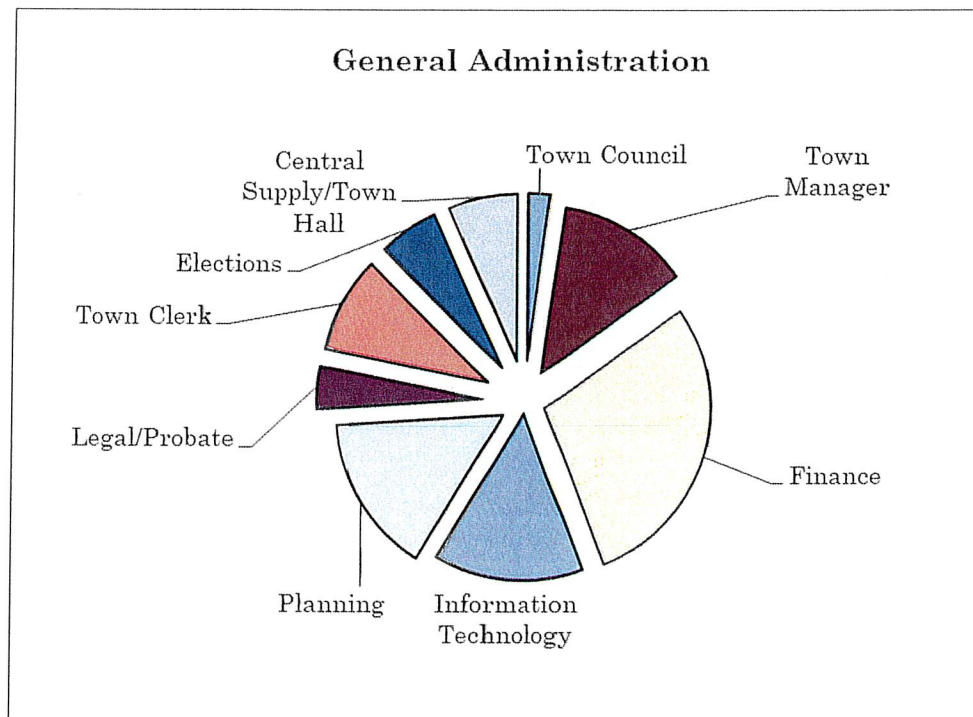


General Administration



General Administration is 18.04% of the total General Government budget. Within this category are nine departmental areas.

1101 TOWN COUNCIL

PROGRAM DESCRIPTION

The Town Council is the Charter-designated legislative body of the Town. The seven members of the Council are elected for two-year terms by elections held in November in odd-numbered years. The responsibilities of the Town Council include enacting ordinances and resolutions necessary for the proper governing of the Town's affairs; reviewing the Annual Budget and establishing a tax rate; appointing various Town officials and citizens to various boards and commissions; appointment of the Town Auditor; establishing other such policies and measures as required to promote the general welfare of the Town and the safety and health of its citizens; and representing the Town at official functions. Also reflected in this account is the cost of membership in various regional and public interest organizations. The Council meets regularly the first and third Mondays of each month at 7:00 p.m. in the Town Hall Annex.

PROGRAM COMMENTARY

Professional affiliation fees in this budget account include memberships in municipal advocacy and research organizations including the Connecticut Conference of Municipalities, Council of Small Towns and the Capitol Region Council of Governments. Funds are also included for three community newsletters.

Town of Coventry Staffing Chart by Department

Regular full-time and part-time positions

Town Council	FY2025-26	FY026-27
Minutes Clerk (PT) (hrs vary)	1	1

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
TOWN COUNCIL								
110-1101-51090	OTHER	10,835	10,000	8,860	20,000	20,000	10,000	100.00%
110-1101-52080	PROFESSIONAL AFFILIATION	19,885	20,000	19,885	20,000	20,000	0	0.00%
110-1101-52100	TRAINING	1,097	1,400	698	1,400	1,400	0	0.00%
110-1101-52170	ADVERTISING	2,675	2,000	0	2,000	2,000	0	0.00%
110-1101-52180	PRINTING	7,097	7,000	3,055	7,000	7,000	0	0.00%
110-1101-52220	MEALS	162	300	0	300	300	0	0.00%
110-1101-53210	OTHER PURCHASED	235	200	118	200	200	0	0.00%
110-1101-53300	PUBLIC RELATIONS	2,152	800	196	800	800	0	0.00%
Total TOWN COUNCIL		44,138	41,700	32,812	51,700	51,700	10,000	23.98%

1201 TOWN MANAGER'S OFFICE

PROGRAM DESCRIPTION

The Town Manager is the Chief Executive Officer of the Town and is directly responsible to the Town Council for planning, organizing and directing the activities of all municipal departments and agencies under his jurisdiction. The Town Manager recruits and selects municipal employees, prepares and administers Town Budgets and the financing of all Town Operating and Capital Improvement Funds, recommends to the Town Council such measures or actions which appear necessary or desirable, recommends municipal ordinances and regulations, and implements policies established by the Council. This office also performs administrative, personnel, labor relations, purchasing, public information, research activities, preparation and administration of Federal and State Grant applications, and preparation of the Annual Town Report. The Town Manager assists in Economic Development activities.

PROGRAM COMMENTARY

Over the last year we have continued to see new leadership and key staff members in some of our departments. The Town Manger is working to acclimate everyone to their new roles and to strengthen the management team. We are using the talents of our new staff and our long term staff to re-examine programs, policies and procedures to make amendments to achieve improved program effectiveness and improved efficiency. This Office also coordinates with Boards, Commissions and Committees in the development of policy.

