

# TOWN OF COVENTRY

## QUARTERLY REPORTS



April - June 2023

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**Cover photo:** *A ribbon cutting ceremony was held to mark the completion of the South Street Pedestrian & Safety Improvement Project, which coincided with the celebration of the opening day of the Coventry Farmers' Market in its 20<sup>th</sup> anniversary year. Photo by Jonathan Hand.*

**Finance Department  
Quarterly Report  
Covering Period 4/1/2023– 6/30/2023**

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

Significant time was spent creating the budget document for FY23-24. The budget was passed by taxpayers on May 2, 2023 with an expenditure total of \$45,081,990, a 3.15% increase from the prior year, with a general government total of \$11,491,730. The mil rate was approved by the Town Council at a rate of 31.74, a 1.89% increase from the prior year.

Significant time has been spent preparing and training new finance staff for the new fiscal year. Preparation for FY23 close out began in June and will continue through the summer as we prepare for the audit.

Open enrollment for health and dental insurance was completed during May and June. Based on claim history, the Town obtained a 9% increase in medical and dental premiums for FY23-24.

Significant time was spent onboarding and offloading staff as we experience a higher than usual turnaround time and hiring of summer staff for the season.

Meetings attended

Finance Committee of the 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 / Laura Stone, Town Manager's Office  
CC: Julie Chapman, Finance Director  
From: Carrie Zahner, Collector of Revenue

Date: July 17, 2023

SUBJECT: FOURTH QUARTER REPORT 2022-2023

The Tax Department was busy this quarter with fiscal year end details as well as the upcoming bill cycle. The sewer assessment fiscal year closed out the end of April. The working rate books, balances and reports were printed. A total of 245 sewer assessment bills were printed and mailed the last week of April.

Delinquent notices were prepared and mailed for real estate and sewer use, as well as COVRRRA/Trash, personal property & sewer assessment. Liens were filed against properties with an unpaid balance on real estate (262), sewer use charges (66) and COVRRRA/Trash fees (250). These filings were done the month of April and May.

Banks and lending institutions sent in their bill requests during this quarter for those properties whose real estate taxes are being escrowed. The updates were done and accounts were coded in preparation for the July billing.

The town council set the mill rate at the May 15<sup>th</sup> meeting at 31.74 for the upcoming 2022 Grand List. There was also an increase in the COVRRRA/Trash fee of \$72.00. The tax bills for Real Estate (6,384), Motor Vehicle (13,505), Personal Property (668) and COVRRRA/Trash fees (4,872) were prepared. Information on new owners, mailing address, certificates of correction & back taxes were entered. The bill file was then prepared and sent to the printer.

The fourth quarter collection report is attached.

Property Taxes Collected by Carrie Zahner, CCMC Tax Collector Collected April 2023 through June 2023  
Paid to Julie Chapman, Treasurer, Town of Coventry

		Property Tax	Interest	Liens & Costs	Total
<b>Grand List</b>	2007	4,358.16	8,008.00	48.00	12,414.16
	2008	4,428.00	10,895.37	48.00	15,371.37
	2009	4,002.81	9,127.88	48.00	13,178.69
	2010	3,989.00	8,378.40	48.00	12,415.40
	2011	3,989.00	7,770.05	48.00	11,807.05
	2012	4,141.30	7,207.42	48.00	11,396.72
	2013	4,219.80	6,584.47	48.00	10,852.27
	2014	4,589.09	6,343.61	48.00	10,980.70
	2015	4,670.95	5,623.32	48.00	10,342.27
	2016	5,027.52	5,149.69	48.00	10,225.21
	2017	4,830.00	4,067.67	48.00	8,945.67
	2018	8,040.01	5,207.73	72.00	13,319.74
	2019	17,115.19	8,018.28	216.00	25,349.47
	2020	<u>35,581.28</u>	<u>10,096.46</u>	<u>286.00</u>	<u>45,963.74</u>
		108,982.11	102,478.35	1,102.00	212,562.46
<b>Current</b>	2021	196,040.97	22,785.51	580.00	
Current SMV		<u>32,396.93</u>			
	<b>Totals</b>	<u>337,420.01</u>	<u>125,263.86</u>	<u>1,682.00</u>	<u>464,365.87</u>
<b>Current 110</b>	6010	40211	196,040.97		
Delinquent		40212	108,982.11		
Interest & Liens		40213	126,945.86		
SMV		40214	<u>32,396.93</u>		
			<u>464,365.87</u>		
Sewer Assess 205-7722	40211	106,465.71		Sewer User	40211
Interest, Liens, Per Diem	40213	<u>7,553.13</u>		Interest & Liens	40213
		<u>114,018.84</u>			<u>22,869.74</u>
					<u>6,042.47</u>
					<u>28,912.21</u>

<b>COVRA</b>			Returned Check Fee		<u>80.00</u>
Current 218-7601	40211	14,833.58		-	
Delinquent	40212	8,635.77	ADVANCE TAX		<u>0.00</u>
Interest & Liens	40213	<u>8,931.58</u>			
		<u>32,400.93</u>			
		<b>Total</b>		-	
					<b><u>\$639,777.85</u></b>

## Assessor Quarterly Report-April 1 – June 30, 2023

### April 2023

April's activities included preparing and filing State Report for State owned property, mailing Income and Expense reminder to file letters, as well as Elderly Home Owner reminder to file letters. Motor vehicle corrections/prorates to the 2022 Grand List are ongoing.

### May 2023

May included finalizing the data entry part of the Elderly and Disabled Homeowner's program as well as the new Local Tax Credit and Deferral program. The State and Local Homeowners program applications deadline was May 15, 2023. The mill rate was set after the budget referendum at 31.74. Approved applicants were mailed notifications informing them of their benefit amounts to keep for their records, these tax credits will also appear on their bills in July. The totals for the applications processed for both local and the state program was as follows;

50 Applications-State Program

67 Renewals-State Program

**117 State Applications Total**

9 Credit-Local Program (deferral)

112 Credit-Local Program (tax credit)

**121 Local Applications Total**

### June 2023

June is a short month to complete all motor vehicle prorates and other corrections in order to have the bill file as updated as possible. There are many taxpayers that have not kept the motor vehicle they owned on October 1, 2022 for various reasons. This results in a steady flow of changes to the list, which peaks in July when bills go out.

Almost every month there is a state report to complete. With the wrap up of the Home Owners Program in May, the report of those claims was completed before the July 1 deadline. Further, this office is required to report sale ratios each month as well.

Year round we are doing field inspections, following building permits and for other reasons. If you believe any of our assessment data is incorrect, please contact this office at 860-742-4067 or email: [assessor@coventryct.org](mailto:assessor@coventryct.org)

A reminder to all veterans who have ninety (90) days of wartime service are eligible for a \$3,000 exemption for property tax purposes (e.g., real estate property or automobiles). Please file your DD-214 discharge papers in the Town Clerk's Office before October 1<sup>st</sup>. The Additional Veteran's program follows the same income guidelines as the State and Local programs to increase the standard Veteran's benefit. The filing period started February 1<sup>st</sup> and runs through October 1<sup>st</sup>. If you have a 10% disability rating or more, please bring your award letter from the VA to the Assessor's office.

# OFFICE OF TOWN CLERK

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Lori Tollmann  
Town Clerk

Brooke R. Manning  
Assistant Town Clerk

Mattea Whitford  
Assistant Town Clerk

## QUARTERLY REPORT APRIL 1 - JUNE 30, 2023

*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, Notary Public appointments and 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 \$257,453.21 which the Town retained \$67,854.17



Activity	Volume	Revenue
Total Documents Recorded	449	12,786.00
Real Estate Conveyance Tax	54	46,146.51
Copies	2,084.66	2,084.66
Unanticipated Funds	0	0
Trade Name Certificates.	3	30.00
Liquor Permits	2	40.00
Burial & Cremation Permits	8	40.00
Marriage Licenses	9	144.00
Vitals Copies	120	2,400.00
Notary Fees & Renewals	43	330.00
Dog License Fees	1,239.00	1,246.50
Maps Filed	5	120.00
Fish & Game License & Permit Fees	163	65.00
Conveyance fees	54	54.00
PA-490	0	0
PA-146 Clerk	449	666.00
PA-05-228, 09-229 & 13-247 LOCIP	449	999.00
PA-05-228, 09-229 & 13-247 Clerk	449	703.00
<b>Town Clerk Revenue Transferred to the Treasurer:</b>		<b>\$67,854.17</b>

**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. Two dollars of the fees is retained by the Town Clerk for preservation and management of historic records. By law these funds may not be used to supplant budgeted funds. These are new 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, \$257,453.21 in fees was collected. Associated reports were prepared and \$189,598.54 was disbursed to the State as follows:

PA 13-247	\$ 8,642.00
PA 05-228 & 09-229	11,988.00
Marriage Licenses	306.00
Fish & Game Licenses	1,294.00
PA-146	2,664.00
State Conveyance Tax	154,595.54



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 of \$1.00 per license, is remitted to the State of Connecticut.

