

TOWN OF COVENTRY

QUARTERLY REPORTS



October - December 2021

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Cover photo: Cool November air creates a mist over the warm water on Coventry's Lake Wangumbaug.
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

The FY22-23 capital and operating budget requests were distributed to all Town departments. The FY22-23 budget will be compiled in the first quarter of 2022.

The annual financial audit was completed during October by our independent auditors, Blum Shapiro. The audit was issued on December 26 with "clean" audit opinions for the Town's Comprehensive Annual Financial Report, Federal Single Audit Report, and State Single Audit report, for the year-ended June 30, 2021. This audit has been submitted to the Government Finance Officers Association for consideration on certificate of achievement.

The Town received the actuarial valuation for the Town Pension Plan as of 7/1/21. The valuation shows a funded ratio of 75.6%, which is significantly higher than many of our Connecticut Municipal peers. It should be noted that the funding percentage per the audit as of June 30, 2021 was 83.91%. This figure does not use the smoothing methodology that is used in the actuarial valuation.

Open enrollment for the Town's HDHP/HSA plan was completed in early December. In addition, planning for FY21-22 rates has begun and is currently being reviewed.

Significant time was spent in December preparing for year-end processing and reporting for payroll, non-payroll and ACA compliance.

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
ECHIP Board meetings
ECHIP Wellness committee meetings
Farmers Market Planning Committee
School Building Energy Efficiency Committee

Collector of Revenue

Back Tax Statements (BTS) and Tax Collector Demands (TCD) notices for Real Estate, Personal Property, Motor Vehicle, COVRRRA (Trash) and Sewer accounts were prepared and mailed throughout the quarter.

The second installment of the sewer assessment bills were printed and mailed at the end of October for a November 1, 2021 due date. These payments were processed and deposited. Electronic files are sent on a weekly basis to the CT Department of Motor Vehicles to remove the tax flag on those accounts that are no longer delinquent. Real time DMV clearances are issued upon receipt of cash or money order for payment on all motor vehicle taxes due.

The Webster lockbox facility reopened in late December for processing current Coventry tax payments for January Real Estate and Supplemental motor vehicle taxes. The lockbox facility sends back to the tax office unprocessed payments for processing here, including partial or delinquent payments, incorrect or unsigned checks, or checks without payment coupons. The tax office also processes payments sent directly to town hall, to our Main Street address.

The 2020 Supplemental motor vehicle grand list, was balanced with the Assessor's report in the first half of December. The bill file was sent to the printer, and on December 28, 2021 the bills (2490) were delivered to the Post Office. Taxpayers are continuing to take advantage of the Drop Box located at the rear entrance to Town Hall, located in the glass vestibule. Public is being asked to use online payment through www.coventryct.org or the drop box to avoid long lines.

At the end of December, longtime employee, Linda Greenbacker retired as Collector of Revenue after 28 years of dedicated service. We wish her all the best in her well-deserved retirement.

The second quarter report is attached.

Property Taxes Collected by Linda Greenbacker, CCMC Tax Collector Collected October 2021 through December 2021
 Paid to Amanda Backhaus, Treasurer, Town of Coventry

		Property Tax	Interest	Liens & Costs	Total
Grand List	2006	37.82	1,000.98	0.00	1,038.80
	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	0.00	0.00	0.00	0.00
	2011	0.00	0.00	0.00	0.00
	2012	61.51	87.65	0.00	149.16
	2013	143.49	62.56	0.00	206.05
	2014	53.87	97.18	6.00	157.05
	2015	378.16	423.67	1.00	802.83
	2016	2,031.89	1,462.75	48.00	3,542.64
	2017	10,872.29	4,805.37	126.00	15,803.66
	2018	31,745.35	8,657.11	274.00	40,676.46
	2019	<u>60,648.42</u>	<u>13,361.91</u>	<u>410.57</u>	<u>74,420.90</u>
		105,972.80	29,959.18	865.57	136,797.55
Current	2020	3,705,443.09	16,284.75	24.00	3,721,751.84
Current SMV		<u>12,644.74</u>			
Totals		<u>3,824,060.63</u>	<u>46,243.93</u>	<u>889.57</u>	<u>3,871,194.13</u>
Current 110	6010	40211	3,705,443.09		
Delinquent		40212	105,972.80		
Interest & Liens		40213	47,133.50		
SMV		40214	<u>12,644.74</u>		
			<u>3,871,194.13</u>		
Sewer Assess 205-7722	40211	135,859.80		Sewer User	40211 74,174.47
Interest, Liens, Per Diem	40213	<u>10,215.34</u>		Interest & Liens	40213 <u>9,785.14</u>
		<u>146,075.14</u>			<u>83,959.61</u>
COVRRRA				Returned Check Fee	<u>60.00</u>
Current 218-7601	40211	43,354.45			
Delinquent	40212	8,796.63			
Interest & Liens	40213	<u>7,367.33</u>			
		<u>59,518.41</u>			
Total					\$4,160,807.29

Assessor

OCTOBER

Personal Property Declarations went out at the end of September and have been coming in by mail or by individuals returning the declarations into the dropbox or our office. Some individuals require assistance in filling out the forms. The deadline was November 1ST for this year.

We completed the monthly transfers, prorates of the motor vehicles, continued the inspection process to finalize the Real Estate Grand List for the end of January. We also received the 2020 Motor Vehicle Supplemental Grand List arrived from the Department of Motor Vehicle. This is the first time in 20 years of being an Assessor it arrived so early.

NOVEMBER

November is a transition month for our office. Personal property declaration valuation has been started, calculated and entered into the system. We are continuing the building permit inspections necessary to add to the 2020 Real Estate Grand List. We have almost completed all motor vehicle corrections and are working on the 2019 Supplemental Motor Vehicle list.

DECEMBER

We are continuing to work on data entry and valuation of Personal Property. The 2021 Motor Vehicle Grand List was received from DMV. We are busy trying to get this all priced and finalized by end of January as well. This list is compiled of anyone who had a registered motor vehicle in the Town of Coventry as of October 1st. We are current with all motor vehicle corrections. We have completed the 2020 Supplemental Motor Vehicle list for a total assessment of \$16,601,914. It's an increase of \$3,688,411 in assessed value from the 2019 supplemental grand list.

I met with the new and former members of the Board of Assessment Appeals for the upcoming year due to the Chairperson Joan Oros retiring. Our office is fielding and correcting any questions due to supplemental motor vehicle tax bills being mailed out. This should continue through the month of January. OPM has issued the new Income limits for the 2021 filing with Married coming in at \$46,100 and single at \$38.1

Michael J. D'Amicol
Assessor

TOWN CLERK'S OFFICE

*Lori Tollmann, CMC, MCTC, Town Clerk
Brooke R. Manning, CCTC Assistant Town Clerk
Mattea Whitford, Assistant Town Clerk*

QUARTERLY REPORT OCTOBER 1 – DECEMBER 31, 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 and Notary Public appointments, 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 \$269,332.00 this quarter, of which the Town retained \$82,740.50



Activity	Volume	Revenue
Total Documents Recorded	684	25,690.00
Local Conveyance Tax Recorded	72	45,574.00
Copies	4,202	4,202.00
Trade Name Certificates	2	20.00
Liquor Permits	7	140.00
Burial/Cremation Permits	14	70.00
Marriage Licenses	8	128.00
Vitals Copies	72	2,650.00
Notary Fees & Renewals	61	450.00
Dog License Fees	45	44.50
Maps Filed	5	80.00
Fish & Game License & Permit Fees	32	19.00
Conveyance fees	72	72.00
Unanticipated		
PA-490		
PA-00-146 Clerk	684	858.00
Historic Preservation		
PA-05-228, 09-229 & 13-247 LOCIP	684	1,287.00
PA-05-228, 09-229 & 13-247 Clerk	684	1,729.00
Town Clerk Revenue Transferred to Treasurer:		82,740.50

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 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, \$186,319.00 in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$27,000.00
PA 05-228 & 09-229	15,444.00
Marriage Licenses	272.00
Fish & Game Licenses	765.00
PA-00-146	3,432.00
State Conveyance Tax	138,934.00



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

	Dog License Fees	Surcharge
October - December	\$362.00	\$110.00

Municipal Election and Adjourned Town Meeting and Referendum:



Tuesday, November 2, 2021 an Election was held for the offices of Town Council, Board of Education, Board of Assessment Appeals, Zoning Board of Appeals, and Zoning Board of Appeals Alternates. Town percentage of having voted was 44.3 %.

