

TOWN OF COVENTRY

QUARTERLY REPORTS



January – March 2024

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Cover photo: Lisicke Beach in winter. Photo by Laura Stone.

**Finance Department
Quarterly Report
Covering Period 1/1/2024– 3/31/2024**

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

General accomplishments

Year-end reporting for tax purposes was completed – including W-2, 1099, 1099-R and ACA reporting. The Fiscal Year 2023 was completed and filed accordingly.

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

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

Negotiations concluded for the one bargaining unit whose contract expired June 30, 2023. This contract was signed at the end of March and expires in 2026.

Meetings attended

Finance Committee of the Town Council
Town Council
Pension Committee
Grievance Hearing
Cemetery Commission meetings
Town/BOE Worker Safety Committee
BOE/Town IT coordination
ECHIP Executive committee meetings
ECHIP Board meetings
ECHIP Wellness committee meetings
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

Date: April 4, 2024

SUBJECT: THIRD QUARTER REPORT 2023-2024

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

Each payment cycle demonstrates an increase in the number of taxpayers paying by credit/debit card here at the counter and online. Visitors to the Tax Collector's page on the Town website can see online payment options including debit card, credit card and electronic check (payment from their checking account). Another payment option has been added with the permanent mounting of a drop box attached inside the vestibule of the rear entrance to Town Hall. Some people will always be more comfortable paying their taxes in person, and that continues to be an option.

The increase in daily mail, throughout the month of January, was processed, balanced and deposited daily. Approximately 92 vehicle assessments were adjusted by the Assessor's office this month resulting in this office preparing a corresponding adjusted or add tax bill. Banks and escrow services typically wait until the end of the month to send in the tax payments for the January installment. A courtesy notice was mailed to 50 new homeowners in January to remind them of the second installment of Real Estate taxes currently due.

In February, we prepared and mailed 898 combined delinquent statements for Real Estate tax and/or COVRRRA Trash fee, sewer use charges, and sewer assessment fees. We additionally prepared 1662 supplemental and motor vehicle delinquent notices for the February mailing.

In March, 373 notices of intent to lien were mailed on the delinquent 2023 (Billed Year) COVRRRA accounts. We also sent 65 back tax statements to Personal Property accounts.

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

The third quarter collection report is attached.

Property Taxes Collected by Carrie Zahner, CCMC Tax Collector Collected January 2024 through March 2024
Paid to Julie Chapman, Treasurer, Town of Coventry

		Property Tax	Interest	Liens & Costs	Total	
Grand List	2008	0.00	0.00	0.00	0.00	
	2009	0.00	0.00	0.00	0.00	
	2010	0.00	0.00	0.00	0.00	
	2011	0.00	0.00	0.00	0.00	
	2012	0.00	0.00	0.00	0.00	
	2013	480.83	836.35	0.00	1,317.18	
	2014	69.26	109.08	0.00	178.34	
	2015	94.30	109.05	6.00	209.35	
	2016	486.04	1,762.83	0.00	2,248.87	
	2017	263.01	265.47	0.00	528.48	
	2018	283.36	242.27	0.00	525.63	
	2019	1,278.53	980.04	0.00	2,258.57	
	2020	12,070.92	4,895.74	24.00	16,990.66	
2021	<u>48,987.63</u>	<u>13,167.76</u>	<u>168.00</u>	<u>62,323.39</u>		
		64,013.88	22,368.59	198.00	86,580.47	
Current	2022	11,847,288.08	39,680.39	22.00	11,886,990.47	
Current SMV		<u>411,970.75</u>				
Totals		<u>12,323,272.71</u>	<u>62,048.98</u>	<u>220.00</u>	<u>12,385,541.69</u>	
Current 110	6010	40211	11,847,288.08			
Delinquent		40212	64,013.88			
Interest & Liens		40213	62,268.98			
SMV		40214	<u>411,970.75</u>			
			<u>12,385,541.69</u>			
Sewer Assess 205-7722	40211	9,875.74		Sewer User	40211	27,758.15
Interest, Liens, Per Diem	40213	<u>1,297.12</u>		Interest & Liens	40213	<u>2,970.20</u>
		<u>11,172.86</u>				<u>30,728.35</u>
COVRA				Returned Check Fee	40782	<u>120.00</u>
Current 218-7601	40211	58,131.26				-
Delinquent	40212	5,072.00				-
Interest & Liens	40213	<u>10,562.44</u>				-
		<u>73,765.70</u>				-
Total			<u>\$12,501,328.60</u>			-

Assessor's Office Quarterly Report-2024

January 2024

The Assessor was afflicted with COVID in December and into January, which contributed to a delay in the timeline to complete the October 1, 2023, Grand List. This resulted in an extension to file to the end of February, and also extended the Board of Assessment Appeals responsibilities into April.

January was spent continuing to finalize data entry and review of assessments for Real Estate, Motor Vehicles, and Personal Property.

Supplemental bills were mailed by the Tax Collector at the end of December, this always generates a number of questions for the office. The Supplemental Grand List is reported to each municipality, reflecting motor vehicles registered after October 1, 2022, and prior to August 1, 2023. With that timeframe in mind, there are always a significant number of vehicles, sold, moved, totaled, stolen etc., requiring adjustment/prorates by this office.

February 2024

This year February was the month in which the Grand List was filed by the 29th. This is the final month we are working to finalize all three components of our grand list, Real Estate, Personal Property and Motor Vehicle, that is to finalize all the work done during the course of the year. This includes applying all the various exemptions available to our taxpayers. The total Grand List growth was **0.16 percent or \$1.7 Million** in net assessed value over the 2022 grand list.

The number of Personal Property accounts increased by 9 and a net increase of 0.04 percent from 2022.

The number of motor vehicle accounts went from 13,547 accounts on the 2022 grand list, to 13,668 on the 2023 Grand List. The number of accounts was not a significant factor. The MV Grand List lost 5 percent, or \$7 Million in assessed value, due to a return of "normal" depreciation of aging vehicles. Since COVID 19, motor vehicle values had been increasing, related to supply chain issues, primarily computer related parts for new cars, resulting in higher demand for used cars.

The Real Estate grand list went from 906,317,550 on the 2022 grand list to 912,907,350. This resulted in a net increase of 0.72 percent in assessment. This is reflective of fewer new/completed dwellings and smaller projects than have been seen in past years.

March 2024

With the completion of the Grand List, change in assessment notices were mailed for Real Estate and Personal Property accounts. Calls always follow with taxpayer's

questioning why the increase. Those objecting to their new assessments were informed that they may go to the Board of Assessment Appeals and how to file an application, with a deadline of March 20, 2024.

Budgets were completed for the Assessor's office and the Board of Assessment Appeals, with no increases beyond general inflation.

We started accepting applications for the Elderly and Totally Disabled program the 1st of February and will continue until May 15th. Reminder letters were sent to everyone that needs to re-apply for both the State and Local Programs this year. This program is income driven, with most applications coming after income tax filing. Anyone that would like to receive this benefit is encouraged to call or visit the office.

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

TOWN CLERK'S OFFICE

Lori Tollmann, MCTC

*Brooke R. Manning, CCTC
Assistant Town Clerk*

*Mattea Whitford
Assistant Town Clerk*

QUARTERLY REPORT JANUARY 1 - MARCH 31, 2024

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 \$125,577.00 this quarter, of which \$37,633.75 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	365	9,858.00
Local Conveyance Tax Recorded	58	22,314.75
Copies	1,712	1,762.00
Trade Name Certificates	5	50.00
Liquor Permits	3	60.00
Burial/Cremation Permits	20	100.00
Marriage Licenses	2	32.00
Vitals Copies	126	2,520.00
Notary Fees & Renewals	47	365.00
Dog License Fees	53	53.00
Maps Filed	10	250.00
Fish & Game License & Permit Fees	193	57.00
Conveyance fees	36	36.00
Unanticipated	0	0
PA-490	0	0
PA-00-146 Clerk Historical Preservation	365	576.00
PA-05-228, 09-229 & 13-247 LOCIP	365	864.00
PA-05-228, 09-229 & 13-247 Clerk	365	498.00
Town Clerk Revenue Transferred to Treasurer:		\$37,633.75

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

PUBLIC ACTS 05-228, 09-229 & 13-247: When initially implemented PA 05-228 required the Town Clerk to collect an additional \$30 fee for each document recorded on the town's land records. The State of Connecticut received \$26 of each fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, LOCIP, as defined in Sec. 7-536 of the general statutes. On



June 30, 2009, Governor Rell signed Public Act 09-229 into law. This legislation required an additional \$10 fee for the first page of land recordings. The purpose is to provide a safety net program for Connecticut's one billion dollar dairy industry. PA 13-247 became effective July 15, 2013. This public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from that date forward. Certain MERS documents require \$127, others \$110 of the filing fee to be remitted to the State. There are 6 options for the calculation of fees requiring a thorough examination of each document. These fees are collected, combined and remitted with three respective reports to the State of Connecticut.

