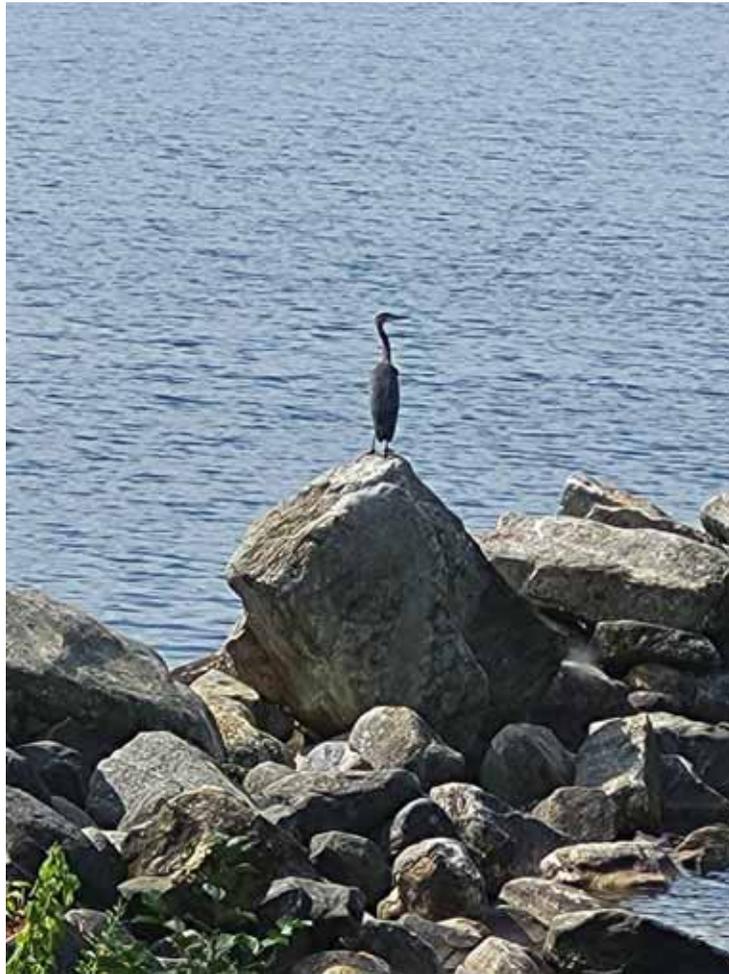


TOWN OF COVENTRY

QUARTERLY REPORTS



July - September 2024

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*Cover photo: A Great Blue Heron graces the shore of Coventry Lake near the Senior Center.
Photo by Jim Mercurio.*

**Finance Department
Quarterly Report
Covering Period 7/1/2024 – 9/30/2024**

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 closing out FY2024, and opening FY2025. This includes ensuring all 47 funds are reconciled and rolled forward to the new fiscal year. Seven of these funds are balanced with the Board of Education. The office is almost complete in preparation for the audit which will commence at the end of October. The Cirma payroll audit was submitted. Also submitted was the census request for the OPEB valuation report to Milliman.

Our actuarial valuation for the Town Pension Plan as of 7/1/24 began. Information was supplied to the Town's actuary for computation of updated liabilities.

The Town had a BAN issue for the HVAC project, during the process we reaffirmed our AA+ credit rating from S&P. This resulted in obtaining lower interest rates on the issuance.

Locip grant, Town aid, and opioid reporting were submitted to the State. DEEP paperwork was also submitted to the State for reimbursement of the EV charging stations.

The Finance Director and Town Manager met with Cirma to review our policies and learn more of what they offer municipalities. We also received our members equity distribution check in the amount of \$15,171.95.

Meetings attended

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

ECHIP Wellness committee meetings
Farmers Market Planning Committee
School Building Energy Efficiency and
School Roofs Committee

ECHIP Executive committee meetings
ECHIP Board meetings, Vice, Chair

OFFICE OF THE COLLECTOR OF REVENUE

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

Date: October 10, 2024

SUBJECT: FIRST QUARTER REPORT 2024-2025

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

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

August continued to be a busy collection month as we continue to receive mail with timely postmarks to process, as well as late payments that require special handling. This additional handling is in the form of back tax statements for those accounts that have a balance due because interest was not included with the late payment. Delinquent notices were prepared and mailed for real estate and COVRRRA/Trash (1,306) & personal property (184). We also reported delinquent taxpayers to CT DMV (1,628). Sewer use bills were prepared, printed and mailed at the end of August (963).

Delinquent statements for motor vehicle bills were mailed out in September (2,046). Sewer use payments were steady throughout the month with the expected increased volume during the last few days of the pay cycle. Liens were released this quarter for Real Estate (99), COVRRRA/Trash (88), Sewer Use (20) & Sewer Assessment (8).

The first quarter collection report is attached.

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

		Property Tax	Interest	Liens & Costs	Total	
Grand List	2009	74.43	189.79	48.00	312.22	
	2010	75.60	179.17	48.00	302.77	
	2011	75.60	165.56	48.00	289.16	
	2012	78.32	157.43	48.00	283.75	
	2013	79.72	145.89	48.00	273.61	
	2014	90.48	146.76	48.00	285.24	
	2015	279.24	410.79	54.00	744.03	
	2016	660.85	669.03	72.00	1,401.88	
	2017	596.67	2,044.78	72.00	2,713.45	
	2018	809.83	748.94	72.00	1,630.77	
	2019	2,231.68	2,368.66	96.00	4,696.34	
	2020	8,466.87	3,656.62	264.00	12,387.49	
	2021	38,310.23	15,082.11	240.00	53,632.34	
2022	<u>129,496.91</u>	<u>19,761.39</u>	<u>600.00</u>	<u>149,858.30</u>		
		181,326.43	45,726.92	1,758.00	228,811.35	
Current	2023	21,230,434.24	23,495.97	0.00	21,253,930.21	
Current SMV		<u>0.00</u>			<u>0.00</u>	
Totals		<u>21,411,760.67</u>	<u>69,222.89</u>	<u>1,758.00</u>	<u>21,482,741.56</u>	
Current 110	6010	40211	21,230,434.24			
Delinquent		40212	181,326.43			
Interest & Liens		40213	70,980.89			
SMV		40214	<u>0.00</u>			
			<u>21,482,741.56</u>			
Sewer Assess 205-7722	40211	10,749.67		Sewer User	40211	402,217.07
Interest, Liens, Per Diem	40213	<u>1,393.05</u>		Interest & Liens	40213	<u>1,340.81</u>
		<u>12,142.72</u>				<u>403,557.88</u>
COVRA					-	
Current 218-7601	40211	1,494,206.62		Returned Check Fee		<u>140.00</u>
Delinquent	40212	17,445.51				
Interest & Liens	40213	<u>11,406.06</u>				
		<u>1,523,058.19</u>				
					-	
Total			<u>\$23,421,640.35</u>			

Assessor Quarterly Report

July 2024

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

We have had access to the DMV Civls system for two years nos. This gives us the ability to confirm registration status, renewal dates, changes in ownership, tax town issues, and more. This continues to allow us to better serve taxpayers with issues, including those that didn't keep a copy of a bill of sale, didn't get an expected bill (usually due to late renewal/expired registration), or moved to another town.

