

TOWN OF COVENTRY QUARTERLY REPORTS



July - September 2022

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Cover photo: *The popular Arts on Main event returned to Coventry Village on September 17, 2022, providing a variety of cultural experiences including art exhibits, music performances, food, and family activities. Photo by Laura Stone.*

**Finance Department
Quarterly Report
Covering Period 7/1/2022 – 9/30/2022**

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

A new Town Accountant, Stephanie Beauchamp, was hired in August. We are excited to have her joining our team!

Significant time was spent closing out FY21-22. Our office is almost complete in preparation for the audit which will commence in the middle of October.

Staff processed 834 checks to vendor totaling \$7,708,336. In addition, 6 payroll cycles were processed which include 844 payments to employees with a gross total of \$1,466,824.

We continue to work with the Town Council on allocating the American Rescue Plan Act funding that we received through the federal government.

The School Building Committee has been very busy working on a school HVAC project. We are currently in the process of applying for a new School Construction Grant which would cover approximately 59% of the cost.

Our actuarial valuation for the Town Pension Plan as of 7/1/22 began. Information was supplied to the Town's actuary for computation of updated liabilities.

Final pension preparation for two employees were completed. In addition, preliminary calculations for one employee was estimated. We are in the process of going out to bid for pension plan investment advisors.

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, Vice, Chair
ECHIP Wellness committee meetings
Farmers Market Planning Committee
School Building Energy Efficiency and
School Roofs Committee

OFFICE OF THE COLLECTOR OF REVENUE

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

Date: October 12, 2022

SUBJECT: FIRST QUARTER REPORT 2022-2023

July is always an extremely busy month processing tax and COVRRRA/Trash payments. The tax collecting process continues to change and adapt through the COVID pandemic and beyond. Taxpayers are encouraged to pay online, to avoid standing in line and congregating while making payments in person at town hall.

Many taxpayers took advantage of alternative payment options offered. Many learned how to pay online through the town's website, either through their bank account or credit/debit card. Others preferred to use the permanently mounted drop box located inside the town hall rear entrance. The many taxpayers that pay by mail, continued to do so.

August continued to be a busy collection month as we continue to receive mail with timely postmarks to process, as well as late payments that require special handling. This additional handling is in the form of back tax statements for those accounts that have a balance due because interest was not included with the late payment. Delinquent notices were prepared and mailed for real estate and COVRRRA/Trash (1,258) & personal property (142). Sewer use bills were prepared, printed and mailed at the end of August (962).

Delinquent statements for motor vehicle bills were mailed out in September (1,989). Sewer use payments were steady throughout the month with the expected increased volume during the last few days of the pay cycle. Tax liens were released this quarter for real estate (27), COVRRRA/Trash (27) & Sewer Use (15).

The first quarter collection report is attached.

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

| | | Property Tax | Interest | Liens & Costs | Total |
|---------------------------|---------------|----------------------|------------------------|--------------------|-----------------------|
| Grand List | 2007 | 0.00 | 1,500.00 | 0.00 | 1,500.00 |
| | 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 | 16.68 | 203.00 | 0.00 | 219.68 |
| | 2012 | 73.00 | 120.45 | 0.00 | 193.45 |
| | 2013 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 2014 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 2015 | 207.11 | 64.33 | 0.00 | 271.44 |
| | 2016 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 2017 | 1,659.35 | 1,220.77 | 0.00 | 2,880.12 |
| | 2018 | 2,741.96 | 1,283.15 | 48.00 | 4,073.11 |
| | 2019 | 20,996.70 | 6,213.66 | 144.00 | 27,354.36 |
| | 2020 | <u>75,878.20</u> | <u>11,693.80</u> | <u>380.00</u> | <u>87,952.00</u> |
| | | 101,573.00 | 22,299.16 | 572.00 | 124,444.16 |
| Current | 2021 | 19,549,423.23 | 23,769.64 | 0.00 | 19,573,192.87 |
| Current SMV | | <u>0.00</u> | | | <u>0.00</u> |
| | Totals | <u>19,650,996.23</u> | <u>46,068.80</u> | <u>572.00</u> | <u>19,697,637.03</u> |
| Current 110 | 6010 | 40211 | 19,549,423.23 | | |
| Delinquent | | 40212 | 101,573.00 | | |
| Interest & Liens | | 40213 | 46,640.80 | | |
| SMV | | 40214 | <u>0.00</u> | | |
| | | | <u>19,697,637.03</u> | | |
| Sewer Assess 205-7722 | 40211 | 18,604.74 | | Sewer User | 40211 352,620.14 |
| Interest, Liens, Per Diem | 40213 | <u>2,642.26</u> | | Interest & Liens | 40213 <u>3,009.50</u> |
| | | <u>21,247.00</u> | | | <u>355,629.64</u> |
| COVRA | | | | | |
| Current 218-7601 | 40211 | 1,028,160.06 | | Returned Check Fee | <u>140.00</u> |
| Delinquent | 40212 | 10,586.31 | | | |
| Interest & Liens | 40213 | <u>8,262.67</u> | | | |
| | | <u>1,047,009.04</u> | | | |
| | | Total | \$21,121,662.71 | | |

Assessor

July 2022

July is always a very busy month for the Assessor's Office, as all tax bills are out and due. The majority of taxpayer inquiries, both in the office and on the phone are for motor vehicles no longer owned and how to get them off the grand list. These corrections include vehicles sold, traded-in, total loss accident, and for people who moved to another state and have registered their vehicles in that new state.

This year we gained access to the DMV Civils system, which gave us the ability to confirm registration status, renewal dates, changes in ownership, tax town issues, and more. This allowed us to better serve taxpayers with issues, including those that didn't keep a copy of a bill of sale, didn't get an expected bill (usually due to late renewal/expired registration), or moved to another town.

There were also many inquiries regarding assessment/billing for Real Estate and Personal Property accounts.

August 2022

In August we prepared our exemption form mailing, which include forms required back by October 1. We also prepared our personal property list and declaration forms for print and mailing in September. This process is ongoing discovery and includes information from many sources and including Town Clerks records, Secretary of State Look-up for Limited Liability Corporations and other entities, social media and other advertisements.

Building permit inspections continued, and this month allowed some time-off for staff.

September 2022

We have approximately 750 personal property accounts, the mailing list was finalized, and updated declarations were printed then mailed on September 12, 2022. These are due back to this office by November 1, 2022 in order to avoid penalty. As of the end of the month, 76 have been completed and returned.

The most recent town newsletter mentioned the September 30th deadline for filing honorable discharge forms for veterans new to the exemption program. A number of Veterans came in to file by deadline because of the newsletter. Record Cards were set up for all new veterans and their exemption applied to their Real Estate or held for application to Motor Vehicles that will be on October 1, 2022 Grand List.

The Board of Assessment Appeals met on September 15, 2022. Five appellants appealed seven motor vehicles. The Board reduced all seven vehicles for a total reduction of \$53,410 in assessment.

The State report for Reductions to Elderly Homeowners Claim for Reimbursement was filed with the Office of Policy and Management.

The PA 490 filing period began on September 1, 2022 and continues to October 31, 2022; 2-applications were submitted by end of month.

OFFICE OF TOWN CLERK

Lori Tollmann
Town Clerk

Brooke R. Manning
Assistant Town Clerk

Mattea Whitford
Assistant Town Clerk

QUARTERLY REPORT JULY 1 – SEPTEMBER 30, 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 assisting in the administration of elections, filing and maintaining all land records, maps, vital statistics, agendas and minutes of all Boards and Commissions, registering veteran's discharges, trade name certificates, liquor permits, Notary Public appointments and issuing marriage, sports and dog licenses.

Recording & Licensing



Receivables & Revenue:

- ✓ The Clerk's Office collected **\$275,008.09.00** this quarter, of which **the Town retained \$78,252.21**



| Activity | Volume | Revenue |
|---|----------|-----------------------|
| Total Documents Recorded | 545 | \$15,797.00 |
| Local Conveyance Recorded | 105 | \$52,960.63 |
| Copies | 3,418.08 | \$3,418.08 |
| Trade Name Certificates. | 7 | \$70.00 |
| Liquor Permits | 1 | \$20.00 |
| Burial/Cremation Permits | 6 | \$50.00 |
| Marriage Licenses Issued | 13 | \$208.00 |
| Vitals Copies | 66 | \$1,880.00 |
| Notary Fees & Renewals | 39 | \$260.00 |
| Dog License Fees | 248 | \$249.50 |
| Maps Filed | 14 | \$270.00 |
| Fish & Game License & Permit Fees | 40 | \$24.00 |
| Conveyance fees | 105 | \$69.00 |
| PA-490 | 0 | 0 |
| PA-146 Clerk | 545 | \$822.00 |
| PA-05-228, 09-229, 11-201 & 13-247 LOCIP* | 545 | \$921.00 |
| PA-05-228, 09-229, 11-201 & 13-247 Clerk* | 545 | \$1,233.00 |
| Miscellaneous/Unanticipated | | 0 |
| Town Clerk Revenue Transferred to Treasurer: | | \$78,202.21.00 |

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

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



State Fees Collected and Remitted: The Clerk's Office is required to act as an agent for the State of Connecticut to collect fees, which are not revenue for the Town of Coventry, and remit these fees to various state agencies. For this quarter, **\$196,755.88** in fees was remitted. Associated reports were prepared and funds were disbursed to the State as follows:

| | |
|------------------------------------|-------------|
| PA 05-228, 09-229, 11-201 & 13-247 | \$26,248.00 |
| Marriage Licenses | 442.00 |
| Fish & Game Licenses | 846.00 |
| Historic Preservation PA-146 | 3,288.00 |
| State Conveyance Tax | 163,563.88 |



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

| | Dog License Fee | Surcharge |
|--------------|-----------------|-----------|
| July – Sept. | \$1,794.00 | \$574.00 |

For this quarter, **\$196,755.88** in fees was remitted to the State.

Meetings

September 6, 2022 – Special Town Meeting for the following resolution:

“Shall the resolution entitled ‘Resolution Appropriating \$4,865,000 For The Planning, Design, Engineering, Construction, Reconstruction And Improvement Of Various Town Roadways, Culverts And Bridge Replacement, And For The Acquisition Of A Payloader Machine And Authorizing The Issuance Of \$4,865,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose’, as introduced and read at a Special Town Meeting held September 6, 2022, be approved?”

This resolution was sent to a vote on November 8, 2022.

Staffing Updates/Activities



Our office participated in Connecticut Secretary of the State Webinars in July, August and September.

Lori Tollmann, Town Clerk attended and took minutes of a Special Town Meeting on September 6, 2022.

Our office along with other Tolland County offices hosted the Ct. Town Clerks Assn. Fall Conference. Lori, Brooke, and Mattea attended.