State Fees Collected and Remitted: The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies.

For the quarter, \$87,943.25 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247 Community Investment	\$10,368.00
PA 05-228 & 09-229 MERS	5,739.00
PA-00-146 Historic Preservation	2,304.00
Marriage Licenses	68.00
Fish & Game Licenses	1,263.00
State Conveyance Tax	67,496.25



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

	Dog License Fees	Surcharge
January - March	\$555.00	\$150.00

TOWN MEETINGS/REFERENDUMS

Presidential Preference Primary, April 2, 2024
 Early voting for the Primary, March 27, 28, 30th

Staff Updates/Activities

Mattea Whitford is no longer with our office. She is a student who will be graduating from UConn. We wish her the very best.

Multiple zoom meetings with the Secretary of the State Office

COVENTRY REGISTRAR OF VOTERS

January 1, 2024 – March 31, 2024

Quarterly Report

STAFF:

Marilyn Karen Powers, Republican Registrar of Voters
Marilyn Barrette, Republican Deputy Registrar of Voters
Sandye Simon, Democratic Registrar of Voters
Richard Martin, Democratic Deputy Registrar of Voters

STAFF UPDATES

Both Registrars, Sandye Simon and M. Karen Powers, completed the Registrars Certification Program through the University of Connecticut Public Administration School.

VOTER UPDATE

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

	<u>January</u>	<u>February</u>	<u>March</u>	<u>Total</u>
Additions	55	51	45	151
Changes	55	34	32	121
Removals	57	48	51	156
Totals	167	133	128	428

Registered Voters as of March 31, 2024.

	DEMOCRAT	REPUBLICAN	UNAFFILIATED	OTHER
ACTIVE	2508	2275	3994	139
INACTIVE	241	179	483	14

HIGH SCHOOL REGISTRATION

The second of the two required days to hold voter registration occurred on Wednesday, February 14. Both Democrat Registrar, Sandye Simon and Republican Registrar, Karen Powers were there to assist the 17 year-old students in registering to vote. Fourteen students registered to vote on that day.

SCHOLARSHIP

ROVAC, Registrars of Voters Association of Connecticut, offers a scholarship to a high school student from each town. Students at Coventry High School applied for the scholarship and one individual will be receiving that scholarship at graduation.

ABSENTEE VOTERS

Letters to Permanent Absentee Voters were sent out in January to update their information.

CANVASS

Connecticut State Statute 9-32-9 requires a canvass of voters be conducted yearly. This process was delayed this year due to the move of the Presidential Preference Primary to April 2, 2024. The canvass started in January and will be completed by May 1, 2024.

TRAINING

Training for Election workers was held on Wednesday, March 20. During this session, workers were trained in the general procedures for working the polls in addition to training for their specific positions. In addition, the Registrars office purchased "Voter Checklist", a computerized checkoff voting list. Registrars were trained on this new system for 2 hours on Wednesday, March 20, and trained all poll workers on the system during the training session.

EARLY VOTING

The State of Connecticut Early Voting Statute went into effect for the Presidential Preference Primary. The Early Voting took place in the Registrars' Office located in the Town Hall. The table below shows the number of voters who chose to vote early:

	TUESDAY 3/26	WEDNESDAY 3/27	THURSDAY 3/28	SATURDAY 3/30
VOTERS	43	29	31	8

These numbers total 111 voters or 2.33% of the eligible registered voters.

BUDGET

Registrars spent many hours preparing the 2024 – 2025 budget. This involved creating a line item for Early Voting which increased the budget substantially due to increased time and supplies.

ANNUAL TOWN MEETING

The Annual Town Meeting to move the 2024 – 2025 budget to referendum will be held on Saturday, April 27, 2024 at 10:00 am in the Coventry High School auditorium. All property owners are eligible to attend and vote.

POLLING LOCATIONS

The next election in town will be the referendum vote on the budget. The vote will take place at the South Coventry Fire House located across the street from the Captain Nathan Hale Middle School. BOTH Districts one and two will be voting at one polling place.

The next election,(if needed), would be the August Primary, scheduled for August 13, 2024. There are scheduled to be 7 Early Voting days which will be conducted in the Registrars' Office located in the Town Hall. More information will be made available as the date approaches.

November Election

The November Elections will continue to be held at Coventry High School, Ripley Hill Road for BOTH Districts one and two.



New Commercial Construction at 1572 Boston Tpk.

Coventry Land Use Office

Quarterly Report for
January, February, March
~ 2024~

Jana B. Roberson, AICP
Director of Planning and Development

Mark St. Germain
Acting 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 2024

January, February, March

- Continued to provide administrative support for Coventry Farmers' Market upcoming season
- Continued to facilitate zoning/blight enforcement case compliance with Town Attorney
- Said goodbye to Manuel Medina, Planning Technician/Zoning Enforcement Officer - search for a qualified Planning Technician/Zoning Enforcement Officer is ongoing
- Continued to serve as Staff to EDC and Subcommittees
- Continued to serve as Staff to Ad-Hoc Senior and Affordable Housing Alternatives Study Committee which began meeting again in March
- Planned and coordinated ribbon-cutting at Jenkins Dental and issued press release
- **CT Countryside** (4 Town Economic Vitality Team): Interviewed and selected web and social media contractor, hosted Business Forum/Social Mixer in Feb. 2024, continued monthly Steering Committee meetings, continued ongoing Committees (arts, recreation)



Tim Liptrap, EDC Chair & Business Professor, teaches about AI at the February Business Forum

PLANNING AND ZONING COMMISSION

YEAR **2024**

January, February, March

APP. #	TYPE	DATE OF RECEIPT	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
PZC-24-1	S	3/11/24	Special Permit Application for a Single-Family Dwelling on an undersized/non-conforming lot on Lombard Dr., Assessor # R03219, M-B-L 42-2-140, in the LR Zone, Owner: Lawrence Family Living Trust, Applicant: M. Peterson, P.E.		P
PZC-24-2	S	3/11/24	Special Permit Application for a High-Intensity Home Occupation (Contractor’s Yard) at 301 Broad Way on 27.8 acres in the GR-80 Zone, Assessor #R05863 & R00667, Map 11-7 & 11-6, Owner/Applicant: Joseph Wall.		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

DISCUSSION AND ACTION TOPICS:

- Elected PZC Officers and updated By-Laws
- Discussed possible regulation change to multi-family home regulations with property owner in LR Zone
- Discussed rezoning/development potential for the Coventry Country Store location on South Street with potential developer
- Discussed possible zone change for development of mills at 28-30 Mason Street with potential developer
- Discussed Capital Improvement Plan Budget and completed required Commissioner Training
- Received Special Permit Application for a Single-Family Home on an undersized lot on Lombard Dr.
- Received Special Permit Application for a High-Intensity Home Occupation (Contractor’s Yard) at 301 Broad Way

January, February, March

DISCUSSION AND ACTION TOPICS:

- Many EDC and Town Council members attended the CT Countryside Business Forum and Mixer on February 7, 2024. The group was treated to a tour of UConn's Innovation Partnerships Building at the UConn Tech Park by Business Development Manager Michael DiDonato. The facility has lots of high-tech equipment and research analysts who are available to businesses and entrepreneurs seeking technological solutions. Services include ion beam milling, 3D printing, microscopy, x-ray, materials testing and high-speed computation, among others. Following the tour, EDC Chair Tim Liptrap provided a demonstration of the power of AI for businesses and Brenda Falusi gave an overview of the new state tourism website VISITCT. Following the business forum, Hops 44 hosted an evening social mixer with appetizers.
- Received individual commissioner business cards including new commission email address
- Met with two potential developers: Nicholas Savvides for development of mills at 28-30 Mason Street and Masood Ali Sayed for potential development of the Coventry Country Store location on South Street



Michael DiDonato, Business Development Manager at UConn's Innovation Partnerships Building, describes technological services available to businesses.

