

TOWN OF COVENTRY

QUARTERLY REPORTS



July - September 2023

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Cover photo: John Elsesser retired in July 2023 after 35 years as Coventry’s Town Manager. Photo by Thomas Hurlbut Photography.

**Finance Department
Quarterly Report
Covering Period 7/1/2023 – 9/30/2023**

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 closing out FY2023, and opening FY2024. Our office is almost complete in preparation for the audit which will commence in the mid to end of October. The new Finance Director has been training weekly with previous Finance Director Amanda Backhaus to get up to speed on projects, grants, and Town operations.

Our actuarial valuation for the Town Pension Plan as of 7/1/23 began. Information was supplied to the Town's actuary for computation of updated liabilities.

The Town had a bond issue for Town Roads, bridges and culverts, and a BAN for HVAC, during the process we received a AA+ credit rating from S&P.

David Hicks began implementing 2 factor identification and converting email addresses to .gov in order to meet insurance and cyber security requirements. The Assessment revaluation request for proposal package was put out to bid and will be awarded in October.

Union negotiations were finalized for the Supervisors Union, Police negotiations are ongoing.

Significant onboardings and off boardings were done by the Finance office with 4 significant retirements and 2 resignations. This entails ensuring the accuracy of all applicable severance of employment items, such as retirement calculations, payouts, health insurance requirements, and pre-employment paperwork for new hires.

Meetings attended

Finance Committee of the Town Council
Town Council
Pension Committee (no quorum as of
09/30/223)
Cemetery Commission meetings
Town/BOE Worker Safety Committee
BOE/Town IT coordination

ECHIP Executive committee meetings
ECHIP Board meetings, Vice, Chair
ECHIP Wellness committee meetings
Farmers Market Planning Committee
School Building Energy Efficiency and
School Roofs Committee

OFFICE OF THE COLLECTOR OF REVENUE

To: James Drumm, Town Manager
CC: Julie Chapman, Finance Director
From: Carrie Zahner, Collector of Revenue

Date: October 5, 2023

SUBJECT: FIRST QUARTER REPORT 2023-2024

July is always an extremely busy month processing Tax and COVRRRA/Trash payments. In addition to payment processing, there is a significant increase in office visits, phone calls, voicemails and emails in July. The beginning of the month and even more so the end of the month are the busiest.

Taxpayers are encouraged to pay online to avoid standing in line. Payments are accepted via bank account, debit and credit card. The fee to pay online via bank account is \$0.95 and the fees for debit and credit card are the same online as in person; \$3.95 debit or 2.75% for credit. Payments can also be made in person at town hall or in our drop box located in the vestibule at the rear entrance. Payments can also be mailed to our lockbox at the Harford CT address.

August continued to be a busy collection month as we continue to receive mail with timely postmarks to process, as well as late payments that require special handling. This additional handling is in the form of back tax statements for those accounts that have a balance due because interest was not included with the late payment. Delinquent notices were prepared and mailed for real estate and COVRRRA/Trash (1,271) & personal property (166). We also reported delinquent taxpayers to CT DMV (1,632). Sewer use bills were prepared, printed and mailed at the end of August (964).

Delinquent statements for motor vehicle bills were mailed out in September (1,928). Sewer use payments were steady throughout the month with the expected increased volume during the last few days of the pay cycle. Liens were released this quarter for Real Estate (34), COVRRRA/Trash (39), Sewer Use (13) & Sewer Assessment (6).

The first quarter collection report is attached.

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

		Property Tax	Interest	Liens & Costs	Total
Grand List	2008	83.91	212.71	0.00	296.62
	2009	354.53	830.95	0.00	1,185.48
	2010	322.65	706.60	0.00	1,029.25
	2011	308.61	920.31	0.00	1,228.92
	2012	0.00	0.00	0.00	0.00
	2013	0.00	0.00	0.00	0.00
	2014	0.00	0.00	0.00	0.00
	2015	1,675.76	2,060.91	48.00	3,784.67
	2016	555.84	1,848.94	24.00	2,428.78
	2017	274.34	251.55	24.00	549.89
	2018	240.53	180.40	24.00	444.93
	2019	4,363.92	2,275.14	24.00	6,663.06
	2020	25,234.78	7,211.64	170.00	32,616.42
	2021	<u>109,556.51</u>	<u>19,891.89</u>	<u>600.00</u>	<u>130,048.40</u>
		142,971.38	36,391.04	914.00	180,276.42
Current	2022	20,328,552.98	25,955.90	0.00	20,354,508.88
Current SMV		<u>0.00</u>			<u>0.00</u>
	Totals	<u>20,471,524.36</u>	<u>62,346.94</u>	<u>914.00</u>	<u>20,534,785.30</u>
Current 110	6010	40211	20,328,552.98		
Delinquent		40212	142,971.38		
Interest & Liens		40213	63,260.94		
SMV		40214	<u>0.00</u>		
			<u>20,534,785.30</u>		
Sewer Assess 205-7722	40211	17,648.09		Sewer User	40211 344,878.78
Interest, Liens, Per Diem	40213	<u>1,185.18</u>		Interest & Liens	40213 <u>1,785.30</u>
		<u>18,833.27</u>			<u>346,664.08</u>
COVRA					
Current 218-7601	40211	1,351,084.59		Returned Check Fee	<u>200.00</u>
Delinquent	40212	12,112.57			
Interest & Liens	40213	<u>10,232.00</u>			
		<u>1,373,429.16</u>			
		Total	\$22,273,911.81		

Assessor Quarterly Report

July 2023

July is always a very busy month for the Assessor's Office, in conjunction with the Tax Collector's Office, as all tax bills are out and due. The majority of taxpayer inquiries, both in the office and on the phone are for motor vehicles no longer owned and how to get them off the grand list. These corrections include vehicles sold, traded-in, total loss accident, and for people who moved to another state and have registered their vehicles in that new state.

We gained access to the DMV Civils system just last year. This gave us the ability to confirm registration status, renewal dates, changes in ownership, tax town issues, and more. This continues to allow us to better serve taxpayers with issues, including those that didn't keep a copy of a bill of sale, didn't get an expected bill (usually due to late renewal/expired registration), or moved to another town.

There were also many inquiries regarding assessment/billing for Real Estate and Personal Property accounts.

August 2023

In August we prepared our exemption form mailing, which include forms required back by October 1. We also prepared our personal property list and declaration forms for print and mailing in September. This process includes ongoing discovery and investigating information from many sources such as Town Clerk's records, Secretary of State Look-up for Limited Liability Corporations and other entities, social media and other advertisements.

Building permit inspections continued, and this month allowed for some time-off for staff.

September 2023

We have approximately 750 personal property accounts, the mailing list was finalized, and updated declarations were printed then mailed mid-month. These are due back to this office by November 1, to avoid penalty. As a reminder, an extension is available, but must be requested by the November 1 deadline.

The Assessor met with Veterans at the Senior Center, a Coffee Hour held on the 12th, primarily to continue to spread the word about benefits and exemptions available. Most filing deadlines are by October 1 each year. The attendance and response were both very good. Record Cards were set up for all new veterans and their exemption applied to their Real Estate or held for application to Motor Vehicles that will be on October 1, 2023, Grand List. As of this writing, that deadline has past, however, if you are a DISABLED VETERAN, having a VA rating of 10% or more and have not been receiving benefits, please deliver a copy of your VA letter to the Assessor's Office before the end of March 2024.

The Board of Assessment Appeals met on September 7, 2023. Three appellants appealed for six motor vehicles, with all six resulting in an assessment reduction.

The State report for Reductions to Elderly Homeowners Claim for Reimbursement was filed with the Office of Policy and Management.

The PA 490 filing period began on September 1st and continued to October 31st.

Townwide Real Estate Revaluation Project: Request for Proposal went out in September with bid opening set for October 4th. This revaluation is for the October 1, 2024, Grand List. More information and updates will be made available soon and throughout the project, with Revaluation Grand List filing in January 2025.

OFFICE OF TOWN CLERK

Lori Tollmann
Town Clerk

Brooke R. Manning
Assistant Town Clerk

Mattea Whitford
Assistant Town Clerk

QUARTERLY REPORT JULY 1 – SEPTEMBER 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 assisting in the administration of elections, 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.

