

Annual Report



Town of Coventry Connecticut

Fiscal Year
July 1, 2021 –
June 30, 2022

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

*Front cover: Coventry Village in the
spring of 2022. Photo by Laura Stone.*



TOWN OF COVENTRY ANNUAL REPORT FY 2021 – 2022

TABLE OF CONTENTS

TOWN MANAGER	9
OFFICIALS	11
TOWN COUNCIL	12
OFFICIALS/VOLUNTEERS	15
ADMINISTRATION	17
TOWN CLERK	19
SUMMARY OF TOWN MEETINGS.....	23
REGISTRARS OF VOTERS.....	26
PUBLIC SAFETY	32
POLICE.....	35
FIRE/EMS	50
PUBLIC WORKS	61
WPCA	74
CEMETERY COMMISSION.....	77
PERMITS/CODE ENFORCEMENT.....	79
LAND USE	86
PLANNING & ZONING	88
INLAND WETLANDS	105
ZONING BOARD OF APPEALS.....	109
PROTECTED SPACES STEWARDSHIP.....	116
EDUCATION	119
BOARD OF EDUCATION/SCHOOLS.....	121
HUMAN SERVICES/CIVIC/CULTURAL	128
HUMAN SERVICES	130
HOUSING AUTHORITY.....	143
RECREATION.....	147
BOOTH & DIMOCK MEMORIAL LIBRARY.....	152
FINANCIAL	162
FINANCE DIVISION	163
COLLECTOR OF REVENUE.....	172
AUDITOR’S REPORT (Appendix)	
AGENCIES	174
EASTERN HIGHLANDS HEALTH DISTRICT.....	176



TOWN MANAGER

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

Town Manager

It is my honor to present the Annual Report for the Town of Coventry for the Fiscal Year 2021-2022 to the Town Council and the citizens of the town.

Please take time to learn about your town and review the enclosed information. I think you will find both interesting information and learn about Coventry, and get a full sense of all that we do. Also please read your newsletters and monthly e-blast to stay connected.

A few interesting facts:

- For the 14th consecutive year we received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.
- Debt service continued to decline; pension funding remains over 70% funded; fund balance remains over 12.4% (for the fourth year in a row).

We brought in a lot of outside funds for capital projects, such as:

- LOTCIP grant for the Swamp Road/Rt. 44 improvement project
- Library renovation and improvements
- Two grants for Miller Richardson Field
- Several bridge grants
- American Rescue Plan funding
- Community Development Block Grant funds for Orchard Hills renovations
- Rec Trails grant for Nathan Hale/Bear Swamp Trail

And more in the pipeline.

Looking toward the future, planning was started on:

- Rt. 44 sewers at the Bolton town line and facility plan at the wastewater treatment plant.
- Water supply studies were started to look at system interconnections and resolving quality concerns.
- We started working with adjoining towns on economic vitality and created Connecticut's Countryside with Bolton, Tolland and Mansfield to grow tourism and recreational opportunities.
- Both Affordable & Senior Housing studies were started.
- School facility planning was started, focusing on HVAC (air quality).

A few interesting facts you will find by reading the report:

- 24.28 miles of road received some level of treatment.
- Over 1000 building permits were issued with 838 certifications of occupancy and certifications of completion, 29 completed new homes, and 8 crumbling concrete foundations replaced.
- We celebrated the first anniversary of the merged Coventry Fire/EMS Department.
- The relocated Transfer Station was completed.
- Folly Lane Bridge replacement was completed.

And a lot more!

This will be my last annual report for the Town of Coventry (35 on my watch), as the Town proceeds with a well-planned transition. It has been my honor and privilege to serve as your Town Manager since 1988. I have had the pleasure of working with caring volunteers as appointed by elected officials, and many great staff members. I believe the more you learn about your town, the more you will share my opinion that the Town of Coventry is a very special place.

John A. Elsesser
Town Manager



TOWN OFFICIALS

TOWN COUNCIL

The Town Council members are all volunteers and are honored to serve the Coventry Community. Members of the Council were elected in November 2021 and will serve until November 2023. The Town Councilors are:

Lisa Thomas, Chairwoman
Marty Milkovic, Vice-Chair
Jonathan Hand, Secretary
Robyn Gallagher, Finance Chair
Matthew Kyer, Steering Chair
Julie Blanchard
John French

When we took office, the Town Council pledged to listen to our constituents' voices and to consider all perspectives during decision making. We understand that once we are elected to office, we represent all residents no matter their age, party affiliation or individual belief systems. We recognize that none of us always gets 100% of what we want. But when we engage in creative problem solving and the hard work of compromise, we ensure that everyone receives some of the benefits they seek. We encourage full participation in our local government by residents. In support of this statement, the Town Council unanimously adopted the following goals for the 2021-2023 term (strategies for achieving each goal can be found on the Town website.

Goal 1: Work Collaboratively with Town of Coventry Boards and Commissions in order to ensure efficient use of resources, financial and otherwise, to benefit all members of our community.

Goal 2: Demonstrate Strategic & Responsible Fiscal Management in order to be prepared for known expenses as well as for an uncertain future.

Goal 3: Plan for and Support Ongoing Infrastructure and Public Works maintenance, recognizing that smart investments prepare Coventry for the future.

Goal 4: Maintain High Quality Public Safety Services making the safety of Coventry citizens a priority.

Goal 5: Continue to preserve, protect and enhance our natural resources and recreation opportunities.

Goal 6: Develop a transition plan that ensures a transparent hiring process for the next Town Manager, keeping the needs of our community foremost and making it a non-partisan process.

I am pleased to report that the Council has achieved many of these goals already and is making ongoing progress on the others. Here are some highlights of our accomplishments during 2021-2022.

- In order to be transparent, help residents be as informed as possible, get questions answered, and share thoughts, I have held office hours twice each month, with evening hours at the Booth and Dimock Library and daytime hours at the Senior Center.
- Our town staff worked as efficiently as possible to reduce costs, and voters passed our adopted 2022-23 budget with a 0 mil rate increase. While this softened economic pressure on taxpayers, it still did not meet the funding needed to pay for staffing on our ambulances. Our town staff,

especially our fire/EMS administrator and fire chief continue to work diligently on both town-based and state-based solutions. Their advocacy has brought much needed attention to this in the state legislature and we are hopeful that new legislation will be passed in 2023 to help the statewide ambulance/EMS crisis.

- We strategically used American Rescue Plan Act funding to solve a deficit in the EMS fund inherited from the prior council and to bolster the EMS account to maintain 24/7 EMS staffing levels for the current fiscal year. As mentioned above, we continue to work strategically with Fire and EMS Administrators, exploring every available opportunity, to maintain life-saving services while managing costs to the taxpayers. We continue to thank all volunteers for their service.
- We brought back to Coventry \$1,000,000 of tax dollars through the Bonding Commission and a STEAP grant to construct 2 softball fields for our Youth Softball Program and complete other ADA and Title IX enhancements at Miller Richardson Park.
- We adopted a policy exempting childcare providers, both standalone centers and in-home, 100% from the local property tax. In-home providers may exempt those parts of the home that are used as part of their daycare services. In a time when Connecticut has a severe shortage of childcare slots, this was a critical step to take. This supports working families and high quality childcare.
- We established a permanent committee on Senior and Affordable Housing to make sure that all generations are able to find homes they can afford in our beautiful town.
- Town staff, the Planning and Zoning Commission and the Economic Development Commission have worked diligently on economic growth in our town this year and have successfully brought in a variety of new businesses compatible with our community. Some of those businesses are JDM Imports, Scrub Scraps, and Woke Breakfast.
- We hired a new Police Chief using community input on the traits you wanted in our Police Chief. We also created a Captain position on our force in order to provide our officers with greater ability to advance their careers in Coventry.
- We purchased software giving us a “dashboard” for road maintenance and repair. Voters then resoundingly passed a bonding referendum to begin following through on much needed maintenance.
- Our Town staff successfully sought numerous grants for critical infrastructure work, including 1.2 million dollars from the federal government for sanitary sewer lines on Rt. 44, additional sidewalks (we can almost walk all the way around Coventry Lake now!), the road realignment at the Rt. 31 and Rt. 44 intersection, and bridge repairs.
- The Town Council has submitted testimony in support of restoring essential services at Windham Hospital and other northeastern CT hospitals. This includes restoration of labor and delivery care at three area hospitals. As Council Chairwoman, I have met regularly with members of the legislature's Public Health Committee and with the State Comptroller on this issue.
- We have supported ongoing maintenance of our recreation trails, including successfully applying for grant funding to purchase equipment and enhancements such as benches and walkways across wet areas. In addition, the Council was quick to support actions needed to address an unexpected blue algae bloom in Coventry Lake.
- The Town Council went through a formal RFP and interview process to select a search firm to help guide hiring Coventry's next Town Manager. The Town Council has committed to this being

a non-partisan process focused solely on the needs and wishes of our community. Community input will be a valuable part of the hiring process.

These highlights are just a small sampling of the many accomplishments in our town this year. It is amazing just how much problem solving we and town staff were able to do in order to keep Coventry on a stable path and maintain services during a challenging post-pandemic economy. Our gratitude goes out to every single Coventry resident for helping us to continue making Coventry the best place to call home.

Respectfully,
Lisa Thomas
Town Council Chairwoman

OFFICERS, BOARDS, COMMISSIONS

As of June 30, 2022

ELECTED

TOWN COUNCIL

Julie Blanchard
John French
Robyn Gallagher
Jonathan Hand
Matthew Kyer
Marty Milkovic
Lisa Thomas

BOARD OF EDUCATION

Jennifer E. Beausoleil
Peter DePaola
Emma Easton
Mary S. Kortmann
Eugene T. Marchand
Courtney Rossignol
Christina Williams

BOARD ASSESSMENT APPEALS

Ronald Dextrateur
Carolyn Gerrity
Joan Lewis
Mary Jo Lewis
Jill Wood Reviczky

ZONING BOARD OF APPEALS

Elizabeth Bauer
Thomas Delucco
Michael Gerrity
Cheryl Ann Resha
Claire Twerdy

ZBA ALTERNATES

Patricia Hodge
Patricia Schneider
William Zenko

REGISTRAR OF VOTERS

Scott Francis
Marjorie L. Roach

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
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

CliftonLarsonAllen LLP

FINANCE DIRECTOR/TREASURER

Amanda Backhaus

CHIEF OF POLICE

Jeffrey Spadjinske (Acting)

DIRECTOR OF HEALTH

Robert Miller

TOWN CLERK/REGISTRAR

VITAL STATISTICS

Lori Tollmann

TAX COLLECTOR

Carrie Zahner

ASSESSOR

John Preisner

HUMAN SERVICES

ADMINISTRATOR

Annemarie Sundgren

YOUTH SERVICES

ADMINISTRATOR

(Vacant)

SENIOR CENTER COORDINATOR

Brenda Bennett

BUILDING OFFICIAL

Joseph Callahan

SANITARIAN

Glenn Bagdoian

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

Lesley Munshower

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
(1 vacancy)

BLDG CODE BD APPEALS

Brian W. Canny
Benjamin Funk
John Willnauer
(2 vacancies)

CEMETERY COMMISSION

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

CONSERVATION COMMISSION

Brian D. Coss
Brian J. Coss
Arthur Hall, Jr.
Leroy Lowe, Jr.
Paul C. Manzone
Vincent E. Messino
(1 vacancy)

ECONOMIC DEVELOPMENT COMM.

Barbara Barry
Samuel Belsito
Richard Conti
Carolyn Gerrity
William J. Jobbagy
Andrew Ladyga
Timothy Liptrap
Cathy Mitchell
Darby Pollansky
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.

Pamela Miller
Ashlee Pascarella

COVENTRYVISION COMMITTEE

Gregory Butler
Francis Lombard
Konrad Mroczek
Laura Stone
(1 vacancy)

PENSION & RETIREMENT

Samuel Belsito
Benedict D. Emanuele
Paul E. Jatkowski
Robert Murzyn
David C. Powers

**PLANNING & ZONING
COMMISSION**

Steven Hall
William Jobbagy
Stephen (Ed) Marek
Christine Pattee
Darby L. Pollansky

P&Z ALTERNATES

Arianna Mouradjian
Brian Murray
Carol Polsky

**INLAND WETLANDS
AGENCY**

Martin Briggs
Suzanne Choate
Patricia Laramée
Lori J. Mathieu
Rebecca Norman

**INLAND WETLANDS
ALTERNATES**

Michael Powers
1 vacancy

**WATER POLLUTION
CONTROL AUTHORITY**

Richard W. Brand
Susan E. Jamaitis
Frank Jodaitis
Daniel R. Murphy
Matthew J. Twerdy

**HUMAN RIGHTS
COMMISSION**

Lisa Conant
Carol Kent
Brenna Marquis
Mike Shor
(1 vacancy)

**VETERANS MEMORIAL
& EVENTS COMMISSION**

Jamie DePaola
Peter DePaola
William Glenney
Rick Nowsch
(1 vacancy)

**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
Nanette Kyer
Eric Thomas
(2 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**

Charles Brown
Suzanne Choate
Scott Gallo
Carly Imhoff
Richard Pearson
Amanda Slater
Deborah B. Zeppa

**AD-HOC FARMERS' MARKET
OPERATING COMMITTEE**

Amanda Backhaus
Barbara Barry
Anne Marie Charland
Janine Coughlin
M. Kathleen Krider
Jean Nelson
Donna Titus

FLOOD & EROSION CONTROL BOARD

Julie Blanchard
John French
Robyn Gallagher
Jonathan Hand
Matthew Kyer
Marty Milkovic
Lisa Thomas

**CHS WALLS CODE
COMPLIANCE COMMITTEE**

Nathan Carter
Edward Cofrancesco
Jonathan Hand
Eugene Marchand
1vacancy

**SCHOOL ENERGY/BUILDING
EFFICIENCY COMMITTEE**

Julie Castillo
Mary Kortmann
Joseph Malon
Jennifer Reilly
(1 vacancy)

**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**

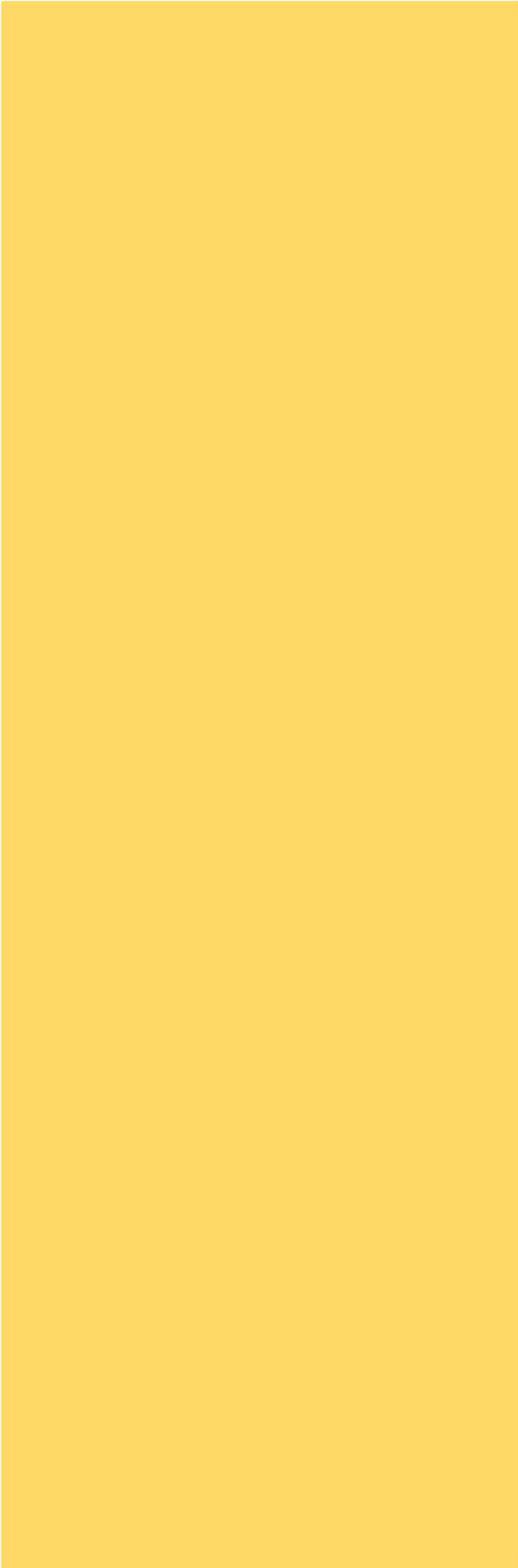
Richard Brand
Aline Hoffman
Christine Pattee
Sondra A. Stave
John Twerdy
Valdis Vinkels
Roberta Wilmot

**EASTERN REGION TOURISM
DISTRICT**

Michael Sobol

**LOCAL EMERGENCY COORDINATING
COMMITTEE**

John Alosky
Jonathan Hand
Ken Boutin
Michael Dombkowski
John Elsesser
Bud Meyers
Jeffrey Spadjinske
Lisa Thomas
Bill Trudelle
James McLoughlin
William Watkins



ADMINISTRATION

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

Mattea Whitford

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 2021

Births of residents occurring in other towns	111
Births in Town	0
Marriage Licenses issued in Coventry	36
Marriage Licenses of residents issued by other towns	34
Deaths occurring in Coventry	50
Deaths of Coventry residents occurring in other town	107
Fetal Deaths	0
Burial Permits/Cremation Permits	72

All Vital Certificates issued in our office have to be certified copies. The Town Clerk's Office issued 303 Certified Copies in 2021-2022. 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 2021-2022: 12

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: 19



RABIES CLINIC:



Our annual Rabies Clinic was held May 21, 2022, and 42 dogs & cats were vaccinated.

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 2021-2022: 1,569 dog licenses, 3 Service dog and 15 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 2022 tag went to Jebediah who belongs Michelle Pesce family.

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 2021: 305 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.



MUNICIPAL ELECTION 2021 & ADJOURNED TOWN MEETING:

Municipal Election: The **Municipal Election** was held on November 2 2021. Town wide voter turnout was 44%. Of the 9,026 registered voters in Coventry, 3,997 voted at the polls and 285 absentee ballots were cast, along with 13 Election Day Registration (EDR). The Town Clerk certified the election results to the State of Connecticut, Secretary of the State's Office on November 3, 2021.



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.

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

#1 "Shall the resolution making an appropriation of \$325,000 for the planning, design, and construction of a new softball field and related improvements along Plains Road be approved?"

YES 2,834 NO 1,065

#2 "Shall the resolution increasing each of the appropriation and bond authorization by \$3,900,000 from \$2,780,000 to \$6,680,000 for the replacement of roofs and fire alarms at various Town schools and the High School/Middle School Complex be approved? "

YES 2,787 NO 1,089

FISCAL YEAR 2022-2023 BUDGET:

The budget preparation process 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 2022.

HISTORIC DOCUMENT PRESERVATION GRANT FY21/22:

Historic Document Preservation Grant FY21/22: The \$5,500 grant funds awarded were applied to reducing 36 volumes of the large Land Record books. This reduces the amount of space taken and also are reprinted on a better quality of archival paper.



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, 2021. 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	\$91,448.00
Conveyance Tax	\$808,429.48
Vital Statistics	\$12,160.00
Copies of Town Records	\$16,034.99
Miscellaneous Permits, Trade Names, Postage, etc.	\$1,247.00
Unanticipated Funds	\$6,447.00
Notary	\$1,890.00
PA 05-228, 11-201, 09-229 & 13-247	\$160,552.00
PA 00-146	\$17,050.00
Fish & Game Licenses	\$4,136.00
Dog Licenses	\$15,664.00
Marriage Licenses	\$1,850.00
TOTAL	\$1,136,908.47
DISBURSEMENTS	
	2021-2022
Town Revenue & conveyance tax	\$325,421.74
State – Fish & Game	\$3,977.00
Special Dog Fund	\$10,356.00
State – Marriage Fees	\$1,258.00
**State PA 00-146	\$13,640.00
*State – PA 05-228, 11-201, 09-229 & 13-247	\$149,592.00
State Conveyance Tax	\$608,148.73
TOTAL	\$1,112,393.47

*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

Mattea Whitford was hired in September, 2021 to fill the vacant part time position here in the Town Clerk's Office.

No meetings or classes attended in person due to COVID-19 Before January 2022

Town Clerk – Lori Tollmann attended a CTCA Executive Board meeting by Zoom on September 22, 2021

Our office attended our Tolland County Town Clerk's meetings on February, March, April, May, July, 2022. Tolland County Clerks were responsible for hosting the Fall 2022 conference for the Connecticut Town Clerk's Association.

We also have participated in the Ct Secretary of State's webinars that are being scheduled.

Brooke Manning, Assistant Town Clerk attended CTCA zoom class –Professional Communication
"It's the Law" & "You're Out of Order!"

Mattea Whitford, Assistant Town Clerk attended CTCA certification class –Elections Administration
Records Management



Summary of Town Meetings



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

Budget vote was May 3, 2022. Budget failed.

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

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

ORDINANCES

#260 –Amendment to Smoking & Other Activities Prohibited

#261 – Amendment to Speed Limits Slow-No-Wake



TOWN OF COVENTRY
OFFICE OF REGISTRAR OF VOTERS
ANNUAL REPORT
July 2021-June 2022

Current Registrars:

- Democrat Registrar: Marjorie L. Roach
Deputy Registrar: Dorothy M. Grady
- Republican Registrar: Scott Francis
Deputy Registrar: Marilyn Barrette



The TOWN OF COVENTRY'S Registrar of Voters office has successfully completed four elections and their coinciding town meetings during the 2021-2022 fiscal year. In 2021 we conducted a local November election and 2022 we held three town budget Referendums.

One of the responsibilities of the Registrar's office is updating our voter rolls. The office receives daily updates mostly via the DMV. We are constantly updating our town records to ensure that our rolls are current. From January to May we conduct an annual canvass of voters who may have moved or changed information on their voter registration. People who do not respond to our annual canvass are moved to inactive, and are taken off the rolls if they remain inactive for four years. This past year, our office removed 810 people from our voter rolls, see the chart below.

Coventry residents may register to vote online at www.sots.ct.gov, or in person at the Registrar or Town Clerk's office in the Town Hall located at 1712 Main Street.

Coventry Voters July 2021-June 2022				
	2018-2019	2019-2020	2020-2021	2021-2022
New Voters	838	619	1217	608
Changes(name, party, address)	738	601	1492	824
Removals (Moved/Deceased)	839	674	964	810
Total Number Active Voters	8618	8568	9097	8867

Note: Each year the STATE OF CONNECTICUT 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.



A special voter registration session was held this past January, as per state law, at Coventry High School. The session successfully registered fifty new voters. Coventry was also represented at the EOS High School session but registered no new voters.

Scott Francis began working in the voter office in January of 2022 after working at the previous November election. Scott became certified as an election Moderator and moderated District 1 on the second budget referendum. John Roberts (JR) resigned as the Republican Registrar in June. Scott Francis took over as the Republican Registrar and has begun Registrar Training.

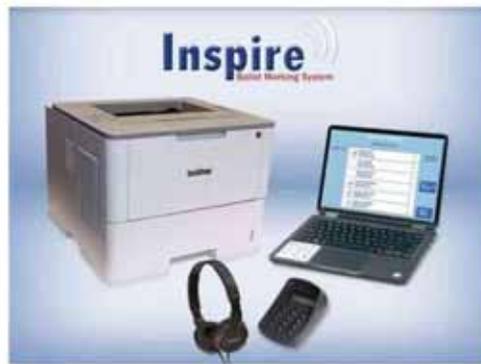
Thank You JR for your service to the registrar's office! JR continues to be a certified Moderator and will continue to help with Coventry Elections in various capacities.

Marge Roach has been the Democratic Registrar for the Town of Coventry for the past 38 years. She is certified as a registrar and moderator for the State of Connecticut.



Previous Election Statistics							
Election Date	Total Voters	# Voted	% Voted	Republican	Democrat	Unaffiliated	Other Parties
NOV 2, 2021	8535	3943	46	1159	1359	1374	51
May 3 rd 2022	8696	1850	21	584	637	604	52
June 7 th , 2022	8748	2081	23	642	732	676	31
June 28 th , 2022	8787	1631	18	444	639	521	27

Please note the Primary in August will be in next year's fiscal report.



The Help America Vote Act of 2002 (HAVA) requires at least one voting system equipped for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired, at each polling place.

This system, called the Accessible Voting System (AVS), is an interactive voting system. The voting system is designed to accommodate persons who cannot mark a “traditional” ballot without assistance. The AVS allows a voter to listen to the ballot using headphones (which are cleaned in between each user) in the accessible voting booth in the voter’s polling place and to make ballot selections. When the voter has made and [verified the ballot selections](#), the ballot is returned to the voter through an attached printer. Poll workers are trained to help individuals use the AVS Machine.

Finally, this equipment must be used in conjunction with all existing State and Federal Laws regarding polling place accessibility. The room in which the Vote-by-Phone System is used must be accessible and meet all of the State and Federal requirements regarding access. All doorways, hallways and entrances leading to and from the location must be accessible.



CURBSIDE VOTING is available for anyone with a temporary disability.

Depending on the type of election, there are 35 to 75 election workers necessary to have a successful day. The positions at the polls are as follows: Registrar, Moderator, Checker, Tabulator Tender, Assistant Registrar, Ballot Clerk and Greeter. Every effort is made to ensure there are an equal number of workers from both parties. If you are interested in working at the polls please contact the registrar's office at 860 742-4061.

November elections are held in the Coventry Public Schools and all others are held at the Coventry Fire Stations.

Current office hours of operation are:

Monday: 9-11

Tuesday: 11-1

Wednesday: 9-11

Thursday: 11-1

Friday: 9-11 & 11-1 Alternating.



WHAT CONNECTICUT REGISTRARS DO: THE WORK BEHIND MANAGING CONNECTICUT'S ELECTIONS

TYPES OF ELECTIONS:



Presidential



State



Municipal



Referenda



Primaries

REGISTER ALL VOTERS



- Schedule and conduct in-person voter registration sessions, including annual high school voter registration sessions.
- Receive and process mail-in, online and agency voter registration applications.

REGISTRY LISTS & BALLOTS



- Prepare and maintain a list of active and inactive voters.
- Maintain voter lists for local party caucuses.
- Prepare a voter list for each polling place.
- Organize and conduct the annual canvass of voters to ascertain residency.
- Enroll party members and prepare and maintain party enrollment lists.
- Remove electors who have moved from the district, died or are disenfranchised from registry lists.
- Complete certification of ballot orders that are sent and put on file with the Secretary of the State (SOTS).

