

# TOWN OF COVENTRY QUARTERLY REPORTS



April – June 2022



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**Cover photo:** *Members of the Town Council, Coventry Soccer, and Town staff celebrate the completion of Laidlaw Park Pavilion in May 2022. The pavilion will be enjoyed during soccer games for many years to come, and is also available for rental through the Recreation Department. Photo courtesy of Coventry Parks & Recreation Department.*

**Finance Department  
Quarterly Report  
Covering Period 4/1/2022– 6/30/2022**

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

General accomplishments

Significant time was spent creating the budget document for FY22-23. The budget was passed by taxpayers at the third referendum on June 27, 2022 with an expenditure total of \$43,703,945, with a general government total of \$10,973,292, a 3.37% increase from the prior year. The mil rate was approved by the Town Council on June 8, 2022 at a rate of 31.15, a 0% increase from the prior year

Significant time is spent preparing for the new fiscal year. Preparation for FY22 close out began in June and will continue through the summer as we prepare for the audit.

Open enrollment for health and dental insurance was completed during May and June. Based on claim history, the Town obtained a 9% increase in medical and dental premiums for FY22-23.

Significant time was spent onboarding and offloading staff as we experience a higher than usual turn around time.

Final pension preparation for eight employees were completed. In addition, preliminary calculations for one employee was estimated.

Meetings attended

Finance Committee of the Town Council  
Pension Committee  
Cemetery Commission meetings  
Town/BOE worker safety committee  
Town GIS coordinating committee  
BOE/Town IT coordination

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

**OFFICE OF THE COLLECTOR OF REVENUE**

To: John Elsesser, Town Manager  
CC: Amanda Backhaus, Finance Director  
From: Carrie Zahner, Collector of Revenue

Date: July 19, 2022

SUBJECT: FOURTH QUARTER REPORT 2021-2022

The Tax Department was busy this quarter with fiscal year end details as well as the upcoming bill cycle. The sewer assessment fiscal year closed out the end of April. The working rate books, balances and reports were printed. A total of 279 sewer assessment bills were printed and mailed the last week of April.

Delinquent notices were prepared and mailed for real estate and sewer use, as well as COVRRRA/Trash, personal property & sewer assessment. Liens were filed against properties with an unpaid balance on real estate (258), sewer use charges (58) and COVRRRA/Trash fees (230). These filings were done the month of April and May.

Our new revenue clerk Susan Tischofer, began her employment on April 18, 2022.

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

The town council set the mill rate at the June 21<sup>st</sup> meeting at 31.15 for the upcoming 2021 Grand List. There was also an increase in the COVRRRA/Trash fee of \$10.00. The tax bills for Real Estate (6,377), Motor Vehicle (13,274), Personal Property (707) and COVRRRA/Trash fees (4,857) were prepared. Information on new owners, mailing address, certificates of correction & back taxes were entered. The bill file was then prepared and sent to the printer.

The fourth quarter collection report is attached.

Property Taxes Collected by Carrie Zahner, CCMC Tax Collector Collected April 2022 through June 2022  
 Paid to Amanda Backhaus, Treasurer, Town of Coventry

		Property Tax	Interest	Liens & Costs	Total
<b>Grand List</b>	2006	0.00	1,500.00	0.00	1,500.00
	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	0.00	0.00	0.00	0.00
	2011	0.00	200.00	0.00	200.00
	2012	0.00	0.00	0.00	0.00
	2013	0.00	0.00	0.00	0.00
	2014	0.00	0.00	0.00	0.00
	2015	218.80	108.71	0.00	327.51
	2016	442.56	391.43	0.00	833.99
	2017	2,013.28	1,156.28	24.00	3,193.56
	2018	6,127.03	2,815.27	72.00	9,014.30
	2019	<u>22,180.70</u>	<u>5,480.63</u>	<u>336.00</u>	<u>27,997.33</u>
		30,982.37	11,652.32	432.00	43,066.69
<b>Current</b>	2020	185,221.48	22,135.88	724.00	
Current SMV		<u>26,982.59</u>			
<b>Totals</b>		<u>243,186.44</u>	<u>33,788.20</u>	<u>1,156.00</u>	<u>278,130.64</u>
<b>Current 110</b>	6010	40211	185,221.48		
Delinquent		40212	30,982.37		
Interest & Liens		40213	34,944.20		
SMV		40214	<u>26,982.59</u>		
			<u>278,130.64</u>		
Sewer Assess 205-7722	40211	112,311.37		Sewer User	40211 23,921.78
Interest, Liens, Per Diem	40213	<u>2,153.65</u>		Interest & Liens	40213 <u>5,186.25</u>
		<u>114,465.02</u>			<u>29,108.03</u>
<b>COVRA</b>				Returned Check Fee	<u>80.00</u>
Current 218-7601	40211	16,307.82			
Delinquent	40212	4,274.29		ADVANCE TAX	<u>0.00</u>
Interest & Liens	40213	<u>6,525.03</u>			
		<u>27,107.14</u>			
<b>Total</b>			<b>\$448,890.83</b>		

# Assessor

## **April 2022**

April's activities included preparing and filing State Report for State owned property, mailing Income and Expense reports and Elderly Home Owner reminder to file letters, as well as on going corrections/prorates to the 2021 Grand List.

## **May 2022**

May was spent finalizing the data entry part of the Elderly and Disabled Homeowner's program as well as the new Local Tax Credit and Deferral program. The State and Local Homeowners program applications were due by May 16, 2022. Once the mill rate is set, applicants will receive a copy to keep for their records informing them of their benefit amounts. The totals for the applications processed for both local and the state program was as follows;

63 Applications-State Program

55 Renewals-State Program

**118 State Applications Total**

9 Credit-Local Program (deferral)

117 Credit-Local Program (tax credit)

**126 Local Applications Total**

A reminder to all veterans who have ninety (90) days of wartime service, including merchant marines who served during WWII, are eligible for a \$3,000 exemption for property tax purposes (e.g., real estate property or automobiles). Please file your DD-214 discharge papers in the Town Clerk's Office before October 1<sup>st</sup>. The Additional Veteran's program follows the same guidelines as the State and Local programs to increase the standard Veteran's benefit. The filing period started February 1<sup>st</sup> and runs through October 1<sup>st</sup>. If there is a percentage of disability, please bring your award letter from the VA to our office.

## **June 2022**

The new Assessor started on June 1, 2022. Time was spent getting acclimated to the office systems, Town Hall and meeting with the Interim Assessor. June was also spent finishing up primarily motor vehicle adjustments for tax bills prior to printing and mailing, but also included updating Real Estate ownership and mailing addresses. Three State Reports were filed, which include: State Forester's report, State Elderly / Totally Disabled Home Owners Claim and the third for those receiving the totally disabled exemption.

# OFFICE OF TOWN CLERK

Lori Tollmann  
Town Clerk

Brooke R. Manning  
Assistant Town Clerk

Mattea Whitford  
Assistant Town Clerk

## QUARTERLY REPORT APRIL 1 – JUNE 30, 2022

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



### Recording & Licensing

#### Receivables & Revenue:

- ✓ The Clerk's Office collected \$289,086.00 which the Town retained \$88,179.50



Activity	Volume	Revenue
Total Documents Recorded	584	17,780.00
Real Estate Conveyances Recorded	75	51,940.00
Copies	3,189.00	3,189.00
Unanticipated Funds	0	0
Trade Name Certificates.	10	100.00
Liquor Permits	4	80.00
Burial & Cremation Permits	25	110.00
Marriage Licenses	8	128.00
Vitals Copies	161	3,220.00
Notary Fees & Renewals	73	440.00
Dog License Fees	1,196	1,204.50
Maps Filed	8	160.00
Fish & Game License & Permit Fees	140	70.00
Conveyance fees	75	75.00
PA-490	1	6,447.00
PA-146 Clerk	539	872.00
PA-05-228, 09-229 & 13-247 LOCIP	539	1,308.00
PA-05-228, 09-229 & 13-247 Clerk	539	1,056.00
<b>Town Clerk Revenue Transferred to the Treasurer:</b>		<b>\$88,179.50</b>

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

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



**State Fees Collected and Remitted:** The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit these fees to various state agencies. For the quarter, \$200,907.00 in fees was collected. Associated reports were prepared and funds were disbursed to the State as follows:

PA 13-247	\$ 13,805.00
PA 05-228 & 09-229	15,696.00
Marriage Licenses	272.00
Fish & Game Licenses	1,576.00
PA-146	3,488.00
State Conveyance Tax	156,045.00



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

	Dog License Fee	Surcharge
April - June	\$7,297.00	\$2,728.00

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

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

**Dog Licensing:** The month of June is annual dog licensing month. All dogs over 6 months of age are required to be licensed no later than June 30<sup>th</sup> to avoid a penalty. In May, we printed and mailed 1,200 license renewal notices to all dog owners of record. Our office will continue to license throughout the year, but fees will increase at \$1.00 per dog for each month overdue.

We had close to 300 entries again this year for our #1 Dog Tag. The lucky winner was Jebediah who is own by The Michelle Pesce family.

**Rabies Clinic:** The thirty-eight Annual Rabies Clinic was held on May 21, 2022. We vaccinated 42 animals.

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

The Coventry Annual Town Meeting and Adjourned Annual Town Meeting was held Saturday, April 23, 2022.

Budget vote was May 3, 2022. Budget failed.

Special Budget Meeting was held May 25, 2022. Budget Vote was June 7, 2022. Budget failed.

Special Budget Meeting was held June 20, 2022. Budget vote was June 28, 2022. Budget passed.

### **Staffing Updates/Activities**

Lori Tollmann, Brooke R. Manning and Mattea Whitford has attended multiple Zoom meetings with Secretary of the State.

Prepared over 1,300 dog renewals.

## Registrars of Voters

Quarterly Report: April – June 2022

John Roberts, Republican Registrar (until June 8)

Scott Francis, Republican Registrar (beginning June 15)

Marilyn Barrette, Republican Deputy Registrar

Marjorie Roach, Democratic Registrar of Voters

Dorothy Grady, Democratic Deputy Registrar

Voter registration activity for April – June 2022

	April	May	June	Total
Additions	32	52	46	130
Changes: name, address, etc.	55	63	59	177
Removals	<u>41</u>	<u>77</u>	<u>72</u>	<u>190</u>
Total	128	192	177	497

Coventry has 8,883 registered voters who are active as of July 14. (There are 739 inactive voters.)