	Dog License Fee	Surcharge
April - June	\$7,349.00	\$2,760.00

**Electronic Document Recording:** The State of Connecticut Legislative Regulation Review Committee approved the Real Property Electronic Recording Regulation in 2013. The Town Clerk drafted an electronic recording agreement and business operating procedures which were submitted to the Town Attorney for review. In March, 2014 the agreements were executed by three electronic recording delivery agents, Simplifile, eRecording Partners Network and Corporation Service Company, and Global Indecomm to our delivery agents.

Each day we will receive a summary report by email from the delivery agent showing the recording fees. We will provide that report to the Accounting Office for reconciliation. Our land records vendor, IQS, is currently partnered with the delivery agents and processes electronic recording in other states. There is no additional cost to land record offices. Property transfers cannot be processed currently as the State of Connecticut Department of Revenue Services is not ready to accept real estate conveyances taxes electronically.

**Dog Licensing:** The month of June is annual dog licensing month. All dogs over 6 months of age are required to be licensed no later than June 30<sup>th</sup> to avoid a penalty. In May, we printed and mailed 1,300 license renewal

notices to all dog owners of record. Our office will continue to license throughout the year, but fees will increase at \$1.00 per dog for each month overdue.

We had many entries again this year for our #1 Dog Tag. The lucky winner was Bruiser who is own by The Candace Gendreau family.

**Rabies Clinic:** The thirty-ninth Annual Rabies Clinic was held on May 6, 2023. We vaccinated 44 animals.

### **Annual Town Meeting and Adjourned Annual Town Meeting**

The Coventry Annual Town Meeting and Adjourned Annual Town Meeting was held Saturday, April 22, 2023. Budget vote was May 2, 2023. Budget passed.

### **Staffing Updates/Activities**

Lori Tollmann, Brooke R. Manning and Mattea Whitford has attended multiple Zoom meetings with Secretary of the State.

Brooke R. Manning, Attended Town Clerk School for advance education on May 9, 2023

Mattea Whitford, Attended Town Clerk School for a certification class May 10, 2023. Mattea also sat and passed her Connecticut Town Clerk Association test. She is now a Certified Connecticut Town Clerk.



*Coventry Lake as seen from John Hand Drive – Photo credit Manuel Medina*

## ***Coventry Land Use Office***

Quarterly Report for  
April, May, June  
~ 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*

Lindsay Beutler

*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**

April, May, June

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
23-02	ZR	3/15/23	3/27/23	Application of Coventry PZC for Zoning Regulation Amendment Related to accessory Dwelling Units, etc.	5/8/23	A

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



***Compost Bin – Earth Day 2023 Event***

**April, May, June**

DISCUSSION AND ACTION TOPICS:

- Provided recommendation on the request of Gardner to purchase Town property located on Englewood Drive pursuant to CGS 8-24.
- Approved mylar filing extension request of Bushnell for the Breton Subdivision on Plains Road.
- Provided recommendation on the request of Hale to donate land to the Town located on Old Oak Trail pursuant to CGS 8-24.



*DPW Employees and Boy Scouts Plant a Tree at Creaser Park on Earth Day*

**April, May, June**

**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.
- Continued review of EDC priorities for 2023 and action plan: seek out new EDC members, focus on business visitations – identify new targets, revise EDC member bio's for Commission brochure to distribute at visits, prepare EDC member business cards to distribute at visits, revise business visitation survey questions, invite businesses to EDC meetings to discuss needs, identify needs/trends of businesses and create action list to respond accordingly, prepare plans to host an October business forum with the CT's Countryside towns to focus on useful 'take-aways' for businesses, gain updates from EDC members who serve on other regional committees, distribute EDC business appreciation certificates to new targets, continue ribbon cutting events with new and improved businesses – collaborate with Tim Ackert, Chamber of Commerce.
- The 20<sup>th</sup> season of the Coventry Farmers' Market kicked off in June with special opening day activities attended by members of the Town Council, State Officials, and the Department of Agriculture Staff. Four original vendors who have been with the Market since its inception received official citations. The Coventry Farmers' Market also received a citation from the State Legislature commemorating the occasion.



*Opening Ceremonies for the Market's 20<sup>th</sup> Season*



*Coventry Farmers'*

**April, May, June**

- Continued training of new Zoning Enforcement Officer.
- Hired and began training of new Inland Wetlands Agent.
- 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.
- Completed 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, prepared regional marketing brochure, continued to work with the UConn MPA student as an intern to assist with the project, continued monthly Steering Committee meetings, continued ongoing Committees, awarded grant from Eastern Region Tourism District to prepare regional marketing video – began videography plan and production.
- Continued work with the State of CT DEEP and the consultants hired to perform the Coventry Lake hydrilla treatment to conduct the treatment plan for 2022.
- Continued work with Inland Wetlands Agent and consultant to initiate a new community volunteer Coventry Lake monitoring committee to assist with cyanobacteria impact prevention.
- Completed work with the Town's consultant to prepare an invasive species management plan to address fanwort in Eagleville Lake fanwort in cooperation with the Town of Mansfield. A State DEEP grant was awarded to the town that will assist in funding the project.
- 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.
- Continued work with the Inland 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 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.

**April, May, June**

- Continued planning with the Coventry Village Partners, Coventry Arts Guild, and Town Staff to host the Arts on Main street festival again in September.
- Continued work with other towns in region to create the Hop River Trail Alliance and accepted nomination to serve on the Board of Directors. Completed articles of incorporation for new 501-c3 for Alliance and administration necessary for Coventry to serve as a fiduciary.
- Assisted in preparation and submittal of DEEP Recreational Trails Grant proposal from the Hop River Trail Alliance for signage improvements on the Hop River Trail
- Continued work with Sustainable CT and CRCOG's affordable housing implementation pathways pilot program "Building Together – Community Focused Affordable Housing Plan Implementation in the Greater Hartford Region".
- Continue work with the Senior and Affordable Housing Committee – we will meet every 4<sup>th</sup> Wednesday.
- Continued work to prepare for Farmers' Market season with Committee and special opening day event celebrating the 20<sup>th</sup> season.
- Continued to facilitate zoning/blight enforcement case compliance with Town Attorney and new Zoning Agent.
- Continue work on negotiation of Farmers' Market lease at Hale Homestead.
- Organized Land Use/Building Staff meeting with representatives/designers to review proposed UConn Boathouse proposal at Patriots Park.
- Initiated recruitment for a new recording secretary for the IWA, PZC, ZBA.

**ZONING ENFORCEMENT**

YEAR **2023**

**April, May, June**

Manuel Medina- Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	<b>106</b>
Single Family Dwellings	7
Condominiums	0
In-Law Apartments	0
Accessory Structures	
Decks/Porches	10
Sheds/Gazebos	6
Barns	1
Detached Garages	4
Pools/Hot Tubs	3
Additions/Attached Garage	4
Alterations/Renovations	4
Finish Basement	
Finish Basement	1
Finish Basement w/ Bedroom & Bathroom	2
Grading/Clearing	1
Fences	1
Commercial Use/Signage	2
Home Occupation	3
Interior Renovations	0
Driveway	26
Roof Mounted Solar PV	22
Ground Mounted Solar PV	1
Crumbling Foundation	3
Tenant Fit Out	1
Other	3
Total	<u>106</u>

**ZONING ENFORCEMENT (Cont'd)**

YEAR **2023**

**April, May, June**

Manuel Medina- Planning Technician/Zoning Enforcement Officer

CERTIFICATES OF USE AND OCCUPANCY = **35**  
(Signed for zoning compliance by ZEO)

Single Family Dwellings	1
In-law apartment	0
Condos	0
Finish Basement	2
Crumbling Foundation	2
Accessory Structures	
Decks/Porches	6
Sheds/Gazebos/Barns	1
Detached Garages	3
Pools/Hot Tubs	2
Additions/Attached Garages	3
Other	0
Driveways	11
Tenant Fit Out	0
Replacement/Renovation	2
Demolition	1
Commercial Use/Signage	1
Total	<u>35</u>

**INSPECTIONS**

Erosion and Sediment Control	15
Limits of Clearing	0
Certificate of Occupancy	35
Compliance	32
Pre-Approval Inspection	0
Seed and Mulch Bond Release/Inspections	3
Zoning Complaints (initial & follow-ups)	6
Blight Complaints (initial & follow-ups)	25
Street Number Assignments	1
Other	14
Total	<u>131</u>

**ZONING ENFORCEMENT (Cont'd)**

YEAR **2023**

**April, May, June**

Manuel Medina- Planning Technician/Zoning Enforcement Officer

**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	1
Junk Yard	0
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	1
Nuisance	1
Other Zoning Enforcement	0
Blight complaints	0
Total	<u>3</u>

**April, May, June**

**News from Planning Technician & Zoning Enforcement Officer:**

Have been training with our newly hired Wetlands Agent, Lindsay Beutler. We have been going on inspections together in an attempt to joint efforts and obtain compliance from developers and property owners alike. Eric and I serve as staff to the newly created "Housing Affordability Committee", which meets every fourth Wednesday. Currently the committee is working on streamlining their work plan.

