinances need to be reviewed and updated. There may be committees with similar overlapping charges; there may be committees that are not in compliance with their charges; there may be committees that may need their charges updated; and there may be committees that need to be discharged as they are no longer active or required. I have planned to present my findings to the Town Council Steering Committee in groupings for review and possible recommendations. The first report was on the Parks and Recreation Commission. A proposed Ordinance was presented to the Town Council on January 5th for review and consideration. A Public Hearing has been set for February 17th.

Assessor Vacancy: Coventry's Assessor John Preisner has given his resignation effective Friday January 30th. John has been with the Town since May 2022. Paige Walton, the Town of Waterford Assessor, is currently serving as our interim Assessor. The Town will advertise with CCM, COST, the CT Assn. of Assessing Officers, on our Facebook page, and on our website to recruit as many qualified candidates as possible. The application deadline is March 4, 2026.

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

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

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

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

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

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

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

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

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

CHS Roof Project: The Roofing contractor (Greenwood Industries) and the HVAC contractor (Pro-mech coordinated roof cuts over the fall of 2024 and winter 2024-25. All roof work has been satisfactorily completed. The portion of grant funding for the architectural services has been found to be in jeopardy, as it was determined that the Town did not follow State Statutes regarding the selection process in 2022. The Statutes called for not more than four vendors to be interviewed and evaluated. The Town/BOE at that time interviewed and evaluated five engineers. In July of 2024, this requirement which stifled competition was repealed. In fall of 2024, the Town made an official request to the Department of Administrative Services (DAS) to waive the Statue on the record in 2022, when this evaluation process occurred. Since we have not had any determination to our response after several months and inquiries, we have asked Rep. Ackert to sponsor special legislation to waive the application of the old requirement on our project, so that the Town could recoup the grant funding that was awarded. We believed that this was especially appropriate as the General Assembly found in 2024 that this policy restricting competition needed to be removed. A bill unfortunately was not filed in time for the 2025 session, and so we have asked for one in the 2026 session to recover the grant amount toward the engineering. It is estimated that the grant will be approximately \$10,000 for the GHR roof project and \$12,000 for the CHS roof project.

CHS HVAC Project: Our contractor Pro-Mech, Inc. of Bloomfield is still on the job. Construction of the overall system is now complete, but they are working on a punch list. The project passed final inspection in mid-October. They are working with Aramark, the commissioning agent, to test and to adjust the system. The Town received a State HVAC grant which covers over 50% of this project. The Town has requested a six-month extension on this grant, just in case a valid test of the Chiller cannot be done until warmer weather arrives. The total cost of the original construction contract is \$11,897,800. Additional change orders are being processed now due to Eversource changing the Transformer size which is increasing the total project cost. An additional \$46,000 has been added to the project cost for the commissioning agent. State grant funding will cover \$6,602,148 of the project, with the remaining amount being financed by bond funds. The BOE submitted Grant Reimbursement #2 to the State two months ago, however we learned last week that there were technical errors in submitting the report through the DAS portal requiring it to be resubmitted. The BOE has reported that they will request Grant Reimbursement #2 and #3 together. The total cost of the project is expected to be approximately \$12,642,000. Voters within the Town on November 4, 2025, approved the referendum question that will transfer previously approved unused bonding debt that was saved from recent school projects to cover the cost increases for this much-needed project.

Town Hall Radio Tower-Telecommunications contract: Staff are currently negotiating with T-Mobile on a new contract replacing the outdated contract which was approved in 1996. There is no additional telecommunications equipment being placed on the tower by this firm at this time. The contract is currently being reviewed by the attorneys representing T-Mobile. This has been going back and forth with multiple amendments. The Town has a final draft that has had every sentence and word vetted thoroughly by our Town Attorney and CIRMA (insurance carrier) over the last two years. The contract will be presented to Town Council in executive session.

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

development in Coventry Village. This project could also improve the fire suppression systems at the high school, the middle school, and GHR. The total project was estimated to be \$2.5 million. The request made by the Town was for \$1.875 million dollars. The grant requires at least a 25% match. The grant will be administered starting in 2025-26 through the U.S. Department of Agriculture Rural Development Program. The Town coordinated with Connecticut Water Company on possible locations. Connecticut Water conducted a review and made recommendations for the siting of the Tower. They presented the findings of the review to the Finance Committee on October 30th. Town Engineer Todd Penney presented their recommendations to Town Council on November 3rd. As the Water Tower Project was found to best be sited on the Stonehouse Road property, the Town Council approved the use of the unspent preliminary engineering funds to be used to evaluate that site. The Town staff have applied for State bonding funds to cover the full cost of the Project, which is now estimated to be \$3 million. Local businesses, including Teleflex, have shown interest in the extra fire protection the water tower would provide.

