

# TOWN OF COVENTRY QUARTERLY REPORTS



April - June 2024

# TABLE OF CONTENTS

Finance Department .....	3
Collector of Revenue .....	4
Assessor .....	6
Town Clerk .....	8
Registrar of Voters .....	11
Land Use Office .....	13
Building Department .....	25
Police Department .....	27
Fire/EMS Department .....	32
Human Services .....	35
Parks & Recreation .....	46
Booth & Dimock Library .....	48
Public Works .....	52
WPCA .....	63

*Cover photo: Coventry turned out in force for the 2024 Memorial Day Parade. Photo by Laura Stone.*

**Finance Department  
Quarterly Report  
Covering Period 4/1/2024– 6/30/2024**

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

Significant time was spent creating the budget document for FY24-25. The budget was passed by taxpayers on June 4, 2024 with an expenditure total of \$45,590,034, a 3.35% increase from the prior year, with a general government total of \$12,050,160. The mil rate was approved by the Town Council at a rate of 33.31, a 1.57% increase from the prior year.

Significant time has been spent preparation for FY24 close out which began in June and will continue through the summer as we prepare for the audit.

Open enrollment for health and dental insurance was completed during May and June. Based on claim history, the Town obtained a 9% increase in medical and dental premiums for FY24-25.

Significant time was spent onboarding and offloading summer season staff for the season and creating new positions for the paid Coventry Fire Department who start on July 1, 2024.

Meetings attended

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

Date: August 12, 2024

SUBJECT: FOURTH QUARTER REPORT 2023-2024

The Tax Department was busy this quarter with fiscal year end details as well as the upcoming bill cycle. The sewer assessment fiscal year closed out the end of April. The working rate books, balances and reports were printed. A total of 232 sewer assessment bills were printed and mailed the last week of April.

Delinquent notices were prepared and mailed for real estate and sewer use, as well as COVRRRA/Trash, personal property & sewer assessment. Liens were filed against properties with an unpaid balance on real estate (271), sewer use charges (67) and COVRRRA/Trash fees (276). These filings were done the month of April and May.

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

The town council set the mill rate at the June 10<sup>th</sup> meeting at 33.31 for the Real Estate & Personal Property for the upcoming 2023 Grand List & 32.46 for the Motor Vehicle (state cap) for the upcoming 2023 Grand List. There was also an increase in the COVRRRA/Trash fee of \$35.00. The tax bills for Real Estate (6,388), Motor Vehicle (13,584), Personal Property (661) and COVRRRA/Trash fees (4,884) were prepared. Information on new owners, mailing address, certificates of correction & back taxes were entered. The bill file was then prepared and sent to the printer.

The fourth quarter collection report is attached.

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

		Property Tax	Interest	Liens & Costs	Total
<b>Grand List</b>	2008	0.00	0.00	0.00	0.00
	2009	0.00	0.00	0.00	0.00
	2010	29.70	69.05	24.00	122.75
	2011	29.70	63.71	24.00	117.41
	2012	30.77	60.46	24.00	115.23
	2013	31.32	55.91	24.00	111.23
	2014	206.23	202.27	24.00	432.50
	2015	597.17	791.87	24.00	1,413.04
	2016	2,196.35	1,104.24	24.00	3,324.59
	2017	700.35	738.03	24.00	1,462.38
	2018	35.42	31.35	24.00	90.77
	2019	867.15	508.52	24.00	1,399.67
	2020	9,770.10	4,309.05	96.00	14,175.15
2021	<u>41,496.67</u>	<u>12,675.35</u>	<u>264.00</u>	<u>54,436.02</u>	
		55,990.93	20,609.81	600.00	77,200.74
<b>Current</b>	2022	227,161.17	25,926.70	456.00	
Current SMV		<u>23,081.43</u>			
	Totals	<u>306,233.53</u>	<u>46,536.51</u>	<u>1,056.00</u>	<u>353,826.04</u>
<b>Current 110</b>	6010	40211	227,161.17		
Delinquent		40212	55,990.93		
Interest & Liens		40213	47,592.51		
SMV		40214	<u>23,081.43</u>		
			<u>353,826.04</u>		
Sewer Assess 205-7722	40211	103,278.32		Sewer User	40211 19,133.75
Interest, Liens, Per Diem	40213	<u>1,901.18</u>		Interest & Liens	40213 <u>3,185.17</u>
		<u>105,179.50</u>			<u>22,318.92</u>
<b>COVRA</b>				Returned Check Fee	<u>80.00</u>
Current 218-7601	40211	17,449.65			-
Delinquent	40212	5,736.38		ADVANCE TAX	<u>0.00</u>
Interest & Liens	40213	<u>7,014.37</u>			
		<u>30,200.40</u>			
					-
	<b>Total</b>	<b><u>\$511,604.86</u></b>			

## Assessor Quarterly Report-April 1 – June 30, 2024

### April 2024

April's activities included preparing and filing a State Report for State owned property (M-37), mailing Income and Expense reminder to file letters, as well as Elderly Homeowner reminder to file letters. Motor vehicle corrections/prorates to the 2023 Grand List are ongoing.

### May 2024

May included preparing and filing the Grand List data to the state (M-13), finalizing the data entry part of the Elderly and Disabled Homeowner's program as well as the new Local Tax Credit and Deferral program. The State and Local Homeowners program applications deadline was May 15, 2024. The mill rate was set after the second budget referendum at 33.31. Approved applicants were mailed notifications informing them of their benefit amounts to keep for their records, these tax credits will also appear on their bills in July. The totals for the applications processed for both local and the state program was as follows;

53 Applications-State Program

61 Renewals-State Program

**114 State Applications Total**

10 Credit-Local Program (deferral)                      \$7,250 (reimbursed by homeowner)

108 Credit-Local Program (tax credit)                      \$31,835 (no reimbursement to town)

**118 Local Applications Total**

### June 2024

June is a short month to complete all motor vehicle prorates and other corrections in order to have the bill file as updated as possible. There are many taxpayers that have not kept the motor vehicle they owned on October 1, 2023 for various reasons. This results in a steady flow of changes to the list, which peaks in July when bills go out.

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

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

**The State has passed legislation effective October 1, 2024, increasing the benefits for some disabled veterans, details will be coming soon.**

## **REVALUATION 2024 PROJECT UPDATE:**

Pursuant to C.G.S. Sec. 12-62(b) (4) the Assessor may accept a Data Mailer Questionnaire in lieu of inspecting the interior of the property and, as part of this 2024 revaluation project, Coventry has opted to send out Data Mailer Questionnaires rather than attempt to visit and ask all of our property owners to allow us inside their property.

Data Mailers were mailed the week of March 11, 2024, with an over 80% return rate. Those that did not return the mailer will be visited in the near future. We do still encourage you to return the mailer if you have not done so.

There are five (5) phases of a revaluation. Data Collection, which includes the “full inspection” or “Data Mailer” process, is the first phase. The other four phases are: Market Analysis, Valuation, Field Review, and Informal Hearings.

The second phase, Market Analysis, began in March as well. As part of Market Analysis, the vendor will be looking at all the “Sale properties” (those which have sold between July 2023 – September 2024). These properties will be used to determine the fair market value of every other property in town as of October 1, 2024. Since many times a new owner will make changes to the property they recently purchased, an ideal situation is when we are able to get a snapshot of exactly what sold in close proximity to the sale date.

Phases three and four are running concurrently, with Field Review having additional vendor staff in town literally viewing every property from at least the street or a drive down each driveway.

If anyone has any questions or concerns regarding any phase of the revaluation process, please feel free to contact Town Assessor John Preisner directly.

## OFFICE OF TOWN CLERK

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Lori Tollmann  
Town Clerk

Brooke R. Manning  
Assistant Town Clerk

Lori Beecher  
Assistant Town Clerk

### QUARTERLY REPORT APRIL 1 - JUNE 30, 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, Notary Public appointments and issuing marriage, sports and dog licenses and administering elections in coordination with the Registrar of Voters.*



## Recording & Licensing

### Receivables & Revenue:

- ✓ The Clerk's Office collected \$201,068.50 which the Town retained \$58,450.00



Activity	Volume	Revenue
Total Documents Recorded	425	12,881.00
Real Estate Conveyance Tax	47	36,706.50
Copies	1,731.50	1,731.50
Unanticipated Funds	0	0
Trade Name Certificates.	6	10.00
Liquor Permits	4	80.00
Burial & Cremation Permits	7	35.00
Marriage Licenses	10	160.00
Vitals Copies	100	2,000.00
Notary Fees & Renewals	36	320.00
Dog License Fees	1197	1,887.00
Maps Filed	5	100.00
Fish & Game License & Permit Fees	161	66.00
Conveyance fees	47	47.00
PA-490	0	0
PA-146 Clerk	425	672.00
PA-05-228, 09-229 & 13-247 LOCIP	425	746.00
PA-05-228, 09-229 & 13-247 Clerk	425	1,008.00
<b>Town Clerk Revenue Transferred to the Treasurer:</b>		<b>\$58,450.00</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 documents preservation account. Two dollars of the fees is retained by the Town Clerk for preservation and management of historic records. By law these funds may not be used to supplant budgeted funds. These are new fees that went into effect December 1, 2017.