ABSENTEE VOTING



- Direct Town Clerks to mail absentee ballots to eligible overseas voters.
- Verify absentee ballot voters on the official voter registry list prior to an election, primary or referendum.
- Supervise absentee balloting at institutions or dwelling places with 20 or more voters.
- Appoint and train people to count absentee ballots.

VOTING TECHNOLOGY



- Ensure the proper maintenance, transportation, storage and preparation of voting machines.
- Conduct complete pre-election testing of memory cards, tabulators and all ADA voting systems prior to Election Day.

ELECTION DAY REGISTRATION



- Conduct Election Day Registration for all General Elections.

CONDUCT ELECTIONS



- Appoint Deputy Registrars and file the appointments with the Town Clerk.
- Appoint, train and supervise all poll workers.
- Declare polling place locations by voting district, including a place where absentee ballots are counted.
- Ensure polling places meet the requirements of the American Disabilities Act (ADA).
- Report results of municipal, state and federal elections to SOTS.
- Participate in recanvassing in the event of a voting discrepancy.

POST-ELECTION AUDITS



- When chosen by lottery, conduct post-election audits of voting tabulators.

CONDUCT CANVASSING



- Conduct an annual canvass of voters using the National Change of Address through the USPS.
- Use reports from the Electronic Registration Information Center (ERIC) to conduct additional canvassing of voters to ensure accuracy of voter registries.

TRAINING & RECORDS MANDATES



- Complete 8 hours of mandated annual training each year.
- Follow all state and federal records retention schedules.



PUBLIC SAFETY

**COVENTRY POLICE DEPARTMENT
1585 MAIN STREET**

**ANNUAL REPORT
Fiscal Year 2021 – 2022**

Submitted by Chief Eric J. Peterson



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.

GOALS AND OBJECTIVES:

As submitted in our budget document last year, our goals for fiscal year 21-22 were:

ADMINISTRATION

Goal: Continue to comply with CALEA and POST Accreditation standards. The purpose of CALEA is to improve the delivery of public safety services by maintaining a body of professional standards that support the administration of accreditation programs. The CALEA process assures we are conforming to the most up to date policies and practices in law enforcement. CALEA is also an important tool to stay up to date with the ever changing laws.

Objectives:

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

Throughout the second half of the year we were preparing for a 100 standard remote inspection. The inspection was conducted in early September of 2022. The results were positive and the

remote inspection helps keep us on track for our next physical inspection. We continue to strive to maintain the highest CALEA standard.

Goal: Hire and train patrol officers to replace any vacancies that arise during the fiscal year. We continue to hire at a challenging time in law enforcement. In our profession the number of applicants (lateral and transfer) has considerably decreased throughout the state.

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 compiling a list of certified police officers we were successful in hiring two excellent candidates. They have since completed field training and have become an excellent addition to our police department. Officer Joseph Pansini was sworn in on May 14, 2021 and Officer Matthew Burns was sworn in on June 15, 2022. Hiring certified police officers puts the officer on patrol much sooner than sending someone to the police academy and saves a lot of money. With the addition of these two Officers that leaves our department one Officer below being fully staffed. We plan to hire another Officer at the beginning of 2023.

OPERATIONS:

Goal: Install and begin utilizing new interview recording equipment.

Objectives:

- Research vendors. Sign a contract with the selected vendor by September 1, 2021.
- Install outdated equipment and software by December 1, 2021.

By law certain interviews are mandated to be audio and video recorded. The vendor we chose was BEI Electronics. The product we chose was iRecord. The system was installed in September and is now in use. It is more reliable and user friendly from the previous equipment that was outdated.

Goal: Continue to reduce thefts from unlocked vehicles and thefts of motor vehicles. This is an ongoing issue not just in Coventry but throughout the state. Each year we will continue to do all we can to reduce the number of citizens from becoming victims of crime.

Objectives:

- Increase patrol through neighborhoods.
- 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. On occasion we will send out a 9 o'clock reminder to lock your vehicles.
- 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.
- Collaborate with area police departments and task forces on motor vehicle thefts and break-ins.

There were eight reported thefts of motor vehicles compared with six the previous fiscal year. This is still a relatively low number of motor vehicle thefts. Most cases involve keys being left in the vehicle. We will continue to reach out to the community to remind citizens to not leave their keys in the vehicle. There were only six reports of items being stolen from vehicles compared to forty-eights from the previous year. The year before that the number was seventy-three. Getting the word out to keep your vehicle locked at night has worked. 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.

SUPPORT:

Goal: Continue to increase community engagement through a variety of means.

Objectives:

- Participate in a program where Police Officers have lunch with students.
- In October, we participated in the PJ Day fundraiser with FD personnel and Courtside Nutrition.
- In November Officers Dexter and Santiago (military veterans) spoke with a local Cub Scout Pack at Creaser Park in honor of Veteran's day. Food donations were also collected by the police department for Human Services to distribute to local families. Officer Kelsey Carpenter organized this effort.
- The annual "Stuff a Cruiser" and "Stuff a Truck" were held on December 4, 2021 along with the fire department and EMS. All donations were given to the Coventry Human Services Department for distribution to local families.
- Officer Dexter attended an annual Easter egg hunt at the Storrs Community Church.
- Participated in the national Coffee-with-a-Cop event in October.
- Increase participation of officers at both recurring and special events in town, particularly those involving children.
- We increased the number of Facebook followers to 6532.



(Left to Right) Dispatcher Cote, Officer Vail, Detective Carpenter, and Officer Anderson display some of the food that was collected for the Human Services Department for local families.



In February CSO Chipman conducted the annual dog license survey which includes phone calls and in person visits to residents.

In January, Officer Krukoff spoke with a local Daisy Girl Scout Troop and talked to them about the duties of law enforcement officers. In early March she read to a 1st grade class at Coventry Grammar School for Read Across America.



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



PERSONNEL CHANGES:

- The Town Council ratified the Town Manager's selection for Chief of Police of Eric Peterson. Chief Peterson began working on July 5th, 2022.
- We hired Tracie Johnson to replace Kevin Roberto as the Executive Assistant to the Chief of Police. Tracie comes to us with twenty-three years of police experience. Tracie recently retired as a Sergeant with the Manchester Police Department.
- Marine Patrol Officer Pat Kilby was hired in the spring to conduct patrol on the lake. Officer Kilby comes to us with a wealth of boating safety and knowledge.

OTHER ITEMS OF INTEREST:

- Sgt. Russ Iger completed FBI/LEEDA leadership training.
- On May 27th the department was recognized by CIRMA and awarded an Excellence in Risk Management award at their spring meeting
- Detective Carpenter completed Accident Reconstruction training. She is now a certified accident reconstructionist and will be joining our regional Metro team.
- Officer Dexter completed a three day Crowd Management course sponsored by FEMA and the Capitol Region Police Chief's Association.
- Detective Carpenter and Officer Anderson received the M.A.D.D. award.

PURSUIT:

There were a total of three pursuits during the fiscal year.

January 18, 2021 (Monday)

Officer Richard Grimaldi

Case 21-187

At approx. 0237 hours, Off. Grimaldi was traveling east on Boston Tpke when he observed a vehicle traveling towards him at a high rate of speed with its high beams illuminated. After the vehicle passed, Off. Grimaldi turned around and attempted to initiate a motor vehicle stop. Off. Grimaldi activated his emergency lights and siren but the operator failed to yield and the vehicle increased its speed. Off. Grimaldi estimated that the vehicle was traveling at 100 mph and terminated the pursuit. He deactivated his lights and siren and changed direction. He was unable to see the vehicle's registration plate but a description was passed on to the State Police. Traffic was light and the weather was clear.

The pursuit was reviewed by Sgt. Iger and found to be in compliance with policy.

May 23, 2021 (Sunday)

Officer Glen Bona

Case 21-1778

At approx. 0219 hours, Off. Bona was operating on South Street near Cross Street when he observed a vehicle with a headlight out. He followed the vehicle northbound on South Street and observed it pick up speed and cross over the center line twice. He activated his overhead lights and attempted to stop the vehicle. The vehicle accelerated and Off. Bona activated his siren as well. The vehicle continued through the rotary and stayed on South Street heading towards the Nathan Hale Homestead. He was able to see it was a dark, four door sedan with a plate that began with "AD." Off. Bona pursued the vehicle for approximately 1.8 miles before terminating it just south of South River Road.

At approx. 0309, Off. Bona was traveling in the area and observed a similarly described vehicle that had crashed into the trees off the road. Dash camera video showed that it was the same vehicle that evaded earlier. The operator denied the incident.

The pursuit was reviewed by Sgt. Iger and was found to be a violation of department and the POST Model Policy. It was originally cleared as no violation but later amended as new information became available. Off. Bona was counseled regarding the policy violation.

December 17, 2021 (Friday)

Officer Loren Santiago

Case 21-4709

At approx. 0750 hours, Off. Santiago was conducting radar speed enforcement on South Street near Judd Road. The offending vehicle passed him heading south at a speed of 83 mph in a posted 30 mph zone. Off. Santiago activated his overhead lights and siren in an attempt to stop the vehicle. The vehicle was several hundred feet ahead of Off. Santiago and he was unable to close the distance. The offending vehicle ran through the stop sign at South and Cross Streets. The vehicle continued at a high rate of speed and eventually crashed at a curve in the road.

This incident was reviewed by Sgt. Kuhns and it was determined that the offending vehicle was over 600 feet away from Off. Santiago when Santiago pulled out from his parked position. Due to that distance, it was determined that he was never in range of an active pursuit. Off. Santiago did fail to properly notify Dispatch that he was attempting to stop the vehicle. His first transmission came after he came upon the crashed vehicle. The second issue was that Off. Santiago passed through the Cross and South Streets intersection at speeds between 57-62 mph. Based on the time of day and traffic, Sgt. Kuhns felt this speed was excessive. While it was determined that this was not a pursuit, Off. Santiago did violate policy in regards to emergency driving. He was counseled regarding this incident.

USE OF FORCE:

There were eight instances during the fiscal year in which officers had to use some type of force during the course of their duties. These incidents involved eight subjects and eleven officer interactions. They are summarized below.

On January 23, 2021 at 1011, Officer Greener was performing scene security at 76 Zeya Drive. CSP Eastern District Major Crime Squad was on scene investigating a suspicious death. Officer Greener was parked at the end of the driveway near the mailbox when the individual drove up and parked in front of the home. Officer Greener described that the individual exited and was quickly moving towards the front of the home. The male was considerably larger than Off. Greener at approximately 6'4" and weighing 400 lbs. according to DMV records. Off. Greener intercepted the individual and attempted to ascertain why he was there and who he was. The man became angry with Off. Greener and reportedly continued to advance towards him. Off. Greener stated that he used verbal commands and also put his hand out in front of him in an attempt to stop the man from advancing. As he continued to advance, Off. Greener reported that he pulled his Taser from its holster and activated the laser, pointing it at the man. Hearing the commotion, several CSP detectives exited from the van to assist. They were able to pull the man to the side and speak with him. It was later discovered that this man was the property owner. No one was injured in the incident.

The incident was reviewed by Sgt. Spadjinske and body camera footage was viewed. The officer's actions were found to be justified and consistent with agency policy and state statute.

On February 14, 2021 at 0801, Officer Dexter and Officer Greener were dispatched to 1365 Main Street, Apt. 4 on a report of people fighting inside an apartment. Upon arrival, Officer Dexter heard someone yelling "help me." The suspect opened the door and a female standing behind him was visibly shaken and yelling that the suspect pushed her and locked her in a

bathroom. The suspect was non-compliant when Officer Dexter attempted to secure him in handcuffs. Officer Dexter drew his Taser and activated the laser, pointing it at the suspect. At that point, the suspect became compliant. No injuries were reported.

This incident was reviewed by Sgt. Kuhns, which included a review of body camera video. He determined that a minimal amount of force was used, which was justified, appropriate for the situation and in compliance with agency policy.

On March 29, 2021 at 1513, officers were summoned to a home on Love Lane after a man was reportedly pointing a rifle at his neighbors. Officers Krukoff and Provost were the first to arrive on scene. The male suspect was observed walking to the rear of his property at 271 Love Lane. Sgt. Spadjinske arrived, along with Officers Vail and Greener. Officers surrounded the residence and took positions of cover. The male was seen walking aggressively towards one side of the residence and Officer Krukoff drew her department issued pistol and pointed it at the subject, ordering him to show his hands and get on the ground. The male complied and was taken into custody without incident. The weapon was later determined to be an air rifle. No injuries were reported.

This incident was reviewed by Sgt. Kuhns, which included a review of body camera footage, and found to be justified and in compliance with agency policy.

On July 12, 2021 at 1716, officers were summoned to 612 Broadway for a suspect hiding in a basement during an eviction process. Officer Dexter arrived and was informed that the suspect was a bipolar male whom had previously threatened the homeowner. Officer Anderson also responded. It was not possible to see into the basement so officers shouted verbal commands with no response and eventually performed a physical search of the area. While searching, Officer Anderson had his Taser at the ready and Officer Dexter had his pistol removed from his holster. The officers received information that the suspect was in a barricaded room within the basement. Officer Anderson holstered his Taser and removed his firearm. He was able to push open the door slightly, which had chairs and other furniture barricading it from the inside. Officer Anderson could see the male hiding inside. Officer Anderson ordered the male to come out and show his hands and he complied. No injuries were reported and no charges were filed.

Sgt. Iger reviewed this incident along with the body camera footage and concluded that the actions of the officers were justified and consistent with agency policy.

On August 5, 2021 at 2154, officers were dispatched to Lakewood Drive on a call from a resident who reported that a male was banging on the door of the home across from 41 Lakewood Drive. Sgt. Iger arrived on scene and began searching the area. He observed a male matching the description in a driveway of 44 Lakewood Dr. He asked the man what the address was there and he reported that the man became confrontational with him. The man retrieved a large shovel from his garage and swung the shovel in the direction of Sgt. Iger although he was about 30 feet away from him. Sgt. Iger drew his Taser from the holster and held it at the low ready. The man screamed at him and Sgt. Iger asked why the man was coming at him with a weapon. At that point he pointed his Taser at the man with the laser activated. The man

reportedly said, "You want to talk about weapons? I'll be right out." He went back into his garage and Sgt. Iger retreated to the roadway and waited for backup Officer Anderson to arrive.

Once Officer Anderson arrived they spoke with neighbors and identified the man. It was also discovered during that time that they were given the wrong location by Dispatch. The area of the complaint should have been 41 Lake Road, not 41 Lakewood. This ended the interaction and no injuries were reported. No charges were filed.

Chief Palmer reviewed this incident along with the body camera footage and found that the minimal use of force was justified and consistent with agency policy.

On September 6, 2021 at 0356 hrs, Officer Carpenter observed a suspicious motor vehicle in the Town Hall parking lot. The car was straddling two parking stalls and the operator had exited his vehicle. Officer Carpenter got out to make contact with him. The suspect was showing signs of intoxication (slurred speech, unbalanced) and repeatedly asked if he could go for a walk. Off. Carpenter verbally attempted to get the suspect to comply with her instructions. He repeatedly asked if he could go for a walk and began walking away from her.

Off. Dexter arrived and the suspect continued to try to walk away from the officers, ignoring verbal commands. The officers attempted to have the suspect sit on the ground and he began to struggle with them in an attempt to escape. He was saying, "No, no, no," and still asking to go for walk. Officer Dexter asked him to turn around and both officers appeared to have a hand on each one of his arms as he was attempting to pull away from them. They were able to get him to the ground but were unable to handcuff him. They continued to give him verbal commands to get him to comply but he would not.

At this point Sgt. Kuhns arrived and assisted by using manual force to turn the suspect over onto his stomach so he could be handcuffed. Two sets of handcuffs locked together were required due to his large size. No injuries were reported. The suspect was a large male of approximately 6'1" and 300 lbs. He then became argumentative and was stood up and walked to a nearby cruiser. He was transported to headquarters and processed. No injuries were reported.

This incident was reviewed by Sgt. Spadjinkse and found to be consistent with agency policy. The suspect was given ample opportunity to comply but through his actions and comments, it was clear that he wanted to leave and avoid an arrest.

On September 14, 2021 at 1028 hrs, Officer Krukoff was dispatched to the GH Robertson School on a report of a nine year old boy that walked away from the school. School staff were following the boy in a vehicle as he ran down Bunker Hill Road. Officer Krukoff arrived on scene and was able to catch the boy and grabbed onto his arm. Officer Krukoff, along with school staff, restrained the boy as he attempted to kick them and he also tried to hit his head on the pavement. Officer Greener arrived and they were able to place the boy into a cruiser and transport him back to the school where he was placed in the padded "cool down" room. No injuries were reported and no charges were filed.

Sgt. Kuhns reviewed this incident and the body camera footage. It was determined that officers used only minimal force to protect the child and return him to the school. The use of force was justified and consistent with agency policy.

On December 23, 2021 at 0042 hrs, Officers Bona, Michaud, Vail, and Anderson were dispatched to 1960 Boston Tpke on a report of a male having a “psychiatric episode” due to the consumption of marijuana. The male party was walking around his yard and mumbling to himself. When officers made contact with him, the man swung at Officer Bona, striking him in the side of the head. Officers attempted to deescalate the situation but the man continued to be aggressive. Officer Michaud had his Taser at the low ready and the man came towards him. Officer Michaud yelled “Taser” and deployed one cartridge, striking the man in the chest and abdomen. The deployment was ineffective to achieve neuromuscular incapacitation. Officer Bona physically tried to get the man under control and Officer Michaud initiated a second Taser cycle which had no effect. Officers Bona, Anderson, and Vail physically attempted to get the man under control. The man continued to yell, fight, and eat dirt. The officers were eventually able to get him handcuffed and turned over to EMS for treatment. The subject was later arrested by warrant.

All four officers on scene completed Use of Force reports. The male subject suffered from cuts, bruises, and probe puncture marks. Officer Vail reported an abrasion to his shin.

The incident, including body camera footage from all officers was reviewed by Sgt. Iger. Officer Michaud’s Taser data was downloaded and showed that there were two 5-second deployments approximately 10 seconds apart. It was determined that the actions of the officers were reasonable and in compliance with agency 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.

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

Complaints and Internal Affairs Investigations	
External	
Citizen Complaint	5
Sustained	0
Not Sustained	4
Withdrawn	1
Exonerated	0
Internal	
Directed complaint	1
Sustained	0
Not Sustained	1
Unfounded	0
Exonerated	0

The sustained complaint resulted in officer counseling.

GRIEVANCES:

There were no grievances filed during the fiscal year.

A listing of calls for the fiscal year are listed below.



**Coventry Police Department
Incident Analysis**

7/1/2021...6/30/2022

Shift		Total
1st	2nd	3rd
837	2677	1977
		5488

UCR	Nature	1st	2nd	3rd	Total
		0	4	1	0
001	Marine Patrol Activity	0	19	23	42
002	Beach Association Check	1	4	0	5
003	Car Seat Installation	1	9	4	14
029	Disabled Motor Vehicle	28	50	49	127
11A	Sexual Assault With Force	0	1	1	2
11D	Fondling	0	2	1	3
120	Robbery	1	0	0	1
13A	Assault Aggravated	0	0	2	2
13B	Assault Simple	2	6	8	16
13C	Intimidation	1	8	11	20
151	Suicide	1	1	1	3
152	Suicide Threat/Attempt	3	6	14	23
220	Burglary	2	4	2	8
23C	Larceny Shoplifting	1	3	2	6
23D	Larceny Theft From Building	1	3	2	6
23F	Larceny Theft From MV	1	2	3	6
23G	Larceny Theft of MV Parts	1	5	1	7
23H	Larceny All Other	3	8	12	23
240	MV Theft	4	2	2	8
250	Counter/Forgery	0	0	2	2
2604	Fireworks/Gunshots	2	9	26	37
2608	Abandoned MV	2	5	3	10
2609	Littering	0	3	2	5
2619	Building Check	1	1	1	3
2625	Notification	0	2	1	3
2831	Public Hazard	52	123	85	260
26A	Fraud False Pretenses	0	14	6	20
26B	Fraud Credit Card/ATM	0	7	4	11
26C	Fraud Impersonation	0	3	4	7
26E	Fraud Wire	0	5	3	8
26F	Identity Theft	0	4	1	5
270	Embezzlement	0	1	0	1
290	Vandalism	6	13	6	25
2914	Animal Complaint	24	181	85	290
3009	Susp Person/Activity/MV	95	180	204	479
326	Illegal Parking	2	5	5	12
332	Harassment/Harassing Phone Calls	2	15	18	35
334	Untimely Death	3	8	2	13
343	MV Accident (Injuries)	5	15	18	38
344	MV Accident Evading	5	12	15	32



**Coventry Police Department
Incident Analysis**

7/1/2021...6/30/2022

346	MV Accident (No Injuries)	16	43	41	100
347	MV Accident (Private Property)	0	8	9	17
349	Subpoena Service	0	1	1	2
351	Alarm	56	109	69	234
353	Medical	124	226	166	516
355	MV Stop	118	295	186	599
35A	Drug/Narcotic Violation	1	0	0	1
36B	Sexual Assault (Statutory)	0	5	2	7
370	Pornography	0	0	2	2
375	Routine Assistance	31	152	113	296
375	Routine Assistance	0	1	0	1
377	Open Door/Window	9	5	5	19
388	Miscellaneous	15	43	17	75
390	Police Information	4	9	2	15
391	CREST callout	2	0	2	4
392	METRO callout	1	0	8	7
396	Escort	5	19	15	39
396	Missing Person	4	4	8	16
399	Lost And Found	4	34	13	51
400	Family Matter - Non Arrest	3	38	30	71
401	Repossessed Vehicle	13	7	0	20
4811	Finger Printing	1	301	7	309
4858	Fire	1	24	9	34
4867	Background Investigation	1	4	0	5
4873	Assist Other Agency	20	82	61	163
4874	Test Ticket	4	7	5	16
5000	Search and Seizure Warrant Execution	1	0	0	1
520	Weapon Law Violations	0	1	0	1
82	Runaway/Non NIBRS	0	12	6	18
861	Disturbance (Non-Domestic)	6	25	27	58
883	Town Ordinance Violation	0	1	0	1
866	Noise Complaint	6	11	30	47
889	Check Welfare	11	82	70	163
890	MV Erratic Operation	20	68	110	198
891	MV Lock Out	1	33	14	48
90A	Bad Checks	0	2	0	2
90D	DWI	6	3	20	29
90F	Family Offenses, Nonviolent	0	2	0	2
90J	Trespass of Real Property	0	2	2	4
90Z	All Other Offenses	3	16	19	38
911	911 Hang Up Call	13	12	22	47
H109	Junk MV	0	5	0	5
Sup	Supplemental	87	242	258	589

TOWN OF COVENTRY
FIRE-EMS DEPARTMENT



ANNUAL REPORT

2021 – 2022

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 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.

This past year

On July 1, 2022 the Town celebrated the one year anniversary of a fully transitioned Fire-EMS Department. We held an awards ceremony to celebrate the volunteers and their service while acknowledging top responders, firefighter of the year, EMS provider of the year and officer of the year. In accordance with the officer terms set forth in the new organization, we swore in the Lieutenants of the department as well as every member of the Fire-EMS Department. The leadership of the department consists of Bud Meyers, Fire Chief – DJ Figiela, Deputy Chief of EMS – Ken Boutin, Deputy Chief of Training & Administration – Jared Dewey, Deputy Chief of Operations.



The merger has been talked about for quite some time, so it's a pleasure to report that the progress being made is substantial. 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. We continue to prepare for a new ambulance as well as a new Engine Tanker. A few of our members will be traveling to Wisconsin to conduct a final inspection of the new Engine Tanker. This unit will be replacing a 30 year old truck that is still in service today. We look forward to this new addition to our fleet.

Annual Highlights

This year has been filled with a wide array of activities. 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:

- Farmers Market Traffic
- FF Appreciation Activities
- Fire Prevention Day(s)
- Patriot Race
- Stuff a Truck
- Wreaths Across America
- Christmas in the Village
- Fire Prevention Poster Contest
- Childrens Hospital fundraiser

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. We have a great working relationship with the Police Department and often work hand in hand on many calls for service. If you see any of them while out and about, please thank them for their service.

Fire crews keeping campers cool during the summer heatwave.



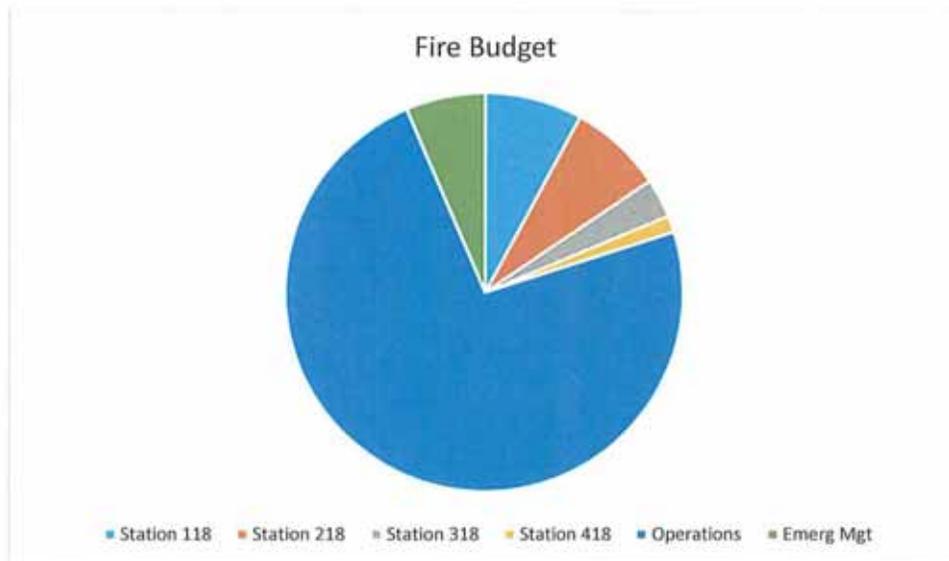
Recognizing our members for particularly noteworthy lifesaving efforts.



