

# TOWN OF COVENTRY

## QUARTERLY REPORTS



July - September 2021

## TABLE OF CONTENTS

Finance Department .....	3
Collector of Revenue .....	4
Assessor .....	6
Town Clerk .....	7
Land Use Office .....	9
Building Department .....	21
Fire & EMS Department .....	24
Police Department .....	27
Human Services .....	32
Parks & Recreation .....	42
Booth & Dimock Library .....	44
Public Works .....	47
WPCA .....	56

**Cover photo:** *The flag of Coventry, UK flies over Town Hall on September 23, 2021 in celebration of the designation of Coventry UK as a City of Culture, a series of initiatives celebrating the Twin Cities project. Coventry, CT has participated in this twinning initiative for over five decades with a variety of cultural exchanges. Photo by Laura Stone.*

# 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**

Lease purchase bids were solicited and awarded for the purchase of a fire truck, a large mower and a small dump truck. The bid award was an interest rate of 1.50% and 1.87% and was done without the added costs that are added in a bond sale.

Significant time was spent closing out FY20-21. Our office is almost complete in preparation for the audit which will commence in the middle of October.

The American Rescue Plan funding which was received in March has been reviewed. Finance has compiled a possible list of uses and has been diligently working to disburse funding as approved by the Town Council.

Staff attended the Government Finance Officer Association's Annual Meeting which was held remote this year.

Our actuarial valuation for the Town Pension Plan as of 7/1/21 began. Information was supplied to the Town's actuary for computation of updated liabilities.

Final pension preparation for three employees were completed. In addition, preliminary calculations for one employee was estimated. A DROP plan was initiated on July 1.

## **Meetings attended**

Finance Committee of the Town Council

Town Council

Pension Committee

Cemetery Commission meetings

Town/BOE Worker Safety Committee

Town GIS coordinating committee

BOE/Town IT coordination

ECHIP Executive committee meetings

Vice, Chair

ECHIP Board meetings

ECHIP Wellness committee meetings

Farmers Market Planning Committee

School Building Energy Efficiency and

School Roofs Committee

# Collector of Revenue

July is always an extremely busy month processing tax and COVRRRA payments. The tax collecting process during the second year of the pandemic continues to change and adapt in order to maintain a safe environment for citizens and staff. Taxpayers were encouraged to use alternate payment methods in order to avoid standing in line and congregating while making in person payments at Town Hall. Our concern for the health of our community was the driving factor. Once CDC and health department guidelines were in place, Town Hall opened to a limited capacity. Everyone was required to wear a mask and maintain social distance.

Most taxpayers, mindful of the CDC guidelines, took advantage of the alternative payment options offered. Many learned how to pay online through the town's website. Assistant Collector Carrie Zahner and Revenue Clerk Ida Cabral were patient and professional helping those taxpayers paying online for the first time. Others preferred to use the permanently mounted drop box located inside the building's rear entrance. The many taxpayers that pay by mail continued to do so.

August continues to be a heavy collection month because we still receive mail with good postmarks to process as well as late payments that require special handling. This additional handling is in the form of partial payment letters for those accounts that have a balance due because interest was not included with the late payment. Once the good-postmarked payments are processed, back tax statements (BTS) begin to roll out. The August batch of BTS included 1,271 combined real estate and trash notices. Personal Property notices numbered 171. During this time, we are also adjusting many tax bills based on certificates of correction issued by the Assessor's office. By the end of August, 951 sewer use bills were prepared, printed, and mailed with a September 1 due date.

Delinquent statements mailed out for unpaid July motor vehicle taxes totaled 750 for the early section of the alphabet. Sewer use payments were steady throughout the month with the expected increased volume during the last few days of the pay cycle. Tax liens were released this quarter for 43 real Estate accounts, 40 COVRRRA accounts and 43 Sewer Use accounts.

Much of September is also spent in preparation of the Annual Report as well as the Annual Audit. The auditors are to begin their work during the last week of October 2020.

The report of collection for the first quarter is attached.

Property Taxes Collected by Linda Greenbacker, CCMC Tax Collector Collected July 2021 through September 2021 Paid to Amanda Backhaus, Treasurer, Town of Coventry					
		Property Tax	Interest	Liens & Costs	Total
<b>Grand List</b>	2006	0.00	900.00	0.00	900.00
	2007	0.00	0.00	0.00	0.00
	2008	0.00	0.00	0.00	0.00
	2009	0.00	0.00	0.00	0.00
	2010	17.69	30.52	0.00	48.21
	2011	95.37	177.43	0.00	272.80
	2012	64.05	93.19	0.00	157.24
	2013	1,046.30	1,311.22	24.00	2,381.52
	2014	857.49	752.09	24.00	1,633.58
	2015	949.21	786.01	30.00	1,765.22
	2016	2,333.20	1,628.36	126.00	4,087.56
	2017	3,323.69	1,745.54	120.00	5,189.23
	2018	13,010.18	3,391.42	258.00	16,659.60
	2019	<u>76,502.65</u>	<u>12,263.01</u>	<u>627.43</u>	<u>89,393.09</u>
		98,199.83	23,078.79	1,209.43	122,488.05
<b>Current</b>	2020	18,720,842.11	21,872.75	0.00	18,742,714.86
Current SMV		0.00			0.00
	Totals	<u>18,819,041.94</u>	<u>44,951.54</u>	<u>1,209.43</u>	<u>18,865,202.91</u>
Current 110	6010	40211	18,720,842.11		
Delinquent		40212	98,199.83		
Interest & Liens		40213	46,160.97		
SMV		40214	0.00		
			<u>18,865,202.91</u>		
Sewer Assess 205-7722	40211	14,257.23		Sewer User 40211	343,436.08
Interest, Liens, Per Diem	40213	3,635.79		Interest & Liens 40213	2,343.89
		<u>17,893.02</u>			<u>345,779.97</u>
COVRA					
Current 218-7601	40211	990,149.61		Returned Check Fee	240.00
Delinquent	40212	13,755.33			
Interest & Liens	40213	9,204.84			
		<u>1,013,109.78</u>			
		<b>Total</b>	<b><u>\$20,242,225.68</u></b>		

# Assessor

## **July**

July, as usual was a busy month for the Assessor's Office. This month is typically where we have the most traffic from taxpayers coming in to inquire about their tax bills. However due to COVID 19 this was not the case. Instead, we again did most of the inquiries through fax, email or mail. Our office worked on motor vehicle corrections that were fueled by sale, junked, total loss accident and people who are nor residents of another State and have re-registered their vehicles in that State. The other issues stem from residents receiving tax bills for vehicles that should have been registered in other towns. We also are still having issues where the taxpayers received no bills at all due to motor vehicle not renewing their registrations. During this month, our office corrected 237 motor vehicle issues up through the end of July. We also corrected 5 personal property accounts and 22 real estate assessments where most of the issues were from our office not getting into houses that were fully gutted and remodeled. This was an issue last year and will continue to be an issue in future years because of Covid-19.

## **August**

August was a good month for catch up after a busy July for the Assessor's Office. We were able to prepare for the exemption mailings that need to go out in September. During this month, our office corrected 64 total Motor Vehicle, 1 Personal Property and 2 Real Estate assessments. We also prepared our personal property declarations to be mailed out no later than mid- September. Part of this process was receiving information from the several sources to include the Town Clerks records, the State of Connecticut sites for Limited Liability Corporations and the Department of Revenue Service. Building permits that were applied for home offices were also used in finding new accounts. We also spent time conducting inspections on all building permits and properties that have a crumbling foundation issues.

## **September**

September was spent finishing a few last things for our personal property mailings and getting them out in the mail by September 13, 2021. Our office used the informational sheets that were returned to add new accounts. With this information, we created a database for all filers and were able to expedite the printing and mailing of our declarations giving taxpayers more time to file prior to the November 1, 2021 deadline.

During this month, our office corrected 31 Motor Vehicle, 1 Real Estate and no Personal Property assessments.

Deadline for filing veterans DD214's "veterans discharge from active duty" was September 30, 2021. Cards were made up for any new veterans and their exemption were applied to record of ownership if applicable. The remaining will be held for application to Motor Vehicles.

The Board of Assessment Appeals met on September 9, 2021. Four appellants appealed six motor vehicles. The Board reduced all six vehicles for a total reduction of \$32,210 in assessment. The Additional Veterans and the Homeowners reduction claim were also filed with the Office of Policy and Management in late August and September 2021. Property owners that received the State and Local Home owners' tax credit were then reduced by correction.

