

TOWN OF COVENTRY

QUARTERLY REPORTS



January – March 2023

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Cover photo: *Lisicke Beach, winter 2023. Photo by Laura Stone.*

**Finance Department
Quarterly Report
Covering Period 1/1/2023– 3/31/2023**

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

Year-end reporting for tax purposes was completed – including W-2, 1099 and ACA reporting.

Meetings were held with each department to review their budget submissions.

The budget document was developed and produced in cooperation with the office of the Town Manager. Several documents are produced, a full detailed book, a summary book, a capital plan and a budget brief. These are compiled for the Town Manager's budget, and again for the Town Council's recommended budget. We will continue to work with the Town Manager's office in developing and presenting a final budget for Town Meeting in the upcoming months.

Final pension preparation for one employees were completed. In addition, preliminary calculation for three employees were prepared.

Negotiations began with two bargaining units whose contracts expire on June 30, 2023. Negotiations continued for the one bargaining unit whose contract expired June 30, 2022. This contract should be signed in April.

Preparation is underway to file the reporting requirement for the American Rescue Plan Act funding which will be filed in April.

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

OFFICE OF THE COLLECTOR OF REVENUE

To: John Elsesser, Town Manager
cc: Amanda Backhaus, Finance Director
From: Carrie Zahner, Collector of Revenue

Date: April 12, 2023

SUBJECT: THIRD QUARTER REPORT 2022-2023

The January collection period progressed smoothly, with payments processed and deposited in a timely fashion. A significant amount of mailed payments was processed at the Webster lockbox center. Any payments that could not be processed by lockbox (missing payment stub, prior delinquent issues and check issues) were returned to our office for processing. The dedicated and professional manner of the Tax Office staff, which includes Assistant Collector Ida Cabral, and Revenue Clerk Elizabeth Pannhavong, continues to create a positive impact on the daily operational procedures of this office.

Each payment cycle demonstrates an increase in the number of taxpayers paying by credit/debit card here at the counter and online. Visitors to the Tax Collector's page on the Town website can see both the credit card payment option as well as the option to make a payment from a checking account. Another payment option has been added with the permanent mounting of a drop box attached inside the vestibule of the rear entrance to Town Hall.

Some people will always be more comfortable paying their taxes in person; even during COVID. Town Hall offices have remained open to the public while adhering to CDC safety guidelines. We appreciate the compliance efforts of most visitors to Town Hall during these difficult times.

The increase in daily mail, throughout the month of January, was processed, balanced and deposited daily. Approximately 67 vehicle assessments were adjusted by the Assessor's office this month resulting in this office preparing a corresponding adjusted tax bill. Banks and escrow services typically wait until the end of the month to send in the tax payments for the January installment. A courtesy notice was mailed to 84 new homeowners in January to remind them of the second installment of Real Estate taxes currently due.

In February, we prepared and mailed 919 combined delinquent statements for Real Estate tax and/or COVRRRA Trash fee, sewer use charges, and sewer assessment fees. We additionally prepared 1759 supplemental and motor vehicle delinquent notices for the February mailing. In March, 352 notices of intent to lien were mailed on the delinquent 2022 (Billed Year) COVRRRA accounts.

We are beginning to prepare for the upcoming collection period by determining the amount of supplies for billing as well as updating names and addresses on the current grand list. Requests from mortgage companies have already started to arrive. Many taxpayers filing income tax returns come in or call the office daily for information and payment receipts during the second half of this quarter. Most taxpayers are pleasantly surprised to be directed to the Collector's page on the website to locate their information.

The third quarter collection report is attached.

Assessor Quarterly Report

January 2023

January is the month in which the Grand List is filed by the 31st. This is when we are working to finalize all three components of our grand list, Real Estate, Personal Property and Motor Vehicle that is to finalize all the work done during the course of the year. The total Grand List growth was **1.8 percent or \$19,729,965** in net assessed value over the 2021 grand list.

The number of Personal Property accounts went from 721 on the 2021 grand list to 711 on the 2022 grand list. This resulted in a decrease of 10 accounts but in a net increase of \$3,437,003 in assessment.

The number of motor vehicle accounts went from 13,312 accounts on the 2021 grand list to 13,547 accounts on the 2022 grand list. This resulted in an increase of 235 accounts and a net increase of \$5,868,255 in assessment.

The Real Estate grand list went from 895,237,200 on the 2021 grand list to 906,317,550 on the 2022 grand list. This resulted in a net increase of \$11,080,350 in assessment. This was due to new construction as well as additions, garages, and other discovery during our field inspections

Supplemental bills were mailed by the Tax Collector at the end of December, this always generates a number of questions for the office.

2022 Grand List

Motor Vehicles	138,987,000
Personal Property	51,278,060
Real Estate	<u>906,317,550</u>
Total	1,096,582,610

February 2023

With the completion of the Grand List, change in assessment notices were mailed for all Real Estate and Personal Property accounts. Calls always follow with taxpayer's questioning why the increase. Those objecting to their new assessments were informed that they may go to the Board of Assessment Appeals and how to file an application the deadline was early this year due to the weekend and Presidents Day Holiday on February 20, 2023, the normal filing deadline. Scheduling appointments with the Board of Assessment Appeals began as soon as the first appeal application was received, and was done by this office.

Budgets were completed for the Assessor's office and the Board of Assessment Appeals.

We started accepting applications for the Elderly and Totally Disabled program the 1st of the month. Reminder letters were sent to everyone that need to re-apply for both the State and Local Programs this year, this program is income driven, with most applications coming after income tax filing. Anyone that would like to receive this benefit is encouraged to call or visit the office.

March 2023

We are continuing to take in applications for the Elderly and Disabled Home Owners Program, the deadline for applications is May 15th.

The M37 Report, which reports all State owned properties, was completed prior to the April 1 due date. Lake association report requests have also begun in preparation for each associations billing.

The Board of Assessment Appeals held one meeting, completing its duties on March 15, 2023. The meeting was held in person in the town annex and they heard and made decisions on the two applications that were received prior to the deadline. Below is the breakdown for those appeals:

Real Estate	1 appeals
Motor Vehicle	0 appeals
Personal Property	1 appeal

The results of those appeals equaled a reduction to the 2022 grand list of \$82,070.

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, \$110,606.00 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$11,520.00
PA 05-228 & 09-229	6,873.00
Marriage Licenses	68.00
Fish & Game Licenses	1,083.00
PA-00-146	2,560.00
State Conveyance Tax	87,657.00
Dog License Fees	657.00
Dog Surcharge	\$188.00



Fee 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.

Historic Document Preservation Grant FY22/23: The \$5,500 grant funds awarded were applied to reducing 36 volumes of the large Land Record books. This reduces the amount of space taken and also are reprinted on a better quality of archival paper. This project has been finished and my evaluation submitted to the State Library. Grant application for the FY23/24 has been submitted to continue this project.

TOWN MEETINGS/REFERENDUMS

January 10, 2023 Referendum – School HVAC

staff Updates/Activities

†
March 6, 2023 Office attended webinar from the Secretary of the State on Elections

REGISTRAR OF VOTERS

January – March 2023 Quarterly Report

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
Sandye Simon, Democratic Assistant Registrar of Voters

The Registrar's Office updates the voter list daily through the Connecticut Voter Registration System. Changes are received through the DMV, mail, online registration and in person. Changes for this quarter are as follows:

	January	February	March	Total
Additions	21	41	80	142
Changes	54	200	349	603
Removals	43	86	76	205

Registered Voters as of March 31, 2023 by political party are:

Democrat	2,466
Republican	2,171
Unaffiliated	3,809
Other	144
Total	8,590

On March 7th we held a voter registration session at Coventry High School. 43 students registered as new voters.

Currently there are 1,038 Inactive Voters. Voters are moved from Active to Inactive status during the Annual Canvass if they do not verify their address, if the Post Office returns their letter from the office as undeliverable or have not voted in the past two federal election. Voters remain on the Inactive list for four years before they are moved to off status. If they verify that they still live in Coventry, they are moved to Active status.

Town Meeting and Referendum:

On December 20, 2022 a Town meeting was held and on January 10, 2023 a referendum was held to appropriate \$11,070,000 for HVAC replacements, improvements, and repairs at Coventry High School. The vote passed with a voter turnout of 6%: 469 Yes 153 No.

Annual Canvass

In Connecticut, the voter rolls are maintained by the local Registrars of Voters in partnership with Section 8 of the [National Voter Registration Act](#), the [Help America Vote Act](#), and [Title 9, Chapter 143 of the Connecticut General Statutes](#).

Connecticut is also a member of [Electronic Registration Information Center \(ERIC\)](#), a consortium of 30 states that share information in order to maintain the most accurate up-to-date voter lists possible. The Registrar's Office receives names of individuals who have moved out of Coventry, moved within town, died or have not voted in two Federal Elections. Coventry began the canvass on January 23. We sent out letters to 524 voters and 107 responded. Any voter who was canvassed and did not respond was moved from Active to Inactive status. Voters who are Inactive may be reinstated by showing proof of residence at the polling place or at the Registrar's office. All Inactive voters must fill out a new registration card. If a voter is Inactive for four years, they are moved to off status. The canvas must be completed by May 1, 2023. While the canvass is labor intensive it helps to insure that our voting lists are up to date and accurate. We encourage Coventry residents to inform the Registrar's office of any changes.

