

Annual Report



Town of Coventry Connecticut

Fiscal Year
July 1, 2019 –
June 30, 2020

Office of the Town Manager
1712 Main Street
Coventry, CT 06238
860-742-6324
www.coventryct.org

Front cover: *A late summer afternoon
at Patriots Park Beach.
Photo by John Elsesser.*



TOWN OF COVENTRY ANNUAL REPORT FY 2019 – 2020

Above right: The CT Secretary of State's office provided official, secure ballot drop boxes in response to the COVID-19 pandemic, to provide more options for voter participation. Coventry's box was installed at the rear entrance to Town Hall. Photo by Laura Stone.

TABLE OF CONTENTS

TOWN MANAGER	7
OFFICIALS	11
OFFICIALS/VOLUNTEERS.....	13
ADMINISTRATION	15
TOWN CLERK.....	17
SUMMARY OF TOWN MEETINGS.....	23
REGISTRARS OF VOTERS.....	24
PUBLIC SAFETY	27
POLICE.....	29
FIRE/EMS	44
PUBLIC WORKS	53
WPCA	59
CEMETERY COMMISSION.....	63
PERMITS/CODE ENFORCEMENT.....	64
LAND USE	71
PLANNING & ZONING.....	79
INLAND WETLANDS.....	90
ZONING BOARD OF APPEALS.....	93
ECONOMIC DEVELOPMENT.....	98
PROTECTED SPACES STEWARDSHIP.....	102
ENERGY CONSERVATION/ALT. ENERGY	104
CONSERVATION COMMISSION.....	106
EDUCATION	109
BOARD OF EDUCATION/SCHOOLS.....	111
HUMAN SERVICES/CIVIC/CULTURAL	119
HUMAN SERVICES.....	121
HOUSING AUTHORITY.....	137
RECREATION.....	141
BOOTH & DIMOCK MEMORIAL LIBRARY.....	147
FINANCIAL	153
FINANCE DIVISION	155
COLLECTOR OF REVENUE.....	164
ASSESSOR.....	166
BOARD ASSESSMENT APPEALS	170
AUDITOR’S REPORT (Appendix)	
AGENCIES	171
EASTERN HIGHLANDS HEALTH DISTRICT.....	173



Above: Rainbow over the solar carport and ball fields behind Town Hall. Photo by Laura Stone.



TOWN MANAGER

Right: The Town crest. The motto, Altiora in votis, in Latin, translates as "I pray for the higher things."

Town Manager



*John A. Elsesser, Town
Manager and Laura Stone,
Executive Assistant*

I am pleased to present the Annual Report for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020. The year started as an active but normal year, which in February became a whirlwind of change as the Town, State, and Nation became imperiled by a pandemic called COVID-19. Government needed to be reinvented to continue to provide traditional services in new and socially distant ways, while trying to address the social, and financial, impacts of the virus. Our first case was identified on March 22nd and first death on May 24th. The Town adjusted by providing remote meeting links and services, reducing some expenses and finding funds to cover COVID-19 expenses. Above all else, safety for citizens and employees was paramount, but we continued to endeavor to move forward so we did not lose a year. This report will discuss the key projects which

progressed, grants received, and other highlights. But above all else, it will be written in history of the year of COVID-19.

In accordance with the Town Council goals, many projects continued and new priorities were started. Projects included studies and task forces, public works and recreation improvements, building enhancements and efficiencies, and grants. For financial information, please review the Finance Director's section.

The Council created several study task forces, including a Fire merger committee, girls' softball field committee, senior housing opportunities committee, and Library renovation committee. At the staff level we worked on adaptive reuse of Caprilands, a four-town economic vitality plan, Sustainable CT Silver award, establishing a working relationship with the David Hayes Art Museum, extending sewers on Rt. 44 into Bolton, and continued lake management of Hydrilla in Coventry Lake and Fanwort at Eagleville Lake. Police CALEA reaccreditation was also sought and received. Working with the Board of Education staff and Coventry Housing Authority, we worked toward bringing a microgrid concept to reality. Of these, the merger of the Town's two Fire Associations is the most impactful. It was agreed by North Coventry Volunteer Fire Department, Coventry Volunteer Fire Association, and the Town Council to accept the recommendations of the Merger Study Committee for a one-year transition starting July 1, 2020 and being fully implemented July 1, 2021. With this agreement, the Town of Coventry Fire/EMS Department 18 was born and officers per the adopted organization chart selected.

Many facilities were improved. The full road network of Northfields was reconstructed under the Road Bond. Folly Lane Bridge replacement was bid out for summer construction, and Hop River Road Bridge was accepted into a State design program, with construction anticipated in 2022. Other significant road work was completed with the Road Bond and grants, including designs for the realignment of the intersection of Swamp Road at Rt. 44, including relocating Northfields to connect to Swamp Road instead of Rt. 44. Construction is envisioned for the summer of 2021.

In the recreation arena, we finished up a 9-hole disc golf course at Creaser Park, and watched the community gardens there grow in popularity. The Council funded drainage improvements to the current

softball fields behind the Town Hall to allow early spring play. This was a temporary measure while the construction of a full softball complex was studied. We also worked on an irrigation system for Coventry Baseball at Miller Richardson Park.

The Town partnered with Joshua's Trust to have the Trust purchase a significant parcel of open space along the Willimantic River. Planning was started on a Forestry Management project on the Nathan Hale Greenway (former Expressway 6 land).

Our building infrastructure also received attention. A new flagpole structure was completed, fulfilling a long-term pledge to the Lions Club when they purchased and installed two flagpoles years ago. Appreciation to Ackert Electric for donating the lighting.

Working with Eversource, we continued with the LED lighting conversion project for all School and Town buildings. The project was interrupted by COVID, but will be completed in 2021. The project pays for itself in energy savings over a couple of years. The Board of Education was awarded two \$249,000 kWh solar projects which will be installed at the high school and coordinated with the microgrid project. Excess energy will be virtual net metered to other School and Town buildings.

The microgrid project continued to progress and seek regulatory approval. The \$4,000,000 grant is hoped to get all of the following buildings to go off the grid by generating electricity using natural gas: Coventry High School, Capt. Nathan Hale Middle School, Hale Early Education Center, Town Hall/Annex/Radio Tower, School Administration Building, Coventry Fire Station, Coventry Police Station, and all of Orchard Hills Housing. Generating our own power at current market rates will provide sustainability when others are out of power due to grid failures, and provide budget stability.

As part of the Road Bond, the Coventry Grammar School parking lot was reconstructed to separate buses from cars and add capacity. Planning continued on heating/ventilation plans for the High School and Middle School, and roof replacement at the High School and GH Robertson School.

The Library Renovation & Improvement Committee continued to work on a revised charge and by the end of the fiscal year had a revised project to live within the existing footprint of the building, including the courtyard. This was sent to the public in fall of 2021 and was approved.

But above all else, this was the year of COVID. It is predicted that some of these changes will be permanent, such as remote access for services, 24/7 staffed ambulance service, remote land use permits, and remote access to meetings.

As a community we should be proud of how we helped others through this crisis and learned to “stay safe” and “stay well.”

John A. Elsesser
Town Manager



TOWN OFFICIALS

*Above right: The newly-elected Town Council is sworn in for the 2019-2021 term. L to R: Lisa Thomas, Lisa Conant, Jonathan Hand, Richard Williams, Matthew O'Brien, Sr., Julie Blanchard, Matthew O'Brien, Jr.
Photo by Laura Stone.*

OFFICERS, BOARDS, COMMISSIONS

As of June 30, 2020

ELECTED

TOWN COUNCIL

Julie Blanchard
Lisa Conant
Jonathan Hand
Matthew O'Brien, Jr.
Matthew O'Brien, Sr.
Lisa Thomas
Richard Williams

BOARD OF EDUCATION

Jennifer E. Beausoleil
Mary S. Kortmann
Eugene T. Marchand
William M. Oros, Sr.
Barbara Pare
Christina Williams
Robert Williams

BOARD ASSESSMENT APPEALS

Ronald Dextrateur
Joan Lewis
Mary Jo Lewis
Joan M. Cros
Jill Wood Reviczky

ZONING BOARD OF APPEALS

Elizabeth Bauer
Monica Debowska
Frank Infante
Courtney Rossignol
Claire Twerdy

ZBA ALTERNATES

Thomas Boudreau
Michael Gerrity
Valdis Vinkels

REGISTRAR OF VOTERS

Marjorie L. Roach
Pamela Sewell

JUDGE OF PROBATE

Barbara Gardner-Riordan

JUSTICE OF THE PEACE

Victor Birch
Joyce Bonney
Albert E. Bradley
Marie Gallo-Hall
Dorothy M. Grady
M. Kathleen Krider
David Lamore
Patricia Naegeli
Joan M. Cros
Jill Wood Reviczky
Sondra A. Stave
Valdis Vinkels

APPOINTED

TOWN MANAGER

John A. Elsesser

TOWN ATTORNEY

Duncan Forsyth

SUPERINTENDENT OF SCHOOLS

David Petrone

AUDITOR

Blum Shapiro

FINANCE DIRECTOR/TREASURER

Amanda Backhaus

CHIEF OF POLICE

Mark A. Palmer

DIRECTOR OF HEALTH

Robert Miller

TOWN CLERK/REGISTRAR

VITAL STATISTICS

Lori Tollmann

TAX COLLECTOR

Linda L. Greenbacker

ASSESSOR

Michael D'Amicol

HUMAN SERVICES

ADMINISTRATOR

Annemarie Sundgren

YOUTH SERVICES

ADMINISTRATOR

Sneha L'Heureux

SENIOR CENTER COORDINATOR

Brenda Bennett

BUILDING OFFICIAL

Joseph Callahan

SANITARIAN

Glenn Bagdoian

PUBLIC WORKS DIRECTOR

Mark Kiefer

PLANNING & DEVELOPMENT

DIRECTOR

Eric M. Trott

ZONING AGENT

Mark Landolina

TOWN ENGINEER -

INLAND WETLANDS AGENT

Todd Penney

RECREATION DIRECTOR

Wendy L. Rubin

CANINE CONTROL

John H. Chipman, III

EMERGENCY MANAGEMENT

James McLoughlin

MUNICIPAL AGENT ELDERLY

Annemarie Sundgren

FIRE MARSHAL

Bud Meyers

TREE WARDEN

Mark Kiefer

TRAFFIC AUTHORITY

John Elsesser

Mark Kiefer

Mark Palmer

BLDG CODE BD APPEALS

Harvey Barrette
Brian W. Canny
Kathy Fournier
John Willnauer
1 vacancy

CEMETERY COMMISSION

Kevin Arpin
Roger "Michael" Chapman
John Marvin
Mark Messier
Anne Claudine Vieten

CONSERVATION COMMISSION

Charles Brown
Brian D. Coss
Arthur Hall, Jr.
Leroy Lowe, Jr.
Paul C. Manzone
Vincent E. Messino
Robert R. Proctor

ECONOMIC DEVELOPMENT COMM.

Barbara Barry
Kristen Bilotta
Samuel Belsito
Richard Conti
Carolyn Gerrity
William J. Jobbagy
Mark C. Lavitt
Timothy Liptrap
Sondra A. Stave

HOUSING AUTHORITY

Jeffrey S. Arn
Marilyn E. Barrette
Albert E. Bradley
Harlene Fairbanks
Susan Noyes
1 vacancy

HUD HOUSING REHAB/ FAIR HOUSING COMM

Dorothy Grady
Marjorie L. Roach
3 vacancies

PARKS & RECREATION

Beverly Carlson
Marie Gallo-Hall
Bob Martin
Jillian Miner
Jennifer Rodgers

PARKS/RECREATION ALT.

2 vacancies

COVENTRYVISION COMMITTEE

Francis Lombard
Konrad Mroczek
Laura Stone
2 vacancies

PENSION & RETIREMENT

Benedict D. Emanuele
Paul E. Jatkowski
Robert Murzyn
David C. Powers
1 vacancy

PLANNING & ZONING COMMISSION
Steven Hall
William Jobaggy
Stephen (Ed) Marek
Christine Pattee
Darby L. Pollansky

P&Z ALTERNATES
Arianna Mouradjian
Carol Polsky
1 vacancy

INLAND WETLANDS AGENCY
Martin Briggs
Patricia Laramée
Lori J. Mathieu
Sam Norman
Thomas P. Woolf

INLAND WETLANDS ALTERNATES
Suzanne Choate
Michael Powers

WATER POLLUTION CONTROL AUTHORITY
Richard W. Brand
Susan E. Jamaitis
Daniel R. Murphy
Matthew J. Twerdy
1 vacancy

HUMAN RIGHTS COMMISSION
Albert E. Bradley
Marjorie L. Roach
3 vacancies

YOUTH ADVISORY BOARD
Annie Bobbitt
Judy Burr
Terrie D. Carpenter
Vicki Deveau
John Elsesser
Maria L. Genca
Arthur J. Houlberg
Shannon E. King
Roger J. LaPierre
Sneha L'Heureux
Heather MacKintosh
Michael McDonagh
Ginny Molléur
Lynn Obomalayat
David Petrone

AD-HOC FIRE TRANSITION STUDY COMMITTEE:
Chuck Beecher
Kenneth Boutin
Raymond Eldridge, Jr.
Craig Malan
James McLoughlin
Stephen Pacholski
Joshua Ziel

VETERANS MEMORIAL COMMISSION
Leroy A. Lowe, Jr.
6 vacancies

LOCAL EMERGENCY COORDINATING COMMITTEE
John Alosky, NCVFD
Julie Blanchard, Council
Ken Boutin, CVFA
Michael Dombkowski, CVFA
John Elsesser, Tn. Mgr.
Mark Kiefer, Pub. Works
Bud Meyers, NCVFD Mark
Matthew O'Brien, Jr., Council
Palmer, Police Chief
Bill Trudelle, CPS
James McLoughlin, Emergency Management

ENERGY CONSERVATION /ALTERNATIVE ENERGY
Cameron Croutch
Kristine Dennis
Jennifer Lynn Reilly
Timothy Sadler
1 vacancy

LIBRARY IMPROVEMENT & RENOVATION COMMITTEE
Timothy Ackert
William Bonney
Dudley Brand
Joseph Jankowski
James Parda
John Twerdy
M. Deb Walsh

AD-HOC PROTECTED SPACES STEWARDSHIP
Vernon Beausoleil
Kristine Dennis
Sarah Szczebak
Eric Thomas
1 vacancy

HEALTH DISTRICT
John A. Elsesser
M. Deborah Walsh

MUNICIPAL HISTORIAN
Vacant

CT WATER CO. ADVISORY
Albert Landry, Jr.

CAPITOL REGION COUNCIL OF GOVERNMENTS
Stephen (Ed) Marek

WINDHAM REGIONAL TRANSIT
Marjorie Roach

REGIONAL MENTAL HEALTH
Christine J. Brunell

EASTERN REGION MENTAL HEALTH
Linda Comeau

AD-HOC LAKE COVENTRY LAKE ADVISORY & MONITORING COMMITTEE
Charles Brown
Suzanne Choate
Laurie Felix
Scott Gallo
Carly Imhoff
William Piotroski
Deborah B. Zeppa

AD-HOC FARMERS' MARKET OPERATING COMMITTEE
Amanda Backhaus
Barbara Barry
Anne Marie Charland
Janine Coughlin
Jean Nelson
Michelle Pesce
Katrina Weaver

AD-HOC WATER SUPPLY STUDY COMMITTEE
Albert E. Bradley
Christine Pattee
William J. Zenko
2 vacancies

FLOOD & EROSION CONTROL BOARD
Julie Blanchard
Lisa Conant
Jonathan Hand
Matthew O'Brien, Jr.
Matthew O'Brien, Sr.
Lisa Thomas
Richard Williams

CHS WALLS CODE COMPLIANCE COMMITTEE
Nathan Carter
Edward Cofrancesco
Jonathan Hand
Eugene Marchand
1vacancy

SCHOOL ENERGY/BUILDING EFFICIENCY COMMITTEE
Joshua Gemmill
Mary Kortmann
Thomas Kolodziej
Joseph Malon
Jennifer Reilly

SCHOOL READINESS COUNCIL
Joan Lewis

COVENTRY SOFTBALL FIELD STUDY COMMITTEE
Jennifer Rodgers
Michael Blouin
Matthew Harrington
Bonnie Edmondson
Ashley Gagnon
Matthew Hunt

AD-HOC SENIOR HOUSING ALTERNATIVES STUDY COMMITTEE
Richard Brand
Aline Hoffman
Christine Pattee
Sondra A. Stave
John Twerdy
Valdis Vinkels
Roberta Wilmot

EASTERN REGION TOURISM DISTRICT
Michael Sobol



ADMINISTRATION

Above: Town Manager John Elsesser was invited to the White House in Washington, D.C. on July 16, 2019 for Northeast State Leadership Day, a briefing on local government issues.

Town Clerk

The General Statutes of the State of Connecticut determine the duties and responsibilities of the Town Clerk. The Clerk's office serves as the center for public records and information from which most other departments receive the data necessary to perform their specific duties. The Clerk's office is responsible for filing vital statistics, minutes and agendas of all boards and commissions, issuing dog and sports licenses, recording, maintaining and security filming all land records, vitals, maps and other various permanent records. The office is also responsible for the registration of Trade Name Certificates, Liquor Permits, Notary Public appointments, Foreclosed Property registrations and Veteran's Discharges. The Clerk's office facilitates the administration of elections.

*Lori Tollmann, CMC
Town Clerk*

*Brooke R. Manning, CCTC
Assistant Town Clerk*

VITAL STATISTICS:

Vital Statistic records are a major responsibility of the Town Clerk's Office. We receive, issue and maintain these records in our Office. They are tracked by calendar year, not fiscal year.

Coventry Vital Statistics 2018

Births of residents occurring in other towns	92
Births in Town	0
Marriage Licenses issued in Coventry	44
Marriage Licenses of residents issued by other towns	35
Deaths occurring in Coventry	28
Deaths of Coventry residents occurring in other town	66
Fetal Deaths	0
Burial Permits/Cremation Permits	32

All Vital Certificates issued in our office have to be certified copies. The Town Clerk's Office issued 197 Certified Copies in 2019-2020. Vitals fee is \$20.

Marriage Licenses: Marriage licenses are applied for only in the town in which the ceremony is to be performed. Information and a worksheet are available for download from the Town Clerk's webpage www.coventryct.org. Marriage license fee as of July 1, 2018 increased to \$50.



VETERAN'S DISCHARGES:

Must be on file by September 30th to entitle the eligible veteran to an exemption on taxes due the following July. The veteran must present the original discharge (DD-214) or certified copy.



Discharges Filed FY 2019-2020: 19

LIQUOR PERMITS FY 2019-2020:

The Permittee must present to the Town Clerk's Office where the business is located their current permit from the State of Connecticut. The permit is receipted, signed, sealed and copied for filing. The fee for filling increased July 1, 2018 to \$20.00 (PA-18-136).

Liquor Permits Filed: 10



RABIES CLINIC:



Our annual Rabies Clinic was cancelled due to the COVID-19 pandemic. We hope to continue with this service in 2021.

DOG LICENSES:

June is dog licensing month in the State of Connecticut, but dog licenses are sold throughout the year in the Town Clerk's office. All dogs who are six months or older must be licensed. The owner should bring written proof of the dog's rabies vaccination expiration date, and written proof of the dog's spaying or neutering, if applicable, to the Town Clerk's office so that the license can be issued. The base (June) price to license a spayed or neutered dog is \$8; the base price for a non-spayed or non-neutered dog is \$19. There is a \$1 per month late penalty beginning in July. We prepared and mailed 1,000 license renewal notices to all dog owners of record this year.



Dog Licenses issued FY 2019-2020: 1,392 dog licenses, 3 Service dogs and 16 Kennels

To encourage timely licensing in June, our office had a contest to receive the #1 Dog Tag. Dog owners who sent in their renewals before June 1st had a chance for their name to be picked to receive the #1 Tag, and a free dog license for the year. The 2019 was Zoey who belongs to Joseph & Kathy Pirolo. Our current 2020-tag winner was **Kemba** who belongs Jeff Beausoleil.

FISH & GAME LICENSES & PERMITS:

Valid for the calendar year, licenses, and most permits, may be purchased anytime during the year. Each new calendar year licenses become available for sale the preceding December.

Licenses & Permits Issued FY 2019-2020: 357 Licenses & permits

ELECTIONS AND PRIMARIES:



The Town Clerk's duties include assisting the Registrar of Voters in administering elections and primaries. The clerk is required to publish notice of party endorsements and warning of the primary and elections. the clerk determines the maximum number of members of any political party who may be elected to a board. Our office files Legal Notices in the newspaper; files the list of offices to be filled, list of candidates, list of elected officials, vacancy in office and an accounting of absentee ballot forms with the Secretary of the State. The clerk prepares the layout, and arranges for the printing of sample ballots, posters, official and absentee ballots. The Clerk's office issues all absentee ballots, (regular, blank 90 day and 45 day, emergency and overseas) has absolute charge of absentee ballot applications and is responsible to deliver absentee ballots to the Registrars of Voters on Election Day to be counted by sworn absentee ballot counters. This office registers voters in the absence of the Registrar of Voters. The Town Clerk receives and maintains election returns, official check lists and depository envelopes containing executed absentee ballots.



REPUBLICAN PRIMARY:

The Republican Primary scheduled for September 10, 2019 was cancelled. This was due to an error in the petition filing process for a seat on Town Council and Board of Education.

On August 26, 2019 the Honorable Judge Samuel J Sferrazza presiding made the ruling of a Republican Primary to be held on Tuesday, September 17, 2019.

MUNICIPAL ELECTION 2019:

Municipal Election: The Municipal Election was held on November 5, 2019. Town wide voter turnout was 41.06%. Of the 8,791 registered voters in Coventry, 3,610 voted at the polls and 75 absentee ballots were cast, along with 15 Election Day Registration (EDR). The Town Clerk certified the election results to the State of Connecticut, Secretary of the State's Office on November 8, 2019.



Public Act 12-57, "An Act Concerning Permanent Absentee Ballot Status" for the permanently disabled became effective. Any elector who is permanently physically disabled and who files an application for an absentee ballot along with a certification from a primary care provider is eligible for permanent absentee ballot status. We posted information and instructions on the Town of Coventry website at www.coventryct.org. Currently 8 voters are taking advantage of this service.

FISCAL YEAR 2020-2021 BUDGET:

The budget preparation process begins in late November. Gathering, computing, evaluating and organizing the information necessary to make an appropriate request is extremely involved and time consuming. Considerable time and energy is put forth to compile accurate data which reflects this office's needs in order to provide the many services for which we are statutorily charged. Every effort is made to deliver a responsible budget request. The Town Clerk's departmental request was submitted January 2020.

HISTORIC DOCUMENT PRESERVATION GRANT FY19/20:

Historic Document Preservation Grant fy19/20: This grant was used to back scan images back to volume 76 and 1950 era. This grant enabled citizens, title searchers, attorneys, etc. to search online for their needs when our vault closed during the coronavirus.

Boards and Commissions:



Schedule of Meetings Annual Notice: This notice is sent out to over 30 active committees, boards and commissions, and respective town staff liaisons at the beginning of October, 2019. The packet contains information on the mandatory filing of each committee's schedule of meeting dates for the upcoming calendar year. Review of the Connecticut General Statutes pertaining to the public meetings and available meeting room locations were included in the packet as well.

Boards & Commissions Directory: The Town of Coventry is an active town with elected and volunteer Boards & Commissions that hold regular meetings each month. It's the duty of the Town Clerk's Office to maintain the boards & commissions Directory so as to present up-to-date information to the Town Council Steering Committee. Many hours of staff time are required to keep the information current so that the essential business of the town may be conducted. The Town Council Steering Committee makes recommendations to the full Council from the requests that they receive from the registered voters of Coventry who wish to serve on a town board or commission. When a new member is appointed to a Board or Commission our office will send a letter to notify them that they were appointed along with the Town of Coventry's "Code of Ethics". We also notify the chairman of that committee of their new member. Directory is then updated.

When term dates of current members are due to expire, we send a form to be completed and returned to the Town Clerk requesting that he or she indicate their interest in reappointment. The Statement of Interest form is then forwarded to the Town Council Steering Committee for them to be recommended for reappointment. If the member is not interested in reappointment we open that space to a vacancy to search for a new member. Our office keeps an up to date listing of vacancies on our webpage.

All Agendas & Minutes are posted in the Town Clerk's Office. We post agendas for 11 active Boards & Commissions. Other remaining Boards & Commissions have affiliations with town Departments. These departments post their respective boards on the website.



REVENUES & DISBUREMENTS

The Town Clerk's Office collects revenue for the Town and is required to act as agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit those fees to various state agencies. Revenues and disbursements to Town and State for the last fiscal year are as follows:

RECEIPTS	2019-2020	
Documents & Maps 2,851 Recorded documents, including 48maps	\$69,976.00	<p>*Public Act 05-228, which became effective October 1, 2005, required the Town Clerk to collect an additional \$30 fee for each document recorded in the town's land records. The State of Connecticut received \$26 of this 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, as defined in Sec. 7-536 of the Connecticut General Statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. Effective July 1, 2009 the legislation required an additional \$10 fee for the first page of land recordings. That \$10 fee is collected, combined and reported with Public Act 05-228 and remitted to the State. PA 11-201 made changes to foreclosure laws. The act requires anyone commencing foreclosure action to register the subject property with the town clerk and pay a "land record filing fee" of \$53. However, the registration document is not recorded or scanned into the land records but is maintained in a separate file. Prior law required a filing fee of \$100 be paid to the municipality but now \$36 of the reduced filing fee is combined and reported with Public Act 09-229 and is remitted to the State of Connecticut. PA 13-247 became effective July 15, 2013. The public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from the effective date forward. Filing certain MERS documents requires that \$127, or for others \$110, of the filing fees be remitted to the State of Connecticut. Monthly these fees are collected, combined and remitted with three respective reports to the State of Connecticut.</p> <p>**Public Act 00-146, effective July 1, 2000, this Public Act requires the Town Clerk to receive a fee of \$3 for each document that is recorded in the town's land records. Two-thirds of the fees (\$2 of every \$3) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. One dollar of the fees is retained by the Town Clerk for preservation and management of historic records. These funds may not be used to supplant budgeted funds.</p>
Conveyance Tax	\$479,087.91	
Vital Statistics	\$8,425.00	
Copies of Town Records	\$11,043.48	
Miscellaneous Permits, Trade Names, Postage, etc.	\$410.00	
Unanticipated Funds	\$622.51	
Notary	\$1,255.00	
PA 05-228, 11-201, 09-229 & 13-247	\$123,541.00	
PA 00-146	\$15,620.00	
Fish & Game Licenses	\$5,239.00	
Dog Licenses	\$11,856.50	
Marriage Licenses	\$2,300.00	
TOTAL	\$729,376.40	
DISBURSEMENTS	2019-2020	
Town Revenue	\$224,448.59	
State – Fish & Game	\$5,070.00	
Special Dog Fund	\$10,591.00	
State – Marriage Fees	\$1,564.00	
**State PA 00-146	\$12,496.00	
*State – PA 05-228, 11-201, 09-229 & 13-247	\$114,353.00	
State Conveyance Tax	\$360,853.81	
TOTAL	\$729,376.40	

HAPPENINGS

Historic Document

Application for a Cycle 2 Grant was applied for in the storage category. This office needs more secure cabinets to store vital, veteran's discharges and election materials. This office will be purchasing two security cabinets from Dupont Storage Systems.

Preservation Grant FY 2020:

Special Taxing Districts: Eleven notices were prepared and mailed to the Officials of all 11 Special Taxing Districts in Coventry requesting updated financial and annual reports as required by Section 7-325(c) and 7-392 of the Connecticut General Statutes.

STAFF UPDATES

Lori Tollmann, Town Clerk attended the fall 2019 Connecticut Town Clerks conference in Westbrook, Ct.

Due to Covid-19 in 2020, all other conferences and classes were cancelled.

Karen Dory, Assistant Town Clerk, left our office March 2020 for employment in South Windsor, CT.

Ordinances:

#254 - Cemetery Ordinance

#255 - Park & Recreation Revised Ordinance

#256 – Repeal of Ordinance #248

#257 – Repeal of Insurance Advisory Committee



Summary of Town Meetings



Due to the Covid-19 virus, there was no Annual Town Meeting or Adjourned Town Meeting

Coventry Town Council members voted on the 2020-2021 budget with Governor Lamont's executive orders that were in place during the Covid-19 virus.

ANNUAL REPORT
July 2019-June 2020

REGISTRARS OF VOTERS: Marjorie L. Roach, Democrat
Pamela S. Sewell, Republican

DEPUTY REGISTRAR OF VOTERS: Dorothy M. Grady, Democrat
Inge Pope, Republican

Coventry is in the 2nd Congressional District and is represented in the CT State Legislature in the 8th General Assembly and the 35th State Senate District. Coventry has two voting districts.

The Registrar's are elected to a four year term with the election coinciding with the presidential elections. The Registrars are required to become certified within the first two years and each year thereafter they must complete 10 hours of training. They must also complete the required courses to be a certified Moderator. Registrars appoint a deputy to assist with voter registration, maintain voter records, conduct the annual canvass, and prepare for safe and fair elections, town meetings and referendums. Special concerns during this year were cyber security and Covid 19. Our computer system was upgraded and additional security measures were implemented. Due to the pandemic, the Presidential Preference Primary scheduled for April 28 was moved to August 11 and the Annual Town Meeting and budget referendum were cancelled. The Registrar staff worked in their office following the Town Hall guidelines. Weekly telephone conference calls were held with the Secretary of the State in preparation for the Presidential Preference Primary and the November election. COVID 19 Safe Polls guidelines were issued and personal safety equipment and sanitizing equipment was ordered.

Elections:

September 17, 2019 Republican primary

November 5, 2019 Municipal election

November 8, 2019 Recanvass of November 5 election

COVENTRY VOTERS	July 1, 2019-June 30, 2020	July 1, 2018-June 30, 2019
New voters	619	838
Changes (name, party, address)	601	738
Removals (moved, died)	674	839
Total number of enrolled voters	8,568	8,618

Coventry residents may register to vote on line at www.sots.ct.gov, in person in the Registrar of Voters office in the Town Hall during posted hours or in a Town Clerk's office in any Town Hall in the state during regular office hours, at the Department of Motor Vehicles, or by mail. Special enrollment sessions are designated by the CT Secretary of the State throughout the year. Special sessions are also held in the spring at Coventry High School and E. O. Smith High School for our students. This year only the CHS enrollment session took place on February 11 and 54 students became eligible to vote.

Coventry voters are encouraged to help the Registrar of Voters maintain an accurate voter list by letting the office know if you change your name, move, begin or discontinue using a Post Office Box for your mail delivery or wish to change your political party affiliation.



PUBLIC SAFETY

*Above: Timely participation in an auction of surplus equipment yielded this boat in very good condition for only \$50, which was outfitted with updated gear and put into service for the Coventry Police Department. Shown in the foreground is the spillway at the dam near Patriots Park Beach.
Photo by John Elsesser.*

**COVENTRY POLICE DEPARTMENT
1585 MAIN STREET**

**ANNUAL REPORT
Fiscal Year 2019 - 2020**



We are pleased to present this annual report that describes some of the highlights and accomplishments of the Coventry Police Department during the past fiscal year. This report also provides the Department and the community an opportunity to evaluate whether we have met the goals that were set out at the beginning of the fiscal year as part of our budgeting process. Hopefully, this report will not only be informative, but also help the reader to gain an understanding of the variety of services that the Coventry Police Department provides throughout the year.

The members of the department are committed to service excellence while at the same time ensuring the safety and security of all who live, work and visit in the town of Coventry.

We would like to extend our sincere appreciation to the residents of town for their support of their police department this past year. Many have taken the time to send cards, notes or emails thanking our officers for the work they do, and for that, we are truly grateful.

AGENCY MISSION STATEMENT:

It is the policy of the Coventry Police Department to provide for the protection of life and property of all persons regardless of their race, creed, color, sex, national origin, religion, sexual orientation, age or disability. The constitutional rights of all people shall be the primary concern of all members of the department in the performance of their official duties.

The Coventry Police Department obtains its authority from the people, and is charged with the responsibility to achieve and maintain public order through the powers granted by the legislative bodies of the Federal, State and Municipal Governments.

Public confidence in the criminal justice system depends to a large extent on the trust that the people have in their police. Only by providing the highest quality of service and maintaining the highest professional ethics can we expect to foster that trust and confidence.



Since mid to late February 2020, agency staff, like all citizens, have been dealing with the effects and consequences of the COVID-19 Pandemic. Keeping our citizens and staff safe was a top priority. Our officers continued to come to work each and every day to continue to provide law enforcement services to the citizens of Coventry.

The agency continued to monitor and follow the Governor's Executive Orders and work with our local officials and regional health district as we learned more about the pandemics and its effects. Great efforts were made to secure personal protective equipment, provide best practices guidance and ensure a clean work environment for our staff and those who needed to come to the department of otherwise have contact with our staff.

We would like to thank the elected and appointed officials of town government as well as the citizens of Coventry for their support of our continuing efforts in the area.



As submitted in our budget document last year, our goals for fiscal year 19/20 were:

ADMINISTRATION

Goal: *Continue to comply with CALEA and POST Accreditation standards.*

Objectives:

- Successfully complete third year of four-year assessment cycle.
- Provide additional training to supervisory staff on accreditation process and practices.

The year three CALEA review was conducted remotely from August 16 to August 23. The Compliance Service member review approximately 25% of the applicable CALEA files (total of 484) and all files reviewed were found to be in compliance.

Throughout the year, supervisory staff has increased their participation in preparing certain reports and reviews as required for continued compliance.

Goal: *Plan and organize a citizens police academy to be offered to interested town residents to be held in September and/or October 2019.*

Objectives:

- Develop a course outline and lesson plan for a citizen's police academy by August 1, 2019.
- Advertise session for twelve residents by August 15, 2019.
- Deliver 10 to 12 sessions of the citizen's police academy from September to December 2019.

Due to other pressing commitments and lack of staff time, the agency was unable to complete this goal within the established time frame. Beginning a citizen's police academy in 2020 was not practical due to COVID restrictions.

Goal: *Become recognized through the Connecticut Police Chiefs Association as a 'Serve Well – Be Well' agency.*

Objectives:

- Conduct two group activities focusing on officer wellness.
- Offer an annual officer wellness checkup through our service provider.

