

TOWN OF COVENTRY

QUARTERLY REPORTS



April - June 2025

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Cover image: The America 250 | Coventry CT Committee began their work in earnest during the spring of 2025. The Committee is charged to be creative in how our Town commemorates the 250th anniversary of the Declaration of Independence, and the American experience as lived by our residents, past and present, in Coventry, Connecticut. The committee encourages the community to follow their social media page for information about upcoming activities in 2026. <https://www.coventry-ct.gov/669/America-250-Coventry-CT-Committee>

**Finance Department
Quarterly Report
Covering Period 4/1/2025 – 6/30/2025**

The general purpose of this office is to provide an oversight of 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

There has been a significant amount of catchup work due to staff transitions. All annual State reporting for FY 24 is complete (UCOA, pension, OPEB, Local Highway Finance Report). The FY 2025/26 Budget was submitted as amended and was adopted, including filing the Municipal Spending Cap Report.

The Annual Comprehensive Financial Report for the year ended June 30, 2024 was submitted to the Government Finance Officers Association for their Certificate of Achievement for Excellence in Financial Reporting Program. The Town has received this award for the past 16 years.

Town Finance has been working with the Board of Education finance office to coordinate and balance fiscal activity and prepare for yearend. In addition, we are working closely on outstanding school building projects to ensure we have the appropriate documentation and submit timely for reimbursements.

Closing the fiscal year and opening the new fiscal year is in process as well as preparing for the auditor's field work in July. Lastly, we are compiling information for the preparation of an Offering Statement for the sale of Bond Anticipation Notes.

Meetings Attended:

Finance Committee of the Town Council
Town Council
School Building Energy Efficiency Committee

Assessor Quarterly Report-April 1 – June 30, 2025

The Assessor's Office, being a one-person office since December 31, 2024, has seen many challenges in the previous quarter, as well as this one. We were very lucky to have had some very good fill in help thanks to our Town Manager. Through this time, we had revised the job description, conducted interviews and finally hired a new Assistant to Assessor, who started on June 16th!

This quarter, following October 1, 2024 Revaluation of all Real Estate has brought a significant volume of time-consuming property owner inquires.

This office, in conjunction with the Tax Collector's and Finance offices, implemented a conversion of our administrative system.

April 2025

Because we extended the grand list filing date to February 28, 2025, Board of Assessment Appeals hearings were, by statute, also moved from March to April. The Board met nine (9) times during the month hearing 36 appeals. Some, but not all received assessment reductions. See minutes at: <https://www.coventry-ct.gov/AgendaCenter/Board-of-Assessment-Appeals-1>

April's activities also included preparing and filing a State Report for State owned property (M-37), mailing Income and Expense reminder to file letters, as well as Elderly Homeowner reminder to file letters.

May 2024

May included preparing and filing the Grand List data to the state (M-13), finalizing the data entry part of the Elderly and Disabled Homeowner's program as well as the Local Tax Credit and Deferral program. The State and Local Homeowners program applications deadline was May 15, 2025. The mill rate was set after the second budget referendum at 23.76. The totals for the applications processed for the state program are as follows;

68 Applications-State Program

50 Renewals-State Program

118 State Applications Total Tax Credit given = \$70,400

June 2024

June gave us only 18 days to complete all motor vehicle prorates and other corrections in order to have the bill file as updated as possible. There are many taxpayers that have not kept the motor vehicle they owned on October 1, 2024 for various reasons. This results in a steady flow of changes to the list, which peaks in July when bills go out.

A reminder to all veterans who have ninety (90) days of wartime service are eligible for a \$3,000 exemption for property tax purposes (e.g., real estate property or automobiles). Please file your DD-214 discharge papers in the Town Clerk's Office before October 1st. The Additional Veteran's program follows the same income guidelines as the State and Local programs to

increase the standard Veteran's benefit. The filing period started February 1st and runs through October 1st. If you have a 10% disability rating or more, please bring your award letter from the VA to the Assessor's office.

The State has passed legislation effective October 1, 2024, increasing the benefits for some disabled veterans, be sure you have provided this office your most current VA disability letter.

OFFICE OF THE COLLECTOR OF REVENUE

To: James Drumm, Town Manager
cc: Cherie Trahan, Finance Director
From: Kelly Lawer, Revenue Collector

Date: July 11th, 2025

SUBJECT: FOURTH QUARTER REPORT

The tax office staff included Collector of Revenue Kelly Lawer, Assistant Collector of Revenue Ida Cabral and Revenue Clerk Elizabeth Pannhavong. Kelly Lawer joined the Tax Office as Revenue Collector on May 6th. The Tax Office began the implementation of a new software database in late May, we are looking forward to the increased efficiency our new vendor has to offer.

The Tax Department was busy this quarter with fiscal year end details as well as the upcoming bill cycle. The sewer assessment fiscal year closed out the end of April. The working rate books, balances and reports were printed. A total of 216 sewer assessment bills were printed and mailed the last week of April.

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 fourth quarter collection report is attached.

Property Taxes Collected April 2025 through June 2025

		Property Tax	Interest	Liens & Costs	Total
Grand List	2009	26.45	78.07	0.00	104.52
	2010	0.00	0.00	0.00	0.00
	2011	0.00	0.00	0.00	0.00
	2012	299.00	641.36	0.00	940.36
	2013	564.33	1,085.27	0.00	1,649.60
	2014	1,464.84	2,632.67	0.00	4,097.51
	2015	253.66	407.12	0.00	660.78
	2016	1,961.60	1,454.42	24.00	3,440.02
	2017	4,366.23	4,285.55	48.00	8,699.78
	2018	6,628.94	6,713.93	48.00	13,390.87
	2019	7,412.55	5,361.85	72.00	12,846.40
	2020	9,067.70	6,000.44	96.00	15,164.14
	2021	28,205.42	11,279.44	264.00	39,748.86
	2022	<u>87,071.89</u>	<u>25,435.58</u>	<u>624.00</u>	<u>113,131.47</u>
		147,322.61	65,375.70	1,176.00	213,874.31
Current	2023	273,899.72	32,475.17	342.00	
Current SMV		<u>31,193.20</u>			
	Totals	<u>452,415.53</u>	<u>97,850.87</u>	<u>1,518.00</u>	<u>551,784.40</u>
Current 110	6010	40211	273,899.72		
Delinquent		40212	147,322.61		
Interest & Liens		40213	99,368.87		
SMV		40214	<u>31,193.20</u>		
			<u>551,784.40</u>		
Sewer Assess 205-7722	40211	75,153.53		Sewer User	40211 12,723.26
Interest, Liens, Per Diem	40213	<u>1,606.04</u>		Interest & Liens	40213 <u>2,435.53</u>
		<u>76,759.57</u>			<u>15,158.79</u>
COVRA				Returned Check Fee	<u>100.00</u>
Current 218-7601	40211	20,350.19			-
Delinquent	40212	7,744.49		ADVANCE TAX	<u>0.00</u>
Interest & Liens	40213	<u>7,823.41</u>			
		<u>35,918.09</u>			
		Total	<u>\$679,720.85</u>		-

OFFICE OF TOWN CLERK

Lori Tollmann
Town Clerk

Brooke R. Manning
Assistant Town Clerk

Lori Beecher
Assistant Town Clerk

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



Recording & Licensing

Receivables & Revenue:

- ✓ The Clerk's Office collected \$218,304.63 which the Town retained \$62,676.53



Activity	Volume	Revenue
Total Documents Recorded	467	13,206.00
Real Estate Conveyance Tax	45	39,657.03
Copies	2,416.50	2,416.50
Unanticipated Funds	0	0
Trade Name Certificates.	4	20.00
Liquor Permits	1	20.00
Burial & Cremation Permits	3	40.00
Marriage Licenses	4	64.00
Vitals Copies	114	2,280.00
Notary Fees & Renewals	52	400.00
Dog License Fees	1199	1,204.00
Maps Filed	30	840.00
Fish & Game License & Permit Fees	187	78.00
Conveyance fees	45	45.00
PA-490	0	0
PA-146 Clerk	467	662.00
PA-05-228, 09-229 & 13-247 LOCIP	467	993.00
PA-05-228, 09-229 & 13-247 Clerk	467	751.00
Town Clerk Revenue Transferred to the Treasurer:		\$62,676.53

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

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



State Fees Collected and Remitted: The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$218,304.63 in fees was collected. Associated reports were prepared and \$155,628.10 was disbursed to the State as follows:

PA 13-247	\$ 8,049.00
PA 05-228 & 09-229	11,916.00
Marriage Licenses	340.00
Fish & Game Licenses	1,475.00
PA-146	2,648.00
State Conveyance Tax	121,456.10



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

	Dog License Fee	Surcharge
April - June	\$7,058.00	\$2,686.00

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

Each day we will receive a summary report by email from the delivery agent showing the recording fees. We will provide that report to the Accounting Office for reconciliation. Our land records vendor, IQS, is currently partnered with delivery agents and processes electronic recording in other states. There is no additional cost to land record offices. Property transfers cannot be processed currently. We recorded 135 e-recording documents this quarter.

Dog Licensing: The month of June is annual dog licensing month. All dogs over 6 months of age are required to be licensed no later than June 30th to avoid a penalty. In May, we printed and mailed 1,400 license renewal notices to all dog owners of record. Our office will continue to license throughout the year, but fees will increase at \$1.00 per dog for each month overdue.

We had many entries again this year for our #1 Dog Tag. The lucky winner was Pumpkin who was owned own by The Noble Family. It is in great sadness that Pumpkin has passed away since winning.

Rabies Clinic: The 41st Annual Rabies Clinic was held in April. We vaccinated 56 animals.

Annual Town Meeting and Adjourned Annual Town Meeting

April 26, 2025 - The Coventry Annual Town Meeting.

May 6, 2025 – Budget Vote. Budget failed.

June 5, 2025 – Special Budget Meeting.

June 17, 2025 – Budget Vote. Budget passed.

Staffing Updates/Activities

Our office attended the CTCA Spring Conference April 24-25, 2025.

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

Brooke R. Manning, Attended Town Clerk School for advance education on April 14, 2025.