Also held on November 2, 2021 was an Adjourned Town Meeting and Referendum for the following two questions:

#1 "Shall the resolution making an appropriation of \$325,000 for the planning, design, and construction of a new softball field and related improvements along Plains Road be approved?" YES 2,834 NO 1,065

#2 "Shall the resolution increasing each of the appropriation and bond authorization by \$3,900,000 from \$2,780,000 to \$6,680,000 for the replacement of roofs and fire alarms at various Town schools and the High School/Middle School Complex be approved?" YES 2,787 NO 1,089

Fiscal Year 2022-2023 Budget: The budget preparation process began in December 2021. Gathering, computing, evaluating and organizing the information necessary to make an appropriate request is extremely involved and time consuming. Considerable time and energy is put forth to compile accurate data which reflects this office's needs in order to provide the many services for which we are statutorily charged. Every effort is made to deliver a responsible budget request.

Historic Document Preservation Grant FY 22: The \$5,500 grant application was mailed in October 2021. Our office has 35 large land record volumes that need to be recreated. This is due to the usage of the volumes and the age of the print. This will reduce the size of the volumes and create more shelf space in our vault.

Staff Updates/Activities

No meetings or classes attended due to COVID-19



Town of Coventry Fire Department at Coventry Farmers' Market

Coventry Land Use Office

Quarterly Report for
October, November, December
~ 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

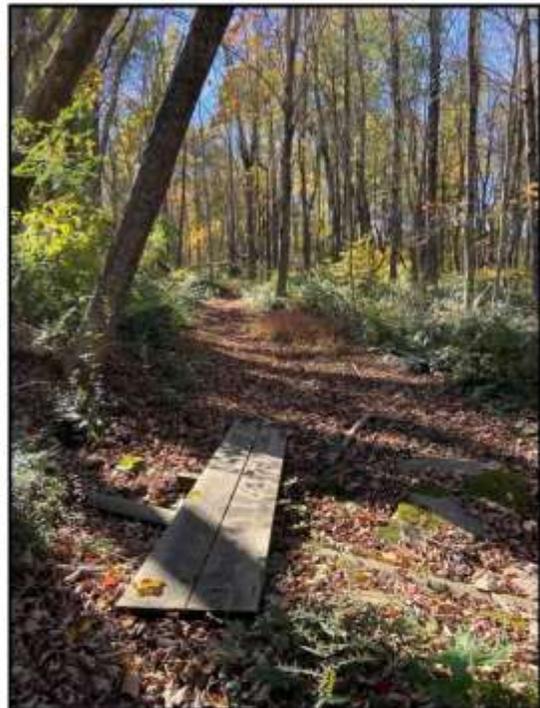
YEAR **2021**

October, November, December

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
21-08	ZR	10/25/21	10/25/21	Zoning Text Amendment of Dr. Damon Jenkins to revised table 4.04A - Dimensional Requirements	12/13/21	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



Couch Preserve – Cooper Lane

PLANNING AND ZONING COMMISSION

YEAR **2021**

October, November, December

DISCUSSION AND ACTION TOPICS:

- Met with the Town Attorney to discuss the development of cannabis establishment regulations, including review of Statutory guidelines, experience from other communities. The Chairman volunteered to assist with the development of the regulations.
- Hosted public informational meeting on the Town's DEEP Recreational Trails Grant proposal involving the Nathan Hale Greenway.
- Continued review of the proposed grid scale energy project of East Point Energy on North River Road.
- Approved lot line modification request of Donna Roberts for the property located at 271 Skyview Drive.
- Provided Staff update on status of Cassidy Hill Winery special permit compliance
- Adopted 2022 meeting calendar.
- Discussed future meeting to be scheduled with the IWA to discuss land use matters with Dr. Kortmann, the Town's Limnologist.
- Discussed the status of the hiring of a consultant to assist the Town with the development of an Affordable Housing Plan, as well as the work that will be required to complete the Plan. Two members volunteered to assist in the development of the Plan.

October, November, December**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 Town is working with a consultant to examine the design of the future layout as well as the multi-town agreement.
- Provided an update on the ongoing work to support the Farmers' Market season. The season was a success with good numbers of customers and the vendors have had positive experiences. Weather played more of a role with this season, which impacts the utility of the Market field.
- 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. Permits have been submitted by the consultant and are in the process of being evaluated by Staff.
- Staff continues to hold regular meetings with the Coventry Village Partners. Christmas in the Village was planned for and executed. Halloween in Coventry Village, a new Village event, was planned or in a short timeframe, but had to be cancelled due to weather.
- Discussed Staff's ongoing assistance with Integrated Rehabilitation and their interest in building a new professional office building in town.
- Discussed a new program that was spearheaded by the Town Manager's UCONN intern to recognize employees of businesses in town. The Commission supported the project and it will be launched in early 2022.
- Discussed the status of the new professional dental office that is being proposed at 1572 Boston Turnpike. The PZC approved a Zoning Regulation amendment to create setback flexibility to support this and other commercial projects. Staff continues to work with the consultant to assist with the design and permitting required with the project.
- Staff completed work with the Senior Housing Alternatives Study Committee and the preparation of its Report. A presentation of the Report occurred with the Town Council.

October, November, December

- Staff met with a development consultant that the Town Manager has known for years, to discuss development potential in Coventry. Commercial and mixed use projects focusing on the Bolton Gateway Node were reviewed. Discussions continue on this matter.
- Staff is in the process of administering the Culture and Arts Grant that is being offered by the Town to local stakeholders. A total of \$36,000 is to be dispersed. Eight applications were received and will be considered by a panel of Town Staff.
- Discussed the status of the grid scale energy project that is being considered on North River Road.
- Discussed the request of the Town Council to meet with the EDC and discuss economic development matters. Town Staff and a member have begun preparing for that meeting that will likely occur in the spring.
- Discussed the meeting Staff had with CT Water to discuss future infrastructure projects that are being planned by both the Town and CT Water to insure coordination.
- Discussed the opening of Captain Hale Financial Services that is located where Dr. Keenan was formerly operating.
- The EDC made a recommendation to include \$5000 in the EDC budget to support 4 Town Economic Vitality Plan and Coventry Village Partners initiatives.
- The 2022 calendar of EDC meetings was adopted.



Coventry Farmers' Market – October/November 2021

PLANNING STAFF HIGHLIGHTS

YEAR 2021

October, November, December

- Continued the training of the new Planning Tech/Zoning Agent staff.
- 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 as well as tree damage at Riverview Trail Park.
- Completed work to support the Senior Housing Alternatives Study Committee after the resignation of the former Planning Tech/ZEO. The Plan was completed and a public presentation was provided to the Town Council.
- Working with the CT Main Street Center to follow up on the Spotlight on Main Street event in Coventry Village in September. New resources are to be created by the Center to assist small town downtowns that are based upon Coventry's successes.
- Continued office file consolidation and disposal project with 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.
- Began administering the grant from the State of CT Department of Housing for funds to assist in the preparation of a town affordable housing study. An RFP was drafted and released by Town Staff. Consultant firms were interviewed and SLR was selected by the review committee. Work is expected to begin in January 2022.
- Completed the submittal of a CT DEEP Recreational Trails grant to further the goals of the Nathan Hale Greenway with improvements to Nathan Hale Road and Bear Swamp Road. The Town's project was short listed and DEEP requested additional information to further consider it.

October, November, December

- Began working on a potential open space purchase by the town involving a significant parcel on South River Road. Joshua's Trust has been invited to participate in the purchase. A site walk was held with the owner and the Trust is to respond in January 2022.
- Continued work with the Towns of Bolton, Tolland and Vernon on the development of the Bolton Lakes Watershed Management Plan. Staff is orchestrating plans to post watershed boundary signs in Coventry in cooperation with State DOT and DPW.
- Continued work to negotiate the Farmers' Market lease on the CT Landmarks property – Nathan Hale Homestead. The lease ends in 2022. This is a very complicated and sensitive issue that will require a great deal of attention to insure that the Market can continue to thrive there.



