

TOWN OF COVENTRY

QUARTERLY REPORTS



October - December 2024

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Cover photo: A statue of Capt. Nathan Hale was commissioned and installed on the Memorial Green in 2012 as part of a year-long celebration of Coventry's 300th anniversary. Photo by Laura Stone.

**Finance Department
Quarterly Report
Covering Period 10/1/2024 – 12/31/2024**

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

General accomplishments

Significant time was spent working on the audit for FY2024 and on the actuarial valuation for the Town Pension Plan as of 7/1/24. Information was supplied to the Town’s actuary for computation of updated liabilities. The Workers Comp payroll audit was also completed. The Finance Department received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the year ended June 30, 2023. This is the Town’s 16th year receiving this award. The Town Accountant position was posted in November and filled in December.

The fiscal year 2026 capital and operating budget requests were distributed to all Town departments. The fiscal year 2026 budget will be compiled in the first quarter of 2025. Open enrollment for the Town’s HDHP/HSA plan was completed in early December. In addition, planning for fiscal year 2026 rates has begun and is currently being reviewed. We are expecting another increase based on historical claim data.

Meetings Attended:

Finance Committee of the Town Council	ECHIP Executive committee meetings
Town Council	ECHIP Board meetings
School Building Energy Efficiency Committee	ECHIP Wellness committee meetings
BOE/Town IT coordination	

OFFICE OF THE COLLECTOR OF REVENUE

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

SUBJECT: SECOND QUARTER REPORT 2024-2025

Delinquent Notices for Real Estate, Personal Property, Motor Vehicle, COVRRRA (Trash) and Sewer accounts were prepared and mailed throughout the quarter. Also, (32) Tax Collector Demand notices were sent for Personal Property delinquent accounts owing two years or more.

The second installment of the sewer assessment bills (225) were printed and mailed at the end of October for a November 1, 2024 due date. These payments were processed and deposited.

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

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

The 2023 Supplemental motor vehicle grand list was balanced with the Assessor's report in December. The bill file was sent to the printer, and 2038 bills were delivered to the post office on December 27, 2024. Taxpayers are continuing to take advantage of the Drop Box located at the rear entrance to Town Hall, located in the vestibule. Public is being asked to use online payment through www.coventryct.org or the drop box to avoid long lines.

Revenue Clerk, Elizabeth Pannhavong took CCMC class IV and the CCMC state exam and passed both. She is now awaiting her three year experience requirement and then will be officially certified CCMC.

The second quarter report is attached.

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

		Property Tax	Interest	Liens & Costs	Total
Grand List	2009	47.84	123.43	0.00	171.27
	2010	0.00	0.00	0.00	0.00
	2011	183.06	399.12	0.00	582.18
	2012	321.09	655.03	0.00	976.12
	2013	97.65	181.62	0.00	279.27
	2014	69.58	110.63	0.00	180.21
	2015	75.82	113.73	0.00	189.55
	2016	157.12	208.59	0.00	365.71
	2017	233.84	1,098.02	0.00	1,331.86
	2018	364.18	0.00	0.00	364.18
	2019	603.11	249.40	0.00	852.51
	2020	2,506.58	1,072.50	72.00	3,651.08
	2021	17,289.50	6,068.93	192.00	23,550.43
	2022	<u>78,736.21</u>	<u>19,490.82</u>	<u>456.00</u>	<u>98,683.03</u>
		100,685.58	29,771.82	720.00	131,177.40
Current	2023	2,290,971.76	18,743.52	54.00	2,309,769.28
Current SMV		<u>25,467.97</u>			
	Totals	<u>2,417,125.31</u>	<u>48,515.34</u>	<u>774.00</u>	<u>2,466,414.65</u>
Current 110	6010	40211	2,290,971.76		
Delinquent		40212	100,685.58		
Interest & Liens		40213	49,289.34		
SMV		40214	<u>25,467.97</u>		
			<u>2,466,414.65</u>		
Sewer Assess 205-7722	40211	84,862.44		Sewer User	40211 93,196.52
Interest, Liens, Per Diem	40213	<u>1,894.11</u>		Interest & Liens	40213 <u>4,546.38</u>
		<u>86,756.55</u>			<u>97,742.90</u>
COVRRRA				Returned Check Fee	<u>20.00</u>
Current 218-7601	40211	49,900.65			-
Delinquent	40212	12,108.55			-
Interest & Liens	40213	<u>10,012.95</u>			-
		<u>72,022.15</u>			-
	Total		<u>\$2,722,956.25</u>		-

Assessor Quarterly Report 2024

October 2024

The October 1, 2024, Revaluation project remains the top priority with all sales for the past year continuing to be reviewed. All market/arm's length sales being the basis of valuing all our unsold properties and new assessments for the new Grand List.

Personal Property Declarations went out in September to over 750 accounts and have been coming in by mail and by individuals returning the declarations via drop box or our office directly. Some individuals (new and existing) require assistance in filling out the forms. The deadline was November 1st for this year, with December 13th being the deadline for late submissions and those that request an extension to file.

We completed the monthly transfers, prorates of motor vehicles, continued the inspection process for the Real Estate grand list. We also received the 2023 Motor Vehicle Supplemental Grand List from the Department of Motor Vehicle, and the pricing and processing steps began.

November 2024

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

December 2024

We continued to work on data entry and valuation of Personal Property and Real Estate, with significant review of our Revaluation vendor's work on the Revaluation project. The 2023 Supplemental Motor Vehicle list was completed and filed with a total net assessment of \$17,621,442: an increase of \$1,175,800 from the 2022 supplemental list. The office began fielding bill questions the day the bills hit mailboxes this month.

The Office of Policy & Management has issued new Income limits for the 2024 income-based programs, increasing those limits over 3.2% from 2022, with Married filers at \$55,100 and single at \$45,200. These programs are the Elderly & Disabled Homeowners and Additional Veterans benefits.

REVALUATION UPDATE:

While not yet final, Residential values appear to be up 58% on average from the values five years ago in 2019. This is an unprecedented increase in home values and WILL NOT reflect an equivalent increase in tax; THE MILL RATE will COME DOWN. We can't predict what the new mill rate will be until the budget process is completed, and all

other revenue sources are calculated. In general, Revaluation is meant to be revenue neutral, a reset to Real Estate values. Some values may have been low in 2019 and some high. Some properties have been improved over the past 5 years, so individual tax impact will vary.

SIGNIFICANT LAW CHANGES – MOTOR VEHICLE VALUES AND SOME DISABLED VETERANS BENEFITS

The 2024 Motor Vehicle Grand List was received from DMV, including about 12,140 accounts, 1560 fewer than in 2023. The law change is in how we now value motor vehicles; the basis of value had been a book value based on market value, now it is based on Manufacturers Suggested Retail Price (MSRP) in the year the car was new. The starting point for assessment is 85% of MSRP, and then an assessment of 70% of that. Each subsequent year the assessment will decrease by 5% to the 20th year when the assessment minimum will be 500. This change has been in the legislative works since 2022, in part a response to the increased values of used cars we saw during the pandemic. Now assessment decreases are predictable, with tax changes still dependent on mill rate changes. This list represents any vehicle that was registered in the Town of Coventry as of October 1st 2024.

The other law change is for Disabled Veterans with a service-related permanent and total disability. These veterans are eligible for an exemption of their residence or a motor vehicle. This is an increase from previous years.

The Board of Assessment Appeals met on December 12th to set hearing/meeting dates for March and September 2025. Six dates have been set for March hearings. I met with the members present for introduction and some discussion of office procedures and that we would supply any available information for their consideration in any appeals they hear.

Lastly, it was learned that the assistant to assessor will need to be out of the office for the month of January, and we remain hopeful of filing the Grand List by January 31, 2025. Please be patient for responses on any inquiries to this office. Thank you.

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

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



State Fees Collected and Remitted: The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$179,223.00 in fees was remitted. Associated reports were prepared, and funds were disbursed to the State as follows:

PA 13-247 Community Investment	\$11,952.00
PA 05-228 & 09-229 MERS	\$12,002.00
PA-00-146 Historic Preservation	\$2,656.00
Marriage Licenses	\$136.00
Fish & Game Licenses	\$759.00
State Conveyance Tax	\$151,105.00

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

	Dog License Fees	Surcharge
October - December	\$455.00	\$158.00

PRESIDENTIAL & STATE ELECTION:



November 5, 2024 – Election to cast votes for President and Vice-President, United States Senator, Representative in Congress, State Senator, State Representative, and Registrar of Voters, and Special Election for Judge of Probate. Also, there was a constitutional question on the ballot: “Shall the Constitution of the State be amended to permit the General Assembly to allow each voter to vote by absentee ballot”?

Town Clerks attended Connecticut Town Clerk Association Classes in October. Various Secretary of the State zoom meetings during this time.

COVENTRY REGISTRAR OF VOTERS

October 1, 2024 – December 31, 2024

Quarterly Report

STAFF:

Sandye Simon, Democratic Registrar of Voters

Richard Martin, Democratic Deputy Registrar of Voters

Marilyn Karen Powers, Republican Registrar of Voters

Marilyn Barrette, Republican Deputy Registrar of Voters

NOVEMBER PRESIDENTIAL ELECTION:

Voter turnout for the November General Election was at 83.1%. The fourteen days of Early Voting were surprisingly very busy. There was a very large turnout. The table below shows the number of voters who participated in the Early Voting Process: (Please note that the numbers do not include same-day registration.)

