

TOWN OF COVENTRY

QUARTERLY REPORTS



October - December 2022

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Cover photo: *The realignment of the Swamp Road/Bread and Milk Street intersection at Rt. 44 was substantially completed in the fall of 2022. Photo by Todd Penney.*

Finance Office

The general purpose of this office is to provide oversight to the financial offices and financial systems of the Town of Coventry. These include the assessment of all taxable and exempt property, the collection of all receipts paid to the town, the recording and processing of all expenses, revenues and general ledger postings, the maintenance of cash balances, and the pension plan. In addition, this function supports and maintains the town's information technology system.

General accomplishments

The FY23-24 capital and operating budget requests were distributed to all Town departments. The FY23-24 budget will be compiled in the first quarter of 2022.

The Finance Department received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the year-ended June 30, 2021. This is the Town's 14th year receiving this award.

The annual financial audit was completed during October by our independent auditors, Blum Shapiro. The audit was issued on December 26, 2022 with "clean" audit opinions for the Town's Comprehensive Annual Financial Report, Federal Single Audit Report, and State Single Audit report, for the year-ended June 30, 2022. This audit has been submitted to the Government Finance Officers Association for consideration on certificate of achievement.

The Town received the actuarial valuation for the Town Pension Plan as of 7/1/2022. The valuation shows a funded ratio of 72.9%, which is significantly higher than many of our Connecticut Municipal peers. It should be noted that the funding percentage per the audit as of June 30, 2022 was 71.61%. This figure does not use the smoothing methodology that is used in the actuarial valuation.

Open enrollment for the Town's HDHP/HSA plan was completed in early December. In addition, planning for FY23-24 rates has begun and is currently being reviewed. We expect another large increase based on historical claim data.

Significant time was spent in December preparing for year-end processing and reporting for payroll, non-payroll and ACA compliance.

Meetings attended

Finance Committee of the Town Council

Town Council

Pension Committee

Cemetery Commission meetings

Town/BOE worker Safety Committee

Town GIS coordinating committee

BOE/Town IT coordination

ECHIP Executive committee meetings

ECHIP Board meetings

ECHIP Wellness committee meetings

Farmers Market Planning Committee

School Building Energy Efficiency Committee

Tax Office

Back Tax Statements for Real Estate, Personal Property, Motor Vehicle, COVRRRA (Trash) and Sewer accounts were prepared and mailed throughout the quarter. Also, Tax Collector Demand notices were sent for Personal Property delinquent accounts owing two years or more.

The second installment of the sewer assessment bills were printed and mailed at the end of October for a November 1, 2022 due date. These payments were processed and deposited. Electronic files are sent several times a week to the CT Department of Motor Vehicles to remove the tax flag on those accounts that are no longer delinquent. Real time DMV clearances are issued upon receipt of cash or money order for payment on all motor vehicle taxes due.

The Webster lockbox facility reopened in late December for processing current Coventry tax payments for January Real Estate and Supplemental motor vehicle taxes. The lockbox facility sends back to the tax office unprocessed payments for processing here, including partial or delinquent payments, incorrect or unsigned checks, or checks without payment coupons. The tax office also processes payments mailed directly to town hall.

The 2021 Supplemental motor vehicle grand list, was balanced with the Assessor's report in the first half of December. The bill file was sent to the printer. 1986 bills were delivered to the post office on December 27, 2022. Taxpayers are continuing to take advantage of the Drop Box located at the rear entrance to Town Hall, located in the vestibule. Public is being asked to use online payment through www.coventryct.org or the drop box to avoid long lines.

Our new revenue clerk Elizabeth Pannhavong began her employment October 24, 2022. We are excited to have her join our team.

Preparations have begun and letters have been sent out to the top delinquent accounts as we are looking to hold a tax sale soon.

The second quarter report is attached.

Assessor

October 2022

Personal Property Declarations went out in September to over 750 accounts and have been coming in by mail and by individuals returning the declarations via dropbox or our office directly. Some individuals (new and existing) require assistance in filling out the forms. The deadline was November 1ST for this year.

We completed the monthly transfers, prorates of the motor vehicles, continued the inspection process to finalize the Real Estate Grand List for the end of January. We also received the 2021 Motor Vehicle Supplemental Grand List from the Department of Motor Vehicle and the pricing and processing steps began.

November 2022

Personal property declaration processing and valuation continued through the month, with additional declarations coming in late or with an extension granted. Supplemental motor vehicle processing continued as has building permit inspections and that valuation and associated data entry. Transfers and motor vehicle prorates remain up to date.

December 2022

We continued to work on data entry and valuation of Personal Property and Real Estate. The 2021 Supplemental Motor Vehicle list was completed and filed with a total assessment of \$15,854,442; a decrease of almost \$750,000 from the 2020 assessment, and with over 500 fewer motor vehicles reported. The office began fielding bill questions the day the bills hit mailboxes.

The Office of Policy & Management has issued the new Income limits for the 2022 income based programs, increasing those limits 6.5% over 2021, with Married filers at \$49,100 and single at \$40,300.

The 2021 Motor Vehicle Grand List was received from DMV, including about 13,500 accounts. We began the pricing of this list to be finalized by the end of January. This list represents any vehicle that was registered in the Town of Coventry as of October 1, 2022.

The Board of Assessment Appeals met on December 8th to set hearing/meeting dates for March and September 2023. I met with the members present for introduction and some discussion of office procedures and that we would supply any available information for their consideration in any appeals they hear.

TOWN CLERK'S OFFICE

*Lori Tollmann, CMC, MCTC, Town Clerk
Brooke R. Manning, CCTC Assistant Town Clerk
Mattea Whitford, Assistant Town Clerk*

QUARTERLY REPORT OCTOBER 1 – DECEMBER 31, 2022

The Town Clerk serves the Coventry Community under the guidance of the General Statutes of the State of Connecticut. The clerk is responsible for filing and maintaining all land records, maps, vital statistics, agendas and minutes of all Boards and Commissions, registering veteran's discharges, trade name certificates, liquor permits and Notary Public appointments, issuing marriage, sports and dog licenses and administering elections in coordination with the Registrar of Voters.

Recording & Licensing

Receivables & Revenue:

- ✓ The Clerk's Office collected \$222,808.00 this quarter, of which the Town retained \$65,522.00



| Activity | Volume | Revenue |
|---|----------|------------------|
| Total Documents Recorded | 483 | 13,456.00 |
| Local Conveyance Tax Recorded | 61 | 42,098.00 |
| Copies | 2,654.00 | 2,654.00 |
| Trade Name Certificates | 4 | 40.00 |
| Liquor Permits | 4 | 80.00 |
| Burial/Cremation Permits | 32 | 160.00 |
| Marriage Licenses | 12 | 192.00 |
| Vitals Copies | 75 | 3,475.00 |
| Notary Fees & Renewals | 46 | 390.00 |
| Dog License Fees | 77 | 77.00 |
| Maps Filed | 5 | 100.00 |
| Fish & Game License & Permit Fees | 43 | 21.00 |
| Conveyance fees | 61 | 61.00 |
| Unanticipated | | |
| PA-490 | | |
| PA-00-146 Clerk | 483 | 776.00 |
| Historic Preservation | | |
| PA-05-228, 09-229 & 13-247 LOCIP | 483 | 1,164.00 |
| PA-05-228, 09-229 & 13-247 Clerk | 483 | 778.00 |
| Town Clerk Revenue Transferred to Treasurer: | | 65,522.00 |
| | | |

PUBLIC ACT 00-146: This Public Act requires the Town Clerk to receive a fee of \$10 for each document recorded in the town's land records. Eight dollars (\$8 of the \$10) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. The Town Clerk for preservation and management of historic records retains Two dollars of the fees. By law these funds may not be used to supplant budgeted funds. These fees that went into effect December 1, 2017.

PUBLIC ACTS 05-228, 09-229 & 13-247: When initially implemented PA 05-228 required the Town Clerk to collect an additional \$30 fee for each document recorded on the town's land records. The State of Connecticut received \$26 of each fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, LOCIP, as defined in Sec. 7-536 of the general statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. This legislation required an additional \$10 fee for the first page of land recordings. The purpose is to provide a safety net program for Connecticut's one billion dollar dairy industry. PA 13-247 became effective July 15, 2013. This public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from that date forward. Certain MERS documents require \$127, others \$110 of the filing fee to be remitted to the State. There are 6 options for the calculation of fees requiring a thorough examination of each document. These fees are collected, combined and remitted with three respective reports to the State of Connecticut.



State Fees Collected and Remitted: The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$157,286.00 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

| | |
|----------------------|------------|
| PA 13-247 | \$9,878.00 |
| PA 05-228 & 09-229 | 13,968.00 |
| Marriage Licenses | 408.00 |
| Fish & Game Licenses | 702.00 |
| PA-00-146 | 3,104.00 |
| State Conveyance Tax | 128,496.00 |



Additionally, fees for dog licenses are collected throughout the year. Annually, the entire surcharge collected, plus 40-50% of the license fee, excluding the Town Clerk's fee, is remitted to the State of Connecticut.

| | Dog License Fees | Surcharge |
|--------------------|------------------|-----------|
| October - December | \$532.00 | \$198.00 |

State Election and Adjourned Town Meeting and Referendum:



November 8, 2022 State Election and Referendum for the following resolution:

"Shall the resolution entitled 'Resolution Appropriating \$4,865,000 For The Planning, Design, Engineering, Construction, Reconstruction And Improvement Of Various Town Roadways, Culverts And Bridge Replacement, And For The Acquisition Of A Payloader Machine And Authorizing The Issuance Of \$4,865,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose', as introduced and read at a Special Town Meeting held September 6, 2022, be approved?"

December 19, 2022 Special Meeting and Adjourned Town Meeting for the following resolution:

“Shall the resolution entitled ‘Resolution Appropriating \$11,070,000 For HVAC Replacements, Improvements And Repairs At Coventry High School And Authorizing The Issuance Of \$11,070,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose’, as introduced and read at a Special Town Meeting held December 19, 2022, be approved?”

staff Updates/Activities

No updates

October – December Quarterly Report 2022

Scott Francis, Republican Registrar of Voters

Marilyn Barrette, Republican Deputy Registrar of Voters

Marjorie Roach, Democratic Registrar of Voters

Dorothy Grady, Democratic Deputy Registrar of Voters

Sandy Simon, Democratic Assistant Registrar of Voters

The office updates our voter list daily through CVRS (Connecticut Voter Registration System). The changes for this quarter are as follows:

| | October | November | December | Total |
|-----------|---------|----------|----------|-------|
| Additions | 87 | 87 | 36 | 210 |
| Changes | 53 | 72 | 28 | 153 |
| Removals | 79 | 81 | 40 | 200 |

Registered Voters as of December 31, 2022 by political party:

Democratic 2588

Republican 2261

Unaffiliated 4087

Other 151

Total 9087 (Note: There are 668 residents who are eligible to be voters but are currently listed as Inactive)

Keeping the voter lists up to date is a daily responsibility. We encourage everyone to contact the office to let us know if they change their address, name, party affiliations or become eligible to become a voter. Registration and changes may be made on line at voterregistration@ct.gov or in the Town Hall.

Elections: All November elections are held in the schools. The voting location for District 1, is the George Hersey Robertson School. The location for District 2 had been at the Coventry Grammar School but due to the "Safe Polls Plan", that school did not allow the spacing needed. We moved District 2 to Coventry High School. All other votes are held in the fire stations.

November 8, 2022: The total number of votes cast was 5,969 (66.15%). This election was for Governor, U.S. Senator, Congress, State Senate, State Representative, Secretary of the State, State Treasurer, State Comptroller, Attorney General and Judge of Probate. There were also two questions on the ballot.

Question 1: Shall the Constitution of the State be amended to permit the General Assemble to provide for early voting?

Question 2: Shall the resolution making an appropriation of \$4,865 for the planning, design, engineering, construction, reconstruction and improvement of various Town roadways, culverts and bridge replacement, and for the acquisition of a payloader machine be approved?

The Registrars and 34 election officials worked on November 8. The Town Clerk's office, the Department of Public Works, the Coventry Police Department, and the Coventry Public School staff are all involved in holding safe and fair elections in town.

Special Town Meeting: Dec. 19, 2022: Held in the Annex to "consider a resolution entitled "Resolution Appropriating \$11, 070,000 for HVAC replacements, improvements and repairs at Coventry High School etc. Vote was adjourned to January 10, 2023.



*Eagleville Lake – Pine Lake Drive – October 2022
Photo Credit – Tonya Ohlund*

Coventry Land Use Office

Quarterly Report for
October, November, December
~ 2022~

Eric M. Trott

Director of Planning and Development

Manuel Medina

Planning Technician/Zoning Enforcement Officer

Todd M. Penney, P.E.