**Personnel**

As my tenure and experience as ZEO advances, my responsibilities and tasks have been gradually increasing. I attended Senator Murphy's Housing Town Hall at Eastern CT State University last April. A large and diverse group of residents from Eastern CT were present voicing their concerns regarding housing and housing affordability issues. It was well noted that the lack of public transit on this end of the state is one of the many factors at play. Attended the ribbon cutting ceremony at Hytone Farm. Started working with one of the residents whose property is in violation of the zoning regulations. We are working on preparing a special ADA permit to permit them having livestock in an undersized lot. Went on a 'mapping hike' with Eric Thomas at the Rose/Williams Preserve. Started the process of certification through CAZEO. Successfully completed session 1 and passed the test. Session 2 will be in the Fall. ADU regulations were adopted mid-May, we have received multiple inquiries from residents wanting to build or convert structures into ADUs. Eric and I have been attending the "Affordable Housing Implementation Pathway Learning Cohort" hosted by CRCOG and Sustainable CT.

**Permits**

Similar to last quarter, permit requests for roof mounted solar PV have been steady. In addition we have received a couple of permit requests for ground mounted solar PV. As the season warmed up, we saw a steep increase in the amount of driveway permits requested. However, it was noted by the Engineering Technician, that paving companies are applying for permits after the job has already been completed.

**Enforcement**

Continued monitoring previously closed zoning and blight violations to ensure compliance has been maintained. Received a complaint regarding organic debris accumulation on an association beach. Upon investigation, it was noted that the Town has a drainage easement along the beach, however, said easement has not been filed yet. Association needs to finalize the easement and file it at the Town Clerk's Office. Owner of blighted property located on Boston Turnpike, which was referred to the Town Attorney for litigation, has been positively collaborating with me to bring his property into compliance. I am expecting to close the violation before the end of July.

**ZONING BOARD OF APPEALS**

YEAR **2023**

April, May, June

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
ZBA-23-4	3/23/23	4/18/23	287 Root Rd/Mary Champ/ Backyard Setback Variance for dining room addition. GR-40 Zone	4/18/23	A
ZBA-23-5	5/1/23	5/16/23	24 Daly Rd/Zachary Fournier/Sec. 14.54 of the CT General Statutes for location approval for motor vehicle dealer/repair	5/16/23	A
ZBA-23-6	6/28/23	7/18/23	27 Mink Tr/James Lathrop/relocation approval of a non-conforming structure		P
ZBA-23-7	6/30/23	7/18/23	93 Wangumbaug Dr/Scott Blais/variance of Table 4.04A. rear and side yard setback reductions and max. lot coverage increase for deck and shed		P

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



*Sunny Days and Blue Skies – Photo Credit Heidi Leech*

**INLAND WETLANDS APPLICATIONS**

**YEAR 2023**

**April, May, June**

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
23-03W	2/15/23	2/22/23		2933 Main Street Permit for two 16" corrugated plastic culverts previously installed Jeremy McGonigal/James Lathrop	4/26/23	A
23-06WA	2/27/23	2/27/23		456 Grant Hill Road 14' by 22' carport, 4 helical piles Robert Beaulieu	3/9/23	P
23-07W	3/23/23	4/26/23		(R05313) Pucker Street Driveway and drainage Jesse Clarke	4/26/23	A
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	W
23-09W	4/21/23	-		237 Woodland Rd Landscaping and grading in the URA for Coventry Lake Eric Springer	-	P
23-10WA	4/24/23	-		12 John Hand Dr driveway and addition to house Heidi Diehl	5/5/23	A
23-12WA	5/4/23	-		730 Pucker St Build deck with stairs on side of garage Laura Twerdy	5/24/23	A
23-13WA	5/17/23	-		Bread & Milk Install 20'wide x 50' long driveway into the property, with a 12'wide x 18' long turn around at the side Ronald Moser	5/23/23	A
23-14NR	6/19/23	6/28/23		Parker Bridge Rd Bridge Dry Hydrant Bud Meyers	6/28/23	A
23-15W	6/22/23	6/28/23		653 Flanders Rd Dam Replacement Karl Acimovic	-	P
23-16W	6/23/23	6/28/23		8 Brookside Ln Modify an existing drainage infrastructure causing flooding to the property owner Town of Coventry	-	P
23-17WA	6/24/23	6/28/23	6/28/23	862 Babcock Hill Rd Add fill material to driveway footprint 10ft from wetlands Chris Farr	6/28/23	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

**April, May, June**

**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.

Inland Wetlands Agency Regulated Activity Permits and Minimal Impact permits did not increase or decrease during the second quarter of 2023. There were a total of 8 new applications that were received, 5 of which were approved, 1 was deemed non-regulated use, and 2 are pending. There were 2 applications from the first quarter approved, 2 are still pending, and 1 was withdrawn due to not needing a wetlands permit.

The Agency has also been working on ongoing wetland enforcement issues. One violation has been resolved and a permit was issued during the second quarter. There is currently one property that has a wetland violation.

**Staff Update**

Lindsay Beutler, the Town's new Wetlands Agent and Erosion Control Officer, started on May 22<sup>nd</sup>. She previously worked at the Eastern CT Conservation District, where she conducted Erosion and Sediment Control inspections, participated in water quality monitoring, and led conservation projects. She also currently serves on the Town of Windham's IWA. She has a Bachelor's Degree in Environmental Science, holds a Qualified Compliance Inspector of Stormwater certification, as well as the necessary CTDEEP Municipal Inland Wetland Comprehensive Training certification. She is a welcomed addition to the Land Use office and the Town of Coventry as a whole. In addition to quickly learning the ropes in wetlands permitting, she has picked up where Mindy Gosselin left off as Staff to the Coventry Lake Advisory & Monitoring Committee, and the Conservation Commission. We look forward to watching Lindsay grow her role and are certain her efforts will reflect well on the Town.

Lindsay Beutler can be reached via her direct office line at 860-531-2886 or by email at [lbeutler@coventryct.org](mailto:lbeutler@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.

**Coventry Lake Advisory & Monitoring Committee Staff Support**

- Became the Staff Liaison to the Coventry Lake Advisory Committee; coordinating with GZA to implement The Cooperative Client Based Water Quality Monitoring Program

**Conservation Commission Staff Support**

- Became the Staff Liaison to the Conservation Commission Conducted site walk of William's Preserve with Eric Thomas to discuss an upcoming bridge application



*Williams Preserve – Cooper Lane*

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**4<sup>TH</sup> QUARTER**  
**April, May, & June 2023**

There were seven (7) permits issued for new dwellings to be built this quarter.

<b>NEW HOUSE PERMITS ISSUED FOR THE 4th QUARTER FY 2022-2023 FISCAL YEAR</b>	
ADDRESS	DATE
811 PUCKER STREET	4/3/2023
15 FLANDERS WOODS LANE	4/3/2023
600 BROAD WAY	4/4/2023
27 MINK TRAIL	5/1/2023
807 PUCKER STREET	6/12/2023
465 FLANDERS ROAD	6/13/2023
127 LEWIS HILL ROAD	6/16/2023

There were NO foundation only permits issued:

<b>FOUNDATION PERMITS ISSUED FOR THE 4th QUARTER 2022-2023 FISCAL YEAR</b>	
ADDRESS	DATE
NONE FOR APRIL	Note: A New Building Permit was instituted for the construction of a new home which combines foundation and construction
NONE FOR MAY	
NONE FOR JUNE	

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

<b>CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 4th QTR 2022-2023 FISCAL YEAR</b>	
ADDRESS	DATE
NONE FOR APRIL	
NONE FOR MAY	
361 BROAD WAY	6/7/2023
37 MARGARET DRIVE	6/21/2023
3123 SOUTH STREET	6/22/2023

New homeowners are happily settling into four (4) newly built homes.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 4TH QUARTER 2022-2023 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
813 PUCKER STREET	4/4/2023
460 TALCOTT HILL ROAD	4/19/2023
NONE FOR MAY	
55 WINDY HILL ROAD	6/12/2023
360 SILVER STREET	6/16/2023

Homeowners can now feel secure with their completed replacement of crumbling foundations for two (2) homes in Coventry this quarter.