DAY	VOTERS	%
MONDAY 10-21	239	2.6
TUESDAY 10-22	244	2.7
WEDNESDAY 10-23	270	3.0
THURSDAY 10-24	260	2.9
FRIDAY 10-25	238	2.6
SATURDAY 10-26	94	1.0
SUNDAY 10-27	118	1.3

DAY	VOTERS	%
MONDAY 10-28	271	3.0
TUESDAY 10-29	370	4.1
WEDNESDAY 10-30	269	3.0
THURSDAY 10-31	313	3.5
FRIDAY 11-01	282	3.1
SATURDAY 11-02	202	2.2
SUNDAY 11-03	301	3.3

In summary, 3,471 electors chose to vote during the Early Voting period. This represented 38.33% of the eligible voters in town. As a result, election day at the polls was relatively quiet with minimal lines.

VOTER UPDATE

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

	<u>October</u>	<u>November</u>	<u>December</u>	<u>Total</u>
Additions	144	179	42	365
Changes	69	100	26	195
Removals	90	94	44	228

Registered Voters as of December 31, 2024 are categorized as presented in the table below:

	DEMOCRATS	REPUBLICANS	UNAFFILIATED
ACTIVE	2523	2371	4883
INACTIVE	195	168	431



Dupuis Christmas Light Extravaganza

Coventry Land Use Office

Quarterly Report for
October, November, December
~ 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
Planning Technician/Zoning Enforcement Officer (as of 10/21/2024)

Melissa Trembley, Heather Neal
Market Managers, Coventry Farmers' Market

October, November, December

- Met on-site at former Times Farm Camp with Exe. Director Sherry Heller of the Justice Education Center, Inc. to discuss future development plans.
- Met with Dattco re: new ownership of former Pelletier Builders, 138 Main Street.
- Continued to provide administrative support for **Coventry Farmers' Market**.
- Continued to facilitate zoning/blight enforcement cases with Town Attorney.
- Commenced search for a qualified Building/Land Use Administrative Assistant.
- Attended meetings of the newly formed Firearm Safety/Home Shooting Range Committee.
- Attended Southern New England Planning Conference (SNEAPA).
- Attended CT Main Street Center Wayfinding webinar.

HEIDI LEECH APPOINTED AS PLANNING TECHNICIAN/ZONING ENFORCEMENT OFFICER



Heidi Leech, a twelve-year veteran of the Land Use and Building Department, has been promoted to Planning Technician/Zoning Enforcement Officer! She previously served as the Building/Land Use Administrative Assistant.

Ms. Leech brings a depth of knowledge of the work from her many years of experience working in the department. She is very familiar with the Zoning Regulations and permitting processes and has worked closely supporting the Land Use Boards and staff for many years. She also knows many local contractors and people in the community.

Ms. Leech recently completed Permit Technician training with the Connecticut Building Officials Association and will be seeking certification through the Connecticut Association of Zoning Enforcement Officers.

Please welcome Heidi Leech to her new position! You may still catch her at her desk in the front office while we are seeking a replacement Building/Land Use Administrative Assistant.

PLANNING AND ZONING COMMISSION

YEAR **2024**

October, November, December

APP. #	TYPE	DATE OF RECEIPT	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
PZC-24-6		N/A	Resubdivision Application of Frantz Charles for 369 Stonehouse Rd.		W
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	10/15/24	A
PZC-24-8	S	10/21/24	Special Permit Application for a Single-Family Dwelling on an undersized/non-conforming lot at 207 Lakeview Drive in the LR Zone; Applicant/Owner: Robert Jenkins	11/12/24	A
PZC-24-9		11/26/24	1-lot Resubdivision on 1.48 acres on the northwest side of Root Road adjacent to 33 Cooper Lane (Map 30, Lot 191) in the GR-40 Zone, Applicant: Mark Reynolds, P.E., Owner: Mark Larson		P
PZC-24-10	S	10/29/24	Special Permit Application for Alcohol Sales (Restaurant Beer and Wine) at 1203 Main Street in the Village Center Zone, Applicant: Wasabi, Owner: Daly Road LLC.		W
PZC-24-11	S	11/7/24	Special Permit Application for Alcohol Sales (Grocery Beer and Wine) at 1671 Boston Turnpike in the Commercial Zone, Applicant: CPM Retail, Inc., Owner: Coventry Meadowbrook Center, LLC.	12/9/24	A
PZC-24-12		11/7/24	3-lot Subdivision on 10 acres on the south side of Kings Road abutting the Hop River (Map 59, Lot 20) in the River/Aquifer Zone, Applicant: William Jackson, Owner: Juan Hernandez		P
PZC-24-13		11/8/24	1-lot Resubdivision on 31.67 acres on the north side of Babcock Hill Road abutting 862 Babcock Hill Road in the GR-80 Zone, Applicant/Owner: Chris Farr		P
PZC-24-14		12/12/24	2-lot Resubdivision on 9.37 acres on the northwest side of Stonehouse Road known as 369 Stonehouse Road (Map 37, Lot 129) in the GR-40 Zone, Applicant: Mark Reynolds, P.E., Owner: Frantz Charles		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

October, November, December

DISCUSSION AND ACTION TOPICS:

- **CT Countryside:** After a couple of delays due to staffing issues, the CT Countryside social media (Facebook and Instagram) are now operational! Due to the delays, consultant Civiclifit is allowing for another year of hosting of the website free of charge to the four-town consortium.
- Held KAL Consignment Ribbon Cutting on 10/19/24.
- Planned for AI Business Forum in December that was rescheduled for February 2025.



KAL Consignment Ribbon Cutting – 10/19/2024



ECONOMIC DEVELOPMENT COMMISSION (Cont'd)

YEAR **2024**

October, November, December

FARMERS' MARKET HIGHLIGHTS:

- The Farmers Market Committee held an end-of-season party in November for volunteers and vendors at the Barry Homestead. Thanks to Barbara Barry for hosting the event!
- The Farmers Market Committee met in December and planned to pursue operation upgrades for internet service.

ZONING BOARD OF APPEALS

YEAR **2024**

October, November, December

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
			No ZBA Applications Received 10/1/2024-12/31/2024		

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



Aurora Borealis over Eagleville Lake - October 10, 2024

October, November, December

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

Permit application numbers remained strong through the autumn into early winter with several new homes and crumbling foundation replacements working at the same time. The increase in second quarter activity stayed steady straight through the third quarter. Land Use Boards have been busy with development applications for subdivisions, single family homes, additions, decks, sheds and variances. These projects then come back through the office as Building/Zoning permit applications. Driveway contractors made a last big push for the season and wrapped up for the year in December.

Enforcement

The ZEO position remained vacant as of mid-October, so enforcement matters are still 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. With the promotion of Heidi Leech to ZEO as of October 21st, it still leaves a vacancy in the Land Use Department in our front office. For that reason, until the Administrative Assistant/Permit Tech position is filled, Heidi Leech cannot fully transition into her new role as ZEO. Once a new Admin is hired and is fully trained, enforcement matters will ramp back up to normal levels.

With the help of our attorney, the Town of Coventry received favorable decisions in the following zoning enforcement cases in the Tolland County District Court:

- Coventry v. Wall at 301 Broad Way (unauthorized Contractors' Yard) - Award of \$4,825.17 for fees and \$35,900.00 for civil penalties.
- Coventry v. Greenleaf at 33 Catalina Drive (unauthorized agriculture: goats) - Award of \$5,173.10 for fees and \$500.00 for civil penalties.

ZONING ENFORCEMENT (Cont'd)

YEAR **2024**

October, November, December

The data compiled below reflects the collaborative efforts of Acting Zoning Enforcement Officer - Mark St. Germain, Director of Planning & Development – Jana Roberson, and recently appointed Planning Technician/Zoning Enforcement Officer - Heidi Leech. Over the next few months, once we are back to full staffing levels, we hope to revamp our reporting.

<u>ZONING PERMITS</u>	=	<u>81</u>
New Homes		8
Condominiums		0
In-Law Apartments		0
Accessory Structures		
Decks/Porches		8
Sheds/Gazebos/Barns		17
Detached Garages		1
Pools/Hot Tubs		0
Additions/Attached Garage		3
Alterations/Renovations		4
Finished Basement		
Finished Basement		0
Finished Basement w/ Bedroom & Bathroom		1
Soil & Erosion Control Plan		2
Fences		0
Commercial Use/Signage		3
Home Occupation		5
Driveway		4
Roof Mounted Solar PV		20
Ground Mounted Solar PV		0
Crumbling Foundation		2
Tenant Fit Out		1
Other		2
	<u>Total</u>	<u>81</u>

ZONING ENFORCEMENT (Cont'd)

YEAR **2024**

October, November, December

The data compiled below reflects the collaborative efforts of Acting Zoning Enforcement Officer - Mark St. Germain, Director of Planning & Development – Jana Roberson, and recently appointed Planning Technician/Zoning Enforcement Officer - Heidi Leech.

