

# TOWN OF COVENTRY

## QUARTERLY REPORTS



April - June 2021

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**Cover photo:** Brush disposed of after Storm Isaias was ground up and made available free of charge for Town residents to use as mulch. "Mulch Mountain," as it is affectionately known, was even snow-capped during a mid-April snowstorm. Photo by John Elsesser.

# Finance Department

The general purpose of this office is to provide oversight to the financial offices and financial systems of the Town of Coventry. These include the assessment of all taxable and exempt property, the collection of all receipts paid to the town, the recording and processing of all expenses, revenues and general ledger postings, the maintenance of cash balances, and the pension plan. In addition, this function supports and maintains the town's information technology system.

## General accomplishments

Significant time was spent creating the budget document for FY21-22. The budget was passed by taxpayers on May 4, 2021 with an expenditure total of \$42,423,130, with a general government total of \$10,615,700, a 3.58% increase from the prior year. The mil rate was approved by the Town Council on June 10, 2021 at a rate of 31.15, a 0.02 or 0.06% decrease from the prior year

Significant time is spent preparing for the new fiscal year. Preparation for FY21 close out began in June and will continue through the summer as we prepare for the audit.

The first American Rescue Plan funding was received in June. The Finance Director has been working with the Town Manager to review the Interim Guidance from the Treasury and determine potential uses for this funding.

Open enrollment for health and dental insurance was completed during May and June. Based on claim history, the Town was able to obtain a 10% increase in medical and dental premiums for FY21-22.

Final pension preparation for four employees were completed. In addition, preliminary calculations for two employees were estimated.

## Meetings attended

Finance Committee of the Town Council

Pension Committee

Cemetery Commission meetings

Town/BOE worker safety committee

Town GIS coordinating committee

BOE/Town IT coordination

ECHIP Executive committee meetings

ECHIP Board meetings

ECHIP Wellness committee meetings

Farmers Market Planning Committee

School Building Energy Efficiency Committee

# Collector of Revenue

The Tax Department was busy this quarter with fiscal year-end details as well as the upcoming new bill cycle. The opening of Town Hall to the public was a gradual process while adhering to the CDC health and safety guidelines. Most citizens appreciated our efforts to maintain a safe environment for everyone. The Sewer Assessment fiscal year was closed out at the end of April. The posted rate books, beginning rate books, balances and reports were printed. A total of 289 assessment bills, due May 1, were printed and mailed during the last week of April.

Delinquent notices were prepared and mailed for real estate and personal property taxes as well as COVRRA, sewer assessment and sewer use charges. Liens were filed against properties with an unpaid balance on real estate taxes (272), unpaid sewer use charges (63) and unpaid trash/COVRRA fees (236). This activity occurred during April and May.

Liens were also released during this quarter on those properties which paid off their delinquent bills and became current. Lien releases processed for real estate totaled 56. For COVRRA, 121 liens were released as well as 27 sewer use liens. Betterment assessment liens were released for 8 properties which paid off the sewer assessment loan.

Banks and lending institutions sent in their bill requests during this quarter for those properties whose real estate taxes are being escrowed. The information was researched and the accounts coded in the computer in preparation for the July billing.

The Town Council, at their June 1 meeting, set the mill rate at 31.15 for the upcoming October 2020 Grand List. The Council also increased the annual COVRRA fee ten dollars across the board. These actions by the Council set in motion preparations for the July 2021 billing cycle. The tax bills for Real Estate (6,373), Motor Vehicles (13,140), Personal Property (746) and COVRRA fees (4,836) were researched and prepared. The bill file was then sent to the printer. Information as to new owners, mailing address changes and certificates of correction were entered right up until the moment the file was sent to be printed.

The collection report for the fourth quarter is attached.

Property Taxes Collected by Linda Greenbacker, CCMC Tax Collector Collected April 2021 through June 2021 to Amanda Backhaus, Treasurer, Town of Coventry					Paid
		Property Tax	Interest	Liens & Costs	Total
<b>Grand List</b>	2005	1,137.00	938.86	0.00	2,075.86
	2006	0.00	0.00	0.00	0.00
	2007	0.00	0.00	0.00	0.00
	2008	139.76	285.11	0.00	424.87
	2009	219.02	427.09	0.00	646.11
	2010	246.19	435.52	24.00	705.71
	2011	66.42	106.34	24.00	196.76
	2012	215.08	305.92	24.00	545.00
	2013	149.92	321.17	24.00	495.09
	2014	198.12	213.46	48.00	459.58
	2015	1,262.21	1,052.34	47.00	2,361.55
	2016	1,641.10	825.79	72.00	2,538.89
	2017	6,647.91	3,182.79	108.00	9,938.70
	2018	32,127.43	11,769.99	200.00	44,097.42
		44,050.16	19,864.38	571.00	64,485.54
<b>Current</b>	2019	178,197.92	20,618.68	564.00	
Current SMV		<u>21,037.53</u>			
	<b>Totals</b>	<u>243,285.61</u>	<u>40,483.06</u>	<u>1,135.00</u>	<u>284,903.67</u>
<b>Current 110</b>	6010	40211	178,197.92		
Delinquent		40212	44,050.16		
Interest & Liens		40213	41,618.06		
SMV		40214	21,037.53		
			<u>284,903.67</u>		
Sewer Assess 205-7722	40211	131,765.29		Sewer User	40211
Interest, Liens, Per Diem	40213	4,421.84		Interest & Liens	40213
		<u>136,187.13</u>			<u>19,210.15</u>
					<u>4,377.78</u>
					<u>23,587.93</u>
<b>COVRA</b>				Returned Check Fee	<u>40.00</u>
Current 218-7601	40211	16,324.80			
Delinquent	40212	6,446.97		ADVANCE TAX	<u>0.00</u>
Interest & Liens	40213	7,456.30			
		<u>30,228.07</u>			
		<b>Total</b>	<b>\$474,946.80</b>		

# Assessor

April was an end to the Board of Assessment Appeals. Our 2020 net unadjusted Grand list is 1,039,012,077 as signed in January. The Board of appeals had five Real Estate appeals, and made no adjustments in assessment. We also completed the M-13 state report which breaks down our Grand List by category to include all exemptions.

May was spent working on the Elderly and Disabled Homeowner's program as well as the new Local Tax Credit and Deferral program. The State and Local Homeowners program applications were due by May 14, 2021, however due to unforeseen issues with the COVID-19 virus and its impact on day to day business with social distancing, the State of Connecticut Office of Policy and Management had issued guidance to all Assessors that this year's filing, like last years for the tax relief program will be suspended. This meant that if you were currently receiving the benefit, you did not need to refile. If you already filed the paperwork, we used the income you provided. If you had not yet filed, we used the 2018-year income to calculate the October 1, 2020 benefit. Everyone that received a benefit for last year's grand list and still owns their property will get a benefit. Most benefits did not change. We processed them in June once the mil rate was set, which was 31.15 mils. The totals for the applications processed for both local and the state program was as follows;

63 Applications-State Program

55 Renewals-State Program

**126 State Applications Total**

9 Credit-Local Program (deferral) - \$6,239.06 (reimbursed by homeowner)

117 Credit-Local Program (tax credit) - \$34,513.91 (non-reimbursed to town)

**126 Local Applications combined**

Crumbling foundation applications continue to come into the office for assessment reductions. I started the interior inspections of these properties in April, with an exception that if taxpayers had ongoing concerns about COVID-19, then we would not conduct an inspection until a later date in 2021. We have had five new properties so far this assessment year that I have inspected. There is a definitive correlation between an increase in applications for crumbling foundations and the increasing number of sales due to the climbing market valuations.

We still have no court cases from the October 1, 2019 Revaluation. The office is up to June 1, 2021 for any new home certificate of occupancies that were issued by the building department. These were valued and given to the Tax Collector so that additional bills would be sent out for July 1, 2021. The total assessment added to the 2020 Grand List is \$1,157,012. Our office has begun the process of inspecting properties for building permits. We are constantly attempting to improve the data we have to value properties and it is an ongoing process. With the change to the building department permit software Viewpoint we no longer have the individual permits being printed. I am working with them to try to come up with a way to hopefully update Vision through an automated process. We have not seen any decrease in activity of new construction and other types of permits from the 2020 Grand List due to COVID-19.

A reminder to all veterans who have ninety (90) days of wartime service, including merchant marines who served during WWII, are eligible for a \$3,000 exemption for property tax purposes (e.g., real estate property or automobiles). Please file your DD-214 discharge papers in the Town Clerk's Office before October 1<sup>st</sup>.

## **State Benefit**

Veteran's below a certain income level and/or disabled veterans are eligible for additional property tax exemptions. Surviving spouses of veterans may also be eligible for this benefit. This benefit is income qualified and the following are the limits for the October 1, 2020 grand list. To calculate your income, you must add your adjusted gross income from your income tax return to your social security for 2020. They must be under the following limits to qualify.

**Single/Unmarried**                      **\$37,600**

**Married**                                      **\$45,800**

The deadline to file for this is October 1, 2021. Please call (860)742-4067 if you have any questions or concerns.

# OFFICE OF TOWN CLERK

Lori Tollmann  
Town Clerk

Brooke R. Manning  
Assistant Town Clerk

## QUARTERLY REPORT APRIL 1 – JUNE 30, 2021

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



### Recording & Licensing

#### Receivables & Revenue:

- ✓ The Clerk's Office collected \$397,751.00 which the Town retained \$113,354.50.