We are continuing the ongoing foundation inspection process through the December 1<sup>st</sup> deadline. For more information, regarding crumbling foundations please use the following link;

<https://ct-coventry2.civicplus.com/438/Concrete-Foundations>

Michael J. D'Amicol  
Assessor

# OFFICE OF TOWN CLERK

Lori Tollmann  
Town Clerk

Brooke R. Manning  
Assistant Town Clerk

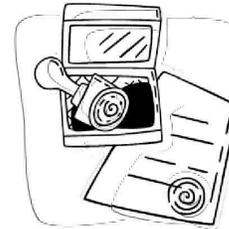
Mattea Whitford  
Assistant Town Clerk

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

### Recording & Licensing



#### Receivables & Revenue:

- ✓ The Clerk's Office collected **\$365,596.00** this quarter, of which **the Town retained \$108,861.00**



Activity	Volume	Revenue
Total Documents Recorded	756	\$27,378.00
Local Conveyance Recorded	97	\$67,272.00
Copies	5,075	\$5,075.00
Trade Name Certificates.	3	\$30.00
Liquor Permits	4	\$80.00
Burial/Cremation Permits	24	\$120.00
Marriage Licenses Issued	16	\$256.00
Vitals Copies	184	\$3,690.00
Notary Fees & Renewals	54	\$415.00
Dog License Fees	215	\$258.50
Maps Filed	3	\$60.00
Fish & Game License & Permit Fees	36	\$17.00
Conveyance fees	97	\$97.00
PA-490	0	0
PA-146 Clerk	756	\$904.00
PA-05-228, 09-229, 11-201 & 13-247 LOCIP*	756	\$1,356.00
PA-05-228, 09-229, 11-201 & 13-247 Clerk*	756	\$1,852.00
Miscellaneous/Unanticipated		0
<b>Town Clerk Revenue Transferred to Treasurer:</b>		<b>\$108,861.00</b>

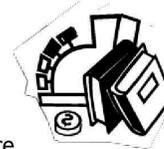
**PUBLIC ACT 00-146:** This Public Act requires the Town Clerk to receive a fee of \$10 for each document recorded in the town's land records. Eight dollars (\$8 of the \$10) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. The Town Clerk for preservation and management of historic records retains Two dollars of the fees. By law these funds may not be used to supplant budgeted funds. These fees 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 for the Town of Coventry, and remit these fees to various state agencies. For this quarter, **\$256,736.00** in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 05-228, 09-229, 11-201 & 13-247	\$44,626.00
Marriage Licenses	544.00
Fish & Game Licenses	488.00
Historic Preservation PA-146	3,616.00
State Conveyance Tax	205,006.00



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

	Dog License Fee	Surcharge
July – Sept.	\$1,858.00	\$598.00

For this quarter, **\$256,736.00** in fees was remitted to the State.

## Staffing Updates/Activities



Town Clerk – Lori Tollmann attended a CTCA Executive Board meeting by Zoom on September 22<sup>nd</sup>.  
 New employee-Mattea Whitford was hired in September to fill the vacant part time position here in the Town Clerk's Office.



*Sunny September Day – St. Mary's Church*

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

Quarterly Report for  
July, August, September  
~ 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**

**July, August, September**

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
21-06	ZR	5/20/21	5/24/21	Proposed Zoning Regulation Amendment Application of the PZC - Various Sections	7/12/21	A
21-07	S	7/19/21	7/26/21	Special Permit Application of James Donahue to Establish Beer & Wine Permit at Wicked Slice	P	P
21-08	ZR	7/21/21	7/26/21	Zoning Regulation Amendment for Temporary Moratorium on Cannabis Establishments	9/13/21	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



*Creaser Park – Case Rd, Coventry*

**July, August, September**

DISCUSSION AND ACTION TOPICS:

- Distributed information on and discussed new recreational cannabis legislation that was approved for the State and the implications with local zoning.
- Reviewed zoning referrals from Columbia, Mansfield, Tolland, Vernon, and Willington.
- Discussed family subdivision regulations and the enabling Statutory language.
- Discussed the status/condition of the stone walls/trees at Walgreens.
- Discussed status of the East Point Energy grid scale energy project being considered on North River Road and endorsed the project.
- Approved lot line modification proposal of Andrew Bushnell for properties located at 284 and 296 Carpenter Road.
- Reviewed the construction plan and approved resolution to support the construction of a new softball field and related improvements along Plains Road.
- Reviewed presentation and update on the Booth and Dimock Memorial Library expansion project and parking improvements.
- Held discussion regarding Cassidy Hill Road special permit #11-12sp – compliance with special permit conditions.
- Held preliminary discussion with Phil Doyle of LADA on a proposed zoning regulation amendment associated with a professional office development at 1572 Boston Turnpike.
- Approved mylar filing extension request of Andrew Bushnell for Deslauries resubdivision at 750 Cedar Swamp Road.
- Approved mylar filing extension request of Andrew Bushnell for Sweeney resubdivision on North School Road.

**July, August, September**

## DISCUSSION AND ACTION TOPICS:

- 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 Bolton/Coventry sewer extension project. The post scoping notice process has been completed and the Town can pursue the town agreements and move the project forward.
- Provided an update on the ongoing work to support the Farmers' Market season. The season continues to be a success with good numbers of customers and the vendors have had positive experiences.
- 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 and staff.
- Discussed Staff's efforts to assist the owner of Meadowbrook Plaza in addressing tenant vacancies.
- Discussed Hytone Farms proposal to install an anaerobic digester system and the assistance that the Town Staff is providing to facilitate the approval process. The Commission initiated zoning regulation amendment to support the project was approved. An additional accessory component of the system is being discussed for the property that will support the overall waste processing on site.
- Discussed Staff's work to continue regular meetings with and assist the Coventry Village Partners. The Spotlight on Main Street event that was held in September with the CT Main Street Center was a great success.
- Discussed Staff's ongoing assistance with Integrated Rehabilitation and their interest in building a new professional office building in town.
- Discussed the status of the commercial lot across from Cumberland Farms and the development interest that has been noted.
- Discussed the work Staff is doing to support museums in town with potential grant support.
- Discussed Staff's recent meeting with the UCONN athletic department and the potential for new collaborations.
- Discussed the revisions to the Investment Incentive Program that were adopted by the Town Council to include sustainability projects.
- Hosted the owner of JDM CT Imports to discuss their new business and how the Commission/Town can support them.

**July, August, September**

- Discussed the status of the grid scale energy project that is being considered on North River Road.
- Reviewed the municipal indicator report that was prepared by the Town Manager's intern.
- Discussed the status of the Senior Housing Alternatives Study Committee report.
- Discussed the potential of a new medical office project at 1572 Boston Turnpike.



*Coventry Farmers' Market – August/September 2021*



## **PLANNING STAFF HIGHLIGHTS**

YEAR **2021**

### **July, August, September**

- Continued the training of the new Planning Tech/Zoning Agent staff.
- 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 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.
- Prepared for hosting of the CT Main Street Spotlight on Main Street event in Coventry Village in September.
- Continued to administer the Coventry Lakes Watershed Health pledge activities to celebrate Lake Awareness Month.
- Continued office file consolidation and disposal project with summer office intern in order to prepare for file digitization project to be executed.
- Continued 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.
- Awarded a grant request to the State of CT Department of Housing for funds to assist in the preparation of a town affordable housing study.
- Continued work 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.
- Initiated preparation for a CT DEEP Recreational Trails grant to further the goals of the Nathan Hale Greenway.
- Continued to work with the CT DEEP to address access issues on the Town owner lot acquired from CT DOT on South Street.

