

# TOWN OF COVENTRY

## QUARTERLY REPORTS



July – September 2025

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*Cover image: The Arts on Main event, held in Historic Coventry Village on September 20, 2025, always sparks enthusiasm and creativity. Photo by the Coventry Arts Guild.*

**Finance Department  
Quarterly Report  
Covering Period 7/1/2025 – 9/30/2025**

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

A significant portion of the quarter has been focused on closing fiscal year 2024/25 and preparing for the annual audit. Extensive reconciliation work was needed for capital projects, grant funded projects and all Board of Education accounts. This work will continue into next quarter. Producing the Annual Comprehensive Financial Report requires all funds to be analyzed and prepared on a Generally Accepted Accounting Principle's (GAAP) basis. Additional yearend entries include booking receivables, deferring revenues and accruing expenses.

The final analysis of the HVAC project and funding was completed. We continue to work with the Board of Education on documenting and requesting the balance of grant funds for several school building projects. The preparation of an Offering Statement for the sale of Bond Anticipation Notes was completed for a Note sale in August.

Meetings Attended:

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

## **Assessor Quarterly Report July to September 2025**

### **July 2025**

July is always a very busy month for the Assessor's Office, in conjunction with the Tax Collector's Office, as all tax bills are out and due. This month is generally, "All hands-on deck" because of volume.

The majority of taxpayer inquiries, both at the counter, on the phone, and via email are for motor vehicles no longer owned and how to get them off the grand list. These corrections include vehicles sold, traded-in, total loss insurance claims, theft, and for people who moved to another state and have registered their vehicles in that new state. Most of these require a prompt correction to the grand list to reduce a taxpayer's bill so that they pay the correct amount and avoid making an overpayment that then would have to go through the abatement process.

There were also many other inquiries regarding assessment/billing for Real Estate, particularly this year following the October 1, 2024, Revaluation project. Daily inquiries also continue for Personal Property accounts, name changes, map issues and other matters not directly related to the July bills, typical of most months in any year.

This year the office was challenged by an accident causing the assessor to be out on medical leave for a ruptured Achilles tendon. Our new hire for the position of Assistant to Assessor started on June 16<sup>th</sup> and the assessor was out starting June 25<sup>th</sup>, that was seven days together with the new employee, before that employee was faced with and very admirably met the challenges due to volume of July in a new environment, and without the assessor in the office. We were very lucky to have hired Jason Walton, who came in with some experience in an assessor's office prior to starting in Coventry. Of note, the assessor was available to Jason daily and spoke multiple times most days, but in no way could assist in the office.

### **August 2025**

In August we worked with our new Administrative System vendor, Quality Data Services, to prepare our personal property list and declaration forms for printing and mailing in September. This process includes ongoing discovery (limited this year due to staffing issues) and investigating information from many sources such as Town Clerk's records, Secretary of State Look-up for Limited Liability Corporations and other entities, social media and other advertisements.

### **September 2025**

We have approximately 700 personal property accounts, the mailing list was finalized, and updated declarations were printed then mailed mid-month by our vendor. These are due back to this office by November 3 this year due to November 1 (the normal filing deadline) falling on a weekend, in order to avoid a twenty-five (25) percent assessment penalty. As a reminder, an extension to file is available, but must be requested in writing by the November 3 deadline.

The Board of Assessment Appeals met on September 18, 2025. One appellant appealed for two motor vehicles, both appeals resulted in no assessment change. The appeals were based on market value for

having a “salvage” title. With the October 1, 2024 law change in motor vehicle values being based on Manufacturers Suggested Retail Price (MSRP), the only basis for appeal is in appealing the MSRP used. This value would have been set before any vehicle may have been totaled and a Salvage title available.

The State report for Reductions to Elderly Homeowners Claim for Reimbursement was filed with the Office of Policy and Management.

The PA 490 filing period began on September 1st and continues to October 31<sup>st</sup>.

The Assessor’s Office calendar presents tasks that change from month to month with many application periods and due dates throughout the year. Each month with its own requirements, including mailing dates, and due dates. This includes many state reports for every program. This makes each quarter different from the last.

**OFFICE OF THE COLLECTOR OF REVENUE**

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

Date: July 11<sup>th</sup>, 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 6<sup>th</sup>. 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**

		<b>Property Tax</b>	<b>Interest</b>	<b>Liens &amp; Costs</b>	<b>Total</b>
<b>Grand List</b>	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
<b>Current</b>	2023	273,899.72	32,475.17	342.00	
Current SMV		<u>31,193.20</u>			
<b>Totals</b>		<u>452,415.53</u>	<u>97,850.87</u>	<u>1,518.00</u>	<u>551,784.40</u>
<b>Current 110</b>	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>
<b>COVRA</b>				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>			
		<b>Total</b>	<b><u>\$679,720.85</u></b>		-

# OFFICE OF TOWN CLERK

Lori Tollmann  
Town Clerk

Brooke R. Manning  
Assistant Town Clerk

Lori Beecher  
Assistant Town Clerk

## QUARTERLY REPORT JULY 1 – SEPTEMBER 30, 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 assisting in the administration of elections, filing and maintaining all land records, maps, vital statistics, agendas and minutes of all Boards and Commissions, registering veteran's discharges, trade name certificates, liquor permits, Notary Public appointments and issuing marriage, sports and dog licenses.*



### Recording & Licensing



#### Receivables & Revenue:

- ✓ The Clerk's Office collected **\$400,681.45** this quarter, of which the Town retained **\$112,550.71**



Activity	Volume	Revenue
Total Documents Recorded	588	\$20,753.00
Local Conveyance Recorded	82	\$81,833.21
Copies	2,636	\$2,636.00
Trade Name Certificates	4	\$80.00
Liquor Permits	4	\$80.00
Burial/Cremation Permits	13	\$65.00
Marriage Licenses Issued	16	\$256.00
Vitals Copies	76	\$2,135.00
Notary Fees & Renewals	61	\$450.00
Dog License Fees	244	\$247.50
Maps Filed	4	\$80.00
Fish & Game License & Permit Fees	48	\$24.00
Conveyance fees	133	\$82.00
PA-490	0	0
PA-146 Clerk	575	\$830.00
PA-05-228, 09-229, 11-201 & 13-247 LOCIP*	575	\$1,245.00
PA-05-228, 09-229, 11-201 & 13-247 Clerk*	575	\$1,754.00
Miscellaneous/Unanticipated		0
<b>Town Clerk Revenue Transferred to Treasurer:</b>		<b>\$112,550.71</b>

**Land Record Fees changed July 1, 2025, with HB 7087**

Non-Nominee Recording fee changed from \$60 to \$70 (first page and \$5 each page after)

State receives \$44                      Town receives \$16

Nominee (mortgage) recording fee changed from \$159 to \$160(first page and \$5 each page after)

State receives \$110                      Town receives \$50

Nominee (release/assignments) recording fee changed from \$159 to \$160 (no charge for any additional pages)

State received \$127                      Town receives \$33

\*These fees are collected, combined and remitted with three respective reports to the State of Connecticut.

**State Fees Collected and Remitted:** The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue for the Town of Coventry, and remit these fees to various state agencies. For this quarter, \$288,130.74 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 05-228, 09-229, 11-201 & 13-247	\$33,503.00
Marriage Licenses	544.00
Fish & Game Licenses	662.00
Historic Preservation PA-146	3,320.00
State Conveyance Tax	247,473.74



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

	Dog License Fee	Surcharge
July – Sept.	\$2,008.00	\$620.00

For this quarter, \$288,130.71 in fees was remitted to the State.

**Meetings**

No meetings during this quarter.

**Staffing Updates/Activities**

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

The Office also attended the Connecticut Town Clerk's Fall conference in September 2025.

Participated in our new election software training for ES&S.

# **COVENTRY REGISTRAR OF VOTERS**

**July 1, 2025 – September 30, 2025**

## **Quarterly Report**

### **STAFF**

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

### **STAFF NEWS**

In an effort to insure that the Registrars Office is always staffed, the Registrars have appointed two assistants to learn the job responsibilities. Sharon Powers and Maureen Kearney have been coming into the office once a week to be trained on the Connecticut Voter Registration System and to learn the tasks associated with the running of the office. Once they are comfortable with the operations of the office, they will be coming in to work once a month in order to keep up with any changes.

### **ELECTIONS**

The Registrars Office has been very busy preparing for the November 4, 2025 Municipal Election. We have been answering phone calls regarding voter status as well as handling all the changes and additions from DMV. The office will be set up for Early Voting and Same-Day registration.