Activity	Volume	Revenue
Total Documents Recorded	876	31,347.00
Real Estate Conveyances Recorded	98	68,582.00
Copies	4,566.00	4,566.00
Unanticipated Funds	0	0
Trade Name Certificates.	18	180.00
Liquor Permits	1	20.00
Burial & Cremation Permits	9	45.00
Marriage Licenses	9	144.00
Vitals Copies	21	2,255.00
Notary Fees & Renewals	47	300.00
Dog License Fees	943	951.50
Maps Filed	15	270.00
Fish & Game License & Permit Fees	111	46.00
Conveyance fees	98	98.00
PA-490	0	0
PA-146 Clerk	876	1,040.00
PA-05-228, 09-229 & 13-247 LOCIP	876	1,560.00
PA-05-228, 09-229 & 13-247 Clerk	876	1,950.00
<b>Town Clerk Revenue Transferred to the Treasurer:</b>		<b>\$113,354.50</b>

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

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



**State Fees Collected and Remitted:** The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$134,114.50 in fees was collected. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$ 35,415.00
PA 05-228 & 09-229	18,720.00
Marriage Licenses	306.00
Fish & Game Licenses	804.00
PA-146	4,160.00
State Conveyance Tax	217,182.00



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

	Dog License Fee	Surcharge
April - June	\$5,732.00	\$2,078.50

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

Each day we will receive a summary report by email from the delivery agent showing the recording fees. We will provide that report to the Accounting Office for reconciliation. Our land records vendor, IQS, is currently partnered with the delivery agents and processes electronic recording in other states. There is no additional cost to land record offices. Property transfers cannot be processed currently as the State of Connecticut Department of Revenue Services is not ready to accept real estate conveyances taxes electronically.

**Dog Licensing:** The month of June is annual dog licensing month. All dogs over 6 months of age are required to be licensed no later than June 30<sup>th</sup> to avoid a penalty. In May, we printed and mailed 1,200 license renewal notices to all dog owners of record. We had our vendor redesign our renewal notices to put all dogs own by that owner on one notice. Licensing will continue throughout the year, but fees will increase at \$1.00 per dog for each month overdue. Due to Covid19 and Executive Order from Governor Lamont late fees were

We had over 300 entries again this year for our #1 Dog Tag. The lucky winner was Dexter, who is own by Jesse & Noel Hayes.

**Rabies Clinic:** The thirty-seventh Annual Rabies Clinic was cancelled again this year due Covid19.

## **Annual Town Meeting and Adjourned Annual Town Meeting**

The Coventry Annual Town Meeting and Adjourned Annual Town Meeting was held Saturday, April 24, 2021. This meeting was in person and live streamed. The Coventry Town Council held public meetings in person and electronically. Budget vote was May 4, 2021. Budget passed

### **Staffing Updates/Activities**

Lori Tollmann - applied and was awarded the Master Connecticut Town Clerk certification (MCTC).

**Our office** 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 Statues.

Prepared over 1,100 dog renewals.



*Sunset at Eagleville Lake*

## ***Coventry Land Use Office***

Quarterly Report for  
April, May, June  
~ 2021~

Eric M. Trott

*Director of Planning and Development*

Alexa Gorlick

*Planning Technician/Zoning Enforcement Officer*

Todd M. Penney, P.E.

*Inland Wetlands Agent/Town Engineer*

Mindy Gosselin

*Wetlands Agent & Erosion Control Officer*

Heidi A. Leech

*Land Use Permit Technician*

Erica Pagliuco

*Market Master, Coventry Farmers' Market*

**PLANNING AND ZONING COMMISSION**

**YEAR 2021**

**April, May, June**

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
21-03	S	3/29/21		263 Woodland Road, Application of William Younge, Demo Rebuild on non-conforming lot	4/12/21	A
21-04		5/19/21		North School Road, Application of Valerie Sweeney, 3-lot Resubdivision	5/24/21	A
21-05		5/20/21		750 Cedar Swamp Road, Subdivision Application of Alexis Deslauries and Jesse Mclain	5/24/21	A

Special Permit – S  
 Zone Change – ZC  
 Subdivision Regulations – SR  
 Zoning Regulations – ZR  
 Site Plan Review - SP  
 Permit Amendment – A  
 Lot Line Modification - L  
 Extension Request – E  
 Scenic Road – SC  
 Special Exception – SE  
 Declaration of Nonconforming Use – N  
 Subdivision – No Code Letter  
 Garage – G

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



***New Rain Garden – Cheney Lane***

**April, May, June**

DISCUSSION AND ACTION TOPICS:

- Held preliminary discussion with Hytone Farm to review their anaerobic digester project.
- Reviewed special permit approval timeframe request of Ladyga for motor vehicle dealer and repairer license at 2812 Boston Turnpike. The Commission recommended that the applicant withdraw the application since over a year of time remained on the existing permit.
- Discussed Affordable Housing Plan that must be prepared by the Town as required by the State of CT.
- Discussed preliminary language for a zoning text amendment of the Commission, which will address the anaerobic digester project of Hytone Farm as well as other helpful changes that will improve clarity and streamline processes.
- Discussed proposed home occupation proposal that involves dog grooming business in order to help facilitate proper processing.
- Reviewed zoning referrals from the Towns of Mansfield, Columbia.
- Held preliminary discussion on proposed resubdivision of Sweeney on North River Road.
- Held preliminary discussion on proposed resubdivision of Deslauries on Cedar Swamp Road.
- Reviewed new Governor’s Executive Orders on public meetings being conducted in person and remotely.
- Discussed the Healthy Communities Toolkit that the Land Use Staff helped prepare with the Health District and how it can be more utilized in the region
- Held preliminary discussion with East Point Energy on a proposed grid scale energy storage project on North River Road.



*Flag Field - Nathan Hale Homestead*

**April, May, June**

DISCUSSION AND ACTION TOPICS:

- Tim Liptrap, member and Nichols College Professor who is facilitating a project where student interns, that are working directly with local businesses to assist them in broadening their internet visibility and support their business growth, provided an update on the work that they are doing.
- The Commission reviewed a memorandum prepared by Staff which provides a comprehensive review on all pending economic development related projects that are in various stages of progress.
- Discussed the status of ongoing and new projects in town.
- Discussed the work of the 4 Town Economic Vitality Team whose work is based upon the Regional Economic Development Action Plan prepared by AdvanceCT (formerly the CT Economic Resource Center) with the towns of Bolton, Coventry, Mansfield and Tolland. Meetings at the Staff and Committee level have been held since October to carry out the recommendations outlined in the Plan.
- Discussed the status of the Caprilands property. Dr. Cook passed away in December and the Fiduciary of the Estate is pursuing the damages due to the Estate of Adelma Simmons. Staff is working on legacy planning with the Estate and Atty. General's Office.
- Discussed the status of the Bolton/Coventry sewer extension project. Two paths are being taken to enable this project – one a new legislative initiative has been approved and the second is working with DEEP to gain approval from them. Work continues by Staff to address DEEP's questions to facilitate a post scoping notice requirement with the Environmental Impact Statement.
- Reviewed Staff's work to assist local businesses with their operations during the COVID pandemic.
- Provided an update on the ongoing work to support the Farmers' Market season. The season has started off well with good numbers of customers and the vendors have had positive experiences. More farm producers are being added to the vendor mix.
- Members were assigned target development properties with owner contact information so that they can continue to reach out to the owners to discuss how the Town can assist with marketing or facilitating movement on development of the properties. Updates were provided by the members.
- Discussed recent activities with the Creative Living Community of CT and Staff's assistance to pursue 2021 Neighborhood Assistance Act funds as well as plans that are being prepared for a revised project.
- Discussed Staff's efforts to assist the owner of Meadowbrook Plaza in addressing tenant vacancies.
- Discussed the status of new businesses that have chosen to locate in town.
- Discussed Hytone Farms proposal to install an anaerobic digester system and the assistance that the Town Staff is providing to facilitate the approval process.

**April, May, June**

DISCUSSION AND ACTION TOPICS:

- Discussed Staff's efforts to encourage new commercial development opportunities with land owners of target properties. The RTE 31/44/Grant Hill Road node is one where opportunity exists.
- Discussed Staff's work to continue regular meetings with and assist the Coventry Village Partners. A spring event in the Village to support the businesses was held in April. Plans are underway for the Spotlight on Main Street event that is scheduled for September with the CT Main Street Center.
- Discussed preparing Economic Development Commission certificates of appreciation for new businesses and ones that have performed recent improvements to their business. The certificates were hand delivered.
- Discussed Staff's ongoing work to assist the new retail agricultural business, Tardiff Farm, on Flanders Road.
- The AdvanceCT Economic Development assessment was completed by Olivia, the Town Manager intern, with Staff assistance and distributed to the Commission.
- Reviewed the potential interest of an investor who wishes to establish an autonomous vehicle testing facility in collaboration with UCONN.
- Reviewed options for funding economic development projects via Cares Act Funding.
- Discussed Staff's assistance with Integrated Rehabilitation and their interest in building a new professional office building in town.