Registrar of Voters

Scott Francis, Republican Registrar of Voters
Marilyn Barrette, Republican Deputy Registrar of Voters
Marjorie Roach, Democratic Registrar of Voters
Dorothy Grady, Democratic Deputy Registrar of Voters.
Sandye Simon, Democratic Assistant Registrar

The following changes were made in CVRS for Coventry Voters:

| | July | August | September |
|-----------|------|--------|-----------|
| Additions | 47 | 59 | 55 |
| Changes | 50 | 50 | 48 |
| Removals | 64 | 53 | 59 |

The Number of Registered Voters by Party:

| | |
|--------------|-------|
| Democratic | 2,556 |
| Republican | 2220 |
| Unaffiliated | 4057 |
| Other | 151 |

Coventry has 8,984 registered voters as of October 18, 2022.

There is currently a list of 52 Coventry residents willing to work at the polls during different elections. If you are interested in working at the polls please contact the Registrar's Office at 860 742-4061.

Every year the registrars complete a canvass of voters to ensure that we have the voting list current and up to date.

We encourage voters to let the office know if they move, change their name, or change their party affiliation. Doing this will ensure a smooth time at the voting polls.

Connecticut offers online voter registration at voterregistration.ct.gov. You can register by mail to vote in Connecticut by printing a voter registration form, filling it out and mailing it to the Coventry Registrar of Voters 1712 Main Street Coventry, CT 06238. You can also register in person.

The Registrars have been preparing for the November 8 election. This includes, but is not limited to, reserving the voting sites, contacting and assigning election workers to both voting districts, training the election day workers, adding new voters and removing any voter who is no longer in Coventry, ordering supplies, updating and preparing the voting tabulators, and setting up the polling places.

November elections are held at the following Coventry schools. District one is located at George Hersey Robertson School. District two is located at Coventry High School. Due to the pandemic, we no longer use Coventry Grammar School. This district relocation was approved by the Secretary of State Elections Enforcement.

Election Day Voter Registration (EDR) for Coventry Voters will be at 1776 Main Street in the Media/Library between Coventry High School and Coventry Middle School. Please access from the main street entrance.

Any requests for absentee ballots must be received by November 7, 2022. Absentee ballot requests are verified both online and in person. The Town Clerk handles all absentee ballots.

All absentee ballots are due by November 8, 2022 at 8:00 p.m.

The Democrat and Republican parties each held primaries on Aug 9, 2022, voter turnout:

| District | Republican | Democrat |
|----------|------------|----------|
| 1 | 241 | 216 |
| 2 | 231 | 179 |

A total of 867 out of 8,844 (number of voters during the Primary) people voted.

The Registrar of Voters (ROV) fall conference was held on September 8, 2022. Scott Francis, Republican Registrar and Sandye Simon, Democratic Assistant Registrar attended the ROV Conference. Registrars frequently attend various trainings and webinars pertaining to upcoming elections. This past month we had a webinar for head moderators and an election overview.



*Eagleville Lake – Pine Lake Drive – October 2022
Photo Credit – Tonya Ohlund*

Coventry Land Use Office

Quarterly Report for
July, August, September
~ 2022~

Eric M. Trott
Director of Planning and Development

VACANT
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

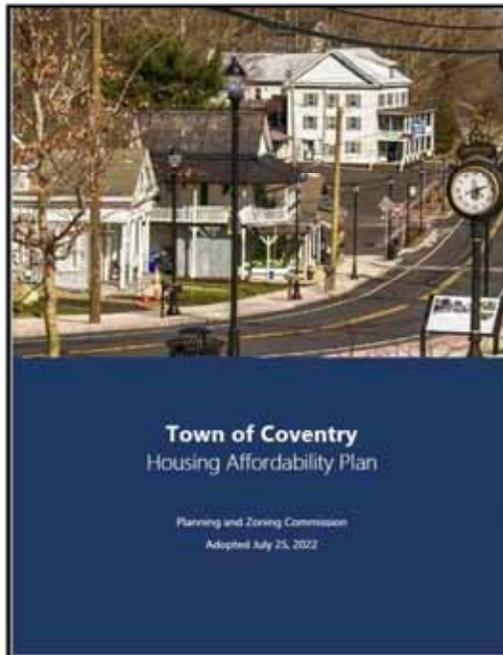
YEAR **2022**

July, August, September

| APP. # | TYPE | DATE REC'D. | DATE PZC ACKN. | ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT | DATE OF DECISION | ACTION A/D/W/P* |
|--------|------|-------------|----------------|--|------------------|-----------------|
| 22-03 | | 3/14/22 | 3/14/22 | Subdivision application of Zachary Studenroth - 445 Goose Lane | 7/11/22 | A |
| 22-07 | | 6/8/22 | 6/13/22 | Subdivision application of Bushnell Associates for Michael Breton - Plains Rd. R03731 - 2 Lot Subdivision | | P |
| 22-08 | | 6/8/22 | 6/13/22 | Subdivision application of Bushnell Associates for Peter Maynard - 612 Broadway - 2 Lot Subdivision | 9/12/22 | A |
| 22-09 | SC | 6/6/22 | 6/13/22 | Application to Rescind Scenic Road of Karoli Stachowiak - North School Road | | P |
| 22-10 | S | 6/27/22 | 7/11/22 | Special Permit Modification Application of Cassidy Hill Vineyard for Social Gatherings Accessory to a Winery - 454 Cassidy Hill Road | 9/12/22 | A |
| 22-11 | | 8/2/22 | 8/8/22 | Flanders Road Subdivision Application of Mark Reynolds | | P |

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 Final Housing Affordability Plan is Available Online -
<https://storymaps.arcgis.com/stories/2f49f1cb5a144800b0c23c749a0782c5>

July, August, September

DISCUSSION AND ACTION TOPICS:

- Recommended acceptance of easements for highway purposes associated with the Hop River Road bridge replacement.
- Reviewed Zoning Referral from the Towns of Andover and Tolland.
- Continued review of draft Cannabis Establishment Regulations and provided comment to Staff.
- Discussed hiring of part-time consulting Zoning Enforcement Officer during time when the position is vacant. Appointed Planning Staff and the consultant as the interim ZEO.
- Continued preparation and adoption of the Coventry Housing Affordability Plan .
- Discussed status of Zoning enforcement on properties that Staff has exhausted administrative remedy with. These outstanding matter are to be forwarded to the Town Attorney for legal action.
- Discussed the placement of port o let units on residential properties as a possible enforcement matter.
- Approved public hearing extension request of Andrew Bushnell for the Breton Subdivision on Plains Road.



Former Reynolds Farm - Flanders Road – Photo Credit Eric Trott

July, August, September

DISCUSSION AND ACTION TOPICS:

- The Commission reviewed a memorandum prepared by Staff which provides a comprehensive review on all pending economic development related projects that are in various stages of progress.
- Discussed the status of ongoing and new projects in town.
- Discussed the work of the 4 Town Economic Vitality Team whose work is based upon the Regional Economic Development Action Plan prepared by AdvanceCT (formerly the CT Economic Resource Center) with the towns of Bolton, Coventry, Mansfield and Tolland. Meetings at the Staff and Committee level have been held since October 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 continue to pursue the multi-town agreement.
- 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.
- Staff continues to hold regular meetings with the Coventry Village Partners. Planning continued with the Arts on Main street festival and was ultimately held in September 2022.
- 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.
- 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 and Plan of Conservation and Development analysis continues in order to facilitate potential common regulations between Bolton and Coventry.
- Discussed update of LuAnn's Bakery from Ellington, CT and interest in locating a bakery/drive through business in town.
- Discussed the CT Main Street staff visit with Planning Staff to tour Coventry Village.
- Discussed communications with Colvest with the hopes of generating interest creating more visibility with the available site on RTES 31/44.
- Discussed the hiring of two co-market managers for the Farmers' Market to assist with duties as Erica reduces her involvement over the next season.
- Discussed status of the Cassidy Hill Winery Special Permit application.

July, August, September

DISCUSSION AND ACTION TOPICS (CONT'D):

- Initiated member business visitation program to gain insight on how the EDC and the Town can assist local businesses.



Coventry Fire and EMS Vehicles at the Coventry Farmers' Market

July, August, September

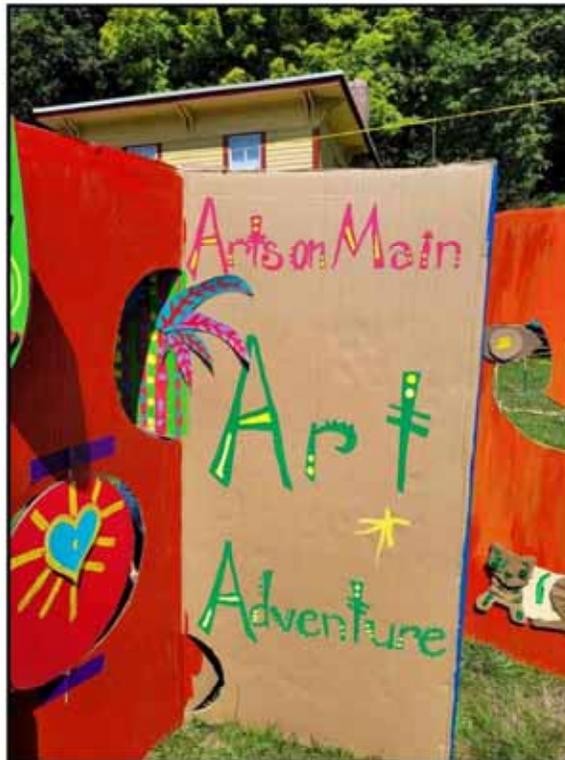
- Continued to perform the duties of the Zoning Enforcement Officer after the former Staff resigned. Initiated hiring process to fill the position.
- Hired a part-time consultant to serve as the interim Zoning Enforcement Officer to focus on permitting, inspections and support of the public.
- Continued 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 Adelpa 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: working with a consultant that was hired to prepare a logo/brand/marketing plan and initiating the project, selected and began working with a UConn MPA student as an intern to assist with the project, continued monthly Steering Committee meetings.
- 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 that was acquired by the Town earlier this year.
- 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 plan. The Plan and appendices have been completed and the final draft was adopted by the Planning and Zoning Commission.
- Continued 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.

PLANNING STAFF HIGHLIGHTS (Cont'd)

YEAR 2022

July, August, September

- Completed work on the 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. Continue to work with DPW to prepare site for public use.
- Continue to assist in the execution of the 2022 Farmers' Market season with the Operating Committee and Market Manager Staff.
- Hired two Farmers' Market Co-Managers to assist operating the Market as Erica reduces her involvement over time.
- Worked with the Coventry Village Partners, Coventry Arts Guild, and Town Staff to host the Arts on Main street festival for 2022.
- Continued work to support Hytone Farm and the execution of the anaerobic digester project as well as a future depacking facility.
- Continued work with the legal and design team to facilitate a Special Permit modification for the Cassidy Hill Winery.
- Co-hosted a public paddle with the Town of Mansfield on the Willimantic River as an educational session to inform the community on the impacts of aquatic invasive species.