2523 Democrats   2170 Republicans   4,037 Unaffiliated   153 Other

Our daily responsibility is keeping our voter lists up to date. We encourage voters to let the office know if they move, change their name or change their party affiliation.

A voter registration session was held at Coventry High School on March 29 and 50 students who would turn 18 by November 8, 2022 were registered as voters. A voter registration was also held at E. O. Smith High School on June 3. No Coventry students registered as voters.

The annual Canvass of all voters began in January and was completed in June as required by CT State Statutes 9-32-9.

The CT Registrars of Voters Annual Conference was held April 5, 6, 7. Marjorie Roach and Dorothy Grady attended. The workshops attended count toward the required 10 hours of Continuing Education.

John Roberts stepped down as the Republican Registrar of Voters and Scott Francis was sworn-in as the new Republican Registrar of Voters.

Scott Francis became a certified Moderator on May 25.

### **Referenda/Town Meetings**

4/23 Annual Town Meeting at CHS

5/3 Town Budget vote: failed

5/25 Town budget presentation: CHS

6//7 Town Budget vote: failed

6/20 Town budget presentation: Annex

6/28 Town Budget vote: passed

Each vote was held at the two Fire Stations. All workers were required to attend a one hour training session before each vote. The Registrars continue to recruit new workers for the polls.

The State of CT Redistricting did not result in changes to District 1 or 2.



*Sunset over Truman's Field – South River Road – June 2022  
Photo Credit – Jonathan Hand*

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

Quarterly Report for  
April, May, June  
~ 2022~

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**

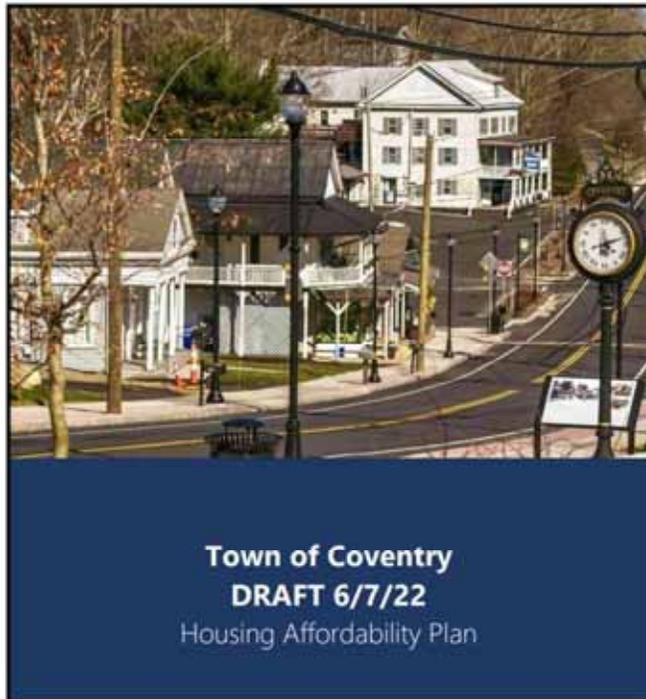
YEAR **2022**

April, May, June

APP. #	TYPE	DATE REC'D.	DATE PZC ACKN.	ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT	DATE OF DECISION	ACTION A/D/W/P*
22-01	S	1/20/22	1/24/22	Special Permit Application for Access and Cueing Changes at Dunkin Donuts - 3516 Main St	4/11/22	A
22-03		3/14/22	3/14/22	Subdivision application of Zachary Studenroth - 445 Goose Lane		P
22-04		3/14/22	3/14/22	Subdivision application of Robert & Mary Kortmann - 430 Talcott Hill Rd	5/9/22	A
22-05	S	4/25/22	4/25/22	Special Permit Application of Meadow Brook Plaza for interior renovations for a liquor establishment	5/23/22	A
22-06	S	5/6/22	5/9/22	Special Permit Application of XS Realty Holdings for Professional Office Building at 1572 Boston Tpk	6/13/22	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



Coventry's Draft Housing Affordability Plan is Available Online - <https://storymaps.arcgis.com/stories/2f49f1cb5a144800b0c23c749a0782c5>

**April, May, June**

DISCUSSION AND ACTION TOPICS:

- Reviewed Zoning referrals from the Towns of Andover and Columbia
- Reviewed the evolving draft of cannabis establishment regulations that will be finalized and brought to public hearing
- Continued work with the Housing Affordability Plan Subcommittee on the development of the Town Housing Affordability Plan that will be finalized and brought to public hearing. Held a community workshop to review the housing needs assessment and other initial findings associated with the Plan.
- Provided ongoing updates regarding Staff meeting and working with the consultants, legal representatives associated with the Cassidy Hill Winery special permit modification.
- Appointed Ed Marek as the Coventry representative to the CRCOG Regional Planning Commission.
- Held preliminary discussion on the Cassidy Hill Winery with the attorney representing the owner providing an update on the preparation of a special permit modification.
- Recommended that the Town accept the easements associated with the Hop River Road Bridge project, pursuant to CGS 8-24.
- Reviewed notice from the Southeast Council of Governments on the preparation of a new Hazard Mitigation Plan.
- Staff reported on the resignation of the Planning Technician/Zoning Enforcement Officer and process of hiring a new Staff person.
- Appointed the Director of Planning and Development and the consultant who will be performing interim Zoning administration duties as the Zoning Enforcement Officer.
- Reviewed outstanding Zoning and Blight enforcement matters that were forwarded to the Town Council to authorize the Town Attorney to initiate legal action.

**April, May, June****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 2020 to carry out the recommendations outlined in the Plan.
- Discussed the status of the Bolton/Coventry sewer extension project. The Towns of Bolton and Coventry will be meeting to discuss next steps as well as the multi-town agreement.
- Provided an update on the ongoing work to support the Farmers' Market season. The season opened in early June and has seen strong customer visitation. The Market was voted one of the top 3 markets in the region by the Hartford Courant reader's poll.
- 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. Permits have been issued and the project has commenced.
- Staff continues to hold regular meetings with the Coventry Village Partners. Planning is underway for the Arts on Main street festival in September 2022.
- Discussed the status of a new program that was spearheaded by the Town Manager's UCONN intern to recognize employees of businesses in town. An employee of Dunkin Donuts and another employee from Courtside Nutrition were recognized with awards which were presented in April.
- Discussed the status of the new professional dental office that is being proposed at 1572 Boston Turnpike. The IWA and the PZC have both approved the project.
- Discussed status of the Dunkin Donuts Special Permit application that was approved by the PZC for a revised drive thru.
- Discussed the status of the development of cannabis establishment regulations by the PZC and Town Staff.
- Discussed the status of the development of the Housing Affordability Plan.

**April, May, June**

- Discussed the planning of a Facebook tools for business workshop by one of the members for the EDC for the Tolland County Chamber of Commerce.
- Continued meetings with the EDC Subcommittee that is working on supporting the potential marketing and attraction of a future use at the Bolton Coventry Gateway node on RTE 44. Zoning regulation analysis has begun and will continue in order to facilitate potential common regulations between Bolton and Coventry.
- Invited owner of LuAnn's Bakery from Ellington, CT to discuss his interest in locating a bakery/drive through business in town.



*Paul from 18<sup>th</sup> Century Purity Farm and CFM Volunteer Tony Pagliuco*

**April, May, June**

- Began serving as the Zoning Enforcement Officer after the former Staff resigned. Initiated hiring process to fill the position.
- 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. Including: hiring a consultant to prepare a logo/brand/marketing plan and initiating the project, interviewed and selected a UConn MPA student for a possible intern to assist with the project, continued monthly Steering Committee meetings – invited AdvanceCT to one meeting to discuss current economic vitality in the State and recommendations for our group.
- 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 2022. 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 2022. A State DEEP grant was awarded to the town that will assist in funding the project.
- Continued 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 and the new open space acquisition on South River Road.
- Working with the Wetlands Agent as she staffs the Conservation Commission activities – open space management plan development for Williams Preserve and the South River Road open space property.
- 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. Interviewed several consultants to assist the Town with this task and reviewed project proposals.
- 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.
- Continued administering the grant from the State of CT Department of Housing for funds to assist in the preparation of a town affordable housing study. The draft Plan and appendices have been completed and a public hearing is set for July.
- Initiated work on the CT DEEP Recreational Trails grant to further the goals of the Nathan Hale Greenway with improvements to Nathan Hale Road and Bear Swamp Road.

**April, May, June**

- Completed working on a potential open space purchase by the town involving a significant parcel on South River Road. Joshua's Trust has agreed to participate in the purchase with a donation of \$5,000.00. Working with DPW to prepare site for public use.
- Completed work with the Towns of Bolton, Tolland and Vernon on the development of the Bolton Lakes Watershed Management Plan. Staff completed efforts to post watershed boundary signs in Coventry in cooperation with State DOT and DPW.
- Prepared and planned for the 2022 Farmers' Market season with the Operating Committee and Market Manager Staff.
- Working with the Coventry Village Partners to plan for the Arts on Main street festival for 2022.
- Continued work with DEEP on a possible open space purchase of land owned by Grace that is adjacent to the Nathan Hale State Forest.
- Spearheaded work of the SustainableCT Town Staff Team to submit an application for Silver Certification, which was awarded to the Town.
- Continued work to support Hytone Farm and the execution of the anaerobic digester project as well as a future depacking facility.



***Coventry Farmers' Market product from Terra Firma Farm***

**ZONING ENFORCEMENT**

YEAR **2022**

**April, May, June**

Alexa Gorlick - Planning Technician/Zoning Enforcement Officer

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

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

<u>CERTIFICATES OF USE AND OCCUPANCY</u> =	<b>*24</b>
(Signed for zoning compliance by ZEO)	
Single Family Dwellings	7
In-law apartment	0
Condos	0
Accessory Structures	
Decks/Porches	3
Sheds/Gazebos	4
Barns	0
Detached Garages	2
Pools	4
Additions/Attached Garages	1
Other	3
Commercial Use/Signage	2

**ZONING ENFORCEMENT (Cont'd)**

YEAR **2022**

**April, May, June**

Alexa Gorlick - Planning Technician/Zoning Enforcement Officer

**INSPECTIONS**

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

**VIOLATION/ENFORCEMENT INSPECTIONS (NEW)**

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

## **ZONING ENFORCEMENT (Cont'd)**

YEAR **2022**

**April, May, June**

Alexa Gorlick - Planning Technician/Zoning Enforcement Officer

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

#### **Personnel**

Zoning Enforcement Officer, Alexa Gorlick, resigned from her position effective June 23, 2022 to pursue other employment opportunities. Eric Trott, the Director of Planning and Development is serving as interim Planning Tech/ZEO. We have hired a consultant to provide additional zoning administrative services to meet office demands and began the process of hiring a new Staff person.