*Stonewall Apiary Honey – Coventry Farmers' Market*

## **PLANNING STAFF HIGHLIGHTS**

YEAR **2021**

### **April, May, June**

- Continued the training of the new Planning Tech/Zoning Agent staff.
- Maintained modified new office procedures and protocols to address the COVID 19 pandemic situation. Web based and in office solutions have been implemented to continue a good level of service to our customers.
- Working with small businesses in town as well as with the Tolland County Chamber of Commerce to provide information and guidance on COVID 19 grant and resource assistance.
- Continued support activities for the 2021 Farmers' Market season.
- Continued involvement with the Tolland County Chamber of Commerce Economic Development Committee as Coventry's representative, including serving on the Board of Directors and Executive Committee.
- Continued to be involved with the Caprilands estate matter and the planning for a new residence on site, preservation of the historic residence, and legacy planning for Adelma Simmons.
- Continued to spearhead the 4 Town Economic Vitality Team work on the recommendations contained in the 4-town economic development action plan with Bolton, Coventry, Mansfield and Tolland.
- Continued work with the State of CT DEEP and the consultant hired to perform the Coventry Lake hydrilla treatment to prepare the proposed treatment plan for 2021. A State DEEP grant was awarded to the town that will assist in funding the project.
- Continued work with the consultant who performed the Eagleville Lake fanwort treatment for the treatment plan for 2021. A State DEEP grant was awarded to the town that will assist in funding the project.
- Continue to work with the Protected Lands Stewardship Committee and the Department of Public Works for trail and site maintenance and other improvements at the Williams Preserve on Cooper Lane.
- Continued to work with an arborist from a timber harvesting company to execute a forest management activity on the Nathan Hale Greenway properties to establish the beginnings of an informal trail system.
- Continued to participate in the roll out of a new permit system in the Land Use and Building Offices to replace the former one. All permits are now accepted and administered in a digital format.
- Continued to provide Staff support to the Senior Housing Alternatives Study Committee after the resignation of the former Planning Tech/ZEO. In process with the Committee to complete the study in the spring of 2021.
- Initiating planning for CT Main Street Spotlight on Main Street event scheduled to occur in Coventry Village in September.
- Continued to administer the Coventry Lakes Watershed Health pledge activities to celebrate Lake Awareness Month.
- Initiated office file consolidation and disposal project with summer office intern in order to prepare for file digitization project to be executed.

**PLANNING STAFF HIGHLIGHTS (Cont'd)**

**YEAR 2021**

**April, May, June**

- Initiating work required to facilitate the drafting of numerous Zoning Regulation amendments to comply with the new legislation adopted that will address affordable housing and retail recreational cannabis sales.
- Prepared and submitted a grant request to the State of CT Department of Housing for funds to assist in the preparation of a town affordable housing study.
- Worked with Mike Ruef to prepare responses to the State of CT DEEP to for the post scoping notice requirement for the Environmental Impact Statement to support the sewer extension project on RTE 44.



*Weekly Offerings at the Coventry Farmers' Market*



**ZONING ENFORCEMENT**

YEAR **2021**

**April, May, June**

Alexa Gorlick - Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	124
Single Family Dwellings	18
Condominiums	0
In-Law Apartments	2
Accessory Structures	
Decks/Porches	21
Sheds/Gazebos	11
Barns	2
Detached Garages	3
Pools	13
Additions/Attached Garage	2
Grading/Clearing	0
Commercial Use/Signage	5
Home Occupation	1
Interior Renovations	7
Driveway	24
Roof Mounted Solar PV	5
Other	10
	<hr/>
Total	124

\*Includes, hot tubs, dormers, pavilions and other improvements

CERTIFICATES OF USE AND OCCUPANCY = **\*24**  
(Signed for zoning compliance by ZEO)

Single Family Dwellings	7
In-law apartment	0
Condos	0
Accessory Structures	
Decks/Porches	3
Sheds/Gazebos	4
Barns	0
Detached Garages	2
Pools	4
Additions/Attached Garages	1
Other	3
Commercial Use/Signage	2

**ZONING ENFORCEMENT (Cont'd)**

**YEAR 2021**

**April, May, June**

**INSPECTIONS\***

Erosion and Sediment Control	6
Limits of Clearing	0
Certificate of Occupancy	24
Pre-Approval Inspection	4
Seed and Mulch Bond Release/Inspections	3
Zoning Complaints (initial & follow-ups)	0
Blight Complaints (initial & follow-ups)	10
Blight/Zoning Combined Inspections	0
Street Number Assignments	0
Other	
Total	<u>71</u>

**VIOLATION/ENFORCEMENT INSPECTIONS (NEW)\***

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	0
Drainage	0
Permit Conditions Not Met	0
Non-permitted Activity or Structure	2
Signage	0
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
Junk Yard	4
Greater than 1 unregistered motor vehicle	1
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	1
Livestock/Poultry/Agriculture	3
Nuisance	0
Other Zoning Enforcement	<u>1</u>
Total	<u>12</u>

## **ZONING ENFORCEMENT**

YEAR **2021**

**April, May, June**

### **News from Zoning Department:**

#### **Personnel**

Participated in the second part of CAZEO training.

#### **Enforcement**

I have set out multiple final Notices to properties that have been long out of compliance. Waiting for final dates to compile cases to forward to the town council. Continuously receiving and investigating new complaints. There is an uptick in livestock violations.

#### **GIS**

I have been meeting with Scott Roberts. He has been assisting in 'cleaning up' our GIS data. We have a vast amount of GIS data within our R Geodata file that lacks in organization. After the data is organized, it will be easier for our GIS users to create and locate existing data.

#### **Other**

Village Partners- Working on mapping all businesses in the village in preparation for summer events.

Four Town Open Space- Creating GIS data on recreational locations throughout town. Working on photographing popular locations. Will combine assets with Mansfield, Tolland, and Bolton.

Senior Housing Committee- currently analyzing draft report with members.

Farmers Market- Looking for more food vendors especially fruits and veggies.

Creating location maps for prospective businesses.

Working towards legitimizing unpermitted business.

Working on proper permit submission from paving companies for driveways.

**ZONING BOARD OF APPEALS**YEAR **2021**

April, May, June

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
ZBA-21-3			Stacer/86 Stonecroft/setbacks and lot coverage pool	4/20/21	A
ZBA-21-4			Lacore/1193 Main Street/Auto Shop	5/18/21	A
ZBA-21-5			Haviland/ 155 Standish Road/side setback	5/18/21	A

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

**INLAND WETLANDS APPLICATIONS**YEAR **2021**

April, May, June

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
20-51W	12/14/20 4/8/2021	12/16/20 -		South Street Reconstruction/Pedestrian Improvements Town of Coventry	4/28/21 W	A
21-05W	4/11/2021	-		118 Cheney Lane Install sidewalk & steps in Lake URA Steve Minicucci	4/15/2021	W
21-06WA	4/26/2021	4/28/2021		80 Bread & Milk Construct a shed in the URA Jason Roberts	5/26/2021	A
21-07NJ	5/17/2021	-		North School Rd 3-lot Resubdivision Andrew Bushnell/Brian Sweeney	5/18/2021	NJ
21-08WA	5/18/2021	-		211 North Farms 300sqft. paver patio 60ft from wetlands James Berwick	5/21/2021	A
21-09WA	5/19/2021	5/26/2021		855 Merrow Rd Remove inground pool and deck in URA Thomas Krajewski	5/26/2021	A
21-10NJ	5/20/2021	-	5/26/2021	750 Cedar Swamp 2-lot Resubdivision Andrew Bushnell/Alexis Deslauries	6/9/2021	NJ
21-11W	5/21/2021	5/26/2021		80 Bread & Milk 24' above ground pool in the URA Jason Roberts	6/23/2021	A
21-12W				North School Rd Extend existing culvert Town of Coventry - DPW		A

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
21-13W	5/24/2021	5/26/2021		1134 Main Street Library parking lot expansion in URA Town of Coventry	6/23/2021	A
20-07W (MOD01)	5/25/2021	5/26/2021		1600 Boston Turnpike Rain Garden Design Change Garret Homes, LLC	5/26/2021	A
21-14WA	5/27/2021	-		14 Avery Shores Add 120sqft. onto existing deck in URA Mark Carili	5/27/2021	A
21-15WA	6/4/2021	-		99 Stonehouse Septic tank relocation Paul Kenefick	6/8/2021	A
21-16WA	6/4/2021	-		324 Pine Lake Drive 10x16' deck in URA James Dowd	6/7/2021	A
21-17AR	6/4/2021	6/17/2021		2047 Boston Turnpike Anaerobic digester system in URA Keith Hodge/Greg Perrachio	6/17/2021	AR
21-18WA	6/8/2021	-		112 Gardner Tavern Leveling, grading, top soil in URA Tracy Underhill	6/24/2021	A

W – Wetlands Agency  
WA – Wetlands Agent  
AR – As of Right  
NJ - Non-Jurisdictional

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



*Eagleville Lake*

**April, May, June**

**News from the Inland Wetlands Agency**

Inland Wetlands Agency and Minimal Impact wetlands permits increased during the second quarter of 2021. There were a total of 2 non-jurisdictional rulings, 1 as of right ruling, 1 permit modification and 11 new applications that were received and approved. Additionally, one application from the fourth quarter of 2020 was approved and one application from this quarter was withdrawn. The types of permits this quarter were similar to last quarter, the most common permits being for pools, decks, and accessory structures within Regulated Areas. The Agency approved three Town of Coventry applications that included the reconstruction and pedestrian improvements on South Street, extending an existing culvert on North School Road, and expanding the Town Library parking area off of Main Street.

The Town Wetland Agent and Erosion Control Officer, Mindy Gosselin, can be reached via her direct office line at 860-531-2886 or [mgosselin@coventryct.org](mailto:mgosselin@coventryct.org) to discuss any of the above activity or to discuss any possible projects that property owners may be planning in or adjacent to a watercourse or wetland area. These preliminary discussions are beneficial as sometimes wetland areas and/or intermittent watercourses may not be obvious to a non-expert.



