

# TOWN OF COVENTRY

## QUARTERLY REPORTS



October - December 2023

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**Cover photo:** *Coventry Village in autumn. Photo by Laura Stone.*

**Finance Department  
Quarterly Report  
Covering Period 10/1/2023 – 12/31/2023**

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

General accomplishments

Significant time was spent working on the audit for FY2023 and on the actuarial valuation for the Town Pension Plan as of 7/1/23. Information was supplied to the Town’s actuary for computation of updated liabilities. The Finance Department received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the year-ended June 30, 2022. This is the Town’s 15<sup>th</sup> year receiving this award.

The fiscal year 2025 capital and operating budget requests were distributed to all Town departments. The fiscal year 2025 budget will be compiled in the first quarter of 2024. Open enrollment for the Town’s HDHP/HSA plan was completed in early December. In addition, planning for fiscal year 2025 rates has begun and is currently being reviewed. We are expecting another increase based on historical claim data.

Complete conversion of email addresses to .gov was completed in order to meet insurance and cyber security requirements. Union negotiations were finalized for the Police Union.

Meetings Attended:

Finance Committee of the Town Council	ECHIP Executive committee meetings
Town Council	ECHIP Board meetings
Cemetery Commission meetings	ECHIP Wellness committee meetings
Town/BOE worker Safety Committee	Farmers Market Planning Committee
BOE/Town IT coordination	School Building Energy Efficiency Committee

OFFICE OF THE COLLECTOR OF REVENUE

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

SUBJECT: SECOND QUARTER REPORT 2023-2024

Delinquent Notices for Real Estate, Personal Property, Motor Vehicle, COVRRRA (Trash) and Sewer accounts were prepared and mailed throughout the quarter. Also, (34) Tax Collector Demand notices were sent for Personal Property delinquent accounts owing two years or more.

The second installment of the sewer assessment bills (237) were printed and mailed at the end of October for a November 1, 2023 due date. These payments were processed and deposited.

Electronic files are sent several times a week to the CT Department of Motor Vehicles to remove the tax flag on those accounts that are no longer delinquent. Real time DMV clearances are issued upon receipt of cash or money order for payment on all motor vehicle taxes due.

The tax office processed payments delivered in person, left in the drop box & payments mailed to town hall.

The 2022 Supplemental motor vehicle grand list was balanced with the Assessor's report in December. The bill file was sent to the printer and 1882 bills were delivered to the post office on December 26, 2023. Taxpayers are continuing to take advantage of the Drop Box located at the rear entrance to Town Hall, located in the vestibule. Public is being asked to use online payment through [www.coventryct.org](http://www.coventryct.org) or the drop box to avoid long lines.

Collector of Revenue, Carrie Zahner, attended peer training to become a Peer Champion for Recovery Friendly Workplace.

Revenue Clerk, Elizabeth Pannhavong took class II through CCMC toward becoming state certified.

The second quarter report is attached.



## Assessor Quarterly Report

### October 2023

The October 1, 2024, Revaluation bids were opened, and the contract was awarded to Vision Government Solutions, this will be the fourth revaluation awarded to them. They were the lowest bid at \$127,000.

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

We completed the monthly transfers, prorates of the motor vehicles, continued the inspection process for the Real Estate grand list. We also received the 2022 Motor Vehicle Supplemental Grand List from the Department of Motor Vehicle, and the pricing and processing steps began.

### November 2023

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

### December 2023

We continued to work on data entry and valuation of Personal Property and Real Estate. The 2022 Supplemental Motor Vehicle list was completed and filed with a total assessment of \$16,445,642: an increase of almost \$600,000 from the 2021 assessment. The office began fielding bill questions the day the bills hit mailboxes.

The Office of Policy & Management has issued new Income limits for the 2023 income-based programs, increasing those limits over 8.6% from 2022, with Married filers at \$53,400 and single at \$43,800. These programs are the Elderly & Disabled Homeowners and Additional Veterans benefits.

The 2023 Motor Vehicle Grand List was received from DMV, including about 13,700 accounts. We began the pricing of this list to be finalized by the end of January. This list represents any vehicle that was registered in the Town of Coventry as of October 1, 2023.

The Board of Assessment Appeals met on December 4<sup>th</sup> to set hearing/meeting dates for March and September 2024. I met with the members present for introduction and some discussion of office procedures and that we would supply any available information for their consideration in any appeals they hear.

# TOWN CLERK'S OFFICE

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

## QUARTERLY REPORT OCTOBER 1 – DECEMBER 31, 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 and Notary Public appointments, issuing marriage, sports and dog licenses and administering elections in coordination with the Registrar of Voters.*

### Recording & Licensing

#### Receivables & Revenue:

- ✓ The Clerk's Office collected \$217,990.00 this quarter, of which the Town retained \$63,461.00.



Activity	Volume	Revenue
Total Documents Recorded	439	13,052.00
Local Conveyance Tax Recorded	47	42,177.00
Copies	2,122	2,122.00
Trade Name Certificates	4	40.00
Liquor Permits	4	80.00
Burial/Cremation Permits	9	65.00
Marriage Licenses	6	96.00
Vitals Copies	73	2,775.00
Notary Fees & Renewals	45	350.00
Dog License Fees	64	64.00
Maps Filed	11	220.00
Fish & Game License & Permit Fees	39	15.00
Conveyance fees	47	47.00
Unanticipated		
PA-490		
PA-00-146 Clerk	439	626.00
Historic Preservation		
PA-05-228, 09-229 & 13-247 LOCIP	439	939.00
PA-05-228, 09-229 & 13-247 Clerk	439	793.00
<b>Town Clerk Revenue Transferred to Treasurer:</b>		<b>63,461.00</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 document's 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 to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$154,529.00 in fees was remitted. Associated reports were prepared, and funds were disbursed to the State as follows:

PA 13-247 Community Investment	\$11,268.00
PA 05-228 & 09-229 MERS	8,455.00
PA-00-146 Historic Preservation	2,504.00
Marriage Licenses	204.00
Fish & Game Licenses	596.00
State Conveyance Tax	130,798.00



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

	Dog License Fees	Surcharge
October - December	\$500.00	\$204.00

**MUNICIPAL ELECTION:**



November 7, 2023, Municipal Election for the offices:

Town Council, Board of Education, Board of Assessment Appeals, Zoning Board of Appeals, Zoning Board of Appeals Alternate.

**staff Updates/Activities**

**Town Clerks staff attended Connecticut Town Clerk Association Classes.**

# **COVENTRY REGISTRAR OF VOTERS**

**October 1, 2023 – December 31, 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

### **VOTER UPDATE**

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

	<b><u>October</u></b>	<b><u>November</u></b>	<b><u>December</u></b>	<b><u>Total</u></b>
<b>Additions</b>	52	77	41	170
<b>Changes</b>	63	51	31	145
<b>Removals</b>	59	54	48	161

Registered Voters as of December 31, 2023 are categorized as presented in the table below:

	<b>DEMOCRATS</b>	<b>REPUBLICANS</b>	<b>UNAFFILIATED</b>
<b>ACTIVE</b>	2484	2213	3932
<b>INACTIVE</b>	247	183	487

## **NEW POLLING LOCATIONS**

As a result of the Connecticut Legislature changing the date of the Presidential Preference Primary, the April 2, 2024 Presidential Preference Primary will be held at the District 1 fire house located at 1755 Main Street. Both District 1 and District 2 will be voting at this location.

The November Election will be held at Coventry High school located at 78 Ripley Road.

## **EARLY VOTING**

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

In Coventry, early voting will take place in the Registrars Office located in the Coventry Town Hall at 1712 Main Street. The Registrars will continue to inform the public about any changes.

<b>EARLY VOTING PRESIDENTIAL PREFERENCE PRIMARY</b>	<b>REGISTRARS OFFICE Coventry Town Hall 1712 Main Street</b>
Tuesday March 26, 2024	<b>10:00 AM TO 6:00 PM</b>
Wednesday March 27, 2024	<b>10:00 AM TO 6:00 PM</b>
Thursday March 28, 2024	<b>10:00 AM TO 6:00 PM</b>
Saturday March 30, 2024	<b>10:00 AM TO 6:00 PM</b>

## **STAFF NEWS**

Congratulations to Registrar of Voters, Sandye Simon, on her completion of the Certification requirements for Registrars. M. Karen Powers is now in the process of working on her Certification.

Everyone in the office is busy preparing for Early Voting. Since it is the first time that the State of Connecticut will be holding Early Voting, we are working hard to

insure that all goes well. If you have any questions regarding Early Voting, please contact the Registrars Office at 860-742-4061.