<u>CERTIFICATES OF ZONING COMPLIANCE</u> =	<u>29</u>
Single Family Dwellings	0
In-law apartment	0
Condos	0
Finish Basement	0
Crumbling Foundation	7
Accessory Structures	
Decks/Porches	2
Sheds/Gazebos/Barns	2
Detached Garages	2
Pools/Hot Tubs	1
Additions/Attached Garages	0
Other	0
Driveways	10
Ground Mount Solar	0
Tenant Fit Out	0
Replacement/Renovation	0
Demolition	0
Commercial Use/Commercial Signage	<u>5</u>
Total	29

******Inspections and Violation/Enforcement Inspection data is not currently being tracked due to the impact of being down one fulltime staff person since January of 2024. The Land Use Department hopes to resume reporting of these metrics in the next quarter, once the department is back to full staffing levels.***

INLAND WETLANDS AGENCYYEAR **2024**

October, November, December

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS//BRIEF DESCRIPTION OF PROPOSED ACTIVITY/APPLICANT	DATE OF DECISION	ACTION
24-21WA	5/1/24	-		36 Sam Green Rd 12x20 Shed in upland review area Robert and Barbara Sereno		P
24-39WA	9/9/24	-		1717 South St 12x20 pre-fab shed Sandor Kajik		P
24-41WA	9/10/24	-	-	91 Whites Hill Rd Grading, utilities, drainage for new house Mark Peterson	10/11/24	A
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	10/23/24	A
24-46W	9/16/24	9/25/24		90 Avery Shores Demo/rebuild David Blakely	10/23/24	A
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	10/1/24	A
24-49W	9/28/24	10/23/24		41 Edgewater Dr Lake wall replacement Mark Livingston	12/18/24	A
24-50W	10/7/24	10/23/24		157 Woodland Rd Demo of cottage/replaced with prefab Sandra Larson	11/20/24	A
24-51TH	10/8/24	-		Silver St Timber Harvest Hull Forest Products	10/21/24	A
24-52W	10/9/24	10/23/24		Williams Preserve Pedestrian footbridge Eric Thomas	11/20/24	A
24-53W	10/16/24	10/23/24		44 Maple Trail Detached Garage Eric Trudon	12/18/24	A
24-54W	10/21/24	10/23/24		Bunker Hill Bridge Bridge Replacement James Drumm	11/20/24	A
24-55W	10/28/24	11/20/24		33 Cooper Ln Re-subdivision Mark Reynolds		P

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/BRIEF DESCRIPTION OF PROPOSED ACTIVITY/APPLICANT	DATE OF DECISION	ACTION
24-56W	10/28/24	11/20/24		162 Beebe Farms Rd Lake Wall Rebuild Roland Weston	12/18/24	A
24-57WA	11/6/24			3194 South Street Indoor riding arena Stephen Ruggiero	11/25/24	A
TH	11/12/24	11/20/24		73 Times Farm Rd Timber Harvest Hull Forest Products	11/20/24	A
24-58WA	11/8/24			2268 Boston Turnpike Prefab shed Melissa Kenny	11/13/24	A
24-59WA	11/19/24			10 Barnsbee Ln Septic system repair Chris Morell	11/27/24	A
24-60W	11/27/24	12/11/24		369 Stonehouse Rd Previously approved 2-lot subdivision Mark Reynolds		P
24-61WA	12/9/24			243 Woodland Rd Demo of deck Alexander Krause	12/11/24	A

W – Wetlands Agency, Regulated Activity
WA – Wetlands Agent, Minimal Impact
NJ – Non-Jurisdictional Ruling

TH- Timber Harvest
NR – Non-Regulated Use

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

Permit Summary

Inland Wetlands Agency Regulated Activity Permits and Minimal Impact Permits are listed in the table above.

Inland Wetlands Agency Regulated Activity Permits and Minimal Impact Permits decreased by 6 during the fourth quarter of 2024. There was a total of 11 new applications that were received, 9 of which were approved, 2 are pending. There were 4 still pending and 6 approved from the third quarter. In addition, there were 2 notifications of Timber Harvests.

There were two properties with potential wetland violations this quarter, one of which is being resolved by IWA and Staff working with the homeowner and their team. Resolution is ongoing. 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.

October, November, December

Professional Development and Other

- Attended the Connecticut Invasive Plant Symposium at UConn
- Attended the Annual Smaller American Lawns Today (SALT) Conference at Connecticut College
- Attended the Connecticut Association of Conservation and Inland Wetlands Commissions Annual Conference
- Continues to serve on Board of Directors for Hop River Trail Alliance

Conservation Commission & Sub-Committees 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.
- Serves as Staff Liaison for the Coventry Lake Advisory & Monitoring Committee.



*Aurora Borealis over Coventry Lake October 10, 2024
from Lisicke Beach*

BUILDING DEPARTMENT QUARTERLY REPORT
2nd QUARTER
October, November, December 2024

There were seven (7) permits issued for constructing a new dwelling this quarter.

NEW HOUSE PERMITS ISSUED FOR THE 2nd QUARTER 2024-2025 FISCAL YEAR	
ADDRESS	DATE
41 Lombard Drive	10/10/2024
71 Wolf Hill Road	10/25/2024
91 Whites Hill Road	10/28/2024
78 Cheney Lane	11/12/2024
207 Lakeview Drive	12/2/2024
61 Wolf Hill Road	12/2/2024
370 Hemlock Point Dr.	12/31/2024

Three (3) permits were issued to replace crumbling foundations this quarter.

CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 2nd QTR 2024-2025 FISCAL YEAR	
ADDRESS	DATE
37 Ridgebrook Drive	10/4/2024
307 Cedar Swamp Rd.	11/15/2024
186 Stone Bridge Rd.	11/25/2024
None for December	

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

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2ND QUARTER 2024-2025 Fiscal Year	
ADDRESS	DATE
5 Flanders Woods Lane	10/10/2024
108 South River Road	10/17/2024
26 Windy Hill Road	10/25/2024
None for November	
13 Windy Hill Road	12/18/2024

The homeowners of six (6) addresses in town now have peace of mind as crumbling foundation replacement Certificate of Occupancies have been issued this past quarter.

CRUMBLING FOUNDATIONS ISSUED CO's 2ND QUARTER 2024-2025 Fiscal Year	
ADDRESS	DATE
8 Auburn Trail	10/2/2024
322 Woodmont Drive	10/10/2024
29 Gardner Tavern Road	10/24/2024
None for November	
1922 Main Street	12/2/2024
92 Satari Drive	12/19/2024
121 Deborah Drive	12/23/2024

Municipal Projects:

There were no new municipal projects this quarter.

Commercial Projects:

There were no new commercial projects this quarter, but we still have several ongoing projects. Inspections are still happening at the C. Ward warehouse and the Coventry Laundromat.

There were thirty-nine (39) permits issued for photovoltaic systems this quarter.

The Building Official completed four hundred forty-seven (447) inspections this quarter.

Our Building Official, Randy Heckman, has completed one hundred and five (105) hours of continuing education towards his three-year cycle which ends June 6, 2026. He earned twenty-five (25) continuing education hours this quarter. In the month of December, both Randy Heckman and Jeannie Katan attended the International Code Council course, Basic Code Enforcement. Randy was recently elected to the President of the Connecticut Building Officials Association. He also holds the title of Education Coordinator for the NECBOA.

Permits for this Quarter

PERMIT TYPES	Oct. 2024	Nov. 2024	Dec. 2024	Second Qtr.
				2024-2025
Houses only	3	1	3	7
Foundation only	0	2	0	2
Condominiums	0	0	0	0
Commercial Bldg/Renov	0	1	1	2
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	1	2	1	4
Garages/Carports	1	0	0	1
Sheds/Barns	1	2	1	4
Decks/Porches	2	3	1	6
Pools	0	0	0	0
Demolition	1	2	1	4
Woodstove	4	2	4	10
Miscellaneous	22	16	10	48
Renov/Repair/Alter	6	5	3	14
Plumbing	1	2	3	6
Heating	13	17	17	47
Electric	19	18	11	48
TOTAL PERMITS	74	73	56	203
PERMIT VALUE	\$2,262,359	\$1,936,627	\$1,896,446	\$6,095,432
FEES COLLECTED	\$33,347	\$23,435	\$27,964	\$84,746
Certificate of Completion	65	41	41	147
C/O's - New Homes/Condos	3	0	1	4
C/O's - Other	4	0	0	4

Quarterly Report
Second Quarter FY 24_25
October 2024 – December 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 components and agency goals and objectives. The chief of police shall facilitate this input by asking agency personnel to submit their ideas, suggestions, and recommendations in writing. The chief shall review and consider this material in developing the component and agency goals and objectives. Agency goals and objectives shall be developed as part of the budget preparation process and included as part of the budget submission. The goals and objectives of the Town Council shall also be used as guidance in preparing the agency goals and objectives.

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

Listed below are the stated goals and objectives for each agency component for the 23/24 fiscal year and information regarding the department's efforts and progress toward meeting those goals.

ADMINISTRATION

Goal: *After successfully completing our four-year certification we continue to comply with CALEA and POST Accreditation standards as we prepare for the next cycle.*

Objectives:

- Continue to follow the best practices and guidelines in our profession.
- Adopt any new standards that are recommended.

Goal: *Recruit, hire, and train two part-time police dispatchers.*

Objectives:

- We compiled a list of applicants and conducted interviews.
- We were able to hire three part-time police dispatchers. We hired retired police officer Kevin Vail. Kevin is a good addition and brings a lot of experience back to our police department. We also hired Aidan Houk and Isabella Royal. Aidan is currently a student at Manchester Community College and is studying Criminal Justice. Isabella is currently a student Worcester Polytechnic Institute (W.P.I.).

OPERATIONS

- Completed firearms training at night. The Coventry Police Department became members of the Hartford Gun Club. We were able to utilize the range at night and successfully complete this important training with our weapons at night.
- Continue to provide adequate patrol coverage throughout town 24 hours a day. Patrol staffing has been functioning well considering we were down two officers to injuries. Our officers, as always, stepped up and filled in where they were needed.
- We have continued to respond to our calls for service and have been patrolling neighborhoods as much as possible. The analysis of calls during the quarter is attached. Our Detective has also been busy with a full case load of investigations along with a variety of other duties and responsibilities.
- We transitioned to the latest model of Taser, Taser 10. This version is revamped and a much improved and effective piece of equipment.

SUPPORT

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

Objectives:

- Participated in the Trunk or Treat event in the Village.
- Continue the ongoing program "Lunch with a Cop" in each school.
- Participated in collection of food for Human Services and assisted in delivering meals at Orchard Hill.
- Participated with FD with PJ Day held at Dunkin & Cumberland Farms.
- Participated in Stuff A Cruiser in December to collect toys for families in need.