**Completed stone paver patio that was recently finished in the Wetland Upland Review Area. The site was properly stabilized with hay and seed to promote grass growth and prevent erosion into the wetlands down gradient.**

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**4<sup>TH</sup> QUARTER**  
**April, May, & June 2021**

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

<b>NEW HOUSE PERMITS ISSUED FOR THE 4th QUARTER FY 2020-2021 FISCAL YEAR</b>	
ADDRESS	DATE
1192 CEDAR SWAMP ROAD	4/16/2021
62 WINDY HILL ROAD	5/4/2021
51 WINDY HILL ROAD	6/29/2021
111 LAKE ROAD	6/30/2021

In addition to the new home permitting issued, we issued eight (8) foundation only permits:

<b>FOUNDATION PERMITS ISSUED FOR THE 4th QUARTER 2020-2021 FISCAL YEAR</b>	
ADDRESS	DATE
809 PUCKER STREET	4/13/2021
111 LAKE ROAD (DEMO & FOUND ONLY)	4/23/2021
1194 CEDAR SWAMP ROAD	5/10/2021
94 STONEHOUSE ROAD UNIT 28	5/26/2021
94 STONEHOUSE ROAD UNIT 29	5/26/2021
805 PUCKER STREET	6/18/2021
94 STONEHOUSE ROAD UNIT 30	6/21/2021
145 SATARI DRIVE	6/28/2021

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

<b>CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 4th QTR 2020-2021 FISCAL YEAR</b>	
ADDRESS	DATE
NONE FOR APRIL	
1658 NORTH RIVER ROAD	5/11/2021
29 DEER HILL LANE	5/13/2021
313 BOSTON TURNPIKE	5/13/2021
NONE FOR JUNE	

New homeowners are happily settling into eight (8) newly built homes.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 4TH QUARTER 2020-2021 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
80 BEEBE FARMS ROAD	4/12/2021
94 STONEHOUSE ROAD UNIT 33	4/21/2021
145 EDGEWATER DRIVE	5/3/2021
50 BELLEVUE DRIVE	5/18/2021
65 BIRCH TRAIL	5/27/2021
None for June	

Homeowners can now feel secure with their completed replacement of crumbling foundation for one (1) home in Coventry this quarter.

<b>CRUMBLING FOUNDATIONS ISSUED CO's 4TH QUARTER 2020-2021 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
NONE FOR APRIL	
39 JOSHUA LANE	5/11/2021
NONE FOR JUNE	

**Municipal Projects:**

There was permitting issued in the month of June for fire rated doors to be installed in the high school.

**Commercial Projects:**

The town had a very busy fourth quarter for commercial permitting. There were four (4) commercial permits issued in the month of April. The first was for an addition and renovation at Eye Trade at 1199 Main Street in the village. Next was for a tenant fit out of MJ Nail Salon at 3466 Main Street. Then a finishing of basement space for commercial use at 1153 Main Street. Finally, a tenant fit out for the Nathan Hale Farm and Feed at 2050 Boston Turnpike was issued in the month of April.

In May, four (4) more permits that are commercial were issued. The first was for a tenant fit out for a new massage therapy office at 21 Bread & Milk Street called Therapeutic Bodywork. The next permit was a complete renovation tenant fit out for a new accounting firm at 1776 Boston Turnpike. Then there was a permit for cell antennas on Folly Lane. Finally, there was a tenant fit out to sell small Japanese import vehicles at JDM Imports at 1193 Main Street.

There were three (3) permits taken out for commercial activity in June. One was for a sign for MJ Nail Salon at 3466 Main Street. The other was for a Sign at JDM Imports at 1193 Main Street. The last permit was for cell tower equipment at the cell tower behind Town Hall at 1712 Main Street.

The Building Official completed four hundred thirty-five (435) inspections this quarter.

There were twelve (12) solar permits issued and closed out during this quarter.

There was one (1) venting inspection this quarter for a sewer connection.

The Building Official attended two (2) hours of continuing education this quarter.

The Town of Coventry Building Department has migrated their permitting system over to the Open Gov. View Point Cloud permitting system. All permitting is required to be applied for online. This includes Land Use permitting for Zoning and Wetland reviews and driveway permits. You can access this site using the following link: <https://coventryct.viewpointcloud.com/> A computer kiosk has also been installed in our office so that we can assist those who would have difficulty scanning in and applying for their permitting at home.

### Permits for this Quarter

PERMIT TYPES	April, 2021	May, 2021	June, 2021	Fourth Qtr. 2021-2022
Houses only	1	1	2	4
Foundation only	2	6	3	11
Condominiums	0	0	0	0
Commercial Bldg/Renov	4	4	3	11
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	1	1
Additions	1	3	3	7
Garages/Carports	1	1	1	3
Sheds/Barns	3	3	4	10
Decks/Porches	5	11	4	20
Pools	4	5	6	15
Demolition	1	2	0	3
Woodstove	2	0	1	3
Miscellaneous	9	7	8	24
Renov/Repair/Alter	17	19	7	43
Plumbing	4	0	9	13
Heating	14	18	18	50
Electric	21	23	29	73
<b>TOTAL PERMITS</b>	<b>89</b>	<b>103</b>	<b>99</b>	<b>291</b>
<b>PERMIT VALUE</b>	<b>\$1,088,051</b>	<b>\$1,563,964</b>	<b>\$1,366,954</b>	<b>\$4,018,969</b>
<b>FEES COLLECTED</b>	<b>\$16,217</b>	<b>\$17,746</b>	<b>\$19,868</b>	<b>\$53,831</b>
<b>Certificate of Completion</b>	<b>42</b>	<b>94</b>	<b>78</b>	<b>214</b>
<b>C/O's - New Homes/Condos</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>5</b>
<b>C/O's - Other</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>5</b>

## *TOWN OF COVENTRY FIRE-EMS DEPARTMENT*



### QUARTERLY REPORT

April 1, 2021 – June 30, 2021

#### **Summary Highlights for April – June 2021**

The second quarter 2021 was busy. We are averaging about 3.5 calls per day. In addition to the emergency responses the department responded to, we also participated in weekly, monthly and quarterly meetings to stay prepared and discuss our response to the ever changing influx of information surrounding Covid-19 and the vaccine administration. We meet weekly with the Town Manager, Department of Emergency Management & Homeland Security, and the Governor's Office. Every month we are meeting with the Local Emergency Coordinating Committee, Transition Team and the Department Chiefs. Quarterly participation in the Town Health & Safety meetings as well as CIRMA's Fire Service Task Force.

In **April** we continued updating the striping and logo's on our fire apparatus in an effort to unify the appearance of all apparatus in our fleet. We reviewed bids for apparatus maintenance and awarded a contract to Bull Dog Fire Equipment for maintenance. The transition team conducted its second to last meeting and the Fire Chief and Fire Administrator attended a class on OSHA compliance.

In **May** we worked with IT to conduct a needs assessment. The newly appointed Fire Chief was ratified by the Town Council. Interviews were conducted for the remaining officers of the Department to begin on a permanent basis starting July 1, 2021. Our members participated in the Memorial Day parade and we celebrated the college graduation of several of our EMS team members. The week of May 16-22 was EMS week, so we presented each of our EMS members with a challenge coin as a small way of saying thank you for all you do even during these

unprecedented times. Finally we auctioned off the old Forestry truck and took delivery of a new service truck.



In we began supporting the Farmers Market through the efforts of our fire police and firefighters. The fire officers were selected and ratified. June 30 we conducted the swearing in ceremony of the permanent officers of the Town of Coventry Fire-EMS Department to conclude the steps of a formal merger. This is an exciting time for the fire department as we begin a new fire-ems department as one unified entity.

### RECRUITMENT INFORMATION

Our volunteers put in hours and hours of time to be prepared to serve our community. Please thank them the next time you see one of them. If you would like to join us, we are in need of EMTs and Firefighters to join our organization. If you are interested please see our web page:

<https://www.coventryct.org/138/Fire-Departments>

If you have any questions or concerns for your Fire Administrator, please contact:

James McLoughlin, Fire-EMS Administrator  
Emergency Management Director  
Town of Coventry  
1712 Main St.  
Coventry, CT 06238  
[jmcloughlin@coventryct.org](mailto:jmcloughlin@coventryct.org)

Quarterly Report  
Fourth Quarter FY 20\_21  
April - June

Coventry Police Department



Agency Directive 1.2.2 indicates that each year, the chief of police shall develop a statement of goals and objectives for each agency component, (Administration, Operations and Support). Each member of the agency shall have an opportunity to provide input into the formulation of component and agency goals and objectives. The chief of police shall facilitate this input by asking agency personnel to submit their ideas, suggestions and recommendations in writing. The chief shall review and consider this material in developing the component and agency goals and objectives. Agency goals and objectives shall be developed as part of the budget preparation process and included as part of the budget submission. The goals and objectives of the Town Council shall also be used as guidance in preparing the agency goals and objectives.

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

Listed below are the stated goals and objectives for each agency component for the 20/21 fiscal year and information regarding the department's efforts and progress toward meeting those goals.

#### **ADMINISTRATION**

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

**Objectives:**

- Successfully complete the year one assessment cycle for CALEA accreditation.

We are preparing for our first annual assessment which will be held in July 2021. A number of policies were amended to comply with the recently passed Police Accountability bill, new mandates from the Police Officers Standards and Training (POST) and new or amended CALEA standards.

**Goal:** *Administer a test for sergeant position(s).*

**Objectives:**

- Select a testing vendor to develop a testing process for sergeant by March 2021.
- Administer a sergeant's test to eligible candidates by June 2021.
- Establish an eligibility list for sergeants by the end of the fiscal year.