*Pumpkins For Sale at the First Congregational Church of Coventry*

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

Quarterly Report for  
October, November, December  
~ 2023~

Jana B. Roberson, AICP  
*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*

Melissa Trembley, Heather Neal  
*Market Masters, Coventry Farmers' Market*

## LAND USE STAFF HIGHLIGHTS

YEAR 2023

### **October, November, December**

- Robin Newton of Tyche served as the interim Director of Planning & Development from August to November. She helped with transition and assisted the PZC with the adoption of new Day Care zoning regulations, as well as other business.
- Jana Roberson started as the new Director of Planning and Development on November 13, 2023.
- Melissa Sicard was hired as the new recording secretary for the IWA, PZC, ZBA.
- **CT Countryside** (4 Town Economic Vitality Team): Previewed draft regional marketing videos, previewed outline of draft web site, posted RFP regarding web and social media presence, planned for Business Forum/Social Mixer in Feb. 2024, continued monthly Steering Committee meetings, continued ongoing Committees (arts, recreation)
- Continued to provide administrative support for Farmers' Market season.
- Continued to facilitate zoning/blight enforcement case compliance with Town Attorney.



*A member of the Coventry Volunteer Fire Department attends the Coventry Farmers Market for Fire Prevention Week in an antique Fire Engine – October 2023*

**PLANNING AND ZONING COMMISSION**      YEAR **2023**

**October, November, December**

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
23-03	SP	9/11/23	By date	Site Plan Approval Application of Chris Ward for Commercial Electrical Business at 755 Bread and Milk Street, RD Zone	10/11/23	A
23-04	ZR	10/17/23	10/23/23	Application of Coventry PZC to update Regulations as required by the State of CT for Home Childcare and Day Care Facilities	11/27/23	A
23-05	S	10/30/23	11/13/23	Special Permit Application of Sharon Powers for a single-family house on an undersized lot on Avery Shores/Ross Ave, LR Zone	12/11/23	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

**DISCUSSION AND ACTION TOPICS:**

- Met with Clancy brothers (Coventry Hiit & Fit) re: possible use of 138 Main Street.
- Discussed 2024 priorities for potential zoning updates.
- Mylars recorded for the Breton Subdivision.



*View from a Parcel between South St and Woodbridge Rd*

**October, November, December**

DISCUSSION AND ACTION TOPICS:

- Met with Clancy brothers (Coventry Hiit & Fit) re: possible use of 138 Main Street.
- Met with Dragonfire Meadery regarding expansion plans.
- Continued review of EDC priorities for 2023 and action plan including: 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 a 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.
- **Farmers' Market Committee:** Membership of this committee changed when the Town Attorney discovered that membership was inconsistent with the Town Charter. New officers were elected for the coming year: Janine Coughlin, Chair; Barbara Barry, Vice Chair; Cathy Mitchell, Secretary.



*Longtime Coventry Economic Development Committee Member Sonda Astor Stave with members of the EDC and Town Staff at Astor Stave's final EDC meeting.*

**ZONING BOARD OF APPEALS**

YEAR **2023**

**October, November, December**

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
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	10/17/23	A
ZBA-23-9	12/29/23	01/16/24	221 Maple Drive/David Forsley/variance of Table 4.04A reduction of front yard setback for construction of a deck		P

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

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

The Ad-Hoc Senior and Affordable Housing Alternatives Study Committee presented their 6-month update before Town Council. During said presentation, the Committee presented a letter requesting funds to further examine the buildability of a certain parcel.

**Personnel**

Manuel Medina attended and passed Session 2 of the CAZEO certification course.

**Permits**

Applications for roof mounted solar PV have been steady for the past 3 quarters. Ground mounted solar PV are not as popular, but applications have been steady as well. Driveway and Apron permits came to a complete stop since it is the “off-season”. Bonus room additions as well as in-law apartments were a popular request this quarter.

**Enforcement**

Continued monitoring of previously closed zoning and blight violations to ensure compliance has been maintained.

**ZONING ENFORCEMENT**

YEAR **2023**

**October, November, December**

Manuel Medina- Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS</u>	=	<b>54</b>
Single Family Dwellings		2
Condominiums		0
In-Law Apartments		0
Accessory Structures		
Decks/Porches		4
Sheds/Gazebos		1
Barns		0
Detached Garages		1
Pools/Hot Tubs		4
Additions/Attached Garage		2
Alterations/Renovations		5
Finish Basement		
Finish Basement		1
Finish Basement w/ Bedroom & Bathroom		1
Grading/Clearing		1
Fences		0
Commercial Use/Signage		5
Home Occupation		1
Interior Renovations		2
Driveway		0
Roof Mounted Solar PV		23
Ground Mounted Solar PV		0
Crumbling Foundation		1
Tenant Fit Out		1
Other		1
Total		<u>54</u>

**ZONING ENFORCEMENT (Cont'd)**

YEAR **2023**

**October, November, December**

<u>CERTIFICATES OF ZONING COMPLIANCE</u> =	<u>24</u>
Single Family Dwellings	0
In-law apartment	2
Condos	0
Finish Basement	0
Crumbling Foundation	3
Accessory Structures	
Decks/Porches	8
Sheds/Gazebos/Barns	1
Detached Garages	0
Pools/Hot Tubs	1
Additions/Attached Garages	4
Other	0
Driveways	0
Ground Mount Solar	2
Tenant Fit Out	2
Replacement/Renovation	0
Demolition	0
Commercial Use/Signage	<u>1</u>
Total	24

**INSPECTIONS**

Erosion and Sediment Control	11
Limits of Clearing	0
Certificate of Occupancy	23
Compliance	9
Pre-Approval Inspection	3
Seed and Mulch Bond Release/Inspections	2
Zoning Complaints (initial & follow-ups)	0
Blight Complaints (initial & follow-ups)	1
Street Number Assignments	2
Other	<u>1</u>
Total	50

**ZONING ENFORCEMENT (Cont'd)**

YEAR **2023**

**October, November, December**

**VIOLATION/ENFORCEMENT INSPECTIONS (NEW)**

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	0
Drainage	0
Permit Conditions Not Met	0
Non-permitted Activity or Structure	0
Signage	0
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
Junk Yard	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	0
Nuisance	0
Other Zoning Enforcement	0
Blight complaints	2
Total	<u>2</u>



*South Street Westbound – October 2023*

**INLAND WETLANDS APPLICATIONS**YEAR **2023****October, November, December**

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
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	10/25/23	A
23-24W	9/25/23	9/27/23		139 Woodland Rd Install 20'x11' permeable patio approx. 40ft from Coventry Lake Robert Ballok	10/25/23	A
23-25W	9/25/23	9/27/23		317 Wrights Mill Rd Construction of In-Law Apartment and Attached Garage Andrew Bushnell	10/25/23	A
23-26WA	10/10/23	-		260 Avery Shores Construction of 12 x22 deck on upper level with trex decking and rails Shane Stinson	10/16/23	A
23-27W	10/24/23	-		209 North Farms Rd Driveway and retaining wall in URA Kyle Laramee	10/25/23	A
23-28WA	10/24/23	10/25/23		862 Babcock Hill Rd Construct driveway, to include Installation of 24" RCP Culvert, part of re-sub Chris Farr	12/20/23	A
TH	10/27/23	-		258 Root Rd Selective Timber Harvest Austin Harmon	11/14/23	A
23-29WA	12/14/23	12/20/23	12/20/23	334 Hemlock Point Dr Construction of 4-bedroom addition, garage, and paved driveway within upland review area James Parla		P
23-30WA	12/15/23	12/20/23		800 Grant Hill Rd Driveway culvert wetlands crossing repair Andrew Bushnell		P
23-31WA	12/18/23	-		190 Brewster St Septic repair Andrew Dayon	12/21/23	A
TH	12/18/23	-		111 Knollwood Dr Selective Timber Harvest Christopher Lemery		P
TH	12/18/23	-		270 Root Rd Selective Timber Harvest Austin Harmon	12/21/23	A
23-32WA	12/20/23	-		105 Standish Rd Construction of deck 39ft from Coventry Lake Robert Giubardo	12/22/23	A
23-33W	12/29/23	-		211 Maple Dr Remodel/ add to existing decks. Forsley Enterprises		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**

**October, November, December**

### **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 increased by 1 during the fourth quarter of 2023. There was a total of 8 new applications that were received, 5 of which were approved and 3 are pending. There were 3 applications from the third quarter approved. In addition, there were 3 selective timber harvest notifications, 2 approved and 1 pending.