This Office also works to seek grant funding for major initiatives within our Capital Improvement Plan. FY2026-27 will be a very active year. We have several large projects that need guidance and oversight, including two major road projects (South Street/Swamp Road and Daly Road), the design of three bridge replacements (Brigham Road, Depot Road and Parker Bridge Road), and the construction of the Bunker Hill Road Bridge (Culvert). We will begin design for the upgrade of our Wastewater Treatment Plant, our proposed water tower that will improve pressure for the Coventry Village water system. Additionally, there will be many smaller grant projects to upgrade parks and facilities.

Town of Coventry Staffing Chart by Department

Regular full-time and part-time positions

Town Manager's Office	FY2025-26	FY2026-27
Town Manager	1	1
Executive Asst. to the Town Manager	1	1
Project Coordinator/HR Coordinator	1	1

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
TOWN MANAGER								
110-1201-51010	REGULAR FULL TIME	251,530	293,140	110,157	293,140	293,140	0	0.00%
110-1201-51020	PART TIME	10,072	0	6,724	0	0	0	
110-1201-51100	LONGEVITY	1,400	1,500	3,000	1,500	1,500	0	0.00%
110-1201-51121	FRINGE BENEFITS	8,520	8,600	3,932	8,600	8,600	0	0.00%
110-1201-52080	PROFESSIONAL AFFILIATION	1,249	1,475	1,172	1,475	1,475	0	0.00%
110-1201-52090	TRAVEL MEETINGS MILEAGE	526	1,300	399	1,300	1,300	0	0.00%
110-1201-52100	TRAINING	349	1,000	299	1,000	1,000	0	0.00%
110-1201-52170	ADVERTISING	620	750	0	750	750	0	0.00%
110-1201-52220	MEALS	0	400	0	400	400	0	0.00%
110-1201-53010	OFFICE SUPPLIES	40	0	0	0	0	0	
110-1201-53220	SUBSCRIPTIONS BOOKS	100	150	0	150	150	0	0.00%
Total TOWN MANAGER		274,406	308,315	125,683	308,315	308,315	0	0.00%

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PROGRAM DESCRIPTION

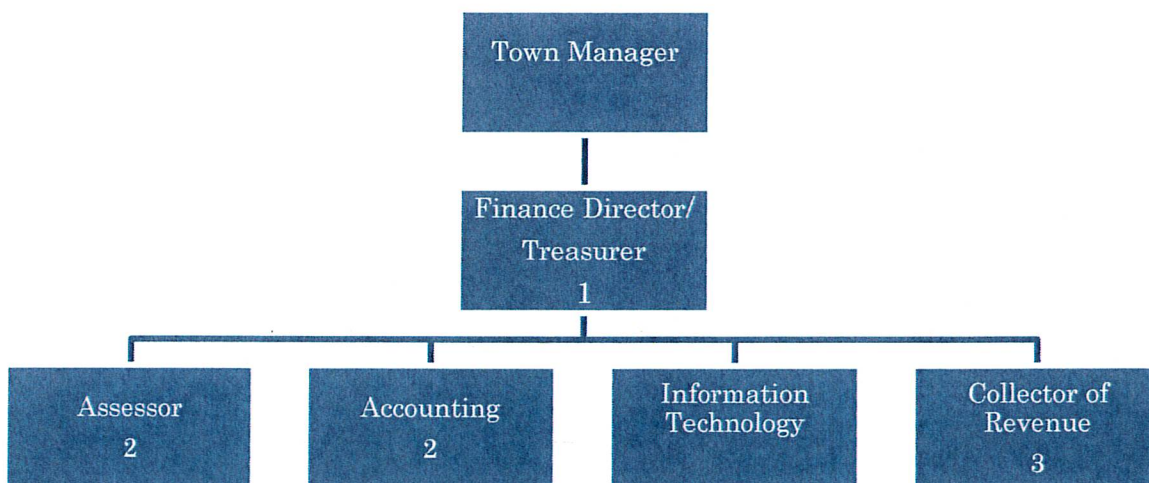
The primary responsibility of this activity is to oversee the Finance Departments of Accounting, Collector of Revenue, Assessment and Treasurer. This activity will be responsible for the cash position of the town including investment, banking relations and oversight of the general ledger. The Director of Finance is responsible for interaction with bonding agencies, risk management and preparation of the Comprehensive Annual Financial Report. The Director is also responsible for coordinating the Town's data processing systems.

PROGRAM COMMENTARY

Within the overall mission of the Town of Coventry, Finance Administration seeks to ensure the effective and efficient use of financial resources available to the Town of Coventry, through a central financial system.

Goals and objectives:

- Create and/or support opportunities for mutual cooperation and assistance across departments and agencies;
- Maintain a high level of accountability through internal control and the audit process;
- Expand and capitalize on opportunities to communicate with departments, policy bodies and the general community concerning the financial health and impact of decision making;
- Continue the commitment to a high level of professional development and achievement.