The Town Council authorized funding from the 20/21 fiscal year to contract with a testing vendor for a testing process for the rank of sergeant. We will work with the selected testing company regarding the logistics of the test. We anticipate a test given in September 2021.

**Goal:** Complete an audit of the police department lockup for compliant with the Prison Rape Elimination Act (PREA) standards.

**Objectives:**

- Complete policy development on PREA compliance by December 15, 2020.
- Complete staff training on PREA standards by February 2021.
- Install annunciator system in holding area by March 2021.
- Schedule a PREA audit of the holding area by May 2021.

Due to numerous changing and onerous requirements of the PREA TIPS grant, the department withdrew from the grant. We will continue to work toward PREA compliance when time and staffing allows.

**Goal:** Hire and train patrol officers to replace any vacancies that arise during the fiscal year.

**Objectives:**

- Recruit a diverse applicant pool by utilizing various means consistent with the agency's existing recruitment plan.
- Conduct a thorough selection process consistent with the agency's existing recruitment plan.

Officer Santiago is schedule to graduate the police academy in late July. Due to the resignation of Officer Olivia Beausoleil, we will be recruiting for another patrol officer position. We will be seeking a lateral candidate who is already certified.

## OPERATIONS

**Goal:** Begin utilizing scheduling software for all agency members.

**Objectives:**

- Research software vendors who specialize in scheduling software for public safety organizations and select vendor by August 1, 2020.
- Begin installing and preparing software utilizing local work schedule and hiring rules by November 15, 2020.
- Begin utilizing scheduling software by December 1, 2020.

The scheduling software went live on May 15, 2021. Officers now make all requests for vacation time or other authorized leave through a mobile application. Supervisors then approve or deny the time off. Overtime assignments are also filled through the application. We hope at some point, by working with the Finance Department, to use the software to manage payroll instead of using paper files.

**Goal:** *Reduce instances of thefts from unlocked vehicles by 25% over previous fiscal year.*

**Objectives:**

- Utilize social media and other means of communicating with citizens on the importance of locking vehicles as a deterrent to theft of contents or vehicle.
- Continue to collect fingerprints and DNA samples from vehicles that have been burglarized and/or stolen.
- Continue to conduct thorough investigations of instances of thefts from vehicles and stolen vehicles.

We received only two reports of thefts from motor vehicles during the quarter. There were also two car thefts, both of which had the keys in the vehicle. Increased neighborhood patrols and a social media awareness will continue.

**Goal:** *Replace existing military surplus patrol rifles with new Diamondhead model 6 rifles with aimpoint sights.*

**Objectives:**

- Select rifle specifications and vendor by August 1, 2020.
- Purchase patrol rifles and accessories by November 1, 2020.
- Complete officer training by November 30, 2020.

Training with the new Diamondhead rifles is complete with the exception of two officers. Those two will be trained with Officer Loren Santiago after his graduation from the academy in July.

## SUPPORT

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

**Objectives:**

- Increase Facebook page following and engagement to 6500 people.
- Conduct and widely advertise a Coffee-with-a-Cop event in October 2020.
- Increase participation of officers at both recurring and special events in town, particularly those involving children.
- Provide training for staff on providing social media content for the social media officer.

Our Facebook following is currently 6153 people. We continue to get additional followers each week.

We will continue to highlight the good work by our officers, community events and issues regarding crime prevention and safety.

**Goal:** *Install new Citrix Server and upgrade in-car laptops in order to improve in-vehicle computer capabilities and performance.*

**Objectives:**

- Have the Citrix server installed by Accucom, our CAD vendor by October 30, 2020.
- Install upgrade in-car laptops by November 30, 2020.
- Conduct staff training with new laptop configuration by December 30, 2020.

The Accucom server and software installation is complete.

With the assistance of Dave Hicks from IT, all the upgraded laptops have been installed.

**Goal:** Facilitate successful implementation of a new Livescan fingerprint unit.

**Objectives**

- Work with representative of state DESPP to have Livescan unit installed by March 1, 2021.
- Contract Accucom to install interface from Livescan to CAD/RMS system by March 15, 2021.
- Train staff who will be using the Livescan fingerprint unit by March 15, 2021.

The Livescan unit is at police headquarters, temporarily set up in the conference room, awaiting installation by the state. The most recent communication was that it would be connected in late July. Accucom will be installing the interface sometime after the unit is operational.



**Training during the quarter was limited due to restrictions of COVID-19. Most in-person training outside the agency had been cancelled. Quarterly training for April 2021 to June 2021 includes:**

April

Officer Wayne Greener participate in monthly CREST training.

Officer Kelsey Carpenter attended a two week at-scene crash investigation training. Officer Carpenter will go on to take the advanced crash investigation training when it becomes available.

Sgt. Jeff Spadjinske completed an Internal Investigation training class.

Officer Robert Dexter completed a four-day Field Training Officer class.

Sgt. Jeff Spadjinske participate in a one-day liability seminar hosted by CIRMA.

Officer Robert Michaud attended a three-day crime scene investigation class.

Officer Wayne Greener attended a one-week class on interviews and interrogations.

## May

Officer Wayne Greener and Officer Michelle Krukoff participated in monthly CREST training.

Sgt. Thomas Kuhns attended a week-long Law Enforcement Executive Development Seminar hosted by the FBI.

Officer Olaph Anderson attended a use of force tactical class.

Chief Palmer attended a two-day Executive Training hosted by the CT Police Chiefs Association.

## June

Officer Greener attended a one-week annual CREST training.

Officer Kelsey Carpenter attended the two-week Advanced Crash Investigation training class.

### **Other Items of Interest**

Members of the agency participated in a tabletop exercise along with staff from the school district. The exercise was facilitated by CIRMA.

The department honor guard led the Memorial Day Parade while other officers managed several traffic posts.

A listing of calls for service for the quarter is attached.



# Coventry Police Department Incident Analysis

4/1/2021...6/30/2021

		Shift			Total
1st	2nd	3rd			
202	661	440			<b>1303</b>

UCR	Nature	1st	2nd	3rd	Total
001	Marine Patrol Activity	0	16	10	26
003	Car Seat Installation	0	4	6	10
029	Disabled Motor Vehicle	3	8	8	19
11A	Sexual Assault With Force	0	1	0	1
13B	Assault Simple	0	0	1	1
13C	Intimidation	1	4	3	8
152	Suicide Threat/Attempt	0	0	4	4
210	Extortion/Blackmail	1	0	1	2
220	Burglary	1	0	1	2
23F	Larceny Theft From MV	0	2	0	2
23H	Larceny All Other	0	0	1	1
240	MV Theft	2	0	0	2
250	Counter/Forgery	0	1	1	2
2604	Fireworks/Gunshots	3	1	12	16
2609	Littering	0	4	1	5
2625	Notification	0	0	1	1
2631	Public Hazard	4	18	19	41
26A	Fraud False Pretenses	1	4	1	6
26B	Fraud Credit Card/ATM	0	1	0	1
26C	Fraud Impersonation	0	0	4	4
26F	Identity Theft	0	2	0	2
290	Vandalism	2	3	2	7
2914	Animal Complaint	17	34	18	69
3009	Susp Person/Activity/MV	33	36	58	127
326	Illegal Parking	0	2	0	2
332	Harassment/Harassing Phone Calls	1	6	2	9
334	Untimely Death	0	2	1	3
343	MV Accident (Injuries)	1	3	2	6
344	MV Accident Evading	0	1	1	2
345	MV Accident Fatal	0	0	1	1
346	MV Accident (No Injuries)	2	16	9	27
347	MV Accident (Private Property)	1	5	1	7
351	Alarm	12	28	20	60
353	Medical	33	45	30	108
355	MV Stop	25	75	34	134
35A	Drug/Narcotic Violation	3	0	0	3
36B	Sexual Assault (Statutory)	0	1	1	2
370	Pornography	0	1	1	2
375	Routine Assistance	1	45	19	65
377	Open Door/Window	2	1	1	4
388	Miscellaneous	2	13	10	25
390	Police Information	0	3	4	7



# Coventry Police Department Incident Analysis

4/1/2021...6/30/2021

391	CREST callout	0	0	2	2
392	METRO callout	1	1	2	4
396	Escort	1	1	1	3
398	Missing Person	0	1	0	1
399	Lost And Found	1	15	5	21
400	Family Matter - Non Arrest	0	4	6	10
4811	Finger Printing	0	94	0	94
4858	Fire	0	9	5	14
4867	Background Investigation	0	1	1	2
4873	Assist Other Agency	4	14	19	37
4874	Test Ticket	1	2	1	4
520	Weapon Law Violations	0	2	1	3
82	Runaway/Non NIBRS	0	2	0	2
861	Disturbance (Non-Domestic)	3	11	7	21
866	Noise Complaint	0	3	6	9
889	Check Welfare	1	19	15	35
890	MV Erratic Operation	2	19	35	56
891	MV Lock Out	1	5	3	9
90D	DWI	3	1	6	10
90Z	All Other Offenses	0	2	0	2
911	911 Hang Up Call	0	3	2	5
H109	Junk MV	0	5	0	5
Sup	Supplemental	33	61	34	128

**Human Services Department  
Quarterly Report  
April-June 2021**

***Staff:***

**Annemarie Sundgren, Human Services Administrator  
Dianna Grindle, Administrative Assistant  
Sneha L’Heureux, Youth Services Coordinator  
Brenda Bennett, Senior Center Coordinator  
Sarah Leete, Transportation Coordinator**