January, February, March

DISCUSSION AND ACTION TOPICS:

- Members of the EDC joined members of the Town Council, State Representative Tim Ackert and Town Manager Jim Drumm for a Ribbon Cutting Ceremony at the new Jenkins Dental Facility at 1572 Boston Tpk.
- **Farmers' Market Operating Committee:** Coventry Farmers' Market Operating Committee has been meeting regularly to prepare for the upcoming season. Vendor applications were sent out and vendor approval notifications have begun. The Land Use Department is processing vendor fees and working to prepare purchase orders for opening day on June 2nd.



Members of Town Council, Representative Ackert and Town Manager Jim Drumm pose with Dr. Damon Jenkins and members of his family and Staff at the Ribbon Cutting Ceremony

ZONING BOARD OF APPEALS

YEAR **2024**

January, February, March

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
ZBA-24-1	2/20/24	3/19/24	188- Avery Shores/James Gale/ variance from Sec. 5.07.04.ii of the Zoning Regulations to increase the height of a nonconforming structure (1 story to 2 story) at 188 Avery Shores. Applicant: Mark Peterson, Owners: James & Pamela Cropley	3/19/24	A
ZBA-24-2	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 Acting Planning Technician & Zoning Enforcement Officers:

Personnel

Manuel Medina left the Town on January 26, 2024. Mark St. Germain, Engineering Tech, has been serving as Acting Zoning Enforcement Officer for the review of permit applications, inspections and some Zoning/Blight Complaints. Additionally, Jana Roberson, Director of Planning and Development, has been working in tandem with Mark on more complex Zoning matters and any matters needing to go before the Zoning Board of Appeals.

Permits

Permit application numbers slowed down during the first part of the quarter, as expected due to the winter months, but have picked back up as the weather has warmed up. Roof mount solar permits were, by far, the most frequently applied for permit, followed by pools and decks/porches.

Enforcement

Without having a fulltime ZEO, enforcement matters have been forced to the back burner, other than those that are currently with the Town Attorney or those that pose an imminent threat to public health or safety. Once a fulltime ZEO is hired, enforcement matters will ramp back up to normal levels.

ZONING ENFORCEMENT

YEAR **2024**

January, February, March

Manuel Medina - Planning Technician/Zoning Enforcement Officer (resigned 1/26/24)

Mark St. Germain – Acting Zoning Enforcement Officer

<u>ZONING PERMITS</u>	=	39
Single Family Dwellings		2
Condominiums		0
In-Law Apartments		0
Accessory Structures		
Decks/Porches		4
Sheds/Gazebos		1
Barns		0
Detached Garages		0
Pools/Hot Tubs		5
Additions/Attached Garage		4
Alterations/Renovations		3
Finish Basement		
Finish Basement		1
Finish Basement w/ Bedroom & Bathroom		2
Grading/Clearing		0
Fences		0
Commercial Use/Signage		2
Home Occupation		0
Driveway		0
Roof Mounted Solar PV		14
Ground Mounted Solar PV		0
Crumbling Foundation		0
Tenant Fit Out		1
Other		0
	Total	<u>39</u>

ZONING ENFORCEMENT (Cont'd)

YEAR **2024**

January, February, March

***CERTIFICATES OF ZONING COMPLIANCE**

Single Family Dwellings		
In-law apartment		
Condos		
Finish Basement		
Crumbling Foundation		
Accessory Structures		
Decks/Porches		
Sheds/Gazebos/Barns		
Detached Garages		
Pools/Hot Tubs		
Additions/Attached Garages		
Other		
Driveways		
Ground Mount Solar		
Tenant Fit Out		
Replacement/Renovation		
Demolition		
Commercial Use/Signage		
	Total	<u> *</u>

*Zoning Certificate data is not currently being compiled due to lack of Zoning Enforcement Staff.

****INSPECTIONS**

Erosion and Sediment Control	6	
Limits of Clearing		
Certificate of Occupancy/Completion	11	
Compliance	8	
Pre-Approval Inspection	0	
Seed and Mulch Bond Release/Inspections	0	
Zoning Complaints (initial & follow-ups)	0	
Blight Complaints (initial & follow-ups)	0	
Street Number Assignments	0	
Driveway	38	
Other	1	
	Total	<u> **64</u>

** This number only reflects inspections completed through January 26, 2024, due to lack of Zoning Enforcement Staff. Actual quarterly number would be significantly higher.

ZONING ENFORCEMENT (Cont'd)

YEAR **2024**

January, February, March

*****VIOLATION/ENFORCEMENT INSPECTIONS (NEW)**

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

***Zoning Enforcement Inspection data is not currently being compiled due to lack of Zoning Enforcement Staff.

INLAND WETLANDS AGENCY

YEAR 2024

January, February, March

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
23-29WA	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	1/11/24	A
23-30WA	12/15/23	12/20/23		800 Grant Hill Rd Driveway culvert wetlands crossing repair Andrew Bushnell	1/24/24	A
TH	12/18/23	-		111 Knollwood Dr Selective Timber Harvest Christopher Lemery -Hull Forest Products	-	W
23-33W	12/29/23	-		211 Maple Dr Remodel/ add to existing decks. Forsley Enterprises	1/11/24	A
24-1W	1/8/24	1/24/24		1340 Main St Demo of commercial building John Cuscovitch	2/28/24	A
24-2W	1/31/24	2/28/24		113 Edgewater Dr Retaining walls along Coventry Lake Fran Knights		P
24-3				ARCHIVED - TEST		
24-4W	2/9/24	2/28/24		188 Avery Shores Demo/rebuild of house; retaining wall	3/27/24	A
24-5WA	2/9/24	-		170 Brewster New Septic Jeff Polhemus	2/21/24	A
24-6W	2/16/24	2/28/24		79 Frederick Dr Inground Pool James Galvin	3/27/24	A
24-7NR	2/22/24	2/28/24		30 Cross St Dry Hydrant repair at State Boat Launch Bud Meyers	2/28/24	A
24-8W	2/22/24	2/28/24		Lombard Dr New house Mark Peterson	3/27/24	A
24-9				ARCHIVED – Didn't need wetlands permit		W
24-10				ARCHIVED – Didn't need wetlands permit		W
24-11W	2/26/24	2/28/24		124 Lake St Pad for fireworks display at Patriot's Park	3/27/24	A
24-12WA	3/5/24	-		99 Standish Rd Replace Deck 1:1 Robert Pichette	3/21/24	A

INLAND WETLANDS AGENCY (Cont'd)YEAR **2024**

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
24-13WA	3/13/24	3/27/24	3/27/24	66 Pine Lake Dr Construct free-standing deck near Eagleville Lake Peter Ponticelli		P
24-14AR	3/17/24	3/27/24		256 Birch Bend Rd Repair section of stone wall destabilized during storm Robin Pearson	3/27/24	A
24-15WA	3/20/24	-		196 Juniper Reconstruct decks and new walkway Dauny Chilin	3/21/24	A

W – Wetlands Agency, Regulated Activity

WA – Wetlands Agent. Minimal Impact

W - Withdrawn

NJ – Non-Jurisdictional Ruling

TH- Timber Harvest

NR – Non-Regulated Use

A - Approved D - Denied

P - Pending

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 2 during the first quarter of 2024. There was a total of 10 new applications that were received, 8 of which were approved and 2 are pending. There were 3 applications from the fourth quarter approved. In addition, there was 1 Non-regulated use application and an As-of Right application, both of which were determined by the Inland Wetlands Agency.

There were three properties with wetland violations last quarter, all of which have since been resolved. There are no current wetland enforcement issues.

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.