Lori Beecher, Attended Town Clerk School for Land Records on April 13, 2025

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

COVENTRY REGISTRAR OF VOTERS

April 1, 2025 – June 30, 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

Maureen Kearney, Unaffiliated Assistant

TRAINING:

The Registrars attended the ROVAC Spring Conference in April. Presentations included the yearly Canvass, the new ES&S tabulators, and the upcoming Total Vote.

NEW TABULATORS:

The new tabulators were delivered in April and the Town of Coventry sponsored a training session for their use. Registrars and their deputies from several towns participated in the training. The tabulators are very easy to use and provide the required reports in a very efficient manner. The set-up, however, is much more difficult and requires a great deal of time.

TOTAL VOTE:

The new Connecticut Voter Registration System, called Total Vote, has not yet been implemented. It was scheduled to be implemented early this year and we are now told that we are looking at a post-November election inception. The State has started to provide some education for its use.

REFERENDA:

The Town Meeting for the first budget referendum was held on Saturday, April 26, 2025. The vote on the budget was held on Tuesday, May 6, 2025 at the south Fire House. We had a large turnout with lines at the polls extending to the end of the building. Question #1 (extension of the water supply) passed. The budget did not pass. A second Town meeting was held on Thursday, June 12, 2025 followed by the vote on the proposed budget on June 17, 2025. The budget passed.

VOTER UPDATE

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

	APRIL	MAY	JUNE	TOTAL
ADDITIONS	40	31	54	125
CHANGES	45	64	50	159
REMOVALS	70	123	149	342

Registered Voters as of June 30, 2025 are categorized as presented in the table below:

	DEMOCRATS	REPUBLICANS	UNAFFILIATED
ACTIVE	2391	2287	3910
INACTIVE	260	191	577

OFFICE MAINTENANCE

Cleanup and disposal of obsolete records continues. In addition, voter records dating back to 1904 have been found. The staff is working to determine where these records should be preserved. A list of these records is being compiled and sent to the State Library for guidance.



Coventry Land Use Department

Quarterly Report for
April, May, June
~2025~

Jana B. Roberson, AICP
Director of Planning and Development

Heidi A. Leech
Planning Tech/Zoning Enforcement Officer

Lindsay Beutler
Environmental Planner/Wetlands Agent

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

April, May, June

Personnel

In May, Lindsay Beutler was promoted to the position of Environmental Planner/Wetlands Agent. The new position reflects her expanded duties and responsibilities in managing conservation-oriented projects, providing support to numerous Commissions and Boards, and providing guidance to landowners and developers. Congratulations, Lindsay!

Also in May, Heidi Leech successfully completed the first phase of her certification from the CT Association of Zoning Enforcement Officers (CAZEO). She attended a week-long workshop and passed the subsequent test. She will complete another workshop and a case study to achieve certification as required by state law. Congratulations, Heidi!

Land Use Forum

Approximately fifty people attended the Land Use Forum held at Patriot's Park Lodge on June 30. Three speakers spoke on issues of local and regional significance: Affordable Housing, Sewer Infrastructure and Capacity and Low Impact Development Practices. Sewers are a hot topic in the community! Speakers included: Affordable Housing Committee Chair Robin Newton, Sewage Treatment Plant Operator Mike Ruef, IWA Vice Chair and Low Impact Development Working Group Organizer Lori Mathieu, and Limnologist Dr. Robert Kortmann. Many thanks to them for sharing their expertise!

Legal Issues

- Last September, the CT Superior Court issued a judgement lien for zoning and wetlands violations at 89 Flanders Road (Beebe) but no action was taken to comply with the order. The Town pursued a motion for contempt and a hearing was held in May. Mr. Beebe attended the hearing and the motion for contempt was denied. Mr. Beebe has since made some progress towards meeting the court's order (Docket No: TTD-CV23-6026740-S).
- The Land Use Department responded to a FOIA request regarding an application for a zone change (PZC-25-2) at 1409 Main Street. The Planning and Zoning Commission later denied the application, an action which is now under appeal in the CT Superior Court (Docket No: TTD-CV25-6033323-S).

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
- Management of Coventry Lake **Aquatic Invasive Species Grant**

PLANNING AND ZONING COMMISSION

YEAR 2025

April, May, June

APP. #	TYPE	DATE OF RECEIPT BY PZC	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
PZC-25-2	ZC	2/24/25	Request for change of zoning map at 1409 Main St. (Herbst)	5/12/25	D
PZC-25-3	SP	2/24/25	Special permit application for single family dwelling on an undersized non-conforming lot at 90 Avery Shores (Blakely)	4/14/25	A
PZC-25-4	SP	3/24/25	Special permit application for single family dwelling on an undersized non-conforming lot at 272 Pine Lake Dr. (Lakefront Lifestyle LLC)	4/14/25	A
PZC-24-12	E	6/9/25	Extension of filing deadline for 3-lot Subdivision on 10 acres on the south side of Kings Road (Hernandez)	6/9/25	A
PZC-25-5	SP	6/9/25	Special Permit application for a Veterinary Hospital at 2208 Boston Turnpike in the Commercial Zone (Eterna Veterinary Wellness and Urgent Care)	6/23/25	A
PZC-25-6	Sub	6/23/25	Three lot Subdivision on 3.86 acres on the south side of Boston Turnpike with 15.52 acres of remaining land (Brown)		P
PZC-25-7	L	6/23/25	Lot line revision of an approved subdivision lot at 730 Pucker Street (Twerdy)	6/23/25	A
10-02S	W	6/23/25	Approval of Site Plan Waiver for Phase 1 Implementation of Special Permit for Auto Repair/Used Auto Sales at 2812 Boston Turnpike in the Commercial Zone (Ladyga)	6/23/25	A

- | | | |
|---------------------------------|------------------------------|---------------|
| Special Permit – SP | Lot Line Modification - L | Waiver – W |
| Zone Change – ZC | Extension Request – E | |
| Subdivision Regulations – SR | Scenic Road – SC | A- Approved |
| Zoning Regulations – ZR | Special Exception – SE | B- Denied |
| Site Plan Review - SPR | Declaration of Nonconforming | W – Withdrawn |
| Subdivision/Resubdivision – Sub | Use – N | P- Pending |
| Permit Amendment – A | Garage – G | |

DISCUSSION AND ACTION TOPICS:

Business & Development Pre-Application Discussions

- Eterna Veterinary Wellness and Urgent Care regarding plans to purchase 2208 Boston Tpk.
- Andrew Ladyga regarding phased implementation of previously approved auto repair
- Charles Brown regarding 3 lot subdivision and multi-family development on Boston Tpk.

8-24 Municipal Improvement Referrals

- Composting Facility at 100 Olsen Farm Road - PZC reviewed the Department of Public Works’ proposal to create a composting facility with a waste management grant and was in favor of the proposal.

April, May, June

DISCUSSION AND ACTION TOPICS:

On April 26th, a ribbon cutting was held for the **Coventry Laundromat!** Owners Craig Marcus and Ryan McDonald have completely renovated this property and restored a needed service to the Coventry community. Thank you!



CONNECTICUT'S COUNTRYSIDE

- **Promotional Materials:** Two tabletop displays and one floor display for CT Countryside have been purchased for CT Countryside. They were designed by Land Use Assistant Patty Cortes and will be used for tabling at events. EDC members are encouraged to borrow the displays and palm cards for events.
- **Postcards:** The Land Use Department distributed postcards to every business address in Coventry, inviting businesses to access and utilize the CT Countryside website. Approximately 740 postcards were mailed mid-June. We are planning an email distribution to follow up.
- **CRCOG Semi-Annual Gathering:** At the invitation of Ms. Thomas, Ms. Roberson presented the CT Countryside project to a semi-annual gathering of the chief elected officials from the Capitol Region at Patriot's Park Lodge on June 20th. She was joined by Steven Ferrigno, Mansfield Downtown's new Executive Director, and Evan Dobos of CivicLift, the website creator.

FARMERS' MARKET HIGHLIGHTS:

- The Coventry Farmers Market Committee Opening Day was held on June 1, 2025. The theme is All Roads Lead to the Coventry Farmers' Market.
- Attendance is up 18% this year!

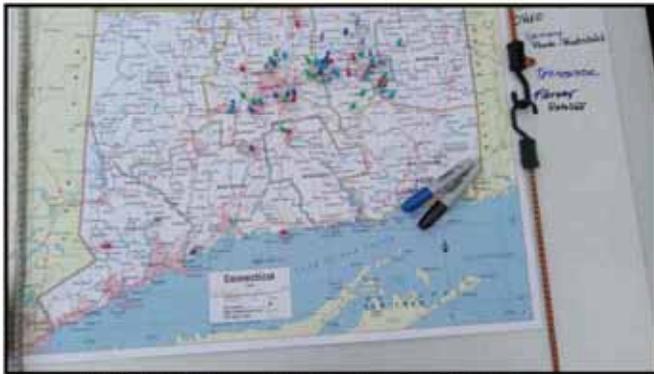
ZONING BOARD OF APPEALS

YEAR **2025**

April, May, June

APP. #	TYPE	DATE OF RECEIPT	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
ZBA-25-3	Variance	3/18/25	4 Avery Shores, Cori Stolbun, rear yard setback variance for deck	4/15/25	A
ZBA-25-4	Variance	3/19/25	287 Root Rd, Mary Champ applicant, rear yard setback reduction for deck	4/15/25	A
ZBA-25-5	Variance	4/15/25	5 John Hand Dr, Titan Construction, side yard setback reduction for vertical expansion	5/20/25	A
ZBA-25-6	Variance	4/29/25	96 Avery Shores, Sharon Powers, lot coverage variance for paved driveway apron	5/20/25	A
ZBA-25-7	Variance	4/30/25	129 Ross Ave, Sharon Powers, lot coverage variance for sidewalks and shed		W
ZBA-25-8	Variance	5/30/25	861 Main St, Robin Gregory, front yard setback variance for above ground pool	6/17/25	A
ZBA-25-9	Variance	6/11/25	9 Wolf Hill Rd, Jason Gagnon, front yard setback for shed		P
ZBA-25-10	Variance	6/23/25	145 Edgewater Dr, Rich Rotundo, lot coverage variance for shed		W
ZBA-25-11	Variance	6/24/25	207 Lakeview Dr, Robert Jenkins, lot coverage variance for shed and driveway		P

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



All Roads Lead to the Coventry Farmers' Market!