**PUBLIC ACTS 05-228, 09-229 & 13-247:** When initially implemented PA 05-228 required the Town Clerk to collect an additional \$30 fee for each document recorded on the town's land records. The State of Connecticut received \$26 of each fee to fund affordable housing development and farmland, open space and historic preservation. The town kept the remaining \$4, of which \$3 must be used by the town to pay for local capital improvement projects, LOCIP, as defined in Sec. 7-536 of the general statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. This legislation required an additional \$10 fee for the first page of land recordings. The purpose is to provide a safety net program for Connecticut's one billion dollar dairy industry. PA 13-247 became effective July 15, 2013. This public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from that date forward. Certain MERS documents require \$127, others \$110 of the filing fee to be remitted to the State. There are 6 options for the calculation of fees requiring a thorough examination of each document. These fees are collected, combined and remitted with three respective reports to the State of Connecticut.



**State Fees Collected and Remitted:** The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$201,068.50 in fees was collected. Associated reports were prepared and \$142,618.50 was disbursed to the State as follows:

PA 13-247	\$ 6,542.00
PA 05-228 & 09-229	12,096.00
Marriage Licenses	340.00
Fish & Game Licenses	1,413.00
PA-146	2,688.00
State Conveyance Tax	110,294.50



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

	Dog License Fee	Surcharge
April - June	\$6,563.00	\$2,682.00

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

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

**Dog Licensing:** The month of June is annual dog licensing month. All dogs over 6 months of age are required to be licensed no later than June 30<sup>th</sup> to avoid a penalty. In May, we printed and mailed 1,400 license renewal

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

We had many entries again this year for our #1 Dog Tag. The lucky winner was Elvis who is own by The Tougas Family

**Rabies Clinic:** The 40th Annual Rabies Clinic was held on May 4, 2024. We vaccinated 50 animals.

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

April 27, 2024 - The Coventry Annual Town Meeting.

May 7, 2024 – Budget Vote. Budget failed.

May 28, 2024 – Special Budget Meeting.

June 4, 2024 – Budget Vote. Budget passed.

### **Staffing Updates/Activities**

Our office attended the CTCA Spring Conference April 17-19, 2024

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

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

Lori Beecher started April 29, 2024, as our new Assistant Town Clerk

# COVENTRY REGISTRAR OF VOTERS

April 1, 2024 – June 30, 2024

## Quarterly Report

### **STAFF**

Democrat Registrar of Voters:	Sandy Simon
Democrat Deputy of Registrars:	Richard Martin
Republican Registrar of Voters:	Marilyn K. Powers
Republican Deputy Registrar of Voters:	Marilyn Barrette

### **STAFF NEWS**

The Registrars and the Deputy Registrars attended the ROVAC spring conference held at the Doubletree Conference Center located in Bristol. Early Voting was a main topic during the discussion portion of the event. Other topics included budgeting for Registrars, use of computers in the office, and Early Voting procedures and possible changes. We were also introduced to the 2 new tabulators that the Office of the Secretary of the State is reviewing.

In addition, the Registrars and Deputies have attended several County ROVAC meetings. The focus of these has been the new Early Voting.

### **VOTER UPDATE**

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

<b>Additions</b>	122
<b>Changes</b>	243
<b>Removals</b>	183

Registered Voters as of June 30, 2024 are categorized as presented in the table below:

	<b>DEMOCRATS</b>	<b>REPUBLICANS</b>	<b>UNAFFILIATED</b>
<b>ACTIVE</b>	2460	2239	3909
<b>INACTIVE</b>	254	196	494

### **POLLING LOCATIONS**

The Republican Primary on August 13, 2024 will be held at the South Fire House located across the street from the Captain Nathan Hale Middle School. Hours are 6:00 am to 8:00 pm.

The November 5, 2024 Election will be held at Coventry High School located at 78 Ripley Road. Both Districts 1 and 2 will be voting at that location. Early Voting for the November Election will be held in the Registrars Office located in the Town Hall. Days and hours for Early Voting are listed below:

Monday through Sunday from October 21 through November 3, 2024 -

**Hours** : 10:00 am to 6:00 pm

**EXCEPT** Tuesday October 29, and Thursday, October 31 -

**Hours:** 8:00 am to 8:00 pm

### **PRESIDENTIAL PREFERENCE PRIMARY**

Early Voting for the Presidential Preference Primary went well. The Registrars and Deputy Registrars manned the office for the four required days. Turnout for Early Voting was very low with only 111 electors voting. There were no curbside voters. On Election Day, 263 Democrats and 251 Republicans came to the polls to vote. This represented 10% of the eligible registered voters.

### **REFERENDA**

The first budget referendum held on May 7, 2024 was defeated, 1103 NO; 942 YES. A second referendum was held on June 4 and the budget passed by 36 votes. YES - 1046      NO - 1010



*Opening Day at the Coventry Farmers' Market*

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

Quarterly Report for  
April May June  
~ 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 Managers, Coventry Farmers' Market*

## LAND USE STAFF HIGHLIGHTS

YEAR 2024

April, May, June

- **Sustainable CT:** Met with intern/fellow Bret Hurley regarding maintenance of certification, taking steps towards creating Sustainability Team.
- **Technological Assistance for Brownfields (TAB):** Conducted site walk of 28-30 Mason Street with TAB professionals to identify potential issues/opportunities for redevelopment.
- **CT Countryside:** Contracted with CivicLift to develop community website and engagement platform for economic and community development
- **Arts on Main:** Attended monthly meetings to prepare for Sept. 14 event
- Continued to provide administrative support for **Coventry Farmers' Market**
- Continued to facilitate zoning/blight enforcement cases with Town Attorney
- Continued search for a qualified Planning Technician/Zoning Enforcement Officer

*Volunteers make it happen at the Coventry Farmers' Market!*



**PLANNING AND ZONING COMMISSION**

YEAR **2024**

April, May, June

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.	4/15/24	A
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.		W
PZC-24-3	S	5/24/24	Special Permit Application for a Single-Family Dwelling on an undersized/non-conforming lot at 162 Lakeview Dr., Assessors’ lot number 43/2/5; Applicant/Owner: Joseph M. Grillo, Jr.		P
PZC-24-4	S	6/6/24	Special Permit Modification Application of CLCC to use existing residence at 2645 Boston Tpk - Withdrawn, Not Required		W

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:**

- Discussed proposed agri-tourism zoning regulation change for special events facilities on farms with Hickory Ridge Tree Farm
- Met with Creative Living Community of CT to discuss future development plans
- Discussed CRCOG Regional Plan and State Plan of Conservation and Development drafts
- Forwarded comments on Capital Improvement Plan to Town Council

**April, May, June**

**DISCUSSION AND ACTION TOPICS:**

- Created subcommittee to help organize business recognition events (i.e. the Party Planning Committee).
- Met with Josh and Kellyann Lehmann of Hickory Ridge Tree Farm at 108 South River Road to discuss proposal for special events on farms, business diversification, and agri-tourism.
- Met with Lindsey Ivan, Kim Ivan, & Andre Rancourt who recently opened KAL Consignment, a secondhand and upcycled boutique at 44 Depot Road.
- Met with new owner of the Coventry Laundromat Craig Marcus whose business partner is Ryan McDonald. They own Ted's Bar in Storrs and student rental housing. This is their first business venture in Coventry. They are completely renovating the inside of 1047 Main Street, installing all new utilities and equipment, and renovating the parking lot and building exterior. Improvements total nearly \$100,000 and they are using Coventry contractors. They have a new upstairs tenant, Kobukai Jiu Jitsu operated by Kyle Brennan. The Hair to There Salon (other upstairs tenant) is closing after 34 years.
- Met with Doug Bynes of Bynes Falls located at 2991 South Street. The location is a legally non-conforming office under zoning. Mr. Bynes is developing plans for a full interior renovation and will be seeking a new tenant.



*Ryan McDonald and Craig Marcus at 1047 Main Street*

April, May, June

**FARMERS' MARKET HIGHLIGHTS:**

- The market season kicked off on June 2. Opening Day had a baseball theme - Take me out the Market!
- Attendance is up 20% from last year! The highest daily attendance was on Fathers' Day with 6,400 visitors.
- The Market Managers were busy building goodwill over the winter and spring by visiting farms and businesses. Even during market season, they continue to meet with vendors and have met with all twelve full-time market farmers. Coventry visitations include Lavender Ridge Farm, Long Meadow Farm, Riverview Farm, Raising Wallz Pottery, and more.
- The Market Managers applied for a Farm Credit East grant in the amount of \$500.