The Agency has also been working on ongoing wetland enforcement issues. There are currently three properties that have a wetland 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 CACIWC Annual Conference
- Attended UConn CLEAR's Land Use Training
- Attended UConn Native Plants and Pollinators Conference
- Coordinated contaminated well testing

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

- Coordinated a Hydrilla Management Planning meeting to discuss management plan for 2024
- Continuing collaboration with Recreation Department Director to research methods which address goose problem

October, November, December

**News from the Inland Wetlands Agency and Agent:  
Conservation Commission Staff Support**

- Conservation Commission's representative at the Bolton Lakes Watershed Conservation Alliance meetings.
- Continuing to plan potential open space projects with Protected Spaces Stewardship Committee.



*UCONN Native Plants and Pollinators Conference*

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**2<sup>nd</sup> QUARTER**  
**October, November, December 2023**

There was an approval of one (1) permit issued for constructing a new dwelling this quarter.

<b>NEW HOUSE PERMITS ISSUED FOR THE 2nd QUARTER 2023-2024 FISCAL YEAR</b>	
ADDRESS	DATE
49 AVERY SHORES	10/11/2023
NONE FOR NOVEMBER	
NONE FOR DECEMBER	

Two (2) new foundation permits were issued this quarter. The one in November was for a future accessory building to be placed in its location. The second, which was in December, was for a future in-law addition.

<b>FOUNDATION PERMITS ISSUED FOR THE 2nd QUARTER 2023-2024 FISCAL YEAR</b>	
ADDRESS	DATE
NONE FOR OCTOBER	
46 BRADBURY LANE	11/13/2023
317 WRIGHTS MILL ROAD	12/13/2023

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

<b>CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 2nd QTR 2023-2024 FISCAL YEAR</b>	
ADDRESS	DATE
35 GRANT HILL ROAD	10/2/2023
38 RIDGEBROOK DRIVE	11/7/2023
NONE FOR DECEMBER	

New homeowners are happily settling into two (2) newly built homes.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2ND QUARTER 2023-2024 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
600 BROAD WAY	10/26/2023
27 MINK TRAIL	11/13/2023
NONE FOR DECEMBER	

The homeowners of three (3) addresses in town now have peace of mind as crumbling foundation replacement Certificate of Occupancies have been issued this past quarter.

<b>CRUMBLING FOUNDATIONS ISSUED CO's 2ND QUARTER 2023-2024 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
3123 SOUTH STREET	10/23/2023
151 BARNSBEE LANE	11/16/2023
37 MARGARET DRIVE	11/16/2023
NONE FOR DECEMBER	

**Municipal Projects:**

In November, we took in six (6) electrical permits to install EV charging stations for electric cars at 1712 Main Street: replace the ones at town hall, install new ones at the Board of Education and near the Media Center at the high school. The others were for the Department of Public Works, Coventry Grammar School, and Robertson Intermediate School.

**Commercial Projects:**

In October, we closed out the permitting for renovated kitchens and new exterior doors at Orchard Hills Estate.

In November, we closed out a permit for alteration/renovation of a 2<sup>nd</sup> floor commercial building that converted one the spaces from commercial to residential at 1265 Main Street. There was a sign permit issued for Coventry Pizza at 1467 South Street. Another sign permit was issued for Jenkins Dental at 1572 Boston Turnpike. Lastly, a permit was issued to Earth Dynamics for a foundation only for an upcoming accessory building at 46 Bradbury Lane.

Finally, in December a permit was issued for a 60x80 metal accessory building at Earth Dynamics at 46 Bradbury Lane.

The Building Officials (Joe Callahan, Acting Building Official for October and part of November and Randy Heckman, Building Official from mid-November through December), have completed four hundred eighty-four (484) inspections this quarter.

There were fifteen (15) photovoltaic systems that were inspected and closed out this quarter.

Our new Building Official, Randy Heckman, started November 20, 2023. He has completed forty-one (41) hours of continuing education towards his three-year cycle which ends June 6, 2026. He had earned thirty (30) continuing education hours this quarter.

### Permits for this Quarter

PERMIT TYPES	Oct. 2023	Nov. 2023	Dec. 2023	Second Qtr.
				2023-2024
Houses only	1	0	0	1
Foundation only	1	1	1	3
Condominiums	0	0	0	0
Commercial Bldg/Renov	1	3	1	5
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	1	2	1	4
Garages/Carports	0	0	0	0
Sheds/Barns	3	2	0	5
Decks/Porches	2	2	1	5
Pools	1	0	0	1
Demolition	1	1	1	3
Woodstove	5	3	1	9
Miscellaneous	13	7	3	23
Renov/Repair/Alter	16	28	18	62
Plumbing	6	3	2	11
Heating	24	22	13	59
Electric	27	34	12	73
<b>TOTAL PERMITS</b>	<b>102</b>	<b>108</b>	<b>54</b>	<b>264</b>
<b>PERMIT VALUE</b>	<b>\$2,491,190</b>	<b>\$1,406,236</b>	<b>\$888,260</b>	<b>\$4,785,686</b>
<b>FEES COLLECTED</b>	<b>\$34,229</b>	<b>\$17,717</b>	<b>\$12,621</b>	<b>\$64,567</b>
<b>Certificate of Completion</b>	<b>86</b>	<b>77</b>	<b>77</b>	<b>240</b>
<b>C/O's - New Homes/Condos</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
<b>C/O's - Other</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>10</b>

Quarterly Report  
Second Quarter FY 23\_24  
October 2023 – December 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 components 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 23/24 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 on-site based inspection in early spring 2024.*

**Objectives:**

- Successfully complete the final year of the four-year assessment cycle.
- Successfully complete the on-site based assessment that is scheduled for Early spring 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 December 7, 2023.
- We hired (2) full time police officers who started the New Britain Police Academy on December 7, 2023. It is a 6-month academy.

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

**Objectives:**

- We compiled a list of applicants and conducted interviews.
- We hired a full-time dispatcher, Katharina Anderson on 10-17-23. Katharina comes to us with previous dispatcher experience. She completed her training and is a good addition to our dispatch team.
- We were able to hire one part-time police dispatcher, Dan Deptula, to fill open dispatch shifts on weekends and holidays. Dan comes to us with over 20 years of police experience. Dan retired from the CT State Police as a Master Sergeant and is also a good addition to our dispatch team.
- Interviews were conducted for an additional part-time dispatcher for another slot that opened. Will continue through the process to hire.

**OPERATIONS**

- To better train our recruits who are scheduled to graduate from the police academy in early June of 2024 we sent Officers Greener and Michaud to field training school. Both successfully completed the training and are eager to be a part of our training team.
- Provide adequate patrol coverage throughout town 24 hours a day. Patrol staffing has been functioning well considering we were down three officers for the quarter. Two officers are in the academy and one officer was out of work due to a work-related injury. Officers stepped up and filled in where they were needed.
- We have continued to respond to our calls for service and have been patrolling neighborhoods as much as possible. The analysis of calls during the quarter is attached. Our Detective has also been busy with a full case load of investigations along with a variety of other duties and responsibilities.
- We are preparing for training in handcuffing, baton, and OC spray for the next quarter. We have also sent Officer Greener to active shooter instruction school and will be training next quarter.

**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.
- Participated in the Trunk or Treat event in the Village on 10/28/2023.
- Continue the ongoing program "Lunch with a Cop" in each school.
- Participated in collection of food for Human Services and assisted in delivering meals at Orchard Hill on 11/15/23.
- Participated with FD with PJ Day held at Dunkin & Highland Park Market on 11/24/23.
- Participated in Stuff A Cruiser in December to collect toys for families in need on 12/9/23.

### **Other Items of Interest**

- Ofc Spiewakowski successfully completed Methods of Instructions training to become an instructor for our PD through POST on 10/20/23.
- Dispatcher Brenker successfully completed the Communications Training Officer (CTO) training to become a trainer for new dispatchers on 11/9/23.
- Our part-time dispatcher Peter Tanaka who worked for the PD for many years retired from the PD on 11/11/23 after being elected to office in his hometown.
- Sergeant Kuhns successfully became a certified Traffic Laser Radar Instructor on 11/17/23.