Couch Preserve – Cooper Lane

ZONING ENFORCEMENT

YEAR 2021

October, November, December

Alexa Gorlick - Planning Technician/Zoning Enforcement Officer

<u>ZONING PERMITS ISSUED</u> =	74
Single Family Dwellings	11
Condominiums	0
In-Law Apartments	1
Accessory Structures	
Decks/Porches	6
Sheds/Gazebos	6
Barns	0
Detached Garages	5
Pools	1
Additions/Attached Garage	5
Grading/Clearing	0
Commercial Use/Signage	6
Home Occupation	3
Interior Renovations	7
Driveway	9
Roof Mounted Solar PV	9
Other	5
	<hr/>
Total	74

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

<u>CERTIFICATES OF USE AND OCCUPANCY</u> =	*17
(Signed for zoning compliance by ZEO)	
Single Family Dwellings	5
In-law apartment	0
Condos	0
Accessory Structures	
Decks/Porches	0
Sheds/Gazebos	8
Barns	0
Detached Garages	0
Pools	0
Additions/Attached Garages	3
Other	1
Commercial Use/Signage	
	<hr/>
Total	17

ZONING ENFORCEMENT (Cont'd)YEAR **2021****October, November, December**INSPECTIONS*

Erosion and Sediment Control	1
Limits of Clearing	0
Certificate of Occupancy	17
Pre-Approval Inspection	0
Seed and Mulch Bond Release/Inspections	3
Zoning Complaints (initial & follow-ups)	5
Blight Complaints (initial & follow-ups)	10
Blight/Zoning Combined Inspections	3
Street Number Assignments	0
Other	5
Total	<u>44</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	1
Signage	0
Illegal Dumping/Oil Spills	1
Clearing, Filling	0
Junk Yard	6
Greater than 1 unregistered motor vehicle	4
Unlicensed motor vehicle dealer/repair	1
Outdoor wood burning furnace	0
Residential motor vehicle sales	0
Livestock/Poultry/Agriculture	3
Nuisance	0
Other Zoning Enforcement	1
Blight complaints	4
Total	<u>21</u>

ZONING ENFORCEMENT

YEAR **2021**

October, November, December

News from Zoning Department:

Personnel

I attended CAZEO training in November and since have continued to go over the material and make connections with matters in the Land Use Department.

Enforcement

I have been working on closing out the ongoing enforcement cases that Mark Landolina had been previously working on before he left. Individuals have been contacted again and requested to continue bringing their property into compliance. Drive by as well as onsite inspections have been conducted. Properties with suspected unregistered vehicles have been forwarded to John Chipman to further investigate.

GIS

I have been using GIS to complete projects for the Four Town Committee as well as the Senior Housing Alternative Study Committee. I have been creating maps that display Coventry's assets such as a dining options and areas for outdoor recreation.

Other

After working under the guidance of Eric, I have been transitioning into approving permits and completing inspections on my own. We all have been working together to get adjusted to the new online permitting system with the help of Heidi and Brigit. I have been participating in the Four Town Committee, Senior Housing Alternative Study, Farmer's Market Committee, and the Coventry and Bolton lake Committees. I have been looking into different GIS training programs and will soon be participating in ESRI's free GIS training to brush up on my GIS skills. I have been attending ZBA and PZC meetings and learning how these meetings are run.

ZONING BOARD OF APPEALS

YEAR 2021

October, November, December

APP. #	DATE REC'D.	DATE ZBA ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P
20-08Z	10/22/20	11/17/2020	64 Adelma Drive/Rylant/ Front Porch/ Front yard Setback	11/17/20	A

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



Town of Coventry Fire Department at Coventry Farmers' Market

INLAND WETLANDS APPLICATIONS

YEAR 2021

October, November, December

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
21-24W	8/24/21	8/25/21		Brigham Tavern – Winding Brook Realignment of the Stream Channel Todd Penney	12/15/21	W
21-28W	9/21/21	9/22/21		1585 Main Street Expand Police Dept. Visitor Parking Town of Coventry	-	P
21-29AR	10/13/21	10/27/21		777 Dunn Rd - Clear, Fill, and Grade within a wetland/upland review area for the purpose of establishing agricultural use/horses, ShyAnne Demers	11/17/21	AR
21-30W	10/20/21	10/27/21		3780 South Street Addition to the existing house, a 12'x18' shed and the construction of a 42'x37' detached garage and other improvements depicted on approved site plan within the regulated upland review area., Michelle Pesce	11/17/21	A
21-31W	10/26/21	10/27/21		190 Depot Road – Decew Dam Repair the Decew Dam Town of Coventry	12/15/21	A
21-32WA	11/9/21	-		1171 Grant Hill Road Minor grading and associated activities within the regulated upland review area in support of a septic field. Rick Mannarino	-	P
21-33W	11/19/21	12/15/21		261 Woodland Road Demo and rebuild single family home on Coventry Lake, William Younge	-	P
21-34WA	12/2/21	-		678 Bunker Hill Road Installation of a new septic tank and leaching system with associated piping for the on-site residence. Skip's Waste water Services	12/06/21	A
21-35WA	12/2/21	-		76 Hemlock Lane Installation of a new effluent pump chamber and leaching system with associated piping. Connecting to existing septic tank serving residence. ~110 ft. from Coventry Lake. Skip's Waste water Services	12/06/21	A
21-36W	12/13/21	12/15/21		325 Main Street Construction of Town Softball Field and associated activities, Town of Coventry	-	P
21-37WA	12/18/21	-		290 Swamp Road Septic system replacement within the Regulated Upland Review Area County Line Septic	-	P

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

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

October, November, December

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, 4 of which were approved, 4 are pending, and 1 was determined to be As of Right. The types of permits this quarter were different than similar quarters, the most common permits being for septic systems within Regulated Areas. The Agency approved a Town of Coventry application that dealt with the repair of the Decew Dam at 190 Depot Road that sustained damage during some of the rain storms.

During this quarter Ms. Gosselin participated in an erosion & sedimentation control field day in October hosted by the SNEC Chapter of the Soil and Water Conservation Society and attended a Native Plant Webinar hosted by the University of Connecticut.

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 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.



Bunker Hill Road Bridge – Wing Wall Repair



GPS Receiver taking points of a flagged wetland delineation

BUILDING DEPARTMENT QUARTERLY REPORT
2nd QUARTER
October, November, December 2021

There were approvals of ten (10) permits issued for new dwellings this quarter.

NEW HOUSE PERMITS ISSUED FOR THE 2nd QUARTER 2021-2022 FISCAL YEAR	
ADDRESS	DATE
1194 CEDAR SWAMP ROAD	10/8/2021
94 STONEHOUSE ROAD UNIT 32	10/8/2021
1066 GRANT HILL ROAD	10/19/2021
805 PUCKER STREET	11/4/2021
155 SOUTH STREET EXT.	12/9/2021
94 STONEHOUSE ROAD UNIT 22	12/15/2021
74 WOLF HILL ROAD	12/20/2021
515 STONEHOUSE ROAD	12/20/2021
94 STONEHOUSE ROAD UNIT 23	12/23/2021
60 ZEYA DRIVE	12/23/2021

In addition to the new home permitting issued, we issued one (1) foundation only permit:

FOUNDATION PERMITS ISSUED FOR THE 2nd QUARTER 2021-2022 FISCAL YEAR	
ADDRESS	DATE
NONE FOR OCTOBER	
74 WOLF HILL ROAD	11/19/2021
NONE FOR DECEMBER	

There were two (2) issued this quarter for replacing crumbling foundations:

CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 2nd QTR 2021-2022 FISCAL YEAR	
ADDRESS	DATE
99 TALCOTT HILL ROAD	10/1/2021
73 HIGH MEADOW LANE	11/21/2021
NONE FOR DECEMBER	

New homeowners are happily settling into thirteen (13) newly built homes.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 2ND QUARTER 2021-2022 Fiscal Year	
ADDRESS	DATE
90 HEMLOCK LANE	10/21/2021
64 WINDY HILL ROAD	10/22/2021
1198 CEDAR SWAMP ROAD	10/22/2021
55 EDGEWATER DRIVE	10/26/2021
94 STONEHOUSE ROAD UNIT 29	10/27/2021
74 TALCOTT HILL ROAD	10/28/2021
66 BEAVER TRAIL	10/29/2021
143 STONEHOUSE ROAD	11/2/2021
45 NORTH SCHOOL STREET	11/12/2021
62 WINDY HILL ROAD	11/24/2021
57 CARNIC ALPS ROAD	11/29/2021
94 STONEHOUSE ROAD UNIT 30	12/21/2021
51 WINDY HILL ROAD	12/23/2021

Homeowners achieved new peace of mind as two (2) foundation replacements received Certificate of Occupancies for their completion this past quarter.

CRUMBLING FOUNDATIONS ISSUED CO's 2ND QUARTER 2021-2022 Fiscal Year	
ADDRESS	DATE
NONE FOR OCTOBER	
NONE FOR NOVEMBER	
99 TALCOTT HILL ROAD	12/8/2021
1658 NORTH RIVER ROAD	12/14/2021

Municipal Projects:

No municipal permits were issued in October.

In November, a permit was issued for a pavilion to be constructed at Laidlaw Park (999 Merrow Road).

Two (2) permits were issued in the month of December. The first was for a temporary trailer at 2229 Boston Turnpike for the street realignment project. The second permit was for more cell antenna work at the cell tower behind Town Hall (1712 Main Street).

Commercial Projects:

In October there were two (2) separate temporary tent permits issued at 2299 South Street's Nathan Hale Homestead for fall weddings.

There was permitting for cell tower work at 178 Main Street in the month of November.