*Market Managers Heather Allen and Melissa Tremblay  
(The Dynamic Duo)*

**ZONING BOARD OF APPEALS**YEAR **2024**

April, May, June

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
ZBA-24-2	4/16/24	5/21/24	Request for variance to create two non-conforming lots at 84 Squirrel Trail. Applicant Dorian Famiglietti, Owners: Bruce and Roberta Macaro	5/21/24	A
ZBA-24-3	4/29/24	5/21/24	Request for variance from Sec. 4.04 of the Zoning Regulations to increase lot coverage at 162 Lakeview Drive. Applicant/Owner: Joseph M. Grillo, Jr.	5/21/24	A
ZBA-24-4	6/20/24	7/16/24	Request for a variance from Table 4.04A of the Zoning Regulations to allow a reduction of front yard setback from 20' to 15.7' at 12 Englewood Trail Applicant: James Lathrop, Owner: Elias Fogarty		P
ZBA-24-5	6/27/24	7/16/24	Request for variance from Table 4.04A of the Zoning Regulations to allow a reduction of the side yard setback from 20' to 13.0' at 41 Swamp Road in the GR-80 Zone; Applicant: Sarah Szczebak, Owners: Thomas and Barbara Peracchio		P
ZBA-24-6	6/27/24	7/16/24	Request for variance from Section 6.03 of the Zoning Regulations to allow a 16'x20' personal storage shed on a vacant lot and from Table 4.04A to allow a reduction of the front yard setback from 50' to 24.0' at 64 Zeya Drive. Applicant/Owner: Debbieann Durkin		P

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

**News from the Acting Planning Technician & Zoning Enforcement Officers:****Personnel**

As the search continues to fill the vacancy left by the departure of Manuel Medina in January, 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. Roberson has also been handling any matters needing to go before the Zoning Board of Appeals.

**Permits**

Permit numbers, as expected, have increased as the weather has gotten warmer. The increase in activity that started late in the first quarter continued in the second quarter. Land Use Boards have been busy with development project applications for single family homes, additions, decks, sheds, garages and lot configuration variances. These projects then come back through the office as Building/Zoning permit applications. Driveway contractors are hard at work in Town which is keeping Staff busy with reviews and inspections. We expect these numbers to stay up through the fall.

**Enforcement**

Without having a full-time 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 full-time ZEO is hired, enforcement matters will ramp back up to normal levels.

**ZONING ENFORCEMENT Cont'd**

YEAR **2024**

**April, May, June**

Mark St. Germain – Acting Zoning Enforcement Officer

<u>ZONING PERMITS</u>	=	<b>61</b>
Single Family Dwellings		3
Condominiums		0
In-Law Apartments		0
Accessory Structures		
Decks/Porches		8
Sheds/Gazebos/Barns		4
Detached Garages		1
Pools/Hot Tubs		6
Additions/Attached Garage		1
Alterations/Renovations		0
Finished Basement		
Finished Basement		0
Finished Basement w/ Bedroom & Bathroom		0
Grading/Clearing		0
Fences		0
Commercial Use/Signage		2
Home Occupation		1
Driveway		11
Roof Mounted Solar PV		16
Ground Mounted Solar PV		0
Crumbling Foundation		5
Tenant Fit Out		1
Other		2
		<hr/>
Total		61

***\*\*\*Certificates of Zoning Compliance, Inspections and Violation/Enforcement Inspections are not currently being tracked due to the impact of being without a full-time Zoning Enforcement Office since January 2024. The Land Use Department hopes to resume reporting of these metrics in the new fiscal year once the department is back to full staffing levels.***

**INLAND WETLANDS AGENCY**

**YEAR 2024**

**April, May, June**

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
24-2W	1/31/24	2/28/24	-	113 Edgewater Dr Retaining walls along Coventry Lake Fran Knights	5/22/24	A
24-13WA	3/13/24	3/27/24	3/27/24	66 Pine Lake Dr Construct free-standing deck near Eagleville Lake Peter Ponticelli	5/13/24	A
TH	4/2/24	4/24/24	-	South St/Swamp Rd Selective Timber Harvest John Clark	4/24/24	A
TH	4/2/24	-	-	Willimantic Tpk/Watrous Rd Selective Timber Harvest Austin Harmon/ Hull Forest	4/12/24	A
24-16WA	4/16/24	-	-	436 Hemlock Point Dr Septic system replacement Stephen Rochon	4/18/24	A
24-17W	4/17/24	4/24/24	-	230 Standish Rd Drainage improvement project Heidi Diehl	-	W
24-18W	4/20/24	4/24/24		260 Mark Dr Garage Brian Bolduc	-	P
24-19W	4/23/24	4/24/24		535 Merrow Repair/replace driveway and culvert Andrew Bushnell	6/26/24	A
24-20WA	4/23/24	-		757 Brigham Tavern Rd Above ground pool Ernest Jellinek	-	P
TH	4/24/24	-		151 Stonehouse Rd Selective Timber Harvest Scott Person	4/30/24	A
24-21WA	5/1/24	-		36 Sam Green Rd 12x20 Shed in upland review area Robert and Barbara Sereno	-	P
24-22W	5/2/24	5/22/24		370 Hemlock Point Dr Demo/Rebuild of house. Lake wall rebuild. Eric Trudon	6/26/24	A
24-23AR	5/13/24	5/22/24		29 Cassidy Hill Rd Sugar house 43ft from wetlands Brian Murray	5/22/24	A
24-24W	5/15/24	5/22/24		Waterfront Park Association Beach Installation of two free-standing decks Norman Meyers	6/26/24	A
24-25WA	5/20/24	-		180 Talcott Hill Rd Above ground pool William Croft	5/28/24	A
24-26WA	5/28/24			74 Heather Ln Shed in upland review area Anthony Leon	5/31/24	A

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
24-27TH	6/13/24	--	-	42 Ridgebrook Dr Selective Timber Harvest Nicholas Mangiamele-Hull Forest Products	6/21/24	A
24-28W	6/17/24	6/26/24		272 Pine Lake Dr Demo/rebuild of house Mark Peterson		P
24-29WA	6/19/24	-		21 Wolf Hill Rd Septic for new house Richard Mannarino	6/26/24	A
24-30W	6/19/24	6/26/24		Waterfront Heights Association Beach Deposition of beach sand & stormwater management measures Donald Badstuebner		P
24-31W	6/25/24	6/26/24		51 Kensington Rd Addition in upland review area Roderick Carey		P

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 4 during the second quarter of 2024. There was a total of 14 new applications that were received, 8 of which were approved and 6 are pending. There were 2 applications from the first quarter approved. In addition, there were 4 timber harvest notifications and 1 As-of Right application, all of which were reviewed and approved.

There were two properties with wetland violations this quarter, one of which is being resolved by pursuing a permit. The other is pending further investigation.

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.

April, May, June-

**Professional Development and Other**

- Attended Vernal Pool Training hosted by CT River Coastal Conservation District and CT Audubon Roger Tory Peterson Estuary Center
- Continues to serve on Board of Directors for Hop River Trail Alliance and assist as Grant Fiduciary Agent for Hop River Trail Signage Grant
- Joined Sustainable CT program
- Conducting site walks of Town Open Spaces and developing a long-term maintenance/management plan
- Coordinating with Town of Mansfield to monitor and manage aquatic invasives in Eagleville Lake

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

- Continuing to assist with monthly Water Quality Monitoring of Coventry Lake.

**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.



*Vasey's pondweed – Found in Coventry Lake and threatened in CT  
Threatened species are native species likely to become endangered.*

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**4<sup>TH</sup> QUARTER**  
**April, May, & June 2024**

There were three (3) permits issued for new dwellings to be built this quarter.

<b>NEW HOUSE PERMITS ISSUED FOR THE 4th QUARTER FY 2023-2024 FISCAL YEAR</b>	
<b>ADDRESS</b>	<b>DATE</b>
129 ROSS AVENUE	4/10/2024
396 GOOSE LANE	4/18/2024
160 SATARI DRIVE	5/8/2024
NONE FOR JUNE	

There were NO foundation only permits issued:

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

There were five (5) permits issued this quarter for replacing crumbling foundations:

<b>CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 4th QTR 2023-2024 FISCAL YEAR</b>	
<b>ADDRESS</b>	<b>DATE</b>
670 STONEHOUSE ROAD	4/17/2024
50 BERRY AVENUE	4/18/2024
NONE FOR MAY	
1922 MAIN STREET	6/5/2024
92 SATARI DRIVE	6/5/2024
322 WOODMONT DRIVE	6/13/2024

One new home was issued a certificate of occupancy.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 4TH QUARTER 2023-2024 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
665 SILVER STREET NONE FOR MAY NONE FOR JUNE	4/25/2024

One home completed replacement of crumbling foundations this quarter.

<b>CRUMBLING FOUNDATIONS ISSUED CO's 4TH QUARTER 2023-2024 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
NONE FOR APRIL	
NONE FOR MAY	
361 BROAD WAY	6/20/2024

**Municipal Projects:**

There was one (1) municipal permit issued this quarter. This permit was for the HVAC design improvements at Coventry High School.

**Commercial Projects:**

In the month of April, we had a tenant fit out at 44 Depot Road to turn a photo studio into Kal Consignment LLC. Another tenant fit out was completed at 21 Bread & Milk Street where a new massage therapist took over the space. A permit was issued for a commercial renovation at 7 Daly Road. Finally, we had several temporary tent permits issued.

No commercial projects in May.

In June, there was a permit issued over at 755 Bread & Milk Street for the new C. Ward Electric warehouse that is being constructed. Another temporary tent permit was issued in June.