## **POLLING LOCATIONS**

The November 4, 2025 Election will be held at Coventry High School located at 78 Ripley Road. Both Districts 1 and 2 will be voting at that location. Early Voting for the November Election will be held in the Registrars Office located in the Town Hall at 1712 Main Street. Days and hours for Early Voting are listed below:

Monday through Sunday from October 20 through November 2, 2025 -

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

**EXCEPT** Tuesday October 28, and Thursday, October 30

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

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**1<sup>ST</sup> QUARTER**  
**JULY, AUGUST, SEPTEMBER 2025**

The Building Department issued one (1) permit for a new home this quarter.

<b>NEW HOUSE PERMITS ISSUED FISCAL YEAR 2025-2026</b>	
<b>NEW HOUSE PERMITS ISSUED FOR THE 1st QUARTER 2025- 2026 FISCAL YEAR</b>	
<b>ADDRESS</b>	<b>DATE</b>
25 Wolf Hill Road	7/17/2025
None for August	
None for September	

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

<b>CRUMBLING FOUNDATION PERMITS ISSUED FISCAL YEAR 2025-2026</b>	
<b>CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 1st QTR 2025-2026 FISCAL YEAR</b>	
<b>ADDRESS</b>	<b>DATE</b>
30 Harriet Drive	7/7/2025
773 Wrights Mill Road	7/23/2025
57 High Meadow Lane	8/14/2025
87 Springdale Avenue	9/2/2025

New homeowners are happily settling into ten (10) newly built homes.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 1ST QUARTER 2025-2026 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
396 Goose Lane	7/17/2025
116 Wolf Hill Road	8/12/2025
65 Wolf Hill Road	8/13/2025
41 Lombard Drive	8/15/2025
91 Whites Hill Road	8/26/2025
57 Carver Lane	9/11/2025
75 Wolf Hill Road	9/15/2025
207 Lakeview Drive	9/16/2025
163 South St Ext.	9/24/2025
30 Carnic Alps Road	9/30/2025

Homeowners achieved new peace of mind for five (5) foundation replacements that were issued a Certificate of Occupancy for their completion this past quarter.

<b>CRUMBLING FOUNDATIONS ISSUED CO's 1ST QUARTER 2025-2026 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
89 High Meadow Lane	7/14/2025
73 Mountain Ridge Drive	7/17/2025
307 Cedar Swamp Road	8/12/2025
165 Wrights Mill Road	9/12/2025
52 Trowbridge Road	9/18/2025

**Municipal Projects:**

There were electrical upgrades completed this quarter at several town buildings including town hall, the police station, public works and the senior center. These upgrades were required to make the town buildings OSHA compliant.

**Commercial Projects:**

There was a commercial electrical permit for The Bidwell Spirit Shoppe at 1218 Main Street to wire for a refrigeration system condenser replacement. There was also a mechanical permit for the same location to install and relocate the condensing unit.

### Permits for this Quarter

PERMIT TYPES	Jul. 2025	Aug. 2025	Sep. 2025	First Qtr.
				2025-2026
Houses only	1	0	0	1
Foundation only	0	1	1	2
Condominiums	0	0	0	0
Commercial Bldg/Renov	1	0	0	1
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	2	1	0	3
Garages/Carports	0	1	0	1
Sheds/Barns	4	2	1	7
Decks/Porches	5	2	4	11
Pools	3	1	0	4
Demolition	1	0	1	2
Woodstove	1	2	2	5
Miscellaneous	39	23	21	83
Renov/Repair/Alter	7	8	6	21
Plumbing	4	5	7	16
Heating	14	19	21	54
Electric	27	18	20	65
<b>TOTAL PERMITS</b>	<b>109</b>	<b>83</b>	<b>84</b>	<b>276</b>
<b>PERMIT VALUE</b>	<b>\$2,317,208</b>	<b>\$1,301,357</b>	<b>\$1,107,994</b>	<b>\$4,726,559</b>
<b>FEES COLLECTED</b>	<b>\$28,830</b>	<b>\$16,459</b>	<b>\$14,601</b>	<b>\$59,890</b>
Certificate of Completion	59	69	84	212
C/O's - New Homes/Condos	1	4	5	10
C/O's - Other	2	1	2	5

Eleven (11) Solar permits were issued this quarter.

Six hundred thirty-three (633) inspections were completed this quarter.

Quarterly Report  
First Quarter FY 25\_26  
July 2025 – September 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 22/23 fiscal year and information regarding the department's efforts and progress toward meeting those goals.

#### ADMINISTRATION

**Goal:** *Continue to comply with CALEA and POST Accreditation standards as we move into the next four-year cycle. We are currently working on a remote assessment review.*

**Objectives:**

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

**Goal:** *Recruit, hire, and train a replacement for a full-time dispatcher/records clerk.*

**Objectives:**

- We received many applications for the position. We compiled a list of applicants and conducted interviews.
- We hired Jeffrey Boniface. Jeff is a 6-year Navy Veteran. He completed training and is doing well in his new profession.

## OPERATIONS

**Goal:** To conduct bi-annual firearms training.

**Objectives:**

- Qualify and train with our handgun and rifle.
- Discuss the use of force policy and go over any new additions to the policy.
- Inspect our weapons and daily equipment.

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

**Objectives:**

- Provide the required number of training hours to be proficient in each area.
- Discuss the policy and go over any new additions to the policy.

## SUPPORT

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

**Objectives:**

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

### Other Items of Interest:

- We continue to prepare for upcoming community events in the next quarter.
- This summer was busy with many cases that required extensive investigation.
- Full-time police dispatcher Ann Bousquet retired after serving 25 years. She will remain at the Coventry Police Department as a part-time dispatcher.
- Marine Patrol had a successful season on the lake. Marine Patrol Officer Pat Kilby received a meritorious award for rescuing four individuals whose canoes capsized. Officer Kilby has completed four seasons with us and has done great job.
- Members of the police department, along with the Coventry Fire Police, provided security and traffic control at our annual Coventry Fest/Fireworks event.

### Training during the quarter:

- Sgt. Kuhns attended a class on Criminal Statutes / Red Book Review.
- Sgt. Iger and Officer Greener attended a class on Training on Officer Liability.
- Dispatcher Katie Anderson completed a 5-week online course to become a certified police communications trainer.
- Chief Peterson and Captain Spadjinske attended legal update training (Bailey Seminar).
- Community Service/Animal Control Officer Chipman attended CT Animal Conference / CT Municipality Animal Control Officers Association.



From left to right: Officer Nick Murphy, Officer Corey Wesoloskie, Sgt. Bob Dexter, Captain Jeff Spadjinske, Officer Dan Spiewakowski, Detective Kelsey Carpenter, Sgt. Tom Kuhns, and Officer Riley Johnson. Security and traffic were in good hands for the Coventry Fest/Fireworks.



Thank you, Ann, for your years of dedicated service to the Town of Coventry. Congratulations on your well-earned retirement and best of luck in whatever the future brings.



Detective Carpenter and Officer Riley conducting a car seat clinic.



**Coventry Police Department  
Incident Analysis**

7/1/2025...9/30/2025

		Shift			
1st	2nd	3rd	Total		
305	946	657	1905		

UCR	Nature	1st	2nd	3rd	Total
001	Marine Patrol Activity	0	3	0	0
002	Beach Association Check	0	22	5	27
003	Car Seat Installation	0	1	0	1
003	Car Seat Installation	0	10	0	10
029	Disabled Motor Vehicle	5	2	11	18
13B	Assault Simple	0	1	1	2
13C	Intimidation	0	0	4	4
152	Suicide Threat/Attempt	1	1	6	8
220	Burglary	0	3	0	3
23C	Larceny Shoplifting	0	1	1	2
23F	Larceny Theft From MV	1	0	0	1
23H	Larceny All Other	0	6	1	7
240	MV Theft	0	1	0	1
2604	Fireworks/Gunshots	0	1	7	8
2608	Abandoned MV	0	1	0	1
2609	Littering	0	1	0	1
2619	Building Check	6	2	13	21
2620	Patrol Check	69	29	46	144
2621	Speed Enforcement	27	38	19	84
2622	Admin	2	29	3	34
2623	Visibility	13	11	17	41
2625	Notification	0	1	0	1
2627	School Detail/Assist	0	1	0	1
2631	Public Hazard	16	22	21	59
26A	Fraud False Pretenses	0	1	2	3
26B	Fraud Credit Card/ATM	0	7	0	7
26C	Fraud Impersonation	0	5	0	5
26E	Fraud Wire	0	2	1	3
26F	Identity Theft	0	3	1	4
270	Embezzlement	0	5	0	5
290	Vandalism	1	1	0	2
2914	Animal Complaint	9	54	26	89
2915	Domestic Bite-Person	0	1	1	2
2917	Domestic Pet vs. Wildlife	0	4	0	4
3009	Susp Person/Activity/MV	11	35	42	88
326	Illegal Parking	0	2	1	3
332	Harassment/Harassing Phone Calls	1	10	6	17
334	Untimely Death	0	4	1	5
343	MV Accident (Injuries)	1	1	4	6
344	MV Accident Evading	1	2	2	5
346	MV Accident (No Injuries)	6	15	12	33