Inland Wetlands Agent/Town Engineer

Mindy Gosselin

Wetlands Agent & Erosion Control Officer

Heidi A. Leech

Land Use Permit Technician

Erica Pagliuco, Melissa Trembley, Heather Neal
Market Masters, Coventry Farmers' Market

PLANNING AND ZONING COMMISSION

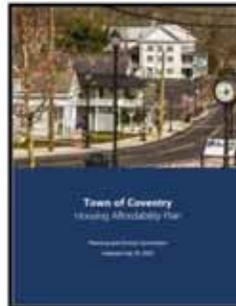
YEAR **2022**

October, November, December

| APP. # | TYPE | DATE REC'D. | DATE PZC ACKN. | ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT | DATE OF DECISION | ACTION A/D/W/P* |
|--------|------|-------------|----------------|--|------------------|-----------------|
| 22-09 | SC | 6/6/22 | 6/13/22 | Application to Rescind Scenic Road of Karoli Stachowiak - North School Road | 10/11/22 | D |
| 22-11 | | 8/2/22 | 8/8/22 | Flanders Road Subdivision Application of Mark Reynolds | | P |
| 22-12 | ZR | 11/8/22 | 11/28/22 | Application of Coventry PZC for Zoning Regulation Amendment Related to Cannabis Establishments | | P |

Special Permit – S
 Zone Change – ZC
 Subdivision Regulations – SR
 Zoning Regulations – ZR
 Site Plan Review - SP
 Permit Amendment – A
 Lot Line Modification - L
 Extension Request – E
 Scenic Road – SC
 Special Exception – SE
 Declaration of Nonconforming Use – N
 Subdivision – No Code Letter
 Garage – G

A - Approved
 D - Denied
 W- Withdrawn
 P – Pending



Coventry's Final Housing Affordability Plan is Available Online -
<https://storymaps.arcgis.com/stories/2f49f1cb5a144800b0c23c749a0782c5>

October, November, December

DISCUSSION AND ACTION TOPICS:

- : Zoning referral – Towns of Columbia, Tolland, Mansfield - Zoning Amendments
- : Regulation interpretation – RD Zone electrical contractor use
- : Approved extension of time to commence opening of public hearing for PZC Zoning Regulation amendment on cannabis establishment regulations
- : Approved 90 day mylar filing extension request for Studenroth Subdivision, Goose Lane
- : Discussed status of hiring of new Zoning Enforcement Officer
- : Approved 90 day mylar filing extension request for Maynard Subdivision, Broad Way
- : Adopted 2023 meeting calendar
- : Reviewed final draft of cannabis establishment regulations, prior to preparation of formal Zoning Amendment application
- : Approved motion to support Town’s submittal of a DEEP Resiliency Grant application
- : Adopted resolution to support the Town’s road bond pursuant to CGS 8-24
- : Recommended that the Town Council accept the open space property donation of Kortmann on South River Road pursuant to CGS 8-24
- : Discussed status of the dismantling of the residence at Caprilands on Silver Street and the potential need for the PZC to enter into an agreement with the owner to allow for a temporary accommodation of two dwellings on one lot
- : Discussed status of formation of the new Housing Affordability Committee by the Town Council



Former Reynolds Farm - Flanders Road – Photo Credit Eric Trott

October, November, December

DISCUSSION AND ACTION TOPICS:

- The Commission reviewed a memorandum prepared by Staff which provides a comprehensive review on all pending economic development related projects that are in various stages of progress.
- Discussed the status of ongoing and new projects in town.
- Discussed the work of the 4 Town Economic Vitality Team whose work is based upon the Regional Economic Development Action Plan prepared by AdvanceCT (formerly the CT Economic Resource Center) with the towns of Bolton, Coventry, Mansfield and Tolland. Meetings at the Staff and Committee level have been held since October 2020 to carry out the recommendations outlined in the Plan.
- Discussed the status of the Bolton/Coventry sewer extension project. The Towns of Bolton and Coventry continue to pursue the multi-town agreement.
- Members were assigned target development properties with owner contact information so that they can continue to reach out to the owners to discuss how the Town can assist with marketing or facilitating movement on development of the properties. Updates were provided by the members and staff.
- Staff continues to hold regular meetings with the Coventry Village Partners. A review of the Arts on Main street festival that was held in September 2022 occurred.
- Discussed the status of the new professional dental office that is being proposed at 1572 Boston Turnpike. Staff permits have been issued for construction.
- Discussed the status of the development of cannabis establishment regulations by the PZC and Town Staff.
- Discussed the Facebook tools for business workshop by one of the members for the EDC for the Tolland County Chamber of Commerce.
- Continued meetings with the EDC Subcommittee that is working on supporting the potential marketing and attraction of a future use at the Bolton Coventry Gateway node on RTE 44. Zoning regulation and Plan of Conservation and Development analysis continues in order to facilitate potential common regulations between Bolton and Coventry.
- Discussed the special permit approval that was issued by the PZC for the Cassidy Hill Winery outdoor events permit.
- Reviewed a presentation about and discussed the Placer.ai data platform and its potential utility for the Town.
- Discussed status of installation of fiber optic in town and the ramifications.
- Discussed the status of the Clock and Whale Factory – Mason Street mill buildings and site conditions.
- Prepared for the EDC presentation with the Town Council.
- Discussed possible concept development site plan preparation for the Nadeau properties on the Boston Turnpike.
- Discussed next fiscal year budget priorities and request to support economic development initiatives.

October, November, December

DISCUSSION AND ACTION TOPICS (CONT'D):

- Continued member business visitation program to gain insight on how the EDC and the Town can assist local businesses.
- Discussed minimum wage increases in the New England states and the impacts to small businesses as well as individuals seeking employment.



Coventry Fire and EMS Vehicles at the Coventry Farmers' Market

October, November, December

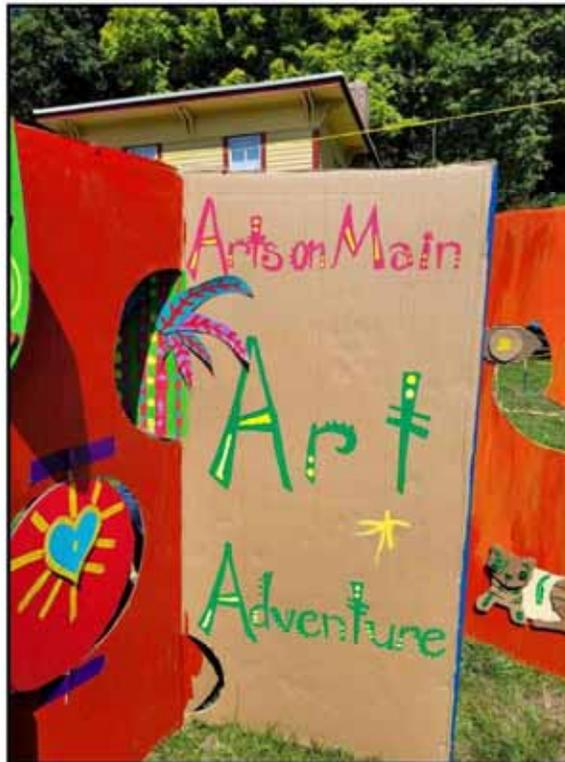
- Continued to perform the duties of the Zoning Enforcement Officer after the former Staff resigned. Held interviews and hired new Zoning Enforcement Officer. Began training new Staff.
- Continued work with the part-time consultant who serves as the interim Zoning Enforcement Officer to focus on permitting, inspections and support of the public.
- Continued involvement with the Tolland County Chamber of Commerce Economic Development Committee as Coventry's representative, including serving on the Board of Directors and Executive Committee.
- Continued to be involved with the Caprilands estate matter and the planning for a new residence on site, preservation of the historic residence, and legacy planning for Adelpa Simmons.
- Continued to spearhead the 4 Town Economic Vitality Team, work on the recommendations contained in the 4 Town Economic Development Action Plan with Bolton, Coventry, Mansfield and Tolland. Including: worked with a consultant to adopt a new logo/brand/marketing plan, continued to work with the UConn MPA student as an intern to assist with the project, continued monthly Steering Committee meetings.
- Continued work with the State of CT DEEP and the consultant hired to perform the Coventry Lake hydrilla treatment to conduct the treatment plan for 2022. Administered the State DEEP grant that was awarded to the town to assist in funding the project.
- Continued work with the Town's consultant to prepare an invasive species management plan to address fanwort in Eagleville Lake fanwort. A State DEEP grant was awarded to the town that will assist in funding the project. An extension of time to complete the project was requested from DEEP.
- Continued to work with the Protected Lands Stewardship Committee and the Department of Public Works for trail and site maintenance and other improvements at the Williams Preserve on Cooper Lane and the South River Preserve.
- Working with the Wetlands Agent as she staffs the Conservation Commission activities – open space management plan development for Williams Preserve and the South River Preserve that was acquired by the Town earlier this year.
- Completed office file consolidation and disposal project with office intern in order to prepare for file digitization project to be executed. Interviewed several consultants to assist the Town with this task and reviewed project proposals.
- Continued work required to facilitate the drafting of numerous Zoning Regulation amendments to comply with the new legislation adopted that will address affordable housing and retail recreational cannabis sales.
- Completed administering the grant from the State of CT Department of Housing for funds to assist in the preparation of a town affordable housing plan. The Plan and appendices have been completed and the final draft was adopted by the Planning and Zoning Commission.
- Continued work on the CT DEEP Recreational Trails grant to further the goals of the Nathan Hale Greenway with improvements to Nathan Hale Road and Bear Swamp Road.

PLANNING STAFF HIGHLIGHTS (Cont'd)

YEAR 2022

October, November, December

- Completed work on the open space donation of Kortmann for a property on South River Road, which provides additional connectivity with other Town owned open space properties.
- Worked with the Coventry Village Partners, Coventry Arts Guild, and Town Staff to host the Arts on Main street festival in September.
- Continued work to support Hytone Farm and the execution of the anaerobic digester project as well as a future depacking facility.
- Completed the administration of the Special Permit modification for the Cassidy Hill Winery.
- Worked with Zoning Enforcement consultant to examine existing Blight and Zoning enforcement Ordinances for potential revisions and improvement of enforcement processes.
- Spearheaded preparation of DEEP Resiliency Grant with other Land Use Staff to seek funding to conduct town-wide culvert and stormwater analysis.
- Worked with other towns in region to create the Hop River Trail Alliance and accepted nomination to serve on the Board of Directors.



Arts on Main – Coventry Village – September 2022

ZONING ENFORCEMENT

YEAR **2022**

October, November, December

(Vacant, Currently being served by part-time, consulting ZEO) - Planning Technician/Zoning Enforcement Officer

ZONING PERMITS ISSUED = **70**

| | |
|---------------------------|-----------|
| Single Family Dwellings | 2 |
| Condominiums | 0 |
| In-Law Apartments | 1 |
| Accessory Structures | |
| Decks/Porches | 5 |
| Sheds/Gazebos | 10 |
| Barns | 0 |
| Detached Garages | 2 |
| Pools/Hot Tubs | 5 |
| Additions/Attached Garage | 4 |
| Grading/Clearing | 1 |
| Commercial Use/Signage | 2 |
| Home Occupation | 2 |
| Interior Renovations | 8 |
| Driveway | 4 |
| Roof Mounted Solar PV | 23 |
| Other | 1 |
| Total | <u>70</u> |

CERTIFICATES OF USE AND OCCUPANCY = **47**
(Signed for zoning compliance by ZEO)

| | |
|----------------------------|----------|
| Single Family Dwellings | 4 |
| In-law apartment | 1 |
| Condos | 0 |
| Accessory Structures | |
| Decks/Porches | 7 |
| Sheds/Gazebos | 7 |
| Barns | 3 |
| Detached Garages | 1 |
| Pools/Hot Tubs | 2 |
| Additions/Attached Garages | 1 |
| Other | 5 |
| Driveways | 16 |
| Commercial Use/Signage | <u>0</u> |

| | | |
|--|-------|-----------|
| | Total | 47 |
| <u>INSPECTIONS*</u> | | |
| Erosion and Sediment Control | | |
| Limits of Clearing | | 0 |
| Certificate of Occupancy | | 47 |
| Pre-Approval Inspection | | 1 |
| Seed and Mulch Bond Release/Inspections | | 1 |
| Zoning Complaints (initial & follow-ups) | | 8 |
| Blight Complaints (initial & follow-ups) | | 6 |
| Street Number Assignments | | 0 |
| Other | | |
| | Total | <u>62</u> |

VIOLATION/ENFORCEMENT INSPECTIONS (NEW)*

| <u>Category</u> | <u># of Complaints Investigated</u> | |
|---|-------------------------------------|----|
| Erosion/Sediment Control | 0 | |
| Drainage | 0 | |
| Permit Conditions Not Met | 0 | |
| Non-permitted Activity or Structure | 3 | |
| Signage | 0 | |
| Illegal Dumping/Oil Spills | 0 | |
| Clearing, Filling | 0 | |
| Junk Yard | 4 | |
| Greater than 1 unregistered motor vehicle | 2 | |
| Unlicensed motor vehicle dealer/repair | 0 | |
| Outdoor wood burning furnace | 0 | |
| Residential motor vehicle sales | 0 | |
| Livestock/Poultry/Agriculture | 4 | |
| Nuisance | 0 | |
| Other Zoning Enforcement | 0 | |
| Blight complaints | <u>0</u> | |
| | Total | 13 |

ZONING ENFORCEMENT (Cont'd)

YEAR **2022**

October, November, December

The Town continued work with Tyche Consulting, Inc. who has been serving as part-time, interim Zoning Enforcement Officer during the process of hiring a new ZEO. Manuel Medina, was hired for the position and began work in early December. The consultant continued assisting the Land Use Department with the training of Manuel and to help with permit administration.

News from Planning Technician & Zoning Enforcement Officer:

Personnel

Started working first week of December, began familiarizing myself with Viewpoint, the L: drive, and various files on my cubicle. Went on a timber harvest inspection with Mindy; attended a few meetings; accompanied Eric to the Toland Economic Development Chamber Lunch Meeting; and participated in December's ZBA meeting. Read the Plan of Conservation and Development – July 2020, and the Coventry Senior Housing Alternatives Study Committee (SHASC) Report.

Permits

Reviewed and issued 18 permits in December for sheds, hot tubs, restaurant (Woke), home occupation, and rooftop solar panels. Developed an excel "lot coverage calculator", which once all necessary fields are completed, exports a user-readable PDF file. Prepared and mailed ZBA's decision to applicant. Assisted one applicant with a preliminary inspection of their property to identify property lines and evaluate setbacks for a deck permit.