The Building Official completed four hundred thirty-four (434) inspections this quarter.

There were sixteen (16) solar permits issued during this quarter.

The Building Official has completed 19.5 hours of his continuing education hours this quarter.

### Permits for this Quarter

PERMIT TYPES	April, 2024	May, 2024	June, 2024	Fourth Qtr.
				2023-2024
Houses only	2	1	0	3
Foundation only	0	0	0	0
Condominiums	0	0	0	0
Commercial Bldg/Renov	0	0	1	1
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	1	0	1
Additions	1	0	0	1
Garages/Carports	1	0	0	1
Sheds/Barns	1	3	0	4
Decks/Porches	0	3	5	8
Pools	2	3	1	6
Demolition	2	1	0	3
Woodstove	0	0	0	0
Miscellaneous	31	44	21	96
Renov/Repair/Alter	12	5	7	24
Plumbing	4	6	6	16
Heating	13	12	20	45
Electric	19	14	12	45
<b>TOTAL PERMITS</b>	<b>88</b>	<b>93</b>	<b>73</b>	<b>254</b>
<b>PERMIT VALUE</b>	<b>\$2,124,879</b>	<b>\$13,920,300.39</b>	<b>\$2,581,111.23</b>	<b>\$18,626,290</b>
<b>FEES COLLECTED</b>	<b>\$28,138.66</b>	<b>\$28,610.34</b>	<b>\$31,330.42</b>	<b>\$88,079.42</b>
Certificate of Completion	75	42	72	189
C/O's - New Homes/Condos	1	0	0	1
C/O's - Other	0	0	0	0

All permitting is now required to be applied for online. This includes Land Use permitting for Zoning and Wetland reviews and driveway permits. You can access this site using the following link: <https://coventryct.viewpointcloud.com/> A computer kiosk has also been installed in our office so that we can assist those who would have difficulty scanning in and applying for their permitting at home. With this online permitting, the Building Official completes all inspections electronically to the online permit. This allows our office to reduce paper costs and file retention space. It also allows applicants to get feedback immediately in real time.

Quarterly Report  
Fourth Quarter FY 23\_24  
April 2024 – June 2024

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 23/24 fiscal year and information regarding the department's efforts and progress toward meeting those goals. Completed goals reported in the previous quarter have been omitted from this report.

#### **ADMINISTRATION**

**Goal:** *Continue to comply with CALEA and POST Accreditation standards and pass our in-house inspection.*

**Objectives:**

- We successfully completed our four-year assessment cycle for CALEA accreditation. We continue to be accredited at the advanced level.
- We will continue into the next four-year phase of the accreditation cycle.

**Goal:** *Hire and train part-time dispatchers to fill weekend and holiday shifts.*

**Objectives:**

- Recruit as large of a pool as possible of candidates interested in becoming a part-time dispatcher.
- Conduct a thorough selection process consistent with the agency's existing recruitment plan.
- Develop a schedule that enhances our current weekend coverage.

## OPERATIONS

**Goal:** Enhance Officer safety by obtaining equipment for the processing of dangerous, airborne substances. The equipment is a ductless filtered fume hood.

**Objectives:**

- Worked with Human Services to obtain a grant to be able to purchase this piece of equipment.

## SUPPORT

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

**Objectives:**

- Continue to communicate with the community through our Facebook page.
- Increase participation of officers at both recurring and special events in town, particularly those involving children (Officers continue to have lunch with GHR students on the first Wednesday of every month as part of our "Lunch with a Cop" collaboration with the school).
- Continue to be active with the Senior Center.



### Quarterly training for April 2024 to June 2024 included:

- Throughout the quarter, officers participated in spring firearms training for handgun and rifle. This training is conducted over a series of weeks to keep officers proficient and in compliance with POSTC regulations.
- Officers received in-house training with our ballistic shield.
- Officers received in-house training on handcuffing, use of OC spray, and baton.
- Officer Wayne Greener attended a class on Crisis Intervention Training.
- Officer Michele Krukoff and Wayne Greener became field training officers and attended a class to become certified.
- Detective Kelsey Carpenter attended a class on evidence and property room management.
- Officer Michele Krukoff and Detective Kelsey Carpenter became recertified in car seat installation.

### Other Items of Interest:

- Our two recruits successfully graduated from the New Britain Police Academy. They will enter our field training program and will soon be on the road.

- We submitted a grant to upgrade communications equipment, new body and in-car cameras, and new police department video equipment.

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



**Coventry Police Department  
Incident Analysis**

4/1/2024...6/30/2024

Shift		Total
1st	2nd	3rd
363	960	753
		2078

UCR	Nature	1st	2nd	3rd	Total
003	Car Seat Installation	0	7	0	7
029	Disabled Motor Vehicle	4	9	7	20
11A	Sexual Assault With Force	0	0	1	1
11D	Fondling	0	0	1	1
120	Robbery	0	0	1	1
13B	Assault Simple	0	2	3	5
13C	Intimidation	1	1	1	3
152	Suicide Threat/Attempt	0	2	3	5
220	Burglary	2	1	0	3
23C	Larceny Shoplifting	0	1	0	1
23D	Larceny Theft From Building	0	2	0	2
23F	Larceny Theft From MV	0	3	0	3
23H	Larceny All Other	0	3	1	4
240	MV Theft	2	1	0	3
2604	Fireworks/Gunshots	0	3	8	11
2608	Abandoned MV	0	0	1	1
2609	Littering	0	0	1	1
2619	Building Check	85	3	43	131
2620	Patrol Check	55	56	71	182
2621	Speed Enforcement	24	90	53	167
2622	Admin	5	21	10	36
2623	Visibility	7	52	3	62
2624	Registration Check	2	3	3	8
2626	Training	0	2	0	2
2627	School Detail/Assist	2	18	0	20
2631	Public Hazard	24	20	30	74
26A	Fraud False Pretenses	0	4	1	5
26B	Fraud Credit Card/ATM	0	1	0	1
26C	Fraud Impersonation	0	3	0	3
26E	Fraud Wire	0	1	1	2
26F	Identity Theft	0	3	2	5
280	Stolen Property Offenses	0	1	0	1
290	Vandalism	0	3	1	4
2914	Animal Complaint	12	53	40	105
2915	Domestic Bite-Person	0	2	0	2
2916	Domestic Bite/Attack-vs. Domestic Pet	0	1	0	1
3009	Susp Person/Activity/MV	17	34	62	113
326	Illegal Parking	0	0	1	1
332	Harassment/Harassing Phone Calls	0	5	4	9
334	Untimely Death	2	1	0	3
343	MV Accident (Injuries)	0	2	5	7



# Coventry Police Department Incident Analysis

4/1/2024...6/30/2024

344	MV Accident Evading	0	1	2	3
346	MV Accident (No Injuries)	3	17	4	24
347	MV Accident (Private Property)	1	4	1	6
351	Alarm	13	27	16	56
353	Medical	26	63	54	143
355	MV Stop	22	122	107	251
36A	Sex Incest	0	0	1	1
36B	Sexual Assault (Statutory)	0	2	0	2
370	Pornography	0	1	0	1
375	Routine Assistance	9	55	38	102
377	Open Door/Window	0	2	4	6
388	Miscellaneous	1	7	7	15
390	Police Information	1	6	3	10
391	CREST callout	1	1	0	2
392	METRO callout	1	0	1	2
396	Escort	0	9	3	12
398	Missing Person	0	1	1	2
399	Lost And Found	2	12	4	18
400	Family Matter - Non Arrest	1	5	8	14
401	Repossessed Vehicle	5	0	2	7
4811	Finger Printing	0	57	0	57
4858	Fire	3	6	3	12
4867	Background Investigation	0	1	0	1
4873	Assist Other Agency	5	17	13	35
4874	Test Ticket	3	3	4	10
5000	Search and Seizure Warrant Execution	0	1	0	1
720	Animal Cruelty	0	1	0	1
82	Runaway/Non NIBRS	0	0	1	1
861	Disturbance (Non-Domestic)	2	12	6	20
863	Town Ordinance Violation	0	1	0	1
866	Noise Complaint	4	1	6	11
889	Check Welfare	5	19	14	38
890	MV Erratic Operation	1	13	18	32
891	MV Lock Out	0	6	9	15
90C	Disorderly Conduct	0	0	1	1
90D	DWI	0	1	2	3
90F	Family Offenses, Nonviolent	0	0	1	1
90J	Trespass of Real Property	0	2	1	3
90Z	All Other Offenses	0	1	2	3
911	911 Hang Up Call	1	3	5	9
Sup	Supplemental	9	66	53	130

# TOWN OF COVENTRY FIRE-EMS DEPARTMENT



## QUARTERLY REPORT

April 1 – June 30, 2024



### Major Incident Types by Month for Date Range (287)



### APRIL

The Office of Emergency Medical Services (OEMS) is responsible for strategic planning, regulatory & statutory oversight, as well as programmatic implementation of the Emergency Medical Service (EMS) system in Connecticut. OEMS made changes to the Connecticut Statewide EMS Protocols requiring our medical personnel to be trained on the changes.

