

Annual Report



Town of Coventry Connecticut

Fiscal Year
July 1, 2020 –
June 30, 2021

Office of the Town Manager
1712 Main Street
Coventry, CT 06238
860-742-6324
www.coventryct.org

*Front cover: An aerial view of the Hop
River Bridge. Photo by Konrad Mroczek.*



TOWN OF COVENTRY ANNUAL REPORT FY 2020 – 2021

Above right: A dedication ceremony was held in June 2021 to mark the completion of the assembly area in front of Town Hall, funded by a LOCIP grant. Memorial benches at the site are dedicated in memory of former Town Council Member Thomas Pope, and Coventry's last surviving member of American Post Legion 52, John "Jack" Lacek. Photo by Jonathan Hand.



Above: Human Services Department staff members organized several drive-through food distribution pick-up events to assist residents who were having difficulties making ends meet as a result of the COVID-19 pandemic. L-R: Sneha L’Heureux, Annemarie Sundgren, Dianna Grindle. Photo by Laura Stone.

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TOWN MANAGER

Right: The Town crest. The motto, Altiora in votis, in Latin, translates as “I pray for the higher things.”

Town Manager

Each year we pause to reflect on the activities and accomplishments of the last fiscal year. It is a time to reflect and create a history of the Town of Coventry. The fiscal year of July 1, 2020 to June 30, 2021 will be notable due to the great progress in spite of being in a COVID-19 pandemic. The Town refused to stop progress and pivoted to address community COVID needs, new grants programs, reinventing operations while still moving projects forward. I am proud of our staff for addressing work with compassion and innovation.

We addressed many of the Town Council's goals. These included:

- Merging North Coventry Volunteer Fire and Coventry Volunteer Fire Departments into the Town of Coventry Fire Department from a one-year interim basis to a full department, effective July 1, 2021.
- The largest project of the recent road bond, reconstruction of the Northfields subdivision roads, was completed.
- A scaled-back Library project was approved at referendum and design work started for winter bid and 2022 completion.
- Reconstituted the Human Rights Commission to be more active, and started a Community Conversations initiative on race and updated Affirmative Action Plan and personnel rules.
- Completed a senior housing study through a community conversation.

Major projects and grants included:

- Received a \$1.5 million grant to start major renovations of Orchard Hills senior housing.
- Designing and bidding out the LOTCIP grant-funded realignment of Swamp Road/Rt. 44/Rt. 31 intersection, scheduled for completion in 2022.
- Forestry management of land acquired from State for the proposed Rt. 6 Expressway.
- Reconstruction the parking lot at Coventry Grammar School.
- Designing and starting reinforcing of certain walls at Coventry High School to meet wind code.
- Designing roof replacements for Coventry High and sections of G.H. Robertson School.
- Installing a solar-powered crosswalk at the intersection of Main and Ripley Hill for high school/middle school students.
- Completion of nine holes of disc golf at Creaser Park.
- Completing first phase of turf irrigation at Miller Richardson Field.
- Completing girls' softball field study with agreement to construct one new field at existing transfer station location at Miller Richardson.
- Starting design and permitting for new transfer station at Public Works, on land acquired in resolution of a blight complaint.
- Designing a STEAP grant-funded methane venting project at the closed landfill to improve football field turf and adding an adult recreational softball field.
- Start preliminary design work for several LOTCIP grants including:
 - South Street reconstruction/sidewalks in vicinity of Nathan Hale Homestead
 - South Street reconstruction at intersection of Swamp and curves heading toward Rt. 6
 - Getting Daly Road reclassified to be eligible for LOTCIP funding

- Continuing efforts to design and fund the proposed microgrid project including Town/School/Housing Authority buildings from Ripley Hill Road to the police station.
- Extending fiber to Public Works to connect to the Town network.
- Bidding and start of construction of Folly Lane Bridge
- Got authorization to tie into Bolton sewer system to allow economic development at the Town line with Bolton.
- Pushed for additional State law modifications to continue crumbling concrete foundation work

In COVID efforts we shifted from a reactive phase to a proactive phase hosting six drive-by food drops and promoting vaccination and testing information. Town policies were adjusted to keep the workforce safe. Remote meeting issues were fine-tuned and seen to be a new normal.

A great deal was accomplished as we reinvented government to a new COVID normal.

John A. Elsesser
Town Manager



TOWN OFFICIALS

***Above right:** Town Council member Jonathan Hand pauses to take a selfie with his daughters at the 2021 Memorial Day Parade, photobombed by Wongy, the Coventry Parks and Recreation Department lake monster mascot. The brand-new Wongy costume, worn by Recreation Intern Yasmin Forte, was a definite highlight in its debut appearance. Also pictured: Town Council Chairwoman Joan Lewis, who marched in the parade along with Jonathan and other members of the Coventry Town Council.*

OFFICERS, BOARDS, COMMISSIONS

As of June 30, 2021

ELECTED

TOWN COUNCIL

Julie Blanchard
Lisa Conant
Jonathan Hand
Matthew O'Brien, Jr.
Matthew O'Brien, Sr.
Lisa Thomas
Richard Williams

BOARD OF EDUCATION

Jennifer E. Beausoleil
Mary S. Kortmann
Eugene T. Marchand
William M. Oros, Sr.
Michael Sobol
Christina Williams
Robert Williams

BOARD ASSESSMENT APPEALS

Ronald Dextrateur
Joan Lewis
Mary Jo Lewis
Joan M. Oros
Jill Wood Reviczky

ZONING BOARD OF APPEALS

Elizabeth Bauer
Monica Debowska
Frank Infante
Courtney Rossignol
Claire Twerdy

ZBA ALTERNATES

Thomas Boudreau
Michael Gerrity
Valdis Vinkels

REGISTRAR OF VOTERS

Marjorie L. Roach
John Roberts

JUDGE OF PROBATE

Barbara Gardner-Riordan

JUSTICE OF THE PEACE

Carolyn Arabolos
Joyce Bonney
Marie Gallo-Hall
David Gilmore
Dorothy M. Grady
Frank Infante
M. Kathleen Krider
Patricia Naegeli
Joan M. Oros
Barbara Pare
Darby Pollansky
Jill Wood Reviczky
Sondra A. Stave

APPOINTED

TOWN MANAGER

John A. Elsesser

TOWN ATTORNEY

Duncan Forsyth

SUPERINTENDENT OF SCHOOLS

David Petrone

AUDITOR

Blum Shapiro

FINANCE DIRECTOR/TREASURER

Amanda Backhaus

CHIEF OF POLICE

Mark A. Palmer

DIRECTOR OF HEALTH

Robert Miller

TOWN CLERK/REGISTRAR

VITAL STATISTICS
Lori Tollmann

TAX COLLECTOR

Linda L. Greenbacker

ASSESSOR

Michael D'Amicol

HUMAN SERVICES

ADMINISTRATOR
Annemarie Sundgren

YOUTH SERVICES

ADMINISTRATOR
Sneha L'Heureux

SENIOR CENTER COORDINATOR

Brenda Bennett

BUILDING OFFICIAL

Joseph Callahan

SANITARIAN

Glenn Baqdoian

PUBLIC WORKS DIRECTOR

William Watkins

PLANNING & DEVELOPMENT

DIRECTOR
Eric M. Trott

ZONING AGENT

Alexa Gorlick

TOWN ENGINEER

Todd Penney

INLAND WETLANDS AGENT

Melinda Gosselin

RECREATION DIRECTOR

Wendy L. Rubin

CANINE CONTROL

John H. Chipman, III

EMERGENCY MANAGEMENT

James McLoughlin

MUNICIPAL AGENT ELDERLY

Annemarie Sundgren

FIRE MARSHAL

Bud Meyers

TREE WARDEN

Mark Owens

TRAFFIC AUTHORITY

John Elsesser
William Watkins
Mark Palmer

BLDG CODE BD APPEALS

Harvey Barrette
Brian W. Canny
Kathy Fournier
John Willnauer
1 vacancy

CEMETERY COMMISSION

Kevin Arpin
Roger "Michael" Chapman
John Marvin
Mark Messier
Anne Claudine Vieten

CONSERVATION COMMISSION

Charles Brown
Brian D. Coss
Arthur Hall, Jr.
Leroy Lowe, Jr.
Paul C. Manzone
Vincent E. Messino
Robert R. Proctor

ECONOMIC DEVELOPMENT COMM.

Barbara Barry
Kristen Bilotta
Samuel Belsito
Richard Conti
Carolyn Gerrity
William J. Jobbagy
Andrew Ladyga
Timothy Liptrap
Sondra A. Stave

HOUSING AUTHORITY

Jeffrey S. Arn
Marilyn E. Barrette
Albert E. Bradley
Harlene Fairbanks
Lorraine Lynch
Susan Noyes

HUD HOUSING REHAB/ FAIR HOUSING COMM

Albert Bradley
Dorothy Grady
Marjorie L. Roach
2 vacancies

PARKS & RECREATION COMMISSION

Beverly Carlson
Marie Gallo-Hall
Bob Martin
Jillian Miner
Jennifer Rodgers

PARKS/RECREATION ALT.

Matthew Kyer
Ashlee Pascarelli

COVENTRYVISION COMMITTEE

Francis Lombard
Konrad Mroczek
Laura Stone
2 vacancies

PENSION & RETIREMENT

Benedict D. Emanuele
Paul E. Jatkowski
Robert Murzyn
David C. Powers
Cara Revett

PLANNING & ZONING COMMISSION
Steven Hall
William Jobbagy
Stephen (Ed) Marek
Christine Pattee
Darby L. Pollansky
Carol Polsky

P&Z ALTERNATES
Arianna Mouradjian
Carol Polsky
1 vacancy

INLAND WETLANDS AGENCY
Martin Briggs
Suzanne Choate
Patricia Laramee
Lori J. Mathieu
Thomas P. Woolf

INLAND WETLANDS ALTERNATES
Michael Powers
1 vacancy

WATER POLLUTION CONTROL AUTHORITY
Richard W. Brand
Susan E. Jamaitis
Daniel R. Murphy
Matthew J. Twerdy
1 vacancy

HUMAN RIGHTS COMMISSION
Albert E. Bradley
Carol Kent
Brenna Marquis
Marjorie L. Roach
1 vacancy

AD-HOC FIRE TRANSITION STUDY COMMITTEE:
Chuck Beecher
Kenneth Boutin
Craig Malan
Bud Meyers
James McLoughlin
Stephen Pacholski
Joshua Ziel

VETERANS MEMORIAL COMMISSION
Peter DePaola
William Glenney
Leroy A. Lowe, Jr.
Rick Nowisch
3 vacancies

ENERGY CONSERVATION /ALTERNATIVE ENERGY
Cameron Croutch
Wayne Daignault
Caroline Davis
Kristine Dennis
Jennifer Lynn Reilly

ENERGY CONSERVATION /ALTERNATIVE ENERGY ALTERNATE
William Glenney

LIBRARY IMPROVEMENT & RENOVATION COMMITTEE
Timothy Ackert
William Bonney
Dudley Brand
Joseph Jankowski
James Parda
John Twerdy
M. Deb Walsh

AD-HOC PROTECTED SPACES STEWARDSHIP
Vernon Beausoleil
Eric Thomas
3 vacancies

HEALTH DISTRICT
John A. Elsesser
M. Deborah Walsh

MUNICIPAL HISTORIAN
John Holmy

CT WATER CO. ADVISORY
Albert Landry, Jr.

CAPITOL REGION COUNCIL OF GOVERNMENTS
Stephen (Ed) Marek

WINDHAM REGIONAL TRANSIT
Marjorie Roach

REGIONAL MENTAL HEALTH
Christine J. Brunell

EASTERN REGION MENTAL HEALTH
Linda Comeau

AD-HOC LAKE COVENTRY LAKE ADVISORY & MONITORING COMMITTEE
Suzanne Choate
Laurie Felix
Scott Gallo
Carly Imhoff
Deborah B. Zeppa
2 vacancies

AD-HOC FARMERS' MARKET OPERATING COMMITTEE
Amanda Backhaus
Barbara Barry
Anne Marie Charland
Janine Coughlin
Jean Nelson
Michelle Pesce
Katrina Weaver

FLOOD & EROSION CONTROL BOARD
Julie Blanchard
Lisa Conant
Jonathan Hand
Matthew O'Brien, Jr.
Matthew O'Brien, Sr.
Lisa Thomas
Richard Williams

CHS WALLS CODE COMPLIANCE COMMITTEE
Nathan Carter
Edward Cofrancesco
Jonathan Hand
Eugene Marchand
1vacancy

SCHOOL ENERGY/BUILDING EFFICIENCY COMMITTEE
Joshua Gemmill
Mary Kortmann
Thomas Kolodziej
Joseph Malon
Jennifer Reilly

SCHOOL READINESS COUNCIL
Joan Lewis

COVENTRY SOFTBALL FIELD STUDY COMMITTEE
Michael Blouin
Jennifer Rodgers
Matthew Harrington
Bonnie Edmondson
Ashley Gagnon
Matthew Hunt

AD-HOC SENIOR HOUSING ALTERNATIVES STUDY COMMITTEE
Richard Brand
Aline Hoffman
Christine Pattee
Sondra A. Stave
John Twerdy
Valdis Vinkels
Roberta Willmot

EASTERN REGION TOURISM DISTRICT
Michael Sobol

LOCAL EMERGENCY COORDINATING COMMITTEE
John Alosky, NCVFD
Julie Blanchard, Council
Ken Boutin, CVFA
Michael Dombkowski, CVFA
John Elsesser, Tn. Mgr.
Bud Meyers, NCVFD Mark
Matthew O'Brien, Jr., Council
Mark Palmer, Police Chief
Bill Trudelle, CPS
James McLoughlin, Emergency Management
William Watkins, Pub. Works



ADMINISTRATION

Above: Light rainfall did not deter attendees from marking Arbor Day on April 21, 2021, with the planting of several flowering plum trees at the Veterans Memorial Green. The beautiful trees were planted in memory of the late Charles “Chuck” Conkling, Jr, Coventry’s former Coventry Tree Warden and Public Works employee. The trees should provide enjoyment to visitors of the Memorial Green for generations to come. Photo by John Elsesser.

Town Clerk

The General Statutes of the State of Connecticut determine the duties and responsibilities of the Town Clerk. The Clerk's office serves as the center for public records and information from which most other departments receive the data necessary to perform their specific duties. The Clerk's office is responsible for filing vital statistics, minutes and agendas of all boards and commissions, issuing dog and sports licenses, recording, maintaining and security filming all land records, vitals, maps and other various permanent records. The office is also responsible for the registration of Trade Name Certificates, Liquor Permits, Notary Public appointments, Foreclosed Property registrations and Veteran's Discharges. The Clerk's office facilitates the administration of elections.

Lori Tollmann, CMC, MCTC

Town Clerk

Brooke R. Manning, CCTC

Assistant Town Clerk

VITAL STATISTICS:

Vital Statistic records are a major responsibility of the Town Clerk's Office. We receive, issue and maintain these records in our Office. They are tracked by calendar year, not fiscal year.

Coventry Vital Statistics 2020

Births of residents occurring in other towns	85
Births in Town	0
Marriage Licenses issued in Coventry	42
Marriage Licenses of residents issued by other towns	26
Deaths occurring in Coventry	34
Deaths of Coventry residents occurring in other town	59
Fetal Deaths	0
Burial Permits/Cremation Permits	40

All Vital Certificates issued in our office have to be certified copies. The Town Clerk's Office issued 452 Certified Copies in 2020-2021. Vitals fee is \$20.

Marriage Licenses: Marriage licenses are applied for only in the town in which the ceremony is to be performed. Information and a worksheet are available for download from the Town Clerk's webpage www.coventryct.org. Marriage license fee as of July 1, 2018 increased to \$50.



VETERAN'S DISCHARGES:

Must be on file by September 30th to entitle the eligible veteran to an exemption on taxes due the following July. The veteran must present the original discharge (DD-214) or certified copy.



Discharges Filed FY 2020-2021: 16

LIQUOR PERMITS FY 2020-2021:

The Permittee must present to the Town Clerk's Office where the business is located their current permit from the State of Connecticut. The permit is receipted, signed, sealed and copied for filing. The fee for filing increased July 1, 2018 to \$20.00 (PA-18-136).

Liquor Permits Filed: 8



RABIES CLINIC:



Our annual Rabies Clinic was cancelled for a second year due to the COVID-19 pandemic. We hope to continue with this service in 2022.

DOG LICENSES:

June is dog licensing month in the State of Connecticut, but dog licenses are sold throughout the year in the Town Clerk's office. All dogs who are six months or older must be licensed. The owner should bring written proof of the dog's rabies vaccination expiration date, and written proof of the dog's spaying or neutering, if applicable, to the Town Clerk's office so that the license can be issued. The base (June) price to license a spayed or neutered dog is \$8; the base price for a non-spayed or non-neutered dog is \$19. There is a \$1 per month late penalty beginning in July. We prepared and mailed 1,000 license renewal notices to all dog owners of record this year.



Dog Licenses issued FY 200-21: 1,297 dog licenses, 2 Service dog and 12 Kennels

To encourage timely licensing in June, our office had a contest to receive the #1 Dog Tag. Dog owners who sent in their renewals before June 1st had a chance for their name to be picked to receive the #1 Tag, and a free dog license for the year. The 2020 tag belonged to **Kemba** who belongs Jeff Beausoleil.

FISH & GAME LICENSES & PERMITS:

Valid for the calendar year, licenses, and most permits, may be purchased anytime during the year. Each new calendar year licenses become available for sale the preceding December.

Licenses & Permits Issued FY 2020: 294 Licenses & permits

ELECTIONS AND PRIMARIES:



The Town Clerk's duties include assisting the Registrar of Voters in administering elections and primaries. The clerk is required to publish notice of party endorsements and warning of the primary and elections. The clerk determines the maximum number of members of any political party who may be elected to a board. Our office files Legal Notices in the newspaper; files the list of offices to be filled, list of candidates, list of elected officials, vacancy in office and an accounting of absentee ballot forms with the Secretary of the State. The clerk prepares the layout, and arranges for the printing of sample ballots, posters, official and absentee ballots. The Clerk's office issues all absentee ballots, (regular, blank 90 day and 45 day, emergency and overseas) has absolute charge of absentee ballot applications and is responsible to deliver absentee ballots to the Registrars of Voters on Election Day to be counted by sworn absentee ballot counters. This office registers voters in the absence of the Registrar of Voters. The Town Clerk receives and maintains election returns, official check lists and depository envelopes containing executed absentee ballots.



PRESIDENTIAL ELECTION 2020:

Presidential Election: The Presidential Election was held on November 3, 2020. Town wide voter turnout was 84.54%. Of the 9,282 registered voters in Coventry, 7,847 voted at the polls and 2,673 absentee ballots were cast, along with 90 Election Day Registration (EDR). The Town Clerk certified the election results to the State of Connecticut, Secretary of the State's Office on November 5, 2020.



Public Act 12-57, "An Act Concerning Permanent Absentee Ballot Status" for the permanently disabled became effective. Any elector who is permanently physically disabled and who files an application for an absentee ballot along with a certification from a primary care provider is eligible for permanent absentee ballot status. We posted information and instructions on the Town of Coventry website at www.coventryct.org. Currently 10 voters are taking advantage of this service.

FISCAL YEAR 2021-2022 BUDGET:

The budget preparation process begins in late November. Gathering, computing, evaluating and organizing the information necessary to make an appropriate request is extremely involved and time consuming. Considerable time and energy is put forth to compile accurate data which reflects this office's needs in order to provide the many services for which we are statutorily charged. Every effort is made to deliver a responsible budget request. The Town Clerk's departmental request was submitted January 2021.

HISTORIC DOCUMENT PRESERVATION GRANT FY20/21:

Historic Document Preservation Grant FY20/21: This grant was used to purchase two locking storage cabinets for our vault. These cabinets were purchased to house election materials and vital records. We will be applying for the 2021

Boards and Commissions:



Schedule of Meetings Annual Notice: This notice is sent out to over 30 active committees, boards and commissions, and respective town staff liaisons at the beginning of October, 2020. The packet contains information on the mandatory filing of each committee's schedule of meeting dates for the upcoming calendar year. Review of the Connecticut General Statutes pertaining to the public meetings and available meeting room locations were included in the packet as well.

Boards & Commissions Directory: The Town of Coventry is an active town with elected and volunteer Boards & Commissions that hold regular meetings each month. It's the duty of the Town Clerk's Office to maintain the boards & commissions Directory so as to present up-to-date information to the Town Council Steering Committee. Many hours of staff time are required to keep the information current so that the essential business of the town may be conducted. The Town Council Steering Committee makes recommendations to the full Council from the requests that they receive from the registered voters of Coventry who wish to serve on a town board or commission. When a new member is appointed to a Board or Commission our office will

send a letter to notify them that they were appointed along with the Town of Coventry's "Code of Ethics". We also notify the chairman of that committee of their new member. Directory is then updated.

When term dates of current members are due to expire, we send a form to be completed and returned to the Town Clerk requesting that he or she indicate their interest in reappointment. The Statement of Interest form is then forwarded to the Town Council Steering Committee for them to be recommended for reappointment. If the member is not interested in reappointment we open that space to a vacancy to search for a new member. Our office keeps an up to date listing of vacancies on our webpage.

All Agendas & Minutes are posted in the Town Clerk's Office. We post agendas for 11 active Boards & Commissions. Other remaining Boards & Commissions have affiliations with town Departments. These departments post their respective boards on the website.

Special Taxing Districts: Eleven notices were prepared and mailed to the Officials of all 11 Special Taxing Districts in Coventry requesting updated financial and annual reports as required by Section 7-325(c) and 7-392 of the Connecticut General Statutes.



REVENUES & DISBUREMENTS

The Town Clerk's Office collects revenue for the Town and is required to act as agent for the State of Connecticut to collect fees, which are not revenue to the Town of Coventry, and remit those fees to various state agencies. Revenues and disbursements to Town and State for the last fiscal year are as follows:

RECEIPTS	2020-2021
Documents & Maps 2,851 Recorded documents, including 48maps	\$121,585.00
Conveyance Tax	\$960,418.38
Vital Statistics	\$9,040.00
Copies of Town Records	\$15,677.06
Miscellaneous Permits, Trade Names, Postage, etc.	\$1,181.00
Unanticipated Funds	\$36,600.00
Notary	\$1,405.00
PA 05-228, 11-201, 09-229 & 13-247	\$216,669.00
PA 00-146	\$18,620.00
Fish & Game Licenses	\$4,273.00
Dog Licenses	\$12,420.50
Marriage Licenses	\$1,750.00
TOTAL	\$1,399,643.94
DISBURSEMENTS	2020-2021
Town Revenue & conveyance tax	\$439,607.55
State – Fish & Game	\$4,127.00
Special Dog Fund	\$11,091.00
State – Marriage Fees	\$1,190.00
**State PA 00-146	\$14,896.00
*State – PA 05-228, 11-201, 09-229 & 13-247	\$203,161.00
State Conveyance Tax	\$725,571.39
TOTAL	\$1,399,643.94

*Public Act 05-228, which became effective October 1, 2005, required the Town Clerk to collect an additional \$30 fee for each document recorded in the town's land records. The State of Connecticut received \$26 of this 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, as defined in Sec. 7-536 of the Connecticut General Statutes. On June 30, 2009, Governor Rell signed Public Act 09-229 into law. Effective July 1, 2009 the legislation required an additional \$10 fee for the first page of land recordings. That \$10 fee is collected, combined and reported with Public Act 05-228 and remitted to the State. PA 11-201 made changes to foreclosure laws. The act requires anyone commencing foreclosure action to register the subject property with the town clerk and pay a "land record filing fee" of \$53. However, the registration document is not recorded or scanned into the land records but is maintained in a separate file. Prior law required a filing fee of \$100 be paid to the municipality but now \$36 of the reduced filing fee is combined and reported with Public Act 09-229 and is remitted to the State of Connecticut. PA 13-247 became effective July 15, 2013. The public act alters the fee structure for Mortgage Electronic Registration System (MERS) documents recorded from the effective date forward. Filing certain MERS documents requires that \$127, or for others \$110, of the filing fees be remitted to the State of Connecticut. Monthly these fees are collected, combined and remitted with three respective reports to the State of Connecticut.

**Public Act 00-146, effective July 1, 2000, this Public Act requires the Town Clerk to receive a fee of \$3 for each document that is recorded in the town's land records. Two-thirds of the fees (\$2 of every \$3) collected during the previous calendar month are forwarded to the State Treasurer for deposit in the historic documents preservation account. One dollar of the fees is retained by the Town Clerk for preservation and management of historic records. These funds may not be used to supplant budgeted funds.

STAFF UPDATES

Lori Tollmann, Town Clerk attended by Zoom the CTCA Spring Conference and received her Master Connecticut Town Clerk Status.

Brooke Manning, Assistant Town Clerk attended by Zoom the CTCA Spring Conference.

Ordinances:

#258 – Fire Ordinances



Summary of Town Meetings



August 27, 2020 – Special Town Meeting:

- *Stuart property purchase
- *Resolution for Booth & Dimock Memorial Library renovations
- *Resolution for replacement of roofs & fire alarm systems at various town buildings.

November 3, 2020 – Presidential Election and Adjourned Town Meeting

April 24, 2021- Annual Town Meeting

May 5, 2021 – Adjourned Annual Town Meeting

ANNUAL REPORT
July 2020-June 2021

REGISTRARS OF VOTERS: Marjorie L. Roach, Democrat

John Roberts, Republican

DEPUTY REGISTRAR OF VOTERS: Dorothy M. Grady, Democrat

Marilyn Barrette, Republican

Coventry is in the 2nd Congressional District and is represented in the CT State Legislature in the 8th General Assembly and the 35th State Senate District. Coventry has two voting districts.

The Registrar's are elected to a four year term with the election coinciding with the presidential elections. The Registrars are required to successfully complete 8 classes to become certified within the first two years. Each year thereafter they must complete 10 hours of training. They must also complete the required courses to be a certified Moderator and complete the Security Training classes. Registrars appoint a deputy to assist with voter registration, maintain voter records, conduct the annual canvass, and prepare for safe and fair elections, town meetings and referendums. Special concerns during this year were cyber security and Covid-19 safety protocols.

Registrars of Voters were on the ballot in November 2020. In January 2021, Marjorie Roach was sworn in as the Democratic Registrar of Voters and appointed Dorothy Grady as the Deputy Registrar of Voters. John Roberts was sworn in as the Republican Registrar of voters and appointed Marilyn Barrette as the Deputy Registrar of Voters.

Elections:

Presidential Preference Primary 08/11/2020 The Democratic and Republican Primaries for both District 1 and District 2 were held in Coventry High School. Our

usual voting locations at the G. H. Robertson School and Coventry Grammar School were not available due to construction. Using one location allowed us to more easily implement the new safety protocols that included that masks be worn by election workers and voters. Physical distancing was maintained and pens and booths were sanitized. The school custodial staff was instrumental in maintaining the sanitizing and safety requirements. Absentee ballot use was expanded.

Town Meeting 8/27/2020 Coventry High School (Re: the purchase of approximately 11.5 acres of land and exchange certain easements associated with that land located off Olsen Farm and Knollwood Drive for open space and other purposes from the Estate of Lance Steward for \$49,000 and debt owed)

General election 11/03/2020 (President, Congress, State Senate, State Rep, Registrar of Voters and 2 ballot questions : (1) \$1,700,000 for Library and (2) \$2,780,000 for the roofs and alarms at schools) The election was held at the G. H. Robertson School for District 1 and Coventry High School for District 2. Because Coventry Grammar School did not meet the Safe Polls Guidelines due to the Covid-19 regulations, the Secretary of the State, elections division permitted the polling location to be changed to CHS. Election Day Registration was held in the Library/Media Center at 1776 Main Street (CHS/CNHS)

Recount of Question #1, Library allocation: 11/09/2020 A recount was required due to the close vote. The recount (recanvass) confirmed the passage of the ballot question.)

Annual Town Meeting 04/24/2021 The meeting was held at Coventry High School.

Budget Referendum 05/04/2021 The vote on the town budget was held at the two Main Street Fire Departments and the Safe Polls Guidelines were maintained.

COVENTRY VOTERS **July 1, 2018-June 30, 2019** **July 1, 2019-June 30, 2020**
July 1, 2020- June 30, 2021

New voters 1,217	838	619
Changes (name, party, address) 1,492	738	601
Removals (moved, died) 964	839	674
Total number of enrolled voters 9,097	8,618	8,568

Note: Each year the State of CT purges voter names who have been dead for over one year and those who have not voted in town for more than 5 years and have not responded during the annual canvass held each year.

Coventry residents may register to vote on line at www.sots.ct.gov, in person in the Registrar of Voters office in the Town Hall during posted hours or in a Town Clerk's office in any Town Hall in the state during regular office hours, at the Department of Motor Vehicles, or by mail. Special enrollment sessions are designated by the CT Secretary of the State throughout the year. Special sessions are also held in the spring at Coventry High School and E. O. Smith High School for our students.

Coventry voters are encouraged to help the Registrar of Voters maintain an accurate voter list by letting the office know if you change your name, move, begin or discontinue using a Post Office Box for your mail delivery or wish to change your political party affiliation.



PUBLIC SAFETY

Above: A swearing ceremony for Coventry Department 18 was held at Patriots Park. The ceremony marked the completion of many years' worth of efforts to create a unified Fire and EMS Department, which was effective on July 1, 2021.

**COVENTRY POLICE DEPARTMENT
1585 MAIN STREET**

**ANNUAL REPORT
Fiscal Year 2020 - 2021**



We are pleased to present this annual report that describes some of the highlights and accomplishments of the Coventry Police Department during the past fiscal year. This report also provides the Department and the community an opportunity to evaluate whether we have met the goals that were set out at the beginning of the fiscal year as part of our budgeting process. Hopefully, this report will not only be informative, but also help the reader to gain an understanding of the variety of services that the Coventry Police Department provides throughout the year.

The members of the department are committed to service excellence while at the same time ensuring the safety and security of all who live, work and visit in the town of Coventry.

We would like to extend our sincere appreciation to the residents of town for their support of their police department this past year. Many have taken the time to send cards, notes or emails thanking our officers for the work they do, and for that, we are truly grateful.

AGENCY MISSION STATEMENT:

It is the policy of the Coventry Police Department to provide for the protection of life and property of all persons regardless of their race, creed, color, sex, national origin, religion, sexual orientation, age or disability. The constitutional rights of all people shall be the primary concern of all members of the department in the performance of their official duties.

The Coventry Police Department obtains its authority from the people, and is charged with the responsibility to achieve and maintain public order through the powers granted by the legislative bodies of the Federal, State and Municipal Governments.

Public confidence in the criminal justice system depends to a large extent on the trust that the people have in their police. Only by providing the highest quality of service and maintaining the highest professional ethics can we expect to foster that trust and confidence.



Left: Officer Kelsey Carpenter visits with students at GH Robertson School during their lunch break

Cover: Officer Olaph Anderson and Officer Robert Michaud share refreshments with some new friends.

As submitted in our budget document last year, our goals for fiscal year 20-21 were:

ADMINISTRATION

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

Objectives:

- Successfully complete our CALEA assessment review.
- Provide additional training to supervisory staff on accreditation process and practices.

The department had a successful site-based assessment in May 2020. After a review by the Commission in July 2020, the agency was again awarded advanced accreditation. This is our fourth award. We were also received the 'with Excellence' designation which is awarded to just a small percentage of CALEA accredited agencies.

Throughout the year, supervisory staff has increased their participation in preparing certain reports and reviews as required for continued compliance.

A significant number of agency policies needed to be revised in order to be in compliance with some new or revised CALEA standards as well as to be complaint with the Police Accountability Bill that was passed in October 1, 2020.

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

Objectives:

- Select a testing vendor to develop a testing process for sergeant by March 2021.
- Administer a sergeant's test to eligible candidates by June 2021.
- Establish an eligibility list for sergeants by the end of the fiscal year.

A vendor was selected to administer the examination for the rank of sergeant. In addition to a written test, the vendor will develop assessment center practical exercise in which the candidates will participate. We decided to delay the testing process until the first quarter of the next fiscal year to ensure we first have adequate patrol staffing. We plan to have the test administered sometime in September.



Staff collected food prior to Thanksgiving which was donated to Coventry Human Services for distribution to local residents

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

Objectives:

- Recruit a diverse applicant pool by utilizing various means consistent with the agency's existing recruitment plan.
- Conduct a thorough selection process consistent with the agency's existing recruitment plan.