Permanent Absentee Ballots

In January of each year, the Registrar's office contacts each voter who requested that they automatically receive an absentee ballots for each election. Medical forms must be updated annually. The Town Clerk sends the voter the absentee ballot.

Preparing for the next vote.

The office contacted potential poll workers in preparation for the May 2nd Budget Referendum. Any election worker must show proof of taking the Sexual Harassment Prevention Training offered by the State of Connecticut.

Election Day Workers Training will be held on April 20, at 6:30 in the Annex.

Both parties are always looking for new poll workers. If you are interested in working at the polls please contact the Registrar's Office at 860 742-4061. Unaffiliated voters are welcome to work during the election as well.

Security

The Registrar's office worked with other town offices to complete the Connecticut Municipality Election Security Best Practices survey. On March 23, the National Guard, Elections Security, CT Military Department Joint Cyber Team conducted an on-site assessment of our election security system. No problems were found.

Voting changes

We are tracking several bills in the CT Legislature through ROVAC. Although we will have Early Voting, the details for how long, the state date and the costs are not yet defined. We anticipate many changes.



The Williams Preserve

Coventry Land Use Office

Quarterly Report for
January, February, March
~ 2023~

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 **2023**

January, February, March

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
23-01		1/20/23	1/23/23	Breton 2 Lot Resubdivision, Plains Rd., Andrew Bushnell Agent/Applicant	3/27/23	A
23-02	ZR	3/15/23	3/27/23	Application of Coventry PZC for Zoning Regulation Amendment Related to accessory Dwelling Units, etc.		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



Sunset at Eagleville Dam

PLANNING AND ZONING COMMISSION

YEAR **2023**

January, February, March

DISCUSSION AND ACTION TOPICS:

- Appointed Manuel Medina as the new Zoning Enforcement Officer for the Town of Coventry.
- Discussed new legislation pertaining to sexual harassment prevention training for all volunteer board and commission members.
- Reviewed Towns of Andover and Mansfield Zoning referrals.
- Reviewed Staff requested Zoning Regulation interpretation pertaining to personal service establishments – dog grooming business proposal.
- Reviewed upcoming CT Bar Association Land Use Training forum for Commission members.
- Discussed current status of Dunkin Donuts driveway improvements that were approved by the Commission in 2022.
- Held election of officers.
- Approved resolution for HVAC improvements at Coventry High School pursuant to CGS 8-24.
- Met with ZEO to discuss and review current Zoning enforcement activities.
- Held discussion with DesegregateCT staff about 'Live, Work, Ride' housing affordability initiative.
- Reviewed ZEO memorandum to request interpretation on impervious surface regulation application.
- Discussed status of formation of new Housing Affordability Committee and the drafting of new Accessory Dwelling Unit regulations.
- Recommended that the Town Council proceed with the Capital Improvement Program Budget with certain recommendations, pursuant to CGS 8-24.
- Recommended support of the Town's DEEP Recreational Trails Grant Proposal for improvements to the Hunt Preserve on South Street.



Creaser Park Disc Golf

January, February, March

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. Planning is underway for Arts on Main in September.
- Discussed the status of the new professional dental office that is being proposed at 1572 Boston Turnpike. Construction continues to move forward.
- Discussed the approval of cannabis establishment regulations by the PZC.
- 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 status of the Clock and Whale Factory – Mason Street mill buildings and site conditions.
- Reviewed the meeting and EDC presentation with the Town Council.
- Continued member business visitation program to gain insight on how the EDC and the Town can assist local businesses.
- Discussed status of new businesses in Coventry Village.
- Held Election of officers.
- Discussed status of anaerobic digester project at Hytone Farm and possible site visit with EDC.
- Reviewed next round of business appreciation certificates preparation and issuance. Certificates will be prepared and distributed by members.
- Discussed local diving business highlighted on Discover Channel program – sewer divers.

January, February, March

DISCUSSION AND ACTION TOPICS (CONT'D):

- Discussed planning for 2023 Farmers' Market season which will mark the 20th season. Special opening day activities are being planned.
- Discussed Housing Affordability Committee formation and kick off meeting as well as Coventry's inclusion in a CRCOG housing affordability regional initiative.
- Held dedicated meeting to discuss EDC priorities and projects for 2023.



Some products available at the 2023 Coventry Farmers' Market – the 20th CFM Season!

January, February, March

- Hired new Zoning Enforcement Officer. Began training new Staff.
- Continued work with the part-time consultant who served as the interim Zoning Enforcement Officer to prepare recommendations on improved zoning and blight enforcement processes relative to infractions/fines.
- 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 Adelma 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.
- 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 approved 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.
- 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.
- 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 2023

January, February, March

- Commenced planning with the Coventry Village Partners, Coventry Arts Guild, and Town Staff to host the Arts on Main street festival again in September.
- Worked with other towns in region to create the Hop River Trail Alliance and accepted nomination to serve on the Board of Directors.
- Assisted in preparation of DEEP Recreational Trails Grant proposal from the Hop River Trail Alliance for signage improvements on the Hop River Trail
- Joined Sustainable CT and CRCOG's affordable housing implementation pathways pilot program "Building Together – Community Focused Affordable Housing Plan Implementation in the Greater Hartford Region".
- Hosted the inaugural meeting of the Senior and Affordable Housing Committee – we will meet every 4th Wednesday starting April 26.
- Organized Coventry sponsored Earth Day event activities at Creaser Park – tree planting ceremony with Scouts, seed planting activity with Community Garden volunteers, guided nature hike, adopt-a-road sign ups and gear give-away, Conservation Commission roadside clean-up.
- Preparing for upcoming Farmers' Market season with Committee and special opening day event celebrating the 20th season.
- Continued to facilitate zoning/blight enforcement case compliance with Town Attorney and new Zoning Agent.
- Participated in hiring of new Inland Wetlands Agent.
- Continue work on negotiation of Farmers' Market lease at Hale Homestead.



Connecticut's Countryside Earth Day Event 2023

ZONING ENFORCEMENT

YEAR **2023**

January, February, March

Manuel Medina- Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	82
Single Family Dwellings	4
Condominiums	0
In-Law Apartments	1
Accessory Structures	
Decks/Porches	6
Sheds/Gazebos	5
Barns	0
Detached Garages	4
Pools/Hot Tubs	3
Additions/Attached Garage	3
Grading/Clearing	1
Commercial Use/Signage	2
Home Occupation	6
Interior Renovations	7
Driveway	0
Roof Mounted Solar PV	32
Crumbling Foundation	3
Tenant Fit Out	3
Other	2
Total	<u>82</u>

<u>CERTIFICATES OF USE AND OCCUPANCY</u> =	31
(Signed for zoning compliance by ZEO)	
Single Family Dwellings	2
In-law apartment	1
Condos	0
Finish Basement	1
Crumbling Foundation	1
Accessory Structures	
Decks/Porches	5
Sheds/Gazebos/Barns	4
Detached Garages	3
Pools/Hot Tubs	0
Additions/Attached Garages	3
Other	0
Driveways	6
Tenant Fit Out	4
Commercial Use/Signage	1
Total	<u>31</u>

ZONING ENFORCEMENT (Cont'd)

YEAR **2023**

INSPECTIONS

Erosion and Sediment Control	4
Limits of Clearing	0
Certificate of Occupancy	29
Pre-Approval Inspection	4
Seed and Mulch Bond Release/Inspections	1
Zoning Complaints (initial & follow-ups)	10
Blight Complaints (initial & follow-ups)	14
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	0
Signage	0
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
Junk Yard	4
Greater than 1 unregistered motor vehicle	0
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	0
Livestock/Poultry/Agriculture	0
Nuisance	0
Other Zoning Enforcement	0
Blight complaints	3
Total	<u>7</u>

January, February, March

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**

Was appointed as the Zoning Enforcement Officer by the Planning and Zoning Commission. Attended the Connecticut Land Use Law Seminar hosted by the Connecticut Bar Association. Have been reading the provided book as it will also be required for the CAZEO certification. Created a few maps, proposal map for the TRIP grant application; and concept map for Saint Mary's Church lot. Went on a "mapping hikes" with Eric Thomas to gather GPS points to create a map of the "Rolling Woods Trail", soon to be inaugurated, map will be ready in the next couple of weeks. Assisted Mindy ground-truthing GPS points on the Hunt Preserve project. Eric and I joined CRCOG's affordable housing implementation pathways pilot 9-month "Building Together-Community Focused Affordable Housing Plan Implementation in the Greater Hartford Region".

Permits

We noticed an increase in the amount of roof-mounted solar panels, issuing a permit every 3 days. I created an online beta version of the "lot coverage calculator". It is hosted on the Town's website readily available for the public to use. I will continue on improving the aesthetics and functionality of the calculator, and encourage applicants to use it when applying for permits.

Enforcement

Continued using Viewpoint to keep track of Blight and Zoning complaints. Eight (8) blight and zoning violations were closed as properties were successfully brought into compliance. In coordination with CT DOT, a zoning violation was expediently brought into compliance. We received three (3) blight complaints; the first one was brought into compliance within 7 days; the second one was not considered blight upon inspection; the third violation will be issued an official NOV since the property owner did not bring their property into compliance or reached out to me for assistance.