<b>CRUMBLING FOUNDATIONS ISSUED CO's 4TH QUARTER 2022-2023 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
NONE FOR APRIL	
NONE FOR MAY	
205 NORTH FARMS ROAD	6/1/2023
1211 BOSTON TURNPIKE	6/2/2023

**Municipal Projects:**

There were two (2) municipal permits issued this quarter. Both were for electrical work at the ball fields at 325 Main Street.

**Commercial Projects:**

No commercial permits were issued in the month of April, but we did issue three (3) permits in May. The first was a tenant fit out for the Burger Fry Pie Restaurant at 1384 Main Street. Next was a permit for a new sign for the up and coming Bunny Bear Boutique that will be coming soon at 1671 Boston Turnpike. Finally, a temporary tent permit for a wedding at the Nathan Hale Homestead (2299 South Street) was issued.

There were two (2) commercial permits issued in the month of June. One was for a tenant fit out of the restaurant conversion from the Lakeview Restaurant to Four Dads Lake View at 50 Lake Street. The other permit was for new siding at the gas station at 1381 Main Street.

The Building Official completed four hundred sixty-four (464) inspections this quarter.

There were fifty-four (54) solar permits issued and closed out during this quarter.

There were two (2) venting inspections this quarter for sewer connections.

As of May 5, 2023 Tim Brennan, the Building Official, completed his three year cycle of continuing education by completing 126 hours (with 90 required) for his Building Official certification. He also completed 89 hours

(with 60 required) for his Fire Investigator certification. For this quarter and part of his new cycle, Tim attended 7.5 hours of continuing education programs, which were applicable to both building and fire requirements.

### Permits for this Quarter

PERMIT TYPES	April, 2023	May, 2023	June, 2023	Fourth Qtr.
				2022-2023
Houses only	3	1	3	7
Foundation only	0	0	3	3
Condominiums	0	0	0	0
Commercial Bldg/Renov	0	3	2	5
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	0	4	3	7
Garages/Carports	0	2	1	3
Sheds/Barns	0	1	2	3
Decks/Porches	2	4	4	10
Pools	2	1	0	3
Demolition	1	0	0	1
Woodstove	1	0	0	1
Miscellaneous	9	7	7	23
Renov/Repair/Alter	15	27	21	63
Plumbing	6	6	7	19
Heating	16	19	17	52
Electric	24	15	26	65
<b>TOTAL PERMITS</b>	<b>79</b>	<b>90</b>	<b>96</b>	<b>265</b>
<b>PERMIT VALUE</b>	<b>\$2,559,185</b>	<b>\$1,370,387</b>	<b>\$2,527,574</b>	<b>\$6,457,146</b>
<b>FEES COLLECTED</b>	<b>\$27,152</b>	<b>\$20,000</b>	<b>\$30,444</b>	<b>\$77,596</b>
<b>Certificate of Completion</b>	<b>78</b>	<b>74</b>	<b>103</b>	<b>255</b>
<b>C/O's - New Homes/Condos</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>
<b>C/O's - Other</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>3</b>

The Town of Coventry Building Department had migrated their permitting system over to the Open Gov. View Point Cloud permitting system on December 16, 2020. All permitting is required to be applied for online. This includes Land Use permitting for Zoning and Wetland reviews and driveway permits. You can access this site using the following link: <https://coventryct.viewpointcloud.com/> A computer kiosk has also been installed in our office so that we can assist those who would have difficulty scanning in and applying for their permitting at home. With this online permitting, the Building Official completes all inspections electronically to 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.

Quarterly Report  
Fourth Quarter FY 22\_23  
April 2023 – June 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 22/23 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:**

- Successfully complete the remote inspection for the year three assessment cycle for CALEA accreditation.

We continue to comply with CALEA and POST Accreditation standards. We are in the process of getting ready for our full, in house, assessment in early 2024. A few policies were amended to comply with updated mandates from the Police Officer Standards and Training Council (POSTC) and new or amended CALEA standards.

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

**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.

On June 19, 2023, Officer Dan Spiewakowski began as our newest Police Officer. He was sworn in on June 8, 2023. Officer Spiewakowski was a certified officer upon being hired. He is currently in the process of completing a six week field training program to become familiar with the Town, our procedures, and records management system.

We are in the process of recruiting one more applicant for one more open Police Officer position. The last position was frozen by the Town Council until January 2024 due to budget constraints.

**OPERATIONS**

*Goal: Upgraded our call recorder.*

**Objectives:**

- Be able to comply with regulations to audio record all incoming calls to police headquarters and to be able to audio record all police related telephone conversations.

*Goal: Train and license Police Officers to be able to operate our police vessel.*

**Objectives:**

- Have a number of Police Officers trained and certified to be able to operate our police vessel to be able to respond to any type of situation that may arise, especially an emergency. The hours are limited when our Marine Patrol Officer is working.
- To be able to have more random patrols on the lake.

**SUPPORT**

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

**Objectives:**

- Continue to communicate with the community through our Facebook page.
- Increase participation of officers at both recurring and special events in town, particularly those involving children.
- Provide training for staff on providing social media content for the social media officer.

Officers continue to have lunch with GHR students on the first Wednesday of every month as part of our "Lunch with a Cop" collaboration with the school.

Marine Patrol Officer Kilby entered he second season and continues to patrol our lake. He has been very proactive on the lake to keep the lake safe for all to enjoy.



**Quarterly training for April 2023 to June 2023 included:**

Sergeants Kuhns, Iger, and Dexter, Detective Carpenter, Officers Krukoff and Wesoloskie completed their three year state recertification program.

Detective Carpenter completed a photography/crime scene class.

Throughout the quarter, officers participated in spring firearms training for handgun. This training is conducted over a series of weeks to keep officers proficient and in compliance with POSTC regulations.

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



**Coventry Police Department  
Incident Analysis**

4/1/2023...6/30/2023

Shift		Total
1st	2nd	3rd
265	733	557
		1555

UCR	Nature	1st	2nd	3rd	Total
001	Marine Patrol Activity	0	7	6	13
002	Beach Association Check	0	2	1	3
003	Car Seat Installation	0	8	2	10
029	Disabled Motor Vehicle	2	7	11	20
13B	Assault Simple	0	3	0	3
13C	Intimidation	0	4	3	7
152	Suicide Threat/Attempt	1	4	4	9
220	Burglary	2	1	0	3
23D	Larceny Theft From Building	0	1	0	1
23F	Larceny Theft From MV	2	4	0	6
23G	Larceny Theft of MV Parts	1	2	0	3
23H	Larceny All Other	1	4	2	7
240	MV Theft	0	1	0	1
2604	Fireworks/Gunshots	0	2	14	16
2608	Abandoned MV	0	1	0	1
2609	Littering	0	2	1	3
2619	Building Check	46	5	46	97
2625	Notification	1	1	0	2
2631	Public Hazard	7	22	19	48
26A	Fraud False Pretenses	0	2	0	2
26B	Fraud Credit Card/ATM	0	0	2	2
26C	Fraud Impersonation	0	9	0	9
26E	Fraud Wire	0	1	0	1
26F	Identity Theft	0	15	10	25
290	Vandalism	1	8	0	9
2914	Animal Complaint	15	53	11	79
2915	Domestic Bite-Person	0	6	0	6
2917	Domestic Pet vs. Wildlife	0	2	0	2
3009	Susp Person/Activity/MV	32	58	80	170
326	Illegal Parking	0	6	0	6
332	Harassment/Harassing Phone Calls	0	6	4	10
334	Untimely Death	1	3	1	5
343	MV Accident (Injuries)	2	5	4	11
344	MV Accident Evading	1	2	3	6
346	MV Accident (No Injuries)	6	14	8	28
347	MV Accident (Private Property)	0	5	5	10
351	Alarm	12	21	14	47
353	Medical	35	71	39	145
355	MV Stop	24	41	67	132
36B	Sexual Assault (Statutory)	1	1	1	3
375	Routine Assistance	19	53	27	99



