

TOWN OF COVENTRY

QUARTERLY REPORTS



October - December 2025

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Cover image: Millstone sign at the northern entrance to historic Coventry Village. Photo by Laura Stone.

**Finance Department
Quarterly Report
Covering Period 10/1/2025 – 12/31/2025**

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

Closing fiscal year 2024/25 and hosting the annual audit continues as we juggle daily tasks. 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 included booking receivables, deferring revenues and accruing expenses as funds were reconciled.

Finance provided invoice copies and cleared checks to allow the School District to seek reimbursement on the outstanding school building projects – HVAC, CHS Roof, and Code Violation work. We continue to work with the Board of Education on documenting and requesting the balance of grant funds for several school building projects.

As budget season approached, we re-implemented ClearGov, a software designed for easy of use and collaboration in the preparation of budget. Historical data was uploaded, balanced, and users were re-established with required security. Budget work kicked off in December.

Guidance and oversight was provided to the Assessor’s office as they worked through getting staff up to speed and getting caught up with a backlog of work. The primary focus was ensuring that the Grand List was accurate and complete by January 31st.

Meetings Attended:

Finance Committee of the Town Council
Town Council
School Building Energy Efficiency Committee
Pension Committee
WPCA Meeting

Joint Fiscal Meetings of the Town Council and Board of Education
ECHIP Executive Committee and Board Meetings
BOE/Town IT Infrastructure Meetings

**Assessor's Office
Quarterly Report
Covering Period 10/1/2025 – 12/31/2025**

As the office worked to catch up after a staff vacancy along with a medical leave, additional services were brought in to assist with the workload. The sole focus at this time was an accurate and up-to-date October 1, 2025 Grand List to be filed by the Statutory deadline of February 2026.

Outside support was brought in in November with additional support hired in December as the Assessor was out on an approved leave of absence. The Assistant to the Assessor hired in June, not only stepped up over the summer, but again, stepped up to help coordinate all the various hands working to get the grand list data up-to-date.

This workload included:

- Processing a backlog of parcel and map changes, that included acreage changes, lot splits, mergers and boundary line adjustments
- Processing all ownership transfers and changes resulting from deeds, probate certificates, name changes, etc.
- Review of all permit and improvement field work done in the past quarter for accuracy
- Processing of the motor vehicle supplemental list for billing in January
- Processing of all personal property declarations
- Notifications required for property exemptions were mailed out as required

I cannot express just how much the Assistant to the Assessor and his colleagues accomplished during this period. The assessing community came together in a big way for us from neighboring towns. Their professionalism and work ethic are greatly appreciated.

OFFICE OF THE COLLECTOR OF REVENUE

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

Date: January 8th, 2026

SUBJECT: Second Quarter FY26 Report

Delinquent Notices for Real Estate, Personal Property, Motor Vehicle, COVRRRA (Trash) and Sewer accounts were prepared and mailed throughout the quarter. Also, 116 Tax Collector Demand notices were sent for Personal Property delinquent accounts.

215 sewer assessment second installment bills were printed and mailed at the end of October for November 1, 2025, due date. These payments were processed and deposited.

The tax office processed just under \$1.4 million in payments delivered in person, left in the drop box & payments mailed to town hall. We processed \$2.63 million in online payments and wire transfers from escrow agents.

The 2024 Supplemental motor vehicle grand list was balanced with the Assessor's report in December. The bill file was sent to the printer, and 2408 bills were delivered to the post office on December 29, 2025.

The Tax Office also processed \$542,000 in interdepartmental miscellaneous revenue and approved the property tax account status of 258 permits with the Building Department.

We provided assistance for 12 CoVRRRA accounts, 6 new accounts and 6 option changes, and mailed pro-rated bills as needed.

The second quarter collection report is attached.

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

PUBLIC ACTS 05-228, 09-229 & 13-247:

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.

Historical history of 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, \$215,856.00 in fees was remitted. Associated reports were prepared, and funds were disbursed to the State as follows:

PA 13-247 Community Investment	\$17,775.00
PA 05-228 & 09-229 MERS	\$11,968.00
PA-00-146 Historic Preservation	\$3,160.00
Marriage Licenses	\$374.00
Fish & Game Licenses	\$362.00
State Conveyance Tax	\$181,657.00

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

	Dog License Fees	Surcharge
October - December	\$416.00	\$144.00

Municipal Election:



November 4, 2025 – Election to cast votes for Town Council, Board of Education, Board of Assessment Appeals, Zoning Board of Appeals and Zoning Board of Appeals Alternates.

OFFICE HAPPENINGS

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

BUILDING DEPARTMENT QUARTERLY REPORT
2nd QUARTER
October, November, December 2025

There were eight (8) permits issued for construction of a new dwelling this quarter.

NEW HOUSE PERMITS ISSUED FOR THE 2nd QUARTER 2025-2026 FISCAL YEAR	
ADDRESS	DATE
217 South St Ext	10/9/2025
219 South St Ext.	10/9/2025
10 Mill Race Dr.	10/30/2025
37 Wolf Hill Road	11/7/2025
651 Bread and Milk St.	11/19/2025
215 South St. Extension	12/9/2025
90 Avery Shores	12/22/2025
84 Squirrel Trail	12/23/2025

There were no permits issued to replace crumbling foundations this quarter.

There were two (2) demolition permits issued this quarter.

DEMO PERMITS ISSUED FOR THE 2nd QUARTER 2025-2026 FISCAL YEAR	
ADDRESS	DATE
None for October	
None for November	
952 Boston Turnpike	12/12/2025
90 Avery Shores	12/12/2025

Two (2) new homes received their Certificate of Occupancy this quarter.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2ND QUARTER 2025-2026 Fiscal Year	
ADDRESS	DATE
55 Wolf Hill Road	10/23/2025
100 Wolf Hill Road	11/7/2025
None for December	

There were six (6) addresses in town that received Certificate of Occupancies for crumbling foundation replacement this past quarter.

CRUMBLING FOUNDATIONS ISSUED CO's 2ND QUARTER 2025-2026 Fiscal Year	
ADDRESS	DATE
37 Ridgebrook Drive	10/3/2025
3176 South Street	10/3/2025
30 Harriet Drive	10/7/2025
95 Joshua Lane	10/9/2025
4052 South Street	10/9/2025
None for November	
87 Springdale Avenue	12/22/2025

Municipal Projects:

There were no new municipal permits issued this quarter.

Commercial Projects:

There was a commercial electrical permit pulled this quarter for CVS at 3514 Main Street. Commercial electrical work was done at Dimitri's Restaurant at 3444 Main Street due to an electrical fire.

There were thirteen (13) permits issued for solar systems this quarter.

The Building Official completed four hundred seventy-one (471) inspections this quarter.

Our Building Official, Randy Heckman, has completed one hundred and sixty (160) hours of continuing education towards his three-year cycle which ends June 6, 2026. He earned seven (7) continuing education hours this quarter.

Permit Totals for this Quarter

PERMIT TYPES	Oct. 2025	Nov. 2025	Dec. 2025	Second Qtr.
				2025-2026
Houses only	3	2	3	8
Foundation only	0	2	0	2
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	1	1
Garages/Carports	4	0	0	4
Sheds/Barns	3	1	0	4
Decks/Porches	2	1	2	5
Pools	0	0	0	0
Demolition	1	0	2	3
Woodstove	3	3	2	8
Miscellaneous	37	20	17	74
Renov/Repair/Alter	4	5	5	14
Plumbing	9	6	3	18
Heating	19	25	10	54
Electric	19	21	11	51
TOTAL PERMITS	105	84	58	247
PERMIT VALUE	\$3,016,808	\$1,713,740	\$1,625,611	\$6,356,159
FEES COLLECTED	\$44,089	\$25,724	\$23,971	\$93,784
Certificate of Completion	89	50	75	214
C/O's - New				
Homes/Condos	1	1	0	2
C/O's - Other	3	0	1	4

Quarterly Report
Second Quarter FY 25_26
October 2025 – December 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 components and agency goals and objectives. The chief of police shall facilitate this input by asking agency personnel to submit their ideas, suggestions, and recommendations in writing. The chief shall review and consider this material in developing the component and agency goals and objectives. Agency goals and objectives shall be developed as part of the budget preparation process and included as part of the budget submission. The goals and objectives of the Town Council shall also be used as guidance in preparing the agency goals and objectives.

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

Listed below are the stated goals and objectives for each agency component for the 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 and prepare for our next inspection.*

Objectives:

- Apply any new standards that will come out through CALEA.
- Continue to follow all guidelines and provide proofs.
- Stay on track for our next assessment.

Goal: *Recruit, hire, and train patrol officers to replace any possible upcoming vacancies that may arise during the upcoming year.*

Objectives:

- In case of a Police Officer retiring or transferring to another police department, we continually recruit by keeping in touch with other certified and non-certified potential police officers who are interested in our police department.