Recording & Licensing



Receivables & Revenue:

- ✓ The Clerk's Office collected **\$218,360.98** this quarter, of which the Town retained **\$63,104.00**



Activity	Volume	Revenue
Total Documents Recorded	480	\$13,317.00
Local Conveyance Recorded	105	\$42,372.00
Copies	2,038.25	\$2,038.00
Trade Name Certificates.	2	\$20.00
Liquor Permits	3	\$60.00
Burial/Cremation Permits	4	\$30.00
Marriage Licenses Issued	13	\$208.00
Vitals Copies	62	\$1,810.00
Notary Fees & Renewals	43	\$325.00
Dog License Fees	238	\$247.00
Maps Filed	4	\$80.00
Fish & Game License & Permit Fees	38	\$15.00
Conveyance fees	97	\$57.00
PA-490	0	0
PA-146 Clerk	468	\$718.00
PA-05-228, 09-229, 11-201 & 13-247 LOCIP*	468	\$1,077.00
PA-05-228, 09-229, 11-201 & 13-247 Clerk*	468	\$729.00
Miscellaneous/Unanticipated		0
Town Clerk Revenue Transferred to Treasurer:		\$63,104.00

PUBLIC ACT 00-146: This Public Act requires the Town Clerk to receive a fee of \$10 for each document recorded in the town's land records. Eight dollars (\$8 of the \$10) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. The Town Clerk for preservation and management of historic records retains Two dollars of the fees. By law these funds may not be used to supplant budgeted funds. These fees 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 for the Town of Coventry, and remit these fees to various state agencies. For this quarter, \$155,257.00 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 05-228, 09-229, 11-201 & 13-247	\$20,804.00
Marriage Licenses	442.00
Fish & Game Licenses	537.00
Historic Preservation PA-146	2,872.00
State Conveyance Tax	128,163.00



Additionally, fees for dog licenses are collected throughout the year. Annually, the entire surcharge collected, plus 40-50% of the license fee, excluding the Town Clerk's fee of \$1.00 per license, is remitted to the State of Connecticut.

	Dog License Fee	Surcharge
July – Sept.	\$1,835.00	\$604.00

For this quarter, \$155,257.00 in fees was remitted to the State.

Meetings

No meetings during this quarter.

Staffing Updates/Activities

The Town Clerk's Office participated in Connecticut Secretary of the State Webinars in July, August and September.

The Office also attended the Connecticut Town Clerk's Fall conference September 20-22, 2023.

COVENTRY REGISTRAR OF VOTERS

July 1, 2023 – September 30, 2023

Quarterly Report

STAFF

Republican Registrar of Voters: Marilyn K. Powers

Republican Deputy Registrar of Voters: Marilyn Barrette

Democrat Registrar of Voters: Sandye Simon

Democrat Deputy Registrar of Voters: Richard Martin

STAFF CHANGES

Dorothy Grady resigned as the Democrat Registrar of Voters in August and Sandye Simon was sworn in as the Democrat Registrar. Sandye appointed Richard Martin as the Democrat Deputy Registrar of Voters.

VOTER UPDATE

The Registrars' Office updates the voter list daily through the Connecticut Voter Registration System. Changes during this quarter are as follows:

	<u>July</u>	<u>August</u>	<u>September</u>	<u>Total</u>
Additions	40	38	47	125
Changes	36	58	20	114
Removals	60	48	45	153

Registered Voters as of September 30, 2023 are categorized as presented in the table below:

	DEMOCRATS	REPUBLICANS	UNAFFILIATED
ACTIVE	2485	2203	3904
INACTIVE	254	190	509

HIGH SCHOOL REGISTRATION

On Monday, September 25, 2023, both the Democrat Registrar, Sandye Simon, and the Republican Registrar, M. Karen Powers, were at Coventry High School for one of the two required days to hold voter registration. Forty-five students registered to vote.

NEW POLLING LOCATIONS

On November 7, 2023, all Coventry registered voters will vote at Coventry High School. This is a permanent change for November elections. Budget and other referendum votes will continue to be held in the two Main Street Fire Stations.

EARLY VOTING

The CT Legislature passed legislation enacting early voting beginning January 1, 2024.

In Coventry, early voting will take place in the Annex behind the Town Hall. The Registrars will continue to inform the public about any changes.

TYPE OF ELECTION	NUMBER OF DAYS OF EARLY VOTING
GENERAL ELECTIONS NOVEMBER	14
PRIMARIES	7
PRESIDENTIAL PREFERENCE PRIMARY	4
REFERENDUM	NONE



Fresh Flowers available at the Coventry Farmers' Market

Coventry Land Use Office

Quarterly Report for
July, August, September
~ 2023~

Eric M. Trott (retired 8/24/23)
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
Building/Land Use Administrative Assistant

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

PLANNING AND ZONING COMMISSION

YEAR **2023**

July, August, September

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
23-03	SP	9/11/23		Site Plan Approval Application of Chris Ward for Commercial Electrical Business at 755 Bread and Milk Street, RD Zone		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



Members of the Coventry Energy Conservation/Alternative Energy Committee

PLANNING AND ZONING COMMISSION

YEAR **2023**

July, August, September

DISCUSSION AND ACTION TOPICS:

- Eric Trott, Director of Planning & Development retired on August 24, 2023. The Staff Transition Plan was discussed.
- Robin Newton of TYCHE Planning & Policy Group appointed as part-time, Interim Town Planner
- Provided recommendation to Town Council regarding the request of Thomas and Mercedes Welles to utilize the Stonebridge Road access stub to accommodate the construction of a single-family dwelling pursuant to CGS 8-24
- Reviewed the Traffic Addendum for Cassidy Hill Winery
- Approved the final mylar filing extension request of Andrew Bushnell for the Breton Subdivision
- Provided recommendation to Town Council for the Town to accept the conveyance of the property located at 1134 Main Street in Coventry, known as the Booth and Dimock Memorial Library pursuant to CGS 8-24
- Discussed required Commissioner Training under Public Act 2129
- Received a Site Plan Review application for a commercial electrical business on Bread and Milk Street

July, August, September

DISCUSSION AND ACTION TOPICS:

- Eric Trott, Director of Planning & Development retired on August 24, 2023. The Staff Transition Plan was discussed.
- The new Town Manager, James Drumm attended his first Economic Development meeting on August 24, 2023.
- 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.



Some of the spectacular produce available at the Coventry Farmers' Market this season

July, August, September

- Eric Trott, Director of Planning & Development retired on August 24, 2023.
- Robin Newton of TYCHE Planning & Policy Group appointed as part-time, Interim Town Planner
- Continued training of Zoning Enforcement Officer.
- Continued training of 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.
- 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 from 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.
- Continued to work with the Protected Spaces 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.
- 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.
- Continued planning with the Coventry Village Partners, Coventry Arts Guild, and Town Staff to host the Arts on Main street-festival which occurred 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. Duties handed over from Eric Trott to Lindsay Beutler after Trott's retirement.

July, August, September

- 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".
- Continued work with the Senior and Affordable Housing Committee – we will meet every 4th Wednesday. Duties handed over from Eric Trott to Manuel Medina after Trott's retirement.
- Continued to provide administrative support for Farmers' Market season. Duties handed over from Eric Trott to Heidi Leech after Trott's retirement.
- Continued to facilitate zoning/blight enforcement case compliance with Town Attorney and Zoning Agent.
- Completed 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.



Food trucks ready for Arts on Main

ZONING ENFORCEMENT

YEAR **2023**

July, August, September

Manuel Medina- Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	79
Single Family Dwellings	6
Condominiums	0
In-Law Apartments	0
Accessory Structures	
Decks/Porches	8
Sheds/Gazebos	2
Barns	2
Detached Garages	4
Pools/Hot Tubs	2
Additions/Attached Garage	3
Alterations/Renovations	3
Finish Basement	
Finish Basement	0
Finish Basement w/ Bedroom & Bathroom	1
Grading/Clearing	0
Fences	0
Commercial Use/Signage	1
Home Occupation	1
Interior Renovations	0
Driveway	21
Roof Mounted Solar PV	17
Ground Mounted Solar PV	2
Crumbling Foundation	3
Tenant Fit Out	2
Other	1
Total	<u>79</u>

ZONING ENFORCEMENT (Cont'd)

YEAR **2023**

July, August, September

Manuel Medina- Planning Technician/Zoning Enforcement Officer

CERTIFICATES OF USE AND OCCUPANCY = **22**
(Signed for zoning compliance by ZEO)

Single Family Dwellings	4
In-law apartment	0
Condos	0
Finish Basement	1
Crumbling Foundation	1
Accessory Structures	
Decks/Porches	6
Sheds/Gazebos/Barns	1
Detached Garages	1
Pools/Hot Tubs	0
Additions/Attached Garages	3
Other	0
Driveways	1
Tenant Fit Out	2
Replacement/Renovation	0
Demolition	0
Commercial Use/Signage	2
	<hr/>
Total	22

INSPECTIONS

Erosion and Sediment Control	10
Limits of Clearing	0
Certificate of Occupancy	14
Compliance	4
Pre-Approval Inspection	2
Seed and Mulch Bond Release/Inspections	2
Zoning Complaints (initial & follow-ups)	3
Blight Complaints (initial & follow-ups)	3
Street Number Assignments	2
Other	3
	<hr/>
Total	43

ZONING ENFORCEMENT (Cont'd)

YEAR **2023**

July, August, September

Manuel Medina- Planning Technician/Zoning Enforcement Officer

VIOLATION/ENFORCEMENT INSPECTIONS (NEW)

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	1
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	1
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	4
Total	<u>8</u>

July, August, September

News from the Planning Technician & Zoning Enforcement Officer:

Eric Trott and I serve as staff to the newly created “Housing Affordability Committee”, which meets every fourth Wednesday. Committee is preparing to present their findings before Council in October, as appointed by Town Council.