A group photo from the awards ceremony

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 \$483,135. 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	\$354760
Sta #118	\$38335
Sta #218	\$37020
Sta #318	\$15280
Sta #418	\$6,540
Emg Mgt	<u>\$31200</u>
Total	\$483135

Annual Incident Summary

Town of Coventry Fire & EMS Department

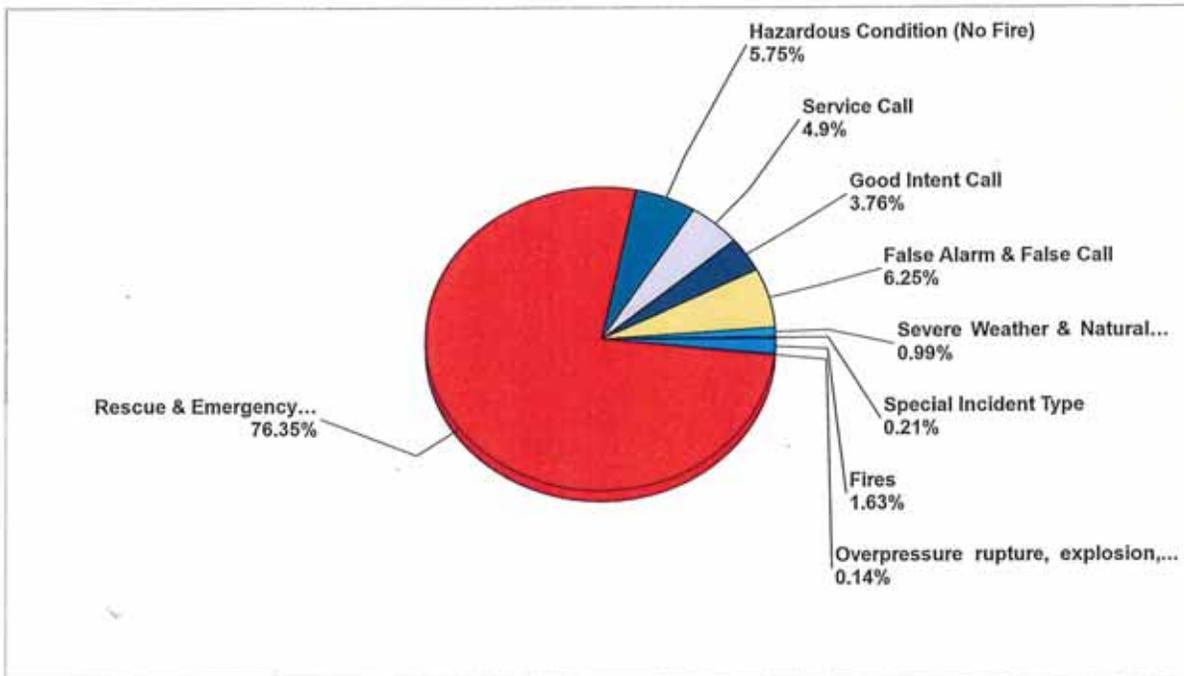
Coventry, CT

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2021 | End Date: 06/30/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	23	1.63%
Overpressure rupture, explosion, overheating - no fire	2	0.14%
Rescue & Emergency Medical Service	1075	76.35%
Hazardous Condition (No Fire)	81	5.75%
Service Call	69	4.9%
Good Intent Call	53	3.76%
False Alarm & False Call	88	6.25%
Severe Weather & Natural Disaster	14	0.99%
Special Incident Type	3	0.21%
TOTAL	1408	100%

Annual Personnel Summary

Your Fire Department responded to 1408 fire and emergency medical calls from July 1, 2021 to June 30, 2022. This is an increase of 72 calls compared to last year and 232 more calls compared to the year before. 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 new ambulance. This is in keeping with the replacement schedule for our fleet.

Ambulances are scheduled to be replaced every 8 years while fire apparatus have a 25 year shelf life.

Supply chain issues have had an impact on our ability to find and afford suitable replacement vehicles.



Our other apparatus consists of a ladder truck, tanker truck, 2 rescue trucks as well as 3 Engine Tankers and a specialized Engine called a water hole truck. 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 you be interested in joining our team, please contact the Fire Administrator for the next steps needed to join.



Respectfully submitted,

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



PUBLIC WORKS

PUBLIC WORKS
DEPARTMENT

ANNUAL REPORT

FISCAL
YEAR
21 / 22

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	4
Administrative Secretary	Donna Wrubel	29
Lead Mechanic	Daniel Caron	39
Mechanic I	Robert Maxwell	18
Mechanic Helper	David Mortimer	3
Sanitation Maintainer	Charles Grossmann	7
Equip Op/Crew Leader	Clifton Labrec	36
Facility Crew Leader	Monica Bragdon	33
Equip Op/Crew Leader	Charles Harakaly	23
Maintainer II	Richard Watts	33
Maintainer II	John Hoffman	21
Maintainer II	Erik Johansen	19
Maintainer II	Lee Davey	18
Maintainer II	Colin Dunnack*	7
Maintainer I	Michael Mangiafico*	23
Maintainer I	Troy Stout	7
Maintainer I	Eric Hurlburt	4
Maintainer I	Kevin Vincens*	3
Maintainer I	Travis Pascarelli*	<1
Maintainer I	Mark Jaworski*	<1
Maintainer I	Christopher Cefaratti*	<1
Sexton	Richard Mindek*	<1
Cemetery Maintainer	Lance Kozikowski	6
COVRRRA	Evan Stone*	<1
Town Engineer	Todd Penney	14
(Office at Town Hall, 1712 Main Street)		
WPCA Technician	Michael Ruef	13
(Office at Town Hall, 1712 Main Street)		

*Evan Stone hired 09/24/2021

*Colin Dunnack promoted 09/27/2021

*Travis Pascarelli terminated 11/05/2021

*Mark Jaworski hired 02/07/2022

*Kevin Vincens resigned 03/15/2022

*Richard Mindek hired 05/18/2022

*Christopher Cefaratti hired 06/20/2022

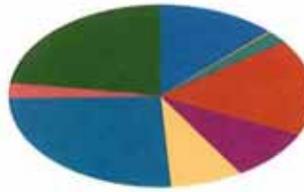
*Michael Mangiafico reclassified to Maintainer I 06/30/2022

Town of Coventry

Cost Summary by Task Type

Task Type	Labor Hours	Labor Cost	Equipment Cost	Material Cost	Contractor Cost	Overhead Cost	Total Cost	%
T01 Administrative	4,256.1	\$12,965.20	\$2,770.72	\$0.00	\$0.00	\$0.00	\$15,735.92	12.8%
T02 Cemetery	26.0	\$827.91	\$1,373.23	\$0.00	\$0.00	\$0.00	\$2,201.14	0.2%
T03 COVID-19 Operations	3,793.5	\$12,343.82	\$2,456.48	\$0.00	\$0.00	\$0.00	\$14,800.31	2.1%
T04 Public Works Maintenance	3,022.8	\$84,387.19	\$52,867.99	\$11.75	\$0.00	\$0.00	\$137,246.93	17.2%
T05 Fleet/Vehicle Maintenance	2,954.8	\$89,684.51	\$1,785.39	\$0.00	\$0.00	\$0.00	\$91,469.91	9.3%
T06 Indirect Services	1,520.8	\$47,624.63	\$32,068.78	\$0.00	\$0.00	\$0.00	\$79,693.42	7.7%
T07 Road Maintenance & Repair	3,513.3	\$114,111.03	\$145,084.67	\$1,973.52	\$0.00	\$0.00	\$261,169.22	25.7%
T17 Tree Work and Operations	286.0	\$10,628.20	\$15,542.43	\$0.00	\$0.00	\$0.00	\$26,170.62	2.3%
T18 Winter Operations	2,655.5	\$116,290.18	\$18,333.56	\$87.61	\$0.00	\$0.00	\$134,701.35	12.9%
Task Types: 9	18,811.9	\$665,137.65	\$424,873.17	\$1,973.52	\$0.00	\$0.00	\$1,091,981.79	

Cost Summary by Task Type



**Town of Coventry
Cost Summary By Task**

Reporting Dates 07/01/2021 06/30/2022

Task	Activities	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Overhead	Total Cost
Administration	661	4,250.10	\$123,678.44	\$6,301.76	\$0.00	\$0.00	\$0.00	\$129,980.20
Cemetery	5	26.00	\$827.91	\$1,373.23	\$0.00	\$0.00	\$0.00	\$2,201.14
coronavirus disease 2019	2	6.00	\$281.76	\$68.97	\$0.00	\$0.00	\$0.00	\$350.73
COVRRR Operations	113	579.50	\$13,343.82	\$8,456.49	\$0.00	\$0.00	\$0.00	\$21,800.31
Engineering	31	230.00	\$6,173.20	\$3,132.68	\$0.00	\$0.00	\$0.00	\$9,305.88
Facilities Other	2	5.50	\$191.13	\$22.99	\$0.00	\$0.00	\$0.00	\$214.12
Facility Maintenance	567	2,993.00	\$84,042.16	\$90,845.00	\$11.75	\$0.00	\$0.00	\$174,898.90
Fleet Maintenance	393	2,904.00	\$93,684.51	\$1,785.30	\$0.00	\$0.00	\$0.00	\$95,469.81
PD / CSO / FD	3	5.00	\$154.52	\$90.98	\$0.00	\$0.00	\$0.00	\$245.50
Public Works Building	2	4.25	\$133.91	\$0.00	\$0.00	\$0.00	\$0.00	\$133.91
Roads and Drainage	538	3,531.25	\$114,111.03	\$149,084.67	\$1,812.52	\$0.00	\$0.00	\$265,008.22
Tree Warden	60	326.00	\$10,628.20	\$15,542.43	\$0.00	\$0.00	\$0.00	\$26,170.62
Water Pollution Control Authority (WPC)	178	1,285.75	\$41,296.91	\$28,845.12	\$0.00	\$0.00	\$0.00	\$70,142.02
Winter Operations	433	2,665.50	\$116,590.18	\$119,323.56	\$97.61	\$0.00	\$0.00	\$236,011.35
Tasks:	14	2,988	18,811.85	\$424,873.17	\$1,921.88	\$0.00	\$0.00	\$1,031,932.70
			\$605,137.65					

DPW Summer Roads FY 22

Full Depth Reclamation with Bituminous Overlay:

North Farms Road (From Joshua La. to Cul-de-sac).....	= 0.4 miles
Hickory Drive (Water Front Manor).....	= 0.3 miles
Juniper Drive.....	= 0.4 miles
High Meadow Lane.....	= 0.25 miles
Ridgebrook Drive.....	=0.13 miles
Hilltop Drive.....	=0.09 miles
Total.....	=1.57 miles

1.5 Inch Bituminous Overlay:

Knollwood.....	=0.17 miles
Birchwood Drive.....	=0.08 miles
Meadow Trail.....	=0.09 miles
Ripley Hill Rd.....	=0.19 miles
Total.....	=0.53 miles

Cold in Place recycling

South River Rd.....	=0.83 miles
Trowbridge Rd.....	=0.54 miles
Carpenter Rd.....	=1.18 Miles
Total.....	=2.55 miles

Chip Seal Roads

North Farms Rd, Barbara Drive, Antrim Rd ,Lancaster Rd, Ripley Hill Rd, Cooper Lane, Root Rd, Nathan Hale Drive, Upton Drive, South St Ext, Eastview Drive, Gardner Tavern Rd, Joshua Lane	
Total.....	=11.2 miles

Fog Sealed Roads

Ripley Hill Rd, Cooper Lane, Root Rd, Gardner Tavern Rd, Eastview Drive	
Total.....	=3.82 miles

Crack Seal Roads

Lakewood Drive, Highland Drive, Woodmere Drive, Lakeview Drive, Forest Rd, Echo Drive, Bissell Rd, Walnut Trail, Shore Rd, Swamp Rd, Stonebridge Rd, Pine Knoll Drive, Fern Rd, Olsen Farm Rd, Goose La, Riley Mtn Rd.

Total.....=6.38 miles

A tough year for roads...

edge of road washed out on Wrights Mill Road.



and a large 60" culvert on Broadway failed during storm.



Got some cool, new stuff...

Kubota RTV – 1100

And Toro Groundmaster Mower 4





poop collection equipment for Patriots Park.

as well as the legendary goose

COVRRRA ANNUAL REPORT FY 21/22

TRANSFER STATION: MATERIALS RECEIVED

	1st QTR. JULY- SEPT	2nd QTR. OCT- DEC	3rd QTR. JAN- MARCH	4th QTR. APRIL- JUNE	ANNUAL TOTALS
Revenues	\$12,098	\$10,810	\$7,801	\$10,193	\$40,902
Ewaste - each	631	267	285	338	1,521
Propane Tanks - each	34	29	16	29	108
Bulky CD/Stumps - tons	93	85	62	139	379
Scrap Metal - tons	26	15	4	8	53
Tires - each	114	72	82	87	355
Leaves - tons	4	16	0	3	23
Refrigerant - each	145	116	45	109	415
Mattress	312	219	158	291	980
Customers	1,566	1,045	688	1,158	4,457*

TRANSFER STATION: MATERIALS TRANSFERRED

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

CURBSIDE PICK UP

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

*Of the 4,457 transfer station customers, 2,093 paid with cash or check, 527 paid with a card and 1,837 had no fee.

The 4th annual shred event was held October 16, 2021 with success.

The town was tasked with three evictions.

Baystate Textile, Take2 Electronics (etc.), Scott's wood and Midstate Auto-type batteries recycling report

	lbs.	\$0.05	lbs. CED @ \$.055/lb. (computers, monitors, tv, printers)	non CED	batteries, lamps	mixed	refrigerant	Scott's wood ton	Midstate batteries	\$5 each
2021										
July	2,340	\$117.00	3,148	1,091	0	0	53	0		
		pd ck # 09267								
August	2,810	\$140.50	3,549	345	120	0	98	5.38		
		pd ck # 06197								
September	3060	\$153.00	2,220	1,248	135	390	0	10.8		
		pd ck # 06197	pd 1st Q ck # 14327 (8,917 lbs.) \$490.44							
October	2760	\$138.00	3,828	1340	0	0	92	6.22		
		pd ck # 06197								
November	2480	\$124.00	1,742	705	0	0	34	17.56		
		pd ck # 06197								
December	4300	\$215.00	2,594	482	0	0	48	4.69		
		pd ck # 06197	pd 2nd Q ck # 14795 (8,164 lbs.) \$449.02							
2122										
January	3980	\$199.00	2,699	2387	0	0	20	0		
		pd ck # 06306								
February	2990	\$149.50	1,527	1026	216	500	36	116.27		
		pd ck # 07142								
March	3440	\$172.00	2,793	1254	334	0	24	186.92	71	\$355 ck 25695
		pd ck # 07623	pd 3rd Q ck # 14843 (7,019 lbs.) \$386.05							
April	3030	\$151.50	2086	1242	0	0	0	0		
		pd ck # 08109								
May	3200	\$160.00	2572	1161	500	297	0	14.52		
		pd ck # 08581								
June	3210	\$160.50	1662	975	0	0	0	34.24		
		pd ck # 09035	pd 4th Q ck # 15142 (6,320 lbs.) \$347.60							
year total	37,600	\$1,880	30,420 / \$1,673	13,256	1,305	1,187	405	397	71	\$355

WATER POLLUTION CONTROL AUTHORITY
ANNUAL REPORT July 1, 2021- June 30, 2022 (FY 2022)

Members: Matthew Twerdy, (Chairman), Richard Brand (Vice-Chairman), Daniel Murphy, and Frank Jodaitis (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 62 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 basins and has been in operation since February 1987. The WWTP is treating an average 145,492 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 and their staff have 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 is pumped to Manchester for treatment. Public sewers would help to protect water quality in the area and potentially facilitate limited commercial development.
- We have completed planning studies, hydraulic analysis, and conceptual design.
- We have completed environmental review (CEPA) and CT DEEP recommended no additional environmental impact evaluation.
- A law was passed (SB 701) thanks to the efforts of State Reps Tim Ackert & Robin Green and State Senators Dan Champagne & Steve Cassano that authorizes expansion of the BLRWPCA wastewater system into Coventry.
- US Congressman Joe Courtney selected this project for a \$1.2 million EPA STAG grant and it passed the House Appropriations Committee. We are hopeful it will not be cut from the Federal Budget this fall. WPCA staff only had one week to put this grant application together and it could not have been done without a

coordinated team effort from the EDC, WPCA, Health Dept., leaders from Bolton & Vernon, and particularly Eric Trott for writing exceptional letters of support and John Elsesser for bringing it all together.

- Our next steps will be to enter into an intermunicipal agreement with the BLRWPCA, create a separate billing district for this area, establish regulations and maintenance agreements, apply to the Manchester Board of Directors for approval, obtain DOT permits, perform design work, and begin construction.
- **Facilities Plan:**
 - Due to the President's Build Back Better initiative we have seen an influx of Federal & State grant programs to upgrade critical wastewater infrastructure.
 - Our Treatment Plant was built in 1985 and is outdated. We have known for years that CT DEEP has been determining how to renew our treatment/discharge permit. Permit renewal will likely come with a treatment upgrade mandate.
 - While grant money is available and before construction costs rise even more we are undertaking a study (Facilities Plan) to determine the most cost-effective treatment upgrade.
 - The Facilities Plan will evaluate several alternatives including decommissioning our plant and connecting to Willimantic's sewer system, upgrading our plant with subsurface discharge, and our upgrading our plant with a direct discharge.
 - We will also look at areas for future sewer expansions and build in capacity for those areas.
 - We performed qualifications based selection of four engineering firms and selected Tighe & Bond to perform the study which is scoped at \$207,000. DEEP is providing guidance to ensure that we are eligible for a 55% Planning Study grant from CT Clean Water Funds.
- **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 older 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 allows us to identify and correct new problems as they arise in the system. To date we have located and corrected 6 major sources of infiltration totaling over 14,000 gallons per day.
 - Specifically in FY 2022 we repaired two infiltration sources in manholes and corrected major inflow issues at the Avery Shores pump station by raising the underground valve chamber access hatch 6 inches above grade, installing drains off the gutter downspouts, and creating a swale to divert storm water runoff away from the wet well hatch.
 - In January 2022 we performed Cured-In-Place-Pipe lining of 920 feet of 12" diameter ductile iron pipe that runs under the swimming beach at Patriots Park and under the Lake around the Nathan Hale cemetery. The pipe was not leaking but inspections showed staining at the pipe joints indicating it was beginning to fail. The structural pipe liner will prevent groundwater from leaking into the sewer system for the next 50-100 years.

Wastewater Treatment Plant:

- **Building/Equipment Repairs:**
 - We revived our 8th rapid infiltration basin and put it back into service after 20 years of non-use. This will give us somewhere to divert flow while performing maintenance on the other 7 basins.
 - The new steam boiler has been purchased and will be installed in September 2022.

Other News:

- 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, 2021-June 30, 2022

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 respectfully observed the retirement of the Sexton, Sherry Chapman. We thank her for her four years as Sexton, as well as her ten years as a member and Chair of the Cemetery Commission.
- The Commission, along with the Finance Director and the Director of Public Works approved the hiring of a new Sexton, Richard Mindek. We welcome Rich and the experience he brings.
- The Commission, in coordination with the Sextons, oversaw the installation of monument work at six separate locations.
- The Commission, in coordination with the Sextons, oversaw (i) the sale of ten lots, (ii) two full burials, and (iii) twelve cremation burials.
- The Commission, in coordination with the Finance Director, oversaw the completion of GIS mapping of Coventry Cemetery, soon to be accessible to the general public. The Commission thanks Amanda Backhaus.
- The Commission organized the fourth annual "Wreaths Across America" ceremony. With the easing of Covid-19 restrictions, a ceremony was once again allowed to be held at

Coventry Cemetery. Wreaths were laid at the Vietnam Veteran's Memorial as well as Coventry Cemetery, Nathan Hale Cemetery and Grant Hill Cemetery.

- The Commission, in coordination with the Director of Public Works, installed a 275-gallon water tank in Coventry Cemetery, providing water for cemetery plantings.
- The Commission, in coordination with the Finance Director, advanced the plan to install a columbarium in Coventry Cemetery through the submission and approval of the Capital Improvement Project.
- The Commission, in coordination with the Director of Public Works, oversaw the physical improvements of the western (left) side of Coventry Cemetery in preparation for the columbarium.
- The Commission, in coordination with the former Sexton and the Town Engineer, oversaw the surveying and pinning of the newer section of Grant Hill Cemetery.
- The Commission saw significant improvement in the appearance and maintenance of Coventry Cemetery, including removal of many oversized and unsightly shrubs, and a well-planned lawn fertilization and mowing strategy. The Commission thanks Bill Watkins and the DPW team.
- The Commission arranged a Walktober tour of Nathan Hale Cemetery led by former Commission member Linda Pagliuco.

ANNUAL REPORT: FISCAL YEAR 2021-22
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. As of December 16, 2020 our online permitting system electronically holds a great deal of our permitting information as well. Finally, we are working on scanning and uploading new incoming permit information into an electronic street file, as well as scan older files to eventually become electronically cloud based.

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 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 provide 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-nine (29) Certificate of Occupancies for single family dwellings have kept the department busy this year.

NEW HOMES ISSUED CERTIFICATE OF OCCUPANCIES 1ST QUARTER 2021-2022 Fiscal Year	
<u>ADDRESS</u>	<u>DATE</u>
NONE FOR JULY 2021	
1192 CEDAR SWAMP ROAD	8/4/2021
156 SATARI DRIVE	8/13/2021
391 STONEHOUSE ROAD	9/2/2021
90 HEMLOCK LANE	10/21/2021
64 WINDY HILL ROAD	10/22/2021
1198 CEDAR SWAMP ROAD	10/22/2021
55 EDGEWATER DRIVE	10/26/2021
94 STONEHOUSE ROAD UNIT 29	10/27/2021
74 TALCOTT HILL ROAD	10/28/2021
66 BEAVER TRAIL	10/29/2021
143 STONEHOUSE ROAD	11/2/2021
45 NORTH SCHOOL STREET	11/12/2021
62 WINDY HILL ROAD	11/24/2021
57 CARNIC ALPS ROAD	11/29/2021
94 STONEHOUSE ROAD UNIT 30	12/21/2021
51 WINDY HILL ROAD	12/23/2021
94 STONEHOUSE ROAD UNIT 28	1/25/2022
1194 CEDAR SWAMP ROAD	1/25/2022
146 SATARI DRIVE	1/26/2022
94 STONEHOUSE ROAD UNIT 32	2/10/2022
145 SATARI DRIVE	3/24/2022
263 WOODLAND ROAD	3/31/2022
94 STONEHOUSE ROAD UNIT 23	4/5/2022
111 LAKE ROAD	5/11/2022
9 FLANDERS WOODS LANE	6/3/2022
515 STONEHOUSE ROAD	6/7/2022
513 STONEHOUSE ROAD	6/13/2022
74 WOLF HILL ROAD	6/27/2022
1066 GRANT HILL ROAD	6/30/2022

Permit Counts Reflected over the Past 5 Fiscal Years

PERMIT TYPE	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
	ANNUAL TOTALS				
Houses only	30	18	22	22	25
Foundation only	31	26	41	33	27
Condominiums	0	0	0	0	0
Commercial Bldg/Renov	17	18	7	24	24
Industrial Bldg/Renov	0	0	0	0	0
Public Bldg/Renov	3	7	2	2	4
Additions	16	17	28	30	25
Garages/Carports	18	13	8	16	4
Sheds/Barns	20	23	13	24	16
Decks/Porches	63	72	57	90	42
Pools	15	13	13	28	19
Demolition	7	11	14	8	6
Woodstove	28	42	29	29	27
Miscellaneous	108	81	118	99	78
Renov/Repair/Alter	153	146	130	169	171
Plumbing	32	38	48	48	47
Heating	216	194	194	235	216
Electric	181	180	208	281	282
TOTAL PERMITS	917	899	937	1,161	1,012
PERMIT VALUE	\$14,710,298	\$13,016,222	\$17,498,397	\$19,108,430	\$19,627,363
FEES COLLECTED	\$204,654	\$166,905	\$221,348	\$229,269	\$264,447
Certificate of Completion	678	772	677	884	785
C/O's - New Homes/Condos	21	25	19	21	29
C/O's - Other	10	16	23	32	24

CRUMBLING FOUNDATIONS

The issuance of eight (8) Certificate of Occupancies for crumbling foundation replacements have kept the department busy this year.

CRUMBLING FOUNDATIONS ISSUED CO's 2021-2022 Fiscal Year	
ADDRESS	DATE
NONE FOR JULY	
NONE FOR AUGUST	
201 BISHOP LANE	9/13/2021
NONE FOR OCTOBER	
NONE FOR NOVEMBER	
99 TALCOTT HILL ROAD	12/8/2021
1658 NORTH RIVER ROAD	12/14/2021
51 MOUNTAIN RIDGE DRIVE	1/19/2022

NONE FOR FEBRUARY	
NONE FOR MARCH	
199 FLANDERS RIVER ROAD	4/4/2022
NONE FOR JUNE	
41 GARDNER TAVERN ROAD	6/1/2022
73 HIGH MEADOW LANE	6/22/2022
15 GARDNER TAVERN ROAD	6/23/2022

SOLAR PERMITS

There were forty-three (43) solar permits issued and closed out this fiscal year.

COMMERCIAL PROJECTS

First Quarter, Fiscal Year 2021-2022:

In July, we closed out permitting for two (2) new commercial locations. One was for the creation of commercial space in the basement portion of Coventry Village Professional Building at 1153 Main Street. The other was for a tenant fit out of a jujitsu studio called Gonzalez Grappling at 1047 Main Street (upper level).

Two additional businesses received final inspections and grand openings in August. One was for the Nathan Hale Farm and Feed at 2050 Boston Turnpike. The other was for MJ Nail and Spa at 3466 Main Street.

The month of September was a busy permitting month for new signage. There were two (2) sign permits issued the Citgo station at 1657 Boston Turnpike. One was for the canopy and the other was for the ID sign. The final sign permit was for the new location of the Captain Hale Financial business with Block Advisors and H&R Block at 1776 Boston Turnpike.

Second Quarter, Fiscal Year 2021-2022:

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

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

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

Third Quarter, Fiscal Year 2021-2022:

No commercial permitting work was applied for or closed out in January.

In the month of February, phase one of the renovations at Eye Trade at 1199 Main Street in the village was closed out on February 16, 2022, with phase two to be closed out in the spring. Hale's Barber Shop was granted their CO and able to open their doors at 1265 Main Street in the village to new customers on February 24, 2022.

