

TOWN OF COVENTRY

QUARTERLY REPORTS



January – March 2025

TABLE OF CONTENTS

Collector of Revenue	3
Town Clerk	6
Registrar of Voters	8
Land Use Office	10
Building Department	20
Police Department	23
Fire/EMS Department	32
Human Services	34
Parks & Recreation	50
Booth & Dimock Library	52
Public Works	56
WPCA	65

Cover photo: The Coventry Public Works Department started a new Facebook page this quarter. Follow them for updates on a variety of infrastructure projects, trash & recycling news, road work updates, and more.

<https://www.facebook.com/profile.php?id=61573578336144>

OFFICE OF THE COLLECTOR OF REVENUE

To: James Drumm, Town Manager
cc: Julie Chapman, Finance Director
From: Ida Cabral, Assistant Collector of Revenue

Date: April 16, 2025

SUBJECT: THIRD QUARTER REPORT 2024-2025

The January collection period progressed smoothly with payments processed and deposited in a timely fashion. A significant number of mailed payments were processed at the Webster lockbox center. Any payments that could not be processed by lockbox (missing payment stub, prior delinquent issues and check issues) were returned to our office for processing. The tax office staff included Collector of Revenue Carrie Zahner, Assistant Collector of Revenue Ida Cabral and Revenue Clerk Elizabeth Pannhavong. Carrie Zahner's last day as Collector was on March 21, 2025. The Assistant Collector and Revenue Clerk have been committed to keeping the office running efficiently until a new Collector has been appointed.

Each payment cycle demonstrates an increase in the number of taxpayers paying by credit or debit card here at the counter and online. Visitors to the Tax Collector's page on the Town website can see online payment options including debit card, credit card and electronic check. The drop box mounted in the vestibule of the rear entrance to Town Hall continues to be another option for making payments. Some people will always be more comfortable paying their taxes in person and that continues to be an option.

The increase in daily mail, throughout the month of January, was processed, balanced and deposited daily. Approximately 37 vehicle assessments were adjusted by the Assessor's office this month resulting in this office preparing a corresponding adjusted or add tax bill. Banks and escrow services typically wait until the end of the month to send in the tax payments for the January installment. A courtesy notice was mailed to 67 new homeowners in January to remind them of the second installment of Real Estate taxes currently due.

In February, we prepared and mailed 872 combined delinquent statements for Real Estate tax and/or COVRRRA Trash fee, sewer use charges, and sewer assessment fees. We additionally prepared 1,790 supplemental and motor vehicle delinquent notices for the February mailing.

In March, 409 notices of intent to lien were mailed on the delinquent 2024 COVRRRA Trash accounts. We also sent 106 delinquent statements to Personal Property accounts.

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

The third quarter collection report is attached.

Property Taxes Collected by Carrie Zahner, CCMC Tax Collector Collected January 2025 through March 2025
Paid to Julie Chapman, Treasurer, Town of Coventry

		Property Tax	Interest	Liens & Costs	Total	
Grand List	2009	249.86	655.88	0.00	905.74	
	2010	13.23	32.35	0.00	45.58	
	2011	0.00	0.00	0.00	0.00	
	2012	163.62	338.69	0.00	502.31	
	2013	172.53	326.08	0.00	498.61	
	2014	196.87	336.65	6.00	539.52	
	2015	246.79	378.82	6.00	631.61	
	2016	1,012.80	1,379.15	0.00	2,391.95	
	2017	2,241.24	1,579.10	0.00	3,820.34	
	2018	473.73	464.41	6.00	944.14	
	2019	847.99	677.51	6.00	1,531.50	
	2020	4,556.46	2,834.09	0.00	7,390.55	
	2021	31,290.52	11,296.98	216.00	42,803.50	
2022	<u>86,761.47</u>	<u>20,967.28</u>	<u>432.00</u>	<u>108,160.75</u>		
		128,227.11	41,266.99	672.00	170,166.10	
Current	2023	12,130,179.12	46,030.78	12.00	12,176,221.90	
Current SMV		<u>448,759.32</u>				
Totals		<u>12,707,165.55</u>	<u>87,297.77</u>	<u>684.00</u>	<u>12,795,147.32</u>	
Current 110	6010	40211	12,130,179.12			
Delinquent		40212	128,227.11			
Interest & Liens		40213	87,981.77			
SMV		40214	<u>448,759.32</u>			
			<u>12,795,147.32</u>			
Sewer Assess 205-7722	40211	14,873.06		Sewer User	40211	33,469.39
Interest, Liens, Per Diem	40213	<u>2,353.49</u>		Interest & Liens	40213	<u>5,471.00</u>
		<u>17,226.55</u>				<u>38,940.39</u>
COVRA				Returned Check Fee	40782	<u>200.00</u>
Current 218-7601	40211	81,482.76				-
Delinquent	40212	12,152.87				-
Interest & Liens	40213	<u>16,682.85</u>				-
		<u>110,318.48</u>				-
		Total	<u>\$12,961,832.74</u>			-

TOWN CLERK'S OFFICE

Lori Tollmann, MCTC

*Brooke R. Manning, CCTC
Assistant Town Clerk*

*Lori Beecher
Assistant Town Clerk*

QUARTERLY REPORT JANUARY 1 - MARCH 31, 2025

The Town Clerk serves the Coventry Community under the guidance of the General Statutes of the State of Connecticut. The clerk is responsible for filing and maintaining all land records, maps, vital statistics, agendas and minutes of all Boards and Commissions, registering veteran's discharges, trade name certificates, liquor permits and Notary Public appointments, issuing marriage, sports and dog licenses and administering elections in coordination with the Registrar of Voters.



Recording & Licensing

Receivables & Revenue:

- ✓ The Clerk's Office collected \$151,541.00 this quarter, of which \$45,818.96 was retained by the Town.



Activity	Volume	Revenue
Total Documents Recorded	429	11,675.00
Local Conveyance Tax Recorded	35	26,469.96
Copies	1,981.50	1,981.50
Trade Name Certificates	5	100.00
Liquor Permits	6	120.00
Burial/Cremation Permits	11	55.00
Marriage Licenses	7	112.00
Vitals Copies	130	2,600.00
Notary Fees & Renewals	46	330.00
Dog License Fees	86	86.50
Maps Filed	4	80.00
Fish & Game License & Permit Fees	168	48.00
Conveyance fees	35	35.00
Unanticipated	0	0
PA-490	0	0
PA-00-146 Clerk Historical Preservation	429	612.00
PA-05-228, 09-229 & 13-247 LOCIP	429	596.00
PA-05-228, 09-229 & 13-247 Clerk	429	918.00
Town Clerk Revenue Transferred to Treasurer:		\$45,818.96

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

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



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

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

For the quarter, \$105,221.60 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247 Community Investment	\$11,016.00
PA 05-228 & 09-229 MERS	8,143.00
PA-00-146 Historic Preservation	2,448.00
Marriage Licenses	238.00
Fish & Game Licenses	835.00
State Conveyance Tax	81,324.60



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

	Dog License Fees	Surcharge
January - March	\$967.00	\$250.00

TOWN MEETINGS/REFERENDUMS

staff Updates/Activities

Attended Multiple zoom meetings with the Secretary of the State Office

COVENTRY REGISTRAR OF VOTERS

January 1, 2025 – March 31, 2025

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

TRAINING:

The Registrars will be attending the ROVAC Spring Conference where they will be educated in Total Vote and the new tabulators. Early Voting issues will also be discussed.

NEW TABULATORS:

The new tabulators are scheduled to be delivered in April. The Registrars, Karen and Sandye as well as the Deputy Registrars, Marilyn and Rick, will be participating in on-hands training on April 24.

TOTAL VOTE:

The “new” CVRS system is called Total Vote. We have not received any information regarding its inception. There is a brief information session scheduled during the ROVAC Conference.

REFERENDA:

The Town Meeting for the first budget referendum will be held on Saturday, April 26, 2025 in the auditorium of Coventry High School.

The meeting will be adjourned to a vote on May 6, 2024.

POLLING LOCATIONS

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

CANVAS

Connecticut State Statute 9-32-9 requires a canvass of voters be conducted yearly. This process was completed by the end of March.



Ice skating on Coventry Lake (photo: Laura Stone)

Coventry Land Use Department

Quarterly Report for
January, February, March
~2025~

Jana B. Roberson, AICP
Director of Planning and Development

Heidi A. Leech
Planning Tech/Zoning Enforcement Officer

Lindsay Beutler
Wetlands Agent & Erosion Control Officer

Patty Cortes
Building/Land Use Administrative Assistant

Todd M. Penney, P.E.
Town Engineer

Mark St. Germain
Town Engineering Tech

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

LAND USE STAFF HIGHLIGHTS

YEAR **2025**

January, February, March

Personnel

Natalia Yeschick started in January as the new Recording Secretary for the Planning and Zoning Commission, Zoning Board of Appeals, Inland Wetlands Agency, Economic Development Commission, and the Affordable Housing Commission. Natalia is an experienced minutes writer with a good ear for detail!

Patricia (Patty) Cortes started in February to fill the Land Use Administrative Assistant/Permit Tech position vacancy created when Heidi Leech was promoted to ZEO in October. Patty has fit in seamlessly in the front office and is a great addition to the Land Use/Building Office! She brings relevant experience from the mortgage industry and is also sister to Jeannie Katan, the Building Department's Administrative Assistant/Permit Tech!

After more than a year, the Land Use/Building Department is fully staffed!



Back Row: Mark St. Germain, Patty Cortes, Todd Penney, Randy Heckman, Heidi Leech, Glenn Bagdoian
Front Row: Jana Roberson, Mike Ruef, Lindsay Beutler, Jeannie Katan

Technology Updates

The Town of Coventry recently subscribed to a new high-resolution aerial imaging service called NearMap which has already proven to be an invaluable tool for both permitting and enforcement. The images are updated twice per year and are of higher quality than other services available. We look forward to finding additional ways to use this new technology! Anyone with a coventry-ct.gov email address may use it!

The Land Use Department recently received a new large format color plotter/scanner (HP T2600) to replace the old unit that fell into disrepair and was removed in 2023. This is very helpful in the day-to-day operations of the department and is also used regularly by the Town Clerks Office for scanning and copying. The Parks & Rec Department has also been printing plans for the Patriots Park Master Plan recently, so while the plotter resides in the Land Use Department, it is used by many departments in the Town Hall and the Town Engineer. We are grateful to have this new plotter after nearly two years without one.