The agency has offered annual wellness checkups for all agency staff and a number of agency members have taken advantage of these. We will continue to offer these annually. While we conducted only one group activity, we have an event planned for October 2019 for officers and their spouses/significant others regarding officer wellness and mindfulness.

We continue to provide both in-house and outside training to our staff in Crisis Intervention and officer wellness.

OPERATIONS

Goal: *Continue to aggressively enforce DUI laws and hazardous moving traffic violations.*

Objectives:

- Conduct one sobriety checkpoint during the year with the participation of Metro Traffic Services.
- Conduct two seatbelt checkpoints and four concentrated enforcement efforts focusing on hazardous moving violations.
- Increase enforcement of distracted driving violations and speeding violations by 10 percent over the previous fiscal year.

There were 26 DUI arrests during the fiscal year and 1040 traffic stops with 234 traffic citations issued. The number of DUI arrests is consistent with previous years however the number of traffic stops and citations is down as a result of decreased traffic and COVID restrictions.

Goal: *Design and utilize a more effective employee performance evaluation process.*

Objectives:

- Collect and evaluate sample performance evaluation instruments.
- Design performance evaluation instrument specific to the job duties and responsibilities for each assignment type.

A more comprehensive annual employee evaluation system was developed which was tailored to the specific functions of each position within the agency, both sworn and non-sworn. The new evaluation was included as part of the police collective bargaining agreement that went into effect in November 2019. The evaluations were conducted in February 2020 and the feedback from the supervisors and staff was very positive.

Goal: *Purchase and provide training for the FaroZone scene diagramming device and software.*

Objectives:

- Purchase the hardware and software by September 1, 2019.
- Provide training in the use of the FaroZone system for selected patrol staff by January 15, 2020.

The agency purchases the FaroZone system as part of the capital improvement budget. Training for selected patrol staff was conducted in January and February 2020.

SUPPORT

Goal: *Increase the use of social media in order to inform and engage the public on activities of the police department.*

Objectives:

- Designate an officer as the social media coordinator.
- Train at least one officer in various social media platforms by August 2019.
- Provide training for staff on providing social media content for the social media officer.

Officer Carpenter has been designated as the agency's social media coordinator. She attended social media training hosted by the FBI in July 2019. The agency regularly posts on social media items of public interest as well as wanted persons. The agency's Facebook page has nearly 6000 followers.

OTHER ITEMS OF INTEREST

Agency Awards:

Officer Glen Bona, Officer Richard Grimaldi and Dispatcher Ryan Brenker were recognized at a town council meeting for their response to a domestic incident that occurred in July 2019 in which the suspect fired a shot from a handgun as they approached the residence. The victim had fled to safety and the Officers set up a perimeter. The regional CREST team responded and made entry into the home and took the man into custody. The handgun was found nearby the man.

Officer Robert Dexter and Sergeant Ted Opdenbrouw were awarded Meritorious Commendation Certificates for their response to a home invasion in August 2019, and apprehending the offenders in the act.

Personnel changes

As a result of an internal investigation that began in September 2019, Michael Hicks resigned from the agency on June 8, 2020.

Other items of Interest

After a recommendation from Chief Palmer and a rigorous selection process, Sergeant Jeff Spadjinske was accepted to attend the 279th session of FBI National Academy in Quantico Virginia from January 6, 2020 to March 13, 2020. Internationally known for its academic excellence, the National Academy Program, held at the FBI Academy, offers ten weeks of advanced investigative, management and physical fitness training for selected officers having proven records as professionals within their agencies. Training for the program is provided by FBI Academy instructional staff, Special Agents, DEA staff and assisting staff from the University of Virginia whom hold advanced degrees, many of whom are recognized internationally in their fields of expertise.

On July 25, 2019, members of the department attended the annual law enforcement day at the Channel 3 Kids Camp in Coventry. This event brings law enforcement officers and equipment from across the state to display to the campers. In addition, officers serve campers lunch sponsored by Highland Park Market.

In August 2019, Officers welcomed students back to their first day of school. This was to demonstrate the strong partnership between the police department and the Coventry school district.

During the month of August 2019, in coordination with the Eastern Highlands Health District, and Coventry Youth Service the department established a goal of collecting 100 pounds of unused drug in 20 days. Resident responded, and we collected 114 pounds during that time.

The agency held its second annual Coffee with a Cop event on October 2nd at Dunkin Donuts. We held one session in the morning and one in the afternoon in order to have more officers participate and meet with citizens.

In November 2019, the department set up a food collection bin, accepting donations to the Coventry Food Bank for the holiday season. We received a large amount of food donations from members of the department, and members of the public.

In conjunction with Coventry Fire Department and Coventry EMS, the department held a Stuff-a-Truck/Stuff-a-cruiser event on December 7, 2019. Residents donated new toys to be given to the Coventry Human Services Department for distribution to local children in need.

The town manager found a used surplus police boat that we thought would be useful for our lake patrol. For the price of \$50.00 and approximately \$4,000.00 of repair work, we now have a great boat for our lake patrol. The boat has an all-aluminum hull with rigid-inflatable sides a four stroke motor. The boat performed very well during the boating

season and was well-received by the public. The boat will last many years. The old boat was auctioned off to cover the repair costs.

Pursuits

There were seven pursuits during the fiscal year.

On September 4, 2019 at 1:35 AM, Sergeant Kuhns was monitoring traffic on Boston Tpke near Main St. in a marked cruiser, Sgt. Kuhns observed a vehicle heading eastbound on Boston Tpke at a high rate of speed, well in excess of the 45 MPH posted speed limit. Sgt. Kuhns activate his radar unit and clocked the vehicle at 66 MPH. Sgt. Kuhns allowed the vehicle to pass his location and then pulled behind it heading east. The vehicle then drastically increased its speed. As Sgt. Kuhns neared the intersection of North River Rd, he notified dispatch that he was going to stop the vehicle and activated his overhead emergency lights and siren. After a few seconds, the vehicle drastically lowered its speed and began to slow. Sgt. Kuhns was able to get the license plate number of the vehicle. The vehicle stopped near Richmond Rd. As Sgt. Kuhns exited his vehicle and approached, the operator immediately sped off heading east on Boston Tpke. Sgt. Kuhns went back to his vehicle and activated his siren in an attempt to stop the vehicle. The offending vehicle went into Mansfield toward the UCONN campus. Due to the fact that area is populated with a lot of motor vehicle and pedestrian traffic, Sgt. Kuhns discontinued the pursuit. With the assistance of UCONN police, the vehicle was later located in one of the dorm apartment parking areas. Sgt. Kuhns conducted a follow-up investigation and made a subsequent arrest of the suspect. No injuries, no property damage.

On December 1, 2019 at 4:31 AM, Sergeant Kuhns and Officer Grimaldi were dispatched to an address on Brewster St. when a report was received at 4:31 AM that suspects were entering the reporting party's vehicle that was in the driveway. While Officer Grimaldi responded directly to the scene, Sgt. Kuhns began to conduct a patrol check of the area. Sgt. Kuhns observed an idling vehicle, a gray SUV on John Paul La. Once the operator saw the police vehicle pass, the operator accelerated from the neighborhood, the area where the crime was reported. Sgt. Kuhns caught up to the vehicle on Brewster St. and at the intersection of Route 44, Sgt. Kuhns activate his emergency lights and siren. Sgt. Kuhns pursued the vehicle westbound on Route 44 up to the intersection of Vernon Rd. in an attempt to get the license plate from the vehicle. After he was able to get the plate, he terminated the pursuit and came back to Coventry. The vehicle was listed as stolen from Hartford. It is likely that the subject(s) who were in the stolen vehicle were responsible for the car burglary. No arrests, no injuries, no crashes.

On December 26, 2019 at 7:24 PM, Officer Greener had just returned to town after responding to a CREST callout in Wethersfield. As Officer Greener neared Dunkin Donuts on Main St., an ATV abruptly pulled out in front of him heading toward Boston Tpke. The vehicle had no visible registration and no illumination. The operator was wearing a full helmet and Officer Greener could not see the face of the operator. Officer Greener activated his vehicle's lights and siren in attempt to signal the ATV to stop. Officer Greener notified dispatch and kept them apprised of his location and speeds. The ATV did not stop and continued on Route 44 and turned right onto Trowbridge Rd. and then left onto

Main St. heading south. The vehicle refused to stop and speeds reached 50 to 60 MPH. Officer Greener terminated the pursuit due to the risk of the ATV crashing. Officer Greener deactivated the vehicle's emergency equipment and notified dispatch, The ATV turned right onto Daly Rd. and Officer Greener continued south on Main St. No arrests, no injuries, no crashes.

On December 27, 2019 at 3:22 PM, Dispatch received two separate complaints that an individual was riding a quad on the street heading north on Main St. and just about to pass the police station. Officer Michaud responded from headquarters in a marked cruiser. As he reach the cruiser, he heard what sounded like a quad heading northbound and saw a person wearing a brown jacket and black helmet operating a red and white quad vehicle. The individual turned and saw officer Michaud and he could tell the individual increased his speed from the sound of the engine. Officer Michaud headed onto Main St. and caught up to the quad on Main St. near Lisicke Beach. He saw there was no registration on the vehicle. Officer Michaud activated the lights and siren of the police vehicle to attempt to stop the quad. The operator looked back but did not stop. The vehicle turned onto Daly Rd. with Officer Michaud still in pursuit. Based upon the reckless manner the quad was being driven, Officer Michaud terminated the pursuit near Lake. St. No injuries, no crashes.

Through further investigation, Officer Michaud was able to identify the operator of the quad. It was found it was a 16 year old juvenile who came down to the police department with his parents and was issued a misdemeanor summons for Operating without a License, Reckless Driving and Running from the Police. It should be noted that Officer Greener identified this person as the same person that had been driving the quad the day earlier and did not stop for him.

On February 18, 2020, at 4:08 AM, Sergeant Kuhns had responded to Mark Dr. on a report of a vehicle that had just been stolen. On his way to contact the complainant, Sergeant Kuhns observed a vehicle that fit the description of the vehicle that had just been stolen. There were two vehicles operating together at a high rate of speed. One of the vehicle had just been stolen from Coventry and the other vehicle had been reported stolen from Middletown. Sergeant Kuhns activated his emergency lights and siren in an attempt to stop the vehicles. The vehicles did not stop and increased their speed. Sergeant Kuhns discontinued the pursuit due to the high rate of speed and the possibility that juveniles were operating the vehicles, a pursuit of which is prohibited by policy. No arrests, no injuries, no crashes. The vehicle stolen from Coventry was located later that day in Hartford.

On May 19, 2020 at 12:25 AM, Officer Michaud was on patrol on Dunn Rd. and observed a vehicle heading in the opposite direction of his, slowly passing by houses as if they were looking for something. Officer Michaud turned his vehicle around and attempted to catch up to the suspicious vehicle. The vehicle greatly increase its speed and went through the Walgreens parking lot and sped onto Route 44 heading eastbound. Officer Michaud was able to obtain the registration plate on the vehicle but it was not stopping for Officer Michaud's signal of his lights and siren. Sergeant Iger called off the pursuit at the town line of Mansfield as there was no reported crime and the suspects in the vehicle were likely juveniles which is prohibited by policy. No arrests, no injuries, no crashes.

On June 20, 2020 at 4:00 AM, Sergeant Kuhns was on routine patrol on South St. near Echo Rd. He observed two vehicles parked on Echo Rd. with their headlights on. Sergeant Kuhns turned his vehicle around to investigate what they were doing. Both vehicle sped away from Sergeant Kuhns at a high rate of speed and made their way to Route 6 westbound. Sergeant Kuhns estimated that the vehicles were travelling over 100 MPH and he broke off the pursuit. Officer Greener, who was on Route 44, headed onto Route 384. He observed the vehicle pulled over on 384 and the drivers switching seating positions. Officer Greener was able to obtain the registration plate from one of the vehicles, which had been reported stolen from Coventry. The vehicles sped away and were driving erratically at high rates of speed. Officer Greener broke off the pursuit due to the high speeds. No arrests, no injuries, no crashes.

Use of Force

There were ten instances during the fiscal year in which officers had to use some type of force as a response to aggression or resistance. They are synopsized below.

On August 9, 2019, dispatch received a call from a 77 year old woman reporting a burglary in progress at her home. She could hear the person come into her house. The woman was instructed by the dispatcher to lock herself in a room while officers were dispatched. Sgt. Opdenbrouw, Officer Dexter and Officer Anderson responded. Sgt. Opdenbrouw was the first to arrive and found a vehicle backed into the driveway. He found a female passenger in the vehicle which turned out to be stolen. Sgt. Opdenbrouw took her into custody without incident. Simultaneously, Officer Dexter arrived and began to make his way to the rear of the house with his weapon (handgun) drawn. As Officer Dexter went from the side to the rear of the house, he encountered a male exiting a rear slider with a screwdriver in his hand. Officer Dexter ordered the suspect on the ground at gunpoint. Officer Anderson arrived and assisted Officer Dexter taking the suspect into custody without incident. Both subject were charged with multiple felony crimes including home invasion. No injuries to suspects or officers. Sgt. Iger reviewed this incident, along with the body camera footage and found use of force was justified and within policy. Both officers received commendations for their teamwork and actions.

On October 24, 2019, Officer Vail was dispatched to the area of Trowbidge Rd. for a report a vehicle operating erratically. Officer Vail got behind the vehicle and was finally able to stop it on Root Rd. Based on his observations and investigation, Officer Vail believed the operator was intoxicated and conducted field sobriety tests. Sgt. Kuhns arrived to assist. Officer Vail began to place the suspect in custody, but he pulled away and became combative with the officers, coming after them with clenched fists. The officers used control holds to place handcuffs on him and transport him to police HQ. While at police HQ, Officer Vail was processing the subject for DUI and having him take a breath test, the subject tried to attack him. Officer Vail pushed him against the wall and stopped the attack and place him back into a holding cell.

Both uses of force were reviewed by Sgt. Opdenbrouw, including body camera video and found to be justified and within policy. No injuries to suspect or officers. (these are counted as two separate incidents).

On October 31, 2019 at 2:26 PM, dispatch reported that a Hartford detective was eastbound on Route 44 near Twin Hill Dr. following a vehicle that was suspected of being involved in a burglary. Officers were dispatched in an attempt to locate the detective. A short time later, the detective called to report that the vehicle was in the area of Buena Vista. Officer Beausoleil, Officer Dexter and Officer Anderson responded to the area. CSO Chipman who was in the area observed the suspect vehicle at the Coventry Food Mart on Daly Rd. When Officer Beausoleil pulled into the lot, she observed a heavy-set male parked near the corner of the building. Officer Beausoleil drew her firearm and held it in the low ready position, giving commands to the subject to stop and show his hands. Officer Dexter then drew his Taser and pointed it at the subject. Officer Anderson arrived and placed the subject in handcuffs and Officer Beausoleil holstered her weapon. Sgt. Opendbrouw arrived on the scene along with the Hartford detective. It was determined there was no warrant for the subject but the subject voluntarily came to Coventry PD for an interview with the Hartford detective.

This incident was reviewed by Sgt. Iger and found that the actions of the officers were reasonable based upon the information they had at the time. Body camera video was reviewed and found the use of force justified and within policy. No injuries to subject or officers.

On February 5, 2020, at 4:19 PM, dispatch received a request from CT State Police Troop C regarding a hit and run crash in Mansfield. The suspect vehicle was registered to an individual on Root Rd. Officers responded and encountered the subject in his vehicle on Root Rd. The subject then pulled into the driveway and into the garage. The officers began to speak with the suspect and determined that he was intoxicated. The officers explained to the person that he was wanted for investigation into a hit and run and they were waiting for the state police to respond to their location. The subject became non-compliant when the officers tried to detain him until the arrival of the state police. Sgt. Iger drew his Taser and pointed the laser at the individual in order to gain him compliance. The state police responded and took the subject into custody. No injuries to subject or officers and no charges were filed against the subject. This incident was reviewed by Sergeant Opendbrouw and found to be in compliance.

On February 7, 2020 at 7:04 PM, officers responded to the girl's residential group home on a report that one of the residents was attacking staff and damaging vehicles owned by the staff. Officers responded and found the subject inside the home throwing things. As Officer Dexter and Sergeant Iger entered the residence, the female began to throw things at the officers. Officer grabbed the subject's hands and placed her on the ground. The female was transported to the hospital for an evaluation. No injuries to the subject or officers. This incident was reviewed by Sgt. Kuhns and found to be in compliance with agency policy.

On February 20, 2020 at 8:19 PM, officers responded to a report from a woman that her son was emotionally distraught and was acting violently toward her and threatening to blow up the house and stab the dog. The subject was reported to have a small knife. As officers approached the house, the subject came out of the home yelling at the officers indicated that he wanted the officers to kill him. Officer Dexter drew his Taser and used the

laser feature and was able to de-escalate the situation and calm the subject. The ambulance responded and transported him to a medical facility for evaluation. No injuries to the subject or officers. No charges filed against subject. This incident was reviewed by Sergeant Iger and found to be in compliance with policy.

On March 14, 2020 at 4:33 PM, officers responded to the Wine and Spirits Liquor store on Boston Turnpike for an intoxicated subject creating a disturbance. Officers tried to find out if they could give the subject a ride or help him. The subject was very unstable due to his intoxication and non-complaint. For his own safety, the officer grabbed his arms and placed him on the ground. The officers were finally able to determine where the subject lived. The officers brought him home and turned him over to relatives. No injuries to subject or officers. No charges filed against subject. The incident was reviewed by Sergeant Opdenbrouw and found to be in compliance with policy.

On March 18, 2020 at 1:53 PM, officers responded to a report by a citizen that there was a 10 year old child walking down the road and the child flagged her down. The citizen stopped and was told by the child that he was upset and there was nothing good in his life. He seemed very emotionally troubled. Officers found the young boy in the yard. In speaking with extended family members of the child, the officers learned of some traumatic events which was making the child very upset. The officers summoned the ambulance to have him evaluated at a medical facility. The child was struggling while getting into the ambulance and the officers had to assist the ambulance crew in holding the child down onto the stretcher so they could get him into the ambulance. There were no injuries to the child or the officers and no charges were filed. This incident was reviewed by Sergeant Opdenbrouw and found to be in compliance with policy.

On May 12, 2020 at 11:00 PM, officers responded to the girl's group home on a report of a resident throwing things in the house, causing damage, and physically threatening the staff members. When the officers responded, they found the girl very agitated and she threw a full beverage bottle at one of the officers, striking him in the shoulder. Officer Greener drew his Taser and pointed the laser device at the subject. The officers were able to get her to calm down and Officer Greener holstered his Taser. An ambulance was summoned and the girl was transported to a medical facility for evaluation. No injuries and no charges were filed against the girl. This incident was reviewed by Sergeant Opdenbrouw and Sergeant Kuhns and they found that the officers acted within policy.

On May 26, 2020 at 4:33 AM, a sergeant stopped a vehicle for doing 70 MPH in a 35 MH zone on Stonehouse. Rd. When the officer approached the operator, he told the officer that he was an auxiliary police officer in New York City. Officer Kuhns issued a summons for the traffic offense which required a court appearance. The subject refused to sign the summons so Sergeant Kuhns began to take the subject into custody and place handcuffs on him. The subject struggled with Sergeant Kuhns who then grabbed the subject and pushed him against the vehicle as he completed handcuffing the subject and taking him into custody. No injuries to the subject or the officer. Subject was charged with speeding and brought to police headquarters for processing. The incident was reviewed by Sergeant Opdenbrouw who determined that agency policy was complied with.

Personnel Complaints

It is the policy of the Coventry Police Department to investigate all complaints of alleged employee misconduct and to equitably determine whether the allegations are valid or invalid and to take appropriate action. All allegations of departmental or officer misconduct shall be properly investigated whether such complaints are received verbally, in writing, through a third party or anonymously.

The Coventry Police Department employs a structured disciplinary system to be followed in cases of alleged or suspected violations of department rules, orders, Town of Coventry personnel rules or any applicable state or federal statutes by members of the department. This procedure is meant to assure prompt and thorough investigation of complaints to clear the innocent, establish guilt of wrong doers and facilitate fair, suitable and consistent disciplinary action. The personnel complaint procedure is explained on the department website. Personnel complaint forms are available on the town website, the police department website, at police headquarters or at town hall.

The department has a robust and transparent personnel complaint process. Complaint forms are located at the lobby of the police department and at town hall. Complaint forms are also available on the town and agency's website in addition to the forms.

There was one personnel complaint during the fiscal year which was generated from an external citizen complaint.

Complaints and Internal Affairs Investigations

External	
Citizen Complaint	1
Sustained	1
Not Sustained	0
Unfounded	0
Exonerated	0
Internal	
Directed complaint	0
Sustained	0
Not Sustained	0
Unfounded	0
Exonerated	0
Total	1

The sustained complaint resulted in the resignation of an officer prior to the completion of the investigation.

Grievances

There were no grievances filed during the fiscal year.



A listing of calls for service for the fiscal year is attached. There was a 15.6% decrease in calls for service and self-initiated activity over the previous year. This is mostly due to reduced calls for service as a result of COVID restrictions as well as a reduction in the number of traffic stops conducted.



**Coventry Police Department
Incident Analysis**

7/1/2019...6/30/2020

Shift		Total
1st	2nd	3rd
1138	3130	2437
		6705

UCR	Nature	1st	2nd	3rd	Total
		0	0	1	0
001	Marine Patrol Activity	0	33	28	61
002	Beach Association Check	0	1	1	2
003	Car Seat Installation	0	17	1	18
029	Disabled Motor Vehicle	13	42	48	103
11A	Sexual Assault With Force	0	2	2	4
11D	Fondling	0	1	0	1
120	Robbery	2	0	0	2
13A	Assault Aggravated	1	1	1	3
13B	Assault Simple	3	4	8	15
13C	Intimidation	3	8	15	26
151	Suicide	1	0	0	1
152	Suicide Threat/Attempt	7	14	20	41
220	Burglary	5	2	6	13
23C	Larceny Shoplifting	0	6	1	7
23D	Larceny Theft From Building	0	8	3	11
23F	Larceny Theft From MV	19	44	10	73
23G	Larceny Theft of MV Parts	0	1	0	1
23H	Larceny All Other	0	17	2	19
240	MV Theft	6	4	2	12
250	Counter/Forgery	0	4	0	4
2604	Fireworks/Gunshots	4	10	44	58
2608	Abandoned MV	0	2	1	3
2609	Littering	1	9	2	12
2619	Building Check	12	3	8	23
2625	Notification	2	2	1	5
2631	Public Hazard	40	85	82	207
26A	Fraud False Pretenses	0	13	2	15
26B	Fraud Credit Card/ATM	0	12	5	17
26C	Fraud Impersonation	0	6	1	7
26E	Fraud Wire	0	4	0	4
26F	Identity Theft	1	9	1	11
290	Vandalism	2	20	7	29
2914	Animal Complaint	22	165	82	269
3009	Susp Person/Activity/MV	179	164	378	721
3009	Susp Person/Activity/MV	0	0	1	1
326	Illegal Parking	14	5	14	33
332	Harassment/Harassing Phone Calls	4	20	16	40
334	Untimely Death	3	2	4	9
343	MV Accident (Injuries)	8	16	16	40
344	MV Accident Evading	6	10	7	23
345	MV Accident Fatal	1	0	0	1



Coventry Police Department Incident Analysis

7/1/2019...6/30/2020

346	MV Accident (No Injuries)	30	40	55	125
347	MV Accident (Private Property)	1	12	6	19
351	Alarm	64	113	92	269
353	Medical	105	278	148	531
355	MV Stop	204	403	425	1032
35A	Drug/Narcotic Violation	5	7	6	18
36A	Sex Incest	0	0	1	1
36B	Sexual Assault (Statutory)	0	1	1	2
370	Pornography	0	1	0	1
375	Routine Assistance	18	198	114	330
377	Open Door/Window	7	7	10	24
388	Miscellaneous	23	66	20	109
390	Police Information	4	29	13	46
391	CREST callout	1	2	1	4
392	METRO callout	1	0	0	1
396	Escort	3	16	10	29
398	Missing Person	0	6	7	13
399	Lost And Found	4	31	19	54
400	Family Matter - Non Arrest	6	27	36	69
401	Repossessed Vehicle	9	5	1	15
4811	Finger Printing	13	274	3	290
4858	Fire	12	46	32	90
4867	Background Investigation	0	4	0	4
4873	Assist Other Agency	19	61	70	150
4874	Test Ticket	1	7	3	12
520	Weapon Law Violations	0	4	0	4
82	Runaway/Non NIBRS	0	1	9	10
861	Disturbance (Non-Domestic)	8	41	52	101
863	Town Ordinance Violation	0	8	1	9
866	Noise Complaint	7	4	29	40
889	Check Welfare	11	77	76	164
890	MV Erratic Operation	9	61	83	153
891	MV Lock Out	1	30	11	42
90A	Bad Checks	0	3	0	3
90C	Disorderly Conduct	0	1	2	3
90D	DWI	9	5	11	25
90F	Family Offenses, Nonviolent	0	2	1	3
90J	Trespass of Real Property	0	1	0	1
90Z	All Other Offenses	10	17	16	43
911	911 Hang Up Call	5	18	8	31
H109	Junk MV	0	1	0	1
Sup	Supplemental	189	456	244	889

COVENTRY FIRE-EMS

ANNUAL REPORT

2019 – 2020



Annual Review

The Coventry Fire-EMS Department provides emergency response, public education, and participation at community events by trained personnel who protect the residents and visitors of Coventry. This group of dedicated volunteers spend numerous hours training and responding to your calls for help. We have firefighters, EMT's, educators, instructors, leaders, and managers that give of their time and pour their energy into serving the community.

The Fire Department responds to approximately 25% of the total calls for service utilizing fire apparatus such as Engine Tankers, Rescue Trucks, Forestry Units, a Ladder truck and other specialized vehicles. The EMS Division operates 2 ambulances and 2 service vehicles to manage emergency medical calls. The EMS Division responds to approximately 75% of the total calls for service.

Our firefighters and medical personnel are required to take mandatory training each year. The knowledge and skill set needed by our volunteers is very specialized and emphasizes their personal safety. Other examples of annual activities include, testing of hose, ladders, pumps and evaluation of tools and equipment. Annual events that we participate in include: Christmas in the Village, Patriot Race; Pub Ed presentations, Coventry Fest, Farmers Market and many other community events as requested.

We do this while balancing the budgetary parameters provided and being creative in accomplishing our goals. We seek to obtain grant funding and we are always reviewing areas of purchasing, policies and training to streamline the processes in order to be responsible to the taxpayers while keeping the safety of our personnel as a top priority.

Making History

On July 1, 2020 the Town merged the existing separate departments into one, unified, Town of Coventry Fire-EMS Department. We were able to do this even with the Covid-19 pandemic going on. We held a swearing in ceremony at Patriots Park and swore in 19 new Officers of the newly formed organization. The officers have agreed to serve an interim period of one year with the anticipation of positions becoming permanent July 1, 2021. The following personnel are serving the new “Department 18” : Bud Meyers, Fire Chief – DJ Figiela, Deputy Chief of EMS – Ken Boutin, Deputy Chief of Training & Administration – Mike Heimer, Deputy Chief of Operations. 15 others are serving as Battalion Chiefs, Captains, Lieutenants and



Coordinators.

The merger has been talked about for quite some time. The Town of Coventry has had three consultants over the past 25 years conduct studies on the effectiveness of providing services and all of them have generally recommended a merged state in one form or another. While many of the specific recommendations were implemented, a full blown merger still had not taken place. It took a lot of conversations and determining the strengths and passions of the individual members to finally bring about a unified fire & ems department. Kudo’s go out to the members that saw the vision of a future they could invest in with their time, energy and talents. We have some truly dedicated and committed volunteers in Coventry and our residents should be proud of the services they provide.

Annual Highlights

This year has been filled with a wide array of activities. The Transition Team continues to meet on a monthly basis to guide the transition process of a unified department. In March, 2020 the Board of Fire Officers began to jointly meet with the Transition Team. The Local Emergency Coordination Committee also meets monthly to discuss issues and concerns with members of the council, the Town Manager and public safety departments. Tolland County Chiefs meet bi-monthly and is attended by both Fire Chief Bud Meyers and Fire-EMS Administrator James McLoughlin. The Paramedic Advisory Committee meets quarterly to discuss the advanced level of care response to Coventry as well as other communities. Some of the activities of the department throughiut the year have included:

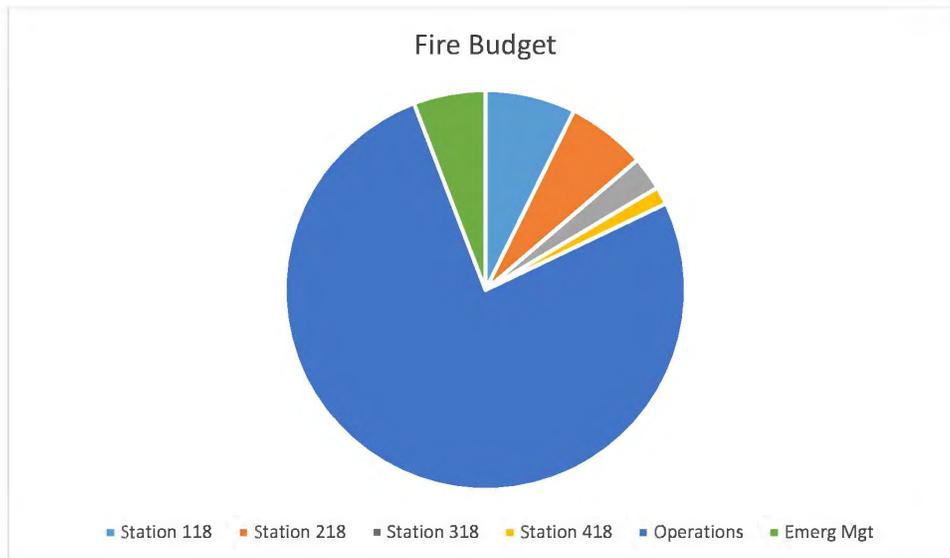
- Pete Palmer Road Race
- Traffic Control for the Farmers Market
- FF Appreciation Picnic
- Fire Prevention Day(s)
- Patriot Race
- Wreaths Across America
- Christmas in the Village
- Fire Prevention Poster Contest
- CCM Annual Meeting
- Phase 1 presentation to the Council

Notwithstanding the usual activities of the department throughout the year, in September 2019, we experienced an EF1 Tornado and in March 2020 we were hit with Covid-19.

The department's response to these events has been measured and professional. Our members are the backbone of the volunteer fire-ems department and give of themselves tirelessly to serve the community. If you see any of them while out and about, please thank them for their service.

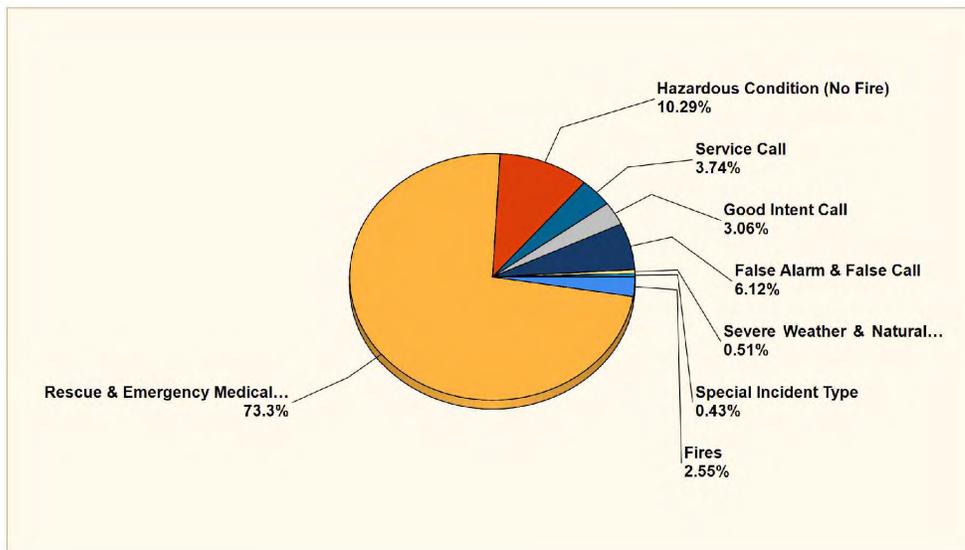
Annual Budget Summary

The current FY dollar figures are represented below. These figures do not include the Office of the Fire Marshal. The budget dollars allocated are \$527,140. The Operations budget, which represents the bulk of the dollars spent, is a combined account which has allowed the Town to streamline and consolidate purchasing; increasing efficiency and saving taxpayer dollars.



Operations	\$402,220
Sta #118	\$38,420
Sta #218	\$33,860
Sta #318	\$14,355
Sta #418	\$7,610
Emg Mgt	<u>\$30,675</u>
Total	\$527,140

Annual Incident Summary



MAJOR INCIDENT TYPE

Fires	30	2.55%
Rescue & EMS	862	73.3%
Hazardous Condition	121	10.29%
Service Call	44	3.74%
Good Intent Call	36	3.06%
False Alarms	72	6.12%
Severe Weather	6	0.51%
Special Incident Type	5	0.43%

TOTAL **1176**

Start Date: 07/01/2019 | End Date: 06/30/2020

Doc Id: 553

Annual Personnel Summary



The Fire Departments in Coventry responded to 1176 fire and emergency medical calls from July 1, 2019 to June 30, 2020. The volunteers that make up the workforce are invaluable to the town. They provide personnel for emergency response. They attend training on a weekly basis to stay on top of the many requirements necessary to be a certified firefighter. No other volunteer organization requires as much training, certification and recertification as the Fire-EMS field. These volunteers are members of

their department, regional teams, county organizations and give countless hours to serve our community.

Our Fire-EMS department has an organizational structure to account for the equipment, supplies, training and response policies. Our ultimate goal is to keep our members as safe as possible and provide them with the tools to do the job.

We currently have an active combined roster of approximately 50 men and women serving the volunteer fire & ems department. These dedicated men and women deserve our gratitude for their service.

Annual Equipment Summary

The apparatus and equipment that make up our fleet in Coventry is diverse. We have recently sent out an Engine Tanker to be refurbished. Pictured below is ET118 in action at a live fire drill in Glastonbury. The life of this rig will be extended with the refurbishment.