ZONING BOARD OF APPEALS

YEAR **2023**

January, February, March

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
ZBA-23-1	1/26/23	2/21/23	34 Appian Way/ Douglas Newman/Lot coverage increase for shed. GR-80 Zone.	2/21/23	A
ZBA-23-2	2/16/23	3/21/22	276 Woodland Rd/ Dana Markie/Side yard setback variance for existing deck enclosure (mud room). LR Zone.	3/21/23	A
ZBA-23-3	2/18/23	-	24 Daly Rd/Daniel Stanley/ Sec. 14.54 of the CT General Statutes for location approval for motor vehicle dealer/repair	-	W
ZBA-23-4	3/23/23	4/18/23	287 Root Rd/Mary Champ/ Backyard Setback Variance for dining room addition. GR-40 Zone		P

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



Eagleville Lake – Photo Credit Heidi Leech

INLAND WETLANDS APPLICATIONS

YEAR 2023

January, February, March

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
23-01W	1/19/23	1/25/23		32 Heather Lane Construct 16' x 12' pool house, 62' x 42' concrete patio and 18' x 41' inground pool Ryan Spindler	2/22/23	A
23-02W	1/23/23	1/25/23		1295 Main Street Dredge Fire Pond (~2,545 sq. ft.) for fire Safety. Teleflex/Fuss & O'Neill	2/22/23	A
23-03W	2/15/23	2/22/23		2933 Main Street Permit for two 16" corrugated plastic culverts previously installed Jeremy McGonigal/James Lathrop	-	P
23-04W	2/16/23	2/22/23		276 Woodland Road Construct 18' x 22' addition, 10' x 24' sunroom and 10' x 18' deck in URA Dana Markie	3/22/23	A
23-05AR	2/22/23	-		Coventry Lake, Area of Patriots Park Reclaiming of beach sand Jarod Reed	3/9/23	A
23-06WA	2/27/23	2/27/23		456 Grant Hill Road 14' by 22' carport, 4 helical piles Robert Beaulieu	-	P
23-07W	3/23/23	-		(R05313) Pucker Street Driveway and drainage Jesse Clarke	-	P
23-08WA	3/30/23	4/5/23		258 Pine Lake Drive Complete Septic Replacement for 2 bedroom cottage in URA of Eagleville Lake Jeff Polhemus/Skip's Wastewater Services	4/11/23	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

INLAND WETLANDS AGENCY

YEAR **2023**

January, February, March

News from the Inland Wetlands Agency and Agent:

Permit Summary

Inland Wetlands Agency Regulated Activity Permits and Minimal Impact permits are listed in the table above.

Mindy Gosselin, the Town Wetland Agent and Erosion Control Officer's, last day with the Town was on March 9th. Ms. Gosselin left to take a position with the CT Department of Energy & Environmental Protection. Town Engineer, Todd Penney, will be filling in to cover Wetland Agency business. Coventry has brought on Land Use Consultant Robin Newton of Tyche Policy and Planning Consultants to handle Minimal Impact Permits submitted on the online permitting application system, OpenGov.

Please call either Todd Penney or Robin Newton 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.



Joshua's Trust Property – Flanders Road

BUILDING DEPARTMENT QUARTERLY REPORT
3rd QUARTER
January, February, March 2023

There was one (1) permit issued for a new dwelling to be built this quarter.

NEW HOUSE PERMITS ISSUED FOR THE 3rd QUARTER 2022-2023 FISCAL YEAR	
ADDRESS	DATE
23 WINDY HILL ROAD	1/24/2023
NONE FOR FEBRUARY	
NONE FOR MARCH	

No foundation only permits were issued this quarter:

FOUNDATION PERMITS ISSUED FOR THE 3rd QUARTER 2022-2023 FISCAL YEAR	
ADDRESS	DATE
NONE FOR JANUARY	<i>Note: New Building Permit was instituted for the construction of a new home which now combines the foundation and construction build.</i>
NONE FOR FEBRUARY	
NONE FOR MARCH	

There were three (3) permits issued this quarter for replacing crumbling foundations:

CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 3rd QTR 2022-2023 FISCAL YEAR	
ADDRESS	DATE
NONE FOR JANUARY	
205 NORTH FARMS ROAD	2/16/2023
981 NORTH RIVER ROAD	2/28/2023
1211 BOSTON TURNPIKE	3/31/2023

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

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 3RD QUARTER 2022-2023 Fiscal Year	
ADDRESS	DATE
NONE FOR JANUARY	
517 STONEHOUSE ROAD	2/8/2023
1171 GRANT HILL ROAD	2/21/2023
155 SOUTH STREET EXTENSION	3/27/2023

There were no Certificate of Occupancy issued for replacement of a crumbling foundation this past quarter.

CRUMBLING FOUNDATIONS ISSUED CO's 3RD QUARTER 2022-2023 Fiscal Year	
ADDRESS	DATE
NONE FOR JANUARY	
NONE FOR FEBRUARY	
NONE FOR MARCH	

Municipal Projects:

There were no municipal permits issued this quarter.

Commercial Projects:

We had a fairly busy month with commercial permits issued in the month of January and they were all for the village area. Woke Restaurant located at 1203 Main Street, was issued their tenant fit out and sign permit. This was followed by a tenant fit out and a separate sign permit issued for a new boxing club in the village called Scrub Scraps. They are located at 1159 Main Street. Finally, we issued a tenant for fit out for a pet grooming salon called Foxy Cuts at 1203 Main Street.

No commercial permits were issued in the month of February.

March brought in one commercial permit for a tenant fit out for the new ownership of the Coventry Country Store located at 1428 South Street. The new owner has some new and exciting ideas that he has been discussing with the Health, Building, and Land Use Departments, so stay tuned for possible enhancements to this establishment in the future!

Inspections:

There were three hundred eighty-four (384) inspections completed this quarter.

Solar Permits:

There were thirty (30) solar permits issued and closed out during this quarter.

Building Official Continuing Education Credit Hours:

Two (2) hours of continuing education hours were earned this quarter. The Building Official is over his required hours and this resets in May, so it will become important to start acquiring more hours at that point.

The Town of Coventry Building Department utilizes an online permitting system supported by Open Gov/ View Point. All permitting is applied for online. This includes Land Use permitting for Zoning and Wetland reviews. You can access this site using the following link: <https://coventryct.viewpointcloud.com/> We also have a kiosk in our office and we are happy to assist people with the process at town hall. Also, with this online permitting, the Building Official completes all inspections on site with a tablet and logs the inspection directly into the online permit. This allows our office to reduce paper costs and file retention space. It also allows applicants to get feedback immediately in real time.

Permits for this Quarter

PERMIT TYPES	Jan. 2023	Feb. 2023	Mar. 2023	Third Qtr.
				2022-2023
Houses only	1	0	0	1
Foundation only	0	2	1	3
Condominiums	0	0	0	0
Commercial Bldg/Renov	4	0	1	5
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	3	3	2	8
Garages/Carports	1	1	2	4
Sheds/Barns	0	1	1	2
Decks/Porches	2	1	3	6
Pools	0	0	2	2
Demolition	0	0	0	0
Woodstove	5	3	3	11
Miscellaneous	14	9	8	31
Renov/Repair/Alter	11	14	19	44
Plumbing	4	2	5	11
Heating	17	24	14	55
Electric	23	21	23	67
TOTAL PERMITS	85	81	84	250
PERMIT VALUE	\$1,359,600	\$1,401,465	\$1,286,586	\$4,047,651
FEES COLLECTED	\$20,342	\$16,861	\$17,123	\$54,326
Certificate of Completion	66	51	77	194
C/O's - New Homes/Condos	0	2	1	3
C/O's - Other	2	0	1	3

Quarterly Report
Third Quarter FY 22_23
January 2023 – March 2023

Coventry Police Department



Agency Directive 1.2.2 indicates that each year, the chief of police shall develop a statement of goals and objectives for each agency component, (Administration, Operations and Support). Each member of the agency shall have an opportunity to provide input into the formulation of component and agency goals and objectives. The chief of police shall facilitate this input by asking agency personnel to submit their ideas, suggestions and recommendations in writing. The chief shall review and consider this material in developing the component and agency goals and objectives. Agency goals and objectives shall be developed as part of the budget preparation process and included as part of the budget submission. The goals and objectives of the Town Council shall also be used as guidance in preparing the agency goals and objectives.

Each quarter, the chief of police shall analyze the progress being made towards the achievement of the stated component goals for that year. The chief shall detail the progress in a written report.

Listed below are the stated goals and objectives for each agency component for the 21/22 fiscal year and information regarding the department's efforts and progress toward meeting those goals. Completed goals reported in the previous quarter have been omitted from this report.

ADMINISTRATION

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

Objectives:

We are currently in year three of the four year assessment cycle for CALEA accreditation and continue to comply with CALEA and POST Accreditation standards.

- **Goal:** *Hire and train patrol officers to replace upcoming vacancies that will arise during the fiscal year. We are losing veteran Officer Kevin Vail to retirement after 23 years of dedicated service. Officer Jose Pansini will also be leaving for a career change.*

Objectives:

- Recruit a diverse applicant pool by utilizing various means consistent with the agency's existing recruitment plan.