ZONING ENFORCEMENT YEAR 2025

April, May, June

News from the Planning Technician/Zoning Enforcement Officer:

Heidi Leech, Zoning Enforcement Officer, has been chipping away at the year+ backlog of enforcement complaints while keeping up with the day-to-day permitting, inspections, inquiries and responsibilities in the Building/Land Use Office. Ms. Leech took over as Staff to the Zoning Board of Appeals as of the April 15, 2025, meeting. The ZBA has been busier this year.

Enforcement

Ms. Leech has conducted enforcement action on cases involving nuisance lighting, accumulated debris and unpermitted structures. Most days, she dedicates time dealing with citizens' concerns about activity in their neighborhood. These concerns don't always turn into formal complaints but cumulatively take up a significant amount of time, often outside of the realm of enforceable actions. Ms. Leech tries to clearly explain what the jurisdiction of the Zoning Enforcement Officer is and how the activity does or doesn't fit into the Zoning Regulations, tagging in additional Town Staff, if necessary. Sometimes these highly sensitive issues are truly a civil matter between neighbors. Even in those cases, Ms. Leech does her best to be supportive and offer resources and advice to the public.

<u>ZONING PERMITS ISSUED</u>	=	113
New Homes		2
Condominiums		0
In-Laws/Accessory Dwelling Units		4
Accessory Structures		
Decks/Porches		8
Sheds/Gazebos/Barns		10
Detached Garages		2
Pools/Hot Tubs		6
Additions/Attached Garage		5
Alterations/Renovations		11
Finished Basement		
Finished Basement		1
Soil & Erosion Control Plan		6
Fences		0
Commercial Use/Signage		0
Home Occupation		2
Driveway		29
Roof Mounted Solar PV		20
Ground Mounted Solar PV		0
Crumbling Foundation		4
Tenant Fit Out		1
Other		2
		<hr/>
Total		113

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

INLAND WETLANDS AGENCY

YEAR 2025

April, May, June

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/BRIEF DESCRIPTION OF PROPOSED ACTIVITY/APPLICANT	DATE OF DECISION	ACTION
25-02W	1/15/25	1/22/25	-	Swamp Road and South Street Road alignment, sightline, stormwater improvements James Drumm	4/23/25	A
25-08W	4/18/25	4/23/25	4/23/25	85 Standish Road Demolition of house by hand Troy Langer Jr	5/7/25	A
25-09WA	5/22/25	-	-	317 Wrights Mill Road Fine grade and pave shared driveway Central Sealing Company	5/22/25	A
25-10WA	5/27/25	-	-	73 Times Farm Road Stump and grub 25+ feet from wetlands David Bendzinski	5/29/25	A
25-11W	5/27/25	5/28/25	-	Plains Road and South St Ext. Water Main Extension GZA GeoEnvironmental	6/25/25	A
25-12W	5/27/25	5/28/25	-	CT Route 44/ Boston Turnpike (R04733) Driveway and stormwater controls Charles Brown	6/25/25	A
25-13W	6/9/25	6/25/25	-	184 Avery Shores Raise house, replace foundation, demo/rebuild garage Paul Guardino		P
25-14WA	6/11/25	-	-	9 Wolf Hill Road Clear and grade backyard further than 25ft from wetlands. Remove invasive plants, replace with native plants. Jason Gagnon	6/12/25	A
25-15W	6/18/25	6/25/25	-	CT Route 44/ Boston Turnpike (R04732) 3-lot subdivision Charles Brown		P
25-16W	6/19/25	6/25/25	-	Brewster Street (R01683) Driveway and underground utilities Bonnie Edmondson		P
25-17W	6/23/25	6/25/25	-	145 Edgewater Drive 22x22 shed in 150ft upland review area Rich Rotundo		W

W – Wetlands Agency, Regulated Activity Denied

WA – Wetlands Agent. Minimal Impact Withdrawn

NJ – Non-Jurisdictional Ruling

TH- Timber Harvest

NR – Non-Regulated Use

A - Approved D -

P - Pending W -

Permit Summary

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

Inland Wetlands Agency Regulated Activity Permits and Minimal Impact permits increased by 4 during the second quarter of 2025. There was a total of 10 new applications that were received, 6 of which were approved, 3 are pending. There was 1 pending application from last quarter approved. In addition, 1 application from this quarter was withdrawn.

There was one property with an ongoing wetlands violation this quarter. IWA and Staff have been working with homeowner and their team for the past 12 months to reach a resolution.

Lindsay Beutler our Environmental Planner/Wetlands Agent 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

- Drafted a Town Resolution declaring the Town of Coventry to be a Pollinator-Friendly Community
- Drafted a Town Policy regarding the utilization of Native Plants on Town-Owned properties
- Worked on Sustainable CT re-certification
- Assisted Protected Spaces Stewardship Committee with ongoing efforts to manually remove invasive water chestnut from Eagleville Pond
- Assisted with the Annual Land Use Forum
- Continues to serve on Board of Directors for Hop River Trail Alliance
- Serves as Staff Liaison for newly formed Inland Wetlands Agency Low Impact Development Work Group

Conservation Commission & Sub-Committees Staff Support

- Conservation Commission's representative at the Bolton Lakes Watershed Conservation Alliance meetings.
- Continues to collaborate with Conservation Commission and Protected Spaces Stewardship Committee to develop Open Space Management Plans.
- Continues to plan potential open space projects with Protected Spaces Stewardship Committee.
- Serves as Staff Liaison for the Coventry Lake Advisory & Monitoring Committee.



Invasive Water Chestnut Pull Party on Eagleville Lake 6/27/2025



BUILDING DEPARTMENT QUARTERLY REPORT
4TH QUARTER
April, May, & June 2025

There were four (4) permits issued for new dwellings to be built this quarter.

NEW HOUSE PERMITS ISSUED FOR THE 4th QUARTER FY 2024-2025 FISCAL YEAR	
ADDRESS	DATE
55 Wolf Hill Road	4/16/2025
100 Wolf Hill Road	4/29/2025
272 Pine Lake Drive	5/28/2025
31 Wolf Hill Road	6/13/2025

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

CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 4th QTR 2024-2025 FISCAL YEAR	
ADDRESS	DATE
None for April	
73 Mountain Ridge Dr.	5/21/2025
4052 South Street	5/22/2025
95 Joshua Lane	5/23/2025
None for June	

Nine (9) new homes received their certificate of occupancies this quarter.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 4TH QUARTER 2024-2025 Fiscal Year	
ADDRESS	DATE
94 Wolf Hill Road	4/1/2025
162 Lakeview Drive	5/21/2025
21 Wolf Hill Road	5/28/2025
129 Ross Avenue	5/29/2025
78 Cheney Lane	6/9/2025
807 Pucker Street	6/16/2025
188 Avery Shores	6/17/2025
61 Wolf Hill Road	6/17/2025
71 Wolf Hill Road	6/17/2025

There were no certificates of occupancy issued for crumbling foundations in the 4th quarter.

Municipal Projects:

There were no municipal projects this quarter.

Commercial Projects:

This quarter there was an electrical permit pulled at 2299 South Street to install an underground outdoor pedestal service to serve cable equipment. The new owners of the Coventry Corner Store applied for a tenant fit out at 1428 South Street. Permits were pulled to install new air conditioning units at 2799 Boston Turnpike. Finally, a temporary tent permit was issued to Creative Living Community of CT.

The Building Official completed five hundred and seventy-two (572) inspections this quarter.

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

The Building Official, Randy Heckman is in the middle of his three-year continuing education cycle. (6/6/2023-6/6/2026) He earned 14 hours this quarter, bringing his total number of hours to 131.5. (90 hours required)

Permits for this Quarter

PERMIT TYPES	April, 2025	May, 2025	June, 2025	Fourth Qtr.
				2024-2025
Houses only	2	1	1	4
Foundation only	0	3	0	3
Condominiums	0	0	0	0
Commercial Bldg/Renov	0	0	2	2
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	0	0	4	4
Garages/Carports	1	0	1	2
Sheds/Barns	2	0	0	2
Decks/Porches	4	3	1	8
Pools	1	2	4	7
Demolition	0	0	2	2
Woodstove	0	0	0	0
Miscellaneous	29	26	31	86
Renov/Repair/Alter	8	7	10	25
Plumbing	8	6	4	18
Heating	12	17	26	55
Electric	25	23	23	71
TOTAL PERMITS	92	88	109	289
PERMIT VALUE	\$2,478,023	\$2,027,463	\$2,372,887	\$6,878,373
FEES COLLECTED	\$36,968	\$24,309	\$35,464	\$96,741
Certificate of Completion	32	72	80	184
C/O's - New Homes/Condos	1	3	5	9
C/O's - Other	0	0	0	0

All permit applications are now completed online. This includes Land Use permitting for Zoning and Wetland reviews and driveway permits. You can access this site using the following link: <https://coventryct.viewpointcloud.com/> A computer kiosk is in our office so that we can assist those who would have difficulty scanning in and applying for their permitting at home.



Coventry Police Department

Fourth Quarter Report

April 1 – June 30, 2025

APRIL

Officer Wayne Greener was awarded the Moment of the Year Award at the 2025 Statewide Crisis Intervention Team Conference. This award was presented by the CT Alliance to Benefit Law Enforcement (CABLE), an organization that conducts crisis intervention training for police officers.

Officer Greener was recognized for several moments over the past year where his CIT skills helped him to connect with others and successfully de-escalate volatile situations including a distraught war veteran, and a teen suffering through a psychiatric crisis.

Officers received a lot of training during the month of April. All officers completed the required annual body camera video training. This is mandated and is able to be completed through online training. Sgt. Michaud attended First Line Supervisor training. This is important training for newly promoted first line supervisors that is very beneficial. Animal Control/Community Service Officer Chipman attending training on handling aggressive dogs. Officer Dan Spiewakowski attended patrol rifle instructor training. Officer Spiewakowski will join Officer Wayne Greener to form our firearms training team.

Officer Riley Johnson became a certified Child Passenger Safety Technician. She joins Detective Kelsey Carpenter to make up our Child/Infant car seat safety team.