Other Items of Interest

(We were able to get a lot of training completed during the quarter)

- Sgt. Olaph Anderson completed First Line Supervisor training and took a course through Officer Survival Series – De-escalation through confidence.
- Sgt. Bob Dexter completed Critical Incident Management Training.
- Officers Nick Murphy, Riley Johnson, and Dispatcher Katie Anderson completed Crisis Intervention Training (CIT), bringing our department to 100% that have completed this important training.
- Dispatcher Gudrun Johnson and Katie Anderson completed Dispatcher Response to Active Shooter training.
- Detective Kelsey Carpenter completed Basics of Cell Phone Investigation.
- Several Officers completed recertification training.



**Coventry Police Department
Incident Analysis**

10/1/2024...12/31/2024

		Shift		
1st	2nd	3rd	Total	
300	891	484	1673	

UCR	Nature	1st	2nd	3rd	Total
		0	2	0	0
003	Car Seat Installation	0	6	1	7
029	Disabled Motor Vehicle	0	11	9	20
13A	Assault Aggravated	0	1	1	2
13B	Assault Simple	0	1	1	2
13C	Intimidation	0	2	2	4
152	Suicide Threat/Attempt	1	3	1	5
220	Burglary	1	2	1	4
23C	Larceny Shoplifting	0	0	1	1
23D	Larceny Theft From Building	0	2	0	2
23F	Larceny Theft From MV	0	3	0	3
23H	Larceny All Other	0	7	4	11
240	MV Theft	1	1	0	2
2604	Fireworks/Gunshots	0	4	3	7
2609	Littering	0	1	0	1
2619	Building Check	7	1	7	15
2620	Patrol Check	123	39	41	203
2621	Speed Enforcement	6	57	34	97
2622	Admin	1	15	5	21
2623	Visibility	7	27	5	39
2624	Registration Check	0	0	1	1
2625	Notification	0	1	0	1
2627	School Detail/Assist	0	4	0	4
2631	Public Hazard	20	28	6	54
26A	Fraud False Pretenses	0	2	0	2
26B	Fraud Credit Card/ATM	0	1	0	1
26C	Fraud Impersonation	0	1	0	1
26D	Fraud Welfare Fraud	0	0	1	1
26E	Fraud Wire	0	2	0	2
26F	Identity Theft	0	1	1	2
290	Vandalism	0	2	0	2
2914	Animal Complaint	6	47	17	70
2916	Domestic Bite/Attack-vs. Domestic Pet	0	1	0	1
2917	Domestic Pet vs. Wildlife	0	1	0	1
3009	Susp Person/Activity/MV	9	40	35	84
326	Illegal Parking	0	2	0	2
332	Harassment/Harassing Phone Calls	0	7	2	9
334	Untimely Death	2	2	3	7
343	MV Accident (Injuries)	2	7	1	10
344	MV Accident Evading	0	8	0	8
346	MV Accident (No Injuries)	7	13	14	34



Coventry Police Department Incident Analysis

10/1/2024...12/31/2024

347	MV Accident (Private Property)	0	3	1	4
351	Alarm	13	23	16	52
353	Medical	33	83	22	138
355	MV Stop	14	65	90	169
35A	Drug/Narcotic Violation	0	2	0	2
36B	Sexual Assault (Statutory)	0	0	1	1
370	Pornography	0	1	0	1
375	Routine Assistance	10	59	18	87
377	Open Door/Window	0	1	0	1
388	Miscellaneous	0	15	7	22
390	Police Information	1	4	4	9
391	CREST callout	0	2	2	4
396	Escort	0	6	5	11
398	Missing Person	0	0	1	1
399	Lost And Found	1	10	4	15
400	Family Matter - Non Arrest	1	10	5	16
401	Repossessed Vehicle	3	0	1	4
4811	Finger Printing	3	63	0	66
4858	Fire	8	13	7	28
4867	Background Investigation	0	1	0	1
4873	Assist Other Agency	3	25	13	41
4874	Test Ticket	2	7	6	15
861	Disturbance (Non-Domestic)	1	7	7	15
863	Town Ordinance Violation	0	1	0	1
866	Noise Complaint	3	4	1	8
889	Check Welfare	3	23	18	44
890	MV Erratic Operation	4	10	9	23
891	MV Lock Out	0	4	2	6
90C	Disorderly Conduct	0	1	0	1
90D	DWI	0	6	2	8
90F	Family Offenses, Nonviolent	0	0	3	3
90Z	All Other Offenses	0	6	1	7
911	911 Hang Up Call	0	6	4	10
Sup	Supplemental	4	75	37	116

TOWN OF COVENTRY FIRE-EMS DEPARTMENT

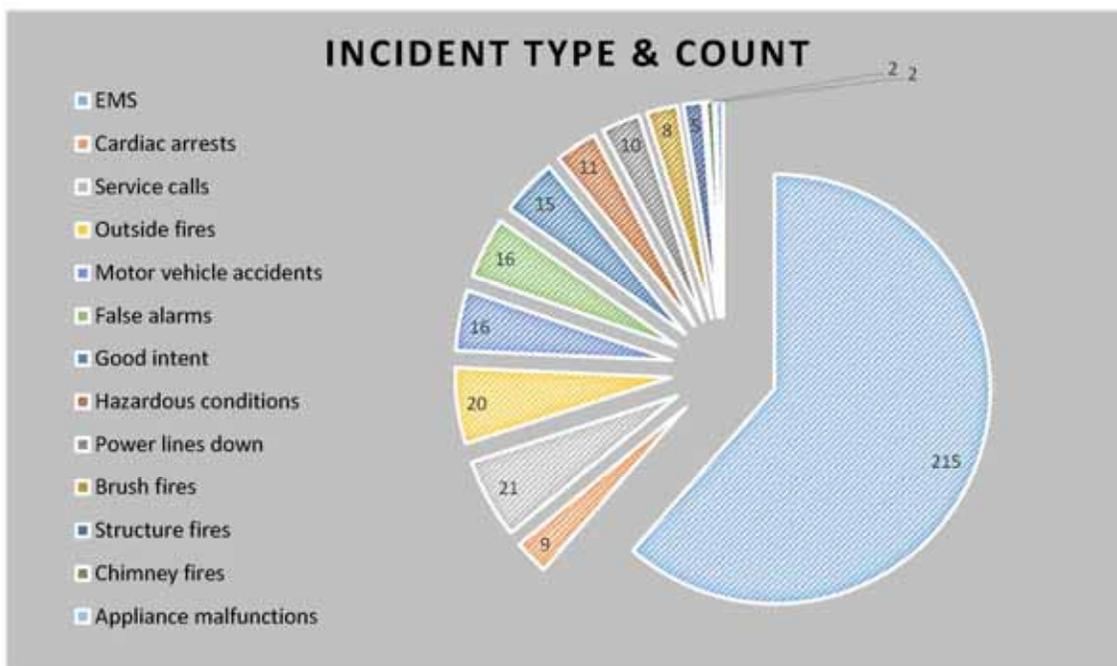


QUARTERLY REPORT

October 1 – December 31, 2024



Major Incident Types by Month for Date Range (379)



I would like to take a moment to share some of the key activities and accomplishments from our fourth quarter of the fiscal year within our fire department.

OCTOBER As part of our ongoing commitment to safety, we conducted our annual hose and ladder testing this October. This testing is crucial in ensuring that all our equipment is in proper working order. It allows us to identify any hoses, nozzles, ladders, or pumps that may need repair or replacement, which is essential for the safety of our team members, who rely on this life-saving equipment year-round.

We also made a strong effort to educate our community on fire safety, presenting fire safety messages to the Hale Early



Dedication – Teamwork – Respect

Education Center, Coventry Grammar School, and local daycares. By reaching out to children at an early age, we hope to foster a better understanding of fire safety and prevention.

Several other highlights from the month include:

- The successful renewal of our FFC radio license.
- Members attended live flashover training to enhance their skills and preparedness.
- A Life Saving Award was presented to Deputy Chief DJ Figiela and EMT Zach Rush for their heroic actions during a medical call.
- Deputy Chief Figiela and Lieutenant Michael Sparks were honored with the Fire Chiefs Excellence Award for their exceptional patient care on another medical call.
- We also certified two new public safety divers, Captain Jim Gale and Firefighter John Hurlburt, further expanding our team's capabilities.
- In addition, the department contributed to the holiday spirit by helping to prepare for Christmas by putting new lights on the tree in the historic district.



NOVEMBER Our department hosted live interior fire training, collaborating with mutual aid departments from Andover, Glastonbury, and Hebron. This training session provided an excellent opportunity to review firefighting tactics with neighboring departments and offered our members a unique experience they may not typically encounter during routine calls. It was a valuable learning experience for all involved.

Additionally, our members contributed to the community in several ways:

- We participated in the annual Veterans Day Race, assisting with the event to show our support for local veterans.
- The department also held a successful Fill the Boot campaign at Dunkin' and Cumberland Farms, raising funds for PJ Day, a cause that supports children battling cancer.

DECEMBER We hosted the annual Stuff a Truck toy drive event in collaboration with the Police Department, which was a great success in bringing holiday cheer to those in need. Additionally, we supported the Wreaths Across America activities, honoring and remembering our veterans during the holiday season. To show our appreciation for the community's ongoing support throughout the year, the department also organized a Holiday Light Parade, spreading festive spirit and gratitude to our residents.



These events reflect our commitment to serving and giving back to the community, and we are grateful for the opportunity to connect with our neighbors during this special time of year.

Dedication – Teamwork – Respect

OTHER ACTIVITIES AND ACCOMPLISHMENTS The Fire Chief/Fire Marshal attended various staff, officer, and town meetings to ensure ongoing communication and collaboration with other departments and town officials. As part of his professional development, he also completed the required continuing education courses necessary to maintain his certification.