# Coventry Police Department Incident Analysis

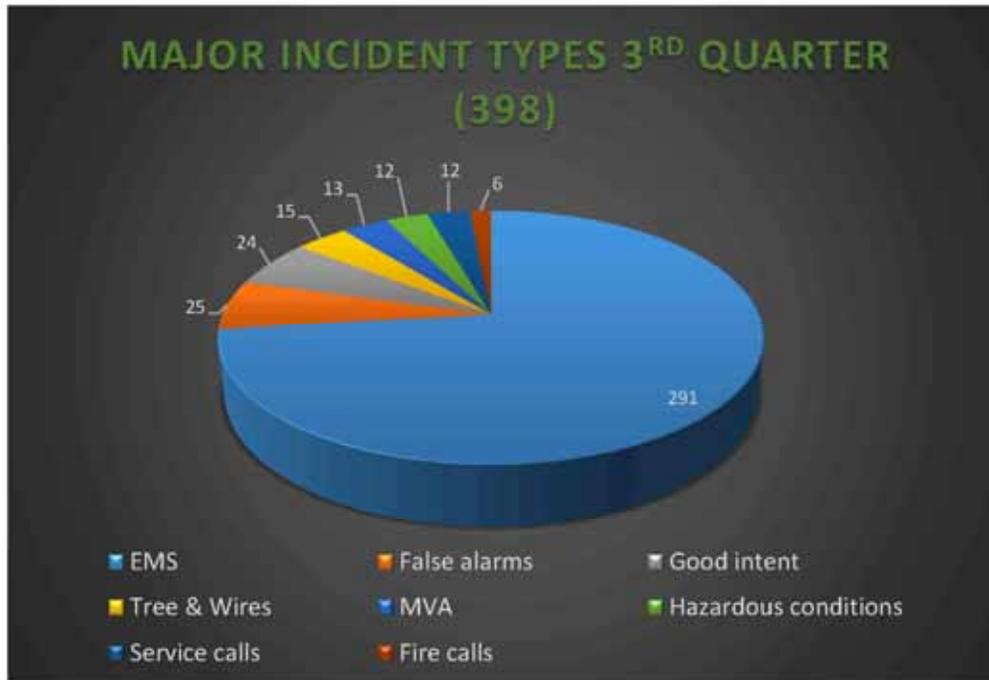
7/1/2025...9/30/2025

347	MV Accident (Private Property)	1	1	2	4
351	Alarm	13	14	11	38
353	Medical	34	97	73	204
355	MV Stop	29	124	63	216
35A	Drug/Narcotic Violation	0	1	0	1
370	Pornography	0	0	1	1
375	Routine Assistance	12	73	58	143
377	Open Door/Window	0	1	0	1
388	Miscellaneous	2	4	5	11
390	Police Information	0	5	3	8
392	METRO callout	1	1	1	3
396	Escort	1	7	2	10
398	Missing Person	0	3	2	5
399	Lost And Found	1	6	5	12
400	Family Matter - Non Arrest	2	5	9	16
401	Repossessed Vehicle	2	2	1	5
4811	Finger Printing	3	83	0	86
4858	Fire	2	7	10	19
4873	Assist Other Agency	3	13	9	25
4874	Test Ticket	1	6	7	14
520	Weapon Law Violations	0	0	1	1
82	Runaway/Non NIBRS	0	3	1	4
861	Disturbance (Non-Domestic)	0	6	10	16
863	Town Ordinance Violation	0	2	0	2
866	Noise Complaint	6	4	14	24
889	Check Welfare	3	26	18	47
890	MV Erratic Operation	5	20	28	53
891	MV Lock Out	1	2	3	6
90C	Disorderly Conduct	0	0	1	1
90D	DWI	1	4	2	7
90F	Family Offenses, Nonviolent	0	0	1	1
90J	Trespass of Real Property	0	0	1	1
90Z	All Other Offenses	1	2	0	3
911	911 Hang Up Call	1	3	3	7
Sup	Supplemental	10	82	58	150

# TOWN OF COVENTRY FIRE-EMS DEPARTMENT



## QUARTERLY REPORT July 1 – September 30, 2025



### JULY

Our department participated in the Columbia Lion's Club Fourth of July Parade, provided fire extinguisher training for the Department of Public Works staff, and took part in Heroes Day at the Coventry summer camp, where we created a water shower and brought several fire apparatuses for the kids to explore and climb in.



*Dedication – Teamwork – Respect*

## AUGUST

On August 2nd, we held our annual Awards & Swearing-In Dinner. The following members were officially sworn into their new roles:

- Captain: Alex Bohr
- Lieutenants: Robert Baral and Zachary Laskey
- Recruitment Officer: Jesse Morson
- Retention Officer: Heidi Jones
- New Members: Madison Wielock and Samantha Spector

We also recognized outstanding service with the following awards:

- Top Responder of the Year: Michael Heimer
- Fire Officers of the Year: Mark Smith and Michael Sparks
- Firefighter of the Year: Zachary Laskey
- EMS Providers of the Year: Ryan Ceritello and Aurey Cox
- Junior Firefighter of the Year: Jacob Cote

Congratulations to all who were honored. I would also like to extend our sincere gratitude to every member of the Town of Coventry Fire & EMS Department for their continued service, dedication, and commitment to our community.

We took ownership of our newest vehicle extrication tools, and the Chief represented the department at the annual Coventry Lakefront Owners event. Three live-in students started to move into station 118. Welcome aboard!



## SEPTEMBER

We started the month by participating in the annual Cardboard Boat Race with our Dive Truck and Marine 218. Chief Meyers and Chief Mancini attended a Health & Wellness Conference that provided valuable information and ideas for creating a healthier environment within the department.

Chief Figiela was instrumental in organizing members for the PJ Day filming, and Captain Hodgkins and his staff provided traffic control during the Arts on Main event. Live-in students started to cover duty shifts on the ambulance.



## ADDITIONAL

The Fire Marshal Office inspected eight (8) Apartment buildings, five (5) Businesses, two (2) camp, two (2) Group homes, three (3) public buildings and one plan review.

*Dedication – Teamwork – Respect*

## **RECRUITMENT OPPORTUNITY**

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

Respectfully submitted,



Bud Meyers  
Fire Chief/Fire Marshal  
Town of Coventry  
1712 Main St.  
Coventry, CT 06238  
860-742-1606  
[bmeyers@coventry-ct.gov](mailto:bmeyers@coventry-ct.gov)

*Dedication – Teamwork – Respect*

# Human Services Department Quarterly Report July – September 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 October – December 2025 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 the following meetings/training courses:
  - Connecticut Energy Assistance Program
  - East of the River Hunger Action Team
- The Human Services Administrator attended the following meetings/training courses:
  - CLASS
  - Regional Prevention Team
  - Local Prevention Council
  - Workers Health and Safety Committee
  - ECAN 101 Training
  - ECAN Steering Committee
  - Hate Crimes in Our Communities
  - “Even a Cactus Needs Water”
  - A Deep Dive into Trauma
  - Tri-CTY Collaborative
  - CCM’s 2025 Women in Government Summit

## **Food Bank**

- We have 1 -3 food bank deliveries a week 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 Orchard Hills senior living in town.
- We continue to see 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.
- In September, the Human Services Coordinator planned a Volunteer Appreciation Lunch for the food bank volunteers. They received a catered lunch and a gift.
- Every year, summer is the slowest time for food banks. Our food bank shelves were bare. Thankfully, community members stepped up to donate essential items after we posted our food bank need on Facebook.

### ***August and September 2025: Before posting on Facebook***



### ***After posting on Facebook:***



### **Clergy Fuel Assistance**

- We assisted 2 households with emergency fuel refills.

### **Programs**

- The Senior Farmers Market Nutrition Program (SFMNP) needed on September 30<sup>th</sup>. The Human Services Coordinator distributed 15 benefit cards in June - September.
- The Renters Rebate program ended on September 30<sup>th</sup>. The Human Services Coordinator completed approximately 80 applications.
- On September 12<sup>th</sup>, the department hosted the first Mobile Veterinarian Clinic. 27 dogs/cats received a wellness exam, vaccines, and were heartworm tested. Starting next year, this will be a bi-annual event occurring in March and September.