**ZONING ENFORCEMENT**

YEAR **2021**

**July, August, September**

Alexa Gorlick - Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	120
Single Family Dwellings	15
Condominiums	0
In-Law Apartments	0
Accessory Structures	
Decks/Porches	9
Sheds/Gazebos	4
Barns	1
Detached Garages	1
Pools	8
Additions/Attached Garage	2
Grading/Clearing	1
Commercial Use/Signage	6
Home Occupation	1
Interior Renovations	6
Driveway	29
Roof Mounted Solar PV	16
Other	16
	<hr/>
Total	120

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

<u>CERTIFICATES OF USE AND OCCUPANCY</u> =	<b>*56</b>
(Signed for zoning compliance by ZEO)	
Single Family Dwellings	4
In-law apartment	0
Condos	0
Accessory Structures	
Decks/Porches	6
Sheds/Gazebos	11
Barns	0
Detached Garages	2
Pools	7
Additions/Attached Garages	2
Other	23
Commercial Use/Signage	
	<hr/>
Total	

**ZONING ENFORCEMENT (Cont'd)**

**YEAR 2021**

**July, August, September**

**INSPECTIONS\***

Erosion and Sediment Control	15
Limits of Clearing	3
Certificate of Occupancy	40
Pre-Approval Inspection	2
Seed and Mulch Bond Release/Inspections	3
Zoning Complaints (initial & follow-ups)	20
Blight Complaints (initial & follow-ups)	30
Street Number Assignments	2
Other	5
Total	<u>120</u>

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

<u>Category</u>	<u># of Complaints Investigated</u>
Erosion/Sediment Control	1
Drainage	1
Permit Conditions Not Met	1
Non-permitted Activity or Structure	5
Signage	0
Illegal Dumping/Oil Spills	0
Clearing, Filling	0
Junk Yard	3
Greater than 1 unregistered motor vehicle	2
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	0
Livestock/Poultry/Agriculture	4
Nuisance	1
Other Zoning Enforcement	4
Blight complaints	
Total	<u>22</u>

## **ZONING ENFORCEMENT**

YEAR **2021**

July, August, September

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

#### **Personnel**

Recently attended the 2021 SNEC Erosion & Sediment Control training.

#### **Enforcement**

There are currently five property cases that are set to receive 'Cease and Comply' letters this month. The Land Use Department has decided to replace the standard 'Cease and Desist' letters with 'Cease and Comply' letters to better represent the desired course of action.

#### **GIS**

PT/ZEO has worked with the Assessor and Scott Roberts to clean out and reorganize all GIS data.

#### **Other**

##### **Drive Way Permitting:**

The Land Use Department has been experiencing issues regarding driveway permitting for contractors. The PT/ZEO has been working in conjunction with other staff members to simplify and better assist driveway contractors through the permitting process.

##### **Senior Housing Study Committee:**

The PT/ZEO assists Planning and Development Director Eric Trott in staffing the Senior Housing Study Committee. The committee is currently finalizing the report that will be presented to the Town Council.

##### **Cassidy Hill Winery:**

The ZEO/PT is assisting town staff in working with Cassidy Hill Winery in regaining compliance with their special permit.

##### **Motor Cross Event at Grant Hill Road:**

The ZEO/PT is assisting staff members in legitimizing/permitting an occasional motor cross event via an events permit. Also working with property owners to determine/remediate wetland-zoning infractions.

**ZONING BOARD OF APPEALS**

YEAR **2021**

July, August, September

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
ZBA-21-6	7/28/20	8/17/2020	964 South Street/lanni/ Front Porch/ Front yard Setback	8/17/21	A

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

**INLAND WETLANDS APPLICATIONS**

**YEAR 2021**

**July, August, September**

<b>Permit No.</b>	<b>DATE REC'D IN OFFICE</b>	<b>DATE IWA ACKN.</b>	<b>DATE AGENT REFER.</b>	<b>ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY</b>	<b>DATE OF DECISION</b>	<b>ACTION</b>
21-19WA	10/13/2021	-		197 Kings Rd Above ground pool in the URA Donna Risley	7/16/21	A
21-20WA	7/21/21	-		534 Silver Street Construct a gravel driveway in URA Mark Peterson	8/2/21	A
21-21W	8/9/21	8/25/21	8/25/21	1275 Main Street Excavation at side of building in URA Deborah McCarthy-Platz – Teleflex Inc.	9/8/21	A
21-23W	8/24/21	8/25/21		Bunker Hill Road Bridge Construct Bridge Wing Wall Todd Penney	9/22/21	A
21-24W	8/24/21	8/25/21		Brigham Tavern – Winding Brook Realignment of the Stream Channel Todd Penney	-	P
21-25WA	9/1/21	-		113 Lewis Hill Road Install portion of septic system in URA Darby Pollansky	9/7/2021	A
21-26WA	9/17/21	-		710 Goose Lane Drainage work in the URA Zachary Beauchesne	9/24/21	A
21-27WA	9/20/21	-		2582 Boston Turnpike Septic system replacement in URA Chris Sutyla – County Line Septic	9/24/21	A
21-28W	9/21/21	9/22/21		1585 Main Street Expand Police Dept. Visitor Parking Town of Coventry	-	P

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

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

**July, August, September**

**News from the Inland Wetlands Agency**

Inland Wetlands Agency and Minimal Impact wetlands permits slightly decreased during the third quarter of 2021. There were a total of 9 new applications that were received, 7 of which were approved and 2 are pending. The types of permits this quarter were different than previous quarters, the most common permits being for pools and septic systems within Regulated Areas. The Agency approved one Town of Coventry application that dealt with the construction of a bridge wing wall at Bunker Hill Road, they also remanded approval to Wetlands Staff for a commercial project that dealt with potential structural safety issues of a building.

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.



**Lakefront yard before and after planting**

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**1<sup>ST</sup> QUARTER**  
**JULY, AUGUST, SEPTEMBER, 2021**

The Building Department was busy issuing permits for new home builds in town with the release of ten (10) permits.

<b>NEW HOUSE PERMITS ISSUED FOR THE 1st QUARTER 2021-2022 FISCAL YEAR</b>	
<b>ADDRESS</b>	<b>DATE</b>
57 CARNIC ALPS ROAD	7/9/2021
94 STONEHOUSE ROAD UNIT 29	7/13/2021
146 SATARI DRIVE	7/15/2021
1198 CEDAR SWAMP ROAD	7/15/2021
96 BUNKER HILL ROAD	7/28/2021
94 STONEHOUSE ROAD UNIT 30	8/19/2021
145 SATARI DRIVE	8/25/2021
809 PUCKER STREET	9/15/2021
94 STONEHOUSE ROAD UNIT 28	9/21/2021
263 WOODLAND ROAD	9/27/2021

In addition to the new home permitting issued, we issued twelve (12) foundation only permits.

<b>FOUNDATION PERMITS ISSUED FOR THE 1st QUARTER 2021-2022 FISCAL YEAR</b>	
<b>ADDRESS</b>	<b>DATE</b>
513 STONHOUSE ROAD	7/7/2021
263 WOODLAND ROAD	8/5/2021
94 STONEHOUSE ROAD UNIT 32	8/13/2021
94 STONEHOUSE ROAD UNIT 23	8/19/2021
515 STONEHOUSE ROAD	8/19/2021
1066 GRANT HILL ROAD	9/14/2021
113 LEWIS HILL ROAD	9/17/2021
60 ZEYA DRIVE	9/24/2021
517 STONEHOUSE ROAD	9/24/2021
94 STONEHOUSE ROAD UNIT 22	9/28/2021
94 STONEHOUSE ROAD UNIT 36	9/28/2021
94 STONEHOUSE ROAD UNIT 37	9/28/2021

We issued one (1) permit this quarter for replacing a crumbling foundation.

<b>CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 1st QTR 2021-2022 FISCAL YEAR</b>	
<b>ADDRESS</b>	<b>DATE</b>
NONE FOR JULY	
NONE FOR AUGUST	
51 MOUNTAIN RIDGE DRIVE	9/22/2021

New homeowners are happily settling into three (3) newly built homes.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 1ST QUARTER 2021-2022 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
NONE FOR JULY 2021	
1192 CEDAR SWAMP ROAD	8/4/2021
156 SATARI DRIVE	8/13/2021
391 STONEHOUSE ROAD	9/2/2021

Homeowners achieved new peace of mind for one (1) foundation replacement that was issued a Certificate of Occupancy for their completion this past quarter.

<b>CRUMBLING FOUNDATIONS ISSUED CO's 1ST QUARTER 2021-2022 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
NONE FOR JULY	
NONE FOR AUGUST	
201 BISHOP LANE	9/13/2021

**Municipal Projects:**

No municipal permits were issued in July.

In August, a permit was issued for wiring and cable feeds for three (3) televisions to be installed at Town Hall. These televisions were part of a grant and allows for notification of town events and information to be offered to visitors of the Town Hall at two major entrances and one in conference room A to be used for communications during meetings.