The Fire Marshal's Office conducted inspections across various facilities, including:

- Four (1) apartment buildings
- Eight (8) businesses
- Three (2) restaurants
- Two (2) group homes
- One (1) daycare

In addition to these inspections, the Fire Marshal investigated and created three (3) fire reports, ensuring proper documentation and follow-up for each case.

Lastly, we are proud to announce that Fire Chief Bud Meyers was sworn in as President of the Connecticut Fire Chiefs Association. This prestigious role is a testament to Chief Meyers' dedication, leadership, and commitment to advancing the fire service community, further strengthening the reputation of our department.

These activities demonstrate the department's continuous effort to uphold safety, maintain professionalism, and actively contribute to the broader fire service network.

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 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

Dedication – Teamwork – Respect

**Human Services Department
Quarterly Report
October - December 2024**



Staff:

Annemarie Sundgren, Human Services Administrator

Austyn Dolce, Human Services Coordinator

Madison Baranoski, Youth Services Coordinator

Brenda Bennett, Senior Center Coordinator

Jessica Richardson, Senior Center Administrative Assistant

Sarah Leete, Senior Center Van Transportation Coordinator

Human Services

Administrative:

- The January- March 2025 winter pamphlet was uploaded to the Human Services town website, distributed to the senior center and town library, and posted on the Human Services Facebook page.
- There are weekly Facebook posts on the Human Services page to update the community on current services, the food bank, and other related information

Case Management

- The HS Administrator and HS Coordinator have been documenting a household that consists of two parents and three children; ages 5, 4, and 3. There is a history of domestic violence, and the mother has a case worker involved. Throughout the past five months, we have made appointments with the mother for food bank and holiday gift pick up, and she did not show up to a few of them. Recently, their house was severely flooded, and they have been living temporarily at a relative's house. The HS employees update each other and the household account on Charity Tracker.

Meetings and Trainings

- The HS Coordinator attended an in-person meeting for the *East of the River Hunger Action Team*

Programs

- **The Holiday Program.** There were 53 households who received Thanksgiving food, including a frozen turkey. There were 33 households who received both holiday food and children's gifts. 29 households received just holiday food. There were 20 donors for Adopt-a-Family who were assigned to a family to purchase children's gifts for. The HS Coordinator scheduled the pickup day and time with the individuals/parents of each household. all of the households Approximately 80 donated frozen turkeys before the Thanksgiving food pick up day. The HS Coordinator sent holiday program meal forms for Thanksgiving and Christmas/holiday to the Orchard Hill office, then collected them to count how many chose ham and turkey. HS collaborated with Highland Park Market who prepared the holiday meals for Orchard Hill residents.
- **ACCESS Energy Assistance Program.** The office is currently accepting and processing applications.
- **CT Water Assistance.** The HS Administrator processed two applications.

Holiday Program Food Pick Up:







Food Bank

- The HS Coordinator began marketing for the new Food Bank Volunteer Program. The volunteers will be trained on January 23rd at the food bank, and will receive a training packet and agreement form.
- The food bank storage room is well stocked with canned and boxed food, and toiletries.
- Over the course of three months, we assisted 96 individuals/families in the food bank

Restocking the Food Bank after the Holiday Program:







Special Needs

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

Youth Services Quarterly Report

Administrative Information

Administrative Functions			
Type	Group	Date(s)	Topic/Purpose
Trainings Attended	CYSA	10/2/24	Restorative Justice 101
	CYSA	10/3/24	Restorative Justice 102
	Governor's Prevention Partnership	10/7/24	Everyday Mentoring
	Office of Victim Services	10/15/24	Programs & Services
	SERAC	10/22/24	Mental Health Among Educations
	SERAC	11/8/24	QPR Suicide Prevention
	SafeSitter	11/24/24	SafeSitter Instructor Training
Conferences Attended	CYSA	10/18/24	Annual Conference: Changemaker Summit
Information Sessions Attended	SERAC	10/29/24	Youth at Risk: The Alarming Trends of Prescription Drug Misuse and Polysubstance Use Among Eastern CT Teens
Presentations Made	CGS PTO	10/22/24	CGS Programming to be Implemented in 2025
Trainings Provided	Coventry JRB	11/7/24	Review JRB manual updates & Restorative Justice Practices
	Spread the Cheer Volunteers	12/10/24	Review stations, schedule, expectations, and best practices for holiday craft event
External Meetings	CHS – Shirley Holloway	10/1/24	Introduction & Positive Connections Mentoring planning
	DillingerRAD – Sarah Sullivan	10/17/24	YSB data submission access & education for DCF grant
	SafeSitter – Jen Wyrick	10/24/24	Site Coordinator Orientation
	Booth & Dimock Memorial Library – Margaret Kahn, Kayla Chamberlain, Christa Kiedasch	11/5/24	Introductions & brainstorming collaborative opportunities for programming/services
	GHR – Laila DaSilva	10/6/24, 12/19/24	Positive Connections planning
	CGS – Parent Teacher Conferences	11/7/24	Tabling to connect with parents
	Coventry Lake Community Rowing – Pam Miller	11/15/24	Discuss CGS Recess-Based Mentoring & volunteer recruitment
	District Attendance Committee – Laura Zurelle	12/2/24	Discuss state of absenteeism in Coventry

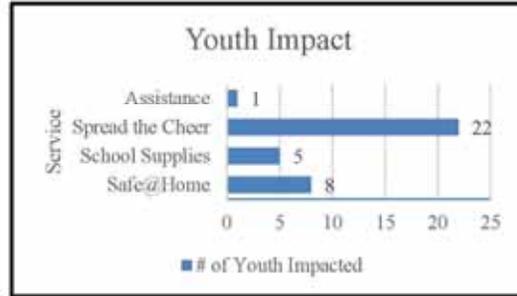
	GHR Safe Schools – Jen DeRagon, Kayla Hebert, & Laila DaSilva	11/12/24, 12/3/24	Discuss students in need of additional support, general updates, program development & implementation, and collaboration opportunities
	Parks & Rec. – Megan Yanez	12/20/24	Discuss LPC establishment, installation of additional “Young Lungs at Play” signs in Coventry parks & trails, as well as holding a Prevention Day in the Park at Patriots Park in the June

Service Information & Impact Data

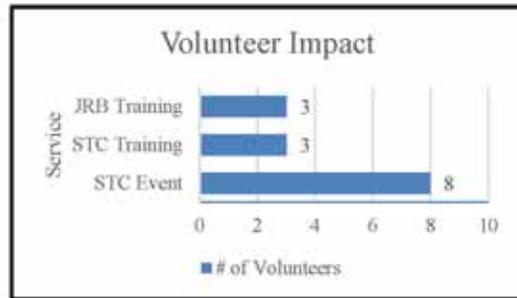
Service Development	
Service	Update
Juvenile Review Board	Renamed to Coventry Youth Diversion Team. Training was provided to current board members on statewide JRB/YDT manual updates and restorative justice practices.
Truancy	No truancy cases were referred. YSC is scheduling meetings to discuss truancy intervention practices with other local YSBs.
Campership/Field Trip Assistance	One assistance application was submitted and accepted for assistance with the deposit for a school field trip for the amount of \$100.
Positive Connections Mentoring CHS → GHR	Received 9 mentor applications from CHS students & developed program schedule.
Recess-Based Mentoring Community Members → CGS	Attempted to recruit volunteers through the community, but decided to recruit older adults affiliated with the Coventry Senior Center as volunteers
Spread the Cheer	Developed marketing materials distributed to CGS parents by CGS office staff. Developed event implementation packet that included schedule, volunteer recruitment, activity descriptions and how to directions, and materials list. Developed volunteer review and training presentation.
School Supplies	Collaborated with CGS Social Worker, Kelli Martin to provide 5 students with school supplies.
Safe@Home	Held class at Booth & Dimock Memorial Library for 8 4 th -6 th grade students. A lot of interest was expressed from parents in the community, there is a waitlist with 11 students on it. Two additional classes are scheduled at Booth & Dimock Memorial Library for April Break.
SafeSitter	The Coventry Girl Scouts Troop reached out reached out requesting that the YSC provide babysitter training to 7 students. The class will be broken into 3 classes scheduled for January and February.
Coventry Prevention Council	Coventry Youth Services applied for CT Grant Program to Support the Services of Local Substance Use Disorder Prevention (Local Prevention Council) with the intention of establishing the Coventry Prevention Council,

implementing a summer education series, holding a Prevention Day in the Park, and installing additional smoking prevention signage in Coventry parks and trails.

Services Implemented & Youth Impact		
Service	Date(s)	# of Youth Impacted
Campership/Field Trip Assistance	10/17/24	1
Spread the Cheer	12/12/24	22
School Supplies	12/10/24	5
Safe@Home	12/27/24	8
Total Youth Impact		36



Services Implemented & Volunteer Impact		
Service	Date(s)	# of Volunteers
JRB Training	11/7/24	3
Spread the Cheer Training	12/12/24	3
Spread the Cheer Event	12/12/24	8
Total Volunteer Impact		17



Notes

- Assisted Human Services in implementing the Holiday Program including food and gift distribution and Orchard Hills meal delivery, as well as general running of Food Bank.