OPERATIONS

Goal: *Train in as many areas as possible throughout the year. All Police Officers must recertify every three years. We also train, in house, in as many areas as we possibly can.*

Objectives:

- Two Officers attended in service training which satisfies their 3-year recertification with POST (academy).
- Officers received annual in-house Taser training.
- Several Officers received Body Worn Camera training.
- Newly appointed Dispatcher/Records Officer Boniface attended training on handling of police records.
- Dispatcher Katrina Anderson became a certified police dispatch trainer and received training.
- Officer Murphy completed Advanced Crash Investigation.
- Chief Peterson attended CT Police Chiefs Association quarterly training.
- Chief Peterson and Captain Spadjinske attended a traffic safety summit.

SUPPORT

Goal: Increase community engagement through a variety of means.

Objectives:

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

Other Items of Interest

- The Coventry Police Department teamed up with UCONN School of Pharmacy and participated in the National Drug Take Back Day on October 25th. We collected 50 pounds of prescription drugs for disposal which helps keep them out of the wrong hands or from ending up in landfills or watershed areas.
- The Coventry Police Department teamed up with Wicked Slice to raise money for the CT Cancer Foundation.
- Officer Riley Johnson spent time with the Coventry Grammer School for the Spread the Cheer program.
- Officer Nate Stebbins continues to develop and grow our relationship with the Coventry school system as our School Liaison Officer. He has been participating in several programs with Coventry Grammer School students, including Pizza with a Police Officer, classroom visits, and VIP lunch with a View. Officer Stebbins has several years of experience as an SRO from his previous police department that he brought with him to our community.



**Coventry Police Department
Incident Analysis**

10/1/2025...12/31/2025

		Shift			Total
1st	2nd	3rd			
303	955	529			1787

UCR	Nature	1st	2nd	3rd	Total
		1	0	0	0
002	Beach Association Check	0	1	0	1
003	Car Seat Installation	0	7	0	7
029	Disabled Motor Vehicle	7	10	16	33
11D	Fondling	0	1	0	1
13B	Assault Simple	0	0	2	2
13C	Intimidation	0	2	3	5
152	Suicide Threat/Attempt	0	0	3	3
220	Burglary	0	4	0	4
23C	Larceny Shoplifting	0	1	2	3
23D	Larceny Theft From Building	0	1	0	1
23F	Larceny Theft From MV	2	4	0	6
23H	Larceny All Other	0	5	0	5
240	MV Theft	1	2	0	3
2604	Fireworks/Gunshots	0	2	3	5
2608	Abandoned MV	0	3	0	3
2609	Littering	0	2	0	2
2619	Building Check	1	1	1	3
2620	Patrol Check	116	22	27	165
2621	Speed Enforcement	2	23	7	32
2622	Admin	1	15	4	20
2623	Visibility	10	8	4	22
2624	Registration Check	0	1	0	1
2627	School Detail/Assist	0	9	0	9
2628	Warrant Service	0	0	1	1
2631	Public Hazard	21	36	17	74
26A	Fraud False Pretenses	0	1	0	1
26B	Fraud Credit Card/ATM	0	3	0	3
26C	Fraud Impersonation	0	2	0	2
26E	Fraud Wire	0	2	0	2
26F	Identity Theft	0	2	0	2
270	Embezzlement	0	4	0	4
290	Vandalism	0	1	1	2
2914	Animal Complaint	8	33	20	61
2915	Domestic Bite-Person	0	1	0	1
3009	Susp Person/Activity/MV	20	30	23	73
326	Illegal Parking	0	2	1	3
332	Harassment/Harassing Phone Calls	0	4	1	5
334	Untimely Death	1	4	2	7
343	MV Accident (Injuries)	1	4	5	10
344	MV Accident Evading	1	2	3	6



**Coventry Police Department
Incident Analysis**

10/1/2025...12/31/2025

346	MV Accident (No Injuries)	4	27	31	62
346	MV Accident (No Injuries)	0	0	1	1
347	MV Accident (Private Property)	0	3	1	4
351	Alarm	7	51	15	73
353	Medical	38	100	80	218
355	MV Stop	21	155	37	213
35A	Drug/Narcotic Violation	0	2	0	2
375	Routine Assistance	11	90	33	134
377	Open Door/Window	0	1	0	1
388	Miscellaneous	0	7	1	8
390	Police Information	0	5	3	8
391	CREST callout	0	1	0	1
392	METRO callout	0	0	5	5
396	Escort	1	9	4	14
399	Lost And Found	0	10	4	14
400	Family Matter - Non Arrest	2	7	6	15
401	Repossessed Vehicle	1	5	5	11
4811	Finger Printing	0	53	1	54
4858	Fire	4	12	8	24
4867	Background Investigation	0	3	0	3
4873	Assist Other Agency	3	13	14	30
4874	Test Ticket	2	6	5	13
5000	Search and Seizure Warrant Execution	2	1	0	3
82	Runaway/Non NIBRS	0	0	1	1
861	Disturbance (Non-Domestic)	1	2	16	19
866	Noise Complaint	1	3	4	8
889	Check Welfare	1	22	19	42
890	MV Erratic Operation	2	10	15	27
891	MV Lock Out	0	2	1	3
90C	Disorderly Conduct	1	0	0	1
90D	DWI	1	1	3	5
90Z	All Other Offenses	0	7	6	13
911	911 Hang Up Call	0	3	2	5
Sup	Supplemental	7	89	62	159

Human Services Department Quarterly Report October – December 2025

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



Administrative

- The October - December 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:
 - East of the River Hunger Action Team
- The Human Services Administrator attended the following meetings/training courses:
 - CLASS Annual Meeting
 - Youth Diversion Team Meeting
 - Local Prevention Council
 - Workers Health and Safety Committee
 - Affordable Housing Committee
 - Local Emergency Coordinating Committee
 - ECCAN Eastern CT Coordinated Access Network Steering Committee
 - CRCOG Human Services Coordinating Council (HSCC) Mtg. - Topic: Regional Housing Strategy/Regional Fair Rent Commission
 - Special HSCC Mtg. - State of Food Assistance in our Region
 - Tolland County Multidisciplinary Team Meeting
 - CCM's 2025 Women in Government Summit
 - CCM Annual Meeting
 - Windham CCT Coordinated Care Team
 - Facilities Maintenance/Budget Meeting
 - VRABE Vernon Adult Based Education Meeting
 - United Way Rapid Response Fund Training Webinar

Clergy Fuel Assistance

- We provided financial help to 12 households with clergy fuel assistance.

Food Bank

- We have 3-4 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 October, November and December the food bank was inundated with donations. With the help of Karen Bohr & her RISE students and our volunteers, we accepted over 6,000 cans from the boy scouts and over 384 bags of donations from Coventry Public market, along with residents, school, church and non-profit donations, blessed by the generosity of the community.

Turkey donations from community members and Twin Hills Country Club:





Programs

Holiday was in full swing for the months of October, November and December. For Thanksgiving, we had a food distribution which served 62 families. We also delivered 68 meals to Orchard Hills Senior/Disabled Community. For Christmas, we had a food distribution which served 63 families. We also delivered 76 meals to Orchard Hills Senior /Disabled Community. We successfully completed our Adopt-A-Family program, serving 33 families.

During this time of year, we rely heavily on our partnership with Department of Public Works. They lend a hand in transporting the gift donations from Stuff a Cruiser as well as helping out with transportation of food donations from Coventry Public Market. We also applaud our volunteer staff for assisting in sorting and storing our Food Bank. This year was an extraordinary year with generous donations from residents, the Schools, Churches, Boy Scouts, Girl Scouts, Twin Hills Country Club, Skungamaug River Golf Club, Cassidy Hill Vineyard, The Lions Club, Wicked Slice, The Dupuis Family, Noah's Closet, along with many monetary donations from community members. We are very grateful.