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

August 2024

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

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

September 2024

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

The Assessor participated with Senator Jeff Gordon for a Veterans Coffee Hour held on the 24th at the Senior Center. The big news this year is that effective October 1, 2024, Permanently and Totally disable veterans may exempt their dwelling if they own it, or a motor vehicle. This is a significant increase in benefit for those that qualify. Record Cards were set up for all new veterans and their exemption applied to their Real Estate or held for application to Motor Vehicles that will be on October 1, 2024, Grand List. As of this writing, that deadline has past, however, if you are a DISABLED VETERAN, having a VA rating of 10% or more and have not been receiving benefits, please deliver a copy of your VA letter to the Assessor's Office before the end of March 2024.

The Board of Assessment Appeals met on September 5, 2024. Three appellants appealed for five motor vehicles, with all five resulting in an assessment reduction.

Another law change effective for October 1, 2024 (the assessment date) has to do with motor vehicle pricing. Moving forward motor vehicle pricing will be based on MSRP (Manufacturers Suggested

Retail Price). Seventy (70) percent of that for assessment in year one (1). For the most part the assessment will decrease five (5) percent each year. This is a response from the State legislature, in part due to the unexpected increases seen during the recent pandemic.

The PA 490 filing period began on September 1st and continued to December 30th; this is an extended period for filing as this is a town-wide Real Estate revaluation year

Townwide Real Estate Revaluation Project: This project remains on time, though far from conclusion. It appears that on average, assessments for residential properties are increasing by fifty (50) percent. With this kind of large increase in values, the mill rate will come down. This does not mean that tax bills will increase proportionally. In other words, do not apply the current mill rate to the new assessment. The new mill rate will be determined during the budget process in the Spring. Assessment change notices are expected to go out by the beginning of December if not sooner.

OFFICE OF TOWN CLERK

Lori Tollmann
Town Clerk

Brooke R. Manning
Assistant Town Clerk

Lori Beecher
Assistant Town Clerk

QUARTERLY REPORT JULY 1 – SEPTEMBER 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 assisting in the administration of elections, filing and maintaining all land records, maps, vital statistics, agendas and minutes of all Boards and Commissions, registering veteran's discharges, trade name certificates, liquor permits, Notary Public appointments and issuing marriage, sports and dog licenses.



Recording & Licensing



Receivables & Revenue:

- ✓ The Clerk's Office collected **\$251,334.** this quarter, of which **the Town retained \$72,406.00**



Activity	Volume	Revenue
Total Documents Recorded	465	\$15,051.00
Local Conveyance Recorded	95	\$49,187.00
Copies	2,129.00	\$2,129.00
Trade Name Certificates.	7	\$70.00
Liquor Permits	4	\$80.00
Burial/Cremation Permits	5	\$25.00
Marriage Licenses Issued	12	\$192.00
Vitals Copies	67	\$2,235.00
Notary Fees & Renewals	56	\$375.00
Dog License Fees	277	\$427.00
Maps Filed	5	\$100.00
Fish & Game License & Permit Fees	49	\$16.00
Conveyance fees	95	\$57.00
PA-490	0	0
PA-146 Clerk	450	\$634.00
PA-05-228, 09-229, 11-201 & 13-247 LOCIP*	450	\$951.00
PA-05-228, 09-229, 11-201 & 13-247 Clerk*	450	\$877.00
Miscellaneous/Unanticipated		0
Town Clerk Revenue Transferred to Treasurer:		\$72,406.00

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

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



State Fees Collected and Remitted: The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue for the Town of Coventry, and remit these fees to various state agencies. For this quarter, \$178,927.00 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 05-228, 09-229, 11-201 & 13-247	\$22,779.00
Marriage Licenses	408.00
Fish & Game Licenses	467.00
Historic Preservation PA-146	2,536.00
State Conveyance Tax	150,233.00



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

	Dog License Fee	Surcharge
July – Sept.	\$1,818	\$686.00

For this quarter, **\$178,927.00** in fees was remitted to the State.

Meetings

No meetings during this quarter.

Staffing Updates/Activities

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

The Office also attended the Connecticut Town Clerk's Fall conference in September 2024.

COVENTRY REGISTRAR OF VOTERS

July 1, 2024 – September 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 fall conference held at the Hartford Windsor Marriott. Early Voting was a main topic during the discussion portion of the event. Other topics included using Excel worksheets, publicizing Early Voting, Same-Day Registration and Early Voting procedures and possible changes. The State of Connecticut has purchased new tabulators which were on-site for demonstration. Towns should be receiving the new tabulators in the spring.

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

The Registrars Office has been very busy preparing for the November 5, 2024 Presidential Election. We have been answering phone calls regarding voter status as well as handling all the changes and additions from DMV. The office will be set up for Early Voting and Same-Day registration.

ELECTIONS

The Republican Primary was held on August 13, 2024 at the South Fire House. Seven days of Early Voting was conducted prior to election day. Thirty-one voters chose to avail themselves of the Early Voting option.

POLLING LOCATIONS

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 at 1712 Main Street. 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



Arts on Main in Coventry Village

Coventry Land Use Office

Quarterly Report for
July, August, September
~ 2024~

Jana B. Roberson, AICP
Director of Planning and Development

Mark St. Germain, P.E.
Acting Zoning Enforcement Officer/Engineering Tech

Todd M. Penney, P.E.
Town Engineer

Lindsay Beutler
Inland 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

July, August, September

- **Arts on Main:** This wonderful, annual event co-hosted by the Town of Coventry, Coventry Arts Guild, Coventry Cares and village partners was held on Saturday, September 14. Beautiful weather and very successful! (Select pictures below)
- **Technological Assistance for Brownfields (TAB):** Hosted preliminary presentation on 28-30 Mason Street with graduate student Aaron Hinze and TAB professionals outlining issues/opportunities for redevelopment of the brownfield property
- 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



PLANNING AND ZONING COMMISSION

YEAR **2024**

July, August, September

APP. #	TYPE	DATE OF RECEIPT	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
PZC-24-5	S	8/28/24	Special Permit for Proposed rebuild of a single-family dwelling on an undersized/non-conforming lot at 370 Hemlock Lane. Applicants/Owners Cheryl and Eric Trudon	9/23/24	A
PZC-24-6	SR	N/A	Resubdivision Application of Frantz Charles for 369 Stonehouse Rd. (On hold, additional information required before application can be fully submitted)		ON HOLD
PZC-24-7	S	9/9/24	Special Permit for Proposed rebuild of garage and house at 78 Cheney Lane. Applicant Lauren Brinsko, Owners Scott and Carole Sheldon		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:

- Met with Executive Director Sherry Heller of the Justice Education Center, Inc. to discuss future development plans of the Times Farm Camp (Channel 3 Kids Camp)
- Roberson and P&Z Commissioner Carol Polsky attended a State Housing Forum on September 11.
- Appointed P&Z Commissioner Brian Murray as Chair of Firearms Safety/Home Shooting Range Committee

CT Countryside Website Launch Party July 25, 2024, at Patriots Park Lodge



July, August, September

DISCUSSION AND ACTION TOPICS:

- **CT Countryside:** On July 25, EDC held a kick-off meeting for the www.ctcountryside.org website with CivicLift developer Evan Dobos at the Patriots Park Lodge.
- Attended Verizon Store opening on Sept. 14th
- Met with Justin Valanti, the owner of ArborTech who purchased the property at 240 Main Street, to discuss relocating his business to the property
- Celebrated the ribbon cutting for the grand opening of **Wasabi Steak & Sushi House** at 1203 Main Street

Wasabi Restaurant Grand Opening September 19, 2024, at 1203 Main Street



July, August, September

FARMERS' MARKET HIGHLIGHTS: No. 1 in Connecticut!