Personnel

Since Eric Trott’s retirement, I have been taking care of essential day-to-day planning duties. I attended the last CRCOG/Sustainable CT Affordable Housing Learning Cohort Meetings. In representation of the Town, I attended CRCOG’s Housing Forum in Hartford. Along with Wetlands Agent, Lindsay Beutler, I attended the Erosion and Sediment Control Field Day in Vernon.

Permits

Applications for roof mounted solar PV have been steady for the past 2 quarters. Ground mounted solar PV are not as popular, but applications have been steady as well. Driveway and Apron permits were the most popular this quarter, as expected. Mark StGermain, Engineering Technician, and I have been working with paving companies to have them apply for permits prior to the commencement of the job.

Enforcement

Continued monitoring of previously closed zoning and blight violations to ensure compliance has been maintained. The owner of a blighted property located on Boston Turnpike, which was referred to the Town Attorney for litigation, has successfully brought his property into compliance. There were a couple of overgrown yard complaints received. Owners of these properties promptly addressed the issue and brought their properties into compliance.

ZONING BOARD OF APPEALSYEAR **2023**

July, August, September

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
ZBA-23-6	6/28/23	7/18/23	27 Mink Tr/James Lathrop/relocation approval of a non-conforming structure	7/18/23	A
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	7/18/2023	A
ZBA-23-8	9/30/23	10/17/23	46 Bradbury Ln/James Galey/variance of Section 4.06.01.e for construction of 4,800 sq ft detached storage structure		P

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

INLAND WETLANDS APPLICATIONS

YEAR 2023

July, August, September

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
23-15W	6/22/23	6/28/23		653 Flanders Rd Dam Replacement Karl Acimovic	9/27/23	A
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	8/23/23	A
23-18W	8/15/23	8/23/23		55 Edgewater Dr Construction of segmented retaining wall on Coventry Lake Dustyn Nelson	9/27/23	A
23-19W	8/16/23	8/23/23		50 John Hand Dr Install a new catch basin at a low point of John Hand Drive that is causing the roadway to fail. Town of Coventry	9/27/23	A
23-20W	8/22/23	8/23/23		755 Bread and Milk St Construct a 7,500 square foot commercial building with a parking lot Eric Peterson	9/27/23	A
23-21WA	8/23/23	8/23/23	8/23/23	676 Merrow Rd Clearing, fill, and topsoil to create lawn Garrett Rooke	8/23/23	A
23-22W	9/18/23	9/27/23		231 Standish Rd Construction of lake wall, approximately 100 linear feet and 14-15" high. Tim Tomko	-	P
23-23WA	9/25/23	-		20 Mohawk Tr Pave expanded gravel driveway and remediate URA disturbance Corey Savage	10/2/23	A
23-24W	9/25/23	9/27/23		317 Wrights Mill Rd Construction of In-Law Apartment and Attached Garage Andrew Bushnell	-	P

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**

July, August, September

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 decreased by one during the third quarter of 2023. There was a total of seven new applications that were received, five of which were approved and two are pending. There were two applications from the second quarter approved. The Agency approved two Town of Coventry Projects, both of which are drainage improvement projects.

The Agency has also been working on ongoing wetland enforcement issues. There is currently one property that has a wetlands violation.

Lindsay Beutler can be reached via her direct office line at 860-531-2886 or lbeutler@coventry-ct.gov to discuss any of the above activity or to discuss any possible projects that property owners may be planning in or adjacent to a watercourse or wetland area. These preliminary discussions are beneficial as sometimes wetland areas and/or intermittent watercourses may not be obvious to a non-expert.

Professional Development and Other

- Attended the Southern New England Chapter of the Soil and Water Conservation Society's Erosion and Sediment Control Field Day.
- Became Grant Fiduciary Agent for Hop River Trail Alliance trail signage grant.
- Joined Board of Directors for Hop River Trail Alliance.
- Attended UConn CLEAR's webinar on 'A New Stormwater Quality Manual for CT.'

Coventry Lake Advisory & Monitoring Committee Staff Support

- Conducted water sampling with CLAM and GZA once a month for the Cooperative Client Based Water Quality Monitoring Program.
- Facilitated the Annual State of the Lake September Forum.

Conservation Commission Staff Support

- Became Conservation Commission's representative at the Bolton Lakes Watershed Conservation Alliance meetings.
- Conducted site walk of Patriot Parks Woods with Leroy Lowe to discuss an upcoming trail blazing application.

BUILDING DEPARTMENT QUARTERLY REPORT
1ST QUARTER
JULY, AUGUST, SEPTEMBER, 2023

The Building Department issued five (5) permits for new home builds this quarter.

NEW HOUSE PERMITS ISSUED FOR THE 1st QUARTER 2023-2024 FISCAL YEAR	
ADDRESS	DATE
5 FLANDERS WOODS LANE	7/12/2023
13 WINDY HILL ROAD	7/26/2023
26 WINDY HILL ROAD	8/15/2023
665 SILVER STREET	9/5/2023
51 WOODLAND ROAD	9/27/2023

There were two (2) permits issued this quarter for replacing crumbling foundations.

CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 1st QTR 2023-2024 FISCAL YEAR	
ADDRESS	DATE
NONE FOR JULY	
151 BARNSBEE LANE	8/21/2023
108 SEAN CIRCLE	9/14/2023

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

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 1ST QUARTER 2023-2024 Fiscal Year	
ADDRESS	DATE
81 WOLF HILL ROAD	7/10/2023
25 ROSS AVENUE	8/8/2023
261 WOODLAND ROAD	8/9/2023
23 WINDY HILL ROAD	9/6/2023

Homeowners achieved new peace of mind for a (1) foundation replacement that was issued a Certificate of Occupancy for their completion this past quarter.

CRUMBLING FOUNDATIONS ISSUED CO's 1ST QUARTER 2023-2024 Fiscal Year	
ADDRESS	DATE
NONE FOR JULY	
NONE FOR AUGUST	
981 RIVER ROAD	9/6/2023

Municipal Projects:

July: No permitting or Certificate of Completion/Occupancy issued in July 2023.

August: Permitting was issued for new EV Car Charging Stations at 3 municipal locations:

100 Olsen Farms Road, Department of Public Works; 1712 Main Street, Town Hall; and 172 Lake Street, Senior Center. Also, a Temporary Certificate of Completion was issued for the Booth Dimock Library at 1134 Main Street.

September: A Certificate of Completion was issued for the wiring of softball field #2 at Miller Richardson, 325 Main Street

Commercial Projects:

July: A temporary tent permit was issued for the Nathan Hale Home stead at 2299 South Street.

August: A sign permit was issued for the new gas station ownership at 2711 Boston Turnpike. Also, a temporary tent permit was issued for the Nathan Hale Home stead at 2299 South Street.

September: A tenant fit out permit for the remodeling of the convenience store portion of the gas station at 2711 Boston Turnpike was issued.