Town of Coventry Staffing Chart by Department

Regular full-time and part-time positions

Finance Department	FY2025-26	FY2026-27
Director of Finance /Treasurer	1	1

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
FINANCE ADMINISTRATION								
110-1300-51010	REGULAR FULL TIME	105,301	118,100	53,638	122,190	122,190	4,090	3.46%
110-1300-52070	OTHER PROFESSIONAL SERVICES	(16,854)	0	0	0	0	0	
110-1300-52080	PROFESSIONAL AFFILIATION	190	260	0	500	500	240	92.31%
110-1300-52090	TRAVEL MEETINGS MILEAGE	249	1,870	0	370	1,870	0	0.00%
110-1300-52100	TRAINING	533	1,000	85	200	1,000	0	0.00%
110-1300-52280	AUDIT	37,375	37,500	15,996	43,890	43,890	6,390	17.04%
Total FINANCE ADMINISTRATION		126,794	158,730	69,719	167,150	169,450	10,720	6.75%

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1301 ACCOUNTING

PROGRAM DESCRIPTION

The primary responsibility of this activity is maintaining control over all cash receipts and cash disbursements for General Government and all Special Funds. The three major functions of this activity are:

- 1) Purchasing and the paying of vendors in accordance with the Town's Purchasing Policy;
- 2) Payroll and the administration of employee benefit programs; and
- 3) Maintaining the computerized General Ledger to ensure that all funds reflect the correct entries and are in balance.

This activity is also responsible for recording all revenues; reconciling bank statements; monitoring grants for reimbursement and audit purposes; administering municipal insurance and updating the fixed assets inventory. This activity is also heavily involved in many aspects of the budget process.

Town of Coventry Staffing Chart by Department

Regular full-time and part-time positions

Finance Department	FY2025-26	FY2026-27
Accounting Division		
Town Accountant	1	1
Assistant Town Accountant	1	1

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
ACCOUNTING								
110-1301-51010	REGULAR FULL TIME	138,723	141,730	64,494	159,680	159,680	17,950	12.66%
110-1301-51040	TEMPORARY	18,338	0	0	0	0	0	
110-1301-51100	LONGEVITY	500	0	0	0	0	0	
110-1301-52090	TRAVEL MEETINGS MILEAGE	0	800	242	1,500	800	0	0.00%
110-1301-52100	TRAINING	150	400	0	1,200	400	0	0.00%
110-1301-52869	FEES	0	0	83	0	0	0	
Total ACCOUNTING		157,711	142,930	64,819	162,380	160,880	17,950	12.56%

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1302 COLLECTOR OF REVENUE

PROGRAM DESCRIPTION

The Collector of Revenue is responsible for collecting all taxes on the Grand List: Real Estate, Personal Property, Motor Vehicle and Supplemental Motor Vehicle, as well as all fees for COVRRRA/Trash, Sewer Assessment & Sewer Use. This office operates under the General Statutes of the State of Connecticut in conjunction with the Office of Policy and Management. The tax office initiates all enforcement procedures in the pursuit of collecting delinquent bills which includes, but is not limited to, back tax statements, demand notices, intent to lien notices, tax sales and alias tax warrants served by the state marshal. This office also collects and processes department miscellaneous funds.

Town of Coventry Staffing Chart by Department

Regular full-time and part-time positions

Finance Department	FY2025-26	FY2026-27
Revenue Collections Division		
Collector of Revenue	1	1
Assistant Collector of Revenue	1	1
Revenue Clerk	1	1

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
COLLECTOR OF REVENUE								
110-1302-51010	REGULAR FULL TIME	116,733	124,850	55,062	126,640	126,640	1,790	1.43%
110-1302-51030	OVERTIME	28	400	637	400	400	0	0.00%
110-1302-51100	LONGEVITY	1,300	1,400	0	500	500	(900)	-64.29%
110-1302-52060	INDEXING RECORDING	0	1,700	0	1,700	1,700	0	0.00%
110-1302-52080	PROFESSIONAL AFFILIATION	210	500	350	525	525	25	5.00%
110-1302-52090	TRAVEL MEETINGS MILEAGE	0	200	0	195	195	(5)	-2.50%
110-1302-52100	TRAINING	893	1,060	120	1,185	1,185	125	11.79%
110-1302-52170	ADVERTISING	236	500	224	500	500	0	0.00%
110-1302-52180	PRINTING	15,767	13,000	0	14,500	14,500	1,500	11.54%
Total COLLECTOR OF REVENUE		135,167	143,610	56,393	146,145	146,145	2,535	1.77%

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1303 ASSESSOR

PROGRAM DESCRIPTION

To discover, list and value all taxable and exempt real and personal property located within the corporate limits of the town in order to ensure fair and equitable taxation. Complete a town-wide revaluation every five years to appraise all real property based on the current market. Certify an update Grand List annually adding any new construction and sub-divisions, correcting any inequities, and publicizing all property and liability that will be used to generate the annual local town "taxes" portion of the budget.

Serves taxpayers, lawyers, surveyors, real estate professionals and appraisers, and helps them locate and understand assessment records. Works with various vendors to maintain electronic data and increase office efficiency.

PROGRAM COMMENTARY

The Assessor for the town is appointed by the Town Council and reports directly to the Finance Director. The Assessor plans, directs, organizes, and implements a continuing town-wide program of real and personal property assessment for the purpose of local ad valorem taxation as prescribed by state statute.

The Assessor is required to perform inspections of new and existing properties and properties under construction and determine their value. Additionally, every five years, the Assessor coordinates and supervises a town-wide revaluation of all taxable and non-taxable property within the corporate limits of the town in order to reflect current market trends. The Assessor supervises all contracted appraisal work and defends the town in superior court regarding appeals arising from the assessment process.