- Conduct a thorough selection process consistent with the agency's existing recruitment plan.
- We interviewed certified and non-certified applicants. We received a small number of applicants. We are anticipating hiring two certified officers to replace the two officers leaving this coming spring and hiring one non-certified in the distant future.

Goal: Seek grant funding for a variety of equipment and technology needs.

Objectives:

- Submitted a grant application through Congressman Joe Courtney's office, Community Project Funding, for policing equipment and technology upgrades.

OPERATIONS

Goal: Provide Officers with as much training as possible in many different areas.

Objectives:

- Continue to provide yearly recertification training.
- We continue to provide Crisis Intervention Training. We are on a rotation that will have each Officer complete the training over the next twelve months.
- Due to scheduling conflicts, we moved our bi-annual firearms training to the Month of May. We train with our firearms bi-annually. With firearms training Officers receive scenario and situational based training.
- There are a variety of other classes we rotate Officers to take to keep our police force as highly educated as possible.

SUPPORT

Goal: Continue to engage within the community through a variety of means.

Objectives:

- Post different messages and activities on Facebook.
- Assist Human Services in delivering meals during Thanksgiving and Christmas.
- Conduct a yearly national recognized Coffee-with-a-Cop event in October 2022.
- Increase participation of officers at both recurring and special events in town, particularly those involving children (Read across America, Trunk or Treat, Annual Toy Drive, PJ Day, Stuff a Cruiser, and school lunch program, School Liaison Officer interacting with Coventry Academy).

Other Items of Interest

- After 23 years of dedicated service Officer Kevin Vail will be retiring. His last day of service will be May 5, 2023.
- Officer Robert Dexter was promoted to a Sergeant on February 13, 2023. He attended First Line Supervisory training and is excelling at his new position.
- Officer Olaph Anderson is currently attending a two-week S.W.A.T. school. This past fall he was accepted to the regional emergency response team C.R.E.S.T.
- Officer Michele Krukoff conducted a presentation on "Safety" to Coventry Senior Citizens.
- Officer Krukoff was the mystery reader at The Nathan Hale Early Education Center.









Human Services Department Quarterly Report January-March 2023

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
Amber Clancy, Senior Center Assistant



A. HUMAN SERVICES- January- March 2023

1. Programs:

- **ENERGY ASSISTANCE PROGRAM:**

Access Energy Assistance Program ~ The office began accepting energy application starting on September 1st. During this quarter, 14 energy applications were processed for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic).

- **FOOD BANK: January- March**

Assistance Records: 48 Visits
Total Household: 22 with a total of 59 members

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 receive pre-packed boxes that they pick up through the glass enclosure or outside Town Hall. Pickup appointments take place on Fridays.

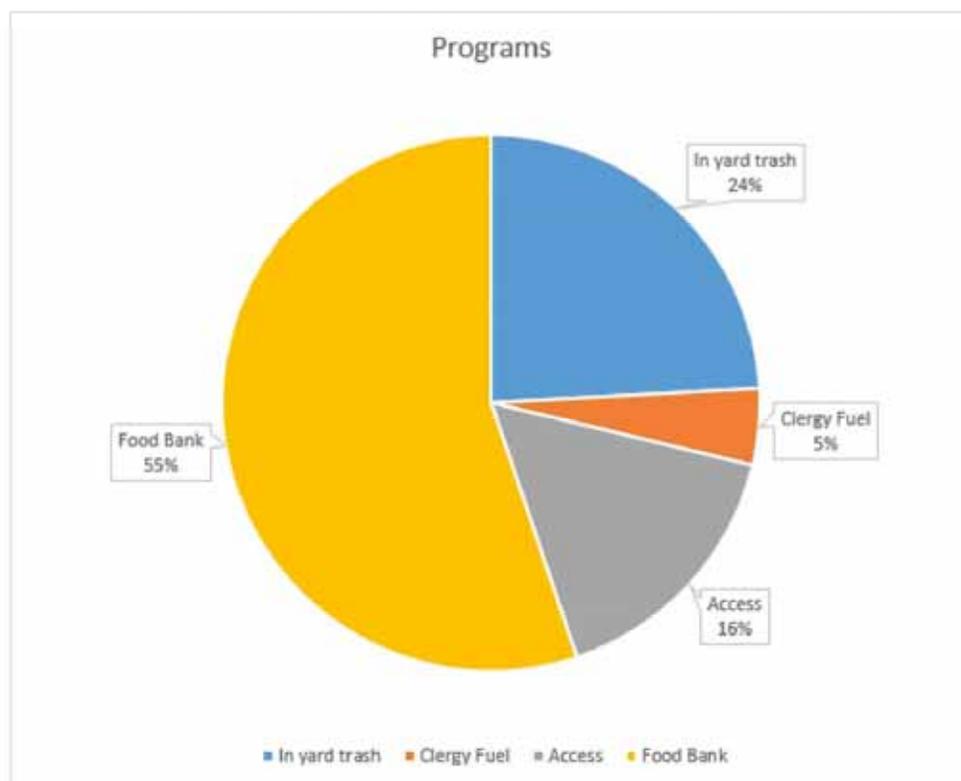
Throughout the months, we have received numerous donations from local churches and schools but the majority of our donations have been from Coventry residents. We are always amazed at the generosity, especially during these difficult times.

- **FOOD BOX DISTRIBUTION:**

We have brought back the food box distribution and they were held on Jan 27th and March 31st. Residents who participated pulled up to the front of town hall and received a box of nonperishable pantry items. We had over 70 participates in this month's event. We appreciate the help provided by DPW.

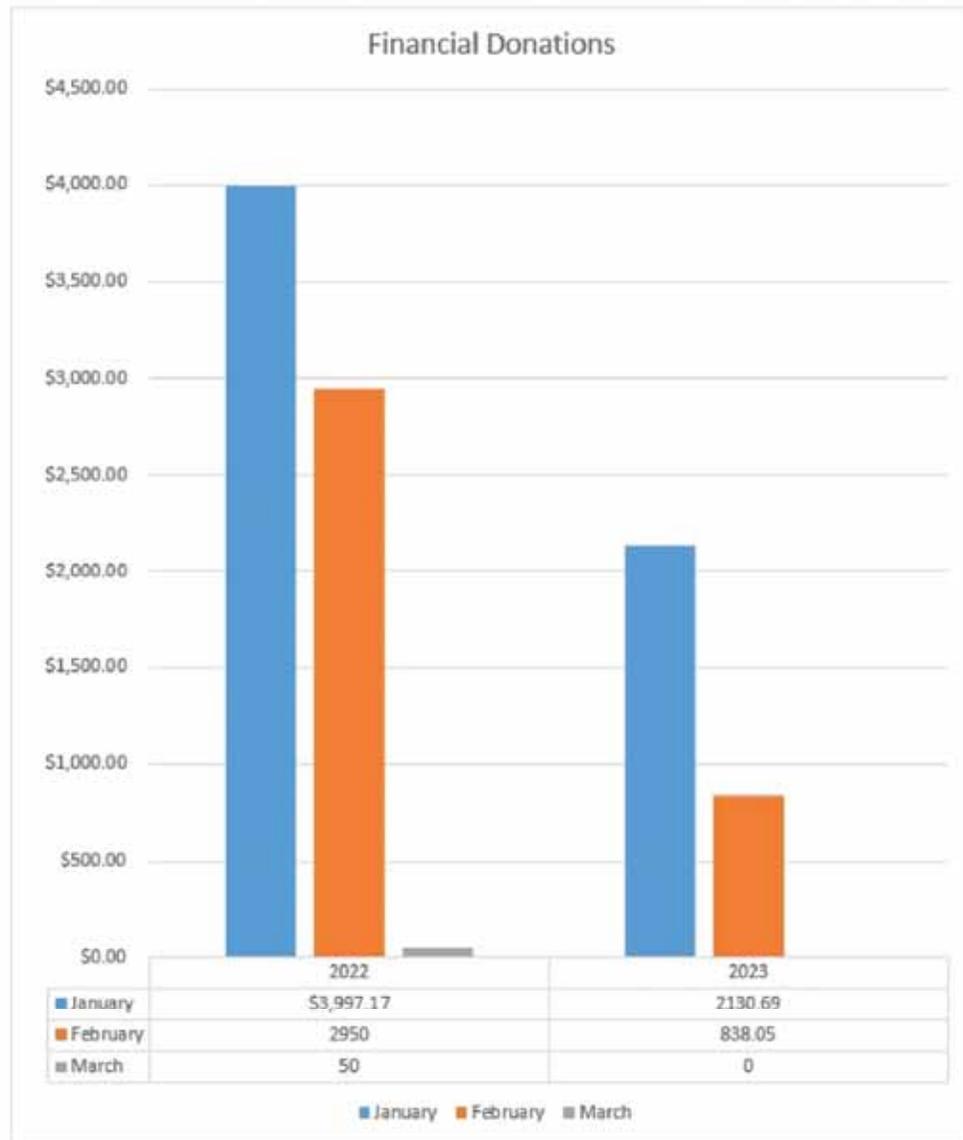
2. Special Needs:

- Our office didn't not have any financial requests that would require the special needs account this quarter
- **CLERGY FUEL:** 4 deliveries of oil were authorized from the Clergy Fuel Fund for clients who have exhausted all other resources. The total amount used from Clergy for this quarter is \$1847.88.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 21 households on the In-yard Service List at this time.