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 October to December 2025

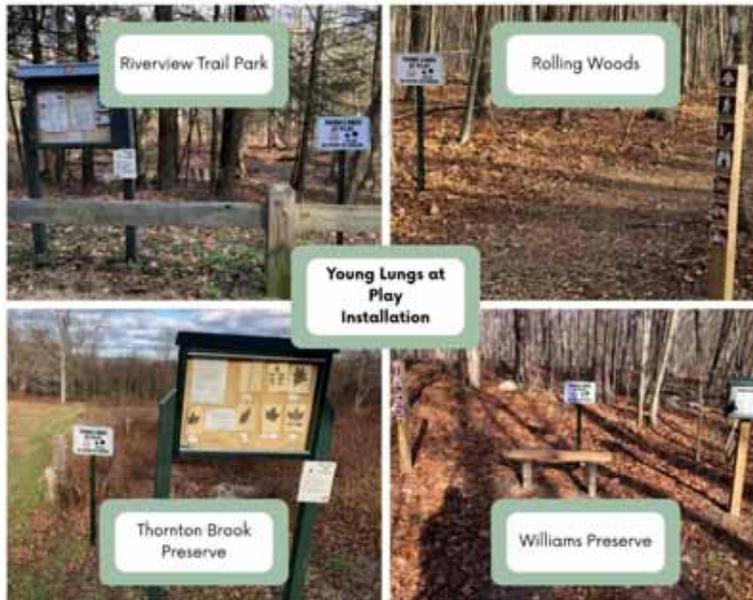
Administrative Information

Administrative Functions			
Type	Group	Date(s)	Purpose
Trainings Attended	CYSA	11/07/25	Annual Conference – Internet Safety for Youth, AI & Youth, and Multigenerational Prevention Messaging
	CYSA	12/01/25 12/03/25	Victim Engagement – Addressing Impact and Meeting Needs: Engagement of those Harmed in the YDT Process
	SERAC	12/10/25	NARCAN Train the Trainer
Meetings Led	Local Prevention Council	11/04/25	Planned for 2026 town survey of prevention resources and needs
	Youth Diversion Team	12/18/25	Updated team members on cases, the establishment of referral system with Coventry Public Schools, and relationship building with the Police Department
Community Engagement	CGS Open House	10/08/25	Shared information on Human Services Holiday Program
	Halloween on Main	10/25/25	Participated in community event with Human Services
External Meetings	Tri-County Collab	10/01/25 11/05/25	County YDT updates
	GHR	10/08/25	Planning for Positive Connections Mentoring
	CYSA Board	10/01/25 12/10/25	Data Subcommittee
	Coventry Academy	10/15/25	Shared information on Youth Diversion, food bank, financial assistance, and other programs
	Coventry Police Department	12/11/25	Met with Nathan Stebbins, CPD School Liaison to discuss LPC, YDT, and collaborating to support Coventry youth and families
	SERAC	10/02/25	Regional Prevention Meeting (LPC)
	SERAC	10/22/25	Annual Meeting
	CYSA	11/12/25	Statewide YDT Meeting
	GHR School Climate Council	10/21/25	Determined GHR School Climate Action Plan and the role of Youth Services
	Coventry Public Schools	10/22/25	Visited Camp Inspire to establish partnership opportunities
	Laura Zurelle & Ted Optenbrow	10/31/25	Continued conversation about school referrals to the Youth Diversion Team
	Booth & Dimock Memorial Library	10/01/25 11/06/25 12/31/25	Prevention Education

	CT Department of Children and Families	12/12/25	2026 Budget Q&A
	Coventry Local Governance Partnership – Community Table	11/18/25	Identified community strengths and needs for young learners in Coventry
	Parks & Rec	11/10/25	Identified partnership opportunities

Service Information & Impact Data

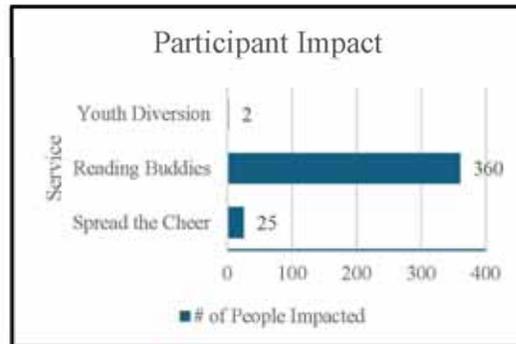
Service Development & Implementation	
Service	Update
Youth Diversion Team	We are excited to announce that a referral system has been established with Coventry Public Schools, so that students can be referred directly to the YDT to divert youth from police and court involvement. We currently have 2 active cases.
Local Prevention Council	3 new members were welcomed to the LPC. We are currently working on designing a town survey to assess local prevention resources and identify service needs. Additionally, Young Lungs at Play signs were installed in 4 town trails – Riverview Trail Park, Rolling Woods, Thornton Brook Preserve, and Williams Preserve.



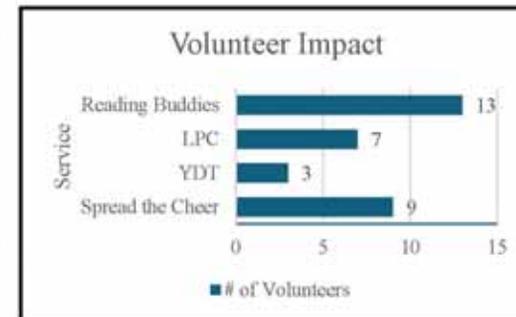
Reading Buddies @ CGS	Youth Services kicked off a new program in October at CGS. The Reading Buddies program has older adults and parents volunteer to read to grammar school classes. Every month, an entire grade is read curriculum relevant books by volunteers.
Spread the Cheer	Youth Services held the annual holiday event at CGS. 25 students participated, creating winter themed crafts, engaging with volunteers, and listening to story time. Thank you to our volunteers from the Coventry Police Department, Senior Center, and Food Bank!



Services Implemented & Participant Impact		
Service	Date(s)	# of People Impacted
Youth Diversion	Ongoing	2
Reading Buddies	10/14/25 11/20/25 12/12/25	360
Spread the Cheer	12/11/25	25
Total Youth Impact		387



Services Implemented & Volunteer Impact		
Service	Date(s)	# of Volunteers
Reading Buddies	10/14/25 11/20/25 12/12/25	13
LPC	11/04/25	7
YDT	12/18/25	3
Spread the Cheer	12/11/25	9
Total Volunteer Impact		33



Notes

- YSC supported Human Services programs, including Holiday, Adopt-a-Family, and Food Bank.
- YSC covered for Senior Center Coordinator for 1 day.
- YSC supported the Senior Center Veteran's Day Luncheon.

Coventry Rides Transportation Program October-December 2025

Days of Operation: 27

Vehicle Hours Average/Daily: 2.5

Miles Total: 872

#Vehicle Hours: 67.5

of Individuals Riding: 22

of One-Way Trips: 140

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

Sarah Leete, Transportation Coordinator, provided rides for seniors and residents with disabilities, as needed. For the safety of our riders and drivers, masks are optional, and masks and hand sanitizer are available on the vehicle. Notice of resignation by Kerry Kilbourne, per diem driver, was received at the end of September, and as such the program has been reduced to one driver. The position has been advertised and interviews are forthcoming.

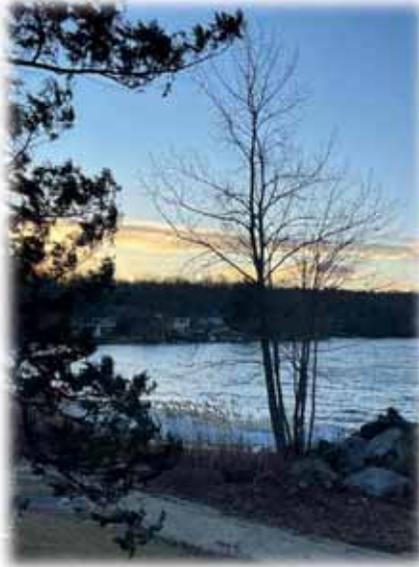
Transportation is offered Monday, Tuesday and Thursday from 9-1 to locations in Bolton, Manchester, Tolland, Rockville/Vernon and occasionally South Windsor and Glastonbury. Transportation is available on Wednesdays for Out to Lunch and small group trips. Van transportation is used for medical appointments, 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. October found 5 seniors on a trip to Belltown Orchard in Glastonbury, followed by lunch at First and Last Tavern. In December, the van was used to transport one Senior to a holiday lunch at Georgina's in Bolton, where she met up with 4 other Seniors. Due to the lack of an extra driver, as well as the holidays, trips and extra events were limited during this period.

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

COVENTRY SENIOR CENTER - QUARTERLY REPORT

OCTOBER, NOVEMBER, DECEMBER 2025



I. PROGRAM ACTIVITY

Fitness

Chair Yoga (Mondays)	79
FREE Video Workouts (Tuesdays) <i>Due to the absence of a fitness instructor, workout videos are provided while we seek a replacement.</i>	45
Tai Chi (Wednesdays)	93
Strength & Balance (Thursdays in October, only); fitness instructor resigned. November and December have been FREE video workouts.	117
Cardio Drumming (1st & 3rd Fridays in October, only) the class did not meet in November and December and will resume in the spring of 2026	9
Fitness Room (Daily)	259
TOTAL	602

Recreation/Entertainment

Bingo(25) Book Club (12), Mahjonng (39), <i>NEW</i> Setback (5), <i>NEW</i> Cribbage (21)	102
Sewing Etc. *The consolidation of the Knitting & Crocheting Group, Jewelry Making and Sewing Group*	49
TOTAL	151

Social Activity/Event Highlights

Out to Lunch Bunch (20) Public Computers (6) Tech Tuesday (monthly) Jam Band Session (53)	81
Crafternoon (October 29 th) Crafternoon (November 17) Crafternoon (December 15)	22
Socializing/Just Visting	63
TOTAL	166

Personal Care

Massage Therapy (2x month) In October we welcomed Andrea Graff to the Center as our new massage therapist.	18
Haircuts (Monthly) Due to unforeseen reasons, our hairdresser resigned and we were left with a vacancy in October and November. Haircuts resumed in December.	7
Footcare with Foundations Footcare (Monthly)	36
Grief Support (2x per month)	32
TOTAL	93

Special Events

Senior Center collaboration with Eastern Highlands Health District & Beacon Pharmacy Vaccine Clinic October 23 rd (19 participants)	
Creaser Park Fall Guided Walk October 17th	7
Veterans Day Luncheon & Recognition Ceremony	60
Belltown Orchard, Glastonbury October 22 nd	5
What's New with Medicare in 2026 October 24	30
Holiday Music Sing-a-long & Brunch December 19 th	22
TOTAL	124
TOTAL PARTICIPATION THIS QUARTER <small>*THIS TOTAL IS AN ESTIMATE BASED ON THE MYSENIORCENTER SWIPE CARD SYSTEM THAT DOES NOT TAKE INTO ACCOUNT PARTICIPANTS THAT MAY HAVE NOT USED THEIR CARD</small>	*1,136



Photo courtesy of Eric Thomas

A great day for a trail walk at Creaser Park! Thank you to Eric Thomas, who lead the hike with our patrons. We will be creating more hiking opportunities for the spring of 2026.