**Coventry Police Department  
Incident Analysis**

10/1/2023...12/31/2023

Shift		Total
1st	2nd	3rd
173	636	446
		<b>1255</b>

UCR	Nature	1st	2nd	3rd	Total
					0
003	Car Seat Installation	0	11	1	12
029	Disabled Motor Vehicle	2	8	8	18
13A	Assault Aggravated	1	0	0	1
13B	Assault Simple	0	0	1	1
13C	Intimidation	0	2	0	2
152	Suicide Threat/Attempt	0	3	0	3
210	Extortion/Blackmail	0	1	1	2
220	Burglary	1	1	0	2
23C	Larceny Shoplifting	0	0	3	3
23D	Larceny Theft From Building	0	1	0	1
23F	Larceny Theft From MV	8	2	1	11
23H	Larceny All Other	0	9	0	9
240	MV Theft	0	1	0	1
2604	Fireworks/Gunshots	0	5	3	8
2608	Abandoned MV	0	1	1	2
2609	Littering	0	2	0	2
2619	Building Check	3	0	4	7
2625	Notification	0	1	0	1
2631	Public Hazard	31	20	16	67
26A	Fraud False Pretenses	0	5	3	8
26B	Fraud Credit Card/ATM	0	2	1	3
26C	Fraud Impersonation	0	3	1	4
26F	Identity Theft	0	5	2	7
270	Embezzlement	0	1	0	1
290	Vandalism	2	1	1	4
2914	Animal Complaint	9	48	22	79
2915	Domestic Bite-Person	1	1	0	2
2916	Domestic Bite/Attack-vs. Domestic Pet	0	1	0	1
3009	Susp Person/Activity/MV	11	31	61	103
332	Harassment/Harassing Phone Calls	1	11	6	18
334	Untimely Death	2	4	1	7
343	MV Accident (Injuries)	2	5	3	10
344	MV Accident Evading	1	5	2	8
346	MV Accident (No Injuries)	9	11	27	47
347	MV Accident (Private Property)	0	8	2	10
351	Alarm	7	20	19	46
353	Medical	26	86	50	162
355	MV Stop	6	34	52	92
375	Routine Assistance	3	40	19	62
388	Miscellaneous	1	11	8	20



## Coventry Police Department

10/1/2023...12/31/202

### 3 Incident Analysis

390	Police Information	5	5	4	14
391	CREST callout	0	1	0	1
396	Escort	1	6	3	10
398	Missing Person	0	1	0	1
399	Lost And Found	0	7	2	9
400	Family Matter - Non Arrest	1	8	8	17
401	Repossessed Vehicle	0	0	4	4
4811	Finger Printing	2	53	0	55
4858	Fire	2	9	2	13
4867	Background Investigation	0	2	0	2
4873	Assist Other Agency	6	30	17	53
4874	Test Ticket	0	5	1	6
5000	Search and Seizure Warrant Execution	0	1	0	1
82	Runaway/Non NIBRS	0	0	2	2
861	Disturbance (Non-Domestic)	2	10	9	21
866	Noise Complaint	3	2	2	7
889	Check Welfare	5	15	15	35
890	MV Erratic Operation	6	7	21	34
891	MV Lock Out	0	6	1	7
90D	DWI	2	0	0	2
90F	Family Offenses, Nonviolent	0	1	0	1
90J	Trespass of Real Property	0	2	0	2
90Z	All Other Offenses	0	5	1	6
911	911 Hang Up Call	2	2	5	9
Sup	Supplemental	9	57	30	96

# TOWN OF COVENTRY FIRE-EMS DEPARTMENT

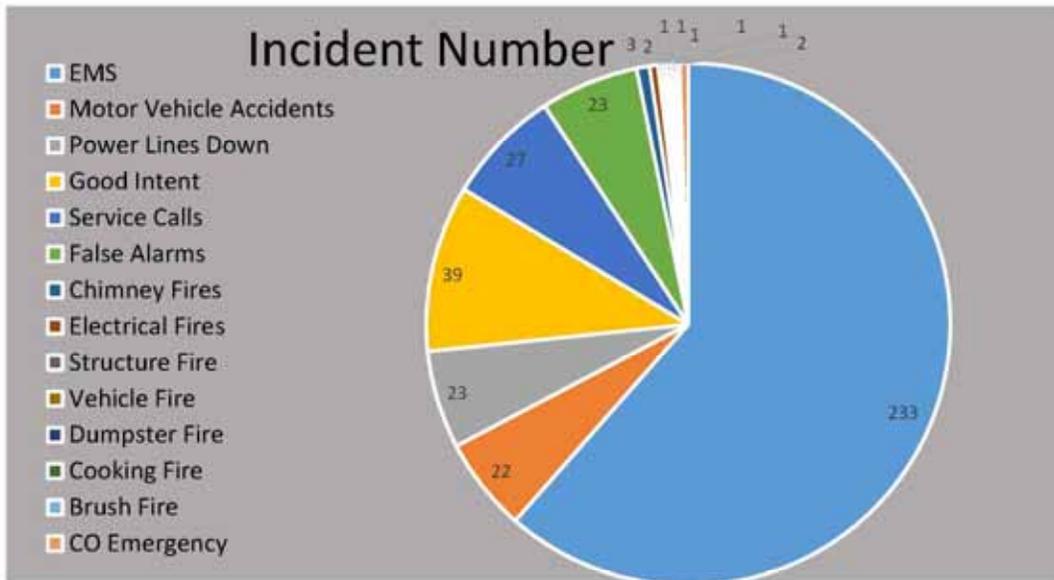


## QUARTERLY REPORT

October 1 – December 31, 2023



### Major Incident Types by Month for Date Range (379)



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

Notable highlights for the month include hiring of an administrative assistant to the fire chief, new service 518 went into service. Multiple fire prevention events were held with various schools and groups, annual fit testing was completed and community events at the Farmers Market.



*Dedication – Teamwork – Respect*

**NOVEMBER** The Department held live fire training that involved propane emergencies so that our members would receive the required training for interior firefighters. This is a great opportunity to review response tactics and give members an experience that they might not otherwise gain during the normal responses throughout the year. Members of the fire department provided assistance at the annual Veterans Day Race. We provided a large US Flag over the roadway and fire police personnel for traffic assistance as well as a stand by ambulance for any EMS related concerns that came up. Chief Meyers attended the National Fire Prevention Association forum as a representative of the CT Fire Chiefs Association. This was a collaborative opportunity for the Chiefs in North America to discuss emerging issues, challenges, new technology, standards, and other relevant issues. Covering topics of Fire Protection Research, Fire Data Analytics, Construction Site Fire Safety, Fire Service Deliverables, and Energy Storage Systems & Electric Vehicle, by implementing Standards for Emergency Response/Responder Safety.



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

**OTHER** The Fire Chief/Fire Marshal to attend staff, officer and town meetings. He attended, required continuing education to maintain his certification and inspected four (4) Apartment buildings, 11 Businesses, three (3) Restaurants, two (2) Group homes, two (2) Municipal buildings, one (1) Daycare, and one (1) place of worship. Per Connecticut statute he needed to investigate eight (8) fires, which required three (3) fire reports.

#### **Recruitment Opportunity**

The Town of Coventry Fire-EMS Department seeks volunteers to serve our community as firefighters and EMT's. If this interests you, you can apply at [www.firefighterapp.com](http://www.firefighterapp.com) under Departments Connecticut you will find Town of Coventry Fire & EMS and by clicking on that you can apply.

Respectfully submitted,

Handwritten signature of Bud Meyers

Bud Meyers  
Fire Chief/Fire Marshal  
Town of Coventry  
1712 Main St.  
Coventry, CT 06238  
860-742-1606  
[bmeyers@coventry-ct.gov](mailto:bmeyers@coventry-ct.gov)

*Dedication – Teamwork – Respect*

# Human Services Department Quarterly Report October- December 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 October- December 2023

**Direct Services:** 4 unduplicated client cases

### **Programs:**

- **ENERGY ASSISTANCE PROGRAM:**

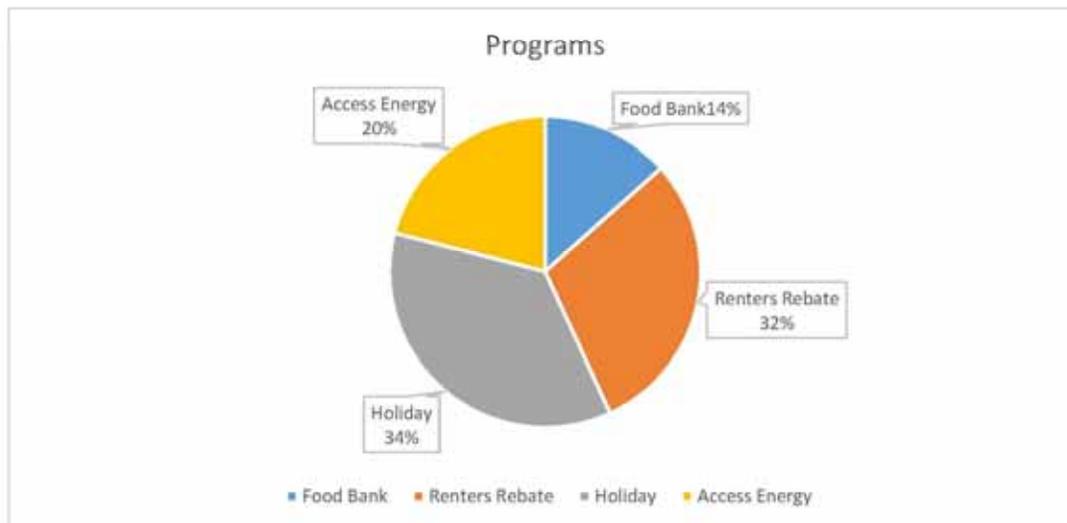
Access Energy Assistance Program ~ The office began accepting energy application starting on September 14th. During this quarter, 41 energy applications were processed for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic).