Arts on Main – Coventry Village – September 2022

ZONING ENFORCEMENT

YEAR **2022**

July, August, September

(Vacant, Currently being served by part-time, consulting ZEO) - Planning Technician/Zoning Enforcement Officer

| | |
|--------------------------------|-----------|
| <u>ZONING PERMITS ISSUED</u> = | 100 |
| Single Family Dwellings | 13 |
| Condominiums | 0 |
| In-Law Apartments | 1 |
| Accessory Structures | |
| Decks/Porches | 9 |
| Sheds/Gazebos | 5 |
| Barns | 0 |
| Detached Garages | 8 |
| Pools | 7 |
| Additions/Attached Garage | 5 |
| Grading/Clearing | 1 |
| Commercial Use/Signage | 4 |
| Home Occupation | 2 |
| Interior Renovations | 3 |
| Driveway | 17 |
| Roof Mounted Solar PV | 19 |
| Other | 6 |
| Total | <hr/> 100 |

CERTIFICATES OF USE AND OCCUPANCY = **30**
(Signed for zoning compliance by ZEO)

ZONING ENFORCEMENT (Cont'd)

YEAR 2022

July, August, September

(Vacant, Currently being served by part-time, consulting ZEO) - Planning Technician/Zoning Enforcement Officer

NOTE: Due to the Planning Technician/Zoning Enforcement Officer position being vacant, the Director of Planning and part-time, consulting ZEO have not performed as many inspections when compared to other time periods and numbers of inspections have not been tabulated for this quarter.

News from Zoning Department:

The Zoning Enforcement Officer, Alexa Gorlick, resigned in June. Planning Staff and a part-time consulting Zoning Enforcement Officer have worked collaboratively to execute the duties associated with the position.



Carved Wooden Pumpkins by Colgan Farm

ZONING BOARD OF APPEALS

YEAR **2022**

July, August, September

| APP. # | DATE REC'D. | DATE ZBA ACKN. | ADDRESS/APPLICANT BRIEF DESCRIPTION OF PROPOSED PROJECT | DATE OF DECISION | ACTION A/D/W/P |
|----------|-------------|----------------|--|------------------|----------------|
| ZBA-22-6 | 6/23/22 | 7/11/22 | 740 Dunn Rd/John Branigan/Sideyard Setback Variance for Detached Garage | 7/11/22 | A |
| ZBA-22-7 | 9/29/22 | 10/19/22 | 28 Lake St/Attny. Stephen Penny for owners Tom and Mercedes Welles/Variance in Application of Zoning Regulations for Non-Conforming (Residential) Use in VG Zone | | P |

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



Sunset on Coventry Lake – Photo Credit Eric Trott

INLAND WETLANDS APPLICATIONS

YEAR 2022

July, August, September

| Permit No. | DATE REC'D IN OFFICE | DATE IWA ACKN. | DATE AGENT REFER. | ADDRESS/APPLICANT/BRIEF DESCRIPTION OF PROPOSED ACTIVITY | DATE OF DECISION | ACTION |
|------------|----------------------|----------------|-------------------|---|------------------|--------|
| 22-17TH | 4/1/22 | - | | Lancaster Rd R04080 Timber Harvest Joe Quirk | - | P |
| 22-32AR | 6/18/22 | - | | 38 Goose Lane Driveway drainage | - | A |
| 22-33W | 6/20/22 | 6/22/22 | | 325 Main Street Construct recreational softball field Town of Coventry | - | A |
| 22-34W | 6/20/22 | 7/27/22 | | 159 Woodland Rd 153 sf permeable patio, stairs, retaining wall Michael Taylor | 8/24/22 | A |
| 22-35W | 6/20/22 | 7/27/22 | | Goose Lane R06043 Subdivision and construction of gravel drive Zachary Studenroth | 8/24/22 | A |
| 22-36W | 6/20/22 | 7/27/22 | | 377 Hop River Rd 10'x16' addition with foundation Lagace Construction, Greg Howe | 8/24/22 | A |
| 22-37AR | 6/21/22 | 7/27/22 | | 425 Ripley Hill Rd Remove nuisance aquatic species Sterling Aquatics LLC, Karen Richardson | 7/27/22 | A |
| 22-38W | 6/21/22 | 7/27/22 | | 166 Grant Hill Rd Create new wetland area adjacent to existing wetlands, remove fill from wetlands Derek Pacheco, Pacheco-Neves Realty LLC | 9/28/22 | A |
| 22-39NJ | 6/22/22 | 7/27/22 | | 467 Flanders Heather Sansone 2-lot subdivision with wetlands on parcel | 7/27/22 | A |
| 22-40W | 6/26/22 | 7/27/22 | | 1295 Main Street Repair of stone wall and asphalt Teleflex | 8/24/22 | A |
| 22-41W | 6/26/22 | 7/27/22 | | Nathan Hale Rec Trail Improve old road beds for recreational trail Town of Coventry | - | A |
| 22-42WA | 8/4/22 | - | | 716 Main Street Re-route existing trail out of wetlands Stephen Bradway | 8/16/22 | A |
| 22-43W | 8/23/22 | 8/24/22 | | Rolling Woods Open Space Install three bog bridges for passive recreation, Town of Coventry | 9/28/22 | A |
| 22-44WA | 8/31/22 | - | | Lakeshore Drive Repair four catch basins Lakeview Terrace Association | 9/6/22 | A |
| 22-45W | 9/2/22 | 9/28/22 | | 323 Woodland 34'x20' inground pool and permeable patio David Gentile/Juliano's Pools | - | P |
| 22-46WA | 9/6/22 | - | | 202 Avery Shores Demo and rebuild 10'x24' deck Kevin and Karen Ryan/Creative Enclosures | 9/19/22 | A |

| | | | | | | |
|---------|---------|---------|--|---|---------|---|
| 22-47W | - | - | | Submitted by Mistake | - | W |
| 22-48WA | 9/8/22 | - | | 42 Autumn Trail Construct 8'x10' deck Robert Fedora | 9/8/22 | A |
| 22-49W | 9/14/22 | 9/28/22 | | 202 Avery Shores Rebuild lake retaining wall and regrade lawn Kevin and Karen Ryan/The Thomas Construction | - | P |
| 22-50AR | 9/15/22 | - | | 89 Standish Electrical conduit repair work Coventry WPCA | 9/20/22 | A |
| 22-51AR | 9/21/22 | - | | 758 Wrights Mill Rd Drainage along driveway Tracy Frank | 9/28/22 | A |
| 22-52AR | 9/22/22 | - | | 113 Merrow Road Pave driveway immediately adjacent to Skungamaug River Boutin and Sons | 9/28/22 | A |
| 22-53W | 9/27/22 | 9/28/22 | | 425 Ripley Hill Road – Drainage Easement Maintenance on wetland swale 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



Active Timber Harvest Operation at UConn Forested Soils Workshop

July, August, September

News from the Inland Wetlands Agency and Agent:

Permit Summary

Inland Wetlands Agency Regulated Activity Permits and Minimal Impact permits increased by 2 during the third quarter of 2022. There were a total of 20 new applications that were received, 11 of which were approved, 1 was withdrawn, 1 was deemed non-jurisdictional, 4 were determined As of Right, and 3 are pending. Additionally, one application from the second quarter of 2022 was approved, 1 was deemed as of right and 1 is still pending. The most common activity, was the construction of decks within the upland review area.

The Agency approved two Town of Coventry Projects for the construction of a second softball field at the Miller Richardson Complex and to improve old road beds for a recreational trail near the Nathan Hale Homestead.

The Agency has also been working on ongoing wetland enforcement issues. There is currently one property that is in wetland violation, down from three violations during the second quarter.

In July 2022, The Town of Coventry changed the 30-hour part time Wetland Agent and Erosion Control Officer Position into a full time 37-hour position. This increase in hours will allow for the staff person to dedicate more time to the Conservation Commission, Coventry Lake Advisory and Monitoring Committee (CLAM) and land use department grants/projects.

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 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

- Submitted an Active Living proposal to the Eastern Highlands Health District and was subsequently awarded a ~\$2,100 grant supporting bog bridge construction and a trail kiosk for the Rolling Woods, Windy Hill, and Laidlaw open space trail network. These improvements to the trails will connect two neighborhoods (Rolling Woods & Windy Hill) to Laidlaw Park in Coventry, this is an example of environmental changes that build upon the policy that facilitates opportunities for Active Living in the community.
- In conjunction with the Conservation Commission, drafted an open space management plan for the Williams Preserve and Rose Property.

July, August, September

Professional Development and Other

- Attended the Forested Soils Workshop hosted by USDA-NRCS, CT DEEP, UConn CAHNR Extension, etc. in August. There were presentations on soil concepts, the agricultural exemption in the Connecticut Inland Wetlands and Watercourses Act (IWWA), the Connecticut Forest Practices Act, and timber harvesting best management practices (BMPs).
- Met with UConn Geoscience professors at Creaser Park to use their ground penetrating radar (GPR) technology to locate inlet and outlet pipes to the Creaser Park Pond. Historically, there is not much information on this manmade pond.
- Attended the Coventry State of the Lake Forum at the High School Auditorium, hosted by CLAM. Updated the CLAM town website with the Forum presentations and recording for the public to view.



Collecting GPS Points for Wetlands Delineation Flags

BUILDING DEPARTMENT QUARTERLY REPORT
1ST QUARTER
JULY, AUGUST, SEPTEMBER, 2022

The Building Department issued six (6) permits for new home builds this quarter.

| NEW HOUSE PERMITS ISSUED FOR THE 1st QUARTER 2022-2023 FISCAL YEAR | |
|---|-------------|
| ADDRESS | DATE |
| 811 PUCKER STREET | 7/26/2022 |
| 756 CEDAR SWAMP ROAD | 7/28/2022 |
| 430-2 (460) TALCOTT HILL ROAD | 8/22/2022 |
| 94 STONEHOUSE ROAD UNIT 36 | 9/1/2022 |
| 94 STONEHOUSE ROAD UNIT 37 | 9/1/2022 |
| 261 WOODLAND ROAD | 9/21/2022 |

There were no permits issued this quarter for foundation only permits. Note that we have converted to a new version of a building permit for new homes, which includes both the foundation and new home construction all in one permit, so foundation only permits will be a rare occurrence. We are keeping that option available for varying circumstances.

| FOUNDATION PERMITS ISSUED FOR THE 1st QUARTER 2022-2023 FISCAL YEAR | |
|--|--|
| ADDRESS | DATE |
| NONE FOR JULY | Note: New Building Permit was instituted for the construction of a new home which combines foundation and construction |
| NONE FOR AUGUST | |
| NONE FOR SEPTEMBER | |

There were no permits issued this quarter for replacing crumbling foundations.

| CRUMBLING FOUNDATION REPLACEMENT PERMITS ISSUED FOR THE 1st QTR 2022-2023 FISCAL YEAR | |
|--|-------------|
| ADDRESS | DATE |
| NONE FOR JULY | |
| NONE FOR AUGUST | |
| NONE FOR SEPTMEBER | |

New homeowners are happily settling into six (6) newly built homes.

| NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 1ST QUARTER 2022-2023 Fiscal Year | |
|--|-------------|
| ADDRESS | DATE |
| 94 STONEHOUSE ROAD UNIT 22 | 7/12/2022 |
| 10 AVERY SHORES | 7/21/2022 |
| NONE FOR AUGUST | |
| 217 HIGH STREET | 9/8/2022 |
| 60 ZEYA DRIVE | 9/15/2022 |
| 805 PUCKER STREET | 9/22/2022 |
| 809 PUCKER STREET | 9/22/2022 |

Homeowners achieved new peace of mind for two (2) foundation replacements that were issued a Certificate of Occupancy for their completion this past quarter.

| CRUMBLING FOUNDATIONS ISSUED CO's 1ST QUARTER 2022-2023 Fiscal Year | |
|--|-------------|
| ADDRESS | DATE |
| 940 MERROW ROAD | 7/8/2022 |
| 25 RIDGEBROOK TRAIL | 7/12/2022 |
| NONE FOR AUGUST | |
| NONE FOR SEPTEMBER | |

Municipal Projects:

July: The library addition and renovation permit was issued in July. At the end of August, the Booth Dimock Library broke ground for their addition. The permitting to start the structural repairs to the walls at the high school and middle school was issued at the end of July.