Professional Development

- Ms. Leech and Ms. Roberson attended *The Connecticut Legislative Roundtable* put on by CTAPA and CT Bar Association (2 hrs), and the *CT Bar Association Commissioner Training* which was an all-day Saturday training (8 hrs).

Other News

- Continued to provide administrative support for **Coventry Farmers' Market**
- Attended meetings and provide staff support for **Connecticut's Countryside**
- Attended meetings of **Firearm Safety/Home Shooting Range Committee**
- Attended meetings for **Arts on Main** event planning
- Continued to facilitate zoning/blight enforcement cases with Town Attorney
- Met with potential developers of 2208 Boston Turnpike regarding redevelopment plans
- Received grant award of \$75,000 for Aquatic Invasive Species treatment of Coventry Lake

PLANNING AND ZONING COMMISSION

YEAR 2025

January, February, March

APP. #	TYPE	DATE OF RECEIPT BY PZC	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
PZC-24-9		12/9/24	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	1/27/25	A
PZC-24-12		11/12/24	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	1/27/25	A
PZC-24-13		11/12/24	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	1/27/25	A
PZC-24-14		1/13/25	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	1/27/25	A
PZC-25-1	ZR	1/27/25	Zoning Regulation Amendment application of Coventry PZC for changes to ADU regulations	2/24/25	A
PZC-25-2	ZC	2/24/25	Timothy Herbst request for change of zoning map at 1409 Main St., Coventry, CT 06238		P
PZC-25-3	S	2/24/25	David Blakely special permit application for single family dwelling on an undersized non-conforming lot at 90 Avery Shores, Coventry, CT 06238		P
PZC-25-4	S	3/24/25	Andrew LaRoche special permit application for single family dwelling on an undersized non-conforming lot at 272 Pine Lake Dr., Coventry, CT 06238		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:

1. Zoning Regulation Updates

- Accessory Dwelling Units (ADUs): PZC approved a modification to Section 5.15.05 to clarify and align regulations with State law (Public Act 21-29), simplifying enforcement and supporting diverse housing options. The revision ensures ADUs remain smaller than primary units and are capped at 1,000 s.f.

2. Subdivision/Resubdivision Approvals

- Kings Road Subdivision (PZC-24-12): Approved a 3-lot subdivision on 10 acres abutting the Hop River. Key considerations included a 5.963-acre conservation easement, herpetological mitigation for state-listed reptile species, and exclusionary fencing requirements.
- Babcock Hill Road Resubdivision (PZC-24-13): Approved a 1-lot resubdivision on 31.67 acres with standard conditions and pre-existing open space.
- Stonehouse Road Resubdivision (PZC-24-14): Approved a 2-lot resubdivision on 9.37 acres with standard conditions and pre-existing open space.
- Root Road Resubdivision (PZC-24-9): Approved 1-lot resubdivision on 1.48 acres with stormwater management provisions and an open space exemption.

3. 8-24 Municipal Improvement Referrals

- Capital Improvement Program Proposed Budget FY 25-26 with Town Manager Drumm. PZC reviewed the FY 25-26 Capital Improvement Plan and recommended priorities consistent with the Plan of Conservation and Development (POCD):
 1. Sewer/water infrastructure
 2. Road improvements/small bridges
 3. Open space protection
 4. Lake water quality
 5. Parks improvements
 6. GIS/public data enhancements.
- Wolf Property Proposal – Potential donation of land abutting Thornton Brook Preserve. PZC reviewed the proposal to receive approximately 45 acres of open space and recommended acceptance.

4. Business/Pre-Application Discussions

- All American Tree Care: Informal discussion held regarding potential commercial use of 33 Cedar Swamp Rd Ext. for tree farm, wood processing, and arborist operations. Discussion of potential future changes to Zoning Regulations. Future special permit likely required.

Training

Commissioners were invited to attend a day long training on Land Use Law on March 22, 2025. Commissioners Polsky and Thomas attended all day. Copies of “What’s Legally Required?” were distributed along with educational outlines.

January, February, March

DISCUSSION AND ACTION TOPICS:

- **CT Countryside:** The CT Countryside website and social media (Facebook and Instagram) pages are now operational! Reports show healthy usage. The Facebook page got 16,000 views in February. Local businesses have been profiled, including those from all four towns.
- Hosted second **Free Artificial Intelligence Business Workshop Part 2** on February 5, 2025, at the UConn Innovation Partnership Building. Dr. Tim Liptrap highlighted the following AI tools and resources for local businesses:
 - Boosting Productivity & Efficiency by automating repetitive tasks and improving your organization’s communication,
 - Supercharge Your Marketing & Sales by reaching new customers through personalized marketing campaigns,
 - Unleash Creativity by learning how to create AI images, and
 - Learn about AI tools such as ChatGPT, SORA, Google Gemini.

FARMERS’ MARKET HIGHLIGHTS:

- The Farmers Market Committee has been meeting monthly and preparing for the 2025 market season. Efforts are underway to upgrade the internet service for digital point-of-sale transactions.
- The Market Managers were on the radio! They were interviewed at WOKE on Valentine’s Day with Brian & Company of WTIC News/Talk 1080! They were featured along with the Nathan Hale Homestead and Town Manager Drumm.
- The Market Managers are also assisting with the implementation of a Farm-to-School program funded by the CT Department of Agriculture.

Cassidy Hill Vineyard from NearMap



ZONING BOARD OF APPEALS

YEAR **2025**

January, February, March

APP. #	TYPE	DATE OF RECEIPT	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
ZBA-25-1	Variance	1/21/25	Gregory Pappas request for a side yard setback variance for shed at 43 John Hand Dr., Coventry, CT 06238	2/18/25	A
ZBA-25-2	Variance	1/21/25	Eric Springer request for a side yard setback variance for front porch at 237 Woodland Rd., Coventry, CT 06238	2/18/25	A
ZBA-25-3	Variance	3/18/25	Cori Stolbun request for backyard setback variance for deck at 4 Avery Shores, Coventry, CT 06238		P

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

Training

Commissioners were invited to attend a day long training on Land Use Law on **March 22, 2025**. Commissioner Hodge attended a partial session. Copies of “What’s Legally Required?” were distributed along with educational outlines.

Nathan Hale Monument from NearMap



ZONING ENFORCEMENT

YEAR **2025**

January, February, March

News from the Planning Technician/Zoning Enforcement Officer:

Heidi Leech, as Zoning Enforcement Officer, attended three Continuing Education sessions during the first quarter of 2025. She attended *Creating Great Code Enforcement & Zoning Officers (2 hrs)* offered by CAZEO. She also attended *The Connecticut Legislative Roundtable* put on by CTAPA and CT Bar Association (2 hrs), and the *CT Bar Association Commissioner Training* which was an all-day Saturday training (8 hrs). This training meets the statutory requirements for all Land Use Board Commissioners and Zoning Enforcement Officers and includes the Fair/Affordable Housing requirement.

Enforcement

With the ZEO position not fully staffed until February, enforcement matters have only just started to be addressed again, other than those with the Town Attorney. Heidi Leech will continue to ramp back up to normal enforcement levels and chip away at the years’ worth of backlog as time permits while also keeping up with the busy season for permitting and inspections.

<u>ZONING PERMITS ISSUED</u>	=	66
New Homes		8
Condominiums		0
In-Laws/Accessory Dwelling Units		1
Accessory Structures		
Decks/Porches		5
Sheds/Gazebos/Barns		5
Detached Garages		1
Pools/Hot Tubs		1
Additions/Attached Garage		1
Alterations/Renovations		5
Finished Basement		
Finished Basement		5
Soil & Erosion Control Plan		7
Fences		0
Commercial Use/Signage		0
Home Occupation		5
Driveway		2
Roof Mounted Solar PV		15
Ground Mounted Solar PV		0
Crumbling Foundation		3
Tenant Fit Out		1
Other		1
	<u> </u>	
Total		66

******Certificates of Zoning Compliance, Inspections and Violation/Enforcement Inspections are not currently being tracked due to the impact of staffing shortages in the Land Use Office since January 2024. The Land Use Department hopes to resume reporting these metrics in the next fiscal year once the department is back at full staffing levels.***

INLAND WETLANDS AGENCY

YEAR **2025**

January, February, March

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/BRIEF DESCRIPTION OF PROPOSED ACTIVITY/APPLICANT	DATE OF DECISION	ACTION
24-43W	9/11/24	9/25/24	-	77 Edgewater Dr Additions and drainage Eric Peterson	1/22/25	A
24-47W	9/24/24	9/25/24	-	Woodland Road Drainage improvement Town of Coventry- James Drumm	-	W
24-55W	10/28/24	11/20/24	-	33 Cooper Ln Re-subdivision Mark Reynolds	1/22/25	A
24-60W	11/27/24	12/11/24	-	369 Stonehouse Rd Previously approved 2-lot subdivision Mark Reynolds	1/22/25	A
25-01W	1/7/25	1/22/25	-	Avery Shores- Gerald Park Re-establish outfall Coventry Public Works	2/26/25	A
25-02W	1/15/25	1/22/25	-	Swamp Road and South Street Road alignment, sightline, stormwater improvements James Drumm		P
25-03W	1/31/25	2/26/25	-	Brigham Tavern Road Emergency repairs to culvert Coventry Public Works	3/26/25	A
25-04WA	2/11/25	-	-	680 South Street Expansion of existing driveway Valerie Peters	2/18/25	A
25-05WA	2/11/25	-	-	690 South Street Bush hogging vegetation and dead tree removal for future detached structure Valerie Peters	2/18/25	A
25-06WA	3/3/25	-	-	Main St. – Miller Richardson Park 8'x12' pre-fab shed Colin Dunnack (Coventry Public Works)	3/5/25	A
TH	3/12/25	-	-	375 Brewster St Timber Harvest Scott Person	3/13/25	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

Training

Commissioners were invited to attend a day long training on Land Use Law on **March 22, 2025**. Commissioner Mathieu attended all day and Commissioner Pearson attended a partial session. Copies of “What’s Legally Required?” were distributed along with educational outlines.

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 5 during the first quarter of 2025. There was a total of 6 new applications that were received, 5 of which were approved, 1 is pending. There was one notification of timber harvest this quarter. There were 2 pending applications from last quarter approved. In addition, 1 application from last quarter was withdrawn.