### **Public Relations**

- We use our town website and Facebook to stay connected with town residents, and we distribute physical marketing material within town hall, Boothe & Dimock Library, the Senior Center and the food bank.

**Youth Services Quarterly Report  
July to September 2025**

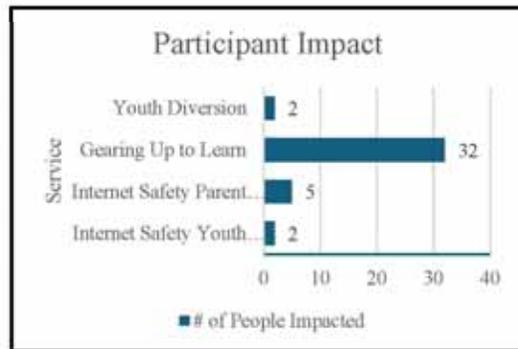
**Administrative Information**

<b>Administrative Functions</b>			
<b>Type</b>	<b>Group</b>	<b>Date(s)</b>	<b>Topic</b>
Trainings Attended	CCM	7/9/25	Understanding Domestic Violence
	DCF	9/10/25	End of Year Reporting Training
	Intercommunity	5/21/25, 5/22/25	Youth Mental Health First Aid
	Admins AUC	6/20/25	Admins Training
Presentations Made	Volunteer Recruitment at Senior Center	8/2–5/25	Recruited volunteers for CGS programs/events
Meetings Led	Local Prevention Council	9/4/25	Strategic planning
	Youth Diversion Team	8/7/25, 9/18/25	Reviewed referrals and manual updates
Community Engagement	GHR Open House	9/30/25	Tabled to provide families with information on the holiday program and adopt-a-family
External Meetings	BOE	7/8/25	Laura Zurell, Director of Pupil and Staff Support Services
	CNHMS	7/15/25	Principal Ross Sward and Assistant Principal Christian Marcinczyk
	CYSA Board	7/23/25, 8/6/25, 8/20/25, 9/17/25	Data Subcommittee
	CGS	7/30/25	Principal Jennifer Hammer
	Coventry Police Department	7/30/25	Sargeant Robert Dexter
	SERAC	8/7/25	Regional Prevention Meeting (LPC)
	CYSA	8/14/25	Statewide YDT Meeting
	Tri County Collab	9/3/25	County Diversion & Program Updates
	Booth & Dimock Memorial Library	7/24/25, 8/6/25, 8/21/25, 9/3/25, 9/9/25	Kayla Chamberlain, Head of Teen Services Jess Blier, Forensic Linguist Katie Wilt, SERAC Gambling Prevention Coordinator

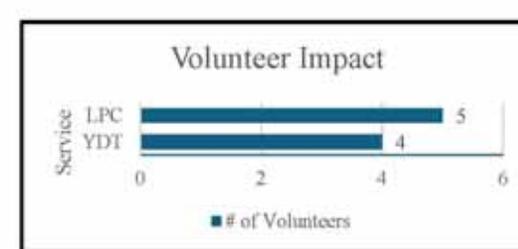
### Service Information & Impact Data

Service Development & Implementation	
Service	Update
Youth Diversion Team	YSC received 3 referrals. 2 of those cases are active and 1 is paused. We implemented restorative practices and held our first restorative circle with victim involvement with positive results.
Gearing Up to Learn	We provided backpacks and school supplies to 7 students through our application process. We provided an additional 25 students with backpacks and school supplies at Booth & Dimock's End of Summer Reading event, totaling 32.
Internet Safety Parent & Youth Sessions	YSC held a internet safety session with Kayla Chamberlain, Head of Teen Services to teach teens best practices for online safety. Jess Blier, Forensic Linguist provided parents with a presentation on how to keep youth safe online.

Services Implemented & Participant Impact		
Service	Date(s)	# of People Impacted
Youth Diversion	Ongoing	2
Gearing Up to Learn	8/22/25	32
Internet Safety Parent Session	5/29/25	2
Internet Safety Youth Session	9/10/25	5
<b>Total Youth Impact</b>		<b>41</b>



Services Implemented & Volunteer Impact		
Service	Date(s)	# of Volunteers
LPC	9/4/25	5
YDT	8/7/25, 9/18/25	4
<b>Total Volunteer Impact</b>		<b>9</b>



#### Notes

- YSC supported Food Bank and Human Services programs.
- YSC covered for Senior Center Coordinator for 4 days.
- YSC provided support to Camp Wangumbaug.

## **Coventry Rides Transportation Program July-September 2025**

# Days of Operation: 39  
# Vehicle Hours Average/Daily: 4.2  
# Miles Total: 1712

#Vehicle Hours: 164.75  
# of Individuals Riding: 25  
# of One-Way Trips: 232

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, groceries and other shopping, voting, senior workshops, Senior Center, employment, town events and entertainment.

Monthly trips to Walmart continue for individuals from Orchard Hills. The Rides program schedules one group trip per month and is currently averaging 3 people per trip. Further trips will be scheduled to other shopping plazas as the need/interest arises. Out-to-lunch occurs monthly, as well as other small group trips to area attractions. Mid July found 4 seniors on a trip out to lunch at Apollo Restaurant in Windham. Later in July 3 riders went to Colchester Fabric and dined at Harry's for lunch. At the end of July, a trip to UConn Dairy Bar was cancelled due to lack of participation. In August four riders went to lunch at Zina Cucina's in Marlborough. September out-to-lunch was at Monet's Table in Tolland, followed by ice cream in the same town. 3 participants utilized the van, and 3 others met at the restaurant.

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

# COVENTRY SENIOR CENTER - QUARTERLY REPORT

JULY, AUGUST, SEPTEMBER 2025

## 1. PROGRAM ACTIVITY

Classes/Workshops/Leisure	Event Participation
Sewing Etc.  <i>*The consolidation of the Knitting &amp; Crocheting Group, Jewelry Making and Sewing Group*</i>	91
<b>TOTAL</b>	<b>91</b>

Fitness	
Chair Yoga (Mondays)	97
FREE Video Workouts (Tuesdays) <i>Due to the absence of a fitness instructor, workout videos are provided while we seek a replacement.</i>	57
Tai Chi (Wednesdays)	87
Strength & Balance (Thursdays)	122
Cardio Drumming (1 <sup>st</sup> & 3 <sup>rd</sup> Fridays)	14
Fitness Room (Daily) <i>During the quarter both treadmills needed service/repair and were not usable starting mid-August. The participation and use of the fitness room was affected, and attendance was lower than average.</i>	66
<b>TOTAL</b>	<b>443</b>

Recreation/Entertainment	
Bingo, Book Club, Chess Group, Mahjonng	108
<b>TOTAL</b>	<b>108</b>

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### Social Activity/Event Highlights

Out to Lunch Bunch (20) Public Computers (6) Jam Band Session (53) Conversations with Town Council Chair (2) <b>Cornhole (program postponed until fall due to low attendance)</b>	81
Socializing/Just Visting	12
<b>TOTAL</b>	<b>93</b>

**Personal Care**

Massage Therapy (1x month) <b>We continue to look to fill the vacancy of our 2<sup>nd</sup> massage therapist</b>	12
Haircuts (Monthly)	17
Footcare with Foundations Footcare (Monthly)	34
Grief Support (2x per month)	36
<b>TOTAL</b>	<b>99</b>

**Special Events**

Inspirational Rock Painting July 23	8
Field Trip Colchester Fabric Mill & Lunch at Harry's July 28	3
UConn Dairy Bar July 30	4
Ice Cream Social and music by Bruce John September 25	20
Mill Brook Trial Walk September 25 (rescheduled due to rain date)	1
SNAP-Ed by UConn Ext. Office September 10, 17, 24/13	13
<b>TOTAL</b>	<b>49</b>
<b>TOTAL PARTICIPATION THIS QUARTER</b>	<b>883(July-September) 1140(April-June)</b>

*THIS TOTAL IS AN <u>ESTIMATE</u> BASED ON THE MYSENIORCENTER SWIPE CARD SYSTEM THAT DOES NOT TAKE INTO ACCOUNT PARTICIPANTS THAT MAY HAVE NOT USED THEIR CARD	
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## 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 **5** individuals (5 hours of volunteer hours) this quarter.
- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **11 (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.
- **Senior Center/Beach Parking Passes** – Senior Center patrons had the opportunity to obtain a parking pass/beach pass FREE of charge. Use of the pass for Senior Center parking and beach use at Patriots Parks was Monday-Friday, during Senior Center operational hours. These passes were provided by the Parks & Recreation Department, and a total **87** parking passes were distributed by Senior Center staff.