Plains Road/Salt Impacted Potable Wells: This water extension project involves much coordination with the Connecticut Water Company to complete. They have tentatively agreed to connect a newly constructed water line to their existing system in the Nathan Hale Drive area. The Town currently has State grant funding pledged for approval for 50%. However, to secure the funding, the project must be ready with design and authorized by a public referendum. CT Department of Health (DPH) has informed us that we have secured a Small Disadvantaged Communities (SDC) grant from the U.S. EPA in the amount of \$787,000 to add on top of the approximate 50% subsidy. This will reduce the Town's expenses to less than 25% of the total project cost. The construction cost is estimated to be \$2.6 million. The survey work has been completed. Our contract engineer, GZA Geoenvironmental, Inc., is now completing the engineering and providing services for permitting. The project was presented to the Town Council at the January 21, 2025 Town Council meeting. The Town Council determined at that meeting that this project should be placed on a future public referendum requesting authorization for debt to construct the improvements. At the February 18, 2025 meeting the Town Council authorized funding for permitting that would allow the installation of a water line along the South Street extension right of way. Application has been made for SRF grant/loan funds so that funding may be designated by the State. The Town has received a DPH notice of funding for the project. This would include additional funding for possible project contingency needs. The funds are now pledged but will be obligated by DPH after completion and execution of the loan documents. Town staff held a meeting with DPH staff and found that the loan documents will be prepared after the permitting is complete and the bids for construction have been received. DPH indicates the loan is a 10 year or a 20-year loan at 2% interest. Staff and our legal team are preparing our construction bid package. DEEP has finished its review of the permits. The Town is standing by for DPH approval of the bid package documents. DPH has an additional 60 days to review the package. Upon approval we will send it out. Due to the length of time taken by DEEP to review the project, construction is now expected to be in spring.

Water Pollution Control Authority (WPCA) - Plant upgrade vs. Willimantic Wastewater Treatment Plant (WWTP) connection: The engineers, Tighe & Bond, completed their review of the costs to connect our wastewater system to the Willimantic WWTP. The study shows that the connection to the treatment plant in Willimantic will be nearly the same cost as the upgrade to the existing Coventry WWTP. However, with that reported, it is likely that the Town would be eligible for more grant funding for the Coventry WWTP upgrade than a line extension to the Willimantic WWTP. The study was forwarded to the Department of Energy and Environmental Protection (DEEP) for their review and comment. Town staff, our engineering consultants and the WPCA did meet with DEEP representatives in June 2024. DEEP indicated that the WPCA will need to conduct an environmental impact study

regarding the preferred option of upgrading the wastewater treatment plant. The Town must take action one way or the other as the Coventry WWTP does not meet current State wastewater treatment standards. The WPCA is selecting an independent firm to conduct the evaluation of the upgrade of the Wastewater Treatment Plant project under the requirements of the Connecticut Environmental Protection Act (CEPA). Request for Qualifications (RFQs) were received December 19, 2024. Only one was received by SLR International Corporation of New Haven, CT. An interview was held in March 2025. The WPCA has contracted for services for the CEPA project. This study is expected to take one year to complete. The contractor was delayed in their project start time. It is expected to be completed by late summer 2026.

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

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

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

Patriots Park Improvement Project: A Small Town Economic Assistance Program (STEAP) grant has been awarded by the State to the Town in the amount of \$315,000 for Patriots Park improvements. The project totals \$350,000, including a \$5,000 donation from the Coventry Lions Club and the municipal match of \$30,000. The project involves improvements to the pavilion, playground replacement, fencing and geese deterrent measures. In late 2024 and early 2025, the Town conducted a master plan process for the park. The process is now complete. The grant has been amended, and construction plans are being developed. The Town Engineer has prepared a plan for the new playground area. Also, geese deterrent measures are being planned. These plans have been reviewed by the Inland Wetlands Agency.

A separate permit is being requested for the geese remediation involving a water circulator near the swimming area. The project began construction in December with tree removal and earthwork preparing a level area for the new playground. The bid documents are being prepared for the playscape. The project should be completed in Spring/Summer 2026. Now that the Town has actively begun construction, we are eligible to apply for future STEAP grant funding. The Town Council was briefed on this STEAP Grant project at their October 20, 2025 Town Council Meeting.



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

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

Main Street sidewalk project: This project is funded by a Community Connectivity grant. This project will begin at Hemlock Point Lane and go northeasterly to Winterberry. The design had been reviewed by CDOT for permitting and rejected. Construction plans have been amended to move retaining walls outside of the right of way at the request of CDOT. Work has involved acquiring additional easements for retaining walls. Upon completion of the easements, the Town will seek bids. Bid packets are being prepared. Construction is expected in summer 2026. Upon completion of this project the Town will be

eligible to apply for another Community Connectivity grant to extend the sidewalk further on Main Street to Lisicke Park and additionally westward to Daly Road. This will eventually connect to planned (currently in design) future sidewalks along Daly Road. When all is complete within the next couple of years, there will be sidewalks in place that circle Coventry Lake.

Hale Trails Project: This is a Connecticut Department of Energy and Environmental Protection (DEEP) grant. The project budget is \$500,000 and is funded 50% State and 50% local. The Town's match is primarily in-kind services and in-house engineering. The project design is currently paused to evaluate the wetland impact and possible alternative crossings on Bear Swamp Road at Rufus Creek. Staff had a meeting with the Department of Energy and Environmental Protection (DEEP) to explain project difficulties in working with the wetland component of the project and have found that we can phase the project with the current award and apply for additional funding at a later cycle to address the wetland crossing or bypass. This project has been placed on hold as additional engineering is needed to reflect project changes.

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

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

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

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

Flanders Rd/Cider Mill Bridge: The Town has been awarded a Federal bridge replacement grant. We have contracted and obligated these Federal grant funds. The State has changed the process and time frame of this project. They were hoping to complete multiple bridges with five towns with one design/contractor. That has changed. The State will directly contract engineering and then directly hire a separate contractor. The Towns of Mansfield and Coventry will be included in the design phase and will coordinate efforts. A project meeting was held with the project engineers and the Town of Mansfield on December 11th. The project is now planned to begin with a public meeting in 2026; followed by design completion in 2028; and then construction to be completed by December 2030 (four years later than first suggested by CDOT). The estimated cost of the project is \$7,070, 000. The State/Federal grant award is to be 100% funded.