Permits for this Quarter

PERMIT TYPES	Jul. 2023	Aug. 2023	Sep. 2023	First Qtr.
				2023-2024
Houses only	2	1	2	5
Foundation only	0	1	1	2
Condominiums	0	0	0	0
Commercial Bldg/Renov	1	2	1	4
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	2	2	1	5
Garages/Carports	0	2	0	2
Sheds/Barns	0	1	2	3
Decks/Porches	2	5	1	8
Pools	0	2	0	2
Demolition	0	1	1	2
Woodstove	1	3	2	6
Miscellaneous	3	10	8	21
Renov/Repair/Alter	13	11	17	41
Plumbing	4	4	4	12
Heating	16	22	15	53
Electric	26	26	13	65
TOTAL PERMITS	70	93	68	231
PERMIT VALUE	\$1,738,330	\$1,698,608	\$1,836,453	\$5,273,391
FEES COLLECTED	\$25,942	\$22,920	\$24,168	\$73,030
Certificate of Completion	72	59	86	217
C/O's - New Homes/Condos	1	2	1	4
C/O's - Other	2	1	3	6

Seventeen (17) Roof Mounted Solar PV Arrays were permitted for, and fourteen (14) Solar Permits were closed out this quarter.

Four hundred fifty-nine (459) inspections were completed this quarter.

Quarterly Report
First Quarter FY 22_23
July 2023 – September 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.

ADMINISTRATION

Goal: *Continue to comply with CALEA and POST Accreditation standards and successfully complete the upcoming site based inspection.*

Objectives:

- Successfully complete the remote review for CALEA accreditation held in August of 2023.
- Successfully complete the final year of the four-year assessment cycle.
- The site-based assessment is scheduled for April of 2024.

Goal: *Recruit, hire, and train patrol officers to replace two vacancies that arose during the fiscal year.*

Objectives:

- Recruit a diverse pool of certified police officers consistent with the agency's existing recruitment plan.
- Bring applicants through the hiring process and assign two recruits to begin the police academy at the New Britain Police Department that will begin November 9, 2023.

Goal: *Recruit, hire, and train two additional part-time Police Dispatchers.*

Objectives:

- We compiled a list of applicants and conducted interviews.
- We were able to hire two police dispatchers to assist with covering open dispatch shifts on weekends and holidays.

OPERATIONS

Goal: Increase the participation of our newly appointed School Liaison Officer, Officer Michele Krukoff, to the interaction of the students at all Coventry schools.

Objectives:

- Provide Officer Krukoff with an office at the High School.
- Assign Officer Krukoff with set hours to be at schools.
- Officer Krukoff will assist School Security specialist Ted Opdenbrouw in teaching different classes.
- Officer Krukoff will continue to participate with different programs at each school.

SUPPORT

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

Objectives:

- Participated in the national Coffee-with-a-Cop event on October 4, 2023 at the local Cumberland Farms.
- Continue the ongoing program “Lunch with a Cop” in each school.
- Increase participation of officers at both recurring and special events in town, particularly those involving children.

Other Items of Interest

- We successfully completed a remote Calea review.
- We added a second firearms instructor to our team, Officer Dan Spiewakowski.
- Successfully completed another season of Marine Patrol. Marine Patrol Officer Kilby completed his second year with us. Officer Kilby also taught a class for police officers on boating and officers were able to obtain their boating license.
- Officer Michele Krukoff and Detective Kelsey Carpenter held a car seat check. The event was well attended and determined to be much needed.
- Sergeant Kuhns and Officer Anderson received a M.A.D.D. award for D.U.I. enforcement.
- We lost long time police dispatcher Mike Cote to retirement. Mike was an asset to our department in many ways. He is missed. He is not far from public safety as he is a member of the Coventry Fire Department. Mike is a resource we can continue to count on.



**Coventry Police Department
Incident Analysis**

7/1/2023...9/30/2023

Shift		Total
1st	2nd	
241	825	1625

UCR	Nature	1st	2nd	3rd	Total
		1	1	0	0
001	Marine Patrol Activity	0	24	11	35
002	Beach Association Check	1	12	0	13
003	Car Seat Installation	0	8	0	8
029	Disabled Motor Vehicle	1	15	12	28
11A	Sexual Assault With Force	0	1	0	1
13A	Assault Aggravated	0	0	1	1
13B	Assault Simple	0	3	4	7
13C	Intimidation	0	8	3	11
152	Suicide Threat/Attempt	1	3	7	11
210	Extortion/Blackmail	1	0	0	1
23C	Larceny Shoplifting	1	0	1	2
23D	Larceny Theft From Building	0	3	1	4
23F	Larceny Theft From MV	2	1	1	4
23H	Larceny All Other	0	3	1	4
240	MV Theft	1	1	0	2
2604	Fireworks/Gunshots	1	4	25	30
2608	Abandoned MV	0	1	0	1
2609	Littering	0	1	0	1
2619	Building Check	59	8	32	99
2631	Public Hazard	9	28	28	65
26A	Fraud False Pretenses	0	4	2	6
26B	Fraud Credit Card/ATM	0	2	0	2
26C	Fraud Impersonation	0	3	0	3
26E	Fraud Wire	0	0	2	2
26F	Identity Theft	0	27	9	36
280	Stolen Property Offenses	0	0	2	2
290	Vandalism	0	3	1	4
2914	Animal Complaint	9	64	21	94
2915	Domestic Bite-Person	1	4	2	7
2917	Domestic Pet vs. Wildlife	0	1	0	1
3009	Susp Person/Activity/MV	27	36	48	111
326	Illegal Parking	0	0	2	2
332	Harassment/Harassing Phone Calls	0	11	8	19
343	MV Accident (Injuries)	1	3	5	9
344	MV Accident Evading	2	2	1	5
346	MV Accident (No Injuries)	5	15	9	29
347	MV Accident (Private Property)	1	4	1	6
351	Alarm	9	29	17	55
353	Medical	27	71	52	150
355	MV Stop	8	36	34	78



Coventry Police Department Incident Analysis

7/1/2023...9/30/2023

375	Routine Assistance	7	44	28	79
377	Open Door/Window	1	0	0	1
388	Miscellaneous	3	13	5	21
390	Police Information	2	2	6	10
391	CREST callout	1	2	1	4
392	METRO callout	0	0	1	1
396	Escort	0	6	2	8
398	Missing Person	0	0	2	2
399	Lost And Found	2	17	4	23
400	Family Matter - Non Arrest	0	6	7	13
401	Repossessed Vehicle	0	1	0	1
4811	Finger Printing	0	79	0	79
4858	Fire	1	9	6	16
4867	Background Investigation	0	8	1	9
4873	Assist Other Agency	16	46	16	78
4874	Test Ticket	2	7	10	19
720	Animal Cruelty	0	1	0	1
82	Runaway/Non NIBRS	0	0	3	3
861	Disturbance (Non-Domestic)	1	2	12	15
866	Noise Complaint	1	4	6	11
889	Check Welfare	3	24	16	43
890	MV Erratic Operation	3	14	21	38
891	MV Lock Out	0	5	6	11
90D	DWI	1	1	2	4
90F	Family Offenses, Nonviolent	0	1	0	1
90J	Trespass of Real Property	1	2	0	3
90Z	All Other Offenses	1	2	3	6
911	911 Hang Up Call	3	9	7	19
Sup	Supplemental	24	80	53	157