INLAND WETLANDS AGENCY (Cont'd)

YEAR **2024**

January, February, March

Professional Development and Other

- Attended the Connecticut Association of Wetland Scientists Annual Conference
- Attended 40th Annual Connecticut Land Conservation Conference
- Attended Webinar on PFAS - Strategies for Municipalities
- Attended UCONN Clear trail mapping workshop
- Continues to serve on Board of Directors for Hop River Trail Alliance and assist as Grant Fiduciary Agent for Hop River Trail Signage Grant

Coventry Lake Advisory & Monitoring Committee Staff Support

- Facilitated the creation of a new Coventry Lake Awareness Banner for Lake Awareness Month

Conservation Commission Staff Support

- Conservation Commission's representative at the Bolton Lakes Watershed Conservation Alliance meetings.
- Coordinating with Conservation Commission, Protected Spaces Stewardship Committee, and Town Dept Directors to plan potential new trail system through Patriot's Park Woods.
- Continuing to plan potential open space projects with Protected Spaces Stewardship Committee.



Mill Brook - Spring freshet

BUILDING DEPARTMENT QUARTERLY REPORT
3rd QUARTER
January, February, March 2024

There were two (2) permits issued for new dwellings to be built this quarter.

NEW HOUSE PERMITS ISSUED FOR THE 3rd QUARTER 2023-2024 FISCAL YEAR	
ADDRESS	DATE
85 WOLF HILL ROAD	01/02/2024
108 SOUTH RIVER ROAD	02/06/2024
NONE FOR MARCH	

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

CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 3rd QTR 2023-2024 FISCAL YEAR	
ADDRESS	DATE
10 DUNN ROAD	01/25/2024
29 GARDNER TAVERN ROAD	02/27/2024
NONE FOR MARCH	

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

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 3RD QUARTER 2023-2024 Fiscal Year	
ADDRESS	DATE
127 LEWIS HILL ROAD	01/16/2024
465 FLANDERS ROAD	01/23/2024
811 PUCKER STREET	02/12/2024
NONE FOR MARCH	

There were two (2) Certificates of Occupancy issued for replacement of a crumbling foundation this quarter.

CRUMBLING FOUNDATIONS ISSUED CO's 3RD QUARTER 2023-2024 Fiscal Year	
ADDRESS	DATE
35 GRANT HILL ROAD	01/17/2024
108 SEAN CIRCLE	01/22/2024
NONE FOR FEBRUARY	
NONE FOR MARCH	

Municipal Projects:

There were no municipal permits issued this quarter.

Commercial Projects:

January had one commercial permit for a tenant fit out for Kal Consignment LLC at 44 Depot Road. A certificate of occupancy was also issued on 1/10/24 for the new Jenkins Dental building at 1572 Boston Turnpike.

During the month of February, we received a commercial permit for the new construction of an office/warehouse for C. Ward Electric at 755 Bread and Milk Street. There was also a permit for a tenant fit out at 21 Bread and Milk Street. A new massage therapist will be taking over this space.

No new commercial permits were issued in March.

Inspections:

There were four hundred and seventeen (417) inspections completed this quarter.

Solar Permits:

There were twenty-six (26) solar permits issued during this quarter.

Building Official Continuing Education Credit Hours:

Thirteen (13) hours of continuing education hours were earned this quarter by the building official.

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

Permits for this Quarter

PERMIT TYPES	Jan. 2024	Feb. 2024	Mar. 2024	Third Qtr.
				2023-2024
Houses only	1	1	0	2
Foundation only	1	1	0	2
Condominiums	0	0	0	0
Commercial Bldg/Renov	2	0	0	2
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	3	1	2	6
Garages/Carports	0	0	0	0
Sheds/Barns	0	0	1	1
Decks/Porches	1	9	3	13
Pools	2	0	3	5
Demolition	0	0	0	0
Woodstove	1	2	0	3
Miscellaneous	6	14	18	38
Renov/Repair/Alter	12	3	7	22
Plumbing	5	4	3	12
Heating	12	12	7	31
Electric	19	18	11	48
TOTAL PERMITS	65	65	55	185
PERMIT VALUE	\$1,535,949	\$1,332,920.10	\$1,745,788.40	\$4,614,657.50
FEES COLLECTED	\$20,271	\$17,317.96	\$16,690.00	\$54,278.96
Certificate of Completion	86	28	69	183
C/O's - New Homes/Condos	2	1	0	3
C/O's - Other	4	0	1	5

Coventry Police Department



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

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

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

ADMINISTRATION

Goal: *Comply with CALEA and POST Accreditation standards.*

Objectives:

We have successfully completed the year four standards of review of the CALEA Assessment process. We have prepared and are ready for our on-site based assessment from April 15 through April 18.

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

Objectives:

- Sgt. Kuhns successfully submitted and received a grant to help combat speeding throughout town. With this grant we will be able to conduct more speed enforcement details. We also received much needed speed enforcement equipment.

OPERATIONS

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

Objectives:

- Continue to provide yearly recertification training.
- We continue to provide Crisis Intervention Training. We are on a rotation that will have each Officer complete the training over the next twelve months.
- We will be conducting bi-annual firearms training in the Month of May. We train with our firearms bi-annually. With firearms training Officers receive scenario and situational based training.

SUPPORT

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

Objectives:

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

Items of Interest

At the Town Council meeting on 3/18/24, several officers were recognized for their heroic efforts and excellent work in two separate incidents that occurred last year and in January of 2024.

Officers Michaud, Krukoff, and CSO Chipman received the Police Service Cross along with Det. Carpenter and Marine Officer Kilby who received meritorious commendations for their response to a drowning victim on Coventry Lake.

Officer Anderson was recognized for his response to an overdose victim that was abandoned in a vehicle on Boston Tpke. He administered Narcan and also recovered several grams of Fentanyl.

We recognized these officers and thanked them for their selfless actions, compassion, and professionalism in service to the residents of Coventry.



Detective Carpenter receiving the Meritorious Service



Officer Krukoff receiving a Police Service Cross Award



Officer Michaud receiving a Police Service Cross Award



Officer Anderson receiving the Meritorious Service Award



Community Service Officer Chipman receiving a Police Service Cross Award



Marine Patrol Officer Kilby receiving a Meritorious Service Award

TOWN OF COVENTRY FIRE-EMS DEPARTMENT

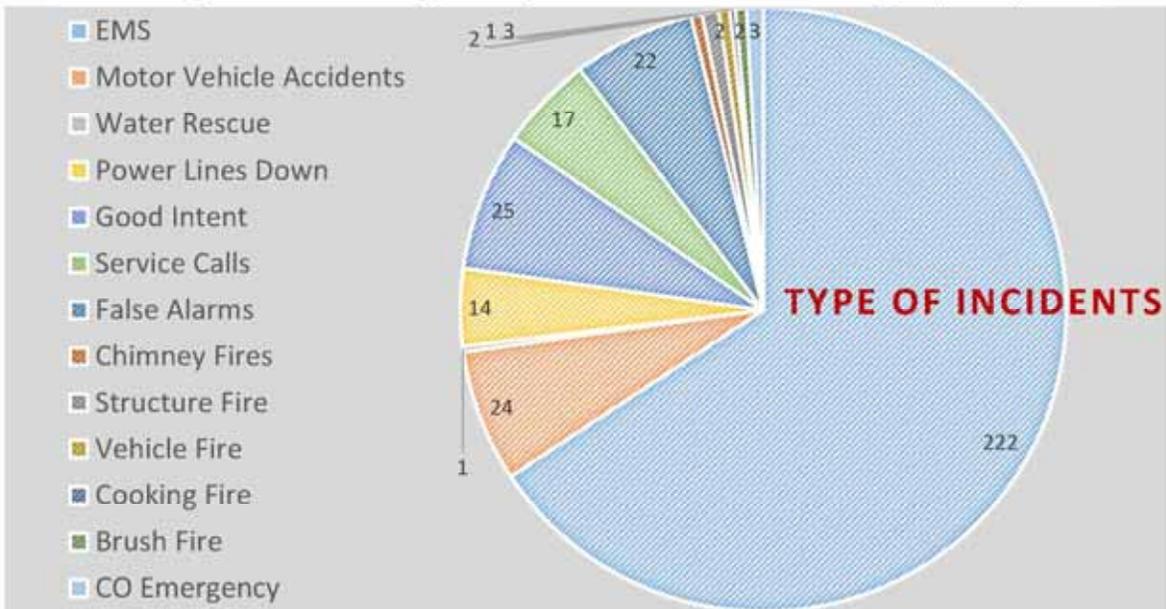


QUARTERLY REPORT

January 1 – March 31, 2024



Major Incident Types by Month for Date Range (338)



JANUARY The department received our five newest Self-Contained Breathing Apparatus (SCBA) and 10 air cylinders. We completed the OSHA required annual flow testing on our remaining 47 SCBA's. SCBA's and air cylinders have an expiration date and we continue to replace these lifesaving pieces of equipment on a replacement schedule.