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

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

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

**8.A. 25/26-34: Presentation, CT Municipal Development Authority (7:15 PM) (E)
Documents**

Town Council Action Requested: Town Council will receive a presentation from David Kooris Executive Director, of the Connecticut Municipal Development Authority (CMDA) on their mission and the consulting services and assistance they can offer the Town of Coventry.

Purpose: The CMDA is a quasi-public state organization that works with willing towns and cities to increase housing production. Their mission is to help build vibrant communities in Connecticut with more housing in walkable downtowns and/or near transit hubs, contributing to a healthier economy across the state.

History: The Connecticut Municipal Development Authority (CMDA), formerly known as the Municipal Redevelopment Authority (MRDA) established in 2019 and was created to spur transit-oriented development, housing, and economic growth. It was launched with funding and staff in 2024 to support municipalities with planning, financing, and development.

Facts about the issue: The Town would need to join the CMDA to receive the services and assistance offered by the Authority. Joining would involve a resolution being adopted by the Town Council. As sample resolution is attached.

Funding Information: The Authority has access to \$90 million in bonding with \$60 million available in 2025, with an additional \$30 million slated for the next fiscal year to provide loans to developers and municipalities. Municipalities or developers can now apply for funding for specific projects located within the Development District(s). CMDA can fund transit-oriented development, housing, demolition or rehabilitation of vacant buildings, or development or redevelopment. Private projects must be in compliance with local regulations to be eligible for CMDA support. Funded Projects: Projects approved by CMDA's board go to the State Bond Commission for final approval. CMDA then finalizes funding agreements with the municipality or developer.

Town Manager Comments: With the adoption of HB 8002, the Town of Coventry, like other Connecticut municipalities, must create a housing growth plan to assist in the State's goal to create new housing due to the housing shortage. The new law changes minimum off-street parking requirements and incentivizes towns to take steps to allow more housing, among other measures. The CMDA would be a great partner in achieving new workforce housing and starter housing in our community.

Town Manager's Recommendation: This item is a presentation and requires no action. If the Town Council wishes to join the CMDA, a separate item later on the agenda authorizes the drafting of a Town of Coventry resolution requesting membership.

[TOWN][CITY] OF [NAME OF MUNICIPALITY], CONNECTICUT

**RESOLUTION REGARDING JOINING THE CONNECTICUT MUNICIPAL
DEVELOPMENT AUTHORITY AS A MEMBER MUNICIPALITY**

WHEREAS, the Connecticut Municipal Development Authority (the “Authority”), a body politic and corporate, constituting a public instrumentality and political subdivision of the State of Connecticut has been established pursuant to section 8-169ii of the Connecticut General Statutes (the “General Statutes”); and

WHEREAS, the Authority was created for the performance of an essential public and governmental function, including for the purposes set forth in section 8-169jj of the General Statutes to: (1) Stimulate economic and transit-oriented development, as defined in section 13b-79kk of the General Statutes, within Connecticut Municipal Development Authority development districts; (2) encourage residential housing development within development districts; (3) manage facilities through contractual agreement or other legal instrument; (4) stimulate new investment within development districts and provide support for the creation of vibrant, multidimensional downtowns; (5) upon request of the legislative body of a member municipality, or the legislative bodies of the municipalities constituting a joint member entity, as applicable, in which a development district is located, work with such municipality or municipalities to assist in development and redevelopment efforts to stimulate the economy of such municipality or municipalities; (6) upon request of the Secretary of the Office of Policy and Management and with the approval of the chief executive officer of a member municipality, or the chief executive officers of the municipalities constituting a joint member entity, as applicable, in which a development district is located, enter into an agreement to facilitate development or redevelopment within such development district; (7) encourage development and redevelopment of property within development districts; (8) engage residents of member municipalities, or municipalities constituting a joint member entity, as applicable, and other stakeholders in development and redevelopment efforts; (9) market and develop development districts as vibrant and multidimensional; and (10) provide financial support and technical assistance to municipalities to develop housing growth zones; and

WHEREAS, under the General Statutes, the types of projects for which Authority assistance is authorized includes the following: (A) the design and construction of transit-oriented development, as defined in section 13b-79kk of the General Statutes; (B) the creation of housing units through rehabilitation or new construction; (C) the demolition or redevelopment of vacant buildings; and (D) development and redevelopment; and

WHEREAS, according to Section 8-169ll of the General Statutes, a municipality may, by certified resolution of the legislative body of the municipality, or by the board of selectmen in a municipality where the legislative body is the town meeting, opt to join the Authority as a member municipality, provided such municipality holds a public hearing or otherwise provides for public comment prior to any vote on such certified resolution; and

WHEREAS, the [TOWN][CITY] of [NAME OF MUNICIPALITY] [(the “TOWN”)] [(the “City”)] held such a public hearing or otherwise provided for public comment on [DATE OF PUBLIC HEARING/PUBLIC COMMENT] pursuant to the Notice and/or meeting agenda attached hereto; and

WHEREAS, the [NAME OF LEGISLATIVE BODY] has found that joining the Authority as a member municipality would support the [TOWN’S] [CITY’S] efforts to stimulate economic development and foster the purposes outlined in Section 8-169jj within [TOWN] [CITY] and accordingly desires to join the Authority as a member municipality; and

WHEREAS; the [NAME OF LEGISLATIVE BODY] desires to further authorize the [TITLE OF CHIEF ELECTED OFFICIAL/TOWN MANAGER] to enter into a memorandum of agreement or other similar agreements with the Authority to create one or more development districts within [TOWN] [CITY] to advance the purposes contained in Section 8-169jj.

NOW THEREFORE BE IT RESOLVED THAT:

Section 1. The [NAME OF LEGISLATIVE BODY] hereby approves the [TOWN] [CITY] joining the Authority as a member municipality.