COVENTRY SENIOR CENTER - QUARTERLY REPORT OCTOBER, NOVEMBER, DECEMBER 2024



I. PROGRAM ACTIVITY

Classes/Workshops/Leisure	Event Participation
Tech Tuesday (Monthly)	3
Book Club (Monthly)	10
Jewelry Group (Monthly)	7
Crocheting & Knitting Session (Monthly)	8
Let's Get Sewing (Weekly)	48
Crafternoon (Nov, Dec)	15
NEW Poetry & Short Stories aka Writing & Ramblings	8
TOTAL	99

Fitness	
Chair Yoga (Mondays)	76
Strength & Conditioning (Tuesdays)	96
Tai Chi (Wednesdays)	93

Strength & Balance (Thursdays)	137
Cardio Drumming (1 st & 3 rd Fridays)	18
Fitness Room (Daily)	230
TOTAL	650

Recreation/Entertainment

Bingo, Mahjongg, Corn hole, Chess (Monthly)	97
Jam Session (Monthly)	55
TOTAL	152

Social Activity/Event

Let's Get Sewing (Weekly)	48
Out to Lunch Bunch (Monthly)	33
Conversations with Lisa Thomas (10/18)	3
What's New in Medicare for 2025	26
Veterans Day Luncheon & Recognition Ceremony	60
TOTAL	170

Personal Care

Massage Therapy (2x month)	19
Haircuts (Monthly)	18
<i>NEW</i> Footcare with Foundations Footcare (Oct, Dec)	18
<i>NEW</i> Grief Support (Oct, Nov, Dec)	24
TOTAL	79

Special Events

Lunch & Learn – CT Audubon Society (10/2)	20
The Olde Cider Mill, Glastonbury (Oct)	8
Leaf Peeping & Ice Cream at Stearns Farm (Oct)	8
Holiday Lunch with Bruce John	40
TOTAL	76

2. ELDERLY SERVICES:

- **CHOICES:** During the Medicare Open Enrollment period (October 15-December 7) Penny assisted **59** individuals and volunteered **68** hours to provided cost savings through Medicare options, Supplemental Insurance and Prescription Drug Plan for 2025.
- **Energy Assistance through the CT Energy Assistance Program (CEAP)** The Coventry Senior Center is an agency site serving Coventry residents for the Access Agency, Willimantic CT. To date, the Senior Center Coordinator has processed 11 applications.
- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **16** individuals in need of help for seniors or individuals with disabilities. This included 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:** **316** patrons 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.
- **Town Manager Fall and Winter Newsletter**
- **Social Media:** The Senior Center Facebook Page currently has **769** followers, 79 more than last quarter, and has expanded our social media posts to share on the local Coventry pages. 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 **146.50** volunteer hours of service this quarter. Betsy Fitzgerald (**78.5 hrs.**), Penny Whitaker (**68 hrs.**) This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

4. PROFESSIONAL DEVELOPMENT:

Senior Center Assistant

11-Dec **Family Violence and Abuse in Later Life** (originally aired 6/28/2023) National Center on Law and Elder Rights NCLER Candace Heisler, Heisler & Associates; Ann Laatsch Natl Clearinghouse on Abuse in Later Life; Erica Costello ABA Commission on Law & Aging

HIGHLIGHTS FROM THIS QUARTER





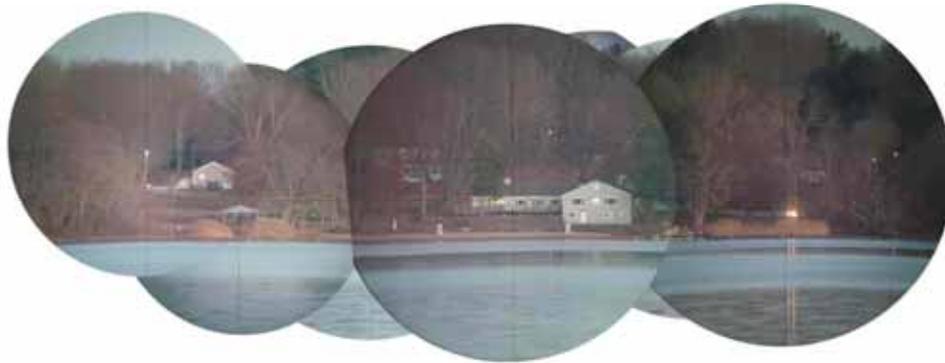


Photo Compilation by Erik Bergren

Coventry Rides Transportation Program

Days of Operation: 37
Vehicle Hours Average/Daily: 3.7
Miles Total: 1685

Vehicle Hours: 137.5
of Individuals Riding: 31
of One-Way Trips: 211

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

Sarah Leete, Transportation Coordinator, and Kerry Kilbourne, Per Diem Driver, provided rides for seniors and residents with disabilities, as needed. For the safety of our riders and drivers, masks are optional, and masks and hand sanitizer are available on the vehicle.

Transportation is offered Monday, Tuesday and Thursday from 9-1 to locations in Bolton, Manchester, Tolland, Rockville/Vernon and occasionally South Windsor and Glastonbury. Transportation is available on Wednesdays for Out to Lunch Bunch and small group trips. Van transportation is used for medical appointments, grocery and other shopping, voting, senior workshops, Senior Center, employment, town events and entertainment.

Monthly trips to Walmart for individuals from Orchard Hills continue. The Rides program schedules one small group trip per month and is currently averaging 2 people per trip. Further trips will be scheduled to other shopping plazas as the need/interest arises. Small group trips continue with monthly out-to-lunch to area restaurants. In October, seven riders took a trip to The Old Cider Mill in Glastonbury, and at the end of the month 11 riders had lunch at The Hollow in Manchester. In November a group of six enjoyed lunch at Maggie McFly's in Manchester. Later in the month 4 Seniors had brunch at Flat Pennies in Willington. The beginning of December found three riders on a trip Georgina's for a holiday lunch. The following week transportation was provided for a Holiday Luncheon at the Senior Center, with music provided by Bruce John.

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 October – December

PROGRAMS

- 379 Total Enrollment
- 289.5 Program Hours
- 37 Sessions

RENTALS

- 33 Lodge rentals
- 59 Millbrook Place rentals
- 66 + Rental inquires

CHILDCARE

- 237 hours of childcare provided
- 10 days of extended hours
- 1,134 snacks served
- 9 local high school/college-aged staff employed
- 57 kids served

SOCIAL MEDIA

- 45 Facebook posts
- 3.5K highest Facebook post reach
- 1.5K Facebook engagements
- 85 New Facebook followers



PARKS & RECREATION QUARTERLY REPORT: FALL 2024

October – November - December

HALLOWEEN ON MAIN

The third Annual Halloween on Main was a success! Held in Historic Coventry Village on Saturday, October 26th, over 30 trunks participated including area businesses, organizations and families decorating their trunks in fun and exciting ways. We estimate approximately 500 kids (in costume, of course) and their families collected candy and other goodies in anticipation of Halloween.

A BIG THANK YOU TO – Ackert Electric, Bin Busters, Bidwell Tavern, Bidwell Spirits, Booth & Dimock Library, Coventry Human Services Department, Coventry Fire/EMS, Coventry Police, Coventry Lion's Club, Coventry DPW, Coventry Grammar School PTO, Coventry Arts & Antiques, Coventry Girl Scouts, Coventry Democrats, Clancy Hit & Fit, Creative Wheels Caravan, First Congregational Church of Coventry, George Hersey Robertson School PTO, Hale's Barber Shop, JDM Imports CT, Kobukai Jujitsu, Nathan Hale Antique Center, Preserved Antiques, Republican Town Committee, Second Congregational Church, Teleflex, Town Manager's Office, Village Improvement Society, Village Voices Speech Therapy & Assistive Technology Services, Wasabi Restaurant, Woke Restaurant.



COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director ◊ Megan Yanez, Assistant Director ◊
Josh Anderson, Recreation Assistant

www.coventry-ct.gov

BASKETBALL

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

K – 2 Instructional - 126

Grades 3 & 4 – 63 (Rec League)

Grades 5 & 6 – 46 (Rec and Travel League)

Grades 7 & 8 – 60 (Rec and Travel League)

Grades 9 -12 – 22 (Rec League)

TOTAL participants: 317

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



FALL FUN



FACILITY UPDATES

Patriots Park: Work continued on the Patriots Park Master Site Plan. In October, the Town was notified that the UCONN Women's Rowing Team will not renew their contract at the end of the term in June 2026. The Parks and Recreation Commission was presented with two first draft plans from FHI at their November meeting.

Miller Richardson: Work continued on the roadway and parking improvement project at Miller Richardson. Due to weather related challenges the project was not completed on time and work will continue in the spring.

Creaser Park: On December 17th, Coventry Police and Coventry Fire responded to a report of a break-in at one of the buildings at Creaser Park. The building was vandalized and items belonging to the Boy Scouts stolen. The vandalism also resulted in an oil spill. Environmental Services and DEEP were notified and a remediation plan was put in place.

HOLIDAY TRADITIONS

The 4th Annual Tour of Holiday Lights helped kick off the holiday season, as 17 homes throughout Town decorated with fantastic light displays! Feedback was immediate, as folks commented on how expansive and creative this year's displays were. Over 175 people voted for their favorite!

Parks and Rec received over 32 letters from local children to their favorite Holiday Figure, dropped off in the new mailbox. Letters were written to Santa, the Grinch, and the Mensch. Every child received a response just in time for the holidays.

PROFESSIONAL DEVELOPMENT

M. Yanez and L. Munshower attended the Annual Connecticut Recreation & Parks Association Conference on November 25 & 26. M. Yanez attended conference workshops; Exploring Person First vs. Identity First Philosophies, MRC Recreation/Game Time Playgrounds (inclusive playgrounds), and Emotional Detox-Dealing with Negative People. L. Munshower attended conference workshops; Director's Round Table, Chat GPT/Exploring AI, Fundamentals of Data, Tech, & Math, Measuring Your Economic Impact, and Aquatics Master Planning.