Enforcement

Under Robin's guidance, I began working on pending enforcement cases. There were 3 cases where compliance was achieved, files are now closed out. Robin prepared templates for the different stages of enforcement. I began sending "friendly letters" to 10 different properties requesting property owners continue bringing their properties into compliance. At least 13 drive-by inspections were conducted, pictures and memos were procedurally recorded and saved in the L: drive.

Began using Viewpoint to keep track of violations and enforcement, which has been of great help since everything is now centralized and dated.

INLAND WETLANDS APPLICATIONS

YEAR 2022

October, November, December

| Permit No. | DATE REC'D IN OFFICE | DATE IWA ACKN. | DATE AGENT REFER. | ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY | DATE OF DECISION | ACTION |
|------------|----------------------|----------------|-------------------|--|------------------|--------|
| 22-17TH | 4/1/22 | - | | Lancaster Rd R04080 Timber Harvest Joe Quirk | 12/6/22 | A |
| 22-45W | 9/2/22 | 9/28/22 | | 323 Woodland 34'x20' inground pool and permeable patio David Gentile/Juliano's Pools | 11/3/22 | A |
| 22-49W | 9/14/22 | 9/28/22 | | 202 Avery Shores Rebuild lake retaining wall and regrade lawn Kevin and Karen Ryan/The Thomas Construction | 11/3/22 | A |
| 22-53W | 9/27/22 | 9/28/22 | | 425 Ripley Hill Road – Drainage Easement Maintenance on wetland swale Town of Coventry | 11/16/22 | A |
| 22-54WA | 10/1/22 | - | | 219 Standish Construct 12'x31' deck in Coventry Lake URA Chris Niarhakos – Niarhakos Construction | 12/13/22 | A |
| 22-55AR | 10/3/22 | - | | 89 Standish Strip and reseed lawn in Coventry Lake URA Nicholas Lenhardt | 10/6/22 | A |
| 22-56WA | 10/24/22 | - | | 105 Standish Construct Decks and walkway in Coventry Lake URA Robert GiuBardo | 10/25/22 | A |
| 22-57AR | 10/25/22 | - | | 111 Cassidy Hill Road Agricultural Use – Construct horse barn and clear some trees Jennifer White | 11/3/22 | A |
| 22-58WA | 11/1/22 | - | | 576 Swamp Road Construct a 15'x38' deck and an 8'x28' deck Neil McClusker | 11/4/22 | A |

W – Wetlands Agency, Regulated Activity
 WA – Wetlands Agent. Minimal Impact
 AR – Permitted As of Right
 NJ – Non-Jurisdictional Ruling
 TH – Timber Harvest

A - Approved
 D - Denied
 P - Pending
 W – Withdrawn



**Completed bridge over a wetlands area in the Rolling Woods Open Space,
 Funded by the Eastern Highlands Health District Active Living Grant**

October, November, December

News from the Inland Wetlands Agency and Agent:

Permit Summary

Inland Wetlands Agency Regulated Activity Permits and Minimal Impact permits decreased during the fourth quarter of 2022. There were a total of 5 new applications that were received, 3 of which were approved and 2 that were determined As of Right. Additionally, four applications from the third quarter of 2022 were approved. The most common activity, was the construction of decks within the Coventry Lake upland review area (URA).

The Agency has also been working on ongoing wetland enforcement issues. There are currently two properties that are in violation of the Coventry Wetlands Regulations.

Mindy Gosselin, the Town Wetland Agent and Erosion Control Officer, can be reached via her direct office line at 860-531-2886 or mgosselin@coventryct.org to discuss any of the above activity or to discuss any possible projects that property owners may be planning in or adjacent to a watercourse or wetland area. These preliminary discussions are beneficial as sometimes wetland areas and/or intermittent watercourses may not be obvious to a non-expert.

Professional Development and Other

- In conjunction with the Engineering Department, submitted an application for the CT DEEP Climate Resilience Fund Program that requested \$615,000 for an engineering study on town culverts greater than 18 inches in diameter.
- Attended the Connecticut Invasive Working Plant Group (CIPWG) virtual conference.
- Attended the SustainableCT Awards ceremony at the West Hartford Town Hall to receive the Town's silver certification status.
- Attended a tour at Hytone Farm showcasing the Anaerobic Digester Project that was nearing completion, various stakeholders were in attendance.
- Attended the Southern New England Chapter of the Soil and Water Conservation Society's Erosion and Sediment Control Field Day.
- Attended the 50th Anniversary of the CT Inland Wetlands and Watercourses Act Proclamation Ceremony and World Soils Day at Dinosaur State Park. It included a wetlands walk with a professional soil scientist.



Amanda Backhaus – Director of Finance (left), Mindy Gosselin – Wetlands Agent (middle), and John Elsesser – Town Manager (right), at the SustainableCT Awards ceremony

BUILDING DEPARTMENT QUARTERLY REPORT
2nd QUARTER
October, November, December 2022

There were approvals of three (3) permits issued for constructing new dwellings this quarter.

| NEW HOUSE PERMITS ISSUED FOR THE 2nd QUARTER 2022-2023 FISCAL YEAR | |
|---|-------------|
| ADDRESS | DATE |
| NONE FOR OCTOBER | |
| 25 ROSS AVENUE | 11/10/2022 |
| 55 WINDY HILL ROAD | 11/10/2022 |
| 81 WOLF HILL ROAD | 12/15/2022 |

No (0) new foundation permits were issued this quarter. Note: New Building Permit was instituted for the construction of a new home which combines foundation and construction

No (0) replacing crumbling foundations permits were issued this quarter.

New homeowners are happily settling into three (3) newly built homes.

| NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2ND QUARTER 2022-2023 Fiscal Year | |
|--|-------------|
| ADDRESS | DATE |
| NONE FOR OCTOBER | |
| 756 CEDAR SWAMP RD | 11/18/2022 |
| 52 WINDY HILL ROAD | 11/30/2022 |
| 44 WINDY HILL ROAD | 12/22/2022 |
| 94 STONEHOUSE ROAD UNIT 36 | 12/29/2022 |
| 94 STONEHOUSE ROAD UNIT 37 | 12/29/2022 |

There were zero (0) crumbling foundation replacement Certificate of Occupancies this past quarter.

Municipal Projects:

No municipal permits were issued this quarter.

Commercial Projects:

In October, no permits were issued for commercial projects.

In November there was sign permitting issued for Burger Fry Pie restaurant that will be coming in 2023 at 1384 Main Street. Another sign permit was issued for the antiques store at 1141 Main Street (lower level). There was also an amended permit issued for the inclusion of a surgical dental tenant fit out to the second half of the Jenkins Dental Building being constructed at 1572 Boston Turnpike.

Finally, in December a permit was issued for the interior renovations of the Dunkin Donuts at 3514 Main Street.

The Building Official completed four hundred twenty-seven (427) inspections this quarter.

There were thirteen (13) photovoltaic roof mounted systems were inspected and closed out this quarter.

Twenty-three (23) hours of continuing education were earned this quarter.

Permits for this Quarter

| PERMIT TYPES | Oct. 2022 | Nov. 2022 | Dec. 2022 | Second Qtr. |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|
| | | | | 2022-2023 |
| Houses only | 0 | 2 | 1 | 3 |
| Foundation only | 0 | 0 | 0 | 0 |
| Condominiums | 0 | 0 | 0 | 0 |
| Commercial Bldg/Renov | 0 | 3 | 1 | 4 |
| Industrial Bldg/Renov | 0 | 0 | 0 | 0 |
| Public Bldg/Renov | 0 | 0 | 0 | 0 |
| Additions | 3 | 6 | 1 | 10 |
| Garages/Carports | 0 | 0 | 1 | 1 |
| Sheds/Barns | 3 | 1 | 0 | 4 |
| Decks/Porches | 16 | 3 | 2 | 21 |
| Pools | 0 | 0 | 1 | 1 |
| Demolition | 0 | 0 | 1 | 1 |
| Woodstove | 5 | 8 | 3 | 16 |
| Miscellaneous | 8 | 4 | 11 | 23 |
| Renov/Repair/Alter | 17 | 14 | 11 | 42 |
| Plumbing | 3 | 3 | 1 | 7 |
| Heating | 21 | 16 | 22 | 59 |
| Electric | 30 | 28 | 26 | 84 |
| TOTAL PERMITS | 106 | 88 | 82 | 276 |
| PERMIT VALUE | \$1,806,154 | \$2,275,064 | \$1,327,083 | \$5,408,301 |
| FEES COLLECTED | \$25,990 | \$33,814 | \$19,898 | \$79,702 |
| Certificate of Completion | 61 | 47 | 76 | 184 |
| C/O's - New Homes/Condos | 0 | 0 | 3 | 3 |
| C/O's - Other | 1 | 0 | 2 | 3 |

Quarterly Report
Second Quarter FY 22_23
October 2022 – December 2022

Coventry Police Department



Listed below are the stated goals and objectives for each agency component for the 22/23 fiscal year and information regarding the department's efforts and progress toward meeting those goals.

ADMINISTRATION

Goal: *Hire and train patrol officers to replace any vacancies that arise during the fiscal year.*

Objectives:

- After conducting a review of certified applicants, we have hired Corey Wesoloskie. Corey is a Coventry resident and active in the community. He is a certified police officer and recently retired from Manchester Police Department. Corey will fit in well with our police department and we are looking forward to his years of experience and all he has to offer our department and community. With the hire of Corey, we become fully staffed but it will be short lived as we anticipate a couple of Police Officers leaving in the near future.
- With two upcoming vacancies, we will look to recruit an entry level Police Officer and/or a certified Police Officer as we enter 2023. Veteran Police Officer Kevin Vail will be retiring mid-year. Another Police Officer, Matthew Burns, may soon be leaving for a position with D.E.E.P.

Goal: *To continue to train our Police Officers in an ongoing effort in every aspect of policing that is possible.*

Objectives:

- After a recent call where a subject was making homicidal comments and had a 45- Caliber handgun, we evaluated what training and tools we could provide our Police Officers to do their job better and safer. We will be implementing bi-annual training that will not just focus on qualifying with our firearms but will provide use of force training situations.
- We will be purchasing a ballistic shield that will stop not only a handgun round but also a rifle round. This shield will be available for any call where needed.
- In February all Officers will receive training on use of force encounters and how to be most effective handling calls where use of force is needed. This training is through Calibre-Press Training.
- Research less-lethal options. We currently have two less-lethal options for situations within 20 feet of a subject. There is equipment that provides us less-lethal options for distances greater than 20 feet.

Goal: *Continue to comply with CALEA and POST Accreditation standards.*

Objectives:

- Captain Spadjinske is now the accreditation manager.
- As we move forward, we will continue to meet and exceed all CALEA requirements.

Goal: *Increase driver awareness regarding speed and distracted driving.*

Objectives:

- Sgt. Kuhns is responsible for our speed enforcement program.
- Put out digital speed awareness signs and rotate them on a regular basis.
- Officers to conduct more speed and distracted driving enforcement during their tour of duty.
- We are awaiting notification from the CT Department of Emergency Services & Public Protection regarding a "Rural roads speed enforcement grant".

OPERATIONS

Goal: *To add a member to the regional C.R.E.S.T. Team.*

Objectives:

- It is important to have an Officer from our department on this team. Not only are we contributing so when the need arises we have a trained team ready for deployment but this Officer will be able to bring back the latest techniques and training to our patrol force.
- After putting a request out to the department to gather a list of interested candidates, we have chosen Officer Olaph Anderson.

SUPPORT

Goal: *Increase community engagement through a variety of means.*

Objectives:

- Conducted Coffee-with-a-Cop.
- We collected food donations to help assist the Coventry Human Services Department.
- Participated in the "PJ Day" fundraiser at our local Dunkin Donuts and Highland Park Market. This is an event that helps raise money for kids battling cancer. The Fire Department and EMS teamed up with us to make this event a success.

- The annual "Stuff a cruiser/truck" event was held on December 10th, 2022. The event was held with the Fire Department and EMS. The event was a success and all donations were given to the Coventry Human Services Department.
- Participated in the local Christmas Eve toy distribution working once again with our Fire Department.
- Sgt. Iger gave a presentation and tour of the police department to our local Cub Scouts.

Other Items of Interest

- Officers continue to attend training to keep their police certification valid.
- Officer Anderson attended Crisis Intervention Training. This is above quality training that I want all Officers to attend. Officer Michaud is scheduled to attend in March. The goal is to have all Officers attend this training within the next eighteen months.
- Officer Santiago has attended two of the required three training courses to become a certified accident reconstructionist.
- C.S.O. Chipman, Chief Peterson, and Officer Dexter, assisted in delivering meals to residents in Orchard Hills for Thanksgiving and Christmas.
- Assisted with traffic control for Christmas in the Village.

A listing of calls for service for the quarter is attached.