II. 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 **66** individuals (**55 hours of volunteer hours**) this quarter.

- **Energy Assistance through the CT Energy Assistance Program (CEAP)** The Coventry Senior Center is an agency site serving Coventry residents for the Access Agency, Willimantic CT. To date, the Senior Center Coordinator has processed **12** applications.

- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **14 (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 State and local agencies. This also includes information about elderly care management, meals on wheels, emergency response systems, budget counseling, affordable housing applications and dementia education.

III. COMMUNICATIONS:

- Monthly Newsletter: **367**, 10 more than last quarter, patrons receive our monthly newsletter via email; **25** delivered to Orchard Hills Housing Authority and an average of **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 Winter Newsletter and Quarterly Report
- **06238** Fall/Winter Publication (a collaboration with the Parks & Recreation)
- Social Media: The Senior Center Facebook Page currently has **822** followers, **24** 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 **125.25** volunteer hours of service this quarter (x \$16.35 minimum wage = \$2,047.84 salary savings) Betsy Fitzgerald (**70.25 hours**), Penny Whitaker (**55 hours**) This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

IV. DEPARTMENT UPDATES

10/2025 ~ The Center welcomed Sarah Baez as our new 30-hour week, Administrative Assistant. Sarah has been a wonderful addition to the Center and has a lot of great program ideas which we can't wait to share with our patrons. She is going to make a fabulous addition to our team!

VETERANS DAY LUNCHEON



*Thank you to everyone who
joined us for our holiday sing-along
party!*

BY THE #S

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

PROGRAMS

- 348 Total Enrollment
- 303 Program Hours
- 27 Sessions

RENTALS

- 30 Lodge rentals
- 68 Millbrook Place rentals
- 60+ Rental inquires

CHILDCARE

- 262 hours of childcare provided
- 9 days of extended hours
- 1,560 snacks served
- 11 local high school/college-aged staff employed
- 55 kids served

SOCIAL MEDIA

- 58 Facebook posts
- 16.4K highest Facebook post reach
- 121.6K Facebook views
- 116 New Facebook followers

06238



PARKS & RECREATION QUARTERLY REPORT: FALL 2026

October – November - December

HALLOWEEN ON MAIN

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



A BIG THANK YOU TO ALL THE BUSINESSES & ORGANIZATIONS WHO PARTICIPATED! –Bidwell Tavern, Bidwell Spirits, Booth & Dimock Library, Coventry Auto, Coventry DTC, Coventry RTC, Coventry Human Services Department, Coventry DPW, Coventry Fire/EMS, Coventry Early Childhood Collaborative, Coventry Police, Coventry Lions Club, Coventry Laundromat, Coventry Lake Waterski Club, CGS PTO, Coventry Arts & Antiques, Coventry Girl Scouts, First Congregational Church of Coventry, Foxy Cuts Grooming, Girl Scout Troop 10633, GHR PTO, JDM Imports CT, Keller Williams, Nathan Hale Antique Center, Northstar Homeloans, Preserved Antiques, Second Congregational Church, Teleflex, Town Manager's Office, Village Improvement Society, Wasabi Restaurant, Woke Restaurant.



COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director ◊ Megan Yanez, Assistant Director ◊

Josh Anderson, Recreation Assistant

www.coventry-ct.gov

BASKETBALL

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

K – 2 Instructional - 115

Grades 3 & 4 – 76 (Rec League)

Grades 5 & 6 – 56 (Rec and Travel League)

Grades 7 & 8 – 35 (Rec and Travel League)

Grades 9 -12 – 35 (Rec League)

TOTAL participants: 317

THANK YOU, Coventry BOE, for allowing usage of the gym for the season and to the 60+ volunteers coaches and CYBA Board Members.



FACILITY UPDATES

Patriots Park: DPW staff began site work for the new playground location. Several trees were removed and the stone wall. This project is funded through a state STEAP grant.

Miller Richardson: In October and November, town staff prepared the bid packet for the Miller Richardson fence project. In December, GMH Fence Company was awarded the bid for the fence replacement and expansion along Rt 31. Weather delayed the project start to January. This project is funded by State LOCIP funding.

Lisicke Beach: VP Landscaping completed the retaining wall and stair project in October. This project was funded by State LOCIP funding.

HOLIDAY TRADITIONS

The Scarecrow Contest returned after a one year hiatus. Four village scarecrows and four town green scarecrows made an appearance and brought a smile to all who passed by.

The 5th Annual Tour of Holiday Lights helped kick off the holiday season, as 17 homes throughout Town decorated with fantastic light displays! Feedback was immediate, as folks commented on how expansive and creative this year's displays were. Over 175 people voted for their favorite!

Parks and Rec received over 40 letters from local children to their favorite Holiday Figure, dropped off in the new mailbox. Letters were written to Santa, the Grinch, and the Mensch. Every child received a response just in time for the holidays.

Parks and Rec staff participated in the Annual Christmas in the Village Event put on by the Lions Club. This year, we teamed up with Booth & Dimock Library staff to offer holiday crafts.

PROFESSIONAL DEVELOPMENT

J. Anderson, L. Munshower, and M. Yanez all attended the Connecticut Recreation & Parks Association Annual Conference. Some of the workshops they attended included Camp Staff Training and Leadership Development, Take Control of Your Online Presence, Managing the Aftermath of a Critical Incident, Camp Weather Preparedness, and Learning Common AI Tools.

FALL FUN



Booth & Dimock Memorial Library

Quarterly Report

October 1, 2025 – December 31, 2025



- I. *Circulation* – Items that have been checked out, renewed, or loaned/borrowed through inter-library loan.
 - Total – **19,056**
 - Type (included in total)
 - Books & Serials – **13,860**
 - Video – **1,191**
 - Audio – **187**
 - Electronic – **3,445**
 - Other – **364**
 - Age (included in total)
 - Adult – **6,307**
 - Young Adult – **1,012**
 - Children – **8,223**
 - Not Assigned – **69**
 - Inter-Library Loan (included in total)
 - Borrowing – **1,771**
 - Lending – **1,422**

- II. *Library Visits* – People walking through the door as tallied by an automatic door counter.
 - **8,002**
 - *563 people visited the library on October 25 during Halloween on Main, and 514 people visited on December 7 during Christmas in the village.*

- III. *New Library Cards* – Individuals who registered for a Coventry library card for the first time.
 - **86**

- IV. *Reference* – Questions staff answered regarding library services, library catalog, local area, research, genealogy, homework help, and more.
 - **1,637**

- V. *Internet* – Use of library wi-fi and desktop computers.
 - Desktop Computers
 - Total Users – **483**
 - Wi-Fi
 - Total Sessions – **26,991**
 - Total Devices – **949**
 - Average Daily Devices – **30**

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

- Programs Offered – **70**
- Participants – **1,544**
 - **Staff interacted with 90 people at the Coventry Grammar School Open House on October 8.**
 - **Approximate 30 people came out for Fire Safety Week. Coventry Fire/EMS brought fire trucks and fire safety information to the library on October 10.**
 - **20 people attended the Spooky Storytme before Halloween on Main on October 25.**
 - **Horizon Wings returned for a program on Corvids which had 44 participants.**
 - **Staff attended the Winter Farmer’s Market and presented a program on Dia de los Muertos which had 69 participates.**
 - **172 people participated in our ornament craft during Christmas in the Village.**
 - **20 people attended a special Nutcracker Ballet storytme hosted by Tread City Classical Dance.**

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

- Facebook
 - Posts – **54**
 - Views – **18,508**
 - Reach – **11,188**
- Google Profile
 - Searches – **1,754**
 - Business Profile Interactions – **1,392**
 - Website Visits from Profile – **967**
- Website
 - Unique Visits – **7,213**
 - Page Visits – **10,044**

VIII. *Library Facilities*

- Boiler was serviced by Air Temp Mechanical on 10/22 and passed state inspection on 10/31.
- A HVAC control transmitter failed on 10/29, resulting in the upstairs part of the building overheating and the community room being unheated. Automated Building Systems replaced the faulty transmitter the next day and temperatures regulated by the weekend.
- Alarm company replaced batteries throughout the system.
- Outback Landscaping will do snow removal on the library’s sidewalks for the 2026 winter season.
- The Fire Marshal conducted an inspection on December 11. Areas of follow-up included the door push-bar on the downstairs emergency exit (corrected), replacing the downstairs carbon monoxide detector (corrected, but not replaced as the detector is part of the full fire alarm system), and using a different outlet for the teen program room toaster oven (corrected).