In December, three (3) commercial permits were issued. The first was for a concrete floor to be poured in the auxiliary commercial building at 1011 Main Street. The next permit was for the Nathan Hale Barber Shop Tenant Fit Out at 1265 Main Street in the village. The last permit was for cell tower antennas at the tower located at 712 Bread and Milk Street.

The Building Official completed four hundred fifty (450) inspections this quarter.

No (0) Sewer Venting Inspections were performed.

There were eleven (11) photovoltaic roof mounted systems were inspected and closed out this quarter.

Seven (7) hours of continuing education were earned this quarter.

Permits for this Quarter

PERMIT TYPES	Oct. 2021	Nov. 2021	Dec. 2021	Second Qtr.
				2021-2022
Houses only	3	1	6	10
Foundation only	1	2	0	3
Condominiums	0	0	0	0
Commercial Bldg/Renov	2	1	3	6
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	1	2	3
Additions	2	5	1	8
Garages/Carports	1	0	0	1
Sheds/Barns	2	0	1	3
Decks/Porches	3	14	2	19
Pools	1	0	1	2
Demolition	0	0	0	0
Woodstove	4	4	4	12
Miscellaneous	5	7	8	20
Renov/Repair/Alter	21	9	6	36
Plumbing	4	5	5	14
Heating	16	20	12	48
Electric	24	16	21	61
TOTAL PERMITS	89	85	72	246
PERMIT VALUE	1,611,958	1,232,543	2,125,750	\$4,970,251
FEES COLLECTED	22,834	14,132	31,529	\$68,495
Certificate of Completion	68	61	84	213
C/O's - New Homes/Condos	7	4	2	13
C/O's - Other	0	1	9	10

Quarterly Report
Second Quarter FY 21_22
October 2021 – December 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 21/22 fiscal year and information regarding the department's efforts and progress toward meeting those goals. Completed goals reported in the previous quarter have been omitted from this report.

ADMINISTRATION

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

Objectives:

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

We continue to comply with CALEA and POST Accreditation standards. Recently amended policies in line with Police Accountability bill require drug testing and behavioral health assessments. We have begun this testing in accordance with the statute.

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.

After conducting a review of certified applicants, we previously made an offer of employment to Jose Pansini. Officer Pansini was sworn in on January 3, 2022. Officer Pansini has begun his field training and it is expected to be for a period of six weeks.

We are also in the process of reviewing applications for an open position and plan to interview a selection of certified and entry level candidates. We hope to schedule oral board interviews in February 2022 for prospective candidates.

OPERATIONS

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 continue to see a reduction of thefts from vehicles and auto thefts. In this quarter, we had two reports of motor vehicle theft (one arrest), only one theft from a motor vehicle and one theft of motor vehicle parts (license plate).

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 2021.
- 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 6200 people. We continue to get additional followers each week.

The Coffee-with-a-Cop event was canceled nationally this year. In October, we participated in the PJ Day fundraiser with FD personnel and Courtside Nutrition. It was well received by many and an opportunity for us to get to know a new business owner in town.

In November, Officers Dexter and Santiago (military veterans) spoke with a local Cub Scout Pack at Creaser Park in honor of Veteran's Day. Food donations were also collected at the police department for Human Services to distribute to local families. Officer Kelsey Carpenter organized this effort.



The annual Stuff-a-Cruiser and Stuff-a-Truck were held on December 4, 2021 along with the Fire Department and EMS. All donations were given to the Coventry Human Services Department for distribution to local families.



We also participated in a delivery of toys to families along with the Coventry Fire Department on Christmas Eve and the annual Christmas in the Village event.



This quarter we attempted to catch up with some required and needed training that had been previously put on hold due to the Covid pandemic. Quarterly training for October 2021 to December 2021 included:

October 4-8, Ofc. Anderson completed Methods of Instruction training to become a POST approved instructor in the areas of defensive tactics, handcuffing, baton, and OC. Due to a recent vacancy, we did not have an in-house trainer in these areas.

October 6-7, Ofc. Greener completed CREST training for the tactical team.

October 15, Ofc. Krukoff completed CREST training for negotiators.

October 21-23, Ofc. Greener attended simunitions training which allows him to instruct officers in realistic scenarios with the same weapon system that fires non-lethal training rounds that mimic live fire.

October 26, Ofc. Greener and Sergeant Iger completed training on recent Use of Force updates.

November 3-4, Ofc. Krukoff and Ofc. Greener participate in joint CREST training involving both negotiators and tactical officers.

December 14-16, Sgt. Iger completed Incident Command training

Other Items of Interest

Chief Palmer retired on October 8, 2021 and Jeff Spadjinske was sworn in as Acting Chief on that date also. Chief Spadjinske has been handling all of the duties and responsibilities of the chief's office and attending local and regional meetings. Chief Spadjinske is also attending the Capital Region Chief's Recertification Training Course to maintain his POST certification. The training consists of seven sessions spread out over several months.

COVID restrictions continue to impact operations and activities of the staff. Precautions for the health and safety of the public and staff continue as we navigate through the pandemic.

On December 2nd we had a suicide threat call that ultimately warranted a response from the regional CREST team. The incident came to a peaceful resolution and no one involved was injured.

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



**Coventry Police Department
Incident Analysis**

10/1/2021...12/31/2021

Shift		Total
1st	2nd	3rd
218	642	473
		1335

UCR	Nature	1st	2nd	3rd	Total
003	Car Seat Installation	1	4	0	5
029	Disabled Motor Vehicle	5	16	13	34
11D	Fondling	0	0	1	1
13A	Assault Aggravated	0	0	1	1
13B	Assault Simple	0	1	0	1
13C	Intimidation	0	2	1	3
152	Suicide Threat/Attempt	2	2	2	6
220	Burglary	1	1	0	2
23C	Larceny Shoplifting	0	3	0	3
23D	Larceny Theft From Building	0	2	0	2
23F	Larceny Theft From MV	0	0	1	1
23G	Larceny Theft of MV Parts	0	1	0	1
23H	Larceny All Other	0	1	2	3
240	MV Theft	1	1	0	2
2604	Fireworks/Gunshots	1	4	5	10
2608	Abandoned MV	1	3	2	6
2609	Littering	0	1	1	2
2631	Public Hazard	10	20	22	52
26A	Fraud False Pretenses	0	4	0	4
26B	Fraud Credit Card/ATM	0	2	2	4
26C	Fraud Impersonation	0	2	0	2
26E	Fraud Wire	0	0	1	1
26F	Identity Theft	0	3	0	3
290	Vandalism	1	3	1	5
2914	Animal Complaint	6	38	20	64
3009	Susp Person/Activity/MV	19	45	54	118
326	Illegal Parking	0	1	0	1
332	Harassment/Harassing Phone Calls	1	4	4	9
334	Untimely Death	0	2	0	2
343	MV Accident (Injuries)	1	1	8	10
344	MV Accident Evading	2	1	3	6
346	MV Accident (No Injuries)	6	14	7	27
347	MV Accident (Private Property)	0	0	4	4
351	Alarm	20	27	17	64
353	Medical	34	61	39	134
355	MV Stop	29	84	50	163
36B	Sexual Assault (Statutory)	0	1	1	2
370	Pornography	0	0	2	2
375	Routine Assistance	5	32	26	63
377	Open Door/Window	1	3	1	5
388	Miscellaneous	9	13	4	26



Coventry Police Department Incident Analysis

10/1/2021...12/31/2021

390	Police Information	1	1	0	2
391	CREST callout	1	0	1	2
392	METRO callout	1	0	3	4
396	Escort	2	6	6	14
398	Missing Person	2	0	2	4
399	Lost And Found	2	10	3	15
400	Family Matter - Non Arrest	0	10	11	21
401	Repossessed Vehicle	5	3	0	8
4811	Finger Printing	0	86	1	87
4858	Fire	0	3	3	6
4873	Assist Other Agency	4	17	16	37
4874	Test Ticket	0	2	2	4
520	Weapon Law Violations	0	1	0	1
82	Runaway/Non NIBRS	0	2	3	5
861	Disturbance (Non-Domestic)	3	2	7	12
866	Noise Complaint	1	1	6	8
889	Check Welfare	3	17	21	41
890	MV Erratic Operation	5	15	13	33
891	MV Lock Out	0	9	3	12
90D	DWI	0	1	4	5
90F	Family Offenses, Nonviolent	0	1	0	1
90J	Trespass of Real Property	0	1	1	2
90Z	All Other Offenses	1	2	4	7
911	911 Hang Up Call	4	2	7	13
Sup.	Supplemental	27	47	61	137

Human Services Department Quarterly Report October- December 2021

Staff:

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

Brenda Bennett, Senior Center Coordinator
Cathy Mitchell, Senior Center Assistant
Sarah Leete, Senior Center Van Transportation Coordinator