There were two properties with potential wetland violations this quarter, one of which is being resolved by IWA and Staff working with 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.

Professional Development and Other

- Attended the Connecticut Land Conservation Council Conference at Wesleyan University
- Assisted IWA member with the creation of a Working Group to promote education about low impact development techniques
- Coordinated well water testing for the salt contaminated wells on Plains Rd and South St Ext.
- 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.

BUILDING DEPARTMENT QUARTERLY REPORT
3rd QUARTER
January, February, March 2025

There were seven (7) permits issued for new dwellings to be built this quarter.

NEW HOUSE PERMITS ISSUED FOR THE 3rd QUARTER 2024-2025 FISCAL YEAR	
ADDRESS	DATE
None for January	
57 Carver Lane	2/3/2025
65 Wolf Hill Road	2/4/2025
78 Wolf Hill Road	2/4/2025
165 South St. Ext	2/20/2025
116 Wolf Hill Road	2/24/2025
407 Goose Lane	3/12/2025
75 Wolf Hill Road	3/17/2025

There were three (3) permits issued this quarter for replacing crumbling foundations:

CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 3rd QTR 2024-2025 FISCAL YEAR	
ADDRESS	DATE
52 Trowbridge Road	1/09/2025
89 High Meadow Lane	1/27/2025
41 High Meadow Lane	2/19/2025
None for March	

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

NEW HOMES ISSUED A CERTIFICATE OF OCCUPANCY 3RD QUARTER 2024-2025 Fiscal Year	
ADDRESS	DATE
49 Avery Shores	1/10/2025
113 Lewis Hill Road	2/12/2025
160 Satari Drive	2/21/2025
None for March	

There was one (1) Certificate of Occupancy issued for replacement of a crumbling foundation this past quarter.

CRUMBLING FOUNDATIONS ISSUED CO's 3RD QUARTER 2024-2025 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
186 Stone Bridge Road	1/16/2025
None for February	
None for March	

Municipal Projects:

There were no municipal permits issued this quarter. The heating and air conditioning project is still ongoing at Coventry High School.

Commercial Projects:

No commercial permits were issued in the month of January.

February, we had one tenant fit out application for Wood & Word Blooms at 21 Bread and Milk Street. There was also a certificate of occupancy issued for a commercial 60' x 80' metal storage building at 46 Bradbury Lane.

March brought in one commercial permit for the HVAC system at the new C. Ward Warehouse that is being built at 755 Bread and Milk Street.

Inspections:

There were four hundred eighteen (418) inspections completed this quarter.

Solar Permits:

There were nineteen (19) solar permits issued during this quarter.

Building Official Continuing Education Credit Hours:

Nine and a half (9.5) hours of continuing education hours were earned this quarter. The Building Official has a total of 119.5 hours so far for this cycle which ends June of 2026.

Permits for this Quarter

PERMIT TYPES	Jan. 2025	Feb. 2025	Mar. 2025	Third Qtr.
				2024-2025
Houses only	0	5	2	7
Foundation only	0	1	0	1
Condominiums	0	0	0	0
Commercial Bldg/Renov	0	1	0	1
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	0	0	1	1
Garages/Carports	0	1	1	2
Sheds/Barns	1	0	0	1
Decks/Porches	0	2	2	4
Pools	0	2	0	2
Demolition	0	0	0	0
Woodstove	3	1	1	5
Miscellaneous	11	10	18	39
Renov/Repair/Alter	6	2	10	18
Plumbing	2	0	4	6
Heating	19	11	11	41
Electric	14	13	11	38
TOTAL PERMITS	56	49	61	166
PERMIT VALUE	\$915,188	\$3,066,459	\$2,019,399	\$6,001,046
FEES COLLECTED	\$7,785	\$42,546	\$30,070	\$80,401
Certificate of Completion	47	45	49	141
C/O's - New Homes/Condos	1	2	0	3
C/O's - Other	1	2	0	3

Quarterly Report
Third Quarter FY 24_25
January 2025 – March 2025

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 24/25 fiscal year and information regarding the department's efforts and progress toward meeting those goals. Completed goals reported in the previous quarter have been omitted from this report.

ADMINISTRATION

Goal: Comply with CALEA and POST Accreditation standards.

Objectives:

- We are now well into our next four-year cycle of Accreditation.
- On March 13, 2025 we received the agency's fourth State Accreditation Award. The award we received was for Tier III. It is a four-year accreditation cycle and complements our national accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA).

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

Objectives:

- Sgt. Kuhns successfully submitted and received a grant to help combat driving while intoxicated. With this grant we will be able to conduct roving patrols where an Officer is assigned to patrol specifically looking to apprehend impaired drivers.

OPERATIONS

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

Objectives:

- Continue to provide yearly recertification training. This year Officers Aaron Calkins, Dan Spiewakowski, and Wayne Greener attended recertification training
- Officer Riley Johnson became a certified car seat technician.
- We will be conducting bi-annual firearms training in the Month of May. We train with our firearms bi-annually. With firearms training Officers receive scenario and situational based training.
- Sgt. Olaph Anderson completed Officer Survival Series Training, Tier II, which focused on de-escalation through confidence.

SUPPORT

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

Objectives:

- In January Chief Peterson, Captain Spadjinske, Sergeant Kuhns, Sergeant Iger, Detective Carpenter, and Officer Greener visited GH Robertson School to receive handmade cards in honor of Law Enforcement Appreciation Day. We had a great time!
- We continue to post different messages and activities on Facebook.
- We continue to increase participation of officers throughout the year at both recurring and special events in town, particularly those involving children (Read across America, Trunk or Treat, Annual Toy Drive, PJ Day, Stuff a Cruiser, and school lunch program.

Items of Interest

- Officer Wayne Greener received an award for “CIT Moment of the Year” at the 2025 Statewide Crisis Intervention Team (CIT) Conference.
- Nate Stebbins was hired and sworn in on 03/27/25 as our newest police officer. Nate comes to us from East Hartford Police Department with 25-years of experience and fills a vacancy from an officer who recently resigned. We are fortunate to add such an experienced officer to our force.
- Sgt. Robert Michaud completed first line supervisor training.



Members of the Coventry P.D. spending time with students at GH Robertson school on Law Enforcement Appreciation Day.



Members of the Coventry P.D. spending time with students at GH Robertson school on Law Enforcement Appreciation Day.



Members of the Coventry P.D. spending time with students at GH Robertson school on Law Enforcement Appreciation Day.



Chief Peterson and Sgt. Iger accept an award for Officer Wayne Greener for a CIT Moment of the Year Award. Officer Greener was not able to attend.



Nate Stebbins was sworn in as a Coventry Police Officer. Ofc. Stebbins recently retired from the East Hartford P.D. after serving for 25 years.

**Police Activity
March 2025**

Officers responded to 682 calls for service.

These include:

- 35 suspicious activity complaints
- 15 motor vehicle accidents
- 15 animal complaints
- 9 disturbances

Officers also conducted 75 traffic stops and made 11 arrests.





**Coventry Police Department
Incident Analysis**

1/1/2025...3/31/2025

		Shift			Total
1st	2nd	3rd			
328	825	518			1671

UCR	Nature	1st	2nd	3rd	Total
					0
003	Car Seat Installation	1	3	0	4
029	Disabled Motor Vehicle	6	12	5	23
13A	Assault Aggravated	0	0	1	1
13B	Assault Simple	1	1	3	5
13C	Intimidation	0	0	1	1
151	Suicide	0	1	1	2
152	Suicide Threat/Attempt	0	1	3	4
23D	Larceny Theft From Building	0	1	0	1
23H	Larceny All Other	0	1	0	1
2604	Fireworks/Gunshots	1	0	0	1
2608	Abandoned MV	0	4	2	6
2609	Littering	0	3	1	4
2619	Building Check	20	2	27	49
2620	Patrol Check	87	49	36	172
2621	Speed Enforcement	8	52	16	76
2622	Admin	0	20	2	22
2623	Visibility	19	45	2	66
2624	Registration Check	0	0	1	1
2626	Training	1	0	0	1
2627	School Detail/Assist	0	2	0	2
2631	Public Hazard	34	36	10	80
26A	Fraud False Pretenses	0	4	0	4
26B	Fraud Credit Card/ATM	0	3	0	3
26C	Fraud Impersonation	0	0	1	1
26E	Fraud Wire	0	1	0	1
26F	Identity Theft	0	2	0	2
290	Vandalism	0	1	4	5
2914	Animal Complaint	7	24	13	44
2915	Domestic Bite-Person	0	2	0	2
2916	Domestic Bite/Attack-vs. Domestic Pet	0	1	1	2
2917	Domestic Pet vs. Wildlife	0	3	0	3
3009	Susp Person/Activity/MV	7	35	40	82
326	Illegal Parking	2	1	0	3
332	Harassment/Harassing Phone Calls	0	6	6	12
334	Untimely Death	0	1	0	1
343	MV Accident (Injuries)	1	3	2	6
344	MV Accident Evading	1	7	3	11
346	MV Accident (No Injuries)	1	14	17	32
347	MV Accident (Private Property)	1	2	2	5
351	Alarm	11	12	14	37



Coventry Police Department Incident Analysis

1/1/2025...3/31/2025

353	Medical	41	86	55	182
355	MV Stop	30	87	84	201
35A	Drug/Narcotic Violation	0	0	1	1
36B	Sexual Assault (Statutory)	1	0	2	3
370	Pornography	0	2	0	2
375	Routine Assistance	7	32	27	66
388	Miscellaneous	2	12	9	23
390	Police Information	1	7	5	13
392	METRO callout	0	0	1	1
396	Escort	2	12	1	15
398	Missing Person	0	1	1	2
399	Lost And Found	0	9	2	11
400	Family Matter - Non Arrest	0	7	3	10
401	Repossessed Vehicle	0	3	0	3
4811	Finger Printing	2	61	0	63
4858	Fire	1	15	4	20
4867	Background Investigation	0	2	0	2
4873	Assist Other Agency	5	18	11	34
4874	Test Ticket	3	5	3	11
5000	Search and Seizure Warrant Execution	1	0	0	1
520	Weapon Law Violations	1	1	0	2
861	Disturbance (Non-Domestic)	1	4	6	11
866	Noise Complaint	1	1	4	6
889	Check Welfare	6	27	15	48
890	MV Erratic Operation	2	8	10	20
891	MV Lock Out	2	4	3	9
90D	DWI	0	1	3	4
90J	Trespass of Real Property	0	2	0	2
90Z	All Other Offenses	1	4	6	11
911	911 Hang Up Call	0	0	5	5
H109	Junk MV	0	1	0	1
Sup	Supplemental	9	58	43	110