Finally, in the month of March, permitting was issued to two locations. The first was two separate antenna permits issued (on March 4th and 11th) for work at the cell tower at 400 Riley Mountain Road. The second location was cell tower antenna work being done for Dish Wireless at 712 Bread & Milk Street. A permit was closed out for pump station work done at the Country Place Condos located at 745 Merrow Road.

Fourth Quarter, Fiscal Year 2021-2022:

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

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

TOWN PROJECTS

First Quarter, Fiscal Year 2021-2022:

No municipal permits were issued in July.

In August, a permit was issued for wiring and cable feeds for three (3) televisions to be installed at Town Hall. These televisions were part of a grant and allows for notification of town events and information to be offered to visitors of the Town Hall at two major entrances and one in conference room A to be used for communications during meetings.

Multiple permits were issued in September for retrofitting LED lighting at an annex to the high school, DPW, Mill Brook Place, and the Senior Center and Community Center at Patriots Park.

Second Quarter, Fiscal Year 2021-2022:

No municipal permits were issued in October.

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

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

Third Quarter, Fiscal Year 2021-2022:

There was only one municipal permit issued for pump station work that was issued on January 4, 2022. Our department closed out one permit in the second quarter on January 5, 2022. It was for new fire rated doors installed at the middle school and high school.

Fourth Quarter, Fiscal Year 2021-2022:

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

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

CERTIFICATES OF OCCUPANCY AND COMPLETION ISSUED

The total number of Certificate of Occupancies and Certificate of Completions were eight hundred thirty-eight (838). There were twenty-nine (29) for New Home Certificate of Occupancy and eight (8) Certificate of Occupancies for Replacement of Crumbling Foundations in town. Sixteen (16) Certificate of Occupancies for miscellaneous projects (i.e. additions). The total number of Certificates of Completion issued this fiscal year was seven hundred eighty-five (785).

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.

INSPECTIONS

The Building Official conducted one thousand nine hundred thirty-one (1931) inspections.

CONTINUING EDUCATION

Joseph Callahan was our full time Building Official from July 1, 2021 until his retirement date of December 31, 2021. He continued to stay on to serve as our temporary, part time Building Official until March 3, 2022. Mr. Callahan had completed 9 hours of continuing education from July 1 to December 31, 2021.

From March 3 to August 5, 2022, Steven Prattson, was our new Building Official, and had satisfied all State of Connecticut Office of Education and Data Management (OEDM) mandated continuing education classes (90-required /102-earned) for the current cycle dates (May 14, 2019 – May 13, 2022). In the fourth quarter, the Building Official was unable to attend any continuing education due to scheduling conflicts with town project meetings. He will attend meetings in the coming fiscal year to meet the requirements of his new cycle.

TECHNOLOGY IMPROVEMENTS

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



LAND USE

TOWN OF COVENTRY ANNUAL REPORT

Fiscal Year:
2021-2022



View of the Willimantic River – The Williams Preserve

LAND USE OFFICE

Planning and Zoning Commission

Zoning Board of Appeals

Inland Wetlands Agency

Coventry Farmers' Market

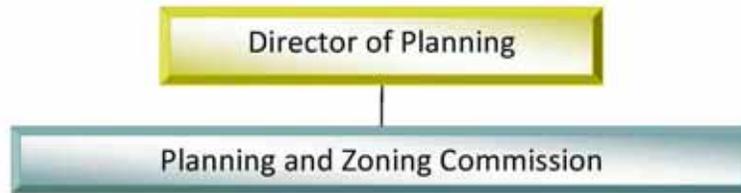
Economic Development Commission

Conservation Commission

Eric M. Trott, Director of Planning and Development
Alexa Gorlick, Planning Technician/Zoning Enforcement Officer
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	16/17	17/18	18/19	19/20	20/21	21/22
Meetings	16	32*	27*	24*	14*	19*
Applications	6	7	14	6	5	8

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.

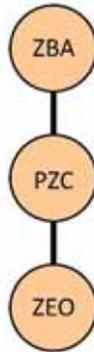


Economic Development Commission

Fiscal Year	16/17	17/18	18/19	19/20	20/21	21/22
Meetings	21*	18*	15*	22*	30*	27*

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

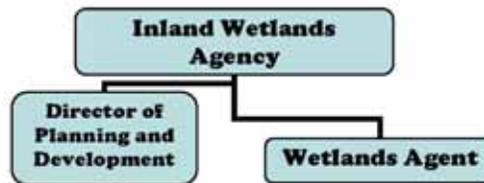
The EDC is scheduled to meet once a month excluding the month of November.



Zoning Board of Appeals

Fiscal Year	16/17	17/18	18/19	19/20	20/21	21/22
Regular Meetings	8	4	9	7	6	5
Special Meetings	0	2	0	0	0	1
Applications	15	7	9	12	6	7

The Board is scheduled to meet once a month.



Inland Wetlands Agency

Fiscal Year	16/17	17/18	18/19	19/20	20/21	21/22
Meetings	14	10	9	12	17	12
Applications	43	33	34	39	46	49

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

dramatically. It is the goal of the Land Use Office to expand the duties of the Inland Wetlands Agent and move to a full-time position and relieve the Town Engineer of the Inland Wetlands duties. This is anticipated to occur in FY 22/23.

Zoning Board of Appeals

The Zoning Board of Appeals is responsible for the review of variance, special exception and motor vehicle dealer and repairer applications. The ZBA also reviews appeals taken of the decisions/actions of the ZEO. The Planning Technician/Zoning Agent provides staff support to the Board.

Economic Development Commission

The Economic Development Commission is responsible for promoting and supporting the Town's business development in an effort to provide a blend of necessary services and employment while enhancing the commercial tax base of the Town. The EDC reviews all major economic development proposals and provides recommendations on an advisory capacity. The Director of Planning and Development provides staff support to the EDC along with the Town Manager.

Conservation Commission

The Conservation Commission is an advisory commission that focuses on environmental, conservation and open space matters. The Commission is responsible for making recommendations on open space purchases, open spare property uses/improvements, planning matters and updates to the Open Space Plan, Natural Resource Inventory and Plan of Conservation and Development. The Commission is also involved in other efforts, such as stonewall awareness and maintenance, Adopt-a-Road program, litter prevention, and provides recommendations to the Planning and Zoning Commission on land use applications.

Protected Spaces Stewardship Committee

The Committee is an advisory one that is responsible inspecting and monitoring open space properties that are owned by the Town. Reports are prepared by the members and are forwarded to the Land Use Office and the Director working with the other Town Staff addresses items of concern. The Committee also undertakes improvement activities on the open space properties to enhance access, visibility, aesthetics, and educational interpretation. The trail maintenance, blazing and enhancement tasks have expanded to enable the members to work with mechanized equipment to allow additional support.

Coventry Lake Advisory & Monitoring Committee

The Coventry Lake Advisory & Monitoring Committee is a subcommittee of the Conservation Commission that focuses on issues relative to Coventry Lake and its associated watershed. The Committee serves as an advocate for the Lake, compiles data and performs analysis on information that pertains to lake water quality, aquatic invasives and other threats to it. The Committee organizes activities for the Coventry Lake Awareness Month each July and works with Staff to

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. The Ad Hoc Farmers' Market Operating Committee continues to serve as the administrative board for the Coventry Farmers' Market.



Flowers from River Ridge Farm – Coventry Farmers' Market

PLANNING AND ZONING COMMISSION

Members: (As of June 30, 2022 end of fiscal year)

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

COMMISSION HIGHLIGHTS

ECONOMIC DEVELOPMENT PROJECTS:

During the past fiscal year, the Commission was active in evaluating several important economic development related projects. These projects vary in nature and in scope, but demonstrates confidence in the development community to focus on projects in our town.

Planning Staff worked with designers to prepare plans for a potential new professional medical office at 1572 Boston Turnpike, adjacent to the Dollar General location. Local dentist, Dr. Jenkins, purchased the site and is pursuing a new professional dental office. During the conceptual design phase, it was noted that a modification to the dimensional standards in the Zoning Regulations would provide needed flexibility for the subject project to comply with the Design Standards. Staff worked with the designers to prepare a simple amendment that provided language to enable the Commission’s discretion with the application of the building setback requirements. This was critical for the subject project due to the significant site constraints. The amendment will also be of service in the future with other commercially oriented projects on challenging lots. The project was ultimately approved for the dental office, but it also included flexible professional space for a future medical use. Construction is planned for the late summer of 2022.

The State of CT Legislature legalized recreational cannabis, which has prompted the need for Connecticut towns to address the various related uses, and how each town would regulate them. Shortly after the Legislative action occurred, the Commission and Staff met with the Town Attorney on the matter in order to gain background and guidance on how the Commission could regulate such uses. The Commission created a subcommittee consisting of the Chairman, Planning Staff, and the Planning Tech/ZEO, to perform necessary research and prepare draft Zoning Regulations. The Commission approved a temporary moratorium in order to allow the draft to be prepared and not have the town be subject to any applications while the regulations were being developed. The subcommittee evaluated several versions of regulations that were being considered by other municipalities in the region as well as Massachusetts examples. It is anticipated that the draft regulation will be brought to public hearing in late 2022/early 2023.

Planning and Engineering Staff worked with the designers hired by the owner of Dunkin Donuts to prepare plans to create a new two lane vehicle drive through for the site on RTE 31. The existing arrangement is insufficient to accommodate the extremely high traffic demand for the site, which

also causes impacts to the site access intersection with RTE 31. The two-lane approach was designed to adaptively fit in the confines of the existing site and will allow for an improved flow of vehicles and reduce impacts with the site access intersection. The design also includes a new outdoor seating area and expanded landscaping. The Commission approved the project and it is expected that the project will commence in the fall of 2022.

Planning Staff worked extensively with the owners and tenants in Meadowbrook Plaza to facilitate the expansion of two of the businesses to address the need for additional space. Both Meadowbrook Wine and Spirits and Integrated Rehabilitation were able to have their space needs addressed by shifting their units to take advantage of a vacant unit also in the Plaza. This is an important project since Integrated Rehabilitation was considering new sites for relocation in and outside of town. The Commission approved the alteration to Meadowbrook Wine and Spirits due to the fact that it involves the sale of alcoholic beverages. The project was underway in the summer of 2022.

In September of 2021, Planning Staff and the Commission were made aware of the fact that Cassidy Hill Winery had been operating and not complying with the original Special Permit that was approved by the Commission in 2010. Complaints from neighborhood residents were verified by Staff that demonstrated that the Winery was not in compliance with several conditions of approval. Planning Staff dedicated a great deal of time with the owners and their legal and design team to facilitate solutions to the situation and assist in bringing them into compliance with a modified Special Permit application. The Commission and Staff's goal was to find ways to facilitate compliance, address the concerns of the neighborhood, and support the long-standing business as much as possible. A great deal of work had been accomplished during the summer of 2022 and a public hearing was scheduled for fall of 2022.

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 reviewed and approved two subdivisions that each created one new lot. Please see the PZC Activity matrix included in this Report.

Planning Staff and the Commission spent a great deal of time preparing the Town's Housing Affordability Plan. The CT Legislature adopted Statutes that requires each municipality to prepare and adopt a Housing Affordability Plan that identifies initiatives to encourage the development of workforce style housing.

The Commission established a subcommittee with Planning Staff and Zoning Staff to prepare the Plan. Planning Staff submitted a grant to the State of CT Department of Housing and was awarded \$15,000.00 to assist in the preparation of the Plan. An RFP was prepared to consider consultants to assist the Town in the project and the firm of SLR was hired. One of the key reasons why SLR was hired was due to their proposal included the creation of a project website, called StoryMap. This

feature was viewed as critical in serving as a clearinghouse for all the information that was prepared for the Plan development. This includes background information, access to presentations and videos prepared for the Plan, ongoing draft documents, as well as other helpful information. A community survey was conducted by using Survey Monkey in order to educate the community on the subject and gain feedback from the citizens. This information assisted in the preparation of the Housing Needs Assessment, which is a critical feature of the Plan. An interactive community workshop was held to share the results of the survey and Assessment and action plan priorities were established by the citizens and public officials who attended. The Plan was completed in the summer of 2020 and filed with the State of CT Office of Policy and Management.

The Housing Affordability Plan and the Senior Housing Affordability Study Committee Report which was completed in late 2021 provide a significant foundation for the Town to take action and create policies and regulatory controls that can encourage the development of appropriate workforce style housing. It is Staff's understanding that the Town Council will be creating a dedicated committee of appointed citizens who will work with Town Staff to put the action items in the Plan into motion.

PLANNING STAFF HIGHLIGHTS:

The former Planning Technician/Zoning Enforcement Officer resigned from the position in spring of 2021 in order to pursue a new career direction. Planning Staff assumed the role of the position throughout the summer of 2022. The firm of Tyche Consulting was hired to provide eight total hours of Zoning Enforcement Officer support during the time of the vacancy. Four hours of time are dedicated in the office and four hours of remote support have been provided. A new Zoning Staff is anticipated to be hired in the fall of 2022. Planning Staff will begin training of the new staff at that time.

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 Manager, 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. This marked the sixth year that the Market was operated by the Town after an extremely successful inaugural season in 2016. The Market was recognized in the top 3 Farmers' Markets in the State by CTNow, Best of Hartford reader's poll in 2022.

The current Market Manager has indicated that she will be reducing the scope of her work to enable her to serve in a volunteer capacity starting in the preseason for 2023. This prompted for the hiring of two Market Co-Managers during the summer of 2022 who were trained in the position during the regular season and then will be trained in the pre-season activities during the winter of 2022/2023. The new Co-Managers have acclimated very well to the new duties and have complimentary skill sets that will allow the duties of the position to be properly fulfilled.

Planning Staff and the Town Manager are actively working with the Executive Director of CT Landmarks to prepare and execute a new site lease for the Market to continue to be operated at the Nathan Hale Homestead. A simple one-year extension was executed to enable the season to proceed as normal in 2022, while the negotiations were occurring for the future agreement. The negotiations

have proceeded amicably and it is anticipated that the draft agreement will be completed in the fall of 2022 and serve the Market for the foreseeable future.

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. The user group has been focusing on the hiring of the GIS consultant firm of New England Geo, who has worked with the Town in the past for many years, to perform comprehensive improvements and corrections to the platform. This is a critical step in addressing database mismatches, mapping errors, and other updates that will dramatically improve the accuracy level of the system. The project is expected to proceed in the fall of 2022 and be completed in the fall of 2023.

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. However, it was necessary to forward several outstanding blight enforcement matters to the Town Attorney for the initiation of legal action, despite Staff's attempts to correct the matters with the owners. This typically prompts the violators to bring the property into compliance, prior to court proceedings.

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 sixth year that the treatment was necessary to address the infestation and likely will be necessary for a total of possibly 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 continues to work with the Town of Mansfield to cooperate on the treatment of the invasive species, Fanwort, on Eagleville Lake. Over the past few 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 a long-term approach to the situation. The Towns collaborated on a joint application that was submitted to and awarded by DEEP. Unfortunately, the State DEEP was not able to coordinate the grant contracts so that work could occur in 2021. Planning Staff from each town and the consultant began work in the spring of 2022 with initial Plan preparation. A community paddle – educational event on Eagleville Lake was planned for the summer of 2022. The goal is to provide the community with insight and solutions on the invasive situation and to become more familiar with this natural resource.

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 Town of Coventry works with for the hydrilla treatments at Coventry Lake. The Plan was completed in early 2022.

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.

Planning Staff continues to be involved in the ongoing Caprilands Estate matter. Staff had attended the many Probate Court hearings that were held to close out the Estate over the past several years. Also, Staff worked closely with the Estate Attorney appointed to close out the Estate. Work continues with the Attorney General's office to facilitate a legacy building campaign that can provide education and historical reflection on the importance of Adelma Simmons and Caprilands. Staff continues to work with the new property owner and the contractor selected to dismantle the Caprilands residence and move it to a new location for it to be reconstructed in New York.

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 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.

Planning Staff prepared a DEEP Recreational Trails Grant to seek funding to perform improvements to Nathan Hale Road and Bear Swamp Road – two important trail connections that provide a link to

the Town of Andover and ultimately the Hop River Trail via on road options that will be signed as 'share the road'. The grant was funded by DEEP with a total project cost of \$437,500.00, which 80% (\$350,000.00) is being provided by the State and 20% (\$87,500.00) provided by the Town. The project will substantially improve two existing recreational rights of way to better enable hiking, biking, horseback riding. The project will also link to the recently completed sidewalk project on South Street that links the Nathan Hale Homestead and the Coventry Lake area sidewalks.

Planning Staff continued to work with the Coventry Village Partners, which includes the Coventry Arts Guild, Village businesses, and other community stakeholders to continue to create destination-oriented events on a seasonal basis that can complement the Arts on Main and Christmas in the Village events. Planning Staff organizes monthly meetings with the Partners to facilitate ongoing projects and share important information on relative activities and initiatives.

Planning Staff, Parks and Recreation Staff, and representatives from the Arts Guild worked collaboratively to plan and execute the Arts on Main street festival in Coventry Village in September 2022. The event reflects nearly nine months of careful planning to enable a special community event that celebrates the cultural arts and creative expression. This year's event involved an arts installation that was hosted by the Arts Guild, live local music with professional sound, arts vendors, hands-on musical experiences, face painting, dance demonstrations, historical exhibits, food trucks, sidewalk chalk, and much more. The Village businesses are thrilled to have opportunities to welcome large groups of visitors throughout the year for events such as this.

Planning Staff and the Partners hosted the CT Main Street's 'Spotlight on Main Street' event in September 2021. Coventry was selected to be the subject of the 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.

The Partners, Planning Staff, and Parks and Recreation Staff worked collaboratively to plan for the Scarecrow Contest and Halloween in the Village event in October 2022. Last year, 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 held for the Village businesses and community groups to bring the community to the Village and celebrate the season.

Planning Staff continued to collaborate with the Towns of Bolton, Mansfield, and Tolland to execute the various initiatives outlined in the 4 Town Regional Economic Vitality Plan that was completed in the summer of 2020. The following is an indication of the tasks that were either completed or set in motion:

- Created and maintained a stakeholder/member list.
- Created and maintained a priority asset/resource list for the region.
- Inventoried grant funding resources to pursue possible funding leads.
- Prepared an RFP to seek a marketing consultant for the preparation of a regional logo/brand.
- Hired and worked with a marketing consultant to prepare a regional logo/brand known as 'CT's Countryside'.
- Prepared an application to seek a UConn Masters' of Public Administration Student intern to work with the 4 Towns to execute various initiatives in the Regional Plan.
- Interviewed and selected a UConn Masters' of Public Administration Student to be hired for a period of 10 months.
- Continued to host monthly meetings with the Steering Committee that often included a conversation with a regional partner that could serve as potential collaborator on a regional action item.

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 were purchased. The volunteers of the Committee completed the construction and installation of the amenities. 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.

Planning Staff spearheaded an office file consolidation and disposal project with a summer office intern in order to prepare for a file scanning project that will be executed in the near future. The intern purged duplicate copies and other documents that the Town is no longer required to maintain since many are in digital form or on file elsewhere. The conference room file cabinets and associated storage were reduced in scope to only maintain projects that are more recent. Older project files were catalogued and brought to the Town Clerk's vault for storage. The front office street files were also reduced in scope by removing bulky materials in the commercially oriented properties and storing them in the Town Clerk's vault. All of these activities serve to reduce the overall scope of the paper files and allows for easier locating of relevant materials.

Planning Staff orchestrated the purchase of a key open space property on South River Road that possesses significant frontage on the Skungamaug River. The six-acre parcel possesses an existing driveway, parking area, walking trail with fishing access along the River frontage, and a maintained open field. Planning Staff pursued Joshua's Trust involvement to help contribute funds to the purchase in the amount of \$5,000.00. This conveyance connects with another property that possesses an American Farmland Trust conservation easement along the River. The Town has had conversations with another adjacent landowner involving potential conveyance of further connective River frontage that will add to the protected lands along this significant natural resource.

Planning Staff spearheaded the Town Staff Subcommittee in the preparation of an application to gain Silver certification again by SustainableCT. This certification continues the Town's designation from its prior submittal two years ago. The program evaluates all aspects of municipal government to determine if the practices, projects, and overall operations are in-fact deemed sustainable. The SustainableCT website serves as a significant clearinghouse of information that assists all communities in demonstrating effective sustainable and resilient practices with relevant examples. A great deal of time was devoted by all Staff involved to collect and prepare the necessary documentation that was submitted with the application.

PLANNING AND ZONING COMMISSION – ACTIVITY LEVEL

A comparison between FY 21/22 and 20/21 indicates that the overall number of applications increased by three when compared to the previous fiscal year.

The number of special permits increased by one, while subdivision permits decreased by one. The largest jump was in Zoning Text Amendments which increased by three. 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	20/21	21/22	APPLICATION DIFFERENCE
Special Permit	Approved	3	4	+1
	Denied			
	Pending			
Subdivision	Approved	2	1	-1
	Denied			
	Pending			
Zone Changes	Approved	0	0	-
	Denied			
	Pending			
Zoning Text Changes	Approved	0	3	+3
	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, 2022 end of fiscal year)

IWA Regular Members	
Lori Mathieu, Chair	Suzanne Choate, Vice Chair
Martin Briggs	Patricia Laramée
Rebecca Norman	-
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): **35**

❖ Outcome of applications:

➤ Non-Jurisdiction Ruling:	3
➤ As of Right Ruling:	3
➤ Permit Denials:	0
➤ Permit Approvals:	18
➤ Permit Extensions:	1
➤ Permit Withdrawals:	1
➤ Permit Modifications:	0
➤ Pending	9

Total number of applications considered by the Inland Wetlands Agent: **24**

❖ Outcome of application:

➤ As of Right Ruling:	3
➤ 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. The Agent offers a high level of service to the Agency and community at large.

The number of Inland Wetlands Agency applications increased to **35** in FY21/22 from 25 in FY20/21. The number of Agent permits slightly increased to **24** in FY21/22 from 21 in FY20/21. 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. With the new viewpoint permitting system, as of right rulings, non-jurisdictional rulings, and timber harvests were added to the internal staff numbering system.

During the last fiscal year, the Agency deemed two agricultural related applications As-of-Right, one crumbling foundation application As-of-Right, and two subdivision applications non-jurisdictional. The Agency also approved many Town projects which included the construction of two Town softball fields, installation of sidewalks on a section of Main Street and repairing the Decew Dam on Depot Road.

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, grading, and driveways.

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

Wetlands Staff Highlights

Conservation Commission Staff Support

In March 2022, Wetlands Staff became the Liaison to the Conservation Commission. This liaison role includes attending monthly Conservation Commission Meetings, conducting open space site walks, creating management plans and working with the Protected Spaces Stewardship Subcommittee.

Wetlands Staff conducted site walk meetings at Williams Preserve and the newly acquired Conway Property on South River Road. The purpose of these site walks was to work with the Conservation Commission and the Protected Open Spaces Stewardship sub-committee to review the current state of the properties and provide recommendations for an open space management plan.

Wetlands Staff prepared and submitted a proposal to the CT DEEP on proposed improvement projects at Creaser Park. The proposal was prepared with input from the Department of Parks and Recreation and the Department of Public Works. CT DEEP accepted the proposal and scheduled a site visit with their respective departments (Wildlife, Forestry, Land Acquisition and Management) and Town Staff in July 2022.

Wetlands Staff continued to be involved with the Protected Spaces Stewardship committee and conducted a site walk on the Rolling Woods open space to review trail needs.

Wetlands Staff attended the Hop River Trail Alliance Formational Meeting along with the six other stakeholder towns.

Professional Development and Other Projects

Over the past year Wetlands Staff has participated in a variety of trainings that included:

- SNEC Chapter of the Soil and Water Conservation Society Erosion & Sedimentation Control Field Day
- Native Plant Webinar hosted by the University of Connecticut
- Connecticut World Wetlands Day Webinar which celebrated 50 years of the Inland Wetlands and Watercourses Act (IWWA) in Connecticut
- Connecticut Association of Wetland Scientists (CAWS) Annual Meeting
- Soak Up the Rain New England Webinar Series by the United States EPA

Wetlands Staff continued to utilize the Engineering Department's portable GPS unit to collect accurate points and transpose them onto aerial photographs for both wetland and town projects.

Wetlands Staff and the Town Engineer participated in a municipal staff panel on Low Impact Design (LID) practices for a Green Storm Water Infrastructure undergraduate class at UConn.

Wetlands Staff accompanied the UConn Stormwater Corps class in their visit to select municipal properties to create runoff reduction recommendations.

Wetlands Staff continued to collaborate with CT DEEP Fisheries to review feasibility of a new Skungamaug River access point in relation to public accessibility and state trout stocking efforts.

Wetlands and other Town Staff continued to be involved with the development of the Bolton Lakes and Watershed Management Plan (BLWMP). The BLWMP is a collaboration between the four towns within the watershed and Northeast Aquatics Research LLC who created the plan. The draft plan was posted for public comment in January and was submitted to the CT DEEP for review. Stakeholders intend for this to be an ever evolving document based on the needs of the watershed.

Wetlands Staff has been actively involved with the Town's SustainableCT re-certification project. Wetlands Staff reviewed activities that the town has completed over the past three years and submitted them for certification. These activities mainly focused on watershed management/protection/education, open space management, invasive species management and low impact development techniques within the Town of Coventry.



Melinda "Mindy" Gosselin
Wetlands Agent & Erosion Control Officer



Williams Preserve

ZONING BOARD OF APPEALS

Members: (As of June 30, 2022)

Claire Twerdy - Chairperson		Patricia Hodge - Alternate
Cheryl Ann Resha - Vice Chairperson	Thomas Delucco	Patricia Schneider - Alternate
Elizabeth Bauer- Secretary	Michael Gerrity	William Zenko - Alternate
Eric Trott, Director of Planning		

Applications: 7

Approved 5
Denied 2
Pending 0
Withdrawn 0
Appeal 0

In fiscal year 2021-2022, we accepted seven 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 homeowner 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 increased by one from the 2020-2021 Annual Report.