- **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, **78** applications have been completed for Coventry residents who rent for a total of **\$42999.65** in rebate checks, which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November, 2023

- **FOOD BANK: October- December**

<b>Assistance Records:</b>
Total Household Assistance: 26 with a total of 38 members
Children (0-17) 9
Adults (18-59) 20
Seniors (60+) 9

We are happy to have Food Bank back at its original home in Patriots Park. Client appointments are held at Food Bank on Fridays from 9-12. The food bank was not open for appts from the end of November thru December due to holiday distribution and holidays where Town Hall was closed. Any clients that needed additional assistance were able to pick up packed food during this time.



### Special Needs:

- **3 family (unduplicated)** used the Special Needs Program to help with housing needs, heat and utilities for a total of \$1700.00.
- **SALVATION ARMY-** We were able to have limited bell ringing at Highland Park Market on December 16<sup>th</sup>. A total of \$335.92 was raised on that day.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 19 households on the In-yard Service List at this time.

### Donations:

- November 11<sup>th</sup> - Troop 65 Boy Scouts, Annual "*Scouting for Food*" – distributed 4000 bags on mailboxes in town. They collected over 5000 non-perishable food items to benefit the Coventry Food Bank.
- November - Skungamaug River Golf Club (owners, Sue & Joe Motyka) collected a generous donation from patrons "in lieu of green fees". That donation will be used to replenish the Coventry Food Bank.
- A Big thank you to Coventry PD and Coventry Fire EMS for holding the Stuff a Truck event on December 10<sup>th</sup>. An amazing amount of toys were collected and distributed.
- Throughout the months, we have received numerous donations from UConn Crew team, Coventry Lions Club, Coventry Police Department and local churches and schools. The majority of our donations have been from Coventry residents who generosity during these difficult times has been overwhelming.



- Donations to Human Services are down \$6733 from 2022 to 2023.

### Holiday:

- Through the generosity of the community, we were able to successfully continue our Adopt a Family holiday program. The program has always required a tremendous amount of staff hours and client screening. We continued to match families with donors and organized pick up and drop offs of food and gifts by utilizing the Lodge and Community Center.
- The Lodge and Human Services office served as the warehouse for holiday food and toys during the Thanksgiving and Christmas holiday. On November 15<sup>th</sup> and 16<sup>th</sup>, **31 families** (97 family members) were able to pick out items for their Thanksgiving holiday meal. On December 19<sup>th</sup> and 20<sup>th</sup>, **45 families** (104 family members) received holiday food and gifts.
- Adopt a family program had **29 families** matched with donors in town. The program was a wonderful success providing toys for **58 children** in total.
- *“Thank you”* to **Keith and staff at Highland Park Market** for preparing all the holiday meals delivered to Orchard Hills residents.
- Orchard Hills Estates ~ On November 17<sup>th</sup>, distribution of **72 Thanksgiving meals**; On December 15<sup>th</sup> distribution of **72 Holiday meals** to the Orchard Hills residents.

## B. COVENTRY SENIOR CENTER

### October- December 2023

#### 1. PROGRAM ACTIVITY

EVENT	PARTICIPATION
<b>Classes/Workshops/Leisure</b>	
Monthly Tech Tuesday	5
Monthly Book Club	12
<b>Total</b>	<b>17</b>
<b>Fitness</b>	
Monday Chair Yoga	64
Tuesday Strength & Balance with Shelley	59
Wednesday Tai Chi	42
Thursday Fitness with Anna	85
Friday Yoga 1 <sup>st</sup> & 3 <sup>rd</sup>	17
Cardio Drumming	30
Fitness Room	58
<b>Total</b>	<b>355</b>
<b>Recreation</b>	
BINGO, Mahjonn, Corn hole, Dominoes	
<b>Total</b>	<b>94</b>
<b>Social Activity/Event</b>	
Public Computers	9
Out to Lunch Bunch	20
Crafternoon – November and December	17
<b>NEW</b> Let's Get Sewing!	20
Conversations with Lisa Thomas (10/18)	3
What's New in Medicare 2024	1
Veterans Day Luncheon & Recognition Ceremony	68
<b>Total</b>	<b>138</b>
<b>Personal Care</b>	
Massage Therapy	13
Haircuts	6
<b>Total</b>	<b>19</b>
<b>Special Event</b>	
AARP Safe Drivers Course (10/6)	3

Scotts Apple Orchard (10/4)	5
Pizza Party (10/25)	
Lunch & Learn – SERAC (12/13)	30
<b>Total</b>	<b>38</b>
<b>Grand Total</b>	<b>682</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 **59** individuals this quarter and volunteered **68** hours.
- **Energy Assistance through the CT Energy Assistance Program (CEAP).** The Coventry Senior Center is an agency site serving Coventry residents for the Access Agency, Willimantic, CT. To date, the Senior Center Coordinator has processed **11** applications.
- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **16** 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 **680** followers, 30 new followers this quarter.
- **Town Managers Fall and Winter Newsletter**
- **06238** is the publication in collaboration with Parks & Recreation Department. During the month of December, the Coordinator prepared “drafts” for the winter 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 December. The publication will be distributed to households 3 times each year: Spring/Summer, Fall, and Winter/Spring and reaches approximately **5,498** households in Coventry.

- **Volunteer Management-** Volunteer Management: Senior Center Volunteers gave 208 volunteer hours of service this quarter. Betsy Fitzgerald (**70 hrs.**), Penny Whitaker (**68 hrs.**). This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

**4. PROFESSIONAL DEVELOPMENT:**

**Senior Center Coordinator:**

10/26/23 – LGBTQ+ Training with CT Healthy Living Collective & Sage  
10/30/23 – Aging Summit, Aqua Turf



## **C. COVENTRY RIDES TRANSPORTATION October-December 2023**

# Days of Operation: 36	# Vehicle Hours: 131.5
# Vehicle Hours Average/Daily: 3.7	# of Individuals Riding: 26
# Miles Total: 1938	# of One-Way Trips: 195

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

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 October five seniors took a trip to Scott's Orchard and Nursery in Glastonbury for apple picking and shopping. Later in the month nine riders went to Monet's Table in Tolland for Out to Lunch and a scenic ride to look at the fall foliage. At the end of October the Senior Center hosted a pizza party luncheon, and six residents utilized the Rides van to attend. In November Out to Lunch was at Beni's restaurant in Rockville. Due to last minute cancellations only one rider took the van, but they met up with those choosing to use their own vehicles. For Out to lunch in December five riders went to Georgina's in Bolton and enjoyed a small holiday celebration.

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

## **D.YOUTH SERVICES**

### **October-December 2023**

#### **1. Administrative Function:**

- Meeting with Mary Sposito, School Readiness Liaison, to discuss being appointed to the School Readiness Council.
- Collaboration with Coventry High and GHR to start up Positive Connections Mentoring.
- Attended the YSB Directors Round Table on December 7<sup>th</sup>.