Our fire department was invited to attend opening day for the youth softball and baseball season, which we were happy to show up with some of our apparatus for public viewing.



Six (6) members completed dry suit with full mask diver training. One of the first steps in ice diving is learning how to use a dry suit with a full face mask. This helps to protect the eyes

*Dedication – Teamwork – Respect*

and nose from contaminants in the water, provides comfort from the cold and allows for communication with personnel on the shore. Without this proper protection from the potentially hazardous environments a rescue or recovery operation may be hindered or halted.

EMS Chief Figiela and Lieutenant Bohr attended a two day trauma conference. This conference provided updates on the latest evidence-based care through thought-provoking debates, engaging lectures, and case studies. Giving our EMS leaders an opportunity to learn more about Trauma Informed Care (TIC) and exploring the value of using Stop the Bleed, optimal treatment options for mangled extremities, management of compartment syndrome, casualty care in a tactical combat environment, along with several other topics.

## **MAY**

By attending community events we can interact with our citizens building relationships and create lasting memories. The events we attended in May included a touch-the-truck, escorting the softball & baseball championship teams into town, take a veteran fishing and participating in the Memorial Day parade.



Training with a mutual aid department allows us to practice tactics and develop skills with members that rarely work together. As part of working with our area departments, we invited Bolton fire department to join us at Eastern Connecticut Fire School for our required quarterly live fire training. Our 23 members that attended had a chance to work with 10 Bolton members. We covered search techniques, forcible entry, and hose line advancements.

## **JUNE**

Our EMS instructors held CPR training for school districts administrative staff. We had an ambulance on stand-by at the graduation ceremonies. Hytone farm gave our members a tour of the farm that included safety features of the anaerobic digester.

Amazing things happen when citizens step up and advocate for a cause, such as bringing back the fireworks. State statutes dictate that the Fire Marshal and fire suppression be present for the display of fireworks and our members were excited to assist with this event. Fireworks are explosives and need a suitable safety distance between them and spectators. This required us to monitor the lake area with Andover, Bolton, Mansfield, and our department's boats to keep boaters clear of the fallout zone. Our fire police members were used to assist CPD with traffic and we had our two ambulances staffed and on site in the event of any medical emergencies.



*Dedication – Teamwork – Respect*

## **ADDITIONAL**

One of our strategic goals is the wellness of our members, Chief Mancini and Chief Meyers attended a two day 1<sup>st</sup> Responder Conference. There was multi-faceted presentations on improving first responder's mental health and wellness, prompting Chief Mancini to implement a "Wellness Wednesday" program within our department. Chief Meyers continues to work with other Chief's within the State and was one of the delegates that attended the Congressional Fire Service Institute Symposium and Dinner. While the delegation was in Washington D.C. we met with our State's members of Congress. We had the pleasure of speaking with Senator Murphy and his office staff, Senator Blumenthal's office staff, Congressman Larson and his office staff, Congressman Courtney's office staff, Congresswoman Hayes's office staff, and Congressman Himes's office staff.

The department was awarded \$8,136.00 for an Opioid grant through Social Services to replace aging CPR mannequins, purchase Stop-the-Bleed training aids and cover instructional costs. These are being used to train citizens, town and school employees at no cost through the grant.

We were met with a \$65,000.00 reduction in the fiscal year 2024/2025 budget and that did not deter the Town and EMS division with moving forward in hiring our own staff starting on July 01, 2024 to help cover the first ambulance. This required the department to successfully contract with our reporting vendor for a staffing module and training to implement a staffing schedule that meets the town's needs.

The Fire Marshal Office inspected 10 Apartment buildings, nine (9) Businesses, two (2) Places of worship, and two (2) Tents. Per Connecticut statute we investigated one (1) fire that required a fire report.

## **RECRUITMENT OPPORTUNITY**

The Town of Coventry Fire-EMS Department continues to seek 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,



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  
April-June 2024**

***Staff:***

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



## A. HUMAN SERVICES

### 1.Meetings and Trainings:

- 4/3- Senior FMNP Training , 4/16 TCMT, 4/18 Defensive Driver Training, 4/18 Accident review training
- 5/14 SERAC Developmental Assets, 5/21 TCMT, 5/23 Eversource,
- 6/6 NARCAN / QPR training, 6/14 Municipal Veterans Rep Training, 6/18 TCMT, 6/18 Windham Community Care Team mtg, 6/20 CCM Women IN Gov't Summit 6/27 ECCAN

### 2.Direct Services: 3 unduplicated client cases

### 3.Special Needs:

- 1 family (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$360.00
  
- **Access:** The program has closed with 64 applications processed this season. Overall, a total of \$71,840.00 was awarded in energy assistance to residents.
  
- **Special In yard Trash:** There are currently 21 households on the In-yard Service List at this time.

### 4.Food Bank: April – June

<b>Assistance Records: 70</b>
Total Household Assistance: 29 families with a total of 60 members 20 Children, 23 Adults, 17 Seniors

- We have been very fortunate to have many events that we rely on to stock our food bank, such as the Girl Scouts, Postal Letter Carrier Food Drive and the Coventry Public School end of school year food collections.
  
- The Lions Club has paired up with Amazon to receive some of the items returned to Amazon, The Lions club has generously donated these items to our food bank. It has been very generous and allowed us to replenish our supplies.

- On May 15<sup>th</sup>, we picked up a large donation from Mansfield Post office. They hold a yearly food drive that benefits local food banks.
- We had a high school senior, Bryan volunteer his time and earn 15 hours of community service. He helped organize food bank as well as clean out a space in the storage area that was previously not accessible.

**5. Salvation Army:** Funds have been used to replenish the food bank supplies. A new freezer unit was also purchased thru Salvation Army for Food Bank. This freezer will allow food bank to hold more items during holiday season as well as take in more frozen donations throughout the year.



## Youth Services Quarterly Report April to June 2024

### 1. Administrative Function:

- Campership intakes began beginning of April
- Attended the SERAC Regional Prevention Meeting on April 4<sup>th</sup>
- Mentoring was held every Thursday through the end of May
- Mentoring last day outing was held at Patriots Park on May 23<sup>rd</sup>
- Attended the Defensive Driver training on April 8<sup>th</sup>
- Obtained my A endorsement on my license to drive the van and bus for youth services and senior center when needed
- We received 6 inquiries about Campership and awarded three children two weeks of camp
- Attended a team meeting at GHR with social psychologist and social worker to discuss upcoming year and collaborating on future programming. The need for youth services'

- presence in the school was identified. GHR social worker to invite Youth Services Coordinator to meetings within the school and refer as necessary
- Assisted family in getting youth in crisis enrolled at the Joshua Center for mental health and behavioral services
  - Assisted the Senior Center Transportation program with driving for medical appointments and outings
  - Continued to assist with Food Bank
  - Visited camp with Megan to check in with staff and discuss any behavioral challenges the staff are experiencing

## 2. Direct Service

### A. Functions

- |   |                       |
|---|-----------------------|
| ➤ Youth & Family Cases                  | 1 case                |
| ➤ Counseling Referrals                  | 1 referral            |
| ➤ Community Service                     | 0 cases               |
| ➤ Community Restitution                 | 0 cases               |
| ➤ Youth Job Bank Requests               | 0 requests            |
| ➤ Youth Job Bank Matches                | 0 matches             |
| ➤ Juvenile Review Board                 | 0 cases               |
| ➤ Youth & Family Counseling Clients     | 0 clients             |
| ➤ Campership Assistance (# of families) | 3 cases (6 inquiries) |

### B. Programs

- Positive Connections Mentoring program continued until May 23<sup>rd</sup>. Students continued to work on academic gains, arts & crafts, games and positive peer interactions.
- Counseling Services are being referred out on an as needed basis.
- Campership intakes began in April and have continued throughout June.