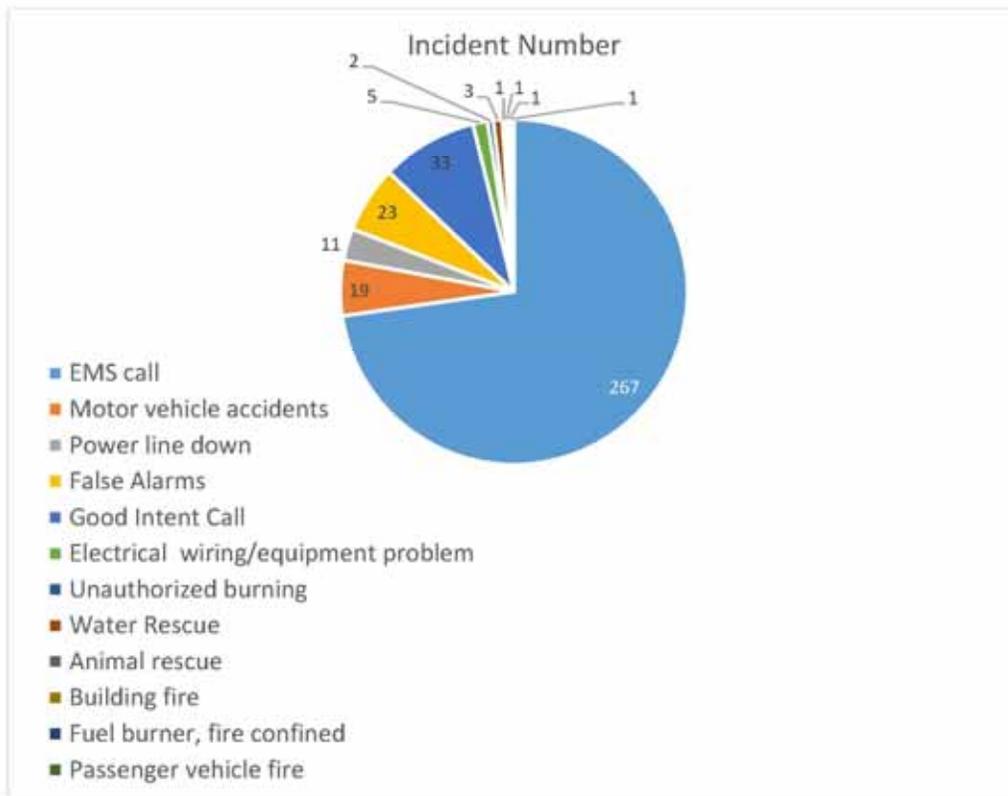
TOWN OF COVENTRY FIRE-EMS DEPARTMENT



QUARTERLY REPORT

July 1, 2023 – September 30, 2023

Major Incident Types by Month for Date Range (367)



Summary Highlights for July – September 2022

July We have started using FirefighterApp to enroll prospective members. This app has been sending out messages that Coventry is looking for volunteers. It allows a new applicant to apply online, we then get to review the application, set up an interview, complete background checks, medical & agility exam, basic training and if all goes well meeting with the chief to onboard the applicant. CVFA sponsored four junior members to attend Introduction To The Fire Service (ITTFS) Program designed to provide high school students with an opportunity to learn more about the firefighting profession by attending a residential camp and performing training evolutions at the Connecticut Fire Academy.



August With the retirement of the fire administrator the town changed course with a full time paid fire chief. The department held our swearing-in and awards ceremony to recognize the department members that serve over & above the expectations of a member. The event was held at Georgina's Restaurant and we swore in three Captains. We continue to work on our concerns related to providing the best Fire-EMS services to our residents. The EMS members have started to cover 48 hours a week on the first ambulance to reduce the cost of Vintech staffing.

September The department provided assistance for the Arts on Main event and continue to assist the Farmers Market with traffic & safety. After a personal injury accident in late July OSHA conducted an investigation and we met to receive their results. We received no citations and OSHA Made a few recommendations.

The Fire Chief continues to attend regular meetings which include LECC, Fire Officers, DEMHS, paramedic advisory committee, Regional Mutual aid meetings, and supervisory and staff meetings.

We are in need of EMTs and Firefighters to join our organization. If you are interested please visit www.firefighterapp.com

FALL SEASON

Safety tips

PROPERLY DISPOSE OF LEAVES

- DO NOT BLOW OR RAKE LEAVES INTO THE STREET
- PLACE LEAVES INTO GARBAGE BAGS OR CONTAINERS



HOME INSPECTION

- TEST AND, IF NEEDED, CHANGE BATTERIES IN ALL HOME SMOKE AND CARBON MONOXIDE DETECTORS
- CHECK FURNACE FILTERS

DAYLIGHT SAVING TIME

- DRIVERS AND PEDESTRIANS: BECAUSE IT GETS DARK SOONER, MAKE SURE YOU ARE SAFE AND SEEN BY OTHERS

If you have any questions or concerns please contact us.

Respectfully,

Bud Meyers

Bud Meyers, Fire Chief

Fire Marshal

Town of Coventry

1712 Main St.

Coventry, CT 06238

860-742-1606

bmeyers@coventryct.org

**Human Services Department
Quarterly Report
July-September 2023**

Staff:

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

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



A. HUMAN SERVICES- July- September

Meetings:

- Foodshare -7/5, 7/19, 8/2, 8/16, 8/30, 9/13, 9/27
- Tri County Multi-Disciplinary Team- 8/2
- ECAN- 8/24, 9/28
- National Opioid Settlement meeting- 8/2
- SERAC-8/10, 8/17, 8/30
- Access Training 9/8
- Human Services Advisory Board Meeting- 7/11

Direct Services: 3 unduplicated client cases

Programs:

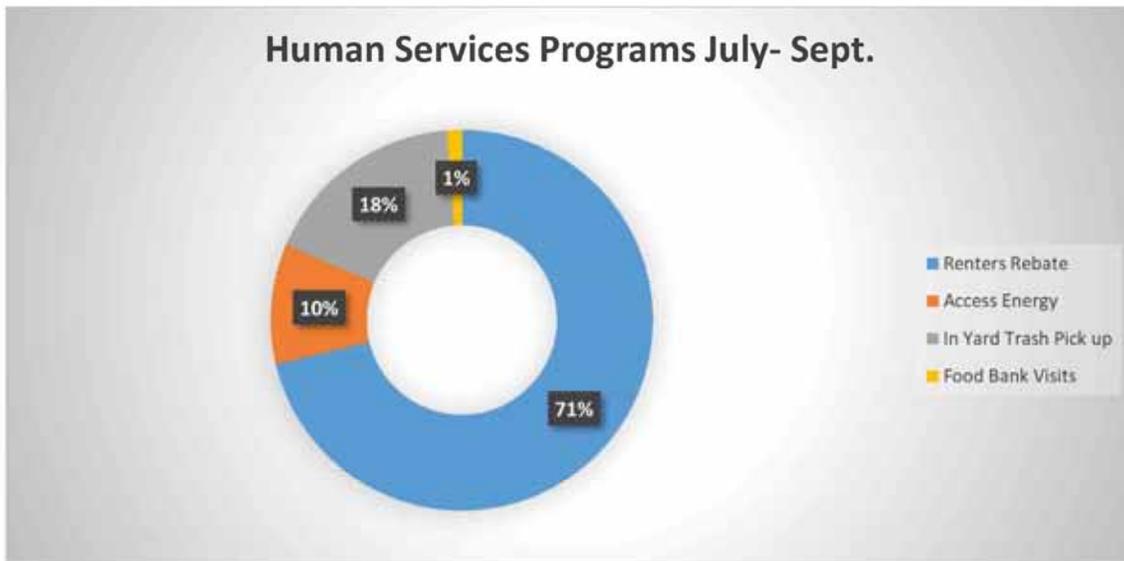
- **ENERGY ASSISTANCE PROGRAM** - Access Energy Assistance Program ~ The office began accepting energy applications starting on September 18th. In September, **10** energy applications were processed for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic).
- **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, **70** applications have been completed for Coventry residents who rent for a total of **\$41622.79** in rebate checks, which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November, 2023.
- **Senior Farmers Market Nutrition Vouchers Department of Agriculture:** — We have issued 11 vouchers for this program. This program serves recipient (clients) who are 60 years of age or older, who are **income eligible and/or disabled persons** under the age of 60 living in subsidized housing. Majority of the booklets were distributed to Orchard Hill residents.

- **FOOD BANK: July-September**

Assistance Records:
Total Household Assistance: 62 visits- 24 households with a total of 57 members

Throughout the months, we have received numerous donations from many individuals, families and young people in town. These donations allow us to make sure that the food bank is continually stocked for our residents.

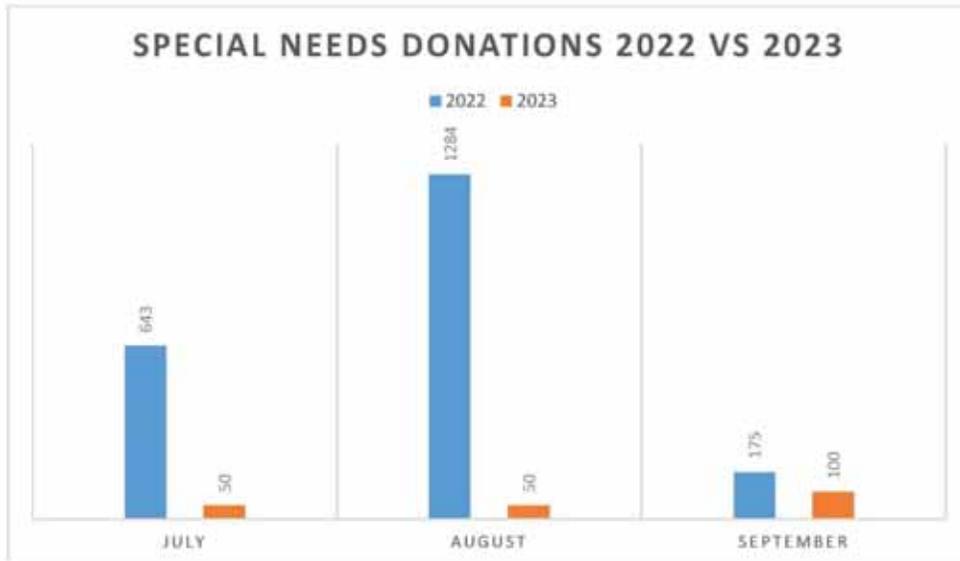
We finally were able to re-open our food bank back at Patriots Park Community Center on July 21st. The food bank had been moved to our town hall office due to Covid as we transitioned to packing for clients. We were excited to finally re-open the food bank and allow clients to shop for themselves. Our clients are very happy about the re-opening.