ZONING ENFORCEMENT

Alexa Gorlick, Planning Technician/Zoning Enforcement Officer

ZONING PERMITS ISSUED (Agent Approved) **374**

Single Family Dwellings	50
Condominium Units	0
Accessory Structures	102
In-law Units	4
Clearing/Grading	1
Residential Additions/Attached Garages	12
Home Occupations	7
Commercial Use/Signage	21
Interior Renovations	31
Roof Mounted Solar PV	47
Driveways	63
Other	36
Total:	374

CERTIFICATES OF USE AND OCCUPANCY **113***

(Signed for zoning compliance by ZEO)

Single Family Dwellings	23
Condominium/Adult Community	0
In-law Units	0
Accessory Uses – Building and Structures	52
Residential Additions/Attached Garages	6
Commercial Signage	3
Other	31
Total:	115*

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

ZONING INSPECTIONS

Erosion and Sediment Control	34
Limits of Clearing	4
Certificates of Occupancy	96
Pre-Approval Inspection	7
Seed & Mulch/Grading – Bond Release	19
Zoning Complaints (Initial & Follow-up)	29
Blight Complaints (Initial & Follow-up)	64
Blight/Zoning Combined Inspections	3
Street Address Assignments	2
Other	10
Total:	268

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.

	Violation/Enforcement Inspections (New)
Erosion and Sediment Control	8
Drainage	5
Permit Conditions Not Met	1
Non-Permitted Activity or Structure	9
Signage	0
Illegal Dumping/Oil Spills	1
Clearing/Filling	1
Junk Yard	19
Blight Complaints/Dilapidated Structures	9
Greater than 1 Unregistered Vehicle	9
Unlicensed Motor Vehicle Dealer/Repair	1
Livestock/Poultry/Agriculture	10
Residential Motor Vehicle Sales	1
Nuisance	4
Other Zoning Enforcement	9
Total:	87

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.

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. The Town's policy states that signed 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.

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.

dramatically. It is the goal of the Land Use Office to expand the duties of the Inland Wetlands Agent and move to a full-time position and relieve the Town Engineer of the Inland Wetlands duties. This is anticipated to occur in FY 22/23.

Zoning Board of Appeals

The Zoning Board of Appeals is responsible for the review of variance, special exception and motor vehicle dealer and repairer applications. The ZBA also reviews appeals taken of the decisions/actions of the ZEO. The Planning Technician/Zoning Agent provides staff support to the Board.

Economic Development Commission

The Economic Development Commission is responsible for promoting and supporting the Town's business development in an effort to provide a blend of necessary services and employment while enhancing the commercial tax base of the Town. The EDC reviews all major economic development proposals and provides recommendations on an advisory capacity. The Director of Planning and Development provides staff support to the EDC along with the Town Manager.

Conservation Commission

The Conservation Commission is an advisory commission that focuses on environmental, conservation and open space matters. The Commission is responsible for making recommendations on open space purchases, open spare property uses/improvements, planning matters and updates to the Open Space Plan, Natural Resource Inventory and Plan of Conservation and Development. The Commission is also involved in other efforts, such as stonewall awareness and maintenance, Adopt-a-Road program, litter prevention, and provides recommendations to the Planning and Zoning Commission on land use applications.

Protected Spaces Stewardship Committee

The Committee is an advisory one that is responsible inspecting and monitoring open space properties that are owned by the Town. Reports are prepared by the members and are forwarded to the Land Use Office and the Director working with the other Town Staff addresses items of concern. The Committee also undertakes improvement activities on the open space properties to enhance access, visibility, aesthetics, and educational interpretation. The trail maintenance, blazing and enhancement tasks have expanded to enable the members to work with mechanized equipment to allow additional support.

Coventry Lake Advisory & Monitoring Committee

The Coventry Lake Advisory & Monitoring Committee is a subcommittee of the Conservation Commission that focuses on issues relative to Coventry Lake and its associated watershed. The Committee serves as an advocate for the Lake, compiles data and performs analysis on information that pertains to lake water quality, aquatic invasives and other threats to it. The Committee organizes activities for the Coventry Lake Awareness Month each July and works with Staff to

Masters' of Public Administration student who will serve as a 'quarterback' on a variety of the Plan's action items.

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.

The Commission supported a project that was spearheaded by the former Town Manager intern which involved a campaign to recognize a local business employee who goes 'above and beyond' in their duties. An employee of Dunkin Donuts and Courtside Nutrition were voted by the citizens as top employees and were recognized in a special ceremony with the Commission. This program provided a unique opportunity to support local businesses and acknowledge the superior customer service that is provided to the community.

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.

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 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 Committee
of the Conservation Commission
Annual Report 2021-2022**

The Committee has 5 positions, starting with 3 members early in the year, and with 2 positions filled and 3 vacancies at the end of this reporting period:

- Vern Beausoleil
- William Glenney* (resigned during the year)
- Eric Thomas

The Committee conducted the following activities:

- **Held 3 quarterly meetings** to discuss volunteers training materials and priorities for trail/property stewardship needs.
- 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 **8-12 community members** to address a number of Committee priorities on publicly accessible town lands slowly improved in the past year, accommodating 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 and locally relevant conservation matters; **membership level reached 375** by end of this reporting period. Planned work parties were posted on this social media platform, as well as email distribution list at openspacestewardship@coventryct.org.
- **Six (6) scheduled trail work parties were held**, focusing on stewardship needs identified at Laidlaw Park, Rolling Woods Trail, Riverview Trail and Williams Preserve. Poor weather conditions cancelled planned work at Thornton Brook Preserve.
- Seasonal “Nature Notes” were regularly posted at both the Riverview Trail Park and the Williams Preserve trailhead.
- The Committee appreciates the financial support of the Conservation Commission and town staff to provide for equipment and trail maintenance materials during this reporting period.
- **Four (4) trail bench kits, 1 park bench, several trail posts with markings, and a message board kit** were constructed and installed at the Williams Preserve.
- **A low-profile pedestrian bog bridge crossing** over an intermittent wet trail section was locally permitted and constructed at the Williams Preserve, providing a template for similar trail bridging needs at other town protected spaces with sensitive trail habitat areas.
- 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, Rolling Woods/Windy Hill Trail, Riverview Trail Park, Thornton Brook Preserve, and Williams Preserve.
- Site visit with Town Public Works staff led to discuss staff mowing the two 1-acre fields at Williams Preserve 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.
- Coordinated wood chip deliveries (for trail surface maintenance) with DPW staff at trail heads of 3 locations – Riverview, Rolling Woods and Mill Brook Park.
- 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 maintained with placed wooden stakes from annual field mowing, thus assisting in targeted conservation of listed wildlife species using that river corridor.

- Participated in Conservation Commission meetings to continue drafting a management plan for the Williams Preserve.
- Participated with the Coventry Lake Advisory and Monitoring Committee for a mid-winter eagle survey project conducted in early January – eagles were present in the area but not observed during the actual survey count morning period.
- Participated in a Conservation Commission walk at a South River Road property with Skungamaug River frontage and a small meadow, eyed for Town acquisition later in 2022.
- Participated in a town staff walk along the proposed Nathan Hale Greenway.
- Toured the proposed Skungamaug River Water Access off South Street.
- Participated in a site visit with Coventry, Mansfield town staff and CT DEEP Fisheries staff at Riverview Park Trail section significantly impacted by earlier storm-related multi-tree blowdowns affecting trail passage and completely blocking adjacent Willimantic River (a designated water recreation trail from Stafford to Willimantic).
- A new trail layout was conducted within the Windy Hill Open Space off Woodmont Drive. This is adjacent to the Rolling Woods Open Space with plans to re-connect the public trail from nearby Laidlaw Park in the fall of 2022.
- Volunteer hours recorded for Committee meetings, trail/property visits and trail maintenance/project work totaled **260 hours** in 2021-2022.
- The upcoming year will build on recent accomplishments of improved and maintained public access for community enjoyment on several Town protected properties. The volunteer trail work crews are becoming more familiar with several town properties and their stewardship needs. Community input is increasing through the Committee’s email address at openspacestewardship@coventryct.org.
- The Committee aka “Steering Committee” has current vacancies that would benefit from filling by interested community members.

Respectfully submitted,

Eric

Eric Thomas
Chairman

EDUCATION



Coventry Board of Education 2021-2022 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, Chairperson; Eugene (Gene) Marchand, Vice-Chairperson; Mary Kortmann, Secretary; Peter DePaola; Emma Eaton; Courtney Rossignol; and Christina 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 2021-2022 Noteworthy Accomplishments:

Coventry High School; Joseph Blake, Principal



During the 2021-22 school year at Coventry High School (CHS), a variety of initiatives and programs helped support student learning and achievement throughout the year. We continue to focus on refining our curriculum, instruction, and assessment to support student performance on the SAT through the effective use of data to ensure that students possess the skills necessary for high achievement on the SAT and for college and career readiness throughout life. 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 this spring. 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 2021-22 school year 25 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 240 AP exams this spring. CHS expanded its UCONN Early College Experience offerings this year by adding ECE US History in the 2021-22 school year, with 27 students earning ECE credit, and adding ECE Environmental Science to our Program of Studies for 2022-23, with 15 students enrolled. CHS has also entered into an agreement with the University of Bridgeport to offer a dual enrollment course in English where seniors can earn credit in English for both CHS and University of Bridgeport. We have 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 had a very successful year including 16 state tournament appearances. The girls soccer team advanced to the Class S quarterfinals, the girls softball team advanced to the Class S semi-final game, and the girls volleyball and basketball teams both advanced to the Class S state championship games. Several athletes received All-Conference as well as All-State honors.



Coventry Board of Education 2021-2022 Annual Report

Capt. Nathan Hale Middle School; Ross Sward, Principal



During the 2021-2022 school year at the Capt. Nathan Hale Middle School (CNH), the focus was on fostering a welcoming school community while also providing a wide variety of rich and engaging learning activities for all students. We were very excited to recognize students throughout the year through our ACT (Are Safe, Cooperate, Take Responsibility) and Positive postcard initiatives. Adults in the CNH community awarded ACT leaves, which were publicly displayed on the "ACT Tree" on the wall outside of the cafeteria, for students who met or exceeded our expectations through their daily actions. Three hundred sixty-four students received at least one ACT leaf with many students receiving multiple leaves. Faculty and staff members also wrote 522 positive postcards recognizing students' growth as individuals and as academicians. Mrs. Marcinczyk, CNH Assistant Principal, met with each student during lunch to share the good news. Postcards were mailed home to each family.

Our 6th and 7th grade students were able to work with their science teachers and Goodwin University on a ten-week Science, Technology, Engineering and Mathematics (STEM) curriculum that included using the Tinker CAD, 3D printing speakers, spheros, circuits, Scratch coding, and robotic arms called the Dobot Magicians. The highlight of this past year was using the Dobots to solve challenges through the Engineering Design Process. The science department also continued to work on aligning their Next Generation Science Standard (NGSS) units to best support students to explain phenomena and design solutions to problems.

We continue to provide diversity and equity opportunities for our students with members of Grade 6 participating in two virtual discussions led by Mr. Paul Vivian and Rev. Dr. Audley Donaldson. Mr. Vivian and Rev. Dr. Donaldson are respected local diversity training consultants who have been offering workshops on diversity to school districts in Connecticut for over 25 years. We also take great pride in how we integrated literacy-based experiences into our school culture through providing a wide range of activities for students and their families. We added February Book Reviews and March 4-Leaf Friends where students wrote notes to friends and library staff "hid" them in books. Both activities created a community with 20 or more students participating and going beyond regular library visits. In April, we welcomed author, Leslie Connor, to visit students and participate in activities for Literacy Night Before Dark. That same day, thirteen students were selected to participate in a writing workshop facilitated by Ms. Connor. Ms. Connor's recognitions include being a National Book Award Finalist, recipient of an ALA Schneider Family Book Award, Amazon Best Books of 2018, and Publishers Weekly Best Books of 2018.

Our athletic teams had a very successful year with many teams going undefeated for their season. The girls' soccer, basketball, and softball teams completed their season with perfect 12-0 records, and the baseball team completed their season with a perfect 12-0 record. All four teams won their respective Northeast Middle School Athletic Conference titles.

George Hersey Robertson School; Jennifer DeRagon, Principal



The G. H. Robertson School (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) supports the development of the whole child, and continues to be stated every day to remind students of expectations. GHR was thrilled this year to be recognized as having Exemplary School Climate Practices by the CT Association of Schools (CAS). The recognition was awarded to three schools across CT, based on positive school climate practices and strong connections with kids and families. Aligning with our philosophy of inclusiveness, we had a whole school mentor text, *Just Ask* by Sonia Sotomayor and several 5th graders created presentations based on this book that they shared in Grades 3-4 classrooms. Looking to support the social and emotional needs of students, we implemented the second year of the social-emotional curriculum Second Step during Morning Meeting. We also promoted student empowerment in many ways, including the third year of our Grade 5 Student Council, which meets every three weeks and established a newly formed Grade 5 Kindness Squad to promote GHR CARES schoolwide. Members of the Student Council and the Kindness Squad wrote and delivered morning announcements, served as hallway monitors at dismissal, provided tours to new students, and volunteered at the school store on Friday mornings.



Coventry Board of Education 2021-2022 Annual Report

As the year evolved from virtual to more in-person events, we were able to have a combination of great programs and opportunities for students. We hosted three virtual author visits: Jarrett Lerner, Greg van Eekhout, and Derrick Barnes. We also had a virtual Veterans Day Assembly led by Master Sergeant Seaha and his Flying Yankees. Two Grade 5 classrooms participated in the EASTCONN Faces of Culture grant and had pen pals and virtual assemblies to develop their understanding of friendships and connections.

As the year progressed, we were fortunate to have parent volunteers back in our building, which allowed our PTO to operate our School Store, conduct an in-person Scholastic Book Fair, and invite Spike the dragon out at arrival on Friday Spirit Days! One of the most meaningful experiences this year was our March Student Led Conferences (SLC), which were held in person for the first time in two years. Students were so proud to share their goals and work in reading, writing, and math, and developed a portfolio of evidence to showcase their growth. SLC also included a portion of traditional parent-teacher conferences and parents seemed thrilled to be back in classrooms. We were also able to host an in-person Grade 3 Science Fair, Field Day, an author visit from Jeanne Zwick Ferruolo for Grades 4-5, a Grade 5 Band and Chorus concert at the Veterans Auditorium, and finally host our Grade 5 Promotion Ceremony on the last day of school.

Coventry Grammar School; Ronda Carrie, Principal



Coventry Grammar School (CGS) welcomed many new students back to the classroom from remote learning and home schooling. It was a year that flexed in response to the level of impact of the pandemic. By April, masks were optional and pre-COVID routines such as, a social lunch time with a whole grade enjoying the café at once, returned.

After school academics were designed to address loss of learning. Two sessions were held to meet the needs of first and second graders, with transportation provided. This was well attended by students and well received by parents. Students needing a bit more support, participated in tutoring after school. Additional enrichment opportunities were created for students who excelled beyond grade level expectations. This included Math Club, engineering experiences and beautification projects, such as the creation of a mural for the lobby. More than 180 students participated in enrichment programs.

We partnered with parents to create Home-School Agreements that identified student goals and the actions each party would take to support the achievement of those goals. This began at Virtual Parent Conferences in the fall and the fruits of everyone's labor was celebrated at In-Person Student Led Conferences in March. Activities that were paused during the 2020-21 school year were ready to roll again. This included the Portrait of the Graduate competencies; communication and collaboration. Students were taught to be active listeners, use respectful words to share ideas, think about how they are working with classmates, distinguish between comments and questions, and use facts, details and information to strengthen oral presentations.

Literacy and mathematics are critical content areas at the K-2 level. Professional Development based on the text, *Equipped for Reading Success*, was attended by nearly twenty CGS teachers. The training-informed revised practices in the area of phonological awareness, the ability to recognize and manipulate the spoken parts of sentences and words. Our scores increased by more than 12% since May of 2020. Students mastered skills such as rhyming and blending at a rate of 93.25%. With consistent high achievement in the mastery of addition facts, adding within 10 for grade one and within 20 for grade two, we set our sights on subtraction. Here again, focused professional development, curriculum revision and exemplary instruction yielded extraordinary outcomes. By second grade, nearly 86% of CGS students were fluent in subtraction facts.

The 21-22 school year was notable in that we made seats available through our participation in the Open Choice Program. Students residing in Hartford were invited to enroll in the Coventry Public Schools. Open Choice is designed to improve academic achievement, reduce racial, ethnic, and economic isolation and provide all children with a choice of high quality educational programs. We initiated our participation in kindergarten and we were successful.

Although the year included shifting and revising as we navigated year two of the pandemic, students, educators, parents, and the community rose to the occasion and as a team supported the academic, social, and emotional growth of all students.



Coventry Board of Education 2021-2022 Annual Report

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



The Hale Early Education Center (HEEC) reconfigured some spaces in the program to meet the community's growing need for full-day spots. A fifth full day was created, enabling the program to offer 10 additional spots. Before Care opening at 7:00 a.m. and After Care extending to 5:30 p.m. continued to meet the needs of families who needed extended care. 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 again learned about composting and what scraps of food could be placed in our compost bin. Material from the compost bin was then used to fertilize sunflower seeds, and gourds grew out of the compost bin. Students also continued to think beyond themselves by contributing to the PJ Day fundraiser and by wearing crazy socks for Down Syndrome Awareness. Executive Functioning and Literacy Strategies (Buddy Reading, Morning Message, Question of the Day Mystery Word, Graphic Practice, and Play Planning) remained a big focus of instruction, along with math, science, social studies, and creative art activities, and of course, lots of play. The 8-week HEEC Summer Camp was again well-attended, 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. Wall strengthening at numerous locations throughout CHS was completed. Staff attended numerous meetings with the Office of School Construction to review and receive approval to seek bids for the Roof Replacement project at CHS. Staff continues to work with the town on a Microgrid project. Four million dollars was awarded by DEEP to install the microgrid. The project has received approvals from CT Public Utilities Regulatory Authority (PURA) 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. The office participated in the successful negotiation of multi-year employment agreements for the Custodial, Nurses and Para-Educators Unions. 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. All Business Office staff received Active Threat Response Training. As a result of the COVID-19 pandemic and executive orders from the Governor, the office needed to implement and monitor a mandatory vaccination program. We assisted in the application for three significant grant opportunities, the FCC's Emergency Connectivity Fund, ARP ESSER, and a State School Security Grant. The district was awarded in excess of \$1,000,000 for these programs.

Physical Plant and Facilities; William Trudelle, Director



The Facilities Department continues to work closely with the School Building Energy Efficiency Committee on replacing or upgrading HVAC projects. Funding was approved this past year to replace sections of the roofs at GHR and the high school. The Facilities Department has also been working with the Walls Committee on phase III to complete the code work throughout the Complex and High School. Work on the Microgrid continues to move forward with the combined efforts of the Town, Board of Education, and Coventry Microgrid LLC. The department will continue to work to meet the state and federal requirements and guidelines for COVID-19. The district partnered with the Town and the UConn Nursing department to distribute classroom air filters designed and built by the UConn students. The district also completed a couple of renovation projects that included the CGS Library Media Center, high school courtyard, and an addition to the Coventry Academy.

Educational Technology Department; Cathie Drury, Director.



Coventry Board of Education 2021-2022 Annual Report



Our Educational Technology Department continued to play an active role in supporting all stakeholders during the 2021- 2022 school year. We continued our K-12 one-to-one model, providing each student access to an individual device for learning while also continuing our student and family ticketing system to help best address any issues pertaining to devices and connectivity to ensure ongoing access to educational programming. Any device repairs were coordinated with students and staff to ensure a timely response and minimal downtime. Building on the success of our work with providing online payment options for families, we expanded the program to include athletics fees for the 2021-2022 school year. Additionally, this past school year marked year one of our 2021-2024 District Technology Plan, where we continued our work to support students, staff and families with technology. Some areas of focus this past year included exploring ways technology can support social emotional learning and wellness through implementing Securly 24 and the Aperture system districtwide. Our Student Technology Team was also reinstated, providing students at the high school with authentic, hands-on training and work experience in support of our technology services. We also continued our work aligning the Portrait of the Graduate Competencies to the ISTE Standards for Students in support of our district goals. Additionally, we provided individualized and group professional development to staff, as well as individual support to families through our family ticketing system. As a department, we strive to support the collective efforts of our district and are proud of the accomplishments made this past year.

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 that supports innovation and is committed to challenging all learners.

While following COVID protocols throughout the year, we were eventually able to return to more normalized instruction. As the year progressed, we were able to reintroduce opportunities for students to collaborate with each other through work in small groups, such as guided reading groups, and bring back many hands on learning activities, such as science investigations, through which students were able to work together sharing instructional materials and learning tools. These changes allowed our students to engage with learning using the strategies we know help them learn best.

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 negative emotions brought on by the pandemic. All schools provided students with direct instruction in the areas of self-awareness, social awareness, relationship skills, responsible decision making, and self-management.

Work on our Portrait of the Graduate competencies resumed this year with projects and student learning focused on our first three competencies: Critical Thinker, Engaged Collaborator, and Effective Communicator. All schools continued to develop projects and presentations focused on the skills in the Portrait of the Graduate. To continue to promote welcoming and inclusive school cultures, in 2021-2022 we provided training to teachers on culturally relevant pedagogy. This approach involves student centered learning and using students' cultures, perspectives, and experiences to connect students to new concepts when learning. As part of this work, we engaged all teachers in a district wide reading of Zaretta Hammond's Culturally Responsive Teaching and the Brain. We also established an Open Choice program last 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



Coventry Board of Education 2021-2022 Annual Report

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. Returning to full in-person teaching and learning this year yielded a blending of practices implemented pre-COVID with those learned and implemented during the pandemic.

New legislation enacted July 1, 2021 required the Connecticut State Department of Education (CSDE) to provide and assist public school districts in administering a social emotional learning screener to students for this school year. The CSDE provided districts with the opportunity to use the Devereaux Students' Strengths Assessment (DESSA) free of charge. Coventry was in the first cohort of 25 districts to administer the DESSA with the purpose of supporting our students in academic, social and emotional learning and development. While skills and strategies can be taught in isolation, our approach has been a blended model, with explicit direct instruction and a more subtle approach of embedding soft skills throughout the curriculum.

The Connecticut State Department of Education (CSDE) has entered a partnership with the Public Consulting Group (PCG) to develop a comprehensive statewide Special Education Data System (CT-SEDS) effective July 1, 2022. This requires districts to transition Individual Education Plans (IEP) and 504 Accommodation Plans into a new electronic platform. While the components of the IEP remain similar, the format and flow of information is significantly different than IEPs developed over the past ten years. PSSS staff have been kept well informed of updates and training opportunities. Staff participated in 8 - 90 minute IEP Quality Training Sessions. This summer, staff will be trained in the CT-SEDS platform. Any IEPs developed after July 1, 2022, will be developed in CT-SEDS in the new format.

Federal funding under the ARP/ESSER grant supported our Family Outreach Saturdays. Connecticut's ARP/ESSER Guidance specifically identified that schools, families and communities are interdependent and have a stake in students' wellbeing. The purpose of this goal was to strengthen the school-family-community partnership. The intent of programming was to engage families in family-school activities while simultaneously providing information and access to supports related to parenting. All CPS families were invited to participate as flyers were e-blasted multiple times for each session. Schools' newsletters also advertised the Family Outreach Saturdays. Feedback was solicited from parents during the events. Those who attended thought the events were well organized, they had a great time, and they were surprised that there were not more families in attendance. Continuous evaluation of programs and practices K-22 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.



HUMAN SERVICES, CIVIC & CULTURAL



Coventry Human Services

ANNUAL REPORT 2021-2022

HUMAN SERVICES
YOUTH SERVICES
SENIOR CENTER
SENIOR TRANSPORTATION PROGRAM

Coventry Human Services

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Melissa Bordonaro, Youth Services Coordinator, mbordonaro@coventryct.org
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Coventry Senior Center

Staff: Brenda Bennett, Senior Center Coordinator bbennett@coventryct.org
Sarah Leete, Senior Transportation Coordinator sleete@coventryct.org
Stephanie Bourbeau, Senior Assistant, sbourbeau@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 – **38 applications**
- Clergy Fuel - **5**
- Food Bank – **129 requests; 49 total households with 117 members**
- Food Box Distribution- **136 boxes to 304 residents**
- 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** –45 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 \$45203.98. 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 19th, distribution of **73 Thanksgiving meals**;
December 17th, 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 17th and 18th, **33 families** (96 family members) were able to shop for the Thanksgiving holiday. On December 15th & 16th, **54 families** (165 family members) received holiday food and gifts.

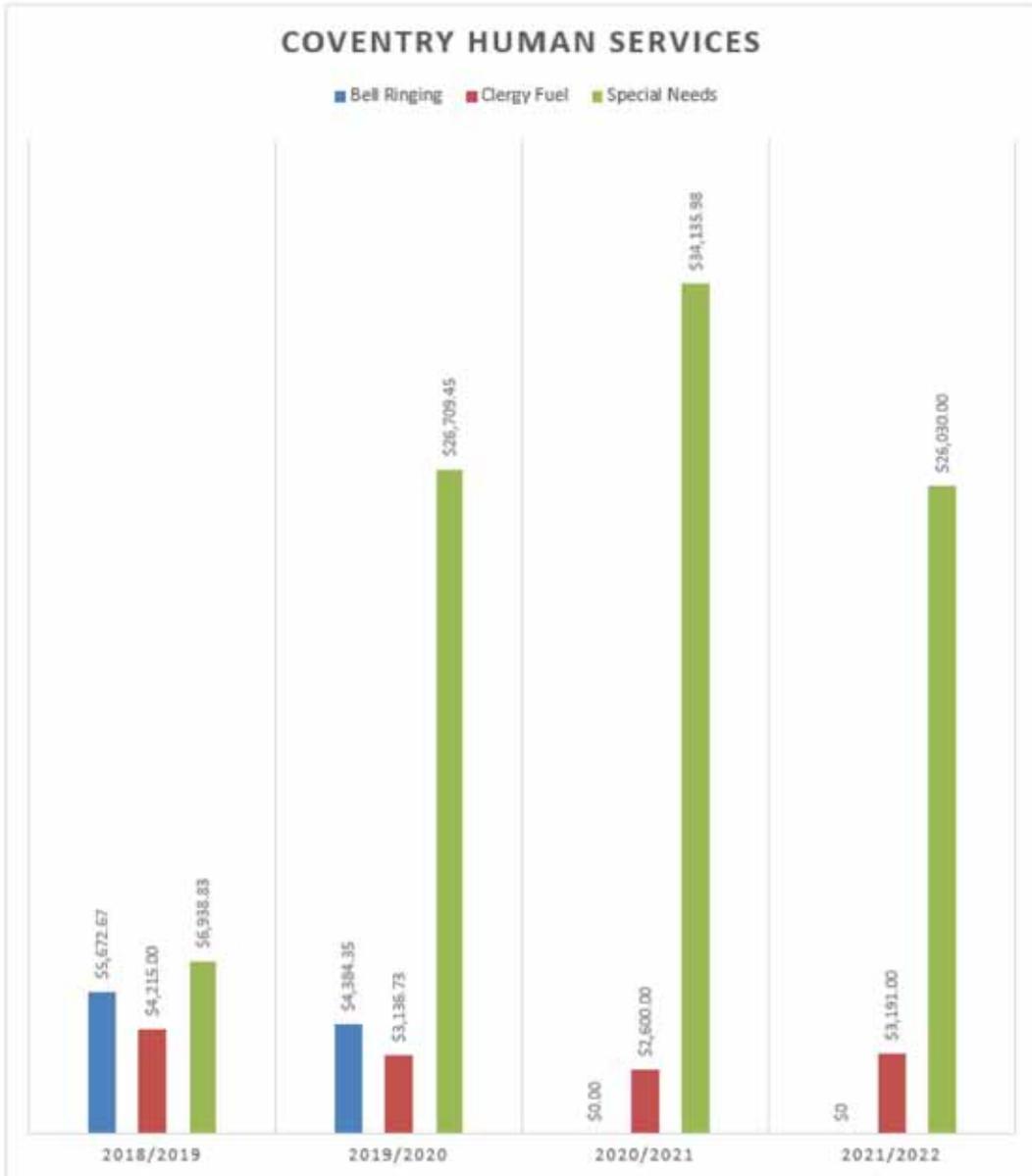
We had another successful year with our Adopt a Family Program with 35 families signing up to participate. This made a happy holiday for 63 kids in the community!