Chief Peterson and Community Service Officer Chipman attended opening day ceremonies for Little League/youth softball and baseball.

Detective Carpenter and Officer Spiewakowski attended the annual easter egg hunt at the Storrs Community Church.

We hired Nate Stebbins as our newest police officer. With the addition of Officer Stebbins we are fully staffed. Officer Stebbins comes to us with 25 years of police experience. He previously worked for the East Hartford Police Department.

MAY

Sergeants Tom Kuhns, Russ Iger, and Chief Eric Peterson attended a seminar held by nationally recognized risk management expert Gordon Graham. The topic was Creating and Maintaining the High Reliability Organization. This seminar provided us with practical strategies to strengthen organizational performance and reduce risk.

Officer Nick Murphy completed ARIDE (advanced roadside impaired enforcement) training. This is mandated training. All police officers who graduate the academy must attend this training within a year after graduating the police academy.

Marine Patrol Officer Kilby and members of the State of CT DEEP Encon Police Department started the boating season off with a lot of activity. They conducted 51 safety checks, 2 contacts regarding slow-no wake of vessel during quiet hours, 1 slow-no wake violation within 200 feet of shore, 1 failure to display current vessel registration decal, 3 infractions were issued regarding insufficient PFD's, 3 contacts for failure to wear PFD's while on a manually propelled device, and 1 911 response for an overturned kayak.

JUNE

Long time Police Dispatcher and records clerk Ann Bousquet will be retiring in early September. Ann has done a tremendous job for us. We wish her well in the next chapter of her life. We hired Jeffrey Boniface to replace Ann. Ann will train him over the next two months. Mr. Boniface recently completed six years in the U.S. Navy and will be an excellent addition to our dispatch team.

Chief Peterson, Captain Spadjiske and Sergeant Anderson attended a training hosted by the CT Police Chiefs Association. The instructor was Attorney Eric Daigle and the topic was police use of force.

We were able to provide security and traffic control for the annual Fireworks event. Everything went smooth and the event was a success.

Officer Riley Johnson completed ARIDE (advanced roadside impaired enforcement) training. This is mandated training. All police officers who graduate the academy must attend this training within a year after graduating the police academy.

Throughout the month of June all police officers received firearms training and qualified on their handgun and rifle.

When serious motor vehicle accidents occur there is a lot to do in order to be able to conduct a proper and thorough investigation. The accident needs to be reconstructed along with many other

tasks. We belong to a regional team called METRO that is comprised of 10 towns. Each town adds police officers to the team. When there is a serious motor vehicle accident a team of specialized trained police officers respond to assure a proper investigation. Officer Nick Murphy attended training to make him a valued traffic accident investigator. He joins Sgt. Tom Kuhns, who has been on the team for a number of years.

Other items of interest:

- The Coventry Police Department responded to 1957 calls for the quarter. A breakdown is provided below.
- Throughout the year we continue to complete many tasks to adhere to CALEA standards.
- Marine Patrol is off to a good start. Marine Patrol Officer Kilby has been busy.









**Coventry Police Department
Incident Analysis**

4/1/2025...6/30/2025

		Shift		Total
1st	2nd	3rd		
385	923	650		1957

UCR	Nature	1st	2nd	3rd	Total
		0	2	0	0
001	Marine Patrol Activity	0	8	0	8
003	Car Seat Installation	0	12	0	12
029	Disabled Motor Vehicle	4	9	10	23
13B	Assault Simple	1	0	3	4
13C	Intimidation	0	2	0	2
152	Suicide Threat/Attempt	0	3	0	3
210	Extortion/Blackmail	0	0	1	1
220	Burglary	1	0	0	1
23C	Larceny Shoplifting	0	3	1	4
23H	Larceny All Other	0	2	2	4
2604	Fireworks/Gunshots	1	0	14	15
2608	Abandoned MV	0	4	0	4
2609	Littering	0	4	0	4
2619	Building Check	11	0	18	29
2620	Patrol Check	73	36	31	140
2621	Speed Enforcement	25	65	32	122
2622	Admin	4	16	3	23
2623	Visibility	61	89	17	167
2624	Registration Check	0	0	2	2
2625	Notification	0	2	0	2
2627	School Detail/Assist	1	2	0	3
2631	Public Hazard	14	29	17	60
26A	Fraud False Pretenses	0	3	0	3
26B	Fraud Credit Card/ATM	0	5	2	7
26E	Fraud Wire	0	2	1	3
270	Embezzlement	0	14	1	15
290	Vandalism	0	3	2	5
2914	Animal Complaint	13	50	24	87
2915	Domestic Bite-Person	0	1	0	1
2916	Domestic Bite/Attack-vs. Domestic Pet	0	1	0	1
2917	Domestic Pet vs. Wildlife	0	1	0	1
2919	Sick/Abnormal Wildlife	0	0	1	1
3009	Susp Person/Activity/MV	14	40	40	94
326	Illegal Parking	0	0	5	5
332	Harassment/Harassing Phone Calls	0	4	4	8
334	Untimely Death	0	1	1	2
343	MV Accident (Injuries)	2	1	7	10
344	MV Accident Evading	0	4	1	5
346	MV Accident (No Injuries)	7	11	12	30
347	MV Accident (Private Property)	0	4	0	4



Coventry Police Department Incident Analysis

4/1/2025...6/30/2025

349	Subpoena Service	0	1	0	1
351	Alarm	5	10	14	29
353	Medical	64	122	89	275
355	MV Stop	33	78	88	199
35A	Drug/Narcotic Violation	1	0	0	1
375	Routine Assistance	4	53	39	96
377	Open Door/Window	0	1	0	1
388	Miscellaneous	2	8	3	13
390	Police Information	2	2	2	6
396	Escort	1	2	0	3
398	Missing Person	1	1	0	2
399	Lost And Found	1	8	2	11
400	Family Matter - Non Arrest	0	11	9	20
401	Repossessed Vehicle	0	0	2	2
4811	Finger Printing	2	44	0	46
4858	Fire	1	12	8	21
4867	Background Investigation	0	1	0	1
4873	Assist Other Agency	6	18	19	43
4874	Test Ticket	7	4	4	15
520	Weapon Law Violations	0	0	1	1
861	Disturbance (Non-Domestic)	1	5	7	13
866	Noise Complaint	2	3	11	16
889	Check Welfare	1	21	23	45
890	MV Erratic Operation	2	24	24	50
891	MV Lock Out	0	1	3	4
90D	DWI	0	2	1	3
90F	Family Offenses, Nonviolent	0	1	0	1
90J	Trespass of Real Property	0	2	0	2
90Z	All Other Offenses	1	0	1	2
911	911 Hang Up Call	1	5	3	9
H109	Junk MV	0	1	0	1
Sup	Supplemental	15	49	45	110

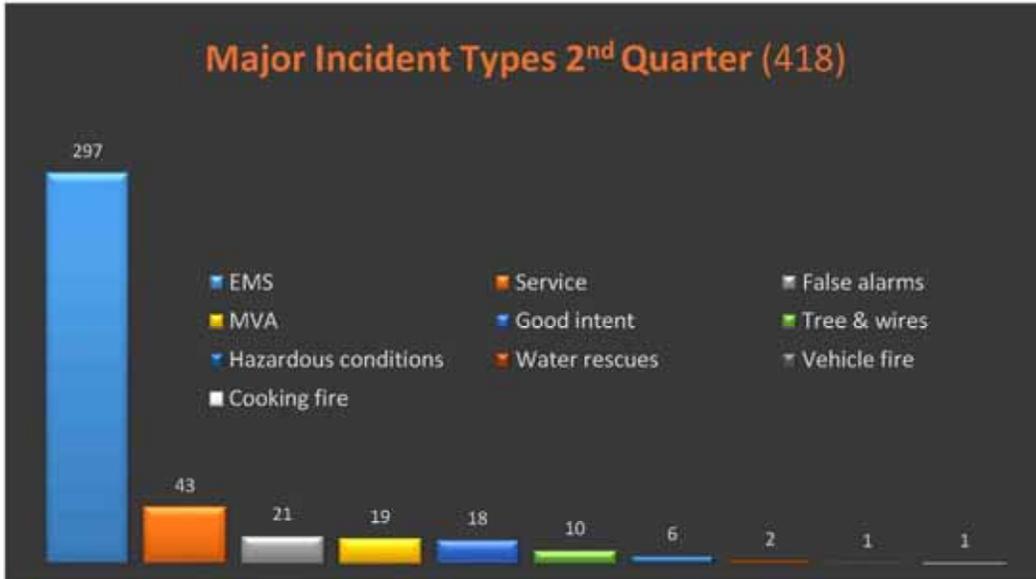
TOWN OF COVENTRY FIRE-EMS DEPARTMENT



QUARTERLY REPORT April 1 – June 30, 2025



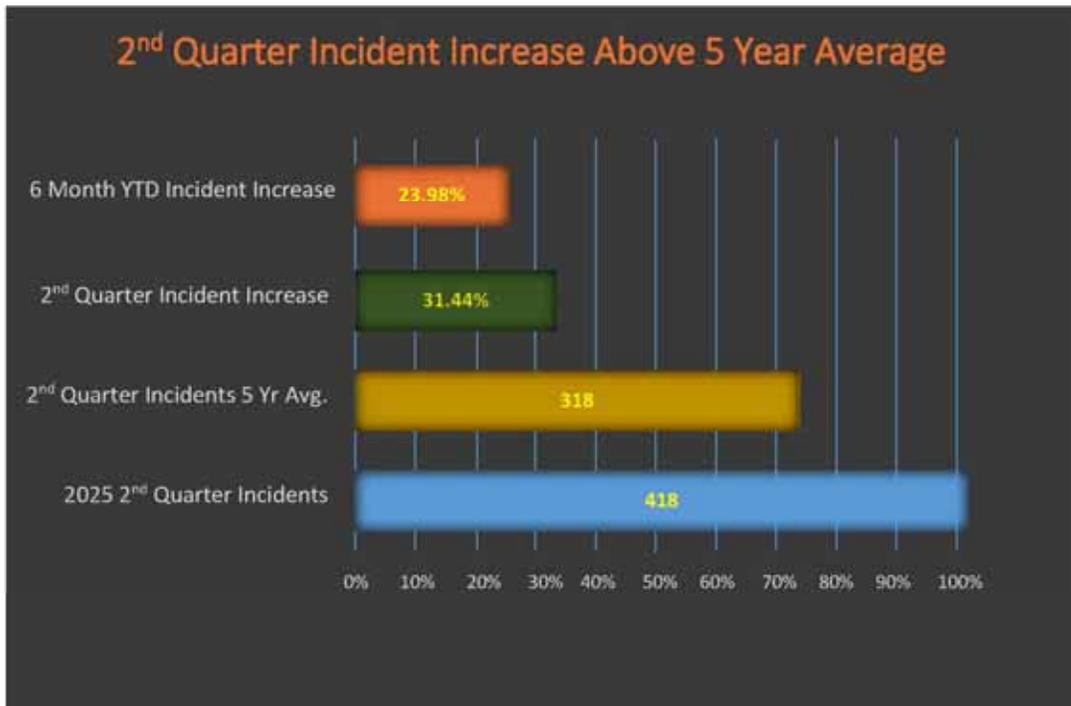
Major Incident Types 2nd Quarter (418)



6505 Man Hours 2nd Quarter



Dedication – Teamwork – Respect



APRIL

We were thrilled with the appointment of Alex Bohr as the town's Emergency Management Director, a position within the Fire Department at the rank of Captain.