#### **Enforcement**

Continued work on multiple outstanding blight and zoning enforcement cases. Prepared files on five matters that were forwarded to Town Council to authorize initiation of legal action against the violators.

#### **Other**

Cannabis Establishment Regulations – served on subcommittee tasked to develop the draft regulations that are to be considered by the PZC.

Arts on Main – Prepared event map.

Affordable Housing - continued to serve on the subcommittee tasked to prepare the draft Plan.

Dental Office on Boston Turnpike – participated in all preliminary discussions and planning meetings for the project.

Other mapping – updated Town tourist/business map

**April, May, June**

<b>APP. #</b>	<b>DATE REC'D.</b>	<b>DATE ZBA ACKN.</b>	<b>ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT</b>	<b>DATE OF DECISION</b>	<b>ACTION A/D/W/P</b>
ZBA-22-2	3/20/22	3/25/22	776 Babcock Hill Rd/Caroline Johnson/Livestock on Undersized Lot	4/19/22	D
ZBA-22-3	3/20/22	3/25/22	276 Woodland Rd/Dana Markie/ Front Yard Setback for Garage	4/19/22	A
ZBA-22-4	4/20/22	4/25/22	0 Riley Mountain Rd/Stephen Penny/Buildable-Lot Size due to Ledge	5/17/22	A
ZBA-22-5	3/20/22	3/20/22	42 Rabbit Trail/Rebecca Kitfield/ Appeal of ZEO Decision Interpretation of Livestock Regulations	5/17/22	D

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



*Coventry Protected Open Space Marker*

**INLAND WETLANDS APPLICATIONS**

YEAR **2022**

April, May, June

Permit No.	DATE REC'D IN OFFICE	DATE IWA ACKN.	DATE AGENT REFER.	ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY	DATE OF DECISION	ACTION
22-04W	1/19/22	1/26/22		Pucker St – R05313 Gravel driveway Jesse Clarke, Bushnell Associates	4/27/22	A
22-09W	2/16/22	2/23/22		1572 Boston Turnpike Construction of a 6,500 sq. ft. dental office Damon Jenkins, Phil Doyle – LADA, PC	4/27/22	A
22-10W	2/18/22	2/23/22		105 John Hand Drive Demo and rebuild single family residence on Coventry Lake Kelly and Geoff Hunt, Bushnell Associates	5/25/22	A
22-11W	2/18/22	3/23/22		Main Street Construct a sidewalk in the right of way Town of Coventry	4/27/22	A
22-13W	3/18/22	3/23/22		Hop River Rd Bridge Replacement of bridge No. 04446 over Hop River Town of Coventry	4/27/22	A
22-14W	3/18/22	3/23/22		454 Cassidy Hill Road Install gravel driveway Bob and Carol Chipkin, East-West Engineering	4/27/22	A
22-15W	3/23/22	3/23/22		Plains Road Construction of a common driveway in conjunction with a 2 Lot re-subdivision Michael Breton, Bushnell Associates	5/25/22	A
22-16W	3/20/22	3/23/22	3/23/22	24 Arlington Road Construct 24'x16' pole barn Shannon Kowza	6/2/22	A
22-17TH	4/1/22	-		Lancaster Rd R04080 Timber Harvest Joe Quirk	-	P
22-18AR	4/15/22	-		1777 Main Street Lawn maintenance and selective tree removal Charles Brown	4/19/22	A
22-19WA	4/19/22	-		139 Gardner Tavern 20' x 12' pre fab shed Brandon Glidden	4/28/22	A
22-20AR	4/28/22	-		695 South Street Drainage Maintenance Drainage Experts LLC	5/3/22	A
22-21WA	4/29/22	-		668 Merrow Rd Deposition of Rocks for erosion control Chris Rasmussen	5/2/22	A
22-22WA	5/5/22	-		85 Brewster Street Septic system repairs Skip's Wastewater	5/6/22	A
22-23WA	5/13/22	-		251 Woodland Road Hardscapes in the Lake URA Michael Nisbet	6/2/22	A

22-24W	5/16/22	5/25/22	5/25/22	276 Woodland Road 28' x 14' pre-fab garage Dana Markie	6/2/22	A
22-25WA	5/17/22	-		2380 Main Street Septic system repairs County Line Septic LLC	5/25/22	A
22-26AR	5/18/22	5/25/22		289 Wrights Mill Road Installation of Gravel Driveway for hayfield Richard Pleasant	6/22/22	A
22-27NJ	5/19/22	5/25/22		612 Broadway 2 lot subdivision with no wetland impacts Bushnell Associates LLC	5/25/22	A
22-28W	5/23/22	5/25/22		Lewis Hill Road R06900 Gravel driveway with culvert to access proposed single family residence Garrett Rooke	6/2/22	A
22-29WA	6/2/22	-		152 Dunn Road Construct two 20' x 16' decks Edward Bzdyra	6/3/22	A
22-30WA	6/2/22	-		2933 Main Street Construct a 44' x 28' pole barn James Lathrop	6/10/22	A
22-31WA	6/6/22	-		713 Pucker Street Septic system repairs Earth Dynamics LLC	6/30/22	A
22-32AR	6/18/22	-		38 Goose Lane Driveway drainage	-	P
22-33W	6/20/22	6/22/22		325 Main Street Construct recreational softball field Town of Coventry	-	P

W – Wetlands Agency, Regulated Activity  
WA – Wetlands Agent. Minimal Impact  
AR – Permitted As of Right  
NJ – Non-Jurisdictional Ruling  
TH – Timber Harvest

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

April, May, June

**News from the Inland Wetlands Agency and Agent:****Permit Summary**

Inland Wetlands Agency Regulated Activity Permits and Minimal Impact permits increased by 1 during the second quarter of 2022. There were a total of 17 new applications that were received, 10 of which were approved, 1 was deemed non-jurisdictional, 3 were determined As of Right, and 3 are pending. Eight applications from the first quarter of 2022 were also approved. The most common activity, similar to last quarter, was the replacement of septic systems within the upland review area. The Agency approved a demo and rebuild on Coventry Lake and two Town of Coventry Projects for the replacement of the Hop River Bridge and the installation of sidewalks on Main St.

The Agency has also been working on ongoing wetland enforcement issues. There are currently three properties that have wetland violations.

Mindy Gosselin, the Town Wetland Agent and Erosion Control Officer, 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.

**Conservation Commission Staff Support**

- Became the Staff Liaison to the Conservation Commission, started to get more involved in open space management
- Conducted site walks to create a draft management plan for the Williams Preserve and the newly acquired Conway Property on South River Road.
- Prepared and submitted a proposal to the CT DEEP on proposed improvement projects at Creaser Park.
- Conducted a site walk on the Rolling Woods open space to review what is needed for the trail.

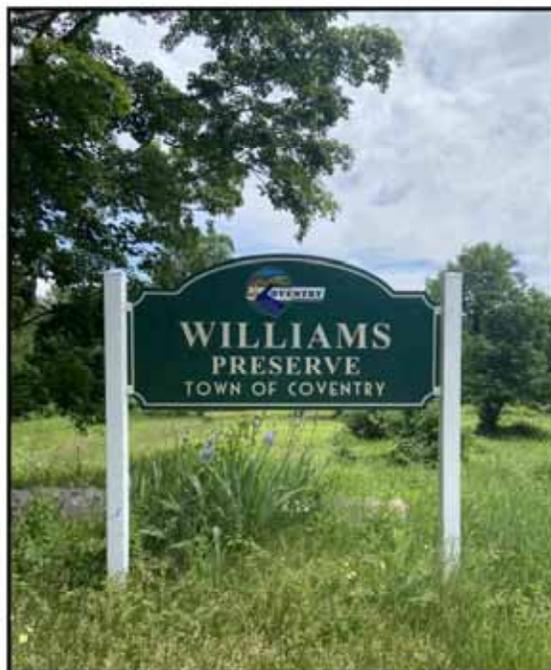
**Professional Development and Other**

- Attended the Hop River Trail Alliance Formational Meeting along with the six other stakeholder towns.
- Utilized the Engineering Department's portable GPS unit to collect accurate points and transpose them onto aerial photographs for both wetland and town projects.

**April, May, June**



View of the Willimantic River at the bottom of the Yellow Loop trail at Williams Preserve



Williams Preserve - Cooper Lane

**BUILDING DEPARTMENT QUARTERLY REPORT**  
**4<sup>TH</sup> QUARTER**  
**April, May, & June 2022**

There were three (3) permits issued for new dwellings to be built this quarter.

<b>NEW HOUSE PERMITS ISSUED FOR THE 4th QUARTER FY 2021-2022 FISCAL YEAR</b>	
ADDRESS	DATE
52 WINDY HILL ROAD	4/1/2022
44 WINDY HILL ROAD	5/27/2022
1171 GRANT HILL ROAD	6/2/2022

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

<b>FOUNDATION PERMITS ISSUED FOR THE 4th QUARTER 2021-2022 FISCAL YEAR</b>	
ADDRESS	DATE
756 CEDAR SWAMP ROAD	4/19/2022
NONE FOR MAY	
NONE FOR JUNE	

There was one (1) permit issued this quarter for replacing crumbling foundations:

<b>CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 4th QTR 2021-2022 FISCAL YEAR</b>	
ADDRESS	DATE
NONE FOR APRIL	
NONE FOR MAY	
67 ZEYA DRIVE	6/21/2022

New homeowners are happily settling into seven (7) newly built homes.

<b>NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 4TH QUARTER 2021-2022 Fiscal Year</b>	
ADDRESS	DATE
94 STONEHOUSE ROAD UNIT 23	4/5/2022
111 LAKE ROAD	5/11/2022
9 FLANDERS WOODS LANE	6/3/2022
515 STONEHOUSE ROAD	6/7/2022
513 STONEHOUSE ROAD	6/13/2022
74 WOLF HILL ROAD	6/27/2022
1066 GRANT HILL ROAD	6/30/2022

Homeowners can now feel secure with their completed replacement of crumbling foundations for four (4) homes in Coventry this quarter.