Multiple permits were issued in September for retrofitting LED lighting at an annex to the high school, DPW, Mill Brook Place, and the Senior Center and Community Center at Patriots Park.

**Commercial Projects:**

In July, we closed out permitting for two (2) new commercial locations. One was for the creation of commercial space in the basement portion of Coventry Village Professional Building at 1153 Main Street. The other was for a tenant fit out of a jujitsu studio called Gonzalez Grappling at 1047 Main Street (upper level).

Two additional businesses received final inspections and grand openings in August. One was for the Nathan Hale Farm and Feed at 2050 Boston Turnpike. The other was for MJ Nail and Spa at 3466 Main Street.

The month of September was a busy permitting month for new signage. There were two (2) sign permits issued the Citgo station at 1657 Boston Turnpike. One was for the canopy and the other was for the ID sign. The final sign permit was for the new location of the Captain Hale Financial business with Block Advisors and H&R Block at 1776 Boston Turnpike.

Four (4) Roof Mounted Solar PV Arrays were installed and closed out this quarter.

No (0) Sewer Venting Inspections were performed.

Four hundred twenty-one (421) inspections were completed this quarter.

Two (2) hours of continuing education were earned this quarter.

**Permits for this Quarter**

PERMIT TYPES	Jul. 2021	Aug. 2021	Sep. 2021	First Qtr.
				2021-2022
Houses only	5	2	3	10
Foundation only	1	4	8	13
Condominiums	0	0	0	0
Commercial Bldg/Renov	2	2	3	7
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	0	0	0
Additions	1	2	3	6
Garages/Carports	0	0	0	0
Sheds/Barns	0	2	2	4
Decks/Porches	1	3	4	8
Pools	2	3	0	5
Demolition	2	0	0	2
Woodstove	0	1	2	3
Miscellaneous	6	6	9	21
Renov/Repair/Alter	9	16	21	46
Plumbing	3	5	4	12
Heating	12	23	22	57
Electric	17	33	30	80
<b>TOTAL PERMITS</b>	<b>61</b>	<b>102</b>	<b>111</b>	<b>274</b>
<b>PERMIT VALUE</b>	<b>1,403,488</b>	<b>1,587,569</b>	<b>1,743,956</b>	<b>\$4,735,013</b>
<b>FEES COLLECTED</b>	<b>21,005</b>	<b>23,446</b>	<b>23,946</b>	<b>\$68,397</b>
<b>Certificate of Completion</b>	<b>67</b>	<b>55</b>	<b>51</b>	<b>173</b>
<b>C/O's - New Homes/Condos</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>3</b>
<b>C/O's - Other</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>

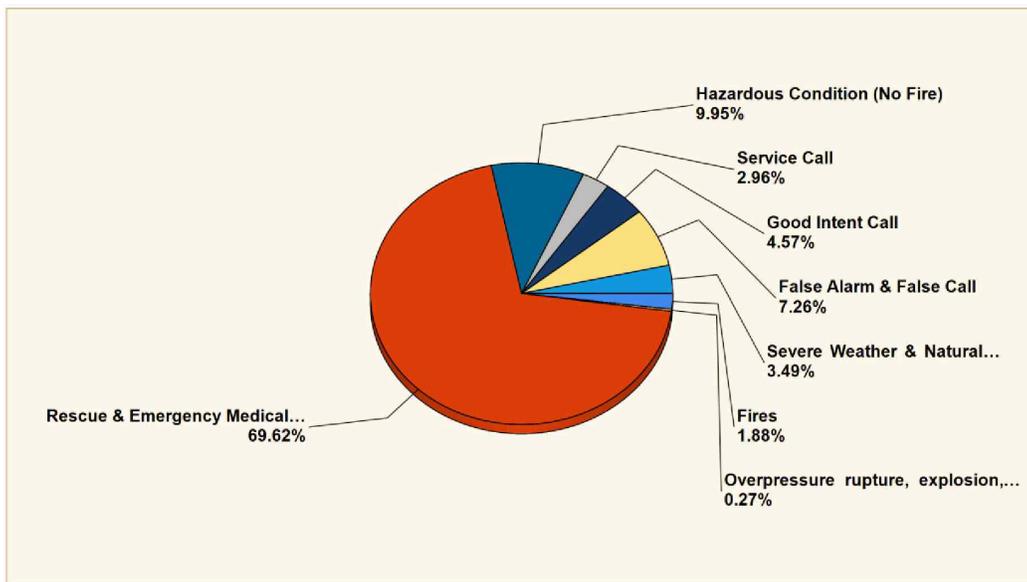
# TOWN OF COVENTRY FIRE-EMS DEPARTMENT



## QUARTERLY REPORT

July 1, 2021 – September 30, 2021

Major Incident Types by Month for Date Range (553)



<u>MAJOR INCIDENT TYPE</u>	<u># INCIDENTS</u>	<u>% of TOTAL</u>
Fires	7	1.88%
Overpressure, explosion	1	0.27%
Rescue & Emergency Medical Service	259	69.62%
Hazardous Condition (No Fire)	37	9.95%
Service Call	11	2.96%
Good Intent Call	17	4.57%
False Alarm & False Call	27	7.26%
Severe Weather & Natural Disaster	13	3.49%
<b>TOTAL</b>	<b>372</b>	<b>100.00%</b>

## Summary Highlights for July – September 2021

July 1, 2021 marks the day in our Fire Departments history whereby the Town has sworn in permanent officers of the newly formed joint Town of Coventry Fire-EMS Department. The unification process is complete. As we look forward, the command staff will be reviewing, modifying and implementing policy changes to reflect the new organization. Delegation of assigned responsibilities will increase our efficiencies in the day to day operations of the department.

Working together, we will review capital purchases and apparatus planning. Our training will be better coordinated for both Fire & EMS divisions. We have assigned a quartermaster to better manage both uniform inventory and personal protective equipment for our members. We will be developing a succession plan for up and coming officers of the department. We are also working on a new 5 year strategic plan including a new vision statement. Our core values remain the same: DEDICATION- TEAMWORK – RESPECT. All aspects of the services we provide will have these core values in mind to better serve the residents of Coventry.



You may or may not have noticed our new department logo. The colors represent both Fire & EMS. The stations have received new signage, the apparatus have been given the new logo and our firefighters will soon be wearing new department uniforms reflecting the unified department. We are providing our firefighters with a few social events which include family members to recognize the sacrifices they make when our firefighters & EMT's respond to your calls for help.

The Fire Chief and Fire Administrator continue to attend regular meetings which include LECC, Fire Officers, DEMHS, paramedic advisory committee, Regional Mutual aid meetings, and supervisory and staff meetings. We have also invited the consultation unit of CT OSHA to review and evaluate our compliance with the regulations that apply to Fire Departments. This will ensure safety protocols and procedures are in place for our firefighters.

We are in need of EMTs and Firefighter to join our organization. If you are interested please contact our Fire-EMS Administrator. (Contact info below)

### **Five Fire Safety Tips**

- Check that all smoke and fire alarms are functioning properly. Ideally, you should test your fire alarms once a month and replace batteries twice a year. ...
- Have an actionable fire plan. ...
- Never leave a room with an open flame. ...
- Have at least one fire extinguisher. ...
- Embrace the cliché—Stop, Drop, and Roll.

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  
860-742-4064  
[jmcloughlin@coventryct.org](mailto:jmcloughlin@coventryct.org)



Quarterly Report  
First Quarter FY 20\_21  
July 2021 – September 2021

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 two-assessment cycle for CALEA accreditation.

During the first week of July, the Agency finished the first-year assessment cycle review. We immediately began working on the second year cycle for review in July 2022.

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

**Objectives:**

- Select a testing vendor to develop a testing process for sergeant by July 2021.
- Administer a sergeant's test to eligible candidates by September 2021.
- Promote two officers to sergeants by the end of the fiscal year.
- Refill the administrative sergeant position.

In late September, the hired firm BadgeQuest completed a written test along with an assessment center over a period of two days. As a result of that testing, scores were calculated and the candidates were ranked. The next steps are a chief's interview and final evaluation that will be done at a future date to be determined.

**Goal:** *Recruit, 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 POST requirements and the agency's existing recruitment plan.

An open application was posted for entry level and lateral applications that closed on October 1, 2021. The process produced several applications that will be reviewed for prospective candidates. We currently have three vacant positions, one of which is expected to be filled shortly after Jan 1, 2022. The application process was for the second opening, with the third position a result of Chief Palmer's retirement.