- **Food Box Distribution:** We continued to distribute food boxes in an effort to get foods out to more families in town. The last Friday of the month from March to June, we handed out pre-packed boxes of food. It was open to any Coventry resident. The response was overwhelming. Over the 4 distributions we handed out 136 boxes of food to 304 residents! 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 \$26,000 was collected this year. With the help of Parks and Rec we were able to make donating even easier with an online donation capability. **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 and 2021/2022 season.

- **Clergy Fuel Fund** – \$3191 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 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** - 5 families met the criteria to receive energy assistance and **\$2399.44** 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 2021- June 2022

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

Direct Services:

- 4 **camperships** were awarded this year; allowing youth to attend summer camp that otherwise would not be able to.
- **No Salvation Army camp assistance** was given this year due to Covid-19 restrictions
- **Gearing Up to Learn**, back to school program was adapted. We provided 5 families 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 14th Annual **Spread the Cheer** holiday program for Coventry Grammar School students was canceled due to Covid-19 restrictions
- This year **Project Graduation invitations were mailed out** due to Covid-19. Graduation was held outside at Coventry High School. Project Gradation was held at Star Hill Family Athletic Center in Tolland
- Youth Services Coordinator is certified as a **Safe Sitter** instructor and facilitated a Safe Sitter course
- **At Home Safety Course** was available for students ages 8 to 13. The 2-hour interactive course covered safety concerns parents have when their children are home by themselves. Each student received a workbook and hands on training. Several At Home Safety Courses were facilitated during this time
- Coventry Youth Services continued to provide ongoing case management for **Truancy** cases
- 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, PD, Fire/EMS to implement and run a **Safety/Open house/Kids day**.
- Coventry Youth Services assisted **RecDaze** with Behavior Intervention and Planning

Youth and Family Cases:	5 cases
Community Service:	3 cases
Youth Job Bank Requests:	0
Juvenile Review Board:	6 cases
Counseling Referrals:	7
Truancy Cases:	3 cases

COVENTRY SENIOR CENTER ANNUAL REPORT FY 2021-2022

Patriots Park, 172 Lake Street, Coventry, CT 06238
Website: www.coventryct.org/SeniorCenter
Connect with us: <https://www.facebook.com>

Staff

Brenda Bennett, Senior Center Coordinator; bbennett@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 senior and adult residents of Coventry.

Staff Professional Development

DCF Mandated Reporter Online Reporting Portal
QPR – Red Flag Recognition Training to Prevent School Shooters
SERAC –Suicide Prevention: “The Columbia Screening Tool”

Staff Changes

In October 2021, the Center welcomed Cathy Mitchell to our Senior Center team. Cathy’s role as the part-time Senior Center Assistant allows us to focus on providing more opportunities for programming as well as support of the day-to-day operations of the Center. This position was increased from 19 hours per week to 21 hours.

In June 2022, the Center welcomed Ruth Reinwald as the new Senior Center Support Staff. Ruth came to the Center with experience as the Program Coordinator for the Town of Colchester Senior Center. We are planning upcoming programs and activities that Ruth will facilitate step-by-step painting classes as well as weekly beginner’s sign language classes. This position is a 21 hours per week and she will be working Monday, Wednesday and Thursday.

Volunteer Management

Volunteers return to the Center during the spring of 2022. Our Senior Center Volunteers gave 208 volunteer hours of service this quarter. Betsy Fitzgerald (40 hrs.), Penny Whitaker (13 hrs.). This includes assistance with CHOICES Counseling, Receptionist/Front Desk duties.

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.

Communications

- **Monthly Newsletters and Social Media**

Due to building closure, the Center reinstated the “mailed” 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, approximately **250** newsletters were mailed/emailed to senior patrons.

- **Social Media**

The Senior Center Facebook page had 563 “likes” and is a cost-effective way to publicize senior center activities and events. Social Media has provided the Center with an additional platform to share content.

- **06238** –A publication in collaboration with the 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 reaching 5,495 households in Coventry. The publication is offered 3x/year: Summer, Fall/Winter and Winter/Spring.



- **Engagement Survey**

In April 2022, the Center conducted a Senior Center Engagement Survey with May 1st deadline. Feedback was received on Social Activity & Interaction; Health Education; Active Lifestyles /Fitness; Meals, Trip, and **37 responses** were recorded. Social Activity & Interactions as well as Active Lifestyles/Fitness received the most feedback with Meals and Trips receiving the least amount of responses. The survey questionnaire also provided in the monthly newsletter, the Center’s web page, Facebook and Survey Monkey

Highlights

- **Veterans Day Luncheon and Recognition Ceremony**

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

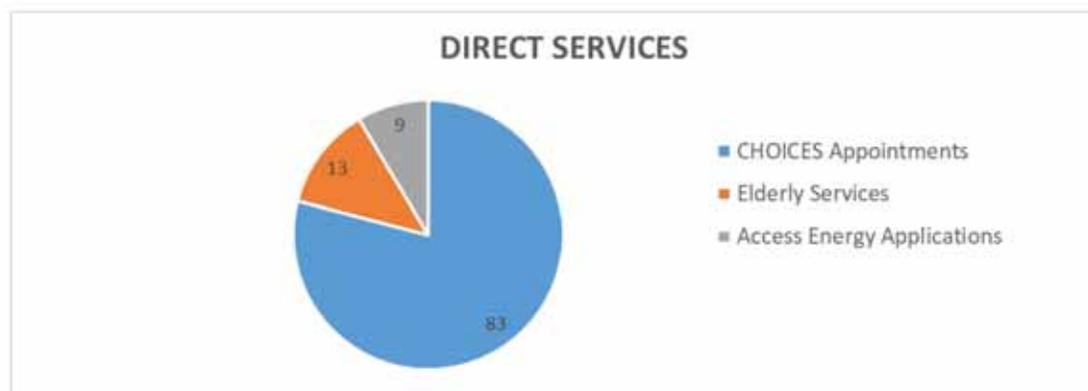


Social Services: The CHOICES program provides unbiased education and assistance with Medicare and other related programs. Penny Whitaker, Volunteer is a Certified

CHOICES Counselors 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 **13** 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.

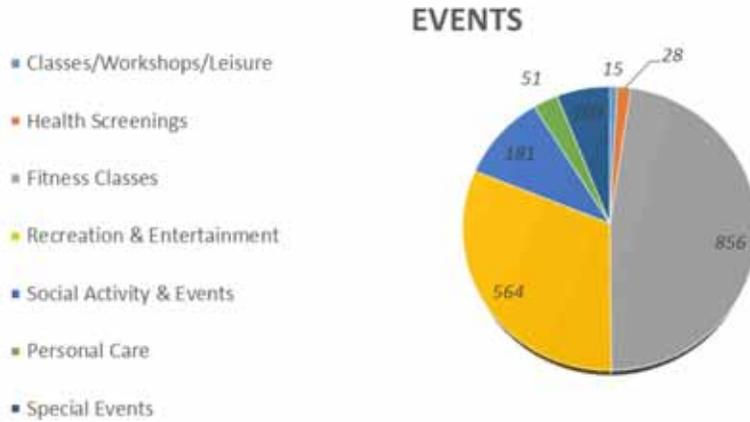
- **Veterans Advocate:** Manny Rodrigues, Commander, American Legion Post #52 of Coventry is currently assisting the Center as our Veterans Advocate. Manny provides support, referrals and is a source of information for our senior veterans. We are grateful to have Manny as part of our team!



Re-opening after Covid closure

Summer of 2021~ The Center introduced a gradual reopening of programs and activities with hopes to resume a full calendar of activities in the fall. The building remained closed for casual socializing and visitation and patrons were asked to call ahead and RSVP for programs, services and on-one-one appointments with the Coordinator. Patrons using the services of the Center were asked to complete a one-time Participation Agreement. The Center welcomed back our podiatrist, chair yoga, book club, bingo and music and fitness classes for the first time in over of a year.

Fall of 2021 ~ Staff continues to seek guidance from our local Health Department, Governor’s Office and CDC for health and safety protocols for our senior population. With caution, the Center has gradually introduced program and activities onto the Events Calendar. The Center is currently underway planning offerings for health/wellness, advocacy opportunities, aging services, technology services and off site recreational opportunities for the upcoming months.



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

In the fall of 2021, the Center remained closed for casual socializing and visitation. Patrons were asked to call ahead and RSVP for programs, services and on-one-one appointments with the Coordinator.

In June of 2022, the Center welcomed back new and former vendors for health and wellness services, which includes exercise classes, salon services, nail technician and podiatrist.

COVENTRY RIDES TRANSPORTATION PROGRAM ANNUAL REPORT FY 2021-2022

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: 129

Rides Unduplicated: 44

One-Way Trips: 539

Vehicle Hours: 405

Miles Total: 5219

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: Christine Coss, 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 on a first come, first served basis. Howard Haberem continued per diem driving 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. Volunteer drivers will be utilized as soon as the need arises.

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 as needed. 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.

Special low cost "wellness" trips for senior citizens and residents with disabilities resumed after being paused due to Covid concerns and out of an abundance of caution. Transportation costs associated with these trips are paid for with the MGP Department of Transportation Grant funding, allowing the cost of these trips to be kept low. The average cost of these trips is between \$10-\$30 dollars with lunch included on some trips. The following trips were offered this year: New Britain Museum of American Art, David Hayes Sculpture Fields along with lunch at Coventry Pizza, and once-a-month lunch trips locally. Monthly small group trips from Orchard Hills to Walmart have taken place, typically on the third Tuesday of each month.

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 2021/22**

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, 2022.

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; and we had to re-purpose a portion of the grant to facilitate an emergency pipe lining project in Orchard Hill Estates II. This was necessitated by frequent sewer clogs and some deteriorating cast iron pipes. The project is well underway and will be completed by the end of October 2022. We will use the remainder of the grant to continue with kitchen upgrades, replacing water heaters, and replacing some exterior doors.

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 as of 6/30/22 were \$921 for an efficiency and \$959 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.

2022 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.

Sharon assisted the Town of Coventry Human Services Department with 75 Renters Rebate applications by collecting and photocopying the financial information for the program.

We are an Energy Assistance Site through the ACCESS Agency. She processed 78 applications that will give assistance to the tenants in the form of a credit on their electric bills.

Sharon has provided all 85 residents with some 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 \$43,097 This is an increase of \$589 over the 2021 PILOT payment of \$42,508.

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, 2022, The Coventry Housing Authority maintenance staff completed 348 work orders for maintenance service.

Office Upgrades

We secured a CARES act grant in the amount of \$11,908 which we used to update and reconfigure our office to provide a safe work area.

Unit Turnovers

The Coventry Housing Authority maintenance staff renovated 15 apartments during turnover in the fiscal year ending June 30, 2022. 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 2021 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, 2022.

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:
July 2021 – June 2022**



**Coventry Parks &
Recreation**

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

Staff:

Lesley Munshower,
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
Pam Miller, 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.

06238



Recreation Programs: Ripe for a Comeback

Camp Wangumbaug

Following the cancellation of Camp Wangumbaug in the Summer of 2020 due to COVID-19, the program made its triumphant return to Patriots Park in June 2021! The program ran for 8 weeks before wrapping up for the season on Friday, August 13th.

Camp staff ensured that all COVID-related safety guidelines were adhered to, including masking while indoors, frequent hand washing/sanitizing and the disinfecting of frequently touched surfaces. Other changes made to the program for this year included the cancellation of both the Mini-Explorer and Trailblazer programs, so that staff could focus enrollment on those kids most in need of childcare, grades K-6. Counselors-in-Training were also on hand to assist in group management, while trips were placed on hold for this year.

Recreation Daze

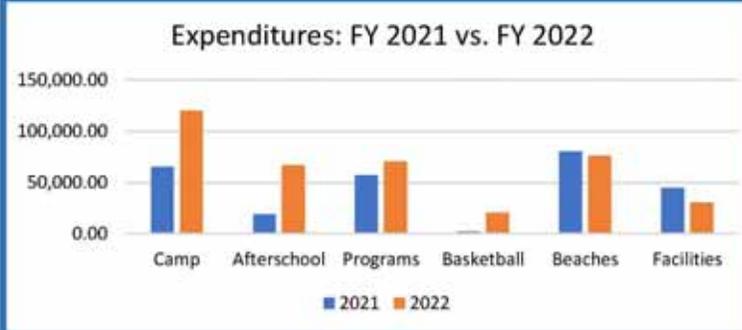
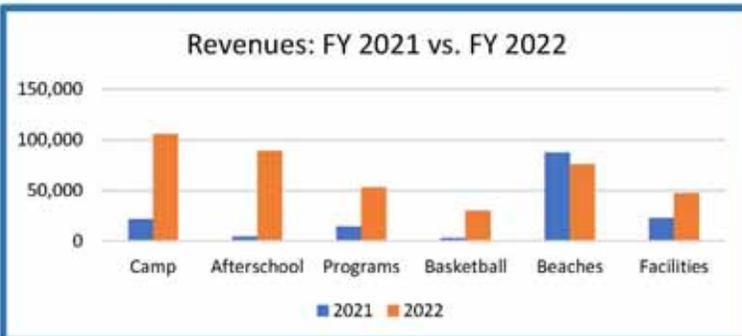
After closing in March 2020 due to COVID-19, Rec. Daze re-opened for the year on September 1st, accommodating 14 kids in before school and 26 in after school. Staff worked through the summer months preparing for opening day by hiring staff, promoting registration, ordering supplies and corresponding with the schools and bus company. Staff also opened lines of communication with the school Nurses, in light of COVID-19 protocols, specifically regarding exposure and quarantining to ensure that our policies are consistent.

Youth Basketball

After a one year hiatus, Coventry Youth Basketball returned with some slight modifications to the season. The season start was delayed a month as staff awaited gym usage approval from the school and COVID – 19 guidelines from the state. Due to limited gym space Grades 3 & 4 formed a co-ed in house league and Instructional was divided into two six-week sessions to keep the groups the small. Despite navigating referee shortages and team quarantines, it was a successful season with many of Coventry Travel Teams making it to the finals in the tournament. In total, over 260 children participated in Coventry Youth Basketball.



By the Numbers...



By the Numbers
FY '21-'22

SOCIAL MEDIA

12%

INCREASE IN FACEBOOK FOLLOWERS

- 2247 Total Followers
- 12.181 Average Post Reach
- 19% Average Engagement

PROGRAMS

BEFORE/AFTER SCHOOL HOURS OFFERED

- 12 Families Served PM
- 16 Families Served AM
- 5400 Shading Services
- 7 Staff Employed

678

596

CAMPERS ENROLLED: CAMP W

- 780 Snacks Served
- 388 Hours of Programming Provided
- 14 Staff Employed

YOUTH BASKETBALL PARTICIPANTS

- 81 W-3 Instructional
- 120 Rec. League
- 52 Travel League

263

23

NEW OR RETURNING PROGRAMS

- 176 hrs of Wellness Programming
- 275.5 Hours of Youth Programming

FACILITY RENTALS

EVENTS IN THE LODGE & MILL BROOK PLACE

- 85% of Rental Inquiries Booked

264

23

COMMUNITY GROUPS USING FACILITIES

- 427.50 Hours Used

www.coventryct.org • Recreation

COVID – 19 Impact Still Felt

The Parks and Recreation Department continued to feel the impact of COVID – 19 in FY22 as local regulations changed, vaccines became available, and variants emerged. While many programs were able to return, the staff shifted their time to COVID administrative duties such as reporting positive cases to the Department of Health, communicating with school nurses, completing contract tracing phone calls/emails, collecting negative test results/vaccine records/and return-to-play doctors notes. Staff made adjustments to programs to meet the ever changing guidelines and some programs were modified or cancelled to reduce the potential community spread.

In January, the Parks and Recreation Department assisted in the COVID – Test Kit Distribution by creating and managing the online registration for COVID test kits. Three hundred and fifty households were successfully registered for a pick up time using our online registration software, CivicRec. Staff also took registrations by phone for those with limited access to internet. Test kit pick up time slots were offered from 3:30 – 7pm on January 13th at the Department of Public Works with some timeslots reserved for seniors and essential employees. Parks and Recreation managed the registration lists by deleting duplicates and contacting those on waitlists. This project is a great example of the Parks and Recreation Department fulfilling its mission to meet the needs of the Coventry Community.

Beach Season

Despite the nationwide lifeguard shortage the Summer 2021 Beach season was a great success with many returning staff. Over 2,800 Coventry residents visited Lisicke Beach July 1st – September 6th and the busiest day at Lisicke was July 15th with over 170 residents cooling off at Coventry Lake. Over at Patriots Park the busiest day was August 15th with 49 vehicles entering the park and from July 1st – September 6th over 600 vehicles entered Patriots Park during operating hours.

Summer 2022 beaches opened Memorial Day Weekend with very hot weather. The new Parks and Rec staff were put to the test right away with record breaking crowds. The Parks and Recreation Dept. made many adjustments to accommodate the increase in beach traffic including increasing staff, relocating resident beach sticker sales to Lisicke Beach, and distributing trash bags to guests. In May & June, 625 resident beach stickers were sold and just over 100 Senior Passes distributed. Lisicke Beach saw a big crowd on June 14th, the last day of school!



Welcome to the Team

NEW COMMISSION MEMBER: The Commission welcomed a new member, following the resignation of Matthew Kyer. Pam Miller was appointed as an Alternate Member in January 2022. Pam is a Lions Club Member and coach for the Coventry Lake Community Rowing Group.

NEW DIRECTOR: Our new Director of Parks and Recreation, Lesley Munshower started on July 19th following the retirement of long time director Wendy Rubin. Lesley came to Coventry having worked previously with the YMCA of Greater Hartford and the Town of Thompson, CT. She hit the ground running with new ideas and a renewed excitement to serve the Coventry Community.

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:**
 - Co organized Coventry Youth Basketball with CYB Board
 - Providing guidance to other leagues, including Baseball, Soccer, Softball, Waterski, and Community Rowing
- **Winter Farmer's Market:**
 - Facilitated the use of the Patriots Park Lodge for the Market for their 21-22 season, as their usual location (CHS Cafeteria) was not available due to COVID/social distancing requirements.
- **Coventry Village Partners:**
 - Continued support of the group's activities & assisted in discussions regarding cancelling Arts on Main during the COVID pandemic.
- **University of Connecticut**
 - Facilitated new contracts for UCONN Women's Crew Teams; UCONN Sailing Club & Men's Club Crew Team
- **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.
- **Lions Club - Christmas in the Village:**
 - Continued support of the Lions Club event, Christmas in the Village. Attended meetings, coordinated site needs, and attended the event providing kids activities
- **Veterans Day Race**
 - Continued support of the Veterans Day Race. Attended meetings, coordinated site needs, and attended the event providing kids activities
- **Coventry Cares – Coventry Fest**
 - Attended meetings, coordinated group needs. Ultimately, fireworks were canceled and the event had lower than anticipated attendance.

Enhancing Park and Recreation Facilities



Laidlaw Park Ribbon Cutting

Many town officials and soccer families attended the pavilion ribbon cutting on Saturday May 21st. This pavilion will serve as a respite from the sun and rain for many soccer families. The pavilion will also be available for rent for birthday parties and family gatherings. This pavilion was made possible with state LOCIP funds, donations from Coventry Soccer, Inc, and capital improvement funds allocated by the Town Council.

Miller Richardson Park

SOFTBALL FIELD

In the summer, a final site was selected for the softball fields at the site of the transfer station with plans to move the transfer station to Olsen Farm Rd next to the Department of Public Works. In November, the Coventry community passed the referendum allocating \$325,000 for the first of two softball fields. Throughout the winter, Town officials worked with Barton & Loguidice to finalize design plans for both the transfer station and softball field #1. The transfer station project went out to bid in May and was awarded to Sunset Valley Construction with a construction schedule of July – September.



FOOTBALL FIELD

During the winter months, Town Officials worked on design plans for the Miller Richardson football field improvements and the project went out to bid in May. The Town Council allocated an additional \$50,000 to the project to add on an adult practice softball field. The project bid was award to Sunset Valley Construction and construction was completed in May and June. The improved field will need two growing seasons and will be open for use in Fall 2023.



Other Facilities Updates

CREASER PARK

During the Winter months Parks and Recreation staff met with the Town Manager, Public Works Director and Wetland Agent for a walk through and evaluation of Creaser park grounds and facilities. A plan including removal of damaged trees, pavilion walkway improvements, and cabin demolition and improvements. In April plans were sent to DEEP for approval and a site visit with DEEP staff was scheduled for July. The Creaser Park projects will be funded through allocated LOCIP funds.



PATRIOTS PARK

In the Fall, the Department of Public Works made drainage improvements around the UCONN Men's Rowing/EO Smith Rowing boathouse. At the same time, the Coventry Lake Community Rowing shed was tied into the boathouse electrical. In December, Department of Public Works removed over 15 damaged trees from Patriots Park. One major area of focus was around the band shell and boathouse area. That same area saw improvements with grading and leveling to provide a cleaner and safer area for UCONN Women's Rowing, UCONN Men's Rowing, UCONN Sailing, EO Smith Rowing, and Coventry Lake Community Rowing groups.

Providing Exceptional Experiences

Special Events Bring the Community Together

Summer Stage

In collaboration with Coventry Human Services, a series of events were held at Patriots Park in the summer of 2021, including a Kids Night featuring a Magic Show & music with Song-A-Day Music Center; a Family Movie Night showing *Ferris Bueller's Day Off*; and two concerts with *Eight to the Bar* and *Juice Box* (cancelled due to weather).



Scarecrow Contest Inspires Creativity

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



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

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

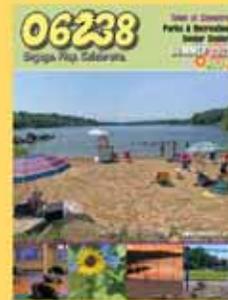


Summer Open House/Safety Fair - NEW



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

'21 -'22 Brochures:



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

ANNUAL REPORT



BOOTH & DIMOCK MEMORIAL LIBRARY

July 1, 2021 - June 30, 2022

OUR STAFF

02

Margaret Khan
MLIS

Library Director

Kayla Fontaine
MLIS

Head of Teen Services &
Technology

Christa Kiedaisch
MLIS

Head of Children's
Services

Jennifer Chretien
MLIS

Adult Services Librarian

Aubrey Bond

Nora Dexter

**Juliana Didero-
Mullen**

**Karen Duhamel
Lambert, MLIS**

Rachel Hora

Donna Murphy

Tasha Murtha

Margaret Norris

Joyce Peterson

Manny Rodrigues

Janette Smith

LIBRARY BOARD

Joseph Jankowski
President

Tim Timberman
Vice President

Elizabeth Parda
Treasurer

Jacob Orcutt
Secretary

Carolyn Arabolos
Trustee

Cory Chillberg
Trustee

Richard Pearson
Trustee

Clare Twerdy
Trustee

Kathy Willett
Trustee

2021/2022 YEAR IN REVIEW

Last year, the Booth & Dimock Memorial Library was open to the public 2,124 hours. During those hours, books circulated from shelves over 46,000 times, nearly 7,000 reference questions were answered, and over 300 people signed-up for a Coventry library card for the first time! Staff created new services, including a Winter Reading Challenge, Chauncey's Choice Book Reviews, and Take & Make program bags.

Library leadership were able to relax pandemic protocols but face new challenges brought by the start of extensive renovations to the library building. Staff built an entire temporary children's department upstairs, rearranged and shifted several other sections, and planned for the closure of the community room and outdoor space. The renovation, which is anticipated to be complete in Summer 2023, will include a courtyard infill, new entryway with a new elevator and staircase, new 100+ person



Chauncey's Choice

The library's new mascot provides a review of the literary classic *Metamorphosis*, by Franz Kafka.

community room, designated teen area, new roof, carpeting, paint, technology improvements, meeting rooms, and a local history area. A Groundbreaking Ceremony was held at the library on June 30, 2022 to celebrate the start of construction.

The Library Board is thrilled to announce that it reached its fundraising goal of \$150,000 to supplement the renovation project. A continued thanks goes to Sondra Astor Stave, whose initial \$75,000 donation inspired the community to donate an additional \$75,000. Gratitude and appreciation goes out to all community members and local businesses who donated to the library's renovation project.

In addition to regular services and new renovation responsibilities, staff received three grants over the last year. These grants, detailed below and totaling over \$40,000, have provided supplementary services and materials to the library outside the normal operating budget:

- \$17,079 ARPA Grant to CT Public Libraries through the Connecticut State Library for the purchase of new furniture and air purifiers.
- \$5,713.75 Fiber to the Library Grant through the Connecticut State Library for an assessment of the library's technology infrastructure. Depending on assessment results, a second grant may be pursued.
- \$20,000 Survey & Planning Grant through the State Historic Preservation Office for a condition assessment of the historic part of the building and repair specs for the highest priority item.

Lastly, the library would like to recognize four staff members for their milestone anniversaries at the library. Janette Smith, with 46 years of service, Margaret Norris with 40 years of services, Joyce Peterson with 35 years of service, and Manny Rodrigues with 10 years of service. Thank you for your dedication and commitment to our community!