The Assessor's Office is responsible for administering Federal, State, and local exemption programs for Veterans, Elderly, Blind, Disabled, Disabled Veterans, and owners of handicapped modified motor vehicle.

The duties of the Assessor are set forth in the Connecticut General Statutes and most commonly found under Title 12.

Staffing: (2) Assessor & Assistant to Assessor

Town of Coventry Staffing Chart by Department

Regular full-time and part-time positions

Finance Department	FY2025-26	FY2026-27
Office of the Assessor		
Assessor	1	1
Assistant to Assessor	1	1

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
ASSESSOR								
110-1303-51010	REGULAR FULL TIME	157,777	171,070	73,789	175,600	175,600	4,530	2.65%
110-1303-51030	OVERTIME	147	0	25	0	0	0	
110-1303-51100	LONGEVITY	1,200	0	0	0	0	0	
110-1303-51110	DIFFERENTIAL	42	111	321	500	500	389	350.45%
110-1303-52060	INDEXING RECORDING	0	1,650	0	1,650	1,650	0	0.00%
110-1303-52070	OTHER PROFESSIONAL SERVICES	1,918	0	1,710	5,000	1,500	1,500	
110-1303-52080	PROFESSIONAL AFFILIATION	928	1,150	0	900	900	(250)	-21.74%
110-1303-52090	TRAVEL MEETINGS MILEAGE	70	750	483	750	750	0	0.00%
110-1303-52100	TRAINING	50	1,200	75	1,200	1,200	0	0.00%
110-1303-52170	ADVERTISING	114	200	0	800	800	600	300.00%
110-1303-52180	PRINTING	445	490	0	1,000	1,000	510	104.08%
110-1303-53220	SUBSCRIPTIONS BOOKS	1,360	1,730	250	500	500	(1,230)	-71.10%
Total ASSESSOR		164,051	178,351	76,653	187,900	184,400	6,049	3.39%

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1304 BOARD OF ASSESSMENT APPEALS

PROGRAM DESCRIPTION

The Board of Assessment Appeals is charged with the duty of hearing appeals on assessments from aggrieved taxpayers, and reviewing and correcting valuations set by the Assessor.

The Board of Assessment Appeals is a Municipal Agency consisting of no fewer than two and not more than five members. All members are elected unless appointment is permitted by law. The one requirement is that the member must be a registered voter of the Town of Coventry.

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
ASSESSMENT APPEALS								
110-1304-52070	OTHER PROFESSIONAL SERVICES	3,032	500	0	500	500	0	0.00%
Total ASSESSMENT APPEALS		3,032	500	0	500	500	0	0.00%

1305 TREASURER

PROGRAM DESCRIPTION

The Treasurer (Director of Finance) is responsible for the receiving and recording of all revenue of the Town for operating and special funds. This office provides oversight for all cash management functions including recording and signing all disbursements, monthly financial reports prepared for the Town Manager, Town Council, and various State and Federal agencies. All idle funds are invested as available and cash accounts are balanced on a monthly basis.

PROGRAM COMMENTARY

Banking relationships are continually evaluated to incorporate changes in technology to streamline and improve the efficiency of the services offered to the Town of Coventry. The Town of Coventry was assigned an AA+ bond rating by Standard and Poor's Global Ratings.

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
TREASURER								
110-1305-51010	REGULAR FULL TIME	35,728	29,500	13,371	30,248	30,248	748	2.54%
Total TREASURER		35,728	29,500	13,371	30,248	30,248	748	2.54%

1306 INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

This activity reflects the consolidated expenses of the Town's information and computer efforts. It includes coordinating the wide area network, the in-house ADMINs alpha system and other software applications, Town's web page and Coventryvision (Channel 13).

PROGRAM COMMENTARY

The Town's computer needs are increasingly complex and we are continuing to expand and upgrade our systems within budget constraints. The computer systems goals include stronger disaster recovery and a move toward virtualization.

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
INFORMATION TECHNOLOGY								
110-1306-51040	TEMPORARY	162	1,100	0	1,100	1,100	0	0.00%
110-1306-52040	LICENSES/SUPPORT-DATA PROCESSING	238,282	215,000	178,266	238,750	238,750	23,750	11.05%
110-1306-52070	OTHER PROFESSIONAL SERVICES	102,415	96,445	38,088	99,820	99,820	3,375	3.50%
110-1306-52100	TRAINING	0	300	0	200	200	(100)	-33.33%
110-1306-52140	EQUIPMENT REPAIRS	1,096	2,000	2,248	2,500	2,500	500	25.00%
110-1306-53210	OTHER PURCHASED	227	1,000	51	1,000	1,000	0	0.00%
Total INFORMATION TECHNOLOGY		342,182	315,845	218,653	343,370	343,370	27,525	8.71%

PROGRAM DESCRIPTION

The purpose of the Land Use Department is to protect public health, safety, welfare and property values through the administration of Land Use Regulations. The department is responsible for reviewing development applications, provides support to all of the land use boards and commissions, provides expert information on all land use issues to the general public, and offers a clearinghouse of land use resource information.