Captain Bohr brings with him a unique and valuable skill set, with a strong background in patient care, emergency management, and officer-level decision making. His proven track record and dedication to public safety make him an outstanding addition to our leadership team.

Our members participated in controlled field burns which are conducted to manage vegetation, reduce fuel loads, and improve habitat while providing hands on training.

As EMS providers we are considered mandated reporters of elderly abuse and neglect. As such we mandate annual training due to ongoing changes in laws and regulations. Other training for the month consisted of ladders and tactical ventilation.



Dedication – Teamwork – Respect

MAY

Having clear job descriptions for all volunteer positions within the department is essential to ensure legal protection, operational efficiency, and organizational accountability. They help verify that officers are properly qualified, improve on-scene coordination, and serve as vital documentation for planning, budgeting, and securing grants. Recently, three members who met the qualifications outlined in the job description applied for two open Lieutenant positions. Following interviews, Robert Baral was appointed Fire Lieutenant and Zachary Laskey was appointed EMS Lieutenant. Congratulations to both on their new leadership roles.



We are actively working to lower our Public Protection Classification (PPC) assigned by the Insurance Services Office (ISO), and training with mutual aid departments is a recommended strategy to increase our training score. As a result, joint training sessions have become a key part of our improvement efforts. One recent training course focused on drafting and water tanker shuttle operations in collaboration with the Mansfield Fire Department. This valuable exercise allowed us to refine essential tactics and strengthen our operational effectiveness alongside personnel we do not routinely work with, enhancing regional response capabilities. Our commitment to readiness did not stop there, this month's training also included hazardous materials response, managing infant supraventricular tachycardia emergencies, and dive team operations.

JUNE

Summertime arrived early this year, and while June saw two fewer incidents than May, the statistics clearly show we are well ahead of our annual average. This made it the perfect time for members and their families to take a well-deserved break and enjoy an ice cream social generously provided by the Chief. The month was capped off with the spectacular CoventryFest fireworks display. With call volume on the rise, it was also an ideal time to focus on essential training for EMS personnel. One of the key sessions was Question, Persuade, and Refer (QPR) a suicide prevention program designed to help individuals recognize the warning signs of a suicide crisis and take appropriate action. The program trains participants, known as "gatekeepers," to intervene effectively and guide those at risk toward professional help.

ADDITIONAL

Attending community events offers significant advantages by strengthening relationships with the public, increasing visibility, and building trust. These events allow residents to interact with members in a non-emergency setting, helping to humanize the department and foster goodwill. This quarter, our department proudly participated in a variety of community engagements, including National Vietnam Veterans Day, two Easter egg hunts, Opening Day for baseball and softball, the Scholarship Awards Ceremony, High School Graduation standby, the Memorial Day Parade, Prevention Day at the Park, and CoventryFest.

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

The Fire Marshal Office inspected eight (8) Apartment buildings, two (2) Businesses, one (1) Places of worship, one (1) Group home, one (1) residential and one (1) camp. Per Connecticut statute we investigated one (1) vehicle fire.

RECRUITMENT OPPORTUNITY

The Town of Coventry Fire-EMS Department continues to seek volunteers to serve our community as firefighters and EMT's. If this interests you, you can apply at www.firefighterapp.com 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 April – June 2025

Annemarie Sundgren, Human Services Administrator
Austyn Dolce, Human Services Coordinator
Madison Baranoski, Youth Services Coordinator
Brenda Bennett, Senior Center Coordinator
(Vacant) Senior Center Administrative Assistant
Sarah Leete, Senior Center Van Transportation Coordinator



Administrative

- The July - September 2025 summer 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 meetings for the *East of the River Hunger Action Team*
- The Human Services Coordinator completed:
 - Mental Health First Aid training
 - Tabletop Exercise with CIRMA
 - Senior Farmers Market Nutrition Program (SFMNP) training
 - Safe@Home youth classes with the Youth Services Coordinator
- The Human Services Administrator attended the following meetings:
 - CLASS
 - Regional Prevention Team
 - Local Prevention Council
 - Centering Victims and Survivors in Restorative Justice
 - Workers Health and Safety Committee
 - Regional Belonging Conversation
 - Affordable Housing Committee

Food Bank

- In May the Mansfield post office dropped off donations from their yearly food drive.
- In June, we began food bank delivery for clients who are disabled, ill, and/or homebound with no other means of transportation.

- If we had extra perishables after our two food bank distribution days (Thursday and Friday), we brought them to the Covenant Soup Kitchen in Willimantic.
- We have noticed a steady increase in the need for food bank assistance.
- The volunteers work at the food bank 6 hours a week; Thursdays from 4:00-6:00pm and Fridays 9:00am – 1:00pm.
- There is a total of 10-15 appointments every week. Food bank frequency is determined on a case-by-case basis.



The Coventry Elementary School student council had a toiletry drive for Human Services and dropped off hundreds of toiletry items on April 11th.



The Second Congregational Church also dropped off toiletry donations on April 11th.

Services and impact

- We completed 7 primary intake forms with new clients. 6 of them inquired about food bank assistance and 1 inquired about rent assistance.

Clergy Fuel Assistance

- We assisted 2 households with emergency fuel refills.

Special Needs Assistance

- We assisted 10 families:
 - 1 eviction prevention totaling \$3,000.00
 - 1 car repair and 4 gas/food cards totaling \$3195.41
 - 2 rental assistances totaling \$2,400.00

Programs

- The Senior Farmers Market Nutrition Program (SFMNP) began during the first week in June. The Human Services Coordinator distributed 7 benefit cards in the month of June.
- The Human Services Coordinator has been completing Renters Rebate applications. The majority of them are from Orchard Hill, which includes around 80 residents.
- We began promoting to our clients and Orchard Hill residents about the Mobile Veterinarian Clinic on September 12th.

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 was 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. 



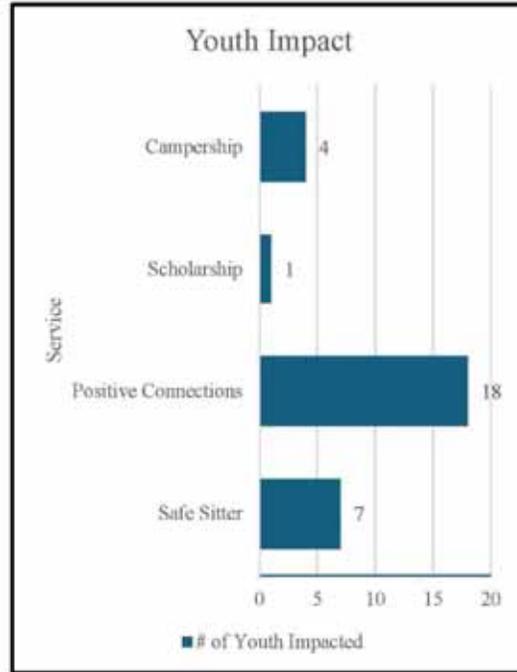
Safe Sitter

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

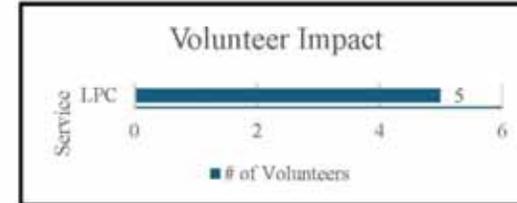


Local Prevention Council (LPC)	YSC recruited 5 members, including representatives from Booth & Dimock Memorial Library, Coventry Fire/EMS, Coventry PD, SERAC, and EHHD.
Prevention Day in the Park	The LPC will be holding a community resource fair on May 29 th from 4 PM – 7 PM. The YSC engaged 12 community 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 SENIOR CENTER - QUARTERLY REPORT APRIL, MAY, JUNE 2025



Rowing 101 Series: Collaboration with Coventry Lake Community Rowing in June

1. PROGRAM ACTIVITY

Classes/Workshops/Leisure	Event Participation
*Jewelry Group (4), *Crocheting & Knitting (4), Sewing Group (51)	59
<i>*In June, the above programs moved to a new program entitled Sewing Etc. due to a low attendance in each.</i>	
TOTAL	59

Fitness

Chair Yoga (Mondays)	110
Strength & Conditioning (Tuesdays) In June, our instructor gave her resignation, and we will be seeking a replacement	69
Tai Chi (Wednesdays)	76
Strength & Balance (Thursdays)	126
Cardio Drumming (1 st & 3 rd Fridays)	12
Fitness Room (Daily)	272
TOTAL	665

Recreation/Entertainment

Bingo (50), Book club (9), Chess Group (4) Mahjongg (69), Writings & Ramblings (4) Writings & Ramblings (program postponed til fall due to low attendance)	136
TOTAL	136

Social Activity/Event Highlights

Out to Lunch Bunch (17), Computer Time (3), Jam Band Session (x2 month) 61 Cornhole (program postponed til fall due to low attendance)	81
Socialization	7
TOTAL	88