Our other apparatus consists of a ladder truck, tanker truck, 2 rescue trucks as well as 3 Engine Tankers and a specialized Engine. We also have two forestry units and a 6x6 ATV. All vehicles carry specialized equipment based on its intended purpose for response. We have 2 marine units for immediate deployment as well as their involvement with the County Dive Team.



Summary

We have a great team of people that enjoy serving our community. Should this interest you, please contact the Fire Administrator for the next steps needed to join this great team.

Respectfully submitted,

James McLoughlin,
Fire-EMS Administrator
jmcloughlin@coventryct.org



PUBLIC WORKS

***Above Right:** Public Works employees assist with the placement of a modern sculpture on loan to the Town of Coventry from the David Hayes Art Foundation. The late David Hayes, whose work is found in many public and private collections through the United States and Europe, lived and worked on an old farm in Coventry. Photo by John Elsesser.*

PUBLIC WORKS
DEPARTMENT

ANNUAL
REPORT

FISCAL
YEAR
19 / 20

about us ...

<u>Job Title</u>	<u>Employee Name</u>	<u>Years of Service</u>
Director	Mark Kiefer.....	5
Supt. of Operations	Mark Owens.....	2
Administrative Secretary	Donna Wrubel.....	27
Lead Mechanic.....	Daniel Caron.....	37
Mechanic I	Robert Maxwell	16
Mechanic I	Jeremy Rooke.....	6
Equip Op/Crew Leader	Clifton Labrec.....	34
Facility Crew Leader.....	Monica Bragdon.....	31
Equip Op/Crew Leader	Charles Harakaly.....	21
Maintainer II	Richard Watts.....	31
Maintainer II	John Hoffman.....	19
Maintainer II	Erik Johansen	17
Maintainer II	Lee Davey	16
Sanitation Maintainer.....	Charles Grossmann	5
Maintainer I.....	Michael Mangiafico.....	21
Maintainer I.....	Troy Stout	5
Maintainer I.....	Colin Dunnack	5
Maintainer I.....	Eric Hurlburt.....	2
Maintainer I.....	Kevin Vincens.....	1
Maintainer I.....	David Mortimer	1
Cemetery Maintainer	Lance Kozikowski	4
Town Engineer.....	Todd Penney	12
(Office at Town Hall, 1712 Main Street)		
WPCA Technician	Michael Ruef.....	11
(Office at Town Hall, 1712 Main Street)		

COVRRRA held 2nd annual Shred It event on September 26, 2020. Approximately 80 residents recycled approximately 2.5 tons of documents!

COVRRRA ANNUAL REPORT FY 19/20

TRANSFER STATION: MATERIALS RECEIVED*

	1st QTR. JULY- SEPT	2nd QTR. OCT- DEC	3rd QTR. JAN- MARCH	4th QTR. APRIL- JUNE	ANNUAL TOTALS
Receipts	\$8,585.00	\$6,918.55	\$5,835.15	\$6,647.70	\$27,986.40
Ewaste - each	731	665	682	556	2634
Propane Tanks - each	48	45	35	28	156
Bulky CD/Stumps - tons	75.6	56.6	49.06	61.28	242.54
Scrap Metal - tons	18.6	15.5	11.68	15.51	61.29
Tires - each	106	65	41	36	248
Leaves - tons	2	24	3.14	4	33.14
Refrigerant - each	129	123	40	81	373
Mattress	104	139	161	73	477
Customers	1,329	1,257	970	982	4538

*closed COVID-19: 3/26 through 5/7, then Saturdays only through 5/28, then fully reopened.

TRANSFER STATION: MATERIALS TRANSFERRED

Willi Waste - Bulk (cd) ton	94.1	65.5	56.39	73.54	289.53
Willi Waste - Bulk (brush) ton	18.6	8.8	10.51	22.43	60.34
Willi Waste - Recycling (metal) ton	20.7	16.4	16.3	14.47	67.87
Take2 - refrigerant units	86	100	56	58	300
Take2 - electronics (CED) lbs.	12,926	9,770	7421	8864	38981
Take2 - electronics (non) lbs.	3,161	2,198	1761	2295	9415
Take2 Recycling - lamps, mixed lbs.	216	322	274	0	812
Take2 Recycling - batteries, mixed lbs.	426	276	370	0	1072
Mighty Flame- propane- each	125	0	70	0	195
Bob's Tire - each	90	90	51	30	261
Bay State Textiles	2,150	2,065	1910	2620	8745
Bye Bye Mattress	103	152	174	148	577

CURBSIDE PICK UP

msw to wwp @ \$67.86 / ton expense	988.2	946.8	868.6	1051.3	3854.9
	\$67,059.25	\$64,249.85	\$58,943.20	\$71,341.22	\$261,593.51
recycling to wwp @ \$0 / ton (july & aug)	210.81				210.81
recycling to wwp @ \$30.00 / ton (remain) expense	98.81	308.08	290.53	323.2	1020.62
	\$2,964.30	\$9,242.40	\$8,715.90	\$9,696.00	\$30,618.60
curbside bulk to wwp @ \$76.93 / ton expense	72.5	53.2	42.5	58.2	226.4
	\$5,577.43	\$4,092.68	\$3,269.53	\$4,477.33	\$17,416.95

Baystate Textile and Take2 Electronics (etc.) recycling report

	lbs. textiles @ \$.05/lb.	lbs. CED @ \$.04*/lb. (computers, monitors, tv, printers)	non CED	lamps	batteries, mixed	refrigerant
july	3470 / \$173.50 pd ck 059087404	4811	1024	74	371	0
august	4850 / \$242.50 pd ck 0067640800	4147	1119	142	55	0
september	3260 / \$163.00 pd ck 0074468285	3968	1018	0	0	86
october	3385 / \$169.25 pd ck 05097	3774	1302	222	0	0
november	2330 / \$116.50 pd ck 05600	1832	533	100	276	47
december	3070 / \$153.50 pd ck 05952	4164	363	0	0	53
january	3780 / \$189.00 pd ck 06458	3165	1178	48	0	56
february	4090 / \$204.50 pd ck 06901	2540	342	226	370	0
march	3760 / \$188.00 pd ck 017294593	1716	241	0	0	0
april	3990 / \$199.50 pd ck 07746	1210	290	0	0	0
may	3920 / \$196.00 pd ck 08184	3709	1092	0	0	21
june	4400 / \$220.00 pd ck 6131 & 08348	3945	913	0	0	37
year total	44305 / \$2215.25	38981 / \$1692.20	9415	812	1072	300

*begin April 2020 \$.055/lb.

WATER POLLUTION CONTROL AUTHORITY
ANNUAL REPORT July 1, 2019- June 30, 2020 (FY 2020)

Members: Matthew Twerdy, (Chairman), Richard Brand (Vice-Chairman), Susan Jamaitus, and Daniel Murphy (1 Vacancy).

The Water Pollution Control Authority (WPCA) of the Town of Coventry was created March 17, 1980 pursuant to Section 7-246 of the Connecticut General Statutes. Town Council appoints the five members to two-year terms. The WPCA has a combined total of 72 years of experience and service to our community. Sadly, Lyndon Wilmot resigned from the WPCA on September 24, 2019 after 18 years of service. The Authority is responsible for the effective management of the public sewer system.

The Town's existing sewer service area currently includes approximately 1000 properties, and of those 97% of required properties are connected. The sewer service area extends around Coventry Lake (with the exception of Cheney Lane and Hemlock Point), along Route 31 from Ripley Hill Rd down to the Wastewater Treatment Plant (WWTP), and throughout most of the Coventry Village area. The collection system is approximately 16 linear miles in length, includes 52 town-owned residential grinder pumps, and 2 major pump stations.

The WWTP is located off Route 31 behind the Coventry Cemetery, adjacent to the Willimantic River. The 200,000 gallon/day capacity WWTP consists of primary treatment and rapid infiltration beds and has been in operation since February 1987. The WWTP is treating an average 143,322 gallons/day over the last 12 months. The WPCA continues to monitor flow to the WWTP in order to reserve capacity for approved developments which have not yet been completed and for homes on which sewer assessments have been levied.

- **Western Route 44 Sewer Planning Area:**

- Your WPCA has been working with officials from Bolton, Manchester, CT Department of Energy & Environmental Protection (DEEP), and CT Office of Policy and Management (OPM) to secure approval to provide public sewers on Western Route 44. The area has high groundwater, poorly draining soils, and a history of septic failures and septic exceptions. Due to the distance from our WWTP it is not feasible to tie this area in with our existing sewers. Our goal is to connect to the Bolton Lakes Regional WPCA (BLRWPCA) sewer system which ends at the Bolton/Coventry Town line. Wastewater flows to Manchester for treatment. Public sewer would help to protect water quality in the area and potentially facilitate limited commercial development.
- This would be the first project of its kind in the state because:
 - It involves an intermunicipal agreement (IMA) with a Regional WPCA which already has an IMA with another municipality for treatment.
 - It involves connecting into a pressurized sewer main.
 - Although our proposal does not involve any State funds, the sewer system we hope to connect to and the treatment facility were both built with separate State grants.

- Sanitary Sewers are typically installed to prevent drinking water pollution but this project would also facilitate development which goes against DEEP's mission.
 - In 2013 we undertook a feasibility study which determined connecting to the existing Bolton Lakes sewer system was the best option for this area.
 - In 2018 we performed a hydraulic study of flows and pressures in the Bolton Lakes sewer system at Bolton's request. The study demonstrated that adding 21 properties in Coventry would have no adverse effects on the existing system in Bolton (or Vernon).
 - In 2019 CT DEEP required that we post a Scoping Notice regarding environmental impacts. Upon completion of the Scoping Notice DEEP issued a decision not to approve our project.
 - 2019-2020: Our Town Manager asked his contacts in the Governor's Office and the state legislature to bring this matter to the attention of supervisors at DEEP and OPM. After several telephone meetings (one including 2 State Senators and 2 State Representatives) DEEP has determined the steps required to continue on the review process.
 - We are currently working on Sewer Service Area amendments, drinking water well data collection and analysis, Zoning (Conservation & Development consistency), and environmental evaluation.
 - Following DEEP approval our next steps would be to enter into an intermunicipal agreement with the BLRWPCA in which we become a paying customer, create a separate billing district for this area, establish regulations and maintenance agreements, apply to the Manchester Board of Directors for approval, perform preliminary design work, obtain DOT permits, and draft developer's agreements.
- **Sewer Connections:** Sewer connections have slowed down as the vast majority of homes have tied in. Most of the new connections we see now are replacement/ rebuilds of old cottages and bank foreclosures.
 - **Inflow & Infiltration (I&I) Work:** Sump pumps and other non-permitted clean water connections continue to be a concern. Staff continue to inspect the system for these types of connections and provide guidance to owners on how to deal with groundwater and stormwater. Our ongoing manhole inspection and rehab program will allow us to identify and correct new problems as they arise in the system. To date we have located and corrected 4 sources of infiltration totaling over 10,000 gallons per day.
 - **Fiber Optic Project:** The Board of Education received a grant to connect all of the schools with fiber optic cables. We reviewed plans, identified conflicts with our sewer lines, requested plan changes, attended a pre-construction meeting, corresponded with staff from the BOE, marked out all of our sewer lines near the proposed fiber cables, and made field inspections during the project. Months after the project was completed the installation company returned to work on a small section of the fiber cable without giving us prior notification and they damaged a sewer lateral. We inspected the repair and made the fiber installers pay for it.

Wastewater Treatment Plant:

- **Digester Tank Repairs:** In September 2019 we hired a firm to perform corrosion testing & analysis on the steel and concrete in the clarifier/digester tanks. The results from these tests show that the tanks are structurally sound but are

experiencing heavy corrosion from the acidic nature of wastewater. They recommend sand blasting and coating the concrete and steel with specialized “paint” that will prevent further corrosion and provide many more years of life for the tanks and mixers. Staff are working with our consulting engineers to put a bid together for summer of 2021. Work will include cleaning and coating the concrete tank walls and critical steel structures. Other carbon steel will be replaced with stainless steel as needed.

- **Land Donation/Use Change:** The Town has asked the WPCA to consider donating a portion of the Treatment Plant property for alternate uses. The Treatment Plant parcel is larger than we need and the Town is evaluating use changes. Because federal grants were used to originally acquire the land there is an EPA lien on the property that requires re-payment if the land is sold or the use changes. After much correspondence and investigation, EPA has decided that if the Town retains ownership and makes any use change “temporary” they will not require repayment of the grants (approx. \$40K). Any new neighbors need to be aware that they will notice odors and insects from the plant.
- **Building/Equipment Repairs:**
 - We had two failing 8-inch valves replaced.
 - Our backup float pump control system was fixed.
 - Two new clarifier drive gear motors were installed.
 - We trenched through the parking lot and ran new wiring to Clarifier #2.
 - Our fixed gas detectors in the wet well room were repaired.
 - A leak in the roof above the generator room was patched.
 - The steam boiler low water cutoff switch was replaced.
 - The boiler condensate tank float switch was replaced.
 - The generator room fresh air louver pneumatic actuators were replaced.
 - The rooftop unit that supplies heat and AC to the laboratory room failed and a new unit was bid and ordered in early April. As of June 30 delivery was still delayed due to COVID-19. It is very hot inside...

Other News:

- DEEP permit renewal: We had several visits from CT DEEP regarding permit renewal. The Town’s permit to treat and discharge wastewater was set to expire in 1997. The Town applied for renewal at this time but DEEP did not renew the permit (because our plant could not meet current permit limits) and has allowed us to operate under the old permit since then. The new DEEP Commissioner has made it a priority for her staff to clear the backlog of expired permits, including ours. We are at the very beginning of the permit renewal process and are awaiting a determination from DEEP on how they will make us proceed. DEEP staff indicated that it is very likely we will need to perform some type of treatment upgrade to reduce the amount of Nitrogen in our discharge and that the upgrade could be costly.
- COVID-19: Staff and contractors at the Treatment Plant are continuing to adhere to social distancing requirements. When toilet paper became scarce, we noticed a massive increase of wipes being flushed. Wipes clogged pumps, valves, and 8 inch diameter pipes. Please throw wipes in the trash. We had some trouble

obtaining disposable gloves but Detective Krukoff at Coventry Police has been very helpful in distributing PPE from the Town's supply.

- For the 3rd consecutive year your WPCA was able to balance the sewer operating budget and make debt service payments without increasing sewer use rates.

COVENTRY CEMETERY COMMISSION
Annual Report
July 1, 2019-June 30, 2020

Cemetery Commission Members
(as of June 30, 2020)

R. Michael Chapman, Chair
Kevin Arpin, Secretary
John Marvin
Mark Messier
Claudine Vieten



Town-Owned Cemeteries

Carpenter Cemetery, Silver Street
Coventry Cemetery, Main Street
Grant Hill Cemetery, Grant Hill Road (AKA Minister's Hill, North, Strong, or Flint Yard Cemetery)
Nathan Hale Cemetery, Lake Street
Old South Burying Ground, South Street (AKA South Street, Holy Grove or South Yard, Wright's Mill Cemetery)

Function

The Cemetery Commission shall control, manage, maintain, and direct the acquisition, apportionment, use, and disposition of all town-owned cemetery properties and their appurtenances, including land, plantings, buildings, and equipment related thereto.

Summary of Services and Fiscal-Year Highlights

- The Commission, in coordination with the Director of Public Works, oversaw the general upkeep, maintenance and landscaping of all town-owned cemeteries.
- The Commission, in coordination with the Sexton, oversaw the installation of monument work at eight separate locations.
- The Commission, in coordination with the Finance Director, began the process of bringing a columbarium to Coventry Cemetery.
- The Commission, with assistance from Sara Vance, was able to identify and reinstall ten footstones and one headstone in their proper locations at the Old South Burying Ground. Members of the Commission assisted by volunteers performed the installations.
- The Commission, in coordination with the Sexton, approved the repair of seven ancient headstones in Nathan Hale and Grant Hill Cemeteries. The work was completed in October.
- The Commission, in coordination with the Sexton, oversaw (i) the sale of seven lots, (ii) one full burial, (iii) nine cremation burials, and (iv) the repurchase of one lot.
- The Commission organized the second annual "Wreaths Across America" ceremony in Coventry Cemetery, honoring all veterans buried in that cemetery. The event was expanded to allow inclusion of veterans in Nathan Hale and Grant Hill Cemeteries.

**ANNUAL REPORT
FISCAL YEAR 2019-2020
BUILDING DIVISION
PERMITS/INSPECTION AND CODE ENFORCEMENT**

The Coventry Building Department is the source of building, septic, well and Health Department information and is the satellite office for the Eastern Highlands Health District. Individual property files are kept in this office in street files. Pending applications as well as closed out permits are stored in these files.

The Building Official reviews applications and plans submitted to determine code compliance. Permit Technicians check submitted applications for proper licensure, registration and workers' compensation insurance if applicable. The review process for permit applications by the Building Official is started after approval by the Wetland Agent/Town Engineer, Sanitarian, WPCA Technician, Zoning Agent, and Fire Marshal if applicable. Commercial, Public and Industrial plans are also reviewed by the Fire Marshal for compliance with the State Fire Safety Code. Applicants are notified by the office technician when approvals are completed. Permits are processed and issued upon payment by the applicant. Field inspections are scheduled daily on projects under construction to ensure compliance with the approved plans and the 2005 Connecticut State Building Code as amended by supplements and the Connecticut General Statutes. Certificates of Occupancy, Use and Completion are issued upon approval of the final inspection that has been requested by the permit applicant or owner of the property.

The Building Official acts upon complaints from the public regarding structural safety, egress issues, accessibility and general code provisions that may be in question. Storm damage and post fire inspections are completed to determine the status of structures and dwellings in regards to continued use, or the need for posting unsafe or condemned status due to extensive damage. These inspections and orders are completed and issued to protect the health, safety and welfare of the occupants and property owners. Guides providing details on how to file an application and what types of information need to be included are available on permit packets.

Our Permit Technicians are Brigit Tanganelli and Heidi Leech. Brigit is here to assist in Building Department matters as the permit technician and provides assistance to the Building Official, Fire Marshal, Sanitarian and the Building Code Board of Appeals. Building files are maintained daily to provide current up-to-date information to town departments and the public. Statistical information is forwarded to government agencies and the Census Bureau. Receipt books and building reports are updated regularly to assist the auditors review and create monthly, quarterly, and yearly reports.

RESIDENTIAL ACTIVITY

The issuance of twenty-five (25) Certificate of Occupancies for single family dwellings have kept the department busy this year.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2019-2020 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
94 STONEHOUSE ROAD UNIT 20	7/17/2019
593 STONEHOUSE ROAD	8/13/2019
209 HIGH STREET	8/13/2019
94 STONEHOUSE ROAD UNIT 31	8/15/2019
94 STONEHOUSE ROAD UNIT 21	8/22/2019
39 CARNIC ALPS ROAD	9/3/2019
43 WINDY HILL ROAD	9/12/2019
680 DUNN ROAD	9/19/2019
97 WOLF HILL ROAD	10/2/2019
943 MAIN STREET	10/18/2019
NONE FOR NOVEMBER	
NONE FOR DECEMBER	
NONE FOR JANUARY	
914 PUCKER ST	2/13/2020
8 STANDISH ROAD (UNITS A&B)	3/2/2020
210 CROSS STREET	4/13/2020
545 STONEHOUSE ROAD	4/21/2020
7 FLANDERS WOODS LANE	4/30/2020
NONE FOR MAY	
241 WINDSWEPT WAY	6/12/2020
761 BABCOCK HILL ROAD	6/23/2020
726 FLANDERS ROAD	6/25/2020

Permit Counts Reflected over the Past 5 Fiscal Years

PERMIT TYPE	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
	<u>ANNUAL TOTALS</u>	<u>ANNUAL TOTALS</u>	<u>ANNUAL TOTALS</u>	<u>ANNUAL TOTALS</u>	<u>ANNUAL TOTALS</u>
Houses only	22	19	30	18	22
Foundation only	26	23	31	26	41
Condominiums	1	0	0	0	0
Commercial Bldg/Renov	9	15	17	18	7
Industrial Bldg/Renov	0	0	0	0	0
Public Bldg/Renov	3	4	3	7	2
Additions	21	17	16	17	28
Garages/Carports	14	8	18	13	8
Sheds/Barns	21	8	20	23	13
Decks/Porches	43	45	63	72	57
Pools	8	13	15	13	13
Demolition	10	7	7	11	14
Woodstove	42	30	28	42	29
Miscellaneous	72	79	108	81	118
Renov/Repair/Alter	181	143	153	146	130
Plumbing	70	35	32	38	48
Heating	171	184	216	194	194
Electric	222	179	181	180	208
TOTAL PERMITS	938	810	917	899	937
PERMIT VALUE	\$12,843,239	\$12,139,797	\$14,710,298	\$13,016,222	\$17,498,397
FEES COLLECTED	\$180,791	\$166,374	\$204,654	\$166,905	\$221,348
Certificate of Completion	670	641	678	772	677
C/O's - New Homes	31	26	21	25	19
C/O's - Other	34	18	10	16	23

COMMERCIAL PROJECTS

First Quarter, Fiscal Year 2019-2020:

- Commercial work was light this quarter. There was sign permit issued for the sunglass section of Eye Trade in the village. There was some antenna work done at the cell tower at 2047 Boston Turnpike. Finally, there were four temporary tent permits issued between the months of August and September for weddings or events held at the Nathan Hale Homestead on South Street.

Second Quarter, Fiscal Year 2019-2020:

- In October, the Building Official issued a permit for the re-configuration and remodel of the bar and take out area of Dimitri's Restaurant at 3444 Main Street. In December a permit was reviewed and approved for renovations to take place to the Minute Clinic at the CVS at 3514 Main Street. Also in December, demolition of the structures and site work at the location which will become the site of the new Cumberland Farms started at 2224 Boston Turnpike.

Third Quarter, Fiscal Year 2019-2020:

- In January, the Cumberland Farms project at 2224 Boston Turnpike commenced. Another permit applied for in the month of January was for construction of a new Water Treatment Facility on Old Eagleville Road. There was an issuance of two tenant fit outs in the month of March. The first was for a storage area at 1203 Main Street in the lower level for Teleflex. The second was for a carry out food business (Village Pizza) at 1384 Main Street. Village Pizza was in response to the COVID-19 virus and is a sister business to the Lakeview Restaurant on Lake Street owned and operated by the Papas family.

Fourth Quarter, Fiscal Year 2019-2020:

- New commercial projects were light this quarter. We issued two permits in the month of June. One was for new gas holding tanks at the Save-n-Go gas station at 1657 Boston Turnpike. The other was for new antennas to replace existing older antennas at a cell tower at 400 Riley Mountain Road.

TOWN PROJECTS

First Quarter, Fiscal Year 2019-2020:

- In July, a permit was issued for the construction of a vestibule at Mill Brook Place (1267 Main Street). In August, permitting was issued for the remodel of all the bathrooms in Town Hall. Work there started in September. There were also mechanical permits issued in the months of August and September for the pump station at 91 Lakeview Road and oil tanks at the Booth Dimock Library, Robertson School, and at Coventry Grammar School.

Second Quarter, Fiscal Year 2019-2020:

- In October and November, extensive permitting for additional card entry systems to be installed in all the schools as well as at the youth building at Patriots Park to enhance the safety and security of those locations were issued and closed out. Also,

lighting and fixtures were placed at the new memorial flag pole area at Town Hall in November

Third Quarter, Fiscal Year 2019-2020:

- Some electrical work at the sewer treatment plant was permitted for in January and more card access systems were put in place at Coventry Grammar School and Robertson School in February.

Fourth Quarter, Fiscal Year 2018-2019:

- Permitting was issued in the month of June for new exterior lighting and lighting poles at the Coventry Grammar School. Also, a new roof top heat pump unit was installed at the wastewater treatment plant.

CRUMBLING FOUNDATIONS

We almost doubled the amount of permitting for the replacement of crumbling foundations this past fiscal year. We took in a total of eight (15) repair of crumbling foundation permits this fiscal year...

First Quarter, Fiscal Year 2019-2020:

There were four (4) foundation replacement permits issued at 70 Bread & Milk Street, 206 Gardner Tavern Road, 120 High Meadow Lane, and 411 Cedar Swamp Road for crumbling foundation.

Second Quarter, Fiscal Year 2019-2020:

Two (2) permits were issued for replacing crumbling foundations, one at 606 Carpenter Road and the other at 14 Leslie Lane.

Third Quarter, Fiscal Year 2019-2020:

Three (3) permits were issued for foundation replacement for crumbling foundations at 584 Carpenter Road, 235 Goose Lane, and 107 Olde Tavern Lane.

Fourth Quarter, Fiscal Year 2018-2019:

Six (6) permit were issued to replace crumbling foundations at 44 Satari Drive, 97 High Meadow Lane, 201 North Farms Road, 140 Lewis Hill Road, 38 High Meadow Lane, and 1266 Cedar Swamp Road.

SOLAR PERMITS

There was a total of thirty-two (32) solar permits issued this fiscal year.

BLIGHT INSPECTIONS

Blight complaints are initially taken in and reviewed by the Zoning Officer. Site visits and notifications are sent out to property owners when the Building Official needs to follow-up on a specific blight matter pertaining to the building code. We are currently working with several property owners to close out complaints.

CERTIFICATES OF OCCUPANCY, USE AND COMPLETION ISSUED

The total number of certificates issued this fiscal year is seven hundred nineteen (719). Twelve (12) of these certificates were for crumbling foundations that were replaced in town.

INSPECTIONS

The Building Official conducted one thousand six hundred seventy-eight (1678) inspections.

CONTINUING EDUCATION

The Building Official completed forty-two (42) hours of continuing education towards a 3 year cycle requiring 90 hours of training. No Hours were accumulated since the onset of COVID-19. The state has tentatively canceled all trainings.

TECHNOLOGY IMPROVEMENTS

View Permit is our permit tracking system used in the Building Department. Through this system, we have continued to receive on-line permits from contractors and home owners for express permits. This past year we took in one thousand seventy (1070) on-line permits. This was a two hundred and twenty-two (222) permit intake increase over last fiscal year. We have experienced an incredible uptick with online permitting since the COVID -19 onset and are looking forward to upgrading the system to the new View Point Cloud system this next fiscal year. We are limited with the functionality of the current View Permit system, since it is now phased out by the vendor and no longer technically supported.



LAND USE

Above: The Land Use Office set up a self-serve permit center in the side vestibule at Town Hall in the spring of 2020, to allow the submission of routine permit applications and other forms to be managed more safely during the COVID-19 pandemic.

*Open 24/7, the vestibule also serves as a drop-off location of non-perishable items for the Coventry Food Bank.
Photo by Laura Stone.*

TOWN OF COVENTRY ANNUAL REPORT

Fiscal Year:
2019-2020



Sunset Fishing on Coventry Lake

LAND USE OFFICE

Planning and Zoning Commission

Zoning Board of Appeals

Inland Wetlands Agency

Coventry Farmers' Market

Economic Development Commission

Eric M. Trott, Director of Planning and Development

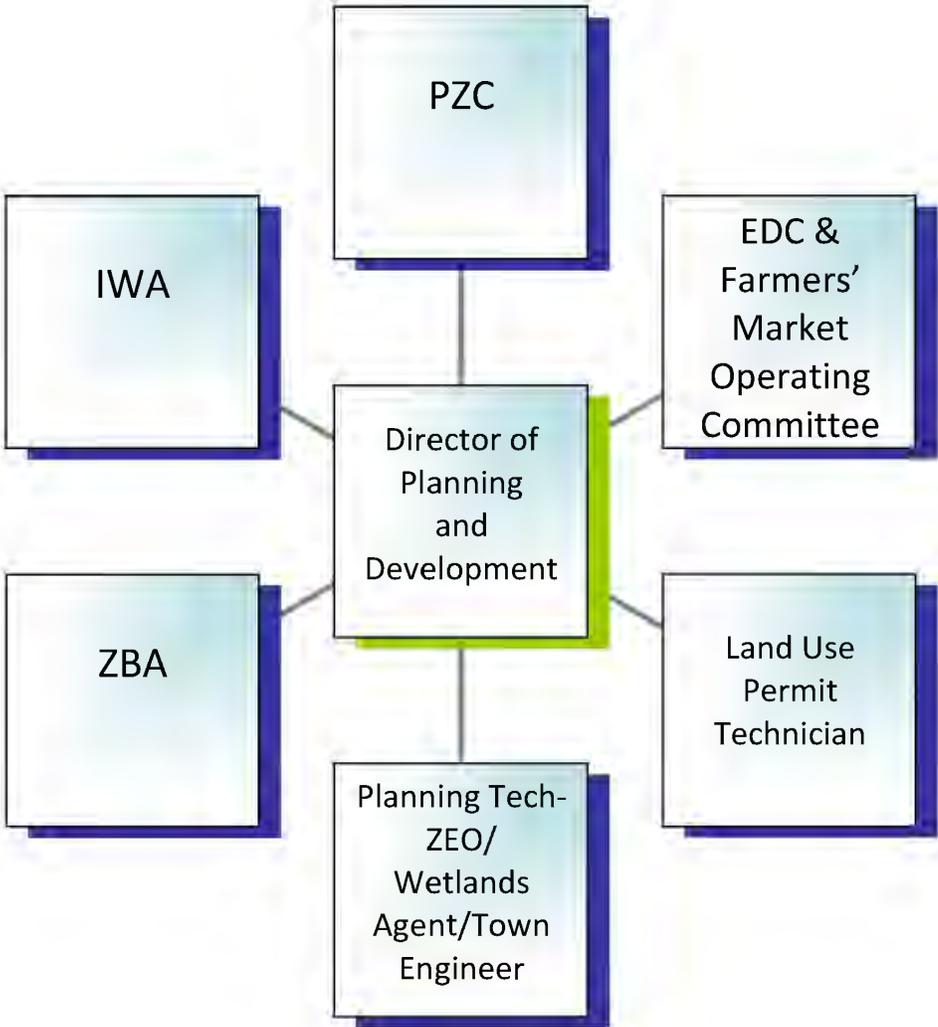
Mark Landolina, Planning Technician/Zoning Enforcement Officer

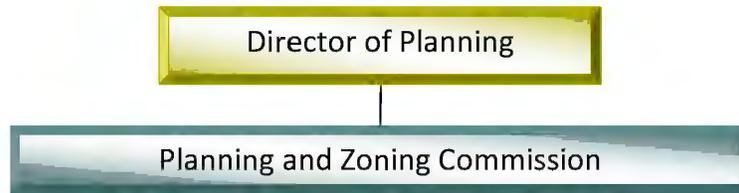
Todd Penney, P.E, Town Engineer/Wetlands Agent

Heidi A. Leech, Land Use Permit Technician

Erica Pagliuco, Coventry Farmers' Market Master

Organization and Staffing Charts





Planning and Zoning Commission

Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20
Meetings	16	13	16	32*	27*	24*
Applications	15	8	6	7	14	6

The Commission meets twice a month for regular meetings. Only one meeting is regularly scheduled for the month of December.

*The number of meetings was higher during certain fiscal years because the Commission held special meetings for review of the revised Plan of Conservation and Development.

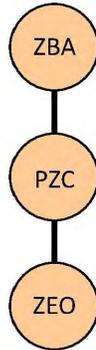


Economic Development Commission

Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20
Meetings	8	32*	21*	18*	15*	22*

** Includes Farmers' Market Subcommittee/Operating Committee Meetings*

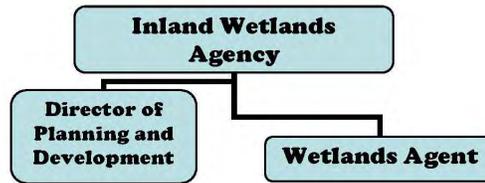
The EDC is scheduled to meet once a month excluding the month of November.



Zoning Board of Appeals

Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20
Regular Meetings	5	6	8	4	9	7
Special Meetings	0	1	0	2	0	0
Applications	7	8	15	7	9	12

The Board is scheduled to meet once a month.



Inland Wetlands Agency

Fiscal Year	14/15	15/16	16/17	17/18	18/19	19/20
Meetings	11	11	14	10	9	12
Applications	24	28	43	33	34	39

The Agency is scheduled to meet once a month.

**LAND USE OFFICE
BOARDS AND COMMISSIONS SERVED**

Planning and Zoning Commission

The purpose of the Land Use Office and Commission is to protect public health, safety and welfare through the administration of the zoning and subdivision regulations. The Office/Commission is responsible for reviewing development applications (i.e. subdivision, special permit, text/map amendment, site plan review) as well as guiding and managing land use activities. The Commission reviews and updates the zoning regulations, subdivision regulations, plan of conservation and development, and zoning map as well as 8-24 applications per CT General Statutes.

The Director of Planning and Development reviews all subdivision, special permit, site plan review and text/map amendment applications, and 8-24 applications. In addition, technical assistance is provided to the Planning and Zoning, Economic Development, Conservation Commission, Coventry Lake Advisory and Monitoring Committee, Farmers' Market Operating Committee.

The Director of Planning and Development oversees the Land Use Office and staff (Planning Technician/Zoning Agent, Wetlands Agent, Permit Technician and Recording Secretaries.) The Director regularly meets with members of the public, realtors, attorneys, etc., to discuss development procedures and provides guidance and advice on land use matters.

The Planning Technician/Zoning Agent (PT/ZEO) is responsible for insuring that the Town's zoning regulations are complied with and directs zoning and blight enforcement activities when necessary. The PT/ZEO reviews all zoning permit applications, inspects properties for certificates of compliance, and proper erosion and sedimentation control installation. The PT/ZEO answers daily zoning inquiries (phone, walk-in). The PT/ZEO provides staff assistance to the Zoning Board of Appeals, as well as the Planning and Zoning Commission and Conservation Commission as necessary.

Inland Wetlands Agency

The Inland Wetlands Agency (IWA) provides regulatory oversight for all activities (land disturbances as defined by the Regulations) involving wetlands, water bodies, and watercourses; including defined upland review areas from the wetlands, water bodies, and watercourses. The IWA reviews enforcement activities directed by the Wetlands Agent. The IWA reviews and updates its regulations. The IWA is responsible for administering the State's Aquifer Protection Regulations as directed by the Department of Energy and Environmental Protection (D.E.E.P.).