After conducting a review of 151 recruit officer applicants and nine lateral applicants, we made offers of employment to Loren Santiago (recruit) and Nathan Provost (lateral). After a thorough background investigation and completions of the other entry requirements, both were sworn in on January 4, 2021. Loren Santiago began the POST Academy training (remotely) on January 7, 2021. The training runs until July 8th after which he began participating in a 16 week field training program. Nathan Provost attended three weeks of comparative compliance training (remotely) and then complete his field training period of eight weeks.

We began the process of selecting another lateral hire due to the resignation of Officer Olivia Beausoleil.

OPERATIONS

Goal: *Begin utilizing scheduling software for all agency members.*

Objectives:

- Research software vendors who specialize in scheduling software for public safety organizations and select vendor by August 1, 2020.
- Begin installing and preparing software utilizing local work schedule and hiring rules by November 15, 2020.
- Begin utilizing scheduling software by December 1, 2020.

After getting proposals from a number of vendors, the department selected On-Duty software by Endeavor Business Media.

After a number of unavoidable delays, the software went live on May 15, 2021. Agency staff now makes all requests from time off on a mobile app. Approvals or denials of time off are done by the sergeants. We hope at some point to work with the Finance Department and use the On Duty system to enable us to do payroll electronically.

Goal: *Reduce instances of thefts from unlocked vehicles by 25% over previous fiscal year.*

Objectives:

- Utilize social media and other means of communicating with citizens on the importance of locking vehicles as a deterrent to theft of contents or vehicle.
- Continue to collect fingerprints and DNA samples from vehicles that have been burglarized and/or stolen.
- Continue to conduct thorough investigations of instances of thefts from vehicles and stolen vehicles.

There were five thefts of motor vehicles compared with twelve the previous fiscal year. This represents a 58% decrease in these types of crimes from the previous fiscal year.

There were forty-eight reports of items being stolen from vehicles compared with seventy-three from the previous fiscal year. This represents a 34% decrease from the previous fiscal year. Virtually all thefts from vehicles involved vehicles that were unlocked. Stolen cars were also unlocked with the keys left in the vehicle.

The department made numerous social media posts throughout the year reminding residents to lock their cars, take their keys and remove visible valuables. Officers also continued to diligently patrol neighborhoods for suspicious activity.

Officers also took DNA samples from recovered stolen cars or from cars that were entered to commit a theft. A number of these DNA samples identified suspects, mostly juveniles, who were involved in other similar crimes throughout the state.

Goal: *Replace existing military surplus patrol rifles with new Diamondhead model 6 rifles with aimpoint sights.*

Objectives:

- Select rifle specifications and vendor by August 1, 2020.
- Purchase patrol rifles and accessories by November 1, 2020.
- Complete officer training by November 30, 2020.

The rifles and aimpoint sights were purchased in November 2020. Officer training was delayed due to weather. All but two officers have been trained with the new rifles and sights as of June 30, 2021.



Officer Robert Dexter having lunch with GH Robertson School students.

SUPPORT

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

Objectives:

- Increase Facebook page following and engagement to 6500 people.
- Conduct and widely advertise a Coffee-with-a-Cop event in October 2020.
- Increase participation of officers at both recurring and special events in town, particularly those involving children.
- Provide training for staff on providing social media content for the social media officer.

We increased the number of Facebook followers to 6153 by June 30, 2021.

A Coffee-with-a-Cop event was held on October 13, 2020. The event was held outside and in compliance with COVID protocols.

The department participated in a stuff-a-cruiser on December 12, 2020.

Special events throughout town were very limited due to COVID restrictions.

Goal: *Install new Citrix Server and upgrade in-car laptops in order to improve in-vehicle computer capabilities and performance.*

Objectives:

- Have the Citrix server installed by Accucom, our CAD vendor by October 30, 2020.
- Install upgrade in-car laptops by November 30, 2020.
- Conduct staff training with new laptop configuration by December 30, 2020.

The Citrix server upgrade was completed by the end of November 2020.

Upgraded in-car laptops were also installed with the assistance of David Hicks from IT.

Goal: Facilitate successful implementation of a new Livescan fingerprint unit.

Objectives

- Work with representative of state DESPP to have Livescan unit installed by March 1, 2021.
- Contract Accucom to install interface from Livescan to CAD/RMS system by

The State DESPP has experienced a number of delays with implementation of the new Livescan units in each police department. We were notified in June that they anticipate a July implementation.



Detective Michelle Krukoff conducting a police station tour for a local Girl Scout troop

Personnel changes

Sergeant Ted Opdenbrouw retired from the department on August 24, 2020 after more than twenty-two years of service.

Officer Olivia Beausoleil resigned from the department on March 22, 2021 after a little more than four years with the agency.

Pursuits

There were six pursuits during the fiscal year.

On September 11, 2020 at 1:11 AM, Officer Grimaldi was on patrol on South St. and observed and heard a vehicle with an excessively loud exhaust noise. Officer Grimaldi followed the vehicle travelling south bound. Officer Grimaldi signaled the vehicle to stop using his emergency lights. The vehicle sped away at a high rate of speed. Officer Grimaldi radioed headquarters and reported the license plate of the vehicle. It was determined that it may have been a minor operating the vehicle. Once that was realized, Officer Grimaldi terminated the pursuit. No crashes, no injuries. The pursuit was reviewed and determined to have followed agency policies and the law.

On October 17, 2020, at 12:37 AM, Sgt. Spadjinske and Sgt. Kuhns were dispatched to South St. extension on a report of a subject violating family violence conditions of release. The subject sent a text to family members indicating that he was going to try to kill himself. Officer Greener who was on patrol, located a vehicle that was believed to be owned by the subject who made the threat. Officer Greener attempted to stop the vehicle on Main St. After the vehicle Officer Greener was trying to stop began to drive recklessly, the pursuit was terminated by Sgt. Spadjinske. The vehicle was later found on Seagraves Rd. where the subject had crashed into a tree and tried to commit suicide. Subject was transported by ambulance for treatment. The crash and injuries to the subject was not the result of the pursuit but rather intentional acts. The pursuit was reviewed and determined to have followed agency policies and the law.

On November 12, 2021 at 10:17 AM, Officer Robert Dexter was dispatched to a report of a larceny from the Coventry Food Mart on Daly Rd. While on the way to the scene, Officer Dexter observed the vehicle being operated by the suspect which was described by the victim. The vehicle turned on Route 44 headed westbound. Officer Dexter attempted to stop the vehicle by using his emergency equipment. The suspect vehicle began to pass other cars on Route 44 and operate recklessly at a high rate of speed. Officer Dexter terminated the pursuit due the speeds and danger to other vehicles on the road. No crashes, no injuries. The pursuit was reviewed and determined to have followed agency policies and the law.

On November 20, 2020 at 1:55 AM, Officer Robert Michaud who was on routine patrol, pulled his vehicle into the parking lot the 7-11 convenience store on Route 44. As he pulled in, he observed a large group of youths quickly enter two vehicles and leave the 7-11 parking lot. Officer Michaud followed the vehicle until it turned onto Twin Hill Dr. He was able to get the marker plate of one of the vehicles. The vehicle was reported stolen from Norwalk. Officer Michaud signaled for the vehicle to stop using his emergency equipment. At that point, the vehicle sped away at a high rate of speed. Officer Michaud did not pursue the vehicle as he believed there were juveniles in the vehicle. The pursuit was reviewed and determined to have followed agency policies and the law.

On January 18, 2021 at 2:37 AM, Officer Grimaldi on routine patrol on Boston Tpke observed a vehicle heading in the opposite direction with its high beam headlight illuminated. Officer Grimaldi turned around with the intent of stopping the vehicle. Officer Grimaldi activated his emergency equipment. The vehicle quickly sped away at speeds estimated to be close to 100 MPH. Officer Grimaldi terminated the pursuit. No crashes, no injuries. The pursuit was reviewed and determined to have followed agency policies and the law.

On May 23, 2021 at 2:19 AM, Officer Bona, on routine patrol, observed a vehicle being driven on South St. The vehicle had a headlight out. Officer Bona attempted to initiate a traffic stop of the vehicle by using his emergency equipment. The vehicle took off at a high rate of speed. Officer Bona pursued the vehicle for approximately 1 mile in attempt to get it to stop. After the vehicle did not stop, Officer Bona terminated the pursuit. Officer Bona later found the vehicle crashed on South St. near South River Rd. The pursuit was reviewed along with body camera and dash cam video. It was determined that the crash did not occur due to the pursuit. It was determined that agency policy and law were followed.

Use of Force

There were ten instances during the fiscal year in which officers had to use some type of force as a response to aggression or resistance. They are synopsized below.

On July 26, 2020 at 12:30 AM, officers were dispatched to North Farms Rd. on a report that a vehicle had driven off the road and into a resident's yard. Officer responded and found a subject who was clearly intoxicated or under the influence of drugs. The officers tried to speak with the subject but he was not responding and speaking of unrelated activities. The officers attempted to take the subject into custody and he became

combative. Once inside the patrol vehicle, the subject began banging his head against the partition and doors. The subject was charged with various crimes including trespassing, criminal mischief, possession of drugs and resisting arrest. An officer injured his back during the struggle with the subject. A review of the incident and body camera video found that the use of force was justified and within policy.

On September 12, 2020 at 8:00 AM, officers were dispatched to a report of a sexual assault committed by a person known to the victim. The alleged perpetrator was still at the scene. After developing probable cause to arrest the alleged perpetrator, officers attempted to take him into custody. The subject resisted and tried to pull away at which time one of the officers drew his Taser and pointed it at the subject with the laser sight. The subject stopped resisting and submitted to the arrest. A review of the incident and body camera video found that the use of force was justified and within policy.

On September 14, 2020 at 7:46 AM, officers were dispatched to a local group home as one of the residents was tempting to harm herself. It was reported that she left the residence on foot. Officers were able to locate the person a short distance away. Due to her mental state, they summoned the ambulance. The person attempted to run from the officers, but they held her there until the ambulance arrived for transport to the hospital for evaluation. No charges were filed. A review of the incident and body camera video found that the use of minimal force was justified and within policy.

On November 9, 2020 at 1:19 AM, officers were dispatched to a residence on a report that a male was walking through the backyard. It was reported that the subject had walked into the house through an unlocked door. Officers located the subject in his vehicle. Officers stopped the vehicle and took the subject into custody. The subject refused to cooperate and get out of the vehicle. The officers attempted to use control holds to remove him from the car without success. An officer used his Taser in the drive stun mode to get the subject to exit the vehicle. Subject was charged with burglary, disorderly conduct, resisting arrest and other charges. There were minor injuries to the subject and one officer injured their thumb during the arrest. A review of the incident and body camera video found that the use of force was justified and within policy.

On November 16, 2020 at 2:16 PM, an officer observed a female subject operating a vehicle for whom there was an active arrest warrant. The officer stopped the vehicle and the operator immediately became agitated and screaming at the officer. The operator refused to submit to the arrest and another officer was summoned for assistance. The officers tried to remove the subject from the vehicle and the subject resisted arrest. The officers along with the subject fell to the ground and the officers were able to arrest the subject on the warrant. The subject was additionally charged with resisting arrest and assault on an officer. One officer received an injury by getting kicked in the knee and the other officer received several scratches on the face. A review of the incident and body camera video found that the use of force was justified and within policy.

On December 5, 2020 at 2:15 AM, an officer on patrol observed a vehicle with out of state plates stopped in the roadway near a house. The officer observed one person in the vehicle. As the officer pulled up to the vehicle, another person ran up to the car and entered it. The car then sped off. The officer was not able to locate the vehicle, but

returned to where he had initially saw the car. Officers then saw the vehicle come back to the location where it was first observed. It appeared that the driver of the vehicle came back to pick up other individuals who had been with him. Using their thermal imaging Noptic devices, the officers located two subjects nearby in the woods. Believing the subjects may be involved in criminal activity, one officer drew his firearm and order the subjects to show their hands and get up to come out of the woods. It was later learned that the subjects were juveniles and they were actually found in Andover. The State Police responded and turned the juveniles over to their parents. A review of the incident and body camera footage found that the use of force was justified and within policy.

On January 23, 2021 at 10:11 AM, an officer was assigned to guard a crime scene at a house while an investigation was underway. A subject pulled up to the house and suddenly exited his vehicle and quickly walked up toward the house. The officer attempted to stop the individual, but he ignored the officer. The officer pulled his Taser and shined the laser at the subject demanding him to stop. The subject did stop. There was no arrest, nor any injuries. The subject made a personnel complaint against the officer. A review of the incident and body camera footage found that the use of force was justified and within policy.

On February 14, 20201 at 8:01 AM, officers responded to a report of neighbors fighting with one another and there were children present. An officer knocked on the apartment door and the officer heard someone say 'help me'. A subject inside the house opened the door and the officers also found a victim inside indicated that the alleged perpetrator had pushed her and locked her in the bathroom. After an investigation, the officer advised the subject that he was under arrest but he refused to submit. The officer, who was by himself at the time, drew his Taser and shined the laser at the subject. The subject then submitted to the arrest. The subject was charged with various criminal offenses. There were no injuries. A review of the incident found that the use of force was justified and within policy.

On March 29, 2021 at 3:13 PM, officers responded to a report of a subject pointed a rifle at the house across the street. Upon arrival, officers found the subject as described now walking through the yard of the house across the street. Believing that the subject may be armed, an officer pointed their weapon at the subject and order him to get on the ground. Other officers responded and took the subject into custody. The rifle that the subject had possession of earlier was located just inside the doorway of the house. The subject was charged with threatening, reckless endangerment and break of peace. There were no injuries. A review of the incident and body camera footage found that the use of force was justified and within policy.

Personnel Complaints

It is the policy of the Coventry Police Department to investigate all complaints of alleged employee misconduct and to equitably determine whether the allegations are valid or invalid and to take appropriate action. All allegations of departmental or officer misconduct shall be properly investigated whether such complaints are received verbally, in writing, through a third party or anonymously.

The Coventry Police Department employs a structured disciplinary system to be followed in cases of alleged or suspected violations of department rules, orders, Town of Coventry personnel rules or any applicable state or federal statutes by members of the department. This procedure is meant to assure prompt and thorough investigation of complaints to clear the innocent, establish guilt of wrong doers and facilitate fair, suitable and consistent disciplinary action. The personnel complaint procedure is explained on the department website. Personnel complaint forms are available on the town website, the police department website, at police headquarters or at town hall.

The department has a robust and transparent personnel complaint process. Complaint forms are located at the lobby of the police department and at town hall. Complaint forms are also available on the town and agency’s website in addition to the forms.

There were four personnel complaints during the fiscal year which was generated from an external citizen complaint.

Complaints and Internal Affairs Investigations

External	
Citizen Complaint	4
Sustained	1
Not Sustained	3
Unfounded	0
Exonerated	0
Internal	
Directed complaint	0
Sustained	0
Not Sustained	0
Unfounded	0
Exonerated	0
Total	4

The sustained complaint resulted in officer counselling.

Grievances

There was one grievance filed during the fiscal year. The grievance was settled at step two of the grievance process.



Other items of interest

A listing of calls for service for the fiscal year is attached.

The Police Accountability Bill was passed by the Legislature and became effective October 1, 2020. The agency undertook a review of applicable policies and agency directives. Amendments were made to ensure compliance with the measure in the law. Amended policies were distributed to all personnel and training was conducted on any high liability areas that had a policy change.



**Coventry Police Department
Incident Analysis**

7/1/2020...6/30/2021

Shift		Total
1st	2nd	3rd
926	2835	2057
5815		

UCR	Nature	1st	2nd	3rd	Total
		0	2	1	0
001	Marine Patrol Activity	0	29	34	63
002	Beach Association Check	0	1	1	2
003	Car Seat Installation	0	20	8	28
029	Disabled Motor Vehicle	18	53	31	102
1040	Tax Fraud	0	1	0	1
11A	Sexual Assault With Force	1	2	2	5
13A	Assault Aggravated	0	0	1	1
13B	Assault Simple	0	6	14	20
13C	Intimidation	4	8	14	26
152	Suicide Threat/Attempt	5	5	16	26
200	Arson	0	0	1	1
210	Extortion/Blackmail	1	0	1	2
220	Burglary	4	2	6	12
23C	Larceny Shoplifting	0	2	1	3
23D	Larceny Theft From Building	0	5	3	8
23F	Larceny Theft From MV	15	30	3	48
23H	Larceny All Other	1	30	19	50
240	MV Theft	5	0	0	5
250	Counter/Forgery	0	3	1	4
2604	Fireworks/Gunshots	5	6	61	72
2608	Abandoned MV	1	2	2	5
2609	Littering	2	10	3	15
2619	Building Check	0	3	0	3
2625	Notification	0	2	1	3
2631	Public Hazard	40	118	70	228
26A	Fraud False Pretenses	1	13	5	19
26B	Fraud Credit Card/ATM	0	10	3	13
26C	Fraud Impersonation	0	1	6	7
26E	Fraud Wire	0	1	0	1
26F	Identity Theft	0	7	1	8
290	Vandalism	4	14	5	23
2914	Animal Complaint	35	128	51	214
3009	Susp Person/Activity/MV	152	165	296	613
326	Illegal Parking	0	5	9	14
332	Harassment/Harassing Phone Calls	6	26	21	53
334	Untimely Death	2	9	2	13
343	MV Accident (Injuries)	3	14	10	27
344	MV Accident Evading	6	8	11	25
345	MV Accident Fatal	1	1	1	3
346	MV Accident (No Injuries)	22	50	49	121
347	MV Accident (Private Property)	2	18	5	25



**Coventry Police Department
Incident Analysis**

7/1/2020...6/30/2021

351	Alarm	58	105	96	259
353	Medical	110	238	130	478
355	MV Stop	104	186	184	474
35A	Drug/Narcotic Violation	4	3	6	13
35B	Drug Equipment Violation	0	0	1	1
36A	Sex Incest	0	0	1	1
36B	Sexual Assault (Statutory)	0	1	2	3
370	Pornography	0	3	1	4
375	Routine Assistance	36	175	124	335
377	Open Door/Window	7	8	2	17
388	Miscellaneous	17	56	34	107
390	Police Information	2	20	10	32
391	CREST callout	0	0	2	2
392	METRO callout	1	3	6	10
396	Escort	2	14	12	28
398	Missing Person	1	5	4	10
399	Lost And Found	4	48	21	73
39B	Gamb Oper/Promo/Gamb	0	1	0	1
400	Family Matter - Non Arrest	2	22	34	58
401	Repossessed Vehicle	8	5	3	16
4811	Finger Printing	3	472	1	476
4858	Fire	5	54	22	81
4867	Background Investigation	1	6	2	9
4873	Assist Other Agency	21	48	58	127
4874	Test Ticket	3	4	5	12
520	Weapon Law Violations	1	4	2	7
82	Runaway/Non NIBRS	1	4	4	9
861	Disturbance (Non-Domestic)	5	26	27	58
863	Town Ordinance Violation	1	5	0	6
866	Noise Complaint	13	9	28	50
889	Check Welfare	12	80	65	157
890	MV Erratic Operation	7	65	95	167
891	MV Lock Out	7	30	17	54
90A	Bad Checks	0	1	0	1
90C	Disorderly Conduct	0	1	0	1
90D	DWI	4	6	19	29
90J	Trespass of Real Property	0	2	0	2
90Z	All Other Offenses	6	8	4	18
911	911 Hang Up Call	2	8	11	21
H109	Junk MV	0	8	0	8
Sup	Supplemental	142	291	255	688

**TOWN OF COVENTRY
FIRE-EMS DEPARTMENT**



ANNUAL REPORT

2020 – 2021

Annual Review

The Coventry Fire-EMS Department provides emergency response, public education, and participation at community events by trained personnel who protect the residents and visitors of Coventry. This group of dedicated volunteers spend many hours training and responding to your calls for help. We have firefighters, EMT's, instructors, leaders, and managers that give of their time and pour their energy into serving our community.

The Fire Department responds to calls for service utilizing fire apparatus such as Engine Tankers, Rescue Trucks, Forestry Units, a Ladder truck and other specialized vehicles. The EMS Division operates 2 ambulances and 2 service vehicles to manage emergency medical calls. The EMS Division responds to approximately 75% of the total calls for service.

Our firefighters and medical personnel are required to take mandatory training each year to keep current with their skills and certification. The knowledge and skill set needed by our volunteers is very specialized and emphasizes their personal safety. Other examples of annual activities include, testing of hose, ladders, pumps and evaluation of tools and equipment. Annual events that we participate in include: Christmas in the Village, Patriot Race; Public Education presentations, Coventry Fest, Farmers Market and many other community events as requested.

We do this while balancing the budgetary parameters provided and being creative in accomplishing our goals. We seek to obtain grant funding and we are always reviewing areas of purchasing, policies and training to streamline the processes in order to be responsible to the taxpayers while keeping the safety of our personnel as a top priority.

Making History

On July 1, 2021 the Town transitioned from a one year interim period which merged the existing separate departments into one, unified, Town of Coventry Fire-EMS Department. We were able to do this even with the Covid-19 pandemic going on. We held a swearing in ceremony at Patriots Park and swore in the new permanent Officers of the newly formed organization. The following personnel are serving the new "Department 18" : Bud Meyers, Fire Chief – DJ Figiela, Deputy Chief of EMS – Ken Boutin, Deputy Chief of Training & Administration – Jared Dewey, Deputy Chief of Operations. 15 others are serving as Battalion Chiefs, Captains, Lieutenants and Coordinators. Special thanks to Mike Heimer, Leighia Rich and Josh Ziel for serving as officers during the interim term.



The merger has been talked about for quite some time. The Town of Coventry has had three consultants over the past 25 years conduct studies on the effectiveness of providing services and all of them have generally recommended a merged state in one form or another.

While many of the specific recommendations were implemented, a full blown merger still had not taken place. It took a lot of conversations and determining the strengths and passions of the individual members to finally bring about a unified fire & ems department. Many thanks go out to the members that saw the vision of a future they could invest in with their time, energy and talents. We have some truly dedicated and committed volunteers in Coventry and our residents should be proud of the services they provide.

Annual Highlights

This year has been filled with a wide array of activities. The Transition Team was discharged by the Council for having achieved the merger of the departments. The Local Emergency Coordination Committee meets monthly to discuss issues and concerns with members of the council, the Town Manager and public safety departments. Tolland County Chiefs meet bi-monthly to address interagency issues and concerns. The Paramedic Advisory Committee meets quarterly to discuss the advanced level of care related to EMS response in Coventry as well as other communities. Some of the activities of the department throughout the year have included:

- Pete Palmer Road Race
- Farmers Market Traffic
- FF Appreciation Activities
- Fire Prevention Day(s)
- Patriot Race
- Wreaths Across America
- Christmas in the Village
- Fire Prevention Poster Contest

The department's response to these events as well as training, meetings and emergency responses has been measured and professional. Our members are the backbone of the volunteer Fire-EMS Department and give of themselves tirelessly to serve the community. If you see any of them while out and about, please thank them for their service.





All stations received new Town of Coventry Fire
EMS Department signs.

Deputy Chief Figiela extinguishing a car
fire on South St.



A group photo from the officer swearing
in ceremony July, 2021.



Members collecting for PJ Day for the Kids benefiting CCMC.



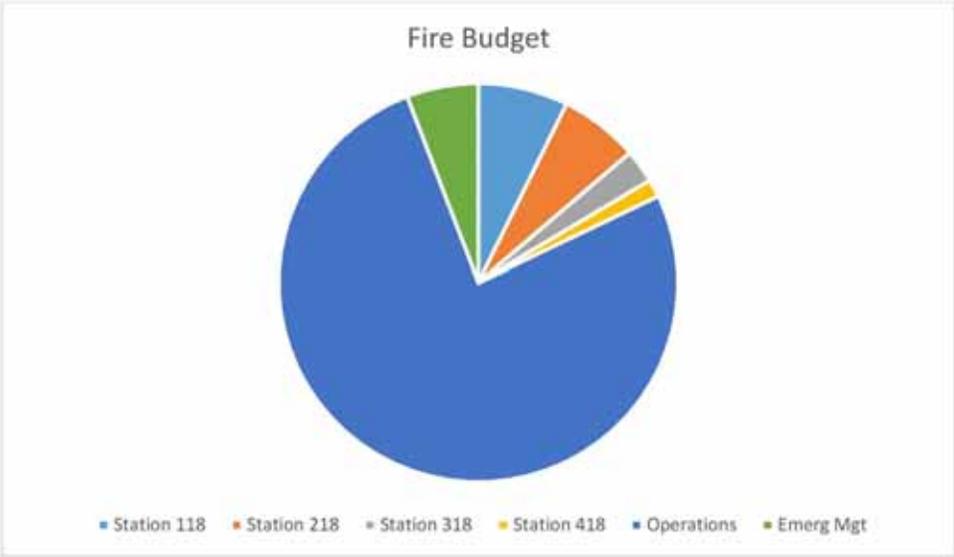
Rollover accident on Main St near Lisicke Beach.



We had the first ever festival of light parade for the holidays around town.

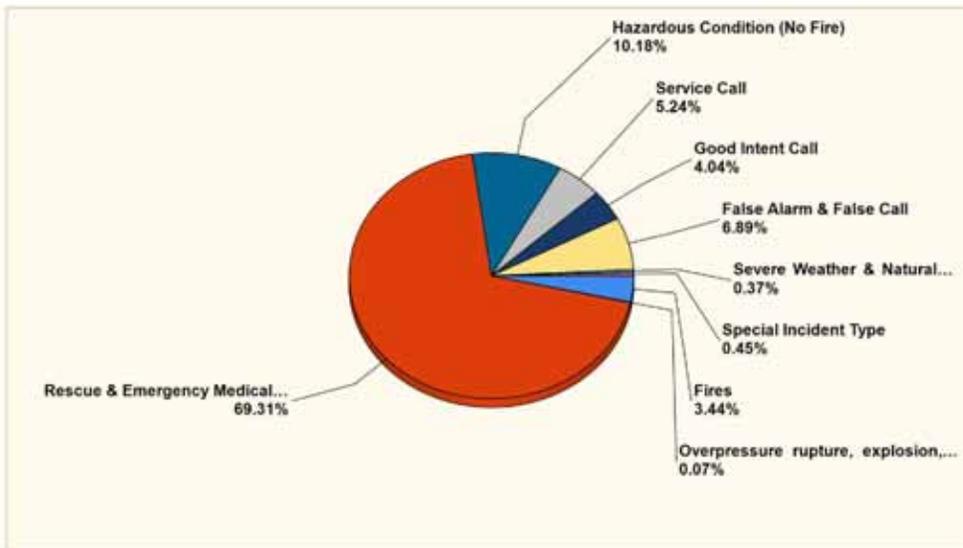
Annual Budget Summary

The current FY dollar figures are represented below. These figures do not include the Office of the Fire Marshal. The budget dollars allocated are \$624,083. The Operations budget, which represents the bulk of the dollars spent, is a combined account which has allowed the Town to streamline and consolidate purchasing; increasing efficiency and saving taxpayer dollars.



Operations	\$499,388
Sta #118	\$37,865
Sta #218	\$35,670
Sta #318	\$14,835
Sta #418	\$6,350
Emg Mgt	<u>\$29,975</u>
Total	\$624,083

Annual Incident Summary



MAJOR INCIDENT TYPE

Fires	46	3.44%
Overpressure, explosion	1	0.07%
Rescue & EMS	926	69.31%
Hazardous Condition	136	10.18%
Service Call	70	5.24%
Good Intent Call	54	4.04%
False Alarms	92	6.89%
Severe Weather	5	0.37%
Special Incident Type	6	0.45%

TOTAL **1336**

Start Date: 07/01/2010 | End Date: 06/30/2021

Doc Id: 553

Annual Personnel Summary

Your Fire Department responded to 1336 fire and emergency medical calls from July 1, 2020 to June 30, 2021. This is an increase of 160 calls compared to last year. The volunteers that make up the workforce are invaluable to the town. They provide personnel for emergency response. They attend training on a weekly basis to stay on top of the many requirements necessary to be a certified firefighter. No other volunteer organization requires as much training, certification and recertification as the Fire-EMS field. Not only do our members serve our department, they also serve on regional teams, county organizations and give countless hours to serve our community and beyond.

The Fire-EMS Department has an organizational structure that accounts for our equipment, supplies, training and responses. Our ultimate goal is to keep our members as safe as possible and provide them with the tools to do the job.

We currently have an active combined roster of approximately 50 men and women serving the volunteer Fire-EMS department. These dedicated men and women deserve our gratitude for their service.



Annual Equipment Summary

The apparatus and equipment that make up our fleet in Coventry is diverse. We have recently ordered a new Engine Tanker and a replacement cab & chassis for our ambulance. Saving the box on the old ambulance has saved the town \$100,000. Ambulances are scheduled to be replaced every 8 years while fire apparatus have a 25 year shelf life.

Our other apparatus consists of a ladder truck, tanker truck, 2 rescue trucks as well as 3 Engine Tankers and a specialized Engine. We also have forestry units and a 6x6 ATV. All vehicles carry specialized equipment based on its intended purpose for response. We have 2 marine units for immediate deployment as well as their involvement with the County Dive Team.



Summary

We have a great team of people that enjoy serving our community. Should this interest you, please contact the Fire Administrator for the next steps needed to join this great team.

Respectfully submitted,

James McLoughlin,
Fire-EMS Administrator
jmcloughlin@coventryct.org



PUBLIC WORKS

Above Right: The debris pile from Tropical Storm Isaias was double ground by WeCare Denali. The material was used around town properties and also made available to the public at the transfer station. The pile of material was affectionately dubbed “Mulch Mountain.” Photo by Donna Wrubel.

PUBLIC WORKS
DEPARTMENT

ANNUAL REPORT

FISCAL
YEAR
20 / 21

about us ...

<u>Job Title</u>	<u>Employee Name</u>	<u>Years of Service</u>
Director	William Watkins*	<1
Supt. of Operations / Tree Warden	Mark Owens.....	3
Administrative Secretary	Donna Wrubel.....	28
Lead Mechanic.....	Daniel Caron.....	38
Mechanic I	Robert Maxwell.....	17
Mechanic Helper.....	David Mortimer*.....	2
Equip Op/Crew Leader	Clifton Labrec.....	35
Facility Crew Leader.....	Monica Bragdon.....	32
Equip Op/Crew Leader	Charles Harakaly.....	22
Maintainer II.....	Richard Watts.....	32
Maintainer II.....	John Hoffman.....	20
Maintainer II.....	Erik Johansen.....	18
Maintainer II.....	Lee Davey.....	17
Sanitation Maintainer.....	Charles Grossmann.....	6
Maintainer I.....	Michael Mangiafico.....	22
Maintainer I.....	Troy Stout.....	6
Maintainer I.....	Colin Dunnack.....	6
Maintainer I.....	Eric Hurlburt.....	3
Maintainer I.....	Kevin Vincens.....	2
Maintainer I.....	Travis Pascarelli*.....	<1
Cemetery Maintainer	Lance Kozikowski.....	5
Town Engineer.....	Todd Penney.....	13
(Office at Town Hall, 1712 Main Street)		
WPCA Technician	Michael Ruef.....	12
(Office at Town Hall, 1712 Main Street)		

*William Watkins was hired 01/19/21

*David Mortimer was promoted from Maintainer I to Mechanic's Helper 02/16/21

*Travis Pascarelli was hired 06/01/21

DPW Highway Division finished 2.12 miles of full depth reclamation reconstruction and paving restoration to Northfields Subdivision on the following Streets: Northfield Road., Fieldstone Lane, Oakwood Drive., Shady Lane., Ash Brook Drive., and Forge Road. We also added Brookside Lane to receive the same work.

The following work was accomplished during the reconstruction process:

- 96 catch basins were completely rebuilt.
- Two courses of bituminous concrete was laid to a thickness of 3.5" to 4"
- All of the roads received new curbing.
- Every driveway apron was adjusted, and repaved to meet the new pavement elevation.
- The areas behind the curb were back filled with top soil and seeded. The work was done in the late fall season at the end of the growing season and some touch up re-work will need to be done in the spring of 2021.

The following streets were graded and then were paved with 3 inches of cold mix bituminous concrete, followed by a 3/8 chip seal. Violet Trail, Spring Trail, Birch Trail, Laurel Trail, Dimock Drive, Catalina Drive and Orcutt Road.

We also repaired some drainage and chip sealed 1.14 miles of road on Nathan Hale Road and Pine Lake Drive to finish chip-sealing program for the season. Pine Lake Drive also received Cold in Place recycling as a binder treatment to the road, with the exception of the last .15 miles of road. Due to its restrictive accessibility to accommodate the recycling machinery we patched, shimmed, and overlaid the road.