- The Coventry Farmers' Market was named the **#1 Farmers' Market in Connecticut** by the American Farmland Trust! This prestigious recognition is a testament the market's commitment to providing fresh, local produce and fostering a sense of community.
- Between July and September, there were **43,693** visitors to the market!
- From the start of the season, attendance is up **9%** from last year.
- The Farmers' Market was awarded a Farm Credit East grant in the amount of **\$500**.
- The Market Committee met mid-season to discuss upgrades to the internet service for farmers and visitors. They decided to use market funds for substantial upgrades to be implemented before the start of the market season next year (2025).

*Coventry Farmers' Market
CT's only Cheese Rolling Competition*



ZONING BOARD OF APPEALSYEAR **2024**

July, August, September

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
ZBA-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	7/16/24	A
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	7/16/24	A
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	7/16/24	A
ZBA-24-7	8/8/24	8/20/24	Request for variance from Table 4.04A.c of the Zoning Regulations to allow a reduction of the side yard setback from 15' to 11' (existing nonconformity is 3') and a lot coverage of 18.2% where 15% is maximum allowable (existing nonconformity is 18.8%) at 370 Hemlock Point Drive in the LR Zone; Applicant/Owners: Cheryl and Eric Trudon.	8/20/24	A
ZBA-24-8	9/6/24	9/17/24	Request for variance from Table 4.04A.c of the Zoning Regulations to allow a lot coverage of 16.3% where 15% is maximum allowable (existing nonconformity is 16.7%) at 78 Cheney Lane in the LR Zone; Applicant: Lauren Brinsko, Owners: Scott and Carole Sheldon.	9/17/24	A

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

ZONING ENFORCEMENT

YEAR **2024**

July, August, September

News from the Acting Planning Technician & Zoning Enforcement Officers:

Personnel

As the search continues to fill the ZEO vacancy, Mark St. Germain, Engineering Tech, has continued to serve as Acting Zoning Enforcement Officer for the review of permit applications and inspections. Jana Roberson, Director of Planning and Development, has been working in tandem with St. Germain on more complex Zoning matters. As Engineering and Road projects revved up over the summer, St. Germain has had less time to spend on Zoning requiring Roberson to fill in on day-to-day Zoning matters, as well as handling any applications needing to go before the Zoning Board of Appeals and Planning and Zoning Commission.

Permits

Permit numbers, as expected, have remained high during the warm weather. The increase in activity that started late in the first quarter continued through the second and third quarters of 2024. Land Use Boards have been busy with development project applications, particularly for single family homes, additions, and accessory structures. These projects then come back through the office as Building/Zoning permit applications. Driveway contractors are hard at work which is keeping Staff busy with reviews and inspections. We expect these numbers to taper down into the winter.

Enforcement

The ZEO position remained vacant as of the end of September, so enforcement matters are forced to remain on 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 slowly ramp back up to normal levels.

Ms. Roberson testified at two trials for zoning enforcement matters: Coventry v. Wall at 301 Broad Way (unauthorized Contractors' Yard) and Coventry v. Greenleaf at 33 Catalina Drive (unauthorized agriculture: goats). The Town of Coventry received a judgement in the matter of Coventry v. Beebe at 89 Flanders Road (failure to obtain permits) – Award of \$5,112.72 for fees and \$55,512.72 for civil penalties. Judgement was in favor of the Town of Coventry due to the defendant's failure to plead.

ZONING ENFORCEMENT Cont'd

YEAR **2024**

July, August, September

Mark St. Germain – Acting Zoning Enforcement Officer

<u>ZONING PERMITS</u>	=	102
Single Family Dwellings		5
Condominiums		0
In-Law Apartments		0
Finished Basements		2
Accessory Structures		
Decks/Porches		7
Sheds/Gazebos/Barns		10
Detached Garages		2
Pools/Hot Tubs		3
Additions/Attached Garage		4
Alterations/Renovations		11
Grading/Clearing		3
Fences		0
Commercial Use/Signage		2
Home Occupation		3
Driveway		22
Roof Mounted Solar PV		22
Ground Mounted Solar PV		0
Crumbling Foundation		4
Tenant Fit Out		2
Other		0
		<hr/>
Total		102

******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 once the department is back to full staffing levels.***

INLAND WETLANDS AGENCY

YEAR 2024

July, August, September

PERMIT NO..	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
24-18W	4/20/24	4/24/24		260 Mark Dr Garage Brian Bolduc	-	W
24-20WA	4/23/24	-		757 Brigham Tavern Rd Above ground pool Ernest Jellinek	-	W
24-21WA	5/1/24	-		36 Sam Green Rd 12x20 Shed in upland review area Robert and Barbara Sereno	-	P
24-28W	6/17/24	6/26/24		272 Pine Lake Dr Demo/rebuild of house Mark Peterson	7/24/24	A
24-30W	6/19/24	6/26/24		Waterfront Heights Association Beach Deposition of beach sand & e&s controls Donald Badstuebner	7/24/24	A
24-31W	6/25/24	6/26/24		51 Kensington Rd Addition in upland review area Roderick Carey	8/28/24	A
24-32W	7/15/24	7/24/24		375 Brewster St Driveway with wetlands crossing Roland Johnson	9/25/24	A
24-33W	7/23/24	7/24/24		Lisicke Park Beach Replace retaining wall and steps James Drumm	8/28/24	A
24-34W	7/23/24	7/24/24		78 Cheney Ln Demo/rebuild of house and garage Lauren Brinsko	8/28/24	A
24-35W	7/23/24	7/24/24		4 Avery Shores Deck facing Coventry Lake Robert Smith	8/28/24	A
24-36WA	8/1/24	-		100 Pine Lake Dr Steps down slope towards Eagleville Lake Joseph Pacholski	9/9/2024	A
24-37				Archived: permit not needed		
24-38AR	9/7/24	9/25/24		1370 North River Rd. Grading and leveling with clean fill Greg Kiss	9/25/24	A
24-39WA	9/9/24	-		1717 South St 12x20 pre-fab shed Sandor Kajik	-	P
24-40WA	9/10/24	9/25/24	9/25/24	260 Mark Dr 12x20 prefab shed Brian Bolduc	9/26/24	A
24-41WA	9/10/24	-	-	91 Whites Hill Rd Grading, utilities, drainage for new house Mark Peterson		P

INLAND WETLANDS AGENCY Cont'd

YEAR 2024

July, August, September

PERMIT NO.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
24-42W	9/11/24			369 Stonehouse Rd 2 lot subdivision development Frantz Charles		W
24-43W	9/11/24	9/25/24	-	77 Edgewater Dr Additions and drainage Eric Peterson	-	P
24-44WA	9/11/24	-	-	312 Brewster St 12x16 pre-fab shed Steve Orlikowski	9/12/24	A
24-45W	9/14/24	9/25/24		List No: R00396 – Kings Rd 3-lot Subdivision William Jackson	-	P
24-46W	9/16/24	9/25/24		90 Avery Shores Demo/rebuild David Blakely	-	P
24-47W	9/24/24	9/25/24		Woodland Road Drainage improvement Town of Coventry- James Drumm	-	P
24-48WA	9/25/24	-	-	61 Maryanne Dr 12x16 pre-fab shed Carl Rivers	-	P
24-49W	9/28/24			41 Edgewater Dr Lake wall replacement Mark Livingston	-	P

W – Wetlands Agency, Regulated Activity TH- Timber Harvest A - Approved D - Denied
 WA – Wetlands Agent. Minimal Impact NR – Non-Regulated Use P - Pending W - Withdrawn
 NJ – Non-Jurisdictional Ruling

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 three during the third quarter of 2024. There was a total of 17 new applications that were received, 8 of which were approved, 8 are pending and 2 were withdrawn. There were two applications withdrawn, 1 still pending and 3 approved from the second quarter. In addition, there was one As-of Right application reviewed and approved by the Inland Wetlands Agency.