August: Town project permitting continued to be busy in August. A permit was issued for the sewer treatment plant to demo and replace the steam boiler there. Permitting for a partial roof replacement at Robertson School on Cross Street and replacement of the roof at the high school were issued.

September: Mechanical permits were issued for wiring of a grinder pump by the lake; wiring of lights and scoreboard for the new softball field; and the plumbing permit for bathrooms in the library addition.

Commercial Projects:

July: Permitting was issued for a cell tower upgrade at the cell tower behind Town Hall. There were also two permits issued for units in Meadowbrook Plaza at 1671 Boston Turnpike in July. One was for combing two units to enlarge the space of Meadowbrook Wine and Spirits. The other was for the relocation and tenant fit out of Integrated Rehab.

August: Orchard Hills Estates at 1630 Main Street was issued a permit to renovate 31 of their units kitchens and replace front and rear doors at 40 of their units in August. Permitting for a temporary trailer and temporary electrical service at 1572 Boston Turnpike was issued in preparation of the upcoming demolition and build of a dental surgical center.

September: The month of September was especially busy for commercial permitting. There were two permits issued for 1572 Boston Turnpike. One was for the demolition of the existing property and the other was for the construction of a new dental surgical center and vacant commercial space. Further up the road there was permitting for the Bio Generator portion of the Anaerobic Digester project at 2047 Boston Turnpike. An emergency generator swap out was permitted for Orchard Hills Estates at 1630 Main Street. Finally, a permit to create the vanilla box unit at 1671 Boston Turnpike, which will eventually be the Bunny Bear Boutique, received its Certificate of Completion. The Tenant Fit Out permit and grand opening is to follow.

Nineteen (19) Roof Mounted Solar PV Arrays were permitted for and fourteen (14) Solar Permits were closed out this quarter.

No (0) Sewer Venting Inspections were performed.

Four hundred seventy-six (476) inspections were completed this quarter.

Permits for this Quarter

| PERMIT TYPES | Jul. 2022 | Aug. 2022 | Sep. 2022 | First Qtr. |
|----------------------------------|--------------------|--------------------|--------------------|---------------------|
| | | | | 2022-2023 |
| Houses only | 2 | 1 | 3 | 6 |
| Foundation only | 0 | 0 | 0 | 0 |
| Condominiums | 0 | 0 | 0 | 0 |
| Commercial Bldg/Renov | 3 | 1 | 1 | 5 |
| Industrial Bldg/Renov | 0 | 0 | 0 | 0 |
| Public Bldg/Renov | 2 | 2 | 0 | 4 |
| Additions | 1 | 1 | 2 | 4 |
| Garages/Carports | 4 | 1 | 0 | 5 |
| Sheds/Barns | 2 | 0 | 1 | 3 |
| Decks/Porches | 3 | 2 | 3 | 8 |
| Pools | 3 | 1 | 0 | 4 |
| Demolition | 0 | 2 | 1 | 3 |
| Woodstove | 1 | 3 | 6 | 10 |
| Miscellaneous | 3 | 5 | 8 | 16 |
| Renov/Repair/Alter | 11 | 5 | 18 | 34 |
| Plumbing | 2 | 4 | 3 | 9 |
| Heating | 13 | 23 | 18 | 54 |
| Electric | 22 | 17 | 23 | 62 |
| TOTAL PERMITS | 72 | 68 | 87 | 227 |
| PERMIT VALUE | \$4,060,891 | \$7,112,112 | \$4,977,958 | \$16,150,961 |
| FEES COLLECTED | \$30,746 | \$43,890 | \$71,751 | \$146,387 |
| Certificate of Completion | 51 | 54 | 76 | 181 |
| C/O's - New Homes/Condos | 2 | 0 | 4 | 6 |
| C/O's - Other | 3 | 0 | 0 | 3 |

Quarterly Report
First Quarter FY 22_23
July 2022 – September 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 22/23 fiscal year and information regarding the department's efforts and progress toward meeting those goals.

ADMINISTRATION

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

Objectives:

- Successfully complete the remote review for CALEA accreditation.
- Replace the accreditation manager after the recent retirement of Kevin Roberto.
- Chief Peterson, Sgt. Spadjinske, and Tracie Johnson are in the process of taking a four part class on accreditation.

Goal: Recruit, hire, and train an Executive Assistant to the Chief of Police.

Objectives:

- After receiving a large number of qualified applicants we hired Tracie Johnson. Tracy has a vast amount of police experience and was able to hit the ground running with her new position.

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

Objectives:

- Recruit a diverse pool of certified police officers consistent with the agency's existing recruitment plan.

- Begin to bring applicants through the hiring process.
- Develop a plan to fill the position at the beginning of the calendar year. .

OPERATIONS

Goal: Provide Officers with additional training that focuses on “Officer Safety” and “Active Shooter” skills that also provides us with the latest techniques that will help keep Officers and the community safe.

Objectives:

- Research different companies that provide the type of training we are looking for.
- Find a cost effective approach to provide continuous Officer Safety training in addition to the Officer certification training we participate in every three years to keep police certifications active.
-

SUPPORT

Goal: Increase community engagement through a variety of means.

Objectives:

- Participated in the national Coffee-with-a- Cop event in on October 5, 2022.
- Continue the ongoing program “Lunch with a Cop” in each school.
- Increase participation of officers at both recurring and special events in town, particularly those involving children.
- Participated in the Farmer’s Market event by bringing the department Hummer for a show and tell.

Goal: Hire two additional part-time Police Dispatchers.

Objectives:

- We compiled a list of applicants and conducted interviews.
- We were able to hire two police dispatchers to assist with covering open dispatch shifts on weekends and holiday.



JULY

Chief Peterson was sworn in and began working on July 5, 2022.

August

All sworn members of the agency completed the annual TASER training.

September

- Begin annual re-certification training.
- Officer Anderson received the M.A.D.D. award.
- Tracie Johnson began working as the Executive Assistant to the Chief of Police.

Other Items of Interest

- Plans are being made to sponsor a Thanksgiving food drive at the Police Department for local families in need. This is a detail we will look to team up with the Fire Department and do each year.
- The HVAC system was replaced at the PD, along with the ducts being cleaned. Project went well and there were no issues.
- We successfully completed a 125 standard remote Calea review.
- We added a second firearms instructor to our team, Officer Joe Pansini.



**Coventry Police Department
Incident Analysis**

7/1/2022...9/30/2022

| | | Shift | | | Total |
|--|--|-------|-----|-----|-------|
| | | 1st | 2nd | 3rd | |
| | | 261 | 729 | 519 | 1505 |

| UCR | Nature | 1st | 2nd | 3rd | Total |
|------|----------------------------------|-----|-----|-----|-------|
| | | 1 | 3 | 0 | 0 |
| 001 | Marine Patrol Activity | 0 | 16 | 3 | 19 |
| 003 | Car Seat Installation | 0 | 6 | 1 | 7 |
| 029 | Disabled Motor Vehicle | 8 | 10 | 11 | 29 |
| 13B | Assault Simple | 1 | 1 | 2 | 4 |
| 13C | Intimidation | 0 | 2 | 4 | 6 |
| 152 | Suicide Threat/Attempt | 1 | 6 | 1 | 8 |
| 220 | Burglary | 0 | 2 | 0 | 2 |
| 23C | Larceny Shoplifting | 0 | 0 | 1 | 1 |
| 23D | Larceny Theft From Building | 0 | 2 | 1 | 3 |
| 23F | Larceny Theft From MV | 2 | 2 | 2 | 6 |
| 23H | Larceny All Other | 0 | 2 | 3 | 5 |
| 240 | MV Theft | 2 | 2 | 2 | 6 |
| 250 | Counter/Forgery | 0 | 1 | 0 | 1 |
| 2604 | Fireworks/Gunshots | 1 | 4 | 13 | 18 |
| 2608 | Abandoned MV | 0 | 3 | 0 | 3 |
| 2609 | Littering | 0 | 2 | 1 | 3 |
| 2619 | Building Check | 6 | 4 | 1 | 11 |
| 2625 | Notification | 0 | 1 | 1 | 2 |
| 2631 | Public Hazard | 7 | 13 | 18 | 38 |
| 26A | Fraud False Pretenses | 0 | 3 | 0 | 3 |
| 26B | Fraud Credit Card/ATM | 0 | 1 | 0 | 1 |
| 26C | Fraud Impersonation | 0 | 2 | 0 | 2 |
| 26D | Fraud Welfare Fraud | 1 | 1 | 0 | 2 |
| 26E | Fraud Wire | 0 | 3 | 0 | 3 |
| 26F | Identity Theft | 0 | 13 | 6 | 19 |
| 290 | Vandalism | 1 | 2 | 2 | 5 |
| 2914 | Animal Complaint | 11 | 61 | 13 | 85 |
| 3009 | Susp Person/Activity/MV | 28 | 33 | 63 | 124 |
| 326 | Illegal Parking | 0 | 2 | 0 | 2 |
| 332 | Harassment/Harassing Phone Calls | 0 | 1 | 6 | 7 |
| 334 | Untimely Death | 1 | 1 | 2 | 4 |
| 343 | MV Accident (Injuries) | 0 | 6 | 8 | 14 |
| 344 | MV Accident Evading | 0 | 1 | 1 | 2 |
| 346 | MV Accident (No Injuries) | 4 | 16 | 9 | 29 |
| 347 | MV Accident (Private Property) | 0 | 3 | 2 | 5 |
| 351 | Alarm | 21 | 31 | 16 | 68 |
| 353 | Medical | 35 | 60 | 42 | 137 |
| 355 | MV Stop | 40 | 74 | 45 | 159 |
| 35A | Drug/Narcotic Violation | 0 | 1 | 0 | 1 |
| 36B | Sexual Assault (Statutory) | 0 | 1 | 0 | 1 |