<b>CRUMBLING FOUNDATIONS ISSUED CO's 4TH QUARTER 2021-2022 Fiscal Year</b>	
<b>ADDRESS</b>	<b>DATE</b>
199 FLANDERS RIVER ROAD	4/4/2022
NONE FOR JUNE	
41 GARDNER TAVERN ROAD	6/1/2022
73 HIGH MEADOW LANE	6/22/2022
15 GARDNER TAVERN ROAD	6/23/2022

**Note:**

There will be a shift in foundation only permitting due to a new home permitting change that we put into place last month. Now foundation only permitting will be greatly reduced, because this is inclusive to a new home construction permit and no longer broken out separately. We intend to keep foundation only permitting available in the system for unique circumstances.

**Municipal Projects:**

No municipal permitting was issued in the month of April, but we did issue permitting in May for hands free faucets and toilets as well as new LED lighting to be installed at the senior center at 172 Lake Street.

There was permitting issued in the month of June for security camera systems to be installed at the high school and middle school.

**Commercial Projects:**

The town had a very busy fourth quarter for commercial permitting in May and June (none in April). There were three (3) commercial permits issued in the month of May. The first was for a tenant fit out for a new antique shop in the lower level of 1141 Main Street in the village. The next two (2) were for the anaerobic digester project at 2047 Boston Turnpike. Permits for the digester and manure storage tanks were issued. We are awaiting updated plans to be submitted to the Building Department for review by the Building Official for the sand separator.

There were five (5) permits taken out for commercial activity in June. One was for a sign for Song A Day music center at 2799 Boston Turnpike. There were (2) cell tower enhancement permits issued for the cell towers at 400 Riley Mountain Road and 712 Bread and Milk Street. A temporary tent permit was issued for a wedding at the Nathan Hale Homestead (2299 South Street). Finally a commercial renovation permit was issued to create a vanilla box space for an upcoming Bunny Bear Boutique at Highland Park Market Plaza, 1671 Boston Turnpike.

The Building Official completed six hundred twelve (612) inspections this quarter.

There were eleven (11) solar permits issued and closed out during this quarter.

There were no venting inspection this quarter for sewer connections.

The Building Official was unable to attend any continuing education this quarter due to scheduling conflicts.

## Permits for this Quarter

PERMIT TYPES	April, 2022	May, 2022	June, 2022	Fourth Qtr.
				2021-2022
Houses only	1	1	1	3
Foundation only	1	0	2	3
Condominiums	0	0	0	0
Commercial Bldg/Renov	0	3	5	8
Industrial Bldg/Renov	0	0	0	0
Public Bldg/Renov	0	1	0	1
Additions	4	3	2	9
Garages/Carports	0	0	2	2
Sheds/Barns	6	0	0	6
Decks/Porches	2	5	7	14
Pools	2	3	3	8
Demolition	1	1	1	3
Woodstove	1	2	1	4
Miscellaneous	4	7	8	19
Renov/Repair/Alter	17	14	16	47
Plumbing	4	6	4	14
Heating	12	22	16	50
Electric	24	19	42	85
<b>TOTAL PERMITS</b>	<b>79</b>	<b>87</b>	<b>110</b>	<b>276</b>
<b>PERMIT VALUE</b>	<b>1,195,539</b>	<b>2,659,789</b>	<b>1,960,029</b>	<b>\$5,815,357</b>
<b>FEES COLLECTED</b>	<b>17,851</b>	<b>38,624</b>	<b>21,126</b>	<b>\$77,601</b>
<b>Certificate of Completion</b>	<b>56</b>	<b>75</b>	<b>87</b>	<b>218</b>
<b>C/O's - New Homes/Condos</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>7</b>
<b>C/O's - Other</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>7</b>

The Town of Coventry Building Department had migrated their permitting system over to the Open Gov. View Point Cloud permitting system on December 16, 2020. All permitting is required to be applied for online. This includes Land Use permitting for Zoning and Wetland reviews and driveway permits. You can access this site using the following link: <https://coventryct.viewpointcloud.com/> A computer kiosk has also been installed in our office so that we can assist those who would have difficulty scanning in and applying for their permitting at home. With this online permitting, the Building Official is now completing all inspections on site with a tablet and logging the inspection directly into the online permit. This allows our office to reduce paper costs and file retention space. It also allows applicants to get feedback immediately in real time.

Quarterly Report  
Fourth Quarter FY 21\_22  
April 2022 – June 2022

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. We are in the process of completing our second annual assessment for this assessment period. A few policies were amended to comply with updated mandates from the Police Officer Standards and Training Council (POSTC) and new or amended CALEA standards.

**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.

On June 15, 2022, Officer Matthew Burns was sworn in. Officer Burns was a certified officer upon hiring. He is currently in the process of completing a six week field training program to become familiar with the Town, our procedures, and records management system.

We were in the process of evaluating additional applicants for one more open patrol position. That open position was subsequently ordered frozen by the Town Council until January 2023 due to budget constraints.

## 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 only one report of a motor vehicle theft, one theft from a motor vehicle, and one theft of motor vehicle parts.

## SUPPORT

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

### Objectives:

- Increase Facebook page following and engagement to 6500 people.
- 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've reached our goal of followers on Facebook, which is currently 6,532 people. We continue to get additional followers each week with over 50 added this past month. Officers also had lunch with GHR students on the first Wednesday of every month as part of our "Lunch with a Cop" collaboration with the school.

In April, Officer Dexter went to the Storrs Community Church for their annual Easter Egg Hunt. It was their first event in a few years and we were happy to be invited to attend.



On May 14<sup>th</sup>, Acting Chief Spadjinske represented the department at the Summer Open House and Safety Event at Patriot's Park. He met with local youth and gave away bicycle helmets, lights, and other bike safety items and literature.



On May 30<sup>th</sup>, our department Honor Guard and other CPD members participated in the Memorial Day Parade.



In June Marine Officer Kilby was hired to fill a vacancy in the marine patrol unit. Since that time, Marine Officer Kilby has been very proactive on the lake to keep the lake safe for all to enjoy.





**Quarterly training for April 2022 to June 2022 included:**

May 2-6, Officer Michaud completed his three year state recertification program.

May 12, Acting Chief Spadjinske and Marine Officer Kilby attended a virtual DEEP Boating Seminar which is held each spring.

June 2-3, Dispatcher Brenker completed a class for dispatchers on mental health and crisis intervention.

Throughout the quarter, officers participated in spring firearms training for handgun. This training is conducted over a series of weeks to keep officers proficient and in compliance with POSTC regulations.

**Other Items of Interest**

On May 27<sup>th</sup>, the department was recognized by CIRMA and awarded an Excellence in Risk Management award at their Spring meeting.

On June 27<sup>th</sup> the Town Council ratified the Town Manager's selection for Chief of Police of Eric Peterson. A July start date is planned.

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



**Coventry Police Department  
Incident Analysis**

4/1/2022...6/30/2022

Shift			Total
1st	2nd	3rd	
178	658	494	1326

UCR	Nature	1st	2nd	3rd	Total
		0	4	1	0
001	Marine Patrol Activity	0	7	6	13
002	Beach Association Check	0	3	0	3
003	Car Seat Installation	0	3	0	3
029	Disabled Motor Vehicle	7	7	10	24
11A	Sexual Assault With Force	0	1	0	1
11D	Fondling	0	2	0	2
13B	Assault Simple	0	2	4	6
13C	Intimidation	0	2	2	4
151	Suicide	0	1	0	1
152	Suicide Threat/Attempt	0	2	3	5
23C	Larceny Shoplifting	1	0	0	1
23D	Larceny Theft From Building	1	0	2	3
23F	Larceny Theft From MV	1	0	0	1
23G	Larceny Theft of MV Parts	0	1	0	1
23H	Larceny All Other	2	4	3	9
240	MV Theft	0	1	0	1
2604	Fireworks/Gunshots	0	1	1	2
2608	Abandoned MV	1	0	1	2
2625	Notification	0	0	1	1
2631	Public Hazard	5	21	14	40
26A	Fraud False Pretenses	0	2	4	6
26B	Fraud Credit Card/ATM	0	0	1	1
26C	Fraud Impersonation	0	0	1	1
26E	Fraud Wire	0	1	1	2
26F	Identity Theft	0	0	1	1
270	Embezzlement	0	1	0	1
290	Vandalism	0	2	2	4
2914	Animal Complaint	3	48	26	77
3009	Susp Person/Activity/MV	19	47	55	121
326	Illegal Parking	0	1	3	4
332	Harassment/Harassing Phone Calls	1	5	4	10
334	Untimely Death	1	2	0	3
343	MV Accident (Injuries)	1	7	3	11
344	MV Accident Evading	2	0	2	4
346	MV Accident (No Injuries)	3	8	8	19
347	MV Accident (Private Property)	0	3	0	3
349	Subpoena Service	0	0	1	1
351	Alarm	19	27	25	71
353	Medical	21	48	49	118
355	MV Stop	26	60	24	110



# Coventry Police Department Incident Analysis

4/1/2022...6/30/2022

36B	Sexual Assault (Statutory)	0	2	0	2
375	Routine Assistance	8	36	35	79
377	Open Door/Window	1	1	2	4
388	Miscellaneous	4	12	0	16
390	Police Information	0	3	0	3
392	METRO callout	0	0	1	1
396	Escort	1	6	4	11
398	Missing Person	1	3	3	7
399	Lost And Found	1	9	5	15
400	Family Matter - Non Arrest	1	5	5	11
401	Repossessed Vehicle	3	2	0	5
4811	Finger Printing	1	70	2	73
4858	Fire	1	6	3	10
4867	Background Investigation	1	2	0	3
4873	Assist Other Agency	4	19	14	37
4874	Test Ticket	1	1	0	2
82	Runaway/Non NIBRS	0	4	3	7
861	Disturbance (Non-Domestic)	0	8	10	18
866	Noise Complaint	1	7	13	21
889	Check Welfare	4	16	18	38
890	MV Erratic Operation	12	21	44	77
891	MV Lock Out	0	12	2	14
90D	DWI	2	0	2	4
90F	Family Offenses, Nonviolent	0	1	0	1
90Z	All Other Offenses	0	8	5	13
911	911 Hang Up Call	3	5	6	14
H109	Junk MV	0	2	0	2
Sup	Supplemental	14	73	59	147