#### **2. Meetings**

- Juvenile Review Board meetings were ongoing for the 1 active case.
- Attended the District Attendance Committee Meeting on October 16<sup>th</sup>.
- Meeting with Laila DaSilva, School Social Worker at GHR on October 11<sup>th</sup> and November 8<sup>th</sup>
- Meeting with Shirley Holloway, School Social Worker at Coventry High on October 4<sup>th</sup>
- Meeting with mentors from Coventry High on November 15<sup>th</sup>
- Meeting with Heidi Davis, Principal for CGS to discuss bringing back the Spread the Cheer Program on October 11<sup>th</sup>.
- Meeting with potential mentors at CHS on October 4<sup>th</sup> and October 11<sup>th</sup>

#### **3. Direct Service**

##### **A. Functions**

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

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

##### **B. Programs**

- Assisted with Holiday program- gift and food distribution.
- Positive Connections mentoring began on November 16<sup>th</sup> with 17 students.
- Assisted the Senior Center Veteran's luncheon on November 8<sup>th</sup>.
- Spread the Cheer was held at CGS on December 5<sup>th</sup> with a total of 30 students.
- Counseling Services are being referred to outside community providers.
- Assisted in delivering meals to Orchard Hill residents for Thanksgiving and Christmas
- Assisted Human Services with Food Bank organization and distribution

## BY THE #S

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

### PROGRAMS

- 322 Total Enrollment
- 289.5 Program Hours
- 34 Sessions

### RENTALS

- 40 Lodge rentals
- 68 Millbrook Place rentals
- 55+ Rental inquires

### CHILDCARE

- 222 hours of childcare provided
- 6 days of extended hours
- 1,020 snacks served
- 8 local high school/college-aged staff employed
- 45 kids served

### SOCIAL MEDIA

- 52 Facebook posts
- 10,746 highest Facebook post reach
- 9,224 Facebook engagements
- 215 New Facebook followers

# 06238



## PARKS & RECREATION QUARTERLY REPORT: FALL 2023

October – November - December

### Halloween on Main

The second Annual Halloween on Main was a success! Held in Historic Coventry Village on Saturday, October 28<sup>th</sup>, 27 trunks participated including area businesses, organizations and families decorating their trunks in fun and exciting ways. We estimate approximately 400 kids (in costume, of course) and their families collected candy and other goodies in anticipation of Halloween. New this year we added a costume contest photo booth with photographer Laura Stone.



2023 Costume Contest Winners



2023 Holiday Light Tour Winner

### Holiday Letters

Parks and Rec received over 45 letters from local children to their favorite Holiday Figure, dropped off in the new mailbox. Letters were written to Santa, the Grinch, and the Mensch. Every child received a response just in time for the holidays.

### Tour of Holiday Lights

The 3<sup>rd</sup> Annual Tour of Holiday Lights helped kick off the holiday season, as 18 homes throughout Town decorated with fantastic light displays! Feedback was immediate, as folks commented on how expansive and creative this year's displays were. Over 300 people voted on their favorite!



01 SUSAN LANE

TUNE TO 93.5

SHOW BEGINS EVERY 1/2 HOUR.

### COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director ◊ Megan Yanez, Assistant Director ◊

Josh Anderson, Recreation Assistant

[www.coventry-ct.gov](http://www.coventry-ct.gov)

## BASKETBALL

The basketball season kicked off in October with player evaluations. Practice began in November with games starting the first weekend in December.

K – 2 Instructional - 82

Grades 3 & 4 – 72 (Rec League)

Grades 5 & 6 – 45 (Rec and Travel League)

Grades 7 & 8 – 70 (Rec and Travel League)

Grades 9 & 10 – 9 (Rec League)

**TOTAL participants: 278**

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



### NEW TEAM MEMBER

On October 23<sup>rd</sup> we welcomed Josh Anderson to the team as the full time Recreation Assistant. This position combines multiple part time/seasonal positions into one position to provide consistency and excellence to two of our flagship programs, the Before/After School program and Summer Camp Programs. Josh studies Sports Management at Eastern CT University and previously worked for the East Hampton Parks and Rec Dept.

### FACILITY UPDATES

**Patriots Park:** In October, the Town was awarded a State of CT STEAP Grant for \$315,000 for Patriots Park improvements including repairs to the bandshell and pavilion, a new playscape, and goose remediation. In November, the Town Council approved \$50,000 for a Patriots Park Master Site Plan and an RFP went out to bid in December. The master site planning process will take 4 – 6 months and include several public meetings open to the community.

**Miller Richardson:** On October 17<sup>th</sup>, community members gathered to celebrate the completion of Softball Field #2. New Town Manager, Jim Drumm, MCed the event and Coventry softball players lined up to cut the ribbon across home plate.

### COMMUNITY SUPPORT

So many Coventry businesses & organizations participated in Parks and Recreation Events this Quarter, without their participation these events would not be possible. **A BIG THANK YOU TO** – Ackert Electric, Anything Electric, Bin Busters, Booth & Dimock Library, Branching Out Tree Care, Courtside Nutrition, Coventry Human Service Department, Coventry Fire/EMS, Coventry Police, Coventry Waterski Club, Coventry Grammar School PTO, Coventry Arts & Antiques, Coventry Cub Scouts, Coventry Democrats, Coventry Auto Sales & Services, Coventry Girls Softball, Clancy Hit & Fit, Creative Living Community of CT, Cub Scouts Park 65, CVS Minute Clinic, Dirty Deeds Excavation, First Congregational Church of Coventry, George Hersey Robertson School PTO, Hale's Barber Shop, JDM Imports CT, Our Tiny Village, Preserved Antiques, Republican Town Committee, Song-A-Day Music Center, Teleflex, The Can-Dance Studio, Town Manager's Office, Village Improvement Society, Water Wizards, Woke Restaurant.

## FALL FUN



**PUBLIC WORKS DEPARTMENT**  
**Quarterly Report**  
**October, November & December 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

\*Retired this quarter

## **Trees**

Mark Owens, the Town's Tree Warden, handled numerous tree complaints during the quarter. Mark retired on November 17<sup>th</sup>. At that time Bill Watkins filled in to handle tree complaints.

## **Shop**

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

The new Volvo L-70 was delivered and put in service.





## **Administration**

### **Training**

DPW hosted a UCONN T2 Training class titled Supervisory Skills, this is a Road Master required class. This class was attended by 8 DPW staff.

Take 2 presented onsite training for Universal Waste. This is an annual requirement for employees that work at the transfer station.

Todd Penney and Bill Watkins attended a 2-day Legal Traffic Authority 101 class.

The following employees graduated from The Connecticut Road Master Program. Rich Watts, Colin Dunnack, Eric Hurlburt, Mike Mangiafico, Erik Johansen, and Troy Stout.

Chris Cefaratti graduated from The Connecticut Public Works Academy.

### **Road Crew**

The crew continued performing routine road maintenance as follows:

- Pot hole patching
- Roadside mowing
- Street Sweeping
- Grading Gravel roads
- Ditching
- Wood pickup from tree crews
- DPW yard cleanup

The DPW crew completed drainage work on Washburn Ave, Ross Ave, Lombard Dr, in preparation for paving.

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 finished the project at the end of 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. The contractor has been delayed due to equipment repairs, and they are now scheduling into January 2024.

In preparation for winter, the plow routes and route assignments were reviewed. The crew was given time to drive their routes and get familiar with them and identify any issues that needed to be addressed prior to plowing.

## Drainage & Paving Work

- Laurel Dr
  - 7 Catch Basin top replacements and repairs
  - Paved with 1.5" HMA overlay
  - Curbing installed
- Lakeview Dr
  - 2 Catch Basin top replacements and repairs
  - Full Depth reclaim and paved with 2.5 HMA
- Miller farm Rd
  - 10 Catch Basin top replacements and repairs
  - Paved with 1.5" HMA overlay
- Lombard Dr
  - 2 Catch Basin top replacements and repairs
  - Full Depth reclaim and paved with 2.5 HMA
- Washburn Ave
  - 13 Catch Basin top replacements and repairs
  - Full Depth reclaim and paved with 2.5 HMA
- Ross Ave
  - 8 Catch Basin top replacements and repairs
  - Paved with 1.5" HMA overlay
- Library Parking Lot
  - Parking lot expanded to add 6 parking spots
  - DPW crew performed site work and prepared area for paving
  - Pineroft Paving installed permeable asphalt.
- Police Department Parking lot repairs
  - Section of existing lot removed, regraded and paved

After the roads were paved the DPW crew assed each road for backfilling road edges and adding driveway aprons where needed. Some of this work was completed this fall, and some will continue in the spring due to weather conditions.

The following roads received new double yellow line painting just prior to winter. The lines faded rather quickly after they were painted. The vendor was notified and agreed to repaint them in the spring.