**OPERATIONS**

*Goal: Install and begin utilizing new interview recording equipment.*

**Objectives:**

- Research vendors. Sign contract with selected vendor by September 1, 2021
- Install equipment and software by December 1, 2021.

The iRecord equipment was installed in September and is now in use. It is more reliable and user friendly from the previous equipment that was outdated.

*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.

Our current statistics show four stolen motor vehicles, four incidents of vehicles being entered and items being stolen, and two incidents of catalytic converters being stolen during this quarter. All incidents are under investigation and public media announcements are still being used to remind citizens to lock their vehicles. This does not account for unreported incidents.

**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.

We are planning to work a fundraiser with the fire department for PJ day, benefitting children struggling with cancer. We also have Coffee-with-a-Cop being planned with new business partners this year.



**Training during the quarter was limited due to restrictions of COVID-19. Statewide and regional training is just starting to get back to normal. Quarterly training for July 2021 to September 2021 includes:**

**JULY**

Annual TASER recertification began in July

Officer Greener attended his monthly two-day CREST training

**August**

Officer Greener attended two-day CREST training

Sergeant Iger renewed his TASER instructor certification

All sworn members of the agency completed the annual TASER training

**September**

All sworn officers completed the annual handgun certification training

**Other Items of Interest**

Officer Carpenter and Anderson received the MADD awards.

Plans are being made to sponsor a Thanksgiving food drive at the Police Department for local families in need.



# Coventry Police Department Incident Analysis

7/1/2021...9/30/2021

Shift		Total
1st	2nd	3rd
270	686	568
		<b>1524</b>

UCR	Nature	1st	2nd	3rd	Total
001	Marine Patrol Activity	0	12	17	29
002	Beach Association Check	1	1	0	2
003	Car Seat Installation	0	1	4	5
029	Disabled Motor Vehicle	2	12	7	21
120	Robbery	1	0	0	1
13B	Assault Simple	1	2	2	5
13C	Intimidation	0	2	6	8
151	Suicide	1	0	0	1
152	Suicide Threat/Attempt	1	2	6	9
220	Burglary	1	2	2	5
23F	Larceny Theft From MV	0	1	2	3
23G	Larceny Theft of MV Parts	0	3	0	3
23H	Larceny All Other	1	3	2	6
240	MV Theft	2	0	2	4
250	Counter/Forgery	0	0	1	1
2604	Fireworks/Gunshots	0	3	20	23
2609	Littering	0	1	1	2
2619	Building Check	0	0	1	1
2631	Public Hazard	28	53	34	115
26A	Fraud False Pretenses	0	5	1	6
26B	Fraud Credit Card/ATM	0	3	1	4
26C	Fraud Impersonation	0	0	2	2
26E	Fraud Wire	0	2	0	2
26F	Identity Theft	0	1	0	1
290	Vandalism	4	6	2	12
2914	Animal Complaint	10	47	23	80
3009	Susp Person/Activity/MV	45	45	62	152
326	Illegal Parking	1	3	2	6
332	Harassment/Harassing Phone Calls	0	2	4	6
334	Untimely Death	1	2	2	5
343	MV Accident (Injuries)	0	5	6	11
344	MV Accident Evading	1	4	5	10
346	MV Accident (No Injuries)	3	11	7	21
347	MV Accident (Private Property)	0	3	2	5
351	Alarm	12	31	16	59
353	Medical	34	61	37	132
355	MV Stop	44	44	53	141
36B	Sexual Assault (Statutory)	0	2	0	2
375	Routine Assistance	4	39	32	75
375	Routine Assistance	0	1	0	1
377	Open Door/Window	5	0	2	7



# Coventry Police Department Incident Analysis

7/1/2021...9/30/2021

388	Miscellaneous	2	7	6	15
390	Police Information	2	2	2	6
391	CREST callout	1	0	1	2
392	METRO callout	0	0	1	1
396	Escort	2	2	2	6
398	Missing Person	0	1	2	3
399	Lost And Found	0	11	5	16
400	Family Matter - Non Arrest	1	15	11	27
401	Repossessed Vehicle	2	1	0	3
4811	Finger Printing	0	72	0	72
4858	Fire	0	9	2	11
4867	Background Investigation	0	2	0	2
4873	Assist Other Agency	4	22	13	39
4874	Test Ticket	3	3	3	9
861	Disturbance (Non-Domestic)	1	13	2	16
866	Noise Complaint	3	3	9	15
889	Check Welfare	2	25	11	38
890	MV Erratic Operation	0	15	32	47
891	MV Lock Out	1	7	7	15
90A	Bad Checks	0	1	0	1
90D	DWI	4	2	6	12
90J	Trespass of Real Property	0	1	1	2
90Z	All Other Offenses	1	2	6	9
911	911 Hang Up Call	6	2	5	13
H109	Junk MV	0	1	0	1
Sup	Supplemental	32	52	75	159

# Human Services Department Quarterly Report July-September 2021

*Staff:*

**Annemarie Sundgren, Human Services Administrator  
Dianna Grindle, Administrative Assistant  
Sneha L'Heureux, MSW, Youth Services Coordinator**

**Brenda Bennett, Senior Center Coordinator  
Sarah Leete, Senior Center Van Transportation Coordinator**



## A. HUMAN SERVICES- July- September

### Meetings:

- Foodshare -7/16, 7/24, 8/4, 8/14, 9/1, 9/15, 9/29
- Tri County Collab – 8/4, 9/1
- Operation Fuel 7/1
- UCONN Community Partners in Leadership 7/7
- Eastern Connecticut Coordinated Access Network 7/22, 8/26
- Hunger Action Team Symposium 7/15
- Gordian Joint Scope Touchless Upgrades 8/9
- Biology of Addiction 8/23
- CCM Racial Equity 8/25, 9/29
- Medicare Health Equity 9/8
- Community Conversations Planning 8/31, 9/15
- Cultural Humility 9/8
- Salvation Army Kettle Call 9/14
- Access 9/13, 10/1
- NCCJ Thames Valley-Race/Anti-Racism 9/16
- All-Staff 8/10, 9/15

Direct Services: 3 unduplicated client cases

### Programs:

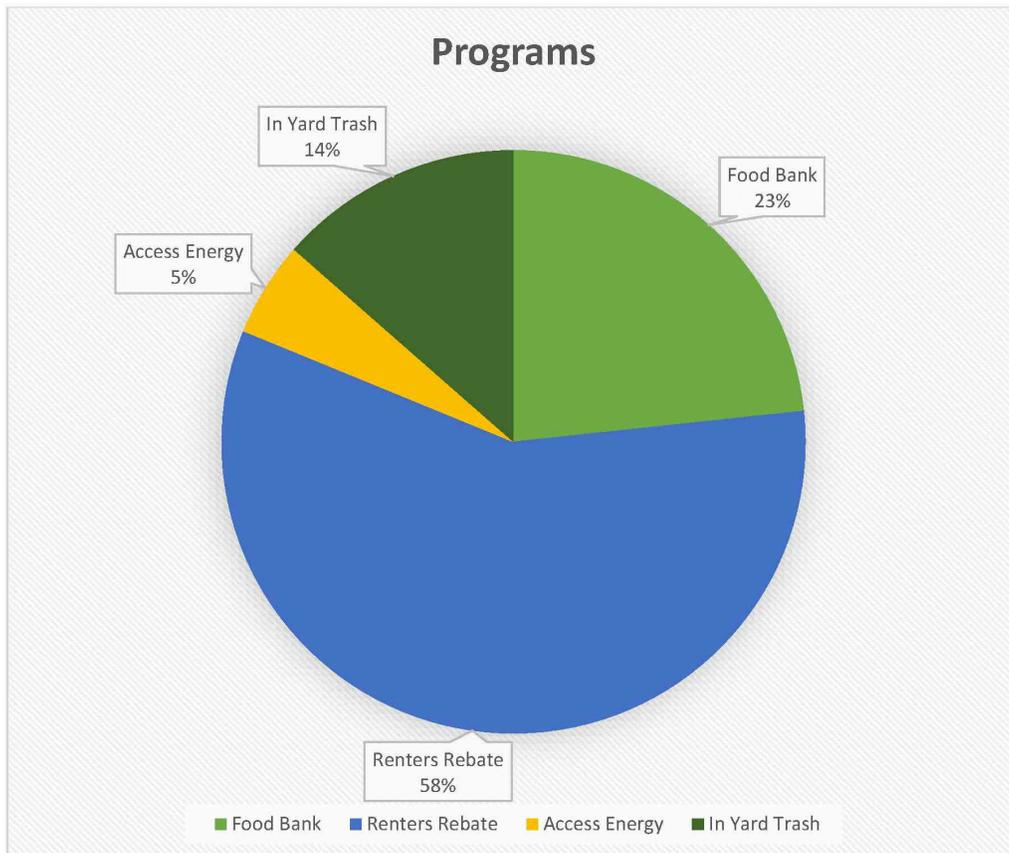
- **ENERGY ASSISTANCE PROGRAM** - Access Energy Assistance Program ~ The office began accepting energy application starting on September 1st. In September, 7 energy applications were processed for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic).
- **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, 77 applications have been completed for Coventry residents who rent for a total of \$45203.98 in rebate checks, which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November, 2021.
- **Senior Farmers Market Nutrition Vouchers Department of Agriculture:** — We have issued 45 vouchers for this program. This program serves recipient (clients) who are 60 years of age or older, who are **income eligible and/or disabled persons** under the age of 60 living in subsidized housing. Majority of the booklets were distributed to Orchard Hill residents.

