

# Annual Report

Town of Coventry  
Connecticut

Fiscal Year  
July 1, 2013 –  
June 30, 2014

Office of the Town Manager  
1712 Main Street  
Coventry, CT 06238

860-742-6324  
[www.coventryct.org](http://www.coventryct.org)



**Front cover:** *Improvements made to the Miller Richardson ball field and the basketball court at Lisicke Beach during the spring of 2014. Coventry was chosen by Kaboom! Foundation as a Playful City for the 4<sup>th</sup> year in a row in recognition of initiatives to provide access to recreational spaces and opportunities. Photos by Laura Stone.*



# **TOWN OF COVENTRY ANNUAL REPORT FY 2013 – 2014**

*Above right: A Snowy Owl visits a  
Coventry rooftop on Christmas Day in  
2013. Photo by Emanuel Merisotis.*





*Above: Coventry flaunts its reputation as a “Daffodil Town” in April every year. Photo by Laura Stone.*

# TABLE OF CONTENTS

<b>COUNCIL &amp; MANAGER</b> .....	<b>7</b>
TOWN COUNCIL .....	9
TOWN MANAGER .....	10
<b>OFFICIALS</b> .....	<b>13</b>
OFFICIALS/VOLUNTEERS .....	15
<b>ADMINISTRATION</b> .....	<b>19</b>
TOWN CLERK .....	21
SUMMARY OF TOWN MEETINGS.....	34
REGISTRARS OF VOTERS.....	35
ENERGY CONSERVATION .....	36
<b>PUBLIC SAFETY</b> .....	<b>39</b>
POLICE.....	41
FIRE MARSHAL/EMERGENCY MANAGEMENT.....	52
NORTH COVENTRY VOLUNTEER FIRE DEPARTMENT.....	53
COVENTRY VOLUNTEER FIRE ASSOCIATION.....	55
<b>PUBLIC WORKS</b> .....	<b>57</b>
ADMINISTRATION.....	59
PERMITS/CODE ENFORCEMENT.....	75
CEMETERY COMMISSION.....	79
<b>LAND USE</b> .....	<b>81</b>
PLANNING & ZONING .....	89
INLAND WETLANDS .....	96
ZONING BOARD OF APPEALS.....	98
ECONOMIC DEVELOPMENT .....	103
CONSERVATION COMMISSION.....	105
<b>EDUCATION</b> .....	<b>107</b>
BOARD OF EDUCATION/SCHOOLS.....	109
<b>HUMAN SERVICES/CIVIC/CULTURAL</b> .....	<b>115</b>
HUMAN SERVICES .....	117
HOUSING AUTHORITY.....	125
RECREATION.....	126
BOOTH & DIMOCK MEMORIAL LIBRARY.....	135
<b>FINANCIAL</b> .....	<b>143</b>
FINANCE DIVISION .....	145
COLLECTOR OF REVENUE.....	152
ASSESSOR .....	155
BOARD ASSESSMENT APPEALS .....	158
AUDITOR’S REPORT .....	159
	(A-1-A-50)
<b>AGENCIES</b> .....	<b>209</b>
EASTERN HIGHLANDS HEALTH DISTRICT.....	211





# **TOWN COUNCIL & TOWN MANAGER**

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



# Town Council



*L to R: Joan Lewis, Mike Griswold, Hannah Pietrantonio, Wayne Post, Jeff Shorts, Lisa Thomas, Micah Welintukonis.*

After being sworn in on November 6, 2013, the Council started working on developing the council goals. The goals were broken down into four sections.

## **Goal One: Enhance Town and School Safety:**

We will continue to improve our schools and community to keep them secure and safe.

The Council worked with the Board of Education to make sure that the best practices are in place. We have started the work to continue the sidewalks to the Middle School and High School with the Safe Routes to School Grant. A committee was established to examine and implement the fire department strategic action plan and review the need for a Fire Administrator. These meetings have been on going and have made good progress with the members that are on this committee.

## **Goal Two: Review Government Structure and Staffing levels:**

This goal has been put on hold as we reduced the budget this year and these funds were removed for the Town Charter review and the independent labor audit study. The Council has worked on sharing services to increase efficiency and reduce cost. The Council and staff continue to work with the Board of Education and surrounding towns to reduce cost when available. The Town has just recently submitted an ICE grant with the Town of Mansfield to share a new Catch Basin Sweeper. We have also worked with multi-towns to purchase computers at a lower bulk cost. Coventry has partnered with the Town of Columbia to receive a \$500,000 grant for Housing and Community Revitalization Projects.

## **Goal Three: Protecting our rural character through land preservation and stewardship:**

The Council has been working on forming an ad-hoc Open Space Oversight Committee to help monitor and provide stewardship for open-space. The Town of Coventry just recently received a grant for \$262,000 to help purchase almost 62 acres of land on Cooper Lane that abuts existing protected open space land by Joshua's Trust and offers 430 feet of frontage on the Willimantic River.