In preparation for the 2021 construction season, we shimmed Nathan Hale Drive for chip seal. Additionally we rebuilt 21 catch basins on Antrim Road and Lancaster Road., which will also have some underdrain work done to them in the spring followed by chip sealing in 2021.

The Park, Grounds and Facilities division finished their fall season with the annual leaf clean up in the parks, schools, facilities and athletic areas. In addition, the Irrigation systems were winterized for the off-season. All of the athletic fields were fertilized, as we do each fall season.

The shop performed routine maintenance on vehicles and equipment. The staff participated in the winter storm operations during all snow events. There were no significant breakdowns during the quarter.

The vacant Mechanic Helper position was filled with an internal candidate. There was a written test and an oral interview panel that picked the final candidate.

Mark Owens handled numerous tree complaints during the year and scheduled contractors to get them resolved.

The Public Works Department finished the winter season with 19 measurable snow events and 8 events that only required treating the roads. The snowfall total for the season was 45.95 inches. The crew used a total of 1,632 tons of treated salt and incurred roughly \$86,000 in overtime cost.

The Department completed the following projects:

Stewart Trail on Olsen Farm Road

- Sign installed
- Trail entrance leveled with stone dust
- Trail cleared roughly 1000 ft into woods



Old Tolland Turnpike

- Signs installed on both ends of trail
- 2 Sections of split rail fence installed at each end of trail

Millbrook

- Interior repainted

The crew continued to perform routine road maintenance through the winter including:

- Pot hole patching
- Roadside mowing
- Roadside brush clearing and tree trimming
- Filled salt shed
- Cleaned equipment

The shop performed routine maintenance on vehicles and equipment. There were no significant breakdowns during the quarter. The shop started servicing and making needed repairs to the grass cutting equipment to prepare for spring. The 20-ton Flat Bed Equipment trailer 61CV, was brought into the shop and completely scraped and repainted and the wood deck was removed and replaced. This will drastically extend the useful life of the trailer. The department also took delivery of a new large dump truck.



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



The debris pile from storm Isaias was double ground by WeCare Denali. The double ground mulch was used around town properties and was made available to the public at the transfer station during normal operating hours.

The final parts for the Main Street light poles that were damaged and removed due to a motor vehicle accident finally arrived. Ackert Electric installed the new poles.



Spring construction started mid-March with catch basin top replacement and repairs on Ridgebrook Drive and North Farms Road. The basins were repaired in preparation of the summer paving projects.

The vacant Maintainer 1 position was filled with an external candidate. There was a written test and an oral interview panel that picked the final candidate.

The Street sweeping program was completed the first week of June. The crew was able to sweep all towns roads. This has not been completed for several years.

Spring Construction:

- Catch Basin repairs completed on Ridgebrook, High Meadow, North Farms and Barbara
- Binder coarse and new curbing installed on Ridgebrook, High Meadow and North Farms
- Approximately 2000 ft of underdrain installed on North Farms by Sunset Construction
- Cross walk Flashing Beacon installed at Rt. 31 and Ripley Hill



The Department also worked on the following projects:

- Water Tank was put in place at Miller Richardson to be used in conjunction with the irrigation system
- Roughly 2000 yards of loam was screened from the spoils left over from road work and other miscellaneous projects over the last several years.



- Bacher Corp. did a demonstration of an all-electric zero turn mower. The grounds crew ran the machine on a piece of town property to try it out.



- Five trees were planted at Veteran's Green for Arbor Day. There was also an Arbor Day event held and a Sweetgum Tree was dedicated to Chuck Conklin.



The crew continued to perform routine road maintenance including:

- Pot hole patching
- Roadside mowing
- Roadside brush clearing and tree trimming
- Sign maintenance
- Ballfield Maintenance including lining fields, mowing and trimming
- Cemetery Maintenance including mowing and trimming
- Building Maintenance
- Building Grounds Maintenance

Town/State Projects: Town Engineer, Todd Penney

Folly Lane Bridge over Skungamaug River Replacement Project: Bridge completed and open for traffic. TradeMark Contractors LLC finished the punchlist item in May.

Swamp Road at Boston Turnpike Intersection Improvements Project: All project Right of Way acquisitions are completed. The final bidding documents sent to ConnDOT for Authorization to Advertise to bid project on 6/11/21. Town will bid project as soon as it is allowed.

South Street Roadway and Pedestrian Improvements Project (Phase 1): All permitting has been obtained. We are seeking a sidewalk easement on the Fife and Drum Corp parcel to minimize wetland disturbances. 90% Construction Documents submitted to CRCOG in June.

Hop River Road Bridge Project: CDOT proceeding with the design and permitting for the project. Town does not anticipate construction to happen until 2023.

Community Connectivity Grant – Main Street Sidewalk Extension to Lisicke Beach: Public Involvement held virtually in April. Project was well received. Todd Penney worked with the abutters to incorporate any necessary construction details to minimize the impact of the project. Minor sidewalk easements are being sought to maintain a consistent and safe pedestrian corridor. Construction not anticipated to start until 2022.

COVRRRA ANNUAL REPORT FY 20/21

TRANSFER STATION: MATERIALS RECEIVED

	1st QTR. JULY- SEPT	2nd QTR. OCT- DEC	3rd QTR. JAN- MARCH*	4th QTR. APRIL- JUNE	ANNUAL TOTALS
Receipts	\$13,886	\$10,462	\$7,494	\$12,633	\$44,475
Ewaste - each	913	585	499	695	2,692
Propane Tanks - each	54	42	27	43	166
Bulky CD/Stumps - tons	112	81	64	105	362
Scrap Metal - tons	24	18	8	27	77
Tires - each	89	86	67	116	358
Leaves - tons	6	25	3	12	46
Refrigerant - each	140	105	75	88	408
Mattress	278	244	198	216	936
Customers	1,596	1,345	924	1548	5,413

TRANSFER STATION: MATERIALS TRANSFERRED

Willi Waste - Bulk (cd) ton	104	99	71	109	383
Willi Waste - Bulk (brush) ton	12	11	5	23	51
Willi Waste - Recycling (metal) ton	25	19	16	24	84
Take2 - refrigerant units	169	104	166	16	455
Take2 - electronics (CED) lbs.	15,102	10,722	12,417	12,406	50,647
Take2 - electronics (non) lbs.	3,548	2,315	2,213	3,618	11,694
Take2 Recycling - lamps, mixed lbs.	642	521	220	542	1,925
Take2 Recycling - batteries, mixed lbs.	506	300	410	385	1,601
Mighty Flame- propane- each	72	0	93	0	165
Bob's Tire - each	131	121	12	209	473
Bay State Textiles	1,530	1,810	1,190	2,480	7,010
Bye Bye Mattress	331	262	211	177	981

CURBSIDE PICK UP

msw to wwp @ \$69.56 / ton expenditure	1084 \$75,403	1039 \$72,243	907 \$63,105	1018.85 \$70,871	4,049 281,622
recycling to wwp @ \$30.90 / ton expenditure	308 \$9,240	317 \$9,516	288 \$8,912	306.89 \$9,483	1,220 37,151
curbside bulk to wwp @ \$78.85 / ton expenditure	59 \$4,628	53 \$4,167	36 \$2,820	59.91 \$4,724	208 16,339

Baystate Textile and Take2 Electronics (etc.) recycling report

	lbs.	textiles \$0.05	lbs. CED @ \$.055/lb. (computers, monitors, tv, printers)	non CED	lamps	batteries, mixed	refrigerant
<u>2020</u>							
July	3770	\$188.50	5791	1380	564	506	12
		pd ck 08991					
August	3850	\$192.50	4787	1373	0	0	74
		pd ck 09424					
September	2800	\$140.00	4524	795	78	0	83
		pd ck 09860	pd 1st Q ck # 13195 & ck # 13235 (15,102 lbs.)	\$830.61			
October	3690	\$184.50	3928	1060	454	300	104
		pd ck 05298					
November	3790	\$189.50	2925	448	0	0	0
		pd ck 05731					
December	2400	\$120.00	3869	807	67	0	0
		pd ck 06169	pd 2nd Q ck # 13366 (10,722 lbs.)	\$589.71			
January	2250	\$112.50	7250	1192	0	0	0
		pd ck 06608					
February	1100	\$55.00	1880	367	0	0	0
		pd ck 07038					
March	3160	\$158.00	3287	654	220	410	166
		pd ck 6381	pd 3rd Q ck # 13658 (12,417 lbs.)	\$682.93			
April	3190	\$159.50	3640	1081	269	0	0
		pd ck 07920					
May	2920	\$146.00	5081	1229	0	0	0
		pd ck 08417 (\$149)					
June	3590	\$179.50	3685	1308	273	385	16
		pd ck 08811	pd 4th Q ck # 13993 (12,406 lbs.)	\$682.33			
year total	36510	1825.5	50647	11694	1925	1601	455

WATER POLLUTION CONTROL AUTHORITY
ANNUAL REPORT July 1, 2020- June 30, 2021 (FY 2021)

Members: Matthew Twerdy, (Chairman), Richard Brand (Vice-Chairman), Susan Jamaitus, and Daniel Murphy (1 Vacancy).

The Water Pollution Control Authority (WPCA) of the Town of Coventry was created March 17, 1980 pursuant to Section 7-246 of the Connecticut General Statutes. Town Council appoints the five members to two-year terms. The WPCA has a combined total of 76 years of experience and service to our community. The Authority is responsible for the effective management of the public sewer system.

The Town's existing sewer service area currently includes approximately 1000 properties and 97% of required properties are connected. The sewer service area extends around Coventry Lake (with the exception of Cheney Lane and Hemlock Point), along Route 31 from Ripley Hill Rd down to the Wastewater Treatment Plant (WWTP), and throughout most of the Coventry Village area. The collection system is approximately 16 linear miles in length, includes 52 town-owned residential grinder pumps, and 2 major pump stations.

The WWTP is located off Route 31 behind the Coventry Cemetery, adjacent to the Willimantic River. The 200,000 gallon/day capacity WWTP consists of primary treatment and rapid infiltration beds and has been in operation since February 1987. The WWTP is treating an average 138,112 gallons/day over the last 12 months. The WPCA continues to monitor flow to the WWTP in order to reserve capacity for approved developments which have not yet been completed and for homes on which sewer assessments have been levied.

- **Western Route 44 Sewer Planning Area:**

- Your WPCA has been working with officials from Bolton, Manchester, CT Department of Energy & Environmental Protection (DEEP), and CT Office of Policy and Management (OPM) to secure approval to provide public sewers on Western Route 44. The area has high groundwater, poorly draining soils, and a history of septic failures and septic exceptions. Due to the distance from our WWTP it is not feasible to tie this area in with our existing sewers. Our goal is to connect to the Bolton Lakes Regional WPCA (BLRWPCA) sewer system which ends at the Bolton/Coventry Town line. Wastewater flows to Manchester for treatment. Public sewer would help to protect water quality in the area and potentially facilitate limited commercial development.
- In 2013 we undertook a feasibility study which determined connecting to the existing Bolton Lakes sewer system was the best option for this area.
- In 2018 we performed a hydraulic study of flows and pressures in the Bolton Lakes sewer system at Bolton's request. The study demonstrated that adding 21 properties in Coventry would have no adverse effects on the existing system in Bolton (or Vernon).
- In 2019 CT DEEP assisted us in publishing a Notice of Scoping in accordance with the Connecticut Environmental Policy Act (CEPA). The CT Council on Environmental Quality raised questions and concerns.

- In 2020 we thought the project was going to be prohibited but our Town Manager brought the matter to the attention of the Governor’s Office and our State legislators.
- In 2021 Rep Robin Green and Rep Tim Ackert Co-sponsored SB 701 an act “To permit the board of directors of the Bolton Lakes Regional Water Pollution Control Authority to authorize expansion of the authority's wastewater system into the town of Coventry and take any action the board deems necessary to implement such expansion.” The act passed and was signed into law by the Governor.
- In 2021 DEEP assisted us in preparing and publishing a Post Scoping Notice which addressed concerns brought by the CEQ. DEEP determined that an Environmental Impact Evaluation would not be necessary for this project.
- Our next steps will be to enter into an intermunicipal agreement with the BLRWPCA in which we become a paying customer, create a separate billing district for this area, establish regulations and maintenance agreements, apply to the Manchester Board of Directors for approval, perform preliminary design work, obtain DOT permits, and draft developer’s agreements.
- **Sewer Connections:** Sewer connections have slowed down as the vast majority of homes have tied in. Most of the new connections we see now are replacement/ rebuilds of old cottages and bank foreclosures.
- **Inflow & Infiltration (I&I) Work:** Sump pumps and other non-permitted clean water connections continue to be a concern. Staff continue to inspect the system for these types of connections and provide guidance to owners on how to deal with groundwater and stormwater. Our ongoing manhole inspection and rehab program will allow us to identify and correct new problems as they arise in the system. To date we have located and corrected 5 sources of infiltration totaling over 10,000 gallons per day.

Wastewater Treatment Plant:

- **Building/Equipment Repairs:**
 - The rooftop heat pump/AC unit which supplies heat and AC to the laboratory/office failed and was replaced.
 - One of the clarifier drive motors was replaced under warranty.
 - A failing concrete column footing base was replaced. Other concrete is in good condition – no evidence of crumbling foundation concrete.
 - The LED lighting upgrade was completed and has a 6 year payback.
 - The steam boiler failed again after several attempts to repair it. We hired Fuss & O’Neill to assist with selecting a replacement boiler and writing a bid spec. There is a long lead time on new boilers so we may need to rent a mobile boiler until the new boiler is installed.

Other News:

- Storm Isaias: We had 6 emergency call ins, 21 hours of overtime, our generator at the Lakeview pump station ran for 5 days straight (we fueled it every day), and we towed our portable generator to 2 town-owned residential grinder pumps. We had no backups or sewage overflows. The Town applied to FEMA for reimbursement of storm related expenses.
- We performed reliability upgrades to the pump controllers and alarm systems at the Plant and both pump stations.

- For the 4th consecutive year your WPCA was able to balance the sewer operating budget and make debt service payments without increasing sewer use rates.
- Wipes are still a major problem in the system. We have had three 8" pipes become clogged with wipes but fortunately staff noticed and were able to remove them before any overflows occurred. It's only a matter of time until wipes completely plug a pipe somewhere causing a sewage overflow, most likely at a house in which wipes are flushed down the drain.

COVENTRY CEMETERY COMMISSION
Annual Report
July 1, 2020-June 30, 2021

Cemetery Commission Members
(as of June 30, 2021)

R. Michael Chapman, Chair
Kevin Arpin, Secretary
John Marvin
Mark Messier
Claudine Vieten



Town-Owned Cemeteries

Carpenter Cemetery, Silver Street
Coventry Cemetery, Main Street
Grant Hill Cemetery, Grant Hill Road (AKA Minister's Hill, North, Strong, or Flint Yard Cemetery)
Nathan Hale Cemetery, Lake Street
Old South Burying Ground, South Street (AKA South Street, Holy Grove or South Yard, Wright's Mill Cemetery)

Function

The Cemetery Commission shall control, manage, maintain, and direct the acquisition, apportionment, use, and disposition of all town-owned cemetery properties and their appurtenances, including land, plantings, buildings, and equipment related thereto.

Summary of Services and Fiscal-Year Highlights

- The Commission, in coordination with the Director of Public Works, oversaw the general upkeep, maintenance and landscaping of all town-owned cemeteries.
- The Commission, in coordination with the Sexton, oversaw the installation of monument work at twelve separate locations.
- The Commission, in coordination with the Finance Director, advanced the process of bringing a columbarium to Coventry Cemetery.
- The Commission, in coordination with the Town Manager, the Finance Director and the Town Engineer arranged for a University of Connecticut Architectural Design class to submit designs for improvements to Coventry Cemetery including landscaping and the placement of one or more columbaria, at no cost to the town.
- The Commission, in coordination with The Director of Public Works, installed solar lighting for the flag pole in Coventry Cemetery.
- The Commission, in coordination with the Sexton, approved repair of the historical sign in Nathan Hale Cemetery. The work was completed in September.
- The Commission, in coordination with the Sexton, approved the repair of seven ancient headstones in Nathan Hale and Grant Hill Cemeteries.

- The Commission, in coordination with the Sexton, oversaw (i) the sale of thirteen lots, (ii) seven full burials, (iii) eight cremation burials, and (iv) the repurchase of two cremains lots.
- The Commission organized the third annual “Wreaths Across America” ceremony. Due to COVID 19 restrictions the event was held at the Veteran’s Memorial Green. Wreaths were laid at the Vietnam Veteran’s Memorial as well as Coventry Cemetery, Nathan Hale Cemetery and Grant Hill Cemetery.

ANNUAL REPORT: FISCAL YEAR 2020-21
BUILDING DIVISION
PERMITS/INSPECTION AND CODE ENFORCEMENT

The Coventry Building Department is the source of building, land use, septic, well and Health Department information and is a satellite office for the Eastern Highlands Health District. Individual property files are kept in this office in street files. Pending applications as well as closed out permits are stored in these files. We are working on scanning and uploading new incoming permit information into an electronic street file as well.

The Building Official reviews applications and plans submitted to determine code compliance. Permit Technicians check submitted applications for proper licensure, registration and workers' compensation insurance if applicable, and review materials that are deemed submittable for review by the various departments. The review process for permit applications by the Building Official is started after approval by the Wetland Agent/Town Engineer, Sanitarian, WPCA Technician, Zoning Agent, and Fire Marshal if applicable. Commercial, Public and Industrial plans are also reviewed by the Fire Marshal for compliance with the State Fire Safety Code. Applicants are notified by the office technician through our new online permitting site when approvals are completed and ready for payment. Permits are processed and issued upon payment by the applicant. Field inspections are scheduled daily on projects under construction to ensure compliance with the approved plans and the 2018 Connecticut State Building Code. Certificates of Occupancy, Use and Completion are issued upon approval of the final inspection that has been requested by the permit applicant or owner of the property.

The Building Official acts upon complaints from the public regarding structural safety, egress issues, accessibility and general code provisions that may be in question. Storm damage and post fire inspections are completed to determine the status of structures and dwellings in regards to continued use, or the need for posting unsafe or condemned status due to extensive damage. These inspections and orders are completed and issued to protect the health, safety and welfare of the occupants and property owners. Guides providing details on how to file an application and what types of information need to be included are available on our town website and through the online View Point Open Gov. permitting system.

Our Permit Technicians are Brigit Tanganelli and Heidi Leech. Brigit is here to assist in Building Department matters as the permit technician and provides assistance to the Building Official, Fire Marshal, Sanitarian, and the Building Code Board of Appeals. Building files are maintained daily to provide current up-to-date information to town departments and the public. Statistical information is forwarded to government agencies and the Census Bureau. Receipt books and building reports are updated regularly to assist the auditors review and create monthly, quarterly, and yearly reports.

RESIDENTIAL ACTIVITY

The issuance of twenty-one (21) Certificate of Occupancies for single family dwellings have kept the department busy this year.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 1ST QUARTER 2020-2021 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
20 WINDY HILL ROAD	7/7/2020
47 CARNIC ALPS ROAD	7/29/2020
None for August	
12 WINDY HILL ROAD	9/10/2020
None For October	
650 DUNN ROAD	11/12/2020
70 BEEBE FARMS ROAD	11/19/2020
94 STONEHOUSE ROAD UNIT 15	11/24/2020
151 SATARI DRIVE	11/25/2020
15 WOLF HILL ROAD	12/16/2020
50 CARNIC ALPS ROAD	1/4/2021
48 WINDY HILL ROAD	1/13/2021
24 WINDY HILL ROAD	1/21/2021
40 WINDY HILL RIAD	1/28/2021
94 STONEHOUSE ROAD UNIT 16	2/17/2021
190 AVERY SHORES	2/17/2021
17 GODIVA LANE	2/19/2021
164 SATARI DRIVE	3/4/2021
80 BEEBE FARMS ROAD	4/12/2021
94 STONEHOUSE ROAD UNIT 33	4/21/2021
145 EDGEWATER DRIVE	5/3/2021
50 BELLEVUE DRIVE	5/18/2021
65 BIRCH TRAIL	5/27/2021
None for June	

Permit Counts Reflected over the Past 5 Fiscal Years

PERMIT TYPE	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
	ANNUAL TOTALS				
Houses only	19	30	18	22	22
Foundation only	23	31	26	41	33
Condominiums	0	0	0	0	0
Commercial Bldg/Renov	15	17	18	7	24
Industrial Bldg/Renov	0	0	0	0	0
Public Bldg/Renov	4	3	7	2	2
Additions	17	16	17	28	30
Garages/Carports	8	18	13	8	16
Sheds/Barns	8	20	23	13	24
Decks/Porches	45	63	72	57	90
Pools	13	15	13	13	28
Demolition	7	7	11	14	8
Woodstove	30	28	42	29	29
Miscellaneous	79	108	81	118	99
Renov/Repair/Alter	143	153	146	130	169
Plumbing	35	32	38	48	48
Heating	184	216	194	194	235
Electric	179	181	180	208	281
TOTAL PERMITS	810	917	899	937	1,161
PERMIT VALUE	\$12,139,797	\$14,710,298	\$13,016,222	\$17,498,397	\$19,108,430
FEES COLLECTED	\$166,374	\$204,654	\$166,905	\$221,348	\$229,269
Certificate of Completion	641	678	772	677	884
C/O's - New Homes/Condos	26	21	25	19	21
C/O's - Other	18	10	16	23	32

COMMERCIAL PROJECTS

First Quarter, Fiscal Year 2020-2021:

No Commercial permits were issued in the month of July.

CLCC received permitting in August for a farm stand at 2645 Boston Turnpike.

In September, three permits were issued for commercial permitting. There was a temporary tent issued for the Nathan Hale Homestead at 2299 South Street, for a wedding scheduled in October. There was a permit issued for antennas and associated cell tower equipment at the cell tower located at 712 Bread & Milk Street. Finally, there was a sign permit issued for new signage at the CVS at 3415 Main Street.

Second Quarter, Fiscal Year 2020-2021:

In October, the Building Official issued two (2) commercial permits. The first was for a new street frontage sign at 2181 Boston Turnpike. The second was for a sign and the completion of the second floor tasting area of Dragon Fire Meadery at 580 Main Street.

In November, two (2) more commercial permits were issued. The first was for the construction of the new Dollar General at 1600 Boston Turnpike. The second was for new cell antenna replacements at 712 Bread & Milk Street.

In December there were no new commercial permits issued.

Third Quarter, Fiscal Year 2020-2021:

There were five (5) commercial permits issued in the month of January. The first was for new cell antenna replacements at 400 Riley Mountain Road. Three (3) were in association to the new smoothie bar going in at 3466 Main Street called Courtside Nutrition. They were issued their Certificate of Occupancy and opened to the public on March 16th! The final commercial permit for the month of January was for a new sign for Husky Pizza in the village at 1011 Main Street.

In the month of February, a permit was applied for, for an addition to be constructed at Eye Trade in the village (1197 Main Street). The Connecticut Water Company was issued a Certificate of Occupancy for a new pump house facility at 143 Old Eagleville Road on February 22, 2021.

Finally, in the month of March, permitting was issued to two (2) locations. The first was Sabrina Pools on Boston Turnpike for a new sign. The second was for a tenant fit out at Meadowbrook Plaza to convert Swiss Cleaners into office space to be used by the DOT during a bridge project that will be taking place in the area. Dollar General at 1600 Boston Turnpike, received a Temporary Certificate of Occupancy to be able to open to the public on March 23, 2021. They will receive their final CO once some site work is completed.

Fourth Quarter, Fiscal Year 2020-2021:

The town had a very busy fourth quarter for commercial permitting. There were four (4) commercial permits issued in the month of April. The first was for an addition and renovation at Eye Trade at 1199 Main Street in the village. Next was for a tenant fit out of MJ Nail Salon at 3466 Main Street. Then a finishing of basement space for commercial use at 1153 Main Street. Finally, a tenant fit out for the Nathan Hale Farm and Feed at 2050 Boston Turnpike was issued in the month of April.

In May, four (4) more permits that are commercial were issued. The first was for a tenant fit out for a new massage therapy office at 21 Bread & Milk Street called Therapeutic Bodywork. The next permit was a complete renovation tenant fit out for a new accounting firm at 1776 Boston Turnpike. Then there was a permit for cell antennas on Folly Lane. Finally, there was a tenant fit out to sell small Japanese import vehicles at JDM Imports at 1193 Main Street.

There were three (3) permits taken out for commercial activity in June. One was for a sign for MJ Nail Salon at 3466 Main Street. The other was for a Sign at JDM Imports at 1193 Main Street. The last permit was for cell tower equipment at the cell tower behind Town Hall at 1712 Main Street.

TOWN PROJECTS

First Quarter, Fiscal Year 2020-2021:

In July, two permits were issued for municipal work. One was for structural upgrades to the high school band room at 78 Ripley Hill Road. The other was for a new door system at the boathouse near the bandstand at Patriots Park (124 Lake Street).

No municipal permits were issued in August.

In September, permitting was issued for fire rated doors and openings at the high school at 78 Ripley Hill Road.

Second Quarter, Fiscal Year 2020-2021:

There were no municipal project permits issued or closed out in the second quarter.

Third Quarter, Fiscal Year 2020-2021:

There were no municipal project permits issued or closed out in the second quarter.

Fourth Quarter, Fiscal Year 2020-2021:

Permitting was issued in the month of June for fire rated doors to be installed in the high school.

CRUMBLING FOUNDATIONS

After a large boom of permitting issued to replace crumbling foundations occurred last fiscal year, the numbers leveled off for this one. Most likely it is due to the amount of time it takes contractors to accomplish these projects, coupled with the limited amount of contractors qualified to do these replacements and their need to spread themselves out to area towns facing the same fate. We took in six (6) repair of crumbling foundation permits this fiscal year...

First Quarter, Fiscal Year 2020-2021:

We issued two (2) permits this quarter for replacing crumbling foundations. They were located at 769 Bread & Milk Street and 39 Joshua Lane.

Second Quarter, Fiscal Year 2020-2021:

No permits were issued for replacing crumbling foundations in the second quarter.

Third Quarter, Fiscal Year 2020-2021:

We issued one (1) permit this quarter for replacing a crumbling foundation at 201 Bishop Lane.

Fourth Quarter, Fiscal Year 2020-2021:

We issued three (3) permits this quarter for replacing crumbling foundations. They were located at 1658 North River Road, 29 Deer Hill Lane, and 313 Boston Turnpike.

SOLAR PERMITS

There were thirty-two (32) solar permits issued and closed out this fiscal year.

BLIGHT INSPECTIONS

Blight complaints are initially taken in and reviewed by the Zoning Officer. Site visits and notifications are sent out to property owners when the Building Official needs to follow-up on a specific blight matter pertaining to the building code. We are currently working with several property owners to close out complaints.

CERTIFICATES OF OCCUPANCY AND COMPLETION ISSUED

The total number of certificates issued this fiscal year was nine hundred thirty-seven (937). Twenty-one (21) were for New Home Certificate of Occupancies and eleven (11) of these certificates were for Replacement of Crumbling Foundations in town.

INSPECTIONS

The Building Official conducted one thousand eight hundred eighty-three (1883) inspections.

CONTINUING EDUCATION

The Building Official completed four (4) hours of continuing education towards a 3 year cycle, requiring 90 hours of training. There were very few hours accumulated due to COVID-19. The state had canceled most training opportunities, but two (2) were acquired in the first quarter and another two (2) in the last quarter through the Building Official's affiliation with the Northeast CT Building Official Organization.

TECHNOLOGY IMPROVEMENTS

The Town of Coventry Building Department has migrated their permitting system over to the View Point Open Gov. Cloud permitting system. All permitting is now available and requested to be applied for online. This includes Land Use permitting for Zoning and Wetland reviews. You can access this site using the following link: <https://coventryct.viewpointcloud.com/>. This new system will aide to better track permitting, house records, and keep financial records for this office. Many users have found it helpful to be able to now pay via credit card for their permitting.

We have updated the public through the Town website, Town E-blast system, and Newsletters. We have notified the public of our availability of support and assistance through this application and review process and have installed a computer kiosk in our office to assist them with scanning and upload of materials, as well as entering applications for the Town of Coventry and the Eastern Highland Health District. Lastly, we have written many helpful guidelines for the application process that are available in our office for reference and that have been sent via email to applicants and contractors.



LAND USE

Above: The newly constructed Dollar General retail store at 1600 Boston Turnpike. Photo by Eric Trott.

TOWN OF COVENTRY ANNUAL REPORT

Fiscal Year:
2020-2021



Sunset at Eagleville Dam

LAND USE OFFICE

Planning and Zoning Commission

Zoning Board of Appeals

Inland Wetlands Agency

Coventry Farmers' Market

Economic Development Commission

Eric M. Trott, Director of Planning and Development

Alexa Gorlick, Planning Technician/Zoning Enforcement Officer (10/19/2020)

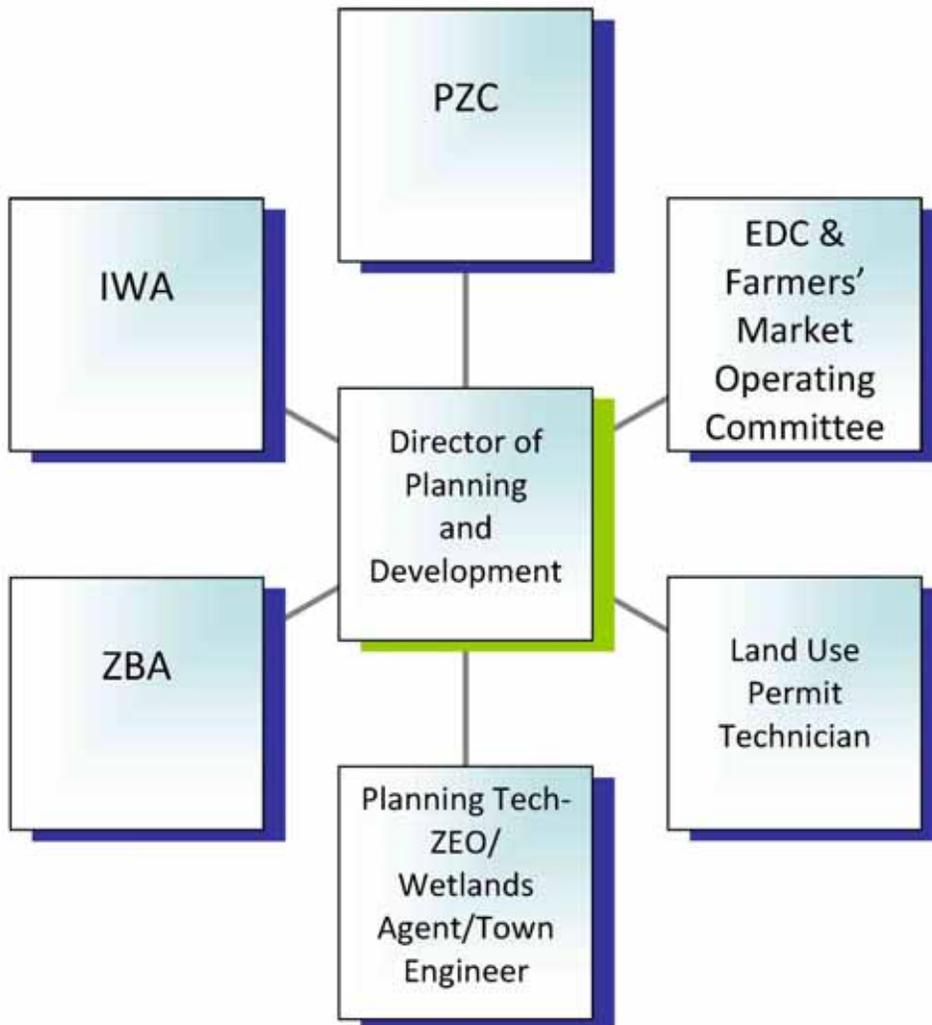
Todd Penney, P.E., Town Engineer/Wetlands Agent

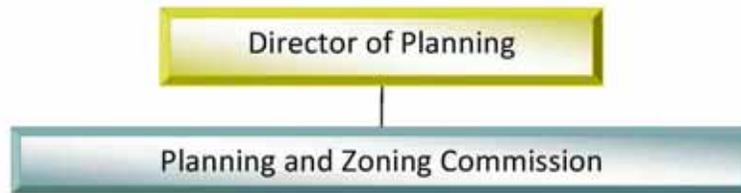
Mindy Gosselin, Wetlands Agent/Erosion Control Officer

Heidi A. Leech, Land Use Permit Technician

Erica Pagliuco, Coventry Farmers' Market Master

Organization and Staffing Charts





Planning and Zoning Commission

Fiscal Year	15/16	16/17	17/18	18/19	19/20	20/21
Meetings	13	16	32*	27*	24*	14*
Applications	8	6	7	14	6	5

The Commission meets twice a month for regular meetings. Only one meeting is regularly scheduled for the month of December.