Booth & Dimock Memorial Library

Quarterly Report

October 1, 2024 – December 31, 2024



- I. *Circulation* – Items that have been checked out, renewed, or loaned/borrowed through inter-library loan.
 - Total – **17,531**
 - Type (included in total)
 - Books & Serials – **13,401**
 - Video – **965**
 - Audio – **235**
 - Electronic – **2,642**
 - Other – **288**
 - Age (included in total)
 - Adult – **6,475**
 - Young Adult – **693**
 - Children – **7,644**
 - Not Assigned – **77**
 - Inter-Library Loan (included in total)
 - Borrowing – **1,583**
 - Lending – **1,109**

- II. *Library Visits* – People walking through the door as tallied by an automatic door counter.
 - **8,101**
 - *Our busiest day was during Halloween on Main on October 26 when 492 people visited the library!*
 - *The Library has seen its highest visitation since autumn of 2019.*

- III. *New Library Cards* – Individuals who registered for a Coventry library card for the first time.
 - **89**
 - *In the first half of this year, we have issued 257 new library cards!*

- IV. *Reference* – Questions staff answered regarding library services, library catalog, local area, research, genealogy, homework help, and more.
 - **1,475**

- V. *Internet* – Use of library wi-fi and desktop computers.
 - Desktop Computers
 - Total Users – **428**
 - Wi-Fi
 - Total Sessions – **21,583**
 - Total Devices – **617**

- ***We are observing more people coming into the library with their own computers to study, attend virtual meetings, or work from home.***

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

- Programs Offered – **62**
- Participants – **2,169**
 - ***All About Owls had 148 attendees, with people waiting outside the community room to come look at the owls.***
 - ***Holiday special Nutcracker Storytime had 40 participants. Special thanks to Thread City Classica Dance!***
 - ***243 people participated in the Holiday Smorgasbord craft during Christmas in the Village.***

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

- Facebook
 - Posts – **43**
 - Views – **12,805**
 - Reach – **12,091**
 - ***Posts advertising our Youth Book Sale reached 1,648 people!***
- Google Profile
 - Searches – **888**
 - Profile Interactions – **1,497**
 - Website Visits from Profile – **954**
- Website
 - Unique Visits – **4,000**
 - Page Visits – **7,191**

VIII. *Library Facilities*

- Margaret attended a Town Council meeting on 10/7 to answer questions about the library’s application for an Historic Restoration Fund Grant through the State Historic Preservation Office. The Town Council voted unanimously to approve the application.
- Novus Insights finished installation of upgraded fiber internet equipment on 10/8.
- Coventry Public Works removed overgrown shrubs from the library grounds on 10/9.
- Gutter cleaning and repair by Premier Gutter Services LLC took place on 10/14. Repairs included the replacement of gutter caps, downspout, elbows, and gutter box, and replacement of deteriorated fascia boards.
- Absolute Alarm provided a quote to make upgrades to the Stave Family Community Room security system, which will be scheduled in January.
- Fish Windows provided a quote for window cleaning.
- Routine quarterly elevator maintenance was performed on December 12.

IX. *Library Staff & Professional Development*

- Library Director Margaret Khan attended meeting facilitation training through the Connecticut Library Consortium (CLC) on October 4.

- Margaret met with Erin McBride, an Outreach Assistant for Senator Murphy, on October 8, and discussed library initiatives, services, and supplemental funding opportunities.
- Margaret attended Bibliomation's Finance Committee meeting on October 8, November 12, and December 10.
- Adult Services Librarian Jennifer Chretien attended Simon & Schuster's Spring 2025 Preview on October 8.
- Margaret attended Connecticut Education Network (CEN) Engagement & Development Advisory Council (EDAC) meetings on October 15, December 12, and December 17.
- Margaret attended CLA's monthly meetings on October 17, November 21, and December 19.
- Margaret met with Superintendent of Schools Dr. David Petrone on October 18 for a tour of the library.
- Margaret attended a Meet and Greet for the Alessandra Casiello, the new Executive Director of Bibliomation, on October 22.
- BDML Librarians met with Coventry Human Services Staff Annemarie Sundgren, Director of Human Services and Madison Baranoski, the new Youth Services Coordinator, on November 5 to discuss current operations of each organizations and ways to collaborate in the future.
- Jenn attended a webinar through the CT State Library on November 6 titled "Using Inclusion, Diversity, Equity, and Accessibility Solutions (IDEAS) to Foster a Welcoming Library."
- Margaret attended the America 250 Community Engagement Committee meeting on November 12.
- Head of Children's Services Christa Kiedaisch attended an information session on Take Your Child to the Library Day on November 14. Take Your Child to the Library Day takes place on February 1 this year.
- Jenn attended a webinar on Readers Advisory presented by Kirkus Reviews and Ingram Library Services on November 14.

X. *General Updates*

- Head of Teen Services & Technology Kayla Fontaine meet 10 times with individuals for one-on-one technology assistance.
- The Annual Staff Recognition Event took place on November 19, and recognized Library Assistant II Donna Murphy for 20 years, Head of Children's Services Christa Kiedaisch for 5 years, Adult Services Librarian Jennifer Chretien for 5 years, and Library Assistant Substitute Kaeleen Barr for 1 year. Thank you all!
- The Community Room was used 19 times by outside groups.
- Library staff organized a Youth Book Sale during December to move out a backstock of donated children's and young adult books. The sale opened early on December 3 for teens, who could take a free book to give as a gift.



Top Row: Front of the library after shrub removal – thank you CPW; Families at the fire truck visit for Fire Prevention Week on 10/9.

Bottom Row: Horizon Wings staff show off some owls at the All About Owls program on 11/23; Library Assistant II Rachel Hora reads from *The Nutcracker* while dancers from Thread City Classical Dance perform ballet.

PUBLIC WORKS DEPARTMENT
Quarterly Report
October, November & December 2024

STAFF

Director of Public Works/ Tree Warden	William Watkins
Administrative Secretary	Dianna Grindle
Highway/ Roads Crew Leader	Charles Harakaly
Facilities Crew Leader	Colin Dunnack
Public Works Maintainer III	Clifton Labrec
Public Works Maintainer III	Monica Bragdon
Public Works Maintainer II	Richard Watts
Public Works Maintainer II	John Hoffman
Public Works Maintainer II	Lee Davey
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.....	Matthew Anderson
Public Works Maintainer I/Custodian	Danielle Baker
Lead Mechanic.....	Robert Maxwell
Mechanic II	Erik Johansen
Mechanic's Helper	David Mortimer
WWTP Operator	Michael Ruef
Assistant WWTP Operator	Charles Grossmann
P/T Transfer Station Operator.....	Alex Grossmann
Cemetery Sexton	Richard Mindek
Town Engineer.....	Todd Penney
Engineering Technician (P/T).....	Mark St. Germain

Trees

Handled numerous tree complaints during the quarter. Worked with Tennett Tree and D&D Tree Service to remove 60 trees that were in the town right of way.

Shop

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

Administration

Work order system updates are ongoing. Daily work log sheets were updated, and the crew is filling them out daily to capture all time and materials used.

The vacant custodial position was posted and filled by our part-time transfer station employee. This created a vacancy at the transfer station, that was posted and filled with a seasonal employee.

The pavement Management report was updated by Stantec and posted to the town website.

DPW staff participated in Trunk Or Treat event in the Village.





Training

Matt Anderson graduated from The Connecticut Public Works Academy.

Bill Watkins received certificate from UCONN T2 center for the Safety Academy Program. Bill also completed the Certified Connecticut Municipal Official Program through CCM.

8 DPW staff attended Bucket Truck training through T2 Center. 3 Town of Mansfield staff attended and provided the truck for the class.

All DPW staff completed CPR, first aid and stop the bleed training.



Road Crew

The crew continued performing routine road maintenance as follows:

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

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

4 employees competed in the annual Snowplow rodeo hosted by the Connecticut association of Street & Highway Officials.

Drainage & Paving Work

Pilgrim Hills Subdivision - All Catch basins were inspected and repairs needed were completed, all catch basin tops were replaced. During the inspections we identified roughly 500 feet of 15-inch pipe that needed to be replaced. This work was completed by DPW staff. After all drainage work was completed, we contracted All State Paving to do a full depth reclaim and regraded to road base. The road was then paved with a 2-inch binder course and 1.5-inch top course.

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

Waterfront Park – Paving completed, and all driveway aprons paved as needed and road edges backfilled where needed.

Grounds/Facilities Crew

The crew continued with the following:

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

The Grounds crew also performed the following:

- Overseeded sports fields
- Assisted with Cemetery Maintenance and removed overgrown shrubs
- Stripped and waxed upstairs hallway at Town Hall.
- Prepared Patriots Park for the Veterans Day Road race.
- Library landscaping removed.