The Inland Wetlands Agent is responsible for ensuring that the Town of Coventry's wetlands regulations are complied with and directs enforcement activities when necessary. The Wetlands Agent reviews all zoning permit applications that may involve regulated wetlands activities and inspects properties for proper installation of erosion and sedimentation controls. The Wetlands Agent answers daily wetlands inquiries and provides staff assistance to the Inland Wetlands Agency.

Zoning Board of Appeals

The Zoning Board of Appeals is responsible for the review of variance, special exception and motor vehicle dealer and repairer applications. The ZBA also reviews appeals taken of the decisions/actions of the ZEO.

Economic Development Commission

The Economic Development Commission is responsible for promoting and supporting the Town's business development in an effort to provide a blend of necessary services and employment while enhancing the commercial tax base of the Town. The EDC reviews all major economic development proposals and provides recommendations on an advisory capacity. The Director of Planning and Development provides staff support to the EDC.

Conservation Commission

The Conservation Commission is an advisory commission that focuses on environmental, conservation and open space matters. The Commission is responsible for making recommendations on open space purchases, open space property uses/improvements, planning and updates to the Open Space Plan and Natural Resource Inventory. The Commission is also involved in other efforts, such as stonewall awareness and maintenance, Adopt-a-Road program, and provides recommendations to the Planning and Zoning Commission on land use applications.

Protected Lands Stewardship Committee

The Committee is an advisory one that is responsible inspecting and monitoring open space properties that are owned by the Town. Reports are prepared by the members and are forwarded to the Land Use Office and the Director working with the other Town Staff addresses items of concern. The Committee also undertakes improvement activities on the open space properties to enhance access, visibility, aesthetics, and educational interpretation.

Coventry Lake Advisory & Monitoring Committee

The Coventry Lake Advisory & Monitoring Committee is a subcommittee of the Conservation Commission that focuses on issues relative to Coventry Lake and its associated watershed. The Committee serves as an advocate for the Lake, compiles data and performs analysis on information that pertains to lake water quality, aquatic invasives and other threats to it. The Committee organizes activities for the Coventry Lake Awareness Month each July and works with Staff to organize the yearly State of Coventry Lake Forum. The Committee has completed a Coventry Lake Management Plan.

Ad Hoc Farmers' Market Operating Committee

After the announcement in March of 2015 by the operators of the Coventry Regional Farmers' Market that 2015 would be their last season, the EDC swiftly created a subcommittee to plan for an ongoing presence of a farmers' market at the Hale Homestead in 2016 and beyond. Planning Staff

served as staff support of the subcommittee. The Committee supported the efforts to maintain the Market as it transitioned to the Oversight Committee of the Market. A Market Master was hired to provide day-to-day support of the Market in addition to the Director of Planning and Development. In early 2016, the Ad Hoc Farmers' Market Operating Committee was created and members were appointed by the Town Council.



Lillian Woods Subdivision – Satari Drive – road extension

PLANNING AND ZONING COMMISSION

Members: (As of June 30, 2019 end of fiscal year)

William Jobbagy, Chair	Christine Pattee, Vice Chair	Stephen Hall, Secretary
Darby Pollansky	Ed Marek	Bob Burrington
Carol Polsky	Arianna Mouradjian	
Eric M. Trott, Director of Planning and Development		
Heidi Leech, Permit Technician		

COVID-19 IMPACTS:

The Land Use Office has been very active in addressing the public's needs during the COVID-19 pandemic since March 2020. Very soon after the pandemic began, the office went to a team A and B staffing approach in the Town Hall to continue to enable the daily functions of the office and maintain a good level of service to the community. The office moved quickly to facilitate a 'virtual front counter' with a public workstation in the vestibule outside of the office. This allowed permit activities to continue uninterrupted, although direct staff contact needed to be minimized. The office next moved to a limited capacity allowance for the public to enter the office to do business, which continues to be the method of operating during the pandemic.

The in-person Board and Commission meetings went to a virtual, on-line meeting platform via Zoom. The change in format has worked quite smoothly overall and allowed all applications and other matters to be attended to by all the Land Use Boards and Commissions.

Despite the negative impacts from the pandemic, the Land Use Office continues to be very busy with day-to-day operations. Permitting remains very strong, as homeowners continue to make investments in their properties with large and small projects. Property inquiries also remain very strong as interest in rural Connecticut is on the rise. The real estate industry has moved to a very fast-paced setting in eastern Connecticut according to realtors who visit the office. Commercial property development interest as well as prospective interest also continues to be on the rise.

The Land Use Office has been vigilant in sharing and disseminating helpful information from the State of CT, local chambers, CT Main Street Center, and legal advisors to local businesses so that they can remain informed during this challenging situation.

COMMISSION HIGHLIGHTS

ECONOMIC DEVELOPMENT PROJECTS:

Compared to the previous two fiscal years, the overall number of economic development projects approved by the Commission decreased. However, the projects that were approved are significant.

The most notable commercial project that had been considered by the Commission was the Dollar General proposal on Boston Turnpike, next to the Walgreen's location. The subject location is the former optical office of Dr. Watson, which was later used for retail purposes. The special permit

application process commenced prior to the end of the fiscal year and the decision was actually rendered in the next fiscal year.

The Commission and Staff focused on insuring that the project would be appropriate and cohesive at its location from an architectural and site design perspective. The structure will have a residential look to it due to the peaked roof, dormers and faux windows. In addition, a great deal of attention was paid to the landscaping, site lighting, signage, and stormwater management.

A special permit approval was granted to EyeTrade optical store on Main Street in Coventry Village in order to connect the two small adjacent buildings with an addition. The end result will harmonize with the architectural character of the Village and increase the capacity for new services at EyeTrade. The owner wishes to have an optometrist at the location. The new configuration will allow for that as well as an increased sales area.

The Commission approved a new adaptive re-use for the former Knights of Columbus building on Snake Hill Road. The structure had previously been utilized as an assembly hall and rental space for events. However, the Knights ceased renting the hall for events recently. A commercial recreation/archery instruction business received a special permit from the Commission in order to conduct an indoor archery range as well as an outdoor component. However, due to the pandemic, the owner chose not to pursue the business at the location. This is unfortunate because the new use would have been a good match for the property and would have introduced a unique recreational business in town.

The Commission approved a couple minor modifications to the previously approved Cumberland Farms at the intersection of RTE 44 and Bread and Milk Street. The convenience store was decreased in size and a new wood guiderail was introduced along the easterly property line. The applicant requested that the Commission approve the removal of the outdoor seating area and pitched roof on the canopy. However, the Commission did not approve these requests as they felt it would not be consistent with the design guidelines or other similar projects approved by the Commission.

Cumberland Farms was opened in the spring of 2020. The traffic and vehicular movement on RTE 44 appears to operate more effectively with the installation of the entrance to Cumberland Farms as well as the new lane striping on RTE 44 to better guide traffic turning onto Swamp Road. This issue was of particular concern of the Town. The intersection improvements at this location are expected to commence in the spring of 2021.

The Save and Go gas station/convenience store at the intersection of RTE 44 and RTE 31 received a grocery/beer liquor license approval to enhance the scope of retail products offered for sale. The owner had also received a special permit approval to expand the food service capabilities in the store, but has not initiated the use as of yet.

RESIDENTIAL DEVELOPMENT PROJECTS:

When compared to previous fiscal years, approximately the same number of residential subdivisions and developments have been submitted for consideration. The ongoing economic downturn and the

fact that there are a reasonable number of existing subdivision lots currently available likely is influencing the situation.

The Commission approved a two-lot subdivision of a large acre parcel on North School Road. The proposal will only result in one new residence as the property currently contains a residence. A conservation easement to protect wetlands on site was included as part of the approval.

The phase of the Lillian Woods Subdivision that includes a new extension of Satari Drive commenced during the spring of 2020. The development was approved several years ago, but this particular phase did not proceed since it required the construction of an extension of a town road. The lots in this phase continue to be developed through the summer of 2020.

The Creative Living Community of CT (CLCC) requested that the Commission allow a simple rephrasing of their residential/agricultural project on Boston Turnpike that was previously approved by the Commission. CLCC wishes to initiate the project with a slightly modified location. More details will be shared as they become available after some conceptual design is finalized.

OTHER ACTIVITIES:

The Commission formed a three-member subcommittee to work on the revision to the Plan of Conservation and Development in early 2017. The revision to the Plan was completed in the late spring of 2020 and was formally adopted by the Commission with an effective date of July 2020.

A citizens' preference survey was conducted in early 2019 to gain the input of the community on all aspects of municipal operations for the Plan. In addition, several custom questions were included that touched on housing, economic development and municipal infrastructure options in order to assist the Commission in creating appropriate policies. Overall, the community rated the Town operations very highly and indicated that the residents are happy to live in the Town, raise their children, and be involved in community activities.

Public visioning sessions were conducted in the fall of 2019 that served as another opportunity to gain input from the citizens on such topics as housing, economic development and environmental issues.

PLANNING STAFF HIGHLIGHTS:

Planning Staff continued to serve as staff support to the Farmers' Market Oversight Committee and management of the Market operations in conjunction with the Market Master, who is the day-to-day staff support during the active Market season between June and October. A great deal of time and effort from the entire Land Use Office Staff are typically devoted to pre-market season activities and the planning of the Market season, due to the situation with the pandemic. This marked the fifth year that the Market was operated by the Town after an extremely successful inaugural season in 2016.

Due to the pandemic, the Committee and Staff conceived an entirely new approach for the delivery of the Market in order to maintain a safe and effective operation for the volunteers, vendors and

customers. The Market transformed into a 'tent side pickup' approach with an online ordering platform. This allowed for the interaction to be minimized between customer and vendor, which provided a very safe process. However, it was challenging at times during the course of season to meet the expectations of the vendors and customers who expressed their desire to have an 'in field' operation as had been done in seasons past. Although it has been an adjustment for all involved, the new operation has succeeded in continuing to support the agricultural community, the customers of the Market, and maintained a safe and effective environment to conduct business. Despite the new operations and the overall impacts from the pandemic, the Market was awarded the #1 Farmers' Market by CTNow, Best of Hartford reader's poll.

Planning Staff closed out a third Farm Viability Grant that was received in 2018, but was applied to the 2019 season. This grant provided funds to enhance the 'Friends of the Market' program by creating a special campaign to award customers 'Market Bucks' for being loyal customers. A children's component was also included that rewards them for their attendance with their families. This program had proven to be more successful than originally anticipated.

Land Use Staff continues to improve the GIS platform in the office. A GIS User group consisting of a number of Town Hall Staff continues to meet quarterly with the Town's IT consultant to discuss ways of improving and expanding the GIS system. The Land Use Office uses the information to provide more effective and comprehensive research and planning for the community as well as permit administration. The Planning Tech/Zoning Agent is a key staff person who works regularly with the GIS system to maintain the integrity of the data and has worked diligently to correct errors with the mapping in cooperation with the Assessor's Office. New Assessor parcel mapping continues to be created by the efforts of the User Group. These maps are a significant improvement to the prior mapping, with enhancements to accuracy, readability, and presentation.

The Town Council adopted a Blight Ordinance in 2010 to address properties that have become distressed or abandoned. The focus is to gain compliance from the property owners to correct weed lots, dilapidated structures, debris storage and motor vehicle/equipment storage. The Land Use and Building, Health and Fire Offices are the hub of activity for enforcing the ordinance. Planning Staff serves as the coordinating staff for the enforcement activities by managing and administering efforts with the various Town Staff involved. The program has proven to be successful overall in addressing many blighted properties throughout Town. The Town Council also adopted a revision to the Ordinance that provides broader allowances for the Town to enter private property and assist in clean-up efforts when required. A great deal of time has been spent during the past fiscal year working with the Town Attorney's office to address several significant blight matters that needed a court remedy.

The Planning and Zoning Staff and Parks and Recreation Department continue to work with the Conservation Commission to prepare new trail maps of various Town parks that can be available either as a hardcopy or for download on the Town's website. Staff performs site walks to obtain GPS data points for the mapping and site inventories and evaluations are collected that serve as a basis for the map narrative. Maps are available on the Parks and Recreation Department website for the following Town properties: Millbrook Park, Riverview Trail Park, Patriot's Park Woods, Creaser Park and Thornton Brook Preserve. Work is being planned to develop a map for Laidlaw Park that continues in the Rolling Woods Subdivision and will be continued further in them Windy Hill

Subdivision where the respective open space areas that abut each other. Williams Preserve on Cooper Lane is another open space property that is being targeted for a trail map.

Planning and other Town Staff worked closely with the State of CT DEEP and the Town's Lake consultant to facilitate the treatment of hydrilla, an aquatic invasive species, in Coventry Lake. This is the fourth year that the treatment was necessary to address the infestation and likely will be necessary for a total of at least ten years to fully treat the problem. The Town and the State collaborated to fund and the execution of the treatment.

Planning Staff worked with the Town of Mansfield to cooperate on the treatment of the invasive species, Fanwort, on Eagleville Lake. Each town budgeted funds to hire a contractor to treat the Lake, as had been done in previous years. The treatment has proven to be an effective measure to maintain the health of the Lake and continue to enable recreational use. However, it will likely need to be an ongoing activity to protect the resource. Coventry and Mansfield Staff will be meeting with the consulting team in the fall of 2020 to create a more concerted plan to address the Fanwort in the future, as opposed to relying solely on chemical treatments each year.

Planning Staff coordinated with the Coventry Lake Advisory & Monitoring Committee to plan for the 2019 State of Coventry Lake public forum that is held annually in September. Guest speakers are chosen for the yearly forum based upon an agreed upon topic. This year's focus was on the treatment of hydrilla. Dr. Kortmann, the Town's lake specialist, spoke in detail about the aquatic invasive situation as well as the general health of the Lake. The consultant that was hired by the State to perform the chemical treatment to address the hydrilla was also present at the forum.

Plans for the 2020 Lake Forum are being created in light of the pandemic. An in-person forum will not be conducted. Instead, Dr. Kortmann will be preparing a detailed report which will be posted on the Town website for public review. Questions on the report will be responded to by Dr. Kortmann.

Planning Staff serves as the Coventry representative with the Tolland County Chamber of Commerce Economic Development Committee. In the summer of 2017, Planning Staff was elected to the Chamber Board of Directors and subsequently was elected to the Executive Committee. Staff attends meetings every other month with the Economic Development Committee and participates in a variety of activities sponsored by the Chamber and Committee, and attends regular monthly Board and Executive meetings. However, the fundraising activities of the Chamber have been very limited during the time of COVID and the Chamber operations have been severely limited.

Planning Staff continues to be involved in the ongoing Probate Court matter with the Caprilands Estate. Staff has attended the ongoing Court hearings that have been held to close out the Estate. However, numerous complications have occurred over the past twenty years that have not allowed the matter to be resolved.

The Town is very interested in the Caprilands matter coming to resolution with the hopes that an adaptive re-use of the property can occur that harmonizes with the prior 'agri-tourism' use that existed on site. To this end, the Town pursued and was awarded a \$20,000 grant from the State Historic Preservation Office to enable an architectural and engineering analysis of the existing historic structures on the site.

Planning Staff spearheaded the process to select an architect and engineer team to prepare a conditions assessment report. The architectural firm of Evelyn Cole Smith and her engineering sub consultants were selected to prepare the report. This report provides specific details on the condition and needs of the historic buildings and will likely assist with future considerations involving a new use. The consultant completed the report in the winter of 2020.

Planning Staff prepared a Request for Proposals (RFP) document to seek entities interested in an adaptive re-use of the Caprilands site. Unfortunately, the RFP was released at the onset of the pandemic and only one response was received. The response was not deemed adequate by the Estate and the Town and it had to be declined. Subsequent to that, the Estate determined that it could not delay the ultimate sale of the property in order to help recoup funds and pay debts owed by the Estate as well as close out the matters with the Probate Court.

Planning Staff from the Towns of Bolton and Coventry submitted a DEEP Recreational Trails Grant to gain funds to perform preliminary design of a low impact pedestrian path on the former RTE 6 Expressway properties that were formerly owned by the State of CT DOT. These properties were conveyed to the Towns as open space. The grant funded the preparation of a preliminary feasibility plan and mapping to create an interconnected series of properties referred to as the 'Nathan Hale Greenway'. Public informational meetings were conducted in early 2018 and again in early 2019 to gain input on the initial design. The Town Staff and the consultant, the BSC Group, completed work on the plan in the spring of 2019.

Planning Staff and the Town Manager have examined ways to take first steps in implementing the project by inviting a forest management company to explore timber harvesting for the properties. The goal is to enable the proper long term forest management activities on the properties and at the same time the skid trails and timber removal can coincide with the location of the pedestrian path. This can allow for a no or low cost option to begin the trail blazing and potentially enable some funds to be generated that can be invested into the project.

Planning Staff worked with the Coventry Arts Guild, Village businesses, and other community groups to plan and execute a special event in Coventry Village again in August of 2019. The Arts on Main event is intended to bring all the stakeholders together to work cooperatively on a project that can provide mutual benefit to all involved, host an arts related event, support the Village businesses and celebrate the new improvements that were constructed from the State of CT DOT transportation enhancement project. The event was very successful again and serves as a springboard for continued work by the Coventry Village Partners, which supports the local businesses, arts community and help facilitate the ongoing revitalization of Coventry Village.

The members of the Main Street Partners wished to continue to create destination oriented events on a seasonal basis that can complement the Arts on Main and Christmas in the Village events. The Partners continued to meet through the winter of 2019/2020 to plan events for the 2020 season, including an April Daffodil Daze event. Unfortunately, the pandemic did not allow for the event to happen and Planning Staff's efforts were redirected to other business support activities for the time being.

The relationship that was created between the Town and the family of the world-renowned sculptor, David Hayes, over the past two years has continued to be strengthened. Planning Staff worked with the Coventry Arts Guild and the Hayes family to facilitate an extended loan of four sculptures that were located in Coventry Village. The Booth Dimock Memorial Library, grass island next to the municipal parking, the pocket park at the intersection of Main Street and Monument Hill Road, and Mill Brook place are now the homes of beautiful community art.

The Town has been in discussions with the State of CT DOT about the conveyance of the historic barn on Main Street in Coventry Village to the Town. A vision of adaptively re-using the barn as an art installation to further highlight the work of David Hayes has been discussed. Work continues with the DOT to bring this to fruition.

Planning and other Town Staff worked collaboratively to submit an application to receive certification as a sustainable community from the SustainableCT program that is administered by the Eastern CT State University Office of Sustainability. The program evaluates all aspects of municipal government to determine if the practices, projects, and overall operations are in-fact deemed sustainable. A great deal of time was devoted to collecting the necessary documentation that was submitted in the spring of 2018. In the fall of 2018, the Town was awarded bronze certification. In 2019, the Town submitted an application for and was awarded silver certification, which is currently the highest standard being offered by SustainableCT.

Planning Staff spearheaded an effort to collaborate with the Towns of Bolton, Mansfield and Tolland and prepare a regional economic development action plan. The goal for the plan is to develop a series of collective and independent action items for the member towns that further the studies, analysis and work that was completed in the region. For example, the Eastern Gateways Transportation Study of the RTES 44 and 195 corridors serves as a springboard for more cooperative work between the towns. A Request for Proposals was prepared to advertise the project and to hire a consultant to assist with the preparation of the plan. The towns hired AdvanceCT (formerly the CT Economic Resource Center to prepare the plan.

The towns and consultant worked over a year on the development of the action plan. Numerous stakeholder meetings and interviews were conducted by the consultant with local businesses, town staff, elected and appointed officials and other interested parties to gain as much input on the plan as possible. A large facilitated brainstorming session was held in the fall of 2019 in Coventry to examine the development of the plan in detail. This served as a significant foundation for the plan development. Work continued on the development of the action plan at the close of the fiscal year.

Planning Staff spearheaded the Town's involvement and support for the purchase of approximately 29 acres of open space by Joshua's Trust. The property is significant due to the extensive frontage it possesses along the Willimantic River. The Town has had interest in preserving this property for many years, but adequate funds were not available. The owner needed assistance with ensuring that the conveyance of the property occurred before the end of 2019. The conveyance successfully occurred and the property is now enjoyed for fishing, canoe/kayak access, and wildlife viewing.

Planning Staff worked with the Parks and Recreation Department to prepare a safety protocol manual for the Protected Lands Stewardship Committee. The manual provides guidance and instructions for

the use of motorized equipment for trail maintenance. This has been a long term goal of the office and the Committee.



Coventry Farmers' Market – Drive Thru Market - 2020

PLANNING AND ZONING COMMISSION – ACTIVITY LEVEL

A comparison between FY 18/19 and 19/20 indicates that the overall number of applications decreased when compared to the previous fiscal year.

The largest decrease was seen in the number of special permits (-6) while the other applications stayed relatively the same over the past fiscal year.

PLANNING DEPARTMENT STAFF



Eric M. Trott
Director of Planning and Development



Mark Landolina
Planning Technician/Zoning Enforcement Officer



Erica Pagliuco
Market Master



Heidi A. Leech
Land Use Permit Technician

PLANNING AND ZONING COMMISSION
ACTIVITY LEVELS

	ACTION	18/19	19/20	APPLICATION DIFFERENCE
Special Permit	Approved	11	5	-6
	Denied			
	Pending			
Subdivision	Approved	2	1	-1
	Denied			
	Pending			
Zone Changes	Approved	1	-0	0
	Denied			
	Pending			
Zoning Text Changes	Approved	1	-0	0
	Denied			
	Pending			
Subdivision Text Changes	Approved	0	0	0
	Denied			
	Pending			
Subdivision Amendments	Approved	0	0	0
	Denied			
	Pending			
Special Permit Amendments	Approved	0	0	0
	Denied			
	Pending			
Site Plan Review	Approved	0	0	0
	Denied			
	Pending			
Scenic Road Designation	Approved	0	0	0
	Denied			
	Pending			

INLAND WETLANDS AGENCY

Members: (As of June 30, 2020 end of fiscal year)

Lori Mathieu, Chair	Thomas Woolf, Vice Chair	Martin Briggs
Sam Norman	Patricia Laramie	Vacant
Suzanne Choate, Alternate	Michael Powers, Alternate	
Todd Penney, PE – Town Engineer/Inland Wetlands Agent		
Mindy Gosselin, Wetlands Agent Assistant		

Total number of applications considered by the Inland Wetlands Agency (IWA): **28**

- ❖ Outcome of applications:
 - Non-Jurisdiction Ruling: 1
 - As of Right Ruling: 1
 - Permit Denials: 0
 - Permit Approvals: 23
 - Permit Extensions: 0
 - Permit Withdrawals: 2
 - Permit Modifications: 1
 - Pending: 2

Total number of applications considered by the Inland Wetlands Agent: **21**

- ❖ Outcome of application:
 - Permit Denial: 0
 - Permit Denials: 0
 - Permit Approvals: 21
 - Permit Extensions: 0
 - Permit Withdrawals: 0
 - Permit Modifications: 0

Nature of activities reviewed/regulated:

- ❖ Residential Subdivisions
- ❖ Single Family Home Additions/Site Development
- ❖ Commercial Development/Modifications
- ❖ Drainage Improvements
- ❖ Municipal Drainage, Expansion and Redevelopment Projects
- ❖ Other:
 - Accessory Structures
 - Filling/Grading

INLAND WETLANDS AGENT

The Wetlands Agent serves as staff support to the Inland Wetlands Agency (IWA) for their regular monthly meetings. The Agency continues to operate very efficiently under the Agent's guidance and offers a high level of service to the Agency and community at large. In Quarter 3, IWA amended its Permit Threshold for Minimal Impact Permits. The following provides a link to the Town website for reviewing the new guidelines: <https://www.coventryct.org/DocumentCenter/View/3913/2020---Updated-Wetlands-Permit-Thresholds>.

The number of Inland Wetlands Agency applications increased significantly to **28** in FY19/20 from 12 in FY18/19. The number of Agent permits decreased slightly to **21** from 22 in FY18/19. Wetlands Agent Permit applications are administrated in a shorter timeframe and with a simpler process compared to full Wetlands Agency permits. This has proven to be a valuable option for applicants.

During the last fiscal year, the Agency approved two commercial applications. They also approved applications for residential improvements in the Upland Review Area of Coventry Lake and the Town bridge replacement project on Folly Lane. In June 2020, The Inland Wetlands Agency officially recognized an additional part-time Wetlands Agent, Mindy Gosselin.

Over the past fiscal year, there were a variety of applications and projects overseen by the Wetlands Agent. The Wetlands Agent approved and monitored decks, pools, drainage improvements and additions to single-family homes in the Upland Review Area in both the Lake Area and other Intermittent Watercourse Areas. Approvals were also issued for sheds, septic systems, garages and new homes.

Wetlands Staff, Todd Penny (Wetlands Agent), Mindy Gosselin (Wetland Agent Assistant), and Heidi Leech (Land Use Permit Technician), continue to work with Coventry residents who need to be involved in a Wetlands permitting process. The approach to each application is consistent; helps the applicant navigate through the permitting requirements while maintaining the health and integrity of each wetland complex involved.



Todd Penny, PE – Town Engineer/Wetlands Agent



Cumberland Farms - Rain Garden 2020

ZONING BOARD OF APPEALS

Members: (As of June 30, 2020 end of fiscal year)

Courtney Rossignol, Chairperson	Frank Infante	Valdis Vinkels (alternate)
Claire Twerdy, Vice Chairperson	Thomas Boudreau (alternate)	Monika Debowska
Elizabeth Bauer, Secretary	Mike Gerrity (alternate)	
Mark Landolina, Planning Technician/Zoning Enforcement Officer		

PETITIONS: 12

Approved 10
Denied 2
Pending 0
Withdrawn 0
Appeal 0

In fiscal year 2019-2020, we accepted ten applications for ZBA. One application was denied for the new construction of a garage and breezeway addition to exceed maximum lot coverage in the LR Zone, and one application was denied for a front setback encroachment of a proposed in-law addition. The other six applications were heard for relief from setbacks, lot coverage, and enlargement of nonconforming structure. Besides variances, there were not any other matters brought to the ZBA, such as appeals of a Zoning Enforcement Officer decision.

Land Use Staff work with property owners to limit the number of variances that are needed for projects. Meetings and site visits occur so the homeowner can speak with the Zoning Enforcement Officer about ways to conduct projects that meet the Zoning Regulations so that a Zoning Board of Appeals application is not needed. Statistically speaking, only four out of every 100 zoning applications could not be approved and thus applied for a variance. This helps demonstrate the flexibility of our regulations to assist in helping homeowners come up with solutions to make improvements to their property without the need for a variance.



ZONING ADMINISTRATION

Mark Landolina, Planning Technician/Zoning Enforcement Officer

ZONING PERMITS ISSUED (Agent Approved) 278

Single Family Dwellings	35
Multi-Family Dwellings	0
Condominium Units	4
Total New Dwelling Units Permitted (combined foundation and build-outs)	
Accessory Structures	93
In-law Units	5
Residential Additions/Attached Garages	11
Home Occupations	10
Commercial Use/Signage	5
Interior Renovations	29
Other	83
Total:	*275

*Total differs due to more than one item per permit.

CERTIFICATES OF USE AND OCCUPANCY

(Signed for zoning compliance by ZEO)

Single Family Dwellings	12
Condominium/Adult Community	4
In-law Units	2
Accessory Uses – Building and Structures	21
Residential Additions/Attached Garages	7
Commercial Signage	2
Other	1
Total:	49

ZONING INSPECTIONS

Erosion and Sediment Control	28
Limits of Clearing	6
Certificates of Occupancy	50
Pre-Approval Inspection	22
Seed & Mulch/Grading – Bond Release	11
Zoning Complaints (Initial & Follow-up)	39
Blight Complaints (Initial & Follow-up)	51
Stormwater Mitigation/drainage	-
Easement	-
Other	22
Total:	229

VIOLATION ENFORCEMENT INSPECTIONS (Initial Inspections Only):

The following is a breakdown of the types of inspections made by the Zoning Enforcement Officer in response to complaints lodged by citizens for potential zoning and blight violations.

Erosion and sedimentation, outdoor wood-burning furnaces, and drainage complaints associated with poor grading are investigated expediently by the PT/ZEO due to their potential impact on the environment, and possible harm to citizens and private property.

	# of active enforcement matters at the end of the fiscal year
Erosion and Sediment Control	5
Drainage	10
Permit Conditions Not Met	0
Non-Permitted Activity or Structure	8
Signage	1
Illegal Dumping/Oil Spills	0
Clearing/Filling	3
Junk Yard/Blight	5
Greater than 1 Unregistered Vehicle	11
Unlicensed motor vehicle dealer/repair	7
Outdoor wood burning furnace	3
Residential motor vehicle sales	4
Nuisance	1
Blight	18
Total:	76

Enforcement

Zoning and Blight enforcement continued as normal in the summer and fall of 2019. Several long-standing enforcement cases were brought into compliance during this period, and many others were progressing towards compliance. Other more recent cases were addressed. During the winter, only enforcement cases that could be addressed were focused on. This included unregistered vehicles, livestock, and use violations. During February and March, new complaints started to come in, many involving drainage issues. When COVID19 created a state of emergency, enforcement cases that were not immediate public health, safety and welfare issues were paused. Enforcement came back in phases starting in June when staff fully came back to the office. This delay caused some cases to lose momentum during the spring when many issues could have been addressed. In addition, new complaints were accepted during COVID19 but complainants were informed of the current procedures. Overall, staff continued the approach of working with property owners to allow a fair chance to voluntarily bring properties into compliance. This approach has been successful in earning cooperation with property owners to reach the common goal of seeking compliance in a timely manner. The majority of open enforcement matters were from more recent complaints that are in the process of being resolved.

The enforcement policies for both Blight and Zoning are complaint based. This means that in order to legally investigate a potential violation that is not of immediate danger to citizens, a complaint must first be filed in writing with the Land Use Office. Our ordinance states that named complaints are addressed as priority over anonymous complaints.

Permitting and Application Process

Some of the most rewarding time is spent helping many prospective homeowners, attorneys, realtors, and developers come in and call/email daily for advice on the interpretation of our zoning regulations. This time is spent in pre-submittal meetings, either in the office or in the field at the site in question. Prospective zoning applicants work with the ZEO prior to submitting to explore their options with development projects and to help ensure that they meet the regulations prior to submitting. While we do our best to be time-efficient with these requests for information, a little more time spent on the planning end saves projects from being out of compliance after they are either submitted for approval or constructed.

After projects begin, as time permits, PT/ZEO does follow-up inspections on both Erosion and Sedimentation control, and general construction visits to ensure that the project goes according to plan, and that neighbors have no reason to be concerned with this construction. This can also involve issues pertaining to drainage, stormwater features, lot clearing, and construction maintenance. The PT/ZEO also inspects that the time of completion of a project to certify that the project meets the permit requirements and regulations.

Geographic Information Systems (GIS)

The Planning Technician/ZEO serves as the Town GIS Librarian and Cartographer. A major focus of the Town's Geographic Information System is to collect and display parcel boundaries and data for tax assessment purposes, permitting purposes and general citizen and staff use. Our GIS data is available on the Coventry website and updated annually. Since properties are constantly evolving and the GIS parcel geometry and attributes were never fully correct in the first place, there is a lot of backlog on

updating incorrect parcel information. This takes time to research deed and survey information filed in the Land Records to accurately map property boundaries, as well as link parcel's to their respective property summary card. Over the past year, a large percentage of the GIS parcel boundaries and data have been updated. Staff also worked with CRCOG to improve the user interface on their online GIS platform.

The Plan of Conservation and Development (POCD) includes maps of Coventry that help the Planning and Zoning Commission and Town Staff make important land use decision including conservation/open space efforts, Town property acquisitions, economic development projects, housing needs, natural resources, and special permit criteria review. Since the POCD is being updated for the 2020-2030 edition, the maps must be revised to reflect current data. The PT/ZEO worked on collecting available data, running spatial analysis and communicating the findings through cartography.

Other GIS projects include trail/open space mapping for the Conservation Commission, potential economic development site maps, existing infrastructure inventory for the Department of Public Works, tax assessment maps, and Lidar mapping for the Nathan Hale Greenway. The PT/ZEO also attended the CT GIS Day event to hear about new projects and initiatives, as well as network with other professionals in the industry.

Other Projects

The PT/ZEO assisted in completing a number of Land Use Department actions for the Sustainable CT certification. These actions included three Equity Toolkits, which is a requirement to receive silver certification. The toolkits involved written narratives of how the department took equitable approaches towards three different projects in order to collaborate with traditionally underserved members of our community. The PT/ZEO also assisted with community building opportunities such as the Coventry Village Partner's Arts on Main festival. The PT/ZEO attended meetings, wrote the minutes, assisted in the planning, developed maps and took part in the August event.

Under direction from the Town Council, a Senior Housing Alternative Study Committee (SHASC) has formed and commenced operations in the beginning of 2020. The Planning Technician is staffing the committee to help provide administrative and analytical assistance to the appointed members. The group has started their research and report with the objective of getting a more specific picture of senior housing demand, types of senior housing, potential locations of senior housing; and desired units, pricing and features of senior housing. The committee has been operating remotely during the COVID-19 pandemic.

ZEO certification and continuing education:

The PT/ZEO submitted his final case study for CZEO certification. He was later certified as a CT Zoning Enforcement Officer after completing required criteria including attending week-long courses, passing exams, attending meetings and submitting a case study.

The PT/ZEO enrolled in the Executive Master's of Urban Planning program with the Price School of Public Policy at the University of Southern California. This remote, evening class program is designed for

working professionals in the planning field. The coursework includes studies on the principles of urban planning, development, city and project economics, public administration and public policy.

ECONOMIC DEVELOPMENT COMMISSION

Members: (As of June 30, 2020 end of fiscal year)

Sondra Astor Stave	Bill Jobbagy	Richard Conti
Timothy Liptrap	Barbara Barry	Richard Giggey
Mark Lavitt	Sam Belsito	Kristen Bilotta
Eric M. Trott, Director of Planning and Development		
John Elsesser, Town Manager		

The pandemic has created many challenges for local businesses. The Commission and Staff have been vigilant in their efforts to disseminate information and resources to assist business in a variety of different ways. In addition, Commission members continue to engage the business community as much as possible in order to learn of their needs and find ways to support them.