**Coventry Police Department
Incident Analysis**

10/1/2021...12/31/2021

| | | Shift | | Total | |
|-----|-----|-------|-------------|-------|--|
| 1st | 2nd | 3rd | | | |
| 218 | 642 | 473 | 1335 | | |

| UCR | Nature | 1st | 2nd | 3rd | Total |
|------|----------------------------------|-----|-----|-----|-------|
| 003 | Car Seat Installation | 1 | 4 | 0 | 5 |
| 029 | Disabled Motor Vehicle | 5 | 16 | 13 | 34 |
| 11D | Fondling | 0 | 0 | 1 | 1 |
| 13A | Assault Aggravated | 0 | 0 | 1 | 1 |
| 13B | Assault Simple | 0 | 1 | 0 | 1 |
| 13C | Intimidation | 0 | 2 | 1 | 3 |
| 152 | Suicide Threat/Attempt | 2 | 2 | 2 | 6 |
| 220 | Burglary | 1 | 1 | 0 | 2 |
| 23C | Larceny Shoplifting | 0 | 3 | 0 | 3 |
| 23D | Larceny Theft From Building | 0 | 2 | 0 | 2 |
| 23F | Larceny Theft From MV | 0 | 0 | 1 | 1 |
| 23G | Larceny Theft of MV Parts | 0 | 1 | 0 | 1 |
| 23H | Larceny All Other | 0 | 1 | 2 | 3 |
| 240 | MV Theft | 1 | 1 | 0 | 2 |
| 2604 | Fireworks/Gunshots | 1 | 4 | 5 | 10 |
| 2608 | Abandoned MV | 1 | 3 | 2 | 6 |
| 2609 | Littering | 0 | 1 | 1 | 2 |
| 2631 | Public Hazard | 10 | 20 | 22 | 52 |
| 26A | Fraud False Pretenses | 0 | 4 | 0 | 4 |
| 26B | Fraud Credit Card/ATM | 0 | 2 | 2 | 4 |
| 26C | Fraud Impersonation | 0 | 2 | 0 | 2 |
| 26E | Fraud Wire | 0 | 0 | 1 | 1 |
| 26F | Identity Theft | 0 | 3 | 0 | 3 |
| 290 | Vandalism | 1 | 3 | 1 | 5 |
| 2914 | Animal Complaint | 6 | 38 | 20 | 64 |
| 3009 | Susp Person/Activity/MV | 19 | 45 | 54 | 118 |
| 326 | Illegal Parking | 0 | 1 | 0 | 1 |
| 332 | Harassment/Harassing Phone Calls | 1 | 4 | 4 | 9 |
| 334 | Untimely Death | 0 | 2 | 0 | 2 |
| 343 | MV Accident (Injuries) | 1 | 1 | 8 | 10 |
| 344 | MV Accident Evading | 2 | 1 | 3 | 6 |
| 346 | MV Accident (No Injuries) | 6 | 14 | 7 | 27 |
| 347 | MV Accident (Private Property) | 0 | 0 | 4 | 4 |
| 351 | Alarm | 20 | 27 | 17 | 64 |
| 353 | Medical | 34 | 61 | 39 | 134 |
| 355 | MV Stop | 29 | 84 | 50 | 163 |
| 36B | Sexual Assault (Statutory) | 0 | 1 | 1 | 2 |
| 370 | Pornography | 0 | 0 | 2 | 2 |
| 375 | Routine Assistance | 5 | 32 | 26 | 63 |
| 377 | Open Door/Window | 1 | 3 | 1 | 5 |
| 388 | Miscellaneous | 9 | 13 | 4 | 26 |



Coventry Police Department Incident Analysis

10/1/2021...12/31/2021

| | | | | | |
|------|-----------------------------|----|----|----|-----|
| 390 | Police Information | 1 | 1 | 0 | 2 |
| 391 | CREST callout | 1 | 0 | 1 | 2 |
| 392 | METRO callout | 1 | 0 | 3 | 4 |
| 396 | Escort | 2 | 6 | 6 | 14 |
| 398 | Missing Person | 2 | 0 | 2 | 4 |
| 399 | Lost And Found | 2 | 10 | 3 | 15 |
| 400 | Family Matter - Non Arrest | 0 | 10 | 11 | 21 |
| 401 | Repossessed Vehicle | 5 | 3 | 0 | 8 |
| 4811 | Finger Printing | 0 | 86 | 1 | 87 |
| 4858 | Fire | 0 | 3 | 3 | 6 |
| 4873 | Assist Other Agency | 4 | 17 | 16 | 37 |
| 4874 | Test Ticket | 0 | 2 | 2 | 4 |
| 520 | Weapon Law Violations | 0 | 1 | 0 | 1 |
| 82 | Runaway/Non NIBRS | 0 | 2 | 3 | 5 |
| 861 | Disturbance (Non-Domestic) | 3 | 2 | 7 | 12 |
| 866 | Noise Complaint | 1 | 1 | 6 | 8 |
| 889 | Check Welfare | 3 | 17 | 21 | 41 |
| 890 | MV Erratic Operation | 5 | 15 | 13 | 33 |
| 891 | MV Lock Out | 0 | 9 | 3 | 12 |
| 90D | DWI | 0 | 1 | 4 | 5 |
| 90F | Family Offenses, Nonviolent | 0 | 1 | 0 | 1 |
| 90J | Trespass of Real Property | 0 | 1 | 1 | 2 |
| 90Z | All Other Offenses | 1 | 2 | 4 | 7 |
| 911 | 911 Hang Up Call | 4 | 2 | 7 | 13 |
| Sup | Supplemental | 27 | 47 | 61 | 137 |

Human Services Department Quarterly Report October- December 2022

Staff:

Annemarie Sundgren, Human Services Administrator
Dianna Grindle, Administrative Assistant
Melissa Bordonaro, Youth Services Coordinator

Brenda Bennett, Senior Center Coordinator
Sarah Leete, Senior Center Van Transportation Coordinator



A. HUMAN SERVICES October- December 2022

Direct Services: 4 unduplicated client cases

Programs:

- **ENERGY ASSISTANCE PROGRAM:**

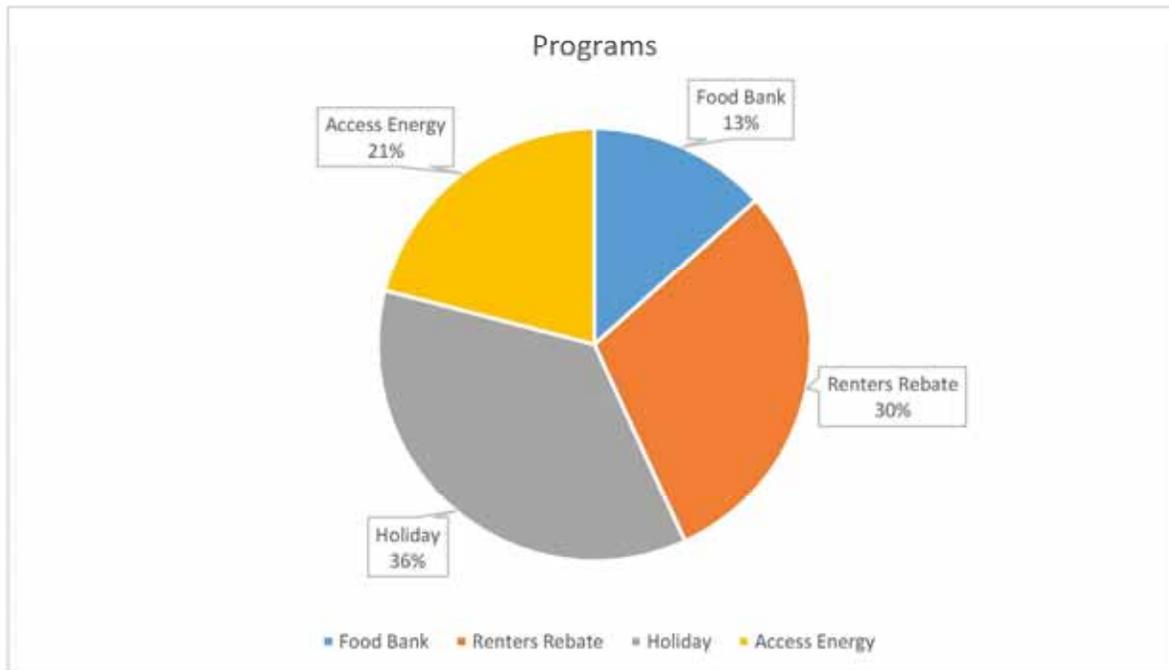
Access Energy Assistance Program ~ The office began accepting energy application starting on September 14th. During this quarter, 55 energy applications were processed for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic).

- **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, 78 applications have been completed for Coventry residents who rent for a total of \$45,098.53 in rebate checks, which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November, 2022

- **FOOD BANK: October- December**

| Assistance Records: |
|---|
| Total Household Assistance: 35 with a total of 68 members |
| Children (0-17) 13 |
| Adults (18-59) 40 |
| Seniors (60+) 15 |

Human Services continues to be the primary location of Food Bank. All collections and sorting is screened for expiration dates, tagged and distributed safely by our staff. Families needing food are given pre-packed boxes that they pick up through the glass enclosure or outside Town Hall. Pickup appointments take place on Fridays.



Special Needs:

- 1 family (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$170
- **SALVATION ARMY-** Unfortunately, we were unable to conduct our Salvation Army Bell ringing this season. It was a hard decision but we felt it was best to ensure the safety of our volunteers.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 25 households on the In-yard Service List at this time.

Donations:

- November 6th - Troop 65 Boy Scouts, Annual “*Scouting for Food*”– distributed 4000 bags on mailboxes in town. They collected over 6000 non-perishable food items to benefit the Coventry Food Bank.
- November - Skungamaug River Golf Club (owners, Sue & Joe Motyka) collected a generous donation from patrons “in lieu of green fees”. That donation will be used to replenish the Coventry Food Bank.
- A Big thank you to Coventry PD and Coventry Fire EMS for holding the Stuff a Truck event on December 10th. An amazing amount of toys were collected and distributed.

- Throughout the months, we have received numerous donations from Teleflex, Coventry Lions Club, Coventry Police Department and local churches and schools. The majority of our donations have been from Coventry residents who generosity during these difficult times has been overwhelming.



Holiday:

- Through the generosity of the community, we were able to successfully continue our Adopt a Family holiday program. The program has always required a tremendous amount of staff hours and client screening. We continued to match families with donors and organized pick up and drop offs of food and gifts by utilizing the Lodge and Community Center.
- The Lodge and Human Services office served as the warehouse for holiday food and toys during the Thanksgiving and Christmas holiday. On November 16th and 17th, **37 families** (114 family members) were able to pick out items for their Thanksgiving holiday meal. On December 19th and 20th, **57 families** (168 family members) received holiday food and gifts.
- Adopt a family program had **37 families** matched with donors in town. Program was a wonderful success providing toys for **73 children** in total.
- *“Thank you”* to **Keith and staff at Highland Park Market** for preparing all the holiday meals delivered to Orchard Hills residents.
- Orchard Hills Estates ~ On November 18th, distribution of **72 Thanksgiving meals**; On December 22nd distribution of **71 Holiday meals** to the Orchard Hills residents.

B. COVENTRY SENIOR CENTER

October- December 2022



1. PROGRAM ACTIVITY

| EVENT | | PARTICIPATION |
|----------------------------------|--|---------------|
| Classes/Workshops/Leisure | | |
| | Monthly Movie Day | 7 |
| | Monthly Tech Tuesday | 2 |
| | Monthly Book Club | 12 |
| | Total | 21 |
| Health Screenings | | |
| Dec. 8 | Podiatrist | 12 |
| | Total | 12 |
| Fitness | | |
| | Chair Yoga | 95 |
| | Tai Chi | 55 |
| | Strength & Balance with Shelley | 62 |
| | Fitness with Amber | 67 |
| | Walking Club | 10 |
| | Total | 289 |
| Recreation/Entertainment | | |
| | BINGO | 125 |
| | Mahjonn | 48 |
| | Corn hole | 24 |
| | Total | 153 |
| Social Activity/Event | | |
| | Public Computers | 64 |
| | Out to Lunch Bunch (Oct., Nov., Dec) | 14 |
| | Conversations with Town Council Chair Lisa | |
| Nov. 17 | Thomas | 5 |
| | Total | 83 |
| Personal Care | | |

| | | |
|----------------------|---|------------|
| | Massage Therapy | 23 |
| | Haircuts | 7 |
| | Total | 30 |
| Special Event | | |
| Oct. 12, | | |
| Dec. 14 | Veterans Coffee Hour | 30 |
| Oct. 14 | AARP Smart Driver Course | 19 |
| Oct. 26 | October Luncheon Gathering | 12 |
| Oct. 25 | What's New Medicare 2023 | 16 |
| Nov. 9 | Veteran's Day Tribute | 57 |
| | Total | 134 |
| Trips | | |
| July 28 | Narragansett Day Trip | 42 |
| Dec. 7 | The Glenn Miller Orchestra at Aqua Turf | 11 |
| | Total | 60 |
| | Grand Total | 775 |

2. ELDERLY SERVICES:

- **CHOICES:** CHOICES provides unbiased information about Medicare and related programs. Appointments can include a benefits explanation, plan comparisons, screening for appropriate programs and application assistance. Certified CHOICES counselor, Penny Whitaker assisted **34** individuals this quarter and gave **36** hours of volunteer time.
- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **9** individuals in need of help for seniors or individuals with disabilities. This included referrals to the Access Energy Assistant Program, Supplemental Nutritional Assistance Program, Renters Rebate, Heating Assistant and Connecticut Home Care Program for Elders, referrals to other agencies. This also includes information about elderly care management, meals on wheels, emergency response systems, affordable housing applications fuel assistance and dementia education.

3. COMMUNICATIONS:

- Monthly Newsletter: **167** participants receive our monthly newsletter via email. In July, the monthly newsletter went “paperless”. Senior Center patrons can receive the newsletter via email, town website or through our Facebook page and copies are available in the Center for pickup.
- Social Media: The Senior Center Facebook Page currently has 595 followers and 23 new “likes” this quarter.
- **06238** is the publication in collaboration with Parks & Recreation Department. During the month of December, the Coordinator prepared “drafts” for the publication. Edits, revisions

and submittals were made in preparation for the launch of the Center's town-wide brochure which will be available for all households in Coventry in April. The publication will be distributed to households 3 times each year: Spring/Summer, Fall/Winter, and Winter/Spring.