Coventry Police Department Incident Analysis

7/1/2022...9/30/2022

| | | | | | |
|------|----------------------------|----|----|----|-----|
| 370 | Pornography | 0 | 0 | 1 | 1 |
| 375 | Routine Assistance | 15 | 63 | 29 | 107 |
| 377 | Open Door/Window | 3 | 2 | 4 | 9 |
| 388 | Miscellaneous | 2 | 8 | 5 | 15 |
| 390 | Police Information | 0 | 5 | 0 | 5 |
| 392 | METRO callout | 1 | 0 | 1 | 2 |
| 396 | Escort | 0 | 2 | 0 | 2 |
| 398 | Missing Person | 0 | 1 | 1 | 2 |
| 399 | Lost And Found | 1 | 9 | 5 | 15 |
| 400 | Family Matter - Non Arrest | 0 | 7 | 21 | 28 |
| 401 | Repossessed Vehicle | 1 | 1 | 0 | 2 |
| 4811 | Finger Printing | 1 | 94 | 1 | 96 |
| 4858 | Fire | 1 | 3 | 5 | 9 |
| 4867 | Background Investigation | 0 | 1 | 1 | 2 |
| 4873 | Assist Other Agency | 8 | 17 | 17 | 42 |
| 4874 | Test Ticket | 4 | 3 | 0 | 7 |
| 520 | Weapon Law Violations | 1 | 0 | 0 | 1 |
| 82 | Runaway/Non NIBRS | 0 | 0 | 5 | 5 |
| 861 | Disturbance (Non-Domestic) | 2 | 3 | 7 | 12 |
| 866 | Noise Complaint | 3 | 5 | 13 | 21 |
| 889 | Check Welfare | 4 | 22 | 18 | 44 |
| 890 | MV Erratic Operation | 5 | 21 | 26 | 52 |
| 891 | MV Lock Out | 1 | 2 | 4 | 7 |
| 90D | DWI | 1 | 0 | 3 | 4 |
| 90J | Trespass of Real Property | 0 | 4 | 2 | 6 |
| 90Z | All Other Offenses | 3 | 1 | 5 | 9 |
| 911 | 911 Hang Up Call | 0 | 4 | 3 | 7 |
| Sup | Supplemental | 33 | 53 | 62 | 148 |

Human Services Department Quarterly Report July-September 2022

Staff:

Annemarie Sundgren, Human Services Administrator
Dianna Grindle, Administrative Assistant
Melissa Bordonaro, Youth Services Coordinator

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



A. HUMAN SERVICES- July- September

Meetings:

- Foodshare -7/6, 7/20, 8/3, 8/17, 8/31, 9/14, 9/28
- Tri County Multi-Disciplinary Team- 7/19, 8/16, 9/20
- Veterans Commission Meeting- 7/12
- CCM Committee on Public Safety, Health and Human Service-8/17, 9/7
- Eastern Connecticut Coordinated Access Network-8/25, 9/8, 9/22
- Hunger Action Team 9/14
- DHMAS Hoarding Training-9/21
- Governor's Prevention Partnership- 9/27
- Class-9/29
- Community Conversations Discussion Guide CREC 9/28
- CASC Roundtable-9/29
- Salvation Army Kettle Call 9/26
- Access Training 9/13
- Human Services Advisory Board Meeting- 7/12
- All-Staff 8/11, 9/7

Direct Services: 3 unduplicated client cases

Programs:

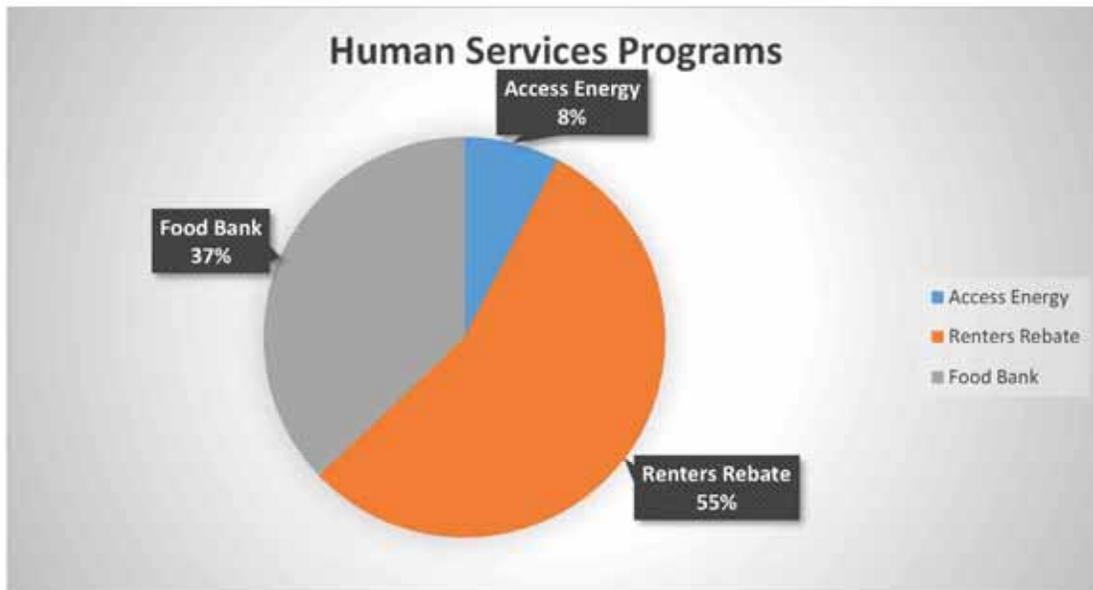
- **ENERGY ASSISTANCE PROGRAM** - Access Energy Assistance Program ~ The office began accepting energy application starting on September 1st. In September, **11** energy applications were processed for heating assistance through the State Energy Assistance Program (ACCESS Agency, Willimantic).
- **STATE OF CT, ELDERLY & DISABLED RENTER'S REBATE PROGRAM:** To date, **79** applications have been completed for Coventry residents who rent for a total of **\$45987.02** in rebate checks, which will be sent out by the State of Connecticut, Office of Policy & Management in Oct/November, 2021.
- **Senior Farmers Market Nutrition Vouchers Department of Agriculture:** — We have issued 31 vouchers for this program. This program serves recipient (clients) who are 60 years of age or older, who are **income eligible and/or disabled persons** under the age of 60 living in subsidized housing. Majority of the booklets were distributed to Orchard Hill residents.

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

- **FOOD BANK: July-September**

| Assistance Records: |
|---|
| Total Household Assistance: 53 visits- 31 households with a total of 82 members |

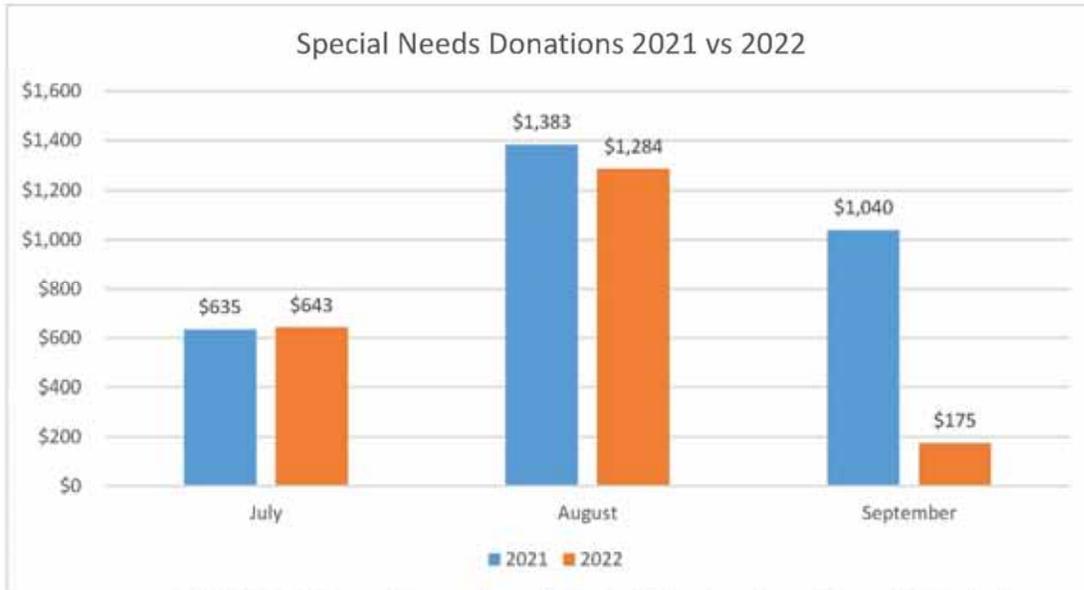
Throughout the months, we receive numerous donations from many individuals, families and young people in town. Typically residents are served at the food bank located at the Patriots Park Community Center on Fridays (September-May), 8:30-11:30 a.m. and for the summer months (June-August) Fridays, 9-11:30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



Special Needs:

- 1 family (unduplicated) used the Special Needs Program to help with housing needs, heat and utilities for a total of \$440.00
- **SALVATION ARMY:** Funds from Salvation Army were used to replenish our Food bank as well as purchase supplies for the Back to School Program. The Coventry Human Services Office was appointed as the Service Unit Committee for Lower Tolland County and Annemarie Sundgren is Chairperson and the community service rep for the Unit which includes: Coventry, Andover, Bolton and Hebron. Brenda Bennett, Coventry Senior Center Coordinator, who is also the Treasurer for the Unit., administers the local fund.
- **SUMMER OPERATION FUEL:** Operation Fuel was not used this quarter.

- **SPECIAL TRASH COLLECTION SERVICE:** The new trash tipper barrels have presented issues for residents who are elderly or disabled. There are currently 18 households on the In-yard Service List at this time.



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

**B. COVENTRY SENIOR CENTER
 QUARTERLY REPORT
 July, August, September 2022**



I. PROGRAM ACTIVITY

| EVENT | PARTICIPATION |
|---|---------------|
| Classes/Workshops/Leisure | |
| Monthly Movie Day | 1 |
| Monthly Tech Tuesday | 2 |
| Monthly Book Club | 11 |
| Total | 14 |
| Health Screenings | |
| Podiatrist | 23 |
| Total | 23 |
| Fitness | |
| Chair Yoga | 78 |
| Tai Chi | 56 |
| Strength & Balance with Shelley (Resumed Sept.) | 36 |
| Fitness with Amber (Tues/Thursday July, August) | 47 |
| Walking Club | 25 |
| Total | 242 |
| Recreation/Entertainment | |
| BINGO | 104 |
| Mahjonn | 39 |
| Corn hole | 37 |
| Total | 180 |
| Social Activity/Event | |
| Public Computers | 13 |
| Socializing on the Deck | 15 |
| Out to Lunch Bunch (July, August, September) | 13 |
| Conversations with Town Council Chair Lisa Thomas | 41 |
| Total | 41 |
| Personal Care | |

| | | |
|----------------------|-----------------------------------|------------|
| | Massage Therapy | 22 |
| | Haircuts | 2 |
| | Total | 24 |
| Special Event | | |
| | Summer Sizzler | 24 |
| Sept. 15 | UConn Dairy Bar & Puppetry Museum | 5 |
| | Ice Cream Social & Meet –n- Greet | 24 |
| | Total | 53 |
| Trips | | |
| July 28 | Narragansett Day Trip | 42 |
| Sept. 29 | Van Gogh Experience | 10 |
| | Total | 52 |
| | Grand Total | 629 |



