

Annual Report

Town of Coventry
Connecticut

Fiscal Year
July 1, 2011 –
June 30, 2012

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

860-742-6324
www.coventryct.org





Above: Folly Lane in Autumn by Truman Schlehofer, Overall Winner in the Adult Category of Coventry's 300th Anniversary photo contest.

Front cover: Seasonal winners from the Adult Category of 300th Anniversary photo contest.

Top to Bottom:

Spring at Coventry Lake by Carol North

Summer at Patriots Park by Konrad Mroczek

Fall at Hale Homestead by Gino Loricco

Winter at Bunker Hill Road by Nan Kandolin

Youth contest winners are featured throughout this report. See pages 3, 5, 63, 87 and 119.



TOWN OF COVENTRY ANNUAL REPORT FY 2011 – 2012

*View of Coventry by Dan Manzi,
Overall Winner in Youth Category,
300th Anniversary Photo Contest.*

TABLE OF CONTENTS



*Photo by Morgan North,
Winner of Youth Spring Category,
300th Anniversary Photo Contest.*

COUNCIL & MANAGER	7
TOWN COUNCIL	9
TOWN MANAGER	11
OFFICIALS	13
OFFICIALS/VOLUNTEERS	15
ADMINISTRATION	19
TOWN CLERK	21
SUMMARY OF TOWN MEETINGS.....	32
REGISTRARS OF VOTERS.....	34
PUBLIC SAFETY	35
POLICE.....	37
FIRE MARSHAL/EMERGENCY MANAGEMENT.....	55
NORTH COVENTRY VOLUNTEER FIRE DEPARTMENT.....	56
COVENTRY VOLUNTEER FIRE ASSOCIATION.....	58
PUBLIC WORKS	63
ADMINISTRATION.....	65
PERMITS/CODE ENFORCEMENT.....	83
CEMETERY COMMISSION.....	86
LAND USE	87
PLANNING & ZONING	95
INLAND WETLANDS	102
ZONING BOARD OF APPEALS.....	104
ECONOMIC DEVELOPMENT	108
CONSERVATION COMMISSION.....	110
EDUCATION	113
BOARD OF EDUCATION/SCHOOLS.....	115
HUMAN SERVICES/CIVIC/CULTURAL	119
HUMAN SERVICES	121
HOUSING AUTHORITY.....	129
RECREATION.....	130
BOOTH & DIMOCK MEMORIAL LIBRARY.....	140
FINANCIAL	147
FINANCE DIVISION	149
ASSESSOR	154
BOARD ASSESSMENT APPEALS	157
COLLECTOR OF REVENUE.....	158
AUDITOR'S REPORT	161
AGENCIES	207
EASTERN HIGHLANDS HEALTH DISTRICT.....	209



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: Julie Blanchard, Joan Lewis, Steven Hall, Elizabeth Woolf, Mike Griswold, Jeff Shorts, Lisa Thomas.

After being sworn in on November 9, 2011, the newly elected Council got to work on developing council goals and priorities for itself, as is the practice for new Coventry Town Councils. The overall purpose is to create a framework for decision-making and action for the Council, itself, as well as for the Town Manager and his staff.

Our council goals and priorities for the fiscal years 2011 and 2012 fall under the following categories: Financial Management; Land Use and Economic Development; Citizen Involvement and Communications, Municipal Infrastructure and Services; Community Quality of Life.

I am pleased to report that the Council has made good progress in each of these categories. Following are just a few of them:

- **Financial Management:** The Council began the budget process by meeting with many of the various department/agency heads to better understand service requirements and budget proposals. Then we undertook our deliberations with the goal of preserving appropriate levels of town and educational services and programs while at the same time recognizing economic reality. The result was Council agreement on a budget that kept the mil rate at 27.0, thereby requiring no increase in taxes. Our citizens voted their approval on May 8, 2012 by passing it first time around. It was the third budget in a row that passed on the first vote.
- **Land Use and Economic Development:** One of our Council priorities was to determine what to do with the old Town garage on Bradbury Lane. It was decided that we should issue an RFP to see if there was interest in purchasing the property. A firm, Earth Dynamics, LLC, an excavation contractor, submitted a proposal to purchase in October 2012 and the Council agreed to move forward with the required next steps, including a Town Meeting to approve the transaction. If approved and the sale is consummated, it is projected that the Town will be receiving approximately \$30,000 annually in tax revenue from Earth Dynamics.
- **Citizen Involvement and Communications:** We have increased communications to our citizens by preparing and issuing explanatory texts for all scheduled town meetings/referenda on budgets and general bond resolutions. The information is mailed directly to all households and provides background and financial detail for the budget and/or resolution. The Town Manager is also issuing a monthly Coventry Community update that lists upcoming Town meetings and events for the month. We have received very favorable feedback on this initiative. We continue to publish three town newsletters each year, broadcast Council and BOE meetings and have the recasts available via our town web site.