Special Needs:

- **1** family (unduplicated) used the Special Needs Program for a total of \$315.60. This program is used to help with housing needs, heat and utilities.
- **SALVATION ARMY:** Funds from Salvation Army were used to replenish our Food bank as well as purchase supplies for the Back to School Program. The Coventry Human Services Office was appointed as the Service Unit Committee for Lower Tolland County and Annemarie Sundgren is Chairperson and the community service rep for the Unit which includes: Coventry, Andover, Bolton and Hebron. Brenda Bennett, Coventry Senior Center Coordinator, who is also the Treasurer for the Unit., administers the local fund.

- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 17 households on the In-yard Service List currently.



- **REPORTS:** Town Quarterly and Yearly; Salvation Army Quarterly Statistics.
- **PUBLIC RELATIONS:** Facebook, Eblast, Press releases, Spring Newsletter and Munivision.

B. COVENTRY SENIOR CENTER
QUARTERLY REPORT
JULY, AUGUST, SEPTEMBER 2023



1. PROGRAM ACTIVITY

	EVENT	PARTICIPATION
Classes/Workshops/Leisure		
	Monthly Tech Tuesday	5
	Monthly Book Club	12
	Total	17
Health Screenings		
	Podiatrist (Program cancelled by vendor)	0
	Total	0
Fitness		
	Monday Chair Yoga	57
	Tuesday Strength & Balance with Shelley	56
	Wednesday Tai Chi	48
	Thursday Fitness with Anna	101
	NEW Friday Yoga 1 st & 3 rd	27
	NEW Cardio Drumming *August & Sept classes postponed while seeking instructor	10
	Fitness Room	92
	Total	391
Recreation		
	BINGO, Mahjongg, Corn hole, Dominoes	117
	Total	117
Social Activity/Event		
	Public Computers	12
	Out to Lunch Bunch	27
	Senior Center Luncheon/Entertainment by Bruce John	28
	Jewelry Group (July, August, September)	CANCELLED
	Total	67
Personal Care		
	Massage Therapy	24
	Haircuts (July and September)	6
	Total	30
Special Event		

	State Senator Jeff Gordon (Q&A on bills that affect seniors)	15
	David Hayes Sculpture Fields	3
	M&T Bank Workshop – Theft & Fraud	9
	Ice Cream Shops (August) “4 in 4”	16
	Is it Aging or Something Else? Presented by Buckingham Heights Memory Care	0
	Veterans Coffee Hour with Guest John Preisner	13
	EHHD presents Tick Borne Disease Awareness	4
	Total	60
	Grand Total	682

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 5 individuals this quarter and volunteered 6 hours.
- **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 application for Energy Assistance for the Access Agency, 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:** 843 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 659 followers and 562 “likes” this quarter.
- **Town Managers Fall Newsletter**
- **06238** is the publication in collaboration with Parks & Recreation Department. During the month of **August**, the Coordinator prepared “drafts” for the fall 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 Coventry households in September. The publication will be distributed to households 3 times each year: Spring/Summer, Fall, and Winter/Spring.
- **Volunteer Management-** Volunteer Management: Senior Center Volunteers gave 208 volunteer hours of service this quarter. Betsy Fitzgerald (**86 hrs.**), Penny Whitaker (**6hrs.**). This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

4. **PROFESSIONAL DEVELOPMENT:Senior Center Coordinator:** 9/8/23 Access Agency – Energy Assistance Training/Update in Willimantic

C. TRANSPORTATION

Coventry Rides Transportation Program July-September 2023

# Days of Operation: 35	# Vehicle Hours: 129.25
# Vehicle Hours Average/Daily: 3.7	# of Individuals Riding: 33
# Miles Total: 2117	# of One-Way Trips: 220

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.

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 to area restaurants. In July nine seniors took a trip to Hebron to have lunch at Dooryard Café, and then stopped in to The Flour Girl Bakery for fresh baked goods. In August we took weekly trips to various local ice cream shops. The riders enjoyed ice cream from Kloter Farms in Ellington, Fish Family Creamery in Bolton, Scooter Bugs in Amston and Red Barn Farm in Storrs. Out to lunch in August was at Rein's Deli in Vernon with ten seniors. In September 8 riders took a trip to Marlborough Country Barn and dined at Sadler's Ordinary next door. At the end of September the Senior Center hosted a luncheon with musical guest Bruce John. The Senior Rides van transported residence from Orchard Hills so that they were able to attend.

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 July to September 2023

1. Administrative Function:

- Attended the Human Services Advisory Board meeting on 7/11
- Completed DCF report and budget worksheets
- On boarded with Dillinger RAD for DCF reporting on 7/18
- Campership provided 8 weeks of camp for families
- Gearing Up to Learn assisted 6 families with back to school items for 9 children
- Participated in GHR Open House on 9/21
- Met with GHR Social Worker to discuss mentoring on 9/7
- Met with CHS Social Worker on 9/21 to discuss the role of Youth Services and collaborating for mentoring

2. Direct Service

A. Functions

- | | |
|----------------------------------|------------|
| ➤ Youth & Family cases | 0 cases |
| ➤ Juvenile Review Board referred | 1 case |
| ➤ Gearing up to Learn assistance | 6 families |
| ➤ Campership assistance | 3 families |

B. Programs

- Prep for Campership underway
- Counseling Services – are being referred out.
- Assisted Human Services with Food Bank organization and distribution
- Ongoing case management for Juvenile Review Board cases
- Mentoring will resume likely beginning to Mid-October- GHR Social Worker has several identified children for the program. Youth Services will sit during lunch waves on 9/21 to discuss the mentoring program with high schoolers.
- Gearing Up to Learn participation increased from last year, helping 6 families, 9 children in total. We received many donations and still have a large inventory from last year.

BY THE #S

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

BEACHES

- 3,903 residents visited the Lisicke Beach July – Sept.
- 653 non resident vehicles paid to enter Patriots Park July – Sept.
- 26 staff employed – lifeguards, gatekeepers, park maintenance

PROGRAMS

- 14 Swim lessons
- 9 Wellness Programs
- 18 Youth Programs

RENTALS

- 28 Lodge rentals
- 6 Creaser Pavilion rentals
- 46 Millbrook Place rentals

CAMP

- 512 Total Enrollment
 - Avg. 86 Per Week
- 367.50 Program Hours
- 4 Field Trips
- 17 Staff Employed

SOCIAL MEDIA

- 45 Facebook posts
- 2,892 highest Facebook post reach
- 3,917 Facebook engagements
- 38% increase in Facebook post likes

06238



PARKS & RECREATION

QUARTERLY REPORT: SUMMER 2023

JULY – AUGUST - SEPTEMBER

Arts on Main

An estimated 1000 people enjoyed a beautiful fall day in Coventry Village – visiting the craft vendors, enjoying live music, puppet shows, face painting, art exhibits and more.

The Red Lion Burger, First Church Awesome Dogs, Twin Beaks Fried Chicken, and A Cup Cake for Later served up some delicious food while the crowd enjoyed live music from Horizon Blue, Whiskey Rebels, and Stomp N' Holler.

The Coventry Arts Guild and Coventry Public Schools both showcased their works on display. Artists Barbara and Tim Timberman offered an Interactive Children's Art Installation for children to draw, paint and create!

The Poets' Corner at Millbrook Place and was a huge success featuring Antoniette Brim Bell, the CT State Poet Laureate. Modern Times Theater puppet show was another highlight with a humorous performance at the Library.

Thank you to the event sponsors: Bidwell Tavern, Coventry Arts & Antiques, Persevered Antiques, CT Valley Orthodontics, Nathan Hale Antique Center, Hale's Barber Shop, Coventry Lions Club, Meadowbrook Wine & Spirits, and JDM Imports.