## 3. COMMUNICATIONS:

- Monthly Newsletter: **357** 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 Newsletter and Quarterly Report (April-June)
- **06238** Fall Publication (a collaboration with the Parks & Recreation)
- Social Media: The Senior Center Facebook Page currently has **798** followers, **9** 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 **83.25** volunteer hours of service this quarter (x \$16.35 minimum wage = \$1,361.14 salary savings) Betsy Fitzgerald (**78.25 hours**), Penny Whitaker (**5 hours**) This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

## 4. PROFESSIONAL DEVELOPMENT:

### **Senior Center Coordinator**

8/5/25 and 8/18/25 Senior Center Coordinator was part of the interview panel for the Senior Center Assistant, 1<sup>st</sup> round, and 2<sup>nd</sup> round.

#### **5. DEPARTMENT UPDATES:**

7/1/25-9/30/25 ~ This quarter began and ended with the absence of a Senior Center Assistant which has resulted in a significant reduction in program offerings this quarter. The Transportation Coordinator continues to take on additional ½ day to assist with office coverage. Overall attendance for this quarter was lower than average.

## BY THE #S

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

### BEACHES

- 3,929 residents visited the Lisicke Beach July – Sept.
- 456 non- resident vehicles entered Patriots Park during operating hours in July – Sept.
- 29 staff employed – lifeguards, gatekeepers, park maintenance

### PROGRAMS

- 7 Wellness Programs
- 15 Youth Programs

### RENTALS

- 27 Lodge rentals
- 47 Millbrook Place rentals
- 5 Lisicke Beach rentals
- 14 Creaser Park rentals

### CAMP

- 743 Total Enrollment (K – 8)
  - Avg. 120 Per Week
- 220 Program Hours
- 4 Field Trips
- 2 Carnivals
- 21 Staff Employed

### SOCIAL MEDIA

- 52 Facebook posts
- 4,569 highest Facebook post reach
- 5,385 highest post views

# 06238



## PARKS & RECREATION QUARTERLY REPORT: SUMMER 2025

JULY – AUGUST – SEPTEMBER

### Arts on Main

An estimated 750 people enjoyed a beautiful fall day on September 20<sup>th</sup> in Coventry Village – enjoying live music, poetry readings, craft vendors, face painting, art exhibits, martial arts’ demonstrations, dance performance and more.

The crowd enjoyed live music from local musicians- The Zeltones, Manos de Runba, Gio LoRicco, Jim Farley, RJ, The CHS Jazz Band and Jeff Beausoleil.

Artists Barbara and Tim Timberman offered an Interactive Children’s Art Installation for children to draw, paint and create!

The Coventry Arts Guild hosted One Act Plays and Poetry readings in Mill Brook Place.

Thank you to the event sponsors: Ackert Electric, Arbortech, Bidwell Tavern, Coventry Lions Club, CT Valley Orthodontics, Hale’s Barber Shop, Meadowbrook Wine & Spirits, Preserved Antiques, Woke Breakfast, Wasabi, Maple Brook Studio, Edmondson’s Farm, M&T Bank and Coventry Public Market.

Additional thank you to Coventry Fire/EMS, Booth & Dimock Library, CHS Music Department, First Congregational Church, Ackert Electric, Song-a-Day Music, JDM Imports, Coventry Historical Society, Coventry DPW, Can Dance Studio, Silver Dragon Tai Chi, Kobukai Jujitsu & Coventry CT Cares.



### COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director ◊ Megan Yanez, Assistant Director

Josh Anderson, Recreation Assistant/Camp Director

[www.coventry-ct.gov](http://www.coventry-ct.gov)

## Camp Wangumbaug

Summer 2025 was a great success with most weeks full with waitlists. Campers participated in field trips to Nomads, Mystic Aquarium, Storrs Adventure Park, and the Science Center. Josh Anderson, Recreation Assistant, stepped into the role of Camp Director for his second year and Jillian Ciccarelli returned as the Assistant Director after a one year hiatus. Thank you to Coventry Fire and Police for joining campers for Super Hero Day at camp!

## Program Variety

The Parks and Rec Department focuses on offering a variety of programs for all ages and interests. This summer, the Department offered a new Adult Softball Pick Up Program. Forty men and women took to the fields on Friday nights for some adults only games.

In addition to Camp Wangumbaug, we offered several specialty camps over the summer, Food Explorers, Clancy's Youth Fitness, Art Ventures and SkyHawk Sports. We also offered youth tennis lessons, youth and adult karate, youth and adult golf lessons.

If you have a talent or skill and would like to offer a class contact the Department to share your gifts and talents with the Coventry community.

## Recreation Daze

Before & After School registration opened for it's 15<sup>th</sup> year on July 1<sup>st</sup> for returning families and July 15<sup>th</sup> for new families. Josh Anderson returned as the Site Director for his third year and we welcomed back 6 returning staff and 3 new staff.

Participants enjoyed spending lots of time outside in September while the weather was still nice.

## Beaches

Summer 2025 was hot and full of thunderstorms! EHHD closed Patriots Park due to high bacteria four times for a total of 32 days. Lisicke Beach was busy with a total of 3,929 people visiting the Park during operating hours in July – September.

**NEW THIS YEAR:** A Senior Pass was offered for 7 days/week at both beaches for the discounted rate of \$10.

## Facility Updates

### PATRIOTS PARK:

In July, DPW and Parks and Rec staff worked to install a fence along the shoreline and netting across the beach to deter geese from entering the park.

### LIDLAW

DPW staff worked to prepare the site for a new shed for Coventry Soccer.

### MILLER RICHARDSON:

Vale Sports Club signed a one year field rental agreement for use of Miller Richardson Upper Field Area (football field). In August, DPW and Parks and



# Booth & Dimock Memorial Library

## Quarterly Report

### July 1, 2025 – September 30, 2025



- I. *Circulation* – Items that have been checked out, renewed, or loaned/borrowed through inter-library loan.
  - Total – **23,071**
  - Type (included in total)
    - Books & Serials – **17,534**
    - Video – **1,084**
    - Audio – **192**
    - Electronic – **3,726**
      - *Electronic material circulation increased 38% compared last year's first quarter.*
    - Other – **535**
  - Age (included in total)
    - Adult – **7,646**
    - Young Adult – **1,497**
    - Children – **10,129**
    - Not Assigned – **73**
  - Inter-Library Loan (included in total)
    - Borrowing – **1,903**
    - Lending – **1,262**
  
- II. *Library Visits* – People walking through the door as tallied by an automatic door counter.
  - **8,841**
  
- III. *New Library Cards* – Individuals who registered for a Coventry library card for the first time.
  - **156**
    - *Staff issued 31 library cards at 6 outreach events.*
    - *Library Assistant II Aubrey Bond oversaw Library Card Sign-Up Month in September. The Library partnered with Woke, Wicked Slice, and Dunkin to help 64 residents sign up for new library cards!*
  
- IV. *Reference* – Questions staff answered regarding library services, library catalog, local area, research, genealogy, homework help, and more.
  - **2,200**
  
- V. *Internet* – Use of library Wi-Fi and desktop computers.
  - Desktop Computers
    - Total Users – **590**
  - Wi-Fi
    - Total Sessions – **23,624**

- Total Devices – **746**
  - *The number of individual devices connecting to the library’s Wi-Fi is steadily increasing. Total devices increased 27% compared to last year’s first quarter.*

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

- Programs Offered – **92**
- Participants – **2,345**
  - *Program highlights include Furry Scaly Friends, Arts on Main Mini Canvases, Library Laser Tag, Creative Caravan, Feel Your Best Self Puppet Story Time, Tie Dye Day, and Teens Build PCs.*
  - *Youth Summer Reading Programs were funded by a special Dollar General Literacy Foundation Grant for \$3,000, allowing the library to hire outside vendors and performers for special programs.*
  - *A \$4,000 grant through the American Savings Foundation is funding a special “Teens Build PCs” program, where four teams of teenagers will build custom computers from scratch. Once completed, the computers will be available for use in the library’s Teen Center.*

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

- Facebook
  - Posts – **71**
  - Views – **64,691**
  - Reach – **45,039**
    - *A post promoting our partnership with Wicked Slice for Library Card Sign-Up Month reached over 5,400*
- Google Profile
  - Profile Views – **1,692**
  - Profile Interactions – **1,679**
  - Website Visits from Profile – **765**
- Website
  - Unique Visits – **5,119**
  - Page Visits – **9,092**

VIII. *Library Facilities*

- Air Temp Mechanical serviced the dehumidifier, which needed more freon.
- Ackert Electric fixed a number of outlets on the west side of the building that weren’t working.
- Absolute Alarm replaced the standby battery on the security alarm system.
- Elevator inspection was completed and two simple follow-up items were noted.