An important activity is attracting talented and enthusiastic volunteers to serve on the multitude of town boards, commissions and committees. The Council Steering Committee recruits on an ongoing basis so as to ensure a steady stream of candidates to fill vacancies as they occur.

- **Municipal Infrastructure and Services:** The Police Department interviewed and tested many, many candidates for the additional officer position that was approved in this fiscal year's budget. An offer

was recently extended and accepted and the individual will be enrolled in the first CT Police Academy of 2013.

This fiscal year saw the dedication of the new Public Works Garage on Fern St. and the new North Coventry Fire Department on Main St. These projects were long in the making and the Council was delighted to have seen them through to completion. The school reroofing project was also completed this past August.

The renovations of the football fields at the closed landfill were finalized and we anticipate that they will be available for play in the Fall of 2013.

- **Community Quality of Life:** The Council approved an appropriation for the purchase and installation of lights at the H.S. athletic stadium. It also directed the establishment of an ad hoc committee to develop the concept plan and oversee the installation. This is a winner for everyone and reinforces the pride that we have as a community for our Coventry High School and its superb athletic programs and athletes!

2012 marked the 300th birthday of the Town of Coventry and a myriad of activities were planned and carried out throughout the year by the 300th Committee. Included was the 300th celebratory parade which took place on September 29th. It attracted many, many participants; floats, bands, police, fire department equipment and marchers.

The Council looks forward to the second year of its two-year term and pledges to carry out our responsibilities with responsiveness and determination. We are strongly committed to protecting the town's interests and will work hard to do so.

Town Manager



*John A. Elsesser, Town
Manager and Laura Stone,
Executive Assistant*

Once a year we have the opportunity to look back on the accomplishments of the organization. The Town of Coventry had a year to take pride in. I am pleased to submit to the Town Council and citizens of Coventry the Town of Coventry's Annual Report for the period of July 1, 2011 through June 30, 2012. It was an historic year and not just because we started a year-long celebration of the Town's 300th anniversary. Please take the time to read the reports of the many departments and agencies to review the accomplishments.

The Town embarked on many projects focusing on our core infrastructure. We were able to complete construction on a new Public Works facility and replacement for North Coventry Fire Station while replacing three school roofs. Enhancements were made to Laidlaw Park and the closed landfill was converted to two athletic fields. The Board of Education conducted energy audits and implemented projects with a rapid payback. The Council authorized a 71 kWh photovoltaic array for the new Public Works facility under a private-public partnership. Design work also started for the replacement of the Pucker Street Bridge.

Other significant initiatives included formalizing a lease and sub-lease between Connecticut Landmarks and the Coventry Regional Farmers Market to establish a team relationship to allow construction of a Market barn on the grounds of the Nathan Hale Homestead. The success of the Market continues as a source of pride. Long-term waste issues were addressed with a decision not to renew with CRRA's Hartford Trash to Energy plant and instead sign up with Willimantic Waste for solid waste and recycling disposal. We have also endured two major storms, Albert & Irene and parts of Town were without power for 7 to 10 days each.

We focused on efficiencies and created the State's first multi-town Health Insurance pool. Working with neighboring towns we developed a Route 6 redevelopment action plan. Through the Windham Region Council of Governments we received grants to enhance the region's Geographic Information System (GIS); a regional risk management study and shared capital equipment including pavement recyclers. Locally we embarked on "benchmarking" through a program named CPM 101 to allow comparisons between towns and also embarked on the first tax sale in a decade.

Financially it was a good year. We turned the corner and stabilized and improved our pension funding. General Fund balance increased and we had another clean audit. We were also able to submit and get approved a budget without a tax increase for FY 12/13. We were successful in getting grants for sidewalks to continue to the Middle School and fund the match for the State's Rt. 31 curve project for sidewalks/streetscapes in the Village. We received \$300,000 to continue our Housing Rehab program. We also applied for a STEAP grant for a lake gate upgrade and a separate Main Street enhancements grant.

The 300th Anniversary celebration started off with the mystery of the time capsule which we could not find and assume remains buried. A parade was funded and planned. A group raised funds and brought Capt. Nathan Hale home in the form of a bronze statue on the Veterans' Memorial Green. We thank the 300th Anniversary Committee for all their efforts and many other events.