Early during the pandemic, the Commission and Staff hosted a 'Town Hall' forum via Zoom to share information on available resources for the business community. The forum also served as a listening session to enable the businesses to share their experiences and better communicate their needs. Members of Town Staff, the Commission, representatives from the Tolland County Chamber of Commerce, representatives from the two local banking institutions, the Executive Director of the CT Main Street Center, and State Representative Tim Ackert participated in the forum. The forum was appreciated by those who attended and served to steer the priorities of the Staff and Commission to address the needs of the businesses.

A member of the Commission, who is a Professor at Nichols College, orchestrated the involvement of several Nichols College student interns to work directly with town businesses to find ways to help them be more visible in the digital marketplace. This is extremely important at this time for businesses to have strong visibility in social media and internet searches. A total of seven businesses were the targets for the project. The interns worked closely with the businesses to learn of their needs and assess what the best resource would be. Most of the businesses elected to either have an overhaul of their website or have improvements to their social media platforms. One business elected to improve their email marketing and connection with their customers. The businesses were very appreciative for all of the investment in time and energy to assist their businesses.

The Commission participated in the development of the Bolton, Coventry, Mansfield, Tolland 4 Town Economic Vitality Plan. This unique regional project was facilitated by Commission funds that were requested of the Town Council during the budget process. The Towns hired AdvanceCT (formerly the CT Economic Resource Center) as consultants to the project. The Plan provides a collective of independent and interdependent action items for the member towns that further the studies, analysis and work that was completed in the region which supports economic vitality. The Plan will serve as an important blueprint for the Towns to leverage the resources and amenities that are common in the region, so that each Town can do better together by working cooperatively. At the end of the fiscal year, Town Staff was in the process of editing the final draft of the Plan.

The Commission and Staff hosted a Google small business forum that focused on how YouTube can assist in improving the visibility of businesses. The forum was held via Zoom and included the three other towns participating in the economic vitality plan as well as the two Chambers of Commerce. This was the second Google forum that the Town sponsored and proved to be equally successful in providing important and information to the region's businesses.

Town Staff and a member of the EDC continue to revise and improve a 'New Business Primer' education resource for the business community. The primer is a 'one-stop-shop' source of information on what is required and recommended to start or expand a business. This resource is distributed to new home occupation businesses to assist them in their 'start ups'. The member also is involved with the Northeast CT Economic Alliance a regional business financing source that supports small business development.

The same member of the EDC also serves as a Board member with The Last Green Valley. This offers a link between the Town and an important regional organization that assists with grant funding, education and other vital resources.

The EDC continues to strongly support the efforts of the Coventry Farmers' Market. The Market was moved to the Hale Family Homestead in 2008 and has proven to be extremely successful and a significant economic development feature which supports the local agricultural and small business community as well. The Commission continues to consider ways in which the visitors of the Market can be connected to the other businesses in Town in order to further support the local economy.

Due to the pandemic, the Farmers' Market Oversight Committee and Staff conceived an entirely new approach for the delivery of the Market in order to maintain a safe and effective operation for the volunteers, vendors and customers. The Market transformed into a 'tent side pickup' approach with an online ordering platform. This allowed for the interaction to be minimized between customer and vendor, which provided a very safe process.

During the budget preparation for the next fiscal year, Planning Staff and the Commission encouraged the funding of dedicated staff time to assist in the support of the Coventry Village Partners. The Partners were formed in 2018 and consist of a variety of stakeholders in the Village, including: businesses, Coventry Arts Guild, First Church of Coventry, Town Staff and other interested parties to work cooperatively to support efforts to support the various stakeholders in the Village. Erica Pagliuco, the Coventry Farmers' Market Master, was hired to work up to five hours a week in this capacity. However, the pandemic made it very difficult to for members to be available. Since the Partner's goals involved creating and hosting destination events to bring visitors to the Village, the pandemic has not allowed that to move forward at this time.

The Commission continues to support the expansion of the Bolton sewers into Coventry to address wastewater and economic development needs on RTE 44 near the town line. A meeting between the State of CT DEEP and OPM had occurred during the summer of 2020 to facilitate a resolution between the two agencies and how to address the matter of the expansion with the Town. Previously, the two agencies were in disagreement on how the expansion complies with the State's Plan of Conservation and Development. The WPCA Staff and Planning Staff are preparing a response to the State of CT DEEP to address a variety of questions that they have relative to the project. Once

this information is submitted, it is expected that the Town will be able to move forward with the 4 Town sewer usage agreement that needs to be executed.

The EDC also has significant interest in the capacity of the Coventry sewer treatment plant and its ability to allow new economic development and/or mixed use housing opportunities. The WPCA continues to examine the current system capacity and determine amounts of service that can be provided for new projects.

In an effort to maintain open communication with businesses in the community, the EDC has met regularly one on one with several businesses at the Commission level. These meetings have been either at the business location or at the EDC meeting. The goal is to better understand the needs of the businesses and determine how the Commission and Town can assist. The meetings have been helpful for both parties by sharing information and insight into small business support. The results of the conversations have inspired programming for future forums as well as assisting the Commission and Staff on priorities.

Planning Staff maintains a target development property and project list that provides an up to the minute overview of the status of all economic development related project that are either in motion, pending, in planning or other stages of consideration. This resource is shared with the Commission at each meeting and serves as a helpful outline of the various projects that the Staff are involved in.

The EDC continues to revise and update the Town's economic development brochure/business listing to maintain its relevance and accuracy. This marketing piece is a simple, yet effective way to identify the local businesses and provide a quick reference that can be easily offered to the public at various visible locations in Town. The EDC portion of the Town website also offers useful and informative materials regarding the Town as a destination and attraction for visitors and businesses.

The Commission also continues to recognize new businesses and businesses that have recently completed a significant project, with formal certificates of appreciation that are hand delivered by the Chairperson. The certificates have at times been delivered at a ribbon-cutting event that is either sponsored by the business, the Commission, or State Representative Tim Ackert.

The Commission continued their efforts to attract new business appropriate for the community while supporting existing business and tourism efforts. The EDC recognizes that economic development requires a long-term commitment to create a positive atmosphere to attract appropriate development proposals.

The EDC continues to discuss and provide support to various businesses seeking approvals from the Planning and Zoning Commission. The EDC often serves as the 'business cheerleader' or advocate to assist in the processing of an application.

Ad-hoc Protected Spaces Stewardship Subcommittee

Annual Report 2019-2020

The Subcommittee has 4 active members and one current vacancy.

The Subcommittee conducted the following activities:

- Held 2 quarterly meetings to discuss volunteers training materials and priorities for trail/property stewardship needs. Two additional scheduled meetings were cancelled, either due to lack of quorum or due to COVID-19 pandemic and committee meeting restrictions.
- Maintained hand and power tools and materials in Town building storage area with sign-out sheets for trail/property maintenance volunteers.
- An active trained crew of 10-12 community members to address a number of Subcommittee priorities on publicly accessible town lands was put on hold after mid-March 2020 due to COVID-19 pandemic and health and safety restrictions.
- In partnership with the Conservation Commission, the Coventry, CT Conservation Community Facebook account enjoyed increasing member likes and regular visits. In the last 12-month period, over 100 new members had joined this community social media account, a 98% increase from the 2018-19 period.
- Participated in a Town trail access and use improvement site visit at Williams Preserve with Town Land Use staff and Conservation Commission members. Inland wetland and watercourse crossing considerations were discussed with plans to share with town Inland Wetlands Agency.
- Preliminary trail planning was conducted on the town's recently acquired Harrigan Open Space adjacent to Williams Preserve, with a side trail loop planned for 2021-2022.
- Seasonal nature notes were regularly posted at the trailhead at Riverview Trail Park.
- Researched options for Town trail/property amenities, resulting in budget request submission for sitting benches and trailside rest benches, trail marker posts and materials, and trailhead kiosk message board. Benches, trail posts with markings, and message board are anticipated to be ordered in Q1 2020-21 and installed during the fall 2020 season with Subcommittee volunteer crews.
- Town property trail reviews and ongoing light maintenance to provide safe and enjoyable public use were conducted at Creaser Park, Depot Road Open Space Water Access, Mill Brook Park, Patriot Park Woods, Riverview Trail Park, Thornton Brook Preserve, and Williams Preserve.
- Meetings with Town Public Works staff helped determine what can be addressed with our trained volunteers and what actions are best addressed by at least a preliminary review by DPW staff. DPW staff coordinated with the Subcommittee to mow the fields at Williams Preserve to address tree and shrub seedling encroachment into this important conservation habitat, and a rotational mowing schedule is being set up to mow portions of the fields over a 2 to 3 year period to support old field vegetation and wildlife – an added benefit for the trail users at this Preserve.
- Meetings with Parks and Recreation staff and DPW staff to assist with planned enhancement projects at Creaser Park. This included increasing the un-mowed, vegetative buffer area along the Skungamaug River thus assisting in targeted conservation of listed wildlife species using that

river corridor, as well as invasive plant control needs along the perimeter of the Park's main pond, as part of the planned disc golf course installation.

- Public walks were scheduled in two venues:
 - Monthly leisure walk series to introduce town residents to the diverse publicly accessible open spaces – 2 winter walks were held in early 2020 at Thornton Brook and at Williams Preserve. Remaining scheduled walks were cancelled upon emergence of COVID-19 pandemic and group gathering restrictions. Monthly walks may be restarted in mid-2021.
 - Two walks, with social distance and related health and safety guidelines, are scheduled for the Last Green Valley's annual *Walktober* events calendar this coming fall season – a Creaser Park Ramble and a Sloping Woodland Walk at Williams Preserve.
- Volunteer hours recorded for Subcommittee meetings, trail/property visits and trail maintenance work totaled 97 hours in 2019-2020.
- The upcoming year will build on recent accomplishments of improved and maintained public access for community enjoyment on several Town properties.

Respectfully submitted,

Eric Thomas

Chairman

Town of Coventry
Energy Conservation/Alternative Energy Advisory Committee
Annual Report fiscal year 2019-2020

Purpose/Function:

The purpose of the Committee shall be to study and identify viable and feasible energy conservation projects to reduce energy consumption and/or expenses in town and school facilities and operations; to explore and evaluate renewable energy projects to supplement or replace conventional energy to benefit town and school facilities and operations; to explore grant opportunities and private sector opportunities, and to prepare a report to the Town Council of findings and recommendations for funding and implementations.



Summary of the Committee Activities:

- Researched and assisted in grants/financing options to support various energy efficiency programs within Coventry including:
 - o Small Z-REC program (additional solar car ports for high school and middle school to shift energy via virtual net metering to other town buildings)
 - o Researching energy related performance contracting projects that might be feasible for future development in Coventry
- Going Green event at the Coventry's Farmers' Market
 - o The Energy Committee dedicated much of 2019-2020 working on increasing our exposure and educational presentations for a Going Green event at the Coventry's Farmers' Market. Unfortunately, we were unable to hold the event due to Covid-19, however plans for a resurgence in 2021 are already underway.
 - o Continuing plans focus around:
 - EV Ride and Drive event- showcasing various electric vehicles from multiple manufacturers
 - Organizing energy-related market vendors (solar companies, CT Green Bank, CT Fund for the Environment and many others)
 - Recruiting additional Committee members
- Coordinated with the School Building Committee on replacing existing lightbulbs with LED and solar options.
- Reviewed and made recommendations on:
 - o Implementing compost bins in the cafeteria of the high school.
 - o Proposals for various lighting projects within the Town Hall and School Buildings
 - o The Town's Sustainable CT application to Eastern Connecticut State University
 - o The Town's micro-grid application to DEEP
 - o The Town's idling policy for town vehicles to include within the Plan of Conservation and Development
- Committee members kept current on state incentives available to Connecticut residents from the Connecticut Green Bank to support town wide Energy Efficiency Programs including:

- o Promoted CT Solar Loans, Smart E-Loans and Cozy Home Loans on Committee's website
 - o Promoted the virtual Home Energy Solutions Audits to town residents. (promotion of HES in-person audits will resume post-Covid restrictions).
- Maintained the Energy Committee website and email to enable residents to interact with Committee
 - o Researched and provided monthly energy tips to help residents save money and electricity
- Continued an open, working communication with School Superintendent's Office
- Committee members represented the Coventry Energy Committee at:
 - o The Connecticut Municipal Clean Energy Community Workgroup
 - o Eastern CT Green Action Group
 - o The Coventry School Building Energy Efficiency Committee
- The Energy Committee met 11 times during 7/1/2019 to 6/30/20

ANNUAL REPORT

CONSERVATION COMMISSION

FY 19/20

The Commission's activity level and ability to meet has been negatively impacted by the pandemic, but the Commission has found ways to continue their work in the community and further their mission. The following is an overview of the activities that the Commission were involved in over the past fiscal year.

ADOPT A ROAD

The Commission continued its efforts to reduce the impacts of roadside littering in town by sponsoring an adopt a road program. Residents adopt all or a portion of a road and collect roadside trash to reduce the aesthetic and environmental impacts, but also to reduce the littering from occurring on an ongoing basis. Trash bags, trash grabbers, and disposal of collected garbage are offered free of charge to volunteers involved in the project.

EARTH DAY CLEANUP

Each year, on Earth Day weekend, members of the Commission select a road in town that is need of trash removal and work collectively to gather the trash and discarded materials to contribute to beautification of the town, as well as celebrate Earth Day. Over the past few years, the Commission has selected Daly Road as the target site, due to the ongoing accumulation of trash along the roadside. The members spend hours collecting at least a dozen trash bags of debris on a yearly basis.

NO LITTER SIGNS

The Commission has purchased special 'No Litter' signs that are to be posted at key locations in the town where roadside trash accumulates. This helps bring awareness to the issue and with the hope that awareness will cause for more of a mindful approach with citizens and the discarding of waste from vehicles. The Commission worked with the new Cumberland Farms to gain permission to post one of the signs at the site to encourage customers to be aware of the problem associated with littering.

SITE PLAN REVIEW

The Commission routinely reviews Planning and Zoning Commission applications for development projects and provides comments on erosion control, open space, and other environmental matters during the review and decision making process. The Planning and Zoning Commission takes the Conservation Commission's comments very seriously and often will encourage plan revisions or conditions to accommodate the recommendations that are provided on the project.

SOCIAL MEDIA PRESENCE

The Commission created a new Facebook page in order to help spread the word about Commission activities as well as posting information on seasonally related issues. The Commission's page continues to get attention from the community and has worked in tandem with the Protected Spaces Stewardship Committee to help broadcast their activities as well.

NIP BOTTLE DEPOSIT ADVOCACY

Over the past few years, the Commission has been a strong advocate for the State to establish a law for the return and deposit of alcohol 'nip' bottles. The Commission has witnessed first-hand during their Earth Day clean-ups, the level of waste that the nip bottles create. It is the Commission's belief that such a law will help reduce the waste from the improper disposal of them.

OPEN SPACE ENHANCEMENTS

The Conservation Commission in coordination with the Protected Spaces Stewardship Committee (a subcommittee of the Commission) have made recommendations on specific trail enhancements on such properties as the Williams Preserve on Cooper Lane. Both the Commission and Committee provided input on improvements that would serve to enhance the experience on the property. A trailhead informational kiosk and two benches were purchased for the property and are set to be installed in the spring of 2021.



EDUCATION

*Above: The parking lot at Coventry Grammar School was redesigned to allow safer access during pick-up and drop-off times, by separating the bus lanes from pedestrian traffic. The new design also provides space for additional buses. Construction was completed over the summer of 2020 in time for the start of the school year.
Photo by John Elsesser.*



Coventry Board of Education 2019-2020 Annual Report

David J. Petrone, Ed.D., Superintendent of Schools



The Coventry Board of Education is the governing and policy making body of the Coventry Public Schools. The Board derives its power from the Constitution and General Statutes of the State of Connecticut as well as from the State Board of Education and the Charter of the Town of Coventry. The Board of Education is responsible for establishing policy and educational goals that guide the school system toward the continuous improvement of the educational program for Coventry's children. The Board is also responsible for the ongoing evaluation of the school program against its goals and for the evaluation of the Superintendent.

The Board consists of seven elected members: Jennifer Beausoleil, Chairman; William Oros, Vice-Chairman; Eugene (Gene) Marchand, Secretary; Mary Kortmann; Barbara Paré; Christina Williams and Robert Williams. The Board meets twice a month in the Administration Building Conference Room. Agendas and minutes of the meetings are posted on the Board of Education page of the district website at www.coventrypublicschools.org.

The Board's Mission Statement and Goals provide direction and focus to the improvement work of the district. They are as follows:

- Mission Statement – The Coventry Public Schools will prepare every student for life, learning and work in the 21st century.
- Goals – 1) Identify, define, and measure the critical skills and attributes that are required for success and align systems to continuously improve student performance and achievement. 2) Maintain and promote a positive and respectful learning community. 3) Recruit, retain and develop high quality staff at every level.

Each year the Superintendent, as well as each Principal and the Director of Pupil and Staff Support Services, establish a personal set of goals which align with the Board of Education main goals. In addition, goal achievement documents are developed in the spring verifying the year's accomplishments. Those documents and related details can be found on the district website.

Coventry Public Schools 2019-2020 Noteworthy Accomplishments:

Coventry High School; Joseph Blake, Principal



During the 2019-20 school year Coventry High School (CHS) was once again recognized for high achievement in both state and national rankings. The *US News and World Reports*: BEST Schools report ranked CHS as 46th in Connecticut, which places CHS second in the District Reference Group (DRG) E and in the top 10% of high schools in Connecticut based on their ranking.

During the 2019-20 school year at Coventry High School (CHS) a variety of initiatives and programs helped support student learning and achievement. We continue to focus on refining our curriculum, instruction, and assessment to support student performance through the effective use of data with a goal to ensure that students possess the skills necessary for high achievement on the Scholastic Aptitude Test (SAT) and for college and career readiness. Due to the COVID-19 shutdown, we were unable to administer the SAT to our eleventh grade students last spring, but we have scheduled an administration of the SAT for all current twelfth grade students this fall. The Next Generation Science Standards (NGSS) assessment was also not administered by the State of Connecticut last spring, but we continue to move forward in improving our instructional practices to better prepare students for the NGSS assessment. We have offered professional development to teachers on curriculum development and effective implementation of the NGSS standards in the classroom and continue to modify curriculum based on released information and student assessment data. CHS and Eastern Connecticut State University (ECSU) have continued the dual enrollment agreement where students are able to take a course at CHS and earn both high school and college credit for successful completion of the course. In the 2019-20 school year, thirty-nine students earned both CHS and ECSU credit for successful completion of the course. In 2019-20, Coventry High School also entered into a partnership with Goodwin University's Early College Advanced Manufacturing Program (ECAMP) Clean Manufacturing program, where students from CHS could attend courses at Goodwin University and earn dual credit at both CHS and Goodwin. In 2019-20, four students earned both CHS and Goodwin credits for successful completion of courses. We have also continued to support our cooperative agreements with ECSU and the University of Connecticut Neag School of Education to place interns and pre-professionals who will support our students' academic and social development and/or complete their student teaching.



Coventry Board of Education 2019-2020 Annual Report

Coventry High School students and faculty have also continued the one-to-one Chromebook initiative. Professional Development time was allocated to train teachers on effective use of Google Apps for Education, digital assessment practices, and distance learning practices. Our athletic program had a very successful year including nine state tournament appearances. Girls volleyball captured the NCCC championship. The girls volleyball team and girls soccer team both advanced to the Class-S quarterfinals. Several athletes received All-Conference as well as All-State honors. Unfortunately, the spring season was not played due to the COVID-19 pandemic.

Capt. Nathan Hale Middle School; Dena DeJulius, Principal



The 2019-20 school year was unlike any we have ever experienced! In mid-March we abruptly transitioned to distance learning when schools across Connecticut began closing due to the Coronavirus (COVID-19) global pandemic. One week later, on Monday, March 23, Coventry Public Schools began implementing a distance learning education plan that included use of the virtual Google Classroom platform as well as many of the Google Apps for Education. This platform allowed students to access curriculum content virtually as well as have access to their classroom teachers through this online learning experience. This new way of learning was not without its challenges, but after three months of experiencing remote teaching and learning we had begun a monumental shift in our education system across our country.

Prior to the global pandemic, the middle school support staff provided professional development regarding trauma, social emotional learning, and the importance of building connections with students as we have seen a significant rise in recent years with the number of students experiencing social and emotional challenges. In October, we continued with year three of our Student-Led Conferences and were proud to have had 75% parent attendance. Capt. Nathan Hale Middle School (CNH) held its third annual After School Literacy Event on January 28, 2020. Guest author, Stuart Gibbs joined us via Skype. Students heard all about Gibbs' newest books and asked the author questions. In addition, five of Stuart Gibbs' novels were placed in each CNH English-Language Arts classroom. Students spent the month leading up to his visit, reading as many novels as possible. Close to forty students engaged in a variety of literacy based events including an escape room, Pear Deck Vocabulary Game, Nutmeg Trivia and much more!

On March 13, best-selling educational author Catlin Tucker worked with our teachers in grades sixth through eighth providing an invaluable professional development experience. Ms. Tucker shared her expertise with the use of the station rotation model, and assisted teachers with moving our work with Portrait of the Graduate forward. She modeled using computers less for consumption and more for creation, as well as building student agency. Additionally, teachers learned about implementing mechanisms into station rotation to collect formative assessment data, creating differentiated learning-skill level or subtle differentiation and promoting student agency and refinement through analyzing existing interdisciplinary projects.

In collaboration with Goodwin College, we are increasing our computer science pathways for all of our middle level learners. In October, nearly fifty female students traveled to Goodwin College for a day of STEM related learning and hands-on activities. A Goodwin consultant supported our grade six STEM classes with the engineering design process and using coding software. Students had various experiences including working in small groups on robotic arm coding and programming. Although moving to distance learning in March impeded the completion of some of the in-school work that had begun such as finishing students' 3-D printed speakers and further uses of the robotic arms, Goodwin College continues to support grade 6 STEM virtually.

George Hersey Robertson School; Jennifer DeRagon, Principal



George Hersey Robertson School (GHR) prides itself on high student achievement and on fostering student growth emotionally, physically, socially, and culturally. Our school-wide philosophy of GHR C.A.R.E.S. (cooperation, assertion, responsibility, empathy and self-control) supports the development of the whole child, and is stated every day in our Morning Announcements to remind students of expectations. New in 2019-2020 is the implementation of the Second Step program, a social and emotional curriculum. Through explicit instruction of social skills such as understanding feelings and showing empathy, students learn how to be kind citizens.



Coventry Board of Education 2019-2020 Annual Report

Student ownership and empowerment is a primary focus of the work that we do everyday, helping students become leaders in our school. Student empowerment is highlighted in our annual student-led goal setting, including the pilot of digital portfolios in grade five with Google Sites. In 2019-2020, the Student Council was also piloted, facilitated by the Principal and a grade five teacher. Fifteen students in grade five collaborated to promote positive school culture and engage in community service. They met with Board of Education members, created a grade five kindness chain, wrote a letter to the Director of Food Services to persuade her to adopt environmentally conscious food service approaches, and served as student ambassadors and tour guides for new students. GHR promoted community service through our Fun Friday community service group, comprised of students from all three grades who engaged in such projects as creating ornaments for our Orchard Hill Senior Center, sponsoring a toiletry drive for the Coventry Food Pantry, and planting daffodil bulbs and mums in our garden.

Our teachers continue to serve as exemplary role models for students and engage in outstanding professional development. Notably, two grade five science teachers were recently awarded a Fund for Teachers (FFT) Fellowship Grant which will allow them to visit the Republic of Palau. There they will examine its conservation efforts as well as the ecology, history, geography, and culture of the island country, to compare and contrast to our local community and guide a student-led, interdisciplinary project. Beginning in 2019-2020 school year with the expansion of a full-time Library Media Specialist position, weekly library media classes integrated literacy and technology topics, such as digital citizenship and conducting effective research with reliable sources. Classes were held in our Library Media Center and our newly designed Innovation Station, a Science Technology Engineering Arts and Mathematics (STEAM) lab space designed to inspire creativity and critical thinking. This portable lab offers 3D printers, a MakerSpace, desktop computers, whiteboard easel tables, a lego wall, green screen wall, and large TVs for Chromecasting. We also began computer science standards aligned instruction for all grade four students through a Project Lead the Way (PLTW) module, Input/Output: Computer Programming, which introduces computer systems infrastructure including computer hardware and digital data representation. In PLTW, students learn coding while integrating science with technology, engineering, math, and language arts. In classrooms, chromebooks, iPads, green screen technology, interactive whiteboards, and other digital tools are integrated to promote deeper learning across subjects.

Coventry Grammar School; Ronda Carrie, Principal



Coventry Grammar School (CGS) implemented a Master Schedule that provided an uninterrupted ninety minute literacy block and a sixty minute math block. All students participated in these Tier I lessons, gaining critical content and skills instruction from the classroom teacher. What I Need (WIN) blocks were established to provide students with the means to access specialized instruction in addition to, not instead of, the Tier I instruction. These blocks were thirty minutes with one for math and one for reading. The WIN block also accommodated students who were performing at and above grade level. An example includes, Girls Who Code. This was led by our Library Media Specialist. Grade two girls learned basic computer science concepts in a fun and creative way. They learned the basics of coding through the Scratch program developed by MIT.

The Second Step program, which promotes social, emotional, and academic success, was implemented by grade two, bringing CGS to full implementation K-2. Twenty-one lessons were conducted and included topics such as Handling Making Mistakes, Showing Compassion, and Respecting Different Preferences. A collaborative effort between CGS, the high school drama students, and the Coventry Police Department brought a program to second graders to extinguish mean behaviors. Speakers, a video presentation, skits, and singing taught students the four steps to being an Upstander instead of a Bystander. A six-session kindergarten social-emotional learning boost program was created to reinforce the full-class Second Step curriculum skills in a smaller group setting, facilitated by the district social worker.

We continually seek opportunities for students to experience diversity. Our first grade students participated in a Traveling Mural Project. The goal of this project was to facilitate artistic collaboration. Students connected with other school communities around the country to create murals of peace, friendship, diversity, and love. Students created a ten-foot mural using a variety of media. The mural was cut into ten pieces and mailed to schools across the country along with letters that students had collaboratively transcribed. Students were very excited when new mural pieces arrived in the mail from distant states. Along with the artwork, students were able to view photos and learn new information about the different communities. They were able to communicate to these diverse school communities via technology.



Coventry Board of Education 2019-2020 Annual Report

Parent partnerships play a critical role in our success with students. The leadership of the Literacy Lab staff, in conjunction with the involvement of special education teachers, resulted in a new event to provide information and training to parents whose children receive specialized instruction and intervention. We coordinated a Literacy Luncheon. By pairing the parent session with a luncheon for parents and students, we had nearly thirty families attend.

Although our in-person instruction abruptly ended on March 13, our mid-year data indicated we were well on our way to meeting or surpassing our reading and numeracy goals. A two-year focus on fact fluency yielded tremendous outcomes. In addition, we saw a 50-point gain in grade one and a 64-point gain in grade two. In subtraction, the more challenging of the two, we saw a 32-point gain in grade one and a 48-point gain in grade two.

Hale Early Education Center; Lois Hasty, Preschool and Early Childhood Education Coordinator



The Hale Early Education Center (HEEC) had another exciting and productive year. We began the year enthusiastically embracing our new center-wide initiative of recycling. As the year progressed, more and more components were added. Students learned which items from the center and from the school lunches could be recycled, and learned to sort these items. The center purchased paper straws and metal silverware to replace all plastic items. Future plans include composting and continuing to teach students about sustainable resources. In addition, in partnership with the 18-21 year old program, HEEC donated food items to the Coventry Human Services by saving unused cafeteria food items that were picked up by an 18-21 student weekly. The recycling and donations were part of HEEC's emphasis on Taking Care of Our World, one of the five key behavioral principals that HEEC works toward developing (Take of Yourself, Take Care of Your Friends, Take Care of Your Teacher, Take Care of Your Classroom, Take Care of Your World). Other fun, center-wide events included a storybook character parade through the high school at Halloween time and a family gingerbread house decorating event in December. As distance learning then fell upon the entire state in March, the HEEC staff did a great job providing a combination of hands-on and virtual learning opportunities, games, scavenger hunts, and a variety of interactive activities (e.g., Read Alouds, Morning Message) were presented to students via SeeSaw. Hands-on materials were also delivered to homes every first day of the school week to provide students with a developmentally appropriate balance of hands-on and virtual materials and activities. HEEC opened back up in late June for an 8-week summer camp that ran through the second week of August. With heightened safety procedures in place, HEEC provided a safe, fun place for children to learn and interact with others, and a useful service for parents/guardians who returned to work outside of the home.

Business Office; Robert Carroll, Director of Finance and Operations



We continue to participate in meetings with the town's School Energy and Building Efficiency Building Committee as they continue to implement new energy saving improvements at our schools. The Asbestos Abatement project for the Coventry High School (CHS) Cafeteria was put out to bid by the committee. Wall strengthening at the CHS auditorium and band room was also put out for bid. Staff continues to work with the town on a Microgrid Project. \$4 million was awarded by the Department of Energy and Environmental Protection to install the microgrid. The project currently has an application pending before Public Utilities Regulatory Agency for approval of regulatory changes. Once constructed, the microgrid will be able to provide power to the High School, Middle School, Town Hall, the Administration Building and Orchard Hills Estates at a reduced cost and will also be able to sustain power to those facilities during an extended power outage by the utility company. The office oversaw a project that installed fiber-optic cabling to connect Coventry Grammar School and G. H. Robertson School to the main internet connection at the Library Media Center at the middle/high school complex. An agreement was continued with the Bolton Public Schools to share two certified staff members. Neither district required full time employment of these positions on their own, but combined, we were able to maximize the potential of both positions. The SafeSchools Online Training System was introduced district-wide. The training system is a web-based program that is accessible 24 hours a day, 7 days a week. SafeSchools programs focus on schools exclusively for staff training and compliance management. SafeSchools Training content is 100% school-focused. A new benefit option was offered district-wide to elect a supplemental life insurance in amounts of \$25,000, \$50,000, \$75,000 or \$100,000 at affordable group rates. We continued to offer the Employee Assistance Program (EAP) which is a free benefit for our employees and their families. Our EAP offers a broad array of tools and services to help with problems that might affect one's personal or work life. Coventry Public Schools was excited to partner



Coventry Board of Education 2019-2020 Annual Report

with Kelly Educational Staffing (KES) as our comprehensive provider of recruiting, screening, origination, scheduling, and employee management for our substitute services. KES is the national leader in educational staffing and the largest employer of substitute employees. As a result of the Coronavirus pandemic, the office needed to transition to remote operations as access to the office was significantly limited. Many of the routines, patterns, practices, and processes we have created over time were no longer effective, and we had to institute new means of collaborating and getting our work done. Working remotely during the COVID-19 pandemic, meant navigating a new work environment with new demands, distractions, and interruptions. Through it all, the Business Office handled these new challenges seamlessly.

Physical Plant and Facilities; William Trudelle, Director



The Facilities Department has continued working with the School Building Energy Efficiency Committee to address HVAC, Fire Door, and asbestos issues. Over the past year, the Abatement project in the Coventry High School Cafe was completed, and the Fire Door project contract was awarded to Mattern Construction scheduled to be complete this fall. We also worked with the Town Engineer on the parking lot replacement project at Coventry Grammar School that was completed in August. Facilities collaborated with the Walls Committee and the engineer company, Diblasi, to correct some of the code issues throughout the complex and Coventry High School. Facilities has been working to meet the new Federal and State requirements and guidelines concerning COVID-19. Work on the Microgrid continues to move forward with the combined efforts of Town, BOE, and Coventry Microgrid LLC.

Educational Technology Department; Cathie Drury, Director



The Coventry Public Schools Educational Technology Department works to support all stakeholders in the use of technology to enhance learning and productivity. The 2019-2020 school year marked year two of our three year District Technology Plan during which we furthered our work with supporting meaningful technology integration while ensuring ongoing access for all stakeholders through monitoring and enhancing equipment and network infrastructure. In alignment with the plan, we reviewed and updated our district technology competencies and worked to align the ISTE Standards to our district Portrait of the Graduate work. Continuing on with previous efforts, we regularly monitored the network to ensure ongoing activity and access to key resources, updated equipment around the district in accordance with our obsolescence plan, added access points, and partnered with the town on implementation of a disaster recovery system. The 2019-2020 marked year two of the migration to Chromebooks at the 6-12 grade levels, where we transitioned our eighth grade 1-1 and school cart devices from iPads to Chromebooks. To support this change, we provided on-going, targeted professional development offerings. Throughout the year, and especially as the district transitioned to distance learning, we worked with staff district-wide to maximize resources and increase efficiencies. We worked with buildings and families to ensure students had devices to access necessary educational resources. We provided timely support to all teachers, students, staff, and families regarding technology through initiating a parent help desk and adding pages to our website with important information and ongoing access to resources.

Over the summer, in preparation for the upcoming school year, we reallocated devices from carts and tubs to provide each child access to an individually assigned device, transitioned to an online payment system for families, and added single sign-on for students and staff. As the educational landscape changes, technology plays a pivotal role in our daily lives and the Educational Technology Department will continue its work in partnership and support of students, staff, families and community members to benefit the Coventry community as a whole.

Department of Teaching and Learning; Michele Mullaly, Director



The focus of the Department of Teaching and Learning is on the development of an outstanding educational program to support all Coventry students in reaching high levels of achievement and in acquiring the knowledge and skills that will prepare them for life, learning, and work in the 21st century. We are proud of our students' many achievements, the instruction provided by our teachers, and the wide-breadth of educational programs and opportunities offered in our schools. Through the collaborative efforts of parents, students, schools, and the community, we have fostered an exemplary learning community which supports innovation and is committed to challenging all learners.



Coventry Board of Education 2019-2020 Annual Report

As our school system designs curriculum and instruction to promote continued high achievement, especially in the core areas of literacy, mathematics, and science, we also continued implementing programming to provide new learning opportunities for students related to the Computer Science Standards adopted by the Connecticut State Board of Education in June of 2018. In Kindergarten all students participated in a Project Lead the Way unit of study “Animals and Algorithms,” through which students explore the nature of computers and the ways humans control and use technology. In this unit students learn about the sequential nature of computer programs, make videos to teach preschoolers about animals and their habitats, and then work in small groups to design and program a simple digital animation about an animal in its habitat. In Grade 4, all students participated in a Project Lead the Way unit of study, “Input/Output: Computer Systems Standards Alignment,” through which students are introduced to computer systems’ infrastructure including basic computer hardware and digital data representation. Students also collect data, represent it visually using programming, and create a program that measures human reaction time.