# Coventry Police Department Incident Analysis

4/1/2023...6/30/2023

377	Open Door/Window	1	2	0	3
388	Miscellaneous	2	3	2	7
390	Police Information	1	7	7	15
391	CREST callout	0	1	1	2
392	METRO callout	0	2	5	7
396	Escort	0	1	4	5
399	Lost And Found	2	13	4	19
400	Family Matter - Non Arrest	1	3	9	13
401	Repossessed Vehicle	1	5	0	6
4811	Finger Printing	0	70	0	70
4858	Fire	2	9	6	17
4867	Background Investigation	0	4	1	5
4873	Assist Other Agency	3	16	16	35
4874	Test Ticket	4	6	11	21
520	Weapon Law Violations	0	0	1	1
720	Animal Cruelty	0	1	0	1
82	Runaway/Non NIBRS	1	0	0	1
861	Disturbance (Non-Domestic)	1	5	14	20
866	Noise Complaint	4	1	2	7
889	Check Welfare	3	28	10	41
890	MV Erratic Operation	6	16	31	53
891	MV Lock Out	1	4	3	8
90D	DWI	2	0	2	4
90F	Family Offenses, Nonviolent	0	0	1	1
90J	Trespass of Real Property	0	2	1	3
90Z	All Other Offenses	1	2	3	6
911	911 Hang Up Call	1	2	4	7
H109	Junk MV	0	2	0	2
Sup	Supplemental	16	65	34	115



**Coventry Police Department  
Incident Analysis**

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

Shift		Total
1st	2nd	3rd
218	642	473
		<b>1335</b>

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  
April-June 2023**

***Staff:***

**Annemarie Sundgren, Human Services Administrator  
Dianna Grindle, Administrative Assistant  
Melissa Bordonaro, Youth Services Coordinator  
Brenda Bennett, Senior Center Coordinator  
Amber Clancy, Senior Center Assistant  
Sarah Leete, Transportation Coordinator**



## **A. HUMAN SERVICES**

### **1.Meetings and Trainings:**

- 4/3- Senior FMNP Training
- 4/24- CHRO Fair Housing Forum
- 6/8-Class Meeting
- 5/3-Tri-County Collaborative
- 6/20 -TCMT
- 6/29-Serac

### **2.Direct Services: 16 unduplicated client cases**

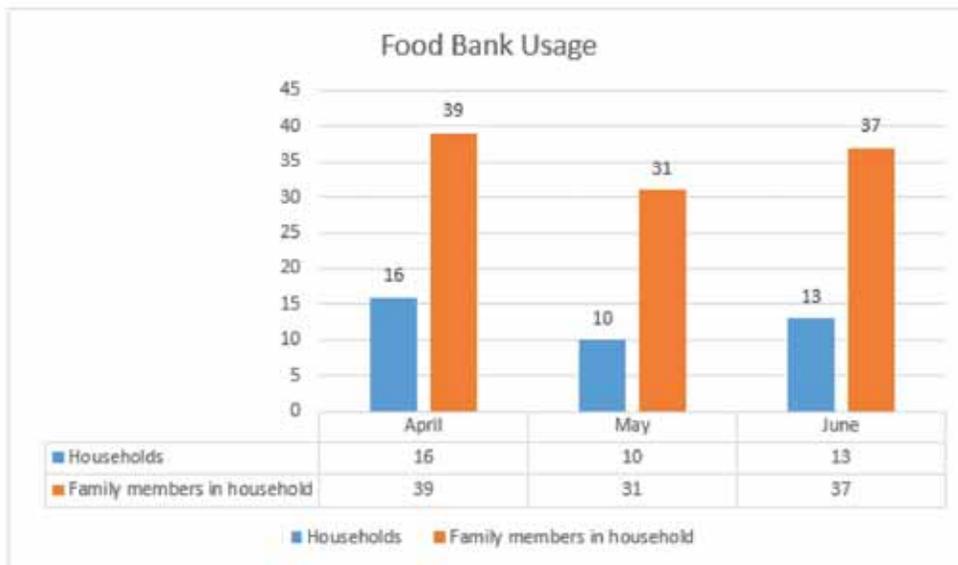
### **3.Special Needs:**

- **1** family (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$360.00
- **Access:** The program has closed with 71 applications processed this season. Overall, a total of \$63,789 was awarded in energy assistance to residents.
- **Special In yard Trash:** The newer trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 17 households on the In-yard Service List at this time.

#### **4.Food Bank: April – June**

<b>Assistance Records: 47</b>
Total Household Assistance: 22 families with a total of 60 members 19 Children, 29 Adults, 12 Seniors

- We have been very fortunate to have many events that we rely on to stock our food bank, such as the Girl Scouts, Postal Letter Carrier Food Drive and the Coventry Public School end of school year food collections.
- In the upcoming weeks, we will slowly be transitioning our makeshift food bank in town hall back to the food bank in the community center. At that point, we would like to return to having to having clients shop for what they need at weekly appointments.
- Dianna and Melissa hosted Girl Scout troop 65447 at the Food Bank on May 25<sup>th</sup>. We gave the girls a tour of the space, talked about food insecurity in the community and explained what goes into running the food bank. The girls had a great time helping us date and check for expired food!
- We had 2 high school students volunteer their time in food bank on June 28<sup>th</sup>. They helped organize and get the space ready to welcome back residents for in person shopping.



**5. Salvation Army:** Funds have not been used this quarter. Remaining funds have been allocated to replenishing the food bank supply and will be used in the upcoming quarter.



**B. SENIOR SERVICES**  
**COVENTRY SENIOR CENTER**  
**QUARTERLY REPORT**  
**APRIL-JUNE 2023**



**1. PROGRAM ACTIVITY**

	EVENT	PARTICIPATION
<b>Classes/Workshops/Leisure</b>		
	Monthly Tech Tuesday	6
	Monthly Book Club	4
	<b>Total</b>	<b>10</b>
<b>Health Screenings</b>		
April	Podiatrist	15
	<b>Total</b>	<b>15</b>
<b>Fitness</b>		
	Chair Yoga	118
	Tai Chi	66
	Strength & Balance with Shelley	126
	Fitness with Amber	85
	<b>NEW</b> Friday Yoga	27
	<b>NEW</b> Cardio Drumming	61
	Fitness Room	113
	<b>Total</b>	<b>596</b>
<b>Recreation</b>		
	BINGO, Mahjongg, Corn hole, Dominoes <b>NEW</b>	104
	<b>Total</b>	<b>104</b>
<b>Social Activity/Event</b>		
	Public Computers	61
	Out to Lunch Bunch	31
	Conversations with Town Council Chair Lisa Thomas	10
	Jewelry Group	10
	<b>Total</b>	<b>112</b>
<b>Personal Care</b>		

	Massage Therapy	25
	Haircuts	13
	<b>Total</b>	<b>28</b>
<b>Special Event</b>		
	AARP Safe Driving Course	11
	CT Trolley Museum, East Windsor	10
	Logee's Greenhouse, Killingly	7
	Hart's Green House, Brooklyn	10
	Live Well & Manage Your Chronic Pain – 6 part virtual workshop	1
	<b>Total</b>	<b>39</b>
	<b>Grand Total</b>	<b>904</b>

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 **8** 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, Senior Resources Agency on Aging 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:** **816** 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 **646** followers and **558** “likes” this quarter.
- **06238** is the publication in collaboration with Parks & Recreation Department. During the month of April, 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 (**67 hrs.**), Penny Whitaker (**24 hrs.**). This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

#### **4. PROFESSIONAL DEVELOPMENT:**

##### **Senior Center Coordinator**

- CT Healthy Living Collective and SAGECare (Advocacy & Services for LGBTQ+ Elders): inclusivity training (3-part module): *Preventing Bullying, Supporting LGBTQ+ Older Adults, Transgender Aging* 5/8/2023
- CT Healthy Living Collective's Moveable Senior Center - LGBTQ+ Live Training 5/11/2023
- 2023 Aging Conference, Aging Matters "Assistive Technology to Support Diverse Needs" 5/24/23
- CASCP (CT Association of Senior Center Professionals), Annual Conference 06/02/2023
- DCF Mandated Reporting for Elder Abuse and Neglect, Certificate of Completion 6/15/2023

##### **Senior Center Assistant**

- QPR Suicide Prevention Gatekeeper Program 5/10/2023
- CT Healthy Living Collective and SAGECare (Advocacy & Services for LGBTQ+ Elders): inclusivity training (3-part module): *Preventing Bullying, Supporting LGBTQ+ Older Adults, Transgender Aging* 6/29/2023

## C. TRANSPORTATION

### Coventry Rides Transportation Program April-June 2023

# Days of Operation: 36	# Vehicle Hours: 101.75
# Vehicle Hours Average/Daily: 2.8	# of Individuals Riding: 30
# Miles Total: 1818	# of One-Way Trips: 223

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 optional and 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 small group trips. Van transportation is used for medical appointments, grocery and other shopping, voting, senior workshops, Senior Center, employment, town events and entertainment.