Our EMS instructors were busy with holding CPR training for girl scouts, we held station tours for Cub & Tiger Scouts.

Our Departments renewed the Special Operations Agreement with Tolland County Departments. This allows our members to be involved with the County speciality teams. One of the teams is dive rescue and members attended a dive & Ice rescue training.



Dedication – Teamwork – Respect

FEBRUARY The Department held live car fire training at Station 118, this is part of our interior firefighters required quarterly live fire training. This gives us a great opportunity to review response tactics and allows our members an experience that they might not otherwise gain during the normal responses throughout the year.

MARCH In March we submitted for an Assistance to Firefighters Grant (AFG) for decontamination equipment costing approximately \$68,000. Connecticut has implemented a cancer relief program and for our members to be covered under this program we must meet several criteria. One is the department has to adopt a plan for the maintenance and remediation of toxic substance on turnout gear meeting the NFPA 1851 standard. If we are to receive this grant for decontamination equipment it will help ensure we are meeting this requirement.



Our EMS instructors held CPR training for school nurses, we held station tour for Cub Scout Webelos and provided apparatus for touch a truck at two Easter egg hunts.

OTHER Throughout the first quarter, we were busy presenting budget numbers for both operational and capital needs. Preparation and discussions were held with the Town Manager, Finance Director, and the Town Council.

During the Fire Chief's presentation, I publicly express my appreciation and gratitude to the volunteers. They are the backbone of the department and have been covering duty shifts since August that is helping offset the cost of contracted services. We presented to the Town hiring our own staff, and a Student Live-In Program to further help offset EMS staffing costs. I have attended staff, officer and town meetings and required continuing education to maintain certifications.

The Fire Marshal Office inspected one (1) Apartment building, nine (9) Businesses, one (1) Restaurants, three (3) Group homes, six (6) Municipal buildings, one (1) Daycare, and one (1) place of worship. Per Connecticut statute he needed to investigate three (3) fires, which requiring 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 under Departments Connecticut you will find Town of Coventry Fire & EMS and by clicking on hat you can apply.

Respectfully submitted,

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

Dedication – Teamwork – Respect

Human Services Department Quarterly Report January-March 2024

Staff:

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

Brenda Bennett, Senior Center Coordinator
Sarah Leete, Senior Center Van Transportation Coordinator
Jessica Richardson, Senior Center Assistant



A. HUMAN SERVICES- January- March 2024

1. Programs:

- **ENERGY ASSISTANCE PROGRAM:**

Access Energy Assistance Program ~ The office began accepting energy application starting on September 1st. During this quarter, 8 energy applications were processed for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic).

- **FOOD BANK: January- March**

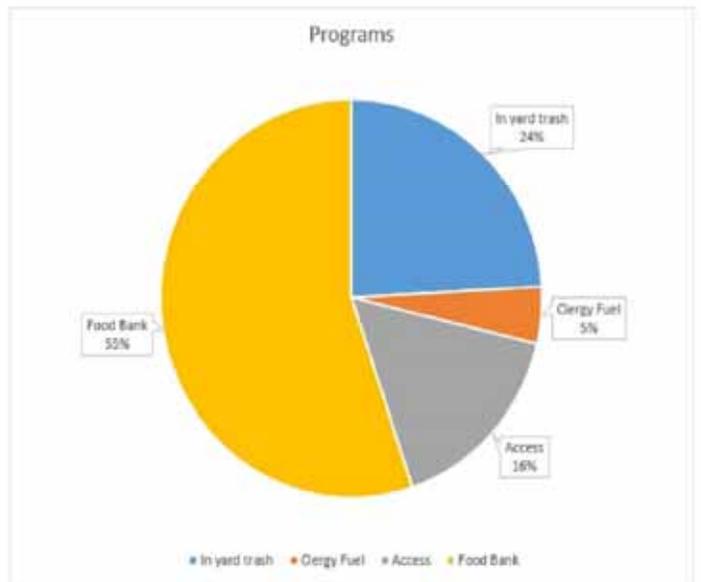
Assistance Records: 69 Visits
Total Household: 32 with a total of 71 members

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. Our clients appreciate the ability to shop for themselves and their families.

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

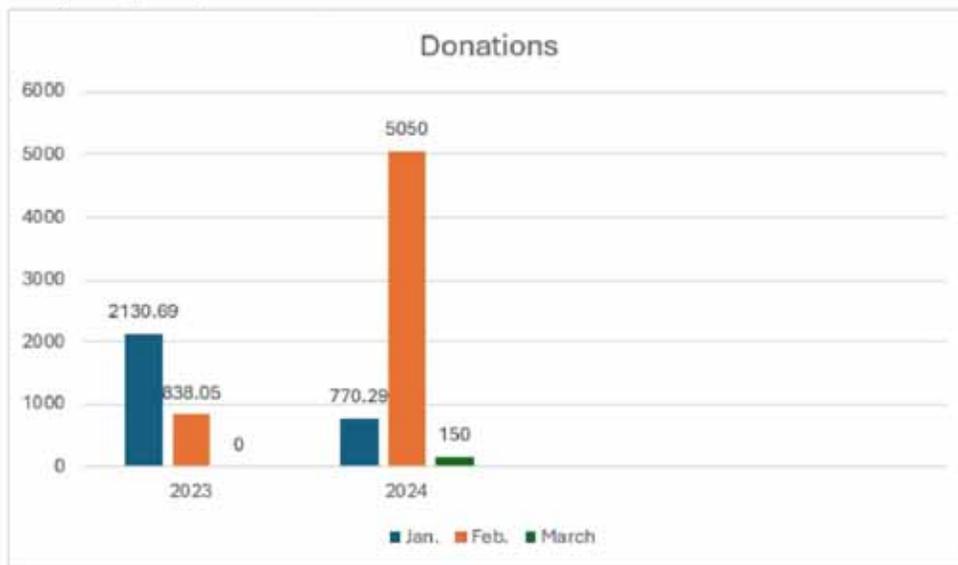
2. Special Needs:

- Our office didn't not have any financial requests that would require the special needs account this quarter
- **CLERGY FUEL:** 5 deliveries of oil were authorized from the Clergy Fuel Fund for clients who have exhausted all other resources. The total amount used from Clergy for this quarter is \$2043.15.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 20 households on the In-yard Service List at this time.



3. Donations:

- During this quarter, we received a total of \$5970.29 in donations.



B. COVENTRY SENIOR CENTER- January – March 2024



1. PROGRAM ACTIVITY

Classes/Workshops/Leisure

Event Participation

Monthly Tech Tuesday	3
Monthly Book Club	48
Crafternoon (February)	5
Monthly Jewelry Group	9
Crocheting & Knitting Session (monthly)	10
Let's Get Sewing (weekly)	51
TOTAL	126

Fitness

Chair Yoga – Monday	91
Strength & Condition – Tuesday	92
Tai Chi - Wednesday	62
Strength & Balance - Thursday	157
Chair Yoga – Friday (1 st & 3 rd)	24
Cardio Drumming – Friday (1 st & 3 rd)	38
Fitness Room	252

TOTAL	716
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Recreation/Entertainment

Bingo, Mahjongg, Corn hole	93
TOTAL	93

Social Activity/Event

Public Computers	17
Out to Lunch Bunch (monthly)	22
Conversations with Lisa Thomas, Town Council Chair	8
TOTAL	47

Personal Care

Massage Therapy (2x month)	13
Haircuts (monthly)	6
TOTAL:	19

Special Event

Veterans Coffee Hour	23
AARP Tax Aide (3 visits)	56
State Congressman Joe Courtney	13
Story Telling with Carolyn Stearns	32
Lunch & Learn – Estate Planning 101 with the Law Firm of Czepiga, Daly, Pope & Perry	36
New Year, New You – Self Care Challenge	12

TOTAL	172
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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 **10** individuals, **11** volunteer hours this quarter.
- **CEAP – CT Energy Assistance Program** – No new energy applications were processed during this quarter for fuel assistance though **9** patrons received support by the Coordinator for fuel delivery and benefits inquiries with the Access Agency.
- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **6** individuals in need of help for seniors or individuals with disabilities. This included referrals to the CT Energy Assistance Program (CEAP), Supplemental Nutritional Assistance Program, Renters Rebate, Eversource programs, Connecticut Home Care Program for Elders and referrals to other agencies. This also includes information about elderly care management, meals on wheels, emergency response systems, affordable housing applications and dementia education.