IX. Library Staff & Professional Development

- Jennifer attended a training demonstration by CT Judiciary on resources for legal reference assistance on October 2.
- Christa attended School Library Journal's "Day of Dialog" on October 9.
- Christa attended information sessions on dyslexia hosted by the Connecticut Parent Advocacy Center on October 22 and 29.
- Margaret was a presenter on an alumni panel hosted by the Eastern Connecticut State University History Department on careers within library sciences.
https://www.easternct.edu/news/_stories-and-releases/2025/november/historyalumni-speak-on-careers-beyond-eastern.html
- Christa attended an "Early Start CT" program through the CT office of Early Childhood on November 18.
- Bibliomation hosted a strategic planning focus group at Booth & Dimock on December 18, which was attended by Margaret, Kayla, Christa, Jenn, and Aubrey, as well as staff from other Bibliomation member libraries and Bibliomation staff.
- Margaret attended CLA's monthly meetings on October 16, November 20, and December 18.

X. General Updates

- The Library participated in the Park & Rec's Scarecrow Contest with an "If You Give A Mouse A Cookie" themed scarecrow.
- A new, smaller fish tank is in use in the children's room.
- Margaret sorted through historic materials in the front storage closet and compiled them into the "Library & Local History Collection," which has a completed finding aid and is stored in waterproof fling containers. The collection, which has materials from 1904 – 2018, contains series including Porter Library, Library History, Local History, Clock Tower, and Newspaper Articles.
- Library membership mailing was dropped off to the Post Office on November 18.
- The Library was closed November 11 for Veterans Day and November 27 – 29 for Thanksgiving.
- The library was closed December 24 and December 25 for the Christmas holiday.
- The community room was used 13 times by outside groups.



Left: Library employee Juliana and other staff from Horizon Wings with some ravens and crows at the "Clever Corvids" program on November 22.

Top Right: Coventry Fire/EMS brought 3 trucks to the library for Fire Prevention Week on October 10.

Bottom Right: Children and caregivers dance with ballerinas after the special Nutcracker Storytime hosted by Thread City Classical Dance on December 13.

PUBLIC WORKS DEPARTMENT
Quarterly Report
October, November & December 2025

STAFF

Director of Public Works/ Tree WardenWilliam Watkins
Administrative SecretaryDianna Grindle

Highway/ Roads Crew Leader Charles Harakaly
Facilities Crew Leader Colin Dunnack

Public Works Maintainer III Clifton Labrec
Public Works Maintainer III Monica Bragdon
Public Works Maintainer III Lee Davey
Public Works Maintainer II Richard Watts
Public Works Maintainer II John Hoffman
Public Works Maintainer II Eric Hurlburt
Public Works Maintainer II Michael Mangiafico
Public Works Maintainer II David Mortimer
Public Works Maintainer I..... Mark Jaworski
Public Works Maintainer I..... Christopher Cefaratti
Public Works Maintainer I..... Matthew Anderson
Public Works Maintainer I/Custodian Danielle Baker

Lead Mechanic.....Robert Maxwell
Mechanic II Troy Stout
Mechanic’s Helper Vacant

WWTP OperatorMichael Ruef
Assistant WWTP OperatorCharles Grossmann

P/T Transfer Station Operator.....Luke Fleming and Alex Devanney

Cemetery SextonRichard Mindek

Town Engineer.....Todd Penney
Engineering Technician (P/T).....Mark St. Germain

Trees

There were numerous hazardous tree complaints during this quarter. The town right of way mapping was used to make determinations of town or private trees. DPW contracted with D&D Property Maintenance for 15 days to remove and trim trees in the right of way.

Eversource has contracted with Asplundh tree to trim and remove trees near power lines in the lake district.

Shop

The shop performed routine maintenance on vehicles and equipment. There were no significant breakdowns during the quarter. The shop finished making needed repairs to plow trucks in preparation for the winter season. Work started on lawn mowing equipment and the street sweeper in preparation for the spring season.

Administration

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

2 new transfer station attendants trained and working independently.

Long time employee Erik Johansen left to take a position with the Town of Andover as DPW supervisor. Erik worked for Coventry for 22 years.

The vacancy was posted and Troy Stout was promoted to the Mechanic 2 position.

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



Training

November saw quite a few DPW staff graduate and receive certificates through UCONN T2 Center.

Daneille Baker graduated from The Connecticut Public Works Academy.

Charlie Grossmann and Bob Maxwell received certificates from the Road Master Program.

Monica Bragdon received certificate from the Road Scholar Program.

Bill Watkins received certificate from Local Traffic Authority Program.

Colin Dunnack graduated from Transportation Leadership Program.

Road Crew

The crew continued performing routine road maintenance as follows:

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

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

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

Drainage & Paving Work

School St Drainage Project – 250 feet of 24-inch drainage pipe was installed. 4 Complete catch basin rebuilds, and 1 new additional catch basin was added to the drainage system. This work

was completed by DPW staff with assistance from Earth Dynamics to rip out 2 old catch basins. After all drainage work was completed, we contracted All State Paving to do a full depth reclaim and regraded to road base. The road was then paved with a 2-inch binder course and 1.5-inch top course.

After the roads were paved the DPW crew inspected the road for backfilling road edges and paving driveway aprons and completed the work.

Lower Oak Grove – All drainage repairs were completed, including 62 catch basin top replacements and needed repairs completed, with 8 total rebuilds. 400 ft of 15-inch drainage pipe installed, and 2, 15-inch cross culverts replaced. All roads were milled down to the gravel base and paved 3 inches of HMA. After the roads were paved the DPW crew inspected the road for backfilling road edges and paving driveway aprons and completed the work as needed.

South St – Drainage repairs were completed on a 1 mile stretch from Silver St to Swamp Rd Extension. This included 1 18-inch cross culvert and 6 catch basin repairs. Once the drainage work was completed the road was milled down 2 inches and repaved.

Leslie Lane – 6 Catch basins were inspected and needed repairs made in preparation for reclaiming and paving during construction season 2026.

Grounds/Facilities Crew

The crew continued with the following:

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

The Grounds crew also performed the following:

- Overseeded sports fields
- Assisted with Cemetery Maintenance and removed overgrown shrubs
- Prepared Patriots Park for the Veterans Day Road race.
- Top dressed infield at Miller Richardson Baseball field.
- Removed stumps and graded Miller Richardson Complex.

COVRRRA ANNUAL REPORT FY 25/26

TRANSFER STATION: MATERIALS RECEIVED

	1st QTR. JULY- SEPT	2nd QTR. OCT- DEC	3rd QTR. JAN- MARCH	4th QTR. APRIL- JUNE	ANNUAL TOTALS
Revenues	\$23,858	\$13,323			\$37,181
Ewaste - each	410	275			685
Propane Tanks - each	26	26			52
Bulky CD/Stumps - tons	102	100			202
Scrap Metal - tons	33	15			48
Tires - each	109	40			149
Leaves - tons	16	3			19
Refrigerant - each	135	115			250
Mattress	277	167			444
Customers	2870	1793			4663

TRANSFER STATION: MATERIALS TRANSFERRED

Casella - Bulk (cd) ton	123	120			243
Casella - Bulk (brush) ton					0
Casella - Recycling (metal) ton	27	27			54
Casella - Single Stream ton	8	19			27
Take2 - refrigerant units	130	67			197
Take2 - electronics (CED) lbs.	6,735	6,813			13,548
Take2 - electronics (non) lbs.	5,266	1,669			6,935
Take2 Recycling - lamps, mixed lbs.	222	0			222
Take2 Recycling - batteries, mixed lbs.	426	0			426
N 'n M Recycling Inc - propane- each	69	0			69
N 'n M Recycling Inc - fire extinguishers	13	0			13
Don's Tire - each	82	120			202
PaintCare - lbs.	4,350	7,300			11,650
Midstate Batteries - each	65				65

CURBSIDE PICK UP

msw to Casella @ \$93.98 / ton expenditure	1,053 \$98,929.93	1,003 \$94,269.46			2,056 \$193,199.39
recycling to Casella @ \$variable / ton expenditure	261 \$25,532.08	251 \$25,450.58			512 \$50,982.66
curbside bulk to Casella @ \$90.69 / ton expenditure	41 \$3,705.59	43 \$3,921.44			84 \$7,627.03