District-wide we continued to focus on integrating Coventry Public School’s Portrait of the Graduate into instruction. The competencies of the Portrait of the Graduate which include Critical Thinker, Engaged Collaborator, Effective Communicator, Empowered Citizen, and Authentic Innovator, describe Coventry Public School’s collective vision of its future graduates. This vision articulates our community’s aspirations for all students and is a vision that will guide teaching and learning at every grade level. All of our schools developed K-12 rubrics for the Engaged Collaborator and Effective Communicator competencies, aligned existing lessons, and designed new lessons related to their instruction. Teachers at each school collaborated on the development of interdisciplinary projects that incorporate the Portrait of the Graduate competencies and involve students in solving real world problems and becoming difference makers in their communities.

Across the state, the closure of schools in March as a result of COVID-19 provided unprecedented challenges in educating students. Coventry Public Schools developed a district-wide plan for distance learning for the rest of the 2019-2020 school year. Our goals included maintaining relationships with students and families and increasing communication with them, providing access and guidance to students and families on the use of electronic platforms for learning, making changes to lesson design to meet the needs of all students, providing professional development and technology trainings to support teaching and learning, and making sure families were supported with instructional devices, instructional materials, and technology needs.

Whether in school or in distance learning, we continued to offer our students welcome and nurturing classroom environments in which our teachers encourage students to problem solve, think critically, collaborate with others, and utilize technology to research, create, and present meaningful student work for real-world audiences. We have high expectations for all students and strive to support positive school climates that engage all learners and prepare them for life, learning, and work in the 21st Century!

Pupil and Staff Support Services; Dr. Beth Giller, Director



Pupil and Staff Support Services (PSSS) is committed to providing equal access and equal opportunities for all Coventry school children in the least restrictive environment. To achieve this, continuous evaluation of programs and practices ensure we are in a strong position to provide the resources needed to meet the unique needs of all children. A multi-year plan has resulted in Coventry’s Autism Program evolving into a strong intensive instructional program. Coventry now has two full-time Board Certified Behavior Analysts (BCBA) in the district to support our students and educators in managing and responding to various behaviors in all grade levels.

To ensure continuous improvement and maximize efficiencies in special education, we worked with the District Management Group (DMG) to conduct a comprehensive evaluation of special education practices and processes. DMG’s evaluation outlined recommendations in the form of six goals for district consideration. These goals are the basis for the three year action plan.

PSSS staff members worked collaboratively with administrators and district staff to explore appropriate social-emotional learning, restorative and trauma informed practices to support students across our district. In addition, select staff were trained to expand available resources to deliver research-based interventions.

A systematic review of Coventry’s Alternative Education Program, also known as Coventry Academy, resulted in a collaborative development of a three year School Improvement Plan. This SIP was developed using the CSDE’s Best Practice Guidelines for Program Implementation and the NAEA’s Fifteen Research-Based Practices for Effective Alternative Education



Coventry Board of Education 2019-2020 Annual Report

Programs as references. The priority areas of focus developed into being Leadership, Staffing and Professional Development, Curriculum and Instruction, Program Evaluation, School Social Work, Policies and Procedures, and Personalized Education Plans.

Coventry's Transition Program (18-22) is strong, well-organized, and ready for the next step - to explore college level opportunities for this population. After careful review of programs, it was determined that Manchester Community College had a program with the necessary support to provide the opportunity for students to earn a secondary degree or certification. The intent was to pilot this program in the fall of 2020.

Noted progress was being made with Special Education initiatives at the time schools closed as a result of the COVID-19 pandemic. At that time, initiatives shifted to providing instruction and special education services virtually. Special educators established Google Classrooms for students to hold Google Meets and provide services in support of student's individualized education plans (IEPs). Practices and procedures aligned with recommendations and guidance from the Connecticut State Department of Education Division of Special Education. Given COVID-19 and school closure, educators were creative in providing support to students transitioning to a new school building for the 2020-2021 school year. Virtual collaboration among staff members, virtual team meetings, and virtual building tours for students were among these practices.



HUMAN SERVICES, CIVIC & CULTURAL

*Above: The Booth & Dimock Memorial
Library on a spring day in 2020.*

COVENTRY HUMAN SERVICES

ANNUAL REPORT 2019-2020

HUMAN SERVICES

YOUTH SERVICES

SENIOR CENTER and SENIOR TRANSPORTATION PROGRAM



Coventry Human Services

Staff: Annemarie Sundgren, Human Services Administrator, asundgren@coventryct.org
Sneha L'Heureux MSW, Youth Services Coordinator, sheureux@coventryct.org
Dianna Grindle, Administrative Assistant, dgrindle@coventryct.org
Tele#: 860 742-5324; Fax 860 742-3505

Coventry Senior Center

Staff: Brenda Bennett, Senior Center Coordinator bbennett@coventryct.org
Sarah Leete, Senior Transportation Coordinator sleete@coventryct.org
Tele#: 860 742-3525; Fax 860 742-3506

HUMAN SERVICES HIGHLIGHTS

The Coventry Human Services Department is a multi-generational service agency. The goal of the department is to allow Coventry residents the ability to achieve and maintain personal and social well-being and to support the community as a whole. The Youth Services Coordinator is the Municipal Agent for Youth, staffs the Youth Service Bureau, which is funded through the State Department of Children and Families.

YEAR ROUND PROGRAMS

- Advocacy
- Budget Counseling
- Case Management
- Civil Preparedness Emergency List
- Counseling Services
- Crisis Intervention
- Direct Services:
- Social Services – **43 cases**

- Drug and Alcohol Information
- Emergency Call List
- Energy Assistance ACCESS Applications – **86 applications**
- Operation Fuel Program (winter) – **0 families**
- Operation Fuel Program (summer) - **0 families**
- Clergy Fuel - **14**
- Food Bank – **222 requests; 68 total households with 168 members**
- Fundraising
- Housing Information
- Department of Social Services Information and referrals
- Landlord/Tenant Rights information
- Special Needs Program – **16 families**

ADDITIONAL PROGRAMS

- **Department of Agriculture** –46, \$18.00 vouchers for the Farmer’s Market were distributed to Coventry seniors and persons with disabilities and who received Renter’s Rebate assistance.
- **Renter’s Rebate Program** – **88** applications were processed for senior and disabled renters in the form of checks by the State Office of Policy and Management. The total amount granted under this program is \$40155.64. This program runs from April 1st - October 1st.



Holiday food drive and distribution

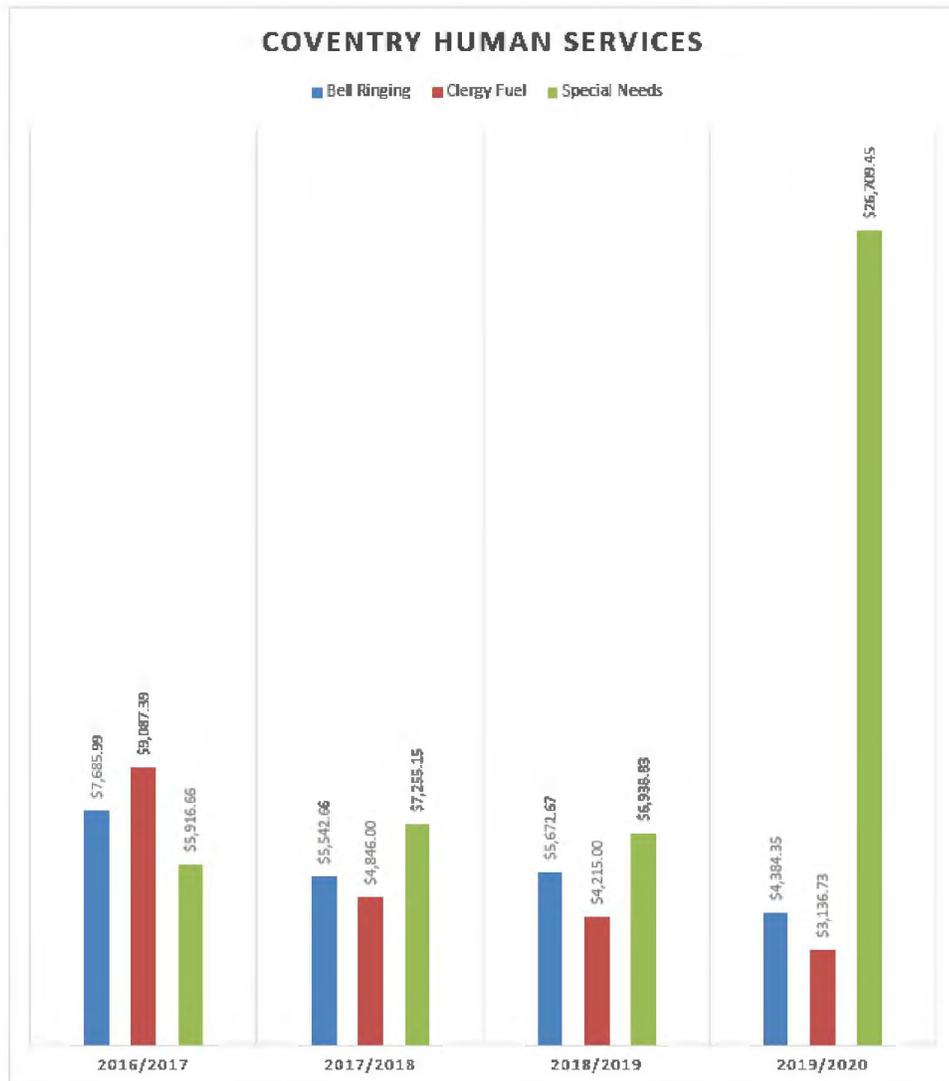
- **Holiday Program:** Staff as well as volunteers from the community coordinated the distribution of donated food and gifts to residents.

Orchard Hills Estates ~ On November 21st, distribution of **61 Thanksgiving meals**; December 19th, distribution of **67 Holiday meals** to the Orchard Hills residents.

The Patriot’s Park Community Center serves as the warehouse for holiday food and toys during the Thanksgiving and Christmas holiday. On November 25th and 26th **57 families** (127 family members) were able to shop for the Thanksgiving holiday. On December 17th and 18th, **63 families** (146 family members) received holiday food and gifts.

FUNDRAISING/DONATIONS

- **Special Needs Fund** -Donations received from individuals, churches, businesses and civic organizations were extremely generous due to the Covid pandemic. Over \$26000 was collected this year, \$16,000 of that was donated between the months of March thru May. With the help of Parks and Rec we were able to make donating even easier with an online donation capability, which brought in a total \$1630. **16 families** were assisted with rental assistance, energy assistance, electric utilities, clothing vouchers, gift cards, grocery cards, plumbing repairs, snow removal and food bank items.



- **Salvation Army - Fundraising**

“Bell Ringers” – \$4384.35 total funds raised during the holiday season. 90% (\$3945.92) of the funds raised was returned to Coventry to benefit children and families in need.

Bell Ringing Locations - Highland Park Market, Walgreens, Wicked Slice and Dunkin Donuts.

Total Bell Ringing Hours: **75** (volunteers counted for each hour of bell ringing), total volunteers: **35**. Thank you to everyone for a job well done!

Clergy Fuel Fund – \$1753 was received in donations to assist residents in need of emergency heating assistance during the winter season.

EXPENDITURES FOR EMERGENCY ASSISTANCE ~

- **Salvation Army Fund** – 6 households were assisted with grocery vouchers, housing assistance, energy assistance. Families may be helped with more than one need (depending on circumstances).
- **Fuel Assistance - Clergy Fuel Fund** - 13 families met the criteria to receive energy assistance and \$4934.72 was provided in fuel assistance to families in need of during the winter season. Donations have been received from generous individuals, churches, business and organizations. Funds collected help to pay for deliverable fuel as well as electric heat and is administered by First Congregational Church. The Human Services Office screens clients for emergency fuel eligibility, explores all other options for fuel assistance with other agencies before utilizing the Fuel Fund, authorizes fuel deliveries with vendors and coordinates deposits which are processed c/o the Finance Office.

THE HUMAN SERVICES ADVISORY COMMITTEE

Representatives from town departments, local churches, school district, police department, library, Visiting Nurse & Health Services of CT, senior groups and other organizations attend the meetings. The public is always welcome to attend. The Committee meets the 1st Tuesday of the month, October – June.



Youth Service Annual Report- July 2019- July 2020

The Youth Services Coordinator is the Municipal Agent for Youth, staffs the Youth Service Bureau, which is funded through the State Department of Children and Families.

Direct Services:

- **No camperships** were awarded this year due to safety issues with running camp during Covid-19.
- **No Salvation Army camp assistance** was given this year due to Covid-19
- **Gearing Up to Learn**, back to school program was adapted. We had 24 kids with pre-packed backpacks, school supplies and gift cards.
- **Positive Connections Mentoring Program** matched 10 high school students with 10 George Robertson School (Grades 3, 4, and 5). The group met on every Thursday from November until March 12th. On March 13th school was closed until further notice due to Covid-19.
- The 12th Annual **Spread the Cheer** holiday program for Coventry Grammar School students was held on December 9, 2019. Youth Services and the Senior Center collaborated once again, allowing 20 students to pick out gifts for family members. High School volunteers helped with wrapping, distributing snacks and hot chocolate and helped kids do crafts as part of their community service component. This continues to be a very successful and fun program for the younger kids and allows multiple generations to work together.
- This year **no Project Graduation invitations were mailed out** due to Covid-19. Graduation was held at the Mansfield Drive-In. Project Gradation used some of it's funding to buy signs and balloons for the Senior Class.
- **At Home Safety Course** were available for students ages 8 to 13. The 2-hour interactive course covered safety concerns parents have when their children are by themselves. Each student received a workbook and hands on training. Class sizes were limited to 15 students. 3 sessions were offered. One was cancelled due to weather and another was cancelled due to Covid-19.
- Coventry Youth Services provided financial assistance to 2 families for the 8th grade DC Trip. This year the trip was cancelled and money was refunded.
- Coventry Youth Services was active on their Facebook page promoting programs, services, and youth and family related articles and resources. Especially during the Pandemic
- Coventry Youth Services collaborated with Parks and Recreation to create virtual Summer Camp, as well as sponsor prizes for weekly challenges.

Youth and Family Cases:	10 cases
Community Service:	13 cases
Youth Job Bank Requests:	19
Youth Job Bank Matches:	6
Juvenile Review Board:	6 cases total in 2019-2020 (2 still ongoing due to Covid)
Counseling Referrals:	4

COVENTRY SENIOR CENTER

ANNUAL REPORT FY 2019-2020

Patriots Park, 172 Lake Street, Coventry, CT 06238
Website: www.coventryct.org/SeniorCenter
"Friend" Us: www.facebook.com

Staff

Brenda Bennett, Coordinator; bbennett@coventryct.org

Hours of Operation

Open Daily: Mon-Wed, 9am-4pm; Thurs, 9am-6pm, Fri 9am-1pm



The Coventry Senior Center is committed to providing adults 55+, a welcoming, inclusive and supportive environment to participate in recreational, educational and wellness programs.

The Center is committed to these core principles, focusing on the integration of best practices in program development and continued community collaboration.

We are here to meet the needs of our active adult citizens in Coventry.

Resignation~

In October, Leah Whitaker, Senior Center Assistant gave her resignation to take a full-time position. Leah's position at the Center was a 19-hour part-time position. We wish her much success in her future endeavors. Leah held this position for 16 months

Total Participation:

Program Indicator	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY18/19	FY19/20
Check-ins	5200	6008	5565	5267	5767 visits 233+ individuals	3034 189 individuals

The “*MySeniorCenter*” program was purchased in 2018 for the Center for new automated check-in designed specifically for senior centers. The system is key tag based and the easy-to-navigate touchscreen and will allow you to quickly register for activities. Staff and volunteers assisted in registering participants to receive their tag. 172 patrons joined the “*MySeniorCenter*” this fiscal year for an overall total 355.

Communications

- **Monthly Newsletters**

The Center reinstated the mailed newsletter with a *Special COVID Edition* of the monthly newsletter to members providing a resource to services and available program and town/government closures, as well as the most-frequently asked questions. Each month (April, May, June), approximately **258** monthly newsletters were mailed to Coventry households.

- **Social Media**

Facebook – providing public service announcements was crucial during this quarter. The Senior Center Facebook Page currently has **217** “likes”.

- **06238** –A publication in collaboration with Coventry Parks & Recreation Department featuring the services and activities available at the Center. Staff prepared edits, revisions and submittals for the Center’s town-wide brochure, which is available to all households in Coventry. The publication is offered 3x/year: Spring/Summer, Fall/Winter and Winter/Spring.

Volunteer Hours: Seniors provided **400** volunteer hours of service this year. This includes Reception/Front desk duties, luncheon and special event servers. This figure does not include CHOICES Counselor Volunteer Driver hours.

- **Veterans Coffee Hour** – On October 9 the Center, in collaboration with the American Legion Post 52, provided an opportunity for sharing, camaraderie and benefits education for our Veterans. Guest Speaker, Paul Spedalaire, National Vice Commander, The American Legion presented to 17 participants. The Center looks forward to future events and a venue for our Veterans to gather.
- **Veterans Advocate:** Manny Rodrigues, Commander, American Legion Post #52 of Coventry is currently assisting the Center as our Veterans Advocate. Manny provides support, referrals and is a source of information for our senior veterans. We are grateful to have Manny as part of our team!

Fitness Room: Participants enjoy independent use of the exercise equipment in the fitness room. Located in the back of the Center overlooking Lake Wangumbaug, the Center offers use of a commercial equipment: 2 treadmills, 1 recumbent bicycle, 1 elliptical, fitness bands, hand weights and yoga mats. In January, The Center began a fitness challenge and offered small prizes for attendance. The fitness room is *free* of charge and available during regular Center hours.



Luncheon Program, Special events and holiday celebrations



- *Out to Lunch Bunch* brings seniors to local restaurants. This monthly event continues to be one of our more popular programs, averaging 20-30 participants, and is entirely senior organized. Due to inclement weather during the winter months, the program was on hiatus until spring.
- 4th of July BBQ; October Pot Luck Soup Luncheon, Veterans Day Luncheon, a reception in partnership with Coventry American Legion; a December holiday concert by The Connecticut Yuletide Carolers; *A Sentimental Journey*

Luncheon in December with Bruce John was very popular, the *Annual Spread the Cheer* program in collaboration with the Youth Services and GHR students; Gift Wrapping & Shopping Services were offered by the Coventry High School National Honor Society FREE of charge.

- *Coffee with Cops* – seniors were joined at their October 23 luncheon for “community conversations” with Chief Palmer, Officer Dexter, Officer Anderson, Officer Carpenter, Sgt. Opdenbrouw and Community Service Officer Chipman of the Coventry Police Department.

Regular Programming:

Program Indicator	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY19/20
Book Club						Avg. 6 attendees each month
Crafternoon						22
Painting with Nina <i>NEW</i> (Nov/Dec x2 month)						17
Card Making with Jan! <i>NEW</i>						7
Jewelry Making with Cheryl! <i>NEW</i>						25
Movie & Popcorn (Monthly) <i>NEW</i>						38
Group Fitness Class – Level 1	666	1,089	952	1142	1225	693
Chair Yoga <i>NEW</i> (intro in October and offered weekly)						114
Zumba Gold <i>NEW</i> (intro in October and offered evening per week) *a collaboration with Parks & Rec						46
Monthly Luncheon Program (2x month)	440	444	626	87	330	227
Ask the Nurse					53	22
Massage/Reflexology	127	155	132	63	112	65
Haircut/Nail Trim	86	121	178	153	165	24/54
Podiatry Foot Care	42	36	35	30	34	34

Events	Total
AARP Smart Drivers Course – October	17
AARP Smart Drivers Course – Spring Session CANCELLED	
AARP Tax Aide Program –*CANCELLED	
Veterans Day Tribute with American Legion	60
<i>Get to Know your Coventry Farmers Market, 7/31</i> presented by Eric Trott, Town Planner, Mark Landolina, ZEO, Erica Pagliuco, Market Master	3
eyeTrade Optical (personal concierge service at no cost) 7/22, 7/31	2
Spread the Cheer with Coventry Youth and Family Services	5 volunteers and 37 students

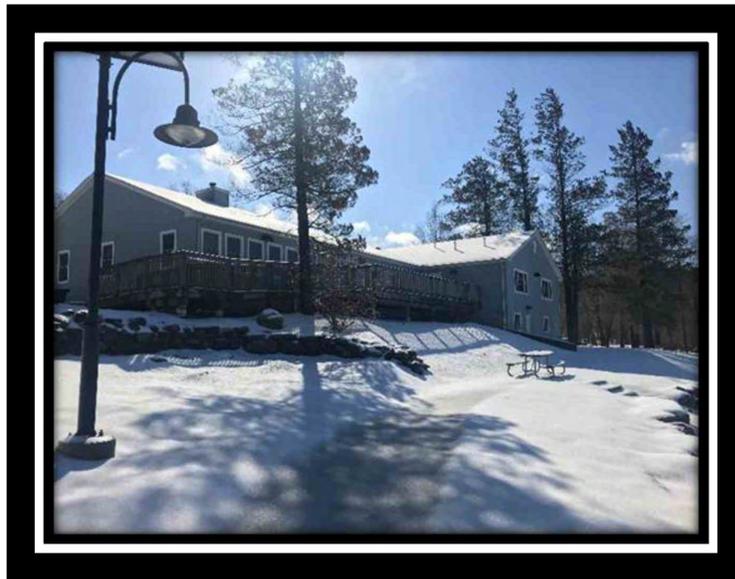
- Education presentations are offered on health, safety or civic topics.

Presentation	Total
Planning for the Future presented by Joelyn Gates, Esq., CT Legal Services, an informational session around advance health care directives, powers of attorney and conservatorships	9
<i>“What’s New with Medicare for 2020”</i>	28



CHOICES provides unbiased education and assistance with Medicare and other related programs. Penny Whitaker, Volunteer is a Certified CHOICES Counselors through the Senior Resources Area Agency on Aging. Brenda Bennett, Center Coordinator served as Coventry’s Municipal Agent for the Elderly to provide information and referral to community resources.

Program Indicator	FY 14/15	FY 15/16	FY 16/17	FY17/18	FY18/19	FY19/20
CHOICES Appointments	54	164	104	141	119 appointments 218.5 hours	81 individuals 190 hours
Elderly Services Appointments	35	92	57	37	31	28
Access Energy Applications					12	8
Renters Rebate Applications					1	0



In response to COVID 19 and under the directives of the Governor, the Senior Center ceased all NON-Essential activities and in-person visits effective 3/13/2020. Our senior community has been asked to heed the warnings from the CDC to stay home and stay safe.

The Senior Center Coordinator's primary goal and efforts were spent providing essential services and researching ideas to promote social connection to our participants during this quarantine period.

Indirect Services

- **Homemade Facemasks**

Partnering with Lynn Goodwin of 2nd Congregational Church, Stichn' Time Group and resident, Trudy Steininger to distribute *FREE* homemade masks to Coventry residents as well as solicitation for fabric and materials to sustain the production of masks is ongoing.

- **Well-check Visits/Reassurance Calls**

It is important to understand that not everyone is connected to the internet and social media and the Coordinator has sought low-tech solutions to address the welfare of our senior community.

While practicing physical distancing and promoting social connection, the Coordinator is making well-check visits via telephone calls and offering the use of the office "drive-up" window. Participants are reminded to "ask for help", given basic contact information and provided referrals to other agencies and departments as needed. Members are encouraged to create a phone-tree for those who may live alone.

- **Accessing Technology - Survey Calls to Residents** - over 25 calls were made to senior members participating in a variety of regular senior center activities to assess technology accessibility and familiarity, capabilities for on-line programming and willingness to participate. The use of technology makes the program delivery possible to all who have a computer, tablet or smartphone with internet capabilities. The lack of technology or accessibility demonstrates to be a huge challenge amongst our members.

- **Puzzle and Book Distribution** – Our senior community is enjoying the opportunity to access *FREE* puzzle (or 2) and books from the Center's collection.

- **Coordination of Medical Rides for the senior "Rides" Program** – during this time, the Center provided transportation to seniors who needing to go to medical appointments, only.

Webinars, Professional Development and Networking

- Coventry COVID Emergency Management Task Force (weekly)
- CT Association of Senior Center Professionals (CASCP) - Senior Center Task Force (biweekly)

- Human Services Department Zoom Staff Meetings – 5/5/20, 6/20/20
- 4/27/20 - Home Instead Senior Care, c/o National Council on Aging - Loneliness & Aging: The Other Epidemic
- 5/6/20 - National Council on Aging – Preparing for Loss: Death & Dying & Grieving for Caregivers
- 5/14/20 State of CT – Online Mandated Reporter Training & Certification
- 5/21/20 CIRMA – Cyber Security Awareness: What All Municipal Employees Should Know
- 5/27/20 - National I&R Support Center - Using Technology to Meet the Needs of Older Adults & Isolated at Home
- 6/10/20 “Engaging the Community” ~ Human Services Dept. and Parks & Rec
- 6/22/20 Sponsored by the CT Chapter Alzheimer’s Association – Dementia Conversation & Memory Conversations
- 7/1/20 Motion Picture & Television - Social Isolation Impact Summit

Community Partnerships/Engagement

- **Senior Engagement**

The Center recognizes the importance and value of social distancing while still finding new ways to make connections. The focus has been to provide opportunities for our senior community to engage with staff, catch up on events, share laughs, break isolation, and make social connections as well as providing resources for frequently asked questions. The Coordinator’s office window has been considered a drive-thru allow members to make in-person contact with members while seniors remain in their car! Also during this time, books and puzzles have been being available for loan.

- **Orchard Hills Housing Authority**

A collaboration has been created with Orchard Hills Housing Authority, providing 150+ homemade masks to residents in need.

Acting as a liaison between residents and connecting volunteers in the community who are willing to grocery shop for residents who were not able to leave their homes. Approximately 5 residents are benefiting from this *FREE* volunteer service.

Working directly with residents to access their prescription refills and pharmaceutical needs through Coventry Walgreens and CVS.

- **The Connecticut United Ways**

CT United Ways COVID-10 Response Fund was launched by United Ways to assist people who are financially struggling because of the pandemic. United Way in collaboration with Coventry Human Services distributed digital funds to four Coventry residents with payments of \$200 per household.

- **Senior Beach Passes**

Over 35 *FREE* senior resident beach passes were mailed to residents from the Center on behalf of the Town of Coventry Parks & Recreation 2020 Beach Parking Pass Program.

COVENTRY RIDES TRANSPORTATION PROGRAM ANNUAL REPORT FY 2019-2020

Patriots Park, 172 Lake Street, Coventry, CT 06238
Website: www.coventryct.org/SeniorCenter
Sarah Leete, Transportation Coordinator; sleete@coventryct.org
Mondays, Tuesdays and Thursdays 9am-1pm



The goal of the Coventry Rides Transportation Program is to meet the transportation needs of Coventry Seniors and residents with disabilities in order for them to live as independently as possible.

Days of Vehicle Usage: 116
Rides Unduplicated: 37
One-Way Trips: 730
Vehicle Hours: 336.5
Miles Total: 2993

Volunteer Van and Bus Drivers: Brian Coss, Christine Coss, Yvonne Filip, Howard Haberern, Jerry Haugh, John Thayer, Jim Wicks and Joyce Wicks.

Volunteer drivers are asked to drive one to two mornings a month for about four hours. Several drivers are currently volunteering to drive two mornings a month.

Private Car Volunteers: Lori Boucher, Cheryl Buck-Kenny, Sue Chvirko, Christine Coss, Trena Gale, Silvia Jobbagy, Paulette Marquis, Claudette Polhemus, John Thayer, Terry Thayer and Wayne Whitaker.

Private car drivers are called upon for requests to locations beyond the scope of the Coventry Rides program. These requests are primarily for medical appointments in Hartford, Farmington and Glastonbury. Private car drivers also assist when daily schedules are overloaded.

The program offers transportation for senior citizens and residents with disabilities on Mondays, Tuesdays and Thursdays to locations in Coventry, Bolton, Manchester, Tolland and Vernon.

Wednesday transportation is provided for Lunch Bunch and lunches at the Senior Center.

Transportation is provided for medical appointments, nutritional and other types of counseling, shopping and personal errands, voting, employment, education, Senior Center and other social activities, town events and entertainment.

In response to COVID 19 and under the directives of the Governor, the Coventry Rides Program ceased all Non-Essential activities effective 3/13/2020. Sarah Leete, Transportation Coordinator, continued providing rides for medical appointments on a first come, first served basis. All riders were required to wear masks while being transported and only one person or family group was allowed on the van at a time.

Handouts and mailings are provided for the residents of Orchard Hills and at the Coventry Senior Center. The Rides Program is advertised in the 06238 Town of Coventry brochure in collaboration with Coventry Parks and Recreation Department. This town-wide brochure is available 3x/year and reaches a broader audience than our previous Senior Center newsletter.

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

**Coventry Housing Authority
1630 Main St.
Coventry, CT 06238
Annual Report 2019/20**

On behalf of the Board of Commissioners, I am pleased to present the Annual Report for the Housing Authority of the Town of Coventry for the Fiscal Year ending June 30, 2020.

The Coventry Housing Authority had a 100% occupancy rate for both Orchard Hill Estates I & II. The number of residents served in our State of CT E-RAP program was 5.

We have put in another CDBG grant application for \$1.5 million that would be used to pave the roadway and parking areas and do some much needed upgrades to the units, such as storm and entrance door replacements, unit lighting, new stoves, refrigerators and other kitchen upgrades, exterior lighting replacements.

The “Mark-Up-To-Market” early contract renewal started on July 1, 2018 for the HUD property, thus providing continued sustainability to the property.

The onset of the COVID-19 virus has compelled us to change the fundamental way we operate to ensure the safety of our staff and the residents. Our office hours are by appointment only and our service to residents has increased ten-fold. We have continued to operate during the pandemic, first working opposite shifts from home and work, and then reconfiguring office space to social distance while working together.

The Coventry Housing Authority Board of Commissioners and the staff are committed to providing safe, affordable housing for the Elderly and Disabled.

Respectfully Submitted,

Laurie J. Bradley
Executive Director

ORGANIZATIONAL SUMMARY

Board of Commissioners

Mr. Albert Bradley, Chairman
Mr. Jeffrey Arn, Vice Chairman
Ms. Marilyn Barrette, Secretary/Treasurer
Ms. Lorraine Lynch, Ass't Secretary Treasurer
Ms. Susan Noyes, Resident Commissioner

Housing Authority Staff

Laurie Bradley, Executive Director
Sharon Boisvert, Resident Service Coordinator, Ass't Director
Peter Kasacek, Maintenance Supervisor
Roger Berthiaume, Maintenance Assistant
Rachel Elliott, Maintenance

Housing Property and Summary

Orchard Hill Estates I - Federally Funded Elderly & Disabled Housing

Residents pay rents based on 30% of their adjusted gross income less a Utility Allowance. The Utility Allowance is adjusted annually and is reflective of the average monthly electric use for the same size apartment. There are no utilities other than water provided in this rent. The Market Rents for these units are currently \$876 for an efficiency and \$912 for a one bedroom.

Orchard Hill Estates II – State Elderly & Disabled Housing

Residents pay rents based on 30% of their adjusted gross income less a Utility Allowance. There are no utilities other than water provided in this rent. The base (or minimum) rent for these units are currently \$270 for an efficiency and \$295 for a one bedroom.

2020 Resident Services

We are committed to helping to provide services necessary for our residents to maintain quality independent living. We have a Resident Service Coordinator, Sharon Boisvert, who uses 16 hours of the work week to screen residents for any services needed and teams up with area agencies to provide these services. These 16 hours are paid for by a grant through the State of Connecticut Department of Housing.

In addition to providing services, she also planned events such as, ice cream socials, summer picnics, holiday parties, blood pressure clinics and miscellaneous craft making parties. After COVID-19, these activities of course had to be stopped and the focus has been on setting up residents with personal shoppers, analyzing ever-changing needs and distribution of 101 food boxes donated by the Salvation Army.

Through CHFA, we secured a \$2400 HASIP grant for setting up a special needs pantry during COVID-19, which consisted of gift cards given to every resident for shopping, and the distribution of non-perishable necessities to all.

Sharon assisted the Town of Coventry Human Services Department with 74 Renters Rebate applications by collecting and photocopying the financial information for the program.

We are an Energy Assistance Site through the ACCESS Agency. We processed 71 applications that will give assistance to the tenants in the form of a credit on their electric bills.

Sharon has provided 91 residents with services such as Meals, Homemaking Services, Home Health Aides, Medical and Regular Transportation, Friendly Visits, Nursing Services, Mental Health Services and Protective Services.

Without these services, many of these residents would have to be placed in Long-Term Care Facilities.

Payment in Lieu of Taxes (PILOT)

The Coventry Housing Authority has increased the amount of PILOT payment made to the town to \$41,116. This is an increase of \$957 over the 2019 PILOT payment of \$40,159.

Sewer Use Fees

The Coventry Housing Authority paid \$4616.26 in sewer use fees to the town.

FACILITIES

Work Orders

Through the fiscal year June 30, 2020, The Coventry Housing Authority maintenance staff completed 342 work orders for maintenance service.

Unit Turnovers

The Coventry Housing Authority maintenance staff renovated 8 apartments during turnover in the fiscal year ending June 30, 2020. Upgrades to cabinets, countertops, stoves, floors, closet doors and lighting were done in several of these apartments.

FINANCIAL SUMMARY

Annual Financial Audit

The Audit Report for the Fiscal Year 2019 was completed and filed as required. A full copy of the audited financial statements is available upon request at the office of The Coventry Housing Authority.

Management Plans

Both the Project-Based Section 8 Federal Housing and the State Elderly Housing Management plans were submitted and approved as required.

Base Rent Structure

The base rents increased by \$20 for the Fiscal Year ending June 30, 2020.

For more information regarding the Housing Authority of the Town of Coventry, please feel free to contact us at:

Coventry Housing Authority
1630 Main St.
Coventry, CT 06238
Phone: 860-742-5518
Fax: 860-742-5886
Coventry.authority@att.net

The Regular Meeting of the Coventry Housing Authority Board of Commissioners is held the second Tuesday of each month at 7 PM in the Front Community Building located at 1630 Main St., Coventry, CT 06238 (unless otherwise posted).