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. In April we took a trip to Logee's Garden in Killingly with lunch following. In June we took two trips with the first being Hart's Greenhouse in Brooklyn followed by lunch. Later in the month we went to The Trolley Museum in East Windsor followed by lunch at Cracker Barrel.

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

## D. YOUTH SERVICES

### Youth Services Quarterly Report April to June 2023

#### 1. Administrative Function:

- Campership intakes began beginning of April
- Attended the District Wide Attendance Meeting on April 24<sup>th</sup>.
- Mentoring was held every Thursday through the end of May.
- Mentoring last day outing was held at Patriots Park on May 25<sup>th</sup>.
- Attended the Eastern Chapter Meeting on May 15<sup>th</sup>.
- Assisted Dianna in providing a Food Bank tour and informational session to a local Girl's Scouts troop on May 25<sup>th</sup>.
- Completed 4 JRB intakes and facilitated JRB board meetings.
- We received 7 inquiries about Campership, and awarded two children two weeks of camp.
- Hosted and attended the YSB Directors meeting on June 8<sup>th</sup>.

#### 2. Direct Service

##### A. Functions

- |   |                       |
|---|-----------------------|
| ➤ Youth & Family Cases                  | 3 cases               |
| ➤ Counseling Referrals                  | 0 referrals           |
| ➤ Community Service                     | 0 cases               |
| ➤ Community Restitution                 | 0 cases               |
| ➤ Youth Job Bank Requests               | 0 requests            |
| ➤ Youth Job Bank Matches                | 0 matches             |
| ➤ Juvenile Review Board                 | 4 cases               |
| ➤ Youth & Family Counseling Clients     | 0 clients             |
| ➤ Campership Assistance (# of families) | 2 cases (7 inquiries) |

##### B. Programs

- Positive Connections Mentoring program continued until May 25<sup>th</sup>.
- We had our mentoring last day outing on May 25<sup>th</sup>.
- Counseling Services are being referred out on an as needed basis.
- Campership intakes began in April and have continued throughout June.
- Working with Parks and Rec to develop an intake process re: financial assistance for Basketball.

## BY THE #S

Coventry Parks and Recreation serves hundreds of residents and nonresidents.

Here is a look at the numbers from April – June:

### PROGRAMS

- 42 Programs
- 596 program participants

### RENTALS

- 34 Lodge rentals
- 50 Millbrook Place rentals
- 11 Creaser Park rentals

### SOCIAL MEDIA

- 45 Unique Facebook posts
- 5,133 Highest Single Post Reach
- 40,280 Total Post Reach
- 4,397 Post Impressions
- 2,471 Page Followers
  - 2.2% Increase in FB Followers

### AFTERSCHOOL

- 120 hours of childcare provided
- 975 snacks served
- 9 local high school/college age staff employed
- 22 avg. pm attendance
- 18 avg am attendance

### SUMMER CAMP

- 105 hours of childcare provided
- 840 snacks served
- 17 local high school/college age staff employed



## PARKS & RECREATION QUARTERLY REPORT: SPRING 2023

APRIL - MAY - JUNE

### MILLER RICHARDSON SOFTBALL FIELD RIBBON CUTTING

On June 19<sup>th</sup> over 250 people gathered to celebrate the completion of the Miller Richardson Park Softball Field #1. The Parks and Recreation Commission Chair, Marie Gallo Hall MC'd the event. There were speeches from Town Council Chair Lisa Thomas, Softball Field Planning Committee Member Bonnie Edmondson and Jen Rogers, State Representative Tim Ackert, and State Senator Jeffrey Gordon.

Four first pitches were thrown out representing Coventry Softball's past, present, and future. Joan Lewis, who was one of the first members of the Coventry High School Softball Team; Bonnie Edmondson, a long time softball advocate, Elizabeth Mitchell, a Coventry High School Softball Team Senior pitcher, and Anastasia Gagnon, a young player with Coventry Softball. The catcher was Coventry High School Softball Team junior Remy Casida.

The Coventry Girls Softball Team was in attendance and was celebrated for their recent Class S State Championship Title Win against Cromwell. The softball team was joined by Town Council Members past and present, Parks and Recreation Commission Members, Town Staff, and the Softball Field Planning Committee to cut the ribbon across home plate.

While the construction of the field is completed, the grass will need two growing seasons before the field is ready for play. The field will be open for games and practice in the Spring of 2024.



### COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director

Caterina Merriam, Recreation Supervisor

Megan Yanez, Assistant Recreation Director

Jesse Richardson, Interim Office Assistant

Yasmine Forte, Office Assistant

[www.coventryct.org](http://www.coventryct.org)



## CAMP WANGUMBAUG

Camp Wangumbaug returned for the 2023 summer season on June 19th, with a full roster of campers in grades K-8! Capacity was increased from Summer 2022 and expanded to include campers in Grades 7 & 8. During the first two weeks of Camp, campers have played countless games, swam daily (weather and water quality permitting), completed and taken home daily craft projects, enjoyed a trip to the CT Science Center and a show from Magic by George!

New to Camp W this year is the Camp Director, Chloe Goshow. Chloe has a teaching background and is bringing a new energy to camp. Kailey Bennett moved into the Assistant Director position after being a counselor for several years and the Art Specialist last year.

## FAREWELL & BEST WISHES



After 17 years with Coventry Parks and Recreation, two as an intern and 15 as the Recreation Supervisor, Caterina Merriam resigned from her position after accepting a Recreation Supervisor position with Enfield Parks and Recreation. Her last full day in the office was April 12<sup>th</sup>. She stayed on part time to assist with the transition through June. During her time with Coventry, Cat established many new programs and more importantly developed meaningful relationships with Coventry families.

## WELCOME TO OUR NEW ASSISTANT DIRECTOR

On June 15<sup>th</sup> we welcomed our new Assistant Recreation Director, Megan Yanez. While Megan is new to this position, she is not new to Coventry Parks and Rec. She has held numerous part time and seasonal positions since 2013, mostly recently as the Summer Camp Director from 2018 – 2022. Megan also has experience working with children with special needs as a paraprofessional at Coventry Grammar School. Please stop by the office to say hi to Megan.



## BEACHES OPEN

Coventry beaches opened Memorial Day Weekend with nice weather. Seven new lifeguards and three returning lifeguards were hired for the season and completed orientation and a waterfront training.



In May & June, 432 resident beach stickers were sold at both the Parks and Rec Office and town beaches. Also, 88 Resident Senior Passes were handed out at the Parks and Rec Office.

Over 1,000 Coventry residents visited Lisicke Beach in May and June with the busiest day being May 28<sup>th</sup>, Memorial Day Weekend! In May & June over 150 daily passes were sold at Patriots Park.

## CAMP W STAFF



2023 CAMP STAFF



CHLOE GOSHOW, DIRECTOR



KAILY BENNETT, ASST. DIRECTOR



**PUBLIC WORKS DEPARTMENT**  
**Quarterly Report**  
**April, May & June 2023**

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 .....Lee Davey  
Public Works Maintainer II .....Colin Dunnack  
Public Works Maintainer II .....Eric Hurlburt  
Public Works Maintainer II .....Michael Mangiafico  
Public Works Maintainer II .....Troy Stout  
Public Works Maintainer I.....Mark Jaworski  
Public Works Maintainer I.....Christopher Cefaratti  
Public Works Maintainer I/Custodian .....Tyler Bryant  
Public Works Maintainer I.....Matthew Anderson\*

Lead Mechanic.....Robert Maxwell  
Mechanic II .....Erik Johansen  
Mechanic's Helper .....David 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

\*05/01/2023 Matthew Anderson hired

### **Engineering Department - Town/State Projects**

***LOTICIP - Swamp Road at Boston Turnpike Intersection Improvements Project:*** Completed.

***LOTICIP - South Street Roadway and Pedestrian Improvements Project (Phase 1):*** Completed.  
Ribbon cutting at the Farmer's Market 20<sup>th</sup> Anniversary Celebration.

***LOTICIP – Swamp Road and South Street Improvements Project:*** Project went thru the data collection (survey, wetland delineation, soil borings) Preliminary Design submittal scheduled in July Information Meeting to follow.

***FLBP - Hop River Road Bridge Project:*** Bids opened in April and Project awarded to ROTH A Contracting out of Avon CT in May of 2023. Clearing and Utility work scheduled for July/August 2023. Bridge closure, Detour and Replacement is start in spring 2024.