Section 2. The [TITLE OF CHIEF ELECTED OFFICIAL/TOWN MANAGER] is authorized to take or cause to be taken such actions, including, but not limited to, the negotiation and execution of any memorandum of agreement on behalf of the [TOWN] [CITY] with the Authority and any other agreements, instruments and documents, that such official deems necessary, appropriate or desirable to implement the terms of any such memorandum of agreement and consummate the intention of this and the resolution.

Section 3. This Resolution shall be effective as of the date of approval.



Connecticut Municipal Development Authority

Process

CMDA helps municipalities in Connecticut grow and thrive, focusing on achieving vibrant downtowns and mixed-use, walkable neighborhoods around train and bus rapid transit stations.

Who can join CMDA?

All Connecticut towns and cities, with the exception of Hartford and East Hartford, can join CMDA if they have a train station (existing or planned), bus rapid transit station (existing or planned) or downtown area. Downtown is defined in CMDA's governing statute, 8-169hh.

Phase 1: Getting Started

Initial Contact: Local officials, municipal staff, or property owners or developers approach CMDA for an introductory meeting to better understand how the process works and if it might be a good fit for their community. The best way to reach CMDA is to email info@wearecmda.org.

Community Introduction: CMDA may be invited to present to the local legislative body or one of its committees or a municipal commission to explain CMDA's mission and how it can help communities achieve their development goals.

Public Comment: Community members can ask questions, have concerns addressed, and learn more about the process.

Official Membership: Once they have heard from community members, the local legislative body votes to join CMDA as a member municipality.

Phase 2: Planning

Identifying Focus Areas: CMDA meets with local officials to identify specific areas of their town or city near a transit station or in a downtown where they may want CMDA's technical or financial support.

Zoning Review: CMDA reviews the municipality's current zoning regulations in the identified focus areas to determine if existing zoning can be approved as a Housing Growth Zone, which is an area designated for increased housing development in mixed-use and walkable neighborhoods.

Technical Assistance: During this phase, the municipality may request technical assistance from CMDA to better understand development potential, community impacts, regulatory best practices or other areas of inquiry that will help local stakeholders craft a vision for the focus area's future.

Zoning Recommendations (if needed): If current zoning doesn't qualify, CMDA suggests changes.

Local Zoning Decision: The local Zoning Commission reviews and decides whether or not to adopt zoning changes in accordance with CMDA's recommendations (if offered).

Housing Growth Zone Approval: CMDA approves the existing or updated zone(s) as Housing Growth Zones, defining the geography that could be included in a Development District.

Development District Creation: The municipality's Chief Executive Officer enters into an agreement with CMDA that establishes the Development District(s).

Phase 3: Project Implementation

Project Applications: Municipalities or developers can now apply for funding for specific projects located within the Development District(s). CMDA can fund transit-oriented development, housing, demolition or rehabilitation of vacant buildings, or development or redevelopment. Private projects must be in compliance with local regulations to be eligible for CMDA support.

Funded Projects: Projects approved by CMDA's board go to the State Bond Commission for final approval. CMDA then finalizes funding agreements with the municipality or developer.

State Permitting and Coordination: CMDA may help municipalities or their projects navigate the state permitting process and may work with state agencies to streamline regulatory approvals within Development Districts.





Connecticut Municipal Development Authority

FAQs

Who We Are

The Connecticut Municipal Development Authority (CMDA) is a quasi-public state organization that works with willing towns and cities to increase housing production. Led by Executive Director David Kooris, our mission is to help build vibrant communities in Connecticut with more housing in walkable downtowns and near transit hubs, contributing to a healthier economy across the state.

We created this resource because we believe transparent information leads to better community decisions. CMDA only succeeds when towns achieve their own goals—that's why every aspect of our process prioritizes local control and community input.

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Question #1: "Can CMDA force zoning changes and override our development decisions?"

ANSWER: Towns retain complete zoning authority. The process is as follows:

- CMDA reviews local zoning and provides recommendations if necessary to achieve housing growth.
- Local zoning commission reviews CMDA recommendations and decides whether they want to approve changes.
- If towns don't want to change zoning, they simply don't participate.

Question #2: "Does CMDA eliminate community voice and public comment?"

ANSWER: Community members can ask questions and raise concerns. Public participation is built into every phase:

- Phase 1: Mandatory public comment before any membership vote.
- Phase 2: Local zoning commission holds standard public processes on any zoning changes.
- Phase 3: Normal municipal approval processes for all projects.
- Community members can ask questions and raise concerns throughout.

Question #3: "Once you join CMDA, are you stuck with whatever they want to build?"

ANSWER: Towns control all development decisions.

- Towns identify specific focus areas where they want support.
- Towns decide what types of development fit their community.
- Towns and developers apply for funding—CMDA doesn't impose projects.
- Local officials maintain final approval authority over development districts.

Question #4: "If you join CMDA, are you locked into a program you can't control or leave?"

ANSWER: Towns can exit at multiple decision points. They can:

- Vote "no" on initial membership after the public comment.
- Decline to make zoning changes if current rules don't qualify.
- Choose not to create development districts.
- Decide not to apply for funding for specific projects.
- Participation is voluntary at every single step.

Question #5: "Will CMDA rush development and ignore local planning processes?"

ANSWER: CMDA works within existing local processes:

- Municipal officials actively participate in creating development districts.
- Local zoning commissions retain their standard review authority.
- There is a 90-day review period for project applications ensures thorough evaluation.
- The State Bond Commission provides additional oversight for final approval.