Year in Review: Notable Highlights

2019 Camp Wangumbaug:

- The **2019 Camp Wangumbaug** season was one for the books! On average, approximately 135 kids per week enjoyed swimming, sports & games, arts & crafts, special guest performers and field trips.

2019 Junior Patriot Race:

- 27 children participated in our second annual **Junior Patriot Race** held in conjunction with the CT Veterans Day Patriot Race on Nov 9 at Patriots Park. It was a cold day, but it did not stop us from encouraging the kids to run as fast as they could!

2019 National Recreation & Parks Annual Conference:

- Ms. Rubin was able to attend the **NRPA National conference** for the first time in over 10 years. The Conference, held in Baltimore, MD, is the premier annual meeting of the park and recreation community.

2019-2020 Youth Basketball Season:

- **Youth Basketball** numbers were up, and we added one high school boys' team and several new travel teams.
- Local EMT staff provided a workshop on emergency first aid this season. We also welcomed Bob Bigelow, former NBA player, nationally known author, and expert on youth sports to Coventry for a 3-hour hands-on coaching clinic.

ParkZapp:

- Parks & Recreation and Public Works are working collaboratively to utilize new software, ParkZapp to ensure the safety & cleanliness of our facilities and Playscapes.

2020 Father Daughter Valentine's Dance:

- It was another great year for our most popular event: we estimate approximately 377 people in attendance, and report our highest profit margin to date.



COVENTRY PARKS & RECREATION ANNUAL REPORT: 2019-2020



Coventry Parks & Recreation

1712 Main Street
Coventry, CT 06238
860-742-4068
www.coventryct.org

Staff:

Wendy L. Rubin, CPRP
Director

Caterina Merriam,
Recreation Supervisor

Bethany Cologna,
Office Assistant

Yasmine Forte,
Office Assistant

Parks & Recreation

Commission:

Marie Gallo-Hall, Chair
Jennifer Rodgers, Vice-Chair
Bob Martin, Secretary
Jillian Miner, Member
Beverly Carlson, Member

Our Mission

The mission of Coventry Parks and Recreation Department is to foster active lifestyles, social well-being, and environmental stewardship.



COVID-19: Adjusting to a “New Normal”

The coronavirus (COVID-19) pandemic has demonstrated the essential value of local parks and recreation. Thanks to the tireless efforts of park and recreation leadership and seasonal staff, most parks, trails and other public spaces such as the Community Garden have remained open and safe during the pandemic. Even at the peak of stay-at-home edicts, parks and trails largely remained open, and frequently served as the sole recreation opportunity available to the public.

Facing unprecedented decisions on all fronts, within a fluid environment, where information and decisions are changing and evolving every day, Coventry Parks and Recreation staff and Commission had to make some tough decisions. At the start of the Pandemic, appropriate signage and barrier tape closed all playgrounds, sports courts, restrooms, and rental facilities to the public.



06238 COVID-19 Safety Rules

- Stay behind any emergency operations.
- Wash your hands frequently with soap or use hand sanitizer for 20 seconds before & after activities.
- Wear a face covering when not social distancing & not possible to wear a mask, wear the mask.
- Handing to contact in public spaces.
- Restrooms are closed to the public or remain in use.
- Maintain a 6-foot distance from you or others, except for your family.
- Animals are limited to leashed dogs only. Other animals are limited to family.

Thank you for understanding, we are all in this together!

Beaches:

Patriots Park & Lisicke Beach opened for the season on Memorial Day Weekend. The “Pre-Season” soft opening saw the parks staffed with gatekeepers and social distancing monitors, to ensure patrons follow social distancing guidelines.

Lifeguards started on Saturday, June 20 after their pre-season training. After ordering specialized equipment and supplies, and implementing new rescue and emergency care techniques and procedures, they were able to maintain the safest possible environment for our staff and beachgoers. This included new COVID-19 safety rules posted, parking lot capacity dropped to 50%, and swim lessons cancelled.

Programs:

Recreation Daze, Before & After School Program:

- When schools closed on March 16, so did Rec. Daze. With each extension of that initial closure, credits and refunds were processed for families enrolled in our program. Credits and refunds were calculated and applied to accounts through June, as our program, being contingent on the school day to operate, never re-opened for 2019-2020 school year.
- Staff awaited both guidance from the State of CT Office of Early Childhood & Board of Education plans for a fall re-opening before moving forward with any fall planning.

Adult Fitness:

- All adult fitness programs were placed on hold in March, as we awaited guidance particular to how to safely offer these kinds of classes. In June, we began planning ahead for outdoor & virtual classes with those instructors interested in moving forward, for a July re-opening.



Camp Wangumbaug:

The State of CT Office of Early Childhood released their initial Summer Camp Guidelines in April, with another revision mid-May. Based on their recommendations, coupled with guidance from the Eastern Highlands Health District, the CDC, and the American Camping Association, plans were determined for operating an in-person Camp this summer. However, due to the limitations of the guidelines and the overall risk associated with COVID-19, the Parks & Recreation Commission voted to cancel *Camp Wangumbaug* for the 2020 season.



In lieu of an in-person offering, Camp Staff began work on a new initiative, the *Wangumbaug Weekly* Newsletter. The newsletter was

posted to our Facebook page & emailed to all past Camp participants each week, in keeping with our originally scheduled themes. The first edition, released on June 29th included a craft project, a game to play at home, a design your own animal challenge and video content featuring our Camp Director Megan Yanez and Head Counselor Hayley Jacobs!

Skilled Professionals:

Professional development is always a major focus of Parks & Recreation Staff, but the pandemic brought a completely new level of training, networking, zoom meetings, webinars, and social network groups.

PROFESSIONAL AFFILIATIONS:

- National Recreation & Parks Association
- Connecticut Recreation & Parks Association
- New England Parks Association
- CT Afterschool Network

INVOLVEMENT/COMMITTEES:

- CRPA Camp Section & Camp College Planning Committee
- Veterans Day Patriot Race Board of Directors
- Coventry Village Partners

ALL STAFF TRAINING:

- Mandatory Sexual Harassment Training
- Cyber Security Awareness: What All Municipal Employees Should Know

ADMINISTRATION:

- NRPA National Conference: Baltimore
- CT Parks Association Fall Workshop: Preservation, Sustainability & Stewardship
- CRPA Annual Conference: Presented a session on Quality Youth Sports
- Park Zapp, Evernote applications training
- Virtual class for Sudden Cardiac Arrest
- Sustainable CT Basics: Community Match Fund
- Community Resilience Workshop
- CRPA Entertainment Showcase
- NRPA Grant Webinar
- American Camping Association: Virtual On-Boarding and Training Seasonal Staff

COVID 19-RELATED TRAININGS:

- Leadership Development Network: "Pre-Planning for Re-Opening: Beaches, Parks & Summer Camps. Are we ready?"
- GP Red Recreation Consultants Webinar: Working From Home
- NRPA Webinar: Continuity Planning & Emergency Management
- GoToWebinar: Best Practices for Navigating a Safe Reopening of Municipal Offices
- Virtual CRPA Roundtable: Reopen CT
- Opening Municipal Park & Recreation Summer Programs & Facilities webinar

CAMP:

- Virtual Town Hall w/State of CT Office of Early Childhood re: Guidelines for Camp released on 4/23
- Virtual CRPA Camp meetings re: summer planning & COVID-19
- Virtual Town Hall Hosted by ACA & YMCA re: Camp Operation Field Guide & Recommendations Review
- Webinar: Summer Camp & Innovative Youth Programming
- CRPA Webinar: Making the Tough Call
- OEC Youth Camp Town Hall

AQUATICS:

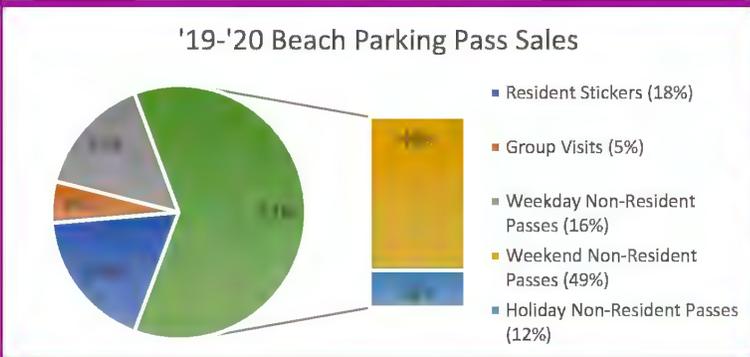
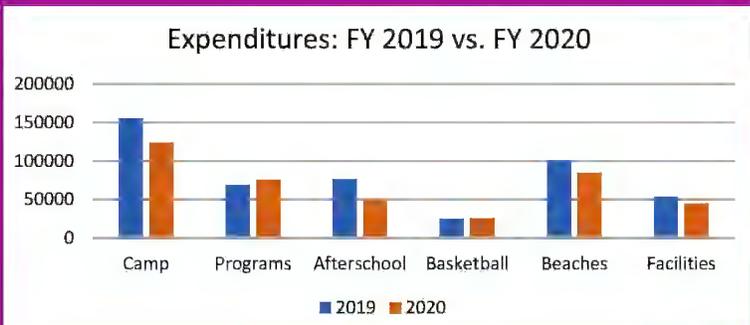
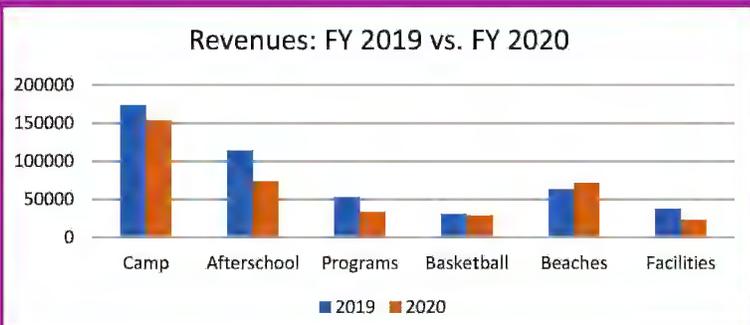
- NRPA: Continuity Planning and Virtual In Services for Aquatic Facilities
- Regional Aquatics Zoom meeting
- Redwoods Group: Weekly discussions "Aquatics in Uncertain Times"
- Inland Swimming Discussion w/COGs and DEEP
- CT Land Trust Q&A with DEEP Commissioner Dykes
- Webinar on Lightning Safety

SPORTS FIELDS/COURTS, PLAYGROUNDS, PARKS & TRAILS:

- COVID-19 pandemic: Youth Sports
- Opening Municipal Park & Recreation Planning for the Return to Play webinar
- Children and Nature Network: City Leaders Supporting Access to Nature During The Pandemic
- City Parks Alliance: Planning for the Summer and Beyond in our Parks
- STMA Town Hall Meeting: Parks & Recreation, K-12 Facility Maintenance
- Reopen CT Virtual Roundtable
- NEPA WEBINAR: The State of our Region
- NRPA Webinar: Public Playspaces: Guide To Open Safely and Equitably



By the Numbers...



Effects of COVID-19: In Pictures

Playscapes were closed early on in the pandemic, but were re-opened in June.



Social Distancing Signage was printed and posted at all Town Parks (like this 1 at Lisicke Beach).

Reduced foot traffic in Office = Lots of leftover Spring/Summer Brochures



Basketball Courts at Patriots Park and Lisicke Beach closed, then gradually re-opened as guidance developed.

Parks & Recreation: Community Partner

Coventry Parks & Recreation continues to collaborate and support various Town agencies and organizations to help support the community as a whole!

- **Coventry Senior Center:**
 - Fitness classes such as Yoga & Zumba Gold and the 06238 Magazine which is mailed direct to residents three times per year.
- **Coventry Youth Services:**
 - Management of the Campership Fund and coordination of Home Alone Safety Workshops offered in both Spring & Fall.
- **Christmas in the Village:**
 - Assisting in the transition of the Coventry Tree Lighting event, including providing lights and coordinating set up with DPW.
- **Coventry Fest:**
 - Providing use of Patriots Park for the annual event & coordinating logistics.
- **Coventry Arts Guild:**
 - Providing Mill Brook Place for the group's many art galleries and other events throughout the year.
- **Various Town Sports Leagues:**
 - Facilitating use of Laidlaw Park, Miller Richardson Park
 - Providing coaches training and resources for board administrators, parents, officials and coaches
- **Coventry Village Partners:**
 - Establishing marketing materials for the group, as well as assisting in the planning of the annual Arts on Main event, held in the Village in August.

Enhancing Park and Recreation Opportunities

Disc Golf Opens at Creaser Park:

Course Designer Karl Molitoris, working with Monica Bragdon and her DPW crew, get the first five holes ready with the next four at about 75% completion.

A Community Service Volunteer set the out of bound brick markers throughout the course. Someone from a Facebook post donated the bricks.

Tee signs, designed by Coventry native Adam Hassett and his company Sweet Hat Disc Supply are being installed.

A loaner program for beginner discs with rules of the game and a scoresheet will be available soon!



THANK YOU!

To the Coventry Lions Club for their generous donation of \$1000, which has helped us purchase new **Picnic Tables**, installed at Patriots Park in the spring of 2020!



Building Maintenance & Projects:

Mill Brook Place Maintenance & Repairs:

Wi-Fi service is now available at Mill Brook Place free of charge. Visitors will be able to stay connected with their smartphones, tablets, and other Wi-Fi enabled devices as they enjoy their special events!

We also addressed emergency repairs to the HVAC Condenser unit, and provided support to renters to relocate or reschedule, depending on their needs and facility availability. Additionally, we arranged for repairs to the elevator, which was not functioning due to a broken hinge.

Community Center Flooring Project:

The New Year saw the completion of the flooring project! In January, Coventry Human Services began work on moving their Food Bank operations back into the closet by the kitchen. This freed up both the classroom and big room where the new floor was laid, for Recreation Daze to resume their normal operations.

We Are A NAYS Award Winner AGAIN!

Sports for Kids Quality Program Designation: 3 Years and Counting!

Coventry Parks & Recreation was awarded the Better Sports for Kids Quality Program Provider designation for Coventry Youth Basketball for the THIRD year in a row! The Better Sports for Kids Quality Program Provider designation is a seal of commitment to quality based on nationally accepted standards.

Achieving this designation demonstrates that Coventry Parks & Recreation has undergone a review process and has shown a commitment to a safe, quality youth sports environment for the families we serve. For more information about the designation, visit www.nays.org/quality.

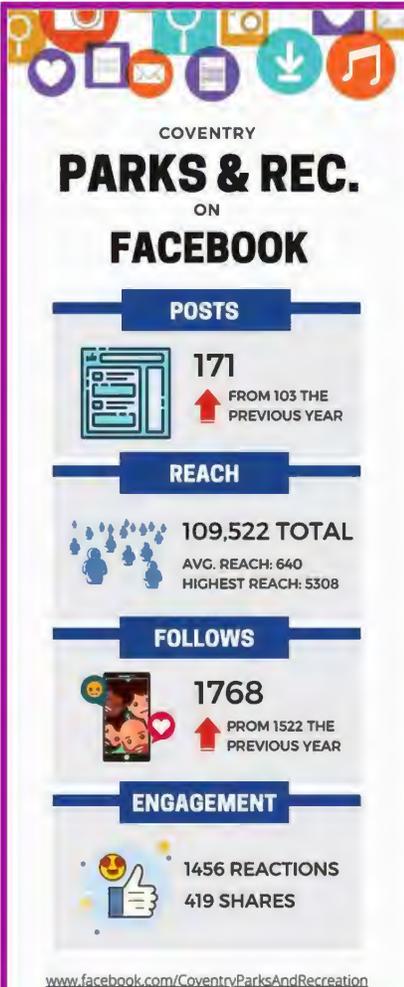


Softball Field Planning Committee:

The Coventry Softball Field Planning presented the Town Council with their Needs Statement, and their preliminary findings on 4 potentially viable locations for new Softball Fields. The Town Council subsequently approved funding to conduct an Engineer's Report to determine the best course of action. Based on the findings and analysis of their research, the committee recommended the WPCA land parcel (water treatment plant) on Main Street. Town Council approved funds for preliminary site design and cost analysis.



Providing Exceptional Experiences

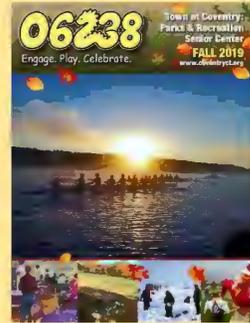


Social Media: More Important than Ever

While Parks & Recreation has always relied on social media, Facebook in particular, but this fiscal year it proved essential. As soon as COVID-19 & quarantines became a reality in March 2020, Facebook was the primary way we communicated with our residents, keeping them in the loop as changes were made and fun at-home/virtual experiences could be shared. Facebook, in addition to our e-blast system, was where we announced program cancellations/postponements; updates to office operations; facility rental updates; social distancing information for parks; beach operation updates and much more!

COVID-19 also impacted the frequency and volume of posting; in fact, 48% of all 2019-2020 posts were made after March 16th, 2020. Posts with the most reach & engagement included park spotlights, anything beach-related, social distancing tips when visiting Town parks, and playscape re-opening updates.

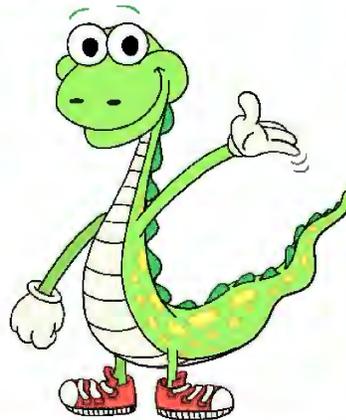
'19 -'20 Brochures:



Wongy Makes his Grand Entrance!

Yasmine Forte, Office Assistant/Gatekeeper and Art Major was commissioned to give "life" to a long-standing Parks & Rec. folklore figure, Wongy the Lake Monster!

Based on Yasmine's rendering of Wongy, we worked with a graphic artist to turn her drawings into a high-resolution animation that can be used on print media, as well as on online platforms. Say "Hi!" to Wongy, your friendly neighborhood Lake Monster and newly improved Parks & Rec. mascot:



Parks and Rec. is Essential!

Throughout the COVID-19 pandemic, Parks & Rec has provided services that are vital for our community — from protecting natural resources to providing fitness programs.



BOOTH & DIMOCK MEMORIAL LIBRARY

2019/2020 ANNUAL REPORT



PREPARED AND SUBMITTED BY

Margaret Khan
Library Director

YEAR IN REVIEW

A Brief Summary

This report includes information on the library's general operations including: programming, circulation, collections, and the operating budget. A separate Infographic following the annual report details the Library's operations during the COVID-19 Pandemic.

Throughout the 2019-2020 year, BDML offered a variety of fun programs for all ages, offered summer reading programs for children, teens, and adults, welcomed hundreds of new visitors, hosted an indoor Library Mini Golf fundraiser event, and began the transition to our new online catalog, Bibliomation.

OUR STAFF

Margaret Khan, MLIS - Director
Kayla Fontaine, MLIS - Teen/Reference Librarian
Christa Kiedaisch, MLIS - Children's Librarian
Jennifer Chretien, MLIS - Adult Librarian

Nora Dexter
Juliana Didero-Mullen
Barbara Hall
Rachel Hora
Donna Murphy
Tasha Murtha
Margaret Norris
Joyce Peterson
Manny Rodrigues
Janette Smith

OUR PATRONS

7,709 residents with library cards

237 new cards issued in FY19/20

42 patron volunteers with 136 hours of service

26,173 visits between July 1, 2019 and March 14, 2020.



**"THE MOST IMPORTANT ASSET OF ANY LIBRARY GOES HOME AT NIGHT -
THE LIBRARY STAFF "
-TIMOTHY HEALY**

Photos from left to right: Family participating in Escape Room program; new children's librarian Christa Kiedaisch; friends and family enjoying Wicked Slice Pizza at our Library Mini Golf event in October 2019.

OUR CIRCULATION

64,467 Total Circulations

45,701 books & magazines
4,996 audio books
6,550 DVDs
135 miscellaneous items (includes museum passes)
7,085 electronic items

Physical Item Circulation Breakdown

23,071 Adult Items
3,867 Young Adult Items
24,041 Children's Items
6,403 Other Items

Inter-Library Loan

805 items received at BDML
663 items loaned by BDML

OUR OFFERINGS

43,489 Physical Items
Electronic Resources
Consortial Catalog through Bibliomation
Professional Reference Assistance

5,424 reference questions

Wi-Fi Access

79,297 sessions

Computer Access

8,988 uses

Printing, Copying, and Faxing

Homework Help

Reader's Advisory

Sensory Friendly Areas

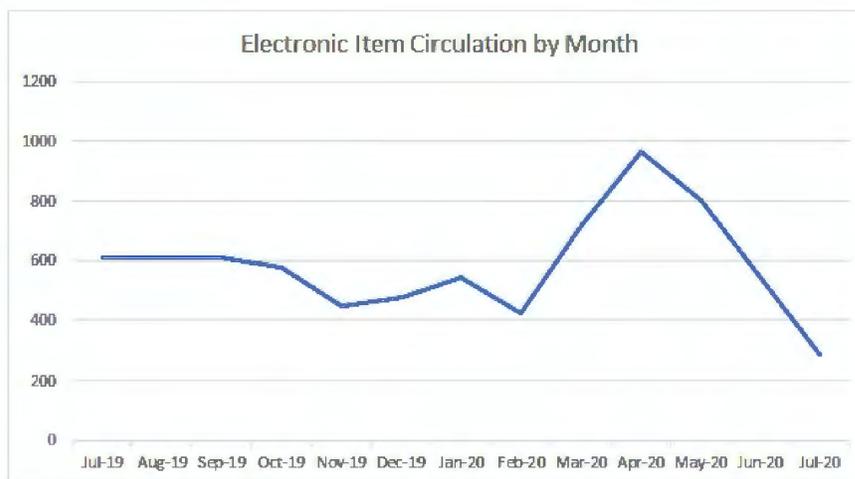
Early Literacy Specialists

Parenting Resources

School and Daycare Outreach

Book Clubs

And More (of course!)



**AT BDML, I LOVE THE "STAFF THAT ARE KNOWLEDGEABLE, INTERESTED, AND GO BEYOND IN EFFORTS TO ASSIST."
-COVENTRY RESIDENT JOAN A.**

The above graph details the spike in monthly circulation of electronic materials at the onset of the COVID-19 pandemic. Circulation dipped when curbside services began in May, and again in June due to an interruption of services as part of the Bibliomation migration.

OUR COMMUNITY ROOM

Community Space

We lent out our community room 20 times to various community organizations. We also had individuals and groups use communal space for meetings such as language learning clubs and the Birth To Three program.

400 programs

7,088 attendees

Some of our most popular programs include:

Book Clubs

Adult Crafternoons

Teen De-Stress Mess

Teen Open Gaming

Teen and Tween Advisory Boards

Messy Munchkins

Science Thursdays

OUR SUMMER READING

A Universe of Stories

2019 Summer Reading's theme was all about space. Some special programs included an astronomy lecture series for adults sponsored by ECUS's astronomy department, and an astronaut themed escape room.

326 Total Registration

65 Adults

86 Young Adults (YA)

175 Children

Challenges & Accomplishments

Adults completed 147 reading challenges

Teens read 1,424 hours

Children read 1,415 hours



**"WHAT IS MORE IMPORTANT IN A LIBRARY THAN ANYTHING ELSE -
THAN EVERYTHING ELSE - IS THE FACT THAT IT EXISTS."
-ARCHIBALD MACLEISH**

Photos from left to right: The end product of our Teen De-Stress Mess program, the teen equivalent of Messy Munchkins; children playing in a sensory bin at our popular Messy Munchkins program; brochure for Adult Summer Reading

BUDGET

Department 51--Activity 5101 Booth Dimock/ Porter Libraries

As of 06-30-20

		Budgeted FY 19-20	Spent YTD
51000	Salary & Wages	\$ 325,150.00	\$ 322,956.05
51059	Payroll Taxes and Insurance	\$ 29,600.00	\$ 28,451.95
51121	Fringe Benefits	\$ 30,000.00	\$ 29,170.16
51999	Revenue Offset	\$ (15,200.00)	\$ (13,022.91)
52020	Finance and Accounting	\$ 6,700.00	\$ 6,690.00
52040	Internet	\$ 5,690.00	\$ 3,450.00
52080	Professional Affiliation	\$ 1,130.00	\$ 1,199.00
52090	Travel Meetings and Mileage	\$ 1,600.00	\$ 1,557.62
52130	Service Contracts	\$ 11,820.00	\$ 10,613.12
52140	Equipment Repairs	\$ 11,750.00	\$ 9,634.11
52160	Building Repairs/ Maintenance	\$ 9,450.00	\$ 7,916.60
52240	Miscellaneous	\$ 4,400.00	\$ 4,177.51
53010	Office Supplies	\$ 5,000.00	\$ 4,998.32
53220	Subscriptions/ Books	\$ 35,300.00	\$ 37,201.71
53225	Program Costs	\$ 5,500.00	\$ 4,794.70
54540	Computer Replacement & Upgrades	\$ 3,000.00	\$ 5,774.71
55010	Telephone	\$ 1,920.00	\$ 2,171.64
55020	Electric	\$ 17,700.00	\$ 14,170.53
55030	Heating Fuel	\$ 6,250.00	\$ 5,088.64
55040	Water	\$ 475.00	\$ 540.74
55050	Sewer	\$ 375.00	\$ 375.00
55130	Disposal Fees	\$ 2,940.00	\$ 2,988.83
TOTAL \$		500,550.00	\$ 490,898.03

Due to COVID-19, the library was mandated to close to the public, which resulted in under-spending in heating fuel, electricity, and program costs. Changes in staff resulted in savings in payroll and benefits, and a re-filled e-rate through the Connecticut Education Network (CEN) resulted in savings on internet. Due to the facility not operating at full capacity, and the shutdown of many partners, vendors, and contractors, \$9,652 of the budget was unspent at the end of June.

Recognizing savings in certain budget lines, the library decided to use available funds to help achieve long-term goals by purchasing new computers to maintain a healthy computer replacement schedule, and purchasing additional e-materials to meet the demand caused by COVID-19. The Library allocated savings from this year's operating budget for the following:
 \$7,750 for Bibliomation Migration Fee
 \$575 for YA Programming
 \$1300 for Building Expenses

BOOTH & DIMOCK MEMORIAL LIBRARY

COVID-19 OPERATIONS SINCE MARCH 2020

E-MATERIAL USAGE

The Library subscribes to a variety of e-material vendors, including TumbleBooks which specializes in children's materials. In March and April 2020, e-material circulation saw a sharp increase. This trend has continued to date with an overall increase of 16%.

25%

Increase in e-material circulation from March through June 2020 as compared to March through June 2019.

VIRTUAL PROGRAMMING

In less than 3 days Library staff reinvented programming by developing a diverse offering of virtual programs. Some programs, like Science Thursdays and Mathmagical Mondays, enhance online learning. Others, like our twice-weekly Storytime, tackled tougher modern-day topics including racism and gender identity. In April alone our 30 virtual programs had 1070 attendees!



CURBSIDE PICK-UP

Curbside service began on May 26 and has resulted in 1,381 curbside orders being filled. Since March, a total of 15,179 items circulated through electronic borrowing, curbside pick-up, or in-person borrowing.



SOCIAL MEDIA

Since March 11, 2020 the Library has created 305 original content posts which have received 52,824 engagements and 4,847 interactions. Posts include virtual programs, book reviews, collection highlights, and other helpful or fun information.



OTHER WORK

The Library caught up on "behind the scenes" work during the state mandated shut-down. Some projects included collection development, physical updates like painting the bathroom and shifting shelving locations, and putting in countless hours to prepare for and carry through our online catalog's migration to Bibliomation. Other non-traditional services library staff developed included home delivery, check-in phone calls, and virtual reference.

1629

REFERENCE
QUESTIONS
ANSWERED SINCE
MARCH

???

LEARN MORE AT WWW.COVENTRYPL.ORG
OR ON FACEBOOK @BDLIBRARY

NUMBERS ARE FROM MARCH 1, 2020 THROUGH SEPTEMBER 18, 2020, UNLESS OTHERWISE INDICATED.



FINANCIAL

Above: Town Manager John Elsesser (2nd row, right) participated in a Crumbling Concrete Foundations Summit for Tolland-area Towns, convened by Congressman Joe Courtney during the spring of 2020. The effect of the crumbling foundations issue is far-reaching, not only for affected homeowners, but for property values in the region and reduced town revenue as well. As of early fall 2020, 146 Coventry homeowners had reported problems and filed for insurance claims to address the issues caused by crumbling concrete in their homes.

FINANCE DIVISION ANNUAL REPORT FY 2019 - 2020

GOALS/PURPOSE

The primary purpose of the Finance Division is to carry out the various financial activities of the Town of Coventry and its many departments, in compliance with various Federal, State, and Town regulations and laws. These activities include revenue collection, maintenance of property assessments and exemptions, disbursement processing, payroll, budgeting and monitoring budget compliance, grant management, investment management, fixed asset accounting, cash management, insurance and risk management, benefit administration, general accounting, financial reporting, computer/network management, central supply ordering and distribution, and pension administration.

OFFICE STAFF

Amanda L. Backhaus, CPA, Finance Director/Treasurer
Debbie Kratochvil, Town Accountant
Christine Small, Assistant Town Accountant
Linda Greenbacker, Collector of Revenue
Carrie Zahner, Assistant to the Collector
Ida Cabral, Revenue Collection Clerk
Michael D'Amicol, Assessor
Rachel Vertefeuille, Assistant to the Assessor

GOALS AND ACCOMPLISHMENTS – FISCAL YEAR ENDING JUNE 30, 2020

It is a primary goal of the Finance division to provide reliable and open access to the data needed to allow the decision makers and policy setting groups to take informed actions.

The Accounting office, striving to support the goals of the Town Council, worked to achieve a Certificate of Achievement for Excellence in Financial Reporting from the Governmental Finance Officers Association. The Town received this award in connection with its fiscal year 2019 Comprehensive Annual Financial Report, and has submitted the fiscal year 2020 Comprehensive Annual Financial Report for consideration. The Certificate of Achievement is the highest form of recognition for excellence in state and local government financial reporting. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. The report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only and has been received for the past ten years. Annual audits, budget documents and other financial reports are available for review on the web at www.coventryct.org. Our goal is to provide information to the public in an understandable manner, and your feedback is welcomed. Please contact the Finance office at 860-742-3528, or e-mail comments directly to abackhaus@coventryct.org. Anyone who would prefer a face to face conversation is welcome to call to make an appointment.

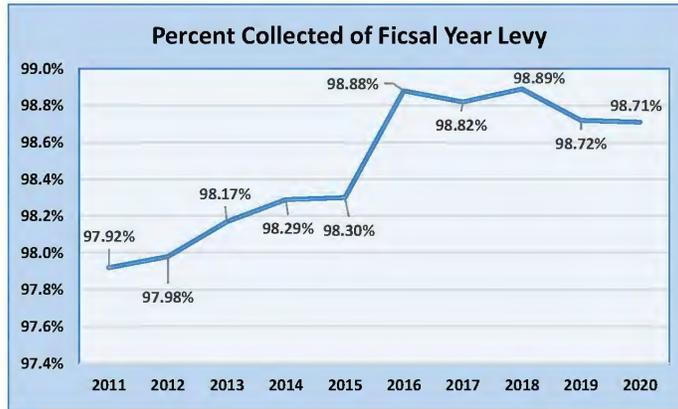
A second goal is to look for opportunities to reduce costs through collaboration. The Town continues to participate in the Health Insurance Collaborative in conjunction with the Board of Education – which has shown great benefit to the Town. In addition, our IT assistance continues to be contracted through the Town of South Windsor, allowing Coventry access to a larger IT department than would be possible if the work was to be done by additional hired staff. Along with the regional collaboration, the Town continues to work with the Board of Education on local collaborative efforts – including the Town’s custodial contracts, additional collaboration on IT projects and snow removal assistance. The Town will continue to work with the Board of Education and other local Towns in efforts for further cost reduction.

In the year ending June 30, 2020 we are able to report several very positive benchmarks. The unassigned fund balance for the General Fund of the Town remained steady at 13.6%. The Town’s Pension Plan’s funding level dropped slightly due to market conditions as of June 30, ending the fiscal year at 68.7% fund. Pension funding is critical to future financial health as assets must be in place to support the contracted benefits. The Tax Collection rate for current year collections remained steady and comparable to prior years at 98.71%. These positive trends reflect overall good economic health for our residents.

In the fall of 2019, the Town received an updated bond rating from Standard and Poors. The Town was rated AA+ with a stable outlook. This is an increase of two rating levels from the Town’s prior rating performed by Moody. This increase is a direct result of the fiscal management and Town’s performance and will be beneficial to the Town for future bond offerings. The Town issued \$7.27 million in general obligation bonds in September 2019.

REVENUE COLLECTION OVERVIEW – 860-742-4066

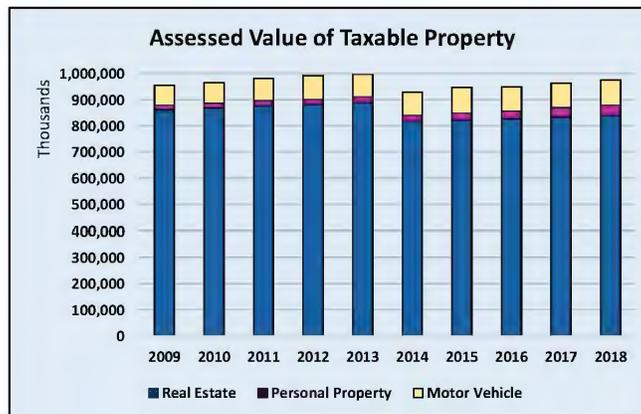
This office collects all revenues received by the Town of Coventry for property tax, sewer assessment and usage, and COVRRRA fees. The major component of General Fund revenues is the property tax, and the collection of current and delinquent taxes is the primary focus of the office staff. During the fiscal year ended June 30, 2020, the percentage of current year property taxes collected was 98.71%. The collection of all property taxes represents 77.0% of the General Fund operating revenue and operating transfers needed to support the services provided to the residents of Coventry.