3. COMMUNICATIONS:

- **Monthly Newsletter:** **249** participants receive our monthly newsletter via email; 25 delivered to Orchard Hills Housing Authority and 50+ are picked up at the Center. 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 **701** followers and **546** “likes” this quarter.
- **06238** is the publication in collaboration with Parks & Recreation Department. During the month of March, the Coordinator prepared “drafts” for the publication. Edits, revisions and submittals were made in preparation for the launch of the Center’s town-wide brochure which will be available for all households in Coventry in April. The publication will be distributed to households 3 times each year: Spring/Summer, Fall/Winter, and Winter/Spring.
- **Volunteer Management-** Volunteer Management: Senior Center Volunteers gave 208 volunteer hours of service this quarter. Betsy Fitzgerald (**81.50 hrs.**), Penny Whitaker (**11 hrs.**) This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

4. PROFESSIONAL DEVELOPMENT:

Senior Center Coordinator:

1/30/24 LGBTQ+ Staff Training/Activity

1/31/24 CASCP (CT Association of Senior Center Professionals) with State Unit on Aging

2/15/24 Active Shooter Training sponsored by Town Hall

3/7/24 CT Age Well Collaborative- 2024 Age Well Academy “Every Age, Every Ability” We’re Going Local! Opportunities for Education and Support in Your Community on Disrupting Ageism and Ableism

3/8/24 ARPA Funding for CT Senior Center

3/11/24 State Unit on Aging – Community Conversations re: Strategic

Senior Center Assistant:

1/23/24 SERAC CT – An Exploration of the Connection Between Ageism and Mental Illness with Mark Irons

1/25/24 CT Age Well Collaborative – Karen Green (Operations & Network Coordinator) & Facilitator Robin McHaelen LGBTQ+ Moveable Senior Center Training Session

2/22/24 Active Shooter Training w/ TOC



Congressman Joe Courtney and Town Council Chair, Lisa Thomas

BY THE #5

Coventry Parks and Recreation serves hundreds of residents and nonresidents.

Here is a look at the numbers from January - March

PROGRAMS

- 676 Total Enrollment
- 441.25 Program Hours
- 44 Sessions

RENTALS

- 37 Lodge rentals
- 27 Millbrook Place rentals
- 91 Rental Inquires

SOCIAL MEDIA

- 48 Unique Facebook posts
- 3,566 Highest Single Post Reach
- 8,328 Total Post Reach
- 487 Post Engagements
- 2,771 Page Followers
- 356 New FB Followers – 12% increase

CHILDCARE

- 209 hours of childcare provided
- 1,026 snacks served
- 9 local high school/college age staff employed
- 19 avg. pm attendance
- 18 avg am attendance

BASKETBALL

- Over 900 volunteer coaching hours
- 23 Teams
- 82 instructional participants
- Girls Grade 8 Division 1 Travel League Champions
- Boys Grade 8 Division 3 Travel League Champions



PARKS & RECREATION QUARTERLY REPORT: WINTER 2024

JANUARY – FEBRUARY - MARCH

PROGRAM HIGHLIGHTS

Someone Special Dance:

The Someone Special Dance was held on Friday, February 9th. We welcomed almost 300 guests, the most in program history and reaching capacity! New this year, we added a sensory friendly hour at the beginning of the event with the lights on, softer music, and smaller crowd. Parks and Rec has expanded this event the past two years making it more inclusive and accessible.

Kids Night Out

Kids Night Out continues to grow in popularity and has now become a monthly recurring program. At Kids Night Out, participants enjoy pizza, play games, do crafts, play gaga ball and watch a movie. It's a great opportunity for Coventry families to become familiar with Parks and Rec programs and staff.

Free Trial Fitness Classes

As a special New Year promotion, Yoga and Tai Chi offered a free demo class, for those interested in trying the classes without committing to registering for the whole 6 or 9-week sessions.

Tot Multi Sport

Tot Multi Sport for ages 2 – 5 was offered in partnership with Skyhawks this winter for the second year in a row.

New Programs

This winter, we added two new programs; a Self Defense Jujitsu Class for adults and CGS Bingo/Craft for Grades K – 2. The CGS Bingo class was a big hit and is now being offered monthly.



COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director

Megan Yanez, Assistant Director

Josh Anderson, Recreation Assistant

www.coventry-ct.gov



FACILITY UPDATES

Patriots Park: In January, the Town went out to bid for a Patriots Park master site plan design. In total we received seven project proposals and completed interviews with three firms. Fitzgerald and Haliday were selected, and Department Heads met at the end of March to discuss the park prior to the first meeting with FHI in April. The Master Site Plan process is expected to take six months and will include several community/stakeholder meetings to gather input.

Miller Richardson : Throughout the winter, Parks and Rec and DPW Directors met with Coventry Softball and Coventry Baseball representatives to plan for spring field work including the addition of a storage shed for Softball Field 1, replacing the backstop on Baseball Field 5, and temporary changes to the traffic pattern to improve player and guest safety until the permanent roadway changes are made in the summer.

Other facility improvements including minor repairs to the Community Building furnace and Lodge flooring.

BASKETBALL

Coventry Youth Basketball Board and Coventry Parks and Recreation hosted the Rec Lakes League 7th and 8th Grade Boys Division Round One and Two Tournament Games as well as the NCC Travel League 8th Grade Girls Semi Finals and Finals. The season ended with several teams finishing in 1st and 2nd place for their division. Boys Grade 8 Division 3 Travel League – 1st Place, Girls Grade 8 Division 1 Travel League – 1st Place, Girls Grade 5 & 6 Travel League – 2nd Place, Boys Grade 7 Division 2 Travel League – 2nd Place. Also, for the second year in a row, thanks to mild winter weather, CYBA and Parks and Rec were able to offer Extended Instructional for an additional 3 weeks of game play focus for Grades 1 & 2.

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

WINTER IS FOR PLANNING

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

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

HIRING: Intent to return forms were collected from 2023 staff and summer positions were posted on the website and Indeed. Administrative staff began new hire interviews for gate attendants, camp staff, and lifeguards. Parks and Recreation hires approximately 40 seasonal staff every year.

CAMP REGISTRATION OPENS

Camp Wangumbaug opened registration for Summer 2024 on March 4th. The registration response on the first day was amazing! Returning and new families didn't delay and signed up early knowing that Camp W usually fills! By the end of March, 680 camper weeks were registered, making camp 95% full.

PROGRAMS IN ACTION



Basketball Highlights!



Enjoying Spring @ Rec.

Daze



Spring @ Mill Brook & Patriots

Park

06238

PUBLIC WORKS DEPARTMENT
Quarterly Report
January, February and March 2024

STAFF

Director of Public Works / Tree Warden William Watkins
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

*left town employment this quarter.

Trees

The department received numerous tree complaints during the quarter. All the trees were looked at to determine if they were in the town right of way and if so, they were tagged for removal or pruning. This resulted in the removal of 40 trees by Tennett Tree Service.

Winter Operations

The Public Works Department finished the winter season with 15 winter weather events. The snowfall total for the season was 29 inches. The crew used a total of 930 tons of treated salt and incurred roughly \$73,183 in overtime cost.

Fleet

The shop performed routine maintenance on vehicles and equipment. There were no significant breakdowns during the quarter. The shop started servicing and making needed repairs to the grass cutting equipment to prepare for Spring. The street sweeper and water truck were both serviced and needed repairs completed in preparation for the Spring sweeping program. The shop identified a list of old equipment that was approved for disposal. We worked with Gov Deals to auction off the equipment. This resulted in \$12,500 in revenue.

Administration

The Department budget was prepared and presented to Town Council on March 25th.