- **Volunteer Management-** Volunteer Management: Senior Center Volunteers gave 208 volunteer hours of service this quarter. Betsy Fitzgerald (**71 hrs.**), Penny Whitaker (**36 hrs.**). This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

4. PROFESSIONAL DEVELOPMENT:

The West Hartford Entertainment Showcase, 10/18/22
SERAC, Youth Mental Health First Aid Training, 10/27/22



C. COVENTRY RIDES TRANSPORTATION PROGRAM October-December 2022

Days of Operation: 35
Vehicle Hours Average/Daily: 2.7
Miles Total: 1966

Vehicle Hours: 93.85
of Individuals Riding: 17
of One-Way Trips: 136

Appropriate documents were filed to maintain compliance with CT Department of Transportation.

Due to Covid-19, all volunteer drivers have been removed from the schedule until further notice for their safety. Sarah Leete, Transportation Coordinator, and Howard Haberern are currently driving seniors and residents with disabilities as needed. For the safety of our riders and drivers, masks are required on the vehicle at all times. Masks and hand sanitizer are available on the vehicle.

Volunteer Van and Bus Drivers (*Not on the schedule until further notice*): Brian Coss, Christine Coss, Howard Haberern, Jack Thayer, Jim Wicks, and Joyce Wicks.

Private Car Drivers (*Not on the schedule until further notice*): Sue Chvirko, Chris Coss, Terry Thayer and Wayne Whitaker.

Transportation is offered Monday, Tuesday and Thursday from 9-1 to locations in Bolton, Manchester, Tolland, Rockville/Vernon and occasionally South Windsor and Glastonbury. Transportation is available on Wednesdays for Out to Lunch Bunch and luncheons at the Senior Center. Van transportation is used for medical appointments, grocery and other shopping, voting, senior workshops, Senior Center, employment, town events and entertainment. Private car volunteers provide trips to Farmington, Hartford, Glastonbury and Newington for medical appointments as needed.

Coventry Rides driver Howard Haberern continues to do monthly trips to Walmart for individuals from Orchard Hills. The Rides program schedules one small group trip per month and is currently averaging 4 people per trip. Further trips will be scheduled on a monthly basis to other shopping plazas as the need/interest arises. Small group trips have resumed with monthly out-to-lunch bunch to area restaurants.

The Coventry Rides Transportation Program is funded by the Town of Coventry and grants from the Department of Transportation.

D. YOUTH SERVICES

October-December 2022

1. Administrative Function:

- The following trainings were completed: YSB 101, Restorative Justice Training 101, Youth Mental Health First Aid and attended the CYSA Annual Conference.
- Collaboration with Coventry High and GHR to start up Positive Connections Mentoring. With the approval of the school, the anticipated start will be in February 2023.

2. Meetings:

- Juvenile Review Board meetings were ongoing since we have 3 active cases
- Attended the District Attendance Meeting on November 14th
- Attended YSB Legislative Breakfast Meeting on December 12th
- Meeting with Laila DaSilva, School Social Worker at GHR on October 14th and November 9th
- Meeting with Robin Spain, School Social Worker at Coventry High on October 17th
- Meeting with mentors from Coventry High on November 15th

3. Direct Service

A. Functions

- | | |
|-------------------------------------|-------------|
| • Youth & Family Cases | 1 case |
| • Community Service | 0 cases |
| • Juvenile Review Board | 3 cases |
| • Youth & Family Counseling Clients | 0 referrals |
| • Truancy Cases | 1 case |

**we always get calls for community service opportunities. They do not always follow-through.*

B. Programs

- Assisted with Holiday program- gift and food distribution
- Assisted the Senior Center Veteran's luncheon on November 9th
- Spread the Cheer was not held
- Counseling Services are being referred to outside community providers
- Assisted in delivering meals to Orchard Hill residents for Thanksgiving and Christmas
- Assisted Human Services with Food Bank organization and distribution.

BY THE #S

Coventry Parks and Recreation serves both residents and nonresidents. Here is a look at the numbers from October – December

PROGRAMS

- 524 Total Enrollment
 - 424 Unique
- 395.5 Program Hours
- 40 Sessions

RENTALS

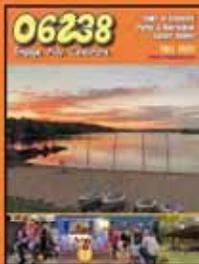
- 44 Lodge rentals
- 53 Millbrook Place rentals
- 32+ Rental inquiries

CHILDCARE

- 279.5 hours of childcare provided
- 8 days of extended hours
- 1425 snacks served
- 12 local high school/college-aged staff employed
- 48 kids/37 families served

SOCIAL MEDIA

- 47 Unique Facebook posts
- 12,003 highest Facebook post reach
- 9,224 Facebook engagements
- 2.4% increase in Facebook followers



PARKS & RECREATION QUARTERLY REPORT: FALL 2022

October – November - December

Halloween on Main

The first ever Halloween on Main event was a success! Held in Historic Coventry Village on Saturday, October 22nd with 25 trunks participating, including area businesses, organizations and families decorating their trunks in fun and exciting ways. We estimate approximate 350 kids (in costume, of course) and their families collected candy and other goodies in anticipation of Halloween. Due to such positive feedback, we plan on offering this event on an annual basis.



Veteran Day Race

Patriots Park once again served as the home base for this annual event that in 2022 had more than 200 runners. Sponsored by the CT Veterans Day Race Committee, Parks and Rec. provided support, and our Department of Public Works did an excellent job beautifying the park ahead of the event. A highlight of the event was Coventry native Sarah Hughes completing her Run169 challenge surrounded by family and friends.



Tour of Holiday Lights

The 3rd Annual Tour of Holiday Lights helped kick off the holiday season, as 24 homes throughout Town decorated with fantastic light displays! Feedback was immediate, as folks commented on how expansive and creative this year's displays were.



COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director ◊ Caterina Merriam, Rec. Supervisor

www.coventryct.org

Basketball

The basketball season kicked off in October with player evaluations. Practice began in November with games starting the first weekend in December. Coventry Youth Basketball had an increase in player enrollment of 9.5%, increasing from 264 players in 2021/2022 to 292 players. One of the biggest increases came with the youngest players in the instructional program.

K – 2 Instructional - 107

Grades 3 & 4 – 54 (Rec League)

Grades 5 & 6 – 66 (Rec and Travel League)

Grades 7 & 8 – 56 (Rec and Travel League)

Grades 9 & 10 – 9 (Rec League)

TOTAL participants: 292 – 9.5% increase from 2021/2022



THANK YOU Coventry BOE for allowing usage of the gym for the program and **THANK YOU** Coventry Youth Basketball Board for your time and efforts to make this season GREAT!



Memorial Bench Installation

A new memorial bench was installed in October in memory of Blake Alexander Burrows, son of Kerry and Bob Burrows. Blake was a former resident of Coventry who had a passion for baseball and the outdoors. The Burrows' felt that Millbrook Park was the perfect place for Blake's family and friends to sit and find comfort in his memory. In addition to the bench a Sweet Gum tree was planted.

Facility Updates

Patriots Park: In November, the Community Building carpets were cleaned and in December a new digital timer was installed for the outdoor lights.

Millbrook Place: In December, the building was closed to renters over the Holiday week so that the Department of Public Works staff could give the main room a fresh coat of paint.

Creaser Park: In October, the back building at Creaser Park was restored with minor renovations including the removal of interior walls, installation of a garage door and exterior painting. The work was completed by Earth Dynamics and is phase one of the plan for the Creaser Park Buildings. This newly renovated building will be used as storage for DPW, the Conservation Commission and Protected Open Spaces Committee, and the community garden.



Community Support

So many Coventry businesses & organizations participated in Parks and Recreation Events this Quarter, without their participation these events would not be possible.

A BIG THANK YOU TO – Ackert Electric, Agnelli Real Estate, Allstate the Erica Henst Agency, Booth & Dimock Library, Coventry Human Service Department, Coventry Fire/EMS, Coventry Police, Coventry Waterski Club, Coventry Grammar School PTO, Coventry Arts & Antiques, Coventry Cub Scouts, Coventry Democrats, Coventry Auto Sales & Services, Coventry Girls Softball, Clancy Hit & Fit, Creative Living Community of CT, First Congregational Church of Coventry, George Hersey Robertson School PTO, JDM Imports CT, Lifestyle Medicine, Our Tiny Village, Preserved Antiques, Song-A-Day Music Center, Teleflex, The Can-Dance Studio and the Village Improvement Society.

PHOTOS OF FUN



Scarecrow Contest Entries



Halloween Fun!



More Holiday Lights!

Booth & Dimock Memorial Library
2nd Quarter Report
October - December 2022



I. Circulation

a. Total – **15,007**

An increase of 10% compared to 2nd Quarter 2022

i. By Item Type

1. Books & Serials – 11,133
2. Video – 1,156
3. Audio – 315
4. Other – 249
5. Electronic – 2,048

b. Inter-Library Loans (included in total)

- i. BDML as Borrower – 1,674
- ii. BDML as Lender – 905

II. Collection

a. Total – 47,071 physical items

i. By Shelving Location

1. 20,180 Adult Section
2. 22,696 Juvenile Section
3. 4,167 Teen Section
4. 28 Other

ii. By Item Type

1. 40,444 Books
2. 547 Magazines
3. 2,171 Audio Books
4. 3,468 Videos
5. 155 Video Games
6. 65 Museum Passes
7. 221 Other

III. Programs

a. Total Programs – 34

b. Total Attendance – 922

- i. Programs are being offered in-person, through take & make kits, or virtually.

IV. Internet

a. Library Computers – 282

b. Wifi

- i. Total sessions – 6,391
- ii. Unique Clients – 438
- iii. Total clients per day (3-month average) – 560

V. Reference – 1,330

VI. Patron Information

- a. Visitation – 4,440
- b. Curbside Orders – 14
- c. Registration – 49
- d. Total Library Cards: 4,657

VII. Online Usage

- a. Facebook/Instagram
 - i. Posts – 30
 - ii. Reach – 6,525
 - iii. Engagements – 201
- b. Google
 - i. Searches – 1,424
 - ii. Profile Views – 2,607
 - iii. Website Visits from Profile – 601
- c. Website
 - i. Unique Visits – 2,772
 - ii. Page Views – 4,774

VIII. Facilities

- a. Margaret Khan (Library Director) and Kayla Fontaine (Teen Librarian) attended weekly construction meetings with John Elsesser (Town Manager), Dan Lowell (Project Manager – Millennium Construction), Adam Giverson (Project Superintendent – Millennium Construction), and Ron Paolillo (Project Manager - DRA Architects).
- b. The boiler was turned on for the season on October 5.
- c. The downstairs thermostat sensor was moved on October 11 since its location is behind the temp wall, and on a wall that will be demolished during construction.
- d. Spiral vent on boiler began leaking October 12 and was repaired the same day.
- e. Outback Landscaping will do snow removal for library walkways again this season.
- f. A thermostat sensor in the front parlor broke, resulting in cold temperatures. Automated Building System promptly resolved the issue.
- g. A hot water pipe began leaking on December 17th and needed major repair. Repairs were completed on December 20th by Air Temp Mechanical.

IX. General

- a. Ghosts and Legends program – a collaboration with Bloomfield Library – brought in 83 attendees on October 11.
- b. Staff had a booth at the Farmer’s Market on October 16.
- c. New weekend storytimes have been successful, and families have acknowledged the convenience of a weekend program.
- d. Library Membership was mailed out on December 1st.
- e. The lower level has been emptied out for the next stage of construction.
 - i. The Children’s Department has analyzed and rearranged their collection since much of the basement level will be inaccessible for a few months.

- f. Board of Ed members used library space for office hours on November 1.
- g. Lisa Thomas continues to use the library for monthly Town Council Chair Office Hours.
- h. A reception for long tenured staff –was held at the library on November 15.



Top Row: Peg Norris, 40 years; Donna Murphy, 18 years; Janette Smith, 46 years
 Bottom Row: Joyce Peterson, 35 years; Manny Rodrigues, 10 years

X. Staff

- a. Margaret Khan (Library Director) attended the town’s quarterly Safety Committee meeting on October 12.
- b. Kayla Fontaine (Teen Librarian), Christa Kiedaisch (Children’s Librarian), and Jennifer Chretien (Adult Librarian) completed a Youth Mental Health First Aid course on October 27.
- c. Jennifer attended a meeting on Reader’s Advisory, and a meeting on adult programming through CLC on November 15.
- d. Jennifer attended an information session on TeleHealth on November 16.
- e. Margaret attended training on the town’s new budget software, ClearGov, on November 30.
- f. Margaret attended the town’s Technology Infrastructure meeting on December 1.
- g. Kayla attended a workshop on Passive Programming for Teens on December 2.

- h. Director Margaret Khan was a speaker for a CCM (Connecticut Conference of Municipalities) municipal training session titled “Constitutional Free Speech Issues for Municipalities: Battleground Libraries” on December 7.
- i. Kayla attended a workshop on new teen services on December 7.
- j. Margaret attended monthly Bibliomation Finance Committee meetings.
- k. Margaret attended and presented at monthly Connecticut Library Association meetings.
- l. Staff attended several Roundtable Meetings through the Connecticut Library Consortium.