*The number of meetings was higher during certain fiscal years because the Commission held special meetings for review of the revised Plan of Conservation and Development.

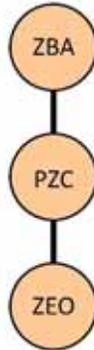


Economic Development Commission

Fiscal Year	15/16	16/17	17/18	18/19	19/20	20/21
Meetings	32*	21*	18*	15*	22*	30*

** Includes Farmers' Market Subcommittee/Operating Committee Meetings*

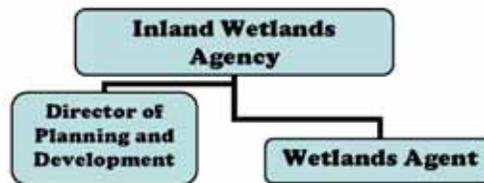
The EDC is scheduled to meet once a month excluding the month of November.



Zoning Board of Appeals

Fiscal Year	15/16	16/17	17/18	18/19	19/20	20/21
Regular Meetings	6	8	4	9	7	6
Special Meetings	1	0	2	0	0	0
Applications	8	15	7	9	12	6

The Board is scheduled to meet once a month.



Inland Wetlands Agency

Fiscal Year	15/16	16/17	17/18	18/19	19/20	20/21
Meetings	11	14	10	9	12	17
Applications	28	43	33	34	39	46

The Agency is scheduled to meet once a month.

**LAND USE OFFICE
BOARDS AND COMMISSIONS SERVED**

Planning and Zoning Commission

The purpose of the Land Use Office and Commission is to protect public health, safety and welfare through the administration of the zoning and subdivision regulations. The Office/Commission is responsible for reviewing development applications (i.e. subdivision, special permit, text/map amendment, site plan review) as well as guiding and managing land use activities. The Commission reviews and updates the zoning regulations, subdivision regulations, plan of conservation and development, and zoning map as well as 8-24 applications per CT General Statutes.

The Director of Planning and Development reviews all subdivision, special permit, site plan review and text/map amendment applications, and 8-24 applications. In addition, technical assistance is provided to the Planning and Zoning, Economic Development, Conservation Commission, Coventry Lake Advisory and Monitoring Committee, Farmers' Market Operating Committee.

The Director of Planning and Development oversees the Land Use Office and staff (Planning Technician/Zoning Agent, Wetlands Agent, Permit Technician and Recording Secretaries.) The Director regularly meets with members of the public, realtors, attorneys, etc., to discuss development procedures and provides guidance and advice on land use matters.

The Planning Technician/Zoning Agent (PT/ZEO) is responsible for insuring that the Town's zoning regulations are complied with and directs zoning and blight enforcement activities when necessary. The PT/ZEO reviews all zoning permit applications, inspects properties for certificates of compliance, and proper erosion and sedimentation control installation. The PT/ZEO answers daily zoning inquiries (phone, walk-in). The PT/ZEO provides staff assistance to the Zoning Board of Appeals, as well as the Planning and Zoning Commission and Conservation Commission as necessary.

Inland Wetlands Agency

The Inland Wetlands Agency (IWA) provides regulatory oversight for all activities (land disturbances as defined by the Regulations) involving wetlands, water bodies, and watercourses; including defined upland review areas from the wetlands, water bodies, and watercourses. The IWA reviews enforcement activities directed by the Wetlands Agent. The IWA reviews and updates its regulations. The IWA is responsible for administering the State's Aquifer Protection Regulations as directed by the Department of Energy and Environmental Protection (D.E.E.P.).

The Inland Wetlands Agent is responsible for ensuring that the Town of Coventry's wetlands regulations are complied with and directs enforcement activities when necessary. The Wetlands Agent reviews all zoning permit applications that may involve regulated wetlands activities and inspects properties for proper installation of erosion and sedimentation controls. The Wetlands Agent answers daily wetlands inquiries and provides staff assistance to the Inland Wetlands Agency.

In 2021, the Town hired a part-time Inland Wetlands Agent to assist the Town Engineer/Inland Wetlands Agent and to support the IWA since the demands of the Town Engineer have increased

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organize the yearly State of Coventry Lake Forum. The Committee has completed a Coventry Lake Management Plan.

Ad Hoc Farmers' Market Operating Committee

After the announcement in March of 2015 by the operators of the Coventry Regional Farmers' Market that 2015 would be their last season, the EDC swiftly created a subcommittee to plan for an ongoing presence of a farmers' market at the Hale Homestead in 2016 and beyond. Planning Staff served as staff support of the subcommittee. The Committee supported the efforts to maintain the Market as it transitioned to the Oversight Committee of the Market. A Market Master was hired to provide day-to-day support of the Market in addition to the Director of Planning and Development. In early 2016, the Ad Hoc Farmers' Market Operating Committee was created and members were appointed by the Town Council.

PLANNING AND ZONING COMMISSION

Members: (As of June 30, 2021 end of fiscal year)

William Jobbagy, Chair	Christine Pattee, Vice Chair	Stephen Hall, Secretary
Darby Pollansky	Ed Marek	Bob Burrington
Carol Polsky	Arianna Mouradjian	
Eric M. Trott, Director of Planning and Development		
Heidi Leech, Permit Technician		

COVID-19 IMPACTS:

The Land Use Office continues to be active in addressing the public’s needs during the COVID-19 pandemic. Very soon after the pandemic began, the office went to a team A and B staffing approach in the Town Hall to continue to enable the daily functions of the office and maintain a good level of service to the community. The office moved quickly to facilitate a ‘virtual front counter’ with a public workstation in the vestibule outside of the office. This allowed permit activities to continue uninterrupted, although direct staff contact needed to be minimized. The office next moved to a limited capacity allowance for the public to enter the office to do business. This was further modified to allow citizens into the town hall without restriction, other than to wear a mask, which continues to be the method of operating during the pandemic.

The in-person Board and Commission meetings went to a virtual, on-line meeting platform via Zoom. The change in format worked quite smoothly overall and allowed all applications and other matters to be attended to by all the Land Use Boards and Commissions. Later in 2020 and early 2021, office operations continued to move to a routine manner with respect to access to the office by the public, in-person meetings in the Town Hall and with Boards and Commissions.

Despite the negative impacts from the pandemic, the Land Use Office continues to be very busy with day-to-day operations. Permitting remains very strong, as homeowners continue to make investments in their properties with large and small projects. Property inquiries also remain very strong as interest in rural Connecticut continues. The real estate industry continues to be a very fast-paced setting in eastern Connecticut according to realtors who visit the office. Commercial property development interest as well as prospective interest also continues to be solid.

The Land Use Office continues to be vigilant in sharing and disseminating helpful information from the State of CT, local chambers, CT Main Street Center, and legal advisors to local businesses so that they can remain informed during this challenging situation.

COMMISSION HIGHLIGHTS

ECONOMIC DEVELOPMENT PROJECTS:

Despite the impacts of the pandemic, interest in economic development projects continues to be solid at the Commission level and Staff remains active with developers and designers who are considering plans in town.

Planning Staff continues to work with designers to prepare plans for a potential new professional medical office at 1572 Boston Turnpike, adjacent to the Dollar General location. Initially, there was very strong interest by Windham Hospital (Hartford Health Care) to construct a medical facility to replace the former site on Boston Turnpike. However, the pandemic created financial constraints for the Hospital and they decided not to pursue the site. Instead, local dentist, Dr. Jenkins, has purchased the site and is pursuing design for a new professional dental office.

Planning Staff worked extensively with Hytone Farm and their consultants to prepare new Zoning Regulations and a text amendment application to support the construction of an anaerobic digester project at their site on Boston Turnpike. The project involves the installation of equipment and facilities that enable the generation of electricity from a chemical reaction that occurs when cow manure and food waste are combined with special equipment. Significant time was spent evaluating sample language and potential impacts for the new use. The Commission unanimously supported new regulations that allow a staff review process rather than a formal application to the Commission, which would be more timely and require more cost. This project is an important one for the Farm as it will enable more financial support and stability long term for the operation.

The Commission approved a Special Permit modification for Dragonfire Meadery on Main Street to allow them to construct and utilize a new exterior deck that will enhance the public enjoyment and access to the Meadery. This is especially important considering the situation with the pandemic since it provides alternate space to support the customers. Dragonfire Meadery is one of only three mead production facilities in the State.

The Commission held a preliminary discussion with East Point Energy, a company who is pursuing a grid scale energy project on North River Road adjacent to the electrical substation. Although the applicant is not required to meet with the Commission since the project is subject to the CT Siting Council permit process, the applicant wishes to gain the input of the Commission on the project. The project entails the construction of large-scale batteries and accessory equipment that serve to support the community when power outages or reductions occur. The Commission provided guidance on screening to reduce the potential visual impacts of the project on the surrounding vicinity. Governor Lamont recognizes these facilities as a priority in the State as it provides resiliency in emergency situations. The Commission endorsed the project as a positive improvement in the community.

RESIDENTIAL DEVELOPMENT PROJECTS:

When compared to previous fiscal years, approximately the same number of residential subdivisions and developments have been submitted for consideration. Although the pandemic has resulted in a flurry of residential improvements and a high demand for real estate in town and the region, this has not translated into an increase of subdivision activity. The cost and availability of construction materials, particularly road and drainage infrastructure creates a financial barrier for this. Also, there are a reasonable number of existing subdivision lots currently available for new construction activities.

The Commission approved a three-lot subdivision of a parcel on Grant Hill Road near the Tolland town line. The parcel contains a significant amount of wetlands on site that required a creative approach to mitigate any negative impacts to the wetlands resources. A conservation easement to protect wetlands on site was included as part of the approval, part of which connects with the town owned open space in the Liberty Croft Subdivision on Broadway.

The Commission approved a two-lot subdivision on remaining lands from the Apollo Gardens Subdivision on Satari Drive. The parcel contains a significant amount of wetlands and in particular a vernal pool. All of which was carefully considered during the design process. Wetlands that connect with other open space owned by the town from the Apollo Gardens subdivision were permanently protected as open space as well.

Preliminary discussions were held on two small resubdivisions that would result in one new residential lot for each respectively. One is located on North School Road that is part of the recently approved Sweeney Subdivision. The other is a lot on Cedar Swamp Road that is part of an older subdivision that is now owned by Delauries. The formal subdivision applications were submitted during the next fiscal year and considered by the Commission.

The Creative Living Community of CT (CLCC) requested that the Commission allow a modification to their residential/agricultural project on Boston Turnpike that was previously approved by the Commission. CLCC proposed to construct a new farm stand in a slightly different location, which was supported by the Commission.

CLCC has recently joined forces with the Corporation for Independent Living (CIL), the entity that was involved with the Kenyon Falls condominium project on Armstrong Road. CLCC held a preliminary discussion with the Commission to share conceptual details on an alternative design to their project that is more of a lower profile, 'hamlet' type design that the Commission was supportive of. CLCC and CIL will continue their work on the new design and seek financial support for this important project.

PLANNING STAFF HIGHLIGHTS:

The former Planning Technician/Zoning Enforcement Officer resigned from the position in late summer of 2020 in order to take a new position in Maryland where he was moving. Planning Staff assumed the role of the position until the fall of 2020 when a new staff person was hired. Through the fall and winter Planning Staff spent time training the new staff while continuing to administer the regular duties of the position. The new Planning Tech/Zoning Agent has done very well in the

position especially considering that shortly after she was hired, the office was subject to the restrictions of the pandemic.

Planning Staff continues to serve as staff support to the Farmers' Market Operating Committee and management of the Market operations in conjunction with the Market Master, who is the day-to-day staff support during the active Market season between June and October. A great deal of time and effort from the entire Land Use Office Staff was devoted to pre-market season activities and the planning of the Market season, due to the situation with the pandemic. This marked the sixth year that the Market was operated by the Town after an extremely successful inaugural season in 2016.

Due to the pandemic, the Committee and Staff conceived an entirely new approach for the delivery of the Market for the 2020 season in order to maintain a safe and effective operation for the volunteers, vendors and customers. The Market transformed into a 'tent side pickup' approach with an online ordering platform. This allowed for the interaction to be minimized between customer and vendor, which provided a safe process. However, it was challenging at times during the course of season to meet the expectations of the vendors and customers who expressed their desire to have an 'in field' operation as had been done in seasons past. Although it has been an adjustment for all involved, the new operation succeeded in continuing to support the agricultural community, the customers of the Market, and maintained a safe and effective environment to conduct business. Despite the new operations and the overall impacts from the pandemic, the Market was awarded the #1 Farmers' Market by CTNow, Best of Hartford reader's poll in 2020.

In 2021, the Market was able to return close to routine operations at the beginning of the season and was able to adjust and expand to provide the same kind of offerings of 2019 and prior, such as sampling, demonstrations, musical entertainment, and Market themes. The season was considered to be a big success despite the pandemic and challenges with weather on Market day. But, once again the Market was awarded the #1 Farmers' Market by CTNow, Best of Hartford reader's poll.

Land Use Staff continues to improve the GIS platform in the office. A GIS User group consisting of a number of Town Hall Staff continues to meet quarterly with the Town's IT consultant to discuss ways of improving and expanding the GIS system. The Land Use Office uses the information to provide more effective and comprehensive research and planning for the community as well as permit administration. The Planning Tech/Zoning Agent is a key staff person who works regularly with the GIS system to maintain the integrity of the data and has worked diligently to correct errors with the mapping in cooperation with the Assessor's Office. New Assessor parcel mapping continues to be created by the efforts of the User Group. These maps are a significant improvement to the prior mapping, with enhancements to accuracy, readability, and presentation.

The Town Council adopted a Blight Ordinance in 2010 to address properties that have become distressed or abandoned. The focus is to gain compliance from the property owners to correct weed lots, dilapidated structures, debris storage and motor vehicle/equipment storage. The Land Use and Building, Health and Fire Offices are the hub of activity for enforcing the ordinance. Planning Staff serves as the coordinating staff for the enforcement activities by managing and administering efforts with the various Town Staff involved. The program has proven to be successful overall in addressing many blighted properties throughout Town. The Town Council also adopted a revision to the Ordinance that provides broader allowances for the Town to enter private property and assist in

clean-up efforts when required. Due to impacts with the pandemic, Staff has been even more accommodating to extenuating circumstances when attempting to gain compliance, but still has been successful in making progress with properties that are subject to enforcement.

The Planning and Zoning Staff and Parks and Recreation Department continue to work with the Conservation Commission to prepare new trail maps of various Town parks that can be available either as a hardcopy or for download on the Town's website. Staff performs site walks to obtain GPS data points for the mapping and site inventories and evaluations are collected that serve as a basis for the map narrative. Maps are available on the Parks and Recreation Department website for the following Town properties: Millbrook Park, Riverview Trail Park, Patriot's Park Woods, Creaser Park and Thornton Brook Preserve. Work is being planned to develop a map for Laidlaw Park that continues in the Rolling Woods Subdivision and will be continued further in them Windy Hill Subdivision where the respective open space areas that abut each other. Williams Preserve on Cooper Lane is another open space property that is being targeted for a trail map.

Planning and other Town Staff worked closely with the State of CT DEEP and the Town's Lake consultants to facilitate the treatment of hydrilla, an aquatic invasive species, in Coventry Lake. This is the fifth year that the treatment was necessary to address the infestation and likely will be necessary for a total of at least ten years to fully treat the problem. The Town and the State collaborated to fund the execution of the treatment. Planning Staff prepared and the Town was awarded a CT DEEP Aquatic Invasive Species Grant to assist the funding of the hydrilla treatment.

Planning Staff was involved with the establishment of a Coventry Lake Watershed Health Pledge that was executed during Lake Awareness Month in July 2020. A team of Town Staff cooperatively prepared the Pledge document which recognizes a variety of prudent practices that citizens can commit to that support the health of Coventry Lake's watershed. Fifty-two pledges were completed and submitted by citizens. The responses were evaluated and tabulated by Town Staff and the Coventry Lake Advisory and Monitoring Committee and shared at the State of Coventry Lake Forum in September 2020.

Planning Staff had previously worked with the Town of Mansfield to cooperate on the treatment of the invasive species, Fanwort, on Eagleville Lake for the past several years. This was either facilitated by State DEEP grants or local funds. Coventry and Mansfield Staff met with the consulting team to create a more concerted plan to address the Fanwort in the future, as opposed to relying solely on chemical treatments each year. The agreement was to pursue a State DEEP grant to fund an aquatic invasive management plan to establish long-term approach to the situation. The Towns collaborated on a joint application that was submitted and awarded by DEEP. Unfortunately, the State DEEP was not able to coordinate the grant contracts so that work could occur in 2021. The hope is that work can commence in the spring of 2022.

Planning Staff participated in the development of the Bolton Lakes Watershed Management Plan with the towns of Bolton, Vernon, and Tolland. A State of CT DEEP grant was received by the Town of Bolton to hire a consultant to develop the Plan. Northeast Aquatic Research (NEAR) was hired as the consultant for the project. This is the same firm the Coventry works with for the hydrilla treatments at Coventry Lake. The Plan was in the process of being developed and in need of State of CT DEEP comments during the summer of 2021. The Plan is expected to be completed by the end of 2021.

Planning Staff serves as the Coventry representative with the Tolland County Chamber of Commerce Economic Development Committee. In the summer of 2017, Planning Staff was elected to the Chamber Board of Directors and subsequently was elected to the Executive Committee. Staff attends meetings every other month with the Economic Development Committee and participates in a variety of activities sponsored by the Chamber and Committee, and attends regular monthly Board and Executive meetings. However, the fundraising activities of the Chamber have been very limited during the time of COVID and the Chamber operations have been severely limited.

Planning Staff continues to be involved in the ongoing Caprilands Estate matter. Staff had attended the many Probate Court hearings that have been held to close out the Estate over the past several years. Previously, Planning Staff spearheaded the process to select an architect and engineer team to prepare a conditions assessment report. The architectural firm of Evelyn Cole Smith and her engineering sub consultants were selected to prepare the report. This report was enabled by a State of CT Historic Preservation Grant that was prepared by Planning Staff.

A Request for Proposals (RFP) was prepared in 2019 to seek entities interested in an adaptive re-use of the Caprilands site. Unfortunately, the RFP was released at the onset of the pandemic and only one response was received. The response was not deemed adequate and it had to be declined. Subsequent to that, the Estate determined that it could not delay the ultimate sale of the property in order to help recoup funds and pay debts owed by the Estate as well as close out the matters with the Probate Court. This occurred in 2020. The Town is now working with the State Attorney's Office to facilitate opportunities for 'legacy building' with the history and memory of Caprilands and Adelpma Simmons so that the story can be continued in the future.

The consultant hired by the Town completed the preparation of the Nathan Hale Greenway Feasibility Study in the spring of 2019. Since that time, Planning Staff and the Town Manager have examined ways to take first steps in implementing the project by inviting a forest management company to explore timber harvesting for the properties. The goal is to enable the proper long-term forest management activities on the properties and at the same time install the skid trails and timber removal that can coincide with the location of the pedestrian path. This can allow for a no or low cost option to begin the trail blazing and potentially enable some funds to be generated that can be invested into the project. Timber harvesting activities on select properties commenced in the spring of 2021, but was limited due to the amount of rainfall that occurred during that season.

Planning Staff continued to work with the Coventry Village Partners, which includes the Coventry Arts Guild, Village businesses, and other community stakeholders to help face the challenges during the pandemic. One of the focuses of the Partners is to create destination-oriented events on a seasonal basis that can complement the Arts on Main and Christmas in the Village events. Due to the impacts of the pandemic, it was not possible to host events that involved the gathering of the community in 2019 and most of 2020.

However, Planning Staff and the Partners worked to prepare for hosting the CT Main Street's Spotlight on Main Street event in September 2020. Coventry was selected to be the subject of this year's event that involves the convergence of Main Street and economic development professionals from around the state to learn from Coventry's experience in supporting ongoing revitalization efforts

in Coventry Village, as well as a small reception. The event involved the opportunity for the town to 'tell its story' to those in attendance about all of the unique history and initiatives that have occurred over time to support the Coventry Village businesses and community stakeholders. Personal stories were able to be shared by a variety of business owners during a driving tour of the Village as to why they chose Coventry to locate their business or why they remain and continue their success. CT Main Street and those in attendance were very impressed with the event and Coventry's special approach. CT Main Street informed Planning Staff that due to the success of the event, they are preparing a series of guidance documents and resources using Coventry as an example to further share the approach with other CT Main Street members that are small towns.

The Partners, Planning Staff, and Parks and Recreation Staff worked collaboratively to host the first Scarecrow Contest and Halloween in the Village event in October 2020. Parks and Recreation expanded their scarecrow contest to include Village businesses, which broadened the involvement of the event. Also, a trick or treat/trunk or treat event was planned for the Village businesses and community groups to bring the community to the Village and celebrate the season. Unfortunately, the event had to be cancelled due to significant rainfall that occurred on the day of the event. But, the foundation for next year's event was established due to the success of being able to coordinate the businesses, volunteers and community groups this year.

The relationship that was created a couple of years ago between the Town and the family of the world-renowned sculptor, David Hayes, continues to be strengthened. Planning Staff worked with the Coventry Arts Guild and the Hayes family to facilitate an extended loan of another new sculpture in Coventry Village. The historic barn property on Main Street across the street from Teleflex is the new site for a large sculpture that is named 'The Rooster'. The barn was conveyed to the Town for adaptive re-use purposes in 2020 since the State of CT DOT did not have a use for it after the completion of the transportation improvement project several years ago.

** Planning Staff spearheaded an effort to collaborate with the Towns of Bolton, Mansfield and Tolland and prepare a regional economic development action plan. The goal for the plan is to develop a series of collective and independent action items for the member towns that further the studies, analysis and work that was completed in the region. For example, the Eastern Gateways Transportation Study of the RTES 44 and 195 corridors serves as a springboard for more cooperative work between the towns. A Request for Proposals was prepared to advertise the project and to hire a consultant to assist with the preparation of the plan. The towns hired AdvanceCT (formerly the CT Economic Resource Center) to prepare the plan.

The towns and consultant worked over a year on the development of the action plan. Numerous stakeholder meetings and interviews were conducted by the consultant with local businesses, town staff, elected and appointed officials and other interested parties to gain as much input on the plan as possible. A large facilitated brainstorming session was held in the fall of 2019 in Coventry to examine the development of the plan in detail. This served as a significant foundation for the plan development. Work continued on the development of the action plan at the close of the fiscal year.

Planning Staff worked with the Protected Spaces Stewardship Committee to purchase trail amenities to enhance the Williams Preserve Open Space property on Cooper Lane. Trailside benches and a trailhead information kiosk was purchased. The volunteers of the Committee are in the process of

building the amenities and are coordinating with the DPW crew for the installation as well. This compliments the prior work of the Committee that was completed in the fall of 2020 and spring of 2021 where a new section of trail was blazed, stone wall enhancement, and the removal of invasive species and other vegetation occurred.

Planning Staff continued to be involved with the State of CT DEEP in an effort to find solutions to problems involving a State of CT DEEP fisherman's easement over a private property on Woodbridge Road to access the Skungamaug River. For many years, the easement was widely used by the community due to the former property owner supporting open access for all citizens to enjoy the resource. Although a noble cause, this was outside the realms of the easement language that focuses solely on licensed citizens for fishing purposes. The new owner raised concerns about this with the Town and DEEP due to issues with trespassing and negative altercations with certain individuals who wished to access the river. Planning Staff and other Town Staff have been involved in numerous meetings with State Officials to consider alternatives for access to the river over other town property and other methods to address this issue. The easement remains temporarily closed as the State works to address the issue.

In December 2020, the Building and Land Use Offices went live with a new online permitting system to replace the former paper based system. The Building Permit Technician spent many months working with the consultant on the system programming and parameters. There was a steep learning curve for the contractors and citizens to manage as they got accustomed to the new system. A great deal of time was spent with customers of the office to train them to submit and manage their permits. Monthly Building and Land Use Office staff meetings were held in order to discuss the nature of the concerns that were being conveyed to staff both internal and external and how they could be strategically addressed. Due to the high demand for permits, inspections and general inquiries, as well as the demands associated with the new permit system it was necessary to implement 'administrative office hours' on Thursday mornings between 8:30am to 12:00pm, where the office is closed to walk in visitors. However, phone calls are received. This allows staff the opportunity to catch up on accumulated work tasks due to the high levels of permit, inspection and inquiry activity. This situation has been of great service to the office.

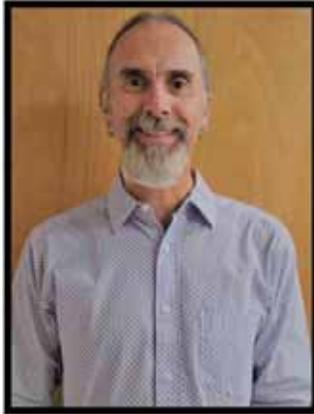
The former Planning Tech/ZEO staffed the Senior Housing Alternatives Study Committee that was appointed by the Town Council to examine the need for senior housing in the town and to prepare a report on mechanisms to address that need. The Committee commenced its work at the onset of the pandemic in 2020 and continued to meet remotely to the fall of 2020. At that time, the Planning Tech/ZEO took a new job in Maryland, where he was moving. In early 2021, Planning Staff assumed the role of staff support with Committee, but continued to work remotely with the former Planning Tech/ZEO who wanted to continue to be involved and see the project through. The final draft of the Report was nearing completion in the summer of 2020. The Report is expected to be completed during the fall of 2020.

PLANNING AND ZONING COMMISSION – ACTIVITY LEVEL

A comparison between FY 20/21 and 19/20 indicates that the overall number of applications decreased by one when compared to the previous fiscal year.

The number of special permits decreased by two, while subdivision permits increased by one. All other permits remained the same.

PLANNING DEPARTMENT STAFF



Eric M. Trott
Director of Planning and Development



Alexa Gorlick
Planning Technician/Zoning Enforcement Officer



Erica Pagliuco
Market Master



Heidi A. Leech
Land Use Permit Technician

**PLANNING AND ZONING COMMISSION
ACTIVITY LEVELS**

	ACTION	19/20	20/21	APPLICATION DIFFERENCE
Special Permit	Approved	5	3	-2
	Denied			
	Pending			
Subdivision	Approved	1	2	+1
	Denied			
	Pending			
Zone Changes	Approved	0	0	-
	Denied			
	Pending			
Zoning Text Changes	Approved	0	0	-
	Denied			
	Pending			
Subdivision Text Changes	Approved	0	0	-
	Denied			
	Pending			
Subdivision Amendments	Approved	0	0	-
	Denied			
	Pending			
Special Permit Amendments	Approved	0	0	-
	Denied			
	Pending			
Site Plan Review	Approved	0	0	-
	Denied			
	Pending			
Scenic Road Designation	Approved	0	0	-
	Denied			
	Pending			

INLAND WETLANDS AGENCY

Members: (As of June 30, 2021 end of fiscal year)

IWA Regular Members	
Lori Mathieu, Chair	Thomas Woolf, Vice Chair
Suzanne Choate	Patricia Laramée
Martin Briggs	-
IWA Alternates	
Michael Powers, Alternate	Vacant, Alternate
Town Staff	
Todd Penney, PE – Town Engineer/Inland Wetlands Agent	
Mindy Gosselin - Wetlands Agent & Erosion Control Officer	

Total number of applications considered by the Inland Wetlands Agency (IWA): **25**

- ❖ Outcome of applications:
 - Non-Jurisdiction Ruling: 2
 - As of Right Ruling: 2
 - Permit Denials: 0
 - Permit Approvals: 18 +3 from the previous year
 - Permit Extensions: 0
 - Permit Withdrawals: 1
 - Permit Modifications: 2
 - Pending 0

Total number of applications considered by the Inland Wetlands Agent: **21**

- ❖ Outcome of application:
 - Permit Denials: 0
 - Permit Approvals: 21
 - Permit Extensions: 0
 - Permit Withdrawals: 0
 - Permit Modifications: 0

Nature of activities reviewed/regulated:

- ❖ Residential Subdivisions
- ❖ Single Family Home Additions/Site Development
- ❖ Commercial Development/Modifications
- ❖ Drainage Improvements
- ❖ Municipal Drainage, Expansion and Redevelopment Projects
- ❖ Other:
 - Accessory Structures
 - Filling/Grading

INLAND WETLANDS AGENT

The Wetlands Agent serves as staff support to the Inland Wetlands Agency (IWA) for their regular monthly meetings. The Agency continues to operate very efficiently under the Agent's guidance and offers a high level of service to the Agency and community at large.

The number of Inland Wetlands Agency applications slightly decreased to **25** in FY20/21 from 28 in FY19/20. The number of Agent permits stayed the same at **21** in both FY20/21 and FY19/20. Wetlands Agent Permit applications are administrated in a shorter timeframe and with a simpler process compared to full Wetlands Agency permits. This has proven to be a valuable option for applicants.

During the last fiscal year, the Agency deemed two agricultural related applications As-of-Right and two subdivision applications non-jurisdictional. They also approved applications for residential improvements in the Upland Review Area of Coventry Lake, the most common being for Lake Wall repair. The Agency also approved many Town projects which included the reconstruction of Swamp Road/Boston Turnpike and reconstruction/pedestrian improvements on South Street.

Over the past fiscal year, there were a variety of applications and projects overseen by the Wetlands Agent. The Wetlands Agent approved and monitored decks, pools, drainage improvements and additions to single-family homes in the Upland Review Area in both the Lake Area and other Intermittent Watercourse Areas. Approvals were also issued for sheds, septic systems, garages and new homes.

In March of 2021, The Town of Coventry hired a 30-hour part time Wetland Agent and Erosion Control Officer. Ms. Mindy Gosselin, who has been subcontracted as our Wetland Agent Assistant for the past year, filled this role and started on April 1st, 2021. This staff addition enabled more frequent site visits to permitted activities in progress and will take over the wetland agent responsibilities from the Town Engineer, Todd Penney. Since starting in April, Mindy has also been able to take advantage of storm water and erosion and sediment control trainings hosted by professionals in Connecticut.

Wetlands Staff, Todd Penny (Wetlands Agent and Town Engineer), Mindy Gosselin (Wetlands Agent and Erosion Control Officer), and Heidi Leech (Land Use Permit Technician), continue to work with

Land Use

Coventry residents who need to be involved in a Wetlands permitting process. The approach to each application is consistent; helps the applicant navigate through the permitting requirements while maintaining the health and integrity of each wetland complex involved.



Todd Penney, PE
Town Engineer/Wetlands Agent



Mindy Gosselin
Wetlands Agent & Erosion Control Officer



Cumberland Farms - Rain Garden 2020

ZONING BOARD OF APPEALS

Members: (As of June 30, 2021)

Courtney Rossignol- Chairperson		Thomas Boudreau- Alternate
Claire Twerdy- Vice Chairperson	Monika Debowska	Michael Gerrity- Alternate
Elizabeth Bauer- Secretary	Frank Infante	Valdis Vinkels- Alternate
Alexa Gorlick, Planning Technician/Zoning Enforcement Officer		

Applications: 8

Approved 8
Denied 0
Pending 0
Withdrawn 0
Appeal 0

In fiscal year 2020-2021, we accepted eight applications for ZBA. Applications included relief from setbacks, lot coverage, and extension of nonconforming structures.

Town staff works with property owners to limit the number of variances that are needed for projects. Meetings and site visits occur so the home owner can speak with the Zoning Enforcement Officer about ways to conduct projects where a Zoning Board of Appeals application is not needed. This helps demonstrate the flexibility of our regulations to assist in helping homeowners come up with solutions for zoning issues on their properties. The number of applications was reduced by two from the 2019-2020 Annual Report.

ZONING ENFORCEMENT

Alexa Gorlick, Planning Technician/Zoning Enforcement Officer

ZONING PERMITS ISSUED (Agent Approved) **355**

Single Family Dwellings	45
Condominium Units	0
Accessory Structures	122
In-law Units	6
Clubhouse	0
Residential Additions/Attached Garages	15
Home Occupations	8
Commercial Use/Signage	15
Interior Renovations	32
Roof Mounted Solar PV	29
Driveways	56
Other	27
Total:	355

*Total differs due to more than one item per permit.