TRANSFER STATION QUARTERLY REPORT

material received:																		
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/S/TUMPS	RECYCLABLE METAL	TIRE	LEAVES	REFRIGERANT	MATTRESS	OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS	Batteries
10/02/25	\$600.00	\$296.16	\$9.44	8	12	8560	450	3	1130	9	9	Alex./Luke/ Danielle		90	23	10	0	1
10/04/25	\$303.20	\$645.52	\$17.48	15	1	10720	280	3	0	7	9	Luke/Alex/	02371-023497	133	17	11	0	
10/09/25	\$280.80	\$530.15	\$15.85	11	2	6650	190	1	410	2	3	Luke/Alex/	23499-23518	77	9	11	0	3
10/11/25	\$341.00	\$160.40	\$5.40	19	0	4000	0	5	100	11	5	Luke/Alex/	23519-23537	101	13	6	0	2
10/16/25	\$238.00	\$225.22	\$6.78	15	1	4890	50	0	0	2	6	Luke/Alex/	23538-23557	55	15	5	17	
10/18/25	\$453.75	\$444.63	\$14.17	16	0	8970	460	0	0	6	11	Luke/Alex/	23558-23590	93	19	15	16	1
10/23/25	\$240.00	\$224.30	\$6.90	12	1	4690	0	3	0	3	2	Luke/Alex/	23592-23608	55	11	6	4	0
10/25/25	\$401.00	\$533.89	\$17.31	15	1	8950	90	3	470	15	19	Luke/Alex/	23609-23650	125	23	20	8	0
10/30/25	\$271.00	\$38.66	\$1.34	13	1	2440	0	0	0	8	4	Luke/Alex/	23651-23663	55	11	2	9	
Mo Total lbs.	\$3,128.75	\$3,098.93	\$94.67	124	19	59870	1520	18	2110	63	68			784	141	86	54	7
tons						29.935	0.76		1.055									
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/S/TUMPS	RECYCLABLE METAL	TIRE	LEAVES	REFRIGERANT	MATTRESS	OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS	Batteries
11/01/25	\$366.00	\$276.54	\$9.06	16	0	6300	130	0	0	8	9	Luke/Alex/	23664-23689	97	15	11	6	1
11/06/25	\$240.00	\$135.60	\$4.28	10	0	3060	0	7	0	2	3	Luke/Alex/	23690-23707	72	13	5	11	1
11/08/25	\$556.70	\$477.89	\$15.51	6	0	9280	0	1	0	10	19	Luke/Alex/	23708-23752	116	27	15	25	
11/13/25	\$190.00	\$329.76	\$10.04	10	0	5290	0	1	0	2	2	Luke/Alex/	23753-23771	56	10	8	3	1
11/15/25	\$236.00	\$154.40	\$5.20	12	1	2680	0	2	0	5	12	Luke/Alex/	23772-23793	59	14	7	14	
11/20/25	\$213.00	\$193.96	\$6.42	14	0	4140	940	4	1880	1	2	Luke/Alex/	23794-23810	54	9	8	5	
11/22/25	\$241.00	\$325.47	\$10.53	10	5	5390	530	1	1060	3	8	Luke/Alex/	23811-23833	82	11	12	9	2
11/29/25	\$419.80	\$488.76	\$14.44	10	0	10900	610	0	180	2	5	Luke	23834-23857	84	16	9	4	3
Mo Total lbs.	\$2,462.50	\$2,382.40	\$75.48	88	6	47040	2210	16	3120	33	60			620	115	75	77	8
tons						23.52	1.105		1.56									
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/S/TUMPS	RECYCLABLE METAL	TIRE	LEAVES	REFRIGERANT	MATTRESS	OP	TICKETS	CUSTOMERS	CASH/CK	CARD	BAGS	Batteries
12/04/25	\$191.00	\$5.69	\$0.31	12	0	2010	50	0	90	1	4	Luke	23859-23867	35	8	1	9	
12/06/25	\$227.60	\$174.03	\$5.57	10	0	1710	540	1	0	4	5	Luke/Alex/	23868-23885	74	12	6	6	1
12/11/25	\$100.00	\$26.19	\$1.81	3	0	2230	0	1	0	3	9	Luke/Alex/	23886-23896	44	11	2	3	0
12/13/25	\$181.80	\$271.94	\$9.26	10	1	3650	180	4	0	4	7	Luke/Alex/	23899-23922	73	11	13	5	0
12/18/25	\$100.00	\$39.44	\$1.36	5	0	1730	0	0	0	1	1	Luke/Alex/	23923-23929	28	5	2	3	1
12/20/25	\$162.00	\$263.13	\$8.10	15	0	4170	100	0	0	5	8	Luke/Alex/	23930-23948	71	11	8	20	0
12/25/25-closed xmas																		
12/27/25	\$90.00	\$214.58	\$6.65	8	0	2950	80	0	0	1	5	Luke/Alex/	23949-23960	64	5	7	10	2
Mo Total lbs.	\$1,052.40	\$995.00	\$33.06	63	1	18450	950	6	90	19	39			389	63	39	56	4
tons						9.225	0.475		0.045									
Qtr Totals lbs.	\$6,643.65	\$6,476.33	\$203.21	275	26	25360	4680	40	3320	115	167			1793	319	200	187	19

Baystate Textile, Take2 Electronics (etc.), wood & auto batteries recycling report								
	textiles		lbs. CED @ \$.055/lb.			batteries,		auto
	lbs.	0.06	(computers, monitors, tv, printers)	non CED	lamps	mixed	refrigerant	cores
								\$5 each
								ton
2025								
July	4820	\$289.20	2097	1774	0	0	48	
		pd ck 07726						
August	3200	\$192	2659	1115	222	426	82	
		pd ck 8261						
September	3280	\$196.80	1979	2377	0	0	0	24
		pd ck 8856	jul-sep pd ck #20043 \$370.43 6735 lbs					ck 2766 \$120
October	5040	\$302.40	2013	920	201	210	16	
		pd ck 9337						
November	4340	\$260.40	2088	1270	0	0	31	
		pd ck 9938						
December	3560	\$213.60	2712	1669	0	0	20	

WPCA 2025 4th Quarter Report: October, November, December

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 30th 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 other wastewater projects.

Wastewater Treatment Plant:

- Staff submitted an equipment modification application to CT DEEP for the new “screen” unit we selected to remove wipes and other trash before they can clog pumps and pipes at the plant.
- We hired a vendor to perform maintenance on infiltration basin 3. Public Works truck drivers and equipment operator assisted, which reduced costs. The top 12 inches of gravel was removed and stockpiled on site. Testing showed that the upper gravel layers are plugged with organic solids so removing this layer should improve basin drainage.
- Aquatic herbicide will be applied to the basins in spring / summer 2026 to reduce aquatic vegetation growth which is preventing evaporation.
- We’re installing and testing aeration piping in basin 3 to reduce aquatic vegetation growth and improve evaporation. If aeration works we will install it in other basins and won’t need herbicide treatments.

Collection System:

- WPCA staff inspected manholes on School St and Oak Grove before paving and worked with Public Works crews to repair manholes and install risers.
- CT DEEP issued new permit requirements for Non-Significant Industrial Users connected to the sewer system. Two town buildings and 3 local businesses fall under strict new regulations and testing requirements. WPCA staff are assisting the permittees with online registration, lab testing, and permit compliance.
- CT DEEP also renewed the Industrial Stormwater Discharge Permit for Public Works / Transfer Station. WPCA Staff are assisting with engineer procurement, permit registration, lab testing, and discharge inspections.
- We worked with a vendor to make significant updates to our GIS sewer mapping.

Sewer System Capacity:

- We are hopeful the basin maintenance work and aeration / herbicide improve basin drainage and increase our hydraulic capacity.

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 for the EIE is \$200,000 and 55% will be paid by a DEEP grant.



Coventry Land Use Department

Quarterly Report for
October, November, December
~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

October, November, December

Personnel

Planning Tech/Zoning Enforcement Officer Heidi Leech is in the process of obtaining her certification as a Zoning Enforcement Officer (CZEO). She recently received the highest score in the class of 40 on a certification test! Congratulations, Heidi!

A new recording secretary has been hired to serve the regulatory Land Use Commissions. Andrea Vassallo will take minutes for the Planning and Zoning Commission, Inland Wetlands and Watercourses Agency, and the Zoning Board of Appeals. Welcome Andrea! We wish our outgoing Recording Secretary Natalia Yeschick well!

Legal Issues

- Joshua Beebe has made progress towards meeting a court order to obtain the necessary land use and building permits (Docket No: TTD-CV23-6026740-S). He has obtained IWA and ZBA approvals for Tardif Farm and has submitted a professionally prepared site plan survey to the Planning Zoning Commission.
- 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 obtained a temporary injunction, and the defendant took steps to restore a vernal pool. Herpetologist Hank Gruner assisted the effort. Much thanks to Lindsay Beutler for project monitoring and management.
- The Planning and Zoning Commission is appealing a decision of the Zoning Board of Appeals. There is no docket number yet.