**Human Services Department  
Quarterly Report  
April-June 2022**

***Staff:***

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



## **A. HUMAN SERVICES**

### **1.Meetings and Trainings:**

- 5/18 Hunger Action Team Meeting
- 5/16 Annual Adult Mental Health Day Symposium
- 4/21,5/19,6/16-Class Meeting
- 5/12,6/9- ECan
- 6/1-Tri-County Collaborative
- 6/21 -TCMT
- 6/27-ARPA

### **2.Direct Services: 9 unduplicated client cases**

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

### **3.Special Needs:**

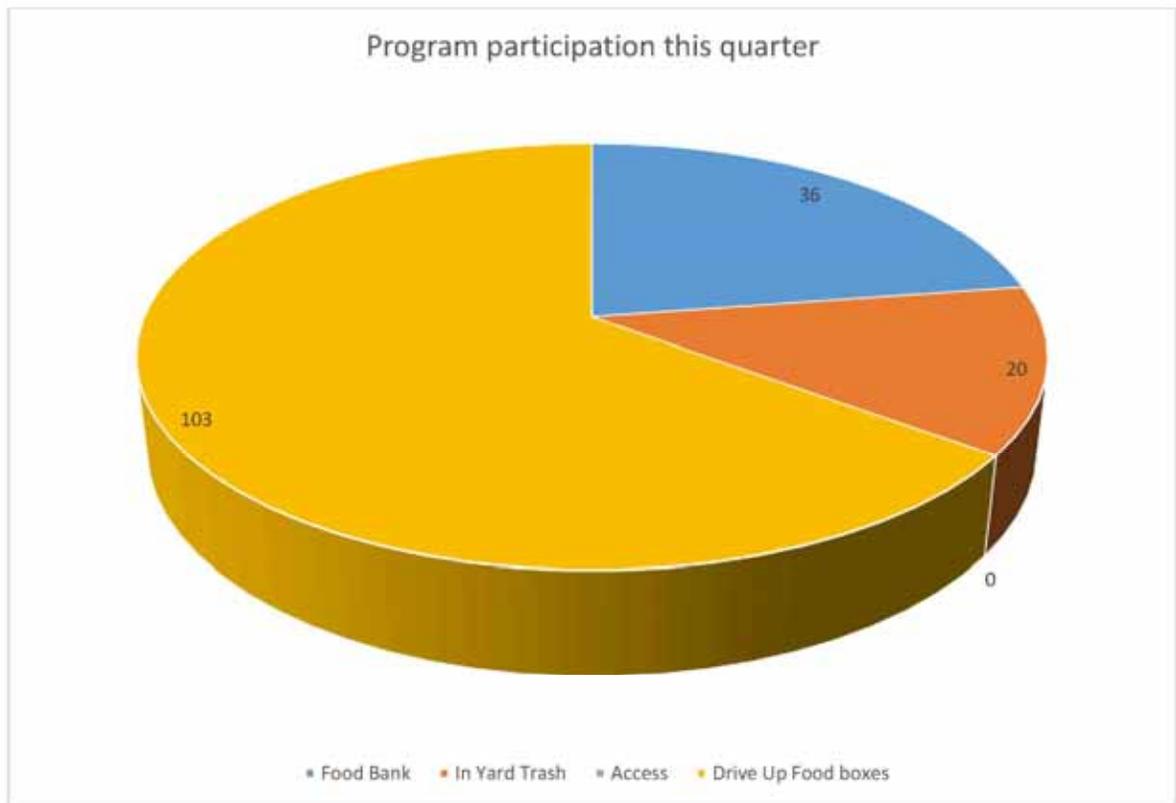
- **4** family (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$2278.85
- **Access:** The program has closed with 51 applications processed this season. Overall, a total of \$49,230 was awarded in energy assistance to residents.
- **Special In yard Trash:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 20 households on the In-yard Service List at this time.

#### **4.Food Bank: April – June**

<b>Assistance Records: 36</b>
Total Household Assistance: 19 families with a total of 63 members 23 Children, 29 Adults, 11 Seniors

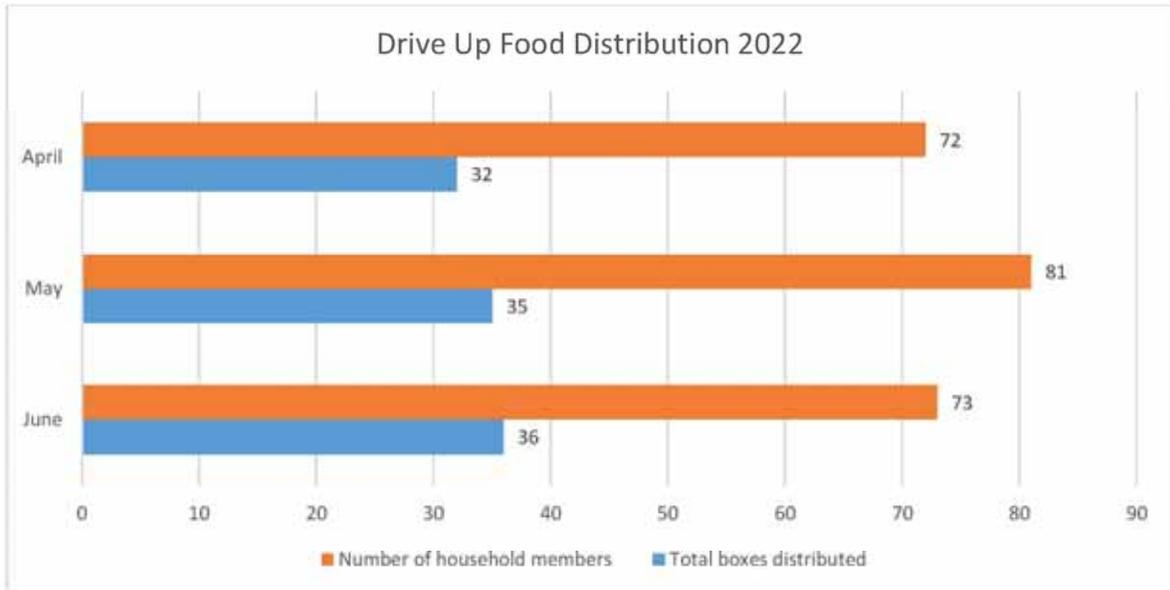
Fortunately, many events that we rely on to stock our food bank, such as the Girl Scout Camporee, Postal Letter Carrier Food Drive and the Coventry Public School end of school year food collections, have resumed after a 2-year cancelation due to Covid-19. We have continued the curbside pickup at Town Hall.

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



#### **FOOD BOX DISTRIBUTION:**

We had a great response within the community to our drive up food boxes distribution. Residents who participated pulled up to the front of town hall and received two bags of nonperishable pantry items as well as toiletries. Over the course of the 3 events this quarter we handed out to 103 families boxes to benefit 226 household members.



**5. Salvation Army:** Funds have not been used this quarter. Remaining funds have been allocated to replenishing the food bank supply and will be used in the upcoming quarter.



## B. SENIOR SERVICES

April, May, June 2022



### 1. PROGRAM ACTIVITY

EVENT	PARTICIPATION
<b>Classes/Workshops/Leisure</b>	
Movie	3
Tech Tuesday (resumed in May)	4
Corn hole	40
Book Club	11
<b>Total</b>	<b>58</b>
<b>Health Screenings</b>	
Podiatrist	24
<b>Total</b>	<b>24</b>
<b>Fitness</b>	
Chair Yoga	86
Strength & Balance (June class cancelled)	8
Tai Chi	59
NEW Fitness with Amber (2 free classes in April)	15
Fitness with Amber (May, June)	36
Walking Club	32
<b>Total</b>	<b>236</b>
<b>Recreation/Entertainment</b>	
BINGO	65
Mahjonn	52

Setback	20
<b>Total</b>	<b>137</b>
<b>Social Activity/Event</b>	
Public Computers	26
Socializing on the Deck	30
<b>Total</b>	<b>54</b>
<b>Personal Care</b>	
Massage Therapy	19
Nail Tech (services ended in May by vendor)	3
<b>Total</b>	<b>22</b>
<b>Special Event</b>	
New Britain Art Museum (*May trip cancelled due to lack of participation)      June 22nd	8
David Hayes Sculpture Fields      June 28th	8
AARP Tax Aide	16
<b>Total</b>	<b>32</b>
<b>Grand Total</b>	<b>563</b>

## **2. ELDERLY SERVICES:**

- **CHOICES:** CHOICES provides unbiased information about Medicare and related programs. Appointments can include a benefits explanation, plan comparisons, screening for appropriate programs and application assistance. Certified CHOICES counselor, Penny Whitaker assisted **12** individuals this quarter.
- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for **3** individuals in need of help for seniors or individuals with disabilities. This included referrals to the Access Energy Assistant Program, Supplemental Nutritional Assistance Program, Renters Rebate, Heating Assistant and Connecticut Home Care Program for Elders, referrals to other agencies. This also includes information about elderly care management, meals on wheels, emergency response systems, affordable housing applications fuel assistance and dementia education.

### **3. COMMUNICATIONS:**

- Monthly Newsletter: **163** participants receive our monthly newsletter via regular mail, **91** participants via email.
- Social Media: The Senior Center Facebook Page currently has 563 “likes”, **92** new “likes” this quarter.
- **06238** is the publication in collaboration with Parks & Recreation Department. During the month of March, the Coordinator prepared “drafts” for the publication. Edits, revisions and submittals were made in preparation for the launch of the Center’s town-wide brochure which will be available for all households in Coventry in April. The publication will be distributed to households 3 times each year: Spring/Summer, Fall/Winter, and Winter/Spring.
- **Survey** – In the month of April, the Center conducted a Senior Center Engagement Survey with May 1<sup>st</sup> deadline. Feedback was received on Social Activity & Interaction; Health Education; Active Lifestyles /Fitness; Meals, Trip, and **37 responses** were received. Social Activity & Interactions as well as Active Lifestyles/Fitness received the most feedback with Meals and Trips receiving the least amount of responses. The survey questionnaire also provided in the monthly newsletter, the Center’s web page, Facebook and Survey Monkey.
- **Volunteer Management-** Volunteer Management: Senior Center Volunteers gave 208 volunteer hours of service this quarter. Betsy Fitzgerald (40 hrs.), Penny Whitaker (13 hrs.). This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.
- **New NEWS:**

In June, the Center welcomed Ruth Reinwald as the new Senior Center Support Staff. Ruth came to the Center with experience as the Program Coordinator for the Town of Colchester Senior Center. Ruth compliments our staff and is getting the opportunity to meet our senior patrons. We are planning upcoming programs and activities that Ruth will facilitate step-by-step painting classes as well as weekly beginner’s sign language classes. This position is a 21 hours per week and she will be working Monday, Wednesday and Thursday.