\*Our office continued to pivot and adjust with Covid-19 guidelines. We accepted in –person appointments and conducted our food bank with a curbside pick-up model following CDC protocol.

- **FOOD BANK: July-September**

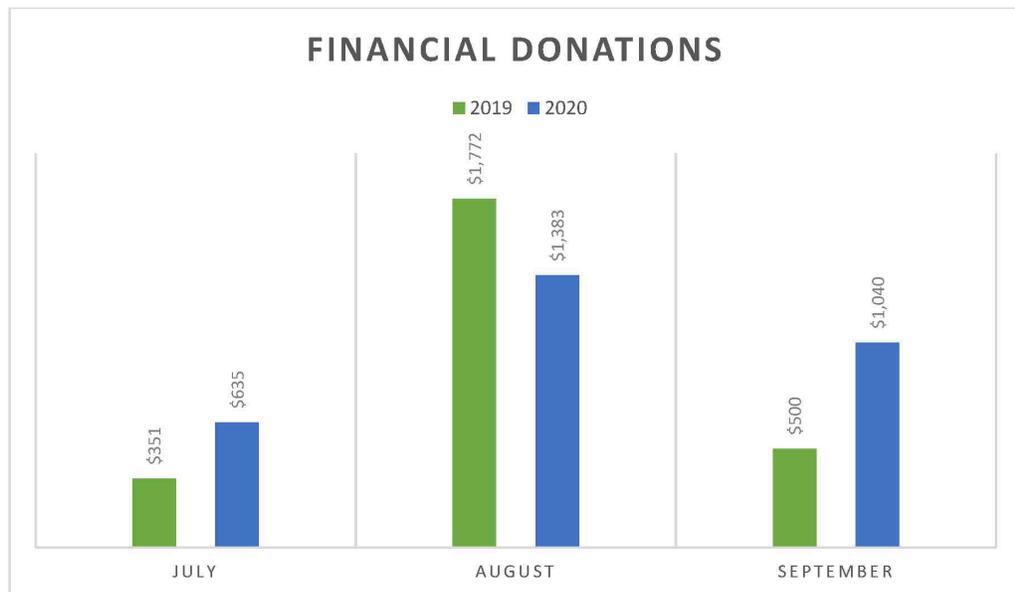
<b>Assistance Records:</b>
Total Household Assistance: 31 visits- 16 households with a total of 52 members

Throughout the months, we receive numerous donations from many individuals, families and young people in town. Typically residents are served at the food bank located at the Patriots Park Community Center on Fridays (September-May), 8:30-11:30 a.m. and for the summer months (June-August) Fridays, 9-11:30 a.m. but we have had to make adjustments for Covid and have been doing curbside food box pick up from Town Hall.



### Special Needs:

- **1 family (unduplicated)** used the Special Needs Program to help with housing needs, heat and utilities for a total of \$217
- **SALVATION ARMY:** Funds from Salvation Army were used to replenish our Food bank as well as purchase supplies for the Back to School Program. The Coventry Human Services Office was appointed as the Service Unit Committee for Lower Tolland County and Annemarie Sundgren is Chairperson and the community service rep for the Unit which includes: Coventry, Andover, Bolton and Hebron. Brenda Bennett, Coventry Senior Center Coordinator, who is also the Treasurer for the Unit, administers the local fund.
- **SUMMER OPERATION FUEL:** Operation Fuel was not used this quarter.
- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 18 households on the In-yard Service List at this time.



- **REPORTS:** Town Quarterly and Yearly; Salvation Army Quarterly Statistics.
- **PUBLIC RELATIONS:** Facebook, Eblast, Press releases, Spring Newsletter and Munivision.

## **B. SENIOR CENTER**

### **SENIOR CENTER: JULY, AUGUST, SEPTEMBER Quarterly Report**



#### **Holiday Closures**

- Monday, July 5 (Independence Day)
- Monday, September 6 (Labor Day)

#### **Indirect Services**

- **CHOICES Counseling**

Certified CHOICES counselor, Penny Whitaker and assisted **12** 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. This program remains remote and no in-person appointments at this time with volunteer CHOICES counselor.

- **Energy Applications-** the Coordinator began accepting applications for individual households in need of fuel assistance during the winter months, **3** applications were processed and approved through the Willimantic Access Agency for winter fuel assistance.

## Webinars, Professional Development and Networking

### Coordinator

- Human Services Department Zoom Staff Meetings – 8/10/21, 9/15/21

### Communications

- **Monthly Newsletters**

The Center reinstated the mailed newsletter with 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, approximately **230** newsletters were mailed/emailed to senior patrons.

### SUMMARY

The Center introduced a gradual reopening of programs and activities with hopes to resume a full calendar of activities later this fall. The building remained closed for casual socializing and visitation and patrons were asked to call ahead and RSVP for programs, services and on-one-one appointments with the Coordinator. Patrons using the services of the Center were asked to complete a one-time Participation Agreement. The Center welcomed back our podiatrist, chair yoga, book club, bingo and music and fitness classes for the first time in over of a year.

<b>Programs/Services</b>	<b>July</b>	<b>August</b>	<b>September</b>
Fitness Room	15	16	12
Tai Chi	29	24	27
Chair Yoga	27	32	28
Fit Fusion	10	<b>NEW- FREE demo STRENGTH &amp; BALANCE</b> 10	<b>NEW</b> STRENGTH/BALANCE 11
<b>FREE</b> Exercise Day			<b>NEW</b> 11
WALKING CLUB			<b>NEW</b> 5

Podiatrist	9		<b>Returns October</b>
Haircuts w/Lynn			1
Beginner ~ Intro to Mahjongg	7	9	Participants joined the traditional Mahjongg class
Mahjongg			8
Bingo	12	15	24
Book Club		1	
Sing-a-long Group	4	3	Postponed to fall
Jam Session	1	2	0
Public Computers	4	4	8
Tech Monday			1
Grab-n-Go Luncheon	Cancelled due to lack of attendance	Cancelled due to lack of attendance	
Movie Day			Cancelled

## C. TRANSPORTATION

### Coventry Rides Transportation Program July-September 2021

# Days of Operation: 26	# Vehicle Hours: 85.95
# Vehicle Hours Average/Daily: 3.3	# of Individuals Riding: 18
# Miles Total: 963.3	# of One-Way Trips: 113

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, and Howard Haberern are currently driving seniors and residents with disabilities as needed. For the safety of our riders and drivers, masks are required on the vehicle at all times. 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.

**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, 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 and Glastonbury. 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 driver Howard Haberern has resumed monthly trips to Walmart for individuals from Orchard Hills as of August. The Rides program schedules one small group trip per month and is currently averaging 3 people per trip, though up to 6 residents are able to attend. Further trips will be scheduled on a monthly basis to other shopping plazas as the need/interest arises.