Read on to learn more about what the library accomplished last year! We hope to see you soon!

Margaret Khan
Library Director

Library Groundbreaking on June 30, 2022. From Left to Right: John Elsesser, Town Manager; Margaret Khan, Library Director; Kayla Fontaine, Head of Teen Services; Christa Kiedaisch, Head of Children's Services; Joseph Jankowski, Library Board President; Kathy Willett, Library Trustee; Tim Timberman, Library Trustee; Jennifer Chretien, Adult Services Librarian; Claire Twerdy, Library Trustee; Deborah Schander, State Librarian.



04

ABOUT THE LIBRARY

05

Library Mission

The Booth & Dimock Memorial Library provides materials and services to help all residents of the community meet their informational, educational, cultural, and creative needs.

Library Hours

Tuesday 10-8
Wednesday 10-8
Thursday 10-8
Friday 10-6
Saturday 10-3
Closed Sunday and Monday



Library Services

The Library fulfills its mission by offering an immense variety of services and resources to the public, including: books, free wi-fi, internet accessible computer stations, programs for all ages, parents and teacher resources, one-on-one technology assistance, reference assistance, inter-library loan services, home-bound delivery, curbside pick-up, museum discount passes, local history collections, and more!

LIBRARY PATRONS

06

Library Visits

There were 16,171 visits to the library, including 412 visits to our curbside library.

Reference Questions

Staff answered 6,970 reference questions.



Total Library Cards

4,779 Coventry residents have a library card.

New Library Cards

317 new library cards were issued to Coventry residents.

Top Right: Patrons created a display telling staff what they love about the library. One young patron summed it up by saying "because it is fun!" Bottom Left: This winter, library staff challenged the community to read and log 500 books. Residents beat the challenge by reading 583 books between January 1 and February 28, 2022.

CIRCULATION & COLLECTIONS

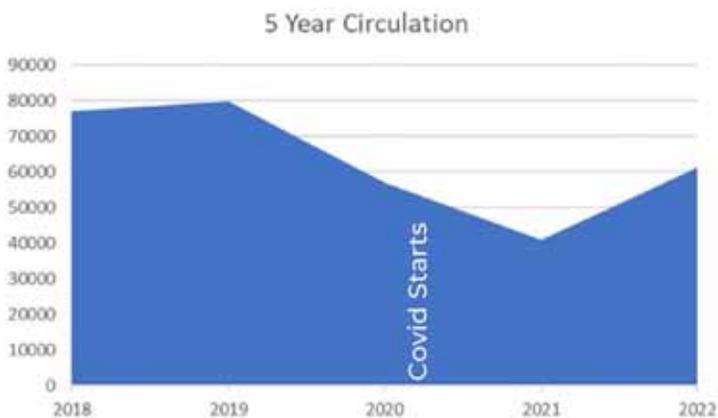
07

What Circulates

The library has 46,289 physical items to check out, including books, magazines, DVDs, video games, puzzles, board games, museum passes, and more! There are collections aimed for adults, teens, children, parents, and teachers available for circulation. In addition to physical items, the library has a robust selection of digital e-books and audiobooks to borrow.

How It's Counted

Every time an item is checked out or renewed, it is automatically counted by our system as one circulation. Circulations include items checked out here at Booth & Dimock Memorial Library, and at other libraries across the state through inter-library Loan (ILL).



Circulation decreased throughout the pandemic, but it is back on the rise now!

Circulation Breakdown

By Item Type

Book	46,457
Magazine	1,395
DVD	5,107
Audiobook	1,345
Digital Items	5,870
Other	909

By Section

Adult	25,700
Teen	3,954
Juvenile	25,354
Other	205

Total **61,083**

If each book that circulated was a single purchase, our patrons would have spent \$1,227,869 out-of-pocket for books!*

Instead, the library spent \$23,473 on books resulting in a return of \$52.30 to the community for each dollar spent on books!

Booth & Dimock Library sent 3,909 items to other libraries, and borrowed 4,717 items from other libraries through the state Inter-Library Loan Program.

Collection Breakdown

Adult Books	15,703
Young Adult Books	3,431
Juvenile Books	20,470
Audio	2,185
Video	3,507
Other	993

Total **46,289**



08

*Provided by <https://lovelibraries.org/what-libraries-do/calculator/>

PROGRAMS

09

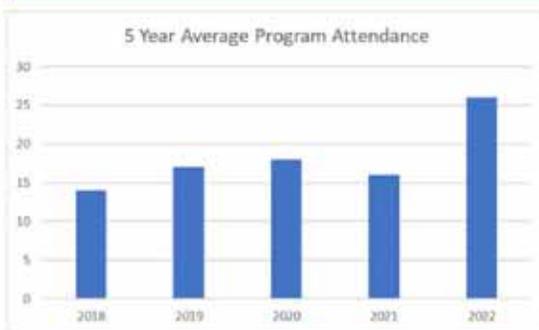
202 Total Programs

- 73 in person
- 12 virtual
- 27 pre-recorded
- 90 take & make

5,412 Total Attendance

- 1,707 in person
- 121 virtual
- 758 pre-recorded
- 2,826 take & make

Average program attendance has gone up significantly over the last year, largely due to the convenience of families using Take & Make program bags.



Right hand photos, from top to bottom: Family Fun Bundle Bags available for pick-up at the library, one of the many popular Take & Make programs offered throughout the year; Patron art submitted for the library's Tiny Art Show, a collaborative, all-age program.

TECHNOLOGY

10

A vital component of the library is technology and internet, both as services provided to the community, and as resources utilized by staff to help fulfill the library's mission. The library offers free wi-fi and use of internet accessible computers, as well as scanning, copying, and faxing services. The library's website and social media help to advertise and promote services and activities.

24,937 Wi-Fi Sessions

1,652 Computer Sessions

Website Use

9,647 Unique Views

17,048 Page Views

Facebook & Instagram

316 Original Content Posts

69,627 Reach to Individuals

3,507 Engagements





FINANCIAL

FINANCE DIVISION ANNUAL REPORT FY 2021 - 2022

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
Carrie Zahner, Collector of Revenue
Ida Cabral, Assistant to the Collector
Michael D'Amicol, Assessor
Rachel Vertefeuille, Assistant to the Assessor

GOALS AND ACCOMPLISHMENTS – FISCAL YEAR ENDING JUNE 30, 2022

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 2021 Annual Comprehensive Financial Report, and has submitted the fiscal year 2022 Annual Comprehensive 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. This is the Town's 14th year of receiving this prestigious award.

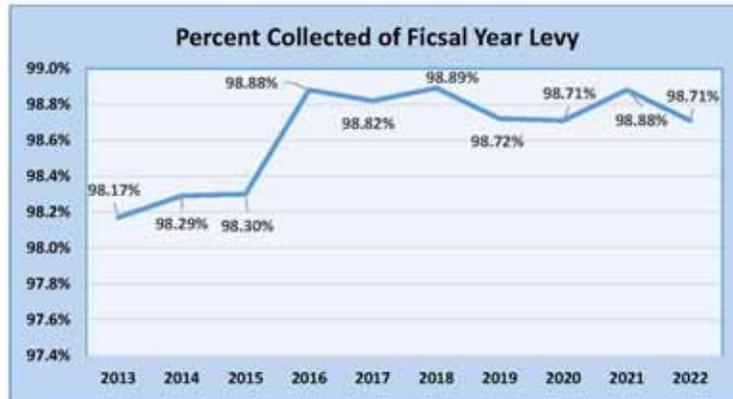
A Certificate of Achievement is valid for a period of one year only and has been received for the past ten years. Annual audits, budget documents and other financial reports are available for review on the web at www.coventryct.org. Our goal is to provide information to the public in an understandable 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, 2022 we are able to report several very positive benchmarks. The unassigned fund balance for the General Fund of the Town remained steady at 12.4%. While this is a slight decline from prior years, Coventry remains holding a higher unassigned balance than many comparable Towns. The current Town Council goal is an unassigned balance of 15.0%. The Town's Pension Plan's funding level dropped slightly due to market conditions as of June 30, ending the fiscal year at 71.6% 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 98.81%. These positive trends reflect overall good economic health for our residents.

REVENUE COLLECTION OVERVIEW – 860-742-4066

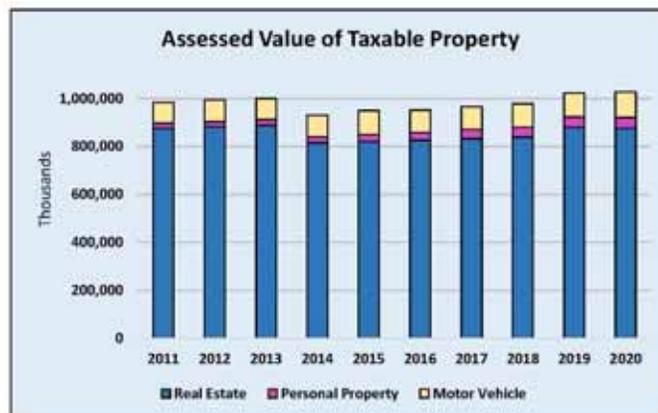
This office collects all revenues received by the Town of Coventry for property tax, sewer assessment and usage, and COVRRRA fees. The major component of General Fund revenues is the property tax, and the collection of current and delinquent taxes is the primary focus of the office staff. During the fiscal year ended June 30, 2022, the percentage of current year property taxes collected was 98.81%. The collection of all property taxes represents 77.1% 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, 2022 (grand list year 2020). The next revaluation will occur for grand list year 2024.

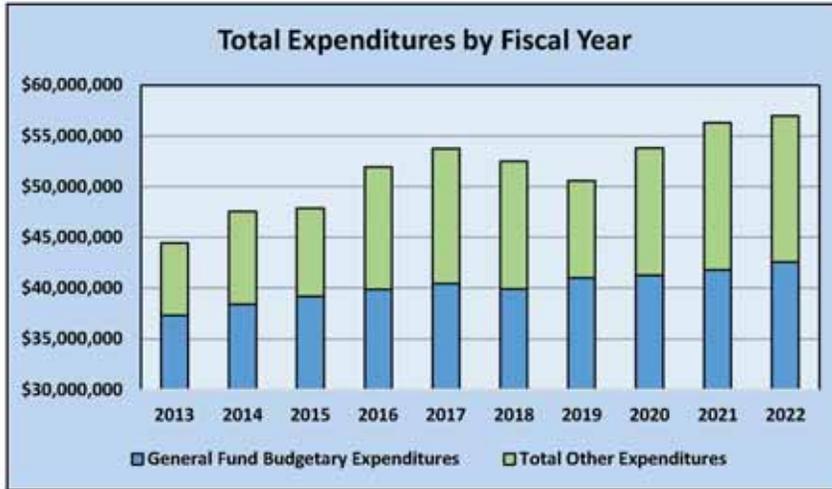
The following chart shows the grand list growth over the past ten years, and the distribution of property values between the categories of real estate, personal property and motor vehicle. The 2020 grand list showed an increase in taxable property value of approximately 0.5%, mainly due to modest growth.



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 \$56.98 million, an increase over the prior year of \$680 thousand. 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.



FY2022 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, 2022 are as follows:

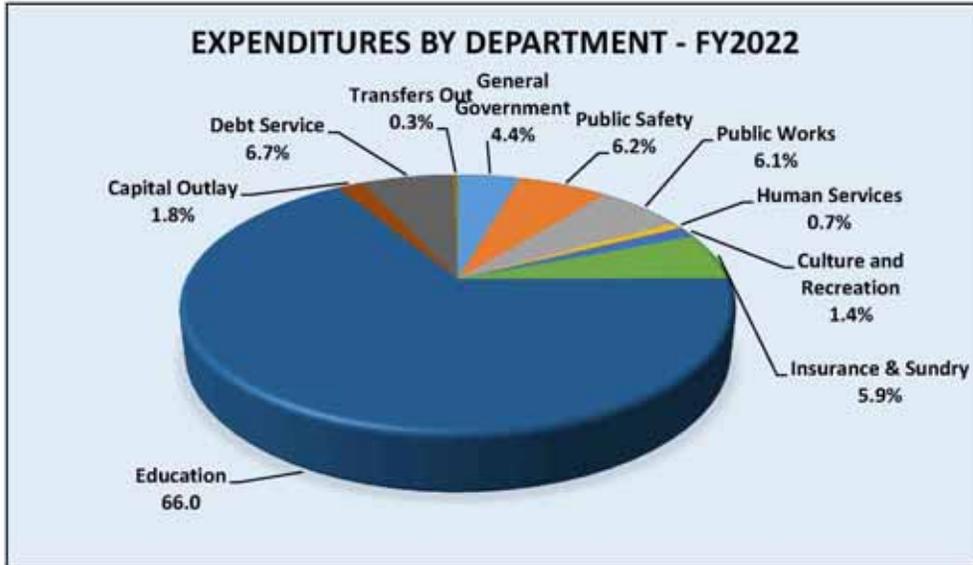
Source	Amount	%
Property Tax	\$ 32,863,240	77.1%
Federal and State Grants	8,474,491	19.9%
Charges for Services	808,523	1.9%
Sewer Assessments	478,993	1.1%
Investment Earnings	18,533	0.0%
	<u>\$ 42,643,780</u>	

The Town heavily relies on both property taxes and State grants to maintain its current levels of operations and services provided. The Town collected 99.79% of the total revenue in the final budgeted revenue (\$42,731,678). 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.

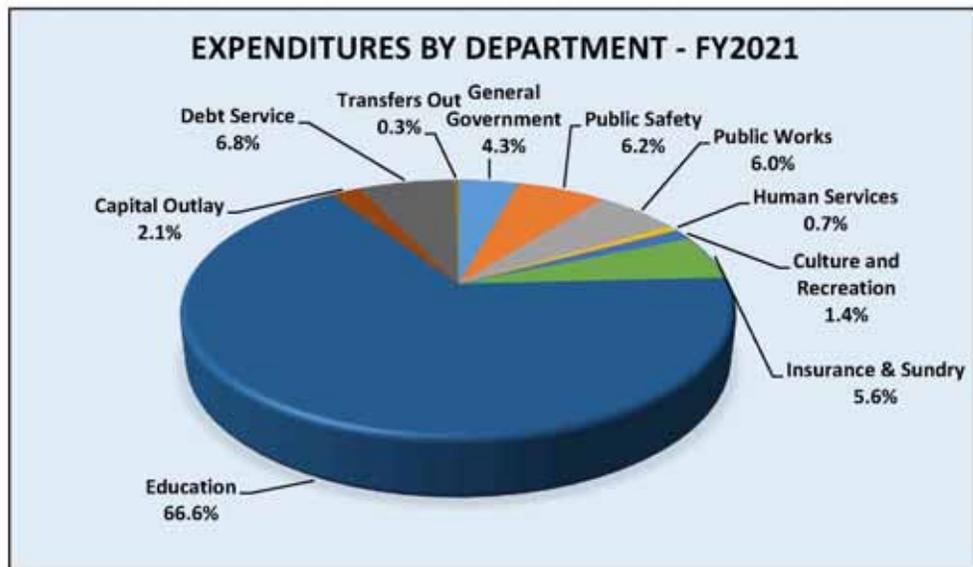
ACCOUNTING AND TREASURY DEPARTMENT

FY2020 Operating Results (Continued)

The total expenditures incurred in the General Fund on a budgetary basis for the year ended June 30, 2022 can be broken down by department as follows:



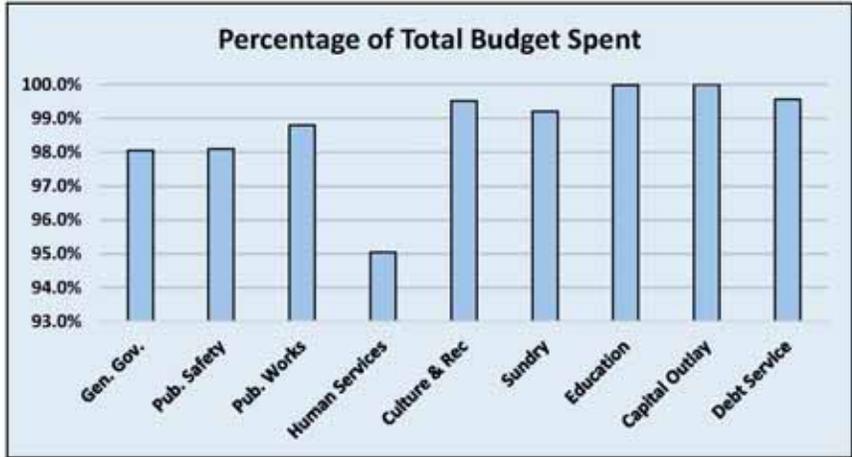
For comparative purposes, the budgetary basis expenditures by department for the previous fiscal year ended June 30, 2021 are broken out as follows:



ACCOUNTING AND TREASURY DEPARTMENT

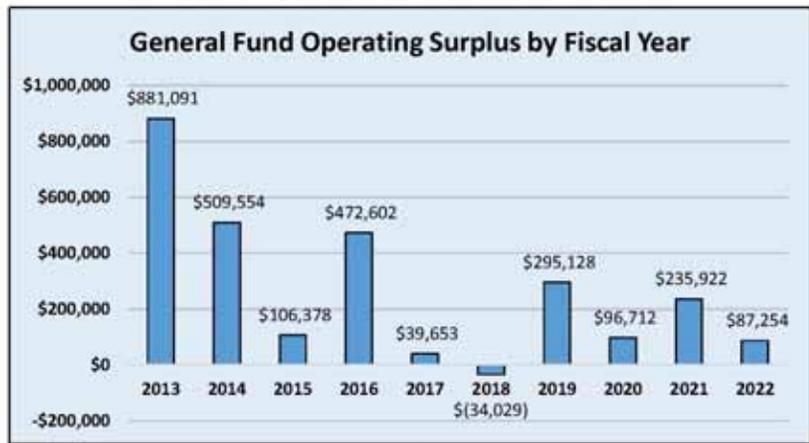
FY2022 Operating Results (Continued)

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, 2022 and with in-depth budget review, and continuous and detailed budgetary monitoring, the Town ended the fiscal year spending 99.59% of the final General Fund budget. In addition to budgeted operations, the Town Council authorized additional expenditures for: the Landfill Venting project, the Town Manager intern, safety upgrades at Patriots Park, LOTCIP Engineering expenses, funding a portion of the EMS Fund deficit, an additional transfer to CNREF and the creation of a Sick and Severance Fund. Even with the \$308,548 of additional appropriations, the Town was able to end in a surplus due to the increased revenue collections.

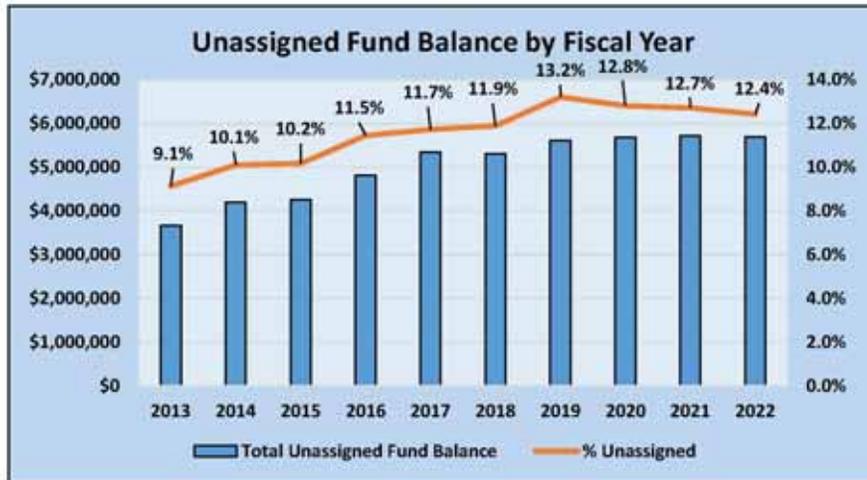
Budgetary operating results for fiscal year ended June 30, 2022 included a surplus of \$87,254. Comparison of General Fund operating results by year are as follows:



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 2022, Coventry’s unassigned fund balance as a percentage of GAAP-basis expenditures was 12.4%. 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
2022	\$ 29,467	2017	\$ 82,884
2023	15,922	2016	46,337
2024	89,793	2015	43,669
2025	170,700	2014	42,424
2026	129,581	2013	45,070

ACCOUNTING AND TREASURY DEPARTMENT

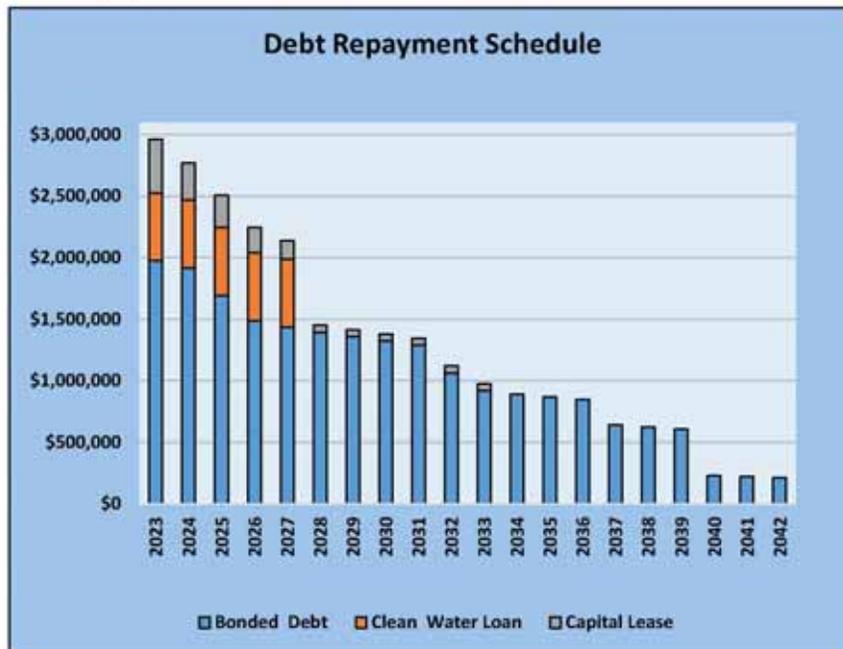
Debt Service

The Town issued two new capital leases in fiscal year 2022, for the purchase of a Fire Tanker and for a small dump truck for public works. The tanker was a twelve-year lease totaled \$617 thousand and has an interest rate of 1.705%. The dump truck was a five-year lease totaled \$160 thousand and has an interest rate of 1.705%. The Town's total lease liability as of June 30, 2022 was \$1.57 million dollars. This debt will mature through fiscal year 2033 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 \$16.815 million, with maturity dates ranging from fiscal year 2022 to fiscal year 2042.

Future debt service payments are as follows:



ACCOUNTING AND TREASURY DEPARTMENT

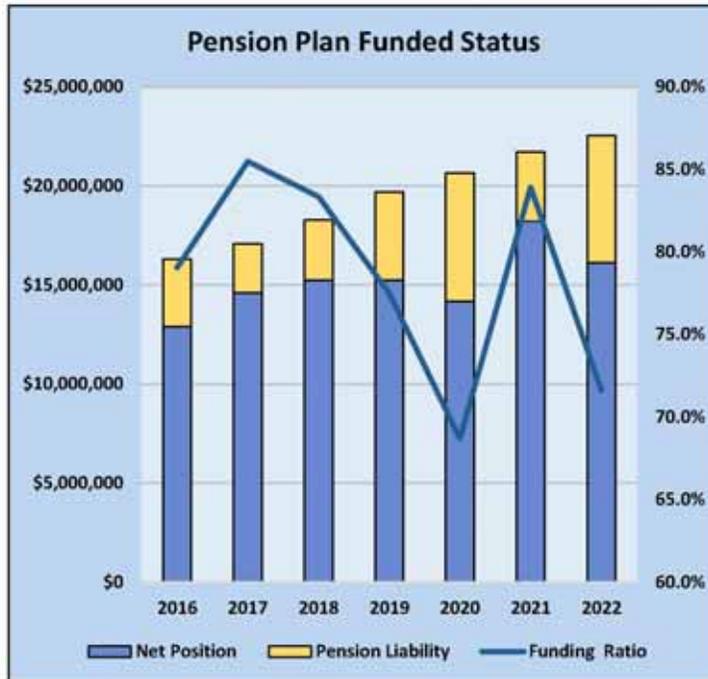
Pension – 860-742-3528

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, 2022, pension calculations were processed for 10 employees, (5 actives, 1 early retirements, 4 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 -6.39% for the year ended June 30, 2022. Historical earning trends are as follows:

2022	2021	2020	2019	2018	2017
-6.39%	35.31%	-4.67%	-0.19%	6.81%	13.15%

The Plan’s fiduciary net position as a percentage of total liability is 71.60% 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 COVRRRA (trash) fees. Interest and fees, where applicable, are also processed and collected. All collections require daily, monthly, quarterly and annual reports.

The 2020 Grand List bills for Real Estate (6,373), Motor Vehicle (13,140), Personal Property (746), and COVRRRA (4,836) were printed and mailed late June 2021 by an outside vendor. The Supplemental Motor Vehicle (2,490) bills were also printed by the outside vendor. The Sewer Assessment (289) and Sewer Use (951) 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 May 1 and 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. The billing is for motor 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 CT Department of Motor Vehicles twice a year. This report to DMV prevents a taxpayer from registering or reregistering any vehicle until all delinquent taxes and interest are paid.

Delinquent notices are sent throughout the year. Tax Collector's Demands are sent for delinquent accounts that owe 2+ years. Taxpayers that fail to comply with the demand have their accounts turned over to the State Marshal for collection in the form of an alias tax warrant. Notices of intent to lien for Real Estate, Sewer Use and COVRRRA delinquent accounts were mailed out in March & April. After the statutory requirement of 15 days notice had passed, liens were filed in April & May on the remaining accounts.

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 country. In recent years, a drop box was mounted inside the rear entrance vestibule to town hall as an added convenience for our taxpayers.