CERTIFICATES OF USE AND OCCUPANCY **68**

(Signed for zoning compliance by ZEO)

Single Family Dwellings	21
Condominium/Adult Community	2
In-law Units	2
Accessory Uses – Building and Structures	38
Residential Additions/Attached Garages	6
Commercial Signage	7
Other	5
Total:	81*

*Total differs due to more than one permit included on single C.O.

ZONING INSPECTIONS

358

Erosion and Sediment Control	60
Limits of Clearing	3
Certificates of Occupancy	77
Pre-Approval Inspection	6
Seed & Mulch/Grading – Bond Release	12
Zoning Complaints (Initial & Follow-up)	30
Blight Complaints (Initial & Follow-up)	40
Other	7
Total:	235

VIOLATION ENFORCEMENT INSPECTIONS (Initial Inspections Only):

The following is a breakdown of the types of inspections made by the Zoning Enforcement Officer in response to written, signed complaints lodged by citizens for potential zoning and blight violations.

Erosion/sedimentation and blight/zoning complaints are investigated expediently by the PT/ZEO due to their potential impact on the environment, and possible harm to citizens and private property.

	# of active enforcement matters at the end of the fiscal year
Erosion and Sediment Control	0
Drainage	0
Permit Conditions Not Met	0
Non-Permitted Activity or Structure	8
Signage	0
Illegal Dumping/Oil Spills	1
Clearing/Filling	0
Junk Yard	5
Dilapidated Home	5
Greater than 1 Unregistered Vehicle	4
Unlicensed motor vehicle dealer/repair	0
Outdoor wood burning furnace	0
Residential motor vehicle sales	0
Nuisance	1
Other	
Total:	24

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

We want to reiterate that our enforcement ordinances for both Blight and Zoning are **COMPLAINT BASED**. This means that in order to legally investigate a potential violation that is not of immediate danger to citizens, a complaint must first be filed in writing with the Land Use Office. Our policy states that named complaints are addressed as priority over anonymous complaints.

OTHER PROJECTS:

Drive Way Permitting:

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

Senior Housing Study Committee:

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

Cassidy Hill Winery:

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

Moto-Cross Event at Grant Hill Road:

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

Geographic Information Systems (GIS)

Over the past year, PT/ZEO has worked with the Assessor and Scott Roberts to clean out and reorganize all GIS data in the L Drive.

CAZEO

PT/ZEO working on second portion of CAZEO training and certification.

ECONOMIC DEVELOPMENT COMMISSION

Members: (As of June 30, 2021 end of fiscal year)

Sondra Astor Stave	Bill Jobbagy	Richard Conti
Timothy Liptrap	Barbara Barry	Richard Giggey
Mark Lavitt	Sam Belsito	Kristen Bilotta
Eric M. Trott, Director of Planning and Development		
John Elsesser, Town Manager		

The pandemic has created many challenges for local businesses. The Commission and Staff have been vigilant in their efforts to disseminate information and resources to assist businesses in a variety of different ways. In addition, Commission members continue to engage the business community as much as possible in order to learn of their needs and find ways to support them.

A member of the Commission, who is a Professor at Nichols College, orchestrated the involvement of several Nichols College student interns to work directly with town businesses to find ways to help them be more visible in the digital marketplace. This is extremely important at this time for businesses to have strong visibility in social media and internet searches. The interns worked closely with the businesses to learn of their needs and assess what the best resource would be. Most of the businesses elected to either have an overhaul of their website or have improvements to their social media platforms. One business elected to improve their email marketing and connection with their customers. The businesses were very appreciative for all of the investment in time and energy to assist their businesses.

Town Staff and a member of the EDC continue to revise and improve a 'New Business Primer' education resource for the business community. The primer is a 'one-stop-shop' source of information on what is required and recommended to start or expand a business. This resource is distributed to new home occupation businesses to assist them in their 'start ups'. The member also is involved with the Northeast CT Economic Alliance a regional business financing source that supports small business development.

The same member of the EDC also serves as a Board member with The Last Green Valley. This offers a link between the Town and an important regional organization that assists with grant funding, education and other vital resources.

The EDC continues to strongly support the efforts of the Coventry Farmers' Market. The Market was moved to the Hale Family Homestead in 2008 and has proven to be extremely successful and a significant economic development feature which supports the local agricultural and small business community as well. The Commission continues to consider ways in which the visitors of the Market can be connected to the other businesses in Town in order to further support the local economy. During the 2020 season, the Market was able to operate more closely to its standard routine by offering it in the Market field again. Also, themes, music, tastings were able to be facilitated again.

The Chair of the Farmers' Market Operating Committee presented her UCONN Master's Program analysis that she conducted on the Market. The study concentrated on reasons why customers choose to attend and support the Market.

During the budget preparation for the fiscal year, Planning Staff and the Commission encouraged funding to assist in the support of the Coventry Village Partners and the ongoing revitalization of the Coventry Village. The Partners were formed in 2018 and consist of a variety of stakeholders in the Village, including: Coventry businesses, Coventry Arts Guild, First Church of Coventry, Booth and Dimock Memorial Library, Town Staff and other interested parties to work cooperatively to support efforts to support the various stakeholders in the Village. However, the pandemic made it very difficult to for members to be available. Since the Partner's goals involved creating and hosting destination events to bring visitors to the Village, the pandemic limited that from happening. But, during the summer of 2020 Planning Staff was able to facilitate the CT Main Street 'Spotlight on Main Street' event with the Partners. Town Staff and the Partners are hopeful to be able to plan for more events in 2022.

The Commission continues to support the expansion of the Bolton sewers into Coventry to address wastewater and economic development needs on RTE 44 near the town line. The Town made significant progress in realizing this goal in 2021 as two possible paths were opened to facilitate this. First, the Legislature passed a new law recognizing the unique situation in Coventry and created new legislation to support the project. Second, the Town worked with the State of CT DEEP to administer a post-scoping process that is accessory to the Environmental Impact Statement that was originally performed by the Town of Bolton. The Town was successful in gaining this approval which opens the door to potential grant funding to support the project. The Town still needs to complete the four town sewer agreement, which is in the process of being created.

The EDC also has significant interest in the capacity of the Coventry sewer treatment plant and its ability to allow new economic development and/or mixed use housing opportunities. The WPCA continues to examine the current system capacity and determine amounts of service that can be provided for new projects.

In an effort to maintain open communication with businesses in the community, the EDC has met regularly one on one with several businesses at the Commission level. These meetings have been either at the business location or at the EDC meeting. The goal is to better understand the needs of the businesses and determine how the Commission and Town can assist. The meetings have been helpful for both parties by sharing information and insight into small business support. The results of the conversations have inspired programming for future forums as well as assisting the Commission and Staff on priorities. These meetings had typically been held remotely during the pandemic, but more recently, businesses have attended the meetings in person.

Planning Staff maintains a target development property and project list that provides an up to the minute overview of the status of all economic development related project that are either in motion, pending, in planning or other stages of consideration. This resource is shared with the Commission at each meeting and serves as a helpful outline of the various projects that the Staff are involved in.

The EDC continues to revise and update the Town's economic development brochure/business listing to maintain its relevance and accuracy. This marketing piece is a simple, yet effective way to identify the local businesses and provide a quick reference that can be easily offered to the public at various visible locations in Town. The EDC portion of the Town website also offers useful and informative materials regarding the Town as a destination and attraction for visitors and businesses.

The Commission also continues to recognize new businesses and businesses that have recently completed a significant project, with formal certificates of appreciation that are hand delivered by the Chairperson. The certificates have at times been delivered at a ribbon-cutting event that is either sponsored by the business, the Commission, or State Representative Tim Ackert.

The Town Manager's UCONN intern prepared an AdvanceCT Economic Self-Assessment report that was presented to the Commission. The report examined the nature of how Town Staff and the Commission support economic development activities, business recruitment, and retention. The results of the analysis were positive and demonstrated that despite the size of the town, availability of resources, the town does a commendable job in supporting economic development overall.

The Commission sponsored a Google small business event that provided guidance on how YouTube can help grow a business. The event was held remotely. The program was opened up to allow access by the towns of Bolton, Mansfield, Tolland and members of the Tolland County Chamber of Commerce. The event was informative and well attended.

The Commission continued their efforts to attract new business appropriate for the community while supporting existing business and tourism efforts. The EDC recognizes that economic development requires a long-term commitment to create a positive atmosphere to attract appropriate development proposals.

The EDC continues to discuss and provide support to various businesses seeking approvals from the Planning and Zoning Commission. The EDC often serves as the 'business cheerleader' or advocate to assist in the processing of an application.

Ad-hoc Protected Spaces Stewardship Subcommittee
of the Conservation Commission
Annual Report 2020-2021

The Subcommittee had 5 members during this reporting period, with 2 members* not renewing interest after their appointment terms ended:

- Vern Beausoleil
- Kristine Dennis*
- William Glenney
- Sarah Szczebak*
- Eric Thomas

The Subcommittee conducted the following activities:

- Held 2 quarterly meetings to discuss volunteers training materials and priorities for trail/property stewardship needs. Two additional scheduled meetings were cancelled, either due to lack of quorum or due to COVID-19 pandemic and committee meeting restrictions.
- Maintained hand and power tools and materials in Town building storage area with sign-out sheets for trail/property maintenance volunteers.
- An active trained crew of 3-5 community members to address a number of Subcommittee priorities on publicly accessible town lands was greatly reduced during the past year due to COVID-19 pandemic and health and safety restrictions.
- In partnership with the Conservation Commission, the Coventry, CT Conservation Community Facebook account expanded membership and posted weekly sightings or locally relevant conservation matters. Planned work parties were posted on this social media platform, as well as a developing email distribution list at openspacestewardship@coventryct.org.
- Small scale trail work parties were held a few times during this reporting period, focusing on Creaser Park, Laidlaw Park, Riverview Trail and Williams Preserve.
- One guided walk led for The Last Green Valley annual membership meeting at Creaser Park.
- Seasonal "Nature Notes" were regularly posted at the Riverview Trail Park trailhead.
- Four trail bench kits, several trail posts with markings, and message board kit were ordered and stored with installation planned at the Williams Preserve for Fall 2021 season with Subcommittee volunteer crews.
- Town property trail reviews and ongoing light maintenance to provide safe and enjoyable public use were conducted at Creaser Park, Depot Road Open Space Water Access, Mill Brook Park, Patriot Park Woods, Riverview Trail Park, Thornton Brook Preserve, and Williams Preserve.
- Site visits with Town Public Works staff led to DPW staff mowing the two 1-acre fields at Williams Preserve in late fall to address tree and shrub seedling encroachment into this important conservation habitat. A rotational mowing schedule is being set up to mow portions of the fields over a 2-to-3 year period to support old field vegetation and wildlife – an added benefit for the trail users at this Preserve.
- Coordinate wood chip deliveries (for trail surface maintenance) with DPW staff at trail heads of 6 locations in town.

- Meetings with Parks and Recreation staff and DPW staff to assist with planned enhancement projects at Creaser Park. An expanded un-mowed, vegetative streamside, or riparian, buffer area along the Skungamaug River was blocked from annual field mowing, thus assisting in targeted conservation of listed wildlife species using that river corridor. Site visits with DPW staff also reviewed fast growing vegetation around the Park's main pond, tagging native shrubs and trees for protection and allowing for brush cutting of the majority of identified invasive plant shrubs. This action also supported development of the primary 9-hole disc golf course established at the Park.
- Participated at a Parks and Recreation Commission meeting to discuss trail and open space improvements and access at Laidlaw Park.
- Participated in a Conservation Commission meeting to initiate drafting a management plan for the Williams Preserve.
- Preliminary trail planning continued on the Harrigan Open Space adjacent to Williams Preserve, with a side trail loop planned for 2021-2022. This property will likely be managed as a single unit with the Williams Preserve.
- Preliminary trail layout was initiated at the Windy Hill Open Space, adjacent to the Rolling Woods Open Space with connecting public trail from Laidlaw Park.
- Volunteer hours recorded for Subcommittee meetings, trail/property visits and trail maintenance work totaled **78 hours** in 2020-2021.
- The upcoming year will build on recent accomplishments of improved and maintained public access for community enjoyment on several Town protected properties.

Respectfully submitted,

Eric

Eric Thomas

Chairman

Town of Coventry
Energy Conservation/Alternative Energy Advisory Committee
Annual Report fiscal year 2020-2021

Purpose/Function:

The purpose of the Committee shall be to study and identify viable and feasible energy conservation projects to reduce energy consumption and/or expenses in town and school facilities and operations; to explore and evaluate renewable energy projects to supplement or replace conventional energy to benefit town and school facilities and operations; to explore grant opportunities and private sector opportunities, and to prepare a report to the Town Council of findings and recommendations for funding and implementations.



Summary of the Committee Activities:

- Researched and assisted in grants/financing options to support various energy efficiency programs within Coventry including:
 - o Small Z-REC program (additional solar car ports for high school and middle school to shift energy via virtual net metering to other town buildings)
 - o Researching energy related performance contracting projects that might be feasible for future development in Coventry
- Going Green event at the Coventry's Farmers' Market
 - o The Energy Committee dedicated much of 2020-2021 working on increasing our exposure and educational presentations for a Going Green event at the Coventry's Farmers' Market. We were unable to hold the event during the summer of 2020 due to Covid-19, however planning began during the spring of 2021 for an August 29th Going Green event.
- Promoting Electric Vehicles
 - o Shared via social media: virtual EV Ride and Drive events happening during National Drive Electric Week in Sept. 2020
 - o Several members participated in CT Clean Cities Municipal EV readiness program/workshops
- Coordinated with the School Building Committee on replacing school roofs and evaluating unit ventilator and HVAC improvement projects.
- Reviewed and made recommendations on:
 - o High school composting program
 - o Proposals for various lighting projects within the Town Hall and School Buildings
 - o The Town's Sustainable CT application to Eastern Connecticut State University
 - o The Town's micro-grid application to DEEP
 - o The Town's idling policy for town vehicles to include within the Plan of Conservation and Development



- Committee members kept current on state incentives available to Connecticut residents from the Connecticut Green Bank to support town wide Energy Efficiency Programs including:
 - o Promoted CT Solar Loans, Smart E-Loans and Cozy Home Loans on Committee’s website
 - o Promoted the virtual Home Energy Solutions Audits to town residents. (During COVID the HES program held virtual assessments).
- Maintained the Energy Committee website and email to enable residents to interact with Committee
 - o Researched COVID energy saving tips for residents working from home during the pandemic
- Continued an open, working communication with School Superintendent’s Office
- Committee members represented the Coventry Energy Committee at:
 - o The Connecticut Municipal Clean Energy Community Workgroup
 - o Eastern CT Green Action Group
 - Chairperson presented “Being Green in Coventry” (May 2021)
 - o The Coventry School Building Energy Efficiency Committee
- Continuing plans focus around:
 - o Recruiting energy-related vendors (solar companies, CT Green Bank, CT Fund for the Environment and many others) for public presentations and to participate in Going Green market event
 - o Providing more community-based outreach resources regarding sustainability, recycling and energy efficiency
 - o Working with town to identify pollinator corridors
 - o Recruiting additional Committee members
- The Energy Committee met five times during 7/1/2020 to 6/30/21
 - o Due to COVID and the lack of members the Committee did not meet Oct 2020-March 2021





EDUCATION

Above: An aerial photo of the Middle School complex and Coventry Town Hall, showing the extent of the solar panel installations on both buildings, as well as the carport near the athletic field.



Coventry Board of Education 2020-2021 Annual Report

David J. Petrone, Ed.D., Superintendent of Schools



The Coventry Board of Education is the governing and policy making body of the Coventry Public Schools. The Board derives its power from the Constitution and General Statutes of the State of Connecticut as well as from the State Board of Education and the Charter of the Town of Coventry. The Board of Education is responsible for establishing policy and educational goals that guide the school system toward the continuous improvement of the educational program for Coventry's children. The Board is also responsible for the ongoing evaluation of the school program against its goals and for the evaluation of the Superintendent.

The Board consists of seven elected members: Jennifer Beausoleil, Chairman; William Oros, Vice-Chairman; Eugene (Gene) Marchand, Secretary; Mary Kortmann; Michael Sobol; Christina Williams and Robert Williams. The Board meets twice a month in the Administration Building Conference Room. Agendas and minutes of the meetings are posted on the Board of Education page of the district website at www.coventrypublicschools.org.

The Board's Mission Statement and Goals provide direction and focus to the improvement work of the district. They are as follows:

- Mission Statement – The Coventry Public Schools will prepare every student for life, learning and work in the 21st century.
- Goals – 1) Identify, define, and measure the critical skills and attributes that are required for success and align systems to continuously improve student performance and achievement. 2) Maintain and promote a positive and respectful learning community. 3) Recruit, retain and develop high quality staff at every level.

Each year the Superintendent, as well as each Principal and the Director of Pupil and Staff Support Services, establish a personal set of goals which align with the Board of Education main goals. In addition, goal achievement documents are developed in the spring verifying the year's accomplishments. Those documents and related details can be found on the district website.

Coventry Public Schools 2020-2021 Noteworthy Accomplishments:

Coventry High School; Joseph Blake, Principal



In the 2020-21 school year Coventry High School (CHS) was once again recognized for high achievement in both state and national rankings. The *US News and World BEST Schools Report* ranked CHS as 34th in Connecticut, which places us first in our District Regional Group (DRG), in the top 8% of high schools in Connecticut, and in the top 9% of high schools in the nation. CHS also completed its New England Association of Schools and Colleges (NEASC) 5 Year Progress Report, which was accepted with numerous commendations for our work on the district-wide Portrait of the Graduate and our Technology Plan. NEASC offered no further recommendations for improvement and the next scheduled accreditation visit is in the 2027 calendar year.

During the 2020-21 school year at Coventry High School, a variety of initiatives and programs helped support student learning and achievement. We continue to focus on refining our curriculum, instruction, and assessment to support student performance on the Scholastic Aptitude Test (SAT) through the effective use of data to ensure that students possess the skills necessary for high achievement along with college and career readiness. Due to the COVID-19 shutdown last year, the class of 2021 were not able to take their SAT in their junior year, so their SAT was administered this fall. We continue to move forward in improving our instructional practices to better prepare students for the Next Generation Science Standards (NGSS) assessment, which was administered to all 11th grade students in spring 2021. We have offered professional development to teachers on curriculum development and effective implementation of the NGSS in the classroom and continue to modify curriculum based on released information and student assessment data. CHS and Eastern Connecticut State University (ECSU) have continued our dual enrollment agreement where students were able to take a course at CHS and earn both high school and college credit for successful completion of the course. In the 2020-21 school year 24 students earned both CHS and ECSU credit. Coventry High School also continued its partnership with Goodwin University's ECAMP Clean Manufacturing program, where students from CHS could attend courses at Goodwin University and earn dual credit at both CHS and Goodwin University. Our Advanced Placement program continues to be strong with CHS students taking 242 AP exams this spring. CHS has also expanded its UCONN Early Childhood Education (ECE) offerings by adding ECE US History to our Program of Studies. We



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have also continued to support our cooperative agreements with ECSU and the UCONN Neag School of Education to place interns and pre-professionals to support our students' academic and social development and/or complete their student teaching.

Our athletic program participated in modified fall and winter schedules due to the COVID-19 pandemic which did not include any Connecticut Interscholastic Athletic Conference (CIAC) state championship tournaments. The spring sports schedule, however, was traditional with complete conference and CIAC state tournaments. The girls softball team advanced to the Class S quarterfinals and the boys track team finished third in the Class S state championship meet. Several athletes received All Conference and All-State honors.

Capt. Nathan Hale Middle School; Dena DeJulius, Principal



The 2020-21 school year was certainly an unbelievable year due to the pandemic! We began the year having students attend school in a hybrid learning model, and on September 28th students were able to transition to full in person learning for the remainder of the school year. Capt. Nathan Hale Middle School (CNH) staff and students utilized the Google Classroom platform as well as many of the Google Apps for Education to support their teaching and learning. Teachers taught simultaneously to students in person along with those students who were remote. The physical structure of our classrooms and building were revamped in order to meet social distancing and safety guidelines. Students worked all year on priority academic learning standards across their core content area classes, and took the Smarter Balanced Assessment in the spring of 2021. In addition to our in person and remote learners attending STEM (Science, Technology, Engineering & Math) classes in Grades 6 and 7, we offered a virtual all girls STEM Showcase with the Connecticut Science Center that had 44 girls in Grades 6, 7 and 8 in attendance. This STEM Career Showcase was designed for students to connect informally with professionals from corporate partners across the state through a series of virtual panels and discussion rooms, to engage in meaningful conversations and learn more about exciting STEM opportunities. To fully demonstrate the wealth and accessibility of employment possibilities in our students' home state, they featured a diverse array of presenters from a wide range of fields.

Students in Grade 6 participated in two virtual diversity and equity discussions led by Paul Vivian and Audley Donaldson. Mr. Paul Vivian and Rev. Dr. Audley Donaldson are respected local diversity training consultants who have been offering workshops on diversity to school districts in Connecticut for over 25 years. In April, African American author Jerry Craft virtually visited with CNH 6th graders. He is the award winning author of *The New Kid*, a Nutmeg winning book about diversity and social emotional learning. Grade 7 students participated in America's Mosaic, an inter-district diversity grant program funded by the Connecticut State Department of Education and facilitated by EASTCONN. Students were provided with the opportunity to explore human rights, and participate in lessons focused on social and emotional learning. Students took part in virtual field trips and workshops. They had the opportunity to virtually meet with Ruth Weiner, a holocaust survivor and Peter Malinow, a Civil Rights activist who walked with Martin Luther King in Selma, Alabama in 1965. Part of their time was spent focusing on what they are grateful for and how they can make a difference in the world. CNH continued its partnerships with ECSU and UCONN through supporting numerous student teacher assignments, practicums, and internships in both a virtual and in person format based on the learning model and pandemic guidelines we followed throughout the year.

George Hersey Robertson School; Jennifer DeRagon, Principal



During the 2020-2021 school year, G. H. Roberston School (GHR) was recognized as a 2020 National Blue Ribbon School! The recognition is based on a school's overall academic performance or progress in closing achievement gaps among student subgroups. The coveted National Blue Ribbon Schools award affirmed the hard work of GHR educators, families, and the Coventry community in creating a safe and welcoming school where students master challenging and engaging content. As of 2018, there were 130,930 public and private schools in the nation. With 367 public and private schools being recognized, this places GHR in the top 1% of schools in the United States. In November, GHR was recognized at the 2020 National Blue Ribbon Schools Awards Ceremony, and Senator Joe Courtney presented the school with a plaque and flag which are now proudly displayed in the school lobby.

GHR prides itself on high student achievement and on fostering student growth emotionally, physically, socially, and culturally. Our school-wide philosophy of GHR C.A.R.E.S. (cooperation, assertion, responsibility, empathy and self-control)



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supports the development of the whole child, and is stated every day to remind students of expectations. Looking to support the social and emotional needs of students, we have developed a robust Morning Meeting which integrates the social-emotional curriculum Second Step, and have promoted an atmosphere of equity and respect through restorative justice practices in an effort to strengthen relationships in our school. We also promote student empowerment in many ways, including the second year of our Grade 5 Student Council, which meets every three weeks. For the first time ever, Student Council members attended the Connecticut Association of Schools (CAS) Elementary Leadership Conference with other councils across the state.

Despite challenges faced with the on-going pandemic, we implemented 1:1 Chromebooks to support technology integration, provided instruction via live streaming and Google Classroom as well as instruction for students in person, and developed a comprehensive system of tiered interventions for identified academic as well as social/behavioral needs. We were also awarded two grants which supported the new Little Free Library, as well as nearly 100 diverse children's books for classroom libraries as we work to create welcoming and inclusive spaces.

While this was a unique year in terms of daily operations and safety protocols, GHR continued to thrive. To celebrate a successful year, on June 4th we celebrated our recognition as a 2020 National Blue Ribbon School. Under the leadership of Principal Jennifer DeRagon and Physical Education teacher Lisa Dutton, students celebrated with a Blue Ribbon ceremony. To kick off the event, a new school song, "Spike's Anthem" was premiered. During this event, Grade 5 band students performed for an outside audience, collaboratively created an art installation, and competed in track and field events. In another area, students learned about the summer reading program at GHR and Booth and Dimock Memorial library, and selected a free summer reading book. In addition, the Little Free Library was unveiled and is now open for community use.

Coventry Grammar School; Ronda Carrie, Principal



Coventry Grammar School (CGS) eagerly welcomed the new school year on August 31. Back to school was commenced in the Hybrid Learning Model for the first four weeks of school. On September 28, we transitioned to the in-person learning model five days a week. This continued through our last day of school. The coordination of the Coventry Public Schools' reopening plan was a cooperative effort including several committees, virtual conferences and review and revision of facilities, schedules and routines.

We established a classroom for grade one and two students opting for remote-only learning. Kindergarten students who were remote-only and grade one and two students who had cause to quarantine, gained access to their classroom instruction through live-streaming.

Daily announcements were live-streamed to highlight health and safety practices. Songs and poems about proper handwashing, wearing masks chin to nose and maintaining social distancing were a mainstay. This also provided the opportunity to promote a positive school climate by recognizing student birthdays, originating Wednesday Joke Day and reporting fun facts on Fridays. We were committed to the social and emotional well-being of our students and initiated each day with a mood meter check in. Feeling icons provided a child-friendly manner to assess how every student started his/her day and, when necessary, informed our ability to provide immediate support.

The logistics and requirements of COVID-19 did not deter us from our commitment to learning. We developed new strategies to instruct all content areas. Brief assessments were administered allowing us to maximize learning time and individualize tasks and assignments. We implemented a math enrichment program for first and second grade students who were performing above grade level. Both in-school and remote students were considered for the enrichment group.

The district goal to maintain and promote a positive and respectful learning community was grounded in the specifics of culturally responsive instruction. An equity committee was formed at the school and ongoing professional development increased our proficiency with curriculum revision. As recipients of a Connecticut Reading Association grant, Supporting Student and Family Diversity Conversations through a Whole School Book Club, we purchased a hardcover copy of [The Night Is Yours](#) for every CGS family. The Parent and Teacher's Organization funded the author's virtual visit in April.



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The school-based equity committee and the Open Choice committee worked in concert throughout the year in preparation for welcoming students from Hartford. We were top-ranked on The Welcoming Schools Tool, an assessment of our physical environment, school-wide practices and policies, welcoming school staff, and written materials.

We enhanced our structure to partner with parents to set student goals. This was a tremendous success, evidenced by the parent survey ratings. Open House and Parent Conferences were conducted virtually and provided a level of personalization not anticipated. We were able to “virtually” enter the homes of our students and their families. This closeness yielded a strong home-school connection. Against the adversity of a pandemic, our students thrived socially and academically.

Hale Early Education Center; Lois Hasty, Preschool and Early Childhood Education Coordinator



The Hale Early Education Center (HEEC) remained one of the strongest early childhood programs in the state through the COVID-19 pandemic. The number of students attending grew as the school year progressed, as we maintained a very safe environment for both students and staff. HEEC students demonstrated great flexibility and resilience handling all the new procedures, and masks and cohorting certainly did not dampen the joy that always permeates the center. During the school year, HEEC continued to focus on our five rules: Take Care of Yourself, Take Care of Your Friends, Take Care of Your Teacher, and Take Care of Your World. Students were introduced to composting and learned what scraps of food could be placed in our compost bin. Material from the compost bin was then used to fertilize sunflower seeds and pumpkin seeds with both flourishing. The sunflowers grew to as high as the building, and we are waiting to see what the pumpkin plants bring. Students also learned to think beyond themselves by contributing to the PJ Day fundraiser and by wearing crazy socks for Down Syndrome Awareness. Students learned beginning coding using BEE Bots and developed reading and listening skills using Buddy Reading, in addition to the many other math, literacy, and science strategies and activities that continued to be emphasized. As the school year ended, HEEC continued rocking during the center’s 8-week summer camp. A record number of campers attended again this year, with campers enjoying many fun and educational activities both inside and out. Themes included The Great Outdoors, Water Week, All About the Arts, The Land of Make Believe, Bricks and Blocks, and Sports Superstars.

Business Office; Robert Carroll, Director of Finance and Operations



We continue to participate in meetings with the town’s School Energy and Building Efficiency Building Committee as they continue to implement new energy saving improvements at our schools. All schools in the district were retrofitted with LED lighting throughout each building. The Asbestos Abatement project for the CHS Cafeteria was completed over the summer. Wall strengthening at CHS auditorium and band room was also completed. Staff continues to work with the town on a Microgrid project. \$4M was awarded by the Department of Energy and Environmental Protection to install the microgrid. The project has received approvals from Public Utilities Regulatory Authority for regulatory changes. Once constructed, the microgrid will be able to provide power to the high school, middle school, Town Hall, the Administration Building, and Orchard Hills Estates at a reduced cost and will also be able to sustain power to those facilities during an extended power outage by the utility company. Private fiber optic cabling connecting CGS and GHR to the main internet connection at the library media center became operational on the first of July. This project was recognized by the CT Association of School Business Officials as the district was awarded the 2021 Best Practices Award for the uniqueness of the project. The SafeSchools Online Training System was fully implemented, district-wide. The training system is a web-based program that is accessible 24 hours a day, 7 days a week. SafeSchools programs focus on schools exclusively for staff training and compliance management. SafeSchools Training content is 100% school-focused. We continued to offer the Employee Assistance Program (EAP) which is a free benefit for our employees and their families. Our EAP offers a broad array of tools and services to help with problems that might affect one’s personal or work life. As a result of the coronavirus pandemic, the office needed to continue to function in a hybrid remote / in-person operation until a vaccination became readily available.



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Physical Plant and Facilities; William Trudelle, Director



The Facilities Department along with the School Building Energy Efficiency Committee has completed the Fire Door project and replacement of the air handler unit in the Capt. Nathan Hale School gym. We will continue working with the committee on the roof projects and HVAC upgrades. Working with the Walls Committee and the engineering company, Diblasi, we completed phase II of III to correct code issues throughout the complex and high school. Facilities will continue working to meet the new federal and state requirements and guidelines concerning COVID-19. Work on the Microgrid continues to move forward with the combined efforts of the Town, Board of Education, and Coventry Microgrid LLC. The Facilities Department has continued working with the School Building Energy Efficiency Committee to address HVAC, Fire Door, and asbestos issues. Over the past year, the abatement project in the Coventry High School cafeteria was completed, and the Fire Door project contract was awarded to Mattern Construction and is scheduled to be complete this fall. We also worked with the Town Engineer on the parking lot replacement project at Coventry Grammar School that was completed in August. Facilities collaborated with the Walls Committee and the engineering company, Diblasi, to correct some of the code issues throughout the complex and Coventry High School.

Educational Technology Department; Cathie Drury, Director



Our Educational Technology Department played an active role in supporting all stakeholders during the unprecedented times we faced in the 2020-2021 school year. We provided each student access to a device for learning and continued with our student and family ticketing system to help best address any issues pertaining to devices and connectivity to ensure ongoing access to educational programming regardless of learning model (in-person, hybrid, or remote). Any device repairs were coordinated with students and staff to ensure a timely response and minimal downtime. We also worked with buildings and families to ensure online access at home. In addition, this year we initiated an online payment option for device fees for families to streamline the process which we plan to expand to different areas in the future.

This year also marked the last year of our 2018-2021 District Technology Plan. We continued to support staff with differentiated professional development offerings that aligned with district programming, as well as worked to ensure learning spaces best supported instruction and student learning. We refined disaster recovery and breach response plans and protocols and continued to foster community collaboration to best meet the needs of all stakeholders. We are excited to build on our progress with a new technology plan for 2021-2024. Some areas of focus include exploring ways technology can further enhance and support district initiatives such as social emotional learning and STEM. Additionally, we will work with staff and administration to ensure our equipment and infrastructure continue to meet the needs of our students, staff and programming.

We are proud of the accomplishments made this year and look forward to continuing to build on our efforts to support and serve the Coventry community.

Department of Teaching and Learning; Michele Mullaly, Director



The focus of the Department of Teaching and Learning is on the development of an outstanding educational program to support all Coventry students in reaching high levels of achievement and in acquiring the knowledge and skills that will prepare them for life, learning, and work in the 21st century. We are proud of our students' many achievements, the instruction provided by our teachers, and the wide-breadth of educational programs and opportunities offered in our schools. Through the collaborative efforts of parents, students, schools, and the community, we have fostered an exemplary learning community which supports innovation and is committed to challenging all learners.