Not wanting to be stuck in the past we embarked on many technological improvements. Land records were enhanced to allow online searches, monthly e-blasts were sent out to our citizens, police cars gained access to

the Dispatch software, maps of walking trails were produced on GIS, and our radios were “trunked” to allow enhanced service by picking out the closest tower.

On a personal note, I was recognized for 30 years of government service by ICMA and elected chairman of CIRMA (municipal insurance pool), secretary of the Council of Small Towns and appointed to the Budget and Personnel Committee of the Connecticut Conference of Municipalities (CCM).

As you can see the Town moved into the future while humming “Happy Birthday” for the full year.

Respectfully submitted,

John A. Elsesser
Town Manager



TOWN OFFICIALS

Above: State and local officials pose with Town staff at the construction site of the new Yankee Post and Beam Barn on the grounds of the Nathan Hale Homestead. The barn was won by the Coventry Regional Farmers Market during a nationwide contest in the summer of 2011.

OFFICERS, BOARDS, COMMISSIONS

As Of June 30, 2011

ELECTED

TOWN COUNCIL

Elizabeth A. Woolf
William J. Zenko
Julie A. Blanchard
Steven L. Hall
Lisa D. Thomas
Valdis Vinkels
Richard L. Williams

BOARD OF EDUCATION

John M. Barrett
Jennifer E. Beausoleil
Mary Ann T. Emanuele
Mary S. Kortmann
Mark N. Malcolm
Eugene T. Marchand
Cheryl A. Trudon

BOARD ASSESSMENT APPEALS

Steven W. Anderson
Marcella C. Fahey
Erin Emily Henry
Robert Kramer
Robert McMahon, Jr.

ZONING BOARD OF APPEALS

Charles Clapp, Jr.
David S. Eddy
Thomas Pope
Jeffrey Shorts
Erik A. Williams

ZEA ALTERNATES

Jacques R. Collard
John R. Henry
William J. Riordan

REGISTRAR OF VOTERS

Marjorie L. Roach
Inge Pope

JUDGE OF PROBATE

Claire T. Twerdy

JUSTICE OF PEACE

Constance Anderson
Albert E. Bradley
John M. Barrett
Hustus Falana Jr.
Marcella Fahey
Dorothy M. Grady
Jesse H. Haskell
Paul F. Jatkowski
David E. Lamore
Glen Merrill, Sr.
Martha E. Miranda
Patricia Naegeli
Thomas Pope
Shannon M. Ransom
Sondra A. Stave
Shelton J. Stewart

APPOINTED

TOWN MANAGER

John A. Elsesser

TOWN ATTORNEY

Duncan Forsyth

SUPERINTENDENT OF SCHOOLS

Donna Bernard, PhD

AUDITOR

Blum Shapiro

FINANCE DIRECTOR/TREASURER

Elizabeth Bauer

CHIEF OF POLICE

Mark A. Palmer

DIRECTOR OF HEALTH

Robert Miller

TOWN CLERK/ TREASURER

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

Joan Oros

BUILDING OFFICIAL

Joseph Callahan

SANITARIAN

Glenn Bagdoian

PUBLIC WORKS DIRECTOR

Timothy Webb

TOWN PLANNER

Eric M. Trott

ZONING AGENT

Bonnie Potocki

TOWN ENGINEER

INLAND WETLANDS AGENT

Todd Penney

RECREATION DIRECTOR

Wendy L. Rubin

CANINE CONTROL

John H. Chipman, III

EMERGENCY MANAGEMENT

Noel Waite

Municipal Agent

Dorothy M. Grady

PUBLIC HEALTH

Visiting Nurse Health

BURNING OFFICIAL/ FIRE MARSHAL

Noel Waite

TREE WARDEN

Douglas Reese

Tim Webb

BLDG CODE BD APPEALS

Brian W. Canny
David Eddy
Richard Pelletier
Michael F. Cleary
John N. Motycka

CEMETERY COMM

Deborah L. Blakeley
Thomas Boudreau
Sherry L. Chapman
Michael Griswold
1 vacancy

CONSERVATION COMM

Robert J. Guliano, Jr.
Arthur Hall, Jr.
Leroy Lowe, Jr.
Paul C. Manzone
James C. Parda
Robert R. Proctor
Roy A. Shook, Jr.