There were two properties with wetland violations this quarter, one of which is being resolved by IWA and Staff working with homeowner and their team, resolution is expected next quarter. The other is pending further investigation.

July, August, September

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

Professional Development and Other

- Attended the Southern New England Chapter of the Soil and Water Conservation Society's Erosion and Sediment Control Field Day
- Continues to serve on Board of Directors for Hop River Trail Alliance and assist as Grant Fiduciary Agent for Hop River Trail Signage Grant
- 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
- Assisted with the State of the Lake Forum
- Facilitated the creation of a Town-wide survey regarding the utilization of Coventry Lake

Conservation Commission Staff Support

- Assisted Protected Spaces Stewardship Committee organize water chestnut pulling events at Eagleville Lake
- 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



Sunset on Coventry Lake, July 2024

BUILDING DEPARTMENT QUARTERLY REPORT
1ST QUARTER
JULY, AUGUST, SEPTEMBER 2024

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

NEW HOUSE PERMITS ISSUED FOR THE 1st QUARTER 2024-2025 FISCAL YEAR	
ADDRESS	DATE
21 Wolf Hill Road	7/15/2024
162 Lakeview Drive	8/20/2024
188 Avery Shores	9/23/2024
94 Wolf Hill Road	9/24/2024
163 South St. Ext.	9/25/2024

There were four (4) permits issued this quarter for replacing crumbling foundations.

CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 1st QTR 2024-2025 FISCAL YEAR	
ADDRESS	DATE
3176 South Street	7/3/2024
8 Auburn Trail	7/10/2024
121 Deborah Drive	8/21/2024
165 Wrights Mill Rd.	9/13/2024

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

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 1ST QUARTER 2024-2025 Fiscal Year	
ADDRESS	DATE
51 Woodland Road	7/2/2024
15 Flanders Woods Ln	8/13/2024
85 Wolf Hill Road	9/17/2024

Homeowners achieved new peace of mind for four (4) foundation replacements that were issued a Certificate of Occupancy for their completion this past quarter.

CRUMBLING FOUNDATIONS ISSUED CO's 1ST QUARTER 2024-2025 Fiscal Year	
ADDRESS	DATE
38 Ridgebrook Drive	7/15/2024
670 Stonehouse Rd	8/5/2024
67 Zeya Drive	9/5/2024
10 Dunn Road	9/6/2024

Municipal Projects:

There were no municipal permits issued this quarter.

Commercial Projects:

July: There was a commercial plumbing permit issued at 1047 Main St. A temporary tent permit was issued for 2645 Boston Turnpike.

August: A permit was issued at 1712 Main St to add a conduit from one fiber box to another. 1203 Main St also had gas and plumbing permits issued. There was a tenant fit out permit at 1047 Main St for renovations to re-open the laundromat under new ownership. 1203 Main St also had a tenant fit out permit to open the new Wasabi Steak and Sushi House.

September: A commercial renovation permit was issued for 139 High St. Commercial plumbing permits were issued at 1047 Main St and 1171 Main St. A temporary tent was issued at 2299 South St.

Permits for this Quarter

PERMIT TYPES	Jul. 2024	Aug. 2024	Sep. 2024	First Qtr.
				2024-2025
Houses only	1	1	3	5
Foundation only	0	0	0	0
Condominiums	0	0	0	0
Commercial Bldg/Renov	1	3	1	5
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	2	1	1	4
Garages/Carports	0	0	2	2
Sheds/Barns	2	1	0	3
Decks/Porches	3	4	0	7
Pools	1	2	0	3
Demolition	0	0	1	1
Woodstove	0	1	1	2
Miscellaneous	22	19	26	67
Renov/Repair/Alter	2	8	6	16
Plumbing	4	4	4	12
Heating	18	21	15	54
Electric	30	20	23	73
TOTAL PERMITS	86	85	83	254
PERMIT VALUE	\$888,182.31	\$1,689,178.25	\$2,740,126.89	\$5,317,487.45
FEES COLLECTED	\$28,042.38	\$22,788.54	\$39,439.20	\$90,270.12
Certificate of Completion	79	59	66	204
C/O's - New Homes/Condos	1	1	1	3
C/O's - Other	2	2	4	8

Twenty-two (22) Solar permits were issued this quarter.

Four hundred and seventy (470) inspections were completed this quarter.

Quarterly Report
First Quarter FY 24_25
July 2024 – September 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's goals and objectives.

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

Listed below are the stated goals and objectives for each agency component for the 22/23 fiscal year and information regarding the department's efforts and progress toward meeting those goals.

ADMINISTRATION

Goal: *Continue to comply with CALEA and POST Accreditation standards as we move into the next four-year cycle. We recently were granted our fifth award for Advanced Accreditation.*

Objectives:

- Apply any new standards that will come out through CALEA.
- Successfully complete the first year of the four-year cycle.
- Continue to follow all guidelines and provide proofs.

Goal: *Recruit, hire, and train recruit police officers.*

Objectives:

- Recruits Nicholas Murphy and Riley Johnson graduated from the New Britain Police Academy in the previous quarter.
- Both successfully completed field training and began working as a certified police officer.

Goal: *Recruit, hire, and train two additional part-time Police Dispatchers. With part-time dispatcher applicants, we are recruiting and training most of the year.*

Objectives:

- We compiled a list of applicants and conducted interviews.
- We were able to hire two police dispatchers to assist with covering open dispatch shifts on weekends and holidays.
- We also rehired retired police officer Kevin Vail to dispatch on a part-time basis.

OPERATIONS

Goal: To train and implement with the newest version of the Taser.

Objectives:

- Provide the required number of training hours to be proficient with the new model.
- The new and improved Taser is a much more useful tool. The distance we can utilize the taser

Goal: To train in the areas of handcuffing/baton/OC spray.

Objectives:

- Provide the required number of training hours to be proficient in each area.

SUPPORT

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

Objectives:

- Continue the ongoing program "Lunch with a Cop" in each school.
- Increase participation of officers at both recurring and special events in town, particularly those involving children.

Other Items of Interest

- We continue to prepare for upcoming community events in the next quarter.
- This summer was busy with many cases that required extensive investigation.
- Our Animal Control Officer was busy with two large scale cases where a large amount of animals had to be seized due to not being cared for properly and/or neglected.
- Officer Robert Michaud and Officer Olaph Anderson were both promoted to the rank of Sergeant.
- Full-time police dispatcher Ryan Brenker resigned due to relocating to North Carolina to be closer to family.
- Completed firearms training.
- Chief Peterson and Captain Spadjinske attended the CALEA conference in Winston-Salem, North Carolina to receive our fifth award for "Advanced Accreditation".