Front of Library Before

Front of Library After





Side of Library Before



COVRRRA ANNUAL REPORT FY 24/25					
TRANSFER STATION: MATERIALS RECEIVED					
	1st QTR.	2nd QTR.	3rd QTR.	4th QTR.	
	JULY-	OCT-	JAN-	APRIL-	ANNUAL
	SEPT	DEC	MARCH	JUNE	TOTALS
Revenues	\$14,460	\$12,918			\$27,377
Ewaste - each	369	412			781
Propane Tanks - each	30	48			78
Bulky CD/Stumps - tons	64	62			126
Scrap Metal - tons	56	27			83
Tires - each	118	103			221
Leaves - tons	23	18			41
Refrigerant - each	163	123			286
Mattress	271	206			477
Customers	3492	2197			5689
TRANSFER STATION: MATERIALS TRANSFERRED					
Casella - Bulk (cd) ton	113	112			225
Casella - Bulk (brush) ton	0	0			0
Casella - Recycling (metal) ton	37	27			64
Casella - Single Stream ton	4	18			22
Take2 - refrigerant units	197	196			393
Take2 - electronics (CED) lbs.	7,247	9,583			16,830
Take2 - electronics (non) lbs.	3,558	743			4,301
Take2 Recycling - lamps, mixed lbs.	410	231			641
Take2 Recycling - batteries, mixed lbs.	1,656	414			2,070
N 'n M Recycling Inc - propane- each	148	64			212
N 'n M Recycling Inc - fire extinguishers	16	0			16
Don's Tire - each	116				116
Bye Bye Mattress - each	0	0			0
PaintCare - lbs.	6,850	5,550			12,400
Midstate Batteries - each	0	90			90
CURBSIDE PICK UP					
msw to Casella @ \$88.58 / ton	1,039	981			2,020
expenditure	\$94,828.47	\$89,469.03			\$184,297.50
recycling to Casella @ \$variable / ton	265	263			528
expenditure	\$13,715.50	\$16,541.25			\$30,256.75
curbside bulk to Casella @ \$88.05 / ton	44	37			82
expenditure	\$3,913.82	\$3,277.22			\$7,191.04

TRANSFER STATION QUARTERLY REPORT

material received:

RECEIPTS																		
DATE	CASH/CK	CC	CC FEE	EWASTE	PROPANE TANKS	BULKY CD-STUMPS	RECYCLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS	OP	TICKETS	CUST.	CASH/CK	CC	BAGS	Batteries
10/3	\$247.00	\$323.20	\$9.10	18	0	6250	4705	4	1295		3	7	Daniela	21403-21419	121	10	7	1
10/5	\$267.00	\$139.60	\$4.33	13	3	4070	2840	2	1735		4	9	Daniela	21420-21437	121	11	7	2
10/10	\$382.00	\$173.60	\$5.01	15	0	4570	3050	3	2090		7	8	Daniela	21438-21462	111	20	5	7
10/12	\$312.00	\$240.40	\$6.85	19	0	5490	4030	7	1470		9	13	Daniela	21463-21489	135	21	6	0
10/17	\$359.05	\$130.40	\$3.90	13	1	4860	2280	1	2070		5	11	Daniela	21490-21507	131	13	5	10
10/19	\$334.00	\$389.42	\$10.33	25	5	5570	4535	18	2445		11	8	Daniela	21508-21541	177	19	15	15
10/24	\$310.15	\$931.60	\$25.51	15	0	13240	5295	21	1725		0	13	Jave & Daniela	21542-21588	154	14	13	0
10/26	\$532.40	\$717.40	\$20.15	29	3	12420	6272	0	6292		8	7	Daniela	21589-21608	207	25	15	8
10/31	\$682.20	\$243.60	\$6.83	10	5	6900	4090		2940		10	3	Daniela & Alex	21609-21632	109	18	5	0
Total lbs.	\$3,407.20	\$3,289.22	\$92.01	157	17	63170	37097	56	22062		57	79			1266	151	78	43
tons						31.585	18.5485		11.031									
RECEIPTS																		
DATE	CASH/CK	CC	CC FEE	EWASTE	PROPANE TANKS	BULKY CD-STUMPS	RECYCLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS	OP	TICKETS	CUST.	CASH/CK	CC	BAGS	Batteries
11/2	\$310.00	\$423.60	\$12.19	5	2	7510	1160	3	3065		8	11	Alex & Dave	21633-21658	115	14	12	0
11/7	\$240.00	\$105.80	\$3.25	8	2	3750	1220	1	1710		1	9	Alex & Daniela	21648-21661	67	9	5	0
11/9	\$280.00	\$845.60	\$17.99	25	2	10270	2145	2	2325		8	18	Alex & Dave	21662-21685	82	12	12	0
11/14	\$451.80	\$299.60	\$8.18	15	1	8680	1550	6	860		0	6	Alex	21686-21902	67	13	4	6
11/16	\$340.00	\$360.80	\$10.96	25	9	6770	?	3	?		13	9	Alex	21903-21909	83	11	8	0
11/21	\$255.00	\$89.80	\$2.53	12	0	3610	2430		470		1	4	Alex	21670-21678	41	6	2	0
11/23	\$142.40	\$147.60	\$4.34	30	0	2900	1285	0	1630		5	10	Alex	21679-21688	72	5	5	0
11/30	\$118.00	\$168.80	\$4.78	15	4	2150	1860	4	3140		6	6	Alex	21689-21702	69	10	4	2
Total lbs.	\$2,137.20	\$2,271.60	\$64.22	135	20	45640	11650	19	13200		42	73			596	80	52	8
tons						22.82	5.825		6.6									
RECEIPTS																		
DATE	CASH/CK	CC	CC FEE	EWASTE	PROPANE TANKS	BULKY CD-STUMPS	RECYCLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS	OP	TICKETS	CUST.	CASH/CK	CC	BAGS	Batteries
12/5/2024	\$0.00	\$0.00	\$0.00	0	0	0	0	0	0		0	0	0	0	0	0	0	0
12/7	\$97.00	\$88.00	\$2.59	15	1	1190	310	2	40		6	7	Alex	21703-21710	52	6	3	1
12/12	\$198.40	\$46.60	\$1.51	15	3	1730	1030	14	30		1	6	Alex	21712-21721	53	7	3	0
12/14	\$205.50	\$134.80	\$4.00	30	2	2470	890	7	190		10	10	Alex	21722-21736	76	11	4	0
12/19	\$341.00	\$246.40	\$6.60	10	4	6410	2120	4	0		4	6	Alex	21738-21749	53	11	2	0
12/21	\$7.00	\$61.60	\$1.90	10	0	520	0	1	0		2	6	Alex	21750-21753	40	3	2	0
12/26	\$0.00	\$96.00	\$2.70	20	0	1200	0	0	0		0	9	Alex	21754-21755				
12/28	\$36.00	\$78.20	\$2.28	20	1	890	0	0	0		1	10	Alex	21756-21761	61	3	3	0
Total lbs.	\$884.90	\$749.60	\$21.58	120	11	14410	4350	28	260		24	54			335	41	17	1
tons						7.205	2.175		0.13									
Totals lbs.	\$6,429.30	\$6,310.42	\$177.81	412	48	123220	53097	103	35522		123	206			2197	272	147	52
tons		\$12,917.53				61.61	26.5485		17.761									45

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

	textiles lbs.	0.06	lbs. CED @ \$.055/lb. (computers, monitors, tv, printers)	non CED	lamps	batteries, mixed	refrigerant	auto cores \$5 each ton
2024								
July	2400	\$144.00	3551	1523	170	205	58	
		pd ck #6154						
August	3220	\$192.20	1340	1620	240	1450	79	
		pd ck #6526						
September	2110	\$126.60	2356	415	0	0	60	
		pd ck #7427	pd 1st Q ck # 17378 (7247 lbs) \$398.59					
October	3810	\$228.60	5245	2312	231	414	118	18
		pd ck #7779						ck 26915 \$90
November	3860	\$231.60	1599	338	0	0	0	
		pd ck #8448						
December	3220	\$193.20	2739	743	0	0	78	53
		pd ck # 8552						

TOWN ENGINEER
QUARTERLY REPORT
October – November - December 2024

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: Bridge opened on October 16th, a full month ahead of schedule. Minor punch list items remain requiring contractor to be on site in Spring 2025 which could require alternating one way construction traffic pattern during construction hours.

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 was not ready for paving and final seeding by Contract winter shut down. Work will be completed in early spring 2025, weather dependent.

Plains Road – Well Contamination: Project proposes 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/layout completed with concurrence from Connecticut Water Company and Department of Public Health. Project will move forward with permitting in 1st quarter of 2025 with bidding and construction in 2nd and 3rd quarters. Town requires referendum for the grant & loan. It is expected that Town will need to cover ~25% of the construction costs.

Bunker Hill Road Bridge Replacement: The replacement of the bridge over Rufus Brook, 50% State Local Bridge Program Funding, received local wetlands permitting. Consultant working with CT DEEP Fisheries for fish passage requirements. 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: The survey and data collection for the replacement of the culvert, funded 50% State Local Bridge Program was completed in December. Consultant will be working on the preliminary design in the 1st quarter 2025. 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

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improvements at other Town owned crosswalks. Engineering Dept still working on survey and data collection. Work will continue in 1st quarter 2025. 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 recommend construction cross section for the gravel road prior to paving. Improvements should be bid and construction in the 2025 Construction season. No Activity in 4th Quarter 2024.

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Wastewater Treatment Plant (WWTP):

- Designed/permitted to treat average 200,000 gallons per day
- Average flow over past 12 months = 145,990 gallons per day (73% capacity)
- Peak daily flow this quarter = 156,000 gallons (on December 11)

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.
- We are negotiating connection fees with Bolton/Vernon. Our consulting engineers are updating construction costs estimates.

Sewer Collection System:

- In October we had lots of issues with the pumps at both pump stations clogging up with wipes and cloth items. Wipes are a world-wide problem in sewer systems.
- WPCA / Public Works crews jetted 2,000 feet of sewers mains and cleaned 16 manholes on Woodland Rd, Springdale Rd, and Morin Ave.
- We located and corrected a source of groundwater infiltration in a private lateral on Avery Shores. Estimated 2,000 gallons per day.
- One of the two pumps at the Avery Shores pump station failed after 21 years and we installed the spare pump we had on site. A new spare will be purchased.

Wastewater Treatment Plant:

- Our mechanical vendor repaired two rooftop makeup air dampers which will reduce heating oil costs this winter.
- We were able to perform maintenance on one of the infiltration basins which has significantly improved drainage.

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 evaluated areas for potential sewer expansion and commercial development to make sure we have sufficient capacity for appropriate future growth.
- We submitted forms to be scored on the CT DEEP Clean Water Fund Priority List.
- USDA is actively trying to make the case that we should be eligible for Rural Development grants due to the population of our sewer district, not the population of the entire town.

- Our next step is environmental review which we hope to complete in the spring of 2026.

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.