Additional thank you to Coventry Fire/EMS, Booth & Dimock Library, Human Service Dept, Laura Stone Photography, Coventry Public Schools Music & Art Department, First Congregational Church, Song-a-Day Music, Historical Society, Can Dance Studio & Coventry CT Cares.



COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director ♦ Megan Yanez, Assistant Director

www.coventryct.org

CAMP W Wraps Up for the Season:

Camp Wangumbaug had a wonderful season, with most weeks either full with waitlists or with only a few spots still open. Average enrollment went up 39% from 2021, with an increase of approximately 25 kids per week! Before care and aftercare returned this year, and an average 27% of campers participated in such extended care. Trips were well attended this year, and kids had a great time going to the Mystic Aquarium, Quassy Amusement Park and Nomad's Adventurequest. Special Guests like: *The last Green Valley*, providing educational presentations with live animals, Mike & Kevin Clancy from *Clancy's HIIT & Fit* who taught the kids about the importance of physical fitness, *Magic by George* and *Food Explorers* helped keep the summer exciting!



Rec. Daze Opens for Another School Year:

Recreation Daze, Before & After School Program opened for its 13th year, at the Patriots Park Community Center on Wednesday, August 30th. Before School opened with a nearly full roster, adding participants throughout September. The After School program opened with a full roster and waitlist. On the evening of September 1st, M&J bus drivers went on strike, lasting 5 school days, ending on September 11th. The after school portion of Rec Daze was canceled for those days and a refund was issued to all individuals registered. Morning care continued using space at CGS and GHR. Recruitment efforts for additional staff continued once the program was up and running, with three staff hired and on boarded in September to fill in the gaps in scheduling. With one staff leaving in September. We continued to recruit a Recreation Assistant (Site Director) through September. Staff continued to use a daily schedule of activities for this year, to help with consistency and structure. We continue to make use of the outdoor facilities at Patriots Park on a daily basis (weather permitting) for free play & larger group games.



Beaches

Summer 2023 was a rainy season! Patriots Park weekend ticket sales were down 27% from Summer 2022 and Coventry Resident Season Beach Parking Passes were down 13% from 2022. After several years of a national lifeguard shortage we saw an increase in lifeguard, employing 12 guards this year compared to 9 in 2022.

Facility Updates

PATRIOTS PARK: Over the summer months, the abandoned "art hut" was demolished by DPW staff to make more room for field space for campers. Also, repairs were made to the Senior Center/Lodge deck railing and ramp. Parks and Rec Staff assisted with a STEAP Grant application for Patriots Park improvements and were notified in September that we received the \$315,000 grant.

MILLER RICHARDSON: Softball Field #2 construction continued through the summer and was completed in September. A Ribbon Cutting was scheduled for October. Town staff met with Design Firm Barton and Logutice to begin a Miller Richardson Park site master plan. The first draft of plans were presented at the September Parks and Rec Commission Meeting

PICKLE BALL COURTS: The pickle ball courts located behind the High School were repaired including filling in large cracks, repairing the net, and improving drainage.

PHOTOS OF FUN



Fun @ Camp Carnival



The Last Green Valley @ Camp W!



Rec Daze in the Library @ CGS



Views for the Community Garden

PUBLIC WORKS DEPARTMENT
Quarterly Report
July, August & September 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

Trees

Mark Owens, the Town's Tree Warden, handled numerous tree complaints during the quarter. Distinctive Tree completed a 2-day tree removal project on Nathan Hale Rd, resulting in the removal of 73 trees. D And D Property Maintenance worked in town for 15 days removing trees from Mark's complaint list from residents.

Shop

The shop performed routine maintenance on vehicles and equipment. There were no significant breakdowns during the quarter. The shop completed the annual services and making needed repairs to plow trucks in preparation of the winter season.

The shop added new shelving in the mezzanine for organizing parts and filters. Bob Maxwell is continuing to clean up the shop and organizing tools and supplies.

Administration

Helped with the planning and coordination of the following projects:

- Teleflex fire pond dredging
 - Work performed by Earth Dynamics
- Veterans Green
 - Bench repairs
 - DPW worked with John Twerdy to remove the old benches. John disassembled the benches and DPW sand blasted metal legs.
 - Painting and woodwork completed by John Twerdy at no cost



- Cannon Wheels
 - DPW worked with Dudley Brand on the removal and replacement of the wheels
 - Dudley received quotes from 2 vendors and arranged the shipping to and from the vendor



- Flag Pole
 - Earth Dynamics donated a 40ft flag pole to replace the old wooden pole that was starting to rot.
 - Town only paid for installation



- High school Pickle ball Courts
 - Worked with Lesley to get quotes for needed repairs
 - Earth dynamics performed the following repairs
 - Cracks filled
 - Net poles removed and reset

- All areas where work was done repainted green and white lines where needed
- An underdrain was installed outside of the court to drain water away from going under court
- Miller Richardson Park
 - Majors field irrigation expanded to cover the entire outfield and the area behind home plate and in front of both dugouts
- Barn in Village
 - Door replaced to allow for the barn to be accessed and used for storage



- Arranged a demonstration of Guide Rail Mower





Road Crew

The crew continued performing routine road maintenance as follows:

- Pot hole patching
- Roadside mowing
- Street Sweeping
- Grading Gravel roads

The DPW crew completed drainage work on Forest Road, Echo Road, Bissell Road and Shore Drive to prepare the roads to be rubber chip sealed. The project totaled 4.2 miles of roads that were rubber chip sealed.

The crack sealing project has been ongoing through the quarter. The contractor has had numerous delays due to rain. The contractor started on April 25 and will continue into late October.

All Catch basins in the Pilgrim Hills Subdivision were cleaned with the vac/all truck in preparation of a full inspection including a video inspection of all drainage pipes. The inspections and video will be done by American Rooter in Late October.

Dpw worked with the Rec department to remove the old Art Shed from Patriots Park. The shed was demolished, hauled away and the area top dressed with soil and seeded.



Summer Construction

- Drainage & Paving Work
 - Pucker St
 - 2 Catch Basin replacements
 - 1 crossover pipe
 - Laurel Dr
 - 7 Catch Basin top replacements and repairs
 - Lakeview Dr
 - 2 Catch Basin top replacements and repairs
 - Fitzgerald Blvd
 - 8 Catch Basin top replacements and repairs
 - Paved with 1.5" HMA overlay
 - Berry Ave
 - 3 Catch Basin top replacements and repairs
 - Paved with 1.5" HMA overlay
 - Dooley Ave
 - 4 Catch Basin top replacements and repairs
 - Paved with 1.5" HMA overlay
 - Miller farm Rd
 - 10 Catch Basin top replacements and repairs
 - Lombard Dr
 - 2 Catch Basin top replacements and repairs
 - Washburn Ave
 - 13 Catch Basin top replacements and repairs
 - Ross Ave
 - 8 Catch Basin top replacements and repairs
 - Seagraves Rd
 - 6 Catch Basin top replacements and repairs
 - 1.5" of asphalt milled off
 - Road patched in areas that miller broke through asphalt
 - Road shimmed with 1" HMA
 - Talcott Hill Rd
 - Cold in Place recycling
 - Paved with 2.5" HMA
 - Morin Ave
 - Paved with 1.5" HMA overlay
 - Storey Ave
 - Paved with 1.5" HMA overlay

Grounds/Facilities Crew

The crew continued with the following:

- Sports fields mowing, line painting and field grooming
- Normal mowing of town properties
- Shrub trimming
- Weeding in the village
- Mulching of all town buildings and gardens
- Equipment maintenance
- Brush cutting
- Beach grooming
- Fall sports startup

The Grounds crew also performed the following:

- Tree planting at Decew dam
- Top dressed upper Soccer field at Laidlaw with topsoil and seeded
- Assisted with Cemetery Maintenance

- New shrubs planted at corner of Route 275 and Route 31



COVRRRA ANNUAL REPORT FY 23/24

TRANSFER STATION: MATERIALS RECEIVED

	1st QTR. JULY- SEPT	2nd QTR. OCT- DEC	3rd QTR. JAN- MARCH	4th QTR. APRIL- JUNE	ANNUAL TOTALS
Revenues	\$13,074				
Ewaste - each	333				
Propane Tanks - each	80				
Bulky CD/Stumps - tons	119				
Scrap Metal - tons	13				
Tires - each	88				
Leaves - tons	2				
Refrigerant - each	150				
Mattress	185				
Customers	1,381				