TOWN OF COVENTRY FIRE-EMS DEPARTMENT

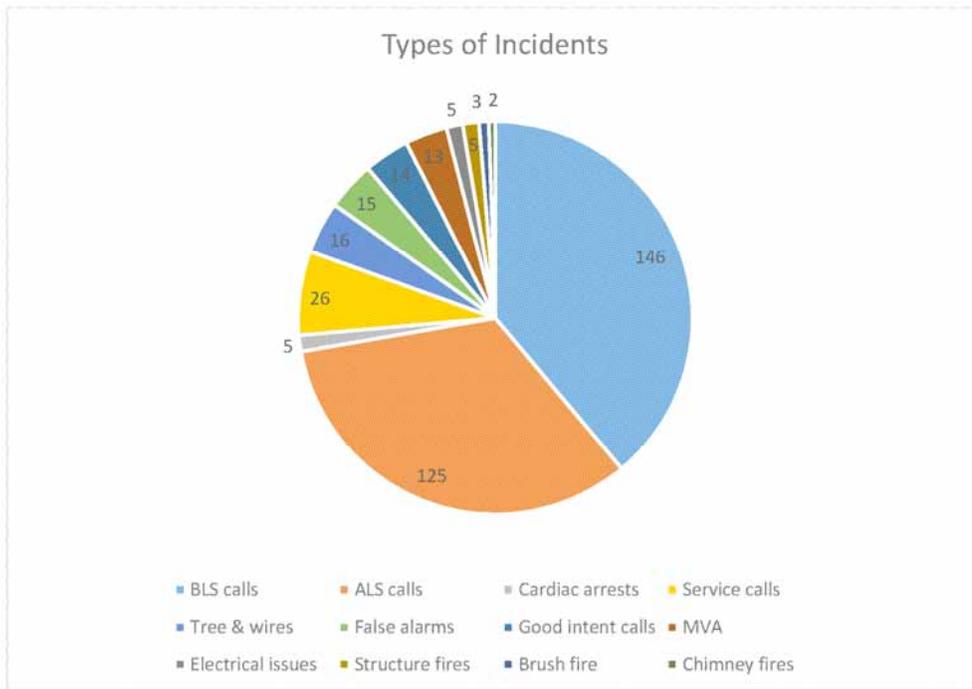


QUARTERLY REPORT

January 1 – March 31, 2025



Major Incident Types by Month for Date Range (375)



JANUARY In January, our department took an important step forward in strengthening our volunteer firefighter program by appointing two dedicated officers. Jessie Morson has taken on the role of Recruitment Officer, focusing on engaging new volunteers and expanding our team. Heidi Jones has been appointed as Retention Officer, working to support and retain our current members through training, mentorship, and community building. Together, Jessie and Heidi bring energy, experience, and a shared commitment to ensuring the future strength and success of our fire department.

Dedication – Teamwork – Respect

FEBRUARY I attended the Congressional Fire Service Symposium, which provided an opportunity for a Connecticut conglomerate of Fire Service leaders to engage directly with our Connecticut congressional constituents. It was a valuable experience for fostering communication and collaboration between local leaders and policymakers.

Topics included Vehicle costs and build time, Recruitment & Retention

Single means of egress and AFG

Submitted testimony regarding Governors budget cut proposal of Medicaid

MARCH The Fire Officer/EMD position was announced, and we interviewed one individual who would be a great fit for our department and the role of the EMD.

We received our five new Scott air packs with 10 bottles, and they were put into service.

The National Fire Academy (NFA) is a prominent institution that offers personnel the opportunity to sleep onsite while attending programs for free. There is a federal spending pause of classes at NFA and AFG grants. I attended a press conference held by Senator Blumenthal regarding these topics.

Our EMS instructors held CPR training for school nurses, provided apparatus for touching a truck at two Easter egg hunts.

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

During the Fire Chief's presentation, I publicly express my appreciation and gratitude to the volunteers. They are the backbone of the department and have been covering duty shifts since August that is helping offset the cost of contracted services.

The Fire Marshal Office inspected six (6) Apartment buildings, three (3) Businesses, three (3) Restaurants, five (5) Group homes, two (2) Municipal buildings, and one (1) place of worship. Per Connecticut statute he needed to investigate two (2) fires, which requiring fire reports.

Recruitment Opportunity

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

Respectfully submitted,



Bud Meyers
Fire Chief/Fire Marshal
Town of Coventry



Dedication – Teamwork – Respect

Human Services Department Quarterly Report January – March 2025

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



ADMINISTRATIVE

- The April-June 2025 Spring 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, Youth Services programs/events, and other related information.

TRAINING AND MEETINGS

- The Human Services Coordinator attended monthly virtual meetings for the *East of the River Hunger Action Team*.
- The Human Services Coordinator completed the following training:
 - Recovery Friendly Workplace (SERAC)
 - QPR and Narcan (SERAC)
 - Safe Sitter Instructor (SafeSitter)
 - Domestic Violence (CT Clearinghouse from Wheeler Clinic)
 - Active Shooter (Coventry Police Department)
- The Human Services Administrator attended the following meetings:
 - TCMT
 - CCT
 - ECAN Steering
 - SERAC Regional prevention Team
 - CLASS
 - Human Rights Commission
 - Vernon Regional Adult Based Education
 - United Way Community Impact Council Committee
 - CRCOG Human Services Coordinating Council
 - Affordable Housing Committee

FOOD BANK

- The 8 food bank volunteers were formally trained by the Human Services Coordinator in January, then began volunteering on February 6th.
- The Human Services Coordinator oversees the volunteers, creates the monthly schedules, and assists the volunteers on Thursdays and Fridays.
- Starting in February, the food bank is open on Thursdays from 4:00-6:00pm for appointments and donation drop-offs.
- The volunteers work at the food bank 6 hours a week; Thursdays from 4:00-6:00pm and Fridays 9:00am – 1:00pm.
- There are a total of 10-12 appointments every week. Food bank frequency is determined on a case by case basis.



One volunteer, who also volunteers at local Foodshare events, brings leftover donations to the Coventry Food Bank once a week.



The food bank volunteers organize, store, and label all donations.



The food bank is fully stocked with non-perishable food, pet food, and toiletry essentials.

SERVICES AND IMPACT

- We completed 6 primary intake forms with new clients.
- The Human Services Coordinator sent out renewal forms to the 19 residents currently using the in-yard trash pickup.
- 2 more residents were added to the in-yard trash pickup list.

CLERGY FUEL ASSISTANCE

- We assisted 9 households with emergency fuel refills.

SPECIAL NEEDS ASSISTANCE

- We assisted 10 families:
 - 6 eviction prevention totaling \$13,975.00
 - 1 car repair and 3 gas cards totaling \$2,115.00
 - 1 rental assistance/eviction prevention in the amount of \$4000.00

PROGRAMS

- We completed 9 ACCESS Energy Assistance applications.

PUBLIC RELATIONS

- We use our town website, physical marketing materials, and Facebook to stay connected with town residents.
- We created connections with local restaurants and businesses to participate in the Prevention Day in the Park event that is on May 29th.

**Youth Services Quarterly Report
January to March 2025**

Administrative Information

Administrative Functions			
Type	Group	Date(s)	Topic
Trainings Attended	SERAC	01/28/25	Self-Injury Workshop w/ Michelle Seliner
	CHRO	01/27/25	Sexual Harassment Prevention
	SERAC	02/18/25, 02/20/25	Recovery Friendly Workplace – Peer Champion
	CT Clearinghouse	03/18/25	Domestic Violence 101: For Mental Health, Prevention and Treatment Providers
	Coventry Police Department	03/27/25	Active Shooter Training
Grants Received	SERAC	1/17/25	Local Prevention Council Initiative
	SERAC	2/15/25	State Opioid Response Mini Grant
Presentations Made	Senior Center	02/04/25, 02/05/25	Volunteer Recruitment
Meetings Led	Local Prevention Council	02/06/25, 03/06/25	Prevention Programming
	Education Series Speaker Recruitment	02/26/25	Today I Matter, Executive Director – John Lally
		03/12/25	SERAC - Jessica Garcia, Vaping and Juul Program Coordinator and Megan Erdman, Cannabis Program Coordinator
	Booth & Dimock Memorial Library	02/11/25	Positive Connections Mentoring Field Trip
		03/12/25	Library Prevention Kits & Edu Series
GHR Social Worker – Laila DaSilva	01/14/25, 03/04/25	Positive Connections Mentoring Field Trips	
Trainings Provided	Positive Connections Mentoring	01/09/25	Mentor Orientation
Community Engagement	CGS	03/03/25	Read Across America
	Coventry Board of Education	03/31/25	STEAM Night
External Meetings	Eastern Region Legislative Gathering	01/06/25	YSB Advocacy

	CYSA Eastern Region	01/13/25, 03/17/25	YSB Directors Meeting
	CYSA	02/13/25	Statewide JRB Meeting
	Middletown YSB	01/22/25	Director – Justin Carbonella
	CYSA Board	02/19/25, 03/05/25, 03/19/25	Data Subcommittee
	SERAC	02/06/25	Regional Prevention Meeting (LPC)
	SERAC	03/26/25	SOR Grantee Meeting
	CYSA Eastern Region	02/20/25	Chronic Absenteeism
	Tri County Collab	03/05/25	County Updates
	District Attendance Meeting	02/27/25	Pupil and Staff Support Services Director – Laura Zurelle
	GHR Safe Schools	01/07/25, 02/04/25, 03/04/25	Jen DeRagon, Kayla Hebert, & Laila DaSilva

Service Information & Impact Data

Service Development & Implementation	
Service	Update
Youth Diversion Team	1 referral was made from another town, but the case was denied as it was past the response deadline for parent agreement with the original town.
Campership	4 camperships were awarded and all processed, totaling \$6,105 disbursed.
Scholarship Assistance	YSC formalized our Scholarship application and award process. 2 field trip scholarships were awarded and 1 processed, totaling \$640 disbursed.
Positive Connections Mentoring CHS → GHR	YSC matched 9 mentors from CHS with 9 mentees from GHR. 