Question #6: "Is state government forcing development on unwilling communities?"

ANSWER: CMDA only works with willing partners:

- Towns approach CMDA or invite them to present.
- Local legislative bodies vote on whether to join after public input.
- 161 of 169 Connecticut towns qualify—but participation is entirely voluntary.
- 26 towns have already opted in, and even more have begun the public process.

The Bottom Line

CMDA is a collaborative resource that helps towns achieve their own goals. No outside mandates, no loss of local control—just partnership, technical expertise, and funding opportunities for willing communities.

Questions? The process starts with a simple conversation. Contact CMDA at info@wearecmda.org.

8.B. 25/26-35: Consideration/possible action: Excess Tax Payment Ordinance and Call to Public Hearing

Town Council Action Requested: Town Council will consider an ordinance that addresses the payment of Tax Bills with an excess payment of \$5 or less, specifically allowing the Town to keep the funds due to the expense of processing a refund. Additionally, this ordinance allows the Revenue Collector to “write off” and not bill for a Tax Bill balance due to the Town of \$5,00 due to the expense of billing.

Purpose: Though this does not happen very often that bills are slightly overpaid or underpaid, it does happen. Some people, in order to keep an easily balanced checkbook, round up their check payments often leaving several cents on the books as an excess payment. This would alleviate the Town of having to keep record of these excess payments or to process refunds. Additionally, the expense for billing for a small amount that was omitted (\$5 or less) can be avoided.

History: This proposed Ordinance 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.

Facts about the issue: This policy would not be applied to the recent round-up issue that occurred with Vision Government Solutions in their property revaluation study of Town properties. Those minor overbillings, if paid in excess due to our earlier billing would retain a balance even if it were a few cents as it was caused by a vendor of the Town.

Funding Information: There is no financial impact as this has been in practice in the Office of the Collector of Revenue for several years.

Steering Committee Recommendation: Voted to recommend to the full Town Council the approval of the draft Ordinance.

Town Manager Comments: The Collector of Revenue Collector, the Finance Director and I recommend this Ordinance for approval in order to bring current long-standing practices into clear compliance with State Statues.

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

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).

8.B. 25/26-36: Modifications to Job Description, Mechanic I

Town Council Action Requested: Town Council will consider approving and updated Mechanic I job description.

Purpose: The job description needs updating and to be brought into the new standardized format that the Town has adopted. This is currently an unfilled position that we hope to fill soon

History: This is one of three mechanic positions within DPW-Fleet Maintenance.

Facts about the issue:

Funding Information: The Mechanic I position is currently in the DPW collective bargaining agreement and the change in the description will not increase the pay ranges assigned to the vacant position..

Steering Committee Recommendation: voted to recommend to the full Town Council the approval of the Mechanic I job description as was amended.

Town Manager Comments: This will update duties of this position. Updating a job description is always best while a position is vacant before recruitment.

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



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~~

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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 e~~Exposed to extreme cold or heat, greases and oils, toxins, poisonous substances, dust, chemicals, electricity, electro-magnetic radiation, and other hazardous materials may be possible

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.



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
- Exposure to extreme cold or heat, greases and oils, toxins, poisonous substances, dust, chemicals, electricity, electro-magnetic radiation, and other hazardous materials may be possible

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.

8.A. 25/26-37: Consideration/possible action: Direct the Town Manager to draft a RESOLUTION REGARDING JOINING THE CONNECTICUT MUNICIPAL DEVELOPMENT AUTHORITY AS A MEMBER

Town Council Action Requested: Town Council consider directing to draft of an ordinance for the Town of Coventry to join the Connecticut Municipal Development Authority (CMDA).

Purpose: Membership in CMDA will provide the Town with a variety of services and opportunities for housing and economic development.

History: The Connecticut Municipal Development Authority (CMDA), formerly known as the Municipal Redevelopment Authority (MRDA) established in 2019 and was created to spur transit-oriented development, housing, and economic growth. It was launched with funding and staff in 2024 to support municipalities with planning, financing, and development.

Facts about the issue: The Town would need to join the CMDA to receive the services and assistance offered. Joining would involve a resolution being adopted by the Town Council. A sample resolution is attached. If directed, the Town Manager will draft an Ordinance specifically for the Town of Coventry to join the CMDA.

Funding Information: The Authority has access to \$90 million in bonding with \$60 million available in 2025, with an additional \$30 million slated for the next fiscal year to provide loans to developers and municipalities. Municipalities or developers can now apply for funding for specific projects located within the Development District(s). CMDA can fund transit-oriented development, housing, demolition or rehabilitation of vacant buildings, or development or redevelopment. Private projects must be in compliance with local regulations to be eligible for CMDA support. Funded Projects: Projects approved by CMDA's board go to the State Bond Commission for final approval. CMDA then finalizes funding agreements with the municipality or developer.

Town Manager Comments: With the adoption of HB 8002, the Town of Coventry, like other Connecticut municipalities, must create a housing growth plan to assist in the State's goal to create new housing due to the housing shortage. The new law changes minimum off-street parking requirements and incentivizes towns to take steps to allow more housing, among other measures. The CMDA would be a great partner in achieving new workforce housing and starter housing in our community.

Town Manager's Recommendation: Motion to direct the Town Manager to draft a RESOLUTION REGARDING JOINING THE CONNECTICUT MUNICIPAL DEVELOPMENT AUTHORITY.

8.A. 25/26-38: Presentation by Town Engineer and possible action: Proposed LOTCIP grant project

Town Council Action Requested: Town Council will receive a presentation from Town Engineer Todd Penney on a proposed roadway reconstruction project that is eligible for Local Transportation Capital Improvement Program (LOTICIP) funding from the State of Connecticut Department of Transportation. The Town Council will consider approving this project for submittal.