3. Donations:

- During this quarter, we received a total of \$2968.74 in donations.



B.COVENTRY SENIOR CENTER- January – March 2023



1. PROGRAM ACTIVITY

EVENT		PARTICIPATION
Classes/Workshops/Leisure		
	Monthly Tech Tuesday	2
	Monthly Book Club	7
	Total	9
Health Screenings		
February	Podiatrist	17
	Total	17
Fitness		
	Chair Yoga	124
	Tai Chi	56
	Strength & Balance with Shelley	110
	Fitness with Amber	61
	Walking Club (resumes in April)	
	Total	351
Recreation/Entertainment		
	BINGO, Mahjongg, Corn hole, Dominoes <i>NEW</i>	
	Total	101
Social Activity/Event		
	Public Computers	42
	Out to Lunch Bunch (Jan, Feb, March)	21
	Conversations with Town Council Chair Lisa	
Nov. 17	Thomas	5
	Total	68
Personal Care		
	Massage Therapy	28
Jan, March	Haircuts	6
	Total	34
Special Event		
March 17	Veterans Coffee Hour	16
Feb/March	AARP Tax Aide (4 visits)	64
	How to Avoid Scams presented by the Coventry	
March 8	Police Department	8
January,		
March	Conversations with Lisa Thomas, Council Chair	10
	Total	98
CEAP		
Energy		
Assistance	From January-March	3
	Total	
	Grand Total	681

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 **21** individuals this quarter.
- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **4** 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, Eversource programs, Connecticut Home Care Program for Elders and referrals to other agencies. This also includes information about elderly care management, meals on wheels, emergency response systems, affordable housing applications and dementia education.

3. **COMMUNICATIONS:**

- Monthly Newsletter: **184** participants receive our monthly newsletter via email. 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 **628** followers and 546 “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 (**62 hrs.**), Penny Whitaker (**17 hrs.**). This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

C. Coventry Rides Transportation Program- January- March 2023

Days of Operation: 33

Vehicle Hours Average/Daily: 2.6

Miles Total: 1465

Vehicle Hours: 85

of Individuals Riding: 14

of One-Way Trips: 118

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, luncheons at the Senior Center and small group trips. 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 5 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- January- March 2023

1. Administrative Function:

- Attended CYSA Eastern Chapter Meetings on Jan 23rd and March 13th via Zoom
- Attended the District Wide Attendance Meeting on Jan 30th
- 5 New JRB referrals came in
- Attended the Opioid Settlement Discussion Meeting on Jan 25th
- The following trainings were attended:
 - Restorative Justice 101 Training on Jan 4th
 - Restorative Justice 201 Training on Jan 6th
 - Virtual Talk Saves Lives/ Narcan Training on Jan 26th
 - DCF Data Collection, JRB & Dillinger RAD Overview Feb 9th
 - Dillinger RAD DCF Data Reporting Training on Feb 28th
 - Data Check-In for Dillinger on Mar 28th

2. Direct Service

A. Functions

- Youth & Family cases 1 case
- Juvenile Review Board referred 5 NEW cases
- Truancy cases 1 referral
- Campership Assistance 2 cases

B. Programs

- Assisted Cat with programming collaboration ideas for the summer.
- Prep for Campership and Camp trainings are underway
- Counseling Services – are being referred out.
- Assisted Human Services with Food Bank organization and distribution
- Helped organize and pack Food Bank referrals
- Ongoing case management for Juvenile Review Board cases
- Facilitated Positive Connections mentoring program with Mrs. DaSilva with GHR and CHS students on a weekly basis
- Assisting Rec Daze with Behavior Intervention and Planning

BY THE #5

Coventry Parks and Recreation serves hundreds of residents and nonresidents.

Here is a look at the numbers from January - March

PROGRAMS

- 409 Total Enrollment
 - 165 Unique
- 371.75 Program Hours
- 40 Sessions

RENTALS

- 29 Lodge rentals
- 47 Millbrook Place rentals
- 80 Rental Inquires

SOCIAL MEDIA

- 45 Unique Facebook posts
- 7,021 Highest Single Post Reach
- 38,787 Total Post Reach
- 3215 Post Engagements
- 2,415 Page Followers
- 1.2% Increase in FB Followers

CHILDCARE

- 264 hours of childcare provided
- 1,475 snacks served
- 10 local high school/college age staff employed
- 25 avg. pm attendance
- 14 avg am attendance

BASKETBALL

- Over 900 volunteer coaching hours
- 107 instructional participants
- Boys Grade 8 Division 1 Travel League Champions
- Girls Grade 5 & 6 Lakes League Champions



A Refreshed Patriots Park Lodge

PARKS & RECREATION QUARTERLY REPORT: WINTER 2023

JANUARY – FEBRUARY - MARCH

FACILITY PROJECT UPDATES

Miller Richardson Park:

Softball Field: Work continued on Field #1 with completion of the dug outs and Field #2 site plans were reviewed and finalized before going out to bid in March.

Baseball Field: In January, the Department of Public Works staff completed one section of the parking lot guard rail.

Creaser Park: After careful consideration and evaluation, two buildings at Creaser Park were demolished in March. These buildings had damaged foundations and an increasing mold growth. Earth Dynamics complete the project quickly and safely. This project was approved by DEEP last year and is part of a large Creaser Park plan. The next phase is to renovate the building closest to the pavilion to provide indoor restroom to pavilion renters.

Patriots Park: The Lodge saw many improvements and upgrades this winter including replacing the propane fireplace, changing the doors over to a secure key fob system, and interior painting. Thanks for DPW staff for the beautiful interior paint job!

Millbrook Place: In February and March, both the furnace and the elevator were serviced after malfunctions. Millbrook Place was extra busy in March with the Library temporarily moving in during the final stages of construction of their building.



COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director

Caterina Merriam, Recreation Supervisor

www.coventryct.org



PROGRAM HIGHLIGHTS

Someone Special Dance:

Our annual Valentine's Day Dance made its post-Covid comeback this season, as the Someone Special Valentines Dance! Open to all kids and their adult "someone specials," the event was held on Friday, February 10th with approximately 233 in attendance. Dance-goers enjoyed music for dancing, professional portrait sittings and refreshments!



Sewing & Cooking Classes:

We began the season with only 2 sewing classes scheduled, and folks loved them so much and additional 8 classes were scheduled through June! Kids also enjoyed a Spring Baking edition of Cooking Classes with Food Explorers, with 8 enrolled!

Free Trial Fitness Classes

As a special New Year promotion, all first classes of adult fitness held in January were offered as a free demo class, for those interested in trying the classes without committing to registering for the whole 6 or 9-week sessions.

Basketball

Coventry Youth Basketball Board and Coventry Parks and Recreation took on a huge undertaking in February hosting two division tournaments for the Travel League. Coventry hosted 12 games and welcomed over 700 guests to games throughout two weekends. The season ended with several teams finishing in 1st and 2nd place for their division. Girls Grade 5 & 6 Lake League – 1st Place, Boys Grade 8 Division 1 Travel League – 1st Place, Girls Grade 5 & 6 Travel League – 2nd place, Boys Grade 8 Division 2 Travel League – 2nd place.

A BIG THANK FOR TO ALL THE BOARD MEMEBERS AND VOLUNEER BASKETBALL COACHES!

WINTER IS FOR PLANNING

Parks and Recreation staff spend much of the winter preparing for spring and summer programs.

PROGRAMS: Summer programs are scheduled with contactors, facilities booked, entered into the online registration system and marketed. Summer camp dates are set, themes planned and field trips reserved.

HIRING: Intent to return forms are sent to the prior year's staff to gauge how many news hires will be needed for summer camp and park/beach staff. Job applications are posted online and shared via social media, email, and shared to local colleges and job boards. Parks and Recreation hires approximately 40 seasonal staff every year.

CAMP REGISTRATION OPENS

Camp Wangumbaug opened registration for Summer 2023 on March 1st. The registration response on the first day was amazing! Several families who were on wait lists last year jumped on registration early signing up on the first day! By the end of March, 362 camper weeks were registered making camp 46% full.

PROGRAMS IN ACTION



Basketball Highlights!



Sewing Classes



Fitness Class @ Rec. Daze
w/ Clancy's HIIT & Fit



Spring Baking w/Food Explorers!

06238

Booth & Dimock Memorial Library
2022/2023 Third Quarter Report
January – March 2023



I. Circulation

- a. Total – **14,731**
 - i. By Item Type
 - 1. Books & Serials – 10,772
 - 2. Video – 1,244
 - 3. Audio – 253
 - 4. Other – 319
 - 5. Electronic – 2,193
 - b. Inter-Library Loans (included in total)
 - i. BDML as Borrower – 1,900
 - ii. BDML as Lender – 891

II. Collection Holdings

- a. Total – 47,071 physical items
 - i. By Shelving Location
 - 1. 20,245 Adult Section
 - 2. 22,833 Juvenile Section
 - 3. 4,215 Teen Section
 - 4. 29 Other
 - ii. By Item Type
 - 1. 40,901 Books
 - 2. 484 Magazines
 - 3. 2,005 Audio Books
 - 4. 3,467 Videos
 - 5. 80 Video Games
 - 6. 62 Museum Passes
 - 7. 323 Other

III. Programs

- a. Total Programs – 31
- b. Total Attendance – 703
 - i. Programs were offered in-person and through take & make kits.
 - ii. Library programs were offered for children and adults at Mill Brook Place throughout March, bringing 111 people in.