**COVENTRY SENIOR CENTER - QUARTERLY REPORT**  
**APRIL, MAY, JUNE 2024**



*Rowing 101with Coventry Lake Rowing  
May & June 2024*

**1. PROGRAM ACTIVITY**

<b>Classes/Workshops/Leisure</b>	<b>Event Participation</b>
Tech Tuesday (Monthly)	1
Book Club (Monthly)	16
Jewelry Group (Monthly)	7
Crocheting & Knitting Session (Monthly)	6
<i>NEW</i> Painting Class (Monthly)	7
Let's Get Sewing (Weekly)	48
<b>TOTAL</b>	<b>85</b>

<b>Fitness</b>	
Chair Yoga (Mondays)	103
Strength & Conditioning (Tuesdays)	75
Tai Chi (Wednesdays)	31
Strength & Balance (Thursdays)	118
Chair Yoga (1 <sup>st</sup> & 3 <sup>rd</sup> Fridays)	19
Cardio Drumming (1 <sup>st</sup> & 3 <sup>rd</sup> Fridays)	16
Fitness Room (Daily)	204
<b>TOTAL</b>	<b>566</b>

**Recreation/Entertainment**

Bingo, Mahjongg, Corn hole (Monthly)	134
<i>NEW</i> Jam Session (Monthly)	18
<b>TOTAL</b>	<b>152</b>

**Social Activity/Event**

Public Computers (Daily)	15
Out to Lunch Bunch (Monthly)	19
Conversations with Lisa Thomas, Town Council Chair 4/25, 5/23, 6/27	8
<b>TOTAL</b>	<b>42</b>

**Personal Care**

Massage Therapy ( <i>Now</i> 3x month)	25
Haircuts (Monthly)	6
<b>TOTAL</b>	<b>31</b>

**Special Events**

Storyteller Series	Part 1: Author Diana Perkins	10
	Part 2: Lunch & Storyteller Albert Ruggiero	15
AARP Tax Aid Program 4/12 (4 <sup>th</sup> Visit)		16
Town Historian John Holmy	History of Actor's Colony 4/24	23
	Coventry History Conversations: Coventry's Past through Old Maps! 6/19	6
Memorial Day Luncheon & Entertainment with Bruce John 5/17		35
Veterans Coffee Hour with Chief Eric Peterson 4/18		8
AARP Safe Driving Course 5/10		2

7

Lunch & Learn: Gardening Event included plant swap, guest speakers from UConn Ext. Center, Master Gardener, & Other Local Organizations 5/29	22	
<b>Trips</b>	Logee's Plants in Danielson with Lunch 4/11	8
	Stitch Chicks Fabric Shop and Colchester Mill Fabrics 5/22	6
	Hart's Greenhouse, Brooklyn, 6/6	5
Rowing 101 Collaboration with Coventry Lake Rowing	Part 1: May 24 <sup>th</sup>	18
	Part 2: June 7 <sup>th</sup>	10
	Part 3: June 14 <sup>th</sup>	10
<b>TOTAL</b>	<b>194</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 **10** individuals, **10** volunteer hours this quarter.
- **CEAP – CT Energy Assistance Program** – No new energy applications were processed during this quarter for fuel assistance though 7 participants 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 **3** 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: **274** 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 **706** followers and **679** “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 mid-April. The publication is distributed to 5,498 households 3 times each year: Spring/Summer, Fall/Winter, and Winter/Spring.
- **Volunteer Management-** Senior Center Volunteers gave **81.50** volunteer hours of service this quarter. Betsy Fitzgerald (**79.50 hrs.**), Penny Whitaker (**10 hrs.**) This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

### 4. PROFESSIONAL DEVELOPMENT:

#### Senior Center Coordinator:

4/8 CIRMA – Incident Reporting  
4/16 CIRMA - Defensive Driving  
4/25 Training Module #2 LGBTQ Moveable Senior Center  
5/9 Launching Our Municipal Toolkit: A “How To” Set of Resources on Disrupting Ageism and Ableism

#### Senior Center Assistant:

4/8 CIRMA Defensive Driving  
4/25 Training Module #2 LGBTQ Moveable Senior Center  
4/18 Narcan Training  
5/9 Launching Our Municipal Toolkit: A “How To” Set of Resources on Disrupting Ageism and Ableism  
5/14 Strategies for meeting the needs of the Veterans LGBTQ+ Community  
5/16 MySeniorCenter – Spring Webinar “What’s New”



**Memorial Day Picnic  
with Musician Bruce John**



**Coventry History Conversations with  
Town Historian, John Holmy**



**Sewing Skill Share - Purses**



**Getting Artsy at the New Painting Class**



**Day Trip to Hart's Greenhouse**



**Lunch & Learn: Gardening**

Coventry Rides Transportation Program  
April-June 2024

# Days of Operation: 35	# Vehicle Hours: 116
# Vehicle Hours Average/Daily: 3.3	# of Individuals Riding: 31
# Miles Total: 1695	# of One-Way Trips: 208

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

Sarah Leete, Transportation Coordinator, is currently driving seniors and residents with disabilities as needed. Howard Haberern, Senior Rides driver for over a decade, retired at the beginning of April. Melissa Bordonaro, Youth Services Coordinator, has been assisting with rides as needed as we actively look to hire a new driver. 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.

Monthly trips to Walmart for individuals from Orchard Hills continue. The Rides program schedules one small group trip per month and is currently averaging 3 people per trip. Due to lack of riders, the May trip was cancelled. Further trips will be scheduled monthly to other shopping plazas as the need/interest arises, once a new driver has been hired. Small group trips have resumed with monthly out-to-lunch to area restaurants. In April eight seniors took a trip to Logees in Danielson, with a stop at Blondie's diner in Windham first for breakfast. Later that month three seniors went out for lunch at Camille's in Tolland. In May a group of five enjoyed lunch at Harry's in Colchester and shopped at two different fabric stores. At the end of May five riders had lunch at Hilltop Restaurant in Willington. The beginning of June found five riders on a trip to Hart's Greenhouse followed by lunch at Fairway's in Windham. At the end of June five residents took a trip to Sadler's Ordinary in Marlborough for lunch.

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

## BY THE #5

Coventry Parks and Recreation serves hundreds of residents and nonresidents.

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

### PROGRAMS

- 26 Programs
- 324 program participants

### RENTALS

- 34 Lodge rentals
- 44 Millbrook Place rentals
- 11 Creaser Park rentals
- 3 Lisicke Pavilion Rentals

### SOCIAL MEDIA

- 43 Unique Facebook posts
- 2,800 Highest Single Post Reach
- 36,924 Total Post Reach
- 373 Post Impressions
- 2,837 Page Followers
  - 7.7% Increase in FB Followers

### Before/ AFTERSCHOOL

- 124 hours of childcare provided
- 980 snacks served
- 7 local high school/college age staff employed
- 18 avg. pm attendance
- 15 avg am attendance

### SUMMER CAMP

- 52.5 hours of childcare provided
- 475 snacks served
- 18 local high school/college age staff employed



## PARKS & RECREATION QUARTERLY REPORT: SPRING 2024

APRIL - MAY - JUNE

### FIREWORKS RETURN TO COVENTRY LAKE

For the first time since 2019, Fireworks returned to Coventry Lake on June 29<sup>th</sup>. Town staff and volunteers came together to plan and fundraise for this event. The weather was touch and go but the fireworks launched at 9pm for a spectacular 20 minute show, the longest in Coventry history. Approximately 2000 people viewed from Patriots Park.

**A BIG THANK YOU** Earth Dynamics for their in kind donation of site work to prepare the launch site! **A BIG THANK YOU** to Laug Nuts for their in kind donation musical performance! **A BIG THANK YOU** to Ackert Electric for the shuttle sponsorship! **A BIG THANK YOU** to Coventry CT Cares for coordinating Food Trucks! Thank you to the planning team: Tim Ackert, Michael Taylor and Malcolm Gill.

**Platinum Sponsors:** Agio Saranda LLC, Amazing Hardwood Floors, Blachard & Rossetto, Derek Pacheco, Taylor Family Trust, The Merchants @ Storrs Commons

**Gold Sponsors:** Bidwell Enterprises LLC, Codiack Financial Services LLC( In name of TJ, Julie, Liana Dillion), Champagne Family, Marcia Krajewski, Yankee Oil

**Silver Sponsors:** Cheri Trudon Real Estate, Inc, Coventry Lions Club, Crossen Builders, James Florence & Karen Munson, Malcolm Gill, Heart Builders and Remodelers, Robert Mazzone, Thaller Enterprises LLC.

**Look for a full list of donors/sponsors in the Fall Town Newsletter!**

A special thank you to Chief Myer and Chief Peterson and the Fire/Traffic/Police staff and volunteers for making this safe event!



### COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director  
Megan Yanez, Assistant Director  
Josh Anderson, Recreation Assistant  
Yasmine Forte, Office Assistant  
[www.coventry-ct.gov](http://www.coventry-ct.gov)



## CAMP WANGUMBAUG

Camp Wangumbaug returned for the 2024 summer season on June 24th with a full roster of campers in grades K-8! Capacity was increased from Summer 2023 with a maximum capacity of 92 campers. Staff participated in several hours of training and preparation in early June including Mandated Report Training and Medication/Epi Pen Training.

Recreation Assistant, Josh Anderson transitioned from After School Site Director to Summer Camp Director and Ellie Houk moved into the Assistant Director position after being the Support Specialist last summer.

## NEW PROGRAMS

Coventry Parks and Rec continues to offer new programs every season. This spring we added a Used Sports Equipment Sale to the Annual Town Wide Tag Sale. We also expanded our popular Sunday Men's Basketball by adding a group for 35+. We partnered with a local baker and offered two Sourdough Baking Classes. Participants learned baking techniques and brought home their sourdough to bake at home. Other new programs included Youth Tennis and Gentle Yoga/Sound Healing.

## FACILITY IMPROVEMENTS

### MILLER RICHARDSON:

A new backstop was put on baseball field #5. The cost of this project was shared between baseball and the Town. The Town portion was funded through state LOCIP funds. The project was completed by CT Fence Tech. DPW widened the park entrances to allow for two-way traffic at each so that Plains Rd could be closed to through traffic increasing safety for the youth baseball and softball players. The Town went out to bid on Phase 1 of the Master Site Plan, focused on pedestrian safety and ADA accessibility.