CALEA CONFERENCE
Winston Salem, North Carolina ~ July 27, 2024

TOWN OF COVENTRY FIRE-EMS DEPARTMENT

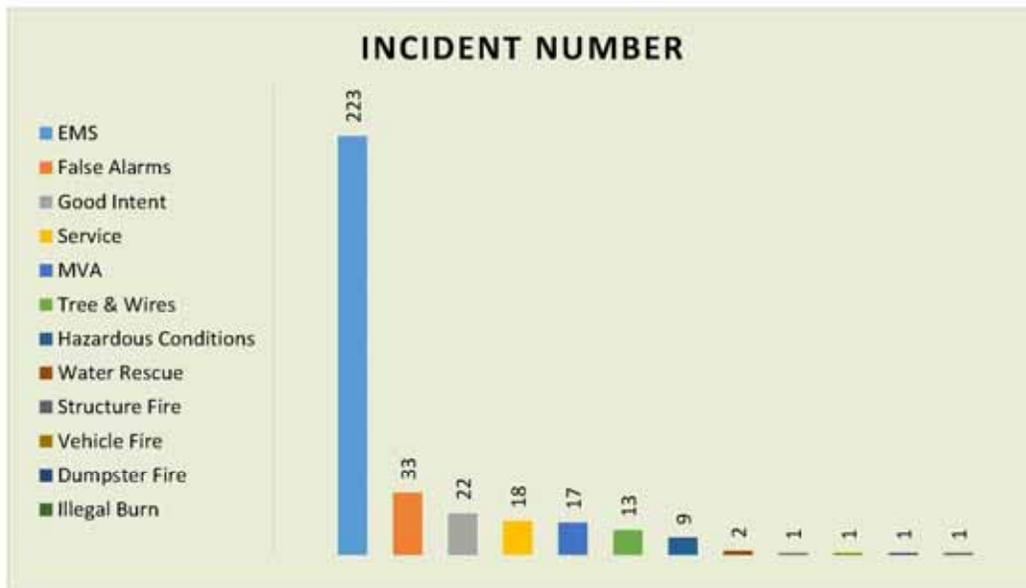


QUARTERLY REPORT

July 1 – September 33, 2024



Major Incident Types by Month for Date Range (341)



JULY July was the start of the EMS division using town employees and four (4) full-time and nine (9) Part-time employees were hired to assist with covering the ambulance 24/7.

We attended Columbia's Fourth of July parade, recruitment drive at Main Moose with other area departments. At this event they did a vehicle extrication and a car fire exhibition, along with use of a fire extinguisher. This recruitment drive was to entice members of the public to volunteers.

It was the start of an Eagle Scout project by Shane Porter. Shane's project involved clearing brush and painting our dry hydrants and then new water hole signs that he designed were installed making them easier



Dedication – Teamwork – Respect

to find. Along with that we flushed and flowed water from each hydrant making sure they were operable.

AUGUST In August, our Department our annual swearing in and awards dinner. The swearing in consisted of reappointing Deputy Chief of Training Kenneth Boutin, Deputy Chief of Operations Jared Dewey. New members Justin Davis, Chad Hahn and Sean McCarthy. Then we swore newly appointed town employees, Deputy Chief of EMS Donald Figiela, EMS Lieutenant Michael Sparks and our full and part-time staff. We awarded Top Responder of the Year to Diane Boutin, Firefighter of the Year to Matthew Traber, Ems Provider of the year to Natalie Jellinek, Officer of the year to Beth Mancini and Junior of the Year to Jacob Cote.



Congratulations to Jacob Cote and Kennan Ziel who completed the Connecticut Fire Academy Cadet Advanced Skills and Concept (ASAC) Class #12.

SEPTEMBER In September, we participated in Wishes on Wheels Convoy, it is the largest Truck convoy in New England and is a fundraiser for Make a Wish Connecticut.

Members completed annual fit testing required for using self-contained breathing apparatus (SCBA) and N-95 mask required for all medical personnel.



OTHER The Fire Chief/Fire Marshal attended staff, officer, town council, joint fire council and fire chief association meetings. He inspected 12 Businesses, four (4) Apartment buildings, Four (4) Assemblies, two (1) Group homes, and one (1) tent.

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
bmevers@coventry-ct.gov

Dedication – Teamwork – Respect

Human Services Department
Quarterly Report
July-September 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 Administrative Assistant

Sarah Leete, Senior Center Van Transportation Coordinator

New Coordinators:

Starting on September 3rd; Austyn Dolce, Human Services Coordinator

Starting on September 23rd; Madison Baranoski, Youth Services Coordinator

Human Services

Administrative:

- The new, updated brochure was uploaded to the Human Services town website, distributed to the senior center and town library, and posted on the Human Services Facebook page
- A new marketing material is seasonal pamphlets that highlight new information. upcoming services, and town events. The Fall 2024 edition was uploaded to the Human Services town website, distributed to the senior center and town library, and posted on the Human Services Facebook page
- The Human Services town website was updated. It lists all services that Human Services and Youth Services provide, and the 2024 Holiday Program information and PDF forms were uploaded
- There are weekly Facebook posts on the Human Services page to update the community on current services, the food bank, and other related information

Meetings and Trainings

- The HS Administrator, HS Coordinator, and SC Coordinator attended the 2024 ACCESS energy training
- HS Administrator attended several trainings, including CPR/First Aid/AED/Narcan, NAMI, DCF/Dillingen RAD, YSB Roundtable, Opioid Discussion; monthly Windham Community Care Team, Eastern CT Coordinated Access Network
- HS Administrator also attended the GHR Open House
- Served on 2 interview panels and completed interviews for two new hires in HS Dept

Programs

- **ACCESS Energy Assistance Program.** The office started accepting applications on September 16th. We processed 17 applications between September 16th and October 15th
- **Renters Rebate** closed on September 30th
- **CT Water Assistance** seven applications were received by the HS Administrator
- **Youth Services** Camperships and Gearing Up to Learn were completed by HS Administrator in absence of a Coordinator

Food Bank

- The food bank storage room is well stocked with canned and boxed food, and toiletries. We are now accepting warm clothing for the winter season for food bank clients
- Over the course of three months, we assisted 96 individuals/families in the food bank

Special Needs

- HS assisted with one residents' arrearage to bring her rent current
- HS processed two clergy fuel applications

Youth Services Quarterly Report July to September 2024

1. Administrative Function:

- Attended NAMI Presentation on Mental Health Legislation and Legislative Session Review 7/9
- Attended YSB Opioid Discussion through AHM 7/16
- Met with Laura Zurelle, Peer and Staff Support Specialist, to strengthen the partnership between the school district and Youth Services, as well as to identify opportunities for collaboration 9/26
- The following training was completed:
 - CPR/First Aid/AED/Narcan – 9/30

2. Services

A. Functions

- Juvenile Review Board referred 1 case
- Juvenile Review Board Closed 1 case
- Truancy cases 0 referrals
- Campership Assistance 3 cases
- Mentoring 0 students

B. Programs

- Positive Connections Mentoring
 - Began planning for PCM with Laila DaSilva at GHR
- Human Services Department Support
 - Assisted Human Services with Food Bank organization and distribution
 - Supported Senior Center

**COVENTRY SENIOR CENTER - QUARTERLY REPORT
JULY, AUGUST, SEPTEMBER 2024**



I. PROGRAM ACTIVITY

Classes/Workshops/Leisure	Event Participation
Tech Tuesday (Monthly)	12
Book Club (Monthly)	16
Jewelry Group (Monthly)	6
Crocheting & Knitting Session (Monthly)	9
Let's Get Sewing (Weekly)	48
TOTAL	91

Fitness

Chair Yoga (Mondays)	69
Strength & Conditioning (Tuesdays)	132
Tai Chi (Wednesdays)	67
Strength & Balance (Thursdays)	168
Cardio Drumming (1 st & 3 rd Fridays)	8
Fitness Room (Daily)	166
TOTAL	610

Recreation/Entertainment

Bingo, Mahjongg, Corn hole (Monthly)	85
Jam Session (Monthly)	42
<i>NEW</i> Chess Club	4
<i>NEW</i> Poetry & Short Stories	3
TOTAL	134

Social Activity/Event

Public Computers (Daily)	4
Out to Lunch Bunch (Monthly)	19
Conversations with Lisa Thomas, Town Council Chair July, September	1
TOTAL	24

Personal Care

Massage Therapy (2x month)	22
Haircuts (Monthly)	16
TOTAL	38

Special Events

Vaccine Clinic – 9/26/24 sponsored by Eastern Highlands Health District	23
Ice Cream Trips Meyer’s Crazy Hollow Creamery Red Barn Farm Stand	6 5
Coffee Hour Representative Tim Ackert 9/17/24	8
Coffee Hour with Senator Gordon 9/24/24	12
Lunch & Learn: Czepiga Daly Pope & Perri 9/19/24	25
TOTAL	79

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.