Purpose: The LOTICIP provides State funds to municipal governments through Council of Governments (COG's) for transportation projects of regional significance, including reconstruction, pavement rehabilitation, sidewalk, bridge, intersection improvement, and multi-use trail projects. The Town has used this program over the years to construct improved roadways, sidewalks, and drainage. The program funds construction 100% but requires the Town pay for the design engineering costs. These costs vary depending on the complexity of the project but usually are between 10-15% of the project construction cost. Town Council will need to approve pledging the engineering/design costs for this project should it be funded.

History: The State has designated only certain local arterial roads eligible for LOTICIP funding in each municipality. The Town has received funding for several other roadway improvement projects over the years using this program. The Town currently has two active LOTICIP Projects. One being the Swamp/South Street Re-construction Project and the other the Daly Road Re-construction Project. Both projects will realign and provide a better level road surface. Daly Road will also include sidewalk construction.

Facts about the issue: CTDOT LOTICIP program guidelines establish the responsibilities for municipalities, planning regions, and CTDOT. LOTICIP projects are subject to a competitive selection process prior to being advanced. Through a collaborative, transparent process projects are numerically rated on a pre-determined criteria ranging from structural improvement and traffic volume to environmental and complete street components. A project's regional significance also factors into the criteria. The grant application for this cycle is due on February 18th

Funding Information: The LOTICIP program will fund projects up to \$5 million dollars. The Town Engineer will present the estimated cost of the project that staff is proposing. If approved, the Town will be responsible for all engineering and design expenses. The financial return to the Town for putting engineering funding forward is exceptional. A project costing \$3.75 Million would require a pledge of at least \$375,000 toward design. The Town would be responsible for all engineering cost even if they exceed the minimum amount pledged. The exact cost of the project will not be determined until final engineering and the approval of the successful construction bid.

Town Manager Comments: The Town Manager, Public Works Director, Planning and Development Director and other key staff members have reviewed a limited list of eligible projects and determined this proposed project would provide the best improvement for transportation.

Town Manager's Recommendation: Motion to approve the Town's proposed LOTICIP grant project, the pledge for Town funding of design/engineering, and the grant application to be submitted to the Capital Region Council of Governments (CRCOG) and the CTDOT.

Coventry Board of Education
Coventry, Connecticut

Board of Education Regular Meeting
Unapproved Minutes of Thursday, January 8, 2026
Administration Building Conference Room

Board Members Present:

Jennifer Beausoleil, Chairperson
Mary Kortmann, Vice-Chairperson
Megan Boshuyzen
Joshua Clark
Emma Eaton
Mark Larson (via zoom)
Courtney Rossignol

Administrators Present:

Dr. David J. Petrone, Superintendent of Schools
Charmaine Bradshaw-Hill, Director of Finance and Operations

Also Present:

Maggie Coffey, Student Board of Education Representative

I. Call to Order

J. Beausoleil called the meeting to order at 7:00 p.m.

II. Salute to the Flag

J. Beausoleil led the salute to the flag.

III. Audience of Citizens

There was none

IV. Report of the Superintendent

Dr. Petrone reported that PJ Day was a success. He attended the Hockanum Valley meeting, and chorus concerts were held throughout December. The band and chorus traveled to the schools to perform, and gingerbread house-making events took place. Additionally, he attended the CABA Legislative Breakfast and the Regional Superintendents meeting.

IV.A. Recognition: CHS Girls Volleyball Team – Class S State Champions

The volleyball coach expressed that this recognition is a great honor for the program and introduced the senior players. He thanked the assistant coach, players, and families, and highlighted the team's accomplishments over the season.

J. Beausoleil also gave special acknowledgement of the team's achievements.

IV.B. Information: Board of Education Student Representative Report – Maggie Coffey

Miss Coffey reported that the basketball season is underway, and indoor track has also started. The musical cast list has been posted, and rehearsals have begun. She noted that in February the jazz band has multiple performance opportunities. Midterms are scheduled for next week. She provided an update on the phone policy, stating that it has generally been successful and that students appear more engaged. However, she expressed concern regarding cheating, noting that while the policy was intended to reduce it, some classrooms have removed the phone storage cases, which may limit the policy's effectiveness.

IV.C. Information: Expanding Enrichment Through Student IT – Mr. Spivey

Mr. Spivey and students presented an overview of the Expanding Enrichment Through Student IT program, which is available on the district's website via the BoardBook portal. The students shared their personal experiences with the program.

J. Beausoleil commended the students for their work, noting that the program provides additional opportunities outside the classroom for students to explore their interests without fear of failure.

V. Report of the Chairman

J. Beausoleil thanked the PTO and volunteers for hosting a phenomenal craft fair. She attended the Legislative Breakfast and noted that dates for upcoming events were sent out by Central Office. She shared that board professional development with Shipman and Goodwin will take place soon. She expressed excitement at seeing CHS students playing guitar in the hallway during an enrichment period, highlighting the joy, engagement, and collaboration among students. She also noted that budget books have been distributed.

VI. Communications

There was none.

VII. VOTE: Approval of Minutes

VII.A. Approve Minutes of December 11, 2025

Edits: E. Eaton will be recorded as arriving at 7:30 pm and should not be marked as absent; page 4, under CGS, last paragraph, the phrase "including the added rate for HEEC" should be deleted; page 4, under General Discussion, third paragraph, add "*the HVAC*" before mandated items.