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 7 individuals this quarter and gave 7 hours of volunteer time.
- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for 9 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: **155** participants receive our monthly newsletter via email. In July, the monthly newsletter went “paperless”. Senior Center patrons can receive the newsletter via email, town website or through our Facebook page and copies are available in the Center for pickup.
- Social Media: The Senior Center Facebook Page currently has 572 followers and **9** new “likes” this quarter.
- **06238** is the publication in collaboration with Parks & Recreation Department. During the month of August, 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.
- **Volunteer Management-** Volunteer Management: Senior Center Volunteers gave 208 volunteer hours of service this quarter. Betsy Fitzgerald (**80 hrs.**), Penny Whitaker (**7 hrs.**). This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.
-

4. PROFESSIONAL DEVELOPMENT:

“What’s is Aging in Place?” offered by American Society on Aging, 9/15/22

C. TRANSPORTATION

Coventry Rides Transportation Program July-September 2022

| | |
|------------------------------------|-----------------------------|
| # Days of Operation: 34 | # Vehicle Hours: 139.2 |
| # Vehicle Hours Average/Daily: 4.0 | # of Individuals Riding: 64 |
| # Miles Total: 2183 | # of One-Way Trips: 357 |

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*): Sue Chvirko, Chris Coss, 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. 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 monthly out-to-lunch bunch to area restaurants. On September 29th Howard drove 10 individuals to the CT Convention Center for the Van Gogh Experience. Chartered trips have also resumed with our first trip on July 28th to Rhode Island with 39 individuals 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 July to September 2022

**** Human Services welcomed our new Youth Services Coordinator, Melissa Bordonaro who joined us in September****

1. Administrative Function:

- Prepared new Department of Child and Families report and budget worksheet
- Campership provided 7 weeks of camp to 4 families
- Participated in Budget/Reporting Workshop for Youth Services Grant
- 5 families received assisting through Gearing Up to Learn.
- Participated in GHR Open House
- Met with CPS Social workers to discuss upcoming year

2. Direct Service

A. Functions

- | | |
|-------------------------------------|-------------|
| ➤ Youth & Family Cases | 0 cases |
| ➤ Community Service | 0 cases |
| ➤ Juvenile Review Board | 0 case |
| ➤ Youth & Family Counseling Clients | 0 referrals |
| ➤ Gearing Up to Learn | 5 families |

3. Programs

- Mentoring program has been given the ok thru BOE to resume this fall after a 2-year hiatus due to COVID.
- Gearing Up to Learn participation was up from last year, helping 5 families, 10 kids in total. We received many donations and still have quite a bit of inventory from years past.
- Held a JRB case review meeting to discuss open JRB cases

BY THE #S

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

BEACHES

- 2171 residents visited the Lisicke Beach July – September
- 513 non resident vehicles paid to enter Patriots Park July – September
- Coventry Lake was closed for swimming for 18 days from July 22- August 8 due to blue-green algae bloom

PROGRAMS

- 378 Total Enrollment
 - 214 Unique
- 447.5 Program Hours
- 28 Sessions

RENTALS

- 29 Lodge rentals
- 10 Creaser Pavilion rentals
- 40 Millbrook Place rentals

CAMP

- 595 Total Enrollment
 - 163 Unique
 - Avg. 86 Per Week
- 367.50 Program Hours
- 14 Staff Employed

SOCIAL MEDIA

- 53 Unique Facebook posts
- 3,783 highest Facebook post reach
- 4,732 Facebook engagements
- 3.6% increase in Facebook followers



PARKS & RECREATION QUARTERLY REPORT: SUMMER 2022

JULY – AUGUST - SEPTEMBER

Arts on Main

Arts on Main returned after a two year hiatus and with a change from an August event to September event. Over 700 people enjoyed a beautiful fall day in Coventry Village – visiting the craft vendors, enjoying live music,

The Hungry Lion and Latin Flavor served up some delicious food while the crowd enjoyed live music from The Right Moment Duo, November Sound, and Patty Tuite.

The Coventry Arts Guild and Coventry Public Schools both showcased their works on display. Artists Barbara and Tim Timberman offered an Interactive Children's Art Installation for children to draw, paint and create!

A new addition to the event was the Coventry Arts Guild Poets' Corner featuring poetry readings from John L. Stanizzi and Ryan Parker.

Thank you to the event sponsors - Grist Mill Level Sponsors, Ackert Electric, Coventry Arts & Antiques, Persevered Antiques, CT Valley Orthodontics. Lamp Post Sponsors, CWPM, LLC, Maple Brook Studio, Sondra Astor Stave, Meadowbrook Wine & Spirits. Bench Sponsor, Nathan Hale Antiques.

Additional thank you to Coventry Fire/EMS, Booth & Dimock Library, Human Service Dept, First Congregational Church, Song-a-Day Music, Coventry Cares, & Coventry Village Partners.



Photos: Laura Stone
Photography

COVENTRY PARKS & RECREATION

1712 Main Street, Coventry, CT 06238

Lesley Munshower, Director ◊ Caterina Merriam, Rec. Supervisor

www.coventryct.org

CAMP W Wraps Up for the Season:

Camp Wangumbaug had a wonderful season, with most weeks either full with waitlists or with only a few spots still open. Average enrollment went up 39% from 2021, with an increase of approximately 25 kids per week! Before care and aftercare returned this year, and an average 27% of campers participated in such extended care. Trips also made a comeback this year, and kids had a great time going to the Mystic Aquarium, Quassy Amusement Park and Nomad's Adventurequest. Special Guests like: *Coventry Fire/EMS* who offered a "hose down" during the lake closure in August; and former Camp W Counselors, Mike & Kevin Clancy from *Clancy's HIIT & Fit* who taught the kids about the importance of physical fitness, helped keep the summer exciting!



Rec. Daze Opens for Another School Year:

Recreation Daze, Before & After School Program opened for its 12th year, at the Patriots Park Community Center on Wednesday, August 31st. Both Before School and After School programs opened with rosters FULL to capacity! Waitlists were taken for those still looking for care. Recruitment efforts for additional staff continued once the program was up and running, with two staff hired and onboarded in September to fill in the gaps in scheduling. Staff instituted a new daily schedule of activities this year, to help with consistency and structure. We continue to make use of the outdoor facilities at Patriots Park on a daily basis (weather permitting) for free play & larger scale group games.

Coventry Lake

On July 22, after weeks of closely monitoring water quality the Eastern Highland Health District issued a health advisory warning for Coventry Lake due to increasing levels of blue green algae. This advisory warned against swimming and water sports with risks of skin and eye irritation and GI problems. The Town increased water quality monitoring and after 18 days the bloom dissipated and EHHD lifted the advisory. In September, the Coventry Lake Advisory Committee held its annual public forum with Town's lake consultant to address this and other potential issues.



Photo: Hearst CT Media

Miller Richardson Park

The Miller Richardson upper field venting project was completed in July. The drought in July and August delayed the grass growing but the September rain was much needed to keep the field on track for opening in Fall of 2023.

In August, the Town of Coventry was awarded a state bond of \$500,000 for Miller Richardson improvements and enhancements with a focus on safety and accessibility. Lieutenant Governor Susan Bysiewicz held a press event at Miller Richardson Park on 8/10 congratulating Coventry on this award.

The Softball Field # 1 bid went out on 8/3 and bids were opened on 8/23. The contract was awarded to Earth Dynamics and construction of Softball Field # 1 started in September after the transfer station was moved to its new location by the DPW Building on Olson Farms Rd. Construction of field #1 is moving quickly with an anticipated completion by the end of October.

In September, the Town of Coventry was awarded an additional \$500,000 STEAP grant for facility and structural improvements in small CT towns. This grant will go towards the building of Softball Field #2 expected to go out to bid in December.

PHOTOS OF FUN



Fun @ Quassy Amusement Park



Clancy's HIIT & Fit @ Camp W!



First Day of School @ Rec. Daze



State Bond Announcement @ Miller Richardson Park

Booth & Dimock Memorial Library

1st Quarter Report
July – September 2022



I. Circulation

a. Total – 19,262

An increase of 41% compared to 1st Quarter 2021.

i. By Item Type

1. Books & Serials – 14,722
2. Video – 1,335
3. Audio – 394
4. Other – 366
5. Electronic – 2,445

b. Inter-Library Loans (included in total)

i. BDML as Borrower – 1,737

ii. BDML as Lender – 1,130

- #### iii. Since the library's migration to Bibliomation in August 2020, Inter-Library Loan requests and fulfillments have exponentially increased. As compared to 1st Quarter 2020, borrowed ILLs have increased 299% and lending ILLs have increased 598%. Bibliomation allows Coventry residents to access the catalogs of nearly 80 other public libraries, and request items to be delivered for picked-up at Booth & Dimock Library.

II. Collection

a. Total - 46,578 physical items

i. By Shelving Location

1. 19,980 Adult Section
2. 22,458 Juvenile Section
3. 4,111 Teen Section
4. 29 Other

ii. By Item Type

1. 39,987 Books
2. 546 Magazines
3. 2,168 Audio Books
4. 3,442 Videos
5. 155 Video Games
6. 58 Museum Passes
7. 222 Other

- a. Includes puzzles, games, activity kits, and equipment.

III. Programs

a. Total Programs – 37

b. Total Attendance – 780

- i. Programs are being offered in-person, through take & make kits, or virtually.

IV. Internet

- a. Library Computers – 370
- b. Wifi
 - i. Total sessions – 5738
 - ii. Unique Clients – 516
 - iii. Total clients per day (3-month average) – 625

V. Reference – 1,944

VI. Patron Information

- a. Visitation – 4,994
- b. Curbside Orders – 23
- c. Registration – 122
 - i. The library participated in Library Card Sign Up Month during September, in which 40 new cards were issued and 49 were renewed.
 - ii. New library cards increased by 49% compared to 1st Quarter 2021.

VII. Online Usage

- a. Facebook/Instagram
 - i. Posts – 53
 - ii. Reach – 1,7734
 - iii. Engagements – 1,574
- b. Google
 - i. Searches – 2,007
 - ii. Profile Views – 3,525
 - iii. Website Visits from Profile - 842
- c. Website
 - i. Unique Visits – 3,621
 - ii. Page Views – 6,348

VIII. Facilities

- a. Library Construction began on July 26, 2022!
- b. Fire extinguishers were inspected on August 26.
- c. Library staff met with architects to review the flooring plans on September 16.
- d. The Library Director met with Erin Fink from SHPO to learn more about the Historic Restoration Fund (HRF) Grant on September 22.

IX. General

- a. In June the library received two challenges to its Pride Display, which were published in the Journal Inquire on July 6, 2022 and the Willimantic Chronicle on July 8, 2022. Library staff attended training sessions presented by the Connecticut Library Consortium (CLC) and Connecticut Library Association (CLA) on responding to challenges and interacting with the press. Booth & Dimock Library was recognized by the CLA for our “best practice” response to the incidents.
- b. The library had an assessment of its fiber internet through the “Fiber to the Library Grant” on August 9th. Kayla and Margaret met with representatives from Novus Insights, who will provide a report on their assessment. Based on that

report, the library may be invited to apply for a second grant to make fiber internet improvements.