## **Goal Four: Assure Sound Fiscal Management of the Town.**

The Council continues to work toward its goal of a 10% balance in the Unreserved Fund Balance of General Fund Expenditures. We are working toward funding the Capital Non-Recurring Expenditure Fund to build reserves for the financing of depreciable assets. Also, the Council continues to strive to achieve an 80% funded ration for Town Employee's Pension Fund.

The Council continues to improve the communication with our residents. We publish quarterly newsletters, send out a monthly eblast, broadcast Council and BOE meetings and have a recast available on the Town website as well as minutes from the meeting are always available.

The Council Steering Committee continues to recruit on an ongoing basis to fill vacancies for our Boards and Commissions. If you have a desire to serve your community, please take a look on the town website to see what there are for available openings.

Coventry has continued to strive as a Town in the renewable market for energy. You will notice most of the town building either have or will be getting solar panels in the near future.

The Council has been very active with Town staff to go after grants that are available. The Town of Coventry has also received the following grants \$475,000 for the Lake Gate from the Small Town Economic Assistance Program and \$405,000 for various elements of the South Coventry Village.

This Council has worked hard to do what is in the best interest of Coventry and we look forward to serving the second year of our two year term.



cost effective. This year we implemented several energy projects including replacing all exterior lighting (Town and Schools) with LED lighting taking advantage of incentives from the electric company. Solar projects for all four schools and several Town buildings were completed and approved to proceed. The Public Works facility and CVFA fire station are performing well. Plans for the Town Hall, North Coventry Fire and Police Station are planned for spring of 2015. For the citizens we ran a Solarize Coventry program and assisted over 40 on their houses in a State-subsidized group purchase. We also got a grant for an electric vehicle charging station and electric car. The charging station is located and Town Hall and can be used by the public free of charge. Finally we concluded the experiment with wind power and due to mechanical costs and issues removed the system. The Town's expenses were fully covered and we determined that today's technology is not yet ready for small in-land wind power.

Several software changes were implemented and services expanded. We upgraded our tax software which will allow us to implement new payment systems and online balance verification. Our online imaging was transitioned to the Capital Region Council of Government's site, new electronic tax maps were prepared for the Assessor's office. The Town Clerk's office now has electronic deeds and maps online sufficient to conduct deed research without having to come into the Town Hall. They were also among the first offices in the State to accept e-filing of land records.

The Town Council went to paperless agendas and through our website citizens now have access to the full agenda packets. The website site also allows citizens to select the information they want to receive when content is added to the website, including agendas and minutes; calendar notices; bid postings; employment announcements; the Town's monthly e-blast; newsletters and more.

The Town received State funding to tie the Town Hall into the Nutmeg Network. This fiber connection will add cost-effective Internet and inter-town sharing. We will be sharing software to track Public Works vehicles with South Windsor to allow better snow fighting information. It will also allow us to participate in a video streaming project to broadcast meetings live over the Internet. Our online building permit use continues to grow with 84 permits issued without builders having to come into the Town Hall.

This year also allowed some experiments with the Library installing a 3-D printer, walking trails mapped with GPS and an app under development to bring them to your Smart Phone. Crowdsourcing for a fundraiser for a playscape at Laidlaw Park was approved for the winter of 2015.

Our goal is to provide cost-effective and convenient service to our citizens. We believe we made great progress and set the table for more enhancements to come. We have a great town and great staff. It is my pleasure to continue to serve as your Town Manager.

John A. Elssesser  
Town Manager





## TOWN OFFICIALS

*Above: Coventry received a grant for our first electric vehicle charging station during the winter of 2013. L to R: John Elsesser, Town Manager; Jeff Shorts, Town Council Chair; Jennifer Reilly, Chair, Energy Conservation – Alternative Energy Committee and Tim Ackert, State Representative. Photo by Laura Stone.*



## OFFICERS, BOARDS, COMMISSIONS

As Of June 30, 2014

### ELECTED

#### TOWN COUNCIL

Michael E. Griswold  
Joan A. Lewis  
Hannah G. Pietrantonio  
Wayne T. Post  
Jeffrey A. Shorts  
Lisa D. Thomas  
Micah J. Welintukonis

#### BOARD OF EDUCATION

Jennifer E. Beausoleil  
William M. Oros, Sr.  
Mary S. Kortmann  
Eugene T. Marchand  
Mary T. Minor  
Denise A. Ryan  
Michael A. Sobol

#### BOARD ASSESSMENT APPEALS

Robert E. Dextrateur  
Robert Kramer  
Robert McMahon, Jr.  
Joan M. Oros  
Jill Wood Reviczky