MOTION: To approve the minutes of December 11, 2025, as amended

By: C. Rossignol

Seconded: E. Eaton

Result: Motion carries unanimously

VIII. Old Business

VIII.A. Discussion and Possible VOTE: Request to Town Council to Create a School Building Committee

J. Beausoleil noted that the presentation was updated, including an update related to the state reimbursement rate. She reviewed the process for forming a building committee, explaining that such a committee can only be created by the town. A request can be submitted to the Town Council, which will then determine whether to approve the request.

J. Beausoleil outlined three options to present to the Town Council regarding the formation of a School Building Committee:

- 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, and appoint all members of the Board of Education to the School Building Committee.
- 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, and appoint all members of the Board of Education to the School Building Committee, along with a set number of community members.
- 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, and appoint at least three (3) members of the Board of Education to the School Building Committee.

There was discussion among Board members regarding which option to choose. E. Eaton expressed support for option 3, favoring the inclusion of only three board members, noting that having the full Board on the committee could be unwieldy. Other Board members agreed with her reasoning. M. Kortmann suggested adding language to indicate that the Board has already established a focus so that the committee would not need to start from scratch. J. Beausoleil responded that the Board could send the minutes from committee meetings, along with the presentation and a letter from Dr. Petrone, to provide context to Town Council.

MOTION: 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 (3) members of the Board of Education to the School Building Committee.

By: E. Eaton

Seconded: C. Rossignol

Result: Motion carries unanimously

IX. New Business

IX.A. Information: FY2027 Budget Presentation – Dr. Petrone

Dr. Petrone presented the FY2027 budget. He noted that an addition had been made to the miscellaneous tab that was submitted.

Discussion – Budget Review:

General overview:

J. Beausoleil asked which items cut last year have been reinstated in this budget. Dr. Petrone stated that the Challenge and Enrichment program (K-5) has been added back.

C. Rossignol inquired about the PSSS Coordinator's salary, noting the increase from last year's proposal. Dr. Petrone explained that a market analysis of surrounding towns was conducted, and the salary matches the lowest comparable rate.

Dr. Petrone reviewed the Shared Services slide to familiarize new board members with the process.

J. Beausoleil reviewed the budget process and explained how the BOE budget interacts with the town budget.

M. Boshuyzen requested clarification on magnet school tuition.

J. Clark asked if the rising per-pupil cost is related to in-kind services. Dr. Petrone confirmed that this is a contributing factor.

J. Beausoleil reviewed and explained the sections of the budget in detail.

M. Boshuyzen asked for an explanation of Open Choice tuition.

J. Clark inquired why the special education line decreased. Dr. Petrone explained it reflects moving a teacher's salary from the general fund to another fund.

GHR:

M. Kortmann asked how the magnet school tuition figures were calculated. Dr. Petrone explained it is based on projected enrollment increases. M. Kortmann suggested adding a column in the budget showing anticipated enrollment.

CGS:

E. Eaton asked about certified salaries for regular programs; although FTE remains the same, the increases appear higher. Dr. Petrone explained that this is due to hiring at a higher salary.

C. Rossignol noted a large reduction in non-certified salaries for regular programs; Dr. Petrone will confirm the amount.

CNH:

Certified salary numbers were reviewed.

C. Rossignol asked about how many paras have become RBTs or left, and how replacements are handled. Dr. Petrone explained that replacements are not always RBTs, some para positions may remain unfilled, and certain students require higher level of specialized staff.

Discussion on Alex/I-Ready usage: not eliminating Alex; Dr. Petrone will check why costs appear omitted.

CHS:

Sports budgets were reviewed.

PSSS:

J. Beausoleil noted the line is based on known students; no placeholders.

M. Kortmann asked for clarification on out-of-district transportation costs.

Warehouse/Facilities:

Septic at CGS is included in the capital budget.

Central Office:

E. Eaton inquired about a large increase in certified stipends. Dr. Petrone confirmed that these stipends were previously booked to individual location salaries and have now been moved to this section. He will confirm the amounts.

Hale:

Discussion on 50/50 custodian and supply split. Dr. Petrone explained how it is charged and will include a note in the budget description.

J. Beausoleil reminded board members to email questions to Dr. Petrone prior to the next meeting. Responses will be sent to the full board for review to facilitate discussion during the meeting.

X. Report of Board Members

X.A. Information: Fiscal Committee Report, Meeting of January 8, 2026 – M. Kortmann and Ms. Bradshaw-Hill

M. Kortmann reported that the budget is currently in the black and provided a review of items discussed at the previous meeting.

XI. Adjournment

MOTION: Adjourn the meeting at 9:42 p.m.

By: E. Eaton

Seconded: C. Rossignol

Result: Motion carries unanimously

Respectfully Submitted:

Tricia Dean
Board Clerk

Approved: _____

Coventry Board of Education
Coventry, Connecticut

Board of Education SPECIAL Meeting – 6:00 p.m.
Unapproved Minutes of Tuesday, January 13, 2026
Coventry Grammar School
3453 Man Street
Coventry, CT 06238

Members Present:

Jennifer Beausoleil, Chairperson
Mary Kortmann, Vice-Chairperson
Emma Eaton, Secretary
Megan Boshuyzen
Joshua Clark
Mark Larson
Courtney Rossignol

Also present:

Dr. David J. Petrone, Superintendent of Schools
William Trudelle, Director of Physical Plant and Facilities

I. Call to Order

The meeting was called to order at 6:05 p.m.

II. Tour Facility

Board members and staff toured the Coventry Grammar School facility.

III. Adjournment

The meeting adjourned at 7:10 p.m.