IX. *Policy Updates*

- The CT State Legislature passed Public Act 12-168, which details new requirements regarding library policies in sections 322 and 323. The legislation requires all public

libraries to have a Collection Development & Maintenance Policy, Materials Review & Reconsideration Policy, Program Policy, and Display Policy that conforms with statutory language. The policies help to standardize criteria for selecting materials, programs, and displays, and also standardize responses to reconsideration requests.

- Library Director Margaret Khan attended an information session on the new library legislation and the policy requirements for public libraries directors hosted by the State Library on July 15.
- Multiple staff members attended a general information session on the new library legislation hosted by the CT State Library on 9/17.
- The Library Board approved the updated policies at their September 10, 2025 meeting. Library policies are available on the library's website here:  
<https://www.coventrypl.org/policies.html>

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

- Carl Zetterstrom was hired as our new custodian.
- Library Assistant II Rachel Hora was accepted to and enrolled in Southern Connecticut State University's Master of Library & Information Science program!
- Library Director Margaret Khan attended a working group meeting for America 250 CT for a White Oak Tree project on July 2.
- Margaret attended Bibliomation Finance Committee Meetings on July 8, August 12, and September 9.
- Adult Services Librarian Jennifer Chretien attended a "Book Buzz" info session through Penguin Random House on July 9.
- Head of Children's Services Christa Kiedaisch and Jennifer attended a "Serving Neurodiverse Library Patrons" webinar through STAR Library Network on July 16.
- Margaret attended an America 250 CT Commission meeting at the Manchester Historical Society on July 16.
- Margaret attended Connecticut Library Association monthly meetings on July 17, August 21, and September 18.
- Jennifer attended an "Advance Book Repair" workshop at ECUS J. Eugene Smith Library on July 25.
- Christa attended "How Libraries Can Promote Computational Thinking and Learning Among Preschool Families" through the Public Library Association on July 31.
- Head of Teen Services Kayla Chamberlain attended a "Talking Teen Services: Strengths-Based relationship Panel" through the Colorado State Library on July 31.
- Library Assistants II Aubrey Bond and Rachel Hora attended the Connecticut Library Consortium's outreach roundtable on August 5.
- Kayla has been appointed to Coventry's Youth Diversion Board (formerly the Juvenile Review Board), has participated in board meetings, and has completed Restorative Justice training workshops as part of her appointment.
- Margaret was a guest on the WILI Wayne Norman show on August 8, to fill in the regular slot for town manager Jim Drumm. Margaret and Wayne talked about summer reading, library history, and non-traditional library services and how they're all free!

- Margaret and Kayla were appointed to Bibliomation’s Strategic Planning Committee – a 10 month working group to develop future plans for Bilbiomation – and attended meetings on August 19 and September 16.
- Jennifer attended “Morning Book Buzz” through Penguin Random House on September 10.
- Margaret is serving another year on the Connecticut Education Network’s (CEN) Engagement & Development Advisory Council (EDAC), and attended the 2025/2026 kick-off meeting on September 30.

XI. *General Updates*

- Booth & Dimock Memorial Library’s annual report to the State Library was completed and submitted.
- One of the nation’s largest book vendors to libraries, Baker & Taylor, is going out of business. The Connecticut Library Consortium is helping CT libraries explore other purchasing options and offers discount contracts for other book vendors. Library staff are setting up accounts with Ingram and investigating Amazon book ordering.
  - Baker & Taylor is one of the largest library book vendors in the nation. Potential for disruption to ordering timelines remains a possibility at this time.
- The Community Room was used 20 times by outside groups.



**Top: Participants show off their new library tote bags they created at the “Creative Wheels Caravan” program: Families make puppets during the “Feel Your Best Self Storytime” program.**

**Middle: September’s “Messy Munchkins” are especially messy!**

**Bottom: Visitors interact with some of the dozens of animals at the “Furry Scaly Friends” program: Members of the Astronomical Society of Greater Hartford set up telescopes in advance of their “Time & Telescope” program.**

**PUBLIC WORKS DEPARTMENT**  
**Quarterly Report**  
**July, August & September 2025**

STAFF

Director of Public Works/ Tree Warden .....	William Watkins
Administrative Secretary .....	Dianna Grindle
Highway/ Roads Crew Leader .....	Charles Harakaly
Facilities Crew Leader .....	Colin Dunnack
Public Works Maintainer III .....	Clifton Labrec
Public Works Maintainer III .....	Monica Bragdon
Public Works Maintainer II .....	Richard Watts
Public Works Maintainer II .....	John Hoffman
Public Works Maintainer II .....	Lee Davey
Public Works Maintainer II .....	Eric Hurlburt
Public Works Maintainer II .....	Michael Mangiafico
Public Works Maintainer II .....	Troy Stout
Public Works Maintainer 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.....	Danielle Baker
Lead Mechanic.....	Robert Maxwell
Mechanic II .....	Erik Johansen
Mechanic's Helper .....	vacant
WWTP Operator .....	Michael Ruef
Assistant WWTP Operator .....	Charles Grossmann
P/T Transfer Station Operator.....	Luke Fleming Alex Devanney
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 70 trees by private contractors. The public works crew followed behind the tree crew and picked up the wood that was left behind. And the public works crew responded to multiple after-hours emergency calls for down trees and branches blocking roads.

### **Fleet**

The shop performed routine maintenance on vehicles and equipment. The shop completed servicing and making needed repairs to snow plowing equipment including spreaders in preparation for the upcoming winter season. Annual services on large trucks started.

Truck 22CV is a 2015 Ford F-250 pickup truck that broke down on RT 31 and was towed to the garage and diagnosed with a blown motor. The shop replaced it with a used motor. The truck was out of service for several months and the repair cost totaled \$10,000.

### **Administration**

The remaining 21 OSHA citations were completed, and paperwork was submitted.

Interviews were held for the vacant part-time Transfer Station Operator position. One person was hired and attended the CT DEEP transfer station training. A second part time position was created, and the new position was filled from the pool of candidates that were interviewed.



Public Works hosted Shred It Event on September 6<sup>th</sup> from 9-12pm. It was well attended with over 100 residents participating.

## Road Crew

The crew to perform 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



## Summer Construction

- Bellevue Dr, John Hand Rd, West Shore Dr
  - All catch basin repairs are completed
  - Catch Basin tops replaced
  - 1.5" binder coarse asphalt and 1.5" top coarse installed
  - Driveway Aprons repaired as needed
  - Backfilling of road edges completed
- Herbert Rd
  - 2 catch basins were repaired, and new tops installed
- South St, from Silver St to Swamp Rd
  - All catch basin repairs are completed
  - Catch Basin tops replaced
  - 1 – 12" culvert replaced
- Lower Oak Grove and Standish Shores
  - All catch basin repairs are completed
  - Catch Basin tops replaced
- School St
  - Drainage improvement project started



## **Grounds/Facilities Crew**

The crew continued with normal maintenance with the following:

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

The Grounds crew also performed the following:

- Equipment maintenance
- Sport field maintenance
- Village planting beds cleaned up and mulched
- Osha Citation Corrections
- Brush cutting
- Playground mulch installed
- Shrub trimming
- All schools prepped for start of school year
- Overseeding at Miller Richardson
- Repairs to Miller Richardson football field for Vale Soccer
- Repairs to the press box stairs at the football field



## Training

- All DPW staff attended the following training courses.
  - Bloodborne Pathogens
  - Hazard Communications
  - Confined space
  - Lock out tag out
  - Stop the bleed
  - CPR
  - Ground man safety
  - Flagger Safety
  - Control of Hazardous Energy during Vehicle Maintenance
  - Hazard Assessment



***Transfer Station: Material Received***

	<b>1st QTR.</b>
	<b>JULY-</b>
	<b>SEPT</b>
<b>Revenues</b>	<b>\$23,858</b>
<b>Ewaste - each</b>	<b>410</b>
<b>Propane Tanks - each</b>	<b>26</b>
<b>Bulky CD/Stumps - tons</b>	<b>102</b>
<b>Scrap Metal - tons</b>	<b>33</b>
<b>Tires - each</b>	<b>109</b>
<b>Leaves - tons</b>	<b>16</b>
<b>Refrigerant - each</b>	<b>135</b>
<b>Mattress</b>	<b>277</b>
<b>Customers</b>	<b>2870</b>