Our school system designs curriculum and instruction to promote continued high achievement especially in the core areas of literacy, mathematics, and science. As a result of the closure of schools in March of 2020 and a shift to distance learning for all students because of COVID-19, quickly assessing students' learning needs and accelerating learning for them was our singular focus in 2020-2021. With thoughtful planning, our teachers and staff prepared for all possibilities of instructional models when we began the 2020-2021 school year. Starting the school year under the hybrid learning model gave teachers and students an



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opportunity to get acclimated to the COVID-19 protocols and “new normal” under which they would be teaching and learning. After four weeks, we transitioned to full in-person learning five full school days per week. Distancing between students and teachers did not allow for in person small group work and collaboration, and many restrictions were placed on students’ sharing instructional materials, conditions that radically affected how instruction was provided for students.

Throughout this school year, our goals included building positive relationships with students and promoting their social and emotional wellbeing. Social and emotional learning is known to support student development and academic success, and the pandemic emphasized the need to elevate its importance. Each teacher in the district identified strategies including kindness cards, class warm ups to enhance students’ feelings of belonging, and mindfulness activities to support students in developing empathy, resilience, and the ability to cope with anxiety. Other goals included continued, frequent communication with families, providing access and guidance on the use of electronic platforms for blended learning, making changes to lesson design and instruction to meet the needs of all students and providing ongoing professional development on the integration of best instructional strategies in blended learning models.

To continue to promote welcoming and inclusive school cultures, in 2020-2021 we provided cultural competence training for all teachers in each school to support them in recognizing unconscious bias, understanding the role of culture in education and using students’ cultures as a basis for learning. We began a revision of curriculum through the lens of equity. This ongoing endeavor focuses on diversifying course materials to communicate and welcome diversity and to design learning tasks that engage students in looking at topics and themes from a variety of perspectives or lenses. Our equity and curriculum work also aligns with the establishment of an Open Choice program for the start of the 2021-2022 school year to reduce racial, ethnic and economic isolation and develop a more diversified student body. Through this program students from Hartford may attend public schools in suburban towns.

Coventry Public Schools continued to offer our students welcome and nurturing classroom environments in which our teachers encourage students to problem solve, think critically, collaborate with others, and utilize technology to research, create, and present meaningful student work for real-world audiences. We have high expectations for all students and strive to support positive school climates that engage all learners and prepare them for life, learning, and work in the 21st Century!

Pupil and Staff Support Services; Dr. Beth Giller, Director



Pupil and Staff Support Services (PSSS) is committed to providing equitable access to teaching and learning for all Coventry school-aged children in the least restrictive environment. This concept was revisited many times during the school closure in the spring of 2020, and remained at the forefront of school reopening procedures in August 2020.

Pupil and Staff Support Services Reopening Plans 2020-2021 School Year outlined plans for special education services in each of the instructional models: Full Return Instructional Model, Hybrid Instructional Model and Distance Learning Instructional Model. While special education services for students are individualized, they became increasingly customized this year with a blend of in-person and virtual instruction depending on an individual’s specific needs. Learning Model Individual Education Plan (IEP) Implementation Plans were developed by special education case managers outlining the means by which services would be provided in each of the three instructional models. These plans were shared with parents and adjustments made after Planning and Placement Team (PPT) meetings. This year, due to COVID-19 safety measures in place, all PPTs were held virtually.

A priority in education this year was to support social and emotional learning for students and staff. Coventry Public Schools Related Services Team (school psychologists, social workers and counselors) developed a series of professional learning presentations on social emotional learning for staff. In turn, Social Emotional Learning supports are optimum when embedded within instructional practices throughout the day. The Related Services Team also shared presentations on Self Care to support the well-being of our staff throughout this unprecedented school year.

Lessons to specifically address social and emotional learning were developed by our related services staff to implement during the first quarter of this school year. These lessons were delivered in the general education classrooms across the district as an effective Tier I strategy for acknowledging the potential for social and emotional issues for students. At the secondary level lessons were taught during English Language Arts (CNH) or English (CHS) classes. At the elementary level, initial lessons



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were virtual in order to preserve cohorts. Recommendations and/or requests from teachers for follow-up lessons for classes and student referrals for small group lessons followed thereafter.

Continuous evaluation of programs and practices continued throughout the year to provide the resources needed to meet the unique needs of all children. Intervention practices and strategies are closely monitored in the areas of chronic absenteeism, academic progress, behavior, social and emotional needs. Procedures and practices continue to be monitored in Coventry's specialized programs: Applied Behavior Analysis program, Coventry Academy, and the Transition Program for 18-22.

Practices were slightly modified this year due to COVID-19 safety protocols; for example, shared support for students in need of intensive instruction changed, the number of work sites was reduced for the Transition program and eliminated for Coventry Academy students. Innovative thinking replaced these activities with life skill applications that could be completed in district.



HUMAN SERVICES, CIVIC & CULTURAL

Above: The Coventry Senior Center on a beautiful winter day. Photo by Brenda Bennett.



Coventry Human Services

ANNUAL REPORT 2020-2021

HUMAN SERVICES
YOUTH SERVICES
SENIOR CENTER
SENIOR TRANSPORTATION PROGRAM

Coventry Human Services

Staff: Annemarie Sundgren, Human Services Administrator, asundgren@coventryct.org
Sneha L'Heureux MSW, Youth Services Coordinator, sheureux@coventryct.org
Dianna Grindle, Administrative Assistant, dgrindle@coventryct.org
Tele#: 860 742-5324; Fax 860 742-3505

Coventry Senior Center

Staff: Brenda Bennett, Senior Center Coordinator bbennett@coventryct.org
Sarah Leete, Senior Transportation Coordinator sleete@coventryct.org
Tele#: 860 742-3525; Fax 860 742-3506

HUMAN SERVICES HIGHLIGHTS

The Coventry Human Services Department is a multi-generational service agency. The goal of the department is to allow Coventry residents the ability to achieve and maintain personal and social well-being and to support the community as a whole. The Youth Services Coordinator is the Municipal Agent for Youth, staffs the Youth Service Bureau, which is funded through the State Department of Children and Families.

YEAR ROUND PROGRAMS

- Advocacy
- Budget Counseling
- Case Management
- Civil Preparedness Emergency List
- Counseling Services
- Crisis Intervention
- Social Services – **22 cases**
- Drug and Alcohol Information
- Emergency Call List
- Energy Assistance ACCESS Applications – **26 applications**
- Clergy Fuel - **9**
- Food Bank – **120 requests; 44 total households with 113 members**
- Food Box Distribution- **211 total households with 553 members**
- Fundraising
- Housing Information
- Department of Social Services Information and referrals
- Landlord/Tenant Rights information
- Special Needs Program – **4 families**

The impact of Covid-19 required the department to pivot and adjust, according to the needs of our community. The stimulus checks and increased State aid (i.e. SNAP benefits) reduced the number of requests for energy and food resources. The energy and eviction moratoriums also provided help to those in need. Our staff maintained contact with regular clients, as well as fostering communication with new residents and those in our community who were in need.

ADDITIONAL PROGRAMS

- **Department of Agriculture** –Due to Covid, No Farmer’s Market vouchers were distributed to Coventry seniors and persons with disabilities and who received Renter’s Rebate assistance.
- **Renter’s Rebate Program** – 78 applications were processed for senior and disabled renters in the form of checks by the State Office of Policy and Management. The total amount granted under this program is \$42468.38. This program runs from April 1st - October 1st.



Holiday food drive and distribution

- **Holiday Program:** Staff as well as volunteers from the community coordinated the distribution of donated food and gifts to residents.

Orchard Hills Estates ~ On November 20th, distribution of **71 Thanksgiving meals**; December 18th, distribution of **73 Holiday meals** to the Orchard Hills residents.

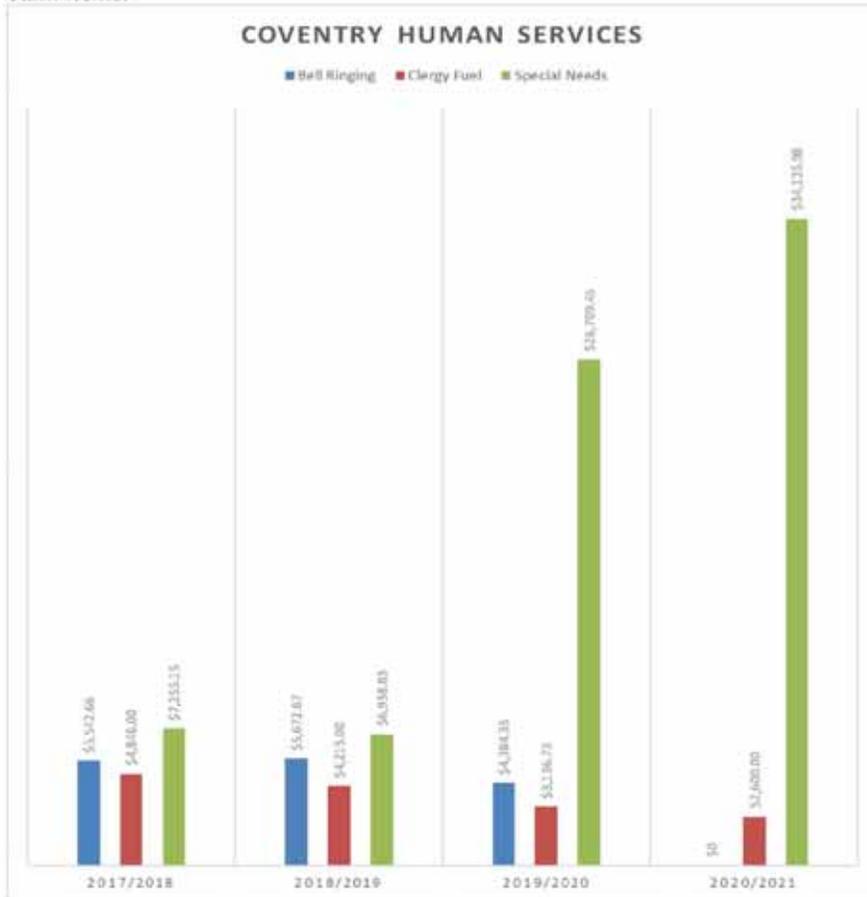
The Patriot’s Park Community Center serves as the warehouse for holiday food and toys during the Thanksgiving and Christmas holiday. On November 19th, **40 families** (113 family members) were able to shop for the Thanksgiving holiday. On December 15th & 16th, **49 families** (129 family members) received holiday food and gifts.

- **Food Box Distribution:** We started a new program in an effort to get foods out to more families in town. The last Friday of the month from January to June, we handed out pre-packed boxes of food. It was open to any Coventry resident. The response was overwhelming. Over the 6 distributions we handed out 211 boxes of food! DPW was a huge help in setting up signs and cones for traffic as well as helping load food into cars.



FUNDRAISING/DONATIONS

- **Special Needs Fund** -Donations received from individuals, churches, businesses and civic organizations were extremely generous due to the Covid pandemic. Over \$34,000 was collected this year. With the help of Parks and Rec we were able to make donating even easier with an online donation capability, which brought in a total \$1630. **4 families** were assisted with rental assistance, energy assistance, electric utilities, clothing vouchers, gift cards, grocery cards, plumbing repairs, snow removal and food bank items.



- **Salvation Army - Fundraising**
Unfortunately, due to Covid, bell ringing was suspended during the 2020/2021 season.
- **Clergy Fuel Fund** – \$2600 was received in donations to assist residents in need of emergency heating assistance during the winter season.

Donations to our Special Needs and Food Bank are judiciously provided to families who express hardship. Eligibility is based primarily on Federal Poverty guidelines and true

need is established prior to distribution of financial assistance. Cash is never provided directly to a resident. Payments are made directly to vendors/creditors.

EXPENDITURES FOR EMERGENCY ASSISTANCE

- **Salvation Army Fund** – 1 household was assisted with grocery vouchers, housing assistance, energy assistance. Families may be helped with more than one need depending on circumstances.
- **Fuel Assistance - Clergy Fuel Fund** - 9 families met the criteria to receive energy assistance and \$2213.90 was provided in fuel assistance to families in need of during the winter season. Donations have been received from generous individuals, churches, business and organizations. Funds collected help to pay for deliverable fuel as well as electric heat and is administered by First Congregational Church. The Human Services Office screens clients for emergency fuel eligibility, explores all other options for fuel assistance with other agencies before utilizing the Fuel Fund, authorizes fuel deliveries with vendors and coordinates deposits which are processed c/o the Finance Office.

THE HUMAN SERVICES ADVISORY COMMITTEE

Representatives from town departments, local churches, school district, police department, library, Visiting Nurse & Health Services of CT, senior groups and other social services organizations attend the meetings. The public is always welcome to attend. This year, this committee was re-formed to absorb the Youth Services Advisory Committee.



Youth Service Annual Report

July 2020- July 2021

Sneha was on maternity leave from the end of September to Jan 1.

Please note: Covid 19 has significantly impacted our numbers and programs dues to restrictions.

Direct Services:

- 4 **camperships** were awarded to 3 families; allowing youth to attend summer cam that otherwise would not be able to.
- **No Salvation Army camp assistance** was given this year due to Covid-19
- **Gearing Up to Learn**, back to school program was adapted. We provided 6 students with pre-packed backpacks, school supplies and gift cards.
- **Positive Connections Mentoring Program** did not run to due to Covid 19 restrictions in the schools.
- The 13th Annual **Spread the Cheer** holiday program for Coventry Grammar School students was canceled due to short staffing.
- This year **Project Graduation invitations were mailed out** due to Covid-19. Graduation was held at the Mansfield Drive-in. Project Graduation was held at Lake Compounce.
- **At Home Safety Course** were available for students ages 8 to 13. The 2-hour interactive course covered safety concerns parents have when their children are by themselves. Each student received a workbook and hands on training. Class sizes were limited to 15 students. 3 sessions were offered. One was cancelled due to weather and another was cancelled due to Covid-19.
- Coventry Youth Services did not provided financial assistance for the 8th grade DC Trip. The trip was not held this year due to Covid 19.
- Coventry Youth Services was active on their Facebook page promoting programs, services, and youth and family related articles and resources.
- Coventry Youth Services collaborated with Parks and Recreation to create virtual Summer Camp, as well as sponsor prizes for weekly challenges.

Youth and Family Cases:	8 cases
Community Service:	0 cases
Youth Job Bank Requests:	0
Youth Job Bank Matches:	0
Juvenile Review Board:	0 cases total in 2020-2021
Counseling Referrals:	4

COVENTRY SENIOR CENTER ANNUAL REPORT FY 2020-2021

Patriots Park, 172 Lake Street, Coventry, CT 06238

Website: www.coventryct.org/SeniorCenter

"Friend" Us: www.facebook.com

Staff

Brenda Bennett, Coordinator; bbennett@coventryct.org
Tiffany Lazur, Senior Center Assistant; tlazur@coventryct.org

Hours of Operation

Open Daily: Mon-Wed, 9am-4pm, Thurs, 9am-6pm, Fri 9am-1pm



The Coventry Senior Center is committed to providing adults 55+, a welcoming, inclusive and supportive environment to participate in recreational, educational and wellness programs.

The Center is committed to these core principles, focusing on the integration of best practices in program development and continued community collaboration.

We are here to meet the needs of our active adult citizens in Coventry.

New Staff

In November, the Center welcomed Tiffany Lazur as the new Senior Center Assistant. As the Assistant, Tiffany will provide administrative support and assist the Coordinator with programming as well as a variety of other office functions. This position part-time @ 19 hours/week. In June 2021, Tiffany resigned as the Assistant to pursue full-time employment.

Building Closures

- During the month of April and mid-May, the Center was closed on Thursdays at 3pm and all day Fridays for the Coordinator to provide staff support in the Building Department.

Community Partnerships/Engagement

• Senior Engagement

The Center recognizes the importance and value of social distancing while still finding new ways to make connections. The focus has been to provide opportunities for our senior community to engage with staff, catch up on events, share laughs, break isolation, making social connections as well as providing resources for frequently asked questions. The Coordinator's office window continues to provide "drive-up" service to for members to make in-person contact while remaining in their car!

- The Center provides a free holiday craft/goodie bag containing a holiday craft, a mask, hand sanitizer, crossword booklets to engage the community.
- Books and puzzles continue to be available for loan through a safe and contactless pickup.

Support

During the holiday season, the Coordinator and Senior Center Assistant provided support for the holiday program administered by the Human Services Office. Assistance was provided making reminder phone calls, packing and sorting donated food and gifts, support with food and gift distribution, writing "thank you" cards and, delivery of meals to Orchard Hills residents for both the Thanksgiving and Christmas holiday.

Grant Opportunity

The Center was awarded a \$2,500 grant through The Department of Aging and Disability Services, State Unit on Aging providing a funding opportunity to ensure Connecticut older adults stay safe, healthy and connected during the pandemic. The Center purchased 6 iPads and protective covers; fitness equipment to distribute through a lending library, 2 thermometers, face shields for staff and vendors, canopy pop-up shelter for outdoor programming.

Communications

- **Monthly Newsletters**

The Center reinstated the mailed newsletter with a *Special COVID Edition* of the monthly newsletter to members providing a resource to services and available program and town/government closures, as well as the most-frequently asked questions. Each month (April, May, June), approximately 370 monthly newsletters were mailed to Coventry households.



- **06238** –A publication in collaboration with Coventry Parks & Recreation Department featuring the services and activities available at the Center. Staff prepared edits, revisions and submittals for the Center’s town-wide brochure, which is available to all households in Coventry. The publication is offered 3x/year: Spring/Summer, Fall/Winter and Winter/Spring.

- **Veterans Day** – Traditionally the Senior Center is host to the annual luncheon and recognition ceremony for the senior Veteran community to honor those that have served. This year, “Thank You” cards were mailed to **every** registered Veteran in town, approximately 560 cards in lieu of the in-person ceremony.
- **Holiday Cards** – In lieu of our annual holiday celebration, holiday cards were mailed to approximately 359 senior center members.

Indirect Services

- **Well-check Visits/Reassurance Calls**

It is important to understand that not everyone is connected to the internet and social media The Coordinator has sought low-tech solutions to address the welfare of our senior community.

While practicing physical distancing and promoting social connection, staff continues to make well-check visits via telephone calls and offers use of the office “drive-up” window. Participants are reminded to “ask for help”, given basic contact information and provided referrals to other agencies and departments as needed. Members are encouraged to create a phone-tree for those who may live alone.



Social Services: The CHOICES program provides unbiased education and assistance with Medicare and other related programs. Penny Whitaker, Volunteer is a Certified CHOICES Counselor through the Senior Resources Area Agency on Aging. Brenda Bennett, Center Coordinator served as Coventry's Municipal Agent for the Elderly to provide information and referral to community resources.

- **Municipal Agent:** As the Elderly Services Agent, Brenda Bennett provided resources for 7 individuals in need of help for seniors or individuals with disabilities. This included referrals to the Access Energy Assistant Program, Supplemental Nutritional Assistance Program, Safelink Wireless, 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.
- **Veterans Advocate:** Manny Rodrigues, Commander, American Legion Post #52 of Coventry is currently assisting the Center as our Veterans Advocate. Manny provides support, referrals and is a source of information for our senior veterans. We are grateful to have Manny as part of our team!

Vaccination Support

With the rollout of the vaccine early in 2020, the Senior Center staff assisted eligible seniors with online scheduling portal to allow individuals without an email address to create an account, log-in and search for a vaccine clinic. Transportation to and from the vaccine site was a priority by our Transportation Coordinator.

- Three seniors registered on-line for vaccination appointment.
- Staff fielded 28 calls answering questions on how/where to register and other vaccine related questions.
- Staff assisted 10 seniors on the vaccine "short list" with EHHD.

Program Indicator	FY 14/15	FY 15/16	FY 16/17	FY17/18	FY18/19	FY19/20	FY20/21
CHOICES Appointments	54	164	104	141	119 appointments 218.5 hours	81 individuals 190 hours	66
Elderly Services Appointments	35	92	57	37	31	28	11
Access Energy Applications					12	8	3
Renters Rebate Applications					1	0	0

REOPENING

The introduction of a slow and careful reopening began in May 2020 for programs and activities. The building remained closed for casual socializing and visitation and patrons were asked to call ahead and RSVP for program attendance. Tours of the Center were offered to patrons prior to participating in an activity and 2 patrons requested tours. Check-in with staff was mandatory upon arrival; each patron would complete a Participation Agreement.

PROGRAM INDICATOR	FY20/21
Computer Visits	73
Podiatrist	9
Chair Yoga	39
Book Club	9
Fitness Lending Library	1
Bingo	22
Tai Chi	7
Sing-a-long Group	10
One-on-One Tech Assistance	1



Indirect Services

- **Well-check Visits/Reassurance Calls**

It is important to understand that not everyone is connected to the internet and social media and the Coordinator has sought low-tech solutions to address the welfare of our senior community.

While practicing physical distancing and promoting social connection, the Coordinator is making well-check visits via telephone calls and offering the use of the office “drive-up” window. Participants are reminded to “ask for help”, given basic contact information and provided referrals to other agencies and departments as needed. Members are encouraged to create a phone-tree for those who may live alone.

- **Accessing Technology - Survey Calls to Residents** – Calls were made to senior members participating in a variety of regular senior center activities to assess technology accessibility and familiarity, capabilities for on-line programming and willingness to participate. The use of technology makes the program delivery possible to all who have a computer, tablet or smartphone with internet capabilities. The lack of technology or accessibility demonstrates to be a huge challenge amongst our members.

- **Puzzle and Book Distribution** – Our senior community is enjoying the opportunity to access *FREE* puzzle (or 2) and books from the Center’s collection.

- **Coordination of Medical Rides for the senior “Rides” Program** – during this time, the Center provided transportation to seniors who needing to go to medical appointments, only.

COVENTRY RIDES TRANSPORTATION PROGRAM ANNUAL REPORT FY 2020-2021

Patriots Park, 172 Lake Street, Coventry, CT 06238

Website: www.coventryct.org/SeniorCenter

Sarah Leete, Transportation Coordinator; sleete@coventryct.org

Mondays, Tuesdays, & Thursdays 9am-1pm



The goal of the Coventry Rides Transportation Program is to meet the transportation needs of Coventry Seniors and residents with disabilities in order for them to live as independently as possible.

Days of Vehicle Usage: 79

Rides Unduplicated: 32

One-Way Trips: 232

Vehicle Hours: 216.75

Miles Total: 2534

Volunteer Van and Bus Drivers: Brian Coss, Christine Coss, Howard Haberem, John Thayer, Jim Wicks and Joyce Wicks.

Volunteer drivers are asked to drive one to two mornings a month for about four hours.

Private Car Volunteers: Lori Boucher, Cheryl Buck-Kenny, Sue Chvirko, Christine Coss, Trena Gale, Paulette Marquis, Claudette Polhemus, John Thayer, Terry Thayer and Wayne Whitaker.

Private car drivers are called upon for requests to locations beyond the scope of the Coventry Rides program. These requests are primarily for medical appointments in Hartford, Farmington and Glastonbury. Private car drivers also assist when daily schedules are overloaded.

In response to Covid 19 and out of an abundance of caution, volunteer drivers were not utilized during this time. Sarah Leete, Transportation Coordinator, continued providing rides for appointments on a first come, first served basis. In June, 2021 Howard Haberem, a long-time volunteer, was hired as a per diem driver to assist with extra rides or those outside the scope of our regular program. All riders were required to wear masks while being transported and extra disinfecting of the vehicles continued to happen. Volunteers were invited to attend an optional meeting

The Rides program offers transportation for senior citizens and residents with disabilities on Mondays, Tuesdays and Thursdays to locations in Coventry, Bolton, Manchester, Tolland and Vernon. Wednesday transportation is provided for Lunch Bunch and lunches at the Senior Center. Transportation is provided for medical appointments, nutritional and other types of counseling, shopping and personal errands, voting, employment, education, Senior Center and other social activities, town events and entertainment.

Handouts and mailings are provided for the residents of Orchard Hills and at the Coventry Senior Center. The Rides Program is advertised in the 06238 Town of Coventry brochure in collaboration with Coventry Parks and Recreation Department. This town-wide brochure is available 3x/year and reaches a broader audience than our previous Senior Center newsletter.

The Coventry Rides Transportation Program is supported by funding from the Town of Coventry and grants from the Department of Transportation.

**Coventry Housing Authority
1630 Main St.
Coventry, CT 06238
Annual Report 2020/21**

On behalf of the Board of Commissioners, I am pleased to present the Annual Report for the Housing Authority of the Town of Coventry for the Fiscal Year ending June 30, 2021.

The Coventry Housing Authority had a 100% occupancy rate for both Orchard Hill Estates I & II. The number of residents served in our State of CT E-RAP program was 5.

We were awarded the CDBG grant for \$1.5 million that we will use to pave the roadway and parking areas and do some much needed upgrades to the units, such as storm and entrance door replacements, unit lighting, new stoves, refrigerators and other kitchen upgrades, exterior lighting replacements.

The continuing effects of the COVID-19 virus have us following appropriate safety protocol and we still have an abundance of services for our residents related to the ongoing pandemic. We have continued to operate during the pandemic, first working opposite shifts from home and work, and then reconfiguring office space to social distance while working together.

The Coventry Housing Authority Board of Commissioners and the staff are committed to providing safe, affordable housing for the Elderly and Disabled.

Respectfully Submitted,

Laurie J. Bradley
Executive Director

ORGANIZATIONAL SUMMARY

Board of Commissioners

Mr. Albert Bradley, Chairman
Mr. Jeffrey Arn, Vice Chairman
Ms. Marilyn Barrette, Secretary/Treasurer
Ms. Lorraine Lynch, Ass't Secretary Treasurer
Ms. Susan Noyes, Resident Commissioner

Housing Authority Staff

Laurie Bradley, Executive Director
Sharon Boisvert, Resident Service Coordinator, Ass't Director
Peter Kasacek, Maintenance Supervisor
Roger Berthiaume, Maintenance Assistant
Rachel Elliott, Maintenance

Housing Property and Summary

Orchard Hill Estates I - Federally Funded Elderly & Disabled Housing

Residents pay rents based on 30% of their adjusted gross income less a Utility Allowance. The Utility Allowance is adjusted annually and is reflective of the average monthly electric use for the same size apartment. There are no utilities other than water provided in this rent. The Market Rents for these units are currently \$898 for an efficiency and \$935 for a one bedroom.

Orchard Hill Estates II – State Elderly & Disabled Housing

Residents pay rents based on 30% of their adjusted gross income less a Utility Allowance. There are no utilities other than water provided in this rent. The base (or minimum) rent for these units are currently \$270 for an efficiency and \$295 for a one bedroom.

2021 Resident Services

We are committed to helping to provide services necessary for our residents to maintain quality independent living. We have a Resident Service Coordinator, Sharon Boisvert, who uses 16 hours of the work week to screen residents for any services needed and teams up with area agencies to provide these services. These 16 hours are paid for by a grant through the State of Connecticut Department of Housing.

In addition to providing services, she also planned events such as, ice cream socials, summer picnics, holiday parties, blood pressure clinics and miscellaneous craft making parties. After COVID-19, these activities of course had to be stopped and the focus has been on setting up residents with personal shoppers, analyzing ever-changing needs and distribution of 101 food boxes donated by the Salvation Army.

Through CHFA, we secured an additional \$2000 HASIP grant for setting up a special needs pantry during COVID-19, which consisted of gift cards given to every resident for shopping, and the distribution of non-perishable necessities to all.

Sharon assisted the Town of Coventry Human Services Department with 74 Renters Rebate applications by collecting and photocopying the financial information for the program.

We are an Energy Assistance Site through the ACCESS Agency. We processed 68 applications that will give assistance to the tenants in the form of a credit on their electric bills.

Sharon has provided all 91 residents with services such as Meals, Homemaking Services, Home Health Aides, Medical and Regular Transportation, Friendly Visits, Nursing Services, Mental Health Services and Protective Services.

Without these services, many of these residents would have to be placed in Long-Term Care Facilities.

Payment in Lieu of Taxes (PILOT)

The Coventry Housing Authority has increased the amount of PILOT payment made to the town to \$42,508. This is an increase of \$2349 over the 2020 PILOT payment of \$40,159.

Sewer Use Fees

The Coventry Housing Authority paid \$4616.26 in sewer use fees to the town.

FACILITIES

Work Orders

Through the fiscal year June 30, 2021, The Coventry Housing Authority maintenance staff completed 371 work orders for maintenance service.

Unit Turnovers

The Coventry Housing Authority maintenance staff renovated 7 apartments during turnover in the fiscal year ending June 30, 2021. Upgrades to cabinets, countertops, stoves, floors, closet doors and lighting were done in several of these apartments.

FINANCIAL SUMMARY

Annual Financial Audit

The Audit Report for the Fiscal Year 2020 was completed and filed as required. A full copy of the audited financial statements is available upon request at the office of The Coventry Housing Authority.

Management Plans

Both the Project-Based Section 8 Federal Housing and the State Elderly Housing Management plans were submitted and approved as required.

Base Rent Structure

There was no increase in the base rents for the Fiscal Year ending June 30, 2021.

For more information regarding the Housing Authority of the Town of Coventry, please feel free to contact us at:

Coventry Housing Authority
1630 Main St.
Coventry, CT 06238
Phone: 860-742-5518
Fax: 860-742-5886
Coventry.authority@att.net

The Regular Meeting of the Coventry Housing Authority Board of Commissioners is held the second Tuesday of each month at 7 PM in the Front Community Building located at 1630 Main St., Coventry, CT 06238 (unless otherwise posted).



**COVENTRY PARKS & RECREATION
ANNUAL REPORT:
2020-2021**



Coventry Parks & Recreation

1712 Main Street
Coventry, CT 06238
860-742-4068
www.coventryct.org

Staff:

Wendy L. Rubin, CPRP
Director

Caterina Merriam,
Recreation Supervisor

Yasmine Forte,
Office Aide

**Parks & Recreation
Commission:**

Marie Gallo-Hall, Chair
Jennifer Rodgers, Vice-Chair
Bob Martin, Secretary
Jillian Miner, Member
Beverly Carlson, Member
Matthew Kyer, Alt. Member
Ashlee Pascarelli, Alt. Member

Our Mission

The mission of Coventry Parks and Recreation Department is to foster active lifestyles, social well-being, and environmental stewardship.



Year in Review: Notable Highlights

July 2020 – June 2021

Coventry Beaches: At Capacity for Much of 2020

- 2020 saw a significant uptick in beach attendance due to the perfect storm of COVID-19 + very dry weather. In the time of COVID-19, heading to the beach quickly became a “safe” activity that was both conducive to social distancing and outdoors. Couple that with very few rain events and 5 major heat waves, and residents and non-residents alike were heading to the beaches in droves. The 2020 season saw higher revenue than any year prior!

Camp Wangumbaug: Ready for a comeback!

- Due to COVID-19 concerns, Camp Wangumbaug was cancelled for Summer 2020. To maintain a presence and keep kids engaged, we published a weekly digital newsletter (*The Wangumbaug Weekly*), complete with activities, videos, and fun ideas, featuring our own Camp staff.
- Camp Wangumbaug made its triumphant return in the summer of 2021! Staff spent much of the off-season between 2020 & 2021 working to implement safety guidelines, while learning from colleagues in neighboring Towns who ran camps in 2020. Staff also participated in several additional trainings regarding COVID-19 protocols & procedures, in addition to their regular trainings like Mandated Reporting, Behavior Management, Emergency Procedures, First Aid/CPR/AED and more. Camp opened for the 2021 season on Monday, June 21st, at about half our usual capacity.

Community Gardens Flourish Yet Again:

- The 2020 wrapped up in October after a very successful harvest! The 2021 season kicked off in May, with all garden plots reserved and ready for planting.



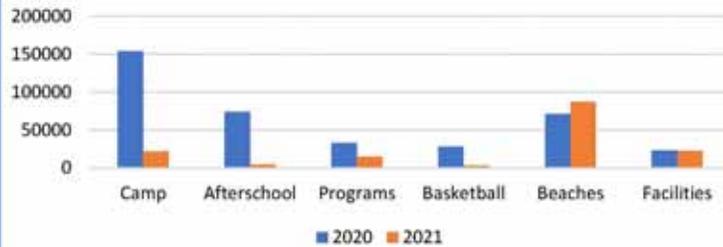
So Long, Farewell...