PROGRAM COMMENTARY

The Land Use Department goals include: modernize the department to facilitate timely support for citizens and other stakeholders during permitting operations; continue transition to paperless permitting and file management; provide updated equipment and workstations to improve service to public and employee retention; seek out new grant funding mechanisms to facilitate projects consistent with the community's goals; continue to implement the goals of the Affordable Housing Plan and the Plan of Conservation and Development; continue to develop and implement open space and trail management plans including plans for the Hop River Trail/East Coast Greenway and the Nathan Hale Greenway; continue work with the State of CT DEEP and Coventry Lake Advisory and Monitoring Committee to address the hydrilla in Coventry Lake; continue to coordinate the treatment of the fanwort in Eagleville Lake with the Town of Mansfield; continue to manage the blight and zoning enforcement program and associated litigation; continue to seek implementation of SustainableCT guidelines; continue to support various town commissions and ad-hoc boards as appropriate including:

- Coventry Lake Advisory and Monitoring,
- Affordable and Senior Housing Committee,
- CT Countryside Steering Committee and subcommittees,
- Ad Hoc Farmers' Market Operating Committee,
- Hop River Trail Alliance, and
- Bolton Lakes Watershed Conservation Alliance.

Town of Coventry Staffing Chart by Department

Regular full-time and part-time positions

Planning and Development Department	FY2025-26	FY2026-27
Director of Planning and Development	1	1
Planning Division		
Environmental Planner/Wetlands Agent	1	1
Zoning Enforcement Officer/Planning Technician	1	1
Building/Landuse Administrative Assistant	1	1

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
PLANNING								
110-1401-51010	REGULAR FULL TIME	145,741	169,000	74,763	173,972	173,972	4,972	2.94%
110-1401-51020	PART TIME	4,991	4,000	3,829	19,680	10,680	6,680	167.00%
110-1401-51030	OVERTIME	47	650	425	650	650	0	0.00%
110-1401-51100	LONGEVITY	1,200	1,300	1,300	1,300	1,300	0	0.00%
110-1401-51110	DIFFERENTIAL	0	300	145	300	300	0	0.00%
110-1401-52080	PROFESSIONAL AFFILIATION	694	1,065	0	1,200	1,200	135	12.68%
110-1401-52100	TRAINING	1,388	3,000	770	3,510	3,510	510	17.00%
110-1401-52170	ADVERTISING	63	600	500	600	600	0	0.00%
110-1401-52250	GRANTS AND CONTRIBUTIONS	1,000	1,000	1,000	1,000	1,000	0	0.00%
110-1401-54020	OFFICE FURNITURE & EQUIPMENT	0	0	0	1,450	1,450	1,450	
110-1401-53220	SUBSCRIPTIONS BOOKS	0	0	0	150	150	150	
Total PLANNING		155,124	180,915	82,732	203,812	194,812	13,897	7.68%

1402 ZONING BOARD OF APPEALS

PROGRAM DESCRIPTION

The Zoning Board of Appeals is responsible for the review of variance applications and appeals of the decisions of the Zoning Enforcement Officer.

PROGRAM COMMENTARY

In addition to their normal duties, the Zoning Board of Appeals Commissioners will continue to work on meeting statutory training requirements and staying up-to-date on legislative changes affecting Zoning Boards of Appeals.

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
ZONING BOARD/APPEALS								
110-1402-51010	REGULAR FULL TIME	15,633	23,610	10,140	25,257	25,257	1,647	6.98%
110-1402-51090	OTHER	416	0	0	0	0	0	
110-1402-52080	PROFESSIONAL AFFILIATION	110	110	0	110	110	0	0.00%
110-1402-52100	TRAINING	138	300	0	300	300	0	0.00%
110-1402-53220	SUBSCRIPTIONS BOOKS	300	0	0	300	300	300	
Total ZONING BOARD/APPEALS		16,597	24,020	10,140	25,967	25,967	1,947	8.11%

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PROGRAM DESCRIPTION

The Conservation Commission is concerned with the use and conservation of natural resources in the community. The Conservation Commission conducts research, provides education, and coordinates with others as necessary for its purposes. It inventories natural resources and open spaces (public or private), prepares open space management plans, and makes recommendations to the other land use boards.

The Protected Spaces Stewardship Committee is a subcommittee of the Conservation Commission. The subcommittee's focus is to coordinate volunteers as stewards who implement improvements and provide management services for open space and conservation easements owned by the Town of Coventry.

The Coventry Lake Advisory and Monitoring Committee is a subcommittee of the Conservation Commission.

PROGRAM COMMENTARY

The Conservation Commission will continue to review development proposals, complete the management plan for the Rose Property/Williams Preserve; provide training on identifying old growth forests, and help plan improvement to Patriots Park Woods.

The Protected Spaces Stewardship Committee will continue to recruit volunteers and organize work parties to implement improvements to recreational open space including a stream crossing bridge at Williams/Rose Preserve, signage at Rolling Woods Trail, and a bog bridge at William Preserve.

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
CONSERVATION								
110-1403-52080	PROFESSIONAL AFFILIATION	60	60	60	60	60	0	0.00%
110-1403-52180	PRINTING	245	300	0	300	300	0	0.00%
110-1403-52250	GRANTS AND CONTRIBUTIONS	0	300	0	100	100	(200)	-66.67%
110-1403-53170	GROUND SUPPLIES	1,473	1,500	186	8,200	1,500	0	0.00%
110-1403-53210	OTHER PURCHASED	102	1,000	58	1,000	1,000	0	0.00%
110-1403-53300	PUBLIC RELATIONS	0	100	0	100	100	0	0.00%
Total CONSERVATION		1,880	3,260	304	9,760	3,060	(200)	-6.13%

1404 ECONOMIC DEVELOPMENT

PROGRAM DESCRIPTION

The Economic Development Commission is responsible for promoting business development to strengthen the community, provide services and employment, and improve the quality of life in the Town of Coventry. The Economic Development Commission reviews all major economic development proposals and supports businesses through a variety of programs.