Road Crew

The mild winter allowed for the crew to perform routine road maintenance through the winter including:

- Pothole patching
- Roadside mowing
- Roadside brush clearing and tree trimming
- Cleaned equipment
- Roadside ditch cleaning
- Catch basin inspections

Planning for Spring construction work has been ongoing. The Pavement Management study was utilized to identify the roads that need maintenance. The roads were visually inspected to develop the paving and maintenance plan for this year. Currently we have identified 20.48

miles of roads that will be crack sealed, 4.47 miles of roads to be rubber chip sealed, 2.96 miles for 1.5 inch HMA overlay and 3.41 miles for full depth reclamation with HMA pavement. A Spring street sweeping program was outlined and started on March 18. The town was divided into 5 districts. Sweeping started in district 5 around the lake. See the attached map. The road crew repaired and replaced catch basin tops on Pucker Street and North River Road in preparation for paving.

Grounds / Facilities Crew

The grounds crew performed the following:

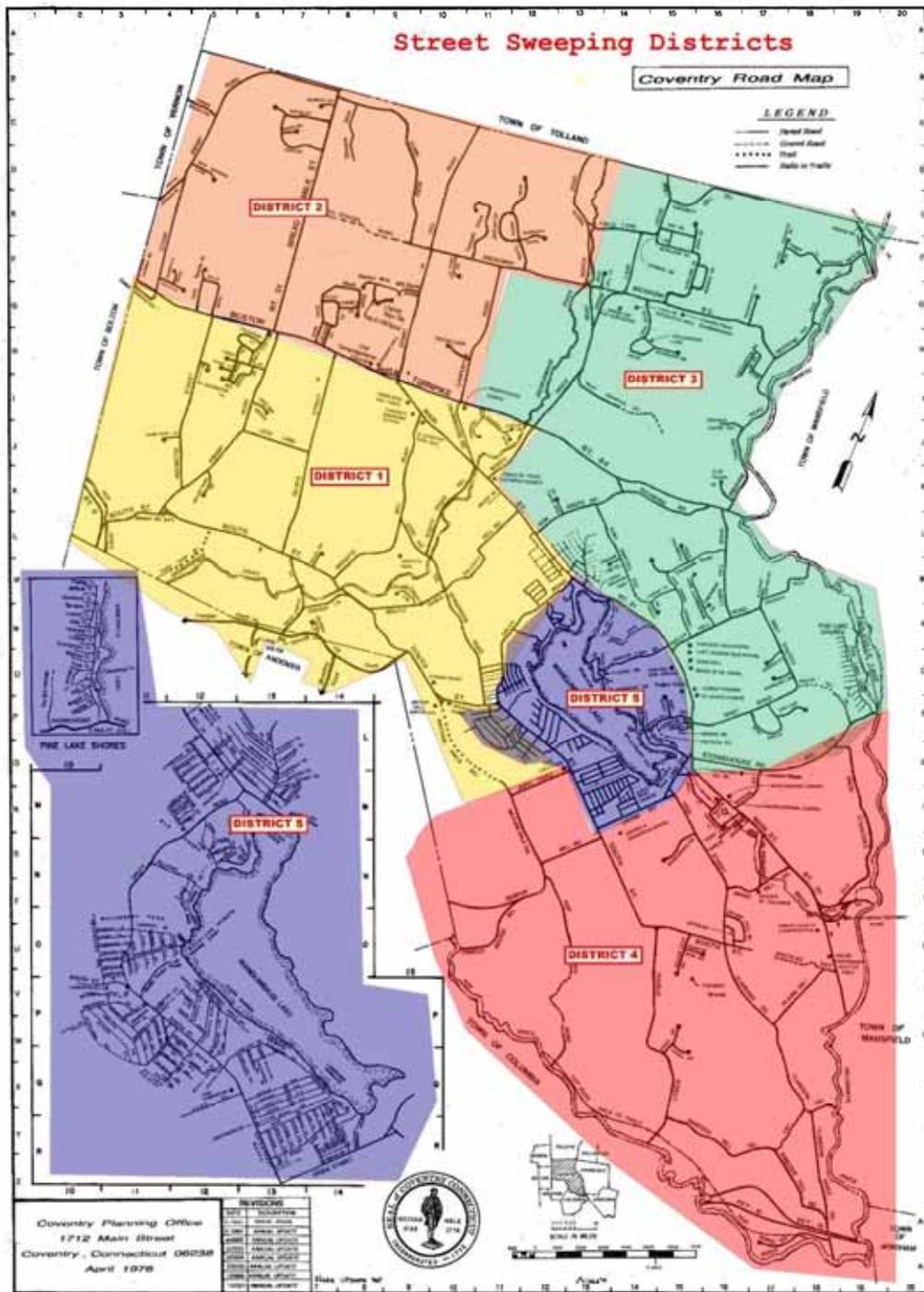
- Interior painting in the Registrar's office
- Brush cutting in parks and cemeteries
- Equipment maintenance
- Spring cleanups started
- Sport field maintenance started
- Sports fields aerated
- Spring lime and fertilizer applied

Training

- 2 employees trained on the roadside mower

Projects

- Dunn Road drainage project
- Root Road culvert replacement



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	\$12,354		\$53,471
Ewaste - each	333	426	357		1116
Propane Tanks - each	80	52	37		169
Bulky CD/Stumps - tons	119	76	63		258
Scrap Metal - tons	13	16	9		38
Tires - each	88	153	68		309
Leaves - tons	2	19	0		21
Refrigerant - each	150	116	60		326
Mattress	185	196	130		511
Customers	1,381	1,483	1296		4160

TRANSFER STATION: MATERIALS TRANSFERRED

Casella - Bulk (cd) ton	125	75	75		275
Casella - Bulk (brush) ton	0	0	0		0
Casella - Recycling (metal) ton	31	25	25		81
Casella - Single Stream ton	12	6	4		22
Take2 - refrigerant units	282	25	133		440
Take2 - electronics (CED) lbs.	8,371	8,259	7,613		24,243
Take2 - electronics (non) lbs.	4,075	6,162	2,832		13,069
Take2 Recycling - lamps, mixed lbs.	522	418	337		1,277
Take2 Recycling - batteries, mixed lbs.	0	788	0		788
N 'n M Recycling Inc - propane- each	0	137	0		137
N 'n M Recycling Inc - fire extinguishers	0	41	0		41
CRM Co LLC Tire - each	169	184	104		457
Bye Bye Mattress - each	236	201	163		600
PaintCare - lbs.	3,000	1,500	3,000		7,500
Midstate Batteries - each	0	94	0		94

CURBSIDE PICK UP

msw to Casella @ \$88.58 / ton expenditure	1,024 \$90,718	1,007 \$89,165	903 \$79,998		2,934 259,881
recycling to Casella @ \$variable / ton expenditure	278 \$30,283	276 \$28,511	254 \$20,946		808 79,740
curbside bulk to Casella @ \$85.49 / ton expenditure	45 \$3,886	44 \$3,768	23 \$1,987		112 9,641