- **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:** **296** 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 **741** followers and has expanded our social media posts to share on the local Coventry page. The Willimantic Chronicle has also been another avenue to share programs and events here at the Center.
- **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 **62** volunteer hours of service this quarter. Betsy Fitzgerald (**62 hrs.**), Penny Whitaker (**hrs.**) This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

4. PROFESSIONAL DEVELOPMENT:

Senior Center Coordinator:

9/16/24 CT Energy Assistance Program (CEAP Program Year 2024-25 Training at Access Agency Site

9/30/24 CPR/First Aid Training - Recertification

HIGHLIGHTS FROM THIS QUARTER



September 17, 2024

Representative Tim Ackert

Helping us break down our Eversource bill, discuss Veterans Disability benefits and the upcoming CEAP Energy Assistance Program.



September 24, 2024

Senator Jeff Gordon

Coffee Hour sponsored by American Legion Post 52 providing legislative updates.

Coventry Rides Transportation Program

July-September 2024

# Days of Operation: 37	# Vehicle Hours: 110.5
# Vehicle Hours Average/Daily: 3.0	# of Individuals Riding: 21
# Miles Total: 1780	# of One-Way Trips: 151

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. Kerry Kilbourne joined the transportation department as a per diem driver in July. Kerry trained for two weeks out in the field, and then began doing her own runs as needed. For the safety of our riders and drivers, masks are optional, and masks and hand sanitizer are available on the vehicle.

In August, the Senior Rides program received our new minivan, which will be used to enhance our program.

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. Further trips will be scheduled monthly to other shopping plazas as the need/interest arises. Small group trips continue with monthly out-to-lunch to area restaurants. In July, six riders took a trip to Meyer's Crazy Hollow Creamery in North Franklin and four riders went to lunch at the Tavern at Spring Hill in Storrs. In August a group of six enjoyed lunch at DiFiore Ravioli Shop of Ellington. The beginning of September found five riders on a trip to Stearns Farm Stand for ice cream and shopping local goods. At the end of September seven residents took a trip to Elmo's Dockside in Vernon for lunch.

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

BY THE #S

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

BEACHES

- 3,267 residents visited the Lisicke Beach July – Sept.
- 615 non- resident vehicles paid to enter Patriots Park July – Sept.
- 34 staff employed – lifeguards, gatekeepers, park maintenance

PROGRAMS

- Wellness Programs
- Youth Programs

RENTALS

- 26 Lodge rentals
- 34 Millbrook Place rentals
- 6 Lisicke Beach rentals

CAMP

- 695 Total Enrollment (K – 8)
 - Avg. 87 Per Week
- 418 Program Hours
- 2 Field Trips
- 20 Staff Employed

SOCIAL MEDIA

- 57 Facebook posts
- 3,000 highest Facebook post reach
- 4.5% increase in Facebook Followers

06238



PARKS & RECREATION QUARTERLY REPORT: SUMMER 2024

JULY – AUGUST - SEPTEMBER

Arts on Main

An estimated 750 people enjoyed a beautiful fall day in Coventry Village – enjoying live music, poetry readings, craft vendors, face painting, art exhibits and more.

The Red Lion Burger, First Church Awesome Dogs, Twin Beaks Fried Chicken, and Yummy Food Wagon served up some delicious food while the crowd enjoyed live music from Coventry Hill Billies, November Sound, Patti Tuite!

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

Thank you to the event sponsors: Ackert for the 8th, Arbortech, Bidwell Tavern, Coventry Arts & Antiques, Coventry Lions Club, CT Valley Orthodontics, Hale’s Barber Shop, Highland Park Market, JDM Imports, Meadowbrook Wine & Spirits, Mr. Handyman of Suffield, Enfield, and Coventry, Nathan Hale Antique Center and Preserved Antiques.

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



COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director ◊ Megan Yanez, Assistant Director

Josh Anderson, Recreation Assistant/Camp Director

www.coventry-ct.gov

Camp Wangumbaug

Summer 2024 was a great success with most weeks full with waitlists. Campers participated in field trips to Nomads, Mystic Aquarium and the Science Center. New this year, was a mid summer carnival that both campers and staff said is a tradition to be continued. Josh Anderson, Recreation Assistant, stepped into his first year as the Camp Director and Ellie Houk returned for a second year stepping into the role of Assistant Director.

Program Variety

The Parks and Rec Department focuses on offering a variety of programs for all ages and interests. This summer the Department offered sports programs, arts programs, STEM programs, cooking programs, trips and more! A popular new program was youth tennis offered by two Coventry High School varsity tennis players. The Men's Basketball Program doubled in size this summer, a second division was added for men ages 35+ . If you have a talent or skill and would like to offer a class contact the Department to share your gifts and talents with the Coventry community.

Recreation Daze

Before & After School registration opened for its 14th year on July 1st for returning families and July 15th for new families. By early August the program was full and Parks and Rec Administrative staff worked quickly to hire additional moved participants off the waitlist. Josh Anderson returns as the Site Director for his second year and the program staff is a good mix of new and returning. Participants enjoyed spending lots of time outside in September while the weather is still nice.

Beaches

Summer 2024 was hot and full of thunderstorms! Patriots Park had over 2,500 visitors (only counted in cars not walk ins) in July – September with the busiest day being July 4th with over 360 visitors. Lisicke Beach had over 3,000 visitors July – September with July 8th and July 27th being the busiest days with 136 visitors each day. The Department hired 12 lifeguards for the season. EHHD closed Patriots Park once for two days for high bacteria reported in the water.

Facility Updates

PATRIOTS PARK: The Senior Center/Lodge had the 25 year old water pump replaced in September. A Community Meeting was held with FHI Studios on September 12th to discuss the Patriots Park Master Site Plan. Approximately, 50 people attended the meeting to share their ideas for future use of the park.

MILLER RICHARDSON: In August the bid was awarded to All Seasons Landscaping for Phase 1 of the Miller Richardson Site Plan. Town Staff had a pre construction meeting with All Seasons and construction work began at the park on September 2nd.