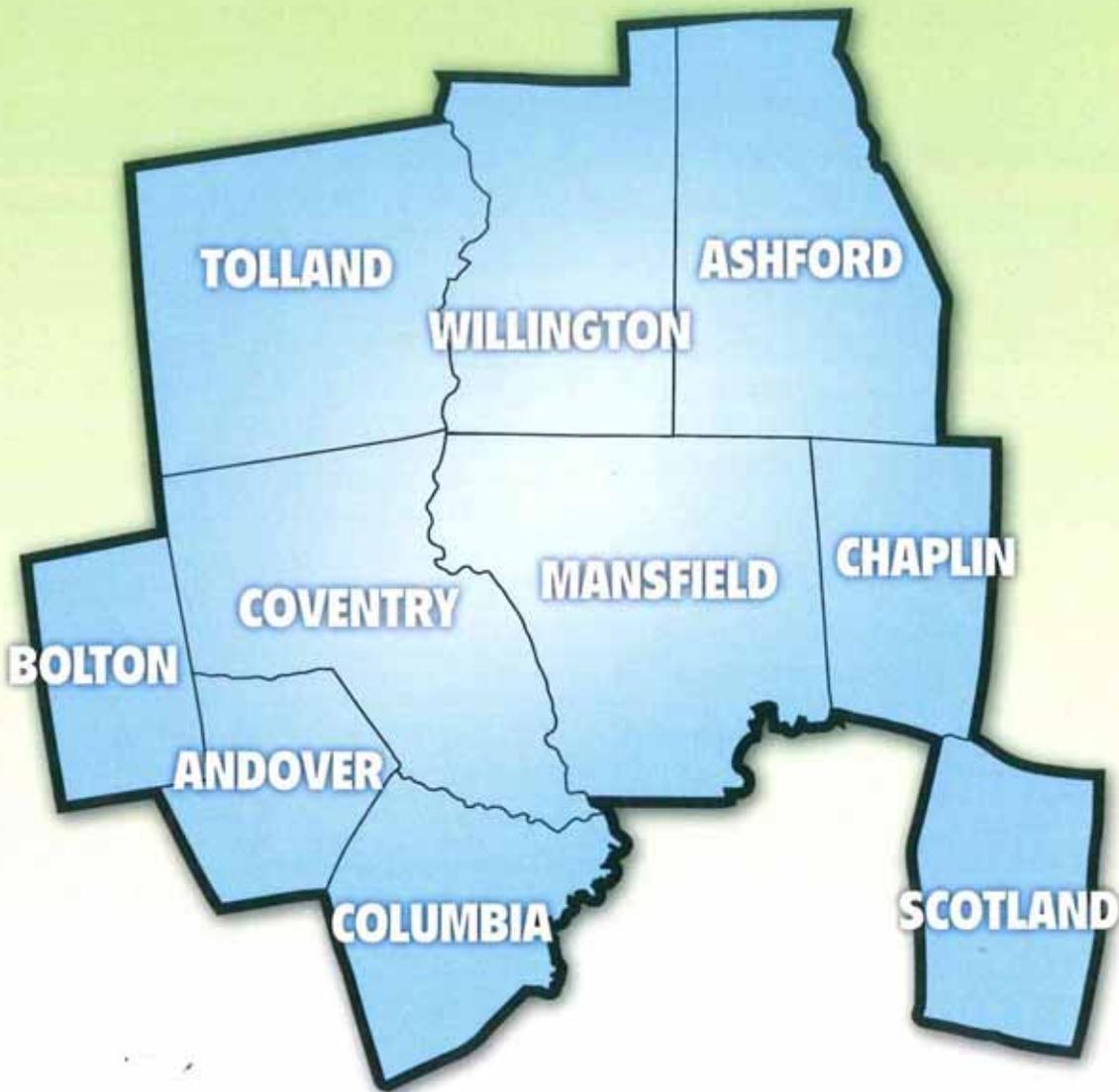
This office also processes and deposits payments from other departments and the school lunch program, in conjunction with the support and guidance from the Finance department. Cash and checks are delivered to the Collector's office throughout the week and verified upon receipt. These payments are posted and deposited multiple times throughout the 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.

AGENCIES



2021-2022 ANNUAL REPORT



Serving the towns of:
Andover, Ashford, Bolton, Chaplin, Columbia, Coventry,
Mansfield, Scotland, Tolland and Willington
Population: 79,423 Service Area: Approximately 208 Square Miles

Health District Staff

Robert L. Miller, MPH, RS	Director of Health
Kenneth Dardick, MD	Medical Advisor
Glenn Bagdoian, RS	Sanitarian II
Ande Bloom	Public Health Project Specialist
Millie Brosseau	Office Manager
Christine Grulke BSN, MEd, RN	Public Health Nurse
Holly Hood, MPH, RS	Sanitarian II
Thad King, MPH, REHS, RS	Sanitarian II
Courtney LeBlanc, BSN, RN	Public Health Nurse
Mia Mitoma	Vaccine Program Administrative Assistant
David Oellerich, APRN	Public Health Nurse
Lynette Swanson	Chief Sanitarian
Cecile Serazo, BSN, RN	Community Health and Wellness Coordinator
Nishel Thompson, MS	Public Health Emergency Preparedness Coordinator



Back Row left to right:
 Rob Miller, Nishel Thompson, Glenn Bagdoian, Thad King,
 Cecile Serazo, Courtney LeBlanc, Lynette Swanson
 Front Row left to right:
 Millie Brosseau, Mia Mitoma, Ande Bloom, Christine Grulke

EHHD Board of Directors

John Elsesser (Chair)	Town of Coventry
Mark Walter (Vice Chair)	Town of Columbia
Eric Anderson (Assistant Treasurer)	Town of Andover
Cathryn Silver-Smith	Town of Ashford
Jim Rupert	Town of Bolton
Robert Morra (Alternate)	Town of Bolton
Vacant	Town of Chaplin
M. Deborah Walsh	Town of Coventry
Ryan Aylesworth	Town of Mansfield
Heather Evans	Town of Mansfield
William Kaufold	Town of Mansfield
Susan Powers	Town of Scotland
Brian Foley	Town of Tolland
Tammy Nuccio	Town of Tolland
Erica Wiccenski	Town of Willington

Mission Statement -

Eastern Highlands Health District is committed to enhancing the quality of life in its communities through the prevention of illness, promotion of wellness, and protection of our human environment.

Vision - Healthy people, healthy communities ... healthier future.



Message from the Director

A Period of Transition

The COVID-19 virus was not done with us in Fiscal Year 2021/2022. The end of December through the beginning of February saw the highest prevalence of cases since the pandemic first started in March 2020. Needless to say, our health district worked tirelessly during this period to support our schools, our towns, and mitigate transmission risk in the community. Despite this demand on our staff, and after two years of battling COVID-19, in February we began the process of transitioning away from some of the higher demand pandemic response tasks, and into more normalcy at the Health District. This included restarting a number of special projects and initiatives that were paused during the pandemic. Below is a rundown of some of those items and other highlighted activities for Fiscal Year 2021/2022.

Environmental Health – We engaged our business community and Board of Directors to develop and adopt new provisions in our Sanitary Code that establishes a permitting and inspection program for Barbers, Hair salons, and other cosmetology businesses. We leveraged technology by launching a new online license renewal program for all food service establishments. Finally, after environmental staff noted changes in observed water quality data the agency issued its first report on a multi-year survey of sodium chloride contamination in private wells within the Health District jurisdiction.

Community Health – The health district continued to expand its scope of clinical services during fiscal year 2021/2022. In addition to adult flu vaccinations this was the first year our agency offered seasonal flu shots to children. We hosted five flu clinics, with four targeting our first responder community and their families.

Public Health Emergency Preparedness and Response – The EHHD administered over 2400 COVID-19 vaccinations during more than 130 clinics district-wide. We provided contact tracing or support for over 7000 cases of COVID-19. This includes over 1450 school-associated cases. The EHHD issued weekly surveillance reports to community partners and the general public providing local COVID-19 surveillance data and news. We partnered with UConn Storrs on a number of pandemic response infection control activities including testing, and messaging. We supported and partnered with 12 school districts to establish and implement risk mitigation measures. We supported local businesses and town governments with safe workplace guidance for essential workers and town recreation department support for youth sports programs and summer camps. We recruited and/or retained over 200 Medical Reserve Corps volunteers who supported contact tracing, and our mass vaccination campaign. In addition, we provided pandemic-related education and information to the general public on multiple informational platforms.

Finally, as an important reminder, the above highlighted activities and initiatives is a demonstration of our agency's ongoing, and deep commitment to enhancing the quality of life in our communities through the prevention of illness and promotion of wellness. This is our mission and the foundation of all that we do.

My door is always open.

Yours in Health,

Robert L. Miller, MPH, RS.
 Director of Health



Tel: (860)429-3325 • Email: ehhd@ehhd.org • www.ehhd.org



Public Health

Prevent. Promote. Protect.

Local health departments work across the nation to prevent disease, promote health and protect communities. The National Association of County and City Health Officials (NACCHO) developed this logo to promote universal recognition of this critical work and to provide a consistent image and message for local health departments. EHHD is proud to support this national effort.

What is a Health District?

Health districts are much like full-time municipal health departments in the services they provide. They are governmental entities that carry out critical local public health functions that include: infectious disease control, code enforcement and health education. Through a binding relationship with member towns (provided for in state statutes), services are offered to a group of towns that may not otherwise have a full-time health department without district membership. Joining a health district is an attractive option for towns because they are provided access to full-time public health services at minimal cost. District membership increases the ability of a town to benefit from grant-funded public health programs. Towns that are members of health districts provide annual per capita contributions to support health district operations.

Top 10 Benefits Your Community Receives as a Member of a Public Health District:

1. A professionally staffed department with fully trained and certified personnel.
2. Improved availability of services; seven days a week, 24 hours a day for emergencies.
3. Less fragmentation of services.
4. Uniform enforcement of state laws and regulations, codes and ordinances.
5. A regional approach to public health problems that cross town lines.
6. Pooling of manpower for backup services in times of need.
7. The capability to address a wider scope of public health problems and issues than your community could manage on its own.
8. Reduction of waste and maximized effectiveness through problem identification, priority setting, improved coordination and more efficient use of resources.
9. Eligibility for extensive state and federal funding, bringing services to the local level that might not otherwise be possible.
10. An opportunity for your town to network with other local health departments and state agencies.

10 Essential Services of Local Public Health:

1. **Monitor** health status to identify community health problems.
2. **Diagnose** and **investigate** health problems and health hazards in the community.
3. **Inform, educate** and **empower** people about health issues.
4. **Mobilize** community partnerships to identify and solve health problems.
5. **Develop** policies and plans that support individual and community health efforts.
6. **Enforce** laws and regulations that protect health and ensure safety.
7. **Link** people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. **Assure** a competent public and personal health care workforce.
9. **Evaluate** effectiveness, accessibility and quality of personal and population-based health services.
10. **Research** for new insights and innovative solutions to public health problems.

EHHD'S PROGRAMS AND SERVICES

We provide the community with a range of programs and services to promote and protect environmental, personal, and community health.

Emergency Preparedness

This year Eastern Highland Health District's Emergency Preparedness program continued its Emergency Response to address the ongoing COVID-19 pandemic. EHHD worked alongside its partners and constituents by keeping them informed in the face of rapidly changing COVID-19 information, providing mass vaccinations and local testing sites. EHHD conducted COVID-19 vaccination clinics town buildings, farmers markets, libraries and supported regional vaccination exercises. The EHHD Medical Reserve Corps (MRC), a unit of medical and non-medical volunteers from the community, continued to dedicate their time and effort to support COVID-19 vaccinations including its booster shots.



With the success of the previous COVID-19 mass vaccinations, EHHD excelled in hosting smaller scaled pop-up clinics in efforts to capture more of their local population as well as introducing homebound vaccinations per request. EHHD delivered more than 2400 vaccinations against COVID-19 through the end of June 2022.

As the pandemic began to slow down and state restrictions lifted, EHHD closely monitored positive cases in efforts to support and guide local schools or businesses with any concerns they may have. With the support of CTDPH, EHHD provided PPE, (pulse oximeters and thermometers), to health care providers. Public Health will continue to be flexible and adaptable and the EHHD will continue to be part of whole-community disaster planning and response. On May 19, 2022, EHHD attended a regional Anthrax training exercise in efforts to stay informed and equipped for a potential bioterrorism crisis.

EHHD offers its very heartfelt thanks to all of their community partners who have made the COVID-19 response possible. It would not have been successful without the EHHD MRC volunteers, CTDPH, local fire/police/emergency management, UCONN, local schools and town leadership, senior centers and many more. For continued information and announcements in regards to our effort to combat COVID-19 please visit our social media pages or website www.ehhd.org

Environmental Programs

Water Quality – EHHD reviews and approves private well sites and drinking water analysis reports to assure that the drinking water supplies are free of harmful bacteria, chemicals and pollutants. Our sanitarians provide guidance and information to residents with water quality issues and concerns. The health district also inspects and monitors the water quality at public bathing areas and public swimming pools to ensure compliance with water quality and health safety standards.



Subsurface Sewage Disposal – EHHD sanitarians conduct site evaluations and soil testing, review septic system design plans, issue permits to construct, and perform site inspections during construction to verify compliance with codes and technical standards. The health district is also required to evaluate the septic system impacts from proposed building additions, accessory structures and use changes on all properties served by on-site subsurface sewage disposal systems.



Food Protection – All food service establishments are inspected frequently and operating licenses are renewed annually. Temporary and special events, including farmers' markets, where food is served to the public, are also permitted and inspected for food safety compliance.

Campground/Daycare/Youth Camp Inspections – EHHD conducts annual family campground inspections, biennial daycare inspections, and assists the State of Connecticut with youth camp kitchen inspections.

Complaint Investigation/Code Enforcement – EHHD staff investigate all complaints received by the department, ranging from food protection and water quality concerns to housing, sewage, vermin problems, and COVID-19. Where conditions are found that violate the Public Health Code or Connecticut General Statutes, and such conditions are not corrected voluntarily, property owners or violators are then subject to enforcement procedures.

Childhood Lead Poisoning Prevention – EHHD receives laboratory reports of blood lead tests for children under age 6 when blood lead levels are 5 µg/dL or above, and tracks these cases until the child's blood lead level is confirmed below this reference level. The health district provides re-test reminder letters and educational packets to these families to help them understand the health risks associated with lead exposure and assist them in identifying and reducing lead hazards in their child's environment. Elevated blood lead levels can require additional intervention by the health district, including property inspections and lead abatement enforcement.

Communicable Disease Surveillance & Control

Disease Surveillance – EHHD conducts communicable disease surveillance to detect outbreaks. Examples of communicable diseases include but are not limited to: COVID-19, hepatitis, rabies, and foodborne illness. Statistics detailed at the end of this report represent the total number of reported disease cases that have public health significance in member towns (it is generally acknowledged that these diseases are underreported within the population).



Disease Control – Clinical laboratory and physician case reports are reviewed for possible follow-up and investigation. Outbreaks of disease are investigated, and measures to prevent and control further spread of disease are implemented when necessary. The second half of the fiscal year has been heavy on COVID-19 response efforts.

Community Health

EHHD Health Promotion initiatives focus on developing sustainable interventions and nurturing partnerships to build a healthier community. While targeted programming is utilized when appropriate, our primary focus is on policy, systems, and environmental changes to promote and encourage healthy lifestyles for all member town residents, employees, and visitors. EHHD continued to provide information on the prevention of acquiring Lyme disease, and other tick-borne illness as the use of outdoor spaces increased. EHHD continued to promote the importance of keeping up-to-date on immunizations and provided Covid-19 vaccines to the community. During the winter, EHHD distributed radon test kits to residents. These kits allow residents to be aware of the current radon levels in their home, and to take action if necessary.

Tobacco Free Living – Focusing on policy, systems, and environmental changes, EHHD developed toolkits to encourage towns in Tolland County to adopt smoke free policies or ordinances to make their workplaces smoke free. The toolkits can be found on the EHHD website. EHHD continues to assist the Town of Mansfield with implementation of its smoke free workplaces policy. A toolkit was developed to assist other organizations/communities to implement similar policies. In addition, EHHD continues to update a summary of smoking cessation resources. The resources include web phone, text, and nicotine replacement therapy cessation methods.



Be Well – Developed by EHHD in 2006, this program provides comprehensive programming and promotion on a contractual basis to local employers. The goal of this employee wellness program is to improve the overall health and wellness of employees through initiatives that target risk factors for health. This program is provided as a fully contracted service to the Town of Tolland. Basic Be Well initiatives are also provided to member towns, school employees and private sector businesses through the State of Connecticut Preventive Health Block Grant (to focus on policy and environmental changes to reduce the incidence of obesity in worksites). Each year Be Well contributes to strong health outcomes and a significant return-on-investment for participating employers. Examples of programs and policies implemented include, but aren't limited to, quarterly wellness newsletters, online wellness resources, on-site biometric health screenings, and wellness seminars. You may learn more about the program at www.ehhd.org/be_well. Find more information about having Be Well as part of your business or organization by sending an email to Be_well@ehhd.org.



Health Education: EHHD provides its member towns and residents with newsletters, social media sites and web pages for health information, and regular updates with health and wellness "hot topics". EHHD continually updates the social media pages (Facebook and Twitter). We focus "hot topic" updates on providing clear and concise information on health topics pertaining to a particular month or season. EHHD participated in several educational workshops and health fairs throughout the year focusing on topics such as hurricane/emergency preparedness, childhood vaccines healthy snacks for kids, planning for care as you age, and flu prevention and treatment.

Plan4Health Initiative: Anchored by the American Planning Association (APA) and the American Public Health Association (APHA), the Plan4Health grant funded EHHD and the Community Health Action Response Team (CHART) to implement strategies to increase physical activity and access to healthy food for our region. During the year EHHD continually marketed the Toolkit to the planning and zoning boards and commissions of small and rural towns in Connecticut. The Toolkit is continually maintained and updated to provide the most current and accurate information. A survey was introduced last year to gain feedback on the Toolkit and its ability to meet the needs of users. This survey will be reviewed and analyzed to make changes for the future. The toolkit and survey is available online at www.healthyeasternct.com



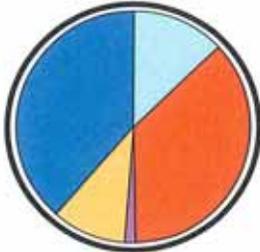
PLAN4Health
An American Planning Association Project

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EHHD

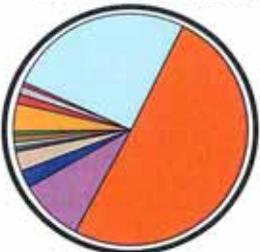
Budget Fiscal Year
2021/2022

FY22 TOTAL REVENUE



Licensure Fees	\$159,398
Local Funds	\$467,528
Other	\$5,200
Program Fees	\$124,056
State	\$474,484
Total:	\$1,230,666

FY22 TOTAL EXPENDITURE



Personnel: Administrative/Management	\$302,860
Personnel: Environmental Health	\$591,019
Personnel: Community Health	\$104,311
Emergency Preparedness:	\$30,822
Administrative Overhead	\$30,960
Communications	\$4,870
Educational/Training	\$1,537
Equipment	\$4,259
Insurance	\$14,115
Legal	\$2,128
Purchased Services	\$49,861
Supplies & Materials/Software	\$14,908
Vehicle&Travel	\$12,603
Miscellaneous	\$(2,877)
Total:	\$1,161,377

* Figures not audited at the time of this publication.

EHHD Service and Activities Data by Town

	Andover	Ashford	Bolton	Chaplin	Columbia	Coventry	Mansfield	Scotland	Tolland	Willington	District Totals
COMPLAINTS											
AIR QUALITY	0	0	0	1	0	0	0	0	1	0	2
ANIMALS/ANIMAL WASTE	0	1	0	0	0	0	0	1	0	0	2
ACTIVITY WITHOUT PROPER PERMITS	0	1	0	1	0	0	0	0	0	1	1
FOOD PROTECTION	0	2	0	1	0	1	9	0	6	1	20
HOUSING ISSUES	0	15	1	4	0	1	13	1	2	7	44
EMERGENCY RESPONSE	0	0	0	0	0	0	1	0	1	1	3
REFUSE/GARBAGE	1	4	0	0	0	1	0	0	1	1	8
RODENTS/INSECTS	0	0	0	3	0	0	2	0	0	3	8
SEPTIC/SEWAGE	1	3	0	1	0	0	3	1	3	8	20
OTHER	0	0	1	0	0	0	3	0	4	0	8
WATER QUALITY	0	3	0	0	0	2	1	0	0	3	9
COVID-19	0	0	0	0	0	1	12	0	1	0	14
TOTAL	2	28	2	10	0	6	44	3	19	25	139
HEALTH INSPECTION											
GROUP HOMES	0	0	0	0	0	0	0	0	0	0	0
DAY CARE	1	0	1	1	2	0	8	0	5	0	18
CAMPS	0	1	0	1	1	0	0	2	0	2	7
PUBLIC POOL	0	1	0	0	0	0	5	2	2	2	12
OTHER	0	0	1	0	0	0	1	0	1	0	3
SCHOOLS	0	0	0	0	0	0	0	0	0	0	0
MORTGAGE, FHA, VA	0	0	0	0	0	0	0	0	0	0	0
BATHING AREAS	0	0	1	0	0	4	0	0	0	0	5
TOTAL	1	2	3	2	3	4	14	4	8	4	45
ON-SITE SEWAGE DISPOSAL											
SITE INSPECTION – ALL SITE VISITS	67	49	58	23	100	180	163	7	154	53	854
DEEP HOLE TESTS – NUMBER OF HOLES	46	96	56	16	76	227	140	13	137	96	903
PERCOLATION TESTS – NUMBER OF HOLES	14	22	19	9	21	37	32	3	37	26	220
PERMITS ISSUED, NEW	2	6	3	4	6	16	12	1	13	14	77
PERMITS ISSUED, REPAIR	19	25	25	7	40	41	52	5	65	23	302
SITE PLANS REVIEWED	19	30	43	16	39	65	65	4	87	40	399
PUBLIC HEALTH REVIEWS	17	48	38	7	32	120	64	9	108	35	478
WELLS											
WELL SITES INSPECTED	2	8	5	4	20	18	7	4	11	4	83
WELL PERMITS ISSUED	3	8	8	2	12	24	21	3	18	7	106
LABORATORY ACTIVITIES (SAMPLES TAKEN)											
POTABLE WATER	0	1	0	0	0	0	0	0	0	0	1
SURFACE WATER	20	18	35	0	33	144	19	0	22	31	322
GROUND WATER	0	0	0	0	0	0	0	0	1	0	1
RABIES	0	0	0	0	0	0	0	0	1	0	1
LEAD	0	0	0	0	0	0	0	0	0	0	0
OTHER	2	3	4	1	2	6	12	0	3	1	34
FOOD PROTECTION											
INSPECTIONS	19	37	38	22	32	87	231	5	76	40	587
REINSPECTIONS	3	6	4	5	0	6	33	0	9	7	73
TEMPORARY PERMITS	8	17	35	7	3	58	8	9	18	17	180
TEMPORARY INSPECTIONS	4	0	18	0	1	38	2	7	3	6	79
PLAN REVIEWS	0	0	0	0	0	2	2	0	3	0	7
PRE-OPERATIONAL INSPECTIONS	0	0	0	2	1	3	12	0	3	1	22
TOTAL INSPECTIONS AND OTHER	34	60	95	36	37	194	288	21	112	71	948
LEAD ACTIVITIES											
HOUSING INSPECTION	0	0	0	0	0	2	0	0	0	0	2
ABATE PLAN REVIEWED	0	0	0	0	0	0	0	0	0	0	0
MISCELLANEOUS ACTIVITIES											
PLANNING AND ZONING REFERRALS	1	0	0	0	0	2	2	0	0	0	5
SUBDIVISION REVIEWED (PER LOT)	1	0	0	0	0	0	0	0	0	2	3

Selected Reportable Diseases by Town*

	Andover	Ashford	Bolton	Chaplin	Columbia	Coventry	Mansfield	Scotland	Tolland	Willington	District Totals
Babesiosis	0	2	0	1	0	1	3	0	2	1	10
Campylobacter	0	0	2	0	0	3	0	0	0	0	5
COVID-19	138	192	180	116	226	506	587	41	546	219	2751
Cryptosporidium	0	0	0	0	0	0	0	0	0	0	0
Cyclospora	0	0	0	0	0	0	0	0	0	0	0
E. Coli O157/STEC	0	0	0	0	0	0	0	0	1	0	1
Elhlichiosis/Anoplasmosis	0	0	0	0	0	0	0	0	0	0	0
Giardia	0	0	0	0	0	1	0	0	0	2	3
Group A Streptococcus	0	0	0	0	0	0	0	0	1	0	1
Group B Streptococcus	0	1	0	0	1	0	1	0	2	0	5
Haemophilus influenzae	0	0	0	0	0	1	0	0	0	0	1
Hepatitis A	0	0	0	0	0	0	0	0	0	0	0
Hepatitis B	0	0	0	0	0	0	0	0	0	0	0
Hepatitis C	0	0	0	1	1	2	1	0	0	1	6
Influenza	6	1	6	0	4	17	303	1	15	14	367
Lead-Elevated Blood Lead Levels in children up to age 6 (5-9.9 ug/dl)	0	0	0	0	0	3	1	0	0	1	5
Lead-Elevated Blood Lead Levels in children up to age 6 (10-19 ug/dl)	0	0	0	0	0	0	0	0	0	0	0
Lead-Elevated Blood Lead Levels in children up to age 6 >20 ug/dl	0	0	0	0	0	0	0	0	0	0	0
Listeria	0	0	0	0	0	0	0	0	0	0	0
Lyme Disease	0	0	0	1	3	4	11	1	0	0	20
Measles	0	0	0	0	0	0	0	0	0	0	0
Methicillin Resistant Staphylococcus Aureus	2	0	1	2	1	5	2	0	10	0	23
Mumps	0	0	0	0	0	0	0	0	0	0	0
Neisseria Meningitis	0	0	0	0	0	0	0	0	0	0	0
Pertussis	0	0	0	0	0	0	0	0	0	0	0
Rubella	0	0	0	0	0	0	0	0	0	0	0
Salmonella	0	1	0	0	0	3	0	0	2	2	10
Shigella	0	0	0	0	0	0	0	0	0	0	0
Streptococcus Pneumoniae	0	0	0	0	0	1	1	0	0	0	2
Varicella	0	0	0	0	0	0	0	0	0	0	0
Vibrio	0	0	1	0	0	0	0	0	0	0	1
West Nile Virus	0	0	0	0	0	0	0	0	0	0	0
Yersinia	0	0	0	0	0	0	0	0	0	0	0

* The case numbers above are considered to be below actual figures due to under reporting.



4 South Eagleville Road
Mansfield, CT 06268

APPENDIX

Financial Statements

(See separate document on Town website)