TRANSFER STATION: MATERIALS TRANSFERRED

Casella - Bulk (cd) ton	125				
Casella - Bulk (brush) ton	0				
Casella - Recycling (metal) ton	31				
Casella - Single Stream ton	12				
Take2 - refrigerant units	282				
Take2 - electronics (CED) lbs.	8,371				
Take2 - electronics (non) lbs.	4,075				
Take2 Recycling - lamps, mixed lbs.	522				
Take2 Recycling - batteries, mixed lbs.	0				
N 'n M Recycling Inc - propane- each	0				
N 'n M Recycling Inc - fire extinguishers	0				
CRM Co LLC Tire - each	169				
Bye Bye Mattress - each	236	(6 ton)			
PaintCare - lbs.	0				
Midstate Batteries - each	0				

CURBSIDE PICK UP

msw to Casella @ \$88.58 / ton expenditure	1,024 \$90,718				
recycling to Casella @ Svariable / ton expenditure	278 \$30,283				
curbside bulk to Casella @ \$85.49 / ton expenditure	45 \$3,886				

WPCA 2023 3rd Quarter Report: July, August, September

Wastewater Treatment Plant (WWTP):

Designed/permitted for average 200,000 gallons per day
Average flow over past 12 months = 149,432 gallons per day
Peak daily flow this quarter = 367,630 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 are waiting for EPA to open up the grant application to us so we can begin the application process.
- 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:

- We continue to deal with operational challenges resulting from grease and wipes in the sewer system. All of the restaurants are in compliance with grease trap maintenance regulations so the problems are coming from individual residences.

Wastewater Treatment Plant:

- The washout of the riverbank in May has not gotten any worse. We hired an engineer to recommend repairs and measures to prevent future washouts.
- We had another infiltration basin overflow but no damage occurred.
- Capacity in the infiltration basins is a serious 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 been following best management practices to maintain the basins and improve drainage but they are draining very slowly. 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, if at all.

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.

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.

Booth & Dimock Memorial Library

1st Quarter Report

July - September 2023



The Booth & Dimock Memorial Library completed its renovation in Summer 2023. The Library was closed from July 25 – August 7 to allow staff to set up the new children’s area, new circulation desks, and arrange furniture and work stations. The Library reopened on August 8 with nearly 300 people visiting the library that day. On September 8, the renovation was celebrated with a Ribbon Cutting Ceremony attended by local dignitaries, the Library Renovation & Improvement Committee, the Library Board of Trustees, Library Staff, and members of the public. Over 100 people attended the event and enjoyed our upgraded and improved library facility.

In September, the library celebrated Library Card Sign-Up Month with a prize drawing for children, teens, and adults. Individuals who registered for a library card or renewed their library card were entered into a drawing to win a library swag bag. With full access to the building, the Library is offering more programs for all ages, with particular attention being paid to programs for teens and tweens. Visitation has been increasing, as well as the number of people utilizing the Library for remote work and virtual meetings. We are very excited to be fully operational in our brand-new library!

- I. *Circulation* – Items that have been checked out, renewed, or loaned/borrowed through inter-library loan.
 - Total – **17,873**
 - **No BDML titles were available for circulation two week in the first quarter.**
 - Type (included in total)
 - Books & Serials – **13,785**
 - Video – **1,128**
 - Audio – **259**
 - Electronic – **2,392**
 - Other – **309**
 - Age (physical items only, included in total)
 - Adult – **7,022**
 - Young Adult – **934**
 - Children – **7,456**
 - **Children’s circulation has increased now that the entire collection is available for browsing.**
 - Not Assigned – **69**
 - Inter-Library Loan (included in total)
 - Borrowing – **2,176**
 - Lending – **758**
 - **September was the first full month that our entire collection was available for circulation since December 2022, and the first time it was completely accessible to the public since June 2022.**

- II. *Library Visits* – People walking through the door as tallied by an automatic door counter.
 - **5,745**
 - ***September 2023 had the highest visitation since October 2019!***

- III. *New Library Cards* – Individuals who registered for a Coventry library card for the first time.
 - **158**
 - ***New library cards for FY23 totaled 303. Over 50% of last year’s total has been met in the first quarter of FY24!***
 - ***Over 20 new library cards were issued on the August 8th reopening date, with a total of 80 cards being issued in August alone.***

- IV. *Reference* – Questions staff answered regarding library services, library catalog, local area, research, genealogy, homework help, and more.
 - **2,324**
 - ***With two circulation desks and dedicate teen department, patrons have more contact points to ask questions than they did over the previous year.***

- V. *Internet* – Use of library wi-fi and desktop computers.
 - Desktop Computers
 - Total Users – **331**
 - Wi-Fi
 - Total Sessions – **5,243**
 - Total Devices (monthly average) – **164**
 - Total clients per day (monthly average) – **572**

- VI. *Programs* – Events, activities, workshops, or lectures offered or co-sponsored by the library. Programs may be offered in person on-site, off-site, or as self-directed activities.
 - Programs Offered – **38**
 - Participation – **1,481**
 - ***The first program in the Library’s new Stave Family Community Room – All About Opossums – had 55 participants. Thanks to Ferncroft Wildlife Rescue for an awesome event!***
 - ***For the first time since COVID, the Library hosted an after-hours Library Laser Tag program.***

- VII. *Online presence* – Activity tracked on our Facebook, website, and Google Profile.
 - Facebook
 - Posts – **15** (2022: 11) (2021: 20)
 - ***A post detailing the Library’s reopening reached 1,657 people!***
 - Reach – **6,141** (2022: 4,164) (2021: 4,031)
 - Engagement - **113** (2022: 143) (2021: 158)
 - Google Profile
 - Searches - **461**
 - Profile Views - **826**

- Website Visits from Profile - **289**
- Website
 - Unique Visits – **1,265** (2022: 1,012)
 - Page Visits – **2,231** (2022: 1,754)

VIII. Library Facilities

- The Library was closed Jul 25 – August 7 to setup the new space.
- Air Temp Mechanical installed new insulation on cold water pipes.
- Margaret Khan (Library Director) and Kayla Fontaine (Teen Librarian) attended weekly construction meetings with John Elssesser and Jim Drumm (Town Managers), Ron Paolillo (Project Manager – DRA), Dan Lowell (Project Manger – Millennium Builders), and Dudley Brand (Library Renovation & Improvement Committee). The final construction meeting took place at the library on September 26.
- A leak appeared on the lower level in the community room mechanical room and in adjacent restroom hallway on Friday September 29 (another rainy day). The contractor, architect, and public works were informed. Library staff cleaned the water, and public works staff investigated the issue. It appears that a clogged pipe on the commercial dehumidifier was the source of the water. Library staff will be keeping a close eye on the area during future rain events.

IX. Library Staff & Professional Development

- Library Assistant Aubrey Bond celebrated one year with the library on July 5.
- Library Director Margaret Khan celebrated five years with the library on August 27.
- Margaret attended a town Technology Infrastructure meeting on September 7.
- Children’s Librarian Christa Kiedaisch attended CGS Open House on September 7 and GHR Open House on September 21.
- Adult Services Librarian Jennifer Chretien attended an Adult Programing workshop on September 15.
- Teen and Technology Librarian Kayla Fontaine attended a Bibliomation Circulation meeting on September 19.
- Margaret welcomed the Eastern Connecticut Library Directors group to the library on September 20 for a tour of the facility and discussion on library construction projects.
- Margaret attended the monthly CLA meeting on September 21.
- Jennifer attended the Macmillan Publisher winter publication preview on September 27.
- Staff attended various roundtable meetings through CLC.

X. General Updates

- Thanks to a new Connecticut Library Consortium contract, the Library has free Amazon Business Prime for three years.
- Margaret meet with State Librarian Deborah Schander on September 14 to give a tour of our new facility.
- Arts on Main took place on September 16. 393 people visited the library and 72 people took part in our May Your Own Puppet craft.



Top Row: Children attend a Bubble Party on July 13; Sing-Along on the Lawn with Song-A-Day Music on July 12. The Library offered numerous outdoor programs while indoor space was limited during construction.

Middle Row: Parents and children meet at a weekly playgroup, offered every Wednesday at 10:30; The new Stave Family Community Room ushered back the return of the popular Messy Munchkins program, offered monthly!

Bottom Row: The new lower level decorated and ready for Library Laser Tag.