IV. Internet

- a. Use of Library Owned Computers – 214
- b. Use of Library Wi-Fi
 - i. Total sessions – 6,171
 - ii. Unique Clients – 401
 - iii. Total clients per day (3-month average) – 502

V. Reference Questions – 1,599

VI. Patron Information

- a. Library Visits – 4,511
- b. Curbside Orders – 7
- c. New Library Cards Issued – 61
- d. Total Library Cards: 4,575

VII. Online Usage

- a. Original Facebooks/Instagram Posts
 - i. Posts – 32
 - ii. Reach – 12,964
 - iii. Engagements – 379
- b. How people used Google to learn about the library
 - i. General Search – 1,681
 - ii. Google Profile Views – 2,967
 - iii. Website Visits from Profile – 873
- c. Library Website Use
 - i. Unique Visits – 3,453
 - ii. Page Views – 5,908

VIII. Facilities

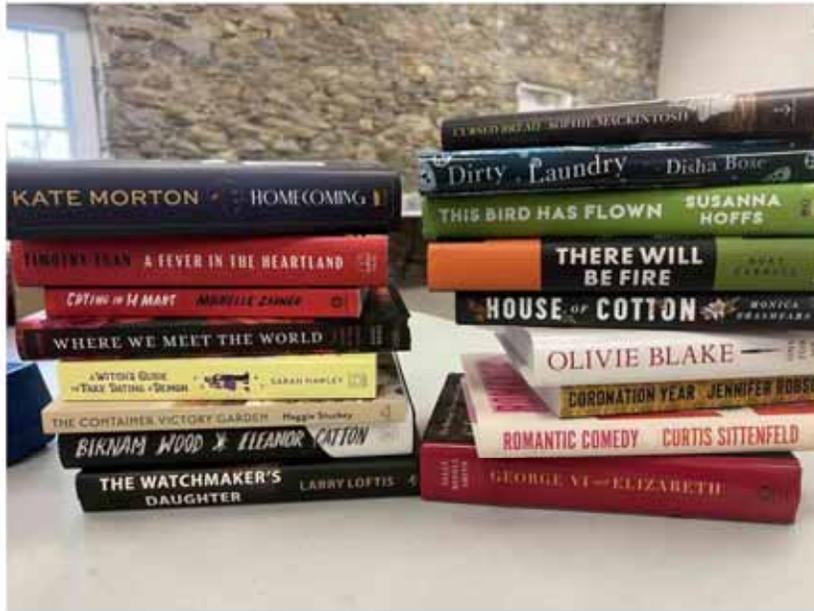
- a. Margaret Khan (Library Director) and Kayla Fontaine (Teen Librarian) attended weekly construction meetings with John Elsesser (Town Manager), Dan Lowell (Project Manager – Millennium Builders), Adam Giverson (Project Superintendent – Millennium Builders), and Ron Paolillo (Project Manager - DRA Architects).
- b. A second hot water pipe leak, following the first on December 17, 2022, happened on January 9. Air Temp Mechanical was able to repair the leak the same day.
- c. Air Temp Mechanical conducted an inspection of the library’s HVAC equipment and provided quotes to the library. The Town Council designated money to make the necessary repairs to the HVAC system on February 21.

IX. General

- a. The Library began planning to close the building to the public for the month of March to accommodate interior construction and renovations. Closure was later extended to through April.
- b. In addition to regular duties and responsibilities, library staff planned and prepared for temporary operations out of Mill Brook Place beginning in March. Library staff selected materials to bring over to Mill Brook Place, made changes to our online catalog to make sure item availability was accurately reflected, and boxed up nearly 20,000 books, audiobooks, and DVDs to be stored during the closure.
- c. Services at Mill Brook Place began March 8 and include a small browsing collection, inter-library loan services, printing and copying, internet and computer use, programs for adults and children, and reference assistance.

- d. The Library would like to extend a huge thanks to Coventry Parks and Recreation for accommodating us at Mill Brook Place.

Below: New books are prepped for circulation at Mill Brook Place.



X. Staff

- a. Jennifer Chretien (Adult Services Librarian) attended a workshop on Seed Libraries on January 20.
- b. Margaret attended an information session on grants for energy efficient initiatives on February 1.
- c. Margaret attended a workshop on utilizing library statistics on February 2.
- d. Jennifer attended a webinar on Book Tours on February 9.
- e. Margaret attended an information session on Connecticut's e-book legislation on February 22.
- f. Staff participated in online training regarding updates to Bibliomation in March.
- g. Margaret attended monthly Bibliomation Finance Committee meetings.
- h. Margaret attended and presented at monthly Connecticut Library Association meetings.
- i. Staff attended several Roundtable Meetings through the Connecticut Library Consortium.

PUBLIC WORKS DEPARTMENT
Quarterly Report
January, February & March 2023

STAFF

Director of Public WorksWilliam Watkins
Superintendent of Operations / Tree WardenMark Owens
Administrative SecretaryDonna Wrubel

Heavy Equipment Operator / Crew LeaderClifton Labrec
Facilities Crew LeaderMonica Bragdon
Heavy Equipment Operator / Crew LeaderCharles Harakaly

Public Works Maintainer IIRichard Watts
Public Works Maintainer IIJohn Hoffman
Public Works Maintainer IILee Davey
Public Works Maintainer IIColin Dunnack
Public Works Maintainer IIEric 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/CustodianTyler Bryant

Lead Mechanic.....Robert Maxwell
Mechanic IIErik Johansen*
Mechanic's HelperDavid Mortimer

Sanitation Maintainer.....Charles Grossmann

P/T Transfer Station Operator.....Evan Stone

Cemetery Sexton.....Richard Mindek

Town Engineer.....Todd Penney
Engineering Technician (P/T).....Mark St. Germain
WPCA Technician / Operator.....Michael Ruef

*01/23/2023 Erik Johansen promoted from Maintainer II to Mechanic II

In January the Town hired Mark St. Germain to fill the part time Engineering Technician position. Mark comes from a career with the Connecticut Department of Transportation District 1 Construction Office managing State Road and public works projects. Mark, for 20 hours a week, will assist Todd Penney managing the Town's road cut permits and inspection of some the Capital projects and Public Work projects. His presence on the staff is very much welcomed.

Town/State Projects

LOTICIP - Swamp Road at Boston Turnpike Intersection Improvements Project: Newly signalized intersection was open for traffic in early October and was deemed substantially complete by end of November. Utility Companies demolishing old overhead lines.

LOTICIP - South Street Roadway and Pedestrian Improvements Project (Phase I): Construction was deemed substantially complete at the end of November. Turf stabilization will be required for Spring 2023. No activity for the 1st quarter.

LOTICIP – Swamp Road and South Street Improvements Project: Design Phase kick off meeting held in January. Project will be going thru the data collection (survey, wetland delineation, soil borings) phase in the first quarter as weather permits. Preliminary Design submittal planned in May with Public Information Meeting to follow.

FLBP - Hop River Road Bridge Project: Project manual was restructured to allow for a longer procurement time for the bridge structure and to allow for ample Utility Relocation work. Bid advertised in March with bids opening for the end of April.

CCGP - Main Street Sidewalk Extension to Lisicke Beach: No activities done on the project in this quarter due to other project timing demands. Summer construction 2023 still planned.

Softball Field No.1 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.

Softball Field No.2 at DPW Laydown Yard: Second softball field will be funded by \$500,000 DECD Grant. Final contract document completed and advertised in March. Bid opening set for early April. Construction could start as early as June.

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 pushed to June 2023.

New Public Works Maintainer I / Custodian, Tyler Bryant, getting it done!



Trees

Mark Owens handled numerous tree complaints during the quarter. Mark worked with Eversource to identify numerous trees for removal on Flanders Road, Pucker Street, Wrights Mill Road, Riley Mountain Road and Nathan Hale Road. Eversource performed some of the removals on Flanders Road and Pucker Street during the quarter. Eversource has agreed to contribute \$20,000 towards a joint 4-day project with the town utilizing Distinctive Tree Care company. The project is scheduled for April.

Winter Operations

The Public Works Department finished the winter season with 19 winter weather events. The snowfall total for the season was 19.75 inches. The crew used a total of 1,184 tons of treated salt and incurred roughly \$78,000 in overtime cost.

Fleet

The shop performed routine maintenance on vehicles and equipment. There were no significant breakdowns during the quarter. The shop started servicing and making needed repairs to the grass cutting equipment to prepare for Spring. With the promotion of Bob Maxwell to Lead Mechanic in December there was a vacancy for a Mechanic 2. This position was filled with another internal promotion of Erik Johansen on January 23.

Administration

With the addition of the new full time custodian we identified that recycling was not a uniform service offered in all town buildings. Donna researched new recycling bins and came up with several options that were offered to all departments. The bins were then purchased utilizing funds from the Nip bottle revenue that the town receives. The bins have been distributed to all offices.