**HUMAN SERVICES OFFICE**  
*April - May - June 2021*

**A. HUMAN SERVICES**

**Meetings and Trainings:**

- Adult/Child CPR and First Aid certified training
- Adult Mental Health and First Aid
- 4/14 Hunger Action Team Meeting
- 4/15 Emergency Benefit Broadband
- 5/4,5/11,5/18,5/25,6/1,6/8 Community Partners in Leadership Academy
- 5/6 Annual Adult Mental Health Day Symposium
- 5/12 Navigating the role of family Caregivers after a Pandemic
- 5/20 Class Meeting
- 5/26 Aging Matters
- 6/2 Tri-County Collaborative
- 6/10 Opening of Eastern Connecticut Veterans Community Center
- 6/22 Coalition for Elder Justice in CT

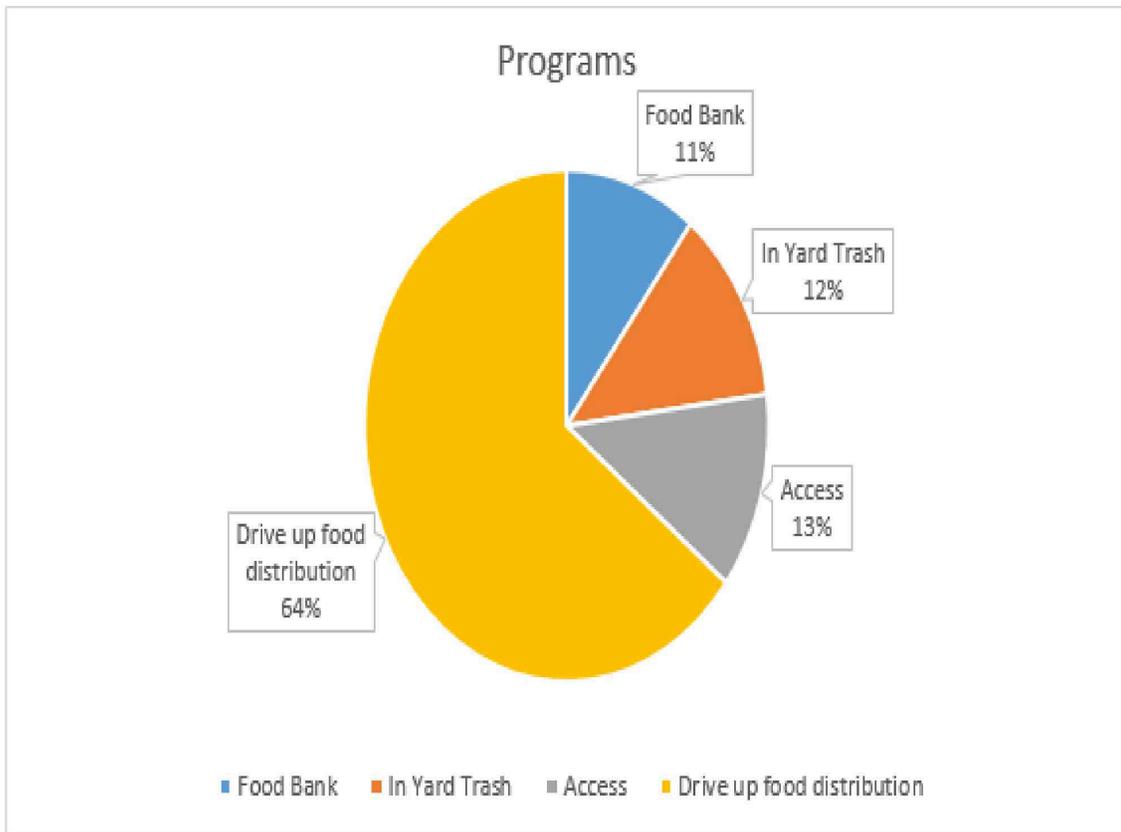
**Direct Services:** 2 unduplicated client cases

We have returned to having in office appointments with clients. They are being asked to call ahead to set up an appointment.

**Special Needs:**

- 1 family (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$850.80

- **Access:** The program has closed with an additional 19 applications processed this quarter. Overall, a total of \$17,605 was awarded in energy assistance to residents.
- **Special In yard Trash:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 19 households on the In-yard Service List at this time.



- **Food Bank:** April – June

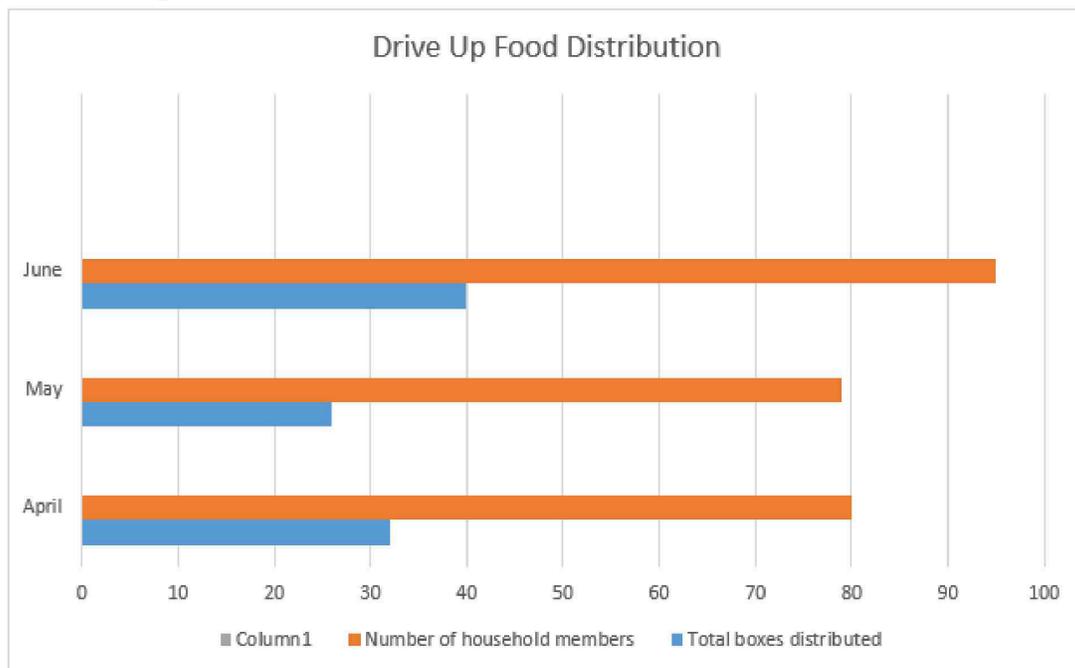
Assistance Records: 16
Total Household Assistance: 11 with a total of 35 members (12 kids)

Unfortunately, many events that we rely on to stock our food bank, such as the Girl Scout Camporee, Postal Letter Carrier Food Drive and the Coventry Public School end of school year food collections, were cancelled due to Covid-19. We reached out to the community and we became overwhelmed by the response. We relocated the food bank to Town Hall and it was sustained with the generosity of our residents. Food Bank adjustments included curbside pick-up at Town Hall.

In the upcoming weeks, we will slowly be transitioning our makeshift food bank in town hall back to the food bank in the community center. At that point, we would like to return to having clients shop for what they need at weekly appointments.

### **FOOD BOX DISTRIBUTION:**

We had a great response within the community to our drive up food boxes distribution. Residents who participated pulled up to the front of town hall and received a box of nonperishable pantry items as well as a box of fresh items from the Farms to Family program. Over the course of the 3 events this quarter we handed out 98 boxes to benefit 254 household members.



**Salvation Army:** Funds this quarter were used to provide rental assistance to a client. In addition to replenishing our food bank supply with supplies purchased at Walmart.



- **PUBLIC RELATIONS** : Facebook, Eblast, Press releases, Spring Newsletter and Munivision., Collaboration with BOE for Food Bank availability.

## **B. SENIOR SERVICES**

### **SENIOR CENTER: APRIL, MAY, JUNE Quarterly Report**

#### **Holiday Closures**

- April 15th (Good Friday)
- May 30<sup>th</sup> (Memorial Day)

#### **Building Closures**

- During the month of April and mid-May, the Center was closed on Thursdays at 3pm and all day Fridays for the Coordinator to provide staff support in the Building Department.

#### **Indirect Services**

##### ➤ **CHOICES Counseling**

Certified CHOICES counselor, Penny Whitaker and assisted **16** individuals remotely during this quarter. CHOICES provides unbiased information about Medicare and related programs. Appointments can include a benefits explanation, plan comparisons, screening for appropriate programs and application assistance.

#### **Webinars, Professional Development and Networking**

## Coordinator

- Web Seminars:
  - Mental Health in Later Years Web seminar - 5/5/21
  - Navigating Role of Family Caregivers – 5/12/21
  - Promoting Dignity in Food Pantries – 5/19/21
  - How to Help Older Adults - Lyft Program – 5/24/21
  - Defending Older Adults from Equity Theft – 5/26/21
  - Beware of Utility Scams: CNG, SCG, UI
  - Key Drivers of Food Insecurity and Health Outcomes – 6/16/21
  - National Center on Law & Elder Rights – Aging in Place – 6/17/21
- CT Association of Senior Center Professionals (CASCP) - Senior Center Task Force (biweekly)
- Human Services Department Zoom Staff Meetings – 4/27, 5/13, 6/3/21

## Administrative Assistant

April 12<sup>th</sup> – Security Mentor “protecting Information”  
April 27<sup>th</sup> – NCOA Root Causes of Vaccine Hesitancy in Older Adults  
May 5<sup>th</sup> – ASA Mental and Emotional Health in Later Years  
May 6<sup>th</sup> – NCOA Older Adult Mental Health Awareness Day Symposium  
May 12<sup>th</sup> – “Navigating the Role of Family Caregivers after a Pandemic: Resources and Supporters Available to CT Families” with Susan Bysiewics, Lt. Governor of Connecticut  
May 25<sup>th</sup> – “I am Vaccinated Now What” AOASCC Webinar  
June 2<sup>nd</sup> – “The Role of Technology in Aging” ASA Webinar  
June 17<sup>th</sup> – “What it Takes to Age in Place” Webinar  
June 21<sup>st</sup> – Security Mentor “When Is A Friend Not A Friend”  
June 22<sup>nd</sup> – “Elder Abuse and Neglect” Webinar

## 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 250 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 **334** “likes”, **17** more than last quarter.