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

***Softball Field No.1 at Transfer Station:*** Project was completed and accepted by Town in May with ribbon cutting ceremony held in June.

***Softball Field No.2 at DPW Laydown Yard:*** Earth Dynamics LLC of Coventry CT was low bidder of softball no. 2. Work started in June. Project expected to be complete and accepted in September.

***2021 DEEP Rec Trail Grant:*** No construction activities took place. Engineering analysis for Bear Swamp Road section from Nathan Hale Road to Rufus Brook. Public meeting should be held in Quarter Three.

## **Trees**

Mark Owens, the Town's Tree Warden, handled numerous tree complaints during the quarter. Distinctive Tree completed a 4-day tree removal project on Wrights Mill Road, resulting in the removal of 169 trees. Mark worked with Lesley, Director of Park and Recreation, and DEEP to identify dead and hazardous trees in Creaser Park along the hiking trail and the disk golf course. The trees were removed by a combination of the DPW crew and a contractor.

Mark coordinated with the Boy Scouts to plan a tree planting for Earth day. Two trees were selected and planted at Creaser Park, 1 Cherokee Chief Dogwood and 1 London Plain Tree.

## **Winter Operations**

The Public Works salt shed was filled in preparation for winter 23/24. There is roughly 1500 ton of treated salt and 75 ton of straight salt on hand.

## **Shop**

The shop performed routine maintenance on vehicles and equipment. There were no significant breakdowns during the quarter. The shop completed servicing and making needed repairs to the grass cutting equipment. Repairs were completed on the street sweeper in preparation of spring sweeping. Work started on winter equipment to make repairs after the winter and to prepare for next winter. Annual services on large trucks started.

## **Administration**

A new Maintainer 1 was hired and started on May 1. An ad was placed for seasonal labors and 4 positions were filled, 1 part time and 3 full time.

Provided information to Finance for a Cemetery grant. Town was awarded a \$5000 grant for work in Nathan Hale Cemetery to repair a stone wall.

DPW acquired a walk behind floor scrubber from UCONN surplus. The machine will primarily be used at the DPW facility, with the potential to be used in other buildings.



The Transfer Station tonnage and fee schedules were reviewed. A proposed new fee schedule was reviewed and approved by the town manager and Town Council. The new fee schedule was implemented July.

## Road Crew

The crew started the spring performing routine road maintenance as follows:

- Pot hole patching
- Roadside mowing
- Street Sweeping
- Grading Gravel roads
- Graded gravel road at the Farmers Market
- Cleaned equipment
- Broken curb picked up and prep for repairs due to plow damage
- Large order of catch basin tops delivered for spring work

Planning for spring construction work has been ongoing. The Pavement Management study that was completed last year was utilized to plan the paving and maintenance plan for this year, the paving list is attached. The DPW crew started drainage work on Forest Road, Echo Road, Bissell Road and Shore Drive to prepare for the roads to be rubber chip sealed.



The crew also made the necessary pavement and drainage repairs on the remainder of the chip seal road list. Drainage work also took place on Laurel Drive in preparation of the road to be reclaimed and paved, and on Lakeview Drive for a 1.5inch HMA overlay.

17 miles of roads were identified for needing crack sealing. The contractor started on April 25.

Final paving was completed on South Street from Nathan Hale Homestead to Skinner Hill and at the new Transfer Station.

A 1.5 inch HMA shim was applied to 2345 ft of Pucker Street and 2920 ft of Babcock Hill Road totaling 1150 ton of asphalt.

Maple Trail was ripped out and the road regraded and widened by DPW in preparation for new pavement. After the road was paved DPW installed curbing and new driveway aprons as needed and the road edges were backfilled.



MCS Property Management was contracted to reconstruct the South Street roundabout retaining wall and plantings. The existing wall was damaged due to a motor vehicle accident. The wall was removed and a new segmented retaining wall was installed along with new plantings. Small LED solar lights were also installed at the base of the wall.



## **Grounds/Facilities Crew**

The crew started out the spring with the following:

- spring cleanups at all town buildings
- Spring fertilizer on fields and town properties including Coventry Cemetery
- Sports fields were prepped for spring sports
- Normal mowing started

The Grounds crew also performed the following:

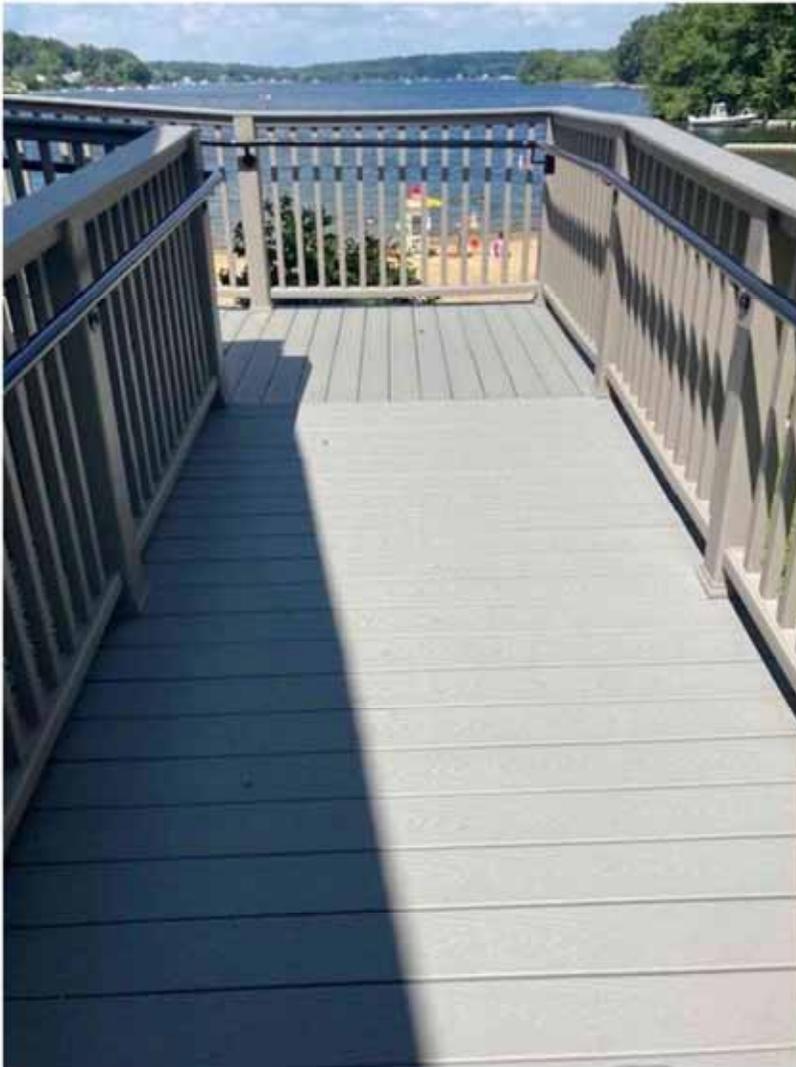
- Moved shelving for Library
- Brush cutting
- Equipment maintenance
- Tree plantings
- Assisted Human Services with 1 food box distribution
- Tree removal at Creaser Park
- Prepped and mulched flower beds
- Prepped High school field for graduation

## **Training**

Training is ongoing and takes place as time permits. 3 employees have requested certification.

**Projects**





- Senior Center Deck repairs were completed by *Earth Dynamics*
  - Handicap ramp resurfaced
  - New railings on ramp and deck
- Sheetrock repairs completed at Babcock Hill house due to pipes freezing and breaking during the winter due to the furnace breaking down.

- Worked with the Boy Scouts and allowed them to perform a Flag burning ceremony at the DPW complex.