### **4. PROFESSIONAL DEVELOPMENT:**

DCF Mandated Reporter Online Reporting Portal 7/6/22  
QPR – Red Flag Recognition Training to Prevent School Shooters 6/8/22  
SERAC –Suicide Prevention: “The Columbia Screening Tool” 4/12/22

## C. TRANSPORTATION

### Coventry Rides Transportation Program April-June 2022

# Days of Operation: 34	# Vehicle Hours: 117.05
# Vehicle Hours Average/Daily: 3.4	# of Individuals Riding: 27
# Miles Total: 1431	# of One-Way Trips: 149

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 continues to do monthly trips to Walmart for individuals from Orchard Hills. The Rides program schedules one small group trip per month and is currently averaging 4 people per trip. Further trips will be scheduled on a monthly basis to other shopping plazas as the need/interest arises. Small group trips have resumed with a trip on June 22<sup>nd</sup> to the New Britain Museum of American Art. Howard drove 8 seniors to the museum where they toured the exhibits and ate lunch in the café. On June 28 Howard drove seniors to the David Hayes Sculpture Fields right here in Coventry. Howard transported 4 seniors and other residents met there for the tour. Chartered trips will resume in July with our first trip scheduled to Rhode Island for lunch and shopping at the shore.

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

## D. YOUTH SERVICES

### Youth Services Quarterly Report April to June 2022

**\*\* Sneha accepted a new position as Director of Youth Services in Plainville. Her last day with Coventry was April 29. All below information is regarding the month of April with no activity for May or June. \*\***

#### Administrative Function:

- Eastern Chapter of YSB Chronic Absenteeism and Truancy group
- Continued to attend YSB Eastern Chapter Meetings virtually
- Participated in Tabletop Exercise conducted by Board of Education
- Conducted a Mental Health training for all returning and new Camp Staff

#### Direct Service

##### A. Functions

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

##### B. Programs

- Conducted a Safe Sitter Training

## BY THE #S

Coventry Parks and Recreation serves hundreds of residents and nonresidents.

Here is a look at the numbers from April – June:

### PROGRAMS

- 611 Total Enrollment
  - 263 Unique
- 565.5 Program Hours
- 31 Sessions

### RENTALS

- 33 Lodge rentals
- 27 Millbrook Place rentals
- 67 Rental Inquires

### SOCIAL MEDIA

- 46 Unique Facebook posts
- 3,795 Highest Single Post Reach
- 42,557 Total Post Reach
- 3,972 Post Engagements
- 2,247 Page Followers
  - 3.45% Increase in FB Followers

### AFTERSCHOOL

- 165.25 hours of childcare provided
- 1,242 snacks served
- 7 local high school/college age staff employed
- 27 avg. pm attendance
- 16 avg am attendance

### SUMMER CAMP

- 105 hours of childcare provided
- 1,660 snacks served
- 20 local high school/college age staff employed



Laidlaw Pavillion Ribbon Cutting



Progress at Miller Richardson Football

## PARKS & RECREATION QUARTERLY REPORT: SPRING 2022

APRIL - MAY - JUNE

### FACILITY PROJECT UPDATES

**Laidlaw Pavilion:** Many town officials and soccer families attended the pavilion ribbon cutting on Saturday May 21<sup>st</sup>. This pavilion will serve as a respite from the sun and rain for many soccer families. The pavilion will also be available for rent for birthday parties and family gatherings. As mentioned earlier, this pavilion was made possible with funds from state funding, donations from Coventry Soccer, Inc, and capital improvement funds allocated by the Town Council.

**Miller Richardson Football Field:** The venting project was completed in May & June by Sunset Valley Construction LLC. The picture above shows the add on adult practice softball field. Fields will be ready for play in Fall 2023 after two growing seasons.

**Miller Richardson Softball Fields:** The new transfer station went out to bid in May and was awarded to Sunset Valley Construction, LLC in June. Moving the transfer station to its new location near the Department of Public Works is the first step in the Softball Filed construction. Construction of the new transfer station will be completed July – September.

**Creaser Park:** In April, Wetland Agent Mindy Gosselin submitted plans to DEEP for approval. Plans include tree maintenance, pavilion walkway improvements, demolition of cabins and renovation of cabins. In June, DEEP reviewed the plans and scheduled a site visit for July. Creaser Park projects will be funded through LOTCIP state funding.

Check out the Land Use Department section of the Newsletter for more updates about Trails and Open Spaces in Coventry!



COVENTRY PARKS & RECREATION  
1712 Main Street, Coventry, CT 06238  
Lesley Munshower, Director  
Caterina Merriam, Recreation Supervisor  
Yasmine Forte, Office Assistant  
[www.coventryct.org](http://www.coventryct.org)



## PROGRAM HIGHLIGHTS

**April Vacation Camp:** April Vacation Camp returned after not running for several years due to declining interest. This year 21 campers participated in activities Tuesday – Thursday including a visit from Song – a – Day Music for a sing a long.

**Community Garden:** The Community Garden has a new Master Gardener leading the gardeners this summer. Bob McNamara completed the Master Garden course at UCONN and took of the reigns after Bill Oros moved south. There are 19 gardeners occupying all 22 plots this summer. We wish them a happy growing season!

**Men's Basketball:** The Men's Basketball Program is one of last of the Parks and Rec programs to return to the schedule after being paused due to COVID - 19. The program has grown to its largest numbers of 30 participants and is now running in two gyms.

**Camp Wangumbaug:** Camp Wangumbaug returned for the 2022 summer season on June 20<sup>th</sup>, with a full roster of campers in grades K-6! During the first two weeks of Camp, campers have played countless games, swam daily (weather permitting), completed and taken home daily craft projects, enjoyed a trip to the CT Science Center and hosted a cooking class with Food Explorers!



## SUMMER OPEN HOUSE/SAFETY FAIR



On Saturday, May 14<sup>th</sup> Parks & Recreation joined forces with Coventry Human Services, Coventry Police Department and Coventry Fire & EMS to offer a brand new Summer Open House & Safety Fair! Approximately 40 beach stickers were sold; bike helmets and gift bags were given away; and kids enjoyed face painting, a magic show and a touch-a-truck event featuring the Town's fire trucks, police vehicles and ambulances.

## BEACHES OPEN

Coventry beaches opened Memorial Day Weekend with very hot weather. The new Parks and Rec staff were put to the test right away with large crowds. Many adjustments have been made since to accommodate what is sure to be a busy summer including increased staffing, distributing trash bags to guests, relocating resident beach sticker sales to Lisicke Beach and more. All of these changes will help the staff and Department continue to operate the beaches and parks safely.



In May & June, 625 resident beach stickers were sold at both the Parks and Rec Office and town beaches. Also, just over 100 Resident Senior Passes were handed out at the Parks and Rec Office.

Over 1,400 Coventry residents visited Lisicke Beach in May and June with the busiest day being June 14<sup>th</sup>, the last day of school! The busiest day at Patriots Park was Memorial Day and in May & June over 500 daily passes were sold.

## PROGRAMS IN ACTION



Safe Sitter Essentials



April Vacation Dayz  
FUN!



Recreation Daze,  
After School Program

06238

Booth & Dimock Memorial Library  
4<sup>th</sup> Quarter Report  
April – June 2022



**I. Circulation**

- a. Total – **16,482**
  - i. By Item Type
    - 1. Books & Serials – **12,990**
    - 2. Video – **1,202**
    - 3. Audio – **315**
    - 4. Other – **265**
    - 5. Electronic – **1,711**
  - b. ILL (included in total)
    - i. BDML as Borrower – **1,493**
    - ii. BDML as Lender – **1,040**

**II. Programs**

- a. Total Programs – **45**
- b. Total Attendance – **1,541**
- c. Average Attendance - **34**
- 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.
- e. Miss Christa continues to offer virtual storytimes to the HEEC.
- f. Our Summer Reading Ice Cream Social had 158 attendees.

**III. Internet**

- a. Library Computers – **469**
- b. Wifi
  - i. Total sessions – **8,059**
  - ii. Total devices – **459**
  - iii. Total clients per day – **631** (3-month average)

**IV. Reference – 1,555**

**V. Patron Information**

- a. Visitation – **4,425**
  - i. In June 2022, the Library had the most visits in any given month since February 2020.
- b. Curbside Orders – **42**
- c. Library Card Registration – **95**

**VI. Online Usage**

- a. Facebook/Instagram
  - i. Posts – **63**
  - ii. Reach – **12,173**
  - iii. Engagements – **667**
- b. Google

- i. Searches – **1,549**
  - ii. Profile Views – **2,805**
  - iii. Website visits from profile - **740**
- c. Website
  - i. Unique Visits – **2,955**
  - ii. Page Views – **5,297**

#### **VII. Facilities**

- a. Coventry Public Works arranged for tree removal at the library, which was completed in early June.
- b. A failed flow sensor resulted in loss of air conditioning in the library for nearly two weeks until a new part was available to install.
- c. Planning for construction start is underway.
- d. The Condition Assessment Grant through the State Historic Preservation Office is nearly complete. Evelyn Cole Smith Architects and Cirrus Engineering submitted a final report, along with spec for joist repair work.

#### **VIII. General**

- a. The Library renewed its business filing and charitable organization certification.
- b. E-Magazines are now available through OverDrive.
- c. The Library is offering Sync Audio File for teens – which allows participants to download two free audiobooks every week for summer.
- d. Summer Reading began on June 14, with programs offered for children, teens, and adults. The program runs through August 12.
- e. The Library has partnered with the Coventry Lake Advisory & Monitoring Committee for Lake Awareness Month, and the nationally recognized Libraries Love Lakes initiative. A comprehensive number of programs and activities will be available in July.
- f. Two Request for Material Reconsideration forms were received on June 22 and June 24.

#### **IX. Staff & Professional Development**

- a. Teen & Tech Librarian Kayla attended “The Public Library as a Protective Factor” through the CT State Library.
- b. Children’s Librarian Christa attended an information on Diversity Auditing through CLC.
- c. Kayla and Christa attended “Youth Social Emotional Learning” through Booklist.
- d. Kayla has reinitiated monthly “Tech Tuesdays” at the Senior Center.
- e. Library Director Margaret attended the Connecticut Library Association (CLA) Annual Conference on May 3 and 4.  
Christa and Kayla attended an early literacy workshop on May 6.
- f. Adult Services Librarian Jennifer attended a genealogy workshop and a grant writing workshop on May 17.
- g. Kayla attended School Library Journal Day of Dialog on May 19.