### LODGE:

Small repairs were made to the Lodge floor and new chairs were purchased for the Lodge/Senior Center. This will allow for larger rental groups as we were limited by the number of chairs.

### LIDLAW PARK:

A new stone staircase was constructed to replace the damaged wooden stairs leading up to the fields. This project was funded by state LOCIP funds and completed by VP Landscaping.

## BEACHES OPEN

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

In May & June, 510 resident beach stickers were sold at both the Parks and Rec Office and town beaches, a 15% increase from May & June 2023. Patriots Park.



Over 1,600 Coventry residents visited Lisicke Beach in May and June with the busiest day being June 21<sup>st</sup> with over 110 people. Memorial Day Weekend! In May & June 371 daily passes were sold at Patriots Park.

## PICTURES FROM SPRING



*Camp W Friends*



*New Youth Tennis Class*



*Miller Richardson Roadwork*



*Laidlaw Park Stairs*



# Booth & Dimock Memorial Library

## 4<sup>th</sup> Quarter Report

### April – June 2024



Spring was a very busy time for the Booth & Dimock Library. On April 7, Library Mini Golf returned to the library! Thanks to our many sponsors, including Eversource, Wicked Slice, Highland Park Market, and Connecticut Water, who helped make the day a fun success! Over 350 people stopped by to play some mini golf and enjoy some pizza! 18 holes were set up throughout the building, and our sponsors did a fantastic job decorating their tees and making the library beautiful and festive!

Library staff began planning for the annual Summer Reading Program, which kicked off on June 11 with an Ice Cream Social at Creaser Park. Special thanks to Coventry Parks & Recreation for use of the beautiful park! Over 250 people attended the Ice Cream Social, and over 150 people signed up for Summer Reading that day. The Library is offering summer reading programs for children, teens, and adults, and registration is open all summer long. Each program offers fun activities, challenges, and prizes for all participants!

Below are library use statistics for April, May, and June 2024.

- I. **Circulation** – Items that have been checked out, renewed, or loaned/borrowed through inter-library loan.
  - Total – **19,060**
  - Type (included in total)
    - Books & Serials – **14,393**
    - Video – **1,231**
    - Audio – **236**
    - Electronic – **2,623**
    - Other – **577**
  - Age (physical items only, included in total)
    - Adult – **6,989**
    - Young Adult – **1,233**
    - Children – **8,095**
    - Not Assigned – **120**
  - Inter-Library Loan (included in total)
    - Borrowing – **1,698**
    - Lending – **1,060**
  
- II. **Library Visits** – People walking through the door as tallied by an automatic door counter.
  - **7,634**
  
- III. **New Library Cards** – Individuals who registered for a Coventry library card for the first time.
  - **123**
  - *Over the whole year, the library issued 472 new library cards, the most issued in a single year since 2011!*

IV. **Reference** – Questions staff answered regarding library services, library catalog, local area, research, genealogy, homework help, and more.

- **2,004**
- *Over the whole year the library answered 8,202 reference questions – the highest number answered any year on record!*

V. **Internet** – Use of library wi-fi and desktop computers.

- **Desktop Computers**
  - Total Users – **395**
- **Wi-Fi**
  - Total Sessions – **5,968**
  - Total Devices (monthly average) – **247**
    - *In April, 261 devices connected to our wi-fi – the highest number of devices to connect to our wi-fi in any given month since we began tracking this use in July 2018.*
  - Total clients per day (monthly average) – **821**

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 – 51**
- **Participation – 1,814**
- *Notable programs over the last quarter include Library Mini Golf with over 350 participants, Ice Cream Social with over 250 participants, Lionheart Puppet Show with 71 participants, and Make Music Day (presented by Ruth O’Neil from Song-A-Day Music) with 38 participants!*

VII. **Online presence** – Activity tracked on our Facebook, website, and Google Profile.

- **Facebook**
  - Posts – **54**
  - Reach – **25,586**
  - Engagement – **1,082**
- **Google Profile**
  - Searches – **491**
  - Profile Views – **1,389**
  - Website Visits from Profile – **943**
- **Website**
  - Unique Visits – **4,228**
  - Page Visits – **7,178**

VIII. **Library Facilities**

- The Library’s hot water heater needs to be replaced. AirTemp will be providing the library with a quote.
- The chiller was serviced and turned on at the end of May.

- A Library landscaping project is being planned, with assistance from CPW and Outback Landscaping.
- The Library was rekeyed by Manchester Lock and Key, resulting in one outdoor key, one indoor key, and one after-hours key.
- While rekeying, it was noted that some doors were not latching properly. Millennium Builders repaired the affected doors.
- Our free year of elevator maintenance through KONE expires on June 14. Independent Elevator will take on maintenance beginning July.

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

- Teen Librarian Kayla Fonatine attended a 998 Mobile Crisis Webinar on April 9.
- Kayla attended a webinar titled “Teen Behavior in the Library: Managing This [Sometimes Challenging] Developmental Change, hosted by the Library of Michigan on April 24.
- Library Director Margaret Khan presented “(Not So) Small Renovations at the Connecticut Library Association Annual Conference on April 29. Margaret attended the two-day conference in Mystic and attended many sessions on topics including Freedom of Information, archiving local collections, and town-wide collaboration efforts.
- Margaret attended monthly Bibliomation’s Finance Committee meetings.
- Margaret attended a meeting with Eastern CT Library directors at the Lebanon Jonathan Trumbull Library on May 15.
- Margaret attended CLA’s monthly business meetings.
- Kayla made three visits to GHR on May 28, 29, and 30 to meet with each 5<sup>th</sup> grade class and present on summer reading and teen center services.
- Margaret attended the Connecticut Library Consortium (CLC) Annual Meeting in Middletown on June 20.
- Staff attended various CLC roundtable meetings.

#### **X. General Updates**

- So far this year, we have exceeded the previous years’ service totals for visits, new library cards, reference assistance, desktop use, wi-fi sessions, circulation, programs offered, and program attendance!
- BDRewards is gaining traction. 35 rewards cards have been submitted this year, each accounting for 6 visits to the library! Each month, a card is randomly drawn and the winning patron receive a library prize bag!
- Library Mini Golf on April 7 was a big success! The Library received 18 sponsorships ranging from prize donations to presenting sponsor. Over 350 people stopped by to play mini golf and enjoy pizza!
- Library Staff had multiple planning sessions and meetings to develop our Summer Reading Programs. Programs are available for children birth – grade 2, grades 3-5, teens grade 6-12, and adults. The program is slated to run from June 11 (Ice Cream Social Day) through August 23 (Laser Tag Event).
- Margaret and Kayla met with a representative from Novus Insights, and BOE Network Administrator Jeff Beebe, to discuss the next stages of the Fiber to the Library Grant.

The grant will upgrade network equipment, including switches and access points, in the next few months.

- Library staff set up a table with activities at the Coventry Baseball Opening Day on April 27.
- The Library is offering a Seed Library – seeds are available for patrons to take home and plant, or to leave for others to take.
- BDML was invited by the State Historic Preservation Office to apply for the Historic Restoration Fund Grant, which is due in October. The Library will prepare an application to repair floor joists in the historic part of the building.
- A new film program – Sunday Matinee Movies, is being sponsored by the Library, and hosted by Francis Lombard and Jerry Phillips. The first film – *A Touch of Evil* – showed on Sunday June 9.
- The Stave Family Community Room was used by outside groups 8 times in the fourth quarter.
- Summer Reading began on June 11. The Library is offering programs for children, teens, and adults. Over 250 people attended the Ice Cream Social and Summer Reading Kickoff at Creaser Park on June 11



Top row: The fan-favorite stair-hole at Library Mini Golf; Empty Wicked Slice pizza boxes after Library Mini Golf; Make Music Day parade through the Library with Song-A-Day Music.  
Bottom Row: Families at Lionheart Puppet Show; Families line up for ice cream at the Summer Reading Ice Cream Social!

**PUBLIC WORKS DEPARTMENT**  
**Quarterly Report**  
**April, May & June 2024**

STAFF

Director of Public Works.....	William Watkins
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 .....	Danielle Baker
Cemetery Sexton.....	Richard Mindek
Town Engineer.....	Todd Penney
Engineering Technician (P/T).....	Mark St. Germain
WPCA Technician / Operator.....	Michael Ruef

\*Donna retired 7/8/2024

**PUBLIC WORKS DEPARTMENT**  
**Quarterly Report**  
**April, May, June 2024**

**Trees**

The Department received numerous tree complaints during the quarter. Tennen Tree worked in town for 3 weeks removing dead and hazardous trees. This resulted in 32 removals. The DPW crew followed behind the tree crew and picked up the wood that was left behind. 94 tons of wood was picked up and hauled to Earth Materials.

**Winter Operations**

The Public Works salt shed was filled in preparation for winter 24/25. There is roughly 1500 ton of treated salt and 100 ton of straight salt on hand. The straight salt will be mixed with sand prior the winter season.

**Shop**

The shop performed routine maintenance on vehicles and equipment. The shop completed servicing and making needed repairs to the grass cutting equipment. Repairs were completed on the street sweeper in preparation of spring sweeping. Work started on winter equipment to make repairs after the winter and to prepare for next winter. Annual services on large trucks started.