***Transfer Station: Materials Transferred***

<b>Casella - Bulk (cd) ton</b>	<b>123</b>
<b>Casella - Bulk (brush) ton</b>	
<b>Casella - Recycling (metal) ton</b>	<b>27</b>
<b>Casella - Single Stream ton</b>	<b>8</b>
<b>Take2 - refrigerant units</b>	<b>130</b>
<b>Take2 - electronics (CED) lbs.</b>	<b>6,735</b>
<b>Take2 - electronics (non) lbs.</b>	<b>5,266</b>
<b>Take2 Recycling - lamps, mixed lbs.</b>	<b>222</b>
<b>Take2 Recycling - batteries, mixed lbs.</b>	<b>426</b>
<b>N 'n M Recycling Inc - propane- each</b>	<b>69</b>
<b>N 'n M Recycling Inc - fire extinguishers</b>	<b>13</b>
<b>Don's Tire - each</b>	<b>82</b>
<b>PaintCare - lbs.</b>	<b>4,350</b>
<b>Midstate Batteries - each</b>	<b>65</b>

***Curbside Pick up***

<b>msw to Casella @ \$93.98 / ton expenditure</b>	<b>1,053</b> <b>\$40,225.80</b>
<b>recycling to Casella @ \$variable / ton expenditure</b>	<b>261</b> <b>\$25,532.08</b>
<b>curbside bulk to Casella @ \$90.69 / ton expenditure</b>	<b>41</b> <b>\$3,705.59</b>

## WPCA 2025 3<sup>rd</sup> Quarter Report: July, August, September

### Route 44 Sewer Expansion:

- This sewer expansion project would facilitate redevelopment of 21 properties on Route 44 near the Bolton Town line.
- We presented project costs along with other considerations during the Land Use Forum on June 30<sup>th</sup> and await direction from the Town Manager / Town Council.
- If this project does not move forward we should be able to reallocate the \$1.2 million EPA grant towards another project.

### Wastewater Treatment Plant:

- Due to ongoing issues caused by wet wipes 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.
- We hired a vendor to clean clarifier / digester tank #2. Town staff performed inspections and have begun repairs.



*Town staff inspect clarifier tank #2. The clarifier is 20 feet in diameter and 10 feet deep. The digester tank below it is another 11 feet deep. The entire unit holds about 60,000 gallons.*

### Collection System:

- Town crews used our "jetter" machine to clean 11,000 feet of sewer mains in the Waterfront Manor Association. This included 52 manholes and 4 cleanouts.

- Most of the pipes were relatively clean but one section was almost entirely plugged with grease from a residence and one section was full of rocks, likely from construction.

**Sewer System Capacity:**

- The basins at the treatment plant are draining very slowly due to 40 years of continuous use. We need them to dry out before 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.
- We hired a firm to complete an Environmental Impact Evaluation which will take about one year. The cost estimate is for the EIE is \$225,000 and 55% will be paid by a DEEP grant.



## ***Coventry Land Use Department***

Quarterly Report for  
July, August, September  
~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*

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

## LAND USE STAFF HIGHLIGHTS

YEAR 2025

**July, August, September**

### Personnel

Two new Recording Secretaries have been hired to serve land use Commissions. Andrea Vassallo will take minutes for the Planning and Zoning Commission and the Inland Wetlands and Watercourses Agency. Ashley DuBois will take minutes for the Zoning Board of Appeals, Economic Development Commission and Affordable Housing Committee.

Welcome Andrea and Ashley!

We wish our outgoing Recording Secretary Natalia Yeschick well in her new endeavors!

### State of the Lake Forum

Approximately 60 people attended the State of the Lake Forum hosted by the Coventry Lake Advisory & Monitoring Committee at Mill Brook Place on September 16. Committee Chair Deb Zeppa and Lindsay Beutler introduced speaker Dr. Ben Burpee. Additionally, a panel of experts spoke on their experiences with Low Impact Development, including IWA Vice Chair and Low Impact Development Working Group Organizer Lori Mathieu, LID Engineer Steve Trinkhaus, and Columbia ZEO Savannah Kitchin.

### Legal Issues

- Mr. Beebe has made some progress towards meeting the court's order to obtain the necessary land use and building permits (Docket No: TTD-CV23-6026740-S). He has submitted a professionally prepared site plan survey.
- The Planning and Zoning Commission is the defendant in a case in the CT Superior Court (Docket No: TTD-CV25-6033323-S) regarding their denial of an application for a zone change (PZC-25-2) at 1409 Main Street.
- The Town of Coventry is the plaintiff in a case (Docket No: TTD-CV25-6034230-S) regarding a wetlands violation at 77 Tall Oak Drive (Frechette). The Town is seeking an injunction requiring the defendant to restore a vernal pool. Herpetologist Hank Gruner is assisting the effort. Thank you, Hank!

### Other News

- Continued to provide administrative support for **Coventry Farmers' Market**
- Attended meetings and provide staff support for **Connecticut's Countryside**
- Attended meetings and provide staff support for **Affordable Housing Committee**
- Attended meetings and provide staff support for **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**

**July, August, September**

APP. #	TYPE	DATE OF RECEIPT BY PZC	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
PZC-25-6	Sub	6/23/25	Three lot Subdivision on 3.86 acres on the south side of Boston Turnpike	9/8/25	A
PZC-25-8	L	9/8/25	Lot line revision of an approved subdivision lot at 253 Parker Bridge Road	9/8/25	A
PZC-25-10	SP	7/28/25	Special Permit application for a new Single-Family Dwelling (tear down/rebuild) on an undersized/non-conforming lot at 84 Squirrel Trail in the LR Zone	8/25/25	A
PZC-25-11	ZR	8/25/25	Modify language of Sections 2.02, 4.04.03d, Table 4.04A Footnote 1., 6.03.01.a.2, 6.09.01.a.1 of Coventry Zoning Regulations concerning two-family dwellings		P
PZC-25-12	SP	8/11/25	Special Permit application for a detached residential motor vehicle garage over 3,000 s.f. at 535 Merrow Road in the GR-80 Zone.		P
PZC-25-13	L	8/25/25	Lot line revision of approved subdivision lots at 165 & 215 South Street Extension	8/25/25	A

Special Permit – SP  
 Zone Change – ZC  
 Subdivision Regulations – SR  
 Zoning Regulations – ZR  
 Site Plan Review - SPR  
 Subdivision/Resubdivision – Sub  
 Permit Amendment – A  
 Lot Line Modification - L  
 Extension Request – E  
 Scenic Road – SC

Special Exception – SE  
 Declaration of Nonconforming Use – N  
 Garage – G  
 Waiver – W  
 Approved - A  
 Denied - D  
 Withdrawn - W  
 Pending - P

**DISCUSSION AND ACTION TOPICS:**

**Business & Development Pre-Application Discussions**

- Preliminary discussion with Matt Burruano of Ideal Mechanical Services re: 24 Daly Road in the Neighborhood Commercial Zone.

**Site Walks**

- A site walk was held on 8/1/25 for PZC-25-6 – Three lot Subdivision on 3.86 acres on the south side of Boston Turnpike with 15.52 acres of remaining land (Assessors Map 22, Lot 108), Owner: Margaret Reid and Reid Martin, Applicant: Charles Brown.

**8-24 Municipal Improvement Referrals**

- Utility easement for HVAC at 78 Ripley Hill Road – PZC reviewed and was in favor.

**Intermunicipal Referrals**

- The PZC reviewed intermunicipal referrals from Mansfield (4), Columbia (2), and Vernon (2). The PZC submitted responses to both Columbia referrals regarding work on the corner of Route 6 and Roses Bridge Rd.

July, August, September

**DISCUSSION AND ACTION TOPICS:**

On July 24th, a ribbon cutting was held for the newly remodeled **Coventry Country Market!** Owners Kash and Carolyn have completely renovated this property and restored an important “third space” to the Coventry community. Thank you!

On August 30<sup>th</sup>, the Town of Coventry celebrated the opening of the new home of **C. Ward Electric** at 755 Bread and Milk Street in the Rural Development Zone! The Wards made it extra special with goodie bags and pizza from Wicked Slice. The 7,500 s.f. commercial office/warehouse is elegantly detailed and provides space for the entire staff and fleet. Thank you, Chris Ward!

**ARTS ON MAIN**

- On September 20<sup>th</sup>, the Town of Coventry and the Coventry Arts Guild hosted Arts on Main. Many volunteers worked together to make this event happen. Special thanks to the event sponsors, Coventry Cares, the Booth and Dimock Library, and the First Congregational Church of Coventry.