PUBLIC WORKS DEPARTMENT
Quarterly Report
October, November & December 2022

STAFF

Director of Public Works William Watkins
Superintendent of Operations / Tree Warden Mark Owens
Administrative Secretary Donna Wrubel

Heavy Equipment Operator / Crew Leader Clifton Labrec
Facilities Crew Leader Monica Bragdon
Heavy Equipment Operator / Crew Leader Charles Harakaly

Public Works Maintainer II Richard Watts
Public Works Maintainer II John Hoffman
Public Works Maintainer II Erik Johansen
Public Works Maintainer II Lee Davey
Public Works Maintainer II Colin Dunnack
Public Works Maintainer II Eric Hurlburt

Public Works Maintainer I Michael Mangiafico
Public Works Maintainer I Troy Stout
Public Works Maintainer I Mark Jaworski
Public Works Maintainer I Christopher Cefaratti
Public Works Maintainer I/Custodian Tyler Bryant*

Lead Mechanic Robert Maxwell*
Mechanic I
Mechanic's Helper David Mortimer

Sanitation Maintainer Charles Grossmann

P/T Transfer Station Operator Evan Stone

Cemetery Sexton Richard Mindek

Town Engineer Todd Penney
WPCA Technician / Operator Michael Ruef

*Robert promoted from Mechanic I to Lead Mechanic 12/19/2022

*Tyler hired as Public Works Maintainer I/Custodian 12/19/2022

Engineering Department Town/State Projects

LOTICIP - Swamp Road at Boston Turnpike Intersection Improvements Project: Newly signalized intersection was open for traffic in early October and deemed substantially complete by end of November. Utility work and turf stabilization required for Spring 2023.

LOTICIP - South Street Roadway and Pedestrian Improvements Project (Phase 1): Construction deemed substantially complete at the end of November. Turf stabilization will be required for Spring 2023.

FLBP - Hop River Road Bridge Project: Project was bid at the end of October. CDOT deemed low bidder not to be in compliance of the Disadvantage Business Enterprise requirements and subsequently disallowed. Project to be rebid in early 2023 with contract language modification that will allow for a longer material procurement. Construction will not start until April 2024.

CCGP - Main Street Sidewalk Extension to Lisicke Beach: No activities done on the project in this quarter due to other project timing demands. Project will be moved to front in January to allow for Summer construction 2023.

Landfill Venting Project: Construction deemed substantially complete in June 2022.

Transfer Station Relocation to Olsen Farm Road: Construction deemed substantially complete in October and the new transfer station was then opened to the public. Minor work on detention basin and top course paving to complete project in Spring 2023.

Softball Field at Transfer Station: Project was bid and low bidder, Earth Dynamics, awarded contract. Much of the work complete by end of November except for infield mix, outfield grass and fence fabric. Work will continue early spring 2023.

2021 DEEP Rec Trail Grant: Minor construction activities commenced for 3 days in December on the Nathan Hale Section. Survey for Rufus Brook section of Bear Swamp completed. Engineering study in progress. Public meeting with options anticipated for February 2023.

Trees

Mark Owens handled numerous tree complaints during the quarter. Tennen Tree worked in town for 10 days removing hazardous trees that Mark identified. Mark continues to plan a 5 day project with Distinctive tree. Trees on Wrights Mill Road and Nathan Hale Road will be removed. Eversource will be contributing \$20,000 towards the project.

Shop

The shop performed routine maintenance on vehicles and equipment. There were no significant breakdowns or repairs during the quarter. Annual service of trucks and equipment for winter operations

were completed. Repairs and annual services to the road grader and grounds equipment started. The lead Mechanic hiring process completed and Bob Maxwell was promoted.

Transfer Station

Construction of the new facility was completed at the end of September and the facility was opened to the public on October 6. The contract for paint recycling was completed and the facility started accepting paint in December.

Road Construction

- Lakewood Heights Development
 - Woodmere Road
 - Drainage work completed
 - 500 feet of curbing installed
 - Backfilled and seeded behind curbing
 - Edgewater Drive
 - 1-24 inch culvert replaced
 - 6 catch basin repairs completed
 - Milled off 1.25 inch of asphalt
 - Paved with 1.5 inch of HMA
 - DPW crew installing driveway aprons as needed and backfilling road edge and curbing.
- South Street from Homestead Drive north approximately 3,900 feet
 - Full depth reclamation
 - Binder coarse of asphalt
 - Edges of road backfilled as needed
- Barnsbee Lane Cul-de-sac
 - 2 catch basin repairs
 - 1.5 inch HMA overlay
- Silver Street
 - 1 inch shim installed in areas that had bad wheel rutting
- Wall Street
 - 2 new catch basins installed and 1 - 15 foot culvert to solve drainage and icing problem.
- Babcock Hill Road
 - 1 inch shim installed on a section that was crumbling.

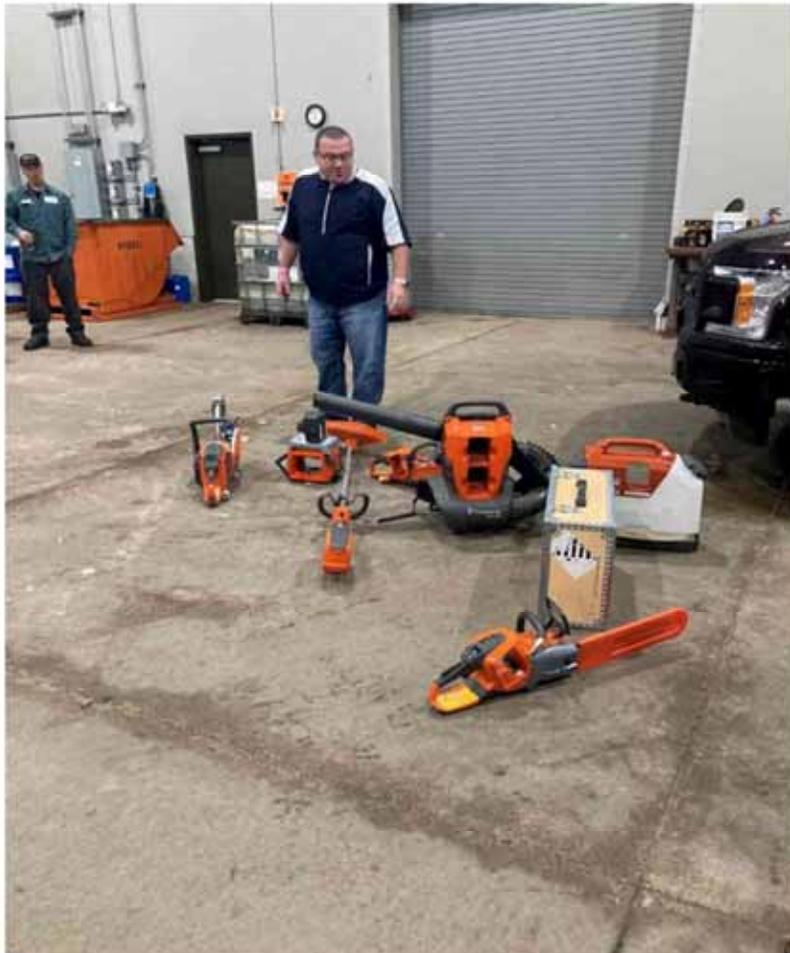
Wall Street

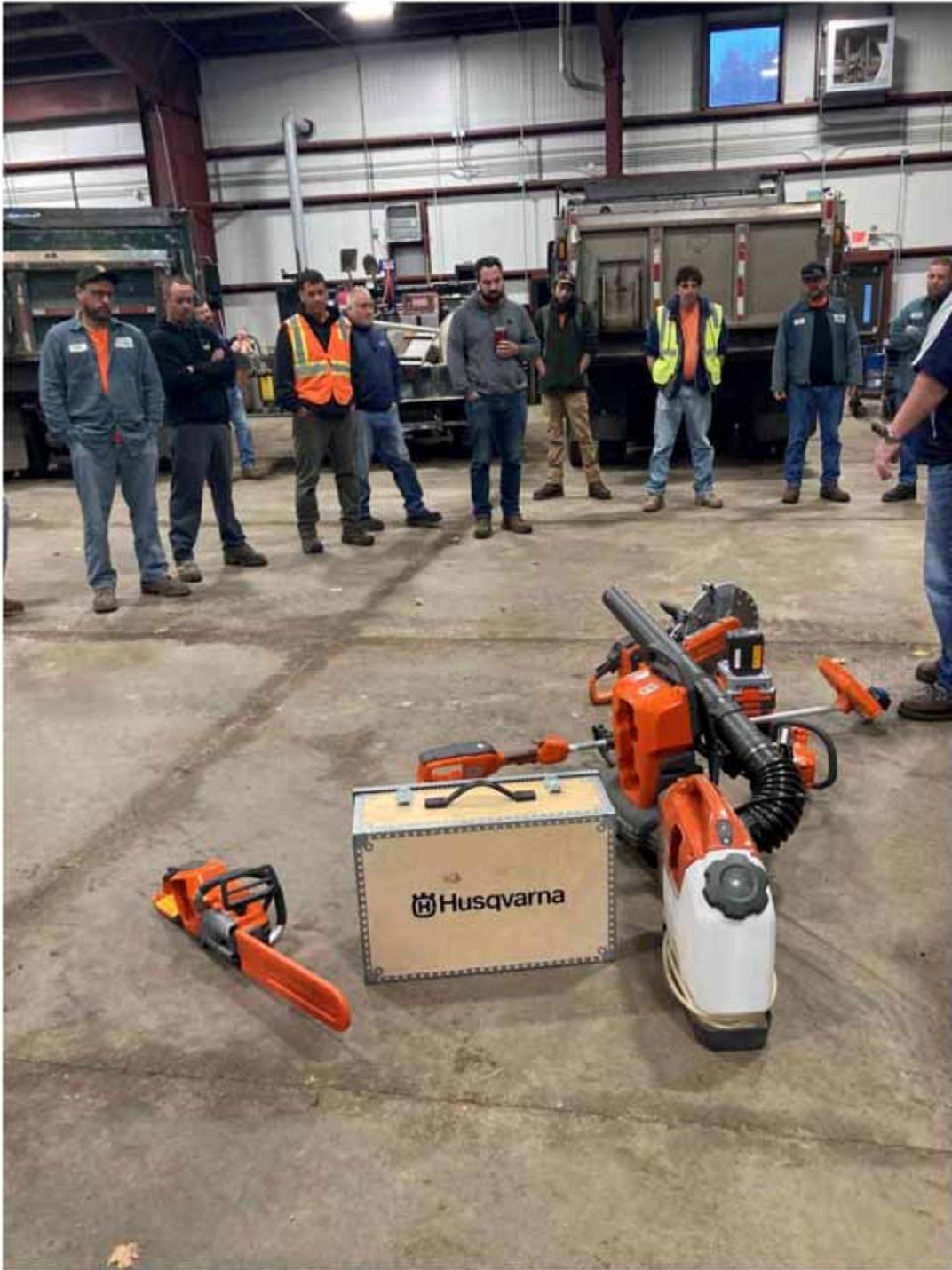
2 new catch basins installed and 1 - 15 foot cross culvert to connect them and solve drainage and icing problem.

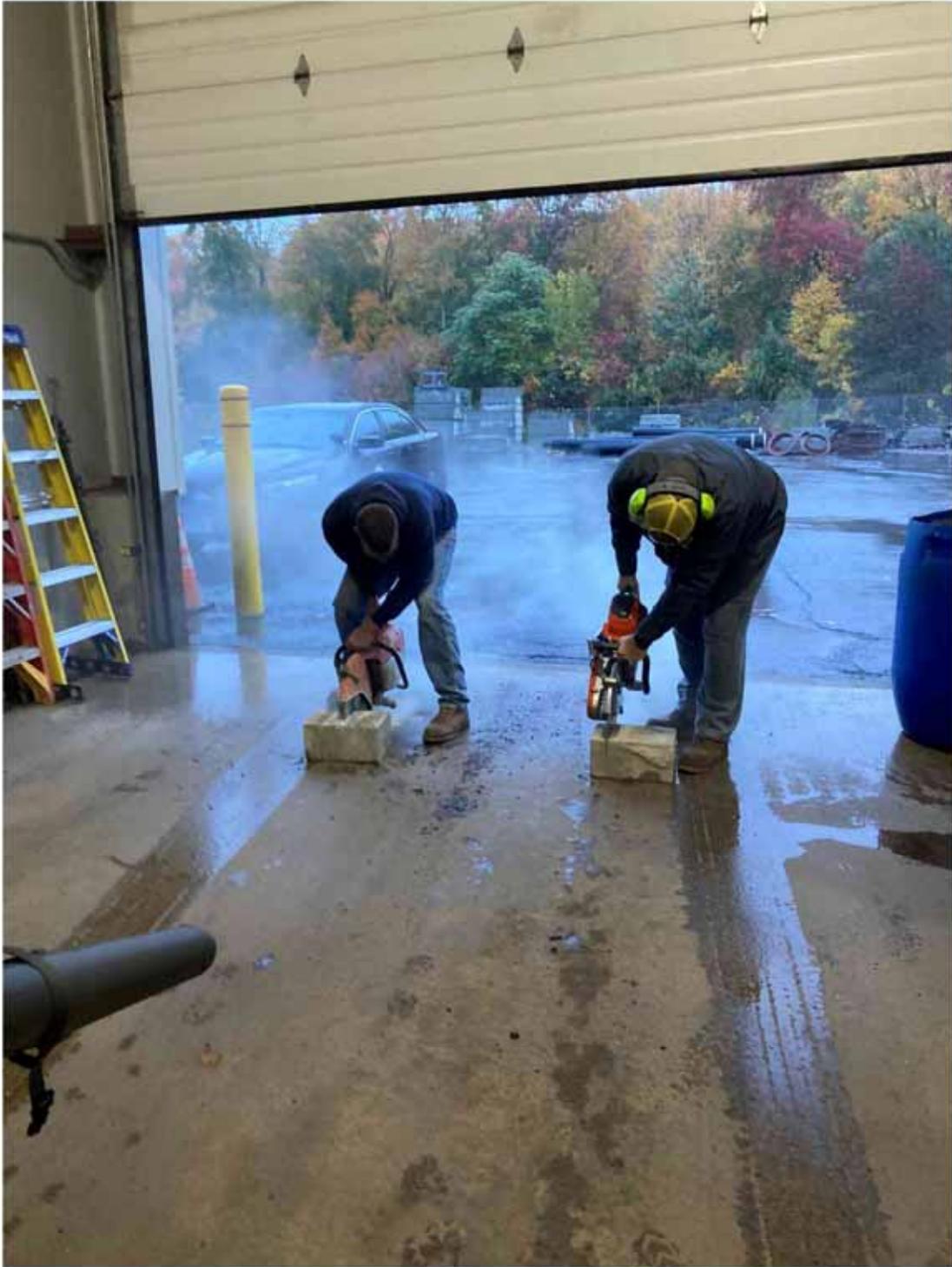


Mike Cote met with Superintendent of Operations, Mark Owens, and Director Bill Watkins to set up the automated callout system for winter operations. Once the system was set up we met with DPW staff to explain how the system works and to do a trial to make sure everyone was getting the calls. A few problems were identified and addressed at that time.