- i. Construction plans were sent to Novus Insights to potentially supplement our technology improvements through the renovation.
- c. Summer was very busy, with circulation and visitation nearing or exceeding pre-Covid levels (even with construction disruptions).
- d. Coventry Arts on Main Festival was September 17th. The library offered scratch art, to take home or do at the library, on-site from 10-3.
- e. September was Library Card Sign-Up Month. The library offered prizes to adults, teens, and children who signed up or renewed their library card. We issued 40 new cards and renewed 49 cards.
- f. Library staff had a booth at the Farmer's Market on August 14 and September 4. Staff offered crafts, activities, and library t-shirts, totes, and books to sell.
- g. Christa Kiedaisch, Children's Librarian, and Kayla Fontaine, Teen Librarian, attended the GHR Open House on September 22.

X. Staff

- a. Aubrey Bond was hired as a new Library Assistant I.
- b. Library Director, Margaret Khan, began term as Treasurer for the Connecticut Library Association (CLA) in July.
 - i. Margaret has attended monthly CLA meetings.
- c. Professional staff attended a webinar on intellectual freedom and materials challenges through the CLC on July 26.
- d. Margaret attended a meeting with aids from Speaker Ritter's office and representative from CLA and CLC on July 29th to discuss the need for legislation protecting libraries and their mission to develop diverse and relevant materials collections.
- e. Margaret attended a webinar on using Beanstack – the library's Summer Reading software – for fundraising on August 10.
- f. Teen Librarian, Kayla Fontaine, attended a New Services Workshop through CLC on September 7.
- g. Adult Services Librarian, Jennifer Chretien, meet with the All CT Reads Adult Committee through the State Library on September 14.
- h. Staff attended multiple Connecticut Library Consortium (CLC) Roundtable meetings.

PUBLIC WORKS DEPARTMENT
Quarterly Report
July, August & September 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 II Eric Hurlburt*

Public Works Maintainer I Michael Mangiafico
Public Works Maintainer I Troy Stout
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

*Eric Hurlburt promoted July 1, 2022 from Maintainer I
Daniel Caron retired from Lead Mechanic September 1, 2022

Trees

Mark Owens handled numerous tree complaints during the quarter. Distinctive Tree was contracted for a 4 day project for removals on Woodland Road, Cross Street, High Street, Flanders Road, Nathan Hale Drive, South Street Ext. and 1 large ash tree on Judd Road. The contractor removed all of the dead and declining ash trees that were identified totaling approximately 82 trees. Of those 15 trees were 30” diameter or more, 3 were 48” diameter and the large tree was 72” diameter. Working with Distinctive has proven to be the most cost effective way of dealing with the tree problems we are facing. We are in the process of planning another 3-4 day joint project with Eversource. They will be contributing \$20,000 towards the project. Mark also worked with Eversource on Silver Street to identify over 70 trees for removal.





Shop

The shop performed routine maintenance on vehicles and equipment. There was 1 significant breakdown of the paving box resulting in an \$8,500 repair during the quarter. Annual service of trucks and equipment in preparation for winter were completed. Dan Caron retired after 40 years of service to the town. A retirement party was held at Patriots Park Lodge where Dan was presented with a street sign from DPW and a letter from Council Chair Lisa Thomas.



Summer Construction

- Woodbridge Road
 - Final Paving completed
 - Driveway aprons installed where needed
 - Edge of road backfilled where needed
- Carver Lane
 - 10 Catch basins repaired
 - Roughly 200' of underdrain installed
 - Road paved from Gardner Tavern Road to 100' past Loomis Drive
 - Curb backfilled where needed
- Loomis Drive
 - 6 Catch basins repaired
 - Existing curbing removed
 - Road reclaimed and paved with 2" binder and 1.5" top coarse
 - New curbing installed and backfilled
- Lakewood Heights Development
 - 30 Catch basins repaired
 - 5 rotted crossover pipes replaced
 - 500' of new 15" drainage pipe installed on Midland Drive
 - Installed roughly 600' of curbing
 - Rebuilt 6 sewer manholes
 -







- Pilgrim Hills Subdivision
 - Temporary pavement shimming in bad sections of road
 -



- Double center line painting of roughly 6 miles of road.

Grounds

The grounds crew continued with their normal maintenance of mowing and trimming. We had a severe drought that allowed the crew to catch up on other projects.

- Removed over a dozen trees at middle school softball field
- Mulched trees on town properties
- Mulched flower beds at town buildings and the Village
- Removed trees at Laidlaw Park
- Cleaned up and mulched Millbrook park
- Cleaned up Miller Richardson Park
- Installed new signs on disc golf course and added stone dust to tee pads
- Cleaned up and mulched the corner of 275 and 31
-



COVRA

TRANSFER STATION: MATERIALS RECEIVED

| | JULY | AUGUST | SEPTEMBER | TOTAL |
|-------------------------|-------------|---------------|------------------|--------------|
| Revenues | \$2,907 | \$2,717 | \$2,189 | \$7,814 |
| Electronic waste – each | 174 | 137 | 95 | 406 |
| Propane tanks – each | 21 | 12 | 13 | 46 |
| Bulky CD/brush – tons | 38 | 31 | 30 | 100 |
| Scrap metal – tons | 5 | 4 | 4 | 13 |
| Tires – each | 28 | 18 | 48 | 94 |
| Leaves – tons | 0 | 0 | 0 | 1 |
| Refrigerant – unit | 46 | 47 | 28 | 121 |
| Mattress / box spring | 71 | 89 | 88 | 248 |
| Customers | 600 | 492 | 472 | 1,564* |

TRANSFER STATION: VENDORS & MATERIALS TRANSFERRED

| | JULY | AUGUST | SEPTEMBER | TOTAL |
|-----------------------------------|-------------|---------------|------------------|--------------|
| Willi Waste – cd – tons | 39 | 30 | 51 | 120 |
| Willi Waste – brush – tons | 5 | 4 | 0 | 9 |
| Willi Waste – metal – tons | 5 | 15 | 10 | 30 |
| Take2 - refrigerant – units | 223 | 0 | 0 | 223 |
| Take2 - electronics (CED) – lbs | 3,486 | 1,955 | 2,474 | 7,915 |
| Take2 - electronics (non) – lbs | 1,494 | 1,006 | 1,604 | 4,104 |
| Take2 - uw lamps, mixed – lbs | 0 | 279 | 307 | 586 |
| Take2 - batteries, mixed – lbs | 0 | 0 | 690 | 690 |
| Blue Rhino – propane tanks – each | 45 | 0 | 53 | 98 |
| Empire Tire (CRM Co LLC) – each | 0 | 0 | 105 | 105 |
| Bay State Textiles – lbs | 800 | 960 | 790 | 2,550 |
| Bye Bye Mattress | 98 | 90 | 75 | 263 |

*Of the 1,564 customers using the transfer station this quarter 529 paid by cash or check, 192 paid with a credit card and approximately 843 used the station with no fee.

Daily breakdown of activities at Transfer Station at the end of this report.

CURBSIDE PICK UP

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

| | JULY | AUGUST | SEPTEMBER | TOTAL |
|------------------------------|-------------|---------------|------------------|--------------|
| MSW @ \$86 / ton | 322 | 347 | 342 | 1,010 |
| Expenditure | \$27,669 | \$29,860 | \$29,369 | \$86,898 |
| Recycling @ \$variable / ton | 97 | 99 | 98 | 293 |
| Expenditure | \$1,698 | \$4,293 | \$ 6,433 | \$12,424 |
| Bulk @ \$83 / ton | 15 | 13 | 18 | 45 |
| Expenditure | \$1,252 | \$ 1,042 | \$ 1,455 | \$ 3,749 |

TOWNWIDE TEXTILE RECYCLING

| | JULY | AUGUST | SEPTEMBER | TOTAL |
|----------------------------|-------------|---------------|------------------|--------------|
| Lbs. | 3,310 | 4,050 | 3,675 | 11,035 |
| Revenue paid @ \$.05 / lb. | \$166 | \$203 | \$184 | \$552 |