Coventry Board of Education
Coventry, Connecticut

Board of Education Special Meeting – Agenda

Thursday, January 22, 2026 at 7:00 p.m.
Administration Building Conference Room

- I. Call to Order
- II. Salute to the Flag
- III. Audience of Citizens
- IV. VOTE: Approve Minutes
 - A. Approve Minutes of January 8, 2026
 - B. Approve Minutes of January 13, 2026
- V. Discussion and Possible VOTE: FY27 Budget
- VI. Adjournment

From: [Lisa Thomas](#)
To: [Laura Stone](#)
Cc: [James Drumm](#)
Subject: Fw: Publicly Denounce Wrongful, Discriminatory Refugee Arrests, Detention, and Attempts to Remove Thousands of Refugees from Our Neighborhoods
Date: Wednesday, January 21, 2026 10:44:13 AM

Laura,

Please attach under correspondence on the Feb. 2 agenda. I have confirmed that Ms. DiMella is a Coventry resident.

Thank you.

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

From: Virginia DiMella <Virginia.DiMella.992589526@p2a.co>
Sent: Thursday, January 15, 2026 10:27 AM
To: Lisa Thomas <lthomas@coventry-ct.gov>
Subject: (EXTERNAL MESSAGE)Publicly Denounce Wrongful, Discriminatory Refugee Arrests, Detention, and Attempts to Remove Thousands of Refugees from Our Neighborhoods

You don't often get email from virginia.dimella.992589526@p2a.co. [Learn why this is important](#)

My name is Virginia and as your constituent from Coventry, CT, I am outraged by DHS's January 9th launch of Operation "Post-Admission Refugee Reverification and Integrity Strengthening" or "PARRIS." This followed media reports from November 24, 2025 of a USCIS memo that ordered a "review and re-interview" of all refugees who entered via the U.S. Refugee Admissions Program under the Biden administration.

Operation PARRIS has an "initial focus" on 5,600 resettled refugees in Minnesota who have refugee status and have not yet received their green cards. Many details remain unclear, but some recently-arrived refugees in Minnesota have already been arrested – and then flown to and detained in other states like Texas – by Immigration and Customs Enforcement (ICE). Operation PARRIS compounds the significant harm caused by DHS since the Trump administration's escalation of immigration actions across the country.

Operation PARRIS is cruel, illegal, and a massive waste of limited USCIS resources. All refugees in the U.S. have gone through an extremely extensive vetting and screening process and are some of the most vetted travelers in the world – checks that were continuously improved across previous administrations. This operation is also deeply destabilizing for

individual refugees and refugee families who already survived violence and persecution. USCIS's implication that there is a chance these individuals don't meet the refugee definition is baseless, defamatory, and reckless. And it is unconscionable that refugees we've already welcomed – for whom this country has provided freedom, safety, opportunity, and a path to citizenship – could be yanked out of their communities, and potentially sent back to places where their lives could be in danger.

I urge you to take immediate action and:

(1) Hold the administration accountable to terminate Operation PARRIS, end these harmful enforcement actions, and halt any actions that would terminate refugee status, remove protections, stop required processing, or retroactively review entire cohorts of resettled individuals.

(2) Demand full transparency for any refugees arrested, detained, interviewed, or removed: provide all documents, analyses, screening protocols, and timelines behind this operation, and ensure that statutory consultation requirements were followed.

(3) Speak out publicly and do everything in their power to safeguard their refugee communities.

Thank you for your urgent attention to this important matter.

Best,
Virginia

2026 Town Council Budget Meeting Dates

- March 2: 7:00 PM, Town Hall Annex
 - o Town Manager presents budget to Town Council
- March 5: 7:00 PM, High School Lecture Hall
 - o Public Hearing on FY 26-27 budget as presented by Town Manager and Superintendent of Schools
- March 9: Town Hall Annex
 - o 6:00 - 7:00 PM Regular Finance Committee meeting
 - o 7:00 PM Town Council budget meeting with Board of Education and Library to discuss their budget requests
- March 12: 7:00 PM Town Hall Annex
 - o Special Meeting, Department of Public Works and Parks and Recreation Department budget requests (with audience of citizens)
- March 16: 7:00 PM, Town Hall Annex
 - o Fire/EMS and Police Department budget requests
- March 23: Town Hall Annex
 - o 6:00 - 7:00 Regular Steering Committee meeting
 - o 7:00 Town Council budget meeting for budget deliberations
- March 30: 7:00 PM, Town Hall Annex
 - o Special Town Council budget meeting for budget deliberations (with audience of citizens)
- April 6: 7:00 PM, Town Hall Annex
 - o Regular Town Council meeting. Last day for Council to adopt a budget to send to referendum

SAVE THE DATE!

SPRING WORKSHOP: USING PLANTS TO PROTECT OUR WATER



ABOUT THE PROGRAM

The Coventry Low-Impact Development Working Group, the North Central Conservation District, the Coventry Lake Advisory and Monitoring Committee, and the Town of Coventry are teaming up to bring you a fantastic spring workshop to teach ways for everyone to implement low-impact projects in their own spaces.

Register here:



Link: <https://forms.gle/X9eJpaNMj59hPr4P7>

SATURDAY, MAY 16, 2026

9:00 AM - 11:30 AM

Patriots Park Lodge
172 Lake Street
Coventry, CT 06238



Spend a spring morning overlooking the beautiful Coventry Lake learning about plants, where to get them, how to plant them, and what they can do to protect our water quality. We will have two short presentations, a hands-on planting demo, and a community chat with refreshments.

If you live near a stream, lake, or wetland, or just want to conserve our natural resources, this FREE workshop is for you!

Questions? Contact Alyssa at abarroso@conservect.org