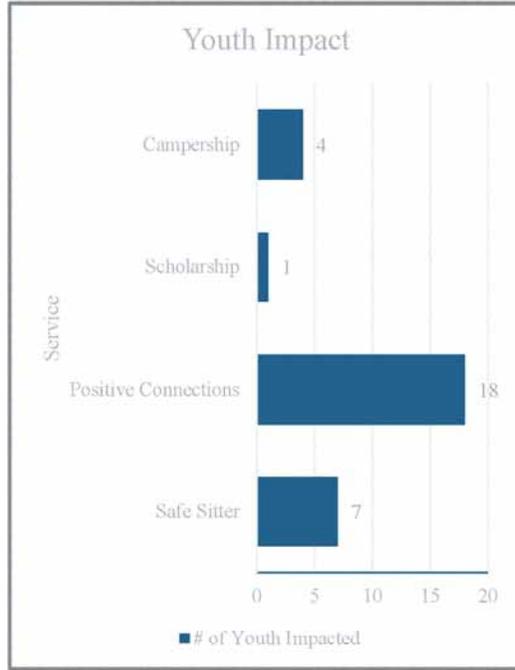
Safe Sitter

YSC completed teaching the Safe Sitter course to the Coventry Girl Scouts Troop over 4 sessions. 7 participants completed the course successfully

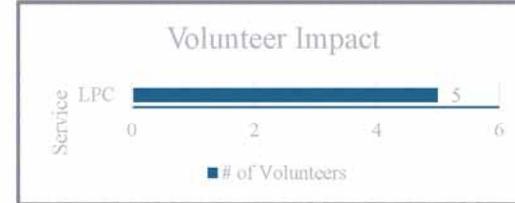


Local Prevention Council (LPC)	YSC recruited 5 members, including representatives from Booth & Dimock Memorial Library, Coventry Fire/EMS, Coventry PD, SERAC, and EHHD.
Prevention Day in the Park	The LPC will be holding a community resource fair on May 29 th from 4 PM – 7 PM. The YSC engaged 12 community vendors.
Prevention Education Series w/ Booth & Dimock Memorial Library	The LPC is partnering with the Booth & Dimock Memorial Library to hold the Education Series at Booth & Dimock Memorial Library on June 11 th , 18 th , and 25 th .
Young Lungs at Play Signs – Smoking Prevention Initiative	YSC designed and ordered 20 Young Lungs at Play – No Vaping No Smoking signs that will be placed in unmarked areas of Coventry parks and trails. 
Teen Girls & Women’s Self-Defense Clinic	YSC has worked with United Korean Martial Arts owner, RJ Botticello to coordinate a clinic to teach teen girls and women 15 years old and up self-defense skills, situational awareness, and coping skills. In partnerships with Parks & Recreation, the clinic will be held May 17 th at Mill Brook from 9 AM – 11 AM.
Youth Mental Health First Aid	YSC has worked with Intercommunity Inc. to coordinate a Youth Mental Health First Aid training course for Coventry staff. Invitations have been extended to Prks and Recreation, Coventry Police Department, and Booth & Dimock Memorial Library.
Truancy	0 truancy cases were referred.

Services Implemented & Youth Impact		
Service	Date(s)	# of Youth Impacted
Campership	03/05/25, 03/07/25, 03/17/25	4
Scholarship	03/13/25	1
Positive Connections	01/23/25, 01/30/25, 02/06/25, 02/13/25, 02/20/25, 02/27/25, 03/06/25, 03/20/25, 03/27/25	18
Safe Sitter	01/30/25, 02/13/25, 02/27/25, 03/20/25	7
Total Youth Impact		30



Services Implemented & Volunteer Impact		
Service	Date(s)	# of Volunteers
LPC	02/06/25, 03/06/25	5
Total Volunteer Impact		5



Notes

- YSC assisted at Food Bank

**Coventry Rides Transportation Program
January-March 2025**

Days of Operation: 30

Vehicle Hours Average/Daily: 3.3

Miles Total: 1312

#Vehicle Hours: 99.5

of Individuals Riding: 22

of One-Way Trips: 144

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 sanitizers 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 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 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 January, six riders dined at Willington Pizza for lunch. In February two riders utilized the program to attend the Senior Center's Valentine's Day celebration, complete with a storyteller. Later that month five Seniors enjoyed a trip to Olive Garden in Manchester. In March a group of five celebrated St. Patrick's Day at the Inishmor Pub, followed by a stop at Folklore and Fable Booksellers, in Colchester.

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

COVENTRY SENIOR CENTER - QUARTERLY REPORT

JANUARY, FEBRUARY, MARCH 2025

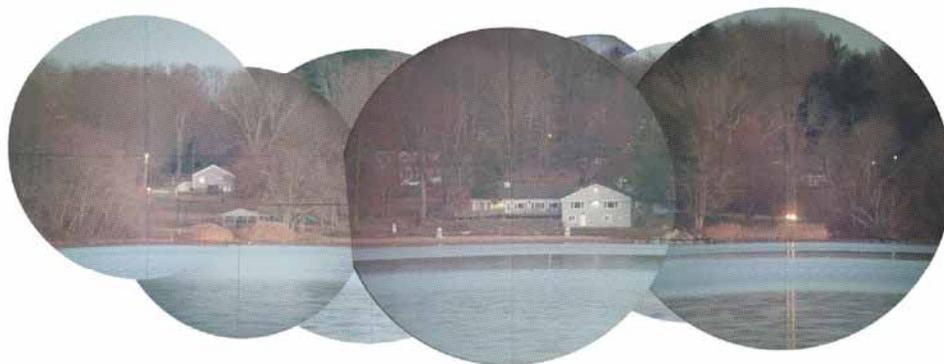


Photo Compilation by Erik Bergren

1. PROGRAM ACTIVITY

Classes/Workshops/Leisure	Event Participation
Jewelry Group, Crocheting & Knitting Group, Sewing Group	
TOTAL	94

Fitness	
Chair Yoga (Mondays)	126
Strength & Conditioning (Tuesdays)	110
Tai Chi (Wednesdays)	93
Strength & Balance (Thursdays)	152
Cardio Drumming (1 st & 3 rd Fridays)	24
Fitness Room (Daily)	379
TOTAL	884

Recreation/Entertainment

Bingo, Book club, Chess Group, Mahjonng, Writings & Ramblings	
TOTAL	116

Social Activity/Event Highlights

Out to Lunch Bunch, Computer Time, Cornhole, Jam Session	
TOTAL	119

Personal Care

Massage Therapy (2x month)	20
Haircuts (Monthly)	14
Footcare with Foundations Footcare (February, March)	24
Grief Support (Jan, Feb, March)	34
TOTAL	92

Special Events

Open House - January 10 th	2
Open House - January 17 th	9
SNAP – Ed hosted by the UConn Nutrition Education Program January 16 th , 23 rd , 30 th	23
AARP FREE Tax Aide Program	16
February 21 st	16
March 7 th	17
March 21 st	

Luncheon & Storytelling with Carolyn Stearns (February)	15
Sharing Your Journey – Open conversation centered around “When the Heart Waits” by Sue Monk Kidd 4-week session (March)	20
Irish Music & Pi(e) Luncheon (March)	42
Visting Nurse & Health Services 3-part series (March)	4
Exercise Your Brain	11
Declutter Your Space	5
Talking to Your Doctor	
TOTAL	180
TOTAL PARTICIPATION THIS QUARTER *THIS TOTAL IS AN <u>ESTIMATE</u> BASED ON THE MYSENIORCENTER SWIPE CARD SYSTEM THAT DOES NOT TAKE INTO ACCOUNT PARTICIPANTS THAT MAY NOT HAVE USED THEIR CARD	1,489

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, Supplemental Insurance for Prescription Drug Plans. Certified CHOICES Counselor, Penny Whitaker, assisted **17** individuals, **14** volunteer hours this quarter.
- **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. During this quarter, the Senior Center Coordinator has processed **4** applications.
- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **10** 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, budget counseling, affordable housing applications and dementia education.

3. COMMUNICATIONS:

- Monthly Newsletter: **329** patrons receive our monthly newsletter via email; **25** delivered to Orchard Hills Housing Authority and **75** 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 **779** followers, **10** 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 **80** volunteer hours of service this quarter (80 hours x \$16.35 (min wage) = \$1,308 salary savings) Betsy Fitzgerald (**66 hrs.**), Penny Whitaker (**14 hrs.**) This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

4. PROFESSIONAL DEVELOPMENT:

Senior Center Coordinator

1/17/25 Building Inclusive 988/Crisis Lifeline Systems State Policy Academy: Early Learnings

2/19/25 What IS "Healthy Aging"?!

3/12/25 Freedom of Information Act (FOIA): For Municipal Personnel, Board, Commission, and Committee Members (viewed on 3/18/25)

3/12/25 From Clutter to Comfort – A caregivers guide to supporting seniors with hoarding (viewed on 3/19/25)

3/26/25 Unpacking Your Body Image Narrative Confirmation

Senior Center Assistant

2/20/2025 Online Mandated Reporters - Web Based Training on PSE State of CT Social Work Services: Protective Services for the Elderly

2/20/25 Online Financial Exploitation and Family Dynamics (originally aired 4/25/24)
National Center on Law and Elder Rights NCLER

3/7/2025 Online FOI 101: A Crash Course in the FOI Act Hosted by the Colchester CT Town Gov, Dec 2 2024

5. DEPARTMENT UPDATES:

On 3/31/25 Jessica Richardson, Senior Center Assistant gave her letter of resignation with her last date of employment with the town on 4/11/25. She “thanked” the department for the opportunity and stated she will be taking a position with another local municipality.

The Senior Center Assistant position is a part-time 30/hr. week position with a current salary of \$20.75 an hour.

HIGHLIGHTS FROM THIS QUARTER



Irish Music & Pi(e) Event



Nathan Hale Storm Band



Carolyn Stearn, Author & Storyteller



February Luncheon & Storyteller Event

BY THE #S

Coventry Parks and Recreation serves hundreds of residents and nonresidents.