A. HUMAN SERVICES October- December 2021

Direct Services: 4 unduplicated client cases

Programs:

- **ENERGY ASSISTANCE PROGRAM:**

Access Energy Assistance Program ~ The office began accepting energy application starting on September 1st. During this quarter, 26 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, 78 applications have been completed for Coventry residents who rent for a total of \$44,310.61 in rebate checks, which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November, 2021

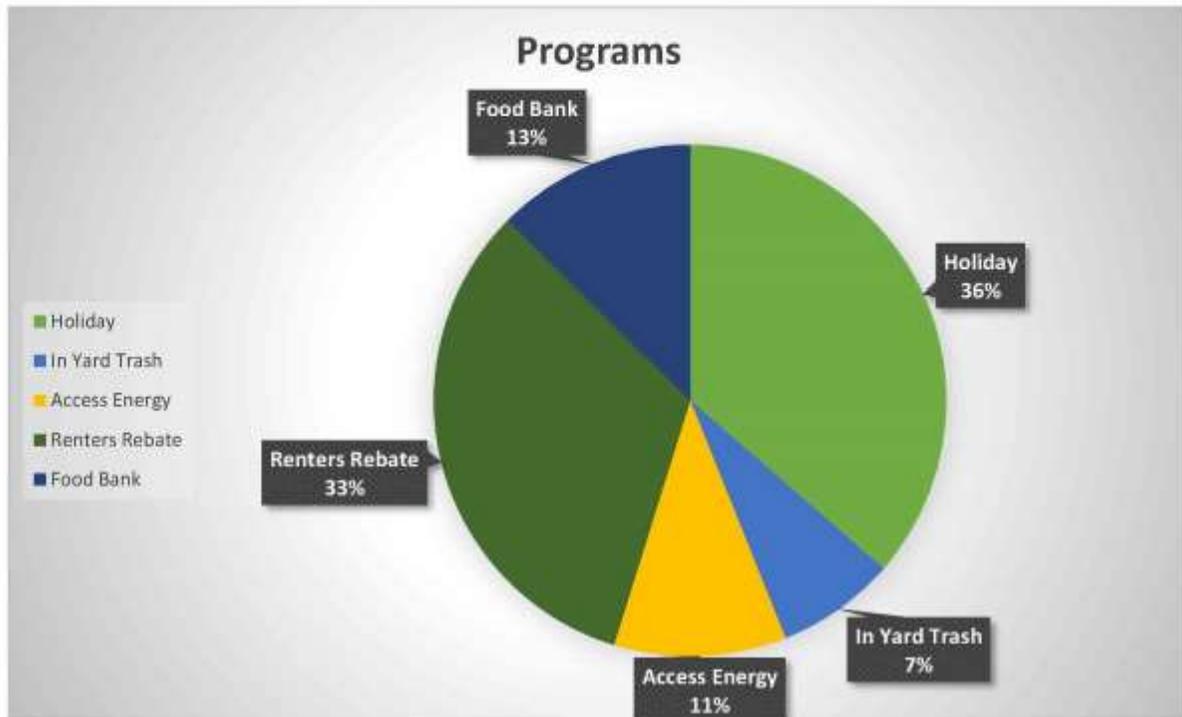
- **FOOD BANK: October- December**

Assistance Records:
Total Household Assistance: 30 with a total of 60 members

Human Services continues to be the primary location of Food Bank. All collections and sorting is screened for expiration dates, tagged and distributed safely by our staff. Families needing food are given pre-packed boxes that they pick up through the glass enclosure or outside Town Hall. Pickup appointments take place on Wednesday and Fridays.

- **BLOOD DRIVE:**

The first of hopefully many American Red Cross Blood drives at the Senior Center took place on December 2nd 2021. It was a successful event with 21 donors registered, 4 deferrals and 17 successful donations. **This contributed to 51 hospital patients in need of blood, plasma and platelets.**



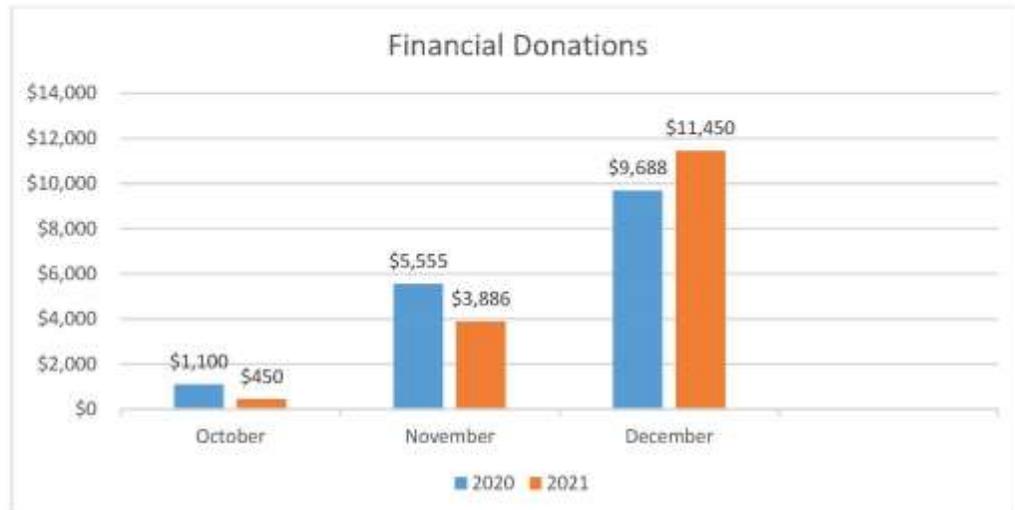
Special Needs:

- **1** family (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$297
- **SALVATION ARMY-** Unfortunately, we were unable to conduct our Salvation Army Bell ringing this season. It was a hard decision but we felt it was best to ensure the safety of our volunteers.
- **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.

Donations:

- November 7th - Troop 65 Boy Scouts, Annual “*Scouting for Food*”– distributed 4000 “yellow” bags on mailboxes in town. They collected over 7000 non-perishable food items to benefit the Coventry Food Bank, which is their highest collection amount to date!!
- November - Skungamaug River Golf Club (owners, Sue & Joe Motyka) collected a generous donation from patrons “in lieu of green fees”. That donation will be used to replenish the Coventry Food Bank.
- A Big thank you to Coventry PD and Coventry Fire EMS for holding the Stuff a Truck event on December 4th. An amazing amount of toys were collected and distributed.

- Throughout the months, we have received numerous donations from Teleflex, Coventry Lions Club, Coventry Police Department and local churches and schools. The majority of our donations have been from Coventry residents who generosity during these difficult times has been overwhelming.



Holiday:

- Due to Covid 19 we had to drastically modify our holiday program. Through the generosity of the community, we were able to successfully continue our Adopt a Family holiday program as well as the food bank. The program has always required a tremendous amount of staff hours and client screening. We continued to match families with donors and organized contactless pick up and drop offs of food and gifts by utilizing the Lodge and Town Hall.
- The Lodge and Human Services office served as the warehouse for holiday food and toys during the Thanksgiving and Christmas holiday. On November 17th and 18th, **33 families** (96 family members) were able to pick up Thanksgiving holiday meal. On December 15th and 16th, **54 families** (165 family members) received holiday food and gifts.
- Adopt a family program had **35 families** matched with donors in town. Program was a wonderful success providing toys for **63 children** in total.
- *“Thank you”* to **Keith and staff at Highland Park Market** for preparing all the holiday meals delivered to Orchard Hills residents.
- Orchard Hills Estates ~ On November 19th, distribution of **73 Thanksgiving meals**; On December 17th distribution of **73 Holiday meals** to the Orchard Hills residents.

REPORTS: Town Quarterly and Yearly; Salvation Army Quarterly Statistics.

PUBLIC RELATIONS: Facebook, Eblast, Press releases, Spring Newsletter and Munivision.

B. SENIOR CENTER October- December 2021



Holiday Closures

- Columbus Day 10/11/21
- Veterans day 11/11/21
- Thanksgiving 11/25 and 11/26/21
- Christmas 12/24, 12/25/21

NEW Staff

On October 1st, the Center welcomed Cathy Mitchell to our Senior Center team. Cathy's role as the part-time Senior Center Assistant allows us to focus on providing more opportunities for programming as well as support of the day-to-day operations of the Center. This position was increased from 19 hours per week to 21 hours.

Indirect Services

- **CHOICES Counseling**

Certified CHOICES counselor, Penny Whitaker and assisted **55** individuals either remotely or in person 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, **6** applications were processed and approved through the Willimantic Access Agency for winter fuel assistance.