Tri County Contractor Supply demonstrated battery powered tools. This included a 14" and 9" cutoff saw, chainsaw, blower, weed wacker, and hedge trimmer to name a few. We will be looking to implement the new battery powered tools as we replace existing gas equipment.







Crew comparing gas saw (on left) to battery saw (winner).

Grounds

The grounds crew continued with normal maintenance of mowing and trimming. They then transitioned into fall cleanups. The crew also performed the following:

- Laidlaw upper Soccer field
 - Added 100 plus yards of top soil to fill low spots
 - Over seeded and fertilized entire field
 - Field closed until Fall 2023
- Tree planting at Town Hall
 - Declining Dogwood tree replaced with a new Sweetgum tree



○

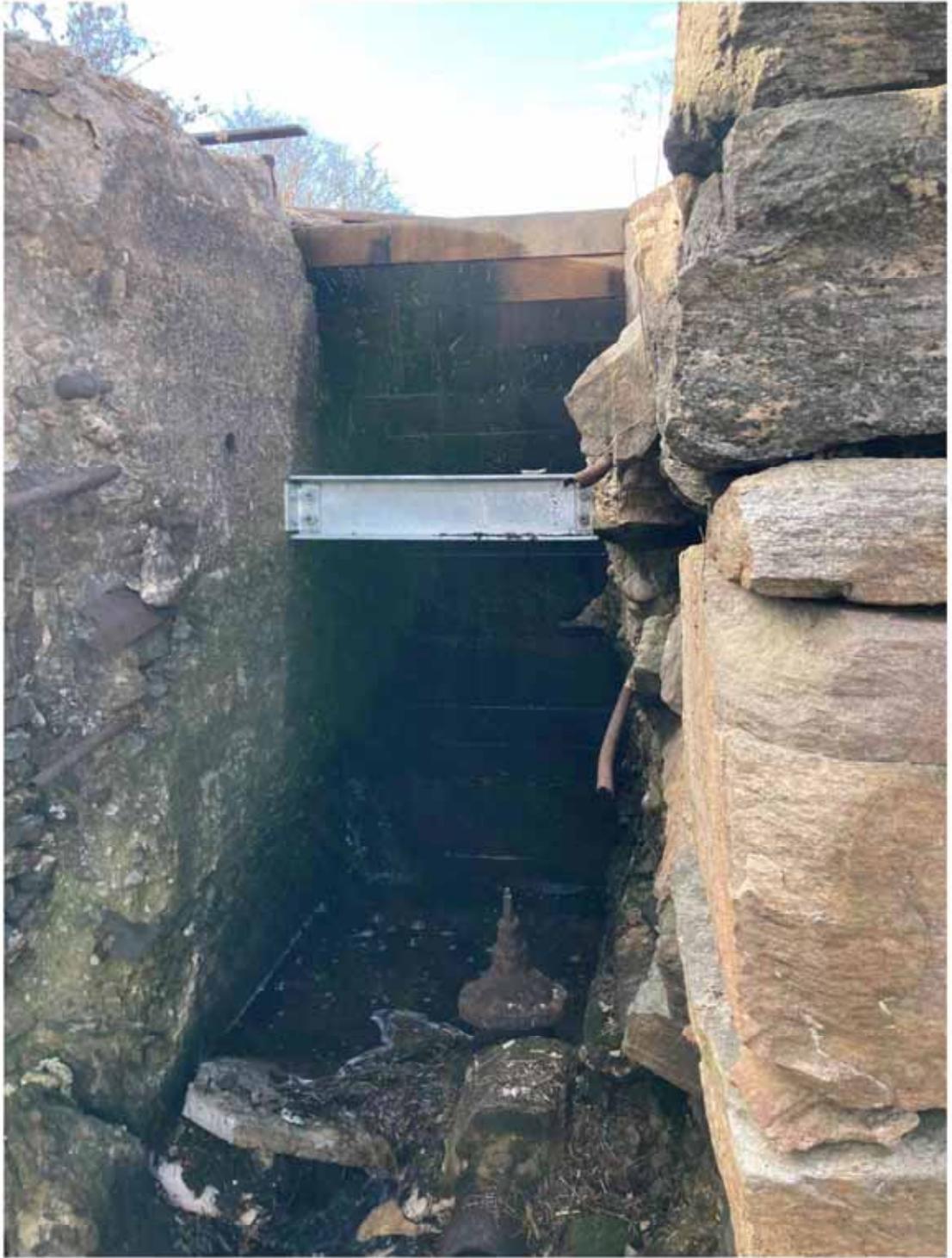
-
- Tree Planting at Millbrook park
 - Burrow Family coordinated Park and Rec and DPW to donate a memorial tree in memory of their son.
- Christmas in the Village set up and maned light tower day of the event.
- Interior painting at Millbrook

Projects

Decew Dam

- Stone wall repaired with concrete to stabilize the wall
- Sluice way and old weir board slot cleaned out.
- New weir boards installed
- Pond level raised and water flowing over the Dam as designed





- Swamp Road and Route 44 intersection
 - DPW assisted with the placement of the new welcome to Coventry sign



Training

- DPW hosted a winter training class from T2 center “Managing Local Road Snow and Ice”. All DPW staff attended along with some State DOT employees. Class was held at Station 18.
- 3 DPW staff attended the Green Snow Pro Training presented by the T2 center.
- All DPW staff trained on Paint recycling.



Construction of the new Transfer Station was completed at the end of September and the facility was opened to the public on October 6. It is located near the DPW facility at 100 Olsen Farm Road.

COVRA

TRANSFER STATION: MATERIALS RECEIVED

| | OCT | NOV | DEC | TOTAL |
|----------------------------|------------|------------|------------|--------------|
| Revenues (cash/check only) | \$2,151 | \$2,121 | \$2,077 | \$6,349 |
| Electronic waste – each | 180 | 117 | 83 | 380 |
| Propane tanks – each | 19 | 13 | 5 | 37 |
| Bulky CD/brush – tons | 27 | 20 | 21 | 68 |
| Scrap metal – tons | 3 | 3 | 2 | 8 |
| Tires – each | 28 | 36 | 41 | 105 |
| Leaves – tons | 4 | 11 | 4 | 18 |
| Refrigerant – unit | 38 | 31 | 42 | 111 |
| Mattress / box spring | 80 | 65 | 80 | 225 |
| Customers | 638 | 494 | 350 | 1,482* |

TRANSFER STATION: VENDORS & MATERIALS TRANSFERRED

| | OCT | NOV | DEC | TOTAL |
|---|------------|------------|------------|--------------|
| Casella Waste – cd – tons | 29 | 23 | 19 | 72 |
| Casella Waste – brush – tons | 8 | 0 | 0 | 8 |
| Casella Waste – metal – tons | 8 | 16 | 9 | 33 |
| Casella Waste – Single Stream ton | 0 | 3 | 4 | 7 |
| Take2 - refrigerant – units | 106 | 0 | 0 | 106 |
| Take2 - electronics (CED) – lbs | 1,689 | 1,317 | 2,920 | 5,926 |
| Take2 - electronics (non) – lbs | 851 | 1,521 | 1,200 | 3,572 |
| Take2 - uw lamps, mixed – lbs | 0 | 0 | 194 | 194 |
| Take2 - batteries, mixed – lbs | 0 | 0 | 97 | 97 |
| N ‘n M Recycling – propane tanks – each | 0 | 48 | 0 | 48 |
| CRM Co LLC – tires each | 0 | 0 | 0 | 0 |
| Bay State Textiles – box moved to DPW | 0 | 0 | 0 | 0 |
| Bye Bye Mattress | 66 | 93 | 91 | 250 |

*Of the 1,482 customers using the transfer station this quarter 484 paid by cash or check, 112 paid with a credit card and approximately 886 used the station with no fee.

Daily breakdown of activities at Transfer Station at the end of this report.

CURBSIDE PICK UP

(all material from this chart hauled to Casella Waste System Inc. by All American Waste)

| | OCT | NOV | DEC | TOTAL |
|------------------------------|------------|------------|------------|--------------|
| MSW @ \$86 / ton | 313 | 341 | 317 | 971 |
| Expenditure | \$26,912 | \$29,298 | \$27,290 | \$83,500 |
| Recycling @ \$variable / ton | 88 | 96 | 95 | 279 |
| Expenditure | \$8,852 | \$9,375 | \$10,717 | \$28,944 |
| Bulk @ \$83 / ton | 16 | 17 | 12 | 45 |
| Expenditure | \$1,341 | \$ 1,434 | \$ 989 | \$ 3,765 |

TOWNWIDE TEXTILE RECYCLING

| | OCT | NOV | DEC | TOTAL |
|----------------------------|------------|------------|------------|--------------|
| Lbs. | 3,710 | 3,990 | 2,140 | 9,840 |
| Revenue paid @ \$.05 / lb. | \$186 | \$200 | \$107 | \$492 |

Transfer Station daily activities list below:

| material received: | | | | | | | | | | | | | |
|----------------------|------------|------------|----------|--------|---------------|-------------------|------------------|------|-----------------|-------------|----------|-------|-------------|
| RECEIPTS | | | | | | | | | | | | | |
| DATE | CASH/CK | CARD | CARD FEE | EWASTE | PROPANE TANKS | BULKY CD/S TUMPS | RECYCLABLE METAL | TRES | LEAVES | REFRIGERANT | MATTRESS | OP | TICKETS |
| 10/01/22 | \$145.70 | \$90.20 | -\$2.75 | 15 | 0 | 3115 | 1170 | 4 | 0 | 2 | 11 | Evan | 16130-16146 |
| 10/06/22 | \$245.00 | \$0.00 | \$0.00 | 15 | 0 | 4250 | 240 | 1 | 0 | 5 | 1 | Evan | 16400-16424 |
| 10/08/22 | \$380.00 | \$85.00 | -\$2.09 | 25 | 2 | 8250 | 1070 | 15 | 0 | 11 | 13 | Evan | 16425-16460 |
| 10/13/22 | \$90.00 | \$60.00 | -\$2.16 | 12 | 2 | 3250 | 550 | 0 | 40 | 1 | 8 | Evan | 16461-16475 |
| 10/15/22 | \$320.00 | \$155.00 | \$4.67 | 18 | 3 | 9500 | 390 | 5 | 140 | 4 | 15 | Evan | 16476-16514 |
| 10/20/22 | \$280.00 | \$95.00 | -\$3.27 | 24 | 7 | 7750 | 370 | 3 | 90 | 5 | 0 | Evan | 16516-16548 |
| 10/22/22 | \$350.00 | \$150.04 | -\$4.50 | 24 | 4 | 9250 | 420 | 0 | 960 | 6 | 6 | Evan | 16549-16586 |
| 10/27/22 | \$110.00 | \$0.00 | \$0.00 | 13 | 0 | 2250 | 735 | 0 | 915 | 1 | 6 | Evan | 16587-16595 |
| 10/29/22 | \$230.00 | \$60.00 | -\$2.16 | 34 | 1 | 6500 | 1190 | 0 | 5695 | 3 | 20 | Evan | 16597-16626 |
| Mo Total lbs. tons | \$2,150.70 | \$695.24 | -\$12.26 | 180 | 19 | 54115 27.0575 | 6135 3.0675 | 28 | 7840 3.92 | 38 | 80 | | |
| DATE | CASH/CK | CARD | CARD FEE | EWASTE | PROPANE TANKS | BULKY CD/S TUMPS | RECYCLABLE METAL | TRES | LEAVES | REFRIGERANT | MATTRESS | OP | TICKETS |
| 11/03/22 | \$210.00 | \$50.00 | -\$1.80 | 13 | 5 | 5000 | 395 | 0 | 1870 | 3 | 7 | Evan | 16628-16163 |
| 11/05/22 | \$315.00 | \$55.00 | -\$1.93 | 15 | 2 | 6000 | 1320 | 12 | 4450 | 6 | 4 | Evan | 16164-16189 |
| 11/10/22 | \$255.00 | \$20.00 | -\$0.72 | 12 | 3 | 4500 | 1145 | 13 | 2845 | 4 | 11 | Evan | 16191-16210 |
| 11/12/22 | \$380.00 | \$50.00 | -\$1.70 | 22 | 2 | 7500 | 580 | 4 | 1095 | 5 | 8 | Evan | 16211-16241 |
| 11/17/22 | \$245.10 | \$32.40 | -\$1.04 | 5 | 1 | 4960 | 450 | 0 | 2290 | 3 | 5 | Evan | 16243-26261 |
| 11/19/22 | \$375.00 | \$130.80 | -\$4.00 | 20 | 0 | 8090 | 700 | 4 | 4160 | 6 | 15 | Evan | 16262-16298 |
| 11/26/22 | \$340.60 | \$20.00 | -\$0.72 | 30 | 0 | 3550 | 630 | 3 | 4410 | 4 | 15 | Evan | 16299-16326 |
| Mo Total lbs. tons | \$2,120.70 | \$358.20 | -\$11.91 | 117 | 15 | 39600 19.8 | \$220 2.61 | 36 | 21120 10.56 | 31 | 65 | | |
| DATE | CASH/CK | CARD | CARD FEE | EWASTE | PROPANE TANKS | BULKY CD/S TUMPS | RECYCLABLE METAL | TRES | LEAVES | REFRIGERANT | MATTRESS | OP | TICKETS |
| 12/01/22 | \$117.80 | \$152.40 | -\$4.67 | 15 | 2 | 3530 | 1370 | 0 | 5620 | 6 | 3 | Evan | 16327-16343 |
| 12/03/22 | \$121.40 | \$130.80 | -\$3.54 | 5 | 0 | 2380 | 240 | 10 | 0 | 7 | 0 | Evan | 16344-16359 |
| 12/08/22 | \$263.80 | \$72.60 | -\$2.09 | 2 | 0 | 4870 | 0 | 8 | 0 | 4 | 6 | Trey | 16360-16379 |
| 12/10/22 | \$131.20 | \$95.00 | -\$2.97 | 10 | 2 | 2730 | 1190 | 2 | 400 | 6 | 18 | David | 16380-16391 |
| 12/15/22 | \$137.00 | \$203.20 | -\$5.79 | 10 | 0 | 6440 | 300 | 0 | 0 | 1 | 5 | Evan | 16392-16397 |
| 12/17/22 | \$359.00 | \$69.20 | -\$2.10 | 18 | 0 | 5900 | 100 | 14 | 930 | 3 | 18 | Evan | 16638-16659 |
| 12/22/22 | \$217.80 | \$65.60 | -\$2.01 | 6 | 0 | 4100 | 290 | 1 | 0 | 4 | 10 | Evan | 16660-16677 |
| 12/24/22 | \$63.20 | \$10.00 | -\$0.36 | 2 | 0 | 1130 | 20 | 0 | 0 | 0 | 0 | Evan | 16678-16683 |
| 12/29/22 | \$365.40 | \$50.00 | -\$1.70 | 10 | 0 | 6040 | 360 | 0 | 180 | 7 | 10 | Evan | 16684-16710 |
| 12/31/23 | \$280.60 | \$89.00 | -\$2.82 | 5 | 1 | 5750 | 740 | 6 | 300 | 4 | 10 | Evan | 16711-16732 |
| Mo Total lbs. tons | \$2,077.20 | \$917.80 | -\$28.05 | 83 | 5 | 42870 21.435 | 4610 2.305 | 41 | 7410 3.715 | 42 | 80 | | |
| Qtr Totals lbs. tons | \$6,348.60 | \$1,991.24 | -\$52.22 | 380 | 37 | 136585 68.2925 | 15965 7.9825 | 105 | 36390 18.195 | 111 | 225 | | |

WPCA 2022 4th Quarter Report: October, November, December

Wastewater Treatment Plant (WWTP):

Designed/permitted for average 200,000 gallons per day
Average flow over past 12 months = 134,334 gallons per day
Peak daily flow this quarter = 222,820 gallons per day

Route 44 Sewer Expansion:

- Bolton Gateway (Route 44) Sewer Project: This sewer expansion project will help protect groundwater quality and facilitate commercial redevelopment along 2,000 feet of the Route 44 corridor near the Bolton Town line.
- Last year we completed two key steps towards project approval; CEPA environmental review and the passing of SB 701, which authorizes the Bolton Lakes Regional Water Pollution Control Authority to expand their wastewater system into Coventry.
- We have held staff level meetings with officials from Manchester and Bolton/Vernon who support the project. Our engineer completed conceptual design, compiled an opinion of cost, and confirmed that CT DOT has no objections to the project in their road.
- We applied for a \$1.5 million EPA STAG grant. Congressman Joe Courtney's Office selected our project and it was approved for \$1.2 million in the federal budget! The grant will cover the majority of costs and make our project feasible. A lot of effort went into the grant application and we couldn't have done it without the help of Town Manager John Elsesser and Director of Planning and Development Eric Trott.
- Our next steps towards installing sewers in this area will be to apply to the Manchester Board of Directors for approval, draft agreements with the Bolton Lakes WPCA, establish regulations and maintenance agreements, perform design work, and obtain DOT permits.

Sewer Collection System:

- Both pumps at the Lakeview pump station became clogged with wipes and needed to be removed and repaired by a vendor. One of the pumps is still operable but one of them was so damaged it was retired and replaced with our spare pump. We ordered a new spare pump for \$6,000.
- One of the two pumps at the Avery Shores pump station became clogged with wipes and needed to be removed and repaired by our vendor. It is operating properly now. We have a spare pump on site. We believe it was a coincidence that the pumps at both pump stations clogged around the same time. Wipes are a major problem in the sewer system.
- We purchased an underground electrical locator for \$700 and have used it 3 times for planned excavation near buried wires. Hiring an underground utility

locating service costs about \$400 per call so learning this new skill has already provided a value to the Town.

- We had a major wind storm on December 23rd which took out power to one of our two pump stations and half of our 50 Town-owned residential sewer pumps. We prepare for major storms by checking and fueling all of our generators and emergency pumps. During storms we monitor power outages and check the generators, topping off fuel daily. The day after a storm when the roads are clear from trees and/or snow we begin using a portable generator to power and pump down our Town-owned residential grinder pumps. This storm the pump station ran on generator power for 37 hours with only a minor issue trying to fuel it up. Power was restored to all of our residential pumps before we needed to tow our portable generator around.

Wastewater Treatment Plant:

- Our new steam boiler and boiler water treatment system was up and running in time for winter. We also had the insulation on a rooftop air handler replaced.
- We disassembled our fixed gas detector pump and shipped it to the factory for repairs then reassembled it instead of scheduling a costly field service visit.

Facilities Plan:

- Tighe & Bond has begun work on the 2022 Facilities Plan. The facilities plan will evaluate if it is more cost effective to upgrade our wastewater treatment plant or decommission the plant and send all flow to Willimantic. We will also look at areas around the Lake for potential sewer expansion and make sure whatever option we choose has sufficient capacity for these areas.
- We decided to perform this major study now because our discharge permit expired over 25 years ago and CT DEEP could mandate a plant upgrade at any time. In 2019 we had several visits from DEEP that indicated they were getting very close to giving us a new permit which would require an upgrade. We know the State is getting \$ millions in wastewater infrastructure grants from the Federal Government and need to have a plan in place to take advantage of the grants before they are gone.
- Upgrading our plant or connecting to Willimantic would benefit the environment and give us more capacity for development in appropriate areas which generates tax revenue.
- The study will cost \$207,100. CT DEEP approved the scope of work and fee which makes us eligible for a 55% grant. After the grant our share will be \$93,195. The grant application will be submitted in January 2023.

Other:

- We enrolled as a public utility in the Low Income Household Water Assistance Program (LIHWAP) which can help low income residents pay their sewer use

bills. Details were provided in the winter newsletter. The Human Services Department can assist residents with applications.

- We perform annual inspections of the oil-water separator tanks at Fire Station 118 and the Public Works Garage because grease and oils from truck washing could get into the sewer system if the separators are not maintained. We determined the separator tank at Public Works needed cleaning and coordinated it with a vendor.
- We coordinated cleaning and inspection of an existing storm drain pipe at the Library which was necessary for construction of the addition.

Sewer System Capacity: Inflow & infiltration removal will always be important even if our plant is upgraded and capacity is increased. Staff will continue to search for and remove clean water from the system. The WPCA will continue to monitor capacity closely.

TOWN OF COVENTRY FIRE-EMS DEPARTMENT



QUARTERLY REPORT

October 1 – December 31, 2022



OCTOBER Every October we have the annual hose and ladder testing completed. This ensures the tools and equipment we have are in safe working order and helps us to identify hose, nozzles, ladders, and pumps that might need replacing or repair. This testing is essential to the safety of the members of the department as they rely on this life saving equipment all year long. The department also participated in a Tolland County Dive Drill on Sunday, 10.2.22 to keep their skills sharp and the relationships with our neighboring departments current. We presented fire safety messaging to the Hale Early Education Center & Coventry Grammar School, in addition to the local Mom's club and a day care so that kids at an early age are exposed to fire safety information.

Notable highlights for the month include the new Ambulance 618 going into service. Multiple fire prevention events were held with various schools and groups, annual hose and ladder testing was completed and community events at the Farmers Market.

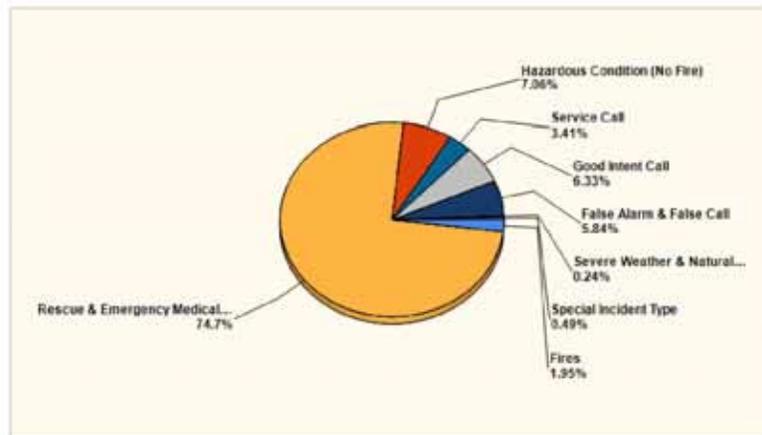


NOVEMBER The Department held *LIVE FIRE* drills at the Eastern Connecticut Fire School on 11.2.22 so that our members would receive the required training for interior firefighters. This is a great opportunity to review interior tactics and get members experience that they might not otherwise gain during the normal responses throughout the year. Members of the fire department provided assistance at the annual Veterans Day Race. We provided a large US Flag over the roadway and fire police personnel for traffic assistance as well as a stand by ambulance for any EMS related concerns that came up. We continue to work with OSHA as we have invited them into our department on a consultant basis to review and guide us on our policy development for a safe and efficient operation. We continue to have discussions on our use of two way radio frequency usage with our local agencies as well as our partners in Tolland County. We also held a TCFD Department meeting for all members to share information and ideas while getting together. This affords us an opportunity to meet new members and celebrate our successes.

DECEMBER In December, we hosted the annual Stuff a Truck event in cooperation with the Police Dept as well as supported the Wreaths Across America activities. The department also held a Holiday Light Parade for the Christmas in the Village event to let our residents know how much we appreciate their support all year long.

OTHER The Fire Chief and Fire Administrator continue to attend regular meetings which include the Local Emergency Coordination Committee , Fire Officers, DEMHS, EMS Chiefs of Service meetings, State Fire Chiefs meetings, Health & Safety meetings, paramedic advisory committee, regional mutual aid meetings, and supervisory and staff meetings.

Major Incident Types by Month for Date Range (553)



| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|------------------------------------|-------------|-------------|
| Fires | 8 | 1.95% |
| Rescue & Emergency Medical Service | 307 | 74.7% |
| Hazardous Condition (No Fire) | 29 | 7.06% |
| Service Call | 14 | 3.41% |
| Good Intent Call | 26 | 6.33% |
| False Alarm & False Call | 24 | 5.84% |
| Severe Weather & Natural Disaster | 1 | 0.24% |
| Special Incident Type | 2 | 0.49% |
| TOTAL | 411 | 100% |

Emergency Preparedness Kits

According to FEMA, these are the basic items you should have in your home emergency supply kit:

- 1 gallon of drinkable water per person per day, for three days
- 3-day supply of non-perishable food per person
- Battery-powered or hand crank radio with NOAA Weather Alert capability
- Flashlight
- First aid kit
- Whistle to signal for help
- Dust mask, plastic sheeting, duct tape
- Moist towelettes, garbage bags, plastic ties for personal sanitation

- Wrench or pliers to turn off utilities
- Manual can opener
- Local maps
- Cell phone with chargers, inverter or solar charger
- Extra batteries for anything requiring power
- NEW PANDEMIC SUPPLIES: Face coverings, soap, hand sanitizer, current prescription medications/equipment, baby and/or pet supplies, and materials for an overnight stay.

You should also consider the unique needs of your family or loved ones to create a customized supply kit that meets any special requirements.

Take a few minutes each year to review FEMA recommended emergency supply list at <https://www.ready.gov/kit>.

Recruitment Opportunity

The Town of Coventry Fire-EMS Department seeks volunteers to serve our community as firefighters and EMT's. If this interests you, please contact the Fire-EMS Administrator for further information or visit our web page for an application.

<https://www.coventryct.org/138/Fire-Departments>

If you have any questions or concerns for your Fire Administrator, please contact:

James McLoughlin, Fire-EMS Administrator
Emergency Management Director
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