ECONOMIC DEVELOPMENT COMM

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

HOUSING AUTHORITY

Albert E. Bradley
Marilyn E. Barrette
Harlene W. Fairbanks
Paul Grandpre
Lorraine U. Lynch

**HUD HOUSING REHAB/
FAIR HOUSING COMM**

Albert Bradley
Thomas W. Brainard
Mark C. Lavitt
Marjorie L. Roach
1 vacancy

INSURANCE ADVISORY

Christopher J. Belliveau
Samuel P. Belsito III
David E. Forte
Frank S. Mansella
Paul G. Noel

PARKS & RECREATION

Sean S. Butler
Jennifer L. Bynes
Todd S. Cancelliere
Antonia C. Conti
Donald J. Figiela
Jared Luce, Sr.
Jennifer M. Ojala

PARKS/RECREATION

ALTERNATES
Teresa S. Merisotis
2 vacancies

COVENTRYVISION COMMITTEE

David Lamore
Jennifer A. Meunier
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
Linda A. Scussel
2 vacancies

**PLANNING & ZONING
COMMISSION**

Raymond P. Giglio
William Jobaggy
Jonathan Kreisberg
Christine Pattee
Roberta E. Wilmot

P&Z ALTERNATES

Michael E. Griswold
Darby L. Pollansky
Carol F. Polsky

**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

**SCHOOL ROOF BUILDING
COMMITTEE**

Jeffrey S. Arn
Harvey R. Barrette, Jr.
Raymond P. Giglio
Robert P. Lezotte
Cheryl A. Trudon

PUBLIC WORKS BUILDING COMM

Karl F. Acimovic
Paul F. Carl
Robert P. Lezotte
Mark A. Messier
John L. Twerdy

**WATER POLLUTION
CONTROL AUTHORITY**

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

**HUMAN RIGHTS
COMMISSION**

Albert E. Bradley
Thomas W. Brainard
Amy S. Eisner
Michael J. Kurpiewski
Patricia P. Naegeli

**YOUTH ADVISORY
BOARD**

Annie Bobbitt
Phyllis C. Bishop
Terrie Carpenter
Maria L. Genca
David J. Hoyt
Florence Lajeunesse
Roger J. LaPierre
Paul C. Manzone
Michael McDonagh
Ginny Molleur
Crystal Morawitz
Elizabeth R. Murphy
Kathy Walker

**VETERANS MEMORIAL
COMMISSION**

Leroy A. Lowe, Jr.
Bonnie Ohlund
Eric Ohlund
Joseph Recesso, Sr.

William H. Root
Donna L. Sanborn-LeDoyt
Richard C. Sanborn, Jr.

**N.COVENTRY FIRE STATION
BUILDING COMMITTEE**

Charles S. Beecher
Kenneth M. Boutin
Paul F. Carl
Rick W. Landry
Scott Morris

**LOCAL EMERGENCY
COORDINATING COMMITTEE**

Julie Blanchard, Council
Leonard Bragdon, CVFA
Joseph Carilli, CVFA
John Elsesser, Tn. Mgr.
Noel Miller, NCVFD
Scott Morris, NCVFD
Mark Palmer, Police Chief
Noel Waite, Emerg. Manag.
Tim Webb, Public Works
William Zenko, Council

**ENERGY CONSERVATION
/ALTERNATIVE ENERGY**

Jennifer Jillson
Matthew Mullen
Paul Noel
Wayne Vaillancourt
1 vacancy

TERCENTENARY COMMITTEE

Andrea Ader
Joyce Chellstorp-Bonney
Virginia Dilk
William Jobbagy
Beverly R. Rice

ROUTE 31 ADVISORY

Karl Acimovic
William Jobbagy
Mark Lavitt
Patricia Pelkey
Michael Williams

AD-HOC CONSERVATION CORPS

Michael Griswold
Robert Proctor
Eric Thomas
Jasmine E. Wolf
1 vacancy

HEALTH DISTRICT

John A. Elsesser
M. Deborah Walsh
1 vacancy

**CORRECTIONAL
FACILITY LIAISON**

Walter Solenski, Jr.

MUNICIPAL HISTORIAN

Vacant

CT WATER CO.
ADVISORY
Albert Landry, Jr.

WINDHAM REGIONAL
COMMUNITY COUNCIL REP.
Marjorie Roach

CABLE TELEVISION ADVISORY
COMMITTEE
Joan Meldrum
Kathleen Elliott
Steven King, Jr.

WINCOG
Alexander S. Acimovic
Arthur Hall

WINDHAM REGIONAL TRANSIT
Marjorie Roach

REGIONAL MENTAL HEALTH
Christine J. Brunell

REGIONAL FEDERATED
SERVICES FOR OLDER
AMERICANS
Marjorie L. Roach
1 vacancy