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

October, November, December

APP. #	TYPE	DATE OF RECEIPT BY PZC	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
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	11/24/25	A
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.	10/14/25	A
PZC-25-14	SP/A	10/14/25	Proposed Renewal and Modification of existing Special Permit (22-10S) for winery with accessory assembly and musical entertainment at 454 Cassidy Hill Road in the GR-80 Zone	10/27/25	A
PZC-25-15	SP	10/14/25	Special Permit application for Designed Apartment/Condominium Development on 15.51 acres on the south side of Boston Turnpike (Map 22, Lot 108) for 29 condominium units in 9 buildings in the GR-40 Zone	11/10/25	A
10-02S	W	10/14/25	Request for Site Plan Waiver for 2812 Boston Turnpike, 8 acres, Commercial Zone, Zoning Permit for second phase of Special Permit.	10/14/25	D
PZC-25-16	SPR	10/14/25	Site Plan Review application with request for Site Plan Waiver for Sacred Oak Coventry, LLC (religious use) at 2665 Boston Turnpike in the Commercial Zone	10/14/25	A
PZC-25-17	SP	11/10/25	Special Permit for the extension or enlargement of a non-conforming use – exception for long-established uses (Sec.5.07.03.b) and farm including retail nursery or greenhouse (Sec. 6.05.02.b) on 2.99 acres at 89 Flanders Road in the R/A Zone.		P

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:

Regulatory Changes

- The Planning and Zoning Commission continue to make changes to the zoning regulations concerning housing with help from the Senior and Affordable Housing Alternatives Study Committee. Most recently, the regulations were revised to update the definition of family and to encourage flexible housing options by eliminating the increased minimum lot size for two-family dwellings.

8-24 Municipal Improvement Referrals

- Bridge replacement on Bunker Hill Brook Road – PZC reviewed and was in favor.

Site Walks

- PZC-25-15 - for Designed Apartment/Condominium Development on 15.51 acres on the south side of Boston Turnpike (Map 22, Lot 108).

Intermunicipal Referrals

- The PZC reviewed intermunicipal referrals from Tolland and Mansfield,

AD-HOC SENIOR & AFFORDABLE HOUSING ALTERNATIVES STUDY COMMITTEE

The Committee met three times this quarter including meeting with concept plan consultant, Tony Bolduc, and making a site visit to Orchard Hill Estates. Ms. Roberson met with the Coventry Public Housing Authority and the Inland Wetlands Agency to get feedback on the draft concept plan. The final concept plans are now ready to share!



October, November, December

DISCUSSION AND ACTION TOPICS:

On December 5th, the Town of Coventry celebrated the 30th Anniversary of the **Worn Yesterday Shoppe** with owner Barbara Pleasant. Thank you for your great service to the community Barbie! The Willimantic Chronicle ran a front-page article with an interview with Ms. Pleasant.

Worn Yesterday Celebrating 30 Years



FARMERS' MARKET HIGHLIGHTS 2025:

- #1 in the Northeast, #1 in Connecticut, 2nd in the Nation for the America's Farmers' Markets Celebration (awarded \$2,000)
- Highlighted by Yankee Magazine as a market worth the drive in New England
- Hartford Courant's 2025 Best of Hartford's Readers' Choice Poll
- Recipient of a Farm Credit East Grant (awarded \$500)
- 25% increase in attendance over last season; Over 100,000 visitors for the season!
- 167 Total Vendors
- \$9,950 in sponsorships
- 8 new volunteers - 44 in total
- 12 Coventry businesses were vendors

ZONING BOARD OF APPEALS

YEAR **2025**

October, November, December

APP. #	DATE OF RECEIPT	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/ P
ZBA-25-15	9/12/25	44/66 Pine Lake Drive, Melissa Gamm, requesting a Nonconforming Lot Line Modification between two nonconforming lots in the LR Zone	11/18/25	A
ZBA-25-16	9/26/25	0 Ross Avenue Lot 12 (R02375), Kai Anderson, Variance request to legitimize the creation of an undersized lot created by a free split of nonconforming lots in the LR Zone	11/18/25	A
ZBA-25-17	10/21/25	710 Goose Lane, Zachary Beauchesne, requesting a rear yard setback variance to authorize a previously constructed deck 39 feet from the rear property line when 50 feet is required in the GR-80 Zone		P
ZBA-25-18	11/18/25	89 Flanders Road , Joshua Beebe, requesting a setback variance to authorize previously constructed concrete storage bays 23 feet from the front property line when 50 feet is required, and various setback variance requests of the 100 foot minimum setback requirement of Section 6.05.02.b(i) for existing structures for the enclosure or feeding of poultry, for placement of a duck pen and two coops in the R/A Zone	11/18/25	A
*ZBA-25-20	-	52 Rabbit Trail, Barbara Thornton, requesting a lot coverage variance of 32.14% when 15% is the maximum and request for setback variance, for construction of an in-law addition in the LR Zone <i>(Withdrawn after meeting with ZEO)</i>		W
*ZBA-25-22	1/20/26	6 Midland Road, Titan Construction, requesting a lot coverage variance of 17.82% when 15% is the maximum for the construction of a handicap accessible addition as a Reasonable Accommodation under ADA/FHA in the LR Zone		P

*Missing application numbers are due to a glitch in the Open Gov system, not missing applications

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

ZONING ENFORCEMENT

YEAR **2025**

October, November, December

News from the Planning Technician/Zoning Enforcement Officer:

Heidi Leech, Zoning Enforcement Officer, continues to work on the backlog of blight and zoning enforcement complaints while keeping up with the day-to-day responsibilities in the Building/Land Use Office and staffing the Zoning Board of Appeals (ZBA).

Professional Development

Connecticut law mandates that Zoning Enforcement Officers (ZEOs) in municipalities exercising zoning authority must obtain Certified Zoning Enforcement Official (CZEO) certification. Ms. Leech started the certification process in May 2025 successfully completing CAZEO Institute Session One and passing the required exam. In October 2025 Ms. Leech attended CAZEO Institute Session Two, a week-long intense training focused entirely on land use law. On the fifth day Ms. Leech took and passed the two-hour exam. The final step in the certification process is for Ms. Leech to present a case study to the CAZEO Board after she has been in the ZEO role at least two years.

<u>ZONING PERMITS ISSUED</u>	=	54
New Homes		6
Condominiums		0
In-Laws/Accessory Dwelling Units		2
Accessory Structures		
Decks/Porches		4
Sheds/ Garages /Barns		1
Pools/Hot Tubs		0
Additions/Attached Garage		1
Alterations/Renovations		7
Finished Basements		1
Soil & Erosion Control Plan		0
Fences		0
Commercial Use/Signage		0
Home Occupation		6
Driveway		15
Roof Mounted Solar PV		9
Ground Mounted Solar PV		0
Crumbling Foundation		0
Tenant Fit Out		1
Change of Use		0
Other		1
Total		54

ZONING ENFORCEMENT Cont'd

YEAR **2025**

October, November, December

CERTIFICATES OF ZONING COMPLIANCE = **75**

Single Family Dwellings	2
Accessory Dwelling Unit/In-law Apartment	1
Condos	0
Finish Basement	3
Crumbling Foundation	0
Accessory Structures	
Decks/Porches	6
Sheds/Gazebos/Barns	12
Detached Garages	0
Pools/Hot Tubs	3
Additions/Attached Garages	0
Other	0
Driveways	14
Ground/Roof Mount Solar	14
Tenant Fit Out/Home Occupation	6
Alteration/Renovation	7
Demolition	2
Change of Use	0
E&S Plan/Clearing	3
Zoning Compliance Letter	2
Commercial Use/Signage	0
Total	<u>75</u>

INSPECTIONS = **40**

Erosion and Sediment Control	10
Limits of Clearing/Grading	0
Certificate of Occupancy/Compliance	2
Zoning Compliance	9
Pre-Application Inspection/Pre-Construction	3
Bond Release/Inspections	6
Zoning Complaints (initial & follow-ups)	5
Blight Complaints (initial & follow-ups)	5
Street Number Assignments	0
Driveway	0
Other	0
Total	<u>40</u>