- h. Multiple staff attended a workshop on interacting with patrons who have experienced trauma on May 20.
- i. Margaret attended the Connecticut Library Consortium (CLC) Annual Meeting on June 2. Congressman Joe Courtney – the event’s keynote speaker – mentioned BDML and its use of ARPA funds for a new roof at this meeting.
- j. Kayla attended a webinar through the CT State Library on working with social services on June 8.
- k. Jennifer is on the All CT Reads Committee through the State Library and attended a meeting of the committee on June 10.
- l. Margaret attended Coventry Village Partners and Arts on Main event planning meetings.
- m. Christa prepared and presented summer reading materials for GHR, CGS, and HEEC.
- n. Margaret attended a webinar on the changes to the 2022 CT State Library Annual Report on June 21.
- o. Library Assistant Is Rosie Luther and Liz Swan resigned at the end of June.
- p. Aubrey Bond was hired as a Library Assistant.
- q. Margaret attended monthly Finance Committee meetings for Bibliomation.
- r. Margaret attended monthly CLA meetings, and is preparing to begin services as CLA Treasure in July 2022.
- s. Staff attended various CLC roundtable meetings.

*Photos from left to right: Library Garden Gnome Mascot Chauncey shares his latest book recommendation. Make Your Own Wands are featured at the library’s rotating craft station – available for use whenever the Library is open.*



**PUBLIC WORKS DEPARTMENT**  
**Quarterly Report**  
**April, May & June 2022**

STAFF

Director of Public Works .....	William Watkins
Superintendent of Operations / Tree Warden .....	Mark Owens
Administrative Secretary .....	Donna Wrubel
Heavy Equipment Operator / Crew Leader .....	Clifton Labrec
Facilities Crew Leader .....	Monica Bragdon
Heavy Equipment Operator / Crew Leader .....	Charles Harakaly
Public Works Maintainer II .....	Richard Watts
Public Works Maintainer II .....	John Hoffman
Public Works Maintainer II .....	Erik Johansen
Public Works Maintainer II .....	Lee Davey
Public Works Maintainer II .....	Colin Dunnack
Public Works Maintainer I .....	Michael Mangiafico*
Public Works Maintainer I .....	Troy Stout
Public Works Maintainer I .....	Eric Hurlburt
Public Works Maintainer I .....	Mark Jaworski
Public Works Maintainer I .....	Christopher Cefaratti*
Lead Mechanic .....	Daniel Caron
Mechanic I .....	Robert Maxwell
Mechanic's Helper .....	David Mortimer
Sanitation Maintainer .....	Charles Grossmann
P/T Transfer Station Operator .....	Evan Stone
Cemetery Sexton .....	Richard Mindek*
Town Engineer .....	Todd Penney
WPCA Technician / Operator .....	Michael Ruef

\* Michael Mangiafico demoted to Maintainer I 06/30/2022

\* Christopher Cefaratti hired 06/20/2022

\* Richard Mindek hired 05/18/2022

Mark Owens handled numerous tree complaints during the quarter. Distinctive Tree was contracted for a three day project for removals on Plains Rd and Flanders Rd. The contractor removed all of the dead and declining ash trees that were identified totaling around 50 trees. Mark is working on scheduling another large tree project that will take place at the end of July or the beginning of August.





The shop performed routine maintenance on vehicles and equipment. There were no significant breakdowns during the quarter. Annual services of trucks was started in preparation for winter. The shop designed, built and worked with the highway crew to install a new winch mechanism for the front grate at the lake gate. This will make cleaning debris off the grate a 1 person job, saving the crew time.





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

Mark Owens worked with the local Girl Scout troop to plant 2 Dogwood trees in Patriots Park. Mark met with the group in the park and explained the whole process of how to properly pick and plant a tree correctly.



DPW was contacted by a teacher from Coventry Grammar school and asked to participate in a snow plow naming project. We agreed to have magnetic signs with the names on them for three plow trucks. The kids came up with the names and voted on the best ones for the trucks. The winning names were Snowy, Frostbite, and Power Plower. DPW picked three trucks and went to the school and the teacher brought the kids out and presented the names to the drivers for their trucks.



Driver Colin Dunnack and Truck # 13 “Snowy”



Truck # 13 "Snowy"



Driver John Hoffman and Truck # 14 "Frostbite"



Truck # 14 "Frostbite"



Driver Eric Hurlburt and Truck # 24 "Power Plover"



Truck # 24 "Power Plover"

DPW worked with GovDeals to auction off all of the old surplus equipment. The auction generated \$46,000 in revenue for the town.

### **Spring Construction**

- Juniper Dr.
  - Catch Basin repairs
  - Full Depth reclaim and Binder
  - Curbing both sides of road
  - Curbing backfilled with top soil
  - Sewer manholes raised through binder
  - Final Pavement
- Hickory Dr.
  - Sewer manholes raised through binder
  - Final Pavement
- Woodbridge Rd
  - Drainage repairs
    - 2 catch basin tops installed
    - 1-30 inch culvert replaced
    - 1-18 inch culvert replaced
    - 2-15 inch culverts replaced
  - Cold in place recycling done mid-June waiting for final pavement



Woodbridge Road



Woodbridge Road

- Crack sealing
  - Roughly 10 miles of road crack sealed
  - Town Hall parking lot crack sealed
  - Sewer treatment plant driveway and lot crack sealed
- Loomis Dr.
  - Catch Basin repaired and new tops installed
- Carver Ln.
  - 300 feet of underdrain installed
- 90 Tolland Turnpike
  - Curbing installed for DEEP salt issue



#### **Spring Maintenance**

- Pot hole patching
- Street sweeping
- Ballfield cleanup and prep for sports
- Spring fertilizer and lime applied to sport fields, Coventry cemetery and town buildings
- Road side mowing
- Grading of dirt roads and lot at Nathan Hale Homestead

The department has also worked on the following:

- Flags installed at corner of 31 and 275 with help from the Fire Department



- Patriots park topsoil spread and seeded.
- Police dock installed in new location in Patriots park
- Broken curb picked up and prep for repairs due to plow damage.
- Goose Manure collector deployed in Patriots Park twice a week.



- DPW had a street sweeper demonstration of a Global Sweeper.



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	\$7,801	\$10,193	\$40,902
Ewaste - each	631	267	285	338	1,521
Propane Tanks - each	34	29	16	29	108
Bulky CD/Stumps - tons	93	85	62	139	379
Scrap Metal - tons	26	15	4	8	53
Tires - each	114	72	82	87	355
Leaves - tons	4	16	0	3	23
Refrigerant - each	145	116	45	109	415
Mattress	312	219	158	291	980
Customers	1,566	1,045	688	1,158	4,457

TRANSFER STATION: MATERIALS TRANSFERRED

Willi Waste - Bulk (cd) ton	101	92	81	133	407
Willi Waste - Bulk (brush) ton	11	15	0	17	43
Willi Waste - Recycling (metal) ton	21	21	17	32	91
Take2 - refrigerant units	151	174	80	0	405
Take2 - electronics (CED) lbs.	8,917	8,164	7,019	6,320	30,420
Take2 - electronics (non) lbs.	2,684	2,527	4,667	3,378	13,256
Take2 Recycling - lamps, mixed lbs.	255	0	550	500	1,305
Take2 Recycling - batteries, mixed lbs.	390	0	500	297	1,187
Blue Rhino- propane tanks - each	91	0	36	0	127
Empire Tire (CRM Co. LLC) - each	68	0	104	153	325
Bay State Textiles	1,120	1,520	2,020	2,010	6,670
Bye Bye Mattress	296	295	153	326	1,070

CURBSIDE PICK UP

msw to wwp @ \$71.30 / ton expenditure	1,074 \$76,608	1,016 \$72,439	888 \$63,282	1,029 \$73,361	4,007 \$285,690
recycling to wwp @ \$31.82 / ton expenditure	318 \$10,134	310 \$9,849	272 \$8,662	290 \$9,215	1,190 \$37,860
curbside bulk to wwp @ \$80.82 / ton expenditure	63 \$5,066	55 \$4,431	25 \$2,051	49 \$3,967	192 \$15,515

**COVRA**  
**Quarterly Report**  
**April, May & June 2022**

**TRANSFER STATION: MATERIALS RECEIVED**

	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
Revenues	\$3,514	\$3,504	\$3,175	\$10,193
Electronic waste – each	128	72	138	338
Propane tanks – each	14	6	9	29
Bulky CD/brush – tons	46	49	43	139
Scrap metal – tons	3	1	4	8
Tires – each	26	20	41	87
Leaves – tons	1	0	1	3
Refrigerant – unit	34	30	45	109
Mattress / box spring	80	100	111	291
Customers	302	342	514	1,158*

**TRANSFER STATION: VENDORS & MATERIALS TRANSFERRED**

	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
Willi Waste – cd – tons	41	44	48	133
Willi Waste – brush – tons	9	7	0	17
Willi Waste – metal – tons	6	16	10	32
Take2 - refrigerant – units	0	0	0	0
Take2 - electronics (CED) – lbs	2,086	2,572	1,662	6,320
Take2 - electronics (non) – lbs	1,242	1,161	975	3,378
Take2 - uw lamps, mixed – lbs	0	500	0	500
Take2 - batteries, mixed – lbs	0	297	0	297
Blue Rhino – propane tanks – each	0	0	0	0
Empire Tire (CRM Co LLC) – each	0	0	153	153
Bay State Textiles – lbs	650	950	410	2,010
Bye Bye Mattress	128	90	108	326

\*Of the 1,158 customers using the transfer station this quarter 635 paid by cash or check, 251 paid with a credit card and approximately 272 used the station with no fee.