**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 July to September 2021**

#### **1. Administrative Function:**

- Prepared new Department of Child and Families report and budget worksheet
- There were 4 camperships awarded this year
- All Camp staff received Mental Health training for the Summer
- Sneha was available one call for any Mental Health calls for Camp
- Participated in Budget/Reporting Workshop for Youth Services Grant
- Co-hosted Summer Stage Series with Parks and Recreations. Kids Night: July 22nd, music: Aug 12<sup>th</sup>, music: Aug 17<sup>th</sup> and movie night: Aug 20<sup>th</sup>
- All RecDaze staff received Mental Health training
- Participated in the planning and running Community Conversations: Aug. 11th, Aug 31<sup>st</sup> and Sept. 15<sup>th</sup>.
- Attended CYSA Chapter Meeting on Zoom on September 13<sup>th</sup>
- 5 families received assisting through Gearing Up to Learn.
- Sneha completed the following training: Post Traumatic Stress Management, Psychological First Aid, Youth and Adult Mental Health First Aid and Kamora's Cultural Corner.

#### **2. Direct Service**

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

- Youth & Family Cases 2 cases
- Community Service 3 cases
- Juvenile Review Board 5 case
- Youth & Family Counseling Clients 4 referrals
- Gearing Up to Learn 5 families

##### **B. Programs**

- Mentoring program has been postponed for this year (the final decision came from the schools)
- Gearing Up to Learn is still ongoing. We received many donations but most families seemed set with the material they had from previous years as well as extra stimulus money.
- Sneha became certified as a Safe Sitter Instructor. We have scheduled Safe@Home and Safe Sitter courses in the fall which she will be teaching.
- Sneha has signed up for People Empowering People (P.E.P) certification course. Looking forward to offering parenting courses in the future. Classes for training begin in November.

## BY THE #S

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

### BEACHES

- 2,897 residents visited the Lisicke Beach July – September
- 7/15 the busiest day at Lisicke Beach with 170 residents
- 611 non resident vehicles paid to enter Patriots Park July – September
- 8/15 the busiest day at Patriots Park with 49 cars entering

### PROGRAMS

- 526 Total Enrollment
  - 243 Unique
- 257 Program Hours
- 14 Sessions

### RENTALS

- 27 Lodge rentals
- 26 Creaser Pavilion rentals
- 42 Millbrook Place rentals

### CAMP

- 490 Total Enrollment
  - 138 Unique
  - Avg. 61 Per Week
- 320 Program Hours
- 8 Weeks

### SOCIAL MEDIA

- 46 Unique Facebook posts
- 4,645 highest Facebook post reach
- 3,953 Facebook engagements
- 4% increase in Facebook followers



## PARKS & RECREATION

## QUARTERLY REPORT: SUMMER 2021

JULY – AUGUST - SEPTEMBER

### RETURN OF CAMP W:

Following the cancellation of Camp Wangumbaug in the Summer of 2020 due to COVID-19 concerns, the program made its triumphant return to Patriots Park in June 2021. The program ran for 8 weeks before wrapping up for the season on Friday, August 13<sup>th</sup>. Kids enjoyed arts & crafts, sports & games, archery, swimming, teambuilding activities and special events like the lip sync battle, talent show and camp carnival.

Camp staff ensured that all COVID-related safety guidelines were adhered to, including masking while indoors, frequent hand washing/sanitizing and the disinfecting of frequently touched surfaces. Other changes made to the program for this year included the cancellation of both the Mini-Explorer and Trailblazer programs, so that staff could focus enrollment on those kids most in need of childcare, grades K-6. Counselors-in-Training were also on hand to assist in group management, while trips were also placed on hold for this year.



### WELCOME, NEW DIRECTOR:

On July 19<sup>th</sup> Lesley Munshower began as the new Director of Parks and Recreation. Prior to joining Coventry, Lesley was the Recreation Director for the Town of Thompson and worked for Greater Hartford YMCA for several years. Lesley is excited to be in Coventry and expand of the great programs and facilities that Coventry offers. When not at work, you'll find her exploring local trails and coffee spots.

Please stop by the Parks & Rec Office to say Hi and welcome Lesley to Coventry!

### COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director ◊ Caterina Merriam, Rec. Supervisor  
Yasmine Forte, Office Aide

[www.coventryct.org](http://www.coventryct.org)

## SUMMER CONCERT SERIES

### Summer Stage at the Lake

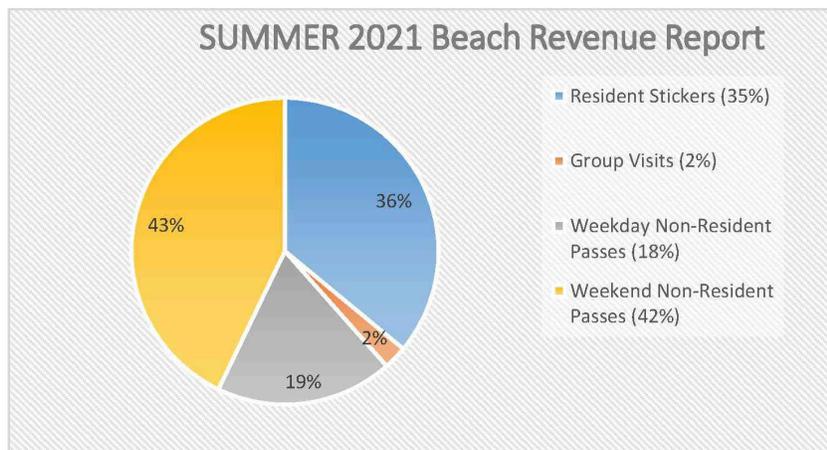
In a collaboration with Coventry Youth Services, Parks & Recreation resumed offering Summer Concerts at Patriots Park in 2021. Four evenings of entertainment were scheduled in July & August, including concerts featuring musical acts *Eight to the Bar* and *Juicebox*; a “Kids Night” featuring a musical performance from local business, *Song-A-Day Music* and a magic show with *Magic by George*; and concluding with a “Family Movie Night” showing *Ferris Bueller’s Day Off*. Due to weather concerns, the *Eight to the Bar* concert was rescheduled twice before finally being held on August 17<sup>th</sup> and the *Juicebox* show was cancelled last minute, as surprise thunderstorms rolled through just before show time.



## PHOTOS OF FUN



## BEACH REPORT:



## RETURN OF REC DAZE

After closing in March 2020 due to COVID-19, registration opened for the after school program on July 26<sup>th</sup>. At which time, only the After School program was offered, due to staffing challenges. However, after some additional recruitment efforts, two new hires were brought on, and registration opened for Before School on August 13<sup>th</sup>.



Rec. Daze opened for the year on September 1<sup>st</sup>, accommodating 14 kids in before school and 26 in after school. Staff worked through the summer months preparing for opening day by hiring staff, promoting registration, ordering supplies and corresponding with the schools and bus company. Staff also opened lines of communication with the school Nurses, in light of COVID-19 protocols, specifically regarding exposure and quarantining to ensure that our policies are consistent.



## Congratulations and Best Wishes!

June 30<sup>th</sup> 2021 marked a major milestone in the career of our longtime Director, Wendy Rubin: Retirement! After 13 years of service to the Town of Coventry and more than 41 years-experience in the field of Parks & Recreation, Wendy began her next adventure. Our Department has thrived under her direction and while she will be missed, we wish her all the best!



# Booth & Dimock Memorial Library

1<sup>st</sup> Quarter Report  
July – September 2021



## I. Circulation

- a. Total – **13,619**
  - i. By Item Type
    - 1. Books & Serials – **10,531**
    - 2. Video – **934**
    - 3. Audio – **363**
    - 4. Other – **210**
    - 5. Electronic – **1,581**
  - b. ILL (included in total)
    - i. BDML as Borrower – **705**
      - 1. ILL borrowing increased 50% compared to 1<sup>st</sup> Quarter 2020/21
    - ii. BDML as Lender – **962**
      - 1. ILL lending increased 28% compared to 1<sup>st</sup> Quarter 2020/21

## II. Programs

- a. Total Programs – **46**
- b. Total Attendance – **744**
- c. Programs are being offered to patrons in a variety of ways. In person programming is slowly making its return, while take & make program kits remain our most popular form of programming at the moment. Programs are also being offered virtually and passively (meaning individuals can come to the library at their convenience to partake in a self-led program).