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
01/04/24	\$293.20	\$242.00	-\$7.29	10	0	4870	740	9	140	2	5
01/06/24	\$731.95	\$406.40	-\$11.76	23	7	9730	3000	13	180	7	11
01/11/24	\$214.50	\$247.20	-\$7.02	12	2	5400	350	0	0	0	3
01/13/24	\$190.80	\$426.20	-\$11.98	9	0	5710	990	8	0	5	9
01/18/24	\$176.80	\$58.00	-\$1.81	7	2	2360	700	8	0	1	5
01/20/24	\$164.00	\$40.00	-\$1.24	12	2	1590	1000	0	0	0	5
01/25/24	\$139.70	\$138.40	-\$4.20	9	0	2040	360	0	0	4	0
01/27/24	\$372.00	\$154.80	-\$4.53	33	0	4960	750	0	0	2	8
Mo Total lbs.	\$2,282.95	\$1,713.00	-\$49.83	115	13	36660	7890	38	320	21	46
tons		\$3,946.12				18.33	3.945		0.16		
RECEIPTS											
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS
02/01/24	\$246.40	\$55.20	-\$1.64	4	0	3100	650	2	0	1	2
02/03/24	\$517.00	\$445.60	-\$8.80	11	0	10890	1610	0	0	9	6
02/05/24	\$0.00	\$0.00	\$0.00	0	0	0	0	1	0	0	0
02/08/24	\$334.00	\$90.00	-\$2.74	15	0	5180	700	8	0	2	3
02/10/24	\$327.40	\$517.60	-\$14.64	10	2	9580	920	0	0	1	10
02/15/24	\$32.00	\$80.00	-\$2.28	7	2	1070	170	1	0	0	0
02/17/24	\$140.00	\$40.00	-\$1.24	20	0	1260	300	0	0	0	5
02/22/24	\$74.80	\$126.40	-\$3.78	34	0	2165	300	0	0	1	7
02/24/24	\$361.60	\$341.60	-\$9.77	7	0	6810	870	0	0	7	7
02/29/24	\$129.80	\$227.20	-\$6.61	17	0	3890	300	5	0	0	1
Mo Total lbs.	\$2,163.00	\$1,923.60	-\$51.50	123	4	43945	5920	17	0	21	41
tons		\$4,035.10				21.9725	2.96		0		
RECEIPTS											
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS
03/02/24	\$210.20	\$251.20	-\$7.03	17	0	4910	1150	5	0	1	2
03/07/24	\$170.40	\$92.80	-\$2.82	5	0	3090	410	0	230	1	5
03/09/24	\$355.80	\$149.60	-\$4.39	6	0	5620	690	1	0	3	5
03/14/24	\$215.40	\$151.00	-\$4.53	8	2	3830	400	0	50	1	5
03/16/24	\$209.20	\$328.80	-\$9.85	32	2	5120	600	3	0	1	11
03/21/24	\$367.00	\$28.00	-\$0.83	11	10	2990	530	1	50	8	3
03/23/24	\$66.80	\$64.80	-\$1.98	22	2	890	300	1	0	1	0
03/28/24	\$256.00	\$352.00	-\$9.65	6	0	7370	600	0	0	0	5
03/30/24	\$682.20	\$477.40	-\$13.83	10	4	12600	370	2	250	2	7
Mo Total lbs.	\$2,532.00	\$1,895.60	-\$54.91	117	20	48320	5050	13	380	18	43
tons		\$4,427.60				23.16	2.525		0.29		
Qtr Totals lbs.	\$6,977.95	\$5,532.20	-\$156.24	357	37	126925	18860	68	900	60	130
tons		\$12,353.91				63.4625	9.43		0.45		

OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS
Evan, Matt	19804-19826	59	10	10	9
Evan, Matt	19827-19854	114	32	12	11
Matt	19872-19883	45	6	6	0
Matt	19884-19903	81	11	9	4
Matt	19904-19911	41	5	3	4
Matt	19912-19924	44	10	2	14
Matt	19925-19938	42	36	6	11
Troy	19939-19957	43	14	5	1
		469	124	53	54
OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS
Matt	19958-19967	44	7	2	0
Matt	19968-19995	84	15	12	0
0	0	0	0	0	0
Matt	19996-20011	63	12	4	0
Matt	20012-20036	76	11	12	0
Matt	20037-20040	13	2	2	0
Troy	20041-20049	23	7	2	0
Troy	20050-20059	39	2	6	0
Matt	20060-20087	66	18	9	20
Troy	20088-20100	35	6	7	0
		443	80	56	20
OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS
Matt	20101-20117	46	10	5	0
Dave	20119-20125	13	3	4	0
Dave	20126-20141	12	10	5	0
Matt	20142-20159	51	9	6	0
Troy	20160-20184	79	12	13	0
Matt	20185-20199	38	13	1	0
Troy	20200-20207	27	5	3	0
Matt	20208-20221	40	8	5	0
Troy	20222-20258	78	23	14	22
0	0	384	93	56	22
		1296	297	165	96

This chart counts the number of customers and indicates if they pay with cash, check or cc.

TRANSFER STATION MATERIAL TRANSFERRED

JAN, FEB, MARCH TRANSFER STATION CUSTOMER COUNT

<u>material transferred:</u>				1st month	2nd month	3rd month		total for
				jan	feb	march		quarter
Casella Waste - Bulk (cd) ton				32.33	25	17.65		74.98
Casella Waste - Bulk (brush) ton				0	0	0		0
Casella Waste - Recycling (metal) ton				10.19	4.72	9.84		24.75
Casella Waste - Single Stream ton				3.84	0	0		3.84
Take2 - refrigerant units				60	73	0		133
Take2 Recycling - electronics (CED) lbs.				3027	2946	1,640		7613
Take2 Recycling - (non) lbs.				2534	249	49		2832
Take2 Recycling - uw lamps lbs.				189	148	0		337
Take2 Recycling - uw batteries lbs.				0	0	0		0
N 'n M Recycling LLC - propane tanks - each				0	0	0		0
N 'n M Recycling LLC - fire extinguishers - each				0	0	0		0
CRM Co. LLC - each				104	0	0		104
Bye Bye Mattress - each				66	27	70		163
Midstate Batteries				0	0	0		0
PaintCare - lbs.				1500	1500	0		3000

Baystate Textile, Take2 Electronics (etc.), wood & auto batteries recycling report										
	textiles		lbs. CED @ \$.055/lb.		batteries,			Earth Dynamics	auto	
	lbs.	\$0.06	(computers, monitors, tv, printers)	non CED	lamps	mixed	refrigerant	wood ton	\$5	Discover
									each	Books-lb
									ton	
2023										
July	4,400	\$264.00	2,657	1,218	273	0	0	30.91	0	765
		pd ck # 05250								
August	3,780	\$226.80	3,551	1,190	0	0	90	39.07	0	763
		pd ck # 05516								
September	3,960	\$237.60	2,163	1,667	249	0	192	33.06	0	0
		pd ck # 06126	pd 1st Q ck # 16503 (8,371 lbs.) \$460.41							
October	4,040	\$242.40	4,110	1397	0	0	25	13.96	0	0
		pd ck # 06887								
November	5,660	\$339.60	823	788	0	94	0	0	305	0
		pd ck # 07392								
December	3,700	\$222.00	3,326	3,977	418	788	0	60.2	0	0
		pd ck # 07495	pd 2nd Q ck # 16690 (8,259 lbs.) \$454.25							
2024										
January	4,050	\$243.00	3,027	2,534	189	0	60	35.53	0	0
		pd ck # 08000								
February	3,300	\$198.00	2,946	249	148	0	73	0	0	0
		pd ck # 08902								
March	3,810	\$228.60	1,640	49	0	0	0	0	0	0
		pd ck # 09302								
April										
May										
June										
year total	36,700	\$2,202	24,243	13,069	1,277	882	440	213	305	1,528

WPCA 2024 1st Quarter Report: January, February, March

Wastewater Treatment Plant (WWTP):

Designed/permitted for average 200,000 gallons per day
Average flow over past 12 months = 215,291 gallons per day
Peak daily flow this quarter = 494,000 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. Staff have started working on the EPA grant application.
- 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:

- Inflow & infiltration of clean water into the sewer system has increased due to record high rainfall. Staff are performing manhole inspections to identify and remove sources of I&I.
- The Woodland Rd/Coventry Lake cured-in-place pipe lining project was completed by Insituform Technologies. The project took longer than expected but went well overall. Staff are awaiting final inspection videos to review before making final payments.

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 that has been exacerbated by record rainfall. When the treatment plant was designed in the early 80's average yearly rainfall was 35 inches. In 2023 we had 65 inches of rain.
- We had 3 basin overflow events in March 2024 which were reported to CT DEEP per state law. The overflows did not reach any waterbodies or pose risks to the public. The basins have been in operation for 39 years and are nearing the end of their useful life, much like a septic system leach field.
- CT DEEP said we are not allowed to construct additional basins or expand the existing basins. Our only option is to perform a major upgrade to the plant.

Wastewater Management Plan:

- Tighe & Bond completed the draft Wastewater Management [Facilities] Plan. It has been submitted to CT DEEP for review. Preliminary results show it will be less expensive to upgrade the plant than connect to Willimantic. We also retain control of our fees and it's easier to expand in the future if we upgrade our own plant. We looked at areas around the Lake for potential sewer expansion to make sure we have sufficient capacity for appropriate future growth.
- We expect to receive 25-30% grants from CT Clean Water Funds for the upgrade. This project is not eligible for USDA or CDBG funding.
- 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.