Webinars, Professional Development and Networking

Coordinator

- 2022 Medicare Annual Enrollment Period - *What You Should Know!* 10/7/21
- Ethical Considerations for Working with Older Adults, sponsored by Home Instead® 12/1/21

Communications

- **Monthly Newsletters**

The Center reinstated mailing the monthly newsletter to members in 2019 due to limited building hours. The monthly Newsletter and Events Calendar are a resource to services/programs, information resources as well as most-frequently asked questions. Each month, approximately **232** newsletters are mailed and/or emailed to patrons.

SPECIAL EVENT:

VETERANS DAY LUNCHEON AND RECOGNITION CEREMONY

- On November 10, the Center, in collaboration with Coventry American Legion Post #52, hosted a luncheon to honor Coventry Veterans. Approximately 42 Veterans, friends/family members, State Senator, State Representative, Town Council members, past and present, and Town Manager were in attendance.

SUMMARY

Staff continues to seek guidance from our local Health Department, Governor's Office and CDC for health and safety protocols for our senior population. With caution, the Center has gradually introduced program and activities onto the Events Calendar. The Center is currently underway planning offerings for health/wellness, advocacy opportunities, aging services, technology services and off site recreational opportunities for the upcoming months.

Still to this date, many of the programs and activities at the Center remain at little or no cost. The Center does not charge a membership fee for residents or non-residents! Promoting awareness of programs and services within the community remains high priority for our senior and adult residents.

During this quarter, the Center 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.

The Center welcomed back new and former vendors for health and wellness services, which includes exercise classes, salon services, nail technician and podiatrist.

Programs/Services	October	November	December
Fitness Room	12	6	6
Tai Chi	26	28	26
Chair Yoga	18	31	21
Strength & Balance <i>formerly FitFusion</i>	16	9	6
FREE Exercise Day	16	20	22
WALKING CLUB	20	20	15
Podiatrist	9	10	0
Haircuts w/Lynn	0	0	2
Mahjong	20	20	25
Bingo	12	15	24
Public Computers	8	8	8
Tech Monday	1	1	1
Bruce John Entertainment			35
Medicare Info Session – <i>What’s New in 2022?</i>	26		
FREE 5 minute Chair Massage			7

C. COVENTRY RIDES TRANSPORTATION PROGRAM October-December 2021

# Days of Operation: 32	# Vehicle Hours: 92.2
# Vehicle Hours Average/Daily: 2.8	# of Individuals Riding: 21
# Miles Total: 1373	# of One-Way Trips: 147

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 6 people per trip. An additional trip to the East Brook Mall was provided in December to allow Orchard Hill residents more options for holiday shopping. 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

October - December 2021

1. Administrative Function:

- Completed multiple trainings included: Uconn P.E.P (People Empowering People), Dialectical Behavior Therapy and ADHD Training
- With the certification complete in Uconn P.E.P- we will be able to host our own classes for the community come Spring 2022
- Since completing the Safe Sitter Certification course- facilitated multiple Safe @ Home course and 1 Safe Sitter course
- The schools are still hesitant on having "outside vendors" to do programs so our programming is still halted. No idea when they will let us collaborate and go back in.

2. Meetings

- Juvenile Review Board meetings were ongoing since we have 6 active cases
- Attended the District Attendance Meeting on November 11th
- Took part in Community Conversations on November 20th and December 8th
- Human Services Advisory Board on November 16th

3. Direct Service

A. Functions

- | | |
|-------------------------------------|-------------|
| • Youth & Family Cases | 2 cases |
| • Community Service | 0 cases |
| • Juvenile Review Board | 6 case |
| • Youth & Family Counseling Clients | 3 referrals |

**we always get calls for community service opportunity. They do not always follow-through*

B. Programs

- Assisted with Holiday program- gift and food distribution
- Assisted the Senior Center Veteran's luncheon on November 10th
- Spread the Cheer was not held due to Covid-19
- Counseling Services – are being referred out.
- Assisted in delivering meals to Orchard Hill residents for Thanksgiving and Christmas
- Assisted Human Services with Food Bank organization and distribution

BY THE #S

Coventry Parks and Recreation serves hundreds of residents and nonresidents.

Here is a look at the numbers from October - December

PROGRAMS

- 539 Total Enrollment
 - 230 Unique
- 366.75 Program Hours
- 29 Sessions

RENTALS

- 39 Lodge rentals
- 28 Millbrook Place rentals
- 316.5 hours rented
- 53 Rental Inquires
- 62% inquires booked

SOCIAL MEDIA

- 64 Unique Facebook posts
- 7,360 highest single post reach
- 668 Post Reactions
- 5% increase in Facebook followers

CHILDCARE

- 287.50 hours of childcare provided
- 1,344 snacks served
- 6 local high school/college age staff employed
- 24 avg. daily attendance

FITNESS

- 67 class hours
- 53 total enrollment



TOUR OF HOLIDAY LIGHTS



SCARECROW CONTEST

PARKS & RECREATION

QUARTERLY REPORT: FALL 2021

OCTOBER – NOVEMBER – DECEMBER

SPECIAL EVENTS BRING JOY TO THE SEASON:

Scarecrow Contest:

This annual event continues to inspire creativity among our residents, as 2021 yielded the most scarecrows eligible for voting (20), and the most votes logged (1,100)! Local organizations, businesses and families including the Booth & Dimock Library, M & J Bus Company, Ackert Electric, Country Way Realty and more showcased their displays both on the Town Green at the corner of rtes 31 & 44, and at their storefronts in Historic Coventry Village, for the first year ever.

Veteran Day Race

Patriots Park once again served as the home base for this annual event that in 2021 boasted over 200 runners! Sponsored by the CT Veterans Day Race Committee, Parks and Rec. provided support, and our Department of Public Works did an excellent job beautifying the park ahead of the event.

Second Annual Tour of Holiday Lights:

Registration went up in November, and brought in 17 homes for participation (15 for voting, 2 who just wanted to be included on the map). Participating towns included Mansfield, Ashford & Tolland, however Mansfield was the only other town with homes participating (4). Homes were decorated by 12/10, and viewing/voting took place until 12/20. 126 responses were logged in the survey monkey, electing 2 winners, 1 for best traditional & 1 for best overall. Feedback online was incredible, with our Facebook posts logging the most clicks of any other post for the year!

Christmas in the Village:

Parks & Rec. participated in this annual event sponsored by the Coventry Lions Club, and set up at the Patriots Park Lodge, with hot chocolate, temporary tattoos and a Santa letter-writing station. We estimate approximately 150 attendees came by our location. As a result of this event, we had a record 47 letters to deliver to Santa, in time for him to personally respond to each one!



COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director

Caterina Merriam, Recreation Supervisor

Yasmine Forte, Office Assistant

www.coventryct.org



BASKETBALL IS BACK!

After a one year hiatus Coventry Youth Basketball is BACK! We got a late start as we awaited COVID protocols, evaluations took place in late October and practices started in November. Travel teams started games in early December and Rec League in early January. Due to limited gym space Grades 3 & 4 mixed it up this year to form a co-ed in house league. Also, to keep the groups small we offered two 6 week session of K – 2 instructional.

K – 2 Instructional - 92

Grades 3 & 4 League - 44

Grades 5 & 6 League – 61 (Rec and Travel League)

Grades 7 & 8 League – 67 (Rec and Travel League)

TOTAL participants: 264

THANK YOU Coventry BOE for allowing usage of the gym for the program and

THANK YOU Coventry Youth Basketball Board for your time and efforts to make this season happen!

PARK PROJECTS:

Laidlaw Pavilion: A new pavilion is being built at Laidlaw fields. This fall/winter concrete and drainage work was complete by Earth Dynamics with plans for the pavilion structure to be delivered in January/early February. The pavilion will be erected, weather permitting, with hopes to have a ribbon cutting in the spring to kick off the soccer season. Funding for the pavilion came from \$25,000 in state funding, \$15,000 from Coventry Soccer, Inc, and capital improvement funds allocated by the Town Council.

Miller Richardson Softball Field: In November the referendum to spend \$325,000 on the plans and construction of a girl's softball field passed. Design and engineering plans are in the works and on schedule for the construction to go out to bid in February. At the same time, design and engineering plans for a new transfer station are scheduled to go out to bid in February. The current transfer station will be the site of the new softball field and the new transfer station will be located near the DPW facility on Olsen Farm Rd.

Patriots Park: Over 15 damaged/dead trees were removed from Patriots Park in December. One area of focus was around the bandshell and boathouse area. The boathouse area will also see improvements to the UCONN Club Sailing area being leveled out and cleaned up.