Personal Care

Massage Therapy (1x month) In May, 1 of our 2 massage therapists gave her resignation, we are looking to fill the vacancy.	12
Haircuts (Monthly)	18
Footcare with Foundations Footcare (Monthly)	35
Grief Support (2x per month)	36
TOTAL	101

Special Events

Cardmaking	8
Field Trip Woodland Gardens & Silk City Coffee April 16	Cancelled due to a lack of participation
AARP FREE Tax Aide Program April 4 (4 th event date)	16
AARP Safe Driving Class	16
Plant Swap May 30	4
Coventry High School Jazz Band	Cancelled
AARP CT – You and the Caregiving Journey: Tips, Resources and Self-Care May 20	Cancelled due to a low attendance
Rowing 101 – collab with Coventry Lake Community Rowing June 5, 12, 19	12
Rowing 201 collab with Coventry Lake Community Rowing June 6	Cancelled due to low attendance
Eastern Highland Health District Presentation Blood Pressure Monitoring Class June 16, 18, 23, 25	12

Beginners Mahjongg Class – 4 part series June 9, 16, 23, 30	15
Field Trip – Logee’s Greenhouse	3
Thorton Brook Trail Hike	5
TOTAL	91
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	1140

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 **6** individuals 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 **0** applications.
- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **8 (new and repeat)** individuals in need of help for seniors or individuals with disabilities. This included referrals to the Elderly Protective Services, 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: **345** 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 Spring Newsletter
- Social Media: The Senior Center Facebook Page currently has **789** 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.
- **Volunteer Management-** Senior Center Volunteers gave **87.50** volunteer hours of service this quarter (87.50 hours x \$16.35 (min wage) = \$1,430.62 salary savings) Betsy Fitzgerald (**81.50**), Penny Whitaker (**6 hrs.**) This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

4. PROFESSIONAL DEVELOPMENT:

Senior Center Coordinator

4/10/25 ~ Farmers Market Nutrition Program via Zoom

6/6/25 ~ Annual CASC (CT Assn. of Senior Center Professionals) Meeting – Aqua Turf, Southington, CT

5. DEPARTMENT UPDATES:

4/1/25- 6/30/25 ~ With the absence of a Senior Center Assistant; a hiring/spending freeze implemented by the Town, program offerings were reduced this quarter. During this time, the Transportation Coordinator took on an additional ½ day to assist with office coverage.

**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.**

BY THE #5

Coventry Parks and Recreation serves hundreds of residents and nonresidents. Here is a look at the numbers from April – June:

PROGRAMS

- 44 Programs
- 453 program participants

RENTALS

- 34 Lodge rentals
- 49 Millbrook Place rentals
- 23 Creaser Park rentals
- 2 Lisicke Pavilion Rentals

SOCIAL MEDIA

- 35 Unique Facebook posts
- 9,300 Highest Single Post Reach
- 16,700 Total Post Reach
- 1,100 Post Interactions
- 3,083 Page Followers
 - 27% Increase in FB Followers

Before/ After School

- 118.5 hours of childcare provided
- 1,150 snacks served
- 9 local high school/college age staff employed
- 21 avg. pm attendance
- 18 avg am attendance

SUMMER CAMP

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



PARKS & RECREATION QUARTERLY REPORT: SPRING 2025

APRIL - MAY - JUNE

COVENTRY FIREWORKS

On Saturday June 28th, for the second year in a row, the Coventry Fireworks were a great success! **Thank you to the fundraising team:** Tim Ackert, Michael Taylor and Malcolm Gill. The park opened at 6pm and Nightshift entertained the crowd with classic hits. The rainy weather held off and the fireworks launched just after 9pm for a spectacular 20-minute show. Approximately 5000 people viewed from Patriots Park and many other from boats and homes around the Lake.

THANK YOU to Coventry CT Cares for coordinating Food Trucks! Thank you to Lizzie's Catering, Yummy Food Wagon, Twin Beaks Fried Chicken, Creamery Brook Bison and Kona Ice for attending.

Platinum Sponsors: Lakeview Restaurant (Agio Saranda LLC), Coventry Dunkin Donuts (Derek Pacheco), Taylor Family Trust, Yankee Oil

Gold Sponsors: Bidwell Enterprises LLC, Marcia Krajewski, Waterfront Heights Association

Silver Sponsors: Ackert Electric, Champagne Family, Coventry Lions Club, Crossen Builders, Malcolm Gill, Jeffrey Gordon, Heart Builders and Remodelers, Wicked Slice

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

A special thank you to Chief Myer and Chief Peterson and the Fire/Traffic/Police staff and volunteers for making this safe event! A special thank you to DPW Staff for getting the park ready for the event and cleaning up at the end of the night!

SAVE THE DATE FOR NEXT YEAR! June 27, 2026!



COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director

Megan Yanez, Assistant Director

Josh Anderson, Recreation Assistant/Camp Director

Yasmine Forte, Seasonal Office Assistant

www.coventry-ct.gov



CAMP WANGUMBAUG

Camp Wangumbaug returned for the 2025 summer season on June 23rd with a full roster of campers in grades K-8! Capacity was increased from 92 campers in Summer 2024 to 104 campers in Summer 2025. Staff participated in several hours of training and preparation in early June including Mandated Report Training and Medication/Epi Pen Training.

Recreation Assistant, Josh Anderson transitioned from After School Site Director to Summer Camp Director and Jill Ciccarelli returned for her second summer this year as the Assistant Camp Director.

NEW PROGRAMS

Coventry Parks and Rec continues to offer new programs every season.

Adult Softball- This spring a resident reached out with an idea we had also been discussing the office, ADULT SOFTBALL! The co-ed program filled quickly with 40 players taking to the field on Friday nights.

Bonus Days- Hearing requests from parents we offered a 3 day bonus session of Camp W June 16 – 18 before camp officially started on June 23rd. The program filled with 40 campers and was a great mini start for camp staff.

FACILITY IMPROVEMENTS

MILLER RICHARDSON:

In April, All Seasons Landscaping finished up the Miller Richardson Park Project just in time for Coventry Baseball and Coventry Softball to join together for their first ever Coventry Little League Opening Day on April 26th. Over 300 Coventry families came out for a beautiful Opening Day!

Thanks to Town Engineer, Todd Penney and DPW Director, Bill Watkins and the DPW Team for getting the Park ready for Opening Day.

CREASER PARK:

Ackert Electric repaired the electrical lines and restored power to the Creaser Park pavilion.

LISICKE BEACH:

Thank you to Girl Scout Troop 65444 for building and installing the beach toy bin at Lisicke Beach. Coventry residents donated beach toys to stock it for the summer.

BEACHES OPEN

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

In May & June, 612 resident beach stickers were sold at both the Parks and Rec Office and Lisicke Beach, a 16% increase from May & June 2024.

In May and June Lisicke Beach had over 1,550 visitors with the busiest days being June 19th & June 24th with 180 visitors. In May & June 269 daily passes were sold at Patriots Park.



PICTURES FROM SPRING



Camp W Staff



Camp Staff Teambuilding



Food Explorers @ Mill Brook

Beach Toy Bin from Girl Scouts



06238

Booth & Dimock Memorial Library

Quarterly Report

April 1, 2025 – June 30, 2025



- I. *Circulation* – Items that have been checked out, renewed, or loaned/borrowed through inter-library loan.
 - Total – **19,161**
 - Type (included in total)
 - Books & Serials – **14,120**
 - Video – **989**
 - Audio – **252**
 - Electronic – **3,402**
 - Other – **398**
 - Age (included in total)
 - Adult – **6,589**
 - Young Adult – **997**
 - Children – **8,070**
 - Not Assigned – **103**
 - Inter-Library Loan (included in total)
 - Borrowing – **1,720**
 - Lending – **1,203**

- II. *Library Visits* – People walking through the door as tallied by an automatic door counter.
 - **8,092**

- III. *New Library Cards* – Individuals who registered for a Coventry library card for the first time.
 - **105**

- IV. *Reference* – Questions staff answered regarding library services, library catalog, local area, research, genealogy, homework help, and more.
 - **2,054**

- V. *Internet* – Use of library wi-fi and desktop computers.
 - Desktop Computers
 - Total Users – **397**
 - Wi-Fi
 - Total Sessions – **22,306**
 - Total Devices – **703**
 - Average Daily Devices – **32**

- VI. *Programs* – Events, activities, workshops, or lectures offered by the library.
 - Programs Offered – **64**
 - Participants – **1,684**

- **264 attended the Library's annual Ice Cream Social on June 11 at Creaser Park. Thanks to Coventry Parks & Recreation for use of the park and Coventry Public Market for donating the delicious ice cream!**

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

- Facebook
 - Posts – **62**
 - Views – **39,010**
 - Reach – **29,972**
- Google Profile
 - Searches – **1,264**
 - Business Profile Interactions – **1,475**
 - Website Visits from Profile – **1,056**
- Website
 - Unique Visits – **4,426**
 - Page Visits – **9,236**

VIII. *Library Facilities*

- Chiller was serviced and turned on for the season.
- HVAC controls conducted routine maintenance and service.
- The Library dehumidifier drain clogged (as it has in the past). Manny Rodrigues showed staff how to unclog it, and care instructions have been passed on to CPW.
- Outback Landscaping planted new shrubs and mulched around the building.
- UConn Master Gardener Joann Tedford organized a revival of our rain garden, which is now an official Master Garden site.

IX. *Library Staff & Professional Development*

- Manny Rodrigues retired from his position as Custodian at the end of June after 12 years with the library. Thank you, Manny!
- Library Director Margaret Khan attended Bibliomation's Finance Committee meetings on April 8 and May 13.
- Adult Librarian Jennifer Chretien attended the Simon and Schuster 2025 summer preview on April 9.
- Margaret attended an information session on CT Paid Leave through CLC on April 16.
- Margaret attended CLA's monthly meetings on April 17, May 15, and June 18.
- Margaret attended Bibliomation's Regional Member Meeting at Somers Public Library on April 22.
- Head of Children's Services Christa Kiedaisch attended the "All Things Tonies" workshop through CLC on April 24.
- Margaret attended the Connecticut Library Association's annual meeting on April 28 and 29 at Mystic, and presented the association's annual budget report on April 28.
- Margaret attended the Connecticut Education Network's Annual Conference in Hartford on May 7 and 8. She presented with colleagues from Stratford, West Haven, and Fairfield on e-governance in the library setting.