Here is a look at the numbers from January - March

PROGRAMS

- 676 Total Enrollment
- 441.25 Program Hours
- 44 Sessions

RENTALS

- 24 Lodge rentals
- 88 Millbrook Place rentals
- 74 Rental Inquires

SOCIAL MEDIA

- 36 Unique Facebook posts
- 2.4K Highest Single Post Reach
- 75.1K Views
- 931 Post Engagements
- 2,973 Page Followers
- 24 New FB Followers

CHILDCARE

- 261.5 hours of childcare provided
- 1,525 snacks served
- 9 local high school/college age staff employed
- 23 avg. pm attendance
- 18 avg am attendance

BASKETBALL

- 60+ volunteer coaches
- 900 volunteer coaching hours
- 23 Teams
- 126 instructional participants
- Girls Grade 7 Division 1 Travel League Champions
- Girls Grade 5 & 6 Rec League Champions



PARKS & RECREATION QUARTERLY REPORT: WINTER 2025

JANUARY – FEBRUARY – MARCH

PROGRAM HIGHLIGHTS

Someone Special Dance:

The Someone Special Dance was held on Friday, February 21st. We welcomed almost 300 participants. Twenty-three families participated in the sensory friendly hour, offered for the second time this year.

Half Days & Vacation Days

January – March Coventry Parks and Recreation offered childcare on five half days and one full vacation day for over 25 children each day. This program provides necessary childcare to working families in Coventry. Participants play games, play outside, do crafts, and get homework assistance.

Women's Basketball – NEW PROGRAM

This winter, we added Adult Women's Basketball. Over 25 women ages 30 + registered to play in pick up basketball on Sunday evenings. This popular program will continue, with another session being added for the summer.

Gentle Yoga and Yinrestorative Yoga – NEW PROGRAMS

Parks and Rec was thrilled to add two new yoga programs led by instructor Haley Proto. Participants can sign up for a 6-week session or purchase a 6 - week punch card that is good for all three yoga classes currently being offered.

Community Garden

The Community Garden continues to be popular. Fifteen gardeners returned from Summer 2024 and five new gardeners were added. Stop by Creaser Park this spring/summer to see the Community Garden in action!



COVENTRY PARKS & RECREATION
1712 Main Street, Coventry, CT 06238

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

www.coventry-ct.gov



FACILITY UPDATES

Creaser Park: Protected Spaces Stewardship Committee installed a bench at Creaser Park near the Community Garden. The Boy Scouts building demolition and environmental soil remediation was completed.

Laidlaw Park: Trail crossing and speed limit signs were installed by DPW staff.

Patriots Park: Several Patriots Park Master Site Plan drafts were presented to the Town Council, Parks and Recreation Commission and Town Staff for review, comments, and edits. A final plan was approved at the March Parks and Recreation Commission Meeting.

Lisicke Beach: Town staff had a pre-construction meeting with VP Landscaping for the upcoming Spring project on the retaining wall and stairs.

Miller Richardson: Work was put on hold through the winter and resumed in late March as soon as it was warm enough.

BASKETBALL

Coventry Youth Basketball hit record numbers this season! 317 Coventry Youth Grades K – 12 participated in Instructional, Rec League and Travel League. The season ended with several teams finishing in 1st and 2nd place for their division. Boys Grade 5 Travel League – 2nd Place, Boys Grade 8 Travel League – 2nd Place, Girls Grade 7 Division 1 Travel League – 1st Place, Girls Grade 5 & 6 Rec League – 1st Place. Grade 1 & 2 Girls Instructional got a visit from the Coventry High School Girls Basketball Team on their last day of class.

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

WINTER IS FOR PLANNING

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

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

HIRING: Intent to return forms were collected from 2024 staff and summer positions were posted on the website. Administrative staff began new hire interviews for gate attendants, camp staff, and lifeguards. Parks and Recreation hires approximately 45 seasonal staff every year.

CAMP REGISTRATION OPENS

Camp Wangumbaug registration opened for Summer 2025 on March 6th. The registration response on the first day was amazing! Returning and new families didn't delay and signed up early knowing that Camp W usually fills! By the end of March, 788 camper weeks were registered, making camp 96% full.

PROGRAMS IN ACTION



Winter Fun at Rec Daze



Protected Spaces Stewardship Committee



06238

Booth & Dimock Memorial Library

Quarterly Report

January 1, 2025 – March 31, 2025



- I. *Circulation* – Items that have been checked out, renewed, or loaned/borrowed through inter-library loan.
- Total – **18,289**
 - Type (included in total)
 - Books & Serials – **13,286**
 - Video – **1,080**
 - Audio – **182**
 - Electronic – **3,408**
 - Other – **333**
 - Age (included in total)
 - Adult – **6,696**
 - Young Adult – **15**
 - Children – **7,364**
 - Not Assigned – **106**
 - Inter-Library Loan (included in total)
 - Borrowing – **1,600**
 - Lending – **1,226**
 - *Tumblebooks, an e-book platform for children’s books, had its highest circulation since October 2023 thanks to social media and in-house promotions.*
 - *The Teen Center is trialing dynamic shelving and genrefying. This shelves books according to genre and utilizes shelving space to display books rather than keeping all the books in stacks. We are looking to see if this will increase teen circulation.*
- II. *Library Visits* – People walking through the door as tallied by an automatic door counter.
- **8,211**
 - *Total visitation this year is 25,286, almost as much as last year’s total of 27,189!*
- III. *New Library Cards* – Individuals who registered for a Coventry library card for the first time.
- **98**
- IV. *Reference* – Questions staff answered regarding library services, library catalog, local area, research, genealogy, homework help, and more.
- **1,687**
- V. *Internet* – Use of library wi-fi and desktop computers.
- Desktop Computers
 - Total Users – **517**
 - *Patrons have complimented the new computer stations upstairs and like the additional work room and privacy.*
 - Wi-Fi

- Total Sessions – **26,632**
- Total Devices – **724**
 - ***March was the highest month for unique devices on record! This is the third time the Library has beat its own record this year!***
- Average Daily Devices – **33**

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

- Programs Offered – **78**
- Participants – **2,763**
 - ***The Library’s monthly Messy Munchkins program was featured in the Willimantic Chronicle on January 28.***
 - ***The Children’s Department hosted a group of homeschooled families to discuss being a librarian for their career day on February 28, which 50 people attended.***
 - ***The Library offered a four-part genealogy class in February and March. Attendees enjoyed curated assistance with their genealogy research.***
 - ***The Library co-hosted “Partners in Time: Cello & Guitar Concert” on March 27 with the Coventry Arts Guild. The popular program had over 50 attendees.***

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

- Facebook
 - Posts – **76**
 - Views – **29,747**
 - Reach – **25,165**
 - ***Library Assistant II Aubrey Bond created a social media “Library Promotional Series” which featured one library service each week for 11 weeks. Overall, the series had 8,245 views, a reach of 4,216, and 222 engagements.***
- Google Profile
 - Searches – **1,152**
 - Business Profile Interactions – **1,722**
 - Website Visits from Profile – **1,157**
- Website
 - Unique Visits – **4,586**
 - Page Visits – **7,992**

VIII. *Library Facilities*

- Absolute Alarm completed upgrades to the security system to enhance security of the library during community room after hours use. Work included adding contact points on additional doors and upgrading a transmitter.
- The Library closed March 24 – March 26 for a re-shelving project. Library staff removed books from the new room downstairs and converted that space into a play area. Juvenile books were rearranged and new shelving was added by the circulation desk.

Additional projects were completed, including organization/inventory of extra shelving, closet cleaning, shelf reading & shifting, and furniture setup.

- On March 24, CPW removed the old upstairs computer station and set up the new one. Many thanks to public works for their help!

IX. *Library Staff & Professional Development*

- Caira Peterson was hired as a new shelver and began on February 20. She is a student at Coventry High School!
- Library Director Margaret Khan attended Bibliomation Finance Committee meetings on January 14 and March 11.
- Margaret attended Connecticut Library Association (CLA) monthly business meetings on January 16, February 20, and March 20.
- Margaret attended the America 250 CT Commission meeting in Hartford on January 15.
- Adult Services Librarian Jennifer Chretien attended a webinar with Connecticut Library Consortium (CLC) about their 2025 book contracts on January 15.
- Margaret attended an administrative workshop hosted by the Connecticut State Library (CSL) on January 15.
- Head of Teen Services & Technology Librarian Kayla Fontaine attended a Social Media Webinar series on January 24 and 29.
- Margaret attended two HR info meetings through CLC on February 6 and February 13.
- Margaret attended an America 250 CT Community Engagement Committee meeting on February 11.
- Head of Children's Services Christa Kiedaisch attended a workshop on EDI in Early Literacy on February 11 and a workshop on Empathetic Learning Experience in Story Times on February 25, both offered through CSL.
- Kayla attended a webinar on current events and their impacts on library services through CLC on February 12.
- Christa attended a workshop on providing accommodations for deaf and hard of hearing patrons through CSL on February 26.
- Kayla attended "Youth Services Critical Conversations" through CSL on February 28.
- Christa, Jenn, Kayla, and Margaret have all completed ALERT Training as part of the ALA *Libraries Transforming Communities* grant. The training is designed to teach participants how to help neurodivergent individuals with self-regulation. Christa has been utilizing the training during programs and with parents who have trouble finding ways to relieve high energy children during the cold months.
- Margaret attended a legislative breakfast hosted by CLA at the Capital on March 13. This was an opportunity for members of the library community to meet with legislators and discuss library needs and proposed library legislation.
- Kayla attended a roundtable through CLC on managing crowds and behavior during teen programs on March 14.
- Margaret attended the Eastern Directors Roundtable through CLC on March 18.
- Christa and Jennifer attended "Unlearning to Learn: The History of Public Libraries in the US" on March 18.

- Margaret attended a Connecticut Education Network Engagement & Development Advisory Council meeting on March 18.
- Christa, Aubrey, Peggy, and Janette attended a customer service workshop offered through PCI webinars on March 19.
- Jennifer attended the “Library of Things” roundtable through CLC on March 19.
- Jennifer attended the “Adult Programming” roundtable through CLC on March 21.
- Margaret attended the America CT 250 conference “Shaping a Commemoration rooted in Belonging” at UConn on March 21.