ASSESSOR'S OVERVIEW – 860-742-4067

The maintenance of property valuations and proper application of exemptions is performed by the Office of the Assessor. The grand list valuations are the base upon which tax revenues are set and are revalued every 5 years. The last revaluation occurred on the grand list of 2014 which was the base for taxes in the fiscal year ended June 30, 2020 (grand list year 2018). The next revaluation will occur for grand list year 2019.

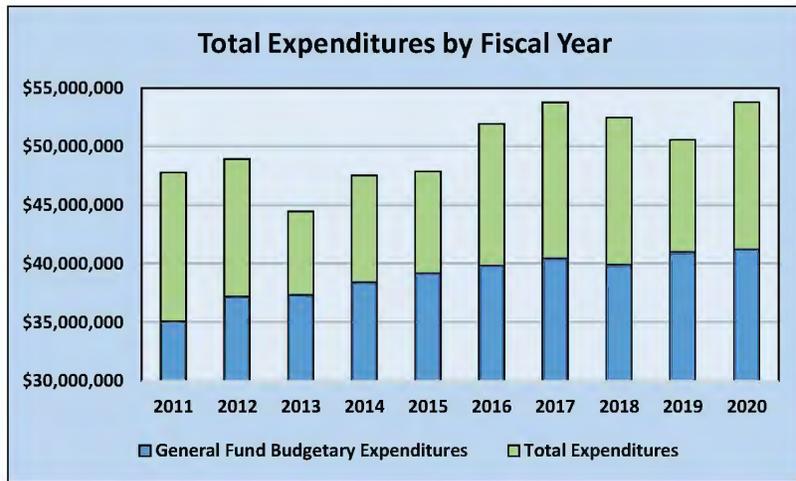
The following chart shows the grand list growth over the past ten years, and the distribution of property values between the categories of real estate, personal property and motor vehicle. The 2018 grand list showed an increase in taxable property value of approximately 1.3%.



Additional information regarding the Revenue Collection office and the Assessor can be found after the Finance section within this Annual Report.

ACCOUNTING AND TREASURY DEPARTMENT – 860-742-3528

Supervision of the general accounting, recording of revenues, payroll and accounts payable disbursement processing is performed by the staff of the accounting office. In addition, the staff is responsible for the administration of health and property insurance, monitoring grants, and fixed asset inventory maintenance. For the fiscal year-ended the total dollars expended for all Town Funds was \$53.8 million, an increase over the prior year of \$3.2 million. This increase was driven by various bonded capital projects that were ongoing during the year. The chart below shows the total annual expenditures for the last ten years for both the General Operating Fund and in total.



FY2020 Operating Results

The Town’s General Fund is the Town’s primary operating account. The General Fund budgetary results and the unassigned fund balance of the General Fund are essential in evaluating the Town’s financial position.

Funding for the Town’s operations on a General Fund budgetary basis for the fiscal year ended June 30, 2020 are as follows:

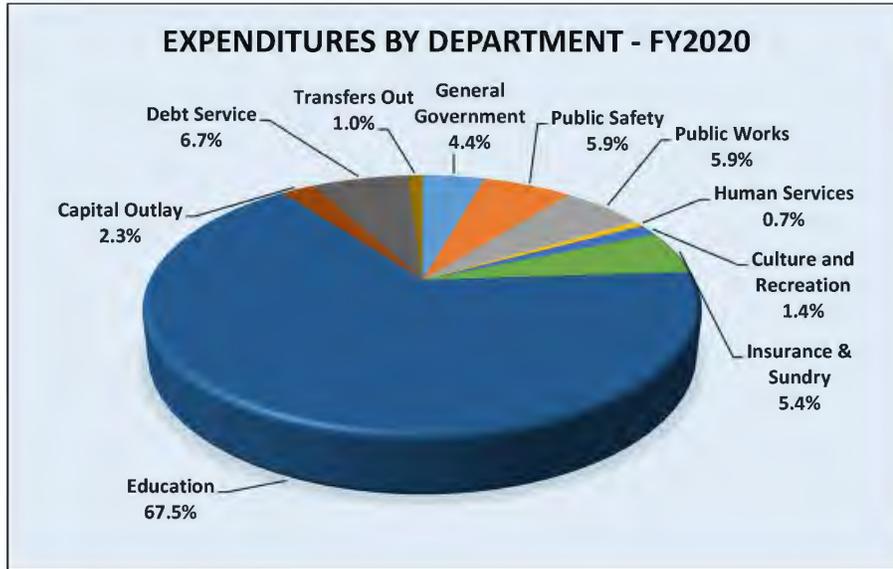
<u>Source</u>	<u>Amount</u>	<u>%</u>
Property Tax	\$ 31,831,641	77.0%
Federal and State Grants	8,273,631	20.0%
Charges for Services	635,227	1.5%
Sewer Assessments	519,844	1.3%
Investment Earnings	89,793	0.2%
	<u>\$ 41,350,136</u>	

The Town heavily relies on both property taxes and State grants to maintain its current levels of operations and services provided. The Town collected 99.14% of the total revenue in the final budgeted revenue (\$41,709,362). Better than anticipated collection on current and supplemental motor vehicle tax revenues, and increases in conveyance taxes and building permits helped to offset additional appropriations made by the Town Council.

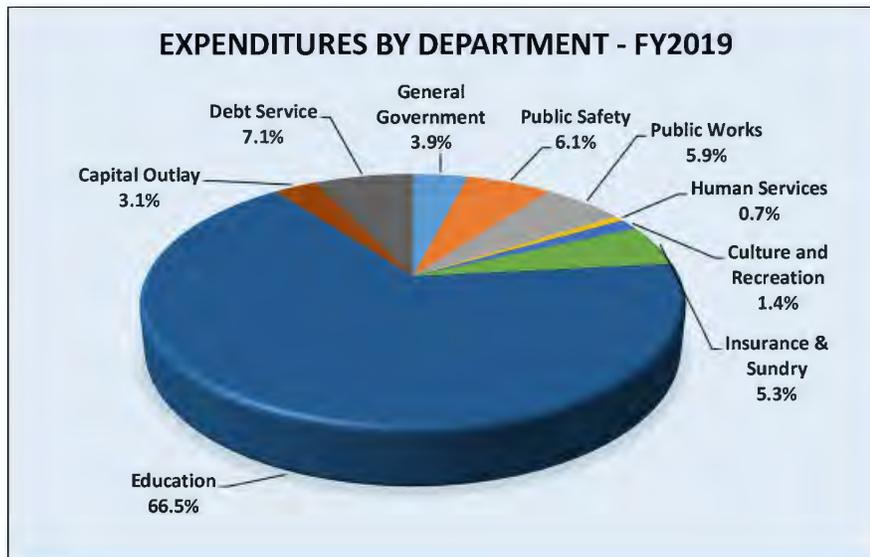
ACCOUNTING AND TREASURY DEPARTMENT

FY2020 Operating Results (Continued)

The total expenditures incurred in the General Fund on a budgetary basis for the year ended June 30, 2020 can be broken down by department as follows:



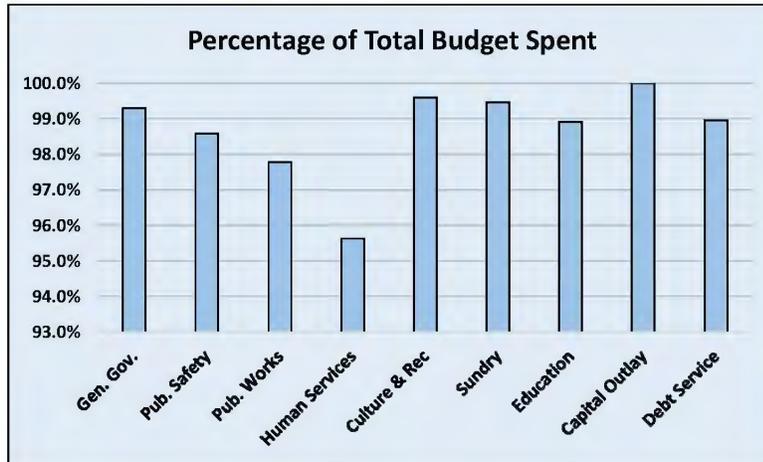
For comparative purposes, the budgetary basis expenditures by department for the previous fiscal year ended June 30, 2019 are broken out as follows:



ACCOUNTING AND TREASURY DEPARTMENT

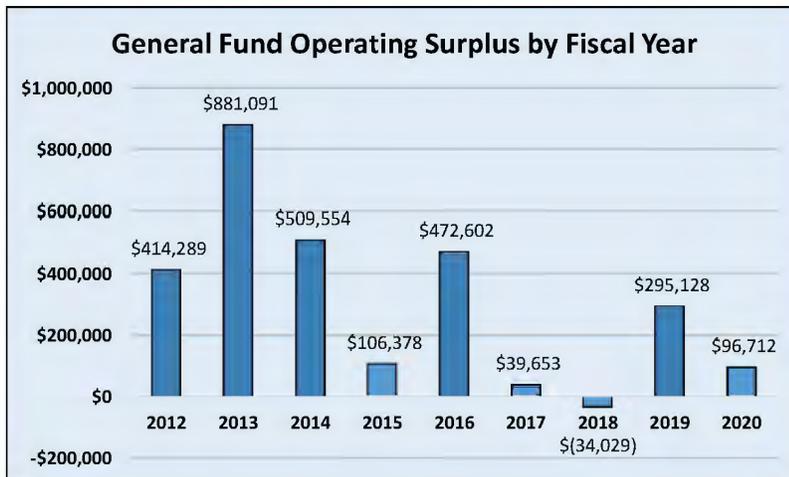
FY2020 Operating Results (Continued)

The Town’s Annual General Fund Budget is instrumental in managing the Town’s available funds and ensuring adequate levels of service based on revenues anticipated. Below outlines operating expenditure results by department in comparison to the total adjusted final General Fund budget:



Departments performed well in the fiscal year ended June 30, 2020 and with in-depth budget review, and continuous and detailed budgetary monitoring, the Town ended the fiscal year spending 98.91% of the final General Fund budget. In addition to budgeted operations, the Town Council authorized additional expenditures for: softball field engineering, community center repairs, CHS wall repair, a police car, COVID education reserve and additional appropriations to be transferred to CNREF. Even with the \$367,798 of additional appropriations, the Town was able to end in a surplus due to the increased revenue collections.

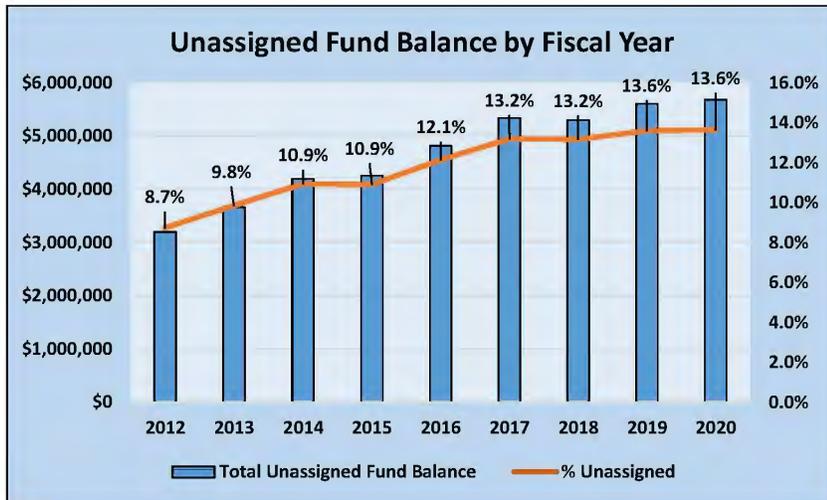
Budgetary operating results for fiscal year ended June 30, 2020 included a surplus of \$96,712. Comparison of General Fund operating results by year are as follows:



ACCOUNTING AND TREASURY DEPARTMENT

FY2020 Operating Results (Continued)

One of the major factors in evaluating a Town’s operations and financial position is the percentage of unassigned fund balance maintained in the Town’s General Fund. At the end of fiscal year 2020, Coventry’s unassigned fund balance as a percentage of final adopted budget was 13.6%. The Town maintains a fund balance policy which requires a minimum of 10% and a goal of 15% for unassigned balance. Unassigned fund balance has continued to trend upwards. Historical unassigned fund balance is as follows:



Investment Income

Investment of Town funds, maintenance of bank accounts, debt service and required reporting is managed by the Treasurer. Interest rates available to the Town averaged 0.3% in the last fiscal year. The rate of return reflects the low interest rates available from the investments available to a municipality in the State of Connecticut. Historical interest income earned is as follows:

Fiscal Year Ended	Town Interest Earned	Fiscal Year Ended	Town Interest Earned
2020	\$ 89,793	2015	\$ 43,669
2019	170,700	2014	42,424
2018	129,581	2013	45,070
2017	82,884	2012	61,888
2016	46,337	2011	59,097

ACCOUNTING AND TREASURY DEPARTMENT

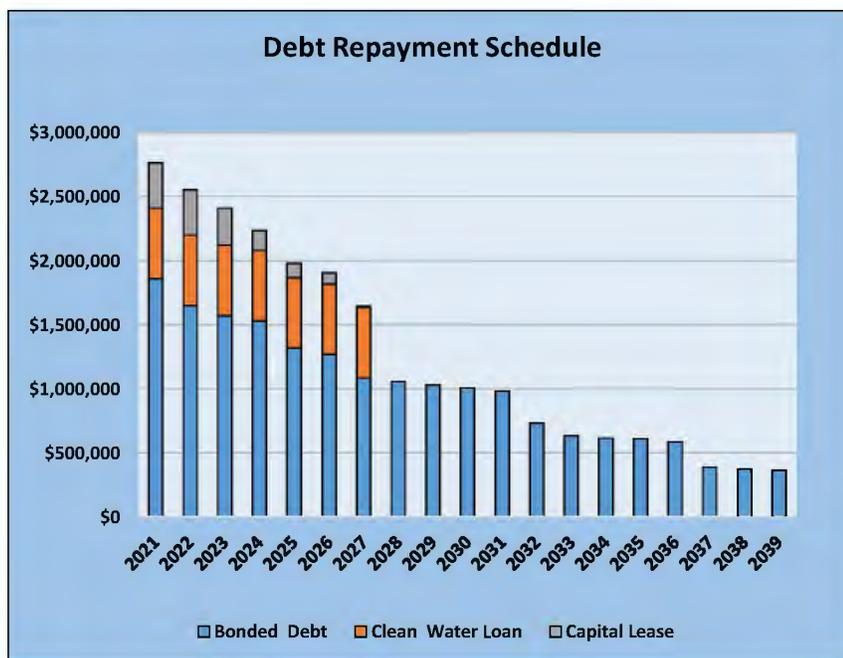
Debt Service

The Town issued two new capital leases in fiscal year 2020, for the purchase of a dump truck for the public works department, radio upgrades at public works and for the roadside mower for public works. The seven-year lease totaled \$343.5 thousand and has an interest rate of 1.705%. The Town's total lease liability as of June 30, 2021 was \$1.35 million dollars. This debt will mature through fiscal year 2027 and has interest rates ranging from 1.81% to 3.75%.

The Town has a clean water loan that was used for sewer installation in fiscal year 2009. This loan has a balance of \$3.6 million as of June 30, 2020. This loan matures in fiscal year 2027 and has an interest rate of 2.0%. Currently, the majority of this loan is paid for with sewer assessment fees that were received for sewer connections associated with the project.

In addition, the Town currently has general obligation bond debt for various school, sewer and capital projects. Total bonded debt as of June 30, 2020 was \$15.2 million, with maturity dates ranging from fiscal year 2021 to fiscal year 2039. The Town issued three bonds during the year: \$700,000 for Jones Crossing Bridge Repair, \$2,570,000 for school energy upgrades, and \$4,000,000 for road construction.

Future debt service payments are as follows:



ACCOUNTING AND TREASURY DEPARTMENT

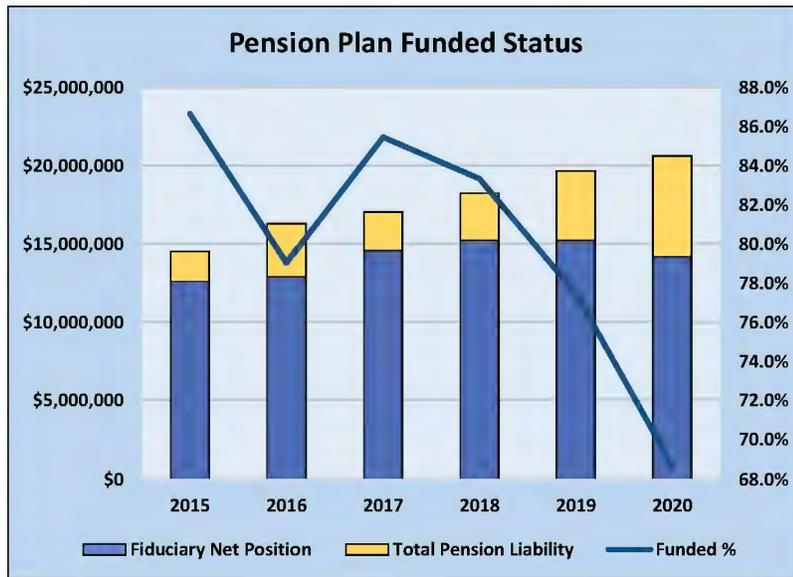
Pension – 860-742-3528

The Town of Coventry Pension Plan (the “Plan”) is a defined benefit retirement system administered by the Town to provide pension benefits to Town and Board of Education employees, except for those covered by the State of Connecticut Teachers Retirement System. The Plan is administered by the Pension Committee and Pension Trustees. During the year ended June 30, 2020, pension calculations were processed for 13 employees, (7 actives, 2 early retirements, 3 deferred, and 1 death benefit).

The Plan’s assets are invested in various accounts, with a target of 60% in equities and 40% in fixed investments. The Plan and general market conditions resulted in an annual money-weighted rate of return on investments of -4.67% for the year ended June 30, 2020. Historical earning trends are as follows:

<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
-4.67%	-0.19%	6.81%	13.15%	-0.37%

The Plan’s fiduciary net position as a percentage of total liability is 68.7% as of June 30, 2020. This is considered very well-funded in comparison to other municipal defined benefit pension plans. The chart below shows the historical funding progress of the plan:



COLLECTOR OF REVENUE

The Collector of Revenue is responsible for collecting all tax money owed the town on the current and prior Grand Lists along with accrued charges of interest and liens. This money is processed, balanced and deposited daily. A collection report of the daily deposit is provided to the Finance Director/ Town Treasurer. Tax money includes real estate, personal property, motor vehicle and supplemental motor vehicle. In addition to these taxes, this office also collects sewer assessment, sewer use, and trash (COVRRRA) fees. Interest, fees and liens where applicable, are also processed and collected. All collections require daily, monthly, quarterly and annual reports.

The 2018 Grand List bills for Real Estate (6,377), Motor Vehicle (13,562) Personal Property (671) and COVRRRA (4,802) were printed, stuffed and mailed in late June 2019 by an outside vendor. The Sewer Assessment (339) and Sewer Use (932) bills continue to be printed and mailed from this office, as this is a more manageable number to handle in house. Sewer Assessment bills are mailed for a May 1 and November 1 due date. Sewer Use bills are mailed for a September 1 due date.

The Supplemental Motor Vehicle tax bills (2,171) were printed in December for a January 1 due date. This billing is for vehicles registered after the October 1 Grand List date. A list of delinquent motor vehicle taxpayers is compiled by this office and sent to the Department of Motor Vehicles in Wethersfield on a regular basis throughout the year. This report to DMV will hold up the registration of any vehicle until all delinquent taxes and interest are paid. A similar report is sent to DMV to release the hold on the registration once the taxes are paid.

Delinquent notices as well as Tax Collector's Demand (TCD) letters are sent throughout the year. Taxpayers that fail to comply with the TCD have their accounts turned over to the State Marshall in the form of an Alias Tax Warrant for collection. Notices of intent to lien on Real Estate, Sewer Use and COVRRRA accounts were mailed out in March and April. After the statutory requirement of 15 days notice had passed, liens were filed in April and May on the remaining unpaid accounts.

Five property owners were notified in July that their properties were under consideration for a Tax Sale due to unpaid taxes and fees. By November, three properties were brought current. One property was sold at the Tax Sale held in January 2020. The remaining property was rescheduled for a later Tax Sale date due to a discrepancy discovered in the title search.

The number of taxpayers paying on line by credit card or from their bank account continues to increase each year. Since July 2017, we have been able process credit card payments here at the counter which has become another popular option with walk-in taxpayers. The online payment option is greatly appreciated by those taxpayers living in or out of town, out of state or even out of the country. We have a number of taxpayers temporarily overseas who are pleased to be able to pay their taxes on line.

This office also processes and deposits payments from other departments and the school lunch program, in conjunction with the support and guidance from the Finance department. Cash and checks are delivered to the Collector's office throughout the week and are verified upon receipt. These payments are posted and deposited twice a week. A report of these posted miscellaneous accounts is delivered to the Finance department on the day of deposit. In addition to the daily billing, collecting, processing, balancing, depositing, and reporting, this office also provides information requested by attorneys, realtors, mortgage institutions, and the public.

The staff of the Tax Collector's office encourages all property owners to come in and discuss any issues or concerns they may have with their accounts. We continue in our commitment to provide both quality and compassionate service to the citizens of Coventry.

Property Taxes Collected by Linda Greenbacker, CCMC Tax Collector Collected July 2019 through June 2020 Paid to Amanda Backhaus, Treasurer, Town of Coventry					
		Property Tax	Interest	Liens & Costs	Total
Grand List	2004	133.05	382.46	24.00	539.51
	2005	491.58	2,842.88	0.00	3,334.46
	2006	41.11	92.50	0.00	133.61
	2007	0.00	0.00	0.00	0.00
	2008	36.93	66.47	0.00	103.40
	2009	323.48	560.99	0.00	884.47
	2010	398.48	573.72	0.00	972.20
	2011	414.00	548.23	48.00	1,010.23
	2012	794.35	906.53	48.00	1,748.88
	2013	761.34	813.25	48.00	1,622.59
	2014	5,054.59	4,027.78	102.00	9,184.37
	2015	12,802.76	6,809.61	258.00	19,870.37
	2016	54,882.62	19,171.68	758.00	74,812.30
	2017	<u>267,929.92</u>	<u>55,886.56</u>	<u>2,088.00</u>	<u>325,904.48</u>
		344,064.21	92,682.66	3,374.00	440,120.87
Current	2018	31,020,265.42	91,954.07	1,012.00	31,113,231.49
Current SMV		<u>361,721.05</u>			
	Totals	<u>31,726,050.68</u>	<u>184,636.73</u>	<u>4,386.00</u>	<u>31,915,073.41</u>
Current 110	6010	40211	31,020,265.42		
Delinquent		40212	344,064.21		
Interest & Liens		40213	189,022.73		
SMV		40214	<u>361,721.05</u>		
			<u>31,915,073.41</u>		
Sewer Assess 205-7722	40211	320,451.53		Sewer User	40211
Interest, Liens, Per Diem	40213	<u>34,552.20</u>		Interest & Liens	40213
		<u>355,003.73</u>			<u>486,965.31</u>
COVRA				Returned Check Fee	<u>280.00</u>
Current 218-7601	40211	952,923.40			
Delinquent	40212	48,173.94			
Interest & Liens	40213	<u>40,766.32</u>		ADVANCE TAX	0.00
		<u>1,041,863.66</u>			
		Total	<u>\$33,799,186.11</u>		

2018 Annual Report

ASSESSOR'S OFFICE

Michael J. D'Amicol (Assessor)
Rachel VERTEFEUILLE (Assistant Assessor)

The Office of the Assessor is responsible for discovering, listing and valuing taxable and exempt real and personal property within the corporate limits of the Town of Coventry. We appraise real estate based on the market value and maintain a "property card" on every parcel. State statutes govern almost every function and responsibility of the Assessor's Office and requires us to perform revaluations every five years. Every ten years our office must meet the statutory requirements for the inspection of all properties located in the Town of Coventry.

Coventry is conducting a town-wide revaluation for the October 1, 2019 Grand List. We have contracted with Vision Government Solutions to assist the Assessor in the revaluation process. The joint venture along with the Town of Mansfield is currently in the final stages with review and values being set for October 1st.

We also are responsible for assessing Business Personal Property, registered and unregistered Motor Vehicles. Pursuant to State Statutes, the Office of Policy and Management recommends what to use to value motor vehicles. Motor vehicles are valued NOT based on their market value, but solely on 100% of the clean retail book value out of the N.A.D.A guide New England Edition which is what OPM recommends every year. Our Personal Property list showed a decrease in the number of accounts but an increase in value.

The 2018 Grand List indicates 6894 real property accounts, 708 personal property accounts, and 13,614 registered motor vehicles.

It is our responsibility to update the property cards when any changes occur. On the 2018 Grand List, there were numerous changes in both ownership and condition. New home development has not slowed over the past year and has steadily increased this year compared to last and our office has completed approximately 614 permits. These permits are inspected by us and cover any improvement to a property that may change the fair market value. Subdivisions bring new streets, new building lots, new owners, new homes and additional motor vehicles. The Assessor must inspect and value all newly created lots and newly constructed homes, as well as any changes, improvements or additions to existing properties. The following figures reflect those changes in the Grand List for this assessment year.

2017 Adjusted Grand List

Motor Vehicles	\$ 95,031,720
Personal Property	\$ 38,363,265
Real Estate	<u>\$832,173,150</u>
Totals	\$965,961,835

2018 Adjusted Grand List

Motor Vehicles	\$ 97,637,790
Personal Property	\$ 40,658,100
Real Estate	<u>\$839,596,750</u>
Totals	\$977,982,640

The difference in last year's grand list equates to a 1.24 percent increase over the prior year. This

increase also includes any reductions to the Real Estate Grand List for properties that have crumbling foundations.



Fiscal Year 18/19

Elderly Applications Processed	121
Tax Deferrals/Credit	7 Deferral's / 114 Tax Credit
Additional Veterans Applications	44
Building Permits	614
New Dwellings	35*
Certificate of Correction + Prorates	890
Transfers	507
Reports Filed State, Local	50
Motor Vehicle Priced (Regular)	13,614
Motor Vehicle Priced (Supplemental)	2,384
Personal Property Added	-35 from 2017
Farm, Forest, Open Space Applications	7
Disabled Applications Processed	67
Blind Applications Processed	1

***This includes tax exempt properties that were sold during the assessment year**

Our office also implements exemption programs for the blind, disabled, elderly, veterans who served during wartime, and disabled veterans. Veterans must file their DD-214 no later than October 1st in the Town Clerks land records in order to receive the \$3,000 exemption. Veterans must also serve ninety (90) days active duty, not including training, during a time of conflict or war. The dates for this are in Connecticut General State Statutes and can be found in our office.

The blind and totally disabled programs have the same January 31st deadline for application. The blind exemption is \$3,000 and the totally disabled program is a \$1,000 exemption. These like the veteran's exemption are off the assessment of the property owned and located in the Town of Coventry. It is not a tax credit!

The Elderly and Disabled program is for anyone over the age of 65 or over the age of 18 and totally disabled by social security. This is a state program and is income qualified. The filing dates are February 1st thru May 15th and the income limits change yearly so contact our office for further information regarding any of the above mentioned programs. The Town of Coventry also offers a local tax relief program which mirrors the income limits of the state benefit. The program changed and it is offered as both a tax credit, that is equal to half of the state benefit, or it is a deferral, where a lien is filed on the Town Clerk's land records until it is paid or the property is sold at which time the deferred taxes must be paid.

The Assessor's office is continuing our work with state and federal officials to seek solutions to the challenges presented by the crumbling concrete foundations issue in Eastern Connecticut. Many of these homes facing concrete issues had their foundations poured in the 1980s thru 2015. Crumbling foundations has become a top priority for this office. We have attempted to get any and all information out to the public, while also assisting them in any way we can. We have had 50 properties from when the program began, of which 10 have been replaced leaving 40 properties still receiving a modified assessment as of August 1, 2019. The total reduction to the grand list is about \$3,128,300 up to date. We have seen increased traffic regarding this issue over the past year, and I expect that the number of property owners that file for the tax relief is going to increase. For a link to the application for tax relief please use the following link: <https://www.coventryct.org/438/Concrete-Foundations>. Below is the information regarding the State of Connecticut passed Substitute House Bill No. 5180 "AN ACT CONCERNING CONCRETE FOUNDATIONS".

5180 "AN ACT CONCERNING CONCRETE FOUNDATIONS." Section 2 of this legislation states: *Any owner of a residential building who has obtained a written evaluation from a professional engineer licensed pursuant to chapter 391 of the general statutes indicating that the foundation of such residential building was made with defective concrete may provide a copy of such evaluation to the assessor and request a reassessment of the residential building by the assessor.* This legislation is effective October 1, 2016. There are additional provisions in the legislation, and the full legislation can be found online at: <https://www.cga.ct.gov/2016/ACT/pa/2016PA-00045-R00HB-05180-PA.htm>

There are applications available on the Town's website and appointments are being made to inspect these properties. The deadline for filing for the October 1, 2019 Grand List is December 1, 2019. This Grand List will affect the July 2020 and January 2021 Payments. Please call the Assessor's Office at (860)742-4067 if you have any further questions regarding this matter.

We have been working on the town's Geographical Information System as well as new tax maps. We were able to correct some issues with parcel mismatches and we still have automatic update to work for the map express website. This office has also been heavily involved in the implementation

of the upcoming CCROG GIS platform with the new company CAI, who will be the new GIS company platform starting some time in December of 2019. I have been assisting staff of CAI in getting the Computer Assisted Mass Appraisal data for the new site. For up to date information on the GIS please visit the Town of Coventry's website www.coventryct.org and click on the map express link. Information will also be posted in the Town Hall for public viewing.

Respectfully submitted,

Michael J. D'Amicol
Assessor
Town of Coventry

BOARD OF ASSESSMENT APPEALS

BOARD MEMBERS: JOAN OROS, CHARIMAN; MARY JO LEWIS SECRETARY; JOYCE C BONNEY; AND RONALD DEXTRADEUR.

The Board of Assessment Appeals met on September 5, 2019 to hear appeals for motor vehicles on the 2018 Grand List. Board members present were Joan Oros, Ronald Dextrateur, Mary Jo Lewis and Joyce C. Bonney. Six applications were received. All six were reduced for a total reduction was \$23,185 for the September Board Assessment Appeals.

BOARD MEMBERS: JOAN OROS, CHARIMAN; MARY JO LEWIS SECRETARY; JOAN LEWIS; JILLIAN. WOOD RICZKY; AND RONALD DEXTRADEUR.

The Board of Assessment Appeals also met on 4, 5 and 7 March 2020 to hear appeals on the 2019 Grand List. It was a revaluation year and 26 applications were received in total. Of those 26, two were for Motor Vehicle and one was for Personal Property. The appeals resulted in 8 reductions and 18 denials. The total reduction for the March Board of Assessment Appeals was \$349,680.

Respectfully submitted,

Joan Oros, Chairman
Board of Assessment Appeals



AGENCIES

Image above: A graphic contained on the Eastern Highlands Health District's website. The Town of Coventry is a member of this health district.

EASTERN HIGHLANDS HEALTH DISTRICT

The Eastern Highlands Health District has served its communities faithfully since 1997. The Health District is committed to enhancing the quality of life in its communities through the prevention of illness, promotions of wellness, and protection of our human environment. The pursuit of this mission is realized by assuring that other community agencies provide certain public health services within the region, and by providing specific public health services directly. The services directly provided include a communicable disease control program, public health education, community assessment and public health planning, emergency preparedness and a comprehensive environmental health program. The main components of the environmental health program include on-site subsurface sewage disposal permitting, complaint investigation program, food establishment licensing and inspection, and environmental monitoring program.

Accomplishments for FY 2019-2020

- COVID-19 response activities include but are not limited to significantly expanding contact tracing capacity, coordinating with UConn on contact tracing, coordinating with schools on reopening plans and scholastic sports, distributing PPE to area healthcare providers, facilitating business compliance with reopen sector rules and executive orders, supporting town governments with safe workplace guidance for essential workers, infection control guidance for first responders, town recreation department guidance support for youth sports programs, and summer camps, recruitment and retention of medical reserve corps members, and planning/preparedness for a mass vaccination campaign.
- The Eastern Highlands Health District Board of Directors at their January 16, 2020 regular meeting adopted an operating budget of \$883,540 for FY 20/21.
- Working with DPH and area health districts, EHHD developed and implemented a response to an outbreak of Eastern Equine Encephalitis. The response included DPH weekly conference calls, distribution of educational messaging, risk reduction guidance for schools and towns, and weekly updates to community partners. This office working with the DPH infectious disease control program reviewed and provided feedback on proposed state-wide Eastern Equine Encephalitis Response Plan for 2020.
- The Substance Abuse in our Communities Workgroup members have been active over this year. They conducted two community informational event 8/16 & 8/19; robust supplemental community distribution of “Substance Abuse Treatment Resources” tri-fold; updated and enhanced treatment, prevention, recovery resources on EHHD website; distributed and promoted model policy for NARCAN staging in public buildings; and, partnered with Coventry PD on a drug takeback campaign netting 115lbs of drugs for disposal.
- EHHD continues to work cooperatively with DEEP on behalf of Tolland & Coventry providing information and technical support regarding an environmental investigation into sodium chloride contamination in ground water in private wells.
- After a number of years of development and a significant investment in resources the Viewpoint Cloud online permit application and payment system was fully launched and became operational in March. Effective in April all applications and payments are received online.
- Communicable disease control activities included review and follow up (as needed) of 1055 case reports; and, conducted 24 disease outbreak or individual case investigations.
- Main indicators for environmental health activity in Coventry include: 197 site inspections for

septic systems; 65 septic permits issued; 28 well permits issued; 11 complaints investigated; 120 environmental samples taken for lab analysis; 105 food establishment inspections and other health inspections; 139 public health reviews; and, 249 test pits and perc tests.

Plans for FY 2019-2020

- Build local public health response capacity to COVID-19 pandemic to engage in the following activities: risk communication and health education, infection control, epidemiology, contact tracing, and mass vaccination.
- Coordinate and implement the newly established EHHD seasonal influenza vaccination clinic program.
- Continue to provide essential scope of services during this declared public health emergency.
- Implement a Cosmetology permitting and routine inspection program near end of fiscal year.
- Address the individual public health needs of member towns as they arise with available capacity.

APPENDIX

Financial Statements *(See separate document on Town website)*