- Jennifer attended a meeting on materials acquisitions through CLC on May 8.
- Jennifer attended a Summer Preview through Penguin Random House on May 8.
- Jennifer participated in a weeding workshop through the State Library on May 13.
- Margaret attended an America 250 CT committee meeting on May 13.
- Jennifer attended an information session on book vendor Ingram through CLC on May 13.
- Christa, Kayla and Margaret completed Youth Mental Health First Aid training on May 21 and May 22. Training was organized by Coventry Human Services and was free to library staff!
- Head of Teen Services & Technology Kayla Fontaine attended Youth Services Critical Conversations hosted by the State Library on May 23.
- Library Assistant II Aubrey Bond attended an Outreach Roundtable through CLC on June 10.
- Margaret attended an HR webinar about the first 90 days of employment through CLC on June 12.
- Christa attended a two-part series called "Equity in Action" through the State Library on June 16 and 23.
- Christa attended a workshop on using sign language in storytimes on June 18.
- Margaret attended Bibliomation's Annual Meeting on June 26 at the Douglas Library in Hebron.

X. *General Updates*

- The Library closed out their Library Transforming Communities Grant through the American Library Association. New furniture, including a sound-reduced study pod and alternative seating, have been added to the library. Large print books and memory kits were purchased and added to circulating collections. All full-time staff completed ALERT training through Therapy Works.
- The Library was awarded a \$3,000 grant through the Dollar General Literacy Foundation to support our 2025 children and teen summer reading programs!
- The Teen Center was awarded a \$4,000 grant through the American Savings Foundation for a "Teens Build PC" program which will be administered by Kayla.
- Christa has purchased Tonieboxes and Tonies for circulation in the children's department. The Toniebox is a screen-free interactive speaker meant for children to use independently. Through the different Tonie figures, kids can listen to stories, dance to songs, and even be led through activities like yoga! The Toniebox has been proven to reduce screen time, raise children's confidence, and improve early literacy. It's specially designed for children to be able to use completely on their own without the help of a caregiver.
- The Library is collaborating with Coventry Human Services on a drug and alcohol prevention initiative. The Library participated in Prevention Day in the Park on May 29, and helped to organize a Prevention Education Series which took place on June 11, 18, and 25. Additionally, prevention kits are available and can be checked out from the library.
- The community room was used 13 times by outside groups.



Clockwise from top left: Children and caregivers enjoy the new playroom after rearranging the children's room; Kayla and Aubrey tabling at Prevention Day in the Park; Participants at Little Leaps Dance program, funded by the Dollar General Literacy Foundation Grant.

PUBLIC WORKS DEPARTMENT
Quarterly Report
April, May, June 2025

STAFF

Director of Public Works/ Tree WardenWilliam Watkins
Administrative SecretaryDianna Grindle

Highway/ Roads Crew LeaderCharles Harakaly
Facilities Crew LeaderColin Dunnack

Public Works Maintainer IIIClifton Labrec
Public Works Maintainer IIIMonica Bragdon
Public Works Maintainer IIILee Davey
Public Works Maintainer IIRichard Watts
Public Works Maintainer IIJohn Hoffman
Public Works Maintainer IIEric Hurlburt
Public Works Maintainer IIMichael Mangiafico
Public Works Maintainer IITroy Stout
Public Works Maintainer IIDavid Mortimer
Public Works Maintainer IMark Jaworski
Public Works Maintainer IChristopher Cefaratti
Public Works Maintainer IMatthew Anderson
Public Works Maintainer I/CustodianDanielle Baker

Lead MechanicRobert Maxwell
Mechanic IIErik Johansen

WWTP OperatorMichael Ruef
Assistant WWTP OperatorCharles Grossmann

P/T Transfer Station OperatorAlex Grossmann

Cemetery SextonRichard Mindek

Town EngineerTodd 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 50 trees by private contractors. The public works crew responded to multiple after-hours emergency calls for down trees and branches blocking roads.

During the month of June, a new tree complaint list totaling 30 locations was compiled awaiting funding.

Fleet

The shop performed routine maintenance on vehicles and equipment. 2 trucks were tagged out of service. One has a blown motor that the shop will plan to replace in the new fiscal year. This is roughly a \$8000 repair. The second truck is a mason dump truck that has floorboards, and the dump body rotted out. This truck is at the end of its useful life and will not be repaired.

Administration

Conn OSHA showed up on May 8th for a random inspection of Town facilities including, Town Hall, Town Hall Annex, Police Department, Senior Center, Lodge, Community Center, Public Works, Transfer Station, Sewer treatment plant and both pump stations. There were a total of 76 violations and to date 55 have been corrected. Work is ongoing to correct the remaining 21 violations. The total proposed penalty amount was \$12,800 and at the Informal Hearing it was reduced to \$6400.

There was one internal promotion of a Maintainer 2 to maintainer 3. Lee Davey was the successful candidate.

The curbside garbage and recycling contract was extended 5 years with All American Waste.

The Transfer Station contract with Casella waste was also extended 5 years and the company has committed to supply the town with dumpster covers at no cost.

The part Time Transfer Station Attendant resigned and the vacancy has been posted.

A new EV charger installed at Town Hall, funded by a grant from Eversource.

Boy Scout Evan Oulundsen installed a flagpole, patio, plantings and ash pit for flag burning at Public works as his Eagle Scout project.



The Boy Scouts held their annual flag burning ceremony at Public Works.



The town was notified by CTDOT that they will be developing plans to replace speed limit signs on rural roads. The list of identified Coventry roads is below with the information about the project.

CTDOT is Developing Plans to Replace Speed Limit Signs on Local Rural Roads Throughout Connecticut

The Connecticut Department of Transportation (CTDOT) is developing plans to replace municipally owned and maintained post-mounted sheet aluminum speed limit signs on municipally owned rural roads. All existing speed limit signs along roadways included in this project will be replaced with new, retroreflective signs to ensure proper placement and compliance with current federal guidelines.

The fatality rate on these types of roads has increased over the past 2 years. Additionally, from 2020 to 2021, 19% of all crashes were speeding related. As such, one of the State's safety initiatives is to replace speed limit signs on higher-risk rural roads to increase visibility, ensure compliance with standards, and assist with enforcement efforts. CTDOT will coordinate with the towns during the design phase. The design plans for this project are expected to be completed in October 2025 with a tentative advertising date for construction of December 2025.

It is CTDOT's policy to keep the public informed and involved when such projects are undertaken and important that the community share its concerns with us to assist in the project's development. Anyone interested in requesting information on these projects may do so by contacting Balazs Szoke, Project Manager at (860) 594-2745 or via email at Balazs.Szoke@ct.gov. Please refer to Project 0170-3756.

COVENTRY	ANTRIM RD
COVENTRY	BABCOCK HILL RD
COVENTRY	BUNKER HILL RD
COVENTRY	CARPENTER RD

COVENTRY	CASSIDY HILL RD
COVENTRY	DAVID DR
COVENTRY	DEBORAH DR
COVENTRY	GERALDINE DR
COVENTRY	GOOSE LA NO 1
COVENTRY	GOOSE LA NO 2
COVENTRY	KINGS RD
COVENTRY	LANCASTER RD
COVENTRY	NATHAN HALE RD
COVENTRY	OLD EAGLEVILLE RD
COVENTRY	PARKER BRIDGE RD
COVENTRY	PUCKER ST
COVENTRY	RIDGEBROOK DR
COVENTRY	RILEY MOUNTAIN RD
COVENTRY	SKINNER HILL RD NO 2

Road Crew

The crew performed routine road maintenance during the quarter 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
- Street Sweeping

Spring construction work started with catch basin repairs and curbing repairs at various locations.

A drainage project was completed on Lathrop Dr in preparation for paving. A 400 ft of 15inch drainpipe was installed along with a 6-inch underdrain pipe. There were 5 catch basins that were repaired and new tops installed. This was followed by full depth reclamation and 3 inches of asphalt. New curbing was installed where needed and road edges backfilled with topsoil and seeded.