X. *General Updates*

- Kayla meet 11 times with individuals for one-on-one technology assistance.
- The Community Room was used 25 times by outside groups.
- Christa and Kayla applied to a community grant through Dollar General Grant for funds to supplement our summer reading program.
- The Library’s Winter Reading Challenge was a success, with a total of 588 books being logged in the challenge. We beat our previous record!
- Margaret has worked with staff from the CT State Library on filing the library’s internet e-rate.
- Christa participated in Read Across America Day on March 3.
- Christa participated in Coventry Public School’s Family STEAM Night on March 31.
- Library staff completed spending for the ALA *Libraries Transforming Communities* grant, which closed on March 31. Purchases include a new study nook, alternative seating, memory kits, large print books, and ALERT training.
- Library Assistant IIs Aubrey Bond and Rachel Hora, along with Head of Children’s Services Christa Kiedaisch completed 7 outreach events that reached 839 people!



Library Assistant II Aubrey Bond tabling at the Winter Farmer’s Market for an outreach event.

PUBLIC WORKS DEPARTMENT
Quarterly Report
January, February and March 2025

STAFF

Director of Public Works/ Tree WardenWilliam Watkins
Administrative SecretaryDianna 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 II David Mortimer
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

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

The department received numerous tree complaints during the quarter. All the trees were looked at to determine if they were in the town right of way and if so, they were tagged for removal or pruning. This resulted in the removal of 30 trees by private contractors. The public works crew removed over 30 dead trees on the hiking trail at Laidlaw Park.

Winter Operations

The Public Works Department finished the winter season with 17 winter weather events, including 4 ice only events and 2 snow to ice. The total snowfall for the season was 30.75 inches. The crew used a total of 1425.5 tons of treated salt and incurred roughly \$138,349 in overtime cost.

Fleet

The shop performed routine maintenance on vehicles and equipment. The shop started servicing and making needed repairs to the grass cutting equipment to prepare for Spring. The street sweeper and water truck were both serviced and needed repairs completed in preparation for the Spring sweeping program.

The sweeper had a couple breakdown that delayed the start of spring sweeping program. One mason dump truck was put out of service due to the floorboards in the cab and the dump body being rotted out.

Administration

The Department budget was prepared and presented to the Town Council on March 3rd. Worked with Alex Taylor on a MMI grant through DEEP. We gathered information, did a site visit to Ridgefield to see their composting set up and Alex prepared and applied for the grant.

Road Crew

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

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

- Dirt Road maintenance and grading

Planning for Spring construction work has been ongoing. The Pavement Management study was utilized to identify roads that need maintenance. The roads were visually inspected to develop the paving and maintenance plan for this year. Currently we have identified 10 miles of roads that will be crack sealed, 1.13 miles that will be milled and paved, 1.13 miles will receive 1.5-inch HMA overlay and .58 miles for full depth reclamation with 3 inches HMA pavement. Prior to the roads being paved the town crew will replace all catch basin tops and make needed drainage repairs including replacing drainage pipes and culverts as needed.

A Spring street sweeping program was outlined and started on March 24. The town was divided into 5 districts. Sweeping started in district 5 around the lake. See the attached map.

The road crew also assisted with the Creaser Park Cub Scout building vandalism. After the environmental cleanup was completed DPW hauled clean fill to the site to fill in the hole and spread topsoil. Some additional work is anticipated once the material settles.

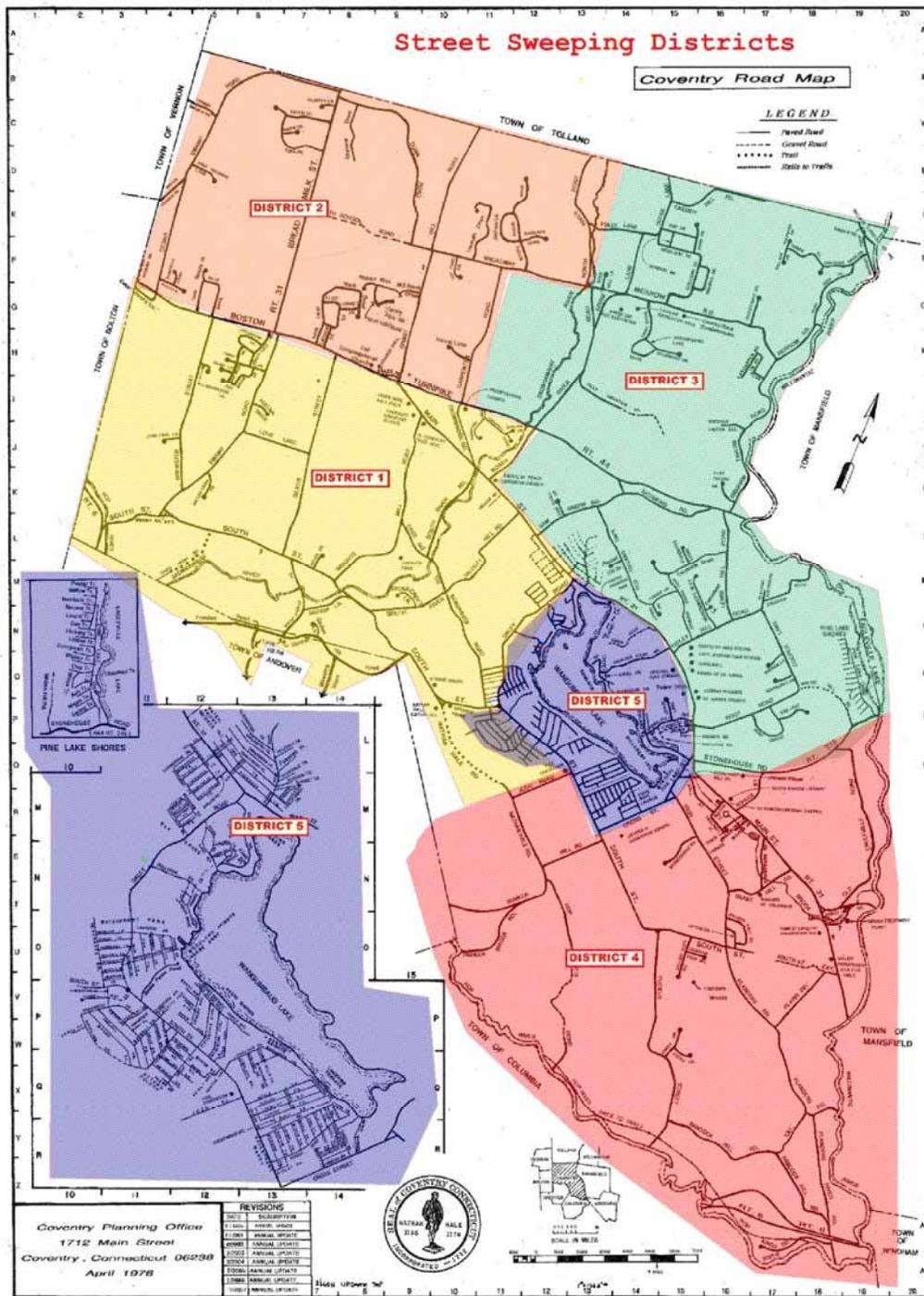
Grounds / Facilities Crew

The grounds crew performed the following:

- BOE fence post project at CGS
- Brush cutting in parks and cemeteries
- Equipment maintenance
- Spring cleanups started
- Sport field maintenance started
- Carpet cleaning at Town hall annex, Tax office, Senior Center and DPW
- Cleaned upholstery on the chairs in Town hall conference room, and town managers office
- Replaced the pull-down attic stairs at PD
- Painted the vestibule at PD
- Cleared trees and cut brush at Decew Dam
- Removed the old water fountain from upstairs hallway in town hall
- Coordinated replacing the hot water heater at Town hall
- Buffed upstairs hallway at Town hall

Training

- All DPW staff attended ground man safety training for working near bucket trucks.
- 4 employees attended green snow pro class



COVRRRA ANNUAL REPORT FY 24/25					
TRANSFER STATION: MATERIALS RECEIVED					
	1st QTR.	2nd QTR.	3rd QTR.	4th QTR.	
	JULY- SEPT	OCT- DEC	JAN- MARCH	APRIL- JUNE	ANNUAL TOTALS
Revenues	\$14,460	\$12,918	\$8,269		\$35,646
Ewaste - each	369	412	479		1260
Propane Tanks - each	30	48	23		101
Bulky CD/Stumps - tons	64	62	41		167
Scrap Metal - tons	56	27	7		89
Tires - each	118	103	77		298
Leaves - tons	23	18	1		42
Refrigerant - each	163	123	58		344
Mattress	271	206	188		665
Customers	3492	2197	1251		6940
TRANSFER STATION: MATERIALS TRANSFERRED					
Casella - Bulk (cd) ton	113	112	89		313
Casella - Recycling (metal) ton	37	27	15		78
Casella - Single Stream ton	4	18	11		33
Take2 - refrigerant units	197	196	45		438
Take2 - electronics (CED) lbs.	7,247	9,583	5,807		22,637
Take2 - electronics (non) lbs.	3,558	3,393	4,596		11,547
Take2 Recycling - lamps, mixed lbs.	410	231	491		1,132
Take2 Recycling - batteries, mixed lbs.	1,656	414	590		2,660
N 'n M Recycling Inc - propane- each	148	64	0		212
N 'n M Recycling Inc - fire extinguishers	16	0	0		16
Don's Tire - each	116	200			316
Bye Bye Mattress - each	0	0	0		0
PaintCare - lbs.	6,850	5,550	1,500		13,900
Midstate Batteries - each	0	27			27
CURBSIDE PICK UP					
msw to Casella @ \$91.24 / ton	1,039	981	888		2,908
expenditure	\$94,828.47	\$89,469.03	\$81,041.19		\$265,338.69
recycling to Casella @ \$variable / ton	265	263	242		
expenditure	\$13,715.50	\$16,541.25	\$15,660.47		\$45,917.22
curbside bulk to Casella @ \$88.05 / ton	44	37	28		109
expenditure	\$3,913.82	\$3,277.22	\$2,438.10		\$9,629.14

TRANSFER STATION MATERIAL RECEIVED

material received:

RECEIPTS											
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS
10/05/23	\$333.40	\$436.60	-\$12.47	23	0	7390	2300	2	750	6	7
10/07/23	\$589.20	\$259.00	-\$7.63	19	2	8690	1610	0	90	5	13
10/12/23	\$349.20	\$473.40	-\$13.51	15	0	8390	1390	3	580	4	3
10/14/23	\$640.40	\$725.20	-\$20.57	17	3	13130	1150	9	455	9	9
10/19/23	\$308.60	\$319.60	-\$9.42	15	5	6440	550	0	0	4	13
10/21/23	\$301.40	\$470.00	-\$13.22	17	2	9450	1100	2	200	5	8
10/26/23	\$423.40	\$117.60	-\$3.56	10	0	3530	1070	28	800	2	4
10/28/23	\$517.20	\$462.00	-\$13.21	15	5	9730	160	9	3250	5	10
Mo Total lbs.	\$3,462.80	\$3,263.40	-\$93.59	131	17	66750	9320	53	6125	40	67
tons						33.375	4.66		3.0625		
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS
11/02/23	\$161.20	\$207.60	-\$5.70	12	0	3530	0	0	4410	5	3
11/04/23	\$441.35	\$298.60	-\$9.05	7	1	6520	860	1	5010	10	11
11/09/23	\$290.75	\$356.40	-\$10.05	17	8	4850	400	25	3990	4	9
11/11/23	\$544.00	\$265.60	-\$7.82	12	1	8880	2460	4	3120	3	7
11/16/23	\$182.10	\$229.60	-\$6.86	20	3	3480	2130	0	1890	3	12
11/18/23	\$344.00	\$486.20	-\$14.05	20	0	7920	2040	1	2950	2	9
11/25/23	\$367.00	\$470.20	-\$13.53	8	1	7250	1420	8	2330	7	0
11/30/23	\$450.00	\$147.20	-\$4.33	28	4	4580	1600	10	2200	7	5
Mo Total lbs.	\$2,780.40	\$2,461.40	-\$71.39	124	18	47010	10910	49	25900	41	56
tons						23.505	5.455		12.95		
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS
12/02/23	\$431.80	\$520.20	-\$15.25	39	3	9590	1290	1	1960	4	13
12/07/23	\$166.60	\$90.00	-\$2.84	5	0	2210	1010	0	0	2	3
12/09/23	\$402.60	\$265.80	-\$7.51	20	0	6400	1680	0	1800	7	8
12/14/23	\$291.90	\$220.00	-\$6.32	35	5	4180	1400	0	0	2	4
12/16/23	\$380.00	\$67.40	-\$13.35	15	3	6040	1800	37	810	4	17
12/21/23	\$223.60	\$280.40	-\$7.99	18	0	3120	820	5	250	0	6
12/23/23	\$446.80	\$60.00	-\$1.86	11	1	140	1470	0	860	6	6
12/28/23	\$407.10	\$759.40	-\$20.34	14	1	130	320	8	0	2	11
12/30/24	\$528.40	\$260.60	-\$7.96	14	4	7070	1090	0	0	8	5
Mo Total lbs.	\$3,278.80	\$2,523.80	-\$83.44	171	17	38880	10820	51	5680	35	73
tons						19.44	5.41		2.84		
Qtr Totals lbs.	\$9,522.00	\$8,248.60	-\$248.42	426	52	152640	31050	153	37705	116	196
tons		\$17,522.18				76.32	15.525		18.8525		

RECEIPTS																		
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATRISSE	OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS	Batteries
01/02/25	\$63.00	\$56.80	\$1.68	20	2	1270	0	5	0	1	5	Alex	21762-21766	42	3	2	0	0
01/04/25	\$81.00	\$201.40	\$5.74	10	1	4240	1330	3	0	0	18	Alex	21767-21777	63	6	5	0	2
01/09/25	\$90.00	\$63.20	\$1.74	15	0	790	0	16	0	1	4	Alex	21778-21780	41	2	1	0	4
01/11/25	\$72.00	\$135.20	\$4.12	15	0	1770	190	4	0	4	10	Alex	21781-21790	50	4	6	0	2
01/16/25	\$87.00	\$62.00	\$1.91	10	1	610	200	2	0	1	7	Alex	21791-21796	44	3	3	0	0
01/18/25	\$125.00	\$42.80	\$1.31	20	0	1590	880	0	0	4	8	Alex	21797-21803	57	5	2	0	0
01/23/25	\$10.00	\$20.00	\$0.62	29	0	170	90	0	0	1	2	Alex	21804-21805	31	1	1	0	0
01/25/25	\$50.00	\$0.00	\$0.00	10	0	0	0	4	0	3	12	Alex	21806-21809	45	4	0	0	2
01/30/25	\$71.00	\$39.20	\$1.12	6	0	1200	80	0	0	0	5	Alex	21812-21815	31	3	1	2	1
Mo Total lbs	\$649.00	\$620.60	\$18.24	135	4	11640	2770	34	0	15	71			404	31	21	2	11
tons						5.82	1.385		0									
RECEIPTS																		
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATRISSE	OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS	Batteries
02/01/25	\$252.00	\$0.00	\$0.00	19	2	2770	450	0	0	1	6	Alex	21816-21821	46	6	0	0	1
02/06/25	\$32.00	\$26.40	\$0.79	3	0	330	80	0	0	0	0	Alex	21825-21826	10	1	1	0	2
02/08/25	\$29.00	\$193.60	\$5.52	15	0	2750	390	0	0	0	8	Alex	21827-21832	40	1	5	0	0
02/13/25	\$25.00	\$64.80	\$1.98	20	1	780	440	0	0	1	1	Alex	21836-21840	25	2	3	0	0
02/15/25	\$128.60	\$11.00	\$0.49	20	0	1430	510	1	0	1	6	Alex	21910-21915	36	4	2	0	0
02/20/25	\$35.00	\$35.00	\$1.01	25	0	190	350	7	0	1	4	Alex	21919-21921	27	2	1	0	0
02/22/25	\$10.00	\$0.00	\$0.00	30	0	0	490	10	0	1	10	Alex	21922	26	1	0	0	0
02/27/25	\$0.00	\$26.00	\$0.88	7	3	0	380	4	0	0	4	Alex	21923-21924	27	0	2	0	0
Mo Total lbs	\$511.60	\$356.80	\$10.67	139	6	8250	3090	22	0	5	39			237	17	14	0	3
tons		\$879.07				4.125	1.545		0									
RECEIPTS																		
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATRISSE	OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS	Batteries
03/01/25	\$122.00	\$181.60	\$5.22	20	0	3320	270	0	0	3	8	Alex	21926-21935	44	5	5	0	0
03/06/25	\$97.00	\$301.60	\$8.73	10	0	3630	550	1	0	2	1	Alex	21936-21943	43	7	9	6	2
03/08/25	\$395.80	\$381.20	\$11.51	30	2	7330	830	1	0	7	15	Alex	21945-21974	81	15	16	3	1
03/13/25	\$135.00	\$327.40	\$9.41	25	1	4580	3050	0	280	6	8	Alex	21975-22000	57	10	9	5	0
03/15/25	\$457.20	\$446.00	\$13.11	30	2	8580	780	6	50	11	9	Alex	22003-22043	94	26	15	5	2
03/20/25	\$255.80	\$130.40	\$3.90	20	0	4360	1120	4	510	1	7	Alex	22044-22054	43	8	3	2	10
03/22/25	\$696.60	\$549.80	\$15.67	20	1	13250	?	1	?	4	14	Alex	22055-22090	102	22	14	0	8
03/27/25	\$161.00	\$518.40	\$14.98	20	4	8270	430	4	630	2	4	Alex	22093-22111	58	9	10	5	0
03/29/25	\$361.00	\$486.80	\$14.76	30	3	9200	300	4	690	2	12	Alex	22112-22135	88	14	14	9	5
Mo Total lbs	\$2,681.40	\$3,323.20	\$97.29	205	13	62520	7330	21	2160	38	78		0	610	116	95	35	28
tons		\$6,004.60				31.26	3.665		1.08									
Qtr Totals lbs	\$3,842.00	\$4,300.60	\$126.20	479	23	82410	13190	77	2160	58	188			1251	164	130	37	42
tons		\$8,268.80				41.205	6.595		1.08									

TRANSFER STATION MATERIAL TRANSFERRED

JAN, FEB, MARCH TRANSFER STATION CUSTOMER COUNT:

<u>material transferred:</u>			1st month	2nd month	3rd month		total for
			jan	feb	march		quarter
Casella Waste - Bulk (cd) ton			27.83	26.5	34.46		88.79
Casella Waste - Bulk (brush) ton			0	0	0		0
Casella Waste - Recycling (metal) ton			3.68	5.7	5.2		14.58
Casella Waste - Single Stream ton			2.86	3.27	5.31		11.44
Take2 - refrigerant units			20	25	0		45
Take2 Recycling - electronics (CED) lbs.			3594	1059	1154		5807
Take2 Recycling - (non) lbs.			1900	539	2157		4596
Take2 Recycling - uw lamps lbs.			303	0	188		491
Take2 Recycling - uw batteries lbs.			0	0	590		590
N 'n M Recycling LLC - propane tanks - each			0	0	0		0
N 'n M Recycling LLC - fire extinguishers - each			0	0	0		0
Don Stevens Tire - each			84	0	0		84
Midstate Batteries			0	0	0		0
PaintCare - lbs.			0	0	1500		1500

Baystate Textile, Take2 Electronics (etc.), wood & auto batteries recycling report								auto cores \$5 each ton
	textiles lbs.	0.06	lbs. CED @ \$.055/lb. (computers, monitors, tv, printers)	non CED	lamps	batteries, mixed	refrigerant	
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	9
		pd ck # 8552	pd 2nd Q ck # 17600 (9583 lbs)					ck 26992 \$45
2025								
January	3890	\$233.40	3594	1900	303	0	20	
		pd ck # 9067						
February	2620	\$157.20	1059	539	0	0	25	
		pd ck # 9591						
March	2740	\$164.40	1154	2157	188	590	0	8
								ck 27081 \$40

WPCA 2025 1st Quarter Report: January, February, March

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 updated construction costs estimates.

Sewer Collection System:

- The pump stations continue to clog with wipes and cloth items. Wipes are a world-wide problem in sewer systems.

Wastewater Treatment Plant:

- Due to ongoing issues caused by wipes clogging pumps, pipes, and valves we are selecting a piece of equipment to remove wipes and other trash at the beginning of the plant. We narrowed our search down to 4 vendors and held site visits. We will review quotes and tour other facilities which already have these types of equipment in operation so we can ask the operators how well they work.

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 will likely be eligible for 20-25% grants from CT DEEP Clean Water Funds.
- 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.
- We held interviews and selected SLR International Corporation to provide an Environmental Impact Evaluation and complete the CT Environmental Policy Act process.

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.