**April** The Center remained closed to the public and continued providing indirect services, well check-ins, vaccine assistance and transportation to medical appointments during the month. By appointment, only, limited services such as public computers and the fitness room were utilized by patrons and staff

began preparation for a reopening of the Center in May. During the month, the fitness room and public computers were available to patrons by appointment.

**Grant Opportunity** - The Center was awarded a \$2,500 grant through The Department of Aging and Disability Services, State Unit on Aging providing a funding opportunity to ensure Connecticut older adults stay safe, healthy and connected during the pandemic. The Center purchased 6 iPads and protective covers; fitness equipment to distribute through a lending library, 2 thermometers, face shields for staff and vendors, canopy pop-up shelter for outdoor programming.

Total Visits = 44

Fitness Room Visits = 27

Computer Visits = 15

Tech Assistance (one-on-one) = 1

AARP Tax Aide Program - Volunteers provided this *free* modified curbside service to 16 participants

**May** – The introduction of a slow and careful reopening of the Center for programs and activities, the building remained closed for casual socializing and visitation and patrons were asked to call ahead and RSVP for program attendance. Tours of the Center were offered to patrons prior to participating in an activity and 2 patrons requested tours. Check-in with staff was mandatory upon arrival, each patron would complete an Activity Agreement.

Total Visits = 58

Fitness Room Visits = 27

Computer Visits = 6

Podiatry 5/20 = 9

Chair Yoga 5/24 = 9

Book Club 5/26 = 4

Fitness Lending Library = 1

**June** The Center welcomed back our podiatrist, chair yoga, book club, bingo and music for the first time in over of a year. Mask wear is required for all unvaccinated persons while in the Center. The building remained closed for casual socializing and visitation and patrons were asked to call ahead and RSVP for program attendance.

Total Visits= 118

Fitness Room Visits= 31

Fitness Lending Library = 1

Computer Visits= 16  
Book Club 6/23 = 1  
Bingo = 22  
Sing-a-Long Group = 10  
Chair Yoga = 30  
Tai Chi 6/30 = 7

## C. TRANSPORTATION

### Coventry Rides Transportation Program April-June 2021

# Days of Operation: 33	# Vehicle Hours: 97.75
# Vehicle Hours Average/Daily: 3	# of Individuals Riding: 21
# Miles Total: 1206	# of One-Way Trips: 97

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

Due to Covid-19, all volunteer drivers have been removed from the schedule until further notice for their safety. Sarah Leete, Transportation Coordinator, is currently driving Seniors and residents with disabilities to medical appointments as needed. For the safety of our riders and drivers, masks are required on the vehicle at all times. Riders are no longer required to maintain six-foot distance from each other, and more than one rider is allowed on the vehicle at this time. Masks and hand sanitizer are available on the vehicle and it is wiped down with disinfectant after each run.

**Volunteer Van and Bus Drivers** (*Not on the schedule until further notice*): Brian Coss, Christine Coss, Howard Haberern, Jack Thayer, Jim Wicks, and Joyce Wicks.

Volunteer drivers were invited to a meeting on June 24th to discuss the program going forward and to meet Annemarie Sundgren. In attendance were Brian and Christine Coss, Howard Haberern and Jim and Joyce Wicks. All drivers were given the opportunity to ask questions and all seem comfortable getting back to volunteering as soon as they can be utilized.

**Private Car Drivers** (*Not on the schedule until further notice*): Cheryl Buck-Kenny, Sue Chvirko, Chris Coss, Lori Boucher, Trena Gale, Paulette Marquis, Claudette Polhemus, Sylvia Jobbagy, Terry Thayer and Wayne Whitaker.

Transportation is offered Monday, Tuesday and Thursday from 9-1 to locations in Bolton, Manchester, Tolland, Rockville/Vernon and occasionally South Windsor. Transportation is available on Wednesdays for Out to Lunch Bunch and luncheons at the Senior Center and that service will continue when those programs resume. Van transportation is used for medical

appointments, grocery and other shopping, voting, senior workshops, Senior Center, employment, town events and entertainment. Private car volunteers provide trips to Farmington, Hartford, Glastonbury and Newington for medical appointments as needed. Coventry Rides volunteer Howard Haberern has been hired as a per diem driver as of June. Howard previously volunteered to drive individuals from Orchard Hills on a monthly group trip to Walmart in Windham, and will resume those trips as a paid driver. The Rides program had been scheduling one small group trip per month and averaged 8 people per trip. Our trips to Walmart have been postponed due to Covid-19 but will resume in the next month or two depending on interest. Howard will also drive other riders as needed as back up to the current driver and volunteers.

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

## **D. YOUTH SERVICES**

### **Youth Services Quarterly Report April to June 2021**

#### **Administrative Function:**

- Met with School Social Workers from GHR and CHS to plan for Mentoring Program for Fall 2021. As of now, we are a go!
- Planning for Summer Stage at the Lake underway.
- Joined the Eastern Chapter of YSB Chronic Absenteeism and Truancy group
- Continued to attend YSB Eastern Chapter Meetings virtually
- Completed Adult Mental Health First Aid Training and Youth Mental Health First Aid Training
- Participated in Tabletop Exercise conducted by Board of Education
- Conducted a Mental Health training for all returning and new Camp Staff
- Became Adult/Child CPR and First Aid certified
- Started Safe Sitter Instructor training at the end of June to be able to teach Safe Sitter course come fall!
- Continued to assist Dianna with Food Bank and Drive thru events

#### **Direct Service**

##### **A. Functions**

- Youth & Family Cases 1 cases

➤ Community Service	3 cases (requests)
➤ Youth Job Bank Requests	4 requests
➤ Youth Job Bank Matches	0 matches
➤ Juvenile Review Board	0 case
➤ Youth & Family Counseling Clients	1 client (referral)
➤ Campership Assistance	4 cases

#### **B. Programs**

- All Youth Programs have been cancelled for the remainder of the School Year
- At Home Safety courses were resumed in person.
- Worked collaboratively with Parks and Recreation to come up with a plan for Summer Camp with guidance from CDC, Parks and Recreation Association and Governor's Orders while Cat was on maternity leave
- Dianna and I finished coordination of Summer Stage at the Lake. Looking forward to 4 nights of fun at Patriot's Park Band shell.
- Prepping to move food bank back to Community Center with Dianna.

# Booth & Dimock Memorial Library

Quarterly Report  
April - June 2021



## I. Circulation

- a. Total – **11,673**
  - i. By Item Type
    - 1. Books & Serials – **8,726**
    - 2. Video – **720**
    - 3. Audio – **309**
    - 4. Other – **148**
    - 5. Electronic – **1,770**
  - b. ILL (included in total)
    - i. BDML as Borrower – **652**
    - ii. BDML as Lender – **955**

## II. Programs

- a. Total Programs – **81**
- b. Total Attendance – **1,903**
- c. All programs were virtual and open to everyone, no age restrictions
- d. Some programs include our Classroom Storytime Visits, book club meetings, Spice Club, Tea Explorers, Science Thursdays, Mathmagical Mondays, Grab & Go Calm Down Kits, Take & Make Homemade Ice Cream, and Take & Make Solar Fairy Houses.

## III. Internet

- a. Library Computers – **168**
- b. Wifi
  - i. Total sessions – **6,996**
  - ii. Total devices – **285**
  - iii. Total clients per day – **1,152**

## IV. Reference – **1,717**

## V. Patron Information

- a. Visitation – **2,439**
- b. Curbside Orders – **702**
- c. Registration – **57**

## VI. Social Media

- a. Posts – **100**
- b. Engagements – **19,208**
- c. Interactions – **1,176**

## VII. Maintenance

- a. PJF Contractors LLC repaired a hole in the ceiling caused by a roof leak.
- b. Issues with the Library's dehumidifier are arising. New England Mechanical is investigating what appears to be an electric issue with the unit.

### **VIII. General**

- a. The Library is leasing a new copier that also has faxing capabilities. The old fax machine was removed and faxing fees have been modified to \$1/page, up to a maximum of \$5 per faxing transaction.
- b. The Library was awarded \$17,079 in ARAP funds. These funds will be used for new furniture in the community room, air purifiers, and a secure charging station.

### **IX. Staff**

- a. Margaret was elected CLA Treasurer-Elect.
- b. Christa completed a course through Library Journal on “Evaluating, Auditing, and Diversifying Your Collections.”
- c. Kayla attended a webinar through Bibliomation on the State’s ILL system called Fulfillment.
- d. Jenn was selected to participate in the State Library’s new initiative “Read Across Connecticut.”
- e. Rose Datum resigned from her position as Library Assistant I.
- f. Karen Duhamel Lambert was hired as Library Assistant I.
- g. Barbara Hall retired after over 30 years of service at Booth & Dimock Library.