MILLBROOK: DPW staff cleaned the building gutters and ordered materials for park bridge repairs

PHOTOS OF FUN



Rec Daze 1st Day of School



Learning about water invertebrates at Creaser Park with TLGV



Patriots Park Beach at Sunset

Photo by: Jamie Libow



Group Game at Camp W

Booth & Dimock Memorial Library

Quarterly Report

July 1, 2024 – September 30, 2024



- I. *Circulation* – Items that have been checked out, renewed, or loaned/borrowed through inter-library loan.
 - Total – **21,657**
 - *Library circulation increased 21% compared to the 2023/2024 first quarter.*
 - Type (included in total)
 - Books & Serials – **17,067**
 - Video – **1,239**
 - Audio – **249**
 - Electronic – **2,700**
 - Other – **402**
 - Age (included in total)
 - Adult – **7,450**
 - Young Adult – **1,197**
 - Children – **10,194**
 - Not Assigned – **116**
 - Inter-Library Loan (included in total)
 - Borrowing – **1,959**
 - Lending – **1,154**

- II. *Library Visits* – People walking through the door as tallied by an automatic door counter.
 - **8,974**
 - *Our busiest day was during Arts on Main on September 14 when 341 people visited the library!*

- III. *New Library Cards* – Individuals who registered for a Coventry library card for the first time.
 - **168**
 - *New library cards increased 6% compared to the 2023/2024 first quarter, and 38% compared to the 2022/2023 first quarter!*

- IV. *Reference* – Questions staff answered regarding library services, library catalog, local area, research, genealogy, homework help, and more.
 - **1,888**

- V. *Internet* – Use of library wi-fi and desktop computers.
 - Desktop Computers
 - Total Users – **565**
 - Wi-Fi
 - Total Sessions – **8,657**
 - Total Devices – **589**

- **September had the highest number of unique devices connect to our wi-fi on record, at 316.**

VI. *Programs* – Events, activities, workshops, or lectures offered by the library.

- Programs Offered – **65**
- Participants – **2,242**
 - **Program highlights include the CT Humane Society Story Time, Teen Dungeons and Dragons, Grow Your Own Oyster Mushrooms, Submarine Escape Room, after-hours Laser Tag, Tie Dye Day, Furry Scaly Friends, Candle Take & Make, and Homeschool Hangout.**
 - **Special thanks to the Lion’s Club and their donation to the children’s department. With their donation, we were able to host two special programs: Kids Yoga and Furry Scaly Friends!**

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

- Facebook
 - Posts – **62**
 - Reach – **21,512**
 - Engagement – **2,053**
 - **A post on July 31 advertising our Tie Dye Day reached 1,355 people!**
- Google Profile
 - Searches – **510**
 - Profile Views – **1,208**
 - Website Visits from Profile – **1,011**
- Website
 - Unique Visits – **4,356**
 - Page Visits – **7,570**

VIII. *Library Facilities*

- The Renovation sign came down! Thank you, Coventry Public Works!
- Fire alarm testing was performed on August 27.
- The dehumidifier drainpipe backed up and flooded the mechanical room and restroom hallway downstairs, the same way it happened in September 2023. Manny has put checking the drainpipe on his regular maintenance rotation.
- The boiler was serviced, and the AC shut down for the season on September 17.
- *Proulx* Builders visited the library to provide a quote for the joist repair on September 9.
- Technicians from Novus Insights and CEN began installing new fiber internet equipment as part of the Fiber to the Library Grant on September 27. The project should be finalized in October or November.

IX. *Library Staff & Professional Development*

- Library Director Margaret Khan attended CLA’s monthly meetings on July 18, August 14, and September 19.
- Margaret attended Joe Courtney’s Resource Fair held at ECSU on August 8.

- Adult Services Librarian Jennifer Chretien attended the Fall 2024 Virtual Librarian Preview through Simon & Schuster on August 8.
- Margaret attended Bibliomation's finance committee meeting on August 13.
- Jennifer attended a workshop through OCLC called "Library Customer Service and Adult Programs for People Living With Dementia" on August 28.
- Jennifer attended the Winter 2025 Preview through MacMillan Publishers on August 29.
- Jennifer attended Morning Book Buzz through Penguin Random House on September 4.
- Head of Teen Services & Technology Kayla Chamberlain attended the CNH Middle School open house on September 11.
- Margaret was asked to serve on the Connecticut Education Network's (CEN) Engagement and Development Advisory Council (EDAC), and attended the year's first meeting in Hartford on September 16.
- Margaret attended the Easter Connecticut Library Director's Roundtable meeting at the Hebron Library on September 18.
- Children's Librarian Christa Kiedaisch and Library Assistant II Aubrey Bond attended the elementary school open houses. On September 19 at GHR they interacted with 61 people and issued 2 new library cards, and on September 25 at CGS they interacted with 90 people and issued 14 new cards!
- Aubrey attended "Set the Stage: Working with Community Partners" on September 23. The workshop covered how to establishing working relationships with community organizations.

X. General Updates

- Local author and illustrator duo Justin and Irina Trzaskos hosted a book launch for their newest book *Legend of Salamander* and Ten-Year Anniversary Party on August 1, which was a big success!
- Summer Reading concluded on August 23 with an all ages Laser Tag event. We had a total of 265 people register for Summer Reading:
 - 191 children
 - 41 teens
 - 33 adults
- The Library took part in the town-wide Arts on Main event on September 14. 341 people visited the building and 105 people participated in our mini-canvas program.
- Community Conversations for the ALA Libraries Transforming Communities grant took place on September 18 and 24, and an online survey was available for a month. The Journal Inquire ran an article about the initiative on September 21. Our interim report was submitted on September 26 and purchasing for the grant should take place by the end of the year. The grant closes in Spring 2025.
- Library staff set up a booth at the Coventry Farmers' Market one Sunday each month, and provided activities, library cards, and books to check out!
- The Stave Family Community Room was used seven times by outside groups.



Top row: Families at a special Story Time presented by the Connecticut Humane Society on July 9; a young patron shows off his mini canvas at Arts on Main on September 14.
 Middle row: Patrons make their own tie dye shirts, and staff show off the shirts they made in August.
 Bottom row: Thanks to the Lion's Club for donating money to support our Furry Scaly Friends and Kids Yoga programs.

PUBLIC WORKS DEPARTMENT
Quarterly Report
July, August & September 2024

STAFF

Director of Public Works/ Tree WardenWilliam Watkins
Administrative SecretaryDianna Grindle

Highway/ Roads Crew LeaderCharles Harakaly
Facilities Crew LeaderColin Dunnack

Public Works Maintainer IIIClifton Labrec
Public Works Maintainer IIIMonica Bragdon
Public Works Maintainer IIRichard Watts
Public Works Maintainer IIJohn Hoffman
Public Works Maintainer IILee Davey
Public Works Maintainer IIEric Hurlburt
Public Works Maintainer IIMichael Mangiafico
Public Works Maintainer IITroy Stout
Public Works Maintainer I.....Mark Jaworski
Public Works Maintainer I.....Christopher Cefaratti
Public Works Maintainer I.....Matthew Anderson

Lead Mechanic.....Robert Maxwell
Mechanic IIErik Johansen
Mechanic’s HelperDavid 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

Engineering

Staffing: 2
Town Engineer
Engineering Technician (PT)

Town/State Projects

LOTICIP – Swamp Road and South Street Improvements Project: Increased scope of project to include gap on South Street between Swamp Road Intersection and the S-Curve. Town's consultant working Final Design submission.

FLBP - Hop River Road Bridge Project: Abutment and superstructure work progressing with the Bridge. Steel Girders installed in early July. Concrete deck and road approaches being completed. Bridge opening tentative early November.

CCGP - Main Street Sidewalk Extension to Lisicke Beach: No activities done on the project in this quarter due to other project timing demands. Pushing construction out to Spring 2025.

2021 DEEP Rec Trail Grant: No construction activities took place.

Miller Richardson Park Improvements (CT Bonding Earmark): Project bid in late May and contract awarded to low responsive All Seasons Landscaping, LLC out of Cheshire CT in August. Work started on September 3rd. The northerly improvements being executed first. Project should be complete for early December with cleanup work expected in spring 2025.