PROGRAM COMMENTARY

The Commission strives to: support the business community by providing resources and assistance to meet their ongoing needs; support the retention of existing businesses and attract suitable businesses; organize and conduct events that support and/or highlight the business community, including educational opportunities; foster communication with the business community by conducting visitations with EDC members or at regular meetings; distribute business appreciation certificates to new businesses and ones that have completed projects, continue to support the goals of the Plan of Conservation and Development; support the continued operation and management of the Coventry Farmers' Market; continue to facilitate the ongoing work with the CT's Countryside - 4 Town initiatives identified in the Regional Economic Vitality Action Plan; continue collaborative efforts with the Town of Bolton to focus on development of the Gateway area on RTE 44; continue to support the Coventry Village Partners and be involved with the CT Main Street Center program; continue to support the efforts of the Coventry Arts Guild and the execution of the Strategic Arts Plan for the community.

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
ECONOMIC DEVELOPMENT								
110-1404-51010	REGULAR FULL TIME	11,753	12,700	5,489	12,885	12,885	185	1.46%
110-1404-52080	PROFESSIONAL AFFILIATION	450	2,031	0	1,450	1,450	(581)	-28.61%
110-1404-52090	TRAVEL MEETINGS MILEAGE	225	390	0	390	390	0	0.00%
110-1404-52100	TRAINING	0	300	0	300	300	0	0.00%
110-1404-52130	SERVICE CONTRACTS	4,110	2,500	7,500	3,600	3,600	1,100	44.00%
110-1404-52180	PRINTING	264	300	0	300	300	0	0.00%
110-1404-53300	PUBLIC RELATIONS	208	500	12	4,000	2,000	1,500	300.00%
Total ECONOMIC DEVELOPMENT		17,010	18,721	13,001	22,925	20,925	2,204	11.77%

1406 INLAND WETLANDS AGENCY

PROGRAM DESCRIPTION

The Inland Wetlands Agency reviews all activities that could potentially impact the Town's wetland and watercourse areas. The IWA reviews enforcement activities directed by the Wetlands Agent. The IWA reviews and updates its own regulations consistent with State's model wetlands regulations. The IWA is responsible for the administration of the aquifer protection regulations.

PROGRAM COMMENTARY

In addition to their regular duties, the Agency will continue to participate in training opportunities to properly administer the Town's Inland Wetlands and Watercourses Regulations to protect these significant natural resources.

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
INLAND WETLANDS								
110-1406-51010	REGULAR FULL TIME	115,186	110,430	56,193	120,212	120,212	9,782	8.86%
110-1406-51090	OTHER	116	0	0	0	0	0	
110-1406-52080	PROFESSIONAL AFFILIATION	60	60	60	60	60	0	0.00%
110-1406-52090	TRAVEL MEETINGS MILEAGE	0	0	0	0	0	0	
110-1406-52100	TRAINING	230	300	240	300	300	0	0.00%
110-1406-53220	SUBSCRIPTIONS BOOKS	178	0	0	300	300	300	
Total INLAND WETLANDS		115,770	110,790	56,493	120,872	120,872	10,082	9.10%

1407 PLANNING AND ZONING COMMISSION

PROGRAM DESCRIPTION

The Planning and Zoning Commission is to protect public health, safety, welfare and property values through the preparation and administration of the Zoning and Subdivision Regulations and the Plan of Conservation and Development. The Commission is responsible for reviewing development proposals including subdivisions, special permits, site plans, regulatory changes, etc.). The Commission reviews and updates the zoning regulations, subdivision regulations, Plan of Conservation and Development, and zoning map.

PROGRAM COMMENTARY

Goals for the Commission for the upcoming fiscal year include: continue to support the applicants, developers and designers by providing responsive and timely services during the time of the pandemic; apply the recommendations that are included in the recently adopted update to the Plan of Conservation and Development; process land use applications in a responsible and timely manner in order to facilitate compliance with the Subdivision Regulations, Zoning Regulations and Plan of Conservation and Development; continue ongoing efforts to streamline and create more efficiency in the zoning regulations based upon the community's needs as well as needs of the industry or statutory changes; explore revisions to the Zoning Regulations to better enable attainable/workforce style housing.

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
P&Z COMMISSION								
110-1407-52100	TRAINING	35	100	0	300	300	200	200.00%
110-1407-52170	ADVERTISING	0	400	375	400	400	0	0.00%
110-1407-53220	SUBSCRIPTIONS BOOKS	175	0	0	300	300	300	
Total P&Z COMMISSION		210	500	375	1,000	1,000	500	100.00%

1501 LEGAL COUNSEL

PROGRAM DESCRIPTION

The Town Attorney, appointed by the Town Manager, is the local legal advisor of all Town Officials, Boards, Commissions and Agencies. The Town Attorney represents the Town on suits, litigation and hearings, and prepares ordinances, contracts, deeds and all legal instruments. The Town Attorney is not a municipal employee, and is paid on a retainer basis. The Town also utilizes a specialized labor counsel for personnel and labor relations matters.

PROGRAM COMMENTARY

Labor attorney fees are estimated based on labor issues related to Union negotiations.