COVID – 19 STILL IMPACTING THE DEPARTMENT:

The Parks and Recreation staff became COVID – 19 Administrators as Omicron spread through the Community in late fall/early winter. They spent on average 25% of their time reporting positive cases from programs to the Department of Health, communicating with the school nurse, completing contact tracing calls and emails, collecting negative test results, vaccine records, and doctor's notes for return to play. They became available 24/7 even completing contact tracing over the Holiday weekend.

The staff navigated ever changing COVID – 19 guidelines that varied depending on the program and communicated these changes to program participants. In December, the Before/Afterschool Program divided into smaller cohorts to reduce the potential exposure.

Rental groups scheduled for January and February started canceling as the COVID cases increased. The Department pivoted quickly adding virtual programs to the Winter/Spring brochure.

PROGRAMS IN ACTION



06238

Booth & Dimock Memorial Library

2nd Quarter Report
October – December 2021



I. Circulation

- a. Total – **16,019**
 - i. By Item Type
 - 1. Books & Serials – **12,444**
 - 2. Video – **1,486**
 - 3. Audio – **383**
 - 4. Other – **186**
 - 5. Electronic – **1,520**
 - b. ILL (included in total)
 - i. BDML as Borrower – **1,127**
 - ii. BDML as Lender – **904**

II. Programs

- a. Total Programs – **54**
- b. Total Attendance – **1,284**
- c. Average Attendance - **24**
- d. Programs are being offered to patrons in-person group setting, in-person passive programs (including coloring days and scavenger hunts) on Zoom, as Take & Make bags, and as pre-recorded videos on Facebook or YouTube.

III. Internet

- a. Library Computers – **370**
- b. Wifi
 - i. Total sessions – **5,875**
 - ii. Total devices – **400**
 - iii. Total clients per day – **538** (3 month average)

IV. Reference – **1,715**

V. Patron Information

- a. Visitation – **3,996**
 - i. Visits to the library in December 2021 exceeded visits to the library in December 2019 (1,547) before the pandemic began.
- b. Curbside Orders – **31**
- c. Registration – **67**

VI. Social Media

- a. Posts – **88**
- b. Reach – **21,517**
- c. Engagements – **1,324**

VII. Facilities

- a. In October, the RFP for the Condition Assessment was approved by SHPO. In December the Library Trustees formed a Selection Committee and hired Evelyn Cole Smith Architect to complete the condition assessment.

VIII. Maintenance

- a. A pressure release valve failure on an air handler unit caused a significant leak on both the upper and lower levels of the library.
- b. Mechanical Maintenance Company is the new HVAC service company for the library.

IX. General

- a. The Library Director submitted the library's Annual Report to the State Library
- b. Through CLC's consortial purchasing power, BDML saved \$20,900 over the last year.
- c. The Library received over 350 visitors for Christmas in the Village on December 5.

X. Staff

- a. The Library Director attended monthly CLA meetings.
- b. The Library Director attended monthly Bibliomation Finance Committee Meetings.
- c. The Teen Librarian attended Teen Summit on October 12.
- d. The Library Director attended a series of webinars called "Lead Your Library" hosted by the CT State Library.
- e. Elizabeth Swan was hired as a Substitute & Saturday Library Assistant.
- f. The Children's Librarian attended virtual LibraryCon on November 10.
- g. The Library Director attended a Project Management webinar through the CT State Library on November 30.
- h. The Library Director and Teen Librarian attended a meeting with Bibliomation Staff to review changes that would take place in January with a catalog update.
- i. Teen Librarian Kayla Fontaine was appointed as a review for School Library Journal.
- j. Multiple staff members attended various roundtable meetings through CLC.

PUBLIC WORKS DEPARTMENT
Quarterly Report
October, November & December 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
Lead Mechanic	Daniel Caron
Mechanic I	Robert Maxwell
Mechanic's Helper	David Mortimer
Sanitation Maintainer	Charles Grossmann
Cemetery Maintainer	Lance Kozikowski
Seasonal Laborer	Louis Frank
P/T Transfer Station Operator	Evan Stone
Town Engineer	Todd Penney
WPCA Technician / Operator	Michael Ruef
Cemetery Sexton	Sherry Chapman

September 24 - hired Evan Stone
 October - Seasonal Labor ended
 November 5 Travis Pascarelli terminated
 December 6 Sherry Chapman retired

Staffing: 1

Town Engineer

Town/State Projects

LOTICIP - Folly Lane Bridge over Skungamaug River Replacement Project: Bridge is complete with the final punch list item completed in December.

LOTICIP - Swamp Road at Boston Turnpike Intersection Improvements Project: Construction contract awarded to Spazzarini Construction from Enfield CT and executed in November. Contractor mobilized and started work in December before weather conditions require shut down. Contract Completion date scheduled September 27, 2022.



Picture from Station 4+50 Looking towards Bread & Milk Street (CT 31)

LOTICIP - South Street Roadway and Pedestrian Improvements Project (Phase 1): Easement documents for project completed in November. Final Construction Documents completed in early December and submitted to CRCOG/CDOT for Authorization to Advertise. Waiting for approval. Construction is anticipated to start in May/June 2022 and be complete for November 2022.

FLBP - Hop River Road Bridge Project: CDOT proceeding with the design and permitting for the project. 90% Design completion phase set early January 2022. Rights of Way acquisitions on going. Environmental and Historical Permits on going. Town does not anticipate construction to happen until 2023.

CCGP - Main Street Sidewalk Extension to Lisicke Beach: State Historic Preservation Office determination of "No Effect" received in December. No other activities done on the project in this quarter due to other project timing demands. Town projects construction for late summer of 2022 and completed by the end of the construction season.

Landfill Venting Project: Town contracted with Barton & Loguidice to develop the Construction Documents for the methane gas vapor collection at the athletic field on top of Landfill. Bidding should happen in January 2022 with construction in April 2022. Project is slated for completion July 2022.

Transfer Station Relocation to Olsen Farm Road: Town contracted with Barton & Loguidice in November to start the Preliminary Design. Draft plans delivered in December. Construction Documents projected for completion in June 2022.

Softball Field at Transfer Station: Town contracted with Barton & Loguidice in August to develop contract documents. Survey and wetland delineation completed in November. Preliminary Design submitted in December. Wetland application for regulated activity submitted in December. Construction Documents should be completed for February/March.

During the 4th quarter of 2021 Public works performed the following:

Drainage

- Installed an underdrain around the boat house at Patriots Park
- Installed 300 ft of underdrain around the playscape on Windswept Way
- 3 cross culverts installed 768 Wrights Mill, 1140 south St, and 161 Pucker St
- Multiple catch basin repairs and replacements

Paving/Construction

- Ran an electrical conduit from the boat house to the community rowing shed at Patriots Park
- Sunset Construction installed a wing wall on Bunker Hill Rd Culvert
- Driveway Aprons completed on Carpenter, Trowbridge, and South River Rd
- Catch Basin repairs completed on Hickory Dr.
- Corner of Pucker St and Babcock Hill was excavated to correct a sight line issue
- Hickory and ½ of Hilltop, full depth reclaim and binder coarse of asphalt completed.

General

- Q-Lines painted the red Crosswalks and the roundabout on South St
- Lighting upgrades were completed at DPW
- Annual hearing test performed on Dec 10th
- Submitted DERA grant
- Pavement management survey completed
- Various tree removals
- Maintainer 1 test and interviews completed
- Kevin Vincens on light duty working with Todd on inspections

COVRRRA ANNUAL REPORT FY 21/22

TRANSFER STATION: MATERIALS RECEIVED

	1st QTR. JULY- SEPT	2nd QTR. OCT- DEC	3rd QTR. JAN- MARCH*	4th QTR. APRIL- JUNE	ANNUAL TOTALS
Revenues	\$12,098	\$10,810			
Ewaste - each	631	267			
Propane Tanks - each	34	29			
Bulky CD/Stumps - tons	93	85			
Scrap Metal - tons	26	15			
Tires - each	114	72			
Leaves - tons	4	16			
Refrigerant - each	145	116			
Mattress	312	219			
Customers	1,566	1,045			

TRANSFER STATION: MATERIALS TRANSFERRED

Willi Waste - Bulk (cd) ton	101	92
Willi Waste - Bulk (brush) ton	11	15
Willi Waste - Recycling (metal) ton	21	21
Take2 - refrigerant units	151	174
Take2 - electronics (CED) lbs.	8,917	8,164
Take2 - electronics (non) lbs.	2,684	2,527
Take2 Recycling - lamps, mixed lbs.	255	0
Take2 Recycling - batteries, mixed lbs.	390	0
Blue Rhino- propane- each	91	0
Bob's Tire - each	68	0
Bay State Textiles	1,120	1,520
Bye Bye Mattress	296	295

CURBSIDE PICK UP

msw to wwp @ \$71.30 / ton expenditure	1074 \$76,608	1016 \$72,439
recycling to wwp @ \$31.82 / ton expenditure	318 \$10,134	310 \$9,849
curbside bulk to wwp @ \$80.82 / ton expenditure	63 \$5,066	55 \$4,431



The Shred event held October 16 was very successful and became an impromptu car show!