#### ZONING BOARD OF APPEALS

Raymond Chicoine  
Carol Chipkin  
Karen Post  
William Riordan  
Valdis Vinkels

#### ZBA ALTERNATES

Stephen P. Curtiss  
Joram L. Echeles  
Jo Ann Watson

#### REGISTRAR OF VOTERS

Inge Pope  
Marjorie L. Roach

#### JUDGE OF PROBATE

Claire C. Twerdy

#### JUSTICE OF PEACE

Albert E. Bradley  
Harvey Barrette  
Victor Birch  
Robert Birge  
Joyce Bonney  
Phyllis Chicoine  
Raymond Chicoine  
Dorothy M. Grady  
Paul F. Jatkowski  
M. Kathleen Krider  
David E. Lamore  
Patricia Naegeli  
Joan M. Oros  
Jacqueline Piccolo  
Darby Pollansky  
Thomas Pope  
Jill G. Wood Reviczky

Barbara Riordan  
Valerie Shorts  
Sondra A. Stave

### APPOINTED

#### TOWN MANAGER

John A. Elsesser

#### TOWN ATTORNEY

Duncan Forsyth

#### SUPERINTENDENT OF SCHOOLS

David Petrone

#### AUDITOR

Blum Shapiro

#### FINANCE DIRECTOR/TREASURER

Elizabeth Bauer

#### CHIEF OF POLICE

Mark A. Palmer

#### DIRECTOR OF HEALTH

Robert Miller

#### TOWN CLERK/REGISTRAR

#### VITAL STATISTICS

Susan J. Cyr

#### TAX COLLECTOR

Linda L. Greenbacker

#### ASSESSOR

Michael D'Amicol

#### HUMAN SERVICES

#### ADMINISTRATOR

Courtney Chan

#### YOUTH SERVICES

#### ADMINISTRATOR

Crystal Morawitz

#### SENIOR CENTER COORDINATOR

Sarah Taylor West

#### BUILDING OFFICIAL

Joseph Callahan

#### SANITARIAN

Glenn Bagdoian

#### PUBLIC WORKS DIRECTOR

David R. Gofstein

#### TOWN PLANNER

Eric M. Trott

#### ZONING AGENT

Michael Antonellis

#### TOWN ENGINEER -

#### INLAND WETLANDS AGENT

Todd Penney

#### RECREATION DIRECTOR

Wendy L. Rubin

#### CANINE CONTROL

John H. Chipman, III

#### EMERGENCY MANAGEMENT

Noel Waite

#### Municipal Agent

Courtney Chan

#### PUBLIC HEALTH

Visiting Nurse Health

#### BURNING OFFICIAL/

#### FIRE MARSHAL

Noel Waite

#### TREE WARDEN

Douglas Reese

#### BLDG CODE BD APPEALS

Brian W. Canny  
Michael F. Cleary  
John N. Motycka  
Harvey Barrette  
1 vacancy

#### CEMETERY COMM

Thomas Scott Boudreau  
Sherry L. Chapman  
Linda G. Pagliuco  
Anne Claudine Vieten  
1 vacancy

#### CONSERVATION COMM

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

#### ECONOMIC DEVELOPMENT COMM

Barbara Barry  
Samuel Belsito  
Richard Giggey  
William J. Jobbagy  
Mark C. Lavitt  
Timothy Liptrap  
Carol Polsky  
Sondra A. Stave  
Roberta Wilmot

#### HOUSING AUTHORITY

Jeffrey S. Arn  
Albert E. Bradley  
Marilyn E. Barrette  
Harlene W. Fairbanks  
Lorraine U. Lynch

**HUD HOUSING REHAB/  
FAIR HOUSING COMM**

Albert Bradley  
Mark C. Lavitt  
Marjorie L. Roach  
2 vacancies

**INSURANCE ADVISORY**

Christopher J. Belliveau  
Robert Chipkin  
David E. Forte  
Frank S. Mansella  
Paul G. Noel

**PARKS & RECREATION**

Jennifer L. Bynes  
Antonia C. Conti  
Teresa S. Merisotis  
Todd W. Messier  
Ryan M. Nowosielski

**PARKS/RECREATION  
ALTERNATES**

Todd W. Messier  
Ryan Nowosielski  
1 vacancy

**COVENTRYVISION COMMITTEE**

David Lamore  
Konrad Mroczek  
Robert A. Plant  
Bruce M. Stave  
1 vacancy

**PENSION & RETIREMENT**

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

**PERSONNEL APPEALS BOARD**

Benedict Emanuele  
Peter L. Halvorson  
Paul F. Jatkowski  
Barbara E. Riordan  
William J. Zenko  
2 vacancies