- Silver St- 9015 ft.
- Pucker St -2280 ft.
- Babcock Hill Rd – 3161 ft.
- Seagraves Rd – 5125 ft.
- South St – 4275 ft.
- Old Tolland Tpke. – 2900 ft.
- Talcott Hill Rd – 5150 ft.
- Skinner Hill Rd – 475 ft.

Total – 32,381 ft 6.13 miles

## **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
- Fall Cleanups of all town properties

The Grounds crew also performed the following:

- Top dressed upper Soccer field at Laidlaw with topsoil and seeded
- Assisted with Cemetery Maintenance
- Interior of Cemetery Shed was insulated and paneling installed
- Ackert Electric wired the shed for outlets, lights and heat
- Pressure washed entry ways at Senior Center, Lodge and Community Building
- Cleaned carpets in the Community Building
- Prepared Patriots Park for the Veterans Day road race

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	\$23,595	\$17,522			
Ewaste - each	333	426			
Propane Tanks - each	80	52			
Bulky CD/Stumps - tons	119	76			
Scrap Metal - tons	13	16			
Tires - each	88	153			
Leaves - tons	2	19			
Refrigerant - each	150	116			
Mattress	185	196			
Customers	1,381	1,483			

TRANSFER STATION: MATERIALS TRANSFERRED

Casella - Bulk (cd) ton	125	75
Casella - Bulk (brush) ton	0	0
Casella - Recycling (metal) ton	31	25
Casella - Single Stream ton	12	6
Take2 - refrigerant units	282	25
Take2 - electronics (CED) lbs.	8,371	8,259
Take2 - electronics (non) lbs.	4,075	6,162
Take2 Recycling - lamps, mixed lbs.	522	418
Take2 Recycling - batteries, mixed lbs.	0	788
N 'n M Recycling Inc - propane- each	0	137
N 'n M Recycling Inc - fire extinguishers	0	41
CRM Co LLC Tire - each	169	184
Bye Bye Mattress - each	236	201
PaintCare - lbs.	3000	1500
Midstate Batteries - each	0	94

CURBSIDE PICK UP

msw to Casella @ \$88.58 / ton expenditure	1,024 \$90,718	1,007 \$89,165
recycling to Casella @ \$variable / ton expenditure	278 \$30,283	276 \$28,511
curbside bulk to Casella @ \$85.49 / ton expenditure	45 \$3,886	44 \$3,768

TRANSFER STATION MATERIAL RECEIVED

material received:												
RECEIPTS												
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS	
10/05/23	\$333.40	\$436.60	-\$12.47	23	0	7390	2300	2	750	6	7	
10/07/23	\$589.20	\$259.00	-\$7.63	19	2	8690	1610	0	90	5	13	
10/12/23	\$349.20	\$473.40	-\$13.51	15	0	8390	1380	3	580	4	3	
10/14/23	\$640.40	\$725.20	-\$20.57	17	3	13130	1150	9	455	9	9	
10/19/23	\$308.60	\$319.60	-\$9.42	15	5	6440	550	0	0	4	13	
10/21/23	\$301.40	\$470.00	-\$13.22	17	2	9450	1100	2	200	5	8	
10/26/23	\$423.40	\$117.60	-\$3.56	10	0	3530	1070	28	800	2	4	
10/28/23	\$517.20	\$462.00	-\$13.21	15	5	9730	160	9	3250	5	10	
Mo Total lbs.	\$3,462.80	\$3,263.40	-\$93.59	131	17	66750	9320	53	6125	40	67	
tons						33.375	4.66		3.0625			
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS	
11/02/23	\$161.20	\$207.60	-\$5.70	12	0	3530	0	0	4410	5	3	
11/04/23	\$441.35	\$298.60	-\$9.05	7	1	6520	860	1	5010	10	11	
11/09/23	\$290.75	\$356.40	-\$10.05	17	8	4850	400	25	3990	4	9	
11/11/23	\$544.00	\$265.60	-\$7.82	12	1	8880	2460	4	3120	3	7	
11/16/23	\$182.10	\$229.60	-\$6.86	20	3	3480	2130	0	1890	3	12	
11/18/23	\$344.00	\$466.20	-\$14.05	20	0	7920	2040	1	2950	2	9	
11/25/23	\$367.00	\$470.20	-\$13.53	8	1	7250	1420	8	2330	7	0	
11/30/23	\$450.00	\$147.20	-\$4.33	28	4	4580	1600	10	2200	7	5	
Mo Total lbs.	\$2,780.40	\$2,461.40	-\$71.39	124	18	47010	10910	49	25900	41	56	
tons						23.505	5.455		12.95			
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS	
12/02/23	\$431.80	\$520.20	-\$15.25	39	3	9590	1230	1	1960	4	13	
12/07/23	\$166.60	\$90.00	-\$2.84	5	0	2210	1010	0	0	2	3	
12/09/23	\$402.60	\$265.80	-\$7.51	20	0	6400	1680	0	1800	7	8	
12/14/23	\$291.90	\$220.00	-\$6.32	35	5	4180	1400	0	0	2	4	
12/16/23	\$380.00	\$67.40	-\$13.35	15	3	6040	1800	37	810	4	17	
12/21/23	\$223.60	\$280.40	-\$7.99	18	0	3120	820	5	250	0	6	
12/23/23	\$446.80	\$60.00	-\$1.86	11	1	140	1470	0	860	6	6	
12/28/23	\$407.10	\$759.40	-\$20.34	14	1	130	320	8	0	2	11	
12/30/24	\$528.40	\$260.60	-\$7.98	14	4	7070	1090	0	0	8	5	
Mo Total lbs.	\$3,278.80	\$2,523.80	-\$83.44	171	17	38880	10820	51	5680	35	73	
tons						19.44	5.41		2.84			
Qtr Totals lbs.	\$9,522.00	\$8,248.60	-\$248.42	426	52	152640	31050	153	37705	116	196	
tons		\$17,522.18				76.32	15.525		18.8525			

TRANSFER STATION MATERIAL TRANSFERRED

<u>material transferred:</u>	1st month oct	2nd month nov	3rd month dec	total for quarter	
Casella Waste - Bulk (cd) ton	39.31	15.34	20.37	75.02	
Casella Waste - Bulk (brush) ton	0	0	0	0	
Casella Waste - Recycling (metal) ton	13.23	7.17	4.13	24.53	
Casella Waste - Single Stream ton	0	2.6	3.25	5.85	
Take2 - refrigerant units	25	0	0	25	
Take2 Recycling - electronics (CED) lbs.	4110	823	3,326	8259	
Take2 Recycling - (non) lbs.	1397	788	3,977	6162	
Take2 Recycling - uw lamps lbs.	0	0	418	418	
Take2 Recycling - uw batteries lbs.	0	0	788	788	
N'n M Recycling LLC - propane tanks - each	108	29	0	137	
N'n M Recycling LLC - fire extinguishers - each	40	1	0	41	
CRM Co. LLC - each	0	184	0	184	
Bye Bye Mattress - each	92	58	51	201	(5.15 ton)
Midstate Batteries	0	94	0	94	
PaintCare - lbs.	0	1500	0	1500	
scrap pymt	scrap pymt	scrap pymt			
13.23 x -					
82.85	7.17 x -75.15	4.13 x -75.15			
\$1,095.54	\$538.80	\$310.66			
inv 3575189	inv 3589619	inv 3611915			
ck 9228462	ck 9235733	ck 9242760			
dated					
11/07/23	dated 12/07/23	dated 01/09/24			

OCT, NOV, DEC TRANSFER STATION CUSTOMER COUNT

OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS
Evan	19100-19127	37	16	11	0
Evan	19128-19161	52	24	9	0
Evan	19162-19192	57	19	12	0
Evan	19193-19220	76	31	17	0
Evan	19261-19286	48	14	11	0
Evan	19287-19311	57	14	10	0
Evan	19312-19334	44	18	5	0
Evan	19335-19369	59	22	12	0
		430	158	87	0
OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS
Evan	19370-19381	40	9	3	3
Evan	19382-19414	87	19	13	0
Evan	19415-19436	62	14	8	0
Evan	19437-19470	84	25	9	0
Evan	19472-19489	58	9	9	0
Evan	19490-19502	84	18	14	0
Evan	19524-19556	79	19	13	0
Evan	19557-19582	57	21	5	0
		551	134	74	3
OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS
Evan	19583-19618	35	18	17	0
Evan	19619-19631	33	8	5	0
Evan	19632-19653	71	16	6	0
Evan	19654-19672	46	13	6	0
Evan	19673-19704	67	19	12	0
Evan	19705-19722	56	11	7	0
Evan	19723-19745	64	18	3	0
Evan & Matt	19746-19767	52	16	6	27
Evan & Matt	19768-19803	78	24	12	21
		502	143	74	48
		1483	435	235	51