**DPW Summer Roads 2023**

**Full Depth Reclamation with Bituminous Overlay:**

Laurel Drive .....	=0.13 miles
Maple Trail.....	=0.12 miles
Washburn Avenue .....	=0.26 miles
Woodland Road from Lake Street to Spring Road .....	=0.23 miles
.....	Total =0.74 miles

**1.5 Inch Bituminous Overlay:**

Lakeview Drive .....	=0.18 miles
Ross Avenue .....	=0.26 miles
Fitzgerald Boulevard.....	=0.25 miles
Dooley Avenue .....	=0.19 miles
Morin Avenue.....	=0.14 miles
Storey Avenue.....	=0.06 miles
Berry Avenue.....	=0.09 miles
Babcock Hill Road from Flanders River to house #376 .....	=0.55 miles
Pucker Street from house #968 2345 ft. north .....	=0.44 miles
Monument Hill Road .....	=0.12 miles
Miller Farm Road.....	=0.22 miles
.....	Total =2.50 miles

**Cold in Place recycling:**

Talcott Hill Road.....	=0.99 miles
.....	Total =0.99 miles

**Rubber Chip Seal Roads:**

Forest Road .....	=0.47 miles
Bissell Road .....	=0.20 miles
Echo Road.....	=0.41 miles
Shore Drive .....	=0.10 miles
Walnut Trail.....	=0.07 miles
Silver Street.....	=1.71 miles

Mill Race Drive.....	=0.18 miles
Hop River Road from Bunker Hill Road 990 ft south.....	=0.19 miles
Parker Bridge from Bunker Hill to Rufus Brook.....	=0.87 miles
.....	Total =4.20 miles

**Crack Seal Roads:**

North School Road.....	=0.26 miles
North River Road from Broad Way to town line.....	=1.15 miles
Gable Road.....	=0.18 miles
South Street section at Skinner Hill.....	=0.30 miles
Windswept Way.....	=0.51 miles
Vernon Branch Road.....	=0.27 miles
Woodlawn Drive.....	=0.20 miles
Carnic Alps Road.....	=0.13 miles
Parker Bridge from bridge to town line.....	=0.24 miles
Mason Street.....	=0.18 miles
Hop River.....	=0.45 miles
Berry Avenue.....	=0.09 miles
Cedar Swamp Road Ext.....	=0.23 miles
Cedar Swamp Road.....	=2.74 miles
Wolf Hill Road.....	=0.61 miles
Babcock Hill.....	=1.03 miles
Swamp Road.....	=1.86 miles
Herbert Drive.....	=0.12 miles
Monument Hill.....	=0.16 miles
Grant Hill Road from North School to Town line.....	=1.10 miles
Spring Road.....	=0.16 miles
Woodmont Drive.....	=0.99 miles

Stage Road .....	=0.14 miles
Love Lane .....	=0.57 miles
Lakeview Drive 1 .....	=0.40 miles
Lakeview Drive 2 .....	=0.18 miles
Prospect Street .....	=0.18 miles
Fox Trail .....	=0.35 miles
Buena Vista Road .....	=0.19 miles
Rabbit Trail .....	=0.24 miles
South Ayers Road .....	=0.05 miles
Cindy Drive .....	=0.21 miles
Springdale Avenue .....	=0.44 miles
West Shore Drive .....	=0.21 miles
Birch Road .....	=0.15 miles
Wangumbaug Drive .....	=0.27 miles
Bellevue Drive .....	=0.26 miles
Laurel Trail 1 .....	=0.16 miles
Maple Drive .....	=0.37 miles
Woodland Road .....	=0.33 miles
.....	Total =17.66 miles

**Mill and Pave**

Seagraves Road .....	=1.05 miles
----------------------	-------------

Total amount of Road Work .....	=27.14 miles
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	curbside bulk tons			
	\$83.00	Qtrly totals	payments	Qtrly totals
2023				
april	15.36		\$1,274.88	
may	12.48		\$1,035.84	
june	19.25	47.09	\$1,597.75	\$3,908.47

<b>Baystate Textile, Take2 Electronics (etc.) recycling report</b>							
	<i>textiles</i>		<i>lbs. CED @ \$.055/lb.</i>			<i>batteries,</i>	
	<i>lbs.</i>	<i>0.05/0.06 begin April</i>	<i>(computers, monitors, tv, printers)</i>	<i>non CED</i>	<i>lamps</i>	<i>mixed</i>	<i>refrigerant</i>
<b>2023</b>							
April	2,390	\$118.80	4,631	1983	243	289	80
		pd ck # 08938 *					
May	3,320	\$199.20	2725	2468	431	1153	12
		pd ck # 09046					
June	4,810	\$288.60	3393	607	0	0	0
		pd ck # 09544	pd 4th Q ck # 16152 \$591.20				
*short pd							
year total	10,520	\$607	10,749				

Transfer station

<b>material transferred:</b>			<b>1st month</b>	<b>2nd month</b>	<b>3rd month</b>		<b>total for</b>
			<b>apr</b>	<b>may</b>	<b>june</b>		<b>quarter</b>
Casella - Bulk (cd) ton			13.06	30.85	46.01		89.92
Casella - Bulk (brush) ton			0	0	0		0
Casella - Recycling (metal) ton			13.06	9.3	8.9		31.26
Casella - Single Stream ton			2.57	2.66	5.15		10.38
Take2 - refrigerant units - each			80	12	0		92
Take2 Recycling - electronics (CED) lbs.			4631	2725	3393		10749
Take2 Recycling - (non) lbs.			1983	2468	607		5058
Take2 Recycling - uw lamps lbs.			243	0	0		243
Take2 Recycling - uw batteries lbs.			289	0	0		289
N 'n M Recycling Inc - propane tanks - each			0	0	117		117
CRM Co. LLC - each			107	0	112		219
PaintCare - lbs.			2400	1600	2250		6250
Bye Bye Mattress			90	58	65		213
Midstate Batteries							30
			scrap pymt	scrap pymt	scrap pymt		
			13.06 x 121.35	9.3 x 94.4	8.9 x 79		
			1585.13	877.41	702.54		
			inv 3463563	inv 3479166	inv 3504399		
			ck 9189511	ck 9195929	ck 9202484		
			dated 5/9/2023	dated 6/6/2023	dated 7/6/2023		

## **WPCA 2023 2<sup>nd</sup> Quarter Report: April, May, June**

### **Wastewater Treatment Plant (WWTP):**

Designed/permitted for average 200,000 gallons per day  
Average flow over past 12 months = 135,860 gallons per day  
Peak daily flow this quarter = 313,200 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. We need to complete the EPA grant application as soon as they make it available to us.
- Our next steps towards installing sewers in this area will be signing agreements with the Bolton Lakes WPCA, applying to Manchester for formal approval, establishing regulations, performing design work, and obtaining DOT permits.

### **Sewer Collection System:**

- Public Works is having 18 roads with sewers on them paved this year so we've been working with them to inspect, rehab, replace, and raise manhole covers. We have 77 manholes total in the paving areas which is more than we've done in a year but it's going well. WPCA staff worked with public works crews to perform manhole repairs ourselves this year instead of hiring vendors which has saved our taxpayers over \$10,000.
- 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 electrical disconnects on the pumps at the Avery Shores pump stations so we can work on them safely without shutting off power to the entire building. We replaced the amp meter on pump 2 at the Lakeview Drive pump station. The pump amps tell us if a pump is starting to get jammed with wipes, if the impeller is beginning to wear, or if the motor needs to be replaced.
- We've had more issues with wipes clogging manholes at the G.H. Robertson School and High School/Middle School. We notified schools maintenance and they are aware of the issue but it's difficult to prevent.
- We inspected the grease traps at the 3 schools and every restaurant connected to the sewer system. Cooking grease & oil is the second biggest problem in the sewer system after wipes.

### **Wastewater Treatment Plant:**

- In May we found evidence of a possible overflow from one of the infiltration basins adjacent to the Willimantic River at the treatment plant. We don't have reason to believe that wastewater made it into the river itself. Per state law we reported the possible overflow to CT DEEP and the Eastern Highlands Health Department. They received our report and did not take any action.
- Although we didn't see an active overflow a tree on the riverbank adjacent to the basin had fallen over one weekend during a rainstorm and it looked like the roots had been washed out. Also a small patch of grass was bent over. When the tree fell the entire root ball pulled up and it destabilized the surrounding soil, which is loose sandy gravel. This created a sloughing of the riverbank slope called an escarpment. Escarpments are common along riverbanks but due to the proximity of our wastewater basins we hired an engineering firm to perform an evaluation and make recommendations to stabilize the slope.
- Capacity in the infiltration basins is the larger issue. The plant was built in 1985 and the infiltration basins are nearing the end of their useful life, similar to a septic leaching field. We have asked engineering firms for best management practices to maintain the basins and improve drainage and have been following the recommendations but the basins are draining very slowly. In June we hired a vendor to excavate the basins back to their original size to increase the drainage area. Our engineering consultants believe CT DEEP would not allow us to construct new basin(s) without very thorough hydrogeological studies in the range of \$500,000.

**Wastewater Management Plan:**

- Tighe & Bond has been 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 looked at areas around the Lake for potential sewer expansion to make sure whatever option we choose has sufficient capacity for appropriate future growth.
- 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. Also as noted above the infiltration basins are nearing the end of their life.
- 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 cost is \$207,100. We were approved for a 55% Clean Water Fund grant so our share will be \$93,195.

**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 another check from the Access Agency for \$400 which will help 2 more Coventry families pay their sewer bills.

**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.