Efforts have been taken to limit the use of the attorney to essential questions.

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
LEGAL COUNSEL								
110-1501-52030	LEGAL	99,480	84,000	45,155	88,200	88,200	4,200	5.00%
Total LEGAL COUNSEL		99,480	84,000	45,155	88,200	88,200	4,200	5.00%

1502 PROBATE COURT

PROGRAM DESCRIPTION

The Coventry Probate Court was constituted June 18, 1847 from Hebron. January 1, 1999 the court merged into the Mansfield Probate Court. Effective January 1, 2011, the Mansfield Court merged with the Tolland/Willington Court to serve four towns.

Probate Courts have jurisdiction over the administration of decedents' estates, the supervision of guardians of minor children and retarded adults, the appointment and supervision of conservators for persons who are not capable of handling their own affairs, the commitment of the mentally ill, the adoptions of children, adults' name changes, and passport applications.

PROGRAM COMMENTARY

The merger of the Mansfield and Tolland courts into one consolidated court handling probate matters for Coventry, Mansfield, Tolland and Willington occurred on January 1, 2011. The court is located in Tolland Town Hall and expenses are split between the four towns.

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
PROBATE COURT								
110-1502-52250	GRANTS AND CONTRIBUTIONS	9,978	9,930	11,923	10,230	10,230	300	3.02%
Total PROBATE COURT		9,978	9,930	11,923	10,230	10,230	300	3.02%

1601 RECORDING/LICENSING (TOWN CLERK)

PROGRAM DESCRIPTION

The mission of the Town Clerk's office is to serve as the center for public records and information. The history of Coventry is preserved here, and new pages are added every day. Connecticut General Statutes determines our duties and responsibilities. The staff's goal is to provide complete and accurate data and courteous and knowledgeable service in the most efficient manner. The Town Clerk's office is responsible for filing and maintaining a vast array of records, including, but not limited to: land records and maps; vital statistics certificates; burial records; voter registration records; and minutes of all boards and commissions. Dog, marriage, sports licenses and permits are issued here. We assist in the administration of elections, issue absentee ballots, election returns, reports and records retention. Trade name certificates, liquor permits, Notary Public appointments and veteran's discharges are processed here. Also, we manage our department website. Our office is the center from which other town departments receive the data necessary to perform their duties. The Town Clerk's Office acts as an agent for the State of Connecticut to collect fees, which are not revenue for the Town.

PROGRAM COMMENTARY

The Town Clerk's comprehensive records management system IQS went into service in October 2011 and provides the higher level of service the public demands. The Town Clerk's databases manage land records and maps, trade names, absentee ballots, military discharges, Justices of the Peace, Notaries, Vitals and Dog Licensing. Land record indexes 1712 to the present are available through internet access with images back to October 1938. The land record indexes may be searched for free, and copies of documents and maps may be downloaded for a fee. Our office also E-records documents.

Town of Coventry Staffing Chart by Department

Regular full-time and part-time positions

Office of the Town Clerk	FY2025-26	FY2026-27
Town Clerk	1	1
Assistant Town Clerk	1	1
Assistant Town Clerk I (PT) (19 hrs)	1	1

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
RECORDING/LICENSING								
110-1601-51010	REGULAR FULL TIME	147,993	159,340	71,919	167,707	167,707	8,367	5.25%
110-1601-51020	PART TIME	21,606	22,250	10,162	23,415	23,415	1,165	5.24%
110-1601-51030	OVERTIME	5	0	16	0	0	0	
110-1601-51100	LONGEVITY	2,500	2,500	2,600	2,500	2,500	0	0.00%
110-1601-52040	LICENSES/SUPPORT-DATA PROCESSING	0	900	0	900	900	0	0.00%
110-1601-52060	INDEXING RECORDING	19,162	23,585	5,252	23,925	23,925	340	1.44%
110-1601-52070	OTHER PROFESSIONAL SERVICES	230	285	0	285	285	0	0.00%
110-1601-52080	PROFESSIONAL AFFILIATION	535	520	0	520	520	0	0.00%
110-1601-52090	TRAVEL MEETINGS MILEAGE	875	895	203	650	650	(245)	-27.37%
110-1601-52100	TRAINING	1,600	1,600	1,095	2,300	1,900	300	18.75%
110-1601-52170	ADVERTISING	0	450	0	450	450	0	0.00%
110-1601-53020	OFFICE EQUIPMENT	95	100	58	100	100	0	0.00%
Total RECORDING/LICENSING		194,601	212,425	91,305	222,752	222,352	9,927	4.67%

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1701 ELECTIONS

PROGRAM DESCRIPTION

It is the responsibility of the registrars to conduct admission enrollment sessions, election primaries and referenda, check voters at Town meetings, maintain the voting records of electors, administer the oath to the poll workers, and to canvass voters in each district once a year. All activities of the registrars are in compliance with State Statutes.

Coventry has two main voting districts. Two registrars, one from each of the two major political parties, serve the Town. Registrars are elected for a term of four years; if one is not able to complete the term, the Deputy Registrar becomes the Registrar.

PROGRAM COMMENTARY

The change from the lever machine to the optical scanning technology and IVS system increases the cost to run an election or primary dramatically. The optical scan system requires special ballots printed each time, memory cards programmed and replaced periodically, back up batteries, and yearly maintenance of the equipment. The IVS system, a requirement of HAVA, requires a separate secure phone/fax line that enables disabled voters to cast a ballot. These requirements all incur increased cost to each election and primary.