Plains Road – Well Contamination: Town Consultant started the survey & data collection for the proposed water main extension from the Nathan Hale Drive water system along the South Street Extension corridor to the impacted 5 domestic well on Plains Road with high Sodium and Chloride levels. Preliminary design submitted for the end of the Quarter

Bunker Hill Road Bridge Replacement: Survey and Data Collection for the replacement of the bridge over Rufus Brook, 50% State Local Bridge Program Funding, was completed in this quarter.

Preliminary Design finished in September. Permitting phase will commence in the 4th quarter. Project will be ready to bid in the summer of 2025 but won't start construction in Spring 2026 due to Town of Andover replacing their bridge over the Hop River in 2025.

Parker Bridge Road Culvert Replacement: Coventry received its Commitment to Fund from CDOT for the 50% State Local Bridge Program in July. Survey and Data Collection phase will start in Quarter four. Town proposes to incorporate horizontal and vertical geometry improvements to the roadway at the same time the culvert is replaced.

2024 TRIP – ADA Sidewalk and Safety Improvements: Project involves the upgrading the South Street sidewalk intersections to ADA compliance ramps. Project also adds safety improvements at other Town owned crosswalks. Engineering Dept performing the survey and data collection which started in September. Work will continue to in Quarter 4. Construction in summer/fall 2025.

Three Local Bridge Improvements under Federal Local Bridge Programs: Town has secured 100% funding for the following three bridges:

- Brigham Road
- Depot Road
- Flanders Road

Brigham and Depot bridge are in survey and data collection phases this quarter. While Flanders was newly added by CDOT to be part of its pilot Design-Build contract.

North School Road – Phase 1 Improvements: The Geotech Consultant performed the soil borings in August and delivered the report in September. The Geotech report is critical to establishing the recommended construction cross section for the gravel road prior to paving. Improvements should be bid and construction in the 2025 Construction season.

Trees

The Department received numerous tree complaints during the quarter. Tennen Tree worked in town for 4 weeks removing dead and hazardous trees, resulting in over 50 removals. The DPW crew followed behind the tree crew and picked up the wood that was left behind. All wood was stockpiled at DPW for future grinding into mulch.

Shop

The shop performed routine maintenance on vehicles and equipment. The shop completed servicing and making needed repairs to snow plowing equipment including spreaders in preparation for the upcoming winter season. 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. These needed repairs were approved, and the repairs have been ongoing.

Administration

The 2 newly created Maintainer 4 positions were posted internally. There were 6 applicants, and all candidates were interviewed by a 3-person panel. The top 4 scoring candidates moved on to a second interview with the town manager. At the completion of the interview process 2 candidates were promoted.

Contracted Stantec to update the pavement management report to reflect the paving that has been completed over the last 3 years. The final report was uploaded on the ARC GIS online system with help from Jana Roberson in the land use office.

Public Works Administrative Secretary Donna Wrubel officially retired on July 5th. Dianna Grindle filled the vacant position and is quickly learning her new role.



Public Works hosted Shred It Event on September 28th from 9-12pm. It was well attended with over 100 residents participating.

Road Crew

The crew performed routine road maintenance as follows:

- Pot hole patching
- Roadside mowing
- Street Sweeping
- Grading Gravel roads
- Cleaned equipment
- Lawn Repair and backfilling curbing

Summer Construction

- Waterfront Park
 - All catch repairs are completed
 - Catch Basin tops replaced as needed
 - Full depth reclamation completed
 - Roads graded
 - 1.5" binder coarse asphalt and 1.5" top coarse installed
 - Driveway Apron repairs started
 - Backfilling of road edges started





- Pilgrim Hills
 - All catch basin repairs are completed
 - Catch Basin tops replaced as needed
 - Multiple pipe joint repairs have been completed
 - Installed roughly 500 feet of new drainage pipe installed



- Line Painting Completed on the following:
 - Stop bars
 - Crosswalks
 - Double yellow lines on newly paved roads from last year and this year
 - E/V parking spots painted at town Hall.



- Rubber Chip Seal Completed on the following 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**



Grounds/Facilities Crew

The crew continued with normal maintenance with the following:

- cleanups at all town buildings
- Sports fields mowing and lining
- Routine mowing of all Town and School facilities

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
- All Schools prepped for start of the school year

Training

Training is ongoing and takes place as time permits.

- All DPW staff attended a recertification class for Flagger Safety

COVRA ANNUAL REPORT FY 24/25

TRANSFER STATION: MATERIALS RECEIVED

	1st QTR. JULY- SEPT	2nd QTR. OCT- DEC	3rd QTR. JAN- MARCH	4th QTR. APRIL- JUNE	ANNUAL TOTALS
Revenues	\$14,460				\$14,460
Ewaste - each	369				369
Propane Tanks - each	30				30
Bulky CD/Stumps - tons	64				64
Scrap Metal - tons	56				56
Tires - each	118				118
Leaves - tons	23				23
Refrigerant - each	163				163
Mattress	271				271
Customers	3,492				3492

TRANSFER STATION: MATERIALS TRANSFERRED

Casella - Bulk (cd) ton	113				113
Casella - Bulk (brush) ton	0				0
Casella - Recycling (metal) ton	37				37
Casella - Single Stream ton	4				4
Take2 - refrigerant units	197				197
Take2 - electronics (CED) lbs.	7,247				7,247
Take2 - electronics (non) lbs.	3,558				3,558
Take2 Recycling - lamps, mixed lbs.	410				410
Take2 Recycling - batteries, mixed lbs.	1,656				1,656
N 'n M Recycling Inc - propane- each	148				148
N 'n M Recycling Inc - fire extinguishers	16				16
Don's Tire - each	116				116
Bye Bye Mattress - each	0				0
PaintCare - lbs.	6,850				6,850
Midstate Batteries - each	0				0

CURBSIDE PICK UP

msw to Casella @ \$88.58 / ton expenditure	1,039 \$94,828				1,039 94,828
recycling to Casella @ \$variable / ton expenditure	265 13,716				265 13,716
curbside bulk to Casella @ \$88.05 / ton expenditure	44 3,914				44 3,914

WPCA 2024 3rd Quarter Report: July, August, September

Wastewater Treatment Plant (WWTP):

- Designed/permitted to treat average 200,000 gallons per day
- Average flow over past 12 months = 165,414 gallons per day (83% capacity)
- Peak daily flow this quarter = 154,370 gallons (on August 19)

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:

- We had serious issues with pumps and valves at the Lakeview Drive pump station jamming with wet-wipes and rocks. We believe the rocks got into the system at a break we repaired on Bellevue Drive in May. Wipes are an on-going problem.
- We had a contractor clean the 25-foot-deep wet wells at both pump stations. We removed lots of wet-wipes that were clogging the pumps and valves. This needs to be done every 5 years.
- We raised 40 manholes during paving in the Waterfront Park lake association. This work is typically done by contractors but doing it with staff saved the Town thousand of dollars. The manholes are 20 years old and are in good condition.

Wastewater Treatment Plant:

- We had a contractor clean 3 underground tanks at the treatment plant. They removed wet-wipes and other debris. The concrete tanks were inspected and are in good condition. This is done every 2 years.
- We had an evaluation from the Dept. Of Homeland Security regarding cyber threats to water & wastewater infrastructure. Our IT manager participated. We have very low risk exposure.

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.

- Our next step is environmental review which will take about 2 years.

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.