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

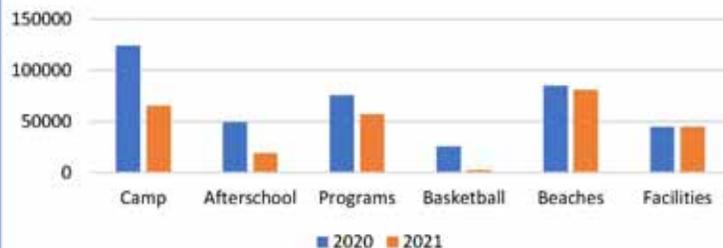


By the Numbers...

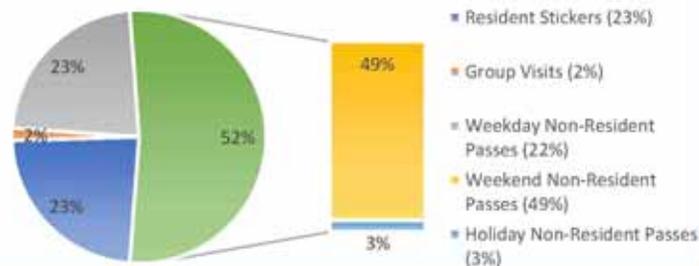
Revenues: FY 2020 vs. FY 2021



Expenditures: FY 2020 vs. FY 2021



'19-'20 Beach Parking Pass Sales



Skilled Professionals:

Professional development is always a major focus of Parks & Recreation Staff:

PROFESSIONAL AFFILIATIONS:

- National Recreation & Parks Association
- Connecticut Recreation & Parks Association
- New England Parks Association
- CT Afterschool Network

INVOLVEMENT/COMMITTEES:

- Softball Field Committee
- Veterans Day Patriot Race Board of Directors
- Coventry Village Partners
- 4-Town Economic Vitality Committee
- CRPA Camp Section & Camp College Planning Committee
- CRPA Legislative Committee Task Force: Camp Licensure
- Regional Recreation Committees
- Coventry Youth Basketball/Lakes Region Basketball League

Staff also participated in various trainings and webinars throughout the year; primarily focused on rebuilding through & post the COVID-19 pandemic.

Cost Recovery Efforts:

The COVID-19 pandemic has undoubtedly had a negative impact to the Department's overall operations, with particular regards to our operating budget. Our two major childcare programs, *Camp Wangumbaug* & *Recreation Daze* were closed this year, due to COVID-19 concerns & decreased enrollment, respectfully. In keeping with our normal operations, only programs that generate enough revenue to cover direct costs have continued to operate. However, the Department does incur several indirect expenses that are not program-related, but are paid for out of program fees & charges collected. Overhead costs, like building maintenance/repairs and utilities, custodial & part-time office staff salaries, software fees and licensing fees, to name a few, are costs the Department incurs, despite current pandemic-related program limitations.

As the year progressed, our focus shifted to recovery efforts. Ms. Rubin participated in a series of Cost Recovery Master Classes, and staff began looking at revenue-generating programs, while also cutting costs. We also looked ahead, and began planning the return of both *Camp Wangumbaug* & *Recreation Daze*, for the upcoming summer & school year at lower capacities per State guidelines. So while revenue is anticipated, it will be on a smaller scale, until we can return to 100% capacity. By year's end, the Town Council agreed to allocate American Rescue Funds to cover the deficit.

Parks & Recreation Commission Updates:

The Parks & Recreation Commission kept busy this year, discussing a diverse slate of topics and taking action on certain key issues:

- **Financial Impact of COVID-19:** Much of the Commission's discussions this year centered around the Department's operating budget and the deficit incurred as a result of the COVID-19 pandemic. Actions included formally requesting a reallocation of the subsidy from the General Fund to cover staff salaries and attendance at the Department's budget presentations with the Town Council & Town Council Finance Committee.
- **Softball Field Committee Support:** The Commission continued showing support to the effort, including moving to support the Committee's recommendations for field placement, and subsequent changes along the way.
- **Joint Meeting with Lake Advisory & Monitoring Committee:** The Commission held a joint special meeting with Lake Advisory to discuss safety concerns on the Lake following increased use in the summer of 2020, and invasive plant species. The groups agreed to gather data and educate the public on these issues. The Summer 2021 edition of the 06238 Program Guide included a full page of information on lake safety and rules.
- **Providing Beaches Oversight:** Due to a lack of lifeguard certification classes (yet another COVID-19 casualty), a nation-wide lifeguard shortage impacted most communities with waterfronts and/or pools, and Coventry was no different. However, despite being short-staffed, our strong team of lifeguards worked diligently to keep our beaches safe, and Summer 2020 saw more visitors at Town beaches than ever before. In the off-season, the Commission discussed the staffing issue at length, and how best to maintain aquatic services in Summer 2021.
- **New Members:** The Commission welcomed two new members, making the Board complete with all slots filled: both Matthew Kyer and Ashlee Pascarelli were appointed to the as Alternate Members of the Commission in March and April 2021, respectively.
- **Interview Panel:** The Commission was invited to have a seat on the interview panel for the position of Parks & Recreation Director. Member Bob Martin sat on the panel for the initial round of interviews, held in May.

Parks & Recreation: Committed to Community Partnerships

Coventry Parks & Recreation continues to collaborate and support various Town agencies and organizations to help support the community as a whole!

- **Town Sports Leagues:**
 - Providing oversight of Coventry Youth Basketball & working collaboratively with the Board to communicate cancellation of 20-21 season due to COVID.
 - Providing guidance to other leagues, including Baseball, Soccer, Softball and the newly formed Northeast Panther Football & Cheer program.
 - Facilitated the use of Patriots Park boathouses for UCONN Women's & Men's Crew Teams; UCONN Sailing Club & E.O. Smith Crew.
- **Winter Farmer's Market:**
 - Facilitated the use of the Patriots Park Community Center for the Market for their 20-21 season, as their usual location (CHS Cafeteria) was not available due to COVID/social distancing requirements. The Parks & Rec. Commission also approved New Park Brewery as a vendor for the season.
- **Coventry Youth Services:**
 - Management of the Campership Fund and coordination of Home Alone Safety Workshops offered in both Spring & Fall.
 - Engaged Youth Services in assistance of behavioral & special needs cases at Camp Wangumbaug.
- **Christmas in the Village:**
 - Assisted in the navigation of CDC & State of CT Guidelines for special events during COVID. Engaged the discussion to ultimately cancel the event for 2020.
- **Coventry Village Partners:**
 - Continued support of the group's activities & assisted in discussions regarding cancelling Arts on Main during the COVID pandemic.
 - Set up a landing page for the group on the Town's website, under "Historic Coventry Village" which can be found under the "Community" link.

Enhancing Park and Recreation Opportunities

Disc Golf Ribbon Cutting at Creaser Park:

Held on Friday, June 25th, 2021 we ushered in a new era at Creaser Park with the official opening & ribbon cutting ceremony. The first 9 holes are complete with proper signage, and design plans have been drawn up for future installment.

The Creaser Park Disc Golf Club is also up and running, facilitated by Rec. Commission Alternate Member Ashlee Pascarelli. The group has already organized weekly doubles tournaments, along with one-time tournaments. The group has already established quite the presence Facebook, with 80 members!

Parks & Recreation also maintains Disc Golf Equipment Loaner Kits, available for loan from our office in Town Hall. Several families new to the sport have borrowed the kits and enjoyed playing at Creaser Park.



Building Maintenance & Projects:

Patriots Park:

- The Community Center saw a few upgrades this year, including a new roof and repair to the concrete pad at the entrance to the building, as well curbing repairs in the parking lot.

Creaser Park:

- The first 9 holes of the Disc Golf Course were completed, with signage, ahead of the Ribbon Cutting held in June 2021. Additionally, four new park benches were also installed along the course.
- Quotes were also obtained for major maintenance renovations of the buildings at Creaser Park, including quotes from CT Basement Systems.



Facility Rentals:

Continuing to monitor re-opening guidelines from the State of CT, staff prepared for the Patriots Park Lodge & Mill Brook Place to come back on-line for rental, in September 2020. Following an almost 7 month closure, both buildings became available for rent with an additional waiver and COVID-19 cleaning fee charged with each rental. Maximum capacity for rentals began at 25 max, before increasing to 50% of the buildings' total capacity in March 2021.

We also saw an uptick in outdoor facility rentals, with more groups requesting use of the Band Shell at Patriots Park and the Pavilion at Creaser Park. Staff continued marketing efforts online, encourage folks to not only visit Town Parks but to hold their gatherings outdoors at one of our pavilions as well.



Softball Field Planning Committee:

This year saw the Committee shift their focus from their initial recommendation to build on the land adjacent to the WPCA Water Treatment Plant, after a tour of the facility brought a few issues to light. Instead, the Committee revised their recommendation to build their fields at the Gravel Pit, located near Miller Richardson Field. They spent much of the year in discussion with the Town Council & Town Council Finance Committee to review plans.

By June 2021, the Committee's final recommendation included one field at the Gravel Pit, with the second field to be added later. The Committee was awaiting new price estimates, after changes were made to the design and a mosquito study was added.

Providing Exceptional Experiences

Special Events Keep the Community Engaged

The pandemic brought in-person gatherings and activities to a halt in 2020; however, Parks & Rec. continued to engage our community with events that seemed tailor-made for our “new normal” of social distancing:



Scarecrow Contest Brings in Record Votes!

733 votes were logged for the 2020 Scarecrow Contest (our ninth outing) - a HUGE 195% more than any year prior! 19 scarecrows, representing Coventry businesses, organizations and families were on display on the Town Green (by Dunkin’ Donuts), for the month of October.

Town Wide Tag Sale: Perfect Fit for Fall!

The Town Wide Tag Sale held each year in the spring was postponed in 2020 due to COVID-19 concerns. New information as the pandemic progressed proved that the Tag Sale could be held safely, with mask wearing & social distancing for both participants and attendees, so it was rescheduled for October 17th, 2020. 43 homes participated, and after learning that Bolton Rec. was offering a Tag Sale on the same day, we cross promoted each other’s sales.

A Tour of Holiday Lights: A Joyful Way to Celebrate the Season



December 2020 also saw a regional collaboration with the Towns of Willington, Mansfield, Ashford and Tolland to offer a new event where homes decorate for the holiday season to win a prize. Coventry boasted the most homes in the region, with 21 participating! It was a great opportunity to bring some holiday joy and spirit to our community, in a contact-less way!

In-Person Vs. Virtual: Programs Adjust Accordingly

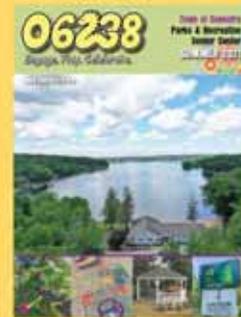
Due to an increased COVID-19 positivity rate in Coventry by November 2020, in-person programming was put on hold, and efforts shifted to offering more virtual opportunities for both adult & youth programs. The virtual medium is a bit “hit or miss” with certain programs flourishing and others falling short.

Programs that ran successfully included adult fitness options for Tai Chi & Simply Fit (which more than doubled enrollment when going virtual!). Youth Programs that were successful included Food Explorers Online Cooking Classes and an in-house art program, Keep Calm & Craft On, hosted by our very own Yasmine Forte.

Other programs that were simply not suitable for virtual offering and remained on hold this year include Youth Basketball, Senior Fitness Programs, and Swim Lessons. Staff continue to reevaluate as conditions & guidelines change, in anticipation of reinstating these important programs.

As the year progressed and positivity rates fluctuated, other programs could be offered in a hybrid virtual & in person way; like the DEEP-sponsored CARE Learn to Fish program. This program conducted its classroom portion online, followed by an in-person fishing event utilizing social distancing/masks & lower enrollment mandates.

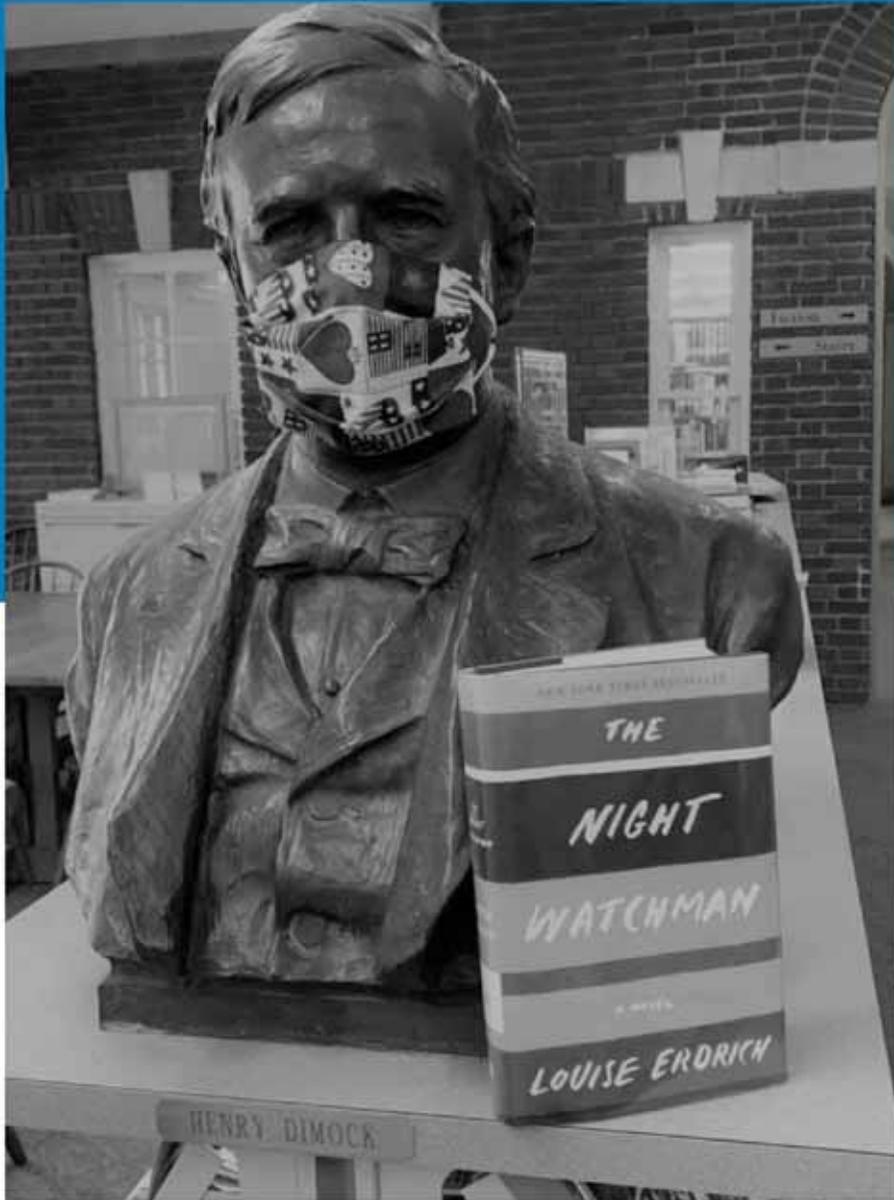
'20 -'21 Brochures:



Wongy Gets his Own Webpage



Our very own mascot, Wongy the Lake Monster now has his own webpage, located on the Recreation webpage on coventryct.org. The page is complete with his bio, history and activity pages!



2020/2021

ANNUAL REPORT

BOOTH & DIMOCK MEMORIAL LIBRARY



YEAR IN REVIEW

The 2020/2021 fiscal year was an exciting period of change, progress, and growth for the Booth & Dimock Memorial Library.

In August of 2020, the Library finalized migration to its new consortium, Bibliomation. A few months later in November 2020, the Library renovation plan was passed at referendum. In April 2021, local resident Sondra Astor Stave generously donated \$75,000 to support the renovation project with the hope that community members would match the donation. A fundraiser by the Library's Board of Trustees raised an

additional \$55,000, bringing the Library 87% to its goal of \$150,000!

Library staff overcame many of the continued challenges presented by the pandemic by creating and offering curbside services and reimagining library programming. Out of this creativity emerged a new fan-favorite program "Science Thursdays" and comprehensive "Take & Make" program bags.

The Library looks forward to another great year of new books, fun programs, and helping visitors.

The mission of the library is to provide materials and services to help all residents meet their informational, educational, cultural, and creative needs.

COVID-19

Like all other business and institutions, COVID-19 had a great impact on the Library's operations. From a mandated closure to the public, to restrictions set by the State, to guidelines from the local health district, there was much to take into account in developing a COVID plan.

The Library staff developed creative ways to continue to provide resources (and entertainment) to the community, including implementing a curbside service for checkouts, a book match program to substitute the browsing experience, and alternative platforms for

programming. In addition, library staff created Zoom Guides, answered hundreds of phoned-in reference questions, and provided access to the internet.

As we learned over the last year, life is unpredictable. The Library will continue to prioritize the health and safety of its patrons and staff, and remain dedicated to meeting the needs of our wonderful patrons.

Bottom left: an unknown patron left sidewalk chalk appreciation to library staff in September 2020.

Bottom right: library staff set up a table outside to accommodate the overflow of curbside orders in August 2020. Staff monitored the online catalog, picked orders from the shelves, and assembled an average of 286 curbside bags each month.



LIBRARY STAFF

Margaret Khan, MLIS Library Director

Kayla Fontaine, MLIS Head of Teen Services

Christa Kiedaisch, MLIS Head of Children's Services

Jennifer Chretien, MLIS Adult Services Librarian

Rose Datum Library Assistant I

Nora Dexter Library Assistant I & Shelver

Juliana Didero-Mullen Library Assistant I & Shelver

Karen Duhamel Lambert Library Assistant I

Barbara Hall Library Assistant II

Rachel Hora Library Assistant I

Donna Murphy Library Assistant II

Tasha Murtha Shelver

Margaret Norris Library Assistant I

Joyce Peterson Library Assistant II

Erin Riley Library Assistant I & Shelver

Manny Rodrigues Custodian

Janette Smith Library Assistant II

LIBRARY USE AND PATRONS

6,780

Visits into the library building. A visit is defined by the State Library as a person crossing the threshold. Therefore, curbside service, outdoor programs, take & make programs, and visits to our library via the online catalog do not count as visits.

3,435

Visits to our curbside library.

1,475

Participants in take & make and outdoor programming.

5,152

Reference questions asked and answered by library staff. That's 99 questions a week!

5,117

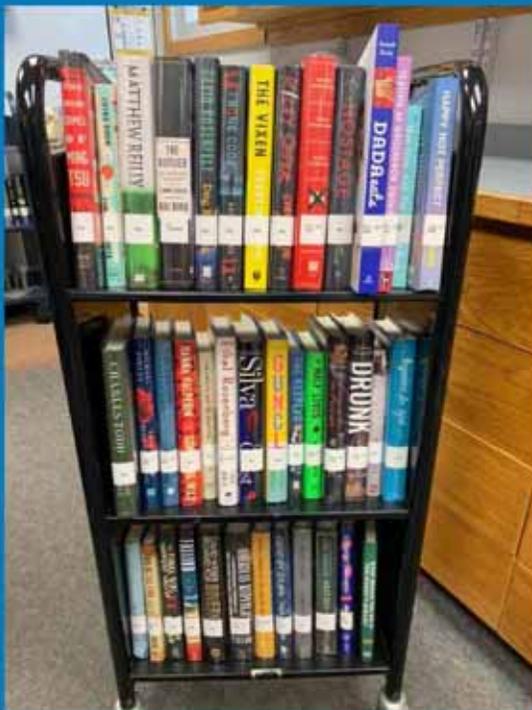
Residents with a library card.

200

New library cards issued to residents.

To accommodate patrons who were unable or uncomfortable visiting the library in person, staff created Temporary Cards - cards that could be used to checkout e-books and place holds for curbside service. Full borrowing privileges can be added when the patron is ready to visit in person.

COLLECTION AND CIRCULATION



44,742

Physical items in the library's collection.

2,885

New items added to the library over the year.

41,426

The Library's total circulation! Broken down, the Library circulated 29,156 books, 3,512 e-books, 1,315 magazines, 1,142 audio books, 2,827 e-audiobooks, 2,337 videos, 574 e-videos, and 559 "other items," such as puzzles, games, or library kits.

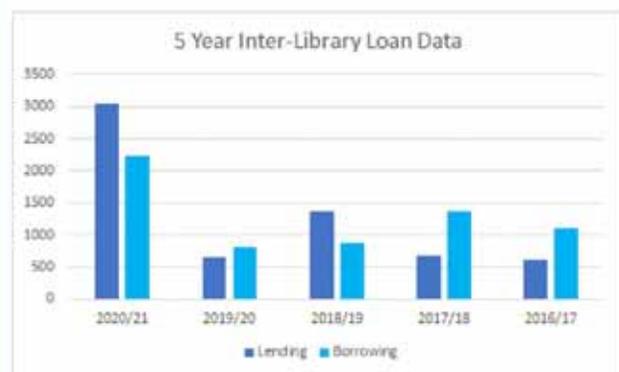
Of the physical items that circulated, 15,957 were adult materials, 2,828 were young adult materials, 15,447 were juvenile materials, and 277 were for all ages.

3,050

Inter-library loans we lent to other libraries. The Connecticut State Library reimburses the Library for each item loaned through inter-library loan.

2,237

Inter-library loans we received from other libraries



The above chart shows the stark increase in ILLs this year, due to The Library's membership in Bibliomation.

PROGRAMMING

316

Programs offered. Popular programs included a Curriculum Booster series for school-aged children featuring math, science, and the humanities. Adult programs featured book clubs, crafting take & make program bags, and a Hygge (Danish for creating a mood of coziness) series.

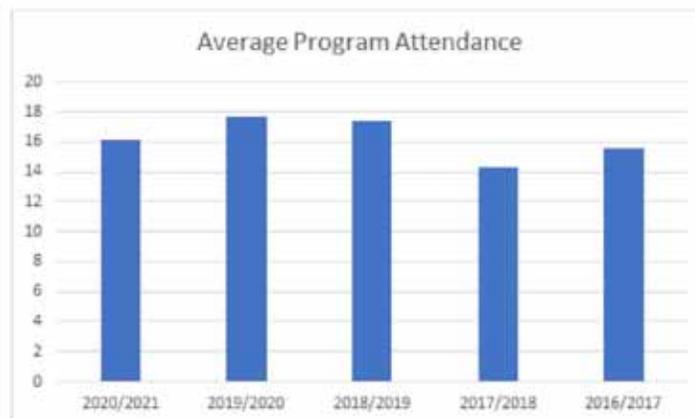
5,109

People participated in our programs. Individuals had many ways to participate this year, including live virtual programs, recorded or prepared virtual programs, take & make program bags, passive in-house activities, or in person.

460

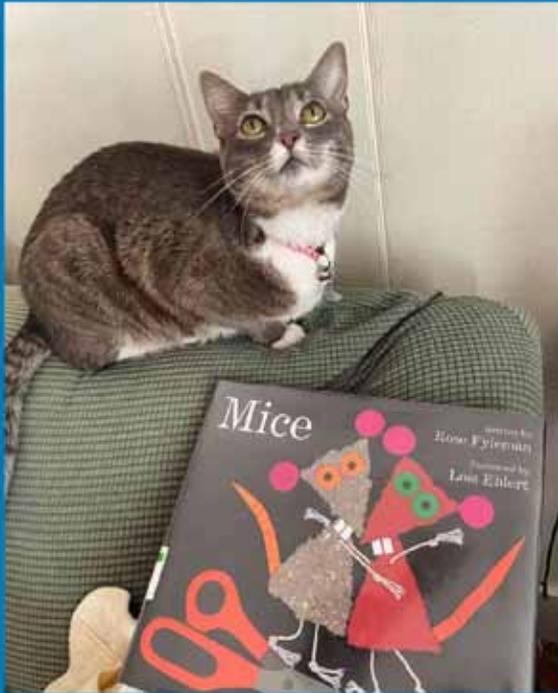
Individuals participated in the 2020 Summer Reading Program - 'Imagine Your Story.' 100 adults, 52 teens, and 308 children registered for Summer Reading.

COVID-19 affected the way the library offered programs and activities. In the past, all programs were offered live, in-person, and on-site. However, this year patrons could participate in programs a variety of ways, including: live on zoom, pre-recorded or pre-posted on Facebook, with take & make bags, or outdoors in-person. The library will continue to offer take & make bags well into the future due to their popularity.



This year, average program attendance exceeded that in both 2016/17 and 2017/18.

DIGITAL DOINGS



Above, Stevie the Cat poses with the book "Mice" by Rose Fyleman. Stevie and many other Coventry pets were featured on the Library's Facebook page for Pet Book Reviews - an online initiative to engage community members by having them share photos of their pets and a book they love. Library staff then posted the picture along with a brief description of the book.

Another popular online initiative is Thursday Thoughts - a monthly book review video created by our Adult Services Librarian and prolific reader, Jenn.

To the right: a happy patron leaves a review on our Facebook page, January 11, 2021.

469

Public computer sessions. The number of computers available to the public was temporarily reduced to accommodate social distancing.

43,767

Public Wi-Fi sessions. Patrons are able to use the library's Wi-Fi any time of day or night in our parking lot or outside on picnic tables and benches.

530

Original content posts staff created for our Facebook page.

97,866

Facebook Engagements (people looking at or reading a post).

8,690

Facebook interactions (people taking the time to like, comment, or share a post).





FINANCIAL

***Above:** The Connecticut Interlocal Risk Management Agency (CIRMA) presented a check for \$38,332 to the Town of Coventry — a share of CIRMA’s \$5 million Members’ Equity Distribution in 2021. L to R: Amanda Backhaus, Finance Director, Town of Coventry; Mallory Monaco, Underwriter, Connecticut Interlocal Risk Management Agency; John Elsesser, Town Manager. Photo by Laura Stone.*

FINANCE DIVISION ANNUAL REPORT FY 2020 - 2021

GOALS/PURPOSE

The primary purpose of the Finance Division is to carry out the various financial activities of the Town of Coventry and its many departments, in compliance with various Federal, State, and Town regulations and laws. These activities include revenue collection, maintenance of property assessments and exemptions, disbursement processing, payroll, budgeting and monitoring budget compliance, grant management, investment management, fixed asset accounting, cash management, insurance and risk management, benefit administration, general accounting, financial reporting, computer/network management, central supply ordering and distribution, and pension administration.

OFFICE STAFF

Amanda L. Backhaus, CPA, Finance Director/Treasurer
Debbie Kratochvil, Town Accountant
Christine Small, Assistant Town Accountant
Linda Greenbacker, Collector of Revenue
Carrie Zahner, Assistant to the Collector
Ida Cabral, Revenue Collection Clerk
Michael D'Amicol, Assessor
Rachel Vertefeuille, Assistant to the Assessor

GOALS AND ACCOMPLISHMENTS – FISCAL YEAR ENDING JUNE 30, 2021

It is a primary goal of the Finance division to provide reliable and open access to the data needed to allow the decision makers and policy setting groups to take informed actions.

The Accounting office, striving to support the goals of the Town Council, worked to achieve a Certificate of Achievement for Excellence in Financial Reporting from the Governmental Finance Officers Association. The Town received this award in connection with its fiscal year 2020 Comprehensive Annual Financial Report, and has submitted the fiscal year 2021 Comprehensive Annual Financial Report for consideration. The Certificate of Achievement is the highest form of recognition for excellence in state and local government financial reporting. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. The report must satisfy both generally accepted accounting principles and applicable legal requirements.

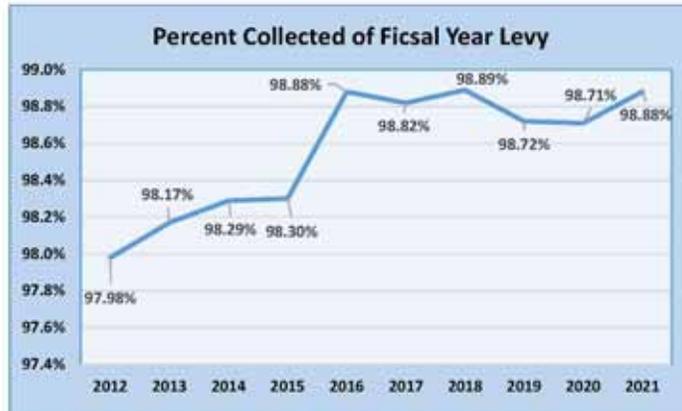
A Certificate of Achievement is valid for a period of one year only and has been received for the past ten years. Annual audits, budget documents and other financial reports are available for review on the web at www.coventryct.org. Our goal is to provide information to the public in an understandable manner, and your feedback is welcomed. Please contact the Finance office at 860-742-3528, or e-mail comments directly to abackhaus@coventryct.org. Anyone who would prefer a face to face conversation is welcome to call to make an appointment.

A second goal is to look for opportunities to reduce costs through collaboration. The Town continues to participate in the Health Insurance Collaborative in conjunction with the Board of Education – which has shown great benefit to the Town. In addition, our IT assistance continues to be contracted through the Town of South Windsor, allowing Coventry access to a larger IT department than would be possible if the work was to be done by additional hired staff. Along with the regional collaboration, the Town continues to work with the Board of Education on local collaborative efforts – including the Town’s custodial contracts, additional collaboration on IT projects and snow removal assistance. The Town will continue to work with the Board of Education and other local Towns in efforts for further cost reduction.

In the year ending June 30, 2021 we are able to report several very positive benchmarks. The unassigned fund balance for the General Fund of the Town remained steady at 12.7%. The Town’s Pension Plan’s funding level dropped slightly due to market conditions as of June 30, ending the fiscal year at 83.9% fund. Pension funding is critical to future financial health as assets must be in place to support the contracted benefits. The Tax Collection rate for current year collections remained steady and comparable to prior years at 98.88%. These positive trends reflect overall good economic health for our residents.

REVENUE COLLECTION OVERVIEW – 860-742-4066

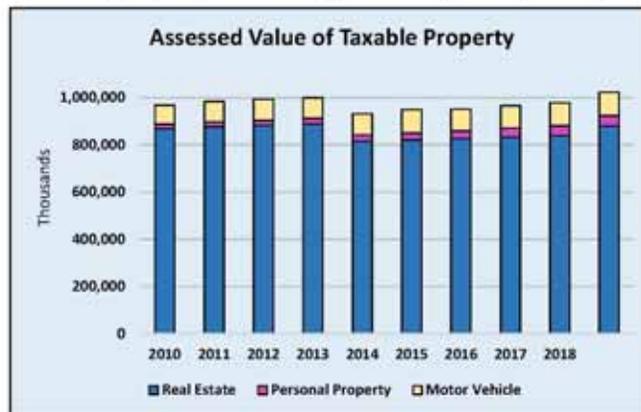
This office collects all revenues received by the Town of Coventry for property tax, sewer assessment and usage, and COVRRRA fees. The major component of General Fund revenues is the property tax, and the collection of current and delinquent taxes is the primary focus of the office staff. During the fiscal year ended June 30, 2021, the percentage of current year property taxes collected was 98.88%. The collection of all property taxes represents 76.8% of the General Fund operating revenue and operating transfers needed to support the services provided to the residents of Coventry.



ASSESSOR’S OVERVIEW – 860-742-4067

The maintenance of property valuations and proper application of exemptions is performed by the Office of the Assessor. The grand list valuations are the base upon which tax revenues are set and are revalued every 5 years. The last revaluation occurred on the grand list of 2019 which was the base for taxes in the fiscal year ended June 30, 2021 (grand list year 2018). The next revaluation will occur for grand list year 2024.

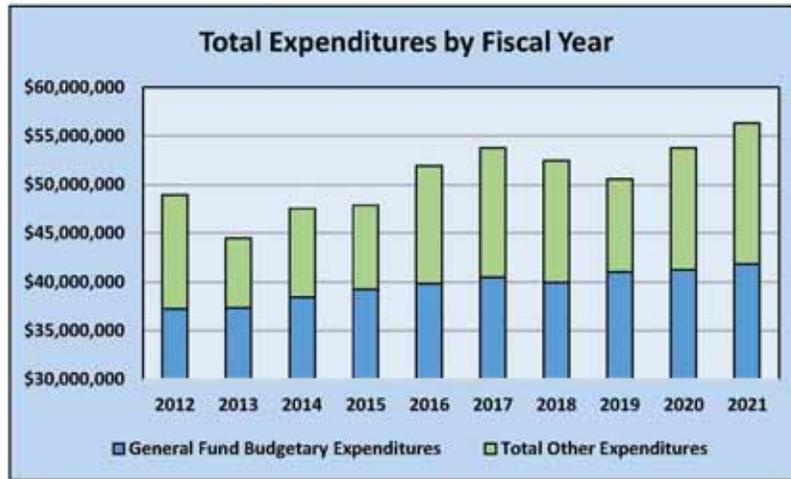
The following chart shows the grand list growth over the past ten years, and the distribution of property values between the categories of real estate, personal property and motor vehicle. The 2019 grand list showed an increase in taxable property value of approximately 4.6%, mainly due to the revaluation.