| material received: | | | | | | | | | | | | | |
|--------------------|------------|------------|-----------|--------|---------------|-------------------|------------------|-------|--------|-------------|----------|------|-------------|
| RECEIPTS | | | | | | | | | | | | | |
| DATE | CASH/CK | CARD | CARD FEE | EWASTE | PROPANE TANKS | BULKY CD/S/STUMPS | RECYCLABLE METAL | TIRES | LEAVES | REFRIGERANT | MATTRESS | OP | TICKETS |
| 07/02/22 | \$288.00 | \$430.80 | -\$12.31 | 6 | 3 | 11720 | 400 | 9 | 0 | 6 | 6 | Evan | 15391-15418 |
| 07/07/22 | \$323.30 | \$120.80 | -\$3.64 | 9 | 2 | 7270 | 795 | 1 | 20 | 4 | 3 | Evan | 15419-15449 |
| 07/09/22 | \$419.70 | \$116.70 | -\$3.53 | 33 | 7 | 7215 | 1085 | 11 | 10 | 5 | 8 | Evan | 15450-15484 |
| 07/14/22 | \$315.60 | \$102.40 | -\$3.26 | 8 | 2 | 5910 | 995 | 2 | 0 | 8 | 13 | Evan | 15485-15513 |
| 07/16/22 | \$217.40 | \$317.30 | -\$9.05 | 26 | 5 | 8015 | 910 | 4 | 0 | 8 | 15 | Evan | 15514-15540 |
| 07/21/22 | \$205.00 | \$88.30 | -\$2.70 | 35 | 0 | 5245 | 760 | 0 | 0 | 2 | 7 | Evan | 15541-15560 |
| 07/23/22 | \$314.75 | \$75.60 | -\$2.57 | 21 | 2 | 5840 | 1485 | 0 | 55 | 6 | 8 | Evan | 15561-15588 |
| 07/28/22 | \$412.00 | \$310.90 | -\$9.08 | 12 | 0 | 13105 | 1160 | 0 | 0 | 3 | 5 | Evan | 15589-15627 |
| 07/30/22 | \$411.60 | \$324.90 | -\$9.55 | 24 | 0 | 12080 | 2395 | 1 | 125 | 4 | 6 | Evan | 15628-15670 |
| Mo Total lbs. | \$2,907.35 | \$1,887.70 | -\$55.69 | 174 | 21 | 76400 | 9985 | 28 | 210 | 46 | 71 | | |
| tons | | | | | | 38.2 | 4.9925 | | 0.105 | | | | |
| DATE | CASH/CK | CARD | CARD FEE | EWASTE | PROPANE TANKS | BULKY CD/S/STUMPS | RECYCLABLE METAL | TIRES | LEAVES | REFRIGERANT | MATTRESS | OP | TICKETS |
| 08/04/22 | \$295.60 | \$186.90 | -\$5.86 | 5 | 1 | 6910 | 2225 | 5 | 0 | 10 | 8 | Evan | 15671-15697 |
| 08/06/22 | \$216.00 | \$105.40 | -\$3.14 | 21 | 1 | 4955 | 1220 | 0 | 80 | 2 | 11 | Evan | 15698-15721 |
| 08/11/22 | \$364.00 | \$135.70 | -\$4.23 | 50 | 0 | 8155 | 1465 | 0 | 150 | 5 | 15 | Evan | 15722-15751 |
| 08/13/22 | \$312.80 | \$242.60 | -\$7.31 | 14 | 2 | 8810 | 800 | 1 | 0 | 5 | 20 | Evan | 15752-15785 |
| 08/18/22 | \$420.40 | \$119.80 | -\$3.82 | 15 | 2 | 7645 | 765 | 2 | 0 | 7 | 5 | Evan | 15786-15820 |
| 08/20/22 | \$378.75 | \$135.90 | -\$4.34 | 6 | 3 | 8170 | 770 | 4 | 15 | 5 | 10 | Evan | 15821-15856 |
| 08/25/22 | \$339.70 | \$146.60 | -\$4.31 | 15 | 2 | 7765 | 500 | 5 | 150 | 7 | 13 | Evan | 15857-15881 |
| 08/27/22 | \$390.20 | \$236.30 | -\$7.25 | 11 | 1 | 10515 | 1120 | 1 | 0 | 6 | 7 | Evan | 15883-15915 |
| Mo Total lbs. | \$2,717.45 | \$1,309.20 | -\$40.26 | 137 | 12 | 62925 | 8865 | 18 | 395 | 47 | 89 | | |
| tons | | | | | | 31.4625 | 4.4325 | | 0.1975 | | | | |
| DATE | CASH/CK | CARD | CARD FEE | EWASTE | PROPANE TANKS | BULKY CD/S/STUMPS | RECYCLABLE METAL | TIRES | LEAVES | REFRIGERANT | MATTRESS | OP | TICKETS |
| 09/01/22 | \$253.60 | \$152.40 | -\$4.86 | 10 | 0 | 7190 | 1135 | 7 | 90 | 0 | 9 | Evan | 15916-15940 |
| 09/03/22 | \$302.20 | \$92.70 | -\$3.01 | 10 | 7 | 6510 | 0 | 0 | 110 | 3 | 14 | Evan | 15941-15963 |
| 09/08/22 | \$149.50 | \$39.70 | -\$1.13 | 2 | 1 | 3805 | 1100 | 0 | 0 | 0 | 1 | Dave | 15964-15974 |
| 09/10/22 | \$408.15 | \$80.70 | -\$1.98 | 4 | 1 | 8715 | 1110 | 0 | 0 | 4 | 12 | Dave | 15975-16006 |
| 09/15/22 | \$211.45 | \$239.50 | -\$7.34 | 16 | 2 | 6590 | 125 | 1 | 45 | 6 | 14 | Evan | 16007-16034 |
| 09/17/22 | \$319.20 | \$426.20 | -\$12.58 | 35 | 1 | 9605 | 1635 | 30 | 0 | 4 | 7 | Evan | 16035-16071 |
| 09/22/22 | \$88.00 | \$88.30 | -\$2.60 | 3 | 0 | 2560 | 510 | 0 | 230 | 3 | 7 | Evan | 16072-16081 |
| 09/24/22 | \$317.10 | \$227.80 | -\$6.52 | 7 | 1 | 9375 | 1395 | 2 | 140 | 4 | 9 | Evan | 16082-16110 |
| 09/29/22 | \$140.00 | \$304.10 | -\$8.81 | 8 | 0 | 6360 | 990 | 8 | 0 | 4 | 15 | Evan | 16111-16129 |
| Mo Total lbs. | \$2,189.20 | \$1,651.40 | -\$48.63 | 95 | 13 | 60710 | 8000 | 48 | 615 | 28 | 88 | | |
| tons | | | | | | 30.355 | 4 | | 0.3075 | | | | |
| Qtr Totals lbs. | \$7,814.00 | \$4,848.30 | -\$144.58 | 406 | 46 | 200855 | 26850 | 94 | 1220 | 121 | 248 | | |
| tons | | | | | | 100.0175 | 13.425 | | 0.61 | | | | |

WPCA 2022 3rd Quarter Report: July, August, September

Wastewater Treatment Plant (WWTP):

Designed/permitted for average 200,000 gallons per day
Average flow over past 12 months = 136,568 gallons per day
Peak daily flow this quarter = 150,014 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 this fall but this is a huge step!
- Our next steps towards installing sewers in this area will be to apply to the Manchester Board of Directors for approval, draft agreements with the Bolton Lakes WPCA, establish regulations and maintenance agreements, perform design work, and obtain DOT permits.

Sewer Collection System:

- We had our electrician make upgrades to the alarm system at the Lakeview Dr pump station to reduce nuisance high-level and pump fault alarms. They also diagnosed and corrected a problem with the sewer pump at Mill Brook Place just before the Arts-on-Main event.
- Our generator service company replaced the generator radiator and transfer switch controller at the Avery Shores pump station and checked a fault on the transfer switch at the Lakeview pump station. The generators are crucial to prevent overflows during power outages.
- We had 6 sewer manholes repaired by a vendor and 5 manholes repaired by Public Works in preparation for paving in the Lakewood Heights association.
- We had a vendor remove debris from 2 small sewer pump chambers and 10 manholes to prevent eventual blockages and overflows. We performed confined space entry into 2 manholes to remove debris the vendor couldn't get.
- We assisted the Library addition project by supplying storm drain inspection reports we coordinated in 2019 and performed quarterly stormwater inspection and testing for the Public Works garage.

Wastewater Treatment Plant:

- We performed routine quarterly tasks: groundwater monitoring well sampling and equipment oil changes.
- We completed and passed annual QA/QC for our plant's in-house laboratory.
- Public Works performed infiltration basin maintenance for us which has helped operations.
- We had a vendor perform bi-annual tank cleaning to remove grit (crushed eggshells, sand, and gravel), grease, and woven wipes from several tanks at the plant before they clogged pipes and pumps.
- Our new steam boiler was installed and tested and we are wrapping up a few loose ends before final inspections. We added a new boiler water treatment system to protect the boiler from the hard well water.

Facilities Plan:

- Tighe & Bond has begun work on the 2022 Facilities 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 had a preliminary meeting with DEEP and are on-track to receive a 55% CT Clean Water Fund planning study grant. The total scope of the study is \$207,100 so the WPCA share will be approx \$93,000.

Sewer System Capacity: Inflow & infiltration removal will always be important even if our plant is upgraded and capacity is increased. This quarter we located and repaired a manhole cover in a wooded easement that had surface water inflow. Staff will continue to search for and remove clean water from the system. The WPCA will continue to monitor capacity closely.

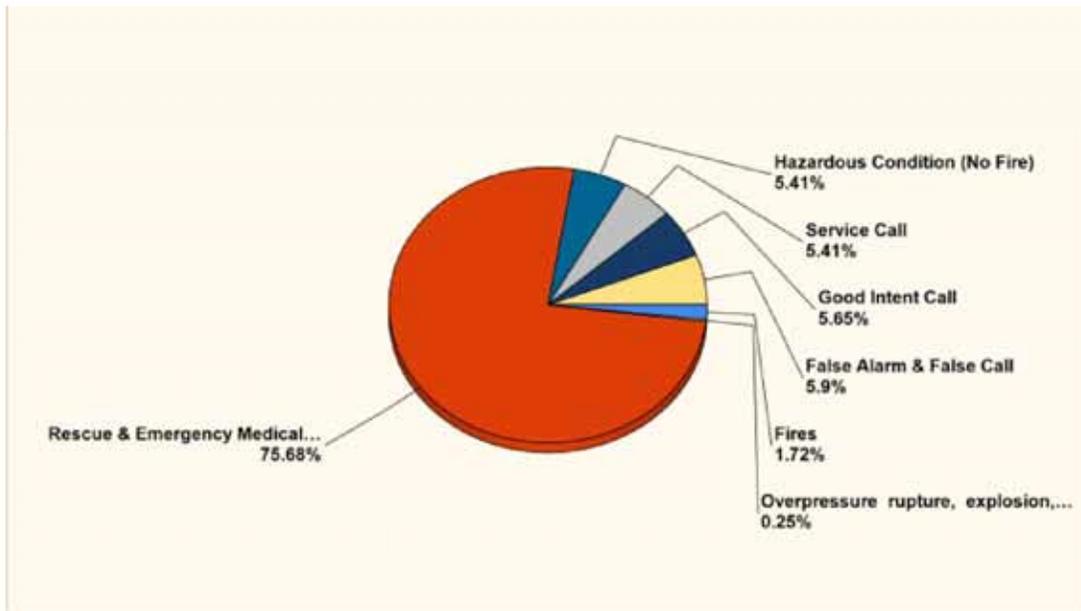
TOWN OF COVENTRY FIRE-EMS DEPARTMENT



QUARTERLY REPORT

July 1, 2022 – September 30, 2022

Major Incident Types by Month for Date Range (553)



| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|--|-------------|-------------|
| Fires | 7 | 1.72% |
| Overpressure rupture, explosion, overheating - no fire | 1 | 0.25% |
| Rescue & Emergency Medical Service | 308 | 75.68% |
| Hazardous Condition (No Fire) | 22 | 5.41% |
| Service Call | 22 | 5.41% |
| Good Intent Call | 23 | 5.65% |
| False Alarm & False Call | 24 | 5.9% |
| TOTAL | 407 | 100% |

Summary Highlights for July – September 2022

July was a really hot month. We experienced our first heat wave of the year, coupled with the closing of Lake Wangumbaug due to blue-green algae. The Fire Department partnered with Parks & Rec to offer a “wet down” day where the FD used water to provide a cooling spray for our residents at Laidlaw Park. The FD also provided an ice cream social for its members to bring them and their families together for social time while not responding to emergency calls for service. The Department also participated in the Paramedic Advisory meeting to discuss our contract with Windham Hospital Paramedics.



August presented us with another heat wave of 8 straight days over 90 degrees. The FD was able to partner with Parks & Rec to provide some relief to the Camp Kids at Patriots Park. The department held an awards ceremony to recognize Honorary Charter Members, a Past Deputy Chief and other members of the department that serve over & above the expectations of a member. The ceremony was held at Lakeview Restaurant. We continue to work on our concerns related to providing the best Fire-EMS services to our residents. The Town was able to purchase a 2022 replacement Ambulance. Supply chain issues have created a shortage of Ambulances nationwide, so our ability to secure one and have it in our possession is a noteworthy accomplishment.

September brings us into some cooler evenings and a transition of seasons. The department provided assistance for the Arts on Main event and continue to assist the Farmers Market with traffic & safety. We had an opportunity to be observers of the school fire drills this month and offered some feedback. The schools do a great job at conducting the fire drills. More work is being done on the new ambulance to prepare it for service.

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

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

Help for Someone You Know

Learn how to recognize the warning signs when someone's at risk—and what [action steps you can take](#). If you believe someone may be in danger of suicide:

- **Call 911**, if danger for self-harm seems imminent.
- **Ask them** if they are thinking about killing themselves. This will not put the idea into their head or make it more likely that they will attempt suicide.
- **Listen without judging** and show you care.
- **Stay with the person** or make sure the person is in a private, secure place with another caring person until you can get further help.
- **Remove any objects** that could be used in a suicide attempt.
- **Call or text 988 to reach the [988 Suicide & Crisis Lifeline](#)** to talk to their professionals and follow their guidance.



<https://www.samhsa.gov/suicide>

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

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