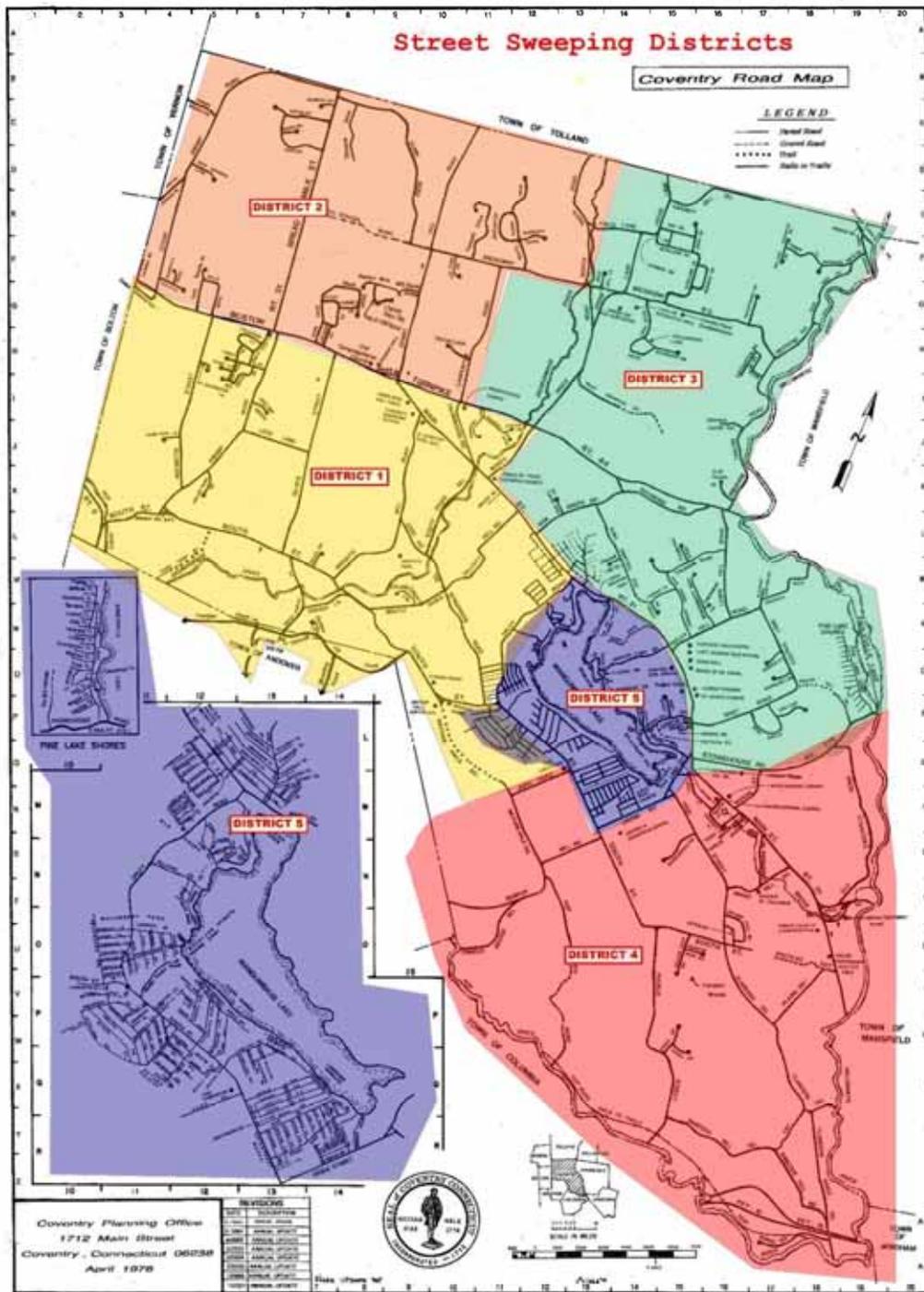
Grounds / Facilities Crew

The grounds crew performed the following:

- Equipment maintenance
- Spring cleanups started
- Sport field maintenance started
- Village planting beds cleaned up and mulched
- American flags were put up in the Village prior to Memorial Day
- High school grounds cleaned up for graduation
- 3 new tree plantings
 - 1 Cornus Aurora / Dogwood at Town Hall
 - 1 Quercus Palustris / Pin Oak at Coventry Cemetery
 - 1 Tilia americana Redmond / Basswood at Coventry Cemetery
- Osha Citation Corrections
- Eye wash stations installed as part of OSHA corrections at Town Hall DPW and Sewer Plant.

Training

- All DPW staff attended the following training courses.
 - Bloodborne Pathogens
 - Hazard Communications
 - Confined space
 - Lock out tag out
- Bob Maxwell and Charlie Grossman attended the Principals of Drainage class, hosted by T2.



TRANSFER STATION MATERIAL RECEIVED:

<u>material received:</u>											
DATE	<u>RECEIPTS</u>			EWASTE	PROPANE	BULKY	RECYCLABLE			REFRIGERANT	MATTRESS
	CASH/CK	CARD	CARD FEE		TANKS	CD/STUMPS	METAL	TIRES	LEAVES		
04/03/25	\$188.40	\$179.20	\$5.55	10	0	3460	270	0	200	11	4
04/05/25	\$375.80	\$354.40	\$10.54	20	0	7720	?	5	?	3	11
04/10/25	\$218.00	\$147.60	\$4.88	20	2	3030	690	9	260	4	2
04/12/25	\$185.00	\$110.40	\$3.32	15	0	2810	660	4	0	3	4
04/17/25	\$324.40	\$361.20	\$11.03	30	1	6870	1700	5	120	5	5
04/19/25	\$532.00	\$280.80	\$8.80	40	0	8690	?	0	?	6	8
04/24/25	\$259.00	\$130.40	\$5.00	20	4	3710	770	2	190	0	5
04/26/25	\$182.00	\$333.60	\$9.88	20	0	5350	410	0	170	4	15
Mo Total lbs.	\$2,264.60	\$1,897.60	\$59.00	175	7	41640	4500	25	940	36	54
tons		\$4,221.20				20.82			0.47		
DATE	<u>RECEIPTS</u>			EWASTE	PROPANE	BULKY	RECYCLABLE			REFRIGERANT	MATTRESS
	CASH/CK	CARD	CARD FEE		TANKS	CD/STUMPS	METAL	TIRES	LEAVES		
05/01/25	\$206.80	\$180.00	\$5.73	20	1	3700	690	1	110	2	5
05/03/25	\$541.20	\$164.60	\$5.18	25	0	6280	890	8	105	2	4
05/08/25	\$336.80	\$431.40	\$13.02	15	0	7590	220	9	740	3	2
05/10/25	\$185.60	\$287.40	\$8.38	15	1	5340	60	8	130	0	6
05/15/25	\$260.00	\$237.80	\$7.54	15	0	4530	490	10	40	2	12
05/17/25	\$321.50	\$203.20	\$196.57	20	2	5050	?	9	?	6	8
05/22/25	\$94.00	\$320.00	\$9.24	15	5	4250	820	0	0	0	2
05/24/25	\$396.00	\$240.60	\$7.46	20	1	7200	?	7	?	5	12
05/29/25	\$525.00	\$509.80	\$15.64	20	0	10420	540	4	240	4	10
05/31/25	\$852.60	\$385.80	\$11.23	20	0	15290	910		100	2	10
Mo Total lbs.	\$3,719.50	\$2,961.40	\$279.99	185	10	69650	4620	56	1465	26	71
tons		\$6,960.89				34.825			0.7325		
DATE	<u>RECEIPTS</u>			EWASTE	PROPANE	BULKY	RECYCLABLE			REFRIGERANT	MATTRESS
	CASH/CK	CARD	CARD FEE		TANKS	CD/STUMPS	METAL	TIRES	LEAVES		
06/05/25	\$218.50	\$1,127.60	\$31.43	10	0	18380	160	4	1340	10	10
06/07/25	\$509.75	\$479.80	\$15.02	20	7	9210	80	7	80	11	7
06/12/25	\$230.00	\$139.40	\$4.37	10	0	2640	160	4	70	6	6
06/14/25	\$310.00	\$465.00	\$13.74	15	12	8680	370	7	0	4	5
06/19/25	\$660.00	\$539.20	\$15.53	20	3	10440	?	4	?	3	9
06/21/25	\$607.20	\$581.20	\$17.19	20	1	12610	420	0	0	7	10
06/26/25	\$271.00	\$174.20	\$5.28	20	0	3890	270	1	0	6	5
06/28/25	\$298.00	\$529.40	\$16.18	20	6	8310	370	1	0	9	7
Mo Total lbs.	\$3,104.45	\$4,035.80	\$118.74	135	29	74160	1830	28	1490	56	59
tons		\$7,258.99				37.08			0.745		
Qtr Totals lbs.	\$9,088.55	\$8,894.80	\$457.73	\$495.00	46.00	185,450.00	10,950.00	109.00	3,895.00	118.00	184.00
tons		\$18,441.08				92.725			1.9475		

April, May, June- Customer Count:

OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS	Batteries	Fire extinguisher
Alex	22140-22153	37	8	6	15	0	0
Alex	22154-22178	70	16	9	0	0	0
Alex	22179-22194	51	9	7	5	0	0
Alex	22195-22206	42	9	3	9	2	0
Alex	22207-22231	80	14	11	0	1	1
Alex	22232-22262	96	21	10	0	0	0
Alex	22263-22276	59	9	5	6	6	
Alex	22277-22294	58	10	8	0	0	
		493	96	59	35		

OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS	Batteries	Fire extinguisher
Alex	22295-22313	59	12	7	0		
Alex	22314-22335	65	16	6	0		
Alex	22337-22359	62	11	12	0	2	
Alex	22360-22371	47	6	6	0	4	
Alex	22372-22392	56	12	9	0	2	
Alex	22393-22413	72	13	9	0	1	
Alex	22415-22425	37	6	6	4	1	2
Alex	22426-22450	72	19	9	2	1	
Alex	22451-22486	74	20	16	7		
Alex	22487-22505	?	11	8	0	0	
		544	126	88	13		

OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS	Batteries
Alex	22506-22529	74	10	14	0	0
Alex	22532-22566	82	20	17	0	
Alex	22567-22583	47	12	5	0	
Alex	22584-22603	51	9	11	0	
Alex	22604-22633	65	20	10	0	
Alex	22635-22673	84	25	14	0	
Alex	22675-22690	47	12	5	0	
Alex	22691-22722	74	16	16	0	4
0	0	524	124	92	0	
		1561	346	239	48	

TRANSFER STATION MATERIAL TRANSFERRED

material transferred:				1st month	2nd month	3rd month		total for
				Apr	may	june		quarter
Casella Waste - Bulk (cd) ton				50.94	40.54	51.99		143.47
Casella Waste - Bulk (brush) ton								0
Casella Waste - Recycling (metal) ton				13.15	13.97	9.61		36.73
Casella Waste - Single Stream ton				2.83	5.19	4.54		12.56
Casella Waste - msw ton								0
Take2 - refrigerant units				29	81	29		139
Take2 Recycling - electronics (CED) lbs.				2727	2647	3,242		8616
Take2 Recycling - (non) lbs.				2206	2741	1,864		6811
Take2 Recycling - uw lamps lbs.				0	0	281		281
Take2 Recycling - uw batteries lbs.				0	0	0		0
N 'n M Recycling LLC - propane tanks - each					80			80
N 'n M Recycling LLC - fire extinguishers - each					1			1
Don Stevens Tire - each				91		117		208
								0
Midstate Batteries						63		63
PaintCare - lbs.				1600	1500	1500		4600

WPCA 2025 2nd Quarter Report: April, May, June

Route 44 Sewer Expansion:

- This sewer expansion project will facilitate redevelopment of 21 properties on Route 44 near the Bolton Town line.
- We are evaluating project costs vs potential benefits.

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 evaluated 4 comparable machines. Structural engineering is being performed.

Sewer System Capacity:

- The basins at the treatment plant have reached their capacity. We need to wait for at least one of them to dry out so we can perform maintenance but they keep filling with rainwater.

Wastewater Management Plan:

- The Wastewater Management 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.
- Our next step is completing an Environmental Impact Evaluation which will take about one year.