COVRA
Quarterly Report
October, November & December 2021

TRANSFER STATION: MATERIALS RECEIVED

	OCT	NOV	DEC	TOTAL
Revenues	\$5,153	\$2,851	\$2,806	\$10,810
Electronic waste – each	117	76	74	267
Propane tanks – each	8	10	11	29
Bulky CD/brush – tons	41	21	23	85
Scrap metal – tons	6	3	5	15
Tires – each	37	23	12	72
Leaves – tons	4	7	4	16
Refrigerant – unit	63	35	18	116
Mattress / box spring	80	57	82	219
Customers	459	320	266	1,045

TRANSFER STATION: VENDORS & MATERIALS TRANSFERRED

	OCT	NOV	DEC	TOTAL
Willi Waste – cd – tons	42	29	21	92
Willi Waste – brush – tons	9	0	6	15
Willi Waste – metal – tons	10	6	5	21
Take2 - refrigerant – units	92	34	48	174
Take2 - electronics (CED) – lbs	3,828	1,742	2,594	8,164
Take2 - electronics (non) – lbs	1,340	705	482	2,527
Take2 - uw lamps, mixed – lbs	0	0	0	0
Take2 - batteries, mixed – lbs	0	0	0	0
Blue Rhino – propane tanks – each	0	0	0	0
Bob's Tire – each	0	0	0	0
Bay State Textiles – lbs	640	360	520	1,520
Bye Bye Mattress	126	81	88	295

CURBSIDE PICK UP

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

	OCT	NOV	DEC	TOTAL
MSW @ \$71.30 / ton	322	345	349	1,016
Expenditure	\$22,959	\$24,599	\$24,884	\$72,442
Recycling @ \$31.82 / ton	98	100	112	310
Expenditure	\$3,118	\$3,182	\$3,564	\$9,864
Bulk @ \$80.82 / ton	22	16	16	54
Expenditure	\$1,778	\$1,293	\$1,293	\$4,364

TOWNWIDE TEXTILE RECYCLING

	OCT	NOV	DEC	TOTAL
Lbs.	2,760	2,480	4,300	9,540
Revenue paid @ \$.05 / lb.	\$138	\$124	\$215	\$477

WPCA 2021 4th Quarter Report: October, November, December

Wastewater Treatment Plant (WWTP):

Designed for Average 200,000 gallons per day
Average Flow this Quarter = 138,122 gallons per day
Peak Daily Flow this Quarter = 179,065 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.
- We applied for a FEMA Regional Recovery Grant.

Sewer Collection System:

- We located and marked out all of the sewer mains and laterals in the Lakewood Heights Association so they are not damaged during excavation for water main replacement. The project is on hold for the winter and will resume in the spring.
- We performed permit required confined space entries to clean several sewer manholes that could not be mechanically cleaned, performed annual inspections of oil/water separators that discharge into the sewer system, performed quarterly inspection of the public works stormwater discharge, and assisted the Orchard Hills Housing Authority inspect plugged sewer lines with our pipeline camera.

Wastewater Treatment Plant:

- We had our 8th infiltration basin excavated and had 2 old corroded valves replaced so we could put the basin back into use.
- We had a spare level transducer installed so when the 1985 original transducer fails the computer will know when to turn the pumps on and off.

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- All of the heating system's original steam traps were replaced to increase fuel efficiency.
- Staff replaced the cutters on the comminutor grinder that shreds all waste coming in and reduces clogs and wear in the pumps and valves. This is done every 6 years. Unfortunately the comminutor does not remove wet wipes which still accumulate and create blockages.

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.

TOWN OF COVENTRY FIRE-EMS DEPARTMENT



QUARTERLY REPORT

October 1, 2021 – December 31, 2021

Summary Highlights for October – December 2021

OCTOBER

Every October we have the annual hose and ladder testing completed. This ensures the tools and equipment we have are in safe working order and helps us to identify hose, nozzles, ladders, and pumps that might need replacing or repair. This testing is essential to the safety of the members of the department as they rely on this life saving equipment all year long. We also

recognized members of the department and Vintech EMT's for their life saving efforts in reviving a 9 year old female resident. The Town Council hosted the awards recognition at their meeting on 10.18.21. Chief Meyers presented the awards and the family was there in person to offer their gratitude. The department also participated in a Tolland County Dive Drill on Sunday, 10.24.21 to keep their skills sharp and the relationships with our neighboring departments current. The Department also held *LIVE FIRE* drills at the Eastern Connecticut Fire School on two consecutive nights so that our members would receive the required training for interior firefighters. This is a great opportunity to review interior tactics and get members experience that they might not otherwise gain during the normal responses throughout the year.



NOVEMBER

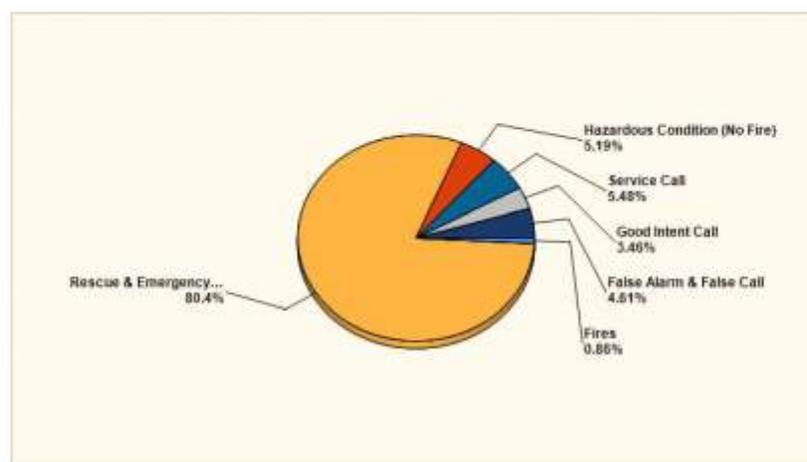
Members of the fire department provided assistance at the annual Veterans Day Race. We provided a large US Flag over the roadway and fire police personnel for traffic assistance as well as a stand by ambulance for any EMS related concerns that came up. We visited with the newly

appointed Council Chair, Lisa Thomas as she made the rounds in town hall. We had an opportunity to share some of the goals and objectives the fire department and share our vision of the future. We also worked on our responses to OSHA as we have invited them into our department on a consultant basis to review and guide us on our policy development for a safe and efficient operation. We continue to have discussions on our use of two way radio frequency usage with our local agencies as well as our partners in Tolland County.

DECEMBER Our medical direction comes from Manchester Memorial Hospital and in December, they wanted to also recognize the members of our department that were responsible for saving the life of a 9 year old resident. A ceremony was set up at Station 218 and was attended by the department members, honorees, family of the patient and the media. This positive media coverage is great for morale and gives us the opportunity to share with the public a number of safety messages, such as, if you think you need help, CALL 911 immediately. If you're interested in joining the department contact the Fire-EMS Administrator or check our webpage. Having EMT's as neighbors can be a lifesaver, literally. Also, in December, we hosted the annual Stuff a Truck event in cooperation with the Police Dept as well as supported the Wreaths Across America activities. The department also held a Holiday Light Parade throughout town to spread holiday cheer and let our residents know how much we appreciate their support all year long.

OTHER The Fire Chief and Fire Administrator continue to attend regular meetings which include LECC, Fire Officers, DEMHS, EMS Chiefs of Service meetings, Health & Safety meetings, 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.

Major Incident Types by Month for Date Range (553)



MAJOR INCIDENT TYPE # INCIDENTS % of TOTAL

Fires	3	0.86%
Rescue & Emergency Medical Service	279	80.4%
Hazardous Condition (No Fire)	18	5.19%
Service Call	19	5.48%
Good Intent Call	12	3.46%
False Alarm & False Call	16	4.61%
TOTAL	347	100%

Winter Fire Safety Tips

<https://www.nfpa.org/-/media/Files/Public-Education/By-topic/Holidays/Put-a-freeze-on-winter-fires/2020/FreezeWinterFiresInfographic.ashx>

- Keep anything that can burn at least 3' away from a heat source
- Keep generators OUTSIDE the home
- Install & test Carbon Monoxide detectors monthly
- Have your chimney inspected and cleaned annually



Recruitment Opportunity

The Town of Coventry Fire-EMS Department seeks volunteers to serve our community as firefighters and EMT's. If this interests you, please contact the Fire-EMS Administrator for further information or visit our web page for an application.

<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
860-742-4064
jmcloughlin@coventryct.org