Additional information regarding the Revenue Collection office and the Assessor can be found after the Finance section within this Annual Report.

ACCOUNTING AND TREASURY DEPARTMENT – 860-742-3528

Supervision of the general accounting, recording of revenues, payroll and accounts payable disbursement processing is performed by the staff of the accounting office. In addition, the staff is responsible for the administration of health and property insurance, monitoring grants, and fixed asset inventory maintenance. For the fiscal year-ended the total dollars expended for all Town Funds was \$56.3 million, an increase over the prior year of \$2.5 million. This increase was driven by various bonded capital projects that were ongoing during the year. The chart below shows the total annual expenditures for the last ten years for both the General Operating Fund and in total.



FY2021 Operating Results

The Town’s General Fund is the Town’s primary operating account. The General Fund budgetary results and the unassigned fund balance of the General Fund are essential in evaluating the Town’s financial position.

Funding for the Town’s operations on a General Fund budgetary basis for the fiscal year ended June 30, 2021 are as follows:

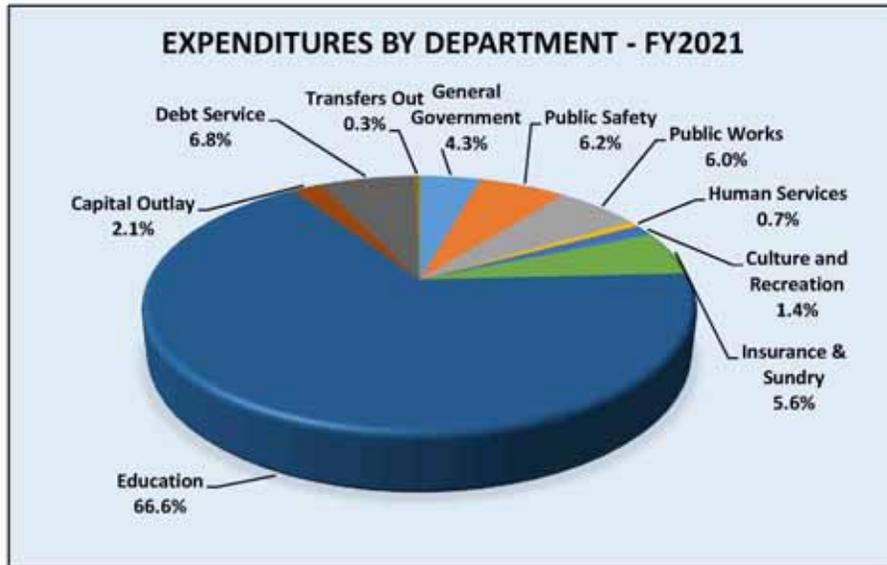
Source	Amount	%
Property Tax	\$ 32,290,548	76.8%
Federal and State Grants	8,258,660	19.6%
Charges for Services	991,899	2.4%
Sewer Assessments	479,976	1.1%
Investment Earnings	15,911	0.0%
	<u>\$ 42,036,994</u>	

The Town heavily relies on both property taxes and State grants to maintain its current levels of operations and services provided. The Town collected 100.19% of the total revenue in the final budgeted revenue (\$41,957,125). Better than anticipated collection on current and supplemental motor vehicle tax revenues, and increases in conveyance taxes and building permits helped to offset additional appropriations made by the Town Council.

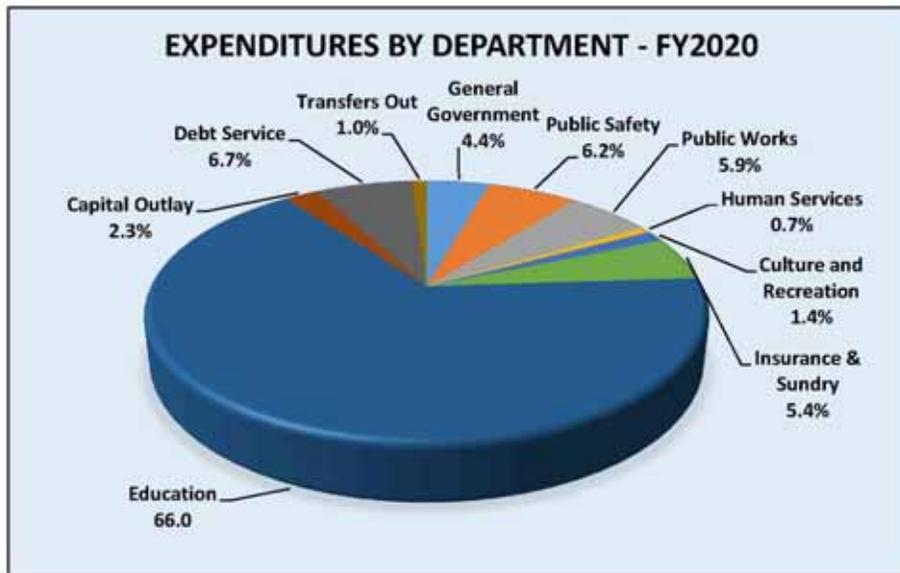
ACCOUNTING AND TREASURY DEPARTMENT

FY2020 Operating Results (Continued)

The total expenditures incurred in the General Fund on a budgetary basis for the year ended June 30, 2021 can be broken down by department as follows:



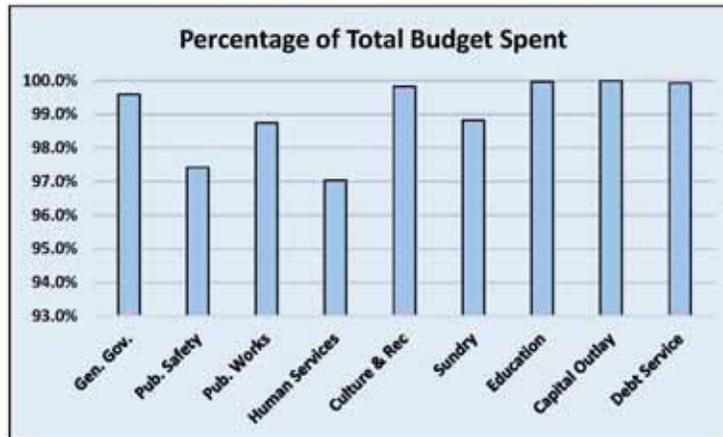
For comparative purposes, the budgetary basis expenditures by department for the previous fiscal year ended June 30, 2020 are broken out as follows:



ACCOUNTING AND TREASURY DEPARTMENT

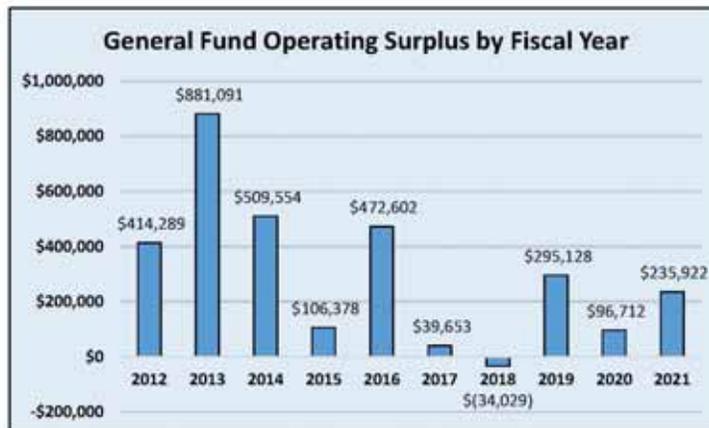
FY2021 Operating Results (Continued)

The Town’s Annual General Fund Budget is instrumental in managing the Town’s available funds and ensuring adequate levels of service based on revenues anticipated. Below outlines operating expenditure results by department in comparison to the total adjusted final General Fund budget:



Departments performed well in the fiscal year ended June 30, 2021 and with in-depth budget review, and continuous and detailed budgetary monitoring, the Town ended the fiscal year spending 99.95% of the final General Fund budget. In addition to budgeted operations, the Town Council authorized additional expenditures for: CHS Walls engineering, South Street engineering, a match for an upcoming STEAP grant, special equipment for the Fire Department, Police Department video equipment, the Town Manager intern, Police Department Sergeant Exam and additional tree removal. Even with the \$349,100 of additional appropriations, the Town was able to end in a surplus due to the increased revenue collections.

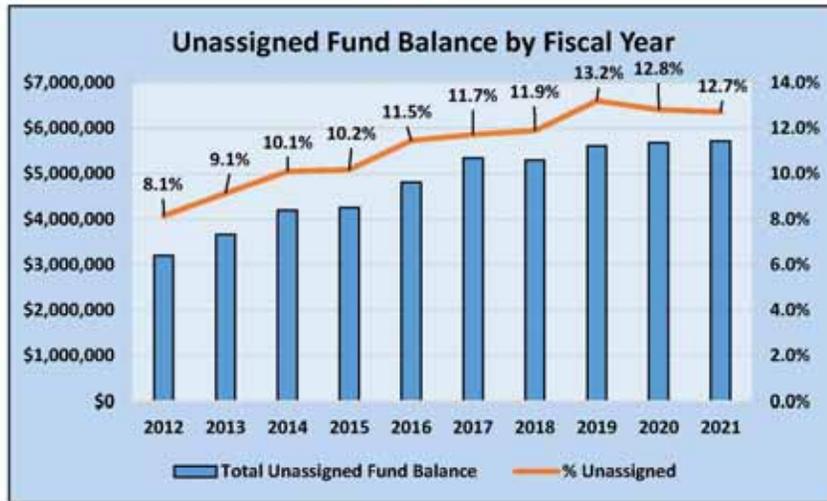
Budgetary operating results for fiscal year ended June 30, 2021 included a surplus of \$235,922. Comparison of General Fund operating results by year are as follows:



ACCOUNTING AND TREASURY DEPARTMENT

FY2020 Operating Results (Continued)

One of the major factors in evaluating a Town’s operations and financial position is the percentage of unassigned fund balance maintained in the Town’s General Fund. At the end of fiscal year 2021, Coventry’s unassigned fund balance as a percentage of GAAP-basis expenditures was 12.7%. The Town maintains a fund balance policy which requires a minimum of 10% and a goal of 15% for unassigned balance. Unassigned fund balance has continued to trend upwards. Historical unassigned fund balance is as follows:



Investment Income

Investment of Town funds, maintenance of bank accounts, debt service and required reporting is managed by the Treasurer. Interest rates available to the Town averaged 0.3% in the last fiscal year. The rate of return reflects the low interest rates available from the investments available to a municipality in the State of Connecticut. Historical interest income earned is as follows:

Fiscal Year Ended	Town Interest Earned	Fiscal Year Ended	Town Interest Earned
2021	\$ 15,911	2016	\$ 46,337
2020	89,793	2015	43,669
2019	170,700	2014	42,424
2018	129,581	2013	45,070
2017	82,884	2012	61,888

ACCOUNTING AND TREASURY DEPARTMENT

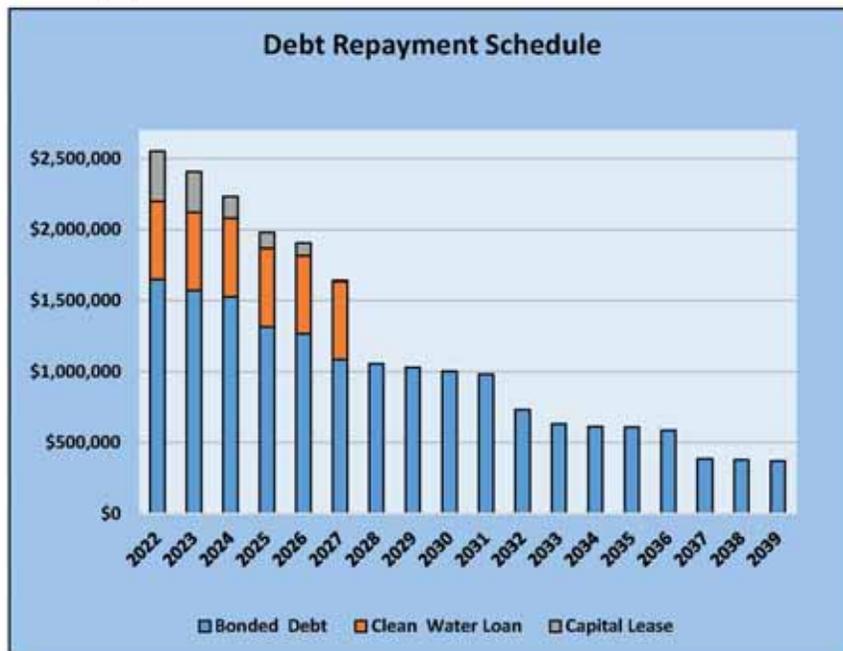
Debt Service

The Town issued two new capital leases in fiscal year 2021, for the purchase of a police cruiser, radio repair at the public works facility and for a small dump truck for public works. The seven-year lease totaled \$343.5 thousand and has an interest rate of 1.705%. The Town's total lease liability as of June 30, 2021 was \$1.27 million dollars. This debt will mature through fiscal year 2027 and has interest rates ranging from 1.705% to 3.75%.

The Town has a clean water loan that was used for sewer installation in fiscal year 2009. This loan has a balance of \$3.1 million as of June 30, 2021. This loan matures in fiscal year 2027 and has an interest rate of 2.0%. Currently, the majority of this loan is paid for with sewer assessment fees that were received for sewer connections associated with the project.

In addition, the Town currently has general obligation bond debt for various school, sewer and capital projects. Total bonded debt as of June 30, 2021 was \$13.855 million, with maturity dates ranging from fiscal year 2022 to fiscal year 2039.

Future debt service payments are as follows:



ACCOUNTING AND TREASURY DEPARTMENT

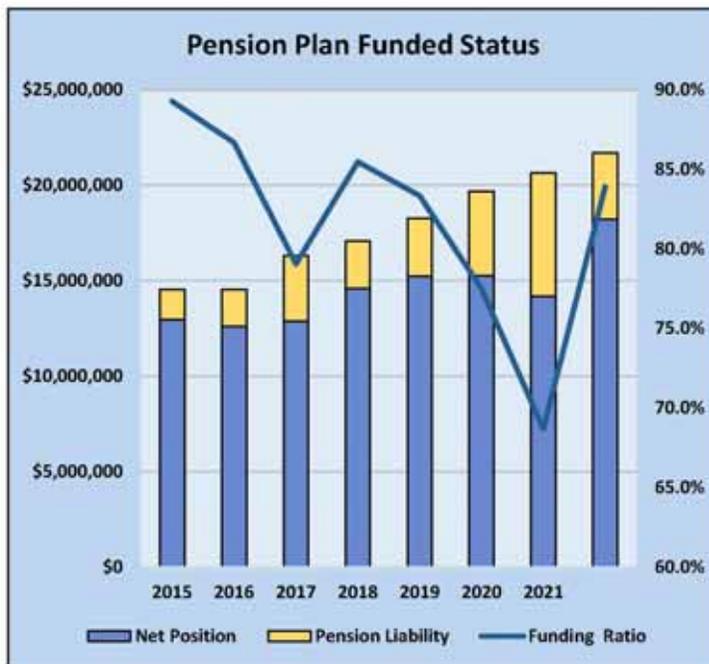
Pension – 860-742-3528

The Town of Coventry Pension Plan (the “Plan”) is a defined benefit retirement system administered by the Town to provide pension benefits to Town and Board of Education employees, except for those covered by the State of Connecticut Teachers Retirement System. The Plan is administered by the Pension Committee and Pension Trustees. During the year ended June 30, 2021, pension calculations were processed for 8 employees, (7 actives, 0 early retirements, 1 deferred, and 0 death benefit).

The Plan’s assets are invested in various accounts, with a target of 60% in equities and 40% in fixed investments. The Plan and general market conditions resulted in an annual money-weighted rate of return on investments of 35.31% for the year ended June 30, 2021. Historical earning trends are as follows:

<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
35.31%	-4.67%	-0.19%	6.81%	13.15%	-0.37%

The Plan’s fiduciary net position as a percentage of total liability is 83.9% as of June 30, 2021. This is considered very well-funded in comparison to other municipal defined benefit pension plans. The chart below shows the historical funding progress of the plan:



COLLECTOR OF REVENUE

The Collector of Revenue is responsible for collecting all tax money owed the town on the current and prior Grand Lists along with accrued charges of interest and liens. This money is processed, balanced and deposited daily. A collection report of the daily deposit is provided to the Finance Director/ Town Treasurer. Tax money includes real estate, personal property, motor vehicle and supplemental motor vehicle. In addition to these taxes, this office also collects sewer assessment, sewer use, and trash (COVRRRA) fees. Interest and fees, where applicable, are also processed and collected. All collections require daily, monthly, quarterly and annual reports.

The 2019 Grand List bills for Real Estate (6,386), Motor Vehicle (13,548) Personal Property (724), Supplemental Motor Vehicle (2,055), and COVRRRA (4,813) were printed, stuffed and mailed late June 2020 by an outside vendor. The Sewer Assessment (309) and Sewer Use (941) bills continue to be printed and mailed from this office as this is a more manageable number to handle in house. Sewer Assessment bills are mailed for a May 1 and a November 1 due dates. Sewer Use bills are mailed in August for a September 1 due date.

The Supplemental Motor Vehicle tax bills are printed in December for a January 1 due date. This billing is for vehicles registered after the October 1 Grand List date. A list of delinquent motor vehicle taxpayers is compiled by this office and sent to the Department of Motor Vehicles in Wethersfield on a regular basis throughout the year. This report to DMV will hold up the registration of any vehicle until all delinquent taxes and interest are paid.

Delinquent notices as well as Tax Collector's Demand (TCD) letters are sent throughout the year. Taxpayers that fail to comply with the TCD have their accounts turned over to the State Marshall in the form of an Alias Tax Warrant for collection. Notices of intent to lien on Real Estate, Sewer Use and COVRRRA accounts were mailed out in April. After the statutory requirement of 15 days notice had passed, liens were filed in May on the remaining unpaid accounts.

This year Coventry was able to conduct a successful Tax Sale of a long standing delinquent property. This sale was previously scheduled but had to be postponed until October 2020 due to Covid restrictions.

The number of taxpayers paying online continues to increase. This convenience is greatly appreciated by those taxpayers living in or out of town, out of state or even out of the country. We have a number of taxpayers temporarily overseas who are pleased to be able to pay their taxes on line. A drop box was permanently mounted inside the rear entrance to Town Hall as an added convenience for our taxpayers.

This office also processes and deposits payments from other departments and the school lunch program, in conjunction with the support and guidance from the Finance department. Cash and checks are delivered to the Collector's office throughout the week and are verified upon receipt. These payments are posted and deposited multiple times per week. A report of these posted miscellaneous accounts is delivered to the Finance department on the day of deposit. In addition to the daily billing, collecting, processing, balancing, depositing, and reporting, this office also provides information requested by attorneys, realtors, mortgage institutions, and the public.

The staff of the Tax Collector's office encourages all property owners to contact us to discuss any issues or concerns they may have with their accounts. We continue in our commitment to provide both quality and compassionate service to the citizens of Coventry.

Property Taxes Collected by Linda Greenbacker, CCMC Tax Collector Collected July 2020 through June 2021
Paid to Amanda Backhaus, Treasurer, Town of Coventry

		Property Tax	Interest	Liens & Costs	Total
Grand List	2005	3,657.61	1,710.39	48.00	5,416.00
	2006	56.56	135.75	48.00	240.31
	2007	57.58	226.94	48.00	332.52
	2008	198.27	404.47	48.00	650.74
	2009	640.85	1,195.35	48.00	1,884.20
	2010	975.50	1,628.13	72.00	2,675.63
	2011	566.11	864.47	72.00	1,502.58
	2012	915.82	1,182.90	72.00	2,170.72
	2013	1,804.94	2,127.35	96.00	4,028.29
	2014	2,026.91	2,186.54	168.00	4,381.45
	2015	8,585.95	4,625.51	257.00	13,468.46
	2016	21,260.84	11,823.73	438.00	33,522.57
	2017	58,746.48	21,784.49	834.00	81,364.97
	2018	<u>252,908.07</u>	<u>55,168.78</u>	<u>2,098.00</u>	<u>310,174.85</u>
		352,401.49	105,064.80	4,347.00	461,813.29
Current	2019	31,448,927.61	79,161.88	612.00	31,528,701.49
Current SMV		<u>369,328.87</u>			
	Totals	<u>32,170,657.97</u>	<u>184,226.68</u>	<u>4,959.00</u>	<u>32,359,843.65</u>
Current 110	6010	40211	31,448,927.61		
Delinquent		40212	352,401.49		
Interest & Liens		40213	189,185.68		
SMV		40214	<u>369,328.87</u>		
			<u>32,359,843.65</u>		
Sewer Assess 205-7722	40211	330,291.92		Sewer User	40211
Interest, Liens, Per Diem	40213	<u>18,221.51</u>		Interest & Liens	40213
		<u>348,513.43</u>			<u>464,222.35</u>
COVRA				Returned Check Fee	<u>340.00</u>
Current 218-7601	40211	1,034,233.89			
Delinquent	40212	36,633.21			
Interest & Liens	40213	<u>32,101.32</u>		ADVANCE TAX	0.00
		<u>1,102,968.42</u>			
		Total	<u>\$34,275,887.85</u>		

2020 Annual Report

ASSESSOR'S OFFICE

Michael J. D'Amicol (Assessor)

Rachel Vertefeuille (Assistant Assessor)

The Office of the Assessor is responsible for discovering, listing and valuing taxable and exempt real and personal property within the corporate limits of the Town of Coventry. We appraise real estate based on the market value and maintain a "property card" on every parcel. State statutes govern almost every function and responsibility of the Assessor's Office and requires us to perform revaluations every five years. Every ten years our office must meet the statutory requirements for the inspection of all properties located in the Town of Coventry.

We also are responsible for assessing Business Personal Property, registered and unregistered Motor Vehicles. Pursuant to State Statutes, the Office of Policy and Management recommends what to use to value motor vehicles. Motor vehicles are valued NOT based on their market value, but solely on 100% of the clean retail book value out of the N.A.D.A guide New England Edition which is what OPM recommends every year. Our Personal Property list showed a decrease in the number of accounts but an increase in value.

The year 2020 brought new challenges to this office in the way we conducted business during the COVID 19 pandemic, which had kept my office from accomplishing some of the usual or standard everyday tasks. One of the largest issues was trying to value properties when tax payers were being told not to open their doors so that they can protect themselves and their families from the threat that the COVID 19 pandemic brings. We had to change the way that we had our office running by doing a majority of the information collected through email and telephone. This was to limit the exposure to our taxpayers, but also the staff.

The 2020 Grand List indicates 6894 real property accounts, 790 personal property accounts, and 13,197 registered motor vehicles.

It is our responsibility to update the property cards when any changes occur. On the 2020 Grand List, there were numerous changes in both ownership and condition. New home development has not slowed over the past year and has steadily increased this year compared to last and our office has completed approximately 591 permits. The permits inspected by us, cover any improvement to a property that may change the fair market value. Subdivisions bring new streets, new building lots, new owners, new homes and additional motor vehicles. The Assessor must inspect and value all newly created lots and newly constructed homes, as well as any changes, improvements or additions to existing properties. The following figures reflect those changes in the Grand List for this assessment year.

2019 Adjusted Grand List

Motor Vehicles	\$ 99,666,280
Personal Property	\$ 43,177,230
Real Estate	<u>\$ 879,842,800</u>
Totals	\$1,022,686,310

2020 Adjusted Grand List

Motor Vehicles	\$ 107,131,280
Personal Property	\$ <u>45,049,697</u>
Real Estate	<u>\$ 886,831,100</u>
Totals	\$1,039,012,077

The difference in last year's grand list equates to a 1.6 percent increase over the prior year. This increase from last year is attributed to an increase in building permit activity, an increase in the values of used vehicles and any reductions to the Real Estate Grand List for properties that have crumbling foundations.



Fiscal Year 20/21

Elderly Applications Processed	126
Tax Deferrals/Credit	9 Deferral's / 117 Tax Credit
Additional Veterans Applications	39
Building Permits	591
New Dwellings	27*
Certificate of Correction + Prorates	692
Transfers	559
Reports Filed State, Local	50
Motor Vehicle Priced (Regular)	13,197
Motor Vehicle Priced (Supplemental)	2,016
Personal Property Added	+27 from 2019
Farm, Forest, Open Space Applications	5
Disabled Applications Processed	62

***This includes tax exempt properties that were sold during the assessment year**

Our office also implements exemption programs for the blind, disabled, elderly, veterans who served during wartime, and disabled veterans. Veterans must file their DD-214 no later than October 1st in the Town Clerks land records in order to receive the \$3,000 exemption. Veterans must also serve ninety (90) days active duty, not including training, during a time of conflict or war. The dates for this are in Connecticut General State Statutes and can be found in our office.

The blind and totally disabled programs have the same January 31st deadline for application. The blind exemption is \$3,000 and the totally disabled program is a \$1,000 exemption. These like the veteran's exemption are off the assessment of the property owned and located in the Town of Coventry. It is not a tax credit!

The Elderly and Disabled program is for anyone over the age of 65 or over the age of 18 and totally disabled by social security. This is a state program and is income qualified. The filing dates are February 1st thru May 15th and the income limits change yearly so contact our office for further information regarding any of the above mentioned programs. The Town of Coventry also offers a local tax relief program, which mirrors the income limits of the state benefit. The program changed and it is offered as both a tax credit, that is equal to half of the state benefit, or it is a deferral, where a lien is filed on the Town Clerk's land records until it is paid or the property is sold at which time the deferred taxes must be paid.

The Assessor's office is continuing our work with state and federal officials to seek solutions to the challenges presented by the crumbling concrete foundations issue in Eastern Connecticut. Many of these homes facing concrete issues had their foundations poured in the 1980s thru 2015. Crumbling foundations is still a top priority for this office. We have attempted to get all information out to the public, while also assisting them in any way we can. We have had 87 properties from when the program began, of which 29 have been replaced leaving 58 properties still receiving a modified assessment as of October 1, 2021. The total reduction to the grand list is about \$5,591,000 up to that date. We have seen increased traffic regarding this issue over the past year, and I expect that the number of property owners that file for the tax relief is going to increase. For a link to the application for tax relief, please use the following link: <https://www.coventryct.org/438/Concrete-Foundations>. Below is the information regarding the State of Connecticut passed Substitute House Bill No. 5180 "AN ACT CONCERNING CONCRETE FOUNDATIONS".

5180 "AN ACT CONCERNING CONCRETE FOUNDATIONS." Section 2 of this legislation states: *Any owner of a residential building who has obtained a written evaluation from a professional engineer licensed pursuant to chapter 391 of the general statutes indicating that the foundation of such residential building was made with defective concrete may provide a copy of such evaluation to the assessor and request a reassessment of the residential building by the assessor.* This legislation is effective October 1, 2016. There are additional provisions in the legislation, and the full legislation can be found online at: <https://www.cga.ct.gov/2016/ACT/pa/2016PA-00045-R00HB-05180-PA.htm>

There are applications available on the Town's website and appointments are being made to inspect these properties. The deadline for filing for the October 1, 2021 Grand List is December 1, 2021. This Grand List will affect the July 2022 and January 2022 Payments. Please call the Assessor's Office at (860)742-4067 if you have any further questions regarding this matter.

We have been working on the town's Geographical Information System as well as new tax maps.

We were able to correct some issues with parcel mismatches and we still have automatic update to work for the map express website. This office has also been heavily involved in the implementation of the CCROG GIS platform with the new company CAI, who's platform we started using some time in December of 2019. I have been assisting staff of CAI in getting the Computer Assisted Mass Appraisal data for the new site. For up to date information on the GIS please visit the Town of Coventry's website www.coventryct.org and click on the map express link. Information will also be posted in the Town Hall for public viewing.

Respectfully submitted,

Michael J. D'Amicol
Assessor
Town of Coventry

BOARD OF ASSESSMENT APPEALS

BOARD MEMBERS: MARY JO LEWIS SECRETARY; JOAN LEWIS; JILLIAN WOOD RICZKY; AND RONALD DEXTRADEUR.

The Board of Assessment Appeals met on September 5, 2020 to hear appeals for motor vehicles on the 2019 Grand List. Board members present were Ronald Dextrateur, Mary Jo Lewis, Joan Lewis and Jillian Wood Riczky. Four applications were received. Of those, three were reduced for a total reduction was \$10,700 and one was a no show for the September Board Assessment Appeals.

BOARD MEMBERS: JOAN OROS, CHARIMAN; MARY JO LEWIS SECRETARY; JOAN LEWIS; JILLIAN WOOD RICZKY; AND RONALD DEXTRADEUR.

The Board of Assessment Appeals also met on March 11, 2021, to hear appeals on the 2020 Grand List. We received five applications in total. Of those five, four were for Real Estate and one was for Personal Property. The appeals resulted in all five not being reduced. The total reduction for the March Board of Assessment Appeals was zero.

Respectfully submitted,

Joan Oros, Chairman
Board of Assessment Appeals



AGENCIES

Image above: A graphic contained on the Eastern Highlands Health District's website. The Town of Coventry is a member of this health district.

EASTERN HIGHLANDS HEALTH DISTRICT

The Eastern Highlands Health District has served its communities faithfully since 1997. The Health District is committed to enhancing the quality of life in its communities through the prevention of illness, promotions of wellness, and protection of our human environment. The pursuit of this mission is realized by assuring that other community agencies provide certain public health services within the region, and by providing specific public health services directly. The services directly provided include a communicable disease control program, public health education, community assessment and public health planning, emergency preparedness and a comprehensive environmental health program. The main components of the environmental health program include on-site subsurface sewage disposal permitting, complaint investigation program, food establishment licensing and inspection, and environmental monitoring program.

Accomplishments for FY 2019-2020

- COVID-19 response activities include but are not limited to significantly expanding contact tracing capacity, coordinating with UConn on contact tracing, coordinating with schools on reopening plans and scholastic sports, distributing PPE to area healthcare providers, facilitating business compliance with reopen sector rules and executive orders, supporting town governments with safe workplace guidance for essential workers, infection control guidance for first responders, town recreation department guidance support for youth sports programs, and summer camps, recruitment and retention of medical reserve corps members, and planning/preparedness for a mass vaccination campaign.
- The Eastern Highlands Health District Board of Directors at their January 16, 2020 regular meeting adopted an operating budget of \$883,540 for FY 20/21.
- Working with DPH and area health districts, EHHD developed and implemented a response to an outbreak of Eastern Equine Encephalitis. The response included DPH weekly conference calls, distribution of educational messaging, risk reduction guidance for schools and towns, and weekly updates to community partners. This office working with the DPH infectious disease control program reviewed and provided feedback on proposed state-wide Eastern Equine Encephalitis Response Plan for 2020.
- The Substance Abuse in our Communities Workgroup members have been active over this year. They conducted two community informational event 8/16 & 8/19; robust supplemental community distribution of “Substance Abuse Treatment Resources” tri-fold; updated and enhanced treatment, prevention, recovery resources on EHHD website; distributed and promoted model policy for NARCAN staging in public buildings; and, partnered with Coventry PD on a drug takeback campaign netting 115lbs of drugs for disposal.
- EHHD continues to work cooperatively with DEEP on behalf of Tolland & Coventry providing information and technical support regarding an environmental investigation into sodium chloride contamination in ground water in private wells.
- After a number of years of development and a significant investment in resources the Viewpoint Cloud online permit application and payment system was fully launched and became operational in March. Effective in April all applications and payments are received online.
- Communicable disease control activities included review and follow up (as needed) of 1055 case reports; and, conducted 24 disease outbreak or individual case investigations.
- Main indicators for environmental health activity in Coventry include: 197 site inspections for

septic systems; 65 septic permits issued; 28 well permits issued; 11 complaints investigated; 120 environmental samples taken for lab analysis; 105 food establishment inspections and other health inspections; 139 public health reviews; and, 249 test pits and perc tests.

Plans for FY 2019-2020

- Build local public health response capacity to COVID-19 pandemic to engage in the following activities: risk communication and health education, infection control, epidemiology, contact tracing, and mass vaccination.
- Coordinate and implement the newly established EHHD seasonal influenza vaccination clinic program.
- Continue to provide essential scope of services during this declared public health emergency.
- Implement a Cosmetology permitting and routine inspection program near end of fiscal year.
- Address the individual public health needs of member towns as they arise with available capacity.

APPENDIX

Financial Statements

(See separate document on Town website)