The shared John Deere tractor that is used for the Hop River Trail had a major transmission failure. The machine was sent to United Ag and Turf for diagnosis.

**Administration**

The Transfer Station attendant position was posted, and 4 applications were received. Three candidates were interviewed. After reviewing the candidate, a job offer was made, and the employee started on June 16<sup>th</sup>.

The dumpsters at DPW that were available for residents to use when they had excess garbage or recycling were removed. Residents now will need to bring those items to the transfer station during normal operating hours.

A hazard assessment walkthrough was performed by CIRMA in all town buildings. This will generate a report that will be used to proactively correct the identified problem areas.

Contracted Stantec to update the pavement management report to reflect the paving that has been completed over the last 3 years.

Public Works Administrative Secretary Donna Wrubel announced her retirement. The position was posted and filled prior to Donna retiring to allow time for training.

**Road Crew**

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

- Pothole patching
- Roadside mowing
- Street Sweeping

- Grading Gravel roads
- Graded gravel road at the Farmers Market
- Cleaned equipment
- Lawn Repair and backfilling curbing
- Broken curb picked up and prep for repairs due to plow damage
- Large order of catch basin tops delivered for spring work

Planning for spring construction work has been ongoing. The Pavement Management was utilized to plan the paving and maintenance for this year, the paving list is attached. The DPW crew started drainage work on North River Rd from Rt 44 to Goose Ln, Goose Ln from North River Rd to Merrow Rd, and 2 sections on Pucker St, to prepare for 1.5inch overlay. Drainage work also took place on John Paul Ln and in Waterfront Park development in preparation of the roads to be reclaimed and paved.

20 miles of roads were identified for needing crack sealing. The contractor started on April 22 and has worked 36 days on the project to date. The crack sealing will be completed by the beginning of August.

### **Grounds/Facilities Crew**

The crew started out the spring with the following:

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

The Grounds crew also performed the following:

- Brush cutting
- Equipment maintenance
- Prepped and mulched flower beds
- Prepped High school field for graduation
- Playground mulch installed
- Shrub trimming



## Training

Training is ongoing and takes place as time permits.

- 2 employees were certified on the roadside mower
- 1 employee certified on street sweeper
- Tyler Bryant and Matt Anderson successfully completed the Public Works academy at the UCONN T2 center.
- 1 Maintainer 1 requested certification for all equipment of a Maintainer 2



## Projects

- Library Parking Lot crack sealed, fog sealed, and line stripped



- Double Yellow line stripping of all roads paved during 2023 construction season repainted
- Stop bars are being repainted
- Worked with the Boy Scouts and allowed them to perform a Flag burning ceremony at the DPW complex.



- Stairs completed at Laidlaw Park. Work done by VP landscaping



#### DPW Summer Roads 2024

##### Full Depth Reclamation with Bituminous Overlay:

- Alice Dr - 0.44 miles
- Beaver Trail - 0.17 miles
- Fox Trail - 0.35 miles
- Harriet Dr - 0.17 miles
- Lakeview Dr (WFP) - 0.18 miles
- Mark Dr - 0.74 miles
- Maryanne Dr - 0.21 miles
- Mink Trail - 0.19 miles
- Rabbit Trail - 0.24 miles
- Shore Dr (WFP) - 0.19 miles
- Squirrel Trail - 0.26 miles
- Wangumbaug Dr - 0.27 miles
  - **Total - 3.41 miles**

### **1.5 Inch Bituminous Overlay:**

- Bellevue Dr – 0.26 miles
- Goose Ln – North River to Merrow Rd – 0.33 miles
- John Hand Dr – 0.19 miles
- John Paul Ln – 0.13 miles
- North River Rd - Rt 44 to Goose Ln 1.0 miles
- Pucker St – South St to #280 / #475 to Cindy Dr – 0.84 miles
- West Shore Dr – 0.21 miles
  - **Total – 2.96 miles**

### **Rubber Chip Seal Roads:**

- Apian Way – 0.34 miles
- Barnsbee Ln – 0.3 miles
- Carnic Alps – 0.13 miles
- Cynthia Ln – 0.07 miles
- Maple Dr – 0.37 miles
- Mockingbird Ln – 0.15 miles
- Sam Green Rd – 0.85 miles
- South River Rd – Seagraves to South St – 0.66 miles
- Wolf Hill Rd – 0.61 miles
- Woodmont Dr - 0.99 miles
  - **Total – 4.47 miles**

### **Crack Seal Roads:**

- Avalon Rd – 0.04 miles
- Beechwood Trail - 0.09 miles
- Brenda Ln - 0.17 miles
- Brewster St – 1.48 miles
- Brigham Tavern Rd – 1.49 miles
- Broad way from Grant Hill to N. River – 1.3 miles
- Cross St – 0.68 miles
- Dunn Rd – 1.65 miles
- Flanders Rd – 2.39 miles
- Flanders River Rd 1.26 miles
- Heather Ln – 0.15 miles
- Kings Rd – 0.57 miles
- Lake St – 0.42 miles
- Maplewood Trail – 0.09 miles
- Margaret Dr – 0.15 miles
- Merrow Rd – 2.21 miles
- Nathan Hale Rd – 0.74 miles
- Noor Dr 0.12 miles
- Old Tavern Ln – 0.22 miles
- Satari Dr – 0.65 miles

- South River Rd – 0.66 miles
- South St from rotary to Cross St – 1.3 miles
- Wall St – 0.35 miles
- Wrights Mill Rd – 1.74 miles
- Zeya Dr – 0.56 miles
  - **Total – 20.48 miles**

**Total amount of Road Work – 31.14 miles**

<b>2024</b>							
April	3600	\$216.00	3469	0		289	80
		pd ck # 09511					
May	3170	\$190.20	2724	685	158	349	12
		pd ck # 05013					
June	2570	Not received yet	3656	1681	0	0	0
quarter total	9340	\$406.20	9849	2366	158	638	92

<b><u>Baystate Textile, Take2 Electronics (etc.) recycling report</u></b>							
	<i>textiles</i>		<i>lbs. CED @ \$.055/lb.</i>			<i>batteries,</i>	
	<i>lbs.</i>	<i>0.05/0.06 begin April</i>	<i>(computers, monitors, tv, printers)</i>	<i>non CED</i>	<i>lamps</i>	<i>mixed</i>	<i>refrigerant</i>

**Transfer Station:**

<u>material transferred:</u>				<b>1st month</b>	<b>2nd month</b>	<b>3rd month</b>		<b>total for</b>
				<b>apr</b>	<b>may</b>	<b>june</b>		<b>quarter</b>
Casella - Bulk (cd) ton				49.95	39.57	35.11		124.63
Casella - Bulk (brush) ton				0	0	0		0
Casella - Recycling (metal) ton				11.75	1.23	4.46		17.44
Casella - Single Stream ton				0	7.33	4.76		12.09
Take2 - refrigerant units - each				34	49	20		109
Take2 Recycling - electronics (CED) lbs.				3429	2724	2231		8384
Take2 Recycling - (non) lbs.				0	685	1681		2366
Take2 Recycling - uw lamps lbs.				0	158	0		158
Take2 Recycling - uw batteries lbs.				0	349	0		349
N 'n M Recycling Inc - propane tanks - each				0	0	0		0
PaintCare - lbs.				1500	1800	3000		6300
Bye Bye Mattress				n/a	n/a	n/a		213
Midstate Batteries				0	0	76		76
				scrap pymt	scrap pymt	scrap pymt		
				11.75 x 75.15	1.23 x 75.15	Pmt not recvd yet		
				\$883.01	\$92.59			
				ck 9189511	ck 9276539			
				dated 5/7/2024	dated 6/6/2024			

## **WPCA 2024 2<sup>nd</sup> Quarter Report: April, May, June**

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

Designed/permitted for average 200,000 gallons per day  
Average flow over past 12 months = 176,126 gallons per day  
Peak daily flow this quarter = 322,586 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 for a \$1.2 million EPA grant. We had hoped the grant would cover the majority of costs but tie-in fees from Bolton were much higher than expected. We will try to negotiate lower rates.

### **Sewer Collection System:**

- Staff worked hard to locate three sources of inflow & infiltration. All have been repaired. It's hard to determine how much I/I was removed from the sewer system, but we estimate 10,000 gallons per day.
- The Woodland Rd/Coventry Lake cured-in-place pipe lining project was completed by Insituform Technologies. After reviewing inspection videos we had the contractor return and touch-up some areas that we weren't happy with. Staff are satisfied with the final results.

### **Wastewater Treatment Plant:**

- With the removal of inflow and infiltration and less rainfall the basins are no longer at dangerous levels. We are planning to perform maintenance over the summer and have some new ideas to improve drainage.
- CT DEEP said we are not allowed to construct additional basins or expand the existing basins.
- Everything else at the plant is going well.

### **Wastewater Management Plan:**

- The Tighe & Bond Wastewater Management [Facilities] Plan 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.
- DEEP is holding internal meetings to provide final input on the report.

**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.