**Baystate Textile, Take2 Electronics (etc.), wood & auto batteries recycling report**

	textiles	lbs. CED @ \$.055/lb.	non CED	batteries,	Scott's wood ton	NiCad batteries	auto \$5 each ton	Discover Books-lb
	lbs. \$0.06	(computers, monitors, tv, printers)		lamps mixed refrigerant				
<u>2023</u>								
July	4,400 \$264.00	2,657	1,218	273 0 0	0	0		765
	pd ck # 05250							
August	3,780 \$226.80	3,551	1,190	0 0 90		0		763
	pd ck # 05516							
September	3,960 \$237.60	2,163	1,667	249 0 192		0		
	pd ck # 06126							
October	4,040 \$242.40	4,110	1397	0 0 25		0		
	pd ck # 06887							
November	5,660 \$339.60	823	788	0 0 0		94	305	
	pd ck # 07392							
December	3,700 \$222.00	3,326	3,977	418 788 0		0		
	pd ck # 07495							

## **WPCA 2023 4<sup>th</sup> Quarter Report: October, November, December**

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

Designed/permitted for average 200,000 gallons per day  
Average flow over past 12 months = 161,979 gallons per day  
Peak daily flow this quarter = 546,000 gallons per day

### **Route 44 Sewer Expansion:**

- Bolton Gateway (Route 44) Sewer Project: This sewer expansion project will help protect groundwater quality and facilitate commercial redevelopment for 21 properties on Route 44 near the Bolton Town line.
- Congressman Joe Courtney selected our project out of many applications and it was approved for a \$1.2 million EPA grant. The grant will cover the majority of costs and make our project feasible. 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.
- We awarded a major cured-in-place pipe lining bid to Insituform Technologies. Work will be completed over the winter.

### **Wastewater Treatment Plant:**

- The washout of the riverbank in May 2023 has not gotten any worse. We are monitoring it for any changes.
- 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 asked CT DEEP if or how it would be possible to construct an additional basin.

### **Wastewater Management Plan:**

- Tighe & Bond is nearing completion of the Wastewater Management [Facilities] Plan. Preliminary results show it will be less expensive to upgrade the plan than connect to Willimantic. We looked at areas around the Lake for potential sewer expansion to make sure we have 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 would benefit the environment and give us more capacity for development in appropriate areas which generates tax revenue.

**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

## 2<sup>nd</sup> Quarter Report

### October – December 2023



The Booth & Dimock Memorial Library had an exciting fall with many programs, new visitors, and professional development opportunities. Circulation, library visits, and programming are increasing after the library's reopening. The new teen area continues to be developed, and programs and activities specifically for those aged 12-18 are offered on a regular basis.

- I. *Circulation* – Items that have been checked out, renewed, or loaned/borrowed through inter-library loan.
  - Total – **18,381**
  - Type (included in total)
    - Books & Serials – **13,768**
    - Video – **1,343**
    - Audio – **209**
    - Electronic – **2,737**
    - Other – **324**
  - Age (physical items only, included in total)
    - Adult – **6,660**
    - Young Adult – **943**
    - Children – **7,930**
    - Not Assigned – **111**
  - **Total circulation increased by 1,138 compared to November 2022. 77% of that increase is attributed to children's circulation, due to the fact that in November 2022 our children's room was completely closed.**
  - Inter-Library Loan (included in total)
    - Borrowing – **1,671**
    - Lending – **1,024**
  
- II. *Library Visits* – People walking through the door as tallied by an automatic door counter.
  - **6,507**
  - **The Town's Halloween on Main and the Library's Halloween Party took place on 10/28, with 490 people visiting the library that day!**
  - **The Library was closed 7 days in the second quarter for holidays.**
  
- III. *New Library Cards* – Individuals who registered for a Coventry library card for the first time.
  - **77**
  
- IV. *Reference* – Questions staff answered regarding library services, library catalog, local area, research, genealogy, homework help, and more.
  - **1,817**

- *Children’s reference saw a spike with the opening of the new children’s room and the start of school.*
- V. *Internet* – Use of library wi-fi and desktop computers.
- Desktop Computers
    - Total Users – **227**
  - Wi-Fi
    - Total Sessions – **3,624**
    - Total Devices (monthly average) – **222**
      - *The number of total unique devices connecting to our wi-fi has been increasing. A growing number of people are coming in with personal devices to work throughout the library.*
    - Total clients per day (monthly average) – **752**
- 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 – **57**
  - Participation – **1,922**
  - *Coventry Fire & EMS visited the library on October 10 for Fire Prevention Week. They brought 3 fire trucks and 27 people attended the program.*
  - *The Library’s Halloween Party on October 28 had 151 participants!*
  - *Weekly Playgroup is averaging 22 participants each week!*
  - *We are happy to bring back Read to Dogs through Warm Hearts, Cold Noses.*
  - *A special adult program “Spectral Pursuits” had 24 participants and indicated that there may be some ghosts at Booth & Dimock!*
  - *Christa sent out recorded storytimes to the preschools, reaching about 400 children!*
- VII. *Online presence* – Activity tracked on our Facebook, website, and Google Profile.
- Facebook
    - Posts – **50**
      - *A post detailing the Library’s reopening reached 1,657 people!*
    - Reach – **23,565**
    - Engagement – **1,025**
  - Google Profile
    - Searches – **1,035**
    - Profile Views – **1,844**
    - Website Visits from Profile - **765**
  - Website
    - Unique Visits – **3,339**
    - Page Visits – **2,706**
- VIII. *Library Facilities*
- A leak noticed in September was due to a malfunctioning de-humidifier. Air Temp Mechanical assessed the dehumidifier and found a drainpipe to be clogged. The drain

was cleared and there has been no water in the affected area since the end of September.

- Professional Lock & Key rekeyed the after-hours door. They will be providing a quote to standardize locks throughout the building.
- Electric costs have been higher than anticipated.
- AirTemp Mechanical turned on the boiler for the season.

#### IX. *Library Staff & Professional Development*

- Margaret Khan attended monthly Bibliomation Finance Committee meetings.
- Aubrey Bond attended a workshop on making book trailers.
- Margaret Khan attended a monthly CLA meetings.
- Margaret Khan attended a workshop on meeting facilitation hosted by CLC on November 15.
- Kayla Fontaine completed a workshop through the Connecticut State Library Academy on “Developing Irresistible Teen Programs” on November 15.
- Kayla attended a virtual Teen Summit through the Massachusetts Library System on November 17.
- Margaret Khan attended a Legislative Listening Session in Hartford on December 5 where librarians shared current issues with book challenges and e-book pricing with Lt. Governor Susan Bysiewicz and legislators.
- Margaret Khan attended the town Technology Infrastructure meeting on December 7. Staff attended various CLC Roundtable meetings.

#### X. *General Updates*

- Kaeleen Barr was hired as a substitute library assistant on October 24. Welcome Kae!
- Aubrey Bond completed a review of the library’s website and made many necessary and helpful updates.
- BDML Librarians are creating a library rewards program called “BD Rewards,” which we will be starting in 2024. The program will operate on a punch card model, and reward patrons based on visits to the library with small prizes.
- The Library Renovation & Improvement Committee was discharged at a Town Council Meeting on October 16.
- Winter programming is being finalized by the children’s, teen, and adult departments.
- Membership Mailing materials were completed in late November and mailed on December 1.
- The Library hosted a wonderful Donor Reception to celebrate all the donors who helped support the Renovation Project on November 9. Approximately 65 of our wonderful donors attended. Speeches were made by notable donors Sondra Astor Stave, Deborah Walsh, and Ed LeDoyt.
- Teen & Technology Librarian Kayla Fontaine applied to grants to for furniture for the teen and children’s rooms through M&T Bank and Ikea.
- Staff applied to the “Libraries Transform Communities” grant through the ALA to initiate programing and services for neurodivergent adults.
- Christmas in the Village was held on December 3, and the library welcomed 233 visitors.

- The Library collected donations of pajamas and socks for United Services during the holiday season.



Top row: Families enjoy the Library's Halloween Party and Trick-or-Treat on Main event; Coventry Fire/EMS brought three trucks to the library for Fire Prevention Week in October.  
Bottom row: Library Donors mingle during the Library's Donor Reception.