Department budget was prepared and presented to Town Council on March 6th.

New recycling bin to collect books was installed at DPW.

Road Crew

The crew continued to perform routine road maintenance through the winter including:

- Pot hole patching
- Roadside mowing
- Roadside brush clearing and tree trimming
- Filled salt shed
- Cleaned equipment
- Broken curb picked up and prep for repairs due to plow damage

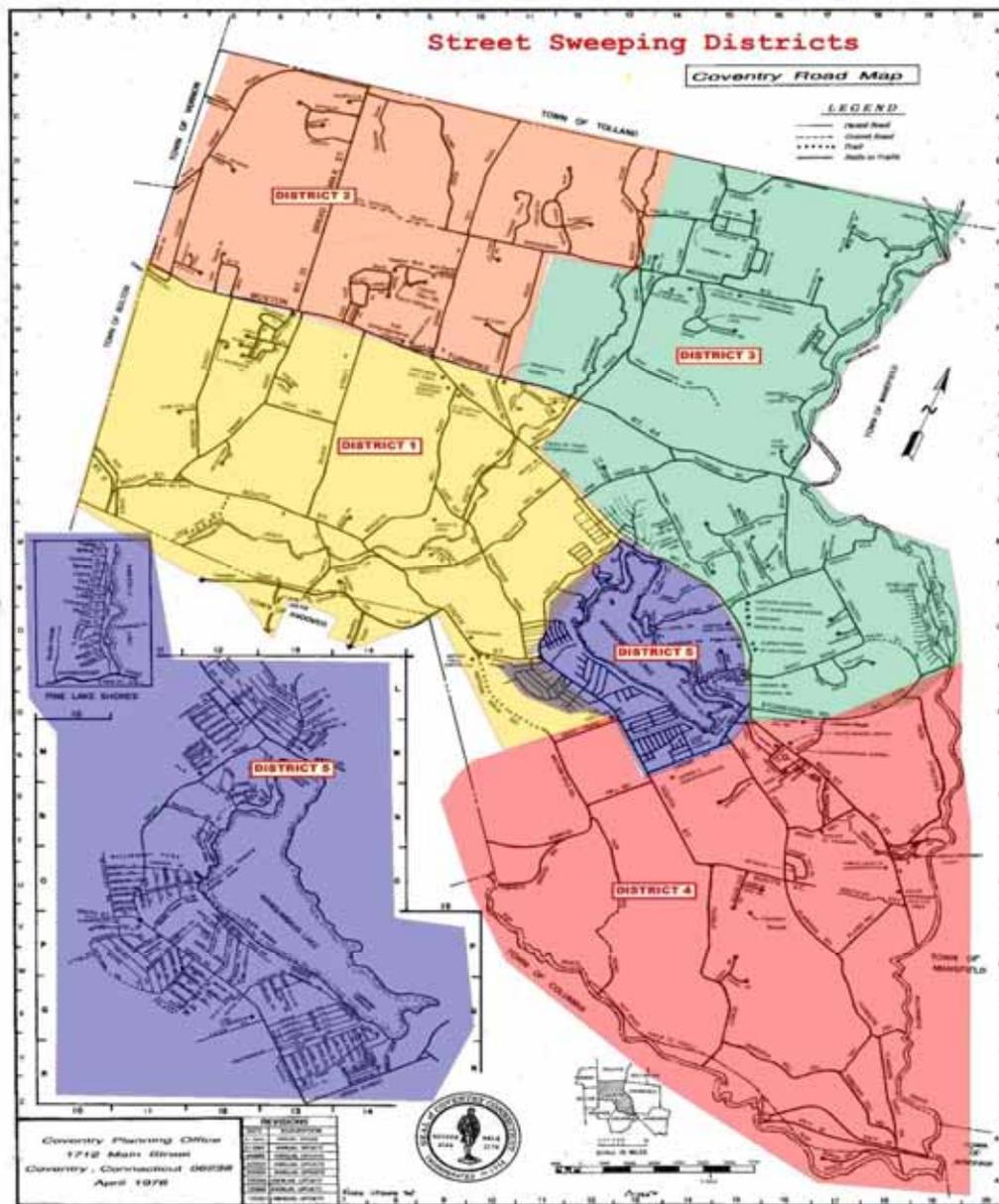
The mild winter allowed the DPW crew to clean out the Plains Road pit. Historically all of the debris from summer construction are stored in the pit and hauled away at a later date. Generally this does not get completed due to winter operations. The crew hauled out 100 ton of concrete debris and 1,150 ton of asphalt debris. The crew also cleaned the DPW yard and built bulk storage bins for stone. We purchased roughly 150 2x3x6 concrete blocks. This will allow us to stockpile bulk products and save time during construction season.





Planning for spring construction work has been ongoing. The Pavement Management study that was completed last year is being utilized to plan the paving and maintenance plan for this year. Currently we have identified 17 miles of roads that will be crack sealed at the end of April. Roughly 7 miles of roads have been identified to be rubber chip sealed. Talcott Hill Road is in the process of being scheduled for cold in place recycling with 1.5" of HMA.

A spring street sweeping program was outlined and started on March 22. The town was divided into 5 districts. Sweeping started in district 5 around the lake. See the attached map.



Grounds/Facilities Crew

Crew assisted Social Services with their monthly food distribution by carrying boxes and bags of food and loading it into resident’s vehicles.

The crew built a Kayak rack at Lasicke Beach for the Recreation department. The rack will be rented out to residents to allow them to store their kayaks at the beach for the season.



The crew also built a new rail around one section of the parking lot at Miller Richardson Park. This replaced old utility poles that were laying on the ground on the edge of the parking area.



The Grounds crew also performed the following:

- Interior painting at the Visitors center
- Brush cutting
- Equipment maintenance
- Deep clean of floor at Millbrook
- Repairs to railing at Cider Mill Bridge



Training

- 2 employees trained on the road side mower

Projects

- Creaser Park
 - Demo of 2 buildings



COVRA

TRANSFER STATION: MATERIALS RECEIVED

	JAN	FEB	MAR	TOTAL
Revenues (cash/check)	\$1,389	\$1,547	\$2,237	\$5,173
Revenues (CC)	\$ 776	\$ 795	\$ 309	\$1,880
Electronic waste – each	140	129	108	377
Propane tanks – each	11	7	4	22
Bulky CD/brush – tons	19	19	21	58
Scrap metal – tons	3	2	4	9
Tires – each	7	41	20	68
Leaves – tons	0	2	1	3
Refrigerant – unit	17	10	22	49
Mattress / box spring - each	54	75	52	181
Customers	307	291	341	939*

TRANSFER STATION: VENDORS & MATERIALS TRANSFERRED

	JAN	FEB	MAR	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
PaintCare – lbs.	0	0	1,296	1,296

*Of the 939 customers using the transfer station this quarter 327 paid by cash or check, 73 paid with a credit card and approximately 539 used the station with no fee.

CURBSIDE PICK UP

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

	JAN	FEB	MAR	TOTAL
MSW @ \$86 / ton	329	263	313	905
Expenditure	\$28,283	\$22,601	\$26,921	\$77,805
Recycling @ \$ variable / ton	100	77	92	269
Expenditure	\$ 9,744	\$ 8,353	\$ 8,841	\$26,938
Bulk @ \$83 / ton	10	10	10	30
Expenditure	\$ 831	\$ 849	\$ 794	\$ 2,474

Daily breakdown of Transfer Station activities listed below:

material received:													
RECEIPTS				PROPANE	BULKY	RECYCLABLE							
DATE	CASH/CK	CARD	CARD FEE	EWASTE	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS	OP	TICKETS
01/05/23	\$65.40	\$10.60	-\$0.38	6	0	1220	1435	2	0	0	7	Evan	16733-16740
01/07/23	\$311.00	\$65.60	-\$2.22	8	2	6840	340	0	0	3	12	Evan	16741-16765
01/12/23	\$66.60	\$24.20	-\$0.83	3	1	1770	190	0	140	0	2	Evan	16766-16773
01/14/23	\$240.50	\$57.20	-\$1.69	18	2	4670	535	0	0	5	8	Evan	16774-16793
01/19/23	\$84.10	\$26.00	-\$0.88	17	0	1800	390	0	0	0	7	Evan	16794-16801
01/21/23	\$284.20	\$273.80	-\$7.63	32	0	9940	1270	4	560	4	9	Evan	16802-16817
01/26/23	\$103.40	\$35.60	-\$1.13	22	5	2660	200	1	0	0	0	Evan	16825-16833
01/28/23	\$233.60	\$283.20	-\$8.05	34	1	8590	1080	0	80	5	9	Evan	16834-16855
Mo Total lbs.	\$1,388.80	\$776.20	-\$22.81	140	11	37490	5440	7	780	17	54		
tons						18.745	2.72		0.39				
DATE	CASH/CK	CARD	CARD FEE	EWASTE	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS	OP	TICKETS
02/02/23	\$208.85	\$154.20	-\$4.61	6	0	6510	130	2	460	1	2	Evan	16856-16875
02/04/23	\$60.00	\$0.00	\$0.00	11	0	530	690	0	0	2	15	Evan	16876-16881
02/09/23	\$194.85	\$96.00	-\$3.10	31	0	5500	390	2	900	1	7	Evan	16882-16900
02/11/23	\$271.25	\$71.00	-\$2.35	24	2	4390	270	13	480	1	9	Evan	16901-16922
02/16/23	\$161.00	\$44.20	-\$1.55	10	1	2950	1010	9	1120	0	8	Evan	16923-16938
02/18/23	\$330.80	\$241.40	-\$6.78	29	3	9510	595	4	405	4	19	Evan	16939-16965
02/23/23	\$118.40	\$20.00	-\$0.72	13	1	1640	750	3	0	0	0	Evan	16966-16975
02/25/23	\$201.60	\$168.00	-\$4.87	5	0	6020	570	8	0	1	15	Evan	16976-16992
Mo Total lbs.	\$1,546.75	\$794.80	-\$23.98	129	7	37050	4405	41	3365	10	75		
tons						18.525	2.2025		1.6825				
DATE	CASH/CK	CARD	CARD FEE	EWASTE	TANKS	CD/STUMPS	METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS	OP	TICKETS
03/02/23	\$55.00	\$132.80	-\$3.75	10	0	3300	480	1	0	0	6	Evan	16993-16999
03/04/23	\$40.00	\$21.20	-\$0.75	23	1	510	390	0	0	2	3	Evan	17000-17004
03/09/23	\$159.20	\$61.20	-\$1.99	7	0	3800	500	0	0	4	4	Evan	17005-17019
03/11/23	\$184.85	\$93.80	-\$2.94	6	0	3460	440	2	0	6	8	Evan	17020-17038
03/16/23	\$89.60	\$0.00	\$0.00	6	0	1280	1830	5	0	0	1	Evan	17039-17044
03/18/23	\$601.40	\$0.00	\$0.00	23	1	10000	150	5	0	3	13	Evan	17045-17073
03/23/23	\$375.80	\$0.00	\$0.00	10	1	6160	4030	7	350	1	4	Evan	17074-17094
03/25/23	\$352.80	\$0.00	\$0.00	17	0	5940	560	0	950	5	11	Evan	17095-17117
03/30/23	\$378.40	\$0.00	\$0.00	6	1	7200	80	0	320	1	2	Evan	17118-17142
Mo Total lbs.	\$2,237.05	\$309.00	-\$9.43	108	4	41650	8460	20	1620	22	52		
tons						20.825	4.23		0.81				
Qtr Totals lbs.	\$5,172.60	\$1,880.00	-\$56.22	377	22	116190	18305	68	5765	49	181		
tons						58.095	9.1525		2.8825				

Baystate Textile, Take2 Electronics (etc.), wood & auto batteries recycling report									
	textiles	lbs. CED @ \$.055/lb. (computers, monitors, tv, printers)	non CED	lamps	batteries, mixed	refrigerant	Scott's wood ton	auto type batteries	\$5 each ton
	lbs.	\$0.05							
<u>2022</u>									
July	3,310	\$165.50	3,486	1,494	0	0	223	33	57 total
		pd ck # 09525							23 @ \$5
August	4,050	\$202.50	1,955	1,006	279	0	0	6	0
		pd ck # 05012							
September	3,675	\$183.75	2,474	1,604	307	690	0	23	0
		pd cks # 5481,6832	pd 1st Q ck # 15444 (7,915 lbs.) \$435.33						
October	3,710	\$185.50	1,689	851	0	0	106	0	0
		pd ck # 05978							
November	3,990	\$199.50	1,317	1,521	0	0	0	0	0
		pd ck#6473&7050							
December	2,140	\$107.00	2,920	1,200	194	97	0	17	0
		pd ck # 6578	pd 2nd Q ck # 15660 (5,926 lbs.) \$325.93						
<u>2123</u>									
January	3,680	\$184.00	4,445	1,310	194	0	125	29	0
		pd ck # 07457							
February	3,850	\$192.50	2,495	1,329	67	1,253	71	8	0
		pd ck # 07948							
March	4,125	\$206.25	1,206	615	0	0	0	57	0
		pd ck # 08454	pd 3rd Q ck # (8,146 lbs.) \$448.03						
April									
May									
June									
year total									

WPCA 2023 1st Quarter Report: January, February, March

Wastewater Treatment Plant (WWTP):

Designed/permitted for average 200,000 gallons per day
Average flow over past 12 months = 135,475 gallons per day
Peak daily flow this quarter = 381,000 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 for 21 properties on Route 44 near the Bolton Town line.
- Congressman Joe Courtney selected our project out of many applications and it was approved for a \$1.2 million EPA grant! The grant will cover the majority of costs and make our project feasible. A lot of work went into the grant application and we couldn't have done it without the efforts of John Elsesser and Eric Trott.
- Our next steps towards installing sewers in this area will be applying to Manchester for approval, signing agreements with the Bolton Lakes WPCA, establishing regulations, performing design work, and obtaining DOT permits.



Meet and Greet with Congressman Joe Courtney at the Coventry/Bolton Town Line on February 14, 2023
Assistant Operator Charlie Grossmann, Bolton Lakes WPCA Chairman Bob Morra, US Congressman Joe Courtney, Bolton First Selectman Pamela Sawyer, WWTP Operator Mike Ruef, Town Council Chairwoman Lisa Thomas, WPCA Chairmen Matt Twerdy, Town Manager John Elsesser

Sewer Collection System:

- We had a vendor clean and inspect 3,500 feet of sewer main that runs adjacent to and under the Lake off Woodland Rd. Cleaning took 5 days due to extremely challenging access. We have access easements but are still very grateful to the residents who allowed us access through their properties. There were no major defects in the pipe itself but we removed substantial debris in the form of wipes and other trash. Even 'flushable' wipes do not break down in the sewer system. We are planning to install a Cured In Place Pipe liner in the sections of ductile iron pipe that are under the Lake in the fall/winter of 2023. If this section ever develops a crack lake water/groundwater would pour in and inundate the sewer system which would be extremely costly to repair.
- If you've been reading these quarterly reports for a while you've noticed that we're continuously making improvements to the main pump stations. We installed new low level floats at the Avery Shores pump station and adjusted the timer settings on the air compressor to correspond to higher flows as more houses have hooked up. Injecting compressed air into the sewer system at the pump stations gives the microbes that live in wastewater free oxygen to metabolize. Without free oxygen available the microbes consume oxygen from sulfur containing compounds which releases hydrogen sulfide gas that is corrosive and produces offensive 'sewer' odors.
- We had a manhole blockage at the G.H. Robertson School due to what we believe was children shoving sticks into a vented manhole cover. We sealed the vent hole in the cover and have not had repeated issues.

Wastewater Treatment Plant:

- We completed annual updates to our Health & Safety plans & policies and major improvements to our emergency response plans.
- We also had certified vendors perform annual hoist inspection and flow meter calibration.

Wastewater Management Plan:

- Tighe & Bond has begun work on the 2022 Wastewater Management [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. Our plant would need an upgrade to meet modern discharge limits. 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. Staff completed and submitted the grant application on February 13th and it is being reviewed by DEEP and the State Treasurer's Office.

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 received a check from the Access Agency for \$700 which will help 3 Coventry families pay their sewer bill.

Sewer System Capacity: Inflow & infiltration (I&I) 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. An I&I evaluation is included with the Wastewater Management Plan.



TOWN OF COVENTRY FIRE-EMS

QUARTERLY REPORT

January 1, 2023 – March 31, 2023

Summary Highlights for January – March 2023

The department responded to emergency calls as well as participated in weekly, monthly and quarterly meetings to stay prepared and ready to serve the residents of Coventry.

We meet regularly with the Town Manager, Department of Emergency Management & Homeland Security, and our regional partners. Every month we are meeting with the Local Emergency Coordinating Committee and the Department Officers. We also are involved with quarterly meetings with the Town Health & Safety committee as well as CIRMA's Fire Service Task Force.

January – The Department registered with the State of CT's new Health Exchange Information network known as CONNIE. This will allow us to share information across a secure platform. We also began the planning for the Farmers Market Traffic Control activities to support the market. With a change in leadership we wanted to make sure we met early to plan for the upcoming season. The department brought to the Schools, a recommendation for a Firefighter educational program for consideration. We submitted the upcoming fiscal year budget recommendations to the office of the Town Manager.

February – We submitted a grant application to the CT Water Company for a maximum of \$1500 for fire equipment. (Grant was awarded to us in April). Attended the CT FD Instructors Assoc. meeting and gathered additional information for the Schools program and shared with the School. On the 24th of February we celebrated the 6th anniversary of the Town taking over the transport ambulance service.

March – The department met with a new software vendor, EPR to go over some of the features of their product as we need to make a change in the reporting software currently being used. Continue to meet with the School Security Team to discuss the Family Reunification Plan for the Town. On March 23, 2020 the Town started using our contracted EMS personnel vendor 24/7 due to Covid.

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RECRUITMENT INFORMATION

Our volunteers put in hours and hours of time to be prepared to serve our community. Please thank them the next time you see one of them. If you would like to join us, we are in need of EMTs and Firefighters to join our organization. If you are interested please see our web page:

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

SAFETY MESSAGE



<https://www.usfa.fema.gov/ems/>

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

James McLoughlin, Fire-EMS Administrator
Emergency Management Director
jmcloughlin@coventryct.org