Town of Coventry Staffing Chart by Department

Regular full-time and part-time positions

Office of the Registrar of Voters	FY2025-26	FY2026-27
Registrar (PT) elected (hrs vary)	2	2
Assistant Registrar (PT) appointed (hrs vary)	2	2

*Multiple poll workers during elections

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
ELECTIONS								
110-1701-51020	PART TIME	45,658	76,000	24,538	82,000	82,000	6,000	7.89%
110-1701-51030	OVERTIME	6,370	0	1,792	0	0	0	
110-1701-52015	EARLY VOTING	0	0	382	0	0	0	
110-1701-52070	OTHER PROFESSIONAL SERVICES	17,728	24,640	9,858	43,970	33,970	9,330	37.87%
110-1701-52080	PROFESSIONAL AFFILIATION	30	220	30	220	220	0	0.00%
110-1701-52090	TRAVEL MEETINGS MILEAGE	119	600	0	500	500	(100)	-16.67%
110-1701-52100	TRAINING	1,810	2,060	0	2,360	2,360	300	14.56%
110-1701-52110	POSTAGE	657	0	0	600	600	600	
110-1701-52140	EQUIPMENT REPAIRS	4,851	3,000	0	3,000	3,000	0	0.00%
110-1701-52170	ADVERTISING	928	2,000	3,003	2,000	2,000	0	0.00%
110-1701-52180	PRINTING	7,783	5,100	104	7,390	7,390	2,290	44.90%
110-1701-52270	OTHER SERVICES	1,625	5,665	955	5,665	5,665	0	0.00%
110-1701-53010	OFFICE SUPPLIES	3,595	3,440	546	1,840	1,840	(1,600)	-46.51%
Total ELECTIONS		91,154	122,725	41,208	149,545	139,545	16,820	13.71%

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1801 TOWN OFFICE BUILDING

PROGRAM DESCRIPTION

This activity represents the cost of providing office space and services for general government functions. Included are telephone and other utility costs, as well as cleaning and maintenance costs for the Town Hall Complex located at 1712 Main Street. Also included are service contracts for the boilers and air-conditioning system.

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
TOWN OFFICE BLDG.								
110-1801-51010	REGULAR FULL TIME	0	0	202	0	0	0	
110-1801-51030	OVERTIME	0	0	126	0	0	0	
110-1801-51043	CLEANING & MAINTENANCE	18,463	17,030	7,528	18,177	18,177	1,147	6.74%
110-1801-52070	OTHER PROFESSIONAL SERVICES	1,000	1,000	0	1,000	1,000	0	0.00%
110-1801-52130	SERVICE CONTRACTS	9,398	7,500	3,288	7,500	7,500	0	0.00%
110-1801-52140	EQUIPMENT REPAIRS	1,398	1,500	0	1,500	1,500	0	0.00%
110-1801-52160	BUILDING REPAIRS/MAINTENANCE	14,696	12,000	7,598	12,000	12,000	0	0.00%
110-1801-53080	PAPER GOODS	0	1,000	0	1,000	1,000	0	0.00%
110-1801-53150	BUILDING SUPPLIES	813	1,500	0	1,500	1,500	0	0.00%
110-1801-54020	OFFICE FURNITURE & EQUIPMENT	1,151	750	2,724	750	750	0	0.00%
110-1801-55010	TELEPHONE	12,113	13,300	5,482	13,300	13,300	0	0.00%
110-1801-55020	ELECTRIC	27,678	34,660	5,031	34,660	30,660	(4,000)	-11.54%
110-1801-55030	HEATING FUEL	12,864	13,950	2,869	13,950	12,950	(1,000)	-7.17%
110-1801-55050	SEWER	900	950	950	950	950	0	0.00%
Total TOWN OFFICE BLDG.		100,474	105,140	35,798	106,287	101,287	(3,853)	-3.66%

1802 CENTRAL SUPPLY

PROGRAM DESCRIPTION

Central Supply purchases commonly used office supplies and shared resources such as office equipment.

PROGRAM COMMENTARY

Supply costs have been kept flat. We are purchasing a large portion of our supplies through the State contracts rather than directly through individual vendors in order to keep costs down.

Town of Coventry
Town Manager's Proposed Budget
FY 2026/27

Account ID	Description	FY25 Actual	FY26 Adopted	FY26 Actual	Dept Head	Town Manager	\$ Incr/(Decr)	% Incr/(Decr)
CENTRAL SERS./SUPPLY								
110-1802-52110	POSTAGE	33,543	26,500	11,142	28,000	26,750	250	0.94%
110-1802-52130	SERVICE CONTRACTS	0	450	400	450	450	0	0.00%
110-1802-52180	PRINTING	982	1,750	660	1,500	1,500	(250)	-14.29%
110-1802-52190	COPIERS	12,417	17,000	8,290	17,510	17,510	510	3.00%
110-1802-53010	OFFICE SUPPLIES	4,271	4,000	711	4,000	4,000	0	0.00%
110-1802-53080	PAPER GOODS	3,134	3,300	68	3,300	3,300	0	0.00%
110-1802-53100	AUTO PARTS	2,000	3,000	810	3,000	3,000	0	0.00%
110-1802-53240	TIRES	298	300	0	600	300	0	0.00%
Total CENTRAL SERS./SUPPLY		56,645	56,300	22,081	58,360	56,810	510	0.91%