**PUBLIC WORKS DEPARTMENT**  
**Quarterly Report**  
**April, May and June 2021**

STAFF

Director of Public Works .....	William Watkins
Superintendent of Operations / Tree Warden .....	Mark Owens
Administrative Secretary .....	Donna Wrubel
Heavy Equipment Operator / Crew Leader .....	Clifton Labrec
Facilities Crew Leader .....	Monica Bragdon
Heavy Equipment Operator / Crew Leader .....	Charles Harakaly
Public Works Maintainer II .....	Richard Watts
Public Works Maintainer II .....	John Hoffman
Public Works Maintainer II .....	Lee Davey
Public Works Maintainer II .....	Erik Johansen
Public Works Maintainer I .....	Michael Mangiafico
Public Works Maintainer I .....	Troy Stout
Public Works Maintainer I .....	Colin Dunnack
Public Works Maintainer I .....	Eric Hurlburt
Public Works Maintainer I .....	Kevin Vincens
Public Works Maintainer I .....	Travis Pascarelli*
Seasonal Laborer .....	Kevin Leitao
Sanitation Maintainer .....	Charles Grossmann
Lead Mechanic .....	Daniel Caron
Mechanic I .....	Robert Maxwell
Mechanic's Helper .....	David Mortimer
Cemetery Maintainer .....	Lance Kozikowski
Seasonal Laborer .....	Louis Frank
Town Engineer .....	Todd Penney
WPCA Technician / Operator .....	Michael Ruef
Cemetery Sexton .....	Sherry Chapman

\*Travis started on 6-1-2021

**PUBLIC WORKS DEPARTMENT**  
**Quarterly Report**  
**April, May and June 2021**

The vacant Maintainer 1 position was filled with an external candidate. There was a written test and an oral interview panel that picked the final candidate.

Mark Owens handled numerous tree complaints. Tennet Tree was contracted to remove dead trees that the department received complaints on. Mark also started a new list of trees for removal that will take place at the beginning of the fiscal year.

The Street sweeping program was completed the first week of June. The crew was able to sweep all towns roads. This has not been completed for several years.

DPW staff continued to assist Social Services with their monthly food distribution by carrying boxes and bags of food and loading it into resident's vehicles.

The shop performed routine maintenance on vehicles and equipment. There were no significant breakdowns during the quarter.

**Spring Construction:**

- Catch Basin repairs completed on Ridgebrook, High Meadow, North Farms and Barbara
- Binder coarse and new curbing installed on Ridgebrook, High Meadow and North Farms
- Approximately 2000 ft of underdrain installed on North Farms by Sunset Construction
- Cross walk Flashing Beacon installed at Rt. 31 and Ripley Hill



**The Department also worked on the following projects:**

- Water Tank was put in place at Miller Richardson to be used in conjunction with the irrigation system
- Roughly 2000 yards of loam was screened from the spoils left over from road work and other miscellaneous projects over the last several years.



- Bacher Corp. did a demonstration of an all-electric zero turn mower. The grounds crew ran the machine on a piece of town property to try it out.



- Five trees were planted at Veteran's Green for Arbor Day. There was also an Arbor Day event held and a Sweetgum Tree was dedicated to Chuck Conklin.



**The crew continued to perform routine road maintenance including:**

- Pot hole patching
- Roadside mowing
- Roadside brush clearing and tree trimming
- Sign maintenance
- Ballfield Maintenance including lining fields, mowing and trimming
- Cemetery Maintenance including mowing and trimming
- Building Maintenance
- Building Grounds Maintenance

**Town/State Projects: Town Engineer Todd Penney**

***Folly Lane Bridge over Skungamaug River Replacement Project:*** Bridge is completed and open for traffic. TradeMark Contractors LLC finished the punchlist item in May. All that is left is project construction administration close out.

***Swamp Road at Boston Turnpike Intersection Improvements Project:*** All project Right of Way acquisitions are completed. The final bidding documents sent to ConnDOT for Authorization to Advertise to bid project on 6/11/21. Town will bid project as soon as it is allowed. Project will start later this year and finish by June 2022.

***South Street Roadway and Pedestrian Improvements Project (Phase 1):*** All permitting has been obtained. We are seeking a sidewalk easement on the Fife and Drum Corp parcel to minimize wetland disturbances. 90% Construction Documents submitted to CRCOG in June. Bidding project is anticipated for October of 2021. Construction will take place in 2022.

***Hop River Road Bridge Project:*** CDOT proceeding with the design and permitting for the project. 70% Construction Document submittal anticipated for August 2021. Town does not anticipate construction to happen until 2023.

***Community Connectivity Grant – Main Street Sidewalk Extension to Lisicke Beach:*** Public Involvement held virtually in April. Project was well received. I am working with the abutters to incorporate any necessary construction details to minimize the impact of the project. Minor sidewalk easements are being sought to maintain a consistent and safe pedestrian corridor. Construction not anticipated to start until 2022.

**COVRA**  
**Quarterly Report**  
**April, May and June 2021**

**TRANSFER STATION: MATERIALS RECEIVED**

	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
Revenues	\$12,633	\$1,457	\$3,734	\$12,633
Electronic waste – each	130	103	266	695
Propane tanks – each	12	3	12	43
Bulky CD/brush – tons	22	13	29	105
Scrap metal – tons	3	2	3	27
Tires – each	8	4	55	116
Leaves – tons	1	0	2	12
Refrigerant – unit	26	16	33	88
Mattress / box spring	66	39	93	216
Customers	274	178	472	1,548

**TRANSFER STATION: VENDORS & MATERIALS TRANSFERRED**

	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
Willi Waste – cd – tons	23	20	28	109
Willi Waste – brush – tons	5	0	0	23
Willi Waste – metal – tons	5	0	11	24
Take2 - refrigerant – units	0	0	166	16
Take2 - electronics (CED) – lbs	7,250	1,880	3,287	12,406
Take2 - electronics (non) – lbs	1,192	367	654	3,618
Take2 - uw lamps, mixed – lbs	0	0	220	542
Take2 - batteries, mixed – lbs	0	0	410	385
Mighty Flame – propane tanks – each	93	0	0	0
Bob’s Tire – each	0	12	0	209
Bay State Textiles – lbs	200	230	760	2,480
Bye Bye Mattress	91	20	100	177

**CURBSIDE PICK UP**

**(all material from this chart hauled to Willimantic Waste Paper by All American Waste)**

	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
MSW @ \$69.56 / ton	335	317	368	1,020
Expenditure	21,627	18,281	23,196	\$70,871
Recycling @ \$30.90 / ton	103	94	110	307
Expenditure	3,185	2,901	3,397	\$9,483
Bulk @ \$78.85 / ton	19	19	21	59
Expenditure	1,527	1,524	1,673	\$4,724

**TOWNWIDE TEXTILE RECYCLING**

	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
Lbs.	3,190	2,920	4,400	10,510
Revenue paid @ \$.05 / lb.	\$160	\$149	\$220	\$529

## **WPCA 2021 2<sup>nd</sup> Quarter Report: April, May, June**

### **Wastewater Treatment Plant (WWTP):**

Designed for Average 200,000 gallons per day  
Average Flow this Quarter = 142,246 gallons per day  
Peak Daily Flow this Quarter = 199,000 gallons per day

### **Route 44 :**

- Western Route 44 Sewer Planning Area: The CT Dept. of Energy and Environmental Protection is helping us submit our project through the State CEPA environmental review process. The next step in the CEPA process will be submitting a Post Scoping Notice with assistance from CT DEEP. We believe the Post Scoping Notice will provide sufficient info to alleviate project concerns raised by the Council on Environmental Quality. There is also a legislative option that can provide a path forward if the CEPA process stalls.

### **Sewer Collection System:**

- Cured-In-Place-Pipe lining project: we performed pre-cleaning and inspection of the sewer main that runs under the swimming beach at Patriot's Park and under the lake near the Hale Cemetery. There are no leaks in the pipe but due to its age, material, soil conditions, and the sensitive area it runs through, we are going to have the pipe "lined" to prevent any leaks from developing in the future.
- We re-checked inflow and infiltration repairs that had been done in previous years and they are all in good shape.
- We had our GIS sewer system map fixed in ArcMap and exported it into Google Earth which is free and more user friendly. Updates still need to be done in ArcMap and exported.

### **Wastewater Treatment Plant:**

- We gave a tour of the Treatment Plant to 17 Coventry volunteer firefighters on April 15, 2021. The main purpose of the tour was to show everyone where the plant is located and to familiarize them with the site.
- On May 25, 2021 we had a 2 acre brush fire at the Treatment Plant. We believe the fire was started by a mylar balloon landing on the power lines and creating an arc which energized a nearby metal fence. Member Jimmy Galey Jr. saw the smoke, called in the fire, and was first on the scene. Mansfield and Coventry Fire depts responded. No one was hurt. A vehicle and other equipment in the parking lot were damaged and an insurance claim has been submitted.
- We awarded the 3 year contract bid for tank cleaning & sludge hauling to Skips Wastewater Services, Inc. who were the lowest price of the 3 bidders.

- The steam boiler at the Treatment Plant needs to be completely replaced. We had tried repairing it the past 2 years but after exploring many options decided replacement was the best solution.

**Sewer System Capacity:** When all properties with sewers available connect into the system we will be very close to a threshold set by CT DEEP that could trigger expensive Treatment Plant upgrades. If DEEP mandates treatment upgrades as part of our permit renewal we will apply to increase capacity at that time as well. Inflow & infiltration removal will always be important even if our capacity is increased so staff will continue to search for and remove clean water from the system. The WPCA will continue to monitor capacity closely and review new connections on a case by case basis.