**Due to the holidays and the ZEO being in CAZEO training, some numbers were lower than the previous quarter.*

INLAND WETLANDS AGENCY

YEAR 2025

October, November, December

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/BRIEF DESCRIPTION OF PROPOSED ACTIVITY/APPLICANT	DATE OF DECISION	ACTION
25-26W	9/14/25	9/24/25	-	29 Shore Drive Permeable patio, walkway, parking area, and retaining walls James Blair	10/22/25	A
25-27WA	9/15/25	12/17/25	12/17/25	2991 South Street Drainage improvements and retaining wall (application incomplete) Douglas Bynes	12/17/25	A
25-28W	9/19/25	9/24/25	-	64 Zeya Drive (now 651 Bread and Milk) Modification of Wetlands Permit 20-47, Requesting modification to location of approved house Mark Peterson	10/22/25	A
25-29WA	10/1/25	-	-	159 Shore Drive Demo of garage, leaving cement slab Joseph Pac	-	P
25-30W	10/7/25	10/22/25	-	124 Lake Street Water circulator near Patriots Park swimming area to reduce bacteria levels James Drumm	-	P
25-31WA	10/19/25	-	-	114 Homestead Drive Septic system installation Tim Strmiska	10/31/25	A
25-32WA	10/31/25	11/19/25	-	167 Geraldine Drive 24x24 garage James Lathrop	12/17/25	A
25-33W	11/4/25	11/19/25		152 Cheney Lane Demo of garage James DiPreta	12/17/25	A
TH	11/17/25	12/17/25	-	1266 Cedar Swamp Road Selective Timber Harvest Austin Harmon/ Hull Forest Products	12/17/25	A
25-34WA	11/12/25	-	-	3490 South Street 12x16' shed Francis Decarli	11/18/25	A
25-35				Archived – No wetlands permit needed		
25-36W	12/5/25	12/17/25		349 Stonehouse Rd Two family home Shane Stinson, Titan Construction	-	P
25-37WA	12/11/25	-	-	78 Judd Road Clearing and grading in URA Robert Jennison	-	P
25-38WA	12/16/25	-	-	1171 Main Street Installation of aluminum shed Lynne M Simmons	12/18/25	A

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 did not increase or decrease during the fourth quarter of 2025. There was once again a total of 11 new applications that were received, 6 of which were approved, 4 are pending, and 1 was withdrawn because a permit was not needed. There were 3 pending applications from last quarter approved; 1 application from last quarter was withdrawn.

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

- Attended a Soil Science 101 workshop hosted by the Connecticut Association of Wetland Scientists
- Attended Annual Conference hosted by Connecticut Association of Conservation and Inland Wetlands Commissions
- Attended UConn’s bi-annual Native Plant Conference
- Continues to serve on Board of Directors for Hop River Trail Alliance

Conservation Commission & Sub-Committees Staff Support

- 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.
- Serves as Staff Liaison for newly formed Inland Wetlands Agency Low Impact Development Work Group.

TOWN OF COVENTRY FIRE-EMS DEPARTMENT

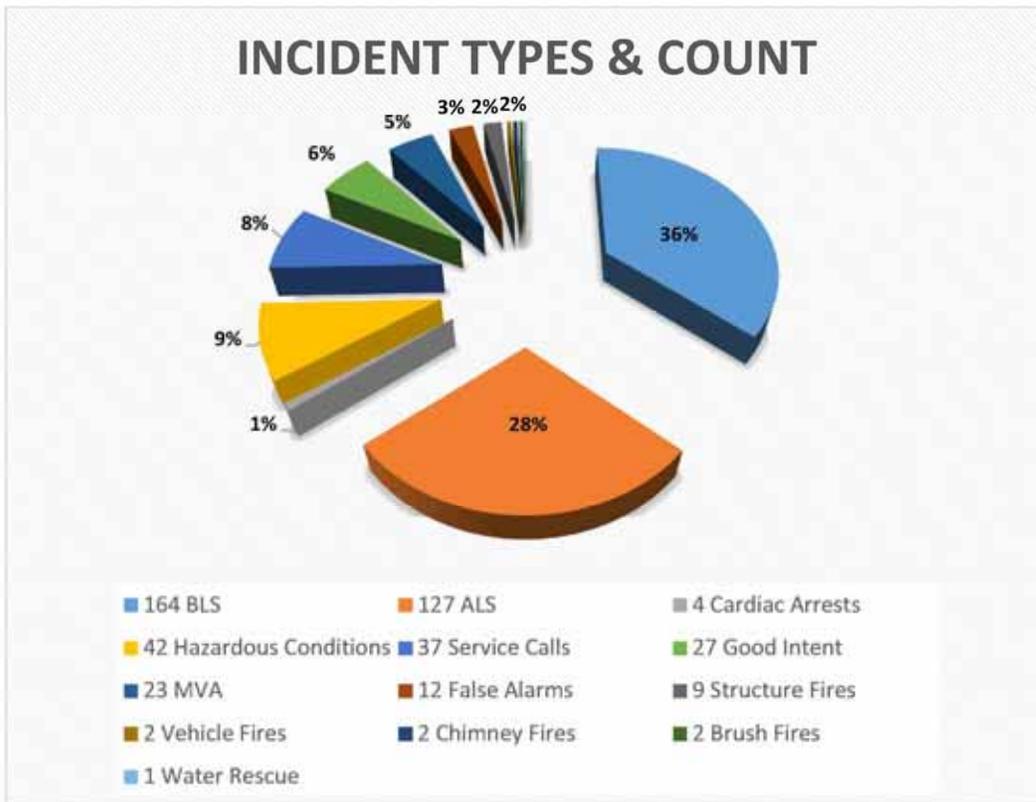


QUARTERLY REPORT

October 1 – December 31, 2025



Major Incident Types by Month for Date Range (452)



I would like to take a moment to share some of the key activities and accomplishments from our fourth quarter of the calendar year of 2025 within our fire department.

OCTOBER During the month of October, department members participated in multiple training evolutions focused on fire suppression, fire behavior, and firefighter safety. Training objectives included:

- Identifying key components of a Self-Contained Breathing Apparatus (SCBA) and describing their functions
- Listing situations in which SCBA use is required
- Describing basic concepts of fire behavior
- Explaining how fire behavior impacts fire suppression operations

Dedication – Teamwork – Respect

Hands-on and scenario-based training included:

- Suppressing fires in a confined room using a water can while observing fire behavior and thermal layering
- Conducting scene size-up and suppressing a simulated garage fire in accordance with department procedures
- Performing search operations to locate a missing victim in a smoke-filled environment using accepted search techniques and/or a Thermal Imaging Camera
- Demonstrating a “combat-ready” demeanor during fireground operations consistent with prior training

In addition, members attended Windham Medics Lecture Series #3 which covered topics including EMS leadership, recruitment and retention, and preparing the next generation of EMS providers.

The department continued its strong focus on fire prevention and public education throughout the quarter. Fire safety messages were delivered to students at Hale Early Education Center, Coventry Grammar School, and local daycare facilities. By engaging children at an early age, we aim to build a strong foundation of fire safety awareness and prevention.

As part of our community outreach efforts, the department also participated in the local farmers market, where members engaged with residents, shared fire safety and prevention information, and strengthened relationships with the community we serve.



NOVEMBER Members participated in winter driving training, recognizing that winter driving conditions can be challenging under normal circumstances. When operating a large emergency vehicle with added urgency, these conditions can quickly become overwhelming. This program provided basic guidelines to help personnel safely operate department apparatus during winter weather and adverse road conditions. Additional training special considerations for fire suppression operations during cold weather conditions.



Department members also successfully completed the Human Trafficking Awareness for EMS course. This training is required for all EMS providers in the State of Connecticut and equips personnel with the knowledge to recognize indicators of human trafficking and respond appropriately.

In support of community events and outreach, the department participated in the annual Veterans Day Race, assisting with the event as a show of support for local veterans.

The department also conducted a successful Fill the Boot fundraising campaign at Dunkin’ and Coventry Public Market. Funds raised supported PJ Day, a charitable cause benefiting children battling cancer.

As part of our ongoing commitment to operational safety and preparedness, the department conducted its annual hose and ladder testing in October. This critical testing ensures that all hoses, nozzles, ladders, and pumps are in proper working order. The process allows us to identify equipment requiring repair or replacement and helps ensure the safety of our personnel, who rely on this life-saving equipment throughout the year.

DECEMBER The department training focused on responder safety, utility-related emergencies, and cold-weather operations.

Dedication – Teamwork – Respect

- Participants received training on best practices for responding to incidents involving power lines and electrical delivery systems, emphasizing scene safety and coordination with utility providers.
- Members also completed training on safe and effective response to emergencies involving natural gas. This course was provided by Avangrid, the parent company of Connecticut Natural Gas, the natural gas provider for Coventry, Connecticut, and addressed hazard recognition, isolation procedures, and responder safety.
- Cold-weather operational training addressed missing person incidents during extreme cold conditions, with participants learning how to quickly and safely locate a missing individual, evaluate their condition upon discovery, and provide treatment and transport when indicated.



The department hosted the annual Stuff a Truck toy drive in collaboration with the Police Department. This event was highly successful and helped bring holiday cheer to families in need throughout the community.

Members also supported Wreaths Across America activities, honoring and remembering our nation's veterans during the holiday season.

To show appreciation for the community's continued support throughout the year, the department organized a Holiday Light Parade, spreading festive spirit and gratitude to residents. These events reflect the department's ongoing commitment to service, community engagement, and giving back, and we are grateful for the opportunity to connect with our neighbors during this special time of year.

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

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

- Five (5) apartment buildings
- Eight (8) businesses
- One (1) group home

In addition to these inspections, the Fire Marshal investigated and created two (2) fire reports, ensuring proper documentation and follow-up for each case.

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
bmeyers@coventry-ct.gov

Dedication – Teamwork – Respect