**CONNECTICUT’S COUNTRYSIDE**

- **Coventry Day at the Coventry Farmers Market:** On August 3<sup>rd</sup>, Ms. Roberson staffed a table to promote the CT Countryside website and community interaction platform.



**FARMERS’ MARKET HIGHLIGHTS:**

- The Coventry Farmers’ Market is having a great 2025 season! The weather cooperated for all but two markets. There were 95,894 visitors so far, an increase of 27% from last year.
- Exciting news! The market was named #2 in the nation, #1 for the Northeast and #1 in Connecticut with the Celebration of America’s Farmers Market contest. They won a cash prize of \$2,000 from the American Farmland Trust.
- Additionally, the market received recognition as the top market for the Hartford Courant for the 2025 Best of Hartford Reader’s Poll and Yankee Magazine highlighted CFM as a New England Farmers Market that is “worth the drive”.
- Lastly, fiber internet was installed to replace the slower broadband service and a golf cart trailer was purchased to help with set up and clean up.

**ZONING BOARD OF APPEALS**

YEAR **2025**

July, August, September

APP. #	TYPE	DATE OF RECEIPT	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
ZBA-25-9	Variance	7/17/25	9 Wolf Hill Rd, Jason Gagnon, front yard setback reduction for shed		W
ZBA-25-10	Variance	7/17/25	145 Edgewater Dr, Rich Rotundo, lot coverage variance for shed		W
ZBA-25-11	Variance	7/17/25	207 Lakeview Dr, Robert Jenkins, lot coverage variance for shed <del>and driveway</del> (driveway removed from application)	7/17/25	A
ZBA-25-12	Variance	9/16/25	730 Pucker St, Laura Twerdy, front yard setback reduction for garden shed	9/16/25	A
ZBA-25-13	Variance	9/16/25	39 Spring Tr, Justin Young, Side yard setback reduction for bathroom addition	9/16/25	A
ZBA-25-14	Variance	9/16/25	167 Geraldine Dr, James Lathrop, Side and front yard setback reduction variances for detached garage	9/16/25	A
ZBA-25-15	Variance	9/12/25	44/66 Pine Lake Dr, Melissa Gamm, Lot Line Modification for non-conforming lots.		P
ZBA-25-16	Variance	9/26/25	0 Ross Avenue, Kai Anderson, construction on an undersized lot created by a split of non-conforming lots		P

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

*C. Ward Electric Ribbon Cutting*



**ZONING ENFORCEMENT**

YEAR **2025**

July, August, September

**News from the Planning Technician/Zoning Enforcement Officer:**

Heidi Leech, Zoning Enforcement Officer, continues to work on the 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 also staffs the Zoning Board of Appeals (ZBA). This is the busiest year Ms. Leech has seen for the ZBA since starting with the Land Use Department 13 years ago.

**Enforcement**

Ms. Leech conducts enforcement action on multiple properties involving nuisance lighting, accumulated debris, unpermitted structures and unpermitted businesses. She has been successful in reaching compliance and closing out several complaints related to an unpermitted business, accumulated debris and motor vehicles, nuisance lighting, overgrown weeds and other blight matters. She is actively working with property owners to resolve a handful of other violations at present. Unfortunately, zoning and blight enforcement is a slow process that largely relies on voluntary compliance of the violator. Ms. Leech will continue to work on the backlog of blight complaints as well as the new ones coming in as time allows. Complaints are generally dealt with in order of severity and age. In the process of writing enforcement letters, some inconsistencies in the Zoning Regulations have been uncovered requiring advice from the Town Attorney and updating of the Zoning Regulations.

<b><u>ZONING PERMITS ISSUED</u></b>	=	<b>122</b>
New Homes		2
Condominiums		0
In-Laws/Accessory Dwelling Units		1
Accessory Structures		
Decks/Porches		7
Sheds/ Garages /Barns		17
Pools/Hot Tubs		4
Additions/Attached Garage		4
Alterations/Renovations		8
Finished Basements		4
Soil & Erosion Control Plan		1
Fences		0
Commercial Use/Signage		0
Home Occupation		9
Driveway		47
Roof Mounted Solar PV		13
Ground Mounted Solar PV		0
Crumbling Foundation		3
Tenant Fit Out		1
Change of Use		1
Other		0
<b>Total</b>		<b>122</b>

**ZONING ENFORCEMENT Cont'd**

YEAR **2025**

**CERTIFICATES OF ZONING COMPLIANCE** = **82**

Single Family Dwellings	12
In-law apartment	1
Condos	0
Finish Basement	1
Crumbling Foundation	5
Accessory Structures	
Decks/Porches	9
Sheds/Gazebos/Barns	6
Detached Garages	1
Pools/Hot Tubs	3
Additions/Attached Garages	0
Other	1
Driveways	11
Ground/Roof Mount Solar	18
Tenant Fit Out/Home Occupation	10
Alteration/Renovation	1
Demolition	2
Change of Use	1
Commercial Use/Signage	0
<b>Total</b>	<b><u>82</u></b>

**INSPECTIONS** = **87**

Erosion and Sediment Control	17
Limits of Clearing/Grading	2
Certificate of Occupancy/Compliance	18
Zoning Compliance	15
Pre-Application Inspection	3
Bond Release/Inspections	13
Zoning Complaints (initial & follow-ups)	7
Blight Complaints (initial & follow-ups)	3
Street Number Assignments	0
Driveway	2
Other	7
<b>Total</b>	<b><u>87</u></b>

*\* A full accounting of ZEO activity is now available.*

**INLAND WETLANDS AGENCY**

**YEAR 2025**

**July, August, September**

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS//BRIEF DESCRIPTION OF PROPOSED ACTIVITY/APPLICANT	DATE OF DECISION	ACTION
25-13W	6/9/25	6/25/25	-	184 Avery Shores Raise house, replace foundation, demo/rebuild garage Paul Guardino		P
25-15W	6/18/25	6/25/25	-	CT Route 44/ Boston Turnpike (R04732) 3-lot subdivision Charles Brown	8/27/25	A
25-16W	6/19/25	6/25/25	-	Brewster Street (R01683) Driveway and underground utilities Bonnie Edmondson	7/23/25	A
25-18WA	7/7/25	-	-	626 Goose Lane 24x24 garage with 10x18 mudroom, previously approved under #01-29WA Brian Davis	8/4/25	A
25-19W	7/16/25	7/23/25	-	211 Maple Drive 2 stone walls and permeable patio Justin Wolf	8/27/25	A
25-20WA	7/23/25	-	-	342 Pine Lake Drive New driveway greater than 50' from wetland/watercourse Lisa Easley	7/28/25	A
25-21WA	8/12/25	-	-	710 Goose Lane 20x16 deck 50 feet from wetlands Zachary Beauchesne	8/25/25	A
25-22W	8/21/25	8/27/25	-	124 Lake Street – Patriots Park James Drumm Demo/rebuild of playground	9/24/25	A
25-23W	8/22/25	8/27/25	-	131 Woodland Road Driveway culvert replacement David "Kyle" Stearns	9/24/25	A
25-24WA	8/25/25	-	-	730 Pucker Street 12x16 garden shed Laura Twerdy	8/27/25	A
25-25AR	8/26/25	9/24/25	-	89 Flanders Road Agricultural exemption for work in URA Joshua Beebe	9/24/25	A
25-26W	9/14/25	9/24/25	-	29 Shore Drive Permeable patio, walkway, parking area, and retaining walls James Blair	-	P
25-27	9/15/25			2991 South Street Drainage improvements and retaining wall (application incomplete) Douglas Bynes	-	P
25-28W	9/19/25	9/24/25	-	64 Zeya Drive Modification of Wetlands Permit 20-47, Requesting modification to location of approved house Mark Peterson	-	P

W – Wetlands Agency, Regulated Activity  
WA – Wetlands Agent, Minimal Impact  
AR – As of right determination  
TH - Timber Harvest  
NR – Non-Regulated Use  
NJ – Non-Jurisdictional Ruling

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

### **Permit Summary**

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

Inland Wetlands Agency Regulated Activity Permits and Minimal Impact permits increased by 1 during the third quarter of 2025. There was a total of 11 new applications that were received, 8 of which were approved, 3 are pending. There were 2 pending applications from last quarter approved; 1 application from last quarter is still pending.

There was one property with an ongoing wetlands violation this quarter. IWA and Staff had been working with homeowner and their team for over 12 months to reach a resolution. This matter has now been turned over to the Town Attorney.

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**

- Contributed to Coventry's Sustainable CT Silver re-certification
- Assisted with the Annual State of the Lake 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.