**PLANNING & ZONING  
COMMISSION**

Raymond P. Giglio  
William Jobaggy  
Christine Pattee  
Darby L. Pollansky  
Roberta E. Wilmot

**P&Z ALTERNATES**

Stephen E. Marek  
2 vacancies

**INLAND WETLANDS  
AGENCY**

Raymond D. Chicoine  
Charles S. Clapp, Jr.  
Lori J. Mathieu

Darby L. Pollansky  
Thomas P. Woolf

**INLAND WETLANDS  
ALTERNATES**

Michael John Burokas  
David W. Sorich

**WATER POLLUTION  
CONTROL AUTHORITY**

Richard W. Brand  
Susan E. Jamaitis  
Daniel R. Murphy  
Matthew J. Twerdy  
Lyndon Wilmot

**HUMAN RIGHTS  
COMMISSION**

Heather A. Bear  
Albert E. Bradley  
Michael J. Kurpiewski  
Marjorie L. Roach  
1 vacancy

**YOUTH ADVISORY  
BOARD**

Phyllis C. Bishop  
Annie Bobbitt  
Judy Burr  
Terrie D. Carpenter  
Vicki Deveau  
John Elsesser  
Maria L. Genca  
Arthur J. Houlberg  
Florence Lajeunesse  
Roger J. LaPierre  
Heather MacKintosh  
Michael McDonagh  
Ginny Mollieur  
Crystal Morawitz  
Lynn Obomalayat  
David Petrone  
1 vacancy

**VETERANS MEMORIAL  
COMMISSION**

Leroy A. Lowe, Jr.  
Eric Ohlund  
Joseph Recesso, Sr.  
Donna L. Sanborn-LeDoyt  
Richard C. Sanborn, Jr.  
2 vacancies

**LOCAL EMERGENCY  
COORDINATING COMMITTEE**

Ken Boutin, CVFA  
Stephen Curtiss, NCVFD  
W. Dennis Dittrich, CVFA  
John Elsesser, Tn. Mgr.  
Ray Eldridge, Jr., NCVFD  
David Gofstein, Pub. Works  
Mark Palmer, Police Chief  
Paul Noel, CPS Maintenance  
Noel Waite, Emerg. Manag.  
Jeffrey A. Shorts, Council  
Micah Welintukonis, Council

**ENERGY CONSERVATION  
/ALTERNATIVE ENERGY**

Christine L. Chart  
Wayne English  
Matthew E. Mullen  
Paul Noel  
Jennifer Lynn Reilly

**LIBRARY EXPANSION  
BUILDING COMMITTEE**

William Bonney  
Kathleen M. Ryan  
Sondra Astor Stave  
DeWilton Timberman  
1 vacancy

**AD-HOC CONSERVATION CORPS**

Eric Thomas  
Jasmine E. Wolf  
Thomas P. Woolf  
2 vacancies

**HEALTH DISTRICT**

John A. Elsesser  
M. Deborah Walsh

**MUNICIPAL HISTORIAN**

David B. Grady

**CT WATER CO. ADVISORY**

Albert Landry, Jr.

**WINDHAM REGIONAL  
COMMUNITY COUNCIL REP.**

Marjorie Roach

**CABLE TELEVISION ADVISORY  
COMMITTEE**

Eugene T. Marchand  
Joan Meldrum  
1 vacancy

**WINCOG**

Arthur Hall  
1 vacancy

**WINDHAM REGIONAL TRANSIT**

Marjorie Roach

**REGIONAL MENTAL HEALTH**

Christine J. Brunell

**EASTERN REGION MENTAL  
HEALTH**

David Ruth

**AD-HOC LAKE COVENTRY LAKE  
ADVISORY & MONITORING  
COMMITTEE**

Lorraine M. Burokas  
John C. Clausen  
Mary Ann Hansen  
Leslie McCabe Shor  
Gerard F. Zak  
Deborah B. Zeppa  
1 vacancy

**AD-HOC WATER SUPPLY STUDY  
COMMITTEE**

Albert E. Bradley  
Mark C. Lavitt  
William M. Oros, Sr.  
Christine Pattee  
William J. Zenko

**AD-HOC FIRE & EMS STUDY  
COMMITTEE**

Raymond Eldridge, Jr. NCFD  
Beth Mancini Goldsnider,  
NCFD  
Danielle M. Taber, CVFA  
John L. Twerdy  
William J. Zenko  
Julie A. Blanchard  
Kenneth M. Boutin, CVFA  
Michael E. Griswold, Town  
Council  
Wayne T. Post, Town  
Council  
David C. Rappe

**FLOOD & EROSION CONTROL  
BOARD**

Michael E. Griswold  
Joan A. Lewis  
Hannah G. Pietrantonio  
Wayne T. Post  
Jeffrey A. Shorts  
Lisa D. Thomas  
Micah J. Welintukonis