## III. Internet

- a. Library Computers – **303**
- b. Wifi
  - i. Total sessions – **3,840**
  - ii. Total devices – **384**
  - iii. Total clients per day – **498**

## IV. Reference – **2,061**

## V. Patron Information

- a. Visitation – **4,007**
- b. Curbside Orders – **282**
- c. Registration – **82**

## VI. Social Media

- a. Posts – **73**
- b. Engagements – **14,179**
- c. Interactions – **773**

## VII. Maintenance

- a. Dehumidifier unit was tripping and unable to stay on. New England Mechanical fixed the issue after much trial and error.

- b. The roof repair by Jeremy Cogdill of the Garland Company in Spring 2020 held up very well and there were no leaks over this rainy summer.

**VIII. General**

- a. SHPO Survey & Planning grant contract was signed and returned. The Library Director submitted a draft Request for Proposal to be reviewed by the SHPO office.

**IX. Staff**

- a. Karen Duhamel Lambert was hired as Library Assistant I.
- b. Margaret Khan was recruited to serve on the Finance Committee for Bibliomation.
- c. Margaret Khan was elected to be the Treasurer for CLA with a term beginning 2022.
- d. Kayla Fontaine attended School Library Journal's *Teen Live* event on August 5.
- e. Jennifer Chretien was asked to participate on the CT Reads Selection Committee through the State Library.

**Department 51--Activity 5101  
Booth Dimock/ Porter Libraries**

As of 9-30-21

		Budgeted FY 21/22	Spent YTD
51000	Salary & Wages	\$ 344,000.00	\$ 79,996.72
51059	Payroll Taxes and Insurance	\$ 31,600.00	\$ 6,672.01
51121	Fringe Benefits	\$ 40,000.00	\$ 6,566.79
51999	Revenue Offset	\$ (16,500.00)	\$ (1,857.62)
52020	Finance and Accounting	\$ 6,750.00	\$ 1,350.00
52040	Internet	\$ 4,200.00	\$ -
52080	Professional Affiliation	\$ 1,000.00	\$ 625.00
52090	Travel Meetings and Mileage	\$ 1,500.00	\$ 75.32
52130	Service Contracts	\$ 17,560.00	\$ 10,499.25
52140	Equipment Repairs	\$ 4,950.00	\$ 1,615.04
52160	Building Repairs/ Maintenance	\$ 9,000.00	\$ 301.95
52240	Miscellaneous	\$ 3,550.00	\$ 237.48
53010	Office Supplies	\$ 5,000.00	\$ 1,244.87
53220	Subscriptions/ Books	\$ 30,190.00	\$ 6,574.37
53225	Program Costs	\$ 4,750.00	\$ 553.04
54540	Computer Replacement & Upgrades	\$ 4,000.00	\$ -
55010	Telephone	\$ 2,000.00	\$ 548.78
55020	Electric	\$ 15,000.00	\$ 3,922.05
55030	Heating Fuel	\$ 5,500.00	\$ -
55040	Water	\$ 575.00	\$ 189.36
55050	Sewer	\$ 375.00	\$ 375.00
55130	Disposal Fees	\$ 3,000.00	\$ 816.82
<b>TOTAL \$</b>		<b>518,000.00</b>	<b>\$ 120,306.23</b>

**PUBLIC WORKS DEPARTMENT**  
**Quarterly Report**  
**July, August & September 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 .....	Michael Mangiafico*
Public Works Maintainer II .....	John Hoffman
Public Works Maintainer II .....	Erik Johansen
Public Works Maintainer II .....	Lee Davey
Public Works Maintainer II .....	Colin Dunnack*
Public Works Maintainer I .....	Troy Stout
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

\*Promoted from Maintainer I to Maintainer II 09/27/2021

**Summer Road Work completed this quarter**

Full Depth Reclamation with Bituminous Overlay

North Farms Road from Joshua Lane to cul de sac  
High Meadow Lane  
Ridgebrook Drive

Bituminous Shimming

Knollwood Drive  
Birchwood Drive  
Meadow Trail

Chip sealed

North Farms Road  
Barbara Drive  
Antrim Road  
Root Road  
Lancaster Road  
Ripley Hill Road  
Cooper Lane  
Nathan Hale Drive  
Upton Drive  
South Street Extension (paved section)  
Eastview Drive  
Gardner Tavern Road

Rooster on Main Street.





Distinctive Tree Service removed over 30 dead trees on Snake Hill Road.



Pile of logs from tree removal were removed and brush was chipped.



Edge of road washed out on Wrights Mill Road.



Water flows over South Street due to drainage not able to handle volume of water.



A large 60" culvert on Broadway failed during storm.



Emergency repair made by Earth Dynamics.



**COVRA**  
**Quarterly Report**  
**July, August & September 2021**

**TRANSFER STATION: MATERIALS RECEIVED**

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPT</b>	<b>TOTAL</b>
Revenues	\$3,789	\$2,878	\$3,150	\$9,816
Electronic waste – each	236	215	180	631
Propane tanks – each	14	14	6	34
Bulky CD/brush – tons	33	29	31	93
Scrap metal – tons	12	8	6	26
Tires – each	32	50	32	114
Leaves – tons	2	1	1	4
Refrigerant – unit	58	50	37	145
Mattress / box spring	123	107	82	312
Customers	628	506	432	1,566

**TRANSFER STATION: VENDORS & MATERIALS TRANSFERRED**

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPT</b>	<b>TOTAL</b>
Willi Waste – cd – tons	45	29	27	101
Willi Waste – brush – tons	0	11	0	11
Willi Waste – metal – tons	5	10	5	21
Take2 - refrigerant – units	53	98	0	151
Take2 - electronics (CED) – lbs	3,148	3,549	2,220	8,917
Take2 - electronics (non) – lbs	1,091	345	1,248	2,684
Take2 - uw lamps, mixed – lbs	0	120	135	255
Take2 - batteries, mixed – lbs	0	0	390	390
Blue Rhino – propane tanks – each	0	0	91	91
Bob’s Tire – each	0	68	0	68
Bay State Textiles – lbs	260	230	630	1,120
Bye Bye Mattress	124	69	103	296

**CURBSIDE PICK UP**

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

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPT</b>	<b>TOTAL</b>
MSW @ \$71.30 / ton	364	350	360	1,074
Expenditure	\$25,980	\$24,946	\$25,682	\$76,608
Recycling @ \$31.82 / ton	108	102	109	318
Expenditure	\$3,437	\$3,232	\$3,466	\$10,134
Bulk @ \$80.82 / ton	22	18	23	63
Expenditure	\$1,754	\$1,482	\$1,830	\$5,066

\*Casella Waste from Vermont purchased Willimantic Waste Paper in September

**TOWNWIDE TEXTILE RECYCLING**

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPT</b>	<b>TOTAL</b>
Lbs.	2,340	2,810	3,060	8,210
Revenue paid @ \$.05 / lb.	\$117	\$141	\$153	\$411

## **WPCA 2021 3<sup>rd</sup> Quarter Report: July, August, September**

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

Designed for Average 200,000 gallons per day  
Average Flow this Quarter = 165,842 gallons per day  
Peak Daily Flow this Quarter = 519,000 gallons per day

### **Route 44 :**

- Western Route 44 Sewer Planning Area: The CEPA environmental review process was completed by publishing a Post Scoping Notice in the CT Environmental Monitor. Thankfully CT DEEP did not recommend an additional Environmental Impact Evaluation which would have been costly and in our eyes unnecessary. Also SB 701, an act "To permit the board of directors of the Bolton Lakes Regional Water Pollution Control Authority to authorize expansion of the authority's wastewater system into the town of Coventry and take any action the board deems necessary to implement such expansion." passed and was signed into law. These key approvals have been in the works for years.
- Our next steps towards installing sewers in this area will 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 Collection System:**

- Tropical Storm Elsa produced heavy rainfall which caused numerous alarms at the Avery Shores pump station. Staff created a temporary solution and we have a plan to raise an underground vault hatch and install gutter drains & a berm as a permanent solution.
- We are performing inspections in preparation to rehab and raise 21 sewer manholes in the Lakeview Terrace subdivision in conjunction with road paving this fall.

### **Wastewater Treatment Plant:**

- We are preparing our 8<sup>th</sup> infiltration basin for use. It has not been used for many years so we had it excavated and are in the process of replacing old corroded valves.
- The steam boiler at the Treatment Plant needs to be completely replaced. We had tried repairing it over the past 2 years but after exploring many options decided replacement was the best solution. Due to the emergency nature of the

situation and the extremely high cost of rental boilers the Town Manager waived the bid process and we hope to have the new boiler installed by early November.

**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.