**CURBSIDE PICK UP**

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

	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
MSW @ \$71.30 / ton	339	327	362	1,029
Expenditure	\$24,197	\$23,349	\$25,815	\$73,361
Recycling @ \$31.82 / ton	93	92	105	290
Expenditure	\$ 2,944	\$ 2,922	\$ 3,348	\$ 9,215
Bulk @ \$80.82 / ton	14	15	20	49
Expenditure	\$ 550	\$ 530	\$ 971	\$ 3,967

**TOWNWIDE TEXTILE RECYCLING**

	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
Lbs.	3,030	3,200	3,210	9,440
Revenue paid @ \$.05 / lb.	\$152	\$160	\$161	\$473

**TRANSFER STATION QUARTERLY REPORT**

material received:

<u>RECEIPTS</u>											
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS
01/06/22	\$166.90	\$95.50	-\$2.88	20	0	4375	405	1	40	1	4
01/08/22	\$132.05	\$59.80	-\$1.86	13	1	2155	285	2	0	1	2
01/13/22	\$378.40	\$65.90	-\$1.91	6	0	7700	235	0	0	2	14
01/15/22	\$330.00	\$72.70	-\$2.28	11	4	7240	600	5	0	0	0
01/20/22	\$155.70	\$31.90	-\$0.93	12	0	3710	130	0	0	0	1
01/22/22	\$242.00	\$63.60	-\$2.25	27	0	4945	465	1	0	1	13
01/27/22	\$128.20	\$10.30	-\$0.37	29	0	1820	505	2	0	4	2
Mo Total lbs. tons	\$1,533.25	\$399.70	-\$12.48	118	5	31945 15.9725	2625 1.3125	11	40 0.02	9	36
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS
02/03/22	\$89.70	\$20.00	-\$0.72	8	4	1630	0	1	0	1	5
02/05/22	\$168.25	\$0.00	\$0.00	4	0	2470	125	0	0	1	8
02/10/22	\$189.10	\$0.00	\$0.00			3045	490		120	1	
02/12/22	\$836.50	\$0.00	\$0.00	15	2	9115	295	41	0	4	9
02/17/22	\$182.30	\$0.00	\$0.00	8	0	2655	435	1	0	2	4
02/19/22	\$299.45	\$0.00	\$0.00	8	0	5070	870	4	0	2	12
02/24/22	\$227.60	\$68.40	-\$2.08	10	0	5625	805	0	0	1	9
02/26/22	\$135.00	\$0.00	\$0.00	14	0	2175	0	0	0	2	12
Mo Total lbs. tons	\$2,127.90	\$88.40	-\$2.80	67	6	31785 15.8925	3020 1.51	47	120 0.06	14	59
DATE	CASH/CK	CARD	CARD FEE	EWASTE	PROPANE TANKS	BULKY CD/STUMPS	RECYCLABLE METAL	TIRES	LEAVES	REFRIGERANT	MATTRESS
03/03/22	\$132.95	\$38.20	-\$1.09	9	0	3600	190	0	0	0	8
03/05/22	\$218.70	\$174.10	-\$5.33	26	0	6230	560	1	0	4	20
03/10/22	\$120.80	\$49.00	-\$1.57	5	0	2695	0	1	0	2	5
03/12/22	\$281.40	\$34.20	-\$1.19	8	0	5155	25	2	0	1	3
03/17/22	\$438.80	\$62.40	-\$2.12	9	3	7925	220	2	0	1	8
03/19/22	\$521.20	\$90.10	-\$2.74	15	1	8655	510	9	0	6	5
03/24/22	\$241.00	\$84.50	-\$2.70	4	0	6415	840	0	0	1	5
03/26/22	\$582.60	\$229.00	-\$6.86	9	1	13460	405	4	0	7	0
03/31/22	\$331.40	\$62.70	-\$1.93	15	0	6995	150	5	100	0	9
Mo Total lbs. tons	\$2,868.85	\$824.20	-\$25.53	100	5	61130 30.565	2900 1.45	24	100 0.05	22	63
Qtr Totals lbs. tons	\$6,530.00	\$1,312.30	-\$40.81	285	16	124860 62.43	8545 4.2725	82	260 0.13	45	158

**TRANSFER STATION QUARTERLY REPORT**

<u>material transferred:</u>	<b>1st month apr</b>	<b>2nd month may</b>	<b>3rd month june</b>	<b>total for quarter</b>
Willi Waste - Bulk (cd) ton	41	44	48	133
Willi Waste - Bulk (brush) ton	9	7	0	17
Willi Waste - Recycling (metal) ton	6	16	10	32
Take2 - refrigerant units	0	0	0	0
Take2 Recycling - electronics (CED) lbs.	2,086	2,572	1,662	6,320
Take2 Recycling - (non) lbs.	1,242	1,161	975	3,378
Take2 Recycling - uw lamps lbs.	0	500	0	500
Take2 Recycling - uw batteries lbs.	0	297	0	297
Blue Rhino - propane tanks - each	0	0	0	0
Empire Tire (CRM Co. LLC) - each	0	0	153	153
Baystate Textiles	650	950	410	2,010
Bye Bye Mattress	128	90	108	326

## **WPCA 2022 2<sup>nd</sup> Quarter Report: April, May, June**

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

Designed/permitted for average 200,000 gallons per day  
Average flow over past 12 months = 152,690 gallons per day  
Peak daily flow this quarter = 245,000 gallons per day

### **Route 44 Sewer Expansion:**

- Bolton Gateway (Route 44) Sewer Project: Last year we completed two key steps towards project approval; CEPA environmental review and the passing of SB 701, which authorizes the Bolton Lakes Regional Water Pollution Control Authority to expand their wastewater system into Coventry.
- We recently had staff level meetings with officials from Bolton & Vernon who support the project. Our engineer completed conceptual design, compiled an opinion of cost, and confirmed that CT DOT has no objections to the project in their road. We applied for a \$1.5 million EPA STAG grant through Congressman Joe Courtney's Office. Our project was selected and passed the House Appropriations Committee for \$1.2 million. It still needs to pass the full House and Senate during the federal budget votes in September but this is a huge step!
- Our next steps towards installing sewers in this area will be to draft agreements with the Bolton Lakes WPCA, create a separate billing district for this area, establish regulations and maintenance agreements, apply to the Manchester Board of Directors for approval, perform design work, obtain DOT permits, and draft developer's agreements.

### **Sewer Collection System:**

- We had 8 sewer manholes rehabbed and raised on Juniper Drive before paving.
- We located and sealed a manhole with a 3,600 gallon per day groundwater infiltration source.
- We helped Public Works inspect drain lines near the new transfer station with our pipeline camera.
- Our electricians installed a new underground conduit at the Avery Shores pump station for our new spare level sensing transducer. Two months later the old transducer failed (on Father's Day) but we were ready with the new spare and what could have been a disaster was a simple fix. We added new alarms to warn us if this about to happen again and upgraded our battery backups.

### **Wastewater Treatment Plant:**

- We took a tour of UCONN's oxidation ditch Treatment Plant and gave 2 of their operators a tour of our plant. We also took a tour of Ledyard's sequencing batch reactor Treatment Plant. We learn a tremendous amount from networking with

other operators, seeing new equipment in use, and discussing common challenges and how we troubleshoot and solve them.

- We performed annual QA/QC for our plant's laboratory.

**Facilities Plan:**

- We interviewed four engineering firms to perform a Wastewater Facilities Plan and scored them based on their qualifications. Tighe & Bond scored highest and were selected to perform the plan. The facilities plan will evaluate if it is more cost effective to upgrade our wastewater treatment plant or decommission the plant and send all flow to Willimantic. We will also look at areas around the Lake for potential sewer expansion and make sure whatever option we choose has sufficient capacity for these areas.
- We decided to perform this major study now because our discharge permit expired over 25 years ago and CT DEEP could mandate a plant upgrade at any time. In 2019 we had several visits from DEEP that indicated they were getting very close to giving us a new permit which would require an upgrade. We know the State is getting \$ millions in wastewater infrastructure grants from the Federal Government and need to have a plan in place to take advantage of the grants before they are gone.
- Upgrading our plant or connecting to Willimantic would benefit the environment and give us more capacity for development in appropriate areas which generates tax revenue.
- We have a meeting scheduled with DEEP to make sure we are satisfying all requirements to be eligible for a 55% CT Clean Water Fund planning study grant.

**Sewer System Capacity:** Inflow & infiltration removal will always be important even if our plant is upgraded and capacity is increased. 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

April 1, 2022 – June 30, 2022

#### Summary Highlights for April – June 2021

The second quarter 2022 was filled with activity. In addition to emergency responses, the department participated in weekly, monthly and quarterly meetings to stay prepared. Every month we are meeting with the Local Emergency Coordinating Committee, Fire Officers and the Department Chiefs. We also participate quarterly in the Town Health & Safety meetings as well as CIRMA's Fire Service Task Force.



In **April** we participated in the DEMHS Regional test of portable radios, participated in a table top exercise with CIRMA, attended Peer Support informational training, as well as brought in an outside trainer to discuss engine company operations. We recognized Vintech personnel and provided them with awards for their accomplishments. We were able to finalize our agreement with Marcus Communications related to exchanging frequency allocation for portable radios. Chief Meyers and Fire Administrator McLoughlin met with a new staffing company to discuss options and pricing compared to what we currently have. Department members

assisted in the Easter Egg Hunt held at the Storrs Community Church, and presented an Easter Flower Sale fund raiser donation to a local family in need.



In **May** we joined a local tour of Coventry with Congressman Courtney and discussed the use of American Rescue Plan funding. We presented awards to our EMS personnel at the first council meeting in May. We brought in an outside trainer for the Officers of the department to learn about leadership styles and how best to communicate with each other based on personality style considering the difference between communicating on the fire ground and in the fire house. We participated in the Paramedic Advisory Committee meeting, Summer Open House in Patriots Park, attended the Laidlaw Park dedication ceremony, and attended the Tolland County bi-monthly meeting in Andover. We participated in the annual Statewide exercise conducted by DEMHS and attended the Steering Committee meeting for DEMHS Reg 4. Lastly we participated in the Memorial Day Parade and ceremonies.

In **June** we began supporting the Farmers Market again with traffic control and safety. We prepared the fire stations for Budget referendum voting. We held an Officers dinner to discuss department business in addition to socializing. We participated in Coventry Fest planning discussions. The ambulance was on stand by for the high school graduation. We attended an EMS Chiefs meeting at Manchester Hospital. We attended a support presentation for Incident Commanders of Line of Duty Death fires. This month we bid a fond farewell to DJ Figiela as our Vintech Site Supervisor. He has held the position for the past 6 years and has done an outstanding job. He remains on board as a full time Vintech EMT and has committed to working with the new site Supervisor for a smooth transition.



## RECRUITMENT INFORMATION

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

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

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

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